



AGENDA
Regular Council Meeting
Township of South Stormont

Wednesday, January 12, 2022, 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	
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8. Consent Agenda	
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d.	By-law No. 2022-004 Name and Dedicate Land as Public Highway - Long Sault East Industrial Park	117 - 119
e.	By-law No. 2022-005 Authorize the Sale of Land to Elysian Design and Build Limited - Long Sault East Industrial Park	120 - 123
f.	By-law No. 2022-006 Authorize the Sale of Land to Abdullah Al-Saheb (Bubbly Shisha) - Long Sault East Industrial Park	124 - 127
g.	By-law No. 2022-007 Authorize Sale of Land to Christopher and Elizabeth Thompson - Long Sault East Industrial Park	128 - 131

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 - December 15, 2022
- b. Security of the Property of the Municipality and a Position, Plan or Procedure Criteria or Instruction to be Applied to Negotiations on Behalf of the Municipality
Specifically: Treatment Plant Design and Funding

17. Confirmation By-Law

- a. By-law No. 2022-008

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18. Adjournment

TOWNSHIP OF SOUTH STORMONT
REGULAR MEETING MINUTES

THE NINETY-FOURTH MEETING
December 15, 2021

Council Present	Mayor Bryan McGillis Deputy Mayor David Smith Councillor Andrew Guindon Councillor Jennifer MacIsaac
Council Regrets	Councillor Cindy Woods
Staff Present	Debi LucasSwitzer, Chief Administrative Officer Kevin Amelotte, Director of Parks and Recreation Gilles Crepeau, Fire Chief 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 Cara Lemkay, Parks and Recreation Coordinator

1. Call to Order

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

2. Confirmation of Agenda

3. Disclosure of Pecuniary Interest

4. Presentations

5. Public Meeting

6. Delegations

7. Confirmation of Minutes

Resolution No. 109/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor MacIsaac

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

CARRIED

8. Consent Agenda

Resolution No. 110/2021

Moved by: Councillor Guindon

Seconded by: Deputy Mayor Smith

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

CARRIED

- a. Lost Villages Historical Society - November 15, 2021 AGM Minutes

- b. Raisin Region Conservation Authority - November 18, 2021 Board Meeting Highlights
- c. Monthly Activity Summary - CAO, Economic Development/Communications, Human Resources
- d. Monthly Activity Summary - Director of Corporate Services/Clerk
- e. Monthly Activity Summary - Fire Chief
- f. Monthly Activity Summary - Director of Finance/Treasurer
- g. Monthly Activity Summary - Director of Planning/Building
- h. Monthly Activity Summary - Director of Parks and Recreation
- i. Monthly Activity Summary - Director of Public Works

9. Items for Consideration

10. Key Information Reports

- a. Procurement Update
- b. Parks and Recreation Capital Projects Update
- c. Parks and Recreation Program Update
- d. Modernization Project Update
- e. Development Charges Background Study Update
- f. Long Sault East Industrial Park & Donation Lands Update
- g. Shaver Road Bridge Repairs and East Island Causeway Replacement Project Updates

11. Action Requests

- a. Adopt Human Rights and Position Classification Policies
Resolution No. 111/2021
Moved by: Councillor MacIsaac
Seconded by: Councillor Guindon
That Council receive and adopt the following Human Resource Policies, effective December 15, 2021:
 - Human Rights Policy; and
 - Position Classification Policy.

CARRIED

- b. Transfer of Funds from Working Capital Reserves for Surplus or Deficit of 2021
Resolution No. 112/2021
Moved by: Deputy Mayor Smith
Seconded by: Councillor Guindon
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.

CARRIED

- c. Approval of Cemetery Improvement Grants for 2022

Resolution No. 113/2021

Moved by: Councillor Guindon

Seconded by: Councillor MacIsaac

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.

CARRIED

- d. Adopt a Multi-Year Accessibility Plan for the Township of South Stormont

Resolution No. 114/2021

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

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.

CARRIED

- e. Request for additional Sidewalk Snow Removal on Hoople Street and Wales Drive

Resolution No. 115/2021

Moved by: Councillor Guindon

Seconded by: Deputy Mayor Smith

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*.

CARRIED

- f. Support for FCM Grant Application for Municipal Building Assets Project

Resolution No. 116/2021

Moved by: Councillor MacIsaac

Seconded by: Councillor Guindon

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.

CARRIED

12. By-laws

- a. By-law No. 2021-096 to Adopt 2022 Budget

Resolution No. 117/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor MacIsaac

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.

CARRIED

- b. By-law No. 2021-097 Amend By-law No. 2016-107 Appoint Municipal Law Enforcement Officers

Resolution No. 118/2021

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

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.

CARRIED

- c. By-law No. 2021-098 Appoint Municipal Law Enforcement Officer

Resolution No. 119/2021

Moved by: Councillor Guindon

Seconded by: Councillor MacIsaac

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.

CARRIED

- d. By-law No. 2021-099 Establish a Fire Department

Resolution No. 120/2021

Moved by: Deputy Mayor Smith

Seconded by: Councillor Guindon

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.

CARRIED

- e. By-law No. 2021-100 Amend By-law No. 2016-20 Nuisance By-law

Resolution No. 121/2021

Moved by: Councillor MacIsaac

Seconded by: Deputy Mayor Smith

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.

CARRIED

- f. By-law No. 2021-101 Appoint a Deputy Chief Building Official

Resolution No. 122/2021

Moved by: Councillor Guindon

Seconded by: Councillor MacIsaac

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.

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. 123/2021

Moved by: Deputy Mayor Smith
Seconded by: Councillor Guindon

That Council, as provided in Section 239 (2) of the *Municipal Act*, 2001 move into a closed meeting at 5:58 PM to address a matter pertaining to a proposed or pending acquisition or disposition of land by the municipality, the security of the property of the municipality and advice that is subject to solicitor-client privilege; specifically: Trillium Road Landfill, and to address a matter pertaining to litigation or potential litigation and advice that is subject to solicitor-client privilege; specifically: Kraft Heinz.

CARRIED

Resolution No. 124/2021

Moved by: Councillor MacIsaac
Seconded by: Deputy Mayor Smith

That Council rise from the closed meeting at 6:24 PM and report.

CARRIED

Resolution No. 125/2021

Moved by: Councillor Guindon
Seconded by: Councillor MacIsaac

That the recommendations contained in the Confidential Report concerning the Trillium Road Landfill be adopted and that the verbal update concerning Kraft Heinz be received for information.

CARRIED

17. Confirmation By-Law

Resolution No. 126/2021

Moved by: Deputy Mayor Smith
Seconded by: Councillor MacIsaac

That By-law No. 2021-102 to adopt, confirm and ratify matters dealt with by resolution, be read and passed in open Council, signed and sealed this 15th day of December, 2021.

CARRIED

18. Adjournment

Resolution No. 127/2021

Moved by: Councillor Guindon
Seconded by: Deputy Mayor Smith

That Council adjourn this meeting at 6:25 PM and return to the call of the chair.

CARRIED

Mayor

Clerk

Lost Villages Historical Society
Christmas Luncheon Show & Tell
December 13, 2021

The Lost Villages Historical Society held their annual **Christmas Luncheon & Show and Tell** on Monday, December 13, 2021 at O'Neill's Pub in Long Sault at 1:00 pm. President Jim welcomed the 31 members and guests to the Luncheon. Due to Covid restrictions, the board decided to have a prepared catered meal of ham/scalloped potatoes or fish and chips for the meal in compliance with covid regulations and procedures.

Jim thanked Krista and Mike O'Neill, owners of the pub, and kitchen staff for the delicious meals served today. Thank you, Krista and Mike.

Jim also said thank you to Rick and Gloria Waldoff for organizing the 1st Lost Villages Christmas "**Light Up the Lost Villages**" event held on November 27, 2021. The evening was a great success.

Jim updated the members and guests about the success of moving the **Ernie McDonald Blacksmith Shop** to a new foundation. He asked for volunteers to help him on Thursday, December 16th at 10:00 to return all items back into the blacksmith shop. Please send Jim a message if able to help.

Jim advised that the board passed a motion at the last executive meeting to have two donated windows from the North Lunenburg Church restored. The pair of windows will be incorporated into the new pavilion, which will be built by South Stormont Township this upcoming summer.

Jim updated that he has written 41 consecutive articles about the Lost Villages in the "**Know It All**" News and 22 articles in the "**Neighbours of**

Long Sault and Ingleside East" magazine. He stated, "it is good recognition for the Lost Villages Historical Society."

Tim Gault reported on the **2021 Guest Register Summary** at the Lost Villages Museum. He advised that considering this was year 2 of the Covid-19 virus, the Lost Villages Museum did well and still recorded 5,544 visitors (up from 3,174 in 2020). The report is on file.

Jim thanked everyone for coming out to this event today. He expressed that it has been a long time since we gathered together, and very nice to see everyone."

Show & Tell

Carol Culhane presented a Long Sault Rapids painting titled, "In the Summer" by William Henry, 1838. She also showed a painting titled, "St. Regis Indian River", a book titled, "The Seaway and Power", 4th edition, 1958, and another book titled, "Winter Studies & Summer Rambles in Canada" by Anna Brownell Jameson.

David Hill circulated the" **Life in a Little Town (Aultsville)**", written by the late Mavis Dixon. David welcomed her family members, Brent and Brigitta Nixon.

David presented a "Reliable" doll bottle, which was part of a children's tea set. The divers had retrieved the bottle from Lake St. Lawrence near the village of Moulinette and gave it to David. He showed a book about a local hockey player named Cy Denneny. Cy was born in Farran's Point and was inducted in the Hockey Hall of Fame.

Cindy Bickerstaffe presented a rectangular clear glass jar with silver metal lid. She was not sure of the history of the jar but did see the jar in a scene

from the Christmas show “It’s a Wonderful Life”. Members suggested that it looked like a candy jar commonly found in general stores.

Art Buckland showed a page from a blacksmith book of Sandy Mulligan, 1897, author unknown. He also presented a 1936 Steamer Trunk given to his uncle, Jim Buckland, as a gift from the Olympic committee for Canada’s winning of the Olympic and World Championship.

George Gowsell showed some very old letters from and to the Bagg family of Moulinette, great-great-great-grandparents of his wife, Karen (Henderson) Gowsell, dated 1844. He also showed a September 21,1880 poster from the Annual Exhibition and Fair held at Osnabruck Centre.

Jim Brownell showed the creation of a miniature 1956 home by Melody (Vandermeer) Letford, created from glass and objects found mudlarking along the shoreline of Lake St. Lawrence.

Alan Daye described the restoration work on clocks he owns including the clock given to his grandfather, Russell Daye, when he said goodbye to the Farran’s Point Lockmaster’s office at Lock 22 at the time of its closure for the flood of 1958. He circulated a photo of the clock.

Joan McEwan showed some old magazines from the 1960’s and donated them to the archives. They included:

- 1967 Centennial Issue of Chatelaine
- “How We Lived” – 1867-1967
- Expo 67 Edition of Chatelaine

The meeting was adjourned at 2:30 pm with a motion by Gloria Waldroff.

Secretary	President
<hr/>	<hr/>



To: Council
From: Debi LucasSwitzer
Date of Meeting: January 12, 2022
Reporting Month: December 2021
Subject: Monthly Activity Summary – CAO, HR, Communications & Economic Development

Work Completed:

- Regular meetings with Directors, individually and with Director group
- Budget review and preparation for finalization of 2022 budget process
- Emergency Management table top exercise, participated
- Attended various software demonstrations, evaluation and purchase option meetings
- Attended Respect in the Workplace training
- Attended DWQMS Management Review for 2020
- Reviewed and prepared reports for Council meeting
- Attended meeting with Canada Energy Regulator
- Recruitment and employee engagement activities

HR Work Completed:

- Records Management items for CAO
- Prepared and transmitted assorted correspondence for CAO
- Personnel related items
- Recruitment of new employees
- HR and Health and Safety Policy development and review
- Review and update position descriptions
- Respect in the workplace Training
- Emergency Management exercise
- Organize employee engagement lunch

Communications/Econ Dev't Work Completed:

- Communications with media and the public regarding 2022 Budget
- Attended Emergency Management Team table top exercise
- Attended meeting with United Counties Emergency Management Team about emergency communications
- Recorded and edited Minute with the Mayor video
- Discussed potential for Township archives locations with MP (further discussions planned)

- Virtual meetings with Tourism Oriented Directional Signage (TODS) corporation to begin preparations for design and install of 401 entry signage (further discussions planned. Installation expected Spring 2022)

Work in Progress:

- Ongoing COVID management activities based on changes instituted by Province
- New employee orientation
- Recruitment for Finance Clerk
- Recruitment for Admin Assistant for Parks and Recreation
- HR and Health and Safety Policy review
- Schedule First Aid/CPR Employee Certification
- Human Resources Information System (HRIS) Implementation
- Implement Records Management System for CAO Department
- Implementation of Records Management Software
- FoodCycler marketing preparations, including registration forms and online payment procedure
- Preparations for Spring/Summer Community Guide
- Research for Economic Development Strategic Plan, developing RFP
- Township CIP Review and amendments
- Ongoing strategy meetings with Strategy Corp to support Ingleside WWTP and waterfront development
- Preparatory work for meetings with Ministry representatives ROMA conference
- Discussions with SLPC and Lactalis regarding expansion to Ingleside WWTP
- Assessing considerations regarding office space at 2 Mille Roches
- Review assorted RFP's and tender documents prior to release
- Solar project for Arena
- Ongoing oversight activities for Municipal Modernization projects and applications

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Administration and Corporate Services



To: Council
From: Loriann Harbers
Date of Meeting: January 12, 2022
Reporting Month: December 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.
- Issuing marriage licenses
- Corporate Services fees and charges review
- Accessibility Plan reporting to Accessibility Directorate of Ontario
- 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 pre-hearing consultation and info gathering
- Delegation of Authority Review
- Firearms by-law research and meetings
- Signage by-law review
- Willy Allan Road transfer project
- Coordination of marriage license / officiants
- On-going activity Freedom of Information files (2); an appeal has been received
- 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)
- 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

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Finance Department



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: January 12, 2022
Reporting Month: December 2021
Subject: Monthly Activity Summary-Director of Finance/Treasurer

Work Completed:

- Property tax subledger reconciliation
- Utility subledger reconciliation.
- AR subledger reconciliation.
- AP subledger reconciliation.
- Payroll subledger reconciliation
- 2021 Surplus & deficit transfer report
- Final arrear letters issued
- 2021 Fee & Charges review
- 2022 Interim Tax Levy By-law
- 2022 Authorize Temporary Borrowing By-law
- 2022-24 Budget:
 - 2022 budget finalization
 - 2022 Tax rate finalization
 - Water & Waste Water operating projection
 - Water & Waste Water capital project projection

Work in Progress:

- 2022-24 3 years budgeting
 1. Water & Waste Water operating budget
 2. Water & Waste Water Capital budget
 3. Council review and approval
- 2022 Water & Waste Water rates By-law
- 2022 Fee & Charge By-law
- 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

Click to Select Department



To: Council
From: Gilles Crepeau, Fire Chief
Date of Meeting: January 12, 2022
Reporting Month: December 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
- Annual Tabletop Exercise
- Meeting with Consultant on Development Charges
- Annual SCBA Bench Testing

Work in Progress:

- Review SSFR SOG
- Fit Testing for N-95 asks
- Review By-Laws
- 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: 18 Incidents

Station Training

Station 1	Station 2	Station 3	Station 4
First Aid Recert	First Aid Recert	First Aid Recert	First Aid Recert

Fire Prevention and Public Education:

- 1- HSH Inspection
- Reviewed Fire Safety Plans
- Fire Cause and Determination of Campeau Rd
- Inspection at St. Lucies School
- Inspection on Dry Hydrant on County Rd 44
- Dealing with Anderson Rd complaint
- Outstanding building code issues on Bethune St
- Plan review on self-storage facility, Myers Rd Facility, St Andrews Church
- Sprinkler review for Woodland Villa

Municipal Law Enforcement Officer:

- No report Available



To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: January 12, 2022
Reporting Month: December 2021
Subject: Monthly Activity Summary

Work Completed:

- Logistical support of outdoor rinks that have an organized volunteer base
- Reporting for ICIP play structure projects and Multi-Use Path project
- Winter program registration and bookings for Lancer Centre, halls, and arena
- Arena rink board advertising contracts for the 2021-2022 ice rental season
- Update of facility rental agreements and program waivers forms
- Recommended updates for fees and charges by-law (Parks and Recreation)
- Closure of indoor recreation facilities and programs as per Provincial Order
- Software submission reviews for HRIS, Work Orders, Asset Management
- Repairs to the Blacksmith Shop at the Lost Villages Museum.
- Research and submission of New Horizon Grant for senior programs

Work in Progress:

- Continued changes to policies for operations of facilities during COVID-19
- Feasibility study for multi-use trail system along pipeline corridor
- Continued 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
- Create RFQ documents for Multi-Use Recreation Trail projects in 2022 (x2)
- Create RFP documents for Park Equipment Upgrade projects in 2022 (x5)
- Construction of play structures in Long Sault and Rosedale Terrace
- Construction of basketball court at the Ingleside Community Park
- Pre-hearing consultation for heritage designation of Raisin River Heritage Ctr
- Review of municipal grant applications
- Save-ON-Energy grant research and applications for LED lighting (arena)
- Research for Hydro One Energizing Communities Fund
- South Stormont Community Guide – Spring/Summer Programs and Events
- Audio system research and repairs at the Long Sault Arena
- Indoor recreation facility cleaning and disinfection during January lockdown
- New Parks and Recreation office furniture for Administrative Assistant

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Planning and Building Department



To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: January 12, 2022
Reporting Month: December 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	45
Zoning Amendment	14	10	5
Official Plan Amendment	1	0	1
Minor Variances	20	12	14
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	50

Work in Progress:

- 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 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 landowners 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 December 2021 with a comparison to December 2020

December 2021

Permits	Permits Issued 2021		Same Period 2020		Difference	
	December	YTD	December	YTD	December	YTD
Residential						
Total Units	2	90	2	87	0	3
Single	2	72	1	66	1	6
Semi	0	1	0	8	0	-7
Rowhouse	0	1	0	0	0	1
Apartment	0	0	0	0	0	0
Additions/Renos	0	34	4	44	-2	-10
Accessory Bldgs	2	38	2	34	0	4
Commercial	1	3	0	1	1	2
Add/Reno/Access	1	4	0	0	1	4
Industrial	0	2	0	5	0	-3
Add/Reno/Access	0	2	0	0	0	2
Institutional	0	0	0	0	0	0
Add/Reno/Access	0	1	0	2	0	-1
Demolition	0	4	0	5	0	-1
Pools	0	16	0	19	0	-3
Other (Farm/Tent/Solar)	1	8	1	13	0	-5
TOTAL	9	186	8	197	1	-11
Total Construction Value						
Month	\$1,078,579.28		\$468,000.00		\$610,579.28	
YTD	\$30,662,199.28		\$44,520,918.00		-\$13,858,718.72	

Work Completed:

- The department issued 9 building permits.
- The department carried out 92 building inspections.
- The department released 3 grading deposits
- The department closed 3 building permits (see below)

Permit Number	Issue Date	Address	Work Description	Closed Date
2019-040	2019-05-31	28 Barry Street	Detached Garage	2021-12-16
2019-033	2019-04-26	20 Barry Street	Single Family Dwelling	2021-12-06
2018-200	2019-05-31	28 Barry Street	Single Family Dwelling	2021-12-16
Total				3

Work Completed/Activities:

- Myers Road - CBO entered into a Conditional Building Permit Agreement and issued a conditional building permit.
- Upcoming Building Code Changes (Part 9 – stairs)
 - Notice sent to local contractors/developers to explain Code changes for permits applied for after December 31/21.
- Consultation with Lawyer and SNC staff to clarify order registered on title(s) under Part 8 of the OBC. SNC to review files and provide status information including discharging of orders as warranted.
- Attended department & inter-department meetings (boardroom/team/zoom).

Work in Progress:

- Lot Grading process – A meeting will be scheduled with local developer's engineer to address conflicts/issues raised with current approval process.
- Aultsville Road - Demolition of a 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/docs to address these issues
- 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.

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Public Works Operations



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: January 12, 2022
Reporting Month: December 2021
Subject: Monthly Activity Summary - Director of Public Works

Work Completed:

- Regular Director and PW staff meetings
- 2022 Public Works Budget

Work in Progress:

- 2022 Water and wastewater budget preparations
- Asset Management Plan development
 - Ongoing asset assessments
 - Roads
 - Storm sewers
 - FCM Funding application
- 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
- 2022 Budget preparations
- 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



To: Council
From: Kevin Amelotte, Director of Parks and Recreation
Date of Meeting: January 12, 2022
Subject: Parks and Recreation Programs and Facilities Update

Background:

On Tuesday, December 28, 2021, Township staff made the decision to close indoor recreation facilities until Sunday, January 2, 2022, based on the community spread of COVID-19 and increasing local cases. This re-opening date was to be reevaluated on Friday, December 31, 2021, when more information and direction was available from Public Health.

On Friday, December 31, 2021, staff made the decision to extend the facility closure and suspended recreation programs until at least Monday, January 10, 2022 as the COVID-19 situation showed no signs of improvement.

On Monday, January 3, 2022, the Provincial Government announced the modified "O. Reg. 363/20 Rules for Areas in Step 2" that took effect on Wednesday, January 5, 2022. This modified regulation required the closure of indoor meeting and event spaces as well as facilities providing indoor sports and recreational fitness activities until at least Thursday, January 27, 2022. Staff have since extended the closure of the Long Sault Arena, Long Sault Community Hall and all other public meeting or event spaces. All recreation programs were also suspended accordingly.

According to O. Reg. 363/20, outdoor recreational facilities are permitted to be open. The Township's seven (7) outdoor rinks will continue to be available pending suitable weather, volunteer availability and public health guidance. Signage will be posted for physical distancing and the two (2) rink houses located at St. Andrews West and Newton rinks will be closed to the public.

Discussion:

All renters and participants have been notified of the suspended rentals and programs. Clients who have already paid for their facility rental have been offered the option of a full refund or a credit applied to their account to be used for future rentals. Participants that registered and paid for recreation programs will be given prorated refunds based on the number of sessions cancelled. These refunds will be completed once it is more certain when programs may resume.

