Township of North Stormont

Agenda
Regular Meeting
Tuesday, July 22, 2025 6:00 PM
Council Chambers

Page

1. CALL TO ORDER

1.1. https://www.youtube.com/@TownshipofNorthStormont

BE it resolved that this regular meeting now open at ____ p.m.

2. OPENING REMARKS

3. ADOPTION OF THE AGENDA AMENDMENT(S) ADDITION(S) OR DELETION(S)

3.1. BE it resolved that the agenda be approved as presented.

4. DISCLOSURE OF PECUNIARY INTEREST AND NATURE THEREOF

5. PUBLIC MEETING

5.1. **Zoning Application Z-2025-07 (28 St Polycarp)** 9 - 33
BE it resolved that the Council of the Township of North Stormont accept the report for the Zoning Amendment file No. Z-2025-07 (28 St Polycarp) as presented by the Planning Department of the Township of North Stormont.
Z-2025-07 (28 St Polycarp) Application
Z-2025-07 (28 St Polycarp) Presentation
Z-2025-07 (28 St Polycarp) Zoning Report

6. DELEGATIONS/PRESENTATIONS

6.1. Connor Gallagher - Tripine Developments Inc 34 - 39
Tripine Public Meeting July 22

7. ADOPTION OF MINUTES OF PREVIOUS MEETING

7.1. BE it resolved that the following minutes be approved as presented: 40 - 45
Regular Meeting - June 24 - Minutes
Regular Meeting - 24 Jun 2025 - Minutes

8. ADOPTION OF MINUTES OF COMMITTEES AND LOCAL BOARDS

8.1. THAT the Council of the Township of North Stormont accept the following committee minutes as presented for information purposes: 46 - 70
Fire Services Committee Minutes of November 14, 2024

Township of North Stormont Committee of Adjustment Minutes of March 7, 2025
Township of North Stormont Committee of Adjustment Minutes of April 23, 2025
Township of North Stormont Committee of Adjustment Minutes of May 29, 2025
South Nation Conservation Board Minutes of May 15, 2025
Fire Services Committee - Nov 14 2024
Township of North Stormont COA - 07 Mar 2025
Township of North Stormont COA - 23 Apr 2025
Township of North Stormont COA - 29 May 2025
SNC Minutes - May 15, 2025

9. RECEIVING OF MONTHLY STAFF REPORTS AND RECOMMENDATIONS

9.1. **Zoning Application Z-2025-05 (Heritage Trail Subdivision)** 71 - 94
THAT the Council of the Township of North Stormont receives report No. PD 06-2025 from the Planning Department to endorse Draft Plan of Subdivision and change the zoning of 15034 Concession 3-4 Road, Finch, in the Township of North Stormont and approves the recommended changes therein.
Z-2025-05 (Heritage Trail Subdivision) Presentation
Z-2025-05 (Heritage Trail Subdivision) Report
Public Meeting Minutes

9.2. **Parkland layout - Plan of Subdivision SDG File No.01-NS-S-2024 (Blanchard)** 95 - 102
THAT the Council of the Township of North Stormont receives report PD 07-2025 from the Planning Department to support the revised plan Plan of Subdivision layout SDG File No.01-NS-S-2024 as shown in Schedule “A” of the Action Request dated July 2025 from the Planning Department
PD07-2025Parkland layout - Plan of Subdivision SDG File No.01-NS-S-2024 (Blanchard) - Pdf

9.3. BE it resolved that the following monthly reports be received: 103 - 110
By-Law Enforcement
Building
Fire
Public Works
CAO
REPORT - MLEO
REPORT - BUILDING
REPORT - FIRE
REPORT - PW
REPORT - CAO

9.4. **Establishing and Regulating Fire & Emergency Services** 111 - 141

THAT the Council of the Township of North Stormont receive for information Report No. FSC 01-2025 from the Fire Chief that was presented to the Fire Services Committee at their meeting of June 26, 2025 to approve a service level that includes interior and defensive structural fire attack, requiring all participating firefighters to be certified to NFPA 1001 Level I and II and NFPA 1072 in accordance with Ontario Regulation 343/22;

AND FURTHER THAT upon the recommendation from the Fires Services Committee that the attached draft By-law, based on the approved service level, with the understanding that firefighters who do not meet the certification requirements by the mandated deadline will no longer be eligible to serve in structural firefighting roles.

FIREFSC 01-2025By-Law to regulate emergency Services - Pdf

9.5. **Fireworks By-Law** 142 - 144

THAT the Council of the Township of North Stormont receives and accepts report No. Fire 04-2025 from the Fire Chief regarding the proposed Fireworks By-law, which introduces updated regulations and safety standards to both consumer and display fireworks within the municipality, which introduces updated regulations and safety standards within the municipality and formally adopt by By-law.

FIRE04-2025Fireworks By-Law - Pdf

9.6. **Open Air By-Law** 145 - 147

THAT the Council of the Township of North Stormont receives and accepts report No. Fire 03-2025 from the Fire Chief regarding the proposed Open Air Burning By-law, which introduces updated regulations and safety standards for open air fires within the municipality to be formally adopted by By-law.

FIRE03-2025Open Air By-Law - Pdf

9.7. **Health and Safety Water Stream Grant** 148 - 149

THAT the Council of the Township of North Stormont accepts the report from the Treasurer and Public Works Superintendent to support and approve the application to the Municipal Housing Infrastructure Program - Heath and Safety Water Stream (MHIP-HSWS) grant for the Payne River Crossing 200mm Watermain Refurbishment project and approves the Township's portion of the grant, if approved, as part of 2026 budget process.

FIN15-2025Health and Safety Water Stream Grant - Pdf

9.8. **2025 Auditor Appointment** 150 - 151

THAT the Council of the Township of North Stormont accepts and approves Report FIN 13-2025 from the Treasurer to appoint Welch, LLP as the external auditor for the fiscal year ending December 31, 2025.

FIN13-20252025 Auditor Appointment - Pdf

9.9. **2025 Asset Management Plan** 152 - 322

THAT the Council of the Township of North Stormont approves and accepts Report FIN 14-2025 from the Treasurer with regards to the 2025 Asset Management Plan.

FIN14-20252025 Asset Management Plan - Pdf

9.10. **Q2 2025 Variance Report** 323 - 347

THAT the Council of the Township of North Stormont accepts report FIN 16-2025 from the Treasurer, regarding the second quarter variance report for the period ending June 30th, 2025 for information purposes only.

FIN16-2025Q2 2025 Variance Report - Pdf

9.11. **Delegated Authority By-law** 348 - 349

THAT the Council of the Township of North Stormont receives this key information report, report number ADMIN 12-2025, from the Deputy Clerk on delegated authority By-laws for information purposes.

ADMIN12-2025Delegated Authority By-law - Pdf

9.12. **Sale - 15 Union Street** 350 - 352

THAT the Council of the Township of North Stormont receive report ADMIN 13-2025 from the CAO and approves the sale of 15 Union Street

ADMIN13-2025Sale - 15 Union Street - Pdf

10. MUNICIPAL BY-LAWS

10.1. **By-Law No. 48-2025 - Repeal By-Law 42-2025 - Part Lot Control** 353 - 354

BE it resolved that By-Law No. 48-2025, being a By-law to repeal in its entirety, By-Law No. 42-2025 to exempt certain lands from Part Lot Control, in Registered Plan of Subdivision Plan 52M-70, on a Street legally named Helen Street, in the Township of North Stormont and in the County of Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

48-2025 - Repeal By-law 42-2025 - Delegated Part Lot Control 13066266 Canada Inc

10.2. **By-Law No. 49-2025 - Amend Zoning By-Law 08-2014 - Z-2025-07** 355 - 358

BE it resolved that By-Law 49-2025, being a By-Law to change the zoning of certain lands in the Township of North Stormont and amend comprehensive zoning By-law 08-2014 from the “Residential First Density (R1) Zone" and "Residential Second Density - Exception 26 (R2-26) Zone" to "Residential Second Density - Exception 31 (R2-31) Zone" and "Residential Second Density - Exception 32 (R2-32) Zone", be read a first, second, and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

49-2025 - Amend Zoning 08-2014 - 28 St Polycarp

10.3. **By-Law No. 50-2025 - Amend Zoning By-Law 08-2014 - Z-2025-05** 359 - 363

BE it resolved that By-Law 50-2025, being a By-Law to change the zoning of certain lands in the Township of North Stormont and amend comprehensive zoning By-law 08-2014 from "Residential First Density (R1) Zone" and "Agriculture (AG) Zone" to "Residential First Density – Special Exception 21 - Holding (R1-21-h)", "Residential Second Density – Special Exception 33 – Holding (R2-33-h)", "Residential Third Density – Special Exception 3 – Holding (R3-3-h)", and "Open Space (OS)", be read a first, second, and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

50-2025 - Amend Zoning 08-2014 - Heritage Trail Subdivision

10.4. **By-Law No. 51-2025 - Establishing & Regulating Emergency Services** 364 - 385

BE it resolved that By-Law No. 51-2025, being a By-law to repeal and replace By-Law No.'s 65-2016 and 81-2020 to establish and regulate the operation, training, conduct and safety of Emergency Services within the Township of North Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

51-2025 - Establishing & Regulating Emergency Services

10.5. **By-Law No. 52-2025 - Repeal & Replace By-Laws 53-2018 & 62-2019 - Open-Air Fires** 386 - 400

BE it resolved that By-Law No. 52-2025, being a By-law to repeal and replace By-Law No.'s 53-2018 and 62-2019 for regulating the setting of Open-Air fires and to institute precautions to be taken with Open-Air fires, including the times during which Open-Air fires may be set be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

52-2025 Repeal & Replace By-Laws 53-2018 & 62-2019 -Open Air Fires

10.6. **By-Law No. 53-2025 - Fireworks By-Law** 401 - 414

BE it resolved that By-Law No. 53-2025, being a By-law to prohibit or regulate fireworks within the Township of North Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

53-2025 - Fireworks By-law

10.7. **By-Law No. 54-2025 - Parking By-Law** 415 - 419

BE it resolved that By-Law No. 54-2025, being a By-law to repeal and replace By-Law No.'s 64-2020 and 06-2021 to regulate parking within the limits of the Township of North Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

54-2025 - Parking By-Law

10.8. **By-Law No. 55-2025 - Repeal & Replace By-law 41-2017 - Municipal Alcohol Policy** 420 - 447

BE it resolved that By-Law No. 55-2025, being a By-law to repeal and replace By-Law No. 41-2017 and to adopt Policy Number REC 02-2025, the Municipal Alchohol Policy, for the Township of North Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

55-2025 - Repeal & Replace By-Law 41-2017 - Municipal Alcohol Policy

10.9. **By-Law No. 56-2025 - Corporate Vehicle Policy** 448 - 452

BE it resolved that By-Law No. 56-2025, being a By-law to adopt Policy Number FIN 03-2025, the Corporate Vehicle Policy, for the Township of North Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

56-2025 - Corporate Vehicle Policy

10.10. **By-Law No. 57-2025 - Repeal & Replace By-Laws 66-2015 & 17-2018 - Staff Code of Conduct Policy** 453 - 472

BE it resolved that By-Law No. 57-2025, being a By-law to repeal and replace By-Law No.'s 66-2015 and 17-2018 and to adopt Policy Number ADMIN 03-2025, the Staff Code of Conduct Policy, for the Township of North Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

57-2025 - Repeal & Replace By-Laws 66-2015 & 17-2018 - Staff Code of Conduct Policy

10.11. **By-Law No. 58-2025 - Repeal & Replace By-Law 07-2024 - Human Resource Policy** 473 - 527

BE it resolved that By-Law No. 58-2025, being a By-law to repeal and replace By-Law No. 07-2024 and to adopt Policy Number ADMIN 04-2025, the Human Resource Policy, for the Township of North Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

58-2025 - Repeal & Replace By-Law 07-2024 - Human Resources Policy

10.12. **By-Law No. 59-2025 - Amend By-Law 06-2025 - Fees & Charges** 528 - 529

BE it resolved that By-Law No. 59-2025, being a By-law to amend, Schedule C - Fire Department, By-Law No. 06-2025 to establish fees and charges for licences, permits, certificates and various municipal services be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.

59-2025 - Amend By-Law 06-2025 - Fees & Charges

10.13. **By-Law No. 60-2025 - Repeal Deputy Clerk Appointment** 530

BE it resolved that By-Law No. 60-2025, being a By-law to repeal By-Law No. 92-2022 to appoint a Deputy Clerk be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of

July, 2025.
60-2025 - Repeal By-law 92-2022 - Appoint Deputy Clerk

10.14. **By-Law No. 61-2025 - Appoint Deputy Clerk** 531
BE it resolved that By-Law No. 61-2025, being a By-law to appoint a Deputy Clerk be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025.
61-2025 - Appoint Deputy Clerk

11. CORRESPONDENCE

11.1. **Minister of Municipal Affairs and Housing** 532 - 533
242-2025-4 MMAH - Deputy Minister's Letter - Building Code Act Amendment

11.2. **Ministry of Environment, Conservation and Parks** 534 - 536
Streamlining Environmental Permission for Waste Management Systems

11.3. **Northumberland County** 537 - 541
Resolution Support 'Procurement and Advocacy for Trade Agreement Exemptions'

11.4. **Town of Cobourg** 542 - 543
Town of Cobourg Council Resolution -Bill 5 and its Impact on the Local Food System and Environment

11.5. **South Nation Conservation** 544 - 558
SNC Memo - 2024 Annual Report - North Stormont
SNC Annual Report 2024

11.6. **SDG County Library** 559
BE it resolved that the correspondence as listed as Items 11.1 to 11.6 on the agenda be received.
2025-06 Board Newsletter

12. MOTIONS AND NOTICES OF MOTIONS

13. PETITIONS

14. UNFINISHED BUSINESS

14.1. **Backyard Hens Draft By-Law** 560 - 566
THAT the Council of the Township of North Stormont receive the updated Backyard Hen By-Law for information purposes and direct staff to incorporate changes as directed by Council.
Backyard Hens Draft By-law

15. NEW BUSINESS

16. SCHEDULING OF MEETINGS

16.1. **August 12, 2025 - Regular Meeting 6:00pm**
September 9, 2025 - Regular Meeting 6:00pm

17. COMING EVENTS

18. CLOSING REMARKS OR COUNCIL COMMENTS

19. CLOSED SESSION

20. RATIFICATION/CONFIRMING BY-LAW

20.1. BE it resolved that By-Law No. 62-2025, being a By-law to adopt, confirm and ratify Council's actions at its regular meeting of July 22, 2025, be read a first, second and third time, passed, signed and sealed in Open Council this 22nd day of July, 2025. 567

62-2025 - Ratify July 22

21. ADJOURNMENT

21.1. BE it resolved that this regular meeting adjourn at ____ p.m.

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ZONING BY-LAW AMENDMENT & HOLDING BY-LAW

THE UNDERSIGNED HEREBY APPLIES TO THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT UNDER SECTIONS 34 OR 36 OF THE PLANNING ACT, R.S.O. 1990, AS AMENDED, FOR AN AMENDMENT TO BY-LAW 08-2014, AS DESCRIBED IN THIS APPLICATION.

APPLICANT INFORMATION

Name of Applicant: Maxime Racine (Oakline Architecture)

Mailing Address: 4725 Ste-Catherine, St-Isidore CP13
(Street Address) (Town) (Province) (Postal Code)

Phone Number: 613-307-7457
(Home) (Work) (Fax)

Email Address: info@oaklinearchitecture.ca

NAMES AND ADDRESSES OF HOLDERS OF ANY MORTGAGES, CHARGES OR OTHER ENCUMBRANCES

Name of Applicant: Éric Matte, Ryan Villeneuve & Nicolas Matte

Mailing Address: 787 Aurele Rd, Casselman ON, K0A 1M0 (Éric Matte)
(Street Address) (Town) (Province) (Postal Code)

Phone Number: 613-406-7639 (Éric Matte)
(Home) (Work) (Fax)

Email Address: ericgmatte@hotmail.com (Éric Matte)

PROPERTY INFORMATION

Municipal Address: 28, 28A, 28B, St-Polycarpe, Moose Creek ON, K0C 1W0
PIN 6011-80615, PIN 6011-80616, PIN 6011-80617

Legal Description: **Lot** _____ **Concession** _____

Part 1 **Plan No.** 52R-1244

Lot Size: **Frontage:** 15.30M **Depth:** 52.30M **Area:** 780.79 M2

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UNITED COUNTIES OFFICIAL PLAN CONSIDERATIONS

1. If the application is to implement an alteration to the boundary of an area of settlement or to implement a new are of settlement, provide details of the Official Plan or Official Plan Amendment that deals with the matter.
2. If the application is to remove land from an area of employment, provide details of the Official Plan or Official Plan Amendment that deals with the matter.
3. If the subject land is within an area where zoning with conditions may apply, provide an explanation of how the application conforms to the Official Plan policies relating to zoning with conditions.

PLANNING INFORMATION

4. Current (United Counties) Official Plan designation and provide an explanation of how this application conforms to the Official Plan:

The designation is residential district. We're looking to make the most efficient use of the current serviced vacant urban land for the creation of new affordable rental housing.

5. Current Zoning of the Subject Land: R1 & R2-26

6. What is the nature and extent of the rezoning requested?

(1) Rezone Block C from R2-26 to a new R2-Special Exception Zone to permit relief from Section 4.2(8) to allow a driveway width equal to 65% of the lot frontage.
(2) Rezone Block D from R1 to a new R2-Special Exception Zone to permit a semi-detached dwelling to be constructed, and to permit relief from Section 4.2(8) to allow a driveway width equal to 70% of the lot frontage.

7. Why is the Rezoning being requested?

it is requested to build a semi-detached home (28 & 28A) with 2 additionnal dwelling units on each properties for a total of 6 units on the main street of moose creek.

8. Is the subject property located within a Well Head Protection Area (WHPA) as indicated within the Source Water Protection Plan (please visit www.yourdrinkingwater.ca for further information)?

No

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PLANNING INFORMATION CONTINUED

9. If the subject land is within an area where the Township of North Stormont has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, attach a statement of these requirements.

10. Is the access to the subject land by way of a County Road, Municipal Road that is maintained all year or seasonally, by another public road, by a right of way or by water?

county road, maintained all year by the municipality

11. If access to the subject land is by water only, provide the parking and docking facilities used or to be used and the approximate distance of these facilities from the subject land and the nearest public road.

12. What is the existing use(s) of the subject land?

Vacant Residential

13. What is the proposed use of the subject land?

R2 for a semi detached with 2 additionnal dwellings

14. Are there any existing buildings or structures on the subject land? Yes (No)

(If the answer is yes, for each building or structure, what is the type of building or structure, the setback in metres from front lot line, rear lot line and side lot lines, the height of each building or structure and the dimensions or floor area of each building or structure?)

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PLANNING INFORMATION CONTINUED

15. Are any buildings or structures proposed to be built on the subject land? (Yes) No

(If the answer is yes, for each building or structure, what is the type of each building or structure, the setback in metres from the front lot line, rear lot line and side lot lines, the height of each building or structure and the dimensions or floor area of each building or structure?)

semi-detached dwelling with 2 secondary units

16. What date was the subject land acquired by the current owner?

November 12th 2024

17. What date were the existing buildings or structured erected on the subject land?

Buildings:	Structures:

18. What is the length of time that the existing uses have continued on the subject land?

19. Is water provided to the subject land by a publically owned and operated piped water system, a privately owned and operated individual or communal well, a lake or other water body or other means?

Municipal Water

20. Is sewage disposal provided to the subject land by a publicly owned and operated sanitary sewage system, a privately owned and operated individual or communal septic system, a privy or other means?

Municipal sewer

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PLANNING INFORMATION CONTINUED

21. If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the develop being completed, attached the following:

    (a) A servicing options report; and

    (b) A hydrogeological report.

22. Is storm drainage provided by sewers, ditches, swales or other means?

    Swales, Sewers & creek

23. If known, is the subject land the subject of an application under the Planning Act for approval of a plan of subdivision or a consent? Yes ☒ No ☐

    (If the answer is yes, and if known, what is the file number of the application and the status of the application?)

    Cancellation of consent & part lot control to realign lot lines

24. If known, has the subject land ever been the subject of an application under Section 34 (Zoning Amendment) of the Planning Act? Yes ☒ No ☐

    (If the answer is yes, what was the date, the by-law number and/or the purpose of the application?)

    Date: February 21, 2023 By-law Number: 16-2023

    Purpose: change the zoning of the lands from General Commercial (CG) to R2-26 and R1 Zones

25. Provide details on how the application for an amendment to the Zoning By-law is consistent with Policy Statements issued under Subsection 3(1) of the Planning Act:

    The designation is residential district. We're looking to make the most efficient use of the current serviced vacant urban land for the creation of new affordable rental housing.

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UNDERTAKING FOR ONTARIO MUNICIPAL BOARD APPEAL

TO: Township of North Stormont

FROM: Name: _____

Address: _____

SUBJECT: APPLICATION FOR A ZONING BY-LAW AMENDMENT

Address of Site: _____

Where the Township of North Stormont substantially supports the application for Zoning By-law Amendment,

Name of Applicant: _____

Hereby undertakes to pay, in accordance with Section 3 of Schedule A of By-law 01-2015 of the Township of North Stormont, upon receipt of invoice from the Township, any and all legal costs, including all disbursements of the Township in respect of preparation for and attendance at an Ontario Municipal Board hearing, until the matter is finally resolved by the said Board.

It is hereby acknowledged that "hearing" shall include all attendances before the Board in respect of the said application whether in person, telephone conference call or other means as directed by the Board.

Dated this _____ day of _____, 20___.

Please complete 1 or 2.

1.

_____
Signature of Applicant

_____
Please Print Name

_____
Signature of Witness

_____
Please Print Name

2.

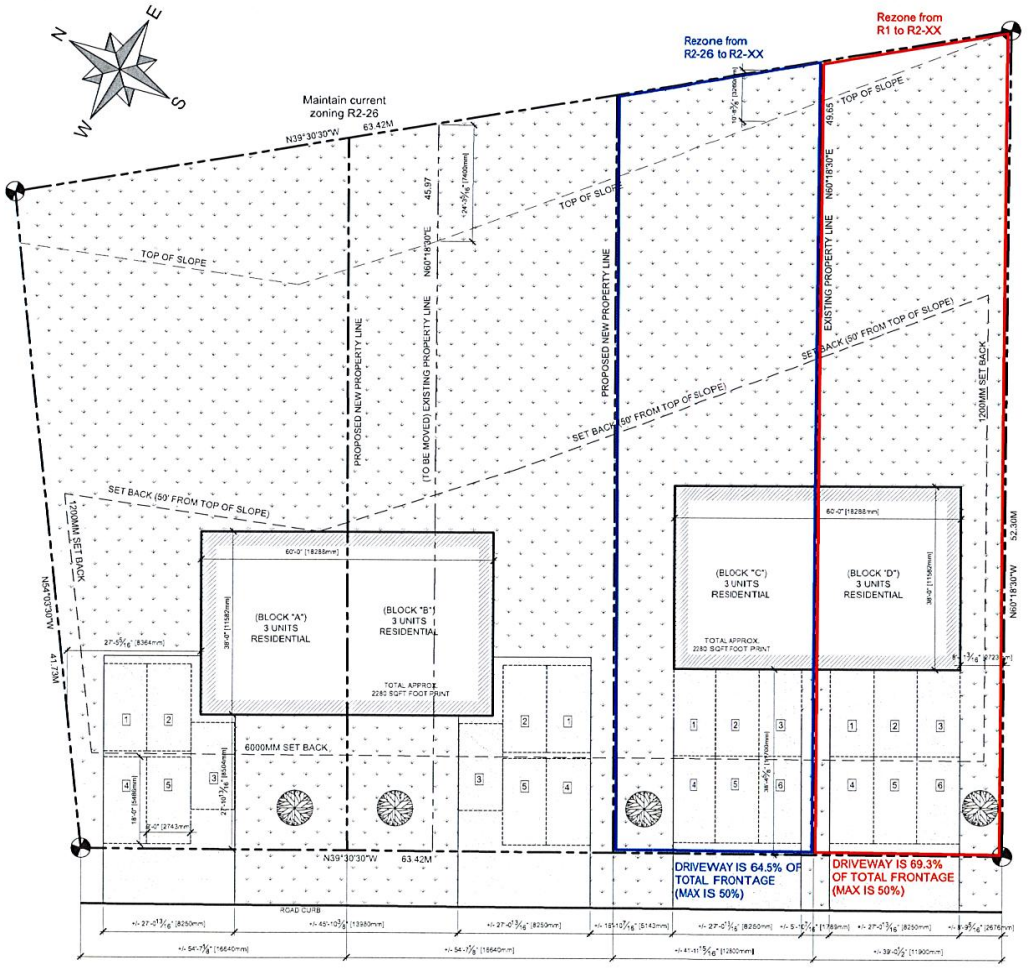
_____
Corporate name (if applicable)

_____
(Authorized Signature) I have the authority to bind the Corporation

_____
(Please print Name and Title)

PART 1, 2 & 3 OF BLOCK "N" REGISTERED PLAN 66 - PIN 60118-0338
BASED OF SURVEY DONE BY "ANNIS, O'SULIVAN, VOLLEBEKK LTD." SUPPLIED BY CLIENT
**DO NOT USE FOR CONSTRUCTION, THIS PLAN IS FOR PRESENTATION PURPOSES ONLY
TOTAL AREA OF ORIGINAL PART 1, 2 & 3: +/- 30516 SQFT (+/- 2835.03 SQM)

BLOCK "A" PROPOSED BUILDING FOOTPRINT : 1140 SQFT
BLOCK "A" PROPOSED LOT AREA: +/- 8496 SQFT
BLOCK "A" LOT COVERAGE %: 13.42%
BLOCK "B" PROPOSED BUILDING FOOTPRINT : 1140 SQFT
BLOCK "B" PROPOSED LOT AREA: +/- 7325 SQFT
BLOCK "B" LOT COVERAGE %: 15.56%
BLOCK "C" PROPOSED BUILDING FOOTPRINT : 1140 SQFT
BLOCK "C" PROPOSED LOT AREA: +/- 6815 SQFT
BLOCK "C" LOT COVERAGE %: 16.73%
BLOCK "D" PROPOSED BUILDING FOOTPRINT : 1140 SQFT
BLOCK "D" PROPOSED LOT AREA: +/- 6572 SQFT
BLOCK "D" LOT COVERAGE %: 17.35%



ST. POLYCARPE STREET, MOOSE CREEK

PROPOSED SITE PLAN
SCALE: 3/32" = 1'

PROJECT: MULTI-UNIT RESIDENTIAL 28 ST. POLYCARPE, MOOSE CREEK PROJECT NUMBER: 119-24	PREPARED FOR: ERIC MATTE 787 AURELE ROAD, CASSELMAN ON, K0A 1M0

#	DESCRIPTION	DATE (MM/DD/YYYY)
#1	SUBMITTED FOR MUNICIPAL REVIEW	03/16/2026
#2	SUBMITTED FOR MUNICIPAL REVIEW REV. 1	04/13/2026
#3	SUBMITTED FOR MUNICIPAL REVIEW REV. 2	05/05/2026
#4	SUBMITTED FOR MUNICIPAL REVIEW REV. 3	05/14/2026

DRAWN BY: MAXIME RACINE
SHEET TITLE: PRES. SITE PLAN
S1

OAKLINE ARCHITECTURE

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SKETCH REQUIREMENTS

A sketch must be attached to this application showing the following (in metric units):

i) The boundaries and dimensions of the subject land.

ii) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.

iii) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. *Examples of features include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetland, wooded area, wells and septic tanks.*

iv) The current uses on land that is adjacent to the subject land (neighbouring land uses).

v) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.

vi) If access to the subject land is by water only, the location of the parking and docking facilities to be used.

vii) The location and nature of any easement affecting the subject land.

SWORN DECLARATION

I/We, Ryan Villeneuve of the Township

Of North Stormont in the District of/ Municipality of/ County of Stormont

Solemnly declare that all the statements contained in this application and all the supporting documents are true, and I make this solemn declaration conscientiously believing it to be true and complete, and knowing that it is of the same force and effect as if made under oath, by virtue of the "Canada Evidence Act".

SWORN/DECLARD AT Township of North Stormont

In the Village of Berwick)

This 16 day of July 2025)

Commissioner of Oaths
Township of North Stormont
A Commissioner of oaths, etc.

Ryan Villeneuve
Applicants

The Corporation of
The Township of
North Stormont

Zoning Amendment



Tuesday, July 22, 2025
Matte, Villeneuve and Matte
28, 28A and 28 B St. Polycarp Street

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The Corporation of
The Township of
North Stormont

Purpose and Effect

Purpose: To rezone the property from R1 and R2-26 to R2-31 and R2-32

Effect: To permit the development of semi-detached dwellings with additional dwelling units with the following site-specific provisions:

1. Permit on the lands zoned R2-31, a maximum driveway width up to 70% of the lot frontage.
2. Permit on the lands zoned R2-32, a maximum driveway width up to 65% of the lot frontage.

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The Corporation of
The Township of North Stormont

Site and Context

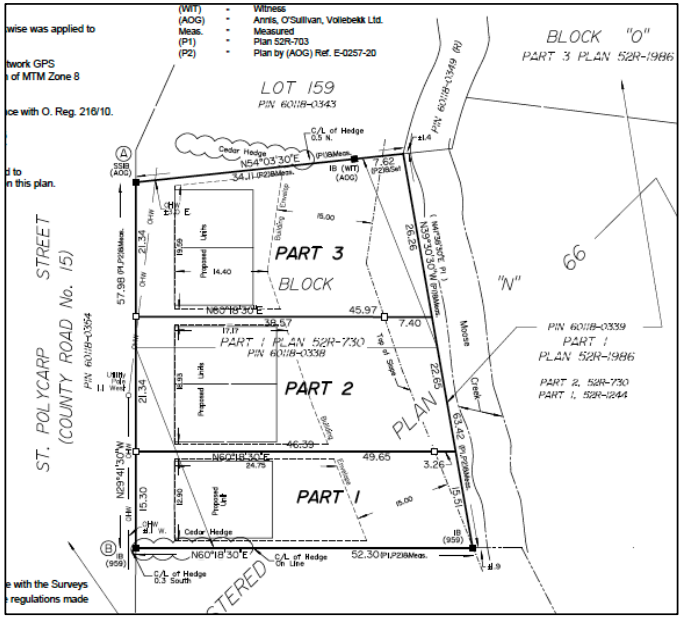
- 1,240m^2 in Area, 37m of Frontage
- Currently Vacant and Vegetated
- Surrounded largely by residential uses and the Moose Creek Community Centre



The Corporation of
The Township of North Stormont

Background

- Previously subject to Consent applications B-42-23 and B-43-23
- Permitted the development of the lands with 2 Semi-detached dwellings and a Single-detached dwelling
- Seeking to cancel Consent approval and proceed with present application

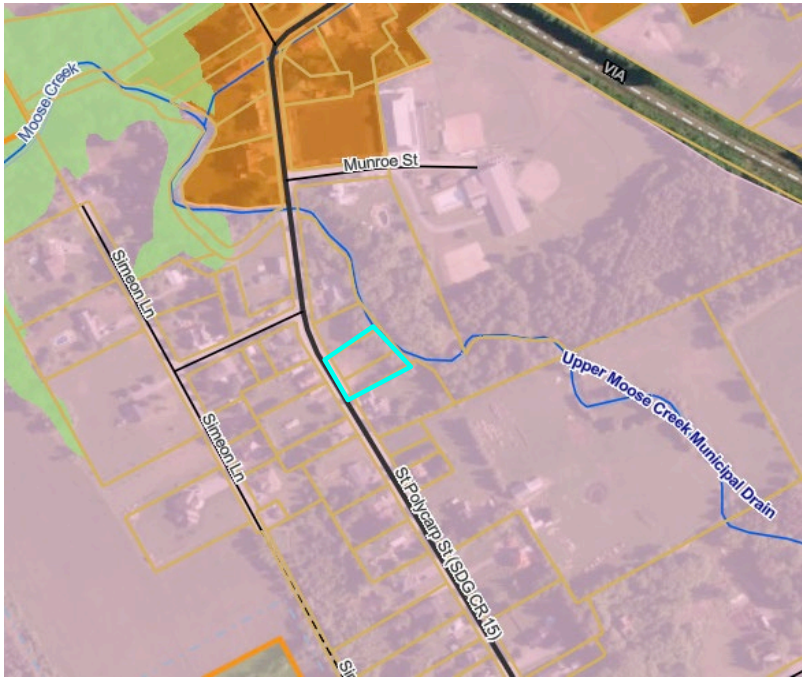


A good place to grow...

The Corporation of
The Township of North Stormont

United Counties Official Plan

- Urban Settlement Area – Residential District
- Permits a full range of low, medium and high-density housing
- Supports additional housing units within Semi-detached dwellings as an affordable housing option

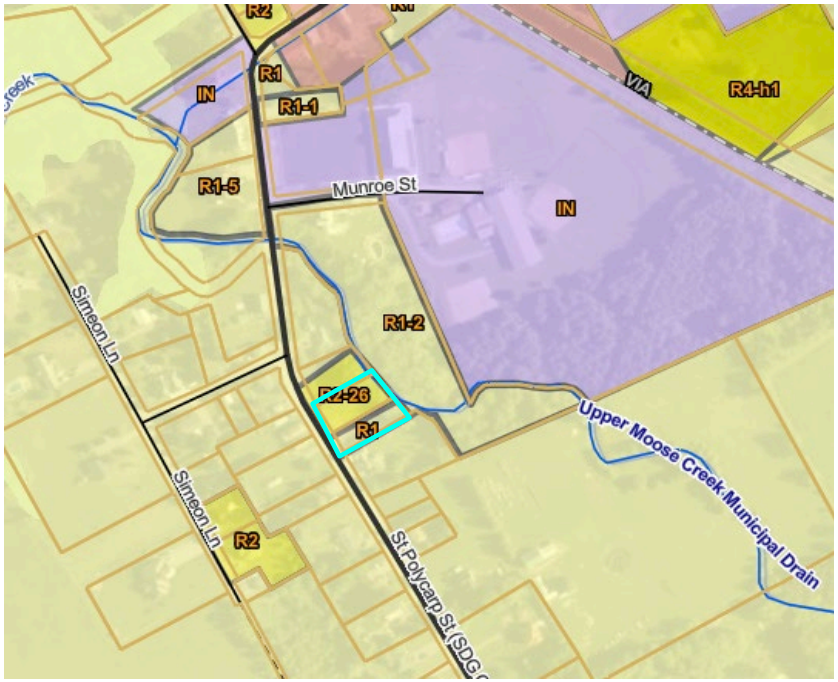


A good place to grow...

The Corporation of
The Township of
North Stormont

Existing Zoning

- Zoned R1 and R2-26
- Permits Single-detached dwellings (R1)
- Permits Semi-detached dwellings with a reduced Int. Side Yard Setback of 1.2 m (R2-26)

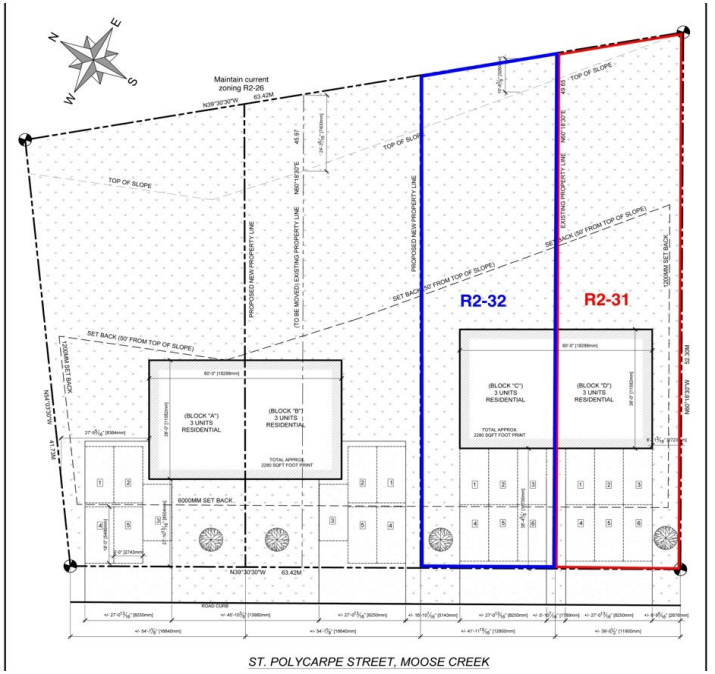


A good place to grow...

The Corporation of
The Township of
North Stormont

Proposed Zoning

- R2-31 and R2-32 Where:
- R2-31 permits a driveway width no more than 70% of the frontage, typically 50% permitted
- R2-32 permits a driveway width no more than 65% of the frontage, typically 50% permitted

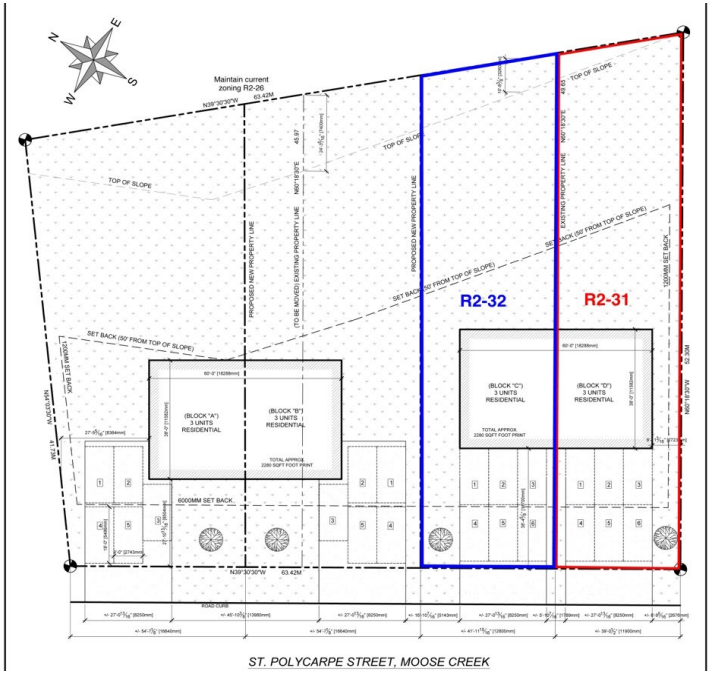


A good place to grow...

The Corporation of
The Township of North Stormont

Analysis

- Well located near amenities (Commercial area of Moose Creek and Community Centre)
- Conforms to the OP in supporting semi-detached dwellings with additional DU's
- Lands already zoned for semis and singles
- Large enough to address intent of driveway width limits – SWM and Landscaping



A good place to grow...

The Corporation of
The Township of
North Stormont

Comment Received

- One comment letter received prior to preparing this presentation. Raised concerns with:
  - Compatibility of form and density
  - Strain on Infrastructure
  - Impact on property values
  - Precedent

A good place to grow...

The Corporation of
The Township of
North Stormont

Recommendation

THAT Council approve Zoning By-law Amendment Z-2025-07

Thank you

A good place to grow...

The Corporation of the Township of **NORTH STORMONT**	**Report No.** PD-05-2025

Agenda Date:	July 22, 2025
Subject:	By-law 49-2025 (Polycarp)
Attachments:	Attachment 1 – Proposed Concept and Zoning Plan Attachment 2 – Comment Letter

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receives report No. PD 05-2025 from the Planning Department to change the zoning of 28, 28A, and 28B St. Polycarp Street, Moose Creek, in the Township of North Stormont and approves the recommended changes therein.

2.0 LEGAL DESCRIPTION

28, 28A, and 28B St. Polycarp, Moose Creek, being Part 1 and Part of Part 2, Block N, Plan 66, Registered Plan 52R-8731, Township of North Stormont.

3.0 BACKGROUND

The subject lands measure approximately 1,240 square metres in area and are located in the Moose Creek settlement area, on the east side of St. Polycarp Street, south of St. Thomas Street. The property is surrounded largely by residential uses with the Moose Creek Community Centre and Recreational Area located northeast of the property. The lands themselves are presently vacant and vegetated. The lands were previously part of an earlier Consent to Sever application which ultimately supported the development of two semi-detached dwellings and a single-detached dwelling. However, the applicant is now seeking to cancel that decision and move forward with the present development plan.

The lot is currently zoned Residential First Density (R1) and Residential Second Density – Special Exception 26 (R2-26). The owner intends to rezone a portion of the lands to “Residential Second Density – Special Exception 31 (R2-31)” and a portion to “Residential Second Density – Special Exception 32 (R2-32)”; to permit the development of 2 semi-detached dwellings with additional units. This would allow the establishment of driveway widths greater than typically permitted within the Residential Second Density zone.

The application includes the following requests:

1. For the area to be zoned R2-31, permit a driveway width up to 70% of the lot frontage; and
2. For the area to be zoned R2-32, permit a driveway width up to 65% of the lot frontage.

One comment letter from the public was received prior to completion of this report, which is attached as Attachment 2. The letter outlines various concerns with the proposal related to the integration with the existing community character, traffic, infrastructure and property values.

4.0 POLICY CONSIDERATION

Provincial Planning Statement

The subject lands are designated as Residential District in the Urban Settlement Area of Moose Creek, as defined by the Provincial Planning Statement (PPS). The Provincial Planning Statement (PPS) 2024, which came into effect on October 20, 2024, replaces the previous Provincial Policy Statement 2020. The PPS 2024 continues to direct growth and development towards settlement areas, emphasizing the efficient use of land and infrastructure. Policy 2.3.1.4 of the PPS requires that planning authorities to establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions. Policies 2.2.1.b (1 and 2) states that planning authorities are to permit and facilitate all housing options required to meet the social, health, economic and well-being requirements of current and future residents and all forms of residential intensification, such as the development of underutilized sites.

It is the opinion of staff that the proposed zoning amendment is consistent with the policies of the Provincial Planning Statement 2024.

United Counties of SDG Official Plan

The United Counties of SDG Official Plan (OP) also directs growth and development to settlement areas. The subject property is designated “Urban Settlement Area - Residential District” in the OP, which permits a full range of low, medium and high-density housing types in the residential district. The OP further supports secondary and additional units to help meet intensification goals, to provide affordable housing options and additional income for homeowners. Such units are permitted within detached, semi-detached and row houses. The proposed development includes semi-detached dwellings with the intention of including additional units in each semi-detached units. The proposed rezoning would allow for the intensification of the lands while providing sufficient space and access for required parking.

It is in the opinion of staff that the proposed use, and subsequent zoning

amendment conforms to the policies of the United Counties of SDG Official Plan.

5.0 ANALYSIS

The property is currently subject to two zones where the southern portion of the lands is zoned "Residential First Density Zone (R1)" while the northern portion is zoned "Residential Second Density – Special Exception 26" in the Zoning By-law. The property is located in close proximity to the Moose Creek Community Centre and Recreational Area and approximately 800 m from the primary commercial area of Moose Creek offering a range of amenities and services accessible to the proposed homes. The lands are presently zoned and intended to be developed with two semi-detached dwellings and a single detached dwelling while the present approach will see two semi-detached dwellings constructed, with additional dwelling units where additional dwelling units are permitted within all serviced single, semi and townhouse units.

Moose Creek generally contains a mix of low and medium-density uses, as well as commercial/retail uses, throughout the village and the proposal facilitates development of an underutilized site while the site-specific exemptions facilitate the provision of parking for the primary and additional dwelling units. The proposed lots benefit from additional lot depth which ensure that soft landscaping and stormwater management concerns are addressed and potential concerns from permitting a larger driveway are mitigated.

With respect to comments received, it is recognized that the present permission on the lands permit two semi-detached dwellings, which are present within the general community. Furthermore, the present zoning permits and additional single-detached dwelling where each of the semi-detached units, in addition to the single-detached dwelling could each also include additional dwellings units, for a total of 15 units. As these are already permitted on the lands, it is the opinion of staff that the revised iteration continues to contribute to the general existing and permitted character of the area, provides a development option that reduces the potential demand on servicing and will result in a lower overall number of vehicles than what was previously permitted.

Considering the information outlined herein, it is the opinion of staff that the proposal should be approved as it is consistent with the Provincial Planning Statement, conforms to the United Counties of SDG Official Plan, and represents good planning.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

N/A

8.0 ALTERNATIVES

1. Defer the application to request additional information from staff or to further consider issues raised by members of the public or circulated agencies.
2. Refuse the application.
3. Other.

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes ☐	No ☐	N/A **X**
This item is within the approved budgeted amount:	Yes ☐	No ☐	N/A **X**
This item is mandated by the Provincial/Federal Government:	Yes ☐	No ☐	N/A **X**

Prepared By:

Mike Szilagyi
Acting Township Planner

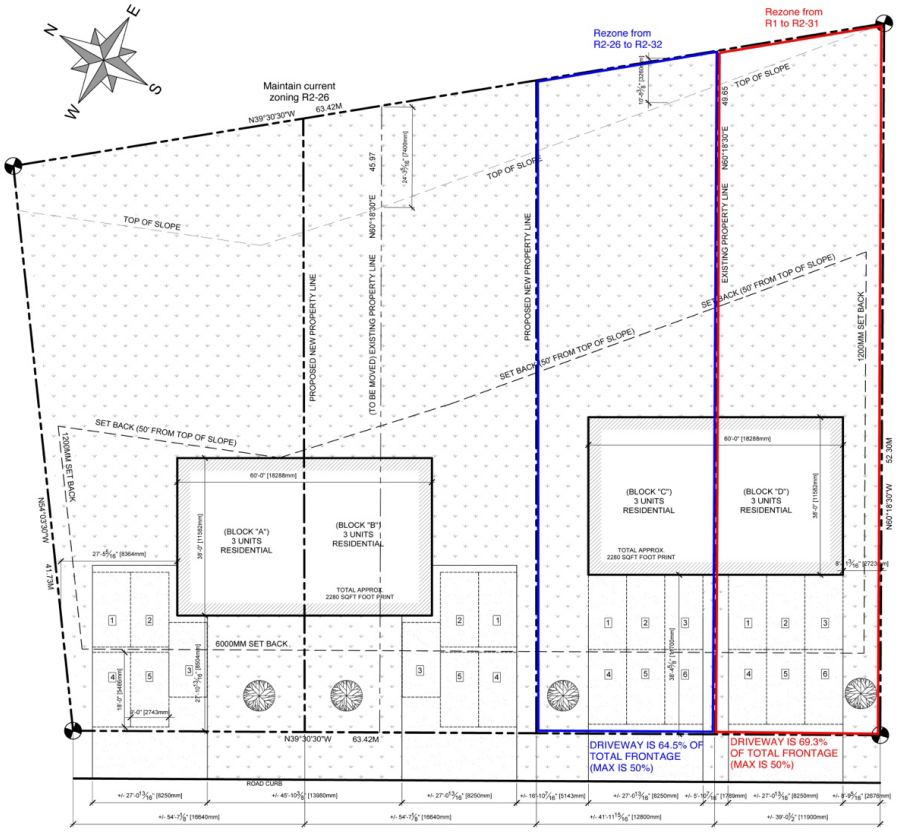
Reviewed and Submitted for Council consideration by:

C
CAO/Clerk

Attachment 1 – Concept Plan

PART 1, 2 & 3 OF BLOCK "N" REGISTERED PLAN 66 - PIN 60118-0338
BASED OF SURVEY DONE BY "ANNIS, O'SULIVAN, VOLLEBEKK LTD." SUPPLIED BY CLIENT
**DO NOT USE FOR CONSTRUCTION, THIS PLAN IS FOR PRESENTATION PURPOSES ONLY
TOTAL AREA OF ORIGINAL PART 1, 2 & 3: +/- 30516 SQFT (+/- 2835.03 SQM)

BLOCK "A" PROPOSED BUILDING FOOTPRINT : 1140 SQFT
BLOCK "A" PROPOSED LOT AREA: +/- 8496 SQFT
BLOCK "A" LOT COVERAGE %: 13.42%
BLOCK "B" PROPOSED BUILDING FOOTPRINT : 1140 SQFT
BLOCK "B" PROPOSED LOT AREA: +/- 7325 SQFT
BLOCK "B" LOT COVERAGE %: 15.56%
BLOCK "C" PROPOSED BUILDING FOOTPRINT : 1140 SQFT
BLOCK "C" PROPOSED LOT AREA: +/- 6815 SQFT
BLOCK "C" LOT COVERAGE %: 16.73%
BLOCK "D" PROPOSED BUILDING FOOTPRINT : 1140 SQFT
BLOCK "D" PROPOSED LOT AREA: +/- 6572 SQFT
BLOCK "D" LOT COVERAGE %: 17.35%



ST. POLYCARPE STREET, MOOSE CREEK

PROPOSED SITE PLAN
SCALE: 3/32" = 1'

PROJECT:	PREPARED FOR:	#	DESCRIPTION	DATE (MM/DD/YYYY)	ENGINEER'S STAMP:	DRAWN BY:
MULTI-UNIT RESIDENTIAL 28 ST. POLYCARPE, MOOSE CREEK PROJECT NUMBER: 110-24	ERIC MATTE 787 AURELE ROAD, CASSELMAN ON, K0A 1M0	#1	SUBMITTED FOR MUNICIPAL REVIEW	03/19/2025		MAXIME RACINE INFO@OAKLINEARCHITECTURE.CA 613.697.7467 BID. BOX: 112/295 FIRM BOX: 205479
		#2	SUBMITTED FOR MUNICIPAL REVIEW REV. 1	04/13/2025		
		#3	SUBMITTED FOR MUNICIPAL REVIEW REV. 2	05/05/2025		SHEET TITLE:
		#4	SUBMITTED FOR MUNICIPAL REVIEW REV. 3	05/14/2025		PRES. SITE PLAN
PRESENTED BY: OAKLINE ARCHITECTURE		#5				S1
		#6				
		#7				
		#8				
		#9				
		#10				

Attachment 2 – Comment Letter

July 11, 2025

RE: Objection to Proposed Rezoning from R1 to R2-XX, and R2-26 to R2-XY – 28, 28A and 28B, St Polycarp Street, Moose Creek.

To Whom It May Concern,

I am writing to formally object to the proposed zoning amendment to rezone two properties located at:

- 28, St Polycarp Street, Moose Creek: from Residential Second Density – Special Exception 26 (R2-26) to Residential Second Density – Special Exception XY (R2-XY); and,
- 28A and 28B, St Polycarp Street, Moose Creek: from Residential First Density (R1) to Special Exception XX (R2-XX).

As a long-time resident of Moose Creek, I have serious concerns about the impact this change would have on our neighbourhood and broader community.

1. Incompatibility with Existing Neighborhood Character

Moose Creek is primarily composed of single-family homes on large lots, creating a peaceful, cohesive, and family-oriented environment. Allowing duplexes or semi-detached dwellings in this area would disrupt that character and introduce a housing form that is incompatible with the surrounding properties. This could lead to a gradual erosion of the low-density nature that defines our community.

2. Increased Traffic and Parking Strain

The proposed rezoning would allow for more residential units per lot, which in turn means more vehicles, more driveway cuts, and a higher likelihood of on-street parking congestion. This segment of St. Polycarp Street is not designed to accommodate increased vehicle volumes, and any increase—however small—could present safety issues for pedestrians, cyclists, and children.

3. Strain on Infrastructure and Municipal Services

To date, infrastructure in this area—including water, wastewater, and stormwater systems—has been designed to support low-density R1 housing. There has been no evidence provided to the public that confirms these systems can support additional demand without costly upgrades, the burden of which could fall on existing residents.

4. Negative Impact on Property Values

The introduction of multi-unit dwellings into a single-family neighborhood may adversely affect nearby property values. The change in density and occupancy patterns could reduce privacy, increase noise, and discourage investment by future homebuyers seeking a stable, low-density environment.

5. Precedent and Lack of Comprehensive Planning

Spot-zoning these parcels to R2-XY and R2-XX sets a concerning precedent. If approved, it may invite further applications to increase density piecemeal across the village without a broader plan for community design or infrastructure investment. Rezoning should occur only after full community consultation and within the context of a comprehensive development strategy—not on an ad hoc basis.

6. An Opportunity to Think Outside the Box

Instead of further densifying this area, we should be exploring creative, community-minded alternatives. For example, these lots could be transformed into a public green space, a small park, a community garden, or another amenity that enhances the quality of life for all residents—present and future. A thoughtfully designed communal space could serve as a long-term investment in our village's well-being, helping to preserve the tranquil, connected feel that makes Moose Creek special.

Conclusion

For the reasons outlined above, I respectfully request that the Township of North Stormont **deny the rezoning application** for 28, 28A and 28B, St Polycarp Street, Moose Creek. Any proposed changes to the zoning by-law should occur only after thorough community consultation, comprehensive planning review, and a transparent public process.

Thank you for considering this submission. I would appreciate being kept informed of any further meetings or decisions regarding this application.

Sincerely,

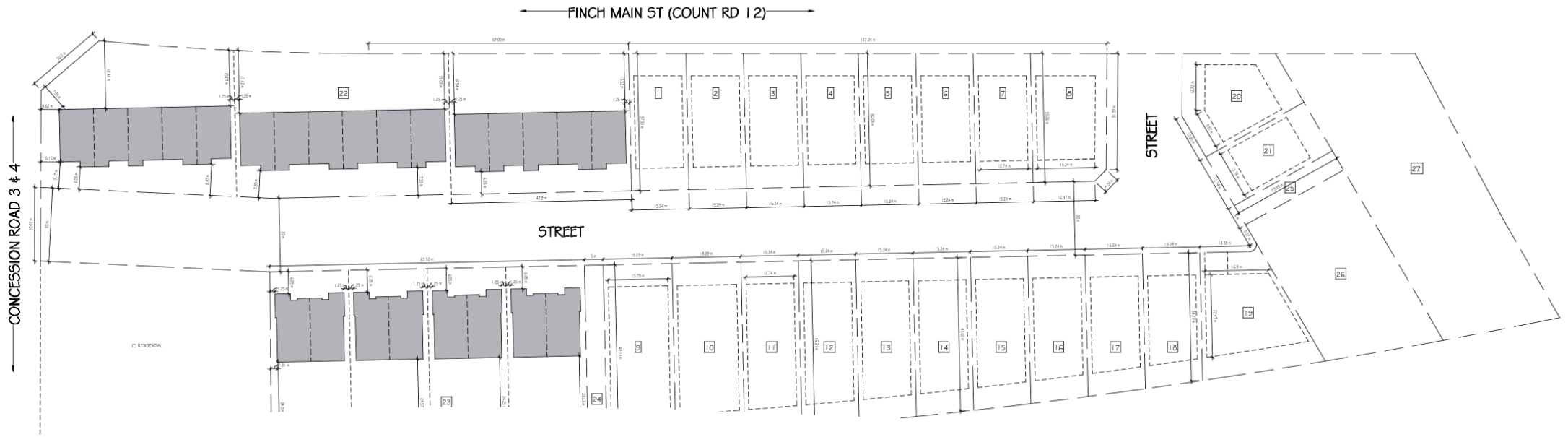
Michel Legault
33 St Polycarp Street
Moose Creek, Ontario


TRIPINE
DEVELOPMENTS INC.

HERITAGE TRAIL



HERITAGE TRAIL,
NORTH STORMONT



- 47 Unit New Development
- 26 high-quality townhome and semi-detached rentals
- 21 single detached dwellings sized for families
- Proximity to walking trail and village amenities



Recreational Trail

- Access to trail is key feature and connection to the village
- Excess parkland will be dedicated at no cost to township
- The SDG Official Plan contains clear policy support for converting former railway lines into public trails



Recreational Trail

- Maintenance is to be volunteer led
- Developer to assist with initial maintenance while present during construction
- Strategic opportunity to add land to public domain for future generations



Thank You



Township of North Stormont
MINUTES
Regular Meeting
Tuesday, June 24, 2025
Council Chambers
6:00 PM

COUNCIL PRESENT: François Landry, Mayor
Steve Densham, Deputy Mayor
Adrian Bugelli, Councillor
Alison McDonald, Councillor (zoom)
Charles Shane, Councillor

COUNCIL ABSENT:

STAFF PRESENT: Craig Calder, CAO/Clerk
Lea Anne Munro, Deputy Clerk
Kimberley Goyette, Treasurer
Pierre Thibault, Director of Parks, Recreation and Facilities

OTHERS PRESENT: Michel St-Onge, Director of IT Services
Peter Young, Director of Planning & Economic Development Services

1. CALL TO ORDER

https://www.youtube.com/@TownshipofNorthStormont

RES-201-2025 *Moved by Councillor Shane, Seconded by Deputy Mayor Densham*
BE it resolved that this regular meeting now open at 6:01 p.m.
CARRIED

2. OPENING REMARKS

Mayor Landry commented on the passing of Guy Lauzon, a former M.P. for the province and passed along condolences on behalf of himself, Council and Staff. The Mayor then asked Councillor Bugelli to say a few words.

Councillor Bugelli reiterated the Mayors comments and shared some sentiments on his working experience and friendship with Mr. Lauzon over the past years and on how much of a leader he was in the community that he served. Mr. Lauzon was not only a respected leader across the political aisles but served his community with grace, humility and had a deep sense of duty to his constituents. Former Prime Minister, Stephen Harper, held Mr. Lauzon in high esteem and paid his final respects to him and reinforced what he meant to not only the government, but to all Canadians and that his legacy left behind will be remembered for generations to come. Councillor Bugelli went on to point out the visitation and service times that will be held at Wilson Funeral Home in Cornwall.

At this time, the Mayor asked for a moment of silence in honour of Mr. Guy Lauzon's passing.

Mayor Landry welcomed and acknowledged that Councillor McDonald would be joining the meeting by zoom.

3. ADOPTION OF THE AGENDA amendment(s) addition(s) or deletion(s)

RES-202-2025 *Moved by Councillor Bugelli, Seconded by Councillor Shane*
BE it resolved that the agenda be approved as presented.
CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST AND NATURE THEREOF

5. PUBLIC MEETING

6. DELEGATIONS/PRESENTATIONS

2025 Senior of the Year Award Presentation to Nancy Wert

Council was pleased to announce and honour an outstanding individual, Nancy Wert, with a 2025 Ontario Senior Achievement Award.

To begin the presentations, Council aired a video message from M.P.P. Nolan Quinn, who was unable to be appear in person. Mr. Quinn offered his heartfelt congratulations and thanks to Mrs. Nancy Wert and all of the Seniors for their incredible contributions in helping build strong and vibrant communities. The Township of North Stormont nominated a remarkable individual in Mrs. Nancy Wert. These awards go out to individuals who after the age of 65 continue to make outstanding contributions to their communities through social, cultural or civic engagements. Mrs. Wert could not be more deserving of this award, her generosity and energy and unwavering commitment to the people of North Stormont is incredible. Mr. Quinn went on to extend his deepest congratulations to Mrs. Wert on behalf of the government of Ontario and the people of Stormont, Dundas and South Glengarry on being recognized with the 2025 Ontario Senior of the Year Award and thanked her again for this well-earned recognition.

Mayor Landry also congratulated Mrs. Nancy Wert with the honour of being a 2025 Ontario Senior of the Year award recipient and went on to mention just a few of the many projects spearheaded by her such as the Porch Tour and the 100 Women Who Care along with organizing and assisting in many community dinners, breakfasts and events. He as well on behalf of himself, Council and the residents of North Stormont extended their deepest congratulations and thanks to Mrs. Wert.

Deputy Mayor Densham as well congratulated Mrs. Nancy Wert on her award and thanked her for her unwavering commitments, her positive force in the community and her assistance in helping raise thousands of dollars for the community. The Deputy Mayor went on to confirm that there is nobody more deserving of this award.

Council on behalf of the Township, presented Mrs. Nancy Wert with a plaque for the award of 2025 Ontario Senior of the Year Award. Councillor Bugelli also presented Mrs. Wert with a certificate on behalf of M.P.P. Nolan Quinn.

Mrs. Nancy Wert spoke to Council, Staff and members of the public about being deeply honoured and humbled to receive this award. She was shocked to receive the email from the CAO/Clerk letting her know that she had received the award as the Township if fortunate enough to be fluent and full and vibrant with so many individuals that are remarkable. She went on to confirm that this award was not just about herself but a lifetime of moments and memories and the many people who have touched her life along the way. She thanked her family, her husband and boys for supporting her over the many years in all of the activities and events that took place. She also thanked her many friends, colleagues and neighbours who assisted her on committees or planning of events along the way and confirmed that she may be the one receiving the award, but that she shares this award with everyone as they were all a part of her receiving this honour. In closing Mrs. Wert thanked the Township Council again for shining a light on the seniors and she accepts the award not just as a recognition for the things in the past and what has been accomplished but as a reminder to keep on giving no matter how many candles that are on a cake and that she appreciated the award very much and thanked everyone for coming out for her presentation.

Mayor Landry went on to explain to everyone that this award may have come from the Province through to the Township, but it was really from the peers that brought this forward, the group at the Avonmore Community Centre and the community overall.

7. ADOPTION OF MINUTES OF PREVIOUS MEETING

RES-203-2025 *Moved by Deputy Mayor Densham, Seconded by Councillor Bugelli*
BE it resolved that the following minutes be approved as presented:
Regular Meeting - June 10, 2025 Minutes
CARRIED

8. ADOPTION OF MINUTES OF COMMITTEES AND LOCAL BOARDS

Raisin Region Conservation Board Minutes
Raisin Region Conservation Authority Board Highlights

RES-204-2025 *Moved by Councillor Shane, Seconded by Councillor Bugelli*
THAT the Council of the Township of North Stormont accept the following committee minutes as presented for information purposes:
Raisin Region Conservation Authority Board Minutes of May 1, 2025

Raisin Region Conservation Authority Board Minutes of June 6, 2025
CARRIED

9. RECEIVING OF MONTHLY STAFF REPORTS AND RECOMMENDATIONS

Authorize Pre-Servicing Agreement with Tripine Developments Inc.

RES-205-2025 *Moved by Deputy Mayor Densham, Seconded by Councillor Shane*
THAT the Council of the Township of North Stormont accepts information report PD 04-2025 from the Planning Department and supports the pre-servicing agreement with Tripine Developments Inc (also known as Stormont Developments Inc).
CARRIED

Revised Water and Wastewater Billing and Collection Policy

RES-206-2025 *Moved by Deputy Mayor Densham, Seconded by Councillor Bugelli*
THAT the Council of the Township of North Stormont accepts report FIN 11-2025 from the Treasurer, regarding the revised Water and Wastewater Billing Policy, to be formally accepted by By-law.
CARRIED

Corporate Vehicle Policy

RES-207-2025 *Moved by Councillor Bugelli, Seconded by Councillor Shane*
THAT the Council of the Township of North Stormont accepts report FIN 12-2025 from the Treasurer, regarding a Corporate Vehicle Policy, to be formally adopted by By-law.
CARRIED

2026 Municipal Elections Voting Methods

RES-208-2025 *Moved by Councillor Shane, Seconded by Deputy Mayor Densham*
THAT the Council of the Township of North Stormont approve report ADMIN 11-2025 from the CAO/Clerk for alternative voting methods, specifically internet and phone-based voting method, for the 2026 Municipal Election.
CARRIED

10. MUNICIPAL BY-LAWS

By-Law No. 43-2025 - 2026 Municipal Election Forms

RES-209-2025 *Moved by Councillor Bugelli, Seconded by Councillor Shane*
BE it resolved that By-Law No. 43-2025, being a By-law to authorize the use of French in notices and prescribed forms for the 2026 Municipal Election be read a first, second and third time, passed, signed and sealed in Open Council this 24th day of June, 2025.
CARRIED

By-Law No. 44-2025 - Repeal and Replace By-Law 71-2023, the Water and Wastewater Billing and Collection Policy

RES-210-2025 *Moved by Deputy Mayor Densham, Seconded by Councillor Bugelli*

BE it resolved that By-Law No. 44-2025, being a By-law to repeal and replace By-Law No. 71-2023 and to adopt Policy Number FIN 02-2025, the Water and Wastewater Billing and Collection Policy, for the Township of North Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 24th day of June, 2025.
CARRIED

By-Law No. 45-2025 - Repeal and Replace By-Law No. 39-2024 - Temporary Patio Extension Policy

RES-211-2025 *Moved by Councillor Shane, Seconded by Deputy Mayor Densham*
BE it resolved that By-Law No. 45-2025, being a By-law to repeal and replace By-Law No. 39-2024 and to adopt Policy Number ADMIN 02-2025, the Temporary Patio Extension Policy, for the Township of North Stormont be read a first, second and third time, passed, signed and sealed in Open Council this 24th day of June, 2025.
CARRIED

11. CORRESPONDENCE

RES-212-2025 *Moved by Councillor Bugelli, Seconded by Councillor Shane*
BE it resolved that the correspondence as listed as Items 11.1 to 11.4 on the agenda be received.
CARRIED

12. MOTIONS AND NOTICES OF MOTIONS

13. PETITIONS

14. UNFINISHED BUSINESS

Bell Canada Trail

RES-213-2025 *Moved by Councillor Bugelli, Seconded by Deputy Mayor Densham*
THAT the Council of the Township of North Stormont reconsiders the original request to accept report ADMIN 10-2025 from the CAO/Clerk regarding the potential disposition of the southern portion of the Bell Canada Trail (PIN 601060413) and to direct Administration to obtain a legal opinion on the process to transfer lands and to further obtain an evaluation of this property prior to any sale taking place as presented at the May 27th regular meeting of Council.
DEFEATED

15. NEW BUSINESS

16. SCHEDULING OF MEETINGS

June 26, 2025 - Committee of Adjustment 8:30am

June 26, 2025 - Fire Services Committee 6:30pm
July 22, 2025 - Regular Meeting 6:00pm
August 12, 2025 - Regular Meeting 6:00pm

17. COMING EVENTS

Recreation Coming Events Listing

18. CLOSING REMARKS OR COUNCIL COMMENTS

19. CLOSED SESSION

20. RATIFICATION/CONFIRMING BY-LAW

By-Law No. 46-2025 - Ratification

RES-214-2025 *Moved by Councillor Shane, Seconded by Councillor Bugelli*
BE it resolved that By-Law No. 46-2025, being a By-law to adopt, confirm and ratify Council's actions at its regular meeting of June 24, 2025, be read a first, second and third time, passed, signed and sealed in Open Council this 24th day of June, 2025.
CARRIED

21. ADJOURNMENT

RES-215-2025 *Moved by Deputy Mayor Densham, Seconded by Councillor Shane*
BE it resolved that this regular meeting adjourn at 6:43 p.m.
CARRIED

Mayor **CAO/CLERK**

MINUTES
Fire Services Committee
Thursday, November 14, 2024
Council Chambers 6:30 PM

COMMITTEE PRESENT:	Fire Chief Nancy-Ann Gauthier, Chair Mayor François Landry Deputy Mayor Steve Densham Deputy Chief Todd Bayly Deputy Chief Kevin Lapp
COMMITTEE ABSENT:	Deputy Chief Nicholas Forgues Deputy Chief Steve Tait
STAFF PRESENT:	CAO/Clerk Craig Calder Administrative Assistant Julie Montcalm

OTHERS PRESENT:

1. CALL TO ORDER

FSC-19-2024 *Moved by Kevin Lapp, Seconded by Todd Bayly*
BE it resolved that this Fire Services Committee meeting now open at 6:30 p.m.
CARRIED

2. ADOPTION OF AGENDA (amendments addition or deletions)

FSC-20-2024 *Moved by Deputy Mayor Densham, Seconded by Kevin Lapp*
BE it resolved that the agenda be approved as presented.
CARRIED

3. DISCLOSURE OF PECUNARY INTEREST

4. DELEGATIONS

5. ADOPTION OF MINUTES OF PREVIOUS MEETING

FSC-21-2024 *Moved by Mayor Landry, Seconded by Todd Bayly*
BE it resolved that the following minutes be approved as presented:
August 26, 2024
CARRIED

6. UNFINISHED BUSINESS FROM PREVIOUSMEETINGS

Graduation Ceremony/Awards
Mayor Landry suggested that the ceremony should be focus on the firefighters and expressed a preference to separate it from other events. He proposed holding the ceremony maybe in early 2025. Chief Gauthier recommended that September would be a good time for the ceremony. Mayor Landry allowing stations to decide.

7. NEW BUSINESS

Five Year Retention & Health and Safety Project
Chief Gauthier presented a five-year strategic plan for Fire Services emphasizing that retention is key focus. The plan also includes elements related to growth potential and grant applications. The plan highlights the importance of mental health supports, with trained facilitators being part of the strategy. Mayor Landry asked about the monetary value for retention and the associated costs. Chief Gauthier mentioned that fees are being established to help outline budgetary focus for the next five (5) years. Deputy Mayor Densham inquired about the targets for each item in the plan, asking what specific issues are being addressed with each element of the five-year plan. He also suggested that the plan should lead to positive measurable impacts to be reported back to council. A discussion took place regarding the integration of technology and its role in promoting retention, health and safety and how it could contribute to wellness within the department. Chief Gauthier noted that new firefighters are requesting significant training, which is factored into the strategic plan.

2025 Budget – Operational
Mayor Landry expressed that $25,000 is a significant amount considering the volume of calls, particularly in relation to the five (5) year plan for showers at Station 1 Finch. no one uses showers now. Both Deputy Chief Lapp & Bayly said showers not used at Station 2 Crysler and Station 3 Avonmore.

Emergency Management Software - First Due
Chief Gauthier mentioned that the maximum budget for the digitizing system specific to emergency services is $25,000. The system can be purchased in various "blocks" that cover different functions such as vehicle inventory/maintenance recording which is not meeting standards. The OFM offers a free site, but it lacks features like gear inspection/vehicle inspections, and maintenance of work life balance management on scene, the proposed system includes faster tracking software (Beyond has created negative approach) Other Townships using "First Due" mobile response. (Move money from "Who's Responding" to this dedicated system) Roughly $11,000-$12,000 - $2,500 = $10,000 cost over current budget. Deputy Chief Lapp asking "blocks" what is including? Chief Gauthier explained that the system would cover features like call service, key holder fire hall called, mapping/pre-planning (would come up on iPad for each call) health and safety and SIR, payroll automation, training would be cataloged. Mayor Landry stated Beyond had all this and wasn't good... Chief Gauthier agreed noting that the systems different. Deputy Chief Lapp wants to speak to "floor" Firefighter to understand how good the system is. Chief Gauthier mention Russell

Township has converted system. Can stay likely with "base system" for $10,000. Deputy Mayor Densham asking if software as good as users will firefighters accept it. Cautious approach Deputy Chiefs need to be confident. Deputy Chiefs get significant per diem monthly to do this workload. Mayor Landry stated Chief Gauthier level of work is necessary system may not fix everything. Endorsement/recommendation to council.

FSC-22-2024 *Moved by Mayor Landry, Seconded by Kevin Lapp*
THAT the Fire Services Committee supports the budget item request for Emergency Management Software - First Due in the amount of $12,000 plus taxes annually for Council budget consideration.
CARRIED

2025 Budget - Operational
Maintenance of Communication Equipment
The current provider is not meeting expectations, with issues such as ants/mouse dropping found at the equipment. Chief Gauthier very satisfied with new service provide, Frontline Communication, which is also used by South Stormont. Deputy Mayor Densham requesting a list of the specific work that Frontline Communication will perform for the $11,000 per year. Mayor Landry suggested reducing the number of site visits from two (2) per year to one (1) per year by Frontline Communication.

FSC-23-2024 *Moved by Deputy Mayor Densham, Seconded by Kevin Lapp*
THAT the Fire Services Committee supports the budget item request to enter into a Communication Maintenance Agreement for a five-year term for approximately $7,000 plus taxes with a 2.5% annual increase for Council budget consideration. For 1 visit per year.
CARRIED

2025 Budget - Capital
Bunker Gear
No discussion.

FSC-24-2024 *Moved by Todd Bayly, Seconded by Mayor Landry*
THAT the Fire Services Committee supports the budget item request for bunker gear (8 suits) at a cost of $22,000 plus taxes for Council budget consideration.
CARRIED

2025 Budget - Capital
Helmets
The new recruits require new helmets. Mayor Landry inquired about the 80 helmets purchased by the former Chief, which were said to be good for 10 years. Chief Gauthier clarified that only the former Chief actually purchased 65-70 helmets. The red helmets are currently in storage. The new helmets will be allocated to veterans, while rookies will receive the older models. The department is short one (1) yellow helmet. Mayor Laundry suggested that instead of purchasing 20 helmets in 2025 for a

total cost of $15,000, the department could buy eight (8) helmets per year at a cost of $685 each, totalling $5,000.

FSC-25-2024 *Moved by Deputy Mayor Densham, Seconded by Todd Bayly*
THAT the Fire Services Committee supports the budget item request for 20 helmets at a cost of $15,000 plus taxes for Council budget consideration.
CARRIED

2025 Budget - Capital
Transfer to Reserves
No discussion.

FSC-26-2024 *Moved by Deputy Mayor Densham, Seconded by Kevin Lapp*
THAT the Fire Services Committee supports the budget item request to transfer $100,000 to reserves (1-4-2000-9900 - New Fleet Vehicle) for Council budget consideration.
CARRIED.

2025 Budget - Capital
Generator
Deputy Mayor Densham asked if entire Fire Hall would be serviced. Chief Gauthier confirmed that the entire Fire Hall would be included. Mayor Landry inquired if the project is eligible for any grant? Chief Gauthier mentioned that she applied for a $50,000 grant for a generator for the new municipal building. Chief Gauthier is looking into potential future grants.

FSC-27-2024 *Moved by Todd Bayly, Seconded by Kevin Lapp*
THAT the Fire Services Committee supports the budget item request for the purchase of a generator for Station 3 (Avonmore) at a cost of $18,000 plus taxes for Council budget consideration.
CARRIED

2025 Budget - Capital
Office Space Addition
Chief Gauthier offered Deputy Chief Tait to complete the office renovation, as the Fire Hall has been facing issues with space and resources. Mayor Landry stated not sure if the Fire Hall in Finch will last.

FSC-28-2024 *Moved by Mayor Landry, Seconded by Todd Bayly*
THAT the Fire Services Committee supports the budget item request for an office space addition at Station 1 (Finch) for an amount of $7,000 plus taxes for Council budget consideration.
CARRIED

2025 Budget - Capital
Wildland PPE
The coveralls are priced at $300 per set. Mayor Landry inquired about the supplier (M&L Supplier). Chief Gauthier confirmed the coveralls are fire-rated. Deputy Chief Bayly asking if there is a standard color for the coveralls? Chief Gauthier stated "yes" the coveralls will all be blue. Deputy Chief Bayly questioned whether purchasing coveralls would save money on bunker gear since would be used less? Chief Gauthier clarified that bunker gear typically has a 10-year lifespan, so the savings would not be significant in terms of reducing bunker gear use. Deputy Chief Lapp and Bayly mention coveralls will be beneficial.

FSC-29-2024 *Moved by Todd Bayly, Seconded by Deputy Mayor Densham*
THAT the Fire Services Committee supports the budget item request for Wildland PPE (up to 50 sets) at a cost of $17,500 plus taxes for Council budget consideration.
CARRIED

2025 Meeting Dates

Fleet Update
- Station 3 (Avonmore) Tanker
- Station 4 (Moose Creek) Tanker
Moose creek Tanker repaired. Avonmore Tanker repair was approved for $2,000-$3,000.

Organization Chart
The new By-Law will have org chart approved, reflects current structure. Deputy mayor Densham questioned two (2) Fire Instructors per station/ Derek Hoar is NFPA certified.

FSC-30-2024 *Moved by Mayor Landry, Seconded by Deputy Mayor Densham*
THAT the Fire Services Committee supports the changes made to the North Stormont Fire Services organizational chart.
CARRIED

Training Status
Chief Gauthier informed Council that the Fire Department is 95% complete with level 1.

Variance Report
Chief Gauthier mentioned that the volunteer wages/NFPA wages have been reviewed, along with the hours used thus far for 2024. CAO Calder read treasurer comments about variance report in general. Mayor Landry inquiring if there would be a surplus? Chief Gauthier cannot comment at this time. It was noted that the cost of the fire vehicle safety check has tripled.

FSC-31-2024 *Moved by Todd Bayly, Seconded by Kevin Lapp*
THAT the Fire Services Committee receive the Fire Department Variance report for information purposes.
CARRIED

8. CORRESPONDENCE

9. MOTION AND NOTICE OF MOTION

10. CLOSED SESSION

11. ADJOURNMENT

FSC-32-2024 *Moved by Mayor Landry, Seconded by Kevin Lapp*
BE it resolved that this Fire Services Committee meeting be adjourned at 8:15 p.m.
CARRIED

Chair **CAO/Clerk**

Township of North Stormont
MINUTES
Committee of Adjustment
Friday, March 7, 2025
Council Chambers
8:30 AM

COMMITTEE PRESENT: François Landry, Chair
Alison McDonald, Member
Adrian Bugelli, Member
Luc Genereux, Member
Michael Houston, Member

COMMITTEE ABSENT: Randy Douglas, Member

STAFF PRESENT: Lea Anne Munro, Secretary-Treasurer

OTHERS PRESENT: Megan Benoit, Development Planner, SDG Counties

Applicant, Meghan Miller was present.

1. CALL TO ORDER

COA-11-2025 *Moved by Councillor McDonald, Seconded by Michael Houston*
BE it resolved this public hearing regarding Minor Variance Application/File No. A-2025-03 (Miller) be opened at 8:34 a.m.
CARRIED

2. ADOPTION OF AGENDA (amendments, additions or deletions)

COA-12-2025 *Moved by Councillor Bugelli, Seconded by Luc Genereux*
BE it resolved that the agenda be approved as presented.
CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

COA-13-2025 *Moved by Councillor McDonald, Seconded by Luc Genereux*
BE it resolved that the following minutes be approved as presented:
January 31, 2025
CARRIED

5. PRESENTATIONS

Minor Variance Application & Planning Report/File No. A-2025-03 (Miller)

COA-14-2025 *Moved by Luc Genereux, Seconded by Councillor McDonald*
BE it resolved that the Committee of Adjustment receives the planning report for File No. A-2025-03 (Miller) as presented.
CARRIED

Ms. Benoit explained the application request and gave an overview of the report to the committee and public present.

6. QUESTION PERIOD RESERVED FOR MEMBERS OF THE PUBLIC

Committee Questions/Concerns

1. Member Houston asked where the stand was proposed to be located, inside the new horseshoe driveway or outside?

   Applicant, Ms. Miller, explained that the stand would be located outside the new horseshoe driveway. The concept is that they would enter one side of the horseshoe driveway, park their vehicles, then browse at the stand and then exit the other side of the horseshoe driveway.

2. Member Genereux followed up with the question about the location of the stand and wanted to know if it would be a foundation, could the stand be moved to other areas.

   Ms. Benoit stated that no it would be on a graveled area that could be moved, the applicant Ms. Miller confirmed that the shed was similar to the Amish sheds that you see around the area.

3. Chair Landry wondered what would be sold, would it be only flowers or would there be vegetables or fruit be sold?

   Applicant, Ms. Miller responded that the priority is flowers, but she had discussed with Finch Recreation to partner with them on having an exchange of vegetables, no selling of vegetables, only flowers. There will be some signage posted, this is currently being worked on, and they may look at putting in a refrigerated cooler for the spring flowers mainly due to weather and the vegetables could be stored at night in this cooler to help preserve.

   Councillor McDonald commented that this was a great idea as growing your own food due to costs will be a more sustainable way of life in the future.

7. DECISION

COA-15-2025 *Moved by Councillor Bugelli, Seconded by Michael Houston THAT the Committee of Adjustment approves the Minor Variance Application/File No. A-2025-03 (Miller) to permit relief from section 3.1 (4)(b) of Zoning By-Law 08-2014 which states that no accessory use shall be erected closer to the front lot line or the exterior side lot line than the minimum front yard and exterior side yard setbacks required for the main building but excludes any farm produce outlet having a gross floor area of less than 10 square metres. The proposed farm produce outlet would be 14.8 square metres.*
CARRIED

8. ADJOURNMENT

COA-16-2025 *Moved by Councillor McDonald, Seconded by Michael Houston BE it resolved that this public hearing be adjourned at 8:43 a.m.*
CARRIED

François Landry, Chair

Secretary-Treasurer, Lea Anne Munro

Township of North Stormont
MINUTES
Committee of Adjustment
Wednesday, April 23, 2025
Council Chambers
8:30 AM

COMMITTEE PRESENT:	François Landry, Chairperson Alison McDonald, Member Luc Genereuxi, Member Michael Houston, Member
COMMITTEE ABSENT:	Adrian Bugelli, Member Randy Douglas, Member
STAFF PRESENT:	Lea Anne Munro, Secretary-Treasurer
OTHERS PRESENT:	Peter Young, Director of Planning and Economic Development, SDG Counties
APPLICANT(S) PRESENT:	Nicolas Seguin (A-2025-04)

1. CALL TO ORDER

COA-17-2025 *Moved by Michael Houston, Seconded by Luc Genereux*
BE it resolved that this Public Hearing for Minor Variance Applications/File No.'s A-2025-04 (Seguin) and A-2025-05 (Casselman) be opened at 8:30 a.m.
CARRIED

2. ADOPTION OF AGENDA (amendments, additions or deletions)

COA-18-2025 *Moved by Councillor McDonald, Seconded by Michael Houston*
BE it resolved that the agenda be approved a presented.
CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

COA-19-2025 *Moved by Michael Houston, Seconded by Luc Genereux*
BE it resolved that the following minutes be approved as presented:
March 7, 2025
CARRIED

5. PRESENTATIONS

Planning Report - File No. A-2025-04 (Seguin)

COA-20-2025 *Moved by Councillor McDonald, Seconded by Michael Houston*
BE it resolved that the Committee of Adjustment receives the planning report for File No. A-2025-04 (Seguin) as presented.
CARRIED

Planning Report - File No. A-2025-05 (Casselman)

COA-21-2025 *Moved by Councillor McDonald, Seconded by Michael Houston*
BE it resolved that the Committee of Adjustment receives the planning report for File No. A-2025-05 (Casselman) as presented.
CARRIED

6. QUESTION PERIOD RESERVED FOR MEMBERS OF COUNCIL AND THE PUBLIC

A-2025-04 (Seguin)
Member McDonald
Q: Alison McDonald made a statement that this use is clearly a commercial use and wanted to confirm that any further uses would still have to have a minor variance application and approval from the committee. Member McDonald also wondered if this is confirmed if in the future the applicant could look at having the zoning changed to commercial? Miss McDonlad had no objections or concerns with the application.
A: Peter Young confirmed that yes the use is commercial and that if the applicant was seeking further uses that they would have to be apply for a new minor variance. Mr. Young explained that past Councils have chosen to leave the property as is, RU-25, Rural Special Exception 25.

Chair Landry explained to the Committee that in the past neighbours were afraid of change, thus Councils of the day decided to leave the zoning as is. Mr. Landry stated that this is a gem in the township and as it is rural and not in a hamlet area that he has no problem allowing the shipping containers to be used as part of the shed.

Chair Landry
Q: François Landry did ask about the screening from view by existing natural vegetation, did this mean hidden behind other buildings or trees?
A: Peter Young explained that the exterior would have some cladding added to blend with the rural aesthetic appearance and that this was listed in the zoning by-law as conditions under commercial and industrial zones.

Member Genereux
Q. Luc Genereux asked Mr. Young about the use of decommissioned semi-trailers if they are considered the same as shipping containers and if they required a building permit.
A: Peter Young explained that they would fall under the same as shipping containers in the zoning by-law and went over the definition of them. Building permits would be required just the same as constructed buildings if over the required size, in this case that a building permit is required due to the entire size of the containers plus the structure added on top.

Mr. Young also mentioned that Council had directed the planning department to update the zoning to reflect the use of shipping containers in agriculture and rural zones that will be coming up in the next housekeeping updates to the zoning by-law.

A-2025-05 (Casselman)
Member McDonald
Q: In reviewing the application and report, Ms. McDonald wondered if there could have been an error in the property being zoned incorrectly that maybe instead of Industrial that it should have been zoned Institutional and if the Township could correct this?
A: Peter Young explained that yes, there could have possibly been an error made or a typo but that in there search as far back as they could go it had always been zoned as Industrial. This change could also be made and corrected in a housekeeping update of the zoning by-law.

Chair Landry
François Landry made a statement that this looks like any ordinary residential property with no neighbors close by to have any objections and considering that there is a dwelling on the property as a legal non-conforming use and that the old schoolhouse would be demolished once the detached garage is built, he has no concerns with this request.

7. DECISION

File No. A-2025-04 (Seguin)

COA-22-2025 *Moved by Luc Genereux, Seconded by Councillor McDonald*
THAT the Committee of Adjustment approves the Minor Variance Application/File No. A-2025-04 (Seguin) to permit relief from Section 3.32 of Zoning By-law 08-2014 which states that except as otherwise provided, shipping containers shall not be permitted in any zone, save and except Industrial and Commercial Zones.

AND THAT shipping containers shall be screened to the satisfaction of the Township in all Commercial Zones;

AND THAT the applicant is constructing an accessory structure made partially of shipping containers;

AND THAT the building will be completed with engineered roof trusses and a professionally designed roof system to meet Ontario Building Code standards.
CARRIED

File No. A-2025-05 (Casselman)

COA-23-2025 *Moved by Michael Houston, Seconded by Councillor McDonald THAT the Committee of Adjustment approves the Minor Variance Application/File No. A-2025-05 (Casselman) and grants permission under Section 45(2) (i) of the Planning Act to expand a legal non-conforming residential use within an industrial zone by permitting the construction of an accessory detached garage;*

AND THAT the Committee permits relief from the interior side yard setback in an Industrial zone from 7.5m to 1.88m for the construction of a detached garage.
CARRIED

8. ADJOURNMENT

COA-24-2025 *Moved by Michael Houston, Seconded by Councillor McDonald*
BE it resolved that this Public Hearing be adjourned at 8:43 a.m.
CARRIED

François Landry, CHAIR

Lea Anne Munro, Secretary-Treasurer

Township of North Stormont
MINUTES
Committee of Adjustment
Thursday, May 29, 2025
Council Chambers
8:30 AM

COMMITTEE PRESENT:	François Landry, Chairperson Randy Douglas, Member Adrian Bugelli, Member Michael Houston, Member Luc Genereux
COMMITTEE ABSENT:	Alison McDonald, Member Randy Douglas, Member
STAFF PRESENT:	Lea Anne Munro, Secretary-Treasurer
OTHERS PRESENT:	Megan Benoit, Development Planner, SDG Counties
APPLICANT(S) PRESENT:	Daniel Denis, Denisco Inc.

1. CALL TO ORDER

COA-25-2025 *Moved by Michael Houston, Seconded by Luc Genereux*
BE it resolved that this Public Hearing for Minor Variance Application File No. A-2025-06 (Denisco Inc.) be opened at 8:32 a.m.
CARRIED

2. ADOPTION OF AGENDA (amendments, additions or deletions)

COA-26-2025 *Moved by Councillor Bugelli, Seconded by Michael Houston*
BE it resolved that the agenda be approved as presented.
CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES OF PREVIOUS MEETING

COA-27-2025 *Moved by Michael Houston, Seconded by Luc Genereux*
BE it resolved that the following minutes be approved as presented:
April 23, 2025
CARRIED

5. PRESENTATIONS

Megan Benoit, Development Planner from SDG Counties presented the application and file to the Committee. She explained that permissions if different than a minor variance and this request was for 12 Queen Street only and that 14 Queen Street would remain strictly residential. As of the report date, there had been no comments from public bodies or agencies; however, a letter was handed in by South Nation Conservation Authority after with an opposition to the passing of the minor variance. Their opposition was that this property is within a mapped 1:100-year floodplain hazard. Ms. Benoit went on to explain from a planning perspective this property already had a business and residential unit with and had been there for many years. There are no structural changes proposed, and nothing will change to the exterior and they feel this request is a suitable request for the area. The Township is looking to update the zoning by-law and part of this process could be that the downtown are be rezoned to commercial to match the official plan, until then this permission request makes sense.

Planning Report - File No. A-2025-06 (Denisco Inc.)

COA-28-2025 *Moved by Councillor Bugelli, Seconded by Michael Houston*
BE it resolved that the Committee of Adjustment receives the planning report for File No. A-2025-06 (Densico Inc.) as presented.
CARRIED

6. QUESTION PERIOD RESERVED FOR MEMBERS OF COMMITTEE AND THE PUBLIC

A-2025-06 (Denisco Inc.)
Member Bugelli
Q: Adrian Bugelli was wondering from a liability standpoint if the Committee or Township could be held liable for anything, should there be a flood and damages occur and that this was passed knowing that South Nation Conservation had not supported the application.
A: Megan Benoit explained that the owner bears the burden of liability and that they take on full responsibility and understanding of what they are applying for.

Member Houston
Q: Michael Houston was wondering the difference from an office to a convenience or variety store with regards to zoning.
A: Ms. Benoit explained that the insurance was a commercial use that was permitted in the past and that a Convenience Store is a definition in the Zoning By-law 08-2014 and went on to explain the definition. Also, that this is not a zoning by-law amendment request, it was a permission to add another new legal non-conforming use to an existing building.

Chair Landry
Q: Francois Landry made a comment that the risk is there for all of the buildings in the downtown core, they are all within the floodplain hazard and that South Nation would have to give this type of concern to anything that may change within that area. His concern would be that perhaps some types of retail may change the character of what is there now.
A: Megan explained that when the township is working on the zoning by-law updates, a condition could be added to the types of retail permitted within a certain area.

Chair Landry also went on to say that he supports the request as there was already a legal non-conforming use in the building and that the owner could live in the one side that is not changing and rent out the other unit to a business.

Member Genereux
Q: Luc Genereux asked about the exterior of the property, were there going to be any renovations done or changes to parking?
A: Owner, Daniel Denis explained that there would be no changes to the exterior or parking but that he had already obtained a couple of permits for the inside that he was working on the last of the deficiencies. There were two permits issued, one was for a firewall in between the two units to make things legal and the other one was for upgrades to the residential unit. There will be no increase at this time to the number of occupants for the residential unit as that would have created some objections. Mr. Denis confirmed that there were no changes proposed for the exterior.

Q: Mr. Genereux asked a final question about the current use of office space, would that remain with the property or does that change because this new one is being added?
A: Ms. Benoit explained that this would be an added use that the office space would remain with the property as well, it doesn't leave the property when something new gets added.

At this point Chair Landry opened the floor to any public comments, questions or concerns.

Q: Ms. Kayla Pick from 16 Queen Street, Crysler addressed the committee with regards to the property being for sale and the potential of someone else coming in and what that would mean for the property and was also wondering what was type of retail business was being proposed.
A: Owner, Mr. Denis explained that unit 14 was completely renovated and will remain as a residential unit and unit 12 is where the new permission was requested for and if this passes, he has a lease ready to go and the renter was in attendance as well for the hearing. Mr. Denis went on to explain that the retail use would be more than a convenience store, that there would be some groceries available as well.

Q: Ms. Pick was also worried about a possible Cannabis Store as this type of retail could be open later, could bring in a lot of different types of residents to the area and with living next door there was a concern of who might be wandering through her yard.
A: Ms. Benoit went on to explain that now these types of stores are permitted in Ontario as are liquor stores but that they have to get a licence from the province to be able to sell these items.

7. DECISION

COA-29-2025 *Moved by Michael Houston, Seconded by Councillor Bugelli*
THAT the Committee of Adjustment approves Minor Variance Application/File No. A-2025-06 (Denisco Inc.) and grants permission under Section 45(2)(a)(ii) of the Planning Act to permit a commercial use to be established on the subject lands that is similar in purpose to the pre-existing legal non-conforming commercial use on the subject lands.
CARRIED

8. ADJOURNMENT

COA-30-2025 *Moved by Michael Houston, Seconded by Luc Genereux*
BE it resolved that this Public Hearing be adjourned at 8:55 a.m.
CARRIED

François Landry, CHAIR

Lea Anne Munro, Secretary-Treasurer

SOUTH NATION CONSERVATION
DE LA NATION SUD

BOARD OF DIRECTORS MEETING

Meeting No. 05/25
Thursday, May 15th, 2025 – 9:00 a.m.

Watershed Room, SNC

Directors Present:	Steve Densham, Stormont Dundas Glengarry, Chair Catherine Kitts, City of Ottawa, Second Vice Chair *(electronic participation)* Linda Payant, City of Ottawa Bill Smirle, Stormont Dundas Glengarry Tom Smyth, Stormont Dundas Glengarry François St. Amour, Prescott Russell Mike Tarnowski, Prescott Russell Deb Wilson, Leeds Grenville Adrian Wynands, Leeds Grenville, Vice Chair
Regrets:	Genevieve Lajoie, Prescott Russell Mathew Luloff, City of Ottawa
Staff Present:	Carl Bickerdike, Chief Administrative Officer Johanna Barkley, Director of Finance Ronda Boutz, Secretary-Treasurer Jennifer Boyer, Managing Director, Approvals Michelle Cavanaugh, Team Lead, Special Project James Holland, Senior Planner Sandra Mancini, Managing Director, Natural Hazards and Infrastructure John Mesman, Managing Director, Property, Conservation Lands and Community Outreach Eric McGill, Corporate Counsel Gregory Payne, Permitting Officer Pat Piitz, Team Lead, Property Marieh Rajaie, Water Resource Specialist - Engineering Monique Sauve, Chief Building Official Andy Stefan, Resource Assistant

SOUTH NATION CONSERVATION
DE LA NATION SUD

TRADITIONAL LAND ACKNOWLEDGEMENT
Ronda Boutz, Secretary-Treasurer, read an Indigenous land acknowledgement.

CHAIRS REMARKS
Steve Densham, Chair, called the SNC Board of Directors meeting of May 15th, 2025 to order at 9:00 a.m.

APPROVAL OF SNC BOARD OF DIRECTORS MEETING AGENDA AND SUPPLEMENTAL AGENDA

RESOLUTION NO. BD-099/25	Moved by:	Mike Tarnowski
	Seconded by:	Bill Smirle
RESOLVED THAT:	The Members approve the May 15th, 2025 main and supplemental agendas with the following amendment:	

a. Supplemental Agenda item 2a. “Request for Approval: Land Acquisition 2025-NAT-01” and main Agenda item 12a. “Request for Approval: Negotiations Related to Leased Facility” be moved to follow main Agenda item 4. “Declaration of Conflict of Interest”.

CARRIED

DECLARATION OF CONFLICT OF INTEREST
Chair Steve Densham declares a conflict of interest on Agenda Item 12.a) Request for Approval: Negotiations Related to Leased Facility.

CLOSED SESSION

RESOLUTION NO. BD-100/25	Moved by:	Bill Smirle
	Seconded by:	François St. Amour
RESOLVED THAT:	The Board of Directors move into Closed Session for the following:	

a. Update: Negotiations Related to Leased Facility (verbal)
b. Request for Approval: Land Acquisition 2025-NAT-01.

CARRIED

SOUTH NATION CONSERVATION
DE LA NATION SUD

The Board of Directors convened closed session at 9:05 a.m.

Having declared a conflict of interest, Chair Densham left the Closed Session for Main Agenda item 12a); Vice-Chair Wynands assumed the role of Chair.

Chair Densham rejoined the Closed Session for Supplemental Agenda item 2a).

Catherine Kitts left the meeting at 9:23 a.m.

OPEN SESSION

RESOLUTION NO. BD-101/25	Moved by:	Adrian Wynands
	Seconded by:	Deb Wilson
RESOLVED THAT:	The Board of Directors move into Open Session.	

CARRIED

REQUEST FOR APPROVAL: NEGOTITATIONS RELATED TO LEASED FACILITY (VERBAL)

Chair Densham, declared a conflict of interest on this item, Vice-Chair Wynands chaired the discussion and resolution vote.

RESOLUTION NO. BD-102/25	Moved by:	François St. Amour
	Seconded by:	Linda Payant
RESOLVED THAT:	That the Board of Directors approve the purchase the facility, 2025-NST-01, with an upset limit as discussed.	

CARRIED

REQUEST FOR APPROVAL: LAND ACQUISITION 2025-NAT-01

RESOLUTION NO. BD-103/25	Moved by:	Tom Smyth
	Seconded by:	Mike Tarnowski
RESOLVED THAT:	The Board of Directors approve Land Acquisition 2025-NAT-01 as discussed in the report.	

CARRIED

SNC PROJECT UPDATE – POWERPOINT PRESENTATION

Staff presented the members with a PowerPoint presentation on project updates.

The Board of Directors recessed for a break at 10:90 a.m.
The Board of Directors reconvened at 10:21 a.m.

REQUEST FOR APPROVAL:

A. BOARD OF DIRECTORS MEETING MINUTES OF APRIL 17TH, 2025

RESOLUTION NO. BD-104/25	Moved by:	Mike Tarnowski
	Seconded by:	Bill Smirle
RESOLVED THAT:	The Members approve the Board of Directors Meeting Minutes of April 17th, 2025 as submitted.	

CARRIED

B. SNC COMMITTEE MEETING HIGHLIGHTS AND MINUTES OF

i. Joint Occupational Health and Safety Committee Meeting Minutes of April 16th, 2025

RESOLUTION NO. BD-105/25	Moved by:	Bill Smirle
	Seconded by:	Tom Smyth
RESOLVED THAT:	The Members approve the Joint Occupational Health and Safety Committee meeting minutes of April 16th, 2025 as submitted.	

CARRIED

NEW BUSINESS

2025 SNC EMERGENCY PREPAREDNESS PLANS

RESOLUTION NO. BD-106/25	Moved by:	Adrian Wynands
	Seconded by:	Deb Wilson
RESOLVED THAT:	The Board of Directors approve the following 2025 South Nation Conservation Emergency Preparedness Plans: i. Crisis Communications Kit for Landslides; i. Forest Fire Emergency Plan; and ii. Low Water Response Plan.	

CARRIED

SOUTH NATION CONSERVATION
DE LA NATION SUD

REQUEST FOR APPROVAL: CAMP SHELDRICK MANAGEMENT AGREEMENT

RESOLUTION NO. BD-107/25

Moved by: Bill Smirle
Seconded by: Tom Smyth

RESOLVED THAT: The Board of Directors approve renewing the Camp Sheldrick Management Agreement with Scouts Canada for a 5-year term (June 2025 – May 2030).

CARRIED

REQUEST FOR APPROVAL: IT NETWORK INFRASTRUCTURE REPLACEMENT

RESOLUTION NO. BD-108/25

Moved by: Adrian Wynands
Seconded by: François St. Amour

RESOLVED THAT: The Board of Directors approve the replacement of IT Network Infrastructure, at an upset cost of approximately $35,000 plus taxes.

CARRIED

REQUEST FOR APPROVAL: FUNDING SUBMISSION

RESOLUTION NO. BD-109/25

Moved by: Mike Tarnowski
Seconded by: Linda Payant

RESOLVED THAT: The Board of Directors approves funding application submissions to the following programs:

Project	Funding Request
1. Fisheries and Oceans Canada Drain Classification	$10,000
2. TD Tree Days: Leitrim Wetland Planting	$9,000
Total	**$19,000**

CARRIED

SOUTH NATION CONSERVATION
DE LA NATION SUD

UPDATE: NAVAN FOREST RESTORATION

RESOLUTION NO. BD-110/25	Moved by:	Mike Tarnowski
	Seconded by:	Linda Payant
RESOLVED THAT:	The Board of Directors receive and file on the update on the restoration of Navan Forest, SNC Property 185, Ottawa.	

CARRIED

UPDATE: NEW SNC WEDBSITE DEMONSTRATION

John Mesman did a presentation to the Board Members on the new SNC website currently under development.

REQUEST FOR APPROVAL: MONIES RECEIVED AND DISBURSEMENT REGISTER FOR APRIL 2025

RESOLUTION NO. BD-111/25	Moved by:	Tom Smyth
	Seconded by:	Mike Tarnowski
RESOLVED THAT:	The Board of Directors receive and file the money received report for April 2025; and	
FURTHER THAT:	The Board approve the Disbursement Register of $1,139,157.85.	

CARRIED

UPDATE: PLANNING ACTIVITY

RESOLUTION NO. BD-112/25	Moved by:	Adrian Wynands
	Seconded by:	Deb Wilson
RESOLVED THAT:	The Board of Directors receive and file the planning activity update for April 2025.	

CARRIED

UPDATE: TECHNICIAL REVIEWS

RESOLUTION NO. BD-113/25	Moved by:	Mike Tarnowski
	Seconded by:	François St. Amour
RESOLVED THAT:	The Board of Directors receive and file the Technical Reviews update for April 2025.	

CARRIED

SOUTH NATION CONSERVATION
DE LA NATION SUD

UPDATE: SECTION 28.1 PERMITS ISSUED

RESOLUTION NO. BD-114/25	Moved by:	Adrian Wynands
	Seconded by:	Mike Tarnowski
RESOLVED THAT:	The Board of Directors receive and file the update on permits issued under Section 28.1 of the *Conservation Authorities Act* for April 2025.	

CARRIED

UPDATE: ENFORCEMENT OF PARTS VI AND VII OF THE ACT

RESOLUTION NO. BD-115/25	Moved by:	Mike Tarnowski
	Seconded by:	Bill Smirle
RESOLVED THAT:	The Board of Directors receive and file the update on reported *Conservation Authorities Act* regulation concerns received in the month of April 2025.	

CARRIED

UPDATE: ON-SITE SEWAGE PERMITS RECEIVED

RESOLUTION NO. BD-116/25	Moved by:	Deb Wilson
	Seconded by:	François St. Amour
RESOLVED THAT:	The Board of Directors receive and file the on-site sewage permits received for April 2025.	

CARRIED

RECOGNITION YEARS OF SERVICE

RESOLUTION NO. BD-117/25	Moved by:	Bill Smirle
	Seconded by:	Adrian Wynands
RESOLVED THAT:	The Board of Directors congratulate Pat Piitz and John Mesman for their years of service with South Nation Conservation.	

CARRIED

SOUTH NATION CONSERVATION
DE LA NATION SUD

SUPPLEMENTAL AGENDA

UPDATE: ESTIMATED STATEMENT OF OPERATIONS FOR APRIL 30TH, 2025

RESOLUTION NO. BD-118/25

Moved by: Adrian Wynands
Seconded by: François St. Amour

RESOLVED THAT: The Board of Directors receive and file the Estimated Statement of Operations for the year ending December 31st, 2025, as of April 30th, 2025 update.

CARRIED

CORRESPONDENCE

None.

DATES OF UCOMING MEETINGS, THIRD THURSDAY, AT 9:00 A.M. UNLESS INDICATED OTHERWISE:

- June 19th, 2025
- July – no scheduled meeting
- August 21st, 2025 (AMO Conference August 17 – 20)

FUTURE MOTIONS OF THE BOARD AND/OR DISCUSSION OF SNC ISSUES

None.

ADJOURNMENT

RESOLUTION NO. BD-119/25

Moved by: Bill Smirle
Seconded by: Tom Smyth

RESOLVED THAT: The Board of Directors Meeting of May 15th, 2025 be adjourned at 11:28 a.m.

CARRIED

Steve Densham,
Chair.

Carl Bickerdike,
Chief Administrative Officer.

/rb

The Corporation of
The Township of
North Stormont

Zoning Amendment & Draft Plan of Subdivision

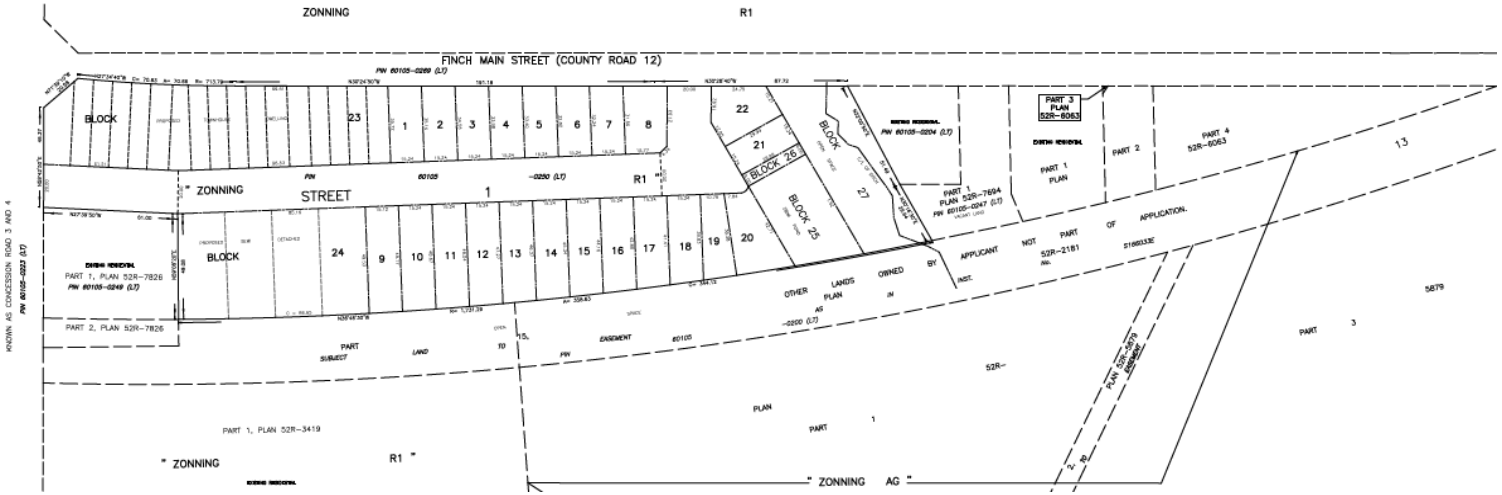


Tuesday, July 22, 2025
Stormont Developments Inc.
15034 Concession 3-4 Road

A good place to grow...

The Corporation of
The Township of North Stormont

Initial Draft Plan and Zoning



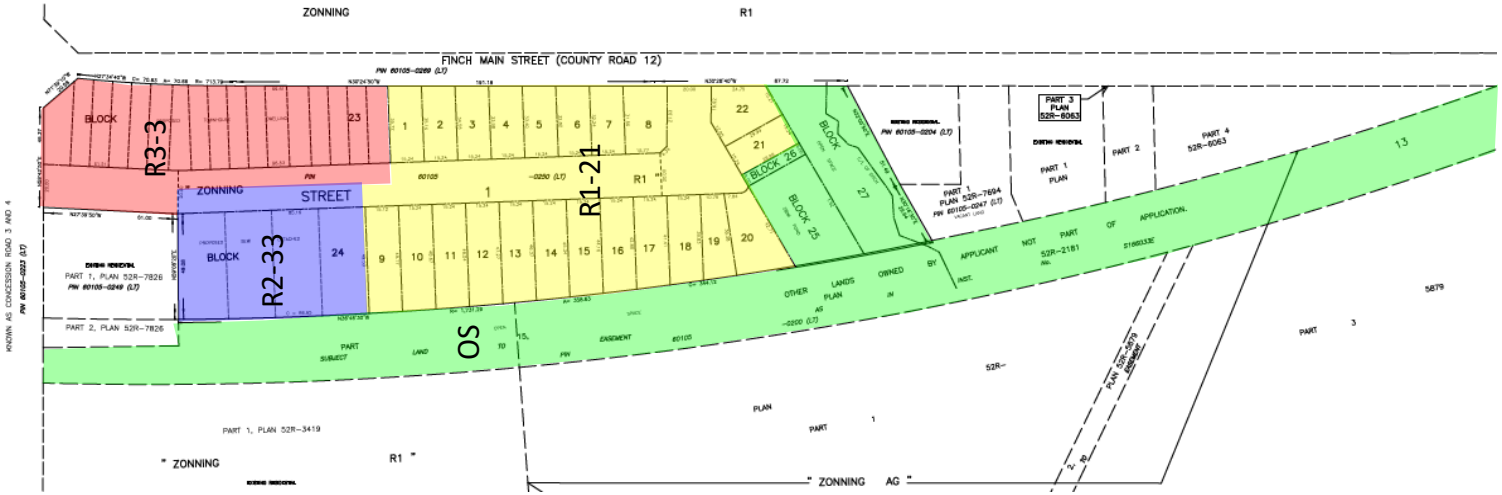
22 Singles, 8 Semis, and 17 Towns – 47 Units

Public Meeting held June 10, 2025

A good place to grow...

The Corporation of
The Township of North Stormont

Initial Draft Plan and Zoning



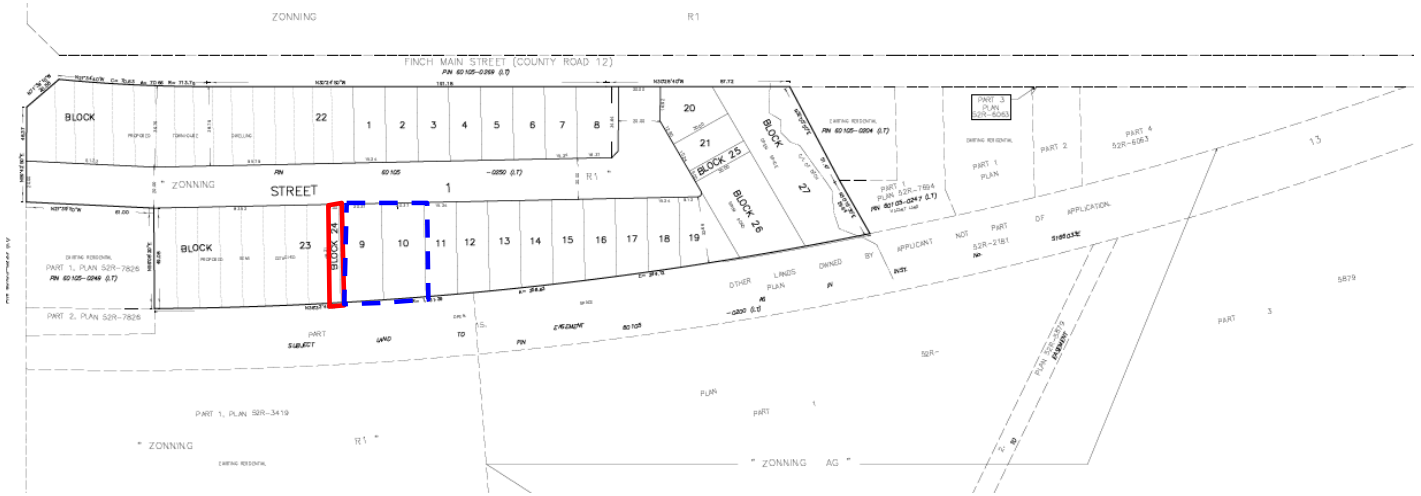
22 Singles, 8 Semis, and 17 Towns – 47 Units

Public Meeting held June 10, 2025

A good place to grow...

The Corporation of
The Township of North Stormont

Revised Draft Plan and Zoning

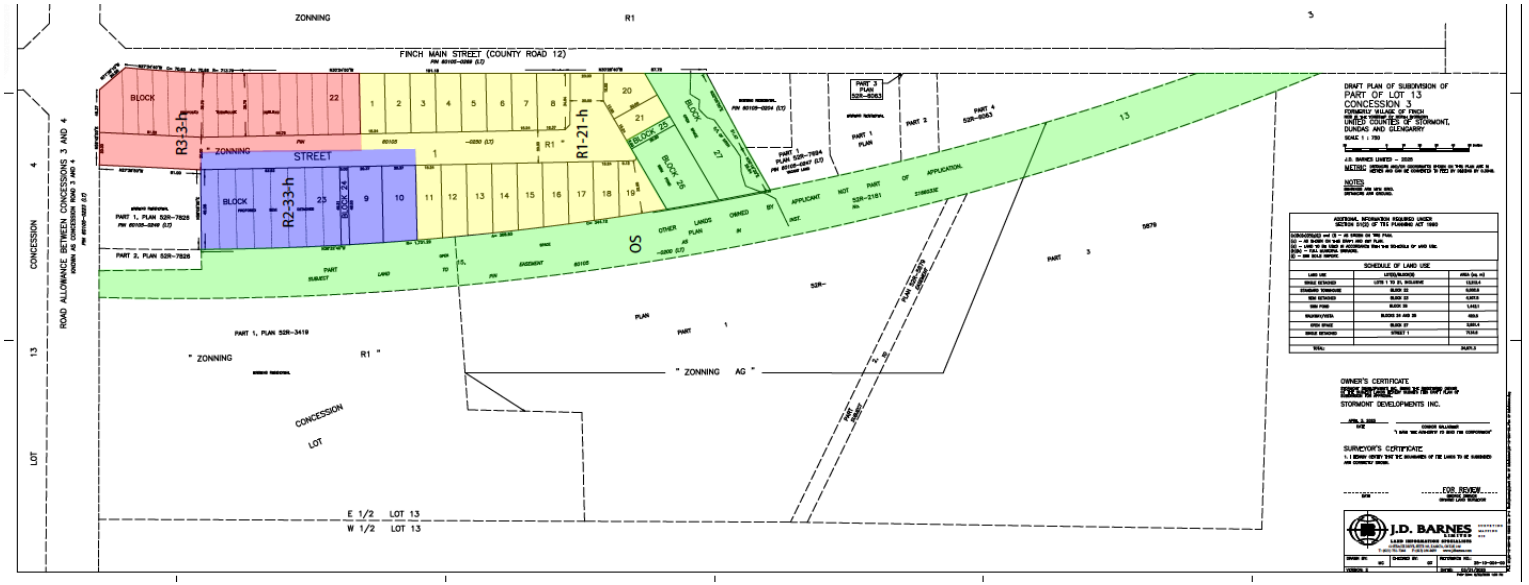


Revised Composition: 19 Singles, 12 Semis, and 16 Towns – 47 Units

A good place to grow...

The Corporation of
The Township of North Stormont

Revised Draft Plan and Zoning



A good place to grow...

The Corporation of
The Township of
North Stormont

Summary of Zoning Requests

	R1-21-h	R2-33-h	R3-3-h
Min. Lot Frontage	11m (15m)	-	-
Min. Ext. Side Yard	3m (6m)	3m (6m)	3m (6m)
Min. Int. Side Yard	-	1.2m (2m)	1.2m (2m)
Max. Lot Coverage	-	-	45% (35%)
Holding applied in order to ensure servicing is supplied prior to development			

A good place to grow...

The Corporation of
The Township of
North Stormont

Recommendation

THAT Council endorse the Draft Plan of Subdivision and forward the draft Conditions to the County SDG; and

Approve Zoning By-law Amendment Z-2025-05

Thank You

A good place to grow...

The Corporation of the Township of **NORTH STORMONT**	**Report No.** PD-06-2025

Agenda Date:	July 22, 2025
Subject:	By-law XX-2025 (Stormont Developments Inc.)
Attachments:	Attachment 1 – Proposed Draft Plan with Proposed Zoning Attachment 2 – Schedule A - Draft Conditions Attachment 3 – Public Meeting Minutes

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receives the Planning Report to endorse Draft Plan of Subdivision and change the zoning of 15034 Concession 3-4 Road, Finch, in the Township of North Stormont and approves the recommended changes therein.

2.0 LEGAL DESCRIPTION

15034 Concession 3-4 Road, Finch, being Concession 3 Part of Lot 13, Geographic Township of Finch; Township of North Stormont.

