



REVISED AGENDA
Township of South Stormont

Wednesday, April 28, 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	
6. Delegations	
a. Ontario Provincial Police	
7. Adoption of Minutes	
a. April 14, 2021	4 - 11
8. Consent Items	
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b. South Nation Conservation 2020 Annual Report	14 - 22
9. Consideration of Items Requiring Discussion	
10. Key Information Reports	
*a. Procurement Update	23 - 24
b. Revenue and Expenditure Report – Quarter 1	25 - 28

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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. 2021-036 to Amend By-law No. 2011-100 (Brisbois)	57 - 67

b.	By-law No. 2021-037 Permanently Close a Portion of a Highway	68 - 72
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e.	By-Law No. 2021-040 Amend By-Law No. 2021-015 and Establish General Fees and Charges	93 - 96
f.	By-law No. 2021-041 Amend By-law No. 2017-042 Records Management By-law	97 - 119
g.	By-law No. 2021-042 Adopt Closed Meeting Protocol	120 - 131

14. Motions and Notices of Motions

15. New Business

16. Closed Meeting

- a. Minutes - April 14, 2021
- b. Litigation or Potential Litigation
Specifically: Negotiation with a local manufacturer and a Noise / Nuisance Complaint
- c. Acquisition or Disposition of Land
Specifically: Long Sault Industrial Park, Closed Road

17. Ratification By-Law

- | | | |
|----|---------------------|-----------|
| a. | By-law No. 2021-043 | 132 - 133 |
|----|---------------------|-----------|

18. Adjournment by Resolution

TOWNSHIP OF SOUTH STORMONT
REGULAR MEETING MINUTES

THE SEVENTY-FIFTH MEETING
April 14, 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 Hilton Cryderman, Chief Building Official Cindy Delgreco, Financial Analyst Karl Doyle, Community Planner Shelby Martel, Administrative Assistant

1. Call Meeting to Order / Opening Remarks

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

2. Confirmation of Agenda

A motion was added seeking provincial and federal support and action concerning Covid-19 vaccination and support for Eastern Ontario.

3. Disclosure of Pecuniary Interest

4. Presentations

5. Public Meeting

a. Z-2021-02 (Brisbois)

Mayor McGillis welcomed those in attendance. Director Harbers then provided an overview of the virtual process explaining how members of the public are able to participate.

Thereafter, Mayor McGillis introduced Karl Doyle, Community Planner for the Township of South Stormont.

Mr. Doyle provided an overview of the public meeting process and advised that the notice of public meeting had been mailed on March 25, 2021. The notice was also posted at the property and sent electronically to the prescribed list pursuant to the *Planning Act*.

Mr. Doyle provided an explanation of appeal rights and also advised that should anyone wish to receive further documentation concerning the application they must provide their name and address to the Clerk by sending an email to info@southstormont.ca.

Those in attendance were advised that upon consideration of the comments made and documentation provided, Council will decide one

of the following at a future meeting for each application:

- pass and/or amend the By-Law;
- defer the decision; or
- refuse the zoning amendment application.

Mr. Doyle advised that 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.

Mr. Doyle advised that no public comments have been received. He also advised that South Nation Conservation does not object to the proposed amendment, however, notes that following a high level review of the site plan, the design proposes a tertiary septic system for the future duplex and allocates minimal space for the replacement of the existing system. It is possible, that should the existing dwelling be enlarged or the system fail, a conventional system may not be feasible with the proposed consent boundary.

Council was advised that upon receipt and review of a future 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.

Mayor McGillis welcomed those who joined the meeting virtually the opportunity to speak and advised that they should begin by providing their name and address.

Director Harbers advised that the individuals who joined the meeting virtually, have not expressed a desire to comment.

Mayor McGillis welcomed questions from Council and as a result, general support for the application was expressed.

Attendees were advised that any further questions or concerns can be forwarded by email to info@southstormont.ca. Members were advised that all comments will be reviewed and a recommendation will be presented at an upcoming Council meeting.

As there were no further comments, Mayor McGillis expressed appreciation to those in attendance and declared this portion of the meeting closed at 5:20 PM.

6. Delegations

a. SDG Municipal Update

Tim Simpson, CAO and Ben de Haan, Director of Transportation and Planning Services of the United Counties of SD & G were in attendance provide an overview of SDG initiatives and 2021 capital projects.

7. Adoption of Minutes

Resolution No. 086/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

That the minutes of the March 24, 2021 meeting be adopted as circulated.

CARRIED

8. Consent Items

Resolution No. 087/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

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

CARRIED

- a. Ontario Power Generation Transfers to Akwesasne Reserve No. 59
- b. SDG Police Services Board Resolution
- c. MPAC 2020 Annual Report
- d. Monthly Activity Summary - CAO
- e. Monthly Activity Summary - Director of Corporate Services/Clerk
- f. Monthly Activity Summary - Director of Finance/Treasurer
- g. Monthly Activity Summary - Fire Chief
- h. Monthly Activity Summary - Director of Planning/Building
- i. Monthly Activity Summary - Director of Public Works

9. Consideration of Items Requiring Discussion

10. Key Information Reports

- a. Integrity Commissioner Services – 2020 Annual Report
- b. Closed Meeting Protocol - Draft for Consideration
- c. Draft Building By-law
- d. COVID-19 Financial Updates
- e. 2020 MNP Audit Engagement
- f. 2020 Council Remuneration and Expenses Report
- g. Pet Licensing Software - DocuPet
- h. Ingleside Water Tower Branding

Following discussion, Council agreed that as the cost to brand the Ingleside Water Tower is not included in the 2021 budget, the added work is not approved and therefore, will not proceed.

11. Action Requests

- a. Community Strategic Plan

Resolution No. 088/2021

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

That Council receive and adopt the Community Strategic Plan, 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.

CARRIED

b. Support Township of Hudson - Fire Departments

Resolution No. 089/2021
Moved by: Councillor Guindon
Seconded by: Deputy Mayor Smith

That Council of the Township of South Stormont supports the Township of Hudson in their request to have the Federal and Provincial Governments include apparatuses, training, equipment and structures for fire departments as eligible categories in any further infrastructure programs that ensure the safety of Canadians and dedicated firefighters.

CARRIED

c. 2021 Municipal Grant Applications

Resolution No. 090/2021
Moved by: Councillor Woods
Seconded by: Deputy Mayor Smith

Whereas Council provides municipal funds to registered charities and public and private organizations to support 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 the probability of hosting community events takes place later in the year.

CARRIED

d. 2021 Excluded Expenses Report

Resolution No. 091/2021
Moved by: Councillor Woods
Seconded by: Deputy Mayor Smith

That Council approve the 2021 Excluded Expenses Report, dated March 31, 2021 as required by Ontario Regulation 284/09.

CARRIED

- e. One Time Doubling of Gas Tax Funds in 2021

Resolution No. 092/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

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.

CARRIED

- f. RFQ No. 02-2021 Supply and Delivery of Granular Materials

Resolution No. 093/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

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.

CARRIED

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

Resolution No. 094/2021

Moved by: Councillor Woods

Seconded by: Deputy Mayor Smith

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.

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. 2021-030 Adopt the 2021 Tax Rates

Resolution No. 095/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

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.

CARRIED

b. By-law No. 2021-031 Authorize Fire Safety Grant Agreement

Resolution No. 096/2021

Moved by: Councillor Guindon

Seconded by: Councillor Woods

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 this 14th day of April, 2021.

CARRIED

c. By-law No. 2021-032 Responsible Pet Ownership By-law

Resolution No. 097/2021

Moved by: Councillor Guindon

Seconded by: Deputy Mayor Smith

That By-law No. 2021-032, being a by-law to regulate the care and control of animals, titled the Responsible Pet Ownership By-law, be read and passed in open Council, signed and sealed this 14th day of April, 2021.

CARRIED

d. By-law No. 2021-033 Regulate Speed on Bayview Road

Resolution No. 098/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

That By-law No. 2021-033 being a by-law to regulate speed on Bayview Road, be read and passed in open council, signed and sealed this 14th day of April, 2021.

CARRIED

e. By-law No. 2021-034 Regulate Traffic on Manning Road

Resolution No. 099/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

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.

CARRIED

14. Motions and Notices of Motions

a. Action Requested Regarding Covid-19

Mayor McGillis spoke to the frustration experienced by residents and small businesses with regards to the lack of provincial and

federal government support and action in response to the Covid-19 virus in Eastern Ontario.

Council directed staff to circulate the resolution to all municipalities in our eastern region for their endorsement and support.

Resolution No. 100/2021

Moved by: Councillor Woods

Seconded by: Councillor MacIsaac

Whereas Eastern Ontario is dealing with a third wave of the Covid-19 virus, rising positive case numbers and increasing hospital pressure;

And whereas Council and residents alike are gravely concerned about the lack of vaccine supply for residents in Eastern Ontario, the inconsistent messaging coming from the provincial government, and the dire situation faced by small businesses across the region;

And whereas this situation is increasingly unacceptable.

Now therefore be it resolved that Council of the Township of South Stormont calls 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 to vaccinate and help the residents and businesses of Eastern Ontario;

And further, that this resolution be forwarded to the Prime Minister, Premier and our federal and provincial representatives demanding their support and action on behalf of the residents of Eastern Ontario.

CARRIED

15. New Business

16. Closed Meeting

Resolution No. 101/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Guindon

That Council, as provided in Section 239 (2) of the *Municipal Act*, 2001 move into a closed meeting at 7:02 PM to address a matter pertaining to personal matters about an identifiable individual and labour relations or employee negotiations; Specifically: Employees and a proposed or pending acquisition or disposition of land; Specifically: Recreational Purposes.

CARRIED

Resolution No. 102/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

That Council move out of this closed meeting at 8:11 PM.

CARRIED

17. Ratification By-Law

Resolution No. 103/2021
Moved by: Councillor Woods
Seconded by: Councillor Guindon

That By-law No. 2021-035 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in open Council, signed and sealed this 14th day of April, 2021.

CARRIED

18. Adjournment by Resolution

Resolution No. 104/2021
Moved by: Councillor Woods
Seconded by: Councillor Guindon

That Council adjourn this meeting at 8:12 PM and return to the call of the chair.

CARRIED

Mayor

Clerk

Ontario Land Tribunals

Conservation Review Board

655 Bay Street, Suite 1500
Toronto ON M5G 1E5
Telephone: (416) 212-6349
Toll Free: 1-866-448-2248
Fax: (416) 326-6209
Toll Free Fax: 1-877-849-2066
Web Site: www.olt.gov.on.ca

Tribunaux de l'aménagement du territoire Ontario

Commission des biens culturels

655 rue Bay, suite 1500
Toronto ON M5G 1E5
Téléphone: (416) 212-6349
Sans Frais: 1-866-448-2248
Télécopieur: (416) 326-6209
Sans Frais: 1-877-849-2066
Site Web: www.olt.gov.on.ca



April 13, 2021

Via E-mail

Loriann Harbers
Director of Corporate Services/Clerk
Township of South Stormont
loriann@southstormont.ca

Dear Ms. Harbers:

File Number:	CRB2110
Nature of Matter:	Objections to a Notice of Intention to Repeal Designating By-law No. 3418
Owner:	Corporation of the Township of Cornwall
Objector(s):	Jessie Chisholm, Kae Elgie, Peter McKenty Jordan Munn, Anna Newton, Eric Sauvageau, Devyn Thomson
Property:	17283 County Road 18 (Raisin River Heritage Centre)
Municipality:	Township of South Stormont
Legislation:	s.31(5) of the <i>Ontario Heritage Act</i>

The Conservation Review Board (the "Review Board") acknowledges receipt of the above-referenced file.

Pre-hearing Conference

All parties are advised that it is the practice of the Review Board to hold a Pre-hearing Conference (PHC) as the first event. Rule 22 of the Review Board's Rules (Rules) provides information about the pre-hearing process. In most cases, the pre-hearing is conducted by teleconference. The purpose of the PHC is to provide all those in attendance with the opportunity to develop an understanding of the issues in dispute and, where appropriate, identify the best means to facilitate a settlement of all or some of the issues.

Parties are requested to provide the Review Board with their availability for a PHC during the months of June and July 2021. Please provide this information by email to the undersigned on or before Friday, April 23, 2021.

The parties are encouraged to consider in advance of the PHC, and be prepared to inform the Review Board at the PHC, whether a Pre-hearing Settlement Conference (PHSC) may assist with the settlement of all or some of the issues. Rule 23 of the Rules provides information about the PHSC process.

Change of ownership

Where a party to a proceeding before the Review Board becomes aware of a change in ownership for a property that is the subject of a matter before the Review Board, the party shall give notice of the change to the Review Board and to the other parties within 14 days of becoming aware of the change in ownership.

Accessibility services

We are committed to providing accessible services as set out in the *Accessibility for Ontarians with Disabilities Act, 2005*. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so that we can make arrangements in advance.

The Rules of Practice and Procedure of the CRB, along with other information about the Review Board and its processes that you might find helpful, can be found on the website www.olt.gov.on.ca.

Thank you.

Yours truly,

“Paul De Medeiros”

Paul De Medeiros
Case Coordinator
(437) 217-2920
conservation.review.board@ontario.ca

cc: Jessie Chisholm; jessiechisholm@hotmail.com
Kae Elgie; president@acountario.ca
Peter McKenty; thelegacy@gmail.com
Jordan Munn; mrjordanmunn@gmail.com
Anna Newton; annanewton@gmail.com
Eric Sauvageau; esauvageau@pactiv.com
Devyn Thomson; devyn.thomson06@gmail.com



Memorandum

To: Mayor Bryan McGillis, Council, CAO Debi LucasSwitzer
From: John Mesman, Team Lead, Community Lands and Outreach
Date: April 13, 2021
RE: 2020 Annual Report – South Nation Conservation

South Nation Conservation (SNC) is pleased to present your municipality with a copy of our 2020 Annual Report!

This report aims to provide an overview of our environmental programs and services, and projects being completed across our watershed jurisdiction in Eastern Ontario.

Some highlights from the Annual Report include:

- A two-fold increase in the number of development files that required SNC review, which can be partly attributed to SNC's expanded jurisdiction within the City of Clarence-Rockland, the increase in development pressure in urban expansion areas, and the increase in home renovation and improvement projects due to the Pandemic.
- Record park visitation throughout 2020 as SNC kept most Conservation Areas open through the Pandemic; over 177,000 visitors were recorded at some sites, doubling previous visitation records.
- Other achievements included planting over 150,000 trees, new floodplain and erosion hazard mapping, new virtual outreach initiatives, restoration of rare habitats, and the continued delivery of environmental land and stewardship programs.

Accomplishments would not have been possible without the valued support of member municipalities, environmental partners, and community champions.

For more information or should your municipality be interested in a presentation from SNC staff at an upcoming Council Meeting, please contact Kelsey Smith, Stewardship and Outreach Assistant at 1-877-984-2948 or ksmith@nation.on.ca.

Sincerely,

John Mesman,
Team Lead, Community Lands and Outreach,
South Nation Conservation.

RECEIVED

APR 21 2021

**TOWNSHIP OF SOUTH
STORMONT**

**
pls advise**

A man wearing a purple cap, a dark jacket with yellow accents, blue pants, and yellow boots is using a shovel to plant a tree in a grassy field. In the background, there are farm buildings with large silos under a cloudy sky.

SOUTH NATION CONSERVATION

2020 ANNUAL REPORT

SNC STAFF PLANTING TREES
ON A PRIVATE PROPERTY
IN THE TOWNSHIP OF
NORTH STORMONT



SOUTH NATION
CONSERVATION
DE LA NATION SUD

STREAMLINING PLANNING AND DEVELOPMENT THROUGH RECORD YEAR

SNC working continuously to improve efficiencies



SNC Staff working on a permit application

In 2020, our planning staff processed:

- 432 development applications
- 48 property inquiries
- 155 technical reviews
- 254 Section 28 Conservation Authorities Act permits
- 49 municipal drain requests
- 21 applications reviewed for threats to municipal drinking water
- 45 complaints managed by septic officials and regulations staff

2020 experienced an approximate two-fold increase over recent years in the number of development files that required SNC environmental reviews. This can be attributed to the expanded jurisdiction within the City of Clarence-Rockland, the increase in development pressure in urban expansion areas and the increase in home renovation and improvement projects as a result of the COVID-19 Pandemic.

For all municipally initiated reviews, timelines are established by municipalities depending on the type of development application and nature of the review.

For permits issued under the Conservation Authorities (CA) Act, review standards are established by the Province of Ontario (30 days for minor applications and 90 days for major applications). In 2020, 70% of the CA permits were issued ahead of schedule and 30% were issued outside of the Provincial standard.

Through SNC's participation in Conservation Ontario's Timely Review Taskforce, SNC has begun tracking service standard timelines to improve efficiencies to exceed the following standards: 21 days for minor applications, 28 days for major applications and 14 days for routine applications. Improved customer service tools were rolled out during the year including a new online 'Report a Concern' webpage and improved application forms with helpful examples. Updates to service standards and reports on timelines are now available online.

SNC continues to work with municipal and agency partners, developers, landowners, and contractors, to safeguard human life and property from natural hazards.

RECONCILIATION AND CLIMATE CHANGE TREE PLANTING

First Nations and Environmental Partners come together for Reconciliation and Climate Change Planting on Traditional Territory

Last fall, over 250 culturally significant native trees were planted on the traditional territories of the Algonquin and Mohawk First Nations in Shanly, Ontario to form: The Healing Place | Tsi Tehshakotitsénhtha | Endaji mino-pimaadizi | Lieu de guérison.

The planting took place on one of SNC's newly acquired properties in the Township of Edwardsburgh/Cardinal. The site is traditional First Nations territory, and its grasslands are home to several species at risk including the Bobolink and Eastern Meadowlark. The Conservation Authority has plans to undertake additional restoration to help maintain its natural legacy, increase biodiversity, and protect the local environment.

The idea for a local Reconciliation Climate Change Planting started at the 2019 Climate Change Summit hosted by the Assembly of First Nations in Whitehorse, Yukon, where those in attendance made a commitment to offset their carbon emissions by planting trees.



SNC Staff planting trees alongside participant in Shanly



SNC Staff featured in Nature at Home videos series

SNC GOES VIRTUAL AMID PANDEMIC

SNC supports Municipalities and delivers critical environmental services throughout Pandemic

Through it all, the Board and Staff were able to find ways to collaborate, innovate, be resilient and collectively support communities and the environment.

Following the postponement of in-person educational programming, SNC was able to quickly shift gears to provide live streaming family-friendly videos online called "Nature at Home".

This virtual content brought viewers to various locations across SNC's 4,441 square-kilometer jurisdiction to learn about tree planting, land management, wildlife, fishing, and invasive species among others!

Virtual content was also created to support a variety of existing programs and encourage safe use of outdoor spaces: over 11,000 unique viewers watched various SNC videos.

Board and Committee Meetings, Staff Meetings, Public Meetings, and a variety of workshops were seamlessly transitioned online thanks to IT infrastructure upgrades completed in recent years that supported safe remote and in-person work to ensure that staff could continue to support our municipal partners efficiently and effectively.

SNC EXPANDS JURISDICTION

Conservation Authority Jurisdiction to include the City of Clarence Rockland



SNC's environmental services that help protect people and property from natural hazards (such as flooding), support sustainable development activities, and protect water quality are now available to the entire municipality of Clarence-Rockland and its residents along the Ottawa River.

The enlargement expands upon the municipality's existing 197 square-kilometers within the SNC jurisdiction to now include the full municipality within CA jurisdiction, the community of Rockland, and the Ottawa River shoreline. This will ensure that new shoreline and floodplain construction is subject to SNC review to ensure that development is safe from flooding and erosion.

Jurisdiction expansion also enables SNC to receive ecologically significant land in other areas of the municipality, to add more forests to the public land trust.

2020 PROGRAM HIGHLIGHTS

ENDLESS RECREATIONAL OPPORTUNITIES AT SNC CONSERVATION AREAS

Record setting visitation throughout 2020 as SNC kept most of its Conservation Areas open through the Pandemic. Over 177,000 visitors were recorded at some sites, doubling previous visitation records.

The most popular destinations?

J. Henry Tweed CA in Russell with 43,000 visitors and W.E. Burton CA also in Russell with 37,000 visitors recorded. Followed by seasonal sites Jessup's Falls CA in Plantagenet with 26,000 visitors and High Falls CA in Casselman with 22,00 visitors.

Increased visitation contributed to increase demand on maintenance activities and a need for park improvement projects including hazard and ash tree management, vandalism and litter control, restoration activities and parking lot and trail improvements.



