



REVISED AGENDA
Township of South Stormont

Wednesday, August 11, 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.

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

13. By-laws

- a. By-Law No. 2021-061 Amend By-Law No. 2021-015 General Fees and Charges 106 - 109
- b. By-Law No. 2021-062 Building By-law 110 - 140
- c. By-law No. 2021-063 Authorize Sale of Land on Hoople 7th Road 141 - 143
- d. By-law No. 2021-064 Authorize the Sale of Land (Lot A on Plan 193, Closed Lepage and Catherine Street) 144 - 147
- e. By-law No. 2021-065 Authorize the Purchase of Parkland 148 - 150

14. Motions and Notices of Motions

15. New Business

16. Closed Meeting

- a. Minutes - July 14, 2021
- b. Minutes - July 15, 2021
- c. * Minutes - August 10, 2021
- d. Litigation or Potential Litigation and Advice that is subject to Solicitor Client Privilege

Specifically: Ontario Land Tribunal File(s) Update

17. Ratification By-Law

- a. By-law No. 2021-066

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18. Adjournment by Resolution

TOWNSHIP OF SOUTH STORMONT
REGULAR MEETING MINUTES

THE EIGHTY-SECOND MEETING
July 14, 2021

Council Present	Mayor Bryan McGillis Deputy Mayor David Smith Councillor Andrew Guindon Councillor Jennifer MacIsaac Councillor Cindy Woods
Staff Present	Debi LucasSwitzer, Chief Administrative Officer Kevin Amelotte, Director of Parks and Recreation Gilles Crepeau, Fire Chief Ross Gellately, Director of Public Works Loriann Harbers, Director of Corporate Services/Clerk David Ni, Director of Finance/Treasurer Mohammed Alsharqawi, Asset Management Program Coordinator Cindy Delgreco, Financial Analyst Ashley Sloan, Deputy Clerk

1. Call Meeting to Order / Opening Remarks

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

2. Confirmation of Agenda

Members were advised of the addition of an Item under closed session.

3. Disclosure of Pecuniary Interest

4. Presentations

5. Public Meeting

6. Delegations

a. Ontario Provincial Police

Officer Blanchette was unable to attend the meeting and sent his regrets.

b. James Pollock, MNP

James Pollock was in attendance to present the 2020 Financial Statements for the Township of South Stormont.

7. Adoption of Minutes

Resolution No. 181/2021

Moved by: Councillor Guindon

Seconded by: Deputy Mayor Smith

That the minutes of the June 23, 2021 meeting be adopted as circulated.

CARRIED

8. Consent Items

Resolution No. 182/2021

Moved by: Councillor Woods

Seconded by: Councillor MacIsaac

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

CARRIED

- a. Monthly Activity Summary - CAO
- b. Monthly Activity Summary - Director of Corporate Services/Clerk
- c. Monthly Activity Summary - Fire Chief
- d. Monthly Activity Summary - Director of Finance/Treasurer
- e. Monthly Activity Summary - Director of Planning/Building
- f. Monthly Activity Summary - Director of Parks and Recreation
- g. Monthly Activity Summary - Director of Public Works

9. Consideration of Items Requiring Discussion

10. Key Information Reports

- a. 2021 Agenda Management
- b. Repeal Heritage Designation Status Update
- c. Emergency Communications Protocol
- d. Municipal Modernization Program Intake #2
- e. COVID-19 Financial Update
- f. Draft Building By-law Update
- g. Asset Management Program Update
- h. Second Quarter Drainage Report
- i. 2021 Requests/Complaints Statistics Update

11. Action Requests

- a. Tender No. 21-2021 East Industrial Park New Road Construction.

Resolution No. 183/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Guindon

That Council award Tender No. 15-2021 East Industrial Park New Road Construction to W.H. MacSweyn Inc. for the amount of \$539,900.00 (applicable taxes excluded) and further, authorize the Director of Public Works to execute the necessary documents to complete the transaction.

CARRIED

- b. Request from Friends of Hoople Creek

Resolution No. 184/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Woods

That Council receive the June 23, 2021, request from the Friends of Hoople Creek, for support for the restoration of the walleye population in Hoople Creek and further consider the proposal in conjunction with the development of the Hoople Bay Waterfront Park, within the Waterfront Master Plan.

Further, that Council invites the Friends of Hoople Creek to apply for funding through the Township's Municipal Grant Program.

CARRIED

- c. Review Staff Accommodation Policy – Declared Pandemic

Resolution No. 185/2021

Moved by: Councillor Guindon

Seconded by: Councillor MacIsaac

That Council adopt the Staff Accommodation Policy – Declared Pandemic as revised and dated, July 14, 2021.

CARRIED

- d. 2020 Financial Statements

Resolution No. 186/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

That Council accept the 2020 Financial Statements as presented and prepared by MNP LLP on July 14, 2021.

CARRIED

- e. Transfer of Reserve Funds 2019 and Ongoing for Ingleside WWTP Capital Costs

Resolution No. 187/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

That Council authorize the transfer of \$78,607.69 from the Lactalis Wastewater Reserve Fund to the Ingleside Wastewater Reserve, representing the 2019 and 2020 fair share contributions towards capital works at the Ingleside wastewater treatment plant; and

Further that all future year end reconciliations include the annual fair share of capital cost contributions be transferred from the Lactalis Wastewater Reserve Fund to the Ingleside wastewater reserve.

CARRIED

12. Committee / Council Member Reports

- a. Upper-Tier Report
- b. Cornwall Township Historical Society
- c. Lost Villages Historical Society
- d. Raisin Region Conservation Authority

- e. South Stormont Sports Hall of Fame
- f. Volunteer Appreciation Committee
- g. South Stormont / South Dundas Doctor Recruitment Committee

13. By-laws

- a. By-law No. 2021-056 Enter into CIP Agreement with James Dingwall

Resolution No. 188/2021

Moved by: Deputy Mayor Smith
Seconded by: Councillor MacIsaac

That By-law No. 2021-056, being a by-law to enter into a Community Improvement Plan Agreement with James Dingwall, owner of Jimmy's Restaurant, be read and passed in open Council, signed and sealed this 14th day of July, 2021.

CARRIED

- b. By-law No. 2021-057 Reserve and Reserve Fund Policy

Resolution No. 189/2021

Moved by: Councillor Guindon
Seconded by: Councillor Woods

That By-law No. 2021-057, being a by-law to adopt a Reserve and Reserve Fund Policy, be read and passed in open Council, signed and sealed this 14th day of July, 2021.

CARRIED

- c. By-law No. 2021-058 Debenture By-law for a Fire Pump Truck

Resolution No. 190/2021

Moved by: Councillor MacIsaac
Seconded by: Deputy Mayor Smith

That By-law No. 2021-058, being a by-law to authorize the issuance and offer of debenture by Ontario Infrastructure and Lands Corporation for the purchase of a Fire Pump Truck, be read and passed in open Council, signed and sealed this 14th day of July, 2021.

CARRIED

- d. By-law No. 2021-059 Enter into an Agreement with the Lost Villages Historical Society

Resolution No. 191/2021

Moved by: Councillor Woods
Seconded by: Deputy Mayor Smith

That By-law No. 2021-059, being a by-law to enter into an Agreement with the Lost Villages Historical Society, be read and passed in open Council, signed and sealed this 14th day of July, 2021.

CARRIED

14. Motions and Notices of Motions

15. New Business

16. Closed Meeting

Resolution No. 192/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

That Council, as provided in Section 239 (2) of the *Municipal Act*, 2001 move into a closed meeting at 6:24 PM to address a matter pertaining to a proposed or pending acquisition or disposition of land by the municipality; Specifically: Sale of Land.

CARRIED

Resolution No. 193/2021

Moved by: Councillor Woods

Seconded by: Councillor MacIsaac

That Council move out of this closed meeting at 6:36 PM.

CARRIED

Resolution No. 194/2021

Moved by: Councillor Guindon

Seconded by: Deputy Mayor Smith

That the recommendations contained in the Confidential Report concerning sale of land be adopted.

CARRIED

17. Ratification By-Law

Resolution No. 195/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

That By-law No. 2021-060 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in open Council, signed and sealed this 14th day of July, 2021.

CARRIED

18. Adjournment by Resolution

Resolution No. 196/2021

Moved by: Councillor Woods

Seconded by: Councillor Guindon

That Council adjourn this meeting at 6:37 PM and return to the call of the chair.

CARRIED

Mayor

Clerk

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

July 15, 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 Loriann Harbers, Director of Corporate Services/Clerk

1. Call to Order

A Committee of the Whole meeting of Council commenced at 5:03 PM at the South Stormont Town Hall.

2. Confirmation of Agenda

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

5. Delegations

6. Staff Reports

7. New Business

8. Closed Meeting

Resolution No. COTW-07-2021

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

That Council, as provided in Section 239 (2) of the *Municipal Act*, 2001 move into a closed meeting at 5:03 PM to address a matter pertaining to personal matters about an identifiable individual and labour relations or employee negotiations; Specifically: Employees

CARRIED

Councillor Guindon joined the meeting at 5:15 PM.

Resolution No. COTW-08-2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

That Council move out of this closed meeting at 7:27 PM.

CARRIED

Resolution No. COTW-09-2021

Moved by: Councillor Guindon

Seconded by: Councillor Woods

That staff be directed to report back at subsequent meetings of Council in relation to personnel items considered.

CARRIED

9. Adjournment by Resolution

Resolution No. COTW-10-2021

Moved by: Councillor Woods

Seconded by: Deputy Mayor Smith

That Council adjourn this meeting at 7:28 PM and return to the call of the chair.

CARRIED

Mayor

Clerk



To: Council
From: Debi LucasSwitzer
Date of Meeting: August 11, 2021
Reporting Month: July 2021
Subject: Monthly Activity Summary – CAO Office

Work Completed:

Human Resources

- Onboarding of 2 new employees
- Offboarding of 1 employee
- Coordinate Staff Deployment at COVID-19 Vaccination Clinic
- HRIS Demonstrations
- Recruitment for Parks and Recreation Coordinator
- Drafting of Health and Safety and HR Policies
- Human Resources Planning (Succession Plan, HR Management Strategy, Preferred Employer Strategy)

Economic Development/Communications

- Attended Ingleside Vendor's Village Grand Opening
- Collaborated with Raisin Region Conservation on media release regarding donation of 100-acres of wetland
- Began preparations for the Fall/Winter Community Guide
- Discussed and implemented website changes/improvements for Finance department pages with Financial Analyst
- Met with Director of Finance and Director of Corporate Services regarding Tax Increment Grant guidelines and processes
- Organized and participated in demonstration of a public emergency alerting system
- Participated in discussion with RTO9 and local EDOs about the needs of the film industry and how to capitalize in Eastern Ontario
- Attended local EDO Working Group meeting

CAO

- Prepared and delivered water requirements in Ontario presentation to Lactalis representatives
- Regular Directors meetings
- Preparation, reviewed all reports for Council meeting
- Parks & Recreation internal interviews for open position
- Met with Auditor regarding year end financial statements

- Biweekly meetings with consultants, Strategy Corp and Pesce & Associates
- Reviewed information and data for the Ministry of Transportation future project listings
- Negotiated changes for Community Risk Assessment & Fire Master Plan Update contract
- Attended 2 HRIS software demonstrations
- Met with Lactalis representative, Industry & Government Relations, to further relationship/collaboration
- Met with EVB Engineering re: IWWTP
- Met with staff on assorted topics, Asset Management, reviewed policy work, etc.
- Received Workplace Bullying and Harassment complaint

Work in Progress:

- Health and Safety & HR Policies
- Human Resources Planning, Organizational development/design
- Consideration of HRIS software
- Fall/Winter Community Guide
- Ongoing website updates/improvements
- Preparation of Speak UP South Stormont site for Community Risk Assessment & Fire MP Update
- Community Risk Assessment & Fire MP Update
- Projects implementation re: Municipal Modernization Program grant
- Interviews for Parks & Recreation vacant position, external candidates
- Investigation related to Workplace Bullying and Harassment complaint
- Ongoing investigation and assessment of public emergency alerting systems
- Relationship development with local industry & SLPC
- Ongoing work with Strategy Corp and Pesce & Associates
- Ongoing regular meetings
- Budget processes
- Strategic Plan timelines and processes for delivery of Goals and Objectives

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services



To: Council
From: Loriann Harbers
Date of Meeting: August 11, 2021
Reporting Month: July 2021
Subject: Monthly Activity Summary-Director of Corporate Services/Clerk

Work Completed:

- Corporate Services students trained for reception purposes – our students covered the reception area while taxes are due and they were exceptional representatives of South Stormont.
- 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
- Processing daily messages and service requests including tax and utility, building permits, burn permits, landfill questions, by-law and miscellaneous Covid-19 related inquiries.
- WTP/WWTP general use computer deployments and new SCADA computer remote access
- Marriage Officiant communication – increasing numbers
- AccessE11 Request, inquiries, and complaints – **141** Complaints for the month of July 2021
- Correspondence issued to designate the Stormont County Fair a municipally significant event in support of acquiring an AGCO license.

Work in Progress:

- Vendor meetings to co-ordinate software implementation and integration as a result of successful Municipal Modernization Program Intake #2 Funding
- Water / Wastewater Hardware replacement
- IT upgrades at Arena to facilitate digital signage
- Noise / nuisance by-law research
- Willy Allan Road transfer project
- Land disposition / acquisition of land policy
- Coordination of marriage license / officiants
- Procedural by-law review
- Business Continuity Plan
- Land Sale activities (7 files underway)
- Maintenance of legal files
- Personnel related meeting(s)



To: Council
From: Yun Ke Ni
Date of Meeting: August 11, 2021
Reporting Month: July 2021
Subject: Monthly Activity Summary-Director of Finance/Treasurer

Work Completed:

- 2021 Fees and Charges By-law amending excluding Building Services Fees and Charges .
- BookKing and Vadim uploading implementation monitoring.
- Bank reconciliation procedure.
- Reserve and Reserve Fund policy review by Council.
- Utility account recoding process within banks.
- Cash receipt remodel
- Fleet budget analysis
- Review draft 2020 audit report from MNP and finalizing the 2020 audit.
- Finance 2020 audit management letter team review

Work in Progress:

- Reserve and Reserve Fund policy:
 - 1. Finalize the policy and obtain approval from Council.
 - 2. Reclassify reserve and reserve funds according to policy.
- 2020 Financial information return:
 - 1. Collect FIR related information.
 - 2. 2020 FIR review with MNP.
- Development charge study: communicate with consultant and prepare related financial information.
- Utility account recoding:
 - 1. Communicate with community.
- Finance record management project.
- Purchase order system study.
- Questica budget software consultation:
 - 1. Internal training of Questica.
 - 2. Financial data transfer and verifying.
- 2022-24 3 years Budget
 - 1. Introduction of multi-year budget.
 - 2. Departmental training.
 - 3. Budget preparation.
- Reports:
 - 1. 2021 COVID-19 financial impact.
 - 2. Asset Management Plan financial updates.

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Fire and Rescue Department



To: Council
From: Gilles Crepeau – Fire Chief
Date of Meeting: August 11, 2020
Reporting Month: July 2021
Subject: Monthly Activity Summary- Fire Chief

Work Completed:

- Weekly SMT Meetings
- Bi-Weekly EOHU Updates
- Weekly Meetings with FPPEO & MLEO
- Monthly Council Meetings
- Monthly SDG Chiefs Meetings
- Monthly S.S Chiefs Meeting
- Annual Pump Test Completed
- Meeting with Long Sault Members
- Reviewed Medical Tiered Agreement

Work in Progress:

- RFQ Newington Pumper Tanker
- Installation of sign at Station 4
- Review SSFR SOG
- Fit Testing for N-95 masks
- Review By-laws
- Live Burn Training
- Pump Ops Course
- Silo Training
- Firefighter 1&2 NFPA certification
- Ordering Bunker gear
- Ongoing By-Law Enforcement
- Cornwall Dispatch Agreement
- Community Risk Profile/ Update of the FMP

Total Calls for Service: 21 Incidents

Station Training:

Station 1	Station 2	Station 3	Station 4
First Aid CRP	First Aid CRP	First Aid CRP	First Aid CRP

Fire Prevention and Public Education

- Fire Responses: 1
- Vulnerable Occupancy Inspection: 1
- Inspection Request: 2
- Plan Review: Lactalis Sprinkler System
- Training/Webinars: 2
- Investigated Burn Complaints
- Public Education at the Long Sault Farmers Market
- Day Care Visit to Fire Hall
- Fire Extinguisher Training at Lactalis

Municipal Law Enforcement Officer

Monthly Report Not Available (Vacation)

To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: August 11, 2021
Reporting Month: July 2021
Subject: Monthly Activity Summary

Work Completed:

- Agreements for new playground equipment in Rosedale and Long Sault.
- Removal of rotten trees in various parks.
- Receive quotes for construction of basketball court in Ingleside.
- Issue RFQ for construction of multi-use path in community park.
- Complete the lease agreement for the Lost Villages Historical Society.
- Submission of grant applications for various 2022 projects.
- Complete networking and internet upgrades at Arena.
- Commencement of minor soccer program.
- Commencement of summer events programs (virtual and in-person)
- Opening of St. Andrews West Pool for public swimming and lessons.

Work in Progress:

- Close RFQ construction of multi-use path in a community park.
- Research for potential grant applications for projects in 2022
- Policies for operations of facilities during COVID-19 pandemic
- Commence the integration of AccessE11 for all recreation facility requests.
- Research for Recreation Asset Management Software (Corp. Services)
- Install of software to digitize the dressing room scheduled at the arena.
- Capital work at Lost Villages Museum.
- Hiring of contractor for cemetery repairs of stones and markers.
- Preparation for the reopening of facilities following the lockdown.
- Feasibility study for multi-use trail system along pipeline corridor.
- Interviews for vacant position of Parks and Recreation Coordinator.
- Schedule for ice rental season at Long Sault Arena.
- Scheduling for South Stormont Community Hall.
- Scheduling for Lancer Centre Programs.
- Completion of summer programs (i.e. swimming, soccer, park programs).
- Completion of upgrades to Long Sault Tennis Court surfacing.

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Planning and Building Department



To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: August 11, 2021
Reporting Month: July 2021
Subject: Monthly Activity Summary- Director of Planning/Building

Work Completed:

- Council, Public and Committee of Adjustment meetings
- Open House, Public meeting for new building by-law
- Subdivision agreements (Fenton, Lalande, Stonegate)
- Site plan draft agreement (Maple Court)
- Met over phone, Teams or in person with individuals regarding development applications, zoning letters for property purchases, regular planning inquiries.
- Meetings with Strategy Corp

Delegated Authority

- B-86-21: Lot Creation Hollister Road
- B-87-21: Lot Creation Colonial Drive
- B-88-21: Lot Creation Colonial Drive
- B-89-21: Lot Creation Colonial Drive
- B-96-21: Lot Creation Willy Allan Road
- B-97-21: Lot Creation Willy Allan Road
- B-107-21: Lot Creation Anderson Road
- B-108-21: Lot Adjustment Zeran Road
- B-113-21: Lot Creation County Road 14
- B-117-21: Lot Adjustment North Lunenburg Road West
- B-122-21: Lot Creation East of Warner Drive
- B-123-21: Lot Creation East of Warner Drive
- B-124-21: Lot Creation East of Warner Drive
- B-125-21: Lot Creation East of Warner Drive
- B-126-21: Lot Creation Structured Product Drive

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	38
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	6
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:

- New subdivision application received will be brought forth to Council once associated development approval applications are submitted i.e ZBLA
- Site plan amendment application received for 2 Product Structured Drive
- Finalizing Catherine and Lepage Street acquisition, Reference Plan Registered
- Finalizing Catherine and Lepage Street ZBLA, subsequent Council meeting
- Working with CBO and MLEO on enforcement matters
- Cloudpermit implementation permits
- Cloudpermit implementation planning
- Development Charges Study is underway
- Ingleside Sewer Capacity By-law
- Working with Public Works on Long Sault Industrial Park expansion
- Public meetings and hearings are virtual until further notice
- Meetings ongoing regarding LPAT appeal. Next Case Management Conference in August 2021, update forthcoming.

Building Services Activities

Building Permit statistics report for July 2021 with a comparison to July 2020:
YTD - Year to date

Permits	Permits Issued 2021		Same Period 2020		Difference	
	July	YTD	July	YTD	July	YTD
Residential						
Total Units	8	67	7	34	1	33
Single	8	52	7	27	1	25
Semi	0	1	0	5	0	-4
Rowhouse	0	1	0	0	0	1
Apartment	0	0	0	0	0	0
Additions/Renos	1	24	4	15	-3	9
Accessory Bldgs	6	23	8	24	-2	-1
Commercial	0	2	0	0	0	2
Add/Reno/Access	0	1	0	0	0	1
Industrial	0	0	0	1	0	-1
Add/Reno/Access	1	1	0	0	1	1
Institutional	0	0	0	0	0	0
Add/Reno/Access	0	0	0	0	0	0
Demolition	0	3	1	2	-1	1
Pools	2	15	0	5	2	10
Other (Farm/Tent/Solar)	2	2	1	6	1	-4
TOTAL	20	125	21	85	-1	40
Total Construction Value						
Month	\$3,072,392.00		\$2,473,872.00		\$598,520.00	
YTD	\$19,422,928.00		\$13,723,040.00		\$5,699,888.00	

Work Completed:

- Building Services issued 20 building permits.
- Building Services carried out 158 building inspections.
- Building Services released 2 Lot grading deposits
- Building Services closed 5 building permits (see below)

Permit Number	Issue Date	Address	Work Description	Closed Date
2021-111	2021-06-21	5453 County Rd 12	Basement Washroom	2021-07-30
2021-125	2021-06-08	15298 Colonial Drive	Demolition	2021-07-05
2020-185	2020-09-22	16074 Losey Rd	SINGLE DETACHED DWELLING (1 UNIT)	2021-07-13
2020-014	2020-08-04	4 Mill St	Bathroom Addition	2021-07-08
13-99	1999-04-08	6 Cherry Avenue	SINGLE DETACHED DWELLING (1 UNIT)	2021-07-17
Total				5

Work Completed/Activities:

- Onsite - lot grading concerns.
- Attended development proposal meeting with Director of Planning & Building.
- Complaint re: Lot grading – attended onsite
- Complaint re: building without a permit - onsite inspection.
- FIR – Building Services data provided to Finance
- Attended department & inter-department meetings (boardroom/team/zoom).

Work in Progress:

- Cloudpermit – continue to work with software provider to address outstanding issues.
- Building By-law review – An information session for stakeholder (contractors and developers) was held on July 28, 2021, at 10:00 am. One person attended. To be considered by Council at the August 11/21 meeting.
- Wales Village Subdivision/Manning Road rear lot grading proposal.
 - Majority of the construction has been finished with some final grading, topsoil and seeding yet to be completed.
- 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
KEY INFORMATION REPORT
Chief Administrative Officer



To: Council
From: Debi LucasSwitzer
Date of Meeting: August 11, 2021
Subject: Monthly Procurement Report (July)

Background:

In accordance with Section 7 of the Township's Procurement Policy, adopted October 14, 2020 By-law Number 2020-076, attached is the updated Purchasing Contracts Approved by Administration in July 2021.

Prepared by:

Shelby Martel, Human Resources/Executive Assistant

Debi LucasSwitzer, CAO

Finance Dept & Directors

Purchasing Contracts Approved by Administration					
Procurement Contract	Procurement Method	Selected Supplier	Contract Value (Excl. Taxes)	Change to Existing Contract	Notes
Approved: July 2021					
Automatic Vehicle Locator (AVL) Services	Request for Proposal with United Counties of SDG pursuant to SDG purchasing processes & meeting Twp policies	DiCAN Inc.	\$9,384 (Annual Subscription) and \$13,400 one time Hardware and Installation Cost	No	2 bids were submitted. DiCAN Inc. received the highest score based on the contractor's experience with similar projects, project team qualifications, understanding of objectives, approach and methodology and cost. The cost is subject to change based on condition existing equipment and need for additional/new sensors.
Approved: June 2021					
Design, Supply and Install Park Equipment at MacLennan Park (Rosedale Terrace), RFP 10-2021	Request for Purchase	Playground Planners	\$56,903.62	No	4 contractors submitted responses to RFP. RFP was scored on basis of experience, proposal and price. Installation to be complete by Sept 30, 2021. 73% of cost is covered by ICIP grant.
Design, Supply and Install Park Equipment at Arnold Bethune Park (Long Sault), RFP 11-2021	Request for Purchase	Playground Planners	\$97,946.03	No	4 contractors submitted responses to RFP. RFP was scored on basis of experience, proposal and price. Installation to be complete by Oct 15, 2021. 73% of cost is covered by ICIP grant.
Supply & Delivery of One (1) - One Ton Truck with Extended Cab & Dump Body RFQ 08-2102	Request for Quotation	Roys Chevrolet Buick GMC Inc.	66,800.00	No	2 bids submitted. Successful bid is \$1,800 over budget, however it was only compliant bid. Savings from other capital projects will cover added cost. Other bid was deemed non-compliant, did not provide equipment specified and did not request approval for non-specified equipment. Non-compliant bidder notified and acknowledged mistake. Local supplier advised they were too busy to submit.
Approved: May 2021					
St. Andrews Fire Station Sign	Request for Quotation	Buckeye Billboards & Signs	\$30,600	No	3 quotations received. Buckeye's quote is \$2,865.25 more than Miller McConnell Signs quote. However the viewing area for the colour video display portion (used for changeable messaging) is 12.6" greater in height allowing greater visibility.
Approved: April 2021					
Joint Tenders w SDG	Tenders, participated with United Counties of SDG pursuant to SDG purchasing processes & meeting Twp policies	Specialty Markings	\$325	No	Specialty road markings for stop bars Ingleside
		Atlantic Industries Limited	\$27,343	No	Corrugated steel pipe
		Provincial Road Markings Inc.	\$7,224	No	Centerline Marking for roadways

Purchasing Contracts Approved by Administration					
Procurement Contract	Procurement Method	Selected Supplier	Contract Value (Excl. Taxes)	Change to Existing Contract	Notes
Joint Tender w South Glengarry	Tender - 3 years	Pollard Distributions	\$373.75/Tonne	No	Dust suppressant, annual expenditure value \$43,600, same rate as in 2020.
Surface treatment and Full Depth Pulverizing 01-2021	Request for Quotation	Smith Construction	\$98,976	No	2 quotations received. \$28,848 difference between two valid submissions. Smith Construction has met all of the requirements and the accompanying addendums as per the RFQ and submitted the lowest bid.
Grass Mowing and Trimming 03-2021	Request for Quotation	Section A - Superior Group Section B – Superior Group Section C - No Mow Worries Section D – No Mow Worries	\$13,750 \$6,650 \$8,379 \$23,860	No	8 quotations received for part and/or whole of the RFQ. The lowest bidder for each section has been recorded as they have met the requirements of the RFQ and accompanying addendums. Final review of tender with Ross and Kevin.
Sidewalk Repair and Replacement 07-2021	Request for Quotation	Malyon Excavation Ltd.	\$98,480	No	3 quotations received. Difference of \$61,160 between the highest bid of \$159,640 and the lowest bid from Malyon Excavation. Malyon has met all of the requirements and the accompanying addendum as per the RFQ and submitted the lowest bid.