Staff have been assessing local trends and working closely with Public Health throughout the pandemic. Staff will continue to monitor local trends, Provincial Regulations and Public Health Guidance so they can provide proactive and flexible responses as required.

Prepared by:
Cara Lemkay, Parks and Recreation Coordinator



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: January 12, 2022
Subject: Drinking Water Quality Management System (DWQMS)

Recommendation:

That Council acknowledge receipt of the 2020 Drinking Water Quality Management System (DWQMS) Management Review including the following documents:

- a. DWQMS Management Review Procedure;
- b. DWQMS Management Review Checklist, identifying aspects of the systems with status updates and action items, if required, for each;
- c. DWQMS Operations Plan Manual;
- d. Certificate of Accreditation as a result of a successful third-party audit conducted by SAI Global

And further, that Council accept and endorse the Operational Plan Manual.

Background:

Under the Township's DWQMS, a Management Review must be conducted annually. Top Management and the QMS Representative participate and review all aspects of the DWQMS system. These are clearly identified in the Management Review Procedure.

Following the Management Review, Top Management ensures that the Owner receives consistent, timely and focused information about the DWQMS. The Township's Management Review was conducted on December 14, 2021, the results of which are being provided to Council for acknowledgement.

Additional background information is available including risk assessment and infrastructure reviews. The full document can be obtained on request.

Others Consulted:

Mark Zoppas, QMS Representative



Township of South Stormont
Drinking Water Quality Management System

Document Title:	QMS Management Review Procedure
QMS Reference:	QMS SYS-P12 Appendix L
Revision Number:	V5
Revision Date:	May 31, 2019
QMS Representative:	Mark Zoppas

QMS Management Review Procedure

1. Procedure Description

This document explains the method by which annual Management Reviews of the Township's drinking water quality management system are conducted. The procedure includes:

- Who participates in the reviews,
- What information is used during the process,
- How action items are generated and followed up, and
- What records are produced and how outcomes are communicated.

2. Reason For Procedure

This procedure was written in response to the requirements of the DWQMS. The Township of South Stormont recognizes that support and oversight of the drinking water QMS is an important role fulfilled by Top Management. The Management Review process supports a high level of connection and familiarity between Top Management and the QMS, and enables focused and effective decision making regarding how to best improve and maintain the quality management system.

In following the Management Review procedure, Top Management ensures that the Owner receives consistent, timely, and focused information about how the QMS is functioning. Additionally, the process affords an opportunity to reinforce with the Owner the resources that are required to continue to maintain and improve the quality management system.

3. Responsibility

The QMS Representative is responsible for:

- Setting the date of the Management Review and communicating this date to Top Management,
- Preparing all materials for the Management Review,
- Participating in the Review,
- Ensuring that all records from the meeting are kept according to the QMS Records Control Procedure (QMS SYS-P2),
- Ensuring that all action items generated are diligently followed-up, and
- Ensuring that the QMS Operational Plan Manual (QMS SYS OP-PLAN) and associated procedures are updated, as required, in response to action items resulting from the Management Review process.



Top Management is responsible for:

- Assembling the Management Review Team and notifying participants of the scheduled date,
- Leading the Management Review, and
- Ensuring that the results of the Review are effectively communicated to the Owner in keeping with the QMS Communications Procedure (QMS SYS-P9).

4. Definitions

None.

5. Procedure

5.1 Scheduling and Frequency

5.1.1 The QMS Representative is responsible for setting the date of the Management Review and communicating this date to Top Management. This meeting is included in the audit schedule and informs the timing of that process.

5.1.2 Management Reviews are to occur, at a minimum, once every calendar year. However, at any point during the year, the QMS Representative, Top Management or the Owner may request a Management Review take place to address issues perceived to require timely evaluation and response.

5.2 Management Review Team

5.2.1 Once the date of the review has been set, it is Top Management's responsibility to assemble and notify the Management Review Team.

5.2.2 At a minimum, the team must include Top Management and the QMS Representative.

5.3 Review Preparation

The QMS Representative is responsible for the preparation of all materials for the Management Review. These materials will be distributed to the Management Team not less than 7 days prior to the Management Review and will include an agenda for the meeting as well as data and/or summaries (in keeping with the preferred format of the Management Review Team) to facilitate evaluation of the following review items:

- a. Incidents of regulatory non-compliance,
- b. Incidents of adverse drinking-water tests,
- c. Deviations from critical control point limits and response actions,
- d. The efficacy of the risk assessment process,
- e. Internal and third-party audit results,
- f. Results of emergency response testing,
- g. Operational performance,
- h. Raw water supply and drinking water quality trends,
- i. Follow-up on action items from previous management reviews,
- j. The status of management action items identified between reviews,
- k. Changes that could affect the QMS,



- l. Consumer feedback,
- m. The resources needed to maintain the QMS,
- n. The results of the infrastructure review,
- o. Operational plan currency, content and updates.
- p. Staff suggestions,
- q. Best management practices, including any published by the MOECC,
- r. QMS Corrective Actions, and
- s. QMS Preventative Actions.

5.4 Identification of Deficiencies and Determination of Action Items

5.4.1 The Management Review Team considers the data summaries provided and uses them to evaluate the overall effectiveness of the QMS. This review takes the form of a discussion of each review item (listed above) using the QMS Management Review Checklist (QMS SYS-F12) as a place to record notes and comments.

5.4.1 To measure and track the performance of its QMS, the Management Review Team shall review and consider best management practices (including any published by the MOECC), review CARs since the previous Management Review, and review actions taken with respect to potential non-conformities and opportunities for improvement since the previous Management Review, all consistent with the QMS Continual Improvement Procedure (QMS SYS-P13).

5.4.2 For all deficiencies that are discovered, the Management Review Team identifies:

- Action items required to address and correct the deficiency,
- Personnel responsible for ensuring the action items are followed-up, and
- Schedules specifying the required completion date of all action items.

5.4.3 The deficiencies, action items, personnel responsible and completion dates are recorded in the QMS Management Review Action Item Form (QMS SYS-F8).

5.5 Record Keeping

The QMS Representative is responsible for ensuring that all records from the meeting are kept according to the QMS Records Control Procedure (QMS SYS-P2). These records will include:

- A copy of the summary information provided to meeting participants,
- The Management Review Checklist (QMS SYS-F12), and
- Completed Management Review Action Items Forms (QMS SYS-F8).



5.6 Communication with Owner

5.6.1 Top Management is responsible for ensuring that the results of the Management Review are effectively communicated to the Owner. This is accomplished by distributing the completed Management Review Action Items forms and Management Review Checklists, along with a summary note (if required) to Mayor and Council.

5.6.2 Top Management makes certain that an agenda item is added to the next Township Council meeting to discuss the outcomes of the Management Review and to answer any questions the Owner may have. The QMS Representative may be asked by Top Management to attend this Council meeting to provide additional information, as required or desired by Council.

5.7 Follow Up

5.7.1 Once the personnel identified as being responsible for actions items have addressed and corrected the root causes of the identified QMS deficiencies, they communicate the outcomes and changes to the QMS Representative.

5.7.2 If modifications to the QMS Operational Plan Manual (QMS SYS-OP PLAN) and associated procedures are required as a result, the QMS Representative ensures the document is updated and the changes are effectively communicated to impacted personnel.

6. Associated Documents

- QMS Operational Plan Manual (QMS SYS-OP PLAN)
- QMS Records Control Procedure (QMS SYS-P2)
- QMS Communications Procedure (QMS SYS-P9)
- QMS Management Review Action Item Form (QMS SYS-F8)
- QMS Management Review Checklist (QMS SYS-F12)
- QMS Continual Improvement Procedure (QMS SYS-P13)
- DWQMS Element 20

7. Revision History

Version	Date	Reviewer	Approver	Notes/Changes from Previous Version
v1	October 21, 2009	Dan Pilon Betty de Haan	Ross Gellately	Initial document version.
v2	June 13, 2012	Ross Gellately	Ross Gellately	Remove footer.
v3	February 28, 2013	Ross Gellately	Mark Zoppas	Update QMS Representative.
V4	April 26, 2017	Ross Gellately	Mark Zoppas	Remove requirement for owner representative to be present at Management Review. Section 5.2.2
V5	May 31, 2019	Bill Bryce	Mark Zoppas	Updated to include additional Management Review items based upon Continual Improvement. See Sections 5.3 and 5.4. Updated timing of review to every calendar year.





Township of South Stormont
Drinking Water Quality Management System

Document Title:	QMS Management Review Checklist
QMS Ref., Revision No. and Date:	QMS SYS-F12 Appendix L v3 February 28, 2013
QMS Representative:	Mark Zoppas

QMS Management Review Checklist

A copy of this checklist, once completed, is to be forwarded to the Owner, along with Management Review Action Item forms.

Management Review Participants Ross Gellately Debi LucasSwitzer Bailey McBride Mark Zoppas Mohammed Alsharqawi Jay St. Thomas	Date of Review December 14 th , 2021 Period Under Review 2020
Drinking Water Systems Included in this QMS Evaluation Long Sault/Ingleside Water Distribution System St. Andrews/Rosedale Water Distribution System Newington Water Distribution System	
Conclusions and Recommendations <i>(key messages about how the QMS is working)</i> The operation of the Township's drinking water systems is viewed as an important responsibility and there is acknowledgement at every level that QMS is part of this responsibility. Any changes required to the Operational Plan Manual will coincide with the endorsement by Council on January 12, 2022.	
Action Items <i>(complete a QMS SYS-F8 form for each)</i>	



Discussion Item	Notes, Comments
Period Under Review:	2020
a. Incidents of regulatory non-compliance	NONE
b. Incidents of adverse-water tests	NONE
c. Deviations from critical control point limits and response actions	NONE
d. The efficacy of the risk assessment process	Annual Review Completed – no issues.
e. Internal and third-party audit results	Internal audit completed by Bill Bryce; Reviewed non-conformances and opportunities for improvement. Third party off-site audit completed. No non-conformances.
f. Results of emergency response testing	Reviewed with operators September 2021 – no issues.
g. Operational performance	Operational performance is positive; no issues have been identified.
h. Raw water supply and drinking water quality trends	No issues to report. Raw and treated water quality monitored as per O. Reg. 170 as per contract with Caneau Water and Sewage Operations Inc.



Discussion Item	Notes, Comments
Period Under Review:	2020
i. Follow-up on action items from previous management reviews	No action items from previous review.
j. The status of management action items identified between reviews	No action items have been identified since last review.
k. Changes that could affect the QMS	NONE
l. Consumer feedback	All water related complaints and requests are dealt with on a case by case basis. None outstanding.
m. The resources needed to maintain the QMS	Staff time and scheduling remain the biggest obstacle.
n. The results of the infrastructure review	Repairs to hydrants ongoing.
o. Operational plan currency, content and updates	A review of the Operational Plan has taken place; updates will be presented to Council along with the Management Review results at the January 12 Council meeting.
p. Staff suggestions	Provide training opportunities.
q. Other items (describe)	It is suggested that moving forward as part of the Management Review the 10 Year Capital Plan included in the Townships Asset Management Plan which is currently in the development stage be discussed. It is also suggested that this be added to the list of Discussion Items on the QMS Management Review Checklist.



Discussion Item	Notes, Comments
Period Under Review:	2020
Other Notes	



Drinking Water Quality Management System

Operational Plan Manual

This Operational Plan Manual applies to the following municipal systems:

- The Long Sault-Ingleside Water Distribution System,
- The St. Andrew's /Rosedale Water Distribution System, and
- The Newington Water Distribution System.

The Township of South Stormont

2 Mille Roches Road

Long Sault, ON K0C 1P0

www.southstormont.ca

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1. Quality Management System

In keeping with its responsibilities under the Municipal Drinking Water Licensing Program (MDWLP) and the Safe Drinking Water Act, the Township of South Stormont has developed a Drinking Water Quality Management System for the Distribution of its drinking water, and it is documented in this Operational Plan.

The Township acknowledges the origins of the MDWLP as being recommendations from the Walkerton Inquiry. Further, the Township recognizes that the overall objective of the MDWLP (and its requirement for a quality-based operations plan) is to reduce risks to public health by decreasing the variability in management of municipal drinking water systems.

With these factors in mind, and utilizing a risk-based approach, the Township of South Stormont has developed this Plan and its associated procedures to meet the Ministry of the Environment's Drinking Water Quality Management Standard.

The Township's portfolio of drinking water-related assets includes three separate portions, each geographically and hydraulically distinct from the others. These are:

1. The Long Sault-Ingleside WTP and Distribution System,
2. The St. Andrew's/Rosedale Booster Station and Distribution System, and
3. The Newington WTP and Distribution System.

In each case, the Township operates the Distribution Systems and Caneau Water & Sewage Operations Inc. operates the treatment facilities. St. Andrew's/Rosedale receives treated water from the City of Cornwall and is classified as a distribution system only. In this case, Caneau operates the booster station and water tower and the Township operates the balance of the system. Put simply, the Township operates everything "outside of the fence" in each system and Caneau operates everything "inside the fence".

This Operational Plan Manual, and the documents to which it refers, is applicable to the entire portfolio of distribution assets because they share common:

- Operations staff,
- Operations management,
- Top management, and
- Ownership.

2. Quality Management System Policy

The following policy will be communicated to the Owner (represented by the Mayor and Council), operating authority personnel, goods and services providers and the public according to the QMS Communications Procedure (QMS SYS-P9) found in the Appendices of this document.

Drinking Water Quality Management System Policy

The Township of South Stormont is committed to:

- Providing a safe and reliable supply of drinking water to all of its customers,
- Meeting or exceeding the requirements of all legislation and regulations applicable to drinking water, and
- Maintaining and continually improving its Quality Management System.

The Township recognizes this policy as the foundation of its Quality Management System.

3. Commitment and Endorsement

This Operational Plan is endorsed by the system Owner and Operating Authority, the Township of South Stormont.

The Mayor and Councilors of South Stormont, representing the Owner, acknowledge their responsibility to ensure the provision of all necessary resources for the maintenance of:

- The waterworks infrastructure, and
- The Quality Management System.

Top Management of the Operating Authority, represented by the Director of Public Works and the Chief Administrative Officer, commits to:

- Ensure a Quality Management System is in place that meets the requirements of the Drinking Water Quality Management Standard,
- Ensure that the Operating Authority is aware of all applicable legislative and regulatory requirements,
- Effectively communicate the Quality Management System according to the communications procedure in this Operational Plan, and
- Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management System.

The DWQMS Representative, appointed by Top Management of the Operating Authority, understands and acknowledges the responsibilities inherent to the role, and commits to:

- Administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained,
- Report to Top Management on the performance of the Quality Management System and any need for improvement,
- Ensure that current versions of documents required by the Quality Management System are being used at all times,
- Ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system, and
- Promote awareness of the Quality Management System throughout the Operating Authority.



Signed, on behalf of the Owner

Date

Mayor
Bryan McGillis

Signed, on behalf of the Operating Authority

Date

Director of Public Works
Ross Gellately (QMS Top Management)

Date

Chief Administrative Officer
Debi LucasSwitzer (QMS Top Management)

Date

Public Works Supervisor
Mark Zoppas (QMS Representative)

4. Quality Management System Representative

Top Management of the Township of South Stormont has appointed and authorized its Public Works Supervisor, Mark Zoppas, as QMS Representative and Jay St. Thomas as alternate QMS Representative.

In addition to the commitment made in [Element 3, Commitment and Endorsement](#), and the responsibilities detailed in [Element 9, Organizational Structure, Roles, Responsibilities and Authorities](#), the QMS Representative requires him to:

- Be familiar with the drinking-water system of the Township of South Stormont,
- Have knowledge of best practices for drinking-water systems,
- Have a thorough understanding of the DWQMS,
- Demonstrate his understanding of the importance of management commitment,
- Be familiar with audit principles and what is needed to demonstrate that DWQMS requirements have been met to an auditor,
- Be familiar with applicable legislative and regulatory requirements, and
- Understand the importance of developing and maintaining good, open communication with Top Management.

5. Document and Records Control

The Township of South Stormont recognizes effective document and records control as being a key element in the successful implementation and maintenance of its drinking water quality management system. With this in mind, comprehensive procedures for control of both documents (QMS SYS-P1) and records (QMS SYS-P2) have been developed and are included in this Plan.

The acknowledged benefits of the implementation of these procedures include:

- The integrity of the information contained in the Operational Plan is ensured.
- Training of new personnel is facilitated.
- Procedures are consistent in content, format, and currency, and are more likely to be correctly followed.
- The most up-to-date versions of documents are easily retrievable by the people who need them.
- Conformance audits and compliance inspections are facilitated.
- Due diligence is demonstrated.
- Owner and consumer confidence is promoted.
- Internal and external communications are facilitated.
- Decision making is made more focused and consistent.

Over time, the QMS Operational Plan and its associated procedures will change. Recognizing this, the QMS Representative will ensure that training of existing personnel and new hires includes these fundamental instructions to staff with respect to document control:

- Documents can be changed (by following the appropriate process) but records cannot,
- Always check that the version of the document you are using is the most current, and
- Always communicate changes that affect your drinking water system to the QMS Representative so that timely updates to the QMS can be made.

Document: includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device.

Record: a document stating results achieved or providing proof of activities performed.

The Procedures for both Document and Records control are included with the Appendices of this Plan.

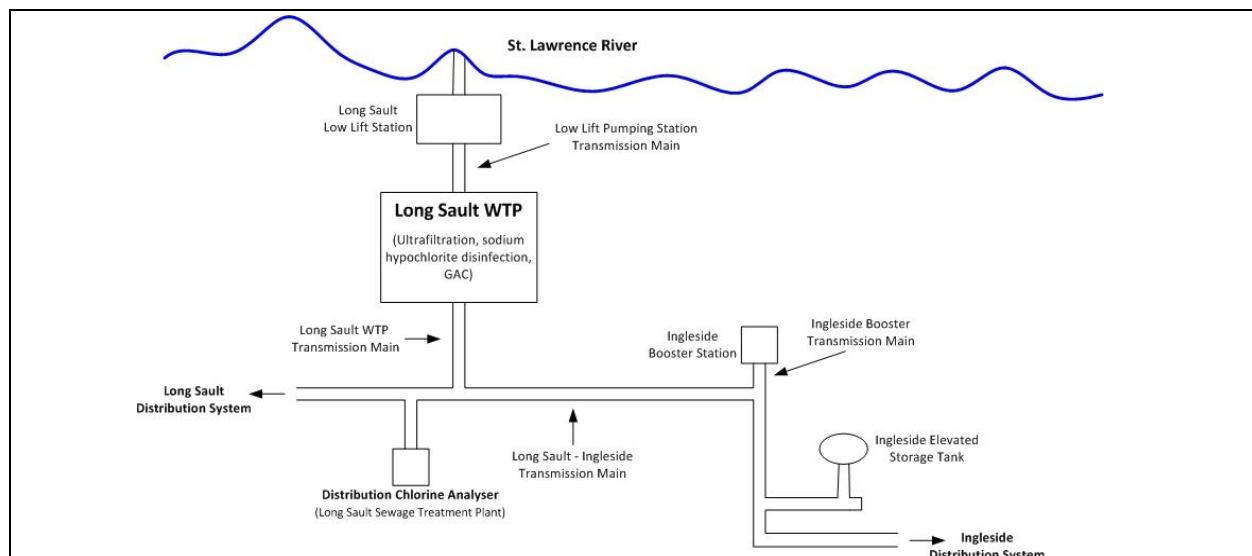
6. Drinking-Water System

6.1 Long Sault – Ingleside Water Distribution System

6.1.1 Treatment System Summary

Treatment facility description:	Ultrafiltration (Zenon membrane filtration), booster station, elevated tank
Capacity:	148 l/s
Service area:	Villages of Long Sault and Ingleside
Service population:	3500
In-service date:	2006
Raw water source:	St. Lawrence River
Disinfection method:	Sodium Hypochlorite (liquid chlorine)
Operated by:	Caneau Water & Sewage Operations Inc.

6.1.2 Drinking Water System Schematic



6.1.3 System Description

The Long Sault – Ingleside Water Distribution system is supplied to the distribution system from the Long Sault Water Treatment Plant which is owned by the Township of South Stormont and is operated on contract with Caneau Water & Sewage Operations Inc. Distribution sampling is done by Caneau as part of their contract with the Township of South Stormont. The entire system consists of ductile iron, cast iron and PVC water main pipe ranging in size from 450mm to 150 mm with various construction dates.

System pressure is maintained in Long Sault and downstream of the Ingleside Booster Station by variable speed pumps located at the water treatment plant.

System pressure in Ingleside is maintained by the Ingleside Elevated Water Tower. The Ingleside Booster Station consists of two reservoirs supplying (2) booster pumps and chlorine

boost system to maintain secondary chlorine supplied to the Ingleside Elevated Water Tower. The Ingleside Booster Station is operated on contract with Caneau Water & Sewage Operations Inc. Distribution sampling is done by Caneau as part of their contract with the Township of South Stormont.

6.1.4 Owner and Operating Authority

Owner: The Township of South Stormont

Operating Authority: The Township of South Stormont

6.1.5 Description of Water Source

The original source of the water is the St. Lawrence River. The Township's distribution system receives water that has been treated at the Long Sault WTP.

