



**Township of Southgate  
Council Meeting Agenda**

**February 5, 2020**

**9:00 AM**

**Council Chambers**

---

	<b>Pages</b>
1. Call to Order	
2. Open Forum-Registration begins 15 minutes prior to meeting	
3. Confirmation of Agenda	
Be it resolved that Council confirm the agenda as presented.	
4. Declaration of Pecuniary Interest	
5. Delegations & Presentations	
5.1 Grey County Federation of Agriculture Presentation	12 - 38
Be it resolved that Council receive the Grey County Federation of Agriculture presentation as information.	
6. Adoption of Minutes	39 - 56
Be it resolved that Council approve the minutes from the January 15, 2020 Council and Closed Session meetings as presented.	

## 7. Reports of Municipal Officers

### 7.1 Fire Chief Derek Malynyk

#### 7.1.1 FIRE2020-004- Southgate Fire Prevention Officer

57 - 68

**Be it resolved that** Council receive Staff Report FIRE2020-004 for information; and

**That** Council approve the draft job description for the Southgate Fire Prevention Officer as presented; and

**That** Council direct staff to review and evaluate the draft job description for the Fire Prevention Officer position through the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid; and

**That** Council direct staff to report back to the February 19, 2020 meeting with a report from the Job Evaluation Committee and the final version of the Southgate Fire Prevention Officer job description for approval.

#### 7.1.2 FIRE2020-005- Volunteer Deputy Fire Chief

69 - 80

**Be it resolved that** Council receive Staff Report FIRE2020-005 for information; and

**That** Council approve the draft job description for the Southgate Volunteer Deputy Fire Chief position as presented; and

**That** Council direct staff to review and evaluate the draft job description for the Volunteer Deputy Fire Chief position through the Southgate Job Evaluation Committee for a recommended hourly rate within the Employee Pay Grid for comparison purposes; and

**That** Council direct staff to report back to the February 19, 2020 meeting with a report from the Job Evaluation Committee, staff recommendation and the final version of the Southgate Volunteer Deputy Fire Chief job description for approval.

## 7.2 Deputy Clerk Lindsey Green

### 7.2.1 CL2020-003 – Police Service Board Request to Purchase Covert Speed Monitoring Device 81 - 85

**Be it resolved that** Council receive Staff Report CL2020-003 as information; and

**That** Council approve the Southgate Police Service Board request to participate in the joint purchase of a covert speed monitoring device with Chatsworth, Grey Highlands, and Georgian Bluffs; and

**That** Council approve an upset limit of \$1,500 towards to purchase of the covert speed monitoring device to be funded from the 2020 Police Service Board Budget.

### 7.2.2 CL2020-004 – Site Plan Amending Agreements – Orlan Martin and Misty Meadows Market Inc. 86 - 87

**Be it resolved that** Council receive Staff Report CL2020-004 for information; and

**That** Council consider approval of By-law 2020-013 and 2020-014 authorizing the entering into site plan amending agreements for Orlan Martin (SP6-18) and Misty Meadows Market Inc. (SP2-17).

### 7.2.3 By-law 2020-013 - SP6-19 Amending Site Plan Agreement - Orlan Martin 88 - 93

**Be it resolved that** by-law number 2020-013 being a by-law to amend Schedule A of Site Plan Control Agreement By-law 2018-080 (SP6-18) and to repeal By-law 2019-041 and By-law 2019-118 be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**7.2.4 By-law 2020-014 - SP2-17 Amending Site Plan Agreement - Misty Meadows Market Inc. 94 - 98**

**Be it resolved that** by-law number 2020-014 being a by-law to amend Schedule B of Site Plan Control Agreement By-law 2017-146 (SP2-17) and to repeal By-law 2019-159 be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**7.2.5 CL2020-005-Procedural By-law Updates 99 - 149**

**Be it resolved that** Council receive Staff Report CL2020-005 for information; and

**That** the amendments to the procedure by-law as outlined in this staff report be considered for approval at the February 19, 2020 Regular Meeting of Council; and

**That** Council provide staff with any additional recommendations or suggestions for consideration by February 12, 2020.

**7.3 Treasurer William Gott**

**7.3.1 FIN2020-004 2020 Funding Request 150 - 152**

**Be it resolved that** Council receive Staff Report FIN2020-004 2020 Funding Request be received as information; and

**That** Council approves a grant of \$2,500 to the Holstein Agro Expo and Rodeo.

**7.4 Public Works Manager Jim Ellis**

**7.4.1 PW2020-004 Dundalk Well D3 & D4 PLC Upgrades and Replacement Tender Award 153 - 157**

**Be it resolved that** Council receive Staff Report PW2020-004 for information; and

**That** Council award the Dundalk Well D3 & D4 Programmable Logic Controller (PLC) Upgrades, Replacement and Programming Tender to Summa Engineering Limited in the amount of \$152,510.45 including HST.



**7.4.2 PW2020-005 Municipal Sidewalk Machine Tender Award 158 - 162**

**Be it resolved that** Council receive Staff Report PW2020-005 for information; and

**That** Council approve the Municipal Sidewalk Machine Tender award to Work Equipment for a refurbished 115 HP Trackless MT57 with new engine, with ribbon blower, sand/salt spreader, V plow, and water tank in the amount of \$147,905.00 plus HST.

**7.4.3 PW2020-007 225579 Farmland Lease for 2020 Crop Season 163 - 166**

**Be it resolved that** Council receive Staff Report PW2020-007 for information; and

**That** Council direct staff to proceed with a Request for Proposal process to lease the farmland at 225579 Southgate Road 22 starting April 1<sup>st</sup>, 2020 for the 2020 crop season.

**7.4.4 PW2020-008 One Year Contract Position ES/TAPS Operator-Labourer Dundalk 167 - 168**

**Be it resolved that** Council receive Staff Report PW2020-008 for information; and

**That** Council approve the internal/external posting for a one-year contract position for an ES/TAPS Operator/Labourer Dundalk.

**7.4.5 PW2020-009 Cemetery Caretaker TAPS Operator/Labourer 1 Year Contract Position 169 - 170**

**Be it resolved that** Council receive Staff Report PW2020-009 for information; and

**That** Council approve the internal posting of a 1-year contract position for Cemetery Caretaker TAPS Operator/Labourer (Hopeville).

**7.5 Chief Administrative Officer Dave Milliner**

<b>7.5.1</b>	<b>CAO2020-005 Municipal Clerk Appointment</b>	<b>171</b>
	<p><b>Be it resolved that</b> Council receive staff report CAO2020-005 as information; and</p> <p><b>That</b> Council appoint Lindsey Green as the Township of Southgate's Acting Clerk by Municipal By-law 2020-021.</p>	
<b>7.5.2</b>	<b>By-law 2020-021 - Acting Clerk Appointment</b>	<b>172</b>
	<p><b>Be it resolved that</b> by-law number 2020-021 being a by-law to appoint an Acting Municipal Clerk for the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.</p>	
<b>7.5.3</b>	<b>CAO2020-006 Southgate Economic Development Update Report</b>	<b>173 - 189</b>
	<p><b>Be it resolved that</b> Council receive Staff Report CAO2020-006 as information; and</p> <p><b>That</b> Council direct staff to develop a budget analysis of the 2020 Economic Development budget to ensure the costs of a summer student and a RED project could be both funded and provide that information in a report to Council.</p>	
<b>7.5.4</b>	<b>CAO2020-007 Southgate Grant Funding Opportunities</b>	<b>190 - 192</b>
	<p><b>Be it resolved that</b> Council receive Staff Report CAO2020-007 as information; and</p> <p><b>That</b> Council approve that Southgate staff proceed with a RED Fund application to apply for funding to develop an Economic Development Strategic Plan for the Township of Southgate to support the Township's business community.</p>	

## 193 - 197

198 - 239

240 - 248

**Be it resolved that** Council receive Staff Report PL2020-001 for information; and  
**That** Council Consider approval of By-law 2020-015.

- 7.6.2 By-law 2020-015 - ZBA C15-19 - Emerson Martin** 249 - 251
- Be it resolved that** by-law number 2020-015 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.
- 7.6.3 PL2020-002 - ZBA C18-19 - Ivan S Martin** 252 - 258
- Be it resolved that** Council receive Staff Report PL2020-002 for information; and  
**That** Council consider approval of by-law 2020-016.
- 7.6.4 By-law 2020-016 - ZBA C18-19 - Ivan Martin** 259 - 261
- Be it resolved that** by-law number 2020-016 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.
- 7.6.5 PL2020-003 - ZBA C20-19 - Powdermax Inc** 262 - 268
- Be it resolved that** Council receive Staff Report PL2020-003 for information; and  
**That** Council consider approval of By-law 2020-017.
- 7.6.6 By-law 2020-017 - ZBA C20-19 - Powdermax Inc.** 269 - 271
- Be it resolved that** by-law number 2020-017 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.
- 7.6.7 PL2020-004 - ZBA C22-19 - 26771488 Ontario Inc.** 272 - 278
- Be it resolved that** Council receive Staff Report PL2020-004 for information; and  
**That** Council consider approval of By-law 2020-019.

**7.6.8 By-law 2020-019 - ZBA C22-19 - 2677188 Ontario Inc. 279 - 281**

**Be it resolved that** by-law number 2020-019 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**8. By-laws and Motions**

**8.1 By-law 2020-011 - Tax Arrears Extension Agreement 282**

**Be it resolved that** by-law number 2020-011 being a by-law to authorize an extension agreement pursuant to Section 378 of the Municipal Act, 2001, as amended be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**8.2 By-law 2020-012 - Tax Arrears Extension Agreement 283**

**Be it resolved that** by-law number 2020-012 being a by-law to authorize an extension agreement pursuant to Section 378 of the Municipal Act, 2001, as amended be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk sealed with the seal of the Corporation and entered into the by-law book.

**9. Consent Items**

**9.1 Regular Business (for information)**

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated February 5, 2020 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions.

**9.1.1 CAO2020-009 Mount Forest Louise Marshall Hospital Renovation Project Update & Request for Funding Support 284 - 287**

**9.1.2 CAO2020-011 Southgate CAO Update January 2020 288 - 290**

**9.1.3 PW2020-006 Department Report 291 - 293**

9.1.4 2020-01-16 Librarian CEO Report and 4th Quarter Stats 294 - 297

9.1.5 December 2019 Cheque Registers 298 - 307

**9.2 Correspondence (for information)**

**Be it resolved that** Council approve the items on the Correspondence consent agenda dated February 5, 2020 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions

9.2.1 Councillor Shipston ROMA Report - received January 26, 2020 308 - 313

9.2.2 Councillor Dobreen ROMA Report - received January 28, 2020 314 - 318

9.2.3 2020 GRCA Budget Package and Municipal Levy - received January 27, 2020 319 - 370

9.2.4 GCFA/BCFA Politicians Meeting Invitation - received January 27, 2020 371

**9.3 Resolutions of Other Municipalities (for information)**

9.3.1 Municipality of West Grey Saugeen Mobility and Regional Transit Resolution - received January 29, 2020 372 - 375

**9.4 Closed Session (for information)**

None

**10. County Report**

<https://www.grey.ca/council>

**11. Members Privilege - Good News & Celebrations**

## **12. Closed Meeting**

**Be it resolved that** Council proceed into closed session at [TIME] in order to address matters relating to Personal Matters about an Identifiable Individual (Subject: Tax Arrears Extension Agreements - Verbal Report), Personal Matters about an Identifiable Individual(s) (Subject: Employee Leaves Update - Staff Report CAO2020-012C); and

**That** Human Resources Coordinator Kayla Best, Treasurer William Gott, Public Works Manager Jim Ellis, Deputy Clerk Lindsey Green and CAO Dave Milliner remain in attendance.

**Be it resolved that** Council come out of Closed Session at [TIME].

**12.1 Personal Matters about an Identifiable Individual (Subject: Tax Arrears Extension Agreements - Verbal Report)**

**12.2 Personal Matters about an Identifiable Individual(s) (Subject: Employee Leaves Update - Staff Report CAO2020-012C)**

## **13. Confirming By-law**

376

**Be it resolved that** by-law number 2020-018 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on February 5th, 2020 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

## **14. Adjournment**

**Be it resolved that** Council adjourn the meeting at [TIME].

### Schedule A – Request to Appear as a Delegation

I wish to appear before Council on:

(Please print clearly)

CONTACT NAME: GREY COUNTY FED OF AG. JACKIE PENNING'S - office admin.	
Additional Speaker: MICHAEL RYAN	
ADDRESS: HANOVER	
POSTAL CODE: N4N1P9	TELEPHONE #: 519-364 3050 Ext 1
E-MAIL ADDRESS: grey20fa.on.ca	

#### New Delegation

1. Key points of my delegation are as follows: (please attach full presentation)

Presentation attached  
- Ag update

---

2. The desired action of Council that I am seeking on this issue is (Please be aware that Council will not make a decision on your item at this meeting, but a member may take the information under advisement for a Notice of Motion at a subsequent Council meeting):

---

#### Additional Delegation Information

I wish to submit the following additional information since I was a delegation at the Council meeting. My new information is as follows: (please attach full presentation)



**Note** - if an individual appears as a delegation before Council, a further delegation from the same individual concerning the same topic(s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Clerk. Specific new information must be identified on this form and/or attached for approval.

**Terms** - requests to appear before Council must be received in writing (and signed by at least one person) by the Clerk before 12:00 noon pm on the Wednesday immediately preceding the scheduled Council meeting, complete with a copy of the presentation materials as detailed in the delegation protocol. Failure to provide the required information on time will result in a loss of privilege to appear as a delegation.

I have read and understand the delegation protocol attached to this form and acknowledge that the information contained on this form, including any attachments, will become public documents and listed on Southgate's meeting agendas.

I also understand that presentation materials must be submitted with this delegation form. Electronic signed presentations must be e-mailed to agenda@southgate.ca no later than 12:00 noon on the Wednesday immediately preceding the meeting.

I also understand that if the materials contain any obscene or improper matter, language or does not meet the requirements of the delegation protocol, the Clerk shall decide whether it shall be included in the agenda for a Council meeting and if not, I will be notified.

  
Signature

Date

Jan 20/2020

Signature

Date

Please direct any queries to the Municipal Clerk (519) 923-2110 ext. 230,  
1-888-560-6607 Fax: (519) 923-9262

**Approval**

Council Date: February 5, 2020 @ 9:00 AM

Municipal Clerk Initials: Original Signed By



Ontario  
Federation of  
Agriculture



# *Farms and Food Forever*

## **Grey County Agriculture**





Ontario  
Federation of  
Agriculture



# Ontario Federation of Agriculture (OFA)

- ✓ Representing more than 38,000 farm families
- ✓ Advocate for farmers through government relations, farm policy recommendations and lobby efforts
- ✓ Support 52 county and regional federations
- ✓ Member Service Representatives to provide front-line service to members
- ✓ Farm policy research staff to keep on top of regulatory and legislative matters



Ontario  
Federation of  
Agriculture



# Grey Federation of Agriculture (GCFA)

- ✓ Celebrating 80 years
- ✓ Formed in 1940 to work on a local level to represent the voice of the farmer in Ontario
- ✓ 1,544 Grey County Members (2019)
- ✓ GCFA works to advance agriculture and the rural community through partnerships, education and advocacy
- ✓ Works with OFA to provide lobbying efforts and resources for local members



Ontario  
Federation of  
Agriculture



# OFA Resources

[ofa.on.ca](http://ofa.on.ca)

[ofa.on.ca/GrowAg](http://ofa.on.ca/GrowAg)



Ontario  
Federation of  
Agriculture

## ***Agriculture Matters***

**A Guide for Municipal Councillors and Staff**





Ontario  
Federation of  
Agriculture



## BOTH



- Regular County Meetings
- MP/MPP/Local Politician Meeting
- Information Meetings
  - Shed Talks
- Host All Candidates Mtgs
- Annual Ag Review Paper.
- Affiliated with: Farm and Food Care Ontario and AGSCAPE
- Elementary Public Speaking contest
- Ag Career Education
- Social Events

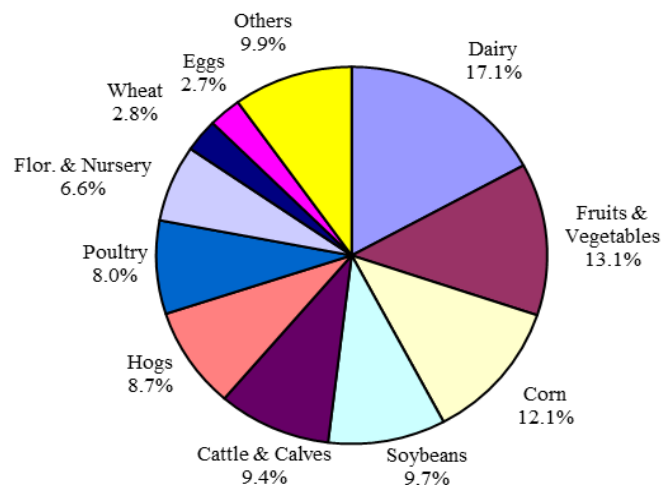
- Represent Grey County Members
- Advocate on issues, Legislation and Regulations
- Lobby Provincial & Federal Governments
- Advocate for agriculture
- Farmers working for farmers.

- Represent Ontario Members
- Grassroots Policy Development
- Farm Business Registrations
- Access to 21 Experienced, knowledgeable Member Service Representatives
- Exclusive discounts and promotions through OFA membership
- Highly skilled farm policy research staff.
- Educational opportunities province wide and webinars
- Training opportunities

# Share of Ontario's Farm Cash Receipts

## Comparison: 2011 vs 2016

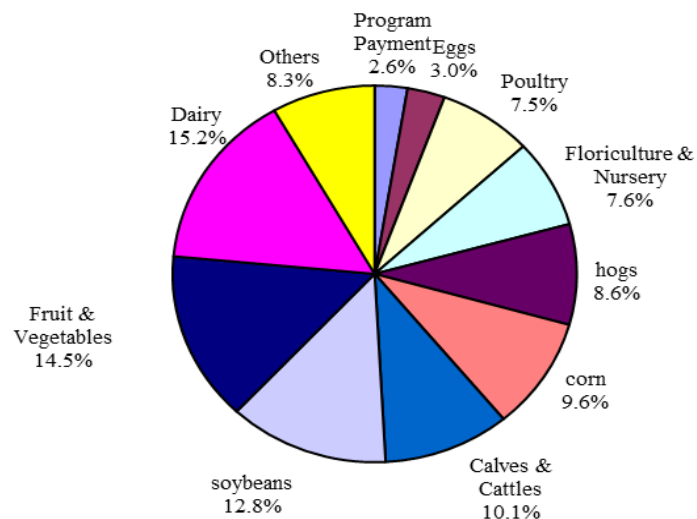
Share of Farm Cash Receipts by Commodity, Ontario, 2011



Total = \$11.1 billion

VS

Share of Farm Cash Receipts by Commodity, Ontario, 2016



Total = \$13.0 billion



Ontario  
Federation of  
Agriculture



# Agriculture & Food Industry

- ✓ 1.4 % of Ontario's population are operating farms
- ✓ Agri-food sector is the #1 driver of the Provincial economy
- ✓ Generates 47.7 Billion to Ontario GDP
- ✓ Creates 837,000 jobs
- ✓ Ontario Farmers produce more than 200 farm and food products

## Economic Contributions of Grey Farm Production to the Provincial Economy in 2017

Number of Jobs	GDP (Millions of Dollars)
23,918	\$1,149.5



# Agriculture in Grey County



## ***Total Number of Farms***

2,304 farms



## ***Major Fruit Crop***

Apples 3,352 acres



## ***Total Farmland Area***

495,483 acres



## ***Major Vegetable Crop***

Sweet Corn 49 acres



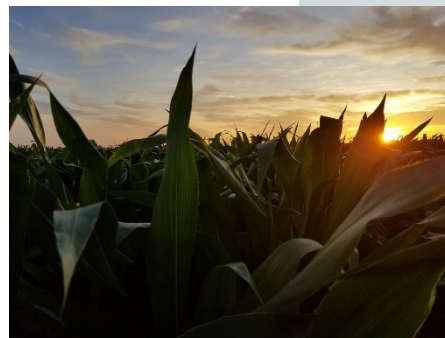
## ***Largest Farming Industry***

Beef Cattle Farming 693 farms



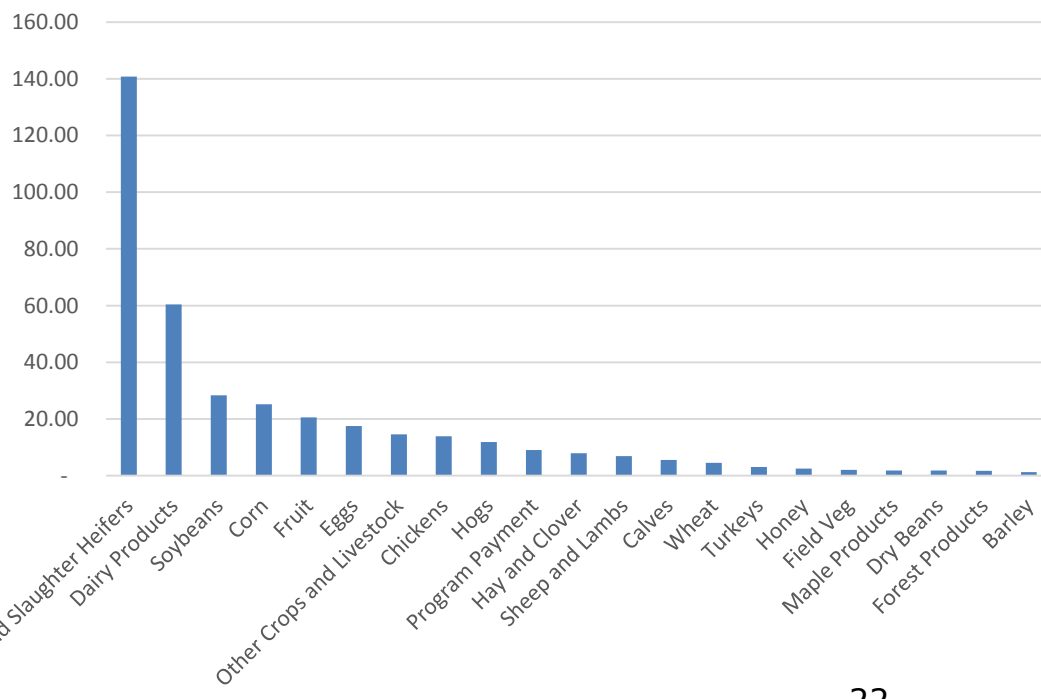
## ***Major Field Crop***

Hay 120,581 acres



# Estimated Farm Cash Receipts (FCR) by County and Crop (\$ Million)- 2018

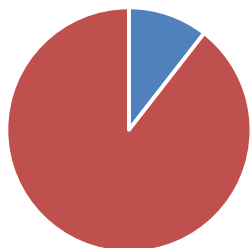
Estimated Farm Cash Receipts (FCR) by County and Crop (\$ Million)- 2018 Grey County



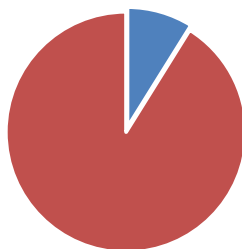
# Grey County's Top Commodities (blue) as a percentage of Provincial total - 2018

Steers and Slaughter

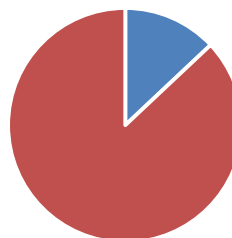
Heifers  
12%



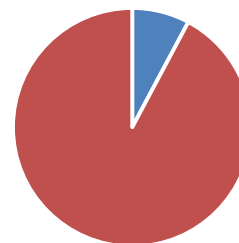
Honey  
10%



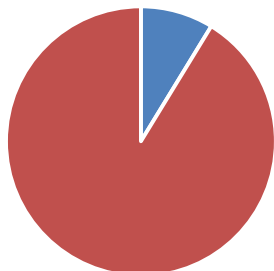
Barley  
15%



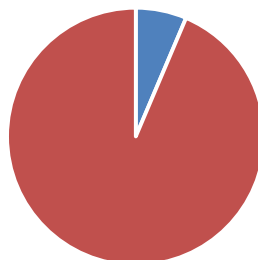
Calves  
8%



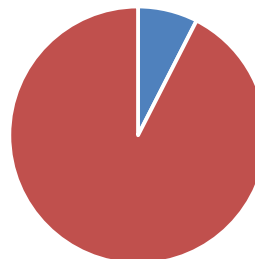
Sheep and Lambs  
10%



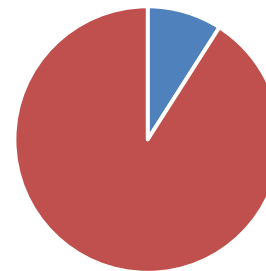
Fruit  
7%



Maple Products  
8%



Forest Products  
10%



# Grey County Federation Supports OFA's Provincial Priorities



Natural Gas



Broadband



Schools



Transportation

# GCFA's 3 Key Priorities for 2020

- ✓ Membership Engagement
- ✓ Youth in Farming
- ✓ Healthy Farms and Environment





# Youth/Member Engagement

- ✓ According to the 2016 Census of Agriculture, Grey County added young farmers at more than double the national rate with a 20% increase in farmers under 35. We saw a 61% increase in gross farm receipts between 2011 and 2016.
- ✓ Young Farmers are the key to agriculture's future, we want to ensure they feel supported and welcome into the OFA farm community.
- ✓ We know that our strength and our capacity to influence policy is tied to our members and their willingness to participate.

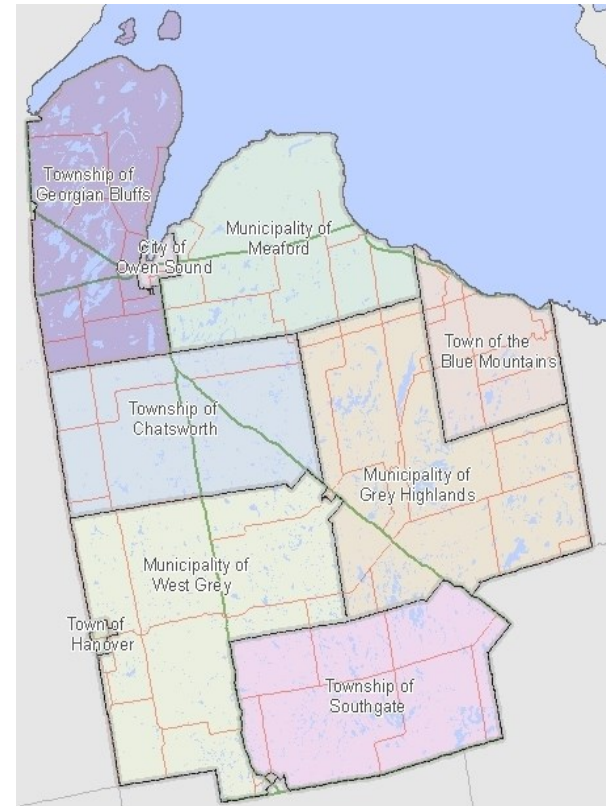


# Healthy Farm and Environment

- ✓ Farmers in Grey County, represented by the Grey Federation of Agriculture (GCFA) support the philosophy that farmers play a lead role as stewards of a healthy land, air and water environment.
- ✓ Farmers in Grey County have a strong history of embracing initiatives that promote a healthy environment, programs such as the Environmental Farm Plan, ALUS and farm practices that include cover cropping, no till and others that are gaining momentum
- ✓ GCFA is advocating for more communication between the Conservation Authorities and the farm community

# Grey County Federation Directors

- ✓ Paul Wettlaufer - West Grey
- ✓ Mike Ryan - West Grey
- ✓ Kevin Raszmann - West Grey
- ✓ Allen Hughes - Meaford
- ✓ Keith Reid - Meaford
- ✓ Dianne Booker - Meaford
- ✓ Jackie Pennings - Southgate
- ✓ Hugh Simpson - Grey Highlands
- ✓ Christine Robinson - County Of Grey
- ✓ Paul McQueen - Country Of Grey Alt







Ontario  
Federation of  
Agriculture



# Our Professional Team is Ready to Help Contact us:

OFA Zone 2 Director

Grey/Bruce:

Paul Vickers

[paul.vickers@ofa.on.ca](mailto:paul.vickers@ofa.on.ca)

Grey County President &

OFA Director at Large

Hugh Simpson

[hugh.Simpson@ofa.on.ca](mailto:hugh.Simpson@ofa.on.ca)

Grey County Federation Office

Hanover

Admin - Jackie Pennings

[grey@ofa.on.ca](mailto:grey@ofa.on.ca)

OFA Member Service

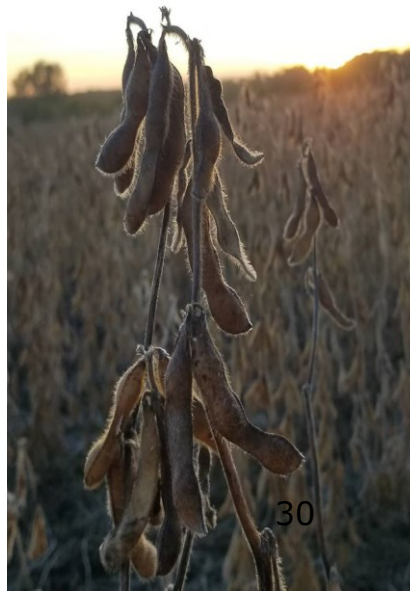
Representative Grey/Bruce

Joanne Hughes

[joanne.hughes@ofa.on.ca](mailto:joanne.hughes@ofa.on.ca)

# Farmland Property Tax Rate

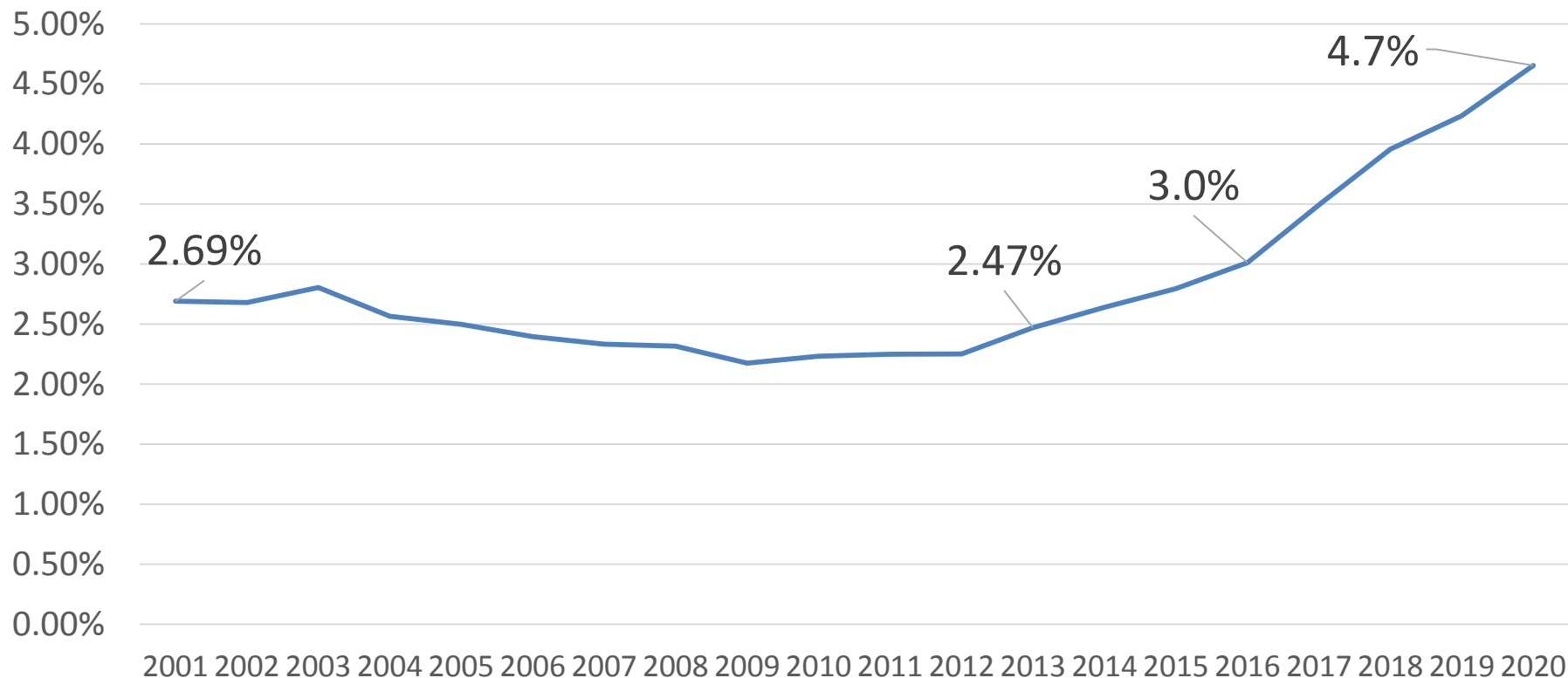
With the increase of farm assessments, farmland property rates have shifted. How you can help.



# Impacts on Property Tax in Grey County

- ✓ In Grey County Farmland CVA has increased by 71%
- ✓ Residential CVA has only increased by 5%

# Impacts on Farm tax in Grey County



# Impacts on Farm tax in Grey County

As the new assessments have phased in, the farm tax burden has increased as follows:

Year	% tax from farm	\$ increase in Farm Tax Burden
<del>2016</del>	<del>3%</del>	-
<del>2017</del>	<del>3.5%</del>	<del>\$256,000</del>
<del>2018</del>	<del>4%</del>	<del>\$511,000</del>
<del>2019</del>	<del>4.2%</del>	<del>\$661,000</del>
2020	4.7%	\$900,000
<b>Total</b>		<b>\$2.33M</b>

# 2019 Ratio Reduction

- ✓ GCFA appreciates the county reducing the farm tax ratio to 0.24 in 2019.
- ✓ The county was still able to reduce the residential tax rate from 0.359% in 2018 to 0.358% in 2019.
- ✓ This proves GCFA's position that lowering the farm tax ratio will not have a significant impact on other property classes.
- ✓ Even with a reduced farm tax ratio, Grey farmers tax burden was a record high in 2019.

# Avoiding Further Shifts in Property Tax Burden

- ✓ To avoid further shifts of property tax burden onto Grey county farmers, GCFA asks council to consider reducing the farm tax ratio again in 2020.
- ✓ County governments have full authority to adjust the farm tax ratio anywhere between 0%-25% of the local residential tax rate each year.
- ✓ 2020 is the last year of the MPAC assessment cycle.
- ✓ A new MPAC assessment cycle will begin in 2021.