Purchasing Contracts Approved by Administration					
Procurement Contract	Procurement Method	Selected Supplier	Contract Value (Excl. Taxes)	Change to Existing Contract	Notes
Approved: February/March 2021					
Supply & Delivery of one (1) Self-Propelled Ice Resurfacer	Request for Quotation	Zamboni Company Ltd.	\$86,835	No	3 quotations received. 1 invalid due to late submission. \$855 difference between two valid submissions. Zamboni closest for servicing, delivery date earliest.
Supply & Delivery of Online Engagement Software	Invitational	Bang the Table	\$10,000	No	3 companies invited to demonstrate product. Bang the Table selected based on cost, ease of use for staff & external users, trusted platform among Canadian users. Bang the Table software \$7,500 + \$2,500 training & setup. Annual cost for use \$7,500.

Township of South Stormont
KEY INFORMATION REPORT
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: August 11, 2021
Subject: Revenue and Expenditure Report – Quarter 2 (2021)

Background:

For Council's consideration, summary revenue and expenditure reports (April 1 – June 30, 2021) for the Township of South Stormont are attached.

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

Financial Highlights - Township Operations

Revenue

For the second quarter of 2021, The Township has recorded \$8,961,789 revenue and major part of it is for 2021 property tax.

\$172,775 is for fees and charges and it is lower than 2019 due to impact of COVID-19.

\$108,284 has been received for provincial COVID-19 funding and there was \$163,500 for land sale.

Expenditures

\$3,397,175 of expenditures have been processed from April 1 to June 30, 2021, 29% of budgeted expenditures of 2021.

\$1,851,910 expenditures are used for some capital projects and major ones are as below:

Public Works - Transportation	Myers Road Reconstruction 4 km	PT2101	136,910
Public Works - Waste Management	Vehicles - Replacement of 2 Garbage Trucks	PW2002	133,151
Fire Rescue	Pumper/Tanker Replacement	FR2001	504,787

Generally speaking, operating expenditures of all departments are within budget.

Financial Highlights - Water and Wastewater Operations

The total revenue of second quarter for Water & Waste Water is \$1,714,817 and \$942,273 is for fees and charges.

\$1,849,849 of expenditures occurred in second quarter and \$989,397 is for capital projects. The expenditures for major projects are as below:

LS Water	Replace Train # 1 and Train # 3	WL2102	365,294
ING Water	Ingleside Water Tower Rehabilitation	WI2001	275,941
ING Sewer	Ingleside WWTP Detailed Design	SI2102	323,490

Township of South Stormont

Revenue & Expenditure - General Government Report

Q2 2021

	Year-Date		Annual		Budget		%		Year To Date		Annual		Budget	
	2021		Budget 2021		2021		Remaining		2020		Budget 2020		2020	
	Actual	Actual	Budget	Budget	Remaining	Remaining	2021	2021	Actual	Actual	Budget	Budget	Remaining	Remaining
Revenue														
Taxation	7,621,639	7,621,639	7,558,065	-	63,574	-	-1%	-	7,397,381	7,397,381	7,391,215	-	6,166	6,166
Payments-In-Lieu	-	-	504,670	-	504,670	-	100%	-	7,436,592	7,436,592	328,889	-	7,107,703	7,107,703
Fees And Charges	172,775	263,821	1,208,074	-	944,253	-	78%	-	608,311	608,311	1,168,410	-	560,099	560,099
Unconditional Grants	330,597	556,247	1,862,443	-	1,306,196	-	70%	-	548,797	548,797	1,572,700	-	1,023,903	1,023,903
Conditional Grants	31,039	58,493	512,845	-	454,352	-	89%	-	156,281	156,281	925,106	-	768,825	768,825
Rental Income	275,307	558,804	561,470	-	2,666	-	0%	-	234,876	234,876	601,056	-	366,180	366,180
Investment Income	123,275	125,737	351,000	-	225,263	-	64%	-	136,155	136,155	425,000	-	288,845	288,845
Donations & Others	407,158	455,447	698,550	-	243,103	-	35%	-	224,319	224,319	343,080	-	118,761	118,761
Loan Funding/Debentures	-	-	2,055,950	-	2,055,950	-	100%	-	32,921	32,921	2,632,925	-	2,600,004	2,600,004
Contribution From Reserves	-	-	2,368,094	-	2,368,094	-	100%	-	1,203,853	1,203,853	1,203,853	-	-	-
Total Revenue	8,961,789	9,640,187	17,681,161	17,681,161	8,040,974	8,040,974	45%	45%	17,979,486	17,979,486	16,592,234	16,592,234	1,387,252	1,387,252
Expenditure														
General Government	636,135	1,121,233	4,015,898	-	2,894,664	-	72%	-	1,288,934	1,288,934	3,256,558	-	1,967,624	1,967,624
Protection Of Persons And Property	24,606	42,985	155,250	-	112,265	-	72%	-	78,121	78,121	240,550	-	162,429	162,429
Fire And Rescue	684,439	784,634	1,946,973	-	1,162,338	-	60%	-	638,366	638,366	1,858,000	-	1,219,634	1,219,634
Parks And Recreation	289,007	445,404	2,231,712	-	1,786,307	-	80%	-	463,817	463,817	1,683,963	-	1,220,146	1,220,146
Building & Planning	142,558	241,144	1,227,526	-	986,382	-	80%	-	223,257	223,257	527,650	-	304,393	304,393
Economic Development	37,671	51,257	334,134	-	282,877	-	85%	-	168,508	168,508	512,600	-	344,092	344,092
Transportation & Fleet Services	1,165,073	1,769,839	5,491,067	-	3,721,228	-	68%	-	2,319,358	2,319,358	6,401,460	-	4,082,102	4,082,102
Waste management	394,591	667,764	2,130,914	-	1,463,150	-	69%	-	818,273	818,273	1,955,828	-	1,137,555	1,137,555
Drainage	23,093	31,146	147,690	-	116,544	-	79%	-	31,280	31,280	155,625	-	124,345	124,345
Total Expenditure	3,397,175	5,155,408	17,681,161	17,681,161	12,525,754	12,525,754	71%	71%	6,029,914	6,029,914	16,592,234	16,592,234	10,562,320	10,562,320
Total Surplus/Deficit	5,564,614	4,484,779	0	0	4,484,780	4,484,780	-	-	11,949,572	11,949,572	-	-	11,949,572	11,949,572

Township of South Stormont

Revenue & Expenditure Report

Water & Waste Water

	Year-Date		Annual		Budget		%		Year To Date		Annual		Budget	
	2021		Budget 2021		Remaining		Remaining		2020		Budget 2020		Remaining	
	Q2 2021	Actual	Budget	Budget	2021	2021	2021	2021	2020	Actual	Budget	Budget	2020	2020
Revenue	Actual	Actual	Budget	Budget	2021	2021	2021	2021	2020	Actual	Budget	Budget	2020	2020
Grant														
Fees And Charges	942,273	1,018,505	4,424,168		3,405,663	0	0		1,496,070		298,553		298,553	
Loan Funding/Debentures	734,074	734,074	357,561	-	376,513		77%		191,264		4,130,977		2,634,907	
Miscellaneous Revenue	38,470	47,232	39,437	-	7,795		-105%		6,450		368,770		177,507	
Contribution From Reserves	-	-	1,591,280		1,591,280		-20%		1,470,435		27,800		21,350	
							100%				1,470,435		-	
Total Revenue	1,714,817	1,799,811	6,412,446		4,612,635		72%		3,164,219		6,296,535		3,132,316	
Expenditure														
Water - Administration	-	414	357,562		212,458		59%		145,247		368,770		223,523	
Water - Long Sault & Ingleside	855,269	1,166,688	2,290,455		1,123,767		49%		410,389		1,546,760		1,136,371	
Water - Eamers Corners	95,387	106,574	290,279		183,705		63%		66,206		295,580		229,374	
Water - Newington	17,749	28,409	114,983		86,574		75%		30,340		126,530		96,190	
Waste Water - Long Sault	120,239	184,346	994,547		810,201		81%		194,629		860,500		665,871	
Waste Water - Ingleside	761,618	1,002,390	2,070,277		1,067,887		52%		1,051,815		2,745,486		1,693,671	
Waste Water - Eamers Corners	-	-	2,080		2,080		100%		2,900		2,080		4,980	
Total Expenditure	1,849,849	2,633,512	6,120,183		3,486,671		57%		1,895,726		5,945,706		4,049,980	
Total Surplus/Deficit	-	135,032	292,263		1,125,964				1,268,494		350,829		917,665	

Township of South Stormont
KEY INFORMATION REPORT
Fire and Rescue Department



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: August 11, 2021
Subject: Pumper/Tanker Location

Background:

As part of the 2021 Budget process it was discovered that the Tanker truck at St. Andrews only had two (2) years of life expectancy remaining, and that the Pumper truck at Newington was twenty-eight (28) years old. Newington was to receive a new Pumper/Tanker truck. However, the Fire Hall in Newington was previously a service station, and the truck bays are too small to meet the specifications required for a new Pumper/Tanker.

Discussion:

There has been consideration to build a smaller Pumper/Tanker that would fit at the Newington Hall but it would not hold enough water to safely service this area. It is proposed that the new Pumper/Tanker be put into service at the St. Andrews Hall and move the existing Pumper from St. Andrews to Newington. It will take approximately one (1) year to build a new Pumper/Tanker from the tender award date.

Prepared by:
Lizann Grant
Administrative Assistant



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: August 11, 2021
Subject: Noise – Nuisance By-law Review

Background:

On February 17, 2016, Council passed a By-law "To Prohibit or Regulate Public Nuisances within the Municipalities of the United Counties of Stormont, Dundas and Glengarry." This by-law was also adopted by the other SDG municipalities. This by-law was created and adopted in a joint fashion to facilitate enforcement support by the Ontario Provincial Police.

Five years have passed since it's adoption and a review is appropriate. Moreover, there has been rising concerns in the past year surrounding the inability of the by-law to properly identify and the interpret certain aspects of the noise provisions.

In addition, the subsection pertaining to the discharge of firearms has been unsatisfactory in the ability to define the criteria and regulations of what is considered a firearm, and where a firearm can be discharged.

Discussion:

Staff have begun to review modernizing the by-law and recommend dividing the by-law into two separate by-laws, a Noise and Nuisance By-law, and a Discharge of Firearm by-law. This segregated approach would provide the opportunity for more expansive and holistic parameters of what is considered to be a Noise and Nuisance, as well what can be considered as a proper and lawful discharge of a firearm. Thus, aiding to dismantle and address the ongoing problems with the current 2016-020 Noise and Nuisance By-law.

Staff will endeavor to share the proposal of separate Noise and Nuisance, and Firearms by-laws with all five municipalities to gauge interest in further collaboration.

Noise and Nuisance

Below please find a brief overview of the recommendations for consideration in a new Noise and Nuisance By-law:

Decibel Meter

The use of a basic decibel meter would provide an accurate reading of noise levels, forming designated dBA for various nuisances. This will allow the Township of

South Stormont to properly measure what is considered to be nuisance within defined areas.

- The use of an 'approved sound meter' shall mean an instrument that is the most recent revision of a Type 1 or Type 2 sound meters, or an associated recording and analyzing equipment that will provide equivalent data.
- Sound levels will mean a total sound level in decibels of all sounds as measured by an approved sound meter. The unit of measurement shall be defined as dB(a) or dBA.

General Prohibitions:

In the existing by-law, the General Provisions are broad and leave room for misguided interpretation. As such, staff propose a more specific list, that may resemble the following:

No person shall emit, cause, or permit the emission of sound resulting from an act listed herein;

- The excessive barking, whining, or howling of any domestic pet or animal, except for that of agricultural livestock.
- The racing of motor vehicles or squealing of tires other than in a motorized event.
- The operation of a residential air conditioner, pool pump or filter, heat pump or the like that is not in proper working order, exceeding 50 dBA.
- The use of horns, whistles, alarm, bells, gongs, or the like, except for those used in religious ceremonies or auditory safety warnings
- The operation of a stereo or other electronic devices designed to amplify sound above a designated dBA.

Zones

The designation of zones throughout the municipality outlined by maps, which will be provided in an appendix attached to the By-law will indicate jurisdictions where various levels of noise and nuisance are tolerated.

- Residential Area: area used for residential use.
- Quiet Zones: area of the municipality designated by Council, where quiet is of particular importance, such as but not limited to, the immediate vicinity of a hospital or long-term care facility.
- Agricultural Area: area designated agriculture by the Township of South Stormont and is designated for agricultural use. The devotion of land to the practice of farming, used primarily for the use of equipment and the housing of livestock to produce agricultural or horticultural production.

The Discharge of Firearms By-Law

A firearm shall mean any type of device capable of causing serious bodily injury or death through which a projectile can be discharged. Including but not limited to a gun or other firearms, such as air guns, spring-guns, cross bows, long-bows, or any other weapon that can be adapted for the use as a firearm

The recommendation of a map included within an appendix of a separate Firearms By-law would provide designated and defined areas where firearms shall not be discharged. Those areas being hamlets, villages, subdivisions, or any other built-up areas located in the Township of South Stormont.

Next Steps:

- Staff will further investigate and research and then share with neighbouring municipalities to gauge interest in collaboration.
- A summary of revisions and objectives will be prepared and a public engagement strategy developed.
- Staff anticipate presenting draft by-laws with public comments in coming months with a view to adopt by year end.

*Prepared by:
Lauren McLeod,
Corporate Services Summer Student*

Township of South Stormont
KEY INFORMATION REPORT
Parks and Recreation Department



To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: August 11, 2021
Subject: Submission to Canada Community Revitalization Fund

Background:

The Canada Community Revitalization Fund (CCRF) is a \$500 million national infrastructure program to revitalize communities across Canada. Not-for-profit organizations, municipalities and other public institutions, and Indigenous communities could apply for funding over a three (3) week period for 75% project funding prior to the deadline of July 23rd. Projects had to be shovel ready, completed before March 2023, and meet one or more of the following criteria;

- revitalize downtown cores and main streets
- reinvent outdoor spaces
- create green infrastructure
- increase the accessibility of community spaces

Applicants were able to apply for multiple projects but were required to rank each application with a priority ranking. To meet all of the requirements listed within the grant application process, staff were able to complete the following submissions to the CCRF for the following potential 2022 capital projects;

Project	Location	CCRF Funding	Township Funding	Total Cost
Multi-Use Path Phase II	Arnold Bethune Park	\$177,000	\$59,000	\$236,000
Playground Equipment	Maple Street Park	\$37,500	\$12,500	\$50,000
Playground Equipment	Moulinette Island Park	\$37,500	\$12,500	\$50,000
Playground Equipment	Arrowhead Estates Park	\$37,500	\$12,500	\$50,000
Playground Equipment	Simon Fraser Park	\$37,500	\$12,500	\$50,000
Playground Equipment	Chase Meadows Park	\$37,500	\$12,500	\$50,000
	TOTALS=	\$364,500	\$121,500	\$486,000

Discussion:

- The Multi-Use Path will be the completion of the path through the Arnold Bethune Community Park in Long Sault. It will be a continuation of the 600 meters path that will be constructed in September 2021 and will add another 1100 meters of path with connections to Simcoe Street, Frost Avenue, and Bethune Avenue.
- Park equipment projects would provide replacement of play structures equipment for parks that have had equipment removed in recent years or for location within newly developed communities that were identified in the Master Plan for improvements.
- Based on all the requirements of the application and the quick application deadline, staff felt used the recently approved Parks and Recreation Master Plan to determine priority projects.
- Approved projects through the CCRF are required to be shovel ready and completed prior to March 2023.
- CCRF projects must be completed on lands currently owned or leased by the applicants.
- Grant application reviews and approvals in Ontario are being administered by FedDev Ontario and are expected to be completed in September 2021.



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: August 11, 2021
Subject: Ingleside Wastewater Treatment Plant Update

Background:

To date during 2021 the Township, with the support of Strategy Corp, has provided updates and information to various Ministry staff and Ministers related to the Township's need to expand the Ingleside Wastewater Treatment Plant (IWWTP). The objective was to secure Infrastructure Grant funding through the Green Stream ICIP program to support the IWWTP expansion project.

The Green Stream ICIP program was announced mid-July, and the focus on the program is water distribution, not water treatment. As a result, the efforts to date to bring Green Stream ICIP attention to the IWWTP, while not lost, are on hold. Timelines for a September application are redundant based on the grant program requirements. As a result, information required from both engineers and Lactalis have been extended as other options are explored.

Discussion:

Township staff met with representatives from Lactalis to further discuss the company's needs related to wastewater treatment. Timelines are at least a couple of years away before any changes may be needed. Several residential developers are seeking approvals to bring subdivisions on line in Ingleside. Expansion in other areas of the Township and the Wills Transfer development adds to the need for wastewater treatment capacity. To assess other options EVB Engineering has been asked to consider what opportunities and options may be available to phase the expansion.

While not ideal, an expansion phased over time is both more expensive and less efficient, it does provide opportunities for growth which benefit the Township. The growth provides jobs, more housing, and generally improves the area's economy.

EVB is preparing to test a series of functions at IWWTP to determine what areas may be expanded, and what areas may not require any changes providing opportunity for the Plant to handle a limited form of expansion. The testing will take a couple of months, followed by analysis and development of options including costing.

The phased approach will allow phased growth to occur and time for new infrastructure grant programs to be implemented. This phased form of expansion

will require full funding by the Township. The approach is also being considered and used in other municipal jurisdictions across Ontario.

Staff recognize this approach is not ideal, however given:

- a) the current political climate in Canada,
- b) the economic effects of COVID and recovery processes around the world,
- c) lack of funding available, and
- d) the growth anticipated and desired within the Township

The phased approach does allow Council the opportunity to consider options for growth while the economy, political climate change and infrastructure programs are adapted.

Staff will continue to work on phasing options and collaborative opportunities and report back to Council later in the fall.

Township of South Stormont
KEY INFORMATION REPORT
Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: August 11, 2021
Subject: Asset Management Program Update

Background:

Asset management regulation ([O.Reg. 588/17](#)) requires all municipalities have an asset management plan. Next milestone requires every municipality to prepare an asset management plan in respect of its core municipal infrastructure assets on or before July 1, 2022.

Discussion:

The proposed timeline roadmap for the development of the Asset Management Plan (AM Plan) for our core assets is updated. We are on track in updating our asset inventory. Also, we completed documentation of Customer and Technical Levels of Service (LoS) including some recommended/suggested LoS targets. We would like Council to review this documentation and get back to us with feedback or any comment/suggestion by August 27th, 2021, in order to finalize this item. A draft copy is enclosed with this report.

A Request for Quotation (RFQ) for the assessment of municipal stormwater assets was issued on Tuesday August 3rd, 2021. As the Township is now undertaking a strategic update to the 2021 Asset Management Plan, it is seeking the services of qualified respondents to undertake key activities and provide technical expertise and to support components of the plan update in regard to Stormwater Assets.

Next Steps:

- Revise Levels of Service, if needed and then obtain approval from Council.
- Explorer different AM solutions to support development of AM Plan (Lifecycle management, risk management, and financial strategy) - ONGOING.

Prepared by:

Mohammed Alsharqawi, Asset Management Program Coordinator

DRAFT
Levels of Service

Notes: * O.Reg. 588/17 LOS
Good to have

Service Division	LOS	Type	Measure	Current Performance	Recommended Performance
Roads	Customer	Condition/Quality	Road assets in fair or better condition		
Roads	Customer	Operational Functionality	Maintainability - Percentage of outstanding work orders		
Roads	Customer	Capacity	Current AADT (Average Annual Daily Traffic)/Current Capacity in AADT		
Roads	Customer	Financial Sustainability	Ratio of 10 year budget to need		
Roads	Customer	Financial Sustainability	Ratio of reserve to replacement value		
Roads	Technical	Acquisition	Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality*		Not Applicable
Roads	Technical	O&M	Assets undergo regulation compliant inspection programs	Bi-weekly	Bi-weekly
Roads	Technical	O&M	Number of hours taken for snow removal operations		
Roads	Technical	O&M	Volume of salt tonnes applied to road per lane km (just km that are salted, not all km in Township)		
Roads	Technical	Capital	For unpaved roads in the municipality, the average surface condition (e.g. good, fair or poor)*		Condition rating is 6.0 or better (Fair)
Roads	Technical	Capital	For paved roads, average pavement condition index (PCI)*	Arterial Roads	Condition rating is 56 or better (Fair)
Roads	Technical	Capital	For paved roads, average pavement condition index (PCI)*	Collector Roads	Condition rating is 51 or better (Fair)
Roads	Technical	Capital	For paved roads, average pavement condition index (PCI)*	Local Roads	Condition rating is 46 or better (Fair)
Roads	Technical	Capital	Percentage of Gravel road segments that did not meet the recommended surface type (AADT > 400)		0%
Roads	Technical	Capital	Percentage of LCB (Surface Treated) road segments that did not meet the recommended surface type (AADT > 700)		0%
Roads	Technical	Capital/Disposal	Percentage of assets beyond replacement year		To be determined

DRAFT
Levels of Service

Notes: * O.Reg. 588/17 LOS
Good to have

Service Division	LOS	Type	Measure	Current Performance	Recommended Performance
Structures	Customer	Condition/Quality	Structures assets in fair or better condition		
Structures	Customer	Operational Functionality	Maintainability - Percentage of outstanding work orders		
Structures	Customer	Capacity	Adequate structural capacity to accommodate traffic volumes and loading		
Structures	Customer	Financial Sustainability	Ratio of 10 year budget to need		
Structures	Customer	Financial Sustainability	Ratio of reserve to replacement value		
Structures	Technical	Capital	Percentage of bridges in the municipality with loading or dimensional restrictions*		Stay the same?
Structures	Technical	Capital	For bridges and culverts, average bridge condition index (BCI)*		100% of structures by count with BCI of 60 or better (Fair)
Structures	Technical	Capital/Disposal	Percentage of assets beyond replacement year		To be determined

DRAFT
Levels of Service

Notes: * O.Reg. 588/17 LOS
Good to have

Service Division	LOS	Type	Measure	Current Performance	Recommended Performance
Stormwater	Customer	Condition/Quality	Stormwater assets in fair or better condition		
Stormwater	Customer	Operational Functionality	Maintainability - Percentage of outstanding work orders		
Stormwater	Customer	Capacity	Capacity meets the standards for the sizing of stormwater drains as set by the municipality		
Stormwater	Customer	Financial Sustainability	Ratio of 10 year budget to need		
Stormwater	Customer	Financial Sustainability	Ratio of reserve to replacement value		
Stormwater	Technical	Acquisition/Capital	Percentage of properties in municipality resilient to a 100-year storm*		Not Applicable
Stormwater	Technical	Acquisition/Capital	Percentage of the municipal stormwater management system resilient to a 5-year storm*		Not Applicable
Stormwater	Technical	O&M	Number of times roads closed due to flooding per year (or length of closure time)		
Stormwater	Technical	O&M	Percentage of ponds with enhanced water quality treatment		
Stormwater	Technical	Capital/Disposal	Percentage of assets beyond replacement year		To be determined

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Levels of Service

Notes: * O.Reg. 588/17 LOS
Good to have

Service Division	LOS	Type	Measure	Current Performance	Recommended Performance
Water	Customer	Condition/Quality	Water assets in fair or better condition		
Water	Customer	Operational Functionality	Maintainability - Percentage of outstanding work orders		
Water	Customer	Capacity	Ratio of current demand (average day)/current capacity		
Water	Customer	Capacity	Ratio of current demand (max day)/current capacity		
Water	Customer	Capacity	Ratio of current capacity/expected future capacity required		
Water	Customer	Financial Sustainability	Ratio of 10 year budget to need		
Water	Customer	Financial Sustainability	Ratio of reserve to replacement value		
Water	Technical	Acquisition	Percentage of properties connected to the municipal water system*		Not Applicable
Water	Technical	Acquisition	Percentage of properties where fire flow is available*		Not Applicable
Water	Technical	O&M	Number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system*		Not Applicable
Water	Technical	O&M	Percentage of samples that met Ontario Drinking Water Standard per year		100%
Water	Technical	O&M	<u>Number of water quality customer complaints per 1,000 customers served</u>		To be determined
Water	Technical	Capital	Number of connection-days per year where water is not available due to water main breaks compared to the total number of properties connected to the municipal water system*		
Water	Technical	Capital/Disposal	Percentage of assets beyond replacement year		To be determined

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Levels of Service

Notes: * O.Reg. 588/17 LOS
Good to have

Service Division	LOS	Type	Measure	Current Performance	Recommended Performance
Wastewater	Customer	Condition/Quality	Water and Wastewater assets in fair or better condition		
Wastewater	Customer	Operational Functionality	Maintainability - Percentage of outstanding work orders		
Wastewater	Customer	Capacity	Ratio of current demand (average day)/current capacity		
Wastewater	Customer	Capacity	Ratio of current demand (max day)/current capacity		
Wastewater	Customer	Capacity	Ratio of current capacity/expected future capacity required		
Wastewater	Customer	Financial Sustainability	Ratio of 10 year budget to need		
Wastewater	Customer	Financial Sustainability	Ratio of reserve to replacement value		
Wastewater	Technical	Acquisition	Percentage of properties connected to the municipal wastewater system*		Not Applicable
Wastewater	Technical	Acquisition/Capital	Number of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system*		Not Applicable
Wastewater	Technical	Acquisition/Capital	Number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system*		Not Applicable
Wastewater	Technical	O&M	Number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system*		Not Applicable
Wastewater	Technical	O&M	<u>Number of complaints due to performance/failure of wastewater facility/equipment</u>		To be determined
Wastewater	Technical	Capital/Disposal	Percentage of assets beyond replacement year		To be determined

Development of the AM Plan for Core Assets Timeline

	Q3/2021			Q4/2021			Q1/2022			Q2/2022		
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1. Asset Inventory Update	Planned	Actual		Planned	Planned	Planned	Planned	Planned				
2. Levels of Service Documentation	Planned	Actual	Planned									
3. Future Demand						Planned	Planned	Planned				
4. Lifecycle Management Plan			Planned	Planned	Planned							
5. Risk Management Planning					Planned	Planned	Planned					
6. Financial Summary								Planned	Planned	Planned		
7. Submission & Approval of AMP											Planned	Planned
<div> <div></div> Planned <div></div> Actual </div>												

Township of South Stormont
KEY INFORMATION REPORT
Administration and Corporate Services



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: August 11, 2021
Subject: Draft Procedural By-law

Background:

It is necessary to review the Township's governance practices ensuring policies, documents and by-laws are current confirming legislative compliance and consistency with current government best practices.