3.0 BACKGROUND

The subject lands measure approximately 5.8 hectares in area and are located in the Finch settlement area, on the west side of Finch Main St (County Road 12) and the south side of Concession 3-4 Road. The property is surrounded by vacant agricultural lands and the Payne River to the east, residential and additional agricultural uses to the south, agricultural uses to the west and a mix of residential and agricultural lands to the north. The lands are largely vacant lands with former agricultural uses and vegetated along its western border. The lands further contain a former railway right-of-way which runs from Concession 3-4 Road south and curving to Finch Main Street at the south end.

The lot is currently largely zoned Residential First Density (R1) with a portion of the former railway lands zoned Agricultural (AG). The owner is proposing to develop a residential subdivision with a range of housing options, a stormwater management pond, access blocks, an internal road, and a pedestrian trail, to be conveyed to the Municipality as their parkland dedication

contribution, which will be discussed further later in this report. A Public meeting was held on June 10, 2025 to present the Draft Plan of Subdivision and proposed Zoning Amendment. The Draft Plan of Subdivision application seeks to establish a 47-unit subdivision containing 19 single-detached dwellings, 6 semi-detached dwellings (12 units) and 16 townhouse units, in addition to a stormwater pond, the proposed trail and blocks for access to the stormwater pond and trail.

Through the concurrent Zoning By-law Amendment application, the owner intends to rezone the lands to “Residential First Density – Special Exception 21 - Holding (R1-21-h)”, “Residential Second Density – Special Exception 33 – Holding (R2-33-h)”, “Residential Third Density – Special Exception 3 – Holding (R3-3-h)”, and “Open Space (OS)” to permit the development the subdivision.

The application includes the following requests:

1. For the area to be zoned R1-21-h, permit a minimum exterior side yard of 3.0 metres and a minimum lot frontage of 11.0 metres for an interior lot;
2. For the area to be zoned R2-33-h permit a minimum interior side yard of 1.2 metres and a minimum exterior side yard of 3.0 metres; and
3. For the area to be zoned R3-3-h, permit a minimum interior side yard of 1.2 metres, a minimum exterior side yard or 3.0 metres and a maximum lot coverage of 45%.

Since the presentation of the application at the Public Meeting, minor changes have been made to the proposed applications which are listed below:

1. A new access block, Block 24, has been included to provide direct access for residents of the subdivision to the proposed trail; and
2. Due to the adjustment following the creation of Block 24, two lots, Lots 9 and 10, will be zoned R2-33-h and developed as semi-detached dwellings rather than single-detached dwellings. The effect is an overall increase of 2 additional units.

No written comments were received by the Municipality as of July 15, 2025, however Minutes from the Public Meeting are attached as Attachment 3 and the relevant comments are discussed later in this document.

4.0 POLICY CONSIDERATION

Provincial Planning Statement

The subject lands are designated as Residential District in the Urban Settlement Area of Finch, as defined by the Provincial Planning Statement (PPS). The Provincial Planning Statement (PPS) 2024, which came into effect on October 20, 2024, replaces the previous Provincial Policy Statement 2020. The PPS 2024 continues to direct growth and development towards settlement areas, emphasizing the efficient use of land and infrastructure. Policy 2.1.6 directs

planning authorities to support the establishment of complete communities by accommodating an appropriate range and mix of land uses including, but not limited to, housing, recreation and parks and open space. Policies 2.2.1.b (1 and 2) states that planning authorities are to permit and facilitate all housing options required to meet the social, health, economic and well-being requirements of current and future residents and all forms of residential intensification, such as the development of underutilized sites. Policies 2.3.1.2 and 3 of the PPS similarly directs development within settlement areas to be based on densities and a mix of land uses that efficiently use land and resources, optimize existing and planned infrastructure, and support active transportation. Furthermore, Planning authorities are to support general intensification to support the achievement of complete communities including planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure, such as active transportation systems and public service facilities.

It is the opinion of staff that the proposed Draft Plan of Subdivision and Zoning Amendment are consistent with the policies of the Provincial Planning Statement 2024.

United Counties of SDG Official Plan

The United Counties of SDG Official Plan (OP) also directs growth and development to settlement areas. The subject property is designated “Urban Settlement Area - Residential District” in the OP, which permits a full range of low, medium and high-density housing types in the residential district. The proposed subdivision will be developed with a mix of housing types and densities that add to the housing stock in Finch and contribute to the general character of the area.

Section 3.5.1 of the OP outlines applicable planning principles in review of any development application including adequacy of lot sizes, servicing capacity, frontage and access, and land use compatibility.

Section 4.3.6.9 of the OP recognizes the economic, health and recreational benefits of active transportation on trails and corridors of various uses across the County, including walking trails. Local municipalities are encouraged to incorporate sidewalks and walkways in the design and development of residential neighbourhoods and to provide pedestrian linkages to parks, open spaces, downtowns, public services facilities and shopping areas.

It is in the opinion of staff that the proposed use, and subsequent Zoning Amendment conforms to the policies of the United Counties of SDG Official Plan.

Township of North Stormont Zoning By-law No. 08-2014

The subject lands are zoned Residential First Density (R1) and Agricultural (A1) within the Township of North Stormont Zoning By-law No. 08-2014.

In support of the Draft Plan of Subdivision, a concurrent Zoning By-law Amendment has also been submitted by the applicant which would establish a range of site specific Residential First, Second and Third Density (R1, R2, R3) zones to permit the proposed single (R1), semi-detached (R2) and townhouse (R3) uses and Open Space zones for the lands. The proposed site-specific provisions are as follows:

Residential First Density – Special Exception 21 - Holding (R1-21-h)
- Minimum exterior side yard of 3.0 m (typically 6.0 m)
- Minimum lot frontage of 11.0 m for an interior lot (typically 15.0 m)

Residential Second Density – Special Exception 33 – Holding (R2-33-h)
- Minimum interior side yard of 1.2 m (typically 2.0 m)
- Minimum exterior side yard of 3.0 m (typically 6.0 m)

Residential Third Density – Special Exception 3 - Holding (R3-3-h)
- Minimum interior side yard of 1.2 m (typically 3.0 m)
- Minimum exterior side yard of 3.0 m (typically 6.0 m)
- Maximum lot coverage of 45% (typically 35%)

As is typical with such forms of development, a holding (h) provision has been included in order to ensure that any required municipal servicing is available prior to development of the lands. This provision will be removed at a later date in the subdivision development process. A draft condition of approval has been included to ensure that all requirements of the Zoning By-law are maintained, and the zoning matches the proposed layout.

It is the opinion of staff that the proposed development will comply with the provisions of Zoning By-law No. 08-2014 through the conditions of draft approval.

5.0 ANALYSIS

Lot Configuration and Lot Sizes

The proposed lots comply with the minimum lot area requirements of the proposed zoning and largely comply with the minimum required lot frontages. An amendment has been requested to reflect the reduced lot widths for two lots within the proposed R1 zone which owing to the geometry of the new roadway, are reduced. As the majority of required performance standards are achieved through the development there are no concerns for the requested limited reduction. Overall, the proposed configuration follows an orderly and efficient pattern, along the proposed internal roadway, and offers sufficiently sized lots to

accommodate the proposed uses.

Reduced Exterior Side Yard Setback
The requested reduced yard setback will apply to two single-detached lots and one townhouse lot. The requested reduction is consistent with contemporary design standards and will continue to provide sufficient separation distance to provide the necessary site lines along the roadway to ensure safe usage of the roadways while accommodating the proposed housing models. The requested reduction is considered acceptable as the impact is limited within the proposed subdivision and there are no negative impacts anticipated.

Reduced Interior Side Yard Setback
The applicant has further requested reduced interior side yard setbacks for the proposed semi-detached and townhouse dwellings. Again, this reduced request is consistent with contemporary design standards and will continue to provide sufficient separation difference for such uses to ensure the minimum distance required by the Building Code and will continue to provide sufficient space for access for maintenance and emergency services. As such, the proposed reduction is considered acceptable and no negative impacts are anticipated.

Increased lot coverage
Finally, the applicant has requested an increased lot coverage for the proposed townhouse developments. This increased coverage is a reflection of the proposed design model where the applicant seeks to establish bungalow style developments rather more typical multi-storey townhouse units. This model provides a benefit for accessibility for its users but also requires a greater floor plate. As such, the applicant has requested this amendment. The applicant has submitted a lot grading and drainage plan which demonstrates that stormwater management, which could be affected by increased floorplates, can still be achieved on the subject lands. These details will be further developed through the detailed design phase and conditions have been included to address these matters. As such, the proposed increase is considered acceptable.

Parkland
The Planning Act allows the Township to require up to 5% of the land included in the Plan of Subdivision to be ceded to the Municipality for use as a park. Alternatively, the municipality may accept cash-in-lieu of the physical land conveyance. The applicant has proposed, as part of the development, to provide to the municipality lands located within the former rail corridor for a pedestrian pathway. The lands represent approximately 40% of the land area. The applicant has indicated that there is no intention to seek additional funds for the excess contribution and will additionally provide start-up funding to assist in establishing a volunteer community group to help manage and maintain the walkway.

Staff are supportive of the contribution of land proposed by the applicant as the policies of the Official Plan support the development of walking trails as a healthy amenity within residential neighbourhoods. Ultimately, however, the taking of the lands or the cash-in-lieu requirement will be a decision of Council, which can be

made at a later date. A draft condition has been included which reflects these options and maintains the option for Council to determine whether the taking of land or cash-in-lieu is the preferred option.

Public Consultation
A public meeting was held on June 10, 2025 that was attended in-person by the applicant, Township administration, County Planning Staff, Members of Council and the Public.

As noted, Minutes of the meeting are included as Attachment 3 to this report. Comments received at the meeting generally regarded servicing of the subdivision, concerns for proximity to an existing property and the potential for trespassing and concern for access using the area intended for the pathway as this route is also used by a local farmer to access their agricultural lands located west of the subject lands.

With respect to the present application, Township staff confirmed that servicing is sufficient to absorb the proposed development. With respect to the proximity of the lands and potential for trespassing, the applicant has now included Block 24 as a direct access block for residents of the subdivision to be able to more easily access the pedestrian trail and avoid the need to use neighbouring lands for access. Finally, as discussed at the meeting, with respect to access over the trail to adjacent farmlands, an access easement can be established over the trail in favour of the owner of the farmland. This, however, would be between that individual and the ultimate owner of those lands.

The proposed Draft Plan of Subdivision and Zoning Amendment will permit the development of an underutilized property with a range of housing options in an area designated for such uses and in close proximity to the core of central Finch. The range of housing options will contribute to the diversity of housing options available in Finch and the greater Township and, as discussed previously in this report, the amendments will continue to provide suitable housing options that function well within the community. If Council deems it preferable to accept the proposed pedestrian pathway, this can contribute to the amenities for both the new residents and community at large. Otherwise, cash-in-lieu funds can be used to maintain or improve other existing facilities benefitting the community. Ultimately, based on the information outlined herein, it is staff's opinion that the proposal should be approved as it is consistent with the policies of the PPS, conforms to the policies of the United Counties of SDG Official Plan and represents good planning.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

Attached as Schedule A

8.0 ALTERNATIVES

1. Defer the application to request additional information from staff or to further consider issues raised by members of the public or circulated agencies.
2. Refuse the application and advise SDG Counties that the Township of North Stormont does not support Draft Plan of Subdivision Application No. 01-NS-S-2025.
3. Other.

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes ☐	No ☐	N/A **X**
This item is within the approved budgeted amount:	Yes ☐	No ☐	N/A **X**
This item is mandated by the Provincial/Federal Government:	Yes ☐	No ☐	N/A **X**

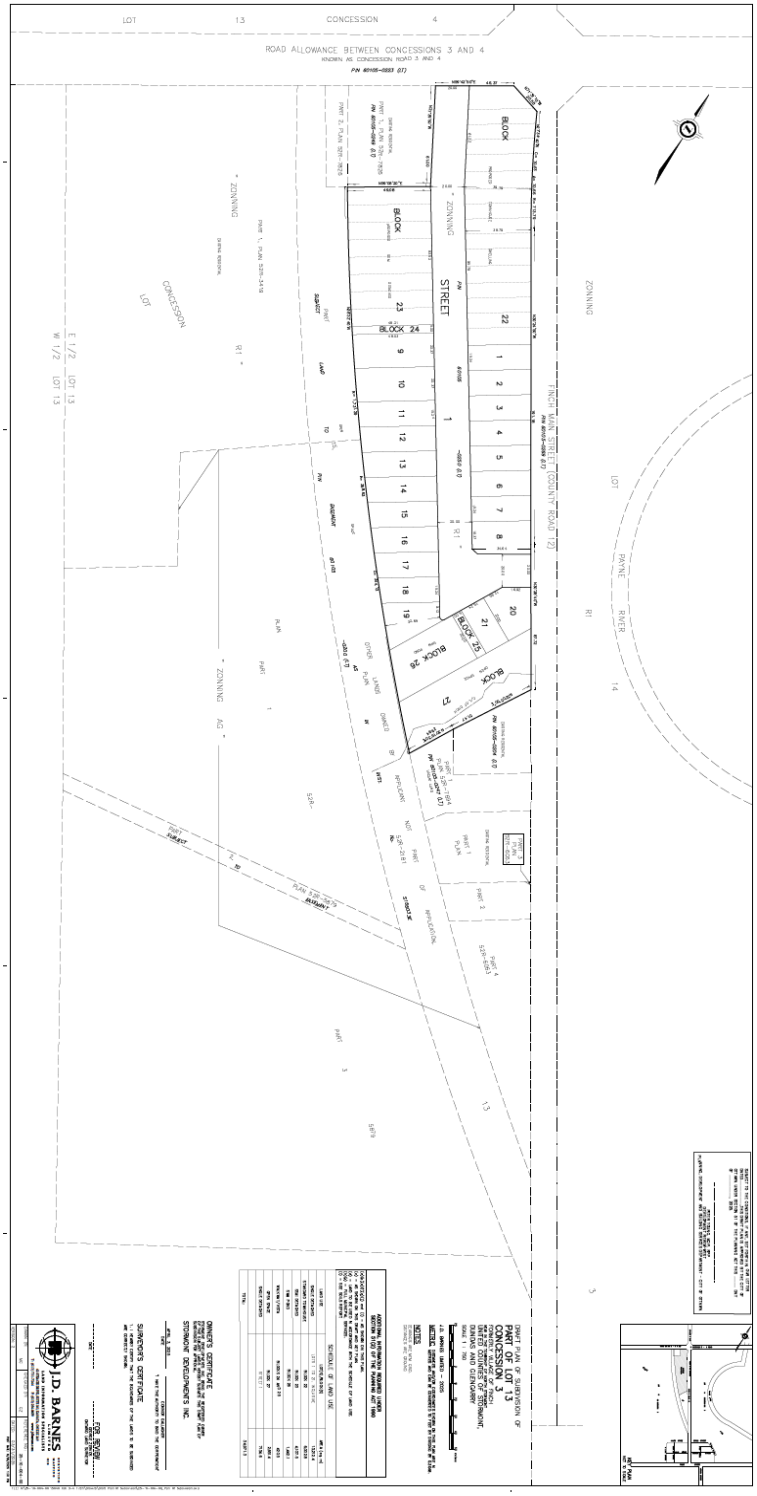
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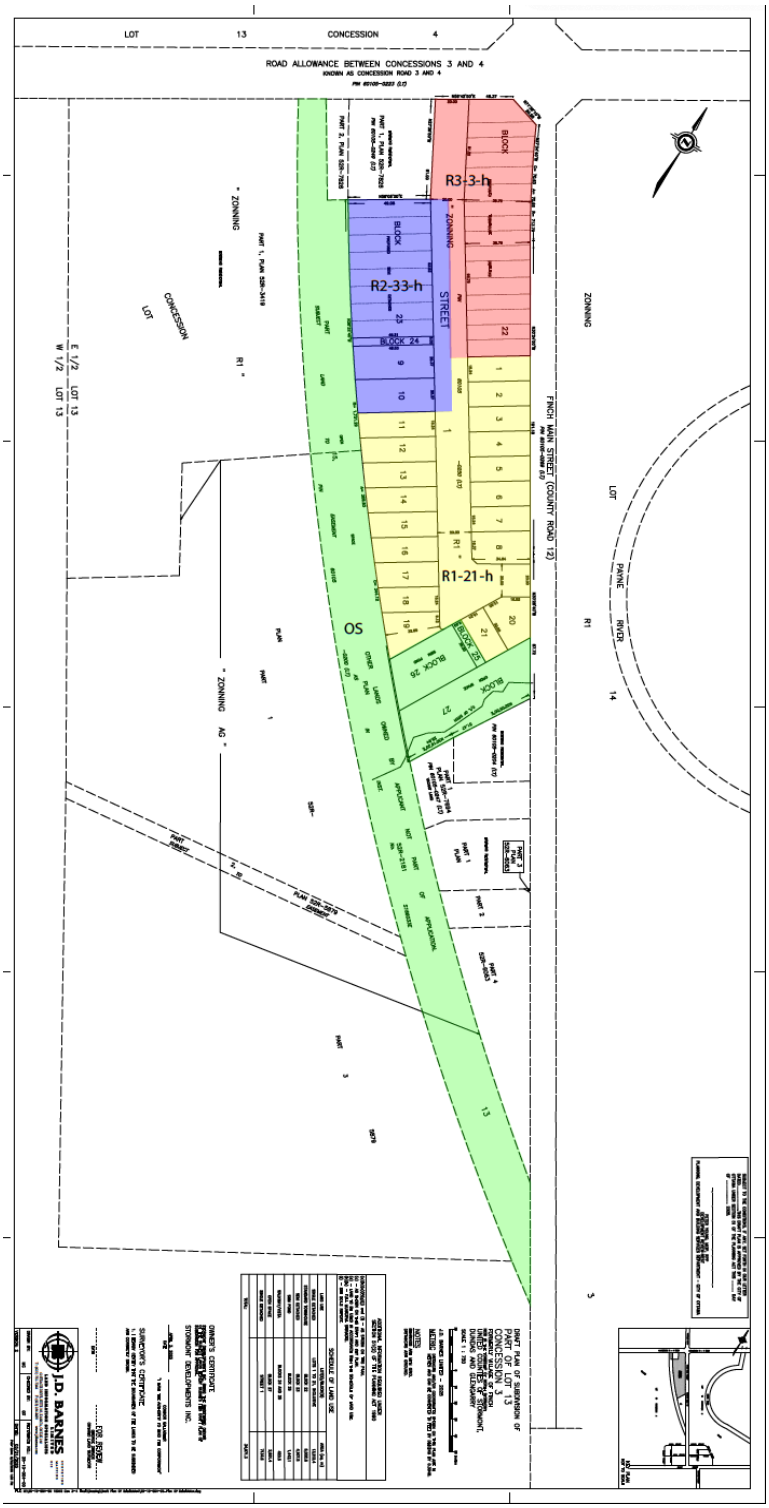
Mike Szilagyi
Acting Township Planner

Reviewed and Submitted for Council consideration by:

Craig Calder
CAO/Clerk

Attachment 1 – Proposed Draft Plan and Proposed Zoning




LOT 13 CONCESSION 4
ROAD ALLOWANCE BETWEEN CONCESSIONS 3 AND 4
R3-3-h
R2-33-h
R1-21-h
OS
STREET
FINCH MAIN STREET (COUNTY ROAD 12)
PAYNE RIVER
ZONING
BLOCK 24
BLOCK 25
BLOCK 35
BLOCK 37
PART OF LOT 13
CONCESSION 3
J.D. BARNES

Attachment 2 – Schedule A – Draft Conditions

SCHEDULE "A" – PROPOSED CONDITIONS OF DRAFT PLAN APPROVAL

SDG File No. 01-NS-S-2025
Owner: Stormont Developments Inc.
Location: Concession 3, Part of Lot 13, Geographic Township of Finch, Township of North Stormont

1. The owner shall enter into a Subdivision Agreement with the Township of North Stormont respecting all conditions and obligations in carrying out the proposed Plan of Subdivision;

2. That the Subdivision Agreement between the owner and the Township of North Stormont be registered against the land to which it applies once the plan of subdivision has been registered;

3. The owner shall agree, by entering into a Subdivision Agreement, to satisfy all terms, conditions and obligations, financial and otherwise, of the Township of North 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 North Stormont;

4. That the Subdivision Agreement between the owner and the Township of North Stormont indicate that such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority. The Township will require that easements shall be dedicated and registered over all storm sewer facilities/subdrains situated within private property so as to allow for adequate access and maintenance of drainage infrastructure by the Township and associated equipment;

5. That the Subdivision Agreement shall contain provisions including but not limited to the dedication of blocks and/or easements including Blocks 24, 25, 26 and 27, and carrying out of any works deemed necessary by the Township, in its sole discretion, to provide access to any parkland, municipal infrastructure, and/or maintenance at the Owner's sole expense;

6. That prior to the registration of the Plan of Subdivision, the Township of North 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 Ontario Land Tribunal exhausted;

7. That the road allowance(s) included in the draft plan shall be shown and dedicated as public highways, and that the public highway(s) shall be named to the satisfaction of the municipality;

8. That the Owner provide land or cash-in-lieu thereof, as parkland dedication contribution, as required under the Act, to the satisfaction of the Municipality;

9. The owner shall agree in writing to reimburse the Township for all legal, engineering, planning and other expense that the Township may incur in relation to the subdivision;

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 review and 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 North Stormont;

12. The applicant shall submit detailed design drawings and plans outlining proposed water, sanitary sewer, and storm sewer servicing infrastructure for the subdivision, produced by a qualified professional to the satisfaction of the Township;

13. The applicant shall submit a detailed stormwater management plan, lot grading and drainage plan for the proposed subdivision, produced by a qualified professional, to the satisfaction of the Township.

14. The applicant shall submit a composite utilities plan for the proposed subdivision, produced by a qualified professional, to the satisfaction of the Township;

15. The applicant shall submit a lighting plan for the proposed subdivision, produced by a qualified professional;

16. That prior to final approval of the Plan, the Township shall confirm to the Approval Authority in writing that there is sufficient water and sanitary capacity available. Draft approval does not guarantee an allocation for water or sewer capacity;

17. That the Owner acknowledges and covenants in the Subdivision Agreement that water and sewer charges are subject to change and additional charges may be applicable to contribute to necessary off-site sanitary sewer upgrades;

18. The Owner submits the following to the satisfaction of South Nation Conservation, prior to final approval, any site grading or construction, and prior to registration of the plan:

    a. A Final Stormwater Management Report that describes how it is to be implemented in accordance with the current stormwater management guidelines, addressing the comments on South Nation Conservation in the letter dated May 23, 2025.

    b. A Final Lot Grading and Drainage Plan, Pre and Post-Development Plan, and Sediment and Erosion Control Plan.

19. The Owner acknowledges that any interference with the channel of a watercourse will require a permit from South Nation Conservation, and restrictions may apply, to the satisfaction of South Nation Conservation;

20. The owner obtains all necessary permits from South Nation Conservation under the *Conservation Authorities Act*, to the satisfaction of South Nation Conservation;

21. The Subdivision Agreement shall contain wording acceptable to South Nation Conservation that the above noted conditions (18, 19 and 20) will be implemented;

22. That the development agreement between the Owner and the Municipality include the necessary easements and requirements, as needed with any applicable utilities and/or Canada Post.

4. DISCLOSURE OF PECUNIARY INTEREST AND NATURE THEREOF

5. PUBLIC MEETING

Plan of Subdivision, SDG File No. 01-NS-S-2025 and Zoning Amendment Z-2025-05 (Heritage Trail Subdivision)

Megan Benoit, Development Planner from SDG Counties presented Council with an overview of the proposed subdivision plans and request for zoning amendment for the Heritage Trail development. The Counties are the approval authority for plans of subdivisions and are required by resolution passed at the Counties to hold a public meeting to inform Council and the public on proposed plans of subdivisions and North Stormont has the authority to approve zoning amendment requests for applications received.

This meeting was for information only, for questions and gathering of further information and no decisions will be made regarding the plan of subdivision or zoning amendment request. There were some agency comments from South Nation Conservation Authority, Canada Post, and SDG County Transportation. Public comments, only one was received about an agricultural entrance and access across the trail that runs through the property.

Reuban Noel, Co-Owner of Tripine Developments Inc. gave Council and the public an overview of the plans for the proposed Heritage Trail subdivision. This will be a 45 Unit new development project with 24 townhomes and semi-detached and 21 single detached dwellings. They are also proposing that the former railway corridor be transformed into a walking trail accessible to the public.

Council and Public Questions/Comments

Council questions/concerns

1. Deputy Mayor Densham commented that it is exciting to see new development coming to the township. One question is with regards to the trail, is this land able to be developed or is that why they were looking to give that to the township for parkland, maybe some rural lots could be bigger and extended if the land is able to be developed. Who would be responsible to maintain this trail after and what would be the costs?

   A township resident, Cheryl Schneider from 63 Main Street/County Road 12 actually answered and that no, the trail is not able to be developed as it used to be an old railway line, and it is built up it higher, there is no way to use this to develop. Reuban Noel of Tripine Developments also mentioned that no it could not be developed but that they were hoping to have this as a trail to have meaningful spaces for the residents to enjoy. With regards to maintenance, this company has helped establish community groups in other areas to have open space, gardens and would be maintained by the community, Tripine would provide seed/start-up money to purchase material and equipment to

maintain the trail. Mayor Landry also mentioned that he believes there is an easement over the trail with Bell Alliance, and this was confirmed so it could not be developed.

2. Councillor McDonald enquired if this proposed trail was intended to form part of or all of the five percent parkland requirement.

   Mr. Noel confirmed that it would be part of the requirement and that the were working with including parts of the stormwater management.

3. Councillor McDonald also asked whether that block is adequate for the stormwater with the creek and setbacks.

   Mr. Noel confirmed that yes it was based on the engineering designs.

4. Councillor McDonald asked if there was any consideration to a low impact design.

   Mr. Noel said that yes they definitely have incorporated this in with the stormwater drainage at the front.

5. Councillor McDonald commented that this appears to be a nice plan and a suitable site, the developers have made some smart choices on choosing the proper land for this development. Also, there appears to be no major planning related issues, and the soil is good and has good drainage as it was farmed land. The proposed trail will be an ongoing conversation as they have a lot work ahead of them to rationalize recreation and how they offer that to all of the communities and to make sure it is the best fit for the community. Councillor McDonald thanked Mr. Noel for coming and presenting to Council.

6. Mayor Landry asked how many number of doors there would be in this proposed subdivision.

   Mr. Noel with Ms. Benoit confirmed that there would be a total of 45 doors, 24 townhomes and semi-detached and 21 single detached dwellings.

7. Mayor Landry also enquired about the pumping station and gravity going down to the existing station and across County Road 12 from the new subdivision and are there any upgrades or enhancements required.

   Mr. Noel said no that there is nothing required and Blake Henderson, Public Works Superintendent explained that there are lots of sewer allocations and water will be okay as well as they had found some deficiencies in the water system which will create more allocations.

8. Mayor Landry had some concerns about the costs for the line going to the lagoon and that other developers may have paid for some of this and how that would affect this subdivision if any.
   Mr. Henderson explained that the allocation costing of capital for water and sewer connections would be how the costs get covered. There is no extra cost to the developer it is charged per doors, for example if 45 units, it would be 45 water costs and 45 sewer costs. Mr. Noel explained that these costs will be recovered through the capital allocation costs.

Public questions/concerns

1. Michael Chislett, 41 Richer Street, Crysler
   Mr. Chislett looked at some background information relating to Finch and Crysler and decided to bring his interests forward to better understand and get some answers to his questions . He was mainly concerned about the number of allocations every year and the capacity on the wastewater system in how this new proposed subdivision relates to what is happening already in Crysler and the future growth possibilities. He was looking for an updated annual report on the allocations, he could not find this on the website for the current year and also he reviewed the Water and Wastewater Master Plan. He is concerned that additional development might impact capacity and the flows for the future and the costing of infrastructure and how this all affects the timelines that were proposed in the master plan up to 2051.

   Mr. Chislett was also concerned that both the pumping station and sewage pipes sized to handle the flows of the extra homes to be built.

   Mr. Henderson confirmed that yes the pipe is sized to cover the capacity.

   The Mayor confirmed that the lagoon is a municipal lagoon that serves both Finch and Crysler and should be viewed as one for both areas.

   Mr. Chislett closed with a comment that he wants to make sure that all developers are contributing and paying their fare shares of the expansion of infrastructure, like the lagoons and not just having to pay the connection fees for water and sewer units. These are concerns that he wanted to bring forward for Council to consider when looking to make a decision on the development going forward and that he is not opposed to growth and development but wants to make sure our infrastructure can handle it and that the budget can handle it as well.

   Mayor Landry, Deputy Mayor Densham and Councillor McDonald mentioned that these are all important questions to be brought forward and that these questions should be brought forward to our engineers to ensure that our numbers are okay and that this proposed subdivision will not affect or change the numbers or proposed scenarios in the water and wastewater master plan. They believe that staff have done a great job at reviewing the plan and

allocations and that they feel that we are okay and that Finch is ready to expand and be developed and the fact that when developers come in and are ready to go that we do have capacity.

2. Mr. Dale Dingwall, 15040 Concession 3-4 Road, Finch

   Mr. Dingwall mentioned that he lives right at the one end of the where the subdivision is proposed and he has some concerns about the sewage situation as well. He was also concerned on what the distance would be for the road and how far off it would be from his property line for snow removal. Will he expect to have snow blown or shoved into his backyard property as he knows how far the snow is pushed when the plow as he has done some work for the township in the past for snow removal.

   Mayor Landry mentioned that with subdivisions, they do not move as fast in the towns as what they do in the rural areas and usually you don't get as much snow thrown as far back.

   Mr. Dingwall also wants to know if they will build right on his fence line, how far off are they allowed to build, same with ditches are there going to be ditches on the road, will they be built high and his property will receive all of the runoff.

   Another concern Mr. Dingwall brought forward was about dogs running lose, that many units being built, there are bound to be close to half of the units' owning dogs and he doesn't want them running in his yard. He was wondering if as an existing owner, does he have rights to have a fence put up or something like that.

   Mr. Dingwall also mentioned concerns if the noise and dust once building starts, is this going to be controlled. What times will they build starting in the morning or finish at night.

   The last concern was about this trail that they may make through the property or donated to the township is not very wide, a stone can be thrown from his property across the entire trail, it is open on the one side and he is worried about trespassers on his property and currently there are some issues with four wheelers coming in off the highway and going across his lawn and through is driveway as the is a gate there now that is closed. Also, who would maintain the ditches and mowing the grass, would this be the township.

   Last comments from Mr. Dingwall is that he doesn't want to stop the subdivision from moving forward, but he wants to protect his rights and his property from some of these things that could happen and would like to keep it somewhat private. He wondered when the plan was for this to be moved forward.

   Mr. Noel said they wanted to start building this summer.

3. Armin Khagi, 14731 Concession 3-4 Road, Finch

   Mr. Khagi was concerned about entrance to his farm field over the trail that is being proposed. He does not have an easement access over this currently and it would be landlocked with no access. Could something be worked in as an agreement that he would still have access to his land.

   Ms. Benoit confirmed that she had spoken to his spouse earlier about this and that she had spoken with transportation about this access point and that this entrance was confirmed that it would not be removed. From the County perspective they are okay to leave this access there, but it would be up to whomever takes ownership of this portion and their discretion to allow for this and possibly set up an easement. This was discussed with CAO/Clerk Calder that nobody wants to limit access, but it is not decided yet whom would own this portion, currently it is proposed that the township take over this portion of the trail, but nothing has been decided if this will be part of the parkland that the township accepts but ultimately it will be left with whomever takes ownership of this, or it could be sold to the farmer, nothing is set in stone on who should own this.

   Mr. Khagi was also concerned if this land becomes a trail then fencing would need to be done or updated as it has been falling down from tree limbs etc., but this would help for dogs running at large and to try to alleviate some of the four wheelers and people biking along the path. He was just wondering if that could be rebuilt and put along the property lines on both sides. He has had some issues with four wheelers driving through crops.

   Mayor Landy spoke about another trail in Crysler and that there was no fencing for their, they have farmers fields on either side and is kept up very well from the committee. Mr. Khagi mentioned that once the gate was put up that it helped a little but if this becomes a public trail that it would be hard to maintain.

   CAO/Clerk Calder mentioned that in the past and with other trails he has seen that with more pedestrian use, the traffic and vehicles will be more policed and there will be less vehicles using the trail.

4. Pierre Thibault, Director of Parks, Recreation and Facilities, North Stormont

   Mr. Thibault's concerns were that the entire trail, the length and the width looks like it is more than the five percent required for parkland and is the township obligated and required to buy and pay for this extra to access the end of the trail. Depending on the width you may not have the room to put up new trees or fences especially that there is fibre optic along the trail, they will always have to have access. The other concern is the maintenance of the trail and who would be responsible for this, we don't have the staff to maintain this trail. Having a new committee to look after this would be great, but we need to make sure that we can look after and maintain the lands once we own them.

Final comments from the Mayor on the proposed subdivision, there is no official decision made, and he would like to see growth to bring back some of the services that we have lost over the years in our towns. Years ago, the towns were thriving and growing, and this has declined over the years, also with new homes brings new families and they are usually more affordable than the big cities and will increase and hopefully put some more life into a small town. Great to see the questions and concerns as well from the existing residents, but hopefully we can work together to move this forward and make this a successful project.

6. DELEGATIONS/PRESENTATIONS

Christina Morgan, Partner Welch LLP
Auditors Presentation and 2024 Draft Financial Statements

Ms. Christina Morgan gave a short presentation to Council on the 2024 financial audit. Ms. Morgan went on to advise Council that the audit was a good one, very clean and no major concerns other than building up reserves. She advised Council that the township is in a healthy position moving forward. There were a few questions from Council and then the Mayor on behalf of Council, thanked her for the presentation, their work and the hard work that staff did as well to bring us to a very good audit and was pleased to see that the township is in a good financial place.

Todd Lihou, Corporate Communications Coordinator, SDG Counties
Website Update Presentation

Mr. Todd Lihou gave Council a brief overview of the state of the website, he also talked about the features and who is responsible for what on the site. He unfortunately did not have the traffic numbers on the site but would advise Council once he receives them. Mr. Lihou also suggested making a change with regards to social media and removing “X” and adding “Instagram” as the numbers are not as high as he would have like to see for “X”. Also discussed was that when the website was rebuilt, it was in combination with SDG Counties and the Township of North Dundas and in discussions with both municipalities, there is no appetite to do any major upgrades or changes at this time, maybe some minor adjustments here and there but nothing major. The costs maybe be higher when looking at making these changes alone.

Council had a few changes that they would like to see such as making it easier to find the council meeting agendas and minutes, moving the toggle button to change languages to view the website and changing the social media to remove “X” and add “Instagram”. The Mayor asked that the changes be made and brought back for further review with Council. Mayor Landry on behalf of Council thanked Mr. Lihou for his presentation and the work he continues to do on behalf of the township.

The Corporation of the Township of **NORTH STORMONT**	**Report No.** PD-07-2025

Agenda Date:	July 22, 2025
Subject:	Parkland layout - Plan of Subdivision SDG File No.01-NS-S-2024 (Blanchard)
Attachments:	□ Original layout □ Proposed updated layout □ SlopeStability2-FL □ Park-FL

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receives report PD 07-2025 from the planning department to support the revised plan Plan of Subdivision layout SDG File No.01-NS-S-2024 as shown in Schedule “A” of the Action Request dated July 2025 from the Planning Department

2.0 LEGAL DESCRIPTION

Part of Lots 12 & 13, Concession 10, Former Geographic Twp. of Finch

3.0 BACKGROUND

Sylvain Blanchard intends to develop a residential subdivision on approximately 10.4 hectares (25.7 acres) of land on the east side of County Road 12 in Crysler, north of the South Nation River. A Plan of Subdivision application (Application No. 01-NS-S-2024) was deemed complete by the United Counties of SDG on November 8, 2024 and approved July 2, 2025.

The proposed development will consist of 30 single detached dwellings, 9 semi- detached dwellings (18 units), 4 townhomes (16 units), 2 apartment blocks (29 units), for total of approximately 93 residential units (may vary through detailed design). Stormwater will be managed through a new facility developed through this subdivision and adjacent lands. The subdivision would be built with an urban cross-section. The lands will be serviced with municipal water and sewer to be connected from the adjacent subdivision (Countryside Acres) to the north, where access will also come from. The developer contributed to a cost-sharing agreement for the construction of the pumping

station to service the lands.

4.0 POLICY CONSIDERATION

The development was approved under the SDG Official Plan and Provincial Planning Statement.

5.0 ANALYSIS

The *Planning Act* allows the Township to require up to 5% of the land included in the plan of Subdivision to the municipality for park purposes. Alternatively, the municipality may except cash-in-lieu of the physical land conveyance. Staff have identified land along the South Nation River (Block 50 in the proposed plan of subdivision) along with land along Armstrong Road as potentially suitable for parkland. It would offer an area for potential walking paths and a small neighbourhood park. The owner is agreeable to sell the land to the Township at-cost, and it would be the intention that the cash-in-lieu of parkland for the subdivision towards the north would be used toward purchasing land above the required 5% contribution.

Based on input from Recreation, the developer has submitted a revised concept plan that could leave room for a future park outside of the hazard zone including equipment when the lands to the north are fully developed in the future. Although funding is not identified at this time for development, the park could serve 1,000-2,000 residents in the future as the lands to the north are developed over the next 10-20 years and reserving the land for a future park is recommended. A separate report with funding sources for land beyond the mandatory 5% will be presented at a future date for Council consideration.

6.0 ENVIRONMENTAL CONSIDERATIONS

An environmental impact statement was submitted and reviewed through the draft plan approvals process. Lands adjacent to the South Nation River will have appropriate setbacks for development.

7.0 RECOMMENDED CONDITIONS

Attached as Schedule A

8.0 ALTERNATIVES

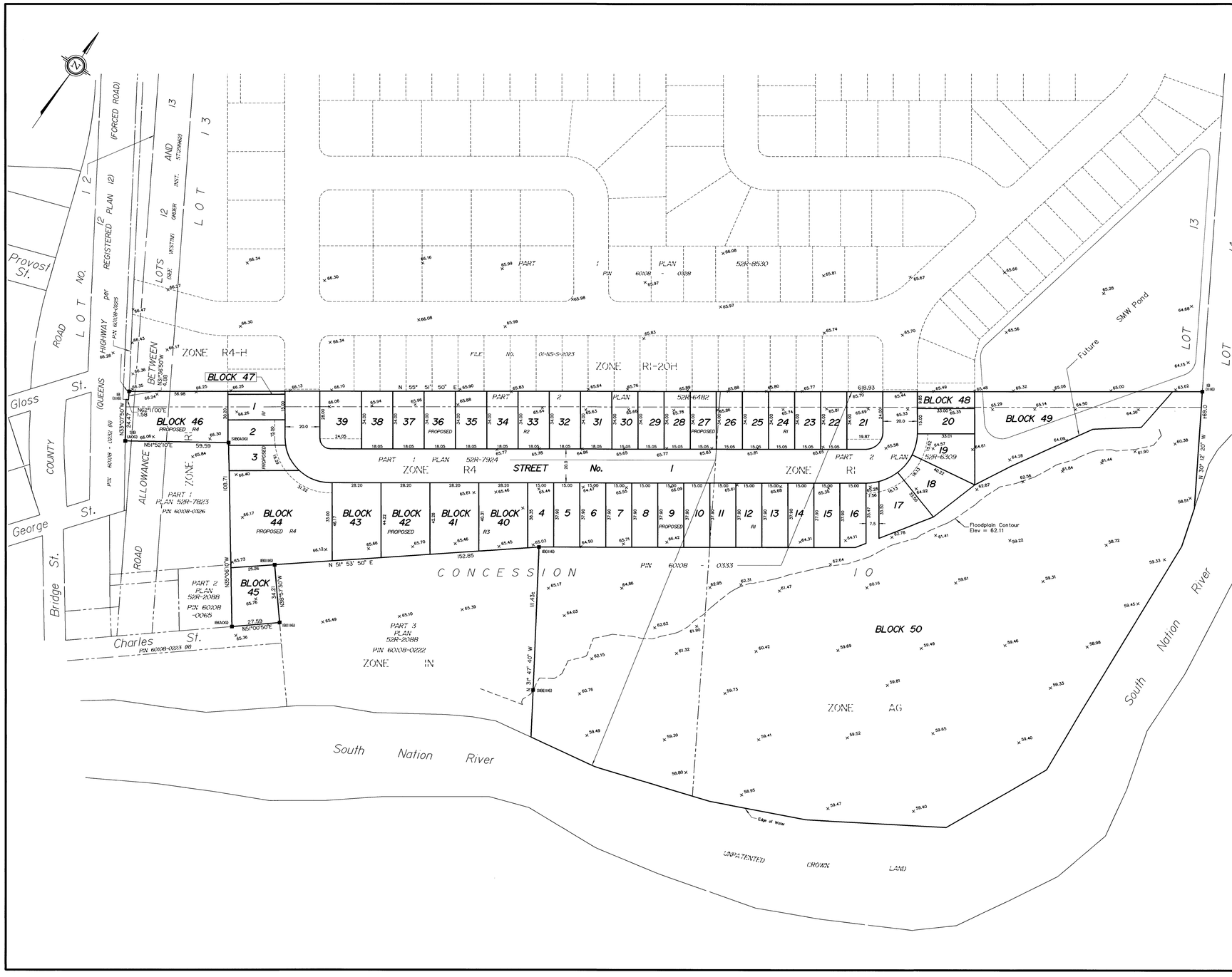
1. THAT the Council of the Township of North Stormont supports the revised plan Plan of Subdivision layout No.01-NS-S-2024 as shown in Schedule “A” of the Action Request dated July 2025 from the Planning Department. This is the recommended option.

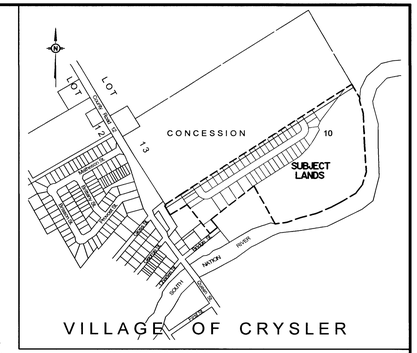
2. That Council request cash-in-lieu of parkland.
3. Other (e.g. provide direction regarding changes of conditions)

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget: Yes ☐ No ☐ N/A **X**
This item is within the approved budgeted amount: Yes ☐ No ☐ N/A **X**
This item is mandated by the Provincial/Federal Government: Yes ☐ No ☐ N/A **X**

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
		
Peter Young **Director of Planning & Economic Development Services**	**Craig Calder** **CAO/Clerk**	**Craig Calder** **CAO/Clerk**





KEY MAP
NOT TO SCALE

DRAFT PLAN OF SUBDIVISION OF :

PART OF LOTS 12 AND 13
PART OF ROAD ALLOWANCE
BETWEEN LOTS 12 AND 13
CONCESSION 10
(Geographic Township of Finch)
TOWNSHIP OF NORTH STORMONT
COUNTY OF STORMONT

Scale 1 : 1000

40 30 20 10 0 20 40 Metres

Metric
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SURVEYOR'S CERTIFICATE

I CERTIFY THAT :
The boundaries of the lands to be subdivided and their relationship to adjoining lands have been accurately and correctly shown.

Aug. 7/24
Date

TYLER J. ALLISON
ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE

I CERTIFY THAT :
This is to certify that I am the owner of the lands to be subdivided and that this plan was prepared in accordance with my instructions.

08072024
Date

Sylvain Blanchard

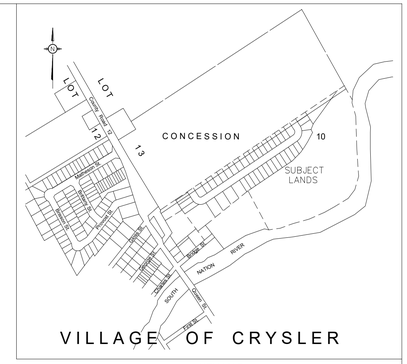
ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51-17 OF THE PLANNING ACT

A. see plan (boundaries)
B. see plan (highways)
C. see plan (key plan)
D. single family, semi-detached, townhouses, apartment building
E. see plan (adjoining lands)
F. see plan
G. see plan (features)
H. Municipal Water
I. see hydrogeological report and natural environment report
J. see plan
K. Municipal services available or to be available (hydro, telephone, cable)
L. see plan (easements)

NOTES AND LEGEND

—□—	denotes	Survey Monument Planted.
—■—	"	" " Found.
SIB	"	Standard Iron Bar.
SSIB	"	Short Standard Iron Bar.
CC	"	Cut Cross.
IB	"	Iron Bar.
(AOG)	"	Annis, O'Sullivan, Vollebekk Ltd.

ANNIS, O'SULLIVAN, VOLLEBEKK LTD.
165 Bay Street
Embrun, Ont. K0A 1W1
Phone: (613) 443-3364
Email: Embrun@aovltd.com
Ontario Land Surveyors
Job No. E-2448-22
A.M.



KEY MAP
NOT TO SCALE

DRAFT PLAN OF SUBDIVISION OF :

PART OF LOTS 12 AND 13
PART OF ROAD ALLOWANCE
BETWEEN LOTS 12 AND 13
CONCESSION 10
(Geographic Township of Finch)
TOWNSHIP OF NORTH STORMONT
COUNTY OF STORMONT

Scale 1 : 1000

40 30 20 10 0 20 40 Metres

Metric
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SURVEYOR'S CERTIFICATE

I CERTIFY THAT :
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Date — TYLER J. ALLISON, ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE

I CERTIFY THAT :
This is to certify that I am the owner of the lands to be subdivided and that this plan was prepared in accordance with my instructions.

Date — Sylvain Blanchard

ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51-17 OF THE PLANNING ACT

A. see plan (boundaries)
B. see plan (highways)
C. see plan (key plan)
D. single family, semi-detached, townhouses, apartment building
E. see plan (adjoining lands)
F. see plan
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Phone: (613) 443-3364
Email: Embrun@aovltd.com
Ontario Land Surveyors

Job No. E-2448-22 A.M.

15.05 15.05 15.05

65.65

65.58

15.62 64.57

64.61

PART 2 PLAN 52R-6309

ZONE R1

Road Was moved 1.0m north

19

18

17

15.00 15.00 15.00 15.00

65.68 65.35 65.28 64.92

3,482 ft²

2,968 ft²

2,452 ft²

3,164 ft²

3,734 ft²

13.45m (44')

16.2m (53')

14.5m (47.5')

16.2m (53')

38.90 38.90 38.90 38.90

37.90 37.90 37.90 35.47

13 14 15 16

MAX. BUILDING FOOTPRINT

64.31 64.11 62.78 61.41 62.64

62.87

6m

15m SETBACK FROM FLOOD PLAIN

Floodplain Contour Elev = 62.11

PROPERTY LINE

6m REAR YARD SETBACK

LIMIT OF HAZARD LANDS SETBACK (SLOPE STABILITY)

New access to block 50 (instead of previous access between lot 16 & 17)



28.20 28.20 15.00 15.00 15.00 15.00

65.61 65.46 65.44 64.47

BLOCK 41 BLOCK 40 4 5 6 12

40.31 38.35 37.90 37.90 37.90 37.90

R3 PROPOSED R1

4.5

65.46 65.45 65.03 64.50 65.71 66.42

IB(1116)

152.85

65.17

64.86

64.03

62.15

61.32

PIN 60108 0.333

Limit of hazard lands setback (slope stability)

15m setback from 100 year flood plain

100 year flood plain





Monthly Activity Summary

Municipal Law Enforcement Department

June 2025

Work completed:

- Following up on existing complaints and their resolution.
- Respond to multiple inquiries regarding various by-laws and write response to complainants.
- Attended Webinars various Zoom Meetings.
- Attendance at Council Meetings.
- Preparation of Various reports for Management and council.
- Open Air permits issued 122 to June 30, 2025.
- Accessibility Review and update. On going.
- Review and amend existing by-laws.

Work in Progress:

- Following up on existing complaints and their resolution.
- Write notices for new complaints with follow-up visits.
- Attendance at Council meeting, and special council meeting as required.
- Attendance of Senior Management weekly meeting.
- Review and balance MLEO budget and continue monitoring.
- Issuance of Open-Air Permits, ongoing.
- Inspection of kennels. On going when required.
- Attend various Webinars and Training.
- Prepare and review various reports.

Nancy-Ann Gauthier,
Municipal Law Enforcement Officer

Department Occurrence Count Summary

Department	Occurrence Type	Occ Opened	Permit	Court	POT	Impounded	Licence	Warning	Tag	Ticket	Complaint	Occ Closed
By-Law Department	Animal Control - Poop & Scoop	1	0	0	0	0	0	0	0	0	0	3
By-Law Department	Barking	0	0	0	0	0	0	0	0	0	0	2
By-Law Department	Clean Yard	4	0	0	0	0	0	0	0	0	0	3
By-Law Department	Dogs Off Leash/Loose	3	0	0	0	0	0	0	0	0	0	2
By-Law Department	Farm Animal Loose	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Fence	4	0	0	0	0	0	0	0	0	0	3
By-Law Department	Garbage	2	0	0	0	0	0	0	0	0	0	2
By-Law Department	Inquiry	7	0	0	0	0	0	0	0	0	0	8
By-Law Department	Noise	0	0	0	0	0	0	0	0	0	0	2
By-Law Department	Open Air Fire	7	0	0	0	0	0	0	0	0	0	8
By-Law Department	Property Standards Unkempt Property	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Watering	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Zoning	2	0	0	0	0	0	0	0	0	0	3
	Total Counts	**31**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**38**
Department	**Occurrence Type**	**Occ Opened**	**Permit**	**Court**	**POT**	**Impounded**	**Licence**	**Warning**	**Tag**	**Ticket**	**Complaint**	**Occ Closed**
Public Works	Buildings and Grounds	1	0	0	0	0	0	0	0	0	1	0
Public Works	Dead animal on road	2	0	0	0	0	0	0	0	0	2	0
Public Works	Drainage	1	0	0	0	0	0	0	0	0	1	0
Public Works	Dust	4	0	0	0	0	0	0	0	0	4	0
Public Works	Landscaping	3	0	0	0	0	0	0	0	0	3	0
Public Works	Littering	1	0	0	0	0	0	0	0	0	1	0
Public Works	Road Safety Concern	1	0	0	0	0	0	0	0	0	1	1
Public Works	Sinkhole/pothole in road	1	0	0	0	0	0	0	0	0	1	0
Public Works	Water Quality	1	0	0	0	0	0	0	0	0	0	0
	Total Counts	**15**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**14**	**1**
Department	**Occurrence Type**	**Occ Opened**	**Permit**	**Court**	**POT**	**Impounded**	**Licence**	**Warning**	**Tag**	**Ticket**	**Complaint**	**Occ Closed**
	Total Counts	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Department Occurrence Count Summary

Department	Occurrence Type	Occ Opened	Permit	Court	POT	Impounded	Licence	Warning	Tag	Ticket	Complaint	Occ Closed
By-Law Department	Animal Control	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Animal Control - Poop & Scoop	5	0	0	0	0	0	0	0	0	0	6
By-Law Department	Barking	4	0	0	0	0	0	0	0	0	0	4
By-Law Department	C-Container	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Clean Yard	10	0	0	0	0	0	0	0	0	1	8
By-Law Department	Compensation	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Dogs Off Leash/Loose	16	0	0	0	0	0	0	0	0	0	13
By-Law Department	Farm Animal Loose	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Fence	5	0	0	0	0	0	0	0	0	0	4
By-Law Department	Fire Hydrant	2	0	0	0	0	0	0	0	0	0	2
By-Law Department	Garbage	4	0	0	0	0	0	0	0	0	0	4
By-Law Department	Illegal Dumping	1	0	0	0	0	0	0	0	0	0	1
By-Law Department	Information	2	0	0	0	0	0	0	0	1	0	0
By-Law Department	Inquiry	26	0	0	0	0	0	0	0	0	0	25
By-Law Department	Noise	5	0	0	0	0	0	0	0	0	0	2
By-Law Department	Noise before 7AM	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Open Air Fire	18	0	0	0	0	0	0	0	0	0	19
By-Law Department	Other	1	0	0	0	0	0	0	0	0	0	1
By-Law Department	Other - By Law Issues	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Property Standard	1	0	0	0	0	0	0	0	0	0	0
By-Law Department	Property Standards Unkempt Property Report	0	0	0	0	0	0	0	0	0	0	2
By-Law Department	Rodents	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Shrubs	1	0	0	0	0	0	0	0	0	0	1
By-Law Department	Smoking	0	0	0	0	0	0	0	0	0	0	1
By-Law Department	Snow Deposit	2	0	0	0	0	0	0	0	0	0	2
By-Law Department	Trailers, Tractor or vehicles park along the road	1	0	0	0	0	0	0	0	0	0	2
By-Law Department	Trespassing	3	0	0	0	0	0	0	0	2	0	2
By-Law Department	Watering	1	0	0	0	0	0	0	0	0	0	1
By-Law Department	Wild Animal	1	0	0	0	0	0	0	0	0	0	1
By-Law Department	Zoning	8	0	0	0	0	0	0	0	0	0	5
	Total Counts	**118**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**3**	**1**	**112**
Department	**Occurrence Type**	**Occ Opened**	**Permit**	**Court**	**POT**	**Impounded**	**Licence**	**Warning**	**Tag**	**Ticket**	**Complaint**	**Occ Closed**
Public Works	Buildings and Grounds	1	0	0	0	0	0	0	0	0	1	0
Public Works	Dead animal on road	2	0	0	0	0	0	0	0	0	2	0
Public Works	Drainage	1	0	0	0	0	0	0	0	0	1	0
Public Works	Dust	4	0	0	0	0	0	0	0	0	4	0
Public Works	Landscaping	3	0	0	0	0	0	0	0	0	3	0
Public Works	Littering	1	0	0	0	0	0	0	0	0	1	0
Public Works	Road Safety Concern	1	0	0	0	0	0	0	0	0	1	1
Public Works	Sinkhole/pothole in road	1	0	0	0	0	0	0	0	0	1	0
Public Works	Water Quality	1	0	0	0	0	0	0	0	0	0	0
	Total Counts	**297**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**258**	**274**
Department	**Occurrence Type**	**Occ Opened**	**Permit**	**Court**	**POT**	**Impounded**	**Licence**	**Warning**	**Tag**	**Ticket**	**Complaint**	**Occ Closed**
	Total Counts	**33**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**5**	**19**

BUILDING PERMIT REPORT 2025

BUILDING PERMIT REPORT FOR THE MONTH OF JUNE 2025					BUILDING PERMIT YEAR				
TYPE OF BUILDING	TOTAL PERMIT	TOTAL UNITS	CONSTRUCTION VALUE	PERMIT VALUE	TOTAL PERMITS	TOTAL UNITS	CONSTRUCTION VALUE	PERMIT VALUE	PERMIT REVENUE RECEIVED
2024 BUILDING PERMIT REVENUE RECEIVED IN 2025									5,579.61
2025 BUILDING PERMIT REVENUE RECEIVED TO DATE									69,199.96
Single Family Dwelling	2	2	1,200,000.00	4,930.82	18	19	7,650,000.00	61,650.21	
Semi-Detached Dwelling					9	20	5,175,000.00	53,498.00	
Duplex, Triplex, Quadruplex					1	4	900,000.00	11,194.30	
Addition to Single Family Dwelling					5		761,350.00	5,944.80	
Addition to Accessory Storage									
Addition to Commercial									
Accessory Storage Building	7		293,500.00	5,383.06	13		813,500.00	9,488.66	
Alteration/Renovation SFD					1		30,000.00	175.00	
Alteration/Renovation ASB									
Alteration/Renovation COM					2		70,000.00	471.00	
Farm Accessory Storage Building	3		1,600,000.00	15,564.12	11		5,036,736.00	38,822.58	
Commercial	2		435,000.00	6,763.90	2		435,000.00	6,763.90	
Industrial									
Institutional	1		50,000.00	1,273.44	2		260,000.00	1,448.44	
Telecommunication Tower									
Demolition Permit	2		-	238.00	6		-	828.00	
Swimming Pool & Deck	5		29,000.00	890.00	11		216,500.00	2,073.00	
North Stormont Township					1		14,000.00	-	
Temporary Permit					1		-	178.00	
Change of Use									
Wood Stove									
Transfer of Permit					9		-	540.00	
TOTAL	**22**	**2**	**3,607,500.00**	**35,043.34**	**92**	**43**	**21,362,086.00**	**193,075.89**	**74,779.57**

56 Inspections were conducted by the CBO

Andre Brisson
Chief Building Official

Monthly Activity Summary

Fire Department

June 2025

WORK COMPLETED - Fire Chief

- Continued communication with Deputy Chiefs, Public Education Team.
- Communicate with Training Coordinator re NFPA training.
- Attending all fire calls and various township meetings, including the Council, Fire Committee, Deputy Chiefs, Training Committee, as well as Public Education team.
- Review calls from June 2025.
- Continuing maintenance of Stations.
- Complete investigation reports.
- Reviewed and Assessed Accreditation for 2025.
- Continued with various inspections.
- Attend Council Meetings for joint venture(s) with other Department
- Monthly review and balance of budget,

IN PROGRESS - Fire Chief

- Maintain monthly budget.
- Review annual SIR report from OFM.
- Complete Investigation reports, as needed.
- Attending various township meetings, including Council.
- Continuous work on Legislated Community Risk Assessment.
- Organizing Graduation and Award Ceremony for October 4, 2025, at the Moose Creek Recreation Center.
- Ontario Municipal Fire Prevention Officer's Association (OMFPOA) Team member for the committee
- First Due Training and implementing software.
- Resource One (IFSTA) Introduction training
- Working with South and North Dundas Fire Chief's for NFPA Training.
- Hosting OMFPOA Smoke Alarm Awareness date TBD
- Canadian Pacific (CPCK) training on October 27, 2025.

Monthly Activity Summary

Fire Department

January 1 to June 30, 2025, NSFS total calls 59.
June saw a total of 8 calls.

INCIDENTS **2025**	Current Month	Year to Date Calls	Total Dollars Loss if applicable
Ambulance Assist (medical)	4	9	
Ditch Fire			
False Alarm	1	2	
Fireworks			
Non-Structure Fire			
Chimney Fire		2	
Open Air			
Open Air Control		4	
Other		2	
Smoke & CO alarm activation		4	
Structure Fires		2	
Comm./Industrial			
Vehicle Fire		4	
Vehicle Accident	3	17	
Gas Leak			
Testing System calls			
Mutual Aid		1	
False Calls (passerby)			
Power Lines – Hydro		2	
I-Phone Crash			
TOTAL CALLS & LOSS	8	59	

Monthly Activity Report
Public Works Department
June 2025

WORK COMPLETED

- Grading of gravel roads
- Application of calcium dust suppressant
- Paving of the parking lot at the Township office
- Installation of a new ramp at the front door of the Township office
- Landscaping and seeding of lawn at the Township office
- CAT Grader transmission repair

WORK IN PROGRESS

- MMS first priority
- Equipment servicing and repairs
- Rombough Road reconstruction
- Roadside cutting
- Yard maintenance at lagoons and water plants
- Working with Rogers, Xplornet, Bell, and Ledcor on ensuring proper reinstatement of right-of-ways after fibre optic installation

OCWA JUNE REPORT

- All treated and distribution samples collected in Finch, Crysler and Moose Creek's Drinking Water Systems tested negative for total coliform and E. Coli.
- Below grade inspections of Crysler Well #2 & Finch Well #2 were completed.
- Finch Well #1 was mechanically cleaned and a new pump and motor were installed.
- OCWA cleaned the clear wells at Moose Creek's WTP.
- The Ministry of the Environment, Conservation & Parks (MECP) completed an inspection of the drinking water system at the new Township Office/Daycare.
- EOHU completed an inspection of the Monkland Recreation Centre's drinking water system and issued a new Directive.

TOWNSHIP OF
NORTH
STORMONT
A good place to grow

CAO – ACTIVITY SUMMARY
JUNE 2025

WORK COMPLETED

- Meeting with Moose Creek Chamber of Commerce
- Interviews – Deputy Clerk **(Key threats/People and Culture)**
- Township Community Improvement Plan (CIP) – Review current submissions – Closes July 31 2025 **(ECONOMIC DEVELOPMENT)**
- Attended – Highway 138 Public Meeting
- Participated – Environment & Climate Change Canada weather – Provincial stakeholder weather briefing **(Emergency Management)**
- Participated – Municipal Emergency Management Plan – Annual Review
- Participated – Fire Services Committee Meeting
- Participated – Development Charges – Start Up Meeting with contractor (Watson & Associates)

STRATEGIC PLAN

- Planning Technician – Hired **(Key Threats/People and Culture)**
- Deputy Clerk – Public Posting for pending vacant position **(Key Threats/People and Culture)**
- Township Instagram account created and "X" profile has been deleted **– (Modernization of service delivery)**

The Corporation of the Township of NORTH STORMONT	Report No. FIRE-FSC 01-2025

Agenda Date:	June 26, 2025
Subject:	By-Law to regulate emergency Services
Attachments:	□ Emergency By-Law 000-2025 replacing 65-2016 □ Technical Rescue Levels of Service

1.0 RECOMMENDATION

THAT the Fire Services Committee receives report No. FSC01-2025 from the Fire Chief on the proposed Fire Department Establishing and Regulating By-law and approve in principle a service level that includes interior and defensive structural fire attack, requiring all participating firefighters to be certified to NFPA 1001 Level I and II and NFPA 1072 in accordance with Ontario Regulation 343/22; and further, that staff be directed to finalize the By-law based on the approved service level, with the understanding that firefighters who do not meet the certification requirements by the mandated deadline will no longer be eligible to serve in structural firefighting roles.

2.0 LEGAL DESCRIPTION

None

3.0 BACKGROUND

The current Establishing and Regulating By-law 65-2016 requires revision to ensure compliance with current provincial legislation and operational best practices. Ontario Regulation 343/22 mandates specific certification requirements for firefighters engaging in structural fire suppression activities. Council's determination of the level of service will directly influence departmental training programs, staffing, and resource planning.

4.0 POLICY CONSIDERATION

This report is guided by key legislative and regulatory frameworks, including the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4,* which governs the delivery of fire protection services in Ontario. In addition, the *Occupational Health and Safety Act, R.S.O. 1990, c. O.1* applies to the health and safety of

fire service personnel. Section 21 Committee Guidance Notes, developed under this Act, provide sector-specific best practices and recommendations to help ensure firefighter safety and compliance with legal obligations.

5.0 ANALYSIS

The proposed Fire Department Establishing and Regulating By-law reflects updated legislative requirements, supports the Township's growth, and aligns with public expectations. The By-law has been drafted to comply with the ***Fire Protection and Prevention Act, 1997***, the **Occupational Health and Safety Act**, and incorporates best practices recommended in the **Section 21 Committee Guidance Notes**.

A key decision required from Council is the adoption of a defined level of fire protection service. Staff recommend that Council approve in principle a service level that includes **interior and defensive structural fire attack capabilities**. This level of service would require all firefighters engaged in such operations to be certified to **NFPA 1001 Level I and II**, and **NFPA 1072 Hazardous Materials Awareness and Operations**, as outlined in Ontario Regulation 343/22.

This certification ensures a standardized, legally compliant, and operationally safe approach to fire protection. It also forms the base qualification for more advanced and specialized roles within the department. It is important for Council to understand that any firefighter who does not achieve the required certification by the regulated deadline will be ineligible to perform structural firefighting duties and therefore will no longer be retained within the department. This measure is necessary to protect firefighter safety, ensure legal compliance, and maintain the operational integrity of the Fire Department.

Council's selection of a service level will establish the framework for:

- Development of future training programs;
- Certification schedules;
- Strategic and financial planning; and
- Recruitment and retention policies.

Adoption of a higher level of service with corresponding certification requirements will have implications for training budgets, equipment procurement, and potentially staffing.

Non-compliance with Ontario Regulation 343/22 and other applicable legislation could expose the Township to significant liability. Ensuring all firefighting personnel meet certification requirements is essential for legal and regulatory compliance.

6.0 ENVIRONMENTAL CONSIDERATIONS

None

7.0 RECOMMENDED CONDITIONS

Approval of the proposed Fire Department Establishing and Regulating By-law is conditional upon adopting a service level that includes interior and defensive structural fire attack, requiring all firefighters to be certified to NFPA 1001 Level I and II and NFPA 1072, with non-certified members removed from structural operations after the compliance deadline.

8.0 ALTERNATIVES

Not Applicable

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes ☐	No ☐	N/A **X**
This item is within the approved budgeted amount:	Yes ☐	No ☐	N/A **X**
This item is mandated by the Provincial/Federal Government:	Yes **X**	No ☐	N/A ☐

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
Nancy Ann Gauthier	**Nancy Ann Gauthier**	**Craig Calder**
Fire Chief	**Fire Chief**	**CAO/Clerk**

CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. XX-2025

BEING a by-law to regulate the operation, training, conduct, and safety of Emergency Services within the Township of North Stormont.

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

AND WHEREAS the *Municipal Act, 2001*, S.O. 2001, c. 25, provides municipalities with the authority to establish and regulate public services, including fire and emergency response.

AND WHEREAS the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, requires municipalities to establish fire protection services suitable to community needs.

AND WHEREAS the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, including the Section 21 Committee Guidance Notes, sets the standard for worker safety and risk mitigation in firefighting environments.

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

1. DEFINITIONS

In this by-law, the following words and terms shall have the meanings set out below:

"Approved" means approved by the Council of the Township of North Stormont.

"Automatic Aid" means an Approved agreement under which a municipality agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to such incidents in another municipality.

"Auxiliary Member" means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration and includes a student.

"Awareness Level" means the minimum capability of individuals who provide response to technical search and rescue incidents.

"Chief Administrative Officer (CAO)" means the person appointed by Council to act as Chief Administrative Officer for the Corporation of the Township of North Stormont.

"Company" means a complement of personnel operating one or more pieces of apparatus or equipment.

"Corporation" means the Corporation of the Township of North Stormont.

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"Council" means the Council of the Township of North Stormont.

"Deputy Fire Chief" means the person appointed by Council to act on behalf of the Fire Chief in the case of an absence or vacancy in the office of the Fire Chief.

"Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation, and who is ultimately responsible to Council, as defined in the *Fire Protection and Prevention Act*.

"Fire Code" means Ontario Regulation 213/07, as amended, and any successor regulation.

"Fire Department" means the Township of North Stormont Department of Fire and Emergency Services.

"Firefighter" means a Fire Chief, and any other person employed in, or appointed to, a Fire Department and assigned to undertake Fire Protection Services. This includes Volunteer Firefighters.

"Fire Protection Services" means fire protection services as defined in the *Fire Protection and Prevention Act, 1997*, and includes:

- fire suppression,
- fire prevention and fire safety education,
- mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and related safety education,
- rescue and emergency services,
- communication related to such services,
- training of persons involved in providing such services, and
- the delivery of any such services.

"FPPA" means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, and any successor legislation.

"Limited Services" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as:

- deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services,
- environmental factors,
- remote and/or island properties,
- impeded access,
- private roadways, lanes, and drives,
- obstructions, or
- extraordinary hazards or unsafe conditions.

"Member" means any person employed in, or appointed to, the Fire Department by the Fire Chief and assigned to undertake Fire Protection Services. This includes Officers, Full-time, Part-time, Volunteer Firefighters, Auxiliary Members, and administrative staff.

"Municipal Act" means the *Municipal Act, 2001*, S.O. 2001, c.25, and any successor legislation.

"Mutual Aid" means a plan established pursuant to Section 7 of the FPPA under which fire departments that serve a designated area agree to

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assist each other on a reciprocal basis in the event of a major fire or emergency.

"Officer" means Fire Chief, Deputy Fire Chief, Officer, Captain, Acting Captain, Lieutenant, , Training Officer, Fire Prevention Officer, and any person designated by the Fire Chief to supervise Firefighters.

"Operation Level" means the capability of individuals to respond to technical search and rescue incidents, identify hazards, use equipment, and apply limited techniques necessary to support and participate in such incidents.

"Technician Level" means the capability of individuals to respond to technical search and rescue incidents, identify hazards, use equipment, and apply advanced techniques necessary to coordinate, perform, and supervise such incidents.

"Township" means the Township of North Stormont.

"Volunteer Firefighter" means a firefighter who provides Fire Protection Services either voluntarily or for a nominal consideration, honorarium, training, or activity allowance as defined in the FPPA, and includes an Auxiliary Member.

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2. ESTABLISHMENT OF FIRE DEPARTMENT

a. A fire department for the Township of North Stormont is hereby established and shall be known as the **Township of North Stormont Department of Fire and Emergency Service.**
b. The head of the Fire Department shall be known as the **Fire Chief**.
c. The Mission, Vision Values and Objectives of the Fire Department shall be those contained in Schedule "A"

3. FIRE DEPARTMENT STRUCTURE

a Council shall appoint a Fire Chief who shall be the highest-ranking Member of the Fire Department.

b In addition to the Fire Chief, the Fire Department shall consist of a Deputy Fire Chief(s), Fire Prevention Officer(s), Fire Training Officer(s), Instructor(s), Inspector(s), Public Fire Safety Educator(s), Officers and other Members deemed necessary and appointed by the Fire Chief to provide Fire Protection Services.

c The Fire Department shall be structured in conformance with the Fire Department Organizational Chart set out in Schedule "B" attached hereto and forming part of this by-law.

4. APPROVED PROGRAMS AND SERVICES

a The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the FPPA and set out in Schedule "C" attached hereto and forming part of this by-law.

5. LIMITED SERVICES

a) Due to reliance on volunteer firefighters, weather conditions, unavailability of specialized equipment, or extraordinary circumstances, any service set out in may be provided as a Limited Service at the discretion of the Fire Chief or designate.

b) The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department when provided as reasonably necessary.

6. RESPONSE OUTSIDE OF THE LIMITS OF THE TOWNSHIP

a) The Fire Department shall not respond outside the Township except where:

- There is, in the opinion of the Fire Chief or designate, a threat to Township property or property owned/occupied by the Township.
- b. An agreement exists with another municipality to provide Fire Protection Services, including Automatic Aid.
- c. An agreement exists with any person or corporation for Fire Protection Services.
- d. The Fire Chief or designate authorizes response under a Mutual Aid plan or similar reciprocal program.
- e. Immediate action is required to preserve life or property, and the appropriate fire department is notified.

7. FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

a) The Fire Chief shall be the head of the Fire Department, reporting to the CAO and ultimately responsible to Council under the FPPA.

b) The Fire Chief shall be the Chief Fire Official of the Township.

c) Responsibilities include, but are not limited to:

- Performing statutory duties under the FPPA and applicable legislation.
- Enforcing this and related by-laws.
- Periodically reviewing by-laws and recommending amendments.
- Establishing policies, SOGs, and department rules.
- Reviewing and revising such policies and guidelines.
- Managing staffing, facilities, equipment, and supplies.
- Ensuring care of Fire Department property.
- Implementing mutual aid and service agreements.
- Determining qualifications, duties, and appointments.
- Disciplining Members, up to dismissal.
- Keeping incident and inspection records.
- Enforcing the Fire Code and reporting to the Fire Marshal.
- Reporting suspected crimes or offences.
- Preparing annual and periodic reports to Council.
- Submitting and managing the Fire Department budget.

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8. POWERS

a) The Fire Chief shall exercise powers under the FPPA and take reasonable measures for fire prevention and emergency response.
b) Powers include:

- Enforcing fire safety by-laws.
- Demolishing structures to stop fire spread.
- Taking emergency actions to guard against danger.
- Recovering costs as allowed under legislation.
- Exercising rights of entry for emergencies and inspections.
- The Fire Chief may delegate powers or duties as deemed appropriate under the FPPA.

9. RECOVERY OF COSTS

a) If additional resources are used during an emergency response, the Fire Chief or designate may recover associated costs from the property or vehicle owner.
b) Costs may be recovered under the Municipal Act and the User Fees and Charges By-law.
c) Fees not paid within 30 days will incur interest charges.
d) Fees unpaid after 90 days may be added to the tax roll for the owner's property and collected as property taxes.

10. VOLUNTEER FIREFIGHTER EMPLOYMENT

b) The Fire Chief may appoint eligible persons as volunteer firefighters as needed.

11. STUDENT FIREFIGHTER PROGRAM

a. The Fire Chief may establish a Student Firefighter Program to promote youth fire safety and mentorship.

b. Eligibility requirements:

- Ages 16–25.
- Must be in high school or post-secondary with agreed attendance/academic expectations.
- If applicable, parent/guardian waiver required
- Students must comply with all policies and rules.
- Participation may be revoked at the Fire Chief's discretion.
- Students may attend training, subject to conditions.
- Students may not enter IDLH environments.

12 EMERGENCY RESPONSE

The **Township of North Stormont Fire Department** shall provide the following emergency response services and programs to the full-service firefighter level, in accordance with the capabilities, resources, and safety standards in place, and in compliance with Ontario Regulation 343/22: Firefighter Certification and as per Schedule "C" attached and forming part of this by-law.

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13 TRAINING AND ATTENDANCE REQUIREMENTS

a) Training Attendance:

- All members must attend a minimum of **70% of scheduled training sessions annually**.
- Exemptions for medical or personal leave must be approved by the Fire Chief in writing.
- Any member failing to meet the 70% attendance requirement will be subject to performance review and potential probationary status.

b) Training Standards:

a) Training shall conform to:

- **NFPA Standards** (e.g., 1001, 1021).
- **Ontario Fire College** curriculum where applicable.
- **Section 21 Firefighter Guidance Notes**.
- Departmental **SOPs** (Standard Operating Procedures).

14 FIRE DEPARTMENT STRUCTURE AND PERSONNEL ADMINISTRATION

a) The Fire Department shall be structured in conformance with the approved **Organizational Chart**, attached hereto as **Appendix A**, forming part of this by-law. The structure must align with all applicable legislation and Section 21 guidance notes under the Occupational Health and Safety Act (OHSA).

- **Designation of Firefighters under WSIB**

  For the purposes of the **Workplace Safety and Insurance Board (WSIB)**, all firefighters of the Township of North Stormont Fire Department shall be defined as **volunteer firefighters**, unless otherwise specified by Council.

- **Appointments by Council**

  In addition to the Fire Chief, the **Council shall appoint** a Deputy Fire Chief(s) and such number of other officers and members as may be deemed necessary by Council to maintain the effective delivery of fire protection services.

- **Appointments by Fire Chief**

  The Fire Chief may recommend to Council the appointment of any qualified person as a member of the Fire Department, subject to the Township of North Stormont's approved **hiring policies**.

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- **Probationary Period and Training Requirements**

  All newly appointed members of the Fire Department shall be placed on **probation for a period of twelve (12) months**, during which time they shall:
  - Complete required training as prescribed by the Fire Chief.
  - Successfully pass required written and practical examinations.
  - Meet attendance standards set out in departmental policy.

- **Remuneration**

  The **remuneration of volunteer firefighters**, officers, and other members of the Fire Department shall be as **determined and approved by Council** in accordance with the Township's compensation policies.

- **Failure to Meet Probation Standards**

  If a probationary member fails any required training or examinations, or fails to meet departmental standards, the Fire Chief may:
  - Recommend **dismissal or reclassification** to the Chief Administrative Officer (CAO).
  - Extend the probationary period where appropriate.
  - Require remedial training.

- **Disciplinary Measures**
  The Fire Chief may, for cause:

  - Reprimand any member.
  - Suspend any member with or without pay.
  - Recommend dismissal to the CAO and Council.

- **Disciplinary actions may be taken in response to:**

  - Violations of this by-law.
  - Breach of department policies, rules, or general orders.
  - Conduct deemed detrimental to the discipline, safety, or operational efficiency of the Fire Department.

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15 HEALTH AND SAFETY COMPLIANCE

a) General Compliance:

- The Fire Department shall ensure all members are following the **Occupational Health and Safety Act (OHSA)** and the **Section 21 Firefighter Guidance Notes**.
- The Fire Department shall maintain a **Joint Health and Safety Committee (JHSC)** to address safety concerns, incidents, and conduct regular risk assessments.

b) Personal Protective Equipment (PPE):
   - All members shall be provided with and must wear **PPE** compliant with **NFPA standards** during all emergency response operations.

c) Mental and Physical Health:

   - The Fire Department shall implement mental wellness and post-incident debriefing protocols to support the psychological and physical health of its members. An Employment Assistance Program (EAP) shall be established.

16 JOB DESCRIPTIONS AND PERFORMANCE EVALUATION

Job Descriptions and Performance Evaluation

Each position within the Fire Department shall have a clearly defined job description and be subject to a standardized performance evaluation process, as outlined in the Department's Standard Operating Procedures (SOPs) and/or Standard Operating Guidelines (SOGs).

17 PERFORMANCE EVALUATION TEMPLATE

Each member shall be evaluated annually using a standardized performance evaluation form that includes, **but is not limited to**, the following criteria:

a) **Attendance %:** _____ / 70% required
b) **Compliance with SOPs:** [Excellent / Good / Needs Improvement]
c) **Safety Adherence:** [Yes / No]
d) **Teamwork & Conduct:** [Score 1–5]
e) **Additional Comments:**
   _____

18 XXXXXXX

a) **Repeal** – By-law No. 65-2016, and all other by-laws or parts of by-laws inconsistent with this by-law, are hereby repealed.
b) **Existing** Fire Chief and Member appointments remain in effect.
c) **Force and Effect** – This by-law shall come into force and take effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS _____ DAY OF _____, 2025.

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Schedule "A"

MISSION, VISION, AND VALUES OF THE NORTH STORMONT FIRE DEPARTMENT OF FIRE & EMERGENCY SERVICES

MISSION STATEMENT

The Mission of the North Stormont Department of Fire and Emergency Services is to take action to protect and/or rescue citizens and/or property from threats to health, the effects of natural or man-made disasters, and, in particular, the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it.

VISION

By building a strong, inclusive team that reflects the rich diversity and heritage of our communities, we are committed to leading with excellence in our mission to keep everyone safe and healthy.

VALUES

To serve our Mission and achieve our Vision, we are committed to the following values:

EXCELLENCE

Through our dedication to teamwork, safety, continuous improvement, training, and education, we strive to deliver excellence in every aspect of what we do.

INTEGRITY

As community leaders, we uphold the principles of honesty, dignity, trust, compassion, dependability, transparency, and accountability in all that we do.

RESPECT

We treat the community we serve—and each other—with respect and care. We are committed to bilingual service delivery and to embracing the diversity of our current and future workforce.

COMMUNITY SERVICE

We value our tradition and culture of volunteerism, serving the community through both emergency response and special events. As our department evolves to meet the needs of a growing community, we remain committed to this spirit of service.

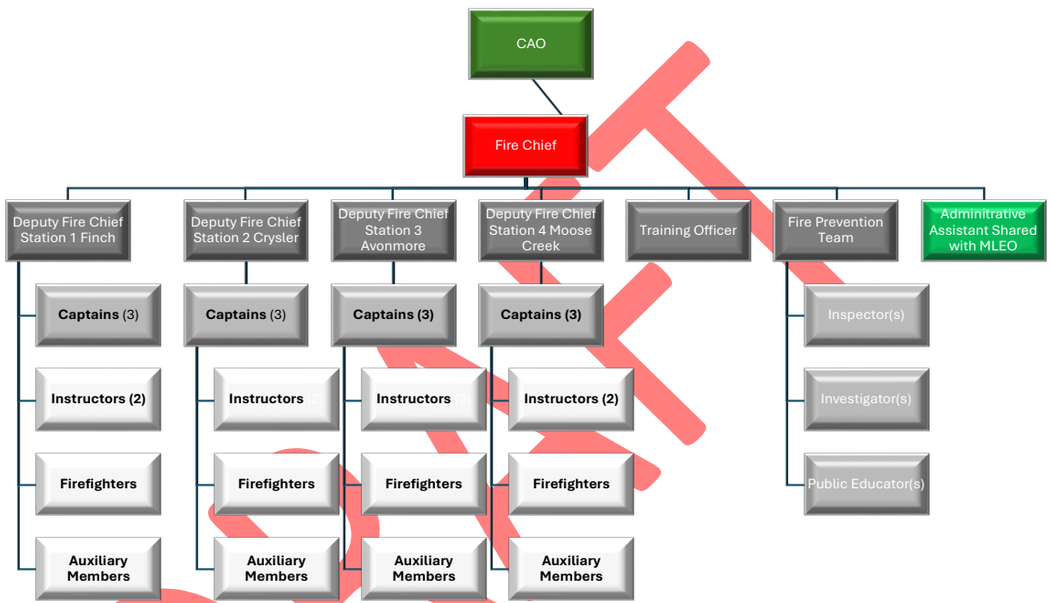
ENGAGEMENT

We believe that a strong and effective team is built on clear communication and active participation. When members are engaged in all aspects of departmental operations, motivation and collaboration thrive.

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Schedule "B"

THE NORTH STORMONT FIRE DEPARTMENT OF FIRE & EMERGENCY SERVICES



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Schedule "C"

THE NORTH STORMONT FIRE DEPARTMENT OF FIRE & EMERGENCY SERVICES

The Fire Department shall provide the following services and programs to the full-service firefighter level in accordance with Ontario Regulation 343/22: Firefighter Certification:

1. EMERGENCY RESPONSE

1.1 Basic Firefighting Services

a) The Fire Department shall respond, when possible and as appropriate, to fires, alarms of fire, and pre-fire conditions to provide fire suppression service

1.2 Structural Firefighting Services

a) Interior Search and Rescue Shall be provided when possible and as appropriate, in accordance with the following:

I. Service shall be provided to search for and rescue endangered, trapped, or potentially trapped persons within the structure.

II. Service shall be provided only when, in the opinion of the Incident Commander in charge, all of the following are true:

- A scene risk assessment has been completed, and the level of risk reasonably justifies firefighter entry into the structure.
- Building integrity permits entry into the structure.
- The number of firefighters on scene have the required training and certifications to perform the level of fire protection services.
- A reliable water supply with adequate flow can be sustained.
- Adequate fireground supervision and support is provided.

b) Interior Fire Suppression (Offensive Operations) Shall be provided when possible and as appropriate, in accordance with the following:

I. Service shall be provided to contain the fire and prevent further loss of property.

II. Service shall be provided only when, in the opinion of the Incident Commander in charge, all of the following are true:

- A scene risk assessment has been completed, and the level of risk reasonably justifies firefighter entry into the structure.
- Building integrity permits entry into the structure.
- The number of firefighters on scene have the required training and certifications to perform the level of fire protection services.
- A reliable water supply with adequate flow can be sustained.
- Adequate fireground supervision and support is provided.

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1.3 Rural Firefighting Operations

a) Rural firefighting operations using Fire Department Water Tanker Shuttle Accreditation shall be provided when possible and as appropriate in areas without a municipal water supply.

1.4 Vehicle Firefighting Services

a) Service shall be provided when possible and as appropriate to control and extinguish vehicle fires.

1.5 Grass, Brush, and Forestry Firefighting Services

a) Service shall be provided when possible and as appropriate to control and extinguish grass, brush, and forestry fires.

1.6. Automatic Aid Response Services

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

1.7 Mutual Aid Response Services

a) Service shall be provided when possible and as appropriate, in accordance with the Mutual Aid Plan established for the municipalities within the United Counties of Stormont-Dundas and Glengarry, pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.

1.8 Tiered Medical Assistance Services

a) Service shall be provided when possible and as appropriate, in accordance with the Emergency Medical Tiered Response Agreement between the Cornwall Emergency Medical Services and the Township of North Stormont.

b) Service shall also be provided in accordance with the Township of North Stormont First Responder Program.

1.9 Ambulance Assistance Service

a) Service shall be provided when possible and as appropriate to assist Emergency Medical Services with emergency and non-emergency situations, particularly in providing access to patients and/or assisting in the provision of care.

1.10 Police Assistance Services

a) Service shall be provided when possible and as appropriate to assist Police with emergency and non-emergency situations where the Fire Department has the equipment and/or specialized skills required to assist in mitigation.

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1.11. Public Assistance Services

a) Service shall be provided when possible and as appropriate to assist the public with emergency and non-emergency situations where the Fire Department has the equipment and/or specialized skills to mitigate the incident.

1.12. Public Hazard Assistance Services

a) Fire Alarm and Carbon Monoxide Incidents

I. Service shall be provided when possible and as appropriate in response to fire alarms and carbon monoxide alarms and emergencies.

b) Public Utility Incidents

I. Service shall be provided when possible and as appropriate to public utility incidents that pose a public hazard, including:
- Electrical utility emergencies
- Natural gas utility emergencies

1.13 Vehicle Accident Services

a) The Fire Department shall respond when possible and as appropriate to vehicle accidents to provide the following services:

I. Stabilizing the scene of the accident
II. Stabilizing the vehicles involved
III. Providing aid to injured or trapped persons
IV. Mitigating adverse effects to the natural environment

1.14. Vehicle Extrication Services

a) Vehicle search and rescue services, including extrication, shall be provided when possible and as appropriate at the Technician Level.

1.15. Transportation Incidents Involving Vehicles, Trains, Aircraft, or Watercraft

a) Response shall be provided when possible and as appropriate to transportation incidents that may involve large numbers of casualties' widespread damage to property and/or significant environmental impact.

I. Response to a watercraft incident shall involve shore-based efforts only.

1.16. Highway Incident Services

a) Fire Protection Services shall be provided when possible and as appropriate to Highway 138 and 417 and other provincial or municipal highways.

b) Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

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1. 17 Hazardous Materials Response Services

a) Hazardous materials response services shall be provided when possible and as appropriate at the **Operations Level**.

b) Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) incidents shall be addressed in conjunction with the regional response team under the provisions of an approved mutual aid or fire services agreement, activated through the county coordinator.

1.18 Water and Ice Rescue Services

a) Surface Water Rescue - All surface water rescue services conducted by the Fire Department shall be provided when possible and as appropriate at the **Operations Level**.
b) An Automatic Aid agreement to provide surface water rescue services at the **Technician Level** is anticipated.
c) Ice Rescue - All ice rescue services conducted by the Fire Department shall be provided when possible and as appropriate at the **Operations Level**.
d) An Automatic Aid agreement to provide ice rescue services at the **Technician Level** is anticipated.
e) Swiftwater Rescue **-** All Swiftwater rescue services conducted by the Fire Department shall be provided when possible and as appropriate at the Operations Level.
f) An Automatic Aid agreement to provide Swiftwater rescue services at the Technician Level is anticipated.
g) Rescue or recovery services to retrieve animals, property, or humans by entering into or onto a body of water, or onto ice over a body of water, shall **not** be provided by the Fire Department.

1.19 Urban Search and Rescue Services

a) Fire Department response to urban search and rescue incidents shall be limited to providing structural collapse search and rescue services at the **Awareness Level**.

b) An Automatic Aid agreement to provide structural collapse search and rescue services at the **Operations** or **Technician Level** is anticipated.

1.20 Rope Rescue Services

a) Fire Department response to rope rescue incidents, such as high-angle and low-angle rescue services shall be limited to an Awareness Level.

b) An Automatic Aid agreement to provide rope rescue services at the Operations or Technician level is anticipated.

1.21 Confined Space Rescue

a) Fire Department response to confined space rescue incidents shall be limited to an **Awareness Level**.

b) An Automatic Aid agreement to provide confined space rescue services at the **Operations** and **Technician Level** is anticipated.

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1.22 Trench Rescue Services

a) Fire Department response to trench rescue incidents shall be limited to an **Awareness Level**

b) An Automatic Aid agreement to provide trench rescue services at the **Operations** and **Technician Level** is anticipated.

1.23 Community Emergency Plan Response Services

a) Service shall be provided in accordance with the approved **Township of North Stormont Emergency Response Plan**.

1.24 Assistant to the Fire Marshal Services – Fire Suppression

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

2. FIRE PREVENTION AND PUBLIC EDUCATION

2.1 Fire Inspection Services

a) Conducting complaints inspections.
b) Conducting vulnerable occupancy inspections.
c) Conducting requested, self-initiated, and routine inspections.
d) Conducting licensing inspections.
e) Systems checking, testing, and approval.
f) Enforcing code compliance.
g) Enforcing municipal fire-specific by-laws.
h) Preparing reports and issuing written responses to requests.
i) Laying Orders and/or charges as prescribed by the **Fire Protection and Prevention Act**.
j) Supporting any prosecutions, including appearances in court.

2.2 Public Education Services

a) Providing fire and life safety public education programs.
b) Facilitating smoke alarm and carbon monoxide alarm initiatives.
c) Distributing public safety messaging.
d) Delivery of specialized programs.

2.3 Fire Investigation Services

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

2.4 Plans Examination Services

a) Reviewing and approving fire safety plans.

b) Examining and providing comment on new construction and renovation plans.
c) Reviewing and providing comment on subdivision and development agreements.
d) Reviewing and providing comment on consent and minor variance applications.

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e) Reviewing and providing comment on site plans.
f) Inspecting sites of approved plans to determine compliance with related Codes and Standards.

2.5 Risk Assessment Services

a) Reviewing and maintaining the community fire risk assessment.
b) Compiling, analyzing, and disseminating functional statistics.
c) Selecting appropriate fire service programs related to prevention and education activities.

2.6 Consultation/Administration Services

a) Consulting with families, schools, health professionals, and police with respect to **TAPP-C** and other juvenile fire-starting programs.
b) Consulting with architects, engineers, planners, and builders.
c) Interacting with the building department.
d) Interacting with other government agencies.
e) Providing input into fire prevention policy or by-law development.
f) Providing input into **Alcohol & Gaming Commission of Ontario** Permits.
g) Conducting file searches when requested.
h) Preparing reports and issuing written responses to requests.

2.7 Assistant to the Fire Marshal Services - Fire Prevention

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

3. EMERGENCY RESPONS

3.1 Pre-Incident Planning Services

a) Pre-incident plans shall be developed and maintained.

b) Community Emergency Management Planning Services

I. Collaborating with the development, review, revision, and implementation of the Approved Township of North Stormont Emergency Response Plan.

4. FIRE DEPARTMENT ADMINISTRATION

4.1 Planning and Development Services

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

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4.2 Financial Services

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

4.3 Records Management Services

a) Documenting Fire Department activities.
b) Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
c) Complying with all applicable freedom of information legislation, including the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended, or successor legislation.

4.4 Customer Relations Services

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

4.5 Health and Safety Services

a) Maintain a Fire Department health and safety program.
b) Maintain a joint health and safety committee for the Fire Department.
c) Maintain an occupational exposure reporting program.
d) Maintain a Designated Officer program with respect to communicable disease regulations.
e) Maintain a Respiratory Protection Program.
f) Maintaining a PTSD Prevention Program.

4.6 Legal Services

a) Carrying out mandated enforcement duties of the Fire Department in accordance with applicable by-laws, statutes, and regulations.
b) Prosecuting offences under applicable by-laws and statutes.
c) Coordinating the services of solicitors and legal counsel.

5. COMMUNICATIONS

5.1 Dispatch Services

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

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5.2 technology Services

a) Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
b) Developing specifications for Fire Department radios, communications devices and systems, and computers.
c) Arranging for interface capabilities with other data systems.

6. TRAINING AND EDUCATION

6.1 Training Program Standards

a) Providing a training program for Firefighters that conforms to **NFPA 1001**, *Standard for Fire Fighter Professional Qualifications*.

b) Providing a training program for apparatus drivers and operators that conforms to **NFPA 1002**, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
c) Providing a training program for Firefighters that conforms to **NFPA 1006**, *Standard for Technical Rescue Personnel Professional Qualifications*.

d) Providing a training program for Officers that conforms to **NFPA 1021**, *Standard for Fire Officer Professional Qualifications*.

e) Providing a training program for Fire Inspectors that conforms to **NFPA 1031**, *Standard for Professional Qualifications for Fire Inspectors*.

f) Providing a training program for Fire Investigators that conforms to **NFPA 1033**, *Standard for Professional Qualifications for Fire Investigators*.

Providing a training program for Fire and Life Safety Educators that conforms to **NFPA 1035**, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer*.

g) Providing a training program for Fire Service Instructors and Training Officers that conforms to **NFPA 1041**, *Standard for Fire Service Instructor Professional Qualifications*.

h) Providing a training program for Firefighters that conforms to **NFPA 472**, *Standard for Hazardous Materials/Weapons of Mass Destruction (WMD)for Responders Professional Qualifications*.

i) Providing a training program for Incident Safety Officers that conforms to **NFPA 1521**, *Standard for Fire Department Safety Officer Professional Qualifications*.

6.2 Providing Access to Training Facilities

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

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6.3 Providing Station Training

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

6.4 Program Development Services

a) Developing trainer facilitators.
b) Coordinating core curriculum.
c) Providing officer training and development.
d) Developing specialized staff development programs.

7. MAINTENANCE

7.1 Fleet and Equipment Maintenance Services

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

7.2 Facilities Maintenance Services

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

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1.14 VEHICLE EXTRICATION SERVICES

Conducting incident size up
Recognizing the need for vehicle/machinery rescue
Identifying general hazards at an incident
Identifying the resources required to mitigate the incident
Initiating a response to an incident
Initiating site and traffic control and scene management procedures
OPERATIONS LEVEL
Perform all the Awareness Level requirements
Recognizing and controlling incident hazards
Controlling traffic at the incident scene
Locating patients and determining their survivability
Making the incident scene safe
Mitigating fluid releases
Determining the condition of patients
Protecting patients during extrication operations
Preparing patients for extrication and transport
Acquiring and tracking extrication resources
Operating extrication hand tools and equipment safely
TECHNICIAN LEVEL *****CURRENTLY AT THIS LEVEL*****
Perform all the Operations Level requirements
Applying advanced stabilization techniques
Treating patients and preparing them for extrication and transport
Operating specialized extrication equipment safely

1.17 HAZARDOUS MATERIALS RESPONSE SERVICES

AWARENESS LEVEL
Recognize that hazmat is present or potentially present at the incident
Protect themselves and others from hazards
Communicate information to an appropriate authority and call for appropriate assistance
Establish scene control by isolating the hazardous area and denying entry
OPERATIONS LEVEL ***CURRENTLY AT THIS LEVEL***
Perform all the Awareness Level requirements
Identify the potential hazards involved in an accident if possible
Identify response options
Analyze the surrounding conditions and determine the location and amount of any release
Perform offensive operations involving flammable liquid and gas fire control
Implement the planned response to mitigate or control a release from a safe distance by performing assigned tasks to lessen the harmful incident and keep it from spreading
Evaluate the progress of the actions taken to ensure that response objectives are safely met
TECHNICIAN LEVEL
Perform all the Operations Level requirements
Classify hazardous materials and verify the presence and concentrations of hazardous materials through detection, monitoring, and sampling at a hazardous materials incident
Collect and interpret hazard and response information at a hazardous materials incident
Assess the condition of a container and its closures at hazardous materials incident
Estimate the potential outcomes at a hazardous materials incident.
Develop and recommend objectives and action items to the incident commander
Select the proper personal protective equipment and decontamination for the incident
Develop an action plan for a hazardous materials incident
Perform product control techniques at a hazardous materials incident
Control leaks and transfer liquid from leaking nonpressure containers

1.18 WATER AND ICE RESCUE SERVICES

1.18 (a) SURFACE WATER SEARCH AND RESCUE AWARENESS LEVEL ***Water areas that are not moving faster than 1.85 km/h, are not frozen, do not present wave action, and present with victims on the surface of the water (not submerged)**
Recognize the need for surface water search and rescue
Implement an assessment phase
Identify the resources necessary to conduct safe and effective water operations
Implement the emergency response system for surface water rescue incidents
Implement site control and scene management
Recognize general hazards associated with surface water search and rescue incidents and the procedures necessary to mitigate these hazards within the general search and rescue area
Determining rescue vs recovery
1.18 (a) SURFACE WATER SEARCH AND RESCUE OPERATIONS LEVEL – NONENTRY RESCUE ***NEED THIS LEVEL**
Perform all the Awareness Level requirements
Support surface water search and rescue technician-level operations
Initial and ongoing size-up of existing and potential conditions at incidents where surface water search and recue operations will be performed
Ensure personal safety at water operations
Assess water conditions in terms of hazards to the victim and the rescuer
Separate, isolate, secure, and interview witnesses
Evaluate or assess the potential rescue problems
Evaluate the progress of the planned response to ensure the objectives are being met
Conduct shore-based rescue operations
Use throw bags and related retrieval tools
Intervention and self-rescue methods for rescuers who accidently become immersed
Identify and manage heat and cold stress to the rescuer
Use packaging devices identified by the fire department to be employed for removal of water-bound patients
Transfer victim information, including location, surroundings, condition when found, present condition, and other pertinent information, to emergency medical services personnel
Use watercraft-assisted and watercraft-based operations if watercraft are used by the organization – NOT CUURENTLY BEING OFFERED
Plan to meet operational objectives
Perform rapid extrication of accessible victims
Perform search operations for missing subjects, which do not require the rescuer to enter the water but that identify areas of highest probability and track progress search
Manage incidents that involve waterbound vehicles, vessels, structures, or other circumstances that pose additional challenges to the rescue operation
Provide a method for accounting for the location of all responders at the scene and ensuring their welfare
1.18 (a) SURFACE WATER SEARCH AND RESCUE TECHNICIAN LEVEL
Perform all the Operations Level requirements
Deploy rescuer(s) into the water to conduct a search and rescue task
Perform a risk benefit analysis based on the victim's projected survival profile and the potential risks the operation poses to the responder

Ensure all required elements of the rescue plan are in place prior to deploying a rescuer in the water
Provide and intervention plan with specific methods for rescue or removal of rescuers who become injured or fatigued while in the water
Conduct a search for missing victim(s) so that the area of highest probability are identified and progress of the search can be monitored and documented
Provide a method to manage incidents that involve waterbound vehicles and vessels or other circumstances that pose multiple concurrent challenges to rescue operations
Provide a method to maintain communication or contact with rescuer(s) in the water so that the rescuer's location is know and assistance can be summoned immediately
1.18 (c) ICE SEARCH AND RESCUE AWARENESS LEVEL ***Any frozen water surface or area, even if surrounded by open water**
Recognize the need for ice search and rescue
Implement an assessment phase
Identify the resources necessary to conduct safe and effective ice rescue operations
Implement the emergency response system for ice rescue incidents
Implement site control and scene management
Recognize general hazards associated with ice search and rescue incidents and the procedures necessary to mitigate these hazards within the general search and rescue area
Determining rescue vs recovery
1.18 (c) ICE SEARCH AND RESCUE OPERATIONS LEVEL – NONENTRY RESCUE *****NEED THIS LEVEL*****
Perform all the Awareness Level requirements
Support ice rescue technician-level operations
Assess ice and water conditions, characteristics, and features in terms of hazards to the rescuer and victims
Perform shore-based rescue in the ice rescue environment
Use throw bags and related retrieval tools
Perform a nonentry rescue in an ice rescue environment
Capable of performing self-rescue in the ice rescue environment
1.18 (c) ICE SEARCH AND RESCUE TECHNICIAN LEVEL
Perform all the Operations Level requirements
Deploy rescuer(s) onto the ice and into the water to conduct a search and rescue task
Perform a risk benefit analysis based on the victim's projected survival profile and the potential risks the operation poses to the responder
Ensure all required elements of the rescue plan are in place prior to deploying a rescuer onto the ice or into the water
Provide and intervention plan with specific methods for rescue or removal of rescuers who become injured or fatigued while on the ice or in the water
Conduct a search for missing victim(s) so that the area of highest probability are identified and progress of the search can be monitored and documented
Provide a method to manage incidents that involve waterbound vehicles and vessels or other circumstances that pose multiple concurrent challenges to rescue operations
Provide a method to maintain communication or contact with rescuer(s) on the ice or in the water so that the rescuer's location is know and assistance can be summoned immediately
1.18 (e) SWIFTWATER RESCUE AWARENESS LEVEL ***Any water flowing faster than 1.85 km/h.**
Recognize the need for swiftwater rescue
Implement an assessment phase

Identify the resources necessary to conduct safe and effective swiftwater rescue operations
Implement the emergency response system for swiftwater rescue incidents
Implement site control and scene management
Recognize general hazards associated with swiftwater search and rescue incidents and the procedures necessary to mitigate these hazards within the general search and rescue area
Determining rescue vs recovery
1.18 (e) SWIFTWATER RESCUE OPERATIONS LEVEL ***NEED THIS LEVEL***
Perform all the Awareness Level requirements
Support swiftwater search and rescue technician-level operations
Initial and ongoing size-up of existing and potential conditions at incidents where swiftwater search and rescue operations will be performed
Ensure personal safety at water operations
Assess water conditions in terms of hazards to the victim and the rescuer
Separate, isolate, secure, and interview witnesses
Evaluate or assess the potential rescue problems
Evaluate the progress of the planned response to ensure the objectives are being met
Conduct shore-based rescue operations
Use throw bags and related retrieval tools
Intervention and self-rescue methods for rescuers who accidentally become immersed
Identify and manage heat and cold stress to the rescuer
Use packaging devices identified by the AHJ to be employed for removal of water-bound patients
Transfer victim information, including location, surroundings, condition when found, present condition, and other pertinent information, to emergency medical services personnel
Use watercraft-assisted and watercraft-based operations if watercraft are used by the organization – NOT CURRENTLY BEING OFFERED
Plan to meet operational objectives
Perform rapid extrication of accessible victims
Perform search operations for missing subjects, which do not require the rescuer to enter the water but that identify areas of highest probability and track progress search
Manage incidents that involve waterbound vehicles, vessels, structures, or other circumstances that pose additional challenges to the rescue operation
Provide a method for accounting for the location of all responders at the scene and ensuring their welfare
1.18 (e) SWIFTWATER RESCUE TECHNICIAN LEVEL
Perform all the Operations Level requirements
Deploy rescuer(s) into the swiftwater to conduct a search and rescue task
Perform a risk benefit analysis based on the victim's projected survival profile and the potential risks the operation poses to the responder
Ensure all required elements of theplan are in place prior to deploying a rescuer in the water
Provide and intervention plan with specific methods for rescue or removal of rescuers who become injured or fatigued while in the water
Conduct a search for missing victim(s) so that the area of highest probability are identified and progress of the search can be monitored and documented
Provide a method to manage incidents that involve waterbound vehicles and vessels or other circumstances that pose multiple concurrent challenges to rescue operations
Provide a method to maintain communication or contact with rescuer(s) in the water so that the rescuer's location is know and assistance can be summoned immediately

1.19 URBAN SEARCH AND RESCUE SERVICES

1.19 (a) URBAN SEARCH AND RESCUE SERVICES AWARENESS LEVEL ***CURRENTLY AT THIS LEVEL***
Recognizing the need for structural collapse search and rescue
Identify the resources necessary to conduct structural collapse search and rescue operations
Initiating the emergency response system for structural collapse incidents
Initiating site control and scene management
Recognizing the general hazards associated with structural collapse incidents, including the recognition of applicable construction types and categories and the expected behaviours of components and materials in a structural collapse
Identifying the 14 types of collapse patterns and potential victim locations
Recognizing the potential for secondary collapse
Conducting visual and verbal searches at structural collapse incidents, while using approved methods for the specific type of collapse
Recognizing and implementing a search and rescue/search assessment marking system, building marking systems (structure/hazard evaluation), victim location marking systems, and structure marking system
Remove readily accessible victims from structural collapse incidents
Identify and establish a collapse safety zone
Conduct reconnaissance of the structure(s) and surrounding area
1.19 (b) URBAN SEARCH AND RESCUE SERVICES OPERATIONS LEVEL
Perform all the Awareness Level requirements
Size up existing and potential conditions at structural collapse incidents
Recognize unique collapse or failure hazards
Conduct hasty primary and secondary search operations (low and high coverage) intended to locate victims trapped on, inside, and beneath collapse debris
Access victims trapped inside and beneath collapse debris
Perform extrication operations involving packaging, treating, and removing victims trapped within and beneath collapse debris
Stabilize the structure and perform rescue shoring operations
1.19 (b) URBAN SEARCH AND RESCUE SERVICES TECHNICIAN LEVEL
Perform all the Operations Level requirements
Evaluate existing and potential conditions at structural collapse incidents
Recognize unique collapse or failure hazards
Conduct search operations intended to locate victims trapped inside and beneath collapse debris
Access victims trapped inside and beneath collapse debris
Stabilize the structure and perform advanced rescue shoring operations

1.20 ROPE RESCUE SERVICES

1.20 (a) ROPE RESCUE SERVICES AWARENESS LEVEL ***CURRENTLY AT THIS LEVEL***
Recognize the need for a rope rescue
Identify resources necessary to conduct rope rescue operations
Carry out the emergency response system where rescue is required
Carry out site control and scene management
Recognize general hazards associated with rope rescue and the procedures necessary to mitigate these hazards
1.20 (b) ROPE RESCUE SERVICES OPERATIONS LEVEL
Perform all the Awareness Level requirements
Size up existing and potential conditions at incidents where rope rescue operations will be performed
Assure safety in rope rescue operations
Establish the need for, selecting, and placing edge protection
Select, use, and maintain all the various rope rescue equipment and rope rescue systems
1.20 (b) ROPE RESCUE SERVICES TECHNICIAN LEVEL
Perform all the Operations Level requirements
Access patient(s) using various techniques
Use rope rescue systems to move rescuer and patient
Perform high-angle rope rescue operations

1.21 CONFINED SPACE RESCUE

1.21 (a) CONFINED SPACE RESCUE AWARENESS LEVEL ***CURRENTLY AT THIS LEVEL***
Recognize the need for confined space search and rescue operations
Initiate contact and establish communications with victims where possible
Recognize and identify the hazards associated with nonentry confined space emergencies
Recognize confined spaces
Perform a nonentry retrieval
Implement the emergency response system for confined space emergencies
Implement site control and scene management
1.21 (a) CONFINED SPACE RESCUE OPERATIONS LEVEL
Perform all the Awareness Level requirements
Size up existing and potential conditions at confined space emergencies
Protect rescue personnel from hazards within and adjacent to the confined space
Ensure rescue personnel are capable of managing the physical challenges that affect rescuers entering confined spaces
Identify the duties of all the rescuers
Continuously monitor the hazardous atmosphere
Perform entry-type rescues into confined spaces
Use victim packaging devices that could be employed in large, unobstructed confined spaces
Select, construct, and use a rope-based lowering and raising system
1.21 (a) CONFINED SPACE RESCUE TECHNICIAN LEVEL
Perform all the Operations Level requirements
Develop hazard isolation and control requirements
Plan the response for entry-type rescues in hazardous environments
Implement the planned response
Use victim packaging devices suitable for confined spaces with small entry portals

1.22 TRENCH RESCUE SERVICES

1.22 (a) TRENCH RESCUE SERVICES AWARENESS LEVEL
Recognize the need for confined space search and rescue operations
Identify the resources necessary to conduct safe and effective trench and excavation emergency operations
Initiate the emergency response system for trenches and excavations
Initiate site control and scene management
Recognize general hazards associated with trench and excavation emergency incidents and the procedures necessary to mitigate these hazards within the general rescue area
Recognize typical trench and excavation collapse patterns, the reasons trenches and excavations collapse, and the potential for secondary collapse
Initiate a rapid, nonentry extrication of noninjured or minimally injured victim(s)
Recognize the unique hazards associated with the weight of soil and its associated entrapping characteristics
Make the rescue are safe
1.22 (b) TRENCH RESCUE SERVICES OPERATIONS LEVEL
Perform all the Awareness Level requirements
Size up existing and potential conditions at trench and excavation emergencies
Initiate entry into a trench or excavation rescue area
Recognize unstable areas associated with trench and excavation emergencies and adjacent structures
Identify probable victim locations and survivability
Make the rescue area safe
Identify soil types
Ventilate the trench or excavation space
Select, identify, and apply various equipment used in trench and excavation emergencies
Perform extrication
1.22 (b) TRENCH RESCUE SERVICES TECHNICIAN LEVEL
Perform all the Operations Level requirements
Evaluate existing and potential conditions at trench and excavation emergencies
Identify, construct, and remove manufactured protective systems
Monitor continuously the atmosphere in all areas of the trench
Identify the construction, application, limitations, and removal of supplemental sheeting and shoring systems
Adjust the protective systems based on digging operations and environmental conditions

The Corporation of the Township of **NORTH STORMONT**	**Report No.** FIRE-04-2025

Agenda Date:	July 22, 2025
Subject:	Fireworks By-Law
Attachments:	

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receives and accepts report No. Fire 04-2025 from the Fire Chief regarding the proposed Fireworks By-law, which introduces updated regulations and safety standards to both consumer and display fireworks within the municipality, which introduces updated regulations and safety standards within the municipality and formally adopt by By-law.

2.0 LEGAL DESCRIPTION

Boundaries of the Township of North Stormont

3.0 BACKGROUND

The purpose of this report is to present a streamlined process for the regulation and approval of fireworks through the introduction of a new Fireworks By-law. This by-law is intended to simplify permitting procedures, provide clear guidance to residents, enhance enforcement capabilities, and ensure full compliance with the Explosion Act and applicable regulations administered by the Ministry of Natural Resources.

4.0 POLICY CONSIDERATION

5.0 ANALYSIS

The proposed Fireworks By-law is designed to support a clear, practical, and educational approach to regulating fireworks use within the township. It distinguishes between consumer fireworks, which may be used by residents for personal celebrations, and

display fireworks, which require professional handling and municipal approval. This distinction helps ensure appropriate safety measures are followed based on the scale and risk of the activity.

The by-law emphasizes education and voluntary compliance, recognizing that many residents use fireworks responsibly and may simply lack access to clear guidance. By providing straightforward information and an accessible permit process, the township can foster better understanding, reduce complaints, and promote safer community celebrations.

While the focus is on education, the by-law also includes moderate enforcement provisions to be used only as necessary. These tools are intended to address repeated or high-risk infractions while maintaining a fair, measured approach. Enforcement efforts will be guided by the principle of public safety and used in support of broader educational efforts—not as a punitive measure.
Overall, the by-law supports the township's responsibility to ensure public safety, meet provincial legislative requirements under the **Explosion Act**, and respond to the growing needs of a changing community in a balanced, respectful manner.

6.0 ENVIRONMENTAL CONSIDERATIONS

Fireworks can impact the environment through noise, debris, and brief reductions in air quality. The by-law promotes responsible use and proper disposal to help minimize these effects, especially in rural and natural areas. It supports the township's broader goals of environmental stewardship through education and awareness.

7.0 RECOMMENDED CONDITIONS

That Council approves the Fireworks By-law as presented under the by-law portion of the agenda.

8.0 ALTERNATIVES

As deemed appropriate by Council

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes ☐	No ☐	N/A **X**
This item is within the approved budgeted amount:	Yes ☐	No ☐	N/A **X**

This item is mandated by the Provincial/Federal Government: Yes ☐ No ☐ N/A **X**

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
		
Nancy Ann Gauthier **Fire Chief**	**Nancy Ann Gauthier** **Fire Chief**	**Craig Calder** **CAO/Clerk**

The Corporation of the Township of NORTH STORMONT	Report No. FIRE-03-2025

Agenda Date:	July 22, 2025
Subject:	Open Air By-Law
Attachments:	

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receives and accepts report No. Fire 03-2025 from the Fire Chief regarding the proposed Open Air Burning By-law, which introduces updated regulations and safety standards for open air fires within the municipality to be formally adopted by By-law.

2.0 LEGAL DESCRIPTION

Boundaries of the Township of North Stormont

3.0 BACKGROUND

The purpose of this report is to present the proposed new Open Air Burning By-law for Council's review and approval. The new by-law consolidates and amends previous open air burning regulations to better reflect current community needs, provincial legislation, and best practices related to public safety, environmental protection, and enforcement.

4.0 POLICY CONSIDERATION

A combination of resident inquiries and complaints, legislative changes, and community growth have highlighted the need to review and update the municipality's existing open air burning by-laws. The current by-laws no longer fully address evolving safety standards, enforcement challenges, and community expectations.

In response, staff conducted a comprehensive review resulting in the draft Open Air Burning By-law, which consolidates and updates provisions related to recreational, agricultural, and controlled burning activities. This updated by-law aligns with provincial legislation, incorporates modern fire prevention best

practices, and provides clearer guidance for both residents and enforcement officials.

A significant update includes restricting permit approval to those requiring inspection as outlined in Section 2.11 (Exemption Requirements), Section 4.2, and Part 5. This change places responsibility for compliance directly on property owners. An electronic permit application system has been developed and is ready to be launched upon the Ministry of the Attorney General's approval of associated fines, facilitating efficient permitting and enforcement.

5.0 ANALYSIS

The proposed Open Air Burning By-law includes several important amendments and additions to better address community needs and align with current standards:

- **Updated and Amended Definitions:** The by-law refines and clarifies defined terms to ensure they are more relevant and understandable to residents, improving overall clarity and compliance.
- **Section 3.6 – Air Quality:** This section specifically addresses air quality concerns, helping to mitigate health hazards associated with environmental smog and smoke alerts, which are increasingly significant due to regional air quality challenges.
- **Permit Approval Restrictions and Compliance Responsibility:** Permit approvals will now be limited to those requiring an inspection, as outlined in **Section 2.11 (Exemption Requirements)**, **Section 4.2**, and **Part 5**. The responsibility to comply with the by-law is placed directly on property owners. This will be supported by a newly developed electronic permit application system, ready to be launched upon approval of fines by the Ministry of the Attorney General, facilitating efficient permit processing and improved by-law enforcement.
- **Section 4.1 – Permit Limits and Voluntary Permitting:** A new provision limits the number of properties eligible for open air burning permits to support better control and management of burning activities. Additionally, the by-law strongly encourages residents to obtain permits in certain cases—often at no cost—to ensure awareness and acknowledgment of by-law requirements.
- **Section 4.9 – Reinstatement:** Section 4.9, which was omitted in the previous amendment, has been re-added to restore important regulatory controls that support safe and responsible burning practices.
- **Part 6 – Renaming and Increased Setbacks for Rural Properties:** Part 6 has been renamed from "Private Land" to "Rural Properties" to reduce confusion and more accurately reflect the intended application of these provisions. Setback distances have also been increased for rural properties to enhance safety and minimize the impact of smoke and fire hazards on surrounding areas.
- **New Recreation Section – Campgrounds:** In response to growing

requests for multiple recreational fires on-site, a new campground section has been added under the recreational burning provisions. This section provides specific guidelines tailored to campgrounds and similar facilities, ensuring safe and manageable open air burning in these settings.

These amendments reflect a balanced approach that considers resident concerns, public health, environmental protection, and practical enforcement.

6.0 ENVIRONMENTAL CONSIDERATIONS

The proposed by-law aims to minimize environmental impacts by effectively managing smoke and emissions from open air burning. Section 3.6 specifically addresses air quality concerns to reduce health risks associated with smoke and smog. Increased setback requirements for rural properties and limits on the number of permitted burns help protect both air quality and surrounding ecosystems. Additionally, the introduction of an electronic permitting system will improve compliance monitoring and enforcement, supporting the municipality's commitment to environmental stewardship and adherence to provincial standards.

7.0 RECOMMENDED CONDITIONS

That Council accepts this report and, following the by-law portion of the meeting, approves the Open Air Burning By-law as presented.

