



REVISED AGENDA
Township of South Stormont

Wednesday, April 14, 2021, 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	
a. Z-2021-02 (Brisbois)	5 - 25
6. Delegations	
a. SDG Municipal Update	26 - 42
Tim Simpson, CAO and Ben de Haan, Director of Transportation and Planning Services	
7. Adoption of Minutes	
a. March 24, 2021	43 - 48
8. Consent Items	
a. Ontario Power Generation Transfers to Akwesasne Reserve No. 59	49 - 53
b. SDG Police Services Board Resolution	54 - 56
c. MPAC 2020 Annual Report	57
d. Monthly Activity Summary - CAO	58 - 59

e.	Monthly Activity Summary - Director of Corporate Services/Clerk	60
f.	Monthly Activity Summary - Director of Finance/Treasurer	61
g.	Monthly Activity Summary - Fire Chief	62
h.	Monthly Activity Summary - Director of Planning/Building	63 - 65
i.	Monthly Activity Summary - Director of Public Works	66
9.	Consideration of Items Requiring Discussion	
10.	Key Information Reports	
a.	Integrity Commissioner Services – 2020 Annual Report	67 - 69
b.	Closed Meeting Protocol - Draft for Consideration	70 - 87
c.	Draft Building By-law	88 - 134
d.	COVID-19 Financial Updates	135 - 136
e.	2020 MNP Audit Engagement	137 - 149
f.	2020 Council Remuneration and Expenses Report	150 - 151
g.	Pet Licensing Software - DocuPet	152 - 153
h.	Ingleside Water Tower Branding	154 - 156
11.	Action Requests	
a.	Community Strategic Plan	157 - 236
b.	Support Township of Hudson - Fire Departments	237 - 239
c.	2021 Municipal Grant Applications	240 - 242
d.	2021 Excluded Expenses Report	243 - 245
e.	One Time Doubling of Gas Tax Funds in 2021	246 - 260
f.	RFQ No. 02-2021 Supply and Delivery of Granular Materials	261

g.	RFQ No. 06-2021 Valade Road Bridge Rehabilitation	262 - 264
----	---	-----------

12. Committee / Council Member Reports

a.	Upper-Tier Report	
b.	Cornwall Township Historical Society	
c.	Lost Villages Historical Society	
d.	Raisin Region Conservation Authority	265
e.	South Stormont Sports Hall of Fame	
f.	Volunteer Appreciation Committee	
g.	South Stormont / South Dundas Doctor Recruitment Committee	

13. By-laws

a.	By-law No. 2021-030 Adopt the 2021 Tax Rates	266 - 270
b.	By-law No. 2021-031 Authorize Fire Safety Grant Agreement	271 - 290
c.	By-law No. 2021-032 Responsible Pet Ownership By-law	291 - 314
d.	By-law No. 2021-033 Regulate Speed on Bayview Road	315 - 317
e.	By-law No. 2021-034 Regulate Traffic on Manning Road	318 - 320

14. Motions and Notices of Motions

*a.	Action Requested Regarding Covid-19	321 - 323
-----	-------------------------------------	-----------

15. New Business

16. Closed Meeting

- a. Minutes
March 24, 2021
- b. Proposed or Pending Acquisition of Land
Specifically: Recreational Purposes

- c. Personal Matters About an Identifiable Individual and Labour Relations

Specifically: Employees

17. Ratification By-Law

- a. By-law No. 2021-035

324 - 325

18. Adjournment by Resolution

TOWNSHIP OF SOUTH STORMONT
PUBLIC MEETING CONCERNING A PROPOSED
ZONING BY-LAW AMENDMENT APPLICATION No. Z-2021-02

TAKE NOTICE that the Council of the Corporation of the Township of South Stormont will hold a virtual public meeting on **April 14th, 2021 at 5pm** to consider a proposed zoning by-law amendment under Section 34 of the Planning Act. Details appear below.

The purpose of this zoning amendment is to rezone 15026 Colonial Drive, Township of South Stormont.

From: "General Commercial (GC)"
To: "Residential Single Services – Second Zone (RSS2)"

The applicant is proposing to rezone the subject lands to allow the construction of a new duplex building.

If you are the owner of any land that contains seven or more residential units, please post this notice in a location that is visible to all of the residents.

If you wish to be notified of the decision of the Township of South Stormont on the proposed zoning by-law amendment, you must make a written request to: Planning Department, Township of South Stormont, P.O. Box 84, 2 Mille Roches Road, Long Sault ON K0C 1P0 or send an email to: info@southstormont.ca

If a person or public body would otherwise have an ability to appeal the decision of the Township of South Stormont to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of South Stormont before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of South Stormont before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

TAKE NOTICE THAT the Township of South Stormont is now conducting all public meetings/hearings virtually through Zoom. Members of the public will have the ability to watch meeting proceedings and participate, where appropriate, as detailed below.

All regular and public meetings are being recorded and livestreamed on the Township's website. To watch the livestream, go to <https://southstormont.ca/councilmeetings> and click the "Video" link under the meeting.

Members of the public who wish to participate in meetings will be able to do so by joining the Zoom meeting on their laptop, or via the Zoom mobile app on their mobile phone, or by dialing in from a phone. Registration is required in advance of the meeting.

Long distance charges may apply to those who dial-in by phone.
For details on how to register, visit the Township's website at <https://southstormont.ca/DevApps> for our Frequently Asked Questions document.

LAND DESCRIPTION – A key map showing the location of the subject lands is attached.

ADDITIONAL INFORMATION relating to the application additional information can be obtained by contacting Karl Doyle- karl@southstormont.ca

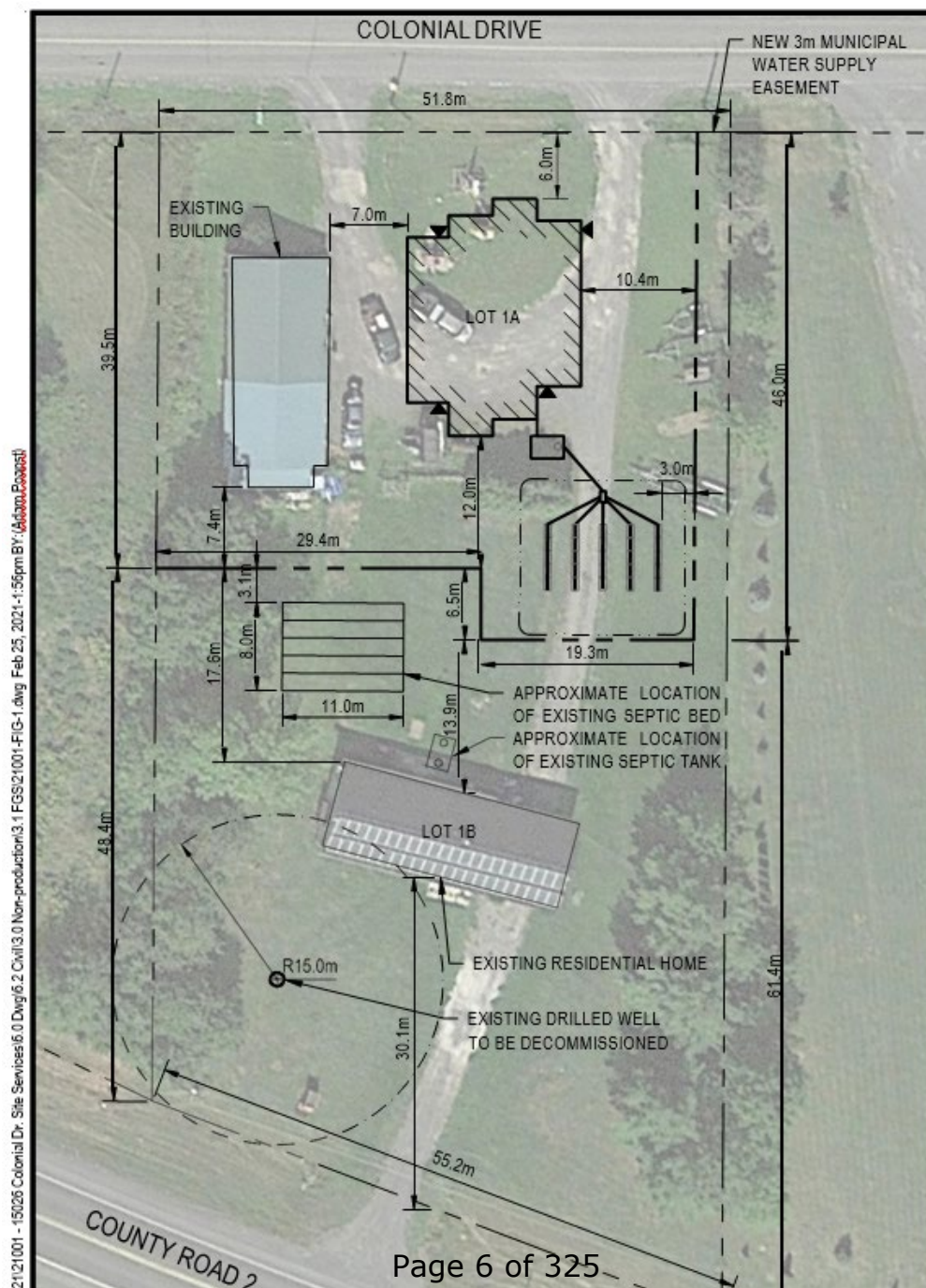
ADDITIONAL INFORMATION relating to the proposed amendment is available at the Township office during regular office hours (8:30 AM to 4:30 PM).

DATED at the Township of South Stormont, this 25th day

of March, 2021

Building / Planning Department
Township of South Stormont
P. O. Box 84, 2 Mille Roches Road
Long Sault, ON K0C 1P0
Telephone: (613) 534-8889
info@southstormont.ca

Key Plan





PUBLIC MEETING | APRIL 14TH, 2021

PROPOSED AMENDMENTS TO ZONING BY-LAW 2011-100

PUBLIC MEETING PROCESS

- The Proposed Zoning By-Law Amendment is outlined
- Opportunity for **public** comments
 - Those persons wishing to speak to the proposed amendment will have a chance to speak
- Opportunity for **applicant** comments
 - The applicant will have an opportunity to address any concerns or items raised

Z-2021-02 | Notice of Public Meeting

- Notice of the Public Meeting was sent to all owners of land within 120 metres of the subject lands via First Class Mail on March 25th, 2021
- Notice was posted on a sign at the entrance to the property on March 25th, 2021
- Notice was also given electronically to the prescribed list established under the Planning Act

Z-2021-02 | Opportunity for Appeal

- If a person or public body would otherwise have an ability to appeal the decision of the Township of South Stormont to the Local Planning Appeal Tribunal (LPAT), but they do not make oral or written submissions to the Township before the by-law is passed:
 - the person or public body is not entitled to appeal the decision; and,
 - the person or public body may not be added as a party to the hearing of an appeal before the LPAT unless, in the opinion of the Tribunal, there are reasonable grounds to do so

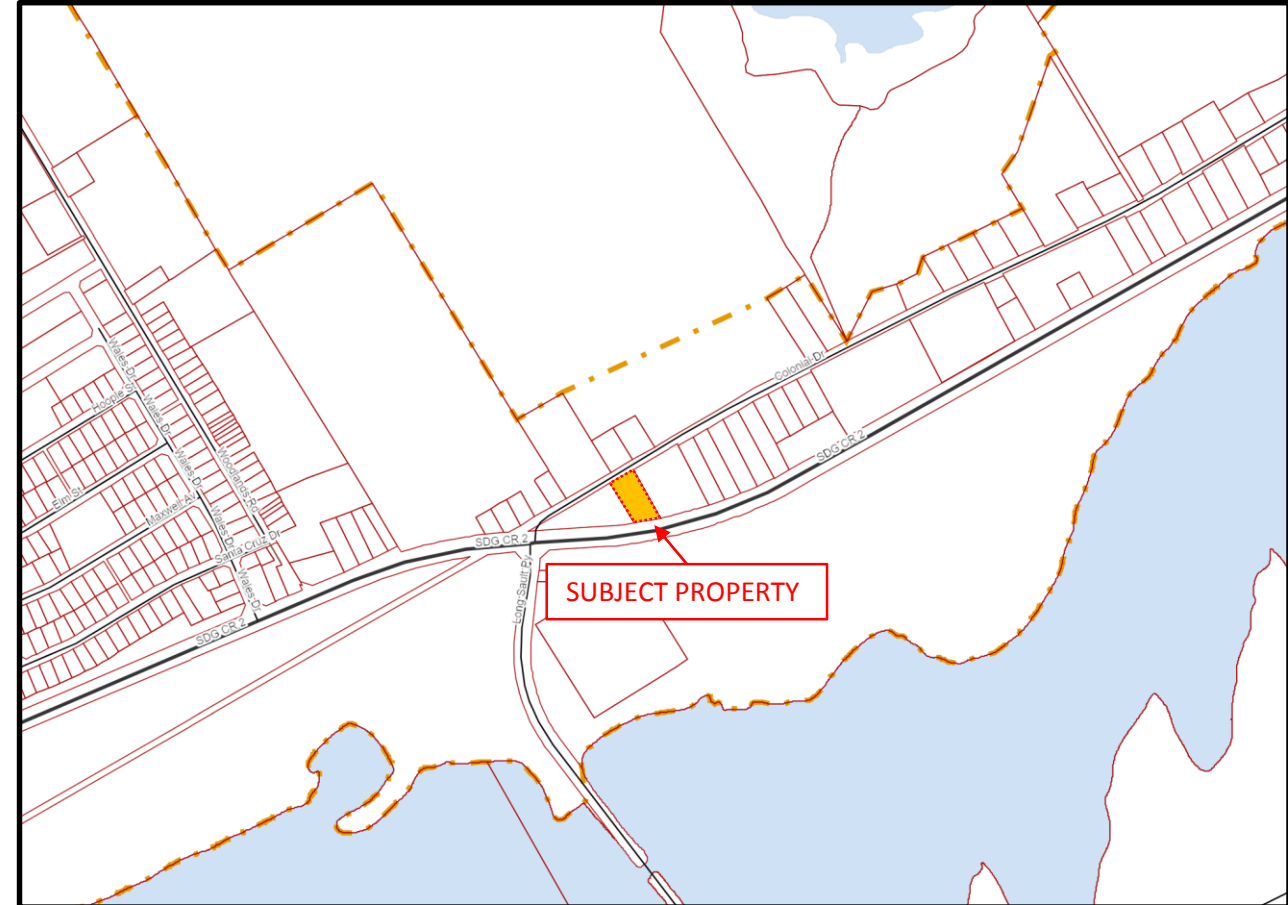
Z-2021-02 | Council Action

- Upon consideration of the comments made and documentation provided, Council may decide one of the following at a future date:
 - pass and/or amend the By-Law;
 - defer the decision; or
 - refuse the zoning amendment application

APPLICATION Z-2021-02 (BRISBOIS)

Z-2021-02 | Subject Property

- Part of the East ½ Lot 17, Concession 1, Geographic Township of Osnabruck, Township of South Stormont
- 15026 Colonial Drive
- 1.06 acres in size
- Accessed via Colonial Drive (north) and County Road 2 (south)



Z-2021-02 | Subject Property

- Part of the East ½ Lot 17, Concession 1, Geographic Township of Osnabruck, Township of South Stormont
- 15026 Colonial Drive
- 1.06 acres in size
- Accessed via Colonial Drive (north) and County Road 2 (south)



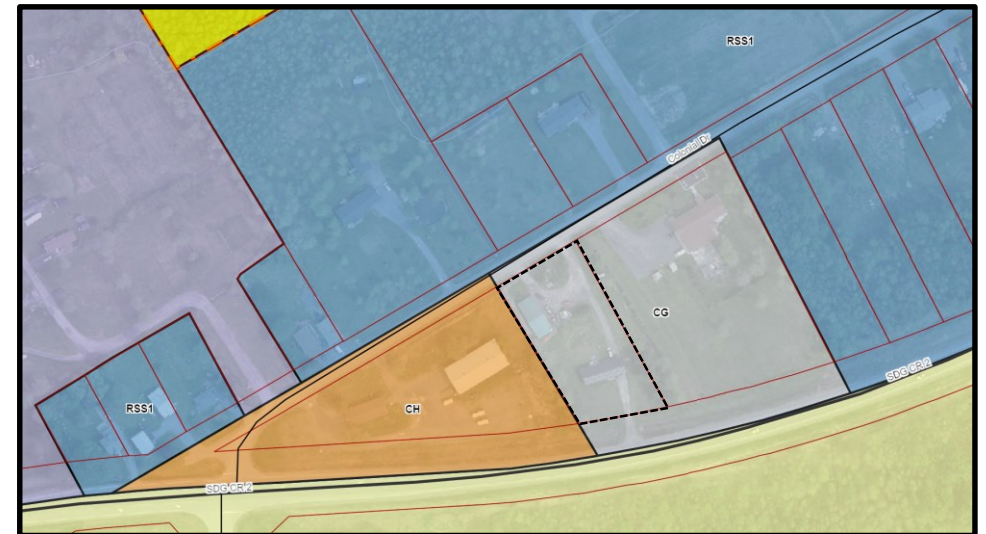
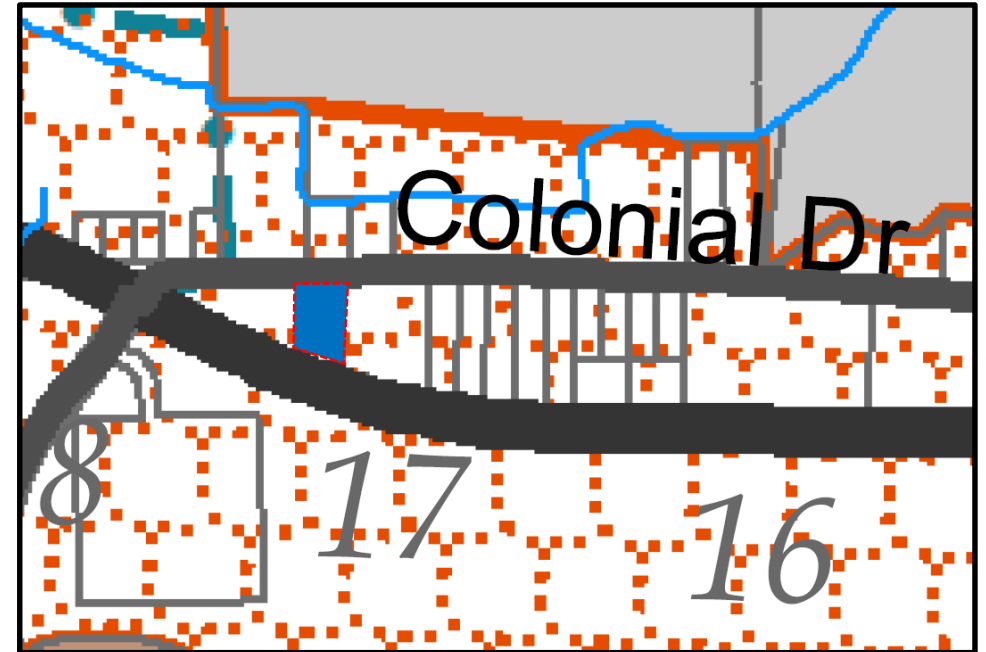
Z-2021-02 | Current Designation & Zoning

Official Plan Designation

Urban Settlement Area - Residential District

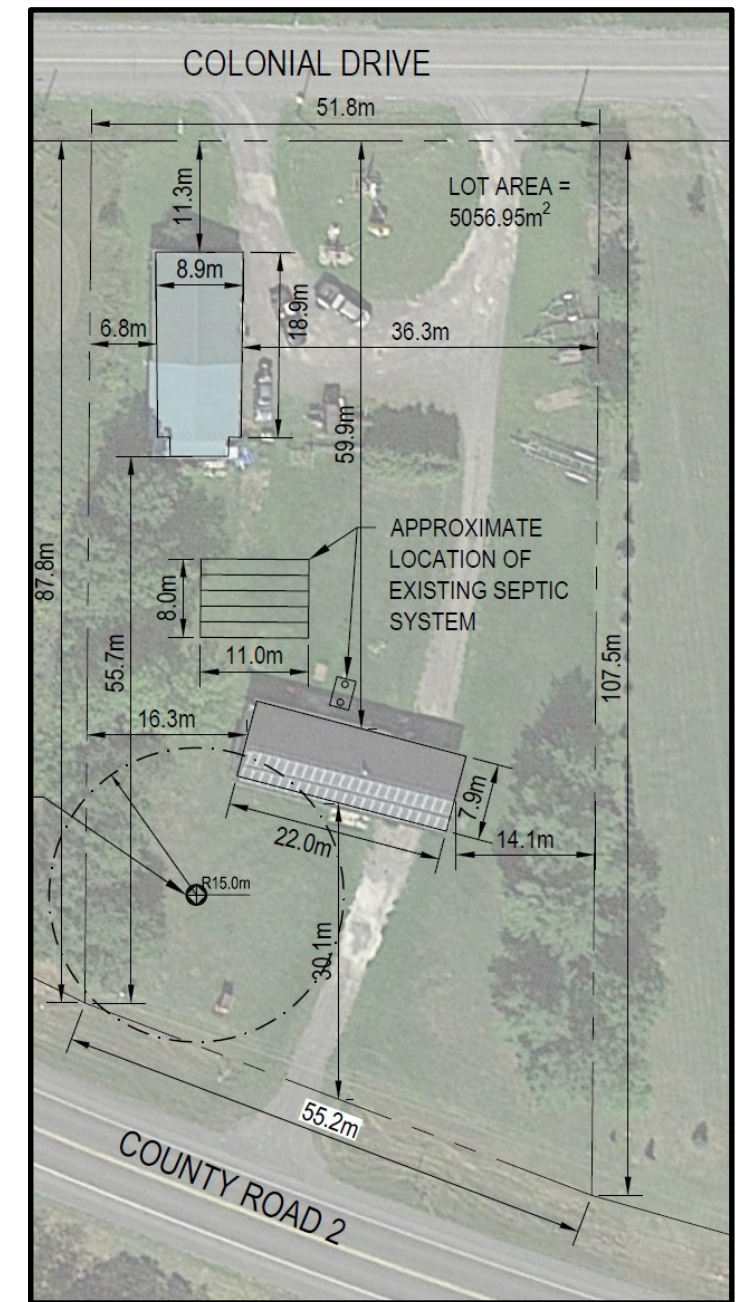
Current Zoning

General Commercial (CG)



Z-2021-02 | Background

- The property currently consists of an existing residential single detached dwelling (115 m²) on the south limit and a former commercial building (bait shop) (175 m²) on the north limit of the subject site
- The current zoning is not in conformity with the current Official Plan designation
- The subject site contains two accesses from both Colonial Drive and County Road 2
- The existing residential dwelling is currently serviced by a well and septic
- The proposed residential land use (Duplex) under the current General Commercial (CG) zone is not permitted to establish



Z-2021-02 | Proposed Amendment

The purpose of the proposed amendment is to rezone the lands:

From: General Commercial (CG)

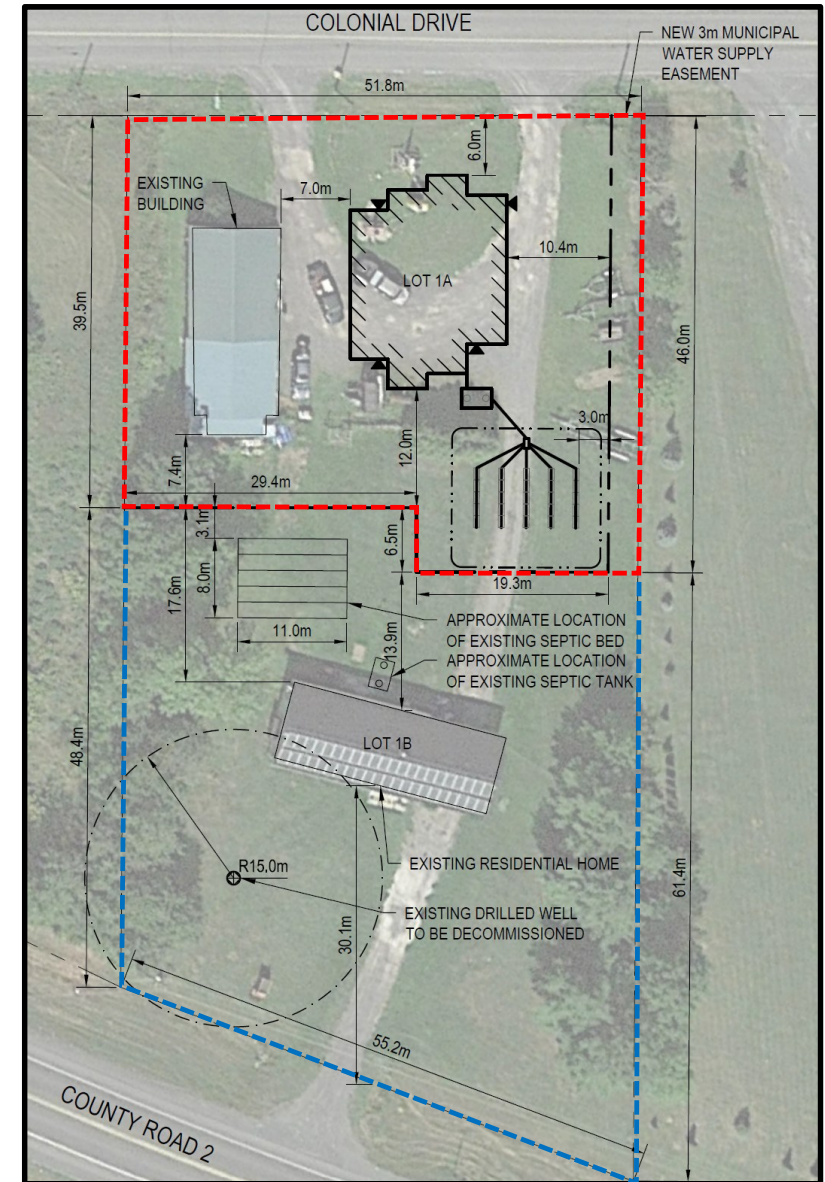
To: Residential Single Services - Second (RSS2)

The RSS2 zone permits a minimum lot frontage of 30 metres, and allows both a single detached and duplex dwelling as permitted uses

If the proponent is successful a subsequent consent application to create two (2) independent residential lots will be submitted

Both lots will be serviced by private septic systems and serviced with municipal water from Colonial Drive that will include a 3m easement to service the south lot

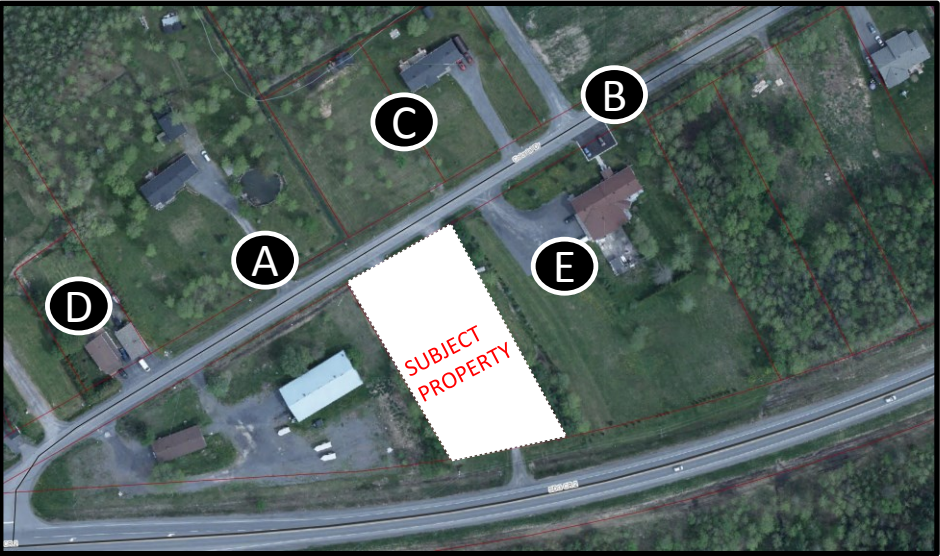
The lot is slightly irregular at the south limit with frontages of 51.8m (Colonial Drive) and 55.2m (County Road 2)



Z-2021-02 | Site Photos



Z-2021-02 | Site Photos



Z-2021-02 | Site Photos



Z-2021-02 | Applicable Policy (PPS & OP)

Sections 1.1.1 & 1.1.3 of the **Provincial Policy Statement** outlines the policies applicable to sustaining healthy, livable, and safe communities through land use compatibility and efficiency, and generally outlines that Settlement Areas shall be the focus of growth and development in municipalities.

Section 1.7.1: Long-term economic prosperity should be supported by encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;

Table 3.5 of the **Official Plan** outlines the permitted uses in the Residential District, which includes a full range of low, medium and high-density housing

Z-2021-02 | Applicable Policy (PPS & OP)

Sections 3.5.1 and 3.5.2 of the **Official Plan** outlines the set of planning principles that municipalities shall apply to the review of planning applications

Section 3.5.2.1 of the Official Plan states that “Local Municipalities will encourage compact development by directing development onto vacant lands within existing settlement areas. Development which is contiguous to existing built-up areas within these settlement areas shall be prioritized over fragmented, remote or unserviced development that could also negatively impact natural heritage systems.”

Section 3.5.2.2 of the Official Plan states that “Residential developments of different heights and densities may be permitted where the scale and character is in keeping with existing or planned surrounding residential heights and densities.

Z-2021-02 | Zoning By-Law (ZBL)

Official Plan Designation

Urban Settlement Area - Residential District

Current Zoning

General Commercial (CG)

Proposed Zoning

Residential Single Services - Second (RSS2)

Both lots will adhere to the proposed Residential Single Services - Second (RSS2) zoning

The existing commercial detached accessory building (former bait shop) at the north limit will repurposed to a storage building for the primary residential use

Residential uses to the north/east/west consist of one (1) -two (2) storey residential detached dwellings zoned Residential Single Services - First (RSS1)

Abutting east parcel Residential - General Commercial (CG)

Abutting west parcel Commercial (Relic Outfitters) - Highway Commercial (CH)

Table 1: Residential Single Services – Second (RSS2) Zone

b) Zone Requirements			
	Requirement	Lot	Compliance
Lot Area	1400 m ²	5057 m ²	Yes
Lot Frontage	30 m	55.2 m	Yes
Front Yard Setback	6 m	30.1 m	Yes
Rear Yard Setback	7.5 m	59.9 m	Yes
Exterior Yard Setback	6 m		
Interior Yard Setback	1.2 m	14.1 & 16.3m	Yes
Lot Coverage	25 %	7%	Yes
Floor Area per Dwelling (Two Unit Duplex)	70 m ²	115 m ²	Yes
Dwelling per Lot	1	1	Yes

Additionally, the proposed severed and retained lots that will follow have also been compared to the requirements for an RSS2 zone.

Table 2: Residential Single Services – Second (RSS2) Zone

b) Zone Requirements					
	Requirement	Severed	Compliance	Retained	Compliance
Lot Area	1400 m ²	2053 m ²	Yes	2865 m ²	Yes
Lot Frontage	30 m	51.8 m	Yes	55.2 m	Yes
Front Yard Setback	6 m	6 m	Yes	30.1 m	Yes
Rear Yard Setback	7.5 m	12 m	Yes	59.9 m	Yes
Exterior Yard Setback	6 m				
Interior Yard Setback	1.2 m	10.4 & 22.6m	Yes	14.1 & 16.3m	Yes
Lot Coverage	25 %	22%	Yes	6%	Yes
Floor Area per Dwelling (Two Unit Duplex)	70 m ²	115 m ²	Yes	115 m ²	Yes
Dwelling per Lot	1	1	Yes	1	Yes

Based on the information provided in Table 1 and 2 above, the current lot and both the proposed severed and retained lots meet the requirements of the Residential Single Services – Second (RSS2) Zone.

Z-2021-02 | Comments Received

South Nation Conservation Authority (SNC)

SNC does not object to the proposed Zoning Bylaw Amendment.

A preliminary site plan was provided for the property as part of the following document:

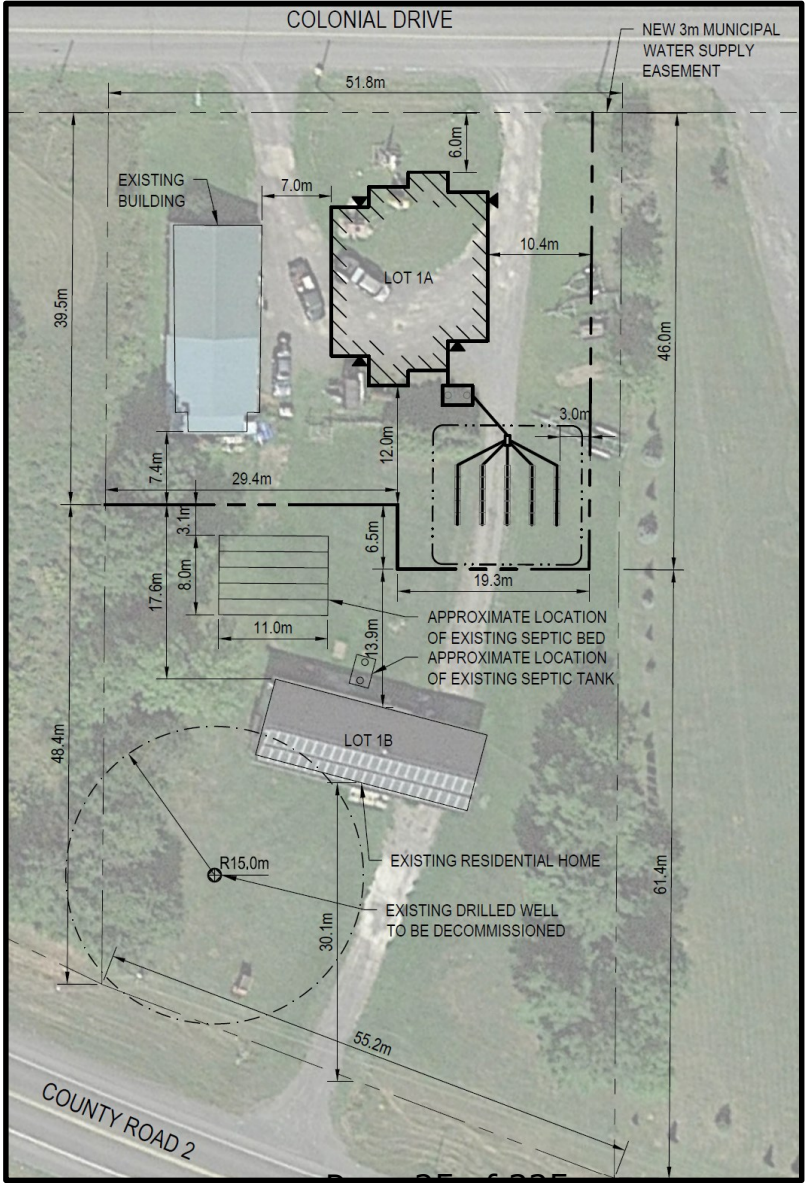
- i. Proposed Development 15026 Colonial Drive. Prepared by EVB. Dated March 2, 2021.

SNC has not completed a full technical review of the site plan; however, we note that the design proposes a tertiary septic system for the future duplex and allocates minimal space for the replacement of the existing system. Should the existing dwelling be enlarged or the system fail, a conventional system may not be feasible with the proposed consent boundary.

At the time of the consent application, a revised site plan will be required to include the location and type of replacement system for both the duplex and the existing dwelling.

No Public Commentary Received

Z-2021-02 | Questions/Comments?





County-Local Municipal Update Spring 2021

T.J. Simpson
Chief Administrative Officer

Ben de Haan
Director of Transportation and Planning Services





Purpose

- Informal way to provide information to local municipal partners
- Has been several years since this forum has been used
- CAO will provide brief County update applicable to all local municipalities
- Director of TPS will provide 2021 infrastructure information specific to local municipalities



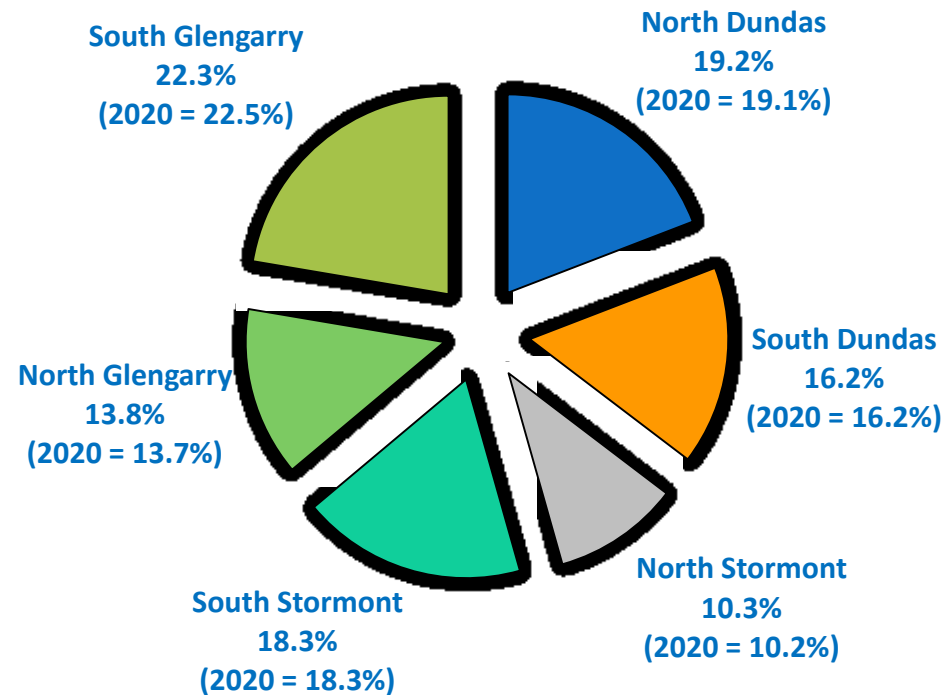
2021 Budget

- Approved by County Council on March 15th, 2021
- Modest tax rate decrease of 0.74%, based on average 2021 residential assessment of \$221,663
- Commitments to Dundas Manor/Maxville Manor (\$6.5M total) now fully funded
- 2021 Budget = \$50.6M - Top 3 expenses:
 1. Transportation Services \$25.3M
 2. Policing \$10.4M
 3. Health/Social Services \$9.8M*

* Includes EOHU, land ambulance, social/housing services, child-care, Glen Stor Dun Lodge

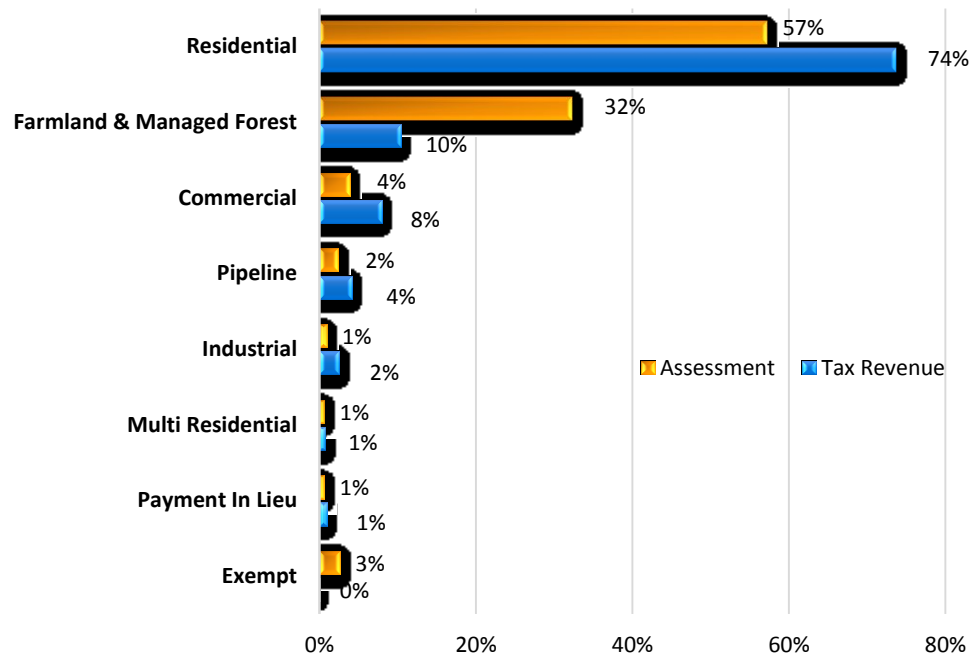
Proportion of Taxable Assessment

PROPORTION OF TAXABLE ASSESSMENT 2021



Assessment/Property Tax Revenue by Tax Class

Assessment & Tax Revenue by Property Class 2021



74% of the Total Tax Revenue is Raised From the Residential Property Class



Economic Dev./Tourism

- Tara Kirkpatrick recently hired as new **Manager of Economic Development**
- **Regional Incentives Program** currently in amendment process
 - Once amendments approved by County Council, local municipalities will amend their CIP's to include new document
 - Amendments based on feedback from users
 - Intake period tentatively scheduled for June 2021
 - \$250K in grant money allocated by County Council for 2021
 - Over \$600K invested in local businesses since 2018



Economic Dev./Tourism

- New Ec. Dev. plan approved by Council in late 2020
 - Roadmap for the next 2-3 years
- 6 Plan Priority Areas:
 1. Continued advocacy (e.g. broadband access, natural gas expansion, etc.)
 2. Enhance available digital tools (e.g. social media, etc.)
 3. Enhance Regional Incentives Program
 4. Regional investment growth (e.g. investment attraction plan)
 5. Strengthen SDG brand (“Where Ontario Began”)
 6. Attract and invest in small business/producers (e.g. remote workers)



SDG County Library

- Vaccination Assistance - EOHU
 - Assisting the public registering for COVID-19 vaccine appointments
 - Winchester, Morrisburg, Ingleside, Lancaster, Alexandria, and Finch Branches
- Due to provincial lockdown, only curbside pickup service being offered in-branch. Other programs offered virtually.
- 50th Anniversary events being planned - hopefully “live” events can take place later this year.



IT Services

- Council authorized 2 staffing changes:
 - Added 1 additional IT Support Technician – recruitment underway
 - Reclassified Business Systems Analyst to Coordinator

These changes will provide increased customer service to the County and its local municipalities

- VoIP Project - Voice over IP
 - Recently implemented at County Administration Building
 - In process of implementing at County patrol garages and replicating at the Township of South Glengarry (Administrative Office, Lancaster firehall, Char-Lan Arena)



Education Review

- 2019 County Strategic Plan
 - Educating children in their own communities identified as 1 of 4 priorities
- Horizon Educational Consultants engaged to complete study
- Work recently commenced
- Draft report to be completed by end of July 2021
- Will use document to advocate for improvements for students within SDG

Transportation – South Stormont

- St. Andrews West Urban Area (\$880,000)



Transportation – South Stormont

- SDG 18 East of St. Andrews West (\$1,281,000)



Transportation – South Stormont

- SDG 18 west of SDG 11 (\$795,000)



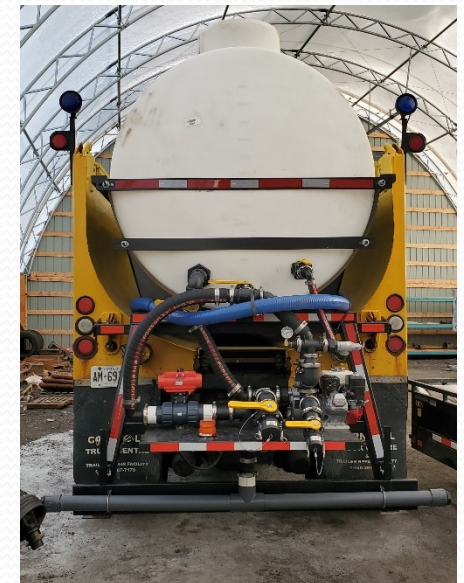
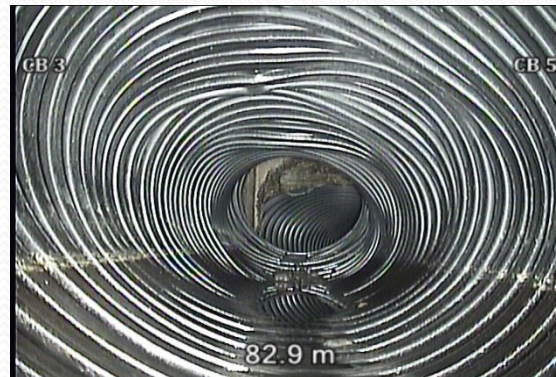
Transportation – South Stormont

- SDG 15 north of SDG 18 - 5.1km (\$1,084,000)



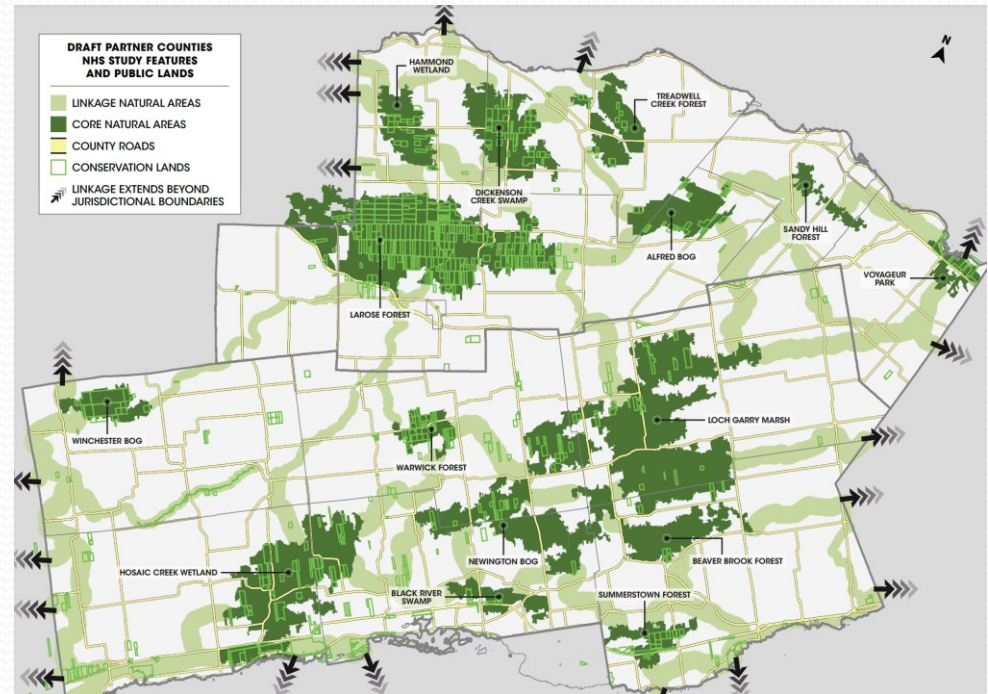
Transportation - General

- Regional Waste Management Plan
- Winter Maintenance Innovations
- Investments in Patrol Yards
- CCTV Program for Storm Sewers
- Repair program for culverts/ bridges
- 2-way Radios



Planning

- Natural Heritage Study
- Official Plan Appeal
- Growth and Population Study
- LiDAR



Forestry

- Purchase of new properties
- Management of existing properties
- Roadside tree planting
- Woodland Advisory Service
- Noxious Weeds



TOWNSHIP OF SOUTH STORMONT
REGULAR MEETING MINUTES

THE SEVENTY-FOURTH
March 24, 2021

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 David Ni, Director of Finance/Treasurer Peter Young, Director of Planning and Building Chris Hemond, Economic Development / Communications Coordinator Sherry-Lynn Servage, Parks and Recreation Coordinator

1. Call Meeting to Order / Opening Remarks

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

2. Confirmation of Agenda

3. Disclosure of Pecuniary Interest

- a. Deputy Mayor Smith - By-law No. 2021-021 Delegate Authority for Subdivision Agreement (Fenton Farm)

Deputy Mayor Smith declared a pecuniary interest with Item 13 a. due to a business arrangement with the developer.

- b. Deputy Mayor Smith - By-law No. 2021-028 Amend By-law No. 2011-100 (Newell and Grant Brown Limited – Z-2020-10)

Deputy Mayor Smith declared a pecuniary interest with Item 13 h. due to a business arrangement with the developer.

4. Presentations

5. Public Meeting

6. Delegations

- a. Ontario Provincial Police

Constable Blanchette was in attendance virtually, to provide an update to Council on the work of the Ontario Provincial Police in South Stormont.

- b. South Stormont Community Strategy

Clark Hoskin, MBD Insight was in attendance virtually, to provide an update with the progress of the development of the Community Strategy.

- c. Ingleside Wastewater Treatment Plant Design Update

Jamie Baker, EVB Engineering was in attendance virtually, to provide an update on the detailed design project for the Ingleside Wastewater Treatment Plant.

7. Adoption of Minutes

Resolution No. 069/2021

Moved by: Councillor Guindon

Seconded by: Deputy Mayor Smith

That the minutes of the March 6, 9, 10 and 16, 2021 meetings be adopted as circulated.

CARRIED

8. Consent Items

9. Consideration of Items Requiring Discussion

10. Key Information Reports

- a. Public Engagement Platform
- b. Purchasing Update - Procurement Policy
- c. Multi-Year Accessibility Plan - 2020 Status Report
- d. 2021 Minor Sports Update

11. Action Requests

- a. 2021-2022 Insurance Renewal

Resolution No. 070/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

That Council approve the 2021-2022 Municipal Insurance Program Renewal proposal from JLT, with a premium total of \$309,469 and the cyber insurance policy with a premium of \$6,280 plus applicable policy fees and provincial tax. Further, that staff prepare the necessary documents to give effect to this matter.

CARRIED

- b. Support for Amendments to the Agricultural Tile Drainage Act

Resolution No. 071/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

That Council of the Township of South Stormont request the Ministry of Agriculture, Food and Rural Affairs to amend the Tile Drainage Installation Act and/or the regulations under the Act that would require tile drainage contractors file farm tile drainage installation plans with the local municipality;

And further, that this resolution be forwarded to Minister of Agriculture, Food and Rural Affairs, local MPP, Rural Ontario Municipal Association, Ontario Federation of Agriculture, Christian Farmers Federation of Ontario, Land Improvement Contractors of Ontario, Drainage Superintendents Association of Ontario and the Association of Municipalities of Ontario.

CARRIED

c. Governance Review

Resolution No. 072/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor MacIsaac

That Council instruct the Director of Corporate Services/Clerk to prepare a Procedure By-law based on direction provided during the March 24, 2021 regular meeting, and further, that a closed meeting protocol be developed and the Township's closed meeting investigator agreement with LAS be terminated for 2022.

CARRIED

d. Penalty and Interest on Property Tax and Utility (April 1, 2021)

Resolution No. 073/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

That Council authorize the removal of penalty and interest charges on property tax and utility accounts from January 1 to March 31, 2021; further, Council authorizes the reinstatement of penalty and interest charges on property tax and utility accounts from April 1, 2021.

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. South Stormont / South Dundas Doctor Recruitment Committee

13. By-laws

- a. By-law No. 2021-021 Delegate Authority for Subdivision Agreement (Fenton Farm)

Deputy Mayor Smith declared a pecuniary interest with Item 13 a. due to a business arrangement with the developer.

Resolution No. 074/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

That By-law No. 2021-021, being a by-law to delegate authority to the Mayor and Clerk to finalize and execute the Subdivision Agreement between Newell and Grant Brown Ltd for the Fenton Farm subdivision, be read and passed in open Council, signed and sealed this 24th day of March, 2021.

CARRIED

- b. By-law No. 2021-022 Authorize the Sale of 4969 County Road 12, Lunenburg

Resolution No. 075/2021

Moved by: Councillor Guindon

Seconded by: Deputy Mayor Smith

That By-law No. 2021-022, being a by-law to authorize the sale of 4969 County Road 12, Lunenburg, be read and passed in open Council, signed and sealed this 24th day of March, 2021.

CARRIED

- c. By-law No. 2021-023 Repeal By-law No. 2015-100 Appoint a Marriage Officiant

Resolution No. 076/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

That By-law No. 2021-023, being a by-law to repeal By-law No. 2015-100, be read and passed in open Council, signed and sealed this 24th day of March, 2021.

CARRIED

- d. By-law No. 2021-024 to Amend By-law No. 2011-100 (Johnston/Van Rossum – Z-2021-01)

Resolution No. 077/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

That By-law No. 2021-024, being a by-law to amend By-law No. 2011-100, be read and passed in open Council, signed and sealed this 24th day of March, 2021

CARRIED

- e. By-law No. 2021-025 to Adopt 2021 Budget

Resolution No. 078/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

That By-law No. 2021-025, being a by-law to set the 2021 general operating and capital budget for Corporate, Water and Wastewater purposes, be read and passed in open Council, signed and sealed this 24th day of March, 2021.

CARRIED

- f. By-law No. 2021-026 Fixing Water and Wastewater Rates

Resolution No. 079/2021

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

That By-law No. 2021-026, being a by-law for fixing rates for the supply of water and wastewater services in 2021, be read and passed in open Council, signed and sealed this 24th day of March 2021.

CARRIED

- g. By-law No. 2021-027 Amending Pay Equity Plan with CUPE Local 4219

Resolution No. 080/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

That By-law No. 2021-027, being a by-law to adopt Ontario Pay Equity Maintenance Terms of Reference;

and further, to authorize an amended Pay Equity Plan between the Township of South Stormont and CUPE Local 4219, be read and passed in open Council, signed and sealed this 24th day of March, 2021.

CARRIED

- h. By-law No. 2021-028 Amend By-law No. 2011-100 (Newell and Grant Brown Limited – Z-2020-10)

Deputy Mayor Smith declared a pecuniary interest with Item 13 h. due to a business arrangement with the developer.

Resolution No. 081/2021

Moved by: Councillor Guindon

Seconded by: Councillor Woods

That By-law No. 2021-028, being a by-law to amend By-law No. 2011-100, be read and passed in open Council, signed and sealed this 24th day of March, 2021.

CARRIED

14. Motions and Notices of Motions

- a. Section 10 - DRAFT Responsible Pet Ownership By-law

Councillor Guindon provided a suggestion with regards to Section 10 of the proposed Responsible Pet Ownership By-law. Council would like to see the draft by-law amended for the public's consideration.

15. New Business

16. Closed Meeting

Resolution No. 082/2021

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

That Council, as provided in Section 239 (2) of the *Municipal Act*, 2001 move into a closed meeting at 7:00 PM PM to address a matter pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board; Specifically: Long Sault Industrial Park.

CARRIED

Resolution No. 083/2021
Moved by: Deputy Mayor Smith
Seconded by: Councillor Woods

That Council move out of this closed meeting at 7:09 PM.

CARRIED

17. Ratification By-Law

Resolution No. 084/2021
Moved by: Councillor MacIsaac
Seconded by: Councillor Guindon

That By-law No. 2021-029 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in open Council, signed and sealed this 24th day of March, 2021.

CARRIED

18. Adjournment by Resolution

Resolution No. 085/2021
Moved by: Councillor Woods
Seconded by: Councillor MacIsaac

That Council adjourn this meeting at 7:10 PM and return to the call of the chair.

CARRIED

Mayor

Clerk

MOHAWK COUNCIL OF AKWESASNE

Sustaining our inherent rights, facing challenges together to build a strong and healthy future.



Mohawk Council of Akwesasne

PO Box 90
Akwesasne, QC H0M 1A0

Township of South Stormont

2 Mille Roches Road
PO Box 84, Long Sault, ON
K0C 1P0

Enniskó:wa/ March 10, 2021

RECEIVED

MAR 19 2021

**TOWNSHIP OF SOUTH
STORMONT**

RE: Transfer of Four (4) Islands from Ontario Power Generation to the Akwesasne Reserve no. 59

She:kon/Greetings Sir or Madam:

The Additions to Reserve (ATR) Policy is a national policy of Indigenous Services Canada/Crown Indigenous and Northern Relations Canada. Pursuant to this policy, the relevant municipal governments are to be consulted regarding the proposal to return to reserve status the lands noted in the attached sketches. Please note the survey plans for these lands will be finalized soon.

As you are aware, provincial, and municipal governments do not have a veto over proposals to add lands to reserve. However, the Mohawks of Akwesasne will attempt to address any reasonable concerns that may be raised.

We are advising the following municipalities of this addition to reserve proposal: The Township of Edwardsburgh /Cardinal, the Township of Matilda and the United Counties of Stormont, Dundas and Glengarry. The lands proposed for addition to reserve, depicted on the attached sketches, are Adams Island (also known as Prison Island), Toussaint Island, Presqu'île Island, and Sheek Island (also known as Sheiks Island).

Please feel free to contact me (613-575-2250) or the Aboriginal Rights and Research Staff, Phillip White-Cree (ext. 2131) or Phillip.whitecree@akwesasne.ca, if you require any additional information and/or have any questions.

Please respond within 90 days of receipt of this letter. If no response is received by the end of this 90 day period, it will be understood that the municipality has no concerns with this addition to reserve proposal.

Skén:nén / In Peace,

District Chief Edward Roundpoint
Mohawk Council of Akwesasne

AKWESASNE-LAND WHERE THE PARTRIDGE DRUMS

ADMINISTRATION OFFICES
613-575-2250

WWW.AKWESASNE.CA

BOX 579 CORNWALL, ONTARIO K6H-5T3

MOHAWK GOVERNMENT OFFICES
613-575-2348



Sketch Illustrating

Adams Island (also known as Prison Island)

In the St. Lawrence River

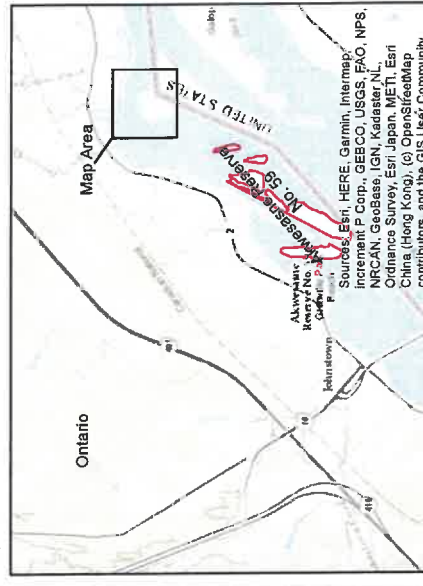
lying in front of Lots 13, 14 and 15, Con. 1
Geographic Township of Edwardsburgh
County of Grenville
Province of Ontario

Prepared on March 10, 2020

Scale: 1:4,000



Key Plan 1:100,000



Legend

Line work on Plan 107676 CLSR Shown Thus.....

Adams Island all Parts (in yellow) owned by Ontario Power Generation Inc.

THIS IS NOT A PLAN OF SURVEY. This is an illustrative map and is not to be used for defining boundaries. Administrative decisions should be based on legal documents and official survey plans

Universal Transverse Mercator Projection (NAD83 CSRS), Zone 18.