In March 2021 a summary of recommendations for improved governance was provided. This included the adoption of a closed meeting protocol, termination of the Township's Closed Meeting Investigator contract for 2022 and a new Procedural By-law.

Also, in March 2021 Council considered recommendations for a revised Procedural By-law. In recent years the by-law has been amended and revised in response to legislative changes as a result of Covid-19, primarily to facility the transition to electronic participation at Council meetings.

Over the last several months, staff have reviewed applicable legislation in conjunction with recommendations derived of the Service Delivery Review and drafted the attached draft by-law for Council's consideration.

Discussion:

Based on Service Delivery Review recommendations, legislative updates and feedback from Council, the attached draft procedural by-law has been prepared.

Key Findings:

Duplication

The proposed by-law removes information that is duplicated within other polices, statues or is of no practical value to Council, the public or staff. For example, the Township's Council-Staff Relations Policy and Council's Code of Conduct Policy provide for standards of behavior and therefore are not required in the Procedural By-law.

Language

The overall language has been simplified and presented in a positive manner for both ease of use and understanding.

Procedural Summary

Procedural items are described clearly and a chart summarizing actions surrounding Motions has been added as an appendix for easier reference.

Weekly Information Items

Of note, there is a suggested change to the way correspondence is circulated to Council and staff. Presently, correspondence is forwarded to Council as it is received. Staff are considering compiling correspondence and forwarding in one email once per week. It is intended that a more organized delivery may provide efficiencies.

Delegations – Reduce Time

In the current by-law, delegations are afforded 15 minutes, the Service Delivery Review recommends 5 minutes. The proposed by-law allows 10 minutes.

Reconsideration

The proposed by-law limits reconsideration to the term of Council whereas, the current by-law provides for reconsideration after a 12-month period.

Committee / Member Updates to Include Announcements

The proposed by-law allows members to provide updates to Council on items of community interest. This may include meetings attended, outside Township business, and Community events.

Electronic Participation and Live Streaming

The proposed by-law provides for electronic participation, in both open and closed meetings. Provisions are in place for advance notice and declaration of pecuniary interest while attending electronically. The proposed by-law indicates that members of Council may attend up to 3 consecutive meetings electronically before a resolution of Council is required.

Live Streaming and recording of meetings are addressed. Additionally, the proposed by-law specifies that should the meeting room be closed to the public due to an emergent situation such as a pandemic, and the live stream discontinue for reasons of a technical nature, the meeting will be adjourned and re-scheduled with proper notice. It is imperative that the municipality maintain transparency.

Next Steps:

- Staff will proceed to refine the draft by-law and ensure necessary measures have been included.
- Public notice of Council's intention to pass a new procedural by-law will be advertised and the draft posted on the Township's website inviting public comment.
- The draft will be forwarded to the Township's solicitor for review.
- It is staff's intention to bring the final version to Council for consideration in September 2021.

**The Corporation of the Township of South
Stormont**

**By-law No. 2021-XXX to Govern the Proceedings
of Council - **DRAFT****

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1. Definitions

In this by-law,

"Act" means the Municipal Act, 2001, c.25 as amended or replaced from time to time.

"Ad Hoc Committee" means a committee created by Council with a defined ending, to report directly to Council on a specific matter.

"Advisory Committee" means a committee created by Council with a defined ending, to report to the Committee of the Whole on a specific subject.

"Alternate Member of Council" means a member appointed to serve as an "alternate member" of County Council when the Member of municipal Council is unable to attend a meeting.

"By-law" means an enactment, in the form approved by Council, passed for the purpose of giving effect to decisions or proceedings of Council.

"CAO" means the Chief Administrative Officer of the Township.

"Chair" means the Mayor of any meeting of Council or the chair of any meeting of a committee.

"Clerk" means the Clerk, or their, designate.

"Closed Meeting" means a meeting, or part of a meeting of Council or a Committee, which is closed to the public as permitted by the Municipal Act.

"Committee" means Committee of the Whole, advisory committee or other committee, sub-committee or similar entity, appointed by Council.

"Committee of the Whole" means a committee comprised of all Members of Council that directly reports to Council.

"Confirmatory By-law" means a by-law passed at the conclusion of Council meetings, confirming the actions of Council taken at that meeting and any previous meetings which did not have a confirmatory by-law, in respect of each resolution and other actions taken, so that every decision of Council at that meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

"Consent Agenda" means a listing of consent items being presented to Council for its consideration.

"Consent Item" means a report that is presented for approval without debate and with no delegation or presentation.

"Council" means the Township's elected representatives, comprised of the Mayor, Deputy Mayor and Councillors.

"Councillor" means a Member of Council, other than the Mayor.

"Declared Emergency" means any period of time during which an emergency has been declared in all or part of the Township of South Stormont under Section 4 or 7.0.1 of the Emergency Management and Civil Protection Act.

"Delegate" means any person, group of persons, firm or organization, who is neither a Member of the Committee of the Whole, Council or an appointed official of the Township and who is speaking to committee or Council.

"Electronic Device" means computers, cell phones, smartphones, personal digital assistants, smartwatches, tablets, voice recorders, cameras or any other similar device.

"Electronic Participation" means a member of Council who participates remotely in any open or closed Council or committee meeting via electronic means and has the same rights and responsibilities as if they were in physical attendance, including the right to vote, and shall count towards a quorum of members.

"Items for Discussion" means agenda material that is presented for approval which has an associated presentation or delegation(s).

“Majority” means, for the purpose of voting, unless otherwise specified, more than half of the Members of Council or committee present at the vote and not prohibited by statute from voting.

“Mayor” means the head of Council.

“Meeting” means any regular or special Council or committee meeting when a quorum is present as defined in the Municipal Act and includes meetings where some or all Members are attending via electronic participation.

“Member” means, according to the circumstances, a Member of Council, including the Mayor, or a member of a the committee including the chair.

“Motion” means a proposal, moved by a member and seconded by another member, for the consideration of Council or a committee.

“Notice of Motion” means a written notice, given by a member, advising Council that the motion described therein will be brought forward at a subsequent meeting.

“Open Meeting” means a meeting which is open to the public.

“Presentation” means an opportunity for Council to recognize a member or members of the public or staff for contributions made to the community or success in attaining a relative goal or objective.

“Planning Public Meeting” means a public meeting held pursuant to the Planning Act or other legislation where statutory notice is required.

“Quorum” means a majority of the members.

“Recording Device” means any device used for the purpose of recording whether it be analogue, digital or other means of recording, including but not limited to computers, cell phones, smartphones, tablets, voice recorders, cameras or any other similar device.

“Registered Delegate” means an individual who has submitted a request for delegation to the Clerk within the prescribed timelines to address Council or committee in relation to a matter appearing on the agenda.

“Resolution” means a motion that has carried.

“Rules of Procedure” means the rules and procedures set out in this by-law.

“Regular Meeting” means a meeting of Council or committee held at the times and dates specific in this by-law and approved by Council or committee as part of an annual calendar.

“Special Meeting” means a separate meeting of Council or committee held at a time different than a regular meeting as approved by Council or committee and which is focused on one or more particular and specific items or subjects.

“Township” means the Township of South Stormont.

2. Purpose and Principles

2.1 Purpose

- a) Council and Committee of the Whole shall observe the Rules of Procedure contained in this by-law in all proceedings of the Council and committee. This by-law shall be used to guide the order and dispatch of business of the Council and committee and wherever possible, with the necessary modifications, for all advisory committees and ad hoc committees unless otherwise provided.
- b) This by-law sets out processes that are open and transparent.

2.2 Principles

- a) Each member has the right to:
 - i. One vote, subject to the declaration of pecuniary interest;

- ii. Information to help make decisions, unless otherwise prevented by law;
 - iii. An efficient meeting; and
 - iv. Be treated with respect and courtesy.
- b) No item shall be placed on an agenda with respect to a matter which is not within the jurisdiction of Council or committee. The Mayor and/or chair, in consultation with the Clerk, will determine if a matter is within the jurisdiction of Council or committee.
 - c) In the event of conflict between the provisions of this by-law and the Act, or any other legislation, the provisions of the legislation shall prevail.

2.3 Suspension of Rules

- a) No provision of this by-law shall be suspended except by an affirmative vote of at least two-thirds of the entire Council for each incidence of suspension of the rules.
- b) The suspension shall only apply to the procedure(s) or rule(s) which are stated within the motion to suspend and only during the meeting in which such motion was introduced.
- c) The following procedure(s) or rule(s) cannot be suspended:
 - i. Restriction to add other business in special meetings; and
 - ii. Majority of members for quorum.

3. Conduct at Meetings

3.1 Council and Committee Members

- a) Council Members shall govern themselves according to Council's Code of Conduct and Council-Staff Relations Policy.
- b) The Mayor or chair shall preserve order and rule on points of order and privilege.
- c) Every member desiring to speak shall indicate so in order to be recognized by the Mayor or chair.
- d) Every member, on being recognized, shall remain seated in his or her place and address themselves to the Mayor or chair.
- e) No member shall, without leave of the Council or committee:
 - i. Speak to an issue for more than five (5) minutes (cumulative);
 - ii. Use offensive words or speak disrespectfully of the Mayor, Members of Council, committee, staff or the public;
 - iii. Speak on any subject other than the subject under debate;
 - iv. Speak in contempt of any decision of the Council or committee;
 - v. Leave his or her seat or make any noise or disturbance while a vote is being taken or until the result is declared; and

- vi. Disobey the rules or decisions of Council or a decision of the Mayor or chair on points of order or privilege, or upon the interpretation of the Rules of Procedure. If a member persists in such disobedience after having been called to order by the Mayor or chair, the member may be ordered by Council or committee to leave his or her seat for the meeting. In the event that a member refuses to vacate their seat, the Mayor or chair may request that the member be removed by the Clerk and/or staff as required. In case of an adequate apology being made by the member they may, by way of majority vote of the members present, be permitted to take their seat.
- f) A member called to order by the Mayor or chair shall immediately cease further comment. The member may appeal the call to order to the Council or committee. The Council or committee, if appealed to, shall decide on the case without debate and by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or chair shall be final.

3.2 Member Absent from Council

The office of a Member of Council becomes vacant if the member has been absent from meetings of the Council for three (3) successive months without being authorized to do so by a resolution of Council unless otherwise permitted by S. 259 (1.1) of the Act.

3.3 Electronic Devices

- a) Each member shall place any electronic devices on an inaudible setting during any open or closed meeting.
- b) No member shall use an electronic device to broadcast, record or otherwise publish or distribute audio or video of any open or closed meeting, nor photographs of any closed meeting.

3.4 Hearing Delegations

- a) Except for points of order or privilege, Members of Council shall not interrupt a delegate while he or she is addressing Council or committee.
- b) Members may address a delegate only to ask questions of clarification and not to express opinions or enter into debate or discussion.
- c) Council may defer any decision or action on information received from a delegation to a subsequent meeting, and request that a staff report on the matter be prepared for Council's consideration.

3.5 Conduct of Public and Delegations

- a) Members of the public and delegations in attendance at a meeting, shall not:
 - i. Address Council or committee without permission;
 - ii. Bring food or beverage, with the exception of water, into the Council Chamber or meeting room unless so authorized;
 - iii. Engage in any activity or behaviour or make any audible noise that could affect the Council or committee deliberations, including clapping, shouting, jeering or any other form of disorderly conduct; or

- iv. Bring any signs or placards into, or hand out any brochures, pamphlets, buttons or literature in the Council Chambers.
- b) No person, except Members of Council and appointed officials of the Township of South Stormont, shall be permitted to come within or behind the horseshoe during a meeting of the Council or committee without the permission of Council or committee.
- c) No person shall make detrimental comments, or speak ill of, or malign the integrity of staff, the public, Mayor, Members of Council or committee.

4. Rules and Procedures for Council and Committee Meetings

4.1 Public Notice of Meetings

- a) The Clerk shall give public notice of all regular open and closed Council and committee meetings by inclusion on the Township's website at least 72 hours prior to the meeting.
- b) The Clerk may, at his or her discretion, publish notice of Council and committee meetings in a local newspaper or other local media source.
- c) Public notice shall include:
 - i. Date;
 - ii. Time;
 - iii. Location of meeting; and
 - iv. Method of participation for Council, the public and staff (in-person, electronic or a combination of both).
- d) The Clerk shall give public notice of all special open and closed meetings of Council and committee by inclusion on the Township's website as soon as possible after the meeting is called and no later than 48 hours prior to the meeting.
- e) Section 4.1 (d) shall not apply to emergency meetings called under Section 8.1 (d). The Clerk shall give public notice for emergency meetings called under Section 8.1 (d) by inclusion on the Township's website as soon as possible after the meeting is called.

4.2 Recording and Live Stream of Meetings

All meetings with a quorum of members may be audio and/or visually recorded with the exception of meetings closed to the public, provided for in the Municipal Act.

4.3 Location, Date and Time of Meetings

- a) Committee of the Whole, regular, special and public meetings shall take place in the Council Chambers of the Town Hall, 2 Mille Roches Road, Long Sault, unless Council selects an alternate location and appropriate notice is provided pursuant to Section 4.1.
- b) Committee of the whole, regular, special and public meetings shall take place at 5:00 p.m., unless Council selects an alternate time and appropriate notice is provided pursuant to Section 4.1.
- c) Regular meetings shall be held on the second and fourth Wednesday of

each month, unless otherwise determined by Council and appropriate notice is provided pursuant to Section 4.1.

- d) Notwithstanding Section 4.3 c) there will only be one regular meeting during the months of February, July, August and December in accordance with the annual meeting schedule.
- e) In the event the regular meeting date falls on a public holiday, the Council or committee shall meet at the same hour on the next day not being a public holiday.
- f) If required, committee of the whole and/or special meetings shall be held on the third Tuesday of each month, unless otherwise determined by Council and appropriate notice is provided pursuant to Section 4.1.
- g) The CAO or Clerk, in consultation with the Mayor has the authority to cancel any regular meeting, if it is determined there is not sufficient business to be conducted, provided public notice is given within forty-eight (48) hours of the meeting.

4.4 Quorum and Commencement of Meetings

- a) Unless there is a quorum present within fifteen minutes after the time appointed for the meeting of the Council or committee, the Council or committee shall stand adjourned until the next meeting date.
- b) As soon as there is a quorum present, the Mayor or chair shall call the members to order. In the absence of the Mayor or chair, the Deputy Mayor shall preside until the arrival of the Mayor.
- c) In the absence of the Mayor and Deputy Mayor, the Clerk shall call the members to order and the Council shall choose a chair from the members present and that person shall preside over the meeting or until the arrival of the Mayor or chair.
- d) If at any time during a meeting quorum is lost, the meeting shall automatically be recessed until a quorum is re-established. If the loss of a quorum continues for thirty minutes, the meeting shall stand adjourned either until the next regular meeting or until a special meeting is called to deal with the matters remaining from the adjourned meeting. This clause shall also apply if quorum is lost during an electronic meeting because of technology issues.

4.5 Disclosure of Pecuniary Interest

- a) Prior to a particular matter being addressed, members shall declare any pecuniary interests they may have, and the general nature thereof, in connection with that matter pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended. Such members shall then be precluded from participating in any way regarding the matter in question.
- b) The Clerk must note the disclosure of pecuniary interest in the minutes and the registry of declarations, available to the public.

4.6 Closed Meetings

4.6.1 General Principles

- a) Meetings shall be open to the public.
- b) Notwithstanding Section 4.6.1(a), a meeting or part of a meeting may be

closed to the public in accordance with Section 239 (2), (3) and (3.1) of the Act.

- c) Council shall approve and maintain a closed meeting Protocol.

4.6.2 Date and time of Meetings

Further to Section 4.3:

- a) A closed meeting, when required, may be scheduled within a regular, special or Committee of the Whole meeting as outlined in the respective Order of Business.

4.6.3 Resolution

- a) Prior to holding a closed meeting, Council or committee shall state by resolution in an open meeting, that Council or committee will be holding a closed meeting, the subject matter and the permitted closed meeting exemption under the Municipal Act.

4.6.4 Recording of Minutes

- a) The Clerk and/or their designate shall attend all closed meetings and record the proceedings, including procedural motions and direction given to staff, without note or comment.
- b) The Clerk may delegate the Clerk's duties with respect to recording minutes in a closed meeting of Council or committee to a staff person.

4.6.5 Reporting in Open Session

- a) The Mayor or chair shall report out in an open meeting immediately following the closed meeting and summarize the actions taken in the closed meeting.
- b) Matters discussed in a closed meeting which require a decision will be brought forward to an open meeting of Council or committee.

4.6.6 Closed Meeting Voting

- a) In relation to a matter considered in a closed meeting pursuant to Section 4.5.1(b), Council or committee may vote:
 - i. On procedural motions;
 - ii. On motions to rise, report and introduce a proposed recommendation on an open meeting agenda; or
 - iii. To give direction to staff or a third party of the Township.
- b) Notwithstanding Section 4.11(g), votes held in closed meetings shall be by a show of hands unless a recorded vote is requested by a member in accordance with the regulations contained in the Act.

4.6.7 Resolution from Closed Meeting Investigator

If an investigation of a closed meeting is completed, the investigator's report will be considered by Council during an open regular meeting and a resolution passed to address recommendations resulting from the investigation.

4.7 Presentations

- a) Ceremonial presentations and/or awards may be made at a Council meeting.
- b) A presentation or award may be given by the Chair, member of Council, Township staff or a representative from another government agency or any person or organization invited by Council to make a presentation as may, from time to time, be considered appropriate.

4.8 Delegations

- a) A delegate may address Council or committee for a period of time not exceeding ten minutes. Council or committee may extend the ten minute time period by a majority vote of the members present. Such a motion shall be decided without debate.
- b) For the purpose of Council and committee meeting agendas, delegates have until 10:00 a.m. on the Friday of the week prior to the meeting to notify the Clerk that they wish to delegate or to submit written submissions.
- c) Such submissions shall include all information to be provided to Council, clearly outline requested action of Council and the contact information of a spokesperson chosen by the delegation to speak.
- d) No delegation shall be made to Council or committee on matters relating to litigation or potential litigation, including those matters which are before and under the jurisdiction of any court or administrative tribunals unless such matter is referred to Council by the said administrative tribunal or court.
- e) No delegate shall speak on a matter that is not within the jurisdiction of the Council or committee. The Mayor and committee chairs in consultation with the Clerk will determine if a matter is within the jurisdiction of the Council or committee.
- f) No delegations shall be permitted to closed Agenda items.

4.9 Written Submissions/Petitions

- a) Petitions may be submitted in written or electronic format and shall meet the requirements set out in a petition policy approved by Council shall be filed with Clerk by the timelines specified in Section 4.8 b) for inclusion on the agenda.
- b) Petitions shall include a statement or position, legible names of a minimum of five (5) signatories and their signatures who reside in the Township.
- c) Petitions shall not contain any obscene or improper matter or language.
- d) The individual or group initiating the petition, or submitting the petition to the Clerk, must provide a key contact name, mailing address, and telephone contact information.
- e) Personal information will be redacted from the information to be published in the agenda.
- f) Written submissions for Council budget meetings shall only be accepted for those budget meetings designated for receiving written submissions.

4.10 Motions and Order of Voting

- a) After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or committee. Council or committee may consent to the withdrawal of the motion at any time before amendment or decision.
- b) Council or committee shall not debate any motion until it has been moved and seconded. When a motion has been seconded, it may upon request, be read or stated by the Mayor, chair or Clerk at any time during the debate.
- c) Whenever the Mayor or chair is of the opinion that an amending motion is contrary to the main motion, the Mayor or chair shall apprise the members thereof immediately. A Member of Council or committee may appeal the

ruling of the Mayor or chair to Council or committee. If there is no appeal, the decision of the Mayor or chair shall be final. The Council or committee, if appealed to, shall vote on the motion without debate and its decision shall be final.

- d) A motion in respect of a matter which is not within the jurisdiction of the Council or committee shall not be in order. The Mayor or chair in consultation with the Clerk will determine if the matter is within the jurisdiction of Council or committee.
- e) When a motion is under consideration no other motion shall be received unless it is a motion:
 - i. To refer the motion to committee, Council, staff or any other person or body. Such a motion to refer:
 - a. is open to debate;
 - b. is amendable; and
 - c. shall preclude amendment or debate of the preceding motion.
 - ii. To amend the motion. Such a motion to amend:
 - a. is open to debate;
 - b. shall not propose a direct negative to the main motion;
 - c. shall be relevant to the main motion;
 - d. is subject to only one further amendment, and any amendment more than one must be to the main motion; and
 - e. if more than one, shall be put in the reverse order to that in which they were moved, and shall be decided or withdrawn before the main motion is put to the vote.
 - iii. To defer the motion to another time. Such a motion to defer:
 - a. is not open to debate;
 - b. is not subject to amendment; and
 - c. applies to the main motion and any amendments thereto under debate at the time the motion to defer is made.
 - iv. To adjourn the meeting notwithstanding Section 4.1 d). Such a motion to adjourn:
 - a. is not open to debate;
 - b. is not subject to amendment; and
 - c. shall always be in order.
 - v. To call a vote on the motion. Such a motion to call a vote on the motion:
 - a. cannot be amended;

- b. cannot be proposed when there is an amendment under consideration;
 - c. when resolved in the affirmative, shall be forwarded by voting on the motion, without debate or amendment;
 - d. when resolved in the negative, shall be followed by resumption of debate; and
 - e. shall always be in order.
- f) Once all motions relating to the main motion have been dealt with, and once the main motion is put, there shall be no further discussion or debate and the motion shall be immediately voted on.
- g) A motion may be voted against by the mover and seconder.

4.11 Voting at Open Meetings

- a) When one or more motions as set out in Section 4.10 have been made, the order of the vote shall be as follows:
- i. To defer the motion;
 - ii. To refer the motion;
 - iii. Upon the amendments in the reverse order to that in which they were moved, dealing with an amendment to an amendment immediately before the amendment it proposes to amend; and
 - iv. Then, upon the main motion or upon the main motion as amended. If any amendments have been carried.
- b) Except as otherwise provided, every Member of Council or committee shall have one vote.
- c) Any motion on which there is a tie vote shall be deemed to be defeated, except where otherwise provided by any act.
- d) A failure to vote by a member who is present at the meeting at the time of the vote and who is qualified to vote shall be deemed to be a negative vote.
- e) When the motion under consideration contains distinct clauses, and a member has requested to vote on each distinct clause, then a vote shall be taken separately on each clause; including each clause added by way of an amendment.
- f) After a vote has been called by the Mayor or chair, no member shall be recognized to speak to the motion or make any other motion after the result of the vote has been declared.
- g) Members shall distinguish their vote by voting either in favour or opposed using an electronic voting system. Should Council or committee meet in a location where there is no electronic voting system, or should the electronic voting system be inoperable, each member must distinguish their vote by a show of hands.
- h) Unless otherwise requested by a member, no recorded vote is required for the following privileged and incidental motions:

- i. Adjournment;
 - ii. Recess; and/or
 - iii. Moving out of a closed meeting.
- i) The Mayor or chair shall not vote on any motion while in possession of the chair, however, if the Mayor or chair wishes to propose a motion he or she shall step down and shall not resume the chair until the vote is taken.
 - j) When a member requests a recorded vote, the Clerk shall call the name of each member present and eligible to vote. The Clerk shall announce the names of the members in alphabetical order, followed by the Deputy Mayor and then the Mayor. At the conclusion of the vote the Clerk shall inform the Mayor/chair of the outcome of the vote and record in the minutes. A request for a recorded vote can only be made immediately before or after the taking of the vote.