Trails at the Robert Graham Conservation Area in South Dundas were resurfaced and new culverts were installed to help alleviate seasonal flooding.



A newly expanded parking lot at the High Falls Conservation Area in Casselman will welcome and accommodate boat and trailer parking. Replacement trees were also planted, with more planned to help "spruce" up the park.



SNC will be restoring the J. Henry Tweed Conservation Area in Russell thanks to a new 3-year partnership with Ontario Power Generation. Restoration work will include Ash Tree removal, native tree planting, repairing erosion and streambank stabilization.

LAND PARTNERSHIPS SUPPORT LOCAL ECONOMY

SNC partners with area businesses and community members to sustainably harvest locally sourced products from our land to support the local economy.



TIMBER HARVESTS

Approximately 7,894 m³ of timber products were sold on SNC and SDG Forests, contributing \$81,840 in revenue.



HUNTING

Nearly 9,000 acres of SNC land is used by hunters; 113 permits issued in 2020.



HONEY

SNC is gifted 10 lbs of honey annually from local beekeepers; 1 land lease in 2020.



MAPLE SYRUP

33 acres of land is leased for sugar bush operations. 8,700 gallons of Maple Sap was sold from the Oschmann Forest Conservation Area in 2020.



TRAPPING

Nearly 9,000 acres of land is used by trappers; 4 permits issued in 2020.



CROP PRODUCTION

30 acres of SNC land is leased to local farmers in 2020.



Pipeline through Oschmann Forest in North Dundas

The guidance, wisdom, and holistic perspectives shared through partnerships with First Nations ensure the protection of culturally-significant species.

SNC co-hosts the Eastern Ontario First Nations Working Group with its Mohawk and Algonquin partners to work collaboratively on projects and ensure that the sustainable management of public forests protects the economic, ecologic, social, and cultural values of forest resources.

WOODLOT MANAGEMENT AND TREE PLANTING

In 2020, SNC:

- Planted 140,620 seedlings, adding to the 3.2 million trees planted since 1990.
- Worked with 22 Forest Stewards to monitor forest activity on 42 SNC properties.
- Provided \$113,954 in grants through Forest Ontario's 50 Million Tree Program to help plant trees on private land.
- Provided \$36,550 in grants to 74 property owners to create forest management plans for 4,004 acres of land which provide tax savings for owners and ensure forests are maintained for the next 10 years.
- Provided \$191,523 in cost-share funding to residents in the City of Ottawa to support 108 projects to control the invasive Emerald Ash Borer and replant 730 native trees.
- Worked with municipalities to provide recommendations on ways to improve forest cover.
- Through donation and partial purchase, SNC added 65 acres of forest to its public lands inventory.

WATERSHED MONITORING AND REPORTING

Environmental monitoring programs focus on quality and quantity of land and water ecosystems including: surface and ground water; native, invasive and at-risk species; stream assessments; and municipal drains.

SNC collects and provides scientifically accurate data for stakeholders and municipalities to make informed decisions; data also helps guide SNC stewardship projects and programs.

In 2020, monitoring initiatives assessed the condition of the South Bear Brook. These catchment studies include the collection of baseline surface water quantity and quality data to support City of Ottawa subwatershed reporting initiatives, and recommendations for best management practices to protect and enhance water resources. Data collection included Headwater Drainage Features, Baseflow Investigations, Water Quality, Biological Communities – Benthic Invertebrates and Fish, and Thermal Assessments.

CLEAN WATER PROGRAM

Approved \$74,510 in cost-share grants for 20 projects that improve water quality within the SNC jurisdiction.

Approved \$94,113 in cost-share grants for 37 projects within the City of Ottawa. The Ottawa Rural Clean Water Program is delivered by the Ottawa Conservation Partners (Rideau, Mississippi, and South Nation Conservation Authorities) on behalf of the City of Ottawa.



SNC Staff collecting water samples in Andy Shields Park in Greely



SNC staff at the East York Creek Open House in 2019

FLOODPLAIN AND EROSION MAPPING

In 2020, SNC hosted 5 Natural Hazard Mapping Open Houses, with 2 hosted online. These information sessions helped residents learn more about new floodplain and erosion hazard mapping.

SNC staff mapped 4 streams within the South Nation River Watershed with financial support from the Federal Government and partner municipalities.

The streams that were mapped included:

- Findlay Creek and North Castor River (26,837 m)
- South Indian Creek (15,923 m)
- South Castor River (35,141 m)
- Shaws Creek (13,833 m)

2020 PROGRAM HIGHLIGHTS



COMMUNITY FREE TREE PICK-UPS

As a recommendation from SNC's Forest Conservation Initiative, SNC has been providing free seedlings to residents since 2019 to raise awareness around the value of forest conservation and to support good environmental stewardship. In 2020, SNC felt that it was important to virtually adapt this program to provide people with a chance to plant a free tree in a time of great uncertainty.

Over 15,000 trees were distributed by delivery or contactless pickup in partner municipalities.

SNC Staff on site in the Township of North Glengarry for the Community Free Tree Pick-Ups



SNC'S MUNICIPAL SEPTIC PROGRAM

SNC septic officials conduct septic inspections for 13 municipalities. In 2020, 465 septic permits were issued for new construction, replacement or decommissioning of septic systems, marking the most septic permits issued by SNC in 1 year to date. SNC also hosts an annual contractor meeting and provides the only provincially-certified septic installer course offered in French.

SNC Staff conducting septic inspections



ONLINE ART AUCTION

SNC hosted its first Art for Trees Online Silent Auction, raising funds to help SNC reach a record-setting goal for 2021: planting over 200,000 native trees in a single year. The Art for Trees auction is yet another example of how SNC has adapted to working, fundraising, and engaging with its partner municipalities and area residents during the Pandemic.

Local Artist Olivia Wright with her Art Donation



SNC DEVELOPING NEW CONSERVATION AREA IN AUGUSTA

SNC will be opening its first public Conservation Area in Leeds and Grenville thanks to a municipal and federal partnership to protect local natural spaces and provide new outdoor recreational opportunities. This property was donated to SNC by the municipality to help create a public river access site. Work was ongoing through 2020 and included creating a small parking lot and trail. This park will open later in 2021 and will provide access to the South Nation River to paddle to the historic Spencerville Mill.

Augusta Township Mayor Doug Malanka with SNC Staff at new park site



SNC DONATES TREES TO FRONTLINE WORKERS

SNC donated tree seedlings to the Winchester District Memorial Hospital (WDMH) and Dundas Manor Nursing Home during National Nursing Week to provide frontline staff with tree seedlings and an appreciation of "thanks" through the COVID-19 Pandemic.

SNC Staff at the Winchester District Memorial Hospital delivering tree seedlings to nurses



COMMUNITY ENVIRONMENTAL GRANTS

In 2020, SNC amended its popular Community Environmental Grants Program to support community garden and tree planting initiatives in public spaces. \$10,000 was awarded to 28 local community groups and municipalities to support various projects and add over 60 large native trees to public spaces.

The Chesterville Green Gang and SNC Staff planting a caliper sized Sugar Maple tree at the Chesterville Arena in the Township of North Dundas

2020 BOARD OF DIRECTORS

SNC's Board of Directors consists of appointed representatives from SNC's 16 member municipalities who govern and provide direction for all the work completed by SNC.



The 2020 Board of Directors include:

Pierre Leroux, Vice-Chair, Prescott-Russell; George Darouze, Chair, City of Ottawa;
Bill Smirle, Past Chair, Stormont, Dundas & Glengarry.

City of Ottawa:

Gerrie Kautz, Michael Brown, Councillor Matthew Luloff/Councillor Catherine Kitts

United Counties of Prescott-Russell:

Mayor Daniel Lafleur/Mayor Guy Desjardins,
Mayor Stéphane Sarrazin/Mayor François St. Amour

United Counties of Stormont, Dundas and Glengarry:

Councillor Steve Densham, Councillor Archie Mellan

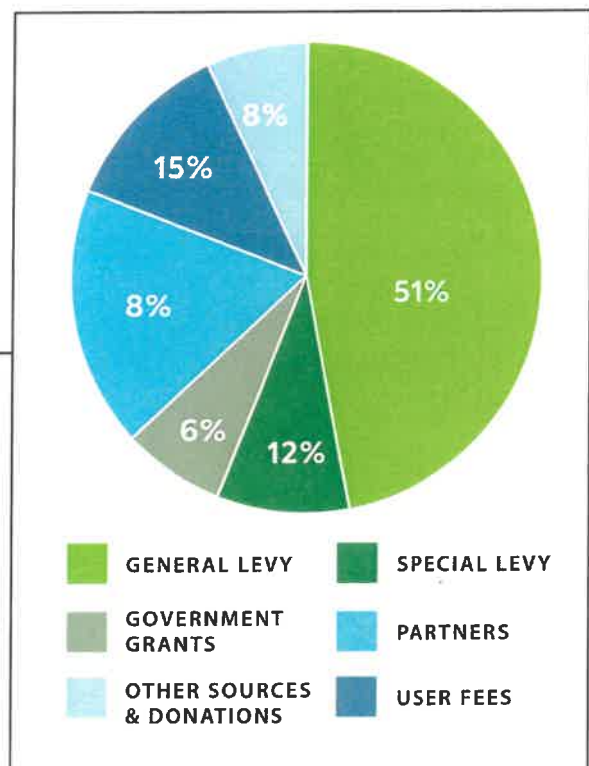
United Counties of Leeds and Grenville:

Dana Farcasiu, Councillor John Hunter/Peggy Taylor

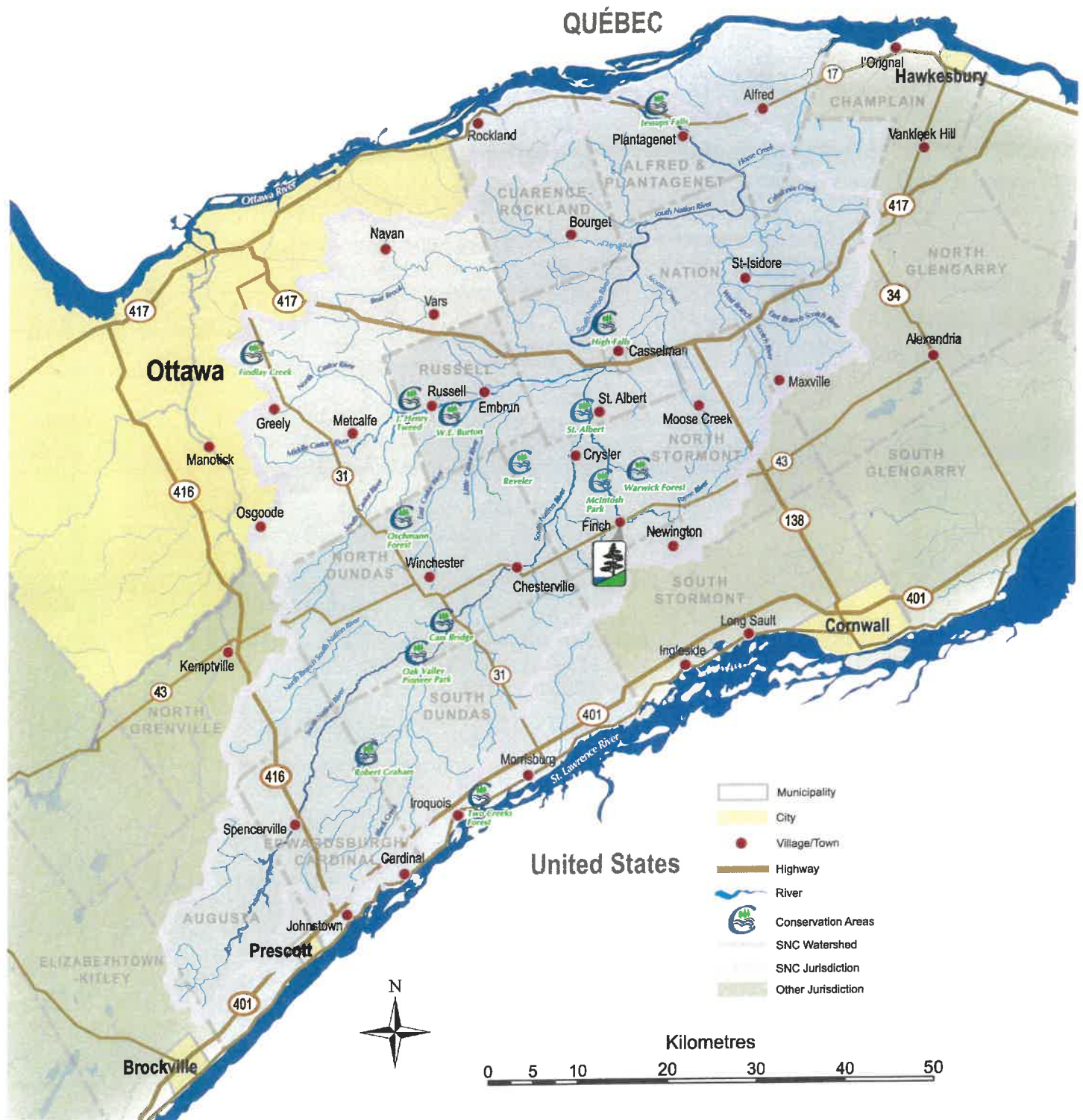
2020 SNC BUDGET SUMMARY

2020 Budget: \$6,855,520

- General Levy: \$3,478,942
- Special Levy: \$815,394
- Government Grants: \$395,294
- Partners: \$600,968
- User Fees: \$1,012,670
- Other Sources and Donations: \$552,252



OUR LOCAL ENVIRONMENT; WE'RE IN IT TOGETHER.
NOTRE ENVIRONNEMENT LOCAL, PROTÉGEONS-LE ENSEMBLE.



**SOUTH NATION
CONSERVATION**
DE LA NATION SUD

South Nation Conservation
38 Victoria Street
Finch, ON K0C 1K0

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info@nation.on.ca
nation.on.ca



Township of South Stormont
KEY INFORMATION REPORT
Chief Administrative Officer



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: April 28, 2021
Subject: Procurement -Monthly Report

Background:

The Township Procurement Policy adopted in 2020 (By-law No. 2020-076) requires the CAO to update Council monthly on purchasing activity that falls within the approved parameters of Administration.

This report outlines contracted purchases since the previous report.

Discussion:

The attached document outlines the recent purchases and will be updated to on a monthly basis (second meeting of each month) in accordance with the Policy.

Purchasing Contracts Approved by Administration					
Approved: April 2021					
Procurement Contract	Procurement Method	Selected Supplier	Contract Value (Excl. Taxes)	Change to Existing Contract	Notes
Surface treatment and Full Depth Pulverizing 01-2021	Request for Quotation	Smith Construction	\$98,976	No	2 quotations received. \$28,848 difference between two valid submissions. Smith Construction has met all of the requirements and the accompanying addendums as per the RFQ and submitted the lowest bid.
Grass Mowing and Trimming 03-2021	Request for Quotation	Section A - Superior Group Section B - Superior Group Section C - No Mow Worries Section D - No Mow Worries	\$13,750 \$6,650 \$8,379 \$23,860	No	8 quotations received for part and/or whole of the RFQ. The lowest bidder for each section has been recorded as they have met the requirements of the RFQ and accompanying addendums. Final review of tender with Ross and Kevin.
Sidewalk Repair and Replacement 07-2021	Request for Quotation	Malyon Excavation Ltd.	\$98,480	No	3 quotations received. Difference of \$61,160 between the highest bid of \$159,640 and the lowest bid from Malyon Excavation. Malyon has met all of the requirements and the accompanying addendum as per the RFQ and submitted the lowest bid.
Approved: February/March 2021					
Procurement Contract	Procurement Method	Selected Supplier	Contract Value (Excl. Taxes)	Change to Existing Contract	Notes
Supply & Delivery of one (1) Self-Propelled Ice Resurfacer	Request for Quotation	Zamboni Company Ltd.	\$86,835	No	3 quotations received. 1 invalid due to late submission. \$855 difference between two valid submissions. Zamboni closest for servicing, delivery date earliest.
Supply & Delivery of Online Engagement Software	Invitational	Bang the Table	\$10,000	No	3 companies invited to demonstrate product. Bang the Table selected based on cost, ease of use for staff & external users, trusted platform among Canadian users. Bang the Table software \$7,500 + \$2,500 training & setup. Annual cost for use \$7,500.

Township of South Stormont
KEY INFORMATION REPORT
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: April 28, 2021
Subject: Revenue and Expenditure Report – Quarter 1 (2021)

Background:

For Council's consideration, summary revenue and expenditure reports (January 1 – March 31, 2021) for the Township of South Stormont are attached.

Included is a summary for the general operations and Water and Wastewater. It is important to note that property taxes do not fund the water and wastewater operations.

Financial Highlights - Township Operations

Revenue

For the first quarter of 2021, The Township has received \$225,650 from Ontario Municipal Partnership Fund and \$283,497 has been generated from rentals. The total revenue is \$678,398.

Property taxes continue to be collected and taxation revenue will be reported in coming months.

Due to COVID-19, Parks and Recreation was not able to generate projected revenue, however, government funds are expected soon.

For pet licensing, DocuPet will officially launch May 1, 2021. It is anticipated related revenue will begin in this regard as well.

Expenditures

\$1,758,233 of expenditures have been processed from January 1 to March 31, 2021, 10% of budgeted expenditures of 2021.

Only a few capital projects have expenditures from Quarter 1 and more major projects are expected to be happened in next few months.

\$145,211 has been expensed for winter control due to nature of the departments.

Financial Highlights - Water and Wastewater Operations

Revenue and expenditures are within budget and aligned with expectations at the completion of the first quarter of 2021.

First billing of water and wastewater in 2021 has been processed and related revenue will be expected soon.

\$783,663 of expenditures occurred and \$145,518 is for previous capital water projects, will be received from capital water levies.

Staff are taking steps to structure the cost analysis with the new chart of accounts and expectation of the analysis will provide more accurate information for water and wastewater operations.

Township of South Stormont

Revenue & Expenditure - General Government Report

Q1 2021

	Year-Date		Annual		%	Year To Date		Annual		Budget
	2021		Budget 2021			2020		Budget 2020		
	Actual	Budget	Actual	Budget		Actual	Budget	Actual	Budget	
Revenue										
Taxation			-	7,558,065	7,558,065	100% -	7,287	7,391,215	7,398,502	
Payments-In-Lieu			-	504,670	504,670	100% -	3,167,247	328,889	3,496,136	
Fees And Charges	91,046		91,046	1,208,074	1,117,028	92%	302,183	1,168,410	866,227	
Unconditional Grants	225,650		225,650	1,862,443	1,636,793	88%	274,398	1,572,700	1,298,302	
Conditional Grants	27,454		27,454	512,845	485,391	95%	54,993	925,106	870,113	
Rental Income	283,497		283,497	561,470	277,973	50%	119,602	601,056	481,454	
Investment Income	2,462		2,462	351,000	348,538	99%	109,234	425,000	315,766	
Donations & Others	48,289		48,289	698,550	650,261	93%	210,612	343,080	132,468	
Loan Funding/Debentures			-	2,055,950	2,055,950	100%		2,632,925	2,632,925	
Contribution From Reserves			-	2,368,094	2,368,094	100%	1,203,853	1,203,853	-	
Total Revenue	678,398	678,398	678,398	17,681,161	17,002,763	96% -	899,659	16,592,234	17,491,893	
Expenditure										
General Government	485,098		485,098	4,015,898	3,530,800	88%	502,503	3,256,558	2,754,055	
Protection Of Persons And Property	18,379		18,379	155,250	136,871	88%	20,074	240,550	220,476	
Fire And Rescue	100,195		100,195	1,946,973	1,846,778	95%	410,867	1,858,000	1,447,133	
Parks And Recreation	156,397		156,397	2,231,712	2,075,315	93%	179,047	1,683,963	1,504,916	
Building & Planning	98,586		98,586	1,227,526	1,128,940	92%	109,728	527,650	417,922	
Economic Development	13,586		13,586	334,134	320,548	96%	137,456	512,600	375,144	
T Transportation & Fleet Services	604,766		604,766	5,491,067	4,886,301	89%	1,125,664	6,401,460	5,275,796	
Waste management	273,173		273,173	2,130,914	1,857,741	87%	228,737	1,955,828	1,727,091	
Drainage	8,053		8,053	147,690	139,637	95%	10,841	155,625	144,784	
Total Expenditure	1,758,233	1,758,233	1,758,233	17,681,161	15,922,928	90%	2,724,917	16,592,234	13,867,317	
Total Surplus/Deficit	-	1,079,835	-	1,079,835	0	-	3,624,576	-	3,624,576	

Township of South Stormont

Revenue & Expenditure Report

Water & Waste Water

	Q1 2021		Year-Date 2021		Annual Budget 2021		Budget Remaining 2021		% Remaining 2021		Year To Date 2020		Annual Budget 2020		Budget Remaining 2020	
	Actual		Actual		Budget		2021		2021		Actual		Budget		Actual	
	Revenue															
Grant																
Fees And Charges	76,232		76,232	0	4,424,168		4,347,936	0	98%		595,280		4,130,977	298,553	3,535,697	298,553
Loan Funding/Debentures			-		357,561		357,561		100%				368,770		368,770	368,770
Miscellaneous Revenue	8,762		8,762		39,437		30,675		78%		6,457		27,800		21,343	21,343
Contribution From Reserves			-		1,591,280		1,591,280		100%		1,470,435		1,470,435		-	-
Total Revenue	84,994		84,994		6,412,446		6,327,452		99%		2,072,172		6,296,535		4,224,363	
Expenditure																
Water - Administration	145,518		145,518		357,562		212,044		59%		145,247		368,770		223,523	
Water - Long Sault & Ingleside	311,419		311,419		2,290,455		1,979,036		86%		161,178		1,546,760		1,385,582	
Water - Eamers Corners	11,187		11,187		290,279		279,092		96%		17,609		295,580		313,189	
Water - Newington	10,660		10,660		114,983		104,323		91%		9,831		126,530		116,699	
Waste Water - Long Sault	64,107		64,107		994,547		930,440		94%		52,048		860,500		808,452	
Waste Water - Ingleside	240,772		240,772		2,070,277		1,829,505		88%		447,303		2,745,486		2,298,183	
Waste Water - Eamers Corners			-		2,080		2,080		100%		2,900		2,080		4,980	
Total Expenditure	783,663		783,663		6,120,183		5,336,520		87%		795,097		5,945,706		5,150,609	
Total Surplus/Deficit	-		698,669		292,263		990,932				1,277,075		350,829		926,246	

Township of South Stormont
KEY INFORMATION REPORT
Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 28, 2021
Subject: First Quarter Drainage Report

Background:

The quarterly Drainage Report is presented to Council to inform of beaver trapping, request for drain maintenance, and completed drain maintenance within the Township of South Stormont.

