



REVISED AGENDA
Township of South Stormont

Wednesday, May 12, 2021, 5:00 PM
2 Mille Roches Road Long Sault ON

Changes to the original agenda are noted with an asterisk "**".

To contain the spread of COVID-19, Township Council meetings are being held electronically and live streamed at southstormont.ca/councilmeetings.

For alternate meeting formats, please contact the Township at info@southstormont.ca or 613-534-8889.

	Pages
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a.	Upper-Tier Report	
b.	Cornwall Township Historical Society	
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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. 2021-044 Automatic Aid Agreement with South Dundas 77 - 89
- 14. Motions and Notices of Motions**
- 15. New Business**
- 16. Closed Meeting**
 - a. Minutes: April 28, 2021
 - b. Proposed or Pending Acquisition or Disposition of Land
Specifically: Proposed Disposition of Land, Long Sault
- 17. Ratification By-Law**
 - a. By-law No. 2021-045 90 - 91
- 18. Adjournment by Resolution**



TOWNSHIP OF SOUTH STORMONT
PUBLIC MEETING CONCERNING A HOUSEKEEPING
UPDATE (VII) TO ZONING BY-LAW 2011-100
FILE NO. Z-2021-03

TAKE NOTICE that the Council of the Corporation of the Township of South Stormont will hold a **virtual** public meeting on **Wednesday, May 12th, 2021 at 5:00 PM** at the Town Hall, 2 Mille Roches Road, Long Sault, to consider a number of proposed zoning by-law amendments under Section 34 of the Planning Act.

The Township is updating Zoning By-Law 2011-100 and is seeking public input on potential changes including, but not limited to:

- Various changes to Section 2, Definitions, and other technical revisions to improve the clarity of the by-law;
- Revising Section 3, General Provisions, regarding the use of Shipping Containers and Storage Containers in a Heavy Industrial (MH) zone;
- Revising Section 7, Industrial Zones, "Permitted Uses" and "Zone Requirements", to clarify permitted uses in both the Heavy Industrial (MH) and General Industrial (MM) zone;
- Changes to the zone mapping of individual properties to reflect intended use(s) on the lands and correct any technical errors. These include approved severances, land purchased by the municipality, and recognizing properties in the zoning that are now serviced by municipal water;
- Implementing recommend kennel setbacks and definitions, and Repeal Interim Control by-law 2020-025 for the prohibition of construction or expansion of kennels.

The proposed By-Law includes textual modifications and affects lands throughout the Township; key maps for individual corrections/changes are available at the Township Office and on the Township website and will be made available upon request.

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

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

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

TAKE NOTICE THAT the Township of South Stormont is now conducting all public meetings/hearings virtually through Zoom. Members of the public will have the ability to watch meeting proceedings and participate. For details on how to register, visit the Township's website at <https://southstormont.ca/DevApps>

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

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

DATED at the Township of
South Stormont, this 21st day
of April 2021.

Loriann Harbers, CMO
Director of Corporate Services/Clerk
Township of South Stormont
P. O. Box 84, 2 Mille Roches Road
Long Sault, ON K0C 1P0
Telephone: (613) 534-8889
info@southstormont.ca



TOWNSHIP OF SOUTH STORMONT
PUBLIC MEETING CONCERNING A HOUSEKEEPING
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- Revising Section 3, General Provisions, regarding the use of Shipping Containers and Storage Containers in a Heavy Industrial (MH) zone;
- Revising Section 7, Industrial Zones, "Permitted Uses" and "Zone Requirements", to clarify permitted uses in both the Heavy Industrial (MH) and General Industrial (MM) zone;
- Changes to the zone mapping of individual properties to reflect intended use(s) on the lands and correct any technical errors. These include approved severances, land purchased by the municipality, and recognizing properties in the zoning that are now serviced by municipal water;
- Implementing recommend kennel setbacks and definitions, and Repeal Interim Control by-law 2020-025 for the prohibition of construction or expansion of kennels.

The proposed By-Law includes textual modifications and affects lands throughout the Township; key maps for individual corrections/changes are available at the Township Office and on the Township website and will be made available upon request.

For more information about this matter, including information about appeal rights, contact Peter Young, Director of Planning and Building, peter@southstormont.ca

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DATED at the Township of
South Stormont, this 21st day
of April, 2021.

Loriann Harbers, CMO
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Long Sault, ON K0C 1P0
Telephone: (613) 534-8889
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PUBLIC MEETING | MAY 12TH, 2021

HOUSEKEEPING UPDATE (VII) TO ZONING BY-LAW 2011-100

PUBLIC MEETING PROCESS

- Proposed Zoning By-Law Amendments are outlined by Staff
- Opportunity for **public** comments
 - Those persons wishing to speak to the proposed amendment will have a chance to speak
- Written submissions will continue to be accepted prior to Council consideration of the proposed amendments later in May 2021

HOUSEKEEPING VII | NOTICE OF PUBLIC MEETING

- Cornwall Seaway News Advertisement - April 21st, 2021
- Township of South Stormont Website Advertisement - April 21st, 2021
- Email notification sent to the prescribed list of persons and agencies established under the *Planning Act* - April 22nd, 2021

OPPORTUNITY FOR APPEAL

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

HOUSEKEEPING VII | COUNCIL ACTION

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

WHAT IS A HOUSEKEEPING UPDATE?

- The Zoning By-Law is typically reviewed annually and updated through a “housekeeping” by-law in order to:
 - **correct technical errors**
 - **provide clarification**
 - **update maps/schedules**
 - **introduce new provisions**



TOWNSHIP OF SOUTH STORMONT GENERAL ZONING BY-LAW UPDATES

BACKGROUND / POLICY CONTEXT



- Throughout the year, Planning and Building staff keep track of items that:
 - Cause confusion for the reader;
 - Present incorrect or inaccurate info;
 - Contain technical/formatting errors;
 - Require updates due to changes in Provincial/Municipal legislation.
- This information is reviewed annually and, if warranted, may be addressed in a housekeeping update.

PROPOSED AMENDMENTS OVERVIEW



SECTION 2 - INTRODUCE AND REWORD THE FOLLOWING DEFINITIONS:

Railway Yards and related Railway Ancillary Facilities definition is included.

Railway Yards and related Railway Ancillary Facilities: shall mean a use of land or building engaged in activities directly associated with the operation of a railway system. Such uses may include the following or similar uses, loading and off-loading of freight, freight storage, maintenance and repair of railway cars.

The Class 3 Industry definition is clarified to included additional examples of Class 3 industries in accordance with Ministry guidelines

Class 3 Industry, Heavy Industrial Uses: shall mean a place of business for uses characterized as having emissions such as noise, smoke, odour, fumes or vibrations or extensive outside storage as part of their normal operations. Such uses include sawmills, pulp and paper mills, refineries, smelting operations, **railway yards, ancillary railway facilities, large scale manufacturing and processing** and similar uses which are intended to be secluded from residential or other sensitive land uses in order to limit any potential adverse effects on the environment or the surrounding areas and public health.

Example Sarnia, Ontario - Rail Yard



PROPOSED AMENDMENTS OVERVIEW



SECTION 2 - REWORD THE FOLLOWING DEFINITION:

The Kennel definition has been modified to be consistent with the Township's Responsible Pet Ownership By-law.

Kennel shall mean a building or structure **including outdoor areas (i.e. dog runs)** where dogs are kept, bred, boarded, groomed or trained, given medical treatment or housed for similar purposes for which compensation may be paid and shall include a Humane Society shelter or pound. This definition shall include any premise whereby four or more dogs are kept as domestic pets.

Example Dog Run



PROPOSED AMENDMENTS OVERVIEW



SECTION 3 - INTRODUCE AND REWORD THE FOLLOWING GENERAL PROVISIONS:

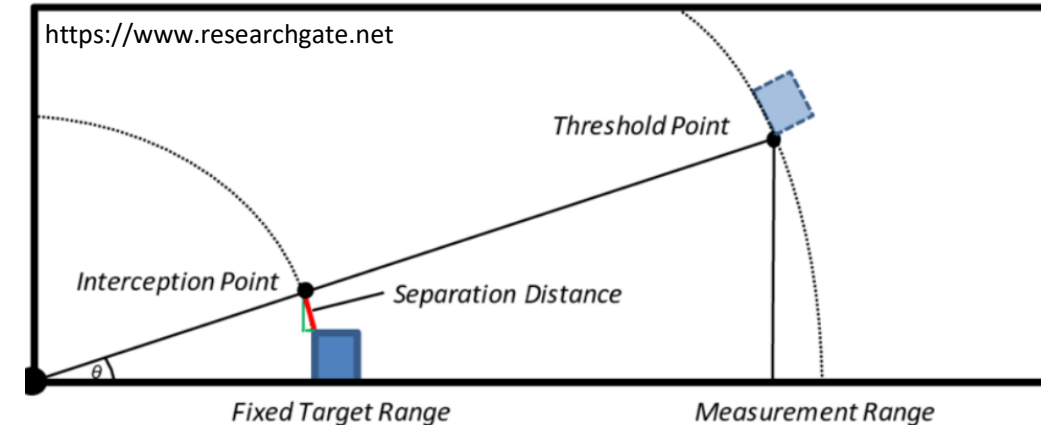
3.18 (d) Road Widening - Modification to provision for clarification purposes.

Nothing in this By-law shall prevent the use of any land, building or structure or the ~~erection~~ renovation of any existing building or structure on a lot which does not conform to the minimum lot frontage and/or lot area and/or front yard setback and/or setback from road allowance and in the case of a corner lot.....

3.31 Separation Distances - The Kennel Influence Area has been modified to be consistent with the Township's Responsible Pet Ownership By-law. Secondly, setbacks for Recycling Depot/Yard use to match Salvage Yard Influence Area.

Grid - Modification Items;

- J (Kennels with updated By-law) **Influence Area 250m**
- Introduce Item L (Recycling Depot and Recycling Yard) **Influence Area 150m**



PROPOSED AMENDMENTS OVERVIEW



SECTION 3 - INTRODUCE AND REWORD THE FOLLOWING GENERAL PROVISIONS:

Shipping Containers and Storage Containers - Modification to provision for clarification purposes.

3.34 - Include - Notwithstanding the provisions of Section 3.34 to the contrary, shipping containers being used integral to a permitted industrial operation and not for storage purposes located in an Industrial zone is not subject to applicable provisions, save and except, 3.34 (ii) (b) site plan approval.



PROPOSED AMENDMENTS OVERVIEW



SECTION 7 - INTRODUCE THE FOLLOWING USE(S):

Sections 7.2 General Industrial (MM) & 7.3 - Heavy Industrial (MH) - Modifications to industrial zones to clarify existing uses already permitted as a Class 3 Industrial use and to add flexibility such as allowing a general office to establish in a General Industrial zone.

7.2 General Industrial (MM) Zone

(a) Permitted Uses:

- office, business or professional
- research & development centre

7.3 Heavy Industrial (MH) Zone

(a) Permitted Uses:

- | | |
|--------------------------------|------------------------|
| - ancillary railway facilities | - recycling depot |
| - asphalt batching plant | - recycling yard |
| - concrete batching plant | - sawmill |
| - grain drying facility | - transfer station |
| - greenhouse commercial | - transportation depot |
| - livestock sales outlet | - workshop |
| - railway yard | |



PROPOSED AMENDMENTS OVERVIEW



SECTION 7 - PROVISION MODIFICATIONS

Sections 7.2 General Industrial (MM) & 7.3 - Modifications to accommodate modern industrial facilities i.e. high racking systems and multi-level construction.

7.2, (b)(i), (ii) -

Building Height (maximum)

Main Building ~~15m~~ 30 m (~~49.21 ft.~~) (98.43 ft.)

Accessory Building ~~6m~~ 12 m (~~19.69 ft.~~) (39.37 ft.)

7.3, (b)(i), (ii) -

Building Height (maximum)

Main Building ~~15m~~ 30 m (~~49.21 ft.~~) (98.43 ft.)

Accessory Building ~~6m~~ 12 m (~~19.69 ft.~~) (39.37 ft.)

