



AGENDA
Regular Council Meeting
Township of South Stormont

Wednesday, December 15, 2021, 5:00 PM
2 Mille Roches Road Long Sault ON

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

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

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

	Pages
1. Call to Order	
2. Confirmation of Agenda	
3. Disclosure of Pecuniary Interest	
4. Presentations	
5. Public Meeting	
6. Delegations	
7. Confirmation of Minutes	
a. November 24, 2021	5 - 8
8. Consent Agenda	
a. Lost Villages Historical Society - November 15, 2021 AGM Minutes	9 - 13
b. Raisin Region Conservation Authority - November 18, 2021 Board Meeting Highlights	14

c.	Monthly Activity Summary - CAO, Economic Development/Communications, Human Resources	15 - 17
d.	Monthly Activity Summary - Director of Corporate Services/Clerk	18 - 19
e.	Monthly Activity Summary - Fire Chief	20 - 21
f.	Monthly Activity Summary - Director of Finance/Treasurer	22
g.	Monthly Activity Summary - Director of Planning/Building	23 - 26
h.	Monthly Activity Summary - Director of Parks and Recreation	27
i.	Monthly Activity Summary - Director of Public Works	28 - 29

9. Items for Consideration

10. Key Information Reports

a.	Procurement Update	30 - 33
b.	Parks and Recreation Capital Projects Update	34
c.	Parks and Recreation Program Update	35
d.	Modernization Project Update	36 - 38
e.	Development Charges Background Study Update	39 - 43
f.	Long Sault East Industrial Park & Donation Lands Update	44 - 49
g.	Shaver Road Bridge Repairs and East Island Causeway Replacement Project Updates	50

11. Action Requests

a.	Adopt Human Rights and Position Classification Policies	51 - 61
b.	Transfer of Funds from Working Capital Reserves for Surplus or Deficit of 2021	62 - 63
c.	Approval of Cemetery Improvement Grants for 2022	64 - 69
d.	Adopt a Multi-Year Accessibility Plan for the Township of South Stormont	70 - 105

- e. Request for additional Sidewalk Snow Removal on Hoople Street and Wales Drive 106 - 109
- f. Support for FCM Grant Application for Municipal Building Assets Project 110 - 111

12. By-laws

- a. By-law No. 2021-096 to Adopt 2022 Budget 112 - 125
- b. By-law No. 2021-097 Amend By-law No. 2016-107 Appoint Municipal Law Enforcement Officers 126 - 129
- c. By-law No. 2021-098 Appoint Municipal Law Enforcement Officer 130 - 131
- d. By-law No. 2021-099 Establish a Fire Department 132 - 157
- e. By-law No. 2021-100 Amend By-law No. 2016-20 Nuisance By-law 158 - 161
- f. By-law No. 2021-101 Appoint a Deputy Chief Building Official 162 - 163

13. Committee / Member Announcements and Updates

- a. Upper-Tier Report
- b. Committee Updates
- c. Member Announcements

14. Notice of Motion

15. New Business

16. Closed Meeting Summary

- a. Minutes - November 24, 2021
- b. Proposed or Pending Acquisition or Disposition of Land, Security of the Property of the Municipality and Advice that is Subject to Solicitor Client Privilege

Specifically: Trillium Road Landfill

- c. Litigation or Potential Litigation and Advice that is Subject to Solicitor Client Privilege

Specifically: Kraft Heinz

17. Confirmation By-Law

- a. By-law No. 2021-102

164 - 165

18. Adjournment

TOWNSHIP OF SOUTH STORMONT
REGULAR MEETING MINUTES

THE NINETY-THIRD MEETING
November 24, 2021

Council Present	Mayor Bryan McGillis Deputy Mayor David Smith Councillor Andrew Guindon Councillor Jennifer MacIsaac Councillor Cindy Woods
Staff Present	Debi LucasSwitzer, Chief Administrative Officer Kevin Amelotte, Director of Parks and Recreation Karl Doyle, Director of Planning and Building 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 Ashley Sloan, Deputy Clerk

1. Call to Order

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 revision to the agenda changing the 2022-2024 Draft Budget Review report from a Key Information Report to an Action Request.

3. Disclosure of Pecuniary Interest

4. Presentations

- a. South Stormont Fire and Rescue Service Recognition
Mayor McGillis presented the South Stormont Fire and Rescue Service Recognition awards.

5. Public Meeting

6. Delegations

- a. SDG Historic Tour
Todd Lihou was in attendance to provide an overview of the SD&G historic tour initiative that will see three plaques installed in South Stormont and each of the other municipalities in SD&G. At this point in time the Counties are seeking local historians and community members to assist with the stories and information to be presented on the plaques.

7. Confirmation of Minutes

Resolution No. 096/2021

Moved by: Councillor MacIsaac
Seconded by: Councillor Guindon

That the minutes of the November 10 and 17, 2021 meetings be adopted as circulated.

CARRIED

8. Consent Agenda

9. Items for Consideration

10. Key Information Reports

- a. Craft Shack Winter Socials - Significant Event
- b. Draft Nuisance By-law Amendment
- c. Draft Discharge of Firearms and Bows By-law
- d. Draft By-law to Establish and Regulate a Fire Department
- e. Asset Management Program Update

11. Action Requests

- a. 2022-2024 Draft Budget Review

Resolution No. 097/2021

Moved by: Councillor Woods

Seconded by: Deputy Mayor Smith

- 1. That Council directs the Treasurer to prepare the 2022 budget based on:
 - o 3% increase in tax rate;
 - o deferral from 2022 to 2023 of the following projects:
 - o Saving Street reconstruction,
 - o Beaver Dam Drive and Popular Avenue asphalt overlay,
 - o Hunters Road culvert engineering, and
 - o debenture 2 bridge projects proposed for 2022, and further
- 2. That the 2023 and 2024 proposed draft budgets remain as outlined until further information on asset management program needs is known, and
- 3. That the budget report be brought forward at the December 15, 2021 meeting for consideration.

CARRIED

12. By-laws

- a. By-law No. 2021-089 Debt Management Policy

Resolution No. 098/2021

Moved by: Councillor Guindon

Seconded by: Councillor Woods

That By-law No. 2021-089, being a by-law to adopt a Debt Management Policy, be read and passed in open Council, signed and sealed this 24th day of November, 2021.

CARRIED

- b. By-law No. 2021-090 Multi Year Budget Policy

Resolution No. 099/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor MacIsaac

That By-law No. 2021-090, being a by-law to adopt a Multi-Year Budget Policy, be read and passed in open Council, signed and sealed this 24th day of November, 2021.

CARRIED

- c. By-law No. 2021-091 Exempt Lands from Part Lot Control (87-89 French Avenue)
Resolution No. 100/2021
Moved by: Councillor Guindon
Seconded by: Councillor MacIsaac
That By-law No. 2021-091, being a by-law to exempt certain lands from part lot control, be read and passed in open Council, signed and sealed this 24th day of November, 2021.

CARRIED

- d. By-law No. 2021-092 Amend By-law No. 2020-011 Seasonal Closure of Specified Sidewalks
Resolution No. 101/2021
Moved by: Deputy Mayor Smith
Seconded by: Councillor Woods
That By-law No. 2021-092, being a by-law to amend By-law No. 2020-011, Seasonal Closure of Specified Sidewalks, be read and passed in open Council, signed and sealed, this 24th day of November, 2021.

CARRIED

- e. By-law No. 2021-093 Amend By-law No. 2020-010 Winter Maintenance Level of Service Policy
Resolution No. 102/2021
Moved by: Councillor MacIsaac
Seconded by: Deputy Mayor Smith
That By-law No. 2021-093, being a by-law to amend By-law No. 2020-010, Winter Maintenance Level of Service Policy, be read and passed in open Council, signed and sealed this 24th day of November, 2021.

CARRIED

- f. By-law No. 2021-094 Adopt Significant Weather Event Policy
Resolution No. 103/2021
Moved by: Councillor Woods
Seconded by: Councillor Guindon
That By-law No. 2021-094, being a by-law to adopt a Significant Weather Event Policy, be read and passed in open Council, signed and sealed this 24th day of November, 2021.

CARRIED

13. Committee / Member Announcements and Updates

- a. Upper-Tier Report
- b. Committee Updates
- c. Member Announcements

14. Notice of Motion

15. New Business

16. Closed Meeting Summary

Resolution No. 104/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Woods

That Council, as provided in Section 239 (2) of the *Municipal Act*, 2001 move into a closed meeting at 6:42 PM to address a matter pertaining to litigation or potential litigation, advice that is subject to solicitor-client privilege, and a position, plan or procedure criteria or instruction to be applied to negotiations by or on behalf of the municipality; Specifically: Ontario Land Tribunal Hearing.

CARRIED

Resolution No. 105/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

That Council rise from the closed meeting at 7:29 PM and report.

CARRIED

Resolution No. 106/2021

Moved by: Councillor Guindon

Seconded by: Deputy Mayor Smith

That the recommendations contained in the Confidential Report concerning the Ontario Land Tribunal be adopted.

CARRIED

17. Confirmation By-Law

Resolution No. 107/2021

Moved by: Councillor Woods

Seconded by: Councillor MacIsaac

That By-law No. 2021-095 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in open Council, signed and sealed this 24th day of November, 2021.

CARRIED

18. Adjournment

Resolution No. 108/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

That Council adjourn this meeting at 7:30 PM and return to the call of the chair.

CARRIED

Mayor

Clerk

Lost Villages Historical Society
Annual General Meeting
November 15, 2021

The Lost Villages Historical Society held their Annual General Meeting on Monday, November 15, 2021 at the South Stormont Township Hall in Long Sault. President Jim Brownell called the meeting to order at 7:30 pm.

All members of the board were in attendance as well as Andrew Guindon, Joan McEwan, and Paul Gunther. Susan Whaley and David Hill sent their regrets.

The minutes of the Annual General Meeting of September 21, 2020 were read by recording secretary, Cindy Bickerstaffe, adopted and signed.

Business Arising: Nothing to report.

Treasurer's Report:

Gloria Waldroff stated that the 2020 Canada Revenue Agency report done, and the books have been reviewed.

She advised that Lost Villages Historical Society showed a profit of \$10,385. Her report is on file.

Social Media Coordinator/Email Secretary:

Ginette Guy reported that our Facebook site has 3800 followers. As of January, 2021, our posts reached 89,723 hits.

Jim commented on all the work done by Ginette. Well done, Ginette.

Events Coordinator:

Tim Gault advised that there were seven weddings in 2021 at the Lost Villages Museum.

There are six weddings paid for in the 2022 season.

He noted that Debbie Burns, coordinator of the "Artisans in the Park" event will work around our wedding dates. She asked about that the possibility of having this event monthly next year.

President's Report:

Jim read his report to the members. The report is on file.

Moved by: Gardner Sage Seconded by: Rick Waldroff

That LVHS will accept all the reports. CARRIED

New Business:

Rick Waldroff reported on the “**Light Up the Lost Villages**” event stating that the trees and railings are wrapped with lights. Jim has installed Santa Claus and his reindeer decorations at the back of the schoolhouse. He advised that the next step is to set up flood lights and extension cords within the next seven days.

Both Jim and Rick agreed that the LV Museum is going to look very good.

Rick asked if there will be a choir at the event. Ginette replied that none was available. She will ask Marie Cameron and Ed O’Brien to provide music and carolling at the event.

Jim reminded members that the **Christmas Luncheon** will be held at O’Neill’s Pub in Long Sault on December 13,2021 at 11:30. Reservations are required by contacting Vale Brownell at 613-537-2531.

Jim advised that the Blacksmith Shop has been moved to a new base. It still needs to be sealed inside and new wood installed around the bottom of the building. John Gordon, contractor of this project has donated \$1000.00 to the LVHS.

Thank you very much John for your donation.

Jim commented that he is very happy with the relationship established between Lost Villages Historical Society and South Stormont Township. He asked Andrew Guindon to please share these comments with the Township of South Stormont.

Thank you, Township of South Stormont.

Jim advised that the **Pavilion and Memorial Windows Restoration** project we be proceeding in 2022. Both the LVHS and the Township of South Stormont are working jointly on it.

Tim Gault provided the sketches of the proposed pavilion. Jim stated that two windows originally in the North Lunenburg United Church will be incorporated into the new pavilion design. This church was to become the home of the Lost Villages Historical Society, but restoration costs and the state of repairs prohibited this from happening in the late 1970’s.

Moved by Tim Gault Seconded by Rick Waldroff

That LVHS accept the quotation from Northern Art Glass, Ottawa for the restoration of two stained glass windows to be done at a cost of \$3000.00 including pick up and delivery. CARRIED

It is important to have windows ready on time for installation on new pavilion, therefore, it was decided to get windows restoration started now.

Andrew suggested that the revised sketches of the pavilion be forwarded to Kevin of Township of South Stormont.

Additions:

Jim and Tim mentioned that Debbie Burns of W3G & Co. asked about the possibility of having the Artisans in the Park event monthly next year. It will be discussed in more detail in future meetings.

Jim proposed that Lost Villages purchase one gift certificate each for Connie Charlebois and Mark McDonald in appreciation for their volunteer work: bookkeeping by Connie and Canada Revenue Agency Return by Mark annually for the LVHS.

After short discussion, it was agreed by the executive to proceed with certificates. Gloria will purchase them.

Ginette spoke about the events held at the Lost Villages Museum and the need for summer interpreters to have First Aid training. Andrew will discuss this with Kevin for next season.

Gloria asked if the historical information historical displayed outside each building at Lost Villages Museum could be updated. Jim spoke about possibility of having plaques made. He will contact the City of Cornwall and get prices, as the Heart of the City program has a manufacturer for plaques.

Rick Waldroff spoke about the entrance signs at both LV Museum east and west entrances. This is ongoing and will be discussed at upcoming meetings.

Nominations Report:

Past president, Gardner Sage presented his nominations report. Three positions on the board including President, Vice President and Email Secretary were all open for nominations for upcoming 2021-2022. He advised that he did not receive any nominations, but present office holders were willing to continue serving in their respective positions. Therefore, all standing members will stay in the present board positions. Gardner asked three times if there were any further nominations for each position. No nominations were brought forward.

Gardner presented a slate of names to serve as LVHS officers for the year 2021 – 2022.

They are:

Past President:	Gardner Sage
President:	Jim Brownell
Vice-President:	Rick Waldroff
Treasurer:	Gloria Waldroff
Recording Secretary:	Cindy Bickerstaffe

Events Coordinator:

Tim Gault

Social Media Coordinator/ Email Secretary:

Ginette Guy

Moved by Gardner Sage Seconded by Tim Gault

That the motion be accepted for the LVHS Executive positions for the year 2021-2022. CARRIED

Jim advised the members that a film crew from Montreal were at the Forbes Reading Room and the Lake St. Lawrence waterfront working on a documentary. It features underwater dives at the waterfront near the village of Moulinette. Lost Villages members Jim Brownell, David Hill and Alan Daye were asked if they could see, or touch something from the underwater village of Moulinette, what would it be? Jim stated “that he would like to touch a brick from the St. Andrew’s United Church at Moulinette.” The divers found two bricks from the United Church. There was “SHXX” marking on one of the bricks.

David Hill stated “that he would like to see evidence of his grandfather’s home and barber shop at Moulinette.” A video produced a shot of the weeping willow tree stump behind the Zina Hill Barbershop.

Alan Daye will share his request tomorrow. The crew will return to finish the final dive and complete the filming. The documentary will be in French.

The meeting was adjourned at 20:40 by Gloria Waldroff.

Secretary

President



MEMORANDUM

To: Township of South Stormont Council, CAO, and Clerk
From: Lisa Van De Ligt, Team Lead, Communications and Stewardship
Date: December 8, 2021
Subject: RRCA Board of Directors meeting highlights (November 18, 2021)

The Raisin Region Conservation Authority (RRCA) Board of Directors consists of 8 representatives from the RRCA's 5 member municipalities: City of Cornwall and Townships of North Glengarry, South Glengarry, South Stormont and North Stormont.

Following every Board meeting, councils, CAOs and clerks of the RRCA's 5 member municipalities are sent meeting highlights and the date of the next meeting. The RRCA Board meets monthly (except for July, August, and December).

November 18, 2021 RRCA Board of Directors Meeting Highlights

- Approved minutes from the October 21, 2021 Board of Directors meetings can be found at <http://www.rrca.on.ca/page.php?id=15>.
- Board received an update on the new regulations under the *Conservation Authorities Act* and approved a transition plan to outline the process and timelines for the development of cost-apportioning agreements with municipalities for non-mandated programs and services, which must be in place by January 1, 2024. RRCA staff will work with their municipal partners to develop agreements for non-mandated programs and services and will consult with neighbouring Conservation Authorities to ensure coordination of programs and services will meet the needs of shared municipal partners.
- Board approved a 10-year renewal of the Garry River Dams lease agreement with the Township of North Glengarry.
- Board received an update on development approvals issued under Section 28 of the *Conservation Authorities Act* to protect people and property from natural hazards (e.g. flooding, erosion, etc.) and prevent negative impacts to sensitive environmental areas (e.g. provincially significant wetlands, shorelines, watercourses).
- Board approved the 2022 fees for: Planning and Regulations; Over-the-Counter tree seedling sales; and Gray's Creek Marina slip rentals.
- Board approved the submission of 5 grant applications.

Next RRCA Board meeting date: January 20, 2022



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: December 15, 2021
Reporting Month: November 2021
Subject: Monthly Activity Summary-CAO, Economic Development/Communications, Human Resources

Work Completed:

- Regular Directors meetings, individual and collective
- Directors' leadership, values training and follow-up
- Regular staff meetings, HR and Econ Development/Communications
- Quarterly CAO meeting
- Council meeting reports prepared and reviewed
- Research and preparations for Special Meetings re: Budget
- Reviewing assorted HR and Health and Safety policies
- Training provided employees Re: Respect in the Workplace
- Recruitment process for three positions
- Personnel related matters
- Doctor Recruitment meetings
- Discussion with SLPC regarding land transfer
- Meeting with EVB related to options for phasing expansion of Ingleside WWTP expansion and SLPC connections to water and wastewater
- Software demonstrations for HRIS, Records Management & Asset Management systems
- Presentation LSLV
- Personnel Matters

HR Work Completed:

- Records Management items for CAO
- Prepared and transmitted assorted correspondence for CAO
- Personnel related items
- Recruitment/interviews for three positions
- HR and Health and Safety Policy development and review
- Implementing Vaccination Policy
- Review and update position descriptions
- Completed JHSC Certification
- Preparation for Employee Recognition Breakfast
- Attended Municipal Law Seminar – Cunningham Swan

Communications/Econ Dev't Work Completed:

- Budget Communications – Speak Up South Stormont, southstormont.ca, social media, etc.

- Conversation with Recycle Coach to discuss potential improvements.
- Attended Warden's Business Breakfast
- Attended presentation by World Skills about programs to help connect newcomers to jobs
- Met with Regional Incentives Program applicants to coordinate signature of agreements
- Attended virtual Teeny Tiny Summit (rural economic development discussions)
- Carried out multiple campaigns/projects over Speak Up South Stormont
- Regular communications, including website updates, social media posts, budget preparation communications, etc.

Speak Up South Stormont Statistics (as of December 6, 2021)

- 252 registered participants
- November 2021 saw 388 page views from 150 unique visitors
- Top projects in terms of participants (unique visitors to the page)
 - 2022-2024 Budget (88)
 - Share your Big Idea (73)
 - South Stormont Christmas Lights Road Tour (60)

Southstormont.ca Statistics (January 1, 2021 – December 6, 2021)

- Over 56,000 unique visitors to the website, viewing over 228,000 pages
- Average time on site is 2:20
- Top pages viewed on website (outside of homepage):
 - Careers Page: 9,199 visits
 - Recycle Coach (Waste Management Calendar): 8,229 visits
 - Garbage and Recycling: 8,188
 - Contact Us: 6,743
 - Property Taxes: 5,535
 - By-laws: 4,872
 - Council Meetings: 4,670
- Breakdown of device usage
 - Mobile: 49.4%
 - Desktop: 47.4%
 - Tablet: 3.2%

Work in Progress:

- Implementing Vaccination Policy
- Schedule First Aid/CPR Employee Certification
- Budget preparation, public consultation elements
- Implementing Succession Plan Policy & current process as approved
- Recruitment processes ongoing
- Ongoing conversations with SLPC regarding lands transfer
- Ongoing public relations/government relations conversations regarding expansion of Ingleside WWTP
- Ingleside Medical Clinic, space reconfiguration
- Continue to explore emergency notification options

- Arena Solar Panel project
- Beaches property, review of consultant report
- Human Resources Planning, organizational development/design
- HR and Health and Safety policies development and review
- Implementation of HRIS software
- Implementation of Records Management Software
- Directors' leadership, values training
- Respect in the Workplace Training Part 2

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services



To: Council
From: Loriann Harbers
Date of Meeting: December 15, 2021
Reporting Month: November 2021
Subject: Monthly Activity Summary-Director of Corporate Services/Clerk

Work Completed:

Corporate Services

- Preparation of reports and correspondence related to Council meetings (Regular, Special and Committee of the Whole Council Meetings and Committee of Adjustment Meetings)
- Processing daily messages and service requests including tax and utility, building permits, burn permits, landfill questions, by-law and miscellaneous Covid-19 related inquiries.
- eScribe webinar (usability/upcoming enhancements) and eScribe training and support for Planning / COA meeting
- Issuing marriage licences and meeting with happy couples
- Compilation of Cemetery Grant applications – 4 have been received
- Accessibility plan update
- Submission of Resilient Communities Grant Application (secure funding to upgrade Chambers audio visual and furniture)
- Closed meeting investigator transfer to Ombudsmen's office effective January, 2022; as a result, updates to the website are underway
- AMCTO zone meetings
- Day to day IT issues and requests

Work in Progress:

Corporate Services

- Multiple Vendor meetings and contract negotiations to co-ordinate software implementation and integration due to Municipal Modernization Program Intake #2 Funding
- Preparations for 2020 Municipal Elections
- Raisin River Heritage Centre Project
- Delegation of Authority Review
- Firearms by-law research and meetings
- Signage by-law review
- Closed meeting investigator contract
- Willy Allan Road transfer project
- Coordination of marriage license / officiants
- On-going activity Freedom of Information files (2)
- Land Sale activities (6 files underway)

- Maintenance of legal files
- Personnel related meeting(s)
- Business Continuity and IT Governance project meetings
- Cloudpermit meetings (import project; outstanding issues/requests)

Information Technology

- ICO / Vadim integration (volunteer firefighter payroll)
- Questica / Vadim integration
- Network upgrades at Garage and Station 4
- ProWare export / Cloudpermit import of old permit data
- SIEM implementation
- Disposition of decommissioned IT hardware from WTP/WWTPs

2022 Municipal Election Update:

In conjunction with SDG Clerks, the contract for election services, i.e. online voting has been awarded to Intelivote at a base cost of \$1.10 per elector.

There were 3 proposals received and based on established criteria, including price, Intelivote was the successful vendor. Intelivote was also the successful vendor in 2018.

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Fire and Rescue Department



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: December 15, 2021
Reporting Month: November 2021
Subject: Monthly Activity Summary-Fire Chief

Work Completed:

- Weekly SMT Meetings
- Weekly EOHU Updates
- Weekly Meetings with FPPEO & MLEO
- Monthly Council Meetings
- Monthly SDG Chiefs Meetings
- Monthly S.S Chiefs Meeting
- Weekly EOHU Meetings
- Hiring By-Law Officer

Work in Progress:

- Review SSFR SOG
- Fit Testing for N-95 asks
- Review By-Laws
- Tabletop Exercise for Emergency Response C.N. Representatives
- Dillion Consulting CRP/ FMP
- F/F 1&2 NFPA certification
- Ongoing By-Law Enforcement
- Tiered Response Agreement
- Regulating Establishing By-Law
- District Chief Posting Station 1

Total Calls for Service: 17 Incidents

Station Training

Station 1	Station 2	Station 3	Station 4
P-38 Visit /Ice Water Rescue	Pump Operations	Pump Operations	

Fire Prevention and Public Education:

- 1-VO Inspection and fire drill
- 2 Business inspections
- Reviewed plans Wills Transfer Facility, Self-Storage on Myers Rd
- Investigation on Myers Rd Fire
- Attended respect in workplace training
- Site plan review on self-storage on Hwy 138
- 2- Fire responses
- Alarm for life draw distributed

Municipal Law Enforcement Officer:

PON's issued (Part 1)	1
Parking Tickets issued	0
Other Charges (Part3)	4

- Ongoing Issues at Willbruck Island Property
- Cleaned up property in Newington
- 145 open cases



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: December 15, 2021
Reporting Month: November 2021
Subject: Monthly Activity Summary-Director of Finance/Treasurer

Work Completed:

- Multi Budget Policy
- Debt Management policy
- 2021 Interim audit (November 24 & 25)
- Adjust salary and contract rates by COLA
According to Salary Administration Policy, Cost of living adjustments (COLA) is based on the annual Consumer Price Index (CPI) for Ontario as at October 31st of the previous year, as established by Statistics Canada.
The annual CPI for Ontario as at October 31st of 2021 is 4.9%, as established by statistics Canada. The COLA increase will be effective January 1, 2022 and it has been included into 2022 budget process.
- 2022-24 Budget:
 - 1. 3 years capital projection Review
 - 2. 3 years reserves & reserve funds projection
 - 3. 3 years tax rate analysis.
 - 4. 3 years financial strategic analysis
 - 5. Budget divisional presentation to Council
 - 6. Council review

Work in Progress:

- 2022-24 3 years budgeting
 - 1. 2022 budget finalization
 - 2. 2022 Tax rate finalization
 - 3. Water & Waste Water Budget
- Development charge study: communicate with consultant and prepare related financial information.
- Payroll timesheet system analysis.
- Grant & funding procedure implementation
- 2022 Municipal grants application process
- 2021 year-end closing preparation
 - BS accounts reconciliation
 - General Ledger & Sub Ledgers reconciliation
 - Capital assets adding/disposal financial process
- Audit preparations check list
- Finance team building presentations

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Planning and Building Department



To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: December 15, 2021
Reporting Month: November 2021
Subject: Monthly Activity Summary - Director of Planning/Building

Work Completed:

- Council, Public and Committee of Adjustment meetings
- Meetings with OPG, Stantec, Novatech EVB, Counties
- Meetings for Subdivisions and ZBLA applications
- Preparation of Subdivision and Site Plan Agreements, for developments
- Site Plan Review for various developments
- Subdivision agreements (Fenton, Lalande, Stonegate)
- 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

- *Site Plan Agreement*

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	41
Zoning Amendment	14	10	5
Official Plan Amendment	1	0	1
Minor Variances	20	12	11
LPAT Hearings	1	2	1
Site Plan Control	6	5	8
Part Lot Control	1	7	1
Removal of Holding	1	2	1
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 and associated zoning by-law amendment application has been received and was brought to Council – a further report is forthcoming in January 2022.
- Site Plan and Partial Lifting of a Hold Submission Camino November 4, 2021 – Initial Team Meeting conducted
- Site plan amendment application received for Wills Transfer, 2 Product Structured Drive and McBride Storage
- 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, meetings and compiled background data, meetings with various municipal staff underway
- Ingleside Sewer Capacity By-law, meeting with consultant
- Working with Public Works on Long Sault Industrial Park expansion, draft reference plan has been received
- Ongoing discussions and updates provided to future land owners in the Long Sault Industrial Park
- Public meetings and hearings are virtual until further notice
- Meetings ongoing regarding LPAT appeal.

Building Department Activities Building Permit statistics report for November 2021 with a comparison to November 2020

November 2021

Permits	Permits Issued 2021		Same Period 2020		Difference	
	November	YTD	November	YTD	November	YTD
Residential						
Total Units	3	86	8	80	-5	6
Single	3	69	6	65	-3	4
Semi	0	1	1	8	-1	-7
Rowhouse	0	1	0	0	0	1
Apartment	0	0	0	0	0	0
Additions/Renos	0	32	4	40	-4	-8
Accessory Bldgs	3	36	0	32	3	-4
Commercial	0	2	1	1	-1	1
Add/Reno/Access	0	3	0	0	0	3
Industrial	1	2	0	5	1	-3
Add/Reno/Access	1	2	0	0	1	2
Institutional	0	0	0	0	0	0
Add/Reno/Access	1	1	0	2	1	-1
Demolition	0	4	0	5	0	-1
Pools	0	16	0	19	0	-3
Other (Farm/Tent/Solar)	0	7	0	12	0	-5
TOTAL	9	176	12	189	-3	-13
Total Construction Value						
Month	\$3,157,178.00		\$2,781,500.00		\$375,678.00	
YTD	\$29,583,620.00		\$44,052,918.00		-\$14,469,298.00	

Work Completed:

- The department issued 9 building permits.
- The department carried out 128 building inspections.
- The department released 5 grading deposits
- The department closed 11 building permits (see below).