Sources:

Digital Cadastral Data Set, © 2020 Government of Canada with permission from Natural Resources Canada, Surveyor General Branch.
Imagery MNR DRAPE2014



Natural Resources
Canada

Resources naturelles
Canada

Canada

Presqu'île Island In the St. Lawrence River

lying opposite Lots 31, 32 and 33 Con 1,
Geographic Township of Matilda
County of Dundas
Province of Ontario
Prepared on March 10, 2020

A vertical scale bar with markings at 0, 200, and 400 meters. The bar is divided into segments: a black segment from 0 to 100, a white segment from 100 to 200, a black segment from 200 to 300, a white segment from 300 to 400, and a black segment from 400 to 500. The word "Meters" is written vertically to the right of the bar.

[illegible]

Linework on Plan 8R-5035 Shown Thus....

Presqu'île Island all Parts (in yellow) on plan 8R-5035 owned by Ontario Power Generation Inc.

Detail Part 1 (in red) on Plan 8R-3363 owned by The St. Lawrence Seaway Authority (save & excepting Part 4, 8R-5042 and Part 1, 8R-5655)

THIS IS NOT A PLAN OF SURVEY. This is an illustrative map and is not to be used for defining boundaries. Administrative decisions should be based on legal documents and official survey plans

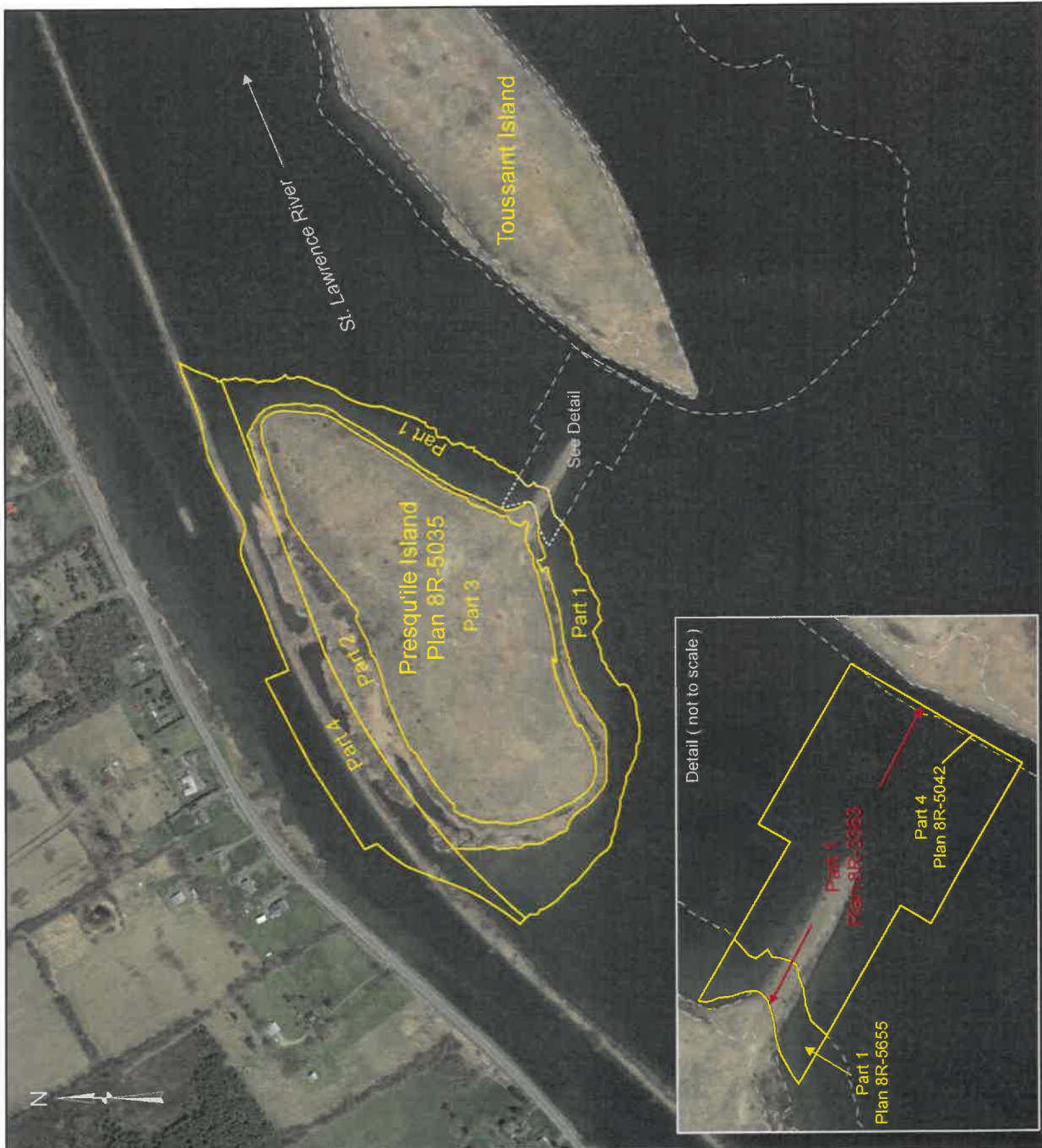
Universal Transverse Mercator Projection (NAD83 CSRS). Zone 18.

Sources:

Digital Cadastral Data Set, © 2020 Government of Canada with permission from Natural Resources Canada, Surveyor General Branch.
Imagery MNR DRAPE2014

Resources naturelles
Canada

Canada



Sheek Island (also known as Sheiks Island)

In the St. Lawrence River

County of Stormont

Province of Ontario

Prepared on March 10, 2020

Scale: 1:20,000



Map Area

Long Beach Harbor, Long Beach Pier, Long Beach Airport, Long Beach, California

Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap

Provisional Survey Plan Linework Shown Thus....

Parts 1 to 5 (in yellow) owned by Ontario Power Generation Inc.

Part 6 (in blue) owned by His Majesty King Edward VII as Represented by the Honourable Minister of Railways and Canals.

THIS IS NOT A PLAN OF SURVEY. This is an illustrative map and is not to be used for defining boundaries. Administrative decisions should be based on legal documents and official survey plans

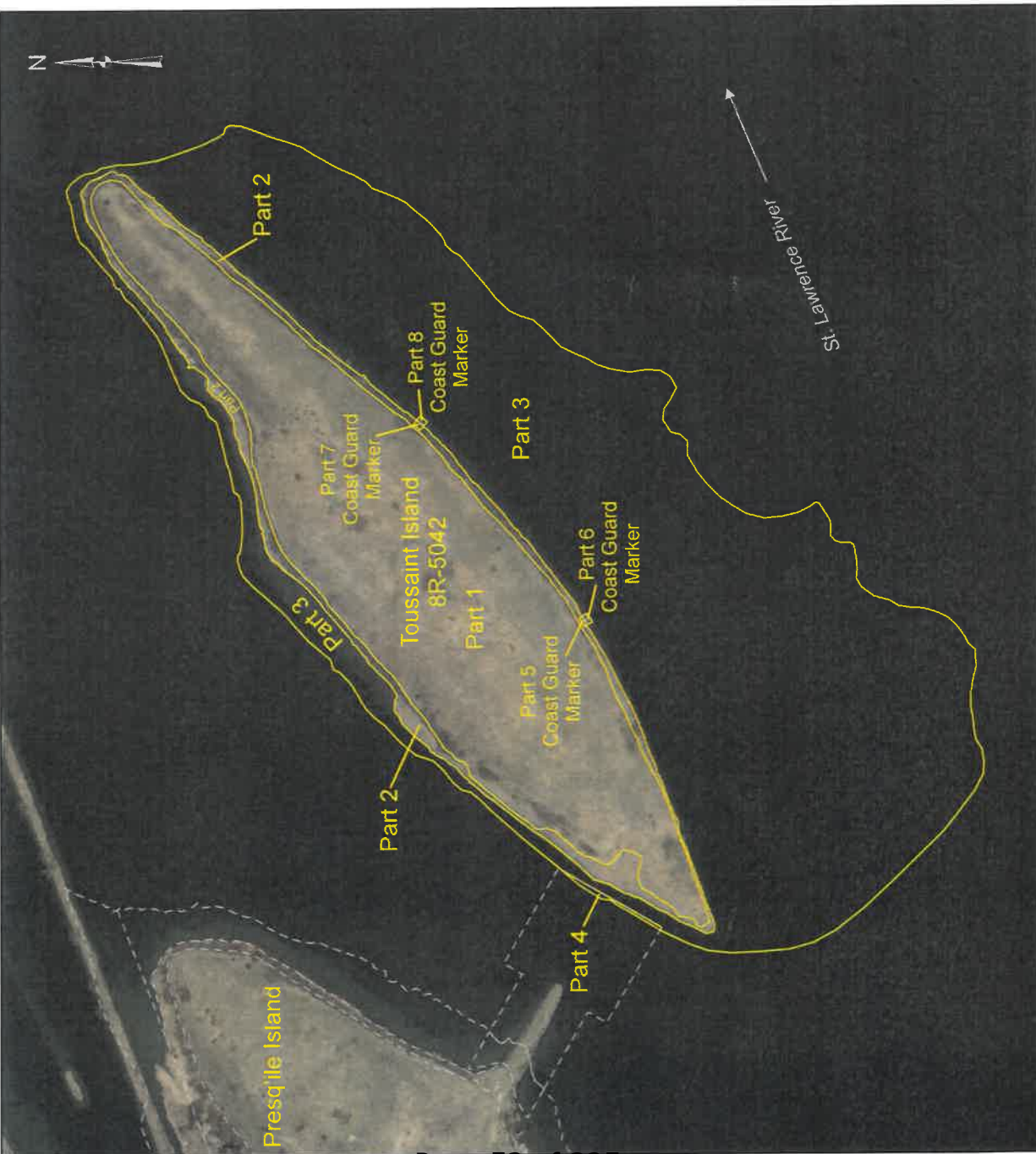
Universal Transverse Mercator Projection (NAD83 CSRS). Zone 18.

Sources:

Digital Cadastral Data Set, © 2020 Government of Canada with permission from Natural Resources Canada, Surveyor General Branch.
Imagery MNR DRAPE2014



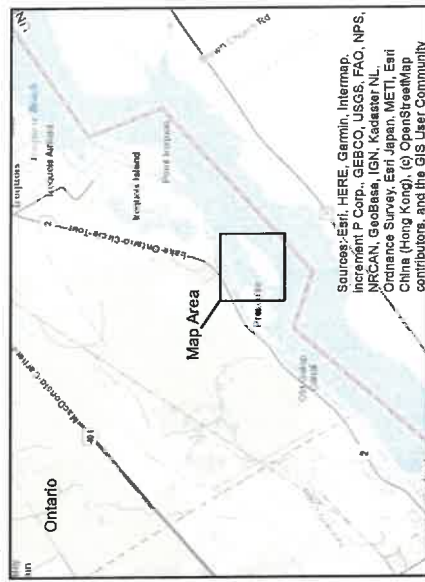
Canada



Sketch Illustrating
Toussaint Island
In the St. Lawrence River
 lying opposite Lots 29 to 32, Con 1,
 Geographic Township of Matilda
 County of Dundas
 Province of Ontario
 Prepared on March 10, 2020
 Scale: 1:4,000



Key Plan 1:100,000



Sources: Esri, HERE, Garmin, Intermap, Increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBasis, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

Legend

Linework on Plan 8R-5042 Shown Thus....



All Parts on Plan 8R-5042 (in yellow) owned by Ontario Power Generation Inc.

THIS IS NOT A PLAN OF SURVEY. This is an illustrative map and is not to be used for defining boundaries. Administrative decisions should be based on legal documents and official survey plans

Universal Transverse Mercator Projection (NAD83 CSRS), Zone 18.

Sources:
 Digital Cadastral Data Set, © 2020 Government of Canada with permission from Natural Resources Canada, Surveyor General Branch.
 Imagery MNR DRAPE2014

**STORMONT, DUNDAS & GLENGARRY POLICE SERVICES BOARD
RESOLUTION**

MOVED BY Jim Wert

DATE April 6, 2021

SECONDED BY Dan Parkinson

THAT the Stormont, Dundas and Glengarry Police Services Board recommends to the province that subsequent to the proclamation of the *Community Safety and Policing Act, 2019*, that the composition of the SDG Police Services Board remain unchanged, and further

THAT this recommendation be forwarded to all local SDG municipalities for their information.

☒ CARRIED

☐ DEFEATED

☐ DEFERRED

Original signed by _____
Dennis Fife, Chair

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél. : 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2021-404
By email

March 18, 2021

Dear Heads of Council and First Nations Chiefs:

I am writing to provide you with an update on the new Ontario Provincial Police (OPP) detachment boards under the *Community Safety and Policing Act, 2019* (CSPA).

As you may remember, in February 2020, the Ministry of the Solicitor General conducted seven regional roundtable sessions across the province. Discussions at these sessions focused on new OPP-related regulatory requirements under the CSPA. Municipalities and First Nation communities receiving policing services from the OPP were invited to learn more about new OPP-related legislative and regulatory requirements and provide the ministry with feedback to inform the development of related regulatory proposals. In addition, we heard from many of you through various letters and engagement opportunities, including meetings with the Association of Municipalities of Ontario MOU Table and Rural Ontario Municipal Association about what you would like your new OPP detachment board to look like.

In response to your feedback, an OPP detachment board framework has been developed that we hope will provide municipalities and First Nation communities receiving direct and/or supplemental services from the OPP the flexibility to create a board that reflects your community and local needs.

Under this framework, municipalities and First Nation communities receiving direct and/or supplemental services from an OPP detachment are being asked to submit one proposal (per detachment) indicating the composition of their board and, if needed, a rationale for multiple boards and the composition of each additional board.

Municipalities and First Nations within a detachment are asked to work together to determine the composition of their board(s) as well as the manner in which they will submit their proposal to the ministry. For example, after determining the composition of the detachment board(s), municipalities and First Nations within a detachment area may select one municipality or First Nation to complete and submit the proposal.

.../2

Dear Heads of Council and First Nations Chiefs
Page 2

Proposals must meet base requirements set by the ministry, which include a minimum number of five members per board and a requirement that each board should be composed of 20% community representatives and 20% provincial appointees. To that end, municipalities and First Nations are not required at this time to identify the names of the individuals that will be participating on the detachment board. Rather, you are only asked to identify the number of seats each municipality and First Nation will be allocated on the detachment board as well as the number of community representatives and provincial appointments.

To streamline and support the proposal process, the ministry has developed a digital form that can be accessed using the link included [here](#).

The ministry will work with municipalities and First Nations to obtain outstanding information/proposals and support you in submitting a completed proposal. If, however, a proposal still does not meet the minimum requirements, or a proposal is not submitted and/or if no consensus is reached on the composition of the board then the ministry will determine the composition of the detachment board.

Completed proposals are to be submitted to the ministry by **Monday, June 7, 2021**.

We recognize the significant implications that the current COVID-19 emergency has had on municipalities and First Nations across the province. To this end, in addition to the written supporting material attached here, we are also pleased to work with you directly through virtual information sessions.

If you have questions related to OPP detachment boards under the CSPA, please contact Sarah Caldwell, Director of Community Safety and Intergovernmental Policy, at sarah.caldwell@ontario.ca. If you have questions about the proposal process or would be interested in a virtual information session, please contact Joanna Reading, Senior Policy Advisor, at joanna.reading@ontario.ca

Sincerely,



Sylvia Jones
Solicitor General

Enclosures

c: Chief Administrative Officers

Municipal Clerks

From: Board Chair <MPACBoard.Chair@mpac.ca>
Sent: April 8, 2021 11:42 AM
To: Loriann Harbers
Subject: MPAC Annual Report 2020

Good morning Loriann,

I am extremely proud of MPAC's accomplishments during a difficult year, and I'm pleased to provide you with our 2020 Annual Report <https://annualreport.mpac.ca/2020-annual-report> for your information. While a province-wide assessment update continues to be postponed due to the pandemic, our work never stops managing and analyzing one of the most complex property databases in the world.

Our 2020 Annual Report provides an overview of MPAC's operational and financial performance over the year. It has been prepared as required by the *Municipal Property Assessment Corporation Act*, and is also being provided to the Premier, Minister of Finance, Members of Provincial Parliament and the Association of Municipalities of Ontario.

Should you have any questions regarding the report, please do not hesitate to contact me at 705-335-0001, or Nicole McNeill, President and Chief Administrative Officer, at 905-837-6166.

If you would like a detailed copy of MPAC's Financial Statements for the Year Ended December 31, 2020, please contact Mary Meffe, Vice-President, Corporate and Information Services and Chief Financial Officer, at 289-539-0306.

Yours truly,

Alan Spacek
Chair, MPAC Board of Directors

Copy
Heads of Council
CAOs, Clerks, and Treasurers

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Chief Administrative Officer



To: Council
From: Debi LucasSwitzer
Date of Meeting: April 14, 2021
Reporting Month: February 2021
Subject: Monthly Activity Summary – Feb & Mar 2021 - CAO

Work Completed:

- Attended Medical Officer of Health EOHU meetings
- Monitored and responded as required/appropriate health and safety measures related to COVID
- Attended Waste Management County Council meeting
- Reviewed and approved of Council reports, write CAO reports
- Reviewed and approved draft and final budget documents, reports, and presentations
- Reviewed and signed off on grant applications as appropriate
- Reviewed purchases under \$100K for reporting purposes
- Director Team meetings
- Attended Council and Committee of the Whole meetings
- Biweekly Community Strategic Plan meetings with MDB Insight, review, comment and approve documents
- Biweekly Government Relations meetings with Strategy Corp, review, comment and approve documents
- Preparation of job advertisement, hiring documents, interviews, and hiring process for HR Coordinator/Exec Assistant to CAO, Asset Management Program Coordinator, and Administrative Assistant for Fire Department
- Pay Equity Maintenance Terms of Reference for Pay Equity Plan with CUPE Local 4219 and Amended CUPE Local 4219 Pay Equity Plan
- Finalized Pay Equity, Position Descriptions, Market Salary, etc. project
- Finalized 3 year Contract with CUPE Local 4219
- Personnel matters
- Attended local area CAO meetings
- Attended USDG and area CAO meetings
- Corporate Insurance program reviewed and finalized
- Attended meeting with Mosey & Mosey, reviewed 2021 employee benefit program
- Attended Township and SLPC meetings
- Reviewed Township versus Kraft Heinz documents, attended meeting with Conway Baxter

Work in Progress:

- Government relations activities with Strategy Corp
- HR Coordinator / Exec Assistant to CAO transition
- Personnel matters
- Work place resilience
- HR consultant support and improving documentation and processes
- Next steps with SLPC, priorities, grants, shared project opportunities
- Implementing Community Strategic Plan
- Implementing Service Delivery Review
- Implementing changes to delivery of HR processes
- Developing and approving HR process templates
- Discussions with Dr's regarding changes at Medical Clinic
- Economic Development – workplan 2021
- Planning – workplan 2021
- County wide project re Waste Management

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services



To: Council
From: Loriann Harbers
Date of Meeting: April 14, 2021
Reporting Month: March 2021
Subject: Monthly Activity Summary-Director of Corporate Services/Clerk

Work Completed:

- Preparation of reports and correspondence related to Council meetings (Regular, Special and Committee of the Whole Council Meetings and Committee of Adjustment Meetings)
- IT prep for new staff, upgrades and installation of software, mobile devices and laptops
- Responsible Pet Ownership By-law (research and development)
- Annual Information and Privacy Commission reporting
- Updated IT security measure on independent systems
- Corporate Services Student interviews
- Community Strategic Plan consultation
- Hardware replacement at fire stations
- 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:

- Vendor meetings to co-ordinate pet licensing (DocuPet), building (Cloudpermit), fire (ICO) and budget (Questica) software
- Heritage Centre (By-law No. 3418) repeal notice and research
- Water / Wastewater Hardware replacement
- Responsible Pet Ownership By-law and DocuPet implementation
- Governance Review (closed meeting, procedural by-law and agenda management)
- Department support meetings (AccessE11, user account identification, records management)
- Customer Service communication and improvements, i.e., tablet availability at front counter
- Completion of digitization of Building Permit files
- Business Continuity Plan
- Land Sale activities



To: Council
From: Yun Ke Ni
Date of Meeting: April 14, 2021
Reporting Month: March 2021
Subject: Monthly Activity Summary-Director of Finance/Treasurer

Work Completed:

- New chart of accounts implemented.
- 2021 budgets (Municipal & Water & Wastewater) have been approved by Council.
- 2021 budgets have been entered into the Vadim system.
- 2020 Council remuneration & expenses report completed.
- Questica Budget software operating & capital & personal practice training.
- Cornwall SSRF COVID-19 funding report.
- 2020 Gas Tax expenditure report.
- 2020 Year-end financial subledger closing.

Work in Progress:

- New chart of accounts departmental training.
- 2021 final tax rate completion.
- Development charge study: communicate with consultant and prepare related financial information.
- Questica budget software consultation:
 1. Internal training of Questica within the Township.
 2. Financial data transfer and verifying.
 3. Departmental training preparation.
- 2020 year-end closing.
 1. General ledger reconciliation.
 2. Grant and project reports.
- 2020 Auditing:
 1. Auditing documentation preparation.
 2. Assist audit team to complete field work.
 3. Review drafted 2020 audit report.
- 2020 Financial information return:
 1. Collect FIR related information.
 2. 2020 FIR analysis.
- Reports:
 1. 2020 COVID-19 financial impact.
 2. Asset Management Plan financial updates.
 3. 2021 budget excluded expenses report.

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Fire and Rescue Department



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: April 14, 2021
Reporting Month: March 2021
Subject: Monthly Activity Summary-Fire Chief

Work Completed:

- Weekly SMT Meetings
- Weekly EOHU Updates
- Weekly Meetings with FPPEO & MLEO
- Monthly Council Meetings
- Monthly SDG Chiefs Meetings
- Monthly S.S Chiefs Meeting
- Bi-Weekly Inspections on P-2
- Reviewed Docupet Agreement
- Strategic Plan Zoom Meeting
- Reviewed Responsible Pet Ownership By-Law
- Records Management Update
- 2021 Budget

Work in Progress:

- Responsible Pet Ownership By-Law
- DocuPet Implementation
- Pump 2 (Ingleside)
- RFP Update Fire Master Plan and Community Risk Profile
- RFP Pumper Tanker (Newington)
- New Sign for Station 4 (St. Andrews West)
- Review SSFR SOGs

Total Calls for Service: 19

Training

Station 1	Station 2	Station 3	Station 4
Ice/Water Rescue	Pump Operations	Ropes/Notes	Dispatch

Fire Prevention and Public Education

- Inspections: 1
- Fire Responses: 3
- Public Education: Monthly Safety Video
- Fire Cause and Determination: 2
- Plan Review: 2

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Planning and Building Department



To: Council
From: Peter Young
Date of Meeting: April 14, 2021
Reporting Month: March 2021
Subject: Monthly Activity Summary- Director of Planning/Building

Work Completed:

- Hiring of Planning/Building Administrative Assistant in contract position
- Council, Public and Committee of Adjustment meetings
- Completed purchase for land in East Industrial Park expansion and working with several businesses to secure land for next phase
- Met over phone, Teams or in person with individuals regarding development applications, zoning letters for property purchases, regular planning inquiries.
- Several SDG Planners Meeting regarding LPAT appeals

Delegated Authority

- B-23-21: Lot adjustment on County Road 14
- B-27-28: New lot on Moulinette Road
- B-28-21: Easement on Moulinette Road
- B-32-21: Easement on Colonial Drive (withdrawn)
- B-34-21: New lot on Headline Road

Planning Processes:

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

Process/Application	2019	2020	2021
Consents	22	23	13
Zoning Amendment	14	10	2
Official Plan Amendment	1	0	0
Minor Variances	20	12	5
LPAT Hearings	1	2	1
Site Plan Control	6	5	2
Part Lot Control	1	7	0
Removal of Holding	1	2	0
Temporary Use By-law	1	0	1
Deeming By-law	0	0	0
Draft Plan Sub. Approved Lots	24	0	0
Registered Sub. Lots	0	24	0

Work in Progress:

- Anticipated that five new subdivisions will commence in 2021
- Working with CBO and MLEO on enforcement matters
- Cloudpermit implementation
- Development Charges Study is underway
- Ingleside Sewer Capacity By-law
- Working with Public Works on Long Sault Industrial Park expansion
- Working with proponents on several major industrial projects
- Public meetings and hearings are virtual until further notice
- Service Delivery Review Implementation Plan and Strategic Planning
- LPAT CMC for SDG April 1, 2021. Additional meetings with Ministry Spring 2021

Building Department Activities
Chief Building Official
March 2021

Building Permit statistics report for March 2021 with a comparison to March 2020:
 YTD – Year to date

Permits	Permits Issued 2021		Same Period 2020		Difference	
	March	YTD	March	YTD	March	YTD
Residential						
Total Units	15	26	3	16	11	9
Single	13	24	3	8	10	16
Semi	1	1	0	4	1	-3
Rowhouse	0	0	0	0	0	0
Apartment	0	0	0	0	0	0
Additions/Renos	0	6	1	5	-1	1
Accessory Bldgs	5	7	1	3	4	4
Commercial	0	0	0	0	0	0
Add/Reno/Access	0	0	0	0	0	0
Industrial	0	0	0	0	0	0
Add/Reno/Access	0	0	0	0	0	0
Institutional	0	0	0	0	0	0
Add/Reno/Access	0	0	0	0	0	0
Demolition	0	0	0	0	0	0
Pools	2	2		1	2	1
Other (Farm/Tent/Solar)	0	0	0	0	0	0
TOTAL	21	40	5	21	16	19
Total Construction Value						
Month	\$4,046,000.00		\$868,000.00		\$3,178,000.00	
YTD	\$7,123,000.00		\$4,330,631.00		\$2,792,369.00	

Work Completed:

- OBOA Chapter meeting – attended.
- OBOA Technical Seminars attended.
- Conservation Authority/MNR Permits
- Case review with solicitor's office and defendant – pending court file.
- Plan of Subdivision review and comment – SWM/Grading Plan.
- Department meetings with Developer/Contractor
- Attend department & inter-department meetings (boardroom/team/zoom).
- P. Eng. review of drainage/grading options for Lalonde Subdivision.
- The department issued 21 building permits.
- The department carried out 128 building inspections.
- The department closed 3 building permits (see below).

Permit Number	Issue Date	Address	Work Description	Closed Date
2021-15	2021-02-23	69 Columbia Ave	BASEMENT RENOVATION	2021-03-30
2020-198	2021-02-09	4548 Willy Bill Rd	COTTAGE RELOCATION	2021-03-30
2019-029	2019-04-10	38 Barnhart Drive	SINGLE FAMILY DWELLING	2021-03-04

Work in Progress:

- Arrowhead subdivision – Lalonde Subdivision (Phase VIII) – easement survey and P. Eng. design to be completed. Access and drainage easements to be registered.
- Building Bylaw review underway - draft will be circulated to other departments for comment. A Key Information Report will be provided to Council for review and comments.
- Wales Village Subdivision/Manning Road rear lot grading proposal.
 - Majority of the construction has been finished with final grading, topsoil and seeding to be completed in the spring of 2021.
- Woodlands Villa Addition/Renovation
 - Construction is ongoing.
- 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.
 - Note: Lot Grading GIS layer to be completed as part of 2021 budget.
- 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



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 14, 2021
Reporting Month: March 2021
Subject: Monthly Activity Summary - Director of Public Works

Work Completed:

- Regular Director and PW staff meetings
- MOECP Compliance Inspection Interview
- Interviews – Asset Management Specialist position
- Interview – Engineering Student position

Work in Progress:

- Asset Management Plan development
 - Asset Management Software
 - Input new assets
 - Review existing assets
 - Development of Asset Level(s) of Service
 - Software Demonstrations
- Orientation of Public Works Coordinator
- Ingleside Wastewater Treatment Plant Design
 - Preparation of year end deliverables from design team
 - Design and Ministry consultation of Di-chlorination system
- Kraft Heinz Arbitration
 - Preparation of revised Statement of Claim and submission letter
- Consultation with SLPC – Sewer and Water projects
- Tender/RFQ preparation
 - Sidewalks Repair and Replacement
 - One Ton Truck purchase
- Regional Waste Management Study
- Operations meetings with Caneau
 - Operations budget preparations
 - Asset Management equipment listing
- Forrester Branch Drain relocation
 - *Drainage Act* amendment review/consideration



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: April 14, 2021
Subject: Integrity Commissioner Services – Annual Report - 2020

Background:

Effective March 1, 2019, amendments to the Municipal Act, 2001 require every Ontario municipality to have a formally appointed Integrity Commissioner.

Integrity Commissioners are now mandated to oversee the application of Council Codes of conduct and the MCIA, to respond to requests from Members of Council and of local boards for advice respecting their obligations under their respective code of conduct and the MCIA, and to provide educational information to Members of Council, members of local boards, the municipality and the public regarding the municipality's code of conduct and the MCIA.

SDG County began recruitment for an Integrity Commissioner in 2018 with the understanding that should local municipalities be interested a joint approach would be entertained. Tony Fleming, of Cunningham Swan was appointed the Township's Integrity Commissioner on February 20, 2019 via By-law No. 2019-011.

Summarized points of the agreement include:

- the agreement is for 5-year term, ending February 2024
- the hourly rate is \$295 per hour plus reasonable expenses (no retainer is applicable)
- the Consultant shall keep maintain their own insurance

Discussion:

Section 223.6 (1) provides for an annual report, prepared and submitted by the Integrity Commissioner. A copy of Mr. Fleming's 2020 Summary Report is attached.

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

March 2, 2021

BY EMAIL: info@southstormont.ca

Council – Township of South Stormont
c/o Loriann Harbers, Director of Corporate Services/Clerk
2 Mille Roches Road
Long Sault, ON K0C 1P0

Dear Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2020
Township of South Stormont; Our file No. 18269-13**

Background

In 2019, Tony Fleming of Cunningham Swan in Kingston, Ontario, acted as the Integrity Commissioner for the Township of South Stormont in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”).

Last year we provided an Annual Report. In lieu, this year we are simply providing this letter to confirm that there have been no complaints under the Code of Conduct or applications for inquiry under the MCIA submitted to the Integrity Commissioner for the Township of South Stormont. We have also received no requests for advice from individual Members.

We thank the Township of South Stormont for the opportunity to act as its Integrity Commissioner. We remind Members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a Member’s obligations under the Code of Conduct and the MCIA. We note that this service provides Members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the Member.

00301273.DOCX:

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)
WEB: WWW.CSWAN.COM

Members are held to the highest standards of office in their elected positions and we thank all of you for your continued attention to the ethical execution of your duties.

In the meantime, please find enclosed a copy of the up-to-date Certificate of Insurance for the Township of South Stormont.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation
TEF:am
Enclosure



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: April 14, 2021
Subject: Closed Meeting Protocol – Draft for Consideration

Background:

In conjunction with the Service Delivery Review conducted in 2020, staff have undertaken a review of our closed meeting practices. It has been determined that improvements in procedure may reduce the number of Closed Meetings conducted and provide an opportunity for improved transparency.

The Ombudsmen’s Guide to Open Meetings provides a great deal of helpful information and guidance surrounding Closed Meetings.

Of particular note, is the “Top 10 tips for Municipal Officials”

1. Know and follow the *Municipal Act, 2001* and your procedure by-law’s open meeting requirements.
2. Make sure you have a procedure by-law that complies with the *Municipal Act* – every municipality and local board is required to have one.
3. Give adequate advance public notice of all meetings, including the time and location of all meetings.
4. Keep meetings open to the public unless closure is specifically authorized under the *Municipal Act* and there is a real need to exclude the public.
5. Pick the right s. 239 exception before closing a meeting.
6. Pass a resolution in public that includes meaningful information about the issue to be considered (not just the exception) – *before* closing the doors.
7. Record the meeting, including all decisions, by taking minutes, and preferably also by recording audio or video.
8. Stay on topic – don’t stray from the subject stated in the resolution.
9. Do not hold a vote in closed session unless it is for a procedural matter or to give directions to staff or officials.
10. To the extent possible, report back publicly in open session about what occurred in closed session.

In addition to the above, the Ombudsmen’s “Guide to the Discretionary Exceptions” provides sound guidance as we strive to have less Closed Meetings. I have attached an excerpt of the Ombudsmen’s Guide that includes examples of topics that could be included versus those that should not be included.

Follow this link to access the full Guide:

<https://www.ombudsman.on.ca/have-a-complaint/who-we-oversee/municipalities/municipal-closed-meetings/open-meetings-guide-for-municipalities>

As a result of reviews undertaken and the desire to improve transparency and improve governance, a draft Closed Meeting Protocol has been developed for Council's consideration.

Discussion:

The attached draft Closed Meeting Protocol states that Council acknowledges that all meetings shall be open to the public except as related to the exceptions included in Section 239 (2) and (3) of the Municipal Act.

The draft document provides guidance and direction for the following:

- Whether the meeting should be closed and who is responsible for such determination;
- Statutory requirements for Closed Meetings;
- Access to Closed Meeting documents;
- Preparation of Closed Meeting reports;
- Preparation of Closed Meeting recommendations;
- Appropriate public disclosure;
- Who is permitted to attend a Closed Meeting; and
- Accountable and transparent reporting to the public following each Closed Meeting.

Pending comments and questions received, the final document will be presented for Council's adoption during the April 28, 2021 regular meeting.

Ombudsmen's - Guide to the Discretionary Exceptions

Although every case is assessed on its own merits, here are some guidelines to the exceptions and examples of how the Ombudsman has interpreted them in investigations. For the latest case examples and full reports, please see the **digital digest of open meeting cases** on our website, which can be searched by keyword, topic and municipality.

Security of municipal property – s. 239(2)(a)

Includes discussions about:

- Protection of municipally-owned property from physical loss or damage
- Loss or damage can be corporeal (like vandalism) or incorporeal (like fraud)

Does not include discussions about:

- The financial interests of the municipality
- Strategy with respect to municipal infrastructure or growth
- Strategy with regard to municipal property, including its purchase or sale

Case examples:

- [Town of Deep River \(October 2017\)](#): Discussion about a police service consultation plan did not fit within the exception, as it did not deal with potential threats, loss, or damage to municipal property.
- [Town of Grimsby \(November 2016\)](#): Discussion about obtaining a valuation of a municipally-owned corporation did not fit within the exception, since there was no apparent threat of loss or damage.
- [City of Port Colborne \(November 2015\)](#): Discussion about the potential sale of municipally-owned shares did not fit within the exception. Even if a public discussion could have affected the value of shares, it was not about the security of municipal property.
- [Village of Burk's Falls and Armour Township \(October 2015\)](#): A closed meeting to discuss a potential amalgamation did not fit within the exception, despite a potential depreciation of municipal assets, because it did not relate to any specific property owned by the municipalities, and the protection of that property.
- [City of Welland \(November 2014\)](#): Discussions of a marketing plan did not fit within this exception, despite the city wanting to protect its competitive position relative to other municipalities; discussion was not about protecting the marketing plan from loss or damage.

Personal matters about an identifiable individual – s. 239(2)(b)

Includes discussions about:

- Scrutiny of an individual's performance or conduct, including municipal staff
- Candidates for a job or committee, including education and employment history
- Investigation of an individual's possible violation of law

Does not include discussions about:

- An individual in their professional or official capacity
- Council members' remuneration or expenses and related policy
- General working relations between council and staff
- Salary bands, a hiring process, or staff reorganization
- Information already in the public realm

Case examples:

- [Township of Lanark Highlands](#) (January 2018): Scrutiny of a council member's conduct and behaviour went beyond professional information and fit within the exception for personal matters.
- [Town of Georgina](#) (November 2017): Discussion of an organizational review as part of a service delivery review would not have fit in the exception, except that council discussed the performance of specific employees (i.e., personal matters) in relation to restructuring options.
- [City of Welland](#) (November 2017): Discussion about the process to be used to appoint a new member of council did not fit in the exception, as no personal information was discussed.
- [City of London](#) (February 2017): Discussion about the education, employment history, and qualifications of candidates for Integrity Commissioner fit within the personal matters exception.
- [Municipality of Temagami](#) (February 2017): Discussion about unproven allegations against a member of council fit within the exception.

Acquisition or disposition of land – s.239(2)(c)

Includes discussions about:

- Buying or selling municipal land, when the bargaining position of the municipality could be impacted by a public discussion of the matter
- Leased property, easements, or subdivision agreements relating to the municipality's property interests

Does not include discussions about:

- Speculation regarding prospective acquisition or disposition of land, where no bargaining position yet exists
- Real estate market volatility and its impact on land values in general
- Discussions when the other party to a transaction is present

Case examples:

- **[Town of Fort Erie](#) (April 2018):** Discussion about a potential property-related partnership with a post-secondary institution did not fit in the exception, because council was in the early stages of decision-making and had not taken any practical steps towards acquiring land.
- **[City of Timmins](#) (April 2017):** Discussion about a proposed land transaction did not fit in the exception, because the other party to the transaction was present at the meeting.
- **[City of Port Colborne](#) (November 2015):** Discussion about a non-profit organization buying a house from a private individual did not fit within the exception, because the municipality was not party to the transaction and therefore had no bargaining position to protect.

Labour relations or employee negotiations - s.239(2)(d)**Includes discussions about:**

- Unionized and non-unionized employees
- Compensation, benefits, or vacation for specific employees
- Staff performance, conduct, discipline, hiring, and firing
- Changes to workload or roles of specific employees
- Grievances under a collective agreement

Does not include discussions about:

- Council members, including their remuneration
- Organizational reviews
- Discussions of litigation against employees

Case examples:

- **[Township of Pelham](#) (April 2018):** Discussion about the conduct and performance of a town employee fit within the exception.
- **[Township of North Huron](#) (January 2018):** When dozens of firefighters attended a closed meeting to talk to council about their working conditions, the discussion fit in the exception, as it occurred during an ongoing labour dispute.
- **[Town of Georgina](#) (November 2017):** Discussion about the performance of particular employees in the context of organizational restructuring fit in the exception.
- **[Township of Baldwin](#) (December 2014):** Discussion about the qualifications of candidates for a staff position fit within the exception.

Litigation or potential litigation – s.239(2)(e)

Includes discussions about:

- Ongoing litigation involving the municipality, including proceedings before administrative tribunals
- Litigation that is a real prospect, against or by the municipality
- Deciding whether or not to litigate in a specific case

Does not include discussions about:

- Speculation that litigation may arise in future, or where there is no evidence of any current or future legal proceedings
- Litigation that has concluded

Case examples:

- **Town of Carleton Place (October 2017)**: Discussion about a contentious public statement by the Mayor did not fit in the exception, as there was no evidence of any reasonable prospect of litigation.
- **Municipality of St.-Charles (June 2017)**: Discussion of written legal advice pertaining to ongoing legal proceedings fit within the exception.
- **City of Timmins (May 2017)**: Discussion of council's concerns about an unsuccessful bidder in a procurement process did not fit in the exception, as it was mere speculation that litigation might occur.
- **County of Norfolk (November 2016)**: Discussion about the development of a site-specific zoning by-law fit in the exception, because an identifiable individual planned to file an appeal of the by-law to the Ontario Municipal Board.

Advice subject to solicitor-client privilege – s. 239(2)(f)

Includes discussions about:

- Communication between the municipality and its solicitor, to seek or receive legal advice intended to be confidential (to ensure municipal officials can speak freely with their lawyer without fear of disclosure)
- Legal advice where the lawyer is not present, such as where advice was provided in writing

Does not include discussions about:

- A topic where the privilege has been waived, such as where a third party is present
- A topic other than the legal advice itself
- Whether or not to seek legal advice

Case examples:

- **[Town of Pelham \(April 2018\)](#)**: Discussion of a report by an external consultant on the town's financial information fit in the exception, because the consultant acted as an interpreter to allow the lawyers to provide legal advice.
- **[Township of Lanark Highlands \(January 2018\)](#)**: Discussion of written advice from the township's solicitor fit in the exception, but at several points went beyond the legal advice; those portions of the meeting did not fit in the exception.
- **[Town of Deep River \(October 2017\)](#)**: Discussion about a police service consultation plan did not fit in the exception; council had received legal advice on the plan in past, but it was not discussed during the meeting.
- **[Township of Adelaide-Metcalfe \(June 2012\)](#)**: By inviting a developer into the closed meeting to discuss a proposal, the township waived privilege and the discussion did not fit in the exception.

Matters that can be discussed in camera under another Act – s. 239(2)(g)

Includes discussions:

- That are explicitly permitted to be discussed in a closed meeting by an Act other than the *Municipal Act, 2001*

Does not include discussions:

- Where another Act might imply that a matter is sensitive, but does not explicitly state that the matter can be discussed in a closed meeting

Case examples:

- **[Municipality of Brockton \(February 2017\)](#)**: A closed information session attended by a quorum of council under the *Drainage Act* did not fit in the exception, as that Act does not provide for holding a closed meeting.
- **[Town of Grimsby \(May 2017\)](#)**: A meeting council attended of shareholders for a municipally-owned hydro company did not fit in the exception, because the *Business Corporations Act* does not permit a closed meeting.
- **[City of Hamilton \(April 2015\)](#)**: Discussion by council of a matter that the *Police Services Act* permits a police services board to discuss in camera fit the exception.

Information supplied in confidence by another level of government – s. 239(2)(h)

Includes discussion about information:

- Provided to the municipality by another level of government (Canada, a province or territory, or a crown agency), **and**
- Explicitly supplied to the municipality or local board in confidence, i.e., marked confidential by the other level of government

Does not include discussions:

- Where the municipality determines the matter should be confidential, rather than the other level of government

Information supplied in confidence by a third party – s. 239(2)(i)

Includes discussions about information that:

- Falls into one of the listed types: trade secret, scientific, technical, commercial, financial, or labour relations information;
- Was supplied confidentially, whether explicitly or implicitly, to the municipality by a third party; **and**
- If disclosed, could reasonably be expected to cause harm, either by prejudicing significantly the competitive position or interfering significantly with the contractual or other negotiations of a person, group of persons or organization

Does not include discussions:

- Where the information did not come from a third party
- Where there is only a merely possible or speculative risk of harm if the information were to be disclosed

Information belonging to the municipality – s. 239(2)(j)

Includes discussions about information that:

- Falls into one of the listed types: trade secret, scientific, technical, commercial, or financial information
- Belongs to the municipality or local board; **and**
- Has monetary value or potential monetary value

Does not include discussions where:

- The municipality or local board has no proprietary or ownership interest in the information
- There is no evidence that the municipality or local board could sell the information for money

Plans and instructions for negotiations – s. 239(2)(k)

Includes discussions:

- About a position, plan, procedure, criteria, or instruction;

- Where the information is intended to be applied to negotiations carried on by the municipality or local board; **and**
- The negotiations are ongoing or will be carried out in the future

Does not include discussions:

- In the absence of related negotiations
- Where negotiations are concluded

Education or training – s. 239(3.1)

Includes discussions:


- Held solely for the purpose of educating and/or training council members; presenters and trainers should be advised in advance of the permissible scope of the meeting, and their materials vetted to ensure they do not materially advance decision-making

Does not include discussions:

- That materially advance council business or decision-making
- About subjects that are not for the purpose of educating or training

To view the complete “OPEN MEETINGS - GUIDE FOR MUNICIPALITIES” prepared by the Ombudsmen’s Office follow this link:

<https://www.ombudsman.on.ca/have-a-complaint/who-we-oversee/municipalities/municipal-closed-meetings/open-meetings-guide-for-municipalities#:~:text=Does%20the%20Ombudsman%20investigate%20closed,closed%20meetings%20in%20that%20municipality.>

	TOWNSHIP OF SOUTH STORMONT
	Title: Closed Meeting Protocol - DRAFT
	Policy Category: Corporate
	Effective Date:
	Revision Date:

1. Policy Statement

The Township of South Stormont acknowledges that all meetings of Council / Committee shall be open to the public except as related to the exceptions included in Section 239 (2) and (3) of the Municipal Act.

2. Purpose

The purpose of this policy is to ensure compliance with Section 239 (2) and (3) of the Municipal Act as well as to provide guidance to Council and staff as it relates to Closed Meetings.

3. Should the Meeting be Closed?

In the interest of accountability and transparency, Council endeavours to conduct its decision making in public. It is recognized, however, that there are items which should be considered by Council in a Closed Meeting in accordance with the Municipal Act. When determining whether a matter should be considered in a Closed Meeting staff should consider the following:

- Does the matter meet one or more of the open meeting exceptions noted in Section 239 the Municipal Act?
- If so, and recognizing that the matter can be discussed in a Closed Meeting, is there a compelling reason that it should be?

The determination of whether a matter should be dealt with in a Closed Meeting is the responsibility of the Director in consultation with the Director of Corporate Services/Clerk and/or the CAO.

4. Municipal Act Rules for Closed Meetings

Topic/Municipal Act Exception	Discussion May Include	Voting Permissions
Security of Property of the Township	<ul style="list-style-type: none"> • Township property • Township facilities • Township assets 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff

Topic/Municipal Act Exception	Discussion May Include	Voting Permissions
Personal Matters about Identifiable Individuals	<ul style="list-style-type: none"> • municipal employees • members on various boards and committees 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
A Proposed or Pending Acquisition or Disposition of Land	<ul style="list-style-type: none"> • land purchases • land sales • land leases • expropriation of land 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Labour Relations or Employee Negotiations	<ul style="list-style-type: none"> • union or employee negotiations 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Litigation or Potential Litigation	<ul style="list-style-type: none"> • current or pending litigation • potential litigation 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Solicitor-Client Privilege	<ul style="list-style-type: none"> • legal opinions, advice and or status reports/briefings 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Matters under Other Legislation	<ul style="list-style-type: none"> • Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Information supplied in confidence by the federal government, provincial government or Crown agency	<ul style="list-style-type: none"> • information explicitly provided in confidence and in writing by the Government of Canada, a province or Crown Agency 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence which, if disclosed, could interfere with contractual or other negotiations	<ul style="list-style-type: none"> • information explicitly provided in confidence that is a trade secret or scientific, technical, commercial, financial or labour relations information that could interfere with negotiations 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff

Topic/Municipal Act Exception	Discussion May Include	Voting Permissions
Trade secret or scientific, technical, commercial or financial information belonging to the municipality which has monetary value	<ul style="list-style-type: none"> • information explicitly provided in confidence that is a trade secret or scientific, technical, commercial or financial information that has monetary value or could be sold or exchanged for cash or something of value 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Position, plan, procedure, criteria or instruction to be applied to negotiations carried out by the municipality [S. 239 (k)]	<ul style="list-style-type: none"> • a position, plan, procedure, criteria or instruction directly related to negotiations carried out by the municipality 	<ul style="list-style-type: none"> • procedural matters • giving directions or instructions to staff
Educating or training	<ul style="list-style-type: none"> • Council orientation • team building exercises • professional development 	<ul style="list-style-type: none"> • no discussion or decisions that materially advance the business or decision-making of Council/Committee

5. Statutory Requirements for Closed Meetings

Pursuant to Section 239 of the Municipal Act:

- Public notice of a Closed Meeting must be given.
- Before holding a Closed Meeting, Council must state, by resolution, the fact of the holding of the Closed Meeting and the general nature of the matter to be considered at the Closed Meeting.
- All resolutions, decisions, and other proceedings at Closed Meetings are to be recorded without note or comment by the Clerk or designate.
- Any person can request an investigation of whether the Township has complied with the Municipal Act regarding Closed Meetings.

6. Access Requests for Closed Meeting Reports and Materials

Reports and materials prepared for consideration at Closed Meetings are records that may be subject to Freedom of Information requests under the MFIPPA. While it would be desirable to protect the confidentiality of records that are considered at Closed Meetings, in the event of an appeal, the Township could be ordered to release such records.

The Township cannot refuse to disclose information provided in a Closed Meeting report simply on the basis that it was considered at a Closed Meeting. To qualify for exemption from disclosure, the information in the records has to reveal the actual substance of Council's deliberations. Content that would not reveal the substance of the deliberations may be subject to disclosure. Examples of records that may be subject to disclosure are:

- background or historical information;
- copies of correspondence and cover letters;
- scope, definition and purpose of report;
- recommendations;
- presentations; and
- statistical data.

Written material included in a Closed Meeting report should be limited to only information which would qualify for discussion at a Closed Meeting. If general context is required to frame the Closed Meeting discussion, it is recommended that it also be disclosed publicly by way of one of the recommended approaches identified in Section 7 below.

7. Closed Meeting Reports and Recommendations

7.1. Reports

Whenever possible, written Closed Meeting reports are preferred over verbal reports as the former provides a formal account of the confidential record. It is also important to ensure that information which can be made available to the public is disclosed appropriately. Aside from a singular report appearing on a Closed Meeting agenda, consideration shall also be given to the following:

- Option A: A companion report to appear on the accompanying Open Meeting agenda which provides for as much general context in relation to the Closed Meeting matter as possible without disclosing confidential details; or,
- Option B: A recommendation for Council/Committee to direct staff to prepare a related report to be included as part of a subsequent Open Meeting agenda.

7.2 Recommendations

In a Closed Meeting, Council/Committee is only permitted to vote on procedural motions or to direct Township agents or staff. No other decisions or approvals are permitted in a Closed Meeting. Some items conform to this requirement and may be discussed and voted on in Closed Meetings. Many items, however, may be discussed in a Closed Meeting but cannot be voted on in a Closed Meeting. The following are best practices with respect to the consideration of an Open Meeting motion related to a matter discussed by Council/Committee in a Closed Meeting:

Option A: If it is recommended that a report be received for information, this recommendation must be introduced in the Open Meeting. In this case, the following procedural motion should be used to rise from the Closed Meeting:

That Council/Committee rise from the closed meeting at _____ and report.

Once Council/Committee has risen from the Closed Meeting, the recommendation to receive the report for information may be introduced, using the following motion:

That Confidential Report, concerning <subject matter, dated ##> be received for information.

Option B: If the report includes recommendations for approval by Council/Committee, the recommendations must be introduced in the Open Meeting. In this case, the following procedural motion should be used to rise from the Closed Meeting:

That Council/Committee rise from the closed meeting at _____ and report.

Once Council/Committee has risen from the Closed Meeting, the recommendations may be introduced by Council/Committee, using the following motion:

That the recommendations contained in Confidential Report concerning <subject matter, dated ##> be adopted.

In order to ensure that there is appropriate context for the introduction of the motion, the Chair shall consider presenting appropriate background information prior to Council's consideration of the motion.

Option C: If it is recommended that direction be given to staff to report back at a subsequent meeting, this direction can appear as part of a recommendation within the staff report and be passed in a Closed Meeting:

That staff be directed to report back at a subsequent meeting of Council/Committee in relation to <subject matter>.

8. Public Disclosure

Pursuant to the Code of Conduct for Members of Council and Local Board, Members of Council shall not disclose or release information considered in a Closed Meeting. This is a standard practice established to protect the interests of both Council and the municipality. However, if Council deems it desirable and appropriate that such information is released, Council may vote on a motion in a Closed Meeting to direct staff to make public all or part of a closed staff report. The following direction can be voted on in a Closed Meeting in order to disclose a Closed Meeting item:

That staff be directed to manage and coordinate the appropriate disclosure of information as it pertains to the <date of report> closed report entitled <title of report>.

Although the information contained in closed staff reports may not be disclosed, the Municipal Act requires that public notice of Closed Meetings be provided for in a Procedural By-law. The Township's Procedural By-law requires that there be public notice of all Open and Closed Meetings and that the agenda, including all items to be dealt with at each meeting, be publicly posted and made available prior to the meeting.

In order to be accountable and transparent, and to inform the public about the matters dealt with in a Closed Meeting, Council/Committees shall begin all meetings in open session and pass a motion to move into a Closed Meeting. Once the matters in the Closed Meeting have been dealt with, Council/Committee shall reconvene in open session to disclose, in a general manner, how the agenda items were dealt with in the Closed Meeting. A sample Chair's script is included as Appendix A.

9. Addition of a Closed Meeting Item not on the Agenda

There are exceptional circumstances where items which appear on an Open Meeting agenda but not on a related Closed Meeting agenda must be discussed in a Closed Meeting. This typically occurs when the discussion regarding an Open Meeting item cannot be continued without disclosing confidential information. In this circumstance the following motion can be voted on in an Open Meeting in order for Council to convene a Closed Meeting:

That the Council of the Township of South Stormont now hold a meeting that is closed to the public pursuant to Section 239 <relevant subsection> of the Municipal Act to discuss <topic, subject area or report title>.

10. Attendance at a Closed Meeting

Unless otherwise directed by Council/Committee, attendance at Closed Meetings is limited to the Director of Corporate Services/Clerk and Chief Administrative Officer, and/or their designate, and other staff at the discretion of the Chief Administrative Officer. Staff should vacate the meeting once the relevant matter has been dealt with by Council/Committee.

Relevant professionals, i.e. Township solicitor, are permitted attendance when invited.

11. Closed Meeting Prelude

In order to remind the Members of Council/Committee of their obligations in Closed Meetings, the Chair shall read a script, included as Appendix B, detailing the Closed Meeting rules at the beginning of each Closed Meeting.

12. Monitoring and Compliance

The Director of Corporate Services/Clerk is responsible for monitoring matters pertaining to Closed Meetings and this policy.

This Protocol shall be reviewed each term of Council to ensure relevancy and appropriateness.

Any member of the public, Council or staff may request an investigation be conducted to determine whether the Township has complied with s. 239, of the Municipal Act.

13. Authority and Related Policies

- Municipal Act, 2001 S.O. 2001, c. 25
- Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

14. Contact

For more information on this policy, contact:

Director of Corporate Services/Clerk
Township of South Stormont
P.O. Box 84, 2 Mille Roches Road
Long Sault, ON K0C 1P0
613-534-8889, Ext. 201

Appendix A

Chair's Script when Reporting from a Closed Meeting to an Open Meeting

Council moved a motion to proceed into a closed meeting to consider business as permitted under the Municipal Act. In the continuing interest of transparency, I will be reporting at this open meeting the outcomes from today's closed meeting.

During today's closed meeting the following items were considered:

List the items discussed in the closed meeting as they appear on the meeting agenda and, following each item, provide a description of what occurred.

Examples:

Minutes from previous Closed Session

Council approved the closed meeting minutes of the <meeting dates > Council/Committee meetings.

Citizen Appointments

Council voted to bring forward a motion to be considered at today's open meeting. That motion will be voted on later in this meeting.

Legal Update

Council received information regarding the <legal case>.

Union Negotiations

There was direction given to staff regarding this item.

Appendix B

Chair's Script at the Beginning of Closed Meetings

Please be advised that we are moving into a closed meeting as permitted in the Municipal Act to discuss <identify the specific open meeting exceptions as listed on the meeting agenda>:

- a) security of municipal property;
- b) personal matters about an identifiable individual;
- c) a proposed or pending acquisition or disposition of land;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation;
- f) advice that is subject to solicitor-client privilege;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Only those matters pertaining to the sections of the Municipal Act already mentioned may be discussed. Any other matters related to the subject at hand that do not relate to these open meeting exceptions cannot be discussed. Closed meeting matters shall not be discussed either before or after the closed meeting with any person not related to the subject matter.

I will be verbally reporting out in a general sense on all items in this closed agenda when we move back into open session.

Township of South Stormont
KEY INFORMATION REPORT
Planning and Building Department



To: Council
From: Peter Young, Director of Planning and Building
Date of Meeting: April 14, 2021
Subject: Draft Building By-law

Background:

The current Building By-law was passed in 2012 and has been helpful for outlining permit and process requirements but requires updates to address current trends. Additionally, the department is proposing to bring forward tools that would make enforcement and closure of open permits more efficient, with less reliance on lengthy and expensive court processes. The first draft of a new Building By-law is attached that would be presented for potential Council adoption at a future meeting.

The highlights of the proposed revisions are as follows:

1. Collection of fees for annual maintenance of open permit.
2. Provide additional revenue to offset the cost of providing Building Code services and enforcement.
3. Provisions for Conditional Permits.
4. Provisions for Limiting Distance Agreements.
5. Provisions for Alternative Solutions.
6. Provisions for Dormant & Abandoned Permits.
7. Provisions for Revocation of Permits.
8. Provisions for Temporary Permits.
9. Provisions for As Constructed Plans.
10. Provisions for Registered Code Agencies
11. Provisions for Fencing at Construction Sites.

Discussion:

Items to be confirmed include the following:

1. Amount of proposed permit fees and administration costs.
2. Amount for deposits and timeframes for completion.

Note: Short form wording which will allow for Part 1 tickets for Building Code infractions will follow under a separate by-law or an additional schedule to the attached by-law, following Provincial approval.

Prepared by:
Hilton Cryderman, CBCO
Chief Building Official

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

By-law No. 2021-XXX

BEING a by-law under the Building Code Act, S.O. 1992, c. 23 respecting Construction, Demolition and Change of Use Permits and related matters.

A By-Law under the *Building Code Act*, S.O. 1992, c. 23 respecting Construction, Demolition and Change of Use Permits and related matters;

Whereas Section 7 of the *Building Code Act*, S.O. 1992, c. 23 as amended, empowers a municipal council to pass By-Laws concerning the issuance of permits and related matters; and

Whereas Subsection 8(3) of the *Building Code Act*, 1992 S.O. 1992, c.23 as amended, authorizes a Chief Building Official to issue a Conditional Permit in circumstances and subject to the conditions listed in that subsection; and

Whereas the Council of the Township of South Stormont deems it to be in the public interest that the Chief Building Official has the authority to execute Conditional Permit Agreements on behalf of the Township of South Stormont; and

Whereas Section 398 (1) of the *Municipal Act*, S.O. 2001 2001, Chapter 25 as amended, provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality; and

Whereas Section 398(2) of the *Municipal Act*, S.O. 2001 2001, Chapter 25 as amended, provides that the treasurer of a local municipality may add fees and charges imposed by the municipality, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:

1. In the case of fees and charges for the supply of a service or thing to a property, the property to which the service was supplied.
2. In all other cases, any property for which all the owners are responsible for paying the fees and charges.

Whereas Section 446 of the *Municipal Act*, 2001 S.O. 2001 provides that if the municipality must take remedial action and is not repaid then its costs can be added to the tax roll.

Now therefore The Corporation of the Township of South Stormont enacts as follows:

1.0 SHORT TITLE

- 1.1 This By-Law may be cited as the “Building By-Law”.