8.0 ALTERNATIVES

As deemed appropriate by Council

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes ☐	No ☐	N/A **X**
This item is within the approved budgeted amount:	Yes ☐	No ☐	N/A **X**
This item is mandated by the Provincial/Federal Government:	Yes ☐	No ☐	N/A **X**

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
Nancy Ann Gauthier	**Nancy Ann Gauthier**	**Craig Calder**
Fire Chief	**Fire Chief**	**CAO/Clerk**

The Corporation of the Township of **NORTH STORMONT**	**Report No.** FIN-15-2025

Agenda Date:	July 22, 2025
Subject:	Health and Safety Water Stream Grant
Attachments:	

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont accepts the report from the Treasurer and Public Works Superintendent to support and approve the application to the Municipal Housing Infrastructure Program - Heath and Safety Water Stream (MHIP-HSWS) grant for the Payne River Crossing 200mm Watermain Refurbishment project and approves the Township's portion of the grant, if approved, as part of 2026 budget process.

2.0 LEGAL DESCRIPTION

N/A

3.0 BACKGROUND

The 200mm watermain refurbishment project has been on the capital budget for some time and has been deferred due to fiscal constraints. With the possibility of getting this project 73% funded through a grant, this project is now feasible to complete.

4.0 POLICY CONSIDERATION

N/A

5.0 ANALYSIS

This project is to rehabilitate the Front Street watermain line which is over 50 years old and in need of revitalization in order to meet current needs and provide potable water service to residents east of the Payne River Bridge. The watermain is attached to the Payne River bridge on Front Street in Finch.

The total cost of the project, including a 25% contingency amount (as per the

grant guidelines), equates to $331, 497.50. The grant covers 73% of the costs of the project with the Township having to finance $89,504.33 as their portion (27%). With the new subdivision in Finch proposing approximately 45 units, the water/wastewater connection fees will more than cover the Township's portion of the grant.

The funding and the expense portion of the grant will be noted as part of the 2026 budget.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

Council supports and approves the grant application and Township's portion of the funding for the HSWS grant.

8.0 ALTERNATIVES

As Council deems appropriate.

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes ☐	No **X**	N/A ☐
This item is within the approved budgeted amount:	Yes ☐	No **X**	N/A ☐
This item is mandated by the Provincial/Federal Government:	Yes ☐	No **X**	N/A ☐

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
Kimberley Goyette **Treasurer**	**Blake Henderson** **Public Works Superintendent** **Kimberley Goyette** **Treasurer**	**Craig Calder** **CAO/Clerk**

The Corporation of the Township of **NORTH STORMONT**	**Report No.** FIN-13-2025

Agenda Date:	July 22, 2025
Subject:	2025 Auditor Appointment
Attachments:	

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont accepts and approves Report FIN 13-2025 from the Treasurer to appoint Welch, LLP as the external auditor for the fiscal year ending December 31, 2025.

2.0 LEGAL DESCRIPTION

N/A

3.0 BACKGROUND

The original tender and agreement for auditing services was in 2017. The term of this agreement was for five (5) years. This term has now expired. Administration has ensured Council has received and has passed resolutions reappointing Welch as auditor following section 22 of the procurement policy that indicates a multiyear contract may choose to go out to tender after 5 years if council wishes, however it is not required.

4.0 POLICY CONSIDERATION

Procurement Policy FIN 011-2024.

5.0 ANALYSIS

As per section 23.1 of the adopted Procurement Policy under By-Law 79-2024, it indicates that "An RFP shall be issued for the provision of insurance, audit and banking services for a term of five (5) years with a possible extension of additional years".
This report is to get formal approval of the appointment of Welch, LLP for 2025 audit services.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

For Council to approve the appointment of Welch, LLP as auditors for the 2025 fiscal year.

8.0 ALTERNATIVES

Other options at Council's recommendation.

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes **X**	No ☐	N/A ☐
This item is within the approved budgeted amount:	Yes ☐	No ☐	N/A **X**
This item is mandated by the Provincial/Federal Government:	Yes ☐	No ☐	N/A **X**

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
Kimberley Goyette	**Kimberley Goyette**	**Craig Calder**
Treasurer	**Treasurer**	**CAO/Clerk**

The Corporation of the Township of NORTH STORMONT	Report No. FIN-14-2025

Agenda Date:	July 22, 2025
Subject:	2025 Asset Management PLan
Attachments:	□ NS_2025 AMP Draftv3

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont approves and accepts Report FIN 14-2025 from the Treasurer with regards to the 2025 Asset Management Plan.

2.0 LEGAL DESCRIPTION

N/A

3.0 BACKGROUND

The Asset Management Plan (AMP) attached to this report was updated to meet Ontario Regulation 588/17 requirements for 2025. The current 2024 Compliant Asset Management Plan met all the requirements for July 1, 2024 but additional levels of service are required for assets to meet the 2025 requirements. The proposed levels of service for North Stormont were presented to Council at the May 27, 2025 regular Council meeting. The attached plan provides these levels of service needs and meets the regulatory update for 2025.

The AMP indicates that the preferred path forward for levels of service assumes a phased annual tax increase of approximately .8%. Since water and wastewater are user fee based, the proposed increases for these two items are 1.3% and 4.0% respectively. This strategy will reach 75% funding for proposed levels of service within 15 years.

Being compliant with this legislation is imperative to be eligible for future grant opportunities.

4.0 POLICY CONSIDERATION

Ontario Regulation 588/17

5.0 ANALYSIS

N/A

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

Council receives and approves the 2025 Asset Management Plan.

8.0 ALTERNATIVES

N/A

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes ☐	No ☐	N/A **X**
This item is within the approved budgeted amount:	Yes ☐	No ☐	N/A **X**
This item is mandated by the Provincial/Federal Government:	Yes ☐	No ☐	N/A **X**

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
Kimberley Goyette	**Kimberley Goyette**	**Craig Calder**
Treasurer	**Treasurer**	**CAO/Clerk**

Asset Management Plan

Township of North Stormont

July 2025

This Asset Management Program was prepared by:

psdcitywide

Empowering your organization through advanced asset management, budgeting & GIS solutions

Key Statistics

$291.4m	2023 Replacement Cost of Asset Portfolio
$98.8k	Replacement Cost of Infrastructure Per Household
78%	Percentage of Assets in Fair or Better Condition
76%	Percentage of Assets with Assessed Condition Data
$2.6m	Annual Capital Infrastructure Deficit
15 Years	Recommended Timeframe to reach Proposed Levels of Service
1.2%	Target Investment Rate to meet Proposed Levels of Service
0.7%	Actual Investment Rate

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1. Executive Summary

Municipal infrastructure delivers critical services that are foundational to the economic, social, and environmental health and growth of a community. The goal of asset management is to enable infrastructure to deliver an adequate level of service in the most cost-effective manner. This involves the ongoing review and update of infrastructure information and data alongside the development and implementation of asset management strategies and long-term financial planning.

1.1. Scope

This Asset Management Plan (AMP) identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Township of North Stormont can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

This AMP's asset categories are summarized in Table 1.

Core Assets

- Road Network
- Bridges & Culverts
- Water Network
- Sanitary Sewer Network
- Storm Water Network

Non-Core Assets

- Buildings
- Land Improvements
- Vehicles
- Machinery & Equipment

Table 1: Core and Non-core Asset Categories



1.2. Compliance

With the development of this AMP the Township of North Stormont has achieved compliance with July 1, 2025, requirements under O. Reg. 588/17. This includes requirements for proposed levels of service and inventory reporting for all asset categories.

1.3. Findings

The overall replacement cost of the asset categories included in this AMP totals $291.4 million. 78% of all assets analyzed in this AMP are in fair or better condition and assessed condition data was available for 76% of assets. For the remaining 24% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads, and bridges and culverts) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet the capital replacement and rehabilitation needs of existing infrastructure, prevent backlog accumulation, and ensure long-term asset sustainability, the Township's average annual capital requirement is approximately $4.6 million. Historical analysis of sustainable funding sources shows the Township currently commits about $1.9 million annually towards capital projects or reserves, resulting in a funding gap of roughly $2.6 million per year to fully support current lifecycle obligations.

To address this gap and enhance financial sustainability, the Township has adopted a phased reinvestment strategy targeting 75% of full funding over 15 years. Under this plan, the annual capital requirement is estimated at $3.4 million, with a reduced funding deficit of $1.5 million. This gradual increase in reinvestment will enable the Township to prioritize critical infrastructure needs while working toward closing the funding shortfall.

It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Township. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

1.4. Limitations and Constraints

The asset management program development required substantial effort by staff, it was developed based on best-available data, and is subject to the following broad limitations, constrains, and assumptions:

- The analysis is highly sensitive to several critical data fields, including an asset's estimated useful life, replacement cost, quantity, and in-service date. Inaccuracies or imprecisions in any of these fields can have substantial and cascading impacts on all reporting and analytics.

- User-defined and unit cost estimates, based typically on staff judgment, recent projects, or established through completion of technical studies, offer the most precise approximations of current replacement costs. When this isn't possible, historical costs incurred at the time of asset acquisition or construction can be inflated to present day. This approach, while sometimes necessary, can produce inaccurate estimates.
- In the absence of condition assessment data, age was used to estimate asset condition ratings. This approach can result in an over- or understatement of asset needs. As a result, financial requirements generated through this approach can differ from those produced by in-field assessments.
- The risk models are designed to support objective project prioritization and selection. However, in addition to the inherent limitations that all models face, they also require availability of important asset attribute data to ensure that asset risk ratings are valid, and assets are properly stratified within the risk matrix. Missing attribute data can misclassify assets.

These limitations have a direct impact on most of the analysis presented, including condition summaries, age profiles, long-term replacement and rehabilitation forecasts, and shorter term, 10-year forecasts that are generated from Citywide, the Township's primary asset management system.

These challenges are quite common and require long-term commitment and sustained effort by staff. As the Township's asset management program evolves and advances, the quality of future AMPs and other core documents that support asset management will continue to increase.

2. Introduction and Context

2.1. Community Profile

Census Characteristic	Township of North Stormont	Ontario
Population 2021	7,400	14,223,942
Population Change 2016-2021	7.7%	5.8%
Total Private Dwellings	2,949	5,929,250
Population Density	14.4/km2	15.9/km^2
Land Area	515.46 km2	892,411.76 km^2

Table 2: Township of North Stormont Community Profile

The Township of North Stormont is a Township in the United Counties of Stormont, Dundas, and Glengarry within Eastern Ontario.

The Township is located to the South-East of Ottawa, just above the St. Lawrence River. The Township is comprised of the communities of Avonmore, Crysler, Finch, Monkland, Moose Creek, and Berwick where the Township is administratively based.

The Township's industrial makeup is comprised primarily of construction, agriculture, fishing, forestry, retail, and hunting. The Township has an ideal industrial location, being placed between the major cities of Montreal and Ottawa, which is a key portion of planning the long-term growth of the Township. The Township has made a strong and deliberate commitment to fostering job and industrial growth in the agri-food industry.

The Township of North Stormont has experienced low shifts in population over that last 20 years, with a sharp uptick in 2021. The Township boasts several advantages, such as its strategic positioning between Ottawa and Montreal. Additionally, the Township has made investments in modernizing its broadband infrastructure. However, projected growth remains modest, aligning with trends observed in other municipalities in Eastern Ontario. The Township has a population density just under the Ontario average over its 515 square kilometre area. The Township has a slightly younger than average population by proportion when compared to the rest of Ontario.

The Township's infrastructure priorities include municipal service delivery, facility upkeep, and fire/emergency services.

2.2. Climate Change

Climate change can cause severe impacts on human and natural systems around the world. The effects of climate change include increasing temperatures, higher levels of precipitation, droughts, and extreme weather events. In 2019, Canada's Changing Climate Report (CCCR 2019) was released by Environment and Climate Change Canada (ECCC).

The report revealed that between 1948 and 2016, the average temperature increase across Canada was 1.7°C; moreover, during this time period, Northern Canada experienced a 2.3°C increase. The temperature increase in Canada has doubled that of the global average. If emissions are not significantly reduced, the temperature could increase by 6.3°C in Canada by the year 2100 compared to 2005 levels. Observed precipitation changes in Canada include an increase of approximately 20% between 1948 and 2012. By the late 21st century, the projected increase could reach an additional 24%. During the summer months, some regions in Southern Canada are expected to experience periods of drought at a higher rate. Extreme weather events and climate conditions are more common across Canada. Recorded events include droughts, flooding, cold extremes, warm extremes, wildfires, and record minimum arctic sea ice extent.

The changing climate poses a significant risk to the Canadian economy, society, environment, and infrastructure. The impacts on infrastructure are often a result of climate-related extremes such as droughts, floods, higher frequency of freeze-thaw cycles, extended periods of high temperatures, high winds, and wildfires. Physical infrastructure is vulnerable to damage and increased wear when exposed to these extreme events and climate variabilities. Canadian Municipalities are faced with the responsibility to protect their local economy, citizens, environment, and physical assets.

2.2.1. North Stormont Climate Profile

The Township of North Stormont is located in Eastern Ontario. The Township is expected to experience notable effects of climate change which include higher average annual temperatures, an increase in total annual precipitation, and an increase in the frequency and severity of extreme events. According to Climatedata.ca – a collaboration supported by Environment and Climate Change Canada (ECCC) – the Township of North Stormont may experience the following trends:

Higher Average Annual Temperature:

- Between the years 1971 and 2000 the annual average temperature was 5.9 ºC,
- Under a high emissions scenario, the annual average temperatures are projected to be 8.9 ºC by the year 2050 and 12.8 ºC by the end of the century.

Increase in Total Annual Precipitation:

- Under a high emissions scenario, North Stormont is projected to experience a 12% increase in precipitation by the year 2050 and a 16% increase by the end of the century.

Increase in Frequency of Extreme Weather Events:

- It is expected that the frequency and severity of extreme weather events will increase.

2.2.2. Integration Climate change and Asset Management

Asset management practices aim to deliver sustainable service delivery - the delivery of services to residents today without compromising the services and well-being of future residents. Climate change threatens sustainable service delivery by reducing the useful

life of an asset and increasing the risk of asset failure. Desired levels of service can be more difficult to achieve as a result of climate change impacts such as flooding, high heat, drought, and more frequent and intense storms.

In order to achieve the sustainable delivery of services, climate change considerations should be incorporated into asset management practices. The integration of asset management and climate change adaptation observes industry best practices and enables the development of a holistic approach to risk management.

2.3 Asset Management Overview

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% comes from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.

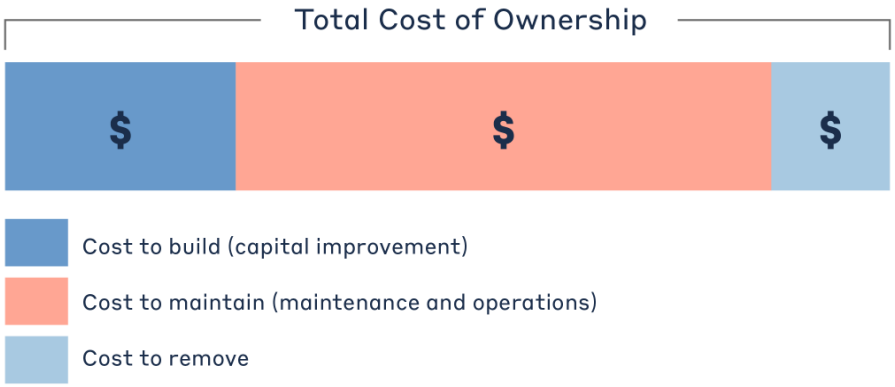


Figure 1: Total Cost of Asset Ownership

These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

2.2.3. Foundational Documents

The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

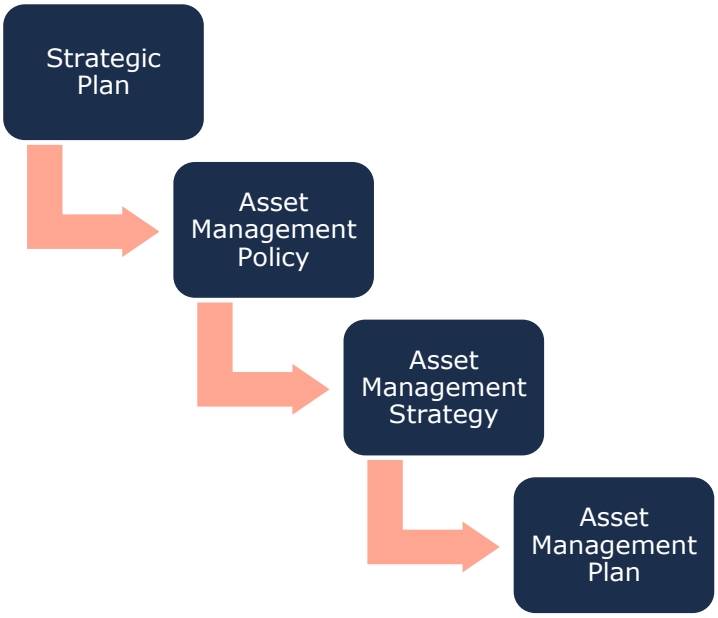


Figure 2: Foundational Asset Management Documents

Strategic Plan

The strategic plan has a direct, and cascading impact on asset management planning and reporting, making it a foundational element. At the beginning of each term, Council holds strategic planning exercises and discussions to identify major initiatives and administrative improvements it wishes to achieve during its tenure. Staff then identify the scope, resources, timing & other logistical matters associated with proposed initiatives.

Asset Management Policy

An asset management policy represents a statement of the principles guiding the Township's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Township of North Stormont adopted a Strategic Asset Management Policy in January 2024, in accordance with Ontario Regulation 588/17. The Township's Asset Management Policy provides a framework for managing these assets to deliver value to the community, ensuring sustainability and reducing risks. Key elements of the Policy include:

- Strategic Integration
  - Asset management will be integrated across all departments, encouraging collaboration and data-sharing to optimize service delivery and decision-making.
- Public and Stakeholder Engagement
  - The Township will involve residents and neighboring municipalities in planning, ensuring decisions reflect community needs and priorities. Communication channels will include public consultations, surveys, and project updates on the Township's website.
- Environmental Responsibility
  - The Township will invest in environmentally sustainable projects, reducing its carbon footprint and aligning with its broader climate change goals.
- Continuous Improvement
  - The Township is committed to continual improvement of its asset management practices, including regular reviews and the adoption of innovative solutions to meet evolving needs.

This Policy ensures that asset management activities are carried out in a consistent, transparent, and coordinated manner, supporting North Stormont's strategic priorities and ensuring infrastructure continues to meet current and future service expectations.

Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Township plans to achieve asset management objectives through planned activities and decision-making criteria.

The Township of North Stormont's Asset Management Policy contains many of the key components of an asset management strategy and may be expanded in future revisions or as part of a separate strategic document.

Asset Management Plan

The asset management plan presents the outcomes of the Township of North Stormont's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service
- Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Township of North Stormont to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

2.3. Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk & criticality, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

2.3.1. Lifecycle Management Strategies

The condition or performance of assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. Figure 3 provides a description of each type of activity and the general difference in cost.

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

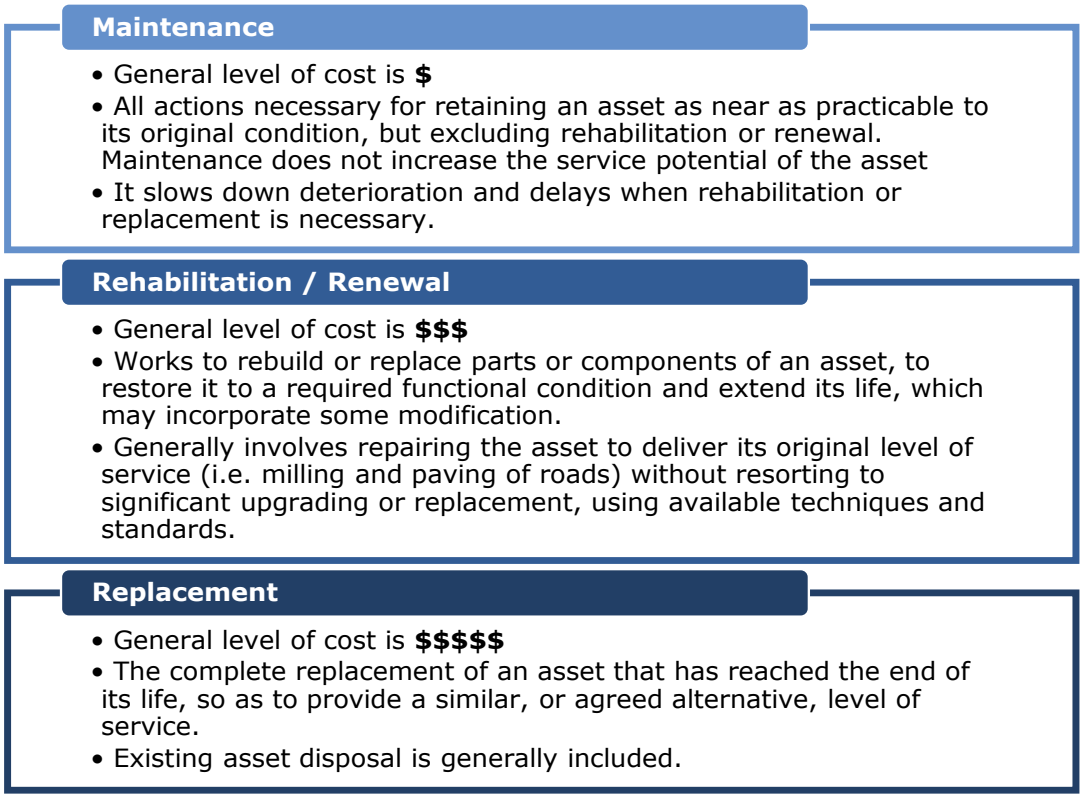


Figure 3: Lifecycle Management Typical Lifecycle Interventions

The Township's approach to lifecycle management is described within each asset category. Developing and implementing a proactive lifecycle strategy will help staff to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

2.3.2. Risk and Criticality

Asset risk and criticality are essential building blocks of asset management, integral in prioritizing projects and distributing funds where they are needed most based on a variety of factors. Assets in disrepair may fail to perform their intended function, pose substantial risk to the community, lead to unplanned expenditures, and create liability for the municipality. In addition, some assets are simply more important to the community than others, based on their financial significance, their role in delivering essential services, the impact of their failure on public health and safety, and the extent to which they support a high quality of life for community stakeholders.

Risk is a product of two variables: the probability that an asset will fail, and the resulting consequences of that failure event. It can be a qualitative measurement, (i.e. low, medium, high) or quantitative measurement (i.e. 1-5), that can be used to rank

assets and projects, identify appropriate lifecycle strategies, optimize short- and long-term budgets, minimize service disruptions, and maintain public health and safety.

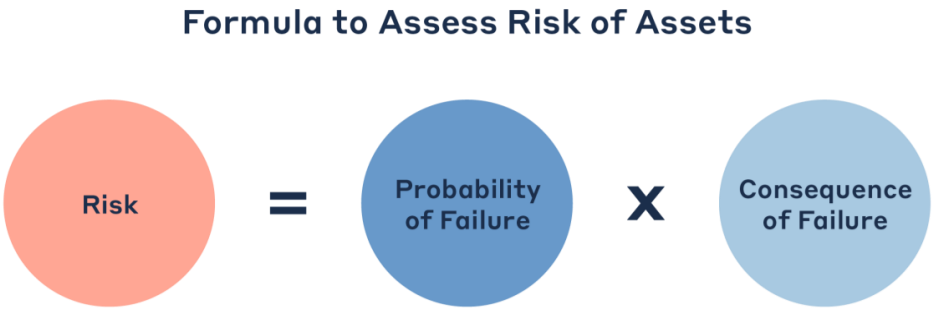


Figure 4: Risk Equations

The approach used in this AMP relies on a quantitative measurement of risk associated with each asset. The probability and consequence of failure are each scored from 1 to 5, producing a minimum risk index of 1 for the lowest risk assets, and a maximum risk index of 25 for the highest risk assets.

Probability of Failure

Several factors can help decision-makers estimate the probability or likelihood of an asset's failure, including its condition, age, previous performance history, and exposure to extreme weather events, such as flooding and ice jams—both a growing concern for municipalities in Canada.

Consequence of Failure

Estimating criticality also requires identifying the types of consequences that the organization and community may face from an asset's failure, and the magnitude of those consequences. Consequences of asset failure will vary across the infrastructure portfolio; the failure of some assets may result primarily in high direct financial cost but may pose limited risk to the community. Other assets may have a relatively minor financial value, but any downtime may pose significant health and safety hazards to residents. See Appendix D: Risk Rating Criteria for definitions and the developed risk models.

The table below illustrates the various types of consequences that can be integrated in developing risk and criticality models for each asset category and segments within. We note that these consequences are common, but not exhaustive.

Type of Consequence	Description
Direct Financial	Direct financial consequences are typically measured as the replacement costs of the asset(s) affected by the failure event, including interdependent infrastructure.
Economic	Economic impacts of asset failure may include disruption to local economic activity and commerce, business closures, service disruptions, etc. Whereas direct financial impacts can be seen immediately or estimated within hours or days, economic impacts can take weeks, months and years to emerge, and may persist for even longer.
Socio-political	Socio-political impacts are more difficult to quantify and may include inconvenience to the public and key community stakeholders, adverse media coverage, and reputational damage to the community and the Municipality.
Environmental	Environmental consequences can include pollution, erosion, sedimentation, habitat damage, etc.
Public Health and Safety	Adverse health and safety impacts may include injury or death, or impeded access to critical services.
Strategic	These include the effects of an asset's failure on the community's long-term strategic objectives, including economic development, business attraction, etc.

Table 3: Risk Analysis - Types of Consequences of Failure

This AMP includes a preliminary evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation, and replacement strategies for critical assets.

These models have been built in Citywide for continued review, updates, and refinements.

2.3.3. Levels of Service

A level of service (LOS) is a measure of the services that North Stormont is providing to the community and the nature and quality of that service. Within each asset category, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories, the Province, through O. Reg. 588/17, has provided qualitative descriptions that are required. For non-core asset categories, the Township has determined the qualitative descriptions that will be used. The metrics can be found in the levels of service subsection within each asset category.

Technical Levels of Service

Technical LOS are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Township's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories, the Province, through O. Reg. 588/17, has provided technical metrics that are required. For non-core asset categories, the Township determined the technical metrics that will be used. The metrics can be found in the levels of service subsection within each asset category.

Current and Proposed Levels of Service

Current LOS are the past performance metrics of an asset category up until present day. In contrast, Proposed LOS looks toward the municipality's goal for asset performance by a defined future date.

It is important to note that O. Reg 588/17 does not dictate which proposed LOS metrics municipality's need to strive for. A proposed LOS will be very specific to each community's resident desires, political goals, and financial capacity. This can range from increasing service levels and costs, to maintaining or even reducing current performance in order to mitigate future cost increases. Regardless of the proposed LOS chosen, O. Reg 588/17 requires municipalities to demonstrate the achievability of their selected metrics.

2.4. Scope and Methodology

2.4.1. Asset Categories for this AMP

This asset management plan for the Township of North Stormont is produced in compliance with O. Reg. 588/17. The AMP summarizes the state of the infrastructure for North Stormont's asset portfolio, establishes current levels of service and the associated technical and customer-oriented key metrics, outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

Tax-Funded Assets
• Road Network • Bridges & Culverts • Buildings • Storm Water Network • Land Improvements • Vehicles • Machinery & Equipment

Rate-Funded Assets
• Water Network • Sanitary Sewer Network

Table 4: Tax- and Rate-Funded Assets

2.4.2. Data Effective Date

It is important to note that this plan is based on data as of December 31, 2023; therefore, it represents a snapshot in time using the best available processes, data, and information at the Township. Strategic asset management planning is an ongoing and dynamic process that requires continuous data updates and dedicated data management resources.

2.4.3. Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. The two methodologies are:

- User-Defined Cost and Cost/Unit: Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience.
- Cost Inflation/CPI Tables: Historical cost of the asset is inflated based on Consumer Price Index or Non-Residential Building Construction Price Index.

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of

reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Township incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

2.4.4. Estimated Useful Life and Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Township expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset's in-service date and its EUL, the Township can determine the service life remaining (SLR) for each asset. Using condition data and the asset's SLR, the Township can more accurately forecast when it will require replacement. The SLR is calculated as follows:



Figure 5: Service Life Remaining Calculation

2.4.5. Reinvestment Rate

As assets age and deteriorate, they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost. By comparing the actual vs. target reinvestment rate the Township can determine the extent of any existing funding gap.

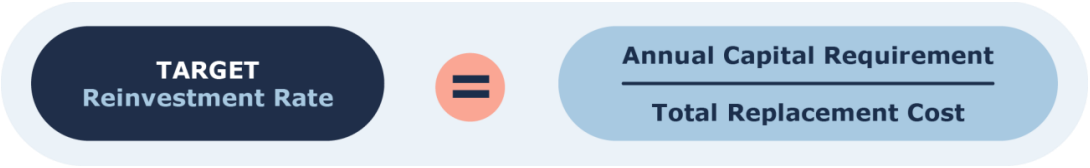


Figure 6: Target Reinvestment Rate Calculation

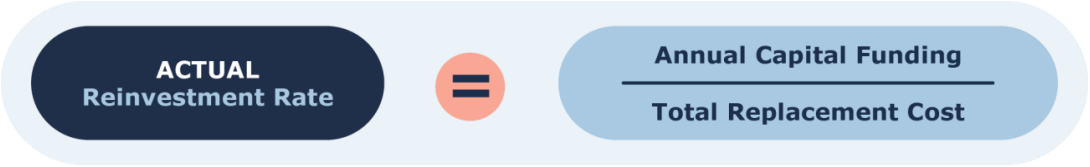


Figure 7: Actual Reinvestment Rate Calculation

2.4.6. Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Township's asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

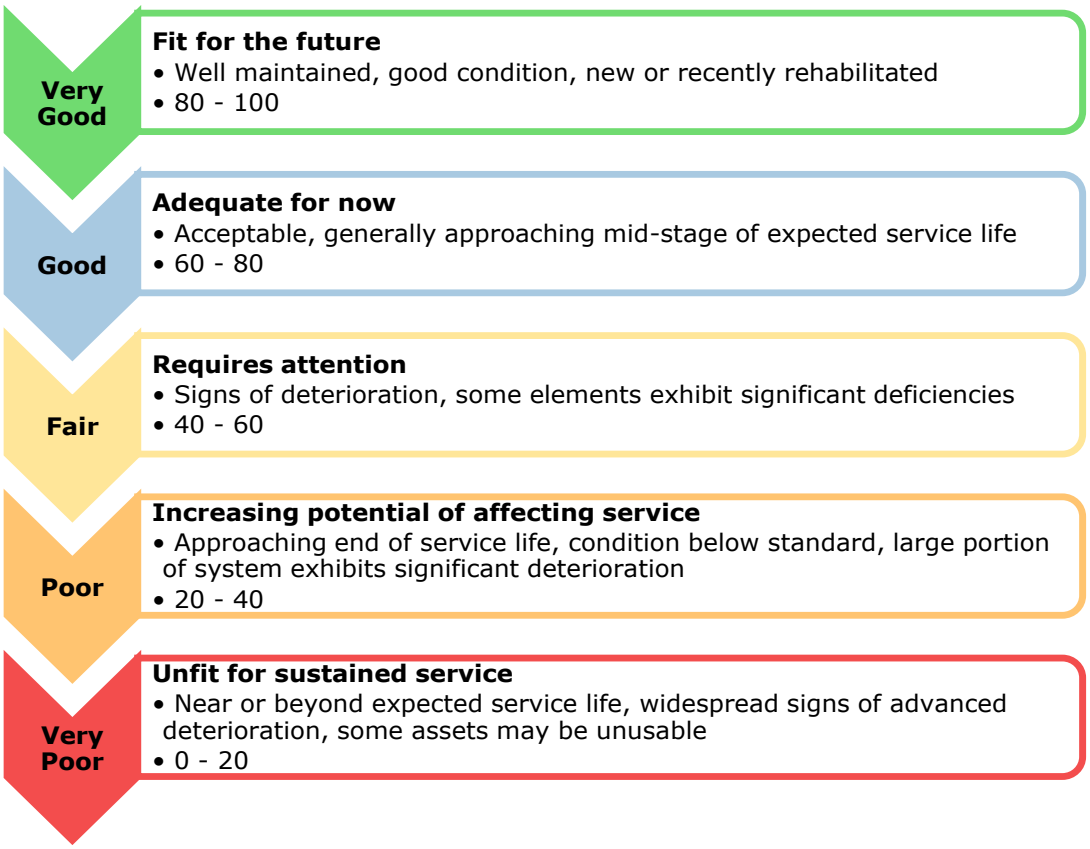


Figure 8: Standard Condition Rating Scale

The analysis is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition. Appendix C: Condition Assessment Guidelines includes additional information on the role of asset condition data and provides basic guidelines for the development of a condition assessment program.

2.5. Ontario Regulation 588/17

As part of the Infrastructure for Jobs and Prosperity Act, 2015, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17)[1]. Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

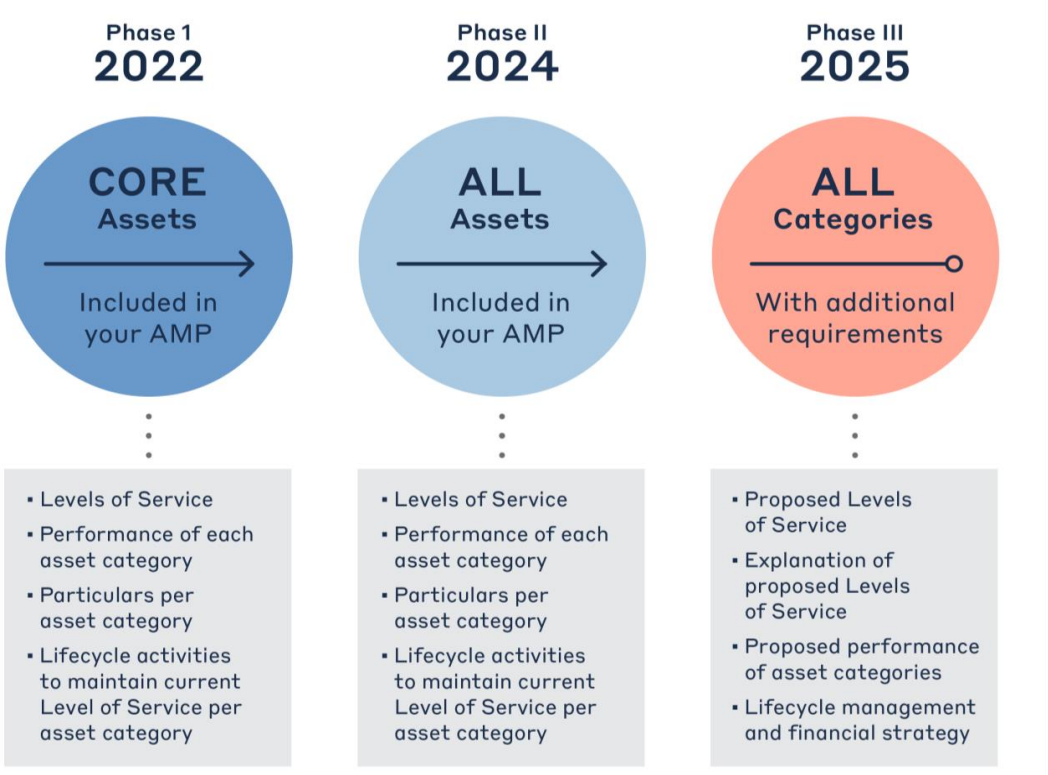


Figure 9: O. Reg. 588/17 Requirements and Reporting Deadlines

[1] O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure https://www.ontario.ca/laws/regulation/170588

2.5.1. O. Reg. 588/17 Compliance Review

Requirement	O. Reg. 588/17 Section	AMP Section Reference	Status
Summary of assets in each category	S.5(2), 3(i)	5.1 – 13.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	5.1 – 13.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	5.3 – 13.3	Complete
Condition of core assets in each category	S.5(2), 3(iv)	5.3 – 13.3	Complete
Description of municipality's approach to assessing the condition of assets in each category	S.5(2), 3(v)	5.3.1 - 13.3.1	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	5.7 – 13.7	Complete
Current performance measures in each category	S.5(2), 2	5.7 – 13.7	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	5.4 – 13.4	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	5.5 – 13.5	Complete
Growth considerations	S.6(1), 5	15.1 – 15.5	Complete
Proposed levels of service for each category for next 10 years	S.6(1), 1(i-ii)	5.8 – 13.8	Complete
Explanation of appropriateness of proposed levels of service	S.6(1), 2(i-iv)	4.7	Complete
Lifecycle management activities for proposed levels of service	S.6(1), 4(i)	4.4.1 - 4.6.1	Complete
10-year capital costs for proposed levels of service	S.6(1), 4(ii)	Appendix A	Complete
Annual funding availability projections	S.6(1), 4(iii)	4.4.2 - 4.6.2	Complete

Table 5: O. Reg. 588/17 Compliance Review

Portfolio Overview



3. State of the Infrastructure

The state of the infrastructure (SOTI) summarizes the inventory, condition, age profiles, and other key performance indicators for the Township's infrastructure portfolio. These details are presented for all core and non-core asset categories.

3.1. Asset Hierarchy/Data Classification

Asset hierarchy illustrates the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Key category details are summarized at the asset segment level.

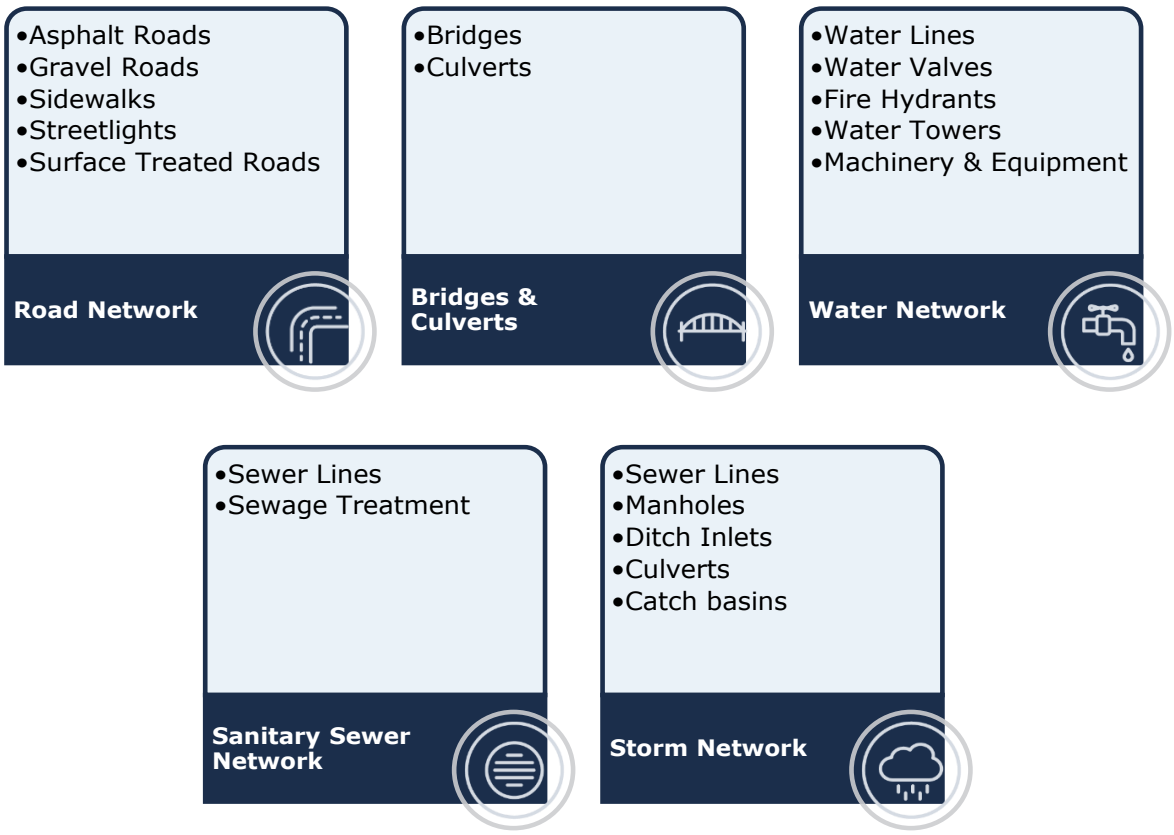


Figure 10: Asset Hierarchy and Data Classification - Core Assets

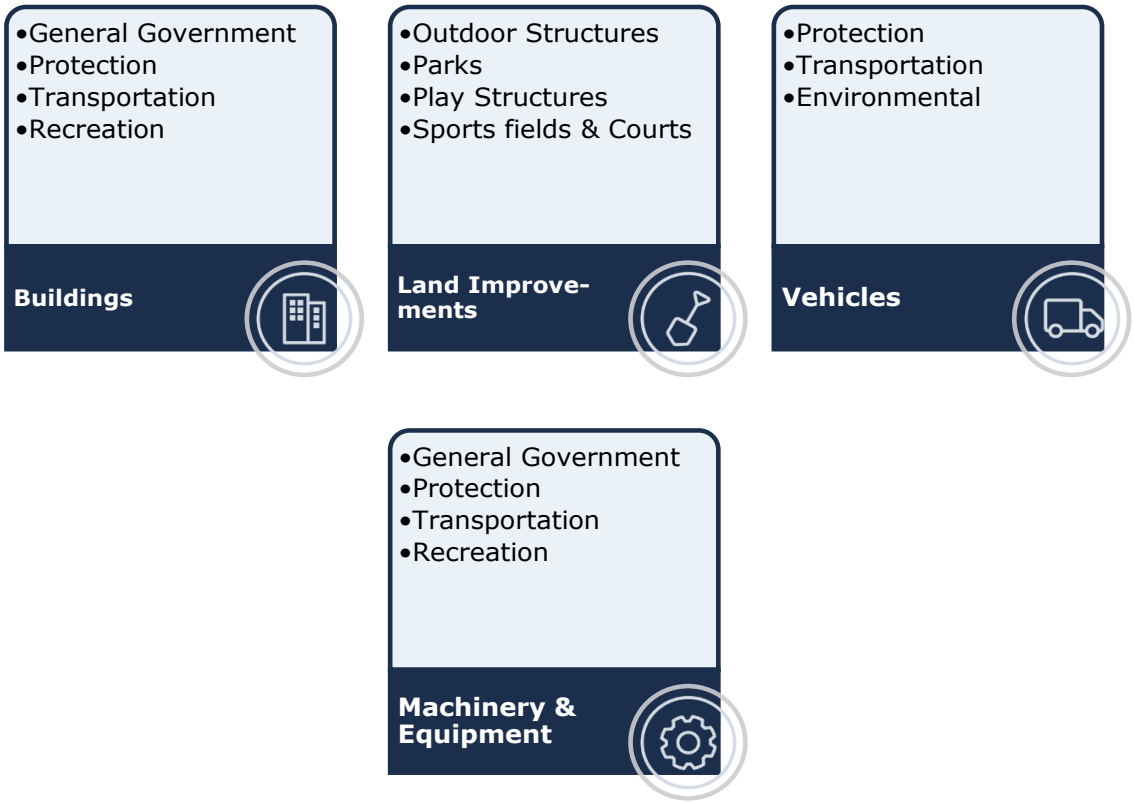


Figure 11: Asset Hierarchy and Data Classification - Non-core Assets

3.2. Portfolio Overview

3.2.1. Replacement Cost

All North Stormont's asset categories have a total replacement cost of $291.4 million based on available inventory data. This total was determined based on a combination of user-defined costs and historical cost inflation. This estimate reflects the replacement of historical assets with similar, not necessarily identical, assets available for procurement today.

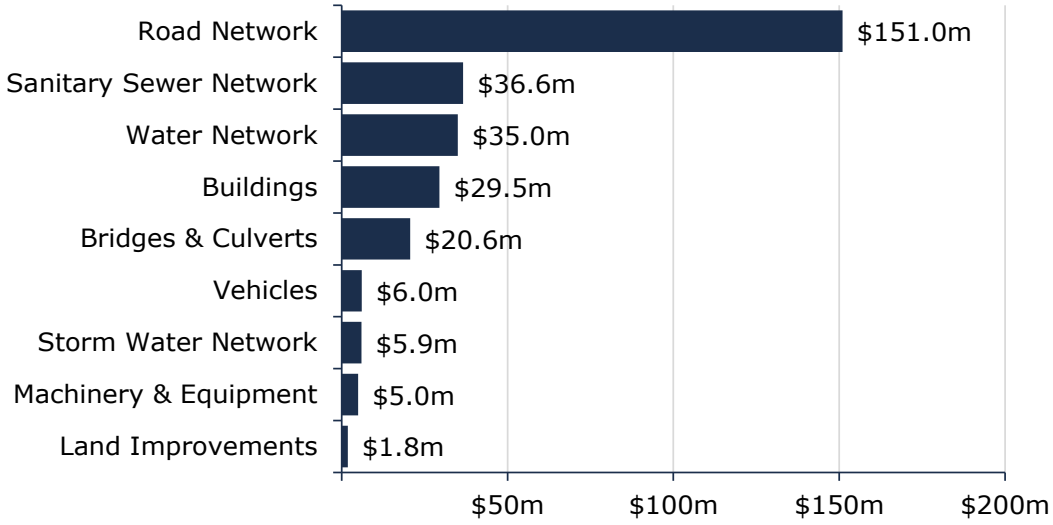


Figure 12: Current Replacement Cost by Asset Category

3.2.2. Target vs. Actual Reinvestment Rate

The graph below illustrates the gap between the Township's target and actual reinvestment rates for maintaining current levels of service across all asset categories.

To sustainably maintain existing infrastructure and avoid service deterioration or backlog, the Township should be allocating approximately $4.6 million annually, representing a target reinvestment rate of 1.6%. This target is based on lifecycle costing for the continued delivery of current services at existing standards.

In contrast, actual annual spending on capital projects and contributions to capital reserves currently averages $1.9 million, resulting in an actual reinvestment rate of 0.7%. This indicates an annual funding shortfall of approximately $2.6 million, suggesting underinvestment that may lead to higher costs or service disruptions in the future.

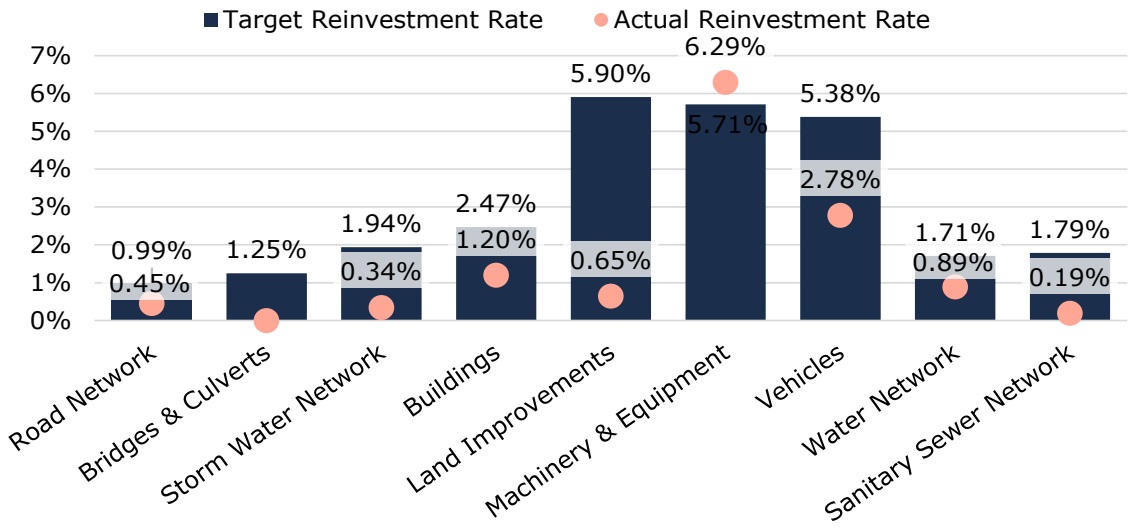


Figure 13: Target vs Actual Reinvestment Rates

3.2.3. Condition of Asset Portfolio

The current condition of the assets is central to all asset management planning. Collectively, 78% of assets in North Stormont are in fair or better condition. This estimate relies on both age-based and field condition data.

Assessed condition data is available for the road network, bridges and culverts, the water network, the sanitary sewer network and a minority of stormwater network and buildings; for the remaining portfolio, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions.

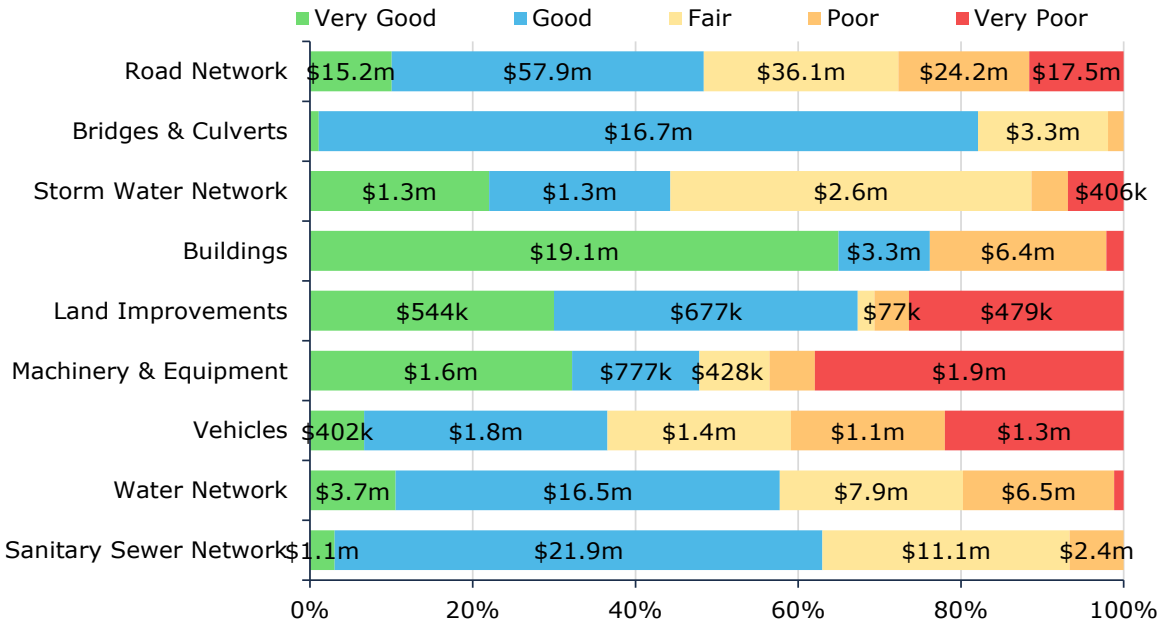


Figure 14: Asset Condition by Asset Category

Source of Condition Data

This AMP relies on assessed condition for 76% of assets, based on and weighted by replacement cost. For the remaining assets, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

Asset Category	Asset Segment(s)	% of Assets with Assessed Conditions	Source of Condition Data
Road Network	Asphalt Roads	94%	Roads Needs Study (2021)
	Gravel Roads	94%	
	Surface Treated Roads	94%	
Bridges & Culverts	All	100%	HP Engineering Inc. (2023)
Buildings	Recreation	14%	Township Staff
Storm Network	Culverts	63%	Township Staff
Water Network	Water Lines	96%	OCWA
Sanitary Network	Sewage Treatment	97%	OCWA
	Sewer Lines	97%	

Figure 15: Source of Condition Data

3.2.4. Service Life Remaining

Based on asset age, available assessed condition data and estimated useful life, 37% of the Township's assets will require replacement within the next 10 years.

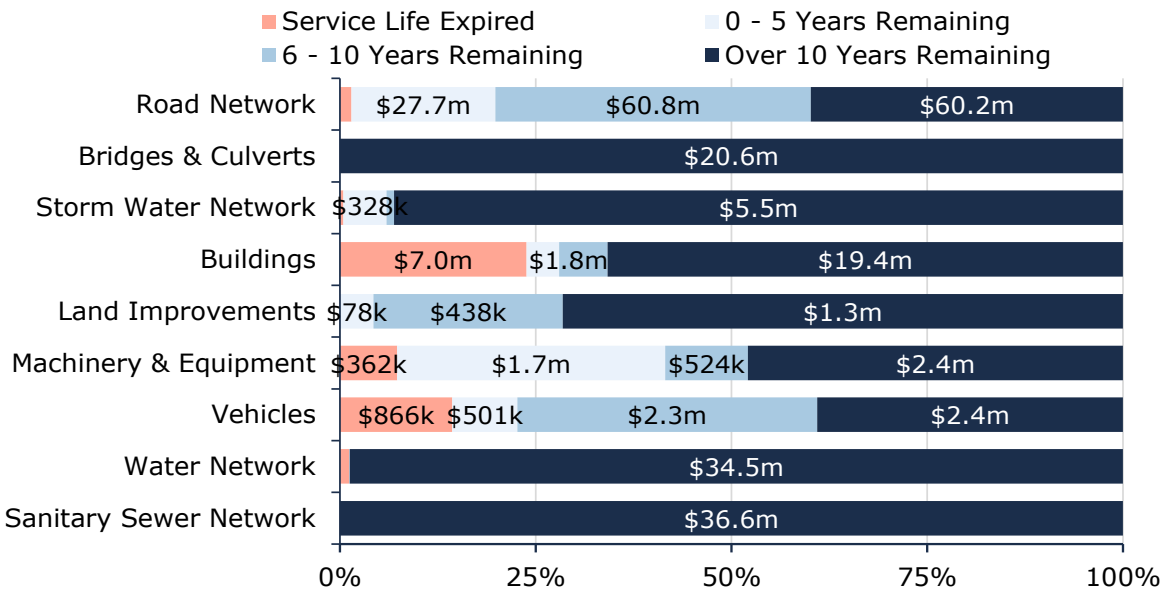


Figure 16: Service Life Remaining by Asset Category

3.2.5. Risk Matrix

Using the risk equation and preliminary risk models, the overall asset risk breakdown for North Stormont's asset inventory is portrayed in the figure below.

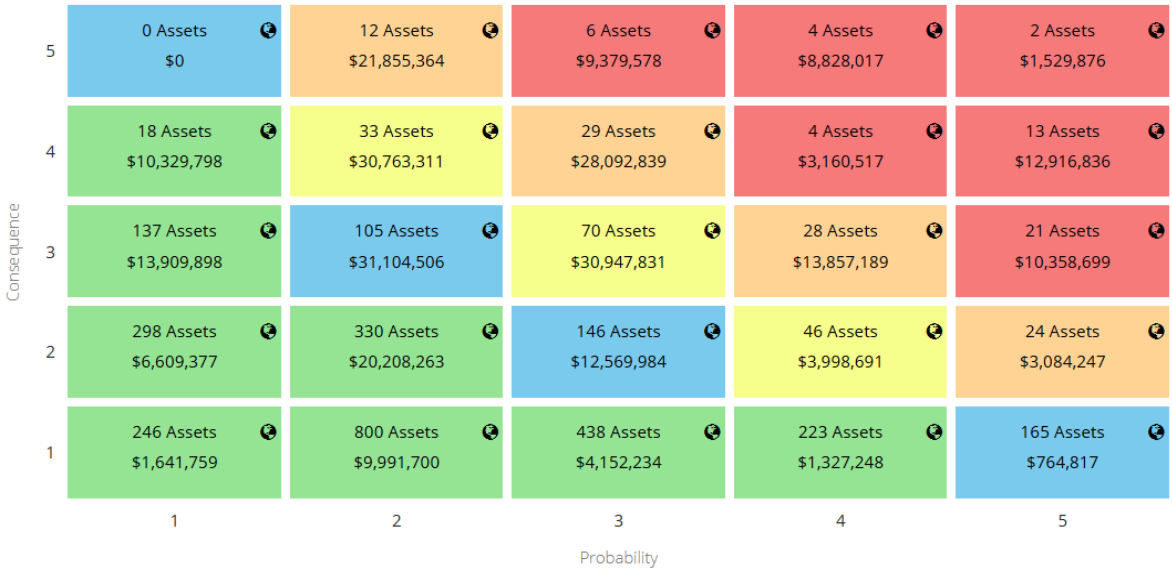


Figure 17: Risk Matrix - All Assets

The risk analysis indicates that approximately $46.2 million worth of assets, or 16% of the total asset portfolio, are currently classified as Very High Risk. These assets are likely at or near the end of their useful life and may pose an elevated likelihood of service failure or safety concerns without timely intervention.

Reviewing the list of very high-risk assets to evaluate how best to mitigate the level of risk the Township is experiencing will help advance North Stormont's asset management program.

3.2.6. Forecasted Capital Requirements

Aging assets require maintenance, rehabilitation, and replacement. The table below illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for all asset categories analyzed in this AMP over a 80-year time horizon. On average, $4.6 million is required each year to remain current with capital replacement needs for the Township's asset portfolio (red dotted line). Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise. This figure relies on age and available condition data.

The chart also illustrates a backlog of $2.1 million, comprising assets that remain in service beyond their estimated useful life. It is unlikely that all such assets are in a state of disrepair, requiring immediate replacements. This makes continued and expanded targeted and consistent condition assessments integral. Risk frameworks, proactive lifecycle strategies, and levels of service targets can then be used to prioritize projects, continuously refine estimates for both backlogs and ongoing capital needs and help select the right treatment for each asset.

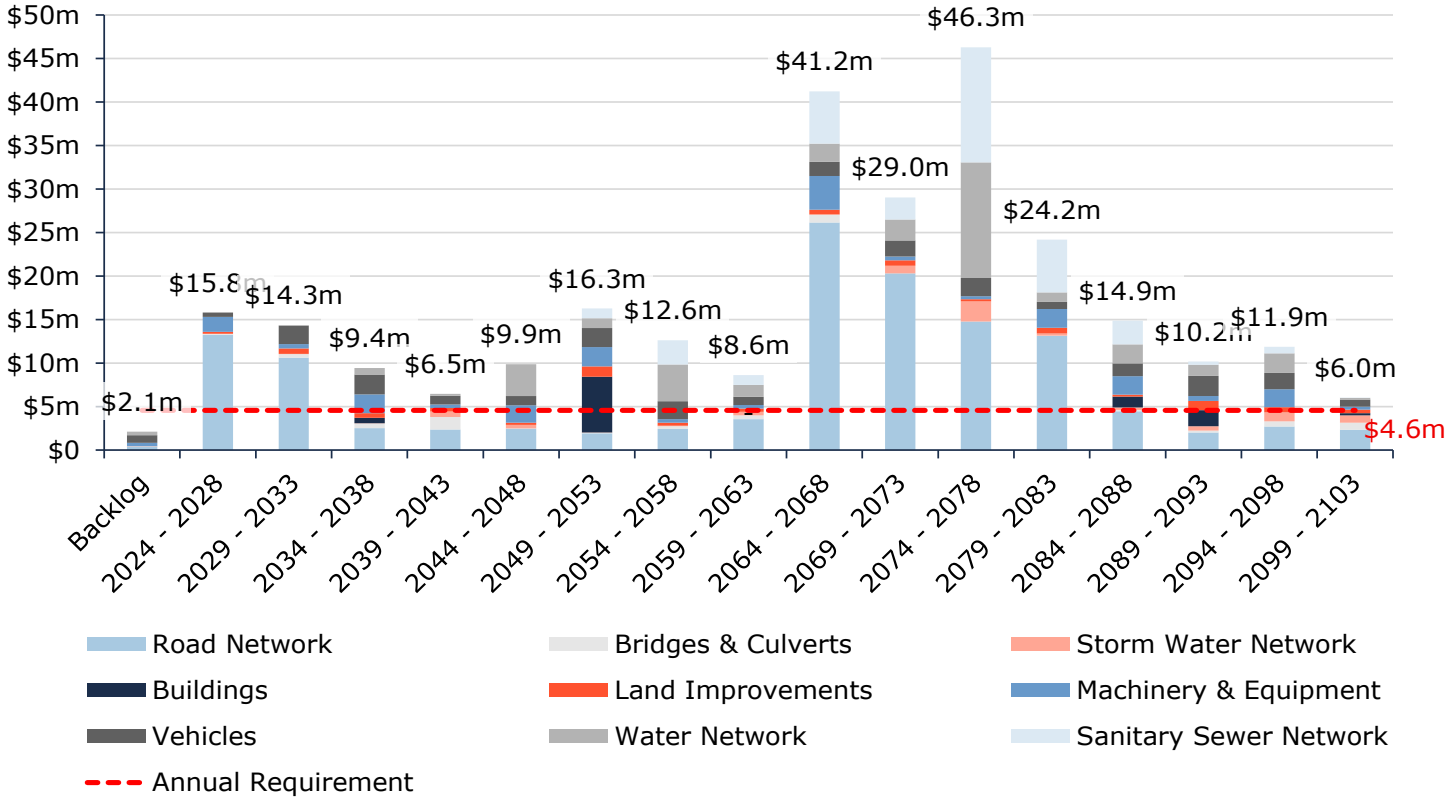


Figure 18: Forecasted Capital Requirements by Asset Category

Proposed Levels of Service



4. Proposed Levels of Service

4.1. Scope

4.1.1. Ontario Regulation 588/17 Proposed Levels of Service

The 2025 deadline requires that proposed Levels of Service (LOS) are demonstrated to be appropriate based on an assessment of:

1. Proposed LOS options and the risks associated with these options (i.e., asset reliability, safety, affordability) when considering the long-term sustainability of the municipality.
2. How proposed LOS may differ from current LOS.
3. Whether proposed LOS are achievable.
4. The municipality's ability to afford proposed LOS.

Additionally, a lifecycle management and financial strategy to support these LOS must be identified, covering a 10-year period and including:

1. Identification of lifecycle activities needed to provide the proposed LOS with consideration for:
    - Full lifecycle of assets.
    - Lifecycle activities options available to meet proposed LOS.
    - Risks associated with the options identified in sub-paragraph B, above.
    - Identification of which lifecycle activities identified in sub-paragraph B carry the lowest cost.
2. An estimate of the annual cost of meeting proposed LOS for a period of 10 years, separated by capital and operating expense.

4.1.2. Methodology

Target levels of service for the Township have been developed through comprehensive engagement with Township staff and referencing resident satisfaction surveys. To achieve a target level of service goal, careful consideration of the following should be considered.

Financial Impact Assessment

- Assess historical expenditures/budget patterns to gauge feasibility of increasing budgets to achieve LOS targets
- Consider implications of LOS adjustments on other services, and other infrastructure programs (trade-offs)

Infrastructure Condition Assessment

- Regularly assess the condition of critical infrastructure components.
- Use standardized condition indices or metrics to quantify the state of infrastructure.

- Identify non-critical components where maintenance can be deferred without causing severe degradation.
- Adjust condition indices or metrics to reflect the reduced maintenance budget.

Service Metrics

- Measure user satisfaction, response times, and other relevant indicators for the specific service.

Service Impact Assessment

- Evaluate potential impacts on user satisfaction and service delivery due to decreased infrastructure condition.

Risk Management

- Identify potential risks to infrastructure and service quality.
- Develop contingency plans to address unforeseen challenges without compromising service quality.
- Monitor performance closely to ensure that the target investment translates into achieving the desired infrastructure condition.

Service Improvement Metrics

- Analyze the performance of target levels of service regularly and incorporate more ambitious targets based on user satisfaction if required.

Timelines

- Although O. Reg requires identification of expenditures for a 10-year period in pursuit of LOS targets, it does not require municipalities to identify the timeframe to achieve them.
- Careful consideration should be given to setting realistic targets for when LOS targets are to be achieved.

4.1.3. General Considerations for All Scenarios

- **Stakeholder Engagement:**
  - Regularly engage with stakeholders to gather feedback and communicate changes transparently.
- **Data-Driven Decision Making:**
  - Use data analytics to inform decision-making processes and identify areas for improvement.
- **Flexibility and Adaptability:**
  - Design the methodology to be flexible, allowing for adjustments based on evolving conditions and priorities.
- **Continuous Improvement:**
  - Establish a process for continuous review and improvement of the LOS methodology itself.

4.2. Proposed Levels of Service Scenarios

The following three scenarios have been considered for establishing target levels of service for all asset categories included in this Asset Management Plan.

While all three scenarios were reviewed, the Township of North Stormont selected Scenario 2 for all assets as their preferred path forward regarding proposed levels of service, which is reflected in the financial strategy and 10-year capital replacement forecasts.

Scenario 1: Status Quo Funding with 15 Year 50% Sanitary Target

Approach: This scenario assumes a stable taxation funding level maintained at 46.7%, a stable water rate funding level maintained at 52.1% and a phased annual rate increase of 2.7% for sanitary rates to achieve 50% funding in 15 years.

Scenario 2: Achieving 75% Funding in 15 Years

Approach: This scenario assumes a phased annual tax increase of approximately 0.8%, 1.3% for water rates, and 4.0% for sanitary rates, reaching 75% funding within 15 years.

Scenario 3: Achieving Full Funding in 15 Years

Approach: This scenario assumes a phased annual tax increase of approximately 2.1%, 2.5% for water rates, and 5.1% to sanitary rates, reaching full funding within 15 years.

This methodology provides a structured approach for managing infrastructure conditions and levels of service under different budget scenarios, emphasizing adaptability and stakeholder communication.

Through a comprehensive assessment, the following levels of service for 9 asset categories have been developed, aligning with the long-term interests of the Township. Achievability is the key consideration, with measures in place to ensure realistic targets. The Township's financial capacity was thoroughly reviewed, confirming its ability to sustain the proposed service levels. Complementing this, a detailed lifecycle management and financial strategy was developed, delineating necessary activities for each asset category. This strategy outlines the full lifecycle of assets, presents viable options for lifecycle activities, evaluates associated risks, and prioritizes cost-effective measures to maintain the proposed service standards.

These funding strategies reflect the Township's consideration of long-term service levels, financial capacity, and the risks of underinvestment, as outlined in Section 6.2 of Ontario Regulation 588/17.

4.3. Scenario 1: Status Quo Funding with 15-Year, 50% Sanitary Target

This scenario involves maintaining the current funding levels for tax-supported infrastructure and water rate-supported infrastructure over the next 15 years, along with a 2.7% increase in sanitary rates to reach 50% funding in 15 years. This approach maintains existing investment levels for most services while gradually improving the Township's ability to reinvest in the sanitary system. However, it may still limit the ability to fully meet growing infrastructure demands across all asset categories.

The following analysis considers the affordability, achievability, and associated risks of this scenario, evaluating how the proposed funding strategy aligns with both community expectations and long-term infrastructure sustainability.

4.3.1. Lifecycle Changes Required

Maintaining current capital investment levels for tax-supported and water rate-supported infrastructure means there would be no significant changes to lifecycle strategies for these assets. The Township would continue relying on existing maintenance practices and capital planning approaches. This approach sustains existing service levels but may not be sufficient to address long-term infrastructure needs or improve service delivery. For the sanitary system, a gradual increase in investment would allow for modest improvements in lifecycle management over time.

- Sanitary Sewer Network:
  - Expanding inflow and infiltration investigations and increasing enforcement of by-laws prohibiting illegal sump pump connections.
  - Beginning to address aging wet wells through scheduled rehabilitation, and planning for more timely replacement of pumps and chains before they fail

4.3.2. Sustainability and Feasibility of Proposed Service Levels

Of the three scenarios analyzed, Scenario 1 requires no tax increase, no water rate increase, and a conservative increase for sanitary rates. This approach is realistic as it allows the Township to continue with its current asset management practices without major tax or rate increases. Tax revenue would remain constant at $3.6 million, with water rates at $644 thousand, while sanitary rates would increase gradually from $527 thousand to $785 thousand. While this option may be feasible in the short term, it may not be sustainable in the long run due to increasing infrastructure demands, especially with aging assets and rising maintenance costs.

Based on these gradual proposed increases, while maintaining existing sustainable grant funding, the available capital funding over the next 10 years for Scenario 1 is indicated in the table below:

Source	Available Capital Funding									
	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Tax Revenue	$1.5m	$1.5m	$1.5m	$1.5m	$1.5m	$1.5m	$1.5m	$1.5m	$1.5m	$1.5m
Water Rates	$311k	$311k	$311k	$311k	$311k	$311k	$311k	$311k	$311k	$311k
Sanitary Rates	$85k	$100k	$115k	$130k	$146k	$162k	$179k	$196k	$214k	$232k

Table 6: Scenario 1 Available Capital Funding Over Next 10 Years

The above table accounts for both current and future expenditures in order to achieve and maintain the service level option. This requires a combination of capital spending and saving (i.e. reserves) to ensure future large expenditures can be financed.

4.3.3. Risk Analysis

Evaluating the risks associated with each service level option is essential for balancing infrastructure needs, financial sustainability, and community expectations. By identifying and assessing these risks, the Township can make informed decisions that support long-term service reliability.

Scenario 1 Risks

- Deferred Infrastructure Investment: Without increased funding, the Township risks delayed asset replacements and growing infrastructure backlogs, leading to more frequent failures, higher maintenance costs, and service disruptions.
- Regulatory Requirements: The Township could face challenges in meeting regulatory requirements due to insufficient funding for necessary future upgrades, posing risks for compliance.
- Financial Instability: Continued reliance on unpredictable funding sources such as grants or reserves introduces long-term uncertainty and may delay critical infrastructure projects.
- Future Demand: While the annual increases are the most manageable, it may not provide enough funding to meet future service demands. This scenario may be more acceptable in the short term, but could become unsustainable in the long run if infrastructure needs continue to rise.
- Volunteer Reliance: Relying on volunteers for building maintenance and program delivery poses a risk of inconsistent service levels, delays in essential upkeep, and challenges in sustaining long-term operations due to turnover or limited availability.

4.4. Scenario 2: Achieving 75% Funding in 15 Years

This scenario outlines a phased funding approach, with an annual tax increase of approximately 0.8%, along with 1.3% increases in water rates and 4.0% increases in sanitary rates, aiming to achieve 75% funding within 15 years. The approach represents a more moderate level of funding while still addressing infrastructure needs.

The following analysis considers the affordability, achievability, and associated risks of this scenario, evaluating how the proposed funding strategy aligns with both community expectations and long-term infrastructure sustainability.

4.4.1. Lifecycle Changes Required

Increasing capital investment to achieve 75% funding would improve the Township's ability to manage infrastructure, extending asset lifecycles and reducing the need for major repairs. For all asset categories, more funding would enable proactive maintenance, timely upgrades, and early replacements. This scenario would contribute to gradual improvements in infrastructure conditions and help reduce the existing backlog. Increased funding could help ensure that all bridges remain free of loading restrictions over the long term, minimizing the risk of future limitations caused by aging infrastructure or deferred rehabilitation. These improvements would support the Township's goal of enhancing infrastructure reliability and service delivery over the long term.

- Road Network
  - Begin to close the gap between current demand and the gravel-to-paved road program.
  - Maintain surface treatment cycles closer to 10-year targets.
- Bridges and Culverts
  - Better alignment with OSIM recommendations over time.
- Water Network
  - Expand the cathodic protection program to additional sections of the network.
- Sanitary Sewer Network
  - Plan for timely rehabilitation of critical wet wells and gradual replacement of vulnerable pumps and chains.
- Stormwater System
  - Begin replacing older infrastructure with updated designs in priority areas.
- Buildings
  - Reduce dependence on volunteer maintenance.
  - Begin extending service contracts to additional municipal buildings.
- Land Improvements
  - Begin more regular replacement of play structures and improve accessibility in select locations.

- Vehicles, Machinery & Equipment
  - Establish a more reliable replacement schedule for key Public Works vehicles.
  - Improve fire equipment replacement timelines, addressing PPE and airbag gaps more consistently.
- Addressing the Backlog
  - The Township would be able to begin addressing the infrastructure backlog steadily, though not as aggressively as under full funding. Some deferred needs may persist beyond the 15-year window

4.4.2. Sustainability and Feasibility of Proposed Service Levels

Of the three scenarios analyzed, Scenario 2 requires a moderate tax increase. Reaching 75% of full funding immediately would require an increase of 25.7% in tax revenue. This is not reasonable or realistic to achieve in a short period of time. With the recommended implementation timeframe of 15 years, tax revenue would be increased gradually from $3.6 million to $4.2 million, water revenue from $644 thousand to $781 thousand, and sanitary revenue from $527 thousand to $948 thousand.

Based on these gradual proposed increases, while maintaining existing sustainable grant funding, the available capital funding over the next 10 years for Scenario 2 is indicated in the table below:

Source	Available Capital Funding									
	2026	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**
Tax Revenue	$1.6m	$1.6m	$1.7m	$1.8m	$1.9m	$1.9m	$1.9m	$2.0m	$2.0m	$2.1m
Water Rates	$319k	$328k	$336k	$345k	$354k	$363k	$372k	$381k	$390k	$400k
Sanitary Rates	$92k	$114k	$137k	$161k	$185k	$211k	$237k	$265k	$294k	$324k

Table 7: Scenario 2 Available Capital Funding Over Next 10 Years

The above table accounts for both current and future expenditures in order to achieve and maintain the service level option. This requires a combination of capital spending and saving (i.e. reserves) to ensure future large expenditures can be financed.

4.4.3. Risk Analysis

Evaluating the risks associated with each service level option is essential for balancing infrastructure needs, financial sustainability, and community expectations. By identifying and assessing these risks, the Township can make informed decisions that support long-term service reliability.

Scenario 2 Risks

- Delayed Improvement: The municipality will not see significant improvements in asset conditions or service levels until 75% of full funding is reached after 15 years. However, gradual improvements will be made over time as funding increases.
- Infrastructure Backlog: Without immediate funding, there is a risk that the existing infrastructure backlog could continue to grow during the phase-in period, potentially leading to higher long-term costs and service disruptions.
- Resource Constraints: Implementing and maintaining this service level option may stretch the Township's operational capacity, particularly if there are limited resources or capacity to handle the expanded scope of work over the long term.
- Public Acceptance: While these increases are technically achievable, there’s a possibility that residents may not fully support sustained increases over the long term, especially given the preference formoderate tax rates and the general satisfaction with current services.

4.5. Scenario 3: Achieving Full Funding in 15 Years

This scenario outlines a phased funding approach, with an annual tax increase of approximately 2.1%, along with 2.5% increases in water rates and 5.1% increases in sanitary rates, aiming to achieve full funding within 15 years. The approach focuses on ensuring the Township can fully fund its infrastructure needs over a set period.

The following analysis considers the affordability, achievability, and associated risks of this scenario, evaluating how the proposed funding strategy aligns with both community expectations and long-term infrastructure sustainability.

4.5.1. Lifecycle Changes Required

Increasing capital investment to achieve full funding over 15 years would significantly improve the township's ability to manage its infrastructure assets. This phased approach would allow for incremental funding increases, enabling proactive maintenance, timely upgrades, and early replacements, which would reduce the need for emergency repairs and extend asset lifecycles. The following lifecycle activities would be undertaken:

- Road Network
  - Extend surface treatment cycles from 7 to 10 years.
  - Expand the gravel-to-paved road program, which currently falls short of demand
  - Improve lifecycle strategies for asphalt roads by implementing timely overlay schedules and reducing reliance on unpredictable grant funding.
- Bridges and Culverts
  - Conduct timely replacements rather than relying solely on minor and major rehabs.
- Water Network
  - Support key Master Plan objectives, including the expansion of storage capacity to accommodate growth.
  - Expansion of the cathodic protection program to more areas
- Sanitary Sewer Network
  - Expand inflow/infiltration investigations and enforce by-laws that prevent illegal sump pump connections.
  - Ensure timely rehabilitation of aging wet wells and replacement of pumps and chains before failure.
- Stormwater System
  - Replacement of aging stormwater infrastructure with systems designed to modern standards.
  - Expand the network in areas currently lacking proper discharge points, particularly in village centres.
- Buildings
  - Reduce dependence on overburdened volunteers for building maintenance.

- Extend service contracts to all municipal buildings and mitigate safety and liability risks.

- Land Improvements
  - Transition away from relying on volunteers for playground maintenance, field upkeep.
  - Regular play structure replacements and upgrades to meet accessibility standards.
- Vehicles, Machinery & Equipment
  - Implement a reliable replacement schedule for Public Works vehicles like snowplows, which are essential for service delivery.
  - Fire equipment could be replaced on a consistent cycle, addressing current gaps in PPE and airbag renewal.
- Addressing the backlog
  - The phased funding strategy would allow the Township to start addressing the infrastructure backlog immediately, gradually reducing it over the 15-year period.

4.5.2. Sustainability and Feasibility of Proposed Service Levels

Of the three scenarios analyzed, Scenario 3 requires the highest tax increase. Reaching full funding immediately would require an increase of 48.7% in tax revenue, 44.4% increase in water rates, and 110.7% increase in sanitary rates. This is not reasonable or realistic to achieve in a short period of time. With the recommended implementation timeframe of 15 years, tax revenue would be increased gradually from $3.6 million to $5.0 million, water revenue from $644 thousand to $932 thousand, and sanitary revenue from $527 thousand to $1.1 million.

Based on these gradual proposed increases, while maintaining existing sustainable grant funding, the available capital funding over the next 10 years for Scenario 3 is indicated in the table below:

Source	Available Capital Funding									
	2026	**2027**	**2028**	**2029**	**2030**	**2031**	**2032**	**2033**	**2034**	**2035**
Tax Revenue	$1.6m	$1.7m	$1.8m	$2.0m	$2.1m	$2.2m	$2.3m	$2.4m	$2.5m	$2.6m
Water Rates	$327k	$344k	$360k	$378k	$396k	$414k	$432k	$452k	$471k	$491k
Sanitary Rates	$98k	$126k	$156k	$187k	$220k	$254k	$290k	$328k	$368k	$410k

Table 8: Scenario 3 Available Capital Funding Over Next 10 Years

The above table accounts for both current and future expenditures in order to achieve and maintain the proposed levels of service. This requires a combination

of capital spending and saving (i.e. reserves) to ensure future large expenditures can be financed.

4.5.3. Risk Analysis

Evaluating the risks associated with each service level option is essential for balancing infrastructure needs, financial sustainability, and community expectations. By identifying and assessing these risks, the Township can make informed decisions that support long-term service reliability.

Scenario 3 Risks

- Delayed Improvement: The Township will not see significant improvements in asset conditions or service levels until full funding is reached after 15 years. However, gradual improvements will be made over time as funding increases.
- Infrastructure Backlog: Without immediate funding, there is a risk that the existing infrastructure backlog could continue to grow during the phase-in period, potentially leading to higher long-term costs and service disruptions.
- Resource Constraints: Implementing and maintaining this service level option may stretch the Township's operational capacity, particularly if there are limited resources or capacity to handle the expanded scope of work over the long term.
- Public Acceptance: While these increases are technically achievable, there’s a possibility that residents may not fully support sustained increases over the long term, especially given the preference for moderate tax rates and the general satisfaction with current services.

4.6. Proposed Levels of Service Analysis

4.6.1. Preferred Approach and Rationale

Scenario 2 was selected by the Township as the preferred approach across all asset categories, as it offers a practical, phased path to improved asset management while respecting the community's financial capacity. Although it does not fully eliminate the infrastructure funding gap, this strategy enables the Township to gradually scale up resources and reinvestment in a way that balances affordability with long-term sustainability. It supports informed decision-making, focuses resources on high-priority needs, and helps manage risk without placing undue strain on taxpayers.

To support this approach, the Township plans to supplement its annual reinvestment with non-sustainable revenue sources such as grants, reserves, and operating surpluses, particularly for larger capital projects. This provides additional flexibility during the 15-year phase-in period and helps address immediate infrastructure needs without requiring full cost recovery through tax and rate increases.

While formal public consultation was not undertaken as part of this plan, the selected scenario reflects the intent of Ontario Regulation 588/17 by considering the broader public interest, prioritizing reliable service delivery, risk management, and affordability. This funding strategy positions North Stormont to maintain essential service levels and work toward long-term financial resilience.

Categorical Analysis

5. Road Network

5.1. State of the Infrastructure

The road network is a critical component of the provision of safe and efficient transportation services and represents the highest value asset category in the Township's asset portfolio. It includes all municipally owned and maintained roadways in addition to supporting roadside infrastructure.

The following summarizes the state of the infrastructure for the road network, and the Township's ability to fund the proposed levels of service:

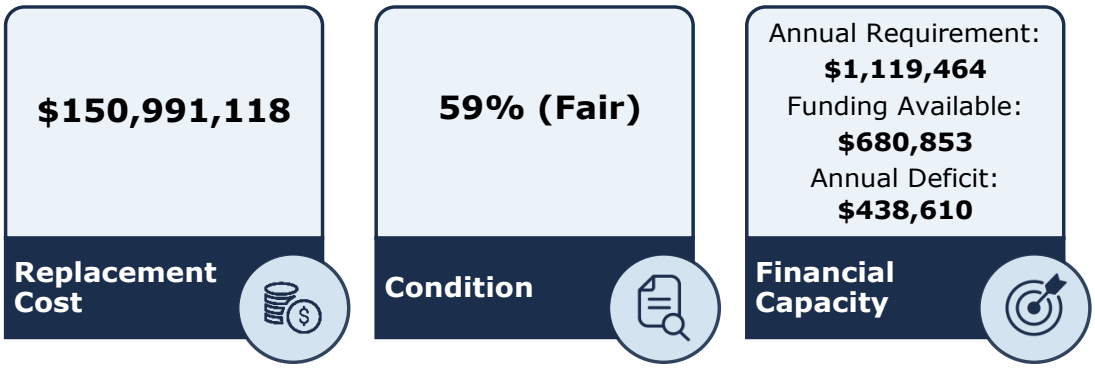


Figure 19: Road Network State of the Infrastructure

5.2. Inventory & Valuation

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Road Network inventory.

Segment	Quantity	Primary Replacement Cost Method	Replacement Cost
Asphalt Roads	37 km	CPI	$25,434,956
Gravel Roads	211 km	CPI	$74,545,319
Sidewalks	18 assets	CPI	$1,430,540
Streetlights	5 assets	CPI	$442,242
Surface Treated Roads	99 km	CPI	$49,138,062
Total			**$150,991,118**

Table 9: Road Network Inventory

The figure below displays the replacement cost of each asset segment in the Township's road inventory.

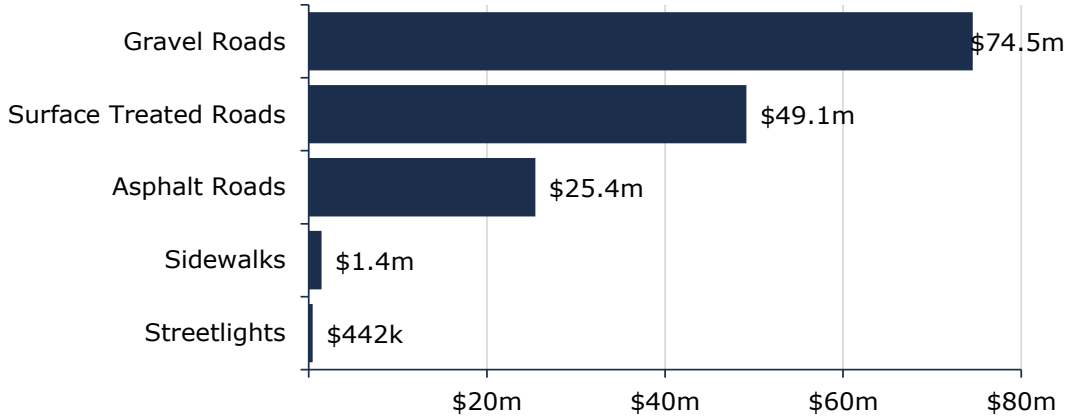


Figure 20: Road Network Replacement Value

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurate represent realistic capital requirements.

5.3. Asset Condition & Age

The graph below identifies the average age, and the estimated useful life for each asset segment[2]. It is all weighted by replacement cost.

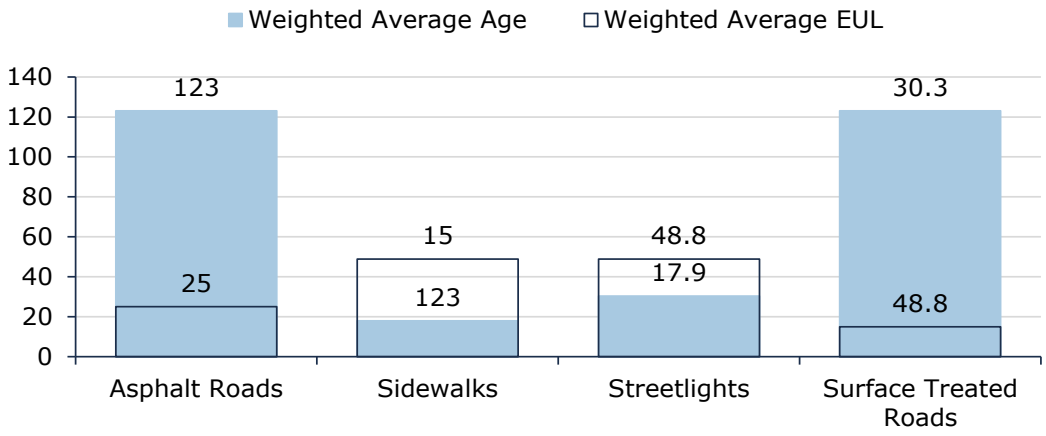


Figure 21: Road Network Average Age vs Average EUL

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

[2] Gravel roads undergo perpetual operating and maintenance activities. If maintained properly, they can theoretically have a limitless service life.

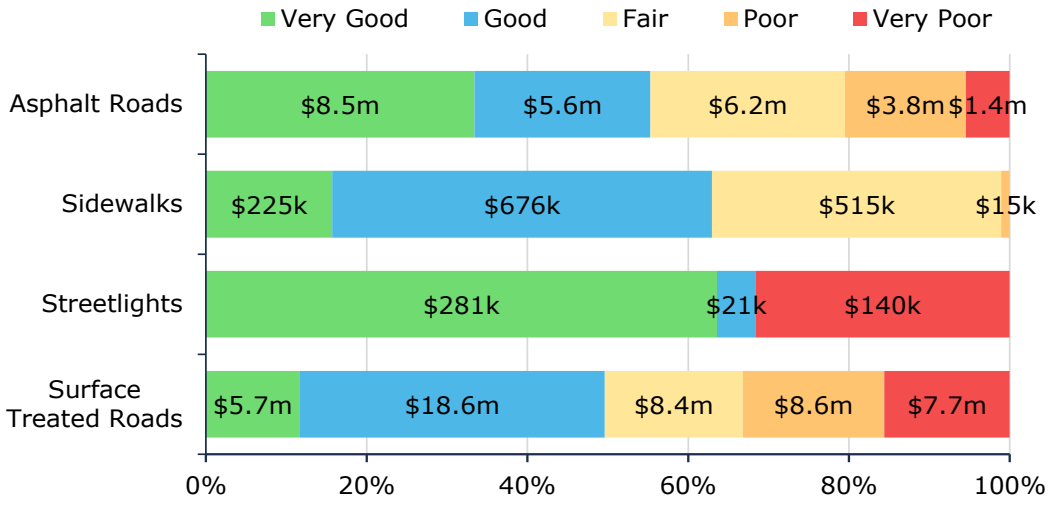


Figure 22: Road Network Condition Breakdown

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

5.3.1. Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The Township conducts comprehensive road needs assessments that serve to evaluate the current condition of road infrastructure, identify areas requiring maintenance or rehabilitation, and inform future investment decisions. Roads needs assessments aid the Township in efficiently allocating resources, optimizing maintenance schedules, and ensuring the continued safety and functionality of the transportation network.

5.4. Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment.

The following lifecycle strategies shown in the Figures below have been developed as a proactive approach to managing the lifecycle of municipally owned roads. Instead of allowing the roads to deteriorate until replacement is required, strategic rehabilitation is expected to extend the service life of roads at a lower total cost.

Maintenance

- Deficiency repairs as required from patrols for minimum maintenance standards such as patching, shoulder grading, etc.
- Winter control activities

Rehabilitation / Renewal / Replacement

- Road rehabilitation and replacement projects are planned and executed in alignment with underground utility rehabilitation or replacement initiatives, thereby reducing the overall expenditure
- Activities are conducted in response to immediate needs rather than as part of a proactive strategy, and are dependent on available funding

Pavement Condition Index scores, staff judgment, traffic loads, and opportunity to bundle projects help inform the optimal lifecycle intervention, ranging from pothole repairs to overlays and potential replacements. Lifecycle models used to estimate the savings to annual capital requirement are shown below in Figure 13 for Paved (LCB) roads, and Figure 14 for Asphalt (HCB) Roads.

HCB Roads		
Event Name	**Event Class**	**Event Trigger**
Routine Maintenance	Maintenance	Annual event
Overlay	Rehabilitation	Condition at 40%
Full Reconstruction	Replacement	Condition at 0%

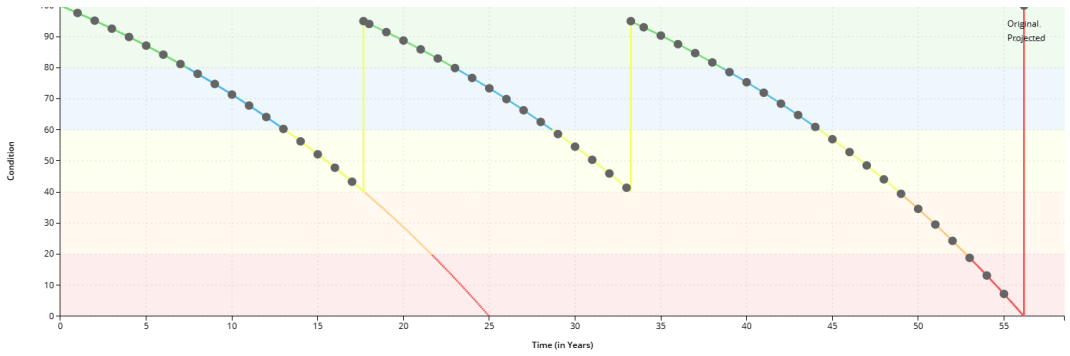


Figure 23: HCB Road Strategy

LCB Roads		
Event Description	**Event Class**	**Event Trigger**
Routine Maintenance	Maintenance	Annual event
Surface Treatment	Rehabilitation	Condition at 31 – 40%
Full Reconstruction	Replacement	Condition at 0 - 30%

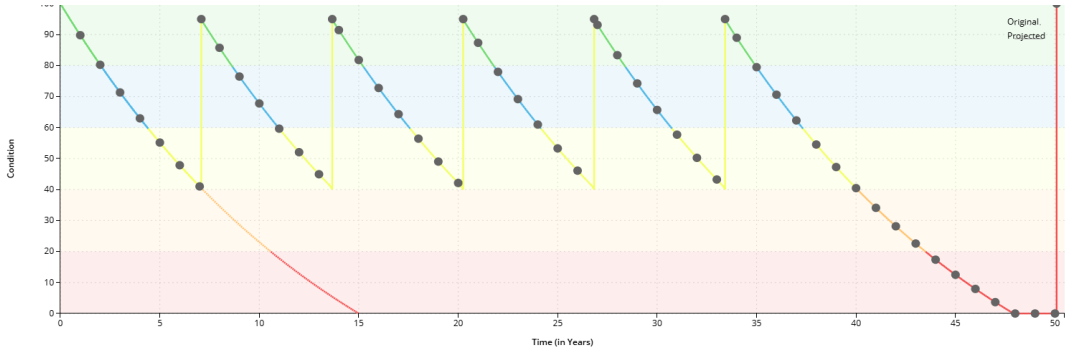


Figure 24: LCB Roads Strategy

5.5. Forecasted Capital Requirements

The Figure below illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township's Road Network. This analysis was run until 2058 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Township's primary asset management system and asset register. The Township's average annual requirements (red dotted line) total $1.5 million for all assets in the road network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) for the annual capital investment needed to maintain current levels of service.

The chart illustrates substantial capital needs through the forecast period. It also shows a backlog $437 thousand. These projections are based on asset replacement costs, age analysis, and condition data when available, as well as lifecycle modeling (roads only). They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

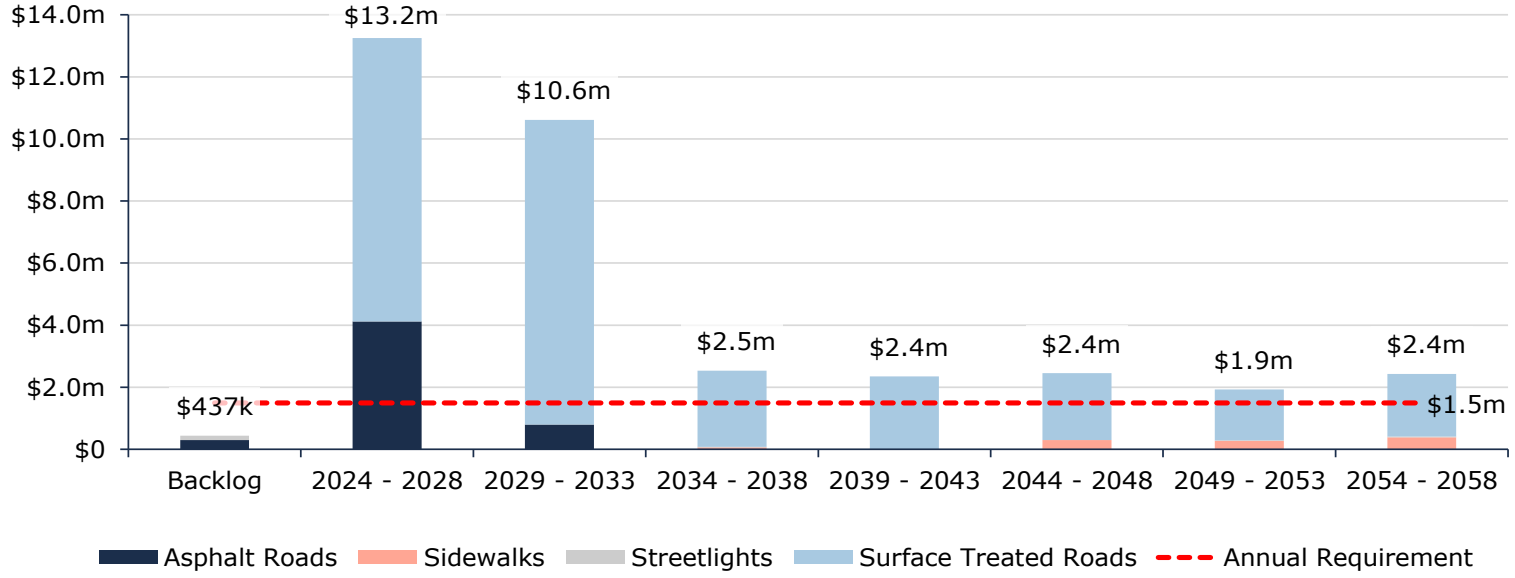


Figure 25: Road Network Forecasted Capital Replacement Requirements

The Table below summarizes the projected cost of lifecycle activities (rehabilitation and replacement) that may need to be undertaken over the next 10 years to support current levels of service. These projections are generated in Citywide and rely on the data available in the asset register. These projections can be different from actual capital forecasts. Consistent data updates, especially condition, will improve the alignment between the system-generated expenditure requirements, and the Township's capital expenditure forecasts.

Segment	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Asphalt Roads	$0	$0	$1.1m	$1.5m	$1.5m	$87k	$711k	$0	$0	$0
Sidewalks	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Streetlights	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Surface Treated Roads	$435k	$0	$105k	$482k	$8.1m	$316k	$8.1m	$968k	$99k	$316k
Total	**$435k**	**$0**	**$1.2m**	**$2.0m**	**$9.6m**	**$403k**	**$8.8m**	**$968k**	**$99k**	**$316k**

Table 10: Road Network System-generated 10-Year Capital Costs

5.6. Risk & Criticality

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix D: Risk Rating Criteria. for the criteria used to determine the risk rating of each asset.

1 - 4 Very Low	5 - 7 Low	8 - 9 Moderate	10 - 14 High	15 - 25 Very High
$3,857,301 (3%)	$13,513,186 (9%)	$26,335,612 (17%)	$69,055,973 (46%)	$38,229,046 (25%)

Figure 26: Road Network Risk Matrix

This is a high-level model developed by Township staff and it should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure. The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

5.6.1. Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Climate Change & Extreme Weather Events



Flooding and extreme weather events like increased freeze and thaw cycles can cause damage the Township's roads. Freezing rain followed by rapid freezing can cause ice to expand within cracks and potholes in the pavement, leading to further deterioration of road surfaces. This exacerbates existing pavement issues and accelerates the need for repairs or resurfacing.

5.7. Current Levels of Service

The following tables identify the Township's metrics to identify their current level of service for the Road Network.

5.7.1. Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the road network.

Service Attribute	Qualitative Description	Current LOS
Scope	Description, which may include maps, of the road network in the Township and its level of connectivity	See Appendix B.
Quality	Description or images that illustrate the different levels of road class pavement condition	See Figure 2 for the description of road condition

Table 11: Road Network Community Levels of Service

5.7.2. Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the road network.

Service Attribute	Technical Metric	Curent LOS
Scope	Lane-km of arterial roads (MMS classes 1 and 2) per land area in the municipality (km/km^2)	0 lane km/km^2
	Lane-km of collector roads (MMS classes 3 and 4) per land area in the municipality (km/km^2)	1.13 lane km/km^2
	Lane-km of local roads (MMS classes 5 and 6) per land area in the municipality (km/km^2)	0.21 lane km/km^2
Quality	Average pavement condition index for paved roads in the municipality	Good (67%)
	Average surface condition for unpaved roads in the municipality	Good (60%)
Performance	Current Capital Reinvestment Rate	0.45%

Table 12: Road Network Technical Levels of Service

5.8. Proposed Levels of Service

As per O. Reg. 588/17, by July 1, 2025, municipalities are required to consider proposed levels of service (PLOS), discuss the associated risks and long-term sustainability of these service levels, and explain the municipality's ability to afford the PLOS.

The tables and graphs below explain the proposed levels of service scenarios that were analyzed for the Road Network. Further PLOS analysis at the portfolio level can be found in Proposed Levels of Service Scenarios Section.

5.8.1. PLOS Scenarios Analyzed

Scenario	Description
Scenario 1: Maintaining Current Funding Level	This scenario assumes a stable funding level maintained at approximately 46.7%, with no phased tax increases over the projection period.
Scenario 2: Achieving 75% Funding in 15 Years	This scenario assumes a phased tax increase of approximately 0.8% annually, reaching 75% funding within 15 years
Scenario 3: Achieving Full Funding in 15 Years	This scenario assumes a phased tax increase of approximately 2.1% annually, reaching full funding within 15 years

Table 13: PLOS Scenarios Analyzed

5.8.2. PLOS Analysis Results

The following table compares three funding scenarios, illustrating how varying levels of capital investment impact asset condition, risk, and overall performance over time.

Scenario	Technical LOS Outcomes	Initial Value (2025)	10 Year Projection (2035)	25 Year Projection (2050)	Scenario Average
Scenario 1	Average Condition	56.98%	60.44%	61.18%	58.17%
	Average Asset Risk	9.26	8.81	8.97	9.1
	Average Annual Investment		$680,853		
	Capital re-investment rate		0.45%		
Scenario 2	Average Condition	56.98%	59.17%	62.13%	59.13%
	Average Asset Risk	9.26	9.09	8.83	8.98
	Average Annual Investment		$1,119,464		
	Capital re-investment rate		0.74%		
Scenario 3	Average Condition	56.98%	68.22%	65.34%	62.15%
	Average Asset Risk	9.26	7.54	8.33	8.45
	Average Annual Investment		$1,492,618		
	Capital re-investment rate		0.99%		

Table 14: Road Network pLOS Scenario Analysis

The following figure illustrates the projected condition of the asset category under each of the three investment level scenarios, demonstrating how varying reinvestment strategies impact overall asset condition over time.

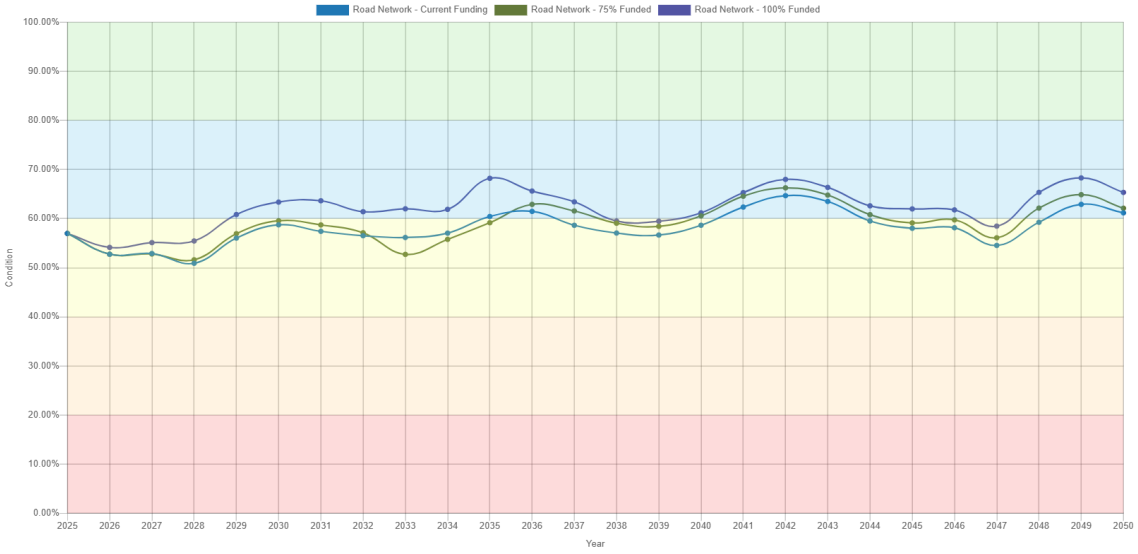


Figure 27: Road Network Scenario Comparison

6. Bridges & Culverts

6.1. State of the Infrastructure

Bridges and culverts (B&C) represent a critical portion of the transportation services provided to the community.

The following summarizes the state of the infrastructure for bridges & culverts, and the Township's ability to fund the proposed levels of service:

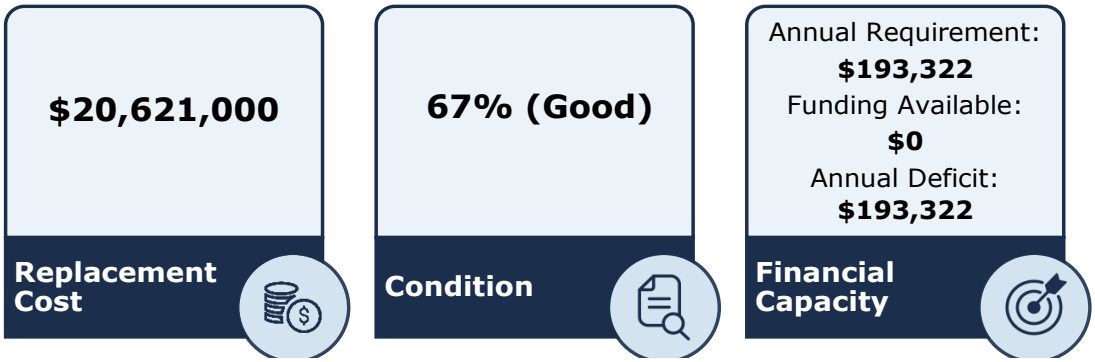


Figure 28: B&C State of the Infrastructure

6.2. Inventory & Valuation

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Bridges & Culverts inventory.

Segment	Quantity	Unit of Measure	Primary Replacement Cost Method	Replacement Cost
Bridges	20	Assets	User-Defined	$12,321,000
Culverts	20	Assets	User-Defined	$8,300,000
Total		**Assets**	**User-Defined**	**$20,621,000**

Table 15: B&C Inventory

The figure below displays the replacement cost of each asset segment in the Township's bridges and culverts inventory.

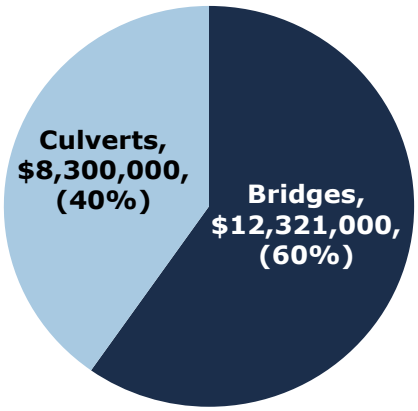


Figure 29: Bridges & Culverts Replacement Cost

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed. This can be included in the Ontario Structures Inspection Manual (OSIM) inspections as the replacement cost is part of the calculation for the bridge condition index (BCI).

6.3. Asset Condition & Age

The graph below identifies the average age and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

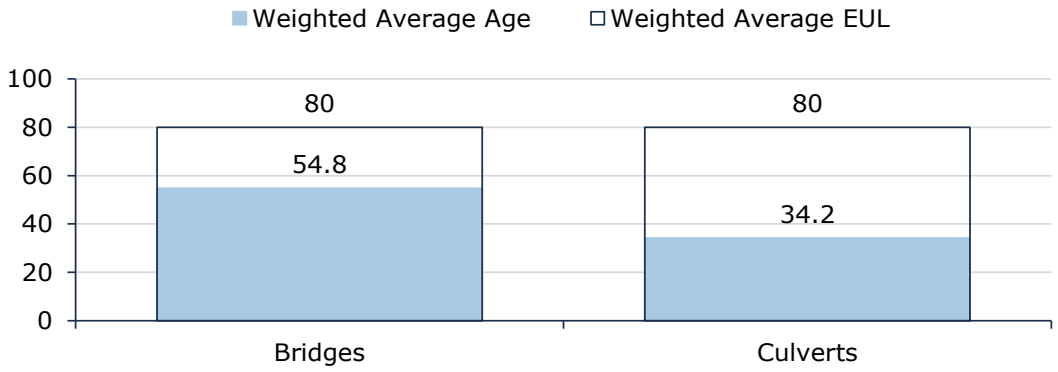


Figure 30: B&C Average Age vs Average EUL

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

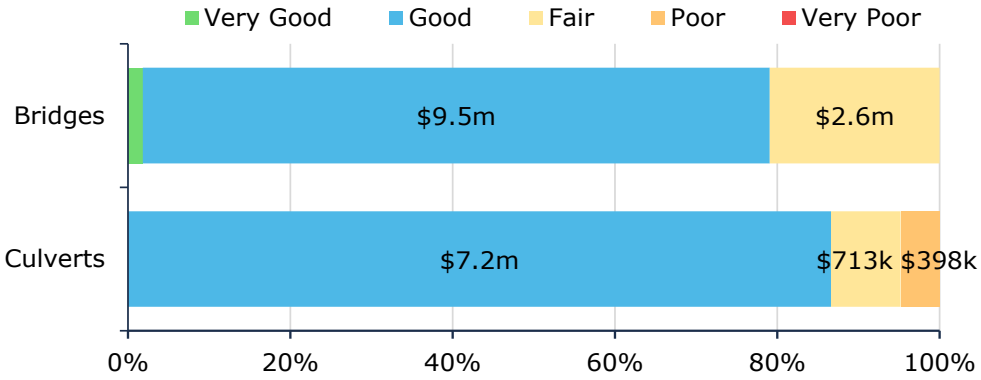


Figure 31: B&C Condition Breakdown

To ensure that the Township's bridges and culverts continue to provide an acceptable level of service, the staff should monitor the average condition of all assets. Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

6.3.1. Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. North Stormont's current approach is to assess the 20 bridges and 20 culverts every 2 years in accordance with the Ontario Structure Inspection Manual (OSIM). The most recent assessment was completed in 2023 by HP Engineering Inc.

6.4. Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The Figure below outlines North Stormont's current lifecycle management strategy.

Maintenance

- All lifecycle activities are driven by the results of mandated structural inspections competed according to the Ontario Structure Inspection Manual (OSIM)

Rehabilitation / Renewal / Replacement

- Rehabilitation activities are contingent upon the condition rating determined through the bi-annual condition survey
- Replacement occurs upon OSIM inspection recommendation and is subject to the availability of funding

Figure 32: B&C Current Lifecycle Strategy

6.5. Forecasted Capital Requirements

The Figure below illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Township's bridges and culverts. These projections are based on asset replacement costs, age analysis, and condition data. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

The following analysis was run until 2108, and the resulting graph identifies capital requirements over the next 85 years. North Stormont's average annual requirements (red dotted line) for bridges and culverts total $258 thousand. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) for the annual capital investment needed to maintain current levels of service.

OSIM condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including rehabilitation and replacement activities.

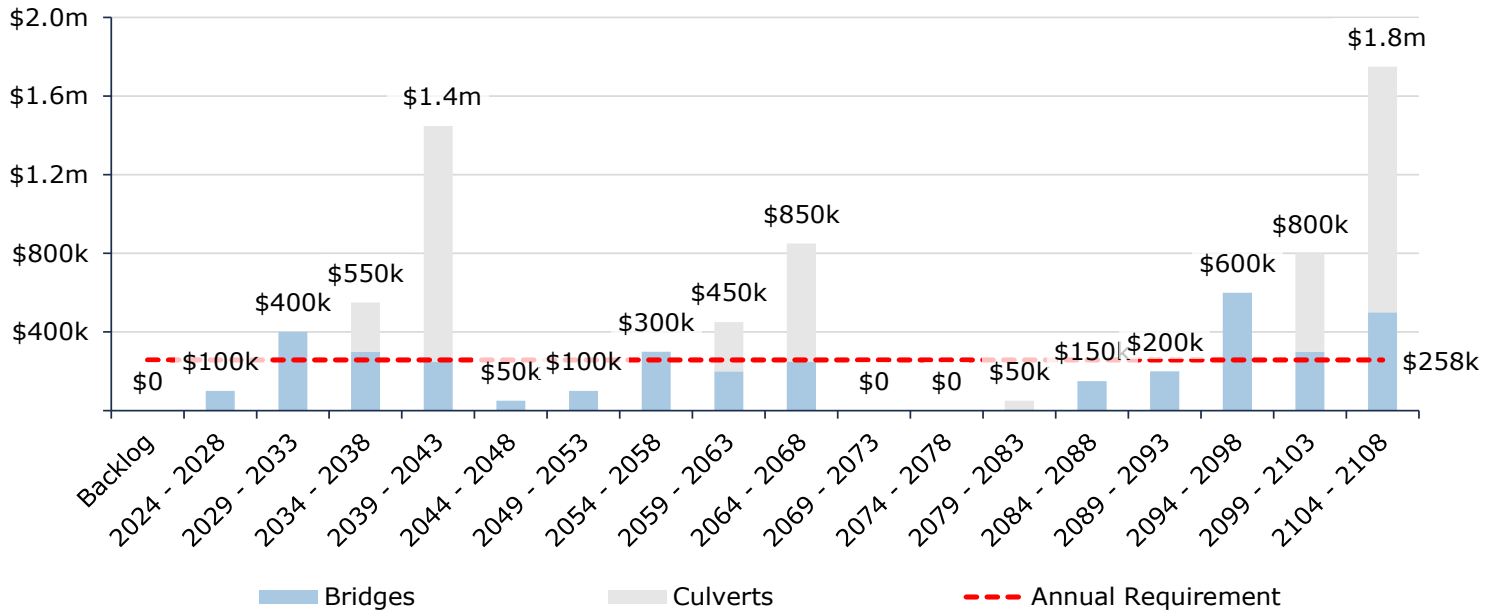


Figure 33: B&C Forecasted Capital Replacement Requirements

The Table below summarizes the projected cost of lifecycle activities (as previously described) that may need to be undertaken over the next 10 years to support current levels of service. These are represented at the major asset level.

Segment	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Bridges	$50k	$50k	$0	$0	$0	$50k	$0	$50k	$0	$300k
Culverts	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total	**$50k**	**$50k**	**$0**	**$0**	**$0**	**$50k**	**$0**	**$50k**	**$0**	**$300k**

Table 16: B&C System-generated 10-Year Capital Costs

These projections are generated in Citywide and rely on the data available in the asset register. Assessed condition data and replacement costs were used to assist in forecasting replacement needs for bridges and structural culverts.

6.6. Risk & Criticality

The risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix D: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

1 - 4	5 - 7	8 - 9	10 - 14	15 - 25
Very Low	**Low**	**Moderate**	**High**	**Very High**
$4,826,000	$8,447,000	$4,647,000	$1,672,000	$1,029,000
(23%)	(41%)	(23%)	(8%)	(5%)

Figure 34: B&C Risk Matrix

This is a high-level model developed by municipal staff and should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure. The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

6.6.1. Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Climate Change & Extreme Weather Events



The Township of North Stormont is located within a derecho-prone region. High winds from derechos can exert immense forces on bridge structures, potentially causing structural damage. This damage may include bending or twisting of bridge beams, fracture or failure of support columns, or displacement of bridge decks.

6.7. Current Levels of Service

The following tables identify the Township's metrics to identify their current level of service for the bridges and culverts.

6.7.1. Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by bridges and culverts.

Service Attribute	Qualitative Description	Current LOS
Scope	Description of the traffic that is supported by municipal bridges (e.g. heavy transport, motor, emergency vehicles, pedestrians, cyclists)	The municipal bridges support a diverse range of traffic, serving as crucial conduits not only within the Township but also for travel between other cities. They accommodate a wide array of vehicles, from large agricultural equipment and heavy transport vehicles to motor and emergency vehicles, as well as cyclists and pedestrians.
Quality	Description or images of the condition of bridges and culverts and how this would affect use of the bridges and culverts	See Appendix B.

Table 17: B&C Community Levels of Service

6.7.2. Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by bridges and culverts.

Service Attribute	Technical Metric	Current LOS
Scope	% of bridges in the Township with loading or dimensional restrictions	0%
Quality	Average bridge condition index value for bridges in the municipality	Good (66%)
	Average BCI value for culverts in the municipality	Good (68%)
Performance	Capital re-investment rate	0.0%

Table 18: B&C Technical Levels of Service

6.8. Proposed Levels of Service

As per O. Reg. 588/17, by July 1, 2025, municipalities are required to consider proposed levels of service (PLOS), discuss the associated risks and long-term sustainability of these service levels, and explain the municipality's ability to afford the PLOS.

The tables and graphs below explain the proposed levels of service scenarios that were analyzed for Bridges & Culverts. Further PLOS analysis at the portfolio level can be found in Proposed Levels of Service Scenarios Section.

6.8.1. PLOS Scenarios Analyzed

Scenario	Description
Scenario 1: Maintaining Current Funding Level	This scenario assumes a stable funding level maintained at approximately 46.7%, with no phased tax increases over the projection period.
Scenario 2: Achieving 75% Funding in 15 Years	This scenario assumes a phased tax increase of approximately 0.8% annually, reaching 75% funding within 15 years
Scenario 3: Achieving Full Funding in 15 Years	This scenario assumes a phased tax increase of approximately 2.1% annually, reaching full funding within 15 years

Table 19: PLOS Scenarios Analyzed

6.8.2. PLOS Analysis Results

The following table compares three funding scenarios, illustrating how varying levels of capital investment impact asset condition, risk, and overall performance over time.