Discussion:

This report provides an overview of drainage operations for the period of January 1, 2021 – March 31, 2021.

Work Completed

- Trapping Report
 - Beavers Trapped Jan-Apr 0
 - Year to date 0

Maintenance

- Dafoe Drain
 - Request for 2021 maintenance
 - Approvals received.
 - Work Completed March 2021.

Work in Progress:

Maintenance

- Requests for maintenance have been received for the following Municipal Drains:
 - Stoney Creek Drain - upper section
 - DFO, CA and MNR approvals expired.
 - Deferred to 2021.
 - Murray Drain
 - Request for 2017 maintenance.
 - Approvals received.
 - Spoils levelled.
 - Waiting on MTO to maintain Highway 401 portion.
 - Cancelled
 - County Rd 18 Drain "B"
 - Request for 2017 maintenance.
 - Approvals received.
 - Work to begin mid-August, 2021.

- Beaver Creek Drain
 - Request for 2018 maintenance.
 - Approvals sent to DFO, CA and MNR.
 - Site meeting November 13, 2018.
 - Work to begin mid-August, 2021.
- RE Rombough Drain
 - Request for 2020 maintenance.
 - Approvals sent to DFO, CA and MNR.
- Waldroff Branch of Quinn Drain
 - Request for 2018 maintenance.
 - Deferred to 2021.
- McIntosh Drain
 - Request for 2021 maintenance.
- Lunenburg Village Drain
 - Request for 2020 maintenance.
 - Approvals received.
 - Site meeting completed.
 - Work to begin fall 2021.
- Bonneville Drain
 - Request for 2021 maintenance
 - Approvals received.
 - Site meeting completed.
 - Work to begin fall 2021.

Prepared by:

Bailey McBride, Public Works Coordinator

Kris St. Thomas, Drainage Superintendent



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: April 28, 2021
Subject: Renewal of Health and Safety Policy Statement

Recommendation:

That Council authorizes the renewal of the Township Health & Safety Policy Statement, thereby supporting the Township's commitment to the health and safety of its employees through all levels of the Corporation.

Executive Summary:

This report recommends Council authorize the renewal of the Township's Health & Safety Policy Statement.

Background:

As per the *Occupational Health and Safety Act*, R.S.O. 1990, the Corporation's Health and Safety Policy requires an annual review. The review of the Policy endorses the continued commitment to the health and safety of employees. The Policy Statement is posted on employee Health and Safety boards located within Township owned facilities.

Save and except the Fire Service, the Township's Health & Safety Committee meets on a regular basis and is comprised of both unionized employees and staff members. The Committee reviews and makes recommendations on such topics as monthly facility inspection reports, personal protective equipment, employee health and safety training.

All NEW employees including students are required to complete the "New Employee Orientation Checklist" that includes such training as their requirements for protective equipment, location of hazardous materials, emergency evacuation details, and accident reporting procedures.

All Township employees are trained in the mandatory programs such as Bill 132, Bill 168 Workplace Violence & Harassment, WHMIS, and Customer Service Accessibility Standards. Training completion records are reviewed and properly stored for each employee.

Pursuant to the *Occupational Health and Safety Act*, due to the nature of the work within the Fire Service, different rules apply for health and safety requirements. The Fire Chief manages, and reports as needed, health and

safety matters separately. The Policy Statement, as attached, encompasses the Corporation's commitment for all employees including fire personnel.

Options:

1. Council approve the renewal of the Township Health & Safety Policy Statement, as such supporting the Township commitment to the health and safety of its employees through all levels of the Corporation. This is the preferred recommendation.
 2. Council defers the renewal of the Township Health & Safety Policy statement.
 3. Other.
-

Financial Impact:

There is no direct financial impact to renewing the Health & Safety Policy Statement.

Risk Considerations:

It is a legislated requirement under the *Occupational Health and Safety Act* (OHSA) to review of the Township's Health & Safety Policy on an annual basis.

Should the Township be found in violation of OHSA or its regulations the Township could be at risk of receiving fines.

Others Consulted:

Health and Safety Committee
Senior Management

HEALTH & SAFETY POLICY

The Corporation of the Township of South Stormont is committed to the health and safety of its employees in accordance with the *Occupational Health and Safety Act, R. S. O. 1990*, as amended.

The Corporation has the responsibility for doing everything it can to prevent occupational injuries and illness. This responsibility extends through all levels of the Corporation.

It is the responsibility of Council to ensure that an appropriate health and safety policy and program are established and implemented throughout all the township's work areas.

Council shall monitor the township's health and safety standards on a regular basis to ensure that they are being maintained in an effective and efficient manner.

Management is responsible for ensuring safe working practices and procedures and that all employees receive the necessary knowledge, instruction and supervision to enable them to perform their work safely.

All employees have a personal responsibility to preserve their health and to work safely in accordance with *the Occupational Health and Safety Act*.

Bryan McGillis, Mayor

As of Council meeting of April 28, 2021



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: April 28, 2021
Subject: Support Town of Wasaga Beach - Advocacy for Reform – MFIPPA Legislation

Recommendation:

That Council of the Township of South Stormont supports the Town of Wasaga Beach in their request to the Ministry of Government and Consumer Services review and reform the *Municipal Freedom of Information and Protection of Privacy Act*.

Executive Summary:

The Town of Wasaga Beach is seeking municipal support in requesting that the Ministry of Government and Consumer Services review and modernize the *Municipal Freedom of Information and Protection of Privacy Act*. Staff have reviewed the information provided and are recommending that Council support the request.

Background:

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) dates back 30 years and has not advanced in line with the changes to government operations, public expectations, accountability and transparency measures and current technologies.

As with many other municipalities, the Township of South Stormont, practices and promotes open and transparent government operations and actively distributes information and routinely discloses public documents outside of the MFIPPA/FOI process.

A full copy of the report from the Town of Wasaga Beach is attached. However, for convenience purposes, the list of recommendations for modernization of the legislation is as follows:

1. Create a Communication Portal to provide a connection between the IPC and institutions to enhance communication, facilitate requests for documentation, process enquiries, and track status of appeals. (similar to those of the Local Planning Appeal Tribunal and the Municipal Property Assessment Corporation).
2. Designate the Clerk as the 'head' under the Act. Few municipalities do not have the clerk designated. It makes sense that the statutory officer responsible for the municipality's records, is also the person that would

make determinations on access based on the legislation. In our research, PEI and Nova Scotia have already made this change.

3. Create a Stakeholder Advisory Committee representing different interest groups to provide advice to the Information and Privacy Commissioner on public education, policy and identifying emerging issues affecting access and privacy.
4. Require Routine Disclosure Policies be adopted, and develop a template through coordination of the IPC office, and AMCTO to share collective expertise, allowing for a level of consistency across the province.
5. Update the threshold for frivolous and vexatious actions and take in to consideration the community and available resources, as well as that the anonymity of requestors, their abusive nature and language to ensure protection from harassment as provided for in the *Occupational Health and Safety Act*.
6. The application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process. Currently there are only two steps in the process that are recoverable – searching and preparing records for disclosure. Appeals can be lengthy and costly and yet those costs are not recoverable.
7. The regulation be updated to address current and emerging technologies. Most computers do not support CD-ROMs.
8. The administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized.

Options:

1. That Council support the request of the Town of Wasaga Beach.
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 staff

Prepared by:

Ashley Sloan, Deputy Clerk

STAFF REPORT



TO: Council

FROM: Dina Lundy, Director of Legislative Services & Clerk

SUBJECT: Advocacy for Reform – MFIPPA Legislation

DATE: November 25 , 2020

RECOMMENDATION

That that the following motions be passed in support of a request to review and reform of the Municipal Freedom of Information and Protection of Privacy Act:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Town of Wasaga Beach, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

BACKGROUND

Many clerks across Ontario have been expressing their frustrations and remarking on their experiences with MFIPPA legislation over the years, and have been looking for a mechanism to affect change.

A meeting was held with the Information and Privacy Commissioner (IPC) Senior Management Team to understand their successes and appreciate their challenges, and in September of 2019, a committee formed with the support of the Simcoe County Clerks & Treasurer's Association (SCCTA). The committee determined a mandate to seek changes to MFIPPA, improve interactions with the Information and Privacy Commissioner's Office, and improve public education on the legislation.

The members of the committee include:

Pam Fettes, Director, Legislative Services/Clerk, Township of Clearview
 John Daly, Director, Statutory Services/Clerk, County of Simcoe
 Dina Lundy, Director, Legislative Services/Clerk, Town of Wasaga Beach
 Karen Way, Clerk, Township of Georgian Bay

This committee has worked diligently over the past 14 months to examine the legislation, identify the problems that are faced by administrators and taxpayers, and come up with recommendations for reform. A presentation of our findings was developed and delivered before the Honourable Lisa Thompson, Minister of Government and Consumer Services in early October. The presentation was positively accepted, and we were encouraged to continue our advocacy locally and through other agencies and associations.

Throughout the past two months, the presentation has been delivered to the Association of Municipal Clerks and Treasurers (AMCTO) Legislative and Policy Committee, and several municipalities and Counties across Ontario. As we continue to deliver the presentation, we continue to gain support, and hear of further experiences and frustrations that confirm our findings.

DISCUSSION

The legislation dates back 30 years, and in this time we have seen drastic changes in government operations, public expectations, accountability and transparency measures, technology, and other legislations. MFIPPA has not been revised to keep up with the progressions that have occurred over the years.

The committee is advocating for the following changes:

1. Create a Communication Portal to provide a connection between the IPC and institutions to enhance communication, facilitate requests for documentation, process enquiries, and track status of appeals. (similar to those of the Local Planning Appeal Tribunal and the Municipal Property Assessment Corporation).
2. Designate the Clerk as the 'head' under the Act. Few municipalities do not have the clerk designated. It makes sense that the statutory officer responsible for the municipality's records, is also the person that would make determinations on access based on the legislation. In our research, PEI and Nova Scotia have already made this change.
3. Create a Stakeholder Advisory Committee representing different interest groups to provide advice to the Information and Privacy Commissioner on public education, policy and identifying emerging issues affecting access and privacy.
4. Require Routine Disclosure Policies be adopted, and develop a template through coordination of the IPC office, and AMCTO to share collective expertise, allowing for a level of consistency across the province.
5. Update the threshold for frivolous and vexatious actions and take in to consideration the community and available resources, as well as that the anonymity of requestors, their abusive nature and language to ensure protection from harassment as provided for in the Occupational Health and Safety Act.
6. The application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process. Currently there are only two steps in the process that are recoverable – searching and preparing records for disclosure. Appeals can be lengthy and costly and yet those costs are not recoverable.
7. The regulation be updated to address current and emerging technologies. Most computers do not support CD-ROMs.

8. The administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized.

CONCLUSION

Modernization of the legislation, with open and transparent processes, resources for administrators and requestors, communication and technology improvements, administrative practice improvements, and respect and accountability for the taxpayer are desperately needed. The Time for Change is now. Should Council adopt the recommendation put before you today, it will be circulated to clerks across the province, local MPPs, the Minister of Consumer Services, the Minister of Municipal Affairs and Housing, the Information and Privacy Commissioner of Ontario, the Association of Municipalities of Ontario (AMO), and the Association of Clerks and Treasurers of Ontario (AMCTO).

Respectively Submitted,

Dina Lundy
Director of Legislative Services & Clerk

Encl. MFIPPA Presentation

Township of South Stormont

ACTION REQUEST

Fire and Rescue Department



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: April 28, 2021
Subject: Declare May 5-11, 2019 as Emergency Preparedness Week

Recommendation:

Whereas Emergency Preparedness Week is a national awareness initiative that has taken place annually since 1996;

And Whereas Emergency Preparedness Week encourages Canadians to take three simple steps to become better prepared to face a range of emergencies: Make a plan, Build a kit, Stay informed;

And Whereas the safety of our community is the responsibility of each one of us, and by taking an active role in your community, you are helping to build a culture of preparedness in Canada.

Therefore be it resolved that Council hereby declares the week of May 2 -8, 2021 as Emergency Preparedness Week in the Township of South Stormont.

Background:

This year, Emergency Preparedness Week is May 2-8 and the Ontario theme is "Be Ready for Anything". The theme focuses on is to encourage Canadians to take action to become better prepared for the range of emergencies they could face in their region. It provides municipalities with the flexibility to concentrate on general emergency preparedness issues as well focuses attention on seasonal concerns, throughout the remainder of the year. The Township will promote this year's theme by including an ad in local newspapers and on the Township's various social media platforms.

Options:

1. That Council declares May 2-8, 2021 as Emergency Preparedness Week in the Township of South Stormont.
 2. Other.
-

Financial Impact:

There is no financial impact.

Others Consulted:

Province of Ontario

Prepared by:

Shelby Martel, Administrative Assistant



To: Council
From: Kevin Amelotte
Date of Meeting: April 28, 2021
Subject: 2020 Volunteer of the Year Award Presentation Options

Recommendation:

That Council directs staff and the Volunteer Appreciation Committee to move forward and review the nomination forms in preparation of making recommendation for the recipient of the 2020 Volunteer of the Year Award, furthermore that staff move forward with organizing the presentation of the award at the regular meeting of Council on September 8, 2021.

Executive Summary:

As part of the 2021 budget deliberations, it was determined that the annual Volunteer Appreciation Gala would not take place in 2021 due to the anticipated restrictions of the current pandemic.

It is the recommendation of staff that Council continue to present the annual Fran Laflamme Volunteer of the Year award and incorporate this presentation as part of a regular Council meeting in the month of September.

Background:

Deadline for nominations was advertised as February 1, 2021.

The 2021 budget for the Volunteer Recognition Program was approved at \$500. Funds would be used to purchase the award with the balance of the funds being donated to the recipients charity or service club of choice.

If Council moves forward with a Gala in 2022 the recipient of the award this year could also be invited and recognized at that event.

In 2020 Council also presented a Youth Volunteer of the Year award, however no new nominations were received prior to the 2021 deadline.

Options:

1. That Council directs staff and the Volunteer Appreciation Committee to move forward and review the nomination forms in preparation of making recommendation for the recipient of the 2020 Volunteer of the Year Award, furthermore that staff move forward with organizing the presentation of the award at the regular meeting of Council on September 8, 2021

2. That the Township does not present a 2020 Volunteer of the year award due to the current pandemic.
3. Other.

Financial Impact:

Funds used for the recommended option were approved in the 2021 budget.

Others Consulted:

Volunteer Appreciation Committee



To: Council
From: Kevin Amelotte – Director of Parks and Recreation
Date of Meeting: April 28, 2021
Subject: Lakeview Waterfront Park – 2021 Operational Options

Recommendation:

That Council directs staff to close the Lakeview Waterfront Park from May 20th to September 7th, or until such a time that the current pandemic restrictions for outdoor gatherings at this location no longer require staff to enforce the maximum capacity and social distancing requirements.

Executive Summary:

The Lakeview Waterfront Park is classified as a Regional Park that attracts many residents and tourists to this location during the Spring and Summer months. It is also a location that visitors use to gain access to the St. Lawrence River for swimming and recreational water activities such as kayaking and canoeing. For these reasons, the Eastern Ontario Health Unit (EOHU) provides water testing during Summer months to ensure that water quality levels meet the standards for swimming.

In 2020 the Township closed this park location during the Summer months due to overcrowding and the inability to properly staff and monitor this location to ensure that the maximum capacity and social distancing measures were met.

Staff has recently met with the EOHU and it has been confirmed that the Lakeview Waterfront Park is classified as a regional beach and as such will require the Township to provide the following if we intend to keep this park open from May 20th to September 7th;

- Staff the park location during all hours of operation
- Provide hand sanitizing stations
- Recommendation to provide portable washrooms
- Place all COVID related signage to meet the current Provincial Orders and social distancing reminders.

Background:

Since the approval of the 2021 budget, staff has met on two occasions with the EOHU to review the upcoming operations of several Township owned/leased parks and facilities.

Funds required to meet the requirements to operate and monitor this park for the 2021 season were not included as part of the operation budget.

Operation of this free access park is going to require a significant amount of resources under the upcoming restrictions set forth by the EOHU to enforce the current provincial orders.

The Township currently does not have the staff required to monitor this location without impacting the level of service and repairs that were approved during the 2021 budget. It would require another job posting and interviews, with subsequent supervision throughout the summer months.

The following is an approximate budget to operate this location for 2021 based on the park being open and available to the public from 10:00a.m. to 8:00p.m. for 108 days;

Expense	Description	Cost
Staffing	4 student staff members per day	\$77,760
Gate System	Purchase and install of new gate system to restrict vehicles	\$1,900
Portable Hand Sanitizing Station	Rental of hand washing and sanitizing station (x1)	\$5,400
Portable Washrooms	Rental of portable washroom units (x2) with cleaning service	\$21,600
Signage	Design, printing, and installation of required signage	\$450
Miscellaneous	Purchase of uniforms, counters, PPE, phone plans, etc.	\$2,000
	TOTAL COST =	\$107,310

*This is the total estimated cost above and beyond what was approved in the 2021 budget for general mowing, maintenance, and garbage collection at this park location.

** Staffing estimates are based on assumption that summer students will be used to monitor this location. Cost could increase if Township requires the services of adult seasonal staff or security guard contractors.

The nature of the job for staff at the gate will require maintaining the maximum capacity of the park. Staff is concerned that confrontations could arise when forced to close the gate and restrict vehicles from entering, this could require more of a security guard presence as opposed to summer students or a combination of both.

These expenses could be offset through COVID relief funding issued to the Township through the Province and Federal Governments, however this would reduce the funds available for other anticipated expenses.

Options:

1. That Council directs staff to close the Lakeview Waterfront Park from May 20th to September 7th, or until such a time that the current pandemic restrictions for outdoor gatherings at this location no longer require staff to enforce the maximum capacity and social distancing requirements.
2. That Council directs staff to keep Lakeview Waterfront Park open to the public based on the budget overages estimated in this report, and as such direct staff to commence the purchase of required supplies, contracted services, and hiring of required staff.
3. Other.

Financial Impact:**Option 1:**

No financial impact

Option 2:

Based on estimates received, it will cost the Township approximately \$68,430 above budget to operate this park location in 2021.