2.0 DEFINITIONS AND INTERPRETATION in this By-Law:

- 2.1 “**Act**” means the Building Code Act, 1992, S.O 1992, c.23, as amended;
- 2.2 “**Applicant**” means the Owner of a Building or property who

applies for a Permit or any person authorized in writing by the Owner to apply for a Permit on the Owner's behalf, or any person or corporation empowered by statute to cause the demolition of a Building or Buildings and anyone acting under the authority of such person or corporation;

- 2.3 **"As Constructed Plans"** means "As Constructed Plans" as defined in the Building Code;
- 2.4 **"Architect"** means a holder of a License, a certificate of practice, or a temporary license under the Architect's Act as defined in the Building Code;
- 2.5 **"Building"** means a "Building" as defined in subsection 1(1) of the Act;
- 2.6 **"Building Code"** means all regulations made under Section 34 of the Act, including but not limited to O. Reg. 332/12 as amended from time to time;
- 2.7 **"Chief Building Official"** means the Chief Building Official or their designate appointed pursuant to section 3(2) of the Act and by By-Law of the Corporation of the Township of South Stormont for the purpose of enforcement of the Act;
- 2.8 **"Complete Application"** means an application that meets the requirements set out in the Building Code for applications where the Chief Building Official is required to make a decision within a prescribed time period, and Section 4 and Schedule "C" of this By-Law;
- 2.9 **"Construct"** means to "Construct" as defined in section 1(1) of the Act;
- 2.10 **"Corporation"** means The Corporation of The Township of South Stormont.
- 2.11 **"Demolish"** means to "Demolish" as defined in subsection 1(1) of the Act;
- 2.12 **"Electronic Address"** means a message distributed by electronic means, commonly referred to as an email;
- 2.13 **"Farm Building"** means a "Farm Building" as defined in Part 1 of the Regulations made under the Act.
- 2.14 **"Fixture"** means a fixture as defined in Part 1 of the Regulations made under the Act and for the purpose of this By-Law, a fixture shall also include a hot water tank, a backflow preventer, an appliance and a hose bibb, etc;
- 2.15 **"Inspector"** means an inspector appointed pursuant to subsection 3(2) of the Act and by By-Law of the Corporation of the Township of South Stormont;
- 2.16 **"Municipality"** means the Corporation of the Township of South Stormont;
- 2.17 **"Owner"** means the registered Owner of the land and

includes a lessee, mortgagee in possession;

- 2.18 **“Permit”** means permission or authorization given in writing by the Chief Building Official to perform specific work regulated by this By-Law, the Act, and the Building Code, or to occupy a Building or part thereof, or to change the use of a Building or part of a Building or parts thereof as regulated by the Act and/or the Building Code;
- 2.19 **“Permit Holder”** means the person to whom the Permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code;
- 2.20 **“Plumbing”** means “Plumbing” as defined in subsection 1(1) of the Act;
- 2.21 **“Professional Engineer”** means a person who holds a license or a temporary license under the Professional Engineer’s Act, as defined in the Building Code;
- 2.22 **“Project”** means to do anything in the construction, demolition or change of use of a building which is regulated by the Act and/or the Building Code.
- 2.23 **“Work”** means to do anything in the construction, demolition or change of use of a building which is regulated by the Act and/or the Building Code.
- 2.24 Terms not defined in this By-Law shall have the meaning ascribed to them in the Act or the Building Code.

3.0 CLASSES OF PERMITS

- 3.1 Classes of Permits and fees required for Work are set forth in Schedule “A” appended to and forming part of this By-Law.
- 3.2 Permits for work other than those referred to in this By-Law shall be obtained from the appropriate authority having jurisdiction in accordance with the By-Laws of the Corporation and any other applicable laws. Such permits may include but are not limited to: encroachments, culverts, water and sewer services, rights-of-way, street cuts and electricity

4.0 REQUIREMENTS FOR PERMIT APPLICATIONS

- 4.1 To obtain a Permit, the Applicant, shall file an application in writing by completing the prescribed application form available from the office of the Chief Building Official, or from the Township of South Stormont website, www.southstormont.ca, and shall supply any other information relating to the application as required by the Chief Building Official.
- a) Every application for a Building Permit shall be submitted to the Chief Building Official and shall be signed by the Applicant who shall certify the truth of the contents of the application. All permit applications must be accompanied by sufficient information to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will comply with the requirements of

the Act, the Building Code and any other applicable law.

- 4.2 To be considered a complete application, every permit application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the Building Code, Div. A, Pt. 1, s. 1.4.1.3., where the said agencies issue approval documents and the said law applies to the construction or demolition being proposed.
- 4.3 An application for a permit may be refused by the Chief Building Official where it is not a complete application.
- 4.4 The Chief Building Official may, as the Chief Building Official deems appropriate, provide prescribed forms in an electronic format and may require for the electronic submission of completed permit applications forms.
- 4.5 Notwithstanding subsection 4.4, completed forms generated electronically shall be accepted subject to endorsement by the applicant in a format as determined by the Chief Building Official.
- 4.6 When filing an application, the owner and the Applicant shall each provide an Electronic Address(es) for the purpose of receiving communications from the office of the Chief Building Official regarding the construction, demolition or change of use associated with a permit application or issued permit. Where an Electronic Address(es) is changed or becomes non-functional, the owner and/or authorized agent of the owner shall inform the Chief Building Official in writing and provide a new functioning Electronic Address.

PERMIT TO CONSTRUCT

- 4.7 Every application for a permit to construct a building under subsection 8(1) of the Act, the applicant shall:
- a) Identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the building permit is made;
 - b) Include complete plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule "C" of this By-Law for the work to be covered by the permit;
 - c) Be accompanied by acceptable proof of corporate identity and/or property ownership, unless such proof is determined by the Chief Building Official to be unnecessary; and
 - d) Submit the required fee(s) and deposit(s) as prescribed in Schedule "A" and "B" of this By-Law.

PERMIT TO DEMOLISH

- 4.8 Every application for a permit to demolish a building under subsection 8(1) of the Act, shall:

- a) Identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit to demolish is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
- b) Include complete plans, specifications, documents, forms, and other information prescribed in Section 5 and Schedule “C” of this By-Law for the work to be covered by the permit; and
- c) Submit the required fee(s) and deposit(s) as prescribed in Schedule “A” and “B” of this By-Law.

CONDITIONAL PERMIT

4.9 Every application for a Conditional Permit for a building under subsection 8(3) of the Act, shall, in addition to the requirements in subsection 4.7, include written correspondence to the Chief Building Official stating:

- a) The reason(s) why the applicant believes that unreasonable delays in construction would occur if a Conditional Permit is not granted;
- b) The necessary approval(s) which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and,
- c) Any potential difficulty, of which the Applicant is aware, in restoring the site to its original state and use if required approvals are not obtained.

4.10 Upon receiving correspondence including the items described in subsection 4.9, above, the Chief Building Official may issue a conditional permit if:

- a) the Applicant, and such other person as the Chief Building Official determines is necessary, agrees with the Corporation, board of health, planning board, conservation authority or the Crown in Right of Ontario, in writing to do the things provided for in subsection 8(3)(c) of the Act, as may be applicable and as may be required by the Chief Building Official;
- b) the Applicant has registered any agreement pursuant to subsection 8(3)(c) of the Act on title to the subject property as may be required in the discretion of the Chief Building Official pursuant to subsection 8(5) of the Act;
- c) the Applicant has submitted the required fee(s) and deposit(s) as prescribed in Schedule “A” and “B” of this By-Law for the entire project; and
- d) doing so would comply with subsection 8(3) of the Act;

- 4.11 The Chief Building Official shall not, by reason of the issuance of a Conditional Permit pursuant to this By-Law, be under obligation to grant any additional Permits.

LIMITING DISTANCE AGREEMENTS

- 4.12 Every application for a Limiting Distance Agreement for a building under subsection 3.2.3.1.(11) or 9.10.15.2.(4) of the Building Code shall, in addition to the requirements in subsection 4.7, include written correspondence to the Chief Building Official stating:

- a) The reason(s) why the applicant believes that the Limiting Distance requirements of the Building Code is not granted; and
- b) The necessary approval(s) from any affected adjacent property owner(s) in respect of the proposed building.

- 4.13 Upon receiving correspondence including the items described in subsection 4.12, above, the Chief Building Official may issue a enter into a Limiting Distance Agreement if:

- a) the Applicant, and such other person as the Chief Building Official determines is necessary, agrees with the Corporation, board of health, planning board, conservation authority or the Crown in Right of Ontario, in writing to do the things provided for in subsection 3.2.3.1.(11) or 9.10.15.2.(4) of the Building Code, as may be applicable and as may be required by the Chief Building Official;
- b) the Applicant and affected adjacent property owner(s) have agreed to register any agreement pursuant to subsection 3.2.3.1.(11) or 9.10.15.2.(4) of the Building Code on title to the subject properties as may be required pursuant to subsection 8(5) of the Act;
- c) the Applicant has submitted the required fee(s) and deposit(s) as prescribed in Schedule “A” and “B” of this By-Law for the entire project; and
- d) doing so would comply with subsection 3.2.3.1.(11) or 9.10.15.2.(4) of the Building Code;

- 4.14 The Chief Building Official shall not, by reason of entering into a Limiting Distance Agreement pursuant to this By-Law, be under obligation to grant any additional Permits.

OCCUPANCY PERMIT FOR UNFINISHED BUILDINGS

- 4.15 For every application for Occupancy of unfinished building as provided for in Division C subsection 1.3.3 of the Code, the Applicant shall:

- a) Use the prescribed application form, as may be amended from time to time, provided by the Corporation;

- b) Include complete plans, specifications, documents, forms and other information prescribed in Section 5 and Schedule “C” of this By-Law to identify, to the satisfaction of the Chief Building Official, the portion of the building intended to be occupied; and
- c) Describe the part of the building for which occupancy or partial occupancy is being requested.
- d) Be required to pay additional fees as calculated in Schedule “A”, and the Chief Building Official require payment of such additional fees before the Occupancy Permit is issued.

PERMIT FOR EQUIVALENT MATERIAL CHANGES

4.16 Every application for a Permit or for authorization to make a material change to a plan, specification, calculation, document, or other information on the basis of which a Permit was issued, or which contains an equivalent material, system or building design for which authorization under section 8(12) of the Act is requested, shall:

- a) Provide a description of the proposed material, system or Building design for which authorization under section 8(12) of the Act is requested;
- b) State any applicable provisions of the Building Code;
- c) Provide evidence that the proposed material, system or Building design will provide the level of performance required by the Building Code; and
- d) Include the additional fees, as calculated in Schedule “A”, that the Chief Building Official deems applicable before the Occupancy Permit is issued.

The supporting information shall either accompany a Permit application or be incorporated into the request for authorization to make a material change to plans and specifications. A re-examination fee will apply as per Schedule "A" of the By-Law. Furthermore, the provision applies before or after the issuance of a Building Permit.

When an application is made for a minor revision to a Permit and the Chief Building Official determines that the work involved in plans review and inspection(s) is minor, such revisions may be processed without charge.

ALTERNATIVE SOLUTIONS

4.17 Every application for a permit that contains materials, systems or building design(s) for which authorization is required under section 2.1 of Division C of the Building Code, shall:

- a) Be on the prescribed application form, as may be amended from time to time, provided by the Corporation;
- b) Include supporting documentation demonstrating that the proposed materials, systems or building designs will provide the required level of performance according to Article 1.2.1.1. of Division A of the Building Code;
- c) Include supporting documentation and test methods providing information according to Section 2.1 of Division C of the Building Code; and
- d) Include the required fee(s) and deposit(s) as prescribed in Schedules “A” and “B” of the By-Law.

4.18 The Chief Building Official may accept or reject any proposed equivalents or may impose conditions or limitations on their use.

4.19 Any equivalents which are accepted under this section shall be applicable only to the location to which the approval is granted and are not transferable to any other construction permit.

TRANSFER OF PERMIT

4.20 Every application for a transfer of Permit because of a change of ownership of land, as permitted under Clause 7(1)(h) of the Act, shall:

- a) Be on the prescribed application form, as may be amended from time to time provided by the Corporation;
(Form to be prepared)
- b) Provide the names and addresses of the previous and new landowner, the date that the land ownership change occurred; and a description of the permit that is being transferred.; and
- c) Include the required fee(s) and deposit(s) as prescribed in Schedules “A” and “B” of the By-Law.

4.21 Unless written instructions to the contrary have been provided by the previous owner to the Chief Building Official, any deposit(s) and monies associated with the permit shall be deemed to be transferable. The conditions assigned to the said deposit(s) and monies shall remain in effect and shall apply to and be binding on the new applicant who shall thenceforth be the permit holder for the purpose of the Act and Building Code, without any further notice upon issuance of the transfer of Permit.

INCOMPLETE APPLICATIONS

- 4.22 Every application is deemed to be incomplete if it does not contain the prescribed information or is not accompanied by plans, specifications and documents specified in this By-Law and Section 1.3.1.3.(5) (a) to (d) of Division C, of the Ontario Building Code, and shall not be accepted.
- 4.23 Despite subsection 4.22, an incomplete application may be accepted if the applicant acknowledges the application is incomplete by duly completing the prescribed form, as amended from time to time, provided by the Corporation, thus postponing the application of the timelines stipulated by the Building Code until the application is deemed complete.

DORMANT APPLICATIONS

- 4.24 Every application for a Permit shall be deemed to be dormant where:
- a) The application is incomplete according to subsection 4.22 and remains incomplete for two (2) months after it was submitted or;
 - b) Two (2) months have elapsed and the application remains incomplete after the applicant was notified that the proposed building construction, demolition or change of use will not comply with the Building Code, the Act or will contravene any other applicable law.
- 4.25 Every application that is deemed dormant pursuant to subsection 4.21 shall be removed from the active roster and retained until either:
- a) The applicant has chosen to re-activate the application; or
 - b) the application is deemed to be abandoned pursuant to subsection 4.26.

ABANDONED APPLICATIONS

- 4.26 Every application for a Permit shall be deemed to be abandoned where;
- a) The Applicant advises the Corporation that it wishes to abandon the application;
 - b) The application is incomplete according to subsection 4.22 and remains incomplete for four (4) months after it was submitted; or
 - c) Four () months have elapsed after the Applicant was notified that the proposed building construction, demolition or change of use will not comply with the Building Code or the Act or will contravene any other applicable law as defined in the Building Code.

- 4.27 Where an application is deemed abandoned, notice thereof shall be given to the Applicant via electronic notification. All submitted plans, specifications and documents shall be disposed of or, upon written request, returned to the Applicant at the applicant's expense. The Building Permit will not be deemed abandoned until, where any construction has commenced without a valid building permit, the applicant has re-instated the project site to a pre-construction state to the satisfaction of the Chief Building Official.

PERMIT REVOCATION

- 4.28 The Chief Building Official, subject to the provisions outlined in subsection 8(10) of the Act, has the authority to revoke a Permit issued under the Act.

The Chief Building Official shall:

- a) Prior to revoking a permit, give written notice of the intention to revoke the permit to the Permit Holder at the Permit Holder's Electronic Address shown on the application or to such other address as the Permit Holder has provided to the Corporation for the purpose;
- b) Following the issuance of the notice described in subsection (a), consider whether to revoke the permit immediately or after a period prescribed by the Chief Building Official, and all submitted plans, specifications documents and other information may be disposed of or, upon written request from the permit holder, returned to the permit holder at their expense; and
- c) Provide notice under subsection (a) either personally or by Electronic Address, and where notice is given by Electronic Address, it shall be deemed to have been given on the third day after it was sent by electronic means.

DEFERRAL OF REVOCATION

- 4.29 The Permit Holder may, within (30) days from the date of service of the notice described in subsection 4.28, request in writing that the Chief Building Official defer the revocation by stating reason(s) why the permit should not be revoked.
- 4.30 The Chief Building shall consider the reasons provided and make a determination to revoke or extend the permit. Notice of the decision of the Chief Building Official shall be provided to the permit holder either personally or by Electronic Address.
- 4.31 A request for Deferral of Revocation shall be subject to payment of a non-refundable fee as prescribed in Schedule "A" of this By-Law.

RENEWAL OF PERMIT

- 4.32 The Chief Building Official may issue a renewal of a Permit which has expired, or of a revoked Permit, provided the required fee is paid for such renewal and the plans and specifications are made to comply with all the requirements of the Act, the Building Code and any other applicable law in effect at the time the application for a renewal of Permit is made.

- 4.33 The decision to renew a Permit is at the discretion of the Chief Building Official.
- 4.34 Every permit that remains inactive for a period of one (1) year, shall be subject to a renewal fee as prescribed in Schedule “A”.

LIMITING DISTANCE AGREEMENT

- 4.35 Every Applicant that requests a Limiting Distance Agreement with the Corporation, as provided for in the Building Code, shall pay the fees prescribed in Schedule “A” for such an agreement

RESTRICTIONS FOR TEMPORARY PERMITS

- 4.36 A Permit authorizing construction of a temporary building, such as a tent or sales trailer, may be issued by the Chief Building Official authorizing, for a limited time not exceeding twelve (12) months, the erection and existence of a temporary building or part thereof.
- 4.37 A Permit for a temporary building may be extended provided permission in writing is granted by the Chief Building Official and the Applicant pays the fee prescribed in Schedule “A”.

SEWAGE SYSTEM PERMITS

- 4.38 The Administration and Enforcement Section of Division B – Part 8 of the Building Code with respect to sewage systems remains the responsibility of the South Nation Conservation Authority. Any applicant wishing to make application for a sewage system permit under these provisions shall do so by making application with the South Nation Conservation Authority.

PLUMBING PERMITS

- 4.39 Every application for a Permit that includes plumbing as part of the scope of Work, in addition to any other provisions of Section 4.0 of this By-Law, shall
- a) include complete plans, including without limiting the generality of the foregoing elevation drawings, specifications and documents;
 - b) show the layout of the plumbing system including without limiting the generality of the foregoing the distribution system, the fixtures, the drainage system, and the venting system;
 - c) show the layout of the storm drainage system; and
 - d) state the certification standard and trade size of the components of the aforementioned systems and their appurtenances.

5.0 PLANS AND SPECIFICATIONS

- 5.1 Every Applicant shall submit sufficient information with each application for a Permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will comply with to the requirements of the Act, the Building Code, any applicable law and any other pertinent information required by Section 5 of this By-Law.
- 5.2 Every application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of plans and specifications as described herein as well as in Schedule "C" of this By-Law.
- 5.3 The Chief Building Official may request additional sets of plans and specifications as deemed required.
- 5.4 Plans shall be drawn to scale to a minimum of 1:75 or 3/16" = 1'. Plans shall be legible and drawn on paper or other durable material;
- 5.5 Notwithstanding subsection 5.4, The Chief Building Official may require plans and specifications and any other required documentation to be submitted in an electronic media format as approved by the Chief Building Official.

SITE PLANS

- 5.6 At the discretion of the Chief Building Official, site plans shall be referenced to an up-to-date plan of survey, when required to demonstrate compliance with the Act, the Building Code or other applicable law.
- 5.7 Every site plan shall show:
- a) Lot size and the dimensions of the property lines and setbacks to any existing or proposed buildings, property lines, centerline of streets, septic systems, easements and services;
 - b) Existing and proposed finished ground levels or grades and calculations confirming that the proposed construction meets the municipal lot grading design guidelines/policy;
 - c) Rights of way, easements and the location of all services;
 - d) The location of any equipment placed on or crossing the property related to any services including the transmission of hydroelectricity, such as but not limited to, service poles, pole support components, transformers or wires;

- e) Calculated percentage of proposed lot coverage.
- f) Building height(s).

LOT GRADING

5.8 Where applicable or as determined necessary by the Chief Building Official, an application for a permit for the construction of a single detached, semi-detached, duplex, triplex, fourplex, or rowhouse residential building shall be accompanied by a lot grading plan prepared by a qualified person indicating the following:

- a) in the case of a subdivision, proposed geodetic elevations referenced to the approved grading/drainage plan; and
- b) in the case of an in-fill lot, proposed and existing geodetic elevations shall be subject to approval by the Chief Building Official.

5.9 In addition to section 5.8, every application for a permit for the construction of a single detached, semi-detached, duplex, triplex, fourplex, or rowhouse residential building shall be accompanied by a detailed cross-section prepared by a qualified person indicating the following geodetic elevations:

- a) Underside of footing;
- b) Top of footing;
- c) Proposed finished grade abutting the foundation wall; and
- d) Top of foundation wall.

5.10 Pursuant to section 5.9, the geodetic elevations shall reference an approved grading/drainage plan for a subdivision. In the case of an in-fill lot the geodetic elevations shall be subject to approval by the Chief Building Official.

AS CONSTRUCTED PLANS

5.10 On completion of the construction of a building, the Chief Building Official may require a set of as constructed plans, including a plan of survey showing the location(s) of the building(s).

6.0 FEES

- 6.1 A fee shall be paid with every permit application, calculated in accordance with Schedule “A” and the fee shall be due and payable, in full, upon submission of the application for a permit. These fees may be amended by Council from time to time in accordance with the Act.
- 6.2 The minimum fee payable on any application shall be \$100.00, unless noted otherwise.
- 6.3 Where the amount of a fee to be paid, as part of a permit application, is based upon the building category, floor area and/or value of the proposed construction, the Chief Building Official, shall determine the appropriate building class, floor area and/or value, and that determination shall be final.
- 6.4 Where an application for a permit is subject to additional user fees prescribed by the Municipality, the fees so prescribed shall be paid in addition to the fees set out in Schedule “A”.

ADMINISTRATIVE PERFORMANCE DEPOSIT

- 6.5 In addition to the fees due in accordance with section 6.1 above, each application for a Permit shall also be subject to an Administrative Performance Deposit as set out in Schedule “B” of this By-Law. The administrative performance deposit shall be paid at the time of the permit application for all classes of Permits and shall be in addition to other Permit fees set out in section 6.1. Where an Administrative Performance Deposit is due and unpaid, the Chief Building Official may refuse to issue the Permit. The Administrative Performance Deposit may be refunded to the Owner in accordance with the provisions of Schedule “B” of this By-Law.
- 6.6 The Administrative Performance Deposit is collected by the Municipality to provide security that all necessary inspections are completed through the duration of the construction and/or demolition to ensure that the permit file can be appropriately closed at the conclusion of the Work.
- 6.7 Where additional fees are incurred by the Applicant and/or Permit Holder through the course of the construction or demolition process, these fees may be deducted from the submitted Administrative Performance Deposit or paid in full at each occurrence.
- 6.8 Where fees have been deducted from a submitted Administrative Performance Deposit, the Corporation may require the Applicant, at the discretion of the Chief Building Official, to pay funds into the Administrative Performance

Deposit necessary to restore the full amount of the Administrative Performance Deposit required by Schedule “B”, failing which the Chief Building Official may decline to grant further authorizations or approvals

- 6.9 Subject to the provisions of Schedule “B”, upon completion and closing of the Permit file, any Administrative Performance Deposit funds remaining will be refunded to the owner.

PLAN RE-EXAMINATION FEES

- 6.10 The initial plans examination of a complete application, as well as the preparation of the plans examination report shall be included as a component of services provided for in the permit fee as identified in Schedule “A”.

- 6.11 In addition to the initial plans examination of a complete application as identified in subsection 6.10, a single follow up plans examination with regard to addressing items identified in the plans examination report shall also be included as a component of service provided.

- 6.12 Notwithstanding subsections 6.10 and 6.11, any subsequent plans examination review beyond those identified as included in the permit fee shall be subject to a secondary plans review fee based on a rate per hour of plans examination beyond those provided for in the cost of the permit. This additional hourly rate shall be calculated by the Chief Building Official in accordance with the fee established in Schedule “A”.

FEE FOR EQUIVALENT MATERIAL CHANGES

- 6.13 Notwithstanding subsections 6.10 and 6.11, inclusive, where an applicant substantially revises proposed materials, systems, specifications or a building design after examination of a previous submission has already been undertaken, a re-examination fee shall apply as prescribed in Schedule “A”.

ADDITIONAL INSPECTION FEES

- 6.14 The initial inspections of construction or demolition for which a Permit has been issued at each stage of construction or demolition, as well as the preparation of inspection notices shall be included as a component of services provided for in the permit fee as identified in Schedule “A”.

- 6.15 Without limiting any other provision of this By-law providing for fees, additional inspection fees as prescribed in Schedule “A”

shall apply and shall be paid prior to each inspection being undertaken on any building where;

- a) Any of the prescribed notice requirements under the Building Code or the additional notices required under this By-Law have not been complied with by a permit holder;
- b) Any additional inspections are required due to construction not being substantially completed as required for inspection, incomplete or not in compliance with the Building Code;
- c) A permit holder has not made the drawings and documents readily available for the Inspector on site, pursuant to Section 9.7;
- d) A work site is considered unsafe, according to the Occupational Health & Safety Act, for an Inspector to carry out their duties;
- e) A building is occupied before the notice required under Section 11 of the Act was given to the Chief Building Official as provided (See Section 6.25); and/or
- f) An inspection is requested to confirm that outstanding items have been completed or corrected in respect of a deficient permit

6.16

UNPREPAREDNESS FOR SCHEDULED INSPECTION

- 6.17 A Permit Holder shall be subject to a fee, as prescribed in Schedule "A" for each inspection which is cancelled less than twenty four (24) hours prior to the time of the scheduled inspection or where an inspection is conducted on work which is not substantially completed as required for the requested inspection.
- 6.18 Inspections may be cancelled and the applicable fee waived where the inspection was cancelled due to natural causes, at the discretion of the Chief Building Official.
- 6.19 The fees assessed for the instances described in subsections 6.16 and 6.17 above shall be required to be paid in full prior to the issuance of an occupancy permit and/or the closing of the permit file and the release of any applicable deposits.

CONSTRUCTION / DEMOLITION WITHOUT A PERMIT

- 6.20 Notwithstanding the enforcement requirements of the Act, where a permit application has been received, and where the construction has commenced in advance of the issuance of a Permit, the Applicant shall pay the required surcharge as prescribed in Schedule "A".
- 6.21 The surcharge outlined in Section 6.19 shall not relieve any individual or corporate entity from complying with the Building Code and other applicable law or from any penalty prescribed by the Act, for commencing construction prior to obtaining a Permit.

RE-ACTIVATION OF A DORMANT APPLICATION

- 6.22 Where an Applicant has chosen to continue with the processing of a dormant permit application deemed dormant and where the dormant application has not been abandoned, the applicant shall pay the prescribed fee as set out in Schedule "A".

CONDITIONAL PERMIT

- 6.23 Where an application has been submitted for a Conditional Permit, in addition to the fee prescribed in Schedule "A", the Applicant shall pay all the applicable fees prescribed in Schedule "A" for all of the Works for the entire building.
- 6.24 Notwithstanding subsection 6.22, where there is an additional application submitted for another Conditional Permit, the Applicant shall pay another fee for a Conditional Permit as prescribed in Schedule "A".

OCCUPANCY PERMIT FEES

- 6.25 The initial Occupancy Inspection, as well as the preparation of the Occupancy Permit report shall be included as a component of services provided for in the permit fee as identified in Schedule "A".
- 6.26 Any subsequent Occupancy Inspections shall be subject to a Re-Inspection Fee as prescribed in Schedule "A".
- 6.27 Notwithstanding subsection 6.24 and 6.25, if the building is occupied before the issuance of an Occupancy Permit, the Permit Holder shall be subject to a surcharge as prescribed in Schedule "A".
- 6.28 Any request for Occupancy or a Partial Occupancy of an unfinished building pursuant to subsection 4.16, shall be subject to a fee as prescribed in Schedule "A".

7

COMPLIANCE FEES FOR ORDERS

- 7.0 To offset additional investigative and administrative costs, a compliance fee as prescribed in Schedule "A" shall be paid for

each Order which is issued pursuant to Section 12, 13 or 14 of the Act.

- 7.1 To offset additional costs associated with the investigation, inspection, administration and rectification of any unsafe buildings pursuant to section 15.9 of the Act, a compliance fee as prescribed in Schedule “A” shall be paid, where any Unsafe Building Order is issued pursuant to subsection 15.9(4) of the Act, and an additional compliance fee as prescribed in Schedule “A” shall be paid where any Order Respecting Occupancy is issued pursuant to subsection 15.9(6) of the Act.
- 7.2 Payment of these compliance fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.

INTEREST FEES

- 7.3 Where Permit Fees remain unpaid or are paid after the due date, the Applicant shall be subject to a 15% per annum (1.25% per month) interest rate, pursuant to subsection 7(1) of the Act.
- 7.4 In addition to the interest charge in subsection 6.32, the Applicant shall also be subject to any other penalties including payment of collection costs, pursuant to subsection 7(1) of the Act.

ALTERNATIVE SOLUTION

- 7.5 Every application for an Alternative Solution shall be subject to a fee as prescribed in Schedule “A”.

THIRD PARTY EVALUATIONS

- 7.6 In any situation where the Chief Building Official requires a third-party evaluation, the Applicant shall be subject to any costs incurred by the Corporation, plus any fees and administrative charges, prescribed in Schedule “A”.

LIMITING DISTANCE AGREEMENT

- 7.7 Every Applicant that requests a Limiting Distance Agreement shall be subject to a fee as prescribed in Schedule “A”.
- 7.8 In addition to the fee described in subsection 6.35, the Applicant shall be subject to any costs incurred by the Municipality for any third-party evaluation, legal fees or registration fees, plus any administrative charges as prescribed in Schedule “A”.

PART 10 CHANGE OF USE – PERMIT SURCHARGE

- 7.9 Even though no construction is being proposed, a change of use of a building or part of a building which requires a review pursuant to Part 10 of the Building Code, shall be subject to the prescribed surcharge in Schedule “A”.

PART 11 RENOVATION – PERMIT SURCHARGE

- 7.10 Every application that requires a review pursuant to Part 11 of the Building Code, shall be subject to the prescribed surcharge in Schedule “A”.

DORMANT PERMITS

- 7.11 A permit is deemed to be dormant, if after the fifth year of the date of issuance, the permit has not been closed.
- 7.12 Despite section 6.40, every permit that was issued prior to July 1, 2016 and which has not been closed is deemed to be dormant.
- 7.13 Every dormant permit shall be subject to an annual maintenance fee as prescribed in Schedule “A”.
- 7.14 An unpaid maintenance fee shall be added to the municipal tax roll on an annual basis and collected in the same manner as real property taxes.

PERMIT FEE INDEXING

- 7.15 The Building Permit Fees set out in Schedule “A” attached hereto shall be adjusted without amendment to this By-Law annually on January 1st of each year, in accordance with the most recent twelve month change in Statistics Canada Quarterly, Consumer Price Index with the base index value being in effect as at August 31st in the prior year.

COLLECTION OF FEES

- 7.16 The Municipality may recover its costs of remedial action, if required, and/or any unpaid fees in the same manner as real property taxes, pursuant to the Municipal Act.

7.0 REFUNDS

- 7.1 The Corporation will issue a partial refund of fees paid, in an amount determined by subsection 7.2 below, if requested by an Applicant or Permit Holder, in writing, within thirty (30) days where;
- a) An Applicant withdraws, in writing, an application for a permit;
 - b) An application is deemed to have been abandoned in accordance with Section 4.27;
 - c) The Chief Building Official refuses to issue a Permit for which an application has been made; or
 - d) The Chief Building Official revokes a Permit after it has been issued.

- 7.2 The Chief Building Official shall calculate the portion of any

fee paid that may be refunded and authorize the payment thereof, based upon the functions undertaken by the Municipality, as follows;

- a) Seventy-Five (75%) percent if application is filed and no processing or review function have been performed;
- b) Sixty (60%) percent if administrative and zoning functions only have been performed;
- c) Forty (40%) percent if administrative, zoning and plan examination functions have been performed;
- d) Twenty-Five (25%) percent if Permit has been issued and no field inspections have been performed subsequent to Permit issuance;
- e) Twenty-Five (25%) percent less an additional five (5%) percent for each field inspection that has been performed after the Permit has been issued.

7.3 Notwithstanding Subsection 7.2, no refund shall be payable where the refund amount calculated in accordance with this Section is less than \$100.00.

7.4 Notwithstanding Subsection 7.2, no refund shall be payable until the site has been re-instated to a pre-construction state.

7.5 Any amount authorized by the Chief Building Official to be refunded shall be paid to the person named on the fee receipt issued by the Corporation upon original payment of the fee, unless that person directs, in writing, that it be refunded to another person.

8.0 REGISTERED CODE AGENCIES

8.1 The Chief Building Official is authorized to negotiate and execute service agreements with a Registered Code Agency (RCA) to perform specified functions pursuant to section 4.1 of the Act provided that the Registered Code Agency meets all requirements of the Act.

8.2 Agreements for Registered Code Agencies shall be in writing and contain all prescribed requirements to meet the Act and Building Code, including without limiting the generality of the foregoing; those related to plan review facility, inspections, issuing of orders, termination of appointments, record keeping, information sharing and operational policies.

8.3 Fees for Registered Code Agencies shall be specified in the written agreement and shall be based on a cost for service of each project and the Registered Code Agency shall detail the list of services in the agreement.

8.4 Registered Code Agencies shall provide other necessary documents and/or services as determined by the Chief Building Official.

9.0 REQUIRED NOTICES FOR INSPECTIONS

- 9.1 The Permit Holder shall notify the Chief Building Official or a Registered Code Agency, where one is appointed, of each stage of construction for which a mandatory notice is required under Division C – Subsection 1.3.5. of the Building Code.
- 9.2 The Permit Holder shall notify the Chief Building Official or Registered Code Agency where one is appointed, requesting an occupancy Permit be issued, for certain buildings of residential occupancy in accordance with Article 1.3.3.4. of Division C of the Building Code and Section 11 of the Act.
- 9.3 A notice pursuant to this part of the By-Law is not effective until notice is actually received by the Chief Building Official or the Registered Code Agency, where one is appointed.
- 9.4 Notice shall be deemed to have been received when the Chief Building Official makes a written or electronic record of the request for inspection.
- 9.5 Upon receipt of proper notice, the Inspector or Registered Code Agency, where one is appointed, shall undertake a site inspection of the building to which the notice relates, in accordance with the time periods prescribed in Section 11 of the Act and Article 1.3.5.3. of Division C of the Building Code.
- 9.6 In addition to the notices prescribed in Article 1.3.5.1. of Division C of the Building Code, the Permit Holder shall give notice to the Chief Building Official, or Registered Code Agency, where one is appointed, of the readiness for inspection for the following stages of construction, where applicable:
- a) Commencement of construction of the building;
 - b) Commencement of construction of:
 - i) Re-bar placement prior to pouring of reinforced concrete;
 - ii) Masonry fireplaces and masonry chimneys;
 - iii) Factory-built fireplaces and allied chimneys; or
 - iv) Stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys; and
 - c) Substantial completion of interior finishes;
 - d) Substantial completion of heating, ventilation, air-conditioning and air contaminant extraction equipment;
 - e) Substantial completion of exterior cladding;
 - f) Completion and availability of drawings of the building as constructed; and/or
 - g) Completion of a building for which an occupancy permit

is required under Article 1.3.3.4. or 1.3.3.5 of Division C of the Building Code.

DOCUMENTS ON SITE

- 9.7 During the duration of the Work, the Permit Holder shall:
- a) Post in a conspicuous place on the property in respect to which the Permit was issued, a copy of the Permit or a poster, or placard in lieu thereof;
 - b) Print a coloured copy of the drawings and specifications referred to in the application for a permit, and leave on the property in respect to which the permit was issued (Indicated as “Site Copy”) and ensure that these documents are readily available for the Inspector on-site at all times, and
 - c) Post a sign, poster or placard that is visible from the street indicating the civic address for the property in respect to which the Permit was issued.

10.0 FENCES AT CONSTRUCTION AND DEMOLITION SITES

10.1 Where, in the opinion of the Chief Building Official or an Inspector, a construction or demolition site presents a hazard to the public, the Chief Building Official or Inspector may require the owner to erect such fences as the Chief Building Official or Inspector deems appropriate to the circumstances.

10.2 In considering the hazard presented by the construction or demolition site, the necessity for fences and the height and characteristics of such fences, the Chief Building Official or Inspector shall have regard for:

- a) The proximity of the building site to other occupied buildings;
- b) The proximity of the construction or demolition to lands accessible to the public;
- c) The hazards presented by the construction or demolition activities and materials;
- d) The feasibility and effectiveness of site fences; and
- e) The duration of the hazard.

10.3 Every fence required by this section shall:

- a) Be erected so as to fully enclose all areas of the site which present a hazard;
- b) Create a continuous barrier and be sufficient to deter unauthorized entry;
- c) Have a height not less than 1.2 metres above grade at any point, unless the Chief Building Official or Inspector determines that a greater minimum height is necessary;

- d) If constructed of plastic mesh, snow fencing or other similar materials, be securely fastened at 200 mm on centre to vertical posts not more than 2.4 metres apart, and to horizontal members or a minimum 11 gauge cable at the top and bottom; and
- e) Be maintained in a vertical plane and in good repair.

11.0 ADMINISTRATION

FORMS

- 11.1 Forms prescribed for use as applications for Permits and administrative matters shall be as set out by the Chief Building Official from time to time.

CHIEF BUILDING OFFICIAL DISCRETION

- 11.2 The Chief Building Official may waive some of the requirements of Section 4 or Schedule “C” of the By-Law with respect to any particular application where it is deemed appropriate.

PROPERTY OF THE CORPORATION

- 11.3 Plans, specifications, documents, forms and other information furnished according to this By-Law or otherwise required by the Code and/or the Act, shall become the property of the Corporation and will be dealt with, including both disposal and retention, in accordance with relevant legislation and applicable municipal policies and procedures.

AGENCY LETTER

- 11.4 The Chief Building Official may sign an Agency Letter of Approval as required, i.e. liquor license application. The fee for such approval must be paid in full prior to issuance to the applicant. The fee shall be in accordance with Schedule “A” of this By-Law.

12.0 SEVERABILITY

- 12.1 In the event that any section, subsection, clause or provision of this By-Law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-Law as a whole or any part thereof, other than the part so declared to be invalid.

13.0 ENFORCEMENT AND PENALTIES

OFFENCES

- 13.1 Any person who contravenes any provisions of this By-Law is guilty of an offence as provided for in section 36 of the Act.

COLLECTION

13.2 In addition to any penalties imposed through prosecution of an offence pursuant to this By-Law, the Municipality is entitled to use all legal means at its disposal to collect the fees applicable pursuant to this By-Law and to recover its costs if remedial action is taken. Any and all collection methods lawfully applicable may be relied upon, including placement of unpaid fees on the tax collector’s roll for property in question.

14.0 SCHEDULES TO BY-LAW

14.1 Schedules “A”, “B” and “C” to this By-Law are deemed to form part of this By-Law.

15.0 REPEAL

15.1 By-Law XXXX is hereby repealed in it’s entirety.

16.0 EFFECTIVE DATE

16.1 This By-Law shall come into force and effect on xxxx.th

Read, signed and sealed in open Council this ____ day of

DRAFT

TOWNSHIP OF SOUTH STORMONT

SCHEDULE "A" TO BY-LAW XXXX

CLASSES OF PERMITS AND PERMIT FEES

Building permit fees are based on the determined value of construction at \$8.00 per \$1,000 of value. The determined value of construction is defined as the actual value of construction as indicated on the building permit application or the construction value (minimum fee - \$100.00) calculated from the table below, whichever is greater.

ITEM	CONSTRUCTION VALUE/FEE
Construction Value – Square Footage	
Assembly (OBC Group A) Value Calculations (includes portable classrooms, schools, etc.) ~ All Assembly Occupancies	
Institutional (OBC Group B) Value Calculations ~ Ground Floor ~ All Other Floors	
Residential (OBC Group C) Value Calculations ~ Ground Floor ~ Floors above Ground Floor ~ Finished Basement ~ Garage (attached) ~ Carports ~ Decks ~ Porches ~ Above Ground Pools ~ In-ground Pools ~ Apartment Buildings (3 apts. or more) ~ Condominiums ~ Accessory Buildings (detached garage/shed)	
Office and Personal Services (OBC Group D) Value Calculations ~ Unfinished Area (Shell Only) ~ Finished Area	
Mercantile (OBC Group E) Value Calculations ~ Unfinished Area (Shell Only) ~ Finished Area	
Industrial (OBC Group F) Value Calculations ~ Unfinished Area (Shell Only) ~ Finished Area	
Farm Buildings Value Calculation ~ Greenhouse and Fabric Covered Pre-Engineered Farm Storage Building ~ Farm Buildings	
~ Temporary Buildings ~ Change of Use	

ITEM	FEE
Demolition Permits ~ Less than or equal to 6460 square feet (600m ²) and 3 stories or less ~ Over 6460 square feet (600m ²) or more than 3 stories	
Lot Grading (where applicable)	
Inspection Fee Deposit – excluding construction and/or renovations under \$50,000 value and all farm buildings.	
Proceeding construction without permit	
Civic Number and Sign Post	
Civic Number Blade Replacement at Property Owner’s Request	
Civic Number Post Replacement at Property Owner’s Request	
Rename Township Road (if approved by Council) at Property Owner’s Request	Cost of administration and installation of new signage

Taxes are not applicable.

ADMINISTRATIVE		
14	Building Permit where construction started without a Building Permit being issued.	50% surcharge (\$ 200.00 Minimum - \$ 5,000.00 Maximum)
15	Alternative Solution Application	\$ 100/Hr, \$ 500 Minimum Fee per application, + any third party evaluation costs as may be required. Subject to Administrative Charges as per Schedule "A"
16	Conditional/Partial Permit Fee	25% surcharge - for each request / application (\$ 250.00 Minimum - \$ 5,000.00 Maximum)
17	Permit Applications pursuant to OBC Part 10 – Change of Use	\$200 – Part 9 Building \$1,000 – Part 3 Building
18	Permit Applications pursuant to OBC Part 11 – Renovations	As per items 1 – 9 above
19	Temporary Buildings ⁽¹¹⁾ Special Events Permit (i.e. Tents)	\$ 100 Minimum Fee (Includes 2 Tents) + \$ 50.00 per additional tent

20	Partial Occupancy of an unfinished building:	Residential: \$ 50 Flat Fee / per unit Non-Residential: \$ 200 Flat Fee / per suite
		This is a required inspection under the building permit
22	Re-Inspection Fee	\$ 100 / Hr. (1 Hr. Minimum)
24	Preliminary Inspection / Consultation	\$ 100 Flat Fee per Inspection/Meeting / 1 Hr.
25	Re-Examination of Plans & Specs. (Design, Material Changes, etc.)	\$ 100 / Hr.
26	Re-Examination of plans (Change in Lot)	\$ 200 Flat Fee
27	Dormant Application Renewal	\$ 100 Flat Fee
28	Permit Renewal as Section 4.35	25% of the total permit fee or the flat fee (\$ 100.00 Minimum - \$ 2,000.00 Maximum)
29	Permit Transfer / Revocation Deferrals	\$ 100 Flat Fee
31	Agency Letter of Approval Building	\$ 100 Flat Fee (Includes 1 Inspection + \$100/Inspection)
32	Third Part Costs and/or Peer Review (Engineering Fees, Studies, Reports, Plans, etc...)	At the Cost of the Applicants + 25% Administrative Cost
33	Administrative Charges	+25% as required
34	File Search, Miscellaneous Charges	\$ 100 / Hr.
35	Limiting Distance Agreement	\$ 250 per agreement, + plus any third party costs as may be required. Subject to Administrative Charges as per Schedule "A"
36	Annual Maintenance Fee for Dormant Permits	\$ 150Flat fee / Yr.

37	Administrative Inspection Performance Deposit	As per Schedule "B"
38	Administrative Lot Grading Performance Deposit	As per Schedule "B"
38	Orders Issued pursuant to Section 12 or 13 of the Building Code Act (Order to Comply / Order not to Cover / Uncover)	\$ 200 Flat Fee / Order
39	Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)	\$ 300 Flat Fee / Order
40	Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)	\$ 200 Flat Fee / Order
41	Orders Issued pursuant to Section 15.9 of the Building Code Act (Prohibit Occupancy)	\$ 300 Flat Fee / Order
42	Fence (Residential 4 units or less) Swimming Pool Enclosures	\$ 100 Flat Fee
43	Fence (Non-Residential)	\$ 8.00 per \$ 1,000 of Construction Value, \$ 300 Minimum Fee

INTERPRETATION NOTES TO SCHEDULE "A"

In addition to referring to the Building Code or the Act, in determining the fees under this By-Law, the Chief Building Official may have regard to the following explanatory notes as may be needed in the calculation of permit fees. (See all notations of footnotes above):

- 1) Porches, decks and fireplaces are included in the permit fee for individual dwelling units;
- 2) The minimum construction values indicated in Schedule "A" are provided as a guide only and The Chief Building Official when determining the value of work may at his/her discretion use a current recognized construction cost index in determining the actual cost of construction;
- 3) In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work (i.e. tenant space);
- 4) Mechanical penthouses and floors, mezzanines, lofts, habitable attic and interior balconies are to be included in all floor area calculations;
- 5) Except for interconnected floor spaces, no deduction is made for openings with floor areas (i.e. stairs, elevators, escalators, shafts, ducts and similar openings);
- 6) Unfinished basements for single family dwelling, semis, duplexes and rowhouses are not included in the floor area;
- 7) Corridors, lobbies, washrooms, lounges and similar areas are to be included and classified according to the major classification for the floor area on which they are located; and
- 8) A Temporary building is considered to be a building that will be erected for not more than one year.

TOWNSHIP OF SOUTH STORMONT

SCHEDULE "B" TO BY-LAW XXXX

ADMINISTRATIVE INSPECTION PERFORMANCE DEPOSIT

Value of Work	Refundable Fee
Residential	
Value less than \$ 25,000.00	\$ Nil
Value between \$ 25,000.00 and \$ 99,999.99	\$ 500.00
Value between \$ 100,000.00 and 299,999.99	\$ 2,000.00
Value between \$ 300,000.00 to \$ 499,999.99	\$ 3,000.00
Value equal to or over \$500,000.00	\$ 5,000.00
Non-Residential	
Value less than \$50,000.00	\$ Nil
Value between \$50,000.00 and \$ 299,999.99	\$ 2,000.00
Value between \$300,000 and \$999,999.99	
Value equal to or over \$1,000,000.00	\$ 10,000.00

ADMINISTRATIVE LOT GRADING PERFORMANCE DEPOSIT

Development without Site plan Control	\$2,000
Development with Site plan Control	Site plan Deposit to be used

INTERPRETATION NOTES TO SCHEDULE "B"

In determining the value of work under this By-Law, the Chief Building Official may have regard to the following explanatory notes as may be needed in the calculation of permit fees:

- 1) The value of work shall be the estimated cost of construction as declared on the permit application form, or calculated by the Chief Building Official, whichever is higher;
- 2) The minimum construction values indicated in Schedule "A" are provided as a guide only and The Chief Building Official when determining the value of work may at his/her discretion use a current recognized construction cost index in determining the actual cost of construction;
- 3) Subject to Subsection 6.7 of this By-Law, once any expenses incurred by the Applicant or Permit Holder have been deducted by the Chief Building Official, any remaining funds shall be refunded in accordance with Note 5 or 6 as the case may be;

REFUND OF ADMINISTRATIVE PERFORMANCE DEPOSITS

Inspection Deposit

- 4) Once a Permit has been closed, the Chief Building Official, shall after applying any applicable deductions, refund the remaining balance of the Administrative Performance Deposit Fee in whole or in part to the Owner in accordance with the following provisions:
 - a) One hundred per cent (100%) of the Administrative Performance Deposit is to be refunded if the Work and all required inspections are fully completed within two (2) years of the date of issuance of the Permit;
 - b) Seventy five per cent (75%) of the Administrative Performance Deposit is to be refunded if the Work and all required inspections are fully completed within three (3) years of the date of issuance of the Permit;
 - c) Fifty per cent (50%) of the Administrative Performance Deposit is to be refunded if the Work and all required inspections are fully completed within four (4) years of the date of issuance of the Permit;
 - d) Twenty five per cent (25%) of the Administrative Performance Deposit is to be refunded if the Work and all required inspections are completed within five (5) years of the date of issuance of the Permit; and
- 5) No refund of the Administrative Performance Deposit will be awarded if the Work and all required inspections are not fully completed within five (5) years of the date of the issuance of the Permit. This will not relieve the Permit Holder of obligations under any regulations of any By-Law, the Building Code Act or regulations made there under. The refund of the whole or part of the Administrative Performance Deposit shall not be deemed a waiver of any provisions of any By-Law or requirements of the Building Code Act or regulations made there under. Also, the refund shall not be construed as a certification or guarantee that the Building for which a Permit was issued meets all the requirements of the Building Code Act or regulations made thereunder.

Lot Grading Deposit

- 6) Once a lot grading as-built plan has been approved as per the Lot Grading Policy, the Chief Building Official, shall, refund the remaining balance of the Administrative Performance Deposit Fee to the Owner in accordance with the following provisions:
 - a) One hundred per cent (100%) of the Administrative Performance Deposit is to be refunded if the Lot Grading plan has been approved as per the Lot Grading Policy within two (2) years of the date of issuance of the Building Permit;
 - b) No refund of the Administrative Performance Deposit will be awarded if the as-built lot grading has not been approved as per the Lot Grading Policy within two (2) years of the date of the issuance of the Building Permit. This will not relieve the Permit Holder of obligations under any regulations of any By-Law, the Building Code Act or regulations made there under.

TOWNSHIP OF SOUTH STORMONT

SCHEDULE "C" TO BY-LAW XXXXXX

PLANS AND DOCUMENTS REQUIRED FOR PERMIT APPLICATIONS

1.0 Except as noted in Section 2.0 of this Schedule, and where applicable every permit application shall be accompanied by two copies (one hard copy and one electronic copy) of the following drawn to scale plans, specifications and/or documents:

1.1 Residential – Single Detached, Semi-Detached, Duplex, Rowhouse:

- a) Site Plan,
- b) Grading Plan,
- c) Floor Plans,
- d) Building Elevations,
- e) Cross Sections as required (minimum of one section through each stair case),
- f) Air-Barrier and Vapour Location Details,
- g) Roof Truss and Pre-Engineered Floor Joist Layouts,
- h) HVAC design and duct layout,
- i) Mechanical Ventilation Design Summary,
- j) Energy Efficiency Design Summary (SB-12)
- k) Spatial Separation Calculations

1.2 All Other Uses:

- a) Ontario Building Code Matrix
- b) Commitment to General Review
- c) Site Plan and Grading Plan
- d) Floor Plans
- e) Foundation Plans
- f) Roof Plans
- g) Reflected Ceiling Plans
- h) Building Elevations
- i) Cross Sections and Assemblies
- j) Structural Plans
- k) Mechanical Plans
- l) Plumbing Plans, including elevation drawings of plumbing layout,
- m) Electrical Plans,
- n) Fire Separation Plans
- o) Fire Protection Plans,
- p) Door and Window Schedules,
- q) Energy Efficiency Design Summary (SB-10),
- r) Required Specifications
- s) Spatial Separation Calculations

2.0 Exceptions:

2.1 The Chief Building Official may waive the requirement for multiple copies or may require additional copies of plans, specifications or documents of any or all of the required information specified in this schedule due to the scope of the work.



APRIL 14TH, 2021

PROPOSED AMENDMENTS TO BUILDING BY-LAW 2012-088

Proposed Building By-law

- Council may pass By-laws for matters for which and in the area in which the municipality has jurisdiction for the enforcement of the Building Code Act.
- The current Building By-law was passed in 2012 and there have been many amendments to the Ontario Building Code and the Building Code Act since then.
- For various reasons, it is now time to consider a new Building By-law to address the current challenges of the Building Department.

Proposed Revision Highlights

Open Permit Maintenance

- According to our Building Department permitting software, the municipality has 932 +/- open building permits.
- Considering we would expect approximately 300 permits issued since the beginning of 2020 to remain open until the final inspection, that still leaves over 600 open permits.
- An annual Maintenance Fee is proposed for all open permits that are considered dormant to encourage contractors and owners to close the loop and see construction through to the final inspection.
- Unpaid maintenance fee would be added to the tax roll and collected in the same manner as real property taxes.

Proposed Revision Highlights

Conditional Permits

- Used where the Committee of Adjustment has made a decision authorizing a minor variance and no one has objected, and the appeal period has not expired.
- Used for partial construction – Such as where engineered foundation plans have been completed but the balance of the building design are pending and circumstances warrant a conditional permit.

Proposed Revision Highlights

Limiting Distance Agreements

- Used when there is difficulty complying with the Spatial Separation requirements of the OBC and the two parties involved wish to enter into an agreement.
- The agreement will shift the Limiting Distance from the common property line to a point on the adjacent property. The owner of the adjacent property will agree to respect the new line for any future construction.

Proposed Revision Highlights

Alternative Solutions

- The OBC allows for alternative solutions provided that it provides the same level of performance as the prescriptive provisions of the OBC.
- The applicant will need to provide supporting documentation and/or testing to support their proposal.

Proposed Revision Highlights

Dormant Permits

- Of the over 900 open permits, construction on a number of these has never or only partially commenced.
- Applicants will need to complete construction or withdraw their applications.

Abandoned/Incomplete Applications

- Based on the Building Department permitting software, the municipality has nearly 100 abandoned or incomplete building permit applications.
- This By-law will provide a method to close the file and return the document to the applicant.

Proposed Revision Highlights

Revocation of Permits

- Building permits may be revoked if construction has not been seriously commenced within 6 months of the issuance of the permit or if construction has been substantially suspended or discontinued for a period of more than 1 year.
- Building permits may be revoked if issued on mistaken, false or incorrect information, or if it was issued in error.

Proposed Revision Highlights

Temporary Permits

- These permits are typically used for tents or sales trailers during construction
- These permits are intended for a limited time not exceeding 12 months.

Proposed Revision Highlights

Provisions for As Constructed Plans

- During construction may projects will need to vary from the approved plans with alternative solutions or revised construction components and/or construction methods. In these cases, the By-law provides for the CBO to request a set of as constructed plans which may include a building location survey.

Proposed Revision Highlights

Registered Code Agencies

- Registered Code Agencies are similar to the current contract for Part 8, septic system applications and enforcement, but they are appointed under a different section to the Act.
- These agencies are rarely used, but when used they provide services as an agency versus the current format where individuals are appointed by by-law for their specific qualifications (large buildings, structural, etc.).

Proposed Revision Highlights

Provisions for Fencing at Construction or Demolition Sites.

- Larger projects or areas of high traffic often warrant a fence to protect the public during construction.
- The by-law provides the CBO or an Inspector with the option to require a fence where the CBO or Inspector deems it appropriate.
- The by-law also provided specifics on the characteristics of such fences.

Proposed Revision Highlights

Fees / Short-form wording

- The fee schedule is to be adjusted to reflect the cost to operate the department, including a review of the construction index for this area.
- Short form wording will be included as part of the final proposal to Council. This means that enforcement can take place through a ticketing process rather than bringing forward each case through the courts system. Provincial approval of the wording and amounts is also required.

Proposed Revision Highlights

Questions or Comments

Proposed Revision Highlights

Thank You



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: April 14, 2021
Subject: COVID-19 Financial Updates

Background:

As noted in the November 25, 2020 report to Council, an updated financial assessment of the impact of COVID-19 would be provided in early 2021.

Since the pandemic began the Township, like other municipalities, has taken several actions to respond to the financial impacts and risks related to this crisis, while considering continued service and safety measures for the residents of our community and employees.

The COVID-19 pandemic has continued into 2021 with a second state of emergency declared on January 12 that ended on February 9. Again on April 3, 2021 Provincial orders for health and safety measures were instituted.

As of February 16, the Township was able to begin reopening facilities. In line with provincial regulations and public health advice, all facilities have safety protocols and safety guidelines in place. These openings have been curtailed as a result of the April 3, 2021 orders.

The COVID-19 crisis is unprecedented, and the length of the economic disruption and recovery remains uncertain at this time. There are still many unknown variables related to the impact of the COVID-19 pandemic on municipal service delivery in 2021 and whether there will be additional support payments from senior levels of government to mitigate these pressures.

Discussion:

With support funding from governments and other parties, the financial status of the Township has remained stable.

Social Services Relief Fund (SSRF)

SSRF was an investment by the Ontario government to help protect the health and safety of the province's most vulnerable people, through assistance to individuals and to frontline agencies. The program was administered by the City of Cornwall as the designated Service Manager by the Ministry of Municipal Affairs and Housing (MMAH) for Cornwall and SDG.

The Township received \$125,000 in total from the SSRF and has provided the reporting of spend by the March 31, 2021 deadline.

Safe Restart

The Safe Restart Agreement was in 2 phases, the first period covered April 1, 2020 to September 30, 2020, the second period covered October 1, 2020 to March 31, 2021. Eligible expenses include revenue losses, enhanced cleaning/sanitizing, and COVID-19 related expenditures.

Phase 1 funding was to help address municipal operating pressures related to the COVID-19 pandemic. Additional funding through Phase 2 for municipalities that have COVID-related financial impacts that exceed the initial per household allocation provided under Phase 1. Reporting deadline for this program is June 2021.

Summary of Funding Received to December 31, 2020:

SSRF (City of Cornwall)	\$28,573
SSRF (City of Cornwall)	\$38,427
SSRF (City of Cornwall)	\$58,000
Safe Restart (Province)	\$338,500
Safe Restart (Province)	\$68,000
Other Donations	\$4,000
Total Funding	\$535,500

Summary of Lost Revenue/Expenditures to December 31, 2020:

Finance (Reduced Interest & Penalties)	\$193,459
Finance (Bank Interest Decrease)	\$ 56,014
Finance (Gas Tax Account)	\$ 8,775
Parks & Recreation (Admission & Rental)	\$172,502
Total	\$430,750

Municipal Office Renovation	\$ 29,090
PPE	\$ 12,383
Sanitizing & Cleanings	\$ 22,378
Communication & Signage	\$ 16,280
IT Hardware & Software	\$ 24,759
Others	\$ 3,150
Equipment Rental/Insurance/Mileage	\$ 16,615
Rental Refunds	\$ 4,043

Total	\$128,998
Total Lost Revenue/Expenditures	\$559,748

Finance will continue to monitor the financial impacts of COVID-19 and will provide Council with a further update on 2021 activities at the meeting in July.

The Township has received confirmation from the MMAH's 2021 COVID-19 Recovery Funding it will receive \$216,568 in two equal installments (May and November) to support operating costs and pressures that continue in 2021.

Prepared by: Cindy Delgreco, Financial Analyst



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: April 14, 2021
Subject: 2020 MNP Audit Engagement

Background:

Municipalities are required to have an appointed Auditor. The Township of South Stormont has contracted auditing services to MNP. As part of the 2020 audit process, an engagement letter is required. This letter clarifies the responsibilities of the Auditor and the Township.

Discussion:

Auditing standards require that the Auditor and the Township should agree on the terms of the engagement. The agreed terms must be in writing and the usual form would be a letter of engagement. It is a written contract between the auditor and the Township, stating both parties' understanding of the professional relationship.

It is in the interest of both the Township and Audit firm that the Auditor sends an engagement letter, preferably before the commencement of the engagement, to help in avoiding misunderstandings concerning the engagement.

The engagement letter documents and confirms the Auditor's acceptance of the appointment, the objective and scope of the audit, the extent of the Auditor's responsibilities to the Township and the form of any reports.

Generally, the Auditor would like to have fraud questionnaire letter communicated with Council before the auditing process. This ensures effective two-way communication between Auditor and Council with their role of overseeing the financial reporting process.

January 13, 2021

Bryan McGillis, Mayor
Corporation of the Township of South Stormont
2 Mille Roches Road
P.O. Box 84
Long Sault, ON K0C 1P0

Dear Mr. McGillis:

This letter will confirm the arrangements discussed with you regarding the services we will render to the Corporation of the Township of South Stormont (the "Municipality") commencing with the fiscal year ending December 31, 2020.

Our responsibilities

We will audit the financial statements of the Corporation of the Township of South Stormont for the year ended December 31, 2020.

Our audit will be conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we will plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error.

Our responsibilities, objective, scope, independence and the inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards are detailed in Appendix A, which forms part of our mutual understanding of the terms of this engagement.

Administration's responsibilities

The operations of the Municipality are under the control of Administration, which has responsibility for the accurate recording of transactions and the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards. This includes the design, implementation and maintenance of internal controls relating to the preparation and presentation of the financial statements.