4.12 Points of Order or Privilege

4.12.1 Point of Order

- a) A member may raise a point of order at any time, whereupon the Mayor or chair shall:
 - i. Interrupt the matter under consideration;
 - ii. Ask the member raising the point of order to state the substance of and the basis for the point of order; and
 - iii. Rule on the point of order immediately without debate by Council or committee.
- b) A Member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee which will then decide on the appeal, without debate, by way of a majority vote of the members present. If there is no appeal, the decision of the Mayor or chair shall be final.

4.12.2 Point of Privilege

- a) A member may raise a point of privilege at any time if he or she considers that their integrity, the integrity of Council or the committee as a whole or staff has been impugned, whereupon the Mayor or chair shall:
 - i. Interrupt the matter under consideration;
 - ii. Ask the member raising the point of privilege to state the substance of and the basis for the point of privilege; and
 - iii. Rule on the point of privilege immediately without debate by Council or committee.
- b) A Member of Council or committee may appeal the ruling of the Mayor or chair to Council or committee.
- c) If there is no appeal, the decision of the Mayor or chair shall be final. The Council or committee, if appealed to, shall vote on the motion without debate by way of a majority vote of the members present and its decision shall be final.
- d) Where the Mayor or chair considers that the integrity of any Township employee has been impugned or questioned, the Mayor or chair may

permit staff to make a statement to Council or committee.

4.13 Adjournment of Council and Committee of the Whole Meetings

- a) Council shall adjourn at 8:00 p.m. unless otherwise decided before that hour by a majority vote of the members present. If Council is adjourned before the agenda is completed, Council shall establish a time and date for consideration of the balance of the agenda.
- b) A motion to adjourn may be made by any member who has been recognized by the Mayor or chair. The motion must be moved and seconded. A motion to adjourn shall not be made during a vote on any other motion.
- c) Notwithstanding Section 4.13 a), if a motion to extend the adjournment time is required prior to the hearing of all delegates on a matter being considered at the time such motion to adjourn is made, Council shall not adjourn the meeting until all listed delegates on the matter have been heard. Once the listed delegates have been heard, Council shall deal with the matter being considered at the time the motion to adjourn was made, as well as any other time sensitive issues on the agenda identified by the Clerk.

5. Regular Meetings of Council

The rules and procedures contained in Sections 3 and 4 shall apply with necessary changes.

5.1 Order of Business

The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members, an agenda containing the following:

- Call to Order
- Confirmation of Agenda
- Disclosure of Pecuniary Interest
- Presentations
- Public Meeting
- Delegations
- Confirmation of Minutes
- Consent Agenda
- Items for Consideration
- Key information Reports
- Action Requests
- By-laws
- Committee / Member Announcements and Updates
- Notice of Motion
- New Business
- Closed Meeting Summary
- Adjournment

5.2 Confirmation of Council and Committee of the Whole Minutes

- a) The Clerk shall present the minutes, without note or comment, of any previous open or committee meetings to Council for adoption. Closed meeting minutes will be presented for adoption at the next closed meeting.
- b) When the minutes of Committee of the Whole, or any Council meeting, have been adopted, the Mayor and Clerk shall sign them.
- a) The Clerk shall be authorized to make minor corrections to the minutes as a result of typographical errors, provided the intent is not changed.

5.3 Council Consent Agenda

- a) The Council consent agenda may consist of the following items that do not have presentations or delegations:
 - i. Quarterly financial summaries
 - ii. Township Ad Hoc or Advisory Committee minutes
 - iii. Department activity summaries
 - iv. Communication
 - v. Items as directed by the Clerk or CAO
- b) Council Members may identify any items contained on the consent agenda which they wish to speak to and seek action and the matter shall be extracted from the consent agenda to be dealt with separately under items for discussion.
- c) Notwithstanding Section 5.3 (b), Council members may seek clarification about any consent item without extracting the item from the consent agenda.
- d) The balance of items on the consent agenda, which have not been extracted, shall be voted on in one motion.

5.4 Key Information Items

Key Information Reports may be provided to Council as information items or to facilitate further discussion/action at a subsequent meeting.

5.5 Items for Consideration

Items for discussion shall consist of the items that have been identified from within the consent agenda.

5.6 Reconsideration of a Council Decision

- a) Council may reconsider an entire resolution that was decided during any term of Council. A reconsideration of a portion of a resolution shall not be permitted. Such reconsideration can either amend the previous decision or rescind it.
 - i. No resolution shall be reconsidered more than once during the term of Council, unless there is a material change in circumstance that requires reconsideration.
 - ii. A motion to reconsider shall not be reconsidered.
- b) A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution resulting in legally binding commitments that are in place on the date the motion to reconsider is considered by Council.
- c) If Council passes a resolution and adopts the same matter by by-law, only the resolution may be reconsidered. If the decision resulting from the reconsideration warrants, the by-law will be amended or repealed accordingly.
- d) A motion to reconsider shall be introduced by way of a notice of motion to Council pursuant to Section 5.9.
- e) Only a Member of Council who voted with the majority in respect of a

previous decision or who was absent from the vote or was not a Member of Council at the time may move or second a motion for reconsideration.

- f) A motion to reconsider must be carried in the affirmative by a vote of two-thirds of the entire Council.
- g) If a motion to reconsider is decided in the affirmative:
 - i. The reconsideration effectively returns Council to just prior to the original Council decision.
 - ii. Reconsideration of the original motion shall then be the next order of business unless the motion specifies a future date.
- h) A notice of reconsideration received from the Ontario Land Tribunal shall not be deemed a reconsideration of a Council decision.

5.7 Action Requests

All Action Requests presented to Council as part of the agenda will be in a written format complete with draft motion and approved by the CAO or designate.

5.8 By-laws

- a) A complete copy of every proposed by-law shall be brought to the Council meeting and be available to any person interested in reviewing.
- b) The Clerk shall be responsible for their correctness should they be amended at a Council meeting.
- c) Every by-law passed by Council shall:
 - i. Be signed by the Mayor, or the presiding officer;
 - ii. Be signed by the Clerk or designate;
 - iii. Be sealed with the Township seal; and
 - iv. Indicate the date of passage.
- d) Council shall enact a by-law to confirm all actions taken by Council.
- b) The Clerk shall be authorized to make minor corrections to by-laws as a result of typographical errors, provided the intent is not changed.

5.9 Committee and Member Announcements

Members of Council shall have the opportunity to report on their respective Committee activity or recent activities undertaken and of interest to the community.

5.10 Notices of Motion

- a) The notice of motion shall be submitted in writing to the Clerk prior to the regular agenda deadline for inclusion on any regular Council or committee meeting agenda.
- b) A notice of motion shall not be debated or considered or otherwise disposed of unless the mover of the motion is in attendance.
- c) The motion for which notice has been given, shall be included as a motion on an agenda of a regular Council meeting.

5.11 New Business

A member may present and introduce any matter of new business during the New Business portion of the meeting and shall have regard for the following:

- a) Members are encouraged to raise operational matters prior to the meeting through the Clerk; and
- b) Members are discouraged from raising substantive policy matters.

5.12 Closed Meeting Summary

Following a closed meeting of Council or committee, the Mayor or chair shall disclose, in a general manner, how the agenda items were dealt with in the closed meeting.

5.13 Confirmatory By-law

A by-law to confirm the proceedings and reports of Council at its meetings held in the previous month shall be presented at each regular meeting. Such by-law shall confirm any motion, resolution and other action passed or taken by Council at the meetings indicated therein.

6. Public Meetings

The rules and procedures contained in Sections 3, 4 and 5 shall apply with necessary changes.

Public meetings shall consider matters where a public meeting is required to hear applications under the Planning Act or to obtain public input for other purposes.

6.1 Public Notice of Meetings

Notwithstanding Section 4.1, staff shall give legislated notice of items on any agenda in accordance with the applicable legislation.

6.2 Location, Date and Time of Meetings

Notwithstanding Section 4.2:

6.2.1 Time of Meetings

As appropriate, planning public meetings may be held within the agenda of a regular meeting.

6.2.2 Alternate Date

A planning public meeting may be called for an alternate date and time provided adequate notice is given.

6.3 Order of Business

The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members, an agenda containing the following:

- Call to Order
- Disclosure of Pecuniary Interest
- Public Meeting
- Adjournment

6.4 Delegations

- a) Notwithstanding Section 4.9 a), the time limitation for individuals speaking at a public meeting shall not exceed five minutes. Council may extend the five-minute time period by a majority vote of the Council Members present without debate.

- b) Council may ask questions of staff after a staff presentation and prior to delegates addressing Council.

7. Committee of the Whole Meetings

Notwithstanding Section 4.3, the rules and procedures contained in Sections 3, 4 and 5 shall apply with necessary changes.

7.1 Order of Business

The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members, an agenda containing the following:

- Call to Order
- Disclosure of Pecuniary Interest
- Delegations
- Key Information Reports
- New Business
- Closed Meeting Summary
- Adjournment

8. Special Council Meetings

The rules and procedures contained in Sections 3, 4 and 5 shall apply with necessary changes.

8.1 Calling of Special Council Meetings

- a) The Mayor may at any time summon a special meeting of Council with 48 hours notice. The Mayor shall also summon a special meeting of Council when so requested in writing by a majority of Members of Council.
- b) Upon receipt of a written petition of the majority of the Members of Council, the Clerk shall summon a special meeting for the purpose mentioned in the petition.
- c) Upon the calling of a special meeting the Clerk shall give notice to all members, not less than 48 hours prior to the time fixed for the meeting of the:
- time;
 - place; and
 - business to be considered.
- d) On emergency or extraordinary occasions, the Mayor may call a special Council meeting without the notice provided in Section 8.1 (a).
- e) Only items disclosed on the meeting agenda may be considered by Council. Items will not be added to the special meeting agenda.

8.2 Order of Business

The Clerk, in consultation with the Mayor and staff, shall have discretion to prepare for the use of members, an agenda containing the following:

- Call to Order
- Disclosure of Pecuniary Interest
- Delegations
- Staff Reports (Action Request or Key Information Report)
- Closed Meeting Summary
- Adjournment

9. Electronic Participation in Meetings

- a) Any member of Council may participate in any open or closed Regular, Council, Special Council, Public or Committee meeting electronically and be counted for the purpose of establishing quorum for up to 3 consecutive meetings. Thereafter, the consent of Council is required.
- b) Notwithstanding Section 9 a), members of Council may participate electronically for more than 3 consecutive meetings without seeking Council's consent in a declared emergency.
- c) A member who joins a meeting via electronic participation partway through the meeting shall advise the Chair and Clerk of their attendance at the meeting.
- d) A member who is participating electronically in a meeting who, for any reason, will no longer be attending the meeting prior to adjournment, shall advise the Chair and Clerk of their absence from the meeting.
- e) In accordance with Section 4.5 and pursuant to the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended, members who have declared a pecuniary interest regarding a matter being discussed, and are participating electronically, shall turn their camera and microphone off and not participate in any way with respect to the matter in question.
- f) Electronic participation may be available for delegations via telephone, videoconferencing software and/or other technology methods deemed appropriate by the Corporate Services department, and in accordance with the rules set out in Section 4.8.
- g) If deemed appropriate by the Corporate Services department, members of an advisory committee, local board, agency, or association may participate in meetings electronically as prescribed in Sections 9 a) through e), above.
- h) If the public is not permitted to attend the meeting in person due to an emergent situation and the live stream fails due to technology, the meeting will adjourn and be re-scheduled with notice provided pursuant to Section 4.1.

10. Inaugural Council Meeting

- a) The first meeting of Council following a regular election shall be held on first weekday following November 15, being the first day of the new term, at 6:00 p.m. in the Council Chambers or at such alternate location as determined by the Clerk.
- b) The Clerk shall prepare the Inaugural Agenda as follows:
 - Opening
 - Declaration of Office
 - Presentations
 - Comments by Council
 - Mayor's Inaugural Address
 - Adjournment
- c) At the inaugural meeting, each member present shall make his or her declaration of office and sign Council's Code of Conduct.
- d) Council shall not proceed with any regular business at this meeting.

11. Members of County Council

11.1 Mayor and Deputy Mayor

The Mayor and Deputy Mayor shall become Members of Council of the United Counties of Stormont, Dundas and Glengarry upon:

- Certification from the Clerk of the lower tier; and
- Taking the Declaration of Office for the position at the upper tier.

11.2 Alternate Member of Council

The Councillor with the greatest number of votes from the Municipal Election, shall become the Alternate Member of Council of the United Counties of Stormont, Dundas and Glengarry upon:

- Certification from the Clerk of the lower tier; and
- Taking the Declaration of Office for the position at the upper tier.

11.3 Alternate Member of Council Appointed

Notwithstanding 11.2 above, where the alternate member, as determined by Section 11.2, is unwilling or unable to serve as alternate member, Council may appoint a substitute alternate member to represent the Township of South Stormont as the Alternate Member of Council of the United Counties of Stormont, Dundas and Glengarry.

11.4 Responsibility of Alternate Member of Council

- a) The alternate member of Council shall exercise all the rights of a member of Council of the United Counties of Stormont, Dundas and Glengarry, solely for the meeting so attended.
- b) The alternate member of Council shall adhere to the provisions of the United Counties of Stormont Dundas and Glengarry Procedural By-law.

12. Committees

12.1 Appointments to Ad Hoc or Advisory Committees of Council

- a) Council may appoint Ad Hoc or Advisory committees to consider a specific matter and report to Council.
- b) Terms of reference, with defined timelines, shall be presented for approval at the time an Ad Hoc or Advisory committee is established.
- c) Appointments of members of the public will be undertaken as follows:
 - Public notice inviting applications from residents and business owners of the Township;
 - Following the close of the period for soliciting applications, a list of applications shall be presented to Council during a Closed Meeting; and
 - The successful applicant(s) will be appointed by by-law during a regular meeting.
- d) The Mayor is ex-officio on all committees and:
 - May attend meetings;
 - Attendance does not count towards quorum; and
 - May participate in meetings, however does not have a vote.
- a) Only the members of an Ad Hoc or Advisory committee shall participate in debate or ask questions at the respective committee meetings.
- b) The appointment of a member of the public to an Ad Hoc or Advisory committee may be forfeited if the member is absent from meetings of the

committee for three (3) consecutive months without being authorized to do so by a resolution of Council. Moreover, should the member re-locate outside the municipality, their appointment will be forfeited.

12.2 Council Member Appointment to Committees

Members of Council shall be appointed by the Mayor, in consultation with Council, to sit on various Committees of Council for a two-year term, unless otherwise required by legislation. These appointments will be confirmed at a regular meeting of Council.

13. Correspondence and Weekly Information Items

13.1 Correspondence

- a) All correspondence addressed to Members of Council shall be directed through the Clerk and considered public information, except as prohibited by legislation.
- b) All correspondence addressed to Members of Council shall be legible and signed by the author. Correspondence that does not include the above or that includes any illegible or defamatory allegations or derogatory remarks shall not be included as correspondence or responded to.
- c) Council's receipt of correspondence does not constitute endorsement by the Municipality of the correspondence or its contents or any recommendations contained, or actions advocated therein.

13.2 Weekly Information Items

- a) Weekly Information Items shall consist of the following items:
 - Resolution support requests;
 - Correspondence received that may be of interest to Members of Council;
 - Intergovernmental consultations; and
 - Items available in the Clerk's Office.
- b) Weekly Information Items will be published and distributed weekly.
- c) Members of Council may request an item from the Weekly Information Items be placed on the appropriate Council agenda for discussion.

14. General Rules

14.1 Robert's Rules of Order

In relation to the proceedings of Council and committees and for which Rules of Procedure have not been provided in this by-law, Robert's Rules of Order 11th Edition shall be referenced where practicable.

14.2 Other General Information

14.2.1 This by-law comes into force on September XX, 2021.

14.2.2 The short title of this by-law is the Procedural By-law.

14.2.3 Appendix 1, the "Motions Table", forms part of this by-law and shall be used as a reference.

15. Procedural By-laws for Other Boards, Committees or

Commissions

Where a board, committee or commission of the Township has not adopted a procedural by-law, such board, committee or commission shall be deemed to have adopted this procedural by-law with necessary modifications including the requirement that all meetings be open to the public, subject to the same exceptions applicable to Council meetings as set out herein.

16. Repeal of Previous By-law

By-law No. 2020-044 is hereby repealed.

READ AND PASSED in open Council, signed and sealed this XXth day of September, 2021.

Mayor

Clerk

DRAFT

17. Appendix 1
Table 1 Motions Table

Motion	Debatable	Non-debatable	Amendable	Non-amendable	Special Majority
Adjourn	No	Yes	No	Yes	
Point of privilege	No	Yes	No	Yes	Chair Rules*
Point of order	No	Yes	No	Yes	Chair Rules*
Call a vote on the motion	No	Yes	No	Yes	
Motion to amend	Yes	No	Yes	No	
Defer	No	Yes	No	Yes	
Refer	Yes	No	Yes	No	
Extend Council meeting beyond 11:00 p.m.	Yes	No	No	Yes	Majority of the members present
Extend Committee of the Whole meeting beyond 8:00 p.m.	Yes	No	No	Yes	Majority of the members present
Reconsideration	Yes	No	No	Yes	Two-thirds of entire Members of Council
Appeal the chair’s ruling	No	Yes	No	Yes	
Suspend the Rules of Procedure	No	Yes	No	Yes	Two-thirds of entire Members of Council
Extend delegation speaking time beyond the five or ten minutes, whichever is applicable	No	Yes	No	Yes	

* A point of order/privilege is ruled on by the Mayor/chair. Any member may appeal the chair’s ruling which must then be decided by a majority vote of the members present without debate.



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: August 11, 2021
Subject: 2021 Municipal Grant Applications

Recommendation:

Whereas Council provides municipal funds to registered charities and public and private organizations for supporting community-based programs, projects, or events.

Now therefore be it resolved that Council approves the following 2021 Municipal Grants:

- Stormont Agricultural Society – Stormont County Fair
 - Cash - \$500
 - Tipping Fees - \$1,200
 - In-Kind Support - \$1,940
- Stormont Plowmen’s Association - \$200

Further that remaining grant submissions be reviewed in conjunction with Covid-19 regulations and probability of hosting community events takes place later in the year.

Executive Summary:

For transparency purposes, that municipal grants in 2021 should be reviewed and approved by resolution.

Background:

The Township of South Stormont provides, subject to annual budget approval, municipal funds, and donations in-kind to registered charities, not for profit corporations and public and private organizations for the purpose of starting, operating, supporting, or maintaining community-based programs, projects or events.

The 2021 Municipal Grant cash budget is \$10,000.

Starting in 2018, in-kind municipal grants have been tracked and are now included as part of the Municipal Grant Application process. In-kind grants are required to be recorded as per accounting rules and regulations and including them within the Municipal Grant Application process enables the Township to be more transparent regarding grants provided to the community.

The Township has received 6 municipal grant applications and total amount is \$11,400, which includes \$6,700 cash.

During the April 28, 2021, Council meeting, Council approved the municipal grant applications from Cornwall Township Historical Society, South Stormont Chamber of Commerce and Friendly Circle Seniors Club totally \$3,300 in cash.

Since the COVID-19 situation has improved, some restrictions have been removed and some of the activities applied for can take place in 2021. We have confirmation from Stormont Agricultural Society and Stormont Plowmen's Association that they will carry on their proposed activities.

The total cash amount for above 2 application is \$1,900 and in-kind support is valued at \$1,940.

Options:

1. That Council approves the 2021 Municipal Grants programs for Stormont Agricultural Society and Stormont Plowmen's Association.
2. That Council does not approve.

Financial Impact:

The 2021 Municipal Grant cash budget is \$10,000.

The recommendations are within the cash municipal grant budget.

Others Consulted:

Director of Corporate Services, Loriann Harbers
Director of Parks & Recreation, Kevin Amelotte
CAO, Debi LucasSwitzer

**Township of South Stormont
2021 Municipal Grants - FOR DISCUSSION PURPOSES**

Association Name	Event/Project	2021 Municipal Grant Application Received	2019 In Kind Grants Approved	2020 In Kind Grants Requested	2021 In Kind Grants Requested/Anticipated	2021 In Kind Grants Approved *	2019 Cash Grants Approved	2020 Cash Grants Requested	2021 Cash Grants Requested	2021 Cash Grants Approved	2021 Total Grants Approved
Stormont Agricultural Society - Stormont County Fair	Stormont County Fair	Yes	-	-	-	-	-	-	-	\$ -	-
Cash Donation			-	-	-	-	500	500	500		-
Tipping Fees			-	-	-	-	1,200	1,200	1,200		-
In-Kind			1,730	1,940	1,940	-	-	-	-		-
Stormont Plowmen's Association	Plowing Match	Yes	-	-	-	-	200	200	200		-
			\$ 1,730	\$ 1,940	\$ 1,940	\$ -	\$ 1,900	\$ 1,900	\$ 1,900	\$ -	\$ -

*In-kind grants offered in prior years have been noted as approved.

Township of South Stormont
ACTION REQUEST
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: August 11, 2021
Subject: Municipal Grant Application from Friends of Hoople Creek

Recommendation:

That Council approve a grant in the amount of \$1,500 to the Friends of the Hoople Creek in support of start-up costs.

Executive Summary:

At a recent Council meeting, John Sliter of the Friends of the Hoople Creek made a presentation to Council outlining concerns for the walleye population and the future of the Hoople Creek.

An application for financial support, to be considered through the Township's Municipal Grant Program, has been received.

Background:

Friends of Hoople Creek is currently applying to Revenue Canada for a not-for-profit society status. As per the attached proposal and per the Presentation given to South Stormont Council on June 23, 2021. They require funds to assist in getting the fish monitor / counter system in place to provide data to help protect Hoople Bay. This project will go a long ways to help the local Ice Fishing Tournament and to also help re-establish fishing in this area.

Friends of Hoople Creek has established cost based on attached proposal as below:

Cost Estimate

Year 1

Activity/Item	Cost (\$)
Habitat survey and system installation: 3 person crew, two days including travel and expenses	5500
Purchase of BRAVO G3 system (not including cellular link)	11600
Data processing- 2 weeks of collected data	1000
Data hosting (website)	-
Total*	19000

Year 2

Activity/Item	Cost (\$)
System installation: 2 person crew, 1 day including travel and expenses	2000
Data processing- 2 weeks of collected data	1000
Data hosting (website)	-
Summary report: 2 years of data collection including analysis and recommendations	5000
Total*	8600

2-YEAR PROJECT TOTAL: \$27600+HST*

*Totals include Bell Hub data link (\$300 + \$50/mo) on 2 year contract. Alternative option- Starlink (\$1000 + \$130/mo), also requires 2 year contract.

The Friends of Hoople Creek is requesting \$20,000 to assist in getting the fish monitor / counter system in place to provide data to help protect Hoople Bay based on attached application.

The Township of South Stormont provides, subject to annual budget approval, municipal funds and donations in-kind to registered charities, not for profit corporations and public and private organizations for the purpose of starting, operating, supporting or maintaining community-based programs, projects or events.

The 2021 Municipal Grant cash budget is \$10,000.

The Township has received 6 municipal grant applications and total amount is \$11,400, which includes \$6,700 cash.

During the April 28, 2021, meeting, Council approved the municipal grant applications from Cornwall Township Historical Society, South Stormont Chamber of Commerce and Friendly Circle Seniors Club and total amount is \$3,300 in cash.

Stormont Agricultural Society, Stormont Plowmen's association also applied municipal grant in 2021 and total cash amount for above 3 application is \$1,900 and in-kind support is valued at \$1,940.

Based on funds allocated, there remains \$4,800 available fund for new applications in 2021.

According to Municipal Grant application procedure, the Director of Finance will bring recommendations to Council when applications are received. Moreover, the procedure states that recommendations for grant requests received for the starting of a community-based program will be limited to 50% of the start-up costs to a maximum grant of \$1,500. This does not prevent the applicant for applying from additional municipal grants for other purposes.

Options:

1. That Council approve a grant in the amount of \$1,500 to the Friends of the Hoople Creek in support of start up costs.
2. That Council not approve funds for the Friends of the Hoople Creek.
3. Other.

Financial Impact:

As noted in this report, the 2021 budget provides for up to \$10,000 in grant allocation and the recommended allocation of \$1,500 is within the budget amount.

Of note, and as noted above, there remains \$4,800 available for new applications.

Risk and Asset Management Considerations:

It is appropriate for Council to support such initiatives for both environmental as well as local tourism purposes.

Others Consulted:

CAO

Please note the following response to Municipal Grants Application has been submitted at Tuesday July 27th 2021 1:37 PM with reference number 2021-07-27-003.

- **Name of organization**
Friends of Hoople Creek
- **Type of organization**
Charity - Environmental
- **Contact Person**
John r Sliter
- **Phone Number**
[REDACTED]
- **Email address**
[REDACTED]
- **What is the status of your organization?**
Other (Explain)
- **What is the main sector your organization serves?**
Environment
- **A brief description of the organization**
Currently applying to Revenue Canada for a not-for-profit society status.
- **Application is for:**
Project funding
- **Total funds requested:**
\$20,000
- **Will you require donations in-kind, i.e. tables, chairs or use of hall**
No
- **Overall budget for this initiative**
\$20,000
- **Program, project or event description**
As per the attached proposal and per the Presentation given to South Stormont Council on June 23, 2021. We require funds to assist in getting the fish monitor / counter system in place to provide data to help protect Hoople Bay. This project will go a long ways to help the local Ice Fishing Tournament and to also help bring Fishers to this area.