Scenario	Technical LOS Outcomes	Initial Value (2025)	10 Year Projection (2035)	25 Year Projection (2050)	Scenario Average
Scenario 1	Average Condition	64.56%	53.24%	36.43%	25.52%
	Average Asset Risk	6.49	8.58	10.3	11.84
	Average Annual Investment	$0			
	Capital re-investment rate	0.00%			
Scenario 2	Average Condition	64.56%	55.68%	49.82%	46.52%
	Average Asset Risk	6.49	8.31	8.19	8.65
	Average Annual Investment	$193,322			
	Capital re-investment rate	0.94%			
Scenario 3	Average Condition	64.56%	59.28%	70.44%	62.28%
	Average Asset Risk	6.49	8.03	5.64	7.04
	Average Annual Investment	$257,763			
	Capital re-investment rate	1.25%			

Table 20: Bridges & Culverts pLOS Scenario Analysis

The following figure illustrates the projected condition of the asset category under each of the three investment level scenarios, demonstrating how varying reinvestment strategies impact overall asset condition over time.

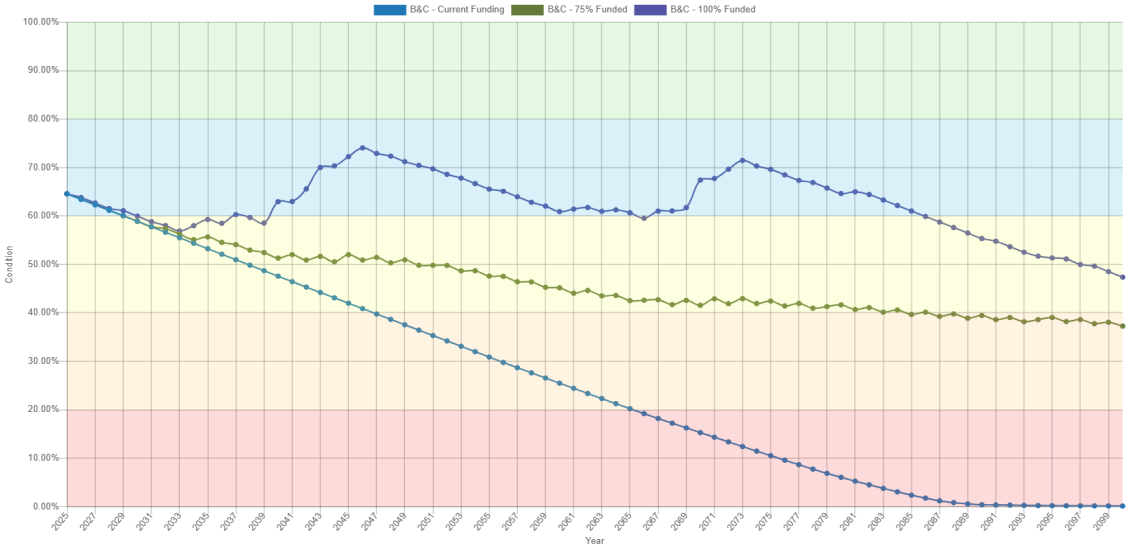


Figure 35: Bridges & Culverts Scenario Comparison

7. Water Network

7.1. State of the Infrastructure

The Urban Settlement Areas of Crysler, Finch, and Moose Creek in the Township of North Stormont receive water services, which are managed and maintained through a partnership with the Ontario Clean Water Agency (OCWA).

The following summarizes the state of the infrastructure for the water network, and the Township's ability to fund the proposed levels of service:

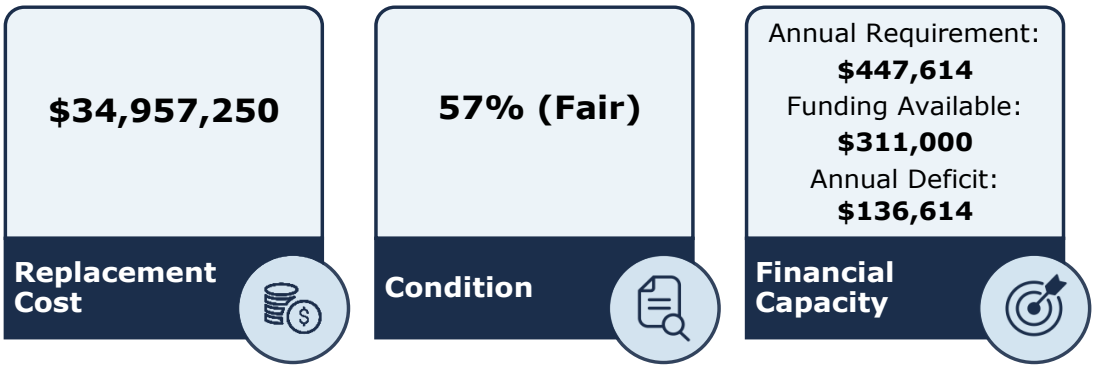


Figure 36: Water Network State of the Infrastructure

7.2. Inventory & Valuation

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment for the Township's Water Network.

Segment	Quantity	Unit of Measure	Primary Replacement Cost Method	Replacement Cost
Fire Hydrants	190	Quantity	CPI	$1,581,462
Machinery & Equipment	6	Quantity	User-Defined	$141,828
Water Lines	29	Length (km)	CPI	$21,280,255
Water Towers	3	Quantity	CPI	$10,366,632
Water Valves	415	Quantity	User-Defined	$1,587,072
Total				**$34,957,250**

Table 21: Water Network Inventory

The graph below displays the total replacement cost of each asset segment in North Stormont's water network inventory.

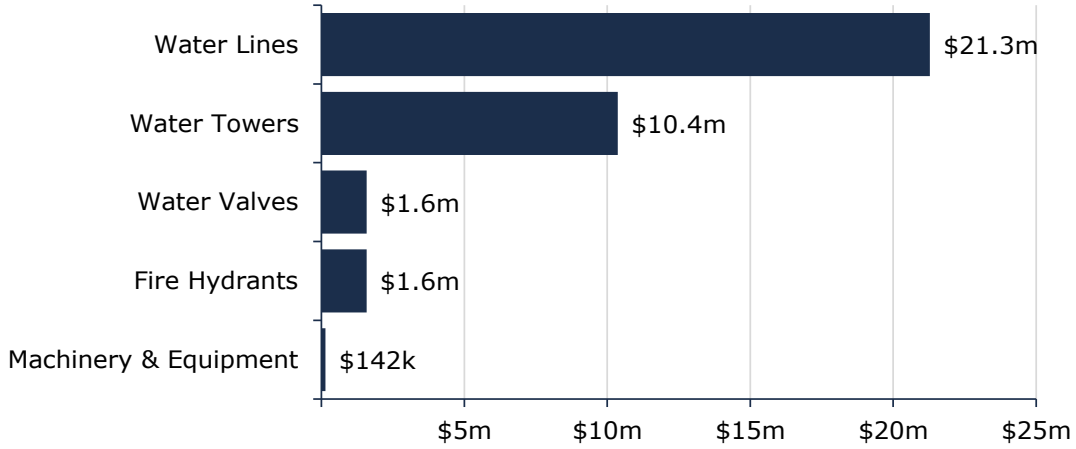


Figure 37: Water Network Replacement costs

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurate represent realistic capital requirements.

7.3. Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

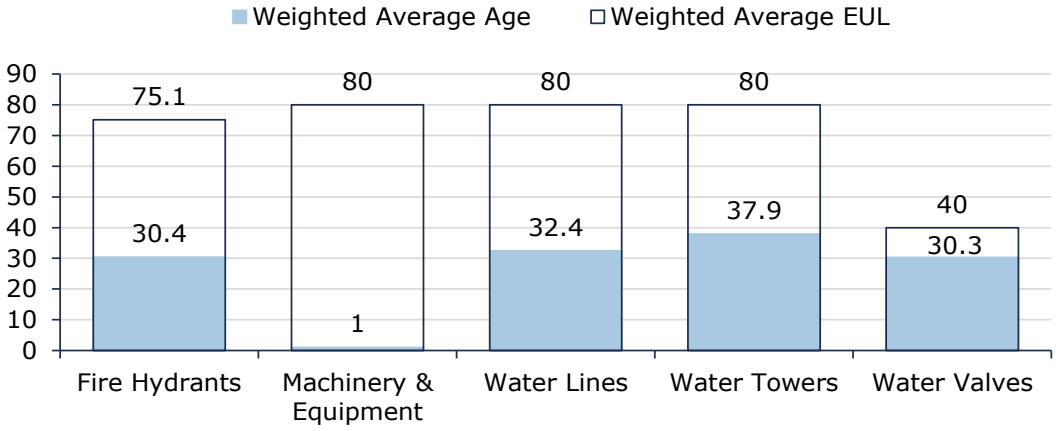


Figure 38: Water Network Average Age vs Average EUL

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.

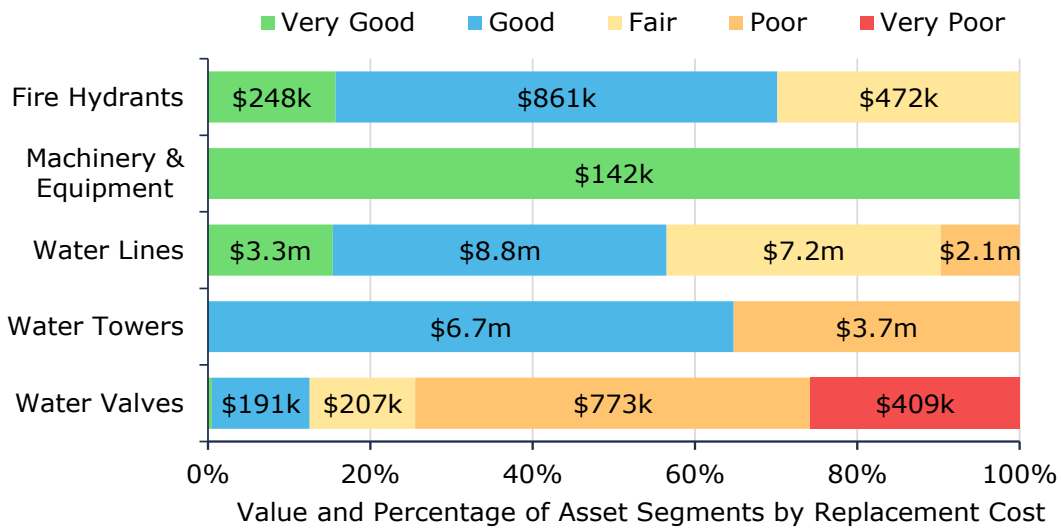


Figure 39: Water Network Condition Breakdown

To ensure that the municipal water network continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the water network.

Each asset's estimated useful life should also be reviewed to determine whether adjustments need to be made to better align with the observed service life.

7.3.1. Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The Township employs an annual CCTV inspection strategy for its underground infrastructure, rotating inspection locations throughout the township each year. Depending on findings and priorities, the extent of inspection coverage may vary from year to year, with more focus on critical areas or those with known issues. Data collected from CCTV inspections are analyzed to assess pipe condition, identify defects, and prioritize maintenance actions, ultimately optimizing asset performance and maximizing infrastructure lifespan.

7.4. Lifecycle Management Strategy

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township's current lifecycle management strategy.

Maintenance / Rehabilitation / Replacement

- Annual inspections of fire hydrants are conducted collaboratively by OCWA and the township, with flow testing occurring twice a year in spring and fall to ensure functionality and identify any potential issues for proactive maintenance.
- Regular inspections of water mains are carried out jointly by OCWA and the Township, with preventative maintenance performed based on manufacturer recommendations.
- Replacement activities are determined through analysis of breakdown rates and issues identified during maintenance, ensuring timely and cost-effective replacements.
- Renewal and replacement activities are guided by lifecycle analysis and align with the asset management plan's recommendations.
- Repairs are promptly addressed reactively in response to complaints, prioritizing service reliability and addressing community concerns.

Figure 40: Water Network Current Lifecycle Strategy

7.5. Forecasted Capital Requirements

The annual capital requirement represents the average amount per year that North Stormont should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 65 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average capital requirement of $597 thousand. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) for the annual capital investment needed to maintain current levels of service.

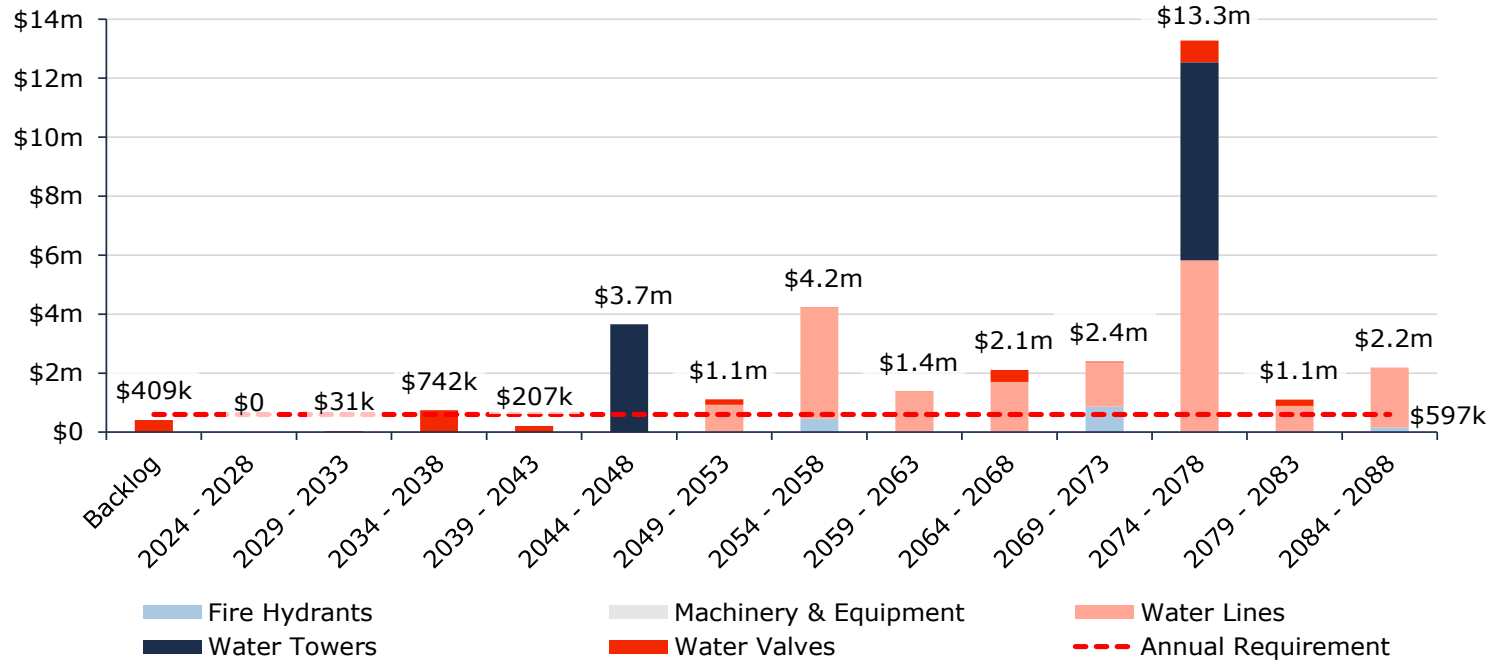


Figure 41: Water Network Forecasted Capital Replacement Requirements

The table below summarizes the projected cost of lifecycle activities (capital activities only) that may need to be undertaken over the next 10 years to support current levels of service.

Segment	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Fire Hydrants	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Machinery & Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Lines	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Towers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Water Valves	$0	$0	$0	$0	$0	$0	$0	$0	$0	$31k
Total	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$31k**

Table 22: Water Network System-Generated 10-Year Capital Costs

These projections are generated in Citywide and rely on the data available in the asset register. Assessed condition data, age-based condition data and replacement costs were used to assist in forecasting replacement needs for water network assets.

7.6. Risk & Criticality

The risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix D: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

1 - 4 Very Low	5 - 7 Low	8 - 9 Moderate	10 - 14 High	15 - 25 Very High
$10,175,766 (29%)	$10,084,411 (29%)	$3,865,967 (11%)	$7,177,634 (21%)	$3,653,472 (10%)

Figure 42: Water Network Risk Matrix

This is a high-level model that has been developed based on information currently available and should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure. The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

7.7. Current Levels of Service

The following tables identify the Township's metrics to identify their current level of service for the Water Network.

7.7.1. Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the water network.

Service Attribute	Qualitative Description	Current LOS
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system	In the Township of North Stormont, the Urban Settlement Areas of Crysler, Finch, and Moose Creek are integrated into the municipal water system, encompassing approximately 18% of the population. See Appendix B.
Reliability	Description of boil water advisories and service interruptions	No boil water advisories were issued during the reporting period.

Table 23: Water Network Community Levels of Service

7.7.2. Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the water network.

Service Attribute	Technical Metric	Current LOS
Scope	% of properties connected to the municipal water system	18%
	% of properties where fire flow is available	18%
Reliability	# of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system	0 : 525
	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system	0 : 525
	Average Condition Rating	Fair (57%)
Performance	Capital re-investment rate	0.89%

Table 24: Water Network Technical Levels of Service

7.8. Proposed Levels of Service

As per O. Reg. 588/17, by July 1, 2025, municipalities are required to consider proposed levels of service (PLOS), discuss the associated risks and long-term sustainability of these service levels, and explain the municipality's ability to afford the PLOS.

The tables and graphs below explain the proposed levels of service scenarios that were analyzed for the Water Network. Further PLOS analysis at the portfolio level can be found in Proposed Levels of Service Scenarios Section.

7.8.1. PLOS Scenarios Analyzed

Scenario	Description
Scenario 1: Maintaining Current Funding Level	This scenario assumes a stable funding level maintained at approximately 52.1%, with no phased rate increases over the projection period.
Scenario 2: Achieving 75% Funding in 15 Years	This scenario assumes a phased rate increase of approximately 1.3% annually, reaching 75% funding within 15 years
Scenario 3: Achieving Full Funding in 15 Years	This scenario assumes a phased rate increase of approximately 2.5% annually, reaching full funding within 15 years

Table 25: PLOS Scenarios Analyzed

7.8.2. PLOS Analysis Results

The following table presents the outcomes for three funding scenarios, illustrating how varying levels of capital investment impact asset condition, risk, and overall performance over time.

Scenario	Technical LOS Outcomes	Initial Value (2025)	10 Year Projection (2035)	25 Year Projection (2050)	Scenario Average
Scenario 1	Average Condition	55.71%	47.82%	42.13%	39.02%
	Average Asset Risk	7.92	10.00	11.00	11.28
	Average Annual Investment		$311,000		
	Capital re-investment rate		0.89%		
Scenario 2	Average Condition	55.71%	47.82%	45.64%	46.08%
	Average Asset Risk	7.92	10.00	10.65	10.55
	Average Annual Investment		$447,614		
	Capital re-investment rate		1.28%		
Scenario 3	Average Condition	55.71%	47.82%	53.96%	54.21%
	Average Asset Risk	7.92	10.00	8.64	8.86
	Average Annual Investment		$594,818		
	Capital re-investment rate		1.71%		

Table 26: Water Network pLOS Scenario Analysis

The following figure illustrates the projected condition of the asset category under each of the three investment level scenarios, demonstrating how varying reinvestment strategies impact overall asset condition over time.

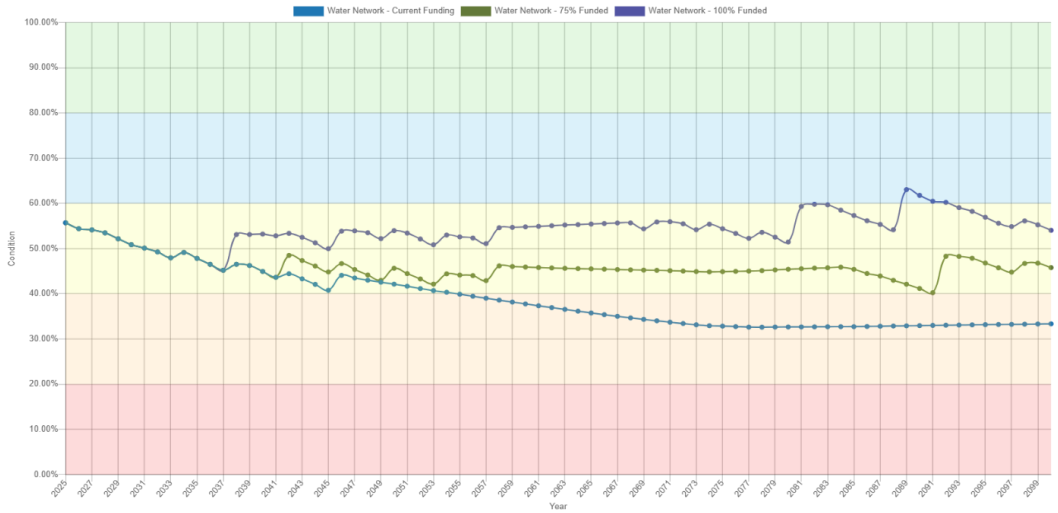


Figure 43: Water Network Scenario Comparison

8. Sanitary Sewer Network

8.1. State of the Infrastructure

The Urban Settlement Areas of Crysler, Finch, and Moose Creek in the Township of North Stormont receive sanitary services, which are managed and maintained through a partnership with the Ontario Clean Water Agency (OCWA). The Township operates two treatment facilities located in Moose Creek and Crysler, both of which are lagoon systems. Wastewater from Finch is transported to the Crysler facility through a forced main pipeline.

The following summarizes the state of the infrastructure for the sanitary sewer network, and the Township's ability to fund the proposed levels of service:

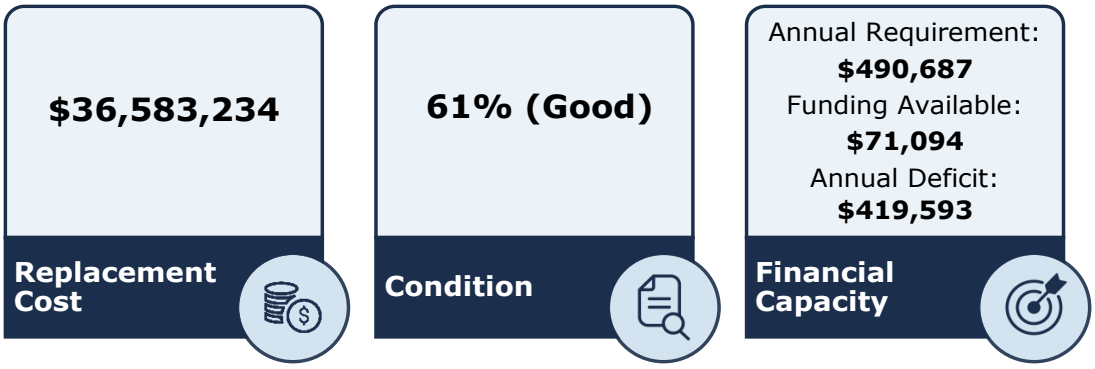


Figure 44: Sanitary Sewer Network State of the Infrastructure

8.2. Inventory & Valuation

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment for the Township's Sanitary Network.

Segment	Quantity	Unit of Measure	Primary Replacement Cost Method	Replacement Cost
Sewage Treatment	5	Quantity	CPI	$7,159,097
Sewer Lines	32	Length (km)	CPI	$29,424,137
Total				**$36,583,234**

Table 27: Sanitary Sewer Network Inventory

The graph below displays the total replacement cost of each asset segment in North Stormont's Sanitary Network inventory.

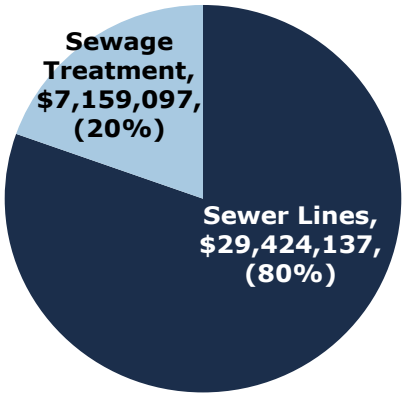


Figure 45: Sanitary Network Replacement Cost

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurate represent realistic capital requirements.

8.3. Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

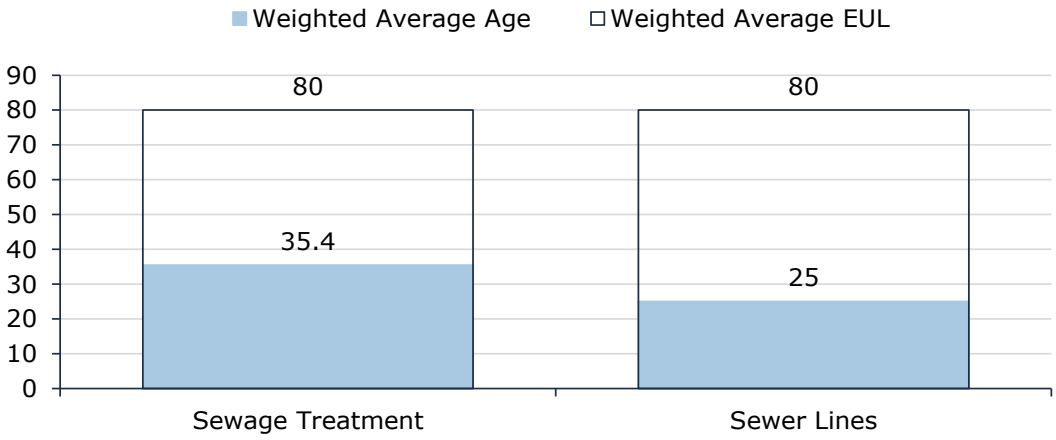


Figure 46: Sanitary Network Average Age vs Average EUL

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.

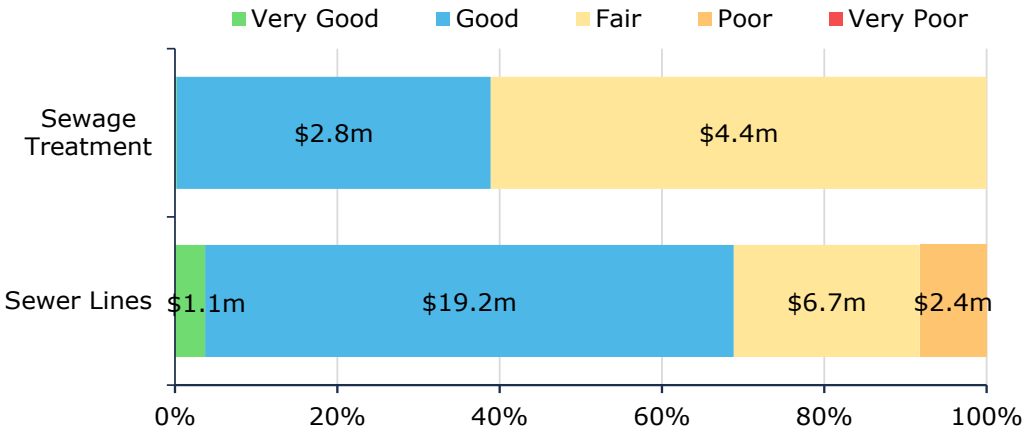


Figure 47: Sanitary Network Condition Breakdown

To ensure that the municipal Sanitary Network continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the sanitary sewer network.

Each asset's estimated useful life should also be reviewed to determine whether adjustments need to be made to better align with the observed service life.

8.3.1. Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The Township employs an annual CCTV inspection strategy for its underground infrastructure, rotating inspection locations throughout the township each year. Depending on findings and priorities, the extent of inspection coverage may vary from year to year, with more focus on critical areas or those with known issues. Data collected from CCTV inspections are analyzed to assess pipe condition, identify defects, and prioritize maintenance actions, ultimately optimizing asset performance and maximizing infrastructure lifespan.

8.4. Lifecycle Management Strategy

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township's current lifecycle management strategy.

Maintenance / Rehabilitation / Replacement

- Cleaning and flushing of collection systems is performed annually to remove debris, sediment, and other accumulations that can impair flow and lead to blockages or backups. This maintenance activity minimizes the risk of service disruptions.
- Regular inspections of sanitary mains are conducted, involving visual assessments of the condition of the mains, including the detection of structural defects, leaks, or other issues that may compromise system integrity.
- Inspections and cleaning and flushing activities are typically carried out through a partnership between the Township and OCWA, leveraging the expertise and resources of both entities.
- Replacement activities are identified based on an analysis of breakdown rates as well as any issues identified during regular maintenance activities

Figure 48: Sanitary Network Current Lifecycle Strategy

8.5. Forecasted Capital Requirements

The annual capital requirement represents the average amount per year that North Stormont should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 55 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average capital requirements at $654 thousand. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) for the annual capital investment needed to maintain current levels of service.

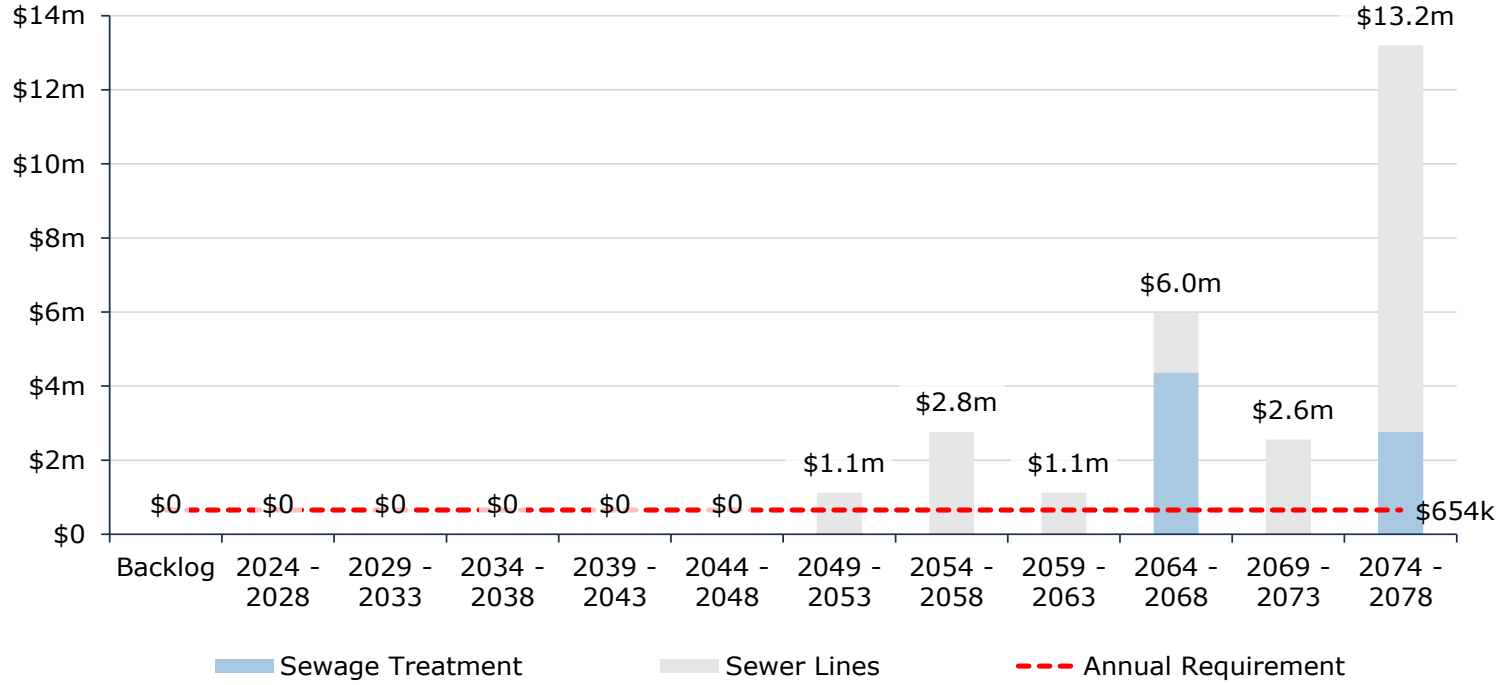


Figure 49 Sanitary Network Forecasted Capital Replacement Requirements

The Table below summarizes the projected cost of lifecycle activities (capital activities only) that may need to be undertaken over the next 10 years to support current levels of service.

Segment	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Sewage Treatment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Lines	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Table 28: Sanitary Network System-Generated 10-Year Capital Costs

These projections are generated in Citywide and rely on the data available in the asset register. Assessed condition data and replacement costs were used to assist in forecasting replacement needs for sanitary network assets.

8.6. Risk & Criticality

The risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix D: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

1 - 4 Very Low	5 - 7 Low	8 - 9 Moderate	10 - 14 High	15 - 25 Very High
$14,733,303 (40%)	$10,186,594 (28%)	$5,905,855 (16%)	$5,757,482 (16%)	- (0%)

Figure 50: Sanitary Network Risk Matrix

This is a high-level model that has been developed based on information currently available and should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure. The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

8.6.1. Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Aging Infrastructure



The aging of the Moose Creek Lagoon has led to a notable rise in operating and maintenance costs for the Township. Given the critical role of these lagoons in wastewater treatment, the Township recognizes the urgency of addressing this issue. Efforts are underway to secure funding for the replacement of the aging lagoon infrastructure, aiming to improve operational efficiency, ensure regulatory compliance, and mitigate financial risks associated with ongoing maintenance and potential environmental impact.

Growth



The Township is expected to experience low-moderate growth. Expected population growth will increase the demand on sanitary services, specifically the Moose Creek lagoon. As the population continues to grow, the Township must prioritize expanding its capacity to serve a larger population. Staff are working towards developing a comprehensive long-term capital plan with considerations for growth.

8.7. Current Levels of Service

The following tables identify the Township's metrics to identify their current level of service for the Sanitary Network.

8.7.1. Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the Sanitary Network.

Service Attribute	Qualitative Description	Current LOS
Scope	Description, which may include maps, areas of the municipality that are connected to the municipal wastewater system	The Urban Settlement Areas of Crysler, Finch, and Moose Creek in the Township of North Stormont receive sanitary services. See Appendix B.
Reliability	Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes.	The Township does not own any combined sewers.
	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches.	
	Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes.	Stormwater can enter into sanitary sewers due to cracks in sanitary mains or through indirect connections (e.g. weeping tiles). In the case of heavy rainfall events, sanitary sewers may experience a volume of water and sewage that exceeds its designed capacity. In some cases, this can cause water and/or sewage to overflow backup into homes. The disconnection of weeping tiles from sanitary mains and the use of sump pumps and pits directing storm water to the storm drain system can help to reduce the chance of overflow.
	Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid stormwater infiltration	The municipality adheres to specific design standards that incorporate appropriate overflows when constructing or replacing sanitary sewers. These standards have been determined with consideration of the minimization of sewage overflows and backups.
	Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system.	Effluent refers to water pollution that is discharged from a wastewater treatment plant, and may include suspended solids, total phosphorous and biological oxygen demand. The Environmental Compliance Approval (ECA) identifies the effluent criteria for municipal wastewater treatment plants.

Table 29: Sanitary Network Community Levels of Service

8.7.2. Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Sanitary Network.

Service Attribute	Technical Metric	Current LOS (2023)
Scope	% of properties connected to the municipal wastewater systems	18%
Reliability	# of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system	NA
	# of connection-days per year with sanitary main backups compared to the total number of properties connected to the municipal wastewater system	0 : 525
	# of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system	0 : 525
	Average Condition Rating	Good (61%)
Performance	Capital re-investment rate	0.19%

Table 30: Sanitary Network Technical Levels of Service

8.8. Proposed Levels of Service

As per O. Reg. 588/17, by July 1, 2025, municipalities are required to consider proposed levels of service (PLOS), discuss the associated risks and long-term sustainability of these service levels, and explain the municipality's ability to afford the PLOS.

The tables and graphs below explain the proposed levels of service scenarios that were analyzed for the Sanitary Network. Further PLOS analysis at the portfolio level can be found in Proposed Levels of Service Scenarios Section.

8.8.1. PLOS Scenarios Analyzed

Scenario	Description
Scenario 1: Achieving 50% Funding in 15 Years	This scenario assumes a phased rate increase of approximately 2.7% annually, reaching 50% funding within 15 years
Scenario 2: Achieving 75% Funding in 15 Years	This scenario assumes a phased rate increase of approximately 4.0% annually, reaching 75% funding within 15 years
Scenario 3: Achieving Full Funding in 15 Years	This scenario assumes a phased rate increase of approximately 5.1% annually, reaching full funding within 15 years

Table 31: PLOS Scenarios Analyzed

8.8.2. PLOS Analysis Results

The following table presents the outcomes for three funding scenarios, illustrating how varying levels of capital investment impact asset condition, risk, and overall performance over time.

Scenario	Technical LOS Outcomes	Initial Value (2025)	10 Year Projection (2035)	25 Year Projection (2050)	Scenario Average
Scenario 1	Average Condition	60.22%	49.73%	33.99%	29.10%
	Average Asset Risk	7.27	9.18	11.72	11.76
	Average Annual Investment		$327,125		
	Capital re-investment rate		0.89%		
Scenario 2	Average Condition	60.22%	49.73%	40.87%	46.90%
	Average Asset Risk	7.27	9.18	10.01	9.11
	Average Annual Investment		$490,687		
	Capital re-investment rate		1.34%		
Scenario 3	Average Condition	60.22%	49.73%	40.87%	50.83%
	Average Asset Risk	7.27	9.18	10.01	8.61
	Average Annual Investment		$654,249		
	Capital re-investment rate		1.79%		

Table 32: Sanitary Network pLOS Scenario Analysis

The following figure illustrates the projected condition of the asset category under each of the three investment level scenarios, demonstrating how varying reinvestment strategies impact overall asset condition over time.

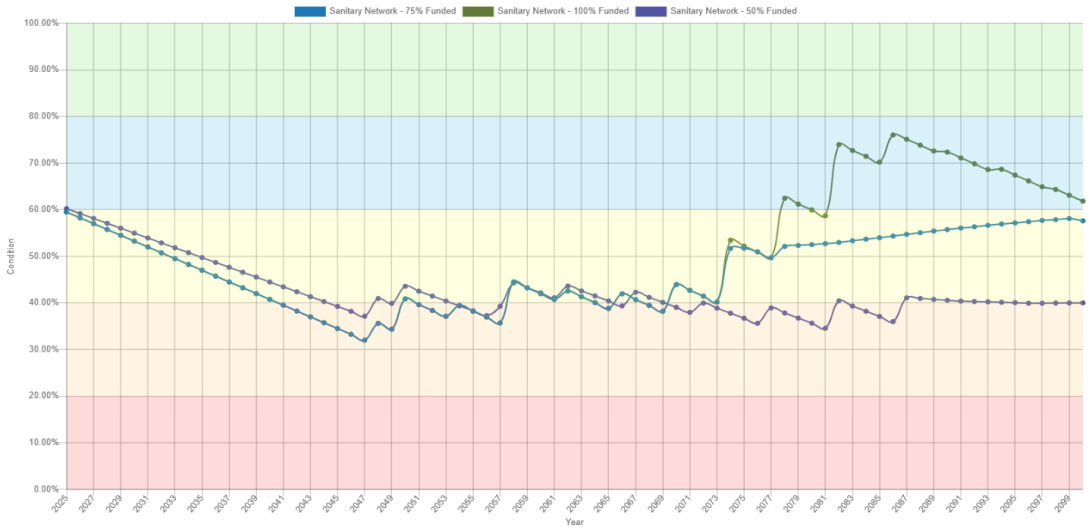


Figure 51: Sanitary Network Scenario Comparison

9. Storm Network

9.1. State of the Infrastructure

The Township is responsible for owning and maintaining a storm water network of 13km of storm sewer lines, storm culverts, catch basins, manholes and ditch inlets. This infrastructure is typically located within the Urban Settlement Areas of Crysler, Finch, Berwick, Avonmore, Monkland and Moose Creek.

The following summarizes the state of the infrastructure for the storm network, and the Township's ability to fund the proposed levels of service:

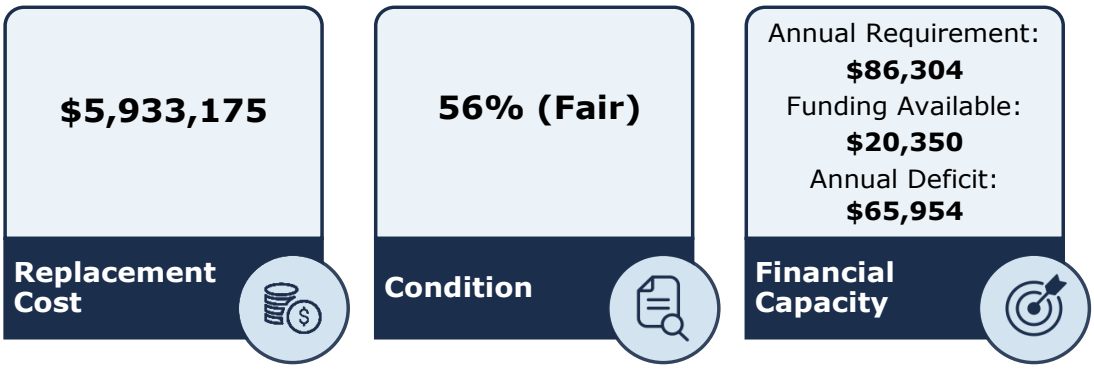


Figure 52: Storm Network State of the Infrastructure

9.2. Inventory & Valuation

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment for the Township's Storm Network.

Segment	Quantity	Unit of Measure	Primary Replacement Cost Method	Replacement Cost
Catchbasins	355	Quantity	CPI	$341,155
Culverts	6.3	Length	User-Defined	$1,189,463
Ditch Inlets	26	Quantity	CPI	$37,466
Manholes	55	Quantity	CPI	$48,590
Sewer Lines	13.1	Length	CPI	$4,316,501
Total				**$5,933,175**

Table 33: Storm Network Inventory

The graph below displays the total replacement cost of each asset segment in North Stormont's Storm Network inventory.

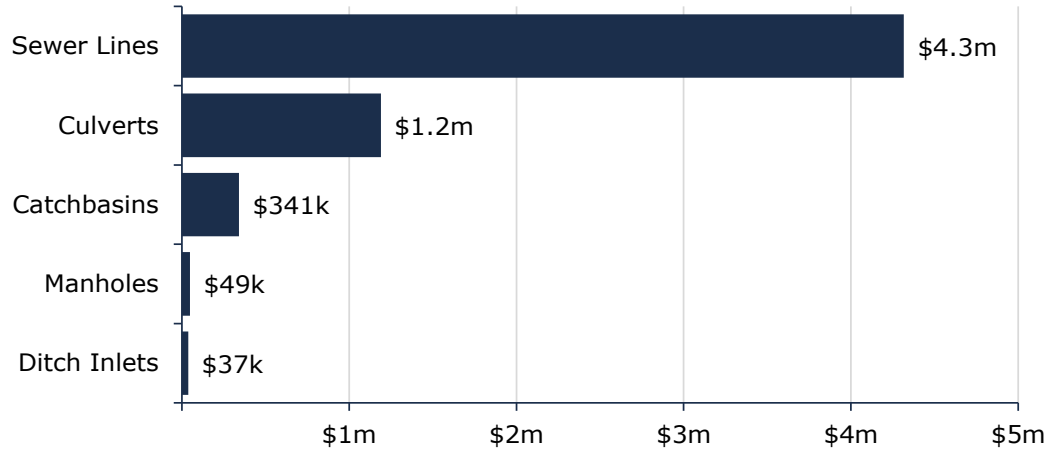


Figure 53: Storm Network Replacement Cost

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurate represent realistic capital requirements.

9.3. Asset Condition & Age

The table below identifies the current average condition, the average age, and the estimated useful life for each asset segment. The average condition (%) is a weighted value based on replacement cost.

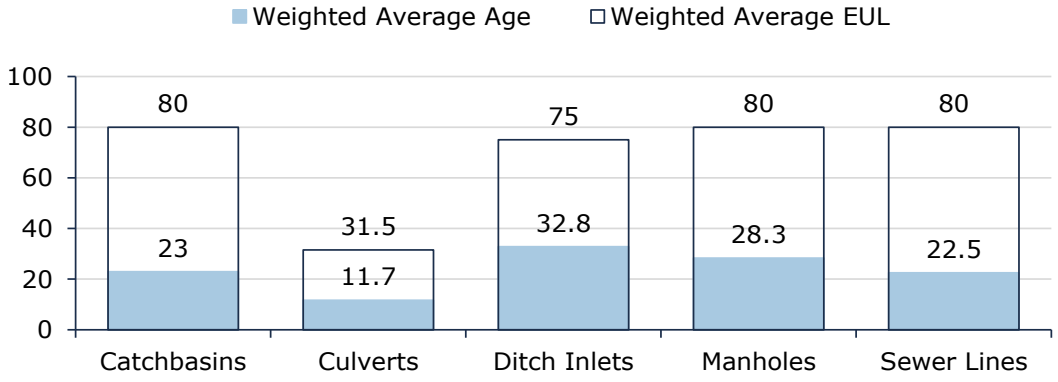


Figure 54: Storm Network Average Age vs Average EUL

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.

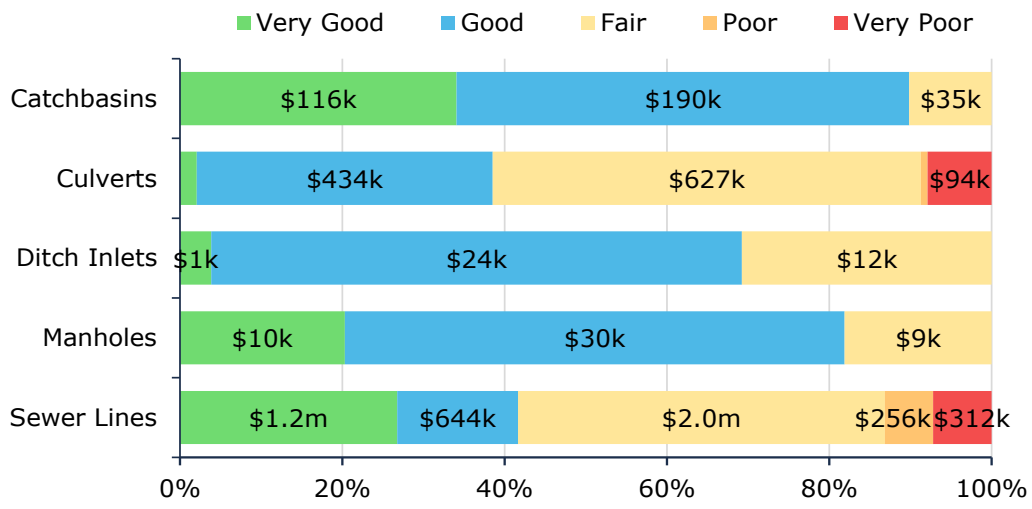


Figure 55: Storm Network Condition Breakdown

To ensure that the municipal Storm Network continues to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the Storm network.

Each asset's estimated useful life should also be reviewed to determine whether adjustments need to be made to better align with the observed service life.

9.3.1. Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. Storm sewer lines are inspected on an as-needed basis, in coordination with other water and sanitary assets. Regular inspections of storm ponds are conducted consistently at regular intervals.

9.4. Lifecycle Management Strategy

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township's current lifecycle management strategy.

Maintenance / Rehabilitation / Replacement

- Routine maintenance within the storm network involves clearing catch basins and ditch inlets, particularly after significant storm events.
- The activities involved in managing buried storm sewer lines are initiated either through asset inspections or upon the identification of failures.
- Rehabilitation or replacement decisions are made in accordance with the asset's condition, particularly when it falls below a fair rating, or as part of carefully planned reconstruction initiatives.

Figure 56: Storm Network Current Lifecycle Strategy

9.5. Forecasted Capital Requirements

The annual capital requirement represents the average amount per year that North Stormont should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 80 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average capital requirements at $115k. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) for the annual capital investment needed to maintain current levels of service.

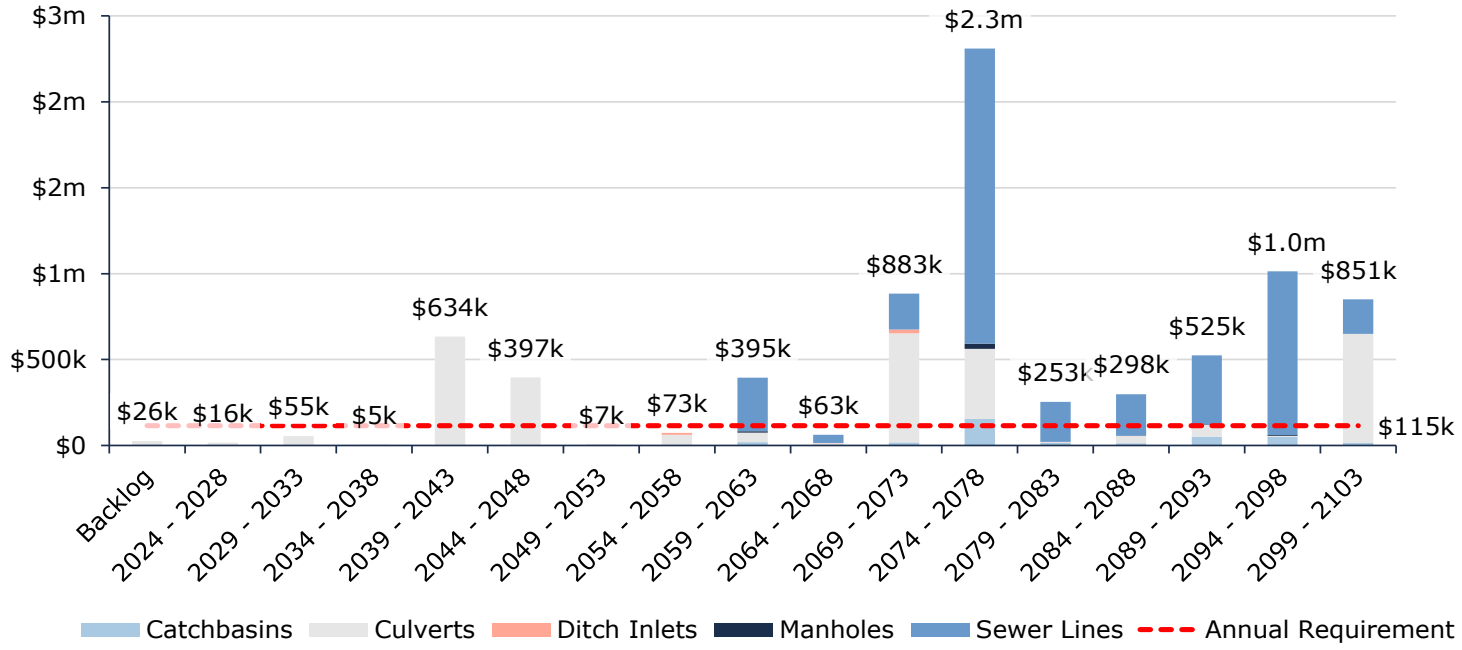


Figure 57: Storm Network Forecasted Capital Replacement Requirements

The Table below summarizes the projected cost of lifecycle activities (capital activities only) that may need to be undertaken over the next 10 years to support current levels of service.

Segment	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Catchbasins	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Culverts	$0	$13k	$0	$3k	$0	$0	$52k	$3k	$0	$0
Ditch Inlets	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Manholes	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Sewer Lines	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total	$0	**$13k**	**$0**	**$3k**	**$0**	**$0**	**$52k**	**$3k**	**$0**	**$0**

Table 34: Storm Network System-Generated 10-Year Capital Costs

These projections are generated in Citywide and rely on the data available in the asset register. Aged-based condition and limited assessed condition data and replacement costs were used to assist in forecasting replacement needs for storm sewer lines assets.

9.6. Risk & Criticality

The risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix D: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

1 - 4 Very Low	5 - 7 Low	8 - 9 Moderate	10 - 14 High	15 - 25 Very High
$3,876,552 (65%)	$1,283,755 (22%)	$354,667 (6%)	$360,232 (6%)	$57,969 (<1%)

Figure 58: Storm Network Risk Matrix

This is a high-level model developed by Township staff and it should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure. The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

9.7. Current Levels of Service

The following tables identify the Township's metrics to identify their current level of service for the Storm Network.

9.7.1. Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by the Storm Network.

Service Attribute	Qualitative Description	Current LOS
Scope	Description, which may include map, of the user groups or areas of the municipality that are protected from flooding, including the extent of protection provided by the municipal stormwater system	The Township's protection against flooding extends to various user groups residing in settlement areas, facilitated by the placement of underground linear stormwater assets and associated structures along roadways. Additionally, the inclusion of minor culverts across the township's road network aids in effectively managing stormwater runoff from properties and roadways.

Table 35: Storm Network Community Levels of Service

9.7.2. Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the Storm Network.

Service Attribute	Technical Metric	Current LOS
Scope	% of properties in municipality resilient to a 100-year storm	66%
	% of the municipal stormwater management system resilient to a 5-year storm	100%
Quality	Average condition of stormwater assets	Fair (56%)
Performance	Capital reinvestment rate	0.34%

Table 36: Storm Network Technical Levels of Service

9.8. Proposed Levels of Service

As per O. Reg. 588/17, by July 1, 2025, municipalities are required to consider proposed levels of service (PLOS), discuss the associated risks and long-term sustainability of these service levels, and explain the municipality's ability to afford the PLOS.

The tables and graphs below explain the proposed levels of service scenarios that were analyzed for the Storm Network. Further PLOS analysis at the portfolio level can be found in Proposed Levels of Service Scenario Analysis.

9.8.1. PLOS Scenarios Analyzed

Scenario	Description
Scenario 1: Maintaining Current Funding Level	This scenario assumes a stable funding level maintained at approximately 46.7%, with no phased tax increases over the projection period.
Scenario 2: Achieving 75% Funding in 15 Years	This scenario assumes a phased tax increase of approximately 0.8% annually, reaching 75% funding within 15 years
Scenario 3: Achieving Full Funding in 15 Years	This scenario assumes a phased tax increase of approximately 2.1% annually, reaching full funding within 15 years

Table 37: PLOS Scenarios Analyzed

9.8.2. PLOS Analysis Results

The following table presents the outcomes for three funding scenarios, illustrating how varying levels of capital investment impact asset condition, risk, and overall performance over time.

Scenario	Technical LOS Outcomes	Initial Value (2025)	10 Year Projection (2035)	25 Year Projection (2050)	Scenario Average
Scenario 1	Average Condition	65.65%	52.06%	35.47%	27.59%
	Average Asset Risk	3.9	4.19	4.27	4.32
	Average Annual Investment		$20,350		
	Capital re-investment rate		0.34%		
Scenario 2	Average Condition	65.65%	53.72%	41.64%	34.54%
	Average Asset Risk	3.9	4.11	3.99	4.17
	Average Annual Investment		$86,304		
	Capital re-investment rate		1.45%		
Scenario 3	Average Condition	65.65%	55.16%	42.18%	43.16%
	Average Asset Risk	3.9	4.04	3.97	4.02
	Average Annual Investment		$115,072		
	Capital re-investment rate		1.94%		

Table 38: Storm Network pLOS Scenario Analysis

The following figure illustrates the projected condition of the asset category under each of the three investment level scenarios, demonstrating how varying reinvestment strategies impact overall asset condition over time.

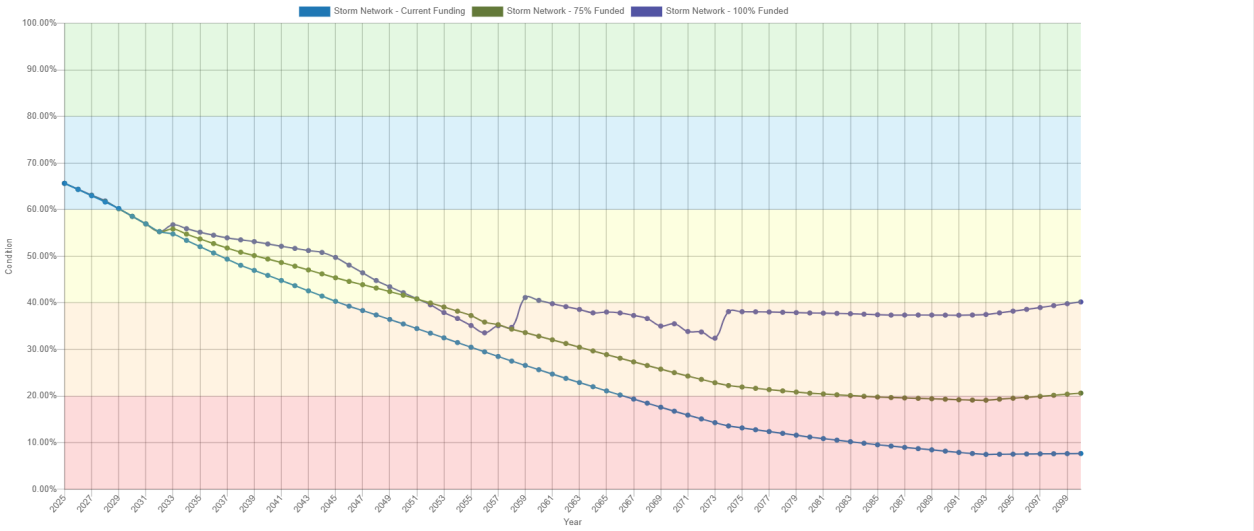


Figure 59: Stormwater Network Scenario Comparison

10. Buildings

10.1. State of the Infrastructure

North Stormont owns and maintains several facilities that provide key services to the community. These include:

- General Government buildings such as administration offices
- Protection buildings such as fire stations in Avonmore, Crysler, Finch and Moose Creek
- Transportation buildings such as public works garages and storage sheds
- Recreation facilities such as North Stormont Place, the Crysler arena and other community centres

The following summarizes the state of the infrastructure for municipal buildings, and the Township's ability to fund the proposed levels of service:

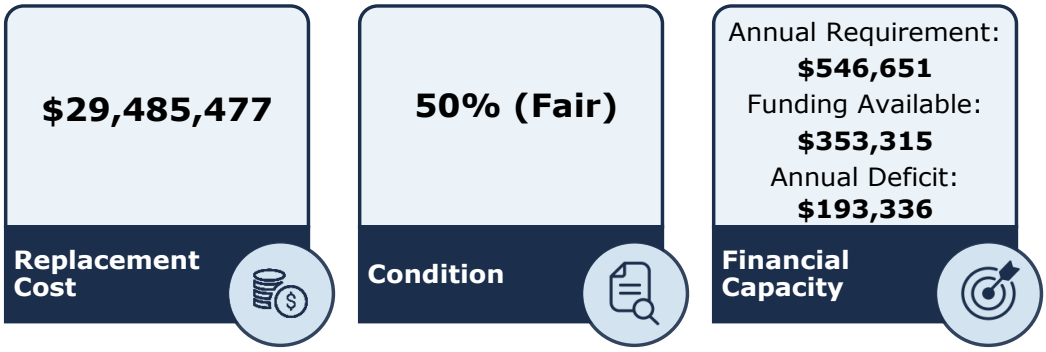


Figure 60: Buildings State of the Infrastructure

10.2. Inventory & Valuation

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Buildings inventory.

Segment	Quantity	Unit of Measure	Primary Replacement Cost Method	Replacement Cost
General Government	2	Quantity	User-Defined	$1,714,929
Protection	5	Quantity	User-Defined	$3,373,308
Recreation	12	Quantity	User-Defined	$20,870,051
Transportation	7	Quantity	User-Defined	$3,527,188
Total				**$29,485,477**

Table 39: Buildings Inventory

The graph below displays the total replacement cost of each asset segment in North Stormont's buildings inventory.

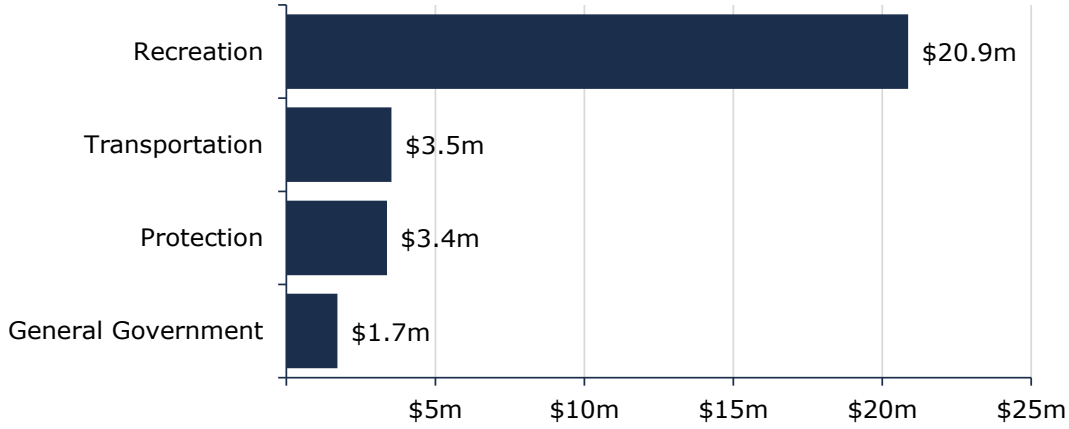


Figure 61: Buildings Replacement Cost

10.3. Asset Condition & Age

The graph below identifies the average age, and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

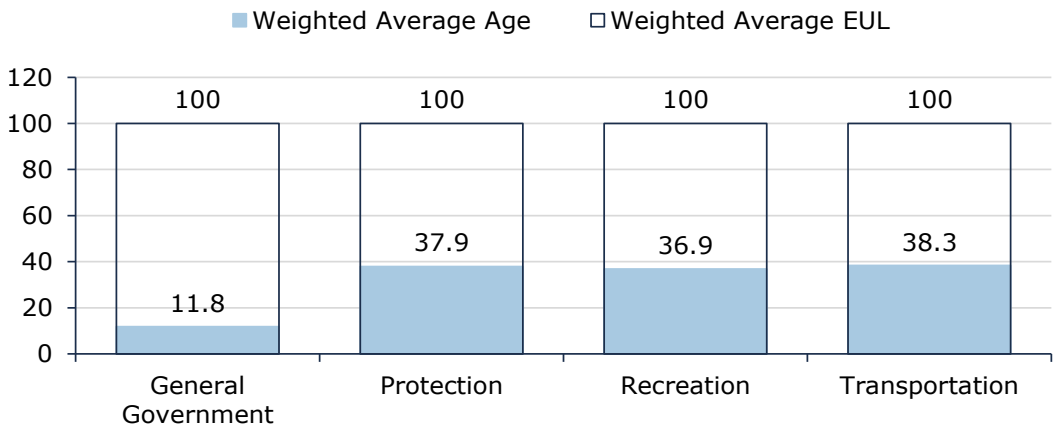


Figure 62: Buildings Average Age vs Average EUL

The graph below visually illustrates the average condition for each asset segment on a very good to very poor.

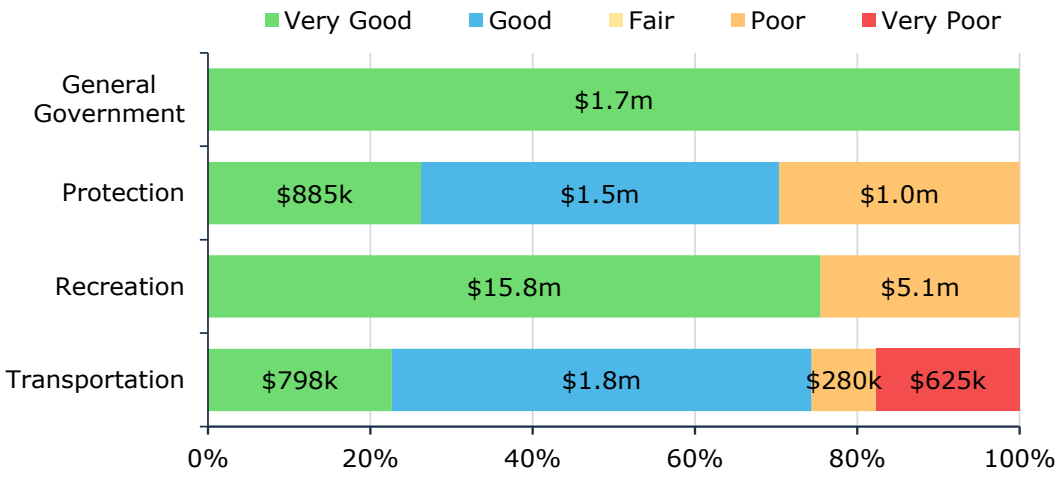


Figure 63: Buildings Condition Breakdown

To ensure that the municipal buildings continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the buildings.

Each asset's estimated useful life should also be reviewed to determine whether adjustments need to be made to better align with the observed service life.

10.3.1. Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. Regular inspections of Health & Safety building conditions are conducted, with a focus on ensuring compliance with safety regulations and standards, particularly in Fire Halls. These mandated inspections ensure that facilities are adequately equipped to respond to emergencies effectively and maintain a safe environment for occupants.

10.4. Lifecycle Management Strategy

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following table outlines the Township's current lifecycle management strategy.

Maintenance / Rehabilitation / Replacement

- Heating systems and other component systems undergo annual inspections to maintain efficiency and safety standards, promoting occupant comfort and energy efficiency.
- Buildings are repaired as needed, addressing deficiencies identified by experts, staff, or residents, contingent on available funding. Immediate attention is given to urgent issues, ensuring quick resolution based on the level of urgency.
- Upgrades to buildings are facilitated through funding, allowing the Township to enhance infrastructure while optimizing resource allocation.

Figure 64: Buildings Current Lifecycle Strategy

10.5. Forecasted Capital Requirements

The annual capital requirement represents the average amount per year that North Stormont should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 80 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average capital requirements at $729 thousand. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) for the annual capital investment needed to maintain current levels of service.

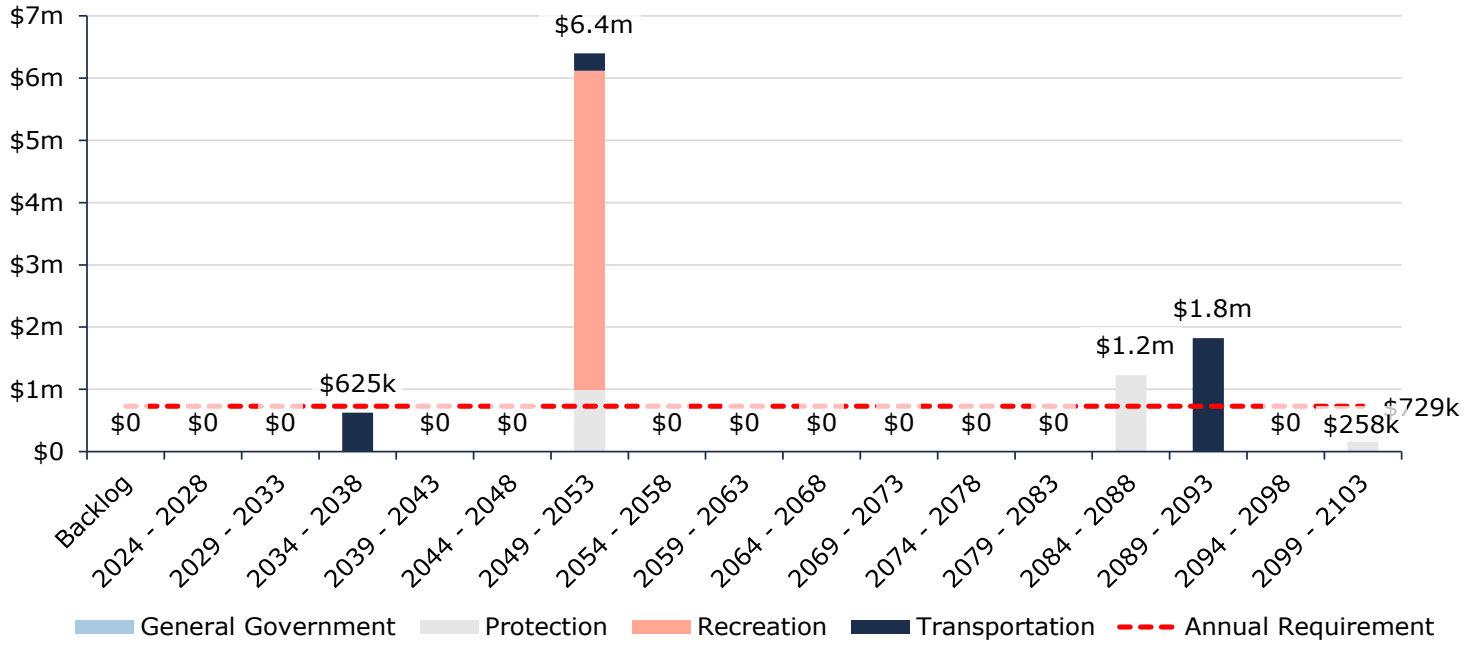


Figure 65: Buildings Forecasted Capital Replacement Requirements

Table 40 below summarizes the projected cost of lifecycle activities (capital activities only) that may need to be undertaken over the next 10 years to support current levels of service.

Segment	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
General Government	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Protection	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Recreation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Transportation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

Table 40 Buildings System-Generated 10-Year Capital Costs

These projections are generated in Citywide and rely on the data available in the asset register, which was limited to asset age, replacement cost, and useful life.

10.6. Risk & Criticality

The risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix D: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

1 - 4	5 - 7	8 - 9	10 - 14	15 - 25
Very Low	**Low**	**Moderate**	**High**	**Very High**
$5,121,252	$1,452,241	$1,779,925	$8,989,809	$12,142,250
(17%)	(5%)	(6%)	(30%)	(41%)

Figure 66: Buildings Risk Matrix

This is a high-level model developed by Township staff and it should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure. The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

1.1.1. Risks to Current Asset Management Strategies

The following section summarizes key trends, challenges, and risks to service delivery that the Township is currently facing:

Climate Change & Extreme Events



The Township of North Stormont is located within a derecho-prone region. Strong winds associated with derechos can cause significant damage to buildings and other structures. Roofs may be torn off, windows shattered, and walls damaged, posing risks to occupants and leading to costly repairs.

10.7. Current Levels of Service

The following tables identify the Township's metrics to identify their current level of service for municipal Buildings.

10.7.1. Community Levels of Service

The following table outlines the qualitative descriptions that determine the community levels of service provided by municipal buildings.

Service Attribute	Technical Metric	Current LOS
Scope	Description of the current condition of municipal buildings and the plans that are in place to maintain or improve the provided level of service	The overall condition of the buildings in the Township are fair. Township staff are currently in the planning stages of implementing formal building condition assessments to identify required maintenance and rehabilitation activities to ensure the state of the buildings remains in adequate condition

Table 41 Buildings Community Levels of Service

10.7.2. Technical Levels of Service

The quantitative metrics that determine the technical level of service provided by the buildings in North Stormont are going to be the analysis of reinvestment rates, asset performance (condition breakdown) and asset risk levels.

Service Attribute	Technical Metric	Current LOS
Scope	Average Condition Rating	Fair (50%)
Quality	Average Risk Rating	Moderate (12.12)
Performance	Capital re-investment rate	1.2%

Table 42 Buildings Technical Levels of Service

10.8. Proposed Levels of Service

As per O. Reg. 588/17, by July 1, 2025, municipalities are required to consider proposed levels of service (PLOS), discuss the associated risks and long-term sustainability of these service levels, and explain the municipality's ability to afford the PLOS.

The tables and graphs below explain the proposed levels of service scenarios that were analyzed for municipal Buildings. Further PLOS analysis at the portfolio level can be found in Proposed Levels of Service Scenario Analysis.

10.8.1. PLOS Scenarios Analyzed

Scenario	Description
Scenario 1: Maintaining Current Funding Level	This scenario assumes a stable funding level maintained at approximately 46.7%, with no phased tax increases over the projection period.
Scenario 2: Achieving 75% Funding in 15 Years	This scenario assumes a phased tax increase of approximately 0.8% annually, reaching 75% funding within 15 years
Scenario 3: Achieving Full Funding in 15 Years	This scenario assumes a phased tax increase of approximately 2.1% annually, reaching full funding within 15 years

Table 43: PLOS Scenarios Analyzed

10.8.2. PLOS Analysis Results

The following table presents the outcomes for three funding scenarios, illustrating how varying levels of capital investment impact asset condition, risk, and overall performance over time.

Scenario	Technical LOS Outcomes	Initial Value (2025)	10 Year Projection (2035)	25 Year Projection (2050)	Scenario Average
Scenario 1	Average Condition	46.77%	31.86%	11.06%	11.86%
	Average Asset Risk	12.41	15.69	19.68	19.1
	Average Annual Investment		$353,315		
	Capital re-investment rate		1.20%		
Scenario 2	Average Condition	46.77%	41.03%	36.79%	43.36%
	Average Asset Risk	12.41	14.37	15.3	13.57
	Average Annual Investment		$546,651		
	Capital re-investment rate		1.85%		
Scenario 3	Average Condition	64.56%	59.28%	70.44%	62.28%
	Average Asset Risk	6.49	8.03	5.64	7.04
	Average Annual Investment		$728,868		
	Capital re-investment rate		2.47%		

Table 44: Buildings pLOS Scenario Analysis

The following figure illustrates the projected condition of the asset category under each of the three investment level scenarios, demonstrating how varying reinvestment strategies impact overall asset condition over time.

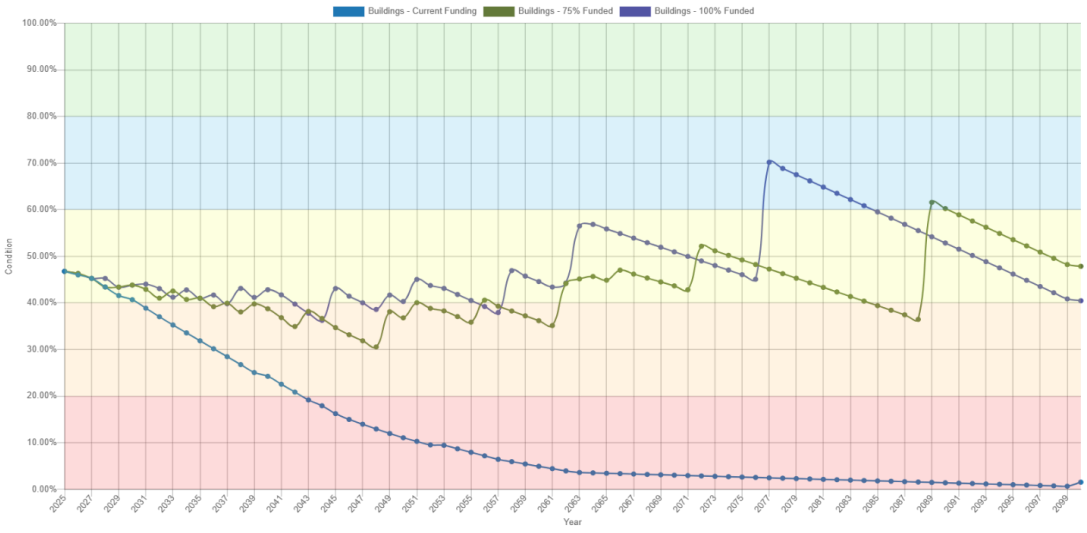


Figure 67: Buildings Scenario Comparison

11. Land Improvements

11.1. State of the Infrastructure

North Stormont's land improvement infrastructure is made up of playground equipment, skating rinks, docks and boat launches, as well as general improvements such as fencing and parking lots.

The following summarizes the state of the infrastructure for land improvement assets, and the Township's ability to fund the proposed levels of service:

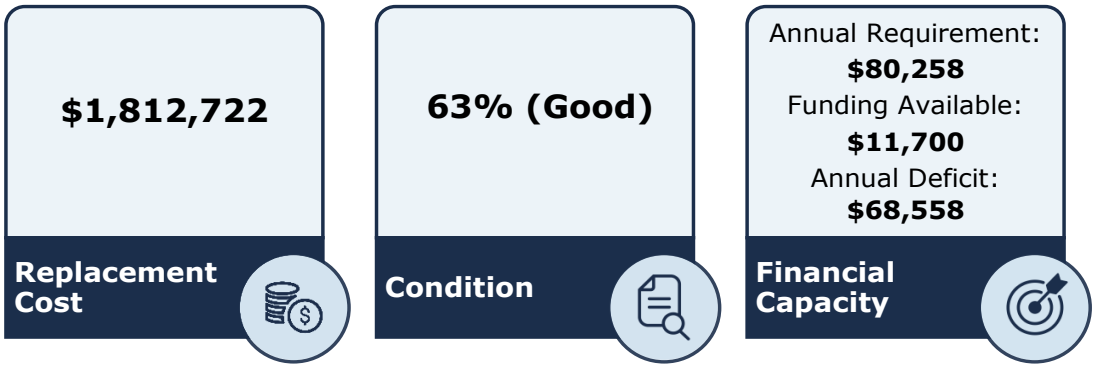


Figure 68: Land Improvements State of the Infrastructure

11.2. Asset Inventory & Valuation

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment for the Township's Land Improvements.

Segment	Quantity	Unit of Measure	Primary Replacement Cost Method	Replacement Cost
Outdoor Structures	12	Quantity	User-Defined	$1,287,277
Parks	4	Quantity	User-Defined	$106,657
Play Structures	4	Quantity	User-Defined	$352,940
Sports Fields & Courts	3	Quantity	User-Defined	$65,849
Total				**$1,812,722$**

Table 45: Land Improvements Inventory

The graph below displays the replacement cost of each asset segment in the Township's land improvement inventory.

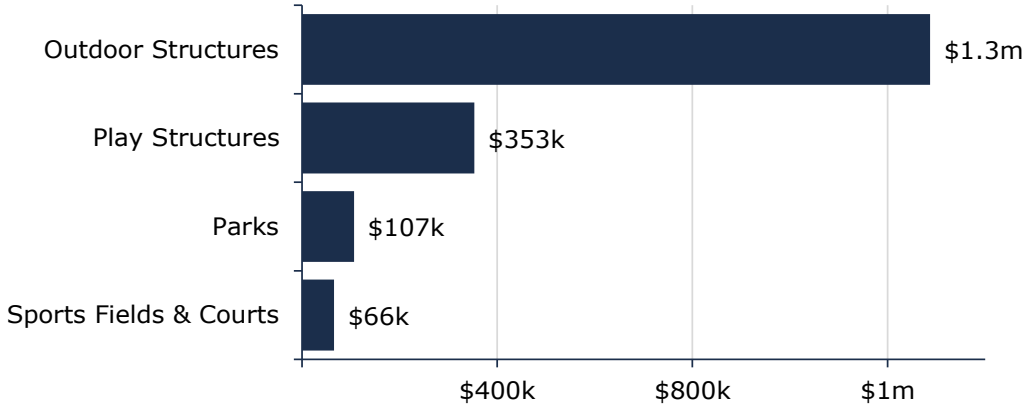


Figure 69: Land Improvements Replacement Cost

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to represent capital requirements more accurately.

11.3. Asset Condition & Age

The graph below identifies the average age, and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

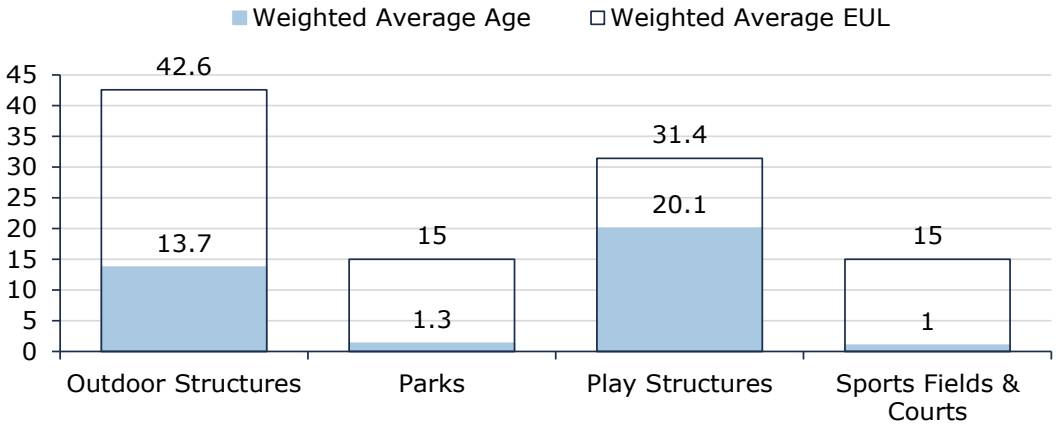


Figure 70: Land Improvements Average Age vs Average EUL

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

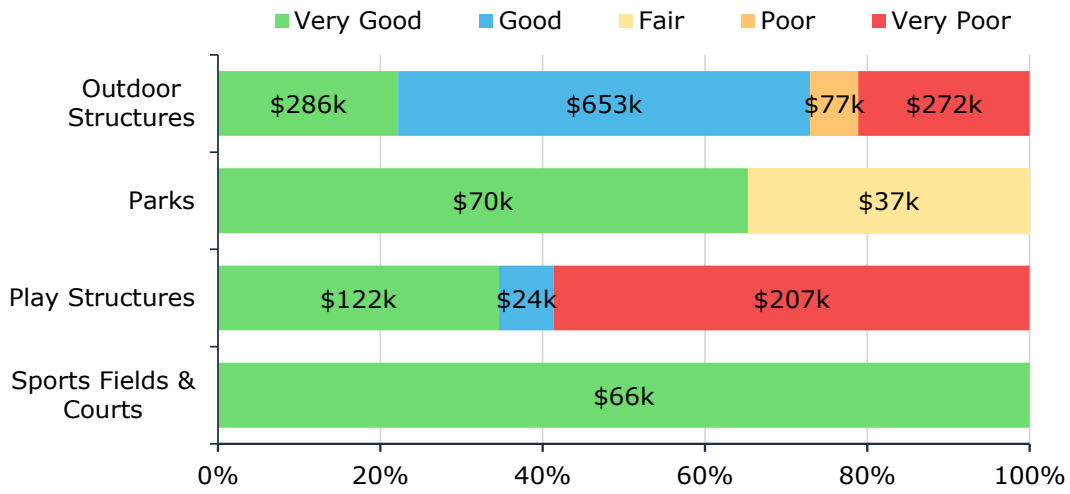


Figure 71: Land Improvement Condition Breakdown

To ensure that the Township's land improvements continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination activities is required to increase the overall condition of the land improvements.

11.3.1. Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. Due to the varied nature of the asset category the assets are managed individually. The Township implements a thorough condition assessment strategy for its playgrounds and parks, including daily, weekly, and monthly inspections, along with an annual comprehensive inspection conducted in accordance with CAN/CSA Z614 standards. Internal staff, accredited by CPRA and trained in accessibility standards, perform regular inspections, except for the annual comprehensive assessment which is completed by an external third-party. To ensure accessibility, all surfacing is compliant with AODA standards, with a target of 90% compliance across all facilities. This proactive approach ensures the safety, functionality, and accessibility of township playgrounds and parks, promoting enjoyable recreational experiences for residents and visitors alike.

11.4. Lifecycle Management Strategy

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration. The following figures outline North Stormont's current lifecycle management strategy.

Maintenance / Rehabilitation / Replacement

- This asset category's lifecycle requirements are dealt with on a case-by-case basis.

Figure 72: Land Improvements Current Lifecycle Strategy

11.5. Forecasted Capital Requirements

The Figure below illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Township's land improvement infrastructure. This analysis was run until 2043 to capture at least one iteration of replacement for the longest-lived asset in the asset register. North Stormont's average annual requirements (red dotted line) total $107 thousand for all land improvement assets. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) for the annual capital investment needed to maintain current levels of service.

These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades

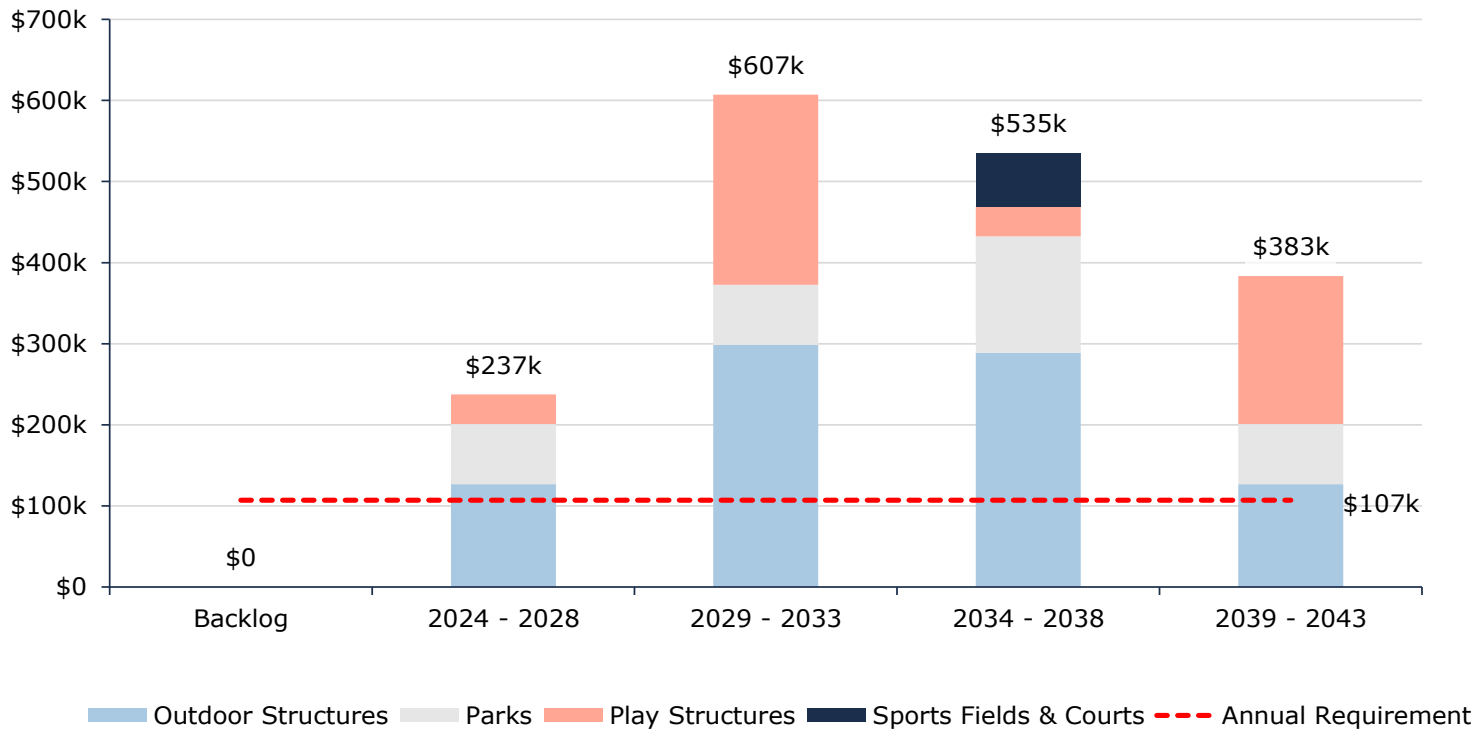


Figure 73: Land Improvements Forecasted Capital Replacement Requirements

It is unlikely that all land improvements will need to be replaced as forecasted. Coordinated projects may help drive replacements and rehabilitations.

The table below summarizes the projected cost of lifecycle activities (capital replacement only) that will need to be undertaken over the next 10 years to support current levels of service. These projections are generated in Citywide and rely on the data available in the asset register, which was limited to asset age, replacement cost, and useful life.

Segment	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Outdoor Structures	$32k	$32k	$32k	$32k	$0	$32k	$32k	$204k	$32k	$0
Parks	$0	$37k	$0	$37k	$0	$0	$37k	$0	$37k	$0
Play Structures	$9k	$9k	$9k	$9k	$0	$9k	$9k	$207k	$9k	$0
Sports Fields & Courts	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total	**$41k**	**$78k**	**$41k**	**$78k**	**$0**	**$41k**	**$78k**	**$410k**	**$78k**	**$0**

Table 46 Land Improvements System-Generated 10-Year Capital Costs

Consistent data updates, especially condition, will improve the alignment between the system-generated expenditure requirements, and the Township's capital expenditure forecasts.

11.6. Risk & Criticality

The following risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix D: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

1 - 4 Very Low	5 - 7 Low	8 - 9 Moderate	10 - 14 High	15 - 25 Very High
$567,485 (31%)	$77,860 (4%)	- (0%)	$797,726 (44%)	$369,651 (20%)

Figure 74: Land Improvement Risk Matrix

This is a high-level model developed by Township staff and it should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure. The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

11.7. Current Levels of Service

The following tables identify the Township's metrics to identify their current level of service for Land Improvement assets.

11.7.1. Community Levels of Service

The following table outlines the quantitative metrics that determine the community level of service provided by the municipal Land Improvements.

Service Attribute	Technical Metric	Current LOS
Scope	Description of the current condition of land improvement assets and the plans that are in place to maintain or improve the provided level of service	The overall condition of land improvements in the Township are moderate. Consistent inspections performed by the Township ensure that Land Improvement assets remain in an adequate state of repair.

Table 47 Land Improvements Community Levels of Service

11.7.2. Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by the municipal Land Improvements.

Service Attribute	Technical Metric	Current LOS
Scope	Average Condition Rating	Good (63%)
Quality	Average Risk Rating	Moderate (8.54)
Performance	Capital re-investment rate	0.65%

Table 48 Land Improvements Technical Levels of Service

11.8. Proposed Levels of Service

As per O. Reg. 588/17, by July 1, 2025, municipalities are required to consider proposed levels of service (PLOS), discuss the associated risks and long-term sustainability of these service levels, and explain the municipality's ability to afford the PLOS.

The tables and graphs below explain the proposed levels of service scenarios that were analyzed for Land Improvement assets. Further PLOS analysis at the portfolio level can be found in Proposed Levels of Service Scenario Analysis.

11.8.1. PLOS Scenarios Analyzed

Scenario	Description
Scenario 1: Maintaining Current Funding Level	This scenario assumes a stable funding level maintained at approximately 46.7%, with no phased tax increases over the projection period.
Scenario 2: Achieving 75% Funding in 15 Years	This scenario assumes a phased tax increase of approximately 0.8% annually, reaching 75% funding within 15 years
Scenario 3: Achieving Full Funding in 15 Years	This scenario assumes a phased tax increase of approximately 2.1% annually, reaching full funding within 15 years

Table 49: PLOS Scenarios Analyzed

11.8.2. PLOS Analysis Results

The following table presents the outcomes for three funding scenarios, illustrating how varying levels of capital investment impact asset condition, risk, and overall performance over time.

Scenario	Technical LOS Outcomes	Initial Value (2025)	10 Year Projection (2035)	25 Year Projection (2050)	Scenario Average
Scenario 1	Average Condition	61.00%	28.52%	10.93%	30.35%
	Average Asset Risk	8.23	12.53	16.51	13.24
	Average Annual Investment		$11,700		
	Capital re-investment rate		0.65%		
Scenario 2	Average Condition	61.00%	37.29%	31.89%	38.96%
	Average Asset Risk	8.23	11.39	13.88	12.13
	Average Annual Investment		$80,258		
	Capital re-investment rate		4.43%		
Scenario 3	Average Condition	61.00%	44.88%	38.62%	45.34%
	Average Asset Risk	8.23	10.84	13.5	11.39
	Average Annual Investment		$107,010		
	Capital re-investment rate		5.90%		

Table 50: Land Improvements pLOS Scenario Analysis

The following figure illustrates the projected condition of the asset category under each of the three investment level scenarios, demonstrating how varying reinvestment strategies impact overall asset condition over time.

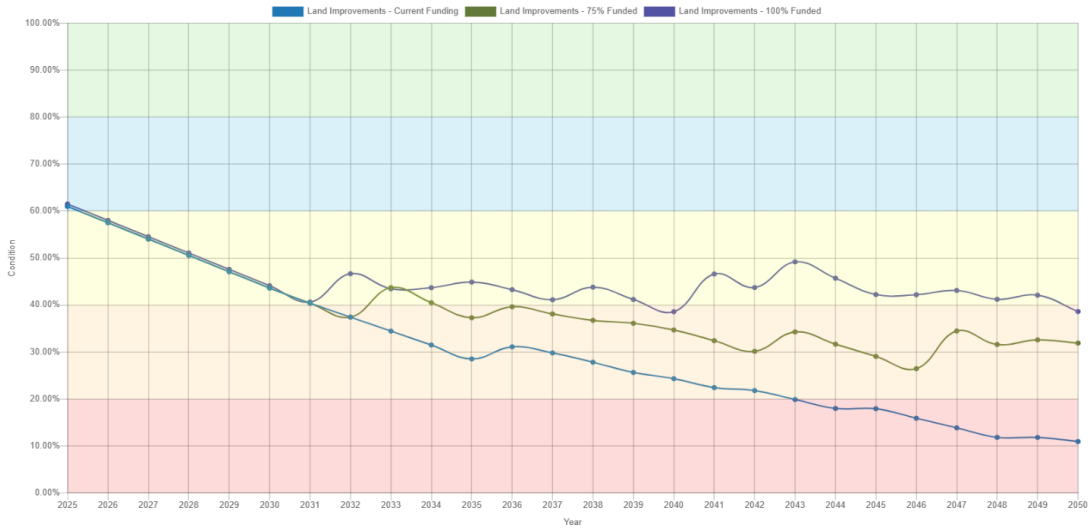


Figure 75: Land Improvements Scenario Comparison

12. Machinery & Equipment

12.1. State of the Infrastructure

To maintain the quality stewardship of North Stormont's infrastructure and support the delivery of services, municipal staff own and employ various types of equipment. This includes:

- Computers, furniture and phone systems to support municipal services
- Snowplows and landscaping equipment to support roadway maintenance
- Equipment for the fire department to effectively respond to emergencies
- Landfill equipment to support solid waste disposal management
- Zamboni and pool pumps for recreational services

The following summarizes the state of the infrastructure for machinery & equipment, and the Township's ability to fund the proposed levels of service:

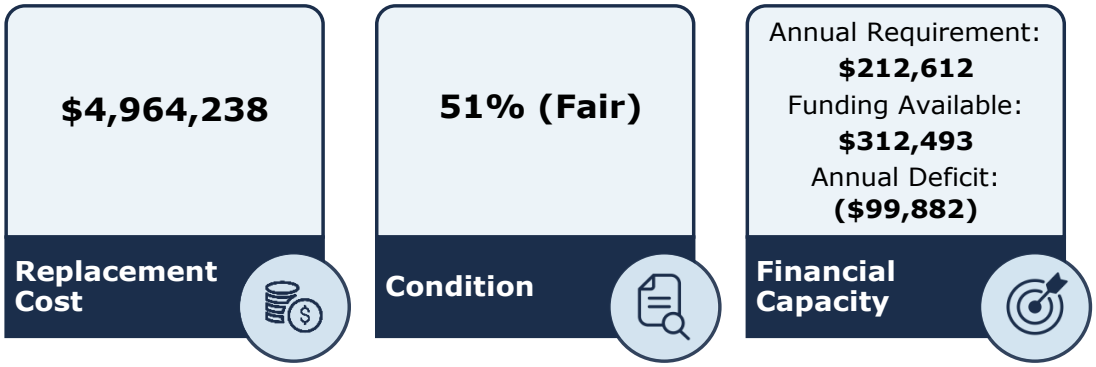


Figure 76: Machinery & Equipment State of the Infrastructure

12.2. Inventory & Valuation

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Machinery & Equipment:

Segment	Quantity	Unit of Measure	Primary Replacement Cost Method	Replacement Cost
General Government	18	Quantity	CPI	$157,071
Protection	33	Quantity	CPI	$1,503,444
Recreation	24	Quantity	User-Defined	$1,011,687
Transportation	37	Quantity	CPI	$2,292,036
Total				**$4,964,238$**

Table 51: Machinery & Equipment Inventory

The graph below displays the total replacement cost of each asset segment in the North Stormont's Machinery & Equipment inventory.

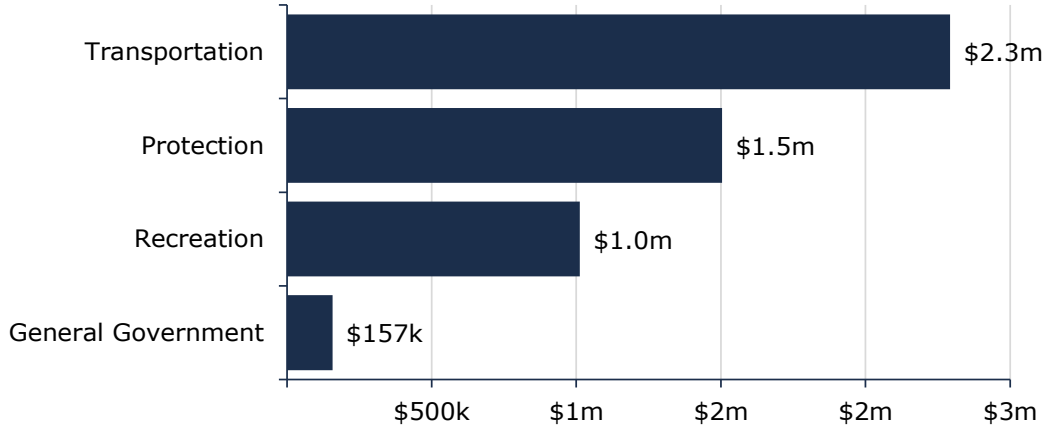


Figure 77: Machinery & Equipment Replacement Costs

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to more accurate represent capital requirements.

12.3. Asset Condition & Age

The graph below identifies the average age and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

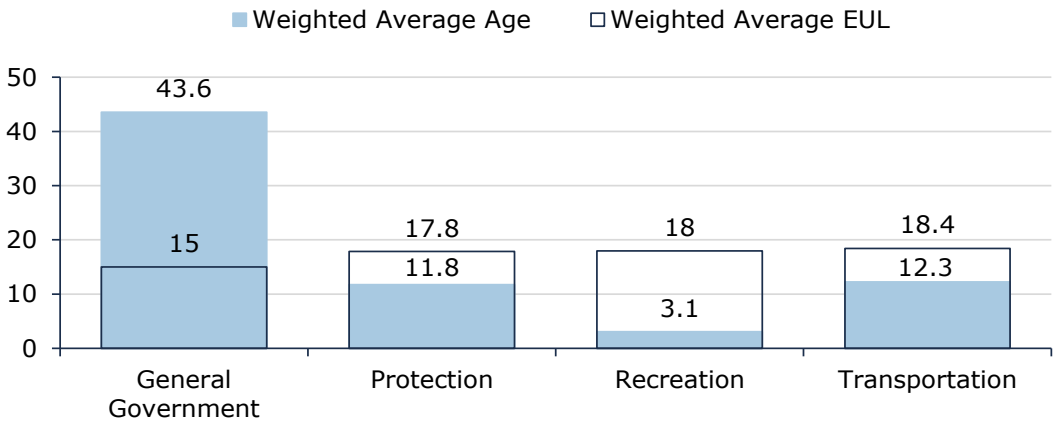


Figure 78: Machinery & Equipment Average Age vs Average EUL

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

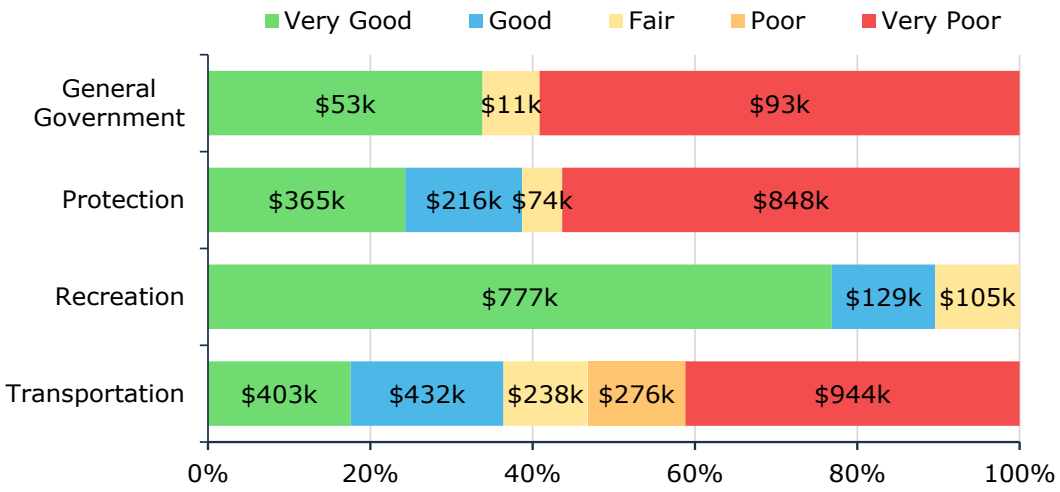


Figure 79: Machinery & Equipment Condition Breakdown

To ensure that the Township's equipment continues to provide an acceptable level of service, North Stormont should continue to monitor the average condition. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition.

12.3.1. Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. The current approach is varied because of the broad range of types of equipment included in this category. Machinery and equipment undergo monthly maintenance and inspections, conducted by third-party technicians, with any necessary repairs promptly addressed. Additionally, pumps undergo regular testing to ensure operational reliability and efficiency.

12.4. Lifecycle Management Strategy

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meet the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Maintenance / Rehabilitation / Replacement

- Equipment maintenance adheres to manufacturer recommendations to ensure optimal performance and longevity, and is supplemented by staff expertise when necessary.
- Fire station equipment undergoes regular maintenance as per manufacturer guidelines.
- Self-Contained Breathing Apparatus (SCBA) equipment undergoes monthly testing and replacement based on staff recommendations.

Figure 80: Machinery & Equipment Current Lifecycle Strategy

12.5. Forecasted Capital Requirements

The following graph forecasts long-term capital requirements. The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 20 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements at $283 thousand. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) for the annual capital investment needed to maintain current levels of service.

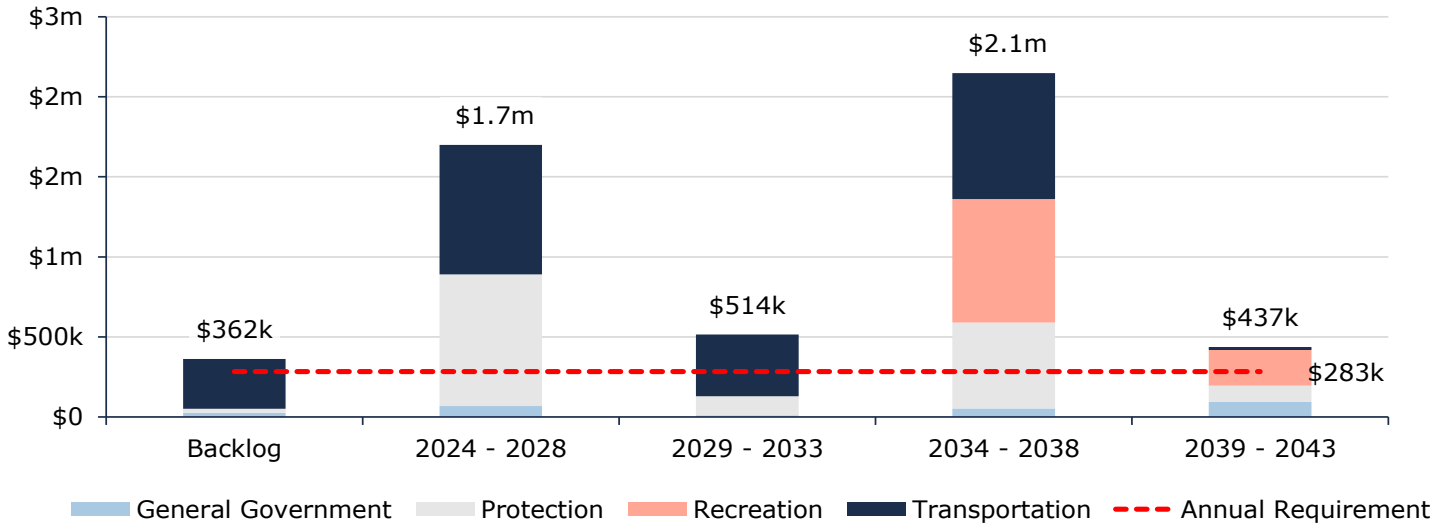


Figure 81: Machinery & Equipment Forecasted Capital Replacement Requirements

The table below summarizes the projected cost of lifecycle activities (capital replacement only) that may need to be undertaken over the next 10 years to support current levels of service. These projections are generated in Citywide and rely on the data available in the asset register.

Segment	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
General Government	$45k	$0	$0	$23k	$0	$0	$0	$11k	$0	$0
Protection	$0	$65k	$757k	$0	$0	$12k	$0	$0	$62k	$45k
Recreation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Transportation	$0	$266k	$0	$0	$544k	$21k	$13k	$78k	$225k	$48k
Total	**$45k**	**$331k**	**$757k**	**$23k**	**$544k**	**$33k**	**$13k**	**$89k**	**$287k**	**$93k**

Table 52: Machinery & Equipment System-Generated 10-Year Capital Costs

As no assessed condition data was available for the equipment, only age was used to determine forthcoming replacement needs. These projections can be different from actual capital forecasts. Consistent data updates, especially condition, will improve the alignment between the system-generated expenditure requirements, and the Township's capital expenditure forecasts.

12.6. Risk & Criticality

The risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix D: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

1 - 4 Very Low	5 - 7 Low	8 - 9 Moderate	10 - 14 High	15 - 25 Very High
$2,040,533 (41%)	$495,745 (10%)	$431,091 (9%)	$357,806 (7%)	$1,639,063 (33%)

Figure 82: Machinery & Equipment Risk Matrix

This is a high-level model developed by Township staff and it should be reviewed and adjusted to reflect an evolving understanding of both the probability and consequences of asset failure. The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

12.7. Current Levels of Service

The following tables identify the Township's metrics to identify their current level of service for Machinery & Equipment.

12.7.1. Community Levels of Service

The following table outlines the qualitative metrics that determine the community level of service provided by equipment.

Service Attribute	Technical Metric	Current LOS
Scope	Description of the current condition of municipal machinery & equipment and the plans that are in place to maintain or improve the provided level of service	The overall condition of machinery & equipment in the Township is fair. Township staff work to ensure all machinery & equipment assets remain in an adequate state of repair, with particular emphasis on fire safety equipment, which is dictated by safety standards.

Table 53 Machinery & Equipment Community Levels of Service

12.7.2. Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by equipment.

Service Attribute	Technical Metric	Current LOS
Scope	Average Condition Rating	Fair (51%)
Quality	Average Risk Rating	Moderate (9.4)
Performance	Capital re-investment rate	6.29%

Table 54 Machinery & Equipment Technical Levels of Service

12.8. Proposed Levels of Service

As per O. Reg. 588/17, by July 1, 2025, municipalities are required to consider proposed levels of service (PLOS), discuss the associated risks and long-term sustainability of these service levels, and explain the municipality's ability to afford the PLOS.

The tables and graphs below explain the proposed levels of service scenarios that were analyzed for machinery & equipment. Further PLOS analysis at the portfolio level can be found in Proposed Levels of Service Scenario Analysis.

12.8.1. PLOS Scenarios Analyzed

Scenario	Description
Scenario 1: Maintaining Current Funding Level	This scenario assumes a stable funding level maintained at approximately 46.7%, with no phased tax increases over the projection period.
Scenario 2: Achieving 75% Funding in 15 Years	This scenario assumes a phased tax increase of approximately 0.8% annually, reaching 75% funding within 15 years

Table 55: PLOS Scenarios Analyzed

Machinery & Equipment is currently fully funded, with existing contributions meeting projected lifecycle needs. As a result, only two scenarios were analyzed to confirm sustainability, and further analysis was not needed since additional funding would exceed requirements and divert resources from higher-need areas.

12.8.2. PLOS Analysis Results

The following table compares two funding scenarios, showing how different levels of annual capital spending impact asset condition, risk, and overall performance over time.

Scenario	Technical LOS Outcomes	Initial Value (2025)	10 Year Projection (2035)	25 Year Projection (2050)	Scenario Average
Scenario 1	Average Condition	78.49%	63.16%	59.30%	61.64%
	Average Asset Risk	4.44	6.66	7.55	6.72
	Average Annual Investment		$283,482		
	Capital re-investment rate		6.29%		
Scenario 2	Average Condition	45.86%	37.35%	33.44%	37.96%
	Average Asset Risk	9.89	10.31	10.74	10.32
	Average Annual Investment		$212,612		
	Capital re-investment rate		4.28%		

Table 56: Machinery & Equipment pLOS Scenario Analysis

The following figure illustrates the projected condition of the asset category under each of the two investment level scenarios, demonstrating how varying reinvestment strategies impact overall asset condition over time.

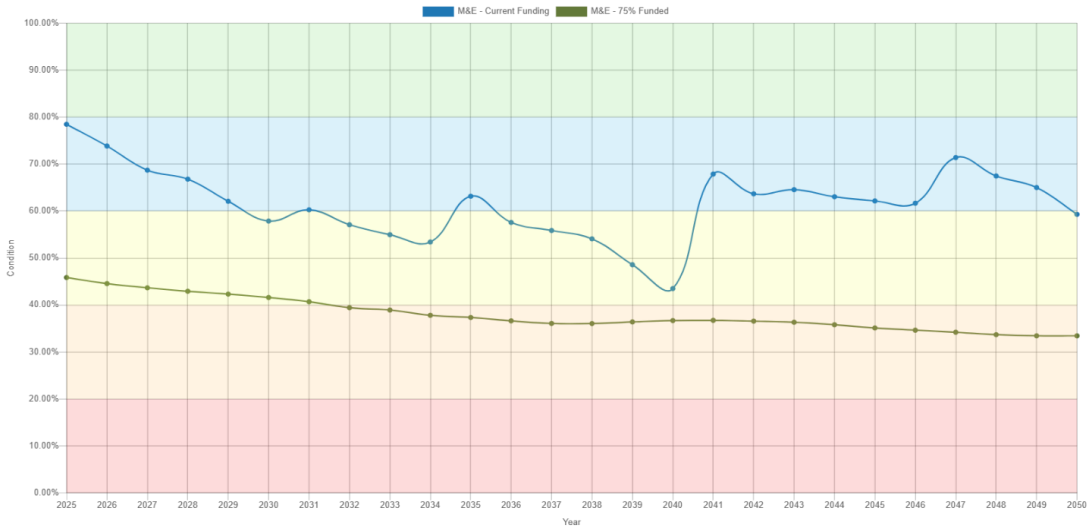


Figure 83: Machinery & Equipment Scenario Comparison

13. Vehicles

13.1. State of the Infrastructure

Vehicles allow staff to efficiently deliver municipal services and personnel. Municipal vehicles are used to support several service areas, including:

- Roads vehicles for road maintenance and winter control activities
- Protection vehicles for emergency fire services
- Environmental services vehicles for waste management

The following summarizes the state of the infrastructure for municipal vehicles, and the Township's ability to fund the proposed levels of service:

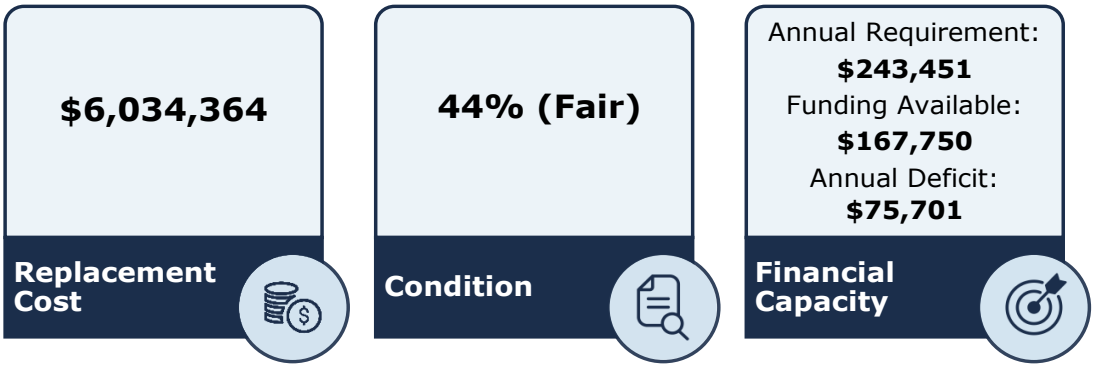


Figure 84: Vehicles State of the Infrastructure

13.2. Inventory & Valuation

The table below includes the quantity, replacement cost method and total replacement cost of each asset segment in the Township's Vehicles inventory.

Segment	Quantity	Unit of Measure	Primary Replacement Cost Method	Replacement Cost
Environmental	1	Quantity	CPI	$341,963
Protection	13	Quantity	User-Defined	$2,104,699
Transportation	23	Quantity	CPI	$3,587,702
Total				**$6,034,364$**

Table 57: Vehicles Inventory

The graph below displays the total replacement cost of each asset segment in the vehicle inventory.

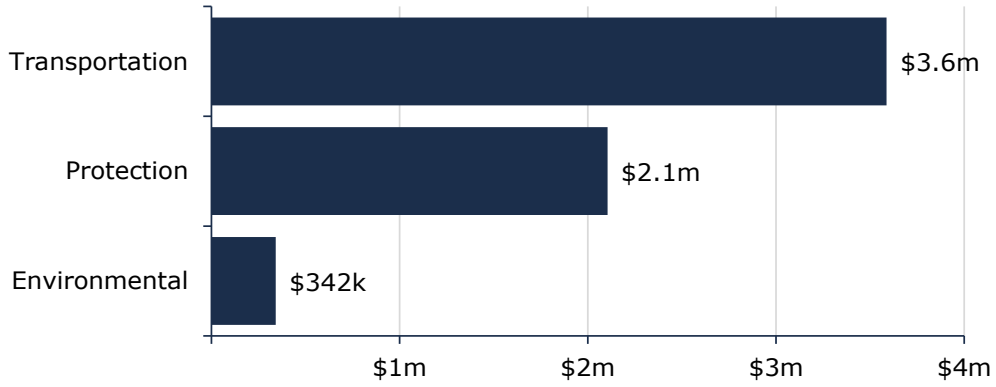


Figure 85: Vehicle Replacement Costs

Each asset's replacement cost should be reviewed periodically to determine whether adjustments are needed to represent capital requirements more accurately.

13.3. Asset Condition & Age

The graph below identifies the average age and the estimated useful life for each asset segment. The values are weighted based on replacement cost.

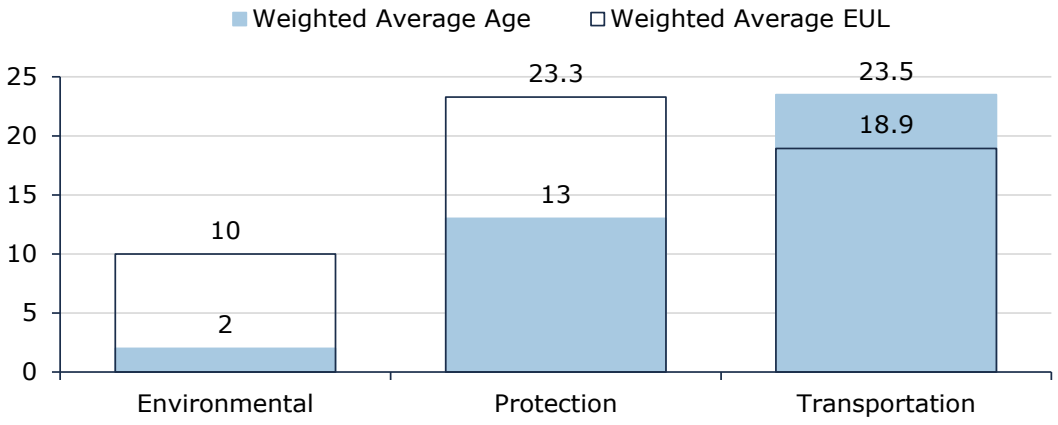


Figure 86: Vehicles Average Age vs Average EUL

Each asset's estimated useful life should also be reviewed periodically to determine whether adjustments need to be made to better align with the observed length of service life for each asset type.