6.1.6 Critical Upstream or Downstream Processes

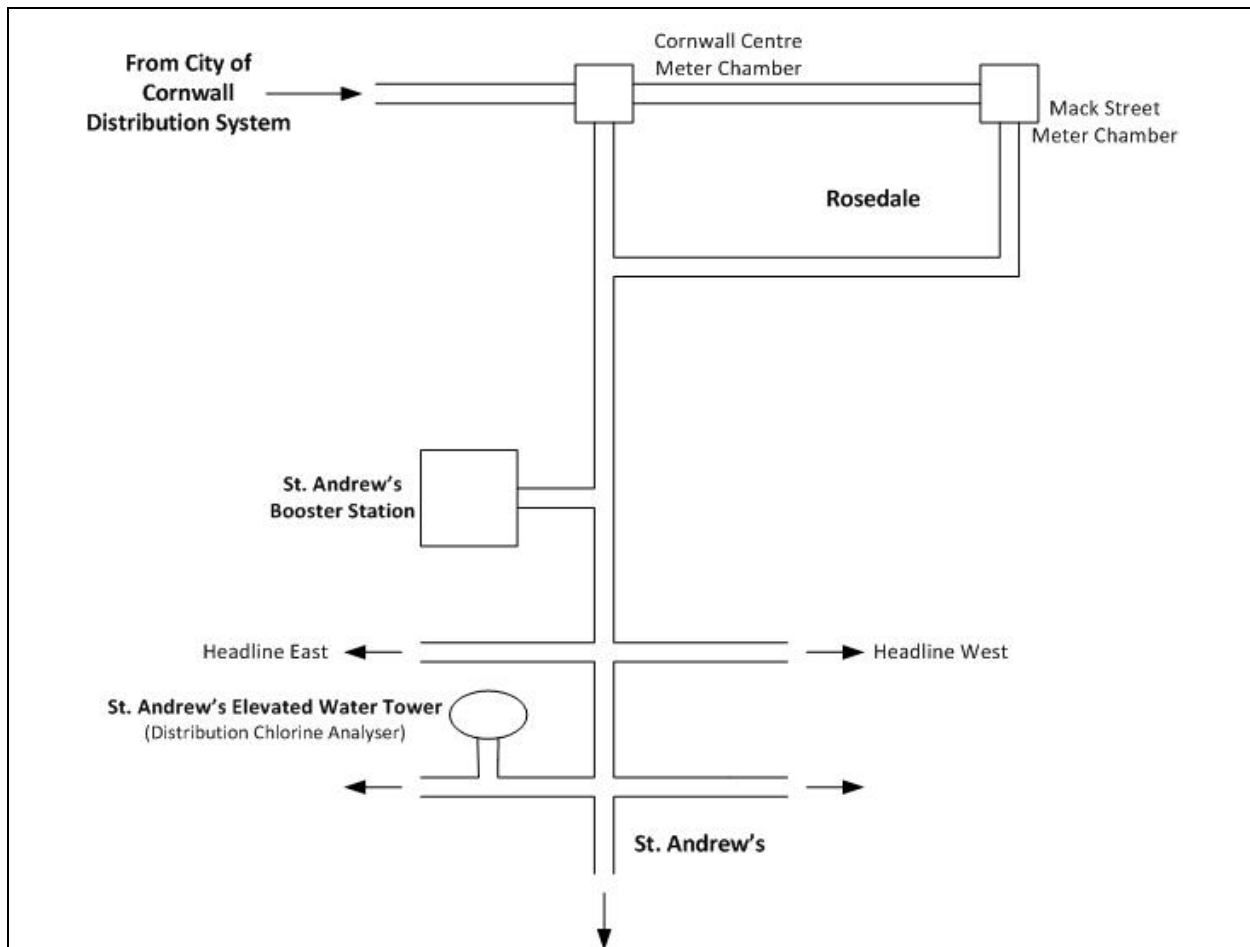
Caneau Water & Sewage Operations Inc. manages the operation of the Long Sault WTP. This facility features ultrafiltration (Zeeweed membrane system), granular activated carbon (GAC) for taste and odour removal, and primary disinfection by sodium hypochlorite.

6.2 St. Andrew's/Rosedale Water Distribution System

6.2.1 Booster System Summary

Booster facility description:	Water booster pumping station
Capacity:	898 m ³ /day
Service area (population):	St. Andrews/Rosedale Subdivision (1850)
Raw water source:	St. Lawrence River (treated water supplied by the City of Cornwall)
Operated by:	Caneau Water & Sewage Operations Inc.

6.2.2 Drinking Water System Schematic



6.2.3 System Description

The St. Andrews/Rosedale Water Distribution system was constructed by the original Owner, the Township of Cornwall. Water, which has been treated at the Cornwall WTP, is supplied to the distribution system under an agreement with the City of Cornwall.

The system generally consists of SDR pipe and pressure is maintained south of the St. Andrews Booster Station by City of Cornwall (system pressure) and north of the booster station by the St. Andrews Elevated Water Tower. The St. Andrews Booster Station consists of two in line booster pumps and a chlorine boost system to maintain secondary chlorine supplied to the St. Andrews Elevated Water Tower. System pressure is consistently maintained.

6.2.4 Owner and Operating Authority

Owner: The Township of South Stormont

Operating Authority: The Township of South Stormont

6.2.5 Description of Water Source

The Township's distribution system receives water that has been treated at the Cornwall WTP.

6.3 Newington Water Distribution System

6.3.1 Treatment System Summary

Treatment facility description:	Communal ground water supply system
Capacity:	328 m ³ /day
Service area:	Village of Newington
Service population:	150
In-service date:	1937
Raw water source:	Ground water
Disinfection method:	Sodium Hypochlorite (liquid chlorine)
Operated by:	Caneau Water & Sewage Operations Inc.

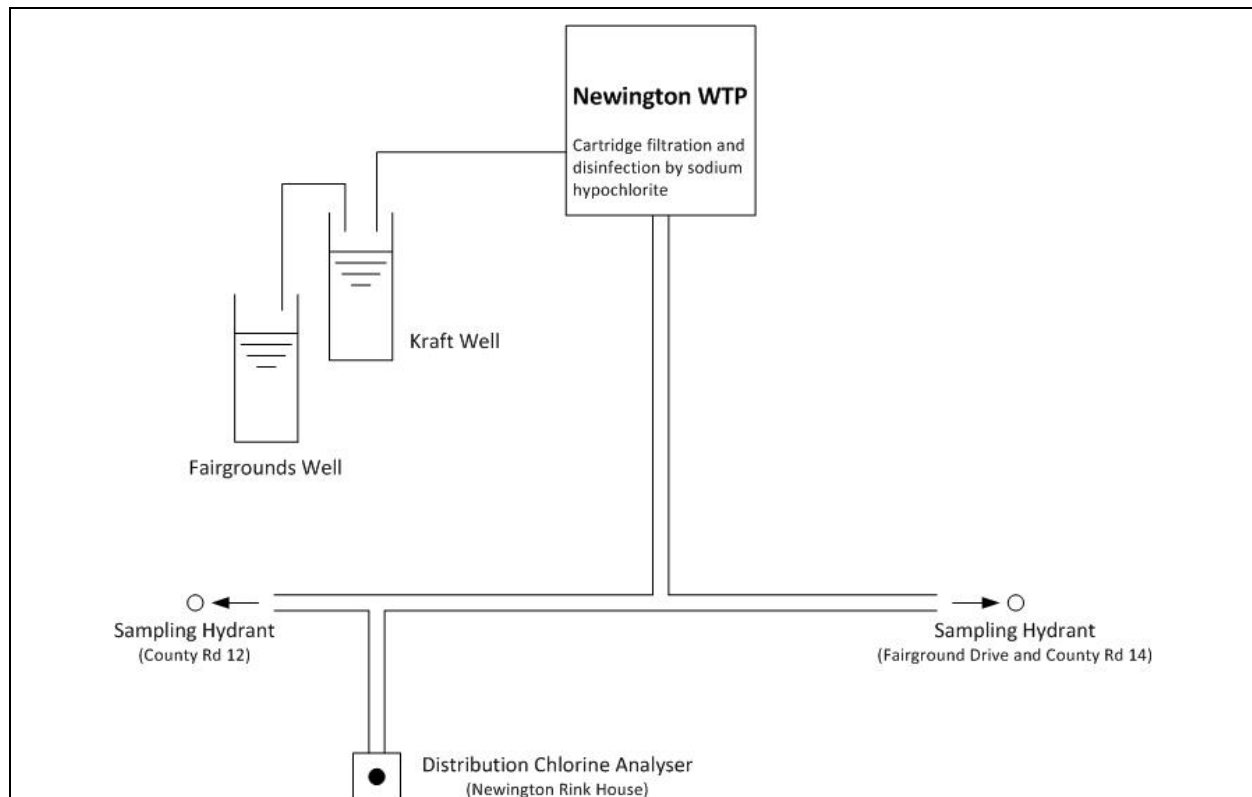
6.3.2 System Description

The Township of South Stormont is the owner and operator of the Newington Distribution System which services approximately 150 customers.

The Newington Water Distribution system was constructed by the original Owner, the Township of Osnabruk. Water is supplied to the distribution system by the Newington Water Treatment Plant which is owned by the Township of South Stormont and is operated on contract with Caneau Water & Sewage Operations Inc. Distribution sampling is done by Caneau as part of their contract with the Township of South Stormont.

The system consists of 75mm polyethylene pipe with two sampling hydrants placed at remote ends of the system. System pressure is maintained at the water treatment plant and is maintained in a range of 50-70 psi.

6.3.3 Drinking Water System Schematic



6.3.4 Owner and Operating Authority

Owner: The Township of South Stormont

Operating Authority: The Township of South Stormont

6.3.5 Description of Water Source

The original water source is a dug well (the Kraft Well) approximately 5.2m deep. A drilled well (the Fairgrounds Well) provides back-up supply. Water received into the Township's distribution system has been treated at the Newington WTP.

6.3.6 Critical Upstream or Downstream Processes

Caneau Water & Sewage Operations Inc. manages the operation of the Newington WTP. This facility features cartridge filtration and primary disinfection by sodium hypochlorite.



7. Risk Assessment

The Township of South Stormont's drinking water infrastructure is comprised of three geographically (and hydraulically) separate and unique treatment/distribution combinations. The Township of South Stormont operates three distribution systems, and contracts out the operation of three treatment plants to a single operating company, Caneau Water & Sewage Operations Inc. This working relationship requires close communication between Township of South Stormont and Caneau Water and Sewage Operations Inc. personnel. This communication is maintained by regular meetings of representatives of both Top Managements and the QMS Representatives.

In keeping with this operations arrangement, the Township of South Stormont has developed the QMS Risk Assessment Procedure (QMS SYS-P8) included with this Operational Plan. This procedure identifies each distribution system and also the responsibility for operations, hazard identification and in turn the risk assessments associated with those systems. Caneau Water and Sewage Operations Inc. are responsible for the treatment plants and are in turn responsible for the operations, hazard identifications, and risk assessments associated with those systems, and are included in the Caneau Operational Plan. This is seen as the most effective way to ensure the completion of risk assessments for all systems.

The effectiveness of this process will be evaluated at each Risk Assessment (at a minimum, every three years) or at such a time as the contractual division of water management changes. In the interim, any modifications to the procedure require the mutual agreement of the QMS Representatives for each operating authority.

8. Risk Assessment Outcomes

Using the QMS Risk Assessment Procedure (QMS SYS-P8), the Township of South Stormont's drinking water distribution systems have been evaluated to identify and quantify potential risks to drinking water quality.

As described in the procedure, complete risk assessments are conducted on individual distribution systems. What appear in this section of the Operational Plan are the risk assessment outcomes of the following elements:

- The Long Sault-Ingleside Water Distribution System,
- The St. Andrew's/Rosedale Water Distribution System, and
- The Newington Water Distribution System.

The Drinking Water Quality Management Standard (DWQMS) requires that the following outcomes of the risk assessment be documented:

- Potential hazardous events and associated hazards,
- Assessed risks associated with the occurrence of hazardous events,
- A ranking of the hazardous events that have been identified,
- The identified control measures to address the potential hazards and hazardous events,
- The identified critical control points and their respective critical control limits,
- Procedures and/or processes to monitor the critical control limits,
- Procedures to respond to deviations from the critical control limits, and
- Procedures for reporting and recording deviations from the critical control limits.

For ease of reading and to facilitate simpler updating of this document, each operational subsystem's comprehensive risk assessment outcomes (completed QMS SYS-F4 forms) are included in the Appendices of this document, as are the relevant procedures relating to critical control points (CCPs) and limits. Tables of ranked hazards and a list of identified CCPs are included in this section of the Operational Plan, summarized by subsystem.

8.1 The Long Sault-Ingleside Water Distribution System

8.1.1 Ranked Hazards Table (presented in declining order of risk)

Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Distribution	Break in transmission main	Loss of water supply to Ingleside. Possible contamination of treated drinking water	2	5	2	9	Yes
Distribution	Loss of chlorine residual	Possible contamination of treated drinking water	2	4	3	9	Yes
Distribution	Break in distribution system	Loss/reduction of system pressure. Possible contamination of treated drinking water.	2	3	3	8	No
Distribution	Chemical spill impacting water source	Possible contamination of treated drinking water.	3	4	1	8	No
Distribution	Sustained pressure loss	Possible contamination of treated drinking water.	1	4	3	8	No
Distribution	Backflow	Possible contamination of treated drinking water.	1	4	3	8	No
Distribution	Cross connection	Possible contamination of treated drinking water.	3	3	1	7	No
Distribution	Terrorist and vandalism actions	Loss of system.	1	5	1	7	No
Distribution	Extreme weather events	Loss of system.	1	5	1	7	No
Distribution	Sustained extreme temperatures	Loss/reduction of pressure	1	4	1	6	No
Distribution	Long-term impact of climate change	Possible contamination of treated drinking water. Loss/reduction of pressure.	1	4	1	6	No
Distribution	Water supply shortfall	Possible contamination of treated drinking water. Loss/reduction of pressure.	1	4	1	6	No

8.1.2 Critical Control Points (CCPs)

The critical threshold was set at “8”. Any hazard ranked above “8” is considered critical. However, due to the operational arrangement within South Stormont, the CCPs that were identified for the Township (Distribution System) Operating Authority are the responsibility of the “treatment” Operating Authority.

Caneau Water & Sewage Operations Inc., the “treatment” operating authority, is responsible for conducting all sampling, testing, and monitoring within the distribution system. This means that Caneau, not the Township, has the systems in place to control/mitigate hazards in real time, and to set and monitor critical control limits. The Township’s role is one of recovery and repair and it has developed operational procedures detailing these activities (see Element 18, Emergency Management).

Two hazards/hazardous events exceeded the risk threshold. These events are outside the controls available to distribution operators to prevent or mitigate them. As such, they have been classified as *emergency* situations, and included for discussion in the QMS Emergency Management Procedure (QMS SYS-P10). Additionally, procedures addressing each are included in the Appendices of this operational plan as:

- **QMS Distribution System Low Chlorine Residual Procedure (QMS OP-P5),**

- QMS Emergency Water Transmission Main Repair Procedure (QMS OP-P1), and
- QMS Emergency Water Main Repair Procedure (QMS OP-P2).

8.2 The St. Andrew's/Rosedale Water Distribution System

8.2.1 Ranked Hazards Table *(presented in declining order of risk)*

Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Distribution	Loss of chlorine residual	Possible contamination of distributed water.	2	4	3	9	Yes
Distribution	Transmission Main Break	Loss of water supply to St. Andrews West. Possible contamination of distributed water.	2	5	2	9	Yes
Distribution	Break in distribution system	Loss/reduction of system pressure; possible contamination of distributed water.	2	3	3	8	No
Distribution	Sustained pressure loss	Possible contamination of treated drinking water.	1	4	3	8	No
Distribution	Backflow	Possible contamination of treated drinking water.	1	4	3	8	No
Distribution	Chemical spill impacting water source	Possible contamination of treated drinking water.	3	4	1	8	No
Distribution	Terrorist and vandalism actions	Loss of system.	1	5	1	7	No
Distribution	Extreme weather events	Loss of system.	1	5	1	7	No
Distribution	Cross connection	Possible contamination of distributed water.	3	3	1	7	No
Distribution	Long-term impacts of climate change	Possible contamination of treated drinking water. Loss/reduction of pressure.	1	4	1	6	No
Distribution	Water supply shortfall	Possible contamination of treated drinking water. Loss/reduction of pressure.	1	4	1	6	No
Distribution	Sustained extreme temperatures	Loss/reduction of pressure	1	4	1	6	No

8.2.2 Critical Control Points (CCPs)

The critical threshold was set at “8”. Any hazard ranked above “8” is considered critical. However, due to the operational arrangement within South Stormont, the CCPs that were identified for the Township (Distribution System) Operating Authority are the responsibility of the “treatment” Operating Authority.

Caneau Water & Sewage Operations Inc., the “treatment” operating authority, is responsible for conducting all sampling, testing, and monitoring within the distribution system. This means that Caneau, not the Township, has the systems in place to control/mitigate hazards in real time, and to set and monitor critical control limits. The

Township's role is one of recovery and repair and it has developed operational procedures detailing these activities (see Element 18, Emergency Management).

Two hazards/hazardous events exceeded the risk threshold. These events are outside the controls available to distribution operators to prevent or mitigate them. As such, they have been classified as *emergency* situations, and included for discussion in the QMS Emergency Management Procedure (QMS SYS-P10). Additionally, procedures addressing each are included in the Appendices of this operational plan as:

- QMS Distribution System Low Chlorine Residual Procedure (QMS OP-P5),
- QMS Emergency Water Transmission Main Repair Procedure (QMS OP-P1), and
- QMS Emergency Water Main Repair Procedure (QMS OP-P2).

8.3 The Newington Water Distribution System

8.3.1 Ranked Hazards Table (presented in declining order of risk)

Process Step	Hazard/Hazardous Event	Result	Detectability	Severity	Likelihood	Total	CCP?
Distribution	Loss of chlorine residual	Possible contamination of distributed water.	2	4	3	9	Yes
Distribution	Break in distribution system	Loss/reduction of system pressure; possible contamination of distributed water.	2	3	3	8	No
Distribution	Sustained pressure loss	Possible contamination of treated drinking water.	1	4	3	8	No
Distribution	Backflow	Possible contamination of treated drinking water.	1	4	3	8	No
Distribution	Sustained extreme temperatures	Loss of supply.	1	5	2	8	No
Distribution	Chemical spill impacting source water	Loss of supply.	1	5	2	8	No
Distribution	Cross connection	Possible contamination of distributed water	3	3	1	7	No
Distribution	Extreme weather events	Loss of System.	1	5	1	7	No
Distribution	Terrorist and vandalism actions	Loss of supply	1	5	1	7	No
Distribution	Long-term impacts of climate change	Possible contamination of treated drinking water. Loss/reduction of pressure.	1	4	1	6	No
Distribution	Water supply shortfall	Possible contamination of treated drinking water. Loss/reduction of pressure.	1	4	1	6	No

8.3.2 Critical Control Points (CCPs)

The critical threshold was set at "8". Any hazard ranked above "8" is considered critical. However, due to the operational arrangement within South Stormont, the CCPs that were identified for the Township (Distribution System) Operating Authority are the responsibility of the "treatment" Operating Authority.

Caneau Water & Sewage Operations Inc., the "treatment" operating authority, is responsible for conducting all sampling, testing, and monitoring within the distribution system. This means that Caneau, not the Township, has the systems in place to

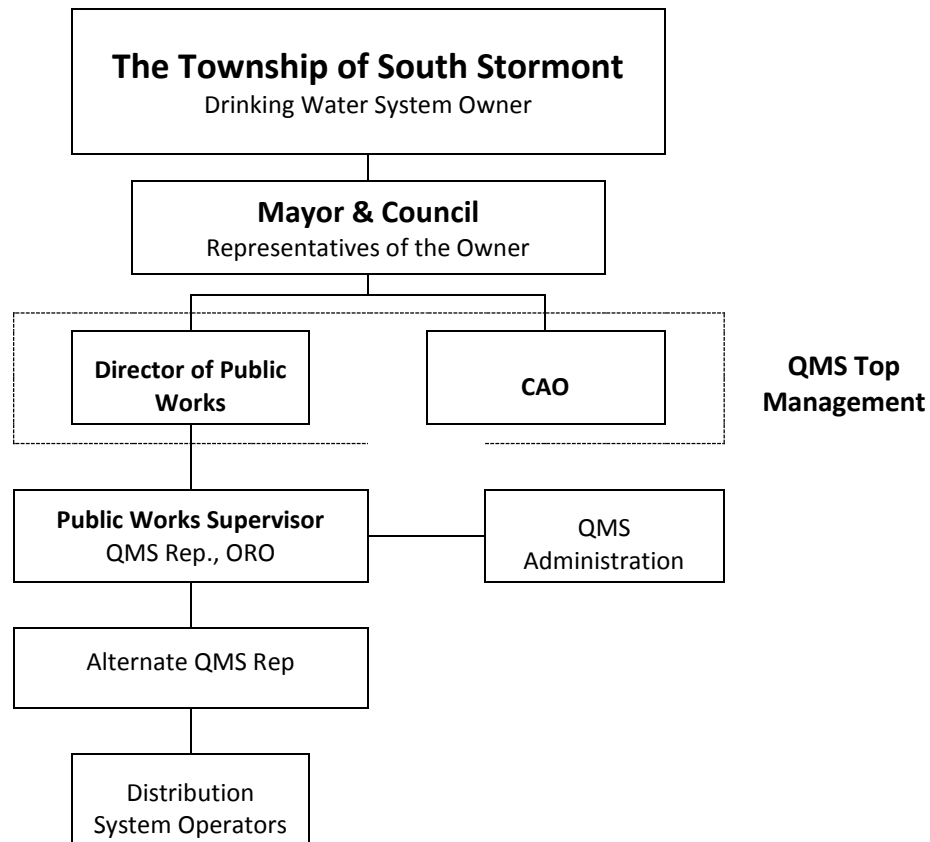
control/mitigate hazards in real time, and to set and monitor critical control limits. The Township's role is one of recovery and repair and it has developed operational procedures detailing these activities (see Element 18, Emergency Management).

One hazards/hazardous events exceeded the risk threshold. These events are outside the controls available to distribution operators to prevent or mitigate them. As such, they have been classified as *emergency* situations, and included for discussion in the QMS Emergency Management Procedure (QMS SYS-P10). Additionally, procedures addressing each are included in the Appendices of this operational plan as:

- **QMS Distribution System Low Chlorine Residual Procedure (QMS OP-P5),** and
- **QMS Emergency Water Main Repair Procedure (QMS OP-P2).**

9. Organizational Structure, Roles, Responsibilities and Authorities

9.1 Organizational Structure



9.2 Drinking Water System Owner

The Township of South Stormont is the Drinking Water System Owner and Operating Authority.

9.3 Top Management

As defined by the DWQMS, top management must meet the following criteria:

- They work within the operating authority,
- They will make decisions about your QMS,
- They will make recommendations to the owner about the subject system or subject systems, and
- They are at the highest level of management within the operating authority making these decisions and recommendations.

For the Township of South Stormont's Drinking Water Distribution System, the Director of Public Works and/or the CAO fulfill the role of Top Management.

9.4 Responsibility for Management Review

9.4.1 Top Management

As Top Management, the Director of Public Works and/or CAO are responsible for:

- Ensuring that a Management Review is conducted at least once every twelve months,
- Selecting participants for the Management Review,
- Leading the Review, and
- Communicating its outcomes to the System Owner, represented by Mayor and Council.