- **Provide a breakdown of the proposed expenses for the initiative (community based program, project or event), identify the use of the grant funds and/or donations in-kind requested, including a time frame indicating when you will require the funding.**
 1. [Hoople Creek Walleye Proposal.pdf \[135.4 KB\]](#)
- **Has your group received a grant from the Township of South Stormont previously?**

No
- **Declaration**

I have read and understand the above declaration.
- **Date**

7/27/2021



Proposal for Monitoring and Potential Restoration of Walleye Spawning in Hoople Creek, Ontario

Prepared by:

Biotactic Inc.
2016 Old Mill Road
Kitchener, ON
N2P1E2

Prepared for: Friends of Hoople Creek – May 2021

Project Objectives

- Installation of underwater cameras/fish counter
- Ability for public to watch the annual spawning run on the internet
- Quantification of current size of annual spawning run
- Evaluation and analysis of the suitability and availability of current spawning habitat
- Restructuring of spawning habitat and restoration of connectivity (if/as required)

As in many areas in Ontario, there has been a noticeable decrease in the abundance of walleye entering Hoople Creek from the St. Lawrence River to spawn each spring. This brief proposal is designed to address these significant declines by establishing baseline data related to walleye migration as well as by evaluating the potential suitability for remaining habitat in Hoople Creek to support walleye reproduction. Restoration of spawning habitat and subsequent monitoring to assess the effectiveness of such efforts may be performed moving forward and would be compared to the documented baseline counts.

Target Species - Walleye

Walleye (*Sander vitreus*) are elongate fish, with an olive-green/brown dorsal and white ventral surface, separated spiny and soft dorsal fins with a white-tipped lower lobe on the caudal fin (Holm *et al.* 2009). This top predator species, has enlarged canine teeth on the lower jaw and forages primarily on fishes but also incorporates leeches, crustaceans, macroinvertebrates etc. into its diet (Bozek *et al.* 2011). Their spatial and temporal distribution is highly influenced by light intensity with deeper waters inhabited during the day and shallower waters utilized at night, due to scotopic vision which allows foraging in dark and turbid water (Bozek *et al.* 2011). While this species is tolerant of a wide range of lake and river conditions it is most abundant in cool waters (tolerance 0 - 30°C) with shallow to moderate depths and moderate clarity (SDD <2 m, TDS <1500 mg/L) (Colby *et al.* 1994; Holm *et al.* 2009). Walleye have been noted to avoid turbulent and backwater flows which may disrupt rheotaxis (Paragamian 1989; Bunt *et al.* 2000; Castro-Santos 2005), and tend to travel along channel margins (NHC and FEI 2006) where flows are lower and more uniform. Swimming ability increases with size and water temperature. Peake *et al.* (2000) reported a U_{crit60} (highest speed sustained for 60mins) ranging from 0.3 - 0.73 m/s, a U_{crit10} ranging from 0.43 - 1.14 m/s and max burst swimming speeds ranging from 1.6 - 2.6 m/s.

Walleye are migratory and home to heritable, genetically predetermined spawning areas (Jennings *et al.* 1996; Gatt *et al.* 2002; Manny *et al.* 2010; Bozek *et al.* 2011) with upstream positive rheotactic movement triggered at a water temperature of 2.8 - 5 °C (Paragamian 1989). Spawning begins in early spring when the water temperature is 4 - 11 °C and eggs, which are ~2mm in diameter, are released in areas with coarse gravel and cobble substrates (Gillenwater *et al.* 2006; Holm *et al.* 2009; Manny *et al.* 2010) and well-oxygenated constantly flowing water (Fielder *et al.* 2010) with depth >0.6 m and water velocity of 0.4 - 1 m/s (as high as 1.5 m/s as per Paragamian 1989; Bozek *et al.* 2011). Spawned eggs are adhesive and have greater retention rates in cleaner/less sedimented areas (Crane and Farrell 2013) and hatch after 10 - 27 days (water temperature dependent). Young have high rates of mortality with only ~0.01 % survival to age-1 (Bozek *et al.* 2011). Optimal growth is attained at a water temperature of 18 - 22 °C with the minimum size at maturity approximately 350 mm TL for males and 450 mm for females (~3 - 4 years old; Jennings *et al.* 1996) with

populations showing compensatory growth and production in response to density levels (Lester *et al.* 2000; Bozek *et al.* 2011).

Biotactic - Automated Fish Monitoring Systems

Biotactic Inc. was founded in 1998 and has extensive experience and proven expertise with fish passage, aquatic species at risk, long term fish migration and barrier impact studies of fish in Great Lakes tributaries, development and production of monitoring systems for counting fish, as well as the design and execution of fisheries offset plans and fisheries compensation projects.

BRAVO- Biotactic Research and Videography Observatories

The BRAVO G3 Fixed Fish Monitoring and Counting system features a high resolution underwater colour video camera with 24 infrared LEDs and photosensors for 24hr fish monitoring. The system is equipped with fish-specific motion detection algorithms allowing it to capture and record fish movements while automatically filtering out periods of inactivity or “empty frames”, as well as a sensor that allows the system to log water temperature data at user-defined intervals. Extensively tested in rivers, lakes, reservoirs and the ocean, BRAVO systems are designed for installation at dams, fishways or open underwater environments meaning that the system does not require fish to swim through a tunnel to be counted or recorded.

The BRAVO G3 camera and lighting system has automated self-cleaning and should require zero maintenance between installation and removal. Onsite system storage is 500GB, capacity more than enough to record data for the duration of the monitoring period (i.e., March-April). These BRAVO features significantly reduce the amount of time, risk and expense normally required for regular site visits during the monitoring program to clear debris or to clean sensors. Cellular or satellite-linked internet access may be required to ensure that the power systems are running correctly as well as to transfer data for monitoring and data processing. The internet connection will also allow members of the public to watch the spawning run live in real time. With the BRAVO system all video frames and still images are time and date-stamped. Data processing and transcription will include daily fish counts, species identification, swimming direction, passage time, fish size, fish condition and other visual observations. Depending on internet connection, data processing would occur daily with information regarding the number of walleye passed, peak passage time and rate and water temperature for the previous day continuously updated throughout the monitoring period and made available to the public. Archival video of walleye accessing Hoople Creek to spawn will also be made available.

Proposed Work

Collecting baseline data using a BRAVO G3 system will allow migration sizes, migration intensity and timing to be quantified. Such information can then be compared across years to establish trends using real data rather than qualitative observations or anecdotal information. Quantitative data are generally required to develop and execute more formal scientific objectives focused on long-term restoration options. Baseline data and trends can be used to incentivise and encourage participation by various stakeholders in future monitoring, mitigation, compensation and offset projects with a direct focus on enhanced walleye

production and increased walleye biomass in Hoople Creek. A web page will be created specifically for this project that will host the real time live feed of the spawning run, a data table with daily passage information updated daily as well as archival video of walleye passage in Hoople Creek.

Habitat evaluation surveys are also necessary to establish baseline conditions and the suitability of existing habitat for walleye migration, spawning and egg/larval development. Onsite studies will consist of baseline mapping of substrate type and availability as well as establishing whether access to these areas is restricted in the spring. Survey data will be coupled with biological data from the fish monitoring systems to develop recommendations for enhancing the run size of walleye and/or increasing biomass production. Baseline habitat surveys would be conducted prior to automated fish monitoring and counting in the spring. During these surveys, the optimal camera deployment location will be established. This location will be in spawning areas that have been previously augmented using appropriately sized gravel to create spawning habitat. There is a constriction point in this area that has been identified as an ideal camera location (John Sliter, *pers. com.*). The camera measures approximately 20x10cm and will be anchored into the substrate using t-bar. The power, computer and communications systems will be housed in a secure weatherproof enclosure on the river bank.

Cost Estimate

Year 1

Activity/Item	Cost (\$)
Habitat survey and system installation: 3 person crew, two days including travel and expenses	5500
Purchase of BRAVO G3 system (not including cellular link)	11600
Data processing- 2 weeks of collected data	1000
Data hosting (website)	-
Total*	19000

Year 2

Activity/Item	Cost (\$)
System installation: 2 person crew, 1 day including travel and expenses	2000
Data processing- 2 weeks of collected data	1000
Data hosting (website)	-
Summary report: 2 years of data collection including analysis and recommendations	5000
Total*	8600

2-YEAR PROJECT TOTAL: \$27600+HST*

*Totals include Bell Hub data link (\$300 + \$50/mo) on 2 year contract. Alternative option-Starlink (\$1000 + \$130/mo), also requires 2 year contract.

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Holm, E., Mandrak, N.E. and Burridge, M.E. 2009. The ROM field guide to freshwater fishes of Ontario. ROM. pp. 418-419.

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Paragamian, V.L. 1989. Seasonal habitat use by Walleye in a warmwater river system, as determined by radiotelemetry. *N. Am. J. of Fish. Manage.*, 9, 392-401.

Peake, S.J. 2008. Behavior and passage performance of Northern Pike, Walleyes and White Suckers in an experimental raceway. *N. Am. J. of Fish. Manage.*, 28, 321-327.

Manny, B.A., Kennedy, G.W., Boase, J.C., Allen, J.D. and Roseman, E.F. 2010. Spawning by walleye (*Sander vitreus*) and white sucker (*Catostomus commersoni*) in the Detroit River: Implications for spawning habitat enhancement. *J. of Great Lakes Research*, 36, 490-496.

Northwest Hydraulic Consultants (NHC) and Focus Environmental Inc (FEI). 2006. Dunvegan Hydroelectric Project Fish Passage Rationale. Prepared for: Glacier Power Ltd., Calgary, Alberta.

	TOWNSHIP OF SOUTH STORMONT	
	Section: All Departments	
	Subject: Municipal Grant Application – Standard Operating Procedures	Date of Origin:

The Township of South Stormont provides, subject to annual budget approval, municipal funds and donations in-kind to registered charities, not for profit corporations and public and private organizations for the purpose of starting, operating, supporting or maintaining community-based programs, projects or events.

Corporate Statement:

The Township of South Stormont wishes to ensure that municipal funds and donations in-kind granted to registered charities, not for profit corporations and public and private organizations for the purpose of starting, operating, supporting or maintaining community-based programs, projects or events are distributed in an open, fair and accountable process and are beneficial to the community.

Standard Operating Procedure (SOP):

1. Applicants wishing to apply for grants and/or donations in-kind are asked to complete the application that includes a brief history of the organization, list of board members (if applicable), detail of event/program and an outline of where and how the grant dollars and/or donations in-kind will be used. The most current financial statements of your organization are required to be submitted with your request.
2. The Director of Finance shall review each Municipal Grant Application to ensure all necessary information is provided. Incomplete grant applications will be returned for further clarification and completion.
3. All applications are due on or before the last Friday in October.
4. Applicants will be notified by the end of November and grant dollars will be distributed after budget approval in February.

5. All grantees must, within 60 days after the completion of their event/program, provide the Township with a written statement, including supporting documentation, i.e. copies of receipts, outlining the use of the funds granted. Any unused funds shall be returned to the Corporation of the Township of South Stormont. Organizations will not be eligible for any future funding and/or donations in-kind should these requirements not be fulfilled.

Procedures:

1. The Municipal Grant Application form will be posted on the Township of South Stormont's website and will be available at the Township office.
2. All application forms must be received on or before the last Friday in October in order to be considered for the following year's budget.
3. The Director of Finance along with appropriate department directors shall review all completed Municipal Grant Applications and incorporate requests into operational budget considerations.
4. The Director of Finance will bring forward recommendations to Council. Recommendations for grant requests received for the starting of a community-based program will be limited to 50% of the start-up costs to a maximum grant of \$1,500. This does not prevent the applicant for applying from additional municipal grants for other purposes.
5. Recommendations will be reviewed and approved by Council.

TOWNSHIP OF SOUTH STORMONT Municipal Grant Application

INSTRUCTIONS:

Mail, email or deliver the completed application to:

P.O. Box 84, 2 Mille Roches Road
Long Sault, ON K0C 1P0
Tel: (613) 534-8889 Fax: (613) 534-2280
Email: info@southstormont.ca
ATTENTION: Finance Department

INFORMATION:

Refer to the Municipal Grant Application Standard Operating Procedure (SOP) for more detailed information on eligibility and criteria.

If you require assistance completing this form, or have inquiries, contact:

Director of Finance, 613-534-8889 ext. 220 or info@southstormont.ca

APPLICANT INFORMATION

Name of organization:	
Type of organization:	
Contact Person:	
Phone Number:	
Email address:	
Mailing Address:	
Telephone:	

Please attach:
List of Board/Committee members (if applicable)
Letter of support from organization benefiting from this grant

Application deadline date: last Friday of October - late applications may not be considered.

Part 1: Information about the Applicant

1. What is the status of your organization?

- ☐ Registered Charity
- ☐ Not for profit corporation (not registered as a charity)
- ☐ Organization
- ☐ Other (Explain)

2. What is the main sector your organization serves?

- ☐ Arts & Culture
- ☐ Human and Social Services
- ☐ Environment
- ☐ Sports and Recreation
- ☐ Other

A brief description of the organization:

Part 2: Information about the Grant Request

3. Application is for:

- ☐ Start-up funding
- ☐ Operational funding
- ☐ Project funding
- ☐ Capital funding

4. Total funds requested: \$ _____

5. Will you require donations in-kind, i.e. tables, chairs or use of hall

- ☐ Yes
- ☐ No

If so, please specify:

6. Overall budget for this initiative: \$ _____

Program, project or event description:

7. Provide a breakdown of the proposed expenses for the initiative (community based program, project or event), clearly identifying the use of the grant funds and/or donations in-kind requested, including a time frame indicating when you will require the funding (attach as many additional pages as necessary).

8. Has your group received a grant from the Township of South Stormont previously?

If yes, when?

South Stormont's contribution?

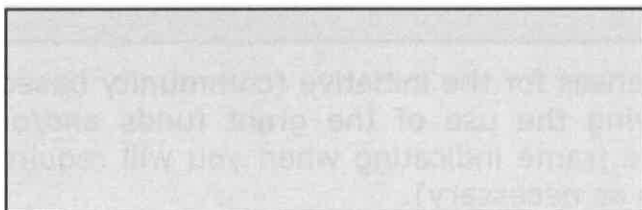
Briefly describe previous project(s):

9. Does your organization conduct fundraising activities? If so, list these activities.

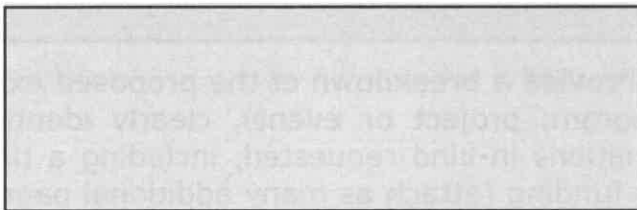
Part 3: Applicant's Declaration

I confirm that the information contained in this application and accompanying documents are true, accurate and complete. I acknowledge that if this application is approved I will be required to provide all of the necessary information, as outlined in the South Stormont Municipal Grant Application – Standard Operating Procedure.

AUTHORIZATION

A rectangular box for entering the date.

Date

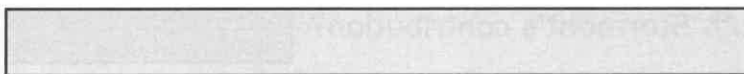
A rectangular box for the signature of the representative.

Signature of Representative

Municipal Freedom of Information and Protection of Privacy Act

Personal information provided by the applicant on the application form is collected for the purposes of the Township of South Stormont Municipal Grant Program approved by Council on an annual basis. The information will be used internally within the Township to administer your application.

As an authorized representative of

A rectangular box for the name of the organization.

I, (please print)

A rectangular box for the printed name of the applicant.

attest that all information contained in this application is accurate to the best of my knowledge.



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: August 11, 2021
Subject: New reserve establishing and reserve reclassification

Recommendation:

That Council establish new reserves as follows:

- Information Technology Reserve
- Service Delivery Reserve
- Tax Rate Stabilization Reserve
- Fire Facility Reserve
- Fire and Protection Reserve
- Bridge Reserve
- Winter Control Reserve
- Parks Reserve
- Recreation Equipment Reserve
- Waterfront Reserve
- Planning Reserve
- Economic Development Reserve

And further, that Council approve the reclassification of reserves as described in the August 11, 2021 Action Request summary.

Executive Summary:

According to the Township's Reserve and Reserve Fund Policy, Municipal Councils have the discretion to establish reserves for specific or unspecified purposes. Reserves may be undefined and used based on requirements as defined by Council, and reserves may also be established for a specific purpose.

In order to prepare the Township for the future growth and support long term financial needs, goals and objectives, establishing new reserves and reclassifying reserve balances are the basis to provide the financial platform for the community.

Background:

At the July 14, 2021 Council meeting, Council approved the Reserve and Reserve Fund Policy. This policy provides guidelines for establishing new reserves and reserve reclassification.

Below please find a brief description of each of the proposed reserves:

- IT Reserve
This reserve is established to fund IT operating, maintenance and capital projects.
- Service Delivery Reserve
This reserve is established to fund any activities or programs to improve the way services are provided to the community.
- Tax Support Stabilization Reserve
This reserve provides a contingency to stabilize the taxation in the budget.
- Fire Facility Reserve
This reserve provides financing for Fire Hall capital projects.
- Fire and Protection Reserve
This reserve provides financing for operating costs, protective services, etc.
- Bridge Reserve
This reserve is to assist in bridge capital projects, or any other bridge expenses
- Winter Control Reserve
This reserve funds winter maintenance in the event of a shortfall in the Winter Control Operating Budget. The Reserve aids in minimizing the financial implications resulting from extreme winter weather conditions.
- Parks Reserve
This reserve is established to provide funding for operating and capital projects of parks.
- Recreation Equipment Reserve
This reserve is established to provide funding for operating and capital projects of Recreational equipment.
- Waterfront Reserve
This reserve is established to fund operating, maintenance and capital projects of waterfront.
- Planning Reserve
Given the Planning department's sensitivity to volatile and declining economic trends the reserve balance is intended to mitigate any future financial risk or smooth impacts.
- Economic Development Reserve
Created to finance Economic Development expenses and smooth budget to actual fluctuations

Following the reclassification of reserves, the Working Capital Reserve will be \$1,947,123; this is an appropriate balance for future operations. As a result of reclassification, some existing reserve balances have been amended as follows:

- Facilities Reserve \$774,906
This reserve can be used for future activities related to the Raisin River Heritage Centre.

- Fire Facility Reserve \$450,000
After 2021 budgeted reserve contribution, the balance will be \$700,000
- Waterfront Reserve \$150,000
After 2021 budgeted reserve contribution, the balance will be \$200,000, this does not include the funds set aside in the Gas Tax Reserve Fund in the amount of \$399,706.56

The balance of Water/Sewer Reserve for future (\$52,718) has been equally split into Long Sault – Ingleside Water Reserve and Ingleside/Long Sault water Rate Reserve.

Meanwhile, the \$602 of balance of current year surplus/deficit will be transferred to Working Capital Reserves.

Also, with reclassification of reserves, each department will have its own reserve to support projects.

Staff also suggest that Building Reserves/Economic Development will be reclassified as Facilities reserve.

Options:

1. That Council approve the establishment of new reserves and reclassification of reserves.
2. That Council not approve.
3. Other.

Financial Impact:

Establishing of new reserves and reclassification of reserves will enhance the reserve management for the Township.

Risk and Asset Management Considerations:

There are no foreseen risks with the recommended option.

Others Consulted:

CAO
Directors
Finance

Township of South Stormont Reserve Reclassification summary
August 11, 2021

Name	2020 Balance	Adjusting	Adjusted Balance
Reserve Funds:			
Ingeside Inflow Reserve Fund	343,952		343,952
Water / Sewer Capital Reserve Fund	23,736		23,736
Ingeside Sewer Rate Reserve Fund	177,250		177,250
Ingeside Library Reserve Fund	3,302		3,302
South Stormont Senior Support Reserve Fund	16,873		16,873
Ingeside / Kraft Waste Water Reserve Fund	1,837,443		1,837,443
Kraft Waste Water Reserve Fund (By-law 2011-01)	659,380		659,380
Total Reserve Funds	3,061,937		3,061,937

Reserves

GENERAL GOVERNMENT

Working Capital Reserves	4,934,101	(2,986,376)	1,947,725
Election Reserves	53,645	11,355	65,000
Current year surplus/deficit	602	(602)	0
Grant Funding Reserve	442,672	(111,377)	331,295
Barlow Community benefits	19,507		19,507
IT Reserve		30,000	30,000
Service Delivery Reserve			-
Tax- Rate Stabilization Reserve			-
Cemeteries - Reserves	25,000		25,000
GENERAL GOVERNMENT TOTAL	5,475,527	(3,057,000)	2,418,527

FACILITY

Building Reserves/Economic Development	324,906	450,000	774,906
Fire Facility Reserve		450,000	450,000
EMS Reserve	5,450		5,450
FACILITY TOTAL	330,356	900,000	1,230,356

PPP - FIRE AND RESCUE

Fire Vehicle Reserve	100,303		100,303
Fire Equipment Reserves	319,022	(250,000)	69,022
Fire & Protection Operating Reserve			-
MTO Revenue For Reserves	121,162		121,162
PPP - FIRE AND RESCUE TOTAL	540,487	(250,000)	290,487

PPP - OTHER

Animal Control - Reserves	25,000		25,000
PPP - OTHER TOTAL	25,000	-	25,000

Township of South Stormont Reserve Reclassification summary
August 11, 2021

Name	2020 Balance	Adjusting	Adjusted Balance
<u>BUILDING</u>			
Building - Lot Grading Reserves	60,405	5,000	65,405
BUILDING TOTAL	60,405	5,000	65,405
<u>TRANSPORTATION SERVICES</u>			
Road Upgrade Reserve	14,000		14,000
Bridge Reserve		63,000	63,000
Winter Control Reserve		100,000	100,000
Equipment recovery reserve	309,869		309,869
TNPL Fire/Industrial Road Reserve	148,850		148,850
TRANSPORTATION SERVICES TOTAL	472,719	163,000	635,719
<u>PARKS AND RECREATION</u>			
Arena / Recreation Reserves	61,090		61,090
Recreation Reserves	23,951	80,000	103,951
Park Reserves		100,000	100,000
Recreation Equipment Reserves		30,000	30,000
Waterfront Reserve		150,000	150,000
Parks - Moulinette Island Park Reserves	1,450		1,450
PARKS AND RECREATION TOTAL	86,491	360,000	446,491
<u>PLANNING</u>			
Planning reserve		185,000	185,000
PLANNING TOTAL	-	185,000	185,000
<u>ECONOMIC DEVELOPMENT</u>			
Land inventory reserve	243,331	900,000	1,143,331
Economic Development reserve		50,000	50,000
ECONOMIC DEVELOPMENT TOTAL	243,331	950,000	1,193,331

Township of South Stormont Reserve Reclassification summary
August 11, 2021

Name	2020 Balance	Adjusting	Adjusted Balance
<u>ENVIRONMENTAL SERVICES</u>			
WASTE MANAGEMENT			
Waste Management Reserves	(497,327)	744,000	246,673
Trillium Landfill - Capping Reserves	60,000		60,000
Recycling Future Capital Reserves	5,500		5,500
WASTE MANAGEMENT TOTAL	(431,827)	744,000	312,173
Water			
Long Sault - Ingleside Regional Water			
Long Sault - Ingleside Water Reserves	2,881,998	26,359	2,908,357
Water/Sewer reserve for future	52,718	(52,718)	-
Ingleside / Long Sault Water Rate Reserve	16,603	26,359	42,962
Long Sault - Ingleside Regional Water Total	2,951,318	-	2,951,318
Eamers Corners Water			
Eamers Corners - St. Andrews Water Reserves	144,344		144,344
Eamers Corners Water Total	144,344	-	144,344
Waste Water			
Long Sault Waste Water			
Long Sault Sewer Reserves	1,371,902		1,371,902
Long Sault Waste Water Total	1,371,902	-	1,371,902
Ingleside Waste Water			
Ingleside Sewer Reserves	346,052		346,052
Ingleside Waste Water Total	346,052	-	346,052
ENVIRONMENTAL SERVICES TOTAL	4,381,789	-	5,125,789
Total Reserves	11,616,105		11,616,105
Total Reserves & Reserve Funds	14,678,042	-	14,678,042



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: August 11, 2021
Subject: Acknowledge and Respond to Offer to Tour Sault Ste. Marie Waterfront

Recommendation:

That Council acknowledge the receipt of an offer to tour the City of Sault Ste Marie waterfront from Douglas Leighton, President and Managing Partner of Douglas L. Leighton Consulting Associates, and direct staff to respond expressing appreciation for the offer, however, respectfully decline at this time.

Executive Summary:

On July 29th, 2021, members of Council and select Township staff received correspondence from Douglas Leighton regarding a proposal to join himself and delegates from the City of Cornwall to tour the Sault Ste Marie waterfront lands and St. Mary's Paper Mill re-development projects. The proposal suggests that following the tour, collaboration between the Township and Douglas Leighton Consulting Associates ensue.

Background:

Currently the Township has no ownership or legal grounds to develop the waterfront lands. Until the discussions and negotiations are complete, staff believe it is not prudent to invest unbudgeted dollars and time to investigate other communities' waterfronts. Additionally, the Waterfront Development Plan approved by Council considers a variety of waterfront communities and the developments in those municipalities. To begin consideration of tours to any communities must take in to account the goals and objectives of the approved Plan. Current staffing, work and projects do not provide sufficient time for staff to prepare an assessment of the Township's Waterfront Development Plan goals and objectives and how they may be related to individual communities, develop any background information and investigate options for tours.

While the offer to visit another community that has undergone significant redevelopment of their waterfront lands is appreciated, at this time it is recommended that Council direct staff to respectfully decline the invitation due to the reasons noted above.

Options:

1. That Council acknowledge the receipt of Mr. Leighton's offer and direct staff to respectfully decline the opportunity. This is the recommended option.
2. That Council accept the offer and direct staff to prepare background and assessment information and to coordinate efforts to visit Sault Ste Marie and tour their waterfront.
3. Other

Financial Impact:

There is no financial impact in the recommended option to decline the invitation.

Should Council wish to accept the invitation, travel expenses such as accommodations, transportation, meals, and significant staff time would need to be considered.

Moreover, additional unbudgeted consulting costs may be applicable should Council wish to pursue the proposal.