Permit Number	Issue Date	Address	Work Description	Closed Date
2020-211	2020-11-27	5709 Warner Drive	CONSTRUCTION OF NEW 453 M2 WAREHOUSE INCLUDING SEPTIC SYSTEM AND ENTRANCEWAY.	2021-11-05
2020-110	2020-09-29	17164 Myers Rd	BARN ADDITION	2021-11-19
2020-069	2020-06-17	556 Cheryl Street	DETACHED GARAGE WITH LOFT	2021-11-22
2019-196	2019-11-28	2 Stratford Blvd	SINGLE DETACHED DWELLING W/ATTACHED GARAGE (1 UNIT)	2021-11-13
2019-115	2019-07-19	51 David Street	SINGLE DETACHED DWELLING W/ATTACHED GARAGE (1 UNIT)	2021-11-30
2019-068	2019-07-09	2 Forest Hill Rd	DETACHED GARAGE	2021-11-17
2021-33	2021-03-31	40 David Street	SINGLE DETACHED DWELLING W/ATTACHED GARAGE (1 UNIT)	2021-11-23
2021-49	2021-04-07	5719 Power Dam Drive	SINGLE DETACHED DWELLING W/ATTACHED GARAGE (1 UNIT)	2021-11-16
2021-4	2021-02-11	11 Matthew Kiernan Cr	FINISHING BASEMENT	2021-11-30
2021-167	2021-07-26	16290 County Rd 36	INDUSTRIAL RENOVATION	2021-11-16
2021-74	2021-04-08	17293 Myers Rd	GARAGE	2021-11-10
Total				11

Work Completed/Activities:

- Attended onsite meeting – demo/reno proposal – County Road #15.
- County Road #36 lot grading complaint – As-built survey completed. Met owner onsite to review as-built swale grades. He will review over-cut and under-cut grades with neighbour.
- Development – Building Department Site plan review – comments provided.
- Review of ongoing GIS projects and proposed layers with County GIS staff and Public Works staff.
- Attend OBOA chapter meeting (zoom).
- Met with engineer re: issues with Beech St. rear lot grading. Additional grades and bench mark to be confirmed by engineer.
- Review of Mini Storage proposal - developer will review OBC requirements with designer and schedule a meeting with Twp. Staff.

- Complaint re: rear yard drain between Jim Brownell Blvd. and Eleanor Drive. To be reviewed with developer's engineer.
- Complaint re: Headline Road W. rear yard drain. Survey grades to be taken and solution proposed to owner.
- Attended staff training – Respect in the workplace.
- Attended pre-consultation development meeting for Long Sault Industrial development.
- Attended department & inter-department meetings (boardroom/team/zoom).

Work in Progress:

- Lot Grading process – a meeting was held with developer and will be followed up with developers engineer to address issues raised with current process.
- Aultsville Road demolition of building that was built without a permit is underway. Expected to be complete by spring 2022.
- Marlborough Place - 31 Bethune
 - Staff are working with owner and Designers to address outstanding issues.
 - The Architect and Engineer will provide revised plans.
- Woodlands Villa Addition/Renovation - Construction is ongoing.
- Cloudpermit – continue to work with software provider to address outstanding issues.
- 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 initiated as part of 2022 budget (subject to grant funding).
- 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.



To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: December 15, 2021
Reporting Month: November 2021
Subject: Monthly Activity Summary

Work Completed:

- Landscaping of multi-use path in Arnold Bethune Memorial Park
- Research for Recreation Asset Management Software (Corp. Services)
- Repairs and painting of Stuart House at the Lost Villages Museum
- Repairs and new foundation for Blacksmith Shop at Lost Villages Museum
- Negotiation and access for programs at the Lancer Community Centre
- Closure of all tennis court facilities
- Installation of new commercial hot water tank for the Long Sault Arena
- Closure of splash pad facilities
- Tree planting project at Town Hall Property with Conservation Authority
- Research and presentation of recommended budget for 2022 to 2024
- Research and webinars for Asset Management and Work Order software
- Emergency repairs to the brine pump/motor skid at the Long Sault Arena
- Hosted a meeting of the SDG Recreation Networking Group
- Research and submission of L.E.A.F grant for Lloyd Hawn Park (Newington)
- Replacement and relocation of splash pad controller in Long Sault
- Review of snow removal at Lost Villages Museum with event organizers

Work in Progress:

- Continued changes to policies for operations of facilities during COVID-19
- Feasibility study for multi-use trail system along pipeline corridor
- Commence support for outdoor rink volunteers and continued minor repairs
- Load capacity analysis for roof at the Long Sault Arena
- Create RFP documents for ICIP Pavilion Projects in 2022
- Reporting for ICIP play structure projects and Multi-Use Path project
- Delay construction of play structures in Long Sault and Rosedale Terrace
- Pre-hearing consultation for heritage designation of Raisin River Heritage Ctr
- Winter program registration and bookings for Lancer Centre, halls, and arena
- Update of facility rental agreements and program waivers forms
- Review of municipal grant applications
- Save-ON-Energy grant research and applications for LED lighting (arena)
- Recommended updates for fees and charges by-law (Parks and Recreation)

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: December 15, 2021
Reporting Month: November 2021
Subject: Monthly Activity Summary - Director of Public Works

Work Completed:

- Regular Director and PW staff meetings
- 2022 Budget prepared/approved

Work in Progress:

- 2022 Budget preparations
- Asset Management Plan development
 - Asset Management Software
 - Input new assets.
 - Review existing assets.
 - Risk assessments.
 - Ongoing asset assessments
 - Roads
 - Storm sewers
- Ingleside Wastewater Treatment Plant Design
 - Continued detailed design modifications.
- Kraft Heinz Arbitration
 - Arbitration ongoing
- Lactalis
 - WWTP needs discussions
 - Monitoring effects of lagoon discharge
- Consultation with SLPC – Sewer and Water projects
- Lunenburg Village Drain – modifications/Engineers Report.
- Tender/RFQ preparation:
 - Shaver Road Bridge
 - Lefebvre Road Bridge (Potential Joint Tender with SDG)
 - Lakeside Drive Reconstruction
 - Asphalt (Joint Tender with SDG)
 - Surface Treatment/Granulars
 - Backhoe
- Regional Waste Management Study
 - Next steps:
 - Development of implementation plan
 - Presentation to Council(s)

- Operations meetings with Caneau
 - Operations updates.
 - Asset Management.
 - Equipment listing
 - Equipment Condition Ratings
 - Capital project coordination.
 - LSWTP – Permeate header repairs
 - LSSTP – HVAC Air Exchanger Replacement
- Forrester Branch Drain relocation
 - *Drainage Act* amendment review/consideration.
- Project Management/Coordination
 - Trillium Landfill Contamination Attenuation Zone acquisition.
 - St. Lawrence Medical Clinic Renovations
 - Long Sault EMS in floor heating/boiler issues

Township of South Stormont
KEY INFORMATION REPORT
Chief Administrative Officer



To: Council
From: Debi LucasSwitzer
Date of Meeting: December 15, 2021
Subject: Procurement Update

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 November and early December 2021.

No procurement activities identified in Section 7 of the Township's Procurement Policy occurred between the previous report and this update.

Prepared by:
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-December 6 2021					
Lost Villages Museum, Blacksmith Shop	quotations	John Gordon Construction	\$ 9,316	No	Only 1 response. Retrofit & new foundation,
Lost Villages Museum, Stuart Home	quotations	Labelle Pro Painting	\$ 6,667	No	4 quotations received. Repairs and painting of structure
Emergency repairs for brine pump	single supplier	Cimco	Total Costs Not Yet Known	No	Failure of current system resulted in existing refrigeration service supplier being contacted. Full repair costs, awaiting information on availability of equipment and cost. Supplier provided employees on overtime on weekend and weekdays
Asset Management Software	Request for Proposal	Dude Solutions	\$ 82,275.46	No	3 suppliers submitted proposals, Dude Solutions was selected. Pricing includes: 1 year subscription, enterprise consulting, implementation and training services for 1 year
Approved: June 2021					
Consulting Services related to Community Risk Assessment and Fire Master Plan Update RFP 09-2021	Request for Proposal	Dillon Consulting	\$ 99,868	No	2 consulting firms submitted responses to RFP. RFP scored on basis of experience & qualifications, ability to successfully complete project, response to characteristics. Other bidder was lowest price (\$67,791), however based on scoring of proposals Dillon's proposal scored higher based on experience, qualifications, diversity of team skills/knowledge, approach to project.
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.

Purchasing Contracts Approved by Administration					
Procurement Contract	Procurement Method	Selected Supplier	Contract Value (Excl. Taxes)	Change to Existing Contract	Notes
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
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
Parks and Recreation Department



To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: December 15, 2021
Subject: 2021 Capital Projects Update

Background:

During recent 2022 budget deliberation meetings, Council was made aware of three (3) capital projects for 2021 that were awarded to contractors however delays in construction were anticipated due to a variety of reasons. Staff is now able to confirm that the following 3 projects will not be completed before the end of this fiscal year, subsequently the grant and funds collected to offset these projects will be added to the budget for 2022 to allow for construction to be completed next Spring.

- 1- Park Equipment Upgrades – MacLennan Park (Rosedale Terrace)
- 2- Park Equipment Upgrades – Arnold Bethune Park (Long Sault)
- 3- Construction of Basketball Court – Ingleside Community Park (Ingleside)

Discussion:

Park Equipment Upgrades – MacLennan Park (Rosedale Terrace):

Awarded as RFP 10-2021 to Playground Planners, this project is funded by 73.3% of the project cost and original timeline for installation on new play structure equipment was September 15, 2021. Due to industry wide COVID related delay of materials, the equipment from Miracle Structures only arrived in early December and installation will now be required in Spring 2022.

Park Equipment Upgrades – Arnold Bethune Park (Long Sault):

Awarded as RFP 11-2021 to Playground Planners, this project is funded by 73.3% of the project cost and original timeline for installation on new play structure equipment was October 10, 2021. Due industry wide COVID related delays of materials, the equipment from Tiny Tykes Structures only arrived in early December and installation will now be required in Spring 2022.

Construction of Basketball Court – Ingleside Community Park (Ingleside):

Staff spoke to five (5) local companies that provide excavation and asphalt services and four (4) were unable to meet the timelines for construction in 2021. The project was accepted by David Brown Construction (DBC) within the approved budget; however, they were unable to source the asphalt portion of the project to complete the work in 2021. Staff will review the terms of this project with DBC to ensure project completion in Spring 2022.

Township of South Stormont
KEY INFORMATION REPORT
Parks and Recreation Department



To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: December 15, 2021
Subject: Recreation Program Update

Background:

Throughout the COVID-19 pandemic, the Upper Canada District School Board (UCDSB) suspended Community Use of Schools which closed access to all after-hours school access, including the Lancer Centre. The Township was able to work with the UCDSB to regain access in Spring 2021 which was then again suspended for summer as all UCDSB sites close for July/August.

As the pandemic continued to morph, regulations remained complex and frequently changing which led to some challenges re-opening the Lancer Centre but with persistence and commitment to safety, staff were able to reach an agreement with the UCDSB on October 1st to re-open the Lancer Centre for Township programming. Programming re-commenced on Monday, November 1st.

Discussion:

Since regaining access to the Lancer Centre, the Parks and Recreation Department has been able to offer indoor walking three days a week, men's basketball and three pickleball sessions, all of which reached maximum enrollment. The two youth basketball programs have also launched. Enrollment is low but is rebuilding after two years away. This will be promoted through the Seaway News and social media ahead of our Winter sessions starting in January.

A survey was circulated to gauge participants satisfaction with 4 subjects: the program, volunteers, facility, and safety/COVID-19 precautions. With well over half of program participants responding, 94-98% of participants were either satisfied or very satisfied with each of the 4 subjects polled. The qualitative data also showed that participants were very satisfied with little suggestion for improvements aside from requesting a fourth pickleball time to meet demand.

Staff have considered the input from the surveys and can move forward with participants wants and needs in mind.

Prepared by:
Cara Lemkay, Parks and Recreation Coordinator



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: December 15, 2021
Subject: Modernization Project Update

Background:

As a result of the Municipal Modernization Program Intake #2, South Stormont received \$486,600 in funding to support digital modernization and service integration enhancements.

In July 2021 an agreement was signed with Optimus SBR to support our efforts surrounding the procurement and implementation and integration of multiple software platforms, these include:

- HRIS implementation
- Work order
- Electronic time sheets
- Records management
- Fuel system
- Recreation program support
- Planning software

This report will provide an update with regards to progress made thus far.

Discussion:

In July 2021 staff, with the support of Optimus SBR, began to prepare requirements for each of the applications. Following internal review of needs etc., the scope was broadened to include asset management as a component of work order, consolidate timesheets with HRIS and consider payroll for a future phase.

In addition, fuel management and planning software were removed from the project as staff believe the expertise exists in house to support these projects.

As such, 5 Request for Proposals for were drafted and posted. All have since closed and vendor review and contract negotiation are well underway.

Since the project began in July, over 77 onsite and virtual meetings with staff, 15 +/- vendors and Optimus SBR have taken place. Additionally, a weekly status meeting is held to ensure all parties are aware of the stages of the project. Attached you will find the Status Update for the period of December 3.

Staff hope to have all contracts signed and implementation underway early January.

Because the modernization project will affect every South Stormont employee and members of Council in some way, the next step will be the development of a clear communication and training strategy. To ensure modernization efforts are successful, it will be imperative that clear concise communication and fulsome training is included as part of the project.

In October 2021 an application was submitted for funding through the Municipal Modernization Intake #3. Staff applied for an additional \$339,181 to further support digitization and efficiencies for the future.



Status Update: Period of Dec 3 - Dec 8, 2021

Overall Project Status

Previous Period

G

Current Period

G

Project Sponsor:	Loriann Harbers	Project Lead:	Angie Campanelli	Technology Lead:	Mustafa Attar	Last Status:	Dec 2, 2021
-------------------------	-----------------	----------------------	------------------	-------------------------	---------------	---------------------	-------------

Project Status Details

Recent Accomplishments

- Asset Management & Work Order
 - ✓ Decision made to proceed with Dude Solutions
- Fuel Management
 - ✓ Decision made to proceed with XXX
- Recreation Management (Parks & Rec)
 - ✓ Decision made to proceed with same vendor as AM & WO software (Dude Solutions)
- HR, HRIS & Timesheet
 - ✓ Completed vendor evaluation
 - ✓ Completed Timesheet & Payroll Evaluation
 - ✓ Completed 3 vendor Timesheet & Payroll vendor demos
 - ✓ Decision made to proceed with XXXX
- Records Management
 - ✓ Completed 2 vendor deep-dive Q&A demos
 - ✓ Completed vendor evaluation
- Conducted Communication & Change Management Framework discussions (Dec. 6)

Upcoming Activities

- Vendor Negotiation**
- i. HR, HRIS, & Timesheet (TBD)
 - XXXX
 - ii. Records Management
 - XXXX (Dec 9)
 - XXXXX
- Final Vendor Negotiation & Contract**
- i. Asset Mgmt. & Work Order: **Dude Solutions**
 - ii. Fuel Management: **XXX**

Schedule Tracking

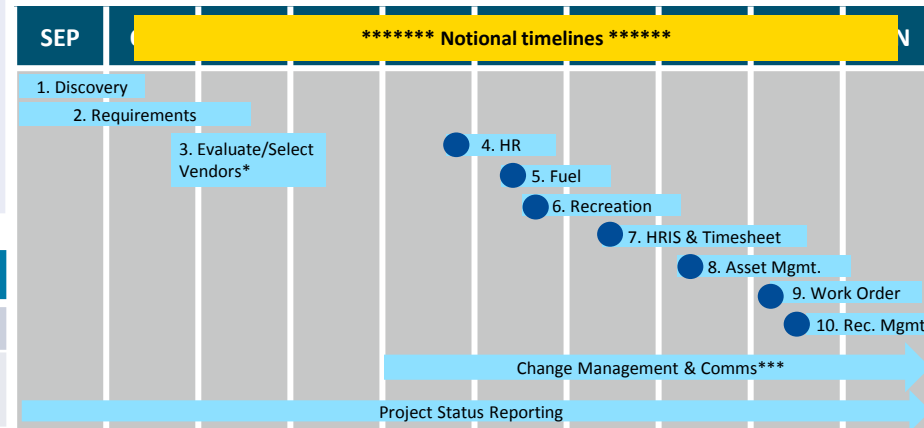
Milestone

Status

1. Discovery	Complete
2. Requirements	Complete
3. Vendor Evaluation & Selection*	In Progress
4. Implementation/Migration HR Training Module	Not Started
5. Implementation/Migration Fuel Management	Not Started
6. Implementation/Migration Recreation Management	Not Started
7. Implementation/Migration HRIS & Timesheet	Not Started
8. Implementation/Migration Asset Management	Not Started
9. Implementation/Migration Work Order	Not Started
10. Implementation/Migration Records Management	Not Started

Key Issues (I) / Risks (R) / Dependencies (D)

Type	Description
Inform	Project Delivery Framework <ul style="list-style-type: none"> Project plan to be finalized after vendor selection activities are complete





To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: December 15, 2021
Subject: Update - Development Charges Background Study

Background:

Council approved a Development Charges Study in the 2020 budget. Subsequently at the August 12th, 2020 Council meeting, Council accepted the proposal submission by Watson and Associates Economists Ltd. to undertake a Development Charges Background Study at a total amount of \$38,970 plus HST and further to authorize the Director of Planning/Building to sign the necessary documents to complete the transaction.

Discussion:

Township Staff and Watson and Associates Ltd. commenced the study in late 2020 early 2021. Staff has gathered and produced a substantial amount of information that is required for the DC background study preparation process, a breakdown of key elements are provided in attachment (Table 2-1). This includes historical data to support a calculation of the previous 10-year average level of service for each service category included in the study, and information regarding Council approved future capital requirements.

The Background Study Work Plan (Table 2-1) has been attached to this report, it illustrates the study steps, initial start-up to completion. Phase 1 consists of 6 steps (1-6) and Phase 2 consists of 5 steps (7-11). We are currently at step 6 Phase 1 - Draft DC Background Study.

Last week, Watson and Associates met with Township staff from Planning, Public Works, Fire, Finance and Parks and Recreation to review historical levels of service and anticipated capital needs. Following the discussions, the consultant has requested additional supplementary information to finalize the Draft DC Background Study. It is anticipated that we will receive the Draft Background study in the coming weeks, the draft document and findings will be reviewed, and feedback will be provided to the consultant prior to presenting to Council.

Watson and Associates are currently preparing a Growth Management Strategy for the County which is anticipated for late spring/early summer 2022. The Township will have to consider whether an update to the Development Charges background study and by-law is necessary at the implementation stage as both Township servicing studies and growth projects have yet to be completed.

Next Steps:

Below are the remaining steps and anticipated timelines;

- Meet with senior staff to review draft report/findings and DC by-law implementation policies and obtain feedback. (early-January 2022)
- Review the draft DC background study with Township Council to receive feedback on the draft DC findings and policies, and direction on proceeding with Phase 2 of the study process. (late -January 2022)
- Prepare and release DC background study on Township's website and review the draft DC background study with development industry stakeholders to receive feedback. (early-mid February 2022)
- Advertise and hold the statutory public meeting of Council. (at least 2 weeks after release of DC background study)
- Receive and consider public submissions.
- Finalize DC background study and by-laws.
- By-law passage (early-mid April) (at least 60 days after release of DC background study)
- Implementation



Table 2-1
Proposed Work Plan

Phase 1 – Preparation of Draft D.C. Background Study	
Study Steps	Key Elements
1. Study Start-Up	<ul style="list-style-type: none"> 1.1. Refine the work plan and discuss timing of project. 1.2. Discuss options regarding treatment of “soft services” in relation to Bill 108 legislation. 1.3. Advise on the strategy for compliance with the requirements of the <i>Planning Act</i>, and its associated regulations, with regard to the transition to a C.B.C. strategy and by-law. 1.4. Identify policies and other special issues to be addressed during the study process. 1.5. Discuss potential services to be included in the D.C. recovery. 1.6. Supply a “D.C. Checklist” package to staff members which overviews the D.C. process and includes sample Public Meeting notices and Notices of Passage. 1.7. Conduct study start-up meeting with Township staff.
2. Data Collection and Review of Background Materials	<ul style="list-style-type: none"> 2.1. Gather information regarding historical (past 10 year) asset inventories, capital budget projections and future capital requirements. 2.2. Review long-term debt and identification of existing facility oversizing. 2.3. Determine historical level of service information for each applicable service. 2.4. Review existing and uncommitted reserve fund balances to determine appropriate use/allocations. 2.5. Review the Official Plan, necessary master plans, and any other relevant background documents.
3. Growth Projection Development	<ul style="list-style-type: none"> 3.1. Review the Township’s historical and current population and employment growth. 3.2. Forecast growth by type (residential, commercial, industrial, and institutional) for minimum of 10 years, and Official Plan horizons and location of growth. 3.3. Validate and finalize growth projections with the Township’s staff.
4. D.C. Calculation, Rules, and Staff Interviews	<ul style="list-style-type: none"> 4.1. Determine local service policies under subdivision or consent agreements.



Phase 1 – Preparation of Draft D.C. Background Study	
Study Steps	Key Elements
	<p>4.2. Assess needs for which Township services will be included.</p> <p>4.3. Analyze D.C. credit policy matters including any other relevant municipal agreements.</p> <p>4.4. Estimate the costs to meet the increase in the need for service attributable to development, the required capital including new infrastructure, upgrading, and/or oversizing of existing infrastructure, consistent with not exceeding 10-year service standard.</p> <p>4.5. Meet with Township staff for interviews to review service standard and capital expenditure information.</p> <p>4.6. Calculate the D.C.s based on need for services identified in 4.5, reduced by:</p> <p>4.6.1. any existing capacity created for which Council did not indicate D.C.s would be used (at the time the capacity was created);</p> <p>4.6.2. the extent to which existing development would benefit from the increase in service;</p> <p>4.6.3. anticipated capital grants, subsidies, or other contributions in respect of the capital costs; and</p> <p>4.6.4. the percentages and capital cost exclusions as designated by the Act.</p> <p>4.7. Recommend area-specific versus Township-wide D.C.s</p> <p>4.8. Develop draft D.C. rules for exemptions, phase-ins, indexing, charges for redevelopment, etc.</p> <p>4.9. Discuss special charges (e.g. mixed-use developments, wind turbines, solar farms, special care units, etc.).</p>
5. Examination of Long-Term Capital/Operating Cost and Asset Management Plan	<p>5.1. Examine the long-term capital and operating costs for capital infrastructure improvements.</p> <p>5.2. Prepare an asset management plan as per Bill 73 to deal with all assets whose capital costs are proposed to be funded under the D.C. by-law, and demonstrate that all the assets mentioned in the asset management plans are financially sustainable over their full life cycle.</p>
6. Draft D.C. Background Study	<p>6.1. Determine preliminary recommendations on categories of services (for reserve fund and credit purposes), by-law commencement date, expiry date, collection timing, etc.</p> <p>6.2. Prepare draft D.C. background study and by-law.</p> <p>6.3. Prepare municipal D.C. survey and impacts on Township development patterns.</p>



Phase 1 – Preparation of Draft D.C. Background Study	
Study Steps	Key Elements
	<p>6.4. Meet with senior staff to review draft report/findings and D.C. by-law implementation policies, and obtain feedback.</p> <p>6.5. Review the draft D.C. background study with Township Council to receive feedback on the draft D.C. findings and policies, and direction on proceeding with Phase 2 of study process.</p>

Phase 2 – Public Process and D.C By-Law Implementation	
Study Steps	Key Elements
7. Development Industry Stakeholder Consultation	7.1. Review the draft D.C. background study with development industry stakeholders to receive feedback to be considered before releasing study publicly.
8. Public Meeting Process	<p>8.1. Advertise and hold the statutory public meeting of Council.</p> <p>8.2. Receive and consider public submissions.</p>
9. Finalize D.C. Background Study	9.1. Finalize D.C. background study and by-laws.
10. By-Law Passage	<p>10.1. Receipt and consideration of by-law(s) by Council.</p> <p>10.2. Prepare notice of by-law passage.</p>
11. Implementation Process	<p>11.1. Provide staff with final D.C. background study and draft by-laws and any applicable documents for consideration of Council.</p> <p>11.2. Assist staff with drafting the notices for the public meeting as well as the passage of the by-law.</p> <p>11.3. Assist in preparing information pamphlets as per O. Reg. 82/98 as well as electronic financial pamphlet for staff.</p> <p>11.4. Inform staff of all legislative requirements during the adoption process.</p> <p>11.5. Collection policies/process.</p> <p>11.6. By-law indexation.</p> <p>11.7. Reserve fund reporting requirements.</p>

Township of South Stormont
KEY INFORMATION REPORT
Planning and Building Department



To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: December 15, 2021
Subject: Update - Long Sault East Industrial Park & Donation Lands

Background:

In 2018, Council authorized the development of an expansion plan for the Long Sault East Industrial Park, due to the lack of available lots with road frontage. A development concept was completed with the potential for approximately 30-40 lots at a cost of \$11.8 million at full build out.

In January 2021, Council authorized staff to proceed with the design and tendering of the Long Sault East Industrial Park first (1st) phase expansion from Warner Drive to the former rail spur line and directed staff to include an expenditure for the project in the 2021 budget.

Discussion:

W.H. MacSweyn Inc. was awarded the contract to construct the new Industrial East Park road extension in July of 2021, the road was completed September 28, 2021. Ensuing the completion of the Road, IBW Surveyors proceeded with surveying the lands and have recently prepared a reference plan for the first (1st) phase (refer to the attachment 52R-8478), the plan was deposited and approved by Land Registry Office on November 24, 2021.

The parcels now have an accurate legal descriptor which enables the Township to proceed with passing the necessary by-laws to conclude the land transactions. It is anticipated that the necessary by-laws will be presented to Council early in the new year (January 2022). Township staff and our legal counsel are working with the four (4) purchasers and their legal representatives. We are currently reviewing conditions contained in the purchase and sale agreements to ensure they are fulfilled and, we are negotiating buy-back agreements that are required to be finalized prior to closing.

Furthermore, staff will proceed with a Road Dedication and Naming by-law for the new industrial road in the new year.