9.4.2 QMS Representative

With respect to the Management Review, the QMS Representative is responsible for:

- Ensuring that all information required for the Review is made available to the Review participants as per the QMS Management Review Procedure (QMS SYS-P12), and
- Participating in the Management Review itself.

9.5 Roles, Responsibilities and Authorities

9.5.1 The Township of South Stormont (Owner), represented by Mayor and Council

Responsibilities	Authorities
<p>Overall responsibility to provide safe and reliable drinking water to the customers of South Stormont.</p> <p>Ensure the provision of all necessary resources for the maintenance of the waterworks infrastructure and the Quality Management System.</p> <p>Endorse the QMS Operational Plan.</p> <p>Ensure that an accredited Operating Authority is in place for each Operational Subsystem within its drinking water portfolio.</p>	<p>Delegate the management of the drinking water system to qualified staff.</p> <p>Overall administrative and financial authority relating to the drinking water system.</p> <p>Recommend changes to the QMS Operational Plan.</p>

9.5.2 Director of Public Works (Top Management)

Responsibilities	Authorities
<p>Ensure that the Distribution System is being operated in compliance with current regulations and that a safe and reliable supply of water is being provided to customers of South Stormont.</p> <p>Ensure a Quality Management System is in place that meets the requirements of the Drinking Water Quality Management Standard.</p> <p>Ensure that Distribution Staff is aware of all applicable legislative and regulatory requirements.</p> <p>Effectively communicate the Quality Management System according to the QMS Communications Procedure (QMS SYS-P9).</p>	<p>To act as technical authority relating to the drinking water system.</p> <p>To ensure staff is in place to effectively manage the Distribution System.</p> <p>To appoint a QMS Representative (in partnership with the CAO).</p> <p>To conduct the QMS Management Review.</p> <p>To recommend changes to the QMS Operational Plan.</p> <p>To Lead, conduct, or commission analysis of the Distribution System to enable effective long term planning and budgeting relating to staffing</p>

Responsibilities	Authorities
<p>Determine, obtain or provide the resources needed to maintain and continually improve the Quality Management System.</p> <p>Lead the Management Review of the QMS as per the QMS Management Review Procedure (QMS SYS-P12).</p> <p>Lead the annual Infrastructure Review using the QMS Review and Provision of Infrastructure Procedure (QMS SYS-P3) and the QMS Infrastructure Maintenance, Rehabilitation & Renewal Procedure (QMS SYS-P4).</p> <p>Ensure a QMS Representative is in place.</p>	<p>and infrastructure, maintenance and capital work.</p> <p>To assist the CAO in preparing responses to regulatory bodies on legal and compliance issues relating to drinking water.</p>

9.5.3 Chief Administrative Officer – CAO (Top Management)

Responsibilities	Authorities
<p>Communicate the outcomes of Distribution System planning and budgeting (relating to staffing and infrastructure) to Mayor and Council.</p> <p>Effectively communicate the Quality Management System to the Owner, in accordance with the QMS Communications Procedure (QMS SYS-P9).</p> <p>Participate in the Management Review, and communicate its outcomes to the Owner as per the QMS Management Review Procedure (QMS SYS-P12).</p> <p>Coordinate communication with Drinking Water regulatory bodies.</p> <p>Ensure a QMS Representative is in place.</p>	<p>To act as financial and administrative authority relating to the drinking water system.</p> <p>To communicate with regulatory bodies on legal and compliance issues relating to drinking water.</p> <p>To appoint a QMS Representative (in partnership with the Director of Public Works).</p> <p>To recommend changes to the QMS Operational Plan.</p>

9.5.4 Public Works Supervisor (QMS Representative and ORO or Alternate)

Responsibilities	Authorities
<p>Oversees day-to-day operations and maintenance by Distribution System Operators and contractors.</p> <p>Ensure adequate staffing levels of competent Operators.</p> <p>Adhere to current regulations, record and report system conditions to the Director of Public Works as required.</p> <p>Administer the Quality Management System by ensuring that processes and procedures needed for the Quality Management System are established and maintained.</p> <p>Report to Top Management on the performance of the Quality Management System and any need for improvement.</p> <p>Ensure that personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the subject system.</p> <p>Promote awareness of the Quality Management System throughout the Operating Authority.</p>	<p>To assume command of emergency situations in the Distribution System.</p> <p>To change, update and improve the QMS Operational Plan, and to approve QMS documents.</p> <p>To direct the activities of Distribution Operators in day to day operations and maintenance.</p>

Responsibilities	Authorities
<p>Ensure that current versions of documents required by the Quality Management System are being used at all times as per the QMS Document Control Procedure (QMS SYS-P1).</p> <p>Participate in the annual Infrastructure Review, led by Top Management, in keeping with QMS SYS-P3 and QMS SYS-P4.</p> <p>Collect and provide information to Top Management for use in the Management Review and participate in the Review itself according to QMS SYS-P12.</p> <p>Additional responsibilities as specified by QMS procedures. This includes overall responsibility for the Risk Assessment and Internal Audit processes.</p> <p>Overall Responsible Operator (ORO) for the Distribution System.</p> <p>Maintain required MOE certification levels to fulfill responsibility of ORO.</p>	

9.5.5 Distribution System Operators

Responsibilities	Authorities
<p>Maintain required certification for Distribution System Operation, as per the Ministry of the Environment.</p> <p>Conduct daily operational duties in compliance with current regulations and act upon, record and report incidents of non-compliance with regulations.</p> <p>Ensure that the documents (procedures, forms) used in day-to-day operations are the appropriate version as per the QMS Document Control Procedure (QMS SYS-P1).</p> <p>Report errors and omissions in QMS documentation to the QMS Representative.</p> <p>Understand the QMS and be able to describe their role within it to auditors and inspectors.</p>	<p>Ability to collect samples and perform testing within the Distribution System to ensure the provision of safe and reliable drinking water.</p> <p>Respond to water-related issues raised by customers, in consultation with the Public Works Supervisor.</p> <p>Recommend changes to the QMS Operational Plan.</p>

9.5.6 QMS Administration

Responsibilities	Authorities
<p>Assist the QMS Representative administratively.</p> <p>Understand their role within the QMS and be able to describe it to auditors and inspectors.</p> <p>Maintain a good working knowledge of the DWQMS and the Township's QMS documents, particularly relating to Document and Records Control (Element 5, QMS SYS-P1 and QMS SYS-P2) and Communications (Element 12, QMS SYS-P9).</p>	<p>To modify, update, communicate, file, archive and dispose of QMS documents as instructed by the QMS Representative.</p>

10. Competencies

10.1 Identifying Competencies

Competence: the combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities.

The following table identifies the minimum competencies of Township Staff whose roles directly impact the provision of safe and reliable drinking water in South Stormont. Over time, the table will be expanded to include elements of desired competencies. This is seen as an opportunity for continual improvement of the organization and the QMS.

Role	Required Competencies
Director of Public Works (Top Management)	<p>An advanced theoretical and working knowledge of the Safe Drinking Water Act and applicable regulations, and the Township of South Stormont Drinking Water Supply System.</p> <p>Thorough understanding of DWQMS and QMS Operational Plan.</p> <p>QMS Internal Auditor Training.</p> <p>Advanced knowledge of the Township's water distribution system.</p> <p>An understanding of secondary disinfection.</p> <p>Knowledge of water regulations and identifying, reporting, and responding to adverse drinking water conditions as required by regulations.</p>
CAO (Top Management)	<p>Shall possess advanced theoretical and working knowledge of administrative skills expected of a senior level manager.</p> <p>An advanced theoretical and working knowledge of the Safe Drinking Water Act and applicable regulations.</p> <p>Ability to effectively communicate QMS and Regulatory issues to staff, Council and external agencies.</p>
Public Works Supervisor (QMS Rep & ORO or Alternate)	<p>The Overall Responsible Operator (ORO) shall have a minimum Class 2 Distribution certificate.</p> <p>An advanced theoretical and working knowledge of the Safe Drinking Water Act and applicable regulations, and the Township of South Stormont Drinking Water Supply System.</p> <p>Thorough understanding of DWQMS and QMS Operational Plan.</p> <p>QMS Internal Auditor Training.</p> <p>Advanced knowledge of the Township's water distribution system.</p> <p>An understanding of secondary disinfection.</p> <p>Knowledge of water regulations and identifying, reporting, and responding to adverse drinking water conditions as required by regulations.</p> <p>WHMIS.</p> <p>Confined spaces training.</p>

	<p>First aid (including CPR).</p> <p>Valid driver's license.</p> <p>Ability to direct staff in repairing leaks safely and following regulatory requirements for disinfection of new and repaired watermain.</p>
Distribution System Operators	<p>At least an OIT level certificate, while ultimately working toward obtaining a Class 2 Distribution certificate.</p> <p>WHMIS.</p> <p>Confined spaces training.</p> <p>First aid (including CPR).</p> <p>Valid driver's license.</p> <p>General understanding of DWQMS and QMS Operational Plan.</p> <p>Familiarity with the Township's water distribution system.</p> <p>An understanding of secondary disinfection.</p> <p>Knowledge of water regulations and identifying, reporting, and responding to adverse drinking water conditions as required by regulations.</p> <p>Ability to follow procedures in repairing leaks safely and following regulatory requirements for disinfection of new and repaired watermain.</p>
Administration	<p>Thorough knowledge of the QMS Operational Plan, specifically:</p> <ul style="list-style-type: none"> • Element 5: Document and Records Control, • Element 12: Communications, and • Element 13: Essential Supplies and Services.

10.2 Satisfying Competencies

Competence can be defined as the “demonstrated ability to apply knowledge and skills”. In order to assess competence, an organization must consider an employee's education, training, skills and experience.

The methods used by the Township of South Stormont to ensure competence of the personnel directly involved in the production of safe drinking water are summarized in the following table.

Role	Methods for Satisfying Competency
Top Management	<p>Top Management is briefed on operating conditions and the functioning of the QMS by the Public Works Supervisor (QMS Representative).</p> <p>Other competencies are a prerequisite for employment in the positions of Public Works Supervisor and CAO.</p>

Public Works Supervisor or Alternate	<p>The Public Works Supervisor identifies and records all operator training (as below) including his own.</p> <ul style="list-style-type: none"> • Identifies desired and required training for all operators, • Arranges for training, • Receives confirmation of successfully completed training and forwards to Administration. • Applies for operator licenses (the Municipality assumes responsibility for the cost) and retains licenses in the personnel files.
Distribution System Operators	Monitors License requirements and due dates.
Administration	<p>Maintains an ongoing electronic record of training hours, including:</p> <ul style="list-style-type: none"> • License details and expiry dates for each operator, • Director approved training required and completed, and • On-the-job training required and completed.

11. Personnel Coverage

Personnel coverage of the Township of South Stormont's Distribution system is coordinated through the Public Works Department with licensed operators as lead hands.

Procedure to Ensure Adequate Staffing

The Public Works Supervisor is responsible for ensuring that the Distribution System is adequately staffed by qualified personnel. Qualified personnel means those possessing the competencies described in [Element 10, Competencies](#).

On a day-to-day basis, the Public Works Supervisor assigns sufficient licensed Distribution Operators to regular operations and maintenance duties, and confirms that an On-Call Operator is scheduled. At a higher level, he reviews existing staffing levels and competencies against existing and anticipated system conditions and recommends adjustments to the Director of Public Works, on an as-needed basis. At a minimum, the Public Works Supervisor and Manager review staffing levels annually.

After hour emergencies are directed through a call centre to reach the On-Call Operator who assesses the problem and contacts the required personnel.

The following table illustrates typical coverage of the Distribution System:

Personnel	Weekdays (0700-1530)	After Hours – all days (1530-0700)	Weekends/Holidays (0000-0000)
Public Works Supervisor	1	0	0
Distribution Operator(s)	1	0	0
On-Call Operator	0	1	1

Strikes and Lockouts

The Public Works Supervisor meets license requirements and therefore, in the event of a strike or lockout is able to ensure adequate staff coverage.

12. Communications

The Township of South Stormont Operating Authority acknowledges that if a QMS is not effectively communicated, it is not implemented.

The DWQMS standard requires a procedure that describes how relevant aspects of the QMS are communicated between Top Management and:

- The Owner,
- Operating Authority Personnel,
- Suppliers, and
- The Public.

Additionally, the standard calls for a procedure to describe how QMS-related information is fed back to Operating Authority Top Management.

Through the QMS Communications Procedure (QMS SYS-P9), the Operating Authority seeks to ensure that all stakeholders of the Drinking Water System are aware of the QMS and its importance. Further, it aims to make certain that all who share responsibility for the production of safe and reliable drinking water understand their roles, the responsibilities and authorities that come with those roles, and the QMS processes and procedures that are relevant to those roles. The procedure is attached in the Appendices of this document.



13. Essential Supplies and Services

Products and services used in a drinking water operation can introduce risk. By documenting the level of quality expected, and by continuing to assess whether or not supplies and services consistently meet these requirements after they have been selected, an operating authority demonstrates due diligence in minimizing the risk to drinking water quality.

The Township of South Stormont has developed a procedure that describes how it ensures the quality and availability of supplies and services deemed essential to the drinking water systems it operates. The document is called the QMS Essential Supplies and Services Procedure (QMS SYS-P7) and it is included with the Appendices of this Operational Plan.

14. Review and Provision of Infrastructure

The Township of South Stormont has developed a procedure for the annual review of the infrastructure necessary to safely and effectively operate and maintain the drinking water systems it owns.

The procedure ensures a consistent, regular review of the condition and capacity of the drinking water systems that are operated by the Township. A thoughtful, effective, and reliable review that is effectively communicated to the Owner ensures that infrastructure needs are appropriately communicated to those who can provide them.

The QMS Review and Provision of Infrastructure Procedure (QMS SYS-P3) is included with the Appendices of this Operational Plan Manual.

15. Infrastructure Maintenance, Rehabilitation & Renewal

The following table details the Township of South Stormont Operating Authority's existing programs for maintenance, rehabilitation and renewal of its drinking water distribution system.

Category	Activity	Timing/Frequency
Planned Maintenance	Hydrant flushing	Bi-annually (Spring and Autumn)
	Hydrant preventative maintenance	Annually (in Autumn following hydrant flushing)
	Valve exercising and maintenance	Annually (early Autumn)
Unplanned Maintenance	Hydrant repair	ASAP after discovery
	Broken water mains	
	General services repair	
Rehabilitation & Renewal	Planning occurs annually and follows the QMS Review and Provision of Infrastructure Procedure (QMS SYS-P3).	Rehabilitation and renewal activities are completed as deemed required by agreement of the Director of Public Works and Council.
Long-term Forecast	Asset Management Plan, including water infrastructure, being developed and implemented which will help identify areas requiring upgrade or replacement.	Annually.

The Township Operating Authority recognizes the importance of keeping these summaries current, communicating the programs and any modifications of them to the Owner, and periodically reviewing the effectiveness of its maintenance programs. A procedure has been created and implemented detailing how these functions are to take place. It is the QMS Infrastructure Maintenance, Rehabilitation and Renewal Procedure (QMS SYS-P4) and is included with the Appendices of this Operational Plan.

16. Sampling, Testing and Monitoring

This element of the QMS Operational Plan addresses how measurements are taken within the distribution system to monitor what is happening, the Operating Authority's level of control, and the quality of treated drinking water.

The Distribution Operating Authority understands the focus of the sampling, testing and monitoring component of the DWQMS as being to ensure:

- The reliability of the sampling, testing and monitoring performed to meet legislated requirements,
- That adequate operational sampling, testing and monitoring are undertaken to maintain the Treatment process and identify potential problems early, and
- That sampling, testing and monitoring activities are planned, consistently performed, documented and communicated.

Regulatory requirements determine what is to be sampled and set minimum requirements for frequency. The DWQMS requires that the following additional information be described by the Operating Authority:

- Details about how sampling, testing and monitoring is performed on the conditions most challenging to the drinking water system,
- Relevant sampling, testing, and monitoring activities that are performed upstream of the subject system (even if they are not carried out by the Operating Authority), and
- How the Owner and Operating Authority share sampling, testing and monitoring results.

A procedure to address these requirements has been implemented. It is called the QMS Distribution System Sampling, Testing and Monitoring Procedure (QMS SYS-P5) and is included in the Appendices of this Operational Plan.



17. Measurement and Recording Equipment Calibration and Maintenance

If measurement and recording devices are used to inform and guide an operator's actions within a drinking water system, those devices must be appropriately maintained and calibrated.

A procedure has been written and implemented that documents how measurement and recording equipment used by the Distribution System Operating Authority is calibrated and maintained, who is responsible for scheduling the calibrations and how the calibration results are recorded.

The document is included in the Appendices of this Operational Plan Manual as the QMS Measurement and Recording Equipment Calibration and Maintenance Procedure (QMS SYS-P6).

18. Emergency Management

The development, implementation and maintenance of procedures to ensure emergency preparedness are recognized by the Township of South Stormont as an important facet of the QMS. Emergencies, as defined in the MOE's Implementation Guide and as used in this document, are:

- Potential situations or service interruptions that may result in the loss of the ability to maintain a supply of safe drinking water to customers.

By effectively anticipating and planning for emergency situations, the consequences of emergencies, when they occur, can be mitigated.

The Township of South Stormont's Distribution Operating Authority maintains emergency preparedness as described in its QMS Emergency Management Procedure (QMS SYS-P10). This procedure describes how the Operating Authority maintains, communicates, and tests the robustness of its emergency preparedness. Additionally, this document lists the emergency situations that are a natural outcome of the QMS Risk Assessment process (described by QMS SYS-P8), describes how responsibility for response and communication is delineated, refers to applicable operations procedures and provides a general list of emergency contacts.

The QMS Emergency Management Procedure (QMS SYS-P10) is included in the Appendices of this Operational Plan Manual, as are the following operations procedures, referred to in QMS SYS-P10:

- QMS Water Transmission Mains Emergency Repair Procedure (QMS OP-P1),
- QMS Emergency Water Main Repair Procedure (QMS OP-P2),
- QMS Adverse Water Reporting Procedure (QMS OP-P3),
- QMS Disinfection Procedure for Water Main Repair (QMS OP-P4),
- QMS Distribution System Low Chlorine Residual Procedure (QMS OP-P5), and
- QMS Notification of Boil Water Advisory Procedure (QMS OP-P6).

19. Internal Audits

An internal audit of the Township of South Stormont's Distribution System QMS is conducted annually to ensure that:

- The Operational Plan meets or exceeds the standard of the DWQMS for each element, and
- The Operating Authority is functioning in conformance with its own Operational Plan.

The output of the audit process is an audit report which includes:

- A completed audit checklist,
- Corrective action request (CAR) forms for each issue of non-conformance,
- A brief summary detailing the outcomes of the audit, including areas of strong performance and areas of non-conformance, and
- A list of suggested improvements to the audit process and audit checklist.

Internal audits serve a valuable purpose by providing feedback on the effectiveness of the QMS, and by informing and focusing the Management Review Process. The Township of South Stormont has described the process used to conduct internal audits in its QMS Internal Audit Procedure (QMS SYS-P11). This procedure is included as part of the Appendices of this document.

20. Management Review

The Township of South Stormont recognizes that support and oversight of the drinking water QMS is an important role fulfilled by Top Management. The Management Review process supports a high level of connection and familiarity between Top Management and the QMS and enables focused and effective decision making regarding how to best improve and maintain the quality management system.

The Township of South Stormont has prepared a procedure that describes how QMS Management Reviews are to be conducted. The document is called the QMS Management Review Procedure (QMS SYS-P12) and it is included in the Appendices of this Operational Plan Manual.

In following the Management Review procedure, Top Management ensures that the Owner receives consistent, timely, and focused information about how the QMS is functioning. Additionally, the process affords an opportunity to reinforce with the Owner the resources that are required to continue to maintain and improve the quality management system.



21. Continual Improvement

A QMS cycle is described as PLAN, DO, CHECK, and IMPROVE. The Township of South Stormont recognizes that this Operational Plan is simply a beginning. The element of Continual Improvement, while it has no PLAN requirement, is a reminder that the Township is obligated to continually strengthen and improve its QMS.

The Township expects that the processes it has described, both in this document and its associated procedures, will change and evolve over time as the QMS matures. It believes that this evolution will be initiated by the corrective action processes built into the Plan, and, in particular, described in the areas relating to Internal Audit and Management Review.

The Township of South Stormont has prepared a procedure that describes how continual improvement is tracked and measured. The document is called the QMS Continual Improvement Procedure (QMS SYS-P13) and it is included in the Appendices of this Operational Plan Manual.