Risk and Asset Management Considerations:

There are no foreseen risks with the recommended option.

Others Consulted:

Senior staff

Prepared by:

Chris Hemond, Economic Development and Communications Coordinator



To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: August 11, 2021
Subject: Award RFQ No.16-2021 for the Construction of Phase I of the Multi-Use Path in the Arnold Bethune Memorial Park.

Recommendation:

That Council award RFQ No.16-2021 for the Construction of Phase I of the Multi-Use Path in the Arnold Bethune Park to David Brown Construction Ltd. for the bid submission of \$130,632.25 less the unit price of Top Soil and Sod of \$18,000, for a total project cost of \$112,632.25, excluding HST.

Executive Summary:

The Township was successful in obtaining a grant through the Investing in Canada Infrastructure Program (ICIP) COVID Stream to construct approximately 600 meters of multi-use path to offer the community new recreational and active transportation opportunities. The total approved ICIP grant amount for this project is \$99,999.00.

The multi-use path will be constructed to connect users from the entrance of the path starting on Saunders Avenue to the future location of the pavilion that will be constructed near the washroom facility in 2022. Small connections to the new path from St. Laurent Avenue and Johnson Crescent were added as provisional items to be considered depending on the quotes received to complete this Phase I project.

Background:

This project is part of a large-scale multi-use path network proposed for the Village of Long Sault and was highlighted as a priority in the Parks and Recreation Master Plan. The overall multi-use path network aims to provide better access for residents in newly developed neighborhoods to key amenities with the centre of the Village while providing all residents with safe and accessible recreational trails.

The project cost of \$112,632.25 also includes \$10,000.00 in contingency that potentially will not be needed to complete the project, and thus further reducing the cost of construction for this project.

Options:

1. That Council award RFQ No.16-2021 for the Construction of Phase I of the Multi-Use Path in the Arnold Bethune Park to David Brown Construction Ltd. for the bid submission of \$130,632.25 minus the unit price of Top Soil & Sod (\$18,000.00) for a total project cost of \$112,632.25 excluding HST.
2. Other.

Financial Impact:

The Township received \$99,999.00 from the ICIP COVID STREAM fund to complete construction of this multi-use path prior to December, 2021. Failing to complete this project as outlined in the grant submission would result in forfeiting the funds provided.

Staff is suggesting that any balance owing to complete this project can be covered under the current operations budget for park maintenance. Based on the cost for this project this cost could range from \$2,632.25 to \$12,632.25 depending on the contingency amount required during construction.

Attached are the final bid submissions for RFQ No. 16-2021 received prior to 11:00 a.m. on August 10, 2021.

Risk and Asset Management Considerations:

The multi-use path network will provide better access for residents in newly developed neighborhoods to key amenities with the centre of the Village while providing all residents with safe and accessible recreational trails.

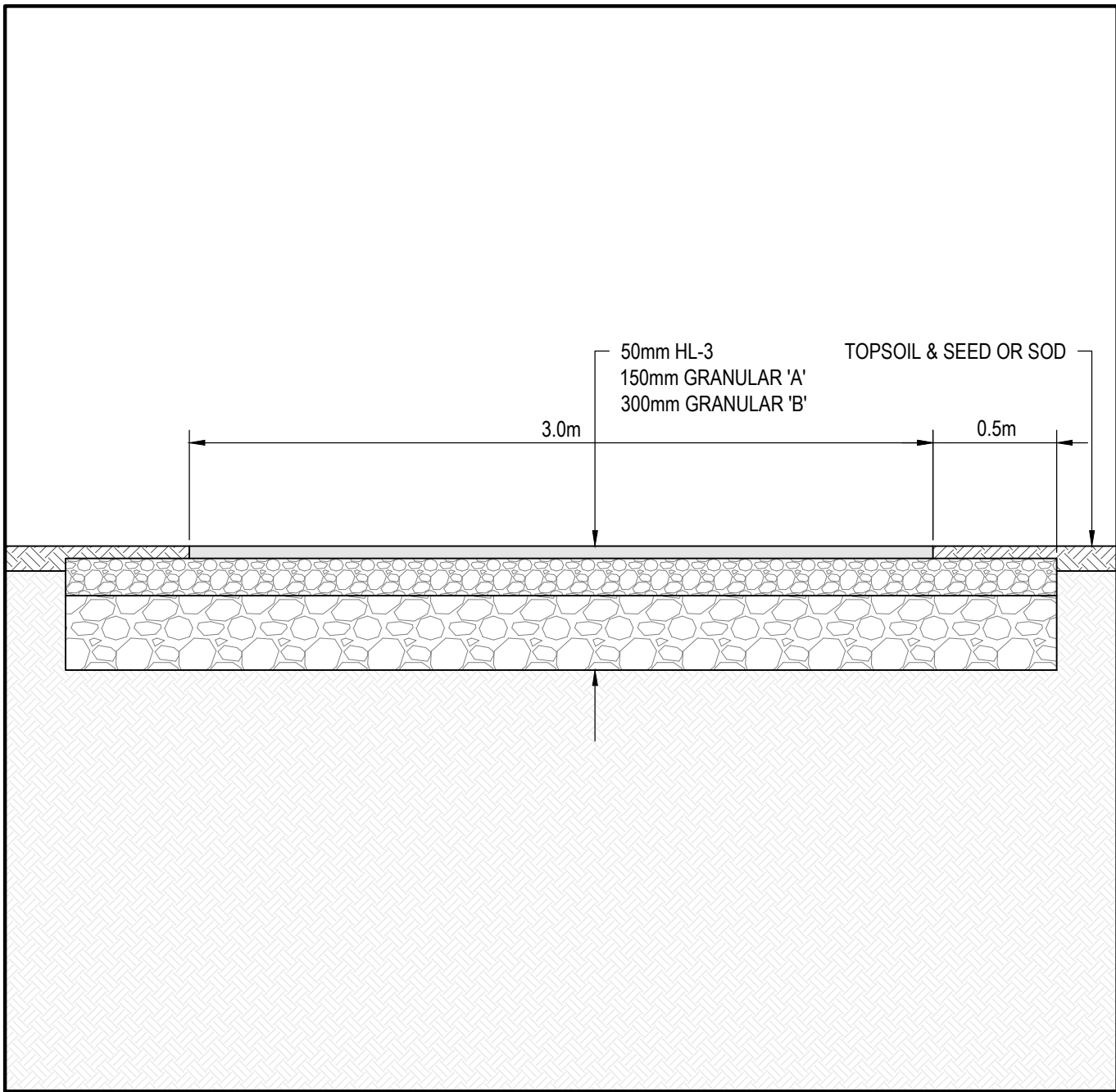
It is appropriate to move forward with this construction at this time as the approved ICIP funding would be forfeited should the project not be completed.

Others Consulted:

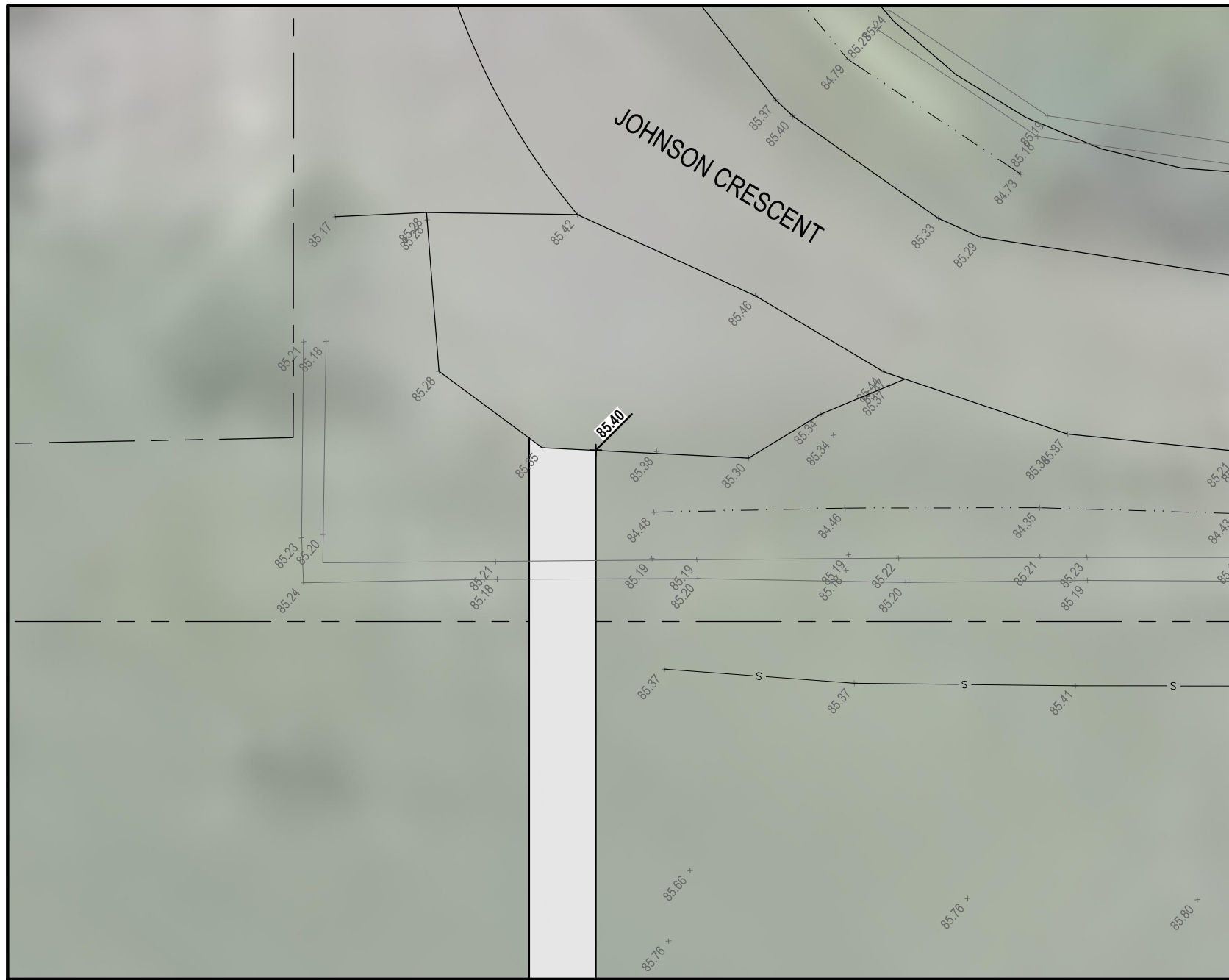
Senior staff



SITE PLAN
SCALE: 1:500



1 ASPHALT PATHWAY DETAIL
SCALE: N.T.S.



A PARTIAL PLAN - PATH TIES-INS AT JOHNSON CRES.
SCALE: 1:250

NOTES:

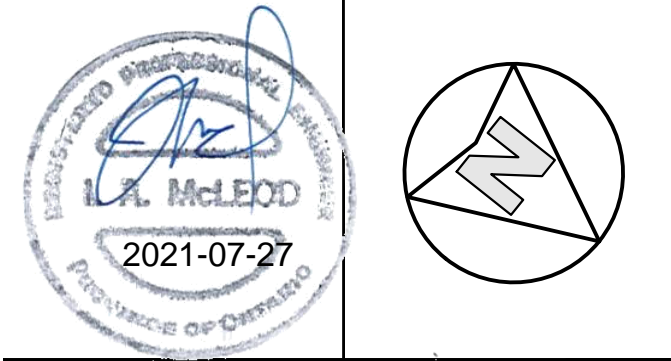
1. CONTRACTOR TO VERIFY LOCATION OF ALL BURIED SERVICES PRIOR TO START OF CONSTRUCTION.
2. TOPOGRAPHIC INFORMATION PROVIDED BY EVB ENGINEERING AND ARE DERIVED FROM REAL TIME OBSERVATIONS USING THE CAN-NET NETWORK UTM, ZONE 18, NAD83 (CSRS) (2010).
3. ELEVATIONS SHOWN ON THIS PLAN ARE GEODETIC (CGVD-1928-1978) AND ARE DERIVED FROM CAN-NET SYSTEM NETWORK USING HT2-2010V7.0 GEOID MODEL.
4. ALL DISTURBED AREAS TO BE REINSTATED WITH 150mm OF TOPSOIL AND SEED UNLESS OTHERWISE NOTED.

LEGEND:

- EXISTING PROPERTY LINE
- EXISTING EDGE OF ASPHALT
- NEW BIKE PATH
- EXISTING SIDEWALK
- EXISTING BOTTOM OF SLOPE
- EXISTING EXISTING CULVERT
- EXISTING SANITARY MANHOLE
- NEW ASPHALT PATH AS PER 1/C1.1.
- EXISTING BUILDING OUTLINE

2021/07/27	1	ISSUED FOR TENDER
DATE	No.	REVISION

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PROJECT:
LONG SAULT BIKE PATH

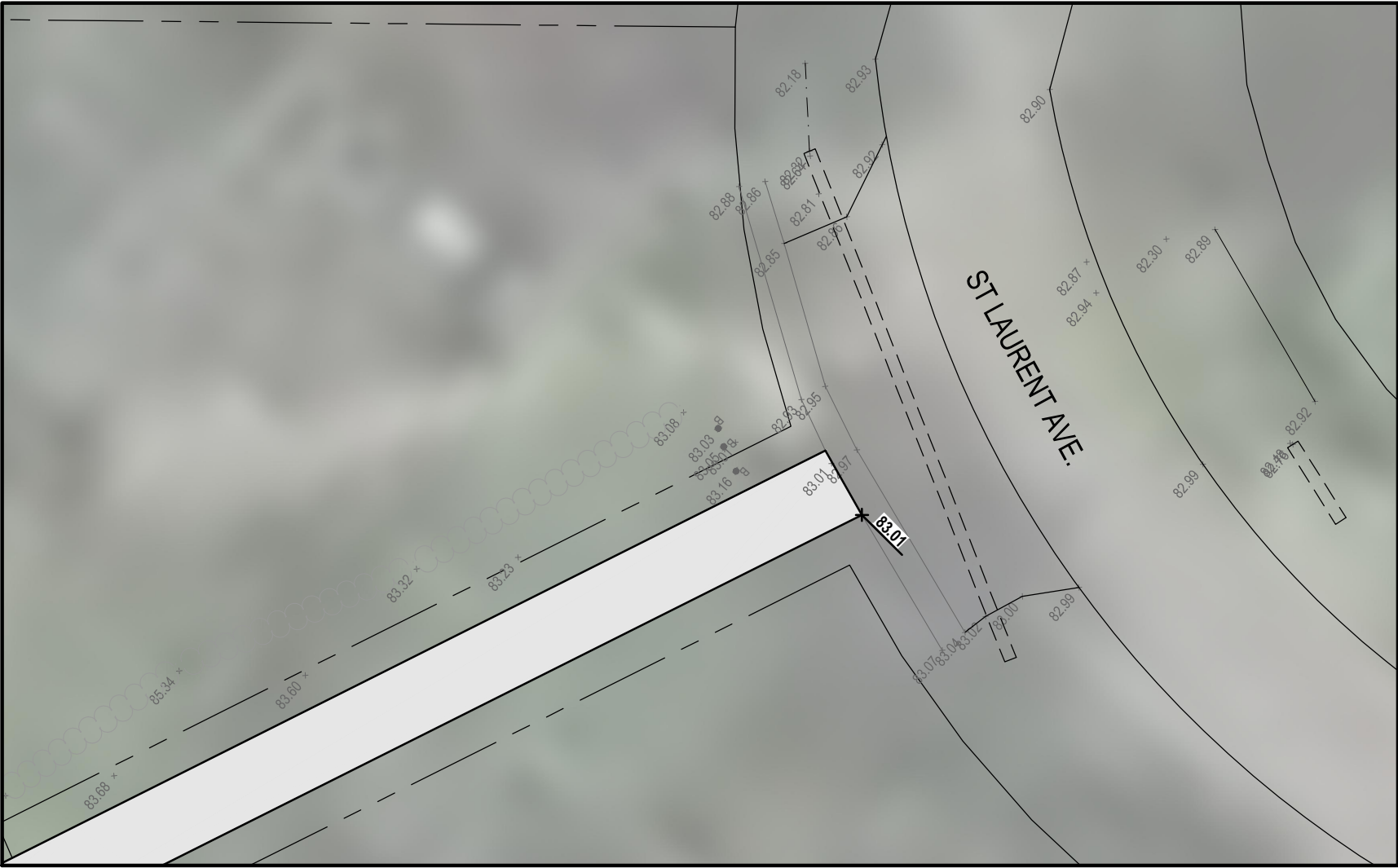
TITLE:
SITE PLAN

SCALE: AS SHOWN	JOB NO: 20117
DESIGNED BY: J.E.	DATE: 2021/07/27
DRAWN BY: K.B.W./M.K.	DRAWING NO. C1.1
CHECKED BY: J.E.	

\\2020\2017 - Long Sault Bike Paths\1-Dwg\2-Civil\2-Production\2017 C1-1-2b.dwg Jul 27, 2021 9:05am BVI (Maurice Kuehl)



SITE PLAN
SCALE: 1:500



B PARTIAL PLAN - PATH TIE-INS AT ST. LAURENT AVE.
SCALE: 1:250



C PARTIAL PLAN - PATH TIE-INS AT SAUNDERS AVE.
SCALE: 1:250

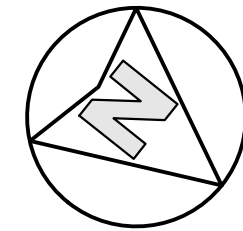
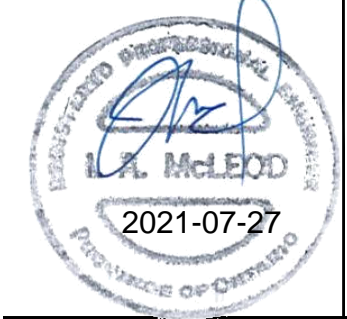
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- EXISTING SANITARY MANHOLE
- NEW ASPHALT PATH AS PER 1C1.1.
- EXISTING BUILDING OUTLINE

2021/07/27	1	ISSUED FOR TENDER
DATE	No.	REVISION
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800 SECOND STREET WEST
CORNWALL, ONTARIO CANADA, K6J 1H6
TEL: 613-935-3775 | FAX: 613-935-6450
WEBSITE: EVBengineering.com

CLIENT:



PROJECT:

LONG SAULT BIKE PATH

TITLE:

SITE PLAN

SCALE: AS SHOWN	JOB NO: 20117
DESIGNED BY: J.E.	DATE: 2021/07/27
DRAWN BY: K.B.W./M.K.	DRAWING NO.
CHECKED BY: J.E.	C1.2



Township of South Stormont
Arnold Bethune Memorial Multi-Use Path

RFQ 16-2021 August 10, 2021 @ 11:00am

Via email @ Ian.McLeod@evbengineering.com

Company	Name	Email	Date/Time Received	Total Quoted Amount Excluding HST
Clarence McDonald Excavation Ltd.	Lana McDonald	cmdexc@xplornet.com	08/10/2021 at 9:02am	\$ 171,650.00
Coco Paving	Shawn Smith	ssmith2@cocogroup.com	08/10/2021 @9.19am	\$ 173,455.00
L W Bray	Cathy Major	C.Major@lwb.com	08/10/2021 @9:46 am	\$ 236,968.00
David Brown Construction Limited	Thomas Torunski	Thomas Torunski <ttorunski@dbcltd.ca>	08/10/2021 @10.21am	\$ 130,632.25
W.H MACSWEYN INC.	Blair MacSweyn	blair@whmacsweyn.com	08/10/2021 @10:35am	\$ 157,900.00
CSL Group Ltd.	Nick Burns	sales@cslgroup.ca	08/10/2021 @10:57am	\$ 260,962.50



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: August 11, 2021
Subject: By-Law No. 2021-061 Amend By-Law No. 2021-015 and Establish General Fees and Charges

Recommendation:

That By-Law No. 2021-061, 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 11st day of August, 2021.

Executive Summary:

This report recommends amending By-Law No. 2021-015 to remove fees associated with the building department. Fees associated with the building department will be included in By-Law No. 2021-062.

Background:

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

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

According to Building Code Act 1992, Building Services proposed a new Building By-law and this By-law will include the management of fees associated with Building Services. It will be more efficient to have fees and charges for Building Services within the Building By-law.

In summary, By-law No. 2021-015 will be adjusted as follows:

1. Remove all fees and charges associated with the Building Code Act 1992.
 2. Items not associated with Building Code Act 1992 under Building Services will remain, for example, civic numbers, sign posts and blade replacement.
-

Options:

1. That Council pass the necessary by-law to amend By-law No. 2021-015. This is the recommended option.
2. That Council defer passage of the by-law.
3. Other.

Risk and Asset Management Considerations:

It is necessary to amend the fees and charges by-law to ensure consistency with the new Building By-law.

Financial Impact:

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

Others Consulted:

Municipal Staff

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-061

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

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

AND WHEREAS the *Municipal Act, 2001*, c. 25 s. 5 (3) provides that the powers of every council shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

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

AND WHEREAS Council of the Township of South Stormont deems it necessary amend By-law No. 2021-015, Schedule "B" to update building department fees.

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

1. That By-law No. 2021-015, Schedule "B" be deleted in its entirety and replaced with a revised Schedule "B", Building Department, being Schedule "A" attached hereto and forming part of this by-law.
2. All other relevant sections of By-law No. 2021-015 shall remain.

READ AND PASSED in open Council, signed and sealed this 11th day of August, 2021.

Mayor

Clerk

Schedule "A" to By-law No. 2021-061

SCHEDULE "B" to By-law No. 2021-015
BUILDING SERVICES DEPARTMENT

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

ITEM	FEE
Civic Number and Sign Post	\$120.00
Civic Number Blade Replacement at Property Owner's Request	\$45.00
Civic Number Post Replacement at Property Owner's Request	\$75.00
Rename Township Road (if approved by Council) at Property Owner's Request	Cost of administration and installation of new signage

ACTION REQUEST
Planning and Development Department



To: Council
From: Karl Doyle, Director of Planning/Building
Date of Meeting: August 11, 2021
Subject: By-Law No. 2021-062 - By-Law under the Building Code Act, 1992 respecting Construction, Demolition and Change of Use Permits and related matters

Recommendation:

That By-law No. 2021-062, being a By-law under the Building Code Act, 1992 respecting Construction, Demolition and Change of Use Permits and related matters, be read and passed in open Council, signed and sealed this 11th day of August, 2021.

Executive Summary:

This report recommends the adoption of Building By-law No. 2021-062.

Background:

The Township's current Building By-law was passed in 2012 and has been helpful for outlining permit and process requirements but requires updates to address current trends. Additionally, Building Services is proposing to bring forward tools that would make enforcement and closure of open permits more efficient, with less reliance on lengthy and expensive court processes.

The Planning and Building department presented an outline regarding the proposed Building By-law changes along with a Draft By-law at the April 14, 2021 Council meeting.

Key highlights of the proposed revisions were presented as follows:

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

Subsequently, as prescribed under the Ontario Building Code Act, a public meeting is legislated, with 21 days prior notice. The public meeting was held at the June 23, 2021 Council meeting with notice provided on June 3, 2021.

Items discussed included the following:

1. Amount of proposed permit fees and administration costs.
2. Amount for deposits and timeframes for completion.
3. Comparable with surrounding Municipalities.

Proposed Building By-law - Fee Comparison

COMPARISON OF SURROUNDING MUNICIPALITIES - CURRENT 2021 (BASED ON TYPICAL 1,500 SQUARE FOOT ONE STORY DWELLING)	
MUNICIPALITY	PERMIT FEE/COST
South Stormont (current) (fee is based on construction value - higher value will = higher permit fee)	\$1,188 (minimum) \$7 per \$1000 of construction value
South Stormont (proposed) (fee is based on construction value - higher value will = higher permit fee)	\$1,358 (minimum) \$8 per \$1000 of construction value (\$1 per \$1000 of construction value increase - 14% +)
North Stormont	\$1,035
South Glengarry	\$1,335
North Glengarry	\$1,475
South Dundas	\$1,275
North Dundas	\$1,162
City of Cornwall	\$2,267

The Finance Department will follow with an amending By-law to the General Fees and Charges By-law to reflect the new fees as reflected in the Building By-law (2021-062).

Following the June 23, 2021 Council meeting, the Draft By-law was submitted and reviewed by legal counsel and there were suggested minor modifications to the document. Staff have reviewed and amended the document accordingly and the final version is attached hereto.

Consultation:

The Director of Planning and Building and the Chief Building Official reached out to the building community and invited 22 (twenty-two) members to an information session that was held on July 28, 2021 from 10:00am to 12:00pm at the Township's Community Hall. In our opinion, it was important to communicate with the building community prior to presenting Council with the final draft. The

purpose of the information session was to provide an overview of the forthcoming changes to the Township's Building By-law.

We requested that the invitee confirm via email if they would be able to attend or send a representative. Alternatively, if they could not attend the information session, we indicated that we would welcome a written response of their concerns/questions pertaining to the Draft Building By-law.

Commentary/Public Information Outcome:

- We received an inquiry via email and provided an overview of the proposed changes, he was satisfied with the response.
- There was one RSVP, however, the contractor did not attend.
- The information session was held for 2 hours, none of the invitees and /or representatives attended.

To date, no other commentary has been received regarding the proposed Building By-law modifications.

Options:

1. That Council adopt By-law No. 2021-062, being a By-law under the Building Code Act, 1992 respecting Construction, Demolition and Change of Use Permits and related matters.
2. That Council give direction to amend the by-law.
3. That Council not proceed with the by-law.