The graph below visually illustrates the average condition for each asset segment on a very good to very poor scale.

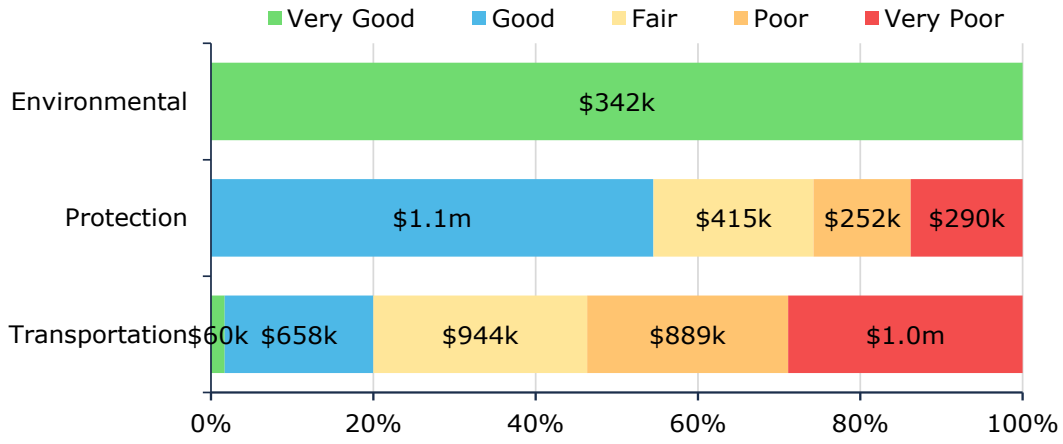


Figure 87: Vehicles Condition Breakdown

To ensure that the Township's vehicles continue to provide an acceptable level of service, the Township should monitor the average condition of all assets. If the average condition declines, staff should re-evaluate their lifecycle management strategy to determine what combination of maintenance, rehabilitation and replacement activities is required to increase the overall condition of the vehicles.

13.3.1. Current Approach to Condition Assessment

Accurate and reliable condition data allows staff to determine the remaining service life of assets and identify the most cost-effective approach to managing assets. An example of the Township's current approach is to conduct daily circle checks and monthly inspections to assess vehicle conditions. The fire department performs monthly inspections of vehicles to ensure they are in state of adequate repair prior to operation. As part of the township's approach to municipal roads vehicles, annual safety inspections are conducted. Mechanics review vehicle conditions and assess maintenance expenses during these inspections.

13.4. Lifecycle Management Strategy

The condition or performance of assets will deteriorate over time. To ensure vehicles are performing as expected, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Maintenance / Rehabilitation / Replacement

- Licensed mechanics conduct servicing in-house and repairs are undertaken by an in-house PT310 diesel mechanic or a third-party emergency vehicle technician.
- Essential vehicles like Fire Station pumpers and tankers are maintained in accordance with regulatory requirements and best practices to ensure operational integrity.
- Vehicles are replaced according to staff recommendations and Asset Management Plan lifecycles to uphold reliability and safety standards.

Figure 61: Vehicles Current Lifecycle Strategy

13.5. Forecasted Capital Requirements

The annual capital requirement represents the average amount per year that the Township should allocate towards funding rehabilitation and replacement needs. The following graph identifies capital requirements over the next 25 years. This projection is used as it ensures that every asset has gone through one full iteration of replacement. The forecasted requirements are aggregated into 5-year bins and the trend line represents the average annual capital requirements at $325 thousand. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) for the annual capital investment needed to maintain current levels of service.

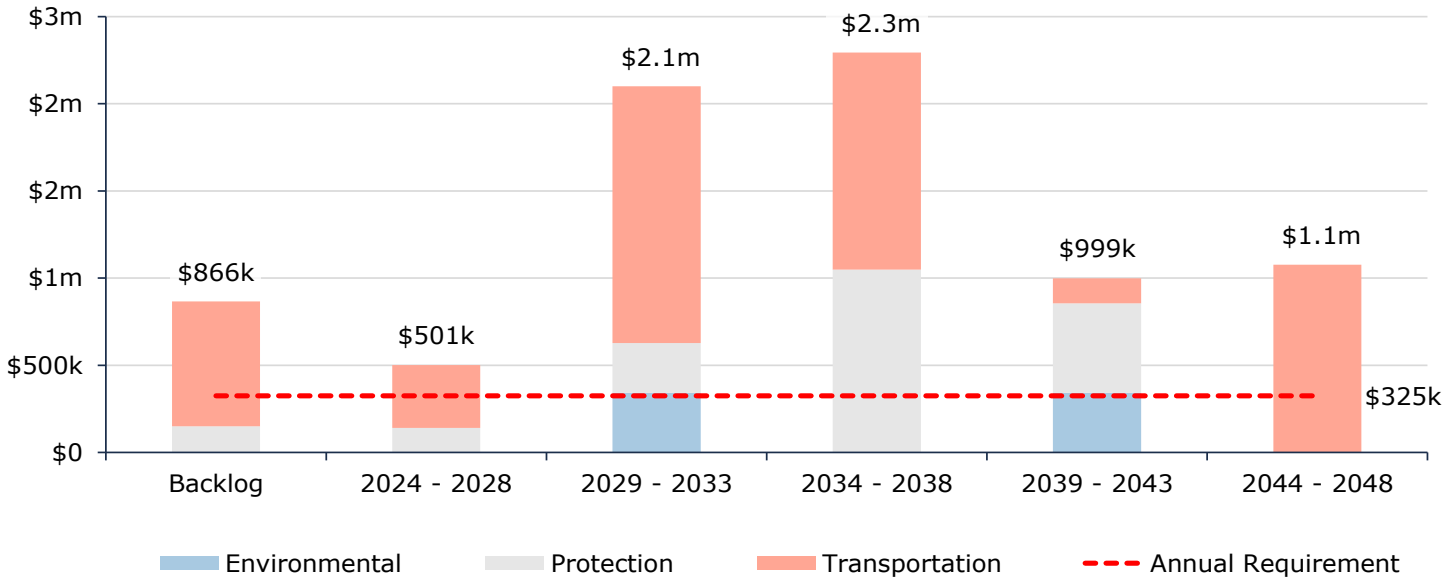


Figure 88: Vehicle Forecasted Capital Replacement Requirements

Table 58 below summarizes the projected cost of lifecycle activities (capital replacement only) that may need to be undertaken over the next 10 years to support current levels of service. These projections are generated in Citywide and rely on the data available in the asset register.

Segment	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Environmental	$0	$0	$0	$0	$0	$0	$0	$0	$342k	$0
Protection	$0	$0	$0	$0	$140k	$0	$33k	$0	$0	$252k
Transportation	$121k	$0	$0	$0	$240k	$512k	$0	$521k	$220k	$220k
Total	**$121k**	**$0**	**$0**	**$0**	**$380k**	**$512k**	**$33k**	**$521k**	**$562k**	**$472k**

Table 58 Vehicles System-Generated 10-Year Capital Costs

As no assessed condition data was available for the vehicles, only age was used to determine forthcoming replacement needs. These projections can be different from actual capital forecasts. Consistent data updates, especially condition, will improve the alignment between the system-generated expenditure requirements, and the Township's capital expenditure forecasts.

13.6. Risk & Criticality

The risk matrix provides a visual representation of the relationship between the probability of failure and the consequence of failure for the assets within this asset category based on available inventory data. See Appendix D: Risk Rating Criteria for the criteria used to determine the risk rating of each asset.

1 - 4 Very Low $586,438 (10%)	5 - 7 Low $1,155,190 (19%)	8 - 9 Moderate $1,825,386 (30%)	10 - 14 High $1,500,356 (25%)	15 - 25 Very High $966,994 (16%)

Figure 89: Vehicles Risk Matrix

The identification of critical assets allows the Township to determine appropriate risk mitigation strategies and treatment options. Risk mitigation may include asset-specific lifecycle strategies, condition assessment strategies, or simply the need to collect better asset data.

13.7.Current Levels of Service

The following tables identify the Township's metrics to identify their current level of service for municipal Vehicles.

13.7.1. Community Levels of Service

The qualitative descriptions that determine the community levels of service provided by municipal vehicles are based on the service usage outlined below:

Service Attribute	Technical Metric	Current LOS
Scope	Description of the current condition of municipal vehicles and the plans that are in place to maintain or improve the provided level of service	The overall condition of the vehicles in the Township is fair. The regular inspections conducted by Township staff have been effective in identifying required maintenance and rehabilitation activities to ensure the state of the vehicles remain in adequate condition

Table 59 Vehicles Community Levels of Service

13.7.2. Technical Levels of Service

The following table outlines the quantitative metrics that determine the technical level of service provided by vehicles.

Service Attribute	Technical Metric	Current LOS
Scope	Average Condition Rating	Fair (44%)
Quality	Average Risk Rating	High (10.1)
Performance	Capital re-investment rate	2.78%

Table 60 Vehicles Technical Levels of Service

13.8. Proposed Levels of Service

As per O. Reg. 588/17, by July 1, 2025, municipalities are required to consider proposed levels of service (PLOS), discuss the associated risks and long-term sustainability of these service levels, and explain the municipality's ability to afford the PLOS.

The tables and graphs below explain the proposed levels of service scenarios that were analyzed for municipal Vehicles. Further PLOS analysis at the portfolio level can be found in Proposed Levels of Service Scenario Analysis.

13.8.1. PLOS Scenarios Analyzed

Scenario	Description
Scenario 1: Maintaining Current Funding Level	This scenario assumes a stable funding level maintained at approximately 46.7%, with no phased tax increases over the projection period.
Scenario 2: Achieving 75% Funding in 15 Years	This scenario assumes a phased tax increase of approximately 0.8% annually, reaching 75% funding within 15 years
Scenario 3: Achieving Full Funding in 15 Years	This scenario assumes a phased tax increase of approximately 2.1% annually, reaching full funding within 15 years

Table 61: PLOS Scenarios Analyzed

13.8.2. PLOS Analysis Results

The following table presents the outcomes for three funding scenarios, illustrating how varying levels of capital investment impact asset condition, risk, and overall performance over time.

Scenario	Technical LOS Outcomes	Initial Value (2025)	10 Year Projection (2035)	25 Year Projection (2050)	Scenario Average
Scenario 1	Average Condition	38.17%	23.13%	25.42%	26.07%
	Average Asset Risk	11.04	13.17	12.59	12.64
	Average Annual Investment		$167,750		
	Capital re-investment rate		2.78%		
Scenario 2	Average Condition	38.17%	25.50%	30.64%	29.35%
	Average Asset Risk	11.04	12.86	12.07	12.22
	Average Annual Investment		$243,451		
	Capital re-investment rate		4.03%		
Scenario 3	Average Condition	38.17%	31.04%	40.16%	35.16%
	Average Asset Risk	11.04	12.11	10.55	11.45
	Average Annual Investment		$324,601		
	Capital re-investment rate		5.38%		

Table 62: Vehicles pLOS Scenario Analysis

The following figure illustrates the projected condition of the asset category under each of the three investment level scenarios, demonstrating how varying reinvestment strategies impact overall asset condition over time.

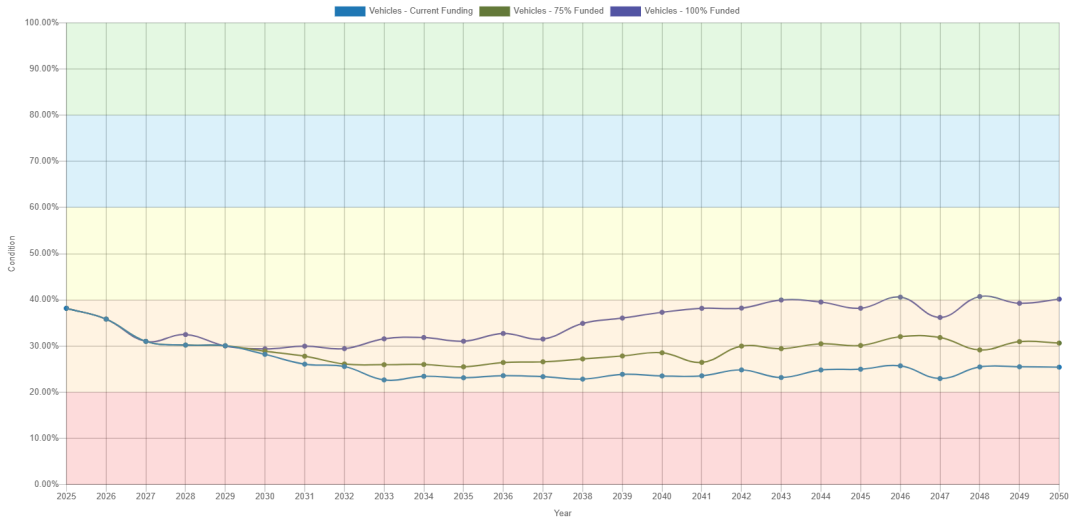


Figure 90: Vehicles Scenario Comparison

Strategies

14. Financial Strategy

14.1. Financial Strategy Overview

Each year, the Township of North Stormont makes important investments in its infrastructure's maintenance, renewal, rehabilitation, and replacement to ensure assets remain in a state of good repair. However, spending needs typically exceed fiscal capacity. In fact, most municipalities continue to struggle with annual infrastructure deficits. Achieving full-funding for infrastructure programs will take many years and should be phased-in gradually to reduce burden on the community.

This plan identifies the financial requirements necessary to meet the identified proposed levels of service. These requirements are based on the financial requirements for existing assets as of December 31, 2023. However, the required funding is based on meeting the proposed levels of service, with consideration for any additional financial impacts from economic and population growth. The financial plan considers and accounts for traditional and non-traditional sources of municipal funding.

This financial strategy is designed around two key elements: the average annual capital requirement, and the average annual capital funding currently available. The annual requirement is calculated based on the replacement cost and service life of each asset, and, where possible, includes lifecycle modeling. These values are then aggregated to determine category-level funding needs.

Available capital funding is based on an average of historical capital expenditures, including contributions to capital reserves. For North Stormont, average spending from 2022-2024 was used to establish a baseline projection of available capital funding.

Only reliable and predictable sources of capital funding are used to benchmark funds that may be available on any given year. The funding sources include:

- Revenue from taxation used directly for capital expenditures
- Revenue transferred from reserves to fund tax-supported capital projects
- Revenue from water and wastewater rates used directly for capital expenditures
- The Canada Community Benefits Fund (CCBF), formerly the Federal Gas Tax Fund
- The Ontario Community Infrastructure Fund (OCIF)

Although provincial and federal infrastructure programs can change with evolving policy, CCBF, and OCIF are considered as permanent and predictable.

14.2. Annual Capital Requirements

The annual requirements represent the amount the Township should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs, and achieve long-term sustainability. For most asset categories the annual requirement has been calculated based on a "replacement

only" scenario, in which capital costs are only incurred at the construction and replacement of each asset.

However, for the road network, lifecycle management strategies have been developed to identify capital costs that are realized through strategic rehabilitation and renewal. The development of these strategies allows for a comparison of potential cost avoidance if the strategies were to be implemented.

The following table compares two scenarios for the road network:

- **Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.
- **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.

Asset Category	Annual Requirements (Replacement Only)	Annual Requirements (Lifecycle Strategy)	Difference
Paved Roads	$2,275,871	$1,094,309	$1,671,470

Table 63: Annual Requirement Comparison

The implementation of a proactive lifecycle strategy for paved roads leads to a potential annual cost avoidance of approximately $1.7 million for the road network. This represents an overall reduction of the annual requirements by 53%.

As the lifecycle strategy scenario represents the lowest cost option available to the Township, we have used this annual requirement in the development of the financial strategy.

The table below outlines the total average annual capital requirements for existing assets in each category, based on the proposed levels of service. With a total replacement cost of $291.4 million, the estimated annual capital requirement across all asset categories is approximately $3.4 million.

The table also illustrates the system-generated, equivalent target reinvestment rate for the proposed levels of service, calculated by dividing the annual capital requirements by the total replacement cost of each category. The cumulative target reinvestment for these categories is estimated at 1.2%.

Asset Category	Replacement Cost	Annual Capital Requirements	Target Reinvestment Rate
Road Network	$150,991,118	$1,119,464	0.7%
Bridges & Culverts	$20,621,000	$193,322	0.9%
Storm Network	$5,933,175	$86,304	1.5%
Buildings	$29,485,477	$546,651	1.9%
Land Improvements	$1,812,722	$80,258	4.4%
Machinery & Equipment	$4,964,238	$212,612	4.3%
Vehicles	$6,034,364	$243,451	4.0%
Water Network	$34,957,250	$447,614	1.3%
Sanitary Sewer Network	$36,583,234	$490,687	1.3%
Total	**$291,382,579**	**$3,420,361**	**1.2%**

Table 64: Average Annual Capital Requirements

14.3. Financial Profile: Tax Funded Assets

14.3.1. Current Funding Levels

The table below summarizes how current funding levels compare with funding required for the proposed levels of service. At existing levels, the Township is funding 56.4% of its annual capital requirements for all infrastructure analyzed. This creates a total annual funding deficit of $1.5 million.

Asset Category	Annual Capital Requirements	Annual Funding Available	Annual Infrastructure Deficit	Funding Level
Road Network	$1,119,464	$680,853	$438,610	60.8%
Bridges & Culverts	$193,322	$0	$193,322	0.0%
Storm Network	$86,304	$20,350	$65,954	23.6%
Buildings	$546,651	$353,315	$193,336	64.6%
Land Improvements	$80,258	$11,700	68,558	14.6%
Machinery & Equipment	$212,612	$312,493	($99,882)	147.0%
Vehicles	$243,451	$167,750	$75,701	68.9%
Water Network	$447,614	$311,000	$136,614	69.5%
Sanitary Sewer Network	$490,687	$71,094	$419,593	14.5%
Total	**$3,420,361**	**$1,928,555**	**$1,491,806**	**56.4%**

Table 65: Current Funding Levels

Asset Category	Avg. Annual Requirement	Annual Funding Available				Annual Deficit
		Taxes	CCBF	OCIF	Total Available	
Road Network	$1,119,464	$104,657	$252,764	$323,432	$680,853	$438,610
Stormwater Network	$86,304	$20,350			$20,350	$65,954
Bridges & Culverts	$193,322	$0			$0	$193,322
Buildings	$546,651	$353,315			$353,315	$193,336
Machinery & Equipment	$212,612	$312,493			$312,493	($99,882)
Land Improvements	$80,258	$11,700			$11,700	$68,558
Vehicles	$243,451	$167,750			$167,750	$75,701
Total	**$2,482,061**	**$970,265**	**$252,764**	**$323,432**	**$1,546,461**	**$935,599**

Table 66: Required Funding vs Current Funding Position

The average annual investment requirement for the proposed levels of service for the above categories is $2,482,061. Annual revenue currently allocated to these assets for capital purposes is $1,546,461, leaving an annual deficit of $935,599. Put differently, these infrastructure categories are currently funded at 62.3% of their long-term requirements.

14.3.2. Closing the Gap

Eliminating annual infrastructure funding shortfalls is a difficult and long-term endeavor for municipalities. Achieving the funding required to support the proposed levels of service, while maintaining affordability for residents, will require time and deliberate financial planning.

This section outlines how North Stormont can gradually work toward closing the annual capital funding shortfall using its own-source revenues, such as property taxes and utility rates. This approach avoids the use of additional debt for existing assets and supports the Township's goal of sustainably increasing investment to maintain and improve service delivery. By phasing in additional funding as financial capacity allows, the Township can begin to align infrastructure spending with service level expectations and the priorities identified through community and stakeholder engagement.

75% Funding Requirements Tax Revenues

As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, achieving 75% of full funding would require a 25.7% tax change over time.

To achieve this increase, several scenarios have been developed using phase-in periods ranging from five to twenty years. Shorter phase-in periods may place too high a burden on taxpayers, whereas a phase-in period beyond 20 years may see a continued deterioration of infrastructure, leading to larger backlogs.

Asset Category	Tax Change Required for 75% of full Funding
Road Network	12.1%
Stormwater Network	1.8%
Bridges & Culverts	5.3%
Buildings	5.3%
Machinery & Equipment	No change required
Land Improvements	1.9%
Vehicles	2.1%

Table 67: Phasing in Annual Tax Increases – Full Funding

Funding 75% of the annual capital requirements ensures that major capital events, such as replacements, are completed as needed. While the remaining funding gap will need to be supplemented with other revenue sources, the Township will also draw from reserves as necessary to support high-priority projects. Project prioritization will help guide the allocation of these funds, ensuring that the most critical infrastructure needs are addressed first. With this approach, most projects are unlikely to be deferred to future years, helping to maintain high asset performance and community service levels.

The following changes in costs and/or revenues over the next number of years should also be considered in the financial strategy:

- North Stormont's debt payments for these asset categories will be decreasing by $485,815 over the next 5 to 10 years.

Our recommendations include capturing the above changes and allocating them to the infrastructure deficit outlined above.

	Phase-in Period for 75% of full funding			
	5 Years	**10 Years**	**15 Years**	**20 Years**
Infrastructure Deficit	$935,599	$935,599	$935,599	$935,599
Change in Debt Costs	($227,012)	($449,784)	($449,784)	($449,784)
Resulting Infrastructure Deficit:	**$708,587**	**$449,784**	**$449,784**	**$449,784**
Tax Increase Required	19.6%	12.4%	12.4%	12.4%
Annually:	**3.7%**	**1.2%**	**0.8%**	**0.6%**

Table 68: Phase-in Period for 75% of full funding

Proposed levels of service play a role in the development of the Annual Average Requirement discussed above. For comparison, the tax impact for each level of service option is provided below:

Annual Impact on Taxation				
Change in Levels of Service	**5 Year**	**10 Year**	**15 Year**	**20 Year**
Status Quo Funding	0%	0%	0%	0%
Achieving 75% Funding	3.7%	1.2%	0.8%	0.6%
Achieving Full Funding	7.4%	3.1%	2.1%	1.6%
Recommended	3.7%	1.2%	0.8%	0.6%

Table 69: Scenarios Annual Impact on Taxation

14.3.3. Financial Strategy Recommendations

Considering all the above information, we recommend the 15-year option to achieve the proposed levels of service. This involves 75% funding being achieved over 15 years by:

a) Increasing tax revenues by 0.8% each year for the next 15 years solely for the purpose of phasing in 75% funding to the asset categories covered in this section of the AMP.
b) Allocating the current Canada Community-Building Fund (Formerly known as Gas Tax Fund) and OCIF revenue as outlined previously.
c) Reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
d) Increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.
e) Leveraging additional, non-sustainable revenue sources such as one-time grants, surpluses, and reserves, as supplementary funding to advance asset management goals.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this

periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment[3].

2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves 75% funding on an annual basis in 15 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent-up investment demand of $437k for the Road Network, $362k for the Machinery & Equipment, $866k for Vehicles, and $26k for the Storm Water Network.

14.4. Financial Profile: Rate Funded Assets

14.4.1. Current Funding Levels

The table below summarizes how current funding levels compare with funding required for each asset category. At existing levels, the Township is funding 40.7% of its annual capital requirements for the proposed levels of service for rate-supported infrastructure.

Asset Category	Avg. Annual Requirement	Annual Funding Available			Annual Deficit
		Rates	To Operations	Total Available	
Water Network	$447,614	$643,650	($332,650)	$311,000	$136,614
Sanitary Network	$490,687	$526,622	($455,529)	$71,094	$419,593
Total	**$938,300**	**$1,170,272**	**($788,178)**	**$382,094**	**$556,207**

Table 70: Required Funding vs Current Funding Position

The average annual investment requirement for the above categories is $938,300. Annual revenue currently allocated to these assets for capital purposes is $382,094, leaving an annual deficit of $556,207. Put differently, these infrastructure categories are currently funded at 40.7% of their long-term requirements for proposed levels of service.

[3] The Township should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. Depending on the outcome of this review, there may be changes that impact its availability.

14.4.2. Closing the Gap

Eliminating annual infrastructure funding shortfalls is a difficult and long-term endeavor for municipalities. Considering the Township's current funding position, it will require many years to reach the funding level required for the proposed levels of service.

This section outlines how the Township of North Stormont can close the annual funding deficits using own-source revenue streams, i.e., utility rates, and without the use of additional debt for existing assets.

Full Funding Requirements Rate Revenues

In 2024, North Stormont had annual water revenues of $643,650 and annual sanitary revenues of $526,622. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, achieving 75% funding would require a 47.5% rate change over time.

Asset Category	Rate Change Required for 75% of full funding
Water Network	21.2%
Sanitary Network	79.7%

Table 71: Phasing in Annual Rate Increases

Funding 75% of the annual capital requirements ensures that major capital events, such as replacements, are completed as needed. While the remaining funding gap will need to be supplemented with other revenue sources, the Township will also draw from reserves as necessary to support high-priority projects. Project prioritization will help guide the allocation of these funds, ensuring that the most critical infrastructure needs are addressed first. With this approach, most projects are unlikely to be deferred to future years, helping to maintain high asset performance and community service levels.

	Water Network				Sanitary Sewer Network			
	5 Years	**10 Years**	**15 Years**	**20 Years**	**5 Years**	**10 Years**	**15 Years**	**20 Years**
Infrastructure Deficit	$136,614	$136,614	$136,614	$136,614	$419,593	$419,593	$419,593	$419,593
Rate Increase Required	21.2%	21.2%	21.2%	21.2%	79.7%	79.7%	79.7%	79.7%
Annually:	**4.0%**	**2.0%**	**1.3%**	**1.0%**	**12.5%**	**6.1%**	**4.0%**	**3.0%**

Table 72: Phase-in Period for full funding - Water and Wastewater

Similarly to the Tax Funded asset, the proposed levels of service play a role in the development of the Annual Average Requirement. For comparison, the rate impact for each level of service option is provided below:

Annual Impact on Rates					
	Changes in Levels of Service	**5 year**	**10 Year**	**15 Year**	**20 Year**
Water	Status Quo Funding	0%	0%	0%	0%
	Achieving 75% Funding	4.0%	2.0%	1.3%	1.0%
	Achieving Full Funding	7.7%	3.8%	2.5%	1.9%
	Recommended	4.0%	2.0%	1.3%	1.0%
	Changes in Levels of Service	**5 year**	**10 Year**	**15 Year**	**20 Year**
Sanitary	Achieving 50% Funding	8.3%	4.1%	2.7%	2.1%
	Achieving 75% Funding	12.5%	6.1%	4.0%	3.0%
	Achieving Full Funding	16.1%	7.8%	5.1%	3.8%
	Recommended	12.5%	6.1%	4.0%	3.0%

Table 73: Scenarios Annual Impact on User Rates

Financial Strategy Recommendations

Considering all the above information, we recommend the 15-year option for the water network and the sanitary network. This involves 75% of full funding being achieved over 15 years by:

a) increasing rate revenues by 1.3% for water services each year and 4.0% for sanitary services each year for the next 15 years solely for the purpose of phasing in 75% funding to the asset categories covered in this section of the AMP.
b) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

The Township should utilize revenues from the GFL contract and the Wind Company Agreement to support key infrastructure initiatives that benefit local communities. These funding sources present an opportunity to advance priority projects such as the development of a new community centre in Moose Creek and the acquisition of essential fire equipment for the Crysler and Finch fire stations. Additionally, the agreement related to the 100 MW wind turbine project contributes valuable financial support toward infrastructure improvements, aligning with the Township's goals for sustainable and community-focused development. By allocating these revenues to tangible capital investments, the Township can enhance services and quality of life for residents across multiple areas.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. This periodic funding should not be incorporated into an AMP unless there are firm commitments in place.

2. We realize that raising rate revenues for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.
3. Any increase in rates required for operations would be in addition to the above recommendations.

Although this option achieves 75% funding on an annual basis in 15 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent-up investment demand of $409k for the Water Network.

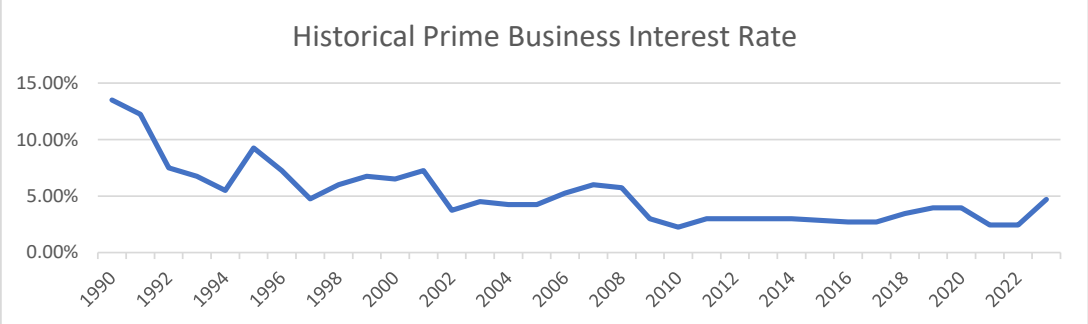
Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

14.5. Use of Debt

Debt can be strategically utilized as a funding source with in the long-term financial plan. The benefits of leveraging debt for infrastructure planning include:

a) the ability to stabilize tax & user rates when dealing with variable and sometimes uncontrollable factors
b) equitable distribution of the cost/benefits of infrastructure over its useful life
c) a secure source of funding
d) flexibility in cash flow management

Debt management policies and procedures with limitations and monitoring practices should be considered when reviewing debt as a funding option. In efforts to mitigate increasing commodity prices and inflation, interest rates have been rising. Sustainable funding models that include debt need to incorporate the now current realized risk of rising interest rates. The following graph shows the historical changes to the lending rates:



A change in 15-year rates from 5% to 7% would change the premium from 45% to 65%. Such a change would have a significant impact on a financial plan.

The following tables outline how North Stormont has historically used debt for investing in the asset categories as listed. There is currently $2,348,738 of debt outstanding for the assets covered by this AMP with corresponding principal and

interest payments of $406,934. This amount is well within the Township's provincially prescribed maximum of $1,235,713, which is a limit set by the province to ensure that municipalities maintain a responsible level of debt in relation to their financial capacity.

Asset Category	Current Debt Outstanding	Use of Debt in the Last Five Years				
		2019	2020	2021	2022	2023
Road Network						
Bridges & Culverts						
Storm Network						
Buildings	$1,682,000					
Land Improvements						
Machinery & Equipment						
Vehicles	$666,738	$455,000				$325,000
Total Tax Funded:	**$2,348,738**	**$455,000**	**$**	**$**	**$**	**$325,000**
Water Network						
Sanitary Network						
Total Rate Funded:	**$**	**$**	**$**	**$**	**$**	**$**

Table 74: Use of Debt in the last Five Years

Asset Category	Principal & Interest Payments in the Next Ten Years						
	2025	2026	2027	2028	2029	2030	2035
Road Network							
Bridges & Culverts							
Storm Network							
Buildings	$264k	$260k	$256k	$252k	$248k	$228k	
Machinery & Equipment							
Land Improvements							
Vehicles	$222k	150k	$103k	$31k	$31k	$31k	
Total Tax Funded:	**$486k**	**$410k**	**$359k**	**$283k**	**$279k**	**$259k**	**$**
Water Network							
Sanitary Network							
Total Rate Funded:	**$**	**$**	**$**	**$**	**$**	**$**	**$**

Table 75: Principal & Interest Payments in the Next Ten Years

14.6. Use of Reserves

14.6.1. Available Reserves

Reserves play a critical role in long-term financial planning. The benefits of having reserves available for infrastructure planning include:

e) the ability to stabilize tax rates when dealing with variable and sometimes uncontrollable factors
f) financing one-time or short-term investments
g) accumulating the funding for significant future infrastructure investments
h) managing the use of debt
i) normalizing infrastructure funding requirement

By asset category, the table below outlines the details of the reserves currently available to the Township.

Asset Category	Balance at December 31, 2024
Road Network	$263,797
Stormwater Network	$3,412
Bridges & Culverts	$11,857
Buildings	$435,302
Machinery & Equipment	$102,152
Land Improvements	$11,816
Vehicles	$124,172
Total Tax Funded:	**$952,509**
Water Network	$1,086,957
Sanitary Network	$1,121,189
Total Rate Funded:	**$2,208,147**

Table 76: Reserve Balances

There is considerable debate in the municipal sector as to the appropriate level of reserves that a Township should have on hand. There is no clear guideline that has gained wide acceptance. Factors that municipalities should take into account when determining their capital reserve requirements include:

a) breadth of services provided
b) age and condition of infrastructure
c) use and level of debt
d) economic conditions and outlook
e) internal reserve and debt policies.

These reserves are available to support reinvestment needs in applicable asset categories during the transition to the Township's chosen funding approach. This allows the scenarios to assume that, if required, available reserves and debt capacity can be used for high priority and emergency infrastructure investments in the short- to medium-term.

15. Growth

15.1. Description of Growth Assumptions

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Township to plan for new infrastructure more effectively, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

United Counties of Stormont, Dundas, and Glengarry Population and Growth Projections Report (Hemson 2013)

Reasons for Growth

In 2013 the United Counties worked with Hemson to develop a report to understand the growth projections and expected population dynamics for their area. North Stormont was covered in the scope of this report.

The report highlights that the primary catalyst for the County's sustained expansion is the network of relationships and connections it maintains with neighboring areas. This is attributed to the growth stimuli generated by the economic and social activities within the County and its townships, particularly its adjacency to Ottawa.

Table 1

Commuting Behaviour of the UCSDG Resident Employed Labour Force 2006 Census Information

	Portion of County (see note 1)			Total County
	Western	Central	Eastern	
Resident Employed Labour Force with a Usual Place of Work (See Note 2)	9,655	26,385	10,675	46,715
Working within the UCSDG	6,005	23,390	8,935	38,330
Share of Employed Residents	62.2%	88.6%	83.7%	**82.1%**
Share to City of Cornwall	3.1%	**66.0%**	25.2%	43.9%
Working Outside the UCSDG	3,665	3,000	1,745	8,410
Share to Ottawa	**70.5%**	48.5%	28.1%	53.9%
Share to Elsewhere (mainly other parts of Ontario)	29.5%	51.5%	71.9%	46.1%

Source: Hemson Consulting Ltd. based on Statistics Canada 2006 Census data.

Growth Projections

The Hemson Population and Growth Projections Report provided estimates for the County and its townships, projecting growth from 2011 census data to 2031.

According to the report, the Township of North Stormont was anticipated to undergo low to moderate population growth, with projections indicating an increase from 7,100 residents in 2011 to 7,300 by 2031. Likewise, the number of households was expected to rise from 2,500 to 2,700 over the same period. Notably, the increase in household numbers aligns closely with the population growth, reflecting an aging demographic that reduces the average population per household over time. It's important to note that the actual population has already surpassed these projections.

Land Supply

As part of predicting the population dynamics, the report also detailed the land supply for the Townships. North Stormont has 185 gross hectares of vacant residential land. This is land that is undeveloped or currently not utilized within residential zoning. The Township does not have any additional land supply in the employment district, or in the Mixed Use/Non-residential zones. This led to the Township of North Stormont having the lowest amount of vacant land supply out of all the townships in the United Counties.

Density

Hemson utilized density to determine the ability of currently utilized land for supporting and encouraging growth. This is done by observing density in "units (housing units) per gross hectare" referred to as upgh. The report indicates that for urban and rural development, a 5-9 upgh is used. Seen below, the capacity for the County's growth well exceeds its current forecasts. For North Stormont in particular, this shows that despite having a low amount of unutilized land in comparison to other Townships, there is still ample capacity and opportunity for growth.

Table 9

Municipal Unit Demand Vs. Capacity
United Counties of Stormont, Dundas and Glengarry

Township	Housing Unit Growth 2011-2031	Unit Capacity at Density Range		
		9 upgh	7 upgh	5 upgh
North Dundas	975	2,500	2,000	1,400
South Dundas	455	1,700	1,300	900
North Stormont	195	1,700	1,300	900
South Stormont	365	4,100	3,200	2,300
North Glengarry	125	1,700	1,300	900
South Glengarry	385	2,900	2,200	1,600
County Total	**2,500**	**14,600**	**11,300**	**8,100**

Source: Hemson Consulting Ltd. 2012 based on information provided by County Planning Staff.

Development Charges Background Study (TBD)

In 2025, the Township initiated the process of updating its Development Charges Background Study by issuing a Request for Quotation. This step indicates the Township's intent to assess and plan for future growth-related infrastructure needs in alignment with anticipated development. The updated study will help ensure that growth pays for growth by identifying capital costs required to support new development and determining appropriate charges to recover those costs.

Housing-Enabling Water Systems Fund

The Ontario government is investing $4.8 million in North Stormont through the Housing-Enabling Water Systems Fund to support the expansion of the Moose Creek Sewage Lagoon. This project will unlock capacity for 261 new homes in the community, addressing a key barrier to residential growth. Mayor François Landry emphasized that limited wastewater infrastructure and financial constraints had previously hampered development plans, but this funding removes a major obstacle. The expansion aligns with the Township's efforts to support diverse housing options in partnership with local developers and reflects the province's broader commitment to enabling housing through critical infrastructure investment.

Water and Wastewater Master Plan (2024)

The Township of North Stormont, with support from R.V. Anderson Associates Limited, has developed a Water and Wastewater Master Servicing Plan for Finch, Crysler, and Moose Creek to support population and employment growth through 2051. The plan outlines necessary infrastructure upgrades to meet future demand while ensuring regulatory compliance. Guided by population forecasts and existing capacity, the plan addresses servicing for approximately 1,800 new residents and incorporates both committed developments and long-term growth.

Water servicing strategies focus on conservation through universal metering to delay major upgrades and monitor demand. Where capacity limits are expected, hydrogeological studies will assess wellfield expansions and treatment upgrades. Finch and Crysler may require new wells and increased treatment capacity, while Moose Creek prioritizes replacing Well No. 3 and investigating water quality.

Wastewater strategies include upgrading sewage pumping stations with variable frequency drives to improve efficiency and reduce costs. Expansion of the Moose Creek lagoon with advanced treatment technologies is planned, phased to align with growth and budget considerations.

The Master Plan outlines a phased capital investment approach totaling approximately $16.3 million over 2025 to 2051. This phased, community-specific approach ensures capital spending corresponds with development milestones and funding capacity, balancing technical feasibility, regulatory compliance, and financial responsibility. These investments will enable water and wastewater services to sustainably support North Stormont's future growth.

Impact of Growth on Lifecycle Activities

Growth in North Stormont, particularly in the villages of Finch, Crysler, and Moose Creek, is expected to increase demand on the Township's water, wastewater, and other core infrastructure systems. As outlined in the 2024 Water and Wastewater Master Plan, new residential development and population growth will require both the construction of new assets and the expansion or enhancement of existing systems.

These changes will have a significant impact on lifecycle activities. New infrastructure adds to the Township's asset base and introduces long-term costs for operation, maintenance, rehabilitation, and eventual replacement. Meanwhile, growth-related upgrades, such as expanded sewage pumping stations, wellfield improvements, and advanced treatment facilities, will require proactive capital planning and increase overall lifecycle complexity.

In addition, intensification and infill development may accelerate wear on existing assets, leading to shorter asset lifespans and the need for more frequent rehabilitation. To address these challenges, the Township has outlined strategies in its Water and Wastewater Master Plan that include implementing universal water metering to support conservation and delay the need for major capital upgrades. The Plan also recommends phased implementation of servicing infrastructure, such as well expansions and wastewater treatment upgrades, based on growth projections and system demand. These actions are intended to balance service reliability with long-term financial sustainability, although further planning will be required to fully integrate asset performance monitoring into lifecycle management.

As growth-related assets are constructed, retired, or acquired, they should be integrated into the AMP. Furthermore, the Township will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, to maintain the current level of service. By integrating growth considerations into its asset management approach, North Stormont can ensure its infrastructure continues to meet evolving service needs while maintaining financial sustainability over the long term.

16. Recommendations & Key Considerations

16.1. Financial Strategies

1. Review the feasibility of adopting the funding required to meet the proposed levels of service for the asset categories analyzed. This includes:
    a. Increasing taxes by 0.8% per year over a period of 15 years;
    b. Increasing water rates by 1.3% per year over a period of 15 years; and
    c. Increasing sanitary rates by 4.0% per year over a period of 15 years.
2. Continued allocation of OCIF and CCBF funding as previously outlined.
3. Increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.
4. Continue to apply for project specific grant funding to supplement sustainable funding sources.

16.2. Asset Data

1. Continuously review, refine, and calibrate lifecycle and risk profiles to better reflect actual practices and improve capital projections. In particular:
    a. the timing of various lifecycle events, the triggers for treatment, anticipated impacts of each treatment, and costs
    b. the various attributes used to estimate the likelihood and consequence of asset failures, and their respective weightings
2. Asset management planning is highly sensitive to replacement costs. Periodically update replacement costs based on recent projects, invoices, or estimates, as well as condition assessments, or any other technical reports and studies. Material and labour costs can fluctuate due to local, regional, and broader market trends, and substantially so during major world events. Accurately estimating the replacement cost of like-for-like assets can be challenging. Ideally, several recent projects over multiple years should be used. Staff judgement and historical data can help attenuate extreme and temporary fluctuations in cost estimates and keep them realistic.
3. Like replacement costs, an asset's established serviceable life can have dramatic impacts on all projections and analyses, including condition, long-range forecasting, and financial recommendations. Periodically reviewing and updating these values to better reflect infield performance and staff judgement is recommended.

16.3. Risk & Levels of Service

1. Risk models and matrices can play an important role in identifying high-value assets, and developing an action plan which may include repair, rehabilitation, replacement, or further evaluation through condition assessments. As a result, project selection and the development of multi-year capital plans can become more strategic and objective. Initial models have been built into Citywide for all asset groups. These models reflect current data, which was limited. As the data evolves and new attribute information is obtained, these models should also be refined and updated.
2. Available data on current performance should be centralized and tracked to support any calibration of service levels for long-term tracking of O. Reg. 588's requirements on proposed levels of service.
3. Staff should monitor evolving local, regional, and environmental trends to identify factors that may shape the demand and delivery of infrastructure programs. These can include population growth, and the nature of population growth; climate change and extreme weather events; and economic conditions and the local tax base. This data can also be used to review service level targets.

Appendices

Appendix A: Proposed Levels of Service 10-Year Capital Requirements

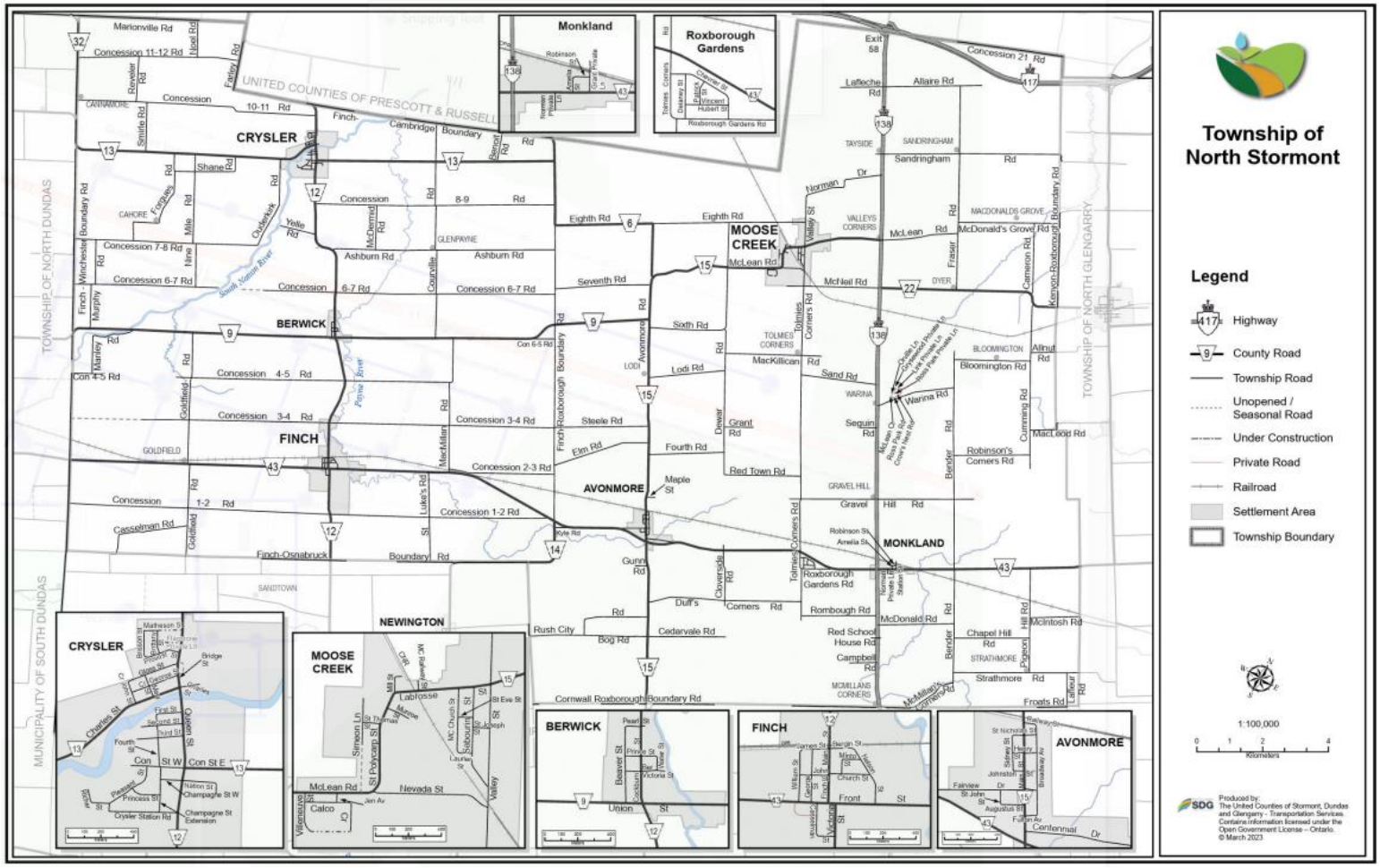
The table below outlines the capital cost requirements for recommended lifecycle activities, as generated through the Township's asset management software. These projections are based on annual budgets that start at current funding levels and gradually increase over a 15-year period to reach recommended funding, using Scenario 2 for all assets, as outlined in the Levels of Service analysis. For more information, please refer to the Financial Strategy section.

Asset Category	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Road Network	$297k	$138k	$716k	$728k	$731k	$806k	$805k	$714k	$849k	$887k
Bridges & Culverts	-	-	-	-	-	-	-	$150k	-	-
Buildings	$280k	$416k	$241k	-	$547k	$684k	$283k	-	$1.0m	-
Machinery & Equipment	$207k	$217k	$212k	$214k	$212k	$210k	$216k	$209k	$214k	$202k
Vehicles	$166k	$150k	-	$240k	$275k	$211k	$200k	$144k	$220k	$220k
Land Improvements	-	-	-	-	-	-	-	-	$172k	-
Storm Network	$20k	$22k	$23k	$24k	$7k	-	$3k	-	$164k	$40k
Water Network	-	-	$459k	$283k	-	-	$241k	$207k	-	$1.1m
Sanitary Network	-	-	-	-	-	-	-	-	-	-
TOTAL	**$673k**	**$805k**	**$935k**	**$762k**	**$1.0m**	**$1.1m**	**$943k**	**$710k**	**$1.8m**	**$1.6m**

Table 77: Proposed Levels of Service 10-Year Capital Requirements

Appendix B: Levels of Service Maps

Road Network Map



Bridges & Culverts Images

The condition scale for bridges & culverts utilized is from 0 to 100 from Very Poor to Very Good. See the following images as examples of a bridge and structural culvert in Good condition, as well as a bridge and structural culvert in Fair condition.

Concession 8-9 Bridge (BCI = 73 Good)



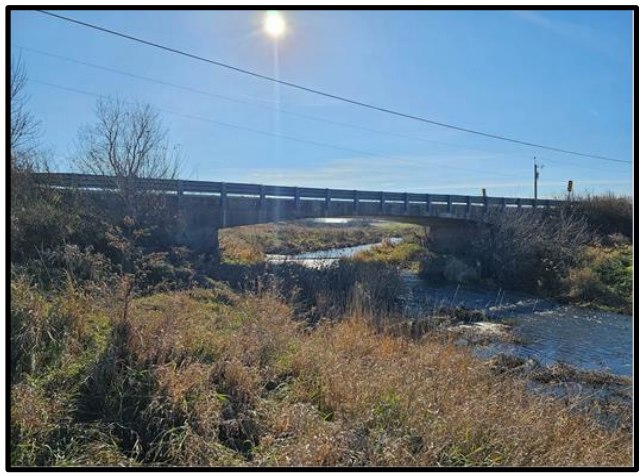


Bender Road Culvert (BCI = 75 Good)





Concession 6-7 Bridge (BCI = 49 Fair)



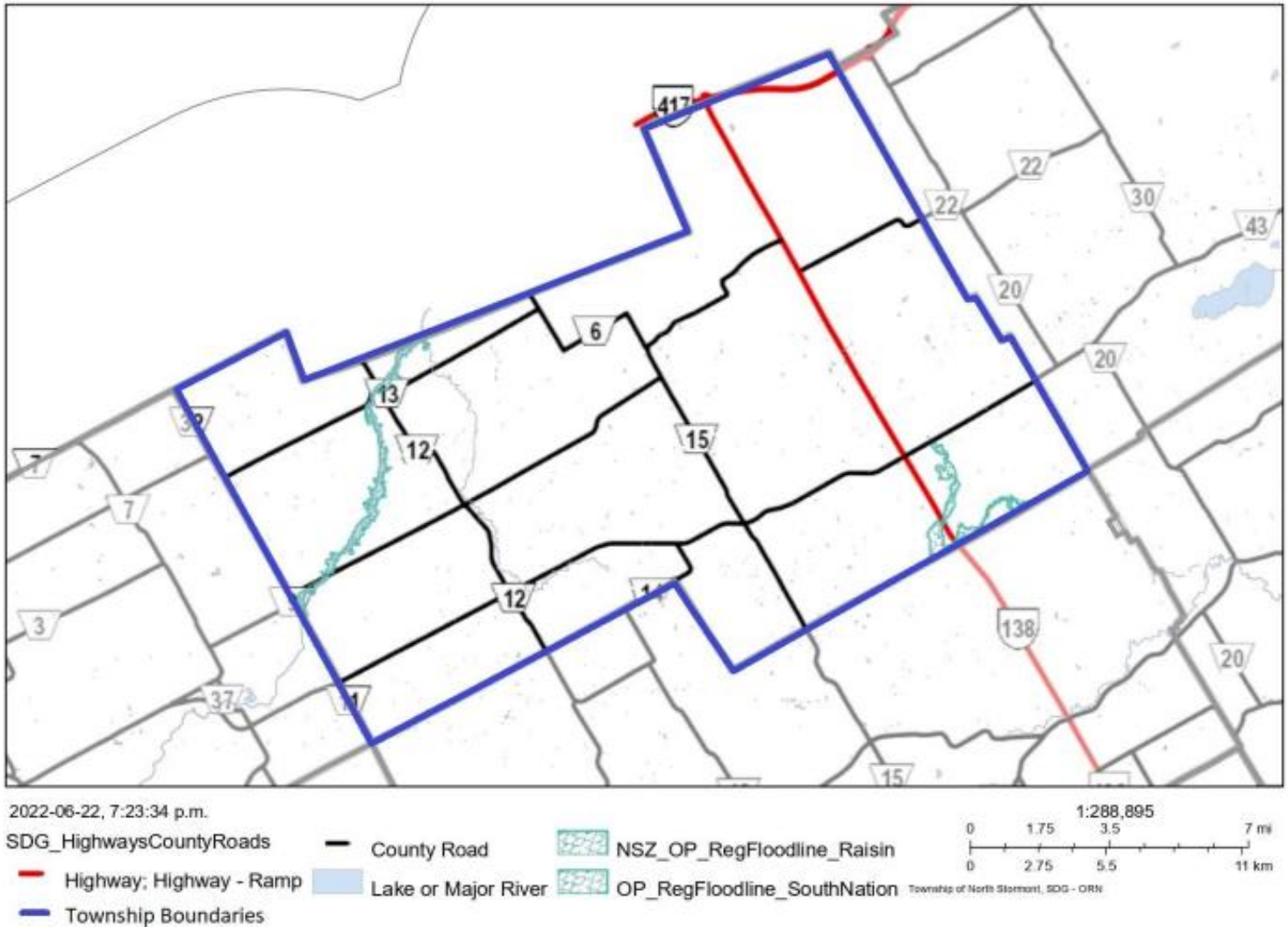


Roxborough - Finch Boundary Culvert (BCI = 50 Fair)

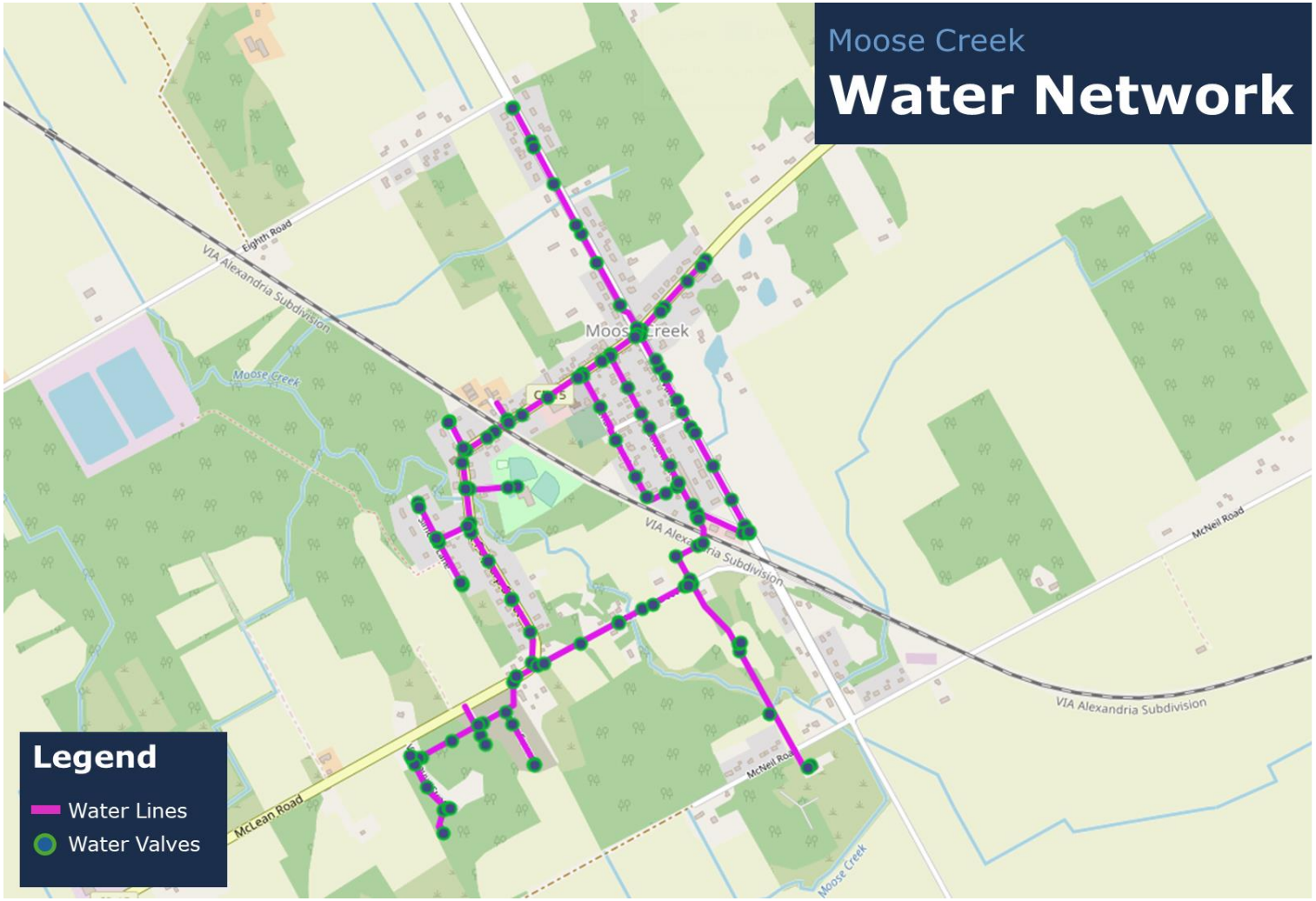


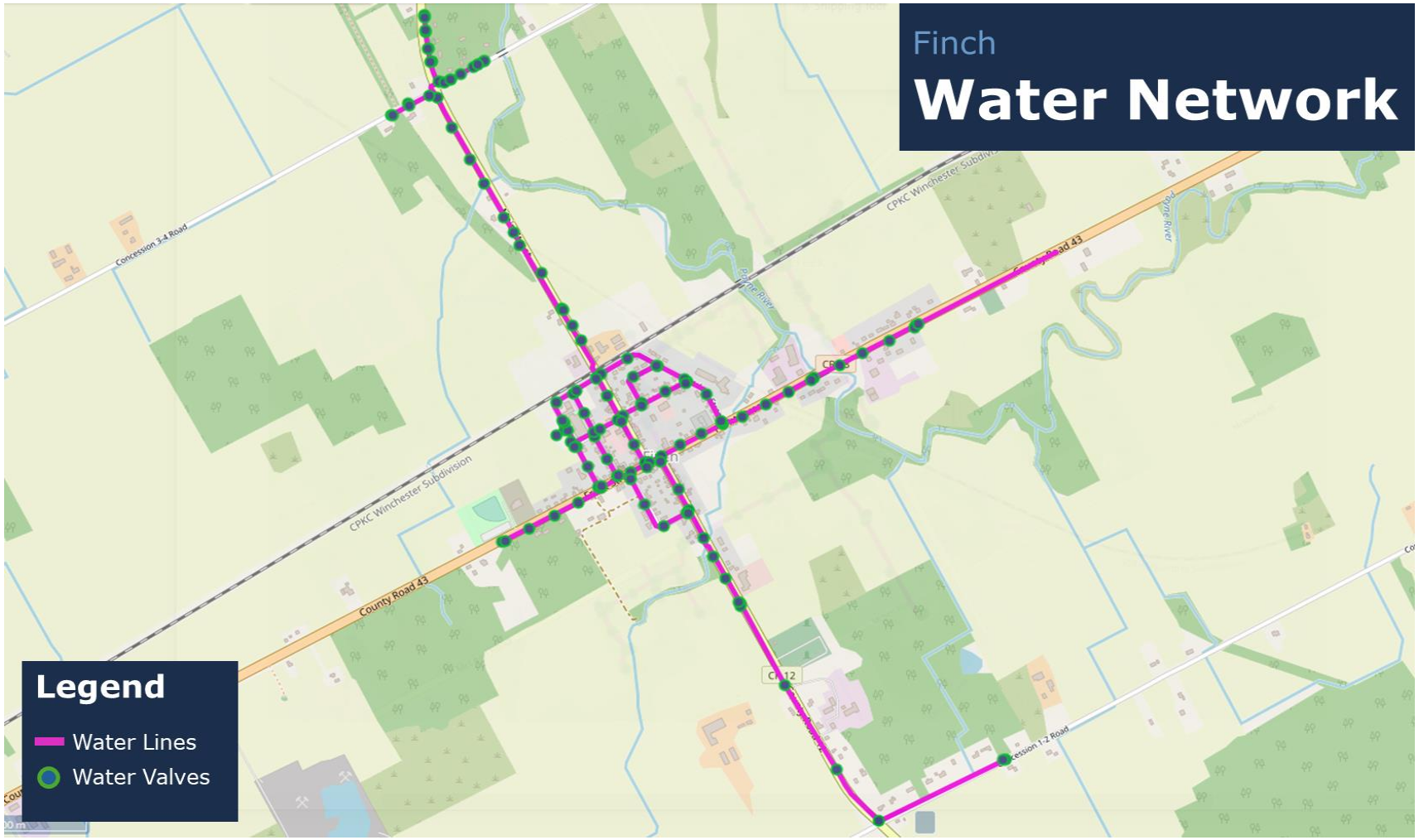


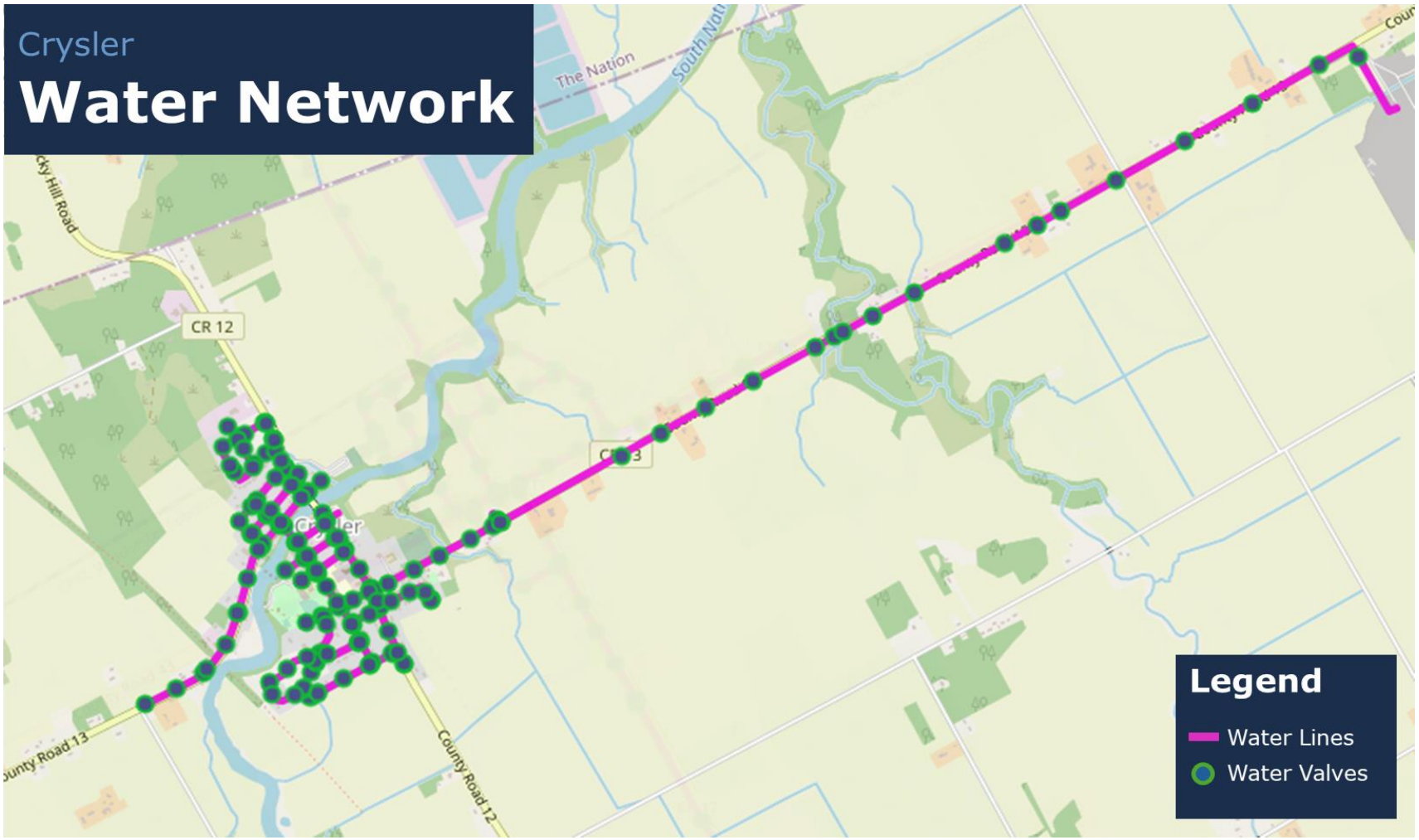
Stormwater Floodplain Map



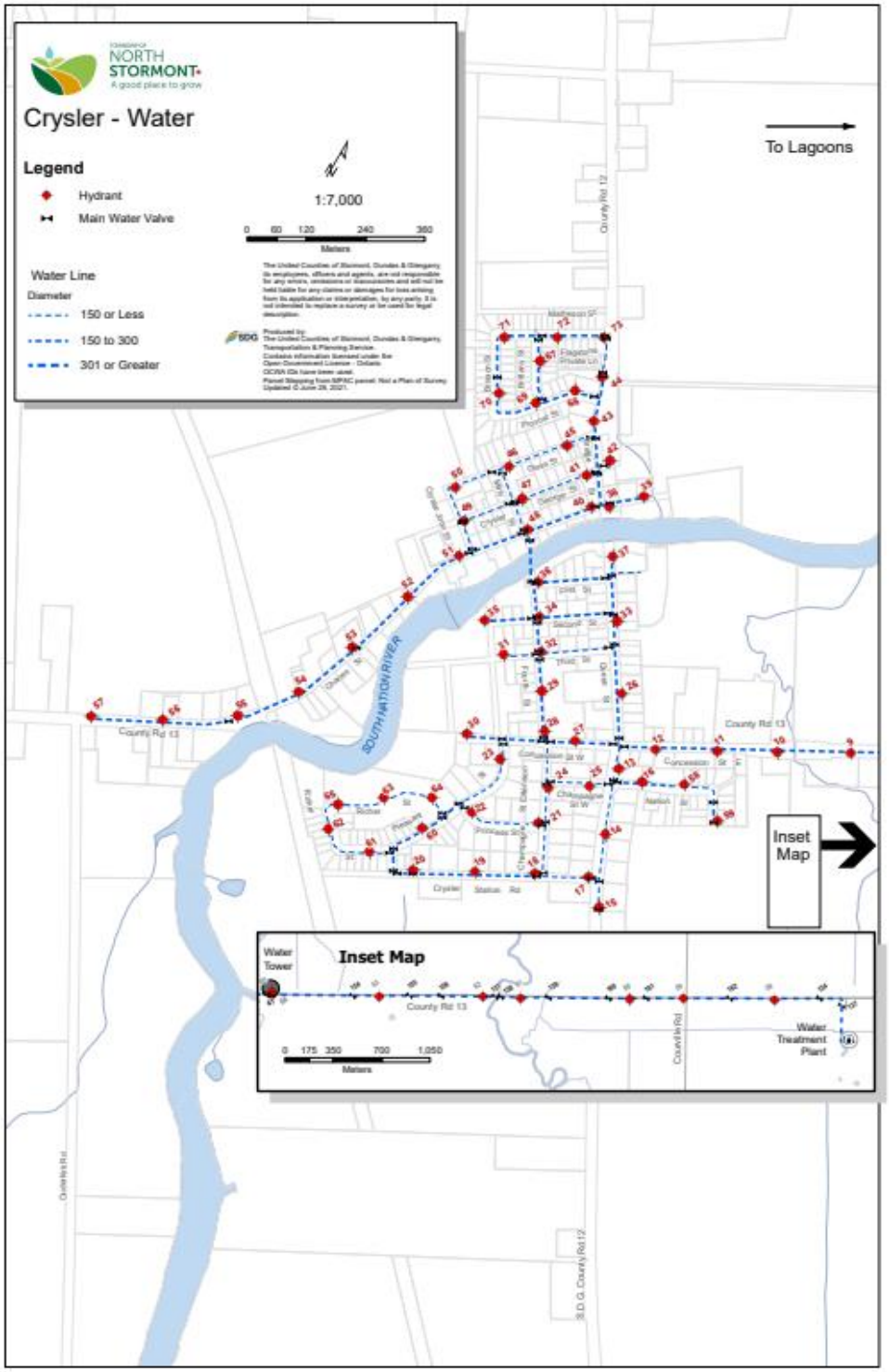
Water Network Maps

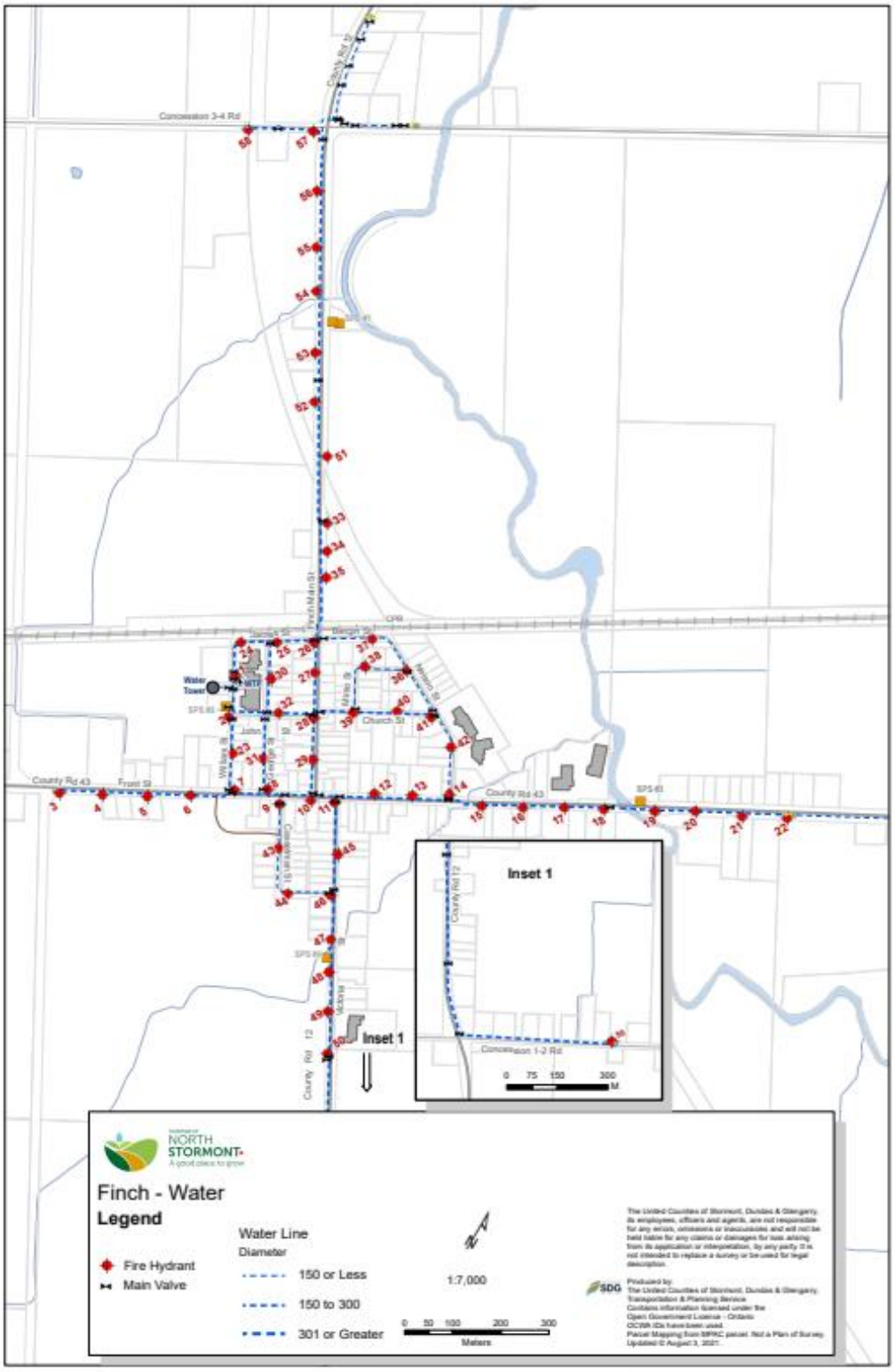


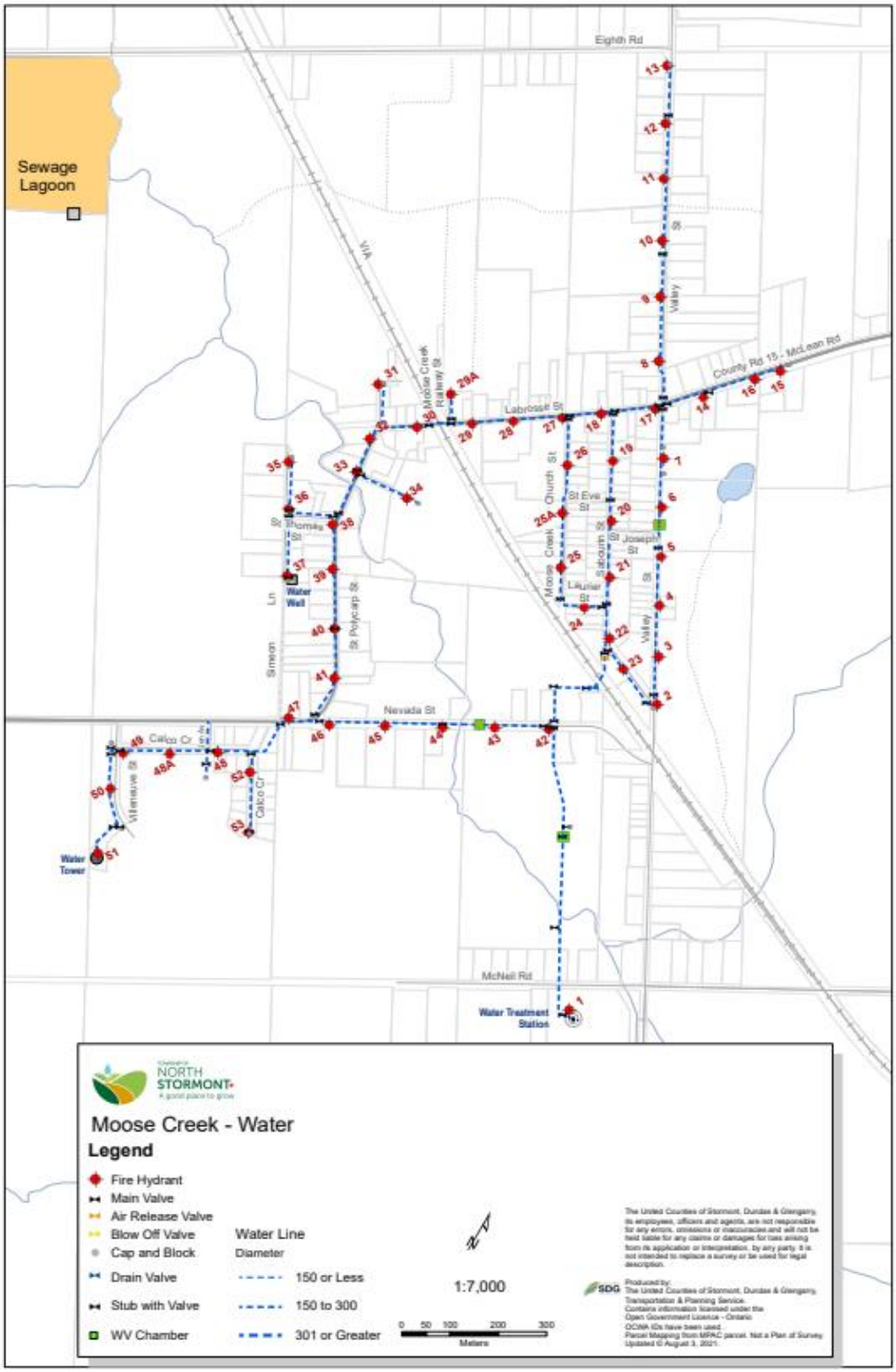

Finch
Water Network
Legend
Water Lines
Water Valves
Concession 3-4 Road
CPKC Winchester Subdivision
County Road 43
Concession 1-2 Road


Crysler
Water Network
The Nation
CR 12
County Road 13
County Road 12
Legend
Water Lines
Water Valves

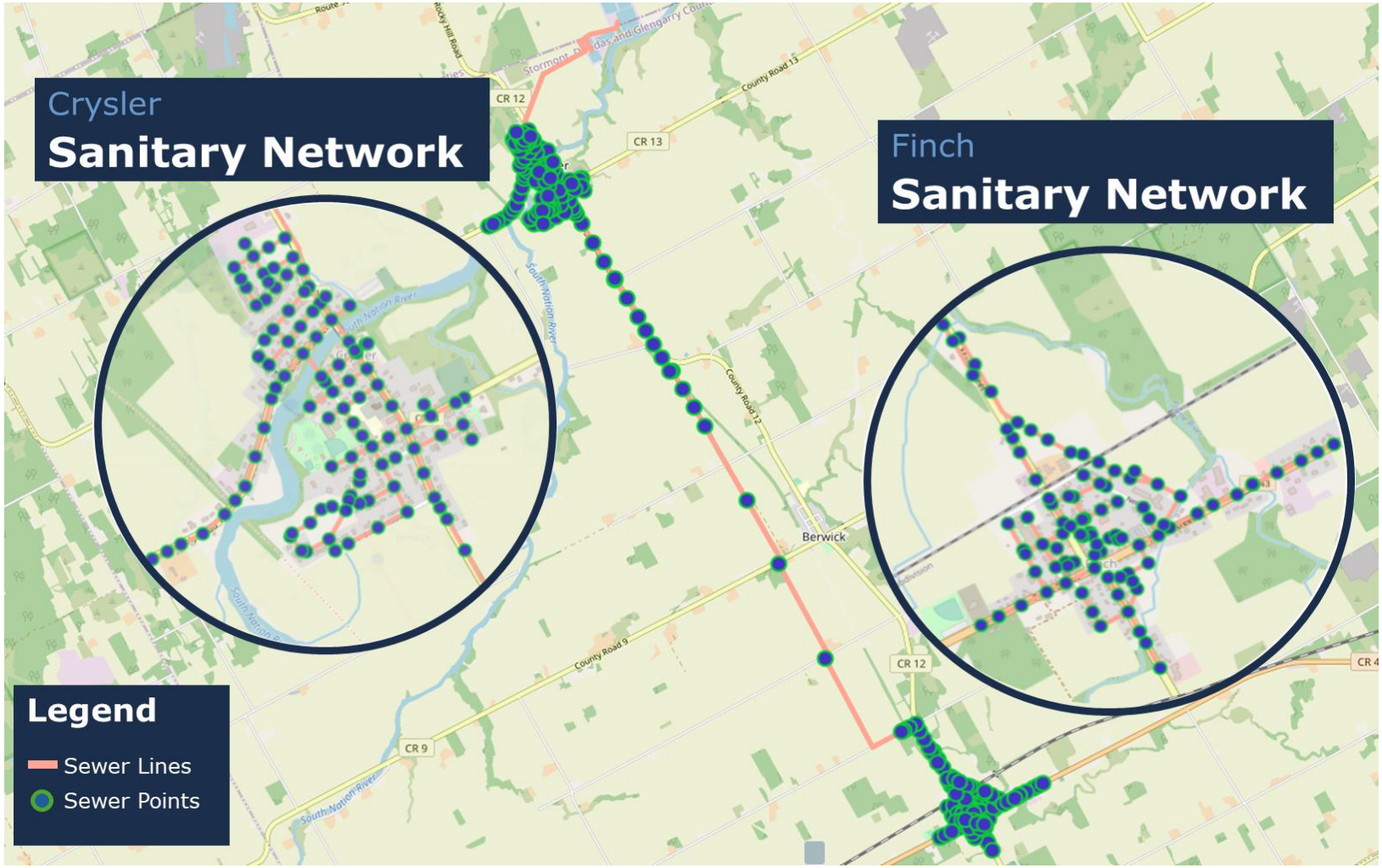
Fire Hydrant Maps

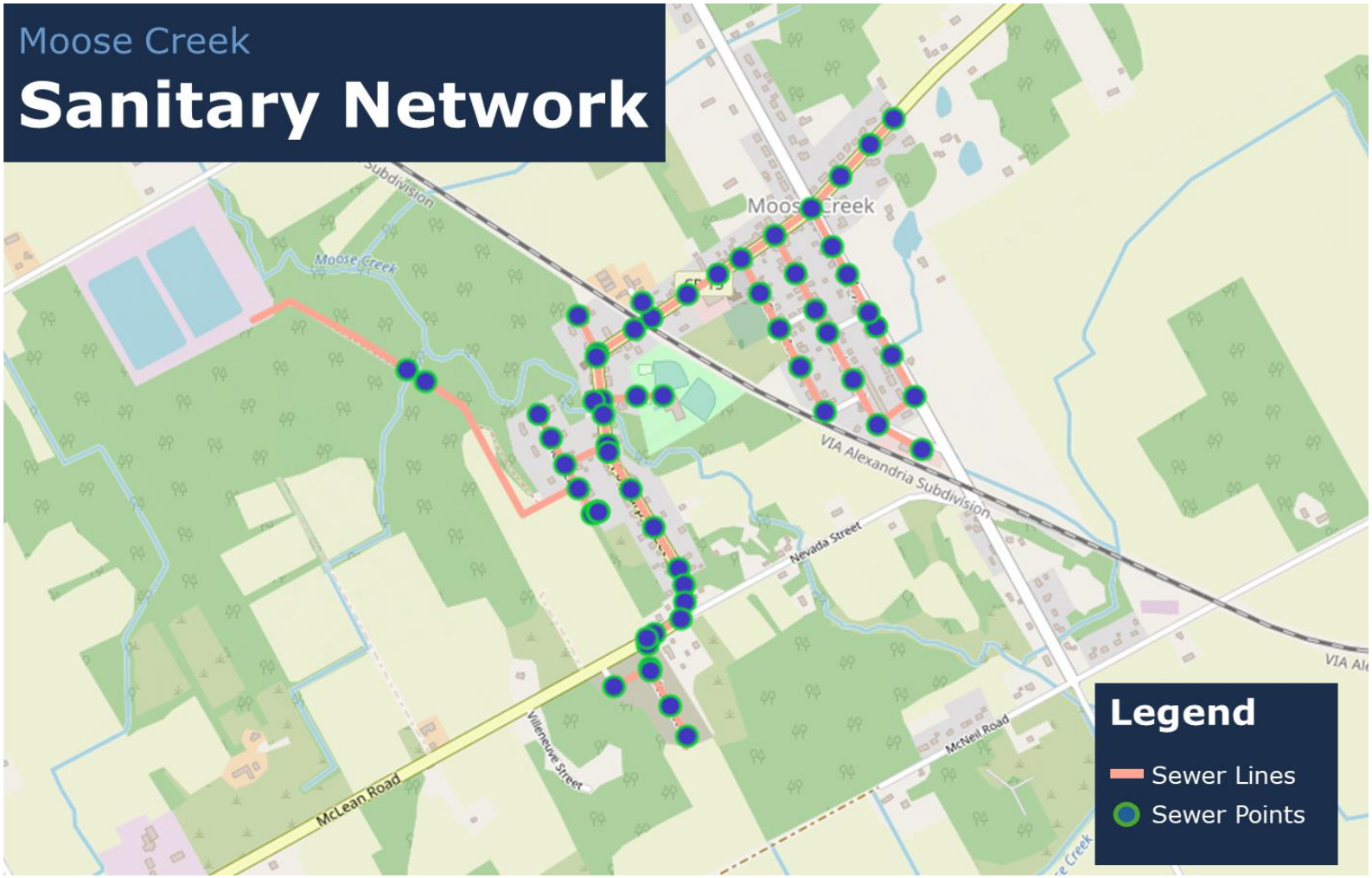


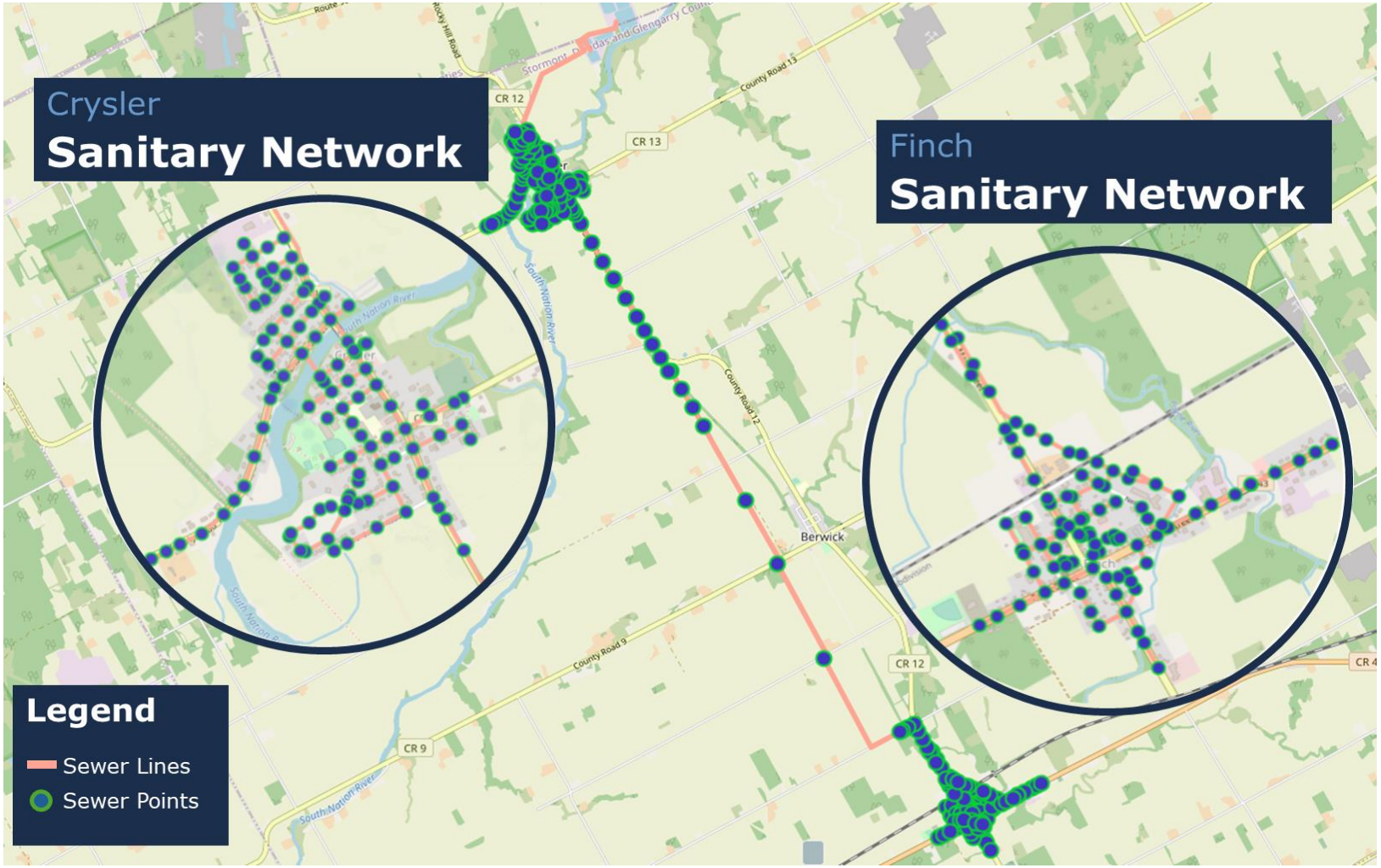

Inset 1
Inset 1
Finch - Water
Legend
Water Line
Diameter
Fire Hydrant
Main Valve
150 or Less
150 to 300
301 or Greater
1:7,000
Meters


Sewage Lagoon
Eighth Rd
Valley
Moose Creek
Railway St
Labrosse St
County Rd 15 - McLean Rd
Church St
St Eva St
St Joseph St
Launier St
Ashburn St
Water Well
St Polycarp St
Simeon Ln
Nevada St
Calco Cr
Villeneuve St
Water Tower
McNeil Rd
Water Treatment Station
NORTH STORMONT
Moose Creek - Water
Legend
Fire Hydrant
Main Valve
Air Release Valve
Blow Off Valve
Cap and Block
Drain Valve
Stub with Valve
WV Chamber
Water Line
Diameter
150 or Less
150 to 300
301 or Greater
1:7,000
0 50 100 200 300
Meters

Sanitary Network Maps




Moose Creek
Sanitary Network
Moose Creek
Moose Creek
VIA Alexandria Subdivision
Nevada Street
McLean Road
Villeneuve Street
McNeil Road
Legend
Sewer Lines
Sewer Points


Crysler
Sanitary Network
Finch
Sanitary Network
Legend
Sewer Lines
Sewer Points
CR 12
CR 13
County Road 13
County Road 12
County Road 9
CR 9
CR 12
Berwick
South Nation River

Appendix C: Condition Assessment Guidelines

The foundation of good asset management practice is accurate and reliable data on the current condition of infrastructure. Assessing the condition of an asset at a single point in time allows staff to have a better understanding of the probability of asset failure due to deteriorating condition.

Condition data is vital to the development of data-driven asset management strategies. Without accurate and reliable asset data, there may be little confidence in asset management decision-making which can lead to premature asset failure, service disruption and suboptimal investment strategies. To prevent these outcomes, the Township's condition assessment strategy should outline several key considerations, including:

- The role of asset condition data in decision-making
- Guidelines for the collection of asset condition data
- A schedule for how regularly asset condition data should be collected

Role of Asset Condition Data

The goal of collecting asset condition data is to ensure that data is available to inform maintenance and renewal programs required to meet the desired level of service. Accurate and reliable condition data allows municipal staff to determine the remaining service life of assets, and identify the most cost-effective approach to deterioration, whether it involves extending the life of the asset through remedial efforts or determining that replacement is required to avoid asset failure.

In addition to the optimization of lifecycle management strategies, asset condition data also impacts the Township's risk management and financial strategies. Assessed condition is a key variable in the determination of an asset's probability of failure. With a strong understanding of the probability of failure across the entire asset portfolio, the Township can develop strategies to mitigate both the probability and consequences of asset failure and service disruption. Furthermore, with condition-based determinations of future capital expenditures, the Township can develop long-term financial strategies with higher accuracy and reliability.

Guidelines for Condition Assessment

Whether completed by external consultants or internal staff, condition assessments should be completed in a structured and repeatable fashion, according to consistent and objective assessment criteria. Without proper guidelines for the completion of condition assessments there can be little confidence in the validity of condition data and asset management strategies based on this data.

Condition assessments must include a quantitative or qualitative assessment of the current condition of the asset, collected according to specified condition rating criteria, in a format that can be used for asset management decision-making. As a result, it is important that staff adequately define the condition rating criteria that should be used and the assets that require a discrete condition rating. When

engaging with external consultants to complete condition assessments, it is critical that these details are communicated as part of the contractual terms of the project.

There are many options available to the Township to complete condition assessments. In some cases, external consultants may need to be engaged to complete detailed technical assessments of infrastructure. In other cases, internal staff may have sufficient expertise or training to complete condition assessments.

Developing a Condition Assessment Schedule

Condition assessments and general data collection can be both time-consuming and resource intensive. It is not necessarily an effective strategy to collect assessed condition data across the entire asset inventory. Instead, the Township should prioritize the collection of assessed condition data based on the anticipated value of this data in decision-making. The International Infrastructure Management Manual (IIMM) identifies four key criteria to consider when making this determination:

- Relevance: every data item must have a direct influence on the output that is required
- Appropriateness: the volume of data and the frequency of updating should align with the stage in the assets life and the service being provided
- Reliability: the data should be sufficiently accurate, have sufficient spatial coverage and be appropriately complete and current
- Affordability: the data should be affordable to collect and maintain

Appendix D: Risk Rating Criteria

Risk Definitions

Risk	Integrating a risk management framework into your asset management program requires the translation of risk potential into a quantifiable format. This will allow you to compare and analyze individual assets across your entire asset portfolio. Asset risk is typically defined using the following formula: **Risk = Probability of Failure (POF) x Consequence of Failure (COF)**
Probability of Failure (POF)	The probability of failure relates to the likelihood that an asset will fail at a given time. The current physical condition and service life remaining are two commonly used risk parameters in determining this likelihood.
POF - Structural	The likelihood of asset failure due to aspects of an asset such as load carrying capacity, condition or breaks
POF - Functional	The likelihood of asset failure due to its performance
POF - Range	**1 - Rare 2 - Unlikely 3 - Possible 4 - Likely 5 - Almost Certain**
Consequences of Failure (COF)	The consequence of failure describes the overall effect that an asset's failure will have on an organization's asset management goals. Consequences of failure can range from non-eventful to impactful: a small diameter water main break in a subdivision may cause several rate payers to be without water service for a short time. However, a larger trunk water main may break outside a hospital, leading to significantly higher consequences.
COF - Financial	The monetary consequences of asset failure for the organization and its customers
COF - Social	The consequences of asset failure on the social dimensions of the community
COF - Environmental	The consequence of asset failure on an asset's surrounding environment
COF - Operational	The consequence of asset failure on the Town's day-to-day operations
COF - Health & safety	The consequence of asset failure on the health and well-being of the community
COF - Economic	The consequence of asset failure on strategic planning
COF - Range	**1 - Insignificant 2 - Minor 3 - Moderate 4 - Major 5 - Severe**

Risk Frameworks

Probability of Failure			
Criteria	**Sub-Criteria**	**Value/ Range**	**Score**
Performance (60%)	Condition	0-39	5 - Almost Certain
		40-49	4 - Likely
		50-69	3 - Possible
		70-89	2 - Unlikely
		90-100	1 - Rare
Operational (40%)	Service Life Remaining	<10%	5 - Almost Certain
		10 - <20%	4 - Likely
		20 - <30%	3 - Possible
		30 - <40%	2 - Unlikely
		=>40%	1 - Rare

Consequence of Failure			
Criteria	**Sub-Criteria**	**Value/Range**	**Score**
Financial 100%	Replacement Cost ($)	>$500,000	5 - Severe
		$250,000 - $500,000	4 - Major
		$75,000 - $250,000	3 - Moderate
		$25,000 - $75,000	2 - Minor
		< $25,000	1 - Insignificant

The Corporation of the Township of **NORTH STORMONT**	**Report No.** FIN-16-2025

Agenda Date:	July 22, 2025
Subject:	Q2 2025 Variance Report
Attachments:	□ June 30, 2025 for Council

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont accepts report FIN 16-2025 from the Treasurer, regarding the second quarter variance report for the period ending June 30th, 2025 for information purposes only.

2.0 LEGAL DESCRIPTION

N/A

3.0 BACKGROUND

Senior department managers review their variance reports on a monthly basis to monitor their respective revenues and expenses as compared to the approved budget. Council is provided the variance report on a quarterly basis for review and discussion. The second quarter variance report is attached.

4.0 POLICY CONSIDERATION

N/A

5.0 ANALYSIS

The total variance for the second quarter equates to approximately $1.4 million under budget which is slightly less than 50% of the budget and falls in line with the reporting period that equates to half of the fiscal year.

Pending grants that have not yet been approved show obvious variance. Also, all transfers to and from reserve entries are done at year end so these budget lines are also showing variances.

High level items are noted below:

General Government

- Livestock Inspection (1-3-2175-0460) is over by $1712.16 (442.43%) already due to invoicing done in 2024 which was not received until early 2025.
- CPP and EI amounts (1-4-1050-1051 and 1-4-1050-1052) are averaging close to 75% of budget already due to higher salaries spending these amounts in the early months and then reaching their maximums prior to year end.
- Subscriptions & Memberships (1-4-1050-1800) is close to the annual amount as these are usually paid in the first quarter for the entire year.
- Software purchased (1-4-1050-3500) higher than budgeted due to building complaint system charges charged to wrong account ($740) but now corrected, cybersecurity insurance, replacement of council chambers camera, and server equipment.
- heating and hydro (1-4-105-5800 and 1-4-1050-5820) are both overspent in total by $3200 to date due to supporting both the new and old township offices.
- IT services (1-4-1050-8480) is overspent due to SDG Counties support to date.
- Write offs (1-4-1055-3125) is overspent due to vesting of tax sale property unbudgeted for (approximately $5,500)
- Rural Civic Numbers & Signs (1-4-2210-2020) is over the budgeted amount (153%). Budgeted figure was under stated based on what is usually ordered.

Fire Department

- Ontario Grants (1-3-2000-0451) is understated at 63%. This seems to be an input error as the grant was noted at $32,000 with expenditures of just over $50,000. The expenditure amount was input as the grant amount in error.
- Software purchased (1-4-2000-3500) is overbudget due to the cost of First Due software with no reduction for tax rebates and increased costs of the software. This will be partially offset with the decreased cost in radios and pagers due to non renewal of Who's Responding software.
- Insurance Premiums (1-4-2000-5300) is higher than budgeted based on actual premiums.
- Heating fuel (1-4-2000-5800) is at 95% based on actual costs. This is being tracked and maintenance is being done in order to mitigate increased costs.

Building Department

- Equipment & Vehicle Maintenance (1-4-2150-4200) is at 145% of budget due to brakes having to be replaced at roughly $2,000, a new windshield $800 and correcting misfire issues $1400.

- Vehicle insurance (1-4-2150-5300) is based on actual premium costs not budgeted high enough.

By-Law & Animal Control

- Insurance (1-4-2155-5300) is higher as the actual premium was higher than budgeted.

Public Works

- EDP Road User Agreement (1-3-3000-0750) was budgeted at the full amount including the recreation portion in error. Amount received for roads at $283,986 is correct.
- E1 Snow Plowing & Removal (1-4-3051-4700) is overbudget based on actuals. Contracted services was over by about $1,000 based on snowfall. Other charges included winching out a stuck garbage truck and snow plow at roughly $2,000.
- H2 Building and Grounds Insurance (1-4-3082-5300) at 144% as actual premium was higher than anticipated.
- Municipal drain assessment (1-4-3085-8230) at approximately 150% based on actual drain maintenance
- Parts Inventory overall is over budget at 105%.

Waste Management

- Garbage Collection Charge (1-4-4150-3300) at 103% due to change to contracted collection. This will be offset with savings to other line items (salaries, benefits, etc.).
- Waste Repairs & Maintenance (1-4-4150-4000) at 120% of budget due to the age of the equipment and continual repairs needed. Engine rebuilt at a cost of $25,000.
- Recycling Repairs & Maintenance (1-4-4250-4000) at 323% of budget due to the age of the equipment. Deficiencies noted on safety inspection which needed to be fixed in order to sell the equipment. Transmission repairs on equipment at $20,000.

With the change in contracted services for this department, the total costs should come in very close to the total budgeted amount for these services.

Arena

- Revenues and expenses corresponding to the Community Sport and Recreation Infrastructure Fund (1-3-7100-0482 and 1-4-7100-9000) will remain at $0 as the grant application was not successful.
- Library Rent (1-3-7100-0722) was higher than anticipated due to new contracted rates for 2025 which were unknown at budget creation time.
- Memberships & Subscriptions (1-4-7100-1800) slightly over budget due to the actual costs.
- Security (1-4-7100-5700) is at 138% due to installation of security cameras.

Recreation Associations

- Grant revenues for summer students will not be received until the fall.
- Monkland Internet (1-4-7050-2020) at 415% due to Monkland Recreation needing to be charged back some of these expenses. Invoicing has not been done to date.
- Avonmore Heating (1-4-7060-5800) at 130% of budget already due to furnace issues (one broke down and filters were completely blocked) which have now been corrected.
- Avonmore Building Maintenance (1-4-7060-5900) at 252% of budget due to hot water tank replacement. This is offset with a transfer from reserves approved by Council. Furthermore, the furnace needed replacing which is being partially offset by the Rec Association.
- Crysler Building Maintenance (1-4-7080-5900) at 1795% ($2300) due to generator repairs. This is offset with transfer from reserves approved by Council.

Water and Sewer

This department is based on user fees and thus has no impact on the tax base.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

That Council receive the report for information purposes.