Example Cornwall, Ontario - Industrial Park - Loblaw Distribution





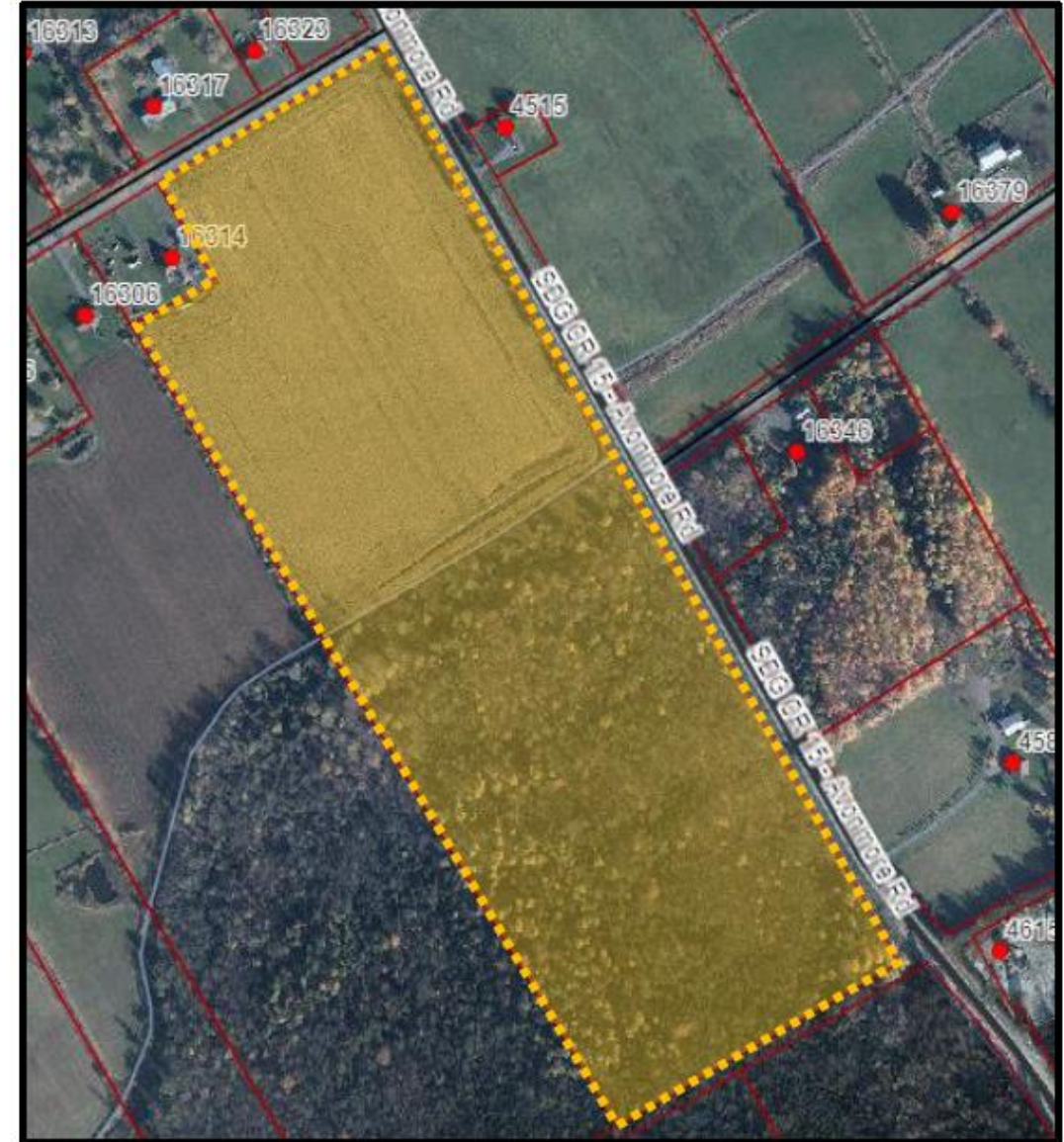
ZONING MAP CHANGES/UPDATES



PLAN 216 PT LOT 32 PT GORE - EAMER ROAD

“AGRICULTURAL (A)” TO “AGRICULTURAL -SPECIAL EXCEPTION ONE (A-1)”

THE SPECIAL EXCEPTION WILL RECOGNIZE THE PROHIBITION FOR FUTURE RESIDENTIAL USES ON THE RETAINED PORTION OF THE SUBJECT LANDS, AS DESCRIBED WITHIN CONSENT APPLICATION NO. B-18-19



ZONING MAP CHANGES/UPDATES



CON 5 W PT LOT 7 - COUNTY ROAD 18

**“AGRICULTURAL (A)”
TO
“AGRICULTURAL -SPECIAL EXCEPTION ONE (A-1)”**

THE SPECIAL EXCEPTION WILL RECOGNIZE THE PROHIBITION FOR FUTURE RESIDENTIAL USES ON THE RETAINED PORTION OF THE SUBJECT LANDS, AS DESCRIBED WITHIN CONSENT APPLICATION NO. B-121-20



ZONING MAP CHANGES/UPDATES



PART LOTS 38 CONCESSION 6 - WINDFALL ROAD

“AGRICULTURAL (A)” TO “AGRICULTURAL -SPECIAL EXCEPTION ONE (A-1)”

THE SPECIAL EXCEPTION WILL RECOGNIZE THE PROHIBITION FOR FUTURE RESIDENTIAL USES ON THE RETAINED PORTION OF THE SUBJECT LANDS, AS DESCRIBED WITHIN CONSENT APPLICATION NO. B-15-21



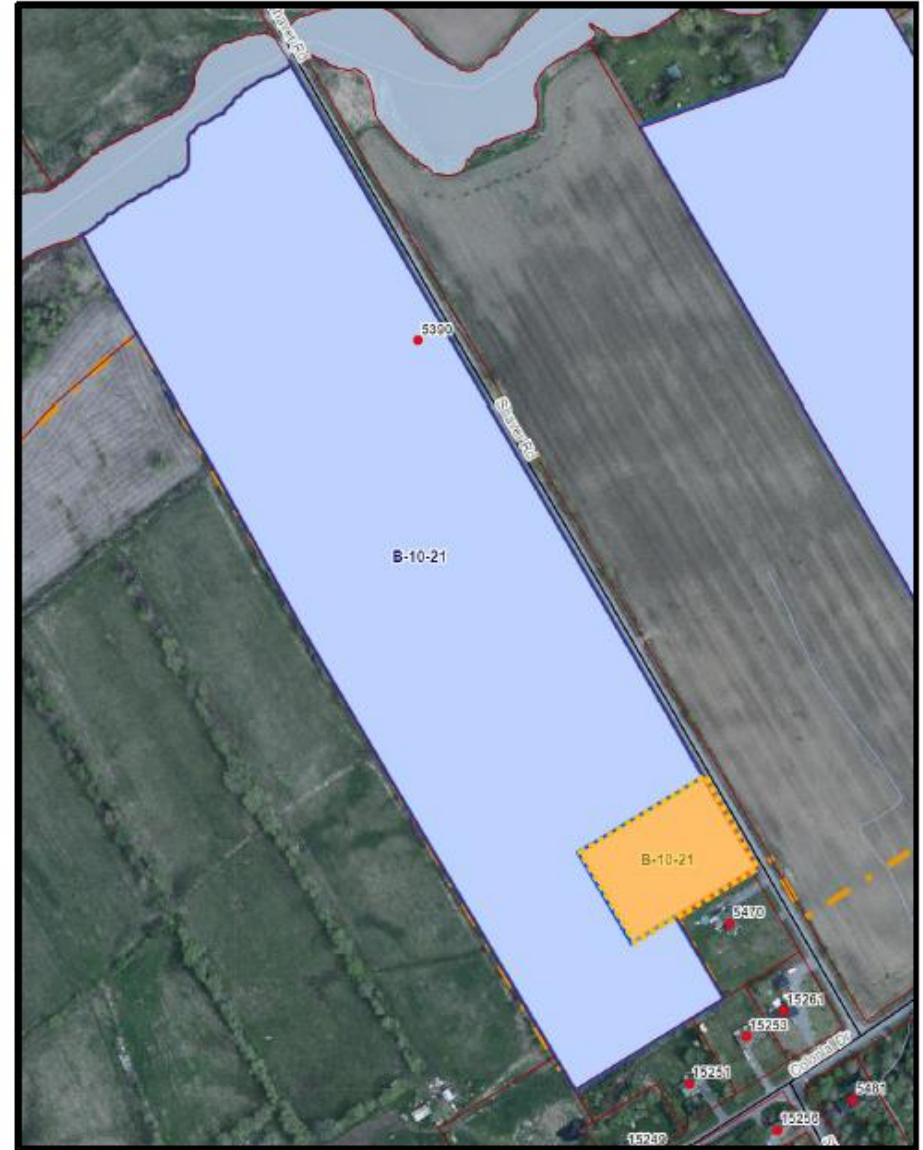
ZONING MAP CHANGES/UPDATES



CON 2 E PT LOT 13 - SHAVER ROAD

**“RURAL (R)”
TO
“RESIDENTIAL SINGLE SERVICES - FIRST (RSS1)”**

THE **(RSS1)** ZONING WILL MORE APPROPRIATELY REFLECT THE CURRENT USE OF THE SUBJECT LANDS, SERVICE EXTENSION CONSENT APPLICATION NO. B-10-21



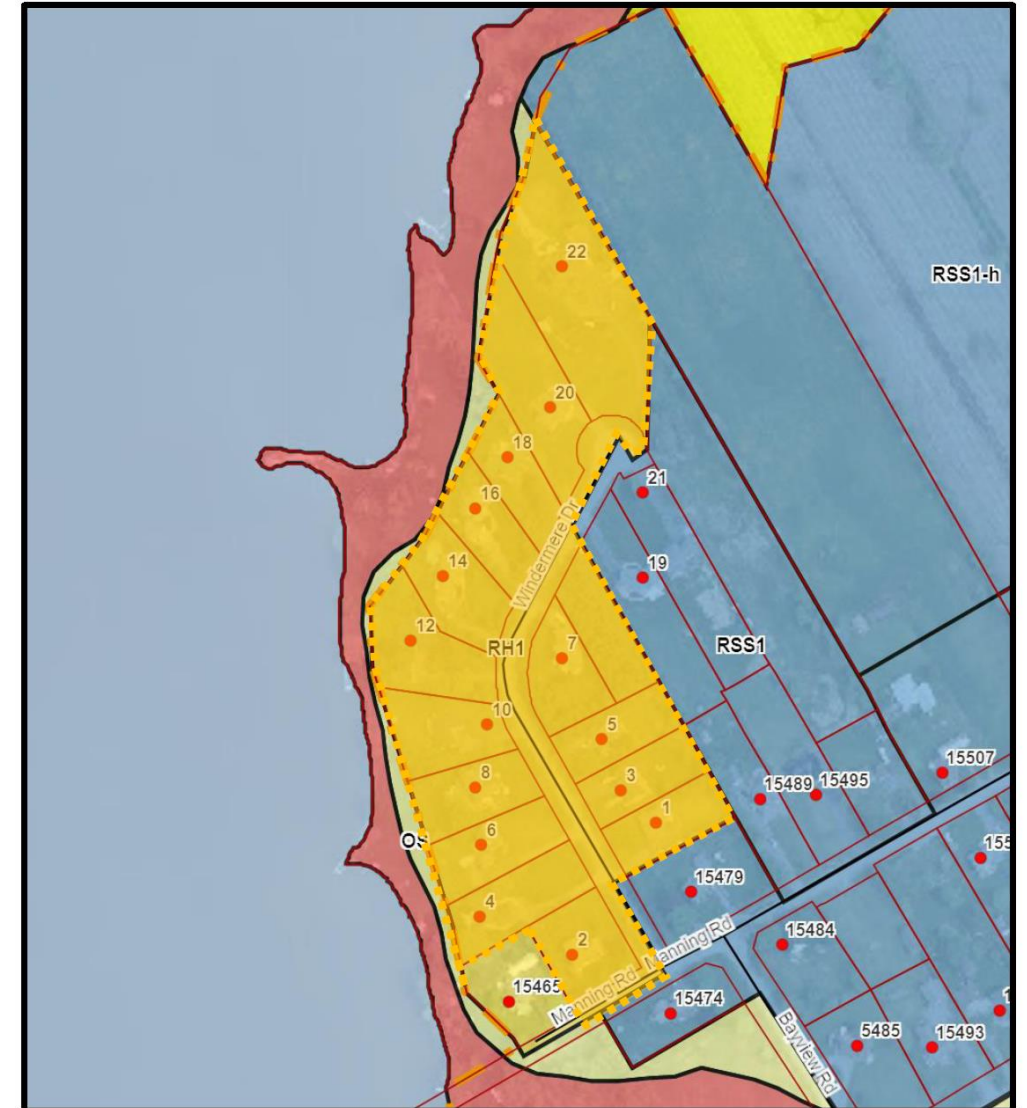
ZONING MAP CHANGES/UPDATES



WINDERMERE DRIVE

**“HAMLET PRIVATE SERVICES RESIDENTIAL -FIRST (RH1)”
TO
“RESIDENTIAL SINGLE SERVICES - FIRST (RSS1)”**

THE **(RSS1)** ZONING WILL MORE APPROPRIATELY REFLECT THE CURRENT USE OF THE SUBJECT LANDS, MUNICIPAL WATER INTRODUCED 2019 CAPITAL PROJECT



ZONING MAP CHANGES/UPDATES



PLAN 265 PT LOT 3

**“TOURIST COMMERCIAL -SPECIAL EXCEPTION ONE (CT-1)”
TO
“GENERAL INDUSTRIAL (MM)”**

THE **(MM)** ZONING WILL MORE APPROPRIATELY REFLECT THE
FUTURE USE OF THE SUBJECT LANDS, NECESSARY FOR
TOWNSHIP’S INVESTMENT READY - CERTIFIED SITE APPLICATION





TOWNSHIP OF SOUTH STORMONT DISCUSSION

Loriann Harbers

Subject: FW: Got message from you and called left message

From: Heine & Ann Bruining [<mailto:bruinings@yahoo.com>]
Sent: May-03-21 12:10 PM
To: Ayerst, Tom
Subject: Re: Got message from you and called left message

Lorianne Please find enclosed the package that briefly outlines the new net metering program for recreational facilities. I have spoken to Dave(thanks to you) and he will be providing me with the energy consumption used by the arena.