Financial Impact:

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

Others Consulted:

Directors/CBO

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-062

<u>BEING</u>	a by-Law under the Building Code Act, S.O. 1992, c. 23 respecting Construction, Demolition and Change of Use Permits and related matters.
<u>WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;
<u>AND WHEREAS</u>	Section 7 of the Building Code Act, S.O. 1992, c. 23 as amended, empowers a municipal council to pass By-Laws concerning the issuance of permits and related matters; and
<u>AND WHEREAS</u>	the Building Code Act, 1992 S.O. 1992, c.23 as amended, and the Municipal Act, 2001, S.O. 2001, C. as amended provide for delegation of authority to the Chief Building Official by the Principal Authority; and
<u>AND WHEREAS</u>	Council of the Township of South Stormont deems it to be in the public interest that the Chief Building Official has the authority to execute agreements and impose conditions or restrictions with respect to the delegation in accordance with the delegated authority bylaw # 2017-073, as amended; and
<u>AND WHEREAS</u>	Subsection 398 (1) of the Municipal Act, S.O. 2001 2001, Chapter 25 as amended, provides that fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality; and
<u>AND WHEREAS</u>	<p>Subsection 398(2) of the Municipal Act, S.O. 2001 2001, Chapter 25 as amended, provides that the treasurer of a local municipality may add fees and charges imposed by the municipality, to the tax roll for the following property in the local municipality and collect them in the same manner as municipal taxes:</p> <ol style="list-style-type: none">1. In the case of fees and charges for the supply of a service or thing to a property, the property to which the service was supplied.2. In all other cases, any property for which all the owners are responsible for paying the fees and charges.
<u>AND WHEREAS</u>	Section 446 of the Municipal Act, 2001 S.O. 2001 provides that if the municipality must take remedial action and is not repaid then its costs can be added to the tax roll.
<u>NOW THEREFORE</u>	Council of the Corporation of the Township of South Stormont enacts as follows:

1.0 SHORT TITLE

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

2.0 DEFINITIONS AND INTERPRETATION in this By-Law:

- 2.1 "Act" means the Building Code Act, 1992, S.O 1992, c.23, as amended;
- 2.2 "Applicant" means the Owner of a Building or property who applies for a Permit or any person authorized in writing by the Owner to apply for a Permit on the Owner's behalf, or any person or corporation empowered by statute to cause the demolition of a Building or Buildings and anyone acting under the authority of such person or corporation;
- 2.3 "As Constructed Plans" means "As Constructed Plans" as defined in the Building Code;
- 2.4 "Architect" means a holder of a License, a certificate of practice, or a temporary license under the Architect's Act as defined in the Building Code;
- 2.5 "Building" means a "Building" as defined in Subsection 1(1) of the Act;
- 2.6 "Building Code" means all regulations made under Section 34 of the Act, including but not limited to O. Reg. 332/12 as amended from time to time;
- 2.7 "Chief Building Official" means the Chief Building Official or their designate appointed pursuant to Subsection 3(2) of the Act and by By-Law of the Corporation of the Township of South Stormont for the purpose of enforcement of the Act;
- 2.8 "Complete Application" means an application that meets the requirements set out in the Building Code for applications where the Chief Building Official is required to make a decision within a prescribed time period, and Section 4.0 and Schedule "C" of this By-Law;
- 2.9 "Construct" means to "Construct" as defined in Subsection 1(1) of the Act;
- 2.10 "Demolish" means to "Demolish" as defined in Subsection 1(1) of the Act;
- 2.11 "Electronic Address" means any address used for the purpose of sending or receiving documents or information by electronic means, commonly referred to as an email;
- 2.12 "Farm Building" means a "Farm Building" as defined in Part 1 of the Regulations made under the Act.
- 2.13 "Fixture" means a fixture as defined in Part 1 of the Regulations made under the Act and for the purpose of this By-Law, a fixture shall also include a hot water tank, a backflow preventer, an appliance and a hose bibb, etc;

- 2.14 "Inspector" means an inspector appointed pursuant to Subsection 3(2) of the Act and by By-Law of the Corporation of the Township of South Stormont;
- 2.15 "Municipality" means the Corporation of the Township of South Stormont;
- 2.16 "Owner" means the registered Owner of the land and includes a lessee, mortgagee in possession, and the person in charge of the property;
- 2.17 "Permit" means permission or authorization given in writing by the Chief Building Official to perform specific work regulated by this By-Law, the Act, and the Building Code, or to occupy a Building or part thereof, or to change the use of a Building or part of a Building or parts thereof as regulated by the Act and/or the Building Code;
- 2.18 "Permit Holder" means the person to whom the Permit has been issued and who assumes the primary responsibility for complying with the Act and the Building Code;
- 2.19 "Plumbing" means "Plumbing" as defined in Subsection 1(1) of the Act;
- 2.20 "Professional Engineer" means a person who holds a license or a temporary license under the Professional Engineer's Act, as defined in the Building Code;
- 2.21 "Project" means to do anything in the construction, demolition or change of use of a building which is regulated by the Act and/or the Building Code.
- 2.22 "Work" means to do anything in the construction, demolition or change of use of a building which is regulated by the Act and/or the Building Code.
- 2.23 Terms not defined in this By-Law shall have the meaning ascribed to them in the Act or the Building Code.

3.0 CLASSES OF PERMITS

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

4.0 REQUIREMENTS FOR PERMIT APPLICATIONS

- 4.1 To obtain a Permit, the Applicant, shall file an application in writing by completing the prescribed application form available from the office of the Chief Building Official, or from the Township of South Stormont website, www.southstormont.ca, and shall supply any other information relating to the application as required by the Chief Building Official.

- a) Every application for a Building Permit shall be submitted to the Chief Building Official and shall be signed by the Applicant who shall certify the truth of the contents of the application. All permit applications must be accompanied by sufficient information to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will comply with the requirements of the Act, the Building Code, this By-Law and any other applicable law.
- 4.2 To be considered a complete application, every permit application shall be accompanied by the approval documents issued by the agencies responsible for the applicable laws listed in the Building Code, Div. A, Pt. 1, Article 1.4.1.3., where the said agencies issue approval documents and the said law applies to the construction, demolition or change of use being proposed.
- 4.3 An application for a permit may be refused by the Chief Building Official where it is not a complete application.
- 4.4 The Chief Building Official may, as the Chief Building Official deems appropriate, provide prescribed forms in an electronic format, and may require the electronic submission of completed permit application forms.
- 4.5 Notwithstanding Section 4.4, completed forms generated electronically shall be accepted subject to endorsement by the applicant in a format as determined by the Chief Building Official.
- 4.6 When filing an application, the owner and the Applicant shall each provide an Electronic Address(es) for the purpose of receiving communications from the office of the Chief Building Official regarding the construction, demolition or change of use associated with a permit application or issued permit. Where an Electronic Address(es) is changed or becomes non-functional, the owner and/or authorized agent of the owner shall inform the Chief Building Official in writing and provide a new functioning Electronic Address(es).

PERMIT TO CONSTRUCT

- 4.7 Every application for a permit to construct a building under Subsection 8(1) of the Act, the applicant shall:
 - a) Identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the building permit is made;
 - b) Include complete plans, specifications, documents, forms, and other information prescribed in the Act, the Building Code, and Section 5.0 and Schedule "C" of this By-Law for the work to be covered by the permit;
 - c) Be accompanied by acceptable proof of corporate identity and/or property ownership, unless such proof is determined by the Chief Building Official to be unnecessary; and
 - d) Submit the required fee(s) and deposit(s) as prescribed in Schedule "A" and "B" of this By-Law.

PERMIT TO DEMOLISH

- 4.8 Every application for a permit to demolish a building under Subsection 8(1) of the Act, shall:
- a) Identify and describe in detail the work to be done and the existing and proposed use and occupancy of the building, or part thereof, for which the application for a permit to demolish is made, and the proposed use and occupancy of that part of the building, if any, that will remain upon completion of the demolition;
 - b) Include complete plans, specifications, documents, forms, and other information prescribed in the Act, the Building Code, and Section 5.0 and Schedule "C" of this By-Law for the work to be covered by the permit; and
 - c) Submit the required fee(s) and deposit(s) as prescribed in Schedule "A" and "B" of this By-Law.

CONDITIONAL PERMIT

- 4.9 Every application for a Conditional Permit for a building under Subsection 8(3) of the Act, shall, in addition to the requirements in Section 4.7, include written correspondence to the Chief Building Official stating:
- a) The reason(s) why the applicant believes that unreasonable delays in construction would occur if a Conditional Permit were not granted;
 - b) The necessary approval(s) which must be obtained in respect of the proposed building and the time in which such approvals will be obtained; and,
 - c) Any potential difficulty, of which the Applicant is aware, in restoring the site to its original state and use if required approvals are not obtained.
- 4.10 Upon receiving correspondence including the items described in Section 4.9, above, the Chief Building Official may issue a conditional permit if:
- a) The Applicant, and such other person as the Chief Building Official deems necessary, agrees with the Corporation, board of health, planning board, conservation authority or the Crown in Right of Ontario, in writing to do the things provided for in Clause 8(3)(c) of the Act, as may be applicable and as may be required by the Chief Building Official;
 - b) The Applicant has registered any agreement pursuant to Clause 8(3)(c) of the Act on title to the subject property as may be required at the discretion of the Chief Building Official pursuant to Subsection 8(5) of the Act;
 - c) The Applicant has submitted the required fee(s) and deposits as prescribed in Schedule "A" and Schedule "B" of this By-Law for the entire project; and
 - d) Doing so would comply with Subsection 8(3) of the Act and article 1.3.1.5 of the Building Code.

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

LIMITING DISTANCE AGREEMENTS

- 4.12 Every application for a Limiting Distance Agreement for a building under sentence 3.2.3.1.(11), 9.10.14.2 (4) or 9.10.15.2.(4) of the Building Code shall, in addition to the requirements in Section 4.7, include written correspondence to the Chief Building Official stating:

- a) The reason(s) why the applicant requires relief from the Limiting Distance requirements of the Building Code; and
- b) The necessary approval(s) from any affected adjacent property owner(s) in respect of the proposed building.

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

- a) The Applicant, and such other person as the Chief Building Official deems necessary, agrees with the Corporation, board of health, planning board, conservation authority or the Crown in Right of Ontario, in writing to do the things provided for in sentence 3.2.3.1.(11), 9.10.14.2.(4) or 9.10.15.2.(4) of the Building Code, as may be applicable and as may be required by the Chief Building Official;
- b) The Applicant and affected adjacent property owner(s) have agreed to register any agreement pursuant to sentence 3.2.3.1.(11), 9.10.14.2.(4) or 9.10.15.2.(4) of the Building Code on title to the subject properties as may be required pursuant to Subsection 8(5) of the Act;
- c) The Applicant has submitted the required fee(s) as prescribed in Schedule "A" and "B" of this By-Law for the entire project; and
- d) Doing so would comply with sentence 3.2.3.1.(11), 9.10.14.2.(4) or 9.10.15.2.(4) of the Building Code;

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

PARTIAL OCCUPANCY PERMIT FOR UNFINISHED BUILDINGS

- 4.15 For every application for Partial Occupancy of an unfinished building as provided for in Division C Subsection 1.3.3 of the code, the applicant shall:

- a) Use the prescribed application form, as may be amended from time to time, provided by the Corporation;
- b) Include complete plans, specifications, documents, forms, and other information prescribed in the Act, the Building Code, and Section 5.0 and Schedule "C" of this By-Law to identify, to the satisfaction of the Chief Building Official, the portion of the building intended to be occupied; and

- c) Describe the part of the building for which partial occupancy is being requested.
- d) Be required to pay additional fees as calculated in Schedule "A", prior to the issuance of the Occupancy Permit.

PERMIT FOR EQUIVALENT MATERIAL CHANGES

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

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

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

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

ALTERNATIVE SOLUTIONS

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

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

- 4.18 The Chief Building Official may accept or reject any proposed equivalents or may impose conditions or limitations on their use.
- 4.19 Any equivalents which are accepted under this Section shall be applicable only to the location to which the approval is granted and are not transferable to any other construction permit.
- 4.19 Any equivalents which are accepted under this Section shall be applicable only to the location to which the approval is granted and are not transferable to any other construction permit.

TRANSFER OF PERMIT

- 4.20 Every application for a transfer of Permit because of a change of ownership of land, as permitted under Clause 7(1)(h) of the Act, shall:
- a) Be on the prescribed application form, as may be amended from time to time provided by the Corporation;
 - b) Provide the names and addresses of the previous and new landowner, the date that the land ownership change occurred and a description of the permit that is being transferred; and
 - c) Include the required fee(s) and deposit(s) as prescribed in Schedules "A" and "B" of this By-Law.
- 4.21 Unless written instructions to the contrary have been provided by the previous owner to the Chief Building Official, any deposit(s) and monies associated with the permit shall be deemed to be transferable. The conditions assigned to the said deposit(s) and monies shall remain in effect and shall apply to and be binding on the new applicant who shall thenceforth be the permit holder for the purpose of the Act and Building Code, without any further notice upon issuance of the transfer of Permit.

INCOMPLETE APPLICATIONS

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

DORMANT APPLICATIONS

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

- a) The applicant has chosen to re-activate the application; or
- b) The application is deemed to be abandoned pursuant to Section 4.26.

ABANDONED APPLICATIONS

4.26 Every application for a Permit shall be deemed to be abandoned where;

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

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

PERMIT REVOCATION

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

The Chief Building Official shall:

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

DEFERRAL OF REVOCATION

4.29 The Permit Holder may, within (30) days from the date of service of the notice described in Section 4.28, request in writing that the Chief Building Official defer the revocation by stating reason(s) why the permit should not be revoked.

4.30 The Chief Building shall consider the reasons provided and make a determination to revoke or extend the permit. Notice of the decision of

the Chief Building Official shall be provided to the permit holder either personally or by Electronic Address.

- 4.31 A request for Deferral of Revocation shall be subject to payment of a non-refundable fee as prescribed in Schedule "A" of this By-Law.

RENEWAL OF PERMIT

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

- 4.33 The decision to renew a Permit is at the discretion of the Chief Building Official.

- 4.34 Every permit that remains inactive for a period of one (1) year, shall be subject to a renewal fee as prescribed in Schedule "A".

RESTRICTIONS FOR TEMPORARY PERMITS

- 4.35 A Permit authorizing construction of a temporary building, such as a tent or sales trailer, may be issued by the Chief Building Official authorizing, for a limited time not exceeding twelve (12) months, the erection and existence of a temporary building or part thereof.

- 4.36 A Permit for a temporary building may be extended provided permission in writing is granted by the Chief Building Official and the Applicant pays the fee prescribed in Schedule "A".

SEWAGE SYSTEM PERMITS

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

PLUMBING PERMITS

- 4.38 Every application for a Permit that includes plumbing as part of the scope of Work, in addition to any other provisions of Sections 4.0 & 5.0 of this By-Law, shall

- a) Include complete plans, including without limiting the generality of the foregoing elevation drawings, specifications and documents;
- b) Show the layout of the plumbing system including without limiting the generality of the foregoing the distribution system, the fixtures, the drainage system, and the venting system;
- c) Show the layout of the storm drainage system; and
- d) State the certification standard and trade size of the components of the systems and their appurtenances.

5.0 PLANS AND SPECIFICATIONS

- 5.1 Every Applicant shall submit sufficient information with each application for a Permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition, change of use or transfer of permit will comply with to the requirements of the Act, the Building Code, any applicable law and any other pertinent information required by Sections 4.0 & 5.0 of this By-Law.
- 5.2 Every application shall, unless otherwise specified by the Chief Building Official, be accompanied by two (2) complete sets of plans and specifications as described herein as well as in Schedule "C" of this By-Law.
- 5.3 The Chief Building Official may request additional sets of plans and specifications as deemed required.
- 5.4 Plans shall be drawn to scale and shall be legible and drawn on paper or other durable material.
- 5.5 Plans and supporting documentation shall be provided in the English language and the application shall be deemed incomplete otherwise. Any required translation shall be at the expense of the applicant and shall be paid in addition to the application fees.
- 5.6 Notwithstanding Section 5.4, The Chief Building Official may require plans and specifications and any other required documentation to be submitted in an electronic media format as approved by the Chief Building Official.

SITE PLANS

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

LOT GRADING

- 5.9 Where applicable or as determined necessary by the Chief Building Official, an application for a permit for the construction of a single detached, semi-detached, duplex, triplex, fourplex, or rowhouse residential building shall be accompanied by a lot grading plan prepared by a qualified person indicating the following:
- a) In the case of a subdivision, proposed geodetic elevations referenced on the approved grading/drainage plan; and
 - b) In the case of an in-fill lot, proposed and existing geodetic elevations shall be prepared by a Professional Engineer and be subject to approval by the Chief Building Official.
- 5.10 In addition to Section 5.9, every application for a permit for the construction of a single detached, semi-detached, duplex, triplex, fourplex, or rowhouse residential building shall be accompanied by a detailed cross-section prepared by a qualified person and where applicable, indicating the following geodetic elevations:
- a) Underside of footing;
 - b) Top of footing;
 - c) Proposed finished grade abutting the foundation wall; and
 - d) Top of foundation wall.
- 5.11 Pursuant to Section 5.10, the geodetic elevations shall reference an approved grading/drainage plan for a subdivision. In the case of an in-fill lot the geodetic elevations shall be subject to approval by the Chief Building Official.

AS CONSTRUCTED PLANS

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

6.0 FEES

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

ADMINISTRATIVE PERFORMANCE DEPOSIT

- 6.5 In addition to the fees due in accordance with Section 6.1 above, each application for a Permit shall also be subject to an Administrative Performance Deposit as set out in Schedule "B" of this By-Law. The administrative performance deposit shall be paid at the time of the permit application for all classes of Permits and shall be in addition to other Permit fees set out in Section 6.1. Where an Administrative Performance Deposit is due and unpaid, the Chief Building Official may refuse to issue the Permit. The Administrative Performance Deposit may be refunded to the Owner in accordance with the provisions of Schedule "B" of this By-Law.
- 6.6 The Administrative Performance Deposit is collected by the Municipality to provide security that lot grading and all necessary inspections are completed through the duration of the construction and/or demolition to ensure that the permit file can be appropriately closed at the conclusion of the Work.
- 6.7 Where additional fees as provided for in this By-Law are incurred by the Applicant and/or Permit Holder through the course of the construction or demolition process, these fees may be deducted from the submitted Administrative Performance Deposit or paid in full at each occurrence.
- 6.8 Where fees have been deducted from a submitted Administrative Performance Deposit, the Corporation may require the Applicant, at the discretion of the Chief Building Official, to deposit further funds into the Administrative Performance Deposit sufficient to restore the full amount of the Administrative Performance Deposit required by Schedule "B", failing which the Chief Building Official may refuse to grant further authorizations or approvals.
- 6.9 Subject to the provisions of Schedule "B", upon completion and closing of the Permit file, any Administrative Performance Deposit funds remaining will be refunded to the owner. Any amount authorized by the Chief Building Official to be refunded shall be paid to the person named on the deposit receipt issued by the Corporation upon original payment of the deposit, unless that person directs, in writing, that it be refunded to another person.

PLAN RE-EXAMINATION FEES

- 6.10 The initial plans examination of a complete application, as well as the preparation of the plans examination report shall be included as a component of services provided for in the permit fee as identified in Schedule "A".
- 6.11 In addition to the initial plans examination of a complete application as identified in Section 6.10, a single follow up plans examination with regard to addressing items identified in the plans examination report shall also be included as a component of service provided.
- 6.12 Any subsequent plans examination review beyond those identified in Sections 6.10 and 6.11, and included in the permit fee shall be subject to a secondary plans review fee based on a rate per hour of plans examination beyond those provided for in the cost of the permit. This additional hourly rate shall be calculated by the Chief Building Official in accordance with the fee established in Schedule "A".

FEE FOR EQUIVALENT MATERIAL CHANGES

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

ADDITIONAL INSPECTION FEES

- 6.14 The initial inspections of construction or demolition for which a Permit has been issued at each stage of construction or demolition, as well as the preparation of inspection notices shall be included as a component of services provided for in the permit fee as identified in Schedule "A".
- 6.15 Without limiting any other provision of this By-law providing for fees, additional inspection fees as prescribed in Schedule "A" shall apply and shall be paid prior to each inspection being undertaken on any building where;
- a) Any of the prescribed notice requirements under the Building Code or the additional notices required under this By-Law have not been complied with by a permit holder;
 - b) Any additional inspections are required due to construction not being substantially completed as required for inspection, incomplete or not in compliance with the Building Code;
 - c) A permit holder has not made the drawings and documents readily available for the Inspector on site, pursuant to Section 9.7;
 - d) A work site is determined unsafe, according to the Occupational Health & Safety Act or the Chief Building Official, for an Inspector to carry out their duties;
 - e) A building is occupied before the notice required under Section 11 of the Act was given to the Chief Building Official as provided (See Section 6.24); and/or
 - f) An inspection is requested to confirm that outstanding items have been completed or corrected in respect of a deficient permit.

UNPREPAREDNESS FOR SCHEDULED INSPECTION

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

CONSTRUCTION / DEMOLITION WITHOUT A PERMIT

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

RE-ACTIVATION OF A DORMANT APPLICATION

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

CONDITIONAL PERMIT

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

OCCUPANCY PERMIT FEES

- 6.24 The initial Occupancy Inspection, as well as the preparation of the Occupancy Permit report shall be included as a component of services provided for in the permit fee as identified in Schedule "A".
- 6.25 Any subsequent Occupancy Inspections shall be subject to a Re-Inspection Fee as prescribed in Schedule "A".
- 6.26 Any request for a Partial Occupancy of an unfinished building pursuant to Section 4.15, shall be subject to a fee as prescribed in Schedule "A".

COMPLIANCE FEES FOR ORDERS

- 6.27 To offset additional investigative and administrative costs, a compliance fee as prescribed in Schedule "A" shall be paid for each Order which is issued pursuant to Section 12, 13 or 14 of the Act.
- 6.28 To offset additional costs associated with the investigation, inspection, administration and rectification of any unsafe buildings pursuant to Section 15.9 of the Act, a compliance fee as prescribed in Schedule "A" shall be paid, where any Unsafe Building Order is issued pursuant to Subsection 15.9(4) of the Act, and an additional compliance fee as prescribed in Schedule "A" shall be paid where any Order Respecting Occupancy is issued pursuant to Subsection 15.9(6) of the Act.
- 6.29 The costs associated with the registration and/or discharge of any Orders on property title pursuant to subsection 12(6) & (7) of the Act will be subject to the fees as set out in Schedule "A".

- 6.30 Payment of these compliance fees does not relieve any person or corporation from complying with the Act, the Building Code or any applicable law.

INTEREST

- 6.31 Where Permit Fees remain unpaid or are paid after the due date, the Applicant shall be subject to a 15% per annum (1.25% per month) interest rate, pursuant to Subsection 7(1) of the Act.
- 6.32 In addition to the interest charge in Section 6.31, the Applicant shall also be subject to any other penalties including payment of collection costs, pursuant to Subsection 7(1) of the Act.

ALTERNATIVE SOLUTION

- 6.33 Every application for an Alternative Solution under the Ontario Building Code shall be subject to a fee as prescribed in Schedule "A".

THIRD PARTY EVALUATIONS

- 6.34 In any situation where the Chief Building Official requires a third-party evaluation, the Applicant shall be responsible for all costs incurred by the Corporation, plus any fees and administrative charges, prescribed in Schedule "A".

LIMITING DISTANCE AGREEMENT

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

PART 10 CHANGE OF USE – PERMIT SURCHARGE

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

PART 11 RENOVATION – PERMIT SURCHARGE

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

DORMANT PERMITS

- 6.39 A permit is deemed to be dormant, if after the fifth year of the date of issuance, the permit has not been closed.
- 6.40 Despite Section 6.39, every permit that was issued prior to August 1, 2016, and which has not been closed is deemed to be dormant.
- 6.41 Every dormant permit applied for after December 31, 2011 shall be subject to an annual maintenance fee as prescribed in Schedule "A".

- 6.42 For all dormant permits applied for after December 31, 2011, unpaid maintenance fees shall be added to the municipal tax roll on an annual basis and collected in the same manner as real property taxes

PERMIT FEE INDEXING

- 6.43 The Building Permit construction values and administrative fees set out in Schedule "A" attached hereto shall be adjusted without amendment to this By-Law annually on January 1 of each year, in accordance with the most recent twelve month change in Statistics Canada Quarterly, Consumer Price Index with the base index value being in effect as of October 31 in the prior year.

COLLECTION OF FEES

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

7.0 REFUNDS

- 7.1 The Corporation will issue a partial refund of fees paid, in an amount determined by Section 7.2 below, if requested by an Applicant or Permit Holder, in writing, within thirty (30) days where;

- a) An Applicant withdraws, in writing, an application for a permit;
- b) An application is deemed to have been abandoned in accordance with Section 4.26;
- c) The Chief Building Official refuses to issue a Permit for which an application has been made; or
- d) The Chief Building Official revokes a Permit after it has been issued.

- 7.2 The Chief Building Official shall calculate the portion of any fee paid that may be refunded and authorize the payment thereof, based upon the functions undertaken by the Municipality, as follows;

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

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

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

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

8.0 REGISTERED CODE AGENCIES

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

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

8.3 Fees for Registered Code Agencies shall be specified in the written agreement and shall be based on a cost for service of each project including any reduction in fees as per section 7(3) of the Act, and the Registered Code Agency shall detail the list of services in the agreement.

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

9.0 REQUIRED NOTICES FOR INSPECTIONS

9.1 The Permit Holder shall notify the Chief Building Official or a Registered Code Agency, where one is appointed, of each stage of construction for which a mandatory notice is required under Division C – Subsection 1.3.5. of the Building Code.

9.2 The Permit Holder shall notify the Chief Building Official or Registered Code Agency where one is appointed, requesting an occupancy Permit be issued, in accordance with Subsection 1.3.3. of Division C of the Building Code and Section 11 of the Act.

9.3 A notice pursuant to this part of this By-Law is not effective until notice is actually received by the Chief Building Official or the Registered Code Agency, where one is appointed.