# Farm Tax Ratio Required in Grey County

- ✓ To maintain the 2019 farm tax burden 4.2% would require a ratio of **0.218**
- ✓ To Prevent the farm tax burden from setting a new record in Grey county, we ask council to consider supporting one of the following farm tax ratio in 2020.
  - Farm tax burden at historical 3% level would require a ratio of **0.153**.



# Farm Property Tax Ratio

## Municipalities That Have Lowered the Farm Tax Ratio

- ✓ Oxford 0.235
- ✓ Dufferin 0.22
- ✓ Elgin 0.23
- ✓ Prince Edward 0.2319
- ✓ Chatham- Kent 0.22
- ✓ Lambton 0.226
- ✓ Grey 0.24
- ✓ Norfolk- 0.23
- ✓ Brant 0.24
- ✓ Lennox and Addington- 0.23
- ✓ Region of Durham- 0.20
- ✓ London 0.1752
- ✓ Kingston- 0.2375
- ✓ Hamilton 0.1767
- ✓ Ottawa 0.20
- ✓ Caledon 0.1689
- ✓ North Bay 0.15
- ✓ Halton Region 0.20



Ontario  
Federation of  
Agriculture



Thank you for your interest in Grey  
County Agriculture

Any Questions?



## **Township of Southgate Minutes of Council Meeting**

January 15, 2020

9:00 AM

Council Chambers

Members Present: Mayor John Woodbury  
Councillor Barbara Dobreen  
Councillor Michael Sherson  
Councillor Jason Rice  
Councillor Jim Frew  
Councillor Martin Shipston

Members Absent: Deputy Mayor Brian Milne

Staff Present: Dave Milliner, CAO  
Jim Ellis, Public Works Manager  
William Gott, Treasurer  
Bev Fisher, CBO  
Derek Malynyk, Acting Fire Chief  
Clinton Stredwick, Planner  
Lindsey Green, Deputy Clerk  
Elisha Hewgill, Legislative Assistant

### **1. Call to Order**

Mayor Woodbury called the meeting to order at 9:00 AM.

### **2. Open Forum-Registration begins 15 minutes prior to meeting**

No members of the public spoke at open forum.

### **3. Confirmation of Agenda**

No. 2020-001

**Moved By** Councillor Sherson

**Seconded By** Councillor Frew

**Be it resolved that** Council confirm the agenda as amended.

**Carried**

**4. Declaration of Pecuniary Interest**

Mayor Woodbury declared a pecuniary interest related to Staff Report CAO2020-003 and By-law 2019-003 as he is a member of the South East Grey Health Center's Board or Directors.

**5. Public Meeting**

**5.1 C10-19/OPA2-19 - Lawrence Martin - Conc 4 S, Part Lot 16, Geographic Township of Egremont**

**5.1.1 Background**

**5.1.2 Application and Notice of Public Meeting**

Deputy Clerk Lindsey Green confirmed that proper notice was given in accordance with the Planning Act.

**5.1.3 Comments Received from Agencies and the Public**

Planner Clinton Stredwick read comments received from the Building Department, Enbridge Gas, County of Grey, Public Works Department and the Saugeen Valley Conservation Authority.

There were no comments from the public received.

**5.1.4 Questions from Council**

No questions from Council were asked at this time.

**5.1.5 Applicant or Agent**

The Applicant was in attendance and added that he was available to answer any questions.

**5.1.6 Members of the Public to Speak**

There were no members of the public present to speak in support of or opposition to the application.

**5.1.7 Further Questions from Council**

There were no further questions from Council.

**5.2 C23-19 - Flato Dundalk Meadows Inc. (Flato East) - Conc 1, Part of Lots 233 and 234, Geographic Township of Proton**

**5.2.1 Background**

**5.2.2 Application and Notice of Public Meeting**

Deputy Clerk Lindsey Green confirmed that proper notice was given in accordance with the Planning Act.

**5.2.3 Comments Received from Agencies and the Public**

Planner Clinton Stredwick read comments received from Enbridge Gas, Building Department, Grand River Conservation Authority, Historic Saugeen Metis, Bluewater District School Board and the County of Grey.

There were no comments from the public received.

**5.2.4 Questions from Council**

Council asked questions and staff provided responses.

**5.2.5 Applicant or Agent**

The Agent was in attendance and provided a brief presentation about the proposal.

**5.2.6 Members of the Public to Speak**

There were no members of the public present to speak in support of or opposition to the application.

**5.2.7 Further Questions from Council**

There were no further questions from Council.

**5.3 C24-19 - Trustees of the Independent Old Order Mennonite Church - Conc 8, Part Lot 37 - Geographic Township of Proton**

**5.3.1 Background**

**5.3.2 Application and Notice of Public Meeting**

Deputy Clerk Lindsey Green confirmed that proper notice was given in accordance with the Planning Act.

### **5.3.3 Comments Received from Agencies and the Public**

Planner Stredwick reviewed comments received from Grey Bruce Public Health Unit, Saugeen Valley Conservation Authority, Bluewater District School Board, Enbridge Gas, Historic Saugeen Metis, Public Works, Building Department and the County of Grey.

There were no comments from the public received.

### **5.3.4 Questions from Council**

Council asked questions and staff provided responses.

### **5.3.5 Applicant or Agent**

The Applicants and Agent were in attendance and added that they were available to answer any questions.

### **5.3.6 Members of the Public to Speak**

There were no members of the public present to speak in support of or opposition to the application.

### **5.3.7 Further Questions from Council**

There were no further questions from Council.

## **6. Adoption of Minutes**

No. 2020-002

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** Council approve the minutes from the December 18, 2019 Council and Closed Session meeting as presented.

**Carried**

## **7. Reports of Municipal Officers**

### **7.1 Fire Chief Derek Malynyk**

#### **7.1.1 FIRE2020-001- Volunteer Fire Fighter Appointments**

No. 2020-003

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report FIRE2020-001 for information; and

**That** Council approve the hiring of Austin Fisher, Brian Bernardo, Garrett Childs, Phillip Schram, Bradyn Thompson, Neal Verma, Adam Perry, Zack Perry, Richard Chambers and Shawn Galbraith as auxillary members with the Dundalk Fire Department.

**Carried**

#### **7.1.2 FIRE2020-002- Acting Captain Appointment**

No. 2020-004

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report FIRE2020-002 for information; and

**That** Council approve the promotion of Lorne Fick to Acting Captain with the Dundalk Fire Department.

**Carried**

### **7.2 Treasurer William Gott**

#### **7.2.1 FIN2020-001 Temporary Borrowing**

No. 2020-005

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report FIN2020-001 Temporary Borrowing as information; and

**That** By-law 2020-001, being a by-law authorizing the temporary borrowing of money to meet current expenditures of the Municipality for the year 2020, be considered for approval.

**Carried**

### **7.2.2 By-law 2020-001 - Borrowing By-law**

No. 2020-006

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** by-law number 2020-001 being a by-law to authorize the borrowing of money to meet current expenditures of the Council of the Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

### **7.2.3 FIN2020-002 2020 Interim Tax Levy**

No. 2020-007

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report FIN2020-002 2020 Interim Tax Levy as information; and

**That** By-law 2020-002, being a by-law to provide for interim tax levies for the 2020 fiscal year be considered for approval.

**Carried**

### **7.2.4 By-law 2020-002 - Interim Tax Levies for 2020**

No. 2020-008

**Moved By** Councillor Sherson

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2020-002 Being a by-law to provide for interim tax levies for the 2020 fiscal year be read a first, second and



third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

#### **7.2.5 FIN2020-003 2020 Donations, Grants and Funding**

No. 2020-009

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report FIN2020-003 2020 Grants, Donations and Funding be received as information; and

**That** Council approves 2020 Donations of \$2,000, as presented; and

**That** Council approves a grant of \$2,500 to the Dundalk District Agricultural Society.

**Carried**

### **7.3 Deputy Clerk Lindsey Green**

#### **7.3.1 CL2020-001-Joint Community Safety and Well-Being Plan Agreement**

No. 2020-010

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report CL2020-001 as information; and

**That** Council authorize the entering into an agreement for a Joint Community Safety and Well-Being Plan for the Township of Southgate led by Grey and Bruce Counties by by-law 2020-006; and

**That** the CAO and/or their designate(s) act as the Southgate representative on the advisory committee for the Joint Community Safety and Well-Being Plan.

**Carried**

**7.3.2 By-law 2020-006 - Community Safety and Well-Being Plan Agreement**

No. 2020-011

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** by-law number 2020-006 being a by-law to authorize the entering into an agreement for the development and implementation of a Joint Community and Safety Well-Being Plan be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

**7.3.3 CL2020-002-Canadian Fence & Hardware Inc. Site Plan Agreement**

No. 2020-012

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report CL2020-002 for information; and

**That** Council consider approval of By-law 2020-009 authorizing the entering into a Site Plan Agreement with Canadian Fence & Hardware Inc. and to repeal By-law number 2019-021.

**Carried**

**7.3.4 By-law 2020-009 - Canadian Fence & Hardware Inc. Site Plan Agreement**

No. 2020-013

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** by-law number 2020-009 being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

## **7.4 Public Works Manager Jim Ellis**

### **7.4.1 PW2020-001 – Parking By-law**

No. 2020-014

**Moved By** Councillor Frew

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report PW2020-001 for information; and

**That** Council considers approving the Southgate Parking By-law by Municipal By-law number 2020-005.

**Carried**

### **7.4.2 By-law 2020-005 - Parking By-law**

No. 2020-015

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2020-005 being a by-law to provide direction for parking in the Township of Southgate and to repeal By-law 48-2016, amended by By-law 2017-027, 2019-009 and 2019-139 be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

#### **7.4.3 PW2020-002 Department Report**

No. 2020-016

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PW2020-002 for information; and

**That** Council supports the Recommended Actions in report SPC-19-12-02 to address the over-application of winter maintenance chemicals for consideration and action; and

**That** Council direct staff to forward report SPC-19-12-02 to the Ontario Minister of the Environment, Conservation and Parks, Ontario Minister of Transportation, Ontario Minister of Municipal Affairs and Housing and Attorney General of Ontario, for their consideration and action of the outlined recommendations regarding changes to the liability framework, increased requirements for winter maintenance of parking lots and changes to the Clean Water Act, 2006 framework to proactively protect municipal drinking water supplies from winter maintenance activities.

**Carried**

#### **7.4.4 PW2020-003 Wastewater ICIP Application**

No. 2020-017

**Moved By** Councillor Sherson

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PW2020-003 for information; and

**That** Council approve and support staff proceeding with an Investing in Canada Infrastructure Program 2019 Green Stream Intake 1 Dundalk Wastewater Upgrade Project application for funding to be submitted by January 22, 2020.

**Carried**

Council recessed at 10:30 AM and returned at 10:39 AM.

**7.5 Planner Clinton Stredwick**

**7.5.1 PL2019-072- OPA2-19 and ZBA C10-19 Lawrence Weber**

No. 2020-018

**Moved By** Councillor Rice

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report PL2019-072 for information; and

**That** Council consider adoption of OPA 23 to the Township of Southgate Official Plan by By-law 2020-007; and

**That** Council consider approval of Zoning by-law 2020-008.

**Carried**

**7.5.2 By-law 2020-007 - OPA 2-19 - Lawrence Martin**

No. 2020-019

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** by-law number 2020-007 being a by-law to adopt Amendment No. 24 to the Township of Southgate Official Plan affecting the lands described as Con 4, S Pt lot 16, geographic Township of Egremont, in the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

**7.5.3 By-law 2020-008 - ZBA C10-19 - Lawrence Martin**

No. 2020-020

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2020-008 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

## **7.6 Chief Administrative Officer Dave Milliner**

### **7.6.1 CAO2020-002 SEGCHC-Southgate-Grey County Social Service Amending Agreement for Office Location Use in the Erskine Facility**

Mayor Woodbury declared a pecuniary interest related to Staff Report CAO2020-003 and By-law 2019-003 as he is a member of the South East Grey Health Center's Board or Directors.

Mayor Woodbury relinquished the Chair.  
Councillor Dobreen assumed the Chair.

No. 2020-021

**Moved By** Councillor Shipston

**Seconded By** Councillor Sherson

**Be it resolved that Council** receive Staff Report CAO2020-003 as information; and

**That** Council approve the final version of the South East Grey Community Health Centre-Southgate-Grey County Social Services Lease Amending Agreement for the Erskine Church Facility as presented with the latest changes proposed by Grey County to increase the rental fee because of increased use and for term of 1 year starting January 1, 2020; and

**That** Council consider approving By-law 2020-003 at the

January 15, 2019 Council meeting to authorize the Mayor and the Deputy Clerk to sign the Grey County Lease Amending Agreement for the Erskine Church Facility.

**Carried**

**7.6.2 By-law 2020-003 - SEGCHC-Southgate-GC Social Services Facility Use Agreement - Erskine**

No. 2020-022

**Moved By** Councillor Shipston

**Seconded By** Councillor Sherson

**Be it resolved that** by-law number 2020-003 being a by-law to authorize an agreement between South East Grey Community Health Centre, The Corporation of the County of Grey and The Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

Mayor Woodbury assumed the Chair.

**7.6.3 CAO2020-003 Wellington North-Southgate Recreation Agreement**

No. 2020-023

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobrean

**Be it resolved that** Council receive staff report CAO 2020-003 as information; and

**That** Council approve the new Wellington North-Southgate Recreation Agreement as presented in draft; and

**That** Council consider approving the Wellington North-Southgate Recreation Agreement by municipal by-law at the February 5th, 2020 meeting.

**Carried**

## **8. By-laws and Motions**

### **8.1 By-law 2020-004 - Tile Drain Loan**

No. 2020-024

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2020-004 being a by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act be read a first, second and third time, finally passed, signed by the Mayor and the Deputy Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

## **9. Consent Items**

### **9.1 Regular Business (for information)**

No. 2020-025

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated January 15, 2020 and direct staff to proceed with all necessary administrative actions.

**Carried**

#### **9.1.1 FIRE2020-003- 2019 4th Quarter Update**

#### **9.1.2 HR2020-02– Administrative and Legislative Assistant**

#### **9.1.3 CAO2020-001 Building By-law and Canine Monthly Reports December 2019**

#### **9.1.4 CAO2020-004 Southgate CAO Update December 2019 and January 2020**

### **9.2 Correspondence (for information)**



No. 2020-026

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** Council approve the items on the Correspondence consent agenda dated January 15, 2020 and direct staff to proceed with all necessary administrative actions.

**Carried**

**9.2.1 MPP Bill Walker Correspondence re 2020 Celebrate Ontario Program - December 13, 2019**

**9.2.2 MMAH Correspondence re Transforming and Modernizing Delivery of Ontario Building Code services - received December 16, 2019**

**9.2.3 MPAC Correspondence re Assessment Summary by Class - received December 19, 2020**

**9.3 Closed Consent (for information)**

None.

**10. County Report**

Mayor Woodbury explained that County Council received a good report and update on the transportation initiative. Members held a lengthy discussion about the transit routes proposed. Further information about the transportation initiative can be found here:

<https://www.grey.ca/grey-transit-route>

Mayor Woodbury also added that a Councillor from the Town of the Blue Mountains has resigned, so there will be new representation at the County Council meetings. Lastly, County Council are planning to finish up budget discussions at the February 7th Committee of the Whole meeting.

**11. Members Privilege - Good News & Celebrations**

Councillor Sherson mentioned that the Dundalk Agriculture Society's annual banquet is being held on January 25th at the Frank McIntyre Building in Dundalk.

## 12. Closed Meeting

No. 2020-027

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council proceed into closed session at 11:06 AM in order to address matters relating to Personal Matters about an Identifiable Individual (Subject: CAO Performance Review - 2020 Goals - Staff Report HR2020-01C), Personal Matters about an Identifiable Individual (Subject: Update regarding Employee Leave - Verbal); and **That** HR Coordinator Kayla Best, Deputy Clerk Lindsey Green and CAO Dave Milliner remain in attendance.

**Carried**

Council recessed at 11:07 AM and returned at 11:09 AM.

No. 2020-028

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** Council come out of Closed Session at 11:52 AM.

**Carried**

Councillor Dobreen moved the following motion.

No. 2020-029

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** Council proceed past noon.

**Carried**

No. 2020-030

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** Council proceed into closed session at 11:53 AM in order to address matters relating to Personal Matters about an Identifiable Individual (Subject: CAO Performance Review - 2020 Goals

- Staff Report HR2020-01C), Personal Matters about an Identifiable Individual (Subject: Update regarding Employee Leave - Verbal); and **That** HR Coordinator Kayla Best, Deputy Clerk Lindsey Green and CAO Dave Milliner remain in attendance.

**Carried**

No. 2020-031

**Moved By** Councillor Frew

**Seconded By** Councillor Shipston

**Be it resolved that** Council come out of Closed Session at 12:31 PM.

**Carried**

**12.1 Personal Matters about an Identifiable Individual  
(Subject: CAO Performance Review - 2020 Goals - Staff  
Report HR2020-01C)**

No. 2020-032

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**Be it resolved that** Council receive staff report HR2020-01C as information.

**Carried**

**12.2 Personal Matters about an Identifiable Individual  
(Subject: Update regarding Employee Leave - Verbal)**

No. 2020-033

**Moved By** Councillor Sherson

**Seconded By** Councillor Frew

**Be it resolved that** Council receive the verbal update regarding an employee leave as information; and

**That** Council direct staff to proceed as discussed in Closed Session.

**Carried**

**13. Confirming By-law**

No. 2020-034

**Moved By** Councillor Shipston

**Seconded By** Councillor Sherson

**Be it resolved that** by-law number 2020-010, being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on January 15, 2020 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

**14. Adjournment**

No. 2020-035

**Moved By** Councillor Frew

**Be it resolved that** Council adjourn the meeting at 12:33 PM.

**Carried**

---

Mayor John Woodbury

---

Deputy Clerk Lindsey Green



## **Staff Report FIRE2020-004**

**Title of Report:** FIRE2020-004- Southgate Fire Prevention Officer  
**Department:** Fire  
**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIRE2020-004 for information; and  
**That** Council approve the draft job description for the Southgate Fire Prevention Officer as presented; and

**That** Council direct staff to review and evaluate the draft job description for the Fire Prevention Officer position through the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid; and

**That** Council direct staff to report back to the February 19, 2020 meeting with a report from the Job Evaluation Committee and the final version of the Southgate Fire Prevention Officer job description for approval.

### **Background:**

It has been identified that the Fire Department requires an extra fulltime position to help with administrative duties, training, fire inspections and public education. Previously there was an administrative position for 16 hours a week, that has been vacant since February, 2019. There are commercial buildings in Southgate that do not receive an annual fire inspection due to lack of fire department resources.

### **Staff Comments:**

With this position we will have the necessary time and resources to complete fire inspections on the downtown core of Dundalk as well as commercial businesses around Southgate. This will ensure all residents, property owners, employees, business owners and customers with piece of mind that when they enter these buildings, they are compliant with the Ontario Fire Code.

### **Financial Implications:**

This position was included into the 2020 operating budget and assigned a wage as a place holder. The job description will be going to the Job Evaluation Committee for review and placement on the Employee Pay Grid.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

Southgate Goal #2-D - The Township will have taken aggressive action to enforce compliance by downtown buildings with property standards Building Code, and Fire Code regulations.

**Concluding Comments:**

1. Staff recommends that Council receive Staff Report FIRE2020-004 for information.
2. That Council approve the draft job description for the Southgate Fire Prevention Officer as presented.
3. That staff review and evaluate the draft job description for the Fire Prevention Officer position through the Southgate Job Evaluation Committee for future approval.

Respectfully Submitted,

**Dept. Head:** ***Original Signed By***

Derek Malynyk, Acting Fire Chief Official

**CAO Approval:** ***Original Signed By***

Dave Milliner, CAO

- Attachment #1 – Draft Fire Prevention Officer Job Description

# Township of Southgate

## Job Description

Date of Update: February 5, 2020 draft	Southgate Fire Prevention Officer
--	-----------------------------------

## Section A: Position Description

### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name: _____	Supervisor's Name: Derek Malynyk
Job Title: Southgate Fire Prevention Officer	Supervisor's Job Title: Southgate Fire Chief
Standard hours of work per week: 35 hrs./week (depending on emergency calls & training requirements)	Eligibility to Group Insurance: yes  Eligibility to OMERS: yes
Location of Position: Dundalk Fire Hall	Department/Division: Protection & Inspection
Employment Status: Full-time Employee	Pay Band: To be determined

### 2) Scope of Position (A maximum of three sentences.)

- The Southgate Fire Prevention Officer (FPO) is responsible for completing building inspection and leads the public fire safety and prevention education programs.
- Acts as the Training Officer developing lesson plans, training schedules in conjunction with the Fire Chief, attend Grey County Training Officer meetings.
- Attend Emergency Calls and Training after regular officer hours when available.
- The FPO also acts as a Captain (without Captain stipend compensation) as part of the job's responsibilities within the department and participates in the Officer on call weekend rotation with compensation.
- Other duties as assigned by the Fire Chief

Key Responsibilities	Tasks	Percent of Time
<b>Program Delivery</b> General Responsibilities	<ul style="list-style-type: none"> <li>• Prepares and updates all OG (Operating Guidelines) for the Department in consultation with the Fire Chief, implementing those guidelines and ensuring they are continually followed.</li> <li>• Acts as a Health &amp; Safety Committee Rep for the Fire Department. .Perform all of the duties of an assistant to the Fire Marshal, as prescribed by the <i>Fire Protection and Prevention Act, 1997</i> (FPPA)</li> <li>• Ensure that the departmental rules, regulations, and operating guidelines are current, inclusive, and implemented; maintain order and discipline within the department</li> <li>• Demonstrate, promote, and instill professionalism in every aspect of the department's service delivery</li> <li>• Is responsible for Fire Prevention Officer duties in the Township of Southgate.</li> <li>• Identify all occupancies that are required to implement and approved fire safety plan and ensure that compliance is achieved.</li> </ul>	
Inspections & Enforcement	<ul style="list-style-type: none"> <li>• Is responsible for all Fire Safety planning, Public Education and Awareness programs for the Southgate Fire Department.</li> <li>• Enforces the use of carbon monoxide and smoke alarms as mandated by the OFMEM under the Fire Code.</li> </ul>	
Public Education	<ul style="list-style-type: none"> <li>• Promotes all aspects of public education.</li> <li>• This position will plan, coordinate and lead all public events related to community events and communications related to Public Education with the approval of the Fire Chief</li> </ul>	
Planning	<ul style="list-style-type: none"> <li>• Monitors and updates the Township's Risk Assessment document and tailors the Public Education program appropriately.</li> <li>• Supports the creation and maintenance of the master fire plan to assist in mapping out the future of the fire department.</li> <li>• Reports to the Fire Chief for weekly workplan, public education strategy &amp; plans, inspection schedules and time off requests.</li> </ul>	
Meetings & Reports	<ul style="list-style-type: none"> <li>• Attends and participates in Council and committee meetings as required.</li> <li>• Completes incident reports and all other administrative documents are completed and submitted in a timely manner, as required</li> </ul>	



Key Responsibilities	Tasks	Percent of Time
Training	<ul style="list-style-type: none"> <li>• Provide training and education to department staff relative to the features, characteristics, and functionality of fire protection systems and devices</li> <li>• Develops and assists in implementing a training program based on the Fire Marshal's training program.</li> <li>• Oversees all aspects of the departments training requirements and ensures department personnel are trained to the core services as per the E &amp; R by-law.</li> <li>• Implement all training plans and programs for the department to ensure an acceptable skill level in areas of emergency response, fire safety inspections &amp; enforcement, and public education programming, and to ensure compliance with health and safety requirements relative to staff training</li> <li>• Attend meetings as required, and approved workshops, seminars, and conferences to maintain sound knowledge base and understanding of current and future issues impacting fire protection service delivery</li> </ul>	
Human Resources	<ul style="list-style-type: none"> <li>• Supervises Acting Captains and firefighters when on a fire scene.</li> <li>• Responsible for evaluating, discipline, motivating, training and developing all fire department staff in consultation with the Fire Chief and Deputy Fire Chief.</li> <li>• Ensures compliance with the Volunteer Firefighter Code of Ethics the Township has in place.</li> </ul>	
Material & Information Resources	<ul style="list-style-type: none"> <li>• Assist the Fire Chief with the procurement process_of all the equipment needed for training and public education through the operational and capital budget process in compliance Southgate's purchasing policies.</li> <li>• Maintain records and files in accordance with the municipal records retention by-law</li> </ul>	
Financial Resources	<ul style="list-style-type: none"> <li>• Works with the Fire Chief and Deputy Fire Chief to prepare a detailed operating and capital budget for the Fire Department, which is submitted for approval to Council.</li> <li>• Exercise sound expenditure control activities within the municipal procurement policies and procedures.</li> </ul>	

## Section B: Skills

### 1) Formal Education and External Training

<p>Highest level required</p> <p> <input type="checkbox"/> High School  <input type="checkbox"/> Vocational School  <input checked="" type="checkbox"/> Community College - Diploma  <input type="checkbox"/> University Degree  <input type="checkbox"/> Individual Courses         </p> <p>License or Professional Designation - NFPA Training Requirements:</p> <ul style="list-style-type: none"> <li>NFPA 1021 Fire Officer I</li> <li>NFPA 1041 Fire Instructor I</li> <li>NFPA 1001 Firefighter I, II</li> </ul> <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars? Yes</p> <p>Discussion: 1. Attends seminars/courses pertaining to Fire Prevention and Training Officer duties as required.</p> <p style="margin-left: 40px;">2. Further education training in respect to all aspects of Fire, OH&amp;SA &amp; MOL.</p> <p style="margin-left: 40px;">3. Public education programs</p>	<p>Specific Specialty or Degree? (List)</p> <p>Fire Department Management or equivalent management experience would be an asset</p>
---	---

### 2) Required On-The-Job Training

<p><u>Specific Internal Training</u></p> <p>Must be familiar with regulations and related legislation</p> <p>Must have valid D level license with a Z airbrake endorsement.</p> <p>Must have training in the Incident Management System or approved experience working with IMS.</p> <p>Fire Prevention Officer Training</p> <ul style="list-style-type: none"> <li>NFPA 1031 Inspector I, II</li> </ul> <p>Fire Instructor Training</p> <ul style="list-style-type: none"> <li>NFPA 1041 Instructor II</li> </ul> <p>Public Education Officer Training</p> <ul style="list-style-type: none"> <li>NFPA 1035 Public Educator</li> </ul> <p><u>Additional Training Assets</u></p> <p>Officer I, II, III &amp; IV (OFM) Leadership courses or other related Leadership Management courses</p>	<p>Term to Complete</p> <p>1 year</p> <p>1 year</p>
---	---

### 3) Work Experience

Experience	Minimum Years Required
Fire Department	3 years

### 4) Other Key Skills

<u>Personal Skills</u>	<u>Specific Job Skills</u>
<p>Must have organizational and leadership skills and an ability to apply technical and operational skills for the effective and efficient operation of the department.</p> <p>Ability to determine the need for change and the skill to successfully supervise and manage change through strong team leadership and network /partnership building skills.</p> <p>Excellent time management skills, ability to work independently, well-developed analytical and critical-thinking skills to organize, manage and administer.</p> <p>Requires competent presentation skills and the ability to communicate operational information to non-technical people in order to present reports to various individuals or groups, including Council</p> <p>Strong conflict resolution, problem-solving, team-building and good customer service skills.</p> <p>Computer literate with knowledge of software used.</p> <p>Good communication and interpersonal skills</p> <p>Patience &amp; Compassion</p>	<p>Knowledge of the design and operation of various fire protection devices and systems.</p> <p>Current knowledge of applicable federal, provincial, and municipal legislation related to public fire protection and workplace health and safety.</p> <p>Must have thorough knowledge of the current fire codes.</p> <p>Possess knowledge and skills in the safe operation of all types of Fire &amp; Emergency Vehicles and equipment, safety and protective devices.</p> <p>Sound knowledge of , and demonstrated ability to interpret, apply, and enforce the Fire Code, relevant NFPA CSA ULc standards and the <i>Fire Protection and Prevention Act, 1997</i>.</p>

## 5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily or weekly	Training & or Fire & First Response Calls	In person
Co-workers (other dept.)	Occasionally		
Supervisor	Weekly	Business & management issues	Phone, email or in person.
Supervisor (other dept.)	Occasionally		
Depart. Head (Fire Chief).	Daily or weekly	Training & or Fire & First Response Calls	In person
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
Ratepayers	Occasionally		
Suppliers	Occasionally		
External Contacts	Frequency	Purpose	Method
General Public (Not residence)	Frequently	Fire & First Response	
Business representatives	Seldom		
Consultants, Engineers, Planners, etc.	Seldom		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Seldom		
Boards	Seldom		
Council (your own)	Occasionally		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Children/Students	Occasionally		
<u>Other: Specify Below</u>			
Fire Marshall's Office	Occasionally		
Police	Occasionally		

### Interpersonal skills:

Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.

### Communications:

Communication with the public occurs regularly both in person and on the phone. Communication can often be negative in nature because of complaints and negative feedback from the general public. Regular communication occurs with internal and external contacts. Negotiating skills are used regularly to resolve matters harmoniously between many groups.

## 6) Decision Making

The Fire Prevention Officer must be self-governing, making many decisions on his own, within the framework of the municipality's policies and procedures, the Fire Protection and Prevention Act and the Operational Guidelines of the Fire Department. Decisions must be made very quickly and involve interpreting and analyzing various factors. The Fire Prevention Officer is responsible to advise the Fire Chief on a regular basis of any major decisions made related to Fire Prevention, Education and Training.

7) **Problem Solving Responsibilities**

Analyze, evaluate and determine a solution based on the policies in place.

8) **Equipment & Technology Utilized**

Computer, fax machine, photocopier and radio communications equipment.  
Working knowledge of fire suppression and emergency equipment.

## **Section C: Responsibility**

1) **Program Delivery**

Supports the delivery of Administration programs as outlined in the Program Delivery section of this job description under General Responsibilities sub-section.

Acts as an assistant to the Fire Marshal and Fire Prevention Officer in the Township of Southgate.

Develops a training schedule and lesson plans to be approved by the Fire Chief.

2) **Impact and Accountabilities**

Responsible for the financial expenditures of donations made to the fire department and care, control and management of a bank account as a signing authority with the Fire Chief and Volunteer Deputy Fire Chief.

Operational errors result in public health and safety risks, increased likelihood of property loss, injuries, or fatalities, and additional costs, lost revenue, lost credibility and the public's faith in the Municipality's ability to provide adequate services.

Failure to comply with legislative requirements or to demonstrate due diligence may result in increased municipal exposure to liability and/or fines from government enforcement agencies.

3) **Supervision**

Direct Subordinates – Job Titles		Number of Staff
N/A		
Indirect Subordinates – Job Titles		Number of Staff
N/A		
Total		
Provides training/instruction to others – Job Titles		Number of Staff
Volunteer Firefighters		<ul style="list-style-type: none"><li>• Up to 30 volunteer staff; and</li><li>• Auxillary fire fighters</li></ul>

**4) Material and Information Resources**

- Maintain accurate information, data and **records related staff, training, public education and fire prevention**
- Has access to private customer information **and confidential employee records.**

**5) Financial Resources**

- This position has access to confidential financial information related to billing for fire inspections, fines and donations.
- **Assist with budget preparation and recommendations on equipment replacement.**

**Section D: Working Conditions****1) Physical Environment**

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting			X		
Standing			X		
Noise Exposure				X	
Adverse Temperature			X		
Pushing/Pulling			X		
Lifting/Carrying			X		
Dust		X			
Odours		X			
Other (Specify) Physical Aspects (Smoke)			X		

**2) Health & Safety Hazards****Physical Environment – physical surroundings & hazards****(a) Physical environments**

During emergency calls, the physical environment can be very hot or cold.

**(b) Exposure to hazards**

During emergency calls, the physical environment has high potential to be hazardous and toxic. Driving conditions may be hazardous during winter months.

**(c) Risk of injury**

During emergency calls, chance of injury is medium risk.

**Health and Safety Responsibilities**

Responsible for performing duties in a Health and Safety conscious manner.

### 3) Travel

- May be required to travel within the Township to the municipal office and for outside training courses or seminars on an infrequent basis.

### 4) Driving

- Use of personal vehicle for travel to emergency calls training courses and fire inspections.

### 5) Mental Environment

#### Contact with Public

Contacts from the public occurs during fire prevention and public education.  
Complaints and negative feedback are received and must be managed appropriately.

#### On Call

Emergency calls may be received at anytime during the day or night. Hours of work can often be unpredictable and hours will be required to be flexed in order to meet the demands of the job. The Fire Prevention Officer is expected to respond to emergencies outside regular work hours when available. The Fire Prevention Officer is expected to participate in the On Call Weekend Rotation with the Fire Chief, Deputy Chief and Officers.

#### Deadlines

Deadlines for incident reports and fire inspection reports

## Section E: Effort

### 1) Mental Effort

Concentration is required when preparing detailed reports.

### 2) Physical Effort

Must have good stamina to be able to conduct activities that require effort, such as occasional lifting, twisting, bending, climbing ladders and being elevated to high heights during incidents.

There is regular driving between locations and to emergency calls.

## Section F: Additional Information

- Respond to emergency scenes when required and assume command of emergency situations when necessary.
- Share on-call duties with the Officers
- Other duties as assigned

## Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_





## **Staff Report FIRE2020-005**

**Title of Report:** FIRE2020-005- Volunteer Deputy Fire Chief  
**Department:** Fire  
**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIRE2020-005 for information; and  
**That** Council approve the draft job description for the Southgate Volunteer Deputy Fire Chief position as presented; and

**That** Council direct staff to review and evaluate the draft job description for the Volunteer Deputy Fire Chief position through the Southgate Job Evaluation Committee for a recommended hourly rate within the Employee Pay Grid for comparison purposes; and

**That** Council direct staff to report back to the February 19, 2020 meeting with a report from the Job Evaluation Committee, staff recommendation and the final version of the Southgate Volunteer Deputy Fire Chief job description for approval.

### **Background:**

The Volunteer Deputy Fire Chief is appointed by Council to act in the place of the Fire Chief, in his or her absence or in the case of a vacancy in the office. There has been a vacancy in the Deputy Fire Chief position since 2016.

### **Staff Comments:**

With the appointment of a Volunteer Deputy Fire Chief position there will be staff coverage for the Fire Chief when he is on vacation or out of the Township for meetings.