Would you please schedule me in for the next council meeting. I will keep you informed with all info prior to the meeting.

I am also sending this to Dave

Thanks

Heine.

Loriann Harbers

From: Heine Bruining <hbruining@otterenergy.com>
Sent: May 10, 2021 4:39 PM
To: Loriann Harbers
Subject: GICB Funding Program
Attachments: GICB - Otter Energy - Presentation_v3 (1).pdf

Good afternoon Loriann,

Please find enclosed the
summary for Otter Energy presentation as discussed.

Presenters will be Darren Crawford (dc@otterenergy.com), Steve Bakker (sbakker@otterenergy.com) and myself
(Heine Bruining hbruining@otterenergy.com). Please confirm receipt of this email along with the time of our
virtual meeting.

Thank you,
Heine Bruining

Dear South Stormont Council,,

As you read through the attached grant opportunity we wanted to make you aware of our unique understanding
of your power needs. We can say this because over the past 2 years we have been monitoring the 3 phase
moment by moment usage of Hydro of the Stirling Hockey Arena and curling centre in Central Ontario.

This data has helped us design a one two punch solution to your demand moment charges and hourly kWh
consumption.

Through the installation of a battery and solar, we can take care of the demand and consumption. By doing so,
we create extra grant points as your solar and battery will allow you to remain open during a power outage.

We look forward to presenting our Stirling Solution and our 5 Steps to getting the grant and the 20 % balance funded through a kWh lease.



Under the new Federal Green Inclusive Community Building Program there is \$2,400,000 of free grant money available.

Infrastructure Canada has just launched the Green Inclusive Community Buildings (GICB) funding program targeting energy efficiency measures and green retrofits for new and existing community-oriented buildings.

SOLAR ROOFS ARE ELIGIBLE - but it's first come first serve!

Five easy steps to get your funding

1. Design:

- Review your electrical consumption
- Use professional modelling software to estimate solar energy production
- Create a customized solar design for your facility

2. Review and price:

- Review the customized solar design for your facility
- Confirm pricing for the Grant Application

Note: Otter can secure your line capacity on the grid, lock it in, and give you 8 months to decide to proceed
- This prevents your neighbours from taking your capacity.

3. Grant Application:

- Complete RETscreen Energy modelling to include with the grant application (\$900)
- Complete the Grant Application (\$500)

4. Approval:

- Your grant is approved
- Work is scheduled

5. Installation:

- Complete turnkey installation of your system by Otter Energy

Grant submissions are due by July 6th, 2021

If you hesitate, you risk millions.

ACT QUICK!

**Contact an Otter Energy
Solar Consultant now**

613-827-8356

Need more info?

Download Otter Energy's guide to the GICB Funding Program

--
Heine Bruining
Solar Specialist
Otter Energy Inc.



613-330-1651

hbruining@otterenergy.com

www.otterenergy.com



--
The choice of customers who want freedom from their hydro bill
and the confidence that comes working with Ontario's leading team
of solar power professionals.

We work safe, work hard and have fun -- that's The Otter Way!

All contents within this email are confidential and solely for the intended party to view.
The contents within this email shall not be shared amongst parties whom were not
intended to receive it from the original sender.



Solar Panel Grant Funding

Green Inclusive Community Building Program



April 29, 2021

Green Inclusive Building Funding Program?

- Infrastructure Canada has just launched the GIBC funding program targeting energy efficiency measures and green retrofits for new and existing community-oriented buildings.
- Solar projects are eligible for funding under two streams
- Energy costs could be permanently reduced by 80% or more by installing solar panels under this program.

How much funding is available?


- **\$860 Million** is available for small and medium retrofits to existing buildings (Stream 1)
- **\$430 Million** is available for new builds and large retrofits to existing buildings (Stream 2)

Note: Stream 1 applications are being accepted up to July 6th, 2021

Who qualifies for GICB funding?

Eligible facilities include:

- Community arenas, recreation centres and youth centres
- Community health/wellness facilities
- Indigenous health and social infrastructure facilities
- Indigenous education facilities



Mobile Community Structures	Community Health and Wellness Facilities	Indigenous Projects only
<ul style="list-style-type: none"> • Mobile health clinics • Mobile libraries • Mobile youth service facilities 	<ul style="list-style-type: none"> • Community health centres • Addiction and mental health centres • Rehabilitation centres • Seniors' centres • Food safety/security: Community food storage facilities/food banks, community greenhouses 	<p><i>In addition to the other eligible building and asset types, the following:</i></p> <p><i>Indigenous health and social infrastructure facilities, including:</i></p> <ul style="list-style-type: none"> • Community health centres • Clinics • Paramedic facilities • Long-term care facilities/Elders' lodges • Family violence and homeless shelters <p><i>Indigenous education facilities, including</i></p> <ul style="list-style-type: none"> • Schools • Universities & colleges • Early childhood/Daycare • Adult learning centres

Who qualifies for GICB funding?

Table 3: Eligible buildings and asset types: New Community Buildings		
Community, Culture and Recreation Facilities	Mobile Community Structures	Indigenous only
<ul style="list-style-type: none">• Community centres• Public sports and recreational facilities• Cultural buildings• Child and youth centres• Adult community learning centres• Seniors' centres	<ul style="list-style-type: none">• Mobile health clinics• Mobile libraries• Mobile youth service facilities	<p>Indigenous health and social infrastructure facilities, including:</p> <ul style="list-style-type: none">• Community health centres• Clinics• Paramedic facilities• Long-term care/Elders' lodges• Family violence and homeless shelters <p>Indigenous education facilities, including:</p> <ul style="list-style-type: none">• Schools• Universities and colleges• Early childhood/Daycare• Adult learning centres

We specialize in securing this kind of funding



**In 2020 alone
Otter developed
over \$4 Million in
projects that
received Federal
Funding**

- Since 2009 we have been helping Ontario businesses, institutions and community facilities save on energy costs and secure funding to do it.
- We understand every required step, and can guide you through a turnkey process - from the assessment to application to design and installation.

Five steps to get your funding

Otter Energy will help you with every step in the process.

- 1. Design:** Analyze your hydro bills, solar irradiance and model the potential production of solar energy to produce a proforma and Solar EPC agreement.
- 2. Review system details:** Decide on your solar array's estimated size and cost: there is 100% funding up to \$250,000; 80% funding over \$250,000 and up to \$3 million in free grant funding.
- 3. Application:** Review, and your grant application and proforma are submit it to the GIBC program.
- 4. Approval:** Your grant is approved and you receive your funding from the GIBC program.
- 5. Installation:** Turnkey, hands-off installation of your system by Otter Energy

Line capacity is limited.

Otter will fast track line capacity with the grid, lock it in, and give you 8 months to decide to proceed.

This prevents your neighbors *from taking your capacity*.

***Grant submission due by July 6th and it's first come first serve.**

Ontario's most trusted solar company

Otter Energy's core expertise is in solar system design and installation. Since 2009, Otter has installed over 100MW, working with some of the biggest developers in Canada to build largescale commercial solar.



Number of solar panels
installed since 2009

250,000+



Solar energy generated
per year

82,500 MWh

Recent Solar Project Experience

- 1,600 kW industrial solar rooftop NEM - 2020/2021
- 2,550 kW (3 sites) large format retail solar Repowering - 2020
- 2,000 kW + (multiple sites) schools solar rooftop FIT - 2017/2018

Our Clients



Hastings and Prince Edward
District School Board



Ontario Association
of Architects



Why Otter Energy?

Otter Energy is uniquely focused on providing turnkey engineering, procurement and construction of solar energy in Ontario. We have persevered in Ontario while others have left the market by creating value for our clients.

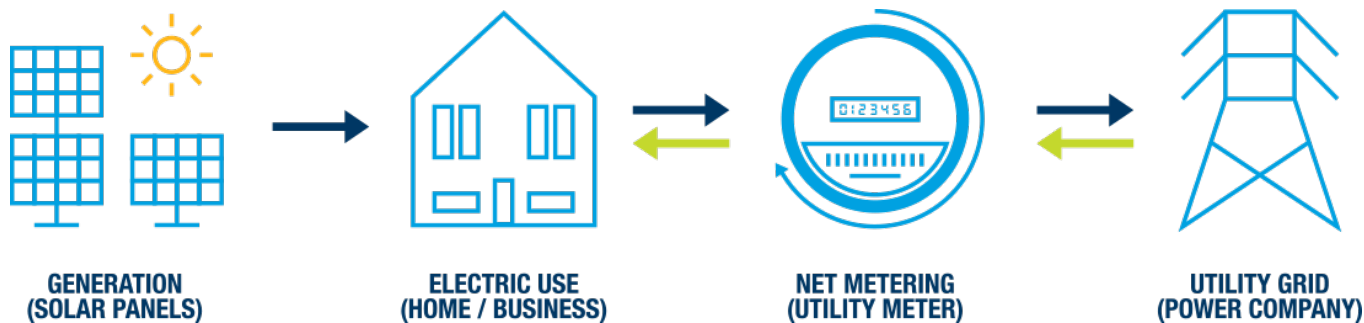
The Otter Difference

- 1) Significant Experience in building solar in Ontario
 - Experience working with diverse set of projects (i.e. warehouse, schools, manufacturing, First Nations) utilities as well as on retrofits and new buildings
 - Experience in working with local distribution companies to overcome interconnection challenges for large scale Net Metering
 - Over 18 MW of experience in solar design, procurement and installation in Ontario since 2017
 - In 2020 Otter helped our clients develop over \$4 Million of Solar projects with Federal Grant Funding
- 2) High volume of work ensures preferred pricing for equipment
- 3) All design, procurement and labour performed in house
 - In house team of engineers, designers, procurement, project managers, electricians and mechanical labour ensures smooth communication and greater quality control.
- 4) Fully bondable

Savings Opportunity >> Net Metering

There are over 3,600 solar projects representing over 2,550 MW under contract in Ontario today. Going forward solar will be developed under Ontario's Net Metering Regulation.

What is Net Metering?



- Net-metering is a billing arrangement which allows customers to generate renewable energy onsite for their own use, and to receive bill credits for any surplus electricity they send to the grid.
- Credits are carried forward to offset future consumption, up to 12 months.
- Net metering creates energy credits (i.e. kWh), so all charges that are based on kWh can be offset.
- Net metering is a regulation, (O.Reg 541/05) under the Ontario Energy Board Act, 1998 and is available throughout Ontario.

Next Steps



Contact Us.

Tyler Blower

President

Tyler@OtterEnergy.com

613.961.9745

Daren Crawford

VP Sales

dc@otterenergy.com

613.827.8356

Peter Vogel

Director of Business Development

pvogel@OtterEnergy.com

416.434.5163

Otter Energy Inc.

206 Main St. Picton, ON, K0K 2T0

**TOWNSHIP OF SOUTH STORMONT
COMMITTEE OF THE WHOLE MINUTES**

April 26, 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

1. Call to Order

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

2. Confirmation of Agenda

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

5. Delegations

- a. Regional Waste Management - A Roadmap to Collaboration Draft Report - Phases 1 and 2

Mr. Derek Ali, DFA Infrastructure International Inc. was in attendance to provide an overview of the draft Regional Waste Management Report - Phases 1 and 2.

Members of Council considered questions posed to generate direction for next steps. Items of discussion included bag limits, diversion programs, producer responsibility and options for waste collection.

6. Staff Reports

7. New Business

8. Closed Meeting

9. Adjournment by Resolution

Resolution No. COTW-02-2021
Moved by: Councillor MacIsaac
Seconded by: Deputy Mayor Smith

That Council adjourn this meeting at 6:13 PM and return to the call of the chair.

CARRIED

Mayor

Clerk

TOWNSHIP OF SOUTH STORMONT
REGULAR MEETING MINUTES

THE SEVENTY-SIXTH MEETING
April 28, 2021

Council Present	Mayor Bryan McGillis Deputy Mayor David Smith Councillor Andrew Guindon Councillor Jennifer MacIsaac Councillor Cindy Woods
Staff Present	Debi LucasSwitzer, Chief Administrative Officer Kevin Amelotte, Director of Parks and Recreation Gilles Crepeau, Fire Chief Ross Gellately, Director of Public Works Loriann Harbers, Director of Corporate Services/Clerk David Ni, Director of Finance/Treasurer Peter Young, Director of Planning and Building Chris Hemond, Economic Development / Communications Coordinator Ashley Sloan, Deputy Clerk

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

Members were advised of the following revisions to the agenda:

- deferral of Item No. 11 j) being the report concerning Sewer Allocation in Ingleside
- addition of two items under Closed Session;
 1. a nuisance / noise complaint - under litigation or potential litigation; and
 2. a second item under proposed or pending acquisition or disposition of land.