Phase 1 - Parcel Fabric (52R-8478) - General Industrial (MM):

Parts 1 & 2 - Storm Water Retention Facility

Part 3 - Development Parcel - 2.42 Acres

Part 4 - Development Parcel - 2.59 Acres

Part 5 - Right of Way (Road Extension)

Part 6 - Development Parcel - 0.62 Acres

Part 7 - Development Parcel - 4.35 Acres

South Stormont Donation Lands

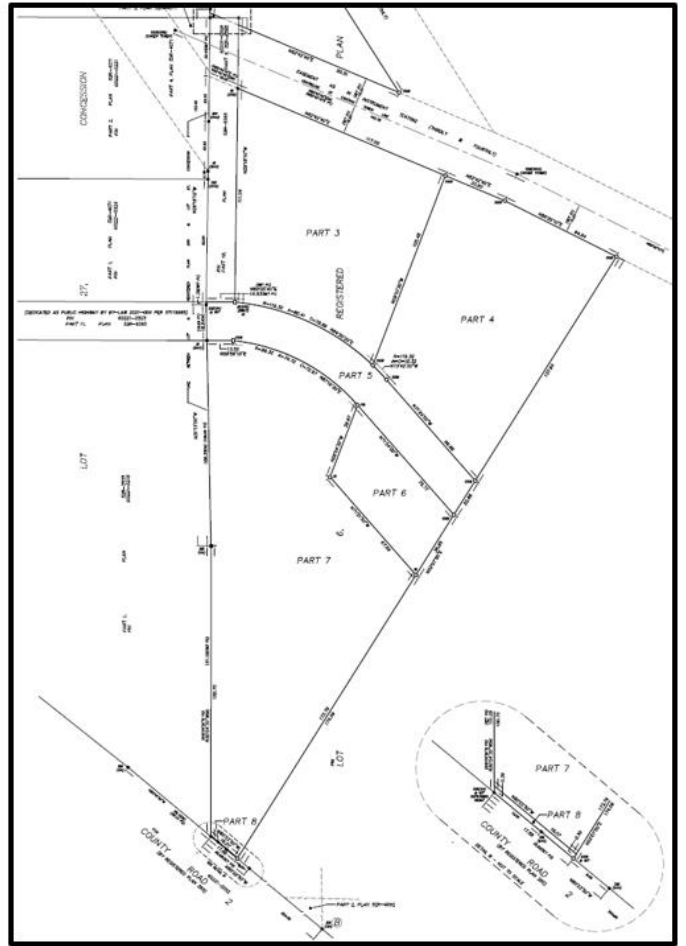
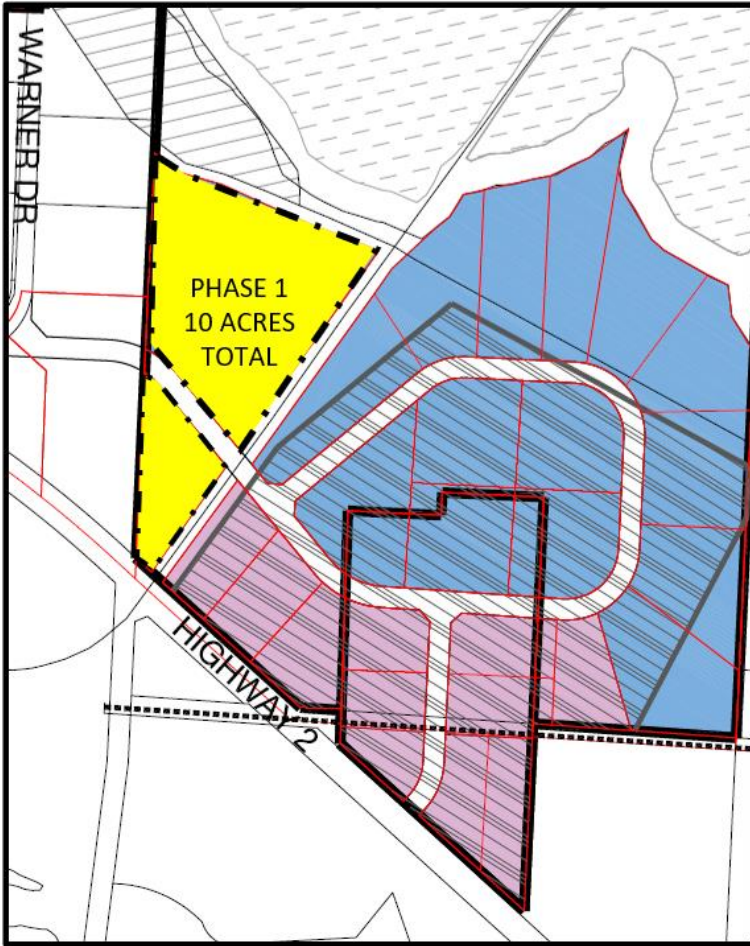
In July 2021, The Township of South Stormont and the Raisin Region Conservation Authority (RRCA) announced that over 100 acres of wetland and forest, in the area known as Lakeview Marsh, are being donated by the Township to the RRCA.

The location, which is found north of Guindon Park, currently features an abandoned railway, and is already a popular birding spot and is home to many different species of plants and animals.

We currently have a purchase and sale agreement with the Conservation Authority that includes a land swap for lands fronting the Township Office (2.85 Acres) and donation of 100 acres of land for a future conservation area. The Township has retained the services of K. Adams Surveying Ltd. to proceed with preparing a reference plan for the donation lands. Considering the magnitude of the subject lands and challenging topography, the surveying work should be completed by late December early January 2022.

When we receive the draft survey both the Township and Conservation Authority will review the document. If both parties are satisfied with the draft, it will subsequently be deposited with the Ontario Land Registry. When we have an accurate legal descriptor, we will proceed with passing the necessary by-laws to conclude the land transaction.

Once the land transaction has concluded, the Township and the RRCA will engage with neighbouring landowners and the general public to consider any potential future plans for the property, including giving the site an official name.



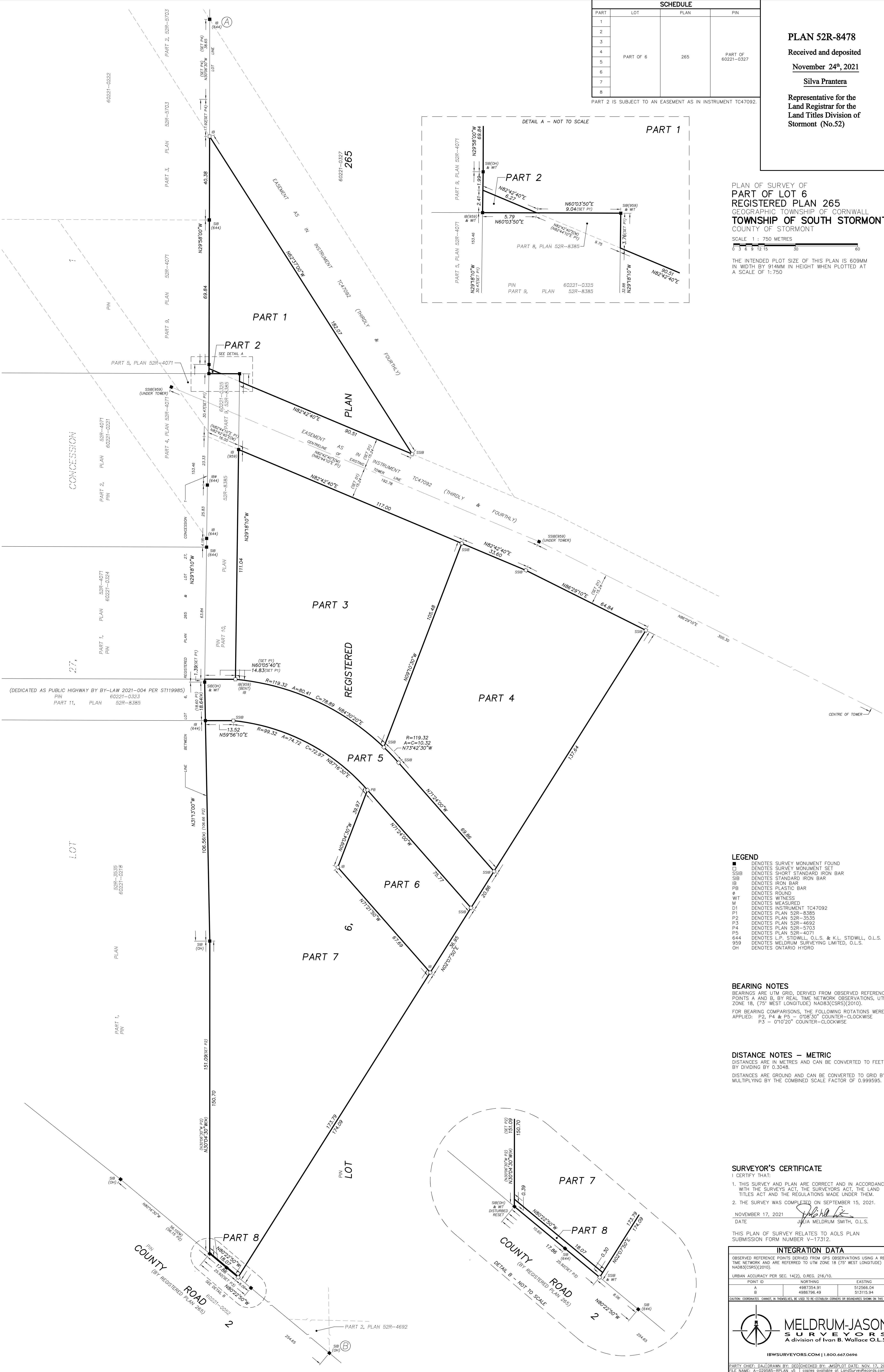
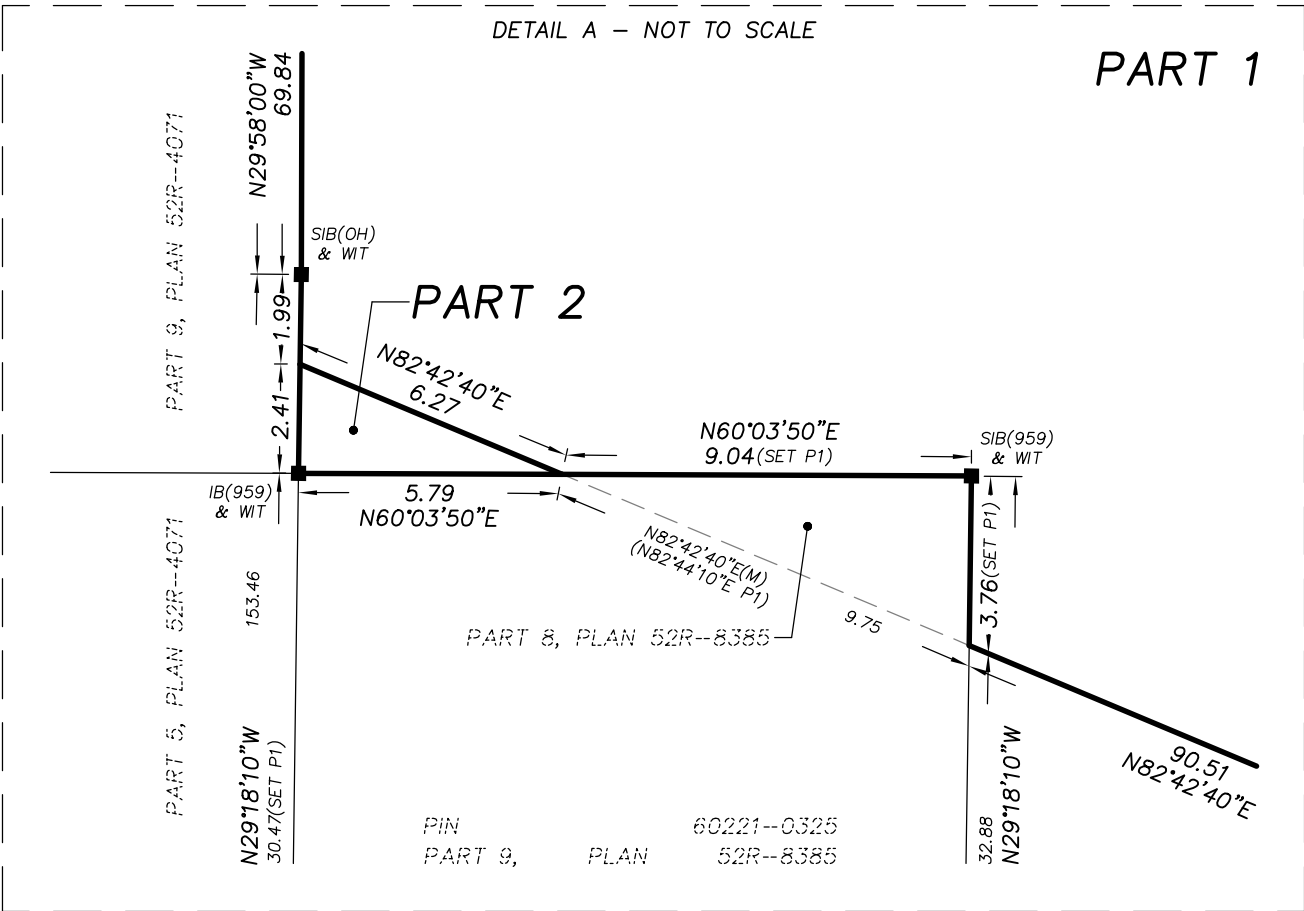
SCHEDULE			
PART	LOT	PLAN	PIN
1	PART OF 6	265	PART OF 60221-0327
2			
3			
4			
5			
6			
7			
8			

PART 2 IS SUBJECT TO AN EASEMENT AS IN INSTRUMENT TC47092.

PLAN 52R-8478
Received and deposited
November 24th, 2021
Silva Pranter
Representative for the
Land Registrar for the
Land Titles Division of
Stormont (No.52)

PLAN OF SURVEY OF
PART OF LOT 6
REGISTERED PLAN 265
GEOGRAPHIC TOWNSHIP OF CORNWALL
TOWNSHIP OF SOUTH STORMONT
COUNTY OF STORMONT

SCALE 1 : 750 METRES
0 3 6 9 12 15 30 60
THE INTENDED PLOT SIZE OF THIS PLAN IS 609MM
IN WIDTH BY 914MM IN HEIGHT WHEN PLOTTED AT
A SCALE OF 1:750



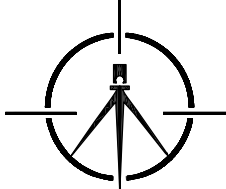
LEGEND
■ DENOTES SURVEY MONUMENT FOUND
□ DENOTES SURVEY MONUMENT SET
SSIB DENOTES SHORT STANDARD IRON BAR
SIB DENOTES STANDARD IRON BAR
IB DENOTES IRON BAR
PB DENOTES PLASTIC BAR
⊙ DENOTES ROUND
WIT DENOTES WITNESS
M DENOTES MEASURED
D1 DENOTES INSTRUMENT TC47092
P1 DENOTES PLAN 52R-8385
P2 DENOTES PLAN 52R-3535
P3 DENOTES PLAN 52R-4692
P4 DENOTES PLAN 52R-5703
P5 DENOTES PLAN 52R-4071
644 DENOTES L.P. STIDWILL, O.L.S. & K.L. STIDWILL, O.L.S.
959 DENOTES MELDRUM SURVEYING LIMITED, O.L.S.
OH DENOTES ONTARIO HYDRO

BEARING NOTES
BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK OBSERVATIONS, UTM ZONE 18, (75° WEST LONGITUDE) NAD83(CRS) (2010).
FOR BEARING COMPARISONS, THE FOLLOWING ROTATIONS WERE APPLIED:
P2, P4 & P5 - 0°08'30\"/>

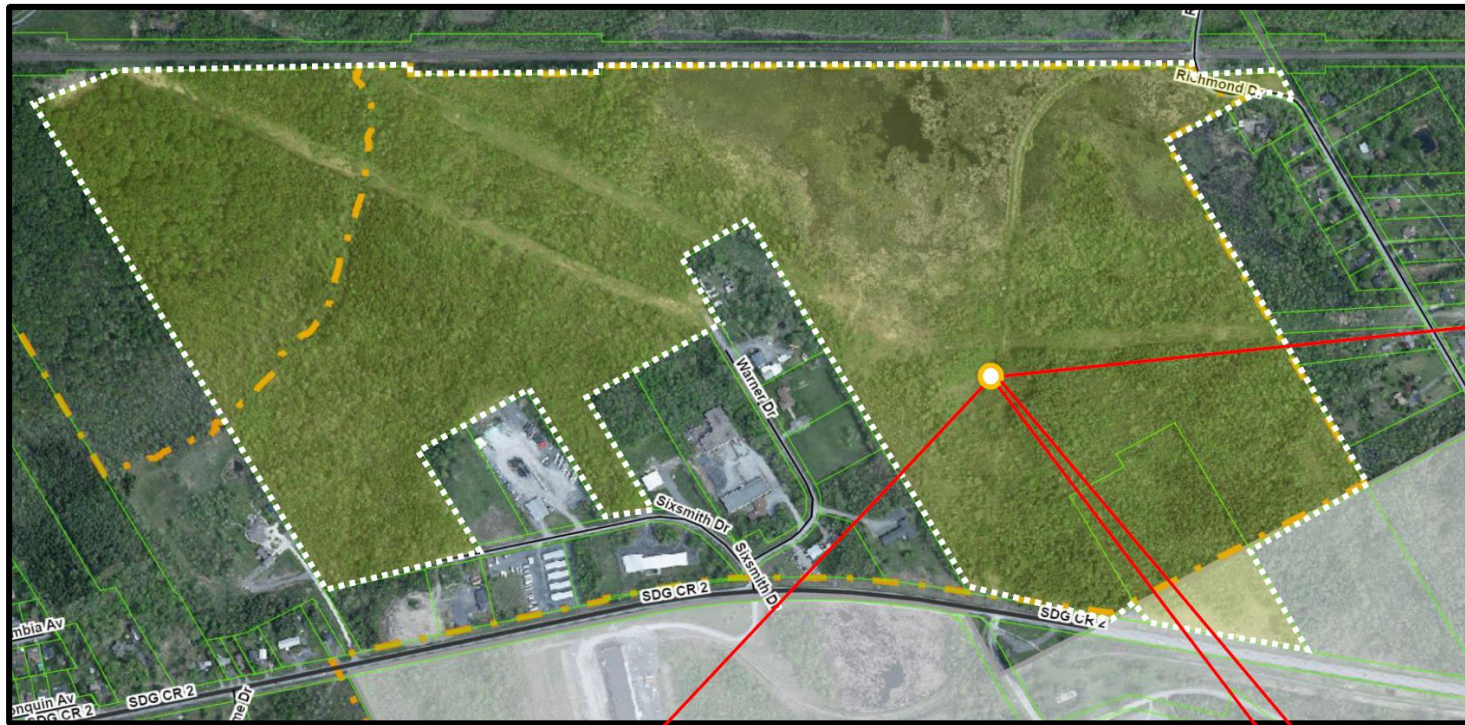
DISTANCE NOTES - METRIC
DISTANCES ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999595.

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON SEPTEMBER 15, 2021.
NOVEMBER 17, 2021
DATE
JULIA MELDRUM SMITH, O.L.S.

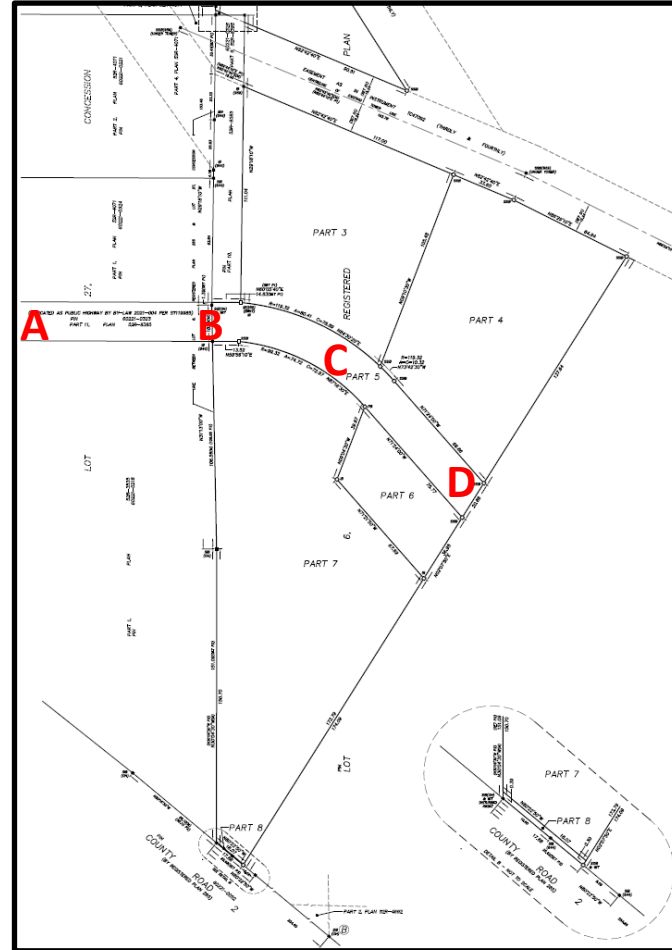
THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-17312.

INTEGRATION DATA		
OBSERVED REFERENCE POINTS DERIVED FROM GPS OBSERVATIONS USING A REAL TIME NETWORK AND ARE REFERRED TO UTM ZONE 18 (75° WEST LONGITUDE) NAD83(CRS) (2010).		
URBAN ACCURACY PER SEC. 14(2), O.REG. 216/10.		
POINT ID	NORTHING	EASTING
A	4987354.91	512566.04
B	4986796.49	513115.94
CAUTION: COORDINATES CANNOT, IN THEIRSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN		
 MELDRUM-JASON SURVEYORS A division of Ivan B. Wallace O.L.S.		
IBWSURVEYORS.COM 1.800.667.0696		
PARTY CHIEF: DAU DRAWN BY: DED CHECKED BY: JMS PLOT DATE: NOV. 17, 2021 FILE NAME: A-029585-RPLAN_v5_1 copies available at LandSurveyRecords.com		

INITIAL CONSTRUCTION PHASE - AUGUST 2021



ROAD CONSTRUCTION COMPLETION OCTOBER 2021



Township of South Stormont
KEY INFORMATION REPORT
Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: December 15, 2021
Subject: Updates Shaver Road Bridge Repairs and East Island Causeway Replacement

Background:

Staff had previously reported of the failure of a culvert on East Island Causeway and emergent repairs required on the Shaver Road Bridge.

Estimated costs for each were reported to Council as they were initially estimated to exceed 2021 Operations Budget forecasts.

Both projects have recently been completed with costs as follows:

- Shaver Road Bridge repairs
 - Costs for repairs was originally estimated at approximately \$126,000.
 - Project was rescoped to only emergent work being completed in 2021.
 - Costs incurred to date are approximately \$53,000 including engineering.
 - The repairs to both the north and south bearing abutments will be completed in 2022, tender documents are currently being prepared.
- East Island Causeway Replacement
 - Costs for replacement was originally estimated at \$20-\$30,000.
 - Final invoiced costs have been received; total project cost was \$23,700.
 - Warrant for guiderail will be completed in 2022.

Discussion:

Based on the costs reported to date, it is recommended that these costs be paid through the 2021 Transportation Operations Budget.



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: December 8, 2021
Subject: Adopt Human Resources Policies

Recommendation:

That Council receive and adopt the following Human Resource Policies:

- Human Rights Policy; and
 - Position Classification Policy.
-

Executive Summary:

The Township has been reviewing and revising assorted Human Resources policies over several months to ensure compliance with legislation and to improve policies in order to support stronger and current Human Resources practices. Many of the policies proposed for consideration were identified in recent Pay Equity, Job Description, Compensation and Service Delivery Review projects as needing updating.

Attached to this report are two (2) policies which have created or reviewed. Each of the policies proposed were reviewed with Pesce and Associates.

Background:

In the last few months, the CAO has presented Council with the steps required in order for the Township to reach Employer of Choice Status.

Much like the studies and strategies for development and maintenance of physical assets, the municipality is responsible for the human resources assets which are critical to the Township's ability to deliver its services. Through the course of work done in 2020 related to Pay Equity, Compensation, Human Resources Policy Review and Service Delivery Review, it has been identified that the Township has a number of outdated policies and processes related to Human Resources. In Step 2 of the elements of the Employer of Choice status, the Township is responsible to develop policies to support the Township's Corporate Principles and Values outlined in the Township's Strategic Plan. As a result, the following policies are currently being added or reviewed:

- Human Rights Policy
- Position Classification Policy

Human Rights Policy

This policy outlines the Township's commitment to building and preserving an

open, inclusive and healthy working environment for its employees based on mutual respect. In accordance with the *Ontario Human Rights Code*, the Township does not condone or tolerate acts of discrimination or harassment in the workplace against or by any employee. The Township is also committed to upholding the Code in all of its practices and policies. The Township of South Stormont will work to ensure that individuals protected under the Code are able to work effectively, by adjusting or making modifications to the work, or the work environment, up to the point of undue hardship. His policy outlined the Township's procedure in providing accommodations to individuals based on protected grounds of discrimination under Human Rights legislation.

Position Classification Policy

This policy outlines the employment classification under which each employee will be categorized for determining employment status and eligibility for such things as fringe benefits. Categories of staff will be defined in an employee's employment contract and are based on the hours the employee is regularly scheduled to work and/or the term of the employment contract.

Alignment with Community Strategic Plan:

Goal 1: Corporate Capacity

Objective 1.3: Human Resources

Policies and changes proposed in this report were among recommendations made in the Service Delivery Review and were identified as being weak or in need of updating based on legislation during the Pay Equity, Job Description, Compensation work undertaken in 2020.

Options:

1. That Council receive and adopt the policies presented in this report. This is the recommended option.
2. That Council receive and adopt one or more of the policies presented in this report.
3. That Council not receive and adopt the policies as presented in this report.
4. Other.

Financial Impact:

There are no financial impacts as a result of adopting these policies.

Others Consulted:

Directors, Pesce and Associates

Submitted By:

Shelby Martel, Human Resources Coordinator/Executive Assistant

	TOWNSHIP OF SOUTH STORMONT
	Title: Human Rights
	Policy Category: Human Resources - Employment
	Effective Date: December 15, 2021

Policy Statement

The Township of South Stormont is committed to building and preserving an open, inclusive and healthy working environment for its employees based on mutual respect. In accordance with the *Ontario Human Rights Code*, the Township does not condone or tolerate acts of discrimination or harassment in the workplace against or by any employee. The Township is also committed to upholding the Code in all of its practices and policies.

Purpose

This policy is established to create a working environment for all employees that fosters respect, openness and tolerance as required under the *Ontario Human Rights Code*.

Scope

This policy applies to all Township of South Stormont employees (including but not limited to full-time, part-time, students, volunteers, interns), contractors and consultants at all work locations.

Objectives

- To ensure all employees are free from direct and indirect discrimination as well as any form of harassment.
- To create a healthy and inclusive work environment, including preventing and addressing discrimination and harassment.

Policy

The Code states that every person has a right to equal treatment with respect to employment without discrimination or harassment on the grounds of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offenses, sex (including pregnancy and breastfeeding), and sexual orientation.

The right to “equal treatment with respect to employment” covers every aspect of the workplace environment and employment relationship, including job applications, recruitment, training, transfers, promotions, dismissal and layoffs. It also covers rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline and performance evaluations.

In accordance with workplace rights set out under the Ontario Human Rights Code, every employee has a right to freedom from:

- Discrimination when accessing and using goods and services. Every person has the right to equal treatment with respect to services, goods and facilities, without discrimination because of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offenses, sex (including pregnancy and breastfeeding), and sexual orientation.
- Unequal treatment with respect to employment without discrimination because of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offenses, sex (including pregnancy and breastfeeding), and sexual orientation.
- Harassment in the workplace by the employer or agent of the employer or by another employee because of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, record of offenses, sex (including pregnancy and breastfeeding), and sexual orientation.
- A sexual solicitation or advance made by a person in a position to confer, grant or deny a benefit or advancement to the person where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome.
- A reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant or deny a benefit or advancement to the person.

We will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the *Ontario Human Rights Code*. We will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for the Township. Every effort will be made such that the impact of accommodation will not discriminate against another group protected by the Code.

Application

The Township of South Stormont will not tolerate any form of harassment or discrimination against any individual, including job candidates, employees, supervisors, directors or clients, on any grounds. This commitment applies to, but is not limited to, such areas as training, performance, assessment, promotions, transfers, layoffs, remuneration, and all other employment practices and working conditions.

Every Township of South Stormont employee shall be held personally accountable and responsible for enforcing this policy and must make every effort to prevent discrimination and/or harassing behaviour. As such, employees must report every incident of harassment and/ or discrimination immediately - whether it was observed, happened to them personally, or if the problem was reported to them.

For the purposes of this policy, harassment can occur:

- At the workplace;
- At employment-related social functions;
- In the course of work assignments outside the workplace;
- During work-related travel;
- Over the telephone, if the conversation is work-related; or
- Elsewhere, if the person is there as a result of work-related responsibilities or a work-related relationship.

Duty to Accommodate

The Township of South Stormont will work to ensure that individuals protected under the Code are able to work effectively, by making adjustments or modifications to the work, or the work environment, up to the point of undue hardship.

The Township of South Stormont will work with the individuals that requests accommodation in an effort to ensure that the measures taken are both effective and mutually agreeable. The Township encourages individuals to make any needs for accommodation known to their immediate supervisor, and to work with them in addressing the issue(s). Accommodation means making special arrangements for some people, so they can have the same opportunities as everyone else.