### **Financial Implications:**

This position was included into the 2020 operating budget and assigned a wage as a place holder. The draft job description will be going to the Job Evaluation Committee (JEC) for review and evaluation because of the changes made to the document. Staff will use the JEC report as guidance to establish a comparative and fair hourly rate for the Volunteer Deputy Fire Chief position.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Concluding Comments:**

1. Staff recommends that Council receive Staff Report FIRE2020-005 for information.
2. That Council approve the draft job description for the Southgate Volunteer Deputy Fire Chief position as presented.
3. That staff review and evaluate the draft job description for the Southgate Volunteer Deputy Fire Chief position through the Southgate Job Evaluation Committee for future approval to establish an hourly rate of compensation for the Fire Department Volunteer Pay Grid.

Respectfully Submitted,

**Dept. Head:** ***Original Signed By***

Derek Malynyk,  
Acting Fire Chief Official

**CAO Approval:** ***Original Signed By***

Dave Milliner, CAO

- Attachment #1 – Draft Deputy Fire Chief Job Description

# Township of Southgate

## Job Description

Date of Update: February 5, 2020 draft	Southgate <b>Volunteer</b> Deputy Fire Chief
--	--

## Section A: Position Description

### 1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Name:	Supervisor's Name: Derek Malynyk
Job Title: Southgate <b>Volunteer</b> Deputy Fire Chief	Supervisor's Job Title: Southgate Fire Chief
Standard hours of work per week: As required for emergency response, fire practices, meetings, training and vehicle inspections	Eligibility to Group Insurance: No  Eligibility to OMERS: No
Location of Position: Dundalk Fire Hall	Department/Division: Protection & Inspection
Employment Status: Volunteer Employee	Pay Band: Fire Department Volunteer Pay Grid (Not part of Southgate Employee Grid)

### 2) Scope of Position (A maximum of three sentences.)

- The Southgate Deputy Fire Chief is responsible for providing direction & oversight of the mobilized fire suppression and emergency operations of the department, as well as the effective management, training and leadership of Captains, **Fire Prevention Officer** and Volunteer Firefighter personnel.
- The Southgate Deputy Fire Chief is responsible for general administrative duties, incident reporting, vehicle & equipment maintenance & repairs for all apparatus for the Dundalk Fire Department.
- Acts as the Southgate Fire Chief in his or her absence, or as required or delegated.
- Other duties as assigned by the Fire Chief

Key Responsibilities	Tasks	Percent of Time
<b>Program Delivery</b> General Responsibilities	<ul style="list-style-type: none"> <li>• Prepares and updates all OG (Operating Guidelines) for the Department in consultation with the Fire Chief, implementing those guidelines and ensuring they are continually followed.</li> <li>• Acts as a Health &amp; Safety Committee Rep for the Fire Department</li> <li>• Acts when delegated by the Fire Chief as main Fire Investigation Officer in all fire investigations in the Township of Southgate that does not fall within the scope of the Ontario Fire Marshal and the Chief Emergency Management's directives and will notify the Office of the Ontario Fire Marshal and Emergency Management (OFMEM) about all incidents that fall within the scope of the above.</li> <li>• Acts as the secondary contact to assist the Ontario Fire Marshall and Emergency Management office with any investigations as required by the Fire Chief.</li> <li>• Perform all of the duties of an assistant to the Fire Marshal, as prescribed by the <i>Fire Protection and Prevention Act, 1997</i> (FPPA)</li> <li>• Ensure that the departmental rules, regulations, and operating guidelines are current, inclusive, and implemented; maintain order and discipline within the department</li> <li>• Demonstrate, promote, and instill professionalism in every aspect of the department's service delivery</li> </ul>	
Inspections & Enforcement	<ul style="list-style-type: none"> <li>• Enforces the use of carbon monoxide and smoke alarms as mandated by the OFMEM under the Fire Code.</li> </ul>	
Planning	<ul style="list-style-type: none"> <li>• Supports the creation and maintenance of the master fire plan to assist in mapping out the future of the fire department.</li> <li>• Participates in a yearly township emergency plan 'mock' training exercise.</li> </ul>	
Meetings & Reports	<ul style="list-style-type: none"> <li>• Attends and participates in Council and committee meetings as required.</li> <li>• Attends Grey County Chiefs meetings in the absence of the Fire Chief</li> <li>• Completes incident reports and all other administrative documents are completed and submitted in a timely manner, as required</li> </ul>	
Human Resources	<ul style="list-style-type: none"> <li>• Supervises all senior officers and firefighters.</li> <li>• Responsible for evaluating, discipline, motivating, training and developing all fire department staff in consultation with the Fire Chief.</li> <li>• Ensures compliance with the Volunteer Firefighter Code of Ethics the Township has in place.</li> </ul>	

Key Responsibilities	Tasks	Percent of Time
Training	<ul style="list-style-type: none"> <li>• Provide training and education to department staff relative to the features, characteristics, and functionality of fire protection systems and devices</li> <li>• Assists in implementing a training program based on the Fire Marshal's training program</li> <li>• Oversees aspects of the departments training requirements and ensures department personnel are trained to the core services as per the E &amp; R by-law.</li> <li>• Participates in training plans and programs for the department to ensure an acceptable skill level in areas of emergency response, fire safety inspections &amp; enforcement, and public education programming, and to ensure compliance with health and safety requirements relative to staff training</li> <li>• Attend meetings as required, and approved workshops, seminars, and conferences to maintain sound knowledge base and understanding of current and future issues impacting fire protection service delivery</li> </ul>	
Public Education	<ul style="list-style-type: none"> <li>• <b>Assists the Fire Chief and the Fire Prevention Officer as required in the area of developing and delivering Fire Public Education programs.</b></li> </ul>	
Material & Information Resources	<ul style="list-style-type: none"> <li>• Assist the Fire Chief with the procurement process of all the equipment needed for the department through the operational and capital budget process in compliance Southgate's purchasing policies.</li> <li>• Ensures all equipment is maintained and accounted for.</li> <li>• Maintain records and files in accordance with the municipal records retention by-law</li> </ul>	
Financial Resources	<ul style="list-style-type: none"> <li>• Approves time sheets and expense reports for volunteer firefighter members and verifies their accuracy before passing to the Fire Chief for processing.</li> <li>• Works with the Fire Chief to prepare a detailed operating and capital budget for the Fire Department, which is submitted for approval to Council.</li> <li>• Exercise sound expenditure control activities within the municipal procurement policies and procedures.</li> </ul>	

## Section B: Skills

### 1) Formal Education and External Training

<p>Highest level required</p> <p> <input type="checkbox"/> High School  <input type="checkbox"/> Vocational School  <input checked="" type="checkbox"/> Community College - Diploma  <input type="checkbox"/> University Degree  <input type="checkbox"/> Individual Courses         </p> <p>License or Professional Designation - NFPA Training Requirements:</p> <ul style="list-style-type: none"> <li>NFPA 1021 Fire Officer I</li> <li>NFPA 1041 Fire Instructor I</li> <li>NFPA 1001 Firefighter I, II</li> </ul> <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars? Yes</p> <p>Discussion: 1. Attends seminars/courses pertaining to Deputy Fire Chief duties as required. 2. Further education training in respect to all aspects of Fire, OH&amp;SA &amp; MOL. 3. Public education programs</p>	<p>Specific Specialty or Degree? (List)</p> <p>Fire Department Management or equivalent management experience would be an asset</p>
--	---

### 2) Required On-The-Job Training

<p><u>Specific Internal Training</u></p> <p>Must be familiar with regulations and related legislation</p> <p>Must have valid D level license with a Z airbrake endorsement.</p> <p>Must have training in the Incident Management System or approved experience working with IMS.</p> <p>Fire Investigator Training</p> <ul style="list-style-type: none"> <li>NFPA 1033 Fire Investigator</li> </ul> <p>Fire Officer Training</p> <ul style="list-style-type: none"> <li>NFPA 1021 Fire Officer II</li> </ul> <p><u>Additional Training Assets</u></p> <p>Officer III &amp; IV (OFM) Leadership courses or other related Leadership Management courses</p>	<p>Term to Complete</p> <p>1 year</p> <p>1 year</p>
--	---

### 3) Work Experience

Experience	Minimum Years Required
Fire Department	8 years fire suppression experience
Fire Department Officer (Captain)	3 years

### 4) Other Key Skills

<u>Personal Skills</u>	<u>Specific Job Skills</u>
<p>Must have organizational and leadership skills and an ability to apply technical and operational skills for the effective and efficient operation of the department.</p> <p>Ability to determine the need for change and the skill to successfully supervise and manage change through strong team leadership and network /partnership building skills.</p> <p>Excellent time management skills, ability to work independently, well-developed analytical and critical-thinking skills to organize, manage and administer.</p> <p>Requires competent presentation skills and the ability to communicate operational information to non-technical people in order to present reports to various individuals or groups, including Council</p> <p>Strong conflict resolution, problem-solving, team-building and good customer service skills.</p> <p>Computer literate with knowledge of software used.</p> <p>Good communication and interpersonal skills</p> <p>Patience &amp; Compassion</p>	<p>Extensive practical knowledge of current firefighting, medical, and specialized rescue methods, techniques, and processes.</p> <p>Knowledge of the design and operation of various fire protection devices and systems.</p> <p>Current knowledge of applicable federal, provincial, and municipal legislation related to public fire protection and workplace health and safety.</p> <p>Must have thorough knowledge of the current fire codes.</p> <p>Possess knowledge and skills in the safe operation of all types of Fire &amp; Emergency Vehicles and equipment, safety and protective devices.</p> <p>Sound knowledge of and demonstrated ability to interpret, apply, and enforce the Fire Code, relevant NFPA CSA ULc standards and the <i>Fire Protection and Prevention Act, 1997</i>.</p>

## 5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily or weekly	Training & or Fire & First Response Calls	In person
Co-workers (other dept.)	Occasionally		
Supervisor	Weekly	Business & management issues	Phone, email or in person.
Supervisor (other dept.)	Occasionally		
Depart. Head (Fire Chief).	Daily or weekly	Training & or Fire & First Response Calls	In person
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
Ratepayers	Occasionally		
Suppliers	Occasionally		
External Contacts	Frequency	Purpose	Method
General Public (Not residence)	Occasionally	Fire & First Response	
Business representatives	Seldom		
Consultants, Engineers, Planners, etc.	Seldom		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Seldom		
Boards	Seldom		
Council (your own)	Occasionally		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Children/Students	Seldom		
<u>Other: Specify Below</u>			
Fire Marshall's Office	Occasionally		
Police	Occasionally		
<p><b>Interpersonal skills:</b> Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.</p> <p><b>Communications:</b> Communication with the public occurs occasionally both in person and on the phone. Communication can often be negative in nature because of complaints and negative feedback from the general public. Regular communication occurs with internal and external contacts. Negotiating skills are used regularly to resolve matters harmoniously between many groups.</p>			

## 6) Decision Making

The Deputy Fire Chief must be self-governing, making many decisions on his own, within the framework of the municipality's policies and procedures, the Fire Protection and Prevention Act and the Operational Guidelines of the Fire Department. Decisions must be made very quickly and involve interpreting and analyzing various factors. The Deputy Fire Chief is responsible to advise the Fire Chief on a regular basis of any major decisions made.



**7) Problem Solving Responsibilities**

Analyze, evaluate and determine a solution based on the policies in place.

**8) Equipment & Technology Utilized**

Computer, fax machine, photocopier and radio communications equipment.  
Working knowledge of fire suppression and emergency equipment.

## **Section C: Responsibility**

**1) Program Delivery**

Supports the delivery of Administration programs as outlined in the Program Delivery section of this job description under General Responsibilities sub-section.

Acts as a working Fire Chief for emergency response calls in the absence of the Fire Chief.

**2) Impact and Accountabilities**

Responsible for the financial expenditures of donations made to the fire department and care, control and management of a bank account as a signing authority with the Fire Chief.

Operational errors result in public health and safety risks, increased likelihood of property loss, injuries, or fatalities, and additional costs, lost revenue, lost credibility and the public's faith in the Municipality's ability to provide adequate services.

Failure to comply with legislative requirements or to demonstrate due diligence may result in increased municipal exposure to liability and/or fines from government enforcement agencies.

**3) Supervision**

<b>Direct Subordinates – Job Titles</b>		<b>Number of Staff</b>
Fire Prevention Officer		1
Captains		5
<b>Indirect Subordinates – Job Titles</b>		<b>Number of Staff</b>
N/A		
<b>Total</b>		
<b>Provides training/instruction to others – Job Titles</b>		<b>Number of Staff</b>
Volunteer Firefighters		<ul style="list-style-type: none"><li>• Up to 30 volunteer staff; and</li><li>• Recruit training volunteer staff</li></ul>

#### 4) Material and Information Resources

- Maintain accurate information, data and **records related staff and incident responses.**
- Has access to private customer information **and confidential employee records.**

#### 5) Financial Resources

- This position has access to confidential financial information related to **staff payroll**, billing for fires and donations.
- **Assist the Fire Chief with budget preparation and recommendations on equipment replacement.**

### Section D: Working Conditions

#### 1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting			X		
Standing			X		
Noise Exposure				X	
Adverse Temperature			X		
Pushing/Pulling			X		
Lifting/Carrying			X		
Dust		X			
Odours		X			
Other (Specify) Physical Aspects (Smoke)			X		

#### 2) Health & Safety Hazards

##### Physical Environment – physical surroundings & hazards

##### (a) Physical environments

During emergency calls, the physical environment can be very hot or cold.

##### (b) Exposure to hazards

During emergency calls, the physical environment has high potential to be hazardous and toxic. Driving conditions may be hazardous during winter months.

##### (c) Risk of injury

During emergency calls, chance of injury is medium risk.

##### Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

### 3) Travel

- May be required to travel within the Township to the municipal office and for outside training courses or seminars on an infrequent basis.

### 4) Driving

- Use of personal vehicle for travel to emergency calls and training courses.

### 5) Mental Environment

#### Contact with Public

Contacts from the public occurs during fire prevention and public education.  
Complaints and negative feedback are received and must be managed appropriately.

#### On Call

Emergency calls may be received at anytime during the day or night. Hours of work can often be unpredictable and hours will be required to be flexed in order to meet the demands of the job. The Deputy Fire Chief is on call at all times in the absence of the Fire Chief unless covered by a Captain. The Deputy Fire Chief will participate in the On Call weekend rotation with other officers.

#### Deadlines

Deadlines for incident reports

## Section E: Effort

### 1) Mental Effort

Concentration is required when preparing detailed reports.

### 2) Physical Effort

Must have good stamina to be able to conduct activities that require effort, such as occasional lifting, twisting, bending, climbing ladders and being elevated to high heights during incidents.

There is regular driving between locations and to emergency calls.

## Section F: Additional Information

- Respond to emergency scenes when required and assume command of emergency situations when necessary.
- Share on-call duties with the Officers
- Other duties as assigned

## Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

**Job Position:** \_\_\_\_\_  
Signature

**Supervisor:** \_\_\_\_\_  
Signature

**CAO:** \_\_\_\_\_  
Signature

**Date Completed:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Date Completed:** \_\_\_\_\_

**Township of Southgate**  
**Administration Office**  
185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0



**Phone:** 519-923-2110  
**Toll Free:** 1-888-560-6607  
**Fax:** 519-923-9262  
**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CL2020-003**

**Title of Report:** CL2020-003 – Police Service Board Request to Purchase Covert Speed Monitoring Device

**Department:** Clerks

**Branch:** Legislative and Council Services

**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2020-003 as information; and

**That** Council approve the Southgate Police Service Board request to participate in the joint purchase of a covert speed monitoring device with Chatsworth, Grey Highlands, and Georgian Bluffs; and

**That** Council approve an upset limit of \$1,500 towards to purchase of the covert speed monitoring device to be funded from the 2020 Police Service Board Budget.

### **Background:**

Prior to March 2018, the Grey County OPP Detachment was borrowing a speed monitoring device when required. The Grey Highlands Police Service Board Chair, at the time, suggested that the four Police Services Boards in Grey County consider the joint purchase of such a device. The Inspector obtained pricing information and provided a description of the speed monitoring device and its capabilities to the Joint Police Services Board Meeting in September 2018.

In May 2019, Southgate PSB Chair Woodbury brought this to the attention of the Clerk's Department for it to be discussed at the next available PSB meeting. At the Police Services Board meeting on May 21, 2019 the following resolution was passed:

**Be it resolved that** the Police Service Board request Council's support to participate in the joint purchase of one covert speed monitoring device, to an upset limit of \$1,200 from each of the participating municipalities; and

**That** the Police Service Board request a written agreement between the Municipality of Grey Highlands, Township of Chatsworth, Township of Georgian Bluffs, Township of Southgate and the Ontario Provincial Police for the use of and maintenance of the covert speed monitoring device; and

**That** the cost of the covert speed monitoring device be funded partially from the remaining Police Service Board budget for 2019.

**Carried.**

At the June 5, 2019 Council meeting, the following resolution was passed:

**Be it resolved that** Council receive Staff Report CL2019- 016 for information; and That Council approve the Police Services Board request to participate in the joint purchase of a covert speed monitoring device between Chatsworth, Grey Highlands and Georgian Bluffs; and

**That** Council direct staff to work with the Detachment Commander to develop an agreement with the four municipal partners and Grey County OPP Detachment to outline annual maintenance and operating costs assessed to each municipality, describe its intended use, prior to the purchase of the covert speed monitoring device for the Southgate Police Service Board approval; and

**That** Council approve an upset limit of \$1,200 towards the purchase of the covert speed monitoring device to be funded from the 2019 Police Services Board Budget subject to an approved agreement between participating municipalities; and

**That** the remaining funds from the Southgate Police Services Board conference budget be reallocated to fund this purchase. **Carried** No. 2019-351

### **Staff Comments:**

The covert speed monitoring device was not purchased in 2019. Due to the length of time this has been on the table, staff were notified that the cost has gone up. The total cost of the device is now \$5015.03, to be split between the four Municipalities. The quote for the device is included in this report as Attachment #1.

Staff brought this back to the attention of the Police Service Board and the following resolution was passed:

**Be it resolved that** the Police Service Board requests Council's support of approving additional costs (\$5013.03 divided by 4 municipalities) from the Police Service Board's May 21, 2019 motion (stating a maximum limit of \$1,200) for the joint purchase of one covert speed monitoring device; and

**That** the cost of the covert speed monitoring device be funded from the Police Service Board budget for 2020. **Carried**

### **Financial Implications:**

The total cost of Southgate's portion of the covert speed monitoring device is \$1,253.26 to be funded from the Police Service Board 2020 Budget (Attachment #2) Staff are asking Council to consider approving an upset limit of \$1,500.00 to cover the cost, should the device further increase in cost this year.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

Staff are recommending the approval of the purchase of the joint covert speed monitoring device, as requested by the Police Service Board.

Respectfully Submitted,

**Staff Approval:** **Original Signed By**  
Lindsey Green, Deputy Clerk

**CAO Approval:** **Original Signed By**  
Dave Milliner, CAO

**Attachments:**

Attachment #1 – Covert Speed Monitoring Device Quote

Attachment #2 – 2020 Police Services Budget

# North Line Canada Ltd.

94 Water Street

Unit B

Port Perry, Ontario L9L 1J2

Canada

sales@northlinecanada.com

## QUOTE

Quote No.: 2129

Date: 2019-11-25

Page: 1

Ship Date:

### Customer:

#### OPP Grey Detachment

Accounts Payable  
317057 6 & 10 Hwy PO Box 307  
RR#2  
Chatsworth, Ontario N0H 1G0  
Canada

kevin.driscoll@opp.ca

(519) 378-6452

### Ship To:

OPP Grey Detachment  
Terry Ward  
317057 6 & 10 Hwy  
PO Box 307  
Chatsworth, Ontario N0H 1G0  
Canada

Business No.: 795087113

Item No.	Quantity	Unit	Description	Unit Price	Tax	Amount
RADBC-CA001	1	Each	Radar, Black Cat w/ mounting bracket, weatherproof casing, lithium battery	3,495.00	ON	3,495.00
BCKT2-NL016	1	Each	Orange Field Kit - charger, locks, chain, driver, USB cable, tape measure	435.00	ON	435.00
DRU03-NL010	1	Each	Data Retrieval Unit - Windows-based, radar software loaded and configured	429.00	ON	429.00
Subtotal:						4,359.00
Freight						79.08
ON - HST 13% GST/HST						576.95
North Line Canada Ltd. GST/HST: #795087113RT0001						
<b>Comments</b> Thank you for your interest our products. Quotes, including shipping estimates, valid for 30 days.					<b>Total Amount</b>	5,015.03



		<u>2020</u>
Account	Description	<u>Budget</u>
<b>Protection</b>		
01-2020-5101	Police - RIDE Program - Provincial Grant	5,600.00
	<b>5100</b>	5,600.00
	<b>Revenues</b>	5,600.00
01-2020-7101	Police - Meetings	1,200.00
01-2020-7150	Police - Benefits	100.00
01-2020-7151	Police - Payment in Lieu	910.00
	<b>7100</b>	2,210.00
01-2020-7304	Police - Cleaning/Maint	850.00
01-2020-7307	Police - Utilities	1,000.00
01-2020-7351	Police - Memberships	950.00
01-2020-7352	Police - Conferences	4,500.00
01-2020-7368	Police - Mileage	100.00
01-2020-7369	Police - Telephone	550.00
01-2020-7370	Police - Misc Expense	
01-2020-7380	Police - OPP Contract Fees	1,161,711.00
01-2020-7385	Police - RIDE Grant Expenditures	5,600.00
	<b>7300</b>	1,175,261.00
	<b>Expenses</b>	1,177,471.00
<b>01-2020</b>	<b>Net</b>	<b>1,171,871.00</b>
<b>Police</b>		<b>1,171,871.00</b>

**Township of Southgate**  
**Administration Office**  
185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0



**Phone:** 519-923-2110  
**Toll Free:** 1-888-560-6607  
**Fax:** 519-923-9262  
**Web:** www.southgate.ca

## **Staff Report CL2020-004**

**Title of Report:** CL2020-004 – Site Plan Amending Agreements – Orlan Martin and Misty Meadows Market Inc.

**Department:** Clerks

**Branch:** Legislative and Council Services

**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2020-004 for information; and **That** Council consider approval of By-law 2020-013 and 2020-014 authorizing the entering into site plan amending agreements for Orlan Martin (SP6-18) and Misty Meadows Market Inc. (SP2-17).

### **Background:**

At the June 6, 2018 regular meeting of Council, Site Plan file 6-18 was approved by by-law 2018-080, authorizing the entering into a site plan agreement with Orlan Martin which has been registered on title. Since that time, Mr. Martin has submitted a new application and applicable fees to have his drawings in his original site plan amended. By-laws 2019-041 and 2019-118 were brought forward to Council in 2019 authorizing the amendment.

At the December 20, 2017 regular meeting of Council, Site Plan file 2-17 was approved by by-law 2017-146, authorizing the entering into a site plan agreement with Misty Meadows Market Inc. which has been registered on title. Since that time, the owners of Misty Meadows have submitted a new application and applicable fees to have their drawing in the original site plan amended. By-law 2019-159 was brought forward to Council in 2019 authorizing the amendment.

### **Staff Comments:**

When staff proceeded to have both amendments registered on title, our lawyer advised that a by-law cannot be registered on the title of a property, an actual agreement, accompanying the by-law must be entered into and signed by all parties, then the amendment would be eligible for registration. The intent of the amendment for Orlan Martin is to replace the original 1 – 3 drawings, with two new ones. The intent of the amendment for Misty Meadows is to replace the original drawing #1 with a new drawing #1. No other amendments have been made to either of the site plan agreements.

### **Financial Implications:**

There are no financial implications related to this report.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

Staff recommend approval of By-law 2020-013 and 2020-014, authorizing the entering into site plan amending agreements.

Respectfully Submitted,

**Staff Approval:** *Original Signed By*  
Lindsey Green, Deputy Clerk

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:** None.

**The Corporation of the Township of Southgate**

**By-law Number 2020-013**

being a by-law to amend Schedule B of Site Plan Control Agreement By-law 2018-080 (SP6-18) and to repeal By-law 2019-041 and By-law 2019-118

**Whereas** Section 41 of the Planning Act, RSO 1990, Chapter P.13 as amended authorizes municipalities to designate areas of Site Plan Control, and to subsequently enter into agreements with respect to the conditions of development or redevelopment of lands in areas of Site Plan Control; and

**Whereas** all of the lands within the Township are designated as a Site Plan Control Area pursuant to the provisions of Section 41 of the Planning Act and By-law 2007-47; and

**Whereas** the Owner and the Township entered into a Site Plan Agreement dated June 6, 2018 (resolution no. 2018-386) and has been registered on title; and

**Whereas** the Owner has requested to amend Schedule B of the Site Plan Agreement; and

**Whereas** the Council of the Township of Southgate deems it expedient to enter into an amending Site Plan Agreement with the owner,

**Now therefore be it resolved that** the Council of the Township of Southgate hereby enacts as follows:

1. **That** the Site Plan amending agreement between Orlan Martin and the Corporation of the Township of Southgate, attached hereto as Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and the Deputy Clerk are authorized to sign the amending Site Plan Agreement on behalf of the Council of the Corporation of the Township of Southgate; and
3. **That** the Deputy Clerk is authorized and directed to cause notice of the amending Site Plan agreement to be registered on the title to the said lands forthwith after it has been signed by all parties; and
4. **That** by-law number 2019-041 and by-law number 2019-118 are hereby repealed; and
5. **That** this by-law shall come into full force and effect upon the passage thereof.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of February, 2020.**

---

John Woodbury – Mayor

---

Lindsey Green – Deputy Clerk

THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE

**SITE PLAN AGREEMENT AMENDMENT AGREEMENT**

This Agreement made the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**BETWEEN:**

**Orlan Martin**

Hereinafter called the "Developer"

-and-

**THE CORPORATION OF THE MUNICIPALITY OF THE TOWNSHIP OF  
SOUTHGATE**

Hereinafter called the "Municipality"

WHEREAS the Developer is the owner of certain lands known as Concession 12, Lot 36 and Part Lot 37, Geographic Township of Proton, in the Township of Southgate (the "Lands");

AND WHEREAS the Developer entered into a Site Plan Agreement with the Municipality on the 6<sup>th</sup> day of June, 2018 (the "Site Plan Agreement") with respect to developing the Lands;

AND WHEREAS the Developer has applied to the Municipality for an amendment to the Site Plan Agreement under Section 41 of the *Planning Act*, R.S.O., 1990, c.P.13 in respect of its site plan for the development of the site (hereinafter called the "Works");

AND WHEREAS the Site Plan Agreement provides that its terms may be amended or varied by a written document signed by both parties and registered against the Lands;

AND WHEREAS the Municipality has approved the amendment to the Site Plan Agreement subject to entering into of this agreement.

NOW THEREFORE WITNESSETH that in consideration of the promises and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows:

1. That "Site Plan Drawings 1 and 2", attached hereto as Schedule A, shall replace Schedule B drawings 1 to 3 inclusive, to the Site Plan Agreement authorized by By-law 2018-080; and
2. That the Owner consents to the registration of this Agreement or Notice of this Agreement on title to the Lands at the Owner's expense. Such registration may be at the instance of the Township; and
3. That all other terms, conditions, and drawings of the Site Plan Agreement shall remain unchanged and shall continue in full force and effect and time shall remain of the essence.

IN WITNESS WHEREOF the Developer has hereunto affixed its corporate seal attested by the hands of its duly authorized officers.

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Date: \_\_\_\_\_

I have authority to bind the Corporation

IN WITNESS WHEREOF the Corporation of the Township of Southgate has hereunto affixed its corporate seal attested by the hands of its duly authorized officers.

The Corporation of the Township of Southgate

Per: \_\_\_\_\_  
John Woodbury, Mayor

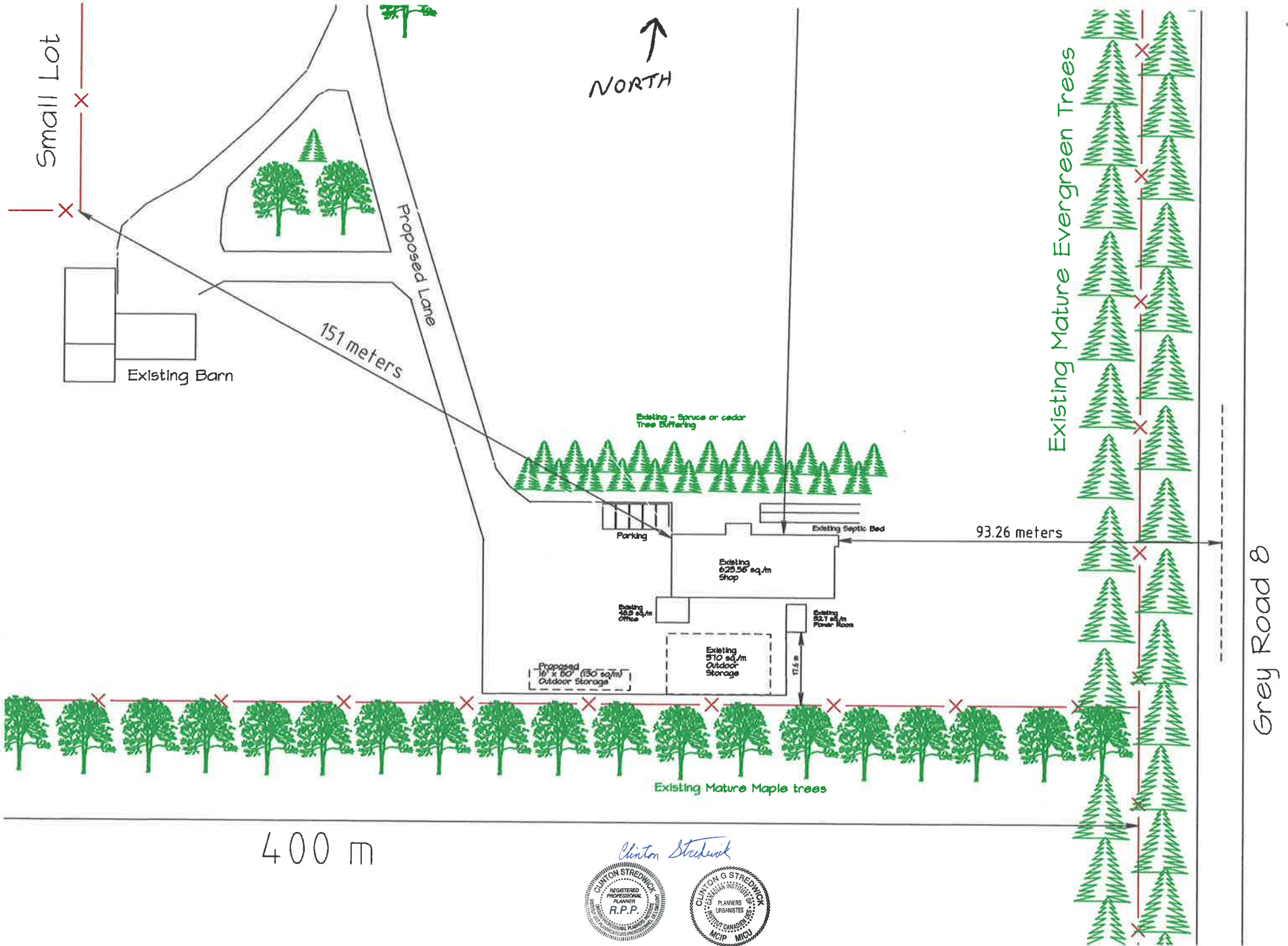
Per: \_\_\_\_\_  
Lindsey Green, Deputy Clerk

Date: \_\_\_\_\_

**Schedule A**  
Site Plan Drawings 1 and 2

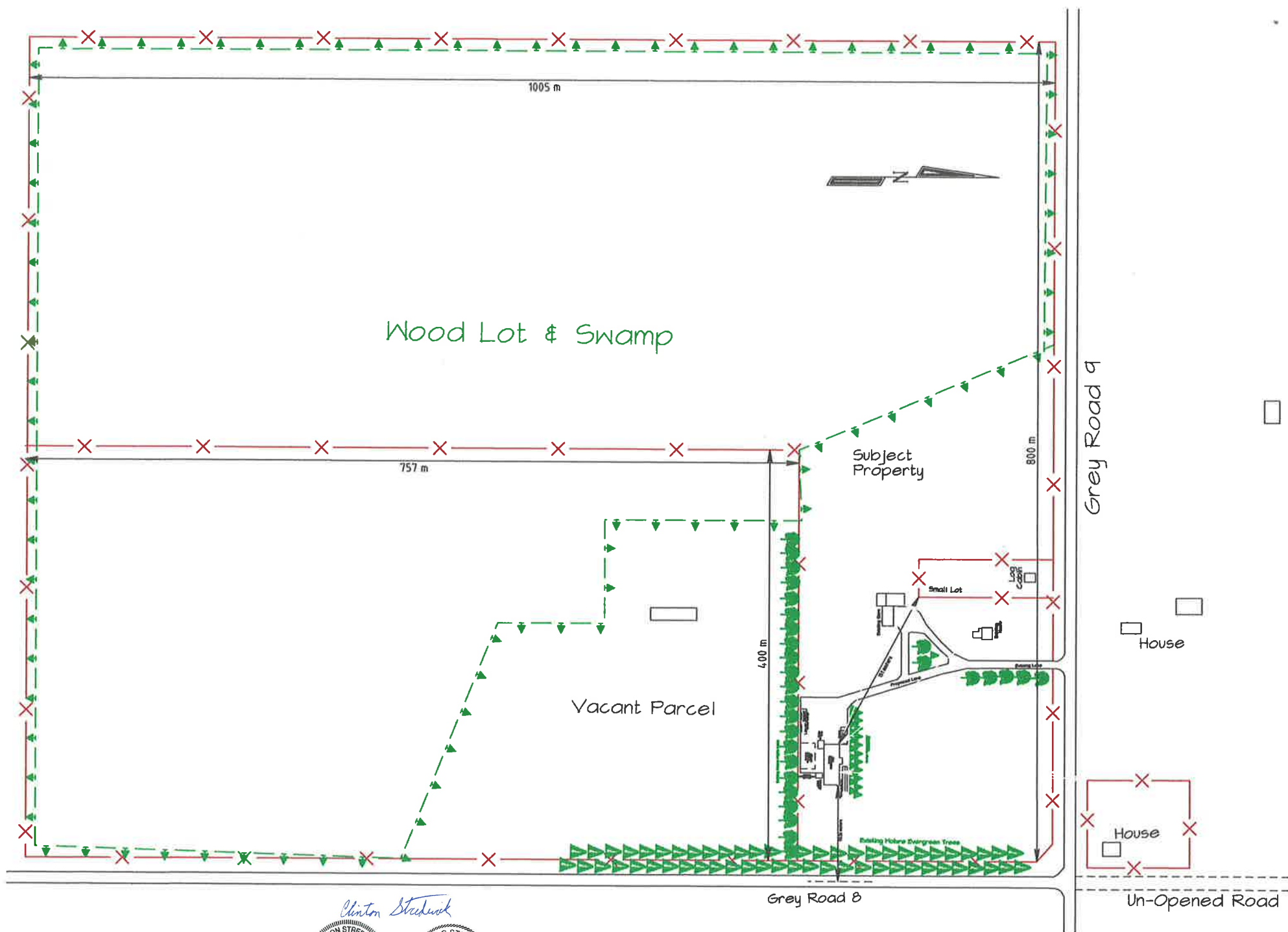
Drawing #1. Dated Februray 5th, 2020 and signed by the planner

Drawing #2. Dated February 5th, 2020 and signed by the planner



Drawing #1 Dated February 5, 2020





*Clinton Stednick*

CLINTON STEDNICK  
REGISTERED  
PROFESSIONAL  
PLANNER  
R.P.P.