3. Disclosure of Pecuniary Interest

4. Presentations

5. Public Meeting

6. Delegations

- a. Ontario Provincial Police

Due to a technical issue, the Ontario Provincial Police were not in attendance.

7. Adoption of Minutes

Resolution No. 105/2021

Moved by: Councillor Guindon

Seconded by: Councillor MacIsaac

That the minutes of the April 14, 2021 meeting be adopted as circulated.

CARRIED

8. Consent Items

Resolution No. 106/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Woods

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

CARRIED

- a. Conservation Review Board Raisin River Heritage Centre Acknowledgement Letter
- b. South Nation Conservation 2020 Annual Report

9. Consideration of Items Requiring Discussion

10. Key Information Reports

- a. Procurement Update
- b. Revenue and Expenditure Report – Quarter 1
- c. Drainage Report - Quarter 1

11. Action Requests

- a. Renewal of Health and Safety Policy Statement

Resolution No. 107/2021

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

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.

CARRIED

- b. Support Town of Wasaga Beach - Advocacy for Reform MFIPPA Legislation

Resolution No. 108/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

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 to review and reform the *Municipal Freedom of Information and Protection of Privacy Act*.

CARRIED

- c. Declare Emergency Preparedness Week

Resolution No. 109/2021

Moved by: Councillor Guindon

Seconded by: Deputy Mayor Smith

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.

CARRIED

d. 2020 Volunteer of the Year Award Presentation Options

Members expressed a desire to extend the application deadline for the 2020 Youth Volunteer of the Year Award.

Resolution No. 110/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

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

CARRIED

e. Lakeview Waterfront Park – 2021 Operational Options

Resolution No. 111/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

That Council directs staff to close the Lakeview Waterfront Park from May 20 to September 7, 2021, or until such 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.

CARRIED

f. Enbridge Pipeline Integrity Dig Program Consent Request

Resolution No. 112/2021

Moved by: Councillor Woods

Seconded by: Councillor MacIsaac

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.

CARRIED

- g. SDG Joint Tender for Asphalt Paving - Provisional Item

Resolution No. 113/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Guindon

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.

CARRIED

- h. St. Andrews West Pedestrian Crossover

Resolution No. 114/2021

Moved by: Councillor Guindon

Seconded by: Councillor Woods

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

CARRIED

- i. 2020 Water Wastewater Annual Summary Reports

Resolution No. 115/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor MacIsaac

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.

CARRIED

- j. Sewer Allocation in Ingleside (deferred)

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

Resolution No. 116/2021
Moved by: Councillor Woods
Seconded by: Deputy Mayor Smith

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.

CARRIED

- b. By-law No. 2021-037 Permanently Close a Portion of a Highway

Resolution No. 117/2021
Moved by: Councillor Guindon
Seconded by: Councillor Woods

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.

CARRIED

- c. By-law No. 2021-038 Dedicate Land as Public Highway (Willy Allan and Allinotte)

Resolution No. 118/2021
Moved by: Councillor MacIsaac
Seconded by: Deputy Mayor Smith

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.

CARRIED

- d. By-law No. 2021-039 Amend By-law No. 2018-054 Regional Incentives Program

Resolution No. 119/2021
Moved by: Deputy Mayor Smith
Seconded by: Councillor Guindon

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.

CARRIED

- e. By-Law No. 2021-040 Amend By-Law No. 2021-015 and Establish General Fees and Charges

Resolution No. 120/2021
Moved by: Councillor Woods
Seconded by: Councillor MacIsaac

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.

CARRIED

- f. By-law No. 2021-041 Amend By-law No. 2017-042 Records Management By-law
- Resolution No. 121/2021
Moved by: Councillor MacIsaac
Seconded by: Councillor Woods
- That By-law No. 2021-041 to amend By-law No. 2017-042, 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.

CARRIED

- g. By-law No. 2021-042 Adopt Closed Meeting Protocol
- Resolution No. 122/2021
Moved by: Councillor Guindon
Seconded by: Deputy Mayor Smith
- 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.

CARRIED

14. Motions and Notices of Motions

15. New Business

16. Closed Meeting

Resolution No. 123/2021
Moved by: Councillor Woods
Seconded by: Councillor Guindon

That Council, as provided in Section 239 (2) of the *Municipal Act*, 2001 move into a closed meeting at 6:18 PM to address a matter pertaining to litigation or potential litigation, specifically, negotiation with a local manufacturer and a noise and nuisance complaint; and a proposed or pending acquisition or disposition of land, specifically Long Sault Industrial Park, Closed Road.

CARRIED

Resolution No. 124/2021
Moved by: Deputy Mayor Smith
Seconded by: Councillor Woods

That Council move out of this closed meeting at 7:11 PM.

CARRIED

17. Ratification By-Law

Resolution No. 125/2021
Moved by: Councillor MacIsaac
Seconded by: Councillor Guindon

That By-law No. 2021-043 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in open Council, signed and sealed this 28th day of April, 2021.

CARRIED

18. Adjournment by Resolution

Resolution No. 126/2021
Moved by: Councillor Guindon
Seconded by: Councillor MacIsaac

That Council adjourn this meeting at 7:12 PM and return to the call of the chair.

CARRIED

Mayor

Clerk

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services



To: Council
From: Lorian Harbers
Date of Meeting: May 12, 2021
Reporting Month: April 2021
Subject: Monthly Activity Summary-Director of Corporate Services/Clerk

Work Completed:

- Preparation of reports and correspondence related to Council meetings (Regular, Special and Committee of the Whole Council Meetings and Committee of Adjustment Meetings)
- IT prep for new staff, upgrades and installation of software, mobile devices and laptops
- Updated IT security measures on independent systems
- Corporate Services Student interviews (on-going)
- Processing daily messages and service requests including tax and utility, building permits, burn permits, landfill questions, by-law and miscellaneous Covid-19 related inquiries.

Work in Progress:

- Coordination of 'giveaway bags' collaborating with South Nation Conservation Tree giveaway – May 16, 2021
- Vendor meetings to co-ordinate software implementation and integration – Cloudpermit (on-going)
- Heritage Centre (By-law No. 3418) repeal notice and pre-hearing preparation
- Water / Wastewater Hardware replacement
- Telecommunications and Invoice review (new plans)
- IT upgrades at Arena to facilitate digital signage
- Mobile device upgrades
- Internet access at Lost Villages Museum
- Coordination of marriage license / officiants
- Procedural By-law review
- Customer Service communication and improvements, i.e., tablet availability at front counter
- Completion of digitization of Building Permit files – commence process for Planning and Finance
- Business Continuity Plan
- Land Sale activities (7 files underway)
- Maintenance of legal files
- Personnel related meeting(s)
- Digital signature procedures and Agreement reporting

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Finance Department



To: Council
From: Yun Ke Ni
Date of Meeting: May 12, 2021
Reporting Month: April 2021
Subject: Monthly Activity Summary-Director of Finance/Treasurer

Work Completed:

- New chart of accounts - departmental training.
- 2021 final tax rate completion.
- 2021 excluded expenses report.
- 2021 municipal grants partial approval.
- Questica 2021 budget uploading.
- 2020 year-end closing.
 - 1. General ledger reconciliation.
 - 2. Grant and project reports.
- 2020 Auditing:
 - 1. Auditing documentation preparation.
 - 2. Assist audit team to complete field work.

Work in Progress:

- Review draft 2020 audit report from MNP and finalizing the 2020 audit.
- Reserve and Reserve Fund policy:
 - 1. Draft the policy.
 - 2. Review the policy by department directors.
 - 3. Finalize the policy and obtain approval from Council.
 - 4. Reclassify reserve and reserve funds according to policy.
- 2020 Financial information return:
 - 1. Collect FIR related information.
 - 2. 2020 FIR analysis.
- Development charge study: communicate with consultant and prepare related financial information.
- E-billing installation and training.
- Utility account recoding and implementation.
- Finance record management project.
- Purchase order system study.
- Questica budget software consultation:
 - 1. Internal training of Questica.
 - 2. Financial data transfer and verifying.
- Reports:
 - 1. 2021 COVID-19 financial impact.
 - 2. Asset Management Plan financial updates.
 - 3. Finance projects update.

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Fire and Rescue Department



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: May 12, 2021
Reporting Month: April 2021
Subject: Monthly Activity Summary-Fire Chief

Work Completed:

- Weekly SMT Meetings
- Weekly EOHU Updates
- Weekly Meetings with FPPEO & MLEO
- Monthly Council Meetings
- Monthly SDG Chiefs Meetings
- Monthly Meeting with District Chiefs and Senior Captains
- Bi-Weekly Inspections on Pump 2
- Review applications and interview candidates for Administrative Assistant Position
- Launch of DocuPet – Pet Licensing Software

Work in Progress:

- DocuPet Implementation
- Pump 2 (Ingleside)
- RFP for Community Risk Profile and Update to Fire Master Plan
- RFP Pumper-Tanker for Station 3 (Newington)
- Digital Sign for Station 4 (St. Andrews West)
- Review SSFR SOGs
- Follow-up on Moulinette Road Fire
- Review Nuisance By-law

Total Calls for Service: 19

Training

No in-station training as result of current COVID-19 safety procedures.

Fire Prevention and Public Education

- Inspections: 1
- Fire Responses: 3
- Fire Cause and Determination: 1

Municipal Law Enforcement Officer

On-going investigations	116
PON's issued (Part 1)	3
Parking Tickets issued	3
Other Charges (Part3)	6

To: Council
From: Kevin Amelotte – Director of Parks and Recreation
Date of Meeting: May 12, 2021
Reporting Month: April 2021
Subject: Monthly Activity Summary

Work Completed:

- SDG Recreation Networking Group Meetings
- Award RFQ for the purchase of an Ice Resurfacer and finalize agreement.
- Agreement terms with property owner for purchase of parkland.
- Closing of recreation facilities & Programs due to Provincial lockdown.
- Interviews and hiring of multiple seasonal student positions.
- Completion of Initial Reporting for ICIP Government Grants for parks.
- Development of 2021 Spring/Summer minor sports programs.
- Online registration and payment for minor sports programs.
- Purchase and delivery of new park bleachers and picnic tables
- Purchase and delivery of new soccer goal frames for multiple locations
- Completion of strategic plan process.
- Removal of all outdoor rink boards and supplies at various locations.
- Completion of grant application for 2021 Healthy Communities Fund.
- Award RFQ for grass mowing at Township owned facilities and park spaces.

Work in Progress:

- Development of RFP(s) for the supply and install of play structures.
- Development of RFQ for the construction of a basketball court.
- Research for RFQ for construction of multi-use path in a community park.
- Update the lease agreement for the Lost Villages Historical Society
- Draft RFP for the demolition of the Raisin River Heritage Centre
- Research for potential grant applications for projects in 2022
- Policies for operations of facilities during COVID-19 pandemic
- Financial analysis of lost revenue and impact on expenses due to COVID-19
- Commence the integration of AccessE11 for all recreation facility requests.
- Development of virtual "April Break" Activities for youth.
- Research for Recreation Asset Management Software (Corp. Services)
- Research for software to digitize the dressing room scheduled at the arena.
- Quotations and permits for capital work at Lost Villages Museum.
- Hiring of contractor for cemetery repairs of stones and markers.
- Operational options for the opening or closing of Lakeview Waterfront Park.

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Planning and Building Department



To: Council
From: Peter Young
Date of Meeting: May 12, 2021
Reporting Month: April 2021
Subject: Monthly Activity Summary- Director of Planning/Building

Work Completed:

- Student interviews
- Council, Public and Committee of Adjustment meetings
- Completed purchase for land in East Industrial Park expansion and working with several businesses to secure land for next phase
- Attended South Nation Conservation Municipal Information day
- Met over phone, Teams or in person with individuals regarding development applications, zoning letters for property purchases, regular planning inquiries.
- Several SDG Planners Meeting regarding LPAT appeals
- Meetings with SLPC and StrategyCorp

Delegated Authority

- B-43-21: New lot on County Road 44

Planning Processes:

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

Process/Application	2019	2020	2021
Consents	22	23	13
Zoning Amendment	14	10	3
Official Plan Amendment	1	0	1
Minor Variances	20	12	6
LPAT Hearings	1	2	1
Site Plan Control	6	5	4
Part Lot Control	1	7	0
Removal of Holding	1	2	0
Temporary Use By-law	1	0	1
Deeming By-law	0	0	0
Draft Plan Sub. Approved Lots	24	0	43
Registered Sub. Lots	0	24	0

Work in Progress:

- Anticipated that five new subdivisions will commence in 2021
- Working with CBO and MLEO on enforcement matters
- Cloudpermit implementation
- Development Charges Study is underway
- Ingleside Sewer Capacity By-law
- Working with Public Works on Long Sault Industrial Park expansion
- Working with proponents on several major industrial projects
- Public meetings and hearings are virtual until further notice
- Service Delivery Review Implementation Plan and Strategic Planning
- Meetings ongoing regarding LPAT appeal. Next Case Management Conference in August 2021.