Appendix B, which describes in detail Administration's responsibilities with respect to this engagement, forms part of our mutual understanding of the terms of this engagement.

Reporting

Unless unanticipated difficulties are encountered, our report will be substantially in the form illustrated in Appendix C.

Tax services

As agreed, we will also prepare the following information return for the Municipality:

- Financial Information Report (FIR).

We will prepare the information returns based on information provided by you, as well as through our discussions with management personnel. We will not audit, review or otherwise attempt to verify the accuracy or completeness of such information.

Fees and expenses

Our fees and expenses are discussed in detail in Appendix D.

Other matters

We will, as permitted by the Code of Professional Conduct, provide additional services upon request, in areas such as taxation, leadership and human resource management, communication, marketing, strategic planning, financial management and technology consulting.

Our standard terms and conditions, included as Appendix E, form part of our mutual understanding of the terms of this engagement. In the event that you choose to terminate this engagement based on the terms outlined in Appendix E, we reserve the right to notify all financial statement users of the change.

The privacy and security of the personal information you provide is important to us. We strive to ensure the strictest compliance with all applicable provincial and federal standards of protection and disclosure of personal information by any and all of our employees, agents, divisions and/or affiliates (referred to collectively as "MNP"). You may review our privacy policy at www.mnp.ca. We will not collect, use, or disclose any of your personal information without your knowledge and consent, unless required to do so by legal authority or the applicable provincial Code of Professional Conduct.

We believe the foregoing correctly sets forth our understanding, but if you have any questions, please let us know. If you find the arrangements acceptable, please acknowledge your agreement to the understanding by signing and returning the engagement letter to us.

It is a pleasure for us to be of service to you. We look forward to many years of association with you and Corporation of the Township of South Stormont.

Sincerely,

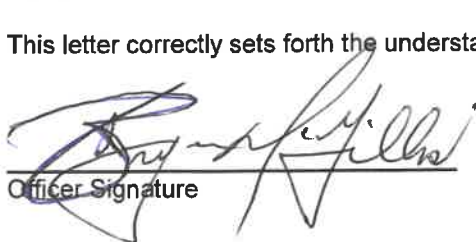
MNP LLP

**Chartered Professional Accountants
Licensed Public Accountants**

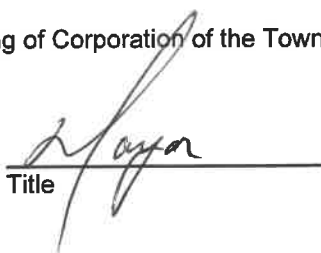
encls.

RESPONSE:

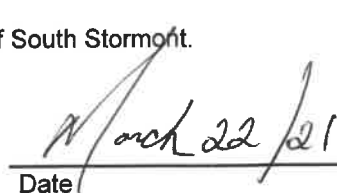
This letter correctly sets forth the understanding of Corporation of the Township of South Stormont.



Officer Signature



Title



Date

Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations

The following details our responsibilities as auditors and the objective, scope, independence and inherent limitations of an audit conducted in accordance with Canadian generally accepted auditing standards.

Our responsibilities, objective and scope

Our audit will be planned and performed to obtain reasonable assurance that the financial statements taken as a whole are free of material misstatement, whether caused by fraud or error. If any of the following matters are identified, they will be communicated to the appropriate level of Administration:

- Misstatements, resulting from error, other than immaterial misstatements;
- Fraud or any information obtained that indicates that a fraud may exist;
- Material uncertainties related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern;
- Any evidence obtained that indicates non-compliance or possible non-compliance with laws and regulations has occurred;
- Significant deficiencies in the design or implementation of controls to prevent and detect fraud or misstatements; and
- Related party transactions identified that are not in the normal course of operations and that involve significant judgments made by Administration concerning measurement or disclosure.

The matters communicated will be those that we identify during the course of our audit. Audits do not usually identify all matters that may be of interest to Administration in discharging its responsibilities. The type and significance of the matter to be communicated will determine the level of Administration to which the communication is directed.

Furthermore, we will consider the Municipality's controls over financial reporting for the purpose of identifying types of potential misstatement, considering factors that affect the risks of material misstatement, and determining the nature, timing and extent of auditing procedures necessary for expressing our opinion on the financial statements. This consideration will not be sufficient to enable us to render an opinion on the effectiveness of controls over financial reporting nor to identify all significant deficiencies in the Municipality's system of financial controls.

Independence

The Code of Professional Conduct require that we are independent when conducting this engagement. We will communicate to Council any relationships between the Municipality (including related entities) and MNP LLP ("MNP") that, in our professional judgment, may reasonably be thought to bear on our independence.

Further, we will confirm in writing our independence with respect to the Municipality.

If matters should arise during this engagement that can reasonably be assumed to have impaired our independence, we may need to withdraw from this engagement.

Audit limitations

An audit involves performing procedures to obtain audit evidence regarding the amounts and disclosures in the financial statements. This includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Administration, as well as evaluating the overall presentation, structure and content of the financial statements, including disclosures.

It is important to recognize that an auditor cannot obtain absolute assurance that material misstatements in the financial statements will be detected because of factors such as the use of judgment, selective testing of data, inherent limitations of controls, and the fact that much of the audit evidence available is persuasive rather than conclusive in nature.

Furthermore, because of the nature of fraud, including attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian generally accepted auditing standards may not detect a

Appendix A: Our Audit Responsibilities, Objective, Scope and Limitations *(continued from previous page)*

material misstatement due to fraud.

While effective controls reduce the likelihood that misstatements will occur and remain undetected, they do not eliminate that possibility. Therefore, we cannot guarantee that fraud, misstatements and non-compliance with laws and regulations, if present, will be detected when conducting an audit in accordance with Canadian generally accepted auditing standards.

The audit of the financial statements and the issuance of our audit opinion are solely for the use of the Municipality and those to whom our report is specifically addressed. We make no representations of any kind to any third party in respect of these financial statements and we accept no responsibility for their use by any third party. If our name is to be used in connection with the financial statements, you will attach our independent audit report when distributing the financial statements to third parties.

We ask that our names be used only with our consent and that any information to which we have attached a communication be issued with that communication unless otherwise agreed to by us.

Appendix B: Management Responsibilities

During the course of our audit, you will be required to provide and make available complete information that is relevant to the preparation and presentation of the financial statements, including:

- Financial records and related data, including data relevant to disclosures made in the financial statements;
- Copies of all minutes of meetings of council and committees;
- Access to personnel to whom we may direct our inquiries;
- Information relating to any known or possible instances of non-compliance with laws, legislative or regulatory requirements (including financial reporting requirements);
- Information relating to all related parties and related party transactions; and
- Allowing access to those within the entity from whom the auditor determines it necessary to obtain audit evidence.

Administration's responsibility with respect to fraud and misstatement includes:

- The design and implementation of controls for its prevention and detection;
- An assessment of the risk that the financial statements may be materially misstated;
- Disclosure of situations where fraud or suspected fraud involving Administration, employees who have significant roles in controls, or others, where the fraud could have a material effect on the financial statements, have been identified or allegations have been made; and
- Communicating your belief that the effects of any uncorrected financial statement misstatements aggregated during the audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In accordance with Canadian generally accepted auditing standards, we will request a letter of representation from Administration at the close of our audit in order to confirm oral representations given to us and reduce the possibility of misunderstanding concerning matters that are the subject of the representations. These representations are used as evidence to assist us in deriving reasonable conclusions upon which our audit opinion is based.

If the Municipality plans any reproduction or publication of our report, or a portion thereof, printer's proofs of the complete documents should be submitted to us in sufficient time for our review, prior to making such documents publicly available. It will also be necessary for you to furnish us with a copy of the printed report. Further, it is agreed that in any electronic distribution, for example on Corporation of the Township of South Stormont's website, Administration is solely responsible for the accurate and complete reproduction of our report and the subject matter on which we reported, and for informing us of any subsequent changes to such documents. However, we are responsible to read the documents to ensure accuracy, and consider the appropriateness of other information accompanying the audited financial statements, upon initial posting.

Appendix C: Illustrative Independent Auditor's Report

To the Members of Council, Inhabitants and Ratepayers of Corporation of the Township of South Stormont:

Opinion

We have audited the financial statements of Corporation of the Township of South Stormont (the "Municipality"), which comprise the statement of financial position as at December 31, 2020, and the statements of financial activities, changes in net financial assets, cash flows and the related schedules for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Administration and Those Charged with Governance for the Financial Statements

Administration is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as Administration determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, Administration is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless Administration either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Administration.

Appendix C: Illustrative Independent Auditor's Report *(continued from previous page)*

- Conclude on the appropriateness of Administration's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Cornwall, Ontario

Chartered Professional Accountants

Licensed Public Accountants

Appendix D: Fees and Expenses

Our fees are determined on the basis of time spent on the engagement at the tariff rates of various members of our team. Any disbursements will be added to the billing.

The estimate of fees for the audit and FIR services to be provided are \$25,000 and \$2,300 respectively..

Invoices will be rendered as work progresses in accordance with the following schedule:

Progress billing #1 – Upon completion of interim audit work	\$	8,000
Progress billing #2 – Upon completion of field work	\$	10,000
Final billing – Upon release of the Independent Auditor's Report	\$	7,000
Final billing – FIR up on release of report	\$	2,300

In signing this letter, you acknowledge your approval of the above billing schedule and amounts. Invoices expected to be issued that do not adhere to this schedule, or are in excess of the amounts noted above, will be discussed with you for your approval. Fees collected will be applied to overdue invoices first, followed by subsequently issued invoices in order of issuance. If payment is not received in accordance with the above schedule, we will at our discretion cease all work until the scheduled payments are received.

Our estimated fees are based on our past experience and our knowledge of the Municipality. This estimate relies on the following assumptions:

- No significant deficiencies in internal controls which cause procedures to be extended;
- No major unadjusted misstatement(s) or un-reconciled balances;
- Significantly all adjusting entries are completed prior to trial balance and journal entries being provided to the audit team;
- All Administration and required staff are available as needed;
- Information and working papers required are provided in the mutually agreed form and timing; and
- There are no changes to the agreed upon engagement timetable and reporting requirements.

We will ask that your personnel, to the extent possible, prepare various schedules and analysis, and make various invoices and other documents available to our team. This assistance will facilitate the progress of our work and minimize the cost of our service to you.

If any significant issues arise during the course of our audit work which indicate a possibility of increased procedures or a change in the audit timetable, these will be discussed with Administration by the practitioner leading your engagement so a mutually agreeable solution can be reached. In accordance with our standard terms and conditions, included as Appendix E, if significant changes to the arrangements set forth in this engagement letter are required, any change in scope of the engagement will need to be agreed in writing, in a "Change Order" agreement.

Appendix E: Standard Terms and Conditions

The following standard terms and conditions and the engagement letter to which they are attached form one agreement and set out the terms and conditions upon which MNP LLP ("MNP") will provide services to you (the "Municipality").

1. **Timely Performance** - MNP will use all reasonable efforts to complete, within any agreed-upon time frame, the performance of the services described in the engagement letter to which these terms and conditions are attached. However, MNP shall not be liable for failures or delays in performance that arise from causes beyond our control, including the untimely performance by the Municipality of its obligations as set out in the engagement letter.
2. **Right to Terminate Services** - The Municipality may terminate the engagement upon 30 days written notice. If this occurs, the Municipality shall pay for time and expenses incurred by MNP up to the termination date, together with reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner. Should the Municipality not fulfil its obligations as set out herein and in the engagement letter, and in the event that the Municipality fails to remedy such default within 30 days following receipt of notice from MNP to that effect, MNP may, upon written notification and without prejudice to its other rights and resources, terminate provision of our services as described in the engagement letter. In such case, MNP shall not be responsible for any loss, costs, expenses, or damages resulting from such termination.
3. **Change Order** - If, subsequent to the date of this engagement letter, the Municipality requires significant changes to the arrangements set forth in this engagement letter, the Municipality will be required to agree to the change in scope of the engagement in writing, in a "Change Order" agreement. The "Change Order" agreement will set forth the revised arrangements and scope of services to be performed and any related additional fees associated.
4. **Fees** - Any fee estimates by MNP take into account the agreed-upon level of preparation and assistance from the Municipality's personnel. MNP undertakes to advise the Municipality's management on a timely basis should this preparation and assistance not be provided, or should any other circumstances arise which cause actual time to exceed the estimate.
5. **Administrative Expenses** - Administrative expenses include costs such as long distance telephone and telecommunication charges, photocopying, delivery, postage, and clerical assistance. These expenses are based on a percentage of our fees for professional services (5%). Where applicable, federal, provincial, or other goods and services or sales taxes have been paid on these expenses. Other major costs such as travel, meals, accommodation and other significant expenses will be charged as incurred.
6. **Billing** - Bills will be rendered as indicated in the letter above. Accounts are due and payable upon receipt. Interest may be charged on the balance of any accounts remaining unpaid for more than 30 days, at a rate of 1.5% per month (19.56% per annum).
7. **Taxes** - All fees and other charges do not include any applicable federal, provincial, or other goods and services or sales taxes, or any other taxes or duties whether presently in force or imposed in the future. The Municipality shall assume and pay any such taxes or duties, without deduction from the fees and charges hereunder.
8. **Governing Law** - The engagement will be governed and construed in accordance with the laws of the Province of Ontario, and shall be deemed in all respects to be an Ontario contract. The Municipality and MNP submit to the courts of that jurisdiction with respect to all matters arising under or by virtue of this Agreement.

Appendix E: Standard Terms and Conditions *(continued from previous page)*

9. **Working Papers** - MNP owns all working papers and files, other materials, reports and work created, developed or performed during the course of the engagement, including intellectual property used in the preparation thereof. We will provide management with a copy of all practitioner-prepared working papers necessary for the Municipality's accounting records. MNP may develop software, including spreadsheets, documents, databases, and other electronic tools, to assist us with our assignment. As these tools and working papers were developed specifically for our purposes and without consideration of any purpose for which the Municipality might use them, any such tools which may be provided to the Municipality, will be made available on an "as is" basis only, at our discretion, and should not be distributed to or shared with any third party. Except as indicated in the Code of Professional Conduct or by any legal proceeding, we have no responsibility to share our working papers with you or with any other parties.
10. **Data and Privacy** - The Municipality understands and agrees that you shall not provide us with information about any identifiable individual unless required for the purpose of the engagement, and in such event the Municipality shall only provide such information in compliance with applicable law, including obtaining consent where so required. Data received by MNP may be disclosed to vendors whose services are utilized by us in connection with the engagement. Some of these vendors are located outside Canada. Others, though located in Canada, may store or process your information outside the country. Data being uploaded and downloaded via vendor networks may reside on or transit servers located in or outside of Canada and in such cases, vendors may on occasion be required to disclose data in its custody to authorities of those jurisdictions. Additionally, in order to provide valuable insights on financial and other trends either (a) within your specific business organization over time, or (b) on an aggregated basis across an entire industry or sector, MNP may use relevant portions of data it receives from the Municipality for the purpose of conducting individualized (using your data only, for your eyes only) and aggregated analytics (using many data sources). Analytics involves the processing of anonymized data sets to draw conclusions about the information they contain. Even when using aggregated data sources, we only perform analytics on data that is disassociated from the identity of its source. None of the analysis generated from aggregated data processing contains any information which would identify those specific individuals or entities from which the underlying information was obtained. As such, none of the analytics reporting based on aggregated data will result in a disclosure of personal information. Finally, the Municipality acknowledges that our client files must be periodically reviewed by provincial or national practice inspectors and by other Firm personnel to ensure we are adhering to professional and Firm standards. MNP's privacy policy is posted on our website at <https://www.mnp.ca/en/privacy-policy> and may be updated from time to time.
11. **Nature of the Limited Liability Partnership (LLP)** - MNP is a registered limited liability partnership, as permitted by legislation enacted in our governing jurisdiction of the Province of Alberta. This legislation provides that a partner of an LLP is not personally liable for any of the debts, obligations, or liabilities of the LLP or any of the other partners which may arise as a result of any negligent act or omission of another partner of the LLP, or by any employee of the partnership, unless such act or omission is committed by the partner him or herself or by a person under the partner's direct supervision and control. All partners of an LLP remain personally liable for any acts or omissions arising as a result of their own negligence, and for the acts or omissions of those directly under their supervision or control, and shall continue to be subject to unlimited personal liability for all of the other liabilities of the partnership. The legislation does not reduce or limit in any way the liability of the partnership itself, and all of the partnership's assets and insurance coverage remain at risk.
12. **Release and Limitation of Liability** - The Municipality and MNP agree to the following with respect to MNP's liability to the Municipality:
 - a. In any action, claim, loss or damage arising out of the engagement, the Municipality agrees that MNP's liability will be several and not joint and the Municipality may only claim payment from MNP of MNP's proportionate share of the total liability based on the degree of fault of MNP as finally determined by a court of competent jurisdiction.

Appendix E: Standard Terms and Conditions *(continued from previous page)*

- b. Other than for matters finally determined to have resulted from the gross negligence, fraud or willful misconduct of MNP, whether the claim be in tort, contract, or otherwise:
 - i. MNP shall not be liable to the Municipality and the Municipality releases MNP for all claims, damages, costs, charges and expenses (including legal fees and disbursements) incurred or suffered by the Municipality related to, arising out of, or in any way associated with the engagement to the extent that the aggregate of such amounts is in excess of the total professional fees paid by the Municipality to MNP in connection with this engagement during the 12 month period commencing from the date of the engagement letter to which these terms and conditions are attached; and,
 - ii. MNP shall not be liable to the Municipality for any consequential, indirect, lost profit or similar damages, or failure to realize expected savings, relating to MNP's services provided under the engagement letter to which these terms and conditions are attached.
- 13. **Indemnity** - The Municipality agrees to jointly and severally indemnify and hold harmless MNP against:
 - a. All claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, other than those finally determined by a court of competent jurisdiction to have resulted from MNP's gross negligence, fraud or willful misconduct; and,
 - b. Notwithstanding "a.," all claims, damages, costs, charges and expenses (including legal fees and disbursements) which are related to, arise out of, or are in any way associated with the engagement, whether the claims are civil, penal, regulatory, or administrative in nature, that arise from or are based on any deliberate misstatement or omission in any material, information or representation supplied or approved by any officer or member of the Board of Directors of the Municipality.

For the purposes of paragraph 12. and 13., "MNP" shall mean MNP LLP and its directors, officers, partners, professional corporations, employees, subsidiaries and affiliates and to the extent providing services under the engagement letter to which these terms are attached, MNP LLP, its member firms, and all of their partners, principals, members, owners, directors, staff and agents; and in all cases any successor or assignee.

- 14. **Survival of Terms** - The Municipality and MNP agree that clauses 12. and 13. will survive termination of the engagement.
- 15. **Electronic Communications** - Unless the Municipality prefers we use a particular manner of communication and specifies as much in writing, MNP will use whatever form of communication it deems most efficient in the circumstances. In many instances, this will involve the use of internet e-mail. With respect to internet e-mail, MNP and the Municipality both acknowledge that neither party has control over the performance, reliability, availability, or security of internet e-mail. Additionally, MNP staff may be required or requested to work from your offices during which visits access to and use of and reliance upon your electronic environment (including but not limited to, your network, Internet, and extranet resources) is necessitated. The Municipality accepts that MNP shall not be liable for any loss, damage, expense, harm or inconvenience resulting from any loss, delay, interception, corruption, security breach, delivery failure, incompatibility, incompleteness or alteration of any document or transmission arising from the use of e-mail or the transmission of any document outside of MNP's electronic environment.

Appendix E: Standard Terms and Conditions *(continued from previous page)*

16. **Confirmation.com** - By signing this engagement letter, you agree to the use by MNP of Capital Confirmation Inc. ("CCI") as a third party service provider and the use of CCI's platform (the "Platform") to prepare, request and receive confirmations required to perform the engagement. You acknowledge and agree that data being uploaded/downloaded via the Platform may reside on servers located in the United States and that CCI could be required to disclose data, including personal information, in its custody to the United States government, government agencies, courts or law enforcement or regulatory agencies pursuant to the laws of the United States. MNP shall not be liable for any loss or damage arising from your or MNP's use of CCI as a service provider or use of the Platform, including any losses relating to CCI's collection, use, disclosure or loss of your data or personal information. You agree to pay all fees for requesting and receiving confirmations. For more information, you can review the third party service provider's Terms and Conditions and Privacy Policy on CCI's website at: <https://www.confirmation.com/>
17. **Praxity** - We are an independent accounting firm allowed to use the name "PRAXITY" in relation to our practice. We are not connected by ownership to any other firm using the name "PRAXITY" and we will be solely responsible for all work carried out by us on your behalf. In deciding to instruct us you acknowledge that we have not represented to you that any other firm using the name "PRAXITY" will in any way be responsible for the work we do.
18. **Solicitation** - The Municipality agrees that for a period of one year after completion of the services, it shall not, directly or indirectly, for itself or for any third party, solicit the services of, hire, contract for the services of, or otherwise entice away from their partnership, employment or contract of services with MNP any MNP Person. In the event of a breach of this section by the Municipality, the Municipality shall be obliged to pay to MNP liquidated damages in the amount of one hundred fifty (150%) percent of the total compensation the Municipality or third party offered to pay the individual in their first year of service to such party, or one hundred fifty (150%) percent of total compensation the Municipality or third party actually paid to the individual in their first year of service to such party, whichever is greater. The Municipality further understands that any breach by the Municipality of this provision may result in a threat to our independence which may prevent us from accepting or continuing any engagement to provide assurance services to the Municipality. "MNP Person" means any and all partners, employees and contractors providing services to MNP, whether for a defined or indefinite period or on a part-time or full-time basis, and with whom the Municipality had contact during the term of this engagement.

Township of South Stormont
KEY INFORMATION REPORT
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: April 14, 2021
Subject: 2020 Council Remuneration and Expenses Report

Background:

Section 284 of the Municipal Act, 2001 requires the Treasurer of a municipality to provide an annual itemized statement of the remuneration and expenses paid in the previous year. This statement is a public record.

Discussion:

The attached itemized statement discloses remuneration and expenses for each member of Council for the year ended December 31, 2020.

The 2020 Council remuneration is in accordance with By-law No. 2019-021.

Prepared by:
Colleen Jones
Finance / Payroll Coordinator

TOWNSHIP OF SOUTH STORMONT
STATEMENT OF REMUNERATION & EXPENSES PAID
MEMBERS OF COUNCIL OF THE TOWNSHIP OF SOUTH STORMONT
Municipal Act 2001, S.O. 2001, c.25
For the year ending December 31, 2020

	Mayor	Deputy Mayor	Councillors			Total
	Bryan McGillis	David Smith	Andrew Guindon	Jennifer MacIsaac	Cindy Woods	2020
Remuneration						
Remuneration	\$ 36,513.75	\$ 20,996.54	\$ 17,819.75	\$ 17,819.75	\$ 17,819.75	\$ 110,969.54
Meetings	\$ 3,500.00	\$ 2,100.00	\$ 2,500.00	\$ 1,700.00	\$ 1,800.00	\$ 11,600.00
Seminars	\$ 300.00	\$ 450.00	\$ 300.00	\$ 300.00	\$ 150.00	\$ 1,500.00
Total Remuneration Paid	\$ 40,313.75	\$ 23,546.54	\$ 20,619.75	\$ 19,819.75	\$ 19,769.75	\$ 124,069.54
Expenditures						
CPP, EHT on Remuneration Paid	\$ 2,718.97	\$ 1,511.51	\$ 1,300.83	\$ 1,243.23	\$ 1,239.62	\$ 8,014.16
OMERS	\$ 3,628.19	\$ 2,119.10	\$ 1,855.72	\$ 1,783.72	\$ 1,779.22	\$ 11,165.95
Conference Allowance	\$ 400.00	\$ 400.00	\$ -	\$ 1,800.00	\$ -	\$ 2,600.00
Conference Registrations	\$ -	\$ 864.96	\$ -	\$ 880.22	\$ -	\$ 1,745.18
Cell phone	\$ 637.66	\$ 360.00	\$ 658.62	\$ 360.00	\$ 360.00	\$ 2,376.28
Mileage & Other Travel Costs	\$ 2,724.64	\$ 102.19	\$ -	\$ 195.62	\$ 148.89	\$ 3,171.34
Office expenses	\$ 25.00				\$	25.00
Workshop Registrations	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 140.00	\$ 700.00
Total Expenses	\$ 10,274.46	\$ 5,497.76	\$ 3,955.17	\$ 6,402.79	\$ 3,667.73	\$ 29,797.91
2020 Year to date totals	\$ 50,588.21	\$ 29,044.30	\$ 24,574.92	\$ 26,222.54	\$ 23,437.48	\$ 153,867.45

Pursuant to the provisions of the Municipal Act 2001, S.O. 2001, c.25, s.284 and By-Law No. 2019-021

2021-03-22

Date

Yun Ke Ni, CPA
Director of Finance / Treasurer

Yun Ke Ni

Township of South Stormont
KEY INFORMATION REPORT
Fire and Rescue Department



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: April 14, 2021
Subject: Pet Licensing Software - DocuPet

Background:

As part of the overall review of the Township's Animal Services, licensing has been identified as problematic. Furthermore, the recent Service Delivery Review identified pet licensing as being an opportunity for improvement and generally in need of a complete overhaul.

In December, staff presented Council with a report recommending the Township enter into a contract with DocuPet Pet Licensing Services to assist in administering the Township's Pet Licensing program. Council accepted the recommendation and as a result, the 2021 pet licensing program was suspended for 4 months to allow staff the time to implement the new pet licensing system.

Discussion:

Staff is happy to report that the new Pet Licensing Software will be launching on May 1st, with a soft launch starting April 15th.

DocuPet offers pet owners the ability to license and renew dog tags online, by phone, by mail and in person at the Township Office. The advantage of DocuPet is that residents can license their pets at any time from any electronic device while still accommodating those residents who prefer to come to the Township Office. All dog licenses will be valid for 365 days.

Lost Pet Service

Along with the purchase of a South Stormont dog tag the license includes the DocuPet's HomeSafe Lost Pet Service. Each tag has a unique number on the back that's tied to the dog's online profile. Should the dog get lost, anyone who finds them can get in touch with DocuPet's 24/7 dispatch team that helps connect dog finders with dog owners.

DocuPet Tags

Residents are able to upgrade from the regular dog tag (included in the licensing fee) to a designer tag. DocuPet offers more than 160 different dog tag options which can be personalized by adding a phone number and dog's name. As part of DocuPet's Safe and HappyFund, 20% of the proceeds from designer tag sales are donated to the SDG OSPCA to support their local animal welfare initiatives.

Next Steps

DocuPet has launched a micro site which allows residents to register in order to be notified when pet licenses are available for purchase.

In May, pet owners whose dogs were registered in 2020 will receive a renewal email if we have an email on file or a notice by mail if there is no email on file. Pet owners who need to register a new dog can do so on DocuPet's website, over the phone with a DocuPet agent, by mail or by visiting the Township Office.

Staff will be providing information on the Township website, in the monthly Seaway News ad and in the electronic newsletter to inform residents of the new pet licensing system. No penalties or late fees will be implemented this year in order to give residents the opportunity to familiarize themselves with the new program.

Prepared by:

Shelby Martel, Administrative Assistant

Township of South Stormont
KEY INFORMATION REPORT
Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 14, 2021
Subject: Ingleside Water Tower Branding

Background:

Council had requested staff investigate the potential for the existing "INGLESIDE" branding on the Water Tower be replaced/re-identified.

Staff have requested the contractor provide an estimated cost through a Contemplated Change Order for the rebranding to "South Stormont" as shown on the attached and below.

Work is to include:

- Provide 150' Man Lift for access
- Pressure wash and paint 2- 30'x25' sections of the bowl with the existing aluminum color
- Apply two coats of black polyurethane paint for letters:

**SOUTH
STORMONT**

- Work to be completed while tank is empty to mitigate condensation build up on the outer tank.

Total estimated cost for the work \$19,658 plus HST

Discussion:

This work is not included in the original scope of work for rehabilitation of the tank.

Since the branding is more of an Economic Development or Promotional nature, and funds were not contemplated in those 2021 budgets for the project, Staff are proposing that the project cost be covered through a working capital reserve transfer rather than the Water/Wastewater budget, unless otherwise directed by Council.



CONTEMPLATED CHANGE NOTICE

Project Name: Ingleside Water Tower Rehabilitation

Project Number: 19038A

CCN No.: 2

Date: March 11th, 2021

Contractor: Jacques Daoust Coatings Management Inc.

Attn: Jacques Daoust

This notice is issued to define the scope and specifications for a contemplated change order. The material and work called for shall be in accordance with the requirements of the original contract document. Please prepare and submit a detailed breakdown of labor, equipment and materials and provide a written quote from all required subcontractors for the changes described below. If approved, a formal change order will be issued. Your proposal shall include a statement to the effect this change will have on the completion date for this project, otherwise the completion date will not be affected by the work described below. Please submit the itemized quotation and its effect on the project schedule within 7 calendar days.

This notice is NOT an authorization to proceed.

Drawings, Sketches and/or References:

Contract Documents

Specification 09 90 00 Interior and Exterior Paint

Description of The Change(s):

Please provide quotation for the following:

- Overcoat the existing "INGLESIDE" logo on the tank with 57GRA Aluminum color
- Apply new "SOUTH STORMONT" logo in black lettering per attached drawing SK.1

Originator:

A handwritten signature in blue ink, appearing to read 'E. Ming', is written over a horizontal line.

Signed: _____

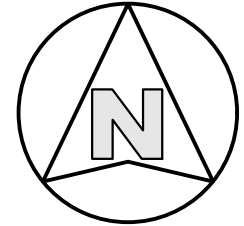
E. Ming

Circulation:

greg.esdale@evbengineering.com

ian.mcleod@evbengineering.com

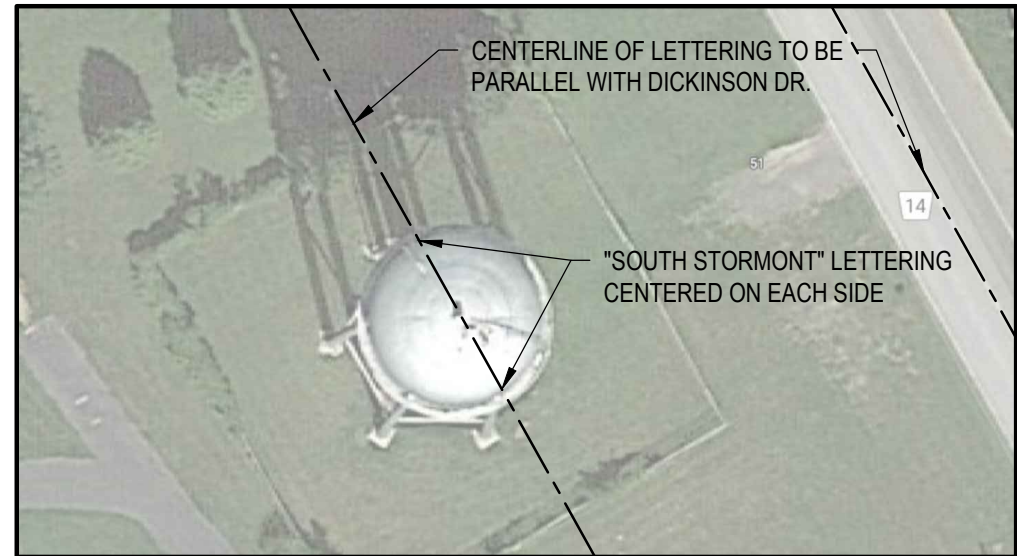
ross@southstormont.ca



* ISSUED FOR COSTING ONLY

NOTES:

1. NEW "SOUTH STORMONT" LETTERING TO BE PAINTED ONTO TANK IN TWO LOCATIONS.
2. FONT TO BE ARIAL - TEXT DIMENSIONS AS SHOWN ABOVE.
3. LETTERING TO BE CENTERED ON OPPOSITE SIDES OF TANK PARALLEL WITH DICKINSON DRIVE.



800 SECOND STREET WEST
CORNWALL, ONTARIO
CANADA, K6J 1H6
TEL: 613-935-3775
FAX: 613-935-6450
WEBSITE: EVBEngineering.com

PROJECT:

INGLESIDE WATER TOWER REHABILITATION

TITLE:

CCN#2 - NEW EXTERIOR LOGO

SCALE:

1:50

JOB NO:

19038A

DATE:

2021/03/11

DRAWING NO.

SK.1



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: April 14, 2021
Subject: Community Strategic Plan

Recommendation:

That Council receive and adopt the Community Strategic Plan as attached to this report dated April 14, 2021; and
Further that Administration be directed to amend staff recommendation processes and reporting templates by June 2021 to include requirements that identify how recommendations to Council align with the Community Strategic Plan; and
Further that Administration be directed to develop a dashboard that outlines the Township's efforts towards achieving the outcomes desired in the Community Strategic Plan and that the dashboard be available on the Township website by January 2022.

Executive Summary:

The previous Strategic Plan for the Township expired in 2020 and to support the significant growth and development the Township is experiencing Council felt it appropriate to consider the direction and needs of the community and the Corporation going forward. During development of the 2020 budget Council and Senior Management did take part in a budget priority setting exercise and many of the items raised in that process remained relevant. However, with the many changes, challenges and opportunities being faced by the Township a Plan to consider the entire community as well as the Corporation and how the two move ahead collectively was viewed as important.

Council awarded the development of a Community Strategic Plan to MDB Insight in January 2021. The process included a review of plans and reports, multiple engagement formats and subsequent review opportunities with Council, front line staff, management staff and community stakeholders. The process included three formal reports to Council. The development of the Community Strategic Plan process was comprehensive given the timeline for completion by the end of March 2021.

Background:

Attached to this report is the Community Strategic Plan, a document which sets the foundation for Council and staff members to support, plan and respond to community needs and desires for several years to come. The Community Strategic Plan focusses not on projects and tasks rather on the foundations of

what type of community and Corporate responses are needed to determine which projects and tasks should be prioritized and what resources are necessary to apply to the priorities.

Also attached for reference and information is the Community Strategic Plan's Technical Report which outlines the steps in the process to develop the Plan and various stakeholder comments and input.

During the process to develop the Community Strategic Plan Council adopted a Mission Statement:

Through dedicated leadership and strong infrastructure, the Township of South Stormont delivers sustainable, quality services to its residents and businesses while ensuring a vibrant and healthy community for future generations.

And a Vision statement for the Township:

South Stormont is a progressive, family-friendly community, welcoming all to celebrate its natural beauty and exceptional quality of life.

Each statement is an important value statement that characterizes how the Township aspires to work with community, how it wants to be viewed by others, how the Township will aspire to deliver services and what type of community the Corporation hopes to foster.

In addition, Guiding Principles set out the lens under which recommendations / decisions are reviewed and actions that are important to the Corporation when working with others and ourselves, these are:

- Collaborative
- Considerate
- Progressive
- Welcoming and Safe
- Informed Decision-making

Finally, five strategic themes were identified to support the Plan's outcomes. The outcomes desired are based on the comments and information gathered through the assorted engagement opportunities. The five strategic themes are:

- Strong Community
- Sustainable Infrastructure
- Economic Growth
- Pride of Place
- Corporate Capacity

The Township must demonstrate how the work it does aligns with the Plan. To regularly demonstrate both forward momentum and how the Township's efforts are aligned with the Plan, Administration will review and revise all Council report templates to identify how report recommendations address the aspirations of the Plan. Additionally, Administration is also proposing to undertake the development of a decision tree or matrix that will clearly identify how and why report recommendations are made. Finally, with the use of performance measures, a dashboard will be developed and made available on the Township website to support ongoing communication about how well the Township is doing in achieving the aspirations and directions identified in the Community Strategic Plan.

Options:

1. That Council receive and adopt the Community Strategic Plan, and direct Administration to undertake activities identified in this report that are designed to communicate how actions being proposed or recommended are communicated. This is the recommended option.
2. That Council direct Administration to take an alternative form of action identified by Council.
3. That Council defer the receipt and adoption of the Community Strategic Plan and directs Administration to take alternative actions identified by Council.

Financial Impact:

Activities identified or referenced in the Community Strategic Plan are either in current budgets or will be prioritized for future budget considerations. No additional financial impacts are known at this time.

Risk and Asset Management Considerations:

The risk in not receiving and adopting the Community Strategic Plan is largely organizational and perception. No future aspirations or directions are identified to support Administration recommendations and Council actions.

Others Consulted:

Director of Corporate Services



Community Strategic Plan

Township of South Stormont

April 2021
MDB Insight Inc.



Contents

Executive Summary	1
Mission	3
Vision	3
Guiding Principles	4
Strategic Themes and Priorities	5
Strategic Goals and Objectives	6
Goal 1: Corporate Capacity	7
Goal 2: Sustainable Infrastructure	8
Goal 3: Economic Growth	9
Goal 4: Pride of Place	10
Goal 5: Strong Community	11
Implementation	12
Appendix	13

© 2021 MDB Insight Inc.
mdbinsight.com

Cover Photo: Peggy Varner, Southeastern Ontario Tourism



Executive Summary

The Township of South Stormont is built on a history of community pride, uniquely tied to a collection of places that no longer exist – the lost villages flooded to create the St. Lawrence Seaway. Over sixty years later, the community is preparing once again for a new surge of economic transformation: new investments, changing global markets, exponential adoption of technology, and city dwellers yearning to live near beautiful outdoor spaces. Indeed, now is the opportune time for South Stormont to update its mission and vision, its guiding principles, and strategic themes, goals, and objectives.

MDB Insight was retained to coordinate the community strategic planning exercise. Several background documents were reviewed and analyzed, and an economic profile of the community was prepared. Council was engaged on three occasions to provide direction for the strategy, and community engagement was broad and meaningful. A survey of residents exposed a deep sense of belonging to the towns, villages, and rural areas of South Stormont. Individual interviews provided specific ideas for the focus the Township should take in the future. Township management and frontline staff offered insightful perspectives into the day-to-day operation of local government, as well as valuable suggestions for change.

As a result of these thought-provoking discussions, South Stormont arrived at its Mission Statement, the description that outlines the Township's reason for existing:

Through dedicated leadership and strong infrastructure, the Township of South Stormont delivers sustainable, quality services to its residents and businesses while ensuring a vibrant and healthy community for future generations.

A hopeful glimpse into the future was also agreed upon. Township Council incorporated the aspirations of the community into the Vision Statement:

South Stormont is a progressive, family-friendly community, welcoming all to celebrate its natural beauty and exceptional quality of life.





Council agreed upon a set of guiding principles that encompass the values of the community and the municipality, serving as a lens through which to evaluate all decisions, extending beyond the life of the strategic plan.

Those guiding principles are:

- Collaborative
- Considerate
- Progressive
- Welcoming and Safe
- Informed Decision-making

Based on the feedback from Council, staff, residents, and businesses, a set of strategic themes emerged. These overall pillars, upon which the rest of the strategy is built, support the creation of a community brand.

Those strategic themes are:

- Strong Community
- Sustainable Infrastructure
- Economic Growth
- Pride of Place
- Corporate Capacity

Goals and objectives were developed expanded based on the strategic themes, assembled in priority sequence, focusing on the Township's ability to influence change.

The following pages of the Community Strategic Plan describe the goals and objectives in greater detail.





Mission

Through dedicated leadership and strong infrastructure, the Township of South Stormont delivers sustainable, quality services to its residents and businesses while ensuring a vibrant and healthy community for future generations.

Vision

South Stormont is a progressive, family-friendly community, welcoming all to celebrate its natural beauty and exceptional quality of life.



Guiding Principles

Guiding principles (Figure 1) provide a broad philosophy that encompasses the values of the community and the municipality. They serve as a lens through which to evaluate all decisions, and they support the development of a culture where everyone understands what is essential. Guiding principles extend beyond the life of the strategic plan and ground strategy design and delivery.

Figure 1: Guiding Principles

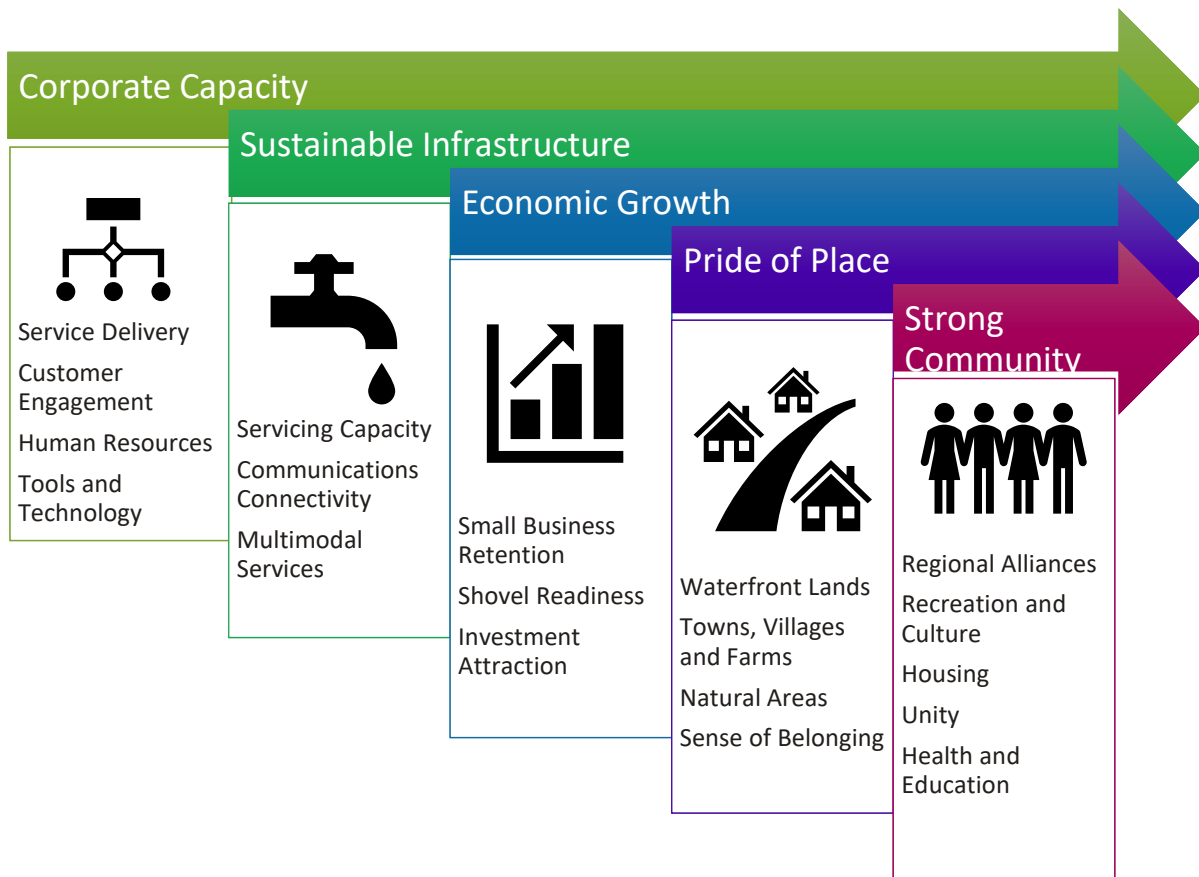




Strategic Themes and Priorities

Priority areas identified during community engagement, interviews, and discussions with Council and staff were grouped into five relevant themes of strategic importance, using the Strengths, Opportunities, Aspirations, Risks, and Results (SOARR) Analysis, available in the Technical Report. These Strategic Themes and Priorities (Figure 2) act as a community brand and are used to develop the primary goals and objectives of the Community Strategic Plan for the Township of South Stormont.

Figure 2: Strategic Themes and Priorities





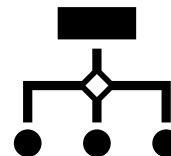
Strategic Goals and Objectives

Building on the strategic directions, a set of goals and objectives have been developed to help direct future planning. These goals reflect the vision and desired outcomes that emerged from the strategic planning process and give a view into the various aspirations of the Township's stakeholders. They are set out in order of the municipality's ability to influence outcomes. Specific deliverables and performance measurement metrics would be implemented in other corporate plans.



Goal 1: Corporate Capacity

The Township of South Stormont is organizationally effective using innovative practices to enhance operational efficiencies and corporate capacity to deliver services, programs, initiatives, and projects.



Objective 1.1: Implement Service Delivery and Policies Review

- Enable Township staff to review Division/Department business plans on an annual basis, prior to budget review by Council, refreshing program mandates, reviewing outcomes and metrics, and presenting considerations to changes in service delivery.
- Explore formal and informal opportunities to collaborate across municipalities for expanded service delivery, reduced cost, and improved community benefit.
- Update statutory documents required by the Municipal Act and other legislation to confirm compliance and practicality.
- Ensure recommendations in reports and plans are acted upon on a priority basis to mitigate legal implications and to inform annual budgets.

Objective 1.2: Customer Engagement

- Promote a culture that serves and engages internal and external customers in a professional, prompt manner, reflecting the ethics and values of the community.

Objective 1.3: Human Resources

- Ensure the Township's staff complement is sufficient to resource ongoing work plans, service delivery levels, and approved projects.
- Establish a Preferred Employer Strategy to enhance employee relations, support employee retention and attraction, and optimize succession planning.

Objective 1.4: Tools and Technology

- Empower Township staff to use cost-effective tools, technology, software, and systems, in their day-to-day work performance.
- Effectively manage Township assets, projects, programs, and services through appropriate budgeting, planning, forecasting, and reporting.



Goal 2: Sustainable Infrastructure

Careful, future-focused planning ensures that the Township of South Stormont can respond to the needs of residents and businesses today and into the future through maintained infrastructure and planned growth and development.



Objective 2.1: Servicing Capacity

- Secure utilities to service the needs of residential, commercial, and industrial customers, with consideration to sustainability.
- Prepare and update a Long-Term Financial Plan to support the Asset Management Plan.

Objective 2.2: Communications Connectivity

- Advocate and facilitate the establishment of a modern broadband network, allowing businesses and residents to have affordable access to internet connectivity.

Objective 2.3: Multimodal Services

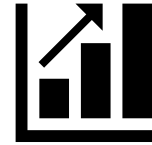
- Explore innovative transportation connections via multiple modes of transportation to ensure the Township's residents and businesses can pursue business, social connections, and recreation within the municipality and regional communities.





Goal 3: Economic Growth

The Township of South Stormont is ready for investment opportunities, prepared for the changing needs of developers, and willing to take an active role in attracting new investment while retaining and expanding existing businesses.



Objective 3.1: Small Business Retention

- Empower Township staff to collaborate with small- and medium-sized local businesses, farmers, associations, and other relevant stakeholders to foster retention and expansion of the existing agricultural, commercial, and industrial base.
- Harness cooperation between local, regional, and provincial economic development programs to keep and grow labour force talent.

Objective 3.2: Shovel Readiness

- Examine the Township's land-use planning policies and bylaws, business procedures, and protocols for responsiveness and flexibility to address the needs of developers and businesses within the requirements of legislation.

Objective 3.3: Investment Attraction

- Position and promote South Stormont's advantages as a competitive business investment location or preferred tourist destination.





Goal 4: Pride of Place

The Township of South Stormont nurtures community pride by cultivating connections between society and landscape and reinforcing a feeling of belonging among those who live, work, and play in South Stormont.



Objective 4.1: Waterfront Lands

- Collaborate with the St. Lawrence Parks Commission, Ontario Power Generation, other partners, and stakeholders to advance key priorities, projects, and recommendations in the Waterfront Development Plan.

Objective 4.2: Towns, Villages, and Farms

- Promote linkages among communities within the Township by improving links that are physical (trails and parks), economic (collaborations and partnerships), and social (events, festivals, pop-ups) between citizens in towns and villages, in rural areas, and on farms.

Objective 4.3: Natural Areas

- Promote the ecological importance and conservation of the Township's forests, wetlands, streams, rivers, and other natural areas in South Stormont.

Objective 4.4: Sense of Belonging

- Influence a community brand that welcomes visitors, residents, and businesses, through collaboration, initiatives, and planned experiences with local service clubs, community groups, businesses, and residents.
- Develop a multi-channel communications strategy to disseminate information and engage with citizens and staff, to inform the development and implementation of budgets, plans, and services.





Goal 5: Strong Community

The Township of South Stormont is a collection of communities that are individually unique and stronger when unified. By collectively celebrating the friendliness and resilience of everyone, challenges may more easily be overcome, and solutions efficiently uncovered.



Objective 5.1: Regional Alliances

- Utilize regional alliances to advocate senior levels of government for financial support of community amenities, service, and programs.

Objective 5.2: Recreation and Culture

- Support local facilities, programs, and amenities that enable all residents to access and participate in recreation, understand, and appreciate local heritage, and enjoy and celebrate local culture.



Objective 5.3: Housing

- Empower developers and businesses to supply a diverse mix of financially attainable, quality housing stock to respond to the needs of all residents.

Objective 5.4: Unity

- Promote social cohesion and community unity by reflecting an inclusive and welcoming community.
- Carry out ongoing monitoring to ensure adherence to the Community Strategic Plan.

Objective 5.5: Health and Education

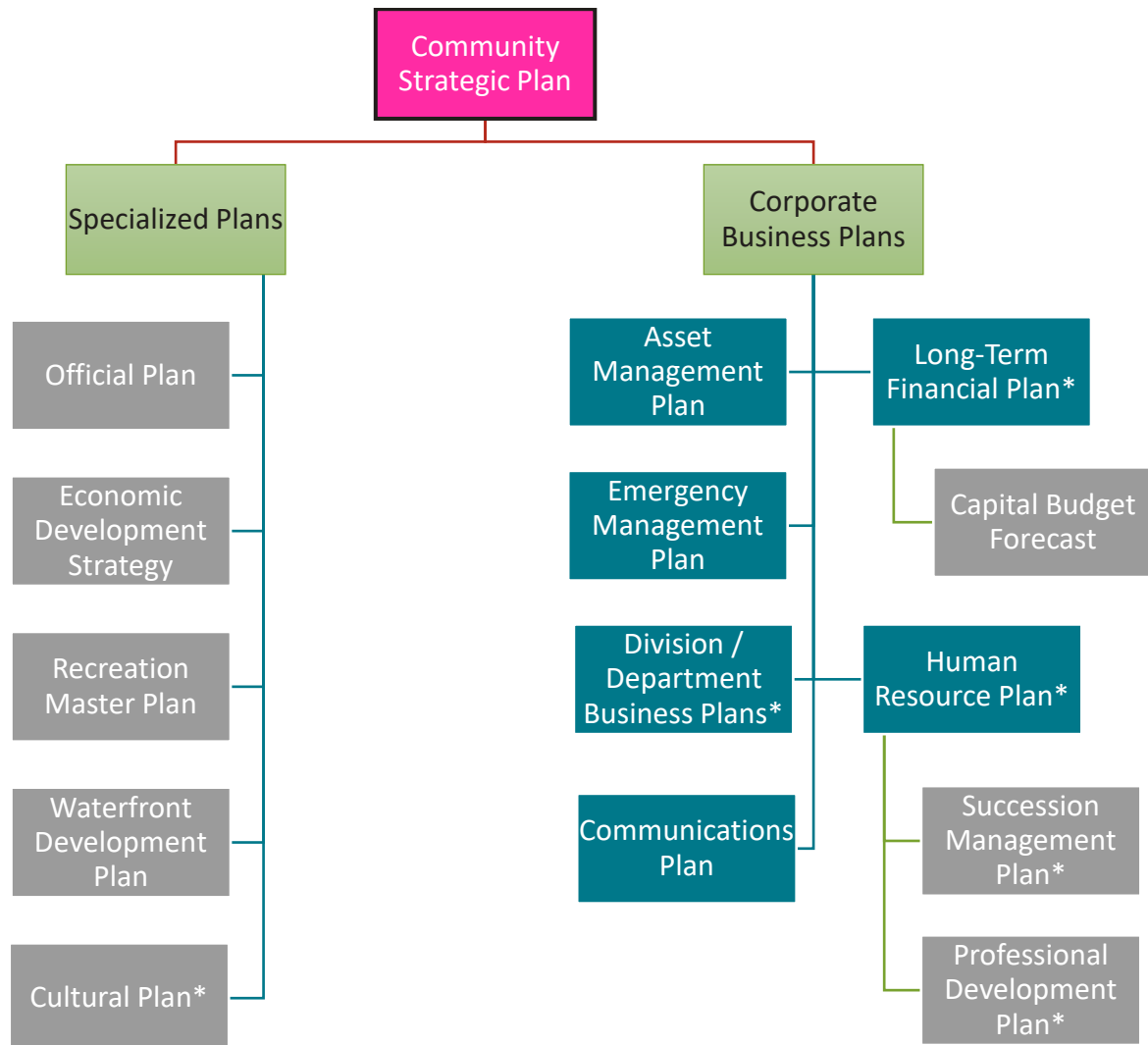
- Support local facilities and services that improve access to medical services, health, and social services, public education, public transportation for the wellbeing of all residents.



Implementation

The Township of South Stormont Community Strategic Plan is one component in the integrated implementation of the municipality's overall organizational system (Figure 3). Plans noted with an asterisk (*) below are yet to be investigated or developed.

Figure 3: Integrated Implementation





Appendix

See separate Technical Report containing:

- Methodology
- Document Review
- Consultation Summary
- Examples of Best Practices





Community Strategic Plan Technical Report

Township of South Stormont

April 2021
MDB Insight Inc.



Contents

1. Methodology.....	2
1.1 Phase One – Project Initiation.....	2
1.2 Phase Two – Stakeholder Engagement	2
1.3 Phase Three – Review and Analysis.....	3
1.4 Phase Four– Reporting and Recommendations.....	4
2. Document Review	4
2.1 Common Themes Analysis.....	4
3. Community Profile.....	7
3.1 Demographic Profile.....	8
3.2 Labour Force Profile	20
3.3 Business Environment and Structure	25
4. SOARR Assessment.....	30
5. Consultation Summary	32
5.1 Summary of Engagement Themes	32
5.2 Council / Senior Management Interviews.....	33
5.3 Front Line Staff workshop and survey.....	42
5.4 Key Informant Interviews	48
5.5 Community Survey Results.....	51
5.6 Council Facilitated Sessions.....	55
5.7 External Stakeholder Feedback.....	57
6. Examples of Best Practices.....	58
6.1 Decision Tree.....	58
6.2 Performance Measurement	59

Cover photo source: Township of South Stormont



1. Methodology

The development of this strategic plan was supported by Council, senior staff, frontline staff, and community stakeholders. The methodology employed to build the plan is described below.

1.1 Phase One – Project Initiation

The project team met with the Township of South Stormont to validate project scope, reporting schedules, and project milestones. Obstacles or barriers to the implementation of any element of the project were identified, and mechanisms for monitoring project quality and providing regular updates were discussed. The resulting project documents were agreed upon.

A presentation to the Township of South Stormont Council included a brief introduction to community strategic planning and promoted the value and importance of all steps in the strategic planning process. The intent was to create a solid foundation from which people felt a sense of understanding and comfort in actively participating in opportunities to contribute.

To maximize the knowledge and understanding of the Township of South Stormont's current state and the influencing factors impacting municipalities, a comprehensive review was conducted of available background literature (including past studies and reports) with the twin goals of understanding what planning work was previously undertaken and to ensure that new efforts built upon and furthered those previous efforts. This environmental scan/ background reconnaissance helped identify industry and advocacy group publications, professional reports, labour market reports and may have included other select data sources as they relate to the scope of this project. Building on the findings from the environmental scan, a "Common Threads" analysis was created. This analysis pulled out the core themes and initiatives from the assessment and from each document reviewed to cross-reference the themes and common areas of focus and priority.

Using gathered literature and information provided by the Township in conjunction with data obtained from the Statistics Canada and Canadian Business Counts, etc., a current community profile was developed. This allowed for key patterns of change and trends to be identified in relation to variables such as demographics, including historic and forecast population change; household and personal income; labour force characteristics, including occupation and age of workforce; business climate indicators including place of work data; key industry characteristics including sector and subsector concentration; and key quality of place indicators.

1.2 Phase Two – Stakeholder Engagement

Individual interviews with members of Township Council and Senior Management were conducted to generate input on a variety of important topics, including trends, pressures, goals, and actions; current and future service levels requirements and desires; resource constraints that impact operations; human resources; business climate (as it relates to taxation, regulation and government administration and business support services); quality of life (in relation to housing, health, social services, recreation, environment, technology); and identification of gaps and opportunities with respect to development activities. Participants were asked to consider these in the context of the next 5-10 years. Insight



garnered from these interviews was cross-referenced with the key findings emerging from other elements of consultation.

A facilitated session was conducted with front-line staff, and a short online survey option was made available for those who could not attend. This engagement process was used to seek feedback about current pressure points, how the Township will operate differently in the future, changes in staff needs and expectations, changes in technology, changes in staff development and training, capacity to adapt to emerging technologies, and new teaching techniques, competitive strengths and weaknesses via-à-vis other municipalities, input into vision and mission, guiding principles, and insight into key goals and objectives necessary for future success. Input was collected and aggregated to respect the anonymity of comments shared.

A facilitated strategy session was held with members of Council and Management to share insight on municipal strategic planning and to provide opportunities for ideas to evolve, and a collective perspective to emerge. The session was facilitated by the Queen's Executive Decision Centre.

A survey was issued, focusing on Township of South Stormont's business community and broader population. The survey design produced results that were representative for the Township of South Stormont, based on rigorous quality control standards.

One-on-one stakeholder interviews were conducted via telephone outreach. The key informant interviews provided the following information about the informant's relationship with the Township, his/her knowledge of Township programs and services and Township of South Stormont's municipal landscape; trends and issues facing the key informant's organization/business; perception of significant challenges facing the Township of South Stormont in the future; perception of municipal services or programming including gaps; suggestions regarding programs or services the Township should consider developing/revitalizing; identification of Township of South Stormont's strengths and areas for improvement; input into Township of South Stormont's vision, mission, guiding principles; insight into key goals and objectives necessary for future success. These external stakeholders were offered the opportunity at the end of the strategic planning process to provide input on the final report.

A comprehensive review and analysis was completed of all stakeholder input received during the consultation phase; the needs assessment, environmental scan, and related research; and the analysis of Strengths, Opportunities, Aspirations, Risks, and Results (SOARR). A summary emerged that reflected themes, goals, objectives, and insights to inform the final strategy development.

1.3 Phase Three – Review and Analysis

The draft vision, mission, and guiding principles were shared and reviewed with the Strategic Planning Committee for feedback in advance of being shared and reviewed with Council. This ensured Council received versions that have been appropriately informed. Clear and strategic directions for the Township of South Stormont were articulated. Emphasis was placed on identifying alignment with the strategic priorities emerging from the Strategic Planning Sessions with Council and Management. Building on the strategic directions, goals, and objectives were created to help direct future planning. The goals reflected the vision and desired outcomes that emerged from the strategic planning process and reflected the various aspirations of the Township's stakeholders. Policy makers, senior management, operations teams, and citizens seek to evaluate the quality and effectiveness of government performance. Conversations were held with the Township to determine the depth of discussion related to performance measurement and metrics.