CLINTON STEDNICK  
PLANNERS  
URBANISTS  
REGISTERED  
PLANNERS  
INSTITUT CANADIEN  
DE PLANNING  
URBAIN  
NCIP MICU

**The Corporation of the Township of Southgate**

**By-law Number 2020-014**

being a by-law to amend Schedule B of Site Plan Control Agreement By-law 2017-146 (SP2-17) and to repeal By-law 2019-159

**Whereas** Section 41 of the Planning Act, RSO 1990, Chapter P.13 as amended authorizes municipalities to designate areas of Site Plan Control, and to subsequently enter into agreements with respect to the conditions of development or redevelopment of lands in areas of Site Plan Control; and

**Whereas** all of the lands within the Township are designated as a Site Plan Control Area pursuant to the provisions of Section 41 of the Planning Act and By-law 2007-47; and

**Whereas** the Owner and the Township entered into a Site Plan Agreement dated December 20, 2017 (resolution no. 2017-1044) and has been registered on title; and

**Whereas** the Owner has requested to amend Schedule B of the Site Plan Agreement; and

**Whereas** the Council of the Township of Southgate deems it expedient to enter into an amending Site Plan Agreement with the owner,

**Now therefore be it resolved that** the Council of the Township of Southgate hereby enacts as follows:

1. **That** the Site Plan amending agreement between Misty Meadows Market Inc. and the Corporation of the Township of Southgate, attached hereto as Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and the Deputy Clerk are authorized to sign the amending Site Plan Agreement on behalf of the Council of the Corporation of the Township of Southgate; and
3. **That** the Deputy Clerk is authorized and directed to cause notice of the amending Site Plan agreement to be registered on the title to the said lands forthwith after it has been signed by all parties; and
4. **That** by-law number 2019-159 is hereby repealed; and
5. **That** this by-law shall come into full force and effect upon the passage thereof.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of February, 2020.**

---

John Woodbury – Mayor

---

Lindsey Green – Deputy Clerk

THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE

**SITE PLAN AGREEMENT AMENDMENT AGREEMENT**

This Agreement made the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**BETWEEN:**

**Misty Meadows Market Inc.**

Hereinafter called the "Developer"

-and-

**THE CORPORATION OF THE MUNICIPALITY OF THE TOWNSHIP OF  
SOUTHGATE**

Hereinafter called the "Municipality"

WHEREAS the Developer is the owner of certain lands known as Part Lot 29, Concession 4 as in R496297 and Part 1 and 3 16R-10869, Geographic Township of Egremont, in the Township of Southgate (the "Lands");

AND WHEREAS the Developer entered into a Site Plan Agreement with the Municipality on the 20<sup>th</sup> day of December, 2017 (the "Site Plan Agreement") with respect to developing the Lands;

AND WHEREAS the Developer has applied to the Municipality for an amendment to the Site Plan Agreement under Section 41 of the *Planning Act*, R.S.O., 1990, c.P.13 in respect of its site plan for the development of the site (hereinafter called the "Works");

AND WHEREAS the Site Plan Agreement provides that its terms may be amended or varied by a written document signed by both parties and registered against the Lands;

AND WHEREAS the Municipality has approved the amendment to the Site Plan Agreement subject to entering into of this agreement.

NOW THEREFORE WITNESSETH that in consideration of the promises and other good and valuable consideration, the receipt and sufficiency whereof the parties irrevocably acknowledge, the parties agree as follows:

1. That "Site Plan Drawing 1", attached hereto as Schedule A, shall replace Schedule B drawing 1, to the Site Plan Agreement authorized by By-law 2017-146; and
2. That the Owner consents to the registration of this Agreement or Notice of this Agreement on title to the Lands at the Owner's expense. Such registration may be at the instance of the Township; and
3. That all other terms, conditions, and drawings of the Site Plan Agreement shall remain unchanged and shall continue in full force and effect and time shall remain of the essence.

IN WITNESS WHEREOF the Developer has hereunto affixed its corporate seal attested by the hands of its duly authorized officers.

Per: \_\_\_\_\_

Per: \_\_\_\_\_

Date: \_\_\_\_\_

I have authority to bind the Corporation

IN WITNESS WHEREOF the Corporation of the Township of Southgate has hereunto affixed its corporate seal attested by the hands of its duly authorized officers.

The Corporation of the Township of Southgate

Per: \_\_\_\_\_  
John Woodbury, Mayor

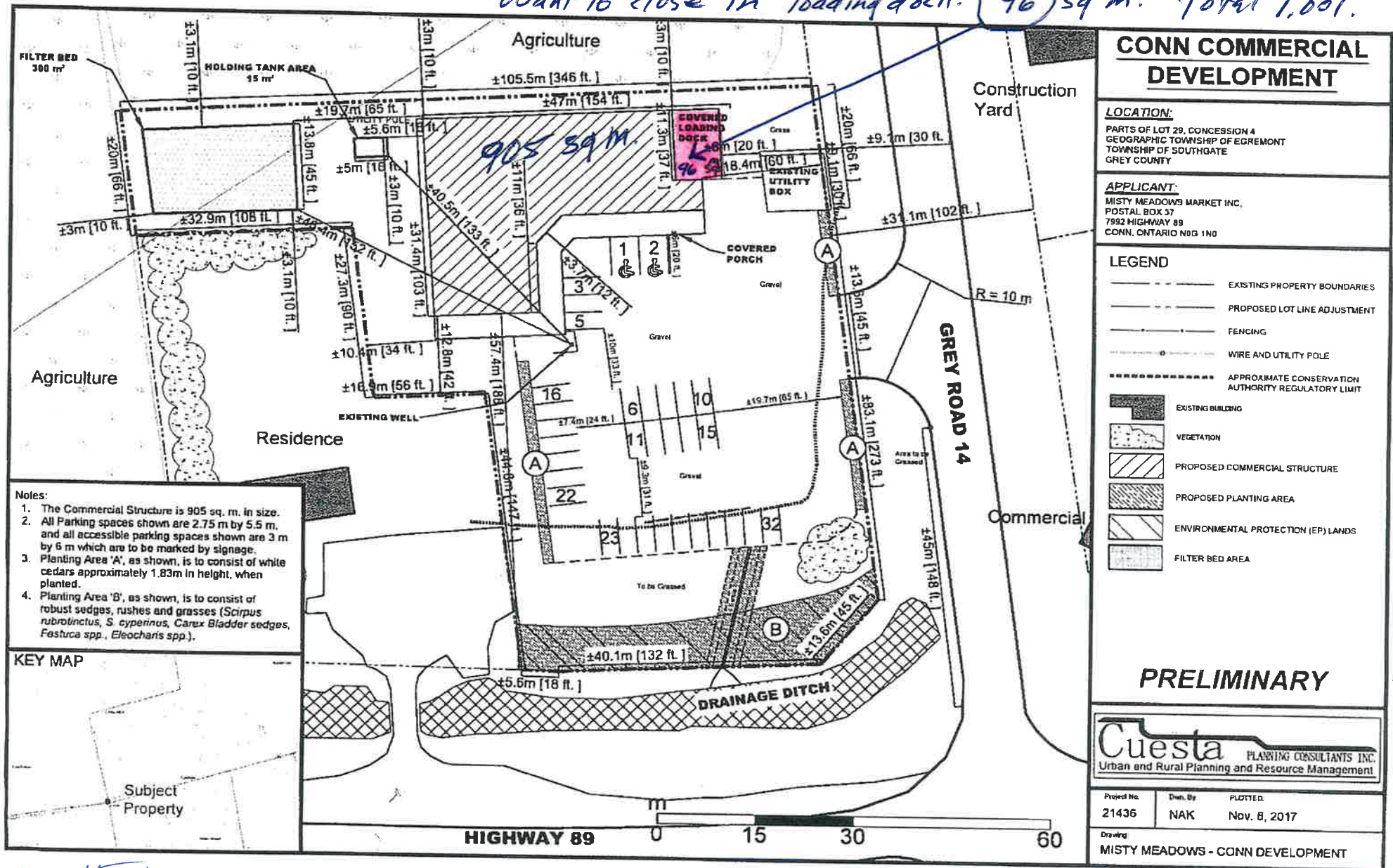
Per: \_\_\_\_\_  
Lindsey Green, Deputy Clerk

Date: \_\_\_\_\_

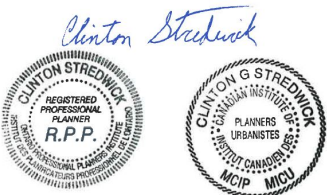
**Schedule A**  
Site Plan Drawing 1

Drawing #1. Dated February 5, 2020 and signed by the planner

Existing building is 905 sq.m.  
 Want to close in loading dock. 96 sq.m. Total 1,001.



Drawing #1 Dated February 5, 2020





## **Staff Report CL2020-005**

**Title of Report:** CL2020-005-Procedural By-law Updates  
**Department:** Clerks  
**Branch:** Legislative and Council Services  
**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2020-005 for information; and  
**That** the amendments to the procedure by-law as outlined in this staff report be considered for approval at the February 19, 2020 Regular Meeting of Council; and  
**That** Council provide staff with any additional recommendations or suggestions for consideration by February 12, 2020.

### **Background:**

In 2017, the Procedure By-law was given a full review and updates were based on Council and Staff's suggestions as well as any legislated changes required. Since that time, further amendments have been made that included, but was not limited to, electronic participation at meetings and the introduction of the Council Information Package (CIP).

### **Staff Comments:**

The two main amendments that staff are recommending is the removal of the Council Information Package (CIP) as well as clearer wording around the audio and video recording of Council and Committee meetings.

Our current by-law states that staff shall audio and video record all Council and Committee Meetings. With the electronic challenges that the Clerk's Department has faced with producing the video recordings of Council and Committee meetings we are recommending that the wording be changed. This does not mean that staff will stop video recording the open and closed session meetings, it just gives us the flexibility necessary if the video recording is not available due to technical difficulties so that it is no longer an absolute requirement. Staff are currently working with our IT support contractor to diagnose the video recording issues and hopefully will find a resolution in the near future.

The by-law also states that we must post the recordings on our website within three days of the meeting. Due to the large size of the audio recording files, staff are recommending that the wording be changed to "available upon request" rather than the requirement to post to the website. This gives anyone who would like the audio recording the ability to receive it upon request via USB stick, but does not hinder the space available on our website.



Further, staff feel it is necessary to remove the publishing of the Council Information Package and revert to the previous procedure we used to take when we received correspondence and resolutions of other Municipalities and include them with the publishing of the regular Council agenda under "Consent Agenda". Staff believe that the publishing of the CIP is a duplication of efforts and in turn, it becomes less transparent for the public having to find the correspondence on two separate agendas. The correspondence items and resolutions from other Municipalities can still be pulled and further action taken if necessary, in a more open and transparent format, just the same as any other Consent "for information" item included on the regular agenda.

Staff have also included minor changes with formatting throughout the document and clearer wording in Section 5.9 – Notice to the Public, as there is no longer an email group that are notified when an agenda is published, rather the public are able to sign up through our website and receive notice of published meeting agendas that way, this was a change implemented in August of 2019 with our new website. Lastly, Schedule C – Open Forum Register has also been updated to include the procedures of open forum so those signing up to speak understand the time limit allotted for open forum.

Staff have advertised for the week of February 3<sup>rd</sup> in the Dundalk Herald and Mt. Forest Confederate newspapers the intent to pass amendments to the procedural by-law as per our Public Notice [Policy No. 15](#), which gives the 14 days notice that is required and following this meeting, staff will post the draft by-law with track changes on the website so members of the public have the opportunity to review the document and share their input prior to the future passing of the By-law.

**Financial Implications:**

There are no financial implications associated with this report other than the notice required for the newspapers.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

Staff recommend approval of the procedural by-law with amendments as outlined in this report at the February 19, 2020 regular meeting of Council.

Respectfully Submitted,

**Staff Approval:** *Original Signed By*  
Lindsey Green, Deputy Clerk

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

Attachment #1 – Draft Procedural By-law Amendments

Page 2 of 2



THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

**DRAFT** By-law No. 2020-XXX

**being a by-law to govern the proceedings of Council,  
Committees, and Committee of Adjustment,  
and to repeal By-law 2019-120**

**Whereas** Section 238 of the Municipal Act, S.O. 2001, c. 25, as amended, provides that a Council shall pass a procedure by-law for governing the calling, location and proceedings of meetings; and

**Whereas** the Council of the Corporation of the Township of Southgate deems it necessary to set rules and regulations with regards to Council and Committee proceedings; and

**Whereas** all points of order or procedure not provided for in this by-law shall be decided in accordance with Robert’s Rules of Order and the Chair shall submit the ruling without debate,

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate hereby enacts as follows:

## 1.0 DEFINITIONS

a)	<b>"Act"</b>	shall mean the Municipal Act, S.O. 2001, c. 25, as amended from time to time;
b)	<b>"Acting Chair"</b>	shall mean the Presiding Officer of a Committee or Council to act in the place of the Mayor or Deputy Mayor when both are absent from a meeting of Council or Committee for any cause and who shall exercise all the rights, powers and authority of the Mayor;
c)	<b>"Addendum Agenda"</b>	means any addition to a completed written agenda or addition to an item on the agenda. Changes in motions or resolutions following discussion on an agenda item are not considered an Addendum;
d)	<b>"Adoption of Minutes"</b>	shall mean a heading on the agenda where Council approves previous Council meeting minutes by resolution;
e)	<b>"Business Arising"</b>	shall mean a heading on the agenda that is used for updates resulting from requests from the previous meeting;
F)	<b>"Call to Order"</b>	shall mean the time when the members and the public are notified that the meeting is commencing;
g)	<b>"CAO"</b>	means the Chief Administrative Officer of the Township of Southgate;
h)	<b>"Chair"</b>	means the Presiding Officer of a committee or Council meeting;
i)	<b>"Clerk"</b>	means the Clerk of the Township of Southgate;
j)	<b>"Closed Meeting"</b>	means a meeting, or part of a meeting, which is closed to the public as permitted by the Act, also referred to as an "in-camera meeting";
k)	<b>"Code of Conduct"</b>	means a by-law to establish a Council Code of Conduct, as amended from time to time;
l)	<b>"Committee"</b>	means a Committee, Board, Task Force or other body constituted and appointed by Council, including the Committee of the Whole, with the exception of the Public Library Board;
m)	<b>"Committee Chair"</b>	means the Chair of a committee;
n)	<b>"Committee Vice Chair"</b>	means the Vice Chair of a committee;
o)	<b>"Committee of the Whole"</b>	shall mean a committee of Council comprised of all members of Council which, if established, would serve as the principal forum for the consideration of recommendations and public input on matters of Council business prior to consideration by Council;
p)	<b>"Confirmation of Agenda"</b>	shall mean a heading in the Council agenda that relates to a resolution of Council required to confirm the items on the agenda as presented. Any additions to the agenda shall be included as a resolution to confirm the agenda as amended;

- q) **"Confirming By-law"** shall mean a by-law to confirm all of the actions of Council during the meeting as intended to be legal and binding;
- r) **"Consent Agenda"** shall mean a listing of general or regularly occurring reports, ~~or~~ correspondence and resolutions of other Municipalities that can be dealt with in a single motion. The action for each item is provided in brackets on the consent agenda. Brief discussion may be held on any consent agenda item. Any item on the consent agenda, where further direction or resolution is proposed in addition to receipt for information, shall be pulled from the consent agenda and be heard immediately after the consent agenda has been disposed of;
- s) **"Council"** means the Council of the Township of Southgate;
- ~~t) **"Council Information Package" (CIP)** means the collection of correspondence, resolutions from other municipalities, and any other item strictly for reading purposes and sharing of information to Council and the public. The CIP shall be published every Thursday, sent out to the subscription list and posted to the Township website on a weekly basis. If a Member chooses to pull an item from the CIP, the Member must provide the Clerk with a resolution or motion no later than 12:00pm noon on the Wednesday prior to an agenda being published.~~
- u) **"Declaration of Pecuniary Interest"** shall mean a declaration by a member in advance of an item on the agenda that the member has a pecuniary interest as per the Municipal Conflict of Interest Act and shall be provided to the Clerk, in writing, prior to the adjournment of the meeting or before the start of the next meeting;
- v) **"Delegation"** means a person or group of persons who are not members of Council or Southgate staff who have requested and are permitted to address Council, individually or on behalf of a group;
- w) **"Deputy Mayor"** is the position that fulfills the responsibilities of the Mayor in his/her absence;
- x) **"Division of Question"** means a request by a Member to have a motion containing separate questions, recommendations or amendments, voted on in sections or parts;
- y) **"Electronic Means"** means telephone or video conferencing or other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.
- z) **"Ex-officio Member"** shall refer to the Mayor's membership on all internal committees, sub-committees and working groups. Ex-officio means by virtue of office and therefore this member may attend any Southgate committee meetings and take part in discussion. The ex-officio member shall be a non-voting member and shall not be included when determining the number of members required for quorum or counted when determining if a quorum is present;

- aa) **“Friendly Amendment”** means the motion under debate is amended with the consent of the mover and seconder, and without the requirement for an amending motion to be made and is simple in nature;
- bb) **“In Writing”** shall mean handwritten, typewritten or electronically displayed;
- cc) **“Local Board”** means a local board defined by the Municipal Act;
- dd) **“Majority Vote”** shall mean an affirmative vote of more than one-half of the members present and voting;
- ee) **“Mayor”** means the Head of Council of the Corporation of the Township of Southgate;
- ff) **“Meetings”** are defined as follows:

**“Council Meeting”** shall mean meetings set out in this by-law to be held on a regular basis. A quorum is required;

**“Committee Meeting”** shall mean a meeting held for the purpose of preparing information for presentation to Council and shall not involve enactment of legislation;

**“Committee of the Whole”** means a committee meeting consisting of all Members of Council sitting as a Committee of the Whole;

**“Closed Meeting”** shall mean a meeting or portion thereof which is closed to the public. This may be done only in the very specific circumstances defined in Section 6 of this By-law;

**“Emergency Meeting”** shall mean a meeting summoned under Section 240 (a) or (b) of the Act to deal with an emergency or extraordinary situation only. A quorum is required;

**“Open Meeting”** shall mean any meeting or portion thereof which is not closed to the public for appropriate reasons as defined in Section 6 of this by-law. All meetings shall be open unless there is a valid reason for the meeting to be closed. The public may not address Council without delegation or presentation status;

**“Statutory Public Meeting”** shall mean a meeting called to fulfill a statutory requirement of an Act. Information is presented and public input is encouraged. A quorum is not required. Separate minutes shall be kept if a public meeting is included within a regular Council meeting. Minutes are to be received for information at the next available Regular Meeting of Council and signed by the Chair and the Clerk;

**“Public Meeting”** or **“Public Information Meeting”** means a meeting held by staff where members of the public are encouraged to attend and may be invited to make submissions to staff, and is not a statutory public meeting under the purposes

outlined in the [Planning Act](#) or the [Municipal Act](#). Non-statutory public meetings do not require quorum and are for the purpose of staff to obtain comments from the public and to provide input based on the application. Minutes are to be received for information at the next available Regular Meeting of Council and signed by the Clerk;

**“Special Meeting”** shall mean meetings summoned under Section 240 (a) or (b) of the Act, having the same privileges as a Regular Council Meeting. A quorum is required;

gg) **“Member”** as it relates to Council and Standing Committees means the Mayor, Deputy Mayor or Councillor of the Township of Southgate and for other committees as defined in this by-law, shall mean a person elected or appointed to the committee;

hh) **“Member’s Privilege”** shall mean the announcement of good news stories, reminders of upcoming events, or acknowledgement of recent events, training attended or comments arising from the Council Information Package;

~~ii) **“Motions Arising from Consent”** shall mean a motion arising from items listed within the Council Information Package (CIP), in addition to the basic motion to receive correspondence or Motions from Other Municipalities for information purposes. Any direction or follow up requested from the CIP shall be sent to the Clerk by noon on Wednesday the week of an agenda being published with the desired motion/resolution.~~

jj) **“Motion to Defer”** means a motion to delay the consideration of a matter to a future meeting of Council or a committee;

kk) **“Motion to Receive”** means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of Council with no additional action being taken;

ll) **“Motion to Refer”** means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any designated committee, body or official;

mm) **“Motion to Table”** means a motion to postpone without setting a definite date as to when the matter will be considered again;

nn) **“Notice of Motion”** means a motion by any Member of Council that is not scheduled for an agenda which is presented to the Clerk in writing prior to the agenda deadline for inclusion on the current agenda;

oo) **“Open Forum”** shall mean an opportunity for members of the public to voice opinions on subjects of municipal concern during the first 15 minutes of each regular Council meeting;

pp) **“Open House”** means an opportunity for the public to drop in to review display boards and discuss the study with

Township staff or the Township's consultant;

- qq) **"Order of Business"** means the sequence of activities and/or discussions and decisions to be introduced and considered and shall be altered by 2/3 majority vote;
- rr) **"Point of Clarification"** means when a member wants to clear up something that was stated. This is a statement and not a question;
- ss) **"Point of Information" or "Point of Parliamentary Inquiry"** means a question asked about a motion or about the process taking place and directed to the Chair or to the Clerk;
- tt) **"Point of Order"** means a question by a Member with the view to calling attention to any issue relating to the Procedure By-law or the conduct of Council's business or in order to assist the Member in understanding Council's procedures, making an appropriate motion, or understanding the effect of a motion;
- uu) **"Point of Privilege" or "Personal Privilege"** means a question by a Member who believes that another member has spoken disrespectfully towards that member or another member or who considers that his or her integrity or that of a member or Southgate official has been impugned or questioned by the member. Can also be used when a Member requires something relating to personal comfort such as temperature, noise level etc.;
- vv) **"Present"** means physically in attendance at the meeting;
- ww) **"Presentation"** means an address to Council or Committee by a consultant or associated body, or at the request of Council, a Committee or staff;
- xx) **"Quorum"** as it relates to Council and its committees shall consist of more than 50% of the applicable membership;
- yy) **"Recorded Vote"** means a written record of the name and vote of every member voting on any matter or question. A request by a member for a recorded vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter, prior to proceeding to the next item on the agenda. When a recorded vote is requested, or is otherwise required, the Clerk shall call the names and record the vote in random order;
- zz) **"Reports of Municipal Officers"** shall mean a heading on an agenda to allow for the presentation of Department Head reports;
- aaa) **"Resolution"** means the decision of Council or its Committees on any motion;
- bbb) **"Special Committee"** shall mean a committee appointed by Council for a specific function which may be comprised of Members of Council with staff support;
- ccc) **"Sub-Committee"** shall mean a committee established by Council to

		work on and report on a specific function within the mandate of the standing committee. Sub-committees may or may not contain members of Council;
ddd)	<b>"Task Force"</b>	shall mean a group appointed by Council that has a defined purpose and mandate to allow residents with experience, interest and/or opinions in a particular subject area to provide input on a specific issue, through a balanced public process. The mandate of a task force will be community based fact-finding missions related to an important matter in Southgate. A task force will find and deal with factual information to find common ground or majority agreement on issues of a potentially controversial nature in the Township and shall not have Council Member representation as voting members, but may have representation in a supporting role;
eee)	<b>"Township"</b>	means the Township of Southgate;
fff)	<b>"Two-Third Vote"</b>	shall mean an affirmative vote of at least 2/3 of the members present, as below: <ul style="list-style-type: none"> <li>a. 7 members are present 5 are required;</li> <li>b. 6 members are present 4 are required;</li> <li>c. 5 members are present 4 are required;</li> <li>and</li> <li>d. 4 members are present 3 are required;</li> </ul>
ggg)	<b>"Working Group"</b>	shall mean a group appointed by Council who have a defined purpose and mandate to allow residents with knowledge and experience in a particular subject area to provide input on a specific issue. The mandate of a working group will be related to an important matter in the community that is of a minimally controversial nature in the Township and shall have at least one (1) Member of Council representation as a voting member.

2.0 APPLICATION		
2.1	<b>General</b>	The rules of procedure set out in this by-law shall govern all proceedings of Council and committees;
2.2	<b>Statutory Requirements</b>	Notwithstanding anything in this by-law, where Council or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the <u>Statutory Powers Procedure Act</u> , as applicable, shall govern the proceedings;
2.3	<b>Rules of Order Not Covered</b>	To the extent that a matter is not dealt with in the <u>Act</u> or this by-law, Council and Committees shall have regard to <u>Robert's Rules of Order Newly Revised</u> ;
2.4	<b>Use of Pronouns</b>	Throughout this by-law, the words "he" and "his" shall, where appropriate be deemed to read "she" and "her".
3.0 SUSPENSION OF THE RULES		
3.1	<b>General</b>	Any motion to suspend any provisions of this by-law shall be used only when absolutely necessary and

shall always require a 2/3 vote.

4.0 ELECTRONIC MEDIA		
4.1	Audio and Video Recording	Open meetings may not be electronically or mechanically recorded by any member of the public without prior consent of Council through resolution and by written request by the requestor. Any recordings conducted during a Council or Committee meeting after obtaining consent shall be for personal use only and are not to be made public or distributed in any way without the prior consent by resolution of Council or Committee for the public use of the recording;
4.2	Recordings under Agreement	Council reserves the right to enter into agreements for the audio and/or video recording of Council meetings which may or may not be used for distribution to the public;
4.3	Council/Committee Recordings (Audio and Video)	Staff shall <u>audio</u> record both open and closed Council and Committee meetings <u>and make open audio recordings available to the public, upon request. Staff may video record both open and closed Council and Committee meetings and make open recordings available to the public via the Township of Southgate YouTube Channel, if available. Open meeting recordings shall be posted within three (3) days of the meeting to the Township website.</u> A retention period of one year from the date of the meeting is recommended for closed session audio/video recordings as they would not constitute the formal record of the meetings. The Clerk would be authorized to disclose the audio recordings to a Closed Meeting Investigator, only in those instances where they are relevant to a closed meeting investigation and do not breach solicitor-client, or other, privilege; the Township Solicitor, or designate, for the purpose of providing solicitor-client advice with respect to the contents of a recording; and any additional party authorized by the Municipal Council, by resolution. They are not intended to be used by members of Council who are absent from closed session meetings;
4.4	Electronic Devices in Council Chambers	Electronic devices are permitted in Council Chambers provided that they are turned to silent or vibrate during the meeting and are not used to record any aspect of the Council or committee meeting, unless consent has been obtained as per <a href="#">Section 3.1</a> .
5.0 MEETING LOCATIONS, TIMES AND NOTICE		
5.1	Inaugural Meeting of Council	The inaugural meeting of Council shall be held in the Hopeville Council Chambers at 7:00 p.m. on the first Monday in December following a regular municipal election, except when the day is a public holiday, in which case the meeting shall be held on the following business day;
5.2	Inaugural Meeting of Council Agenda	The Clerk shall have prepared for the Members of Council at the inaugural meeting an "Order of Business" as follows, to also include other ceremonial proceedings as deemed necessary and/or desirable:



		<ul style="list-style-type: none"> <li>(a) Call to Order</li> <li>(b) Regrets</li> <li>(c) Declarations of Office</li> <li>(d) Mayor's Inaugural Address</li> <li>(e) Confirmation By-law</li> <li>(f) Statements by Members (non-debatable)</li> <li>(g) Adjournment;</li> </ul>
5.3	<b>Meeting Schedule</b>	On or before the first December meeting, Council shall adopt a regular meeting schedule for its meetings to be held in the following year including the dates, times and locations for such meetings and the Clerk shall publish the schedule on the Township website. In the event the regular meeting date falls on a public holiday, the Council shall meet at the same hour on the next day not being a public holiday;
5.4	<b>July/August Meetings</b>	Notwithstanding the provisions of this By-Law, there shall only be one regularly scheduled meeting during the months of July and August and they will fall on the first Wednesday of the month and scheduled to begin at 9:00 a.m.;
5.5	<b>Cancellation due to Weather</b>	In the event of inclement weather or should there be a significant weather event anticipated, an evening meeting may either be cancelled with the consent of the Mayor and/or Chair and CAO and/or Clerk, or be moved up to start no earlier than 5:00 p.m. and called and posted no later than 12 noon on the day of the evening meeting to ensure there is enough notice to the public. Notice shall be given to the media, subscription list, and posted on social media no later than noon on the day of the evening meeting.
5.6	<b>Notice of Cancellations</b>	In the event of a meeting cancellation, staff will post notice of the meeting cancellation on Southgate's website, Facebook page, and subscription group and will notify the Members by email or by telephone. If the cancellation occurs at the last minute or after regular business hours and staff is unable to post the cancellation as noted, notice shall be posted as soon as it is practical to do so;
5.7	<b>Three (3) Hour Limit</b>	For all meetings, no item of business shall be dealt with after three (3) hours from the start time unless authorized by resolution of the members present. The extension of time after the initial three (3) hours shall only be permitted for only one (1) additional hour for evening meetings. No meeting shall exceed 11:00 p.m. on an evening meeting and shall not be extended by waiving the Procedural By-law. Should the agenda not be completed on the day of a Regular Meeting, all items left over shall be carried over to the Thursday following the Wednesday meeting and will begin at 1:00 p.m. in the Council Chambers. In the case of a County Council Meeting, the meeting shall resume on Friday following the Wednesday Council meeting at 9:00 a.m. and noted on the Township website and notice be given to the media, subscription list and social media;

5.8	<b>Notice to the Members</b>	Notice of meetings including agendas, minutes and supporting documentation to the members shall be via electronic mail. Notice may also be provided by telephone or personal contact in case of an emergency;
5.9	<b>Notice to the Public</b>	Agenda information distributed by the Clerk to members shall be made available to the public through posting to Southgate's website, <del>Facebook page and sent to the email group at the same time as it is made available to the members;</del>
5.10	<b>Invalidation of Notice of Meeting</b>	If a Meeting Notice is substantially given but varies from the form and manner provided in this Procedure By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.

6.0 CLOSED MEETINGS OF COUNCIL

6.1	<b>Exceptions to Open Meeting Requirements</b>	<p>All regular and special meetings of Council shall be open to the public unless the subject matters to be considered relate to:</p> <ul style="list-style-type: none"> <li>a) the security of the property of the municipality or local board;</li> <li>b) personal matters about an identifiable individual, including municipal or local board employees;</li> <li>c) a proposed or pending acquisition or disposition of land by the municipality or local board;</li> <li>d) labour relations or employee negotiations;</li> <li>e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;</li> <li>f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;</li> <li>g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;</li> <li>h) the meeting is held for the purpose of educating or training the members and at the meeting and no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee; and</li> <li>i) Council shall by resolution close a meeting or part of a meeting to members of the public where the subject matter to be considered is an ongoing investigation respecting the municipality, a local board, or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act or municipally-appointed Ombudsman;</li> <li>j) As per Bill 68:</li> </ul>
-----	--	---

		<ul style="list-style-type: none"> <li>a. Information explicitly supplied in confidence to the municipality by Canada, a province or territory, or Crown agency;</li> <li>b. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality;</li> <li>c. A trade secret or scientific, technical, commercial or financial information that belongs to the municipality and has monetary (or potential) value;</li> <li>d. A position, plan, procedure, criteria or instruction to be applied to any negotiations;</li> </ul>
6.2	<b>Closed Meeting Procedure</b>	A motion outlining the general nature of the subject matter is required before going into closed session with the resolution as discussed in closed to be included in the open agenda following the closed portion. No vote will be taken at a closed meeting except for a procedural matter. Please refer to <a href="#">Policy #25</a> for the full Closed Meeting Policy & Procedure;
6.3	<b>Notice of Closed Meetings</b>	Notice of Closed Meetings of Council shall be included on the regular Council agenda. Where required, providing Council with a closed session agenda in accordance with the publishing timeframes set out of regular agenda;
6.4	<b>Reporting Out &amp; Confidentiality of Closed Session Discussions</b>	<p>A summary of any discussion held in closed session and any required vote will occur following the closed session discussion of Council or a Committee Meeting. In the case of Committee of the Whole Meetings, communication of closed session discussions will occur at Council Meetings.</p> <p>No Member shall disclose or discuss, through written, electronic or verbal communication, to any individual or corporate third party, any information that has been or will be discussed at a closed session meeting of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, can be made public subject to review by the Head or designate under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) or if directed to do so by a court;</p>
6.5	<b>Application of Open &amp; Closed Meeting Provisions to all Committees</b>	The provisions of Section 239 of the Municipal Act and Sections 9 a), b), and c) of this Procedure By-law apply to all Committees, despite Section 238 of the Municipal Act;
6.6	<b>Closed Meeting Investigation</b>	A person may request that an investigation be undertaken to determine whether Council or other Committee complied with the requirements of the Municipal Act and this Procedure By-law in respect of a Meeting or part of a Meeting closed to the public. A person may initiate such a request by completing and submitting a copy of the " <a href="#">Application for Investigation of Closed Meetings</a> " form available

on the Townships website or at the Municipal Office.