List of Appendices

Appendix A	QMS Document Control Procedure	<i>QMS SYS-P1</i>
Appendix B	QMS Records Control Procedure	<i>QMS SYS-P2</i>
Appendix C	QMS Review and Provision of Infrastructure Procedure	<i>QMS SYS-P3</i>
Appendix D	QMS Infrastructure Maintenance, Rehabilitation and Renewal Procedure	<i>QMS SYS-P4</i>
Appendix E	QMS Sampling, Testing and Monitoring Procedure	<i>QMS SYS-P5</i>
Appendix F	QMS Measurement and Recording Equipment Calibration and Maintenance Procedure	<i>QMS SYS-P6</i>
Appendix G	QMS Essential Supplies and Services Procedure	<i>QMS SYS-P7</i>
Appendix H	QMS Risk Assessment Procedure	<i>QMS SYS-P8</i>
Appendix I	QMS Communications Procedure	<i>QMS SYS-P9</i>
Appendix J	QMS Emergency Management Procedure	<i>QMS SYS-P10</i>
Appendix K	QMS Internal Audit Procedure	<i>QMS SYS-P11</i>
Appendix L	QMS Management Review Procedure	<i>QMS SYS-P12</i>
Appendix M	Comprehensive Risk Assessment Outcomes – <i>Long Sault-Ingleside, Newington, St. Andrew's</i>	<i>QMS SYS-F4 (completed forms)</i>
Appendix N	Caneau Water & Sewage Operations Inc. QMS Sampling, Testing and Monitoring Tables	<i>QMS SYS-T4A, T4L, T4N</i>
Appendix O	Miscellaneous Forms, including the Comprehensive QMS Schedule Template	
Appendix P	QMS Continual Improvement Procedure	<i>QMS SYS-P13</i>



CERTIFICATE OF ACCREDITATION

This is to certify that the following operating authority:

Township of South Stormont

2 Mille Roches Rd Long Sault, Ontario K0C1P0 Canada

Refer to Attachment to Certificate of Accreditation dated October 11, 2019 for additional drinking water systems

operates a

Quality Management System

which conforms with the requirements of

DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017

for the following scope of accreditation

Full Scope - Entire DWQMS

Certificate No.: CERT-0129993
File No.: 1632707
Issue Date: October 11, 2019

Original Certification Date: June 18, 2013
Certification Effective Date: October 8, 2019
Certification Expiry Date: June 15, 2022

Heather Mahon
Global Head of Technical Services SAI Global Assurance



DWQMS 2017



ATTACHMENT TO CERTIFICATE OF ACCREDITATION

These sites are accredited under Certificate No: CERT-0129993 issued on October 11, 2019

File No.**Effective Date**

1632707

Township of South Stormont

October 8, 2019

2 Mille Roches Rd Long Sault, Ontario K0C1P0 Canada

Drinking Water Systems

Site No.	Site Name
1632709	Long Sault/Ingleside Regional Drinking Water Distribution System
1632711	Newington Drinking Water Distribution System
1632712	St. Andrews/Rosedale Terrace Drinking Water Distribution System

Audit Report

S2 Surveillance Audit for

Township of South Stormont

1632707-02

Audited Address: 2 Mille Roches Rd, Long Sault, Ontario, CAN,
K0C1P0

Start Date: September 1, 2021 End Date: Septemebr 1, 2021

Type of audit -
Surveillance System Audit

Operational Manual Issue Date: September 23, 2020
Revision Level: 13

BACKGROUND INFORMATION

SAI Global conducted an audit of Township of South Stormont beginning on Aug 20, 2021 and ending on Aug 20, 2021 to DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017.

The purpose of this audit report is to summarise the degree of compliance with relevant criteria, as defined on the cover page of this report, based on the evidence obtained during the audit of your organization. This audit report considers your organization's policies, objectives, and continual improvement processes. Comments may include how suitable the objectives selected by your organization appear to be in regard to maintaining customer satisfaction levels and providing other benefits with respect to policy and other external and internal needs. We may also comment regarding the measurable progress you have made in reaching these targets for improvement.

SAI Global audits are carried out within the requirements of SAI Global procedures that also reflect the requirements and guidance provided in the international standards relating to audit practice such as ISO/IEC 17021-1, ISO 19011 and other normative criteria. SAI Global Auditors are assigned to audits according to industry, standard or technical competencies appropriate to the organization being audited. Details of such experience and competency are maintained in our records.

In addition to the information contained in this audit report, SAI Global maintains files for each client. These files contain details of organization size and personnel as well as evidence collected during preliminary and subsequent audit activities (Documentation Review and Scope) relevant to the application for initial and continuing certification of your organization.

Please take care to advise us of any change that may affect the application/certification or may assist us to keep your contact information up to date, as required by SAI Global Terms and Conditions.

This report has been prepared by SAI Global Limited (SAI Global) in respect of a Client's application for assessment by SAI Global. The purpose of the report is to comment upon evidence of the Client's compliance with the standards or other criteria specified. The content of this report applies only to matters, which were evident to SAI Global at the time of the audit, based on sampling of evidence provided and within the audit scope. SAI Global does not warrant or otherwise comment upon the suitability of the contents of the report or the certificate for any particular purpose or use. SAI Global accepts no liability whatsoever for consequences to, or actions taken by, third parties as a result of or in reliance upon information contained in this report or certificate.

Please note that this report is subject to independent review and approval. Should changes to the outcomes of this report be necessary as a result of the review, a revised report will be issued and will supersede this report.

Standard:	DRINKING WATER QUALITY MANAGEMENT STANDARD VERSION 2 - 2017
Scope of Certification:	Drinking Water Treatment and Distribution Processes
Drinking Water System Owner:	The Township of South Stormont
Operating Authority:	The Township of South Stormont
Owner:	The Township of South Stormont
Population Services:	3555
Activities:	Distribution
Drinking Water Systems	Long Sault-Ingleside, St. Andrews/Rosedale, Newington WDS

Total audit duration:	Person(s): 1	Day(s): 1.00
Audit Team Member(s):	Team Leader	Tim Moher

Other Participants: Not applicable.

Audit Report

Definitions and action required with respect to audit findings

Major Non-conformance:

Based on objective evidence, the absence of, or a significant failure to implement and/or maintain conformance to requirements of the applicable standard. Such issues may raise significant doubt as to the capability of the management system to achieve its intended outputs (i.e. the absence of or failure to implement a complete Management System clause of the standard); or

A situation which would on the basis of available objective evidence, raise significant doubt as to the capability of the Management System to achieve the stated policy and objectives of the customer.

NOTE: The "applicable Standard" is the Standard which SAI Global are issuing certification against, and may be a Product Standard, a management system Standard, a food safety Standard or another set of documented criteria.

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities. Correction and corrective action plan should be submitted to SAI Global prior to commencement of follow-up activities as required. Follow-up action by SAI Global must 'close out' the NCR or reduce it to a lesser category **within 90 days for initial certification and within 60 days for surveillance or re-certification audits, from the last day of the audit.**

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of initial certification, failure to close out NCR within the time limits means that the Certification Audit may be repeated.

If significant risk issues (e.g. safety, environmental, food safety, product legality/quality, etc.) are detected during an audit these shall be reported immediately to the Client and more immediate or instant correction shall be requested. If this is not agreed and cannot be resolved to the satisfaction of SAI Global, immediate suspension shall be recommended.

In the case of an already certified client, failure to close out NCR within the time limits means that suspension proceedings may be instituted by SAI Global.

Follow-up activities incur additional charges.

Minor Non-conformance:

Represents either a management system weakness or minor issue that could lead to a major nonconformance if not addressed. Each minor NC should be considered for potential improvement and to further investigate any system weaknesses for possible inclusion in the corrective action program

Action required: This category of findings requires SAI Global to issue a formal NCR; to receive and approve client's proposed correction and corrective action plans; and formally verify the effective implementation of planned activities at the next scheduled audit.

Opportunity for Improvement:

A documented statement, which may identify areas for improvement however shall not make specific recommendation(s).

Action required: Client may develop and implement solutions in order to add value to operations and management systems. SAI Global is not required to follow-up on this category of audit finding.

Audit Type and Purpose

Surveillance Audit:

A systems desktop audit in accordance with the systems audit procedure as it applies to Full Scope accreditation. The audit also included consideration of the results of the most recent audit undertaken in accordance with this Accreditation Protocol and any of the following that have occurred subsequent to that audit including but limited to;

- (a) the results of any audits undertaken in accordance with element 19 of the DWQMS V2;
- (b) historical responses taken to address corrective action requests made by an Accreditation Body;
- (c) the results of any management reviews undertaken in accordance with element 20 of the DWQMS V2; and,
- (d) any changes to the documentation and implementation of the QMS.

Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment & Climate Change (MOECC) Drinking Water Quality Management Standard (DWQMS V2).

The audit was also intended to gather the information necessary for SAI Global to assess whether accreditation can continue or be offered or to the operating authority.

Audit Scope

The facilities and processes associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS V2 requirements, and b) if they have been effectively implemented and/or maintained.

Audit Criteria:

- The Drinking Water Quality Management Standard Version 2
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

Confidentiality and Documentation Requirements

The SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, the SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that the SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.

As part of the SAI Global Terms, it is necessary for you to notify SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS V2: For more information, please refer to the SAI Global Accreditation Program Handbook.

Review of any changes

Changes to the Operating Authority since last audit include: Not applicable.

EXECUTIVE OVERVIEW

Based on the results of this surveillance system audit the management system remains effectively implemented and meets the requirements of the standard relative to the scope of certification; therefore, a recommendation for continued certification will be submitted.

Recommendation

Based on the results of this audit it has been determined that the management system is effectively implemented and maintained and meets the requirements of the standard relative to the scope of certification identified in this report; therefore, a recommendation for (continued) certification will be submitted to SAI Global review team.

Opportunities for Improvement:

The following opportunities for improvement have been identified.

- None at this time.

It is suggested that the opportunities for improvement be considered by management to further enhance the Operating Authority's Quality Management System and performance.

Management System Documentation

The management systems operational plan(s) was reviewed and found to be in conformance with the requirements of the standard.

Management Review

Records of the most recent management review meetings were verified and found to meet the requirements of the standard. All inputs were reflected in the records and appear suitably managed as reflected by resulting actions and decisions.

Internal Audits

Internal audits are being conducted at planned intervals to ensure conformance to planned arrangements, the requirements of the standard and the established management system.

Corrective, Preventive Action & Continual Improvement Processes

The Operating Authority is implementing an effective process for the continual improvement of the management system through the use of the quality policy, quality objectives, audit results, data analysis, the appropriate management of corrective and preventive actions and management review.

Summary of Findings

1. Quality Management System	Conforms
2. Quality Management System Policy	Conforms
3. Commitment and Endorsement	Conforms
4. Quality Management System Representative	Conforms
5. Document and Records Control	Conforms
6. Drinking-Water System	Conforms
7. Risk Assessment	Conforms
8. Risk Assessment Outcomes	****Conforms
9. Organizational Structure, Roles, Responsibilities and Authorities	Conforms
10. Competencies	Conforms
11. Personnel Coverage	Conforms
12. Communications	Conforms
13. Essential Supplies and Services	Conforms
14. Review and Provision of Infrastructure	Conforms
15. Infrastructure Maintenance, Rehabilitation & Renewal	Conforms
16. Sampling, Testing and Monitoring	Conforms
17. Measurement & Recording Equipment Calibration and Maintenance	Conforms
18. Emergency Management	Conforms
19. Internal Audits	Conforms
20. Management Review	Conforms
21. Continual Improvement	Conforms
Major NCR #	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified with a corrective action request has not been remedied.
Minor NCR #	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.
OFI	Opportunity for improvement. Conforms to requirement, but there is an opportunity for improvement.
Conforms	Conforms to requirement.
NANC	Not applicable/Not Covered during this audit.
****	Additional comment added by auditor in the body of the report.

PART D. Audit Observations, Findings and Comments

DWQMS Reference:	1 Quality Management System
Client Reference:	1 Quality Management System, V13
Details:	Conforms.

DWQMS Reference:	2 Quality Management System Policy
Client Reference:	2 Quality Management System Policy, V13
Details:	Conforms.

DWQMS Reference:	3 Commitment and Endorsement
Client Reference:	3 Commitment and Endorsement, V13
Details:	Conforms. <i>The last endorsement was in June 2019.</i>

DWQMS Reference:	4 Quality Management System Representative
Client Reference:	4 Quality Management System Representative, V13
Details:	Conforms. <i>Top Management of the Township of South Stormont has appointed and authorized its Public Works Supervisor, Mark Zoppas, as QMS Representative and Jay St. Thomas as alternate QMS Representative.</i>

DWQMS Reference:	5 Document and Record Control
Client Reference:	QMS SYS-T1 Appendix A V17, QMS SYS-F1 Appendix A V3, QMS SYS-F13 Appendix A v2, QMS SYS-T2 Appendix B V4, QMS SYS-P2 Appendix B V3
Details:	Conforms.

DWQMS Reference:	6 Drinking Water System
Client Reference:	6 Drinking Water System, V13
Details:	Conforms.

DWQMS Reference:	7 Risk Assessment
Client Reference:	QMS SYS-P8 Appendix H, V6
Details:	Conforms. <i>Removed MECP list of potential Hazardous Events from procedure and added reference to document.</i>

DWQMS Reference:	8 Risk Assessment Outcomes
Client Reference:	8 Risk Assessment Outcomes, V13
Details:	Conforms. <i>The last risk assessment was June 1, 2020. There were no apparent changes. ****The standard asks for a risk assessment once every calendar year. Consider doing it within one year from the previous date.</i>

DWQMS Reference:	9 Organizational Structure, Roles, Responsibility and Authorities
Client Reference:	9 Organizational Structure, Roles, Responsibility and Authorities, V13
Details: Conforms.	

DWQMS Reference:	10 Competencies
Client Reference:	10 Competencies, V13
Details: Conforms.	

DWQMS Reference:	11 Personnel Coverage
Client Reference:	11 Personnel Coverage, V13
Details: Conforms.	

DWQMS Reference:	12 Communications
Client Reference:	QMS SYS-P9 Appendix I, V3
Details: Conforms.	

DWQMS Reference:	13 Essential Supplies and Services
Client Reference:	QMS SYS-T3 Appendix G, V6, QMS SYS-P7 Appendix G, V4
Details: Conforms. <i>The last supply list was July 8, 2020.</i>	

DWQMS Reference:	14 Review and Provision of Infrastructure
Client Reference:	QMS SYS-F3 Appendix C, V4
Details: Conforms.	

DWQMS Reference:	15 Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:	Appendix D, V4
Details: Conforms.	

DWQMS Reference:	16 Sampling, Testing and Monitoring
Client Reference:	QMS SYS-P5 Appendix E, V4
Details: Conforms.	

DWQMS Reference:	17 Measurement and Recording Equipment Calibration and Maintenance
Client Reference:	QMS SYS-P6 Appendix F, V3

Audit Report

Details: Conforms.

DWQMS Reference:	18 Emergency Management
Client Reference:	QMS SYS-P10 Appendix J, V7
Details: Conforms. <i>The procedures were reviewed on September 1, 2021. i.e. Emergency Management, Boil Water, ERP and the Emergency contact list.</i>	
DWQMS Reference:	19 Internal Audits
Client Reference:	QMS SYS-P11 Appendix K, V4
Details: Conforms. <i>The last internal audit was August 4-16, 2021. There were some OFI's.</i>	

DWQMS Reference:	20 Management Review
Client Reference:	QMS SYS-P12 Appendix L, V5
Details: Conforms. <i>The last Management Review was August 31, 2020.</i>	

DWQMS Reference:	21 Continual Improvement
Client Reference:	21 Continual Improvement, V13, QMS SYS-P13 Appendix P, V1
Details: Conforms.	

Details regarding the personnel interviewed and objective evidence reviewed are maintained on file at SAI Global.

This report was prepared by:

Tim Moher
SAI Global Management Systems Auditor



The audit report is distributed as follows:

- SAI Global
- Operating Authority
- Owner
- MOECC

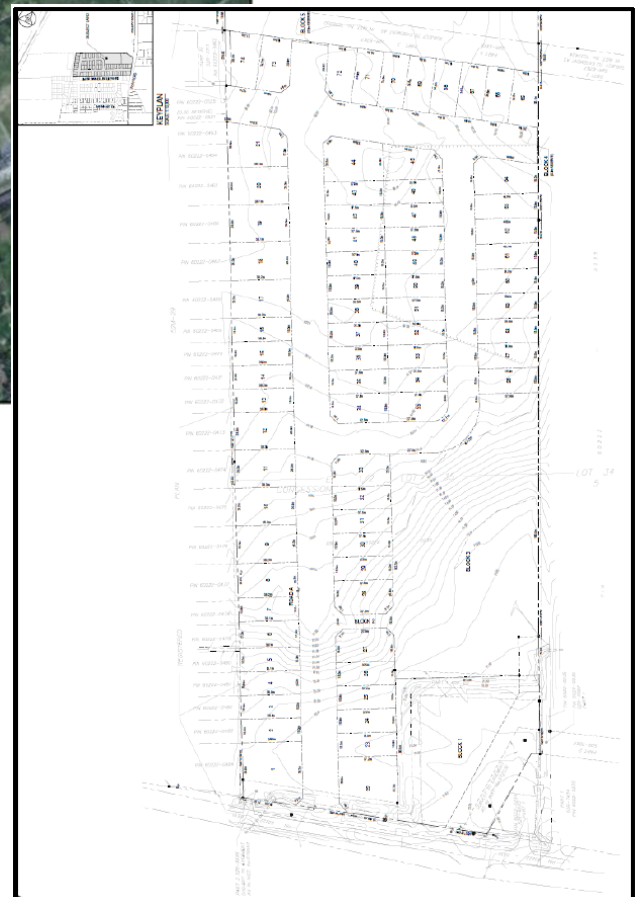
Notes

Copies of this report distributed outside the organization must include all pages.

Township of South Stormont
ACTION REQUEST
Planning and Building Department



To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: January 12, 2022
Subject: Plan of Subdivision Comments - John Chase Subdivision
SDG File: 01-SS-S-2021
Owner: Newell and Grant Brown Ltd.
Roll No: 040600101420002
Location: County Road 36 - CORNWALL CON 5 E PT LOT 35; RP 52R7890 PARTS 1 TO 3 PT; PARTS 4 AND 5



Recommendation:

That Council supports Plan of Subdivision Application No. 01-SS-S-2021, based on the conditions of approval described in Appendix A of the Action Request dated January 12th, 2022 and further, that these conditions, representing the Township's formal comments on the proposal, be forwarded to the United Counties of SDG and the applicant.

Executive Summary:

This report recommends these approval conditions representing the Township's formal comments on the proposal, be forwarded to the United Counties of SDG and the applicant.

Background:

A Plan of Subdivision application (Application No. 01-SS-S-2021) was received by the United Counties in July, 2021 and forwarded to the Township for commentary. In conjunction with the Draft Plan application submission a Zoning By-law amendment application (Z-2021-04) was submitted to the Township. The proposed residential subdivision is located along the north side of County Road 36 (Post Road), immediately east of Chase Meadows Subdivision. The proposed residential development is located on Concession 5 East Part of Lot 35; 52R-7890 PARTS 1 TO 3; Parts 4 and 5, Geographic Township of Cornwall, Township of South Stormont.

The applicant intends to develop a residential subdivision on approximately 9.83 hectares. The proposed development will consist of 74 residential lots that will accommodate (65) single detached and (9) semi-detached dwellings and a 1.43 hectare Block that will accommodate multi residential low rise quadruplexes, the residential development will be serviced by municipal water and sewer. The development will be served via a centralized access running north from County Road 36 (Post Road) to a west road connection (Barry Street East) at the mid-block of the subdivision. The north and east roads will contain a 1 foot reserve and will allow for connectivity with future development(s).

The following documents were submitted as part of the application:

- **Draft Plan of Subdivision**, prepared by EVB Engineering, dated April, 23rd, 2021;
- **Preliminary Servicing Report**, prepared by EVB Engineering, dated May 18th, 2021;
- **Aggregate Impact Study**, prepared by GRI Inc., dated June 22nd, 2021.

Site Context

Site Location	Concession 5 East Part of Lot 35; 52R-7890 PARTS 1 TO 3; Parts 4 and 5, Geographic Township of Cornwall, Township of South Stormont.
Subject Property Area	9.83 hectares. (24.29 acres)
Development Area	9.83 hectares. (24.29 acres)
Present Use(s)	Large residential parcel containing a residential dwelling and accessory structure(s).

Proposed Use(s)	Residential Subdivision 65 Single Detached Dwelling Units (65 Lots) 18 Semi-Detached Dwelling Units (9 Lots) 28 Units Multi-Residential (6 to 7 - 4 unit Low Rise Townhouse Buildings +/-) (1 Block) Density: 11.29 dwelling units/hectare (4.57 dwelling units /acre)
Official Plan Designation	Urban Settlement Area - Residential District
Zoning By-law Designation	<u>Current:</u> Residential Serviced First - holding (RS1-h) <u>Proposed:</u> Residential Serviced First - holding (RS1-h) Residential Serviced Second - holding (RS2-h) Residential Serviced -Multiples - holding (RS3-h) * ZBLA (SDG File; 01-SS-S-2021 File Z-2021-04) *
Surrounding Land Uses	North: Vacant Residential Lands/CN Rail (Industrial) East: Residential (Single Residence) South: Residential (Arrowhead Estates Subdivision) West: Residential (Chase Meadows Subdivision)

Planning Context

Provincial Policy Statement (PPS) 2020

Provincial Policy Statement, 2020 focuses on directing growth and development towards settlement areas and away from significant or sensitive resources, including areas that may pose a risk to public health and safety. The proposed subdivision is designated as Urban Settlement Area – Residential District within the United Counties of SD&G Official Plan. The settlement areas of the Township are the areas that have been designated for concentrated development and have been either partially or fully serviced by municipal sanitary sewage system and water supply.

Section 1.1.3 of PPS (2020) emphasizes the need to promote vitality of settlement areas through implementation of efficient development patterns that effectively use infrastructure and public service facilities and minimize unnecessary public expenditures. The proposed subdivision is located on the north side of County Road 36 (Post Road) in close proximity to the abutting Chase Meadows Subdivision located to the west of the development site and directly north of the Arrowhead Estates Subdivision. The proposed 74 lot

residential development fits in with the planned residential character of the surrounding area and each of the lots will be fully serviced by a public sanitary sewage system and Township water supply. The proposed development would be in keeping with the PPS (2020) intent to direct growth and development to designated settlement areas that maximize the use of municipal infrastructure.

Section 1.1.3.4 of PPS (2020) further outlines that appropriate development standards should be promoted within settlement areas such that they facilitate intensification, redevelopment and compact form of development, while avoiding or mitigating risk to public health and safety. The proposed subdivision has been reviewed based on the Township of South Stormont Subdivision Design Guidelines to ensure that any outstanding issues are addressed through conditions of draft plan approval. The conditions of draft plan approval would include a requirement to enter into a subdivision agreement with the Township to address all aspects of development including road design, street lighting, drainage, stormwater management etc.

United Counties of SDG Official Plan (OP)

The proposed subdivision is designated as Urban Settlement Area – Residential District within the United Counties of SD&G Official Plan (2018). Table 3.5 of the Official Plan outlines permitted land uses within the designated urban and rural settlement area and the rural area. Within the Urban Settlement Area – Residential District, the scope of permitted uses includes a full range of low, medium and high-density housing types. The proposed subdivision will be developed with 65 single detached, 9 semi-detached dwellings and a 1.43 hectare Block, that will accommodate multi residential low rise quadruplexes at the south east quadrant of the subject development site. The proposed residential development is considered a low/medium density residential development. There is a slight increase in density in comparison with other residential subdivisions located to the south side of County Road 36, but would be similar in character to the other subdivision to the west. The residential development aligns with housing goals set out in the Official Plan, as it proposes a range of housing types.