Accommodation

Accommodation shall be provided for individuals where a disability, family obligation or religious requirement requires that the work be modified or adjusted to address the needs of the individual, based on protected grounds of discrimination under

Human Rights legislation.

The Township of South Stormont shall provide accommodation as appropriate, using a consultative approach that involves the company, the individual, and as appropriate, any applicable healthcare professionals, and other third parties that are required to assist in the accommodation process.

Accommodation may be temporary, or permanent, based on the requirements of the individual.

Accommodating Employees with Disabilities

Any employee requesting accommodation must make a request to their Director. The Director is responsible for ensuring that a written description of the accommodation plan is prepared for any employee.

Accommodation requests should be, whenever possible, made in writing. The accommodation request should indicate:

- The Code ground with respect to which accommodation is being requested;
- The reason why accommodation is required, including enough information to confirm the existence of a need for accommodation; and
- The specific needs related to the Code ground.

It is very important to note that the Township recognizes that some individuals may be unable to disclose their accommodation needs due to the nature of their disability. While it is preferable that accommodation requests be made formally and in writing, the Township will take all accommodation requests seriously, regardless of the format of the request recognizing that some individuals may not be able to identify what their accommodation needs are, or they may be reluctant to disclose their needs in fear of stigma or stereotypes. No employee will be penalized for making an accommodation request.

The Township of South Stormont shall create an accommodation plan and attempt to determine methods of achieving the requirements for success in the position in alternative manners. In the creation of an accommodation plan, the Township will work with the employee and shall:

1. Identify the need for accommodation.
2. Determine objectives for performance in the role, and potential barriers.
3. Create a plan for achieving the objectives in an alternative manner.
4. Examine the options for accommodation and select the most appropriate avenue for accommodation.

5. Implement the accommodation process.
6. Provide training as appropriate.
7. Review and revise based on feedback.

Accommodating Job Applicants

The Township of South Stormont will meet all legislative requirements in providing accommodation to job applicants as well as employees.

Any applicant to the Township that communicates the need for accommodation shall be considered in a manner that is non-discriminatory, and respectful of our Human Rights obligations.

Religious Accommodation

The Township of South Stormont is committed to respecting the religious beliefs and practices of all employees. The Township will strive to accommodate employees that require any type of accommodation or must be absent from work for all or part of a regularly scheduled working day due to a bona fide religious obligation.

The Township employees that require religious accommodation are directed to provide as much advance notice as is possible, and we will strive to provide the required time off through the normal scheduling of work.

In the event that a day of religious observance falls on a day the employee is scheduled to work, and the organization is unable to accommodate the request, the employee shall be entitled to use standard provisions for time off with pay or receive the day off without pay.

Employee that Requires Accommodation

The employee will be required to notify their supervisor regarding their request for accommodation, providing information regarding their needs. The employee must cooperate with the Township of South Stormont in the process of determining a reasonable accommodation.

The Township will maintain information related to:

- The accommodation request;
- Any documentation provided by the accommodation seeker or by experts;
- Notes from any meetings;
- Any accommodation alternatives explored; and
- Any accommodations provided.

This information will be maintained in a secure location, separate from the accommodation seeker's personnel file, and will be shared only with those persons who need the information.

In the event that the employee requesting accommodation feels that their needs have not been met in a reasonable manner, they may file a written complaint through their supervisor.

Undue Hardship

The Township of South Stormont shall work to provide workplace accommodation up to the point of undue hardship. Undue hardship may occur where all options have been considered and it is established that no forms of appropriate accommodation exists, or where the creation of accommodation would cause excessive costs that create undue hardship for the organization, or where the accommodation would create a health and safety hazard.

Where the provision of accommodation is found to cause undue hardship on the organization, the Township shall work to find a fair and equitable compromise that meets the needs of the employee and the organization to the greatest extent possible.

Responsibility

The process of accommodating individuals is a shared obligation of the Township of South Stormont and the employee. Directors should be the first point of contact for employees when requesting a form of accommodation. Together, in consultation with the CAO, and, where appropriate, healthcare practitioners and other required third parties, they will work to determine the most appropriate form(s) of accommodation to meet the needs of the individual.

Monitoring and Compliance

All parties are required to comply with the procedures outlined in this policy. In cases of policy violation, the Township may investigate and determine appropriate corrective.

Authority and Related Policies

Orientation, Workplace Violence and Harassment and Code of Conduct.

Definitions

Discrimination: any form of unequal treatment based on a Code ground, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways. In any case, even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this Policy.


Harassment: a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning, or unwelcome, based on a ground of discrimination identified by this Policy. Harassment can occur on any of the grounds of discrimination.

Sexual Harassment: sexual harassment is a form of harassment that can include: gender-related comments about an individual's physical characteristics or mannerisms, paternalism based on gender which a person feels undermines their self-respect or position of responsibility, unwelcome physical contact, suggestive or offensive remarks or innuendoes about members of a specific gender, propositions of physical intimacy, gender-related verbal abuse, threats or taunting, leering or inappropriate staring, bragging about sexual prowess or questions or discussions about sexual activities, offensive jokes or comments of a sexual nature about an employee or client, rough and vulgar humour or language related to gender, display of sexually offensive pictures, graffiti or other materials, including through electronic means, demands for dates or sexual favours.

Poisoned Environment: a poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment such that it can be said that it has become a term and condition of one's employment to have to be in such a workplace. The comments or conduct need not be directed at a specific individual, and may be from any individual, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

Contact

For more information on this policy, contact: Chief Administrative Officer

	TOWNSHIP OF SOUTH STORMONT
	Title: Position Classification
	Policy Category: Human Resources - Employment
	Effective Date: December 15, 2021
	Revision:

Policy Statement

The Township of South Stormont will outline the employment classification under which each employee will be categorized for determining employment status and eligibility for such things as fringe benefits.

Purpose

This policy is intended to establish the employment classification categories for every member of staff.

Scope

This policy applies to all Township of South Stormont employees (including but not limited to full-time, part-time, students, volunteers, interns) at all work locations.

Objectives

- To define the different employment classifications at the Township.

Policy

Categories of staff will be defined in an employee's employment contract and are based on the hours the employee is regularly scheduled to work and/or the term of the employment contract.

The Township of South Stormont will classify employees according to the following definitions:

Regular full-time: An employee who is hired to work full time hours (35 or 40 hours weekly), as set out in the employment contract, and who and is regularly scheduled/works full time hours for an indefinite period of time, and as identified in their employment contract.

Regular part-time: An employee who is hired to work less than the regular full-time hours (i.e. less than 35 hours weekly), as set out in the employment contract, and is

regularly scheduled/works less than regular full-time hours. Regular part-time employees make a commitment to be available for work on a regular pre-determined basis.

On-Call/Casual: An employee hired to work less than regular full-time hours and on no pre-determined basis. Such employees have the option to accept or refuse a shift that is offered and may be called in or scheduled to work as the need arises and as they are available.

Fixed Term/Contract: An employee hired for a specific limited period of time. Extension of a fixed term employment contract beyond the original end date is conditional on the approval of the CAO.

Student: An employee who is enrolled in a secondary or post-secondary institution on a full-time basis during the academic calendar year. Full-time attendance does not include a requirement regarding the number of courses being taken.

All employees shall receive a written outline of the terms of their employment within an employment contract.

Monitoring and Compliance

All parties are required to comply with the procedures outlined in this policy. In cases of policy violation, the Township may investigate and determine appropriate corrective.

Authority and Related Policies

Hours of Work and Overtime

Contact

For more information on this policy, contact: Chief Administrative Officer



To: Council
From: Yun Ke Ni
Date of Meeting: December 15, 2021
Subject: Transfer of Funds from Working Capital Reserves for Surplus or Deficit of 2021

Recommendation:

That Council authorize the transfer of funds to or from the Working Capital Reserves to alleviate an actual surplus or deficit from the 2021 operational budget.

Executive Summary:

On an annual basis, the Township approves a budget for operations, capital and reserves/reserve funds. The budget is based on estimates available at the time as actual amounts may vary. In the past, annual surpluses or deficits from operations have been netted to Working Capital Reserves.

Background:

The Township processes an annual budget based on operations, capital projects and reserves. The budget is based on estimated amounts from information available at the time of budget; actual amounts vary from the budget. In the past, the Township has netted any annual surplus or deficit from operations to Working Capital Reserves. In years of surpluses, additional funds are transferred to a reserve for future use. In years when the Township operates in a deficit, the transfer from Working Capital Reserves eliminates the need to raise additional funds in the following year.

Our fiscal year is January to December. Prior to the end of any year a resolution of Council is required in order to move funds to or from reserves to alleviate actual surplus or deficit amounts. The current balance in the Working Capital Reserves is \$1,439,231.08. This amount includes 2021 approved budget transactions & reclassified transactions and excludes any pending adjustments for the 2021 fiscal year.

Options:

1. That Council authorize the transfer of funds to or from the Working Capital Reserves to alleviate any actual surplus or deficit from operations. This is the recommended option.
2. That Council not authorize any transfer of funds.
3. Others.

Financial Impact:

A further report will be brought to Council recommending additional transfers to various reserve accounts.

Risk and Asset Management Considerations:

This is required by the auditor to transfer any surpluses/deficits from year end balances to reserves.

Others Consulted:

MNP LLP



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: December 15, 2021
Subject: 2022 Cemetery Improvement Grants

Recommendation:

That Council authorize the following Cemetery Improvement Grants for the purpose of stone refurbishment and repair for 2022:

Waterdown Cemetery - \$5,000

Dixon Cemetery - \$5,000

Further, that Council instructs that the stone restoration and repair be coordinated by the Township in conjunction with the cemetery operators.

And further, that Council authorize a one-time Cemetery Improvement Grant in the amount of \$5,000 for the purpose of fence replacement and/or repair in 2022 to the Pleasant Valley Cemetery.

Executive Summary:

This report provides a summary of each Cemetery Improvement Grant application received in 2021 and recommends the approval of grants to Waterdown Cemetery, Dixon Cemetery and Pleasant Valley Cemetery for work to be completed in 2022. Further, this report recommends that operations funds be used in 2022 to complete stone refurbishment and repair work at the Township operated Willis Cemetery.

Background:

The Cemetery Improvement Grant Standard Operating Procedure (SOP) indicates that Applications can be received for improvements and/or repair to a Cemetery, including but not limited to, stone refurbishment, landscaping repair and fence repair. Funds are not available for regular maintenance costs. Applications can be made up to a maximum of \$5,000 per Cemetery per year.

Pursuant to the SOP, The Director of Corporate Services/Clerk, Director of Parks and Recreation, CAO and Deputy Clerk have reviewed applications and based on available funding, number of applications received, demonstrated need and existing funds, have made a recommendation for Council's consideration and approval.

This fall, the Township received three (3) external applications for funding under the Cemetery Improvement Grant program in addition to the application prepared by staff to undertake stone improvements at one cemetery which falls under the administrative care of the Township.

In addition to reviewing the submitted applications, Township staff conducted a site visit of each cemetery to ensure that the requests for assistance were understood.

Below is a summary of each application received and overview of staff's recommendation:

Willis Cemetery

Purpose of Grant: Stone refurbishment and repair

Amount of grant request: \$5,000.00

Applicant: Township of South Stormont



Summary and Recommendation:

The Willis Cemetery is an inactive cemetery approximately 1 acre in size. This cemetery is under the administrative care and control of the Township. Staff and contractors identified many concerns with stone markers in 2019 and although this cemetery was included in the Township's initial grant application for restoration work at three cemeteries, the approved funding was only sufficient to complete work at the two of the three sites (Stata and Northfield cemeteries) in 2020.

After a full review of the applications received for 2022, the Township has withdrawn its application for funding under the grant program. Township staff recommend that the sum of \$5,000.00 be used from the Parks and Recreation operating budget toward restoration work at the Willis Cemetery. Allocating funds through the operations budget will ensure that restoration work for this cemetery can be completed while maintaining funds for the volunteer operated cemeteries located in the Township. The initial restoration work will focus on addressing the stone markers posing health and safety concerns at the site. It is important to note that restoration work at this site will take many years to complete.

Waterdown Cemetery

Purpose of Grant: Stone refurbishment and repair

Amount of grant request: \$5,000.00

Applicant: External - Volunteer cemetery operator



The Waterdown Cemetery is an active cemetery approximately 1.20 acres in size. This cemetery is operated by volunteers with the Township providing grass mowing at the site as part of the grass mowing tender. There are numerous stones in need of repair and supporting documentation provided with the application demonstrates a financial need for completing repair work. In addition, staff have been working with representatives from the cemetery to address administrative concerns identified in previous years.

Based on the steps taken by the representatives to date, staff recommend the approval of a grant in the sum of \$5,000 to undertake work in 2022, provided that the cemetery operator continues to resolve the administrative issues. Further, to realize cost savings and efficiencies, staff recommend that the Director of Parks and Recreation work in conjunction with the operator to coordinate the stone repair work using the contractors who will perform repair work at the Township cemetery site. Due to the extensive repair work required, the initial restoration work will focus on addressing the stone markers posing health and safety concern. It is important to note that restoration work at this site will take many years to complete.

Dixon Cemetery

Purpose of Grant: Stone refurbishment and repair, landscape repair

Amount of grant request: \$5,000.00

Applicant: External - Volunteer cemetery operator



Summary and Recommendation:

The Dixon Cemetery is an inactive cemetery approximately 0.25 acres in size. The cemetery appears to be well maintained by the volunteers that operate the site independent of the Township. A visual inspection of the site confirms that there are several stones in need of repair. The need for landscaping repair was difficult to determine based on conditions at the time of inspection. Further, supporting documentation provided with the application demonstrates a financial need for completing repair work.

Staff recommend that a grant be approved for the Dixon Cemetery to complete restoration work up to a maximum of \$5,000.00, if necessary. Further, to realize potential cost savings, staff recommend that the Director of Parks and Recreation work in conjunction with the operator to coordinate the stone repair work using the contactors who will perform repair work at the other sites. Should the full grant amount not be required, it will remain in the Cemetery Reserve Fund.

Pleasant Valley Cemetery

Purpose of Grant: Fence replacement

Amount of grant request: \$10,000.00 (\$5,000.00 annually over two years)

Applicant: External - Volunteer cemetery operator



Summary and Recommendation:

The Pleasant Valley Cemetery is an active cemetery approximately 9 acres in size. A visual inspection of the site confirms that aside from issues identified with the fence, the cemetery appears to be well maintained by the volunteers that operate the cemetery. Further, supporting documentation provided with the application demonstrates a financial need for completing repair work. However, the financials submitted also demonstrate that the cemetery could benefit from a review of its financial management to support its own financial longevity, especially since the cemetery is still active.

The criteria outlined in the Cemetery Improvement Grant SOP provides that applications may be submitted for “fence repair” but does not specifically outline “fence replacement” on the list of authorized improvements. Despite this fact, the cemetery has demonstrated a financial need and providing some assistance for fence repair is within the scope of the program. Therefore, staff recommend the approval of a one-time grant in the sum of \$5,000.00 to undertake fence repair work in 2022 at the Pleasant Valley Cemetery.

Other considerations:

As staff have now been through the Cemetery Improvement Grant process on several occasions, issues have been identified with the SOP and corresponding application. Some of the issues and proposed changes include:

1. The requirement to obtain two cost estimates. Staff experience indicates that because of a lack of professionals in the stone marker restoration business, the requirement to obtain two quotes is unreasonable.
2. The requirement for 2 years financial statements. Many of the inactive cemeteries do not have formal financial statements but do maintain bank accounts. Provisions to account for this should be included in the SOP.

3. There are no provisions in the current SOP to ensure that the cemeteries receiving grant funding are in compliance with the legislation. Although the Township does not have the authority to enforce the legislation, adding provisions to confirm general compliance with the legislation (ie. requirement to submit a copy of the cemetery by-laws etc.) should be investigated.
4. Including provisions to indicate that, when practical, the Township may recommend that work be coordinated by the Township in conjunction with the operator to complete stone repair work. Since the Township will likely be completing restoration work at its own sites for many years, costs saving can be realized using a coordinated approach.

Staff intend to review the SOP in further detail in 2022 and will report back to Council.

Alignment with Community Strategic Plan:

Goal 1: Corporate Capacity

Objective 1.1: Implement Service Delivery and Policies Review

Risk and Asset Management Considerations:

Supporting cemetery restoration efforts reduces liability for the Township in both the short and long term by mitigating health and safety concerns created by damaged stones. Further, providing regular support assists in maintaining operational independence and helps to ensure that cemetery sites are in good condition in the event that the Township is required to assume operations in the future.

Options:

1. That Council approve the funding for the recommended 2022 Cemetery Improvement Grants as outlined in this report, in the total amount of \$15,000. This is the recommended option.
2. Other.

Financial Impact:

Cemetery Improvement Grant Applications are funded from the Cemetery Improvement Reserve Fund. Since 2016, \$5,000 per year has been allocated to reserves, for a total of \$30,000 to date.

Repairs to the Willis United Church/North Lunenburg Road Cemetery will be paid from the Parks and Recreation operating budget to a maximum of \$5,000.00.

Others Consulted:

CAO

Director of Parks and Recreation

Prepared by: Ashley Sloan, Deputy Clerk



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: October 23, 2019
Subject: Adopt a Multi-Year Accessibility Plan for the Township of South Stormont

Recommendation:

That Council adopt the updated Multi-Year Accessibility Plan for the Township of South Stormont subject to any modifications requested by the SDG Accessibility Committee.

Background:

The purpose of the *Accessibility for Ontarians with Disabilities Act* (AODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers so that people living with disabilities will have more opportunities to participate in everyday life. The AODA mandates that each municipality prepare an Accessibility Plan to outline the organization's strategy to prevent and remove barriers. The AODA sets out the roadmap for an accessible Ontario by 2025.

An Accessibility Plan was first adopted by Council in 2003 and numerous updates have been made since that time.

Under the ADOA, the municipality is required report compliance with the Province every two years as a public sector organization. 2021 is a reporting year.

The AODA also provides that each municipality shall have an Accessibility Committee to review and comment on the plan. This review is mandatory every second year. The SDG Accessibility Committee, made up of a representative from each local municipality, will review the South Stormont Accessibility Plan. It has proven a challenge to gather the committee to date, however copies of the plan have been circulated and input and comments will be compiled and reported back to Council.

The attached draft Multi-Year Accessibility Plan outlines how the Township will continue to remove barriers and improve accessibility to our Township's goods, services and facilities over the next five years. The plan builds on our accomplishments introduced through our previous Multi-Year Accessibility Plan.

This Multi-Year Plan only examines the customer service; information and communications; employment; and design of public spaces standards. Transportation is excluded from our plan due to the Township's relatively small size and the lack of transportation services provided.

Initiatives found within Appendix "A" of the draft Multi-Year Accessibility Plan were either a requirement outlined within the given standard or an initiative that can further promote accessibility within South Stormont.

Appendix "B" within the draft Multi-Year Accessibility Plan summarizes the results of a staff audit of municipal facilities based on existing AODA and Building Code requirements, undertaken to date. The items identified in Appendix "B" outline measures in which the Township can go above and beyond the basic requirements to ensure that the Township is at the forefront of accessibility initiatives. Appendix "B" will be updated and amended as additional facilities are inspected, work is undertaken or additional information is obtained. In accordance with the AODA and the Building Code, all Township of South Stormont facilities will be compliant with the relevant requirements by 2025.

The Multi-Year Accessibility Plan for the Township of South Stormont is for a 5-6 year period that began in 2019. As required by legislation, it is anticipated that the Plan will be updated biennially. Any outstanding and new issues will be brought forward prior to the annual budget review.

Options:

1. That Council adopt the updated Multi-Year Accessibility Plan for the Township of South Stormont.
2. That Council not adopt the proposed Multi-Year Accessibility Plan for the Township of South Stormont.
3. Other.

Others Consulted:

Directors

*Prepared by:
Ashley Sloan, Deputy Clerk*



Township of South Stormont

Multi-Year Accessibility Plan 2019-2024

(Updated 2021)

Table of Contents

Mission Statement	3
Commitment to Accessibility Planning	4
Definition of Persons with Disabilities	4
Accessibility Legislation	5
The Accessibility for Ontarians with Disabilities Act	5
The AODA and the Ontario Human Rights Code	5
Federal Accessibility Legislation – Accessible Canada Act (Bill C-81)	5
Jurisdiction of the Plan	6
Executive Summary	6
Integrated Accessibility Standards (Regulation 191/11)	7
Customer Service	7
Information and Communications	7
Employment	8
Design of Public Spaces	8
Identifying, Removing and Preventing Barriers	9
Monitoring Process	10
Appendix “A” Multi-Year Plan	11
Appendix “B” Municipal Facilities	17



Mission Statement

“The Township of South Stormont makes the commitment to provide to its residents municipal facilities and services that are accessible to those that have disabilities. Like other municipalities in Ontario, an Accessibility Plan is prepared to address any issues and barriers preventing persons with disabilities from participating fully in the life of the community. Ultimately, the Accessibility Plan is intended to identify, remove and prevent all barriers that may impede residents and visitors from accessing and using municipal services within the responsibility of the Township of South Stormont.”

Commitment to Accessibility Planning

Improving accessibility is important for all residents of South Stormont. It is not only important, but it is the right thing to do given that 1.85 million Ontarians or over 15% of Ontario's population has a disability, including more than 40% of people over the age of 65. This number will only increase as the population ages.

The Township of South Stormont is committed to:

- The continual improvement of access to facilities and services for people with disabilities.
- The participation of people with disabilities in the development and review of its annual accessibility plans.
- The provision of quality services to all members of the community with disabilities.

Definition of Persons with Disabilities

The *Accessibility for Ontarians with Disabilities Act*, 2005 defines persons with disabilities in the following manner, which is the same definition used in the Ontario *Human Rights Code*.

A “disability” is:

- a) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, includes, but is not limited to:
 - diabetes mellitus;
 - epilepsy;
 - a brain injury;
 - any degree of paralysis;
 - amputation;
 - lack of physical co-ordination;
 - blindness or visual impediment;
 - deafness or hearing impediment;
 - muteness or speech impediment; or
 - physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- b) A condition of mental impairment or a developmental disability;
- c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- d) A mental disorder; or
- e) An injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act*, 1997; (“handicap”)

Accessibility Legislation

The Accessibility for Ontarians with Disabilities Act

In 2005, the Government of Ontario passed the *Accessibility for Ontarians with Disabilities Act* (AODA). Its goal is to make Ontario accessible for people with disabilities by 2025 by creating, implementing and enforcing accessibility standards. These standards are rules that businesses and organizations in Ontario must follow to identify, remove and prevent barriers so that people living with disabilities will have more opportunities to participate in everyday life. The AODA will be discussed in greater detail throughout this plan.

The AODA and the Ontario Human Rights Code

The AODA and the Ontario Human Rights Code (the Code) work together to promote equality and accessibility. The Code states that people living with disabilities must be free from discrimination where they work, live and receive services, and that their needs must be accommodated.

Under the Code, the Township of South Stormont has a legal obligation to accommodate any person with a disability regardless of whether they are an employee, volunteer, resident or visitor. The duty to accommodate means that wherever unequal treatment or discrimination exists, it must be remedied unless the remedy would cause undue hardship. The Code has primacy over the Accessibility for Ontarians with Disabilities Act legislation.

Federal Accessibility Legislation – Accessible Canada Act (Bill C-81)

On June 20, 2018 the Federal Government introduced Bill C-81 the Accessible Canada Act: An Act to Ensure a Barrier-Free Canada. The Act's stated purpose is to identify, remove and prevent accessibility barriers in areas that fall under federal jurisdiction. Under this legislation, organizations under federal jurisdiction will be required to follow accessibility regulations, develop accessibility plans and will be required to establish processes for receiving and dealing with feedback about their accessibility plan and barriers that a person may have encountered in dealing with the organization.

Although this legislation does not directly impact municipal operations, it does highlight the Government's commitment to improve accessibility for all Canadians in all levels of government.

Jurisdiction of the Plan

The Plan referred to in this document is under the jurisdiction of the Council of the Corporation of the Township of South Stormont, facilitated by the Corporate Services Department. The Municipal contact is the Director of Corporate Services/Clerk with contact information provided below:

South Stormont Town Hall
P.O. Box 84,
2 Mille Roches Road,
Long Sault, Ontario K0C 1P0

Telephone: 613-534-8889
Fax: 613-534-2280
Email: info@southstormont.ca
Website: southstormont.ca

Executive Summary

The *Accessibility for Ontarians with Disabilities Act* (AODA) outlines the requirement for municipalities to establish, maintain and document a Multi-Year Accessibility Plan to outline the organization's strategy to prevent and remove barriers. The purpose of the AODA is to develop, implement and enforce accessibility standards in order to achieve accessibility for Ontarians with disabilities and to improve opportunities for people with disabilities by providing for their involvement in the identification, removal and prevention of barriers in the Province.

The Township of South Stormont Multi-Year Accessibility Plan outlines our approach to being an inclusive and accessible service provider and workplace.

This Multi-Year Plan is based upon requirements under the *Accessibility for Ontarians with Disabilities Act* (AODA). Under AODA, all municipalities have a legal obligation to prepare Multi-Year Accessibility Plans. The AODA sets out the roadmap for an accessible Ontario by 2025. The standards are contained in one regulation called the Integrated Accessibility Standards Regulation, also known as the IASR. Currently, the IASR contains standards in the following five (5) areas:

1. Customer Service;
2. Information and Communications;
3. Employment;
4. Transportation; and
5. Design of Public Spaces.

This Multi-Year Plan will only examine customer service; information and communications; employment; and design of public spaces. Transportation will be

excluded due to the relatively small size of the Township of South Stormont and the lack of transportation services provided in South Stormont.

In accordance with the AODA, all Township of South Stormont facilities will be compliant with the relevant requirements by 2025.

The Accessibility Standards produced by the Ministry for Seniors and Accessibility is as follows:

Integrated Accessibility Standards (Regulation 191/11)

Under the AODA, Ontario Regulation 191/11, entitled, "Integrated Accessibility Standards" (Regulation), came into force on July 1, 2011. This Regulation establishes accessibility standards for Customer Service, Information and Communication, Employment, Design of Public Spaces and Transportation. As noted earlier, Transportation standards are not included in this plan.

Some of the requirements are: developing policies to ensure that our communication is accessible to people with disabilities; ensuring we are able to provide information in a format that considers an individual's disability; ensuring that our website is compliant with applicable standards; and developing policies on ensuring potential employees with disabilities receive appropriate accommodations during the recruitment phase.

Customer Service

The requirements set out under the Customer Service Standard applies to all organizations in Ontario that provide goods, services or facilities to the public or other third parties that has at least one employee in Ontario. These standards address business practices and training needed to provide better customer service to people with disabilities.

The Township will continue to focus on providing policy, training support and continue to improve services and programs to meet these regulations.

Information and Communications

Information and communications are a large part of the Township's daily business. It is because of this that it is so important to ensure that information and communications are created and presented in a way that considers accessibility.

The Township will follow universal design principles and best practices when developing, implementing and maintaining information and communications strategies and products. This includes websites and print communications materials as well as face-to-face interactions. The Township is committed to ensuring that

information and communications are available and accessible to people with disabilities. The Township will make reasonable efforts based upon the needs of the community and upon request within the constraints of being a small municipality. For the purposes of this policy reasonable efforts by the Township shall be based on the frequency of indications for needs of service, the availability of the service requested, the relative cost compared to the overall Municipal budget, best practices recognized by similar rural municipalities and Provincial regulation.

Employment

The requirements set out under the Employment Standard apply to paid employees. Through this Standard, employers are mandated to provide for accessibility throughout the entire employment cycle. Incorporating accessibility into all facets of the employment process benefits everyone by broadening the talent pool and assisting employers in supporting and maintaining a skilled workforce.

Design of Public Spaces

The Design of Public Spaces Standard is intended to help remove barriers in buildings and outdoor spaces for persons with disabilities.

Ontario's Design of Public Spaces Standards establish a baseline level of accessibility for service counters, waiting areas with fixed seating and outdoor spaces, such as sidewalks and parking lots. The *Ontario Building Code* covers most requirements for making buildings accessible. These include requirements for ramps, washrooms, power door operators, signs, and pools. Accessibility requirements under the *Ontario Building Code* only apply to new construction. They also apply if an existing building has plans for extensive renovations.