7.0 SPECIAL MEETINGS OF COUNCIL		
7.1	<b>Mayor May Request</b>	The Mayor may at any time summon a special meeting of Council as per the Municipal Act S.240 (a) and include a clear statement of the purpose of the Special Council meeting;
7.2	<b>Members Request</b>	<p>The Clerk shall, upon receipt of a written request of the majority of the members, call a special meeting for the purpose and time mentioned in the request as per the Municipal Act S.240 (b) and include the following:</p> <ul style="list-style-type: none"><li>a) Original signatures of Members; and</li><li>b) A clear statement of the purpose of the Special Meeting;</li></ul>
7.3	<b>CAO/Clerk May Request</b>	The Chief Administrative Officer and/or Clerk may at any time request a special meeting of Council when required, and to deal with items specifically outlined on the agenda. Special meetings may be called for the purposes of training, workshops, items which may need immediate attention or items which are required for the purposes of the continuity of municipal business;
7.4	<b>Special Meeting Notice Timing</b>	The Clerk shall provide all members with at least forty-eight (48) hours' notice of a special meeting;
7.5	<b>Special Meeting Minimum Notice Requirements to Members</b>	Minimum notice shall consist of electronic notice followed by a telephone message to all members if required. If members accept the electronic meeting request, telephone communication will be deemed unnecessary;
7.6	<b>Special Meeting Business</b>	The only business to be dealt with at a special meeting is that which is identified in the notice of the meeting;
7.7	<b>Special Meeting Validity</b>	The Clerk will attempt to contact every member in relation to a special meeting as outlined under <a href="#">Section 7.4</a> . The lack of receipt of a notice or of an agenda for a special meeting by any Member shall not affect the validity of the meeting or any action taken thereat;
7.8	<b>Special Meeting Notice to the Public</b>	Notice for special meetings of Council shall be posted as soon as practical after being established on Southgate's website. Agendas and supporting documentation shall be posted as soon as practical prior to the special meeting as per section 5.8;
7.9	<b>Special Meetings under the Emergency Management and Civil Protection Act</b>	A Special Meeting may be held, without notice, to deal with an emergency situation as defined under the <u>Emergency Management and Civil Protection Act</u> , provided that an attempt has been made to reach the Members by telephone and/or e-mail at their respective residence and/or place of business. No business, except business dealing directly with the emergency situation, shall be transacted at that meeting. The forty-eight (48) hour notice required may be waived in the case of emergency as may be determined by the Mayor (or alternate) and/or CAO/Clerk/CEMC (or alternate) and documented in

writing (memo or e-mail) to the Clerk.

8.0 CALLING OF WORKSHOP MEETINGS		
8.1	<b>Training and / or Workshop Meetings</b>	<p>The Mayor and/or CAO and/or Clerk may convene a training and / or workshop meeting for Members of Council to discuss issues in an informal venue.</p> <ul style="list-style-type: none"><li>i. With the exception of Procedural Matters, no motions are passed and no matter is discussed which advances the business of the Municipality; and</li><li>ii. A record describing, in general terms, the proceedings and the subject matter discussed is made at all workshop Meetings and placed on a future Council agenda to be received only for the purposes of information;</li></ul>
8.2	<b>Notice of Workshop Meetings (posting of the agenda)</b>	<p>The Clerk gives Notice of Workshop Meetings of Council by:</p> <ul style="list-style-type: none"><li>i. Providing, at least 48 hours in advance, Notice to Council in person, by telephone, by mail or electronic mail that indicates the date and time of the workshop Meeting and the general nature of the matters to be discussed;</li><li>ii. Posting a Notice on the Townships website and time permitting on the Townships regular advertising page in the local newspaper that indicates the date and time of the workshop Meeting and general nature of the matters to be discussed.</li><li>iii. Where ii) cannot be achieved, posting a Notice at the main entrance to the Municipal Office that indicates the date and time of the workshop Meeting and general nature of the matters to be discussed.</li></ul>
9.0 EMERGENCY MEETINGS OF COUNCIL		
9.1	<b>Authority to Call Emergency Meeting</b>	<p>Notwithstanding any other provision of this by-law, an emergency meeting may be summoned by the Mayor without written notice or upon receipt of a written request of the majority of the members, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available;</p>
9.2	<b>Emergency Meeting Business</b>	<p>No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the emergency meeting;</p>
9.3	<b>Emergency Meeting Validity</b>	<p>Lack of receipt of a notice or of an agenda for an emergency meeting by any member shall not affect the validity of the meeting or any action taken thereat;</p>
9.4	<b>Emergency Meeting Notice</b>	<p>Notice and supporting documentation shall be posted on Southgate's website as soon as practical;</p>

**10.0 QUORUM FOR COUNCIL**

10.1	<b>Majority for Quorum</b>	A quorum shall consist of not less than a majority of Council members as established by Section 237(1) of the Municipal Act, 2001. For a Council composition of 7, 4 members are required for a quorum to be present;
10.2	<b>No Quorum Present at Beginning</b>	If a quorum is not present at a scheduled meeting thirty (30) minutes after the scheduled commencement time, the meeting shall stand adjourned until the date of the next regular meeting and the Clerk shall record the names of the members present;
10.3	<b>Loss of Quorum During Meeting</b>	If a quorum is lost during a meeting, the meeting shall stand adjourned and all unfinished business shall be carried forward to the next meeting;
10.4	<b>Quorum and the Municipal Conflict of Interest Act</b>	Notwithstanding <a href="#">Section 9.3</a> where the number of members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a meeting is such that, at that meeting, the remaining members are not of sufficient number to constitute a quorum, the remaining number of members shall be deemed to constitute a quorum.
10.5	<b>Electronic Participation at Meetings</b>	<p>Members may participate in meetings by electronic means subject to the following:</p> <ul style="list-style-type: none"><li>i. Electronic means of participating in an open meeting are available only for meetings of Council that take place in Council Chambers, Hopeville Municipal Office, 185667 Grey Road 9, Dundalk, Ontario.</li><li>ii. Requests to participate in a meeting by electronic means must be made to the Clerk at least two (2) business days before the meeting (by Monday at 2:00 p.m. following any addendum agendas).</li><li>iii. A maximum of one (1) Member may participate in the same meeting by electronic means. Where more than one (1) Member requests to participate in the same meeting by electronic means, the requests will be granted to the first Member who makes the request.</li><li>iv. A Member may participate in a maximum of two (2) open meetings per calendar year by electronic means.</li><li>v. Members may not participate in Closed Sessions of any meeting by Electronic Means.</li><li>vi. A Member participating in a</li></ul>

meeting by electronic means shall be considered to be present at such meeting but shall not be counted towards quorum.

- vii. The Chair must be present in person at a meeting.
- viii. Electronic connection of the Member to the meeting will not be disruptive with noise or sound quality issues in a manner that which impacts the Council discussion and progress of the meeting and at the discretion of the Clerk.

#### 10.6 **Practice of Electronic Participation**

The following practices will be followed when a Member participates in a meeting by electronic means:

- i. Any Member participating in a meeting by Electronic Means shall be available at least fifteen (15) minutes before the beginning of the meeting to assist staff in establishing the electronic connection.
- ii. Any Member participating by electronic means will mute his or her electronic device when he or she is not speaking.
- iii. The Chair will canvass Member(s) participating by Electronic Means about their intention to speak to a matter on the floor and will notify each Member when it is his or her turn to speak.
- iv. After putting a motion to a vote, any Member participating by electronic means will be required to identify how he or she wishes to vote.
- v. A Member participating by electronic means shall inform the Chair about his or her intentions to leave the meeting either on a temporary or permanent basis.
- vi. A Member participating by electronic means will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
- vii. In the case of a loss of connection, or any connection issue which impedes the ability of a Member to participate in the meeting in real time, the meeting will continue without attempts by either staff or the Member to reconnect to the meeting.

- viii. Any Member who participates through electronic means will be required to log into Agenda Notes and participate through electronic voting, when available.

11.0
AGENDA PREPARATION

11.1
Agenda Timing and Composition

The final agenda, along with copies of any supporting documentation shall be prepared by the Clerk and made available to members and posted on the Township website by 2:00 p.m. on the Thursday preceding any regular Wednesday Council meeting.

Supporting documentation may be added to items listed on the addendum agenda on the Monday prior to the Council meeting by 12:00 noon or on Tuesday by 10:00 a.m. if the Monday is a holiday.

The agenda will consist of the following headings as required:

- a) Call to Order
- b) Open Forum
- c) Statutory Public Meeting(s)
- d) Confirmation of Agenda
- e) Declaration of Pecuniary Interest
- f) Delegations & Presentations
- g) Adoption of Minutes
- h) Reports of Municipal Officers and By-laws
- i) By-laws
- j) ~~Motions Arising from Consent~~
- k) Notice of Motion
- l) Consent Agenda
  - a) Regular Business
  - b) Closed Session
  - c) Correspondence
  - d) Resolutions from other Municipalities
- m) County Report
- n) Members Privilege
- o) Closed Meeting
- p) Confirming Bylaw
- q) Adjournment;

11.2
Correspondence

Correspondence shall be handled as per [Southgate Policy #62](#) – Council Correspondence Policy;

11.3
Addendum Agenda

Items or matters will not be added to the agenda after its publication by inclusion on the addendum unless directed by the CAO and/or Clerk and only if the matter is of an urgent nature and requires a decision prior to the next Council or committee Meeting. For matters of urgent nature, the agenda will be re-published to provide adequate notice to the public. This applies to both open and closed session agendas.

Addendum agendas must be published no later than 12:00 noon on Monday’s or 10:00 a.m. on Tuesday’s if the Monday falls on a holiday;

11.4
Electronic System

In the case of an electronic system failure, power



<b>Failure</b>	interruption, or any other extenuating circumstance that hinders the posting of the agenda, it shall be posted as soon as possible. Council members shall be notified.
----------------	--

## 12.0 ORDER OF BUSINESS

12.1	<b>Agenda Order</b>	The business of Council shall be taken in the order in which it stands upon the agenda as prepared;
12.2	<b>Items Left Undisposed</b>	When any agenda item or items are left undisposed of at the time of adjournment, either for want of a quorum or otherwise, such agenda item or items shall be taken up in succession under the heading Unfinished Business or as the first order of business of each respective heading at the next meeting or special meeting called for that purpose of Council;
12.3	<b>Moving Items Forward on the Agenda</b>	The order of items may be prioritized by a majority vote of Council to address identified issues for those in attendance.

## 13.0 COUNCIL MINUTES

13.1	<b>Content of Minutes</b>	<p>The minutes of Council, as taken by the Clerk, shall consist of:</p> <ul style="list-style-type: none"> <li>(a) the place, date and time of the meeting;</li> <li>(b) the name of the chair and the attendance of the members and staff;</li> <li>(c) each item considered by Council and the decisions without note or comment;</li> <li>(d) the results of any recorded vote;</li> <li>(e) the adoption of minutes of prior meetings.</li> </ul> <p>Pursuant to the Municipal Act, the minutes shall be without note or comment;</p>
13.2	<b>Minutes Presented to Members</b>	Minutes of Council shall be prepared by the Clerk and presented to the members within five (5) business days following the meeting;
13.3	<b>Changes to the Minutes</b>	All changes made to minutes at a consecutive meeting shall be recorded by the Clerk and noted in the minutes of the current meeting.

## 14.0 DUTIES OF THE MAYOR AND/OR CHAIR

14.1	<b>Per Municipal Act s. 226.1</b>	<p>As chief executive officer of a municipality, the head of council shall:</p> <ul style="list-style-type: none"> <li>a) uphold and promote the purposes of the municipality;</li> <li>b) Promote public involvement in the municipality's activities;</li> <li>c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and</li> <li>d) participate in and foster activities that enhance the economic, social and</li> </ul>
------	-----------------------------------	---

environmental well-being of the municipality and its residents;

**14.2 Responsibilities of the Mayor**

It shall be the duty of the Mayor to:

- a) Authenticate by signature, all by-laws and minutes of the Council;
- b) Represent and support Council, declaring its will and implicitly obey its decisions in all things;
- c) Be an ex-officio member on all Southgate initiated committees, sub-committees or working groups;

**14.3 Responsibilities of the Chair**

In addition to the responsibilities of the Head of Council as set out in the Municipal Act 2001, as amended, it shall be the duty of the Chair to ensure an efficient meeting by:

- a) Maintaining order and decorum;
- b) Deciding on all questions of order, subject to an appeal by Council;
- c) Receiving and submitting, in the proper manner, all motions presented to the members of Council;
- d) Putting to vote all questions which are properly brought before Council or that necessarily arise in the course of proceedings and announcing the results;
- e) Ruling on all procedural matters without debate or comment;
- f) Declining to put to a vote motions which do not comply with the rules of procedure or which are not within the jurisdiction of Council;
- g) Restraining the members, within the rules of order, when engaged in debate;
- h) Calling by name any member persisting in breaching the rules of order of Council and may order the member to vacate the Council Chamber;
- i) Adjourning or suspending the meeting if he/she considers it necessary because of grave disorder;
- j) Must remain neutral and must not enter into debate or discussions while in the Chair;
- k) The Chair shall vacate the chair in order to move or second a motion and shall resume the chair following the vote on the matter;

**14.4 Right to Expel**

The Chair may expel or exclude from any meeting any person or member whom he feels has exhibited improper conduct at the meeting as per the Municipal Act S.241(2);

- |      |  |   |
|------|--|---|
| 14.5 | <b>Chair Moving a Resolution or Debating</b> | When the Chair wishes to move or second a resolution before Council or enter into debate on a specific topic, he/she may call the Deputy Mayor to the Chair, present his/her resolution or comments from the floor and remain out of the Chair until the motion, all amendments, and the main motion to it have been disposed of. In the event that the Deputy Mayor is unable to assume the Chair, the Mayor shall call for an alternate member to assume the Chair; |
| 14.6 | <b>Absence of Mayor and Deputy Mayor</b>     | In the absence of the Mayor and Deputy Mayor, the Clerk shall convene the meeting and call for a motion to fill the role of Chair. The member chosen shall preside during such absence and shall, while in the chair, have vested in him/her all the powers as given by this by-law to the Mayor.   |

15.0
DUTIES OF THE MEMBERS

- |      |                           |   |
|------|---------------------------|---|
| 15.1 | <b>Role of Council</b>    | <p>It is the role of Council,</p> <ul style="list-style-type: none"> <li>a) to represent the public and to consider the well-being and interests of the municipality;</li> <li>b) to develop and evaluate the policies and programs of the municipality;</li> <li>c) to determine which services the municipality provides;</li> <li>d) to ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;</li> <li>e) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;</li> <li>f) to maintain the financial integrity of the municipality; and</li> <li>g) to carry out the duties of Council under the Municipal Act or other Act;</li> </ul> |
| 15.2 | <b>Conduct of Members</b> | <p>No member shall:</p> <ul style="list-style-type: none"> <li>a) speak disrespectfully of any member of Federal or Provincial parliaments, Council or employee of Southgate;</li> <li>b) use offensive words or un-parliamentary language;</li> <li>c) engage in private conversation while in a Council meeting or use electronic devices (including cellular phones and pagers) in a manner which interrupts the proceedings of Council;</li> <li>d) leave his/her seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;</li> <li>e) speak on any subject other than the</li> </ul>   |

subject under debate;

- f) where a matter has been discussed in closed session and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed meeting;
- g) criticize any decision of Council except for the purpose of moving that the question be reconsidered; or
- h) disobey the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a member persists in any such disobedience after having been called to order by the Chair, the Chair shall not recognize that member, except for the purpose of receiving an apology from the member tendered at that meeting or any subsequent meeting;

15.3     **Addressing the Chair**

Should more than one member indicate the intent to address the Chair, the Chair shall determine who is entitled to the floor and the order of the remaining members for speaking.

If a Member disobeys a rule in this Procedure By-law or a Chair's ruling:

- i) After the first occurrence, the Chair calls the Member to order.
- ii) After the second occurrence, if the Member continues to disobey this Procedure By-law or the Chair's ruling, the Chair will immediately order the Member to leave his/her seat and observe the Meeting from the audience for the remainder of the Meeting;
- iii) Any Member other than the Offending Member may appeal the Chair's ruling in ii), and Council or a Committee may overturn or uphold the Chair's ruling. Should the Chair's ruling be overturned, the Offending Member may return to his/her seat;
- iv) If the Offending Member informs the CAO that he/she wishes to apologize, the Clerk will inform the Chair of the Member's request;
- v) At the next available opportunity in the Meeting, the Chair will allow the Offending Member to return to his/her seat to apologize to Council or a Committee. The apology will not include additional comments or debate by the Offending Member or by Council or a Committee;
- vi) After an apology is made by the Offending Member, Council or a Committee may consent to allow the Offending Member

- to return to the Meeting.
- vii) Should at any point the Offending Member create a disturbance while seated in the audience in ii), the Chair will order the Offending Member to leave the Council chamber or meeting room;
- viii) Council cannot appeal and the Offending Member cannot seek an apology from Council for the Chair’s ruling in vii);
- ix) If the Offending Member refuses to leave his/her seat or leave the Council chamber or meeting room in vii), the Chair may request the CAO to contact security or Police for assistance.

16.0 DUTIES OF THE CLERK		
16.1	<b>Role of the Clerk as per the Municipal Act</b>	<p>As per the Municipal Act S.228(1), it is the role of the Clerk,</p> <ul style="list-style-type: none"> <li>a) to record, without note or comment, all resolutions, decisions and other proceedings of Council;</li> <li>b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;</li> <li>c) to keep the original copies of all by-laws and all minutes of the proceedings of Council;</li> </ul>
16.2	<b>Role of the Clerk Assigned by the Municipality related to Council</b>	<p>Other duties of the Clerk as assigned by the Municipality include:</p> <ul style="list-style-type: none"> <li>a) to sign every by-law approved at Council;</li> <li>b) to call the meetings to order and preside until the election of a Chair in the absence of the Mayor or Deputy Mayor;</li> <li>c) to advise the Chair on procedural matters;</li> <li>d) to prepare and circulate the agenda and supporting information;</li> <li>e) to prepare the minutes and distribute to members within five (5) days of the Council meeting;</li> <li>f) to advise all departments of decisions by Council;</li> <li>g) to schedule delegations and presentations for Council meetings;</li> </ul>
16.3	<b>Powers of Deputy Clerk</b>	In the absence of the Clerk, the Deputy Clerk shall have all of the powers and duties of the Clerk;
16.4	<b>Delegation of Powers</b>	The Clerk may delegate in writing to any person, other than a member of Council, any of the Clerk’s powers and duties, but may continue to exercise the delegated powers and duties despite the delegation.

**17.0 DECLARATIONS OF PECUNIARY AND/OR CONFLICT OF INTEREST**

17.1	<b>Member's Responsibility</b>	<p>As per the Municipal Conflict of Interest Act S.5(1), where a member, either on his/her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the member shall, in accordance with the Municipal Conflict of Interest Act:</p> <p>a) prior to any consideration of the matter at the meeting, disclose the member's interest and the general nature thereof; and</p> <p>b) not take part in the discussion of or vote on any question in respect of the matter, and</p> <p>c) not attempt in any way whether before, during or after the meeting to influence the voting on the matter; and</p> <p>d) provide a signed copy of the <u>Declaration Form</u> to the Clerk before the end of the Council meeting or prior to the next available Council meeting for inclusion on the Conflict of Interest Registry and minutes;</p>
17.2	<b>Closed Meeting Declarations</b>	<p>Where a meeting is not open to the public, in addition to complying with the requirements of the Municipal Conflict of Interest Act, the member shall forthwith not participate in the vote on the matter or intend to influence a vote during which the matter is under consideration per the <u>Municipal Conflict of Interest Act S.5(2)</u>;</p>
17.3	<b>Non-Disclosure Due to Absence</b>	<p>Where the interest of a member has not been disclosed by reason of the member's absence from a particular meeting, the member shall disclose his/her interest and otherwise comply at the first meeting of the Council or committee, as the case may be, attended by the member after the particular meeting per the <u>Municipal Conflict of Interest Act S.5(3)</u>;</p>
17.4	<b>Clerk's Duty to Record</b>	<p>The Clerk shall record in detail the particulars of any disclosure of pecuniary interest made by a member and this record shall appear in the minutes of that meeting as per the <u>Municipal Conflict of Interest Act S.6(1)</u></p>

**18.0 DELEGATIONS**

18.1	<b>Responsibility of Clerk</b>	<p>Any person desiring to present information on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk by 12:00 noon on the Wednesday preceding the Council meeting at which such person desires to be heard. It is the responsibility of the Clerk to determine whether a proposed delegation is unduly repetitious of a previous delegation;</p>
18.2	<b>Documentation Required</b>	<p>Any person who is scheduled to appear as a delegation before Council is required to submit to the Clerk, a written and/or electronic documentation</p>

		<p>“Request to Appear as a Delegation”, attached hereto as Schedule “A”, not later than 12:00 noon on the Wednesday preceding the Council meeting. If the delegate wishes to present a presentation; it must be included with the original request;</p>
18.3	<b>Time Limit</b>	<p>Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to these limits will be at the discretion of Council. No more than one (1) delegation shall be permitted at any evening meeting, and no more than two (2) delegations shall be permitted at any daytime meeting. The Chair shall notify the delegate when the time has elapsed. Council members shall limit their comments to questions for clarification purposes only. In the event that an extension of time is required or requested, a 2/3 vote would be required;</p>
18.4	<b>Delegate Address</b>	<p>All delegates shall address the Chair from the podium and shall state their name and whom they represent;</p>
18.5	<b>Conduct of Delegates</b>	<p>No delegates shall:</p> <ul style="list-style-type: none"> <li>a) speak disrespectfully of any person;</li> <li>b) use offensive language;</li> <li>c) speak on any subject other than the subject for which he has received approval to address Council;</li> <li>d) disobey the rules of procedure or any decision of the Chair or Council on any other procedural matters;</li> </ul>
18.6	<b>Delegation Curtailment</b>	<p>The Chair may curtail any delegation, any questions of a delegate or debate during a delegation for disorder or any other breach of this by-law, and if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw;</p>
18.7	<b>Delegation Content</b>	<p>Every communication, including petitions designed to be presented to Council must be legibly written, typed or printed and shall not contain any obscene matter or language and shall be signed by at least one person and filed with the Clerk. Email, faxed or photocopied petitions are not admissible.</p>

## 19.0 PRESENTATIONS

19.1	<b>Time Limit</b>	<p>Presentations that are requested by Council, a committee or staff shall be held to the 10-minute time limit of delegations unless otherwise indicated on the Council agenda;</p>
19.2	<b>Presentation Content</b>	<p>Presentations can include training for Council, information from contractors, presentations of study findings by consultants or other such requests;</p>
19.3	<b>Supporting Documentation Required</b>	<p>Any supporting documentation shall be provided to the Clerk by 12:00 noon on the Wednesday preceding the Council meeting for inclusion on the Council agenda;</p>
19.4	<b>Form Required</b>	<p>A cover sheet, attached hereto as Schedule “B”,</p>

shall accompany all presentations on the Council agenda. Every effort will be made to schedule presentations in a timely manner. The Clerk will provide appropriate meeting dates to the presenter.

**20.0 MEMBERS OF THE PUBLIC**

20.1	<b>Conduct of Audience at a Meeting</b>	Members of the public who constitute the audience at a meeting shall refrain from any activity or behavior that would affect Council deliberations and shall not: <ul style="list-style-type: none"><li>a) Address Council or committee without permission;</li><li>b) Bring signage, placards or banners into meetings; or</li><li>c) Interfere with the conduct of the Council or committee meeting in any way.</li></ul>
------	---	---

**21.0 OPEN FORUM**

21.1	<b>Justification</b>	Open forum allows for comments from the public relating to matters within Council's jurisdiction;
21.2	<b>Process</b>	The first fifteen (15) minutes of any regular Council meeting will be set aside for Open Forum. During this time any individual may address Council to voice concern or provide information on subjects of municipal concern. Members of the public are required to sign a register prior to the beginning of Council which allows them the opportunity to speak and also acknowledges they understand the protocol for Open Forum;
21.3	<b>Decisions</b>	No decision shall be made as a result of comments made during Open Forum. Council may consider comments made during Open Forum when deliberating the issue if/when the item arises on the regular Council agenda;
21.4	<b>Motions Arising</b>	No motions shall be presented as a result of comments made during Open Forum other than during the <a href="#">Notice of Motion</a> section of the agenda;
21.5	<b>Debate</b>	Members and staff shall not be engaged in debate or discussion during Open Forum;
21.6	<b>Registration</b>	The "Open Forum Register" shall be made available 15 minutes prior to the Council meeting for sign up and collected by the Clerk to begin Open Forum. Individuals are required to sign in prior to being permitted to speak. No individuals will be permitted to sign up after the register has been collected;
21.7	<b>Opportunity to Speak</b>	No individual shall speak more than once at any meeting, and no individual shall speak for longer than three (3) minutes;
21.8	<b>Curtailment of Time</b>	The Chair may curtail the time or excuse any individual from speaking if the topic is unduly repetitious. The Chair may adjust the order of the speakers to allow for a broad range of topics during the allotted time;
21.9	<b>Time Limit</b>	Open Forum shall last no longer than 15 minutes and no time extensions shall be permitted. As soon



as Open Forum is concluded, the council meeting shall continue as per the agenda;

- 21.10

Minute Content

Any comments made during Open Forum shall not form part of the Council minutes. The general nature of the comments and the number of speakers may be indicated in the minutes. The register shall be placed in the Council agenda file.

22.0 RULES OF DEBATE

- 22.1

Addressing Council

To address Council, a member shall request to speak, be recognized by the Chair and direct all comments through the Chair;
- 22.2

Address the Chair

Prior to speaking to any question or motion, each member shall address the Chair;
- 22.3

Order of Speakers

When two or more members indicate their desire to speak at the same time, the Chair shall designate the order of speakers;
- 22.4

Interruptions

When a member is speaking, no other member shall interrupt the member speaking except to raise a point of order, privilege or personal privilege;
- 22.5

Motion to be Repeated

Any member may require a motion or question under discussion to be read at any time during the debate but not so as to interrupt the member speaking;
- 22.6

Speaking to a Question

Members must indicate their intention to speak to a question through the Chair. No member shall speak more than twice to the same question without Council's permission, except that a reply shall be permitted only from the member who has presented the main motion. The total time a member may take to speak and obtain any necessary clarification shall not be more than five minutes regardless if they speak one or two times. The mover and seconder of a motion have the opportunity to speak first to a motion. Members' comments are relevant to the matter of business before Council or a Committee. Members express themselves succinctly without repetition;
- 22.7

Content of Questions Permitted

A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated briefly and asked only of the Chair, the previous speaker, the CAO, Department Heads or their designates. A member may also state a point to the matter under discussion without asking a question;
- 22.8

Point of Order

When a member rises on a point of order, point of privilege or point of personal privilege, the member shall ask leave of the Chair to explain the point. After leave is granted, the member shall state the point to the Chair and then remain silent until the Chair has ruled upon the point. Subject to being overruled by Council on a vote which shall be taken immediately and without debate, the Chair shall rule on the point. Any member may challenge the ruling of the Chair immediately following the ruling. The Chair's ruling is final unless it is challenged. Council's decision, by vote,

is final if the Chair is challenged.

23.0 MOTIONS		
23.1	<b>Motions outside Jurisdiction of Council</b>	A motion or notice of motion in respect of a matter which is not within the jurisdiction of the Council shall not be in order and shall not be considered by the Council;
23.2	<b>Notice of Motion</b>	Members who give advanced notice of a Notice of Motion during a Council meeting shall disclose the subject matter of the motion and provide the Clerk with a full copy of the motion prior to 12:00 pm noon on the Wednesday preceding the next Council meeting. Members who do not give advance notice at a previous meeting must provide the Clerk with a full copy of the motion prior to 4 pm on the Wednesday preceding the next Council meeting for inclusion. A Council member shall only request one Notice of Motion per Council meeting;
23.3	<b>Withdrawn Motion</b>	After a motion has been proposed and seconded, and placed in the hands of the Chair, it shall be considered to be in the possession of the Council but may be withdrawn by the mover and seconder if there are no objections from any members. If any member objects, the motion may only be withdrawn by a vote of the members present to grant the request for withdrawal. Withdrawn motions shall be presented in the minutes without note or comment;
23.4	<b>Motions Permitted Without Written Notice</b>	<p>The following may be introduced orally without written notice and without leave of Council:</p> <ul style="list-style-type: none"><li>a) a point of order, privilege or personal privilege;</li><li>b) a motion to waive or suspend the rules of procedure;</li><li>c) a motion to recess;</li><li>d) a motion to adjourn;</li><li>e) a motion to call the question;</li><li>f) a motion to separate the question;</li><li>g) a motion to receive an item;</li><li>h) a motion to table an item;</li><li>i) a motion to lift from the table;</li><li>j) a motion to refer;</li><li>k) a motion to defer;</li><li>l) a simple amendment to a main motion;</li></ul>
23.5	<b>Motions to be Moved and Seconded</b>	A motion shall be moved and seconded before being open for discussion and consideration;
23.6	<b>Members May Vote Against</b>	A member may move a motion in order to initiate discussion and debate and that member may vote in opposition to the motion. A seconder of a motion may vote against the motion.

## 24.0 SPECIFIC MOTIONS

- 24.1 **Motion to Recess** A motion to recess is not debatable;
- 24.2 **Motion to Adjourn** A motion to adjourn the Council meeting is not debatable and shall always be in order except:
- a) when another member is in possession of the floor;
  - b) when a vote has been called;
  - c) when the members are voting, or
  - d) when a member has indicated to the Chair his/her desire to speak on the matter before Council;
- A motion to adjourn and amendments thereto shall take precedence over any other motion and shall be put immediately without debate, except for the Chair to indicate any remaining pressing needs, in which case the member shall have the option to withdraw the motion to adjourn;
- 24.3 **Call the Question** A motion to call the question is not debatable. A member who moved the motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative. A motion to call the question shall be put immediately without debate. If the motion passes, those members who had indicated their request to speak before the motion was presented shall be heard prior to closing debate;
- 24.4 **Hijacking or Contrary Motions** Any motion that can, in essence, hijack or is contrary to any motion currently on the floor shall not be in order;
- 24.5 **Motion to Table** A motion to table is not amendable or debatable and shall apply to the motion and any amendments under debate when the motion to table is made. If the motion to table carries, in the absence of any direction from Council, the matter may not be discussed until a member, through a Notice of Motion, brings it forward to a subsequent meeting;
- 24.6 **Motion to Defer** A motion to defer, and any amendment to it, is debatable and shall include:
- a) the time to or period within which, consideration of the matter is to be deferred; and
  - b) whatever explanation is necessary to demonstrate the purpose of the motion to defer;
- 24.7 **Motion to Refer** A motion to refer, and any amendment to it, is debatable and shall include:
- a) the name of the committee or official to whom the motion or amendment is to be referred;
  - b) the terms upon which it is to be referred and the time or period, if any, on or within

which the matter is to be returned;

- 24.8     **Amendments**     A motion to amend is debatable. Only one motion to amend a main motion shall be on the floor at any one time. An amendment shall be relevant to the question in order to be received. An amendment shall not be received if proposing a direct negative to the question. An amendment shall be out of order if it is ruled by the Chair to be a substantive motion and not an amendment. An amendment which, in effect, is nothing more than a rejection of the main motion shall not be in order. After the motion to amend has been voted on, the main motion, as amended, shall be put to a vote if no other amendments are pending;
- 24.9     **Consideration of Matter Previously Deferred**     A motion that Council consider a matter previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, is debatable and shall be presented only if the Council so decides, by a 2/3 majority vote;
- 24.10    **Motion to Reconsider**     A motion to reconsider can only be made in the same meeting that the motion has been voted on. Only a member who voted on the prevailing side can move to reconsider a vote. A motion to reconsider is debatable if the motion to be reconsidered is debatable. The debate can go into the merits of the motion to be reconsidered. The motion is not amendable. No motion can be reconsidered if any provisions relating to the motion have been carried out. A motion to reconsider places an item back on the table for further discussion and another vote on the main question including any and all amendments that were passed with it. No discussion of the main question shall be allowed until the motion for reconsideration is carried. Once the question is reopened, it is reopened in its entirety. If the question is reopened, all previous decisions of the Council remain in force unless the Council decides otherwise. No motion to reconsider may, itself, be the subject of a motion to reconsider;
- 24.11    **Motion to Rescind**     A motion to rescind is a main motion that requires notice through a notice of motion and a 2/3 vote to pass. The motion to rescind is the motion by which a previous action or order can be cancelled. The effect of this motion is to strike out an entire main motion that had been adopted at some previous time. The motion to rescind is debatable and is not amendable and requires 2/3 vote. This motion is not in order when something has been done that is impossible to undo or notification has been provided when it affects a specific person;
- 24.12    **Motion to Amend Something Previously Adopted**     A motion to amend something previously adopted is a main motion that requires notice through a notice of motion and a 2/3 majority vote to pass. This motion is used to change only a part of the text or to substitute a different version to what was adopted previously. The motion to amend something previously adopted is debatable and is amendable and requires 2/3 majority vote. This motion is not in order when something has been done that is impossible to undo or notification has been provided

when it affects a specific person and cannot be used to amend the motion in a way that is contrary;

24.13     **Renewal Motion**

A motion to renew is not in itself a main motion, but an act of bringing forward a motion, or a motion substantially the same as, a motion that had been disposed of at a previous meeting. The motion requires notice through a notice of motion and a 2/3 vote to pass if within the twelve-month period from which it was originally considered. A motion that was lost previously is not required to obtain a 2/3 majority vote to pass. The member bringing forward the renewal motion must indicate the date that the original motion was entered upon the minutes;

24.14     **Dilatory or Improper Motions**

**Dilatory Motions:**

- a) misused with the purpose of obstructing business (such as a series of points of order, appeals, motions to table when used frivolously so as to not allow a decision to be made in an efficient manner);
- b) absurd in substance;
- c) frivolous; or
- d) unwarranted;

**Improper Motions** are those that:

- a) are outside of the scope of jurisdiction;
- b) conflict with a previously adopted motion;
- c) present essentially the same question that has been defeated earlier in the same meeting without a motion to reconsider; or
- d) present a question that Council still has within its reach (such as an item that had been referred to committee or staff to come back to Council).