Building Department Activities**Chief Building Official****May 2021****Building Permit statistics report for April 2021 with a comparison to April 2020:**

YTD – Year to date

Permits	Permits Issued 2021		Same Period 2020		Difference	
	April	YTD	April	YTD	April	YTD
Residential						
Total Units	19	45	8	21	11	24
Single	7	31	6	14	1	17
Semi	0	1	1	5	-1	-4
Rowhouse	1	1	0	0	1	1
Apartment	0	0	0	0	0	0
Additions/Renos	6	12	2	7	4	5
Accessory Bldgs	3	10	2	5	1	5
Commercial	0	0	0	0	0	0
Add/Reno/Access	0	0	0	0	0	0
Industrial	0	0	0	0	0	0
Add/Reno/Access	0	0	0	0	0	0
Institutional	0	0	0	0	0	0
Add/Reno/Access	0	0	0	0	0	0
Demolition	0	0	0	0	0	0
Pools	4	6	1	1	4	5
Other (Farm/Tent/Solar)	0	0	0	0	0	0
TOTAL	21	61	11	32	10	29
Total Construction Value						
Month	\$3,388,060.00		\$2,249,500.00		\$1,138,560.00	
YTD	\$10,511,060.00		\$5,511,608.00		\$4,999,452.00	

Work Completed:

- SNC Municipal Information Day – attended (Zoom).
- Attended Council meeting (Zoom).
- OBOA – Attended Chapter meeting and technical seminars (Zoom).
- Onsite pre-consultation meeting with P. Eng. – Ingleside WWT Plant
- Applicable Law: Delegated Administrative Authorities (DAAs) Confirmation.
- Onsite for several lot grading concerns.
- Plan of Subdivision review and comment – SWM/Grading Plan/Street Naming.
- Attended meeting with Developer/Consultant/Department staff.
- Attended department & inter-department meetings (boardroom/team/zoom).
- “Order to Comply” – Issued and posted on 2 properties.
- Onsite with MLEO – Complaint about construction without a Building Permit.
- GIS - Teams meeting with Counties and Municipal staff.
- The department issued 22 building permits.
- The department carried out 140 building inspections.
- The department released 1 Lot grading deposit
- The department closed 2 building permits (see below).

Permit Number	Issue Date	Address	Work Description	Closed Date
2020-210	2020-10-27	24 St Laurent Ave	GARAGE ALTERATION	2021-04-22
2020-12	2020-07-27	34 Forest Hill Rd	INGROUND POOL	2021-04-30
Total 2				

Work in Progress:

- Arrowhead subdivision – Lalonde Subdivision (Phase VIII) – Access and drainage easements to be registered.
- Building By-law review - draft will be circulated to other departments for comment. A Key Information Report will be provided to Council for review and comments.
- Wales Village Subdivision/Manning Road rear lot grading proposal.
 - Majority of the construction has been finished with final grading, topsoil and seeding to be completed in the spring of 2021.
- Woodlands Villa Addition/Renovation
 - Construction is ongoing.
- Review and comment on planning application circulations.
- Monthly building permit statistics/information report provided to MPAC, CMHC, Tarion, Stats. Can. & South Stormont Website.
- Open building permits – Staff continue to work on closing dormant files.
- Lot grading review and/or release of deposits.
 - Note: Lot Grading GIS layer to be completed as part of 2021 budget.
- Building inspection, reports, code compliance, reviews & interpretations.
- On-going meetings with developers, contractors, agencies and property owners to review development proposals.
- Lawyer’s letters prepared regarding outstanding Ontario Building Code work order/inspection reports.

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: May 12, 2021
Reporting Month: April 2021
Subject: Monthly Activity Summary - Director of Public Works

Work Completed:

- Regular Director and PW staff meetings
- EORSA Executive meeting

Work in Progress:

- Asset Management Plan development
 - Asset Management Software
 - Input new assets.
 - Review existing assets.
 - Development of Asset Level(s) of Service
 - Risk assessments
 - Software Demonstrations
 - GIS Mapping updates
- Orientation of Asset Management Specialist
- Ingleside Wastewater Treatment Plant Design
 - Review of 90% deliverables from design team
 - Bi-weekly Strategy Corp meetings
- Kraft Heinz Arbitration
 - Preparation of revised Statement of Claim and submission letter
 - Preparation of Statement of Claim
- Lactalis
 - Discussions 2019 Fair Share of Operational Charges
- Consultation with SLPC – Sewer and Water projects
- Tender/RFQ preparation
 - One Ton Truck purchase
- Regional Waste Management Study
 - Consultant presentation to SDG CAOs
 - Consultant presentation to Council
- Operations meetings with Caneau
 - Operations updates
 - Asset Management equipment listing
 - Capital project coordination
- Forrester Branch Drain relocation
 - *Drainage Act* amendment review/consideration

- Project Management/Coordination
 - Ingleside Water Tower Rehabilitation
 - Valade Road Bridge Rehabilitation
 - OSIM Bridge Inspections
 - Trillium Landfill Contamination Attenuation Zone acquisition
 - Trillium Landfill Cover Material application
 - St. Andrews School Pedestrian Crossover

Township of South Stormont
KEY INFORMATION REPORT
Administration and Corporate Services



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: May 12, 2021
Subject: Corporate Services IT Statistics Update

Background:

The Township of South Stormont has secured the services of Optimus Tech Solution as our Managed Service Provider. In addition to this professional IT support, we employ a Business Systems Coordinator to support staff ensuring hardware is appropriate, software is current and numerous IT support tickets are addressed. The purpose of this report is to provide an overview of the status of information technology in South Stormont.

Discussion:

Optimus Tech Solutions currently provides:

General Support Services

- Support Township IT behind the scenes

Managed Backups

- Azure and FileHold servers are backed up nightly and stored in an encrypted data centre for 30 days.
- Emails, OneDrive, SharePoint and Teams Public sites are backed up off-site 3 times daily and retained for 10 years.

Fully Managed Network

- All routers are monitored for anomalies and actioned accordingly.
- Support is also provided for routers etc. monitored internally, i.e., Arena and Fire Stations

Fully Managed Services

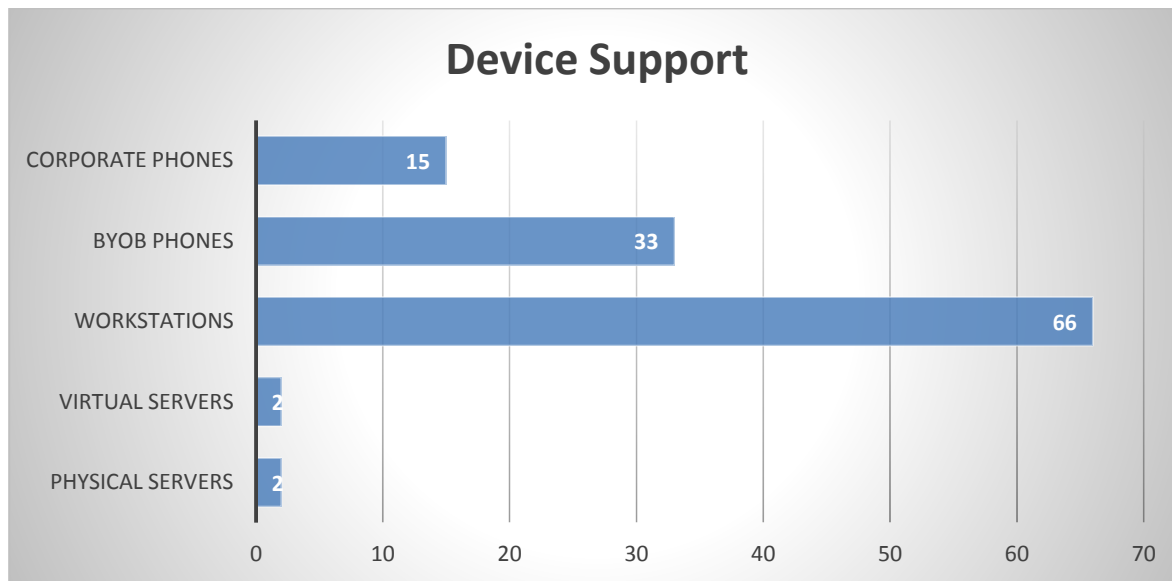
- Optimus Network Operation Centre monitors all server alerts 24x7x365 as well as keeping servers updated with most recent patches by Microsoft.

Security Monitoring

- Optimus Security Operation Centre monitors all alerts and threats 24x7x365 and escalate as determined based on pre-defined escalation path.

Device Management (70 protected devices)

- 2 physical servers
- 2 virtual servers
- 66 workstations
- 33 BYOB phones
- 15 corporate phones



The chart on the following page represents most of the IT related requests that are received from staff, members of Council, water and wastewater staff and firefighters.

These tickets do not include IT related projects such as business continuity planning, policy development, RFP preparation and budget related tasks.

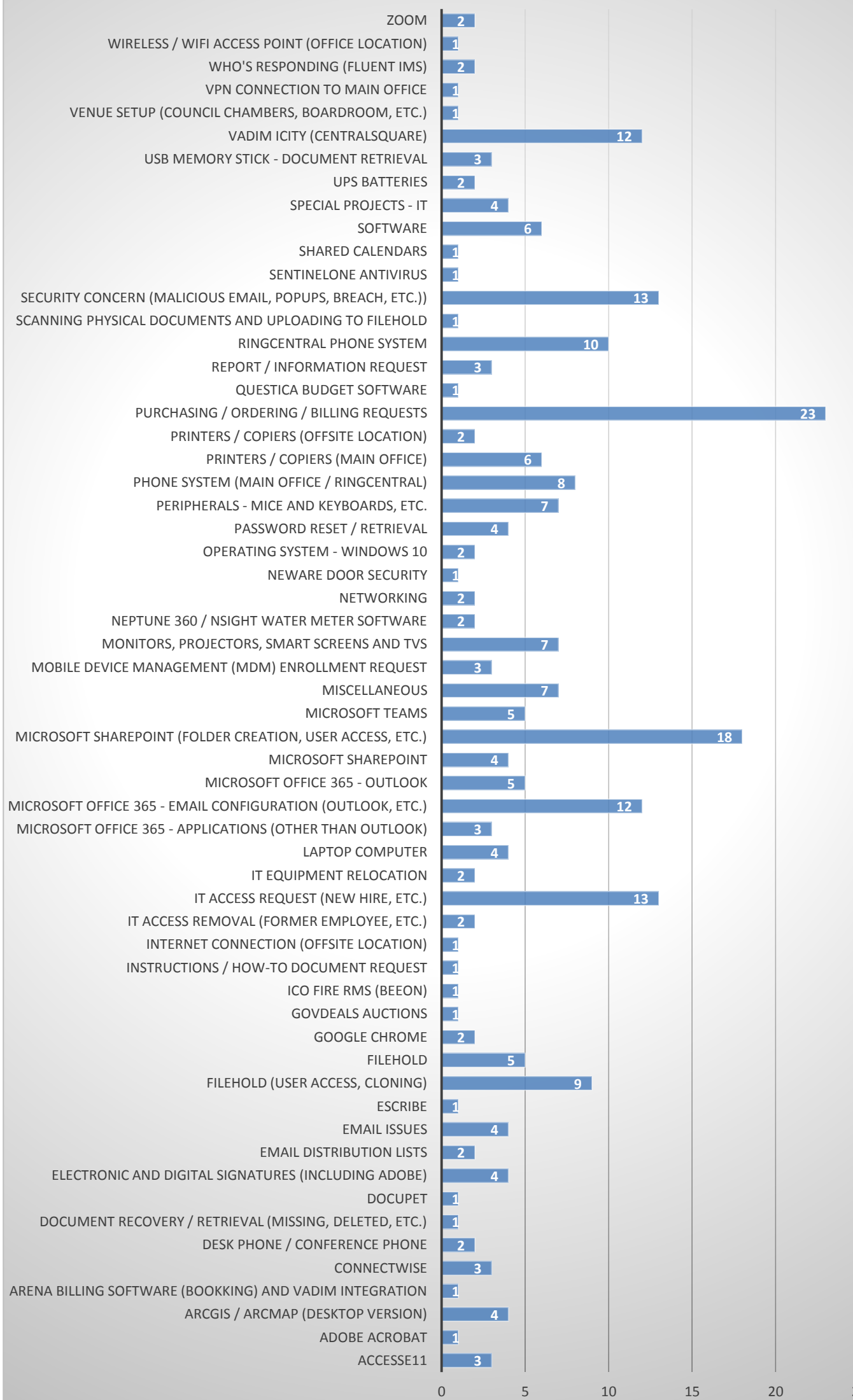
In summary, there were 254 IT tickets submitted between January and April 2021. Of those, the most tickets were associated with billing and purchase. This is due in part to the telecommunications review that was undertaken in 2020 – 2021. Improved internet and mobile phone service have been secured; however, a great deal of time has been spent with invoice and billing review.