The Design of Public Spaces Standards set requirements to make most external public spaces accessible. Like the Ontario Building Code, the standards only apply to new construction and planned redevelopment of existing public spaces.

The Standard requires municipalities to consult with people with disabilities in certain circumstances to develop design solutions that reflect local conditions and meet the needs of all users. Consultation is required when an organization plans to construct or redevelop:

- Recreational trails
- Beach access routes
- Outdoor public use eating areas
- Playgrounds and outdoor play spaces
- Exterior paths of travel
- Service counters
- Waiting areas with fixed seating

- Sidewalks
- Parking lots

Under the Standard, municipalities must consult with the public and persons with disabilities in addition to consulting with their municipal Accessibility Advisory Committee. This consultation should occur as early as possible in the construction or redevelopment process so that the Township can weigh all considerations before decisions are made and design plans are finalized.

The Standard also allows for consultations to be combined on varying projects to allow for efficient and effective decision-making.

Identifying, Removing and Preventing Barriers

A “barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an informational or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

People with disabilities may face unnecessary barriers almost everywhere: at home, at work, at school, in parks, in recreational facilities, in the streets, in theatres, in stores and restaurants and in municipalities.

The following are examples of types of barriers that may exist in South Stormont:

<u>Barrier Type</u>	<u>Examples</u>
Architectural	A hallway or door that is too narrow for a wheelchair or scooter or lack of ramps or ramps with improper grade for access.
Attitudinal	A recreation program which can inadvertently discriminate and/or discourages persons with disabilities from participating.
Communication	A Professor who talks loudly when addressing a person with a hearing disability or lack of sensitivity training for front counter Staff to identify persons with disabilities.
Informational	Typefaces that are too small to be read by persons with low vision.

Physical

A door knob that cannot be operated by any person with limited upper mobility.

Policy / Practice

A practice of announcing important messages over an intercom that persons with hearing impairments cannot hear clearly. Lack of Human Resources policy with respect to hiring persons with disabilities.

Technological

Information on a municipal website, which cannot be accessed by a person who is blind who has reading software for a computer.

Monitoring Process

In order to ensure that the targets established to address the removal of barriers are completed, annual reviews will be conducted by Municipal staff.

The Multi-Year Accessibility Plan for the Township of South Stormont shall be for a 5-year period beginning November 1, 2019 to November 1, 2024. In accordance with the legislation, the Plan will be updated biennially. Any outstanding and new issues will be brought forward prior to the annual Budget review.

Appendix 'A' includes the program with respect to the areas identified within the Legislation and Regulations and will be updated as needed.

Appendix 'B' summarizes the results of the review of the municipal facilities undertaken by the municipal staff to date. Appendix 'B' will be reviewed and amended when reviews of additional facilities are completed, work is undertaken or additional information regarding the implementation of the Built Environment regulations is obtained.

Appendix "A" Multi-Year Plan

Customer Service

PROGRESS		TIME FRAME
1.	Accessible Customer Service Policy	Completed
2.	Establish policies, practices and procedures on providing goods and services to people with disabilities.	Completed/ Ongoing
3.	Communicating with a person in a way that respects their disability	Ongoing
4.	Allowing people with disabilities to bring their support person or service animal with them	Ongoing
5.	Review Accessible Customer Service Policy	Completed/ Ongoing
6.	Recreational Master Plan – The Township has adopted a Recreation Master Plan. This plan incorporates objectives for improving access, availability and accessibility of parks, recreation facilities and delivery of services.	Completed
FUTURE ACTIVITIES		
1.	Review of Fees and Charges By-law; no charge for support person, pursuant to Customer Service Policy	Completed Annually
2.	Update training program accessible training for staff, Council and volunteers on how to serve people with disabilities.	Ongoing
3.	Review policies to ensure up to date and for compliance.	Ongoing
4.	Review opportunity for accessible customer service kiosk in reception area at Town Hall	1-5 years
5.	Investigate social and cultural program opportunities for persons with disabilities	1-5 years
6.	Investigate fitness and recreational programs for persons with disabilities	1-5 years

Information and Communication

PROGRESS		TIME FRAME
1.	Communication and Information Policy	Completed
2.	Establish standard for key words and consistent font on website	Completed
3.	Inclusion of information regarding AODA and disability issues in orientation information prepared for new Council	Completed
4.	Review and update the Municipal Multi-Year Accessibility Plan	Completed Annually
5.	Website redesign in accordance with WCAG 2.1 and meets accessibility standards (i.e. text-to speech, adjust font size, screen masker, simplify web pages, translate page)	Completed
6.	Accessibility Feedback Form created for website to receive feedback from the public.	Completed
7.	Accessible fillable forms have been created for the website to allow more services to be accessed online. Residents can also submit complaints, inquiries, requests for service, and compliments through the website, and receive email confirmation of their submission	Completed/ Ongoing
FUTURE ACTIVITIES		
1.	Review current processes on how public can request an alternate format	1-3 years
2.	Review Communication and Information Policy	1-3 years
3.	Visual and audio recording of Council meetings to provide greater accessibility to meetings	Completed/ Ongoing
4.	Additional staff training for forms of social media, i.e. Facebook and Twitter when posting to be provided	Ongoing
5.	Develop a training strategy to ensure that staff has the knowledge, tools and technical advice to create accessible materials	Ongoing
6.	Review policies and procedures to ensure the 2022 Municipal Elections is conducted in an accessible manner (ie. via internet and composite paper ballot). An	Ongoing

	Accessibility Plan will be prepared to coordinate all accessible elections preparations	
--	---	--

Employment

PROGRESS		TIME FRAME
1.	Orientation for new staff includes training on the AODA and the Ontario Human Rights Code, as well as training on the Integrated Accessible Standards and Regulations Accessible Customer Service training	Completed as Necessary
2.	Staff Education on Accessible Customer Service Policy and Communication and Information Policy	Ongoing
3.	Defibrillation Training	Ongoing
FUTURE ACTIVITIES		
1.	Train relevant staff on the Human Rights Code as it pertains to persons with disabilities.	Ongoing
2.	Ensure job advertisements specify that accommodation is available for job applicants with disabilities, if applicable.	Ongoing
3.	Keep employees abreast of changes to policies	Ongoing
4.	Identifying and removing barriers in the workplace	Ongoing
5.	Enhancing workplace emergency responses through individualized emergency response information and assistance, as required.	1-5 years
6.	Review policies for employees returning to work after being away with a disability.	1-5 years
7.	Review policies that take into account the accessibility needs of employees with disabilities during the performance process.	1-5 years
8.	Develop employee individual accommodation plan template for employees with disabilities, as required.	1-5 years

Design of Public Spaces

PROGRESS		TIME FRAME
1.	Incorporation of pedestrian crossovers (pedestrians right of way) at round-a-bout	Completed
2.	Update accessible parking requirements in Zoning By-law to meet IASR Design of Public Spaces standards.	Completed
3.	Install inclusive swing seat at Arnold Bethune Park.	Completed
4.	Relocate play structure, replace pea stone with cedar weave mulch safety surface and implement designated accessible parking at Simon Fraser Community Park.	Completed
5.	Pave trail between Upper Canada Migratory Bird Sanctuary and Upper Canada Village.	Completed
6.	Implement accessible landscaping, walkway and add four benches at Lost Villages Museum.	Completed
7.	Install accessible automatic door operators at Ingleside and Long Sault Library.	Completed
8.	Install new rubberized flooring throughout Long Sault arena, renovate accessible washroom and ensure line painting and accessible parking signage are added to parking lot.	Completed
9.	Addition of a concrete island at the intersection of Long Sault Drive and Plaza Street to help direct traffic safely through the intersection and separate parked vehicles from traffic travelling along Long Sault Drive	Completed
10.	Install new sidewalk along Plaza Street, connecting north to Simcoe Street	Completed
11.	Additional accessible parking spaces and line painting in Long Sault Plaza parking lot.	Completed
12.	Accessible parking requirements to be reviewed with respect to site plan guidelines.	Ongoing

13.	Review potential locations for the addition of street/park furniture. These can be a resting area people who find it hard to walk long distances.	Ongoing
14.	Exterior path of travel for Arnold Bethune Park - Phase I of multi-use path (650 metres) completed. Grant application for Phase II (1150 metres) for construction in 2022 pending approval. Path is 3 metres in width to meet the accessibility standard for paths and trails.	Ongoing
FUTURE ACTIVITIES		
1.	Investigate exterior path of travel for Arnold Bethune Park (See #14 above)	Ongoing
2.	Investigate resting locations and install benches along exterior path of travel for Arnold Bethune Park	Ongoing
3.	Line painting at both Long Sault and Ingleside Shopping Plazas reflecting current requirements.	Maintained Annually
4.	Signage installed at both the Long Sault and Ingleside Plazas to reflect current requirements.	Maintained Annually
5.	Upgrade benches, bleachers, and eating areas throughout Township to make them more accessible	Ongoing
6.	Ensure all future accessible washrooms have enough room for the implementation of adult changing tables	Ongoing
7.	Accessibility and EV Charging Stations	1-10 years
8.	Replace play structure and swing set in MacLennan Park (Rosedale Terrace). The new structure will meet Annex H for accessibility standards and the swing set offers an "inclusive" seat for accessibility purposes. The current pea stone safety surfacing will be replaced with accessible mulch.	Ongoing (to be completed by spring 2022)
9.	Replace play structure in Arnold Bethune Park. The new structure will meet Annex H for accessibility standards. The current pea stone safety surfacing will be replaced with accessible mulch.	Ongoing (to be completed by spring 2022)
10.	Construct four (4) park pavilions 40' x 20' - Simon Fraser Park, Arnold Bethune Park, Ingleside Community Park, and Ault Park (Lost Villages). The pavilions will be placed on concrete slabs and offer shade and picnic tables for resting spots and community events. The concrete slabs will be	Ongoing (to be completed in 2022)

	flush with the ground and other walkways to ensure accessibility.	
11.	Grant applications submitted for play structures (5) in various parks (new/replacement) including the replacement of pea stone for accessible mulch, accessible structures, and swing sets.	Ongoing (pending grant funding)

Appendix "B" Municipal Facilities

Targets and Actions and Review Dates

Municipal staff members undertook site inspections of the following facilities and by applying requirements from both the Building Code and the AODA, the Staff members identified a number of potential accessible barriers. It is recognized that until the Built Environment Standard and the Building Code Act is amended, the barriers identified are only suggestions as the facilities need only to comply with the current Building Code Act. The municipal staff's audit highlights the existing barriers that warrant further review.

Targets need to be set to help establish when these barriers will be addressed or actions taken to address preventative measures. Under the following headings there may be numerous barriers and the corrective measures may be grouped together into one section.

An internal tracking system will be kept for status of each of the Actions identified in The Plan and will be reviewed by the corresponding departments. Targets are to be completed based on priorities and budget allocations and the target time frames are approximations, not exact dates.

Facility: Station No. 1 Long Sault Fire Hall - 50 Mille Roches Road**

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical/ Informational	No accessible parking spaces	Implement accessible parking space with accompanying vertical sign, markings on pavement and access aisle close to entrance	1-5 years
Physical	Parking lot is not firm and level	Repave surface	1-5 years
Physical	Entrance does not have an automatic door opener	Install automatic door opener	1-5 years
Informational	Entrance is not clearly marked with international symbol of access	Install appropriate signage	1-5 years

Architectural	Washroom is not wheelchair accessible	Renovate to meet standards	1-5 years
Architectural	Alternative exit is not accessible due to significant drop	Install concrete lip to allow for accessible exit	1-5 years
Informational	No audible and visual alarm systems	Implement audible and visual alarm systems	1-5 years
Informational	No plans for emergency evacuation	Establish plan for emergency evacuation	1-3 years (2022)

Facility: Station No. 2 Ingleside Fire Hall - 1 Maple Avenue*

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical/ Informational	There is no access aisle adjacent to the accessible parking space and no accessible vertical signage identifying the accessible space	Implement an access aisle and appropriate signage	1-5 years
Architectural	The entrance is not accessible as the threshold is over ½" and the width of the door is less than 32"	Renovate to meet requirements	1-5 years
Physical	Entrance does not have an automatic door opener	Install automatic door opener	1-5 years
Informational	Entrance is not clearly marked with international symbol of access	Install appropriate signage	1-5 years
Architectural	The width of the path of travel within the corridors is less than 42"	Renovate to meet requirements	1-5 years
Architectural	Washroom is not accessible due to it being in the basement of the building,	Renovate to allow for washroom on ground level	1-5 years

	which requires walking down stairs		
Physical	Washroom does not have hangers, shelves or grab bars	Install hangers, shelves and grab bars within washroom	1-5 years
Architectural	Washroom does not meet minimum requirements of 60" of clearance for wheelchair access within	Renovate to meet requirements	1-5 years
Architectural	No alternative accessible exit	Open bay doors to allow for alternate accessible exit	Completed
Informational	No plans for emergency evacuation	Establish plan for emergency evacuation	1-5 years
Architectural	Building not accessible	Renovate or relocate	1-5 years

Facility: Station No. 3 Newington Fire Hall – 3931 County Rd 12*

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical	No access aisle adjacent to accessible parking spaces	Install access aisle	1-3 years (2022)
Informational	No vertical accessibility sign demarking accessible parking spot	Install vertical accessibility sign	1-5 years
Physical	Salt container is placed on accessible parking restricting access	Move salt container to a new location	Complete
Physical	Entrance does not have an automatic door opener	Install automatic door opener	1-5 years
Informational	Entrance to building is not clearly marked with international symbol of access	Install appropriate signage	1-5 years

Architectural	Entrance is not accessible due to inch and a half drop	Install concrete lip to allow for accessible entrance	1-5 years
Informational	Washroom does not have accessible signage	Install appropriate signage	1-5 years
Architectural	Washroom does not meet minimum requirements of 60" for wheelchair access	Renovate to meet requirement	1-5 years
Architectural	No alternative accessible exit	Open bay doors to allow for alternate accessible exit	Completed
Informational	No visual alarm system for visually impaired persons	Install visual alarm system	1-5 years
Informational	No emergency evacuation plan	Establish plan for emergency evacuation	1-3 years (2022)

Facility: Station No. 4 St. Andrews West Fire Hall – 5205 Highway 138**

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Informational	No plans for emergency evacuation	Establish plan for emergency evacuation	1-5 years

Facility: Arnold Bethune Park – 75 Simcoe Street

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical	Accessible parking spaces are not located near park walkway (new signage to be installed by end of 2021)	Move accessible parking spaces to park walkway entrance	Ongoing

Physical	No access aisle adjacent to accessible parking spaces	Implement access aisle minimum width of 60"	1-2 years (2022)
Physical	Ground is not firm and level as grass and gravel are intermixed	Pave or grade surface	Completed
Architectural	The threshold of the washroom entrance is not ½" or less	Repair issue	1-3 years (2022)
Informational	Washroom does not have accessible signage	Install appropriate signage	1-5 years
Architectural	Washroom does not meet minimum requirements of 60" of clearance for wheelchair access within	Renovate to meet requirement	1-5 years
Physical	No grab bars, hanger, and shelf in accessible washroom (to be completed by end of 2021)	Install grab bars, hanger, and shelf in washroom	Ongoing

Facility: South Stormont Community Hall/ Municipal Office – 2 Mille Roches Road

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical	An accessible parking space does not have an access aisle	Implement an access aisle	1-3 years (2022)
Informational	Entrance to building is not clearly marked with international symbol of access	Install appropriate signage	Ongoing (to be completed by end of 2021)
Informational	No visual alarm system for visually impaired persons	Install visual alarm system	1-5 years

Facility: Long Sault Arena – 60 Mille Roches Road

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Informational	An accessible parking space is missing a vertical accessibility sign	Install a vertical accessibility sign	Completed
Architectural	The running slope of the walkway is steeper than 1:20 which could make it difficult to climb in a wheelchair	Renovate and repair walkway to ensure running slope is less than 1:20	1-10 years
Informational	Entrance to building is not clearly marked with international symbol of access as it is only on the automatic door opener	Install appropriate signage	Ongoing (to be completed by end of 2021)
Physical	No grab bars or hanger within washroom	Install grab bars and hanger	Completed
Architectural	Washroom does not meet minimum requirements of 60" of clearance for wheelchair access within	Renovate to meet requirement	1-10 years
Architectural	There are no alternative accessible exits as the other exits have a 4" drop	Install concrete lip or ramp to allow for alternative accessible exit	1-5 years
Informational	No visual alarm system for visually impaired persons	Install visual alarm system	1-5 years

Facility: Ingleside Community Park

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical/ Informational	No accessible parking spaces	Implement accessible parking spaces with access aisles near park entrance and appropriate signage and markings	Ongoing (to be completed by end of 2021)
Physical	A slight drop-off from landing near washroom	Add some stone or rubber lip to ensure entry and departure from washroom is smooth and easily attainable	Completed

Facility: St. Andrews Pool/Pool House

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Informational	Entrance to building is not clearly marked with international symbol of access	Install appropriate signage	1-2 years (to be completed by end of 2021)
Architectural	Washroom does not meet minimum requirements of 60" of clearance for wheelchair access within	Renovate to meet requirement	1-5 years
Physical	No shelf within washroom	Install shelf	1-2 years (to be completed by end of 2021)

Architectural	Grab bar in washroom is 35" away from toilet making it difficult to reach	Install grab bars that fold up to allow for proper accessibility	Completed
---------------	---	--	-----------

Facility: Lloyd Hawn Park – 4 Fairground Drive

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical/ Informational	No accessible parking spaces	Implement accessible parking spaces with access aisles near park entrance and appropriate signage and markings	1-5 years
Physical	Parking is not located on level surface	Review potential ways to make parking lot level due to location	1-5 years
Architectural	The running slope of the walkway is steeper than 1:20 which could make it difficult to climb in a wheelchair	Renovate and repair walkway to ensure running slope is less than 1:20	1-5 years
Architectural	The landings of the ramps are not 5' x 5' which could make them difficult to manoeuvre	Renovate to repair this issue	1-5 years
Architectural	The threshold from the ramp to entrance is greater than ½" making it difficult to enter and depart the building	Renovate deck to meet threshold	1-5 years
Physical	Vegetation is growing onto the ramp making it difficult to access	Clear out vegetation	Completed
Physical	Deck Boards are loose making them potentially	Repair boards	Completed

	hazardous and difficult to manoeuvre		
Physical	Floor level barrier is missing which could be hazardous to visually impaired or wheelchair bound persons	Install floor level barriers	1-3 years (2022)
Physical	Steps to deck are tipped making them difficult to climb	Repair steps to make them level	1-5 years
Informational	Entrance to building is not clearly marked with international symbol of access	Install appropriate signage	1-5 years
Physical	Entrance does not have an automatic door opener	Install automatic door opener	1-5 years
Architectural	Washrooms are not accessible	Renovate to meet requirements	1-5 years
Informational	No visual alarm system for hearing impaired persons	Install visual alarm system	1-5 years
Architectural	Deck and Ramp are in need of renovations	Renovate to implement new deck and ramp	1-5 years

Facility: Ingleside Library – 32 Memorial Square

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical	No access aisle adjacent to accessible parking space	Implement access aisle Implement access aisle that has a minimum width of 60"	1-3 years (2022)

Facility: Long Sault Library – 50 Mille Roches Road

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame

Architectural	There is a 1" drop from the walkway to the parking	Extend walkway to reduce drop	1-3 years (2022)
---------------	--	-------------------------------	------------------

Facility: Lost Villages Museum – Ault Park

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical/ Informational	No accessible parking spaces	Implement accessible parking spaces with access aisles near park entrance and appropriate signage and markings	1-3 years (2022)
Architectural	Slope of the walkway throughout the Lost Villages Museum is steeper than 1:20	Renovate walkway to establish a slope less than 1:20	1-5 years
Informational	Entrances to all buildings are not clearly marked with international symbol of access	Install appropriate signage	1-5 years
Physical	None of the buildings have automatic door openers	Install automatic door openers	1-5 years

Facility: Grocery Store – Lost Villages Museum

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Architectural	The slope of the ramp is greater than 1:12 making it difficult for wheelchairs to climb the ramp	Renovate ramp to establish a slope of less than 1:12	1-5 years
Architectural	The threshold from the ramp to entrance is greater than ½" making it difficult to enter and depart the building	Renovate ramp to meet threshold minimum	1-5 years

Facility: Railway Museum – Lost Villages Museum

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Architectural	The slope of the ramp is greater than 1:12 making it difficult for wheelchairs to climb the ramp	Renovate ramp to establish a slope of less than 1:12	1-5 years
Physical	No walkway to reach Railway Museum making it difficult to reach by wheelchair	Install walkway to reach Railway Museum	1-5 years
Architectural	Deck Boards are loose making them potentially hazardous and difficult to manoeuvre	Repair boards	1-3 years (to be completed by end of 2021)
Architectural	Guard rail is missing which could be hazardous to visually impaired or wheelchair bound persons	Install guard rail	1-3 years (to be completed by end of 2021)

Facility: Log Cabin – Lost Villages Museum

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Architectural	Building not accessible as there is a big gap from walkway to entrance	Implement ramp or further the walkway to entrance of building	1-5 years

Facility: Washroom – Lost Villages Museum

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Informational	Entrance to washroom is not clearly marked with international symbol of access	Install appropriate signage	Ongoing (to be completed by end of 2021)
Physical	Washrooms do not have automatic door openers	Install automatic door openers	Completed
Physical	No shelf or hooks in washroom	Install a shelf and hooks	Ongoing (to be completed by end of 2021)

Facility: School House – Lost Villages Museum

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Architectural	Currently only stairs to entrance of school making it inaccessible	Install ramp or pathway to entrance of building	1-5 years

Facility: Forbes Building – Lost Villages Museum

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical	Vegetation is growing onto the ramp making it difficult to access	Clear out vegetation	Completed/ Ongoing
Architectural	The landings of the ramps are not 5' x 5' which could make them difficult to manoeuvre	Renovate to repair this issue	1-5 years

Architectural	The top of the ramp has unsafe space in between ramp and deck fence near door	Renovate ramp to fix issue	1-5 years
---------------	---	----------------------------	-----------

Facility: Stewart House – Lost Villages Museum

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Architectural	The threshold from the ramp to entrance is greater than ½" making it difficult to enter and depart the building	Renovate ramp to meet threshold minimum	1-5 years

Facility: Church – Lost Villages Museum

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Architectural	The slope of the ramp is greater than 1:12 making it difficult for wheelchairs to climb the ramp	Renovate ramp to establish a slope of less than 1:12	1-5 years
Physical	Guard rail and hand rails are missing which could be hazardous to visually impaired or wheelchair bound persons	Install guard and hand rails	1-5 years
Architectural	The threshold from the ramp to entrance is greater than ½" making it difficult to enter and depart the building	Renovate to meet requirements for threshold	1-5 years

Facility: South Stormont Seniors' Support Centre – 34 Memorial Square

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
-----------------	---------	------------------------------------	-------------------

Informational	The accessible parking space on site does not have the required markings and painted lines on the pavement	Paint markings and lines as needed	1-2 years (2022)
Architectural	The second automatic door opener in between the primary entrance and secondary entrance is not functioning	Repair secondary automatic door opener to allow for proper function	Completed
Informational	Entrance to building is not clearly marked with international symbol of access	Install appropriate signage	Ongoing (to be completed by end of 2021)
Architectural	There are no alternative accessible exits as the other exits have a 2" drop	Install concrete or rubber lip to allow for alternative accessible exit	1-5 years
Informational	No visual alarm system for hearing impaired persons	Install visual alarm system	1-5 years

Facility: Ingleside Wastewater Treatment* – Long Sault Parkway

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical	No access aisle adjacent to accessible parking spaces	Implement access aisle with minimum width of 60"	1-2 years (2022)
Informational	No lines or accessible marking denoting the accessible parking space	Paint lines and accessible markings	1-3 years (2022)
Architectural	There is a slight drop-off from parking to walkway	Brick should be lifted and re-laid near landing	1-5 years
Architectural	The threshold from the ramp to entrance is 1.5" making it	Install rubber or concrete lip/ lift brick to meet minimum	1-5 years

	difficult to enter and depart the building	requirements for threshold	
Informational	Entrance to building is not clearly marked with international symbol of access	Install appropriate signage	1-5 years
Physical	Entrance does not have an automatic door opener	Install automatic door opener	1-5 years
Architectural	Toilet in washroom needs fixing as the base is cracked	Replace or repair toilet	1-5 years
Physical	No shelf or hooks in washroom	Install a shelf and hooks	1-3 years (to be completed in 2021)
Architectural	Washroom does not meet minimum requirements of 60" of clearance for wheelchair access within	Renovate to meet requirement	1-10 years
Architectural	No alternative accessible exits	Renovate to implement alternative accessible exit	1-10 years
Informational	No visual alarm systems within building for those who are hearing impaired	Install visual alarm systems	1-5 years
Informational	No emergency evacuation plan	Establish plan for emergency evacuation	1-3 years (2022)

Facility: Long Sault-Ingleside Regional Water Treatment Plant – Moulinette Island*

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical	No access aisle adjacent to accessible parking space	Implement access aisle that has a minimum width of 60"	1-3 years (2022)

Informational	No vertical accessibility sign denoting accessible parking space	Install vertical accessible signage	1-3 years (2022)
Architectural	The maximum running slope of the walkway is steeper than 1:20	Repair walkway to meet requirements	1-5 years
Architectural	The threshold at the entrance is 5 inches, which is far greater than the requirements	Install concrete/rubber lip to meet threshold requirements	1-5 years
Informational	Entrance to building and washroom is not clearly marked with international symbol of access	Install appropriate signage	1-5 years
Physical	No shelves or tilted mirror within washroom	Install shelves and tilted mirrors	1-2 years (to be completed in 2021)
Architectural	No alternative accessible exits due to 2.5" threshold and steps to go down from the exit	Renovate to implement alternative accessible exit	1-10 years
Informational	No emergency evacuation plan	Establish plan for emergency evacuation	1-3 years (2022)

Facility: Long Sault Sewage Treatment Plant – Robin Rd*

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical	No access aisle adjacent to accessible parking space	Implement access aisle that has a minimum width of 60"	1-3 years (2022)
Physical	Accessible parking space is covered by small mounds of dirt which could make it	Clean accessible parking space	1-2 years (2022)

	difficult to enter or depart vehicle		
Informational	Accessible parking space markings need repainting as they are faded	Repaint accessible parking space markings	1-3 years (2022)
Physical	Entrance does not have an automatic door opener	Install automatic door opener	1-5 years
Informational	Entrance to building and washroom is not clearly marked with international symbol of access	Install appropriate signage	1-5 years
Architectural	Entrance to building is 31" making it inaccessible	Renovate to widen door	1-10 years
Architectural	Corridors are inaccessible as there are numerous level changes with stairs making it inaccessible to wheelchairs	Renovate to make accessible	1-10 years
Physical	No tilted mirror, hanger, lever taps and pipes under sink are not insulated within washroom	Install tilted mirror, hanger, lever taps and insulate the pipes under the sink	1-5 years
Architectural	Washroom does not meet minimum requirements of 60" of clearance for wheelchair access within	Renovate to meet requirement	1-5 years

Facility: Public Works Garage*

Type of Barrier	Barrier	Strategy for Removal or Prevention	Target Time Frame
Physical/ Informational	No accessible parking spaces	Implement accessible parking spaces with access aisles near park entrance and appropriate signage and markings	1-3 years (2022)

Architectural	The entrance is not accessible due to 7" step	Implement walkway and/or concrete lip that eliminates 7" drop allowing for accessible entry	1-5 years
Physical	Entrance does not have an automatic door opener	Install automatic door opener	1-5 years
Informational	Entrance to building is not clearly marked with international symbol of access	Install appropriate signage	1-5 years
Architectural	Washroom is not wheelchair accessible due to the width of the door being only 30"	Renovate to widen door width	1-5 years
Architectural	Washroom does not meet minimum requirements of 60" of clearance for wheelchair access within	Renovate to meet requirement	1-5 years
Physical	No grab bars within washroom	Install grab bars to assist those with physical disabilities	1-5 years
Architectural	No alternative accessible exits	Renovate to implement alternative accessible exit	1-10 years
Informational	No visual alarm systems within building for those who are hearing impaired	Install visual alarm systems	1-5 years
Informational	No emergency evacuation plans	Establish emergency evacuation plans	1-5 years

***Not open to public**

**** Meeting rooms only available for rental**



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: December 15, 2021
Subject: Request for additional Sidewalk Snow Removal- Hoople Street and Wales Drive

Recommendation:

Whereas By-law No. 2021-092, authorizes seasonal closure of specified sidewalks;

And whereas a request has been received to provide winter maintenance of the sidewalk on the south side of Hoople Street and the west side of Wales Drive leading to an outdoor rink;

And whereas Council adopted a Winter Level of Service Policy on November 24, 2021 where "safe roadway and sidewalk conditions" are established as objectives.