**25.0     VOTING**

25.1     **Order of Voting**

Motions relating to an item under consideration (main motions) shall be voted on in the following order:

- a) a motion to adjourn;
- b) a motion to recess;
- c) a motion to call the question;
- d) a motion to table an item;
- e) a motion to defer;
- f) a motion to refer;
- g) a motion to amend, in reverse order of its being placed;
- h) the main motion;

25.2     **Members Shall**

Every member present at a meeting of Council

	<b>Vote</b>	where a question is put shall vote on the question, unless prohibited by statute, in which case the Clerk shall so record. If any member present does not vote at a meeting of the Council where a question is put, he/she shall be deemed to vote in the negative except where the member is prohibited from voting by statute;
25.3	<b>Chair to State the Question</b>	Immediately preceding the taking of a vote, the Chair shall state the question in the precise form in which it will be recorded in the minutes unless the wording is provided for visually in front of the members on their monitors;
25.4	<b>Indication of Vote</b>	A member shall vote by raising a hand or otherwise indicating the member's vote, except where a recorded vote is requested;
25.5	<b>Conduct During a Vote</b>	When the Chair calls for the vote on a question: <ul style="list-style-type: none"> <li>a) each member shall occupy his/her seat and shall remain in place until the result of the vote has been declared by the Chair, and</li> <li>b) during this time no member shall walk across the room or make any other noise or disturbance;</li> </ul>
25.6	<b>Separate the Vote</b>	Upon the request of any member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately;
25.7	<b>Majority Vote Required</b>	All decisions of Council shall require a majority vote except as otherwise set out in this by-law;
25.8	<b>Tie Votes</b>	Any motion that receives a tie vote shall be deemed to have been decided in the negative;
25.9	<b>Decisions requiring Two-Thirds Vote</b>	The following decisions of Council require a two thirds vote: <ul style="list-style-type: none"> <li>a) A motion to consider a report or by-law that does not relate to a matter listed on the agenda – amending the agenda;</li> <li>b) A motion to consider a matter previously tabled or deferred to a time of eventuality that has not been reached or occurred;</li> <li>c) A motion to revisit any question passed within the previous 12 months;</li> </ul>
25.10	<b>Recorded Votes</b>	A request by a member present at the meeting for a recorded vote shall be made prior to, or immediately after, the vote and must be requested prior to any consideration of another matter. When a recorded vote is requested by a member, the Clerk shall record the name and vote of every member on any question in the order taken, using a random order of voters as determined by randomized listings prepared in advance and in the control of the Clerk;
25.11	<b>Announcing the Results</b>	The Chair shall announce the result of the vote, with the exception of the recorded vote where the Clerk will announce the result.

**26.0 BY-LAWS**

26.1	<b>Introduced by Motion</b>	Every by-law shall be introduced by motion, specifying the title thereof;
26.2	<b>Three Readings</b>	Every by-law shall have three readings prior to being passed. By-laws shall be taken as read for the first, second and third readings. A by-law may be passed through all its stages and be finally passed at one meeting with a majority of members present;
26.3	<b>Confirmatory By-law</b>	The proceedings of every meeting of Council shall be confirmed by by-law so that every decision of Council and every resolution thereof shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted;
26.4	<b>Amendments to By-laws</b>	All amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendments shall be recorded by the Clerk;
26.5	<b>Duty to Sign</b>	Every by-law once passed shall be dated and duly signed by the Mayor and the Clerk or their deputies.

**27.0 COMMITTEES**

27.1	<b>Composition</b>	Council shall determine the appropriate number of committees, their membership, mandates and reporting practices;
27.2	<b>Mayor's Committee</b>	The Mayor's Committee (if required) shall be comprised of three (3) members appointed by the Mayor and the Chair shall be appointed by the Mayor;
27.3	<b>Other Appointments</b>	Appointments and nominees to other bodies shall be recommended by Council;
27.4	<b>Task Forces, Working Groups and Special Committees</b>	Council may, from time to time, appoint task forces, working groups or special committees which will report directly to Council. The establishment of such committees should include a specific mandate, terms of reference, and term of appointment. Special committees, task forces and working groups shall report to Council with a recommendation with regard to their continuation, assumption of responsibilities by Council, or abolishment;
27.5	<b>Duty of the Chair</b>	A Chair and Vice-Chair shall be appointed by the members at the first regular scheduled meeting. Each Chair and/or Vice Chair shall preside at every meeting of their committee, may vote on every question submitted for consideration and may require that resolutions be in writing;
27.6	<b>Ex-Officio Membership</b>	The Mayor shall be an ex-officio member of all Southgate committees, sub committees and working groups. He/she shall not be included to make up quorum, shall have the right to take part in discussion, but shall not have the right to vote;
27.7	<b>Date &amp; Time</b>	Committees shall establish regular meetings dates, times and location at the beginning of each term or appointment. Meetings will generally be held in the Southgate Administration Building in Hopeville but

- may be moved to alternate locations on the recommendation of the Chair. Additional or emergency meetings may be held at the call of the Chair;
- 27.8 **Notice to Members** Notice of meetings including agendas, minutes and supporting documentation to the members shall be via electronic mail. Notice may also be provided by telephone or personal contact in case of an emergency. In the event of a meeting cancellation, staff will notify the members by email or by telephone as soon as possible;
- 27.9 **Notice to the Public** Notice of meetings shall be given as per [sections 5.8 and 5.9](#). Notice of meetings shall be posted as soon as practical after being established by committees. Agendas shall be posted a minimum of two business days prior to the meeting. In the case of emergency meetings, notice of the agenda shall be posted as soon as practical. In the event of a meeting cancellation, staff will post notice of the meeting cancellation on Southgate's website and Facebook page, ~~and email group~~. If the cancellation occurs at the last minute or after regular business hours and staff is unable to post the cancellation as noted, notice shall be posted as soon as it is practical to do so;
- 27.10 **Role of Committees** The role of committees shall generally be to:
- a) make recommendations to Council on matters which are in their jurisdiction;
  - b) guide and request staff to provide reports on the direction and nature of policy development, fact finding, analysis and generation of public policy matters;
- 27.11 **Action on Committee Recommendations** No action shall be taken on committee recommendations until they are subsequently approved by resolution at Council;
- 27.12 **Governing Rules of Procedure** The rules governing the procedure of the Council and the conduct of members at Council shall be observed by committees as far as they are applicable, with specific exceptions of the rules for Committee of the Whole and committees set out in this section including:
- a) the number of times of speaking on any question shall not be limited;
  - b) a majority vote shall be required to decide any matter before the committee;
  - c) recorded votes shall be called to vote by name in alphabetic order;
- 27.13 **Council Attendance at Committee Meetings** Members of Council who are not members of a specific committee may attend meetings of that committee as members of the public and may, with consent of the Chair of that committee, take part in the discussion, but shall not be counted in quorum, shall not be entitled to make motions or vote and shall not be reimbursed for attendance at those meetings;



27.14	<b>Absence of Chair</b>	In the event of the Chair of a committee not attending the committee at which he/she is to preside within fifteen (15) minutes after the time appointed for the commencement of the meeting, the committee Vice-Chair shall call the meeting to order and preside until the arrival of the committee Chair. Should the committee Vice-Chair not be in attendance at the meeting, the recording secretary shall call the meeting to order and ask those members in attendance to appoint one of the members to act in the place of the committee Chair for that meeting. Such member shall then preside until the arrival of the committee Chair or the committee Vice-Chair. The meeting must have a quorum to commence;
27.15	<b>Preparation of Agenda</b>	The appropriate Southgate staff person shall prepare committee agendas for distribution;
27.16	<b>Amendment of a Committee Agenda</b>	Any matter, which is within the committee's mandate and which is not on the committee agenda, or does not relate to a matter on the current agenda, may be considered by the committee if it agrees to consider it by a majority vote. The committee may amend the agenda to include time-sensitive matters or other such matters as deemed necessary by a majority vote. In this case, the amended agenda notification shall be included in the minutes for the meeting and the open agenda shall be republished to note the changes;
27.17	<b>Committee Delegations</b>	<p>Any person desiring to present information to a committee may do so subject to the following:</p> <ul style="list-style-type: none"> <li>a) requests shall be in writing and the information to be presented shall be on matters of fact or to make a request of the committee;</li> <li>b) requests shall be made not less than five days preceding the committee meeting at which such person desires to be heard;</li> <li>c) exceptions to the five (5) business days' notice requirement required in (b) above may be approved by the committee Chair;</li> <li>d) any person who is scheduled to appear as a delegation before a committee is requested to submit written documentation for the committee's consideration to the appropriate Southgate staff person not less than five (5) business days preceding the committee meeting;</li> <li>e) rules relating to time limits, behaviour, curtailment of time and conduct shall be as set out in <a href="#">Section 18</a>;</li> </ul>
27.18	<b>Closed Session</b>	No meeting of a committee shall be held in closed session except in accordance with <a href="#">Section 6</a> ;
27.19	<b>Declarations of Pecuniary Interest</b>	Members of committees shall adhere to <a href="#">Section 17</a> with respect to declarations of pecuniary interest in committees;

27.20	<b>Quorum</b>	A quorum shall consist of more than 50% of the membership of the committee. Where the number of members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a meeting is such that, at that meeting, the remaining members are not of sufficient number to constitute a quorum, then the remaining number of members shall be deemed to constitute a quorum;
27.21	<b>Chair Right to Expel</b>	The Chair has the right to expel or exclude any person from any meeting for improper conduct;
27.22	<b>Reconsideration</b>	No committee shall reconsider any question decided by Council within a year after the Council decision nor consider any other matter which could involve a decision inconsistent with a Council decision;
27.23	<b>Committee Minutes</b>	Committee minutes shall be directed as follows: <div> <div>a) Committee minutes shall be forwarded directly to Council for its information;</div> <div>b) Special committee, task force and working group minutes shall be forwarded to either a Standing Committee or Council in accordance with the direction of Council;</div> <div>c) All minutes are to be prepared and forwarded to the members within five (5) business days.</div> </div>

28.0

COMMITTEE OF ADJUSTMENT SPECIFIC

28.1	<b>Application</b>	The procedures contained in this section shall be observed in all proceedings of the Committee of Adjustment and shall be incorporated into the procedures for the order and dispatch of meetings conducted by the Committee. All other matters not governed by the provisions of this section shall be governed by the provisions of the other sections of this by-law. In the event of a conflict between this section and the Planning Act, the Planning Act shall prevail;
28.2	<b>Schedule of Meetings</b>	The Secretary-Treasurer shall prepare a schedule of meetings on an annual basis;
28.3	<b>Insufficient Items</b>	Where it is determined by the Secretary-Treasurer that there are insufficient agenda items for a meeting, the Secretary Treasurer shall cancel the meeting and notify the members and public as soon as practical.
28.4	<b>Notice</b>	For those consent items that are under the jurisdiction of the Committee, the Secretary-Treasurer shall issue notice of the consent applications to be considered at the meeting and the applicant shall post notice of their application on the subject property, both in accordance with the requirements of Planning Act and regulations thereunder, at least fourteen (14) days before the meeting. Members shall be provided with the meeting agenda on the Friday preceding the meeting that is scheduled for the following Wednesday;

- |      |                              |  |
|------|------------------------------|--|
| 28.5 | <b>Committee Composition</b> | The Committee shall be comprised of no fewer than three (3) members and no more than seven (7) members appointed by Council, all of whom may be appointed as members from Council or members of the public. The members shall elect a Chair at their first regular meeting;  |
| 28.6 | <b>Quorum</b>                | <p>As per Section 44(5) of the Planning Act, where the Committee is composed of more than three members, three members are required to constitute a quorum. The inability of a member to act due to a declared conflict does not impair the powers of the Committee or of the remaining members.</p> <p>If no Quorum is present thirty (30) minutes after the time appointed for a meeting of the Committee, the Secretary-Treasurer shall record the names of the members present and the meeting will stand adjourned until the next appointed time;</p>   |
| 28.7 | <b>Open Meeting</b>          | <p>In accordance with the provisions of the Statutory Powers Procedure Act, R.S.O. 1990, c.S.22, a hearing being conducted by the Committee during a meeting may be closed to the public when the Committee is of the opinion that:</p> <ul style="list-style-type: none"> <li>a) matters involving public security may be disclosed; or</li> <li>b) intimate financial or personal matters or other matters may be disclosed at the hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public;</li> </ul>  |
| 28.8 | <b>Procedure for Hearing</b> | <p>The following procedure shall be followed for the hearing portion of the meeting:</p> <ul style="list-style-type: none"> <li>a) The Chair shall call for any requests for deferral or withdrawal of any matters before the Committee;</li> <li>b) The Chair shall ask for confirmation that notice provisions were met;</li> <li>c) The Chair shall ask for a presentation of the planning report, review of comments received, and review of the proposed conditions to be attached to the decision should the Committee approve the application;</li> <li>d) The Chair shall ask the applicant or their representative to introduce themselves and present any further information. The applicant or their representative shall be provided with a maximum of 10 minutes to present their application;</li> <li>e) The Chair shall ask if any members have questions of the applicant or the representative;</li> </ul> |

- f) The Chair shall invite anyone else having an interest in the application to come forward, identify themselves and express their interest. Submissions from the public shall be limited to a maximum of 3 minutes each and shall be confined to the subject application. Any submission beyond the 3 minutes requires a majority vote of the members. The applicant or their representative shall have the opportunity to respond after all submissions are received and shall be allocated no more than 5 additional minutes;
- g) The Chair shall provide Committee members with a final opportunity to ask any additional questions relevant to the application before them;
- h) The Chair shall ask the members for a motion with respect to the disposition of the motion, shall permit discussion on the motion, shall call for the vote, shall announce the decision of the Committee, and may summarize any decision orally if requested;

28.9	<b>Decision</b>	No decision of the Committee on an application is valid unless it is concurred by the majority of the members that heard the application, and the decision of the Committee shall be in writing and shall set out the reasons for the decision and shall be signed by the members who concur in the decision. A copy of the Committee's written decision will be prepared and issued in accordance with the provisions of the Planning Act. A copy of the Committee's written decision shall be sent to each person who submitted a written request to receive a copy of the written decision with respect to the application, pursuant to the provisions of the Planning Act;
28.10	<b>Request for Deferral</b>	A request for deferral of a matter on the scheduled meeting date by the applicant or authorized agent must be for reasonable cause and must be made at the meeting. If granted, the Committee after consultation with the Secretary-Treasurer will set a new meeting date for the application to be heard. No further notice of the meeting date shall be required as per the Planning Act. Only those members present at the meeting where the application was deferred shall render a decision on the application at the subsequent meeting;
28.11	<b>Request for Withdrawal</b>	The applicant or their representative may request that an application be withdrawn. Such requests may be made to the Secretary-Treasurer in advance of the meeting date or at the meeting. The Secretary-Treasurer will record that the application was withdrawn from the Committee's agenda and the Committee will take no action on the matter at the meeting;
28.12	<b>Site Visits</b>	Following the application by the owner or representative of the owner, but prior to the

meeting where the application will be considered by the Committee, the members may conduct individual site visits. During site visits members shall not discuss with the applicant, or other interested individuals, any of the merits of the application or any issue or matter in connection with the application to be decided by the Committee. All information shall be presented to the Committee at the hearing.

**29.0 AMENDMENTS TO BY-LAWS**

- |                           |   |
|---------------------------|---|
| 29.1 <b>Public Notice</b> | No amendment or repeal of this by-law shall be considered unless notice is given as required under Public Notice Policy No. 15, being Southgate’s policy to establish standards for the giving of reasonable notice, unless directed under amendments to the Municipal Act, as amended. |
|---------------------------|---|

**30.0 CONFLICT**

- |                                   |   |
|-----------------------------------|---|
| 30.1 <b>Severability</b>          | If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law will be considered severed from the remainder of this By-law, which shall continue to be in full force and effect; |
| 30.2 <b>By-law Versus Statute</b> | If there is any conflict between this by-law and any statute, the provisions of the statute prevail.  |

**31.0 PRINCIPLES OF THE PROCEDURE BY-LAW**

- |                                |   |
|--------------------------------|---|
| 31.1 <b>Guiding Principles</b> | <p>The principles of openness, transparency and accountability to the public guide the Townships decision-making process. In the context of Council and other Committee proceedings, this is accomplished by:</p> <ul style="list-style-type: none"><li>a) Ensuring the decision-making process is understood by the public and other stakeholders;<ul style="list-style-type: none"><li>i. Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this By-law and other statutory requirements;</li><li>ii. Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements;</li></ul></li><li>b) The protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals to have the opportunity to participate;</li><li>c) The principles of parliamentary law governing Council and Committee Meetings include:<ul style="list-style-type: none"><li>i. The majority of Members have the right to decide;</li><li>ii. The minority of Members have the right to be heard;</li><li>iii. All Members have the right to information to help make decisions, unless otherwise prevented by law;</li><li>iv. All Members have a right to an efficient Meeting;</li></ul></li></ul> |
|--------------------------------|---|

- v. All Members have the right to be treated with respect and courtesy; and
- vi. All Members have equal rights, privileges and obligations;

31.2

Interpreting the Procedure By-law

- a) In the event of conflict between this Procedure By-law and legislation, the provisions of the legislation prevail;
- b) A specific statement or rule in this Procedure By-law has greater authority than a general one; and
- c) If there is a conflict between two or more rules in this Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices, or refer to Robert’s Rules of Order.

32.0

MOTIONS FROM OTHER MUNICIPALITIES

32.1

Motions from Other Municipalities & Organizations Requesting Endorsement

- a) Motions from other ~~Grey County area~~ municipalities are placed on the Consent Agenda under Resolutions of Other Municipalities. Council Information Package (CIP) which is to be distributed weekly. If a Member wishes to discuss or pull an item from the CIP, then that Member is to provide the Clerk with a copy of the motion for consideration by 12:00 pm noon on the Wednesday the week prior to the Council meeting for inclusion on the Council Agenda – Motions Arising from Consent;
- b) Staff may prepare recommendations related to the matter for Council’s consideration;
- c) The Council’s receipt of motions from other ~~Grey County~~ municipalities does not constitute endorsement by the Township of any recommendations or actions they may contain;
- d) Motions from other municipalities ~~outside of Grey County~~ and requests for endorsement or action from other organizations will be dealt with as a matter of consent under Section 33 of this By-law.

33.0

CONSENT AGENDA

33.1

Consent Agenda and Information Reports

- For the purposes of Consent Agenda, both Open and Closed, the following shall apply:
- a) An information report is prepared for the information of Council and generally relates to a matter considered at Council or Committee of the Whole, or is a matter of Township business;
  - b) An Information Report does not contain recommendations;

- c) An Information Report requested by Council or Committee of the Whole will be in the form of a motion;
- d) Information Reports are circulated under the Consent Agenda and not up for discussion unless a Member of Council makes such a request through the Chair;
- e) Closed Consent Agenda items / Closed For Information Reports are not made available to the public on the Township's website and may only be placed on a Council agenda if the nature of the confidential information satisfies the requirements of closed session meetings;
- f) Closed Session Consent Items may be removed from the Consent Agenda and placed on the Closed Session Agenda by resolution of two-thirds (2/3) majority vote.

34.0 ACCOUNTABILITY AND TRANSPARENCY		
34.1	Open Government	<p>Township Council is responsible to provide good government for its stakeholders in an accountable and transparent manner by:</p> <ul style="list-style-type: none"> <li>a. Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;</li> <li>b. Delivering high quality services to its citizens; and</li> <li>c. Promoting the efficient use of public resources;</li> </ul> <p>Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the Township of Southgate adopting measures ensuring, to the best of its ability, that all activities and services are undertaken using processes that are open and accessible to stakeholders. Wherever possible, the Township of Southgate will engage stakeholders throughout the decision-making process which will be open, visible and transparent to the public. The principles of accountability and transparency apply equally to the Township's political process and decision-making and to its administrative management;</p>
34.2	Internal Governance	<p>The Township of Southgate's administrative practices and policies ensure specific accountability on the part of its employees through initiatives that include:</p> <ul style="list-style-type: none"> <li>a) Council Code of Conduct;</li> <li>b) Staff Code of Conduct;</li> <li>c) Individual performance management;</li> <li>d) employment policies;</li> <li>e) health and safety policies and programs;</li> </ul>
34.3	Public Participation and Information Sharing	<p>The Township of Southgate ensures that it is open and accountable to its stakeholders and encourages public awareness of, and participation in, its</p>

activities and decision-making processes by providing appropriate notice of when and where meetings of Council and committees take place.

These meetings will be open to the public except in the limited situations specifically authorized by the Act. The Township provides transparency in the conduct of its business as outlined in this Procedure By-law. The Township of Southgate ensures that participation by the public can be meaningful and effective, through timely disclosure of information by various means including, but not limited to social media, the Township website, and print media.

The Township of Southgate has adopted:  
a) a code of conduct for members of council;  
b) a Community Action Plan; and  
c) a records retention policy;

**35.0 CHIEF ADMINISTRATIVE OFFICER EVALUATION**

**35.1 CAO Evaluation** Council shall, at least once each calendar year, meet with the CAO to review his performance and remuneration.

**36.0 ENACTMENT**

**36.1 Repealed** By-law No. ~~2019-120 is 100-2017 and any amendments thereto are~~ hereby repealed.

**36.2 Force & Effect** This by-law shall come into force on the date of passing.

**Read** a first, second and third time, and passed this ~~19<sup>th</sup> day of February, 2020.~~ 4<sup>th</sup> day of September.

\_\_\_\_\_  
John Woodbury, Mayor

\_\_\_\_\_  
~~Joanne Hyde, Clerk~~ Lindsey Green, Deputy Clerk



Schedule A – Request to Appear as a Delegation

I wish to appear before Council/Committee on:

(Please print clearly)

CONTACT NAME:	
Additional Speaker:	
ADDRESS:	
POSTAL CODE:	TELEPHONE #:
E-MAIL ADDRESS:	

New Delegation

1. Key points of my delegation are as follows: (please attach full presentation)

2. The desired action of Council/Committee that I am seeking on this issue is (Please be aware that Council/Committee will not make a decision on your item at this meeting, but a member may take the information under advisement for a Notice of Motion at a subsequent Council meeting):

Additional Delegation Information

I wish to submit the following additional information since I was a delegation at the Council/Committee meeting. My new information is as follows: (please attach full presentation)

**Note** - if an individual appears as a delegation before Council/Committee, a further delegation from the same individual concerning the same topic(s) will not be permitted unless there is *significant* new information to be brought forward, subject to approval by the Clerk. Specific new information must be identified on this form and/or attached for approval.

**Terms** - requests to appear before Council must be received in writing (and signed by at least one person) by the Clerk before 12:00 noon pm on the Wednesday immediately preceding the scheduled Council meeting, complete with a copy of the presentation materials as detailed in the delegation protocol. Failure to provide the required information on time will result in a loss of privilege to appear as a delegation.

I have read and understand the delegation protocol attached to this form and acknowledge that the information contained on this form, including any attachments, will become public documents and listed on Southgate's meeting agendas.

I also understand that presentation materials must be submitted with this delegation form. Electronic signed presentations must be e-mailed to [clerks@southgate.ca](mailto:clerks@southgate.ca) no later than 12:00 noon on the Wednesday immediately preceding the meeting.

I also understand that if the materials contain any obscene or improper matter, language or does not meet the requirements of the delegation protocol, the Clerk shall decide whether it shall be included in the agenda for a Council meeting and if not, I will be notified.

_____	_____
Signature	Date

_____	_____
Signature	Date

Please direct any queries to the Municipal Clerk (519) 923-2110 ext. 230,  
1-888-560-6607 Fax: (519) 923-9262

**Approval**

Council Date: \_\_\_\_\_

Municipal Clerk Initials: \_\_\_\_\_

## **Township of Southgate Delegation Protocol**

The purpose of the delegation process is to allow residents to make their views known to Council/Committee. Council/Committee values and welcomes input, comments and constructive suggestions. Since Council generally has to consider a large number of issues and concerns at any given time, the following protocol is to be observed:

1. In accordance with the Township of Southgate Procedure By-law, a delegate shall be allowed to speak for ten (10) minutes.
2. A delegation shall consist of no more than two (2) persons with a total speaking time of not more than ten (10) minutes. When a number of people are to appear representing one viewpoint or interest group, it is expected that the group be represented by a spokesperson, and/or submit written submissions.
3. When called upon by the Chair at Council meetings, the delegation (speaker) should proceed immediately to the podium or table in the Council Chambers.
4. Speakers are asked to keep their remarks as brief as reasonably possible. Comments when stated in a clear, concise and factual manner are very much appreciated.
5. In order to reduce the possibility of any misunderstanding and to facilitate necessary follow-up, the Clerk shall be provided with a written copy of the presentation, which will become part of the official corporate records. If you intend to read from a prepared text, a copy of this text must be filed with the Clerk with your original request to appear as a delegation. If you do not intend to read from a prepared text, all key points that you wish to cover must be included with your request. If additional information is to be provided at the meeting, 12 copies shall be supplied to the Clerk prior to the meeting start time for circulation.
6. Discussion topics, other than the subject matter of the written request to appear as a delegation, will not be permitted. Further, subsequent delegations on the same topic, without significant new information, will not be permitted.
7. Persons addressing Council shall confine their remarks to the business stated in their written request to be heard, and such shall be presented in a respectful and professional manner, and their conduct shall be governed by the provisions set out in the Procedure By-law.
8. Council members may ask questions for clarification purposes. Statements from Council members or debate on the issue are not permitted at this stage. The matter will be referred to staff to prepare a report with a recommendation. Debate as required would take place after receiving the staff report.
9. Delegations will not be permitted on items that will be the subject to an upcoming public meeting pursuant to the Planning Act, unless exceptional circumstances apply, which have been reviewed and approved by Council. Persons should present their concerns and opinions at the scheduled public meeting where their comments can be considered along with all other submissions. Delegations or presentations to Council after the public meeting has been completed and before Council has made its determination will not be permitted.

**Schedule B – Presentation Cover Sheet**

Name of Presenter: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

Contact Email or Phone Number: \_\_\_\_\_

**This presentation is requested by (check one):**

\_\_\_\_ Staff – Name: \_\_\_\_\_

\_\_\_\_ Committee – Name: \_\_\_\_\_

\_\_\_\_ Council – Resolution No. \_\_\_\_\_

\_\_\_\_ Other - \_\_\_\_\_

Reason for the Presentation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time Requested for Presentation (in minutes): \_\_\_\_\_

Scheduling Requirements (issues or deadlines): \_\_\_\_\_

**Terms** –Supporting documentation must be received by the Clerk no later than 12:00PM noon on the Wednesday immediately preceding the scheduled Council meeting, complete with a copy of the presentation materials.

**Note:** Any presentations that are requested for longer than the 10 minute time limit should be scheduled a minimum of 2 weeks in advance. The Clerk shall provide the presenter with meeting dates.

Electronic presentations must be e-mailed to [clerks@southgate.ca](mailto:clerks@southgate.ca) no later than 12:00 noon on the Wednesday immediately preceding the meeting.

Please direct any queries to the Municipal Clerk (519) 923-2110 ext 230, 1-888-560-6607  
Fax: (519) 923-9262

**Approval:**

Date presentation approved for: \_\_\_\_\_

Time allotted: \_\_\_\_\_ Municipal Clerk Initials: \_\_\_\_\_

## Schedule C – Open Forum Register

Name	Topic	Contact Information

**Personal Information Collection Notice:** The Township of Southgate collects personal information in communications or presentations made to Township Council and/or its Committees. The Township collects this information to enable it to make informed decisions on the relevant issue(s). If you are submitting letters, faxes, emails, delegations, presentations or other communications to the Township, you should be aware that your name and the fact that you communicated with the Township will become part of the public record and will appear on the Township's website.

The Township will also make your communication and any personal information in it, such as your name, address and postal code or email address available to the public unless you expressly request, in writing, that the Township to remove it. By submitting a fax, email, presentation or other communication, you are authorizing the Township to collect and use the above-noted information for this purpose.

Open Forum Procedure: Individuals are required to sign this register prior to being permitted to speak. No individuals will be permitted to sign up after the register has been collected; No individual shall speak more than once at any meeting, and no individual shall speak for longer than three (3) minutes.

**Audio and Video Recording of Council and Committee Meetings:** The Township audio and video records all meetings within Council Chambers. If you make a presentation to Township Council and/or its Committees, the Township will be audio and video recording you and Township staff and may make these ~~audio~~ recordings available to the public.

**MFIPPA Disclosure:** All information submitted to the Township of Southgate is being collected under the authority of the Municipal Act and subject to disclosure under the Municipal Freedom of Information Act (MFIPPA). Questions about this collection should be directed to the Clerk's Department.

## Schedule D – Specific Motions - Quick Reference

Quick Reference Sheet	Subsidiary Motions						
To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed	
Adjourn (close the meeting)	"I move that we adjourn"	No	Yes	No	No	Majority	
Recess (short intermission may also be done by general consent)	"I move that we recess until..."	No	Yes	No	Yes	Majority	
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides	
Suspend further consideration of something (can be brought back through Notice of motion)	"I move that we table it"	No	Yes	No	No	Majority	
End debate	"I call the question"	No	Yes	No	No	Majority	
Postpone consideration (defer) - requires time and explanation	"I move we postpone/defer this matter until..."	No	Yes	Yes	Yes	Majority	
Refer to another body or Committee	"I move we refer this item to "	No	Yes	Yes	Yes	Majority	
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority	
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority	

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is below it, but you may introduce one that is above it.

<b>Quick Reference Sheet</b>	<b>Incidental Motions</b>					
<b>To:</b>	<b>You say:</b>	<b>Interrupt Speaker</b>	<b>Second Needed</b>	<b>Debatable</b>	<b>Amendable</b>	<b>Vote Needed</b>
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a recorded vote"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of at same meeting	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Rescind or Amend Something Previously Adopted	I move we amend(rescind) the motion passed at the June 12, 2016 meeting...	No	Yes	Yes	Rescind No Amend Yes	2/3
Act of Renewing a motion (bringing back a motion within 12 months)	I am renewing the following motion that was lost at the June 12, 2016 Council meeting for the following reason	No – Must be done through NOM	Yes	Yes	No	2/3 to pass the motion that was renewed
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## Schedule E – Agenda Composition – Quick Reference

**Call to Order:** Get everyone's attention that the meeting will start.

**Open Forum:** Individuals can sign up in the 15 minutes prior to any meeting to indicate their intention to speak to Council. Open forum shall not take up more than 15 minutes. Each individual has 3 minutes. No dialogue with Council.

**Confirmation of Agenda:**

Confirm that all of the items required for the meeting are on the agenda. If a member would like to add an item, they would express that information at this time. It requires a 2/3 vote to add an item to the agenda at the meeting. Any item added would then be dealt with under New Business. Items may also be removed from the agenda in the same manner.

**Declaration of Pecuniary Interest:**

Members should declare any pecuniary interest that they are aware of in advance at this point and then again when the item is being discussed. If the member does not declare at this time, they must declare as soon as he/she notices their pecuniary interest.

**Delegation:** When a person requests to speak to Council to share information.

**Presentation:** When Council or Staff requests someone to attend and present information to Council, or when a consultant presents a report or findings to Council.

**Adoption of Minutes:** The minutes of previous Council meetings are adopted at this point in the meeting. Staff sends out the Council meeting minutes to Council for review and requests that Council review the minutes and notify the Clerk of any errors or omissions. The minutes are cleaned up prior to being posted on the website and printed for Council signature after approval. Any amendments should be brought to the Clerk's attention prior to posting.

**Reports of Municipal Officers:** The Department Heads are each provided a section to present their staff reports. Department Heads present their reports to Council with their staff recommendations on how they wish to proceed. They may offer alternatives to their recommendations or they may not. When the staff recommendation is presented via the staff report, Council may move the recommendation as presented in the report or may move an alternate recommendation as they so desire.

**By-laws and Motions:** Any By-laws requiring to be passed are placed here. Generally, Council will have been provided supporting information under Reports of Municipal Officers.

**Notice of Motion:** Notice of Motion is a section specifically for Council members. This is the location that Council members can bring forth their own motions. The notice must be provided to the Clerk in advance of the agenda in order to be dealt with at the current meeting. If notice of motion is received by a Council member and is included on the Agenda, it is dealt with at the Council meeting as a separate motion that has been moved by the member who has provided the notice. The motion would require a seconder and dealt with like any other motion. If there was no notice of motion provided at the time the agenda was prepared, a member may offer a verbal notice at the meeting under this heading. The motion would not be dealt with at this time, however the member has provided the notice that they intend to deal with this at the next meeting and the Clerk will have cause to add it to the next meeting agenda once provided with the information. ([See Section 22.2](#))

**Consent Items:** The consent agenda is included for any information received that is to be received for information or contains a general or repetitive



request, including Regular Consent, Closed Session Consent, Correspondence and Resolutions from other Municipalities. The action required of each item on the consent agenda is noted in brackets beside the item. It is **usually** received for information. Members may make a brief statement about any of the items on the consent agenda or request a simple clarification. Items can be pulled for further discussion from this consent agenda if a Council member wishes to alter the action required for a specific item, or if a longer discussion is required on an item. If a member pulls the item, the item is discussed at that time and the member who pulls the item moves a new resolution related to the item. The consent agenda is disposed of with the exception of any items that had been pulled and voted on separately.

For example: Councillor A advises he wishes to pull item b) on the consent agenda for further discussion. The Clerk makes note. The Chair inquires if any other members have items they wish to pull. Hearing none, the Chair requests a mover and seconder to approve the remaining items on the consent agenda as such:

**Moved by xxx, seconded by xxx;**

**Be it resolved that** Council approve the items on the consent agenda dated Month X, 20XX, save and except item b), and direct staff to proceed with all necessary administrative actions.

The Chair asks for discussion on the resolution (here is where members may make brief statements on any item) then calls for the vote. Once the vote is taken, the Chair call on Councillor A to discuss item b). Councillor A moves "That Council receive item b for information; and That Council direct staff to send the XYZ meeting minutes to the ABC Municipality for their information." The item now becomes its own item and would be dealt with like any other motion before Council and would require a seconder for further discussion.

**County Report:** A written report added by the Mayor and/or Deputy Mayor providing an overview of current pertinent topics currently from the County.

**Member's Privilege:** Here is Council's time to announce any good news stories from our area, or provide reminders of upcoming events or past events they have attended on behalf of Southgate. Please try to supply the Clerk with supporting information so the minutes may accurately reflect the verbiage used.

**Closed Session:** A meeting, or part of a meeting, which is closed to the public as permitted by the Municipal Act, also referred to as an "in-camera meeting."

**Confirming By-law:** The Confirming By-law is used to confirm all the actions of Council during the meeting as intended.

~~**Council Information Package:** The Council Information Package (CIP) will include correspondence and resolutions from other municipalities and other items for general sharing of information. The CIP will be distributed each week. Should a Member wish to pull an item from the CIP, then a Motion Arising from Consent must be included on the following agenda and provided to the Clerk by noon on Wednesday prior to the Council meeting.~~



## **Staff Report FIN2020-004**

**Title of Report:** **FIN2020-004 2020 Funding Request**

**Department:** **Finance**

**Council Date:** February 5, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2020-004 2020 Funding Request be received as information; and

**That** Council approves a grant of \$2,500 to the Holstein Agro Expo and Rodeo.

**Background:**

Policy #3, Grant/Donation Policy, was approved by By-law 2018-043 on April 4, 2018. As the Township of Southgate benefits from the support of Community Volunteer Organizations, Individuals or Groups that provide a service to the community or represents the Community at events, Policy #3 sets the process an applicant must follow when requesting the Township's financial support. The Policy distinguishes between donation requests, grant requests, and funding requests. The policy does not apply to requests for financial support from Hospitals.

The Township accepts and reviews requests for funding through-out the calendar year. Funding requests must be for one-time financial support from a not-for-profit community group or organization for a specific capital project where Council may consider approving 50% matching funding where there is demonstrated benefit to the public.