Others Consulted:

- Eastern Ontario Health Unit
- Recreation Networking Group of SD&G



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 28, 2021
Subject: Enbridge Pipeline Integrity Dig Program Consent Request

Recommendation:

That Council acknowledge receipt of the Blanket Crossing and Approach Consent Request received from X-Calibur on behalf of Enbridge Pipelines Inc. and further, authorize the Director of Public Works to execute the Blanket Consent Terms and Conditions on behalf of the Township of South Stormont.

Executive Summary:

This report provides an overview to Council regarding Enbridge's maintenance operations of its pipeline system and recommends that Council authorize the Director of Public Works to execute Terms and Conditions authorizing Enbridge to conduct maintenance digs in 2021.

Background:

To ensure the integrity and safe operations of its pipeline system, Enbridge regularly monitors and inspects their pipelines. As part of their monitoring and inspection program, Enbridge undertakes preventative maintenance digs to make visual inspections to pipeline features to determine if a repair or other action is required.

Each dig involves excavating a section of buried pipe for examination and if a defect is discovered, Enbridge will repair it, recoat and re-bury the pipe. In some cases, old sections of pipe must be cut out and new pipe welded in. A preventative maintenance dig can take up to two weeks, depending on the results of the visual inspection.

In order to minimize damages and inconvenience to landowners, some locations require access directly from the developed road allowances onto the existing Enbridge Right of Way. In order to avoid requesting consent on a site by site basis, X-Calibur Ground Disturbance Solutions, on behalf of Enbridge Pipelines Inc., is seeking blanket consent authorization from the Township for access to existing approaches, or for temporary access development to conduct maintenance digs. A copy of the correspondence received from X-Calibur Ground Disturbance Solutions is attached.

The Terms and Conditions provided indicate that all reasonable efforts will be made to minimize disturbance to landowners and other stakeholders in

maintenance dig areas. All landowners and tenants directly affected by the maintenance program will be contacted prior to work commencing. All temporary approaches/culverts will be removed as soon as possible and the area restored to the same or better condition.

In addition, periodically throughout 2021 a copy of the Integrity Dig Access Survey for each location will be sent to the Township for notification purposes.

Options:

1. That Council authorize the Director of Public Works to execute the Blanket Consent Terms and Conditions on behalf of the Township of South Stormont. This is the recommended option.
2. Other.

Financial Impact:

There is no direct financial impact to the Township for authorizing the blanket consent. However, staff efficiencies may be realized as the process of providing permissions will be expedited by providing blanket consent.

Risk Considerations:

There are no foreseen risks to providing blanket consent as a copy of the Integrity Dig Access Survey for each location will be sent to the Township for notification purposes. In addition, all landowners and tenants directly affected by the maintenance program will be contacted directly by the contractor prior to work commencing.

Others Consulted:

Senior Management

Prepared by:

Ashley Sloan, Deputy Clerk



Unit 204-25 Beju Industrial Drive P: 403-844-8662
Sylvan Lake, Alberta T4S 0B6 F: 403-844-8663
E-mail: aguthenberg@x-calibur.ca
E-mail: emcneish@x-calibur.ca



Enbridge Pipelines Inc.
1086 Modeland Road, Building 1050- 1st Floor
Sarnia, Ontario N7S 6L2
E-Mail: megan.mchenry@enbridge.com

April 17, 2011

TOWNSHIP OF SOUTH STORMONT
2 Mille Roches Rd., P.O. Box 84
Long Sault, ON K0C 1P0

VIA EMAIL: ross@southstormont.ca

Attention: Ross Gellately

RE: PIPELINE INTEGRITY DIG PROGRAM
Blanket Crossing and Approach Consent Request, X-Calibur on behalf of Enbridge Pipelines Inc.

On behalf of Enbridge Pipelines Inc., X-Calibur Ground Disturbance Solutions is continuing efforts to advance the process of attaining formal agreements with third party stakeholders. Enbridge Pipelines Inc. is conducting an investigative program for our pipeline systems. Following analysis of our In-line Inspection tool results, we will be proceeding to check any possible anomalies. In order to verify the features, we are required to excavate and expose the portion(s) of pipeline that have been identified as a possible risk. The program is part of Enbridge's continued efforts in maintaining the integrity and safe operations of its pipeline system.

As a result, Enbridge Pipelines Inc. will be conducting maintenance digs. While conducting our activities residents may notice an increase in traffic near the dig sites. All reasonable efforts will be made to minimize disturbance to landowners and other stakeholders in these areas. All landowners and tenants directly affected by the maintenance program will be contacted prior to work commencing.

I would like to clarify our process to ensure that Enbridge continues our good working relationship that has developed over many years.

Our Procedure is as follows:

1. Survey and identify the dig location
2. Excavate to expose the pipe
3. Clean the pipe of existing coating
4. Inspect the pipe
5. Maintenance on the pipe, if required
6. Re-coat the pipe
7. Backfill excavation and reclaim all affected areas
8. Revisit site 1 year from reclamation date to monitor affected lands

The equipment involved will include:

- XL5200 tracked Gradall or Excavator, or similar equipment
- 1/2, 3/4, 1, and 3 ton trucks for welding, sand blast and coating.
- Small reclamation and snow clearing equipment
- Hydrovac

In order to minimize damages and inconvenience to landowners, some locations require access directly from the developed road allowances onto the existing Enbridge Right of Way. Most road ditches have a shallow profile and permit access with all the required equipment. The ditches that are steep and unsafe to access in the current condition may require soil fill to allow for suitable profiles. These access routes are temporary only and will be removed as the sites are cleaned up and reclaimed.

In order to expedite the process of acquiring permissions, we would like to propose that a blanket consent be considered, with uniform and appropriate Terms and Conditions to be accepted by Enbridge. Please consider:

- The Enbridge Land Consultant (X-Calibur) will provide documentation and a survey sketch showing access, workspace, approaches and access points that are proposed.
- No formal applications for permits will be required for access utilizing existing approaches, or for temporary access development, which would be standardized.
- No formal applications for permits will be required for Temporary Workspace for excavations
- No formal applications for permits will be required for Temporary Workspace for equipment and soil storage.
- Existing approaches will be used whenever possible.
- Any temporary access and workspace will not affect natural drainage paths or affect the landowners directly adjacent to the access routes.
- All existing approaches will be left in the same or better condition once the project is complete.
- All ditch access (no fill added) must be restored to same or better condition, with original grade maintained.
- All temporary approaches/culverts (fill added) will be removed as soon as possible and the area restored to the same or better condition. If a temporary approach is required a representative may direct the contractor.
- All excavation(s) will be filled and the lands monitored and restored to the same or better condition through our remediation program.
- A representative may, at time to time, inspect the affected areas and may choose to inspect the final clean-up once Enbridge is complete. Enbridge may provide notification once final restoration is complete at each location.
- Enbridge or an Enbridge designate will make formal requests on a site by site basis when actual excavation is required within any portion of the traveled Road Allowance or temporary access is required through a ditch, the city will impose conditions on a site by site basis.
- Enbridge or an Enbridge designate will make formal requests on a site by site basis when a road or lane closure is required.
- A representative may contact one of the Enbridge representatives listed below if any issues or concerns are reported regarding the chosen access routes.

Enbridge Schedule:

Periodically throughout 2021 a copy of the Integrity Dig Access Survey for each location will be sent for notification purposes.

The amount of time required at each dig location can range from 5-15 days. However, access may be required for a greater length of time if adverse weather is encountered or multiple digs exist within the same section of land.

We thank you again for your time and assistance.

If there are any other questions or concerns, please feel free to contact:

Lindsay Quintal	Surface Land Coordinator	403-871-1011 or 403-418-9140
Amanda Guthenberg	Project Land Coordinator	403-871-1011 or 403-307-5875
Elizabeth McNeish	Land Administrator	403-844-8662 or 403-597-6459
Tyler Sewlal	Enbridge, Sr Analyst Lands & ROW	780-508-6763
Meghan McHenry	Enbridge, Sr Analyst Lands & ROW	519-312-6179

Thank you for your co-operation in this matter.

Yours truly,

Amanda Guthenberg

X-Calibur Pipeline and Utility Location Inc. on behalf of
Enbridge Pipelines Inc.

Per: Amanda Guthenberg, Land Administrator

cc: Enbridge Pipelines Inc., Attn.: Tyson Callicott

If this is acceptable, please sign this letter as your acknowledgement.

Terms and conditions are acceptable to _____.

as of this _____ day of _____, 2021.

Signature

Printed Name and Title

Township of South Stormont

ACTION REQUEST

Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 28, 2021
Subject: SDG Joint Tender – Asphalt Paving

Recommendation:

That Council approves proceeding with the Myers Road asphalt project under the SDG Counties Hot Mix Asphalt Tender, awarded to R.W. Tomlinson Limited at a cost of \$348,160.

Executive Summary:

The Myers Road asphalt project was included as a provisional item in the SDG joint tender at the request of Township staff. The cost of the project is included in the 2021 Transportation Services budget.

Background:

Staff had requested SDG Counties include the Myers Road asphalt paving project as a provisional item in the 2021 Hot Mix Paving Tender which closed in March.

The low tendered bid was submitted by R.W. Tomlinson Limited with Township of South Stormont's item totaling at \$348,160.00.

The scope of work includes finish grading, supply of hot mix asphalt and shouldering.

County staff will provide contract administrative services, coordinate material testing and confirm quantities on behalf of the Township.

Options:

1. That Council authorize the Director of Public Works to proceed with the provisional item in the SDG County Hot Mix Asphalt Tender which was awarded to R.W. Tomlinson Limited. This is the recommended option.
 2. Other as directed by Council.
-

Financial Impact:

The provisional item as described in the SDG County Hot Mix Asphalt Tender is within the budget amounts for the work in the 2021 Transportation Services Budget for Myers Road.

Risk and Asset Management Considerations:

Myers Road has reached the end of its useful service life. Reconstruction scheduled for 2021 in the Township's 2017 Road Needs Study.

Others Consulted:

SDG Counties Director of Planning and Transportation

McIntosh Perry – Asphalt Geotechnical Consultant

To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 28, 2021
Subject: St. Andrews West Pedestrian Crossover

Recommendation:

That Council supports the request for a Pedestrian Crossover Level 2 Type C on County Road 18, at St. Andrew's Catholic School.

Executive Summary:

The SDG Policy for Pedestrian Crossovers requires a request from the local municipality be accompanied by a Council resolution passed in support of the request.

This crossing as described in the attached Key Information Report is included in the 2021 Transportation Capital Budget.

Once County approval is received the intent is to proceed as soon as possible, hopefully to be completed before the end of the school year.

Background:

A traffic study completed by Catholic District School Board of Eastern Ontario (CDSBEO) from November 2020 indicates there is a warrant for a Pedestrian Crossover at the St. Andrew's School on County Road 18.

Township Staff have reviewed the site with County Transportation Staff and in consultation with *Ontario Traffic Manual (OTM) Book 15 - Pedestrian Crossing Treatments* to determine the location and requirements of the crossing.

The location will be as shown, with the location being west of the current painted crossing. This location allows for signage and painting to meet requirements of OTM Book 15.



This installation will be very similar to the Dickinson Drive (County Road 14) crossing installed in 2019.

Financial Impact:

This item is included in the 2021 Transportation Services Capital Budget.

Risk and Asset Management Considerations:

The Traffic Study, completed by WSP for the CDSBEO recommends the Pedestrian Crossover to mitigate traffic/pedestrian conflicts under the existing conditions.

Others Consulted:

Ontario Traffic Manual Book 15 – Pedestrian Crossing Treatments
Traffic Report – Traffic Operations Review for St. Andrew's Catholic School
SDG Counties – Operations Staff.

Township of South Stormont
KEY INFORMATION REPORT
Public Works Operations



To:	Council
From:	Name
Date of Meeting:	December 16, 2020
Subject:	Update – Pedestrian Crossover at St. Andrews School

Background:

Included in the 2020 Transportation Capital Budget was the purchase and installation of a pedestrian crossover at St. Andrews School. The Catholic District School Board (CDSBEO) had committed to a Traffic Study with the recommendations to be shared with the Township and SDG Counties.

The Traffic Study was recently received (November 30th) and included several recommendations including the installation of a pedestrian crossover and numerous traffic calming measures.

Discussion:

The SDG Counties' Policy for pedestrian crossings clearly indicates that the responsibility lies with the local municipality for installation and maintenance of these systems, with the approval of SDG Counties for layout and design.

Staff and the County Engineer have responded to the CDSEO indicating the Township will be moving forward in the spring of 2021 with the design and installation of the pedestrian crossover and the associated line painting and parking restrictions.

Township of South Stormont
ACTION REQUEST
Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: April 28, 2021
Subject: 2020 Water Wastewater Annual Summary Reports

Recommendation:

That Council acknowledge receipt of the 2020 Summary Reports before March 31, 2021, for the following water systems:

- a. Long Sault-Ingleside Regional Water Treatment Plant,
- b. Newington Water Treatment Plant,
- c. St. Andrews/Rosedale Distribution System, and

Receipt of the 2020 Annual Performance Reports before March 31, 2021, for the following wastewater systems:

- a. Long Sault Wastewater Treatment System, and
 - b. Ingleside Wastewater Treatment System.
-

Background:

Under Ontario Regulation 170/03, Schedule 22 "Summary Reports for Municipalities":

1. The owner of a drinking water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (2) and (3) for the preceding calendar year and is given to,
 - (a) in the case of drinking water system owned by a municipality, the members of the municipal council.
2. Certificates of Approval for Municipal and Private Sewage Works states, "The Owner shall prepare and submit a performance report to the District Manager on an annual basis, and the submission shall be made no later than 90 days following the end of each calendar year."

Reports are available for public viewing at the Township office and on the Township website; follow this link:

<https://www.southstormont.ca/en/town-hall/plans-studies-and-reports.aspx>

Options:

1. Council of the Township of South Stormont, representing the Owner, acknowledge receipt of the 2020 Summary Reports for the above-mentioned drinking water systems, and the 2020 Annual Performance Reports for the above-mentioned wastewater systems.
 2. Other.
-

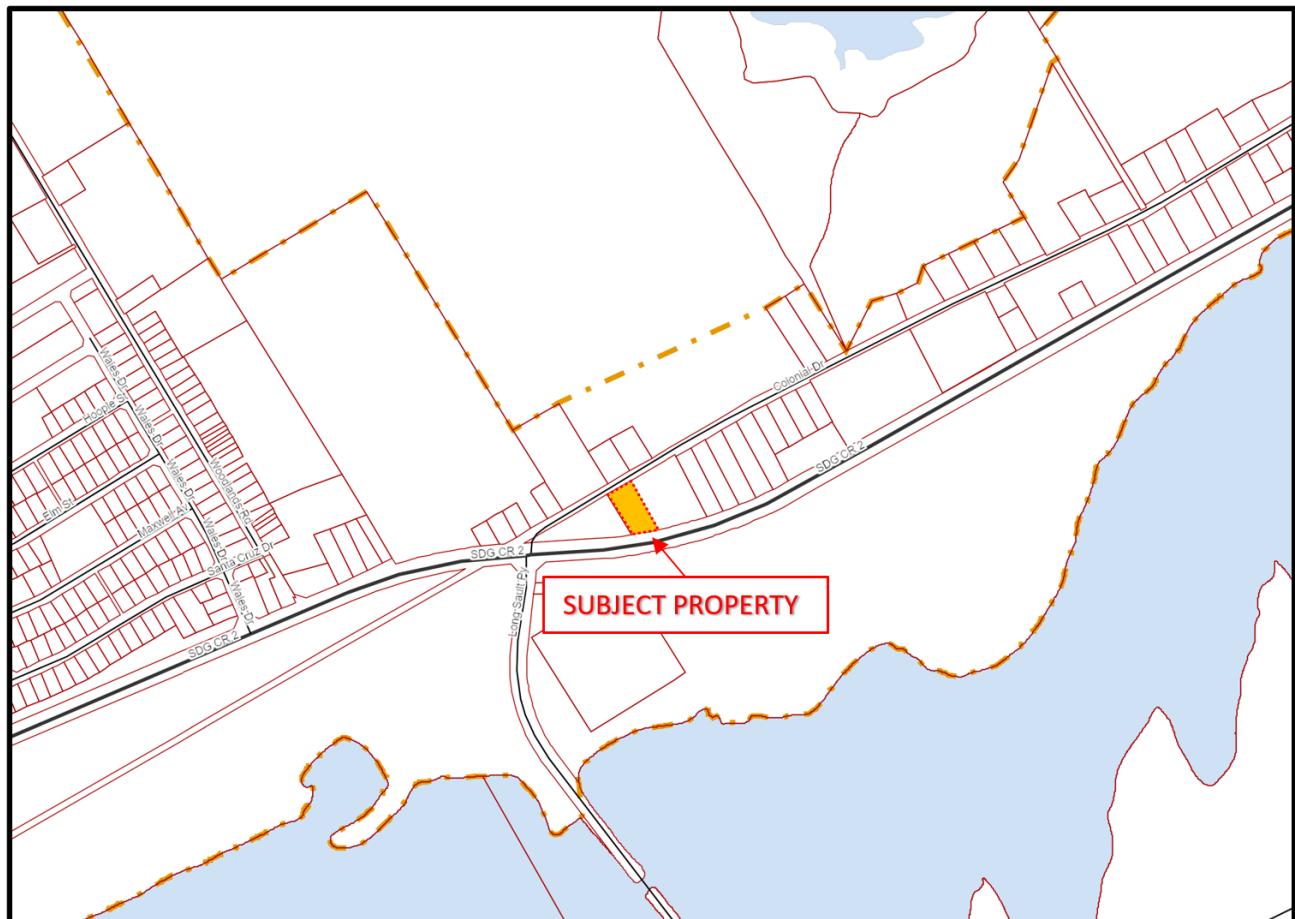
Others Consulted:

Caneau

Township of South Stormont
ACTION REQUEST
Planning and Development Department



To: Council
From: Peter Young, Director of Planning/Building
Date of Meeting: April 28, 2021
Subject: By-law No. 2021-036 to Amend By-law No. 2011-100 (Brisbois)
Roll No: 040600600340000
Owner: Bonnie Brisbois / Sandra Wrinn
Legal: Part of the East ½ Lot 17, Concession 1, geographic Township of Osnabruk, Township of South Stormont being 15026 Colonial Drive, Ingleside



Recommendation:

That By-law No. 2021-036, being a by-law to amend By-law No. 2011-100, be read and passed in open Council, signed and sealed this 28th day of April, 2021.

Purpose:

The purpose of this zoning amendment is to rezone Part of the East ½ Lot 17, Concession 1, Geographic Township of Osnabruck, Township of South Stormont being 15026 Colonial Drive, Ingleside;

From: "General Commercial (GC)"

To: "Residential Single Services - Second (RSS2)"

The applicant is proposing to rezone the subject lands in order to allow for a duplex dwelling to be constructed.

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 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.

The proposed 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). Surrounding uses include residential to the north and east, commercial to the west, and open space to the south.

Provincial Policy Statement (PPS)

- a) The subject lands are located within an "*Urban Settlement Area*" as defined by the PPS;
- b) 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.
- c) Section 1.7.1 states that 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;

- d) Section 1.6.6.5 states that partial services shall only be permitted in the following circumstances:

a) where they are necessary to address failed individual on-site sewage services and individual on-site water services in existing development; or

b) within settlement areas, to allow for infilling and minor rounding out of existing development on partial services provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

The proposal is a form of infill development that takes advantage of existing municipal servicing in place and proposes to use individual private sewage systems in absence of a municipal sewage system servicing the lots.

- e) Considering the above, staff are of the opinion that the proposal is consistent with the *Provincial Policy Statement 2020*.

United Counties of SDG Official Plan (OP)

- a) The subject property is located within the Ingleside "Urban Settlement Area" and designated "Residential District" under the Official Plan (OP).
- b) Section 3.2.1.6 states that development shall be directed first and foremost to lands within designated Urban Service Limits in Urban Settlement Areas. The subject lands are located within the designated Urban Service Limits of Ingleside for water service only. There is a watermain on Colonial Drive that runs along the frontage of the subject property.
- c) Table 3.5 outlines the permitted uses within the Residential District, which includes a full range of low, medium and high-density housing. In staff's opinion, the proposal would constitute low to medium density residential housing.
- d) Section 3.5.1 & 3.5.2 outline the planning principles/guidelines that apply to any or all development, including:
- ensuring the lot size is adequate for the proposed use;
 - type and availability of servicing to support the proposed use;
 - promoting heights/densities that are in keeping with character of existing development.

In reviewing the subject site and applicable policy, staff are of the opinion that the proposal would meet the intent and purpose of the residential

district outlined in the OP and would not substantially alter the development opportunities available under the current zoning.