Now therefore be it resolved that Council instructs that a by-law be prepared to remove the described sidewalk from seasonal closure and further, that winter maintenance commence for the 2021/2022 season, based on the Township's Winter Level of Service and *Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways*.

Executive Summary:

A request has been received from residents to add Hoople Street and the north extension of Wales Drive to the list of sidewalks receiving winter maintenance to permit better access to the local outdoor rink.

The addition of these two sections of sidewalk can be accommodated and still meet the requirements of the Township's Winter Maintenance Level of Service Policy and *Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways* (MMS). That said, sidewalk winter maintenance will be completed within the required 48 hours but over two days.

Staff are cautioning Council that further requests and additions to the serviced area will make it more difficult to achieve the requirements of the Township's Winter Maintenance Level of Service Policy and MMS without the requirement for additional equipment including sidewalk snow removal equipment, trailer, and additional Public Works staff.

Staff have investigated creating primary and secondary winter maintenance routes for sidewalks. Unfortunately MMS provides only a single classification for sidewalks with the LOS described as below.

Background:

At the November 24th meeting of Council, a Winter Maintenance Level of Service was adopted.

This Level of Service Policy speaks to Winter Maintenance for Roads and Sidewalks with the objective to achieve “safe roadway and sidewalk conditions” in a timely manner as set out in the MMS.

Historically, priority has been given to areas servicing schools, churches, seniors, and retail facilities. The provision of this level of service for recreation facilities is new. Staff’s intention is for these priorities to remain consistent.

The Policy’s associated procedures for Sidewalk Winter Maintenance indicates that snow and ice accumulation resources will be deployed to meet MMS Sections 16.3 for snow accumulation and 16.5 for ice formation.

Specifically:

Section 16.3 Snow Accumulation on Sidewalks

- (1) *Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,*
 - a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and*
 - b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.*
- (2) *If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.*
- (3) *If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18,*

16.5 Ice Formation on Sidewalks

- (1) *Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,*
 - (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and*

(b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

- (2) *If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.*

Current Operations

The Township has been providing approximately 13.9 km of Sidewalk Winter Maintenance for the past year. Over that time, Public Works staff have been able to complete the assigned sidewalks for a typical snowfall (5-10cm) in 8-9 hours the first day and 4-5 hours on the next day for clean-up if required, well within the requirements of MMS.

Recent Additions

The recent addition of the St. Andrews sidewalk on County Road 18 adds 1km to the network which corresponds with approximately 30 to 45 minutes to the first day and 30 minutes for cleanup if required for a typical event.

The request for Hoople Street and Wales Drive will add approximately one hour and an additional half hour for cleanup if required.

The addition of these two areas can be accommodated and still meet the requirements of the MMS. That said, sidewalk winter maintenance will be completed within the required 48 hours but over two days.

It is worth repeating, staff are cautioning Council that further requests and additions to the serviced area will make it more difficult to achieve the requirements of the Township's Winter Maintenance Level of Service Policy and MMS. Further additions will require additional equipment including sidewalk snow removal equipment, trailer, and additional Public Works staff.

Alignment with Community Strategic Plan:

Goal 2: Sustainable Infrastructure

Objective 2.1: Servicing Capacity

Risk and Asset Management Considerations:

The objective of the Township's Level of Winter Maintenance Service Policy is to achieve safe roadway and sidewalk conditions in a timely and effective manner

as set out in Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways to provide a litigation defense should it be required.

Options:

1. That the Hopple Street and Wales Drive sidewalks, described above be removed from the seasonal closure list and winter maintenance commence for the 2021/2022 season.
2. Other as determined by Council.

Financial Impact:

Costs associated with the increased service area are difficult to determine, as the LOS is weather based. That said, based on the proportionate addition to the service area and consistent levels of service it is assumed the additional costs will be approximately 7.5% of the current sidewalk winter maintenance budget of \$42,116.

Others Consulted:

Public Works Supervisor
Public Work Lead Hands

Township of South Stormont

ACTION REQUEST

Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: December 15, 2021
Subject: Support for FCM Grant Application for Municipal Building Assets Project

Recommendation:

Be it resolved that Council directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for South Stormont Buildings Asset Management Plan;

Be it therefore resolved that the Township of South Stormont commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Developing Buildings Asset Management Plan including but not limited to:
 - Provide a detailed inventory of facilities and their components
 - Assess physical condition and rate facilities and their components
 - Forecast capital renewal costs of Assets including anticipated remaining life and recommended lifecycles
 - Estimate current replacement value of each Asset, broken into componentized listings
 - Propose a methodology to evaluate risk following the principles of ISO 31000

Be it further resolved that the Township of South Stormont commits \$55,685 from its budget toward the costs of this initiative.

Executive Summary:

Federation of Canadian Municipalities (FCM)'s Municipal Asset Management Program is offering grants to help municipalities strengthen asset management practices.

FCM grants may cover up to 80% of total eligible project costs, to a maximum of \$50,000 to undertake eligible activities. The Township of South Stormont is seeking an application for a Buildings Asset Management Plan. The expected cost of this project is \$105,685 and the Township will be committed to pay the remaining balance. In order to be eligible for the funding, Council is required to pass the resolution enclosed.

Background:

The Township is seeking to undertake a strategic update to the Asset Management Plan and will pursue the services of qualified respondents to undertake key activities and provide technical expertise. The results will support components of the plan update concerning Building Assets in achieving compliance with the requirements in O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure.

Alignment with Community Strategic Plan:

Goal 2: Sustainable Infrastructure

Objective 2.1: Servicing Capacity

Risk and Asset Management Considerations:

The project includes a set of activities described in the drafted resolution. Ultimately, through developing an asset management plan, levels of service for assets will be defined, documented, measured and capital & maintenance (O&M) expenditure will be planned.

Options:

1. That Council direct staff to apply for a grant through the Federation of Canadian Municipalities' Municipal Asset Management Program for the development of a South Stormont Buildings Asset Management Plan; and further, that Council commits \$55,685 toward the costs of the Assessment of Municipal Building Assets project, pending approval of the FCM grant.
2. Other as suggested by Council.

Financial Impact:

If FCM funding is approved, staff will bring funding options for Council's consideration.

Others Consulted:

CAO

Director of Finance / Treasurer

Prepared by:

Mohammed Alsharqawi, Asset Management Program Coordinator



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: December 15, 2021
Subject: By-law No. 2021-096 to Adopt 2022 Budget

Recommendation:

That By-law No. 2021-096, being a by-law to set the 2022 general operating and capital budget for corporate purposes, excluding water and wastewater utilities budgets, be read and passed in open Council, signed and sealed this 15th day of December, 2021.

Executive Summary:

Under Section 291 of the Municipal Act, a local municipality may prepare and adopt a budget covering a period of two to five years in the first year to which the budget applies or in the year immediately preceding the first year to which the budget applies. 2006, c. 32, Sched. A, s. 121.

First Year

The provisions of the budget for the first year to which the multi-year budget applies shall comply with the requirements of section 289 or 290, as the case may be. 2006, c. 32, Sched. A, s. 121.

Other Years, mandatory review of annual budget

For the second and each subsequent year to which a multi-year budget applies, the municipality shall, in the year or the immediately preceding year,

- (a) review the budget for that year;
- (b) make such changes as are required for the purpose of making the provisions of the budget for that year comply with the requirements of section 289, except clause 289 (4) (b), or section 290, except clause 290 (4) (b), as the case may be; and
- (c) readopt the budget for that year and for subsequent years to which the budget applies. 2006, c. 32, Sched. A, s. 121; 2009, c. 18, Sched. 18, s. 3.

2022 is a significant year for the Township of South Stormont. Unlike previous years when Township budgets were balanced one year at a time, this year, we are presenting operating and capital budgets for the next 3 years.

The multi-year budget process provides Council with an opportunity to make adjustments to the budgets each year as part of an annual update process. Council will still be required to vote on the annual operating and capital budgets each year.

Through budget deliberations engaging Council and staff, the overall annual Township levy for 2022 is set at \$7,860,557.

The tax levy represents 42% of all revenue (\$18,653,828) for 2022. The Township's budget for operations is \$12,149,513 plus \$815,8823 being transferred into reserves for future needs. Capital investments for 2022 total \$5,654,800. Adjustments to the capital program were made to reflect the discussions at Council should additional OCIF grant funding become available.

The Township was notified on Wednesday, Dec 8th that the allocation for 2022 would be \$639,449, slightly more than double what was previously allocated. As a result, the following prioritized projects were added to the capital program for Roads and Bridges;

- Saving Street (\$217,800),
- Hunters Road Culvert Engineering (\$40,000), and
- Beaver Dam Road (\$77,500).

Comparing to 2021, the Municipal Property Assessment Corporation (MPAC) estimated a 1.16% growth in assessment values from \$1,669,875,500 to \$1,689,322,100 for the Township.

Additionally, according to Statistics Canada's Consumer Price Index (CPI) for Ontario, there was a 4.9% increase in the cost of living for the twelve-month period ending October 31st, 2021.

SDG County rates and Education rates for 2022 are not known at this time.

Based on a \$206,000 assessment value of Median Single Family Residential Property, the overall tax levy to residents for the township tax levy will increase by \$29.25. The tax rate increase is 3% across all property assessment values.

Options:

1. That Council adopt By-law No. 2021-096 to set the 2022 general operating and capital budgets for Corporate, excluding Water and Wastewater budgets. This is the recommended option.
2. Council not approve.
3. Council direct the Treasurer to take on additional course of action.

Financial Impact:

Adopting the budget will enable staff to commence planning, including tendering processes, in a more efficient manner.

Others Consulted:

Council, CAO, Directors



Finance



Proposed
BUDGET
2022-2024



2022 Budget with 2023,2024 Projection Summary

	Average 2018 to 2020	Final Budget 2021	Final Budget 2022	Projection 2023	Projection 2024
OPERATING ONLY					
Expenditures:					
GENERAL GOVERNMENT	2,659,380	3,264,350	3,633,112	3,673,447	3,757,414
PROTECTION OF PERSONS AND PRO	127,986	155,250	179,092	182,590	185,259
FIRE AND RESCUE	808,441	1,126,973	1,138,349	1,103,259	1,124,821
TRANSPORTATION SERVICES	3,093,019	3,296,939	3,467,778	3,588,666	3,566,876
PARKS AND RECREATION	1,281,168	1,345,462	1,411,922	1,474,920	1,507,409
PLANNING AND DEVELOPMENT	752,152	920,419	798,708	716,113	740,204
WASTE MANAGEMENT	1,099,282	1,196,392	1,374,843	1,344,224	1,362,449
DRAINAGE	168,166	147,690	145,709	148,594	151,577
SURPLUS TO TRANSFER TO RESERVES					
TOTAL EXPENDITURES	9,989,594	11,453,477	12,149,513	12,231,812	12,396,009



Finance



Proposed BUDGET 2022-2024



2022 Budget with 2023,2024 Projection Summary

Capital Projects

Expenditures:

GENERAL GOVERNMENT
PROTECTION OF PERSONS AND PRO
FIRE AND RESCUE
TRANSPORTATION SERVICES
PARKS AND RECREATION
PLANNING AND DEVELOPMENT
WASTE MANAGEMENT
DRAINAGE

	Average 2018 to 2020	Final Budget 2021	Final Budget 2022	Projection 2023	Projection 2024
GENERAL GOVERNMENT	125,000	475,000			
PROTECTION OF PERSONS AND PRO	-	-			
FIRE AND RESCUE	726,600	570,000	580,000	50,000	
TRANSPORTATION SERVICES	2,881,329	1,890,150	3,106,300	2,127,000	2,296,000
PARKS AND RECREATION	313,965	851,250	1,162,500	1,095,000	1,050,000
PLANNING AND DEVELOPMENT	177,335	565,000	456,000	175,000	125,000
WASTE MANAGEMENT	-	878,500	350,000		
DRAINAGE	-	-	-	-	-
	4,224,229	5,229,900	5,654,800	3,447,000	3,471,000



Finance



Proposed BUDGET 2022-2024



2022 Budget with 2023,2024 Projection Summary

	Average 2018 to 2020	Final Budget 2021	Final Budget 2022	Projection 2023	Projection 2024
Reserves:					
GENERAL GOVERNMENT	97,535	60,000	160,000	160,880	161,775
PROTECTION OF PERSONS AND PRO	-	-	-		
FIRE AND RESCUE	250,000	250,000	325,000	325,000	325,000
TRANSPORTATION SERVICES	120,000	330,000	189,823	195,658	182,500
PARKS AND RECREATION	20,000	35,000	85,000	85,616	86,243
PLANNING AND DEVELOPMENT	120,344	156,000	56,000	56,986	57,988
WASTE MANAGEMENT		30,000	-		
DRAINAGE	-	-	-		
Contribution to Reserves	-	136,785	33,692	4,896	148,687
	607,879	997,785	849,515	829,037	962,193

2022 Budget with 2023,2024 Projection Summary



Finance



Proposed BUDGET 2022-2024



2022 Final Budget

Revenue:

TAXATION
PAYMENTS IN LIEU
FEES AND CHARGES
UNCONDITIONAL GRANTS
CONDITIONAL GRANTS
RENTS
INVESTMENT INCOME
DONATIONS AND OTHERS
LOAN FUNDING/DEBENTURES
CONTRIBUTION FROM RESERVES
OTHER

2022 Operating	Reserves	Capital	2022 Budget
6,322,100	849,515	688,942	7,860,557
504,670			504,670
1,428,304			1,428,304
1,662,049			1,662,049
340,000		2,164,858	2,504,858
571,400			571,400
475,000			475,000
635,990			635,990
-		1,680,000	1,680,000
210,000		1,121,000	1,331,000
-			-
12,149,513	849,515	5,654,800	18,653,828

Expenditures:

GENERAL GOVERNMENT
PROTECTION OF PERSONS AND P
FIRE AND RESCUE
TRANSPORTATION SERVICES
PARKS AND RECREATION
PLANNING AND DEVELOPMENT
WASTE MANAGEMENT
DRAINAGE
CONTRIBUTION TO RESERVES

3,633,112	160,000	-	3,793,112
179,092	-	-	179,092
1,138,349	325,000	580,000	2,043,349
3,467,778	189,823	3,106,300	6,763,901
1,411,922	85,000	1,162,500	2,659,422
798,708	56,000	456,000	1,310,708
1,374,843	-	350,000	1,724,843
145,709	-	-	145,709
	33,692		33,692
12,149,513	849,515	5,654,800	18,653,828

2022 Budget with 2023,2024 Projection Summary



Finance



Proposed BUDGET 2022-2024



Revenue:

TAXATION
PAYMENTS IN LIEU
FEES AND CHARGES
UNCONDITIONAL GRANTS
CONDITIONAL GRANTS
RENTS
INVESTMENT INCOME
DONATIONS AND OTHERS
LOAN FUNDING/DEBENTURES
CONTRIBUTION FROM RESERVES
OTHER

2023 Projection

2024 Projection

2023 Operating	Reserves	Capital	2023 Budget	2024 Operating	Reserves	Capital	2024 Budget
6,746,699	829,037	520,637	8,096,373	6,834,398	962,193	623,637	8,420,228
514,763			514,763	525,059			525,059
1,451,480			1,451,480	1,478,363			1,478,363
1,337,443		-	1,337,443	1,337,443		-	1,337,443
358,200		951,363	1,309,563	376,414		1,356,363	1,732,777
582,828			582,828	594,485			594,485
485,000			485,000	495,000			495,000
615,400			615,400	624,848			624,848
-		960,000	960,000	-		597,000	597,000
140,000		1,015,000	1,155,000	130,000		894,000	1,024,000
-			-	-			-
12,231,813	829,037	3,447,000	16,507,850	12,396,009	962,193	3,471,000	16,829,202
3,673,447	160,880	-	3,834,327	3,757,414	161,775	-	3,919,189
182,590	-	-	182,590	185,259	-	-	185,259
1,103,259	325,000	50,000	1,478,259	1,124,821	325,000	-	1,449,821
3,588,666	195,658	2,127,000	5,911,324	3,566,876	182,500	2,296,000	6,045,376
1,474,920	85,616	1,095,000	2,655,536	1,507,409	86,243	1,050,000	2,643,652
716,113	56,986	175,000	948,099	740,204	57,988	125,000	923,192
1,344,224	-	-	1,344,224	1,362,449	-	-	1,362,449
148,594	-	-	148,594	151,577	-	-	151,577
	4,896		4,896		148,687		148,687
12,231,813	829,037	3,447,000	16,507,850	12,396,009	962,193	3,471,000	16,829,202

Expenditures:

GENERAL GOVERNMENT
PROTECTION OF PERSONS AND P
FIRE AND RESCUE
TRANSPORTATION SERVICES
PARKS AND RECREATION
PLANNING AND DEVELOPMENT
WASTE MANAGEMENT
DRAINAGE
CONTRIBUTION TO RESERVES

12,231,813 829,037 3,447,000 16,507,850 12,396,009 962,193 3,471,000 16,829,202

2022 Budget with 2023,2024 Projection Summary



Finance



Proposed BUDGET 2022-2024



Revenue:

TAXATION
PAYMENTS IN LIEU
FEES AND CHARGES
UNCONDITIONAL GRANTS
CONDITIONAL GRANTS
RENTS
INVESTMENT INCOME
DONATIONS AND OTHERS
LOAN FUNDING/DEBENTURES
CONTRIBUTION FROM RESERVES
OTHER

TOTAL REVENUE

Expenditures:

GENERAL GOVERNMENT
PROTECTION OF PERSONS AND PROPERTY
FIRE AND RESCUE
TRANSPORTATION SERVICES
PARKS AND RECREATION
PLANNING AND DEVELOPMENT
WASTE MANAGEMENT
DRAINAGE
CONTRIBUTION TO RESERVES

TOTAL EXPENDITURES

TOTAL OPERATING EXPENDITURES

TOTAL CONTRIBUTIONS TO RESERVES

TOTAL CAPITAL/PROJECT EXPENDITURES

TOTAL EXPENDITURES

Average 2018 to 2020	Final Budget 2021	Final Budget 2022	Projection 2023	Projection 2024
6,821,473	7,558,065	7,860,557	8,096,373	8,420,228
481,478	504,670	504,670	514,763	525,059
1,465,355	1,208,074	1,428,304	1,451,480	1,478,363
1,538,749	1,862,443	1,662,049	1,337,443	1,337,443
1,035,594	512,845	2,504,858	1,309,563	1,732,777
543,489	561,470	571,400	582,828	594,485
400,048	351,000	475,000	485,000	495,000
687,249	316,550	635,990	615,400	624,848
45,684	2,055,950	1,680,000	960,000	597,000
1,802,583	2,368,094	1,331,000	1,155,000	1,024,000
	382,000			
14,821,702	17,681,161	18,653,828	16,507,850	16,829,202
2,784,380	3,799,350	3,793,112	3,834,327	3,919,189
127,986	155,250	179,092	182,590	185,259
1,535,041	1,946,973	2,043,349	1,478,259	1,449,821
5,974,348	5,517,089	6,763,901	5,911,324	6,045,376
1,595,133	2,231,712	2,659,422	2,655,536	2,643,652
929,487	1,641,419	1,310,708	948,099	923,192
1,099,282	2,104,892	1,724,843	1,344,224	1,362,449
168,166	147,690	145,709	148,594	151,577
607,879	136,785	33,692	4,896	148,687
14,821,702	17,681,161	18,653,828	16,507,850	16,829,202
9,989,594	11,453,477	12,149,513	12,231,812	12,396,009
607,879	997,785	849,515	829,037	962,193
4,224,229	5,229,900	5,654,800	3,447,000	3,471,000
14,821,702	17,681,161	18,653,828	16,507,849	16,829,202

2022 Budget with 2023,2024 Projection Summary



Finance



Proposed BUDGET 2022-2024

2022-2024 Capital Grant & Funding Projection

	2022	2023	2024	Total
Annual OCIF	\$ 639,449	\$ 315,000	\$ 315,000	\$ 1,269,449
Annual Gas Tax	\$ 415,786	\$ 433,863	\$ 433,863	\$ 1,283,512
Prior year Gas Tax	\$ 100,000	\$ 100,000	\$ 100,000	\$ 300,000
Parks & Recreation Funding	\$ 959,623	\$ 102,500	\$ 507,500	\$ 1,569,623
Economic Development	\$ 50,000	\$ -	\$ -	\$ 50,000
Total Capital Grant & Funding	\$ 2,164,858	\$ 951,363	\$ 1,356,363	\$ 4,472,584

2022 Budget with 2023,2024 Projection Summary



Finance



Proposed BUDGET 2022-2024



Name	2020 Audited Balance	2021 projected Balance	2022 Projected Contribution	2022 Projected Withdraw	2022 projected budget	2023 Projected Contribution	2023 Projected Withdraw	2023 projected budget	2024 Projected Contribution	2024 Projected Withdraw	2024 projected budget
Reserve Funds:											
Total Reserve Funds	20,175	20,175	-	-	20,175	-	-	20,175	-	-	20,175
Reserves											
GENERAL GOVERNMENT TOTAL	5,475,527	\$ 2,191,818	\$ 93,692	\$ 580,000	\$ 1,705,510	\$ 65,776	\$ 140,000	\$ 1,631,286	\$ 210,462	\$ 130,000	\$ 1,711,748
FACILITY TOTAL	330,356	\$ 1,105,356	\$ 610,000	\$ -	\$ 1,715,356	\$ 250,000	\$ 750,000	\$ 1,215,356	\$ 250,000	\$ -	\$ 1,465,356
PPP - FIRE AND RESCUE TOTAL	540,486	\$ 237,481	\$ 50,000	\$ -	\$ 287,481	\$ 50,000	\$ 50,000	\$ 287,481	\$ 50,000	\$ -	\$ 337,481
PPP - OTHER TOTAL	25,000	\$ 25,000	\$ 25,000	\$ -	\$ 50,000	\$ 25,000	\$ -	\$ 75,000	\$ 25,000	\$ -	\$ 100,000
BUILDING TOTAL	60,405	\$ 60,405	\$ 6,000	\$ -	\$ 66,405	\$ 6,106	\$ -	\$ 72,511	\$ 6,213	\$ -	\$ 78,724
TRANSPORTATION SERVICES TOTAL	472,719	\$ 724,509	\$ 169,823	\$ 345,000	\$ 549,332	\$ 175,658	\$ -	\$ 724,990	\$ 162,500	\$ 424,000	\$ 463,490
PARKS AND RECREATION TOTAL	86,490	\$ 352,955	\$ 235,000	\$ 50,000	\$ 537,955	\$ 236,496	\$ 90,000	\$ 684,451	\$ 238,018	\$ 395,000	\$ 527,469
PLANNING TOTAL	-	\$ 106,000	\$ -	\$ -	\$ 106,000	\$ -	\$ -	\$ 106,000	\$ -	\$ -	\$ 106,000
ECONOMIC DEVELOPMENT TOTAL	243,331	\$ 768,331	\$ -	\$ 356,000	\$ 412,331	\$ -	\$ 125,000	\$ 287,331	\$ -	\$ 75,000	\$ 212,331
WASTE MANAGEMENT TOTAL	(431,827)	\$ 114,573	\$ 20,000	\$ -	\$ 134,573	\$ 20,000	\$ -	\$ 154,573	\$ 20,000	\$ -	\$ 174,573
Total Reserves & Reserve Funds	\$ 6,822,663	\$ 5,706,604	\$ 1,209,515	\$ 1,331,000	\$ 5,585,119	\$ 829,037	\$ 1,155,000	\$ 5,259,155	\$ 962,193	\$ 1,024,000	\$ 5,197,348

2022 Budget with 2023,2024 Projection Summary



Finance



Proposed BUDGET 2022-2024



New Debt Projection Summary

			20 Years	Yearly	Yearly Cash	Projected	Aavailable Debt
	New Debt		Interests	Interest	payment	Asset/liability	limit for Future
						Ratio	Capital Projects
2022	\$ 2,340,000	\$	729,831	\$ 31,231	\$ 72,810	1.2280	\$ 32,293,476
2023	\$ 960,000	\$	235,690	\$ 73,149	\$ 178,402	1.1524	\$ 31,333,476
2024	\$ 597,000	\$	186,200	\$ 93,356	\$ 241,276	1.1099	\$ 30,736,476
Total	\$ 3,897,000	\$	1,151,721	\$ 197,736	\$ 492,487		
2021 Budget							
Committed	\$ 660,000	Myers Road Reconstruction 4 km					
2022-2024							
Total	\$ 3,237,000						

- 1 All debt projection is based on current 2.84% interest rate in 15/ 20 years term.
- 2 The Projected Asset/Liability ratio is based on 2020 audit.
- 3 Available debt limit calculation is based on 5% calculation of 2021 Annual Repayment Limit from Ontario Ministry of Municipal Affairs and Housing.



Finance



Proposed BUDGET 2022-2024



2022 Budget with 2023,2024 Projection Summary

				3% Increase in 2022	3% Increase in 2023	4% Increase in 2024
Property Class	2021 Assessment	2021 Township Tax Levy	2022 Assessment	2022 Township Tax Lvey	2023Projected Township Tax Dollars	2024 Projected Township Tax Levy
Residential	\$ 1,300,256,718	\$ 6,154,367	\$1,310,401,518	\$ 6,388,456	\$ 6,580,109	\$ 6,843,314
Commercial	\$ 68,599,449	\$ 525,569	\$ 70,535,949	\$ 556,725	\$ 573,426	\$ 596,363
Industrial	\$ 22,077,400	\$ 272,129	\$ 22,363,600	\$ 282,433	\$ 290,906	\$ 302,542
Farmland	\$ 172,803,100	\$ 204,479	\$ 179,793,900	\$ 219,133	\$ 225,707	\$ 234,736
Landfill	\$ 48,300	\$ 330	\$ 48,300	\$ 340	\$ 350	\$ 364
Forest	\$ 1,762,833	\$ 2,086	\$ 1,765,033	\$ 2,151	\$ 2,216	\$ 2,304
Pipeline	\$ 61,644,000	\$ 399,105	\$ 61,680,000	\$ 411,319	\$ 423,659	\$ 440,605
Exempt	\$ 42,683,700	\$ -	\$ 42,733,800	\$ -	\$ -	\$ -
Total	\$ 1,669,875,500	\$ 7,558,065	\$1,689,322,100	\$ 7,860,557	\$ 8,096,373	\$ 8,420,228

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-096

BEING a by-law to set the 2022 general operating and capital budgets for municipal purposes only.

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

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

AND WHEREAS the *Municipal Act, 2001*, as amended, provides for each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality;

AND WHEREAS it is deemed expedient to adopt the budget outlining the Corporation’s annual estimates in accordance with relevant legislation;

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

1. That the 2022 estimates of revenue and expenditures for municipal purposes only, attached hereto as Schedule “A” Corporate Operating and Capital Budget, is hereby adopted.
2. If a surplus exists as of December 31, 2022, all funds shall be transferred to reserves for working capital, water, wastewater and fire or as Council otherwise directs.
3. If a deficit exists as of December 31, 2022, Council authorizes the transfer of funds from the Working Capital Reserves to alleviate any actual deficit from the 2022 operational budget.
4. This by-law shall come into force and effect on the date of passing.

READ AND PASSED in open Council, signed and sealed this 15th day of December, 2021.