Also of note are the number of tickets associated with Vadim, our financial software package at 12, Microsoft Office configuration at 12, IT access for new hires, including 7 students and multiple platforms. This work requires at least a half day for each position.

There are also a number of requests associated with records management, Filehold access and configuration at 14 and Sharepoint at 18.

It is important to note that some tickets do not require a great deal of time, but some may require support from our IT managed service provider or alternate vendor support.

South Stormont Corporate Services IT Tickets
January - April, 2021





To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: May 26, 2021
Subject: Three Year Budget Process (2022-2024)

Recommendation:

That Council direct staff to proceed with implementation of a three-year budget for 2022 through 2024.

Executive Summary:

With the installation of Questica budget management software, the Township has the ability to prepare a multi-year budget. A three-year budget will be an important part of long-term financial plan for the Township. This report recommends the multi-year budget process commence for the 2022-2024 time period.

Background:

Multi-year budgeting is defined as the development and formal adoption of an expenditure and revenue document that spans two or more years. By implementing a budget that estimates expenses and revenue for more than one year at a time, governments are obliged to consider the long-term impact of budget requests because of how they affect future years.

Multi-year budgeting will bring follow benefits to the Township:

1. Improves long-term strategic planning.
2. Encourages the anticipation of problems.
3. Prevents budgeting burnout.
4. Improves revenue forecasting.
5. Opportunity for citizen engagement.

With a three-year budget (2022-2024), the Township will have a clearer future financial picture for the community, and it will provide a financial platform for managing operations for a three-year period.

A three-year budget (2022-2024) will create a solid base for long-term financial planning and with it, Council can make long-term financial decision with more accurate and accurate information.

Options:

1. That Council direct staff to prepare a three-year budget for 2022-2024.

2. That Council does not direct a three-year budgeting process.
3. Other

Financial Impact:

A 3-year budget for 2022-2024 will provide financial measurements for the Township.

Others Consulted:

CAO

Directors



To: Council
From: Peter Young, Director of Planning/Building
Date of Meeting: May 12, 2021
Subject: 2021 Update of Subdivision and Site Plan Guidelines

Recommendation:

That Council direct staff to bring forward a by-law updating the Township's Site Plan and Subdivision Guidelines based on the following key priorities:

1. Removal of provision allowing lots to be held for securities and standardizing security requirements at 100% for subdivisions and 50% for site plans
2. Updating landscaping standards
3. Applicable updates to technical requirements
4. Adjustments to timing for paving

Background:

The Township of South Stormont adopted its Site Plan and Subdivision Guidelines (<https://www.southstormont.ca/en/business-and-development/resources/Planning/Site-Plan-and-Subdivision-Guidelines.pdf>) on June 12, 2015. These guidelines help provide applicants an understanding of the expectations of the municipality for development and provide consistency for the standards of roadway widths, servicing, stormwater management, and other components.

Staff are recommending several updates to the guidelines to assist with achieving compliance and providing clarity for development requirements. These include the following:

Security requirements: Currently the municipality requires 125% security to be provided for plans of subdivision and 10% for site plan control application. Security is used to ensure that the developer completes their obligations as per the agreements with the municipality. This is especially important for subdivision applications where the municipality will be taking over the infrastructure.

Currently developers can provide the security for subdivisions in the form of cash/certified cheque, letter of credit, and mortgages on lots, with a minimum of \$50,000 or 10% of the cost of the development to be provided in cash/cheque/letter of credit and the rest can be provided in lots. Although this is financially beneficial for the subdivider as it reduces their need to borrow, it puts the municipality at great financial risk. If the developer goes bankrupt or walks away there are limited options to recover the funds and the municipality may be

competing with other creditors. If the municipality is successful in recovering the lots, it would then need to complete the subdivision and sell the lots, which is outside the mandate of the Township and may affect the municipalities borrowing limits. The municipal solicitor has also recommended that the municipality no longer accept lots as security.

Staff also reviewed security requirements with several other SDG municipalities. North Dundas requires 100% security in the form of cash or letter of credit. South Glengarry requires 100% for urban subdivisions and 50% for rural estate lot subdivisions. North Stormont requires 100% for subdivisions and 50% for site plans.

It is recommended that the security requirements for subdivisions in South Stormont be reduced from 125% to 100%, and that the municipality remove the ability for the developers to provide lots for security. Through this change it is also recommended that the municipality develop pre-servicing agreements to allow security for underground infrastructure to be provided separately from the roadway, which will reduce the financial burden on developers.

It is also recommended that the security requirements for site plans be increased from 10% to 50%. Staff have found that the 10% requirement gives little incentive for developers to finish projects and have had challenges with enforcement.

Landscaping requirements: The municipality requires landscaping for commercial, industrial, and multi-residential site plans. However, there is limited detail in the guidelines. The attached guidelines were prepared with assistance from the Raisin Region Conservation Authority and the City of Cornwall. They would establish requirements for trees in new subdivisions and provide guidance for site plans in terms of acceptable species and spacing between trees. This will support the Township's Tree Canopy and Natural Vegetation Policy and promote public realm improvements.

Update to technical requirements: The existing guidelines are six years old and Public Works has requested that some of the drawings and references to technical standards be updated to reflect current practice and engineering standards. For example, stormwater total suspended solid removal is set at 70% in the guidelines but the standard required through the Conservation Authority and Provincial review process is now 80%.

Adjustments to timing for paving: Currently, the Township's standard subdivision agreements have provisions that the base asphalt *may* be commenced one year after the granular grade is finished, and the Township *may* request that the developer pave the roadway. Recently the municipality has seen challenges with enforcing this provision, especially with the lack of

cash security to complete the works. It is recommended that subdivision agreements include specific dates for paving (similar to the attached sample agreement from South Glengarry) and that the security reduction requirements also be tied to paving the roadway.

Options:

1. That Council direct staff to bring forward a by-law updating the Township's Site Plan and Subdivision Guidelines based on the following key priorities:
 1. Removal of provision allowing lots to be held for securities and standardizing security requirements at 100% for subdivisions and 50% for site plans
 2. Updating landscaping standards
 3. Applicable updates to technical requirements
 4. Adjustments to timing for paving

This is the recommended option.

2. That the proposed changes be revised based on Council direction.
3. Other

Financial Impact:

The changes to the financial security requirements should better protect the municipalities interest and ability to recover costs.

Others Consulted:

Director of Public Works, Director of Finance, Municipal Solicitor



DRAFT LANDSCAPING STANDARDS

GENERAL

- All development that is subject to site plan control, as outlined in By-Law No. 2009-11, and all proposed plans of subdivision shall be required to comply with the landscaping requirements of this section, unless explicitly exempted by the Township in its sole discretion.
- The Township strongly encourages the retention and incorporation of existing tree cover, plant material grading, ponds and other site features into landscaping plans. In certain cases, the minimum required plant materials may be supplemented by existing tree cover and plant materials on a site, at the discretion of the Township.
- All planting materials shall adhere to the list of native landscaping species outlined in **Schedule A – List of Native Species**, unless otherwise approved in writing by the Township.
- Special exemptions to **Schedule A** may be made for sustainability measures particularly with regards to alternative groundcover choices.
- Landscaping plans shall be prepared by a landscape architect or other qualified person(s) as determined by the Township in its sole discretion.
- A landscaping plan shall include the following:
 - Boundaries and dimensions of the site, as well as any easements.
 - Location and dimensions of all buildings, parking areas, driveways and entrances, as well as all existing/proposed underground and overhead services (i.e. power lines).
 - Location of all existing plant materials to be retained.
 - Location of all new plant materials.
 - Dimensions of any planting beds/landscaped areas.
 - Materials list including all name(s), quantities and size(s) (caliper) of all plant materials.
 - a cost estimate respecting the proposed landscaping works and plant materials.
- To provide a year-round display of colour and interest, a tree mix of 50% coniferous and 50% deciduous is encouraged.

SUSTAINABLE AND ADAPTABLE

- All landscaping plans shall illustrate a commitment to ecological sustainability and the acknowledgement of a changing climate.
- The Township is committed to addressing the impacts of climate change through encouraging adaptive and responsive landscape design. Landscaping plans are strongly encouraged to reflect both a commitment to reducing greenhouse gas emissions as well as the mitigation of the impacts of a changing climate into the future. All landscaping plans shall consider the following:
 - The use of drought tolerant species.
 - Utilizing permeable surface materials to help mitigate flooding and “heat island” effects.
 - Incorporating “rain gardens” where possible and appropriate.
 - The use of shade trees in public areas such as parking lots.
 - Methods to reduce the need for watering and the use of chemical fertilizers and pesticides.
 - Innovative choices for ground cover to reduce the need for mowing and/or ongoing maintenance. Species to consider where appropriate may include: White Clover, low-growing Thymes, Prostrate Juniper, Sweet Woodruff, Stonecrops, Creeping Jenny, Dead Nettle, Buffalo Grass and Bearberry Cotoneaster among others.
 - The use of species attractive to pollinators such as honeybees.
- To facilitate overall resistance to disease and future climate conditions, landscaping plans shall incorporate trees of varying species with differing lifespans and characteristics within the context of species in the surrounding area.
- Wherever possible, coniferous species shall be placed to help block winter winds and deciduous species located to provide summer shade.
- Although often outside the scope of a traditional landscaping plan, the Township also encourages the use of “green roofs” and other more structure-based means of achieving a more sustainable, resilient future.

SECURITY

- As a condition of a Site Plan or Subdivision Agreement the owner is required to provide the Township an irrevocable letter of credit, or other form of security acceptable to the Township, equal to 100% of the estimated costs of the approved landscaping works. Upon satisfactory installation of the landscaping the security amount held (for landscaping only) will be reduced to 25% of the original amount and will continue to be held by the Township for a warranty period of two (2) full growing seasons to ensure the landscaping takes.

MINIMUM NUMBERS AND STANDARDS

Commercial/Industrial Development/Non-Residential	
1 tree / 10 metres of road frontage	1 tree / 15 metres remaining site perimeter
1 shrub / 7.5 metres of site perimeter	
Multi-Unit Residential	
1 tree / 10 metres of frontage + 0.5 trees / dwelling unit (min 1)	
1 shrub / 7.5 metres of site perimeter	
Subdivision	
1 tree / residential lot	
30 trees / ha of park and open space	
Tree buffers may be required abutting existing development	
Parking	
1 tree / 4 parking spaces (minimum 1 tree)	
3 shrubs / 4 parking spaces (minimum 3 shrubs)	
Parking – Landscaped Island	
1 deciduous tree / 8.25 m ² of landscaped island	
2 shrubs / 8.25 m ² of landscaped island	

MINIMUM SIZING REQUIREMENTS

- 50mm caliper for deciduous trees
- 1.82m height for coniferous trees
- 0.3m height & 0.45m spread for shrubs

LAYOUT / DESIGN GUIDELINES

- Under no circumstances shall any plant materials be located within a road right-of-way unless explicit written permission is received from the Township.
- Plantings are encouraged to be clustered in planting beds consisting of a mix of trees and shrubs rather than linear row planting. Mulching will be required for all planting beds and must extend a minimum of 0.5 metres from the central base/root ball diameter of any trees and/or shrubs within the planting bed.
- Plant materials with a mature height over 0.5 metres shall not be located within a site triangle for a roadway.

- Trees shall generally be located no closer than 1.5 metres to any entrance and/or property line, and 3 metres to a building.
- Trees are encouraged to be spaced a minimum of 2 metres apart.
- For parking areas containing more than four (4) spaces, a landscaping strip no less than 3 metres in width shall be provided adjacent to all streets and abutting lot lines.
- Where parking for more than ten (10) vehicles is proposed, a minimum of one (1) landscaped island measuring a minimum of 1.5 metres in width and 5.5 metres in length will be required for every ten (10) spaces so as to provide visual relief and organize larger areas of parking into smaller cells. No more than 10 continuous parking spaces shall be located in a row of parking without separation by a landscaped island.
- Planting will not be permitted within existing/future swales or ditches.
- Plantings are encouraged to be located where they will not obscure windows and/or any lighting proposed or existing on a site or building.