8.0 ALTERNATIVES

N/A

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget: Yes ☐ No ☐ N/A **X**
This item is within the approved budgeted amount: Yes ☐ No ☐ N/A **X**
This item is mandated by the Provincial/Federal Government: Yes ☐ No ☐ N/A **X**

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
Kimberley Goyette	**Kimberley Goyette**	**Craig Calder**

Treasurer	**Treasurer**	**CAO/Clerk**

TOWNSHIP OF
NORTH
STORMONT
A good place to grow

First Quarter
Budget Variance Report
As at: June 30th, 2025



Tabled for Council Review on July 22, 2025

Township of North Stormont
Variance Reports as at June 30, 2025

Departments	Budgeted Revenues	Budgeted Expenses	Budgeted Totals	Actual Revenues	Actual Expenses	Total Actuals	Budget To Actual ($) (over)/under
General Government	(4,816,101)	3,569,926	(1,246,175)	(828,291)	1,184,174	355,883	(1,602,058)
Fire Services	(105,565)	975,777	870,212	(53,027)	339,912	286,885	583,327
Building	(231,076)	231,076	-	(77,533)	109,957	32,424	(32,424)
By-Law and Animal Control	(4,000)	176,513	172,513	(200)	79,800	79,600	92,913
Public Works	(2,179,745)	4,801,055	2,621,310	(657,224)	1,858,102	1,200,878	1,420,432
Waste Management	(25,000)	393,730	368,730	(15,196)	246,506	231,310	137,420
Arena	(661,813)	1,076,367	414,554	(196,005)	246,252	50,247	364,307
Planning and Development	(185,752)	347,390	161,638	(21,650)	71,251	49,601	112,037
Recreation Associations	(444,931)	865,992	421,061	(180,830)	272,758	91,928	329,133
Economic Development		65,000	65,000		1,539	1,539	
TOTALS	**(8,653,983)**	**12,502,826**	**3,848,843**	**(2,029,957)**	**4,410,251**	**2,380,295**	**1,405,088**
			Tax Levy Amount				
Water/Sewer Crysler	(864,624)	864,624	-	(164,923)	242,195	77,273	
Water/Sewer Finch	(447,115)	447,115	-	(127,763)	285,022	157,259	
Water/Sewer Moose Creek	(1,636,642)	1,636,642	-	(106,622)	277,704	171,082	
TOTAL WATER WORKS (Water/Sewer)	(2,903,705)	2,948,381	44,676	(399,308)	804,921	405,613	(360,937)
(not tax supported)							

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year to Date	Budget	Variance	% Used
GENERAL GOVERNMENT					
Revenue					
1-3-1055-0300	REVENUE-PROVINC CRF-OMPF F	-294,200.00	-588,400.00	-294,200.00	50.00
1-3-1055-0451	REVENUE - OTHER ONTARIO GRA	0.00	-50,000.00	-50,000.00	0.00
1-3-1055-0455	MUN FREEDOM OF INFORMATION	-20.00	-100.00	-80.00	20.00
1-3-1055-0458	REV-SOUTH NATION RS-RE-IMBU	-479.59	-1,000.00	-520.41	47.96
1-3-1055-0523	REV-COUNTIES REIMBUR-CONVE	0.00	-9,150.00	-9,150.00	0.00
1-3-1055-0565	TILE DRAINAGE LOAN INTEREST	-2,914.91	0.00	2,914.91	0.00
1-3-1055-0590	REV DUPLICATE BILL FOR TAXES	140.00	-200.00	-340.00	
1-3-1055-0600	REVENUE-TAX CERTIFICATES & (	-4,695.00	-8,000.00	-3,305.00	58.69
1-3-1055-0620	SERVICE CHARGE - RETURNED F	-336.00	-750.00	-414.00	44.80
1-3-1055-0625	ACCOUNTS RECEIVABLE SERVIC	-533.77	-1,000.00	-466.23	53.38
1-3-1055-0700	MARRIAGE/LOTTERY LICENCE RE	-2,468.58	-4,500.00	-2,031.42	54.86
1-3-1055-0720	COMMUNICATION TOWER RENTA	-11,055.00	-23,248.00	-12,193.00	47.55
1-3-1055-0722	RENT REVENUES - TREASURY	-13,926.07	-40,163.00	-26,236.93	34.67
1-3-1055-0800	REVENUE-PENALTIES & INTERES	-64,354.36	-110,000.00	-45,645.64	58.50
1-3-1055-0900	BANK INTEREST EARNED REVEN	-53,020.36	-120,000.00	-66,979.64	44.18
1-3-1055-0930	GG-LAND SALES	0.00	-500,000.00	-500,000.00	0.00
1-3-1055-0990	TRANSFER FROM RESERVE - TRE	0.00	-75,000.00	-75,000.00	0.00
1-3-1055-0999	REVENUE MISC TREASURY	-16,944.19	0.00	16,944.19	0.00
1-3-1055-7104	REVENUE-TREAS-MAPS, COPIES	-150.00	0.00	150.00	0.00
1-3-1055-7760	TREASURY FEES REVENUE	-40.00	-5,500.00	-5,460.00	0.73
1-3-1055-7762	REV. DEC. OF OATH/MDS REPOR	-140.00	-300.00	-160.00	46.67
1-3-1055-9800	LTD PROCEEDS - ADMIN	0.00	-1,350,000.00	-1,350,000.00	0.00
1-3-1500-0610	LI-TAX-AVONMORE CT-SEWAGE S	-500.00	-500.00	0.00	100.00
1-3-1501-1600	GENERAL RAIWAYS ROWs	-14,458.70	-14,520.00	-61.30	99.58
1-3-1501-1700	GENERAL UTILITY ROWs	-332.29	-330.00	2.29	100.69
1-3-1501-8150	NO SUPPORT PILs-RETAINED	0.00	-7,440.00	-7,440.00	0.00
1-3-1501-8180	NO SUPPORT UTILITY ROWs RET	0.00	-1,500.00	-1,500.00	0.00
1-3-2175-0460	LIVESTOCK INSPECTION	-2,212.16	-500.00	1,712.16	442.43
1-3-2180-0461	FENCE VIEWER REVENUE	0.00	-500.00	-500.00	0.00
1-3-2210-7220	REV-RURAL NUMBER SIGNS & PC	-1,558.69	-3,000.00	-1,441.31	51.96
1-3-2210-7221	EMILY 911 CIVIC NUMBER SIGN	-137.00	0.00	137.00	0.00
1-3-4010-7420	GFL REVENUE	-343,954.14	-1,900,500.00	-1,556,545.86	18.10
	Revenue Total	**-828,290.81**	**-4,816,101.00**	**-3,987,810.19**	**17.20**
Expense					
1-4-1000-1020	WAGES - COUNCIL	64,793.20	127,697.00	62,903.80	50.74
1-4-1000-1051	CPP EXP - COUNCIL	3,679.86	7,598.00	3,918.14	48.43
1-4-1000-1053	OMERS EXP - COUNCIL	50,731.11	91,493.00	40,761.89	55.45
1-4-1000-1056	HEALTH TAX - COUNCIL	1,382.99	2,490.00	1,107.01	55.54
1-4-1000-1500	MILEAGE - COUNCIL	291.77	1,250.00	958.23	23.34
1-4-1000-1700	FUNCTIONS - COUNCIL	9,500.19	23,000.00	13,499.81	41.31
1-4-1000-2020	MATERIALS, SUPP. SERV. - COUN	0.00	1,000.00	1,000.00	0.00
1-4-1000-2100	CELL PHONE - COUNCIL	797.70	0.00	-797.70	0.00
1-4-1000-2305	DISCRETIONARY FUNDS - COUNC	356.14	1,000.00	643.86	35.61
1-4-1000-5300	INSURANCE - COUNCIL	334.80	1,078.00	743.20	31.06
1-4-1005-9900	TRANSFER TO RESERVE - ELECT	0.00	10,000.00	10,000.00	0.00
1-4-1050-1000	WAGES - ADMIN	233,769.79	549,794.00	316,024.21	42.52
1-4-1050-1011	SICK PAY - FT - ADMIN	11,444.60	0.00	-11,444.60	0.00
1-4-1050-1012	VACATION - FT - ADMIN	22,250.50	0.00	-22,250.50	0.00
1-4-1050-1014	COMPENSATORY PAY - ADMIN	3,311.79	0.00	-3,311.79	0.00
1-4-1050-1050	CLOTHING & YRS OF SERVICE	1,050.00	1,050.00	0.00	100.00
1-4-1050-1051	CPP - ADMIN	19,582.31	26,489.00	6,906.69	73.93
1-4-1050-1052	EMPLOYMENT INS - ADMIN	7,398.37	8,992.00	1,593.63	82.28
1-4-1050-1053	OMERS - ADMIN	35,885.82	63,986.00	28,100.18	56.08
1-4-1050-1056	HEALTH TAX - ADMIN	6,805.24	12,451.00	5,645.76	54.66

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year To Date	Budget	Variance	% Used
GENERAL GOVERNMENT					
1-4-1050-1057	W.S.I.B. - ADMIN	10,748.16	20,879.00	10,130.84	51.48
1-4-1050-1058	MOSEY INSURANCE - ADMIN	30,446.54	64,473.00	34,026.46	47.22
1-4-1050-1500	MILEAGE - ADMIN	652.54	1,500.00	847.46	43.50
1-4-1050-1600	TRAINING - ADMIN	376.52	8,500.00	8,123.48	4.43
1-4-1050-1700	MEETINGS,CONFERENCES - ADM	4,322.41	9,500.00	5,177.59	45.50
1-4-1050-1750	STAFF FUNCTION	0.00	5,000.00	5,000.00	0.00
1-4-1050-1800	SUBSCRIPTIONS & MEMBERSHIP	7,914.69	8,000.00	85.31	98.93
1-4-1050-1900	RECORDS MANAGEMENT	59,529.64	0.00	-59,529.64	0.00
1-4-1050-2020	MATERIALS & SUPPLIES - ADMIN	14,646.24	22,000.00	7,353.76	66.57
1-4-1050-2100	TELEPHONE/CELL PHONE/INTERI	9,670.77	10,460.00	789.23	92.45
1-4-1050-2200	POSTAGE & COURIER - ADMIN	5,919.28	9,213.00	3,293.72	64.25
1-4-1050-2300	ADVERTISING / PROMOTIONS	465.56	1,500.00	1,034.44	31.04
1-4-1050-3500	SOFTWARE/PURCHASED DATA/U	39,804.60	35,000.00	-4,804.60	113.73
1-4-1050-5100	LEASE/Service Contracts - ADMIN	8,198.98	11,000.00	2,801.02	74.54
1-4-1050-5300	LIABILITY INSURANCE - ADMIN	22,959.72	23,602.00	642.28	97.28
1-4-1050-5500	CARETAKING - ADMIN	4,943.25	15,000.00	10,056.75	32.96
1-4-1050-5800	HEATING/UNION GAS - ADMIN	7,240.70	5,000.00	-2,240.70	144.81
1-4-1050-5820	HYDRO - ADMIN	11,046.48	10,000.00	-1,046.48	110.46
1-4-1050-5900	TWP OFFICE BUILDING & GROUN	4,694.35	6,000.00	1,305.65	78.24
1-4-1050-8200	LEGAL FEES - ADMIN	10,072.27	40,000.00	29,927.73	25.18
1-4-1050-8230	ADMIN - DRAIN MTCE FEES	0.00	200.00	200.00	0.00
1-4-1050-8250	CONSULTANTS - ADMIN	376.51	3,000.00	2,623.49	12.55
1-4-1050-8480	IT SERVICES - ADMIN	427.39	380.00	-47.39	112.47
1-4-1050-9000	CAPITAL - ADMIN	335,079.54	2,032,000.00	1,696,920.46	16.49
1-4-1050-9900	TRANSFER TO RESERVE - ADMIN	0.00	1,000.00	1,000.00	0.00
1-4-1055-3000	BANK CHARGES - TREAS	2,260.83	5,000.00	2,739.17	45.22
1-4-1055-3020	LONG TERM DEBT CHARGES - AD	0.00	27,836.00	27,836.00	0.00
1-4-1055-3050	CASH ROUNDING - TREAS	-1,282.55	0.00	1,282.55	0.00
1-4-1055-3100	GENERAL LOAN INTEREST - TRE/	26,111.16	66,868.00	40,756.84	39.05
1-4-1055-3125	WRITE OFFS - TREAS	7,701.36	3,000.00	-4,701.36	256.71
1-4-1055-3130	TREAS ALLOW FOR TAXES/VACA	14.80	0.00	-14.80	0.00
1-4-1055-8100	AUDITORS FEES - TREAS	16,943.05	45,000.00	28,056.95	37.65
1-4-2100-8260	PP&P CONS AUTHORITIES/RAISIN	3,293.98	8,952.00	5,658.02	36.80
1-4-2100-8270	PP&P CONS AUTHORITIES/SOUTI	34,756.00	50,695.00	15,939.00	68.56
1-4-2175-2500	PP&P LIVESTOCK VALUER FEES	0.00	1,000.00	1,000.00	0.00
1-4-2175-2550	PP&P LIVESTOCK LOSS	0.00	500.00	500.00	0.00
1-4-2180-2020	PP&P FENCE VIEWERS FEES/SUF	0.00	1,000.00	1,000.00	0.00
1-4-2200-1600	PP&P EMERGENCY PREPAREDNE	0.00	1,000.00	1,000.00	0.00
1-4-2200-2020	EMERGENCY- MAT SUPPLIES & S	0.00	1,250.00	1,250.00	0.00
1-4-2200-8250	PP&P EMERGENCY PREPAREDNE	0.00	1,000.00	1,000.00	0.00
1-4-2210-2020	RURAL CIVIC NUMBERS & SIGNS	3,061.71	2,000.00	-1,061.71	153.09
1-4-2300-2020	PP & P ACCESS/DISABILITY SERV	0.00	30,000.00	30,000.00	0.00
1-4-5030-1300	HEALTH AND SAFETY TRAINING	0.00	1,500.00	1,500.00	0.00
1-4-5030-2020	HEALTH & SAFETY-Materials,suppl	142.46	750.00	607.54	18.99
1-4-5200-5500	CEMETERY CARETAKING	1,017.60	3,000.00	1,982.40	33.92
1-4-6000-3400	DONATIONS & GRANTS	5,500.00	7,000.00	1,500.00	78.57
1-4-6000-3405	DONATIONS - DUNDAS MANOR	0.00	20,000.00	20,000.00	0.00
1-4-6000-3406	DONATIONS - MAXVILLE MANOR	20,000.00	20,000.00	0.00	100.00
1-4-8200-0000	TILE DRAINAGE INTEREST PAYMI	1,750.91	0.00	-1,750.91	0.00
	Expense Total	**1,184,173.63**	**3,569,926.00**	**2,385,752.37**	**33.17**

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year to Date	Budget	Variance	% Used
FIRE DEPARTMENT					
Revenue					
1-3-2000-0451	ONTARIO GRANTS - FIRE DEPT	-33,283.53	-52,000.00	-18,716.47	64.01
1-3-2000-0610	REV. F.D. ADMINISTRATION FEE	-230.00	0.00	230.00	0.00
1-3-2000-0685	REV F.D. MTO CLAIMS	0.00	-3,000.00	-3,000.00	0.00
1-3-2000-0690	REV F.D. SAFETY PLAN/INCIDENT	0.00	-300.00	-300.00	0.00
1-3-2000-0695	REV F.D. INSPECTION FEES	-156.00	-600.00	-444.00	26.00
1-3-2000-0710	REV-FIRE PERMITS	-3,130.00	-3,000.00	130.00	104.33
1-3-2000-0810	REV F.D. FINES/BILLINGS	-400.00	-15,000.00	-14,600.00	2.67
1-3-2030-0720	REV-AMBULANCE BAY AVONMOR	-15,827.28	-31,665.00	-15,837.72	49.98
	Revenue Total	**-53,026.81**	**-105,565.00**	**-52,538.19**	**50.23**
Expense					
1-4-2000-1000	VOLUNTEERS-WAGES - F.D.	26,358.80	131,115.00	104,756.20	20.10
1-4-2000-1010	ADMIN WAGES - F.D	38,392.13	95,799.00	57,406.87	40.08
1-4-2000-1011	SICK PAY - FIRE	151.58	0.00	-151.58	0.00
1-4-2000-1013	VACATION PAY - FIRE DEPT	183.61	0.00	-183.61	0.00
1-4-2000-1030	NFPA TRAINING WAGES - FIRE DE	1,919.92	30,000.00	28,080.08	6.40
1-4-2000-1051	CPP - FIRE DEPT	781.66	4,986.00	4,204.34	15.68
1-4-2000-1052	EMPLOYMENT INSURANCE - FIRE	315.65	1,450.00	1,134.35	21.77
1-4-2000-1053	OMERS - FIRE DEPT	3,434.32	5,623.00	2,188.68	61.08
1-4-2000-1056	HEALTH TAX - FIRE DEPT	2,400.20	4,191.00	1,790.80	57.27
1-4-2000-1057	W.S.I.B. - FIRE DEPT	10,930.80	24,268.00	13,337.20	45.04
1-4-2000-1058	MOSEY INSURANCE - FIRE	2,083.00	5,681.00	3,598.00	36.67
1-4-2000-1060	MEDICAL AND LICENSES - FIRE D	947.99	2,500.00	1,552.01	37.92
1-4-2000-1500	MILEAGE/TRAVEL EXPENSES - FI	0.00	1,900.00	1,900.00	0.00
1-4-2000-1600	TRAINING/COURSES & SEMINARS	11,186.26	22,000.00	10,813.74	50.85
1-4-2000-1620	FIRE PREVENTION - FIRE DEPT	666.23	2,000.00	1,333.77	33.31
1-4-2000-1630	PUBLIC EDUCATION - FIRE DEPT	1,339.07	4,000.00	2,660.93	33.48
1-4-2000-1800	MEMBERSHIPS & SUBCRIPTIONS	2,706.31	3,000.00	293.69	90.21
1-4-2000-2020	MATERIAL AND SUPPLIES - FIRE I	850.93	5,000.00	4,149.07	17.02
1-4-2000-2050	DISPATCH - FIRE DEPT	13,890.25	54,972.00	41,081.75	25.27
1-4-2000-2100	CELL PHONE/INTERNET- FIRE DE	864.96	1,700.00	835.04	50.88
1-4-2000-2110	RADIOS & PAGERS - FIRE DEPT	10,946.85	23,356.00	12,409.15	46.87
1-4-2000-3500	SOFTWARE/PURCHASED DATA/U	17,294.16	12,000.00	-5,294.16	144.12
1-4-2000-4010	PUMPER MAINTENANCE - FIRE DI	3,697.94	19,000.00	15,302.06	19.46
1-4-2000-4020	TANKER MAINTENANCE - FIRE DE	2,133.76	13,000.00	10,866.24	16.41
1-4-2000-4030	RESCUE MAINTENANCE - FIRE DE	6,317.61	14,000.00	7,682.39	45.13
1-4-2000-4040	EQUIPMENT MAINTENANCE - FIRI	3,157.85	9,000.00	5,842.15	35.09
1-4-2000-4070	SUPPRESSION EQUIPMENT - FIRI	0.00	10,000.00	10,000.00	0.00
1-4-2000-4100	SMALL TOOLS & EQUIPMENT - FI	1,794.59	4,000.00	2,205.41	44.86
1-4-2000-4110	EXTINGUISHING EQUIPMENT - FI	542.90	2,500.00	1,957.10	21.72
1-4-2000-4115	AIR MANAGEMENT - FIRE DEPT	974.06	4,500.00	3,525.94	21.65
1-4-2000-4120	PERSONAL PROTECTIVE EQUIPM	4,027.15	6,000.00	1,972.85	67.12
1-4-2000-4125	PPE - MAINTENANCE - FIRE DEPT	7,669.20	10,000.00	2,330.80	76.69
1-4-2000-4130	UNIFORMS - FIRE DEPT	3,560.32	6,500.00	2,939.68	54.77
1-4-2000-4140	MEDICAL SUPPLIES - FIRE DEPT	318.25	2,000.00	1,681.75	15.91
1-4-2000-4500	VEHICLE/EQUIP GAS/DIESEL - FI	593.06	7,500.00	6,906.94	7.91
1-4-2000-5100	LEASES/CONTRACTS - FIRE DEP	0.00	2,500.00	2,500.00	0.00
1-4-2000-5300	INSURANCE PREMIUMS - FIRE DE	47,571.30	40,703.00	-6,868.30	116.87
1-4-2000-5800	HEATING FUEL - FIRE DEPT	9,034.12	9,500.00	465.88	95.10
1-4-2000-5820	HYDRO - FIRE DEPT	4,067.75	8,000.00	3,932.25	50.85
1-4-2000-5900	BUILDING MAINTENANCE - FIRE D	5,094.27	12,000.00	6,905.73	42.45
1-4-2000-8430	AUTO AID ASSISTANCE - FIRE DE	1,879.61	10,000.00	8,120.39	18.80
1-4-2000-9000	CAPITAL EXPENSE - FIRE DEPT	62,924.80	97,750.00	34,825.20	64.37
1-4-2000-9900	TRANSFER TO RESERVE - FIRE	0.00	100,000.00	100,000.00	0.00
1-4-2005-1001	PRINCIPAL PAYMENT TO BUDGE	-37,158.67	0.00	37,158.67	0.00

TOWNSHIP OF NORTH STORMONT

GL Department Report

Description		Year To Date	Budget	Variance	% Used
FIRE DEPARTMENT					
1-4-2005-3020	LONG TERM DEBT PAYMENTS - F	47,042.48	94,839.00	47,796.52	49.60
1-4-2005-3100	INTEREST EXPENSE - F.D.	16,465.18	51,944.00	35,478.82	31.70
1-4-2030-5900	AMBULANCE BAY BLDG MTCE	559.68	5,000.00	4,440.32	11.19
	Expense Total	**339,911.89**	**975,777.00**	**635,865.11**	**34.83**

TOWNSHIP OF NORTH STORMONT

GL Department Report

Description		Year to Date	Budget	Variance	% Used
BUILDING DEPARTMENT					
Revenue					
1-3-2150-0710	CBO-BUILDING PERMITS REVENU	-77,533.47	-150,000.00	-72,466.53	51.69
1-3-2150-0990	TRANSFER FROM RESERVE - CB(	0.00	-81,076.00	-81,076.00	0.00
	Revenue Total	**-77,533.47**	**-231,076.00**	**-153,542.53**	**33.55**
Expense					
1-4-2150-1000	REGULAR WAGES - CBO	70,521.05	159,166.00	88,644.95	44.31
1-4-2150-1011	SICK PAY - CBO	1,881.96	0.00	-1,881.96	0.00
1-4-2150-1012	VACATION PAY FT - CBO	425.74	0.00	-425.74	0.00
1-4-2150-1050	FT BENEFITS - CBO	650.00	650.00	0.00	100.00
1-4-2150-1051	CPP - CBO	4,801.25	7,381.00	2,579.75	65.05
1-4-2150-1052	EMPLOYMENT INSURANCE - CBO	1,892.75	2,490.00	597.25	76.01
1-4-2150-1053	OMERS - CBO	7,958.67	13,015.00	5,056.33	61.15
1-4-2150-1056	HEALTH TAX - CBO	1,629.47	3,363.00	1,733.53	48.45
1-4-2150-1057	W.S.I.B. - CBO	2,547.25	5,205.00	2,657.75	48.94
1-4-2150-1058	MOSEY INSURANCE - CBO	6,947.20	13,092.00	6,144.80	53.06
1-4-2150-1600	TRAINING,MTG,CONFERENCES -	13.12	4,000.00	3,986.88	0.33
1-4-2150-1800	MEMBERSHIPS & SUBSCRIPTION	646.53	600.00	-46.53	107.76
1-4-2150-2020	MATERIALS, SUPPLIES, SERVICE	653.36	4,000.00	3,346.64	16.33
1-4-2150-2100	TELEPHONE/CELLULAR - CBO	376.30	500.00	123.70	75.26
1-4-2150-3500	SOFTWARE/PURCHASED DATE/U	222.79	0.00	-222.79	0.00
1-4-2150-4200	EQUIPMENT/VEHICLE MTCE - CB(	4,372.36	3,000.00	-1,372.36	145.75
1-4-2150-4500	GASOLINE/DIESEL - CBO	2,125.35	5,000.00	2,874.65	42.51
1-4-2150-5300	VEHICLE INSURANCE	2,292.00	614.00	-1,678.00	373.29
1-4-2150-8200	LEGAL FEES & ENGINEERING - CI	0.00	5,000.00	5,000.00	0.00
1-4-2150-8250	CONSULTANTS - CBO	0.00	4,000.00	4,000.00	0.00
	Expense Total	**109,957.15**	**231,076.00**	**121,118.85**	**47.58**

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year to Date	Budget	Variance	% Used
BY-LAW AND ANIMAL CONTROL					
Revenue					
1-3-2155-0810	BY-LAW ENFORCEMENT & PROPI	0.00	-4,000.00	-4,000.00	0.00
1-3-2160-0700	DOG LICENSE REVENUE	-200.00	0.00	200.00	0.00
	Revenue Total	**-200.00**	**-4,000.00**	**-3,800.00**	**5.00**
Expense					
1-4-2155-1000	WAGES - BY-LAW ENFORCEMENT	48,886.71	91,869.00	42,982.29	53.21
1-4-2155-1011	SICK PAY - BY-LAW ENFORCEMEI	1,040.52	0.00	-1,040.52	0.00
1-4-2155-1013	VACATION PAY - BY-LAW ENFOR(	747.81	0.00	-747.81	0.00
1-4-2155-1050	FT BENEFITS - CLOTHING BY-LAV	150.00	150.00	0.00	100.00
1-4-2155-1051	CPP - BY-LAW ENFORCEMENT	3,317.04	5,383.00	2,065.96	61.62
1-4-2155-1052	EMPLOYMENT INSURANCE -BY-L/	1,315.87	1,589.00	273.13	82.81
1-4-2155-1053	OMERS - BY-LAW ENFORCEMENT	5,299.67	9,777.00	4,477.33	54.21
1-4-2155-1056	HEALTH TAX - BY-LAW ENFORCE	1,132.29	2,051.00	918.71	55.21
1-4-2155-1057	W.C.B. - BY-LAW ENFORCEMENT	1,770.92	3,440.00	1,669.08	51.48
1-4-2155-1058	MOSEY INSURANCE - BY-LAW EN	6,668.33	10,800.00	4,131.67	61.74
1-4-2155-1400	CELL PHONE - BY-LAW ENFORCE	376.30	500.00	123.70	75.26
1-4-2155-1600	TRAINING/COURSES - BY-LAW EN	0.00	3,000.00	3,000.00	0.00
1-4-2155-2020	MAT SUPPLIES SER - BY-LAW ENI	2,319.39	3,000.00	680.61	77.31
1-4-2155-2700	PROPERTY STAND. CLEAN UP CC	254.40	1,500.00	1,245.60	16.96
1-4-2155-3500	SOFTWARE/PURCHASED DATA/U	592.64	1,800.00	1,207.36	32.92
1-4-2155-4200	VEHICLE MAINTENANCE - BY-LAV	351.48	3,000.00	2,648.52	11.72
1-4-2155-4500	GAS/DIESEL - BY-LAW ENFORCEI	1,087.02	1,900.00	812.98	57.21
1-4-2155-5300	INSURANCE - BY-LAW ENFORCEI	1,057.50	754.00	-303.50	140.25
1-4-2160-2020	PP&P DOG CONTROL/MAT. SUPP	0.00	1,000.00	1,000.00	0.00
1-4-2160-5100	PP&P DOG CONTROL CONTRACT	3,431.65	30,000.00	26,568.35	11.44
1-4-2160-5120	PP&P DOG CONTROL OFFICER	0.00	5,000.00	5,000.00	0.00
	Expense Total	**79,799.54**	**176,513.00**	**96,713.46**	**45.21**

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year to Date	Budget	Variance	% Used
PUBLIC WORKS					
Revenue					
1-3-3000-0408	REV-TREAS-AGGREGATE RESOU	0.00	-245,000.00	-245,000.00	0.00
1-3-3000-0446	REV-TREAS-OCIF FUNDING	-185,974.00	-371,947.00	-185,973.00	50.00
1-3-3000-0447	ANNUAL PMT WIND COMPANY RE	0.00	-284,460.00	-284,460.00	0.00
1-3-3000-0550	DONATIONS T/F OTHERS ROADS	0.00	-131,000.00	-131,000.00	0.00
1-3-3000-0730	ROAD CUT/ ENTRANCE PERMITS	-600.00	-3,000.00	-2,400.00	20.00
1-3-3000-0735	CCBF GAS TAX REVENUE	-1,913.46	-239,338.00	-237,424.54	0.80
1-3-3000-0740	REV RDS STEEL COLLECTION FU	-1,849.88	0.00	1,849.88	0.00
1-3-3000-0750	EDP - RD USER AGREEMENT REV	-283,986.82	-327,000.00	-43,013.18	86.85
1-3-3000-0931	DISPOSAL OF CAPITAL ASSETS -	-180,000.00	0.00	180,000.00	0.00
1-3-3000-0990	TRANSFER FROM RESERVE - RO.	0.00	-70,000.00	-70,000.00	0.00
1-3-3000-3012	RDS - RIGHT OF WAY PERMITS	-450.00	-10,000.00	-9,550.00	4.50
1-3-3000-3016	RDS - OVERSIZE/OVERWEIGHT P	-450.00	-75,000.00	-74,550.00	0.60
1-3-3000-3017	RDS - MUNICIPAL CONSENT	-2,000.00	-3,500.00	-1,500.00	57.14
1-3-3000-7300	RDS SNOW PLOW/SWEEPING	0.00	-44,500.00	-44,500.00	0.00
1-3-3000-9800	LTD PROCEEDS - ROADS	0.00	-375,000.00	-375,000.00	0.00
	Revenue Total	**-657,224.16**	**-2,179,745.00**	**-1,522,520.84**	**30.15**
Expense					
1-4-3000-1000	REGULAR WAGES FT - RDS	393,482.76	923,450.00	529,967.24	42.61
1-4-3000-1005	OVERTIME WAGES FT - RDS	19,312.69	0.00	-19,312.69	0.00
1-4-3000-1010	REGULAR WAGES PT - RDS	624.68	26,000.00	25,375.32	2.40
1-4-3000-1011	SICK PAY FT - RDS	11,205.54	0.00	-11,205.54	0.00
1-4-3000-1012	VACATION PAY FT - RDS	29,192.94	0.00	-29,192.94	0.00
1-4-3000-1014	COMPENSATORY PAY- RDS	1,246.80	0.00	-1,246.80	0.00
1-4-3000-1050	YEARS OF SERVICE	0.00	75.00	75.00	0.00
1-4-3000-1051	CPP - RDS DEPT	28,398.24	47,292.00	18,893.76	60.05
1-4-3000-1052	EMPLOYMENT INSURANCE - RDS	11,098.95	15,473.00	4,374.05	71.73
1-4-3000-1053	OMERS - RDS	34,623.47	73,436.00	38,812.53	47.15
1-4-3000-1056	HEALTH TAX - RDS	9,655.43	18,514.00	8,858.57	52.15
1-4-3000-1057	W.S.I.B. - RDS	16,809.23	34,047.00	17,237.77	49.37
1-4-3000-1058	MOSEY INSURANCE - RDS DEPT	52,274.24	100,814.00	48,539.76	51.85
1-4-3000-1059	RRSP EXPENSE - RDS	6,621.86	15,204.00	8,582.14	43.55
1-4-3000-4130	UNIFORMS/WORKWEAR - RDS	5,650.00	5,650.00	0.00	100.00
1-4-3000-4400	EQUIPMENT RENTAL ROADS	5,622.24	0.00	-5,622.24	0.00
1-4-3000-9000	CAPITAL - ROADS DEPARTMENT	432,038.68	2,022,000.00	1,589,961.32	21.37
1-4-3005-1001	PRINCIPAL PAYMENT TO BUDGE	-20,237.36	0.00	20,237.36	0.00
1-4-3005-3020	LONG TERM DEBT PAYMENTS - R	20,237.36	57,546.00	37,308.64	35.17
1-4-3005-3100	INTEREST EXPENSE - RDS	692.62	19,503.00	18,810.38	3.55
1-4-3020-2020	BRIDGES & CULVERTS-MAT,SUPF	352.82	40,000.00	39,647.18	0.88
1-4-3020-4700	BRIDGES & CULVERTS CONTRAC	0.00	30,000.00	30,000.00	0.00
1-4-3020-7500	BRIDGES & CULVERTS GRAVEL -	0.00	15,000.00	15,000.00	0.00
1-4-3020-8250	BRIDGES & CULVERTS CONSULT	0.00	12,000.00	12,000.00	0.00
1-4-3021-4700	B1 CONTRACTED SERVICES - RD	14,117.67	25,000.00	10,882.33	56.47
1-4-3022-2020	B2 Brushing Tree/MATERIALS,SUP	0.00	3,000.00	3,000.00	0.00
1-4-3022-4700	B2 BRUSHING TREE/CONTRACTE	2,678.83	7,500.00	4,821.17	35.72
1-4-3023-2020	B3 DITCHING/MATERIALS,SUPPL	601.40	1,000.00	398.60	60.14
1-4-3024-2020	B4 CATCH BASINS/MATERIALS,SU	0.00	10,000.00	10,000.00	0.00
1-4-3024-4400	B4Catch Basins/Storm Sewers/EQU	0.00	2,000.00	2,000.00	0.00
1-4-3024-4700	B4 CATCH BASINS/CONTRACT SE	0.00	2,000.00	2,000.00	0.00
1-4-3024-7500	B4 CATCH BASINS/GRAVEL - RDS	0.00	2,000.00	2,000.00	0.00
1-4-3026-4700	CONTRACT SERV - LINE PAINTIN	0.00	8,000.00	8,000.00	0.00
1-4-3031-2020	C1PATCHING & SPRAY/MATERIAL	3,561.22	10,000.00	6,438.78	35.61
1-4-3031-7450	C1PATCH & SPRAY/ASPHALT,HO	0.00	3,000.00	3,000.00	0.00
1-4-3032-2020	C2 SWEEP,FLUSH,CLEAN/MAT,SU	0.00	2,000.00	2,000.00	0.00
1-4-3032-4700	C2 SWEEP,FLUSH,CLEAN/CONTR	0.00	10,000.00	10,000.00	0.00

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	Description	Year To Date	Budget	Variance	% Used
PUBLIC WORKS					
1-4-3033-4700	C3 SHOULDER MTCE/CONTRACT	0.00	4,000.00	4,000.00	0.00
1-4-3033-7450	C3 SHOULD MTCE/ASPHALT,HOT	0.00	10,000.00	10,000.00	0.00
1-4-3033-7500	C3 SHOULDER MTCE/GRAVEL - R	0.00	8,000.00	8,000.00	0.00
1-4-3035-2020	SIDEWALKS-MISC,MATERIALS & S	0.00	1,000.00	1,000.00	0.00
1-4-3035-4700	C5 SIDEWALKS CONTRACTED SE	0.00	2,000.00	2,000.00	0.00
1-4-3042-2020	D2 GRADING & SCARIFYING/MAT	0.00	9,000.00	9,000.00	0.00
1-4-3043-2020	D3 DUST LAYER & CONTROL/MAT	0.00	3,000.00	3,000.00	0.00
1-4-3043-7600	D3 DUST LAYER & CONTROL/CAL	219,013.21	268,750.00	49,736.79	81.49
1-4-3051-2020	E1-SNOW PLOW & REMOV/MAT,S	0.00	2,000.00	2,000.00	0.00
1-4-3051-4700	E1 SNOW PLOWING & REM CONT	7,555.68	5,000.00	-2,555.68	151.11
1-4-3052-6230	E2 SANDING/SALTING/SAND& ST	0.00	50,000.00	50,000.00	0.00
1-4-3052-6300	E2 SANDING/SALTING/SALT RDS	36,433.00	100,000.00	63,567.00	36.43
1-4-3061-2020	F1 SAFETY DEVICE/SIGNS/MAT S	25.43	5,000.00	4,974.57	0.51
1-4-3061-4400	F1 SAFETY DEVICES/SIGNS/EQUI	72.65	1,500.00	1,427.35	4.84
1-4-3061-7300	F1 SAFETY DEVICES/SIGNS ROAI	2,205.86	18,500.00	16,294.14	11.92
1-4-3062-4700	F2 RR CROSSING MAINTENANCE	21,371.50	36,000.00	14,628.50	59.37
1-4-3080-2020	WIDENING-SERVICES - RDS	0.00	2,000.00	2,000.00	0.00
1-4-3081-1600	MISC OVERHEAD/TRAINING - RDS	50.00	6,000.00	5,950.00	0.83
1-4-3081-1700	MISC.OVERHEAD/MEETINGS & C(	1,213.06	3,500.00	2,286.94	34.66
1-4-3081-1800	MISC OVERHEAD/MEMBERSHIP &	2,205.02	2,500.00	294.98	88.20
1-4-3081-2020	MISC OVERHEAD/MAT,SUPPLIES	576.28	5,000.00	4,423.72	11.53
1-4-3081-2100	MISC. OVERHEAD/TELEPHONE/CI	4,241.15	6,000.00	1,758.85	70.69
1-4-3081-2210	MISC OVERHEAD/LEGAL FEES&LA	0.00	5,000.00	5,000.00	0.00
1-4-3081-2300	MISC OVERHEAD/ADVERTISING -	0.00	1,000.00	1,000.00	0.00
1-4-3081-3500	SOFTWARE/DATA UPGRADE/PUR	13,165.42	20,000.00	6,834.58	65.83
1-4-3082-2020	H2 BUILDING & GRNDS/MAT,SUPF	1,272.37	10,000.00	8,727.63	12.72
1-4-3082-4400	H2 BUILDING & GROUNDS/EQUIP	96.67	2,000.00	1,903.33	4.83
1-4-3082-4700	H2 BUILDING & GRNDS/CONTRAC	4,172.92	7,500.00	3,327.08	55.64
1-4-3082-5300	H2 BUILDING & GRNDS/INSURAN(	92,387.44	63,801.00	-28,586.44	144.81
1-4-3082-5800	H2 BUILDING & GROUNDS/HEATIN	11,114.12	16,000.00	4,885.88	69.46
1-4-3082-5820	H2 BUILDING & GROUNDS/HYDRC	13,298.58	18,000.00	4,701.42	73.88
1-4-3083-2020	H3 SMALL TOOLS & EQUIP/MAT S	1,951.64	4,000.00	2,048.36	48.79
1-4-3083-4000	H3-SMALL TOOLS & EQUIP-REPR:	195.00	1,500.00	1,305.00	13.00
1-4-3085-8230	MUNICIPAL DRAIN ASSESSMENT	7,482.57	5,000.00	-2,482.57	149.65
1-4-3302-4000	PU#2-2004-PU-REPAIRS & MTNCE	732.85	0.00	-732.85	0.00
1-4-3304-4000	91 FORD TANDEM-REPAIRS & MT	97.69	0.00	-97.69	0.00
1-4-3305-4000	TR#2-1987 TAND TRK-REPAIRS &	677.72	0.00	-677.72	0.00
1-4-3306-4000	TR#3-94 INT TRUCK/REPAIRS & M	6,679.21	0.00	-6,679.21	0.00
1-4-3306-4300	TR#3-94 INTER TRUCK/LICENS & S	3,067.25	0.00	-3,067.25	0.00
1-4-3307-4000	2013 JD 160G EXCAVATOR-R&M -	131.76	0.00	-131.76	0.00
1-4-3308-4000	TR#5-93 FORD-REPAIRS & MTNCE	7,287.68	0.00	-7,287.68	0.00
1-4-3308-4300	TR#5-1993 FORD-LICEN&SAF CHK	1,917.50	0.00	-1,917.50	0.00
1-4-3309-4000	TR#6- 99- 1 TON/REAIRS & MTNCE	193.71	0.00	-193.71	0.00
1-4-3309-4300	TR#6-1999-1 TON TRUCK-LIC & SA	586.92	0.00	-586.92	0.00
1-4-3310-4000	TR#7-2000-VOLVO TRUCK-REP-M	934.89	0.00	-934.89	0.00
1-4-3310-4300	TR#7-2000 VOLVO-LICEN &SAFE (	1,917.50	0.00	-1,917.50	0.00
1-4-3311-4000	GR#1-89 CH GRADER-RPS & MTN	415.18	0.00	-415.18	0.00
1-4-3312-4000	GR#2-87 CHAMPION/REPAIRS & M	3,408.78	0.00	-3,408.78	0.00
1-4-3313-4000	JD-06-LOADER-REPAIRS & MTNCI	13,295.51	0.00	-13,295.51	0.00
1-4-3315-4000	EQUIPMENT - RDS	117.77	0.00	-117.77	0.00
1-4-3316-4000	CASE TRACTOR/REPAIRS & MTN(	1,571.31	0.00	-1,571.31	0.00
1-4-3318-4000	ET-EXC TRAILER-REPAIRS &MTN(	686.88	0.00	-686.88	0.00
1-4-3321-4000	HOT BOX TRAILER/REPAIRS & MT	28.37	0.00	-28.37	0.00
1-4-3322-4000	NEW 2005 CAT GRADER/REPAIRS	40,328.26	0.00	-40,328.26	0.00
1-4-3323-4000	SIDEWALK PLOW-REPAIRS & MTN	337.18	0.00	-337.18	0.00
1-4-3324-4300	SIDEWALK TRAILER-LIC & SAF CH	1,365.48	0.00	-1,365.48	0.00

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year To Date	Budget	Variance	% Used	
PUBLIC WORKS						
1-4-3325-4000	INTERNAT-2007 SNOWPLOW-REF	16,008.84	0.00	-16,008.84	0.00	
1-4-3325-4300	2007 INTER SNOWPLOW-LIC& SAI	3,067.25	0.00	-3,067.25	0.00	
1-4-3326-4000	2008 FORD SNOWPLOW TRUCK-F	3,019.68	0.00	-3,019.68	0.00	
1-4-3326-4300	2008 FORD SNOWPLOW TRUCK-L	1,917.50	0.00	-1,917.50	0.00	
1-4-3329-4000	2010 INTERNAT SNOWPLOW-REP	6,311.92	0.00	-6,311.92	0.00	
1-4-3329-4300	2010 INTERNAT SNOWPLOW-LIC&	1,841.00	0.00	-1,841.00	0.00	
1-4-3330-4000	2010 JOHN DEERE GRADER-REP/	51,014.78	0.00	-51,014.78	0.00	
1-4-3331-4000	2013 INTER SNOW PLOW-R&M - R	106.16	0.00	-106.16	0.00	
1-4-3331-4300	2013 INT PLOW-LICENS&SAFETY	1,917.50	0.00	-1,917.50	0.00	
1-4-3334-4000	2021 WHITE CHEV REPAIRS & MA	1,655.79	0.00	-1,655.79	0.00	
1-4-3335-4000	2021 BLUE CHEV REPAIRS & MAI	340.08	0.00	-340.08	0.00	
1-4-3337-4000	RDS-HYDROVAC TRAILER	14.25	0.00	-14.25	0.00	
1-4-3337-4300	HYDROVAC TRAILER SAFETY	182.75	0.00	-182.75	0.00	
1-4-3338-4000	RDS 2023 CHEV SILVERADO BLA(	1,601.31	0.00	-1,601.31	0.00	
1-4-3339-4000	RDS-SNOWBLOWERS	172.81	0.00	-172.81	0.00	
1-4-3340-4000	RDS-2010 TRACKLESS MT-6 TRA(	611.54	0.00	-611.54	0.00	
1-4-3350-4000	PARTS & MISC.-REPAIRS & MNTC	137.74	0.00	-137.74	0.00	Parts/Inventory items Total =$210,195.11 Actual Variance 105.09%
1-4-3350-4050	PARTS MISC INVENTORY ITEMS -	34,494.81	200,000.00	165,505.19	17.25	
1-4-3350-4500	ALL VEHICLES-DIESEL - RDS	118,733.97	300,000.00	181,266.03	39.58	
1-4-3370-2020	MISC ITEMS-MAT,SUPPLS,SERVI(	25.00	0.00	-25.00	0.00	
1-4-3390-9900	T/T RESERVES - RDS	0.00	31,000.00	31,000.00	0.00	
1-4-3700-5820	STREET LIGHTS-HYDRO	7,880.58	20,000.00	12,119.42	39.40	
1-4-3700-5825	STREET LIGHTS REPAIRS & MAIN	1,305.84	6,000.00	4,694.16	21.76	
	Expense Total	**1,858,102.38**	**4,801,055.00**	**2,942,952.62**	**38.70**	

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year to Date	Budget	Variance	% Used
WASTE MANAGEMENT					
Revenue					
1-3-4150-0630	ENV-GARBAGE REVENUE	-5,668.50	-15,000.00	-9,331.50	37.79
1-3-4250-0407	WASTE DIVERSION PROGRAM	-3,018.46	0.00	3,018.46	0.00
1-3-4250-0640	RECYCLING REVENUE CORNWAL	-6,508.94	0.00	6,508.94	0.00
1-3-4250-0931	PROCEEDS ON CAPITAL DISPOS/	0.00	-10,000.00	-10,000.00	0.00
	Revenue Total	**-15,195.90**	**-25,000.00**	**-9,804.10**	**60.78**
Expense					
1-4-4150-1000	WASTE & RECYCLE REGULAR W/	15,758.56	62,644.00	46,885.44	25.16
1-4-4150-1005	WASTE & RECYCLE OVERTIME F	1,628.04	0.00	-1,628.04	0.00
1-4-4150-1012	WASTE & RECYCLE VACATION P/	414.96	0.00	-414.96	0.00
1-4-4150-1050	WASTE & RECYCLE FT BENEFITS	0.00	500.00	500.00	0.00
1-4-4150-1051	WASTE & RECYCLE CPP - ENV	885.89	3,727.00	2,841.11	23.77
1-4-4150-1052	WASTE & RECYCLE EMP INSURAI	434.48	1,084.00	649.52	40.08
1-4-4150-1053	WASTE & RECYCLE OMERS - ENV	364.46	5,553.00	5,188.54	6.56
1-4-4150-1056	WASTE & RECYCLE HEALTH TAX	371.63	1,222.00	850.37	30.41
1-4-4150-1057	WASTE & RECYCLE W.S.I.B. - ENV	584.72	2,048.00	1,463.28	28.55
1-4-4150-1058	WASTE & RECYCLE MOSEY INSU	1,269.65	8,236.00	6,966.35	15.42
1-4-4150-3300	GARBAGE COLLECTION CHARGE	140,269.70	135,000.00	-5,269.70	103.90
1-4-4150-3500	SOFTWARE/DATA UPGRADE/PUR	0.00	3,500.00	3,500.00	0.00
1-4-4150-4000	WASTE-REPAIRS & MAINTENANC	24,112.03	20,000.00	-4,112.03	120.56
1-4-4150-4300	WASTE-LICENSES - ENV	1,691.25	1,700.00	8.75	99.49
1-4-4200-8250	LANDFILL SITE-CONSULTANTS - E	17,497.64	30,000.00	12,502.36	58.33
1-4-4250-1300	RECYCLING-HAZARDOUS WASTE	1,193.00	3,000.00	1,807.00	39.77
1-4-4250-2300	RECYCLING ADVERTISING - ENV	0.00	1,000.00	1,000.00	0.00
1-4-4250-4000	RECYCLING-REPAIRS & MAINTEN	33,210.99	10,000.00	-23,210.99	332.11
1-4-4250-4300	RECYCLING-LICENSES - ENV	461.00	1,700.00	1,239.00	27.12
1-4-4250-5100	RECYCLING - CONTRACTED SER'	1,831.68	2,500.00	668.32	73.27
1-4-4300-0000	GARBAGE TRUCK - DEBT PAYME	45,958.10	92,041.00	46,082.90	49.93
1-4-4300-1001	GARBAGE TRUCK PRINCIPAL PM	-45,958.10	0.00	45,958.10	0.00
1-4-4300-3100	GARBAGE TRUCK INTEREST EXP	4,526.05	8,275.00	3,748.95	54.70
	Expense Total	**246,505.73**	**393,730.00**	**147,224.27**	**62.61**

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year to Date	Budget	Variance	% Used
RECREATIONAL SERVICES - ARENA					
Revenue					
1-3-7100-0482	PROVINCIALGRANT - ARENA	0.00	-251,813.00	-251,813.00	0.00
1-3-7100-0720	ARENA RENTALS REVENUE	-174,259.22	-250,000.00	-75,740.78	69.70
1-3-7100-0722	ARENA - LIBRARY RENT	-12,051.20	-10,000.00	2,051.20	120.51
1-3-7100-0723	ARENA - CANTEEN REVENUE	-1,695.00	0.00	1,695.00	0.00
1-3-7100-0725	SPONSOR/ADVERTISING	-2,000.00	0.00	2,000.00	0.00
1-3-7100-0990	TRANSFER FROM RESERVE - ARI	-6,000.00	-150,000.00	-144,000.00	4.00
	Revenue Total	**-196,005.42**	**-661,813.00**	**-465,807.58**	**29.62**
Expense					
1-4-7100-1000	ARENA REGULAR WAGES FT - RE	77,513.74	150,754.00	73,240.26	51.42
1-4-7100-1005	ARENA OVERTIME FT - REC	1,678.33	0.00	-1,678.33	0.00
1-4-7100-1011	ARENA SICK PAY FT - REC	1,061.12	0.00	-1,061.12	0.00
1-4-7100-1012	ARENA VACATION PAY FT - REC	2,107.87	0.00	-2,107.87	0.00
1-4-7100-1050	ARENA FT BENEFITS - REC	725.00	725.00	0.00	100.00
1-4-7100-1051	ARENA CPP - REC	5,070.10	8,318.00	3,247.90	60.95
1-4-7100-1052	ARENA EMPLOYMENT INSURANC	2,092.63	2,608.00	515.37	80.24
1-4-7100-1053	ARENA OMERS - REC	5,874.52	11,684.00	5,809.48	50.28
1-4-7100-1056	ARENA HEALTH TAX - REC	1,787.66	2,840.00	1,052.34	62.95
1-4-7100-1057	ARENA-W.S.I.B. - REC	2,816.30	4,930.00	2,113.70	57.13
1-4-7100-1058	ARENA MOSEY INSURANCE - REC	4,378.02	8,485.00	4,106.98	51.60
1-4-7100-1600	ARENA-TRAINING - REC	1,815.00	2,000.00	185.00	90.75
1-4-7100-1800	ARENA-MEMBERSHIPS & SUBSCF	1,770.00	900.00	-870.00	196.67
1-4-7100-2020	ARENA-MATERIAL,SUPPL & SERV	13,453.87	25,330.00	11,876.13	53.11
1-4-7100-2100	PHONE / INTERNET	503.75	1,700.00	1,196.25	29.63
1-4-7100-3020	LONG TERM DEBT PAYMENTS - A	35,984.51	72,552.00	36,567.49	49.60
1-4-7100-3100	ARENA INTEREST EXPENSE - REC	15,261.23	29,940.00	14,678.77	50.97
1-4-7100-3251	ARENA TRANS PRINCIPAL PMT TC	-35,984.51	0.00	35,984.51	0.00
1-4-7100-4000	ARENA-REPAIRS & MAINTENANCI	2,773.99	28,200.00	25,426.01	9.84
1-4-7100-4100	ARENA-SMALL TOOLS/EQUIPMEN	254.99	0.00	-254.99	0.00
1-4-7100-4500	ARENA-GASOLINE/DIESEL - REC	727.18	4,000.00	3,272.82	18.18
1-4-7100-5000	ARENA - INSPECTIONS - REC	0.00	4,450.00	4,450.00	0.00
1-4-7100-5300	ARENA-INSURANCE - REC	34,957.14	43,326.00	8,368.86	80.68
1-4-7100-5700	ARENA-SECURITY - REC	828.69	600.00	-228.69	138.12
1-4-7100-5800	ARENA-HEATING/PROPANE/UNIO	8,285.81	18,000.00	9,714.19	46.03
1-4-7100-5820	ARENA-HYDRO - REC	49,356.97	115,000.00	65,643.03	42.92
1-4-7100-5900	ARENA - BUILDING MAINTENANCI	11,158.14	18,400.00	7,241.86	60.64
1-4-7100-9000	CAPITAL EXPENDITURE - REC	0.00	521,625.00	521,625.00	0.00
	Expense Total	**246,252.05**	**1,076,367.00**	**830,114.95**	**22.88**

TOWNSHIP OF NORTH STORMONT

GL Department Report

Description		Year to Date	Budget	Variance	% Used
PLANNING AND DEVELOPMENT					
Revenue					
1-3-1055-0405	REV-TREAS-DRAINAGE SUPT GR/	0.00	-50,752.00	-50,752.00	0.00
1-3-1650-5200	DRAIN-PROVINCIAL DRAIN GRAN	0.00	-15,000.00	-15,000.00	0.00
1-3-1650-7105	DRAIN-BILLINGS TO LANDOWNEF	0.00	-70,000.00	-70,000.00	0.00
1-3-1700-7813	PARKLAND SEVERANCE FEES	-3,000.00	-10,000.00	-7,000.00	30.00
1-3-1700-7815	REVENUE-FEES-SEVERANCES	-7,600.00	-12,000.00	-4,400.00	63.33
1-3-8000-0650	PLANNING FEES	-1,900.00	-1,000.00	900.00	190.00
1-3-8000-0655	MINOR VARIANCE FEES	-4,050.00	-10,000.00	-5,950.00	40.50
1-3-8000-0660	OPA & SITE PLAN FEES	0.00	-4,000.00	-4,000.00	0.00
1-3-8000-0665	ZONING AMENDMENT FEES	-5,100.00	-13,000.00	-7,900.00	39.23
	Revenue Total	**-21,650.00**	**-185,752.00**	**-164,102.00**	**11.66**
Expense					
1-4-8000-1000	WAGES - PLANNING&DEVELOPMI	10,997.33	62,893.00	51,895.67	17.49
1-4-8000-1011	SICK PAY - PLANNING&DEVELOPI	226.80	0.00	-226.80	0.00
1-4-8000-1050	FT BENEFITS - PLANNING&DEVEL	0.00	150.00	150.00	0.00
1-4-8000-1051	CPP - PLANNING&DEVELOPMENT	832.93	3,742.00	2,909.07	22.26
1-4-8000-1052	EMPLOYMENT INSURANCE - PLAI	332.50	1,088.00	755.50	30.56
1-4-8000-1053	OMERS - PLANNING&DEVELOPMI	1,232.42	5,575.00	4,342.58	22.11
1-4-8000-1056	HEALTH TAX - PLANNING&DEVEL	286.05	1,226.00	939.95	23.33
1-4-8000-1057	WCB - PLANNING&DEVELOPMEN'	447.45	2,057.00	1,609.55	21.75
1-4-8000-1058	MOSEY INSURANCE - PLANNING&	1,313.11	4,209.00	2,895.89	31.20
1-4-8000-1500	MILEAGE - PLANNING&DEVELOPI	0.00	500.00	500.00	0.00
1-4-8000-1600	TRAINING/COURSE&SEMINAR - P	-559.68	1,000.00	1,559.68	
1-4-8000-1800	MEMBERSHIP&SUBSCRIPT - PLA	0.00	900.00	900.00	0.00
1-4-8000-2020	MAT SUPPLIES - PLANNING&DEV	98.95	0.00	-98.95	0.00
1-4-8000-2100	TELEPHONE EXPENSES - PLANNI	376.30	0.00	-376.30	0.00
1-4-8000-2300	ADVERTISING - PLANNING&DEVE	444.50	0.00	-444.50	0.00
1-4-8000-3500	SOFTWARE/PURCHASED DATA/U	370.40	0.00	-370.40	0.00
1-4-8000-4700	CONTRACTED SERVICES - PLANI	18,278.50	20,000.00	1,721.50	91.39
1-4-8000-9000	CAPITAL - PLANNING	0.00	45,000.00	45,000.00	0.00
1-4-8000-9900	TRANSFER TO RESERVE - PARKL	0.00	10,000.00	10,000.00	0.00
1-4-8125-2020	TWP COMMITTEE-EXPENSES - PL	0.00	1,800.00	1,800.00	0.00
1-4-8150-7503	MUNICIPAL DRAIN WRITE-OFF - P	1,352.82	2,500.00	1,147.18	54.11
1-4-8150-7700	MUNICIPAL DRN MAINTENANCE -	0.00	85,000.00	85,000.00	0.00
1-4-8150-8240	MUNICIPAL DRAINS-ELIGIBLE - PL	35,220.80	99,750.00	64,529.20	35.31
	Expense Total	**71,251.18**	**347,390.00**	**276,138.82**	**20.51**

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year to Date	Budget	Variance	% Used
RECREATION ASSOCIATIONS					
Revenue					
1-3-7000-0406	REVENUE-PROV-TRILLIUM-GRAN	-80,000.00	0.00	80,000.00	0.00
1-3-7000-0447	REC ANNUAL PMT WIND COMPAN	-31,606.00	-31,606.00	0.00	100.00
1-3-7000-0454	REVENUE-CANADA STUDENT GR	0.00	-26,525.00	-26,525.00	0.00
1-3-7000-0457	SUMMER STUDENT SALARY RE-II	0.00	-26,525.00	-26,525.00	0.00
1-3-7000-0550	DONATIONS-AMALGAMATED REC	-1,635.76	0.00	1,635.76	0.00
1-3-7050-0550	DONATIONS MONKLAND REC	-1,300.00	0.00	1,300.00	0.00
1-3-7050-0720	MONKLAND POST OFFICE RENT	-2,280.00	-2,280.00	0.00	100.00
1-3-7060-0550	DONATIONS - AVONMORE REC	-250.00	0.00	250.00	0.00
1-3-7060-0720	REV-AVONMORE-MEDICAL CENTI	-7,659.80	-14,995.00	-7,335.20	51.08
1-3-7060-0990	TRANSFER FROM RESERVE - AV(	-5,850.00	0.00	5,850.00	0.00
1-3-7070-0482	PROVINCIAL GRANTS - MOOSE C	0.00	-40,000.00	-40,000.00	0.00
1-3-7070-0550	DONATIONS - MOOSE CREEK RE(	-500.00	-40,000.00	-39,500.00	1.25
1-3-7080-0482	PROVINCIAL GRANTS CRYSLER F	-3,741.00	-28,000.00	-24,259.00	13.36
1-3-7080-0550	DONATIONS - CRYSLER REC	-19,605.00	0.00	19,605.00	0.00
1-3-7080-0990	TRANSFER FROM RESERVE - CR'	-2,300.00	-10,000.00	-7,700.00	23.00
1-3-7090-0406	TRILLIUM GRANT - FINCH	0.00	-200,000.00	-200,000.00	0.00
1-3-7150-0720	LIBRARIES RENTALS REVENUE	-24,102.41	-25,000.00	-897.59	96.41
	Revenue Total	**-180,829.97**	**-444,931.00**	**-264,101.03**	**40.64**
Expense					
1-4-5900-5830	TAXES/UTILITIES - TWP BLDG	2,186.76	14,000.00	11,813.24	15.62
1-4-5900-7000	SNOW REMOVAL/GRASS CUTTIN(	0.00	500.00	500.00	0.00
1-4-7000-2100	TELEPHONE EXPENSE - RECREA	0.00	600.00	600.00	0.00
1-4-7000-3250	IO LOAN PAYMENTS - REC	0.00	55.00	55.00	0.00
1-4-7000-3400	GEN-GRANTS TO REC COMMITIE!	32,252.48	31,606.00	-646.48	102.05
1-4-7000-5300	GEN NORTH STORMONT REC-INS	52,586.28	57,885.00	5,298.72	90.85
1-4-7000-8450	PLAYGROUND MAINTENANCE	749.42	14,000.00	13,250.58	5.35
1-4-7010-1000	REGULAR WAGES - REC	51,785.92	113,906.00	62,120.08	45.46
1-4-7010-1011	SICK PAY - REC	2,148.93	0.00	-2,148.93	0.00
1-4-7010-1012	VACATION PAY - REC	2,581.80	0.00	-2,581.80	0.00
1-4-7010-1050	CLOTHING & YRS OF SERVICE	150.00	150.00	0.00	100.00
1-4-7010-1051	CPP - REC	3,669.46	3,868.00	198.54	94.87
1-4-7010-1052	EMPLOYMENT INSURANCE - REC	1,428.75	1,469.00	40.25	97.26
1-4-7010-1053	OMERS - REC	6,971.43	12,649.00	5,677.57	55.11
1-4-7010-1056	HEALTH TAX - REC	1,208.73	2,221.00	1,012.27	54.42
1-4-7010-1057	W.S.I.B. - REC	1,922.99	3,725.00	1,802.01	51.62
1-4-7010-1058	MOSEY INSURANCE EXPENSE - F	5,053.18	9,367.00	4,313.82	53.95
1-4-7010-1500	MILEAGE - REC	942.42	0.00	-942.42	0.00
1-4-7010-1600	TRAINING - REC COORDINATOR	593.94	2,500.00	1,906.06	23.76
1-4-7010-1700	DIRECTOR EXPENSES- REC	144.77	0.00	-144.77	0.00
1-4-7010-2020	MAT AND SUPPLIES REC EDO	300.00	0.00	-300.00	0.00
1-4-7010-2100	CELL PHONE - REC	235.00	0.00	-235.00	0.00
1-4-7030-5820	BERWICK BALL PARK HYDRO - R	136.27	900.00	763.73	15.14
1-4-7050-2020	MONKLAND INTERNET - REC	528.00	120.00	-408.00	440.00
1-4-7050-5800	MONKLAND HEATING - REC	3,328.68	4,500.00	1,171.32	73.97
1-4-7050-5820	MONKLAND HYDRO - REC	832.16	1,600.00	767.84	52.01
1-4-7050-5900	MONKLAND BUILDING MAINTENA	87.49	0.00	-87.49	0.00
1-4-7050-7000	MONKLAND - SNOW REMOVAL - F	1,200.00	1,500.00	300.00	80.00
1-4-7050-9000	MONKLAND CAPITAL - REC	0.00	10,000.00	10,000.00	0.00
1-4-7060-1010	AVONMORE-SUMMER STUDENT-I	0.00	12,240.00	12,240.00	0.00
1-4-7060-2020	AVONMORE INTERNET - REC	120.00	500.00	380.00	24.00
1-4-7060-5800	AVONMORE HEATING - REC	5,878.99	4,500.00	-1,378.99	130.64
1-4-7060-5820	AVONMORE HYDRO - REC	5,745.74	17,000.00	11,254.26	33.80
1-4-7060-5900	AVONMORE BUILDING MAINTENA	7,059.85	2,800.00	-4,259.85	252.14
1-4-7060-7000	AVONMORE - SNOW REMOVAL - F	0.00	3,000.00	3,000.00	0.00

TOWNSHIP OF NORTH STORMONT

GL Department Report

Description		Year To Date	Budget	Variance	% Used
RECREATION ASSOCIATIONS					
1-4-7060-9900	TRANSFER TO RESERVE - AVONI	0.00	10,000.00	10,000.00	0.00
1-4-7070-1001	PRINCIPAL PAYMENTS - MOOSE (	-19,844.85	40,139.00	59,983.85	
1-4-7070-1010	MOOSE CREEK SUMMER STUDEI	404.30	32,440.00	32,035.70	1.25
1-4-7070-1052	MOOSE CREEK EMPLOYMENT IN:	9.28	0.00	-9.28	0.00
1-4-7070-1056	MOOSE CREEK SUMMER STUD-H	7.88	0.00	-7.88	0.00
1-4-7070-1057	MOOSE CREEK SUMMER STUDEI	12.50	0.00	-12.50	0.00
1-4-7070-2020	MOOSE CREEK INTERNET - REC	120.00	0.00	-120.00	0.00
1-4-7070-3020	LTD PAYMENTS - MOOSE CREEK	19,844.85	0.00	-19,844.85	0.00
1-4-7070-3100	INTEREST EXPENSE - MOOSE CR	28,765.51	51,452.00	22,686.49	55.91
1-4-7070-5800	MOOSE CREEK HEATING - REC	3,908.70	8,500.00	4,591.30	45.98
1-4-7070-5820	MOOSE CREEK HYDRO - REC	9,366.68	15,000.00	5,633.32	62.44
1-4-7070-5900	M.C. BUILDING MAINTENANCE - R	1,218.33	0.00	-1,218.33	0.00
1-4-7070-7000	M.C. SNOW REMOVAL - REC	1,500.00	2,500.00	1,000.00	60.00
1-4-7070-9000	MOOSE CREEK CAPITAL - REC	0.00	80,000.00	80,000.00	0.00
1-4-7080-1010	CRYSLER SUMMER STUDENTS - I	3,273.50	8,370.00	5,096.50	39.11
1-4-7080-1052	CRYSLER EMPLOYMENT INSURA	75.14	0.00	-75.14	0.00
1-4-7080-1056	CRYSLER STUDENTS HEALTH TA	63.84	0.00	-63.84	0.00
1-4-7080-1057	CRYSLER STUDENTS W.S.I.B. - RI	101.16	0.00	-101.16	0.00
1-4-7080-2020	CRYSLER INTERNET - REC	420.00	840.00	420.00	50.00
1-4-7080-5800	CRYSLER HEATING - REC	6,916.01	9,000.00	2,083.99	76.84
1-4-7080-5820	CRYSLER HYDRO - REC	5,409.20	13,000.00	7,590.80	41.61
1-4-7080-5900	CRYSLER BUILDING MAINTENANC	2,692.98	150.00	-2,542.98	1795.32
1-4-7080-8250	CRYSLER - CONSULTANTS	0.00	10,000.00	10,000.00	0.00
1-4-7080-9000	CRYSLER COMM.CENTRE CAPITA	16,278.00	51,000.00	34,722.00	31.92
1-4-7090-2020	FINCH INTERNET - REC	120.00	240.00	120.00	50.00
1-4-7090-5820	FINCH HYDRO - REC	174.56	1,200.00	1,025.44	14.55
1-4-7090-5900	FINCH FACILITY MAINTENANCE -	91.32	0.00	-91.32	0.00
1-4-7090-9000	CAPITAL FINCH REC	0.00	205,000.00	205,000.00	0.00
	Expense Total	**272,758.33**	**865,992.00**	**593,233.67**	**31.50**

TOWNSHIP OF NORTH STORMONT

GL Department Report

Description		Year to Date	Budget	Variance	% Used
ECONOMIC DEVELOPMENT					
Expense					
1-4-8100-1700	MEETING&CONFERENCE-ECONO	164.18	0.00	-164.18	0.00
1-4-8100-3450	CIP GRANT - EC/DEV	0.00	35,000.00	35,000.00	0.00
1-4-8100-4700	CONTRACTED SERVICES - EC/DE	1,375.28	30,000.00	28,624.72	4.58
	Expense Total	**1,539.46**	**65,000.00**	**63,460.54**	**2.37**

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year to Date	Budget	Variance	% Used
WATER AND SEWER DEPARTMENT					
Revenue					
1-3-4100-0482	MOOSE CREEK PROVINCIAL GRA	0.00	-1,193,896.00	-1,193,896.00	0.00
1-3-4100-0611	MOOSE CREEK REV WAT & SEW	-85,395.00	-324,746.00	-239,351.00	26.30
1-3-4100-0900	MOOSE CREEK INTEREST	-969.14	-3,000.00	-2,030.86	32.30
1-3-4100-0990	TRANSFER FROM RESERVES - M	0.00	-55,000.00	-55,000.00	0.00
1-3-4100-4940	MOOSE CREEK CONNECT/DISCO	-20,258.28	-60,000.00	-39,741.72	33.76
1-3-4105-0612	CRYSLER REV WAT & SEW	-148,888.64	-597,297.00	-448,408.36	24.93
1-3-4105-0900	CRYSLER INTEREST	-1,434.11	-4,500.00	-3,065.89	31.87
1-3-4105-4940	CRYSLER CONNECT/DISCONNEC	-14,600.00	-262,827.00	-248,227.00	5.55
1-3-4110-0613	FINCH REV WAT & SEW	-80,855.57	-319,439.00	-238,583.43	25.31
1-3-4110-0900	FINCH INTEREST	-1,507.08	-3,000.00	-1,492.92	50.24
1-3-4110-4940	FINCH CONNECT/DISCONNECT F	-45,400.00	-80,000.00	-34,600.00	56.75
	Revenue Total	**-399,307.82**	**-2,903,705.00**	**-2,504,397.18**	**13.75**
Expense					
1-4-4000-2100	MC SEWER-TELEPHONE - ENV	301.44	610.00	308.56	49.42
1-4-4000-2200	MC SEWER-POSTAGE - ENV	1,100.00	1,100.00	0.00	100.00
1-4-4000-2230	MC SEWER-ADMIN FEES - ENV	6,500.00	6,500.00	0.00	100.00
1-4-4000-5300	MC SEWER-INSURANCE - ENV	1,220.40	1,676.00	455.60	72.82
1-4-4000-5400	MC SEWER TAXES - ENV	692.99	1,500.00	807.01	46.20
1-4-4000-8300	MC SEWER-OCWA - ENV	38,569.62	77,139.00	38,569.38	50.00
1-4-4000-9000	MC SEWER-CAPITAL EXPENDITUI	24,849.99	1,093,379.00	1,068,529.01	2.27
1-4-4000-9900	TRANSFER TO RESERVE - MC SE	0.00	115,364.00	115,364.00	0.00
1-4-4005-2020	CRYSLER SEWER-MAT,SUPPL,SE	0.00	500.00	500.00	0.00
1-4-4005-2200	CRYSLER SEWER-POSTAGE - EN	1,100.00	1,100.00	0.00	100.00
1-4-4005-2230	CRYSLER SEWER-ADMIN FEES - I	6,500.00	6,500.00	0.00	100.00
1-4-4005-5300	CRYSLER SEWER-INSURANCE - E	1,220.40	1,676.00	455.60	72.82
1-4-4005-8300	CRYSLER SEWER-OCWA - ENV	39,979.14	79,958.00	39,978.86	50.00
1-4-4005-9000	CRYSLER SEWER-CAPITAL EXPE	8,450.68	294,827.00	286,376.32	2.87
1-4-4010-2020	FINCH SEWER-MAT,SUPPL,SERVI	0.00	200.00	200.00	0.00
1-4-4010-2100	FINCH SEWER-TELEPHONE - ENV	1,209.60	2,850.00	1,640.40	42.44
1-4-4010-2200	FINCH SEWER-POSTAGE - ENV	1,100.00	1,100.00	0.00	100.00
1-4-4010-2230	FINCH SEWER-ADMIN FEES - ENV	6,500.00	6,500.00	0.00	100.00
1-4-4010-5300	FINCH SEWER-INSURANCE - ENV	1,220.40	1,676.00	455.60	72.82
1-4-4010-8300	FINCH SEWER-OCWA - ENV	43,220.94	86,442.00	43,221.06	50.00
1-4-4010-9000	FINCH SEWER-CAPITAL EXPENDI	64,574.92	63,000.00	-1,574.92	102.50
1-4-4100-2020	MC WATER-MAT,SUPPLIES,SERV	0.00	2,000.00	2,000.00	0.00
1-4-4100-2100	MC WATER-TELEPHONE - ENV	301.48	610.00	308.52	49.42
1-4-4100-2200	MC WATER-POSTAGE - ENV	1,100.00	1,100.00	0.00	100.00
1-4-4100-2230	MC WATER-ADMIN FEES - ENV	6,500.00	6,500.00	0.00	100.00
1-4-4100-5300	MC WATER-INSURANCE - ENV	1,220.40	1,676.00	455.60	72.82
1-4-4100-5400	MC WATER-TAXES - ENV	2,961.61	6,600.00	3,638.39	44.87
1-4-4100-8300	MC WATER-OCWA - ENV	63,194.10	126,388.00	63,193.90	50.00
1-4-4100-9000	MC WATER-CAPITAL EXPENDITUI	129,191.90	194,500.00	65,308.10	66.42
1-4-4105-2020	CRYSLER WAER-MAT,SUPPL,SER	61.08	200.00	138.92	30.54
1-4-4105-2100	CRYSLER WATER-TELEPHONE - E	604.80	1,425.00	820.20	42.44
1-4-4105-2200	CRYSLER WATER-POSTAGE - EN	1,100.00	1,100.00	0.00	100.00
1-4-4105-2230	CRYSLER WATER-ADMIN FEES - I	6,500.00	6,500.00	0.00	100.00
1-4-4105-4000	CRYSLER WATER MAINTENAN&R	6,833.40	0.00	-6,833.40	0.00
1-4-4105-5300	CRYSLER WATER-INSURANCE - E	1,220.40	1,676.00	455.60	72.82
1-4-4105-5400	CRYSLER WATER-TAXES - ENV	245.10	500.00	254.90	49.02
1-4-4105-8300	CRYSLER WATER-OCWA - ENV	59,909.27	121,838.00	61,928.73	49.17
1-4-4105-9000	CRYSLER WATER-CAPITAL EXPE	88,704.56	68,000.00	-20,704.56	130.45
1-4-4110-2100	FINCH WATER-TELEPHONE - ENV	1,323.31	2,850.00	1,526.69	46.43
1-4-4110-2200	FINCH WATER-POSTAGE - ENV	1,100.00	1,100.00	0.00	100.00
1-4-4110-2230	FINCH WATER-ADMIN FEES - ENV	6,500.00	6,500.00	0.00	100.00

TOWNSHIP OF NORTH STORMONT

GL Department Report

	Description	Year To Date	Budget	Variance	% Used
WATER AND SEWER DEPARTMENT					
1-4-4110-5300	FINCH WATER-INSURANCE - ENV	1,220.40	1,676.00	455.60	72.82
1-4-4110-5400	FINCH WATER-TAXES - ENV	1,867.42	4,000.00	2,132.58	46.69
1-4-4110-5900	FINCH WATER-BUILDING MAINTE	363.79	0.00	-363.79	0.00
1-4-4110-8300	FINCH WATER OCWA - ENV	62,610.42	125,221.00	62,610.58	50.00
1-4-4110-9000	FINCH WATER-CAPITAL EXPENDI	92,210.33	144,000.00	51,789.67	64.03
1-4-4120-8300	SMALL DRINKING SYSTEMS - OC\	10,485.29	22,600.00	12,114.71	46.40
1-4-4120-8301	SMALL SYSTEM SEWAGE	0.00	2,200.00	2,200.00	0.00
1-4-4120-9000	CAPITAL EXPENDITURES - ENV	9,281.18	0.00	-9,281.18	0.00
1-4-4120-9900	TRANSFER TO RESERVE - GENEF	0.00	254,024.00	254,024.00	0.00
	Expense Total	**804,920.76**	**2,948,381.00**	**2,143,460.24**	**27.30**
Revenue					
1-3-4010-0990	TRANSFER FROM RESERVES - FI	0.00	-44,676.00	-44,676.00	0.00
	Revenue Total	**0.00**	**-44,676.00**	**-44,676.00**	**0.00**
WATER AND SEWER CRYSLER					
Revenue					
1-3-4105-0612	CRYSLER REV WAT & SEW	-148,888.64	-597,297.00	-448,408.36	24.93
1-3-4105-0900	CRYSLER INTEREST	-1,434.11	-4,500.00	-3,065.89	31.87
1-3-4105-4940	CRYSLER CONNECT/DISCONNEC	-14,600.00	-262,827.00	-248,227.00	5.55
	Revenue Total	**-164,922.75**	**-864,624.00**	**-699,701.25**	**19.07**
Expense					
1-4-4005-2020	CRYSLER SEWER-MAT,SUPPL,SE	0.00	500.00	500.00	0.00
1-4-4005-2200	CRYSLER SEWER-POSTAGE - EN	1,100.00	1,100.00	0.00	100.00
1-4-4005-2230	CRYSLER SEWER-ADMIN FEES - I	6,500.00	6,500.00	0.00	100.00
1-4-4005-5300	CRYSLER SEWER-INSURANCE - E	1,220.40	1,676.00	455.60	72.82
1-4-4005-8300	CRYSLER SEWER-OCWA - ENV	39,979.14	79,958.00	39,978.86	50.00
1-4-4005-9000	CRYSLER SEWER-CAPITAL EXPE	8,450.68	294,827.00	286,376.32	2.87
1-4-4105-2020	CRYSLER WAER-MAT,SUPPL,SEF	61.08	200.00	138.92	30.54
1-4-4105-2100	CRYSLER WATER-TELEPHONE - E	604.80	1,425.00	820.20	42.44
1-4-4105-2200	CRYSLER WATER-POSTAGE - EN'	1,100.00	1,100.00	0.00	100.00
1-4-4105-2230	CRYSLER WATER-ADMIN FEES - I	6,500.00	6,500.00	0.00	100.00
1-4-4105-4000	CRYSLER WATER MAINTENAN&R	6,833.40	0.00	-6,833.40	0.00
1-4-4105-5300	CRYSLER WATER-INSURANCE - E	1,220.40	1,676.00	455.60	72.82
1-4-4105-5400	CRYSLER WATER-TAXES - ENV	245.10	500.00	254.90	49.02
1-4-4105-8300	CRYSLER WATER-OCWA - ENV	59,909.27	121,838.00	61,928.73	49.17
1-4-4105-9000	CRYSLER WATER-CAPITAL EXPE	88,704.56	68,000.00	-20,704.56	130.45
1-4-4120-8300	SMALL DRINKING SYSTEMS - OC\	10,485.29	22,600.00	12,114.71	46.40
1-4-4120-8301	SMALL SYSTEM SEWAGE	0.00	2,200.00	2,200.00	0.00
1-4-4120-9000	CAPITAL EXPENDITURES - ENV	9,281.18	0.00	-9,281.18	0.00
1-4-4120-9900	TRANSFER TO RESERVE - GENEF	0.00	254,024.00	254,024.00	0.00
	Expense Total	**242,195.30**	**864,624.00**	**622,428.70**	**28.01**
WATER AND SEWER FINCH					
Revenue					
1-3-4010-0990	TRANSFER FROM RESERVES - FI	0.00	-44,676.00	-44,676.00	0.00
1-3-4110-0613	FINCH REV WAT & SEW	-80,855.57	-319,439.00	-238,583.43	25.31
1-3-4110-0900	FINCH INTEREST	-1,507.08	-3,000.00	-1,492.92	50.24
1-3-4110-4940	FINCH CONNECT/DISCONNECT F	-45,400.00	-80,000.00	-34,600.00	56.75
	Revenue Total	**-127,762.65**	**-447,115.00**	**-319,352.35**	**28.57**
Expense					
1-4-4010-2020	FINCH SEWER-MAT,SUPPL,SERV	0.00	200.00	200.00	0.00
1-4-4010-2100	FINCH SEWER-TELEPHONE - ENV	1,209.60	2,850.00	1,640.40	42.44
1-4-4010-2200	FINCH SEWER-POSTAGE - ENV	1,100.00	1,100.00	0.00	100.00

TOWNSHIP OF NORTH STORMONT

GL Department Report

Description		Year To Date	Budget	Variance	% Used
WATER AND SEWER FINCH					
1-4-4010-2230	FINCH SEWER-ADMIN FEES - ENV	6,500.00	6,500.00	0.00	100.00
1-4-4010-5300	FINCH SEWER-INSURANCE - ENV	1,220.40	1,676.00	455.60	72.82
1-4-4010-8300	FINCH SEWER-OCWA - ENV	43,220.94	86,442.00	43,221.06	50.00
1-4-4010-9000	FINCH SEWER-CAPITAL EXPENDI	64,574.92	63,000.00	-1,574.92	102.50
1-4-4110-2100	FINCH WATER-TELEPHONE - ENV	1,323.31	2,850.00	1,526.69	46.43
1-4-4110-2200	FINCH WATER-POSTAGE - ENV	1,100.00	1,100.00	0.00	100.00
1-4-4110-2230	FINCH WATER-ADMIN FEES - ENV	6,500.00	6,500.00	0.00	100.00
1-4-4110-5300	FINCH WATER-INSURANCE - ENV	1,220.40	1,676.00	455.60	72.82
1-4-4110-5400	FINCH WATER-TAXES - ENV	1,867.42	4,000.00	2,132.58	46.69
1-4-4110-5900	FINCH WATER-BUILDING MAINTE	363.79	0.00	-363.79	0.00
1-4-4110-8300	FINCH WATER OCWA - ENV	62,610.42	125,221.00	62,610.58	50.00
1-4-4110-9000	FINCH WATER-CAPITAL EXPENDI	92,210.33	144,000.00	51,789.67	64.03
	Expense Total	**285,021.53**	**447,115.00**	**162,093.47**	**63.75**
WATER AND SEWER MOOSE CREEK					
Revenue					
1-3-4100-0482	MOOSE CREEK PROVINCIAL GRA	0.00	-1,193,896.00	-1,193,896.00	0.00
1-3-4100-0611	MOOSE CREEK REV WAT & SEW	-85,395.00	-324,746.00	-239,351.00	26.30
1-3-4100-0900	MOOSE CREEK INTEREST	-969.14	-3,000.00	-2,030.86	32.30
1-3-4100-0990	TRANSFER FROM RESERVES - M	0.00	-55,000.00	-55,000.00	0.00
1-3-4100-4940	MOOSE CREEK CONNECT/DISCO	-20,258.28	-60,000.00	-39,741.72	33.76
	Revenue Total	**-106,622.42**	**-1,636,642.00**	**-1,530,019.58**	**6.51**
Expense					
1-4-4000-2100	MC SEWER-TELEPHONE - ENV	301.44	610.00	308.56	49.42
1-4-4000-2200	MC SEWER-POSTAGE - ENV	1,100.00	1,100.00	0.00	100.00
1-4-4000-2230	MC SEWER-ADMIN FEES - ENV	6,500.00	6,500.00	0.00	100.00
1-4-4000-5300	MC SEWER-INSURANCE - ENV	1,220.40	1,676.00	455.60	72.82
1-4-4000-5400	MC SEWER TAXES - ENV	692.99	1,500.00	807.01	46.20
1-4-4000-8300	MC SEWER-OCWA - ENV	38,569.62	77,139.00	38,569.38	50.00
1-4-4000-9000	MC SEWER-CAPITAL EXPENDITUI	24,849.99	1,093,379.00	1,068,529.01	2.27
1-4-4000-9900	TRANSFER TO RESERVE - MC SE	0.00	115,364.00	115,364.00	0.00
1-4-4100-2020	MC WATER-MAT,SUPPLIES,SERV	0.00	2,000.00	2,000.00	0.00
1-4-4100-2100	MC WATER-TELEPHONE - ENV	301.48	610.00	308.52	49.42
1-4-4100-2200	MC WATER-POSTAGE - ENV	1,100.00	1,100.00	0.00	100.00
1-4-4100-2230	MC WATER-ADMIN FEES - ENV	6,500.00	6,500.00	0.00	100.00
1-4-4100-5300	MC WATER-INSURANCE - ENV	1,220.40	1,676.00	455.60	72.82
1-4-4100-5400	MC WATER-TAXES - ENV	2,961.61	6,600.00	3,638.39	44.87
1-4-4100-8300	MC WATER-OCWA - ENV	63,194.10	126,388.00	63,193.90	50.00
1-4-4100-9000	MC WATER-CAPITAL EXPENDITUI	129,191.90	194,500.00	65,308.10	66.42
	Expense Total	**277,703.93**	**1,636,642.00**	**1,358,938.07**	**16.97**

The Corporation of the Township of **NORTH STORMONT**	**Report No.** ADMIN-12-2025

Agenda Date:	July 22, 2025
Subject:	Delegated Authority By-law
Attachments:	

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receives this key information report, report number ADMIN 12-2025, from the Deputy Clerk on delegated authority By-laws for information purposes.

2.0 LEGAL DESCRIPTION

N/A

3.0 BACKGROUND

One recent By-law has been signed under the delegated authority By-law and was executed by the Deputy Mayor and CAO/Clerk. By-Law No. 47-2025 was a By-law to amend the Comprehensive Zoning By-Law 08-2014 to exempt certain lands (Parts 1 and 2 on Plan 52M70) from part-lot control in a registered plan of subdivision on Helen Street in Crysler..

4.0 POLICY CONSIDERATION

Bill 13, Supporting People and Business Act, 2021, an Act to amend various Acts, received Royal Assent on December 2, 2021. Schedule 19 of this Bill made changes to the Planning Act which allowed for Municipal Councils to pass delegated authority By-laws under Section 34 of the Planning Act that are minor in nature to a committee of Council or an individual who is an officer, employee or agent of the municipality.

The Official Plan of the United Counties of Stormont, Dundas and Glengarry was amended in August of 2022 via Official Plan Amendment No. 13 which allows for municipalities to delegate the authority to enact a part-lot control Bylaw to an individual who is an officer, employee, or agent of the municipality.

By-law No. 45-2017 was passed on June 27, 2017 for various delegated authority powers and duties and was amended by two subsequent By-laws for Planning matters, By-law's 15-2023 passed on February 21, 2023 and By-law 59-2023 passed on August 15, 2023.

5.0 ANALYSIS

These delegated By-laws will save time for people and businesses as per Bill 13 - Supporting People and Businesses Act, 2021 for matters that are of a minor nature and that the Planning Department has reviewed and has no objections.

This key information report updates Council as to By-laws being passed under the delegated authority for planning matters and also gives transparency to the By-law numbering process

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

That Council receives this report for information purposes only.

8.0 ALTERNATIVES

N/A

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes ☐	No ☐	N/A **X**
This item is within the approved budgeted amount:	Yes ☐	No ☐	N/A **X**
This item is mandated by the Provincial/Federal Government:	Yes ☐	No ☐	N/A **X**

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
		
Craig Calder **CAO/Clerk**	**Craig Calder** **CAO/Clerk**	**Craig Calder** **CAO/Clerk**

The Corporation of the Township of **NORTH STORMONT**	**Report No.** ADMIN-13-2025

Agenda Date:	July 22, 2025
Subject:	Sale - 15 Union Street
Attachments:	

1.0 RECOMMENDATION

THAT the Council of the Township of North Stormont receive report ADMIN 13-2025 from the CAO and approves the sale of 15 Union Street

2.0 LEGAL DESCRIPTION

15 Union Street (PIN 601050237)

3.0 BACKGROUND

The municipal office was previously located at 15 Union Street, Berwick. The property was acquired thru a sale in 2008 between the municipality and South Nation Conservation Authority (SNC). The 2008 selling price was attractive to the Township and also provided for a no cost Agreement to allow the SNC staff to occupy the garage space at 15 Union street. The original Agreement for the garage space was authored with a 10 year timeframe. In 2021, a request to review, and create, a new Agreement was received and the Township and SNC agreed to another no cost Agreement for another 10 year term (2021-2031).

The municipality was fortunate enough to acquire the former public school located at 57A Cockburn Street. This location was renovated and was permanently occupied in March 2025 by the Township and is the new municipal office space.

In anticipation of the pending sale of 15 Union Street, the Township did obtain a professional appraisal report from Tarle McAllister real estate appraisers and advisors as is required under the sale and disposition of land policy.

All sales of municipal property will be approved by Council.

4.0 POLICY CONSIDERATION

Sale & Disposition of Land Policy

5.0 ANALYSIS

Surplus land is referred to as lands owned by a municipality, or government entity, that is no longer needed, or required, for its intended public purpose. Surplus lands are determined to be property that is no longer required for public services or infrastructure.

Ontario conservation authorities are considered agencies/boards of the province. Conservation authorities are established by the Province under the Conservations Authorities Act and governed by appointed boards of directors.

The CAO is of the opinion the property would not be defined as "surplus" land as the location is still required and needed for public services, namely housing equipment etc. that support the operations of the conservation authority and the public services they perform. Further, due to the unique circumstances, and contractual obligations to the Township's SNC partners, specifically, the 10-year lease Agreement of the garage space located at 15 Union Street, the sale of the former office space to another external party would not be in the best interest of the community.

The Township sale and disposition of land policy does provide Council with broad discretion to determine price, terms and conditions and the manner of sale of any property. The policy clearly identified options including solicited offers or other suitable manner of sale of properties. The policy also identifies consideration must be given to particular circumstances of each proposed sale and must consider the best interests of the township.

Due to the unique circumstances of another government agency having current interest in the property (10 year lease agreement until 2031) and SNC interest in re-acquiring the asset to continue its use in the service, and for the betterment of the community, the Township Council is exercising its authority and selling the property to its SNC partners within the appraisal value allowances/parameters contained in the formal appraisal report obtained from Tarle McAllister.

6.0 ENVIRONMENTAL CONSIDERATIONS

N/A

7.0 RECOMMENDED CONDITIONS

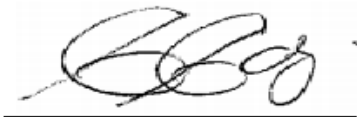
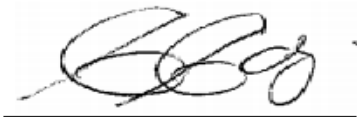
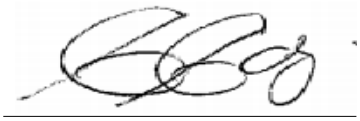
That the Council of the Township of North Stormont accept report ADMIN 13-2025 and formerly approve the sale of 15 Union Street to South Nation Conservation Authority.

8.0 ALTERNATIVES

N/A

FINANCIAL/STAFFING IMPLICATIONS

This item has been approved in the current budget:	Yes ☐	No **X**	N/A ☐
This item is within the approved budgeted amount:	Yes ☐	No **X**	N/A ☐
This item is mandated by the Provincial/Federal Government:	Yes ☐	No **X**	N/A ☐

Prepared By:	**Reviewed and submitted by:**	**Submitted for Council consideration by:**
		
Craig Calder **CAO/Clerk**	**Craig Calder** **CAO/Clerk**	**Craig Calder** **CAO/Clerk**

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 48-2025

BEING a By-Law to repeal By-Law No. 42-2025 to exempt certain lands from Part Lot Control, in Registered Plan of Subdivision Plan 52M-70, on a Street legally named Helen Street, in the Township of North Stormont and in the County of Stormont.

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

AND WHEREAS the *Planning Act*, R.S.O. 1990, c.P.13, as amended, (the *"Planning Act"*) subsection 50(5) provides that all lands within a plan of subdivision are subject to part lot control;

AND WHEREAS the *Planning Act*, R.S.O. 1990, c. P.13.S.50(7), as amended, authorizes the Council of the Township of North Stormont to enact By-laws which provide that the *Planning Act*, R.S.O. 1990, c. P.13 S.50 (5), as amended, does not apply to lands that are within a registered plan of subdivision as are designated in the By-law;

AND WHEREAS Pursuant to Section 23.2 of the *Municipal Act*, 2001, the Council of the Township of North Stormont passed By-law 45-2017 as amended by By-Law 15-2023 and delegated authority to enact part lot control exemption by-laws to the Chief Administrative Officer/Clerk or Deputy Clerk and Mayor or Deputy Mayor;

AND WHEREAS 13066266 Canada Inc. has applied to the Township for an exemption from Section 50(5) of the *Planning Act* for certain lands in the Township of North Stormont;

AND WHEREAS the matters herein set out are in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry approved and in force at this time.

AND WHEREAS the Council of the Township of North Stormont wishes to repeal By-Law No. 42-2025 signed under delegated authority due to technical error.

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

1. That By-Law No. 42-2025 is hereby repealed in its entirety, and any other By-laws inconsistent with this By-law is hereby repealed.

2. That this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July, 2025.

_____	_____
Steve Densham, Deputy Mayor	Craig Calder, CAO/Clerk

SEAL

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 49-2025

BEING a By-law to amend Comprehensive Zoning By-law 08-2014 of the Township of North Stormont.

WHEREAS pursuant to the provisions of the *Planning Act, RSO, 1990, c.P. 13, Section 34* as amended, the council of a municipality may enact by-laws regulating the use of lands and the erection of buildings thereon;

AND WHEREAS By-law 08-2014 as amended regulates the use of land and the use and erection of buildings and structures within the Township of North Stormont;

AND WHEREAS the Corporation of the Township of North Stormont deems it expedient and advisable to amend certain requirements of By-law 08-2014 as amended, insofar as they relate to certain lands to which the said By-law apply;

AND WHEREAS the matters set out in this By-law are deemed to be consistent with the Provincial Policy Statement and in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry;

AND WHEREAS Council is satisfied that no further notice is required in regard to Section 34(17) of the *Planning Act*.

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

1. The areas affected by this By-law are defined as Part 1 and Part of Lot 2, Block N, Plan 66, Registered Plan 52R-8731, Township of North Stormont, as indicated on Schedule "A" attached hereto, which forms part of this By-law.

2. That Schedule 8 of By-law 08-2014 is hereby amended as follows:

    a) That the subject land, as indicated on Schedule "A" attached hereto, shall be rezoned from "Residential First Density (R1)", and "Residential Second Density – Exception 26 (R2-26)" to "Residential Second Density – Exception 31 (R2-31)", and "Residential Second Density – Exception 32 (R2-32)".

3. That the following amendments be made to the table within Schedule 11 of By-law 08-2014:

    a) Within the "R2" zone section of the table, insert a new row immediately following row 30, which shall contain the following text additions:

        i. within the "Exception No." column, insert "31";

        ii. within the "Special Zone Symbol" column, insert "R2-31"

iii. within the "Roll Number" column, insert "041101601080202";

iv. within the "Special Zone Provision" column, insert the following text:

"On the lands zoned R2-31, no more than 70% of the lot frontage as defined by this By-law shall be used or constructed as a driveway or parking space"

b) Within the "R2" zone section of the table, insert a new row immediately following row 31, which shall contain the following text additions:

i. within the "Exception No." column, insert "32";

ii. within the "Special Zone Symbol" column, insert "R2-32"

iii. within the "Roll Number" column, insert "041101601080203";

iv. within the "Special Zone Provision" column, insert the following text:

""On the lands zoned R2-32, no more than 65% of the lot frontage as defined by this By-law shall be used or constructed as a driveway or parking space"

4. All other applicable provisions of By-law 08-2014, as amended, shall continue to apply.

5. Subject to the giving of Notice of Passing of this By-law, in accordance with Section 34(18) of *the Planning Act, RSO 1990, c.P. 13*, as amended, shall come into force on the date of passing by the Corporation of the Township of North Stormont where no notice of appeal or objection is received, pursuant to Section 34(21) of the Planning Act, as amended.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July, 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

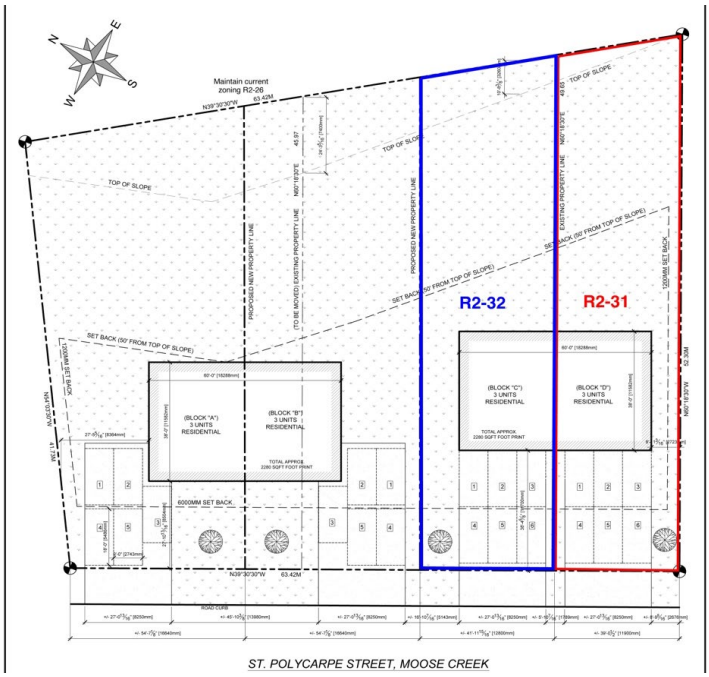
SEAL

SCHEDULE "A"

BY-LAW NO. 49-2025

Enacted by the Council of the Corporation of the Township of North Stormont.

This 22nd day of July, 2025



Part 1 and Part of Lot 2, Block N, Plan 66, Registered Plan 52R-8731, Township of North Stormont

EXPLANATORY NOTE

BY-LAW NO. 49-2025

Purpose and Effect of the By-law

THE PURPOSE of the proposed zoning amendment is to rezone the lands described as Part 1 and Part of Lot 2, Block N, Plan 66, Registered Plan 52R-8731, Township of North Stormont.

From "Residential First Density (R1)" and "Residential Second Density – Exception 26 (R2-26)" to "Residential Second Density – Exception 31 (R2-31)" and "Residential Second Density – Exception 32 (R2-32)".

THE EFFECT of the proposed amendment is to permit the development of semi-detached dwellings with additional dwelling units with the following site-specific provisions:

1. Permit on the lands zoned R2-31, a maximum driveway width up to 70% of the lot frontage.
2. Permit on the lands zoned R2-32, a maximum driveway width up to 65% of the lot frontage.

APPLICANT:
Éric Matte, Ryan Villeneuve & Nicolas Matte

PROPERTY ROLL NUMBERS:
041101601080202
041101601080203

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 50-2025

BEING a By-law to amend Comprehensive Zoning By-law 08-2014 of the Township of North Stormont.

WHEREAS pursuant to the provisions of the *Planning Act, RSO, 1990, c.P. 13, Section 34 as amended,* the council of a municipality may enact by-laws regulating the use of lands and the erection of buildings thereon;

AND WHEREAS By-law 08-2014 as amended regulates the use of land and the use and erection of buildings and structures within the Township of North Stormont;

AND WHEREAS the Corporation of the Township of North Stormont deems it expedient and advisable to amend certain requirements of By-law 08-2014 as amended, insofar as they relate to certain lands to which the said By-law apply;

AND WHEREAS the matters set out in this By-law are deemed to be consistent with the Provincial Planning Statement and in conformity with the Official Plan of the United Counties of Stormont, Dundas and Glengarry;

AND WHEREAS Council is satisfied that no further notice is required in regard to Section 34(17) of the *Planning Act*.

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

1. The areas affected by this By-law are defined as Concession 3, Part of Lot 13, and locally known as 15034 Concession 3-4 Road, Geographic Township of Finch; Township of North Stormont (PIN: 6010-50250), as indicated on Schedule "A" attached hereto, which forms part of this By-law.

2. That Schedules 2 & 7 of By-law 08-2014 is hereby amended as follows:

   a) That those parts of the subject land, as indicated on Schedule "A" attached hereto, currently zoned "Agricultural (AG)" be rezoned to "Open Space (OS); and

   b) That those parts of the subject land, as indicated on Schedule "A" attached hereto, currently zoned "Residential First Density (R1)" be rezoned to the following, in accordance with the areas defined on Schedule "A":

      i. Residential First Density – Special Exception 21 - Holding (R1-21-h);

      ii. Residential Second Density – Special Exception 33 - Holding (R2-33-h);

      iii. Residential Third Density – Special Exception 3 - Holding (R3-3-h); and,

      iv. Open Space (OS)

3. That the following amendments be made to the table within Schedule 11 of By-law 08-2014:

   a) Within the "R1" zone section of the table, insert a new row immediately following row 20, which shall contain the following text additions:

      i. within the "Special Zone Symbol" column, insert "R1-21-h" within the "Roll Number" column, insert "041101100201000";

      ii. within the "Special Zone Provision" column, insert the following text:
      "On the lands zoned R1-21-h, the following provisions shall apply:

      - minimum exterior side yard – 3 metres
      - minimum lot frontage – 11 metres (interior lot)"
      - The hold may be removed once the lands have been provided with municipal servicing to the satisfaction of the municipality."

   b) Within the "R2" zone section of the table, insert a new row immediately following row 32, which shall contain the following text additions:

      i. within the "Special Zone Symbol" column, insert "R2-33-h" within the "Roll Number" column, insert "041101100201000";

      ii. within the "Special Zone Provision" column, insert the following text:
      "On the lands zoned R2-33, the following provisions shall apply:

      - minimum interior side yard – 1.2 metres
      - minimum exterior side yard – 3 metres
      - The hold may be removed once the lands have been provided with municipal servicing to the satisfaction of the municipality."

   c) Within the "R3" zone section of the table, insert a new row immediately following row 3, which shall contain the following text additions:

      i. within the "Special Zone Symbol" column, insert "R3-3-h" within the "Roll Number" column, insert "041101100201000";

      ii. within the "Special Zone Provision" column, insert the following text:
      "On the lands zoned R3-3-h, the following provisions shall apply:

      - minimum interior side yard – 1.2 metres
      - minimum exterior side yard – 3 metres
      - maximum lot coverage – 45%
      - The hold may be removed once the lands have been provided with municipal servicing to the satisfaction of the municipality."

4. All other applicable provisions of By-law 08-2014, as amended, shall continue to apply.

5. Subject to the giving of Notice of Passing of this By-law, in accordance with Section 34(18) of the Planning Act, RSO 1990, cP 13, as amended, shall come into force on the date of passing by the Corporation of the Township of North Stormont where no notice of appeal or objection is received, pursuant to Section 34(21) of the Planning Act, as amended.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July, 2025.

François Landry, Mayor	Craig Calder, CAO/Clerk

SEAL

SCHEDULE "A"
BY-LAW NO. 50-2025

Enacted by the Council of the Corporation of the Township of North Stormont.
This 22 day of July, 2025

Concession 3, Part of Lot 13, and locally known as 15034 Concession 3-4 Road
Geographic Township of Finch; Township of North Stormont (PIN: 6010-50250)



EXPLANATORY
NOTE
BY-LAW NO. 50-2025

THE PURPOSE of the proposed zoning amendment is to rezone the lands described as Concession 3, Part of Lot 13, and locally known as 15034 Concession 3-4 Road, Geographic Township of Finch; Township of North Stormont (PIN: 6010-50250) from Residential First Density (R1) and Agricultural (AG) to:

- Residential First Density – Special Exception 21- Holding (R1-21-h) Zone
- Residential Second Density – Special Exception 33 - Holding (R2-33-h) Zone
- Residential Third Density – Special Exception 3 - Holding (R3-3-h) Zone
- Open Space (OS) Zone

THE EFFECT of the proposed amendment is to facilitate the development of the proposed subdivision for residential uses through the use of the following zones:

1. The R1-21-h Zone will allow for a reduced lot frontage (15 metres to 11 metres) and exterior side yard (6 metres to 3 metres) on the affected lots, to allow for single detached dwellings to be constructed;

2. The R2-33-h Zone will allow for a reduced interior and exterior side yards (2 metres to 1.2 metres and 6 metres to 3 metres, respectively) on the affected lots, to allow for semi-detached dwellings to be constructed;

3. The R3-3-h Zone will allow for a reduced interior side yard (3 metres to 1.2 metres) and increased lot coverage (35% to 45%) on the affected lots, to allow for townhouse dwellings to be constructed;

4. In each case, the holding provision is applied to ensure that development does not precede the development of municipal servicing within the subdivision; and

5. The OS Zone reflects the intended use of the subject lands for stormwater management facilities and public greenspace.

APPLICANT:
Stormont Developments Inc.

PROPERTY ROLL NUMBERS:
041101100201000

CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 51-2025

BEING a By-Law to repeal and replace By-Law No.'s 65-2016 and 81-2020 to establish and regulate the operation, training, conduct, and safety of Emergency Services within the Township of North Stormont.

WHEREAS the *Municipal Act, 2001*, c.25, Section 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*, S.O. 2001, c. 25, provides municipalities with the authority to establish and regulate public services, including fire and emergency response;

AND WHEREAS the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, requires municipalities to establish fire protection services suitable to community needs;

AND WHEREAS the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1, including the Section 21 Committee Guidance Notes, sets the standard for worker safety and risk mitigation in firefighting environments.

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

1. DEFINITIONS

In this By-Law, the following words and terms shall have the meanings set out below:

"Approved" means approved by the Council of the Township of North Stormont.

"Automatic Aid" means an Approved agreement under which a municipality agrees to provide an initial response to fires, rescues, and emergencies in another municipality, or where a municipality agrees to provide a supplemental response to such incidents in another municipality.

"Auxiliary Member" means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services voluntarily or for a nominal consideration and includes a student.

"Awareness Level" means the minimum capability of individuals who provide response to technical search and rescue incidents.

"Chief Administrative Officer (CAO)" means the person appointed by Council to act as Chief Administrative Officer for the Corporation of the Township of North Stormont.

"Company" means a complement of personnel operating one or more pieces of apparatus or equipment.

"Corporation" means the Corporation of the Township of North Stormont.

"Council" means the Council of the Township of North Stormont.

"Deputy Fire Chief" means the person appointed by Council to act on behalf of the Fire Chief in the case of an absence or vacancy in the office of the Fire Chief.

"Fire Chief" means the person appointed by Council to act as Fire Chief for the Corporation, and who is ultimately responsible to Council, as defined in the *Fire Protection and Prevention Act*.

"Fire Code" means Ontario Regulation 213/07, as amended, and any successor regulation.

"Fire Department" means the Township of North Stormont Department of Fire and Emergency Services.

"Firefighter" means a Fire Chief, and any other person employed in, or appointed to, a Fire Department and assigned to undertake Fire Protection Services. This includes Volunteer Firefighters.

"Fire Protection Services" means fire protection services as defined in the *Fire Protection and Prevention Act, 1997*, and includes:

- fire suppression,
- fire prevention and fire safety education,
- mitigation and prevention of the risk created by the presence of unsafe levels of carbon monoxide and related safety education,
- rescue and emergency services,
- communication related to such services,
- training of persons involved in providing such services, and
- the delivery of any such services.

"FPPA" means the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, and any successor legislation.

"Limited Services" means a variation of service significantly differentiating from the norm as a result of extenuating circumstances, such as:

- deployment of Volunteer Firefighters in insufficient numbers to safely carry out the delivery of Fire Protection Services,
- environmental factors,
- remote and/or island properties,
- impeded access,
- private roadways, lanes, and drives,
- obstructions, or
- extraordinary hazards or unsafe conditions.

"Member" means any person employed in, or appointed to, the Fire Department by the Fire Chief and assigned to undertake Fire Protection Services. This includes Officers, Full-time, Part-time, Volunteer Firefighters, Auxiliary Members, and administrative staff.

"*Municipal Act*" means the *Municipal Act, 2001*, S.O. 2001, c.25, and any successor legislation.

"Mutual Aid" means a plan established pursuant to Section 7 of the FPPA under which fire departments that serve a designated area agree to assist each other on a reciprocal basis in the event of a major fire or emergency.

"Officer" means Fire Chief, Deputy Fire Chief, Officer, Captain, Acting Captain, Lieutenant, , Training Officer, Fire Prevention Officer, and any person designated by the Fire Chief to supervise Firefighters.

"Operation Level" means the capability of individuals to respond to technical search and rescue incidents, identify hazards, use equipment, and apply limited techniques necessary to support and participate in such incidents.

"Technician Level" means the capability of individuals to respond to technical search and rescue incidents, identify hazards, use equipment, and apply advanced techniques necessary to coordinate, perform, and supervise such incidents.

"Township" means the Township of North Stormont.

"Volunteer Firefighter" means a firefighter who provides Fire Protection Services either voluntarily or for a nominal consideration, honorarium, training, or activity allowance as defined in the FPPA, and includes an Auxiliary Member.

2. ESTABLISHMENT OF FIRE DEPARTMENT

a. A fire department for the Township of North Stormont is hereby established and shall be known as the Township of North Stormont Department of Fire and Emergency Service.
b. The head of the Fire Department shall be known as the Fire Chief.
c. The Mission, Vision Values and Objectives of the Fire Department shall be those contained in Schedule "A"

3. FIRE DEPARTMENT STRUCTURE

a. Council shall appoint a Fire Chief who shall be the highest-ranking Member of the Fire Department.

b. In addition to the Fire Chief, the Fire Department shall consist of a Deputy Fire Chief(s), Fire Prevention Officer(s), Fire Training Officer(s), Instructor(s), Inspector(s), Public Fire Safety Educator(s), Officers and other Members deemed necessary and appointed by the Fire Chief to provide Fire Protection Services.

c. The Fire Department shall be structured in conformance with the Fire Department Organizational Chart set out in Schedule "B" attached hereto and forming part of this By-Law.

4. APPROVED PROGRAMS AND SERVICES

a. The Fire Department shall provide such Fire Protection Services and programs as approved by Council in accordance with Part II of the FPPA and set out in Schedule "C" attached hereto and forming part of this By-Law.

5. LIMITED SERVICES

a. Due to reliance on volunteer firefighters, weather conditions, unavailability of specialized equipment, or extraordinary circumstances, any service set out in may be provided as a Limited Service at the discretion of the Fire Chief or designate.

b. The Corporation shall accept no liability for the provision of a Limited Service by the Fire Department when provided as reasonably necessary.

6. RESPONSE OUTSIDE OF THE LIMITS OF THE TOWNSHIP

a. The Fire Department shall not respond outside the Township except where:

- There is, in the opinion of the Fire Chief or designate, a threat to Township property or property owned/occupied by the Township.

b. An agreement exists with another municipality to provide Fire Protection Services, including Automatic Aid.

c. An agreement exists with any person or corporation for Fire Protection Services.

d. The Fire Chief or designate authorizes response under a Mutual Aid plan or similar reciprocal program.

e. Immediate action is required to preserve life or property, and the appropriate fire department is notified.

7. FIRE CHIEF RESPONSIBILITIES AND AUTHORITY

a. The Fire Chief shall be the head of the Fire Department, reporting to the CAO and ultimately responsible to Council under the FPPA.

b. The Fire Chief shall be the Chief Fire Official of the Township.

c. Responsibilities include, but are not limited to:

- Performing statutory duties under the FPPA and applicable legislation.

- Enforcing this and related By-Laws.
- Periodically reviewing By-Laws and recommending amendments.
- Establishing policies, SOGs, and department rules.
- Reviewing and revising such policies and guidelines.
- Managing staffing, facilities, equipment, and supplies.
- Ensuring care of Fire Department property.
- Implementing mutual aid and service agreements.
- Determining qualifications, duties, and appointments.
- Disciplining Members, up to dismissal.
- Keeping incident and inspection records.
- Enforcing the Fire Code and reporting to the Fire Marshal.
- Reporting suspected crimes or offences.
- Preparing annual and periodic reports to Council.
- Submitting and managing the Fire Department budget.

8. POWERS

a. The Fire Chief shall exercise powers under the FPPA and take reasonable measures for fire prevention and emergency response.

b. Powers include:

- Enforcing fire safety By-Laws.
- Demolishing structures to stop fire spread.
- Taking emergency actions to guard against danger.
- Recovering costs as allowed under legislation.
- Exercising rights of entry for emergencies and inspections.
- The Fire Chief may delegate powers or duties as deemed appropriate under the FPPA.

9. RECOVERY OF COSTS

a. If additional resources are used during an emergency response, the Fire Chief or designate may recover associated costs from the property or vehicle owner.

b. Costs may be recovered under the *Municipal Act* and the User Fees and Charges By-Law.

c. Fees not paid within 30 days will incur interest charges.

d. Fees unpaid after 90 days may be added to the tax roll for the owner’s property and collected as property taxes.

10. VOLUNTEER FIREFIGHTER EMPLOYMENT

a. The Fire Chief may appoint eligible persons as volunteer firefighters as needed.

11. STUDENT FIREFIGHTER PROGRAM

a. The Fire Chief may establish a Student Firefighter Program to promote youth fire safety and mentorship.

b. Eligibility requirements:

- Ages 16–25.
- Must be in high school or post-secondary with agreed attendance/academic expectations.
- If applicable, parent/guardian waiver required
- Students must comply with all policies and rules.
- Participation may be revoked at the Fire Chief's discretion.
- Students may attend training, subject to conditions.
- Students may not enter IDLH environments.

12. EMERGENCY RESPONSE

The Township of North Stormont Fire Department shall provide the following emergency response services and programs to the full-service firefighter level, in accordance with the capabilities, resources, and safety standards in place, and in compliance with Ontario Regulation 343/22: Firefighter Certification and as per Schedule "C" attached and forming part of this By-Law.

13. TRAINING AND ATTENDANCE REQUIREMENTS

a. Training Attendance:

- All members must attend a minimum of 70% of scheduled training sessions annually.
- Exemptions for medical or personal leave must be approved by the Fire Chief in writing.
- Any member failing to meet the 70% attendance requirement will be subject to performance review and potential probationary status.

b. Training Standards:

i. Training shall conform to:

- NFPA Standards (e.g., 1001, 1021).
- Ontario Fire College curriculum where applicable.
- Section 21 Firefighter Guidance Notes.
- Departmental SOPs (Standard Operating Procedures).

14. FIRE DEPARTMENT STRUCTURE AND PERSONNEL ADMINISTRATION

a. The Fire Department shall be structured in conformance with the approved Organizational Chart, attached hereto as Appendix A, forming part of this By-Law. The structure must align with all applicable legislation and Section 21 guidance notes under the *Occupational Health and Safety Act* (OHSA).

- **Designation of Firefighters under WSIB**

  For the purposes of the Workplace Safety and Insurance Board (WSIB), all firefighters of the Township of North Stormont Fire Department shall be defined as volunteer firefighters, unless otherwise specified by Council.

- **Appointments by Council**

  In addition to the Fire Chief, the Council shall appoint a Deputy Fire Chief(s) and such number of other officers and members as may be deemed necessary by Council to maintain the effective delivery of fire protection services.

- **Appointments by Fire Chief**

  The Fire Chief may recommend to Council the appointment of any qualified person as a member of the Fire Department, subject to the Township of North Stormont's approved hiring policies.

- **Probationary Period and Training Requirements**

  All newly appointed members of the Fire Department shall be placed on probation for a period of twelve (12) months, during which time they shall:
  - Complete required training as prescribed by the Fire Chief.
  - Successfully pass required written and practical examinations.
  - Meet attendance standards set out in departmental policy.

- **Remuneration**

  The remuneration of volunteer firefighters, officers, and other members of the Fire Department shall be as determined and approved by Council in accordance with the Township's compensation policies.

- **Failure to Meet Probation Standards**

  If a probationary member fails any required training or examinations, or fails to meet departmental standards, the Fire Chief may:
  - Recommend dismissal or reclassification to the Chief Administrative Officer (CAO).
  - Extend the probationary period where appropriate.
  - Require remedial training.

- **Disciplinary Measures**
  The Fire Chief may, for cause:
  - Reprimand any member.

- Suspend any member with or without pay.
- Recommend dismissal to the CAO and Council.

- **Disciplinary actions may be taken in response to:**
  - Violations of this By-Law.
  - Breach of department policies, rules, or general orders.
  - Conduct deemed detrimental to the discipline, safety, or operational efficiency of the Fire Department.

15. HEALTH AND SAFETY COMPLIANCE

a. General Compliance:

- The Fire Department shall ensure all members are following the *Occupational Health and Safety Act* (OHSA) and the Section 21 Firefighter Guidance Notes.

- The Fire Department shall maintain a Joint Health and Safety Committee (JHSC) to address safety concerns, incidents, and conduct regular risk assessments.

b. Personal Protective Equipment (PPE):

- All members shall be provided with and must wear PPE compliant with NFPA standards during all emergency response operations.

c. Mental and Physical Health:

- The Fire Department shall implement mental wellness and post-incident debriefing protocols to support the psychological and physical health of its members. An Employment Assistance Program (EAP) shall be established.

16. JOB DESCRIPTIONS AND PERFORMANCE EVALUATION

Job Descriptions and Performance Evaluation

Each position within the Fire Department shall have a clearly defined job description and be subject to a standardized performance evaluation process, as outlined in the Department's Standard Operating Procedures (SOPs) and/or Standard Operating Guidelines (SOGs).

17. PERFORMANCE EVALUATION TEMPLATE

Each member shall be evaluated annually using a standardized performance evaluation form that includes, but is not limited to, the following criteria:

a. **Attendance %:** _____ / 70% required
b. **Compliance with SOPs:** [Excellent / Good / Needs Improvement]

c. Safety Adherence: [Yes / No]
d. Teamwork & Conduct: [Score 1–5]
e. Additional Comments:
_____

18. ADMINISTRATION

a. By-Law No.'s 65-2016 and 81-2020 and all other By-Laws or parts of By-Laws inconsistent with the provisions of this By-Law, are hereby repealed.

b. Existing Fire Chief and Member appointments remain in effect.

c. That this By-Law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July 2025.

_____ _____
François Landry, Mayor Craig Calder, CAO/Clerk

SEAL

Schedule "A"

to BY-LAW NO. 51-2025

MISSION, VISION, AND VALUES OF THE NORTH STORMONT FIRE DEPARTMENT OF FIRE & EMERGENCY SERVICES

MISSION STATEMENT

The Mission of the North Stormont Department of Fire and Emergency Services is to take action to protect and/or rescue citizens and/or property from threats to health, the effects of natural or man-made disasters, and, in particular, the risk that a fire, if started, would seriously endanger the health and safety of any person or the quality of the natural environment for any use that can be made of it.

VISION

By building a strong, inclusive team that reflects the rich diversity and heritage of our communities, we are committed to leading with excellence in our mission to keep everyone safe and healthy.

VALUES

To serve our Mission and achieve our Vision, we are committed to the following values:

EXCELLENCE
Through our dedication to teamwork, safety, continuous improvement, training, and education, we strive to deliver excellence in every aspect of what we do.

INTEGRITY
As community leaders, we uphold the principles of honesty, dignity, trust, compassion, dependability, transparency, and accountability in all that we do.

RESPECT
We treat the community we serve—and each other—with respect and care. We are committed to bilingual service delivery and to embracing the diversity of our current and future workforce.

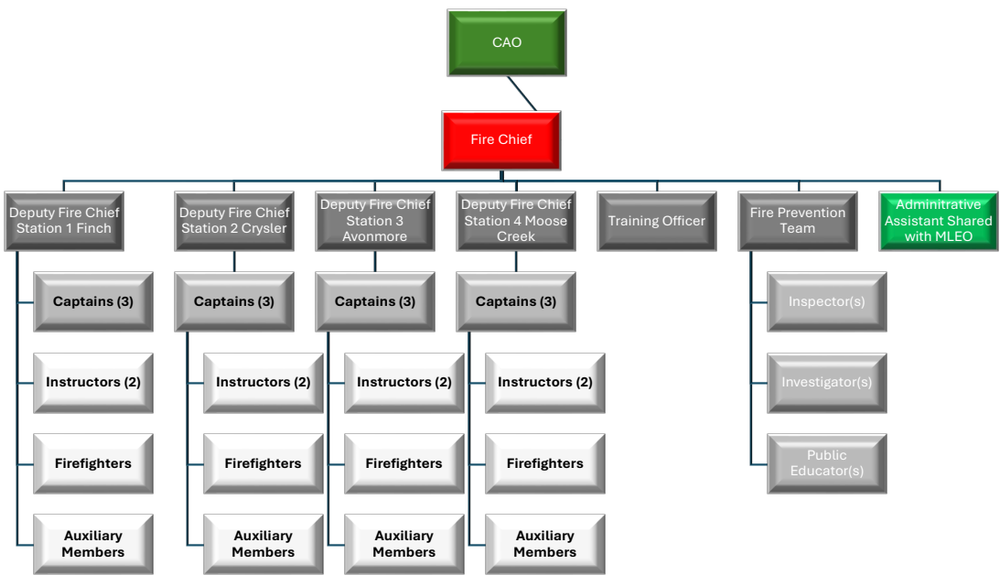
COMMUNITY SERVICE
We value our tradition and culture of volunteerism, serving the community through both emergency response and special events. As our department evolves to meet the needs of a growing community, we remain committed to this spirit of service.

ENGAGEMENT
We believe that a strong and effective team is built on clear communication and active participation. When members are engaged in all aspects of departmental operations, motivation and collaboration thrive.

Schedule "B"

to BY-LAW NO. 51-2025

THE NORTH STORMONT FIRE DEPARTMENT OF FIRE & EMERGENCY SERVICES



Schedule "C"

to BY-LAW NO. 51-2025

THE NORTH STORMONT FIRE DEPARTMENT OF FIRE & EMERGENCY SERVICES

The Fire Department shall provide the following services and programs to the full-service firefighter level in accordance with Ontario Regulation 343/22: Firefighter Certification:

1. EMERGENCY RESPONSE

1.1 Basic Firefighting Services

a. The Fire Department shall respond, when possible and as appropriate, to fires, alarms of fire, and pre-fire conditions to provide fire suppression service

1.2 Structural Firefighting Services

a. Interior Search and Rescue Shall be provided when possible and as appropriate, in accordance with the following:

i. Service shall be provided to search for and rescue endangered, trapped, or potentially trapped persons within the structure.

ii. Service shall be provided only when, in the opinion of the Incident Commander in charge, all of the following are true:

- A scene risk assessment has been completed, and the level of risk reasonably justifies firefighter entry into the structure.
- Building integrity permits entry into the structure.
- The number of firefighters on scene have the required training and certifications to perform the level of fire protection services.
- A reliable water supply with adequate flow can be sustained.
- Adequate fireground supervision and support is provided.

b. Interior Fire Suppression (Offensive Operations) Shall be provided when possible and as appropriate, in accordance with the following:

i. Service shall be provided to contain the fire and prevent further loss of property.

ii. Service shall be provided only when, in the opinion of the Incident Commander in charge, all of the following are true:

- A scene risk assessment has been completed, and the level of risk

reasonably justifies firefighter entry into the structure.
- Building integrity permits entry into the structure.
- The number of firefighters on scene have the required training and certifications to perform the level of fire protection services.
- A reliable water supply with adequate flow can be sustained.
- Adequate fireground supervision and support is provided.

1.3 Rural Firefighting Operations

a. Rural firefighting operations using Fire Department Water Tanker Shuttle Accreditation shall be provided when possible and as appropriate in areas without a municipal water supply.

1.4 Vehicle Firefighting Services

a. Service shall be provided when possible and as appropriate to control and extinguish vehicle fires.

1.5 Grass, Brush, and Forestry Firefighting Services

a. Service shall be provided when possible and as appropriate to control and extinguish grass, brush, and forestry fires.

1.6. Automatic Aid Response Services

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

1.7 Mutual Aid Response Services

a. Service shall be provided when possible and as appropriate, in accordance with the Mutual Aid Plan established for the municipalities within the United Counties of Stormont-Dundas and Glengarry, pursuant to clause 7(2)(a) of the *Fire Protection and Prevention Act*.

1.8 Tiered Medical Assistance Services

a. Service shall be provided when possible and as appropriate, in accordance with the Emergency Medical Tiered Response Agreement between the Cornwall Emergency Medical Services and the Township of North Stormont.

b. Service shall also be provided in accordance with the Township of North Stormont First Responder Program.

1.9 Ambulance Assistance Service

a. Service shall be provided when possible and as appropriate to assist Emergency Medical Services with emergency and non-emergency situations, particularly in providing access to patients and/or assisting in the provision of care.

1.10 Police Assistance Services

a. Service shall be provided when possible and as appropriate to assist Police with emergency and non-emergency situations where the Fire Department has the equipment and/or specialized skills required to assist in mitigation.

1.11 Public Assistance Services

a. Service shall be provided when possible and as appropriate to assist the public with emergency and non-emergency situations where the Fire Department has the equipment and/or specialized skills to mitigate the incident.

1.12 Public Hazard Assistance Services

a. Fire Alarm and Carbon Monoxide Incidents

i. Service shall be provided when possible and as appropriate in response to fire alarms and carbon monoxide alarms and emergencies.

b. Public Utility Incidents

i. Service shall be provided when possible and as appropriate to public utility incidents that pose a public hazard, including:

- Electrical utility emergencies
- Natural gas utility emergencies

1.13 Vehicle Accident Services

a. The Fire Department shall respond when possible and as appropriate to vehicle accidents to provide the following services:

i. Stabilizing the scene of the accident
ii. Stabilizing the vehicles involved
iii. Providing aid to injured or trapped persons
iv. Mitigating adverse effects to the natural environment

1.14 Vehicle Extrication Services

a. Vehicle search and rescue services, including extrication, shall be provided when possible and as appropriate at the Technician Level.

1.15. Transportation Incidents Involving Vehicles, Trains, Aircraft, or Watercraft

a. Response shall be provided when possible and as appropriate to transportation incidents that may involve large numbers of casualties' widespread damage to property and/or significant environmental impact.

i. Response to a watercraft incident shall involve shore-based efforts only.

1.16. Highway Incident Services

a. Fire Protection Services shall be provided when possible and as appropriate to Highway 138 and 417 and other provincial or municipal highways.

b. Costs associated with Fire Department response to provincial highways shall be recovered in accordance with applicable provincial fire service agreements.

1.17 Hazardous Materials Response Services

a. Hazardous materials response services shall be provided when possible and as appropriate at the Operations Level.

b. Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) incidents shall be addressed in conjunction with the regional response team under the provisions of an approved mutual aid or fire services agreement, activated through the county coordinator.

1.18 Water and Ice Rescue Services

a. Surface Water Rescue - All surface water rescue services conducted by the Fire Department shall be provided when possible and as appropriate at the Operations Level.
b. An Automatic Aid agreement to provide surface water rescue services at the Technician Level is anticipated.
c. Ice Rescue - All ice rescue services conducted by the Fire Department shall be provided when possible and as appropriate at the Operations Level.
d. An Automatic Aid agreement to provide ice rescue services at the Technician Level is anticipated.
e. Swiftwater Rescue - All Swiftwater rescue services conducted by the Fire Department shall be provided when possible and as appropriate at the Operations Level.
f. An Automatic Aid agreement to provide Swiftwater rescue services at the Technician Level is anticipated.
g. Rescue or recovery services to retrieve animals, property, or humans by entering into or onto a body

of water, or onto ice over a body of water, shall not be provided by the Fire Department.

1.19 Urban Search and Rescue Services

a. Fire Department response to urban search and rescue incidents shall be limited to providing structural collapse search and rescue services at the Awareness Level.

b. An Automatic Aid agreement to provide structural collapse search and rescue services at the Operations or Technician Level is anticipated.

1.20 Rope Rescue Services

a. Fire Department response to rope rescue incidents, such as high-angle and low-angle rescue services shall be limited to an Awareness Level.

b. An Automatic Aid agreement to provide rope rescue services at the Operations or Technician level is anticipated.

1.21 Confined Space Rescue

a. Fire Department response to confined space rescue incidents shall be limited to an Awareness Level.

b. An Automatic Aid agreement to provide confined space rescue services at the Operations and Technician Level is anticipated.

1.22 Trench Rescue Services

a. Fire Department response to trench rescue incidents shall be limited to an Awareness Level

b. An Automatic Aid agreement to provide trench rescue services at the Operations and Technician Level is anticipated.

1.23 Community Emergency Plan Response Services

a. Service shall be provided in accordance with the approved Township of North Stormont Emergency Response Plan.

1.24 Assistant to the Fire Marshal Services – Fire Suppression

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

2. FIRE PREVENTION AND PUBLIC EDUCATION

2.1 Fire Inspection Services

a. Conducting complaints inspections.

b. Conducting vulnerable occupancy inspections.
c. Conducting requested, self-initiated, and routine inspections.
d. Conducting licensing inspections.
e. Systems checking, testing, and approval.
f. Enforcing code compliance.
g. Enforcing municipal fire-specific By-Laws.
h. Preparing reports and issuing written responses to requests.
i. Laying Orders and/or charges as prescribed by the *Fire Protection and Prevention Act*.
j. Supporting any prosecutions, including appearances in court.

2.2 Public Education Services

a. Providing fire and life safety public education programs.
b. Facilitating smoke alarm and carbon monoxide alarm initiatives.
c. Distributing public safety messaging.
d. Delivery of specialized programs.

2.3 Fire Investigation Services

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

2.4 Plans Examination Services

a. Reviewing and approving fire safety plans.
b. Examining and providing comment on new construction and renovation plans.
c. Reviewing and providing comment on subdivision and development agreements.
d. Reviewing and providing comment on consent and minor variance applications.
e. Reviewing and providing comment on site plans.
f. Inspecting sites of approved plans to determine compliance with related Codes and Standards.

2.5 Risk Assessment Services

a. Reviewing and maintaining the community fire risk assessment.
b. Compiling, analyzing, and disseminating functional statistics.
c. Selecting appropriate fire service programs related to prevention and education activities.

2.6 Consultation/Administration Services

a. Consulting with families, schools, health professionals, and police with respect to TAPP-C and other juvenile fire-starting programs.
b. Consulting with architects, engineers, planners, and builders.
c. Interacting with the building department.
d. Interacting with other government agencies.
e. Providing input into fire prevention policy or By-Law development.
f. Providing input into Alcohol & Gaming Commission of Ontario Permits.
g. Conducting file searches when requested.
h. Preparing reports and issuing written responses to requests.

2.7 Assistant to the Fire Marshal Services - Fire Prevention

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

3. EMERGENCY RESPONSE

3.1 Pre-Incident Planning Services

a. Pre-incident plans shall be developed and maintained.
b. Community Emergency Management Planning Services

i. Collaborating with the development, review, revision, and implementation of the Approved Township of North Stormont Emergency Response Plan.

4. FIRE DEPARTMENT ADMINISTRATION

4.1 Planning and Development Services

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

4.2 Financial Services

a. Coordinating with the Township’s Finance Department for financial services.
b. Coordinating the use of information and statistics from suppression and fire prevention activities to determine funding requirements.

c. Providing input into levels of service based on available funding.
d. Developing and administering operating and capital budgets.
e. Identifying alternative sources of revenue and fees for services.
f. Initiating cost recovery measures.
g. Purchasing.

4.3 Records Management Services

a. Documenting Fire Department activities.
b. Maintaining Fire Department records in accordance with records retention policies and applicable legislation.
c. Complying with all applicable freedom of information legislation, including the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended,* or successor legislation.

4.4 Customer Relations Services

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

4.5 Health and Safety Services

a. Maintain a Fire Department health and safety program.
b. Maintain a joint health and safety committee for the Fire Department.
c. Maintain an occupational exposure reporting program.
d. Maintain a Designated Officer program with respect to communicable disease regulations.
e. Maintain a Respiratory Protection Program.
f. Maintaining a PTSD Prevention Program.

4.6 Legal Services

a. Carrying out mandated enforcement duties of the Fire Department in accordance with applicable By-Laws, statutes, and regulations.
b. Prosecuting offences under applicable By-Laws and statutes.
c. Coordinating the services of solicitors and legal counsel.

5. COMMUNICATIONS

5.1 Dispatch Services

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

5.2 Technology Services

a. Arranging for maintenance, repair, and technical support of Fire Department telecommunications and computer systems.
b. Developing specifications for Fire Department radios, communications devices and systems, and computers.
c. Arranging for interface capabilities with other data systems.