Mayor

Clerk

Schedule "A" to By-law No. 2021-096 - Corporate Operating and Capital Budget
Corporation of the Township of South Stormont
For the twelve-month period ending December 31, 2022

	2022 Budget
Revenue:	
TAXATION	\$ 7,860,557
PAYMENTS IN LIEU	504,670
FEES AND CHARGES	1,428,304
UNCONDITIONAL GRANTS	1,662,049
CONDITIONAL GRANTS	2,504,858
RENTS	571,400
INVESTMENT INCOME	475,000
DONATIONS AND OTHER	635,990
LOAN FUNDING/DEBENTURES	1,680,000
RESERVES	1,331,000
TOTAL REVENUE	\$ 18,653,828
Expenditures:	
Operating	
GENERAL GOVERNMENT	3,633,112
PROTECTION OF PERSONS AND PROPERTY	179,092
FIRE AND RESCUE	1,138,349
TRANSPORTATION SERVICES	3,467,778
PARKS AND RECREATION	1,411,922
PLANNING AND DEVELOPMENT	798,708
WASTE MANAGEMENT	1,374,843
DRAINAGE	145,709
TOTAL OPERATING EXPENDITURES	\$ 12,149,513
Reserves	
GENERAL GOVERNMENT	160,000
PROTECTION OF PERSONS AND PROPERTY	
FIRE AND RESCUE	325,000
TRANSPORTATION SERVICES	189,823
PARKS AND RECREATION	85,000
PLANNING AND DEVELOPMENT	56,000
WASTE MANAGEMENT	-
DRAINAGE	-
TAXATION	33,692
TOTAL RESERVES EXPENDITURES	\$ 849,515
Capital	
GENERAL GOVERNMENT	-
PROTECTION OF PERSONS AND PROPERTY	
FIRE AND RESCUE	580,000
TRANSPORTATION SERVICES	3,106,300
PARKS AND RECREATION	1,162,500
PLANNING AND DEVELOPMENT	456,000
WASTE MANAGEMENT	350,000
DRAINAGE	
TOTAL CAPITAL EXPENDITURES	\$ 5,654,800
TOTAL EXPENDITURES	\$ 18,653,828



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: December 15, 2021
Subject: By-law No. 2021-097 Amend By-law No. 2016-107
Appoint Municipal Law Enforcement Officers

Recommendation:

That By-law No. 2021-097, being a by-law to Amend By-law No. 2016-107, appointing Municipal Law Enforcement Officer(s) for the enforcement of the Township's current parking by-law, be read and passed in open Council, signed and sealed this 15th day of December 2021.

Executive Summary:

In December 2016, the Public Works Supervisor and Leadhands were appointed Municipal Law Enforcement Officers (MLEO) with the authority to issue parking tickets under the current parking by-law, in particular, when vehicles are obstructing winter maintenance.

As a result of a retirement, the by-law require amending to replace the appointment.

Background:

Both the *Municipal Act, 2001* and the *Police Services Act, R. S. O., 1990* provide for the appointment of law enforcement officers. Support in the enforcement of the Township's Parking By-law increases efficiency in times of snow removal, for large events and when our full time MLEO is unavailable.

In December, 2016 the Public Works Supervisor, Mark Zoppas and two Leadhands, Sam Gallinger and Kris St. Thomas were appointed as MLEOs for the enforcement of the Township's Parking By-law.

Earlier this year, Sam Gallinger retired from employment with the Township of South Stormont and therefore, it is appropriate to appoint Chris Bonneville, his replacement, as an MLEO.

Alignment with Community Strategic Plan:

Goal 1: Corporate Capacity
Objective 1.3: Human Resources

Risk and Asset Management Considerations:

It is appropriate to provide a replacement MLEO who is on call when necessary and when winter maintenance operations are taking place.

Options:

1. That Council appoint Chris Bonneville as a MLEO for the purposes of enforcing the existing parking by-law.
 2. Other.
-

Financial Impact:

Savings have been recognized as Public Works staff, who are already working due to winter conditions, would be able to issue parking tickets eliminating the need for MLEO compensation.

Others Consulted:

Director of Public Works

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW No. 2021-097

BEING a by-law to amend By-law No. 2016-107 and to appoint Municipal Law Enforcement Officers for the Township of South Stormont.

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

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

AND WHEREAS the *Municipal Act, 2001*, c.25 S. 227 outlines various roles for the officers and employees of the municipality;

AND WHEREAS the *Police Services Act, R.S.O. 1990*, Chapter P.15, s. 15 (1) provides that a municipal council may appoint persons to enforce the by-laws of the municipality;

AND WHEREAS the *Police Services Act R.S.O. 1990*, Chapter P.15, s. 15 (2) provides that Municipal Law Enforcement Officers are peace officers for the purpose of enforcing municipal by-laws;

AND WHEREAS Council of the Township of South Stormont did, on the 14th day of December, 2016, pass By-law No. 2016-107, being a by-law to appoint Municipal Law Enforcement Officers;

AND WHEREAS Council of the Township of South Stormont deems it expedient to amend By-law No. 2016-107 to update staff appointed as Municipal Law Enforcement Officers.

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

1. That By-law No. 2016-107, be amended by deleting Paragraphs 1 and 2 in their entirety and replacing them with the following:

“1. That effective December 14, 2016, Mark Zoppas be appointed as a Municipal Law Enforcement Officer for the Township of South Stormont, specifically for the enforcement of the Township’s current Parking Regulation By-law to carry out all statutory duties in accordance with the *Municipal Act, 2001* and any other acts that apply.

2. That effective December 14, 2016, Kris St. Thomas be appointed as a Municipal Law Enforcement Officer for the Township of South Stormont, specifically for the enforcement of the Township’s current Parking Regulation By-law to

carry out all statutory duties in accordance with the *Municipal Act, 2001* and any other acts that apply.

3. That effective December 15, 2021, Chris Bonneville be appointed as a Municipal Law Enforcement Officer for the Township of South Stormont, specifically for the enforcement of the Township’s current Parking Regulation By-law to carry out all statutory duties in accordance with the *Municipal Act, 2001* and any other acts that apply.”

2. Any by-law inconsistent with this by-law is hereby repealed.

READ and passed in open Council, signed and sealed this 15th day of December, 2021.

Mayor

Clerk



To: Council
From: Loriann Harbers, Director of Corporate Services
Date of Meeting: December 15, 2021
Subject: By-law No. 2021-098 Appoint Municipal Law Enforcement Officer

Recommendation:

That By-law No. 2021-098, being a by-law to appoint a Municipal Law Enforcement Officer, be read and passed in open Council, signed and sealed this 15th day of December, 2021.

Executive Summary:

The current Municipal Law Enforcement Officer for the Township of South Stormont is retiring at the end of December, 2021. Therefore, a replacement has been hired and it is necessary to pass a by-law appointing our new Municipal Law Enforcement Officer.

Background:

In February, 2017, Dan Bissonnette was hired as the Township's Municipal Law Enforcement Officer. His contributions to the municipality over the last 5 years are appreciated and his improvements to enforcement procedures are recognized. On behalf of Council and staff, we wish Mr. Bissonnette all the best in his future endeavours.

As a result of this retirement, the position was posted and Kieran McCourt has been hired as the Township's new Municipal Law Enforcement Officer, effective January 4, 2022. We welcome Mr. McCourt to the team and look forward to working with him in the future.

Alignment with Community Strategic Plan:

Goal 1: Corporate Capacity
Objective 1.3: Human Resources

Risk and Asset Management Considerations:

n/a

Options:

1. That Council appoint Mr. McCourt as the Municipal Law Enforcement Officer.
 2. Other.
-

Financial Impact:

n/a

Others Consulted:

Chief Crepeau
CAO LucasSwitzer

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW No. 2021-098

BEING a by-law to appoint a Municipal Law Enforcement Officer for the Township of South Stormont.

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

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

AND WHEREAS the *Municipal Act, 2001*, c.25 S. 227 outlines various roles for the officers and employees of the municipality;

AND WHEREAS the *Police Services Act, R.S.O. 1990*, Chapter P.15, s. 15 (1) provides that a municipal council may appoint persons to enforce the by-laws of the municipality;

AND WHEREAS the *Police Services Act R.S.O. 1990*, Chapter P.15, s. 15 (2) provides that Municipal Law Enforcement Officers are peace officers for the purpose of enforcing municipal by-laws;

AND WHEREAS Council of the Township of South Stormont deems it expedient to appoint a Municipal Law Enforcement Officer.

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

1. That Kieran McCourt is hereby appointed Municipal Law Enforcement Officer for the Township of South Stormont; he is to carry out all statutory duties in accordance with the *Municipal Act, 2001* and any other acts that apply.
2. That this appointment is effective as of January 4, 2022.
3. Any by-law inconsistent with this by-law is hereby repealed.

READ and passed in open Council, signed and sealed this 15th day of December, 2021.

Mayor

Clerk

Township of South Stormont
ACTION REQUEST
Administration and Corporate Services



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: December 15, 2021
Subject: By-law No. 2021-099 Establish a Fire Department

Recommendation:

That By-law No. 2021-099 to repeal By-law No. 2009-028 and to establish and regulate a Fire Department, be read and passed in open Council, signed and sealed this 15th day of December, 2021.

Executive Summary:

In March, 2009 the Township passed By-law No. 2009-28 to Establish a Fire Department, pursuant to the FPPA.

The South Stormont Fire and Rescue Department has evolved significantly since this by-law was passed. In 2017, a review of the by-law and the Fire Department was conducted and recommendations made to update the Fire Department Establishing and Regulating By-law.

Background:

The proposed by-law has been drafted on the basis of the South Stormont Fire and Rescue Code of Conduct and Ethical Standards for South Stormont firefighters. This Code sets out minimum standards of conduct. The nature of firefighting and emergency services work places all firefighters in a position of public trust and as such, the level of conduct should be beyond reproach, regardless of work status or location. The by-law ensures all firefighters are driven to strive to achieve the highest level of ethical and professional conduct necessary to maintain the integrity of the individual firefighters, the Department and the Township.

A draft of the by-law was presented for Council's consideration at the November 24, 2021 meeting. In addition, the draft has undergone a legal review and minor revisions have been made as a result.

Alignment with Community Strategic Plan:

Goal 1: Corporate Capacity
Objective 2.1: Servicing Capacity

Risk and Asset Management Considerations:

It is necessary for the Township to review and update policies and such by-laws to ensure legislation is current and practices are appropriate.

Options:

1. That Council adopt By-law No. 2021-099 to establish a Fire Department.
2. Other.

Financial Impact:

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

Others Consulted:

Legal
Fire Chief
CAO

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-099

BEING a by-law to repeal By-law No. 2009-028 and to establish and regulate a Fire Department.

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

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

AND WHEREAS the *Fire Protection and Prevention Act, S.O. 1997*, c. 4 s. 2 requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

AND WHEREAS the *Fire Protection and Prevention Act, S.O. 1997*, c. 4, s. 5 authorizes the Council of a municipality to establish, maintain and operate a fire department to provide fire suppression services and other fire protection services in the municipality;

AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 8 and s. 11 authorizes a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting, inter alia, health, safety and wellbeing of persons, protection of persons and property, and services that the municipality is authorized to provide;

AND WHEREAS the *Municipal Act, 2001*, c.25, s. 391 authorizes a municipality to impose fees or charges on persons for services or activities provided by the municipality, and for costs payable by the municipality for services or activities provided or done by or on behalf of any other municipality;

AND WHEREAS the *Municipal Act, 2001*, c.25, s. 425 provides that the Council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality is guilty of an offence;

AND WHEREAS the *Municipal Act, 2001*, c.25, s. 446 provides that if a municipality has the authority under that or any other act, or under a by-law under that or any other Act, to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing from the person directed or required to do it by action or by

adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS

Council did, on the 23rd of October, 2019, pass By-law No. 2019-096, being a By-law to adopt a Fire and Rescue Code of Conduct and Ethical Standards Policy;

AND WHEREAS

The South Stormont Fire and Rescue Code of Conduct and Ethical Standards sets out minimum standards of conduct. The nature of firefighting and emergency services work places all firefighters in a position of public trust and as such, the level of conduct should be beyond reproach, regardless of work status or location. All firefighters must strive to achieve the highest level of ethical and professional conduct necessary to maintain the integrity of the individual firefighters, the Department and the Township;

AND WHEREAS

the Council of the Corporation of Township of South Stormont deems it desirable, necessary and expedient to amend, consolidate, revise and update its by-law to establish and regulate a fire department for the Township of South Stormont.

NOW THEREFORE

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

DEFINITIONS

1. In this by-law unless the context otherwise requires:

- a) "Approved" means approved by Council.
- b) "Automatic Aid" means an Approved agreement under which a municipality that is capable of responding more quickly to an area, agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to fires, rescues, or emergencies that may occur in another municipality.
- c) "Chief Administrative Officer" means the person appointed by Council to act as chief administrative officer for the Corporation.
- d) "Corporation" means the Corporation of the Township of South Stormont.
- e) "Council" means the Council of the Township of South Stormont.
- f) "District Fire Chief" means the four persons appointed by Council to act on behalf of the Fire Chief in the case of absence or a vacancy in the office of the Fire Chief.
- g) "Emergency Management and Civil Protection Act" means the *Emergency Management and Civil Protection Act, 1990, S.O. c. E.9*, as amended, and any successor legislation.
- h) "Fire Chief" means the person appointed by a by-law of

Council to act as Fire Chief for the delivery of fire protection services as defined the *Fire Protection and Prevention Act*.

- i) "Fire Code" means Ontario Regulation 213/07, as amended, and any successor regulation.
- j) "Fire and Rescue Department" means the Fire and Rescue Department of the Township of South Stormont.
- k) "Firefighter" means the Fire Chief and any other person employed in, or appointed to, the Fire Department to undertake Fire Protection Services, and shall include a Volunteer Firefighter.
- l) "*Fire Protection and Prevention Act*" means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4*, as amended, and any successor legislation.
- m) "Fire Protection Services" includes fire suppression, rescue and emergency services, fire prevention, public fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications, training of personnel involved in the provision of Fire Protection Services, and the delivery of all those services.
- n) "Limited Service" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services, environmental factors, remote properties, impeded access, private roadways, lanes and drives, obstructions, or extraordinary hazards or unsafe conditions.
- o) "Member" means any person employed in or appointed to the Fire and Rescue Department and assigned to undertake fire protection services, and includes officers, part time and volunteer firefighters.
- p) "Municipal Act" means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, and any successor legislation.
- q) "Officer" means Fire Chief, District Chief, Captain, Acting Captain, Fire Prevention Officer, and any person designated by the Fire Chief to supervise Firefighters.
- r) "Volunteer Firefighter" means Members of the Fire and Rescue Department assigned to undertake fire protection services on a volunteer basis or for a nominal consideration or honourarium as defined in the *Fire Protection and Prevention Act*.

ESTABLISHMENT

2. A Fire and Rescue Department for the Township of South Stormont to be known as Township of South Stormont Fire and Rescue Department is hereby established, and the head of the Fire and Rescue Department shall be known as the Fire Chief.

3. The mission of South Stormont Fire and Rescue Department is to provide fire protection services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, or exposure to dangerous conditions created by persons or nature.

DEPARTMENT STRUCTURE

4. Council shall appoint a Fire Chief who shall be the highest-ranking Officer and director of the Fire and Rescue Department.
5. In addition to the Fire Chief, four (4) District Chiefs shall be appointed by Council who shall report to the Fire Chief as the second highest ranking Officer of the Fire and Rescue Department and who, in the case of an absence or a vacancy in the office of the Fire Chief, shall have the powers and perform the duties of the Fire Chief.
6. The Fire Department shall be structured in conformance with the Approved Fire and Rescue Department Organizational Chart as set out in Schedule "A" of this by-law attached hereto and forming part of this by-law.
7. Working conditions, remuneration, and procedures for termination of employment for Firefighters other than Volunteer Firefighters shall be determined by Council in conformance with the provisions of Part IX of the *Fire Protection and Prevention Act*.

APPROVED SERVICES AND PROGRAMS

8. The Fire and Rescue Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the *Fire Protection and Prevention Act*, and set out in Schedule "B" attached hereto and forming part of this by-law.

LIMITED SERVICE

9. In consideration of the reliance by the Fire and Rescue Department on the response of Volunteer Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, as well as potentially adverse climate conditions, delays or unavailability of specialized equipment required by the Fire and Rescue Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Schedule "B" may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, their designate, or the highest ranking Officer in charge of a response.
10. The Corporation shall accept no liability for the provision of a Limited Service by the Fire and Rescue Department as reasonably necessary.

RESPONSES OUTSIDE THE LIMITS OF THE MUNICIPALITY

11. The Fire and Rescue Department shall not respond outside the limits of the municipality except with respect to a fire, rescue or emergency:
 - (a) That, in the opinion of the Fire Chief or designate, threatens property in the municipality, or property situated outside

the municipality that is owned or occupied by the municipality;

- (b) In a municipality with which an approved agreement has been entered into to provide fire protection services, which may include automatic aid;
- (c) On property for which an approved agreement has been entered into with any person or corporation to provide fire protection services;
- (d) At the discretion of the Fire Chief or designate, to a municipality authorized to participate in any county, district or regional mutual aid plan established by a fire coordinator appointed by the Fire Marshal or any other similar reciprocal plan or program; or
- (e) Where the Fire Chief or designate determines immediate action is necessary to preserve life or property and the appropriate department is notified to respond and assume command or establish alternative measures acceptable to the Fire Chief or designate.

FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

- 12. The Fire is responsible to Council and under the general direction of the Chief Administrative Officer for the proper administration and operation of the Fire and Rescue Department, including delivery of Fire Protection Services.
- 13. The Fire Chief shall be deemed to be the Chief Fire Official of the municipality for the purposes of the *Fire Protection and Prevention Act* and regulations enacted thereunder, and shall have all statutory authority and shall carry out all prescribed duties and responsibilities in respect thereof.
- 14. Without limiting the generality of the foregoing, the Fire Chief shall be authorized and responsible for:
 - (a) Performing all statutory duties of the *Fire Protection and Prevention Act*, the *Emergency Management and Civil Protection Act* and any other legislation applicable to the administration or operation of the Fire Department.
 - (b) Reporting to Council as required by the *Fire Protection and Prevention Act* and in accordance with the provisions established by the *Emergency Management and Civil Protection Act*.
 - (c) Enforcement of this by-law and any regulations established under this by-law, and the enforcement of any other by-laws of the Corporation respecting the administration and operation of the Fire and Rescue Department.
 - (d) Periodically reviewing this by-law and any other by-laws of the Corporation respecting the administration and operation of the Fire and Rescue Department, and the Fire Chief may establish an advisory committee consisting of such Members of the Fire and Rescue Department and other persons, possibly including members of the general public,

as may be necessary from time to time to assist in discharging this duty.

- (e) Recommending to Council amendments to this by-law, or any other by-law of the Corporation, that the Fire Chief considers relevant and appropriate.
- (f) Developing, establishing, and implementing policies, standard operating procedures and guidelines, general orders and department rules, and other measures as the Fire Chief may consider necessary for the proper administration and efficient operation of the Fire and Rescue Department.
- (g) Periodically reviewing, revising, or revoking as required, all policies, standard operating procedures and guidelines, general orders, and rules of the Fire and Rescue Department, and the Fire Chief may establish an advisory committee from time to time to assist in discharging these duties.
- (h) Arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire and Rescue Department.
- (i) The proper care and protection of all Fire and Rescue Department property.
- (j) Arranging and implementing automatic aid, mutual aid and other negotiated and/or approved fire protection and emergency service agreements between the Corporation and other municipalities.
- (k) Determining and establishing the qualifications and criteria for employment or appointment, and the duties and responsibilities of all Members of the Fire and Rescue Department.
- (l) Appointment, subject to the Township's Recruitment and Succession Planning Policies, of any qualified person as a Member of the Fire and Rescue Department.
- (m) The conduct and discipline of all Members of the Fire and Rescue Department, pursuant to the Township's Progressive Discipline Policy.
- (n) Keeping an accurate record of all fires, rescues and emergencies responded to by the Fire and Rescue Department, all fire safety inspections and fire investigations, and other such records as may be required in a manner consistent with the Township's Records Management Policy.
- (o) Enforcement of the Fire Code, reporting all fires to the Fire Marshal, and complying with all Fire Marshal's directives as mandated by the *Fire Protection and Prevention Act*.
- (p) Reporting to the appropriate Crown Attorney or other prosecutor, or law enforcement or other officer, the facts

upon the evidence in any case in which there is reason to believe that a fire has been the result of criminal intent or negligence, or in which there is reason to believe that an offence has been committed under the *Fire Protection and Prevention Act*, or other applicable regulation or statute.

- (q) Preparing and presenting annual reports and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.
 - (r) Preparing and submitting annual budget estimates for approval by Council, and effectively administering, monitoring, and controlling the Fire and Rescue Department operating and capital budgets.
15. The Fire Chief shall be responsible for coordinating the Township of South Stormont Emergency Management Program, and assisting with the preparation, implementation, and maintenance of the municipal Emergency Plan pursuant to the *Emergency Management and Civil Protection Act*.
16. The Fire Chief shall be responsible for assisting other public officials in an emergency declared by the Head of Council, the Premier of Ontario, or the Prime Minister of Canada.

POWERS

17. The Fire Chief shall exercise all powers and duties prescribed by the *Fire Protection and Prevention Act* and shall be empowered to take all reasonable and proper measures for the prevention, control, and extinguishment of fires, and for the protection of life, property and the environment, and for the management of emergencies within the jurisdiction of the municipality.
18. Without limiting the generality of the foregoing, the Fire Chief and their designates shall be empowered and authorized to carry out the following:
- (a) Enforcement of all municipal by-laws in respect of fire safety and fire prevention.
 - (b) Pulling down or demolishing any building or structure when necessary to prevent the spread of fire.
 - (c) Any necessary action to guard against fire or other danger, risk, or accident, which may include boarding up or barricading of buildings or property, when unable to contact the owner of the property.
 - (d) Recovery of costs incurred by such necessary actions for the Corporation in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act*.
 - (e) Taking any and all steps as set out in Parts V, VI and VII of the *Fire Protection and Prevention Act*.
19. As set out in the *Fire Protection and Prevention Act*, the Fire Chief may delegate any of their powers or duties to the Deputy Fire Chief or any Officer or Member that the Fire Chief deems appropriate, subject to such limitations, restrictions or conditions as may be set

out in the delegation, and such Officer or Member so delegated shall have all the powers and shall perform all duties as delegated.

RECOVERY OF COSTS

20. If, as the result of a Fire Department response to a fire, rescue, or other emergency, the Fire Chief, their designate, or the highest ranking Officer in charge determines that it is necessary to retain a private contractor, rent special equipment, or use consumable materials other than water in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, remove hazardous materials, assist in or otherwise conduct an investigation to determine the cause of a fire, or otherwise control or eliminate an emergency situation, the Corporation shall recover the costs incurred for taking such actions from the owner of the property on which the fire or other emergency occurred.
21. The Corporation may recover costs incurred by such necessary actions in a manner provided by the *Municipal Act* and the *Fire Protection and Prevention Act* in accordance with the fees prescribed by the applicable Fees and Charges By-law of the Corporation from time to time.
22. A fee imposed upon a person under this by-law, including any interest, penalty charges and costs of collection, constitutes a debt of the person to the Corporation, and a person who is so charged and fails to pay the fee within thirty days of receipt of an invoice shall be charged interest in accordance with the applicable Fees and Charges By-law of the Corporation.
23. If a property owner who is charged a fee under this by-law fails to pay the fee within ninety days of receipt of an invoice, the Corporation may add the fee, including penalty and interest, to the tax roll for any real property in the Township of South Stormont registered in the name of the owner and collect the fee, including penalty and interest, in like manner as municipal taxes.

VOLUNTEER FIREFIGHTER EMPLOYMENT

24. Every Member shall conduct themselves in accordance with the South Stormont Firefighter Code of Conduct and Ethical Standards, all Township of South Stormont policies in addition to general orders, policies, procedures, rules, and regulations made by the Fire Chief and shall give their whole and undivided attention while on duty to the efficient operation of the fire department and shall perform the duties assigned to them to the best of their ability in accordance with the *Fire Prevention and Protection Act*.
25. The employment of Volunteer Firefighters shall be governed by the Volunteer Firefighter Terms and Conditions of Employment as set out in Schedule "C" attached hereto and forming part of this by-law.

OBSTRUCTION

26. No person shall obstruct, hinder, or interfere with the Fire Chief or any Member of the Fire and Rescue Department in the performance of their duties in accordance with this by-law and the *Fire Protection and Prevention Act*.

OFFENCES

27. Every person who contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty established by the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as may be amended from time to time, and any successor legislation.

SEVERABILITY

28. Should a court of competent jurisdiction find any section or provision, or part thereof, of this by-law to be invalid or to be of no force and effect, such section or provision or part thereof shall be deemed to be severable, and all other sections or provisions or parts of this by-law shall be deemed to be separate and independent there from and to be enacted as such.

REPEAL

29. By-law No. 2009-085, and any other by-laws inconsistent with this by-law are hereby repealed.

ENACTMENT

30. This By-law shall come into full force and effect on the day of passing.

READ AND PASSED in open Council, signed and sealed this 15th day of December, 2021.

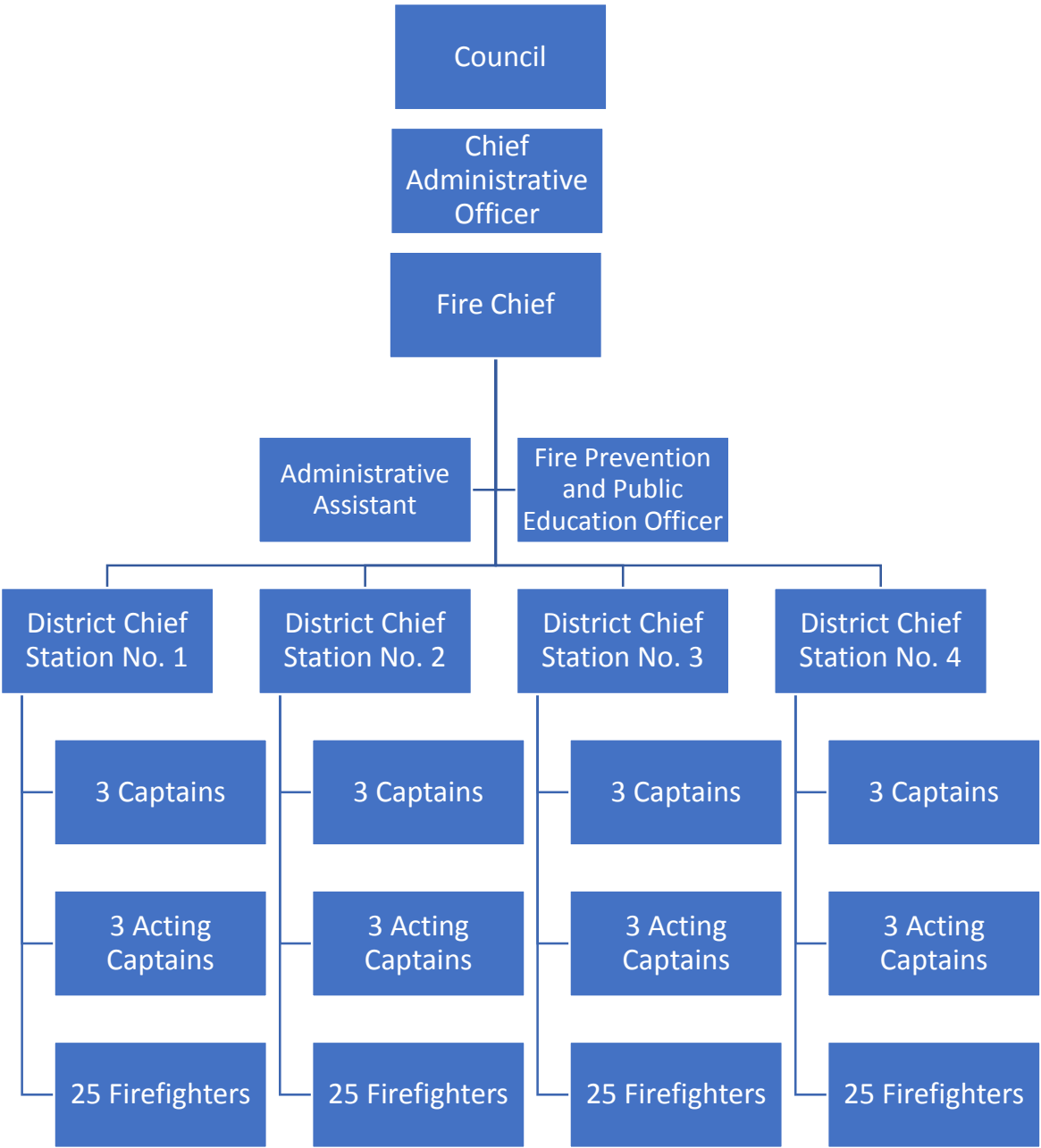
Mayor

Clerk

Schedule "A"
By-Law No. 2021-099

South Stormont Fire and Rescue
FIRE DEPARTMENT ORGANIZATIONAL CHART

The Fire and Rescue Department shall be structured in conformance with the following Fire and Rescue Department Organizational Chart:



Schedule "B"
By-Law No. 2021-099

South Stormont Fire and Rescue
APPROVED SERVICES AND PROGRAMS

The Fire Department shall provide the following services and programs:

B.1 Emergency Response

B.1.1 Basic Firefighting Services:

- The Fire Department shall respond to fires, alarms of fire, and pre-fire conditions to provide fire suppression services, and shall exercise best efforts to conform to the most recent edition of National Fire Protection Association (NFPA) 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments* as revised from time to time.