SCHEDULE A – LIST OF NATIVE SPECIES

<i>Deciduous Trees</i>		
Name	Botanical Name	Upper Mature Height (m)
Cottonwood	<i>Populus trichocarpa</i>	35
Sugar Maple	<i>Acer saccharum</i>	35
White Oak	<i>Quercus alba</i>	35
Basswood	<i>Tilia americana</i>	35
Silver Maple	<i>Acer saccharinum</i>	35
Black Walnut	<i>Juglans nigra</i>	30
Honey Locust	<i>Gleditsia triacanthos</i>	30
Red Maple	<i>Acer rubrum</i>	25
American Beech	<i>Fagus grandifolia</i>	25
Butternut	<i>Juglans cinera</i>	25
Bitternut Hickory	<i>Carya cordiformis</i>	25
Red Oak	<i>Quercus rubra</i>	25
White Birch	<i>Betula papyrifera</i>	25
Shagbark Hickory	<i>Carya ovata</i>	25
Trembling Aspen	<i>Populus tremuloides</i>	25
Black Cherry	<i>Prunus serotina</i>	22
Large-toothed Aspen	<i>Populus grandidentata</i>	20
Bur Oak	<i>Quercus macrocarpa</i>	15
Grey Birch	<i>Betula populifolia</i>	12
Black Willow	<i>Salix nigra</i>	12

<i>Coniferous Trees</i>		
Name	Botanical Name	Upper Mature Height (m)
White Pine	<i>Pinus strobus</i>	30
White Spruce	<i>Picea glauca</i>	20
Red Pine	<i>Pinus resinosa</i>	20
Tamarack	<i>Larix laricina</i>	20
Balsam Fir	<i>Abies balsamea</i>	20
White Cedar	<i>Thuja occidentalis</i>	15

<i>Small Trees / Shrubs</i>		
Name	Botanical Name	Upper Mature Height (m)
Weeping Willow	<i>Salix alba</i>	25
Hackberry	<i>Celtis occidentalis</i>	21
Downy Serviceberry	<i>Amelanchier arborea</i>	12
Staghorn Sumac	<i>Rhus typhina</i>	10
Mountain Ash	<i>Sorbus americana</i>	10

Canada Plum	<i>Prunus nigra</i>	10
Pussy Willow	<i>Salix caprea</i>	9
Nannyberry	<i>Viburnum lentago</i>	9
American Elder	<i>Sambucus canadensis</i>	8
Common Lilac	<i>Syringa vulgaris</i>	6
Beaked Hazel	<i>Corylus cornuta</i>	6
Green Alder	<i>Alnus crispa</i>	5.5
Alternate-Leaf Dogwood	<i>Cornus alternifolia</i>	5
Speckled Alder	<i>Alnus incan</i>	4
American Hazel	<i>Corylus americana</i>	4
High bush Cranberry	<i>Viburnum trilobum</i>	3
Button Bush	<i>Cephalanthus occidentalis</i>	3
Ninebark	<i>Physocarpus opulifolius</i>	2.5
Wild Raisin	<i>Viburnum cassinoides</i>	2.5
Red Osier Dogwood	<i>Cornus stolonifera</i>	2
Sandbar Willow	<i>Salix exigua</i>	2
Swamp Rose	<i>Rosa palustris</i>	2
Grey Dogwood	<i>Cornus racemosa</i>	2
Choke Berry	<i>Aronia melanocarpa</i>	1

Groundcover		
Name	Botanical Name	Upper Mature Height (m)
Lady Fern	<i>Athyrium felix-femina</i>	2
Ostrich Fern	<i>Matteuccia struthiopteris</i>	1.7
Big blue Stem	<i>Andropogon gerardii</i>	1.65
Indian Grass	<i>Sorghastrum nutans</i>	1.5
Little Blue Stem	<i>Schizchyrium scoparium</i>	1.5
Prairie Cord Grass	<i>Spartina perctinata</i>	1.5
Switch grass	<i>Panicum virgatum</i>	1.5
Meadowsweet	<i>Spiarea alba</i>	1
Sensitive Fern	<i>Onoclea sensibilis</i>	0.55
Maidenhair Fern	<i>Adiantum pedatum</i>	0.5
Wintergreen	<i>Gaultheria procumbens</i>	0.15

SAMPLE AGREEMENT – PAVING REQUIREMENTS – SOUTH GLENGARRY

NOTE: It is understood and agreed that this Schedule forms part of the Township of South Glengarry Subdivision Agreement.

DECLARATION OF "PROGRESS AND COMPLETION"

SUBDIVISION:
DEVELOPER:
CONSULTING ENGINEER:

As required by the Agreement between the Corporation of the Township of South Glengarry and _____, and the Developer dated:_____

1. The Developer hereby agrees and undertakes to complete the construction of the works as required by the above mentioned Agreement in accordance with the time schedule for completion of services as approved by the Township Engineer and more specifically in accordance with the following schedule and conditions:
- a) Sewer and water main installation November 30, 2018
 - b) Granular "B" and Granular "A" on or before November 30, 2018
 - c) Grading, top soil and seeding of ditches and back slopes on or before November 30, 2018
 - d) Hard surface on or before November 30, 2018
 - e) Top coarse asphalt November 30, 2019

The Developer agrees and undertakes to complete the construction of the works in accordance with the dates provided above, provided it is not prevented from doing so by some act of the Township, strikes, weather conditions and, without limiting the generality of the foregoing, any other contingency over which it has no control.

2. The Developer further agrees that the Township is hereby authorized to carry out at his expense any of the work set out in the Declaration not finished on or before the completion dates, to be commenced not sooner than one week following such completion date, it being understood and agreed that the Township's authorization is limited only to that work required under the Declaration.
3. The Developer undertakes to properly maintain the gravel road base at all times and to keep all roads in a mud-free and dust-free condition until such time as the roads, including boulevards, have been completed.
4. The Developer further agrees and the Township is hereby authorized to undertake any of the maintenance work as set out under Section 3 hereof, not completed within 24 hours after receipt of such request for maintenance, at his expense, and without limiting the generality of the foregoing, the Township's cost shall be the cost of materials, equipment rental, labour, payroll burden, plus twenty (20%) percent for overhead.

SIGNED _____

Township of South Stormont
ACTION REQUEST
Parks and Recreation Department



To: Council
From: Kevin Amelotte – Director of Parks and Recreation
Date of Meeting: May 12, 2021
Subject: Lakeview Waterfront Park – 2021

Recommendation:

Whereas updated directions have been received from the Eastern Ontario Health Unit that are reasonable and allow flexibility in the daily operation of the Lakeview Waterfront Park;

And whereas it is Council's desire to responsibly operate the Lakeview Waterfront Park, meeting Covid-19 requirements.

Now therefore be it resolved that Council hereby rescinds Resolution No. 111/2021, and further, directs staff to maintain necessary monitoring protocols to ensure social distancing and capacity limitations are maintained at this location.

Executive Summary:

Based on requirements received, a recommendation to close Lakeview Waterfront Park was presented for Council's consideration on April 28, 2021. Following discussion, Resolution No. 111/2021 was passed:

Resolution No. 111/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

That Council directs staff to close the Lakeview Waterfront Park from May 20 to September 7, 2021, or until such 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.

CARRIED.

As a result of concerns expressed by residents and members of Council, staff have further investigated options for the park both immediately and for the remainder of the summer. This report provides an overview of discussions held and a recommendation to have the park remain open, pending requirements in Provincial Orders, as a result.

Background:

Staff has been in constant contact with representatives of the Eastern Ontario Health Unit (EOHU) since the last regular meeting of Council on April 28, 2021. Most recently a meeting was held on May 10th between Township staff, the Mayor, and the Program Manager of the EOHU for the following.

1. **CURRENT PARK OPERATIONS:** Under the current Provincial Orders (O.Reg. 82/20 and O.Reg. 265/21) it does not indicate that Waterfront Parks and Public Beach Areas are able to remain open during a lockdown. It was agreed that based

on the volume and use immediate closure is not warranted. Staff will continue to monitor the location and make any necessary adjustments during the lockdown.

2. **FUTURE PARK OPERATIONS:** The EOHU understands that the Township has limited resources available to staff this location on a permanent basis. In addition, overcrowding issues in 2020 may have been exaggerated due to the closure of the beach properties operated by the St. Lawrence Parks Commission. Once the lockdown is lifted the Township has ensured EOHU that current Recreation Facility Operators will perform multiple spot checks at this location daily to ensure social distancing and capacity issues are being observed. Any issues with crowd control will be reported immediately to the OPP, By-Law Officer, and EOHU. If distancing protocols at this location become a concern, the park will need to be closed until such time that the Township can provide permanent staffing solutions.
3. **CONSISTENCY ACROSS THE REGION:** It was agreed that every waterfront park / beach area across the EOHU region offers unique challenges due to popularity, size, and amenities. It is however important that all municipalities work within their capabilities to address the regulations and guidelines. They are responsible for their plans being in place for safe operation of all recreation facilities during the pandemic. Staff will work with the SDG Recreation Networking Group and the EOHU to set-up another information session to review these guidelines.

As a result of discussions with the EOHU, the newly agreed approach will allow the Township to start the season at Lakeview Waterfront Park utilizing the current compliment of Recreation Operators and seasonal employees.

The Township has confirmed that Facility Operators will be available for multiple spot checks of this location on a 7 day per week basis.

Moreover, additional signage will be ordered and installed at this location ensuring Covid-19 measures are communicated clearly.

Options:

1. That the Township rescind Resolution No. 111/2021 directing the closure of the Lakeview Waterfront Park and proceed to operate the park with a focus on maintaining Covid-19 requirements.
2. That the Township not rescind Resolution No. 111/2021 and confirm the closure of Lakeview Waterfront Park from May 20 to September 6, 2021.
3. Other.

Financial Impact:

Option 1 would have no impact to the 2021 budget.

Others Consulted:

Eastern Ontario Health Unit
Recreation Networking Group of SD&G



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: May 12, 2021
Subject: By-law No. 2021-044 Automatic Aid Agreement with South Dundas

Recommendation:

That By-law No. 2021-044, being a by-law to revise and execute an Automatic Aid Agreement with the Municipality of South Dundas be read and passed in open Council, signed and sealed this 12th day of May, 2021.

Executive Summary:

The Township of South Stormont and the Municipality of South Dundas have collaborated in the past and generated an Automatic Aid Agreement. This report describes necessary updates.

Background:

This by-law authorizes an Automatic Aid Agreement with the Municipality of South Dundas to extend fire protection services for Willbruck Drive West, Ault Island in the Municipality of South Dundas.

In July 2019, Council passed Bylaw No. 2019-58 to authorize the Automatic Aid Agreement with the Municipality of South Dundas. The agreement had expired and as such, a review conducted with revisions made pursuant to samples provided by the Ontario Fire Marshal's Office. Additionally, minor adjustments to terms, definitions and insurance clauses were made to ensure clarity.

This new Agreement has two additions, the response for coverage of "*ICE WATER RESCUE*" services for the Municipality of South Dundas, and coverage for the residents of South Dundas during the demolition and reconstruction of the Nudell Bush Road east side of the overpass of Provincial Highway 401.

South Dundas Fire & Emergency Services does not provide and are not trained to rescue in the event an individual falls through any ice surface on any body of water. This is a needed service as there are many inlets where ice fishing, skating and other winter activities take place. South Stormont Fire Services would respond to the scene and be the lead rescuers in the event of an ice water emergency. South Stormont Fire Services are trained and have all the equipment and tools need to perform such a rescue. The South Dundas Fire would assist in any way from shore as needed.

Options:

1. That Council accept and approve the Automatic Aid Agreement with the Municipality of South Dundas.
2. That Council not accept and approve the proposed agreement.
3. Other.

Financial Impact:

The agreement provides for reimbursement of cost for equipment, materials and manpower for firefighting, use of (auto) extrication equipment or any other response or incidents a fire department would normally respond to.

Reimbursement is based on Ministry of Transportation established rates as follows:

- First hour per piece of equipment – MTO rate (cost recovery)
- Each additional half hour or part thereof - MTO rate (cost recovery)

Risk and Asset Management Considerations:

The Automatic Aid Agreement provides both municipalities with opportunities for efficiencies due to services offered and geographic location when responding. It would be inefficient and reduce the level of service provided.

Others Consulted:

Director of Corporate Services/Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-044

BEING a by-law to enter into an automatic aid agreement with the Municipality of South Dundas.

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 *Fire Protection and Prevention Act, 1997*, S. O. 1997, c. 4 s. 2 (6) permits municipalities to enter into an Automatic Aid Agreement to provide or receive the initial or supplemental responses to fires, rescues and emergencies;

AND WHEREAS the Township of South Stormont desires to enter into an Automatic Aid Agreement with the Municipality of South Dundas for fire protection services.

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

1. That the Corporation of the Township of South Stormont enter into an Automatic Aid Agreement with the Municipality of South Dundas for the purpose of fire protection services.
2. That the Mayor and Clerk are hereby authorized to execute the agreement attached hereto as Schedule "A", and forming part of this by-law.
3. That any by-law inconsistent to this by-law is hereby repealed.

READ and passed in open Council, signed and sealed this 12th day of May, 2021.