9.4 Notice shall be deemed to have been received when the Chief Building Official or Registered Code Agency makes a written or electronic record of the request for inspection.

9.5 Upon receipt of proper notice, the Inspector or Registered Code Agency, where one is appointed, shall undertake a site inspection of the building to which the notice relates, in accordance with the time periods prescribed in Section 11 of the Act and Article 1.3.5.3. of Division C of the Building Code.

9.6 In addition to the notices prescribed in Article 1.3.5.1. of Division C of the Building Code, the Permit Holder shall give notice to the Chief Building Official, or Registered Code Agency, where one is appointed, of the readiness for inspection for the following stages of construction, where applicable:

a) Commencement of construction of the building;

- b) Commencement of construction of:
 - i) Masonry fireplaces and masonry chimneys;
 - ii) Factory-built fireplaces and allied chimneys; or
 - iii) Stoves, ranges, space heaters and add-on furnaces using solid fuels and allied chimneys; and
- c) Re-bar placement prior to pouring of reinforced concrete;
- d) Substantial completion of interior finishes;
- e) Substantial completion of heating, ventilation, air-conditioning and air contaminant extraction equipment;
- f) Substantial completion of exterior cladding;
- g) Completion and availability of drawings of the building as constructed; and/or
- h) Completion of a building for which an occupancy permit is required under Subsection 1.3.3. of Division C of the Building Code.

DOCUMENTS ON SITE

9.7 During the duration of the Work, the Permit Holder shall:

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

10.0 FENCES AT CONSTRUCTION AND DEMOLITION SITES

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

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

- a) The proximity of the building site to other occupied buildings;
- b) The proximity of the construction or demolition to lands accessible to the public;

- c) The hazards presented by the construction or demolition activities and materials;
- d) The feasibility and effectiveness of site fences; and
- e) The duration of the hazard.

10.3 Every fence required by this Section shall:

- a) Be erected so as to fully enclose all areas of the site which present a hazard;
- b) Create a continuous barrier and be sufficient to deter unauthorized entry;
- c) Have a height not less than 1.2 metres above grade at any point, unless the Chief Building Official or Inspector determines that a greater minimum height is necessary;
- d) If constructed of plastic mesh, snow fencing or other similar materials, be securely fastened at 200 mm on centre to vertical posts not more than 2.4 metres apart, and to horizontal members or a minimum 11 gauge cable at the top and bottom; and
- e) Be maintained in a vertical plane and in good repair.

11.0 ADMINISTRATION

FORMS

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

CHIEF BUILDING OFFICIAL DISCRETION

- 11.2 The Chief Building Official may waive some of the requirements of Section 4.0 or Schedule "C" of this By-Law with respect to any particular application where it is deemed appropriate.

PROPERTY OF THE CORPORATION

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

AGENCY LETTER

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

12.0 SEVERABILITY

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

13.0 ENFORCEMENT AND PENALTIES OFFENCES

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

COLLECTION

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

14.0 SCHEDULES TO BY-LAW

Schedules "A", "B" and "C" to this By-Law are deemed to form part of this By-law

15.0 REPEAL

15.1 By-Law No. 2012-088 is hereby repealed in its entirety.

16.0 EFFECTIVE DATE

16.1 This By-Law shall come into force and effect on August 11, 2021.

READ AND PASSED in open Council, signed and sealed this 11th day of August, 2021.

Mayor

Clerk

CLASSES OF PERMITS AND PERMIT FEES

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

	ITEM	CONSTRUCTION VALUE/FEE
	Building Permits	
	Construction Value – Square Footage	
1	Assembly (OBC Group A) Value Calculations (includes portable classrooms, schools, etc.) ~ All Assembly Occupancies	\$106.86 per square foot
2	Institutional (OBC Group B) Value Calculations ~ Ground Floor ~ All Other Floors	\$161.50 per square foot \$96.13 per square foot
3	Residential (OBC Group C) Value Calculations ~ Ground Floor ~ Floors above Ground Floor ~ Finished Basement ~ Garage (attached) ~ Carports ~ Decks ~ Porches ~ Above Ground Pools ~ In-ground Pools ~ Apartment Buildings (3 apts. or more) ~ Condominiums ~ Accessory Buildings (detached garage/shed)	\$113.14 per square foot \$75.44 per square foot \$37.72 per square foot \$44.01 per square foot \$37.72 per square foot \$15.09 per square foot \$37.72 per square foot FLAT RATE \$80.00 \$25.16 per square foot \$61.60 per square foot \$37.72 per square foot \$37.72 per square foot
4	Office and Personal Services (OBC Group D) Value Calculations ~ Unfinished Area (Shell Only) ~ Finished Area	\$100.70 per square foot \$115.53 per square foot
5	Mercantile (OBC Group E) Value Calculations ~ Unfinished Area (Shell Only) ~ Finished Area	\$74.16 per square foot \$102.44 per square foot
6	Industrial (OBC Group F) Value Calculations ~ Unfinished Area (Shell Only) ~ Finished Area	\$57.85 per square foot \$86.75 per square foot
7	Farm Buildings Value Calculation ~ Greenhouse and Fabric Covered Pre-Engineered Farm Storage Building ~ Farm Buildings	\$18.87 per square foot \$37.72 per square foot
8	~ Temporary Buildings ~ Change of Use	\$80.00 \$410.00
	Demolition Permits	

9	Demolition Permits ~ Less than or equal to 6460 square feet (600m ²) and 3 stories or less ~ Over 6460 square feet (600m ²) or more than 3 stories	\$80.00 \$775.00
	Administrative	
10	Building Permit where construction started without a Building Permit being issued.	50% surcharge (\$200.00 Minimum - \$5,000.00 Maximum)
11	Alternative Solution Application	\$ 100/Hr, \$ 500 Minimum Fee per application, + any third party evaluation costs as may be required. Subject to Administrative Charges as per Schedule "A"
12	Conditional/Partial Permit Fee	25% surcharge - for each request / application (\$ 250.00 Minimum – \$ 5,000.00 Maximum)
13	Permit Applications pursuant to OBC Part 10 – Change of Use	\$200 – Part 9 Building \$1,000 – Part 3 Building
14	Permit Applications pursuant to OBC Part 11 – Renovations	As per items 1 – 9 above
15	Partial Occupancy of an unfinished building:	Residential: \$ 50 Flat Fee / per unit Non-Residential: \$ 200 Flat Fee / per suite
16	Re-Inspection Fee	\$ 100 / Hr. (1 Hr. Minimum)
17	Preliminary Inspection / Consultation	\$ 100 Flat Fee per Inspection/Meeting / 1 Hr.
18	Re-Examination of Plans & Specs. (Design, Material Changes, etc.)	\$ 100 / Hr.
19	Re-Examination of plans (Change in Lot)	\$ 200 Flat Fee
20	Dormant Application Renewal	\$ 100 Flat Fee
21	Permit Renewal as Section 4.34	25% of the total permit fee or The flat fee (\$ 100.00 Minimum -\$2,000.00 Maximum)
22	Permit Transfer / Revocation Deferrals	\$ 100 Flat Fee
23	Agency Letter of Approval Building	\$ 100 Flat Fee (Includes 1 Inspection + \$100/Inspection)
24	Third Part Costs and/or Peer Review (Engineering Fees, Studies, Reports, Plans, etc...)	At the Cost of the Applicants + 25% Administrative Cost

25	Administrative Charges	+25% as required
26	File Search, Miscellaneous Charges	\$ 100 / Hr.
27	Limiting Distance Agreement	\$ 250 per agreement, + plus any third party costs as may be required. Subject to Administrative Charges as per Schedule "A"
28	Annual Maintenance Fee for Dormant Permits applied for after Dec. 31, 2011	\$ 150 Flat fee / Yr.
29	Administrative Inspection Performance Deposit	As per Schedule "B"
30	Administrative Lot Grading Performance Deposit	As per Schedule "B"
31	Orders Issued pursuant to Section 12 or 13 of the Building Code Act (Order to Comply / Order not to Cover / Uncover)	\$ 200 Flat Fee / Order
32	Orders Issued pursuant to Section 14 of the Building Code Act (Stop Work Order)	\$ 300 Flat Fee / Order
33	Orders Issued pursuant to Section 15.9 of the Building Code Act (Unsafe Building)	\$ 200 Flat Fee / Order
34	Orders Issued pursuant to Section 15.9 of the Building Code Act (Prohibit Occupancy)	\$ 300 Flat Fee / Order
35	Registration and Discharge of Orders on Property Title, including legal and associated fees.	\$ Actual costs plus a 25% administration fee
36	Fence for Swimming Pool Enclosures	\$ 100 Flat Fee

Taxes are not applicable.

INTERPRETATION NOTES TO SCHEDULE "A"

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

- 1) Porches, decks and fireplaces are included in the permit fee for individual dwelling units;
- 2) The minimum construction values indicated in Schedule "A" are provided as a guide only and The Chief Building Official when determining the value of work may at his/her discretion use a current recognized construction cost index in determining the actual cost of construction;
- 3) In the case of interior alterations or renovations, area of proposed work is the actual space receiving the work (i.e. tenant space);
- 4) Mechanical penthouses and floors, mezzanines, lofts, habitable attic and interior balconies are to be included in all floor area calculations;
- 5) Except for interconnected floor spaces, no deduction is made for openings with floor areas (i.e. stairs, elevators, escalators, shafts, ducts and similar openings);

- 6) Unfinished basements for single family dwelling, semis, duplexes and rowhouses are not included in the floor area;
- 7) Corridors, lobbies, washrooms, lounges and similar areas are to be included and classified according to the major classification for the floor area on which they are located; and
- 8) A Temporary building is considered to be a building that will be erected for not more than one year.

SCHEDULE "B" TO BY-LAW 2021-062

ADMINISTRATIVE INSPECTION/LOT GRADING PERFORMANCE DEPOSIT

Inspection Performance Deposit - Value of Work	Refundable Fee
Residential	
Value less than \$ 25,000.00	\$ Nil
Value between \$ 25,000.00 and \$ 99,999.99	\$ 500.00
Value between \$ 100,000.00 and 299,999.99	\$ 2,000.00
Value between \$ 300,000.00 to \$ 499,999.99	\$ 3,000.00
Value equal to or over \$500,000.00	\$ 5,000.00
Non-Residential	
Value less than \$50,000.00	\$ Nil
Value between \$50,000.00 and \$ 299,999.99	\$ 2,000.00
Value between \$300,000 and \$999,999.99	
Value equal to or over \$1,000,000.00	\$ 10,000.00
Lot Grading Performance Deposit	
Development without Site plan Control	\$2000.00
Development with Site plan Control Agreement	Site plan Deposit to be used

INTERPRETATION NOTES TO SCHEDULE "B"

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

- 1) The value of work shall be the estimated cost of construction as declared on the permit application form, or as calculated in accordance with Schedule "A" or as determined by the Chief Building Official, whichever is higher;
- 2) The minimum construction values indicated in Schedule "A" are provided as a guide only and The Chief Building Official when determining the value of work may at his/her discretion use a current recognized construction cost index in determining the actual cost of construction;
- 3) Subject to Section 6.7 of this By-Law, once any expenses incurred by the Applicant or Permit Holder have been deducted by the Chief Building Official, any remaining funds shall be refunded in accordance with Note 4 or 5 as the case may be;

REFUND OF ADMINISTRATIVE PERFORMANCE DEPOSITS

Inspection Deposit

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

Lot Grading Deposit

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

SCHEDULE “C” TO BY-LAW No. 2021-062

PLANS AND DOCUMENTS REQUIRED FOR PERMIT APPLICATIONS

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

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

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

1.2 All Other Uses:

- a) Ontario Building Code Matrix (Part 3 Buildings)
- b) Commitment to General Review (Part 3 Buildings)
- c) Site Plan and Grading Plan
- d) Floor Plans
- e) Foundation Plans
- f) Roof Plans
- g) Reflected Ceiling Plans
- h) Building Elevations
- i) Cross Sections and Assemblies
- j) Structural Plans
- k) Mechanical Plans
- l) Plumbing Plans, including elevation drawings of plumbing layout,
- m) Electrical Plans,
- n) Fire Separation Plans
- o) Fire Protection Plans,
- p) Door and Window Schedules,
- q) Energy Efficiency Design Summary (SB-10),
- r) Required Specifications
- s) Spatial Separation Calculations

- 2.0 Plans and supporting documentation shall be provided in the English language and the application shall be deemed incomplete otherwise. Any required translation shall be at the expense of the applicant and shall be paid in addition to the application fees.

3.0 Exceptions:

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

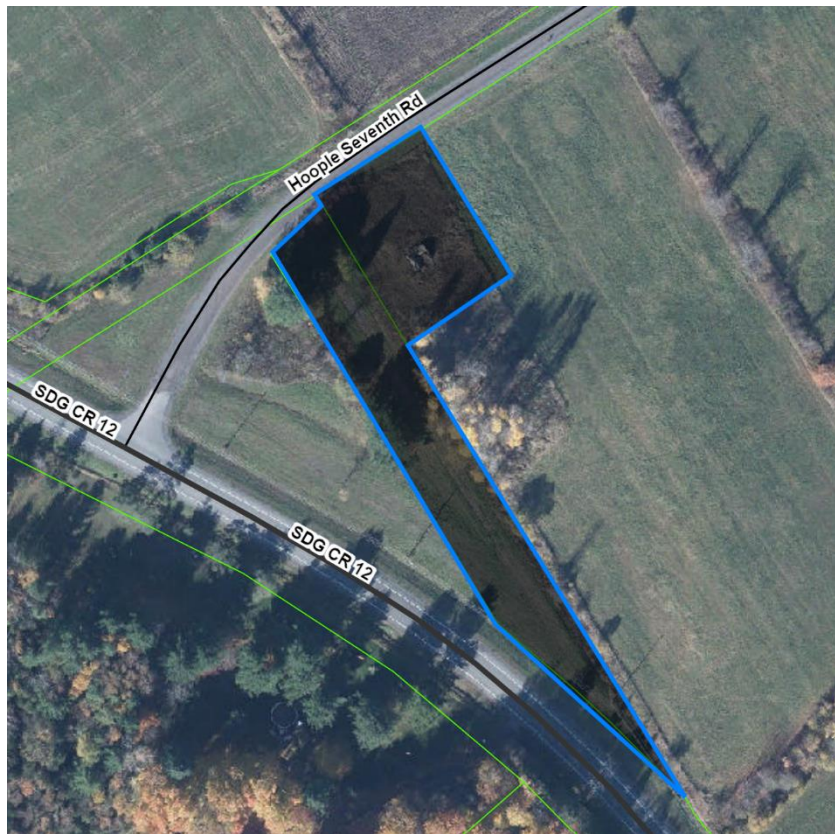
Township of South Stormont
ACTION REQUEST
Administration and Corporate Services



To: Council
From: Karl Doyle, Director of Planning/Building
Date of Meeting: August 11, 2021
Subject: By-law No. 2021-063 Sale of Land on Hoople 7th

Recommendation:

That By-law No. 2021-063, being a by-law to authorize the sale of land on Hoople Seventh Road to Chad Thomas, be read and passed in open Council, signed and sealed this 11th day of August, 2021.



Executive Summary:

This report recommends selling a 1.25 acre parcel of land on Hoople Seventh Road to Chad Thomas.

Background:

In November 2020, the Township listed the above noted lot for sale with Rob Poulin of Remax for \$60,000.

Due to a lack of interest, the listing price was dropped by \$10,000 to \$50,000 in April 2021. The assessed value of the property is \$53,000.

On May 26th, 2021, Council directed staff to prepare the necessary documents to sell a lot on Hoople 7th Road, to a potential purchaser. Unfortunately, the conditions of the offer of purchase and sale were not satisfied.

Recently, a second offer has been received from Mr. Chad Thomas for the sale amount of \$43,000 + HST, financing is readily available. An APS has been submitted to our real-estate agent Robert Poulin with a closing date scheduled for August 31st, 2021.

Based on Mr. Poulin's experience, he is of the opinion that the Township proceed with a sale to Mr. Thomas. Township staff discussed with legal counsel's administration and has indicated that the net offer translates to \$43,000 for Chad Thomas. We concur with Mr. Poulin's recommendation to proceed with a sale to Mr. Chad Thomas.

An agreement of purchase and sale had been provided, based on the above, with similar terms lots already sold. It is recommended that should Council accept the offer and authorize the sale of land.

The parcel being sold is located in an Agricultural (A) zone identified as 15536 Hoople Seventh Road, Roll # 040600602030000, described as Part Lot 7 Concession 6, PIN 602280073 and Hoople Seventh Road, Roll # 040600602030099, described as Part West $\frac{3}{4}$ Lot 7 Concession 6, PIN 602280072 being; Parts 1 & 2 on 52R-4991.

Options:

1. That Council authorize the sale of land on Hoople Seventh Road to Chad Thomas for \$43,000 plus HST and pass the necessary by-law.
2. That the Township defer the by-law.
3. Other

Financial Impact:

The land is being sold for \$43,000 + HST and the proceeds from the sale would be put toward the Land Development Reserve.

Risk and Asset Management Considerations:

Selling surplus property can reduce risk and asset management implications.

Others Consulted:

Director of Corporate Services

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-063

BEING a by-law to sell municipal lands in the Township of South Stormont.

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

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

AND WHEREAS Council, on the 7th day of September, 2005, as amended, adopted a policy for the Disposal / Sale of Land;

AND WHEREAS the provisions of the Disposal / Sale of Land policy have been complied with;

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

1. That the Mayor and Clerk are hereby authorized to sign all documents, together with any minor amendment recommended by counsel, necessary to complete the sale of lands described as Pt W3/4 Lt 7 Con 6 Osnabruck Pt 1 & 2 52R4991; South Stormont, being PIN 60228-0072 and Pt W3/4 Lt 7 Con 6 Osnabruck as in S201282; South Stormont, being PIN 60228-0073, for the sum of forty three thousand dollars, (\$43,000) plus HST to Chad Thomas as agreed in the Agreement of Purchase and Sale dated July 14, 2021.
2. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 11th day of August, 2021.

Mayor

Clerk

Township of South Stormont
ACTION REQUEST
Planning and Building Department



To: Council
From: Karl Doyle, Director of Planning/Building
Date of Meeting: August 11, 2021
Subject: By-law 2021-064 Authorize the Sale of Land (Lot A on Plan 193, Closed Lepage and Catherine Street)

Recommendation:

That By-law No. 2021-064, being a by-law to authorize the sale of Land being Lot A on Plan 193, closed Lepage and Catherine Streets being, Parts 1, 2, 3, and 4 on Reference Plan 52R-8431, be read and passed in open Council, signed and sealed this 11th day of August, 2021.



Executive Summary:

This report recommends transferring lands to the property owners located on Julien Street and South Branch Road, Hebert and Larin.

Background:

In December 2020, two requests were received expressing interest in purchasing an unopened road allowance and undeveloped parcel located north of South Branch Road and east of Julien Street. Subsequently, the Township proceeded to advertise to Permanently Close and Sell an Unopened Road Allowance and the subject lands were declared surplus and offered for sale.

Hebert Proposal - 1

In June 2020 Council hosted a public meeting to consider a zoning amendment to allow for single detached dwellings with secondary units to be constructed on private services on Julien Street.

One of the concerns expressed with the proposal was water quality and quantity in the area. The applicants were requested to seek guidance from the local conservation authority in this regard. As a result, it has been suggested by the applicant's hydrogeologist that expanding the parcel size would assist with meeting provincial requirements.

As such, the applicant has requested the opportunity to purchase a portion of Catherine Street for this purpose.

The proposed Zoning By-law amendment Z-2020-02 for the Hebert properties along with a Deeming By-law will be brought forth for consideration at a subsequent Council meeting.

Larin Proposal - 2

In order to support expansion plans, the applicant has requested the opportunity to purchase a section each of Catherine and Lepage Streets as well as Lot A on Plan 193, shown on the map enclosed.

An acknowledgment was received from both parties indicating that all legal, survey and advertising costs associated with the sale will be undertaken by the interested parties.

Options:

1. That By-law No. 2021-064, being a by-law to authorize the sale of lands being, Lot A on Plan 193, closed Lepage and Catherine Street being, Parts 1, 2, 3, and 4 on Plan 52R-8431 be adopted. This is the recommended option.
2. That the Township defer the by-law.
3. Other

Financial Impact:

The lands being Parts 1, 2, 3, and 4 on Plan 52R-8431 is being sold \$750.00 per acre, being approximately \$300.00 for Parts 1 and 2 and \$450.00 for Parts 3 and 4 plus HST. Lot A, Plan 193 is being sold being approximately \$7,500.00 plus HST.

These funds would be transferred into the Township's land development reserve for future use.

All legal, survey and advertising costs associated with the sale will be undertaken by the interested parties as previously agreed upon.

Risk Considerations:

There is no risk to the Township associated with the sale of the parcel.

Others Consulted:

Senior Management Team

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-064

BEING a by-law to sell municipal lands in the Township of South Stormont.

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

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

AND WHEREAS Council, on the 7th day of September, 2005, as amended, adopted a policy for the Disposal / Sale of Land;

AND WHEREAS the provisions of the Disposal / Sale of Land policy have been complied with;

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

1. That the Mayor and Clerk are hereby authorized to sign all documents, together with any minor amendment recommended by counsel, necessary to complete the sale of lands along closed Catherine Street, described as Part of Catherine Street, Plan 193 Parts 1 and 2 on 52R-8431, being Part of PIN 60204-0175, Geographic Township of Cornwall, Township of South Stormont, for the sum of three hundred dollars, (\$300.00) plus HST, to the registered owner of Lot 4 Plan 193, as previously agreed.
2. That the Mayor and Clerk are hereby authorized to sign all documents, together with any minor amendment recommended by counsel, necessary to complete the sale of lands along closed Lepage and Catherine Street, described as Part of Catherine Street, Plan 193, being Part 3 on 52R-8431, being Part of PIN 60204-0175; Part of Lepage Street, Plan 267, being Part 4 on 52R-8431; and Lot A, Plan 193 as in PIN 60204-0166, all in the Geographic Township of Cornwall, Township of South Stormont, for the sum of seven thousand, nine hundred and fifty dollars, (\$7,950.00) plus HST, to the registered owner of Lots 5 Plan 193, as previously agreed.
3. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 11th day of August, 2021.

Mayor

Clerk

Township of South Stormont
ACTION REQUEST
Parks and Recreation Department



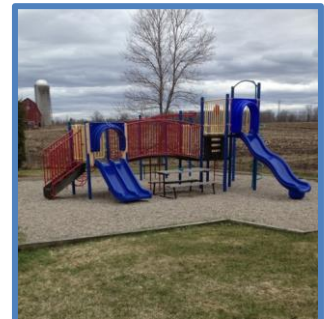
To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: August 11, 2021
Subject: By-law No. 2021-065 Authorize the Purchase of Parkland

Recommendation:

That By-law No. 2021-065, being a by-law to authorize the purchase of parkland in Lunenburg, described as Part of Lot 7, Concession 4, being Part 1 on 52R-8446, geographic Township of Osnabruk, Township of South Stormont, PIN 60232-0156 and currently known as the Henry de Rooy Memorial Park, be read and passed in open Council, signed and sealed this 11th day of August, 2021.

Executive Summary:

At a meeting on March 10, 2021, Council directed staff to move forward with the negotiations for the purchase of the parkland located at 15543 County Road 18, Lunenburg, Ontario.



The Township has previously leased the property at no cost from the current owners, however the Township was advised that once the lease agreement expired in 2019 that it would be the preference of the owners that the Township

purchase the land for the purpose of maintaining it as the Henry de Rooy Memorial Park.

Background:

The Master Plan has since identified that the Township's parkland inventory is below the provincial average and the recommendations was to retain all of the current parkland and in particular these properties in the northern sections of the Township.

In preparation of the 2021 budget, staff had the property formally appraised. The land is approximately 0.6 acres and was professionally assessed at a value of \$14,600.

During negotiations the owners of the property offered the municipality the land at a cost of \$12,000 plus any fees associated with the transfer of the property.

Options:

1. That Council authorize the purchase of parkland in Lunenburg, know as the Henry de Rooy Memorial Park.
 2. That Council defer the decision.
 3. Other.
-

Financial Impact:

The total cost for the purchase of the property and legal fees associated with the transfer is within the amount approved in the 2021 Budget.

Staff feel the land is being purchase below assessed value and can be considered a long-term asset for the municipality.

Risk and Asset Management Considerations:

Currently the play structure equipment that is located within this park is aging and will reach the end of its life expectancy within the next 3 to 7 years (as noted in the Parks and Recreation Master Plan)

Others Consulted:

Township Solicitor
Contracted Surveyor
Contracted Land Appraiser
Township Directors
Landowners

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-065

BEING a by-law to purchase parkland in the Township of South Stormont.

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

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

AND WHEREAS the Township of South Stormont has negotiated with Lucinda Jean Looyen and Bert Looyen for the purchase of land, described as Part of Lot 7, Concession 4, being Part 1 on 52R-8443, Geographic Township of Osnabruck, Township of South Stormont, Part of PIN 60232-0156, geographic Township of Osnabruck, Township of South Stormont, for parkland purposes.

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

1. That the Mayor and Clerk are hereby authorized to sign all documents, together with any minor amendment recommended by counsel, necessary to complete the purchase of lands described as Part of Lot 7, Concession 4, being Part 1 on 52R-8443, Geographic Township of Osnabruck, Township of South Stormont, Part of PIN 60232-0156, geographic Township of Osnabruck, Township of South Stormont, from Lucinda Jean Looyen and Bert Looyen for the sum of twelve thousand (\$12,000) as agreed in the Agreement of Purchase and Sale dated May 7, 2021..
2. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 11th day of August, 2021.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-066

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 July 14 and 15, 2021 are hereby adopted.
2. That the actions of the Council of the Township of South Stormont at the meeting of August 11, 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 11th day of August, 2021.

Mayor

Clerk