6. TRAINING AND EDUCATION

6.1 Training Program Standards

a. Providing a training program for Firefighters that conforms to NFPA 1001, *Standard for Fire Fighter Professional Qualifications*.

b. Providing a training program for apparatus drivers and operators that conforms to NFPA 1002, *Standard for Fire Apparatus Driver/Operator Professional Qualifications*.
c. Providing a training program for Firefighters that conforms to NFPA 1006, *Standard for Technical Rescue Personnel Professional Qualifications*.

d. Providing a training program for Officers that conforms to NFPA 1021, *Standard for Fire Officer Professional Qualifications*.

e. Providing a training program for Fire Inspectors that conforms to NFPA 1031, *Standard for Professional Qualifications for Fire Inspectors*.

f. Providing a training program for Fire Investigators that conforms to NFPA 1033, *Standard for Professional Qualifications for Fire Investigators*.

g. Providing a training program for Fire and Life Safety Educators that conforms to NFPA 1035, *Standard for Professional Qualifications for Fire and Life Safety Educator, Public Information Officer*.

h. Providing a training program for Fire Service Instructors and Training Officers that conforms to NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*.

i. Providing a training program for Firefighters that conforms to NFPA 472, *Standard for Hazardous Materials/Weapons of Mass Destruction (WMD)for Responders Professional Qualifications*.

j. Providing a training program for Incident Safety Officers that conforms to NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*.

6.2 Providing Access to Training Facilities

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

6.3 Providing Station Training

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

6.4 Program Development Services

a. Developing trainer facilitators.
b. Coordinating core curriculum.
c. Providing officer training and development.
d. Developing specialized staff development programs.

7. MAINTENANCE

7.1 Fleet and Equipment Maintenance Services

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

7.2 Facilities Maintenance Services

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

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 52-2025

BEING a By-Law to repeal and replace By-Law No.'s 53-2018 and 62-2019 for regulating the setting of Open-Air fires and to institute precautions to be taken with Open-Air fires, including the times during which Open-Air fires may be set.

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. 11* allows the municipality to regulate matters related to the health, safety and well being of the inhabitants of the municipality;

AND WHEREAS the *Municipal Act, 2001, c. 25, s. 128* provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS Section 7.1(1)(b) of the *Fire Protection and Prevention Act, 1997, S.O. 1997, c.4,* as amended, provides that a Council of a municipality may pass By-Laws regulating the setting of open-air fires, including establishing the times during which Open-Air fires may be set;

AND WHEREAS Council deems it necessary to regulate open-air fires as it is important for the health, safety and well-being of persons and property.

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

PART 1 - DEFINITIONS

In this By-Law:

" Adverse Effect'' means an effect which does, or is likely to, impair the safety of any person and/or which does, or is likely to cause damage to property.

"Barbecue" means a portable or fixed device designed and intended solely for the cooking of food in the open-air supplied b propane, natural gas or electricity with a fuel shut off, but does not include recreational fire or outdoor fireplaces.

" Burn Barrel'' means an open-air fire set and maintained in an open top steel barrel that does not exceed 1.5 meters in diameter and 1.5 meters in height and where the open-air fire is set and maintained for the purposes of burning.
" Brush '' means chopped-off tree branches.

"Campground" means an area of land owned and operated by a person and/or organisation that contains campsites for the purpose of overnight accommodations for tents, trailers and motorhomes in exchange for monetary payment.

"Cooking Fire" means an Open-Air fire used for the purpose of cooking food on a grill but does not include a manufactured barbeque.

"Corporation" means the Corporation of the Township of North Stormont.

"Eligible Farmers" means farmers who are members in good standing of the Ontario Federation of Agriculture, the National Farmers Union, the Christian Farmers Association.

"Farm Buildings" means all or part of a building, in accordance with the *2012 Ontario Building Code* definitions:

a. That does not contain any area used for *residential occupancy*,
b. That is associated with and located on land devoted to the practice of farming, and
c. That is used essentially for the housing of equipment of livestock or the production and storage of agricultural and horticultural produce of feeds.

"Fire Chief" means the Person appointed by Council of the Corporation of the Township of North Stormont as defined in the Fire Protection Act, 1997 or designate.

"Fully Extinguished" means the fire has no more visible flame, smoke or other signs of combustion.

"Firefighter" means the Fire Chief, and any other Person employed in, or appointed to the North Stormont's Fire Service Division of the Corporation of the Township of North Stormont and assigned to undertake fire protection services.

"Grass Cuttings'' means the lawn waste resulting from mowing.

"Ground Cover" includes but is not limited to leaves, grasses, weeds, tree needles or wood chips on the ground.

"Municipal Law Enforcement Officer" means the Municipal Law Enforcement Officer appointed by the Council of the Corporation of the Township of North Stormont.

"Normal Farm Practices'' means and is defined under the *Farming and Food Protection Act, 1998, Chapter 1*, and operates with a Farm Business Number:

a. makes use of innovative technology in a manner consistent with proper advanced farm management practices.

"Noxious Materials" includes tires, plastics, rubber products, petroleum products, drywall, demolition waste, construction waste, paint, animal organic waste, vegetable waste, food waste, biomedical waste, tar, asphalt products, battery boxes, pressure-treated wood, creosote-treated wood, painted wood and other similar materials.

"Nuisance" means excessive smoke, smell, airborne sparks or embers that is likely to disturb others, or that is likely to reduce visibility on roads in the vicinity of the Open-Air Burning.

"Officer" means a Municipal Law Enforcement Officer or a Fire Chief.

"Open-Air" means any open place, yard, field or construction area which is not enclosed by a building or structure.

"Open-Air Burning" means a fire set in the Open-Air.

"Outdoor Fireplace" means a manufactured non-combustible enclosed container designed to hold a small fire for decorative purposes and the size of which is not larger than 1 meter in any direction, and may include, but is not limited to, chimneys, metal tubs, fire pits, and outdoor brick fireplaces.

"Owner" means the registered owner or any Person, firm or corporation having control over, or possession, of any portion of the building or property under consideration and includes the Persons in the building or property.

"Permit" means a permit issued by the Township of North Stormont to set a fire in the Open-Air for a specified time period.

"Person" means an individual, business, a partnership, or a corporation.

"Receptacle'' means anything used to contain or hold something else which is made of non-combustible materials and is not greater than 1 square meter.

"Recreational Fire" means a small, controlled and contained fire solely for the purposes of cooking food, providing warmth and recreational enjoyment. Burning must be contained within a non-combustible container of fire pit.

"Residential occupancy" means an occupancy in which sleeping accommodation is provided to residents who are not harboured for the purpose of receiving special care or treatment and are not involuntary detained.

"Settlement areas" means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

a. built up areas where development is concentrated, and which have a mix of land uses;
b. lands which have been designated in an official plan for development over the long-term planning;
c. land designated as settlement area in the municipal official plan.

"Smog Alert" means an alert issued by the Ministry of Environment with respect to air quality.

"Township" means the Township of North Stormont.

"Woodwaste" means waste, as per the Regulations of the *Environmental Act*:

a. that is wood or a wood product, including tree trunks, tree branches, leaves and Brush,
b. that is not contaminated with chromated copper arsenate, ammoniacal copper arsenate, pentachlorophenol or creosote, and
c. from which easily removable hardware, fittings and attachments, unless they are predominantly wood or cellulose, have been removed.

PART 2 - GENERAL REQUIREMENTS

2.1 Except for a Recreational Fire, no Person shall set or permit a fire in the Open-Air to be set, within the Settlement Area boundaries as indicated in the Township of North Stormont Zoning By-Law No. 08-2014.

a. Exemption – The Fire Chief, Municipal Law Enforcement Officer, or designate, is delegated the authority to grant an exemption, and issue a permit for an application for an open-air fire in any location currently located within the prohibited settlement areas subject to the following conditions:

i. A permit granted under exemption under this Section is subject to review and revocation by the Fire Chief, Municipal Law Enforcement Officer, or designate for any action that may pose a risk to public health and safety and to the public interest.
ii. The Fire Chief, Municipal Law Enforcement Officer, or designate may impose such additional conditions with respect to the issuance of an open-air fire permit, as he or she deems necessary to ensure public safety.
iii. A Burn Plan will have to be filed by the applicant with the exemption request.
iv. All permits issued under the authority of this exemption Section will be restricted to November 1 to March 31 inclusive

2.2 No Person shall set or permit fire in the Open-Air to be set, when the wind velocity is greater than 15 kilometers an hour.

2.3 No Person shall burn during a burn ban period, as designated by the Fire Chief or the Ministry of Natural Resources.

2.4 No Person shall burn Noxious Materials that will cause excessive smoke or noxious fumes.

2.5 No Person shall burn machinery.

2.6 This By-Law does not apply to barbeques used for the purpose of cooking food.

2.7 No Person shall burn on any road allowance, unopened road allowance or in a location that would interfere with traffic.

2.8 No Person shall leave the site of a fire set outdoors without fully extinguishing the said fire.

2.9 No Person shall permit a fire to have an Adverse Effect.

2.10 No Person shall burn household garbage.

2.11 No Person shall set an Open-Air fire in a commercial, industrial or wrecking yard zoned property.

a. Exemption – The Fire Chief, Municipal Law Enforcement Officer, or designate, is delegated the authority to grant an exemption, and issue a permit for an application for an open-air fire in any location currently located within a commercial or industrial zones subject to the following conditions:

i. A permit granted under exemption under this Section is subject to review and revocation by the Fire Chief, Municipal Law Enforcement Officer, or designate for any action that may pose a risk to public health and safety and to the public interest.
ii. The Fire Chief, Municipal Law Enforcement Officer, or designate may impose such additional conditions with respect to the issuance of an open-air fire permit, as he or she deems necessary to ensure public safety.
iii. A Burn Plan will have to be filed by the applicant with the exemption request.
iv. All permits issued under the authority of this exemption Section will be restricted to November 1 to March 31 inclusive.

PART 3 - OPEN-AIR FIRE PERMITS

3.1 The Permit holder (Owner) is responsible to ensure that the conditions outlined in this By-Law are always adhered to.

3.2 Except for Recreational Fires, fires in Receptacles and fires in a Burn Barrel, no Person shall set or permit a fire in the open to be set without first obtaining a fire Permit as provided in this By-Law.

3.3 No Person shall be deemed to have been issued a Permit until the Municipal Law Enforcement Officer, Fire Chief or designate has issued the Permit. An application for a Permit does not constitute a Permit.

3.4 Every Person shall meet all conditions of the Permit.

3.5 An application for a Permit shall be completed on the form provided in Schedule "A" attached hereto, or online which may be amended from time to time by the Corporation.

3.6 Any Permit in effect during a dry period such as a bun ban as designated by the Fire Chief, the Ministry of Natural Resources, or a Smog Alert issued by the Ministry of Environment, that Permit will be voided for the remainder of the dry period or burn ban. No refunds will be issued for permits.

a. Open-air burning is prohibited when the Air Quality Health Index (AQHI) exceeds 4 (Moderate Risk or higher).
b. Burning is not permitted during wildfire smoke advisories, smog alerts, or when PM2.5 levels exceed 25 ug/m³ (micrometer).

3.7 No Permit holder shall:

a. fail or refuse to produce the Permit upon demand;
b. fail to supervise the fire continuously;
c. fail to comply with any conditions on the fire Permit; and/or
d. burn any material other than those for which a Permit was issued.

PART 4 - LAND CLEARING AGRICULTURAL

4.1 No Person shall set or permit to be set a fire in the Open-Air without first obtaining a fire Permit as provided in this By-Law. No more than five (5) properties can be registered on one permit.

4.2 Where the Municipal Law Enforcement Officer, the Fire Chief or designate considers it safe to do so, a Permit may be issued for burning in the Open-Air for cut and piled brush, grass and other organic materials resulting from the clearing of land and for the destruction of agricultural waste material originating on that property and no Person shall set such a fire without proper authorization.

a. Every Person who starts a fire under the provision of this subsection shall cause a watch to be kept on such fire until it is fully extinguished and shall provide sufficient personnel, appliances and equipment to prevent the fire from becoming dangerous to life or property.

b. The Owner must ensure that Normal Farm Practices are being followed.

4.3 No Owner shall burn within 75 meters of any buildings, structures, standing timber or any other flammable or combustible material.

4.4 No Person shall exceed the 10 meters in diameter or 10 meters in height for pile of burning material.

4.5 No Person shall burn more than the maximum number of 3 piles.

4.6 No Person shall set fire with less than 9 meters between burn piles.

4.7 No Person shall burn materials in windrows.

4.8 No Person shall start a fire within 200 meters adjacent to any residence not owned by the applicant.

4.9 No Person shall set or permit fire to be set between one half hour before sunset and one-half hour after sunrise.

4.10 No Person shall be issued a Permit or burn wood unless the wood being burned has been cut and dried for a period not less than 365 days. Eligible farmers may burn wood cut within 365 days from November 1st to March 31st.

PART 5 - DEMOLITION OF FARM BUILDINGS

5.1 No Person shall set fire or permit for fire to be set to a Farm Building in the Open-Air without first obtaining and complying with the following:

a. A Municipal Law Enforcement Officer, the Fire Chief or Designate, must issue approval prior to the setting of the fire;
b. Prior to setting fire to the Farm Building, the Owner will disassemble or collapse the Farm Building;
c. The Owner shall place the Woodwaste in piles, as outlined in Part 4 of this By-Law;
d. The Owner must meet all other requirements outlined in this By-Law; and
e. The Owner must ensure that Normal Farm Practices are being followed.

5.2 For the purpose of clarity: If the Corporation is made aware, or finds out on its own endeavor, of incidents where waste other than clean non-contaminated wood is burned as a waste management practice, the Corporation reserves the right to contact the Ministry of Environment and Climate Change for further prosecution. For further clarity, this section applies to, but is not limited to, the practice of burning:

a. Sheds;
b. Collapsed houses,
c. Any other waste or Woodwaste; and
d. Where the proper separation and handling as described in this By-Law, the *Environmental Act and Environmental Regulations* is not observed.

PART 6 - RURAL PROPERTY
(Excluding Designated Settlement and Agricultural Areas)

6.1 No Person shall set or permit fire to be set without first obtaining a fire Permit as provided in this By-Law.

6.2 Every Person shall ensure that the fire is at a minimum distance of 75 meters from the nearest dwelling.

6.3 Every Person shall ensure that the fire is a minimum distance of 10 meters from the property line.

6.4 Every Person shall ensure that the fire is at a minimum distance of 25 meters from a forest, woodland or building.

6.5 No Person shall set or permit fire to be set between one half hour before sunset and one-half hour after sunrise.

6.6 No Person shall burn materials other than Brush.

6.7 No Person shall burn materials that exceed 2 meters square and 2 meters in height.

6.8 No Person shall burn piles without the minimum distance of 5 meters between piles.

6.9 No Person shall burn more than 3 piles.

PART 7 - BURN BARREL AND RECEPTACLE

7.1 No Person shall set or permit a fire in the Open-Air to be set, within the Settlement Area boundaries as indicated in the Zoning By-Law No. 08-2014.

7.2 Persons are strongly encouraged to obtain a fire permit, at no cost, prior to setting or permitting any fire, to ensure compliance with the Open-Air By-Law.

7.3 No Person shall burn in more than one Burn Barrel or one Receptacle at a time.

7.4 No Person shall set or permit fire to be set between one half hour before sunset and one-half hour after sunrise.

7.5 No Person shall burn materials other than Brush, leaves or grass cuttings.

7.6 Every Person shall ensure that the fire is at a minimum of 50 meters from the nearest dwelling and 5 meters from the property line, any structure, building, tree, hedge, fence, roadway, deck, overhead wire or any other combustible materials.

PART 8 - RECREATIONAL FIRES

8.1 Persons are strongly encouraged to obtain a fire permit, at no cost, prior to setting or permitting any fire, to ensure compliance with the Open-Air By-Law.

8.2 Every Person who has a Recreational Fire shall comply with all of the following requirements:

a. Recreational Fire must be for the purpose of cooking, warmth or personal enjoyment;
b. Recreational Fire must have a flame base of less than 1 square meter;
c. Recreational Fire must be located not less than 5 meters from any structure, building, property line, tree, hedge, fence, roadway, deck, overhead wire or any other combustible material;
d. Recreational Fire must not create a Nuisance to other properties;

e. Recreational Fire must be located on a non-combustible surface beyond the unit to a dimension equal to the height of the unit;

f. Outdoor fireplaces must be completely covered by a spark guard with openings no larger than 12 millimeters in diameter; and
g. Only dry clean wood or charcoal shall be burned in a Recreational Fire.

8.3 A campground owner is responsible for:

a. No Person shall set or permit fire to be set without first obtaining a fire Permit as provided in this By-Law.
b. All violations of the By-Law which occurs on property owner by the campground owner and is liable for recovery of any fees for the response to or extinguishment of any open-air burn or any fires cause by an open-air burn.
c. All recreational fires within the campground must meet all requirements contained in Part 2, 3 and Section 8.1 and 8.2.
d. An inspection will be conducted by the authority having jurisdiction upon completion of the permit application and prior to approval.

PART 9 - ADMINISTRATION AND ENFORCEMENT

9.1 The Municipal Law Enforcement Officer, Fire Chief or designate are authorized to:

a. Issue Permits as provided in this By-Law;
b. Sign all Permits on behalf of the Corporation;
c. Limit the time for which a Permit is issued; and/or
d. Undertake any technical investigation or inspection for the purpose of administrating this By-Law.

9.2 The Municipal Law Enforcement Officer, Fire Chief or designate may:

a. Demand the fire Permit for inspection from any Permit holder;
b. Inspect any premises for which a fire Permit has been issued; and/or
c. Enter at any time onto land to determine whether the provisions of this By-Law are obeyed and to enforce or carry into effect this By-Law.

9.3 The Municipal Law Enforcement Officer, Fire Chief or designate may:

a. Exempt any persons serving as part of the North Stormont Fire Department and Emergency Services, or as their agent or employee from the provisions of this By-Law with respect to Open-Air fires provided any fire is set for the purposes of training, educating individuals in fire safety, or for research purposes.
b. Exempt professional fire prevention and suppression trainers from the provisions of this By-Law with respect to Open-Air fires set for the purposes of fire safety training.

9.4 Approval of fire permits shall only be required for activities described in Part and/or Sections 2.11, 4.2 and 5 of this By-

Law. It remains the sole responsibility of the property owner to ensure full compliance with all provisions of this By-Law. Failure to obtain permit approval where not explicitly required shall not be accepted as a defense for any non-compliance.

PART 10 - ORDERS

10.1 Despite any other provisions of this By-Law, if upon inspection of a fire, the Municipal Law Enforcement Officer, the Fire Chief or designate is satisfied the fire poses a danger to the health or safety of any Person or property, the Municipal Law Enforcement Officer, Fire Chief or designate shall cancel or suspend the fire Permit and order the fire extinguished.

10.2 The area of burning must be restricted in order to enable the Permit holder to extinguish the fire immediately, if necessary, due to a change in weather or other conditions or, if so ordered by the Municipal Law Enforcement Officer, Fire Chief or designate.

PART 11 - ENFORCEMENT

11.1 Obstruction

No Person shall:

a. Hinder or obstruct, or attempt to hinder or obstruct a Municipal Law Enforcement Officer or Fire Chief or designate in the lawful performance of his duties;
b. Fail to comply with an order to extinguish;
c. Fail to identify themselves to the Officer or designate upon request; and/or
d. Give false or incorrect information for the purposes of obtaining a fire Permit.

PART 12 – OFFENCES AND PENALTIES

12.1 Penalties

a. Every Person who contravenes any provision of this By-Law is guilty of an offence and upon conviction is liable to a fine as provided for by s. 61 of the *Provincial Offences Act*, R.S.O. 1990, Chapter P.33.
b. Every Person who contravenes any provision of this By-Law including an order issued under this By-Law, is guilty of an offence.
c. Every Person who is guilty of an offence under this By-Law may, if Permitted under the *Province Offences Act*, pay a set fine, and the Chief Judge of the Ontario Court, Provincial Division, shall be requested to establish set fine as set out in Schedule "B" attached hereto and forming part of this By-Law.
d. Each day that such offence is committed, or permitted to continue, shall constitute a separate offence and may be punishable as such.

PART 13 - COST RECOVERY

13.1 Should a Person default in complying with an order, the fire may be extinguished at the Person's expense.

13.2 The Corporation may enter on land at any reasonable time for the purpose of extinguishing a fire under Part 9 of this By-Law.

13.3 The power of entry under this Part shall be exercised by the Fire Chief, Firefighter, or a Municipal Law Enforcement Officer. The Person exercising the power of entry must on request display or produce proper identification. The Person exercising the power of entry may be accompanied by a Person under his or her direction.

13.4 The Corporation may recover the costs of extinguishing the fire from the Person having started the fire by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes. The costs include interest calculated at a rate of fifteen percent (15%), calculated for the period commencing on the day the municipality incurs the costs and ending on the day the costs, including interest are paid in full. The amount of the costs, including interest, constitutes a lien on the land upon the registration of a notice of lien in the Land Registry Office.

13.5 The costs recovered shall be in accordance with Schedule ‘’D’’ attached hereto and forming part of this By-Law.

PART 14 - VALIDITY & SEVERABILITY

14.1 Notwithstanding any section, subsections, clause, paragraph or provision of this By-Law, this By-Law or parts thereof may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-Law are separate and independent therefrom and enacted as such as a whole. Same shall not affect the validity or enforceability of any other provisions of this By-Law or of the By-Law as a whole.

14.2 Any reference to a statute, regulation, By-Law or other legislation in this By-Law shall include such statute, regulation, By-Law or other legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any successor legislation thereto.

14.3 Where there is any conflict between the provisions of this By-Law and any other By-Law or legislation, the provisions of this By-Law shall prevail to the extent of the conflict.

PART 15 - PERMIT FEES

15.1 Upon submitting an application for a Permit, the owner shall pay the fee as set out in the Township of North Stormont's Fees Schedule "C" attached hereto and forming part of this By-Law.

PART 16 - ADMINISTRATION

16.1 By-Law No.'s 53-2018 and 62-2019 and any other By-Law inconsistent with the provisions of this By-Law are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July 2025.

_____	_____
François Landry, Mayor	Craig Calder, CAO/Clerk

SEAL

Schedule "A"

to BY-LAW NO. 52-2025

TOWNSHIP OF NORTH STORMONT OPEN-AIR FIRES

Open-Air Fire Permit No. _____

Applicant (Owner) Name:_____

Mailing Address: _____

_____ Email: _____

Telephone Residence: _____ Cell: _____

Location of Proposed Outdoor Fire:

Civic Address: _____ Lot: _____ Concession:_____

Civic Address: _____ Lot: _____ Concession:_____

Civic Address: _____ Lot: _____ Concession:_____

Civic Address: _____ Lot: _____ Concession:_____

Civic Address: _____ Lot: _____ Concession:_____

Agricultural & Rural Fires: More than 365 days since wood was cut and dried (minimum 365 days)

Farmer's Initials: _____

Agricultural & Rural Fires: Less than 365 days wood was cut and dried, Burn between November 1 and March 31 **ONLY**

Farmer's Initials: _____

Agricultural Fires (only): Requiring approval for Part 4.2 & Part 5 of By-Law No. 52-2025

Site inspection by: _____ Approved By: _____

I, hereby certify that I have read and understood the requirements and regulations governing **OPEN-AIR FIRES** described in the Township By-Law No. 52-2025, and that I will comply with all such regulations. I understand that any Person setting a fire shall be liable for all costs and/or damages arising from as a result of a fire.

Applicant (Owner) Signature: _____

ISSUED BY: _____ For Part or Section 2.11, 4.2 and 5 of By-Law 52-2025

Dated at the Municipal Office this:_____

Please be advised that the current Open-Air Fires By-Law is posted on the municipal website at: www.northstormont.ca or contact the municipal office at 613-984-2821.

Schedule "B"

to BY-LAW NO. 52-2025

Fees

Permits	Fee
Fire Permit for fires to be set during the months of January, February and March	Free
Fire Permit for Eligible Farmers Section 4 Land Clearing	$50
Fire Permit Section 5 Demolition of Farm Buildings	$75
Fire Permit Section 6 Private Property (Rural)	$30
Fire Permit Section 7 Burn Barel and Receptacle	n/a
Fire Permit Section 8 Recreational Fires - Excluding Campground	n/a
Fire Permit Section 8 Recreational Fires, Campground only	$75

Please Note: Online transaction or service fees are not included in the above fee schedule. These additional charges are collected by a third-party service provider and are the responsibility of the applicant. The Township of North Stormont does not retain these fees.

Schedule "D"

to BY-LAW NO. 52-2025

Costs for Emergency Response

a.	Per hour or part thereof per piece of North Stormont Fire Department equipment or responding vehicle(s)	Current Ministry of Transportation (MTO) rate
b.	Specialized equipment and/or resources to control or minimize loss (not provided by North Stormont Fire Department)	Total cost recovery for specialized equipment/resources plus $50.00 administration fee

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO 53-2025

BEING a By-Law to prohibit or regulate fireworks within the Township of North Stormont.

WHEARAS 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;

WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25*, s. 11 provides that a lower tier municipality may pass By-Laws in the interest of the health, safety and well-being of its residents;

AND WHEREAS the *Municipal Act, 2001, c.25, s. 121* provides that a municipality may prohibit and regulate the sale of fireworks and the setting off of fireworks unless a permit is obtained from the municipality for those activities and may impose conditions for obtaining, continuing to hold and renewing the permit, including requiring the submission of plans;

AND WHEREAS the *Municipal Act, 2001, c.25, s. 128* provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS Council has, in good faith, determined that certain activities should be regulated and/or prohibited within the municipality.

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

1. SHORT TITLE

This By-Law shall be known as the "Fireworks By-Law."

2. DEFINITIONS

In this By-Law:

"**Act**" means the *Explosives Act, R.S.C., 1985, c. E-17*, and the regulations enacted thereunder as amended from time to time or any Act and regulations enacted in substitution therefor.

"Approved" means approved by the Chief Fire Official.

"Chief Fire Official" means the assistant to the Fire Marshal who is the Municipal Fire Chief, or a member or members of the fire department appointed by the *Fire Chief* under Article 1.1.1.2. of Division C or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C.

"**Consumer firework**" means an outdoor, low hazard, recreational firework that is classed as a subdivision 1 of Division 2 of Class 7 Fireworks under the Act and includes fireworks

showers, fountains, golden rain, lawn lights, pinwheels, Roman candles, volcanoes, and sparklers but does not include Christmas crackers and caps for toy guns containing not in excess of twenty-five one hundredths of a grain of explosive used per cap.

"Council" means the Council of the Township of North Stormont.

"**Discharge**" means to fire, ignite, explode or set off or cause to be fired, ignited, exploded or set off, and the words "discharged," and "discharging" have a similar meaning.

"**Display firework**" means an outdoor, high hazard, recreational firework that is classed as a subdivision 2 of Division 2 of Class 7 Fireworks under the Act, and includes rockets, serpents, shells, bombshells, tourbillions, maroons, large wheels, bouquets, bombardos, waterfalls, fountains, batteries, illumination, set pieces and pigeons but does not include *firecrackers*.

"**Fire Chief**" means the Chief of Fire Services of the Township or authorized subordinates.

"**Firecracker**" means a pyrotechnic device that explodes when ignited and does not make any subsequent display or visible effect after the explosion, and includes those devices commonly known as Chinese *firecrackers*; "fireworks" means *display fireworks*, pyrotechnic special effects fireworks and *consumer firework*s.

"**Fireworks Supervisor**" means a person who is an approved purchaser of *display fireworks* and who is qualified under the Act to supervise the *discharge* of *display fireworks*.

"Flying Lantern" means sky lanterns, Chinese lanterns, or Khom Loi, are small, hot-air balloons made of paper with an opening at the bottom where a flame source (usually a small fuel cell) heats the air inside.

"**FPPA**" means the *Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4*, as amended, and the regulations enacted thereunder as amended from time to time or any act and regulations enacted in substitution therefor.

"**Prohibited firework**" includes but is not limited to cigarette loads or pings, exploding matches, sparkling matches, ammunition for miniature tie clip, cufflink or key chain pistols, auto alarms or jokers, cherry bombs, M-80 and silver salutes and flash crackers, throw down torpedoes and crackling balls, exploding golf balls, stink bombs and smoke bombs, tear gas pens and launchers, party peppers and table bombs, table rockets and battle sky rockets, fake *firecrackers* and other trick devices or practical jokes as included on the most recent list of *prohibited fireworks* as published from time to time under the Act.

"**Pyrotechnician**" means a person who is certified under the Act as a Theatrical User, an Assistant, a *Pyrotechnician* or a Special Effects *Pyrotechnician* and is qualified to purchase and supervise the display of *pyrotechnic special effect firework*s under the Act.

"**Pyrotechnic special effect firework**" means a high hazard firework that is classed as a subdivision 5 of Division 2 of Class 7 Firework under the Act and that is used to produce a special pyrotechnic effect for indoor or outdoor performances and includes black powder bombs, bullet effect, flash powder, air bursts, smoke compositions, gerbs, lances and wheels.

"**Sell**" includes offer for sale, cause or permit to be sold and to possess for the purpose of sale, and the words "selling" and "sold" have a similar meaning.

"Township" means the corporation of the Township of North Stormont.

3. INTERPRETATION

3.1 In this By-Law:

a) words importing the singular number only include more persons, parties or things of the same kind than one and the converse, and

b) A word interpreted in the singular number has a corresponding meaning when used in the plural.

3.2 It is declared that if any section, subsection or part or parts thereof are declared by any Court of Law to be bad, illegal or ultra vires, such section, subsection or part or parts shall be deemed to be severable, and all parts hereof are declared to be separate and independent and enacted as such.

4. SALE OF FIREWORKS AND FIRECRACKERS

4.1 No person shall *sell* any *firecrackers*.

4.2 No person shall *sell* any *prohibited fireworks*.

4.3 Every person in charge of a store shall ensure that fireworks displayed in store windows shall be mock samples only and not contain explosive composition.

5. DISCHARGE OF FIRECRACKERS AND PROHIBITED FIREWORKS

5.1 No person shall *discharge* any *firecrackers*.

5.2 No person shall *discharge* any *prohibited fireworks*.

6. CONSUMER FIREWORKS

6.1 No person shall *discharge* any *consumer fireworks* in or on or into any highway, street, lane, square or other public place.

6.2 No person shall discharge any consumer fireworks in or on Township properties. Township Volunteer Recreation Groups will be exempt.

6.3 No person shall *discharge* any *consumer fireworks* during a *Fire Chief* mandated open-air fire ban within the *Township*.

6.4 Flying lanterns are restricted due to fire hazards.

SECTIONS 7 TO 10 – DISPLAY FIREWORKS

7. DISPLAY FIREWORKS RESTRICTIONS

7.1 No person or group of persons shall hold a display of *display fireworks* in the *Township* without first having obtained a permit to do so approved by the *Fire Chief*.

7.2 No person or group of persons shall *discharge* any *display fireworks* in the *Township*, without first having obtained a permit issued by the *Fire Chief* authorizing the display of fireworks.

7.3 No person shall *discharge display fireworks* during a *Fire Chief* mandated open-air fire ban within the *Township* without first receiving prior consent from the *Fire Chief* or *approved* delegates.

8. DISPLAY FIREWORKS PERMIT APPLICATION PERIOD

8.1 Every application for a permit shall be made to the *Fire Chief* a minimum of 45 days prior to the event when the proposed *discharge* of *display fireworks* is to occur.

8.2 The fee of $150.00 must accompany the application or be paid before the permit is issued.

8.3 Township Volunteer Recreation Groups will be exempt from fees but will still have to complete the same process of completing an application and sketch and the time frame remains a minimum of 45 days required prior to issuance of permit.

9. DISPLAY FIREWORKS PERMIT REQUIREMENTS AND FEES

9.1 Every application for a permit shall include:

a) a description of the event including,

i. the date and time of the proposed *discharge* of *display fireworks* and the possible rain date;

ii. description of fireworks to be used, including type, size and quantity of *display fireworks* that may be *discharge*d;

iii. the *discharge* techniques to be used - manual or electric;

iv. the manner and means of restraining unauthorized persons from attending too near the *discharge* site.

v. the manner in which unused *display fireworks* are to be disposed of;

vi. the number of persons authorized to handle and *discharge* the *display fireworks;* and

vii. the traffic control plans and attendance estimates, if known

b) a site plan providing a description of the *discharge* site to be used for the discharging of the *display fireworks* including,

i. the separation distances to the public and vulnerable features;

ii. the position of ramps and mortars;

iii. the fallout zone;

iv. the direction of firing;

v. significant ground features, roads, public rights of way, buildings or structures, overhead obstructions, parking areas and spectator viewing areas;

vi. the location of emergency vehicles, if applicable; and

vii. a North arrow

c) a description of the fire emergency procedures;

d) the name and address of the applicant and the sponsoring organization, if applicable;

e) proof of certification of the applicant as a *Fireworks Supervisor*;

f) proof of the consent of the owner of the property to the *discharge* of *display fireworks* in writing;

g) proof of insurance and indemnification in accordance with Sections 10 and 11; and

h) such other information as required by the *Fire Chief* or *approved* delegates.

10. CONDITIONS PER DENIAL OF DISPLAY FIREWORKS PERMIT

10.1 An applicant for a permit is, subject to the provisions of this By-Law, entitled to be issued the permit, except where:

a) the application is incomplete.

b) the applicant is not a *Fireworks Supervisor*.

c) the display is not being held under the auspices of an established club, association, or group of persons.

d) the purpose of the display is not of civic, national or international significance, or not of special significance for particular interest groups; or

e) there are reasonable grounds for belief that the holding of the display of fireworks will result in a breach of this By-Law or the Act.

11. INSURANCE

11.1 The applicant shall provide and maintain Commercial General Liability insurance subject to limits of not less than five million dollars ($5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall be in the name of the applicant and shall name the *Township* as an additional insured thereunder. Such insurance shall include permission to conduct displays of pyrotechnic special effects fireworks or *display fireworks*. Such insurance policy shall contain an endorsement to provide the *Township* with (30) days prior written notice of cancellation or of a material change that would diminish coverage, and a Certificate of Insurance evidencing such insurance coverage shall be provided to the *Township* prior to the issuance of a permit.

12. INDEMNIFICATION

12.1 The applicant shall indemnify and save harmless the *Township* from any and all claims, demands, causes of action, loss, costs or damages that the *Township* may suffer, incur or be liable for resulting from the performance of the applicant as set out in the By-Law, whether with or without negligence on the part of the applicant, or the applicant's employees, directors, contractors and agents.

SECTIONS 13 TO 16 – CONDITIONS APPLYING TO PERMIT

13. The *Fire Chief* may issue permits for displays of fireworks on the conditions set forth in Section 13, and each such permit shall state the name of the sponsoring club, association or group, the purpose of the display, the place and date at which the same may be held, and the name of the person under whose supervision the display shall be held.

14. The following conditions shall apply to the holding of a display of *display fireworks* under a permit issued under this By-Law:

a) the permit is valid only for the display at the place and on the date or dates set forth in the permit.

b) the permit holder shall supervise the display of *display fireworks*.

c) the permit holder shall *discharge* the *display fireworks*.

d) every permit holder shall provide and maintain fully operational fire extinguishing equipment ready for immediate use; and

e) the permit holder shall always comply with the provisions of the *Act*, *FPPA* and the Display Fireworks Manual published by Natural Resources Canada or any successor publication.

15. No permit holder shall *discharge display fireworks* except in accordance with the conditions of the permit.

16. The permit holder holding the display of *display fireworks* shall ensure that all unused fireworks and all debris are removed.

SECTIONS 17 TO 20 – PYROTECHNIC SPECIAL EFFECTS FIREWORKS

17. PYROTECHNIC SPECIAL EFFECTS FIREWORKS RESTRICTIONS

17.1 No person or group of persons shall hold a display of *pyrotechnic special effect firework*s in the *Township* without first having obtained a permit to do so issued by the *Fire Chief*.

17.2 No person or group of persons shall *discharge* any *pyrotechnic special effect fireworks* in the *Township*, without first having obtained a permit issued by the *Fire Chief* authorizing the display of *pyrotechnic special effect fireworks*.

18. PYROTECHNIC SPECIAL EFFECTS FIREWORKS PERMIT APPLICATION PERIOD

18.1 Every application for a permit pursuant to Section 16 shall be made to the *Fire Chief* a minimum of 45 days prior to the event where the proposed *discharge* of *pyrotechnic special effect fireworks* is to occur.

19. PYROTECHNIC SPECIAL EFFECTS FIREWORKS PERMIT REQUIREMENTS

19.1 Every application for a permit shall include:

a) a description of the event including,

i. a site plan of the facility and room capacity, the stage and the *pyrotechnic special effect fireworks* storage area;

ii. a list of all the *pyrotechnic special effect fireworks* to be employed.

iii. location of all *pyrotechnic special effect fireworks*.

iv. height, range of effect, fallout, and duration of the display of *pyrotechnic special effect fireworks*.

v. sequence of firing.

vi. location of the audience and all exits; and

vii. date and time of the proposed event using *pyrotechnic special effect fireworks*.

b) description of fire emergency procedures.

c) name and address of the applicant and the sponsoring business or organization, if applicable.

d) proof of certification of the applicant as a *pyrotechnician*.

e) proof of insurance and indemnification in accordance with Sections 10 and 11.

f) proof of consent of the owner of the property to the *discharge* of *pyrotechnic special effect fireworks* in writing if the applicant is not the owner of the property.

g) such other information as required by the *Fire Chief*.

20. CONDITIONS PER DENIAL OF PYROTECHNIC SPECIAL EFFECTS FIREWORKS PERMIT

20.1 An applicant for a permit is, subject to the provisions of this By-Law, entitled to be issued the permit, except where:

a) the application is incomplete.

b) the applicant is not a *pyrotechnician* under the *Act*; or

c) there are reasonable grounds for belief that the holding of the display of fireworks will result in a breach of this By-Law, the *FPPA* or the *Act*.

SECTIONS 21 TO 24 – CONDITIONS APPLYING TO PERMIT

21. The *Fire Chief* may issue permits for displays of *pyrotechnic special effect fireworks* on the conditions set forth in Section 21, and each such permit shall state the name of the sponsoring business, club, association or group, the purpose of the display, the place and date at which the

display may be held, and the name of the *pyrotechnician* under whose supervision the same shall be held.

22. The following conditions shall apply to the holding of a display of *pyrotechnic special effect fireworks* under a permit issued under this By-Law:

    a) the permit is valid only for the display at the place and on the date or dates set forth in the permit.

    b) the permit holder shall supervise the display of *pyrotechnic special effect fireworks*.

    c) the permit holder shall *discharge* the pyrotechnic special effects fireworks.

    d) the permit holder shall provide and maintain fully operational fire extinguishing equipment ready for immediate use; and

    e) the permit holder shall always comply with the requirements of the *Act*, *FPPA* and the Pyrotechnics Special Effects Manual published by Natural Resources Canada or any successor publication.

23. No permit holder shall *discharge pyrotechnic special effect fireworks* except in accordance with the conditions of the permit.

24. The permit holder holding the display of *pyrotechnic special effect fireworks* shall ensure that all unused fireworks and all debris are removed.

25. GENERAL REGULATIONS

25.1 Every holder of a *display fireworks* or *pyrotechnic special effect fireworks* permit shall produce his or her permit upon being directed by the *Fire Chief*.

26. ENFORCEMENT

26.1 This By-Law shall be enforced by an officer or peace officer or any other person or officer appointed by the *Township* for the purposes of enforcing this By-Law.

26.2 The rules in this By-Law do not apply to emergency services or government crews if they are doing official work and cannot reasonably follow the rules at that time.

- For example, police or fire departments may need to dispose of illegal fireworks safely, even if it means not following some of the By-Law rules.

26.3 The *Township* may recover its costs of remedying a violation of this By-Law by invoicing the owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll in the same manner as municipal taxes in accordance with section 446 of the *Municipal Act, 2001* and the exercise of any one remedy

shall not preclude the exercise of any other available remedy.

27. OFFENCES AND PENALTIES

27.1 Every person who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable to a fine as provided for in the *Provincial Offences Act R.S.O. 1990, c. P. 33.*

27.2 Every person who contravenes any provision of this By-Law, including an order issued under this By-Law, is guilty of an offence.

27.3 Every person who is convicted of an offence under this By-Law shall be subject to a fine not exceeding $10,000.00 for each offence and such fine shall be recoverable under the *Provincial Offences Act.*

27.4 A director or officer of a corporation who knowingly occurs in a contravention of this By-Law by the corporation is guilty of an offence and is liable upon conviction to a fine not exceeding $100,000.00 for each offence and such fines shall be recoverable under the *Provincial Offences Act.*

27.5 The offence under this By-Law constitutes a continuing offence and for each day or part of a day that the offence continues, the fine shall not exceed $10,000.00.

27.6 The conviction of a person under this By-Law shall not operate as a bar to a prosecution against the same person upon any continued or subsequent breach of any provision or order under this By-Law and the court may convict such person repeatedly for continued or subsequent breaches of this By-Law and the provisions of section 431 of the Municipal Act, 2001 shall further apply to any continued or repeated breach of this By-Law.

27.7 Upon a conviction being entered, the court in which the conviction was entered, and any court of competent jurisdiction thereafter may, in addition to any other remedy and to any penalty imposed in this By-Law, make an order prohibiting the continuation or repetition of the offence by the person convicted.

27.8 Every person who is guilty of an offence under this By-Law may, if permitted under the Provincial Offences Act, pay a set fine, and the Chief Judge of the Ontario Court, Provincial Division, shall be requested to establish set fines as set out in Schedule 'A' to this By-Law.

28. FORCE AND EFFECT

28.1 This By-Law shall come into force and take effect on the date of enactment.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July 2025.

_____	_____
François Landry, Mayor	Craig Calder, CAO/Clerk

SEAL

Schedule "A"

to BY-LAW NO. 53-2025

Township of North Stormont

DISPLAY FIREWORKS EVENT APPROVAL FORM

Name of Applicant (printed): _____

Mailing address: _____

Telephone: _____ Cell phone: _____

Fax:_____ Email: _____

Supervisor's certificate number: _____

Class: _____ Expiry date: _____

Company *(if applicable):*

Name: _____

Mailing address: _____

Telephone: _____ Cell phone: _____

Fax: _____ Email: _____

Sponsoring Organization *(if applicable):*

Name: _____

Mailing Address: _____

Fireworks Display Event Location

Event Location: _____

GPS coordinates (if available): _____

Date(s): _____

Insuring Agency

Name of insuring agency: _____

Mailing address: _____

Telephone: _____ Fax: _____

Email: _____

Amount of insurance coverage: $_____

Site Storage of Fireworks

Location of fireworks storage on site: _____

Method of fireworks storage on site: _____

Signature of Supervisor in Charge: _____

Date: _____

Copy of supervisor's certificate attached *(front and back)*:	Yes ☐	No ☐
Copy of proof of insurance:	Yes ☐	No ☐
Emergency plan attached (shall include firefighting, 1st Aid Services and fallout zone security)	Yes ☐	No ☐
Site plan attached (shall include estimated audience numbers, emergency vehicle access routes and alternate plan for change and/or speed)		
Event description attached (shall include quantity and name)		
Is racking being used to hold mortars (If yes, provide proof that racks have been tested to withstand any in-mortar explosion and still maintain the integrity of the rack (2.2.6 mortars)		
List of fireworks attached (shall include quantity and name)		

- **Submit all documents to firechief@northstormont.ca**

OFFICE USE ONLY

AHJ Requirements (determined after review of application)		
Site visit required	Yes ☐	No ☐
Demonstration of fireworks required	Yes ☐	No ☐
AHJ Attending	Yes ☐	No ☐

Permission of Local Authority Having Jurisdiction:

Name:_____ Title: _____

Organization: Township of North Stormont

Address: 57 A Cockburn Street, Berwick, ON. K0C 1G0

Telephone: 613-984-2821 Ext. 257 or 229 Fax: 613-984-2908

Submit all documents to firechief@northstormont.ca

Signature of Authority Having Jurisdiction: _____

Date:_____

Comments:_____
_____
_____
_____
_____
_____

CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 54-2025

BEING a By-Law to repeal and replace By-Law No.'s 64-2020 and 06-2021 to regulate parking within the limits of the Township of North Stormont.

WHEARAS 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. 27 provides that the Council of a municipality may pass By-laws in respect of a highway over which it has jurisdiction;

AND WHEREAS the Council of the Corporation of the Township of North Stormont deems it desirable to do so.

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

1. **SHORT TITLE**

This By-Law may be cited as the "Parking By-Law."

2. **DEFINITIONS**

In this By-Law:

"Crosswalk" shall mean that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the travelled portion of the highway, or any portion at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface.

"Farm Tractor" shall mean a self-propelled vehicle designated and used primarily as a farm implement for drawing ploughs, mowing machines and other implements of husbandry and not designated or used for carrying a load.

"Fire Route" shall mean any road, land, ramp or other means of vehicular access to or egress from a building or structure specifically identified as such for use of an emergency vehicle.

"Corporation" shall mean the Corporation of the Township of North Stormont.

"Heavy Vehicle" shall mean a motor vehicle with a Gross Vehicle Weight Rating (GVWR) exceeding 4,500 kilograms (approximately 9,900 pounds). This means it can include, but

not limited to, trucks, buses, and other vehicles designed to carry significant weight or a large number of passengers.

"Highway" shall mean the following unless they have been closed:

a) All highways that existed on December 31, 2002;
b) All highways established by By-Law of a municipality on or after January 1, 2003;
c) All road allowances made by Crown surveyors that are located in municipalities; and
d) All road allowances, highways, streets and lanes shown on a registered plan of subdivision.

"Intersection" shall mean the area embraced within the prolongation or connection of the lateral curb lines, or, if none, then of the lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other.

"Motorcycle" shall mean a self-propelled vehicle having a seat or saddle for the use of the driver and designated to travel on not more than three wheels in contact with the ground and includes a bicycle with a motor attached and a motor scooter.

"Motor Vehicle" includes an automobile, motorcycle and any other vehicle propelled or driven otherwise than by muscular power but does not include a traction engine, farm tractor or road building machine.

"Municipal Law Enforcement Officer" shall mean the Municipal Law Enforcement Officer appointed by the Council of the Corporation of the Township of North Stormont.

"Park" shall mean to allow a motor vehicle or other vehicle which is practicable and lawful to move, to remain stationary on a highway for a longer period of time than is necessary in order to take on or discharge passengers or merchandise therefrom.

"Physically Handicapped Parking" shall mean a parking area whereby parking is allowed only to motor vehicles that:
Display in the right-hand lower corner of the windshield a permit issued by the Ministry of Transportation, or
Have a special Provincial license plate issued for the physically disabled.

"Prohibited Parking Zone" shall mean an area of the untraveled portion of a highway clearly marked as a prohibited parking area by signs placed at intervals of no more than 25 meters.

"Road Building Machine" shall mean a self-propelled vehicle designed and used primarily in connection with the building or maintaining of highways and not designed or used for carrying a load.

"Sidewalk" includes all such parts of a highway as are set aside for the use of pedestrians.

"Township" means the Township of North Stormont.

"Trailer" shall mean a vehicle that is at any time drawn upon a highway by a motor vehicle, except an implement of husbandry, another motor vehicle or any device or apparatus not designed to transport persons or property, temporarily drawn, propelled or moved upon a highway, and, except a side car attached to a motorcycle, shall be considered a vehicle and/or part of the motor vehicle by which it is being drawn.

"Vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, road building machine and any vehicle drawn, propelled or driven by any kind of power including muscular power but does not include a motorized snow vehicle or the cars of electric or steam railways running only upon rails.

3. **PARKING OFFENCES**

No person shall park a vehicle:

3.1 Within an intersection or within nine (9) metres thereof;
3.2 Within three (3) metres from any hydrant, such distance being measured from that point on the curb which is found by taking the shortest distance between the fire hydrant and the curb;
3.3 In front of any church or other building used for religious purposes while a funeral service is taking place;
3.4 On a sidewalk or crosswalk;
3.5 In such a manner as to obstruct the entrance to a private lane unless he or she is the owner thereof or a person authorized by the owner to park in such a manner;
3.6 Upon any bridge;
3.7 In such a manner as to obstruct traffic;
3.8 Within six (6) metres of a designated crosswalk;
3.9 In such a manner as to interfere with the maintaining or construction of a highway.

4. No person shall, within the limits of the Corporation of the Township of North Stormont, park or allow to remain standing on any highway any vehicle from the 15th day of November in one year to the 15th day of April in the following year.

5. No person shall park a vehicle or permit a vehicle to remain parked on any highway:

5.1 While the work of removing snow or ice therefrom or clearing of snow therefrom is in progress; or
5.2 In such a manner as to interfere with street cleaning operations.

6. No person shall park a vehicle on a highway for the purpose of exhibiting the vehicle or offering the vehicle for sale.

7. No person shall park a vehicle or allow a vehicle to be parked in any parking space designated as a physically handicapped parking space unless that vehicle is identified as specified in this By-Law.

8. No person shall cause or allow the unauthorized use of a parking permit issued for designated physically handicapped parking spaces, pursuant to this By-Law.
9. No person shall park a vehicle or permit a vehicle to remain parked on any highway within a prohibited parking zone.

10. No person shall park or leave a vehicle in any designated fire route.

11. No person who is operating a vehicle for the purpose of delivering goods, wares, merchandise, milk, bread or any other commodity shall stop, or park said vehicle at any place on any highway other than at the curb or side of the highway.

12. Overnight Parking Prohibited

    12.1 No motor vehicle is permitted on township-owned properties between 11:00 PM and 8:00 AM. Violators may be ticketed and towed at the owner's expense.
    - Exception, vehicles left for public safety reasons will not be towed.

    12.2 No motor vehicle is permitted on any township highway between 11:00 pm and 8:00 AM. Violators may be ticketed and towed at the owner's expense.

13. The parking of heavy vehicles on any Township-owned property is strictly prohibited. Violators may be ticketed and towed at the owner's expense.

ADMINISTRATION

14. The provisions of this By-Law shall be enforced by the Municipal Law Enforcement Officer.

15. By-Law No.'s 64-2020 and 06-2021 and any other By-Law inconsistent with the provisions of this By-Law are hereby repealed.

OFFENCES AND PENALTIES

16. Whenever a vehicle is parked in contravention of any Section of this By-Law, the Municipal Law Enforcement Officer may cause the said vehicle to be moved or taken to and placed or stored in a suitable place and all costs and charges for removing, care or storage thereof, shall be paid by the owner of the said vehicle in the manner provided in the *Repair and Storage Liens Act*, R.S.O. 1990, CH. R.25.

17. Every person who contravenes any provision of this By-Law is guilty of an offence and, on conviction thereof, shall forfeit and pay a penalty for each such offence and every such penalty shall be recoverable under the *Provincial Offences Act*, R.S.O. 1990, CH. P.33.

18. When a person has been convicted of an offence under this By-Law any Court of competent jurisdiction thereafter, may, in addition to any other penalty imposed on the person convicted, issue an order prohibiting the continuation or repetition of the

offence or the doing of any act or thing by the person convicted directed toward the continuation or repetition of the offence.

SEVERABILITY

19. The requirements of this By-Law are severable. If any requirement of this By-Law is held invalid, the application of such requirement to other circumstances and the remainder of this By-Law shall not be affected.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July 2025.

_____	_____
François Landry, Mayor	Craig Calder, CAO/Clerk

SEAL

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 55-2025

BEING a By-Law to repeal and replace By-Law No. 41-2017 and to adopt Policy Number REC 02-2025, the Municipal Alcohol Policy, for the Township of North Stormont.

WHEARAS 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. 224 provides that the Township and a local board shall adopt policies with respect to certain matters;

AND WHEREAS the Council of the Corporation of the Township of North Stormont is desirous of standardizing its processes as well as implementing best practices to reduce risk.

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

1. That the Municipal Alcohol Policy attached hereto as Schedule "A" forming part of this By-law be approved.

2. That By-law No. 41-2017 is here by repealed in its entirety and any other By-law inconsistent with this By-law is hereby repealed.

3. That this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

SEAL

SCHEDULE "A"

To BY-LAW NO. 55-2025

POLICY MANUAL	**Policy No. REC 02-2025**
For: Township of North Stormont	**Effective Date: July 22, 2025**
Subject: Alcohol Policy	**Department: Recreation** **Section: All Recreational Facilities**

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Scope:

This Municipal Alcohol Policy (MAP) applies to all events where alcohol is served or sold at municipal facilities or properties.

Definitions:

- Alcohol and Gaming Commission of Ontario (AGCO):
  A provincial agency responsible for the administration of the Liquor Licence Act and the Gaming Control Act.

Caterer's Endorsement:

A liquor sales license allowing sale and service of alcohol at venues other than the licensee's regular premises.

- **Event:**
  Any gathering at a municipal facility where alcohol is served or sold, including weddings, parties, barbecues, etc. Includes setup, operation, and cleanup.

- **Public Event:**
  Open to the public and organized by a registered charity, not-for-profit, or recognized significant entity.

- **Private Event:**
  Not open to the public.

- **Outdoor Event:**
  Any event where alcohol is consumed in an outdoor area including pavilions or temporary structures.

- **Event Organizer:**
  An individual (19+) responsible for planning and managing an alcohol-related event. They must:

  - Sign the **Event Organizer Checklist for Liquor Licensed Events (Appendix A)**
  - Follow **Recreation Rental Policy REC 01-2025** and Appendices B & C.

- **Event Worker:**
  Anyone involved in serving alcohol at a municipal event. Must remain sober for the entire event duration.

Roles & Responsibilities:

- **Floor Supervisor:**
  Over 18, **Smart Serve certified** and appointed by the organizer. Duties include monitoring behavior, responding to complaints, and ensuring intoxicated individuals are removed and safely transported.

- **Door Monitor:**
  Over 18, **Smart Serve certified**, checks IDs, monitors intoxication, and assists with safe departure of guests.

- **Server/Bartender:**
  Over 18, trained via **Smart Serve** or equivalent. Duties include accepting tickets, serving alcohol, monitoring intoxication, and offering non-alcoholic alternatives.

- **Ticket Seller:**
  Over 18, **Smart Serve certified**, sells a maximum of four drink tickets per person per purchase and monitors for signs of intoxication.

- **Licensed Security:**
  Must be licensed under the **Private Security and Investigative Services Act** and **Smart Serve certified**. Ensures safety and security of all attendees.

- **Municipal Properties:**
  All buildings, lands, or structures owned or leased by the Township.

- **Municipal Representative:**
  Township staff/designate who monitors the event for MAP compliance.

- **Religious Function:**
  A recognized religious event—not including events like stag and doe, anniversaries, or birthdays.

- **Smart Serve:**
  Ontario's official alcohol service training program.

- **Special Occasion Permit (SOP):**
  A liquor license issued by the AGCO for single events. Organizers must comply with **REC 01-2025** and its appendices.

- **SOP Holder (Permit Holder):**
  Individual who applies for the SOP. Responsible for compliance with the **MAP**, Liquor Licence Act, and assumes liability for the event. Must ensure all workers and security have valid **Smart Serve certification**.

- **Standard Drink:**
  Defined under the Liquor Licence Act as:
  - 12 oz (341 ml) beer at 5% alcohol
  - 5 oz (142 ml) wine at 12% alcohol
  - 3 oz (85 ml) fortified wine at 14.9%+ alcohol
  - 1 oz (29 ml) spirits at 40% alcohol

1.0 The Policy

Policy Objectives

1.1 To provide procedures and education for individuals/groups using municipal properties, ensuring compliance with the **Liquor Licence Act** regarding **Special Occasion Permits** or liquor licensing.

1.2 To ensure the safe operation and supervision of licensed events to protect organizers, attendees, Township staff, and volunteers through education and risk management procedures.

1.3 To promote responsible alcohol consumption and support non-drinkers by offering non-alcoholic beverage options.

2.0 Designation of Roles and Responsibilities

Role of Municipal Representatives/Agents

2.1 Municipal representatives are responsible for ensuring that the event organizer and/or designate are provided with written information outlining the conditions of the **Municipal Alcohol Policy (MAP)** and ensuring that they comply with the **MAP**, the **Liquor Licence Act of Ontario**, and its regulations at their event.

2.2 The **Township of North Stormont representatives/agents** have the authority to demand corrections and/or shut down an event on behalf of the

Township. They have ultimate authority regarding decision-making on the part of the event organizer. Representatives monitoring a liquor-licensed event shall be **Smart Serve trained** and competent in facility procedures.

2.3 Role of Event Organizer and/or Designate

The event organizer and/or designate is responsible for the conduct and management of the event, including but not limited to:

a) Compliance with the **Township of North Stormont Municipal Alcohol Policy (Updated 2025)**

b) Organization, planning, set-up, and clean-up of the event

c) Ensuring a sufficient number of trained event workers

d) Training of their designates and all other event workers (all must be 18 years of age or older)

e) Posting the **Special Occasion Permit (SOP)** in plain sight on the premises or keeping it readily available for inspection

f) Managing alcohol sales and service, including the selection of beverages to avoid fortified or extra-strength drinks

g) Ensuring no alcohol is consumed in unauthorized locations

h) Ensuring the safety and sobriety of all attendees, including those asked to leave the event

i) Appropriate response to any emergencies

The event organizer must provide a copy of the **Special Occasion Permit (if applicable)** and any updates to the Township of North Stormont **at least 30 days prior** to the start of the event. The event organizer **must obtain permission** from the **Recreation Group Operator** of the facility and follow the procedures outlined in the **Recreation Rental Policy REC 01-2025** and **Appendices B and C**, **at least 45 days prior** to the event.

All liquor, wine, and beer must be purchased under the SOP. **Proof must be provided** at the event. Receipts must include the SOP number. These purchase orders and levy receipts must match the alcohol available at the bar and must be **posted alongside the SOP**.

The event organizer and/or designate must be present **for the entire duration** of the event, including setup, operation, and clean-up. They are responsible for all operational decisions.

Final payment is due two weeks prior to the event and must include required documentation such as:

- Special Occasion Permit (SOP)
- Bartender Certification(s)
- Certificate of Liability Insurance

The event organizer and the Township of North Stormont **must ensure the physical setting remains safe** throughout the entire event.

The event organizer and the Township of North Stormont must ensure the physical setting is safe at all times.

3.0 Designation of Properties and Events

Designation of Suitable Properties

3.1 The following municipal facilities and areas are either licensed or designated as suitable for events involving alcohol, subject to the event organizer obtaining a **Special Occasion Permit (SOP)** or a **Liquor Licence** through a **caterer's endorsement** issued by the Alcohol and Gaming Commission of Ontario, and agreeing to the conditions set out by the Township of North Stormont:

- North Stormont Place
- North Stormont Arena – Upstairs Hall
- Crysler Community Centre
- Moose Creek Community Centre
- Monkland Community Center

3.2 Designation of Not Suitable Properties

3.2.1 The following municipal facilities and areas are **not licensed or not suitable** for events involving alcohol:

- Avonmore Pool
- Moose Creek Pool
- Open park areas, trails and woodlots
- Parking lots
- Dressing rooms/change rooms
- Athletic and playing fields
- Playground areas

3.3 Designation of Events

3.3.1 The serving of alcohol is **not permitted** at any events where the focus of event marketing is directed toward **youth under 19 years of age**.

4.0 Conditions for Events Involving Alcohol

4.1 Insurance

Commercial General Liability Insurance satisfactory to the Owner and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

(a) A limit of liability of not less than $5,000,000/occurrence with an aggregate of not less than $5,000,000

(b) Additional Insured : The Corporation of the Township of North Stormont

(c) Non-owned automobile coverage with a limit not less than $2,000,000 and shall include contractual non-owned coverage (SEF 96)

(d) Tenants' Legal Liability

(e) Products and Completed Operations coverage

(f) Contractual Liability

(g) The policy shall provide 30 days prior notice of cancellation

(h) Host Liquor Liability

The Supplier shall defend, indemnify and save harmless The Corporation of the Township of North Stormont, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The Supplier agrees to defend, indemnify and save harmless the Corporation of the Township of North Stormont from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract and shall survive this Contract.

The event organizer must provide **proof of insurance** by submitting an original **Certificate of Liability Insurance** to the Township of North Stormont **before occupying the premises**. The certificate must:

- Be valid for the entire rental period, including setup and takedown
- Comply with the **Recreation Rental Policy REC 01-2025** and **Appendices B and C**
- Include insurance requirements specified in the policy

Insurance for Rentals up to and Including 500 People

The **Certificate of Liability Insurance shall**:

i) Provide proof of a minimum of **$5 million** in general liability insurance. See **Appendix C** of **REC 01-2025**. The policy must:

- List **The Corporation of the Township of North Stormont** as additional insured
- Cover bodily injury, property damage, liquor liability, tenants' liability, completed operations, personal injury, advertiser's liability
- Include **30 days' cancellation notice**

ii) Show that the coverage is effective for the **entire duration of the event**

iii) Be delivered to the facility supervisor **at least 30 days prior** to the event and include:

- Certificate of Liability Insurance
- Policy Number
- Insurance Company Name
- Expiry Date
- Insurance Amount
- Endorsement confirming SOP coverage, date, and location

Insurance for Rentals of More Than 500 People and All Outdoor Events

Must meet all above requirements with a minimum of **$5 million** in general liability insurance.

The **Township of North Stormont reserves the right** to amend insurance provisions at any time.

4.2 Advertising

All advertising must comply with AGCO rules. **Private event SOP holders may not advertise** or promote liquor or liquor availability.

4.1.2 For events where children/youth are admitted, organizers **shall not allow alcohol brand promotions**.

4.3 Event Worker Training and Staffing Levels

4.3.1 The event organizer must:

a) Ensure sufficient trained staff are present
b) Provide **visible identification** (badges, clothing) for all workers. Identification type must be noted in **Appendix A – Checklist**.

4.3.2 **All event workers must be Smart Serve certified.** It is **recommended** that workers complete **Safer Bars** or de-escalation training.

4.3.3 At least **10 days before the event**, the organizer must submit a list of:

a) Servers with **Smart Serve numbers**
b) Security staff and **license numbers**

4.3.4 **No alcohol consumption** by organizers, supervisors, or staff is allowed **during or after the event**. Staff must remain sober at all times.

4.3.5 The organizer must ensure:

a) Entrances are monitored by responsible, sober adults. Intoxicated or disruptive individuals may be denied entry.
b) Any underage drinking is reported to authorities.

4.3.6 **Minimum event worker numbers** are based on guest counts. See **Table 1.0 – Guest to Event Worker Ratios** below. The Township may require additional police or security.

Table 1.0 – Guest to Event Worker Ratios

Number of Guests	Bartenders	Door Monitors	Floor Supervisors	Ticket Sellers	Licensed Security Workers
Up to and including 100	1	Each access point	1	0	
101 to 200	2	Each access point	2 (+1 for outdoor events)	1	
201 to 300	2	Each access point	3 (+1 for outdoor events)	2	1 for outdoor events
301 to 400	3	Each access point	3 (+1 for outdoor events)	2	1 for outdoor events
401 to 500	3	Each access point	4 (+1 for outdoor events)	2	1 (+1 for outdoor events)
501 to 600	4	Each access point	5 (+1 for outdoor events)	3	1 (+1 for outdoor events)
601 to 700	4	Each access point	6 (+2 for outdoor events)	3	2 (+1 for outdoor events)
701 to 800	5	Each access point	7 (+2 for outdoor events)	3	2 (+1 for outdoor events)
801 to 900	5	Each access point	7 (+2 for outdoor events)	4	3 (+1 for outdoor events)
901 to 1,000	6	Each access point	8 (+2 for outdoor events)	4	3 (+1 for outdoor events)

Footnotes:

* **Door Monitors:** All access points to the licensed area must be monitored. Each venue will require a varying number of door monitors depending on the layout of the venue.

** **Floor Supervisors:** The event organizer and/or designate can be a floor supervisor.

*** **Licensed Security:** For events over 600 guests, at least **50%** of the required licensed security workers shall be **paid duty police officers or licensed security**.

4.3.7 For any event that allows admittance of minors, additional floor monitors will be required.

4.3.8 For every additional 150 guests over 1,000, an additional bartender and an additional floor monitor are required. For every additional 300 guests over 1,000, an additional ticket seller is required. For every additional 200 guests over 1,000, an additional licensed security worker is required.

4.3.9 For all outdoor events and all events with more than 1,000 guests, an operational plan must be developed with the Alcohol and Gaming Commission of Ontario and the Township of North Stormont in order to ensure that all aspects of public safety are addressed (including emergency management, ambulance, fire, security etc.). The operational plan must be submitted to the Township at least 30-45 days prior to the event.

4.3.10 All costs associated with preparing and complying with security and operational plans shall be borne by the event organizer and/or designate unless otherwise agreed upon in writing by the event organizer and the Township of North Stormont.

4.3.11 Required licensed security or paid duty police officers for any event are the responsibility of the event organizer and all costs associated therewith shall be borne by the event organizer.

4.4 Enforcement Procedures

4.4.1 If drunkenness, riotous, quarrelsome, violent and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the organizer and their event workers shall: a) First ask the offending person(s) to leave, and

b) If the individual(s) refuses to leave, call the police, and
c) Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

4.4.2 The event organizer, event workers, or municipal representative must notify the police if they observe signs that a situation is getting out of control.

4.5 Prevention Strategies

4.5.1 The following controls and prevention strategies related to selling and serving alcohol shall be in place:

a) Alcohol shall not be served to anyone under the age of 19 (minors). Minors are not allowed to consume alcohol on the premises. Outdoor public events which allow admittance to minors must implement a wristband policy or have a fenced licensed area where alcohol is only served to and consumed by those 19 years of age and older. Additional floor monitors are recommended if alcohol is being served in the presence of minors.
b) Alcohol shall not be served to anyone who may appear intoxicated.
c) Closing time is 1:00-2:00 a.m. unless hours of operation for the facility are posted differently. The sale and service of alcohol must be within the bar hours based on the start and finish times listed on the original SOP. On New Year's Eve, the bar may remain open until 2:00-3:00 a.m. as listed on the original SOP. Ticket sales and alcohol service shall cease at least 45 minutes prior to the end of the licensed period of the

event. All alcohol and its containers (which include empty cups/glasses) shall be cleared away no more than 45 minutes after the end of the licensed event as listed on the SOP.

d) Last call shall not be announced.

e) Separate tickets for alcohol must be sold at all public events. Ticket sales for alcohol shall be limited to four tickets at one time per person. Unused tickets for alcoholic beverages can be redeemed at any time during the event.

f) Alcohol service shall be limited to two drinks per person at one time.

g) Alcohol cannot be left available for self-serving.

h) Drinks MUST be served in soft plastic cups, and a different color of plastic cup shall be used for non-alcoholic drinks. For formal dinner settings, glass vessels may be used for serving/consuming alcohol. Glass must be removed at the conclusion of dinner.

i) All outdoor licensed areas are required to have a barrier at least 0.9 meters high. Higher barriers and additional criteria may be required at the discretion of the Township of North Stormont.

4.5.2 The following controls and prevention strategies related to types of available drinks shall be in place:

a) Event workers are to encourage patrons to consume food, non-alcoholic, and low-alcoholic beverages. Non- alcoholic drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol.

b) Identified designated drivers receive free non-alcoholic drinks such as coffee, pop, or juice.

c) At least 30% of the available alcohol consists of low-alcohol beverages (e.g., 4% and 2.5% beer).

d) No fortified drinks or extra strength drinks shall be sold. Beer products with more than 5% alcohol, wine products with more than 12% alcohol, and spirits with more than 40% alcohol are considered fortified alcohol products. Beer and coolers are not to exceed 5% alcohol content (standard drink measure). All alcohol purchased must come from an accredited government

facility such as LCBO, The Beer Store, brewery, or winery that has a license to sell to agents.

e) Pre-made alcoholic drinks, such as Jello shooters and punches, etc., are not allowed.

f) There must be sufficient food available for those in attendance. Food must not be removed until the bar closes. Food available is not satisfied by snack foods such as chips, peanuts, and popcorn.

g) No energy drinks (with or without alcohol in them) shall be sold.

h) Homemade alcohol shall not be allowed at any SOP function, with the exception of homemade wine or beer at a religious function listed under a NO SALE reception permit, as defined by the Alcohol and Gaming Commission of Ontario. Where wine is provided with a meal, a non-alcoholic substitute such as water, pop, or juice must be provided to ensure that children and abstainers are included in toasting the celebrants.

i) No persons shall be allowed to bring in their own alcohol to the event or allowed to pour their own alcoholic drinks.

j) Alcohol shall not be offered as a prize in a contest. A lottery license is required if raffling alcohol (charities only). Gift cards for the LCBO are allowed as an exception. Lottery license is required for any draw held within the Township facilities.

k) Marketing practices which encourage increased consumption of alcohol (i.e., oversized drinks, double shots, pitchers, drinking contests, Jello shooters, volume discounts) are not permitted.

4.6 Safe Transportation

4.6.1 Event organizers are responsible for taking the necessary steps to reduce the possibility of impaired driving. As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect. Elements of a Safe Transportation Strategy could potentially include:

a) Providing non-alcoholic beverages either at no charge or at a cost much lower than that of

drinks containing alcohol.

b) Providing alternate means of transportation for those who are suspected to be intoxicated (i.e., call a friend, relative, or taxi).
c) Calling Police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
d) Providing a designated driver program which encourages and identifies designated drivers.

4.8.2 The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternate means of transportation shall be provided for all those suspected to be intoxicated. All advertising for the event should indicate that a designated driver's program is in effect.

4.7 Signage

4.7.1 During events where alcohol is served, the following signage, which is approved by the Township of North Stormont, shall be displayed in prominent locations:

4.7.2 Recommended Signage at one or more prominent places in the licensed/bar area:

i) Please Drink Responsibly
ii) Bartenders reserve the right to refuse service.
iii) Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
iv) Bartenders cannot serve alcohol to anyone under 19 years of age – proper I.D. must be presented to the event staff when requested.
v) You can only be served a maximum of two alcoholic drinks at any one time.
vi) You may redeem unused tickets for cash anytime during the event.
vii) There will be no "Last Call."

Thank you for not drinking and driving.
[insert phone numbers of local cab companies]

The R.I.D.E. program is in effect in our community. Use a designated

driver or call a friend, relative, or taxi.

4.7.3 Signage in one or more prominent places in the licensed/bar area:

4.7.3.1 If there is an Emergency, Call 9-1-1
4.7.3.2 For a non-emergency, please call SDG OPP at 613-543-2223
4.7.3.3 You are at: **[insert name and address of facility]**

4.7.4 Signage to be posted at the boundaries of the licensed/bar area:

- NO ALCOHOL Beyond this point. Thank you for not drinking and driving.

[insert phone numbers of local cab companies]

The R.I.D.E. program is in effect in our community. Use a designated driver or call a friend, relative, or taxi.

4.7.5 Mandatory signs to be posted in one or more prominent places in the licensed/bar area:

a) Sandy's Law sign (regarding alcohol and pregnancy)

- All licensed establishments must prominently display a sign warning that consuming alcohol during pregnancy can cause birth defects and brain damage to a baby. This sign, commonly known as the "Sandy's Law" sign, must be at least 8 by 10 inches in size and can be in English or French.

b) What is a Standard Drink? Sign

- Liquor Sales Licence Display

c) Low-Risk Drinking Guideline

- Licensed premises are required to display their official liquor sales licence in a visible

location within the establishment where alcohol is sold.

4.7.6 Where applicable, the event organizer shall post the Special Occasions Permit (with any updates) in plain view on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.

5.0 Infractions and Violations

5.1 Duty to Report

5.1.1 The event organizer has the duty to report to the municipal representative's issues with details of any incidents that:

a) Involve bodily injury or property damage.
b) Where an Alcohol and Gaming Commission of Ontario Inspector under the Liquor Licence Act of Ontario has reported any incident or violation.

5.1.2 Police shall be informed by the event organizer and/or designate as appropriate. Reports shall be made no later than two days after the conclusion of the event but shall be made immediately when repairs or other action is required to make municipality property secure or safe for use. The Township of North Stormont representative shall report any infraction of this policy to the Police and/or Alcohol and Gaming Commission of Ontario whenever they believe such action is required.

5.2 Failure to Comply and Penalties

5.2.1 It remains the responsibility of the event organizer and/or designate to manage the event and to take appropriate actions, including ending the event, vacating municipal property, maintaining insurance, any conditions of insurance, and providing safe transportation options.

5.2.2 Regardless of the reason for termination of the event, the Township of North Stormont will not be

responsible for any compensation to the event organizer and/or designate or affected persons of their resulting financial or other losses.

5.2.3 The Township of North Stormont shall subsequently inform the event organizer and/or designate and any organizations they represent, via registered letter, that there has been a violation of the policy and any imposed consequences or penalties.

5.2.4 Additional short-term and longer-term penalties for failure to comply may include, but are not limited to:

a) Loss of privilege to hold an event involving alcohol on municipal property or facility.
b) Loss of any future use or rental of any or all municipal properties.
c) Individual ban or suspension of persons involved in the infractions from any or all municipal properties for any term.

Appendix A

Event Organizer Checklist for Liquor Licensed Events

Municipal Alcohol Policy (Updated 2025) Township of North Stormont

1. Name of Event: _____

2. Location of Event: _____

3. Date and Time of Event: _____

4. Estimated Attendance: _____

5. Will persons under 19 years of age be attending this event?

   Yes ☐ No ☐

6. Name of Event Organizer (the person and/or group sponsoring/hosting this event:

   _____

   Phone: _____ Cell: _____

7. Name of Special Occasion Permit holder (if applicable) and all official designates:

   SOP Holder Name: _____

   Phone: _____ Cell: _____

Official Designates:

Name: _____

Phone: _____ Cell: _____

Name: _____

Phone: _____ Cell: _____

8. If applicable, has a copy of the SOP been provided?

☐ Yes Date Received: _____

9. Proof of liability insurance has been provided.

☐ Yes Date Received: _____

10. The safe transportation strategies that will be used at this licensed event are:

a) _____

b) _____

c) _____

d) _____

(List on separate sheet if necessary)

11. Type of identification for event workers (please describe):

_____

_____

_____

List the names and certification of the Smart Serve trained event workers for this licensed event:

Name:	Certification Number:
_____	_____
_____	_____
_____	_____
_____	_____

Proof of certification may be required.

List the names and security license numbers for security staff for this event:

Name:	Security License Number:
_____	_____
_____	_____
_____	_____
_____	_____

Proof of certification may be required.

12. Municipal Alcohol Policy (Updated 2025) Township of North Stormont

Yes ☐

Please note that if there is anything that you do not understand with respect to this Policy it is your responsibility to contact the appropriate Township of North Stormont staff (613-984-2821) to obtain clarification and understanding prior to signing this event organizer checklist.

AGCO Regulation Updates (2025)

This policy update incorporates changes in compliance with the Alcohol and Gaming Commission of Ontario (AGCO) as of 2025:

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1. **Electronic SOPs:**

   All Special Occasion Permits (SOPs) must be obtained through the AGCO online portal.

2. **ID Verification:**

   Government-issued photo ID or digital IDs (e.g., Ontario Digital ID) are acceptable forms of age verification.

3. **Smart Serve Expiry:**

   As of July 1, 2022, Smart Serve certificates are valid for 5 years. Re-certification is required after expiration.

4. **Cannabis Prohibition:**

   The use or consumption of cannabis is strictly prohibited at all SOP and municipally licensed events.

5. **Event Categories:**

   SOP classifications now include public, private, and industry promotional events, each with distinct requirements.

6. **Third-party Alcohol Delivery or Service:**

   Third-party alcohol delivery or service is only permitted if conducted by individuals/entities holding a valid liquor license or caterer's endorsement.

7. **Updated AGCO Contacts and Licensing Info:**

   - **General Info:** www.agco.ca
   - **Licensing Portal:** www.agco.ca/alcohol/alcohol-licensing-portal



www.northstormont.ca

If you have any questions, please contact the facility you are renting.

The Township of North Stormont can be reached at 613-984-2821

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 56-2025

BEING a By-Law to adopt Policy Number FIN 03-2025, the Corporate Vehicle Policy, for the Township of North Stormont.

WHEARAS 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. 224 provides that the township and a local board shall adopt policies with respect to certain matters;

AND WHEREAS the Council of the Corporation of the Township of North Stormont is desirous of standardizing its processes as well as implementing best practices to reduce risk;

AND WHERAS the Council of the Corporation of the Township of North Stormont is desirous in establishing appropriate and consistent protocols for the performance and duties of employees while using Township owned vehicles.

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

1. That the Corporate Vehicle Policy attached hereto as Schedule "A" forming part of this By-law be approved.

2. That this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

SEAL

Schedule "A"

To BY-LAW 56-2025

POLICY MANUAL	Policy No. FIN 03-2025
For: Township of North Stormont	Effective Date: July 22, 2025
Subject: Corporate Vehicle Policy	Department: Finance Department

BACKGROUND

The Township of North Stormont provides Township-owned vehicles for the performance of duties of some employees. These vehicles need to be operated in a consistent manner throughout the Township.

PURPOSE

The Township of North Stormont provides this policy to establish clear guidelines for the use of Township vehicles to ensure staff is aware of what is considered appropriate use of corporate vehicles.

1.0 LEGISLATION

Highway Traffic Act
Income Tax Act, section 6
Occupational Health and Safety Act
Smoke-Free Ontario Act, 2017, section 12

2.0 DEFINITIONS

CAO/Clerk – means the Chief Administrative Officer/Clerk of the Township.

Canada Revenue Agency (CRA) – an organization that administers the tax laws for the Government of Canada and most provinces and territories

Global Positioning System (GPS) – a satellite navigation system to determine the ground position of an object

On-Call – positions that require a staff member to be available to respond rapidly, during both normal and after hours

Operator – Refers to the member of staff who is controlling the vehicle

Regular Place of Employment – refers the boundaries of the Township of North Stormont

Staff – refers to the employees of the Corporation of the Township of North Stormont

Taxable Benefit – a good or service you give to your employee for personal use of Township property

Township - indicates the Corporation of the Township of North Stormont

Vehicle – equipment powered by an engine such as cars, trucks, and vans

3.0 ALIGNMENT WITH STRATEGIC DIRECTION

This policy is in line with the Township's vision to ensure continued strong customer service with clear procedures and tools.

4.0 ROLES & RESPONSIBILITIES

4.1 Senior Management

This policy is administered by the Finance and Administration Departments, to ensure procedures are performed in accordance with this policy. In addition, they are responsible to ensure:

- This policy remains consistent with current legislation
- All vehicles are equipped with global positioning systems (GPS)
- All vehicles are clearly signed with consistent and similar Township of North Stormont decals
- Applicable staff are aware of and trained on this policy including any revisions

- This policy is used in a consistent and equitable manner by all staff

4.2 Operators

It is the responsibility of operators to:

- Use Township vehicles for business purposes
- Operate vehicles in accordance with the *Highway Traffic Act* and Township and County By-laws
- Ensure they possess a valid driver's license
- Provide an annual driver's abstract by November 30th of each year at the Township's cost
- Notify their supervisor of any change in status of a valid driver's license, such as suspension, or any other instance that would prohibit the driving of a corporate vehicle
- Be mindful of the Township's public image and maintain courteous behaviour and customer service practices at all times
- Report all damages, accidents, incidents, malfunctions and required maintenance
- Ensure safety, security, care and cleanliness of the vehicle

5.0 GENERAL RULES

The following apply to this policy:

- The use of a Township vehicle is considered a privilege
- Vehicles are not to be driven by anyone other than authorized and properly licensed staff or member of Council of the Township
- Passengers shall be limited to Township employees and individuals directly associated with the Township (i.e. Council, committee members, consultants, contractors, etc.). Non-work-related individuals, including family members of a staff member shall not be transported in a corporate vehicle
- The use of alcohol or drugs by an employee while operating a vehicle will not be tolerated
- Smoking/vaping is not permitted in a corporate vehicle

6.0 TAXABLE BENEFITS

When an employer provides a vehicle for an employee's use that includes a portion considered as personal use, the value of this use is considered a taxable benefit. The following applies to this policy:

- The taxable benefit is based on CRA calculations using personal usage kilometers, standby costs and operating expense
- Personal use includes vacation trips, driving to conduct personal activities and travel between home and the employee's regular place of employment (the boundaries of the Township)
- All vehicles that are usually taken home on a regular basis must be parked at a predetermined Township location during extended sick or vacation time
- On-call positions, whereby an employee must take home a vehicle overnight to meet the essential performance of their employment duties are subject to different rates
- Employees authorized to use a vehicle for work related business out of town (i.e. meetings, seminars, workshops, etc.) and will not return to their workplace until after hours may be permitted to take the Township vehicle to their residence overnight
- Clearly marked emergency-response vehicles used in the course of an individual's employment with a fire department, who are on call 24 hours a day, 7 days week, do not qualify as a taxable benefit
- Personal usage data will be monitored on a monthly basis with the use of GPS technology
- Taxable benefits will be noted on staff T-4 slips and should be reported on their personal income tax return

7.0 NON-COMPLIANCE

Contravention of any of the responsibilities and general rules noted in this policy can result in staff losing their privileges to use a corporate vehicle or other disciplinary action as deemed appropriate by the Township.

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 57-2025

BEING a By-Law to repeal and replace By-Law No.'s 66-2015 and 17-2018 and to adopt Policy Number ADMIN 03-2025, the Staff Code of Conduct Policy, for the Township of North Stormont.

WHEARAS 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. 224 provides that the Township and a local board shall adopt policies with respect to certain matters;

AND WHEREAS the Council of the Corporation of the Township of North Stormont is desirous of standardizing its processes as well as implementing best practices to reduce risk.

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

1. That the Code of Conduct Policy attached hereto as Schedule "A" forming part of this By-law be approved.

2. That By-law No.'s 66-2015 and 17-2018 are hereby repealed in their entirety and any other By-law inconsistent with this By-law is hereby repealed.

3. That this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

SEAL

Schedule "A"

to BY-LAW NO. 57-2025

POLICY MANUAL	**Policy No. ADMIN 03-2025**
For: Township of North Stormont	**Effective Date: July 22, 2025**
Subject: Staff Code of Conduct	**Department: All**

POLICY STATEMENT:

Purpose/Objective

(a) Organization of Policy

This Policy is divided into chapters which deal with different elements of the Township's Code of Conduct. Each chapter also includes the formal policy dealing with the topic considered in that chapter.

The Policy contains statutory references so that they remain current. Also, the Chief Administrative Officer/Clerk is authorized to publish this Policy from time to time in such forms as may appear to him or her to be more easily accessible by its users.

This Policy may be referred to as the "Code of Conduct" and references to a Code of Conduct in any municipal documents shall (unless the context clearly expresses a different intention) be deemed to be a reference to this Policy.

This Policy is to be read as a whole. While some effort has been made to place similar matters into specific chapters, it is inevitable that there will be some overlap between chapters and that multiple chapters may need to be consulted to reach the answer to specific questions.

(b) Self-governing Professions and their Standards of Conduct

Many Township Staff are members of self-governing professions which have extensive codes of conduct. These codes of conduct will be considered part of the Township's code of conduct as though they were actually written into it, and a breach of these codes will be a breach of the Township's requirements. In the event that the codes of conduct of self-governing professions impose higher requirements than the

Township's Code of Conduct, the more rigorous requirement will govern.

(c) Application of Policy

This Policy applies to all Employees (as defined below) in their dealings among themselves, with Councillors, and with the public – including all clients, vendors and suppliers.

Although the definition of Employee includes volunteers and appointees to Township advisory Boards and Committees, these individuals will not be included within the requirement of Chapter 4 of this Policy. In addition, where the enacting Policies creating any advisory Boards and Committees define a standard of conflicts of interest which differs from that contained in Chapter 3, the standard within the enacting Policy for the advisory Board or Committee shall govern.

At various locations throughout the Policy, there are defined roles and responsibilities given to supervisors. When references to supervisors are rad in the context of appointees to Township advisory Boards and Committees, the Chairperson of any applicable advisory Board or Committee will occupy the role of supervisor in respect of volunteer members of the Committee, and the Chief Administrative Officer having responsibility for the advisory Board or Committee will occupy the role of supervisor in respect of the chairperson.

None of the special rules above will apply to Township Workers or municipal Councillors when they serve on Township advisory Boards and Committees. The normal rules applicable to Township Workers and members of Council shall always apply to them.

(d) Definitions

The following definitions shall apply to this Policy:

"Township Property" includes real property (such as land or interests in land), personal property (such as goods and equipment, including motorized equipment) and other property interests of any kind, and excludes passenger motor vehicles.

"Employee" or "Employees" means direct employees of the Corporation of the Township of North Stormont whether full-time, part-time, contract (including employees of staffing agencies) or

casual (including students and volunteers), but does not include employees of local boards, subsidiaries of the Township, bodies which have independent corporate existence, or independent contractors and their employees. It also includes appointees to Township advisory boards and committees unless those boards and committees have separate corporate existence.

"Conflict" and "Conflict of Interest" means an interest or activity, financial or otherwise, which is incompatible with the proper discharge of the duties and responsibilities of an *Employee*. The definition includes "apparent" or "reasonably apparent" financial conflicts and conflicts of interest of *Relatives* will be deemed to be conflicts of interest of the *Employee.* Specifically excluded from the definition are the items referred to in section 4 of the Municipal Conflict of Interest Act.

"Hired" or "hire" includes the original engagement of an *Employee* and the promotion or transfer of such *Employee*.

"Opposition to a Municipal Initiative" means any of the following measures taken by a Township *Employee* in opposition to a Municipal initiative

i) The exercise of a statutory right of appeal or the exercise of any other statutory right available to the *Employee* in respect of the municipal initiative;
ii) Participation in a public or other meeting in connection with the municipal initiative;
iii) The commencement of litigation to challenge the municipal initiative; and
iv) Participation in any other legal forms of protest against the municipal initiative.

"Outside Activities" are private activities which are not part of an *Employees* assigned work and are not part of his or her job.

"Relative" means:

i) a spouse as defined in the *Municipal Act, 2001* (as amended);
ii) children and grandchildren, including stepchildren and step grandchildren;
iii) Sons-in-law and daughters-in-law;

iv) parents and grandparents, including stepparents and step grandparents;
v) brothers, sisters, stepbrothers and stepsisters;
vi) mothers and fathers in law; and
vii) brothers and sisters in law.

"Workplace" means any premises (whether owned by the Township or otherwise) where the business of the municipality is being transacted, including vehicles.

"Wrongdoing" means any of the following actions taken by any Township *Employee,* the Mayor or any member of Council:

i) a contravention of any City-Policy, or any Act of Parliament or the legislature of Ontario, or of regulations made under any such Act, if the contravention relates to the official duty of municipal *Employees*, Councillors, the Mayor, or any municipal public funds;
ii) a misuse of municipal funds or municipal assets;
iii) gross mismanagement of a municipal project or undertaking;
iv) an act or omission that creates a substantial and specific danger to the life, health or safety of persons or to the environment; and
v) taking any act of reprisal against a municipal *Employee* who has disclosed a wrongdoing in accordance with Chapter 6.

RELATED POLICY PROCEDURES/GUIDELINES:

CHAPTER 2
Gifts, Entertainment and Other Benefits

(a) Employees are not to accept or solicit gifts, entertainment, or other benefits from any individual or from any profit-making or non-profit organizations or associations which have business dealings with the Township.

(b) The Rule in (a) above is subject to the following exceptions:

i) Infrequent business meals, if the meal is necessary for the completion of some task, and it would be impractical or socially

awkward for the Township *Employee* to pay for his or her meal separately;

ii) Infrequent attendance or participation in social or sporting events in the company of a business contact, if approval is granted in advance by:

1. The Chief Administrative Officer, where the *Employee* works within a Commission supervised by the Chief Administrative Officer;
2. The applicable Director, where the *Employee* works within a department which reports directly to the Chief Administrative Officer; or
3. The Chief Administrative Officer, where the *Employee* reports to the Chief Administrative Officer.

iii) Donations toward charitable events or causes, including Township projects and other municipal undertakings;

iv) Business gifts having a value less than Fifty dollars ($50.00) which are given as promotional items to individuals or project teams, provided the gifts do not include money, cash or negotiable instruments;

v) If the gift has absolutely no relationship with the status of the recipient as a Township *Employee* (i.e., there is another relationship between the donor and recipient which caused the gift to be made);

vi) The gift is a randomly distributed gift such as a door prize which is won by an *Employee* attending a conference, training session, or other event on behalf of the Township or

vii) The gift is an honorarium or other gift given in recognition for speaking at a seminar, conference, symposium or a similar event.

(c) Unless the circumstances in (b)(v) above apply, if an *Employee* receives gifts, entertainment and benefits having value over Fifty dollars ($50.00), the gifts, entertainment or benefits must be disclosed to the immediate supervisor of the *Employee* in writing using the form in Appendix 1. Such disclosure shall occur within one week following the receipt of the gift, entertainment or benefit with a copy to:

i) The Chief Administrative Officer, where the *Employee* works within a Commission supervised by the Chief Administrative Officer; or

ii) The applicable Director and the Chief Administrative Officer, where the *Employee* works within a department which reports directly to the Chief Administrative Officer.

(d) An *Employee* who contacts a vendor selling goods or services to the Township requesting "Township pricing" for a personal purchase by the *Employee* shall be deemed to have contravened (a) above, however the foregoing shall not prohibit an *Employee* from parking in the benefit of promotional pricing or other special pricing that is already available to the Township or other government *Employees* as a class.

(e) The Fifty-dollar ($50.00) limit in (b)(iv) and (c) above shall be re-examined from time to time as part of a periodic and comprehensive review of this Policy to be conducted by the Corporate Services Department and may be amended administratively as necessary by the Chief Administrative Officer as part of such review without the need for the specific approval of Council.

(f) In the event that a gift, an opportunity for the receipt of entertainment (such as a ticket) or some other benefit is delivered to an *Employee* in circumstances where:

i) Acceptance by the *Employee* would contravene this Chapter;
ii) He or she was unable or failed to refuse it at the time of delivery; and
iii) It is impractical for the *Employee* to return it to the donor.

The *Employee* shall advise his or her supervisor who shall make arrangement for it to be given to charity or raffled off with the proceeds of the raffle being given to charity. If it is practical for the *Employee* to return such a gift or opportunity for the receipt of entertainment to the donor or to refuse it at the time of delivery, the *Employee* is required to take that action.

CHAPTER 3
Conflicts of Interest

(a) *Employees* will not make decisions on behalf of the municipality, make recommendations to the municipality, use their position with the municipality, or take any action on behalf of the municipality in respect of matters in which they have a *Conflict of Interest*.

(b) *Employees* are required to provide disclosure to the head of the department in which they work (in the case of the Chief Administrative

Officer, this would be the Mayor) in writing of any *Conflict of Interest* which relate to their duties and responsibilities with the municipality. Supervisors receiving such a disclosure are required to give it due consideration, obtaining advice and assistance from the Chief Administrative Officers or upper management as necessary, and provide the necessary direction to the *Employee* with respect to the resolution of the *Conflict of Interest*. Provided that the disclosure has been full and frank, any *Employee* who compiles with the direction given pursuant to this process will be safe from discipline or criticism and will be able to rely upon the direction of a complete answer to any future disciplinary or other action by the Township against the *Employee* in respect of the *Conflict of Interest*.

CHAPTER 4
Outside Activities

(a) *Outside Activities*, whether consisting of employment for profit or participation in non-profit activities, are generally permitted subject to the following conditions:

i) Except for union or association business pursuant to a collective agreement or other similar contract, or unless specifically authorized by the supervisor of an *Employee*, the outside activity must not occur during work time. *Outside Activities* must occur wholly in the *Employee's* private (non-regular) work time.
ii) There must be no *Conflict* or *Conflict of Interest* with the *Employee's* official duties.
iii) There must be no adverse effect on the community or the ability of the *Employee* or other staff to perform their duties and functions.
iv) There must be no advertisement by any *Employee* of the fact that he or she is a Township *Employee* if such advertisement is for personal gain or for any commercial or political purposes.
v) Except for union or association business pursuant to a collective agreement or other similar contract, or unless specifically authorized by the supervisor of an *Employee*, no part of the outside activity will be done at the *Workplace.*
vi) The *Outside Activities* must not restrict the ability to be on call, or to work irregular hours if irregular hours are a requirement of the position.

(b) If the *Outside Activity* is a business or paid employment or if it consists of an involvement with an organization that has business dealings with

the Township, notification of the *Outside Activity* must be given to the immediate supervisor of the *Employee* with a copy to:

i) The Chief Administrative Officer, where the *Employee* works within a Commission supervised by the Chief Administrative Officer;
ii) The applicable Director, where the *Employee* works within a department which reports directly to the Chief Administrative Officer; or
iii) The Chief Administrative Officer, where the *Employee* reports to the Chief Administrative Officer.

(c) Supervisors who receive notifications are required to consider the notices which they have received and to review the notices with the Corporate Services Department, and to take appropriate action in conjunction with the Corporate Services Department to enforce the requirements of this Chapter.

(d) In addition to the requirements of the other rules in this Chapter, if the *Outside Activity* is a political activity which:

i) Consists of running for elected office, the *Employee* may have certain statutory rights allowing the *Employee* to have a leave of absence. There are other statutory provisions which may disqualify particular *Employees* from running for particular offices. But, subject to the applicable statutory provisions, and the other rules relating to *Outside Activities*, *Employees* will be generally free to run for any public office.
ii) Consists of working on a political campaign, publicly expressing support for a candidate, or publicly expressing opposition to a candidate, and the Employee engaging in the *Outside Activity* works at or above the level of Director, the candidate must not be a candidate for Mayor or position on Township Council.

(e) Despite anything else contained in this Chapter, the following outside political activities are always allowed and nothing in this Chapter shall be deemed to restrict any of the following:

i) Voting
ii) Privately discussing and expressing views as concerned citizens
iii) Signing petitions
iv) Expressing *Opposition to a Municipal Initiative*; or
v) Making personal contributions to the campaign of any candidate

(f) Except where contrary to the foregoing, *Employees* may make public statements and generally take the same actions that any other citizen may do, provided that in so doing:

i) it is clear that the *Employee* is acting for himself or herself and not on behalf of the Township; and
ii) the *Employee* will not use any information which he or she has obtained in the course of working for the Township that is not generally available to all residents of the Township.

CHAPTER 5
Nepotism

(a) The Township will avoid any practice that may give rise to *Conflicts of Interest* or difficulties for supervisors, co-workers and subordinates when hiring *Employees* particularly as it relates to the employment of *Relatives* of *Employees* and Members of Council.

(b) *Relatives* of Township *Employees* and *Relatives* of Members of Township Council may only be *hired* by the Township if each of the following conditions is met.

i) The hiring of the *Relative* will not result in the situation where an *Employee* will be the direct supervisor of a *Relative* or the situation where an *Employee* is the functional supervisor of a *Relative*;
ii) An application has been received in the normal manner and the standard recruitment and selection process was followed;
iii) The candidate to be *hired* is, in the opinion of the interviewers, the best qualified with respect to the requirements of the position;
iv) there was no undue influence exerted on the interviewers;
v) no potential *Conflicts* or other difficulties appear to exist; and
vi) a *Relative* of the *Employee* to be *hired* did not take part in the selection process.

(c) Nothing in (a) shall be interpreted to suggest that contraventions of items (ii), (iii), (iv) or (v) shall be allowable in the hiring of *Employees* who are not *Relatives* of any Township *Employee*.

(c) In the event that persons become *Relatives* of one another after they have been *hired* in circumstances where on supervises the other, the circumstances will be reviewed by the Chief Administrative Officer on a

case-by-case basis to determine what action, if any, can be taken to remove the reporting relationship.

CHAPTER 6
Whistle Blowing

(a) None of the following measures shall be taken against a Township *Employee* by reason that the *Employee* has, in good faith, engaged in *Opposition to a Municipal Initiative* or has disclosed a *Wrongdoing* in the manner set forth in this policy:

i) A disciplinary measure;
ii) the demotion of the *Employee;*
iii) the termination of the employment of the *Employee;* and
iv) a threat to take any of the measures in (i) to (iii) above.

(b) It is important that the disclosure of *Wrongdoing* be reported to the appropriate law enforcement or other officials who have been entrusted with responsibility for monitor and combating *Wrongdoing*. For that reason, the provisions of (a) above shall only apply if the disclosure of any *Wrongdoing* has occurred in any one or more of the following means:

i) To a police officer or other law enforcement official;
ii) To the Mayor of the Township;
iii) To the Chief Administrative Officer of the Township
iv) To any Department Director of the Township;
v) To the Treasurer of the Township;
vi) To the Auditors of the Township;
vii) To the Township Clerk;
viii) To the Township Solicitor;
ix) To the immediate supervisor of the Township *Employee* making the disclosure; or
x) To any municipal Councillor of the Township.

(c) Any Township *Employee* within the list in (b) above who receives an allegation of *Wrongdoing* from any source shall consult with the Corporate Services Department to determine what kind of response is appropriate to the particular allegation. It will be noted that in respect to allegations of harassment and discrimination, there are defined procedures in place pursuant to the Township's *Harassment in the Workplace Policy No. 2010-02* as enacted through policy 43-2010.

CHAPTER 7
Personal Use of Township Property

7.2.1 General Provisions

There will be no use or appropriation of *Township Property* for Personal use or purposes by *Employees unless* that *Township Property* is generally available to the public and is being used by the *Employee* in that capacity like any other member of the public (i.e., using a Township park or other facility for recreational purposes). This general rule will be subject to the exceptions:

(a) If personal use of the *Township Property* is provided as part of employment or duties and personal use is:

i) approved by Council;
ii) contained in an official job description on file with the Corporate Services Department; or
iii) Within an employment agreement or collective agreement.

(b) If the use of *Township Property* consists of the personal use of telephones, internet, computers, facsimile machines, cell phones, or photocopiers and all of the following are satisfied:

i) It does not cause any additional expense to the Township (i.e., there is full reimbursement of any charges);
ii) It is not excessive having regard to the circumstances;
iii) It does not have a negative overall impact on *Employee* productivity;
iv) It does not interfere with the normal operation of the department or work unit, or negatively impact other employees;
v) It does not compromise the Township in any way;
vi) It will be ethical and not contravene any applicable law or Township policy; and
vii) It does not represent a *Conflict of Interest.*

(c) The *Township Property* consists of discarded items and the approval of the supervisor of the area from which the discarded items originated has been obtained.

(d) The use of alcohol, cannabis or any illegal drugs by an employee when operating a Township passenger motor vehicle and/or Township Property will not be tolerated and contravention of this will result in disciplinary action against the *Employee.*

7.2.2 Specific Rules relating to Computers

In addition to the Rules in 7.2.1, the following rules apply to the use of the computer equipment:

(a) Property Rights

Electronic records store on Township computer systems or equipment are the property of the Corporation of the Township of North Stormont. The Township asserts the right to access and monitor records in electronic format.

(b) Prohibited Uses

Users of Township computer equipment shall not:

i) Attempt unauthorized access to systems, information, processes or products;
ii) Broadcast e-mail messages that are not work related;
iii) Propagate viruses, or send or download materials which may impact the operating efficiencies of the system;
iv) Undertake any other activities that can unduly impact the use or performance of others; and
v) View, retrieve or disseminate:

1. Any pornographic or obscene messages, images or materials;
2. Any other messages, images or materials which are offensive to human dignity.

(c) Records of Retention

E-mails that are not filed in hard copy may be disposed of at the user's discretion. Users are encouraged to delete messages that are not filed in hard copy form as soon as the message has been read. Attachments to e-mail messages should be detached and filed electronically or printed and filed in hard-copy records.

(d) Installations of Software

Only licensed software and registered shareware acquired by and paid for by the municipality are to be operated on the municipal system. Computer games acquired by and paid for by the municipality as part of a training package may be installed on municipal equipment but no

other games, including shareware games, are to be installed on municipal equipment. Users of the licensed software are to abide by the terms of the licence agreement, and no municipally licensed software is to be copied or transferred to home computers. The Chief Administrative Officer is to be notified of all licensed software and registered shareware acquired by and paid for by the municipality, along with the licence number and the machine on which it is loaded.

No software of a personal nature is to be maintained on the municipal system.

(e) Attachment of Hardware to Township Computers

Unless prior approval is received from the Chief Administrative Officer, no personal hardware shall be attached to the Township computers.

CHAPTER 8
Personal Conduct

(a) *Employees* shall ensure that their personal conduct within the *Workplace* and elsewhere does not adversely affect:

i) Their ability to perform their official duties;
ii) The ability of other *Employees* to perform their duties; or
iii) Public confidence in the official's functions, the organization or in the integrity of the public sector.

(b) Management staff should not as other *Employees* to perform personal services for them. Examples include asking a subordinate to pick up dry cleaning, performing personal errands, etc.

(c) Staff should remain neutral in their service to all councillors.

(d) Relations between staff and staff, and between staff and councillors, and between both staff and councillors and the public should always be civil and premised on mutual respect. This means that staff will use polite and respectful language to each other, and will not use offensive language or gestures, nor shall they engage in patronizing or condescending behaviour, or make defamatory statements about one another.

(e) Without limiting the generality of (d) above, when writing reports and in making formal presentations, staff shall use gender-neutral language whenever possible.

(g) Without limited the generality of (d) above, no *Employee* shall engage in workplace harassment within the meaning of the *Occupational Health and Safety Act*, defined as a course of vexatious comment or conduct against a working in a workplace that is known or ought reasonably to be known to be unwelcome.

CHAPTER 9
Relations with the Media and Information Sharing

(a) Employees who may deal with the media

The Chief Administrative Officer, members of the Senior Management Team or other staff authorized by any of the foregoing, may deal with the media. Other staff who receives inquiries from the media shall direct them to one or more of the foregoing.

Where volunteers serve on advisory boards and committees who are subject to this Policy, the Chairpersons of such advisory boards and committees may deal with the media in respect of the activities of such advisory boards and committees.

(b) Confidential Information

Except to report a *Wrongdoing* pursuant to Chapter 6, no confidential information (including but not limited to any confidential report) shall be released to any person who is not a member of the Township administration.

CHAPTER 10
Dress and Attire

The purpose of this Chapter is to ensure that all Corporate *Employees* maintain a professional demeanor while not limiting expression of taste and individuality. *Employees'* attire reflects their professionalism and that of the Corporation. *Employees* should dress appropriately to conduct municipal business and, more specifically, to reflect their position within the Corporation. A suitable appearance is important for *Employees* who, at any time, may come into contact with the public and municipal clients.

a) Basic Rules

Employees' clothing shall comply with the following rules:

i) All clothing should be clean and neat in appearance. IT is recognized that some positions will cause clothing to become soiled during the course of a workday, but every *Employee* should begin his or her workday with clean and neat clothing.

ii) Different positions will have different requirements. *Employees* who, for instance, do yard work or work as lifeguards will have different requirements than office workers at the Township Office. *Employees* must wear clothing which is appropriate to the jobs that they do and the degree of professionalism that they must present.

iii) Work schedules should be taken into consideration when dressing. Meetings scheduled with customers require appropriate attire whether it is in the office or in the field.

iv) Personal safety must be considered when choosing clothing so that the chance of any accident is minimized.

v) For any *Employee* at any *Workplace* at any time, it will be inappropriate to wear any attire with inappropriate messages, graphics, expletive language, etc.

vi) The following clothing is generally unacceptable, but may be worn if an *Employee* works in a facility where the clothing is necessary for his/her job:

- Tank tops, muscle shirts
- Exercise apparel
- Halter tops, tube tops, shirts that expose a bare midriff
- High-cut, cut-off or biker shorts
- Leggings or exercise type pants (spandex or Lycra)
- Beach wear
- Sweatpants, athletic pants

vii) *Employees* shall limit their use of fragrances, especially when they work in an office environment where other *Employees* or members of the public may be negatively affected.

(b) Non-Compliance

An *Employee* who is deemed to be dressed inappropriately may be requested to return home and change by their Department Head or designate for failing to adhere to acceptable standards of dress and appearance.

CHAPTER 11
Alcohol and Drug Use

(a) While within the *Workplace* no use of alcohol is permitted unless the consumption of alcohol occurs at an event approved by the Mayor or Council at which alcohol is served.

(b) While within the *Workplace,* no use of drugs is permitted.

(c) This Chapter shall not apply to alcohol and drug use outside the *Workplace* with three exceptions. In each of the following exceptions, the use of alcohol or drugs outside the *Workplace* will be a contravention of this policy:

i) If the alcohol or drug use negatively affects the performance of the *Employee* within the *Workplace*. Without limiting the generality of the foregoing, an *Employee's* performance will be deemed to have been negatively affected if he or she consumes alcohol and come to work with the smell of an alcoholic beverage while exhibiting erratic or unusual behaviour, stumbling, difficulty speaking, loss of balance, or lack of co-ordination;

ii) If it is a position requirement for a specific position that an *Employee* shall have no alcohol or drugs in his or her system while within the *workplace* and the *Employee* comes to work or resumes work following a lunch or other break with alcohol or drugs in their system; or

iii) If the *Employee* operates a Township-owned motor vehicle or dangerous machinery as part of his or her duties and the *Employee* comes to work or resumes work following a lunch or other break with any alcohol or drugs in their system.

(d) Any staff who have taken alcohol or drugs, whether such consumption is allowed or prohibited by the provisions of this Chapter, that might interfere with their ability to operate motor vehicles (where the operation of a motor vehicle is part of the *Employees* job duties) or dangerous machinery (where the use of dangerous machinery is part of the *Employee's* job duties), or otherwise perform their job duties, must advise their supervisor who will be required to take appropriate action.

(e) This Chapter shall not prohibit the use of alcohol or drugs in any of the following situations:

i) Where alcohol is consumed as a trace ingredient in a prescription medication being taken by an *Employee*; or
ii) Where drugs are taken for the treatment of a medical illness or disorder and are either prescription or non-prescription and are used in accordance with the prescription or other instructions accompanying the medication.

In the even that either (i) or (ii) applies but the use of alcohol or drugs nevertheless gives rise to the circumstances in (d) above, the "appropriate action" to be taken by the supervisor shall include reasonable efforts to accommodate the *Employee* by providing alternative work.

(f) For purposes of this Chapter, normal office equipment shall not be deemed to constitute dangerous machinery.

CHAPTER 12
Enforcement

(a) The enforcement of this Policy shall be both proactive and reactive.

(b) Proactive enforcement will include:

i) The Corporate Services Department will give a copy of this Policy to each new *Employee* at the time of *hire,* and the Clerk will give a copy of this Policy to every member of any advisory board or committee to which this Policy applies at the time of appointment;
ii) This Policy will be made available on a continuing basis to all staff through electronic means so that every staff has access to it and can read, download or print a copy;
iii) The Corporate Services Department will conduct periodic training for staff in the matters covered by this Policy; and
iv) Communication or other initiatives designed to persuade and inspire *Employees* to comply with this Policy or to partake in opportunities offered by it.

(c) Failure to receive training will not be an excuse for non-compliance with this policy.

(d) Reactive enforcement will include:

i) All managers and supervisors are under an obligation to enforce this policy and deal with breaches of the policy by their

subordinates that have come to their attention as appropriate in the circumstances. Also, managers and supervisors are required to consult with the Corporate Services Department as necessary to determine what kind of response would be appropriate.

ii) If any person including a member of the public, wants to make a complaint that someone has breached this Policy, the allegation shall be referred to the applicable director who will take appropriate action. If the complaint concerns a director, it will be referred to the Chief Administrative Officer, and if it concerns the Chief Administrative Officer, it will be referred to the Mayor and Council.

iii) If there are specific rules within the Chapters of this Policy which pertain to the enforcement of particular matters, the specific rules shall govern.

iv) Subject to the requirements of any disciplinary policy of the Township, enforcement may include disciplinary action up to and including dismissal.

(e) All *Employees* of the Township and Members of Council shall cooperate with any investigations commenced under this Policy and shall provide full and frank disclosure of what they know to any staff performing an investigation under this Policy. Failure to provide such cooperation shall be considered a serious breach of this policy.

CHAPTER 13
Miscellaneous

(a) The following policies are repealed in their entirety:

(b) Transition

The policies repealed pursuant to (a) above shall nevertheless continue to apply in respect of any breach of their terms which occurred before the effective date of this Policy. Despite the foregoing, any persons accused of a breach of any of the said policies shall be entitled to the benefit of any of the applicable exceptions, defenses or relaxed requirements which may have been added by this Policy.

(c) Effective Date
This Policy is effective immediately upon its Passage.

Appendix 1
Prescribed Form for Reporting Gifts

Disclosure of Gifts, Entertainment or Other Benefits Code of Conduct Policy	
Employee's Name:	
Position (at time of gift receipt):	
Description of Gift:	
Date gift received:	
Person or Group who presented the gift:	
Occasion for which the gift was given:	
Estimated Value of Gift: (must be over $25.00 to be registered)	
Supervisor's Decision	

Signatures

Employee: _____

Date: _____

Supervisor: _____

Date: _____

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 58-2025

BEING a By-law to repeal and replace By-Law No. 07-2024 and to adopt Policy Number ADMIN 04-2025, the Human Resource Policy, for the Township of North Stormont.

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

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

AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 281 provides that a municipality may establish sick leave credit gratuities for its employees;

AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 282 provides that a municipality may provide, only through contract either with an insurer licensed under the *Insurance Act* or with an association registered under the *Prepaid Hospital and Medical Services Act*, group life, accident insurance, medical, dental and vision care insurance for its employees.

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

1. That the Human Resources Policy attached hereto and forming part of this By-law as Schedule "A" is hereby approved and comes into effect on the date of passing.

2. That By-law No. 07-2024 and any other By-law inconsistent with this By-law is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

SEAL

Schedule "A"

to BY-LAW NO. 58-2025

POLICY MANUAL	**Policy No. ADMIN 04-2025**
For: Township of North Stormont	**Effective Date: July 22, 2025**
Subject: Human Resource Policy	**Department: Administration**

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1.0 POLICY STATEMENT

1.1 General Policy Statement

The objective of the Corporation of the Township of North Stormont is to be a fair and progressive Employer, consistent with its responsibilities to all its employees and to all citizens of the Township. As part of this objective, the Township recognizes its obligations under provincial and federal legislation concerning human rights, fair employment practices and similar statutory and constitutional requirements. On behalf of North Stormont Employees and as Employer, this Human Resource Policy is intended to meet these requirements.

1.2 Policy Changes

This Policy shall be reviewed on an as and when required basis. The Chief Administrative Officer (CAO/Clerk) responsible for Human Resources, with input from Township Employees, shall provide recommended revisions, additions or deletions to this Policy which will require the final approval of Council. This Policy must be reviewed at least once per Council term.

1.3 Liability Coverage

In accordance with 2011-091, the Corporation of the Township of North Stormont provides liability coverage for employees performing their duties. This provides for the indemnity and defense of Councillors, board members and present and former employees of the Township of North Stormont against liability incurred while acting on behalf of the Township. All employees should familiarize themselves with the terms and conditions of 2011-091, a copy of which is available through the Clerk's office.

1.4 Employment Accessibility

The Township of North Stormont supports employees with disabilities including providing employment related accommodations.

a) The Township is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring, where

feasible, the accessibility of its facilities and services. It is essential that accessibility is entrenched in the way the Township conducts its day-to-day business, and that the Township complies with the *Accessibility for Ontarians Act* (AODA). This statement applies to all employees and applicants for employment who have a disability requiring accommodation.

b) The Township will assist employees with employment related accommodation in accordance with the *Ontario Human Rights Code*.

c) Upon request, all workplace information and communication will be provided in a mutually agreed upon accessible format.

d) Employees requiring accommodation must inform the Township of the need for accommodation and must provide supporting medical documentation.

e) The CAO/Clerk, human Resources, the Accessibility Coordinator, and the Department Head will consult with the employee to determine accommodation needs and develop a mutually agreed upon individual accommodation plan, which shall include:

- Documentation of participation in the development of the individualized plan by the employee requesting accommodation. (Schedule "A" of the HR Policy).
- Means by which the employee was assessed.
- Any information from an outside medical resource used to determine if the accommodation is reasonable and achievable.
- Employees can request an associate/representative be involved in the process and assist with the necessary accommodations.
- The employee's personal information will be kept confidential unless the health and safety of themselves or other employee are at risk.
- The plan will be reviewed on an annual basis as part of the performance review process and provided in an accessible format considering the accessibility needs of the employee.

- When deploying an employee with a disability to a new role, the Township will adjust the accommodations to fit the new role prior to moving the employee. The current accommodation plan will be reviewed in relation to the requirements of the new job.
- If an individual plan is denied, reasons for the denial will be discussed with the employee and provided in an accessible format, considering the accessibility needs of the employee.

f) All employees must make the Township aware of their need for accommodation in the event of an emergency. It is to be noted that disabilities can be permanent or temporary. The individualised emergency response plan will be reviewed regularly.

g) If required, individual emergency response plans will be created for the employees with a disability and will be reviewed on an annual basis.

h) The Township will work in collaboration with those responsible for evacuation to ensure the emergency process is consistent with current practices.

i) If an Emergency Response Plan is required, the guide attached as appendix B to this policy to help identify what information individuals with disabilities might need and will be used to develop practical strategies to help keep them safe in an emergency. The guide (Schedule "B" of the HR Policy) will include but is not limited to the following:

- Checklist to include:
    - Plan, Review Emergency Information, how to share with staff and a self assessment form (appendix A)
    - Do, ask existing employees or a new employee during orientation it they need help in an emergency.
    - Act, develop an emergency response information document with the employee with a disability. (Schedule "C" of the HR Policy).

- Self-Assessment Form – see appendix A
- Sample E-mail to employees – see appendix B
- Consent to share individualized emergency Response Form – see appendix C
- Employee emergency response information – see appendix D.

2.0 APPLICATION

2.1 Save and except volunteer firefighters who shall be covered under independent policies and procedures, this Human Resource Policy applies to all Township of North Stormont employees except volunteer firefighters.

2.2 For clarification purposes, if any provision of this Policy conflicts with the provisions of any legislation, the provisions of the applicable legislation shall apply.

2.3 For further clarification, if any provision of this Policy conflicts with any other policy or personnel procedure, the provisions of this Policy as amended from time to time, shall apply.

3.0 DEFINITIONS

For the purpose of this policy, the following words shall have the meaning given herein:

"Chief Administrative Officer/Clerk" means the individual appointed by Council as the Chief Administrative Officer of the Township.

"Council" shall mean the Council of the Corporation of the Township of North Stormont.

"Department Head" shall mean the individual appointed and designated as such by Council, and may include positions such as Clerk, Treasurer, Chief Building Official, Fire Chief, Planner, Public Works Superintendent, Recreation Manager, etc. and are responsible for administering the business of their respective departments.

"Employee, Full-time" shall mean any permanent, full-time officer, worker, servant or other person in the employ of the Township who regularly works standard weekly hours for 52 weeks each year, including vacations,

on a continuous basis and that has successfully completed the probationary period.

"Employee, Other" shall mean any officer, worker, servant or other person in the employ of the Township hired for a specific task or for a defined period of time, intermittent basis, who may elect to work or not when requested to do so, hired on contract, summer or seasonal, hired temporarily to relieve a work overload situation, i.e. vacation relief, emergencies, etc.

"Employee, Part-time" shall mean any officer, worker, servant, or other person in the employ of the Township who regularly works up to 24 hours per week for 52 weeks each year, including vacations, on a continuous basis and that has successfully completed the probationary period.