Section 3.52 of the Official Plan outlines applicable planning principles in the review of any development applications including adequacy of lot sizes, servicing capacity, frontage and access and land use compatibility. A detailed review of the subject application to the Official Plan planning principles has been undertaken in the discussion section of the subject report.

Section 3.52 of the Official Plan further outlines community structure and design criteria in review of development applications. It outlines that compact development should be encouraged by directing it to vacant lands within existing settlement areas. Furthermore, it notes that development contiguous to existing built-up area within these settlement areas should be prioritized over fragmented or un-serviced development.

Township of South Stormont Zoning By-law (ZBL)

Zoning By-law Amendment (ZBLA) (File Z-2021-04)

The subject lands are intended to be zoned "Residential Serviced – First, Second and Multiples (Holding) (RS1-h, RS2-h and RS3-h) and Open Space (OS)" under the Township of South Stormont Zoning By-law 2011-100. The proposed Draft Plan of Subdivision will be reviewed for compliance with the applicable Zoning By-law requirements once the Holding (h) provision is removed. The section below outlines applicable zone standards to the RS1, RS2 and RS3 zone(s):

SECTION 5: RESIDENTIAL ZONES

No person shall hereafter use any lands, nor erect, alter, enlarge or use any building or structure in a Residential Zone except in accordance with the provisions of this Section and of any other relevant Sections of this By-law.

5.1 Residential Serviced – First (RS1) Zone

(a) Permitted Uses:

- ~~a) dwelling, accessory apartment;~~
- ~~b) dwelling, single detached;~~
- ~~c) dwelling, secondary unit;~~
- d) group home, type 1;
- e) group home, type 2;
- f) home-based business.

(b) Zone Requirements:

- (i) Notwithstanding the provisions of this By-Law to the contrary, all *Dwelling, Secondary Units* are subject to the provisions of Section 3.8.

(ii) All other permitted uses:

Lot Area (minimum sq.ft.)	460 m ²	(4,951.39 sq.ft.)
Lot Frontage (minimum)	15 m	(49.21 ft.)
Yard Requirements (minimum)		
Front	6 m	(19.69 ft.)
Rear	7.5 m	(24.61 ft.)
Exterior Side	3.5 m	(11.48 ft.)
Interior Side	1.2 m	(3.94 ft.)
Building Height (maximum)		
Main Building	11 m	(36.09 ft.)
Accessory Building	4.5 m	(14.76 ft.)
Lot Coverage (maximum)	40%	
Floor Area (minimum)	70 m ²	(753.47 sq.ft.)
Floor Area per Accessory Apartment Dwelling (minimum)		
Bachelor Unit	45 m ²	(484.37 sq.ft.)
One Bedroom Unit	55 m ²	(592.01 sq.ft.)
Two Bedroom Unit	60 m ²	(645.83 sq.ft.)
More than 2 Bedroom Unit	65 m ²	(699.65 sq.ft.)
Dwelling(s) per lot (maximum)	1	

5.2 Residential Serviced - Second (RS2) Zone

(a) Permitted Uses:

- ~~boarding house;~~
- ~~dwelling, accessory apartment;~~
- dwelling, duplex;
- dwelling, semi-detached;
- dwelling, single detached;
- ~~dwelling, secondary unit;~~
- group home, type 1;
- home-based business.

(b) Zone Requirements:

- (i) For single detached dwellings and ~~accessory apartment dwellings~~ in accordance with the provisions of Section 5.1. Notwithstanding the provisions of this By-Law to the contrary, all *Dwelling, Secondary Units* are subject to the provisions of Section 3.8.

(ii) Semi-detached, Duplex:

Lot Area (minimum)	600 m ²	(6458.35 sq.ft.)
Lot Frontage (minimum)	20 m	(65.6 ft.)
Yard Requirements (minimum)		
Front	6 m	(19.69 ft.)
Rear	9 7.5 m	(29.53 ft.)
Exterior Side	6 m	(19.69 ft.)
Exterior Side	3.5m	(11.48 ft.)
Interior Side	1.2 m	(3.94 ft.)
Building Height (maximum)		
Main Building	11 m	(36.09 ft.)
Accessory Building	4.5 m	(14.76 ft.)
Lot Coverage (maximum)	40%	
Floor Area (minimum)	70 m ²	(753.47 sq.ft.)
Dwelling per lot (maximum)	1	

5.3 Residential Serviced – Multiples (RS3) Zone

(a) Permitted Uses:

- dwelling, apartment building;
- dwelling, duplex;
- dwelling, townhouse;
- dwelling, secondary unit;
- dwelling, street townhouse;
- dwelling, semi-detached;
- group home, type 1;
- home-based business.

(b) Zone Requirements:

(i) For semi-detached dwellings and duplex dwellings in accordance with the provisions of Section 5.2. Notwithstanding the provisions of this By-Law to the contrary, all *Dwelling, Secondary Units* are subject to the provisions of Section 3.8.

(ii) Townhouse:

Lot Area (minimum)	180 m ²	(1937.50 sq.ft.)
Lot Frontage (minimum)	8.5 m	(29.53 ft.) for each end unit plus 6 m (19.69 ft.) for each additional unit
Yard Requirements (minimum)		
Front	6 m	(19.69 ft.)
Rear	10 m	(32.81 ft.)
Exterior Side	6 m	(19.69 ft.)
Interior Side	0 m except for one side of an end unit which shall be a minimum of 2.5 m (8.2 ft.)	
Building Height (maximum)		
Main Building	11 m	(36.09 ft.)
Accessory Building	4.5 m	(14.76 ft.)
Lot Coverage (maximum)	45%	
Floor Area per Dwelling Unit (minimum)	70 m ²	(753.47 sq.ft.)
Dwelling Units per Lot (maximum)		
Townhouse	6	
Density (maximum)	40 units/ha	(16.0 units/ac)
Dwelling per lot (maximum)	1	

(iii) Apartment Dwelling:

Lot Area (minimum)	2000 m ²	(0.49 ac.)
Lot Frontage (minimum)	30 m	(98.43 ft.)
Yard Requirements (minimum)		
Front	6 m	(19.69 ft.)
Rear	10 m	(32.81 ft.)
Exterior Side	6 m	(19.69 ft.)
Interior Side	6 m	(19.69 ft.)
Building Height (maximum)		
Main Building	15 m	(49.21 ft.)
Accessory Building	4.5 m	(14.76 ft.)
Lot Coverage	40%	
Floor Area per Dwelling Unit (minimum)		
Bachelor Unit	45 m ²	(484.37 sq.ft.)
One Bedroom Unit	55 m ²	(592.01 sq.ft.)
Two Bedroom Unit	60 m ²	(645.83 sq.ft.)
More than 2 Bedroom Unit	65 m ²	(699.65 sq.ft.)
Density (maximum)	75 units per hectare	(30 u/ac.)
Landscaped Open Space (minimum)	35%	
Dwelling per lot (maximum)	1	

The Holding (h) provision is typically implemented in order to delay development until municipal services are available to a site. The subject lands are currently zoned "Residential Serviced First - holding (RS1-h)", a Zoning By-law Amendment application was submitted to rezone the subject lands to "Residential Serviced - First, Second and Third (Holding) (RS1-h, RS2-h and RS3-h)". If the proponent is successful in rezoning the subject lands, the holding category will be removed later in the subdivision development process once the site has been fully serviced or a subdivision agreement with securities has been registered.

It should be noted that the above zone requirements are considered minimums and greater setbacks and lots sizes can potentially be required through the subdivision process in accordance with the required studies, neighborhood character, functional layout, and other considerations. A draft condition of approval has been included to ensure that all requirements of the Township's Comprehensive Zoning By-law #2011-100 are maintained. The implementing by-law will be brought to Council at a later date once the lot layout is finalized.

Discussion

Lot Configuration and Lot Size

With respect to the zoning of the subject site, a minimum lot frontage of 15 metres and lot area of 460 m² (0.11 acres) is required to accommodate a single detached dwelling, a minimum lot frontage of 20 metres and lot area of 600 m² (0.14 acres) is required to accommodate a semi-detached dwelling and a minimum lot frontage of 8.5 metres for each end unit + 6 metres for each additional unit with a lot area of 180m² / per unit (.04 acres) is required to accommodate a multi-residential dwelling (Townhouse).

The subject plan of subdivision proposes 74 lots with an average frontage of 15-16 metres for the single detached dwellings and 24 metres for the semi-detached dwellings. The proposed lots comply with the minimum lot area requirements and are large enough to accommodate the intended residential typologies while meeting the minimum required yard setbacks. The proposed multi residential Block will require site specific exceptions to accommodate the intended use, the preliminary detailed design is expected to be received by mid January 2022 and will be evaluated.

Servicing

The proposed subdivision will be serviced by municipal sanitary sewers and water supply. The proposed subdivision will tie into existing water and sewer mains both located immediately south of the subject site on County Road 36 (Post Road). Both mains will be extended to serve the development in accordance with minimum Township Standards.

Stormwater Management

Storm water runoff from the proposed development will be conveyed to the new stormwater management facility via lot grading, swales, and a series of proposed storm sewers. The stormwater management facility (pond) is located at the south east quadrant of the Draft Plan on Block 1 and was designed to achieve both qualitative and quantitative requirements. As noted in the preliminary servicing report, this stormwater management facility was designed and constructed to accommodate the build-out area. The Forrester Municipal Drain runs along the south-eastern limit of the property and a petition for Drain Improvement has been sent for the re-alignment. The stormwater management plan is also being reviewed by the Raisin Region Conservation Authority who will provide further conditions/comments.

Frontage and Access

Access to the subdivision will be provided via County Road 36 (Post Road) and Barry Street East. New 20 metre wide road allowances, "Roads A and B", will run in a north/south fashion with a 20 metre west road connection proposed at the mid-block abutting Chase Meadows subdivision (Barry Street East). The proposed road network will allow for connectivity to an existing subdivision and

with future development(s) to the north and east, a 1 foot reserve will be applied to both the north and east limits represented as (Blocks 4 & 5). The multi-residential complex (Block 3) will be accessed by an East / West 9.0m wide segment located between Lots 27 and 28 identified as (Block 2).

The road network will be constructed to the Township of South Stormont's standards for a 20m Road Allowance Residential Cross Section. This can be generally summarized as an asphalt roadway consisting of two (2) 4.0m lanes, one (1) standard barrier curb and gutter for each side and a 1.5m wide sidewalk located on the north/west side of the right-of-way. As a condition of approval, a 30 cm easement/reserve will be required to be dedicated to the Township at the termination point of each road to ensure that future access is available to undeveloped lands located to the north and east.

Parkland

With respect to residential subdivisions, the Township requires the owner to convey up to 5% of the land included in the plan to the municipality for park purposes. Alternatively, the municipality may accept cash-in-lieu for all of a portion of the conveyance. This would be included as a condition of approval.

Aggregate Impact Study

GRI Inc. prepared an Aggregate Impact study for the proposed residential subdivision. There is an aggregate pit (Zeran Pit) located on Part of Lot 34, Concession V, north-east of the subject site between the pipeline easement and the railway easement. The study is required to assess the potential impacts of the severances, published reports and data on the planning designations, geology, hydrogeology for the surrounding area, and the Site Plans (part of the Aggregate Resources Act, or ARA, license). As part of the summary and recommendations the QP is proposing that a dense buffer of trees, berms or noise attenuation fencing along the east property line will help attenuate the impacts of noise. Trees will also help attenuate dust. Furthermore, purchasers of the lots within 120 m of the pit should be advised that the lots are within the minimum separation buffer of the licensed pit, and that impacts from the operation may be encountered. The recommendations have been included in the Draft Plan conditions.

Open Space

Open Space (OS) will be allocated to areas on the plan where no buildings will be located the Stormwater management Facility (BLOCK 1)

Public Consultation

A notice of public meeting was mailed out to all landowners within 120 metres of the subject lands, and a sign was posted at the subject site on the north side of County Road 36 (Post Road). A formal public meeting was held on October 6th, 2021 that was attended virtually by the applicant's agent, United Counties of SD&G staff, members of Council and the public.

Prior to the Public meeting the Township received support from Jim Brownell via email dated October 20th, 2021 and a petition opposing the residential development from abutting Chase Meadows Subdivision residents dated October 26th, 2021. Two members of the public spoke with comments and questions relating to the proposal.

Some of the comments included further clarification with respect to the stormwater management pond, appropriateness of the planned residential development in a rural setting, proposed density, and traffic concerns along County Road 36 (Post Road).

Township staff and the consultant provided commentary to each item;

A resident expressed opposition to the subdivision noting that he had purchased his lot at a premium rate as the developer advised that the lot to the east of the Chase Meadows Subdivision (the now proposed subdivision site) would not be developed for many years. The resident also raised concern about the impact on property values and overcrowding, due to the proposed semi-detached and apartment-style housing proposed.

- The Township is not privy to the private land transactions and cannot provide commentary. However, the consultant clarified that the developer (Newell and Grant Brown Ltd.) did not anticipate the rate of growth in the housing market.
- Based on the proposal at hand, the proposed density is slightly higher than abutting subdivisions, the development is still considered low to medium density development when considering the typology mix. Both the PPS and County Official Plan directs municipalities to facilitate intensification, redevelopment, and compact form and to support a full range of low, medium and high-density housing types.
- Concerns relating to negatively impacting property values, staff indicated that no evidence was provided that would indicate negative impacts to property values. Since the public meeting no additional information was provided to the Township that would substantiate the concern.

(STMW Pond) - residents inquired about the purpose of Block 1 on the Plan;

- The purpose of Block 1 is to accommodate the stormwater pond for storm water purposes for the proposed residential development.

(Rural Setting) - a resident raised concerns about the character of the area and adding this subdivision in the middle of a rural area and impacts on the rural lifestyle;

- The property is located within the Urban Boundary with subdivisions located immediately to the west and south of the subject property. Furthermore, eventually subdivisions will be introduced both to the east and north. Although the location may appear rural, the area is fully serviced and designated to allow subdivision development and is further completing the neighborhood.

(Buffering) - council requested clarification as to whether the designated multi-residential Block will contain adequate buffering and if the subdivision will have landscaping elements introduced;

- Part of the Draft Plan submission fencing requirements are not typically examined. However, it will be reviewed during the detailed design phase. Township staff indicated, fencing and vegetative buffering will be discussed with the developer during the detailed design phase. The consultant will provide a detailed design for Block 3 by mid-January 2022 and will be evaluated. This has been included as a Draft Plan condition.

(Density) - residents requested clarification on the design of the subdivision specifically in relation to the placement of the Semi-Detached lots and nature of the multi-residential Block;

- Township staff and the Consultant clarified that the proposed (RS-2) lots were mirrored and paired with the existing (RS-2) zoned properties located to west in Chase Meadows proper. However, Chase Meadows Subdivision was developed as some of the (RS-2) zoned lots were used to build single detached dwellings. The current proposal meets all requirements of the current zoning.
- Township staff provided clarification as it was requested as to whether the proposed apartment-style housing (RS-3 Block) was intended to be single-story units. Staff clarified that units in the (RS-3) zone are intended to be single-story and will consist of 6-7 multi-residential 4 unit Townhouse dwellings that will be serviced by a single access with a communal parking area. The development block will be geared to seniors. Members were advised that the zoning will be presented for consideration at a later date once a detailed design is submitted for review.

(Traffic Concern) - a resident expressed concerns related to increase traffic and speeding along County Road 36;

- Commentary received from the United Counties of SDG and the submitted Traffic Impact Study indicate that the current speed limit and projected traffic generation is acceptable. However, residents can provide a formal request to the United Counties regarding the speed limit.

The abovementioned concerns will be further examined during the detailed design phase of the subdivision process.

Attached: Appendix A – Proposed Conditions of Draft Plan Approval

Alignment with Community Strategic Plan:

Goal 3: Economic Growth

Objective 5.3: Housing

Risk and Asset Management Considerations:

There is no risk in proceeding with the proposal as developing the subdivision is borne solely by the developer. The proposed subdivision will be serviced by municipal sanitary sewers and water supply and will tie into existing infrastructure.

Options:

1. That Council supports Plan of Subdivision Application No. 01-SS-S-2021, based on the conditions of approval described in Appendix A of the Action Request dated January 12th, 2022 and further, that these conditions be forwarded to the United Counties of SDG and the applicant, representing the Township's formal comments on the proposal. This is the recommended option.
2. That Council advise the United Counties that the Township does not support Plan of Subdivision Application 01-SS-S-2021.
3. Other.

Financial Impact:

The costs of developing the subdivision are to be borne solely by the developer. The Township does not anticipate any unreasonable increases in costs to provide municipal servicing/services as a result of the subject lands being developed. Full buildout of the proposed development will add to the Township's tax base.

Others Consulted:

Senior Management - Raisin Region Conservation Authority - SDG Counties

APPENDIX A - PROPOSED CONDITIONS OF DRAFT PLAN APPROVAL

SDG File No. 01-SS-S-2021

Owner: Newell and Grant Brown Ltd.

Location: Concession 5 East Part of Lot 35; 52R-7890 PARTS 1 TO 3; Parts 4 and 5, Geographic Township of Cornwall, Township of South Stormont.

1. That the owner enters into a Subdivision Agreement with the Township of South Stormont.
2. That the Subdivision Agreement between the Owner and the Township of South Stormont be registered against the land to which it applies once the plan of subdivision has been registered.
3. The Owner agrees, by entering into a Subdivision Agreement, to satisfy all terms, conditions and obligations, financial and otherwise, of the Township of South Stormont, at its sole expense, including, but not limited to, design and construction of roads, services, utilities, lot grading and drainage, in accordance with the Township's specifications and standards, all to the satisfaction of the Township of South Stormont.
4. That the Subdivision Agreement between the Owner and the Township of South Stormont indicate that such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.
5. That prior to the registration of the Plan of Subdivision, the Township of South Stormont shall be satisfied that the proposed plan of subdivision conforms with the Zoning By-law approved under the requirements of the Planning Act, with all possibility of appeal to the Local Planning Appeal Tribunal exhausted.
6. That the road allowance(s) included in this draft plan shall be shown and dedicated as public highways.
7. That the public highway(s) shall be named to the satisfaction of the municipality.
8. The Owner agrees in writing to reimburse the Township for all legal, engineering, planning and other expense that the Township may incur in relation to the subdivision.
9. That a report on the detailed sediment and erosion control measures be implemented (pre, during and post development) be prepared for the subject lands and be submitted to the Township of South Stormont and the Raisin Region Conservation Authority for approval. The report should include a

detailed maintenance and inspection proposal with corresponding checklist to ensure the measures are properly implemented, routinely inspected, and in good working order.

- That the Subdivision Agreement includes the requirement that the approved report on sediment and erosion control prepared by the developer is implemented.
10. That prior to Final Subdivision Approval, the Owner shall submit a revised Plan, if required, to reflect any significant alterations caused from this Draft Plan Approval.
 11. That when requesting Final Approval from the United Counties, the Owner shall accompany such request with the required number of originals and copies of the Final Plan, together with a surveyor's certificate stating that the lots/blocks thereon conform to the frontage and area requirements of the zoning by-law. The surveyor's certificate regarding zoning compliance shall be accompanied by written confirmation from the Township of South Stormont.
 12. That the Subdivision Agreement shall contain provisions including but not limited to the dedication of blocks and/or easements and carrying out of any works deemed necessary by the Township, in its sole discretion, to provide access to parkland at the Owner's sole expense.
 13. That the subdivision agreement include a requirement for trees to be located in the front and rear yard of each lot.
 14. The Owner agrees to convey up to 5% or the lands cash-in-lieu of the land included in the Plan to the Township for park purposes.
 15. The Owner acknowledges there may be requirements for buffering/fencing along the rear and side yards of Block 3 during the design phase, based on the Township's updated subdivision guidelines.
 16. That the subdivision agreement include a requirement for the introduction of dense buffer of trees, berms or noise attenuation fencing along the east property line to help attenuate the impacts of noise consistent with the Aggregate Impact Study.
 17. That the subdivision agreement include a requirement for future purchasers of the lots within 120 m of the pit should advising that the lots are within the minimum separation buffer of the licensed pit, and that impacts from the operation may be encountered.



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: January 12, 2022
Subject: By-law No. 2022-001 to Authorize Temporary Borrowing

Recommendation:

That By-law No. 2022-001, being a by-law to authorize temporary borrowing, be read and passed in open Council, signed and sealed this 12th day of January, 2022.

Executive Summary:

Our current agreement with the Bank of Montreal includes an operating line for credit (LOC) of \$3.5 million, available at an interest rate of prime less 25 points (current prime rate is 2.45%). It is not anticipated that we will require these funds in 2022, however, should immediate financial support be required, funds will be available.

In order to maintain this LOC with the Bank of Montreal, the Township is required to pass a temporary borrowing by-law on an annual basis.

By-law No. 2022-001, being a by-law to authorize temporary borrowing, will satisfy the financial institutions requirement to obtain from the Township of South Stormont a temporary borrowing By-law in order to maintain our current operating LOC. The attached By-law, which is in accordance with Section 407 of the *Municipal Act, 2001*, authorizes temporary borrowing from the Bank of Montreal, in a sum or sums not exceeding in the aggregate twelve million, forty-five thousand dollars (\$12,045,000), calculated using the estimated revenue in the budget adopted in the previous year.

Background:

Section 407 of the *Municipal Act, 2001*, authorizes temporary borrowing for amounts that the municipality considers necessary, until taxes are collected and/or other revenues are received to meet the expenses for the year. Except with the approval of the Ontario Municipal Board, the total amounts borrowed at any one time shall not exceed 50% of the estimated revenue from January 1 to September 30, and 25% from October 1 to December 31 in any given year. Pending adoption of the budget, the limits upon borrowing shall temporarily be calculated using the estimated revenue in the budget adopted in the previous year.

In accordance with Section 407 of the *Municipal Act, 2001*, By-law No. 2022-001 authorizes temporary borrowing from the Bank of Montreal, in a sum or sums not exceeding in the aggregate twelve million, forty-five thousand dollars (\$12,045,000), calculated using the estimated revenue in the budget adopted in the previous year of twenty-four million, ninety thousand dollars (\$24,090,000).

By-law No. 2022-001, being a by-law to authorize temporary borrowing, will satisfy the financial institution's requirement to obtain from the Township of South Stormont a temporary borrowing By-law.

Options:

1. That Council adopt By-law No. 2022-001, being a by-law to authorize temporary borrowing. This is the recommended option.
2. That Council not pass By-law No. 2022-001.

