

AGENDA
Township of South Stormont
2 Mille Roches Road Long Sault ON
Monday, March 5, 2018 9:00 AM

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1. Special Meeting - Call Meeting to Order	
2. Confirmation of Agenda	
3. Disclosure of Pecuniary Interest	
4. Key Information Reports	
a) <u>Finance Department - 2018 Grant Application(s)</u>	2
5. Action Requests	
a) <u>Adopt 2018 Health and Safety Policy</u>	3 - 5
b) <u>Authorize IT Systems Review</u>	6 - 7
6. By-laws	
a) <u>By-law No. 2018-015 being a By-law to Authorize a Contribution Agreement</u>	8
7. Miscellaneous Business	
8. Closed Meeting	
a) Personal Information about an Identifiable Individual Specifically: Capital Construction Project	
b) Security of the Property of the Municipality Specifically: Information Technology	
9. Adjournment by Resolution	

Finance Department
Key Information Report
March 5, 2018



Subject

2018 Grant Applications

Background

The 2018 Grant Applications and In-Kind Requests were presented at the Committee of the Whole (COTW) on February 12, 2018. As a result of that discussion, additional information was requested by Council regarding the Stormont Agricultural Society's Stormont County Fair and the Ingleside Firefighter's Association's Celebration 60 events.

Comments/Observations

The grant application from the Stormont Agricultural Society indicates a cash grant request of \$500 plus cost of tipping fees (\$1,200 in 2017). The in-kind services requested, based on prior years, is estimated to be \$1,225. Meetings are to be setup with the Fair committee to better understand their requirements.

The Ingleside Firefighter's Association has confirmed verbally that the focus of the event will be on Celebration 60. As such, based on the information currently received, staff will include this in a Celebration 60 report at a later time.

To summarize, the 2018 Municipal Grant budget is \$10,000. At the COTW meeting in February, \$3,900 of the cash grant requests received were supported for funding. A list of Municipal Grant requests will be provided at the Regular Council meeting on March 14, 2018 for approval.

Prepared by:

Cindy Piché, CPA, CGA
Director of Finance / Treasurer



Township of South Stormont
ACTION REQUEST

To: Council
Date of Meeting: March 5, 2018
Subject: 2018 Health and Safety Policy

Recommendation:

That Council authorizes the renewal of the Township Health & Safety Policy Statement, thereby supporting the Township's commitment to the health and safety of its employees through all levels of the Corporation.

Executive Summary:

As per the *Occupational and Safety Act*, R.S.O. 1990, the Corporation's Health and Safety Policy requires an annual review. The review of the Policy endorses the continued commitment to the health and safety of employees. The Policy Statement is posted on employee Health and Safety boards located within Township owned facilities.

Background:

1. Save and except the Fire Service, the Township's Health & Safety Committee meets on a regular basis and is comprised of both unionized employees and staff members. The Committee reviews and makes recommendations on such topics as monthly facility inspection reports, personal protective equipment, employee health and safety training.
2. One employee working at each Township operated facility performs monthly facility inspection reports that are reviewed by a supervisory staff member for appropriate action.
3. All NEW employees including students are subject to completing the "New Employee Orientation Checklist" that includes such training as their requirements for protective equipment, location of hazardous materials, emergency evacuation details, and accident reporting procedures.
4. All Township employees are required to be trained in programs such as Bill 132, Bill 168 Workplace Violence & Harassment, WHMIS, and Customer Service Accessibility Standards. Training completion records are reviewed and properly stored for each employee.

5. Pursuant to the *Occupational and Safety Act*, due to the nature of the work within the Fire Service, different rules apply for health and safety requirements. The Fire Chief manages, and reports as needed, health and safety matters separately. The Policy Statement, as attached, encompasses the Corporation's commitment for all employees including fire personnel.

Options and Discussion:

1. Council approve the renewal of the Township Health & Safety Policy Statement, as such supporting the Township commitment to the health and safety of its employees through all levels of the Corporation. This is the preferred recommendation.
2. Council defers the renewal of the Township Health & Safety Policy statement.
3. Other.

Others Consulted:

Senior Management

Attached Documents:

Corporation of the Township of South Stormont Health and Safety Policy Statement dated March 5, 2018.