"Immediate Family" shall mean current spouse or common-law spouse, child or stepchild, parent, stepparent, brother, sister, stepbrother, or stepsister.

"Special Leave" shall mean leave to enable staff to be absent from their employment with full pay for one of the following reasons:

a) Professional appointments including medical, dental, mental health and/or legal for the employee, the employee's dependent child, partner and/or disabled or aged parent or any other life event that is of an urgent or emergency nature and is approved by the applicable Departmental head.

b) The unexpected or sudden illness of the employee's partner or dependent child and/or his or her aged or disabled parent or partner which prevents the employee from reporting to duty.

"Township" means the Corporation of the Township of North Stormont.

4.0 EMPLOYMENT

4.1 The CAO/Clerk, reporting directly to Council, is responsible for the overall direction and coordination of the Township's operations and administration which includes human resources.

4.2 Department Heads report directly to the CAO/Clerk. Department supervisors report directly to their Department Head. Employees within each department report directly to the department supervisor, as applicable. Department Heads and the applicable

department supervisors are responsible for the work of the employees within their department.

4.3 The Department Head shall review and update, as required, employee job descriptions in preparation for the annual performance review. The Employee may also suggest job description revisions. The CAO/Clerk will review and if deemed necessary, revise the job descriptions in consultation with the Department Head.

4.4 Pay equity and the salary grid are based on the scope of the responsibilities for each position which is supported by a job description. Through the office of the CAO/Clerk, final approval for the creation of any new positions shall be given by Council.

4.5 All Full-time Employees shall serve a probationary period of sixty-five (65) consecutive working days from the first date of employment. All Part-time and Other Employees shall serve a minimum probationary period of six (6) months from the first date of employment. Any employee's probationary period may be extended at the discretion of the Township.

4.6 Unless otherwise stated, employee benefits as outlined within this Policy, apply to permanent Full-time Employees only. Furthermore, unless otherwise approved, benefits do not apply to an employee on probation.

4.7 After an employee has successfully completed their probationary period, the Department Head may recommend to the CAO/Clerk that the employee be considered permanent and in addition, may recommend a salary or wage adjustment.

4.8 The Township does not prohibit the hiring of an Immediate Family member of either Council or staff. However, no member of Council, Department Head or staff member may have direct supervision over work performed by a member of their Immediate Family.

4.9 Wherever and whenever possible, temporary positions shall be advertised to the public. However, in the event of an emergency, temporary employees as recommended by the appropriate Department Head may be hired. The hiring of temporary employees for vacation relief and other foreseeable situations requires the prior approval of the CAO/Clerk. The CAO/Clerk may

also temporarily reassign an employee to assist in another department.

4.10 Any violation of this Policy may subject the employee to discipline up to and including termination of the employee's employment.

5.0 RECRUITMENT

5.1 All recruitment openings, for positions to be filled, will be posted at the Township office, garage, arena, and any other location deemed appropriate. Such posting notice should contain information such as nature of the position and if appropriate, duration, required qualifications and skills, wage or salary range. External postings will occur simultaneously with internal postings unless otherwise determined by the CAO/Clerk.

5.2 All recruitment postings shall include notification that accommodation due to a disability is available upon request.

5.3 The initial step in the recruiting process shall be carried out by the Department Head with the assistance of the CAO/Clerk. For the CAO/Clerk recruitment, the duties will be carried out by the Mayor and ratified by Council.

5.4 The final selection for the CAO/Clerk shall be made by Council. The final selection for a Department Head shall be made by the CAO/Clerk. Final selections for all other positions shall be made by the Department Head, in consultation with the CAO/Clerk.

5.5 The recruitment process shall endeavor to select from among the applicants, the candidate that meets the qualifications and requirements of the position.

5.6 No offer of employment shall be made to a new employee until satisfactory reference checks are completed. Offers of employment may be conditional on satisfactory criminal reference check, driver's abstract, or other documentation as may be determined by the Department Head and CAO/Clerk.

5.7 In consultation with the CAO/Clerk, all offers of employment shall be confirmed in writing which shall include the position title, starting date, duration, salary, benefits, working conditions, and

any other appropriate facts relevant to the position. A copy of the Human Resource Policy will also be provided.

5.8 As part of an offer of employment to all employees, successful candidates will be notified that accommodation due to a disability is available upon request.

5.9 New employees must sign a copy of the employment letter indicating their acceptance of the employment offer prior to commencing employment. New employees may be required to provide a written statement that, to the best of their knowledge, there is no disability or medical condition which would affect their ability to perform the essential duties of the job for which they are hired. The Township may request this written statement be substantiated by a certificate obtained from a duly qualified practitioner.

5.10 All new employees shall participate and complete, an orientation session including an overview of Township policies, services, organizational structure, health and safety, and other pertinent items as referenced on the employee orientation checklist.

5.11 Any falsification or misrepresentation of qualifications or personal conditions provided by an applicant or by any employee on any Township form, applicant resume, during an interview or in the acceptance process or acceptance letter shall be cause for immediate dismissal.

5.12 Unless the CAO/Clerk authorizes otherwise, unsuccessful applications or resumes will be kept in accordance with the Records Management system (TOMRMS), Schedule of Retention Periods, as amended from time-to time.

6.0 DISCIPLINE

6.1 It shall be the responsibility of each Department Head to manage workplace conduct and performance of their department's employees which shall include regular monitoring and supervision. In certain circumstances, discipline may be necessary to correct behaviour. It is the responsibility of the Department Head to ensure that a signed record of any disciplinary action is maintained in the employee's personnel file.

The record shall be signed by the Employee and Department Head.

6.2 A Department Head is responsible for enforcing fair and consistent discipline within their respective department. Disciplinary measures can include verbal reprimands, written warnings, suspensions without pay and termination for cause. The CAO/Clerk must be consulted and has the ultimate discretion before any discipline at the level of suspension or termination is imposed.

6.3 The progressive disciplinary process involves increasing the severity of the discipline incrementally in response to misconduct with the intention of correcting problematic conduct and improving the employee's performance to acceptable standards. Under progressive discipline, the seriousness and frequency of the employee's misconduct, the employee's service, the employee's disciplinary record as well as any mitigating or aggravating factors are taken into consideration in determining the appropriate discipline to be taken.

6.4 Progressive discipline generally involves up to four steps: Verbal Reprimand (confirmed in writing)

a) Letter of Warning
b) Suspension Without Pay
c) Termination with Cause

6.5 On a case-by-case basis, the Township reserves the right to begin the disciplinary process at any step and to skip and/or repeat steps depending on the facts and the circumstances.

6.6 Before discipline is imposed at any step within the process, it is generally required that the employee is given a reasonable opportunity to explain their action(s).

6.7 Once an employee is given the opportunity to respond to an allegation of misconduct, the Department Head shall notify the CAO/Clerk of their findings as to the alleged misconduct and recommend a disciplinary response. The CAO/Clerk shall have the discretion, before any suspension or termination is imposed, to make the final determination as to the appropriate disciplinary response.

6.8 Where discipline is being imposed, the Department Head and the CAO/Clerk should meet with the employee to review the problematic behaviour and explain the disciplinary action being taken. Written notification of the discipline being imposed is generally to be provided to the employee at the meeting or shortly thereafter. The employee receiving the written notification shall acknowledge, by signature, their understanding involving the disciplinary action being taken. The signed discipline record must be maintained in the employee's personnel file.

7.0 RESIGNATIONS / TERMINATIONS

7.1 A Full-time Employee may voluntarily resign from the Township's service by giving a minimum of two (2) weeks written notice to the CAO/Clerk. However, the CAO/Clerk and Department Head positions should give a four (4) week written notice of resignation. The CAO/Clerk and Department Head shall conduct the appropriate exit interview.

7.2 In a defined employment term, the end of the period stated shall be the termination date for an employee, unless the term is extended by the CAO/Clerk. Notwithstanding the foregoing, the Township reserves the right to terminate employment before the defined end date and in accordance with the *Employment Standards Act*.

7.3 A dismissal action regarding the CAO/Clerk shall be confirmed through a Resolution of Council. All other employment dismissal actions shall be the responsibility of the CAO/Clerk, and they must report such terminations to Council at the earliest available opportunity.

7.4 a) An employee's employment with the Township may be deemed to be terminated when the employee is laid off for a period longer than the period of a temporary layoff in accordance with the *Employment Standards Act*.

b) An employee's employment with the Township may be deemed to be terminated and/or frustrated when the employee is absent from work for two (2) years and the employee's physician or the Workplace Safety & Insurance Board (WSIB) cannot confirm that they will be able to

return to work in the foreseeable future and within a time period that is acceptable to the Township, or the employee's physician or the WSIB has determined that the employee will be unable to perform the essential duties of their position.

7.5 Falsification or misrepresentation of qualifications or personal conditions on any Township form may be cause for immediate dismissal.

7.6 Terminations for cause may result from serious misconduct or neglect of duties. Examples include but are not limited to criminal acts against the Township, misrepresentation, serious insubordination or incompetence and any serious violation of the Township's Rules of Conduct as outlined in Section 26.0 of this Policy. No notice or pay in lieu of notice shall be given in such terminations.

7.7 Where an employee is terminated without cause, the employee shall receive their severance pay, if applicable, and notice of termination or pay in lieu in accordance with the minimum entitlements as set out in the *Employment Standards Act*. The Township will continue to pay its share of contributions to any benefit plan under which the employee was covered at the time of termination during the notice of termination period in accordance with the *Employment Standards Act*. For clarity, the employee shall have no claim for notice or damages in lieu of notice over and above the *Employment Standards Act* entitlements.

8.0 LAYOFFS AND RECALLS

8.1 Layoffs are interruptions of employment, as defined by and shall be in accordance with the *Employment Standards Act*.

8.2 Employment service for the purposes of this Section, Layoff and Recalls, shall be based on time worked for the Township and shall not include periods of layoff.

8.3 No sick pay or vacation pay shall be accumulated during periods of layoff.

8.4 No designated holidays, as outlined in Section 15, shall be given during periods of layoff.

8.5 Notice is not required in layoffs, but the Township should, if possible, give at least ten (10) calendar days notice. If the length of the layoff exceeds the prescribed length set out under the *Employment Standards Act*, it becomes a termination subject to the requirements of Section 7 herein.

8.6 Layoffs shall be based on service and ability. The employee with the shortest service shall generally be laid off first unless this leaves the Department with no one who can satisfactorily perform the required duties. In this case, a longer service employee without the necessary skills may be laid off first.

8.7 Recalls shall be based on service, with preference being given to the employee with the longest service who has the proven ability to do the job. Recall notifications shall be completed by registered mail.

8.8 In all cases, layoffs and recalls shall be at the sole discretion of the Township.

8.9 Unless granted an extension by the CAO/Clerk, employees who do not return from a layoff within five (5) working days when recalled will be considered to have resigned. Only one (1) extension will be granted.

9.0 RETIREMENT

9.1 Employees retiring shall endeavour to provide at least a six (6) month notice to their Department Head, or in the case of the CAO/Clerk directly to Council, and such notice shall be in writing.

9.2 Employees who are retiring should use up all of their outstanding vacation owing including any current year vacation accrued to date before retirement. Upon retirement, an employee will be paid the value of their unused vacation for the current year. Should the value of the current year vacation days taken be greater than wages owed, the difference will be subtracted from the final pay.

9.3 Immediately upon retirement, all benefits shall be discontinued. If requested, the CAO/Clerk will provide information for extended health benefit insurance coverage options.

10.0 PERFORMANCE REVIEW

10.1 All employees shall have a regular performance review, in the prescribed form and, more specifically, under any of the following conditions:

a) their immediate supervisor wishes to carry out a review;

b) the employee requests a review;

c) any change in salary is recommended;

d) annually and prior to their salary review whether or not a salary change is recommended; or

e) where the employee's performance has been unsatisfactory.

10.2 During the performance review, the Township can review an employee's accommodation plan with them to determine whether any adjustments are required.

10.3 New employees will receive a review prior to the end of their probationary period.

11.0 SALARY ADMINISTRATION

11.1 The Township supports the principle of equal pay for work of equal value, and that all employees be treated fairly and consistently regarding salary administration. To meet this objective, along with the Council approved salary grid, regular performance reviews are required.

11.2 As pay equity and the salary grid are based on the scope of responsibilities; each position requires a job description. All employees shall be classified by utilizing the Council approved salary grid and employees shall be paid their respective wage rate. Merit increases, recommended by the Department Head to the CAO/Clerk, will be based on the outcomes of the annual performance review.

11.3 At the recommendation of the Department Head, the CAO/Clerk may approve for exemplary performance the following:

a) An increase of two increments of the salary grid, or,

b) An increase to the next increment before the review date.

11.4 An employee starting a new position shall receive the basic salary for that position. Notwithstanding, a salary may be agreed on that recognizes the experience and other related factors of that employee. However, when an employee is temporarily assigned to a position paying a lower rate, their rate shall not be reduced.

11.5 Part-time and Other Employees including summer students shall be paid according to the established wage rates. Unless otherwise specified, benefits do not apply.

11.6 The salary grid will be adjusted annually between 1-3%, provided that the Consumer Price Index (CPI) for Ontario falls within those parameters. If the actual CPI for the preceding year is less than 1%, an increase of 1% will be provided. If the CPI for the preceding year is greater than 3%, an increase of 3% will be provided.

The COLA adjustment for employees will be effective January 1 each year. If applicable, merit increases are effective March 31 of the year. Merit increases, as recommended by the CAO/Clerk, shall receive final approval by Council.

12.0 HOURS OF WORK AND OVERTIME (TIME IN LIEU)

12.1 The CAO/Clerk and Department Heads are management positions and, as such, are salaried. In addition, all full-time positions are salaried.

12.2 Salaried Employees shall work 35 hours per week from 8:30 a.m. to 4:00 p.m.

Public Works (roads, Waste) shall work 40 hours per week from 7:00 a.m. to 3:30 p.m.

Recycling staff shall work 40 hours per week comprising four 10-hour days.

Arena staff shall work 40 hours per week.

12.3 Salaried employees may bank approved hours of overtime which may be used as time off in lieu at the discretion of the Department Head or CAO/Clerk.

12.4 Hourly Paid full-time employees working in excess of 40 hours per week shall be paid at the rate of 1 ½ times.

For casual employees, all hours worked in excess of eight (8) hours per day, shall be paid at the rate of time and one half.

12.5 Efficient operation of the department must be taken into consideration when lieu hours are taken off. Any work in excess of the scheduled hours must be approved and documented by the Department Head or CAO/Clerk.

12.6 Paid time off in lieu for Office Staff and Enforcement shall not exceed 70 hours per year. Time off in lieu is paid hour for hour up to 44 hours regular work. After 44 hours, compensation shall be at 1 ½ times hours worked.

12.7 Roads, Waste, Recycling and Arena employees may choose to bank overtime hours at 1 ½ times hours worked. The maximum accumulation shall not exceed 120 hours per year. If the employee has worked 40 hours with no overtime, banked overtime can be drawn to a maximum of 10 hours at regular rate.

12.8 Salaried employees may bank approved hours of which may be used as vacation with the approval of the Department Head and CAO/Clerk. Under no circumstances will this bank time exceed 35 hours. No vacation entitlement can be caried forward to the following year.

12.9 Roads, Waste, Recycling and Arena employees called in to work outside regular hours from Monday to Saturday shall be paid a minimum of 3 hours at 1 ½ times hours worked. For Sunday call in, employees shall be paid a minimum of 3 hours at 2 times hours worked. Accumulation commences with arrival for duty and concludes upon completion of work.

12.10 An employee serving as a Township of North Stormont volunteer firefighter shall be permitted to perform firefighting duties, if required, during regular working hours and is entitled to their

regular rate of pay less any amount received or to be received with respect to their capacity as a volunteer firefighter.

12.11 At the discretion of the CAO/Clerk, The Township may close the office during regular business hours to allow staff to participate in various team building and professional development exercises Appropriate notice will be given of any office closure.

12.12 Staff whose regular location of work is the Township's Administration building, may, from time to time, upon the approval of the responsible Director/supervisor, work remotely when circumstances warrant. Remote work is not an entitlement, but rather a temporary arrangement necessitated by circumstance.

13.0 REST PERIODS AND MEAL ALLOWANCE

13.1 Employees shall be permitted two (2) paid, fifteen (15) consecutive minutes of rest periods, at a time to be scheduled by the Township, one during the first, and one during the second half of each regular workday. Employees are responsible for taking their paid breaks and will not be compensated for working through their breaks. If required to work through the break to maintain the effective operation of the department, the employee should re-schedule, on the same day, with their Department Head to take it.

13.2 Unless otherwise stated, employees shall be entitled to an unpaid lunch period of one-half (1/2) hour each day and as scheduled by their Department Head.

13.3 An employee who works overtime in excess of four (4) hours at the end of their regular day and has not been notified before reporting for work that they will be required to do so, shall be supplied with a meal.

14.0 ANNUAL VACATION

14.1 A Full-time Employee's annual vacation entitlement shall be determined in the current calendar year, that being January to December, with pay as follows:

14.2 For the Purpose of this section only:

All Full-time Employees shall be eligible for annual vacation as follows:

a) Less than one (1) year of continuous active year of service: An accrual on a pro-rated basis.

b) After the completion of one (1) of continuous active year of service and on the anniversary date of employment: an accrual on a pro-rated basis up to two (2) weeks.

c) After the completion of three (3) continuous active year of service and on the anniversary date of employment: an accrual on a pro-rated basis up to two (3) weeks.

d) After the completion of ten (10) of continuous active year of service and on the anniversary date of employment: an accrual on a pro-rated basis up to four (4) weeks.

e) After the completion of fourteen (14) continuous active years of service and on the anniversary date of employment: an accrual on a pro-rated basis up to five (5) weeks.

f) After the completion of nineteen (19) continuous active years of service and on the anniversary date of employment: an accrual on a prorated basis up to six (6) weeks.

At its discretion, the CAO/Clerk or Council may vary the above entitlements to accommodate individual hiring situations.

14.3 Unless otherwise approved, Full-time Employees shall receive vacation entitlement according to credited service in each preceding year. Credited service for the purpose of this Policy commences from the first date of employment and shall include the probationary period, and any pregnancy or parental leave. Notwithstanding Section 14.4, continuous active service shall mean on duty with no break in time served.

14.4 In accordance with Section 14.2 and 14.3 above, an approved leave (i.e. pregnancy/parental leave, short term disability, etc.) of absence without pay directly from the Township for up to thirteen (13) weeks will not affect the calculation of years of

service for purposes of determining the employee's entitlement to vacation with pay. An approved leave of absence for thirteen (13) weeks or more is a break in active service and therefore the calculation of years of service for the purposes of determining the employee's entitlement to vacation with pay will be reduced by the length of the leave unless otherwise specified by legislation. However, pursuant to the provisions of the *Employment Standards Act*, an employee's entitlement to vacation time without pay will not be affected while Full-time Employees are on an approved leave of absence for any period.

14.5 In accordance with Section 14.2 above, in the second year of employment, and thereafter, an employee may take vacation at any time in the calendar year, subject to the approval of their Department Head and their consideration to maintaining the effective operation of the department. Vacation priority shall be granted to Full-time Employees with greater years of service.

14.6 In the case that an employee has taken their vacation entitlement and is terminated prior to the completion of the required year of active service, any vacation pay advanced will be adjusted and returned to the Township. The employee acknowledges the rights of the Township in this regard and such adjustments will be made on the employee's final pay period.

14.7 When a holiday, as defined in Section 15, falls on a day during which vacation is being taken, the Full-time Employee so affected shall be entitled to an additional day of vacation.

14.8 Employees who are eligible for vacation and are dismissed for cause or resign without giving proper notice in accordance with the provisions of this Policy, shall receive vacation pay at the amount accrued at the date of termination or resignation as provided by the *Employment Standards Act*.

14.9 Notwithstanding, Section 14.8 above, upon retirement or termination of employment, an employee providing proper notice and eligible for vacation, shall receive the value of their entitlement for the current year based on the years of employment as defined in Section 14.2 and not the minimum pursuant to the *Employment Standards Act*.

14.10 The Township encourages employees to take their annual vacation during the calendar year in which the entitlement is

earned. For Public Works (Roads/Waste, Recycling) and Arena, employees may, with the consent of the Department Head, elect to defer a maximum of one (1) week vacation entitlement to the next succeeding year provided the employee has an annual entitlement of greater than two (2) weeks. The deferred vacation shall be taken by May 31st in the succeeding year. For all other Full-time Employees, employees may, with the consent of the CAO/Clerk, elect to defer vacation entitlement, not to exceed two (2) weeks to the next succeeding year. Under no circumstances shall any employee be granted unearned vacation entitlement.

14.11 For the health and welfare of its employees, the Township believes that the taking of vacation is important. Therefore, unless so authorized, no employee shall be entitled to receive pay in lieu of holidays.

14.12 Vacation schedules shall be posted by May 1st of each year and shall not be changed unless mutually agreed upon by the employee and the Township. Employees shall assist with the preparation of vacation schedules by advising their Department Head of preferable dates for annual vacations prior to April 1st of each year. All vacations are subject to the final approval of the Department Head and CAO/Clerk.

14.13 All Part-time and Other Employees will receive vacation pay in accordance with the *Employment Standards Act* which will be paid with each bi-weekly pay schedule.

15.0 DESIGNATED HOLIDAYS

15.1 a) The following days shall be granted as designated holidays for permanent Full-time Employees and notwithstanding the provisions of Section 15.4, 15.5 and 15.6 below, shall be paid at the normal rate of pay:

New Year's Day	Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day

b) In addition to the above noted days, a Full-time Employee, who has completed their probationary period shall be entitled to the following floating holidays:

- From 0 to 3 years- one day
- After 3 years- two days

All floating holidays are subject to the final approval of the Department Head.

15.2 In the event that a new Public Holiday is proclaimed by the Federal or Provincial Governments, with review and approval from Township Council, that day so proclaimed shall become a designated holiday for the purpose of this Policy.

15.3 When any of the above listed designated holidays occur on a Saturday or Sunday, the preceding Friday or the following Monday, as determined by the Township, shall be recognized as the day off with pay.

15.4 An employee shall not be eligible for pay for a designated holiday if the employee is not at work on the regular scheduled working day preceding and the regular working day immediately following the designated holiday unless the employee is otherwise approved on leave of absence with pay, i.e. sick leave, bereavement leave, jury duty, vacation.

15.5 Any employee on an approved leave of absence without pay including short-term or long-term disability or receiving Workplace Safety & Insurance Benefits shall not be eligible for pay for any designated holiday that falls within the period of such leave.

15.6 If an employee must work on a designated holiday, wages will be paid in accordance with the Employment Standards Act, or the day may be substituted for another day off. Full time employees shall be eligible for regular rate of pay for the holiday plus 1 ½ times rate of pay for hours worked.

15.7 Save and except Full-time Employees and unless otherwise approved, Part-time and Other employees, may be eligible for holidays in accordance with the Public Holidays provisions of the *Employment Standards Act*, however they do not qualify for any other designated holidays.

15.8 Annually, the administration offices will be closed to the public starting December 25th ending New Year's Day of the following year. Therefore, employees working at the municipal office acknowledge that they should reserve three (3) annual vacation days for the Christmas break so there is no deduction to their bi-weekly pay schedule.

16.0 SICK LEAVE AND OTHER BENEFITS

16.1 All Full-time Employees who are absent from work by virtue of a genuine illness or disabled because of an injury and considered unable to perform their regular duties, and for which compensation is not payable under any other insurance shall be eligible for sick leave benefits as follows:

a) Each Employee shall be provided ten (10) sick days leave at the commencement of each calendar year. For clarity, 10 days of sick pay equates to the following breakdown based on employee hours of work (70 hours for those working 35 hours weeks, 80 hours for those working 40-hour weeks) .

b) Full-time Employees shall use their sick leave to cover absences due to their personal illness and includes special leave.

c) An employee shall confirm with their Department Head immediately each day of their absence due to illness to advise that they are unable to work save and except a circumstance where other notification has been given for longer periods of illness.

d) The Township shall grant ten (10) sick leave days grace for any Full-time Employee who has less than the required accumulation and is certifiably ill. However, the Township reserves the right to require a certificate from a qualified medical practitioner to substantiate that the employee was sick prior to any sick leave benefit payments. Employees are responsible for all third-party medical service fees.

16.2 Full-time Employees shall pay thirty percent (30%) of the total cost of the Employer's disability / health care benefit premiums

however, where applicable employees can use their accrued sick days to pay for the benefit premium.

16.3 Pursuant to the sick leave benefits outlined within this Section, the Township agrees to pay the insurance premiums necessary to maintain extended health coverage for eligible Full-time Employees in the active employment of the Township subject to the terms and conditions thereof.

16.4 In addition to any required statutory legislation, employees shall join the Ontario Municipal Employees Retirement System (OMERS). The Township and the employee shall make contributions in accordance with the provisions of the plan.

16.5 All Part-time and Other employees will receive only such benefits as are required by legislation or are authorized by Council.

16.6 If an employee needs to take a disability leave, she/he will inform his/her department head and human resources. The employee and the department head will maintain regular contact, with the employee's consent, to address any problems that may arise and facilitate the return-to-work process. The plan will include the following steps:

a) Initiate the leave and stay in contact with employee
b) Gather relevant information and assess individual needs
c) Develop of return-to-work plan (see annexe A of the HR Policy)
d) Implement, monitor, and update plan as required.

17.0 LEAVE OF ABSENCE WITHOUT PAY

17.1 Save and except pregnancy and parental leave, for a leave of absence without pay, the Township cannot guarantee upon return to work, the same position or salary but will endeavour to reinstate an employee in a position that is equal and comparable to the position held prior to such leave.

17.2 An employee on an authorized leave of absence without pay is responsible for paying benefit premiums in order to maintain coverage with the Township Plan. This coverage shall not exceed 24 months from the date of absence. Arrangements and payments shall be made directly with the Township prior to or

during the leave. After 24 months, participation in the benefit plan is not permitted. The employee will be responsible for both his share and that of the Township' share.

17.3 No OMERS contributions will be made by either the Township or the employee during the leave, but the employee may arrange directly with OMERS to contribute for the broken service. The employee will be responsible for both his share and that of the Township' share.

17.4 Any absence from work without the approval of the Department Head and CAO/Clerk is considered absence without leave. In addition to forfeiture of pay, unauthorized absence may result in dismissal. A Full-time Employee who is absent from duty without proper approval for a period of two (2) weeks may, by written notification, be declared to have abandoned their position and cease to be an employee of the Township.

17.5 Under no circumstances shall any employees be granted leave of absence without pay as vacation entitlement.

18.0 LEAVE OF ABSENCE - PERSONAL

18.1 Employees are entitled to personal emergency leave provisions in accordance with the Part XIV, Leave of Absence of the *Employment Standards Act*. As soon as reasonably possible, an employee must inform their Department Head that they are requesting a personal emergency leave of absence without pay. Furthermore, an employee must provide reasonable proof to their Department Head and CAO/Clerk that they are entitled to a personal emergency leave.

18.2 Where the employee requesting a personal emergency leave of absence under this Section is a Department Head, the CAO/Clerk shall receive the request, or in the case of CAO/Clerk, Council shall receive the personal emergency leave request.

18.3 Under no circumstances shall any employees be granted leave of absence without pay as vacation entitlement.

19.0 LEAVE OF ABSENCE - BEREAVEMENT

19.1 A paid leave of absence up to five (5) working days shall be granted to a Full-time Employee, without loss of pay or benefits, for the purpose of planning and/or attending the funeral of a member of the employee's immediate family.

19.2 A paid leave of absence up to three (3) working days shall be granted to a Full-time Employee, without loss of pay or benefits, for the purpose of planning and/or attending the funeral of a member of the employee's extended family, that being an in-law, grandparent or grandchild.

19.3 A paid leave of absence up to two (2) working days shall be granted to a Full-time Employee, without loss of pay or benefits, for the purpose of attending the funeral of a member of the employee's family, namely an aunt or uncle.

19.4 A paid leave of absence of one (1) working day shall be granted to a Full-time Employee, without loss of pay or benefits, for the purpose of attending the funeral of a member of the employee's family, namely a niece, nephew or a co-worker.

19.5 A paid leave of absence of one-half (½) working day shall be granted to a Full-time Employee, without loss of pay or benefits, for the purpose of attending the funeral to be a pallbearer.

19.6 Days off for bereavement leave other than those as provided herein must be charged to accumulated overtime, vacation or taken without pay.

19.7 For the purposes of bereavement leave, a Full-time Employee shall be entitled to one (1) additional day to attend any of the foregoing, should the funeral be held in excess of six hundred (600) kilometers, return trip, from the employee's principal residence.

20.0 LEAVE OF ABSENCE - PREGNANCY / PARENTAL LEAVE

20.1 The Township shall grant unpaid pregnancy and/or parental leave in accordance with the provisions of the *Employment Standards Act*. The request shall be received in writing in advance of the leave.

20.2 Where an employee does not intend to resume their duties after the approved leave, the employee shall give their resignation in accordance with the terms of employment outlined in Section 7.1 of this Policy.

20.3 During the period of the employee's pregnancy or parental leave, the Township will continue to contribute to any prescribed benefit plan unless the Full-time Employee provides the Township with written notice that they do not intend to pay, where applicable, their portion of contributions.

21.0 LEAVE OF ABSENCE - OTHER

21.1a) All Full-time Employees that are required to attend for jury selection or serve as a juror in any court shall be granted a leave of absence without loss of pay or benefits. The employee is expected to report to work whenever the court schedule permits. The Township shall pay the employee the difference between their normal earnings and the payment received for jury service, excluding payment for travel, meals or other expenses. The employee will present proof of service, and the amount of pay received to their Department Head or, if applicable, the CAO/Clerk.

b) Any time spent by an employee required to serve as a court subpoenaed witness, in any legal procedures in which the Township is part of such proceedings, shall be considered as time worked with entitlement to the employee's regular rate of pay.

c) The provisions of Section 21.1 (a) and (b) above, shall not apply to Part-time or Other employees.

21.2 All employees shall be entitled to Reservist Leave in accordance with the provisions of the *Employment Standards Act*. The employee must provide their Department Head with reasonable written notice of the day on which they will begin and end the leave.

22.0 RECOGNITION (YEARS OF SERVICE)

22.1 The Township shall formally recognize all Full-time Employees achieving the completion of the following years of service:

Completion of	Award
5 years of service	$30 value
10 years of service	$50 value
15 years of service	$75 value
20 years of service	$100 value
25 years of service and beyond (at five year intervals)	$150 value

23.0 EDUCATION AND DEVELOPMENT

23.1 Each year, Department Heads shall establish a budget for employee training and development based on the needs of their department including any special requirements that may be needed in order to accommodate the needs of an employee with a disability.

23.2 The Township will pay, or Full-time Employees will be reimbursed for the cost of tuition fees and reading materials for educational / professional courses taken if all the following conditions are met:

a) The course is in-line with or directly related to the employee's present job and/or the future promotion of the employee with the Township.

b) The course is given by a recognized educational institution.

c) Prior to the commencement of the course, the course details have been submitted to the Department Head and has received their approval prior to a final review by the CAO/Clerk.

d) The employee must meet all course criteria, including the successful passage and documentation thereof, and submit proof for their personnel file or they may forfeit the right to

claim any compensation from the Township and/or, if the course was pre-paid, and notwithstanding the *Employment Standards Act* with respect to withholding, it is agreed that the Township shall be reimbursed for these costs, or part thereof, from the employee's pay and within the applicable calendar year.

e) The expenditures for the course are within the approved budget for the year.

f) The employee is responsible for and must adhere to any *Income Tax Act* requirements resulting from the Township's payment/reimbursement.

g) Acknowledgment and understanding, that an employee attending an education or training course or portions thereof or conference for which the Township pays the cost including salary, is not entitled to receive any additional time off in lieu or payment thereof.

h) With the exception of legislated mandatory training, when an employee attends an education or training course or portions thereof for which the total gross cost to the Township, excluding salary, exceeds seven hundred and fifty dollars ($750.00), the employee agrees to remain in the employ of the Township for a period of one (1) year following the completion of the course. In the event the employee does not meet this requirement, the employee shall reimburse the Township at a rate of ten percent (10%) of the total Township's cost for each month or part thereof of the requirement not fulfilled, to a maximum of the total gross cost. Notwithstanding the *Employment Standards Act* with respect to withholding, it is agreed that the Township shall be reimbursed for these costs or part thereof from the employee's final pay.

23.3 The Township shall pay for the CAO/Clerk and Department Heads' membership fees including a professional designation, up to a maximum of two (2) professional associations each year and as approved in the annual budget. Upon written recommendation by the Department Head to the CAO/Clerk, the Township may pay a membership fee for an employee within their department, up to a maximum of one (1) professional association each year and as approved in the annual budget. Employees are

responsible for and must adhere to any *Income Tax Act* requirements resulting from the Township's payment(s) thereof.

23.4 At the discretion of the CAO/Clerk, and as approved in the annual budget, the CAO/Clerk and Department Heads may attend an annual job-related convention or conference, and the Township will pay or reimburse reasonable costs associated with attendance including registration fees, meals to a maximum of eighty dollars ($80.00) daily including gratuity, reasonably priced hotel accommodation, mileage or travel costs upon presentation of valid receipts. There will be no compensation for alcohol. Full-time Employees attending such professional development training will receive their regular salary.

23.5 With the exception of an employee's personal driver's licence, the Township shall reimburse Full-time Employees for the renewal of licenses, certificates, endorsements and vaccines as required in the performance of their duties. The Township shall reimburse the employee upon presentation of valid receipts, in the current year, and to an annual budgeted maximum as agreed by the Township.

23.6 All employees shall have and maintain valid licenses, certificates and endorsements related to their job. An employee shall be responsible to report the loss of any licenses, certificates and/or endorsements to their Department Head. Failure of an employee to maintain the required licenses, certificates and/or endorsements may result in an employee being laid off and possibly terminated.

24.0 HEALTH AND SAFETY

24.1 All employees are responsible for ensuring they are familiar with the provisions of the *Occupational Health and Safety Act* and their responsibilities pertaining thereto.

24.2 In accordance with the *Occupational Health and Safety Act* or any other applicable legislation, employees shall always wear and use safety equipment during the performance of their employment responsibilities.

24.3 The Township shall provide the following:

a) Public Works (Roads/Waste, Recycling), Building Department and Arena Full-time Employees, by May 20th of each year, shall be paid $ 500 + CIP as an allowance for the purchase of safety workwear. Workwear shall be defined as boots, pants, shirts coveralls, coats and proper clothing to perform the employee's duties. Upon the Township's request, each employee must provide a valid purchase receipt.

b) Part-time or Other Employees shall, at the conclusion of each period of employment, be paid an allowance of $75.00 for the purchase of safety workwear provided such employment has a duration of not less than six (6) months. Upon the Township's request, each employee must provide a valid purchase receipt of their safety workwear.

c) It shall be the responsibility of the Township to provide all employees with the required safety equipment attire and shall include items such as safety vests, safety gloves, chainsaw safety clothing or any other safety clothing pertaining to workplace safety. Respecting the annual budget, the Department Head shall make the final determination.

d) As mutually agreed, by the CAO/Clerk and Full-Time employees, office attire shall be purchased with the amount allotted of $150.00 per year.

24.4 Employees who contravene Section 24.2 above shall be disciplined by their Department Head which may include up to a maximum of two (2) days off work without pay per occurrence and/or termination.

24.5 In accordance with the *Smoke-Free Ontario Act*, the Township complies with the prohibition of smoking or vaping of tobacco, cannabis or e-substances in municipal buildings, Township owned or leased properties and vehicles, etc.

25.0 MILEAGE / TRANSPORTATION

25.1 An employee using their personal vehicle in the performance of Township related business, other than the normal transportation to and from work, shall be reimbursed based on current mileage allowance as approved by Council which shall be in accordance with the rates established by the United Counties of Stormont, Dundas and Glengarry. The mileage payment is calculated to cover all reasonable costs involved in vehicle operation and accordingly, no other payments will be made for this purpose.

25.2 As approved by the Department Head, an employee using their vehicle in accordance with Section 25.1 above shall receive reimbursement for mileage traveled and must submit a travel expense report each month for authorization and reimbursement.

25.3 Notwithstanding the foregoing, employees traveling on Township business shall be reimbursed for transportation to and from the destination. The Department Head has the responsibility of determining what travel arrangements are reasonable and appropriate in each case, and for the pre-approval thereof. All attempts will be made to obtain the most cost-effective travel arrangements while reasonably balancing time constraints.

26.0 TOWNSHIP EQUIPMENT

26.1 In accordance with established policies, the Township may provide Department Heads and other persons as approved by the CAO/Clerk, with equipment such as cellular phones, credit cards, etc.

26.2 The use of all Township equipment including credit cards are restricted to Township business only. Unauthorized personal use of Township property will require reimbursement by the employee to the Township and may include further disciplinary action.

26.3 Immediately upon an employee resigning from or employment termination or on leave, all Township equipment including credit cards must be returned.

26.4 In the event of any Township's equipment being lost or stolen, the employee shall immediately report such loss to their Department Head.

27.0 RULES OF CONDUCT

27.1 The Township believes that employees will always act fairly and reasonably and may, from time to time, establish relevant policies such as a Code of Conduct. Accordingly, it is for the protection of that majority that the following activities and practices are expected by all employees:

a) Conduct themselves in a friendly, courteous and professional manner with all co-workers and the public;

b) Maintain the highest ethical standards and refrain from gossip;

c) Cooperate freely;

d) Be honest, trustworthy, reliable and dependable in fulfilling all duties; and

e) Take direction from their Department Head and work cooperatively with fellow employees.

27.2 Employees are responsible for complying with the Rules of Conduct contained herein and any other established policies during working hours and at work-related functions that take place outside of business hours. Copies of policies are available upon request through the Clerk's office.

27.3 The Township expects a standard of dress and grooming from employees that is reasonable and appropriate under the circumstances.

27.4 In accordance with the established Township of North Stormont's Harassment and Sexual Harassment Workplace Policy, the Township will not permit harassment of any employee. Proven harassment will result in disciplinary action up to and including termination.

28.0 APPEAL PROCEDURE

28.1 Employees who feel that they are not being treated in accordance with this, or any other Township policy may raise the matter with their Department Head.

28.2 If the matter has been raised with their Department Head and they are unable to resolve it; the Department Head will refer the matter to the CAO/Clerk.

28.3 If the matter remains unresolved after referral to the CAO/Clerk, Council will render a judgement which shall be final.

28.4 The appeal procedure is not available to employees during their probationary period or where specifically excluded in this Policy.

29.0 CONFLICT OF INTEREST

29.1 All employees shall endeavour to carry out their duties in a manner which upholds the integrity of the Township and fosters public confidence in the employee's independence and the Township's procedural fairness.

29.2 Because of possible interference with their own jobs, employees must not perform work for a supplier of goods or services to the Township, unless prior approval is given in writing by the CAO/Clerk. Similarly, the CAO/Clerk must receive Council's approval in writing before the CAO/Clerk performs work for a supplier.

29.3 Employees must not accept gifts, entertainment or other personal favours beyond common courtesies from suppliers with whom the Township has business dealings or others connected directly or indirectly with the performance of their duties as a Township employee.

29.4 As determined by the Department Head and/or the CAO/Clerk, employees are required to swear or affirm an oath of secrecy / confidentiality and must comply with Conflict-of-Interest guidelines.

30.0 PROHIBITED ACTIVITIES

30.1 The following activities and practices are strictly prohibited and will result in immediate and serious disciplinary action, up to and including termination for cause:

a) While within the *Workplace* no use of alcohol is permitted unless the consumption of alcohol occurs at an event approved by the Mayor or Council at which alcohol is served.

b) While within the *Workplace,* no use of drugs is permitted.

c) This Chapter shall not apply to alcohol and drug use outside the *Workplace* with three exceptions. In each of the following exceptions, the use of alcohol or drugs outside the *Workplace* will be a contravention of this policy:

i. If the alcohol or drug use negatively affects the performance of the *Employee* within the *Workplace.* Without limiting the generality of the foregoing, an *Employee's* performance will be deemed to have been negatively affected if he or she consumes alcohol and comes to work with the smell of an alcoholic beverage while exhibiting erratic or unusual behavior, stumbling, difficulty speaking, loss of balance, or lack of co-ordination;

ii. If it is a position requirement for a specific position that an *Employee* shall have no alcohol or drugs in his or her system while within the *workplace* and the *Employee* comes to work or resumes work following a lunch or other break with alcohol or drugs in their system; or

iii. If the *Employee* operates a Township-owned motor vehicle or dangerous machinery as part of his or her duties and the *Employee* comes to work or resumes work following a lunch or other break with any alcohol or drugs in their system.

d) Any staff who have taken alcohol or drugs, whether such consumption is allowed or prohibited by the provisions of

this Chapter, that might interfere with their ability to operate motor vehicles (where the operation of a motor vehicle is part of the *Employees* job duties) or dangerous machinery (where the use of dangerous machinery is part of the *Employee's* job duties), or otherwise perform their job duties, must advise their supervisor who will be required to take appropriate action.

e) This Chapter shall not prohibit the use of alcohol or drugs in any of the following situations:

i. Where alcohol is consumed as a trace ingredient in a prescription medication being taken by an *Employee;* or

ii. Where drugs are taken for the treatment of a medical illness or disorder and are either prescription or non-prescription and are used in accordance with the prescription or other instructions accompanying the medication.

In the event that either (i) or (ii) applies but the use of alcohol or drugs nevertheless gives rise to the circumstances in (d) above, the "appropriate action" to be taken by the supervisor shall include reasonable efforts to accommodate the *Employee* by providing alternative work.

f) For purposes of this Chapter, normal office equipment shall not be deemed to constitute dangerous machinery.

g) Removal from the premises of Township owned items or items owned by other employees without specific permission.

h) Physical or verbal abuse of, or threats towards other employees. The Township of North Stormont has established a Harassment and Sexual Harassment Workplace Policy. A copy of the policy is available upon request through the Clerk's office.

i) Flagrant disregard of Township safety rules.

j) Being convicted of a criminal offence related to the employee's work or being unable to work for an extended period because of any criminal conviction.

k) Willful and malicious damage to Township property.

l) Serious violations of the *Ontario Human Rights Code*.

m) Unprofessional actions such as publicly expressing discontent with the Township or publicly damaging the Township's reputation.

n) Violations of other sections in this Policy, the result of which could be damaging to the Township's interests or reputation, or injury or significant loss to another employee, Township Council or the public.

o) Nothing in the above section prevents the Township from implementing disciplinary measures for disruptive and inappropriate activities which do not meet the criteria for prohibited activities and practices.

31.0 COMMUNICATIONS

31.1 The Township welcomes suggestions from employees regarding improvements in operations, new or revised policies and similar items. Suggestions should be made in writing to the Department Head or to the CAO/Clerk.

Individual Accommodation Plan Process



Individual Accommodation Plan Process

The Township of North Stormont is committed to accommodating people with disabilities and will use the following process to identify and meet employee accommodation needs.

1. Recognize the need for accommodation

Accommodation can be:

- requested by the employee
- identified by the employee's manager or hiring manager

2. Gather relevant information and assess individual needs

The employee is an active participant in this step

- Information will be collected on the employee's functional abilities, not the nature of the employee's disability
  - The employee's personal information, including medical information, is kept secure and dealt with in a confidential manner. It will only be disclosed to individuals who need it to perform the accommodation process.
- The employee and his/her manager will work together to find the most appropriate accommodation
  - A medical or other expert may be engaged (at the company's expense) to help determine if/how the employee's needs can be accommodated
  - The employee may ask a bargaining agent or other workplace representative to participate in the process

3. Write an individual accommodation plan

After identifying the most appropriate accommodation(s), the details will be documented in a written plan, including:

- What accommodation(s) will be provided
- How to make information accessible to the employee, including accessible formats and communication supports
- Employee emergency information and/or emergency response plan (if applicable)
- When the plan will be reviewed and updated

The manager will give the employee in an accessible format (if required), a copy of the individual accommodation plan, or written reasons for denying accommodation.

4. Implement, monitor and update the plan

After implementing the accommodation plan, the employee and his/her manager will monitor and review the plan to ensure that it is effective. Formal reviews and updates will take place on the mutually agreed upon, predetermined schedule in the employee's accommodation plan. If the accommodation is no longer appropriate, the employee and the manager will reassess the situation (step 2) and update the plan.

The accommodation plan will also be reviewed and updated if:

- the employee's work location or position changes
- the nature of the employee's disability changes

Sample Individual Accommodation Plan

Confidential when completed

Employee Information

Last Name | First Name

Title / Department

Manager Information

Last Name | First Name

Title / Department

Accommodations		**Next plan review**		
Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)	Date (yyyy/mm/dd)	Or	Frequency

Limitations

List any functional limitations that the employee experiences, how it affects different aspects of his/her job and if each task is an essential part of the role.

1. Limitation

Tasks / activities affected

Essential job requirement?

☐ Yes ☐ No

Accommodations

Using the list of tasks from the limitations section above, identify what types of accommodation or support would help the employee accomplish the task. List a strategy or tool that will provide that accommodation.

1. Task

What must the accommodation achieve?

Accommodation strategy

Implementation

List the actions required to achieve the accommodation(s) identified in the prior section.

1. Action

Assigned to

Due Date (yyyy/mm/dd) | Date Completed (yyyy/mm/dd)

Information sources

Identify and include the contact information for any experts consulted when building the plan (e.g., human resources manager, family doctor, specialists)

1. Last Name	First Name
Title/Role	
Email Address	Telephone Number ext.

Related documents

Attach any additional documents required to support the employee.

- ☐ Employee emergency plan (if applicable)
- ☐ Accessible format of the individual accommodation plan (if needed)
- ☐ What type(s) of accessible formats and/or communications support the employee needs (if requested)
- ☐ Return to work plan (if applicable)
- ☐ Other (specify): ▼

Comments / Notes

Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

Signature

Employee's Signature	Date (yyyy/mm/dd)
Manager's Signature	Date (yyyy/mm/dd)

* This sample accommodation plan is for informational purposes only and should not be taken as legal advice. You should contact a lawyer for advice for your particular set of facts or circumstances.

Return to Work Plan



Return to Work Process

North Stormont Township is committed to supporting employees who have been absent from work due to a disability. We will use the following process to help employees who require accommodation to return to work. *

Step 1. Initiate the leave and stay in contact with the employee

If an employee needs to take a disability leave, s/he will inform his/her manager and human resources. The employee and manager will maintain regular contact, with the employee's consent, to address any problems that may arise and facilitate the return-to-work process.

Step 2. Gather relevant information and assess individual needs

The employee and manager will work together to share information and find the most appropriate accommodation, for example:

Department Head

- Provides the employee with return-to-work information
- Helps resolve any problems with treatment if requested to do so by the employee
- Maintains regular contact with the employee
- Ensures work practices are safe for returning employee
- Assists with identifying accommodations
- Assists with analyzing the demands of each job task

Employee

- Gets and follows the appropriate medical treatment
- Provides updates about their progress, including information about his/her functional ability to perform the job
- Provides his/her health care provider with the return-to-work information

Health care provider(s), union/workplace representative(s) and health and safety professional(s) may also participate in the process, if needed.

Step 3. Develop a return-to-work plan

After identifying the most appropriate accommodation, safety considerations and any transitional measures, capture the details in a written plan.

Depending on circumstances, the employee may:

- return to the original position
- return to the original position with accommodation(s) on a temporary or permanent basis
- return to an alternate position on a temporary or permanent basis

The return-to-work plan should be attached to the employee's individual accommodation plan.

Step 4. Implement, monitor, and update the plan

After implementing the return-to-work plan, the employee and manager will monitor and review the plan regularly to ensure that it remains effective. If the accommodation is no longer appropriate, they will reassess the situation (step 2) and update the plan.

* This return-to-work process does not replace or override any other return to work process created by or under any other statute. It should not be taken as legal advice. You should contact a lawyer for advice for your set of facts or circumstances.

Return to Work Plan

Confidential when completed

Employee Information

Last Name	First Name
Title / Department	

Manager Information

Last Name	First Name
Title / Department	

Return to work plan start date (yyyy/mm/dd)	Return to work plan end date (yyyy/mm/dd)

Goal

At the end of the return-to-work process, the employee will return to his/her

- ☐ Original job
- ☐ Original job with modifications
- ☐ Alternate job (include job description)

Accommodations and transitional measures

List any limitations the employee experiences as a result of his/her disability, how it affects different aspects of his/her job and any accommodations or safety measures required to help the employee return to work. Accommodations may include, but are not limited to:

- Modified work hours/days
- Modified work location
- Modified job requirements
- Assistive device(s)
- Additional support (e.g. colleagues helping with specific tasks)

If the measures will be phased in or out, include a start/end date.

1. Limitation

Tasks/activities affected

Accommodation

Safety considerations

Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)

Add limitations Remove limitations

Page 2 of 3

Assignment to alternate position

Complete this section if the employee will not be returning to his/her original job. The assignment to an alternate position may be temporary or permanent.

Job title	Length of assignment

Describe the new position

List any training requirements and safety precautions

Comments / Notes

Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

Signature

Employee's Signature	Date (yyyy/mm/dd)
Manager's Signature	Date (yyyy/mm/dd)

Emergency Individual Plan



Checklist

Plan

- [ ] Review your emergency information
  - This includes, but is not limited to, evacuation plans, fire safety plans, emergency maps, alarm systems, fire exits, designated waiting areas, etc.
- [ ] Ask yourself, how do I share information with staff, so they know what to do in an emergency?
  - For example, an employee who is deaf may need someone to alert them during audible alarms or announcements.
- [ ] Develop a self-assessment form (see Appendix A) that can be shared with employees with a disability, so they can complete it.
  - This form can help you determine appropriate and effective workplace responses during an emergency for an employee with a disability.

Do

- [ ] Ask existing employees or a new employee during orientation if they would need help in an emergency.
  - You can use the sample email (see Appendix B) to ask staff if they need individualized emergency information and if they need information in an accessible format.
- [ ] Make your emergency information accessible by asking staff if they need emergency information in an accessible format.
  - For example, you can recreate a document in an accessible format by printing it in large print for a person with a vision loss. You can add captioning to videos to communicate with person who is deaf.
- [ ] Get the employee's consent (see Appendix C) to only share the emergency information with the people who will help them. Do not share details of the employee's medical condition or disability.
  - For example, have a buddy system where an employee lets the person with a disability know when an alarm is activated.

Act

- [ ] Develop an emergency response information document (see Appendix D) with the employee with a disability.
  - You can use the information collected in the self-assessment form to create an individualized emergency response document
- [ ] Review the emergency information with the employee if they move to another work location or if their accommodation needs change or if your emergency policies and/or procedures change.
  - For example, you can have a test fire drill to see how well the workplace emergency plan worked for the needs of employee(s) with a disability.

Potential Emergency Response Barriers

3. Can you see or hear the fire/security alarm signal?

☐ Yes ☐ No ☐ Don't Know

If No, what would help you know the alarm was flashing/ringing?

Type your response in this textbox.

4. Can you activate the fire/security alarm system?

☐ Yes ☐ No ☐ Don't Know

If No, what would help you sound the alarm?

Type your response in this textbox.

5. Can you talk to emergency staff?

☐ Yes ☐ No ☐ Don't Know

If No, what would help you to communicate with them?

Type your response in this textbox.

6. Can you use the emergency exits?

☐ Yes ☐ No ☐ Don't Know

If No, what would help you to exit the building?

Type your response in this textbox.

7. Does your mobility device fit in the emergency waiting area?

☐ Yes ☐ No ☐ Don't Know

If No, what would help it fit, or is there a better location?

Type your response in this textbox.

8. Could you find the exit if it was smoky or dark?

☐ Yes ☐ No ☐ Don't Know

If No, what would help you find the exit?

Type your response in this textbox.

Appendix B
Sample Email Memo

To: All Staff

Subject: Employee safety during emergencies

At **[Name of Organization]**, we take employee safety seriously.

If you have a disability, whether permanent or temporary, and may need help during an emergency, please let me know.

I will ask you to complete a self-assessment form, then work with you to develop individualized emergency response information that will meet your needs in an emergency.

Please note that I do not need to know the details of your medical condition or disability, only the kind of help you may need. The information you provide will be kept confidential and only shared with your consent.

If you have questions or you already have emergency response information and need to adjust it, please let me know.

Thank you.

[Manager's Name]

Appendix C
Consent to Share Individualized Emergency Response Form

Name of Employee	**Name of Organization**

I consent to sharing this individualized emergency response information with the individuals listed below, who have been designated to help me in an emergency.

Emergency Support Staff

The following people have been designated to help in an emergency.

1. Employee

Name	Location
Contact Information	Type of Assistance

2. Employee

Name	Location
Contact Information	Type of Assistance

3. Employee

Name	Location
Contact Information	Type of Assistance

4. Employee

Name	Location
Contact Information	Type of Assistance

Employee's Signature	Date (yyyy/mm/dd)
Manager's Name	
Manager's Signature	Date of Next Review (yyyy/mm/dd)

Appendix D
Sample employee emergency response information

Instructions

Important: All information in this document is confidential and can only be shared with the employee's consent (**see Appendix C:** Consent to Share Individualized Emergency Response Form).

Individualized Workplace Emergency Response Information For:

Name		
Department		
Telephone Number ext.	Mobile Phone Number	Email Address

Emergency Contact Information

Name		
Telephone Number ext.	Mobile Phone Number	Email Address

Work Location

Where do you work?

Address	Floor
Room Name/Number	

Do you work in different places on a regular basis?

☐ Yes ☐ No

If yes, list the addresses, floors and room locations below.

1. Work Location

Name		
Location	Floor	Room Name and Number

2. Work Location

Name		
Location	Floor	Room Name and Number

3. Work Location

Name		
Location	Floor	Room Name and Number

4. Work Location

Name		
Location	Floor	Room Name and Number

Emergency Assistance Requirements

1. Can you read and/or access the emergency information?

☐ Yes ☐ No ☐ Don't Know

If No, tell us what can be done to make this information accessible to you.

Type your response in this textbox.

2. Can you see the fire alarm signal?

☐ Yes ☐ No ☐ Don't Know

If No, tell us how we can let you know fire alarm is flashing

Type your response in this textbox.

3. Can you hear the fire alarm?

☐ Yes ☐ No ☐ Don't Know

If No, tell us how we can let you know the fire alarm is ringing

Type your response in this textbox.

4. Can you use the emergency exits?

☐ Yes ☐ No ☐ Don't Know

If No, tell us what help you need to safely exit the building

Type your response in this textbox.

5. Can you get to the emergency waiting area by yourself?

☐ Yes ☐ No ☐ Don't Know

If No, tell us what help you need to get to the emergency waiting area

Type your response in this textbox.

---

6. Do you need additional accommodations in an emergency?

☐ Yes ☐ No ☐ Don't Know

If Yes, tell us what help you need in an emergency

Type your response in this textbox.

Emergency Alerts

Name of employee will be informed of an emergency by (select all that apply):

☐ Existing alarm system ☐ Pager device ☐ Visual alarm system

☐ Co-worker ☐ Other

List by typing your response in this textbox.

Assistance Methods

List types of assistance (e.g., staff assistance, transfer instructions, etc.).

Equipment Provided

List any devices, where they are stored, and how to use them

Evacuation Route and/or Procedures

Provide a step-by-step description, beginning from the first sign of an emergency

---

Alternate Evacuation Route

Describe

Emergency Support Staff
(see Appendix C: Consent to Share Individualized Emergency Response Form)

1. Emergancy Support Staff

Name	Location
Contact Information	Type of Assistance

2. Emergancy Support Staff

Name	Location
Contact Information	Type of Assistance

3. Emergancy Support Staff

Name	Location
Contact Information	Type of Assistance

4. Emergancy Support Staff

Name	Location
Contact Information	Type of Assistance

Manager's Name	
Employee's Signature	Date (yyyy/mm/dd)
Manager's Signature	Date of Next Review(yyyy/mm/dd)

Print Form Clear Form

CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 59-2025

BEING a By-Law to amend, Schedule C - Fire Department, By-Law No. 06-2025 a By-law to establish fees and charges for licences, permits, certificates and various municipal services.

WHEREAS the *Municipal Act, 2001*, c.25, Section 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, Section 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. 391 authorizes the municipality to impose fees and charges on persons;

AND WHEREAS there is authorization to add unpaid fees and charges imposed by the municipality to the tax roll for which the owners are responsible for paying the fees and charges;

AND WHEREAS the Council of the Township of North Stormont is desirous of amending Schedule C to add fees and charges for certain licences, permits, certificates and various municipal services, namely the Fireworks Permit.

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

1. That Schedule "C" of By-Law 06-2025 be deleted in its entirety and replaced with Schedule "A" as attached hereto.

2. That all other Schedules and relevant provisions of By-Law 06-2025 shall remain in effect.

3. That this By-Law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in Open Council, signed and sealed this 22nd day of July, 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

SEAL

Schedule "A"
To By-Law No. 59-2025

Schedule "C"
Fire Department

Service Provided	**Fees**
Inspection - Single Dwelling	$78.00
Inspection Duplex	$104.00
Inspection Triplex	$130.00
Apartment Buildings	$104.00
- Each Additional Unit	$26.00
Inspection Industrial/Commercial	$156.00
- Each Additional Unit	$31.00
Inspection Commercial with residential	$104.00
- Each additional commercial or residential unit	$26.00
Licensed Day Care Inspection	$104.00
Fire Safety Plan Review	$80.00
- Approval for each submission	$33.00
Letters/Incident Reports	$80.00
Fireworks Permit	$150.00
False Alarm	
First False Alarm	Nil
Second False Alarm in any 12-month period	$200.00
Each subsequent false alarm in any consecutive 12-month period	$400.00
Non-Resident	
Non-Resident – vehicle fire/accident	MTO rates
Non-Resident – ice/water rescue	MTO rates
Response	
Specialized equipment and/or resources to control or minimize loss (not provided by fire department) *	Total cost recovery
Equipment required to take down or make safe a scene for investigation or overhaul (not owned by Fire Department) *	Total cost recovery
Demolish, clean-up and make safe after a fire (if not completed by property owner) *	Total cost recovery
Clean-up spills as defined in the Environmental Protection Act, Part C, as amended *	Total cost recovery
Other	
Special Events for Fire Protection/Standby Supervision only	Total cost recovery
Smoke Alarms/Carbon Monoxide Alarms	Total cost recovery

*** Vehicle and firefighter hours to include refurbish of vehicles and equipment readied for the next incident or response (Total cost recovery)**

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 60-2025

BEING a By-Law to repeal By-Law No. 92-2022 to appoint a Deputy Clerk.

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

AND WHEREAS the *Municipal Act, 2001*, c.25, Section 228 (2) gives authority to a municipal Council to appoint a Deputy Clerk;

AND WHEREAS the Council of the Township of North Stormont wishes to repeal By-Law No. 92-2022.

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

1. That By-Law No. 92-2022 is hereby repealed in its entirety, and any other By-laws inconsistent with this By-law is hereby repealed.

2. That this By-law shall come into full force and effect on the date of passing.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July, 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

SEAL

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 61-2025

BEING a By-Law to appoint a Deputy Clerk.

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

AND WHEREAS the *Municipal Act, 2001*, c.25, Section 228 (2) gives authority to a municipal Council to appoint a Deputy Clerk;

AND WHEREAS the Municipal Act, 2001, c.25, Section 228 (2) provides that a Deputy Clerk shall have all the powers and duties of a Clerk.

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

1. Effective August 11th, 2025, Aiden Cleary is hereby appointed Deputy Clerk for the Corporation of the Township of North Stormont and shall carry out all statutory duties in accordance with the Municipal Act, 2001 and any other Acts that apply.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July, 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

SEAL

Ministry of Municipal Affairs and Housing

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

Ministère des Affaires Municipales et du Logement

Bureau du sous-ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7100

Ontario

242-2025-4

June 19, 2025

Dear Sir/Madam,

I am writing to provide clarity regarding the authority of municipalities in setting building standards, particularly in light of the recently passed legislative changes under the *Protect Ontario by Building Faster and Smarter Act, 2025* (Bill 17).

As part of the government's commitment to accelerating housing development and ensuring consistency across Ontario, the amendment to the *Building Code Act, 1992,* in Schedule 1 of Bill 17 now provides greater clarification that municipalities do not have, and have never had, the authority to pass by-laws that establish construction or demolition standards. Municipalities cannot use provisions in the *Municipal Act, City of Toronto Act*, and *Planning Act,* including site plan control, to create and require construction or demolition standards for buildings. This includes, but is not limited to, local green building standards or green development standards as they pertain to the construction of a building, including any energy efficiency requirements for buildings.

The intent of this clarification is to:

- Ensure predictability and consistency for builders and developers across the province.
- Avoid duplication and any differences between municipal by-laws and provincial regulations.
- Support the timely delivery of housing and other buildings.
- Avoid the need for developers and designers to redesign their products for use in different municipal jurisdictions.

Municipalities play an important role in community planning and development, however, it is essential that all jurisdictions operate within the framework established by provincial legislation to ensure a streamlined and effective approach to building across Ontario.

As this clarification is reflected in municipal processes, the ministry has been directed to monitor outcomes to ensure actions are not taken to bypass this, which would erode efforts to ensure standardization of mandatory requirements across the province. If necessary, and considering economic conditions, the government is prepared to take additional legislative action to ensure municipalities are adhering to the provincial framework and reducing red tape in this space.

Should you have any questions or require further clarification, please contact David McLean, Assistant Deputy Minister, Housing Policy and Planning Division, MMAH.

Sincerely,



Martha Greenberg
Deputy Minister, Ministry of Municipal Affairs and Housing

Cc: David McLean, Assistant Deputy Minister, Housing Policy and Planning Division, MMAH

From: Permissions Modernization (MECP) <permissions.modernization@ontario.ca>
Sent: June 26, 2025 4:15 PM
To: Permissions Modernization (MECP) <permissions.modernization@ontario.ca>
Cc: Malcolmson, Heather (MECP) <Heather.Malcolmson@ontario.ca>; Obaid, Juwairia (MECP) <Juwairia.Obaid@ontario.ca>
Subject: Streamlining environmental permissions for waste management systems

Good afternoon:

Ontario is streamlining environmental permissions by creating smarter and more efficient environmental permissions processes that reduce unnecessary burden for businesses while protecting human health and the natural environment. We have revoked and replaced Ontario Regulation 351/12: Registrations Under Part II.2 of the Act – Waste Management Systems with a new regulation (O. Reg. 119/25) made under the *Environmental Protection Act* (EPA) to make systems that manage additional types of wastes eligible to be registered on the Environmental Activity and Sector Registry (EASR). These changes will be implemented on August 1, 2025.

The new regulation will strengthen operational requirements for registrants and move additional waste management systems that manage the following wastes (as defined in Regulation 347) and certain additional waste activities to a registration-first approach:

- asbestos waste
- hazardous waste (excluding Polychlorinated Biphenyls [PCB] and naturally occurring radioactive material [NORM] waste)
- liquid industrial waste
- certain types of treated hazardous waste
- temporary in-vehicle storage of waste overnight for waste that is destined out of province where waste cannot be delivered on the same day as it is picked up
- temporary in-vehicle storage of waste and until the next business day for hauled sewage

These changes align regulatory requirements with industry best practices within the sector to confirm that all registered waste management activities are conducted in accordance with industry best practices.

Proponents are required to meet strict environmental standards and requirements that are protective of the environment, such as introducing new drivers training requirements and spill prevention and contingency planning. These requirements are similar to those seen in conditions of environmental compliance approvals today.

The changes are expected to reduce financial and administrative burden on the regulated community and reduce regulatory red tape for the waste management sector in Ontario. Moving additional waste types and activities to the EASR will provide a faster method of obtaining permission for waste management systems in Ontario while continuing to maintain Ontario's strict environmental standards.

The ministry retains its ability to inspect activities and confirm that they are complying with any applicable environmental standards and requirements.

In addition, these changes allow the ministry to focus its resources on higher risk and more complex permissions which continue to require an environmental compliance approval.

More information about these changes is available on the Environmental Registry of Ontario (ERO Posting: 019-6963: Streamlining environmental permissions for waste management systems under the Environmental Activity and Sector Registry | Environmental Registry of Ontario)

If you have any questions, please reach out to the Permissions Modernization team at: permissions.modernization@ontario.ca

Thank you,

Heather Malcolmson,

Director, Client Services and Permissions Branch

Environmental Assessment and Permissions Division

Interested in learning more?

The ministry will be holding an information session about waste transportation systems subject to EASR this fall. Sign up here if you are interested in attending and we will send you more details and an invite.



The Corporation of the
County of Northumberland
555 Courthouse Road
Cobourg, ON, K9A 5J6

Northumberland County
Council Resolution

SENT VIA EMAIL **June 25, 2025**

Right Honourable Mark Carney (Prime Minister of Canada)
Honourable Philip Lawrence (MP for Northumberland-Clarke)
Honourable Doug Ford (Premier of Ontario)
Honourable Victor Fedeli (Minister of Economic Development, Job Creation and Trade)
Honourable Paul Calandra (Minister of Municipal Affairs and Housing)
Honourable David Piccini (Minister of Labour, Immigration, Training and Skills Development)
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
Northumberland County's 7 Member Municipalities
All Ontario municipalities

Re: Correspondence, Township of Mulmur
'Procurement and Advocacy for Trade Agreement Exemptions'

At a meeting held on June 18, 2025 Northumberland County Council approved Council Resolution # 2025-06-18-508, adopting the below recommendation from the June 3, 2025 Finance and Audit Committee meeting:

Moved by: Councillor John Logel
Seconded by: Councillor Scott Jibb

"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

Council Resolution # 2025-06-18-508 **Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at matherm@northumberland.ca or by telephone at 905-372-3329 ext. 2238.

Sincerely,
Maddison Mather

Manager of Legislative Services / Clerk
Northumberland County

Council Resolution

Moved By J. Logel (JL)

Seconded By S. Dibb (SS)

Agenda Item 10

Resolution Number 2025-06-18-508

Council Date: June 18, 2025

"**That** Council adopt all recommendations from the six Standing Committees, as contained within the Committee Minutes (meetings held June 2, 3 and 4, 2025).

Recorded Vote Requested by _____
Councillor's Name

Carried _____
Warden's Signature

Deferred _____
Warden's Signature

Defeated _____
Warden's Signature

Northumberland County

Finance & Audit Committee Resolution

Committee Meeting Date: June 3, 2025

Agenda Item: 7.a

Resolution Number: 2025-06-03-444

Moved by: M. Martin

Seconded by: B. Ostrander

Council Meeting Date: June 18, 2025

"**That** the Finance and Audit Committee, having considered the correspondence from the Township of Mulmur regarding 'Procurement Advocacy for Trade Agreement Exemptions', recommend that County Council support this correspondence and direct staff to send a copy of this resolution to key stakeholders, including the stakeholders listed in the correspondence, as well as the MP for Northumberland - Clarke, MPP for Northumberland-Peterborough South, and Northumberland County's 7 Member Municipalities."

Carried _____
Committee Chair's Signature

Defeated _____
Committee Chair's Signature

Deferred _____
Committee Chair's Signature

758070 2nd Line E
Mulmur, Ontario
L9V 0G8

Local (705) 466-3341
Toll Free from 519 only (866) 472-0417
Fax (705) 466-2922

April 11, 2025

Procurement & Advocacy for Trade Agreement Exemptions

At the meeting held on April 2, 2025, Council of the Township of Mulmur passed the following resolution:

Moved by Lyon and Seconded by Cunningham

Whereas the Township of Mulmur recognizes that tariffs may increase the costs of goods and services sought by the Township;

And whereas the Township of Mulmur recognizes the importance of supporting Canadian businesses and workers through responsible procurement practices;

And whereas municipalities have significant purchasing power but are bound by international trade agreements;

And whereas trade agreements such as the Canadian Free Trade Agreement (CFTA) impose restrictions on municipalities, and prevent municipalities from giving preference to Canadian suppliers in procurement decisions above certain thresholds;

Now therefore be it resolved that the Township of Mulmur commits to considering Canadian suppliers for goods and services when it is feasible and fiscally responsible to do so for procurements under trade agreement thresholds:

And that the Township of Mulmur commits to continue to utilize cooperative purchasing groups to explore cost-saving measures and Canadian suppliers when it is feasible and fiscally responsible to do so.

And that the Township of Mulmur calls upon the Canadian federal and provincial governments to enact legislative changes to exempt municipalities from trade agreement restrictions while tariffs are imposed, allowing them to give preference to Canadian suppliers for goods, services, and infrastructure projects.

And further that a copy of this resolution be sent to:

- The Prime Minister of Canada
- The Premier of Ontario
- The Minister of Economic Development, Job Creation and Trade
- The Minister of Municipal Affairs and Housing
- The Association of Municipalities of Ontario (AMO)
- The Federation of Canadian Municipalities (FCM)
- All Ontario municipalities for their consideration and support.

Carried.

Sincerely,

Roseann Knechtel
Roseann Knechtel, Clerk

The Corporation of the Town of Cobourg — Resolution

Honourable Doug Ford, Premier of Ontario
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Delivered via email
Doug.fordco@pc.ola.org
premier@ontario.ca

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca

July 4, 2025

RE: Ontario's Bill 5 and its Impact on the Local Food System and the Environment

Please be advised that the Town of Cobourg Council, at its meeting held on June 25, 2025, passed the following resolution:

WHEREAS a significant amount of farmland is already lost each year to development pressures; and

WHEREAS food systems depend on healthy ecosystems, which are already under significant threat in Ontario due to a host of human-caused threats to wildlife and habitat; and

WHEREAS Ontario Bill 5 significantly undermines ecological protections and local decision making, both of which are essential to local food systems and food security; and

WHEREAS the existing Provincial Planning Statement emphasizes the need for agricultural impact and environmental assessments; supports broad community consultation; and encourages municipalities to explore alternative areas before developing prime agricultural land; and

WHEREAS development of housing and important resources are possible without sacrificing the long-term health of our food systems, environment, and democratic norms.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Cobourg opposes Bill 5 in its current form, and calls upon the Government of Ontario to

strive to uphold the long-term health of our food systems, environment, and democracy in any future version of this bill; and

FURTHER RESOLVED that this motion be circulated to Premier Doug Ford and all Ontario municipalities.

Sincerely,

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

cc. All Ontario Municipalities

SOUTH NATION CONSERVATION
DE LA NATION SUD

Memorandum

To: Mayor François Landry, Council, CAO Craig Calder
From: John Mesman, Managing Director, Property, Conservation Lands, and Community Outreach
Date: June 2, 2025
RE: **2024 Annual Report – South Nation Conservation**

South Nation Conservation (SNC) is pleased to share a copy of our 2024 Annual Report with your municipality.

The report provides a snapshot of the environmental programs, services, and projects delivered across our watershed jurisdiction in Eastern Ontario.

Key highlights from 2024 include:

- 1,000+ planning and permitting reviews to support sustainable development
- Updated natural hazard maps for Bear Brook, North Castor, and the South Branch of the South Nation River
- 275+ acres of new conservation land secured
- Completed a 3-year wetland restoration project with Ducks Unlimited Canada
- 40+ community projects supported through Clean Water and Environmental Grants
- 140,000+ trees planted through local partnerships
- Launched the Woodlot Recovery Program for storm-damaged forests
- Site improvements at Conservation Areas, including the Findlay Creek Boardwalk expansion, shoreline restoration at Oak Valley Pioneer Park, and a new accessible washroom facility at High Falls
- 250,000+ visitors recorded at SNC's 15 Conservation Areas
- Invasive species removal in priority waterways

These achievements would not be possible without the continued support of our municipalities, environmental partners, and community champions.

If your municipality is interested in a presentation from SNC staff at an upcoming Council Meeting, please contact Ronda Boutz at rboutz@nation.on.ca or 1-613-984-2948.

Sincerely,

John Mesman,
Managing Director, Property, Conservation Lands, and Community Outreach

38 rue Victoria Street, Finch, ON K0C 1K0 Tel: 613-984-2948 Fax: 613-984-2872 Toll Free: 1-877-984-2948 www.nation.on.ca

SOUTH NATION CONSERVATION
DE LA NATION SUD

Mémorandum

Destinataires : Maire François Landry, Conseil, DG Craig Calder
De : John Mesman, directeur, Propriétés, Terres protégées et Sensibilisation communautaire
Date : 2 juin 2025
Objet : **Rapport annuel 2024 – Conservation de la Nation Sud**

La Conservation de la Nation Sud (CNS) est heureuse de présenter à votre municipalité un exemplaire de son rapport annuel 2024.

Ce rapport donne un aperçu des programmes, des services et des projets environnementaux mis en œuvre dans notre bassin versant, dans l'Est de l'Ontario.

Voici les faits saillants de l'année 2024 :

- Plus de 1 000 examens de plans et de permis pour soutenir le développement durable
- Mise à jour des cartes des risques naturels pour les ruisseaux Bear et Castor Nord, et le bras sud de la rivière Nation Sud
- Acquisition de plus de 275 acres de nouvelles terres protégées
- Achèvement d'un projet de restauration des milieux humides d'une durée de trois ans avec Canards Illimités Canada
- Soutien à plus de 40 projets communautaires grâce à des subventions pour l'assainissement de l'eau et la protection de l'environnement
- Plantation de plus de 140 000 arbres grâce à des partenariats locaux
- Lancement du Programme de rétablissement des boisés après la tempête
- Amélioration des aires de conservation, notamment la prolongation de la passerelle de Findlay Creek, la restauration des berges du parc Oak Valley Pioneer et l'installation de nouvelles toilettes accessibles au parc High Falls
- Plus de 250 000 visiteurs enregistrés dans les 15 aires de conservation de la CNS
- Élimination des espèces envahissantes dans les cours d'eau prioritaires

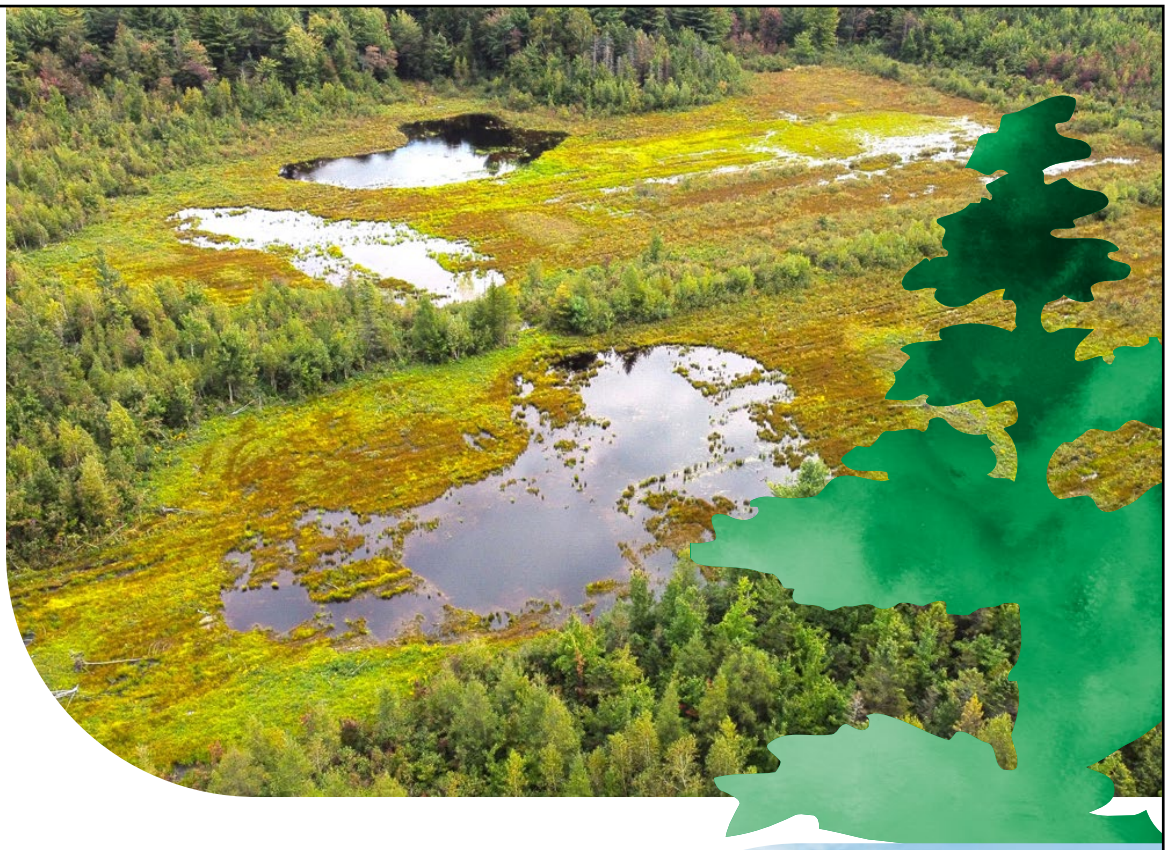
Ces réalisations ne seraient pas possibles sans le soutien continu de nos municipalités, de nos partenaires environnementaux et des champions communautaires.

Si votre municipalité souhaite qu'un membre du personnel de la CNS fasse une présentation lors d'une prochaine réunion du conseil, veuillez communiquer avec Ronda Boutz à rboutz@nation.on.ca ou au 1-613-984-2948.

Sincèrement,

John Mesman
Directeur, Propriétés, Terres protégées et Sensibilisation communautaire





2024 Annual Report



South Nation Conservation
de la Nation Sud



Message

from the Board Chair and Chief Administrative Officer

As we reflect on 2024, we take great pride in South Nation Conservation's (SNC) achievements over the past year. This year has been a testament to our shared commitment to environmental stewardship, sustainable land management, and community collaboration.

Through innovative programs and strong partnerships, SNC continues to address evolving environmental challenges, from climate change resilience to development pressures. Our work in watershed management, environmental education, and land stewardship has had a meaningful impact across the communities we serve.

Collaboration with our member municipalities remains at the heart of our efforts. In 2024, we celebrated exciting partnerships that advanced wetland restoration, helped landowners recover from storm damage through the Woodlot Recovery Program, and secured historic funding to expand protected conservation lands. These initiatives not only preserve and restore natural spaces but also ensure the long-term ecological health of our region for future generations.

None of this would be possible without the dedication and hard work of our staff, municipalities, volunteers, and funding partners who support conservation efforts. Your continued support and collaboration make a tangible difference in protecting and enhancing our natural environment.

As we look ahead, we remain steadfast in our mission to conserve and protect the natural resources that define our region. With the support of our partners and the dedication of our team, we are confident that SNC will continue making a lasting impact in the years to come.

Thank you for your commitment to conservation. Together, we are building a healthier, more sustainable future for our watershed.

Sincerely,

Steve Densham
Chair, SNC Board of Directors

Carl Bickerdike
Chief Administrative Officer

2024 Year in *Review*

Conservation Land Securement

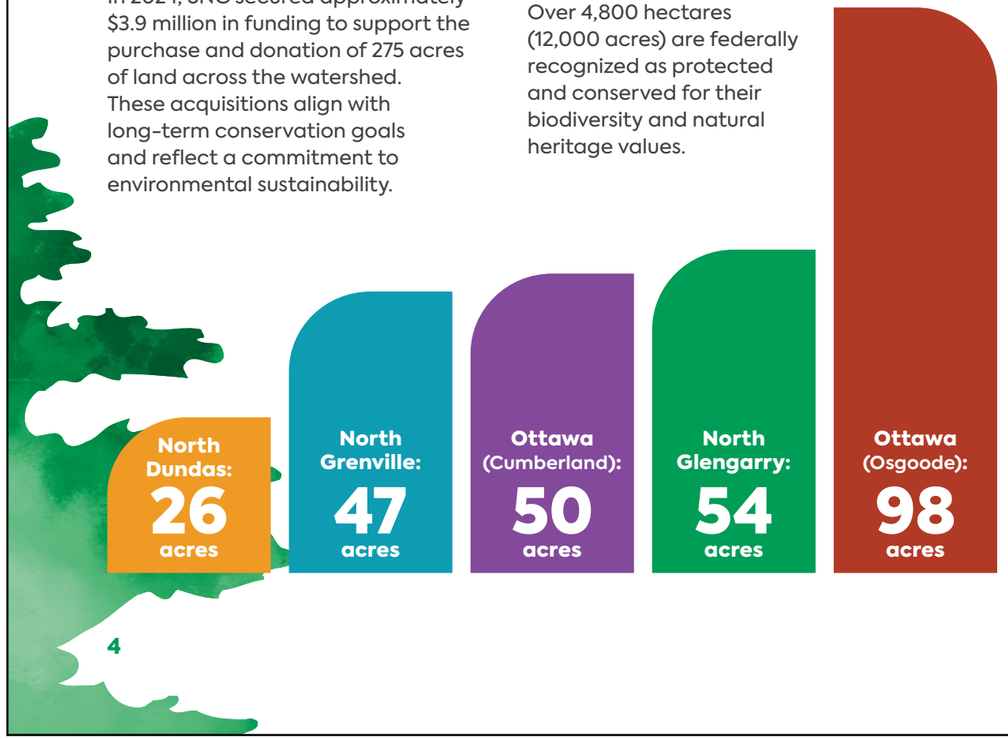
Purchasing and donating land is a meaningful way to contribute to local conservation efforts. SNC strategically acquires properties in accordance with its Land Securement Strategy, ensuring the protection of natural heritage, enhancing forest cover, safeguarding waterways, and expanding public recreational spaces.

In 2024, SNC secured approximately $3.9 million in funding to support the purchase and donation of 275 acres of land across the watershed. These acquisitions align with long-term conservation goals and reflect a commitment to environmental sustainability.

Whether for conservation, recreation, or community benefit, both land purchases and donations leave a lasting natural legacy. Donating land offers a powerful way to support conservation initiatives, contribute to charitable organizations, and ensure land protection for future generations.

SNC's lands are 40% donated in whole or in part, while the remaining 60% are acquired with financial contributions from partners.

Over 4,800 hectares (12,000 acres) are federally recognized as protected and conserved for their biodiversity and natural heritage values.



Restoring the Riverbank at the Oak Valley Pioneer Park

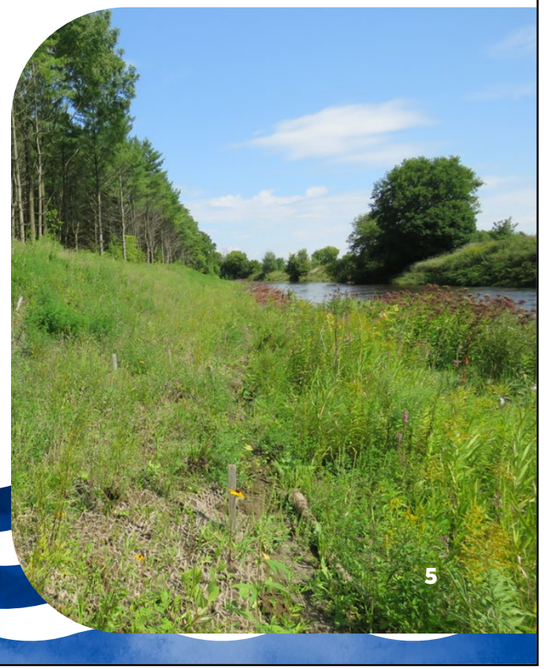
Severe erosion at Oak Valley Pioneer Park in North Dundas was causing tree loss, parkland degradation, and threatening both habitat and visitor access.

To address this, SNC partnered with river restoration experts to re-slope and stabilize the riverbank, ensuring long-term protection. This section of the South Nation River, owned by SNC, has historically supported river channelization efforts to improve water flow and drainage. Today, SNC continues to manage the area with a focus on conservation and habitat restoration.

The project transformed a steep, 2-meter vertical drop into a stable, gradual slope using bioengineering techniques. SNC reinforced the shoreline, seeded native grasses, and planted over 2,000 willow live stakes to strengthen the bank. Removed trees were strategically placed at the river's edge to absorb high water flows and prevent further erosion.

SNC will continue monitoring the site and adjust erosion control methods as needed. Future enhancements, including tree planting, interpretive signage, and trail upgrades, will further improve the park for both visitors and wildlife.







New Strategies for Conservation Land and Watershed Management

In 2024, SNC developed two key strategies to guide its conservation efforts: the Watershed-based Resource Management Strategy and the Conservation Lands Strategy. As required under the *Conservation Authorities Act* and Ont. Reg. 686/21, all Conservation Authorities must complete these strategies by December 2024.

The Watershed Strategy provides a comprehensive review of SNC's programs, services, and technical studies, outlining key principles, objectives, and monitoring initiatives. It also establishes a process for periodic updates, ensuring an adaptive approach to resource management.

The Conservation Lands Strategy focuses on property management, setting a framework for decision-making, conservation priorities, and future goals. It highlights land ownership, management activities, and the importance of natural heritage systems, while identifying risks and opportunities for stewardship and education programs.

Together, these strategies reinforce SNC's commitment to environmental sustainability, responsible resource management, and community engagement in protecting natural areas across the watershed.

Learn more:
nation.on.ca/resources/publications/watershed-strategies







SNC Approvals Programs

Planning and Development Reviews, Conservation Authority Regulations, and Municipal Septic Services

The way we plan and build our communities affects our natural environment. Environmental planning is an important part of protecting our land and water resources.

SNC ensures people and property are protected from natural hazards by participating in local planning and development review to support local municipalities.

With expertise in natural hazards and natural heritage, municipal drinking water source protection, and private servicing, the team also supports development projects and environmental studies.

SNC's Regulations Program enables staff to work with municipal and agency partners, developers, landowners, and contractors, to safeguard human life and property from natural hazards.

SNC's Septic Program through the Ontario Building Code (Part 8 – Sewage Systems) is delivered in 16 municipalities; working with landowners and contractors to ensure proper installation and repair of septic systems.



The following summary includes the development applications reviewed in 2024.

Planning and Development

- 331 development applications
- 49 property inquiries
- 19 applications reviewed for threats to municipal drinking water
- 0 risk management plans established to protect municipal drinking water

Technical Reviews

- 303 reviews were completed, including:
  - 52 stormwater management reports
  - 12 geotechnical, geomorphology and landslide reports

Conservation Authorities Act: Section 28 Permits

- 164 permits
- 55 occurrence reports investigated
- 69 drain maintenance notifications

Sewage Systems Review

- 432 permits
- 146 septic record searches
- 46 renovation reviews
- 20 occurrence reports investigated

2024 Highlights:

- Hosted the Annual Information Day for partner municipalities
- Worked with partner Conservation Authorities in Eastern Ontario for consistent policy, regulatory and municipal projects
- Public consultation for updates to the Raisin-South Nation Source Protection Plan
- Implementation of regulatory and legislative changes under the *Conservation Authorities Act* and *Planning Act*
- Hosted the annual septic contractor meeting
- Offered septic installer and designer training to local contractors





For all planning applications, timelines are established by municipalities depending on the type of development, applicable legislation, and municipal policies.

Conservation Authorities Act permit timelines are established by the Province of Ontario, including 21 days to determine Complete Applications, 30 days to review Minor Applications and 90 days to review Major Applications. SNC communicates with clients during the review process, and additional time is provided for resubmissions.

The following summary notes the number of permits issued within established timelines.

Permits Issued Within Provincial Timeline

22	130
Major (90 days)	Minor (30 days)

Permits Issued Outside Provincial Timeline

0	12
Major (90 days)	Minor (30 days)

Protecting People and Property

Floodplain and Erosion Mapping

SNC updates natural hazard maps on behalf of municipalities, focusing on areas facing development pressures. In 2024, SNC completed updates for three areas:

- South Branch of the South Nation River (Stormont, Dundas & Glengarry and Edwardsburgh Cardinal) – 33 km of the Main Branch, 16.8 km of the South Branch, and 3.8 km of Black Creek.
- Bear Brook Watershed (City of Ottawa and Prescott-Russell) – 200 km of watercourses.
- Castor River (City of Ottawa and Prescott-Russell) – 51.5 km, covering a 740 km^2 drainage area.

Public consultation concluded in March 2024, ensuring updated maps reflect the latest data for flood risk management and development planning.



Water Response Programs

SNC monitors water conditions year-round to help municipalities and residents prepare for floods and droughts. In 2024, SNC issued 12 flood notices under the Flood Forecasting and Warning Program but did not issue any low water advisories under the Low Water Response Program.

Upgrades to climate monitoring stations continue to improve SNC's watershed model and forecasting capabilities.

To enhance municipal preparedness, SNC expanded its training efforts in 2024. In addition to its annual municipal flood preparedness workshop, SNC began co-hosting specialized training for the City of Ottawa with the Ottawa Conservation Authority Partners.

Water Control Structures

SNC operates several water control structures including dams, weirs and berms to reduce risk to life and property from natural hazards. In 2024, investments were made at the Chesterville Dam to repair the log lifter and improve operations. New Operation Plans were also developed for all dam structures.

2024 Program *Highlights*

Endless Recreational Opportunities at SNC Conservation Areas

In 2024, SNC's network of Conservation Areas (CA) welcomed a new record of over 250,000 visitors to hike, geocache, picnic, kayak, canoe, launch their boat, bird watch, fish, and enjoy their local outdoor environment.

The most popular destinations?

Year-Round Sites:

W.E. Burton CA in Russell	**54,603 visitors**
J. Henry Tweed CA in Russell	**43,279 visitors**
Findlay Creek Boardwalk in Ottawa	**42,541 visitors**
Warwick Forest CA in North Stormont	**17,203 visitors**

Seasonal Sites:

High Falls CA in Casselman	**29,751 visitors**
Jessup's Falls CA in Alfred-Plantagenet	**20,452 visitors**
Cass Bridge CA in North Dundas	**9,382 visitors**

In 2024, SNC was able to:

- Restore the original sugar shack at the Oschmann Forest
- Replace the original section of the Findlay Creek Boardwalk
- Create a new 1 km trail at the Two Creeks Forest
- Open the first fully serviced accessible washroom at the High Falls Park
- Restore trails and control invasive species at the Robert Graham Forest
- Reopen the trail system at the Jessup's Falls Park
- Install a new play structure at the Oschmann Forest

Land Partnerships

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

MAPLE SYRUP

In 2024, a record 9,626 gallons of sap was collected from the Oschmann Forest and sold to a local producer. 33 acres of land is also leased for sugar bush operations.

HUNTING

Nearly 9,000 acres of SNC land is used by hunters; 124 permits issued in 2024.

TRAPPING

Nearly 9,000 acres of land is used by trappers; 11 permits issued in 2024.

HONEY

SNC is gifted 10 lbs of honey annually from local beekeepers; 1 land lease in 2024.

FIRST NATIONS

Support for the "The Healing Place" and the "Miitig Healing Lodge" provide community access to public lands. Partnerships through the Eastern Ontario First Nations Working Group incorporate Traditional Knowledge and a Two-Eyed Seeing approach to conservation efforts and ensure the protection of culturally significant species.

CROP PRODUCTION

30 acres of SNC land is leased to local farmers.

Woodlot Management and Tree Planting

In 2024, SNC:

- Planted over 140,000 tree seedlings, adding to the 4 million trees planted since 1990.
- Provided $144,000 in grants from Forests Canada to help plant trees on private land.
- Provided $84,624 in grants for 49 projects in the City of Ottawa that helped recover from storm damage and the invasive Emerald Ash Borer.
- Completed free Woodlot Advisory Service site visits in Prescott-Russell (UCPR) and Stormont, Dundas, and Glengarry (SDG).
  - In UCPR, $23,180 of funding was distributed through 48 grants to support the management of 1,987 acres of privately owned forests.
  - In SDG, $12,400 of funding was distributed through 25 grants to support the management of 1,600 acres of privately owned forests.
- Delivered the new Woodlot Storm Recovery Program:
  - Supported 140 properties with restoration efforts (126 in Prescott-Russell and 21 in Ottawa) and engaged over 30 local businesses in storm recovery efforts.
  - Restored over 40 hectares (100 acres) of forest within the Township of Alfred-Plantagenet and the City of Clarence-Rockland.
  - Provided $300,000 to 32 property owners in Prescott-Russell for eligible forest restoration expenses from the May 2022 Derecho Storm.
  - Planted over 57,000 trees (included in the 140,000 total) including fall planting activities for the first time.





- Received $25,000 in land use permits, maple sap collection and the sale of wood products.
- Due to mild winter conditions, forest operations were suspended to protect the sites from damage. No timber harvest revenues were received.
- The SNC Forest is managed sustainably with forest operations certified under the Forest Stewardship Council. A second international certification is being established under the Sustainable Forestry Initiative.
- SNC established forestry service agreements with member municipalities to support forest management and tree planting projects on municipal land.
  - Over 150 large trees were planted in the City of Clarence-Rockland.
  - Over 30 large trees were planted in the Township of Edwardsburgh Cardinal.
- 18 Forest Steward volunteers helped monitor forest activity on 45 SNC properties.
- SNC partnered with municipalities to fundraise $4,000 and provide over 10,000 free tree seedlings to watershed residents.



Watershed Monitoring and Reporting

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

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

Clean Water Program

Water quality improvement programs and farm stewardship projects have helped provide cost-share funding ($1,000 - $8,000) to improve the environment on private property.

$130,757 in cost-share grants supported 40 projects within the City of Ottawa and were delivered on behalf of the three Conservation Authority partners (South Nation, Rideau Valley and Mississippi Valley).

$16,653 in cost-share grants supported 5 projects within the SNC jurisdiction outside of Ottawa.

Projects included wetland and grassland restoration, erosion control, cover crops, tree planting, and septic system replacements.

Habitat Restoration

SNC collaborates with funding partners to restore habitat on public and private lands, supporting both species at risk and locally significant wildlife.

Through the Grassland Stewardship Initiative, funding was available to help property owners create, enhance, or maintain grasslands, benefiting grassland bird populations such as the Bobolink and Eastern Meadowlark.

With support from the Canadian Wildlife Federation, SNC continues to restore pollinator habitat across the watershed. Wildflower meadows were established on newly acquired conservation lands in the City of Ottawa, with additional restoration efforts at SNC properties in North Dundas and Augusta Townships. These meadows provide critical habitat and food sources for pollinators, enhancing local biodiversity.



Education and Outreach

SNC delivers a range of education and outreach programs designed to foster environmental stewardship and raise awareness about local conservation efforts. These programs provide hands-on learning opportunities for people of all ages, helping communities connect with natural resources, wildlife, and sustainable practices.

Programs like Summer Fish Camp give youth the chance to explore their local waterways and wildlife. In 2024, 100 youth participated, gaining a deeper understanding of aquatic ecosystems. SNC also offers school programs, field trips, community events, and volunteer opportunities, engaging the public in conservation education and the importance of protecting the environment.

In 2024, SNC supported 20 community-led projects through the Community Environmental Grants Program. These grants helped fund local environmental initiatives, strengthening the connection between people and nature while encouraging shared responsibility for protecting the watershed.



Invasive Phragmites Control Fund

Invasive species continue to threaten Ontario's ecosystems. In 2024, SNC secured funding through the Invasive Species Action Fund and Invasive Phragmites Control Fund to manage invasive plants on conservation lands.

As part of this initiative, 1,156 acres were mapped for invasive phragmites as part of a regional collaboration in Eastern Ontario. Control efforts focused on invasive buckthorn removal at the Robert Graham Forest and Oschmann Forest Conservation Areas. Early detection, integrated control strategies, and post-removal restoration are key to reduce spread and re-establishment.

Invasive Water Chestnut Control Efforts

In 2022, invasive European Water Chestnut was discovered in the South Nation and Castor Rivers, outside its previously known range in Ontario. This fast-spreading species forms dense floating mats with barbed spines, threatening aquatic ecosystems and recreational access.

Since its discovery, SNC has prioritized monitoring and control efforts. In 2024, approximately 18,000 plants were hand-pulled to limit its spread.

Given the plant's persistence, long-term monitoring and management will be essential to prevent re-establishment and protect local waterways.



Findlay Creek Boardwalk

Over $1.7 million was invested in the two-year revitalization project (2023–2024) to rebuild aging sections and expand public access to the Findlay Creek Boardwalk, in the City of Ottawa. This project was supported by the Government of Canada through the Federal Economic Development Agency for Southern Ontario (FedDev Ontario).

In 2023, the boardwalk was extended by 540 m, completing a 1 km looped pathway with two entry points and multiple viewing platforms.

In 2024, SNC rebuilt 340 m of the boardwalk, which was originally constructed in 2012, ensuring long-term sustainability and improved visitor experience.

This enhanced trail provides improved access to the 570-acre Leitrim Wetland, a Provincially Significant Wetland and Area of Natural and Scientific Interest.

Bear Brook Characterization Study

SNC is working with the City of Ottawa on a multi-year Bear Brook Watershed Study due to the urban expansion near the headwaters of the Bear Brook. The plan seeks to balance socioeconomic and environmental systems to ensure the long-term health of the watershed.

In 2024, SNC focused efforts on a Characterization Report developed from fieldwork, analysis, and environmental assessment processes to identify the existing conditions of the Bear Brook Watershed.

Scenario modelling, assessment and implementation plans will be completed in 2025.



Ducks Unlimited Canada

Ducks Unlimited Canada Partnership

The revitalization of lost and degraded wetlands in Eastern Ontario has been the focus of a three-year restoration project, led through a partnership between SNC and Ducks Unlimited Canada, with support from the Government of Canada's Nature Smart Climate Solutions Fund.

SNC collaborated with municipalities, public agencies, and landowners to implement restoration efforts on both public and private lands. In 2024, SNC completed the partnership's final phase, delivering four new projects, including a 7-acre mega-wetland on SNC property in The Nation Municipality.

These projects included pond design, construction, native seeding, and planting of trees and shrubs to enhance habitat and biodiversity. SNC will continue monitoring these sites to assess water retention, vegetation growth, and wildlife use in the coming years.

View the Eastern Ontario Wetland Restoration Story Map



2024 Board of *Directors*

The 2024 Board of Directors include:

- Steve Densham, Chair, Stormont, Dundas & Glengarry
- Adrian Wynands, Vice-Chair, Leeds & Grenville
- George Darouze, Past Chair, City of Ottawa

City of Ottawa:

- Catherine Kitts, Matthew Luloff, Linda Payant

United Counties of Prescott-Russell:

- Geneviève Lajoie, François St. Amour, Mike Tarnowski

United Counties of Stormont, Dundas and Glengarry:

- Bill Smirle, Tom Smyth

United Counties of Leeds and Grenville:

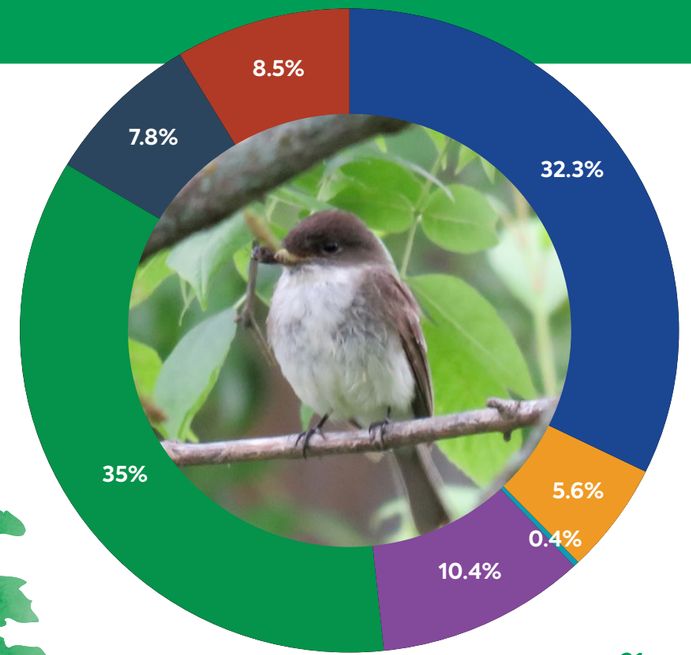
- Deb Wilson

SNC's Board of Directors consists of 12 appointed representatives from SNC's 16-member municipalities who govern and provide direction for all the work completed by SNC staff.

Budget *Summary*

2024 Budget: $13,759,129

- General Levy: $4,439,413
- Special Levy: $763,868
- Capital Levy: $50,000
- Government Grants: $1,430,021
- Partners: $4,825,860
- User Fees: $1,068,577
- Other Sources and Donations: $1,181,390



SOUTH NATION CONSERVATION

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DE LA NATION SUD



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BOARD UPDATE

June 19, 2025
Winchester Branch

SDG LIBRARY RELEASES 2024 ANNUAL REPORT

Each year, Public Libraries and First Nation Public Libraries must complete the Annual Survey of Public Libraries (ASPL). The ASPL requires Libraries to report on several key metrics including the use of technology and digital services, and the types of activities and programs offered. This collection of statistics provides a glimpse into a year in the life of the SDG Library.

Every aspect of our work is guided by the goal of empowering individuals and strengthening the community. By remaining responsive and forward-thinking, we are ensuring that the SDG Library continues to be a vital, evolving resource that enriches lives and contributes to a more connected, informed, and equitable society.



Did you know in 2024, SDG Library....

Circulated
214,681
Physical Items

Welcomed
108,031
Visitors to the Library

Discover this and more, view the full report on our website at https://www.sdglibrary.ca/library-reports/

A PART OF COMMUNITY EVENTS

The SDG Library attends several community events throughout the year to showcase our range of resources and services. These events offer meaningful opportunities for us to support local fairs, festivals, and markets while connecting directly with residents to answer questions or share information. Some of the upcoming events the SDG Library will be participating in include:

- *It's All About The River Festival, South Dundas – July 12*
- *Meet Me On Main Hallville, North Dundas – July 16*
- *Lancaster Yard Sale, South Glengarry – July 19*
- *Meet Me On Main South Mountain, North Dundas – July 23*
- *Williamstown Fair, South Glengarry – August 9*
- *Winchester Dairyfest, North Dundas – August 9*



The SDG Library team at the Maxville Fair, North Glengarry. Photo credit: The Review Newspaper

EVERY KID A CARD INITIATIVE

The SDG Library's "Every Kid a Card" initiative was a membership drive focused on school-aged children, primarily kindergarten and grade one (1). The initiative highlighted the importance of early literacy, and how the SDG Library can support parents and educators with dedicated resources and services for children. The goal was to sign up as many children with their own card to get them started with their (hopefully) life-long relationship with their Library. The membership drive ran during the months of May and June and the SDG Library collaborated with twenty-four (24) schools within the SDG Counties to invite parents to complete a membership form for their children.



TOP 3 REASONS KIDS ENJOY READING

18% It's fun and entertaining
16% It helps me learn new things
12% I get to use my imagination

Next Meeting: September 11, 2025 | 5pm at Lancaster Branch

CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. XX-2025

BEING a By-Law to regulate the keeping of Backyard Hens within the Township of North Stormont.

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

AND WHEREAS the *Municipal Act, 2001*, c. 25, Section 11(1) and (2) provides that a lower-tier municipality may provide any service or thing that the Municipality considers necessary or desirable for the public in respect to the economic, social and environmental wee-being of the municipality and the health, safety and well-being of persons;

AND WHEREAS the Municipal Act, 2001, c. 25, Section 11(3) provides that a lower-tier municipality may pass by-laws respecting matters within the following spheres of jurisdiction: animal;

AND WHEREAS, the Council of the Corporation of the Township of North Stormont deem it expedient, necessary and in the public interest to regulate the keeping of Backyard Hens in accordance with he Zoning By-law for the purpose of public health and safety.

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

1. Definitions:

In this by-law,

"Administration Department" means the Building and Licensing Department, or another unit designated by the Council to carry out the Department's responsibilities for the administration and enforcement of this by-law and includes the Manager.

"Agricultural property'' means a property that is zoned for agricultural use in the zoning by-law that applies to the property;

"Animal" means any member of the animal kingdom, other than a human;

"Animal Control Officer" means an authorized employee or agent of the Township of North Stormont who is responsible for the enforcement of the provisions of this by-law and the Municipal Law Enforcement Officer;

"At large" in the case of a Hen, means being outside a Coop or run.

"Council" and **"Township Council"** mean the Council of the Township of North Stormont;

"Dwelling" means a self-contained residential unit;

"Front yard" means the space paralleling the front lot line extending across the full width of a lot between the front lot line and nearest part of any main building on the lot, not including a permitted projection;

"Hen" means a domestic female egg laying Hen that is a least 4 months old.

"Hen Coup" means a hen house and hen run

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"Hen House" means a fully enclosed weatherproof building where backyard Hens are kept and which the interior includes nest boxes for egg laying, perches for the Hens to sleep on and food and water containers;

"Hen run" means covered secure enclosure that allows backyard hens' access to outdoors

"Highway" includes all land between the lateral boundaries of every provincial and municipal highway within the Township;

"Home occupation" has the same meaning as in the zoning by-law that applies to the property;

"Keep" means to have temporary or permanent custody or control of an animal, and **"keeps"** and **"Kept"** have corresponding meanings;

"Manager of Administration and Licensing" means the Manager, Building and Licensing Department and his or her designate or, in the event of organizational changes, another person designated by Council;

"Meat Hen" means domestic hen (Hen) raised for the production of meat;

"Minor'' means a person who has not attained the age of eighteen years;

"Municipal Law Enforcement Officer" means a person appointed by Council of the Corporation of the Township of North Stormont as a municipal Law Enforcement Officer to enforce the provisions of the by-law;

"Owner" includes any person who possesses, harbors or keeps an animal or Hen and, where an owner is a minor, includes the person who is responsible for the custody of the minor;

"Property" means a parcel of land and any buildings or other structures on the land;

"Residential property" means a property that is zoned for residential use in the zoning by-law that applies to the property;

"Rear yard" means a yard extending across the full width of a lot between the rear lot line and the nearest main wall of the principal building or structure on the lot;

"Rooster" means a domestic male Hen;

"Rural area" means the areas that are designated in the Township's by-laws

"School" means a public educational establishment operated by a Board of Education as defined the Education Act;

"Side Yard" means a yard between the nearest main wall of the principal building or structure on a lot and the side lot line extending from the front yard to the rear yard;

"Under the control of its owner" means being physically restrained by some other effective method by its owner or by another person acting on the owner's behalf;

"Veterinarian" means a person licensed under the Veterinarians Act;

"Veterinary hospital or clinic" means premises operated under the supervision of a veterinarian for the medical treatment of animals; and

"Zoning by-law" means a by-law passed under Section 34 of the Planning Act that restricts the use of land.

2. Application:

2.1 Except as otherwise provided, the regulations established by this by-law apply to all backyard Hens within the boundaries of the Township and to the owners of such backyard Hens.

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3. Administration:

3.1 The Municipal Law Enforcement (MLEO) (By-Law) Department is responsible for the administration and enforcement of this by-law.

3.2 Every application (attached as Schedule 'B') for a Hen Coop permit or for the renewal of such a permit shall be submitted to the MLEO Department in the form provided by the Department and shall indicate the purpose for which the permit is being obtained.

3.3 Every application for a permit will be reviewed by the Department to determine whether it meets the requirements of this by-law and, as part of this review, will be circulated to Building Services and an animal control officer for comments.

3.4 These agencies and individuals, as part of their review, may require an inspection of the property, other than a room or place used as a dwelling.

3.5 If it is determined that an application meets the requirements of this by-law, the Department will issue the permit.

3.6 There is no fee to obtain a permit, however, a fine will be imposed should a permit not be obtained.

3.7 If, at any time, the CAO/Clerk or designate determines, as a result of evidence that is provided, that the operation of a Hen Coop does not conform to the requirements of this by-law, it may suspend or revoke the permit.

4. Regulations for the Keeping of Hens:

(a) Every person who keeps hens shall permit an animal control officer or other authorized Township representative to inspect the property (excluding any dwelling areas) at any reasonable time to ensure compliance with this by-law.

(b) The total area of all Hen Coops including Hen runs and shall not exceed 160 square feet (15 square meters) and must be limited to one story and less than 10 feet high.

(c) Hen Coops including Hen runs, shall be at least 3.0 meters from the rear lot line and at least 3.0 meters from any side lot line of the dwelling lot on which the Hen coop is located.

(d) Hen Coops and Hen runs shall be located at least 15 meters from any school.

(e) Hen Coops and Hen runs shall be located at least 7.5 meters from any church or business.
Hen Coops and runs are not permitted in any front or side yard.

(f) A maximum of 4 backyard Hens will be permitted on any residential property.

(g) A maximum of 10 backyard Hens will be permitted on lots in the rural designation that are less than 5 acres in area.

(h) Roosters are not permitted in residential and rural areas.

(i) The owner of the backyard Hens must reside on the property where the backyard Hens are kept.

(j) Home slaughter of backyard Hens is prohibited, and any deceased backyard Hens shall be disposed of at a livestock disposal facility or through the services of a veterinarian.

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(l) Backyard Hens shall be kept in their Coops between 9:00 p.m. and 6:00 a.m.

(m) Hen Coops and Hen runs shall be maintained in a clean condition and the Coop shall be kept free of obnoxious odors, substances and vermin.

(n) Stored manure shall be kept in an enclosed structure such as a compost bin, and no more than three cubic feet shall be stored at any one time.

(o) No owner shall cause or permit his or her Hen to become a public nuisance by persistently clucking.

(p) No owner shall cause or permit his or her Hen to be at large.

4.2 The regulations set out in section 4.1 do not apply to agricultural property or to a property of five or more acres that is not in a settlement area.

5. Offence and Penalty Provisions:

5.1 Every person who contravenes any provision of this by-law and any person who fails to comply with an order issued under this by-law is guilty of an offence and, upon conviction, is liable for a penalty as provided for in the Provincial Offences Act and to any other applicable penalties.

5.2 Every owner of an animal who contravenes any provision of this by-law or whose animal contravenes any provision of this by-law is guilty of an offence and, upon conviction, is liable to a penalty as provided for in the Provincial Offences Act and to any other applicable penalties.

5.3 If this by-law is contravened and a conviction entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

5.4 If a court of competent jurisdiction declares any provision, or any part of a provision, of this by-law to be invalid, or to be of no force and effect, it is the intention of Council in enacting this by-law that each and every provision of this by-law authorized by law be applied and enforced in accordance with its terms to the extent possible according to law.

6. Commencement:

6.1 This by-law comes into force on the final day of passing

READ A FIRST, SECOND AND THIRD TIME and passed in Open Council, signed and sealed this XXth day of June 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

SEAL

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Schedule "A"
Township of North Stormont - By-Law No. XX-2025
Part 1 Provincial Offences Act
Regulate Backyard Hens

ITEM	Short Form Wording	Section	Set Fines - excluding costs
1	Failure to Allow Inspection	4.1 (a)	$150.00
2	Prohibited Hen Coop/Run - excess of 15 square meters	4.1 (b)	$150.00
3	Prohibited Hen Coop- excess of 10 feet high	4.1 (b)	$150.00
4	Hen Coop/Run - less than 3 meters from lot line	4.1 (c)	$150.00
5	Hen Coop/Run - less than 15 meters from school	4.1 (d)	$150.00
6	Hen Coop/Run - less than 7.5 meters from church or business	4.1 (e)	$150.00
7	Hen Coop/Run - prohibited location - front yard or side yard	4.1 (f)	$150.00
8	Possess, keep, or harbor more than 4 Hens - residential	4.1 (g)	$150.00
9	Possess, keep, or harbor more than 10 Hens - rural with less than 5 ha.	4.1 (h)	$150.00
10	Possess, keep or harbor rooster in residential or rural area.	4.1 (i)	$150.00
12	Owner - fail to reside on property	4.l (j)	$150.00
13	Prohibited activity - slaughter	4.1 (k)	$150.00
14	Improper disposal of Hen carcass	4.1 (l)	$150.00
15	Fail to confine Hens - 9pm - 6am	4.1 (m)	$150.00
16	Fail to maintain Hen Coop/run	4.1 (n)	$150.00
17	Hen manure - improper storage	4.1 (o)	$150.00
18	Permit Hens to become a nuisance	4.1 (p)	$150.00
19	Permit Hens to be at large	4.1 (q)	$150.00

NOTE: The penalty provisions for the offences indicated above is Section 5 of the By-Law XX-2025, a certified copy which has been filed.

DRAFT

Schedule "A"
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Regulate Backyard Hens

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5	Hen Coop/Run - less than 15 meters from school	4.1 (d)	$150.00	
6	Hen Coop/Run - less than 7.5 meters from church or business	4.1 (e)	$150.00	
7	Hen Coop/Run - prohibited location -front yard or side yard	4.1 (f)	$150.00	
8	Possess, keep, or harbor more than 4 Hens - residential	4.1 (g)	$150.00	
9	Possess, keep, or harbor more than 10 Hens - rural with less than 5 ha.	4.1 (h)	$150.00	
10	Possess, keep or harbor rooster in residential or rural area.	4.1 (i)	$150.00	
11	Owner - fail to reside on property	4.l (j)	$150.00	
12	Prohibited activity - slaughter	4.1 (k)	$150.00	
13	Improper disposal of Hen carcass	4.1 (l)	$150.00	
14	Fail to confine Hens - 9pm - 6am	4.1 (m)	$150.00	
15	Fail to maintain Hen Coop/run	4.1 (n)	$150.00	
16	Hen manure - improper storage	4.1 (o)	$150.00	
17	Permit Hens to become a nuisance	4.1 (p)	$150.00	
18	Permit Hens to be at large	4.1 (q)	$150.00	

NOTE: The penalty provisions for the offences indicated above is Section 5 of the By-Law XX-2025, a certified copy which has been filed.

DRAFT

Schedule "A"
Township of North Stormont - By-Law No. XX-2025

CHICKEN COOP PERMIT APPLICATION

Applicant Information:

Name: _____

Address: _____

Phone: _____

Email: _____

Property Information:

Property Address (if different from above): _____

Roll Number (if known): _____

Zoning Designation: _____

Chicken Coop Details:

Number of Chickens Requested: _____

Coop Size (length x width x height): _____

Run Size (if applicable): _____

Distance from property lines: _____

Distance from nearest dwelling (other than applicant's): _____

Materials to Be Used (briefly describe):

_____

_____

_____

Attach the following:

- Site plan showing coop/run location in relation to property lines and structures.
- Coop design (drawings or pictures).
- Neighbor consent letters (if required).
- Photos of proposed location (optional but helpful)

Certification:

I certify that I will maintain the chicken coop in a clean and sanitary condition and comply with the by-law XX-2025 regarding the keeping of Hens.

Signature: _____Date: _____

DRAFT

THE CORPORATION OF THE TOWNSHIP OF NORTH STORMONT

BY-LAW NO. 62-2025

BEING a By-law 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 which is taken or authorized to be taken by the Township of North Stormont does not lend itself to the passage of an individual By-law.

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

1. That the actions of Council, at its regular meeting held on July 22, 2025 in respect of which recommendations, each motion and resolution passed and taken by the Township of North Stormont is, except where the prior approval of the Local Planning Appeal Tribunal or other authority is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.

2. 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, 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 required for the exercise of any powers therein by the Township of North Stormont.

3. That the Mayor and the appropriate officers of the Township of North Stormont are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Township of North Stormont, to obtain approvals where required and except as otherwise provided, the Mayor and CAO/Clerk are hereby directed to execute all documents necessary on behalf of the Corporation of the Township of North Stormont and to affix the corporate seal.

READ A FIRST, SECOND AND THIRD TIME and passed in open Council, signed and sealed this 22nd day of July 2025.

_____ _____

François Landry, Mayor Craig Calder, CAO/Clerk

SEAL