- e) Considering the above, staff are of the opinion that the proposal conforms with the policies and direction established under the OP.

Township of South Stormont Zoning By-law (ZBL)

- a) The Subject lands are currently zoned "General Commercial (GC)". The proposal seeks to change the zoning to "Residential Single Services – Second (RSS2)". The Zoning By-law standards are outlined in the following table:

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.

- b) Considering the above, the subject property appears to meet and/or exceed the requirements for a lot to be used for a duplex dwelling in the RSS2 zone. Furthermore, based on the preliminary plot plan and other

information submitted with the zoning amendment application, it appears that the proposed duplex dwelling would meet and/or exceed the development standards (setbacks, height, lot coverage, etc.) for the RSS2 zone if severed. Upon submission of a future building permit and severance application, the proposal would be subject to review for compliance with all applicable zoning standards.

Circulation / Comments Received

The Notice of Public Meeting was sent via regular mail to all adjacent landowners within 120 metres of the subject lands and circulated via email to the prescribed list of persons and agencies outlined under Section 34 of the *Planning Act*.

South Nation Conservation (SNC) advised of no objection to the proposal. They had not completed a full technical review of the site plan; however, they noted 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, SNC stated that a revised site plan will be required to include the location and type of replacement system for both the duplex and the existing dwelling.

A public meeting was held on April 14, 2021. No members of the public made statements at the public meeting and no further comments or submissions have been received at the time of writing.

Additional Information

Attachment #1: Rezoning/Severance Concept

Attachment #2: Official Plan Map

Options:

1. That Council adopt By-law No. 2021-036 and amend By-law No. 2011-100.
This is the recommended option.
2. That Council defers consideration of the subject application.
3. That Council refuses the subject application.

Financial Impact:

N/A

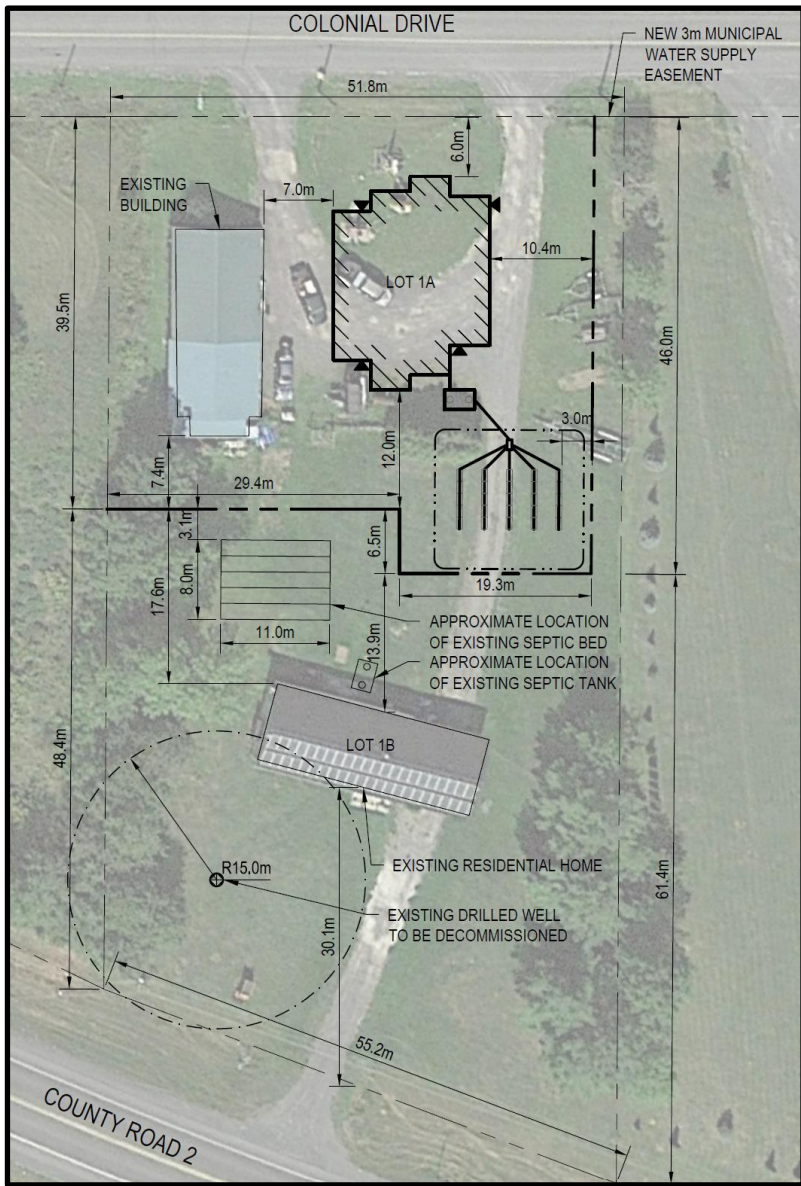
Others Consulted:

Senior Management

Attachment #1 – Rezoning/Severance Concept

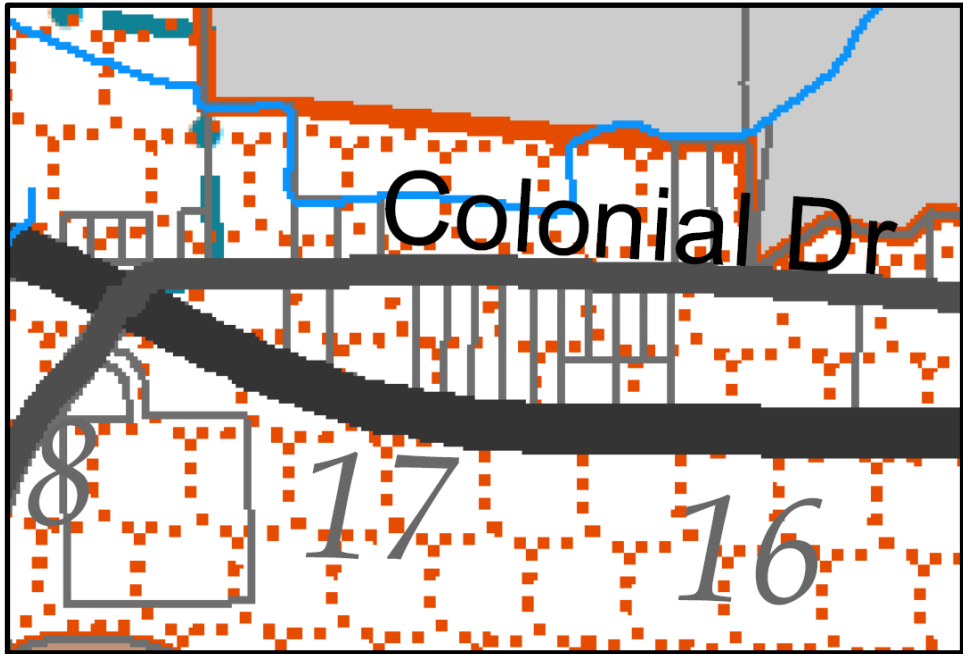
Zoning By-law No. 2011-100

Subject property is currently zoned "General Commercial (GC)



Attachment #2 – Official Plan Map

United Counties Official Plan
Subject property is designated "Residential District"



THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-036

BEING a by-law to amend Zoning By-Law No. 2011-100.

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 By-Law No. 2011-100 regulates the use of land and the use and erection of buildings and structures within the Township of South Stormont;

AND WHEREAS section 34 of the *Planning Act, R.S.O. 1990*, provides that any by-law passed under this section may be amended;

AND WHEREAS the matters herein set out are in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry;

AND WHEREAS the Council of the Township of South Stormont deems it advisable to amend By-Law No. 2011-100 as hereinafter set forth.

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

1. That the area affected by this by-law is located on Part of the East ½ Lot 17, Concession 1, Geographic Township of Osnabruck, Township of South Stormont, being 15026 Colonial Drive, Ingleside, as indicated on Schedule "A" attached hereto and forming part of this By-law.
2. By-Law No. 2011-100 is hereby amended as follows:
 - i. The area shown on Schedule "A" of this by-law shall henceforth be zoned "Residential Single Services – Second (RSS2) Zone" and cease to be zoned "General Commercial (GC)"
3. Schedule "6" of By-law No. 2011-100 is hereby amended in accordance with the provisions of this By-Law.
4. All other relevant provisions of By-Law No. 2011-100 shall apply.

5. That this by-law shall become effective on the date of passing hereof, subject to the appeal provisions of the Planning Act.

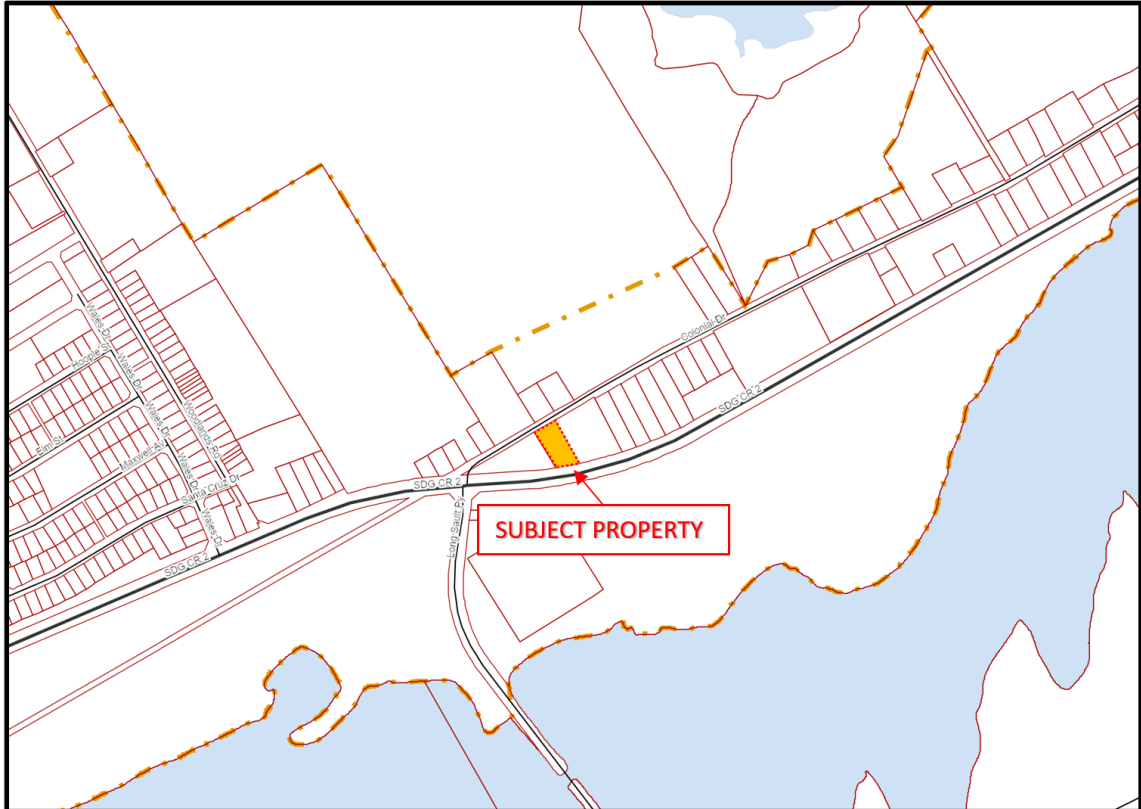
READ and passed in open Council, signed and sealed this 28th day of April, 2021.

Mayor

Clerk

SCHEDULE "A"
TO BY-LAW NO. 2021-036

TOWNSHIP OF SOUTH STORMONT
(former Township of Osnabruck)



Rezone Subject Property

From: "General Commercial (GC)"

To: "Residential Single Services - Second (RSS2)"

Subject Property – Part of the East ½ Lot 17, Concession 1,
Geographic Township of Osnabruck, Township of South Stormont being
15026 Colonial Drive, Ingleside

Certificate of Authentication

This is Schedule "A" to By-Law No. 2021-036, passed this 28th
day of April, 2021

Mayor

Clerk

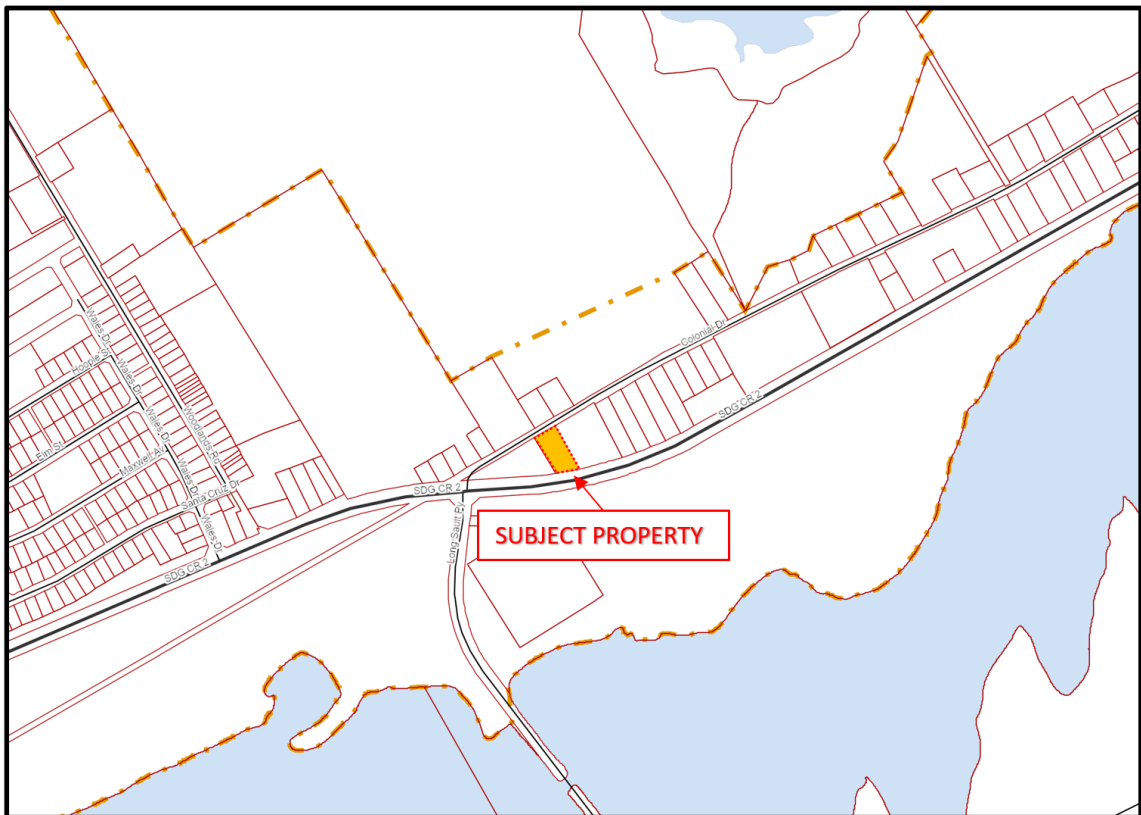
EXPLANATORY NOTE
TO BY-LAW NO. 2021-XXX
AMENDING ZONING BY-LAW NO. 2011-100

The purpose of this zoning amendment is to rezone Part of the East ½ Lot 17, Concession 1, Geographic Township of Osnabruck, Township of South Stormont being 15026 Colonial Drive, Ingleside;

From: "General Commercial (GC)"

To: "Residential Single Services - Second (RSS2)"

The applicant is proposing to rezone the subject lands in order to allow for a duplex dwelling to be constructed.



Township of South Stormont
ACTION REQUEST
Planning and Development Department



To: Council
From: Peter Young, Director of Planning/Building
Date of Meeting: April 28, 2021
Subject: By-law No. 2021-037 Permanently Close a Portion of a Highway



Recommendation:

That By-law No. 2021-037, being a by-law to permanently close and sell a portion of a highway, be read and passed in open Council, signed and sealed this 28th day of April, 2021.

Executive Summary:

This report provides an overview of a request to close portions of the Willy Allan road allowance and adjacent lands that are recommended to be deemed to be surplus after a recent survey of the lands.

Background:

During a recent severance application review, staff identified that portions of the Willy Allan Road allowance required survey, and a survey was also required in order to sell land that had been previously declared surplus on the opposite side of the road. Township staff worked with the landowner to share costs of the survey. The survey is now completed and staff is recommending Council proceed with selling surplus portions of the roadway. Small portions of land not

necessary to be part of the road would be transferred to the adjacent owner for a nominal amount.

Pursuant to the Township's Policy to Permanently Close and Sell an Unopened Road Allowance, the necessary advertising in a local newspaper for three consecutive weeks has been completed. The municipality received no objections to closing the road, however several landowners expressed interest in purchase the large surplus lot on the north side of the road. Based on interest from multiple parties it is recommended that the lot (Parts 4 and 5) be offered for sale through a realtor to provide a fair process for multiple individuals to submit bids.

The attached by-law would also give authority to transfer the remaining parts, being surplus portion of the road, to adjacent landowners for a nominal amount. This has been standard practice when re-surveying a road to resolve title issues.

Options:

1. That Council pass By-law No. 2021-037 and permanently close and sell portion of the highway. This is the recommended option.
2. That Council not authorize the closure.
3. Other.

Financial Impact:

The cost to survey the lands was part of the 2020 budget.

Risk Considerations:

Given that these portions of the road are generally not maintained by the Township, closing the roadway and selling the lands will reduce potential liability.

Others Consulted:

Senior Management

PLAN 52R-8333
RECEIVED AND DEPOSITED
MAY 5th 2020

"Guy Noel Nkurunzira"
JULIA MELDRUM SMITH
LAND REGISTRAR FOR
THE COUNTY OF STORMONT
STORMONT NO. 52

PART	LOT	CON.	PIN
1	PART W1/2 22		PART OF 60130-0316 (LT)
2	PART W1/2 22		PART OF 60130-0316 (LT)
3	PART W1/2 22		PART OF 60130-0316 (LT)
4	PART W1/2 22		PART OF 60130-0316 (LT)
5	PART W1/2 22		PART OF 60130-0316 (LT)
6	PART W1/2 22		PART OF 60130-0316 (LT)
7	PART W1/2 22		PART OF 60130-0316 (LT)
8	PART W1/2 22		PART OF 60130-0316 (LT)
9	PART W1/2 22		PART OF 60130-0316 (LT)
10	PART W1/2 22		PART OF 60130-0316 (LT)
11	PART W1/2 22		PART OF 60130-0316 (LT)
12	PART W1/2 22		PART OF 60130-0316 (LT)
13	PART W1/2 22		PART OF 60130-0316 (LT)
14	PART W1/2 22		PART OF 60130-0316 (LT)
15	PART W1/2 22		PART OF 60130-0316 (LT)
16	PART W1/2 22		PART OF 60130-0316 (LT)
17	PART W1/2 22		PART OF 60130-0316 (LT)
18	PART W1/2 22		PART OF 60130-0316 (LT)
19	PART W1/2 22		PART OF 60130-0316 (LT)

PARTS 2-6, AND 9-16 COMPRISE PART OF 60130-0363 (LT)
PARTS 7 AND 8 COMPRISE ALL OF 60130-0319 (LT)
PARTS 17-19 COMPRISE PART OF 60130-0365 (LT)

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH "THE SURVEYS ACT", "THE SURVEYORS ACT", AND "THE LAND TITLES ACT" AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 12th DAY OF DECEMBER, 2019.