B.1.2 Structural Firefighting Services:

- a) For the purpose of this Schedule, "Structural Firefighting" shall have the same meaning as defined by NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.
- b) *Interior Search and Rescue* shall be provided when possible and as appropriate in accordance with the following:
 - Service shall be provided to search for and rescue endangered, trapped or potentially trapped persons within the structure.
 - Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and the level of risk reasonably justifies entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Firefighter staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided.
- c) *Interior Fire Suppression (Offensive Operations)* shall be provided when possible and as appropriate in accordance with the following:
 - Service shall be provided to contain the fire and prevent further loss of property.

- Service shall be provided only when, in the opinion of the Fire Chief or most senior Officer in charge, all of the following are true:
 - i. A scene risk assessment has been completed, and level of risk reasonably justifies Firefighter entry into the structure;
 - ii. Building integrity permits entry into the structure;
 - iii. Sufficient Firefighter staffing is deployed at the fireground;
 - iv. Reliable water supply with adequate flow can be sustained;
 - v. Adequate fireground supervision and support is provided
- d) *Exterior Fire Suppression (Defensive Operations)* shall be provided when possible and as appropriate, in the opinion of the Fire Chief or most senior Officer in charge, in accordance with the following:
 - There shall be no expected rescue component with this service.
 - Service shall be provided to prevent fire spread to adjacent areas.
 - Service shall be provided when Interior Fire Suppression is not possible or appropriate.
 - Service shall be provided as water supply permits.

B.1.3 Rural Firefighting Operations:

- Rural firefighting operations using tanker shuttle service shall be provided in areas without municipal water supply and best efforts shall be exercised to conform to NFPA 1142, *Standard on Water Supplies for Suburban and Rural Fire Fighting*.
- The Fire Department shall maintain Superior Tanker Shuttle Service accreditation by Fire Underwriters Survey or other recognized accreditation body.

B.1.4 Vehicle Firefighting Services:

- Service shall be provided to control and extinguish vehicle fires.

B.1.5 Grass, Brush, and Forestry Firefighting Services:

- Service shall be provided and best efforts shall be exercised to conform to NFPA 1143, *Standard for Wildland Fire Management*.

B.1.6 Marine Firefighting Services:

- Marine firefighting service shall be limited to shore-based, defensive firefighting operations only.

B.1.7 Automatic Aid Response Services:

- Service shall be provided in accordance with any Automatic Aid agreements approved by Council.

B.1.8 Mutual Aid Response Services:

- Service shall be provided in accordance with the Mutual Assistance Agreement established in respect to the municipalities within the United Counties of Stormont Dundas and Glengarry and the City of Cornwall pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.

B.1.9 Tiered Medical Assistance Services:

- Service shall be provided in accordance with the Emergency Medical Tiered Response Agreement between the Cornwall, Stormont Dundas and Glengarry Emergency Medical Services, the Ottawa Central Ambulance Communications Centre and South Stormont Fire and Rescue.

B.1.10 Ambulance Assistance Services:

- Service shall be provided to assist Emergency Medical Services with emergency and non-emergency situations with respect to providing access and/or the provision of care to patients.

B.1.11 Police Assistance Services:

- Service shall be provided to assist Police with emergency and non-emergency situations for which the Fire and Rescue Department has the equipment and/or specialized skills to assist.

B.1.12 Public Assistance Services:

- Service shall be provided to assist the public with emergency and non-emergency situations for which the Fire and Rescue Department has the equipment and/or specialized skills.

B.1.13 Public Hazard Assistance Services:

- a) *Carbon monoxide Incidents* – Response shall be provided to carbon monoxide alarms and emergencies.
- b) *Public Utility Incidents* – Response shall be provided to public utility incidents that pose a public hazard, including:
 - i. Electrical utility emergencies;
 - ii. Natural gas utility emergencies.

B.1.14 Vehicle Accident Services:

- The Fire and Rescue Department shall respond to vehicle accidents to provide the following services:
 - i. Stabilizing the scene of the accident;
 - ii. Stabilizing the vehicles involved in the accident;
 - iii. Providing aid to injured or trapped persons;
 - iv. Mitigating adverse effects to the natural environment.

B.1.15 Vehicle Extrication Services:

- Vehicle search and rescue services, including extrication, shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.

B.1.16 Transportation Incidents involving Vehicles, Trains, Aircraft, Watercraft:

- Response shall be provided to large-scale transportation incidents that may involve large numbers of casualties, widespread damage to property, and/or significant environmental impact.

B.1.17 Highway Incident Services:

- Fire Protection Services shall be provided to Provincial Highway 138 and other provincial highways.
- Costs associated with Fire and Rescue response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

B.1.18 Hazardous Materials Response Services:

- Service shall be provided at the Operations Level in accordance with NFPA 472, *Standard for Competence of Responders to Hazardous Materials Incidents*.
- Hazardous materials response services at the NFPA 472 Technician Level shall not be provided by the Fire Department.

B.1.19 Water and Ice Rescue Services:

- a) *Surface Water Rescue* – Service shall be provided at the Technician Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*, and may include shore based, water entry, and boat rescue operations.
- b) *Ice Rescue* – Service shall be provided at the Technician Level in accordance with the NFPA 1670 standard.
- c) Recovery services to retrieve animals, property, or human remains by entering into or onto a body of water, or onto ice over a body of water, shall not be provided by the Fire and Rescue Department.

B.1.20 Urban Search and Rescue Services:

- Fire Department response to urban search and rescue incidents shall be limited to providing Structural Collapse Search and Rescue services at the Awareness Level in accordance with NFPA 1670, *Standard for Operations and Training for Technical Search and Rescue Incidents*.
- Urban search and rescue service requiring structural collapse search and rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.21 Farm and Silo Rescue Services:

- Fire Department response to farm and silo rescue incidents that involve a rope rescue and/or a confined

space rescue component shall be limited to providing such technical rescue services at the Awareness Level in accordance with the NFPA 1670 standard.

- Farm and silo rescue incidents requiring rope rescue and/or confined space rescue services at the Operations or Technician Levels shall not be provided by the Fire Department.

B.1.22 Community Emergency Plan Response Services:

- Service shall be provided in accordance with the Approved Township of South Stormont Emergency Management Program.

B.1.23 Assistant to the Fire Marshal Services – Fire Suppression:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

B.2 Fire Prevention and Public Education

B.2.1 Fire Prevention Operational Procedures:

- a) Fire Prevention
- b) Inspections
- c) Enforcement
- d) Fire Safety Plans
- e) Fire Cause Determination
- f) Mobile Food Vendors
- g) Plans Review
- h) The Arson Prevention Program for Children
- i) Enhanced Procedures During a Pandemic

B.2.2 Fire Inspection Services:

- a) Conducting complaints inspections.
- b) Conducting vulnerable occupancy inspections.
- c) Conducting requested inspections.
- d) Conducting routine inspections.
- e) Conducting licensing inspections.
- f) Systems checking, testing and approval.
- g) Enforcing code compliance.
- h) Enforcing municipal by-laws.
- i) Issuing permits.
- j) Preparing reports and issuing written responses to requests.

B.2.3 Public Education Services:

- a) Providing fire and life safety public education programs.

- b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
- c) Distributing public safety messaging to the media.
- d) Delivery of specialized programs.

B.2.4 Fire Investigation Services:

- a) Determining cause and origin of fires and explosions.
- b) Assessing code compliance.
- c) Determining effectiveness of built-in suppression features.
- d) Determining compliance with building standards.
- e) Interacting with police, fire investigators, and other agencies.
- f) Supporting criminal prosecutions, including appearances in court.

B.2.5 Plans Examination Services:

- a) Reviewing and approving fire safety plans.
- b) Examining and providing comment on new construction and renovation plans.
- c) Reviewing and providing comment on subdivision and development agreements.
- d) Reviewing and providing comment on site plans.
- e) Inspecting sites of approved plans to determine compliance.

B.2.6 Risk Assessment Services:

- a) Conducting community fire risk assessments.
- b) Compiling, analyzing and disseminating functional statistics.
- c) Selecting appropriate fire service programs.

B.2.7 Consultation Services:

- a) Consulting with families, schools, health professionals, and police with respect to The Arson Prevention Program for Children.
- b) Consulting with architects, engineers, planners, and builders.
- c) Interacting with building departments.
- d) Interacting with other government agencies.
- e) Providing input into fire prevention policy development.

B.2.8 Assistant to the Fire Marshal Services – Fire Prevention:

- Duties of Assistant to the Fire Marshal shall be carried out as prescribed by the *Fire Protection and Prevention Act*.

B.3 Emergency Planning

B.3.1 Pre-Incident Planning Services:

- Pre-incident plans shall be developed and maintained in accordance with NFPA 1620, *Standard for Pre-Incident Planning*.

B.3.2 Community Emergency Management Planning Services:

- Collaborating with the development, review, revision, and implementation of the Approved Township of South Stormont Emergency Plan.

B.4 Fire Department Administration

B.4.1 Planning and Development Services:

- a) Strategic planning.
- b) Evaluating Fire Department programs and services.
- c) Projecting station locations and reallocations.
- d) Determining staffing levels and assignments.
- e) Developing policies, procedures, standard operating guidelines.
- f) Coordinating with other emergency services.
- g) Coordinating development with other municipal departments.

B.4.2 Financial Services:

- a) Coordinating with the Finance Department for financial services.
- b) Coordinating use of information and statistics from suppression and fire prevention activities to determine funding requirements.
- c) Providing input into levels of service based on available funding.
- d) Developing and administering operating and capital budgets.
- e) Identifying alternative sources of revenue and fees for services.
- f) Initiating cost recovery measures.
- g) Purchasing.

B.4.3 Records Management Services:

- a) Documenting Fire and Rescue Department activities.
- b) Maintaining Fire and Rescue Department records in accordance with records retention policies and applicable legislation.
- c) Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.45, as amended, or successor legislation.

B.4.4 Department Human Resources Services:

- a) Recruitment, selection, promotion, and retention of staff.
- b) Performance evaluation.
- c) Career development.
- d) Job classifications.
- e) Discipline.

B.4.5 Customer Relations Services:

- a) Environmental scanning, anticipating pressures and developing communication strategies.
- b) Enhancing public image of the Fire and Rescue Department and its staff.
- c) Developing and maintaining inter-agency relationships.

B.4.6 Health and Safety Services:

- a) Implementing a Fire and Rescue Department health and safety program.
- b) Implementing a joint health and safety committee for the Fire Department.
- c) Implementing an occupational exposure program.
- d) Establishing a Designated Officer with respect to communicable disease regulations.

B.4.5 Legal Services:

- a) Carrying out mandated enforcement duties of the Fire and Rescue Department in accordance with applicable by-laws, statutes and regulations.
- b) Assisting in the prosecution of offences under applicable by-laws and statutes.

B.5 Communications

B.5.1 Dispatch Services:

- a) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire and Rescue Department resources.
- b) Liaising with dispatch centres.
- c) Providing current municipal information to the dispatch centres, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes.
- d) Monitoring Fire and Rescue Department dispatch centre performance and resolving any service issues.

B.5.2 Technology Services:

- a) Arranging for maintenance, repair, and technical support of Fire and Rescue Department telecommunications and computer systems.

- b) Developing specifications for Fire and Rescue Department radios, communications devices and systems, and computers.
- c) Arranging for interface capabilities with other data systems.

B.6 Training and Education

B.6.1 Training Program Standards:

- a) Providing a training program for Firefighters that conforms to NFPA 1001, *Standard for Fire Fighter Professional Qualifications*.
- b) Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
- c) Providing a training program for technical rescue operations that conforms to NFPA 1006, *Standard for Technical Rescuer Professional Qualifications*.
- d) Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.
- e) Providing a training program for fire inspectors that conforms to NFPA 1031, *Standard for Professional Qualifications for Fire Inspector and Plan Examiners*.
- f) Providing a training program for fire investigations that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.
- g) Providing a training program for fire and life safety educators that conforms to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer, and Juvenile Firesetter Intervention Specialist*.
- h) Providing a training program for fire service instructors and training officers that conforms to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.
- i) Providing a training program for incident safety officers that conforms to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.

B.6.2 Providing Access to Training Facilities:

- a) Coordinating access to appropriate training facilities.
- b) Delivering hands-on training to staff.

B.6.3 Providing Station Training:

- a) Delivering curriculum specific to operational and strategic needs.
- b) Providing supervisory training drills.

B.6.4 Program Development Services:

- a) Developing trainer facilitators.
- b) Coordinating core curriculum.

- c) Providing officer training and development.
- d) Developing specialized staff development programs.

B.7 Maintenance

B.7.1 Fleet and Equipment Maintenance Services:

- a) Maintaining fleet and equipment (both routine and emergency).
- b) Providing periodic inspection and testing programs.
- c) Complying with the requirements of provincial regulations.
- d) Providing annual pump capacity and certification testing.
- e) Developing specifications for new apparatus and equipment.
- f) Acceptance testing of new apparatus and equipment.
- g) Maintaining, testing, and calibrating specialized equipment.

B.7.2 Facilities Maintenance Services:

- a) Providing routine cleaning and housekeeping of fire stations.
- b) Arranging for maintenance and repair of fire station infrastructure.
- c) Providing input regarding design and construction of fire stations.

Schedule "C"

By-Law No. 2021-099

South Stormont Fire and Rescue

VOLUNTEER FIREFIGHTER TERMS AND CONDITIONS OF EMPLOYMENT

The employment of Volunteer Firefighters shall be governed by the following:

C.1 Volunteer Firefighter Employment

- C.1.1 The employment of Volunteer Firefighters shall be governed by the *Employment Standards Act, 2000*, S.O. 2000, c.41, as amended, and the Ontario *Human Rights Code*, RSO 1990, c H.19, as amended.
- C.1.2 The employment of Volunteer Firefighters shall be further governed by the South Stormont Firefighters Code of Conduct and Ethical Standards and all South Stormont Human Resource Policies.
- C.1.2 To be eligible for appointment to the position of Volunteer Firefighter, every candidate shall:
- a) Be at least 18 years of age.
 - b) Be medically fit to perform the duties of Firefighter and produce a medical evaluation report to the satisfaction of the Fire Chief from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with NFPA 1582, *Standard on Comprehensive Occupational Medical Program for Fire Departments*.
 - c) Be physically fit to perform the duties of Firefighter and successfully complete a Candidate Physical Ability Test (CPAT) to the satisfaction of the Fire Chief.
 - d) Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary convictions for offences that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offences.
 - e) Reside in the Township and/or within proximity acceptable to the Fire Chief to a Township fire station in order to be able to respond to emergencies in a manner consistent with the deployment criteria of NFPA 1720, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*.
 - f) Complete and successfully pass all written, oral, and physical examinations to the satisfaction of the Fire Chief.
 - g) Have the ability to attend an acceptable number of emergency calls on a call-out basis, as determined by the Fire Chief.

- h) Have the ability to meet the training attendance requirements of the Fire Department, as determined by the Fire Chief.
- C.1.3 Every newly appointed Volunteer Firefighter shall complete a term of probation of 12 months, during which time they shall successfully complete all training and examinations, and shall meet all attendance and performance expectations, as may be required by the Fire Chief.
- C.1.4 At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional term of probation of up to 12 months at the completion of the initial probationary period should circumstances warrant, and the probationary Firefighter shall successfully complete all training and examinations, and shall meet all attendance and performance expectations during the additional probationary period.
- C.1.8 In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a Firefighter, the recognition under the *Workplace Safety and Insurance Act, 1997* as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Corporation may:
 - a) Require every Volunteer Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of Firefighter.
 - b) Establish a medical screening and monitoring program wherein every Volunteer Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming the Volunteer Firefighter's fitness to perform the duties of Firefighter.
 - c) Establish a program to ensure each Volunteer Firefighter's continued physical ability to perform the duties of Firefighter by successfully completing a Candidate Physical Ability Test (CPAT) beginning at an age determined by the Fire Chief and periodically thereafter.
- C.1.9 Every Member who is required to carry out any Approved Emergency Response program or service as set out in Section B.1 of Appendix "B" of the By-Law to Establish and Regulate a Fire Department, shall be medically and physically fit to perform the duties of Firefighter, and shall submit to a medical examination and/or a Candidate Physical Ability Test at such times as the Fire Chief may reasonably require.
- C.1.10 If a qualified medical practitioner finds a Volunteer Firefighter to be unfit to perform the essential job tasks of Firefighter, the Corporation may take such actions it deems necessary in respect of the Volunteer Firefighter's employment subject to the Corporation's duty to accommodate pursuant to the Ontario *Human Rights Code*.

C.2 REMUNERATION

- C.2.1 The rate of remuneration of Volunteer Firefighters shall be adjusted each year in accordance with Township’s Salary Administration Policy.
- C.2.2 Volunteer Firefighters shall be paid a minimum of one (1) hours at their applicable rate of pay for responding to emergency calls, attending training, and attending other Fire Department activities approved by the Fire Chief or designate, and shall be paid one-half (1/2) hour for every one-half (1/2) hour or part thereof worked beyond the first hour.
- C.2.3 Volunteer Firefighters shall be paid Vacation Pay at a rate of 4% of their gross earnings.
- C.2.4 In accordance with the *Employment Standards Act, 2000*, Volunteer Firefighters shall not be eligible for overtime pay, public holidays or public holiday pay.
- C.2.5 In accordance with the regulations enacted under the *Employment Standards Act, 2000*, the rules governing daily and weekly limits on hours of work, daily rest periods, time off between shifts, and weekly/biweekly rest periods shall not apply to Volunteer Firefighters.

C.3 WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

- C.3.1 For the purposes of the *Workplace Safety and Insurance Act, 1997*, and the regulations enacted thereunder, Volunteer Firefighters of the Fire Department shall be considered workers as defined by the Act, and the Corporation shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire brigades.
- C.3.2 The Corporation shall maintain coverage for Volunteer Firefighters according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

C.4 GENERAL DUTIES AND RESPONSIBILITIES

- C.4.1 All Members shall conduct themselves in conformance with the By-law to Establish and Regulate a Fire Department, the Fire Department Code of Conduct and Ethical Standards, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

C.5 DISCIPLINE

- C.5.1 Disciplinary action of any Member for an infraction of any provision of the By-law to Establish and Regulate a Fire Department, the Fire Department Code of Conduct and Ethical Standards or any applicable policy of the Corporation, or any

policy, procedure operating guideline, order, directive, or rule of the Fire Department, may result in action taken, pursuant to the Township’s Progressive Discipline Policy.

C.6 LEAVES OF ABSENCE

- C.6.1 Volunteer Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the *Employment Standards Act, 2000*, or the Township’s Legislated Leaves Policy.

C.7 TERMINATION

- C.7.1 The employment relationship between a Volunteer Firefighter and the Corporation may be terminated pursuant to the Township’s Progressive Discipline Policy or a Volunteer Firefighter may terminate employment by providing written notice to the Fire Chief or designate.



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: December 15, 2021
Subject: By-law No. 2021-100 Amend By-law No. 2016-20
Nuisance By-law

Recommendation:

That By-law No. 2021-100, being a by-law to amend By-law No. 2016-20, to prohibit and regulate public nuisance, be read and passed in open Council, signed and sealed this 15th day of December, 2021.

Executive Summary:

Council has instructed staff to investigate options to improve the Township's current Nuisance By-law. The by-law was first drafted in 2016 in collaboration with municipalities in SDG to encourage support for enforcement through OPP.

As a result of complaints received, 3 main problems were identified:

1. General Prohibitions were too broad;
2. Firearms restrictions are lacking; and
3. Motor vehicle noise is not clearly defined.

Moreover, staff recognize that a fulsome review to modernize existing legislation and future transition to the Administrative Monetary Penalty System, is still required.

This report provides an overview of the proposed by-law and recommended changes as a result of legal review.

Background:

Proposed amendment were presented to Council during the November 24, 2021 meeting for consideration.

Staff are aware that a further review is required. A review that encompasses key stakeholder survey(s), public input, legislative updates and the establishment of an Administrative Monetary Penalty System remains outstanding.

In the interim, staff propose the following amendments to the current by-law at this time:

1. Narrow the General Prohibitions paragraph

2. Create a separate Discharge of Firearms and Bows By-law
3. Add restriction(s) surrounding motor vehicle noise

As a result of the legal review, the following additional revisions have been made:

- further revision to definition of “Noise” and the removal of the use of “Unreasonable Noise” for ease of enforcement
- further revision to the definition of “Point of reception” removing indoor area with closed windows and doors for clarity
- further clarification surrounding General Prohibitions:
 - a) No person shall make, cause or permit any unusual noise, likely to disturb the inhabitants of the Municipality that is persistent noise or that is audible at a point of reception.

Staff continue to prepare background information concerning the draft discharge of firearms by-law. This material will be used for public engagement purposes.

Alignment with Community Strategic Plan:

Goal 5: Strong Community

Objective 1.1: Implement Service Delivery and Policies Review

Risk and Asset Management Considerations:

It is necessary to consider updated legislation and modernization on a regular basis for continual improvement.

Options:

1. That Council adopt By-law No. 2016-20 being the public nuisance by-law.
2. That Council instruct staff to conduct further research and develop a fulsome plan in advance of amending the by-law.
3. Other.

Financial Impact:

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

Others Consulted:

Municipal Law Enforcement Officer

Fire Chief

CAO

Legal Counsel

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-100

BEING a by-law to amend By-law No. 2016-20, a by-law to prohibit or regulate public nuisance.

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

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

AND WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, S.129 provides that a municipality may pass by-laws prohibiting and regulating noise within the municipality;

AND WHEREAS Sections 120, 121, 127, 128, and 129 provide for a municipality to pass by-laws to regulate fireworks, explosives, littering, nuisances, and noise;

AND WHEREAS Council did, on the 17th day of February, 2016 pass By-law No. 2016-20 to prohibit or regulate public nuisance;

AND WHEREAS Council has determined that an updated by-law is required;

NOW THEREFORE the Council of The Township of South Stormont enacts as follows.

1. That By-law No. 2016-20, Definitions, 2. Interpretation, (1), be amended by deleting (f) "Noise" and replacing it with:

"(f) Noise" means a sound that is likely to disturb the peace, rest, enjoyment, comfort or convenience of a reasonable person or that is likely to interfere with the reasonable use and enjoyment of a premise or residence, but does not include commonplace household or workplace sounds such as sound from furniture being moved, children playing or people engaging in conversation;
2. That By-law No. 2016-20, Definitions, 2 Interpretations (1), be amended by adding:

"(j) Persistent noise means any noise that is continuously heard for a period of ten minutes or more, or intermittently heard over a period of one hour or more."
3. That By-law No. 2016-20, Definitions, 2 Interpretations (1), be amended by deleting (k) "Point of Reception" and replacing it with:

“(k) “Point of reception” means any location on the premises of a person or within a structure where sound originating from other than those premises is received, including an outdoor area that is:

- near the façade of a building at a height of 1.5 metres above ground; or
- on a balcony, elevated terrace or accessible rooftop;”

4. That By-law No. 2016-20, Definitions, 2 Interpretations (1), be amended by deleting (l) “Villages and Hamlets” in its entirety.

5. That By-law No. 2016-20 General Provisions, (3) General Prohibitions, be amended by deleting (a) in its entirety and replacing it with:

(a) No person shall make, cause or permit any unusual noise, likely to disturb the inhabitants of the Municipality that is Persistent noise, or that is audible at a point of reception.

6. That By-law No. 2016-20, Schedule 1 – General Prohibitions, 1, be amended by deleting j. pertaining to discharge of firearms, in its entirety.

7. That By-law No. 2016-20, Schedule 2 – Prohibitions by Time, be amended by adding the following:

Activity	Prohibited Period of Time
9. The operation of any combustion engine or pneumatic device without an effective exhaust muffling device in good working order and in constant operation	11:00 pm one day to 7:00 am the next day (9:00 am on Sundays)
10. Racing of any motorized vehicle.	11:00 pm one day to 7:00 am the next day (9:00 am on Sundays)

8. That paragraph numbering be amended to reflect amended number sequencing.

9. That all relevant portions of By-law No. 2016-20 shall apply.

READ AND PASSED in open Council, signed and sealed this 15th day of December, 2021.

Mayor

Clerk



To: Council
From: Loriann Harbers, Director of Corporate Services/Clerk
Date of Meeting: December 15, 2021
Subject: By-law No. 2021-101 Appoint a Deputy Chief Building Official

Recommendation:

That By-law No. 2021-101, being a by-law to appoint a Deputy Chief Building Official and Property Standards Officer, be read and passed in open Council, signed and sealed this 15th day of December, 2021.

Executive Summary:

A review of efficiencies and succession planning within the Planning and Building Department has resulted in an appointment for a Deputy Chief Building Official.

Background:

As a result of retirement and succession planning initiatives, a Deputy Chief Building Official has been hired.

South Stormont is pleased to welcome James Morin as a Deputy Chief Building Official. Mr. Morin will also be appointed as a Property Standards Officer for enforcement of *Building Code Act* related aspects of the Property Standards By-law.

Alignment with Community Strategic Plan:

Goal 1: Corporate Capacity

Objective 1.3: Human Resources

Risk and Asset Management Considerations:

To ensure particular staff are equipped with relative authority to undertake responsibilities of their employment, it is necessary to make the appointment by by-law.

Options:

1. That Council appoint James Morin as Deputy Chief Building Official and Property Standards Officer for the Township of South Stormont.
 2. Other.
-

Financial Impact:

All expense associated with this appointment are provided within the 2022 budget and recovered through building permit revenue.

Others Consulted:

CAO

Director of Planning and Building

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-101

<u>BEING</u>	a by-law to appoint a Deputy Chief Building Official and Property Standards Officer in the Township of South Stormont.
<u>WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c. 25 s. 5 (3) provides that the powers of every council are to be exercised by by-law;
<u>AND WHEREAS</u>	the <i>Building Code Act</i> , 1992, S. O. 1992 Chapter 23 Sec. 3(2) provides that the Council of each municipality shall appoint a chief building official and such inspectors as are necessary for the purposes of the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction.
<u>AND WHEREAS</u>	the <i>Building Code Act</i> , S. O. 1992, Chapter 23, S. 15(1) provides that municipalities have the authority to appoint officers to enforce property standards by-laws that are enacted by Council;
<u>AND WHEREAS</u>	the <i>Municipal Act 2001</i> , c. 25 as amended authorizes a municipality to appoint certain officers and employees as may be necessary for the purposes of the corporation or for carrying into effect or enforcing any Act or By-law of the council.
<u>NOW THEREFORE</u>	<p>Council of the Corporation of the Township of South Stormont enacts as follows:</p> <ol style="list-style-type: none">1. That James Morin is hereby appointed as a Deputy Chief Building Official and Property Standards Officer and is to carry out all statutory duties in accordance with the <i>Building Code Act</i>, <i>S.O. 1992</i>, <i>Municipal Act, 2001</i> and any other act that applies.2. That this by-law shall come into full force and effect January 4, 2022 at which time all other by-laws inconsistent with this by-law are hereby repealed.

READ and passed in open Council, signed and sealed this 15th day of December, 2021.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2021-102

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 November 24, 2021 are hereby adopted.
2. That the actions of the Council of the Township of South Stormont at the meeting of December 15, 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 15th day of December, 2021.

Mayor

Clerk