1.4 Phase Four– Reporting and Recommendations

A draft final report was presented to the Township. Internal feedback validated choices made so far in the process and helped guide the development of the final Community Strategic Plan. Council directed the draft strategy to be shared with external stakeholders for a final review. A copy was made available to the key informants interviewed at the beginning of the process. Positive feedback was received. A final version of the Community Strategic Plan incorporating all feedback was submitted to the Township.

2. Document Review

A detailed review of all relevant municipal reports and policy documents was conducted for the Township of South Stormont. The documents were analyzed comparatively to uncover areas of thematic overlap. The policies have been cataloged according to common themes to observe patterns – in essence, to find the common themes among them (Figure 1).

The following observations are important, as they highlight themes that are strongly represented in the current policy framework internally and where there is alignment with external policies in areas of importance. Further, it allows the identification of gaps that exist where key themes and areas of importance do not currently have prominence in the municipal policy framework. If these gaps represent key objectives or priorities that are identified through the research and community engagement process, they heighten awareness for further examination to ensure effective alignment with future priorities.

2.1 Common Themes Analysis

The key themes were identified among the policies and documents. They include:

- **Business Retention & Expansion** – Is strongly outlined in multiple municipal documents, namely the *2013 South Stormont Economic Development Strategic Plan* and the *2016 Economic Development Strategy and Action Plan Update* December 2016. This theme focuses on the municipality prioritizing services to retain and enhance existing businesses within the Township, with a specific focus on cultivating small business and entrepreneurship and growing the tourism sector.
- **Waterfront Development** – was an overarching theme identified. The *Waterfront Master Plan Draft Report 2020* describes a vision that “*South Stormont’s waterfront will allow access to the water’s edge and provide connectivity along its shoreline. It will foster social and culture activities and support environmental sustainability and economic development.*” Waterfront development is strongly tied to the *Parks and Recreation Masterplan*, with the municipality needing to invest funds to develop these assets. A major challenge with waterfront development is that the St. Lawrence Parks Commission currently owns the land rights. Overall, the goal of the Waterfront Plan is to achieve an ‘agreement in principle’ with the landowner - the St. Lawrence Parks Commission – that outlines the Township’s Plan for making significant improvements to waterfront areas and indirectly attract visitors, new residents, and new private-sector investment.
- **Business Planning and Support** – Providing current businesses with adequate financial support, particularly in the tourism and retail sector, was a large focus, especially during COVID-19. More focus on supports for entrepreneurship was deemed necessary. The Township’s *Community*



Improvement Plan & Brownfield Strategy 2013 details steps at helping businesses improve building façades and other beautifying initiatives, with reports indicating the program has been largely successful.

- **Business Readiness** – Is a strong theme within both the previous economic development strategy and the more recent economic development strategy update in 2016. This theme refers to the need for businesses to be ready for new opportunities, especially when the tourism market reopens post-pandemic. There is strong opportunity for the municipality to use the current lockdowns to be innovative and improve service delivery and business support services.
- **Leveraging location** – The Township should utilize its geographic proximity to major population hubs such as Montreal, Ottawa, and Toronto, and smaller urban centers like Kingston and Cornwall to develop its business, entrepreneurship, and tourism sectors. Promoting the region's high quality of life and environmental assets was highlighted as a priority by the CAO in the 2018 *Key Information Report*.
- **Improving Technology** – This theme relates to improving the ICT infrastructure across the Township so that the physical and technological infrastructure is in place to support current and future business and resident needs. Primarily, this refers to implementing more online service delivery options, particularly during COVID-19.
- **Partnership Development** – Leveraging local and provincial partners was a core theme identified with the Township. Specifically, improving relations with the St. Lawrence Parks Commission on rights to waterfront development was identified as a major opportunity.
- **Tourism Marketing & Promotion** – A key priority is to increase promotional activities of tourism products and general quality of life factors within the municipality. There is also a focus on ensuring a sustainable tourism strategy is followed (e.g., preventing overcrowding) and an emphasis on enhancing visitation during peak and shoulder seasons.
- **Tourism Product Development** – There is strong potential to continue building the Town's product offerings (e.g., outdoor experiences, winter destination, and cultural tourism) with a long-term view of developing the waterfront into a premier tourism attraction.
- **Lifestyle Promotion, Asset Management & Community Safety** - Differentiate the quality of life and lifestyle of the Township compared to other local communities (e.g., low cost of living, natural assets, cultural diversity, and strategic location). Furthermore, a theme was to ensure that important natural and infrastructure assets were proactively maintained. Sustained increases in the local population mean that increased resources towards service delivery should be explored.
- **Resident and Worker Attraction and Retention** – Skill shortages are a major problem across most of Eastern Ontario, with many businesses struggling to fill permanent positions due to a lack of quality talent. Several municipal documents indicate that a strong marketing plan that describes what makes South Stormont a special place to live and work is needed. However, no specific workforce development plan was identified and could be a potential opportunity.



Figure 1: Common Themes Analysis

Common Themes	Business Retention & Expansion	Waterfront Development	Business Planning and Support	Business Readiness	Leveraging location	Improving Technology	Partnership Development	Tourism Marketing & Promotion	Tourism Product Development	Lifestyle Promotion, Asset Management & Community Safety	Resident and Worker Attraction and Retention
Core Documents											
Township of South Stormont Economic Development Strategy and Action Plan Update December 2016	✓ ✓ ✓	✓	✓ ✓ ✓	✓ ✓	✓ ✓	✓	✓ ✓	✓	✓	✓ ✓	✓
CAO/Human Resources Key Information Report March 28, 2018	✓ ✓	n/a	✓ ✓	✓ ✓	✓ ✓	n/a	✓	✓ ✓	n/a	✓ ✓ ✓	✓ ✓ ✓
South Stormont Economic Development Strategic Plan 2013	✓ ✓ ✓	✓	✓ ✓ ✓	✓ ✓	✓ ✓ ✓	✓	✓ ✓	✓ ✓	✓ ✓	✓	✓
Township of South Stormont Parks & Recreation Master Plan December 2020	n/a	✓ ✓ ✓	✓ ✓ ✓	✓	✓ ✓ ✓	n/a	✓ ✓ ✓	n/a	✓ ✓ ✓	✓ ✓ ✓	✓
United Counties of Stormont, Dundas, and Glengarry Official Plan Consolidated July 18, 2018	✓ ✓ ✓	✓	✓ ✓ ✓	✓	✓	n/a	✓ ✓	✓	✓	✓ ✓ ✓	✓
The Township of South Stormont Comprehensive Zoning Bylaw November 2019	✓ ✓	✓	✓ ✓ ✓	n/a	✓	n/a	n/a	n/a	n/a	✓ ✓	n/a
Township of South Stormont Community Improvement Plan & Brownfield Strategy July 2013	✓ ✓ ✓	n/a	✓ ✓ ✓	✓	✓ ✓	n/a	n/a	n/a	n/a	✓ ✓	n/a
Township of South Stormont Waterfront Master Plan Draft Report 2020	✓ ✓ ✓	✓ ✓ ✓	✓ ✓	✓	✓ ✓ ✓	n/a	✓ ✓ ✓	✓	✓ ✓ ✓	✓ ✓ ✓	n/a
Township of South Stormont 2020 Budget	n/a	n/a	✓ ✓ ✓	✓	n/a	n/a	n/a	n/a	n/a	n/a	n/a



3. Community Profile

This community profile detailed analysis for South Stormont is presented in comparison to the Stormont, Dundas, and Glengarry United Counties (SDG) and the Province of Ontario.

Data Sources

The following data sources were used in developing this economic baseline analysis for South Stormont:

- Statistics Canada, Canadian Business Counts, December 2020
- Manifold Data Mining Inc., 2020
- Statistics Canada, Census Profile, 2011 & 2016
- Statistics Canada, National Household Survey, 2011



3.1 Demographic Profile

The demographic profile details the population and related trends, including the age of the population, dwelling trends, immigration, and ethnic diversity, income levels, and educational profile for South Stormont, SDG, and Province.

3.1.1 Population and Related Trends

Historically, South Stormont's population has grown by 10% over the 2001 to 2016 period. This increase was higher than Cornwall and the SDG Counties at 2% and 4%, respectively, yet lower than the Province at 18%. Looking forward, South Stormont's population is expected to rise faster, estimated to increase by 14% or 1,867 people from 2016 to 2030, totaling 14,977 people in 2030. Again, this projection is higher than the Cornwall (8%) and the SGD Counties (8%) but lower than the Province at 21%. It is important to note that all 2020 figures and onwards are projections provided by Manifold Data Mining Inc. As such, these projections should be viewed as a high-level estimate of future population growth only. Ongoing analysis and projections of population changes by the South Stormont is suggested.

Table 1: Historic, Current and Projected Population Change, South Stormont, Cornwall, SDG Counties & Ontario, 2001 to 2030

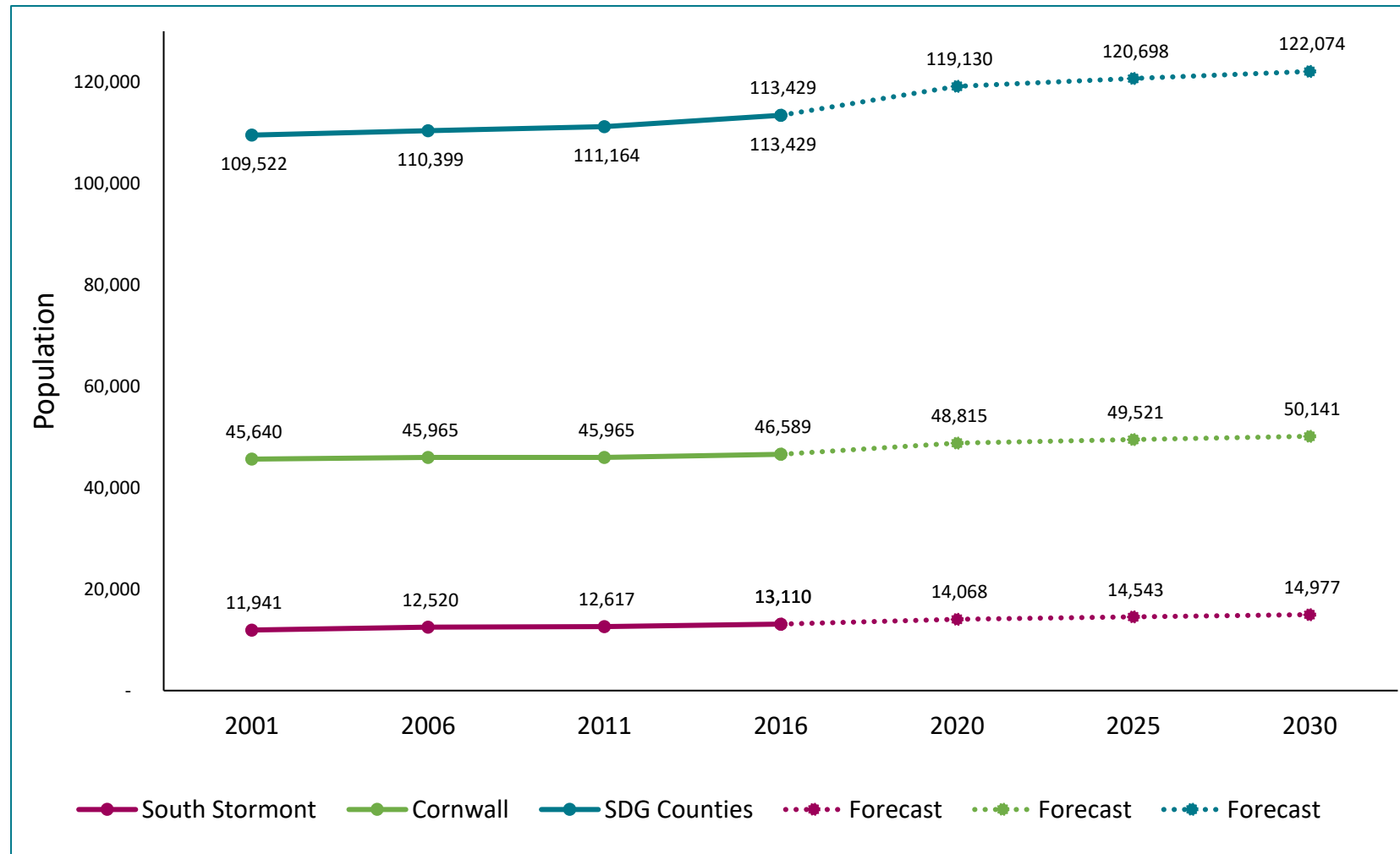
Year	South Stormont	Cornwall	SDG Counties	Ontario
2001	11,941	45,640	109,522	11,410,046
2006	12,520	45,965	110,399	12,160,282
2011	12,617	45,965	111,164	12,851,821
2016	13,110	46,589	113,429	13,448,494
2020	14,068	48,815	119,130	14,635,100
2025	14,543	49,521	120,698	15,490,100
2030	14,977	50,141	122,074	16,339,400
% of Population Change (2001-2006)	5%	1%	1%	7%
% of Population Change (2006-2011)	1%	0%	1%	6%
% of Population Change (2011-2016)	4%	1%	2%	5%
% of Population Change (2016-2020)	7%	5%	5%	9%
% of Population Change (2020-2025)	3%	1%	1%	6%
% of Population Change (2025-2030)	3%	1%	1%	5%
% of Population Change (2020-2030)	6%	3%	2%	12%
% of Population Change (2001 - 2030)	25%	10%	11%	43%
% of Population Change (2001 - 2016)	10%	2%	4%	18%
% of Population Change (2016 - 2030)	14%	8%	8%	21%

Source: Statistics Canada, 2001, 2006, 2011 & 2016 Census of Population. 2020 Manifold Data Mining Inc.



Figure 2 below showcases population change for both South Stormont, Cornwall, and the SDG Counties over the 2001 to 2030 period. Projections are indicated by a dotted line. As highlighted above, South Stormont's population is predicted to increase over the 2016 to 2029 period but at a lower rate than the region.

Figure 2: Population Trends, South Stormont, Cornwall & SDG Counties, 2001 to 2029

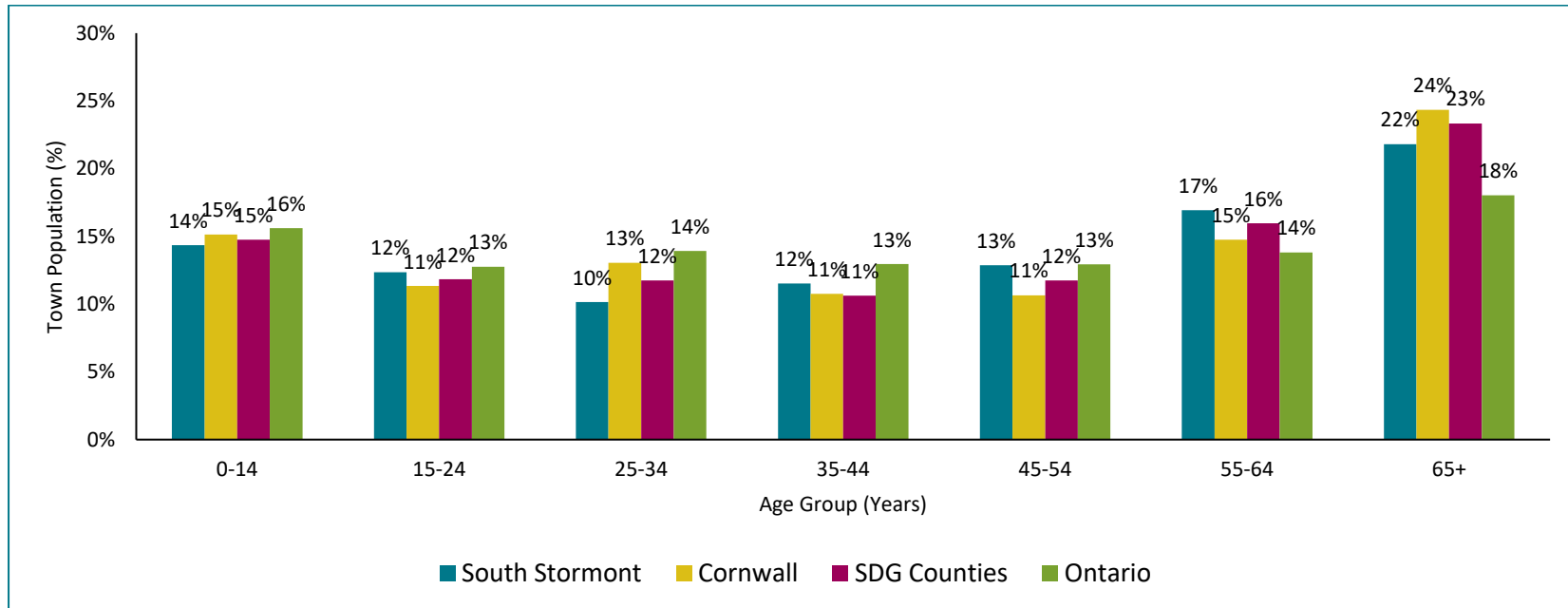


Source: Statistics Canada, 2001, 2006, 2011 & 2016 Census of Population. 2020 Manifold Data Mining Inc.



In addition to analyzing the population growth rate of South Stormont, it is important to examine the age of the population by broad age groups as of 2020 (Figure 3). This will provide insights into current and future talent needs, housing needs, and support programming. As shown below, South Stormont has an aging population, with 39% of the population aged 55 or above. This is on par with Cornwall and the SDG Counties yet higher than the Province (32%).

Figure 3: Age of the Population by Broad Age Groups (%), South Stormont, Cornwall, SDG Counties & Province, 2020

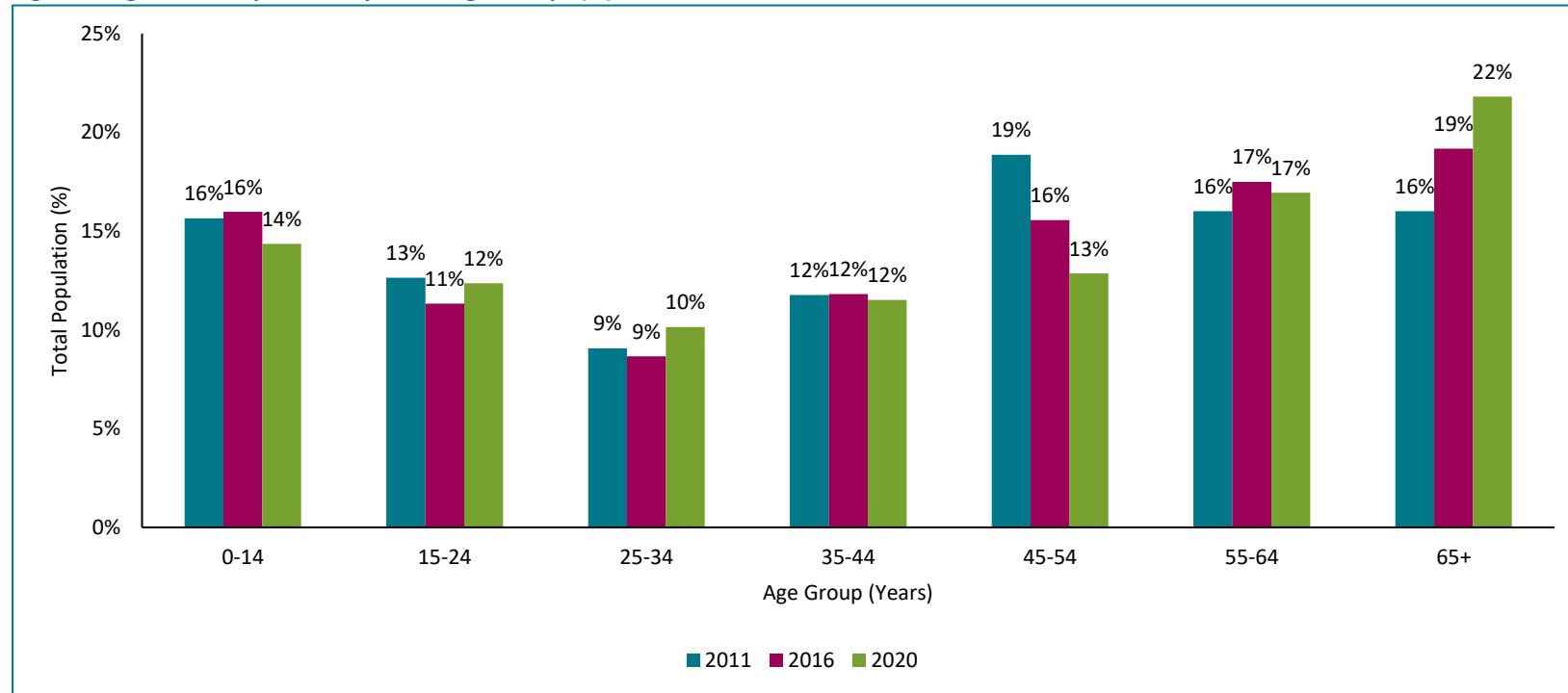


Source: 2020 Manifold Data Mining Inc.



Figure 4 shows the distribution of ages and how they have changed over from 2011 to 2020. Based on this data, it is apparent that South Stormont does have an aging population. For example, the proportion of people aged 55 and above has increased by 7% for South Stormont in this period, higher than both the SDG Counties at 5% and the Province at 5%.

Figure 4: Age of the Population by Broad Age Groups (%), South Stormont, 2011, 2016 & 2020



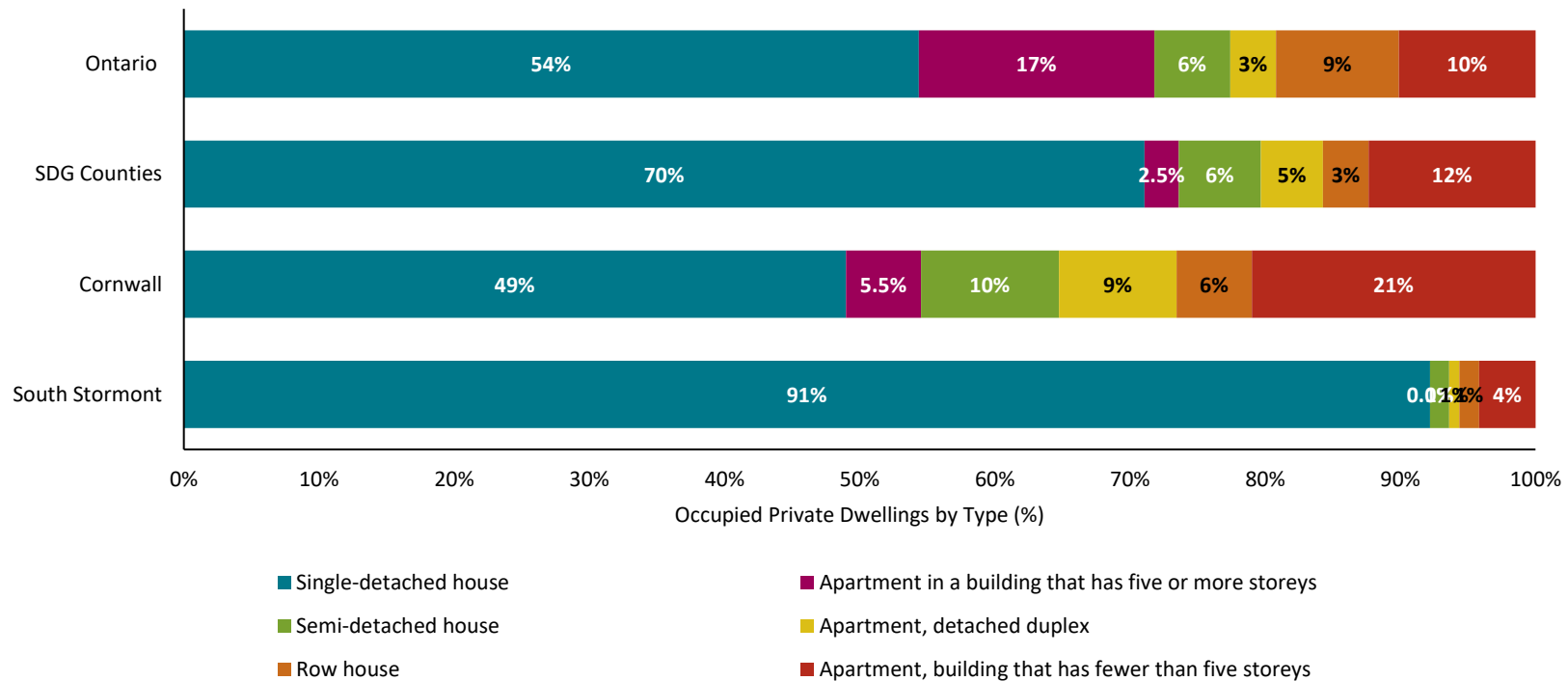
Source: Statistics Canada, 2011 Census of Population. Statistics Canada, 2016 Census of Population. 2020 Manifold Data Mining Inc.



3.1.2 Dwelling Trends

South Stormont is comprised of approximately 5,666 occupied private dwellings. As shown in Figure 5, South Stormont and the SDG Counties' existing housing stock is predominately comprised of single-detached dwelling (i.e., low-density units) at 91% and 70%, respectively, and are both higher than the provincial average at 54%. It is understood that a wide variety of housing types is needed to support a younger cohort, newcomers, single households, and seniors. This will, in turn, attract and encourage residents to live, work and or retire in South Stormont. It is understood that since 2016, South Stormont has experienced significant residential growth due to new developments and that these numbers may not be 100% reflected in the below data as it is based on projections from the 2016 census.

Figure 5: Occupied Private Dwellings by Type, South Stormont, Cornwall, SDG Counties and Ontario, 2020

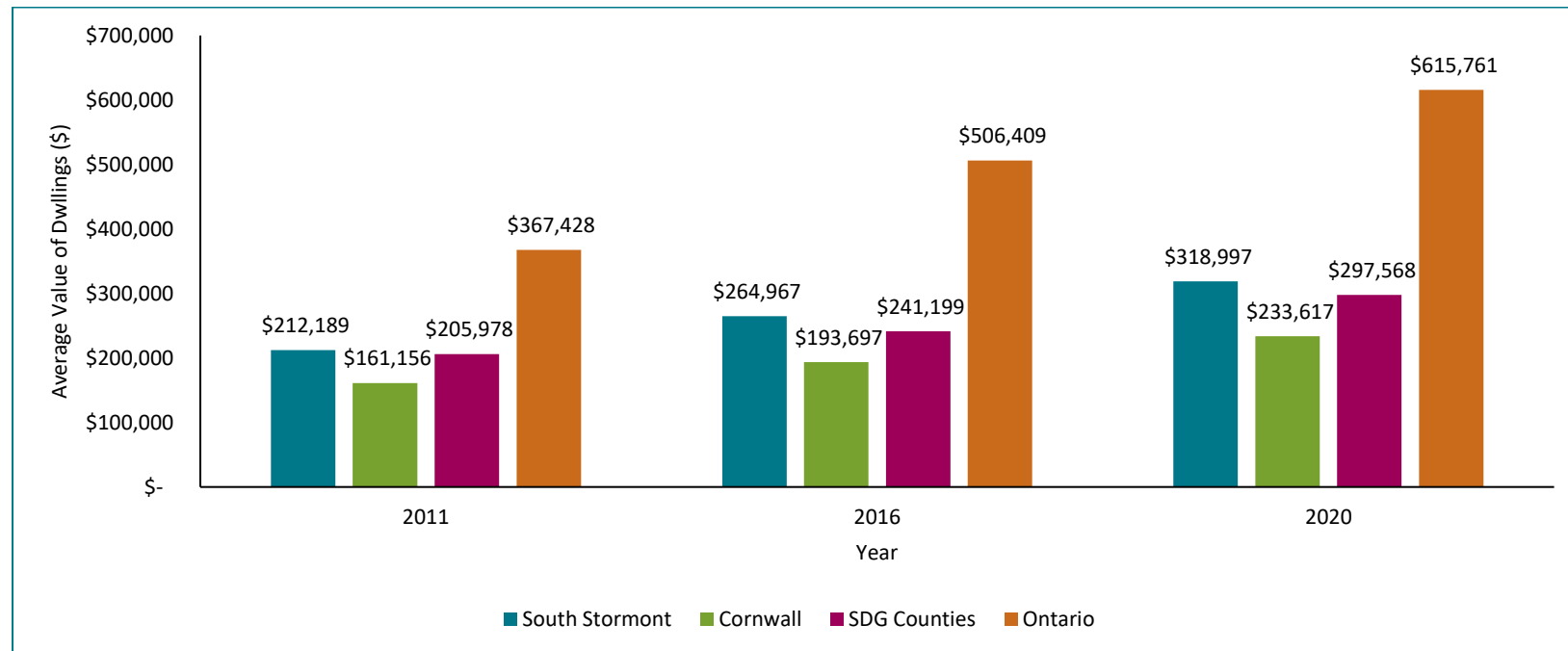


Source: 2020 Manifold Data Mining Inc.



As shown in Figure 6, South Stormont in 2020 had a higher average housing value of \$318,997 compared to Cornwall (\$233,617) and the SDG Counties (\$297,568). However, both South Stormont and the SDG Counties were substantially below the average recorded by the Province at \$615,761. Further, the average housing value in South Stormont increased by 50% across the 2011 to 2020 period and by 44% for the SDG Counties., which is lower than the Provincial rate at 68%. Compared to the Province, both South Stormont and the SDG Counties are highly affordable. The right mix between the affordability of dwellings and appeal is an important factor in the attraction of graduates, young families, and professionals, and growing business and investment.

Figure 6: Average Value of Dwellings (\$), South Stormont, Cornwall, SDG Counties & Ontario, 2011, 2016 & 2020



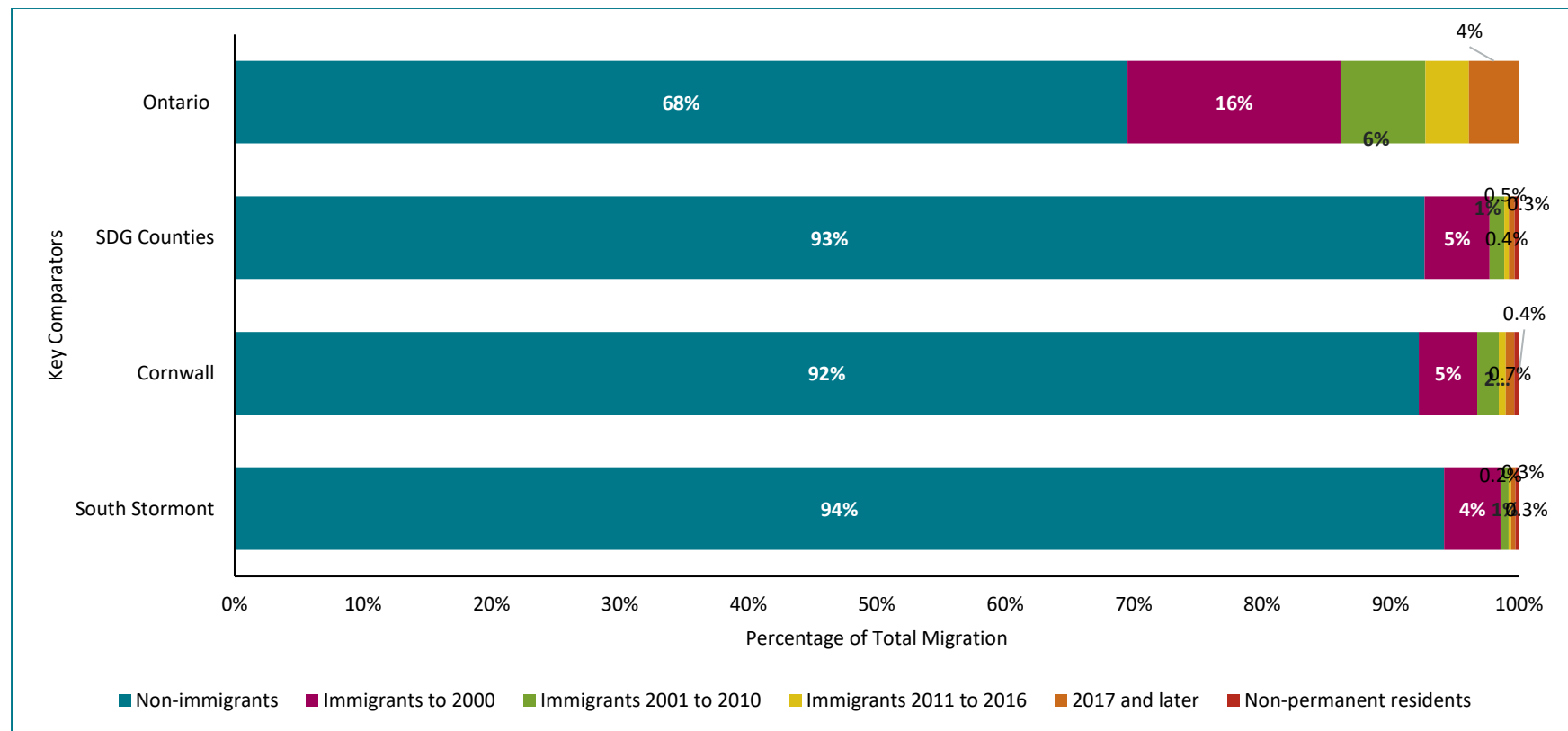
Statistics Canada, 2016 Census of Population. Statistics Canada; 2011 Census of Population. 2020 Manifold Data Mining Inc.



3.1.3 Immigration and Ethnic Diversity

In 2020, South Stormont had higher proportions of non-immigrants at 94% of the total population compared to the Provincial rate of 68% (Figure 7). This is a similar regional trend when compared to Cornwall and the SDG Counties data. Lower immigrant attraction rates are possibly due to the nature of immigrants preferring larger metropolitan areas to settle. The comparatively low proportion of immigration attraction could pose a long-term challenge to South Stormont and the surrounding region when attracting both skilled and unskilled labour.

Figure 7: Migration Levels, South Stormont, Cornwall, SDG Counties and the Province, 2020

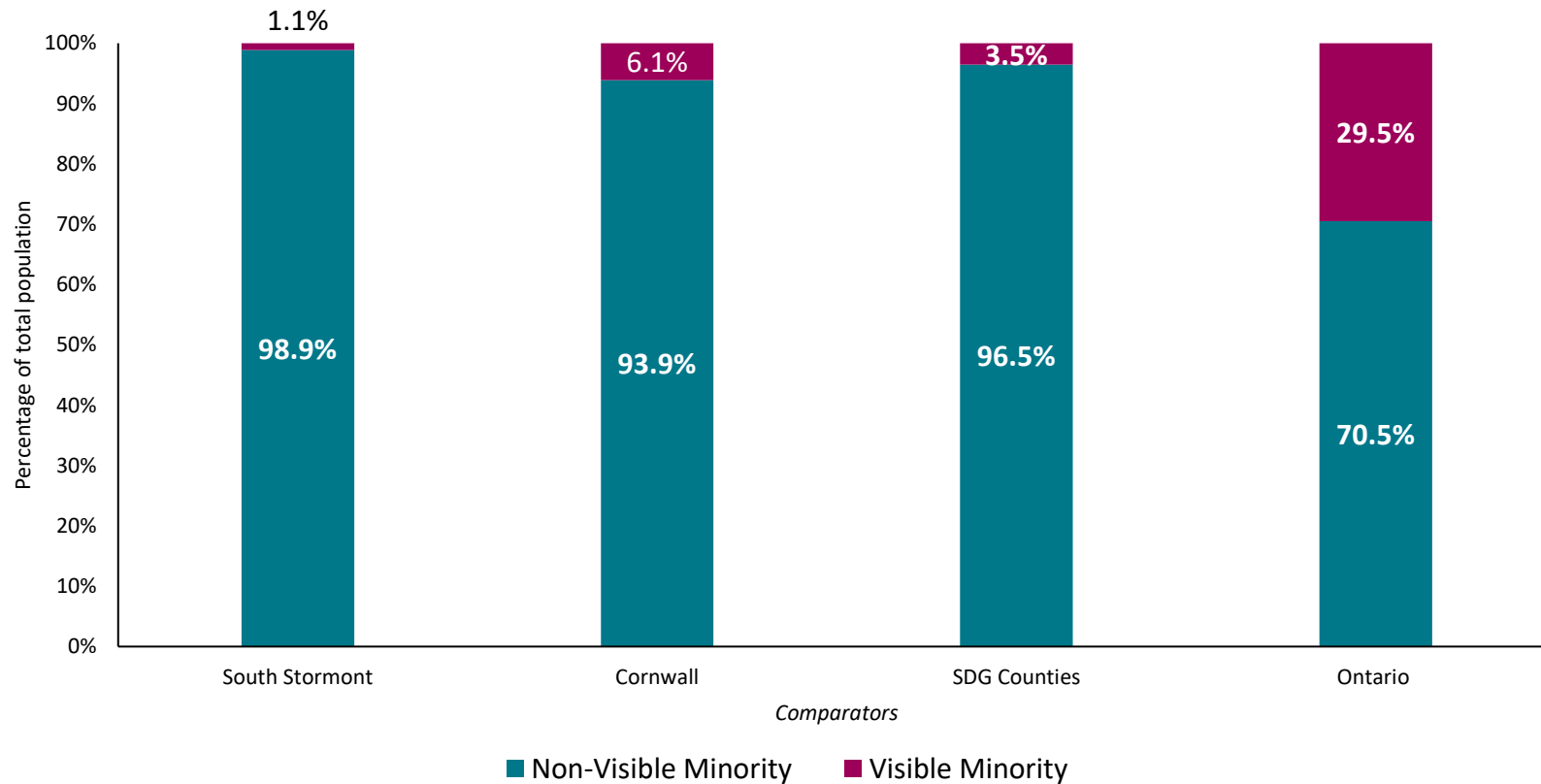


2020 Manifold Data Mining Inc.



Considering the ethnic diversity of South Stormont (Figure 8), it was estimated that the population is comprised of a small visible minority¹ of only 1.1%, with the remaining 98.9% of the population predominantly of European descent. This is lower than Cornwall (6.1%), the United Counties at 3.5%, and the Province at 29.5%, indicating that South Stormont does not have a large visible minority. The largest visible minority present within South Stormont was Korean, which accounted for 43 people or 0.3% of South Stormont's total population.

Figure 8: Visible Minority, South Stormont, and Comparators, 2020



2020 Manifold Data Mining Inc.

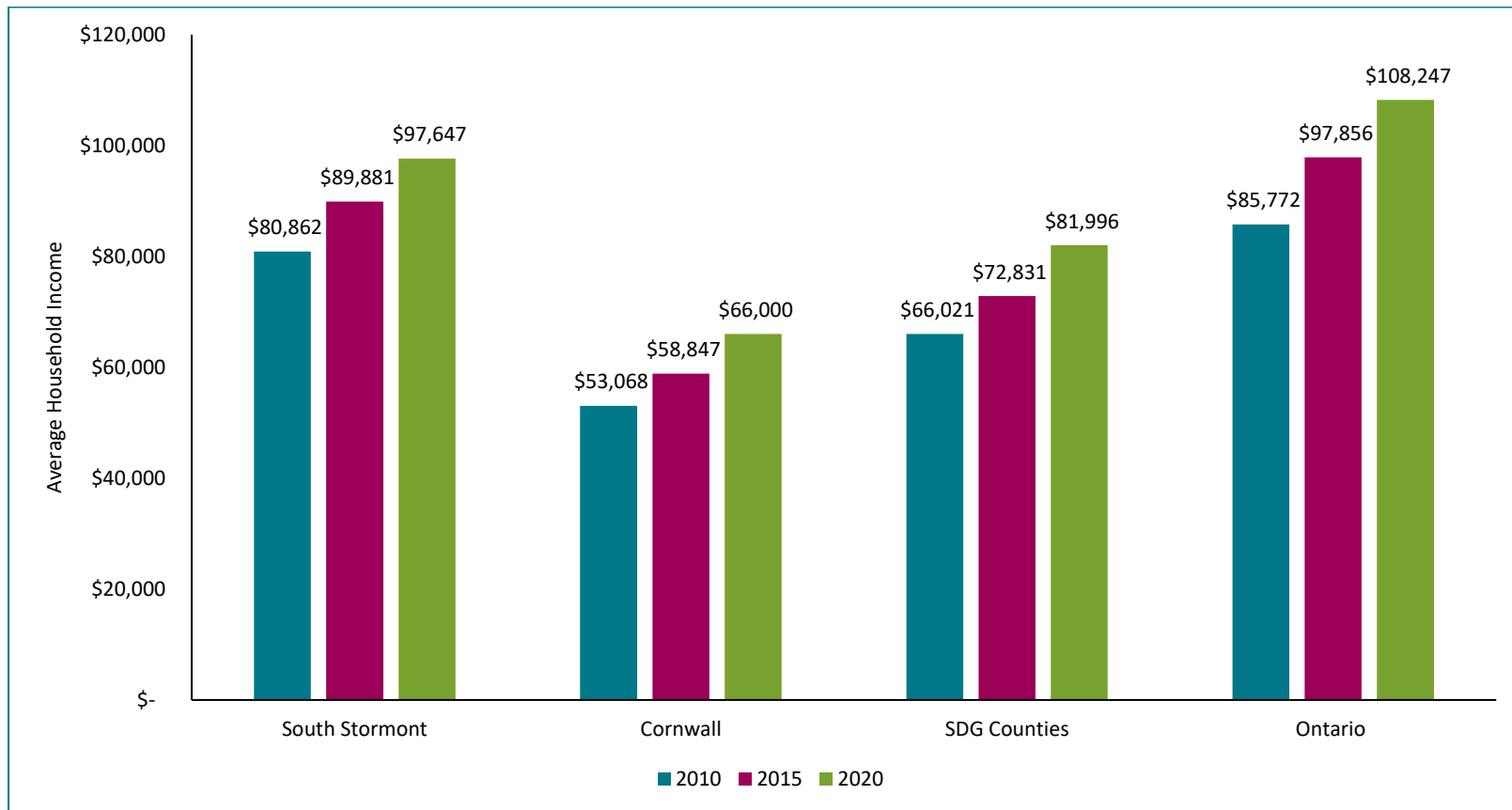
¹ The visible minority refers to whether a person belongs to a visible minority group as defined by the Employment Equity Act. Visible minorities are defined as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour."



3.1.4 Income Levels

In 2020, South Stormont showed an average household income of \$97,647 compared to \$66,000 for Cornwall and the SDG Counties of \$81,996 (Figure 9). South Stormont, Cornwall, and the SDG Counties have a lower average household income in 2020 than the Province, at \$108,247. All three population groups experienced significant average household income increase over the 2010 to 2020 period, with South Stormont and the SDG Counties increasing by 21% and 24%, respectively, slightly below that of the Province at 26%.

Figure 9: Average Household Income (\$), South Stormont, Cornwall, SDG Counties & Province, 2010, 2015, 2020

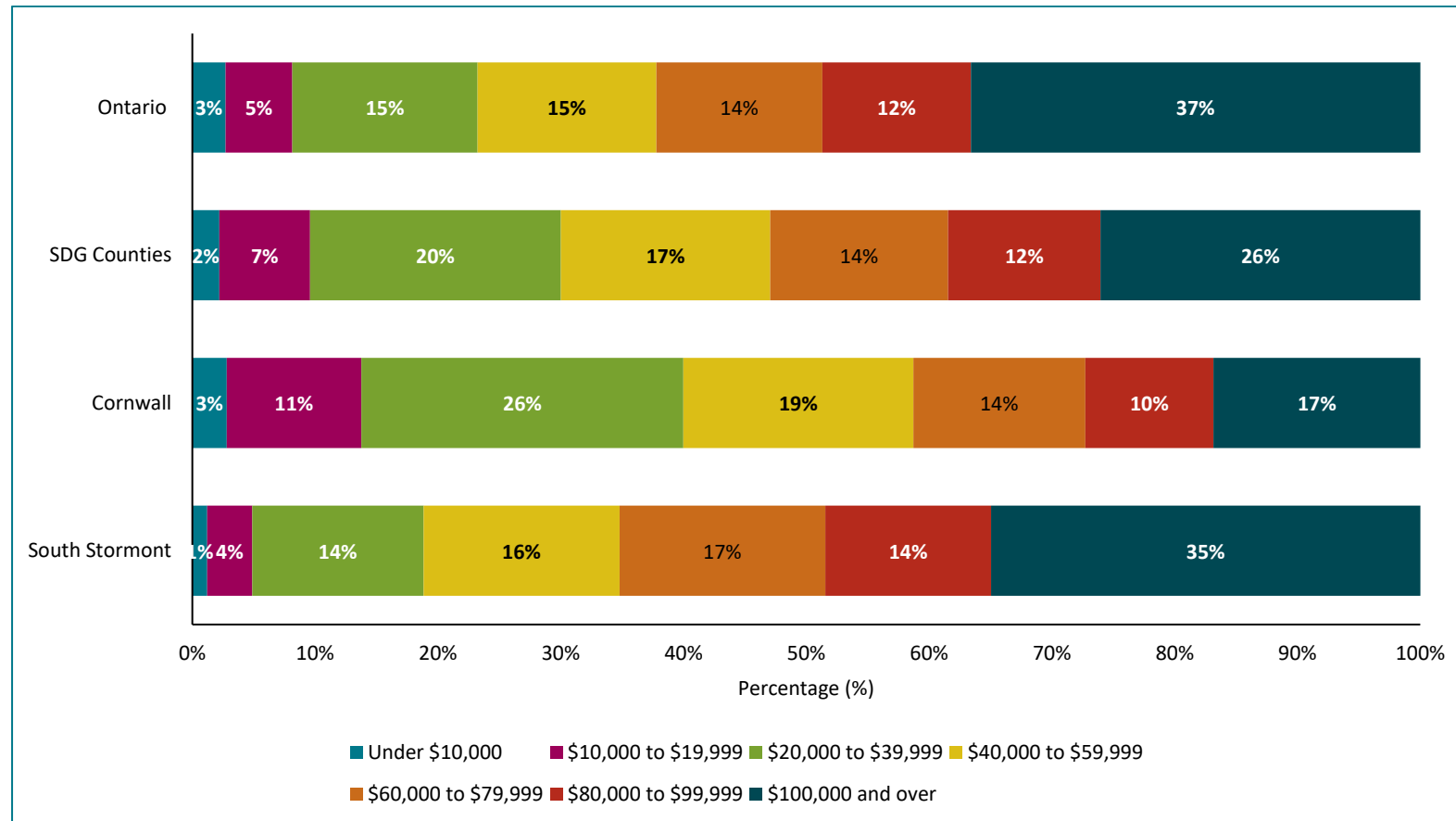


Source: Statistics Canada, 2011 National Household Survey. Statistics Canada, 2016 Census of Population 2020 Manifold Data Mining Inc.



Further analysis of income groups shows that (Figure 10) 35% of South Stormont's households are high-income earners earning over \$100,000, 2% lower than the Province. The high-income earner segment is also the largest household income bracket for South Stormont. On the flip side, 19% of South Stormont households earn \$39,999 or less compared to 40% for Cornwall, 30% for the SDG Counties, and 23% for the Province.

Figure 10: Household Income by Broad Income Groups (\$), South Stormont, Cornwall, SDG Counties & Province, 2020



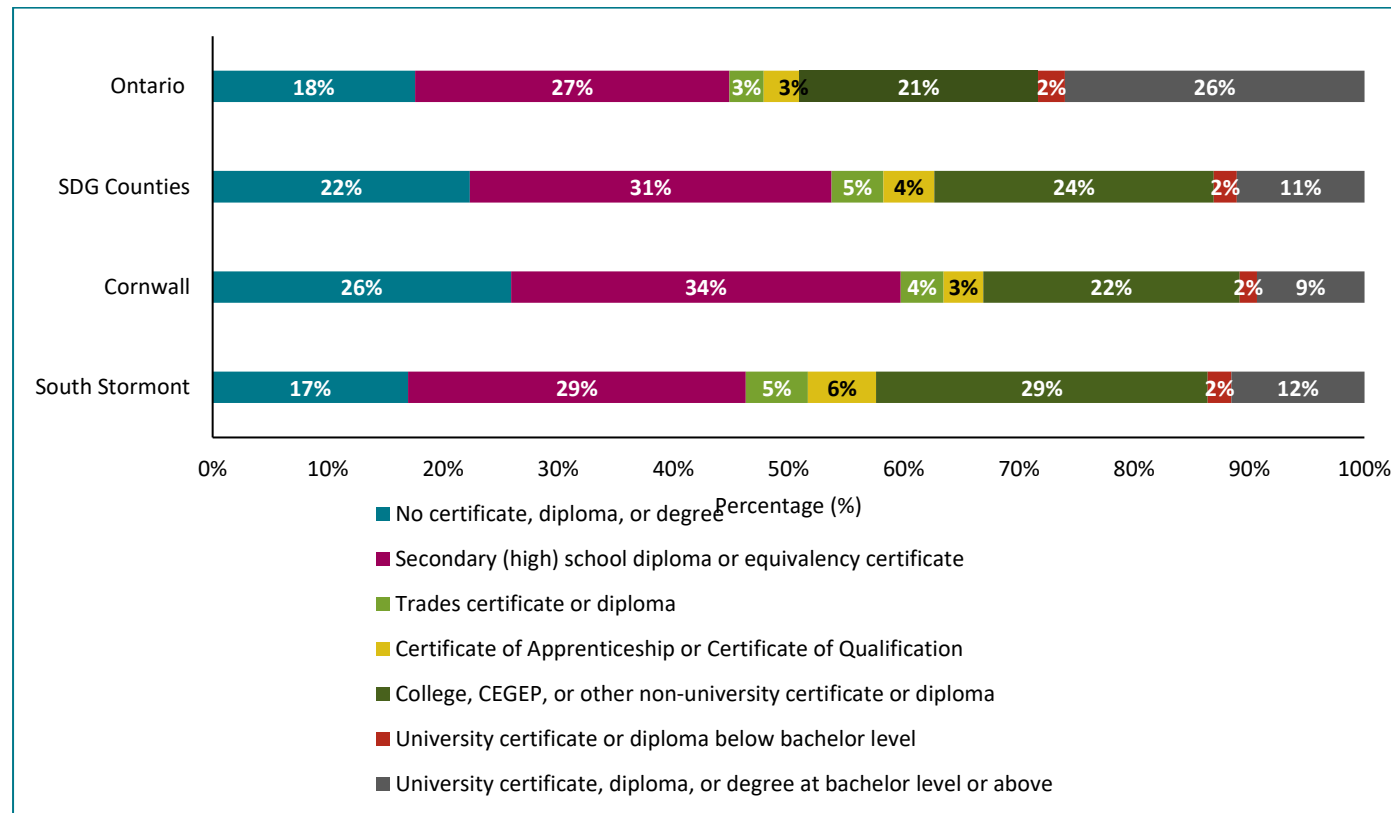
Source: 2020 Manifold Data Mining Inc.



3.1.5 Educational Profile

In 2020, 17% of South Stormont's population aged 15 years and over had no certificate, diploma, or degree compared to 26% for Cornwall, 22% for the SDG Counties, and 18% for the Province (Figure 11). 29% of South Stormont's population had a secondary (high) school diploma or equivalency certificate compared. At 29%, South Stormont had a higher proportion of people with a college, CEGEP, or non-university diplomas compared to all other comparators. Only 12% of people in South Stormont have a university certificate, diploma, or degree at a bachelor level or above, compared to 26% in the Province.

Figure 11: Educational Attainment of Population Aged 15+ Years, South Stormont, SDG Counties and Province, 2020



Source: 2020 Manifold Data Mining Inc.



Table 2 shows the major fields of study for South Stormont's population aged 15 years and older with a postsecondary certificate, diploma, or degree. Similar to provincial trends, the majority of South Stormont's population have an education related to architecture, engineering, and related technologies (14%), followed by business management (10%) and health and related fields (9%). 46% of South Stormont's population reported no post-secondary certificate, diploma, or degree.

Table 2: Major Field of Study of Population Aged 15+ Years, South Stormont & SDG Counties & Province, 2020

Total population aged 15 years and over with post-secondary qualifications by major field of study	South Stormont	% of Total	Cornwall	% of Total	SDG Counties	% of Total	Ontario	% of Total
	12,047	100%	41,430	100%	101,564	100%	12,350,100	100%
No post-secondary certificate, diploma, or degree	5,495	46%	24,479	59%	53,849	53%	5,493,220	44%
Education	482	4%	1,277	3%	3,535	3%	400,431	3%
Visual & performing arts & communications technologies	172	1%	381	1%	1,343	1%	287,330	2%
Humanities	210	2%	799	2%	1,982	2%	410,955	3%
Social and behavioural sciences and law	568	5%	1,790	4%	4,568	4%	902,128	7%
Business, management, and public administration	1,196	10%	3,348	8%	8,492	8%	1,425,010	12%
Physical and life sciences and technologies	139	1.2%	389	1%	1,258	1%	298,926	2%
Mathematics, computer, and information sciences	169	1%	417	1%	1,365	1%	339,050	3%
Architecture, engineering, and related technologies	1,711	14%	3,215	8%	10,415	10%	1,301,790	11%
Agriculture, natural resources, and conservation	194	2%	237	1%	1,994	2%	139,353	1%
Health and related fields	1,100	9%	3,513	8%	8,540	8%	961,796	8%
Personal, protective and transportation services	611	5%	1,585	4%	4,223	4%	387,742	3%
Other fields of study	-	0%	-	0%	-	0%	2,425	0%

Source: 2020 Manifold Data Mining, Inc.



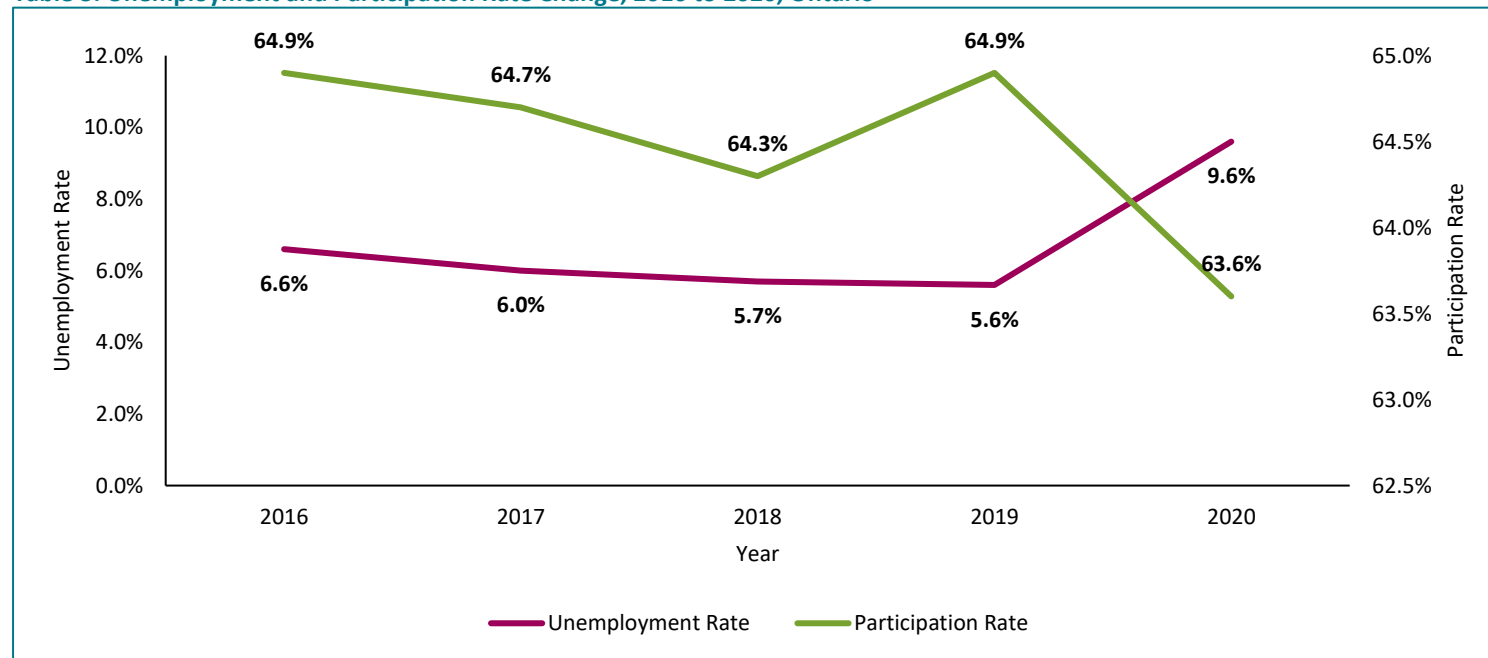
3.2 Labour Force Profile

The labour force profile details the employment and unemployment trends, the labour force by industry and occupation, labour force concentration, and commuting patterns for South Stormont, the SDG Counties, and Province.

3.2.1 Labour Force Status

Table 3 shows the change in unemployment and participation rates for Ontario from 2016 to 2020. Ontario was used as a marker due to the impact of COVID-19 and the difficulty in accessing accurate data at the local community level. As can be seen from the graph, COVID-19 has a major impact on the provincial unemployment rate, going from 5.6% in 2019 to 9.6% for 2020. Similarly, the participation rate went down from 64.9% in 2019 to 63.6% in 2020.

Table 3: Unemployment and Participation Rate Change, 2016 to 2020, Ontario



Source: Statistics Canada 2020, Table: 14-10-0020-01 (formerly CANSIM 282-0004)



3.2.2 Labour Force by Industry

Table 4 shows the percentage of the labour force by industry in South Stormont, Cornwall, the SDG Counties, and Ontario for 2020. The analysis for the Town shows that there are 7,626 people employed and that employment is centered in the following industry sectors:

- Retail trade – 967 people (13% of the total labour force)
- Health care and social assistance – 1,015 people (13% of the total labour force).
- Manufacturing – 848 people (11% of the total labour force)

Table 4: Total labour force population aged 15+ years - North American Industry Classification System (NAICS) 2012

Total labour force population aged 15+ years - North American Industry Classification System (NAICS) 2012	South Stormont	% of total	Cornwall	% of total	SDG Counties	% of total	Ontario	% of total
All industries	7,626	100%	21,104	100%	58,603	100%	7,676,670	100%
11 Agriculture, forestry, fishing, and hunting	203	3%	139	1%	2,781	5%	119,492	2%
21 Mining, quarrying, and oil and gas extraction	41	1%	22	0%	155	0.3%	40,381	1%
22 Utilities	131	2%	115	1%	683	1%	69,413	0.9%
23 Construction	750	10%	1,395	7%	4,981	8%	504,846	7%
31-33 Manufacturing	848	11%	2,071	10%	5,674	10%	748,098	10%
41 Wholesale trade	242	3%	685	3%	2,136	4%	314,393	4%
44-45 Retail trade	967	13%	3,397	16%	7,637	13%	859,617	11%
48-49 Transportation and warehousing	436	6%	1,553	7%	3,690	6%	351,685	5%
51 Information and cultural industries	57	1%	310	1%	759	1%	185,017	2%
52 Finance and insurance	151	2%	599	3%	1,535	3%	456,356	6%
53 Real estate and rental and leasing	78	1%	387	2%	1,079	2%	185,300	2%
54 Professional, scientific, and technical services	287	4%	844	4%	2,444	4%	655,822	9%
55 Management of companies and enterprises	-	0.0%	28	0%	55	0.1%	17,527	0.2%
56 Admin & support, waste management, remediation	262	3%	1,167	6%	2,607	4%	355,919	5%
61 Educational services	630	8%	1,329	6%	3,809	6%	609,797	8%
62 Health care and social assistance	1,015	13%	3,144	15%	7,845	13%	831,093	11%
71 Arts, entertainment, and recreation	106	1%	332	2%	1,039	2%	156,890	2%
72 Accommodation and food services	405	5%	1,491	7%	3,078	5%	427,519	6%
81 Other services (except public administration)	389	5%	880	4%	2,572	4%	315,647	4%
91 Public administration	628	8%	1,217	6%	4,042	7%	471,862	6%

Source: 2020 Manifold Data Mining Inc. Note: Green represents top three industries and red bottom three industries as a % of the total.