Financial Impact:

Included in our current agreement with the Bank of Montreal is an operating LOC of \$3.5 million available at an interest rate of prime less 25 points (current prime rate 2.45%); there is no direct cost to the Township to retain this financing option.

The Township's only criteria to maintain this LOC is to pass a temporary borrowing by-law on an annual basis.

Risk:

If this by-law is not passed, the Township, if needed due to the timing of cash receipts, will be unable to access current short-term lending options through the Bank of Montreal.

Others Consulted:

1. Financial institution representatives
2. *Municipal Act, 2001*

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2022-001

BEING a by-law to authorize temporary borrowing.

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

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

AND WHEREAS the *Municipal Act, 2001*, c.25, s. 407 provides a municipality to authorize temporary borrowing, until the taxes are collected, and other revenues are received, of the amounts that the municipality considers necessary to meet the current expenses of the municipality for the year;

AND WHEREAS Council of the Corporation of the Township of South Stormont deems it necessary to prepare for temporary borrowing, the sum of twelve million, forty-five thousand dollars (\$12,045,000) to meet the current expenditures of the Corporation for the year;

AND WHEREAS the amount of the estimated revenues of the Corporation have not yet been adopted, and the amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the preceding year is twenty-four million, ninety thousand dollars (\$24,090,000);

AND WHEREAS the amount to be borrowed under this by-law and the amount of borrowings that have been repaid does not, in the aggregate, exceed from January 1st to September 30th of the year, 50% of the total, and from October 1st to December 31st, 25% from October 1 to December 31 in any given year. Pending adoption of the budget, the limits upon borrowing shall temporarily be calculated using the estimated revenue in the budget adopted in the previous year.

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

1. The Mayor and Director of Finance / Treasurer of the Corporation are hereby authorized, on behalf of the Corporation, to authorize temporary borrowing from the Bank of Montreal, a sum or sums not exceeding in the aggregate twelve million, forty-five thousand dollars (\$12,045,000.00) to meet, until the

taxes are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in s. 407 of the *Municipal Act, 2001*, c. 25 and to give to the Bank, on behalf of the Corporation, the monies so borrowed with interest at a rate not exceeding the prime rate per centum per annum, which may be paid in advance or otherwise.

2. All sums borrowed from the Bank of Montreal, for any or all of the purposes mentioned in s. 407 of the *Municipal Act, 2001*, c. 25, shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed pursuant to the authority of this by-law, as well as all other sums borrowed in this year and any previous years from the Bank of Montreal for any or all of the purposes mentioned in s. 407 (1) of the *Municipal Act, 2001*, c. 25, together with interest thereon, all monies hereafter collected or received on account of realized in respect of the taxes levied for the current year and preceding years and all of the monies collected or received from any other source, which may lawfully be applied for such purpose.
4. That any by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 12th day of January, 2022.

Mayor

Clerk



To: Council
From: Yun Ke Ni, Director of Finance/Treasurer
Date of Meeting: January 12, 2022
Subject: By-law No. 2022-002 Interim Tax Levy

Recommendation:

That By-law No. 2022-002, being a by-law to provide for an interim tax levy applicable for the 2022 year, be read and passed in open Council, signed and sealed this 12th day of January, 2022.

Executive Summary:

On an annual basis, the Township must pass a by-law to provide for an interim tax levy, due dates for the payment of the interim taxes, and penalties and interest charges for the non-payment of taxes or any instalment by the due date, applicable for the year. Without this by-law, the Treasurer will be unable to bill and collect interim taxes.

Interim taxes will be due as follows: 50% of the interim levy due and payable on the 31st day of March, 2022 and 50% due and payable on the 31st day of May, 2022.

Background:

The Township processes interim tax bills on an annual basis. The interim tax bill cannot exceed 50% of the previous year's annualized taxes. The proposed interim tax by-law for the 2022 taxation year provides for the levy of interim taxes as outlined under Section 317 of the Municipal Act, 2001.

As per Sec. 317 of the Municipal Act 2001 a local municipality may pass a by-law for an interim tax levy. The interim levy shall not exceed fifty percent (50%) of the total annualized taxes for municipal and school purposes levied in the previous year. In order to process interim tax bills, a by-law approving the levy must be passed.

Alignment with Community Strategic Plan:

Goal 2: Sustainable Infrastructure
Objective 2.1: Servicing Capacity

Risk and Asset Management Considerations:

Without the passing of this by-law, the treasurer will not be able to collect interim taxes and cash flows will not be sufficient to meet Township obligations.

Options:

1. That By-law No. 2022-002 to provide for an interim tax levy applicable for the 2022 year, be adopted. This is the recommended option.
2. That By-law No. 2022- not be approved by council.
3. Other.

Financial Impact:

The interim tax levy is a requirement to provide necessary cash flows to meet the obligations of the Township.

Others Consulted:

Municipal Act, 2001

*Prepared by:
Cindy Delgreco
Financial Analyst*

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2022-002

<u>BEING</u>	a by-law to provide for an interim tax levy, due dates for the payment of the interim taxes, and penalties and interest charges for the non-payment of taxes or any instalment by the due date, applicable for the year 2022.
<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 shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c.25, s.317(1), provides that the council of a local municipality, before the adoption of the estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;
<u>AND WHEREAS</u>	the <i>Municipal Act 2001</i> , c.25, s.317(3) (1), provides that the amount levied on a property shall not exceed fifty percent (50%) of the total amount of taxes for municipal and school purposes levied on the property for the previous year;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c.25, s.317(3) (3), provides that for the purposes of calculating the total amount of taxes for the previous year, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year;
<u>AND WHEREAS</u>	the <i>Municipal Act, 2001</i> , c.25, s.317(4) allows a municipality to levy taxes using the most recent revised assessment roll received before the passage of this by-law;
<u>AND WHEREAS</u>	the <i>Municipal Act 2001</i> , c.25, s. 317(9), provides that if the council of a municipality is of the opinion that the taxes levied under s. (1) on a property are too high or too low in relation to its estimate of the total taxes that will be levied on the property, the council may adjust the taxes on the property under s. s. (1) to the extent it considers appropriate;

AND WHEREAS

the *Municipal Act 2001*, c.25, s. 345(1) and 345(2), provide that a local municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date and that a percentage charge, not to exceed 1¼ percent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default;

AND WHEREAS

the *Municipal Act 2001*, c.25, s. 345(3), provides that interest charges, not to exceed 1¼ percent each month of the amount of taxes due and unpaid, may be imposed for non-payment of taxes;

AND WHEREAS

Council of the Township of South Stormont deems it necessary to levy an interim tax rate on all ratable properties using the 2021 annualized assessment for tax year 2022 to meet the financial obligations of the municipality.

NOW THEREFORE

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

1. That the Treasurer is hereby instructed to bill and collect the tax levies set at 50% of the rates outlined in By-law No. 2021-052 of the Corporation of the Township of South Stormont, and By-law No. 5284 and 5285 of the United Counties of Stormont, Dundas and Glengarry, passed in 2021, and of the taxes levied for education purposes as set by the Province of Ontario for the 2021 tax year. These rates are provided for in Schedule "A" attached to this By-law.
2. That the Treasurer shall use 2021 annualized assessments which consist of the 2021 returned roll received from the Municipal Property Assessment Corporation, as well as any changes in assessments occurring throughout the year.
3. That the interim tax levy imposed by this by-law shall become due and payable in instalments as follows: 50% of the interim levy shall become due and payable on the 31st day of March, 2022, and the balance of the interim tax levy shall become due and payable on the 31st day of May, 2022.

4. That on all taxes which are in default on the first day after the due date, a penalty of 1¼ percent shall be added and thereafter interest of 1¼ percent per month shall be added on the 1st day of each and every month thereafter while the default continues.
5. That any other by-law inconsistent to this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 12th day of JANUARY, 2022.

Mayor

Clerk

SCHEDULE "A" TO BY-LAW NO. 2022-XX
2022 INTERIM TAX RATES

Description		Interim Tax Rate
Commercial Payment in Lieu: Full	CF	1.4841580%
Commercial Payment in Lieu: General	CG	0.8591580%
Commercial Taxable: Full, Shared Payment in Lieu	CH	1.4841580%
Commercial Taxable: Full	CT	1.2991580%
Commercial Taxable: Excess Land	CU	1.0413956%
Commercial Taxable: Vacant Land	CX	1.0413956%
Commercial Payment in Lieu: General, Vacant Land	CZ	0.6013960%
Office Building Taxable: Full	DT	1.2991580%
Office Building Taxable: Excess Land	DU	1.0413956%
Exempt	E	0.0000000%
Farm Payment in Lieu: Full, Taxable Tenant of Province	FP	0.1505899%
Farm Taxable: Full	FT	0.1505899%
Landfill Payment in Lieu: Full	HF	3.7139507%
Industrial Taxable: Full, Shared Payment in Lieu	IH	1.7099310%
Industrial Taxable: Vacant Land, Shared Payment in Lieu	IJ	1.3843934%
Industrial Taxable: Excess Land, Shared Payment in Lieu	IK	1.3843934%
Industrial Taxable: Full	IT	1.5249310%
Industrial Taxable: Excess Land	IU	1.1994817%
Industrial Taxable: Vacant Land	IX	1.1994817%
Industrial (New Construction) Taxable: Full	JT	1.5249310%
Industrial (New Construction) Taxable: Excess Land	JU	1.1994817%
Large Industrial Taxable: Full	LT	2.6184890%
Large Industrial Taxable: Excess Land	LU	1.9649272%
Multi-Residential Taxable: Full	M T	0.6023095%
Pipeline Taxable: Full	PT	1.1592185%
Residential Payment in Lieu: General	RG	0.5258095%
Residential Taxable: Full, Shared Payment in Lieu	RH	0.6023095%
Residential Payment in Lieu: Full, Taxable Tenant of Province	RP	0.6023095%
Residential Taxable: Full	RT	0.6023095%
Managed Forests Taxable: Full	TT	0.1505899%
Commercial (New Construction) Taxable: Full	XT	1.2991580%
Commercial (New Construction) Taxable: Excess Land	XU	1.0413956%



To: Council
From: Ross Gellately, Director of Public Works
Date of Meeting: January 12, 2022
Subject: By-law No. 2022-003 to Repeal By-law No. 2021-092 and Amend By-law No. 2020-011 Seasonal Closure of Specified Sidewalks

Recommendation:

That By-law No. 2022-003, being a by-law to repeal By-law No. 2021-092 and to amend By-law No. 2020-011, Seasonal Closure of Specified Sidewalks, be read and passed in open Council, signed and sealed, this 12th day of January 2022.

Executive Summary:

By-law No. 2020-011 introduced the seasonal closure of specified sidewalks as specified in *Section 16.8(1) of O. Reg. 239/02 Minimum Maintenance Standards for Municipal Highways (MMS)* allows for a Municipality to close a highway or part of a highway by by-law.

This by-law specifies which sidewalks within the Township will be maintained from November 1 to April 1 of each year. The balance of the sidewalks will be deemed closed and "in a state of repair" as specified in the MMS regulation during this period.

In December 2021, Council directed staff to include the sidewalk on Hoople Street from Elm Street to Wales Drive and a section of sidewalk on Wales Drive from Hoople Street to Elm Street. This amendment will add this section of sidewalk to the list of sidewalks maintained in the winter season (November 1st to April 1st) by the Township.

Alignment with Community Strategic Plan:

Goal 2: Sustainable Infrastructure
Objective 2.1: Servicing Capacity

Risk and Asset Management Considerations:

Adding this section of sidewalk to the list of sidewalks maintained in the winter season provides communication to residents to meet the requirements of MMS.

Options:

1. Council adds this section of sidewalk to the winter maintenance list.
2. Other

Financial Impact:

There will be no financial impact with this service modification

Others Consulted:

Public Works Supervisor

Prepared by:

Bailey McBride,

Public Works Coordinator

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW No. 2022-003

BEING a by-law to repeal By-law No. 2021-092 and to amend By-law No. 2020-011.

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

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

AND WHEREAS Council adopted By-law No. 2020-011 to authorize seasonal closure of specified sidewalks, being part of a highway under O. Reg 239/02, Minimum Maintenance Standards for Municipal Highways, on a seasonal basis on February 12, 2020;

AND WHEREAS Council adopted By-law No. 2021-092 to amend By-law No. 2020-011 on December 15, 2021;

AND WHEREAS Council deems it advisable to repeal By-law No. 2020-011 as further additions are required to list of sidewalks maintained in the winter season by the Township;

AND WHEREAS Council of the Township of South Stormont deems it advisable to amend By-law No. 2020-011 to consolidate additions to list of sidewalks maintained in the winter season by the Township.

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

1. That By-law No. 2021-092 is hereby repealed.
2. That By-law No. 2020-011 is hereby amended as follows:
 - i. Schedule "A", Schedule "C" and Schedule "E", Winter Maintained Sidewalks, be deleted in their entirety;

and replaced with:
 - ii. Schedule "A", Schedule "C" and Schedule "E", Winter Maintained Sidewalks, attached hereto and forming part of this by-law.

3. All other relevant sections of By-law No. 2020-011 shall remain.

READ AND PASSED in open Council, signed and sealed this 12th day of January, 2022.

Mayor

Clerk

Schedule "A" to By-law No. 2022-003, Schedule "A" to By-law
No. 2020-011
Winter Maintained Sidewalks

Newington

- Fairground Drive from County Road 14 (Main Street) to Cedar Street.
- Cedar St. from Fairground Drive to County Road 14 (Main Street).
- County Road 14 (Main Street) from Cedar Street to Fairground Drive.

St. Andrews West

- Hwy. 138 from Valade Road to County Road 18 (Dundas Street).
- County Road 18 (Dundas Street) from Hwy. 138 to St. Andrews Catholic School.
- County Road 18 (Dundas Street) from Hwy. 138 to the east limit of the hamlet of St. Andrews West.

Long Sault

- Mille Roches Road from Simcoe Street to the apartments at #60 Mille Roches Road.
- Bethune Street from Mille Roches Road to Mille Roches Road.
- Frost Avenue from Mille Roches Road to Saunders Avenue.
- Saunders Avenue from Frost Avenue to Strachan Avenue.
- Strachan Avenue from Saunders Avenue to County Road 35 (Moulinette Road)
- County Road 35 (Moulinette Road) from French Avenue to County Road 2.
- Simcoe Street from County Road 35 (Moulinette Road) to Mille Roches Road.
- Plaza sidewalk from Simcoe Street to Long Sault Plaza.
- Jim Brownell Boulevard from County Road 36 (Post Road) to Barry Street East.
- Barry Street East from Jim Brownell Boulevard to Barnhart Drive.
- Barry Street from Barnhart Drive to the west limit.

Ingleside

- County Road 14 (Dickinson Drive) from Santa Cruz Drive to College Street.
- College Street from County Road 14 (Dickinson Drive) to Farran Drive.
- Farran Drive from College Street to St. Lawrence Street.
- Memorial Square from College Street to Maple Street.
- Bank Street from Maple Street to Ingleside Plaza
- Maple Street from County Road 14 (Dickinson Drive) to Farran Drive.
- Thorold Lane from County Road 14 (Dickinson Drive) to Ingleside Plaza.
- Santa Cruz Drive from County Road 14 (Dickinson Drive) to Wales Drive.
- Wales Drive from Santa Cruz Drive to Hoople Street.
- Hoople Street from Wales Drive to Elm Street.
- Elm Street from Wales Drive to County Road 14 (Dickinson Drive).
- Hickory Street from Farran Drive to Napier Street.
- Napier Street from Hickory Street to St. Lawrence Street
- St. Lawrence Street from Napier Street to Bank Street.
- Ault Drive from Hickory Street to St. Lawrence Street

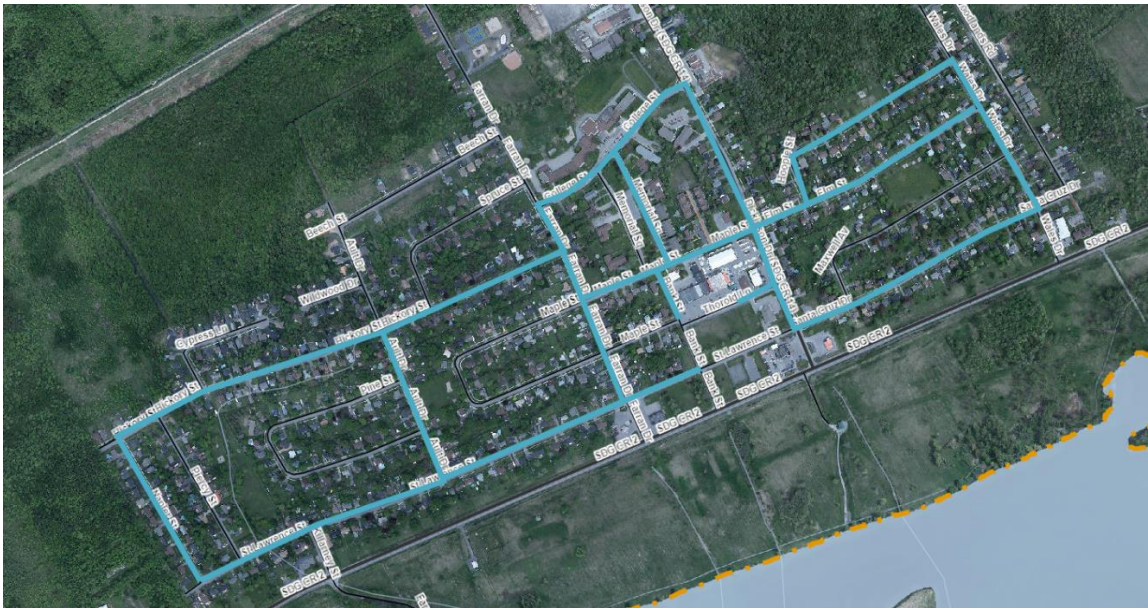
Schedule "C" to By-law No. 2022-003, Schedule "C" to By-law
No. 2020-011
Winter Maintained Sidewalks

St. Andrews West



Schedule "E" to By-law No. 2022-003, Schedule "E" to By-law
No. 2020-011
Winter Maintained Sidewalks

Ingleside



Township of South Stormont
ACTION REQUEST
Planning and Building Department



To: Council
From: Karl Doyle - Director of Planning and Building
Date of Meeting: January 12, 2022
Subject: By-law No. 2022-004 Name and Dedicate Land as Public Highway - Long Sault East Industrial Park

Recommendation:

That By-law No. 2022-004, being a by-law to name and dedicate land as public highway, be read, and passed in open Council, signed, and sealed this 12th day of January 2022.

Executive Summary:

This report recommends that Council pass a by-law to dedicate land as public highway to facilitate expansion of a new road in the Long Sault East Industrial Park. This will support future development opportunities that will commence in 2022. Moreover, this report recommends naming the new road Jim Bancroft Boulevard.

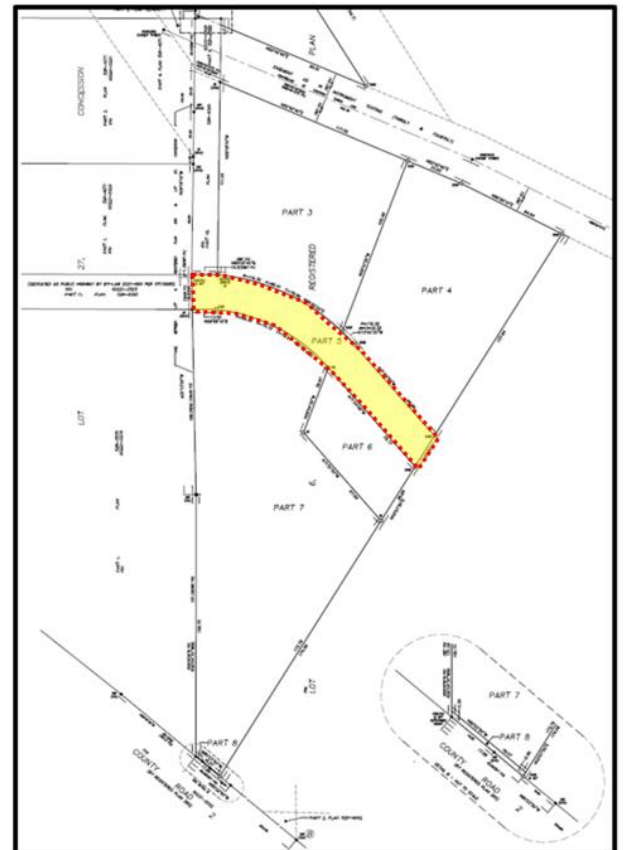
Background:

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.

The new road expansion 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 and dedicate the road as a public highway.

It is necessary to dedicate the land as a public highway to ensure the newly created



development parcels have frontage on an open road.
As such the following dedication is recommended:

- Part 5 on 52R-8478

Furthermore, staff is making the recommendation to name the new Long Sault East Industrial Park Road to "Jim Bancroft Boulevard". The proposal is in conformity with By-law 2017-078, "a by-law to direct the orderly addressing of properties and appropriate naming of roads within the Township of South Stormont".

Former Mayor Bancroft passed away peacefully on December 1, 2020, he dedicated many years to the service of his community as a member of Council of the former Township of Osnabruck and the Township of South Stormont. Jim served on numerous committees and community groups in support of residents and demonstrated a passion and commitment for the betterment of the community.

Staff reached out to discuss the road naming initiative with Amy Bancroft before the Christmas Holidays and she gratefully accepted the honor and is supportive of the initiative.

If Council approves the naming, a commemorative road opening will take place during late winter/ early spring 2022.

Alignment with Community Strategic Plan:

Goal 3: Economic Growth

Objective 3.2: Shovel Readiness

Risk and Asset Management Considerations:

It is necessary to dedicate the road as public highway, should Council not pass the necessary by-law development within the Long Sault Industrial Park would be halted and potential opportunities could be lost.

Options:

1. That Council accept the proposed road name and dedicate the lands as public highway. This is the recommended option.
2. That Council decline to accept the road proposed name and dedicate the land as public highway.

Financial Impact:

There is minimal financial impact to the Township at this time, being registration costs. The required survey was prepared within 2020 budget and development projects.