The Township accepts and reviews requests for grants through-out the calendar year. Grant requests must be from a not-for-profit community group or organization for a capital project or service delivery event/program. Council may consider approving up to 100% of the funding request where there is demonstrated benefit to the Township of Southgate that supports the delivery of municipal services or that demonstrates an important benefit to the community.

All Funding and Grant applications approved are to be funded from Community Reserve Funds, which the Township of Southgate receives from the Eco-Park Royalties and the Samsung Solar, subject annually to the availability within the reserve fund that best fits the project and community being served.

The Policy states that the Treasurer will evaluate the requests using the evaluation process stated in the Policy and budget availability and make a recommendation to Council. The evaluation process includes that:

Consideration will be given to the total number of people reached

A higher weighting will be given to those requests that serve a larger number of the Township's citizens.

Higher weighting will be given to organizations/activities with a high ratio of fundraising or self-finance.

Higher ratings will be given to organizations with an established history of service to the community.

The Township will not fund projects or services that duplicate services or activities already provided by the Township or other government agencies.

The Township will not fund school activities which are already supported through school tax levy.

The Township will not fund entertainment or social functions with no direct tangible benefit to the Township of Southgate.

Not-for-profit organizations or groups shall provide prior year financial reports by the first day of March of the following year to the Township Treasurer to provide assurance the funds are historically used for their intended purposes as part of Council's consideration and final approval.

On January 15, 2020, Council received Staff Report FIN2020-003 and approved a grant of \$2,500.

**Staff Comments:**

On January 16, 2020, the Treasurer received an application from the Holstein Agro Expo and Rodeo requesting 2020 funding of \$2,500. The event is an international sheep shearing competition and the international professional rodeo association event. The funds generated by the event will be distributed to local charities including the Louise Marshall Hospital and the Holstein Egremont Optimists.

The application does not qualify for funding as Policy #3 states that funding requests must be for one-time financial support from a not-for-profit community group or organization for a specific capital project where Council may consider approving 50% matching funding where there is demonstrated benefit to the public.

However, the request does fit the criteria for grant consideration as its from a not-for-profit community group or organization for a service delivery event/program that benefits the community.

Staff recommends approval of a 2020 grant to the Holstein Agro Expo and Rodeo of \$2,500.

**Financial Implications:**

The 2020 Budget anticipated \$10,000 for grants, funded from the Community Benefit Reserve Funds (Eco-Park and Southgate Solar). On January 15, 2020, Council approved a disbursement of \$2,500.

Approval of a \$2,500 grant to the Holstein Agro Expo and Rodeo would leave \$5,000 remaining in the budget for other 2020 grant applications.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council in accordance with the Southgate Community Action Plan:

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

**Concluding Comments:**

The Holstein Agro Expo and Rodeo application for funding does not meet the criteria for consideration set out in Policy #3. However, it does satisfy Policy#3 grant funding criteria. Therefore, staff is recommending approval of a grant of \$2,500.

Respectfully Submitted,

**Dept. Head:** **Original Signed By**  
William Gott, CPA, CA, Treasurer

**CAO Approval:** **Original Signed By**  
Dave Milliner, CAO

**Attachment:** None

**Township of Southgate**  
**Administration Office**  
185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0



**Phone:** 519-923-2110  
**Toll Free:** 1-888-560-6607  
**Fax:** 519-923-9262  
**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report PW2020-004**

**Title of Report:** PW2020 Dundalk Well D3 & D4 PLC Upgrades and Replacement Tender Award  
**Department:** Public Works  
**Branch:** Water & Wastewater  
**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-004 for information; and  
**That** Council award the Dundalk Well D3 & D4 Programmable Logic Controller (PLC) Upgrades, Replacement and Programming Tender to Summa Engineering Limited in the amount of \$152,510.45 including HST.

### **Background:**

The Dundalk Well D3 and D4 PLC Upgrades, Replacement and Programming Tender closed January 7, 2020 at 1pm, and were opened by Treasurer Liam Gott, Public Works Manager Jim Ellis and Public Works Administrative Assistant Lisa Wilson. There were 4 tenders received ranging in base pricing from \$152,510.45 to \$294,930.00 including HST.

### **Staff Comments:**

Tender submissions were reviewed by Chief Administrative Officer Dave Milliner, Dundalk Lead Hand Cory Henry, Public Works Manager Jim Ellis and Triton Engineering Engineer Ozzie Dicarlo. The team also checked Summa Engineering Limited references and met with Managers from Summa. Summa also confirmed their pricing submissions were on target and all works were verified.

Evaluation Criteria	Eramosa	Selectra	Selog	Summa	Weighted factor	Comments
Qualifications & Experience of Team	10	10	10	10	10	
Experience with projects of similar size & complexity	10	10	10	10	10	
Approach to design concept including suggested materials	20	10	5	20	20	2 consultant's suggestions for other equipment
Approach to timing control & schedule	10	5	0	10	10	2 submitted timing control & schedule
Approach to cost control	0	8	0	10	10	Zero reflects significantly higher pricing
Project cost	0	30	0	40	40	1 point / \$1,000 from low cost base
Total Score	50	73	25	100	100	

Three submissions have an equipment warranty for 12 months and the Selectra warranty was for 18 months.

The following are the hourly rates for extra work if required:

Eramosa \$80.00/ hour

Selectra \$104.50/ hour

Selog \$120.00/ hour

Summa \$100.00 to \$125.00/ hour

### **Financial Implications:**

There are some contingency funds left over from the Well D5 project of approximately \$90,000 that could be used towards this project. Additional funds would need to be taken from the Water Infrastructure Reserve since the project was funded through a debenture in 2019.

**Communications & Community Action Plan Impact:**

Goal 5 - Upgrading our "Hard Services"

Action 5: The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-004 for information, and that Council award the Dundalk Well D3 & D4 Programmable Logic Controller (PLC) Upgrades, Replacement and Programming Tender to Summa Engineering Limited in the amount of \$152,510.45 including HST.

Respectfully Submitted,

**Dept. Head:** *Original Signed By*  
Jim Ellis, Public Works Manager

**Treasurer Approval:** *Original Signed By*  
William Gott, CPA, CA Treasurer

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:**

Attachment #1 – Triton PLC Upgrades D3 & D4 Tender Comparison

TOWNSHIP OF SOUTHGATE  
PLC UPGRADES WELLS D3 AND D4 DUNDALK  
TENDER COMPARISON

Jan-20

4611-20

				Eramosa Engineering		Selectra Inc.		Selog Norteck Inc.		Summa Engineering	
ITEM No.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
<b><u>PART 1 --- RFT PRICING - SUBMISSION #1</u></b>											
1.01	Engineering and design to retrofit Well D3 PLC for Back-plate replacement in existing Ralston panel	L.S.	100%	\$7,121.00	\$7,121.00	\$3,469.10	\$3,469.10	\$12,000.00	\$12,000.00	\$12,005.50	\$12,005.50
1.02	Engineering and design to retrofit Well D4 PLC for Back-plate replacement in existing MCC enclosure	L.S.	100%	\$7,121.00	\$7,121.00	\$1,950.38	\$1,950.38	\$12,000.00	\$12,000.00	\$12,005.50	\$12,005.50
1.03	Back-plate replacements at both locations will be removed and replaced with GE Quickpanel OITs	L.S.	100%	\$0.00	\$0.00	\$19,340.23	\$19,340.23	\$15,000.00	\$15,000.00	\$8,054.00	\$8,054.00
1.04	PLC Equipment equipment to include Allen Bradely CompactLogix, Ethernet switch and UPS	L.S.	100%	\$57,200.00	\$57,200.00	\$37,794.50	\$37,794.50	\$40,000.00	\$40,000.00	\$23,800.00	\$23,800.00
1.05	All electrical connections including conduits and wiring as required and removal of unused electrical components	L.S.	100%	\$0.00	\$0.00	\$840.30	\$840.30	\$20,000.00	\$20,000.00	\$2,000.00	\$2,000.00
1.06	Dell PowerEdge T340 Tower Server equipped with Windows Server 2016, Microsoft Excel	L.S.	100%	\$5,790.00	\$5,790.00	\$3,736.20	\$3,736.20	\$10,000.00	\$10,000.00	\$3,400.00	\$3,400.00
1.07	Ignition Custom Package 7.9 c/w Vision client, Allen Bradley Driver module & Tag Historian including one (1) year of Ignition Support including Technical Support and Upgrades to any module	L.S.	100%	\$7,737.00	\$7,737.00	\$17,126.10	\$17,126.10	\$15,000.00	\$15,000.00	\$15,300.00	\$15,300.00
1.08	RSLinx Classic OEM for Data Extraction to Excel Reports and Clock Sync	L.S.	100%	\$2,125.00	\$2,125.00	\$2,018.60	\$2,018.60	\$3,500.00	\$3,500.00	\$1,750.00	\$1,750.00
1.09	1 - Cisco 5506 device for SCADA VPN Remote Support	L.S.	100%	\$2,280.00	\$2,280.00	\$1,106.70	\$1,106.70	\$2,500.00	\$2,500.00	\$1,200.00	\$1,200.00
1.10	Electrical Labour for PLC & OIT Project Work	L.S.	100%	\$15,600.00	\$15,600.00	\$4,046.90	\$4,046.90	\$10,000.00	\$10,000.00	\$6,800.00	\$6,800.00
1.11	Other Management and Support Project Costs	L.S.	100%	\$5,564.00	\$5,564.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$4,000.00	\$4,000.00
<b>SUB-TOTAL - PART 1 --- RFT PRICING -- SUBMISSION #1</b>				<b>\$110,538.00</b>		<b>\$91,429.01</b>		<b>\$147,000.00</b>		<b>\$90,315.00</b>	
<b><u>PART 2 --- RFT PRICING SUBMISSION #2</u></b>											
2.01	Programming Well D3 & D4 PLC & OIT Project Cost	L.S.	100%	\$16,649.00	\$16,649.00	\$26,075.00	\$26,075.00	\$35,000.00	\$35,000.00	\$16,450.00	\$16,450.00
2.02	Programming SCADA Project Work Cost	L.S.	100%	\$17,634.00	\$17,634.00	\$15,645.00	\$15,645.00	\$25,000.00	\$25,000.00	\$8,400.00	\$8,400.00
2.03	PLC Commissioning and Testing of PLCs with SCADA System Project Work Cost	L.S.	100%	\$5,161.00	\$5,161.00	\$2,980.00	\$2,980.00	\$12,000.00	\$12,000.00	\$2,800.00	\$2,800.00
2.04	Township Staff Training Project Cost	L.S.	100%	\$800.00	\$800.00	\$745.00	\$745.00	\$7,000.00	\$7,000.00	\$1,000.00	\$1,000.00
2.05	Updating Township's Operations & Maintenance Manual Cost	L.S.	100%	\$1,860.00	\$1,860.00	\$745.00	\$745.00	\$6,000.00	\$6,000.00	\$2,800.00	\$2,800.00
2.06	Other Management, Project Software & Support Costs	L.S.	100%	\$15,900.00	\$15,900.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00
<b>SUB-TOTAL - PART 2 --- RFT PRICING - SUBMISSION #2</b>				<b>\$58,004.00</b>		<b>\$46,190.00</b>		<b>\$90,000.00</b>		<b>\$35,450.00</b>	



TOWNSHIP OF SOUTHGATE  
PLC UPGRADES WELLS D3 AND D4 DUNDALK  
TENDER COMPARISON

Jan-20

4611-20

				Eramosa Engineering		Selectra Inc.		Selog Norteck Inc.		Summa Engineering	
ITEM No.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
<b><u>PART 3 --- RFT ADDENDUM PRICING</u></b>											
3.01	Development of Process Control Narrative	L.S.	100%	\$3,916.00	\$3,916.00	\$2,980.00	\$2,980.00	\$9,000.00	\$9,000.00	\$2,800.00	\$2,800.00
3.02	Factory Acceptance Tests, Back Plates & Software	L.S.	100%	\$4,259.00	\$4,259.00	\$745.00	\$745.00	\$4,000.00	\$4,000.00	\$1,600.00	\$1,600.00
3.03	Input/Output (IO) checks, Commissioning and, Site Acceptance Test	L.S.	100%	\$15,173.00	\$15,173.00	\$2,980.00	\$2,980.00	\$5,000.00	\$5,000.00	\$4,800.00	\$4,800.00
3.04	Allen Bradley, Ignition Software Licensing	L.S.	100%	\$0.00	\$0.00	\$745.00	\$745.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00
<b>SUB-TOTAL - PART 3 --- RFT ADDENDUM PRICING</b>				<b>\$23,348.00</b>		<b>\$7,450.00</b>		<b>\$24,000.00</b>		<b>\$9,200.00</b>	
<b><u>SUMMARY</u></b>											
<b>SUB-TOTAL - PART 1 --- RFT PRICING -- SUBMISSION #1</b>				\$110,538.00		\$91,429.01		\$147,000.00		\$90,315.00	
<b>SUB-TOTAL - PART 2 --- RFT PRICING - SUBMISSION #2</b>				\$58,004.00		\$46,190.00		\$90,000.00		\$35,450.00	
<b>SUB-TOTAL - PART 3 --- RFT ADDENDUM PRICING</b>				\$23,348.00		\$7,450.00		\$24,000.00		\$9,200.00	
<b><u>TOTAL CONTRACT PRICE</u></b>				<b>\$191,890.00</b>		<b>\$145,069.01</b>		<b>\$261,000.00</b>		<b>\$134,965.00</b>	



## **Staff Report PW2020-005**

**Title of Report:** PW2020-005 Municipal Sidewalk Machine Tender Award  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-005 for information; and  
**That** Council approve the Municipal Sidewalk Machine Tender award to Work Equipment for a refurbished 115 HP Trackless MT57 with new engine, with ribbon blower, sand/salt spreader, V plow, and water tank in the amount of \$147,905.00 plus HST.

### **Background:**

The Municipal Sidewalk Machine Tender closed on January 6, 2020 at 2pm and were opened by Treasurer Liam Gott, Public Works Foreman/ Fleet Manager Phil Wilson and Public Works Administrative Assistant Lisa Wilson. There were 2 tenders received. Another proposal was couriered before the closing timeline, but was misplaced with some other parcels received, but was opened and reviewed and accepted for submission. Two submissions have options for new and refurbished machines with new ribbon snow blowers and sand/salt spreaders included with pricing, the other tender had pricing for only new equipment.

### **Staff Comments:**

The following is a breakdown of tender pricing received:

Make	Cost	Ribbon Blower & Sand/Salt Spreader	Total Cost excluding HST
74 HP MacLean MV4.1 New	\$123,100.00	\$22,000.00	\$145,100.00
115 HP MacLean MV4.1 Refurbished used 625 hrs -2016	\$78,095.00	\$22,000.00	\$100,095.00
115 HP MacLean MV4.1 new	\$134,689.00	\$22,000.00	\$156,689.00
115 HP MacLean new – Depreciated value 10% per year \$13,469. X 2 years = \$26,938	\$107,751.00	\$22,000.00	\$129,751.00
74 Hp Trackless New	\$125,560.00	\$23,140.00	\$148,700.00

115 HP Trackless MT57 Refurbished & new engine	\$114,000.00	\$23,140.00	\$137,140.00
71 HP Holder C70 New	\$118,641.24	\$23,911.82	\$142,553.06
101 HP Holder S100 New	\$138,177.92	\$24,601.10	\$162,779.02

Taking into account, the Trackless MT5 machine is currently the make of the municipal tractor unit and attachments the Township owns, which includes one snow blower with truck loading chute, V plow, sander/salt spreader, water tank, angle sweeper and pick up sweeper that are all interchangeable with the Trackless MT57. Staff also would stock only one make of parts as opposed to having different parts for different makes.

### **Evaluation:**

Current use of the present sidewalk machine is 300 hours winter use and 100 hours summer use.

Staff have evaluated the following criteria and scoring values:

Evaluation Criteria	MacLean	Trackless	Holder	Weighted Factor	Comments
Qualifications & Experience of Company	9	10	5	10	Comparable Holder parts from Germany
Design of Equipment & Features	22	30	20	30	Trackless interchangeable attachments Holder 71 HP does not meet minimum spec
Delivery Schedule	10	10	0	10	30 to 45 days Holder no schedule
Equipment Cost	48	40	14	50	MacLean 2016 625 hours used depreciated value added
Total Score	89	90	39	100	

The Holder submission had one unit below the minimum specifications for horsepower at 71 HP and the other unit without additional attachments is the high proposal.

Based on pricing and initial evaluation staff continued the evaluation and report on the MacLean and Trackless sidewalk units.

**Engines:**

The 74 horsepower (HP) machines require no Diesel Exhaust Fluid (DEF) additives and engine components. Any horsepower engines above 74 HP require DEF. The refurbished units include Trackless 115 hp Cummins QSB4.5 engine is new, the MacLean 115 hp Cat C3.4B engine has 625 hours of service.

**Warranty:**

The MacLean warranty is 1 year, 600 hours, 2 years or 3000 hours on engine, and the Trackless warranty is 1 year, 1200 hours and 2 years or 2000 hours on the engine.

**Delivery:**

Delivery dates are 30 days for MacLean, 30 to 45 days for Trackless.

**Attachments:**

Staff inquired on additional attachment pricing options with the following pricing excluding HST:

Attachment	MacLean	Trackless
V Plow	\$6,210.00	\$6,860.00
Water Tank	\$3,669.00	\$3,905.00
Angle Sweeper	\$6,995.00	\$7,100.00
Pick up Sweeper	\$11,299.00	\$8,101.00

Taking into account, the Trackless MT5 machine is currently the make of the municipal tractor unit and attachments the Township owns, which includes one snow blower with truck loading chute, V plow, sander/salt spreader, water tank, angle sweeper and pick up sweeper that are all interchangeable with the Trackless MT57. The Trackless attachments can be compatible with the MacLean MV4.1 but may require some retrofitted components.

Southgate has a 10-year depreciation value for municipal sidewalk machines and equipment on our books. Staff conclusions regarding the MacLean refurbished 2016 model with 625 rental hours was to add some depreciation value to the unit that is 4 years old, which calculates at \$13,469.00/ year. Considering the depreciation of the 625 hours on the MacLean machine would equate to 2 years worth of depreciation value \$26,938.00, added to the purchasing price comes to \$136,912.00, a difference of \$10,993.00 less than the Trackless package.

Stocking only 1 make of parts as opposed to having different parts for different makes and in the design of equipment with metal sides as compared to plastic and features scoring for better value and Southgate operator input into the current Trackless MT5 reliability, staff recommends the purchasing of the Trackless MT57 based on scoring evaluation and pricing and the other optional attachments including the V plow, and water tank.

**Financial Implications:**

The 2020 Capital Budget has a cost of \$180,000.00 for the machine and attachments with a DC component of \$63,750.00 and the remaining balance to be funded through a 5-year loan borrowing arrangement.

The following calculations are used:

**115 HP Trackless MT57**

Refurbished & new engine with blower & spreader	\$137,140.00
V plow	\$6,860.00
Water tank	\$3,905.00
Total	=\$147,905.00

**115 HP MacLean MV4.1**

625 engine hours with blower & spreader	\$100,095.00
V plow	\$6,210.00
Water tank	\$3,669.00
2 years of depreciation based on 625 hours	\$26,938.00
Total	=\$136,912.00

Staff recommends purchasing the other optional attachments including the V plow, and water tank.

**Communications & Community Action Plan Impact:**

Goal 5 - Upgrading our "Hard Services"

Action 5: The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-005 for information, and that Council approve the Municipal Sidewalk Machine Tender award to Work Equipment for a refurbished 115 HP Trackless MT57 with new engine, with ribbon blower, sand/salt spreader, V plow, and water tank in the amount of \$147,905.00 plus HST.

Respectfully Submitted,

**Dept. Head:** ***Original Signed By***  
Jim Ellis, Public Works Manager

**Treasurer Approval:** ***Original Signed By***  
William Gott, CPA, CA Treasurer

**CAO Approval:** ***Original Signed By***  
Dave Milliner, CAO

**Attachments:**  
**None**

**Township of Southgate**  
**Administration Office**  
185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0



**Phone:** 519-923-2110  
**Toll Free:** 1-888-560-6607  
**Fax:** 519-923-9262  
**Web:** www.southgate.ca

## **Staff Report PW2020-007**

**Title of Report:** PW2020-007 225579 Farmland Lease for 2020 Crop Season  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-007 for information; and  
**That** Council direct staff to proceed with a Request for Proposal process to lease the farmland at 225579 Southgate Road 22 starting April 1<sup>st</sup>, 2020 for the 2020 crop season.

### **Background:**

The Township of Southgate purchased Lot 15 Concession 15 former Proton Township in January of 2013 consisting of approximately 98 acres. This is the property the Township is developing for a municipal gravel pit. The licenced area is approximately 25 acres. The development of the Township gravel pit is still awaiting approval of the Ministry of Resources and Forestry (MNRF) in issuing the aggregate licence.

The Township has leased the approximately 70 acres of farmland for the last few years for a one season term. Since the aggregate licence has not been issued to date, therefore staff recommendation is to lease the farmlands again for the 2020 crop season and provide a condition in the property sale agreement if executed before the crop is harvested in 2020, to ensure the leasee has the right to harvest the crop before December 15, 2020.

### **Staff Comments:**

Staff recommendation is to publicly advertise the RFP to lease approximately 70 acres plus or minus of farmland in the local newspaper for 2 weeks as soon as possible for the 2020 planting and harvesting season. (Attachment #1)

### **Financial Implications:**

The lease of the Southgate civic property # 225579 of approximately 70 acres of farm land was awarded for the amount of \$14,560 plus HST in the 2019 crop season.

### **Communications & Community Action Plan Impact:**

Goal 5 - Upgrading our "Hard Services"

Action 5: The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-007 for information, and that Council direct staff to proceed with a Request for Proposal process to lease the farmland at 225579 Southgate Road 22 starting April 1<sup>st</sup>, 2020 for the 2020 crop season.

Respectfully Submitted,

**Dept. Head:** **Original Signed By**  
Jim Ellis, Public Works Manager

**Treasurer Approval:** **Original Signed By**  
William Gott, CPA, CA Treasurer

**CAO Approval:** **Original Signed By**  
Dave Milliner, CAO

**Attachments:**

Attachment # 1 Request for Proposal for Lease of Farmland Civic # 225579





### **The Corporation of the Township of Southgate**

Take notice that Request for Proposals (RFP) are invited for the lease of approximately 70+ or - acres of farmland(s) described below and will be received at the municipal office until the closing date.

**RFP Closing Date:** Thursday, February 27th, 2020  
@ 1:00 p.m. local time

**Municipal Office Location:** Township of Southgate  
185667 Grey Road #9  
Dundalk, Ontario N0C 1B0

The RFP bids will be opened in public on the same day just after 1:00 pm at the Township of Southgate Municipal Office.

**Description of Land(s):** Concession 15 Part Lot 15 (Former Proton Township)  
Southgate Road 22, Civic # 225579  
Township of Southgate – County of Grey

### **Request for Proposal Terms**

Proposal bids must be submitted in the prescribed form and must be accompanied by a deposit in the form of a money order, bank draft, or cheque certified by a bank or trust corporation payable to the Municipality and representing at least 25% of the tender amount. Deposits will be returned to all unsuccessful bidders.

**Note:** HST may be payable by successful purchaser.

For further information regarding this farmland lease and a copy of the prescribed form of tender contact: Jim Ellis – Public Works Manager

Township of Southgate  
185667 Grey Road #9  
Dundalk, Ontario N0C 1B0  
519-923-2110 x250

**TOWNSHIP OF SOUTHGAT  
ADMINISTRATION CENTRE**

R.R. # 1, 185667 Grey Road 9  
Dundalk ON N0C 1B0



**Phone:** (519) 923-2110

**Toll Free:** (888) 560-6607

**Fax:** (519) 923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

---

**The Corporation of the Township of Southgate**

**Request for Proposal Bid Form**

**Property:** Farmland lease at Southgate #225579 Southgate Road 22

**Bidder Information**

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_\_

Request for Proposals Bid Price excluding HST: \$ \_\_\_\_\_

Amount of Bid Deposit : \$ \_\_\_\_\_

Balance of Rental Rate Due October 1<sup>st</sup>, 2020 \$ \_\_\_\_\_

**Bidder Approval & Acknowledgement**

I acknowledge the terms of this proposal bid and further agree to execute the lease agreement if selected by the Township of Southgate as the successful bidder for the 2020 crop season or risk the loss of the bid deposit provided with my proposal by signing this Request for Proposal Bid Form.

Bid Approval: \_\_\_\_\_

Dated: \_\_\_\_\_, 2020



## **Staff Report PW2020-008**

**Title of Report:** PW2020-008 One Year Contract Position ES/TAPS Operator-Labourer Dundalk  
**Department:** Public Works  
**Branch:** None  
**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-008 for information; and  
**That** Council approve the internal/external posting for a one-year contract position for an ES/TAPS Operator/Labourer Dundalk.

### **Background:**

The Township of Southgate approved the 2020 budget which includes wages for the position of ES/TAPS Operator-Labourer (Dundalk).

Council members, please see closed session Staff Report CAO2020-012C for supporting documentation and background information.

### **Staff Comments:**

Due to a current staff leave of absence vacancy, the Public Works Department will advertise internally and externally in the local newspapers and on the Township website for the posting of an ES/TAPS Operator-Labourer (Dundalk) 1- year contract position with the possibility of extension.

This position in Dundalk would consider applicants with Ministry of the Environment, Conservation and Parks (MECP) water and wastewater operator licenses or Operator in Training candidates as an asset.

### **Financial Implications:**

The 2020 Operations Budget included the ES/TAPS Operator-Labourer (Dundalk) position. The 1-year contract position would be in Pay Band 12 on the Township pay grid with a range from \$23.88 to \$27.14 per hour. There is no financial impact as a result of this report unless the leave ends and the Full-time employee (FTE) returns within the 1-year contract timeframe, in this case the financial impact would be the salary for the contract position until the contract time has ended. If the FTE returns within the year, the contract employee will be assigned to other tasks in the Roads department to assist with maintenance work and/or capital projects for the remainder of the contract period and will be funded accordingly.

**Communications & Community Action Plan Impact:**

Goal 5 - Upgrading our "Hard Services"

Action 5: The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-008 for information and that Council approve the internal/external posting for a one-year contract position for an ES/TAPS Operator/Labourer Dundalk.

Respectfully Submitted,

**Dept. Head:** *Original Signed By*  
Jim Ellis, Public Works Manager

**Treasurer Approval:** *Original Signed By*  
William Gott, CPA, CA Treasurer

**Human Resources Coordinator Approval:** *Original Signed By*  
Kayla Best, HRC

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:**

None



## **Staff Report PW2020-009**

**Title of Report:** PW2020-009      **Cemetery**      **Caretaker**      **TAPS**  
**Operator/Labourer 1 Year Contract Position**  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-009 for information; and  
**That** Council approve the internal posting of a 1-year contract position for Cemetery Caretaker TAPS Operator/Labourer (Hopeville).

### **Background:**

The Township of Southgate approved the 2020 budget which includes wages for the position of a Cemetery Caretaker - Transportation and Public Safety (TAPS) Operator-Labourer (Hopeville).

### **Staff Comments:**

Due to a planned leave vacancy, the Public Works Department will advertise internally for the posting of a Cemetery Caretaker - TAPS Operator-Labourer (Hopeville) 1- year contract position, with the possibility of extension.

Staff recommends that an internal hiring posting for this position be considered as per Policy #8 – Hiring Policy states:

### **Hiring Justification Process:**

1. All vacant positions will be reviewed by management and council prior to starting any hiring process. Revisions may be made to the position's existence, status and duties of the position based on the current needs of the organization based on a staff report recommendation.
2. As part of the staff report process and if the Department Head feels an existing employee is qualified for the position an internal hiring process may be considered. A meeting with the CAO and Southgate's Human Resources staff person and the Department Head is mandatory to review that the job vacancy complies with the following criteria:
  - Southgate's Hiring Policy;
  - Provincial Pay Equity legislation;
  - The employee(s) must be qualified for the job vacancy; and
  - The vacancy may be a promotion for the qualified employee(s) that if hired would result in a pay band increase and or increased hours of work.
3. The staff report will require council approval to proceed to an internal hiring process within the entire Southgate organization.

4. If council does not approve an internal recommendation, staff will proceed with the internal and external recruitment process.

#### **Internal Recruitment Process – Staff Employees**

All internal vacancies or newly created positions will be circulated to all departments, including the Fire Department volunteers who will be treated as internal employees for the purposes of the policy only, within the Municipality for a period of 5 business days and close at 4:00 pm of the fifth day. Applicants must apply by submitting a Southgate employment application and updated resume.

The Department Head will schedule the interviewing of all the internal applicants to make the hiring decision.

#### **Financial Implications:**

The 2020 Operations Budget included the Cemetery Caretaker - TAPS Operator-Labourer (Hopeville) position which is in Pay Band 12 on the Township pay grid with a range from \$23.88 to \$27.14.

There is no financial impact as a result of this report as the planned leave will not be compensated and that funding in the budget will support costs related to the 1-year contract position.

#### **Communications & Community Action Plan Impact:**

Goal 5 - Upgrading our "Hard Services"

Action 5: The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

#### **Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-009 for information and approve the internal posting for the 1-year contract position.

Respectfully Submitted,

**Dept. Head:** *Original Signed By*  
Jim Ellis, Public Works Manager

**Treasurer Approval:** *Original Signed By*  
William Gott, CPA, CA Treasurer

**Human Resources Coordinator Approval:** *Original Signed By*  
Kayla Best, HRC

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:** None

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO 2020-005**

**Title of Report:** Acting Clerk Appointment

**Department:** Administration

**Council Date:** February 5, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2020-005 as information; and

**That** Council appoint Lindsey Green as the Township of Southgate's Acting Clerk by Municipal By-law 2020-021.

### **Background:**

With the exit of Clerk Joanne Hyde as a Southgate employee, it is necessary to appoint a Municipal Clerk for the Township of Southgate to carry out the statutory requirements of this position on a daily basis.

### **Staff Comments:**

Staff recommends the appointment of Lindsey Green as the Township of Southgate as Acting Municipal Clerk, for a probationary period of 6 months. This will allow time for the employee to ensure they are comfortable in the position and for staff management to support training, development and performance of the Acting Clerk.

### **Financial Impact or Long Term Implications**

There is no financial impact to the municipality as a result of this report in the 2020 budget. During the probationary period and some training requirements the employee will be compensated in Pay Band 6, one pay band below the Municipal Clerk compensation rate.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Concluding Comments:**

That Council receive this report as information and approve the appointment of Lindsey Green to the position of Acting Clerk by Municipal By-law.

Respectfully Submitted,

**CAO approval:** Original Signed By  
[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

Dave Milliner – CAO  
519-923-2110 x210

**The Corporation of the Township of Southgate**  
**By-law Number 2020-021**

Being a by-law to appoint an Acting Municipal Clerk for  
the Township of Southgate

**Whereas** Section 227 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that it is the role of the officers and employees of the municipality to carry out other duties required under this or any Act and other duties assigned by the municipality; and

**Whereas** pursuant to section 228(1) of the Municipal Act, 2001, a municipality shall appoint a Clerk; and

**Whereas** the Council of the Township of Southgate deems it expedient to appoint an Acting Clerk for the Corporation of the Township of Southgate,

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** Lindsey Green is hereby appointed as Acting Clerk for the Township of Southgate; and
2. **That** the appointment as Acting Municipal Clerk is effective February 6, 2020; and
3. **That** By-law 2017-001 is hereby rescinded.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of February, 2020.**

---

John Woodbury – Mayor

---

Lindsey Green – Deputy Clerk



## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2020-006**

**Title of Report:** Southgate Economic Development Report

**Department:** Administration

**Council Date:** February 5, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2020-006 as information; and

**That** Council direct staff to develop a budget analysis of the 2020 Economic Development budget to ensure the costs of a summer student and a RED project could be both funded and provide that information in a report to Council.

### **Background:**

With the start of 2020, we want to start a discussion and develop a plan for Southgate Economic Development going forward as a department. The Mayor, Deputy Mayor and CAO met on January 16, 2020 with Grey County staff to discuss Economic Development and Tourism support for the Township of Southgate.

The intent of this report is to provide information in advance of the February 12, 2020 Council and Staff Visioning Session.

### **Staff Comments:**

Some of the discussion with Grey County Economic Development Department have been about the following issues:

- Township of Southgate consider hiring a summer student to inventory and survey our local businesses with support from Grey County Economic Development and the Business Enterprise Centre staff.
- Business planning support from Grey County Economic Development staff.
- Business Enterprise Centre to provide training and mentorship for new business start-ups.
- Promote the "Proudly Made in Grey County" branding and signage for local small businesses to promote their products. The following are promotional materials included in this report:
  - Business signage "Proudly Made in Grey County" – Attachment #1
  - "Feeding the World" brochure – Attachment #2
  - "From Field to Fork" brochure – Attachment #3
  - "A Taste of Place" brochure – Attachment #4
  - "Leading the World" brochure – Attachment #5
  - "Agri-Food Brand Partner Info Package" document – Attachment #6

On January 20, 2020 OMAFRA announced a new RED program funding intake at the ROMA Conference, with application due on February 24, 2020. Staff will provide more information and a project plan in another staff report for this Council session.

## **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Action 1:**

The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background development and development will be underway

### **Action 6:**

The residents and businesses of Southgate expect their local government to be transparent and approachable, to provide clear and timely information, and to explain and seek their input on issues and decisions facing the community.

## **Concluding Comments**

1. That Council receive staff report CAO2020-006 as information.
2. That staff develop a budget analysis report of the 2020 Economic Development budget capacity to ensure the costs of a summer student and the RED project municipal cost portion could be both funded and provide a report to Council.

Respectfully Submitted,

**CAO approval: Original Signed By**

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) 923-2110 x210

- Attachment 1 - Business signage "Proudly Made in Grey County"
- Attachment 2 - "Feeding the World" brochure
- Attachment 3 - "From Field to Fork" brochure
- Attachment 4 - "A Taste of Place" brochure
- Attachment 5 - "Leading the World" brochure
- Attachment 6 - "Agri-Food Brand Partner Info Package" document





# Feeding the World

MADE IN  
**GREY**

**Grey County Supports:**  
Land-Use Planning;  
Infrastructure  
Development;  
Agricultural and Rural  
Advocacy

Proudly  
MADE IN  
**GREY**  
COUNTY

Grey County farmers take pride in meeting highest regional, national and international standards, and delivering quality food to markets.