Labour force in South Stormont has been increasing over the years (Table 5); the municipality witnessed an 11.1% (an increase of 761 people) from 2016 to 2020. The educational services sector shows the highest net growth in the labour force; a net increase of 90 people (17%), followed by manufacturing at 88 people (12%). For the SDG Counties, labour force saw a net increase of 4,578 people or 8.5%.

Table 5: Labour Force by Industry (%), South Stormont and SDG Counties, 2016 & 2020

Labour force population aged 15+ years by industry (NAICS)	South Stormont				SDG Counties			
	Year		Labour Force Change		Year		Labour Force Change	
			2016-2018				2016-2018	
	2016	2020	Net Change	% Change	2016	2020	Net Change	% Change
All industries	6,865	7,626	761	11.1%	54,025	58,603	4,578	8.5%
Agriculture; forestry; fishing and hunting	175	203	28	16%	2,610	2,781	171	7%
Mining; quarrying; and oil and gas extraction	25	41	16	64.0%	85	155	70	82%
Utilities	65	131	66	102%	455	683	228	50%
Construction	705	750	45	6%	4,815	4,981	166	3%
Manufacturing	760	848	88	12%	5,295	5,674	379	7%
Wholesale trade	185	242	57	31%	1,900	2,136	236	12%
Retail trade	890	967	77	9%	7,115	7,637	522	7%
Transportation and warehousing	415	436	21	5%	3,645	3,690	45	1%
Information and cultural industries	55	57	2	4%	615	759	144	23%
Finance and insurance	120	151	31	26%	1,190	1,535	345	29%
Real estate and rental and leasing	75	78	3	4%	745	1,079	334	45%
Professional; scientific and technical services	245	287	42	17%	1,995	2,444	449	23%
Management of companies and enterprises	0	0	0	#DIV/0!	35	55	20	57%
Admin & support, waste mgmt. & remediation services	235	262	27	11%	2,510	2,607	97	4%
Educational services	540	630	90	17%	3,395	3,809	414	12%
Health care and social assistance	930	1,015	85	9%	7,185	7,845	660	9%
Arts; entertainment and recreation	105	106	1	1%	940	1,039	99	11%
Accommodation and food services	435	405	-30	-7%	3,425	3,078	-347	-10%
Other services (except public administration)	355	389	34	10%	2,385	2,572	187	8%
Public administration	555	628	73	13%	3,680	4,042	362	10%

Source: Statistics Canada, 2016 Census of Population 2020 Manifold Data Mining Inc. Note: Green indicates top 3 sectors that experienced the greatest % change over the time period, with red indicating the top 3 declines.



3.2.3 Commuting Patterns

990 residents work in the Town. Most of these residents perform jobs in South Stormont's manufacturing sector (230 people), followed by the retail trade sector (130 people). Approximately 4305 South Stormont residents work outside of the Town (See Figure below, Column A). Residents travel to communities outside the Town to work primarily in the health care and social assistance sector (745 people), retail trade sector (395 people), and manufacturing sector (465 people). South Stormont attracts approximately 1415 people from outside communities (Figure below, Column B). Manufacturing (420 people), construction (125 people), and health care and social assistance (135 people) are the top three sectors that attract the greatest number of people. Considering the net flow of labour, South Stormont is a net exporter of workers. The Town has a net export of 2,890 workers. The industries that import the most workers from other communities include retail trade (-620 people), health care and social assistance (-600 people), and public administration (-340 people).

Figure 12: Net Export (-)/Net Import (+) of Labour by Industry, South Stormont, 2016

Industry	Resident working IN South Stormont	South Stormont resident 'working outside' South Stormont (A)	Non-residents 'working in' South Stormont (B)	B-A = Net Import (+)/Net Export (-)
Total - Industry - North American Industry Classification System (NAICS) 2012	990	4,305	1,415	-2,890
11 Agriculture, forestry, fishing, and hunting	15	40	15	-25
21 Mining, quarrying, and oil and gas extraction	0	10	0	-10
22 Utilities	0	50	10	-40
23 Construction	110	160	125	-35
31-33 Manufacturing	230	465	420	-45
41 Wholesale trade	15	85	80	-5
44-45 Retail trade	130	695	75	-620
48-49 Transportation and warehousing	25	255	90	-165
51 Information and cultural industries	0	25	0	-25
52 Finance and insurance	10	100	10	-90
53 Real estate and rental and leasing	10	40	20	-20
54 Professional, scientific and technical services	20	130	45	-85
55 Management of companies and enterprises	0	0	0	-
56 Administrative and support, waste management, and remediation services	30	110	30	-80
61 Educational services	85	425	125	-300
62 Health care and social assistance	85	735	135	-600
71 Arts, entertainment and recreation	20	75	20	-55
72 Accommodation and food services	85	310	95	-215
81 Other services (except public administration)	40	185	20	-165
91 Public administration	75	425	85	-340

Source: Statistics Canada, 2016 Census of Population.



The majority of South Stormont residents commute to work in Cornwall (65% of the commuting workforce), followed by Ottawa (8% of the commuting workforce) and the South Dundas (4% of the commuting workforce).

Figure 13: Top 5 Places of Work for Residents of South Stormont, 2016

Communities	Number of Residents	% of the total
Commuting Workforce	4,305	100%
Cornwall	2,790	65%
Ottawa	360	8%
South Dundas	315	7%
North Stormont	170	4%
South Glengarry	140	3%

Source: Statistics Canada, 2016 Census of Population.

A large portion of the non-residents who work in South Stormont is from Cornwall (45% of total), South Glengarry (12%), and The Nation (10%).

Figure 14: Place of Residence for Workers who Commute to South Stormont to Work, 2016

Communities	Number of Residents	% of the total
Commuting Workforce	1,415	100%
Cornwall	630	45%
South Glengarry	170	12%
The Nation	145	10%
South Dundas	125	9%
North Stormont	125	9%

Source: Statistics Canada, 2016 Census of Population.



3.3 Business Environment and Structure



A business characteristics assessment was completed to understand the number and type of businesses in South Stormont and the key comparators using the Canadian Business Counts. Specifically, businesses in the region were profiled by total employee number, size of business establishments by employees, and businesses by industry.

Key Business Characteristics

As of December 2020, approximately 900 businesses by industry were registered in South Stormont. These include businesses classified by industry (827) and those unclassified (73 businesses).



Table 6 shows the total businesses in South Stormont alongside a breakdown of businesses without employees and with employees. Of the 827 businesses classified by industry, the greatest number of businesses are found in the construction sector (138 businesses or 17% of total), real estate and rental and leasing (134 businesses or 16% of total), and agriculture, forestry, fishing and hunting (87 businesses or 11% of total). Approximately 564 businesses (68%) in South Stormont are sole proprietors (without employees). Of the other 263 businesses with employees, 201 employ less than ten people (76%), meaning there is a concentration of small businesses within South Stormont.



Table 6: South Stormont Business Counts

Industry	Total	% of Total	Without employees	Total, with employees	1-4	5-9	10-19	20-49	50-99	100-199	200-499	500 +
Total	900	n/a	624	276	166	48	29	25	4	2	2	0
Unclassified	73	n/a	60	13	12	1	0	0	0	0	0	0
Sub-total, classified	827	100%	564	263	154	47	29	25	4	2	2	0
Agriculture, forestry, fishing and hunting	87	11%	71	16	15	0	0	1	0	0	0	0
Mining and oil and gas extraction	1	0%	0	1	0	1	0	0	0	0	0	0
Utilities	1	0%	1	0	0	0	0	0	0	0	0	0
Construction	138	17%	73	65	35	18	7	3	1	0	1	0
Manufacturing	25	3%	9	16	3	4	3	4	1	0	1	0
Wholesale trade	21	3%	12	9	7	0	0	2	0	0	0	0
Retail trade	53	6%	20	33	14	6	8	5	0	0	0	0
Transportation and warehousing	40	5%	24	16	8	2	2	3	1	0	0	0
Information and cultural industries	2	0%	2	0	0	0	0	0	0	0	0	0
Finance and insurance	41	5%	33	8	8	0	0	0	0	0	0	0
Real estate and rental and leasing	134	16%	124	10	8	1	1	0	0	0	0	0
Professional, scientific & technical services	86	10%	64	22	19	2	1	0	0	0	0	0
Management of companies and enterprises	2	0%	2	0	0	0	0	0	0	0	0	0
Admin & support, waste mgt & remediation	42	5%	30	12	7	2	2	1	0	0	0	0
Educational services	4	0%	4	0	0	0	0	0	0	0	0	0
Health care and social assistance	39	5%	28	11	7	0	1	1	1	1	0	0
Arts, entertainment and recreation	13	2%	12	1	0	0	0	1	0	0	0	0
Accommodation and food services	25	3%	9	16	5	7	1	3	0	0	0	0
Other services (except public administration)	72	9%	46	26	18	4	3	1	0	0	0	0
Public administration	1	0%	0	1	0	0	0	0	0	1	0	0

Source: Canadian Business Counts, December 2020



Business Concentration

Notes on Data

Statistics Canada's Canadian Business Counts Data provides a record of business establishments by industry and size. This data is collected from the Canada Revenue Agency (CRA). The business data collected for the South Stormont include all local businesses that meet at least one of the three following criteria:

- Have an employee workforce for which they submit payroll remittances to CRA; or
- Have a minimum of \$30,000 in annual sales revenue; or
- Are incorporated under a federal or provincial act and have filed a federal corporate income tax form within the past three years.

Summary

A business characteristics assessment was completed to study the number and type of businesses in South Stormont. Specifically, these businesses were profiled by total employee numbers, size of business establishments by employees, and businesses by industry. As can be seen in the figure below, construction was identified as a sector of comparative strength with a Location Quotient (LQ) of 1.71 (138 businesses or 17% of total). Agriculture, forestry, fishing, and hunting were also comparatively strong when compared with the province, with an LQ of 3.19.

Notable sectors which ranked as being on par with the province included manufacturing (LQ of 1.21), retail trade (LQ of 1.00), Real estate and rental and leasing (LQ of 0.77), and professional, scientific, and technical services (LQ of 0.75). These sectors could represent opportunities areas for development.

Sectors of comparative weakness included transportation and warehousing (LQ of 0.66), information and cultural industries (LQ of 0.16), educational services (LQ of 0.40), and health care and social assistance (LQ of 0.66). These sectors have comparatively fewer businesses than the provincial average and could be strengthened via investment incentives or population growth.



Figure 15: Business Characteristics Assessment South Stormont

Sector	Location Quotient	Industry Concentration	% of total businesses	No. of businesses
Agriculture, forestry, fishing, and hunting	3.19	Strong	11%	87
Mining, quarrying, and oil and gas extraction	1.01	On Par	0.1%	1
Utilities	0.59	Weak	0.1%	1
Construction	1.71	Strong	17%	138
Manufacturing	1.21	On Par	3%	25
Wholesale trade	0.93	On Par	3%	21
Retail trade	1.00	On Par	6%	53
Transportation and warehousing	0.66	Weak	5%	40
Information and cultural industries	0.16	Weak	0.2%	2
Finance and insurance	0.79	On Par	5%	41
Real estate and rental and leasing	0.77	On Par	16%	134
Professional, scientific and technical services	0.75	On Par	10%	86
Management of companies and enterprises	0.23	Weak	0.2%	2
Admin & support, waste management & remediation services	1.26	Strong	5%	42
Educational services	0.40	Weak	0.5%	4
Health care and social assistance	0.66	Weak	5%	39
Arts, entertainment and recreation	0.91	On Par	2%	13
Accommodation and food services	0.98	On Par	3%	25
Other services (except public administration)	1.33	Strong	9%	72
Public administration	1.25	Strong	0.1%	1

Source: Canadian Business Counts, December 2020



4. SOARR Assessment

Strengths

- Location near cities
- Hwy 401 / rail
- Waterfront
 - Need to leverage SLPC relationship to push this development. It is in the works currently but can't let it stall.
- Rural lifestyle
- Low tax rates
- Influx of new residents & new money

Opportunities

- Investment & business growth
- More local jobs
- Residential growth
- Regular regulation and zoning updates that adapt to growing population base.
- Land development
 - There was an RFP released 8-10 years ago to develop lands along highway two into a shopping centre / other shops, but it was stopped by the municipality. This project or something similar needs to be introduced.
- Agri-tourism development

Aspirations

- Waterfront amenities
- Increased population
 - It must be sustainable and controlled. Bring the benefits of people without overcrowding or reducing quality of municipal services.
- More doctors
- Youth retention
- Hub for agri-tourism
- Small town feel, big-city resources



Risks

- Limited development capacity
- Not adapting regulations and zoning laws to meet local demand needs.
- Missing out on all the benefits of population growth (e.g., residents are going out of the community to shop and eat).
- Lack of Township resources
- Sacrifice quality of life

Results

- Increased assessment
- Revitalized and developed waterfront.
- Land development
- Strong municipal services that have not degraded in quality.
- Shopping centre locally.
- Satisfied residents
- Projects on time/budget
- More tourism



5. Consultation Summary

The engagement phase of the project included 12 Council and Management Interviews, 33 participants in the Frontline Staff Workshop and Survey, 15 Key Informant Interviews, and 308 participants in the Resident and Business Survey (274 residents and 34 businesses). See summary of themes in Table 7.

5.1 Summary of Engagement Themes

Table 7: Summary of Engagement Themes

Theme	Council & Managers	Frontline Staff	Businesses	Residents	Key Informants
Access to Cultural Activities (theatre, music, arts)				X	
Access to Doctors, Medical, Mental Health Services		X		X	
Added Recreation Opportunities	X	X		X	X
Assistance from Provincial and Federal Government	X				
Availability of Adequate Housing	X			X	X
Availability of Amenities (restaurants, retails)	X			X	X
Availability of Skilled Labour			X		
Availability of Unskilled Labour			X		
Community Unity Concerns (Division, Polarization)	X	X			
Corporate Capacity (human resources, technology)	X	X			X
Customer Service (high expectations, ability to deliver)		X			X
Environmental Conservation	X			X	X
Funding Business & Property Improvement			X		X
Growth Concerns		X			X
Improved Broadband Internet		X	X	X	X
Improved Development / Building Permit Process			X		X
Improvements to Water / Wastewater Infrastructure	X				X
Intermunicipal Cooperation and Collaboration	X				X
Job Opportunities				X	X
Local Identity and Culture	X				X
Public Engagement and Municipal Transparency	X	X	X	X	X
Public Transit				X	X
Review Taxes, Assessment, Charges	X				
Supports for Business (economic development)	X		X		X
Waterfront Access / Development	X	X		X	X



5.2 Council / Senior Management Interviews

All members of Council and Senior Management participated in the personal telephone interviews conducted between January 22 and February 1, 2021. The first set of questions were asked of all participants, followed by a set of questions only for Council and a set only for Senior Management.

5.2.1 What inspires you about South Stormont?

- **Beauty** – right on St Lawrence, lots of waterfront, parkway, lots of islands
 - Possibilities, opportunities, natural environment - take it for granted.
 - Unique history – new communities built when old villages were flooded to create the St Lawrence Seaway
- **Friendly, safe place**
 - Good place to raise a family, friendly citizens, small-town mentality, everyone helps
 - People like to reside here – quality of life, great volunteers, affordable
- **Growth Potential**
 - 1 hour from Montreal, Ottawa, Lake Placid, Kingston
 - Industry knocking on door, residential development increasing
 - We think big, Employees delivery quality services and do best possible job

5.2.2 What critical issues are top of mind when you think about South Stormont? What keeps you up at night?

- **Unsustainable low tax rates**
 - Low taxes critically underfund what needs to be done – things need to be done right, not half-assed
 - Influx of residents from Ottawa, Toronto, Montreal – expectations of municipal services – accustomed to more.
- **Organizational Catch-Up**
 - Financial administration/management perspective
 - Asset management plan must meet legislative standards to ensure we are eligible for funding
 - Succession planning needs of the organization – over 33% of the workforce that is capable of retiring, 4 of 7 senior management over 55
 - Province downloading and red tape– they seem to have doubled it
- **Crumbling or Lack of Infrastructure**
 - Increasing proposals and demands from developers coming into the municipality
 - Residential growth, Ingleside wastewater at capacity, fire hall replacement



- Much of the infrastructure is aging and was built during the widening of the St. Lawrence seaway
- Rural broadband is needed, especially in northern part of community: affects residents, businesses, youth (distance learning), farmers
- Need more waterfront development
- **Polarization of Society**
 - Clash between wanting to keep a small-town feel and moving toward the requirements of a big town
 - Constituents want more services but don't want you to raise taxes
 - Also, explaining to newcomers why they received a Drainage Act bill is difficult.
 - Customer service standards - Younger population change
- **Shortage of other amenities**
 - Short of doctors – critical downside to our community
 - Schools closures, transportation is very far – kids can't participate in extracurricular activities

5.2.3 What key services or activities are needed to respond to these issues? What services are needed to respond to future growth?

- **Resources to implement plans**
 - More staff are needed – projects get behind, grants need to be applied for
 - “We start off with the greatest of plans at budget time, but we don't have the people to do the work – it doesn't reflect well on us.”
 - Some senior staff are approaching end of career; need the talent to replace them
 - Systems and software needed to set us up for better decisions, less reactionary
 - Financial systems associated with the Township need to be addressed
 - 10-year capital forecast needs to be developed
 - More reserves should be put aside to plan for/fund expected future projects
 - Days of stamping mail as received, and giving yourself 3 days to respond are gone
- **Be Proactive**
 - Need a longer-term plan to grow and build, opportunity to think outside the box
 - Need Development Charges to address growth we're seeing
 - Council has completed service delivery review, aware of changes recommended
 - Firehall plan could be more efficient by strategically placing new firehalls
- **Upgrade infrastructure**
 - Implement Asset Management Plan



- Ingleside is being addressed through plans and detailed design work
- Also need to upgrade sewage plant in Long Sault
- More activity down at waterfront –band shell, dog park, beautify
- **Keep community engaged**
 - Enhance online ability to offer customer service – the way of the future – offer in a better format; encourage two-way communication
 - Teamwork – having a staff and Council that works together – betterment of community

5.2.4 Thinking ahead 10 years, what three words describe what South Stormont looks like to you?

- **Thriving**
 - Prosperous / Self sustaining / Opportunity / Growth / Strong / Vibrant
- **Welcoming**
 - Scenic/Beautiful / Accepting / Safe / Maintain Rural Image: warm and fuzzy, do a better job in things like diversity, accessibility – and that’s not necessary the municipalities’ responsibility
- **Prepared**
 - Innovative / Progressive / Efficient / Well-integrated / Capable/ Adaptable: financial systems and capabilities are well integrated, meet the needs and demands, attractive to business, digital tools, plug-in posts for your car, go environmental, programs for supporting developments in tree planting, etc., IT and environment; have the staff, training, and expertise to deal with the growing and changing community

5.2.5 How must quality of life be considered during the strategic planning process?

- **Resident / Talent Attraction:** Quality of Life is #1, very important, needs to be considered significantly for:
 - Attraction/retention of youth/young professionals
 - Attraction/retention of doctors
 - New reality of remote work, important factor in where individuals/families locate
- **Waterfront plan very important**
 - Can drive tourism
 - Excellent location for recreation/cultural festivities
 - Provides diversity/environment – community gardens, trails – they don’t have to be costly
- **Parks & Rec master plan important**
 - Leisure centres and amenities for families



- Need to do more than take soccer registrations and run Zumba lessons; move beyond expensive sports like hockey

- **Local Culture**

- Cultural programs – don't lose the history of the area – a group has been promoting the "Lost Villages" history for years, we're losing that – these people are old
- Community safety is important as well
- Current residents support shopping local – support businesses

5.2.6 Considering the community's anticipated economic growth, what is needed to ensure a positive business climate for South Stormont?

- **Staff needed to do the work**

- Need staff in place to get the work done; too much money in surpluses because projects are not completed

- **Continually maintain and upgrade our infrastructure**

- Treatment plants are now 15-25 years old – require significant investments
- Underground infrastructure was built at the same time (when Seaway opened) – expected 75-year life – they are 60 years old – there will be some substantive investments
- Ingleside needs capacity – high on our list; should look at a single treatment plant to service the municipality
- Broadband Internet - Biggest challenge is broadband internet coverage
- Forward-looking plan for fire-department is needed to ensure they are anticipating needs of the growing community

- **Support business**

- Prioritize Ec Dev as a staff position; right now, it is mixed with communications - there are a % of business community have no contact with municipality whatsoever. Not sure if there is much of a business relationship to the North.
- Advertise the developable land more aggressively
- Our Building Dept is much better, and they are so great to deal with
- Chamber of commerce needs to get more organized and effective, should be advocating for business
- Maintain flexible policies - Have policies and procedures in place, don't over-regulate, take questions seriously, give a reasonable response in reasonable amount of time - Can we do a better job internally, yes?

- **Review taxes, assessment, charges**



- Taxes shouldn't be an issue – have one of the lowest tax rates - Some argue for maintaining the competitive tax rates; others believe they should leverage some additional taxes to fund upcoming projects while heavily communicating the use of these funds
- Impact of assessment changes, MPAC arbitrarily raises assessment
- Institute development charges to fund infrastructure/services while keeping taxes low
- **Maintain the rural charm of the area while developing and growing**
 - If we get good uptake on our land – that may lead to shortage of housing and people to fill the jobs; concern of rising in housing prices

5.2.7 Considering the three levels of government, what initiatives are having the most positive impact on South Stormont?

- **Regionally: What is having the most impact? What should have the most impact?**
 - **Need more innovation at County level** - Looking at staff assistance – part-time, Counties get one part-time, share staff - Support staff: HR has presented a challenge for all of us – Counties could be a leader
 - i. Shared tourism initiatives
 - ii. There's talk about regional cooperation on fire services, but everyone has different equipment
 - iii. Low availability of broadband
 - iv. Cooperative purchasing/bulk buying for better price
 - **Some collaborations exist** – waste management, possible shared services task force (floated it at a Dec meeting and got nowhere) – spirit of collaboration is not necessarily very healthy. Are the Counties a support for municipalities? Not really. Not a huge desire for collaboration.
 - i. Counties – great working relationship - Counties are doing a good job of making it easier for developers: entrance permits, ditching
 - ii. Some of the Departmental groups meet on a regular basis across Townships. Well received.
 - iii. SDG / Eastern ON – potential there for shared services. We have minimal shared services now.
 - iv. Plowing roads – work on each other's roads
 - v. Policing and paramedics – wonderful
 - vi. Planning – County has a consultant, TSS has a Director and a Planner
 - vii. County deals with OP and severances
 - viii. Need to try to be consistent with our environmental practices, green space (significant forestry loss in last generation)



- ix. IT – County has tried IT support, TSS has stepped away except GIS and Roads, rest is in-house -found ourselves in a he-said, she-said scenario - Part of shared benefit program with County – would make sense to stay there
- **Provincially: What is having the most impact? What should have the most impact?**
 - **Financial assistance needed**
 - i. Infrastructure funding and grants
 - ii. Meetings with Ministers at ROMA – lobbying – some of them are good. There’s a willingness on the part of Provincial Ministers to listen – not always anything comes out of it
 - iii. Trying to get 138 Hwy improvements
 - **Downloading not welcome**
 - i. Paperwork and processes, environmental regs, more so now than ever
 - ii. Reporting and enforcement burdens for pandemic are not reasonable.
 - iii. Fire training has been downgraded from the province to the regions, placing more burden on municipalities for training
 - **Red tape reduction**
 - iv. Not working – just received 4 documents, all related to template data collection systems for Emergency Management Systems related to Covid
 - v. Constant needs related to grant reporting, FIRs are a nightmare – include a couple of extra scheduled for grants – too much – auditors have already reviewed it – spend hours doing grant
 - vi. Proposed changes to Conservation Authorities – backing off, set up a task force
- **Federally: What is having the most impact? What should have the most impact?**
 - **Infrastructure Funding** - for Ingleside Wastewater Treatment plant, it is very important.
 - **Employment grants** - convoluted and weird, things change part way through the program - Immensely grateful for money they give us – but not very suited for needs in eastern Ontario, effort on that part would be good
 - Otherwise, not a lot of interaction with Feds

5.2.8 What are the Township’s most significant opportunities?

- **Proposal coming forward for 700 acres north of Long Sault**
 - Logistics and distribution is a good opportunity for the area, with access to roads and lots of developable lands
 - Land available / Access to transportation: 401, rail
- **Expanding our industrial area - Newcomers businesses or residential**
 - Development of small business – real opportunity in light of development that is coming -- housing, tradespeople for maintenance – the spinoff will be as good



- Just lost a local highschool here – with new development, perhaps residential will boom enough to revisit schools
- **Railway is a big draw – hoping we can put a station in one of the communities**
- **Waterfront development plan – partnership with the St Lawrence Parks Commission**
 - Could attract a lot of new residents and tourists - good direction for recreation, boating, canoeing, parklands
 - Parks and Rec Master Plan
- Need more inspired volunteers – but not more volunteer committees
- Better communication by staff to Council

5.2.9 What specific outcomes are you seeking from the Community Strategic Plan? How do you think this exercise will prepare the Township for growth?

- **Vision** - Assist Council in seeing a bigger picture, look beyond pavement and sidewalks - Makes us decide how we want our community to be
 - Something creative for this community – we are based in history - Don't go too outside the box, but want something that shakes us up
 - Want something aspirational – something to build towards; need that Vision piece – what do we look like, what do we aspire to be - Point us in the direction of the tools we need to do that
 - What are the fundamentals needs to get us there - Then we can pick and choose – help prioritize - Clear picture of how to get there
 - For the community – more technology – accessible opportunities, forward-thinking
 - Looking for good guidelines and goals for growth
- **Not Operational** - Don't want to be operational - Previous Strategy – whole list of tasks
 - Must not repeat the last strategy, which said, “we're going to be innovative, but we're not going to change.”
- **Budgeting and Accountability**
 - Set out accountability metrics
 - Strat plan will be helpful in guiding the upcoming 5-year budget
 - Sufficient community engagement/involvement in the process
 - Help us deal with good succession planning
- Make everybody happy with the way things are going

5.2.10 What, if any, resource constraints do you feel are needed to support the Township's ability or capacity to implement the strategy?



- **Human resources** - more staff are needed – can afford to hire 4 without increasing taxes; justification required for Council decision
 - Develop young people as a source of human resources – we need that young energy
 - Generational changes – some Council and staff are not ready to accept change
- **Financial constraints and tools** - software needed to intertwine departments, be complementary to one another
 - Funding opportunities need to be leveraged as much as possible
- **Peoples' expectations and responses** - when services are cut, got inundated on social media about people's rights being taken away. "Trumpism": Whatever happened to citizenship?

5.2.11 **Council only:** What are the common messages you hear from constituents?

- No complaints
- Lots of people moving back to the area – so much growth
 - Some new residents are not as friendly as existing residents would like them to be – locals need to make the first move
- Locals tend not to want their taxes to increase - Some things are not an option: garbage, EMS, policing, and the price is going up every year
- Aging infrastructure (particularly roads, playgrounds, etc.)

5.2.12 **Council only:** As a member of Council, how do you want to inform and guide the strategic plan?

- Open communication is very important, be transparent
- Hopeful the findings of this report would be presented in an interim form, so council can comment and ensure the recommendations will be useful
- Want to make sure the strategic plan is useable and functional
- Present a clear plan, how to implement and how to monitor along the way/hold ourselves accountable
- Need to keep an eye on costs of things before they end up in the strategy

5.2.13 **Council only:** How involved should Council be in the operational aspects of the municipality?

- It is not appropriate for Council to micromanage staff, the CAO is in charge of employees, Council need to rely on staff expertise
- Council is well-rounded; we have a great staff and support system. Council shouldn't be in their face. We ask for info, but we should let them do their job.



- Some councillors would like more notice/time to research projects that are presented and to be kept in the loop earlier in processes
- We need to know how much money we have before we spend it
- We need to inform the public in a way that suits their needs and way of life.

5.2.14 Management only: How would you like to see your department involved in developing and implementing the Township's strategic plan?

- Staff can help Council come up with key phrases, messaging, ensuring their vision is clear, making sure we have equipped Council with the tools they need to explain to the public what the vision is; help them collectively come up with their vision
- Senior Managers should need to explain how their recommendations relate to the Strategic Plan - give some consideration as to how we're all working toward their common vision
- Finance will be an important part of any strategic plan; they will provide information for any government to help with decisions
- Will also need to be very hands-on, lots of new things coming in, so we need to design the team to be adaptable, have a good knowledge base and expertise
- Need to have very good training and education for the teams
- For planning and building, we're facilitating a lot of the growth
- If there's a certain policy or project we don't have, we'll support the development of those plans and implementation
- We're here to serve the public – the people – carry out the plans of Council
- Would nice to see a goal, rather than running around putting out fires
- Needs to be a living document – staff are excited to be a part of planning for this growth
- Updated policies and procedures: property standards bylaw (15 years old) are up to date and current, disclosure of information, staff training
- Staff need to ensure annual report on monitoring – monitoring every 6 months

5.2.15 Management only: As a Director, how would you and your department support the Township's strategic plan?

- Staff has to remember what the challenges are from the Council members' side – they have to defend that to the constituents
- Council needs to collectively agree; we are only going to speak positively on long terms of goals, speak with enthusiasm to the public, reiterate that
- We need them to continue to be a team and continue to convey that positive message to the public - Our current Council is very good. I have lived through others. Right now, they collaborative relatively well.



- Finance department would support the strategic plan, but they don't have as many interactions with the public as other department
 - Hope to provide more suitable finances to other departments so they can have info they need
 - Provide financial analysis which can help council and other departments make their decisions
- We'll take the recommendations and develop implementation plans and develop guidance for implementation, look at how to time the roll-out of these projects and initiatives

5.2.16 **Management only: How can Council better support the efforts of staff in serving the constituents of South Stormont?**

- Council has to realize that they need to develop policy, then let staff do it
 - They can't spend time micromanaging
 - Some want to come out as the small-town heroes by allowing for exceptions – that is not good policy
- They need to communicate and to work to understand the departments and vice versa, each understanding what the other needs to provide their best service
- They can continue to be informed, two-way street, they need to be informed by staff, and staff need to be privy to what the council plan is
- Direct a questions Council gets from residents to staff, rather than Council trying to get the answers
 - Too many people dealing with a question related to a pot hole - sometimes Council gets them into situations where more info is needed, wasting a lot of time and effort
- It would be helpful for Council to take the opportunities provided to learn more
- People who have been around a long time think they don't need to learn
- Some staff feel trusted by Council – an interesting dynamic. New Councillors trust staff. For longer serving members of Council – there is a sense that staff isn't trusted.

5.3 Front Line Staff workshop and survey

The Front-Line Staff Workshop was held on February 3, 2021, with 13 participants online. The online survey received 20 responses between Feb 3 and 23, 2021.

5.3.1 **What are people saying about how things are going in our community?**

- **Growth concerns** – Some people are happy with growth, looking forward to updates to Township facilities and job prospects. Other people think that the community is growing at an alarming rate. High-rise buildings are a concern among some elderly population base. People moved here as a small village and didn't want it to change. Community changing, don't live in Cornwall because it is too big; when Sunset Cove was built, it was seen as problematic, same with new sub-divisions. People value the quiet.
- **Waterfront access** – Another common complaint is access to the waterfront. The community wants access to the waterfront. Residents and the SLPC butt heads very often. Don't like being charged to



go to the beach. COVID-19 and the influx of Quebec visitors were very problematic in the township over the past 8 months. No where to sit; pull up on your boat; Brockville, PSR has better amenities. This is a common theme among residents.

- **Need amenities and services** – No grocery stores or delivery services. All or most services like Family services, financial, housing, legal, or disability services must be directed to Cornwall. More space for commercial businesses is required.
- **Internet Connectivity** - Internet services are not sufficient. Residents new to the area are very surprised with how poor internet services are in South Stormont. With working from home now being a necessity for many, South Stormont villages and rural residents need better internet.
- **Parks & Rec – old infrastructure / new infrastructure** – People are satisfied with the programs that are offered, although we could use more, such as additional indoor facilities. Residents would like to see a dog park. Issues with some parks, cutting of trees, access to these outdoor amenities. Residents are expecting more. Parks are highly used and are highly visible and so want more progress on upgrades. Parks need upgrading (updated play structures, more trees, etc.) and better connectivity within the community (bike/walking paths).
- **Community divided** – New residents vs. old residents – new residents, are very positive about the Township. There is a big split of new residents moving to rural areas, but also lots in the new subdivisions. People are concerned about ‘out of towners’ buying property for rentals. People don’t like it when they just buy land for a rental. There are concerns the Township neglects rural residents and focuses on Long Sault and Ingleside.
- **Expectation of service** – We do not have the staff to support the growth in South Stormont. New residents expect a lot more from a rural community than has historically been given. (e.g., enforcement, drainage, fencing). People think the rules are universal standards and not aware it changes in the community. Think the rules don’t apply to them. New residents often think that because it is rural, there are no rules.
- **Masterplan completed** – Neighborhood parks need more work. But these are addressed in the masterplan. The consultation process showed residents want more facilities. Existing residents are happy with facility levels, but new residents expect more. Township needs to adapt.
- **Municipal identity** - South Stormont seems to lack a cohesive identity, feels very fractured. Every town’s community (Ingleside, Long Sault, St Andrews, Newington) seems to be doing their own thing instead of working together. Some residents are jealous of or place blame on residents from other South Stormont villages. Children and students don't know that they live in South Stormont.

5.3.2 If you could put your list of requirements and opportunities before Council, what would be your top three (3) priorities?

Priority 1

- **More Staffing:** Staff is doing multiple jobs and need more support. The growing community means that expectation is high and going higher -- either need to address this expectation level or provide more staff support. Really important, commit to staffing levels to support growth.



- **By-law Enforcement:** One by-law officer per 8,000 residents is the standard. There is an attitude that you can get away with nearly anything. Need to clamp down on the violators. Leads to other areas like fire protection/building codes etc. Reactive at the moment not proactive.
- **Need to prioritize:** We can't do everything, limited resources. Staffing levels are still low. If we upgrade certain things, need to consider how to maintain them.

Priority 2

- **Waterfront development:** Excited about this development, and it is a high priority. The speed of this project won't be quick, so need to manage expectations of timeline. The plans look fantastic and help the community appreciate what we have. E.g., South Glengarry – has restaurants along the waterfront – Township is stuck in the middle. Don't have a golf course, curling rink, etc. These are missing aspects of the community.
- **Infrastructure and development:** Wastewater treatment facilities, streamline permit process, upgrade technology in arena, parks development, medical services. Maintain the rural/small town "charm" of Long Sault and Ingleside by limiting apartment/multi-residential dwelling development and destruction of green space.
- **Community Enhancements:** Connectivity within and around the villages, infrastructure, maintain the rural/small town "charm" of Long Sault and Ingleside by limiting apartment/multi-residential dwelling development and destruction of green space, affordable housing, new Zamboni.
 - **Fire department** – lots of aging infrastructure. Staff and training requirements are increasing.
 - **Doctor recruitment** – no doctors in the area, and the population is increasing. A family physician survey was just conducted on the needs of the community; what results are showing is that there is a portion of residents with no family doctor. Lots of new residents who lack services as well.

Priority 3

- **Resident Communication / Engagement:** Increased engagement with the public, increased organized social events for community members. Continue with social media. Connectivity within and around the villages.
 - **Personal service is lacking:** COVID has moved things online, which is understandable due to the health risk, but it means that personal interaction is less prioritized. Without COVID, this has been a trend. Council should ensure there is some level of in-person contact / not just all automated.

5.3.3 What are the programs and services that we deliver best?

- **Improved transparency & communication outreach** – Improved information delivery/engagement with the public. New public engagement software introduced; customer services can be accessed online. Lots of room for continued improvements. E.g., Recorded/live streamed council sessions are popular. Community correspondence and Social Media have been great, making it easier for the residents and others looking for information on our community. Residents need the opportunity to easily express their opinions. Residents can not pay taxes online. Lots of other departments have these online options. Transparency has improved Accommodating the public and meeting the



demand, although understaffed, staff works hard to maintain positive relationships with its residents.

- **Online services:** Increased efficiency, requesting garbage tags, pin information, etc. Residents don't need to come into the office at all. New website and online forum system have helped efficiency and accessibility. Website is excellent.
- **Public Works / Waste Management:** Extremely accommodating Public Works department. Increased sidewalk plowing. Workers are highly visible, lots of resident interaction, and their fingers are on the pulse. Waste management and garbage collection receive high marks. Front line staff is critical. Don't get enough recognition.
- **Recreation Programs:** Good selection and well-delivered recreation programs. People love the ice at the Arena and find it is always clean. The ice and the arena have been getting constant compliments. Pre-COVID, there was feedback for more programming, but the current programs are well received. Has been solid during the pandemic too. Residents from Cornwall come to South Stormont because the programs are so good. Pandemic means they have used students to do virtual programming. Deliver lots of kits.
- **Fire protection / public education:** Great job connecting with residents & schools. Lots of outreach and education (e.g., Home safe Home, June for Seniors, lots of booths). Prevention is key.
- **Building:** Challenged during COVID-19 (\$18.5\$M, pre-COVID and this doubled during 2020). Every 60-100 new houses place more stress on ALL municipal services.

5.3.4 How might we improve our service delivery? How might we be innovative?

- **Staffing:** This is tied to service delivery. Consider joint ventures with other partners (PPP or other municipalities) or reduce services delivered. At the moment, only doing what has to be done; staff can't look into new options. Takes time to develop new services. Planning needs more staff to be able to keep up with the growing demands. Building needs more staff for the same reasons. All departments are at capacity when it comes to being able to deliver what is and will be needed to be able to support the growth of our community. Funding is needed for all of this. Where will the money come from to be able to grow? Economic Development (assisting existing businesses and encouraging new business investments) and Planning team does an amazing job but is severely understaffed even just in comparison to other local municipalities, let alone provincially.
- **Public engagement:** Improved public information dissemination. Ensuring the public is aware of Township business can greatly reduce staff time responding to general questions and reduce misinformation amongst the community. New engagement program is not implemented yet; will be in the next few weeks. It will improve the back and forth with the public. High hopes. Will feel like they have a stake in the game. Public is aware of what projects are happening. Council hears one complaint from someone who calls them and blows it out of proportion.
- **Online services:** Continue to improve online services. Allow residents to book facilities online. Hadn't had the time to implement this yet. Payments by credit card: Residents who come into the office can pay for services online. Currently not available. It is basic across the board but was cut several years ago. Over the phone, payment is currently not accepted. This is a major inconvenience



(no bank in Long Sault). Internal communications, current COMMS officer not aware of what is happening in other departments until it is too late. Takes time to prep these media releases.

- **Asset management** - Maintaining/upgrading infrastructure. Over the years, a park clubhouse, pool, and now heritage centre have/will be demolished seemingly due to lack of funds, staff, and basic upkeep. Fire halls are in disarray and in need of upgrade.
- **Software:** Almost every department has multiple different software and process they follow. Which is not efficient. In addition, the software we have used has been changed many times in the past few years, which creates more and more challenges as the software we get is always lacking in some areas. We need to get software that is complete (not being developed) and will allow us to use it for the next ten years+. Arena lacks technology; only has room allocation technology.
- Improved aesthetics and "placemaking" projects (benches, community squares, public spaces)
- Attention to modest-income housing opportunities (many developments are occurring for affluent residents. We must be sure not to neglect those on modest incomes to be welcomed to the community).

5.3.5 How might staff be best supported to carry out their jobs?

- **Increased staffing levels** -- to reduce being spread too thin and not being able to adequately complete tasks. More staff to deliver services. More funding = more staff and productivity. Many projects or tasks are put on hold due to many different factors, which leads to delay, redundancies and leaves staff without the means to do their jobs efficiently.
- **Technology** -- and newer equipment to improve productivity. Give us back our phones and printers; time wasted going to the big printer.
- **Better communication between departments** -- less duplication of work. Improved internal communications to allow staff to make informed decisions, as well as feel empowered as an integral part of the team rather than a "cog."
- Increased professional development, training.

5.3.6 Complete the following phrase: My community is...

- Connected and kind
- A welcoming rural place to live that is close to larger urban areas,
- A relaxed community
- Fast-growing and diverse
- Growing and adapting to economic change.
- Thriving
- Lacking in waterfront development
- Quaint and quiet, which gives it its charm. Access to the St. Lawrence River would be great.
- A beautiful mix of rural and urban lifestyles with close proximity to city centers and essential needs. Our residents are kind and helpful to their neighbours, but sometimes apprehensive to change. The



opportunities to responsibly grow while maintaining the charm and attractive qualities exist in our community hubs and waterfront areas.

- A place where young adults come to raise their families. It offers potential for all business sizes. Home to the Long Sault Parkway and waterfront, although limited access. Where growth is on the rise, but some residents are opposed to it.
- Growing fast lacking in medical services Limited grocery stores or shopping Beautiful area to live but not able to always enjoy it due to COVID19, people from outside the area taking over the parks. Friendly people.
- Good ... We have the major services which are needed to prosper as a community, such as trails, sports facility, water and sewer services, community hall, restaurants, and many more. We just need to continue to grow and expand the service we provide as we grow.

5.3.7 Complete the following phrase: My community will be ...

- Accessible
- A place to raise a family
- A great tourist destination.
- A major logistics hub and a desirable location for young families to live.
- On the forefront of growth in eastern Ontario
- More people living in South Stormont will require more infrastructure.
- Continuing to expand the ways for the community to interact via sports, schools, and other events and activities we can offer.
- United. A place where people can raise their children. An innovative community. A progressive and forward-thinking community.
- A desirable area for both visitors and residents with ample amenities and attractions along the waterfront. The community will be welcoming to all new residents, including singles, young families, and seniors.
- A welcoming rural place to live, work and grow. A smaller town feel (less densely populated and larger rural lots) with more career opportunities and less reliance on needing to go to other communities for everyday necessities.
- A place that can accommodate the growth that it is experiencing because required staffing levels will be met, and the expectations of the residents can be met or exceeded. This will allow for more accessibility to residents (online services), a large variety of recreation amenities, and a waterfront that the township has access to.
- Growing at a capacity that will be hard to manage and maintain. There is not enough staff to sustain the growth, and my hope is that this will be considered. I hope for a community that offers all the necessities and amenities but at the same time being able to enjoy it all and not growing to lure non-residents to the area but for those who live here.
- Amalgamated with other Townships in 1 to 2 years



5.3.8 Other feedback

- **Increased activities:** Lots of great ideas but can't do everything. Need to support current businesses and commercial development via economic development but can't at the moment.
- **Limited commercial space in downtown cores:** Not much land available to support this growth. Planning issue?
- **700 acres north of Ingleside:** are set for development. Need support services for this growth. Workforce needs support. Local businesses struggle to get skilled & unskilled talent. Issue across the board in Eastern Ontario. The new developments are great, but they will create jobs which will be hard to fill.
- Allow staff to have more input in decision-making to allow any concerns to be addressed.
- There are concerns that the Township only works for the villages of Long Sault and Ingleside.
- We hear a lot from more rural residents that they pay taxes and only get garbage and recycling collection and plow roads.
- Our website is excellent.
- The Twp of South Stormont is disappearing, and we are just like Toronto. Local values no longer count.
- Glad to be participating in this information collection. Allows front-line staff to feel heard and that our input is sought and will be considered.

5.4 Key Informant Interviews

5.4.1 What do you see as the top three strengths of South Stormont?

- Heritage
- Location / Environment
- Growth Potential
- Agriculture
- Safe, friendly community
- Rural lifestyle

5.4.2 Top three challenges?

- Infrastructure is holding back a lot of things.
- Limited waterfront access, low water levels
- Access to high-speed internet
- Availability of vacant land
- Employment opportunities are not great - workforce leaving the community.
- Attracting residents and retaining youth



- Need to do a better job promoting for businesses to locate in the area.
- Lack of diverse housing mix
- Public transportation
- Access to natural gas
- Don't get too caught up in history
- Engaging community: aligning the political goals with growth goals of the community
- Make grant programs more targeted, less vague
- Not enough attention paid to farms and villages
- Be prepared for the next generation
- Need to speed up the building permit process
- Losing nature to development – “we feel we are being strangled due to influx of people.”

5.4.3 What are the greatest opportunities for South Stormont in the next five years?

- Waterfront development - Partnership with SLPC to develop key waterfront sites, keep waterfront in public hands
- Tourism growth “In farms and villages – tours, farm-to-table dinners sell out quickly, people from Ottawa and Kingston” – “Agri-tourism will be a big benefit for the area.”
- Business retention & growth
- Attracting residents / young people - facilities for seniors and families in villages
- Welcoming newcomers
- Opportunities to deliver private-public partnerships to fund new amenities, such as pool
- Opportunity to protect environment, parkland

5.4.4 What might stand in the way of advancing these opportunities?

- Historic animosity
- Water & sewer capacity
- Access to waterfront
- Relationship with St Lawrence Parks Commission - maintain a positive partnership along the waterfront – conversation will end quickly if we get off the path forward
- Lack of investors and government support.
- Internet is a problem.
- Most young people are planning on leaving.
- Daycare situation is a challenge.



- Huge loss if environment degraded: “Council not being receptive to conserving the environment.”

5.4.5 What do you value most in your relationship with the Township as an organization?

- Accessible, willingness to listen and help – “value how accessible it is. The planner to the CAO it is very quick and efficient.”
- Coordinated efforts
- Excellent staff team - Strong directors and managers, solution-oriented group.
- Pro-growth Council
- Communication / relationships

5.4.6 Are there ways you wish to further develop that relationship?

- Relationship is great already – “Township is amazing. Right down to the guy cutting the grass to the mayor.”
- It’s been very cooperative, but how do you maintain those relationships
- “Need to get better at communicating and getting public feedback. It is heading in the right direction.”
- Enhance the website – automate online payments: “Having to go in with a cheque is so 1975. Let’s get on this.”
- Be sensitive and aware of the history of people being displaced. Those legacies carry forward, but new goals need to be pursued.
- Counties could be more involved in waterfront master planning
- Engaging stakeholders is a continuing effort. Not easy, but you need a cross-functional team that yields the best results. South Stormont is on that path forward.
- Identify exactly the kind of businesses the Township wants to attract. Use not a shotgun, but a rifle.
- Desire for more transparency by Council: “Made a big thing about a Waterfront Committee, supposed to have meetings, but they were closed, and I don’t know what happened.”

5.4.7 What types of physical or soft (social capacity, services...) infrastructure do you see as being essential to future prosperity in South Stormont?

- Technology upgrades / online automation
- Water/sewer Infrastructure
- Development of high-speed internet: “It is a huge issue. The number one opportunity. It must be there. It is like water or electricity.”
- Recreation/community amenities – “paths connecting towns and waterfront”
- Preserve environment, culture, identity



- More housing/transportation
- Development supports, business grants
- Partnerships, collaboration regionally
- Growth management – “Needs to happen nicely, want quality businesses to area, not just for the money.”

5.4.8 Looking forward, when you think about South Stormont 10 years from now, what does it look like? How has the Township changed for the better?

- Very prosperous.
- Infrastructure in place
- Affordable quality of life – “A lovely place to raise your children”
- World-class waterfront – “The faster we can implement the waterfront development plan, the better.”
- Keep community charm – “Growing but keeping the charm of the area by keeping agri-tourism.”
- “Our best bet is tourism. It will allow our people to live, maintain our environment. Opportunities for bike paths, winter sports.”
- Logistics hub / other business
- Accelerated high-value house construction increasing tax base
- More schools and doctors

5.5 Community Survey Results

There were 308 responses to the online survey. 100% of participants in the survey reported that their primary residence was located in South Stormont.

5.5.1 What 3 words best describe South Stormont? (n=308)

- Friendly - 138 responses
- Quiet - 75
- Safe - 60
- Clean - 39
- Community - 38
- Peaceful - 33
- Beautiful – 30
- See also Figure 16 Word Cloud



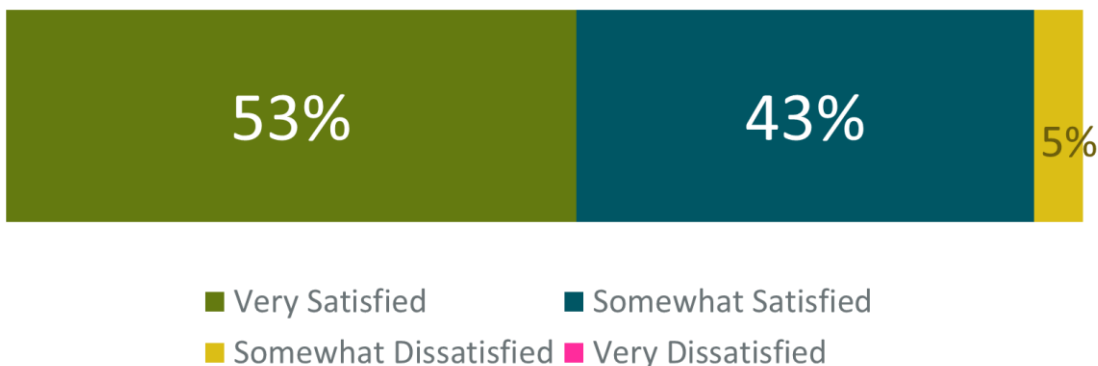
Figure 16: Word Cloud based on survey responses



5.5.2 Overall, how would you rate the quality of life in South Stormont? (n=308)

A very high satisfaction rate was reported for Quality of Life. 96% were Very Satisfied or Somewhat Satisfied. See Figure 17.

Figure 17: Quality of Life Satisfaction Rate



5.5.3 How satisfied are you with following factors related to South Stormont?

For several factors, respondents reported over 80% being Very Satisfied or Somewhat Satisfied:

- Community safety



- Accessibility of Councillors
- Accessibility of staff
- Ability to communicate through municipal website
- Snow removal, road maintenance
- Access to parks and greenspace

Low satisfaction scores were assigned to public transit, access to culture activities, access to high-speed internet, access to educational institutions, access to local medical and mental health services, and access to waterfront.

5.5.4 How satisfied are you with factors of doing business in the area?

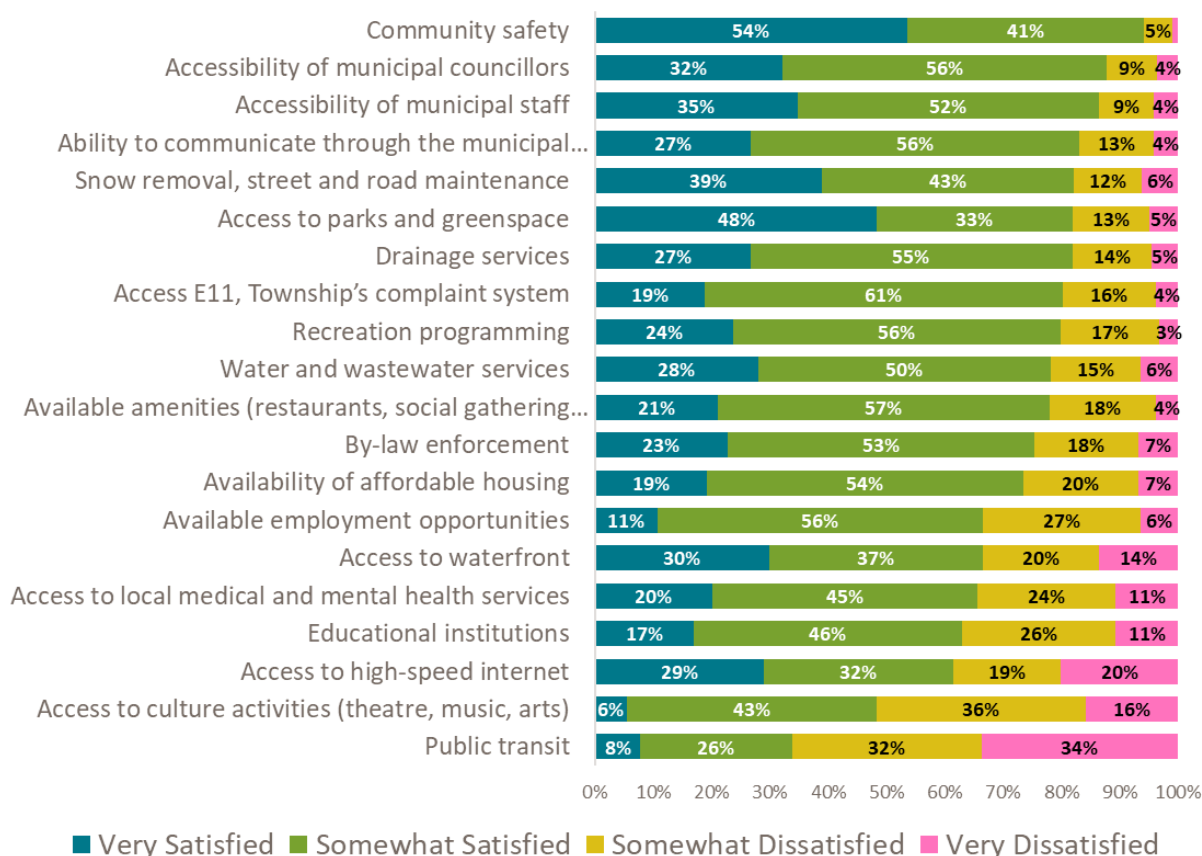
For several factors, businesses owners who responded reported 70% of more being Very Satisfied or Somewhat Satisfied:

- Provincial roads /highways
- Water availability
- Local roads/ streets
- Municipal property taxes

Low satisfaction scores from businesses were assigned to availability of unskilled labour, availability of property for purchase, availability of skilled labour, and internet service.



Figure 18: Service Satisfaction Levels



5.5.5 Summary of Survey Results

Community Priorities for Areas of Improvement – Residents

- Access to high-speed internet
- Access to local medical and mental health services
- Access to culture activities (theatre, music, arts)
- Available employment opportunities
- Public transit

Business Priorities for Areas of Improvement

- Availability of unskilled labour
- Availability of skilled labour
- Internet service/broadband
- Development/building permit process – less red tape



- Availability of funding for business and property improvement (e.g., improvements to existing Community Improvement Plan)

Long-Term Community Priorities

Residents rated priorities looking forward over the next 5-10 years. The top five priorities were:

- Waterfront access
- Improved access to doctors and medical care
- Improved communications systems such as increased broadband
- Public transit to nearby urban centres
- More job opportunities (business growth)

5.6 Council Facilitated Sessions

Council met with MDB Insight and Queen's Executive Decision Centre to explore a mission statement, vision statement, guiding principles, priority themes, and directions. Council's input was summarized as follows.

5.6.1 Mission – Favoured Elements

- Proactive municipality
- Care about residents, quality of life
- Leads way, progressive, vibrant
- Strong services, infrastructure, leadership
- Eye to sustainability, affordability

5.6.2 Vision Statement – Favoured Elements

- Compelling waterfront community
- Excellent / more recreational programs
- Strong commercial, industrial growth
- Jobs
- Infrastructure needs met
- Population Growth
- Progressive and proactive municipal government
- Financial sustainability
- Ample recreational, cultural options
- High-quality customer service

5.6.3 Guiding Principles – Favoured Elements



- Professional, honest, courteous, transparent
- Listen with empathy, make decisions in ways that respect all
- Responsible for our actions to each other and the public
- Decisions are made in prudent, smart, and responsible ways
- Growth is environmentally sensitive, fiscally sustainable
- Open, clear, engaging, proactive communications internally and externally
- Accessible, inclusive, and welcoming to diverse populations

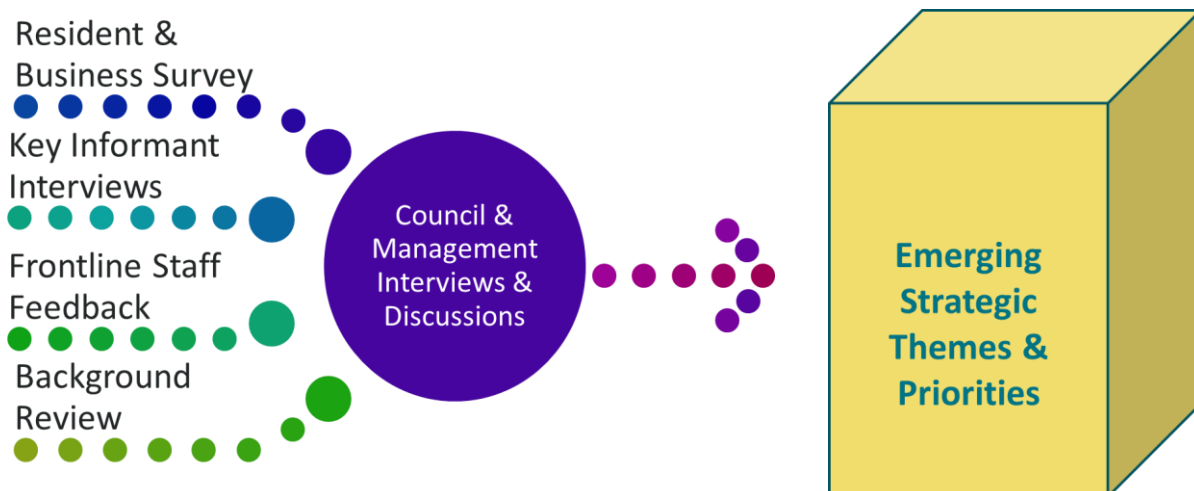
5.6.4 Priorities – Favoured Directions

- Wastewater Treatment Plant
- Asset Management Plan
- Waterfront Lands
- Industrial Parks
- Investment in Human Resources
- Housing Mix

5.6.5 Emerging Themes & Priorities

Based on input from residents and businesses, key informants, frontline staff, management, and the background document review and SOARR analysis, the emerging themes and priorities were channeled through Council for consideration and discussion.

Figure 19: Process to flow from Engagement to Strategic Themes





Emerging themes and priorities identified were:

Strong Community

- Health and Social Services; Recreation, Heritage and Culture; Housing

Sustainable Infrastructure

- Water / Wastewater Treatment; Internet Connectivity; Transportation

Pride of Place

- Waterfront Lands; Towns, Villages, and Farms; Natural Areas

Economic Growth

- Industrial Parks; Investment Attraction; Small Business Retention

Corporate Capacity

- Human Resources; Tools and Technology; Customer Service and Engagement

5.6.6 Clarifying and Validating the Draft Strategy

Council met with MDB Insight on two additional occasions, clarifying and validating the Mission, Vision, Guiding Principles, Strategic Themes, Goals, and Objectives.