Others Consulted:

Township Directors
Bancroft Family
Legal Counsel

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW No. 2022-004

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

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

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

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

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

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

1. That lands described as Plan 265, Part of Lot 6 being; Part 5 on Reference Plan 52R-8478, in the geographic Township of Cornwall, Township of South Stormont, identified as Part of PIN 60221-0327 is hereby dedicated as a public highway and henceforth be named Jim Bancroft Boulevard.
2. That any by-law inconsistent with this by-law is hereby repealed.

READ and passed in open Council, signed and sealed this 12th day of January, 2022.

Mayor

Clerk



To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: January 12, 2022
Subject: By-law 2022-005 Authorize the Sale of Land to Elysian Design and Build Limited in the Long Sault East Industrial Park

Recommendation:

That By-law No. 2022-005, being a by-law to authorize the sale of land in the Long Sault Industrial Park to Elysian Design and Build Limited, be read and passed in open Council, signed and sealed this 12th day of January 2022.

Executive Summary:

This report recommends transferring lands located in the Long Sault East Industrial Park to Elysian Design and Build Limited and further, to delegate authority to the Mayor and Clerk to sign a buy-back agreement for lands described as Plan 265, Part of Lot 6 being; Part 7 on Reference Plan 52R-8478; Part of PIN 60221-0327 (4.35 acres).

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.

The new industrial 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.

Elysian Design and Build Limited, is purchasing 4.35 acres of land and intends to construct a supply chain terminal facility that will have access solely to the new industrial road.

The use is permitted to establish on the subject parcel under the current General Industrial (MM) zoning. The lands will be subject to site plan approval and a draft functional site plan design will be received within 6 months of finalizing the lands sale.

Township's Legal Counsel have been working with the proponent's legal representative on a separate development buy-back agreement. This is a typical agreement that provides the option to the Township in the event the proponent has not obtained a building permit and substantially commenced construction of a commercial or industrial building on the Lands prior to the 5th anniversary of the date of closing. In the event the provisions contained within the agreement are not fulfilled and the Township assumes the property, all costs associated costs will be borne by the landowner.

The sale will provide additional tax revenue and employment for the community of Long Sault and help the growth of existing businesses and promote additional economic spin-offs.

Alignment with Community Strategic Plan:

Goal 3: Economic Growth

Objective 3.3: Investment Attraction

Risk and Asset Management Considerations:

If the facility is not completed, provisions in the agreement would allow for the Township to re-purchase the property at the same price.

The parcels located in the first phase of the Long Sault Industrial Park has water service and will outlet to a stormwater retention facility.

Options:

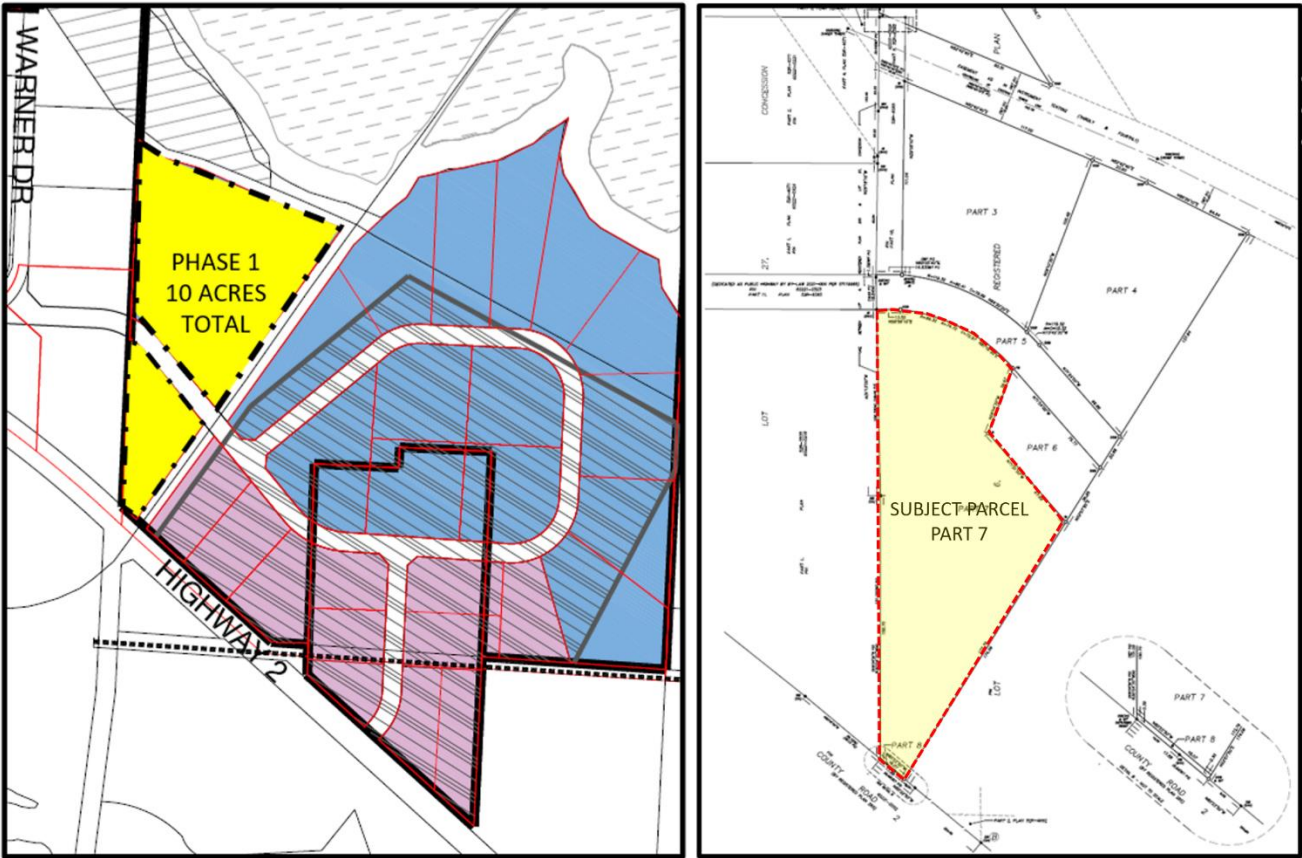
1. That Council authorize the sale of land to Elysian Design and Build Limited in the Long Sault Industrial Park.
2. That the Township defer the by-law.
3. Other

Financial Impact:

The 4.35 acre parcel being; Part 7 on Reference Plan 52R-8478 is being sold for \$15,000 per acre at a sale price of \$65,250 + HST.

Funds will be transferred into the Township's land development reserve for future use.

Others Consulted:
Township Clerk and Township Legal Counsel



THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2022-005

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

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

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

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

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

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

1. That the Mayor and Clerk are hereby authorized to sign all documents, including a buy-back agreement, together with any minor amendment recommended by counsel, necessary to complete the sale of lands described as Part of Lot 6, Plan 265, being Part 7, 52R-8478, geographic Township of Cornwall, Township of South Stormont, Part of PIN 60221-0327, for the sum of sixty five thousand and two hundred and fifty dollars, \$65,250 + HST to Elysian Design and Build Limited as agreed in the Agreement of Purchase and Sale.
2. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 12th day of January, 2022.

Mayor

Clerk



To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: January 12, 2022
Subject: By-law 2022-006 Authorize the Sale of Land to Abdullah Al-Saheb (Bubbly Shisha) in the Long Sault East Industrial Park

Recommendation:

That By-law No. 2022-006, being a by-law to authorize the sale of land in the Long Sault Industrial Park to Abdullah Al-Saheb, be read and passed in open Council, signed and sealed this 12th day of January 2022.

Executive Summary:

This report recommends transferring lands located in the Long Sault East Industrial Park to Abdullah Al-Saheb (Bubbly Shisha), and further, delegate authority to the Mayor and Clerk to sign a buy-back agreement for lands described as Plan 265, Part of Lot 6 being; Part 3 on Reference Plan 52R-8478; Part of PIN 60221-0327 (2.42 acres).

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.

The new industrial 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.

Abdullah Al-Saheb, is purchasing 2.42 acres of land and intends to construct a new manufacturing and distribution industrial facility. I have included a link to their product website. <https://www.bubblyshisha.com/>

The use is permitted to establish on the subject parcel under the current General Industrial (MM) zoning. The lands will be subject to site plan approval and a draft functional site plan design will be received within 6 months of finalizing the lands sale.

Township's legal counsel have been working with the proponent's legal representative on a separate development buy-back agreement. This is a typical agreement that provides the option to the Township in the event the proponent has not obtained a building permit and substantially commenced construction of a commercial or industrial building on the Lands prior to the 5th anniversary of the date of closing. In the event the provisions contained within the agreement are not fulfilled and the Township assumes the property, all costs associated costs will be borne by the landowner.

The sale will provide additional tax revenue and employment for the village of Long Sault and help the growth of existing businesses and promote additional economic spin-offs.

Alignment with Community Strategic Plan:

Goal 3: Economic Growth

Objective 3.3: Investment Attraction

Risk and Asset Management Considerations:

If the facility is not completed, provisions in the agreement would allow for the Township to re-purchase the property at the same price.

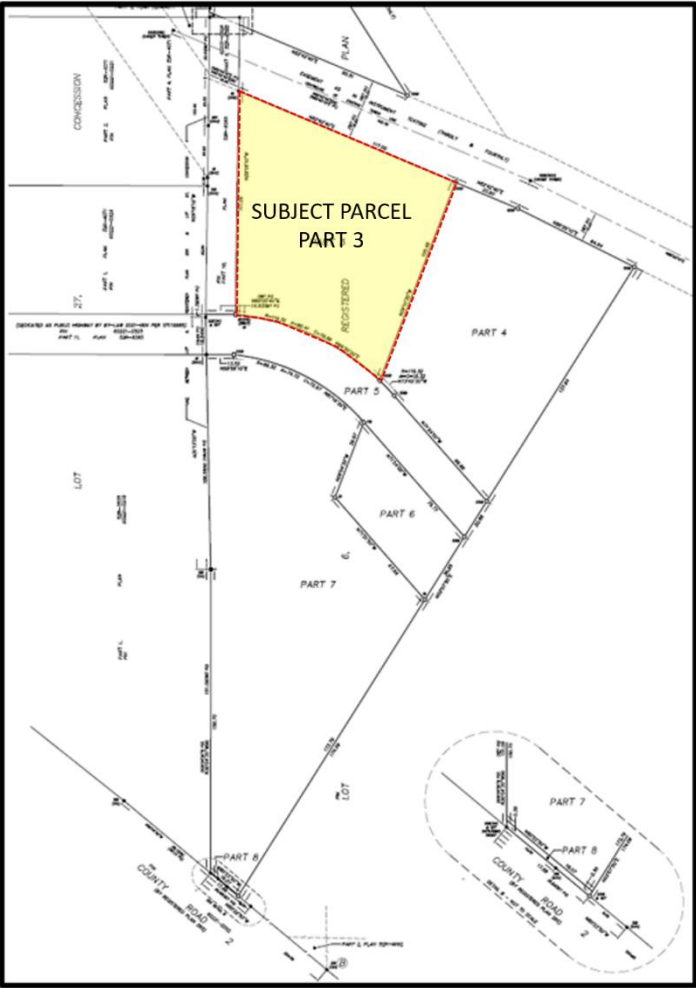
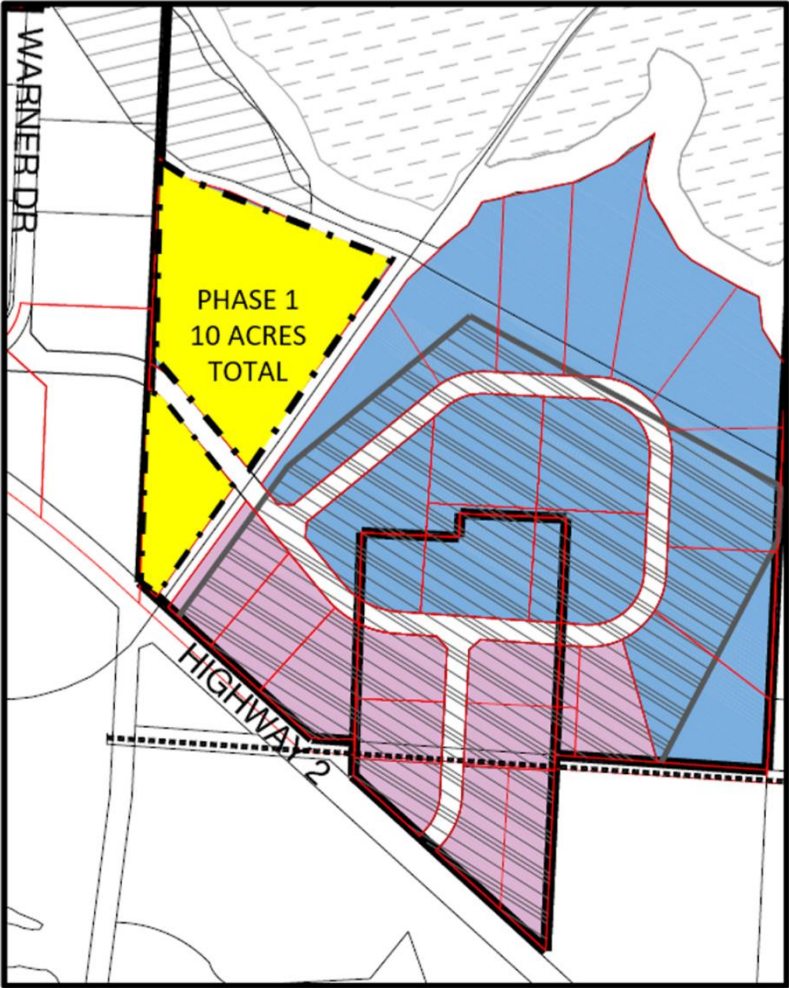
The parcels located in the first phase of the Long Sault Industrial Park has water service and will outlet to a stormwater retention facility.

Options:

1. That Council authorize the sale of land to Abdullah Al-Saheb in the Long Sault Industrial Park.
2. That the Township defer the by-law.
3. Other

Financial Impact: The 2.42 acre parcel being; Part 3 on Reference Plan 52R-8478 is being sold for \$15,000 per acre at a sale price of \$36,300 + HST. Funds will be transferred into the Township's land development reserve for future use.

Others Consulted:
Township Clerk and Township Legal Counsel



THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2022-006

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

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

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

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

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

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

1. That the Mayor and Clerk are hereby authorized to sign all documents, including a buy-back agreement, together with any minor amendment recommended by counsel, necessary to complete the sale of lands described as Part of Lot 6, Plan 265, being Part 3, 52R-8478, geographic Township of Cornwall, Township of South Stormont, Part of PIN 60221-0327, for the sum of thirty six thousand and three hundred dollars, (\$36,300.00)+HST to Abdullah Al-Saheb as agreed in the Agreement of Purchase and Sale.
2. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 12th day of January, 2022.

Mayor

Clerk



To: Council
From: Karl Doyle, Director of Planning and Building
Date of Meeting: January 12, 2022
Subject: By-law 2022-007 Authorize Sale of Land to Christopher and Elizabeth Thompson (Long Sault East Industrial Park)

Recommendation:

That By-law No. 2022-007, being a by-law to authorize the sale of land in the Long Sault Industrial Park to Christopher and Elizabeth Thompson, be read and passed in open Council, signed and sealed this 12th day of January 2022.

Executive Summary:

This report recommends transferring lands located in the Long Sault East Industrial Park to Christopher and Elizabeth Thompson, and further, delegating authority to the Mayor and Clerk to sign a buy-back agreement for lands described as Plan 265, Part of Lot 6 being; Part 4 on Reference Plan 52R-8478; Part of PIN 60221-0327 (2.59 acres).

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.

The new industrial 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.

Christopher and Elizabeth Thompson, is purchasing 2.59 acres of land and intends to construct a cannabis production and processing facility that will comply with all Federal and Municipal regulations.

The use is permitted to establish on the subject parcel under the current General Industrial (MM) zoning. The lands will be subject to site plan approval and a draft functional site plan design will be received within 6 months of finalizing the lands sale.

Township's legal counsel have been working with the proponent's legal representative on a separate development buy-back agreement. This is a typical agreement that provides the option to the Township in the event the proponent has not obtained a building permit and substantially commenced construction of a commercial or industrial building on the Lands prior to the 5th anniversary of the date of closing. In the event the provisions contained within the agreement are not fulfilled and the Township assumes the property, all costs associated costs will be borne by the landowner.

The sale will provide additional tax revenue and employment for the village of Long Sault and help the growth of existing businesses and promote additional economic spin-offs.

Alignment with Community Strategic Plan:

Goal 3: Economic Growth

Objective 3.3: Investment Attraction

Risk and Asset Management Considerations:

If the facility is not completed, provisions in the agreement would allow for the Township to re-purchase the property at the same price.

The parcels located in the first phase of the Long Sault Industrial Park has water service and will outlet to a stormwater retention facility.

Options:

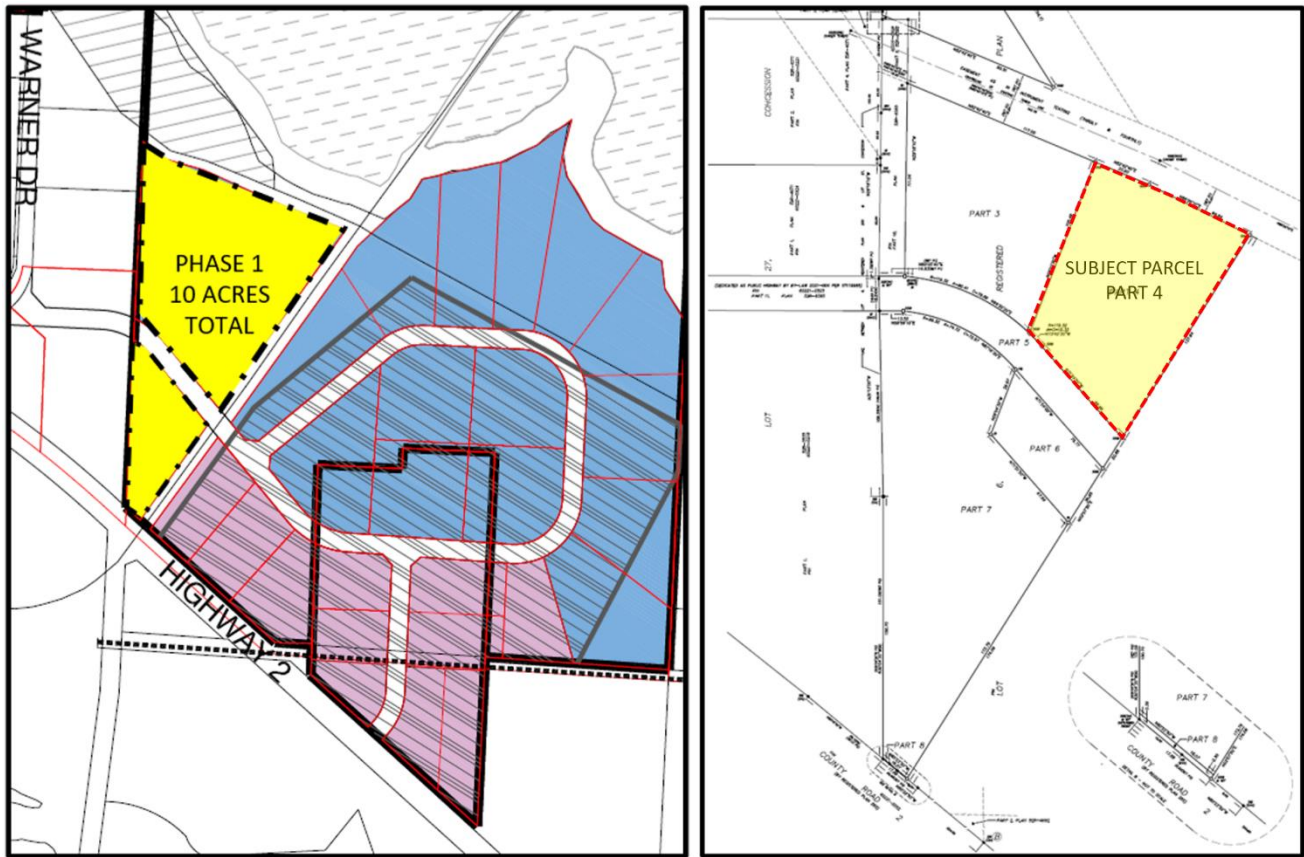
1. That Council authorize the sale of land in the Long Sault Industrial Park to Christopher and Elizabeth Thompson.
2. That the Township defer the by-law.
3. Other

Financial Impact:

The 2.59 acre parcel being; Part 4 on Reference Plan 52R-8478 is being sold for \$15,000 per acre at a sale price of \$38,850 + HST.

Funds will be transferred into the Township's land development reserve for future use.

Others Consulted:
Township Clerk and Township Legal Counsel



THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2022-007

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

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

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

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

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

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

1. That the Mayor and Clerk are hereby authorized to sign all documents, including a buy back agreement, together with any minor amendment recommended by counsel, necessary to complete the sale of lands described as Part of Lot 6, Plan 265, being Part 4, 52R-8478, geographic Township of Cornwall, Township of South Stormont, Part of PIN 60221-0327, for the sum of thirty eight thousand and eight hundred and fifty dollars, \$38,850 + HST to Christopher and Elizabeth Thompson as agreed in the Agreement of Purchase and Sale.
2. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 12th day of January, 2022.

Mayor

Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2022-008

BEING a by-law of the Township of South Stormont to adopt, confirm and ratify matters dealt with by resolution.

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

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

AND WHEREAS in many cases action that is taken or authorized to be taken by the Township of South Stormont does not lend itself to the passage of an individual by-law.

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

1. That the minutes of the meeting of the Township of South Stormont, held on December 15, 2021 are hereby adopted.
2. That the actions of the Council of the Township of South Stormont at the meeting of January 12, 2022 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 Ontario Land Tribunal or other authority is required by law, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
3. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned minutes or with respect to the exercise of any powers by the Township of South Stormont in the above minutes, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and taking of any action authorized therein and thereby or required for the exercise of any powers therein by the Township of South Stormont.
4. The Mayor and the appropriate officers of the Township of South Stormont are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of South Stormont referred to in the proceeding section.

5. The Mayor, or in the absence of the Mayor, the Deputy Mayor and the Clerk, or in the absence of the Clerk, the Deputy Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of South Stormont.

READ AND PASSED in open Council, signed and sealed this 12th day of January, 2022.

Mayor

Clerk