MAY 4, 2020
DATED

JULIA MELDRUM SMITH
LAND REGISTRAR FOR
THE COUNTY OF STORMONT
STORMONT NO. 52

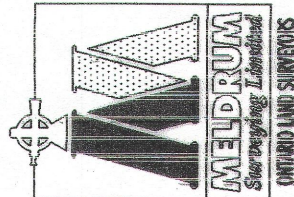
NOTES:

- STANDARD IRON BARS 1" sq. x 4' SHOWN.
- ROUND IRON BARS 1" diam. x 4' SHOWN.
- ROUND IRON BARS 5/8" diam. x 2' SHOWN.
- ROUND IRON BARS 1/2" diam. x 2' SHOWN.
- WT DENOTES WEIGHTS 1" sq. x 2' SHOWN.
- SU DENOTES SOURCE UNKNOWN.
- DENOTES EVIDENCE FOUND.
- DENOTES EVIDENCE FOUND.
- P1 DENOTES REFERENCE PLAN 52R-6085.
- P2 DENOTES REFERENCE PLAN 52R-5188.
- P3 DENOTES REFERENCE PLAN 52R-5188.
- P4 DENOTES REFERENCE PLAN 52R-89.
- P5 DENOTES REFERENCE PLAN 52R-3846.
- P6 DENOTES PLAN ATTACHED TO S09109.
- P7 DENOTES PLAN ATTACHED TO S09109.
- P8 DENOTES PLAN ATTACHED TO S09109.
- P9 DENOTES PLAN ATTACHED TO S09109.
- P10 DENOTES PLAN ATTACHED TO S09109.
- P11 DENOTES PLAN ATTACHED TO S09109.
- P12 DENOTES PLAN ATTACHED TO S09109.
- P13 DENOTES PLAN ATTACHED TO S09109.
- P14 DENOTES PLAN ATTACHED TO S09109.
- P15 DENOTES PLAN ATTACHED TO S09109.
- P16 DENOTES PLAN ATTACHED TO S09109.
- P17 DENOTES PLAN ATTACHED TO S09109.
- P18 DENOTES PLAN ATTACHED TO S09109.
- P19 DENOTES PLAN ATTACHED TO S09109.
- BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS (A) AND (B) SHOWN ON THIS PLAN.
- OBSERVATIONS AND ARE REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18. (75°W) NAD83 (CSRS) (2010).
- DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING THE DISTANCES BY A COMBINED SCALE FACTOR OF 0.99990366.
- COORDINATES CANNOT IN THESE CASES BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.
- COORDINATE VALUES ARE TO A RURAL ACCURACY IN ACCORDANCE WITH SECTION 14 (2) OF O. REG. 216/16.

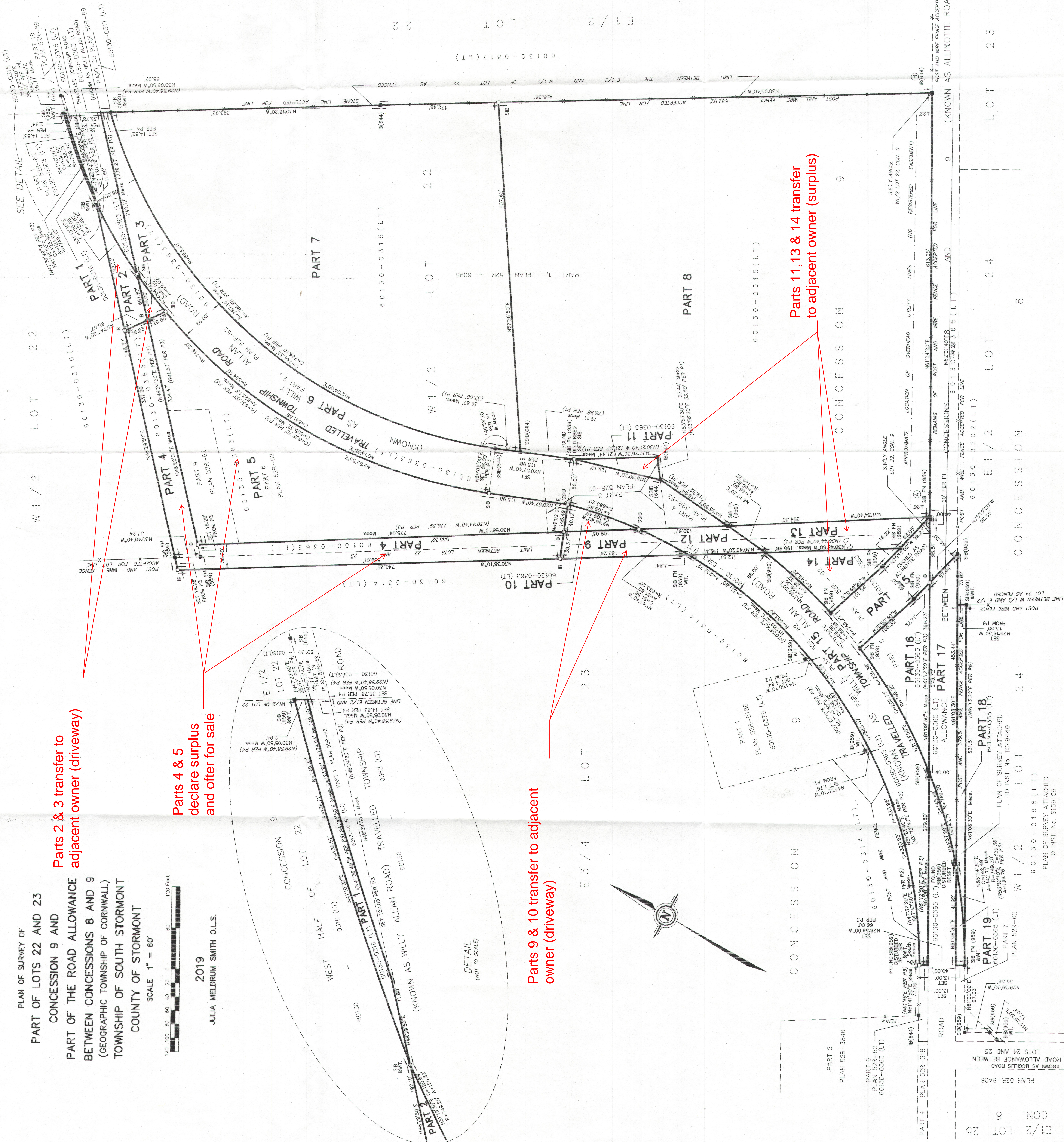
STATION	NORTHING	EASTING
(A)	16384478.261	1670155.313
(B)	16384771.760	1670893.814

IMPERIAL NOTE

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.



Land Registrar
Tel: (613) 932-8124
Fax: (613) 932-8280
17771 Cornwell Centre Rd.
Long Sault, Ont. K0C 1P0
www.meldrumsurveying.com



THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW No. 2021-037

BEING a by-law to permanently close and sell a portion of a highway.

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. 34 authorizes a municipality to pass a by-law to permanently close a highway or part of a highway;

AND WHEREAS pursuant to the Township's Policy to Permanently Close and Sell a Road Allowance, notice has been given advising of Council's intention and provide opportunity for comment;

AND WHEREAS the Township has determined that the property described herein is not required for municipal purposes;

AND WHEREAS Council deems it expedient to permanently close a portion of highway described as Parts 2, 3, 4, 5, 9, 10, 13, 14, on Reference Plan 52R-8333, Part of Lots 22 and 23, Concession 9 and being Part of PINs 60130-0316 and 60130-0363, geographic Township of Cornwall, now Township of South Stormont.

AND WHEREAS Reference Plan No. 52R-8333 has been prepared to facilitate the sale of the closed road and Council deems it necessary to pass the necessary by-law to complete the sale transaction.

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

1. That the portion of highway known as Willy Allan Road and being more particularly described as Parts 2, 3, 4, 5, 9, 10, 11, 13, 14, on Reference Plan 52R-8333, Part of Lots 22 and 23, Concession 9 and being Part of PINs 60130-0316 and 60130-0363, geographic Township of Cornwall, now Township of South Stormont is hereby permanently closed.
2. That the Mayor and Clerk are hereby authorized to sign all documents necessary to complete the sale of the lands described as Parts 2, 3, 9, 10, 11, 13, 14, on Reference Plan 52R-8333, Part of Lots 22 and 23, Concession 9 and being Part of PINs 60130-0316 and 60130-0363, geographic Township of Cornwall, now Township of South Stormont to adjacent landowners for a nominal amount (\$2.00).

3. That the Mayor and Clerk are hereby authorized to execute the necessary documents to give effect to this by-law.
4. That any by-law inconsistent with this by-law is hereby repealed.

READ and passed in open Council, signed and sealed this 28th day of April, 2021.

Mayor

Clerk

To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: April 28, 2021
Subject: By-law No. 2021-038 Dedicate Land as Public Highway
(Willy Allan and Allinotte)

Recommendation:

That By-law No. 2021-038, being a by-law to dedicate land as public highway, be read and passed in open Council, signed and sealed this 28th day of April, 2021.

Executive Summary:



This report recommends that Council pass a by-law to dedicate portions of Willy Allan Road and Allinotte Road as public highway. Passing this by-law will provide clearer title to the adjacent landowner and ensures that the existing road is formally dedicated for highway use.

Background:

During a recent severance application review, staff identified that portions of the Willy Allan Road allowance required survey, and a survey was also required in order to sell land that had been previously declared surplus on the opposite side of the road. Township staff worked with the landowner to share costs of the

survey. The survey is now complete and staff is recommending Council proceed with selling surplus portions of the roadway. Small portions of land not necessary to be part of the road would be transferred to the adjacent owner for a nominal amount.

The attached by-law would dedicate portion of Willy Allen and Allinotte Road as public highway, based on the most recent survey.

Options:

1. That Council dedicate the land as public highway. This is the recommended option.
2. That Council does not dedicate the land as public highway.
3. Other.

Financial Impact:

The cost of the survey was included in the land development budget in 2020, as the survey allowed for the municipality to dispose of surplus lands adjacent to the roadway.

Risk and Asset Management Considerations:

It is necessary to dedicate the road as public highway in order to correct the title to the property.

Others Consulted:

Senior Management

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW No. 2021-038

BEING a by-law to dedicate land for highway purposes.

WHEREAS the *Municipal Act, 2001*, c. 25 SS. 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 SS. 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.31, authorizes Council to establish a highway;

AND WHEREAS Council of the Township of South Stormont deems it expedient to dedicate land for highway purposes.

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

1. That Part of Lots 22, 23 and 24, Concession 8 and 9, being Parts 1, 6, 12, 15, and 19 on Reference Plan 52R-8333, in the geographic Township of Cornwall, Township of South Stormont, identified as part of PINs 60130-0316, 60130-0363, and 60130-0365 is hereby dedicated as a public highway.
2. That any by-law inconsistent with this by-law is hereby repealed.

READ and passed in open Council, signed and sealed this 28th day of April, 2021.

Mayor

Clerk



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: April 28, 2021
Subject: By-law No. 2021-039 Amend By-law No. 2018-054
Regional Incentives Program

Recommendation:

That By-law No. 2021-039, being a by-law to amend By-law No. 2018-054, be read and passed in open Council, signed and sealed this 28th day of April, 2021.

Executive Summary:

The United Counties of Stormont Dundas and Glengarry has amended the Regional Incentives Program, which complements the Township's Community Improvement Plan.

The newly amended program document must be adopted by each lower-tier municipality within SDG and incorporated into the existing Community Improvement Plan in order for local businesses to be eligible to apply.

Background:

The SDG Regional Incentives Program is an economic development tool used to encourage private sector investment to improve local businesses. This program is fully funded by the United Counties of SDG and incorporated into the lower-tier municipality Community Improvement Plan.

Council passed By-law No. 2018-054 to adopt the Regional Incentives Program in July, 2018. The program recently underwent a review to ensure the goals of the program are being met, and have remained aligned with the goals of the United Counties.

After this review, some changes had been identified and proposed to the Council of SDG. Examples of changes to the program include, but are not limited to:

- Removal of local municipalities, quasi-government organizations (such as conservation authorities, schools, libraries, etc.) from eligibility.
- Adjustments to approvals committee composition
 - Now includes 3 members of County Council and 2 lay members
- Successful applicants will be ineligible to participate in the program again for two (2) calendar years.
- Stand-alone parking lot improvements will no longer be considered

- Building Conversion/Expansion Grants will now allow for two funding streams; projects under 5,000 sq. ft. and projects over 5,000 sq. ft.
- Previously only permitted for projects over 5,000 sq. ft.

The adoption of the amended Regional Incentives Program initiates a 20-day appeal period where residents can submit formal appeals to the changes proposed. Once each lower-tier municipality has adopted the program and the appeal period is lapsed, an intake date will be established and applications will be accepted.

Options:

1. That Council adopts the amended Regional Incentives Program and initiates the 20-day appeal period.
2. That Council does not adopt the amended Regional Incentives Program
3. Other

Financial Impact:

As the Regional Incentives Program is fully funded by the United Counties of Stormont Dundas and Glengarry, there is no direct financial impact to the Township.

Staff time is required for the operation of the program, which includes meeting with applicants, participating in approval meetings with the approvals committee, as well as distributing approved funds from SDG to successful applicants.

Risk and Asset Management Considerations:

It is necessary to amend the by-law to allow for the updated Regional Incentives Program be adopted and thereafter new applications received.

Others Consulted:

SDG Counties
CAO LucasSwitzer

*Prepared By:
Chris Hemond,
Economic Development and Communications Coordinator*

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-039

BEING a by-law to amend By-law No. 2018-054.

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 shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council did, on the 18th day of July, 2018 pass By-law No. 2018-054, being a by-law to adopt the SDG Regional Incentives Program;

AND WHEREAS Council of the Township of South Stormont deems it necessary amend By-law No. 2018-054 to update the Regional Incentives Program.

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

1. That By-law No. 2018-054, Schedule "A" be deleted in its entirety and be replaced with a revised Schedule "A", Regional Incentives Program, attached hereto and forming part of this by-law.
2. All other relevant sections of By-law No. 2018-054 shall remain.

READ AND PASSED in open Council, signed and sealed this 28th day of April, 2021.

Mayor

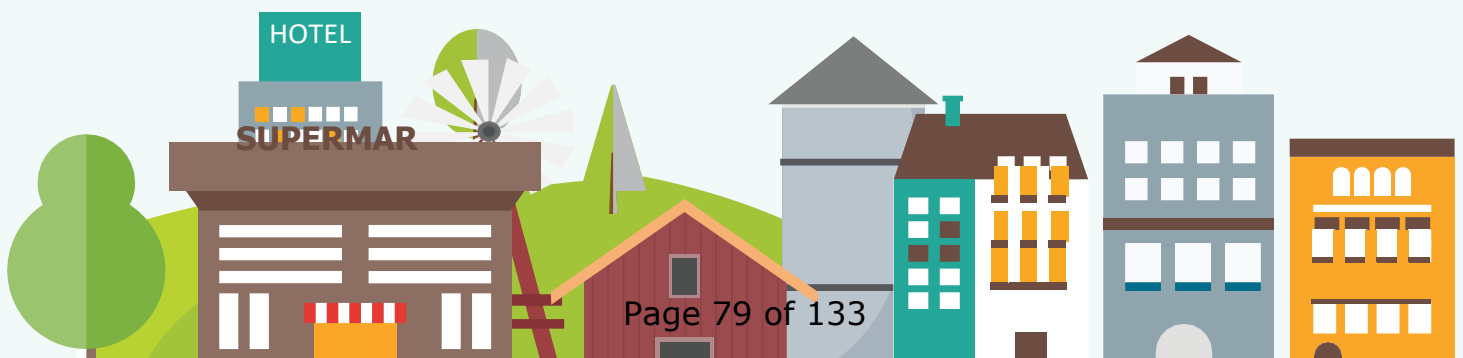
Clerk



REGIONAL INCENTIVES PROGRAM – March 2021



Where Ontario Began



1 INTRODUCTION AND CONTEXT

1.0 PURPOSE

This section of the Community Improvement Plan (CIP) is supported and funded by the United Counties of Stormont, Dundas and Glengarry (SDG or the County). The County developed these regional incentives as part of a progressive framework to support broad economic development goals. As an upper-tier municipality with six unique local municipalities, SDG provides regional funding through this Program to advance economic priorities with demonstrable County-wide benefits.

Regional economic initiatives focus on projects linked to **agriculture-related uses**, Adaptive re-use of **commercial, industrial, and institutional buildings/structures**, and the development of **roofed accommodations** across the County. The County offers customized financial programs within these areas based on the annual priorities of County Council.

1.1 AUTHORITY UNDER THE *PLANNING ACT*

Section 28 of the *Planning Act* permits local municipalities to adopt CIPs to encourage revitalization, redevelopment, and to advance local economic priorities. These programs help address community planning issues, breathe life into downtowns, and support key sectors within the region.

The *Planning Act* allows upper-tier municipalities to participate in local CIPs through Section 28 (7.2), as follows:

Grants or loans between upper and lower-tier municipalities

The Council of an upper-tier municipality may make grants or loans to the council of a lower-tier municipality and the council of a lower-tier municipality may make grants or loans to the council of the upper-tier municipality, for the purposes of carrying out a community improvement plan that has come into effect, on such terms as to security, and otherwise, as the council considers appropriate. This can only be done if the official plan of the municipality making the grant or loan contains provisions relating to the making of such grants or loans.

1.1.1 SDG Official Plan

The SDG Official Plan serves as the Official Plan for the entire region. This Plan includes two key policies that support the County's participation in local CIP programs:

3.5.1.10 Community Improvement

Local municipalities may undertake community improvement projects as authorized under Section 28 of the *Planning Act* (see Section 8.12.5). County Council may also make grants or loans to the Council of a lower tier municipality for the purpose of carrying out a community improvement plan, on such terms as Council considers appropriate.

8.12.5 Community Improvement

1. A Local municipality may, subject to the provisions of the *Planning Act*, carry out physical improvements within the community. The County may also make grants or loans to the Council of a local municipality for the purpose of carrying out a community improvement plan, on such terms as Council considers appropriate. In establishing a Community Improvement Area, consideration shall be given to the following matters:

- a. The extent or deficiencies in public services, public service facilities or infrastructure;
 - b. Building stock, including municipal buildings, which do not meet a Local Municipality's Property Standards By-law;
 - c. The presence of vacant buildings/lands that could be developed, re-developed or converted to another use;
 - d. The opportunity to expand the supply of housing;
 - e. The need to improve the streetscape or aesthetics of an area;
 - f. The presence of incompatible land uses;
 - g. The presence of older industrial lands (e.g. brownfields) that exhibit deficiencies but provide opportunities for redevelopment;
2. The intent of this Plan is to recognize the entire County as a Community Improvement Area eligible for the establishment of one or more Community Improvement Project Areas. A local Municipality may implement measures for Community Improvement including, but not limited to:
 - a. The designation of Community Improvement Project Areas by By-law and the preparation of Community Improvement Plans for one or more project areas.
 - b. Scheduling community improvement projects in accordance with municipal budgets.
 - c. Enforcement of the Property Standards By-law.
 - d. Utilizing senior government funding programs and/or partnering or soliciting financial support or contributions in kind from the public or private sector.
 - e. Supporting, through the development of land use and design criteria, proposals for conversion, infill, redevelopment or intensification of land or buildings.
 - f. Pursuant to Section 28 (3) of the Planning Act, a Local municipality may acquire and clear land for the purposes of implementing a program of community improvement.
 - g. Preparing appropriate policies and guidelines to direct streetscape improvements in residential, commercial and industrial areas.
 - h. Providing and encouraging buffering techniques to reduce the impact of incompatible land uses using mechanisms such as site plan control and development permits.
 - i. Considering the use of property tax or other financial incentives for the redevelopment of 'Brownfield', older industrial areas, commercial areas, or other areas considered suitable for redevelopment.
 - j. Supporting Municipal Heritage Committee and heritage conservation initiatives as set out in the heritage policies of this Plan.
 - k. Providing grants or loans to the registered **Owners** or assessed **Owners** of lands and buildings within a community improvement project area to pay for the whole or any part of the cost of rehabilitating such lands, or in undertaking other measures which conform to the community improvement plan.
 - l. To reduce flooding in hazard or flood prone lands by encouraging the conservation authorities to develop and identify a two-zone concept for flood plain management in areas of historical development.

1.2 REGIONAL CONTEXT

The SDG Regional Incentives Program and Action Plan was implemented in 2018 after a year of review and public consultations. The program supports strategic economic development initiatives in the following areas:

- Tourism, agriculture-related, agri-tourism uses, and facility improvement projects.
- Adaptive re-use of commercial, institutional, and industrial buildings.
- Development of permanent, roofed accommodations.

Regional financial incentives are available in the following municipalities:

- The Township of North Dundas
- The Municipality of South Dundas
- The Township of North Stormont
- The Township of South Stormont
- The Township of North Glengarry
- The Township of South Glengarry

The SDG Regional Incentives Program is incorporated into each local municipal Community Improvement Plan (CIP) and offers additional economic development tools. In some cases, different components of a project may be eligible for both local and County funding, subject to the general criteria outlined in Section 2.2.

1.3 SDG REGIONAL ECONOMIC GOALS

1. Stimulate investment in tourism and in the agricultural sector by funding diverse, on-farm expansions and agri-tourism.
2. Encourage redevelopment and private sector investment in existing building stock within the County to support employment, reduce the number of vacant commercial, institutional and industrial buildings, and increase the assessment base.
3. Increase the amount of permanent roofed accommodations within the County to specifically accommodate for an increase in tourism establishments that cater to short-term accommodations.

1.4 SDG REGIONAL INCENTIVES PROGRAM AREA

The approved Program area includes all lands within the local municipality. These lands have been designated by Municipal By-law.