5.7 External Stakeholder Feedback

Council approved the draft Strategy document on March 24, 2021. External stakeholders were sent a copy of the draft and asked for their feedback prior to the document being accepted as final. The following feedback was received:

- “The attached is a good guide that lays out the strategic development guidelines for future development. The mission and the vision are clear, as outlined in the attached draft. I like the idea that there will be continued communication between the different stakeholders. As the years go by, the needs can change with different businesses and new people moving to South Stormont. As you are aware, we live in a fast-moving high-tech world that changes almost daily, and we will need to keep up with the times. It will be interesting to see both the short-term plan and the long-term plan.”
- “Thanks again for the opportunity to act as a community voice. I was only able to take a very quick glance at the draft and don’t note any glaring omissions or elements of concern or confusion.”



6. Examples of Best Practices

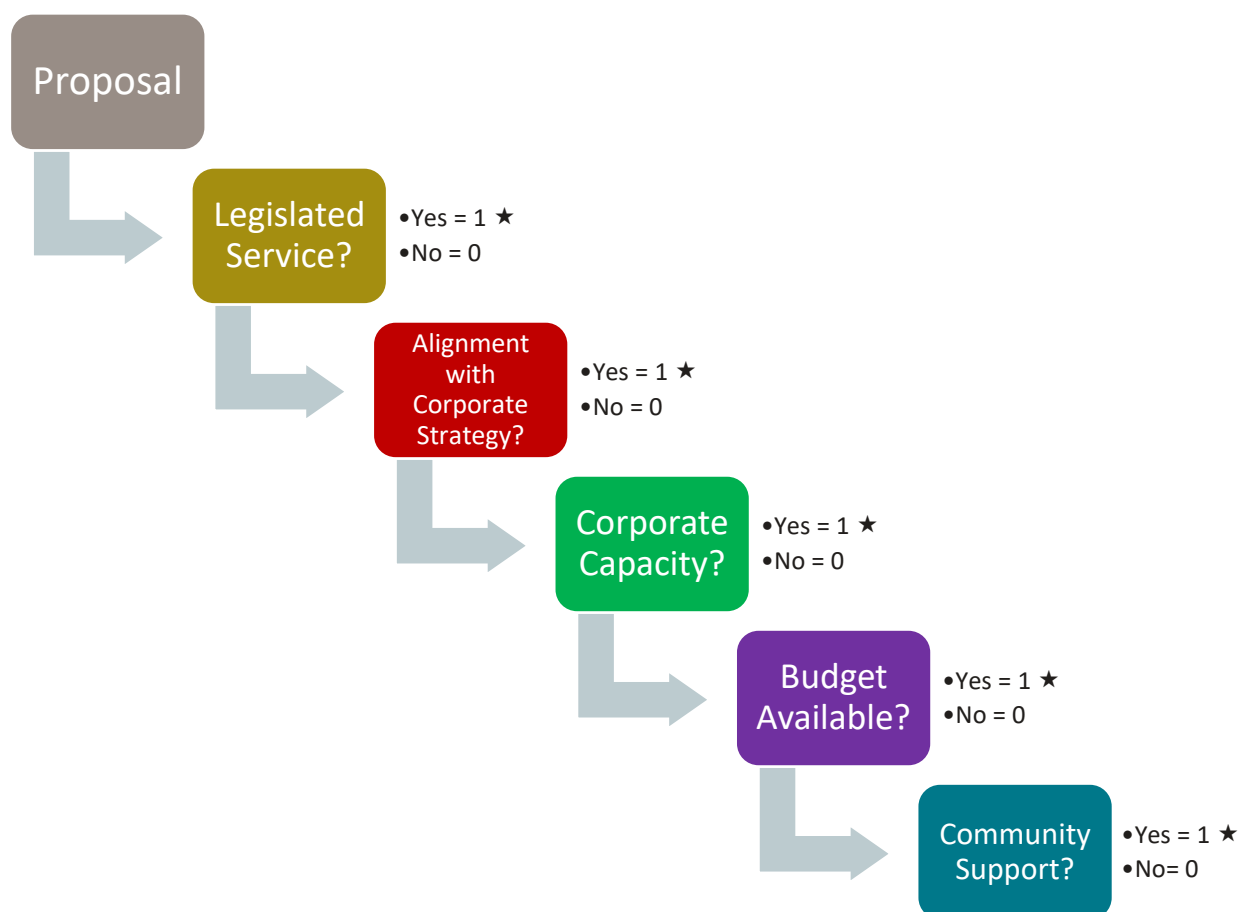
6.1 Decision Tree

Municipal Councils and their administrators make many decisions, large and small, on an ongoing basis. By including the Township's Strategic Plan in its decision-making protocols, South Stormont can ensure that its judgments are based on goals, objectives, and community priorities.

Using a decision tree such as Figure below, increased rank is assigned as a proposal meets the criteria outlined. For example, answering "yes" to whether a proposal responds to a legislated service (as opposed to discretionary) would award the proposal one "star" out of a possible five stars. Proposals with a higher number of stars would receive a higher rank.

The Township could choose to weigh the rankings with the Alignment of Corporate Strategy section. For example, proposals with detrimental impacts on corporate capacity would be ranked lower.

Figure 20: Decision Tree Concept





The following questions may be asked to ensure a decision aligns with the Corporate Strategy:

Corporate Capacity

- Is the staff complement sufficient to resource the expanded work plan, proposal, or new project?
- Do staff have the tools and technology for the expanded work plan, proposal, or new project?

Sustainable Infrastructure

- Will the proposal help the Township service the needs of new businesses in a sustainable way?
- How does the proposal improve internet broadband connectivity?

Economic Growth

- Will the proposal help the Township to be more responsive and flexible to developers?
- Will the proposal help existing businesses in the Township stay operational or expand?

Pride of Place

- How does the proposal promote linkages among communities within the Township?

Strong Community

- Will the proposal support physical, economic, or social connections among communities?
- Will the proposal support a sense of belonging to South Stormont and welcome new residents?
- Will the proposal help create a diverse mix of financially attainable, quality housing stock?
- Will the proposal support the development of local recreation, heritage, or culture facilities?

6.2 Performance Measurement

Performance measurement provides a consistent framework to evaluate the strategic plan implementation process. Individual metrics help to answer questions about progress, such as:

- Did we accomplish what we set out to do?
- Did our efforts have the desired effect?
- Are we closer to achieving our strategic goals because of these efforts?

Performance measurement supports efficient planning and resource allocation, focusing energy and attention. It also helps to support the Township's commitment to accountability and transparency.

Specific metrics should be developed and measured by Township Management as part of individual Department Business Plans, updated annually for the Strategic Plan review process and/or the budget review process.

The most effective performance measures are designed to measure impact versus outputs. A metric that evaluates the difference that a specific action has made is ultimately a more effective indicator of progress toward a strategic goal. While the accounting of specific activities that were undertaken can be informative, it is much more useful to report on the impact or outcomes of those activities. The Township should strive to measure actions and impact that are within its ability to influence.

Whenever possible, the Township should align its performance measurement with regional, provincial,



and national goals. This provides important context for residents in helping them to understand how South Stormont is performing relative to other communities. It also supports the Township's ability to participate in programs offered by senior levels of government, such as grant funding or other collaborative initiatives, by clearly demonstrating how the Township's efforts align with broader objectives.

With respect to public reporting, the Township should focus on one or two key metrics for each strategic objective. Each of these metrics should be easily quantifiable and demonstrate impact and progress. As the plan is being implemented, it will be important to identify the performance metrics that will be deployed or how success will be defined and evaluated.

A "report card" shared during the annual review of the Community Strategy could be the principal means of reporting to the community on the Strategic Plan performance measures. A reporting protocol that feeds directly into the Departmental Business Plans is suggested to ensure there is a consistent measurement between the day-to-day actions and tactics and the strategic planning framework. Using the Decision Tree, Department Business Plans would inform the budget process, and so on.

6.2.1 Basic Metrics

A basic performance metric could be a statement grounded in an internal, informal assessment of a project's progress.

As part of the monitoring report, goals and objectives could be tracked with the use of colour codes: Green may indicate the objective is complete or nearing completion. Blue may indicate an ongoing/long-haul effort. Yellow could mean there are obstacles or resource issues. Red could mean a stalled or abandoned objective. Comments by staff in an accompanying report could help to explain the status of an objective. See Figure 17 for an example.

Figure 21: Example of Strategy Monitoring Report

1	1.1	Unify County vision, identity	Council approved new Corporate Strategic Plan. Official Plan Review will articulate land use vision.	NC
✓	1.3.1	Develop Youth Committee	Norfolk Rotaract leadership acting as quasi-committee	Multiple
✓	1.3.2	Develop Youth Brand	"ReThink Norfolk" developed by youth	Multiple
✓	1.3.3/5.4.3	Develop youth entrepreneurship	ReThink Norfolk youth entrepreneurship symposium organized April 2016 and May 2017; Student Start Up (SSUP) program launched in 2016, has sponsors, will continue in 2017	Multiple
4	1.3.4	Youth Retention and Attraction Strategy	Strategy development not resourced. Volunteer Internship Program rejected.	Multiple
3	1.4	Create youth educational awareness program	Through ReThink and SSUP programs, linkages have been enhanced between organizations	Multiple
1	1.5	Support more post-secondary facilities	Fanshawe College developing various local campus initiatives	Multiple
3	New-2	Newcomer / Immigrant Strategy	Workforce Planning Board of Grand Erie working on Immigration initiatives	Multiple

☒ Complete
 1 Underway
2 Challenged
3 Exploring Options
4 Not Proceeding



6.2.2 Complex Metrics

Municipalities can use more sophisticated tools for corporate performance measurement. These tools come in various forms and will require much more staff time to coordinate a reporting structure. Financial Information Reporting (FIR) data filed with the Province of Ontario by every municipality may provide a framework for performance metrics. The WCCD Global Cities Registry also provides the highest standard of community performance monitoring in the form of ISO certification.



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: April 14, 2021
Subject: Support Township of Hudson – Fire Departments

Recommendation:

That Council of the Township of South Stormont supports the Township of Hudson in their request to have the Federal and Provincial Government include apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which ensure the safety of Canadians and dedicated firefighters.

Executive Summary:

The Township of Hudson is seeking municipal support in requesting that the Federal and Provincial Government include apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs.

Background:

The Township of Hudson has requested endorsement and support of their resolution from all municipalities in Ontario. The Township of Hudson's resolution is attached.

Options:

1. That Council support the resolution of the Township of Hudson.
 2. That Council not support the requested resolution.
-

Financial Impact:

There are no direct financial implications for the Township of South Stormont.

Risk and Asset Management Considerations:

There are no risks foreseen in adopting the resolution.

Others Consulted:

Support requested by Mayor McGillis



CORPORATION OF THE
TOWNSHIP OF HUDSON
903303 HANBURY RD.
NEW LISKEARD, ON P0J1P0
(t) 705-647-5439 (f) 705-647-6373
www.hudson.ca admin@hudson.ca

March 31st, 2021

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Attention: Premier Ford

RE: Support for Fire Departments

At the Township of Hudson's Regular Meeting of Council held on Wednesday March 3rd, 2021, the following resolution 2021-049 was put forward and passed:

WHEREAS the role of Ontario's 441 fire departments and their approximate 30,000 full, part-time, and volunteer firefighters is to protect Ontarians and their property; and

WHEREAS according to the Ontario Fire Marshal and Emergency Management's latest data, in Ontario there was over 11,000 number of loss fires, 9,500 no loss fires, 784 injuries, 91 fatalities, and over \$820 million dollars of estimated loss in 2018; and

WHEREAS fire emergencies only make up a portion of the total calls for help received by fire and emergency service departments as they respond to nearly every public emergency, disaster, or 9-1-1 call; and

WHEREAS Ontario's fire department infrastructure deficit continues to grow annually and is almost entirely borne by the municipality and local taxpayers with the majority having populations under 25,000; and

WHEREAS due to antiquated structures and equipment that do not meet current industry standards the safety of the Ontario public and Ontario firefighters is being jeopardized;

NOW THEREFORE the Council of the Corporation of the Township of Hudson resolves as follows:

1. **THAT** the Federal and Provincial Government includes apparatuses, training, equipment and structures for fire departments as eligible categories to any further infrastructure programs which will not only provide immediate stimulus to the local, provincial and federal economies given current economic uncertainty but also ensure the safety of Canadians and dedicated firefighters; and

2. **THAT** this resolution be forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Laurie Scott, Minister of Infrastructure, local MPP, local MP, the Ontario Fire Marshal, Jon Pegg, the Ontario Association of Fire Chiefs, and all Ontario Municipalities.

Please accept this for your consideration and any necessary action.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jordan Kemp', with a stylized, cursive script.

Jordan Kemp
Clerk-Treasurer
Township of Hudson



To: Council
From: Yun Ke Ni Director of Finance/Treasurer
Date of Meeting: April 14, 2021
Subject: 2021 Municipal Grant Applications

Recommendation:

Whereas Council provides municipal funds to registered charities and public and private organizations for supporting community-based programs, projects or events;

Now therefore be it resolved that Council approves the following 2021 Municipal Grants:

- Cornwall Township Historical Society - \$300
- South Stormont Chamber of Commerce - \$1,500
- Friendly Circle Seniors Club - \$1,500

Further that remaining grant submissions be reviewed in conjunction with Covid-19 regulations and probability of hosting community events takes place later in the year.

Executive Summary:

For transparency purposes, that municipal grants in 2021 should be reviewed and approved by resolution.

Background:

The Township of South Stormont provides, subject to annual budget approval, municipal funds and donations in-kind to registered charities, not for profit corporations and public and private organizations for the purpose of starting, operating, supporting or maintaining community-based programs, projects or events.

The 2021 Municipal Grant cash budget is \$10,000.

Starting in 2018, in-kind municipal grants have been tracked and are now included as part of the Municipal Grant Application process. In-kind grants are required to be recorded as per accounting rules and regulations and including them within the Municipal Grant Application process enables the Township to be more transparent regarding grants provided to the community.

The Township has received 6 municipal grant applications and total amount is \$11,400, which includes \$6,700 cash.

Due to COVID-19, it is hard to determine whether annual community events, a such as the St. Andrews Community Event, the Stormont County Fair and the Stormont Plowing Match, will take place in 2021.

Staff recommend that grant applications from Knights of Columbus #10416, the Stormont Agriculture Society and Stormont Plowmen's Association be reviewed later when more Covid-19 information is available.

The municipal grant applications from Cornwall Township Historical Society, South Stormont Chamber of Commerce and Friendly Circle Seniors Club are seeking support for operating expenses and most of them are website based. The total amount is \$3,300 in cash.

Options:

1. That Council approves the 2021 Municipal Grants programs for Cornwall Township Historical Society, South Stormont Chamber of Commerce and Friendly Circle Seniors Club.
2. That Council not approve

Financial Impact:

The 2021 Municipal Grant cash budget is \$10,000.

The recommendations are within the cash municipal grant budget.

Others Consulted:

Director of Corporate Services, Loriann Harbers
Director of Parks & Recreation, Kevin Amelotte
CAO, Debi LucasSwitzer

**Township of South Stormont
2021 Municipal Grants - FOR DISCUSSION PURPOSES**

Association Name	Event/Project	2021 Municipal Grant Application Received	2019 In Kind Grants Approved	2020 In Kind Grants Requested	2021 In Kind Grants Requested/Anticipated	2021 In Kind Grants Approved	2019 Cash Grants Approved	2020 Cash Grants Requested	2021 Cash Grants Requested	2021 Cash Grants Approved	2021 Total Grants Approved
Cornwall Township Historical Society	Newsletter, insurance, website hosting operating cost	Yes	240	300			-	-	300	\$ -	-
Friendly Circle	Hall use for seniors exercise/walking/increased programming (operational costs)	Yes	2,950	2,400			-	1,500	1,500	\$ -	-
Knights of Columbus #10416	Annual Community Event in St. Andrews	Yes	2,760	2,760	2,760		1,000	1,500	1,500	\$ -	-
South Stormont Chamber of Commerce	On Line presence for local business, online trade show, etc.	Yes	35	-			-	1,500	1,500	\$ -	-
Stormont Agricultural Society - Stormont County Fair	Stormont County Fair	Yes	-	-			-	-	-	\$ -	-
Cash Donation			-	-			500	500	500		-
Tipping Fees			-	-			1,200	1,200	1,200		-
In-Kind			1,730	1,940	1,940		-	-	-		-
Stormont Plowmen's Association	Plowing Match	Yes	-	-			200	200	200		-
			\$ 7,715	\$ 7,400	\$ 4,700	\$ -	\$ 2,900	\$ 6,400	\$ 6,700	\$ -	\$ -

*In-kind grants offered in prior years have been noted as approved.



To: Council
From: Yun Ke Ni Director of Finance/Treasurer
Date of Meeting: April 14, 2021
Subject: 2021 Excluded Expenses Report

Recommendation:

That Council approve the 2021 Excluded Expenses Report, dated March 31, 2021 as required by Ontario Regulation 284/09

Background:

Ontario Regulation No. 284/09 permits a municipality to exclude three specific expenses from their annual budget. The three expenses that may be excluded are: amortization expenses, post-employment benefits expenses and solid waste landfill closure and post-closure expenses. If expenses are excluded, the municipality shall prepare a report on the impact and adopt the report by resolution.

Since 2009, section 3150 of the Public Sector Accounting Board Handbook (PSAB) requires municipalities to record the cost of tangible capital assets, related amortization expense, post-employment benefit expenses and solid waste landfill closure and post-closure expenses on their annual financial statements.

These accounting standards, however, do not require that budgets be prepared on the same basis. Property tax rates are determined on a cash basis without costs for non-cash transactions such as amortization, therefore most municipalities continue to prepare budgets on a cash basis.

The information in the attached report will be used to meet the financial statement reporting requirements but will not result in any budget to actual variances. This report was prepared to meet the requirements of the Ontario Regulation 284/09. The regulation further requires that this report be adopted by Resolution.

Note that the Municipality does not have material post-employment benefit expense exposure and on-going costs are included in the annual budget as required. Additionally, the solid waste landfill closure and post-closure expenses are considered to be immaterial as well and have also not been included in the attached report.

Options:

1. That Council approve the 2021 Excluded Expense Report, dated March 31st 2021. Approval of this report is in compliance with legislation and would result in these transactions being included in the Township of South Stormont's 2021 audited Financial Statements. This is the recommended option.
2. That Council not approve the 2021 Excluded Expense Report.

Risk Considerations:

Not approving the 2021 Excluded Expense Report would result in non-compliance with Ontario Regulation No. 284/09. Without an Excluded Expense Report, the 2021 approved budget would require an amendment to include these costs.

Financial Impact:

The 2021 Excluded Expense Report has no direct financial impact on the Township since it is simply providing information on non-cash transactions. The Township's budget is cash based and non-cash transactions such as amortization expenses, post-employment benefits expenses and solid waste landfill closure and post-closure expenses have not been included. The Excluded Expense Report is the reconciliation between the two reporting methods and this information will be included in the Township's 2021 audited financial statements.

Others Consulted:

Municipal Act, 2001
Ontario Reg. 284/09 Budget Matters – Excluded Expenses

Township of South Stormont
2021 Excluded Expenses Report
Ontario Regulation 284/09
Based on 2021 Budget (in dollars)

	2021 Budget	Adjustments	Adjusted 2021 Budget
Municipal Revenue			
Tax Levy	7,558,065		7,558,065
Payments in Lieu	504,670		504,670
Unconditional Grants	1,337,443		1,337,443
Conditional Grants	512,845		512,845
Water Revenue	1,797,740		1,797,740
Waste Water Revenue	2,665,864		2,665,864
Reserve Contributions - Operating	431,889	(431,889)	-
Reserve Contributions - Capital	3,193,547	(3,193,547)	-
Gas Tax / OCIF - Capital	525,000		525,000
Internal Financing - Capital	-	-	-
Other	5,566,543		5,566,543
Total Municipal Revenue	24,093,607	(3,625,436)	20,468,171
Municipal Expenditures			
Operational	17,008,010		17,008,010
Current year funds used for tangible capital assets	5,229,900	(5,229,900)	-
Transfers to Reserves	997,785	(997,785)	-
Repayment of municipal debt related to capital	565,649	(565,649)	-
Amortization		3,163,432	3,163,432
Internal Financing - Capital	-	-	-
Total Municipal Expenditures	23,801,344	(3,629,902)	20,171,443
Surplus / (Deficit)	292,263	4,466	296,728

Prepared by: Yun Ke Ni, Director of Finance / Treasurer
Prepared on: March 31 2021



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: April 14, 2021
Subject: One Time Doubling of Gas Tax Funds in 2021

Recommendation:

That Council allocate the added 2021 Gas Tax Funds, in the amount of \$399,707 to the development of waterfront development based on recommendations in the Waterfront Development Plan.

Executive Summary:

The Federal government has announced a one time top up of the Gas Tax Fund for 2021. This report recommends Council commit the added funds to waterfront development based on the recently adopted Water Development Plan.

Background:

On March 25, 2021, the Federal government announced that it will top-up the Gas Tax Fund with a one-time additional transfer to local governments to help prepare local governments for post pandemic economic recovery.

South Stormont will receive an extra \$399,707 in Gas Tax Funds for 2021. This is in addition to the scheduled 2021 amount of \$415,786.

Based on the draft Community Strategic Plan, staff are proposing that the additional \$399,707 be used/set aside in support of the Waterfront Development Plan. While the Waterfront Development Plan is identified as a Township priority no funds have been allocated to support implementing the Plan. The Gas Tax program identifies recreation, culture, and sport as appropriate areas for Gas Tax grant funds to be used.

Please be advised that any expenditure used of Gas Tax fund has to comply with current Gas Tax agreement. Staff will review the AMO agreements and documentation to ensure the funds are used within the parameters of the Gas Tax program.

Options:

1. That the one-time top-up of Gas Tax Funds be specifically allocated to the development of the waterfront based on recommendations in the South Stormont Waterfront Development Plan.

2. That the one-time Gas Tax Funds be allocated to another project directed by Council.
3. Other.

Financial Impact:

The recommendation commits funds specifically for Waterfront Development.

Risk and Asset Management Considerations:

It is necessary to set funds aside for the future and in particular, projects identified as priority.

Others Consulted:

CAO

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Bruce, County of	\$ 2,108,772	\$ 2,027,223	\$ 4,135,995
Arran-Elderslie, Municipality of	215,758	207,414	423,173
Brockton, Municipality of	300,057	288,453	588,510
Huron-Kinloss, Township of	224,194	215,524	439,719
Kincardine, Municipality of	361,204	347,236	708,439
Northern Bruce Peninsula, Municipality of	126,829	121,924	248,753
Saugeen Shores, Town of	434,973	418,152	853,126
South Bruce Peninsula, Town of	266,915	256,593	523,507
South Bruce, Municipality of	178,842	171,926	350,767
Dufferin, County of	\$ 1,957,935	\$ 1,882,218	\$ 3,840,153
Amaranth, Township of	129,366	124,363	253,729
East Garafraxa, Township of	81,793	78,630	160,424
Grand Valley, Town of	93,750	90,125	183,875
Melancthon, Township of	95,399	91,710	187,109
Mono, Town of	273,036	262,477	535,513
Mulmur, Township of	110,305	106,040	216,345
Orangeville, Town of	916,568	881,123	1,797,691
Shelburne, Town of	257,717	247,751	505,468
Durham, Regional Municipality of	\$ 20,479,458	\$ 19,687,484	\$ 40,166,942
Ajax, Town of	3,795,574	3,648,793	7,444,368
Brock, Township of	369,228	354,949	724,177
Clarington, Municipality of	2,918,206	2,805,355	5,723,561
Oshawa, City of	5,057,235	4,861,663	9,918,898
Pickering, City of	2,910,531	2,797,976	5,708,508
Scugog, Township of	685,586	659,074	1,344,660
Uxbridge, Township of	671,600	645,628	1,317,228
Whitby, Town of	4,071,496	3,914,045	7,985,541
Elgin, County of	\$ 1,587,946	\$ 1,526,538	\$ 3,114,484
Aylmer, Town of	237,610	228,421	466,031
Bayham, Municipality of	234,565	225,494	460,060
Central Elgin, Municipality of	399,833	384,371	784,204
Dutton/Dunwich, Municipality of	122,611	117,869	240,480
Malahide, Township of	294,697	283,301	577,998
Southwold, Township of	140,213	134,790	275,003
West Elgin, Municipality of	158,417	152,291	310,708

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Essex, County of	\$ 5,757,252	\$ 5,534,610	\$ 11,291,861
Amherstburg, Town of	695,704	668,800	1,364,503
Essex, Town of	647,845	622,792	1,270,638
Kingsville, Town of	683,525	657,092	1,340,617
Lakeshore, Municipality of	1,161,123	1,116,221	2,277,344
LaSalle, Town of	957,163	920,148	1,877,312
Leamington, Municipality of	875,180	841,335	1,716,515
Tecumseh, Town of	736,711	708,221	1,444,933
Frontenac, County of	\$ 846,065	\$ 813,346	\$ 1,659,412
Central Frontenac, Township of	138,690	133,327	272,017
Frontenac Islands, Township of	55,819	53,660	109,479
North Frontenac, Township of	60,195	57,868	118,063
South Frontenac, Township of	591,361	568,492	1,159,853
Grey, County of	\$ 2,975,833	\$ 2,860,753	\$ 5,836,585
Chatsworth, Township of	210,271	202,140	412,411
Georgian Bluffs, Township of	332,343	319,491	651,834
Grey Highlands, Municipality of	310,935	298,911	609,846
Hanover, Town of	243,826	234,397	478,223
Meaford, Municipality of	348,581	335,101	683,682
Owen Sound, City of	676,833	650,659	1,327,492
Southgate, Township of	233,233	224,214	457,447
The Blue Mountains, Town of	222,799	214,183	436,982
West Grey, Municipality of	397,010	381,657	778,668
Haliburton, County of	\$ 572,839	\$ 550,686	\$ 1,123,526
Algonquin Highlands, Township of	74,562	71,679	146,241
Dysart Et Al, Municipality of	199,171	191,469	390,640
Highlands East, Municipality of	106,024	101,924	207,947
Minden Hills, Township of	193,082	185,615	378,697
Halton, Region of	\$ 17,393,700	\$ 16,721,058	\$ 34,114,758
Burlington, City of	5,813,832	5,589,001	11,402,833
Halton Hills, Town of	1,939,730	1,864,718	3,804,448
Milton, Town of	3,492,726	3,357,657	6,850,383
Oakville, Town of	6,147,412	5,909,681	12,057,093

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Hastings, County of	\$ 1,256,808	\$ 1,208,205	\$ 2,465,013
Bancroft, Town of	123,087	118,327	241,413
Carlow/Mayo, Township of	27,402	26,342	53,744
Centre Hastings, Municipality of	151,408	145,553	296,961
Deseronto, Town of	56,263	54,087	110,350
Faraday, Township of	44,433	42,715	87,148
Hastings Highlands, Municipality of	129,334	124,333	253,667
Limerick, Township of	10,973	10,549	21,523
Madoc, Township of	65,904	63,355	129,260
Marmora and Lake, Municipality of	125,370	120,522	245,892
Stirling-Rawdon, Township of	154,833	148,846	303,679
Tudor & Cashel, Township of	18,585	17,866	36,451
Tweed, Municipality of	191,686	184,274	375,960
Tyendinaga, Township of	136,280	131,010	267,290
Wollaston, Township of	21,249	20,427	41,677
Huron, County of	\$ 1,880,613	\$ 1,807,887	\$ 3,688,501
Ashfield-Colborne-Wawanosh, Township of	171,960	165,310	337,269
Bluewater, Municipality of	226,319	217,567	443,887
Central Huron, Municipality of	240,274	230,982	471,256
Goderich, Town of	241,923	232,568	474,491
Howick, Township of	122,833	118,083	240,915
Huron East, Municipality of	289,813	278,606	568,419
Morris-Turnberry, Municipality of	110,876	106,588	217,465
North Huron, Township of	156,419	150,370	306,789
South Huron, Municipality of	320,196	307,814	628,010
Lambton, County of	\$ 3,913,618	\$ 3,762,272	\$ 7,675,890
Brooke-Alvinston, Municipality of	76,465	73,508	149,973
Dawn-Euphemia, Township of	62,384	59,971	122,355
Enniskillen, Township of	88,676	85,246	173,922
Lambton Shores, Municipality of	337,164	324,125	661,289
Oil Springs, Village of	20,551	19,757	40,308
Petrolia, Town of	182,108	175,066	357,174
Plympton-Wyoming, Town of	247,220	237,659	484,879
Point Edward, Village of	64,604	62,105	126,709
Sarnia, City of	2,270,615	2,182,806	4,453,421
St. Clair, Township of	446,740	429,464	876,203
Warwick, Township of	117,092	112,564	229,657

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Lanark, County of	\$ 1,900,309	\$ 1,826,821	\$ 3,727,129
Beckwith, Township of	242,431	233,055	475,486
Carleton Place, Town of	337,576	324,521	662,098
Drummond/North Elmsley, Township of	246,522	236,988	483,510
Lanark Highlands, Township of	169,295	162,749	332,044
Mississippi Mills, Municipality of	417,467	401,322	818,789
Montague, Township of	119,281	114,668	233,949
Perth, Town of	188,071	180,798	368,869
Tay Valley, Township of	179,666	172,718	352,385
Leeds & Grenville, United Counties of	\$ 2,214,320	\$ 2,128,689	\$ 4,343,009
Athens, Township of	95,558	91,862	187,420
Augusta, Township of	233,202	224,183	457,385
Edwardsburgh/Cardinal, Township of	224,956	216,256	441,212
Elizabethtown-Kitley, Township of	312,521	300,435	612,957
Front of Yonge, Township of	82,681	79,484	162,165
Leeds and the Thousand Islands, Township of	300,184	288,575	588,759
Merrickville-Wolford, Village of	97,270	93,509	190,779
North Grenville, Municipality of	521,746	501,569	1,023,315
Rideau Lakes, Township of	327,491	314,826	642,317
Westport, Village of	18,712	17,988	36,700
Lennox & Addington, County of	\$ 1,360,200	\$ 1,307,598	\$ 2,667,798
Addington Highlands, Township of	73,674	70,825	144,499
Greater Napanee, Town of	504,017	484,526	988,543
Loyalist, Township of	538,238	517,423	1,055,661
Stone Mills, Township of	244,270	234,824	479,094
Middlesex, County of	\$ 2,269,251	\$ 2,181,495	\$ 4,450,746
Adelaide Metcalfe, Township of	94,828	91,161	185,989
Lucan Biddulph, Township of	149,061	143,297	292,358
Middlesex Centre, Municipality of	547,467	526,296	1,073,763
Newbury, Village of	14,779	14,208	28,987
North Middlesex, Municipality of	201,455	193,664	395,119
Southwest Middlesex, Municipality of	181,506	174,487	355,993
Strathroy-Caradoc, Municipality of	661,800	636,207	1,298,007
Thames Centre, Municipality of	418,355	402,176	820,531

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Muskoka, District Municipality of	\$ 1,915,310	\$ 1,841,242	\$ 3,756,552
Bracebridge, Town of	507,760	488,124	995,883
Georgian Bay, Township of	79,256	76,191	155,447
Gravenhurst, Town of	390,445	375,346	765,791
Huntsville, Town of	628,467	604,164	1,232,631
Lake of Bays, Township of	100,442	96,558	197,000
Muskoka Lakes, Township of	208,939	200,859	409,799
Niagara, Region of	\$ 14,204,837	\$ 13,655,513	\$ 27,860,349
Fort Erie, Town of	973,972	936,307	1,910,280
Grimsby, Town of	866,268	832,768	1,699,035
Lincoln, Town of	754,408	725,234	1,479,643
Niagara Falls, City of	2,793,185	2,685,168	5,478,354
Niagara-on-the-Lake, Town of	555,364	533,887	1,089,251
Pelham, Town of	542,646	521,661	1,064,308
Port Colborne, City of	580,578	558,126	1,138,703
St. Catharines, City of	4,221,699	4,058,439	8,280,138
Thorold, City of	596,277	573,218	1,169,494
Wainfleet, Township of	202,089	194,274	396,363
Welland, City of	1,658,481	1,594,344	3,252,825
West Lincoln, Township of	459,870	442,086	901,956
Northumberland, County of	\$ 2,699,055	\$ 2,594,678	\$ 5,293,733
Alnwick/Haldimand, Township of	217,851	209,427	427,278
Brighton, Municipality of	375,634	361,108	736,742
Cobourg, Town of	616,543	592,700	1,209,242
Cramahe, Township of	201,550	193,756	395,305
Hamilton, Township of	347,027	333,607	680,634
Port Hope, Municipality of	531,324	510,777	1,042,101
Trent Hills, Municipality of	409,125	393,304	802,429
Oxford, County of	\$ 3,516,005	\$ 3,380,036	\$ 6,896,041
Blandford-Blenheim, Township of	234,660	225,586	460,246
East Zorra-Tavistock, Township of	226,097	217,354	443,451
Ingersoll, Town of	404,590	388,944	793,534
Norwich, Township of	348,898	335,406	684,304
South-West Oxford, Township of	243,065	233,665	476,730
Tillsonburg, Town of	503,383	483,916	987,299
Woodstock, City of	1,297,213	1,247,048	2,544,261
Zorra, Township of	258,098	248,117	506,215

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Peel, Region of	\$ 43,822,064	\$ 42,127,394	\$ 85,949,459
Brampton, City of	18,827,320	18,099,237	36,926,558
Caledon, Town of	2,109,121	2,027,558	4,136,679
Mississauga, City of	22,885,623	22,000,599	44,886,222
Perth, County of	\$ 1,207,269	\$ 1,160,582	\$ 2,367,851
North Perth, Municipality of	416,420	400,316	816,736
Perth East, Township of	388,859	373,822	762,681
Perth South, Township of	120,835	116,162	236,997
West Perth, Municipality of	281,155	270,282	551,437
Peterborough, County of	\$ 1,769,166	\$ 1,700,750	\$ 3,469,916
Asphodel-Norwood, Township of	130,318	125,278	255,596
Cavan Monaghan, Township of	280,013	269,185	549,198
Douro-Dummer, Township of	212,777	204,549	417,325
Havelock-Belmont-Methuen, Township of	143,670	138,114	281,783
North Kawartha, Township of	78,622	75,581	154,203
Otonabee-South Monaghan, Township of	211,540	203,359	414,900
Selwyn, Township of	541,061	520,137	1,061,197
Trent Lakes, Municipality of	171,167	164,547	335,714
Prescott & Russell, United Counties of	\$ 2,833,210	\$ 2,723,645	\$ 5,556,855
Alfred and Plantagenet, Township of	307,003	295,130	602,133
Casselman, Municipality of	112,525	108,174	220,699
Champlain, Township of	276,112	265,434	541,547
Clarence-Rockland, City of	777,402	747,338	1,524,740
East Hawkesbury, Township of	104,533	100,491	205,024
Hawkesbury, Town of	325,493	312,905	638,398
Russell, Township of	523,934	503,673	1,027,607
The Nation Municipality	406,208	390,499	796,707

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Renfrew, County of	\$ 2,793,217	\$ 2,685,199	\$ 5,478,416
Admaston/Bromley, Township of	93,084	89,484	182,568
Arnprior, Town of	278,935	268,148	547,083
Bonnechere Valley, Township of	116,521	112,015	228,537
Brudenell, Lyndoch and Raglan, Township of	47,668	45,824	93,492
Deep River, Town of	130,318	125,278	255,596
Greater Madawaska, Township of	79,859	76,770	156,629
Head, Clara & Maria, United Townships of	7,865	7,561	15,427
Horton, Township of	91,562	88,021	179,582
Killaloe, Hagarty & Richards, Township of	76,751	73,783	150,533
Laurentian Hills, Town of	93,909	90,277	184,186
Laurentian Valley, Township of	297,710	286,197	583,907
Madawaska Valley, Township of	130,762	125,705	256,466
McNab/Braeside, Township of	227,651	218,848	446,499
North Algona Wilberforce, Township of	92,450	88,874	181,324
Petawawa, Town of	545,088	524,009	1,069,097
Renfrew, Town of	260,794	250,708	511,502
Whitewater Region, Township of	222,292	213,695	435,987
 Simcoe, County of	 \$ 9,689,487	 \$ 9,314,779	 \$ 19,004,265
Adjala-Tosorontio, Township of	348,074	334,613	682,687
Bradford West Gwillimbury, Town of	1,120,338	1,077,013	2,197,350
Clearview, Township of	448,801	431,445	880,246
Collingwood, Town of	691,168	664,440	1,355,608
Essa, Township of	668,651	642,793	1,311,443
Innisfil, Town of	1,159,696	1,114,849	2,274,545
Midland, Town of	534,844	514,161	1,049,005
New Tecumseth, Town of	1,085,990	1,043,993	2,129,984
Oro-Medonte, Township of	667,160	641,360	1,308,520
Penetanguishene, Town of	284,231	273,240	557,471
Ramara, Township of	300,913	289,277	590,190
Severn, Township of	427,425	410,896	838,321
Springwater, Township of	604,459	581,084	1,185,543
Tay, Township of	318,198	305,893	624,091
Tiny, Township of	373,827	359,370	733,197
Wasaga Beach, Town of	655,711	630,353	1,286,064

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Stormont, Dundas & Glengarry, United Counties of	\$ 2,072,680	\$ 1,992,527	\$ 4,065,207
North Dundas, Township of	357,684	343,851	701,535
North Glengarry, Township of	320,608	308,210	628,819
North Stormont, Township of	217,978	209,549	427,527
South Dundas, Municipality of	343,570	330,284	673,854
South Glengarry, Township of	417,054	400,926	817,980
South Stormont, Township of	415,786	399,707	815,492
 Waterloo, Region of	 \$ 16,972,491	 \$ 16,316,138	 \$ 33,288,629
Cambridge, City of	4,120,433	3,961,089	8,081,522
Kitchener, City of	7,396,672	7,110,630	14,507,302
North Dumfries, Township of	323,970	311,442	635,412
Waterloo, City of	3,329,647	3,200,884	6,530,531
Wellesley, Township of	357,113	343,303	700,415
Wilmot, Township of	651,588	626,390	1,277,978
Woolwich, Township of	793,069	762,400	1,555,469
 Wellington, County of	 \$ 2,883,922	 \$ 2,772,396	 \$ 5,656,319
Centre Wellington, Township of	894,082	859,506	1,753,588
Erin, Town of	362,790	348,760	711,550
Guelph/Eramosa, Township of	407,667	391,901	799,568
Mapleton, Township of	333,865	320,954	654,820
Minto, Town of	275,002	264,367	539,369
Puslinch, Township of	232,662	223,665	456,327
Wellington North, Township of	377,854	363,242	741,096
 York, Regional Municipality of	 \$ 35,192,657	 \$ 33,831,700	 \$ 69,024,356
Aurora, Town of	1,758,447	1,690,445	3,448,891
East Gwillimbury, Town of	760,878	731,454	1,492,332
Georgina, Town of	1,440,439	1,384,735	2,825,174
King, Township of	777,402	747,338	1,524,740
Markham, City of	10,433,207	10,029,738	20,462,945
Newmarket, Town of	2,671,177	2,567,878	5,239,055
Richmond Hill, City of	6,185,153	5,945,963	12,131,115
Vaughan, City of	9,712,227	9,336,639	19,048,866
Whitchurch-Stouffville, Town of	1,453,727	1,397,509	2,851,237

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Single-Tier Municipalities			
Alberton, Township of	\$ 61,464	\$ 59,087	\$ 120,551
Armour, Township of	89,690	86,222	175,912
Armstrong, Township of	73,960	71,100	145,059
Assignack, Township of	64,255	61,770	126,025
Atikokan, Town of	174,624	167,871	342,494
Baldwin, Township of	38,375	36,891	75,267
Barrie, City of	8,971,202	8,624,271	17,595,473
Belleville, City of	3,216,931	3,092,527	6,309,459
Billings, Township of	38,248	36,769	75,018
Black River-Matheson, Township of	154,643	148,663	303,306
Blind River, Town of	220,230	211,713	431,943
Bonfield, Township of	126,226	121,345	247,571
Brant, County of	2,328,336	2,238,296	4,566,632
Brantford, City of	6,184,201	5,945,048	12,129,249
Brethour, Township of	7,865	7,561	15,427
Brockville, City of	1,353,983	1,301,623	2,655,606
Bruce Mines, Town of	36,916	35,489	72,405
Burk's Falls, Village of	62,225	59,819	122,044
Burpee and Mills, Township of	21,757	20,915	42,672
Callander, Municipality of	245,031	235,556	480,587
Calvin, Municipality of	32,730	31,464	64,194
Carling, Township of	71,359	68,600	139,959
Casey, Township of	23,342	22,440	45,782
Central Manitoulin, Municipality of	132,189	127,077	259,266
Chamberlain, Township of	21,059	20,244	41,303
Chapleau, Township of	124,577	119,760	244,337
Chapple, Township of	40,469	38,904	79,372
Charlton and Dack, Municipality of	43,513	41,830	85,344
Chatham-Kent, Municipality of	6,447,500	6,198,165	12,645,666
Chisholm, Township of	81,889	78,722	160,610
Cobalt, Town of	71,549	68,782	140,332
Cochrane, Town of	337,513	324,461	661,973
Coleman, Township of	37,741	36,282	74,023
Conmee, Township of	51,949	49,940	101,890
Cornwall, City of	2,955,155	2,840,874	5,796,029
Dawson, Township of	29,685	28,537	58,223
Dorion, Township of	20,044	19,269	39,313
Dryden, City of	491,521	472,514	964,035
Dubreuilville, Township of	38,883	37,379	76,262

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Ear Falls, Township of	\$ 63,113	\$ 60,672	\$ 123,786
East Ferris, Municipality of	308,398	296,472	604,870
Elliot Lake, City of	681,305	654,958	1,336,263
Emo, Township of	84,553	81,283	165,835
Englehart, Town of	93,813	90,186	183,999
Espanola, Town of	320,196	307,814	628,010
Evanturel, Township of	28,480	27,379	55,859
Fauquier-Strickland, Township of	33,999	32,684	66,683
Fort Frances, Town of	490,887	471,904	962,791
French River, Municipality of	168,851	162,322	331,173
Gananoque, Separated Town of	327,237	314,582	641,819
Gauthier, Township of	8,753	8,415	17,168
Gillies, Township of	30,066	28,903	58,969
Gordon/Barrie Island, Municipality of	31,081	29,879	60,960
Gore Bay, Town of	54,994	52,867	107,861
Greater Sudbury, City of	10,245,961	9,849,733	20,095,694
Greenstone, Municipality of	294,063	282,691	576,754
Guelph, City of	8,359,734	8,036,449	16,396,183
Haldimand, County of	2,892,929	2,781,055	5,673,985
Hamilton, City of	34,056,810	32,739,778	66,796,588
Harley, Township of	34,950	33,599	68,549
Harris, Township of	34,570	33,233	67,802
Hearst, Town of	321,592	309,155	630,747
Hilliard, Township of	13,130	12,622	25,752
Hilton Beach, Village of	10,847	10,427	21,274
Hilton, Township of	19,473	18,720	38,193
Hornepayne, Township of	62,162	59,758	121,920
Hudson, Township of	31,905	30,672	62,577
Huron Shores, Municipality of	105,548	101,466	207,014
Ignace, Township of	76,243	73,295	149,538
Iroquois Falls, Town of	287,783	276,654	564,438
James, Township of	26,641	25,610	52,251
Jocelyn, Township of	19,854	19,086	38,940
Johnson, Township of	47,636	45,794	93,430
Joly, Township of	19,283	18,537	37,820
Kapuskasing, Town of	525,964	505,624	1,031,588
Kawartha Lakes, City of	4,784,104	4,599,095	9,383,199
Kearney, Town of	55,946	53,782	109,728
Kenora, City of	957,544	920,514	1,878,058
Kerns, Township of	22,708	21,830	44,538

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Killarney, Municipality of	\$ 24,484	\$ 23,537	\$ 48,021
Kingston, City of	7,852,545	7,548,874	15,401,420
Kirkland Lake, Town of	506,237	486,660	992,898
La Vallee, Township of	59,498	57,197	116,694
Laird, Township of	66,412	63,843	130,255
Lake of the Woods, Township of	14,589	14,025	28,614
Larder Lake, Township of	46,304	44,513	90,818
Latchford, Town of	19,854	19,086	38,940
London, City of	24,345,947	23,404,450	47,750,397
MacDonald, Meredith & Aberdeen Add'l, Township of	102,059	98,113	200,172
Machar, Township of	55,946	53,782	109,728
Machin, Municipality of	61,591	59,209	120,800
Magnetawan, Municipality of	88,168	84,759	172,927
Manitouwadge, Township of	122,865	118,113	240,978
Marathon, Town of	207,607	199,579	407,186
Markstay-Warren, Municipality of	168,471	161,956	330,427
Matachewan, Township of	14,272	13,720	27,992
Mattawa, Town of	126,417	121,528	247,944
Mattawan, Municipality of	10,212	9,817	20,030
Mattice - Val Côté, Township of	41,103	39,513	80,616
McDougall, Municipality of	171,389	164,761	336,150
McGarry, Township of	38,629	37,135	75,764
McKellar, Township of	70,471	67,746	138,217
McMurrich/Monteith, Township of	52,267	50,245	102,512
Moonbeam, Township of	78,083	75,063	153,146
Moosonee, Town of	93,940	90,307	184,248
Morley, Township of	30,510	29,330	59,840
Nairn & Hyman, Township of	21,693	20,854	42,547
Neebing, Municipality of	130,349	125,308	255,658
Nipigon, Township of	104,153	100,125	204,277
Nipissing, Township of	108,276	104,088	212,364
Norfolk, County of	4,062,331	3,905,234	7,967,564
North Bay, City of	3,270,023	3,143,566	6,413,588
Northeastern Manitoulin and the Islands, Town of	172,023	165,371	337,394
O'Connor, Township of	42,054	40,428	82,482
Oliver-Paipoonge, Municipality of	375,634	361,108	736,742
Opasatika, Township of	14,335	13,781	28,116
Orillia, City of	1,976,869	1,900,420	3,877,289
Ottawa, City of	59,259,320	56,967,666	116,226,986
Papineau-Cameron, Township of	64,445	61,953	126,398

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
Parry Sound, Town of	\$ 406,461	\$ 390,743	\$ 797,204
Pelee, Township of	14,906	14,330	29,236
Pembroke, City of	880,540	846,488	1,727,027
Perry, Township of	155,658	149,638	305,296
Peterborough, City of	5,139,885	4,941,117	10,081,002
Pickle Lake, Township of	24,611	23,659	48,270
Plummer Additional, Township of	41,864	40,245	82,109
Powassan, Municipality of	219,152	210,677	429,828
Prescott, Town of	267,803	257,446	525,249
Prince Edward, County of	1,568,949	1,508,275	3,077,223
Prince, Township of	64,065	61,587	125,652
Quinte West, City of	2,764,102	2,657,210	5,421,313
Rainy River, Town of	51,188	49,209	100,397
Red Lake, Municipality of	260,508	250,434	510,942
Red Rock, Township of	56,770	54,575	111,345
Ryerson, Township of	41,103	39,513	80,616
Sables-Spanish Rivers, Township of	202,216	194,396	396,612
Sault Ste. Marie, City of	4,653,755	4,473,787	9,127,541
Schreiber, Township of	67,173	64,575	131,748
Seguin, Township of	273,004	262,447	535,451
Shuniah, Municipality of	177,478	170,615	348,093
Sioux Lookout, Municipality of	334,405	321,473	655,877
Sioux Narrows-Nestor Falls, Township of	35,965	34,574	70,539
Smiths Falls, Town of	556,918	535,381	1,092,299
Smooth Rock Falls, Town of	84,362	81,100	165,462
South Algonquin, Township of	69,520	66,831	136,351
South River, Village of	70,661	67,929	138,590
Spanish, Town of	45,162	43,416	88,578
St. Charles, Municipality of	80,493	77,380	157,873
St. Joseph, Township of	78,654	75,612	154,265
St. Marys, Town of	460,821	443,000	903,822
St. Thomas, City of	2,468,010	2,372,568	4,840,578
Stratford, City of	1,995,835	1,918,652	3,914,487
Strong, Township of	91,276	87,746	179,023
Sundridge, Village of	60,957	58,599	119,556
Tarbutt, Township of	33,872	32,562	66,434
Tehkummah, Township of	27,656	26,586	54,242
Temagami, Municipality of	50,871	48,904	99,775
Temiskaming Shores, City of	629,229	604,895	1,234,124
Terrace Bay, Township of	102,186	98,235	200,421

Estimated AMO Allocations of the federal Gas Tax Fund in 2021

Municipality	Scheduled Allocation	Top-Up Allocation	Total Allocation
The Archipelago, Township of	\$ 33,681	\$ 32,379	\$ 66,060
The North Shore, Township of	31,525	30,306	61,831
Thessalon, Town of	81,571	78,417	159,988
Thornloe, Village of	7,104	6,829	13,934
Thunder Bay, City of	6,844,701	6,580,005	13,424,706
Timmins, City of	2,650,626	2,548,122	5,198,747
Val Rita-Harty, Township of	48,334	46,465	94,799
Wawa, Municipality of	184,265	177,139	361,404
West Nipissing, Municipality of	911,113	875,879	1,786,992
White River, Township of	40,913	39,330	80,243
Whitestone, Municipality of	58,102	55,855	113,957
Windsor, City of	13,776,301	13,243,550	27,019,851
Total	\$ 673,996,169	\$ 647,931,646	\$ 1,321,927,815

Township of South Stormont

ACTION REQUEST

Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 14, 2021
Subject: RFQ 02-2021 Supply and Delivery of Granular Materials

Recommendation:

That Council award RFQ No. 02-2021, Supply and Delivery of Granular Materials to Cornwall Gravel Company Ltd. for a total amount of \$320,453.25 (applicable taxes excluded) and further, authorize the Director of Public Works to execute the necessary documents to complete the transaction.

Background:

There were three quotations received, as follows (HST excluded):

- | | | |
|----------------------------|---|--------------|
| 1. Cornwall Gravel | - | \$320,453.25 |
| 2. Coco Paving | - | \$452,676.25 |
| 3. Louis Bray Construction | - | \$463,972.75 |

This expense is included in various maintenance and capital items included in the approved 2021 Transportation budget.

Options:

1. Council award RFQ No. 02-2021 to Cornwall Gravel Company Limited. This is the recommended option.
2. Other.

Township of South Stormont

ACTION REQUEST

Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 14, 2021
Subject: RFQ No. 06-2021 Valade Road Bridge Rehabilitation

Recommendation:

That Council award RFQ No. 06-2021 Valade Road Bridge Rehabilitation to DW Building Restoration Services Inc. for the amount of \$372,465 (applicable taxes excluded) and further, authorize the Director of Public Works to execute the necessary documents to complete the transaction.

Executive Summary:

RFQ 06-2021 Valade Road Bridge Rehabilitation closed April 7th with 8 bids received.

Results were as follows:

DW Building Restoration Services Inc.	\$372,465.00
Clearwater Structures Inc.	\$399,929.00
Ross and Anglin Limited	\$450,030.00
Louis W. Bray Construction Limited	\$456,216.16
Dalcon Constructors Ltd.	\$461,000.00
R.W. Tomlinson Limited	\$484,516.23
Urban LinkCivil Ltd.	\$500,000.00
Coco Paving Inc.	\$585,349.50

Review of submissions and reference checks have been completed by the Township's consultant (letter attached), with recommendation to award to DW Building Restoration Services Inc.

Additional to the contract price are additional services including:

- Contract Administration
- Material Testing

These services will be provided and arranged by the design engineer.

Options:

1. That Council award RFQ 06-2021 Valade Road Bridge Rehabilitation to DW Building Restoration Services Inc. for the amount of \$372,465.00 (applicable taxes excluded). This is the recommended option.
2. Other as suggested by Council

Financial Impact:

Budgeted amount for the Valade Road Bridge Rehabilitation was \$450,000 including contract administration and material testing. The amount falls within this budget.

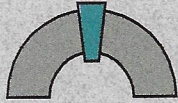
Risk Considerations:

Work is scheduled for June-September 2021 which may impede school bus traffic. Liquidated damages are included in the contract to mitigate extended bridge closure.

The current COVID 19 requirements of the Province of Ontario and Eastern Ontario Health Unit with respect to "physical distancing" will be addressed in pre-construction discussions. There is a requirement for the contractor to provide their Health and Safety Policy prior to construction commencing.

Others Consulted:

Keystone Engineering



Keystone Bridge Management Corp.

Your Bridge Asset Management Specialist

April 7, 2021

Ross Gellately, C.E.T.
Director of Public Works
Township of South Stormont
2 Mille Roches Rd., P.O. Box 84
Long Sault, ON K0C 1P0

Re: RFQ # 06-2021 Valade Road Bridge Rehabilitation

Dear Ross,

Keystone Bridge Management Corp. is pleased to advise you on the tender results for the above captioned project. A total of eight bids were received.

We carefully reviewed the three lowest tenders and checked the extended prices against the unit price bid entries. The low bidder DW Building had three minor errors in the extensions for Items 3, 15 and 16. The corrected low bid is \$372,465.00 before HST. The second lowest bid by Clearwater was \$399,929.00. The third lowest bid by Ross & Anglin was \$450,030.00.

The individual bid items were compared to my engineer's estimate. I confirm that the bidding is balanced, and competitive. I am very pleased to note that the lowest bid is \$38,125.00 below my estimate. The seven lowest bids were all reasonably close and in the competitive range. The eighth and highest bid from Coco at \$585,349.50 is an outlier. The bids are indicative of a healthy and competitive market. Clearly COVID has not unduly upset prices.

In summary, I find that the bid from DW Building is compliant, fairly bid, and the lowest tendered price. I am familiar with the work of DW Building and its Principal, David Winter, and can confirm they are a conscientious and well organized contractor.

Sincerely,

Harold Kleywegt, P.Eng.
Managing Director





Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

MEMORANDUM

To: Township of South Stormont Council, CAO, and Clerk
From: Lisa Van De Ligt, Communications Specialist
Date: March 22, 2021
Subject: RRCA Board of Directors meeting highlights (March 18, 2021)

The Raisin Region Conservation Authority (RRCA) Board of Directors consists of 8 representatives from the RRCA's 5 member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont and North Stormont.

Following every Board meeting, councils, CAOs and clerks of the RRCA's 5 member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (except for July, August, and December).

March 18, 2021 RRCA Board of Directors Meeting Highlights

- Approved minutes from February 18, 2021 Board of Directors meeting can be found at <http://www.rrca.on.ca/page.php?id=15>.
- Board re-elected for a second term Bryan McGillis, Mayor of the Township of South Stormont, as Chair and re-elected Martin Lang, Councillor for the Township of South Glengarry, as Vice-Chair.
- Board approved committee appointments to: Source Protection Committee, Source Protection Management Committee, Conservation Ontario Council, St. Lawrence River Restoration Council, and City of Cornwall Environment & Climate Change Committee.
- Board approved 1 grant submission to support RRCA Conservation Area enhancements.
- Board approved a student compensation schedule and awarded a grass cutting tender.

Next RRCA Board meeting date: April 15, 2021



To: Council
From: Yun Ke Ni Director of Finance/Treasurer
Date of Meeting: April 14, 2021
Subject: By-law No. 2021-030 Authorize the Final Levy for 2021

Recommendation:

That By-law No. 2021-030, being a by-law to adopt and levy the 2021 tax rates, be read and passed in open Council, signed and sealed this 14th day of April, 2021.

Executive Summary:

Upon completion of the Township budget and confirmation of tax levies adopted by the United Counties of Stormont, Dundas and Glengarry (UCSDG) and the Minister of Finance (MOF), the Township must pass a by-law approving the current year property tax rates.

Background:

Section 342 of the Municipal Act, 2001, authorized municipalities to pass by-laws requiring payment of charges including property taxes, local improvements, sewer rates, special rates and other rents and rates payable as taxes in bulk or installments.

UCSDG approved By-law No. 5284 and By-law No. 5285 adopting the transition ratios for county and municipal purposes, and the county tax rates, respectively and the MOF and Reamined (OPTA) has confirmed the education rates for 2021.

In order to process final tax bills, a by-law approving the levies and payment options must be passed.

Options:

1. That By-law No. 2021-030, being a by-law to adopt and levy the 2021 tax rates, be adopted. This is the recommended option.
 2. That Council not adopt the 2021 tax rates.
-

Others Consulted:

Municipal Act, 2001
UCSDG By-law Nos. 5284 and 5285
Communication from MOF and remained (OPTA)

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-030

BEING a by-law to levy and adopt the 2021 tax rates.

WHEREAS the *Municipal Act, 2001*, s. 290, as amended, provides that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for municipal purposes;

AND WHEREAS the *Municipal Act, 2001*, s. 312(2), as amended, provides that a local municipality shall, each year, pass a by-law levying a separate tax rate on the assessment in each property class in the local municipality rateable for local municipality purposes;

AND WHEREAS the United Counties of Stormont, Dundas and Glengarry have adopted the transition ratios for county and municipal purposes and the county tax rates through their By-law Nos. 5284 and 5285;

AND WHEREAS the 2021 levy for general purposes, for the Township of South Stormont has been set at \$7,558,065 with special area rates having been set and \$2,106 for Eamer's Corners Sewer;

AND WHEREAS the *Municipal Act, 2001*, S. 342, as amended, authorizes municipalities to pass by-laws requiring payment of charges including taxes, local improvements, sewer rates, special rates and other rents and rates payable as taxes in bulk or installments.

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

1. That the estimates and tax rates for the current year are as set forth in Schedule "A" attached to this by-law, and shall be levied upon each property class.
2. That the special area rates as set forth in Schedule "A" attached to this by-law shall be levied where applicable.
3. That the Treasurer is hereby instructed to bill and collect the tax levies adopted by the United Counties of Stormont, Dundas and Glengarry and the Minister of Finance's 2021 Education Tax Rates.
4. That every owner of land in the capped and uncapped classes shall be taxed according to the rates in this by-law and such taxes shall become due and payable in two installments; 50% of the final levy, rounded upwards, shall become due and payable on the 31st day of July, 2021 and the balance shall become due and payable on the 30th day of September, 2021.

5. That non-payment of the installment amount(s) on the due dates stated shall constitute default.
6. That penalty of 1¼% shall be added on the first day of default on all taxes levied and thereafter a penalty of 1¼% shall be added on the first day of each calendar month in which default continues until December 31, 2021.
7. That on all taxes in default on January 1, 2022, interest shall be added at a rate of 1¼% per month or fraction thereof in which the default continues.
8. That penalties and interest added in default shall become due and payable and shall be collected as if same had originally been imposed and formed part of such unpaid tax levy.
9. That the Treasurer shall mail or cause to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a notice specifying the amount of taxes payable.
10. That taxes are payable in Canadian currency, cash, cheque or debit at the Township of South Stormont Municipal Office. In addition, payments may be made at most financial institutions as well as by internet/telephone banking.
11. The appropriate service charge will be applied for any returned payment. Two instances of returned payments within a 12-month period may result in the Township not accepting payments for one year unless by certified cheque, bank draft or cash. If, after the one-year period there is a second recurrence of two returned payments, payments may not be accepted indefinitely unless by certified cheque, bank draft or cash.
12. Pre-Authorized Payment Plan (PAP) Options
 - i) Taxpayers without arrears may pay their taxes through pre-authorized electronic payments from January to October. Properties enrolled in this option are not subject to penalty for non-payment of taxes on the due dates indicated in this by-law. Two instances of returned payments in a one-year period will result in removal from this payment option. The appropriate service charge will apply in each instance.
 - ii) Taxpayers without arrears may pay the amount owing on their taxes through pre-authorized electronic payments on the instalment due date. Two instances of returned payments in a one-year period will result in removal from this payment option. The appropriate service charge will apply in each instance.