Recommended By:


Recommended By:
Kevin Amelotte, CRFS, CIT
Director of Parks and Recreation

Reviewed & Approved By:


Reviewed and Approved by:
Debi LucasSwitzer
Chief Administrative Officer

HEALTH & SAFETY POLICY

The Corporation of the Township of South Stormont is committed to the health and safety of its employees in accordance with the *Occupational and Safety Act, R. S. O. 1990*, as amended.

The Corporation has the responsibility for doing everything it can to prevent occupational injuries and illness. This responsibility extends through all levels of the Corporation.

It is the responsibility of Council to ensure that an appropriate health and safety policy and program are established and implemented throughout all the township's work areas.

Council shall monitor the township's health and safety standards on a regular basis to ensure that they are being maintained in an effective and efficient manner.

Management is responsible for ensuring safe working practices and procedures and that all employees receive the necessary knowledge, instruction and supervision to enable them to perform their work safely.

All employees have a personal responsibility to preserve their health and to work safely in accordance with *the Occupational Health and Safety Act*.

Jim Bancroft, Mayor

As of Council meeting of March 5, 2018



Township of South Stormont
ACTION REQUEST

To: Council
Date of Meeting: March 5, 2018
Subject: Authorize IT Systems Review

Recommendation:

That the CAO be authorized to have Perry Group Consulting conduct an IT Systems Review; that recommendations for implementation be prioritized; that the initial Review and subsequent implementation project be funded from 2017 surplus to a maximum of \$250,000.

Executive Summary:

In order to understand and support the current and future IT Systems needs an IT Systems Review is needed. The review will support future planning and budgeting as well as provide an overview of gaps and protocols required. SDG Counties has completed such a review; a degree of input from lower tier municipalities was provided. Due to the familiarity and groundwork already undertaken by Perry Consulting, cost savings and efficiency may be realized by securing Perry Consulting as well.

Background:

Section 7.5.4 of the Township’s Procurement Policy provides for non-competitive purchasing. Specifically, non-competitive purchasing may be used under certain circumstances, including:

“i) The Township requires goods or services for which another party has secured a contractor through a tender process with established unit prices within the past eighteen months, and it is considered to be beneficial and cost effective to extend unit process for the goods and / or services to the Township.”

Further, Section 7.1.11 states:

“7.1.11 If normal tendering procedures will not be effective, Council may approve of an alternate method for specific purchases.”

Options:

1. That the CAO be authorized to have Perry Group Consulting conduct an IT Systems Review; that recommendations for implementation be prioritized; that the initial Review and

- subsequent implementation project be funded from 2017 surplus to a maximum of \$250,000.
2. That Council defers the IT Review.
 3. Other.

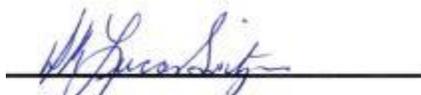
Financial Impact:

A maximum of \$250,000 from 2017 corporate surplus be allocated for the project.

Others Consulted:

Director of Corporate Services
Director of Financial Services
Director of Fire Services
Director of Planning and Economic Development
Director of Parks and Recreation
Director of Public Works
Director of Building Services
CAO County of Stormont, Dundas and Glengarry
Ben Perry, Perry Group Consulting

Respectfully Recommended By:



Submitted By:
Debi LucasSwitzer
Chief Administrative Officer

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2018-015

BEING a by-law to authorize a Contribution Agreement between the Township of South Stormont and Her Majesty the Queen in right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs.

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

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

AND WHEREAS the Township of South Stormont is desirous of entering into an Agreement with Her Majesty the Queen in Right of Canada hereby represented by the Minister of Agriculture, Food and Rural Affairs to receive funding through the Ontario Community Infrastructure Fund Top-Up Application Component in support of infrastructure improvements and long term rehabilitation.

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

1. That the Corporation of the Township of South Stormont enters into an Agreement with Her Majesty the Queen in Right of Canada hereby represented by the Minister of Agriculture, Food and Rural Affairs to receive funding through the Ontario Community Infrastructure Fund Top-Up Application Component in support of infrastructure improvements and long term rehabilitation.
2. That the Mayor and Director of Corporate Services/Clerk of the municipality are hereby authorized and directed on behalf of the Township of South Stormont to execute the Agreement attached hereto as Schedule "A" and forming part of this by-law.
3. Any other by-laws inconsistent with this by-law are hereby repealed.

READ and passed in open Council, signed and sealed this 5th day of March, 2018.

Mayor

Clerk

**** Agreement (Schedule A) provided under separate cover ****