The financial incentives included in this plan may be available to registered **Owners** or **Tenants** (upon written consent of the **Owner**) of land or buildings within the Program area.

2 FINANCIAL INCENTIVES

2.0 GENERAL

The County believes that providing 50% matching grant funding is one of the most direct, predictable, and simplest ways to stimulate private sector investment; attract and retain businesses; and increase taxable

assessment within the region. These grants are available to eligible property **Owners** and authorized **Tenants**, including bona fide non-profit organizations. While some bona fide non-profit organizations are eligible for funding, **local municipalities and other governmental or quasi-governmental organizations; including conservation authorities, schools, hospitals, libraries, etc., are not eligible for funding.** See Section 2.2 for further details.

Where a property is eligible for local municipal funding through one element of the local CIP (e.g. Façade improvement), Regional Incentives Program funding will generally not be available for the same improvement. *However*, the County may fund a different type of improvement on the same property (e.g. landscaping), as part of the overall project.

An application for any financial incentive program contained within the Regional Incentives Program must include plans, estimates, contracts, reports and other details, as required to satisfy the **Regional Incentives Program Approvals Committee and Council.**

Funding under the Regional Incentives Program will flow to the local municipality where the successful application is situated and not to the applicant. Eligible grants will then be dispersed from the municipality to the applicant(s).

Grant payments will be allocated upon completion of the Program works, final inspection and approval, and/or issuance of any required certificates.

2.1 REGIONAL FINANCIAL GRANTS

The following grants are available under this Program, subject to the availability of County resources:

1. Façade, Signage, and Property Improvement Grant.
2. Building Improvement/Restoration Grant.
3. Building Conversion/Expansion Grant.
4. Feasibility, Design, and Study Grant.
5. Planning Application and Permit Fees Grant.

The Regional Incentives Program is a collaborative effort between the County and its local municipalities. Applications will generally be received and initially reviewed by staff of the local municipality. Subsequently, applications will be reviewed by County staff and forwarded to the Regional Incentives Program Approvals Committee. The Regional Incentives Approvals Committee shall be responsible for recommending the approval of Regional Tourism grants to County Council. Final approval for all grants shall rest with County Council, who shall receive a summary report of all recommended grants as soon as reasonably possible after each Committee meeting. Subsequent to Council approval, the Regional Incentives Program Approvals Committee shall advise applicants of the success of their applications.

The composition of the Regional Incentives Program Approvals Committee is as follows:

- Three (3) members of County Council (must include the Warden or Warden's designate), appointed by County Council for a 2-year term. One of the members of County Council will act as Committee Chair.
- Two lay members, who are residents of SDG, appointed by County Council for a 2-year term.

County staff members may from time to time be asked to participate in the proceedings of a Committee meeting to provide clarification, support, or guidance. Under no circumstances shall non-Committee members vote on matters before the Committee.

Meetings will be subject to the protocols followed by Committees of Council.

Detailed information about each type of incentive is found in Section 2.3. Each year, the Regional Incentives Program Approvals Committee will determine specific intake dates and amounts available for each intake date.

2.2 GENERAL CRITERIA

- a) Eligible **Owners** and authorized **Tenants** of lands and buildings within the area designated within the local By-law may for funding under the Regional Incentives Program
- b) The type of property or use subject to an application must be clearly identified as eligible. Generally, this includes properties with a full or partial commercial designation, or properties designated as agricultural, outdoor/recreational, etc.
- c) To be eligible for funding, proposed projects must demonstrate some level of improvement over the existing conditions and not simply represent a **Life-cycle replacement**.
- d) All projects must demonstrate consistency with one or more of the SDG Regional Economic Goals identified in Section 1.3.
- e) All proposals must demonstrate conformity with the Official Plan and local Zoning By-law.
- f) To be eligible for funding, non-profit organizations must be incorporated.
- g) Non-profit organizations, whose annual budgets are comprised of greater than 50% funding from the County or a local municipality, are ineligible under this Program.
- h) Local municipalities, other governmental or quasi-governmental organizations are ineligible under this Program.
- i) **All applicants are required to disclose all project funding sources.** This Program will not fund the portion of a project being funded by a local CIP. However, complementary aspects of the same project may be eligible for funding.
- j) Successful applicants are required to enter into an Agreement with the County and the local municipality.
- k) A property may be eligible for multiple grants (See Section 2.1), however **the total combined value of all grants approved for a single project will not exceed \$50,000 per property.**
- l) Successful applicants are ineligible to participate in the Program again for two (2) calendar years.
 - o *By exception, applicants who received funding for phased projects prior to 2021, will be eligible to apply during the 2021 intake period, for additional phases of their ongoing projects. All eligible applications will be considered on a competitive basis. There is no guarantee of funding for any of the applicants.
- m) With the exception of the *Feasibility, Design, & Study Grant* and the *Planning Application and Building Fee Grant*, grants will not be applied retroactively to works started prior to the application intake date.
- n) For grant programs involving the reimbursement of fees, said fees must be paid in full by the applicant prior to being reimbursed. Proof of payment will be required during the final reporting processes.
- o) At the time of application, applicants must demonstrate that there are no outstanding building permit(s), property standards orders, property tax arrears, or any other outstanding

municipal/County accounts receivable.

- p) All outstanding building permits, property standards orders, property tax arrears, or any other outstanding municipal/County accounts receivable on the subject property must be rectified before grant money will distributed to an Applicant.
- q) All works approved under this Program shall comply with all relevant municipal policies and standards, including zoning, design guidelines (if any) and will be subject to planning and development approvals and building permits pursuant to the Ontario Building Code.
- r) All works approved for funding under this Program must be completed within twelve (12) months from the execution of the Agreement between the applicant, the County and the local municipality.
- s) Applicants may apply in writing to the Review Committee for an extension to complete their projects however the maximum extension is six (6) months (i.e. 18-months from the date of execution of the funding Agreement).
- t) The County reserves the right to discontinue any of the grant programs at any time. Notwithstanding, Applicants with approved grants will receive funding, provided they complete their project in accordance with their funding Agreement.
- u) Funding will not be provided for any labour supplied by the Applicant, either personally or via a company or person associated with the Applicant.
- v) Applicants must submit at least (2) written estimates for all work.
- w) Final grant totals will be determined according to the following:
 - 50% of the total invoices up to the maximum established within the funding Agreement.
 - Taxes are not eligible for reimbursement.
 - Additional expenditures incurred by Applicants exceeding the amounts specified in the funding Agreement do not qualify for funding.
 - Final grant totals will be adjusted to reflect 50% of amount established within the funding Agreement or final invoice, **whichever is lower.**

2.3 Regional Financial Grants Details

2.3.1 Façade, Signage, and Property Improvement Grant

Objective

To assist with improvements to a building's **Façade** or **signage**, or to assist with other eligible improvements to private property (i.e., parking and landscaping).

Grant Amount and Details

Façade Improvement Project – may cover 50% of eligible costs to a maximum of \$10,000. Maximum value may increase to \$12,500 if outdoor art (i.e. murals) is a component of the project; and/or if the building has more than one street address and/or storefront, more than one wall visible from a public street, or fronts onto a laneway or parking lot.

Eligible Façade Improvement costs may include:

- 1) Enhancements or improvements to exterior building treatments such as brickwork,

cladding, siding, cornices, eaves, parapets, windows, doors, lighting, and awnings.

- 2) Exterior painting where a clear enhancement is made.
- 3) Chemical or façade cleaning.
- 4) The installation of permanent Outdoor Art; including items such as murals; sculptures; paintings; local heritage-based art pieces and displays; and other types of artwork that will promote local heritage, improve aesthetics and enhance tourism.
- 5) Redesign of entrances including changes to improve accessibility.
- 6) Other similar improvements or repairs required to enhance a building **Façade**.

Signage improvement project – For a signage improvement project, improvements to the main storefront sign of buildings are eligible. A grant may cover 50% of eligible costs to a maximum of \$2,500. The maximum value may increase to \$5,000 if the building has more than one street address and/or storefront; more than one wall visible from a public street; or fronts onto a laneway or parking lot.

Signage Improvement grants are intended to assist applicants with the replacement and updating of existing commercial signage and to help new business owners to implement new commercial signage elements. Commercial signage must be representative of the business' activities; and must comply with all respective municipal requirements and Building Code Standards.

Property improvement project - may cover 50% of eligible costs to a maximum of \$10,000.

Eligible Property Improvement costs may include:

- 1) Addition of landscaping features such as plants, sod, trees, and vegetation.
- 2) Addition of permanent landscaping elements such as fencing, benches, planters, and lighting.
- 3) *Addition of new parking/upgrades to existing parking areas.
- 4) *Improvements to rear building entrances and rear parking areas.
- 5) Addition of walkways.
- 6) Such other similar improvements and repairs that may be necessary to improve a property.
- 7) Property Improvements to facilitate new build construction, for the purpose of business expansion, including such elements as excavation work, land clearing and private water and waste-water installation (wells, septic tanks).

*Note that standalone parking lot improvement (e.g. asphaltting) will not be approved. Applications involving parking lot improvements must be part of an application involving other property improvements.

2.3.2 Building Improvement/Restoration Grant

Objective:

To assist with the improvement of existing buildings to improve aesthetics, bring buildings up to current Building or Fire Code standards, and/or improve accessibility.

Grant Amount and Details

Building Improvement/Restoration project - may cover 50% of the eligible cost to a maximum of \$10,000. The following projects may be eligible. Note that project elements deemed

to be **Life-cycle replacements** will not be funded.

Eligible Building Improvement costs may include:

- 1) Structural repairs to walls, ceilings, floors, and foundations.
- 2) Interior restoration and design.
- 3) Repair/replacement/installation of building infrastructure, such as roofing, windows, and doors.
- 4) Repair/replacement/installation of plumbing, electrical, HVAC, and fire protection systems.
- 5) Weatherproofing.
- 6) Accessibility improvements.
- 7) Any other improvements that may bring a building up to code, or address health, safety, or risk management issues.
- 8) The services of a professional engineer, architect or planner to design and implement the project.

2.3.3 Building Conversion/Expansion Grant

Objective

To assist with the large-scale conversion, or expansion, of existing vacant space into new commercial, industrial, or mixed-use, agricultural-related uses, etc.

Grant Amount and Details

- a) **Projects under 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$20,000.
- b) **Projects over 5,000 square feet** are eligible for reimbursement of 50% of eligible costs to a maximum amount of \$50,000.

Eligible Building Conversion and Expansion costs may include:

- 1) Conversion of upper-storey space (whether vacant, office, commercial or other non-residential use) into new residential units.
- 2) Conversion of a building or a unit in a building into a hotel, inn or bed and breakfast.
- 3) Expansion of existing eligible uses to increase the gross floor area.
- 4) Environmental studies which are related to the conversion.
- 5) The services of a professional engineer, architect or planner to assist with the design and implementation of the project.

2.3.4 Feasibility, Design, and Study Grant

Objective

To financially assist with the completion of studies and plans to support a new business or development project.

Grant Amount and Details

50% of eligible costs to a maximum of \$2,000 for the following types of plans or studies:

Eligible Feasibility, Design and Study costs may include:

- 1) Concept plans.
- 2) Site plan drawings.
- 3) Feasibility studies.
- 4) Environmental studies.
- 5) Structural analyses.
- 6) Evaluation of existing and proposed mechanical, electrical and other building systems.
- 7) Traffic Impact Assessments.
- 8) Market analyses.
- 9) Business plans.
- 10) Any other study or plan as approved.

2.3.5 Planning Application and Building Permit Fee Grant

Objective

To assist with a portion of the fees required for planning applications or building permits in relation to an improvement project.

Grant Amount and Details

This grant may cover 50% of the municipal and/or County portion of the eligible cost to a maximum of \$2,500 including:

- Municipal and County planning application fees, including minor variances, site plans, zoning by-law amendments or Official Plan amendments.
- Municipal building permit fees or change of use permits.

3 MONITORING, TERM, AND AMENDMENTS

A variety of materials have been developed to assist with the implementation of the Regional Incentives Program, including marketing and promotional aids, information and guidelines for applicants, etc. While these documents are an integral part of the Program, they are not included here, do not form part of this document, and may from time to time be amended by the County without the need for an amendment to this document.

The SDG Regional Incentives Program follows the term and review cycle detailed in the local CIP. Technical amendments will be permitted at the discretion of the local municipality. Any change to the SDG Regional Incentive Program area or to the value or type of financial programs will require consultation and approval by the County and will require an amendment to the local CIP in accordance with Section 28 of the *Planning Act*.

4 DEFINITIONS

Agriculture-related uses are farm related commercial and industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity, in accordance with the Provincial Policy Statement.

Agri-tourism include farm-related tourism uses, including limited accommodations such as a bed and breakfast establishments, that promote the enjoyment, education or activities related to the farm operation, in accordance

with the Provincial Policy Statement.

Façade refers to the front of a building and/or other exterior walls that are exposed to the public. Refers to the overall or multiple design element(s) of a building, not a single aspect.

Life-cycle replacement refers to a change to a building or property that is not a material improvement. Put another way, replacing “like for like” is considered a life-cycle replacement. Examples include:

- a) Replacing worn-out windows is a life-cycle replacement. However, restyling, returning heritage features, or making the windows more attractive can be considered a material property improvement.
- b) Replacing worn-out shingles is a life-cycle replacement. However, changing a roofline or covering an extension or remodel could be considered a material property improvement.

What is a life-cycle replacement is strictly within the purview of the Regional Incentives Program Approvals Committee.

Roofed Accommodations are defined as four-season short term, permanent fixed roof accommodations within or as an extension to existing buildings and includes premises such as hotels, motels, and Bed and Breakfast establishments.

Owner refers to the registered owner of the lands and includes any successors, assignees, agents, partners or affiliated corporations.

Tenant refers to the person(s) or entity who legally occupies or possesses a property under lease from the **Owner**.



Terms of Reference for the Stay, Discover Grow Regional Incentives Program Approvals Committee

Approved by County Council April 19th, 2021

Mandate/Authority

The mandate of the Regional Incentives Program Approvals Committee is to effectively and efficiently administer all aspects of the Regional Incentives Program of the County (the “Program”), as described in the approved Program document as well as the companion materials (program guide, application form, financial agreements, etc.). In recommending grant amounts to County Council, the Regional Incentives Program Approvals Committee shall adhere to all established guidelines and use prescribed tools. Annual financial allocations to the Program shall be as determined by County Council.

The Regional Incentives Approvals Committee shall be responsible for recommending the approval of Regional Incentives grants to County Council. Final approval for all grants shall rest with County Council, who shall receive a summary report of all recommended grants as soon as reasonably possible after each Committee meeting. Subsequent to Council approval, the Regional Incentives Program Approvals Committee shall advise applicants of the success of their applications.

The Regional Incentives Program Approvals Committee may also be called upon from time to time to make determinations regarding the administration of the Regional Incentives Program or other related matters.

The Regional Incentives Program Approvals Committee shall also be authorized to make such amendments to the implementation documents (e.g. application guide and promotional materials) it deems necessary from time to time to ensure the on-going efficiency and effectiveness of the Program.

Composition

The composition of the Regional Incentives Program Approvals Committee shall be as follows:

- Three (3) members of County Council (must include the Warden or Warden’s designate), appointed by County Council for a 2-year term. One of the members of County Council will act as Committee Chair.

- Two (2) lay members appointed by County Council for a two-year term concurrent with other Council appointments. Lay appointees may be re-appointed for a further two-year term.
- County staff members may from time to time be asked to participate in the proceedings of a Committee meeting to provide clarification, support, or guidance. Under no circumstances shall non-Committee members vote on matters before the Committee.
- Meetings will be subject to the protocols followed by Committees of Council.

The Regional Incentives Program Approvals Committee shall appoint a Coordinator, who shall be primarily responsible for coordinating the activities of the Committee and providing administrative support as required. The Coordinator shall be a member of County staff; however, is not a member of the Approvals Committee.

To serve as a lay member of the SDG Regional Incentives Program Approvals Committee, an individual must be:

- At least 18 years old
- A Canadian citizen; and a resident of the United Counties of Stormont, Dundas and Glengarry
- Not employed by the United Counties of Stormont, Dundas and Glengarry.

Accountability

The Regional Incentives Program Approvals Committee shall be responsible and accountable to County Council for the stewardship of the Program. Without limiting the generality of the foregoing statement, this shall include:

- Ensuring that members follow established processes and use approved templates during the review of applications
- Ensuring members declare conflicts of interest (pecuniary or otherwise) if/when they exist
- Reporting to County Council, on a bi-annual basis, the distribution of grant monies, including the dollar amount, geographic location, and project details
- Any other action deemed appropriate by the Committee or County Council.

Meetings

The Regional Incentives Program Approvals Committee shall meet as required to effectively administer the program.

Budget/Stipends

County Council shall determine annual financial allocations to the Program and shall advise the Regional Incentives Program Approvals Committee of the same. The Committee may approve grants under the Program up to the allocated amounts; however, not exceed the same.

Travel to meetings shall be reimbursed to participants at the County rate in place from time to time. Face to face meetings will be minimized where possible via electronic file sharing. Elected officials and lay appointees shall receive the meeting per diem approved by County Council from time to time.

Amendment/Review

County Council reserves the right to revoke, suspend, or amend this document at any time. In the event that County Council revokes, does not renew or fund the Regional Incentives Program, the mandate of the Regional Incentives Program Review Committee granted hereunder shall immediately cease.



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: April 28, 2021
Subject: By-Law No. 2021-040 Amend By-Law No. 2021-015 and Establish General Fees and Charges

Recommendation:

That By-Law No. 2021-040, being a by-law to amend By-Law No. 2021-015, to establish and require payment of general fees and charges, be read and passed in open Council, signed and sealed the 28th day of April, 2021.

Executive Summary:

This report recommends amending By-Law No. 2021-015 for the inclusion of fees associated with the implementation of the DocuPet system for pet licensing.

Background:

On an annual basis, the Township reviews its current fees and charges for various services that are provided and updates rates accordingly.

At the March 10, 2021 regular meeting, Council adopted By-Law No. 2021-015 to adopt 2021 general fees and charges.

The Township will launch our pet licensing platform, Docupet on May 1, 2021. As a result, it is necessary to adjust our fees and charges to meet the requirements of the approved platform.

In summary the changes include the addition of:

- | | |
|--|--------------------------|
| • Notice to Muzzle or Dangerous Dog Appeal | \$50.00 |
| • Recreational Kennel | \$75.00 |
| • Breeding Kennel | \$100.00 |
| • Boarding Kennel | \$100.00 |
| • Initial Kennel Inspection (annual) | \$75.00 |
| • Additional Inspection | \$50.00 (per inspection) |

In addition, the by-law now identifies that license fees are valid for 365 days.

Options:

1. That Council pass the necessary by-law to amend By-law No. 2021-015. This is the recommended option.

2. That Council defer passage of the by-law.
3. Other.

Risk and Asset Management Considerations:

It is necessary to amend the fees and charges by-law to remain consistent with the provisions enacted in the Responsible Pet Ownership By-law and the newly implemented DocuPet platform.

Financial Impact:

There will be no direct financial cost to the Township to amend the by-law.

Others Consulted:

Municipal Staff

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-040

BEING a by-law to amend By-law No. 2021-015.

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 shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Council did, on the 10th day of March, 2021 pass By-law No. 2021-015, being a by-law to establish fees and charges for the Township of South Stormont;

AND WHEREAS Council of the Township of South Stormont deems it necessary amend By-law No. 2021-015 to update Schedule “C” reflecting revised animal control related fees.

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

1. That By-law No. 2021-015, Schedule “C” be deleted in its entirety and replaced with a revised Schedule “C”, Municipal Law Enforcement, being Schedule “A” attached hereto and forming part of this by-law.
2. All other relevant sections of By-law No. 2021-015 shall remain.

READ AND PASSED in open Council, signed and sealed this 28th day of April, 2021.