- iii) Taxpayers with arrears may pay their taxes through twelve monthly pre-authorized electronic payments. The monthly amount to be withdrawn may be specified by the payor. Penalties and interest will continue to accumulate on overdue balances for properties enrolled in this PAP option. Two instances of returned payments in a one-year period will result in removal from this payment plan. The appropriate service charge will apply in each instance.
- 13. That Schedule "A" attached hereto shall be and form part of this by-law.
- 14. That any by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open council, signed and sealed this 14th day of April, 2021.

Mayor

Clerk

SCHEDULE "A" TO BY-LAW NO. 2021-030
2021 Final Tax Rates

Property Class	Tax Class	Municipal	County	Education	Total
Commerical PIL : Full	CF	0.00773417	0.00944900	0.00880000	0.02598317
Commercial PIL :General	CG	0.00773417	0.00944900	0.00000000	0.01718317
Commercial Taxable : Full, Shared PIL	CH	0.00773417	0.00944900	0.00880000	0.02598317
Commercial Taxable : Full	CT	0.00773417	0.00944900	0.00880000	0.02598317
Commercial Taxable: Excess Land	CU	0.00541392	0.00661400	0.00880000	0.02082792
Commercial Taxable: Vacant Land	CX	0.00541392	0.00661400	0.00880000	0.02082792
Commercial PIL: General Vacant Land	CZ	0.00541392	0.00661400	0.00880000	0.02082792
Office Building Taxable: Full	DT	0.00773417	0.00944900	0.00880000	0.02598317
Office Building Taxable: Excess Land	DU	0.00541392	0.00661400	0.00880000	0.02082792
Exempt	E	0.00000000	0.00000000	0.00000000	0.00000000
Farmlands PIL: Full, Taxation of Province	FP	0.00118330	0.00144600	0.00038250	0.00301180
Farmlands Taxable: Full	FT	0.00118330	0.00144600	0.00038250	0.00301180
Landfill PIL: Full	HF	0.00683664	0.00835300	0.00880000	0.02398964
Industrial Taxable: Full, Shared PIL	IH	0.00976663	0.01193200	0.00880000	0.03049863
Industrial Taxable: Vacant Land, Shared PIL	IJ	0.00683487	0.00835300	0.00880000	0.02398787
Industrial Taxable: Excess Land, Shared PIL	IK	0.00683487	0.00835300	0.00880000	0.02398787
Industrial Taxable: Full	IT	0.00976663	0.01193200	0.00880000	0.03049863
Industrial Taxable: Excess Land	IU	0.00683664	0.00835300	0.00880000	0.02398964
Industrial Taxable: Vacant Land	IX	0.00683664	0.00835300	0.00880000	0.02398964
New Construction Industrial Taxable: Full	JT	0.00976663	0.01193200	0.00880000	0.03049863
New Construction Industrial Taxable: Excess Land	JU	0.00683664	0.00835300	0.00880000	0.02398964
Large Industrial Taxable: Full	LT	0.01961079	0.02395900	0.00880000	0.05236979
Large Industrial Taxable: Excess Land	LU	0.01372755	0.01677100	0.00880000	0.03929855
Multi-Residential Taxable: Full	MT	0.00473319	0.00578300	0.00153000	0.01204619
Pipeline Taxable: Full	PT	0.00647437	0.00791000	0.00880000	0.02318437
Residential Taxable PIL: General	RG	0.00473319	0.00578300	0.00000000	0.01051619
Residential Taxable: Full, Shared PIL	RH	0.00473319	0.00578300	0.00153000	0.01204619
Residential PIL: Full, Taxable Tenant of Province	RP	0.00473319	0.00578300	0.00153000	0.01204619
Residential Taxable: Full	RT	0.00473319	0.00578300	0.00153000	0.01204619
Managed Forest Taxable: Full	TT	0.00118330	0.00144600	0.00038250	0.00301180
New Construction Commercial Taxable: Full	XT	0.00773417	0.00944900	0.00880000	0.02598317
New Construction Commercial Tax: Excess Land	XU	0.00541392	0.00661400	0.00880000	0.02082792

EAMERS CORNERS SEWER		
Property Class	Tax Class	Tax Rate
Commercial Taxable: Full	CT	0.00047847
Residential Taxable: Full	RT	0.00029212

Township of South Stormont
ACTION REQUEST
Fire and Rescue Department



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: April 14, 2021
Subject: By-law No. 2021-031 Fire Safety Grant Program

Recommendation:

That By-law No. 2021-031, being a by-law to authorize a Fire Safety Grant Agreement, be read and passed in open Council, signed and sealed in open Council this 14th day of April, 2021.

Executive Summary:

The Township of South Stormont has received notification from the Ontario Fire Marshal's Office that the Township is eligible to receive \$7,800.00 as part of the Fire Safety Grant Program.

The funds received from this program will be used to cover the registration costs in order to provide training for South Stormont firefighters.

Background:

On March 11, 2021, the Government of Ontario announced a one-time \$5 million grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Staff has received notification from the Ontario Fire Marshal's Office that the Township of South Stormont is eligible to receive \$7,800.00 as part of this grant funding.

Funding is intended to provide support for fire departments in both training of staff and in code compliance and inspections. Eligible costs under this funding include registration, administrative programming, technology upgrades, and associated costs and attending and proving training to firefighters as well as technology, capitals costs and training to provide code compliance inspections.

Applications for funding were required to be submitted by staff and received by the Fire Marshal's Office of Ontario by Friday, March 19, 2021. The Fire Marshal included in their notice of South Stormont's available allotment that the Fire Chief can accept the grant in principle by the deadline, pending formal approval by Council. Funds under this grant must be spent by August 1, 2021, with a report back to the Fire Marshal's Office by September 1, 2021 outlining how the grant was utilized at the department level.

These funds will be used to cover registration costs to enroll firefighters in the courses required for members to receive their Firefighter I and II certification. In addition, the funds will be used to cover registration costs for members to enroll in courses at the Clarence-Rockland Training Center.

Options:

1. That Council provide authorization for the Fire Safety Grant Agreement.
2. That Council not authorize the Fire Safety Grant Agreement.
3. Other.

Financial Impact:

As the eligible costs of these projects are fully funded by the Provincial government, there is no financial impact on the municipality.

Others Consulted:

*Prepared by:
Shelby Martel, Administrative Assistant*

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-031

BEING a by-law to authorize a Fire Safety Grant Transfer Payment Agreement between the Township of South Stormont and Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal.

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 Township of South Stormont is desirous of entering into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal to receive funding under the Municipal Fire Protection Grant.

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

1. That the Corporation of the Township of South Stormont enters into an Agreement with Her Majesty the Queen in right of Ontario as represented by the Office of the Fire Marshal to receive funding under the Municipal Fire Protection Grant.
2. That the Mayor and Director of Corporate Services/Clerk of the municipality are hereby authorized and directed on behalf of the Township of South Stormont to execute the Agreement attached hereto as Schedule "A" and forming part of this by-law.
3. Any other by-laws inconsistent with this by-law are hereby repealed.

READ and passed in open Council, signed and sealed this 14th day of April, 2021.

Mayor

Clerk

FIRE SAFETY GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the 14th day of April, 2021 (the “**Effective Date**”)

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Office of the Fire Marshal**

(the “**Province**”)

- and -

Township of South Stormont

(the “**Recipient**”)

CONSIDERATION

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 The agreement, together with:

Schedule “A” - General Terms and Conditions
Schedule “B” - Project Specific Information and Additional Provisions
Schedule “C” - Project
Schedule “D” - Budget
Schedule “E” - Reports, and
any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 In the event of a conflict or inconsistency between the Additional Provisions and Schedule “A”, the Additional Provisions will prevail.

3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
 - (ii) funding for the purposes of the Public Sector Salary Disclosure Act, 1996 (Ontario);
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Office of the Fire
Marshal**

Click or tap here to enter text.

Date

Signature: _____

Name: Douglas Browne

Title: Deputy Fire Marshal

Township of South Stormont

Click or tap here to enter text.

Date

Signature: _____

Name: Bryan McGillis

Title: Mayor

I have authority to bind the Recipient.

SCHEDULE “A”
GENERAL TERMS AND CONDITIONS

A1.0 DEFINITIONS

A1.1 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

“Budget” means the budget attached to the Agreement as Schedule “D”.

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A12.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on March 31, 2021 and ending on August 31, 2021; and

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees and employees.

“Maximum Funds” means the maximum Funds set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province extends that time.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Project” means the undertaking described in Schedule “C”.

“Reports” means the reports described in Schedule “E”.

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

A2.1 General. The Recipient represents, warrants and covenants that:

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has the full power and authority to enter into the Agreement and has taken all necessary actions to authorize the execution of the Agreement;
- (c) it has, and will continue to have the experience and expertise necessary to carry out the Project;
- (d) it is in compliance with, and will continue to comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project, the Funds or both; and
- (e) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Governance. The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
- (b) procedures to enable the Recipient’s ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully; and
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A6.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on March 31, 2021 and will expire on the Expiry Date.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds allocated as part of this grant exercise;
- (b) provide the Funds to the Recipient in accordance with the payment plan set out in Schedule “D”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency or organization of the Government of Ontario.

A5.0 CONFLICT OF INTEREST

A5.1 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without a conflict of interest. The Recipient will disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A6.0 REPORTING, ACCOUNTING AND REVIEW

A6.1 Preparation and Submission. The Recipient will submit to the Province at the address referred to in section A15.1, all Reports in accordance with the timelines and content requirements provided for in Schedule “E”, or in a form as specified by the Province from time to time.

A6.2 **Record Maintenance.** The Recipient will keep, maintain and make available to the Province, its authorized representatives or an independent auditor identified by the Province for inspection and copying:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

A7.0 COMMUNICATIONS REQUIREMENTS

A7.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province for the Project in a form and manner as directed by the Province.

A7.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A8.0 INDEMNITY

A8.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A9.0 INSURANCE

A9.1 **Recipient's Insurance.** The Recipient represents, warrants and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability

arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30 day written notice of cancellation.

A9.2 Proof of Insurance. If requested, the Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section A9.1.

A10.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

A10.1 Events of Default. Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
 - (i) carry out the Project;
 - (ii) use or spend Funds; or
 - (iii) provide, in accordance with section A6.1, Reports or such other reports as may have been requested by the Province;
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

A10.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A10.3 When Termination Effective. Termination under this Article will take effect as provided for in the Notice.

A11.0 FUNDS AT THE END OF A FUNDING YEAR

A11.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient the payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A12.0 FUNDS UPON EXPIRY

A12.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

A13.0 NOTICE

A13.1 Notice in Writing and Addressed. Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as provided for in Schedule "B", or as either Party later designates to the other by Notice.

A13.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five business days after the Notice is mailed; or
- (b) in the case of email, personal delivery or fax, one business day after the Notice is delivered.

A14.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A14.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

A15.0 INDEPENDENT PARTIES

A15.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A16.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A16.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' permitted assigns.

A17.0 GOVERNING LAW

A17.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A18.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A18.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the

requirements of such other agreement;

(c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A19.0 SURVIVAL

A19.1 **Survival.** All Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE “B”

PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	\$7,800.00
Expiry Date	August 1, 2021
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	Position: Address: Fax: Email:
Contact information for the purposes of Notice to the Recipient	Position: Address: Fax: Email:
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	Position: Address: Fax: Email:

Additional Provisions:

(None)

SCHEDULE “C”

PROJECT

The Municipal Fire Protection Grant has been established to provide critical support to municipalities in 2020-21 to offset costs and potential barriers for issues stemming from the COVID-19 pandemic. Such issues include access to training, and equipment or other critical upgrades that are needed at the local level to support virtual inspections.

Ontario's fire departments vary in size and capacity and they all serve different communities that each present different levels of risk. There is a significant cost to ensure that every department has skilled first responders who are adequately trained and equipped to meet the needs of their community.

Funding could represent the difference in allowing fire departments to train more staff, purchase much needed equipment to allow them to adapt and respond to COVID-19 related risks in their communities in a way that ensures both community and personnel safety.

The use of the one-time 2020-21 Municipal Fire Protection Grant will focus on the needs of municipal fire departments to ensure community safety with a focus on issues that have presented due to the COVID-19 pandemic, including:

- Training to offset the pressures in training as a result of the COVID-19 pandemic.
- Specialty training to respond to the dynamics of the COVID-19 pandemic and the need to ensure fire safety in their communities such as virtual inspections.
- Small improvements to fire department infrastructure, such as accessing high speed internet to support training and virtual inspections.

The fire service has expressed concerns with training and fire code compliance since the start of the pandemic. Some of these concerns include critical inspections being delayed or impacted given the apprehension with entering premises. Similarly, training has been impacted given that fire services have been responding to challenges associated with the pandemic (staffing shortages, increased calls for service, etc.). Many departments continued training online as the Office of the Fire Marshal enhanced its online course availability at the start of the pandemic. This emergency COVID relief funding provides support for increased access to training, support for fire code compliance inspections through virtual inspections, and equipment or other critical upgrades that are needed at the local level to support community risks during the pandemic and the switch to virtual training and inspections.

<insert a copy of the letter of intent from the municipality to outline proposed use of funds>

SCHEDULE “D”

BUDGET

Funding will be provided to the Township of South Stormont upon execution of this Agreement. The funds will need to be spent by the municipality by August 1, 2021.

SCHEDULE “E”

REPORTS

As a condition of the Municipal Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by September 1, 2021 to outline how the grant was utilized at the department level.

Ministry of the Solicitor General

**Office of the Fire Marshal and
Emergency Management**

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

**Bureau du commissaire des incendies et
de la gestion des situations d'urgence**

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



MEMORANDUM TO: Mayor Bryan McGillis
CAO Debi LucasSwitzer
Clerk/Director of Corporate Services Loriann Harbers
Fire Chief Gilles Crepeau

FROM: Jon Pegg
Ontario Fire Marshal

DATE: March 11th, 2021

SUBJECT: Fire Safety Grant Announcement

Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Township of South Stormont is eligible to receive up to **\$7,800.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding

the grant may not have time to proceed to municipal council for approval within the timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at ofm@ontario.ca. If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg
Ontario Fire Marshal



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: April 14, 2021
Subject: By-law No. 2021-032 Responsible Pet Ownership By-law

Recommendation:

That By-law No. 2021-032, being a by-law to regulate the care and control of animals and titled the Responsible Pet Ownership By-law, be read and passed in open Council, signed and sealed this 14th day of April, 2021.

Executive Summary:

In the last year, staff has been reviewing Township Animal Services. This review included research of animal related services in neighbouring municipalities, collecting data on current kennel license holders, a survey on the Township website and an opportunity for residents to provide feedback and comments on the draft by-law.

Background:

Under Council's direction, the Township has undergone a review of animal services. Due to time passed, consideration of best practices and complaints received was considered. This project is intended to, upon final delivery and approval, replace the current Dog Licensing and Control By-law and the Cat Limit By-law. The intention is to develop a Responsible Pet Ownership Program that focuses on providing guidelines and requirements that will help ensure the health and safety of residents and animals in the Township.

As part of the second public engagement opportunity, staff posted a copy of the Draft Responsible Pet Ownership By-law on the Township website for 3 weeks. Staff has received 19 written submissions. The following comments/recommendations were received:

- Implement more restrictions for cat owners (licensing, microchip, leash requirements).
 - The Township does not have the resources to implement these requirements at this time.
- Require kennels to be registered with the Canadian Kennel Club.
 - Based on the information collected from current kennel license holders, most kennels are not registered with the Canadian Kennel Club.
- Opposition to Section 10 of the draft By-law.
 - Section 10 was updated to clarify the provision of feeding or placing food are prohibited if it creates a nuisance.

- Implementation of a subsidized Trap, Neuter and Release Program.
 - If Council decides to have such program, additional research will be required. Funds for this type of program are not included in the 2021 Budget.

Responsible Pet Ownership Program– Public Education

Part of the Responsible Pet Ownership Program as a whole is to encourage residents of South Stormont to be responsible pet owners in order to ensure the health and safety of their pets. Staff will promote responsible pet ownership by including public education material via the Township's social media platforms, monthly newspaper ads and monthly electronic newsletter.

Responsible Pet Ownership public education campaigns could include:

- Importance of dog licensing;
- Benefits of spaying and neutering pets;
- Stoop and Scoop; and
- Keeping pets safe by not allowing them to run at large.

Options:

1. That Council adopt the Responsible Pet Ownership By-law. This is the recommended option.
2. That Council not adopt the Responsible Pet Ownership By-law and provide further direction to staff.
3. Other.

Financial Impact:

There is no financial impact.

Others Consulted:

CAO, Director of Corporate Services, Director of Planning and Building, By-law Enforcement Officer, Township Solicitor

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-032

<u>BEING</u>	a by-law to regulate the care and control of animals in the Township of South Stormont.
<u>WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 Ss. 9 to 11 confer the power to pass bylaws regulating or prohibiting animals to a lower-tier municipality;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 S. 9 (3) (b) confers the power upon a municipality, in exercising its powers to regulate and prohibit respecting a matter, to provide for a system of licenses, permits, approvals or registrations respecting the matter, and to impose conditions as a requirement of obtaining, continuing to hold or renew a license, permit, approval or registration;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 S. 103 confers the power upon a municipality to pass a by-law to provide for the seizure and impounding of animals being at large or trespassing and the sale of impounded animals under certain conditions;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 S. 105 requires Council or an Animal Control Officer, or designate of the municipality to hold a hearing on whether to exempt an owner in whole or in part from muzzling requirements of a dog, when so requested by the dog owner;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 S. 391 enables a municipality to pass bylaws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;
<u>AND WHEREAS</u>	Council of the Corporation of the Township of South Stormont is desirous to ensure that animals are kept and treated in a humane manner and that, the owners of animals provide good quality care to them.
<u>NOW THEREFORE</u>	Council of the Corporation of the Township of South Stormont enacts as follows:

Part I – Definitions

1. Definitions

1.1 For the purposes of this by-law, the following definitions shall apply:

“animal” means any member of the animal kingdom, other than a human.

“Animal Control Officer” means a person or persons appointed or engaged by the Township for the purpose of this by-law and includes any employees thereof and the Township’s Municipal Law Enforcement Officer.

“Boarding Kennel”: means a building, premises or place where more than three (3) dogs over the age of twenty (20) weeks are boarded or trained for any period of time that includes an overnight stay, for remuneration.

“Breeding Kennel”: means a building, premises or place where more than three (3) dogs over the age of twenty (20) weeks, or are owned and being bred and raised.

“cat” means any *Felis catus* and includes both male and female of the species.

“Council” means the Council of the Corporation of the Township of South Stormont.

“dangerous dog” means any individual dog that:

- a. has killed a person or domestic animal, regardless of circumstances;
- b. has bitten or injured a person or domestic animal;
- c. has attacked or injured a person or domestic animal;
- d. has shown the disposition or tendency to be threatening or aggressive;
- e. is attack-trained other than dogs used in law enforcement; or
- f. is kept for the purposes of security or protection, whether residential, commercial or industrial, of a person’s property.

“dog” means a quadruped of the species *Canis familiaris* and includes both male and female of the species.

“dwelling unit” means one or more rooms designed as a housekeeping unit, used or intended to be used as a domicile by one or more persons and in which separate cooking, eating, living, sleeping and sanitary facilities are provided for the exclusive use of the occupants, with a private entrance from outside the building or from a common hallway or stairway inside the building.

"keep" means to have temporary or permanent control or possession of an animal, and the words "kept" or "keeping" have a similar meaning.

"kennel" means a premise, including outdoor areas (i.e. dog runs), where dogs are bred, raised, boarded, trained, or housed for similar purposes for profit or not for profit and shall exclude the Township pound.

"licence" means a licence issued under this by-law.

"livestock" means any domestic fowl (including chickens, geese, ducks, turkeys, guinea fowl, etc.), horse, donkey, mule, bull, ox, cow or other cattle, goat, swine, sheep, llama, mink, fox, emu or ostrich, or the young thereof.

"muzzle" means a humane fastening or covering device of adequate strength which when placed over the mouth of a dog and will then prevent that dog from biting.

"owner" means any person who possesses or harbours an animal, and where the owner is a minor, the person responsible for the custody of the minor, and includes a person who is temporarily the keeper or in control of the animal.

"pet" means a dog, cat or similar animal kept as a pet which is generally understood to be domesticated and is typically kept indoors at a dwelling unit.

"pet shop" means a shop or place where animals, small reptiles, fish or birds for use as pets are sold, kept for sale or groomed and where pet supplies and pet foods are sold but does not include a shop or place for the breeding or overnight boarding of pets.

"pound" means the premises of the Township South Stormont, which is used for the temporary housing and care of animals that have been impounded pursuant to this by-law or Provincial Act.

"premises" means the entire lot on which a single dwelling unit building or multi-dwelling unit building is situated but does not include common areas adjacent to a multi-dwelling unit building unless those common areas are completely enclosed.

"prohibited animal" means the animals identified in Schedule "A".

"Recreational Kennel" means a building, premises or place where more than three (3) dogs over the age of twenty (20) weeks are owned and raised for non-commercial recreational purposes without remuneration but are not for sale, including but not limited to dog sledding and hunting dogs.

"service dog" means a dog trained by a recognised school for service as a guide dog for the blind or visually-impaired, a guide dog for the deaf or hearing impaired, or a special skills dog for other disabled

persons and includes a dog used in therapy, registered with a recognised organization for that purpose.

“Township” means the Corporation of the Township of South Stormont.

“under control” means that when a dog is not on the property where it is usually kept, the animal must be leashed or chained, or must be held securely by the person accompanying the dog and that person must be physically able to control the dog.

“urban settlement” means urban settlement areas identified by the United Counties Stormont, Dundas and Glengarry Official Plan.

- 1.2 In this by-law, any references to care, control, ownership, harbouring or keeping of an animal shall include any joint or shared care, control, ownership, harbouring and keeping. Any persons that have joint or shared care, control, ownership of, or are sharing or jointly harbouring or keeping, an animal, shall be jointly and severally responsible and liable for any such animal and any duties, obligations, prohibitions, offences and requirements of a person caring, controlling, owning, harbouring or keeping an animal pursuant to this by-law.

Part II – By-law Administration

2. By-law Administration

- 2.1 In addition to the Animal Control Officer(s), the Fire Chief or designate is responsible for the administration of this by-law and is delegated the authority to receive applications and any fees established under this by-law. The Fire Chief or designate is also authorized to issue, refuse to issue or revoke any licences, permits or tags, including imposing conditions thereto, in accordance with this by-law.
- 2.2 The Animal Control Officer(s) of the Township are hereby delegated the authority to enforce this by-law, including the authority to conduct inspections pursuant to this by-law, the *Municipal Act*, as amended and any other enacted applicable by-law or legislation.

Part III – Licensing and Registration

3. Dogs

- 3.1 Every owner of a dog over the age of twenty (20) weeks shall obtain a licence for the dog from the Township and pay a licence fee as set out in the Township of South Stormont Fees and Charges By-law, as amended.
- 3.2 Every person who becomes a dog owner at any time during the calendar year shall obtain a licence for the dog within fourteen (14) days of becoming its owner.

- 3.3 Every owner of a service dog shall licence such dog but shall not be required to pay any licence fee.
- 3.4 Where a dog owner is a non-resident of the Township and their dog will not be kept in the Township longer than thirty (30) days in any one (1) calendar year, such owner shall not be required to licence its dog if the Township is provided with proof of current registration of the dog from the municipality in which the owner's property is located.
- 3.5 Every licence shall be valid for 365 days from the date of issue.
- 3.6 To obtain a licence, a dog owner shall provide:
 - a. Name, address, telephone number and email address of the dog owner;
 - b. Name, age, gender, breed, and colour of the dog;
 - c. Declaration of sterilized or unsterilized status;
 - d. Declaration that the dog has current immunization against rabies; and
 - e. Microchip information (if applicable).
- 3.7 A record shall be kept by the Township of all information provided as well as the licence number and the date on which the licence was issued.
- 3.8 An identification tag shall be issued for every licensed dog that shows the dog licence number.
- 3.9 Every dog owner shall ensure that the identification tag issued by the Township is kept securely affixed to its dog all times. The tag may be removed while a dog is being lawfully used for hunting, herding or other similar activity.
- 3.10 No person shall affix or permit to be affixed an identification tag issued by the Township to any dog other than the dog for which the licence was issued.
- 3.11 Every owner shall notify the Township in writing of any change of information provided in section 3.6 or if the dog is deceased, is sold, gifted or otherwise transferred to another person within fourteen (14) days of the change of ownership.
- 3.12 The identification tag issued by the Township is not transferable.
- 3.13 Every owner of a dog three (3) months of age or over shall ensure that the dog is duly immunized against rabies and that the immunization is current.

3.14 Section 3.13 shall be enforced by the Medical Officer of Health pursuant to the provisions of the *Health Protection and Promotion Act, R.S.O. 1990, c. H. 7*, as amended.

3.15 No person shall:

- a. Own, keep, possess or harbour a dog or allow a dog to be owned, possessed or harboured on his or her premises, unless the licence fee required by this by-law has been paid in accordance with the Township's Fees and Charges By-law, as amended;
- b. Own, keep, possess or harbour a dog unless a valid identification tag issued to such person pursuant to this by-law is kept securely fastened to the dog at all times;
- c. Affix an identification tag issued pursuant to this by-law to a dog other than the dog for which the tag has been issued; and
- d. Knowingly give false information when applying for a licence under this by-law.

3.16 Section 3.15 does not apply to dogs belonging to a kennel licensed by the Township.

4. Kennels

4.1 No person shall own or operate a kennel in the Township of South Stormont without a Township issued kennel license.

4.2 Kennels shall be managed and operated by the property owner on which the kennel is located, and the kennel operator/manager shall reside on the subject property.

4.3 Every person who owns or operates a kennel shall comply with the applicable by-laws of the Township of South Stormont. No kennel licence shall be issued unless such kennel complies with the by-laws of the Township. Where an owner or operator of a kennel fails to comply with a by-law of the Township, the kennel licence may be suspended or revoked.

4.4 All new and renewal licences for a Boarding, Breeding or Recreational Kennels in the Township of South Stormont will only be approved after the Township's Animal Control Officer has inspected the premises to ensure compliance with this by-law. All inspection fees charged are to be paid by the applicant at the time of the application in accordance with the fees as set in the Township's Fees and Charges By-law, as amended.

4.5 Kennels shall only be permitted on premises where kennels are permitted in accordance with the Township's Zoning By-law, as amended.

- 4.6 Every person who owns or operates a kennel shall renew the licence by April 1st each year.
- 4.7 Every person applying for a licence shall submit the following to the Township:
- a. A site plan drawn to scale showing the location of all buildings, structures, dog runs or facilities on the subject property, including the location of all buildings, structures, dog runs or facilities, or parts thereof, to be used as a kennel. The site plan must also specify the distance which separates the kennel from all property lines and all buildings, structures, dog runs or facilities;
 - b. A list of all dogs to be kept at the subject property, noting verification of current rabies vaccination for each dog (except where they are under three (3) months of age);
 - c. The applicable fees, as required by the Township of South Stormont's Fees and Charges By-law, as amended; and
 - d. A declaration by the owner that they have never been convicted under section 446 of the *Criminal Code of Canada* pertaining to animal cruelty.
- 4.8 Every person renewing their kennel licence shall, on or before the 1st day of April of each year, submit the following to the Township:
- a. A list of all dogs to be kept at the subject property, noting verification of current rabies vaccination for each dog (except where they are under three (3) months of age); and
 - b. The applicable fees, as required by the Township of South Stormont's Fees and Charges By-law, as amended.
- 4.9 The Township may impose additional conditions with respect to the renewal of a kennel licence, as they deem necessary to ensure the health, safety, and well-being of the public and/or animals.
- 4.10 After the issuance of a licence, the owner shall not change or otherwise alter a kennel without first obtaining the written permission by the Township.
- 4.11 Every person who owns or operates a kennel shall keep no more than a maximum of twenty (20) dogs over twenty (20) weeks of age.
- 4.12 Every person who owns and operates a kennel shall have regard to the guidelines set out in the "Code of Practice of

Canadian Kennel Operations” of the *Canadian Veterinary Medical Association*.

- 4.13 Every person who owns or operates a kennel shall undertake measures to ensure that residences on adjacent properties are not subjected to persistent noise by dogs kept at a kennel operation.
- 4.14 Where the Township receives a complaint concerning noise from a licensed kennel, the Animal Control Officer shall investigate such complaint and may at their sole discretion issue a fine against the owner of such a kennel.
- 4.15 Every kennel shall have a manure receptacle for the storage of dog waste. All kennel owners shall comply with the provisions of Part V of the *Environmental Act, R.S.O. 1990* and all regulations thereto with respect to waste management systems, including but not limited to the collection and disposal of waste.
- 4.16 The kennel licence issued pursuant to this by-law is not transferable.
- 4.17 Any kennel that was in lawful existence prior to the effective date of this by-law shall be deemed to comply with this by-law and may be maintained or repaired at the same location, capacity, height and dimensions as previously existed.
- 4.18 Notwithstanding section 4.17 above, where an existing kennel premises is replaced or substantially altered, the replacement and or alteration shall be constructed in accordance with this by-law and applicable legislation. This Grandfather clause is not applicable to any other section of this by-law.

Part IV – Regulations

5. Minimum Care Requirements

- 5.1 Every person who keeps a pet within the Township of South Stormont shall ensure that such pet is provided with:
 - a. A clean and sanitary environment free from an accumulation of fecal matter; and
 - b. Adequate and appropriate care, food, water, shelter and opportunity for physical activity.
- 5.2 Every person who keeps a pet within the Township of South Stormont shall ensure that all pet waste materials and deceased pets are disposed of in a manner that will not create a public nuisance or health hazard and in accordance with all applicable laws.

6. Maximum Number of Pets

- 6.1 No person shall keep more than three (3) dogs over twenty (20) weeks of age per premise.
- 6.2 No person shall keep more than three (3) cats over twenty (20) weeks of age per premise in urban settlement areas.
- 6.3 Notwithstanding the provisions contained herein, any owner of cats who owns, harbours, maintains or possesses more than the permitted total number of cats in urban settlement areas on the effective date of this by-law, shall be permitted to own a maximum number of ten (10) cats until these cats are deceased and / or relocated.
- 6.4 The following premises are exempt from the permitted number of pets:
 - a. The Township pound;
 - b. A Boarding Kennel, Breeding Kennel or Recreational Kennel licensed by the Township;
 - c. A registered research facility pursuant to the *Animals for Research Act, R.S.O. 1990.c.A.22*;
 - d. An accredited veterinary facility under the supervision of a veterinarian licensed pursuant to the *Veterinarians Act, R.S.O. 1990, Chapter V.3*, as amended; or
 - e. A pet shop as permitted in the Township's Zoning By-law, as amended.

7. At Large / Under Control

- 7.1 No person shall allow or permit their dog to run at large in the Township of South Stormont. For the purposes of this by-law, a dog shall be deemed to be running at large if it is found not under control of a person by means of a leash unless the dog is on the lands of its owner or a person who has consented to the dog being on its land.
- 7.2 A dog shall not be deemed running at large if the dog is at the time, being used for hunting, showing, training and the dog is under the supervision and voice control of the owner.
- 7.3 A dog shall not be deemed running at large if it is a working dog or a service dog.
- 7.4 Every owner of a dog shall ensure that the dog is kept on a leash having a length of not more than 2.4 meters (8 feet) and under control of a capable person when the dog is on any land in the Township of South Stormont unless:
 - a. The land is the premises of the owner of the dog; or

- b. The land is owned by a person who has given prior consent to the dog being off the leash.

7.5 No owner shall permit their dog, whether leashed or unleashed, to enter onto private property without the consent of the owner or occupant of the property.

8. Stoop and Scoop

8.1 Every pet owner shall immediately remove and dispose of, in a hygienic manner, all waste left by the pet on any property, other than the owner's property.

8.2 Section 8.1 does not apply to:

- a. An owner of a service dog, where the owner is unable to remove pet waste due to a physical disability or impediment; or
- b. A blind or visually impaired owner of a service dog if the pet waste was left while the service dog was on property other than the owner's property.

8.3 Every pet owner shall remove from their property, in a timely manner, waste left by the pet, so as not to disturb the comfort of any person in the vicinity of the owner's property.

9. Nuisance

9.1 No person who owns or harbours a pet within the Township shall permit such pet to become a public nuisance.

9.2 With respect to section 9.1, nuisance means restricting the generality of the foregoing. A pet shall be deemed to be a nuisance in the following circumstances:

- a. Persistently cries, howls or barks;
- b. Causes damage to municipal or private property;
- c. Interferes with, dumps or scatters garbage or trash; and
- d. Chases or intimidates pedestrians using public or private paths or sidewalks adjacent to the property where the animal is kept or harboured.

10. Feeding Wild, Feral and Stray Animals

10.1 No person shall feed, or permit the feeding of, a wild, feral, or stray animal in a manner that creates a nuisance.

10.2 No person shall place any food or feeding device on any property in a manner that creates a nuisance.

10.3 Sections 10.1 and 10.2 do not apply in the following situations:

- a. The feeding of songbirds provided the seed is placed in a bird feeding device and is inaccessible to other animals;
 - b. Food that is placed as bait in a trap by a property owner to capture nuisance animals in accordance with the *Fish and Wildlife Conservation Act, 1997, S.O. 1997, c.41*;
 - c. Food that is placed as bait by a licensed trapper, a wildlife removal service, or an Animal Control Officer in accordance with the *Fish and Wildlife Conservation Act, 1997, S.O. 1997, c.41*;
 - d. The legal placement of deer mineral or other bait in an Agricultural or Rural Zone as defined in the Township of South Stormont Zoning By-law; or
 - e. Food that is placed by an animal rescue organization as part of a Township approved Trap, Neuter, Release program as set out in Schedule "B".
- 10.4 With respect to sections 10.1 and 10.2, nuisance means a situation that is likely to adversely impact any owner or occupant of property, and includes a situation which:
- a. Results in a potential health or safety risk, including but not limited to the accumulation of feces; or
 - b. Is likely to interfere with the normal use or enjoyment of property, for any reason, including odour or noise.
- 10.5 For greater certainty, without limiting the above, a situation which attracts large numbers of wild animals or wild birds is deemed to constitute a nuisance.

Part V – Enforcement

11. Notice to Muzzle

- 11.1 Where an owner is served with a Notice to Muzzle, the owner shall:
- a. While on the property of the owner, ensure the dog is contained within an enclosed area, including a fence of an appropriate height for the breed of that dog, or in a manner such that the dog is unable escape or to come into contact with persons or other animals. Gates in such an enclosure shall be locked at all times when the dog is in the enclosure; and
 - b. Whenever off the property of the owner, cause the dog subject to the Notice to Muzzle, to be muzzled and leashed, and the owner shall not permit such a dog to be left in the control of an incompetent handler.

12. Dangerous Dogs

- 12.1 Every owner of a dog shall exercise reasonable precautions to prevent the dog from engaging in a dangerous act.
- 12.2 Without limiting anything in this by-law, an owner of a dog that engages in a dangerous act is liable to prosecution under the *Dog Owners' Liability Act, R.S.O. 1990, c. D. 16, as amended*.
- 12.3 Where the Animal Control Officer has reasonable grounds to believe that a dog has engaged in a dangerous act against a person or domestic animal, the Animal Control Officer shall, with respect to such a dog:
- a. Where the dangerous act is the first on record with the Township, serve the owner of the subject dog with a Notice to Muzzle;
 - b. Despite subsection 12.3 a., if it is the Animal Control Officer's opinion that the dangerous act, which is the first on record with the Township, is severe, serve the owner of the dog with a Dangerous Dog Order, requiring the subject dog to comply with the requirements for owners of a Dangerous Dog under section 12.4 of this by-law;
 - c. Where the dangerous act occurred while the dog was subject of a Notice to Muzzle or a court order under the *Dog Owners' Liability Act*, serve the owner of the dog with a Dangerous Dog Order, requiring the subject dog to comply with the requirements for owners of a Dangerous Dog under section 12.4 of this by-law.
- 12.4 Where an owner is served with a Dangerous Dog Order, the owner shall, at all times when the dangerous dog is not in the owner's dwelling unit but otherwise within the boundaries of the owner's premises, ensure that:
- a. The dangerous dog is muzzled so as to prevent it from biting a person or domestic animal; and
 - b. The dangerous dog is contained within an enclosed area, including a fence of an appropriate height for the breed of that dog, or in a manner such that the dangerous dog is unable to escape or come into contact with persons or other animals. Gates in such an enclosure shall be locked at all times when the dog is in the enclosure.
- 12.5 Every owner of a dangerous dog shall, at all times when the dangerous dog is not within the boundaries of the owner's lands,
- a. Keep the dangerous dog under control of a competent handler and under leash, such leash not to exceed two metres (2m) in length; and

b. Keep the dangerous dog muzzled.

12.6 Every owner of a dangerous dog shall notify the Township within two (2) working days of any change in ownership or residence of the dangerous dog and provide the Animal Control Officer with the new address and telephone number of the owner.

12.7 Every owner of a dangerous dog shall notify the Township within two (2) working days if the dangerous dog is deceased.

13. Review of Dangerous Dog Order or Notice to Muzzle

13.1 Where the owner of a dog is served a Notice to Muzzle or Dangerous Dog Order, the owner may request a review of the order by filing an Application for Review to the Township's Fire Chief or designate within fifteen (15) calendar days after the order has been served.

13.2 The owner filing an Application for Review will be responsible for the review fee as per the Township's Fees and Charges By-law, as amended.

13.3 The owner of the Dangerous Dog shall comply with all terms and requirements of the Dangerous Dog Order until the Fire Chief or designate has rendered a decision.

13.4 Prior to the Review, the owner of the dog shall pay any outstanding fines imposed for the contravention of any provisions of this by-law.

13.5 The decision of the Fire Chief or designate is final and binding.

13.6 A written copy of the decision of the Fire Chief or designate, shall be prepared, as soon as is practicable after the conclusion of the review and shall be hand delivered or sent by registered mail to the owner at the address shown on their application.

13.7 Subject to the provisions of this by-law, if a request for a review is not provided to the Fire Chief or designate in accordance with the provisions of this by-law within fifteen (15) calendar days of deemed receipt of a Dangerous Dog Order, the order is deemed to be final.

14. Seizure and Impoundment

14.1 Subject to section 7.1 of this by-law, an Animal Control Officer may:

a. Seize and impound any dog found running at large.

b. Restore possession of the dog to the owner therefore, where:

- i. The owner claims possession of the dog within seventy-two (72) hours (exclusive of statutory holidays and weekends) after the date of seizure; and
 - ii. The owner pays to the Animal Control Officer a pound fee for the dog seized and impounded, plus the cost of any damages, expenses and veterinary care, which may be payable to the Township.
- 14.2 The Animal Control Officer shall make all reasonable efforts to identify and contact the owner of every stray dog received, whether the dog is living or deceased.
- 14.3 Where at the end of the seventy-two (72) hours, possession of the dog has not been restored to the owner under this section of the by-law, the Animal Control Officer may sell the dog.
- 14.4 Where the owner of the dog has not claimed the dog within seventy-two (72) hours and the dog has not been sold, the Animal Control Officer may destroy the dog in a humane manner. No damages or compensation shall be recovered on account of its destruction or other disposition.
- 14.5 Where a dog seized under section 14.1 of this by-law is critically injured, the dog should be destroyed without delay:
 - a. For humane reasons, the Animal Control Officer may authorize the destruction of the dog in a humane manner as soon after seizure as a veterinarian gives approval, where possible, without permitting any person to reclaim the dog or without offering it for sale. No damages or compensation shall be recovered on account of destruction.
 - b. For safety reasons to persons or animals, the Animal Control Officer may authorize the destruction of the dog in a humane manner as soon after seizure as they see fit without permitting any person to reclaim the dog or without offering it for sale. No damages or compensation shall be received on account of destruction.
- 14.6 Where a dog is seized or impounded under section 14.1, an Animal Control Officer may issue a Certificate of Offence ordering a fine or applicable fees and charges as per the Township's Fees and Charges By-law, as amended to be paid by the owner.

15. Prohibited Animals

- 15.1 No person shall keep in the Township, either on a temporary or permanent basis, any prohibited animal, as set out in Schedule "A".

- 15.2 No person shall keep livestock in any area of the Township unless the area is zoned for that purpose or is lawfully used for that purpose.
- 15.3 Despite section 15.1, a person who is keeping a prohibited animal on the date this by-law comes into force, shall be permitted to keep such animal provided that:
- a. The animal is kept in an environment which is appropriate for the species;
 - b. The owner has advised the Township in writing of the number of each species of each animal and its name, the approximate age with a clear identification or photograph of each animal;
 - c. The owner shall provide his or her name, address and phone number within ninety (90) days of the date that the by-law comes into force; and
 - d. The burden of proving the exemption from section 15.1 is upon the person making the assertion, of which written notice to the Township as provided in section 15.3 shall be sufficient proof.
- 15.4 The exemption provided for in subsection 15.3 is for the life of the animal.
- 15.5 Section 15.1 and section 15.2 shall not apply to:
- a. The premises of the Township's pound;
 - b. The premises of an accredited veterinary facility under the supervision of a veterinarian licensed pursuant to the *Veterinarians Act, R.S.O. 1990, Chapter V.3*, as amended;
 - c. The premises of any licensed zoo or exhibit, permanently located in the Township;
 - d. Premises or facilities accredited by the Canadian Association of Zoos and Aquaria (CAZA);
 - e. The areas of the Township in which educational programs are being conducted with animals, provided that the animals are owned by institutions accredited by CAZA and only while the educational programs are actually conducted, provided that such programs are limited to three (3) days at any one location;
 - f. Premises registered as research facilities pursuant to the *Animals for Research Act, R.S.O. 1990.c.A.22*; or
 - g. Premises where wildlife rehabilitation is being undertaken in accordance with the *Fish and Wildlife*

Conservation Act, 1997, S.O. 1997, Chapter 41, as amended and associated regulations under the jurisdiction of the Ontario Ministry of Natural Resources.

16. Power of Entry, Inspections, Prohibitions

16.1 The Animal Control Officer may at any reasonable time enter upon any land for the purpose of carrying out an inspection to determine whether the following are being complied with:

- a. This by-law;
- b. Any direction or order under this by-law;
- c. Any condition on a license issued under this by-law; or
- d. An order issued under section 431 of the *Municipal Act*.

16.2 Where an inspection is conducted pursuant to this section, the Animal Control Officer may:

- a. Require the production for inspection of documents or things relevant to the inspection;
- b. Inspect and remove documents or things relevant to the inspection for the purpose of making copies and extracts;
- c. Require information from any person concerning a matter related to the inspections; and
- d. Alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.

16.3 No person shall hinder or obstruct or attempt to hinder or obstruct the Township, its employees, officers or agents from carrying out any powers or duties under this by-law.

16.4 No person shall contravene any order or direction issued by the Township pursuant to this by-law or the *Municipal Act*.

17. Order

17.1 Where the Animal Control Officer is satisfied that a contravention of this by-law or a permit has occurred, such Animal Control Officer may make an order requiring that the person who caused or permitted such contravention, or the property owner of the land on which the contravention occurred, to discontinue the contravening activity and/or to do work to correct the contravention. Every person shall comply with such an order.

17.2 An order pursuant to section 17.1 shall set out the following:

- a. The municipal address and/or the legal description of the land or premises on which the contravention occurred;
- b. Reasonable particulars of the contravention;
- c. What is required of the person subject to the order;
- d. The date by which there must be compliance with the order and/or, if any work is ordered, the date by which any such work must be done;
- e. If any work is required to be done, a statement that if such work is not done in compliance with the order and within the specified time period, the Township will have the work done at the expense of the person directed or required to do it; and
- f. Information regarding the Township's contact person.

18. Remedial Action and Cost Recovery

- 18.1 Wherever this by-law or an order issued under this by-law directs or requires any matter or thing to be done by any person within a specified time period, in default of it being done by the person directed or required to do it, the action may be taken under the direction of the Animal Control Officer at that person's expense and the Township may recover the costs incurred through a legal action or by recovering the costs in the same manner as taxes.
- 18.2 For the purposes of taking remedial action under section 18.1 the Township, its staff and/or its agents, Animal Control Officer, may enter, at any reasonable time, upon any lands on which a default to carry out a required thing or matter occurred.

19. Offences and Penalties

- 19.1 Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine pursuant to the provisions of the *Provincial Offences Act, R.S.O. 1990, c. P.33, as amended*.
- 19.2 No person shall contravene any order, permit, license, or direction issued by the Township pursuant to this by-law or the *Municipal Act*.
- 19.3 Pursuant to section 429(2) of the *Municipal Act*, all contraventions of this by-law or orders issued under this by-law are designated as multiple offences and continuing offences. A multiple offence is an offence in respect of two (2) or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this by-law.

Part VI – General

20. Short Title

20.1 The short title of this by-law shall be the “Responsible Pet Ownership By-law”.

21. Repeal

21.1 That By law No. 52-2004, as amended and By-law No. 2019-097 are hereby repealed.

21.2 Notwithstanding section 21.1, all licences issued under By-law No. 52-2004, as amended shall remain in effect unless they would have otherwise expired.

21.3 Notwithstanding section 21.1, all dangerous and potentially dangerous dogs designations issued under By-law No. 52-2004, as amended shall remain in effect for the life of the dog.

22. Effective Date

22.1 This by-law shall be effective on the date that it is passed.

READ AND PASSED in open Council, signed and sealed this 14th day of April, 2021.

Mayor

Clerk

SCHEDULE "A"
PROHIBITED ANIMALS

- 1. All protected or endangered animals being all animals, native or non-native, whose possession or sale is prohibited because they are designated as protected or endangered pursuant to an international, federal, or provincial law, regulation, rule or agreement, unless the animal has been obtained in accordance with international, federal or provincial law, as applicable, and if the animal is not identified in this Schedule, and the animal is kept in accordance with this by-law and the Township of South Stormont Zoning By-law, as amended.
- 2. All venomous or poisonous animals.
- 3. The animals listed within the brackets below are included for the purpose of providing common names of some of the animals within the stated order and do not in any way limit the prohibition of all animals within the stated order.

CLASS	ORDER	COMMON NAMES
<u>Mammals</u>	Artiodactyla	All species purely or partially of the order Artiodactyla (even toed ungulates) (cattles, goat, sheep, pigs, deer, elk hippopotamus, etc.) Except where the animals are kept as agricultural livestock pursuant to section 15.2 of this by-law.
	Carnivora	All species purely or partially of the order Carnivora (panda, otter, wolves, bears, seals, walruses, coyotes, foxes, hybrid, wolf dogs, tigers, leopards, cougars, lions, lynx, hyaenas, minks, skunks, weasels, otters, badgers, mongoose, civets, genets, coatimundi, cacomistles, raccoons, African wildcats, savannah cat, jungle cat, serval cat, European wildcat, Chinese mountain cat, sand cat, etc.) Except common domestic dogs, common domestic cats or where the animals are kept as agricultural livestock pursuant to section 15.2 of this by-law.
	Chiroptera	All species purely or partially of the order chiroptera (bats, myotis, flying fox, etc.)

CLASS	ORDER	COMMON NAMES
	Edentates	All species purely or partially of the order Edentates (anteaters, sloths, armadillos, etc.)
	Lagomorpha	All species purely or partially of the order Lagomorpha (hares, pikas, etc.) Except domestic rabbits.
	Marsupialia	All species purely or partially of the order of Marsupialia (koala, kangaroo, possum, wallabies, etc.)
	Perissodactyla	All species purely or partially of the order or Perrisodactyla (odd-toes ungulates) (horses, donkeys, jackasses, mules, zebras, ponies, rhinoceros, etc.) Except where the animals are kept as agricultural livestock pursuant to section 15.2 of this by-law.
	Primates	All species purely or partially of the order Primates (chimpanzees, gorillas, monkeys, lemurs, etc.)
	Proboscidea	All species purely or partially of the order Proboscidea (elephants, etc.)
	Rodentia	All species purely or partially of the order Rodentia (Porcupines, prairie dogs, etc.) Except rodents which do not exceed 1,550 grams and are derived from self- sustaining captive populations.
<u>Reptiles</u>	Crocodylia	All species purely or partially of the order Crocodylia (alligators, crocodiles, gavial, caymans, etc.)
	Squamata (scaled reptiles)	All snakes which are venomous. All snakes, which reach an adult length larger than two (2) meters. All venomous lizards or lizards which reach an adult length larger than two (2) meters, measured from snout to tip of tail.

CLASS	ORDER	COMMON NAMES
	Testudine	All snapping turtle, alligator snapping turtle.
	Galliformes	All species purely or partially of the order Galliformed (pheasant, grouse, Guinea fowls, turkeys, chickens, peafowl, etc.) Except where the animals are kept as agricultural livestock pursuant to section 15.2 of this by-law.
	Struthioniformes	All species purely or partially of the order Struthioniformes (ostriches, rheas, cassowaries, emus, kiwis, etc.) Except where the animals are kept as agricultural livestock pursuant to section 15.2 of this by-law.
	Falconiformes	All species purely or partially of the order Falconiforms or Raptors (eagles, hawks, falcons – except those owned by falconers licensed by the Ontario Ministry of Natural Resources, owls, etc.)
<u>Arachnida</u>	Arachnid and Chilopoda	All venomous animals within the class of Arachnids or Chilopoda including but not limited to Tarantula, black widow, solifugid, scorpion and all venomous arthropods including but not limited to the centipede.
<u>Other</u>		All poisonous insects, reptiles and amphibians.

Schedule “B”
Approved Trap, Neuter, Release Programs

- None



To: Council
From: Ross Gellately Director of Public Works
Date of Meeting: April 14, 2021
Subject: By-law No. 2021-033 Reduce speed on Bayview Road

Recommendation:

That By-law No. 2021-033 being a by-law to reduce the speed limit on Bayview Road, be read and passed in open council, signed and sealed this 14th day of April, 2021

Executive Summary:

It has been identified that the current speed limit Bayview Road is not posted and should be posted at 60 kph to be consistent with current posted speed on Manning Road.

Background:

Correspondence was received from residents of Manning Road expressing concern about the current unposted speed limit.

The recent influx of young families to the area has increased the number of pedestrians including young children.

This section of Bayview Road did not have the speed posted, which in staff's opinion, was an oversight when the speed limit was posted on Manning Road.

This action will remedy this situation, making the speed consistent in the area.

Once approved, local OPP will be notified of the change in speed with a request for enforcement and OPP presence.

Options:

1. That the speed limit be reduced to 60 km/hour on Bayview Road, direct staff to take the necessary steps to erect signage reflecting the new speed limit, notify concerned residents and the Ontario Provincial Police. This is the recommended option.
 2. Council take no action on this request.
-

Financial Impact:

There will be minimal financial impact to the Township, primarily the addition of the speed signage.

Risk and Asset Management Considerations:

Staff reviewed the traffic in the area and noted the volume of pedestrian traffic including young children.

Other consulted:

Highway Traffic Act

Area Residents

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-033

BEING a by-law to regulate the rate of speed on Bayview Road.

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 *Highway Traffic Act, R.S.O. 1990*, c.H.8 ss. 128(2) authorizes Council to pass by-laws for the purpose of prescribing a rate of speed;

AND WHEREAS the *Highway Traffic Act, R.S.O. 1990*, c.H.8. ss. 128(3) prescribes that the rate of speed shall be 40, 50, 60, 70, 80, 90, or 100 kilometers per hour;

AND WHEREAS Council of the Corporation of the Township of South Stormont deems it expedient, for the safety of the inhabitants, to regulate the speed on Bayview Road.

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

1. That the rate of speed on Bayview Road, being the public road extending north from the intersection at SDG County Road No. 2 to Manning Road, shall be 60 kilometers per hour.
2. That any by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 14th day of April, 2021.

Mayor

Clerk



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 14, 2021
Subject: By-law No. 2021-034 Regulate Traffic on Manning Road

Recommendation:

That By-law No. 2021-034 being a by-law to regulate traffic at the intersection of Bayview and Manning Road and at the intersection of Windermere Drive and Manning Road, be read and passed in open Council, signed and sealed this 14th day of April, 2021.

Executive Summary:

Requests have been received by staff from Manning Road residents for assistance in the control of traffic at the intersections of Bayview Road, Windermere Drive and Manning Road. Staff are recommending the replacement of the current YIELD signs with STOP signs at both intersections.

Background:

Staff have received both written and verbal requests from residents of Manning Road to better control traffic at the intersections of Bayview Road and Windermere Drive and Manning Road.

There are reports of conflict between pedestrians, many of which are young children and vehicles at these intersections. Staff have reviewed the request, visited the site, and have determined the current YIELD signs at both locations are not providing the intersection control warranted at this location with the amount of pedestrian traffic in that area. Staff are recommending the change to STOP signs at both intersections.

Ontario Traffic Manual (OTM) Book 5 – Regulatory Signs indicates the purpose of a Stop Sign is to “clearly assign right-of-way between vehicles approaching an intersection from different directions when traffic signals are not warranted or not yet installed, and it has been determined that a Yield Sign is inadequate.”

Further, “STOP signs are not intended to be used as speed control devices. Their usage should be limited to the control of right-of way conflicts.”

OTM Book 5 – Regulatory signs also requires that “On roadways under the jurisdiction of a municipality, a municipal by-law is required before a Stop Sign becomes enforceable.”

Additional measures taken include the proposed 60 kph speed posting on Bayview Road and the installation of “Children Being Children Signs” on Bayview and Manning Roads.

Options:

1. That Council approves the installation of Stop Signs at the intersection of Bayview and Manning Road and at the intersection of Windermere Drive and Manning Road. This is the preferred option.
 2. Other option as determined by Council.
-

Financial Impact:

There is no direct financial impact.

Risk and Asset Management Considerations:

Current traffic and pedestrian volumes in the area of the intersection warrants the need for clear direction for drivers as indicated in the Ontario Traffic Manuals.

Others Consulted:

Public Works Supervisor

Ontario Traffic Manual Book 5 – Regulatory Signs

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-034

BEING a by-law to regulate traffic in the Township.

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 *Municipal Act, 2001*, c. 25 s. 11 authorizes a municipality to pass by-laws respecting matters within the sphere of highways;

AND WHEREAS the *Highway Traffic Act*, R.S.O. 1990, c. H.8, s. 137 indicates the council of a municipality may by by-law provide for the erection of stop signs at intersections on highways under its jurisdiction;

AND WHEREAS Council of the Corporation of the Township of South Stormont deems it expedient, for safety reasons, to regulate traffic.

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

1. That a STOP sign be erected on Bayview Road where it intersects with Manning Road.
2. That a STOP sign be erected on Windermere Drive where it intersects with Manning Road.
3. That any by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 14th day of April, 2021.

Mayor

Clerk

Statement from Warden Frank Prevost

Press conference

April 14, 2021

Our residents have been through the wringer over the last 14 months. We have endured lockdowns, shutdowns, physical isolation, fear of getting sick and concern that local hospitals are bursting at the seams because COVID-19 cases are spiking.

In short, we are fed up.

We look on with envy as other regions and countries, including our neighbours just across the St. Lawrence River in the United States, enjoy the benefits of mass vaccination.

Because Canada has been slow to roll out mass vaccination, and because COVID-19 variants are entrenched in Ontario, we once again find ourselves in a shutdown.

Just today we learned that 10,000 vaccination appointments were cancelled in this province, due to lack of supply.

This situation is unacceptable to our residents and we are here today to call upon senior levels of government in Ottawa and Toronto, as well as our local MPs and MPPs, to turn heartfelt words into concrete action.

Our local health unit has begun the process of vaccination in our region.

At last count there were approximately 35,000 vaccinations completed by the Eastern Ontario Health Unit. More vaccinations are being planned at hospitals and pharmacies. By the end of this current shutdown, the EOHU has plans to vaccinate another 35,000.

But the total eligible population within the EOHU region is 170,000. The EOHU can only vaccinate individuals when it has enough vaccines to do the job.



...2

-2-

I am calling on the federal and provincial governments to do more to get an increased number of vaccines to our local health unit so they can continue the good work they are doing.

There has been much made of COVID problems in southern Ontario, and there is increased focus on other 'hot spots' throughout the province. With all due respect to the terrible tragedy unfolding in the GTA, I want to ensure our voice is heard as well.

It is the voice of rural and small-city Ontario. I have to remind our political leaders in Toronto and Ottawa that our residents are just as vulnerable to the coronavirus – and our businesses are suffering just as much, if not worse, than those in other jurisdictions.

I further call on senior levels of government to level with us. We keep hearing that there is a light at the end of the tunnel – but this seems like an awfully long tunnel. The yo-yoing our residents have been forced to grapple with these last few months is unacceptable.

In one breath we are told vaccines are coming and hope is on the horizon. But at the same time some vaccine clinics are being cancelled due to lack of supply, schools are shuttered and businesses closed.

This is confusing and frustrating. Our residents deserve the respect of straight-forward answers, without unnecessary spin.

Our business owners have been forced to grapple with a tsunami of change in recent weeks. They need a greater understanding of what is to come in the months ahead and better supports to keep their doors open right now.

I have heard directly from businesses in SDG, some of whom tell me they are falling through the COVID cracks. Some businesses, which opened just last year, cannot get supports because they are unable to prove a sustainable income over the last 12 months. How is this fair?

...3

-3-

Our local economy is built upon these small businesses. I look at our local barbershops as an example. Why have they been forced to close an operation that can be limited to just two people, who wear masks and liberally sanitize themselves? Yet I can go into any grocery store and be surrounded with a multitude of individuals.

What's good for one business should be good for all, because it's discrepancies like this that anger our business owners and frustrate our residents. This pandemic is not new. We have been battling the scourge of COVID-19 for more than a year.

It's time for concrete plans that will lead us out of the pandemic as quickly as possible and so far, unfortunately, I am left with the impression that the tunnel I spoke of earlier continues to get longer and longer.

Finally, I have a message for our residents. We understand your frustrations. You have been put in an impossible situation, and many of you have risen to this challenge. Until we get effective vaccination in our region, I urge you to continue physical distancing and mask wearing. You are our first line of defense, and we need your help too.

-30-

Contact:

Todd Lihou, Corporate Communications Coordinator
United Counties of SDG
613-932-1515, ext. 205
613-362-8424
tlihou@sdgcounties.ca

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-035

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

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 March 24, 2021 are hereby adopted.
2. That the actions of the Council of the Township of South Stormont at the meeting of April 14, 2021 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 14th day of April, 2021.

Mayor

Clerk