Mayor

Clerk

THIS AGREEMENT made in duplicate the 26 day of April, 2021.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

hereinafter called "South Stormont"

OF THE FIRST PART:

and

THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

hereinafter called "South Dundas"

OF THE SECOND PART:

WHEREAS pursuant to the *Municipal Act, 2001*, as amended, Municipalities may enter into an Agreement with one or more local bodies to jointly provide for their benefit any matter which all have the power to provide their own bodies;

AND WHEREAS pursuant to the Fire Protection and Prevention Act, 1997, as amended, permits municipalities to enter into an Automatic Aid Agreement to provide or receive the initial or supplemental response to fires, rescues and emergencies.

NOW THEREFORE in consideration of the mutual covenants and Agreements herein contained, it is mutually agreed between the parties hereto, as follows:

1. In this Agreement:

- a) "**Automatic Aid Agreements**" for the purposes of the Fire Protection and Prevention Act, 1997, an *automatic aid agreement* means any Agreement under which:
 - i) a Municipality agrees to ensure the provision of an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department in the Municipality is capable of responding more quickly than any Fire Department situated in the other Municipality; or,
 - ii) a Municipality agrees to ensure the provision of a supplemental response to fires, rescues and emergencies that may occur in a part of another Municipality where a Fire Department situated in the Municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the of the other Municipality.

- b) "**Fire Chief**" means the Fire Chief appointed by each individual Municipality or his/her designate.
 - c) "**Department**" means the Fire Department in the fire area.
 - d) "**Designate**" means the person who, in the absence of the Fire Chief, is assigned to be in charge of a particular activity of the Fire Department, and who has the same powers and authority as the Fire Chief.
 - e) "**Fire Area**" means the Fire Area of the Municipality as described in Schedule "A" attached hereto and forming part of this Agreement.
 - f) "**Fire Department**" means the Department supplying the Automatic Aid coverage.
 - g) "**Ice Water Rescue**" means a **rescue** in static **water** that usually begins with a pet or a person going out onto a lake or pond where the condition of the **ice** is not safe, and they fall through. They are unable to self-rescue and trained personal are required to rescue them.
2. The **Fire Department** will supply, except as herein after limited or excluded, **Automatic Aid** to South Dundas in the **fire area** as described in Schedule "A" attached hereto and forming part of this Agreement.
 3. The fire apparatus and personnel of the **Fire Department** will respond to occurrences in the **fire area** of South Dundas.
 4. The **Fire Department** will supply **Ice Water Rescue** service to Municipality of South Dundas when contacted by the South Dundas Fire & Emergency Services for the purpose of **Ice Water Rescue** along the St. Lawrence River or any other water way in the Municipality as required.
 5. The **Fire Department** shall notify the South Dundas **Fire Chief** for calls other than structure fires by phone or through dispatch and give an update.
 6. The Department responsible for the **fire area** shall respond if required.
 7. Notwithstanding Section 3 above, the **Fire Chief** may refuse to supply the described response to occurrences if such response, personnel, apparatus or equipment are required in the **Fire Department** area or elsewhere. Similarly, the **Fire Chief** may order the return of such personnel, apparatus or equipment that is responding to or is at the scene of an emergency within the **fire area**.
 8. The **Fire Chief** shall have full authority and control over any and all activities in which the **Fire Department** may be engaged in the **fire area** of South Dundas until command is transferred to an Officer of the South Dundas Fire & Emergency Services.
 9. The **Fire Chief** shall report to South Dundas all occurrences in the **fire area** to which the **Fire Department** has responded.

10. The **Fire Department** agrees to provide confirmation, satisfactory to South Dundas, that their communications centre (dispatch) is familiar with the recognized **fire area**.
11. South Dundas agrees to maintain all streets and roads in the **fire area** identifiable by having them clearly marked at all intersections.
12. South Dundas shall be responsible for establishing and notifying in the manner and to the extent deemed necessary, residents and occupants of the **Fire Area**, of the procedures for reporting an emergency and of the services provided by the **Fire Department**.
13. In consideration of the **Automatic Aid Agreement** undertaken by the **Fire Department** and South Dundas, the Municipality of South Dundas shall reimburse the **Fire Department** at the rates outlined in Schedule "B".
14. Notwithstanding anything herein contained, no liability shall attach or accrue to the **Fire Department** for failing to supply to South Dundas on any occasion, or occasions, and of the **Automatic Aid Agreement** provided for this Agreement.
15. The parties agree that this Agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).
16. Any dispute between the parties to this Agreement, or any of them, with respect to any matter contained in this Agreement, including, but not limited to the interpretation of the Agreement, the dispute shall be submitted to arbitration under the Provisions of the Municipal Arbitration's Act, R.S.O. and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this Agreement. If for any reason the said Arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitration's Act, then the parties hereto shall agree to the selection of a single arbitrator, and in the absence of Agreement, such arbitrator shall be appointed by a Judge of the Supreme Court of Ontario.
17. In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect.
18. This Agreement shall be in force for a period of five (5) years commencing on 2021 and expiring on 2025, and thereafter shall be automatically renewed from year to year unless in any either party gives notice to the other party, as set out in Section XX
19. Notwithstanding Section 17 setting out the termination date of the Agreement, the **Automatic Aid Agreement** may be renewed or extended by the mutual consent of the parties.

20. Insurance:

Each party shall maintain for the duration of the agreement, the following insurance:

- a) Municipal Liability Insurance issued on an occurrence basis for an amount of not less than \$25,000,000.00 per occurrence / \$25,000,000.00 annual aggregate for any negligent acts or omissions by the Municipality relating to their obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; medical malpractice; personal injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; broad form completed operations; owners & contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employers liability; tenants legal liability; cross liability and severability of interest clause
- b) The Corporation of the Municipality of South Dundas shall add the Corporation of Township of South Stormont as an Additional Insured subject to a waiver of subrogation with respect to the operations of the Municipality. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Corporation of the Township of South Stormont.
- c) The Corporation of Township of South Stormont shall add the Corporation of the Municipality of South Dundas as an Additional Insured subject to a waiver of subrogation with respect to the operations of the Corporation of Municipality of South Dundas. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Corporation of the Municipality of South Dundas.
- d) Each party shall carry Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$25,000,000.00 inclusive for each and every loss.
- e) Each party shall carry Environmental Liability for a limit of not less than \$2,500,000.00 per incident / \$5,000,000.00 Aggregate covering gradual and sudden & accidental incidents arising from their operation. Coverage shall include third party liability for bodily injury and property damage including loss of use and on-site / off-site clean-up. If such insurance is a claim-made basis, such insurance shall be maintain for 2 years following conclusion of services or contain a 24-month extended reporting period.
- f) Each party shall be responsible for the any deductible under their own insurance policy. Each party shall keep their property / assets insured – failure to do so will not impose any liability on the other party.

- g) The Policies shown above shall not be cancelled unless the Insurer notifies the Municipality and/or Township in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality and/or Township.
- h) Each party shall provide the other party with a certificate of insurance evidencing the above noted coverage prior to execution of service.

21. Indemnification:

- a) The Corporation of the Municipality of South Dundas shall defend, indemnify and save harmless the Corporation of the Township of South Stormont, their elected officials, officers, employees and volunteers from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Corporation of the Municipality of South Dundas, their officers, employees, volunteers, or others who the Named Insured is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided each party in accordance with this agreement and shall survive this agreement.
- b) The Corporation of the Township of South Stormont shall defend, indemnify and save harmless the Corporation of the Municipality of Dundas, their elected officials, officers, employees and volunteers from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury or to damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Corporation of the Township of South Stormont, their officers, employees, volunteers, or others who the Named Insured is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided each party in accordance with this agreement and shall survive this agreement.

IN WITNESS WHEREOF the parties have executed this agreement this 30 day of April, 2021 in the Municipality of South Dundas, County of Dundas, in the Province of Ontario.

SIGNED, SEALED and EXECUTED

The Corporation of the Township of South Stormont

Mayor

Clerk

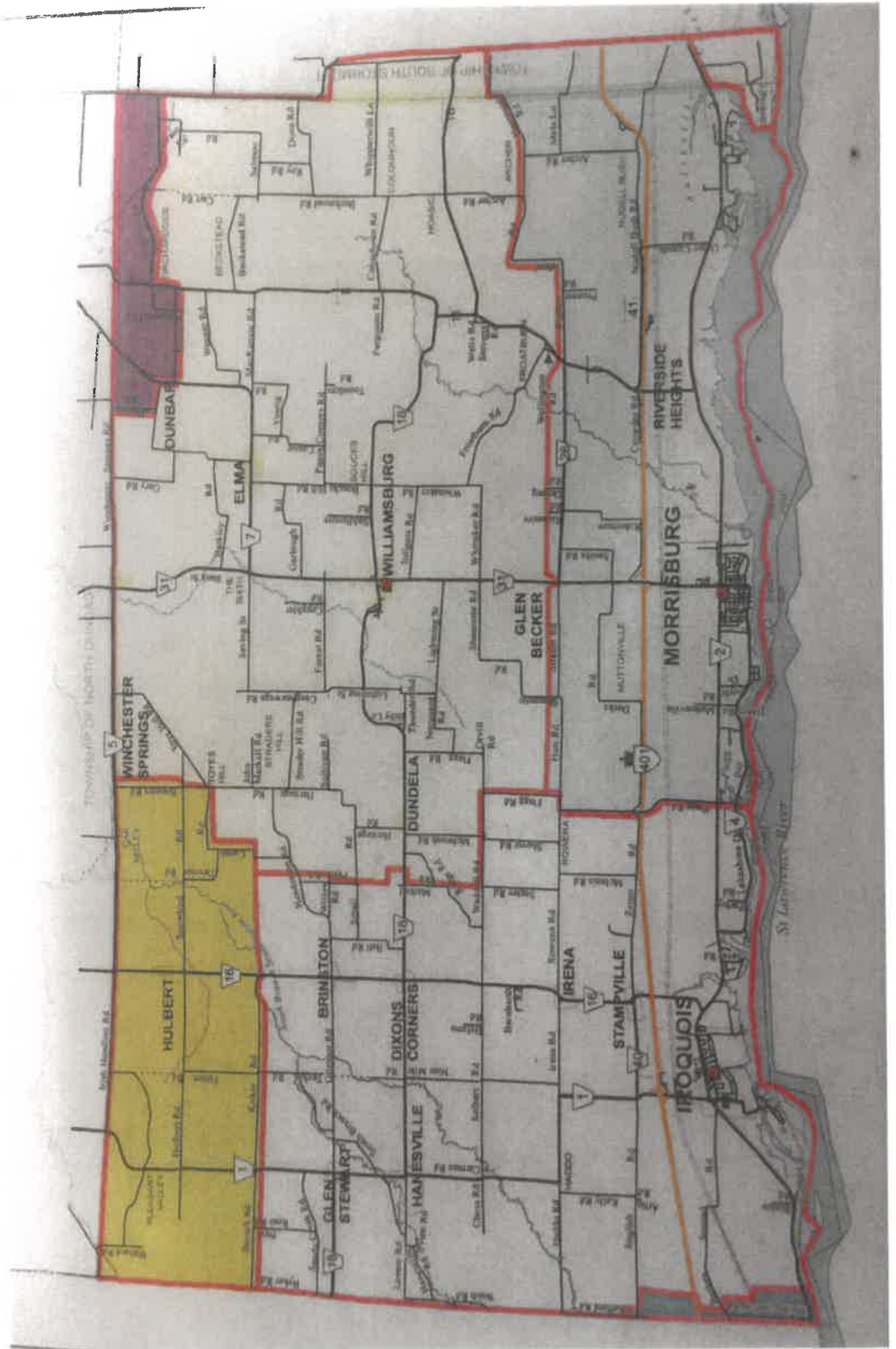
The Corporation of the Municipality of South Dundas



Mayor



Clerk



Schedule "A" (Continued)

Area coverage description as follows:

Willbruck Drive Start at civic number 13849 to 13917.

Schedule "B"

Fees

Reimbursement of cost for equipment, materials, and manpower for taking action to: Prevent or fight fire, use of (auto) extrication equipment, ice water rescue or any other response or incidents the Fire Department would normally respond to in South Stormont, shall be based on the Ministry of Transportation (MTO) established rates as follows:

- First hour per piece of equipment – MTO rate (cost recovery)
- Each additional half hour or part thereof - MTO rate (cost recovery)

Schedule "C"

Nudell Bush Road

Coverage During Underpass Closure

During the closure of Nudell Bush Road during the under-pass construction, that the Municipal Fire Department of South Stormont Cover the Municipality of South Dundas east of Highway 401 during the closure.

Area coverage description as follows:

Nudell Bush Road start at civic number 13567 to 13923 or all properties east of the Ontario Provincial Highway on Nudell Bush Road to the Boundary line of South Stormont.

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-045

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 meetings of the Township of South Stormont, held on April 26 and 28, 2021 are hereby adopted.
2. That the actions of the Council of the Township of South Stormont at the meeting of May 12, 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 12th day of May, 2021.

Mayor

Clerk