Mayor

Clerk

SCHEDULE "C" to By-law No. 2021-015
MUNICIPAL LAW ENFORCEMENT

Taxes are not applicable.
Effective date: May 1, 2021

ITEM	FEE
Lodging House License	\$15.00
Lodging House License Transfer	\$10.00
Property Standards Appeal	\$250.00
Certificate of Completion	\$20.00
Topsoil Removal	Application Fee - \$300.00 Deposit – Certified Cheque or Letter of Credit (in a form satisfactory to the Township) at the rate of \$500.00 per acre calculated on the area of the site from which the topsoil is to be removed, prior to commencing removal of topsoil.
Dog Retrieval from Animal Control Officer	\$75.00 per incident
Notice to Muzzle or Dangerous Dog Appeal	\$50.00
Dog Kennel License ~ Recreational Kennel ~ Breeding Kennel ~ Boarding Kennel	\$75.00 per year \$100.00 per year \$100.00 per year
Initial Kennel Inspection (Annual) Additional Inspection	\$75.00 \$50.00 per inspection
Dog License Fee (valid for 356 days) ~ intact dogs ~ spayed / neutered dogs ~ service dog ~ replacement tag	\$35.00 per dog \$25.00 per dog No charge \$5.00



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: April 28, 2021
Subject: By-law No. 2021-041 Amend By-law No. 2017-042
Records Management By-law

Recommendation:

That By-law No. 2021-041 to amend By-law No. 2017-042, being a by-law to Adopt a Records Management Policy, Classification System and Retention Schedule, be read and passed in open Council signed and sealed this 28th day of April, 2021.

Executive Summary:

This report recommends that By-Law No. 2017-042 be amended by replacing Schedule "B" to the by-law in order to update municipality's records classification system and records retention periods for each classification.

Background:

In 2017 Council passed a by-law to adopt a Records Management Policy, Classification System, being "The Ontario Municipal Records Management System" (TOMRMS) and Retention Schedule.

Annually, TOMRMS provides updates based on changing legislation and municipal input. In recent months, staff have undergone a thorough review of the Retention Schedule and have made updates based on the information provided from TOMRMS, the use of the Township's electronic records management system, FileHold and based on the Township's current business practice.

Staff continue to monitor and review the Township's Records Management Program to ensure the program meets legislative and confidentiality requirements as well as the Township's current business practices.

Options:

1. That Council adopt the by-law to update the Township's Retention Schedule. This is the recommended option.
 2. That Council not pass the by-law.
 3. Other.
-

Financial Impact:

There is no financial impact as a result of this by-law.

Risk and Asset Management Considerations:

The Township is responsible for care and maintenance of records and should establish retention periods for records to be retained and preserved. Failure to meet the legislative requirements could put the municipality at risk.

Others Consulted:

Senior Management
Department Records Coordinators

Prepared by:
Ashley Sloan, Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-041

BEING a by-law to amend By-law No. 2017-042.

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

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

AND WHEREAS Council of the Corporation of the Township of South Stormont did, on the 14th day of June, 2017, pass By-law No. 2017-042, being a by-law Adopt a Records Management Policy and Records Classification System, Establish a Schedule of Retention Periods;

AND WHEREAS Council deems it necessary to amend By-law No. 2017-042, to update the Retention Schedule.

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

1. That By-law No. 2017-042, Schedule “B” of the Records Management By-law be deleted in its entirety and replaced with a revised Schedule “B”, being Schedule “A” attached hereto and forming part of this By-law.
2. All other relevant sections of By-law No. 2017-042 shall remain.

READ AND PASSED in open Council, signed and sealed this 28th day of April, 2020.

Mayor

Clerk

A - ADMINISTRATION

Class Code	Secondary Heading	Total Retention	Remarks
A01	Associations and Organizations	3	
A02	Staff Committees and Meetings	4**	
A03	Computer Systems and Architecture Information	6**	
A04	Conferences and Seminars	5**	archival review if sponsored by the Municipality
A05	Consultants	2**	
A06	Inventory Control	6	
A07	Office Equipment and Furniture	5**	
A08	Office Services	1	
A09	Policies and Procedures	P**	
A10	Records Management	10**	
A11	Records Disposition	P	
A12	Telecommunications Systems	10**	
A13	Travel and Accommodation	3	
A14	Uniforms and Clothing	3**	
A15	Vendors and Suppliers	2	
A16	Intergovernmental Relations	5**	
A17	Information Access and Privacy	10**	
A18	Security	5	
A19	Facilities Construction and Renovations	5** Drawings etc. = P	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Records Retention Schedule

Schedule "A" to By-law No. 2021-041 and Schedule "B" to By-law No. 2017-042

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Class Code	Secondary Heading	Total Retention	Remarks
A20	Building and Property Maintenance	5**	
A21	Facilities Bookings	5	
A22	Accessibility of Services	5	No legislated retention requirements
A23	Information Systems Production Activity & Control	2**	
A24	Access Control & Passwords	5**	
A25	Performance Management/ Quality Assurance	7**	
A26	Building Structure Systems	15**	Retain records for life of system/asset
A27	Drawings	15**	Retain records for life of system/asset
A35	Forms and Templates	p**	

Legend: **P** - Permanent; **E** – Event ** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

C – COUNCIL AND BY-LAWS

Class Code	Secondary Heading	Total Retention	Remarks
C01	By-Laws	p**	
C02	By-Laws - Other Municipalities	5	
C03	Council Agenda	P	
C04	Council Minutes	p**	Working notes 6 years
C05	Council Committee Agenda	P	
C06	Council Committee Minutes	P	
C07	Elections	12 Ballot = 120 days after voting or resolution of recount	
C08	Goals and Objectives	10**	
C09	Motions and Resolutions	p**	Copy retention 1 year
C10	Motions and Resolutions - Other Municipalities	5	
C11	Reports to Council	p**	
C12	Appointments to Boards and Committees	p**	
C13	Accountability, Transparency & Governance	5**	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

D – DEVELOPMENT AND PLANNING

Class Code	Secondary Heading	Total Retention	Remarks
D01	Demographic Studies	10**	
D02	Economic Development	10**	
D03	Environment Planning	15**	
D04	Residential Development	10**	
D05	Natural Resources Planning	5**	
D06	Tourism Development	10**	
D07	Condominium Plans	p**	
D08	Official Plans	p**	
D09	Official Plan Amendment Applications	p**	
D10	Severances	p**	
D11	Site Plan Control	p**	
D12	Subdivision Plans	p**	
D13	Variances	p**	
D14	Zoning	p**	
D15	Easements	10**	
D16	Encroachments	10**	
D17	Annexation/ Amalgamation	p**	
D18	Community Improvement	10**	
D19	Municipal Addressing	10**	
D20	Reference Plans	p	
D21	Industrial/ Commercial Development	10**	
D22	Digital Mapping	10**	Excludes actual data residing on these systems.
D23	Agricultural Development	10**	
D24	Official Plan Background	p	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Records Retention Schedule

Schedule "A" to By-law No. 2021-041 and Schedule "B" to By-law No. 2017-042

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Class Code	Secondary Heading	Total Retention	Remarks
D25	Deeming Process	P	
D26	Development Charges Study	10	
D45	Part Lot Control	P	
D50	Property Files	P	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
 All numbers in retention columns refer to years unless otherwise specified

E - ENVIRONMENTAL SERVICES

Class Code	Secondary Heading	Total Retention	Remarks
E01	Sanitary Sewers	5** Specifications = P	
E02	Storm Sewers	5** Specifications = P	
E03	Treatment Plants	5 Specifications = P Plans = cease to apply +2	
E04	Tree Maintenance	5	
E05	Air Quality Monitoring	E+8**	E = later of: date of offence or: day evidence of offence first came to attention of person appointed under s. 5
E06	Utilities	5**	
E07	Waste Management	10** Hazardous waste site records / post landfill site closure documentation = closure +25	
E08	Water Works (Drinking Water Plant)	15 Specifications =P	
E09	Drains	E+10**	E = submission of the written report required by clause (c) or for such longer period as the Director notifies the licensee in writing.

Legend: **P** - Permanent; **E** – Event ** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

Records Retention Schedule

Schedule "A" to By-law No. 2021-041 and Schedule "B" to By-law No. 2017-042

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Class Code	Secondary Heading	Total Retention	Remarks
E10	Pits and Quarries	5** Specifications =P	Specifications are kept for the life of the pit or quarry.
E11	Nutrient Management	5** or expiry of plan +2	
E12	Private Sewage Disposal Systems	P	
E13	Water Monitoring	E+15	E = Created, approved or plan no longer in force
E14	Water Sampling	E+15	E = Created, approved or plan no longer in force
E15	Chemical Sampling of Water	E+15	E = Created, approved or plan no longer in force
E16	Backflow Prevention and Cross Connection Control	15	
E17	Energy Management	E+10**	E = End of reporting period to which relates
E18	Natural Heritage	E+5**	E = end of designated year or end of plan
E19	Renewable Energy	50	
E20	Source Water Protection -	E+15	E = Created, approved or plan no longer in force
E21	Ministry of Environment (MOE) Environmental Compliance Approvals	10**	
E22	Private/Small Water Systems	15	
E23	Land Quality Monitoring	7	
E24	Gasoline Storage and Dispensing	7	Tank install, inspection = system removed +5

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

F – FINANCE AND ACCOUNTING

Class Code	Secondary Heading	Total Retention	Remarks
F01	Accounts Payable	8	
F02	Accounts Receivable	8	
F03	Audits	7	
F04	Banking	7	
F05	Budgets and Estimates	6** final budget = P	
F06	Assets	10**	
F07	Cheques	7	
F08	Debentures and Bonds	E+6**	E= Debentures surrendered for exchange/cancellation
F09	Employee and Council Expenses	7	
F10	Financial Statements	P**	
F11	Grants and Loans	10**	
F12	Investments	E+6**	E= Closure of account
F13	Journal Vouchers	7	
F14	Subsidiary Ledgers, Registers, and Journals	7**	
F15	General Ledgers and Journals	P	
F16	Payroll	7**	
F17	Purchase Orders and Requisitions	7	
F18	Quotations and Tenders	7**	Unsuccessful bids - retain for 1 year from contract award
F19	Receipts	7	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection

All numbers in retention columns refer to years unless otherwise specified

Records Retention Schedule

Schedule "A" to By-law No. 2021-041 and Schedule "B" to By-law No. 2017-042

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Class Code	Secondary Heading	Total Retention	Remarks
F20	Reserve Funds	8	
F21	Revenues	7	
F22	Taxes and Records	P	
F23	Write Offs	6 Court services write-offs – 37 years	
F24	Trust Funds	E+7**	E= Closure of account
F25	Security Deposit	E+7**	E= Closure of account
F26	Working Papers - Financial	E+3**	E= After completion of audit
F27	Regulatory Reporting - Financial	7	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

H – HUMAN RESOURCES

Class Code	Secondary Heading	Total Retention	Remarks
H01	Attendance and Scheduling	3**	
H02	Benefits Program	7**	
H03	Employee Records	E+7** 25** (only for Firefighters)	E = date employee ceased to be employed by employer
H04	Health and Safety	3**	Added note – Accident reports for construction projects retained for 1 year after project completion
H05	Human Resource Planning	1**	
H06	Job Descriptions	7**	
H07	Labour Relations	E+10**	E= Expiry of contract period
H08	Organization Design	7**	
H09	Salary Planning	5	
H10	Pension and Benefit Records	E+7**	E= Termination of employee/ beneficiary
H11	Recruitment	1**	
H12	Training and Development	2**	
H13	Claims	7** Hazardous exposure claims = 40**	E = Resolution of claim
H14	Grievances	E+10**	E = Resolution of claim
H15	Harassment And Violence	E+7**	E = Resolution of complaint
H16	Criminal Background Checks	E+7**	E = date employee ceased to be employed by employer
H17	Employee Medical Records – Hazardous Materials	40**	

Legend: **P** - Permanent; **E** – Event ** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

Class Code	Secondary Heading	Total Retention	Remarks
H18	Employee Medical Records	E+7**	E = When STD/LTD claims are resolved
H19	Disability Management	E+7**	E = day issued or earlier as may be specified by Commission
H20	Confined Spaces	3**	
H21	Employee Recognition	5	
H22	Employee Certifications	E+2	E= Certification Expired

J - JUSTICE

Class Code	Secondary Heading	Total Retention	Remarks
J01	Certificates of Offence (Part I)	E+2**	E = From date of completion
J02	Control Lists Informations (Part III) / Informations (Part II) / Accident and Carless Driving (Part I)	E+10**	E = From date of completion
J03	Control Lists / Justice Reports	4	
J04	Court Dockets	4	
J05	Transcripts and Records of Court Proceedings	6**	Reporters Records are subject to archival selection
J06	Enforcements & Suspensions	8	
J07	Appeals & Transfers	7	
J08	Statistics / Payment Tracking	8	
J09	Disclosure	6	
J10	Certificates of Conviction (Part 2)	6	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

L – LEGAL AFFAIRS

Class Code	Secondary Heading	Total Retention	Remarks
L01	Appeals and Hearings	P	
L02	Claims Against the Municipality	P	
L03	Claims by the Municipality	P	
L04	Contracts and Agreements - Under By-Law	18**	
L05	Insurance Appraisals	E+15**	E= After a new appraisal has been done
L06	Insurance Policies	E+15**	E= Expiry of policy
L07	Land Acquisition and Sale	E+10**	E= Property disposition
L08	Opinions and Briefs	P**	
L09	Precedents	P**	
L10	Federal Legislation	2	
L11	Provincial Legislation	2	
L12	Vital Statistics	P Marriage Licences = 2	
L13	Prosecutions	E+10**	E= Delivery of judgement
L14	Contracts and Agreements – Simple	E+5**	E= Expiry of contract

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

M – MEDIA AND PUBLIC RELATIONS

Class Code	Secondary Heading	Total Retention	Remarks
M01	Advertising	3**	
M02	Ceremonies and Events	5**	
M03	Charitable Campaigns/Fund Raising	3	
M04	Complaints, Commendations and Inquiries	5**	
M05	News Clippings	1**	
M06	News Releases	5**	
M07	Publications	5**	
M08	Speeches and Presentations	5**	
M09	Visual Identity and Insignia	5** Photos = P**	
M10	Website & Social Media Content	10**	
M11	Public Relations and Public Awareness	5**	
M12	Intellectual Property	5**	

Legend: **P** - Permanent; **E** – Event ** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

P – PROTECTION AND ENFORCEMENT SERVICES

Class Code	Secondary Heading	Total Retention	Remarks
P01	By-law Enforcement	10**	
P02	Daily Occurrence Logs	5**	
P03	Emergency Planning	5**	
P04	Hazardous Materials	5**	
P05	Incident/ Accident Reports	E+5**	E= One year or such longer period as is necessary to ensure that the two most recent reports or records are on file
P06	Building and Structural Inspections	P	
P07	Health and Fire Safety Inspections	3**	
P08	Investigations	10**	
P09	Licences	E+5**	E= Expiry of licence
P10	Building Permits	P	
P11	Permits, Other	P	
P12	Warrants	E+2**	E= Execution of warrant Search warrants are subject to archival selection
P13	Criminal Records	E+5**	E= Occurrence/ investigation closed or disposition of charge
P14	Animal Control	E+5**	E = date animal was last in the pound
P15	Community Protection Programs	5**	
P16	Emergency Services	5**	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

Records Retention Schedule

Schedule "A" to By-law No. 2021-041 and Schedule "B" to By-law No. 2017-042

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Class Code	Secondary Heading	Total Retention	Remarks
P17	EMS and Fire Significant Incident & Impact Reports	5	
P18	EMS and Fire Response Reports	5	
P19	EMS and Fire Statistics	5	
P20	Prohibition Notices & Orders	15	

Legend: **P** - Permanent; **E** – Event ** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

R – RECREATION AND CULTURE

Class Code	Secondary Heading	Total Retention	Remarks
R01	Heritage Preservation	E+5**	E= Removal of designation
R02	Library Services	5	
R03	Museum and Archival Services	5**	
R04	Parks Management	5** Playground Equipment Maintenance = P	
R06	Recreational Programming	3**	

Legend: **P** - Permanent; **E** – Event ** - Subject to Archival Selection
 All numbers in retention columns refer to years unless otherwise specified

S – SOCIAL AND HEALTH CARE

Class Code	Secondary Heading	Total Retention	Remarks
S01	Children's Day Nursery Services	6	Fire drills are kept 2 years and Inspection reports are kept for 2 years
S02	Elderly and Supportive Assistance Services	7	Fire drills 2 years
S03	Long Term Care Facility Clients	10	
S04	Community and Social Assistance Services	10	
S05	Ontario Works Clients	E+5**	E = applies to an applicant or recipient's case file in total and the documentation contained in the case file.
S06	Medical Case Clients	E+15**	E=discharged as client
S07	Children's Services	3	
S08	Public Health	5	
S09	Cemetery Internment	p**	
S10	Day Care and Day Nursery Clients	E+3	E= Last participated date
S11	Disabilities Support Clients	E+7	E= No longer receiving support
S12	Housing Services	10	
S13	Housing Tenant Clients	5	
S14	Home Child Care Program Administration	3	
S15	Home Child Care Program Clients	3	
S16	Social and Health Care Planning Management	7	
S17	Client Care Coordination	10	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

Records Retention Schedule

Schedule "A" to By-law No. 2021-041 and Schedule "B" to By-law No. 2017-042

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Class Code	Secondary Heading	Total Retention	Remarks
S18	Long Term Care Operations	4	
S19	Food Preparation and Service	1	
S20	Cemetery Operations	p**	

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
All numbers in retention columns refer to years unless otherwise specified

T - TRANSPORTATION

Class Code	Secondary Heading	Total Retention	Remarks
T01	Illumination	E+6** Specifications = P	E= Removal of the equipment
T02	Parking	E+6**	E= Closure of lot or space
T03	Public Transit Operations	E+5**	E= Closure of route/ shelter/ stop
T04	Road Construction	E+1** Specifications = P	E = project finished
T05	Road Design and Planning	E+10** Specifications = P	E = project finished
T06	Road Maintenance and Salt Usage	E+5** Specifications = P	E = project finished
T07	Signs and Signals	E+2**	E= Removal of sign/signal
T08	Traffic	E+10**	E = project finished Temporary road closures 2 years
T09	Roads and Lanes Openings / Closures	E+10**	Event = project finished
T10	Field Survey/Road Survey Books	E+10**	E = project finished
T11	Bridges	E+10** Specifications = P	E = project finished

Legend: **P** - Permanent; **E** – Event ****** - Subject to Archival Selection
 All numbers in retention columns refer to years unless otherwise specified

V – VEHICLES AND EQUIPMENT

Class Code	Secondary Heading	Total Retention	Remarks
V01	Fleet Management	E+2**	E = termination of lease
V02	Mobile Equipment	E+6**	E=disposal of equipment
V03	Transportable Equipment	E+6**	E=disposal of equipment
V04	Protective Equipment	E+6**	E=disposal of equipment
V05	Ancillary Equipment	E+1**	E=disposal of equipment; minimum 5 years for small water system equipment

NOTES TO RETENTION:

P - represents "Permanent". A file with this retention limit is never destroyed.

E - represents "Event". This is meant to note that there is a particular event that starts the retention period being calculated. For example, an employee file this is when an employee leaves the organization, etc. An insurance policy event is the expiry of the policy.

****** - represents "Subject to Archival Selection".



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: April 28, 2021
Subject: By-law No. 2021-042 Adopt Closed Meeting Protocol

Recommendation:

That By-law No. 2021-042, being a by-law to adopt a Closed Meeting Protocol, be read and passed in open Council, signed and sealed the 28th day of April, 2021.

Executive Summary:

As a result of reviews undertaken and the desire to improve transparency and improve governance, this report recommends that Council adopt a Closed Meeting Protocol. A draft copy of this document was presented for Council's consideration at the April 14, 2021 Council meeting and no amendments were requested.

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 attached 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 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.

A draft version of the Closed Meeting Protocol presented at the April 15, 2021 Council meeting and no changes were requested at that time.

Options:

1. That Council adopt the Closed Meeting Protocol. This is the recommended option.
2. That Council not adopt the Closed Meeting Protocol.
3. Other.

Financial Impact:

There are no financial impacts to adopting the Closed Meeting Protocol.

Risk and Asset Management Considerations:

Adopting the Closed Meeting Protocol supports the Township's desire to improve transparency and governance.

Others Consulted:

Council, CAO, Senior Management

Prepared by:

Ashley Sloan, Deputy Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-042

BEING a by-law to adopt a Closed Meeting Protocol.

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

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

AND WHEREAS Council deems it advisable to adopt a Closed Meeting Protocol for the Township of South Stormont.


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

1. That the Closed Meeting Protocol attached hereto as Schedule "A" and forming part of this by-law is hereby adopted.
2. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council signed and sealed this 28th day of April, 2021.

Mayor

Clerk

	TOWNSHIP OF SOUTH STORMONT
	Title: Closed Meeting Protocol – Schedule “A” to By-law No. 2021-042
	Policy Category: Corporate
	Effective Date: April 28, 2021 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.

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-043

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 April 14, 2021 are hereby adopted.
2. That the actions of the Council of the Township of South Stormont at the meeting of April 28, 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 28th day of April, 2021.

Mayor

Clerk