## ACRES FARMED

**495,483**

## AVERAGE FARM CAPITAL

**1.7**  
Million

## NUMBER OF FARMS

**2,304**

## FARM TYPE



**693**

**CATTLE**



**384**

**MIXED**



**130**

**DAIRY**



**384**

**CASH CROP**



**60**

**FRUIT**

## GREY COUNTY MAJOR COMMODITIES

Sharedon

Cedar Crest

Lewis Land & Stock

## CEDAR CREST TROUT FARM, ALLAN PARK, HANOVER, DURHAM

If you eat trout, chances are the fish on your plate started at the Cedar Crest hatchery, where 95% of Ontario's trout fry begin their lives. Sister and brother Arlen and RJ Taylor are second-generation aquaculturalists who work with fresh water, local skilled labour and the internet of things to raise over 6,000,000 trout fry a year.



**RJ & ARLEN TAYLOR**  
Cedar Crest Trout Farm

## SHAREDON FARMS MENNONITE CORNERS

The Curry family grows grain across Grey and Bruce counties that reaches markets locally and around the world. The Sharedon Farms silo operation serves 100+ local farms, offering high speed drying equipment, lab analysis, and 900,000bu storage as well as market intelligence and connections

Sharedon Farms

## LEWIS LAND & STOCK, SOUTHGATE

Lewis Land & Stock grows grain (wheat, corn, canola, soy, white beans and forage), raises beef and dairy cattle, and lamb. The lamb is in high demand as a holiday food for Eid in Muslim countries around the world. Many of the sheep graze on the farm's 350 acre "grass under glass" 50MW solar power installation near Holstein.



Lewis Land & Stock

[www.madeingrey.ca](http://www.madeingrey.ca)

Source: Grey County Economic Development Department  
Contact: Philly Markowitz,  
Economic Development Officer



Grey County



# From Field to Fork

MADE IN  
**GREY**

**Grey County Supports:**  
Value-Chain Education  
and Networking; Asset  
Mapping; Local Food  
Week Outreach;  
Farmers Market  
Development

**FARMS SELLING DIRECT  
TO CONSUMERS  
(HIGHEST IN ONTARIO)**

**404**



**FARMS SELLING FARM  
SHARES (HIGHEST IN  
ONTARIO)**

**19**



**65**

**FARMERS SELLING  
AT FARMERS  
MARKETS**

**41**

**PROCESSORS  
SELLING AT  
FARMERS MARKETS**

**GREY COUNTY  
AGRICULTURE  
AND FOOD  
BUSINESSES**



Grey County farmers take pride in growing and adding value on farm, selling products directly to the public from farm retail locations or at markets.

## SIDEROAD FARM, WALTERS FALLS

Amy and Patrick Kitchen produce pasture raised chicken & certified organic veggies and cut flowers at their bustling CSA farm. Between their on-farm store, farmers markets, online sales, and local restaurant clients, their food and flowers are enjoyed by hundreds of people every week.



**AMY KITCHEN**  
*Sideroad Farm*

## SWEET THINGS FROM DEJONG ACRES, LAKE CHARLES

Anita and Brian and their daughters run an old-fashioned family farm where they raise sheep, chickens, turkeys, ducks, geese, rabbits, keep beehives and make maple syrup. Visit the on-farm store or catch them at local farmers' markets for homemade meat pies and other goodies, or enjoy their maple taffy at Blue Mountain Village.



**DEJONG FAMILY**  
*Sweet Things From Dejong Acres*

## BEAVER VALLEY CIDERY, KIMBERLEY

John and Judy Mott followed a dream to plant old-fashioned English-style cider apple trees so they could create premium ciders. The cidery itself is in a renovated barn with a tasting room upstairs, and production facility down. Visit the farm or one of a select handful of restaurants to enjoy their one-of-a-kind cider blends.



**JOHN MOTT**  
*Beaver Valley Cidery*

[www.madeingrey.ca](http://www.madeingrey.ca)

Source: Grey County Economic  
Development Department  
Contact: Philly Markowitz,  
Economic Development Officer



Grey  
County



# A Taste of Place

MADE IN  
**GREY**

**Grey County Supports:**  
Agri-Tourism Marketing;  
Sector Development;  
Workforce Development



Grey County businesses take pride in growing, processing and partnering locally, and welcoming visitors with great experiences.

**PRODUCERS OF  
BEER, WINE &  
CIDER**

**FEAST ON  
ACCREDITED  
BUSINESSES**



**12**



**8**



**7 FARMERS  
MARKETS  
&  
3 CULINARY  
TRAILS**

## LEGEND



**FARMERS MARKET**



**APPLE PIE TRAIL**



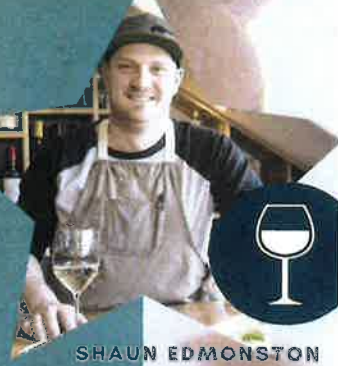
**SAINTS AND SINNERS**



**BUTTER TARTS AND  
BUGGIES**

## BRUCE WINE BAR, THORNBURY

Chef Shaun Edmonston of Bruce Wine Bar offers a menu that is as seasonal and local as possible, working with a dozen nearby farms who deliver fresh locally grown, raised and foraged foods right to the kitchen door. Every plate served is a work of art and a true taste of Grey.



**SHAUN EDMONSTON**  
Bruce Wine Bar

## T&K FERRI ORCHARDS, VICTORIA CORNERS

Tom and Karen Ferri produce ultra-high quality apples for premium markets using the super-spindle method, which they teach to other orchardists from around the world. You can shop at their orchard market during harvest season, or visit the farm for other special events co-produced with local partners.



**TOM & KAREN FERRI**

## MACLEAN'S ALES, HANOVER

Born in Toronto and trained in England, brewmaster Charles MacLean chose Grey County for a quieter life, and an affordable place to establish and expand his business. MacLean's Ales has a retail tasting room at the brewery, buys local hops whenever possible, and hosts lively on-site events.



**CHARLES MACLEAN**  
MacLean's Ales

[www.madeingrey.ca](http://www.madeingrey.ca)

Source: Grey County Economic  
Development Department  
Contact: Philly Markowitz,  
Economic Development Officer



Grey  
County



# Leading the World

MADE IN  
**GREY**

Grey County Supports:  
Ag 4.0 Conference;  
Generator; SWIFT  
Broadband



Grey County agri-food businesses take pride in developing new practices and products that are shared locally and worldwide.

GPS TECH

347

TECHNOLOGY  
ON FARMS

AUTO-STEER

133

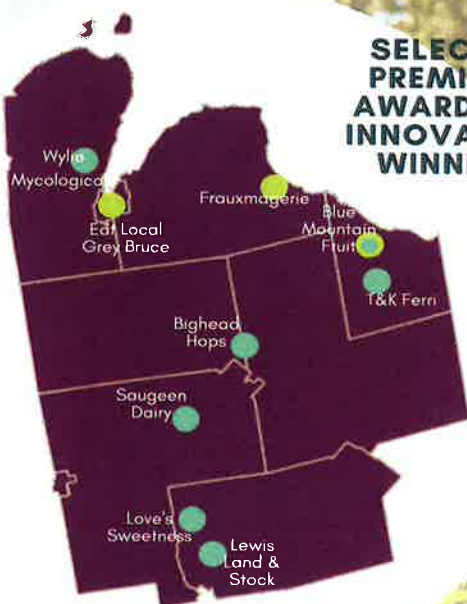
14

ROBOTIC MILKING

112

DIGITAL SOIL  
MAPPING

SELECTED  
PREMIER'S  
AWARD FOR  
INNOVATION  
WINNERS



LEGEND

FEATURED

AWARD WINNER

## BLUE MOUNTAIN FRUIT COMPANY

The Botden family run a vertically integrated apple farm where production is managed from rootstock to market delivery. BMFC is the exclusive Canadian producer of the highly sought Red Prince apple. They have also implemented award-winning innovative orchard technologies to aid with efficiencies and environmental sustainability.



THE BOTDEN FAMILY  
Blue Mountain Fruit Company

## THE FRAUXMAGERIE LTD

Plant-based chef Marie-Catherine Marsot has developed a revolutionary technique that allows The Frauxmagerie to create 100% vegan "frauxmages" that are cultured, fermented and aged like dairy-based cheeses. The products are in high demand across North America, serving a rapidly growing market.



MARIE-CATHERINE MARSOT  
The Frauxmagerie Ltd.

## EAT LOCAL GREY BRUCE

ELGB is a digital farm cooperative. Close to 50 local farms and food producers offer their products through the ELGB website, and customers can order online for weekly to-the-door delivery. ELGB expands markets for producers and provides a valuable service in areas where local food may be difficult to access year-round.



[www.madeingrey.ca](http://www.madeingrey.ca)

Source: Grey County Economic  
Development Department  
Contact: Philly Markowitz,  
Economic Development Officer







≡ Proudly ≡  
MADE IN  
**GREY**  
COUNTY

GREY COUNTY ECONOMIC DEVELOPMENT

# AGRI-FOOD BRAND

*Partner info  
package*

Version 1.0  
June 2019



Grey  
County

Colour It Your Way





## NEW! INTRODUCING THE MADE IN GREY AGRI-FOOD BRAND

We're proud of  
Grey County agri-foods  
and want to share  
our pride!

The new Made in Grey agri-food brand will support local businesses and organizations through public-facing co-promotion. The Made in Grey brand comes to life in June, 2019.

For our purposes, "agri-food" means both agriculture and food. We want to engage and support the whole value chain. We know some of you will fall on one side or the other, and that's fine.



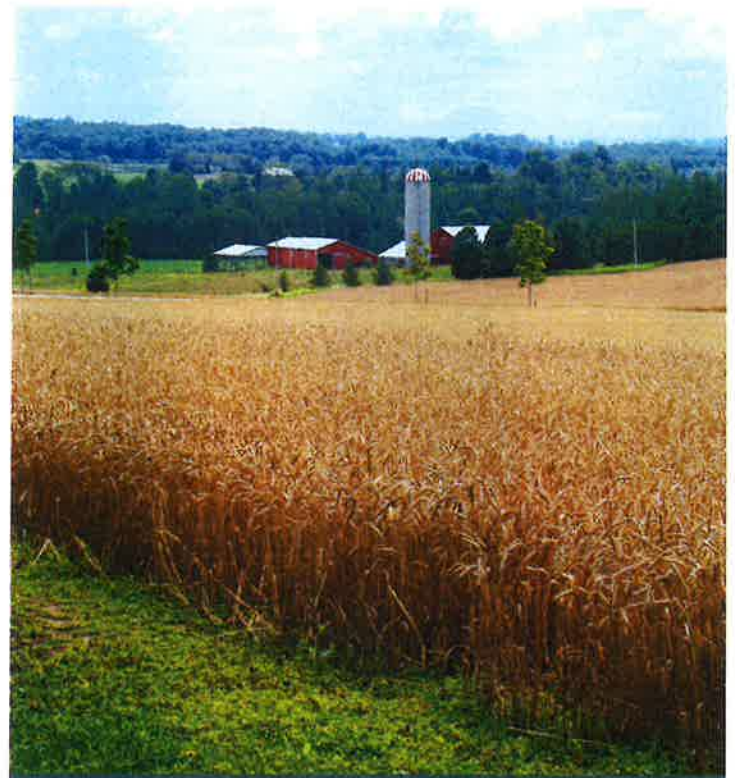
### WHO IS BEHIND MADE IN GREY?

Made in Grey is a project led by Grey County Economic Development. We work with our municipal partners, neighbours, and other Ontario-based organizations to support the agriculture, food and tourism sectors across Grey. We aim to strengthen our diverse local agri-food economy and maintain strong and vibrant rural communities through ongoing capacity building.

# AGRI-FOOD PRODUCERS, LET US HELP YOU

Use our FREE Made in Grey stickers, bags and signage to identify yourself as a proud Grey County agri-food producer or supporter. In return, we'll offer the following:

- Business listings on the Grey County agri-food asset map and VisitGrey.ca (if appropriate)
- Shout outs on Grey County social media channels, including Visit Grey and Made in Grey Facebook, Twitter and Instagram accounts
- Potential to be featured in upcoming videos and/or articles in Made in Grey magazine
- Co-promotion with municipal partners which may include billboards, mail drops, radio campaigns, trade shows, community events etc.
- Affiliated membership with the Culinary Tourism Alliance, Regional Tourism Organization 7, and FarmLINK



## THERE IS NO COST TO PARTICIPATE!

All we ask is that partners display and circulate Made in Grey branded materials to grow awareness for and pride in Grey County agri-food.

This is just the beginning. Grey County will roll out new elements for the Made in Grey branding program over three years between 2019-2021.

## WE LISTENED TO YOU, OUR PARTNERS

In 2017, Grey County engaged with the community to develop our Local Agri-Food Strategic Plan. We heard that local businesses wanted to build on Grey County's existing name recognition and reputation as an excellent place to produce and consume food. Made in Grey agri-food branding will help us do just that. We look forward to working with you to co-promote Grey County as a premier agriculture and food region.





## WANT MADE IN GREY AGRI-FOOD BRAND MATERIALS FOR YOUR BUSINESS?

Fill out the participation form at the end of this package.

## WHO CAN PARTICIPATE?

If you produce, sell or work with Grey County agri-food in some way, you can be involved. Made in Grey brand support is offered to stakeholders across the value chain.

### CRITERIA

We want to make it easy for you. Answer a few simple questions about how you fit in to our local agri-food value chain and we'll be happy to share our resources and supports with you. We'll welcome you if you can answer "yes" to the following statements:

- You are based in Grey County (or close by).
- You produce, process, serve, promote, or support agri-food from Grey County in some way.
- You work with, sell to, or buy from other agri-food businesses or organizations in Grey County.
- You are willing to collaborate with partners as per the brand guidelines to grow Made in Grey agri-food brand recognition.

### QUESTIONS?

Philly Markowitz, Economic Development Officer  
595 9th Avenue East, Owen Sound, ON N4K 3E3  
519-372-0219 ext. 6125 / [philly.markowitz@grey.ca](mailto:philly.markowitz@grey.ca)

# PARTNERS MAKE THE MOST OF THE MADE IN GREY AGRI-FOOD BRAND

We're all in this together!  
Let's share our pride in the  
great agri-food products  
and agri-food tourism  
experiences in Grey.

## BE AN AMBASSADOR

Do you meet lots of new farm  
and food businesses in your  
travels? Carry a few Made in  
Grey introductory packages  
(this info) with you and offer  
them to new businesses or  
initiatives who may not have  
connected with us yet. We are  
keen to meet new people and  
help them thrive.

We can spread the word about Grey County agri-food  
through networking, with branded materials, and  
through activities that create community engagement.  
We know many of you already do this in your day-  
to-day operations. We're here to support you with a  
coordinated effort.

### KNOW YOUR PARTNERS

Made in Grey partners will be clearly identified  
on Grey County's Agri-Food Asset Map, which will  
undergo a re-design to make it more consumer-  
friendly and to celebrate local agri-food. This will help  
you find each other easily.

### BRAND MATERIALS AVAILABLE TO YOU IN 2019

- Stickers
- Shopping bags
- Signs (limited number to start)
- Banners (for farmers' markets)
- Postcards (for farmers' markets)
- Logos to include on your product labels  
or other printed materials

### ACTIVITIES YOU CAN ENGAGE IN AS PARTNERS

- Solo social media posts, shares, likes and  
hashtags #MadeInGrey, #ProudlyMadeInGrey
- Co-promotion of partners you work with directly  
(ie: on menus, labels, shelves, social media etc.)
- Engaging in product development through  
partnerships (ie: new menu items, value adds,  
special brews)
- Use of signage and distribution of Made in Grey  
swag at festivals and events





## TOOLKIT

Looking for logos, icons, colour and font information? Want to know how to use the Made in Grey brand? We have created a toolkit to help you.

Grey County will create and supply Made in Grey branded materials like stickers, bags and signage to partners on request. We invite Made in Grey partners to incorporate the logo or icon into your own materials, like product labels and ads.



### PARTNER INFO PACKAGE & APPLICATION FORM

Fillable application form and information package in PDF format



### LOGOS & ICONS

Vector, JPG and PNG logos in CMYK, RGB, Black and White, and Pantone



### BRAND STYLE GUIDE FOR PARTNERS

Usage instructions in PDF format

### FOR ACCESS TO THE TOOLKIT CONTACT:

Philly Markowitz, Economic Development Officer, Grey County  
595 9th Avenue East, Owen Sound, ON N4K 3E3  
519-372-0219 ext. 6125  
philly.markowitz@grey.ca



# MADE IN GREY AGRI-FOOD BRAND PARTICIPATION FORM



## BASE CRITERIA FOR ALL PARTNERS

- ☐ You are based in Grey County (or close by\*)
- ☐ You produce, process, serve, promote, or support agri-food from Grey in some way
- ☐ You work with, sell to, or buy from other agri-food businesses or organizations in Grey
- ☐ You are willing to collaborate with partners as per the brand guidelines to grow Made in Grey agri-food brand recognition

*\*We recognize that some organizations and initiatives cross county boundaries, ie: farmers' markets, agri-culinary trails or regional events. Are you based outside Grey but work with our producers? You may qualify.*

## CHECK THE CATEGORY THAT APPLIES TO YOU

### SECTION 1



#### PRODUCER

Farms, processors

### SECTION 2



#### CONSUMER ACCESS

Restaurants, markets, food trucks, stores, caterers etc.

### SECTION 3



#### EXPERIENCES

Trails, fairs, events

### SECTION 4



#### SUPPORTERS

Community groups, Agri-food media, schools, etc.

## FILL OUT YOUR SECTION INFORMATION ON THE FOLLOWING PAGES

*NOTE: Information you provide on this Made in Grey brand partner application will help enhance your listing on the Grey County agri-food website. Not sure if you're on the site? It only takes minutes to add a new listing if you're not. Check here: [gis-grey.opendata.arccgis.com/pages/agrifood](https://gis-grey.opendata.arccgis.com/pages/agrifood)*

Check off which statements apply. If you offer goods and services in more than one category, please tell us the one that best represents you to the public.



### SECTION 1

#### PRODUCER (FARMS, PROCESSORS)

- ☐ You grow, raise or process your food or beverage in Grey
- ☐ You produce non-food agricultural crafts from materials grown, raised or gathered on your farm (ie: natural health or skin care products, textiles, pet or décor products)
- ☐ You work with and buy from, and/or sell to other local agricultural producers

Name up to five local producers you work with, and if applicable, include phone and/or email in case they are new to us:

Business 1: \_\_\_\_\_ Phone/Email \_\_\_\_\_

Business 2: \_\_\_\_\_ Phone/Email \_\_\_\_\_

Business 3: \_\_\_\_\_ Phone/Email \_\_\_\_\_

Business 4: \_\_\_\_\_ Phone/Email \_\_\_\_\_

Business 5: \_\_\_\_\_ Phone/Email \_\_\_\_\_



### SECTION 2

#### CONSUMER ACCESS (RESTAURANTS, MARKETS, STORES, FOOD TRUCKS, ETC.)

- ☐ You buy from at least five local producers, preferably those also in the program
- ☐ You educate staff and the public about local foods and co-promote your local sources (signage, menus, shelf talkers, social media, etc.)

Name five local producers you work with, and if applicable, include phone and/or email in case they are new to us:

Business 1: \_\_\_\_\_ Phone/Email \_\_\_\_\_

Business 2: \_\_\_\_\_ Phone/Email \_\_\_\_\_

Business 3: \_\_\_\_\_ Phone/Email \_\_\_\_\_

Business 4: \_\_\_\_\_ Phone/Email \_\_\_\_\_

Business 5: \_\_\_\_\_ Phone/Email \_\_\_\_\_



### SECTION 3

#### EXPERIENCES (TRAILS, FAIRS, EVENTS)

- ☐ You promote locally produced agricultural products, food and beverage as a major focus of your experience
- ☐ You work with local agri-food producers and retailers to showcase the region to residents and to grow tourism

Describe your experience and name partners if applicable:

---

---

---

---

---

---

---

---

---

---



### SECTION 4

#### SUPPORTERS (COMMUNITY GROUPS, AG AND FOOD MEDIA, SCHOOLS, ETC.)

- ☐ You educate, organize, or advocate on behalf of Grey County agri-food in some way

Describe your connection to Grey County agri-food:

---

---

---

---

---

---

---

---

---

---



ANYTHING ELSE YOU'D LIKE TO SAY ABOUT THE MADE IN GREY BRAND?

---

---

---

---

---

---

---

---

---

---

---

---

SIGN ME UP!

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RETURN THIS FORM TO:

Philly Markowitz  
Economic Development Officer, Grey County  
595 9th Avenue East, Owen Sound, ON N4K 3E3  
519-372-0219 ext. 6125  
philly.markowitz@grey.ca



Thank you for taking part in this program to help support and promote agri-food in Grey County!  
We'll be in touch as soon as possible.

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2020-007**

**Title of Report:** Southgate Funding Opportunities and Update Report

**Department:** Administration

**Council Date:** February 5, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2020-007 as information; and

**That** Council approve that Southgate staff proceed with a RED Fund application to apply for funding to develop an Economic Development Strategic Plan for the Township of Southgate to support the Township's business community.

### **Background:**

With the start of a new year we have received announcements of new funding opportunities. The intent of this report is report on those grant application intakes in advance of the February 12, 2020 Council and Staff Visioning Session.

### **Staff Comments:**

#### **OMAFRA RED Grant Funding Program**

The Township of Southgate received notice of the new Rural Economic Development (RED) Program funding application intake on January 23<sup>rd</sup>, 2020. This RED application intake closes February 24, 2020.

Ontario's Rural Economic Development (RED) program provides cost-share funding to support activities that create strong rural communities in Ontario and opens doors to rural economic development through:

- Funding assistance to address barriers to economic development, better position rural communities to attract and retain jobs and investment, and enhance economic growth;
- Funding to build community capacity and support for economic development in Ontario's rural communities; or
- Investments in rural communities to help diversify and grow local economies – making economic growth more inclusive so Rural Ontario continues to share in the province's economic prosperity.

All projects must have tangible impacts in rural Ontario, measurable by one or more of the following outcomes:

- Jobs retained or created
- Investments attracted or retained
- Businesses attracted, retained and/or expanded
- Enhanced strategic economic infrastructure
- Regional partnerships that drive growth

The RED program has 2 funding streams being:

1. Economic Diversification and Competitiveness Stream: up to 50% of eligible project costs to a maximum of \$150,000; and
2. Strategic Economic Infrastructure Stream: up to 30% of eligible project costs to a maximum of \$250,000.

Southgate's project plan would be to apply under the Economic Diversification and Competitiveness stream. Projects under this stream should achieve some of the following outcomes:

- remove barriers to business and job growth
- attract investment
- attract or retain a skilled workforce
- strengthen sector and regional partnerships
- diversify regional economies in rural Ontario

The majority of costs for projects in this stream will be non-capital. Projects must include implementation-oriented activities beyond strategic plan development (for example, economic development, feasibility, marketing, research or evaluation). Staff recommend RED Fund application apply for funding to develop an Economic Development Strategic Plan for the Township of Southgate that will include the support work by a summer student hired by Southgate, Grey County Economic Development and the Business Enterprise Centre to support the Township's business community. This plan would hire a consultant to undertake public engagement process to establish a vision and process to better support our businesses. The goals of the process would be to establish what is needed and how the Township will deliver on the plan outcomes. This will provide a framework to allow Council and staff information necessary to have discussions on what Economic Development support services we can establish budget to deliver and what the role Grey County Economic Development and the Business Enterprise Centre staff will provide.

### **Ontario Trillium Fund 2020 Intakes**

The CAO attended an Ontario Trillium Fund (OTF) information session on January 22, 2020. They introduced SEED Assessment Stream fund presently open for application until February 26, 2020 at 5:00 pm. A Seed Stream application is for projects that would be for trying a new untested program, that would be designed to help learn lessons to lead to a future project. Ideas would be to do feasibility work, research or start a new concept or to develop a pilot for a new idea. Staff do not have a project to fit this stream at this time.

OTF staff also announced that there would be intakes open later in 2020 for the Grow Stream closing August 12 and the Capital Stream closing November 12 of this year.

### **FCM Municipal Asset Management Funding**

At the present time the CAO is working with Marmak (our Asset Management Consultant assigned by MFOA), MFOA, OGRA and ORFA to develop a project to develop training programs for Asset Management Financial Analyst and managers to learn, gain knowledge and capacity in this area. At the OGRA Conference in

February 2020, there is a meeting planned with the Federal Minister of Infrastructure to discuss municipal requirements around Asset Management training and education for small and rural municipalities. The project is being conceived to have initial courses for basis to advanced asset management training, with later education sessions to gain knowledge on the specific issues related to Roads, Water, Waste and Facility-Recreation types of assets.

### **Update on ICIP – Green Fund Stream for Southgate Wastewater Project Application submitted January 22, 2020**

Staff submitted an ICIP Green Fund application for a Wastewater project totalling \$2,779,260.00 for eligible costs and contingency fees. The project also includes ineligible costs of \$1,104,000.00 to complete all the work for the entire project scope. The funding opportunity for our Dundalk Wastewater project, if the ICIP Green Fund application is approved would provide \$1,111,704.00 (40%) from the Federal government and \$926,327.36 (33.33%) from the Provincial government.

The total project will require Southgate to fund \$741,228.64 (26.67%) for the eligible project costs and \$1,104,000.00 for the ineligible work, for a total municipal investment of \$1,845,228.64. Total project cost is \$3,883,260.00.

### **Financial Impact or Long-Term Implications**

The financial impact as a result of this report will impact the 2020 Economic Development budget depending on the success the RED fund application. The present budget has capacity for funding this project with the void of an Economic Development Officer not in the position at this time.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Concluding Comments**

1. That Council receive staff report CAO2020-007 as information.
2. That Southgate staff proceed with a RED Fund application to apply for funding to develop an Economic Development Strategic Plan for the Township of Southgate to support the Township's business community.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) 923-2110 x210

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2020-008**

**Title of Report:** Watra Resort Subdivision Open Space Lands Update

**Department:** Administration

**Council Date:** February 5, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2020-008 as information; and

**That** Council grant a 6 and a half month extension to August 31, 2020, to allow the Watra Residents Association sufficient time to work through the Forfeited Corporate Property Act, 2015 to address ownership issues related to Watra Open Space lands and to assume the intent of the original Watra Resorts Limited Subdivision Agreement approved by the Township of Egremont in 1979.

### **Background:**

In 1979 Watra Resorts Limited executed a Subdivision Agreement (SDA) for a 27 lot development with the Township of Egremont. At that time the County of Grey provided Planning services to all the lower tiers and specifically for this Subdivision Agreement to the Township of Egremont. The open space in the Watra Subdivision was not dedicated as Parkland in the SDA as referred to in the documents Section 32 and Schedule I. Instead, the Township of Egremont received a \$1,700.00 in-lieu of payment instead of parkland for municipal purposes and development.

Watra Resorts Limited in their draft plan condition, provided in the SDA Schedule J, Section 16 committed to the unusable lands being open space that would be deeded to the lot owners in common in perpetuity. We understand that a commitment was made to the original property owners that they would each be issued a 1 share interest in the Watra Resort Limited company to look after the ownership of the open space in common commitments made. We understand that only 2 shares were issued to property lot owners. Further to not issuing all the property owners a Watra Resort Limited open space ownership share, nothing was done by the developer in the form of a legal agreement to manage the open space in perpetuity. There is nothing registered on title in the form of an agreement that included all share holder and/or property owners as to how the property is to be managed, owned, costs assessed related to taxation, risk management or property maintenance commitments or approval process. Nothing is registered on title in the way of conditions of joint ownership of the in common lands or requirement to pay costs assessed to each property.

The next action related to this property appears to be that Watra Resorts Limited sold the Open Space lands to a numbered company being 963362 Ontario Ltd., in 1991 without providing notice to the Watra subdivision property lot owners or the

Township of Egremont. We understand that this numbered company has not been maintained as current and is now not a valid entity.

In 1996 the Township of Egremont approved Document General Form 4 related to Section 42 in the SDA to show its satisfaction that the construction and final grading had been completed in the development to the satisfaction of the Engineers. This document released that condition in the SDA and returned any final securities to the developer being held by the Township of Egremont.

The Township of Southgate provided the conditions to be undertaken in order to place the Watra subdivision Open Space lands into the joint ownership in perpetuity as it was intended to be and committed to the Watra subdivision property owners. Conditions were established for the Watra subdivision property owners in letter dated January 22, 2019. The letter states that in the next 12 months, they need to comply with the conditions or the property may be put up for a new tax sale process after February 14, 2020.

The progress to date by the Watra Subdivision owners with interest in the Open Space Lands is the following:

- Invited all willing residents to participate and for those that joined have formed a Watra Road Residents Association. The group has formed an executive, collected start up fees to cover the corporation fees, sourced an insurance supplier for liability insurance and created our by-laws.
- The group has hired lawyer Peter Fallis to work on this file.
- The group has submitted corporation papers through Peter Fallis to the province. The government wrote back asking for minor changes to the mission statement and the group has agreed to those changes at the beginning of December, so we are awaiting confirmation that the corporation papers are filed.
- The present roadblock has been to put the deed of the open space property into the newly formed associations hands. There is a legal requirement to this process and Peter Fallis has been in contact with Southgate's lawyer to try to rectify it. The first challenge is to try to revive the original corporation and then transfer the deed from him to Watra Residents Association (WRA). The original numbered company has been dormant for more than 20 years so Peter Fallis has contacted Bill Walker to see if he has the power to reinstate it to be able to facilitate the final transfer.
- The WRRRA plan to pay the back taxes once we know that possession of the land can be secured.
- The plan once WRRRA gains ownership of the Open Space property will be to sever one building lot at the south west corner, backing onto Southgate road 49. Southgate's Planner has been consulted on this issue and that it could be possible. If the sale would go through the WRRRA would have assets to cover the expenses for several years to come.

**Staff Comments:**

Staff received a letter dated January 23, 2020, from Peter Fallis, lawyer for Watra Residents Association (WRA). The letter is included in this staff report as Attachment #1 and describes the progress of WRA and the remaining process and the amount of work required on this file legally and present challenges they have. It will be impossible to meet the February 14, 2020 date. Staff recommends that Council should provide more time, being a 6 month plus extension to August 31, 2020, to receive provincial approvals to re-instate the Watra Resorts Limited as a corporation for the WRA to regain ownership of the Open Space properties.

Since receiving the letter from Mr. Fallis, we have had phone conversations with Peter Fallis to find out that he now has made contact with a Ministry staff member responsible for the Forfeited Corporate Property Act. Peter Fallis now reports that the process will take at least 3 to 4 months to go through the steps required under the Act. We also now find out that there are actually 4 properties under 2 different corporations that will need to be addressed as part of the process.

**Financial Impact or Long-Term Implications**

The financial impact of this report we are unsure of at this time, however the process will provide that the Township receive its back taxes, interest on the outstanding balance and costs incurred to date.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

1. That Council receive staff report CAO2020-008 as information to report on the progress related to the Watra Subdivision Open Space lands.
2. That Council approve a 6 plus month extension with a deadline of August 31, 2020

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

519-923-2110 x210

- Attachment 1 – Letter from Peter Fallis dated January 23, 2020 on behalf of the Watra Residents Association

# FALLIS FALLIS & McMILLAN

BARRISTERS, SOLICITORS & NOTARIES

TELEPHONE (519) 369-2515

FAX (519) 369-2522

E-MAIL [pfallis@fallislaw.com](mailto:pfallis@fallislaw.com)  
[afferrier@fallislaw.com](mailto:afferrier@fallislaw.com)

CLAUDE E. FALLIS, LL.B., Q.C. (1910 - 1996)  
PETER T. FALLIS, B.A., LL.B.  
ERNEST J. McMILLAN, B.A., LL.B.  
ALEXANDRA A. FERRIER, B.S., M.A., J.D.

195 LAMBTON STREET EAST  
P.O. Box 710  
DURHAM, ONTARIO  
CANADA, N0G 1R0

January 23rd, 2020

The Township of Southgate  
185667 Grey Rd 9,  
Hopeville, ON  
N0C 1B0

ATTN: David Milliner C.A.C.

Dear David:

## Re: WATRA RESIDENTS ASSOCIATION

As you are aware we are representing the "Watra Residents Association" which recently received its Letters Patent issued on Nov. 27, 2019 under the *Corporations Act* of Ontario. It is a 'Not-For-Profit Corporation'. As you may not yet have a copy of its Letters Patent, we are attaching a copy with this letter.

We have previously provided your Township with information taken from the Original Subdivision Agreement between the original Land Developer, *Watra Resorts Limited*, and the *Township of Egremont*. The "*Conditions of Draft Approval of the Ministry of Housing*", (being fully set out in Schedule "J" of that Agreement) contained 22 Conditions that the Ministry imposed upon the Municipality and Section 17 of the "*Conditions of Draft Approval*" imposed the following Conditions:

17. "That prior to the signing of the final plan by the Minister we, (the Ministry), are to be advised by the Township of Egremont that conditions 1 to 12 inclusive, 13(b), 14, 15(b), **16**, 21(b) and 22 have been carried out to their, (Egremont's), satisfaction. The clearance letter from the Municipality shall include a brief statement for each condition detailing how each has been satisfied and carried out."

Section 16 of the *Conditions of Draft Approval* stated as follows:

16. "That the Subdivision agreement between the owner and the municipality include provisions, to be registered on title, whereby the open space lands are deeded to the lot owner in common, together with a right of each owner to use the common area, and provision for these lands to be held in perpetuity"

As Blocks 28 and 29 now form the "*the open space lands* - contemplated by Subdivision Agreement to give "*a right of each owner to use the common area, and provision for these lands to be held in perpetuity*", the Registration of the Subdivision Agreement on title as No. 114564 on Nov. 6, 1979, serves as notice to all residents owning lands within Plan 812 and to the Township of Egremont of the existence of that "*right of each lot owner to use the common area . . . in perpetuity*"

We have spoken to your Township Solicitor in Orangeville and understand his concerns about a direct transfer of lands by the Township which can only be done under a Sale for outstanding tax arrears



which can only be done in accordance with the provisions of the Municipal Act, 2001, which would require the Municipality to receive bids or to sell it by auction. This process provides no certainty for a transfer of title to the Watra Residents Association as the sale could go to the highest bidder and could leave the Township with the problem of determining to whom any surplus monies ought to be distributed.

Any other Buyer would be saddled with the Common Area Use for the Subdivision Residents that has been perpetually given to them as a contractual agreement right within the Subdivision Agreement.

As the registered owner is a numbered Company, whose Articles of Incorporation were cancelled in 1994, it is not able to make a formal application under the Laws of Ontario for 'Articles of Revival' which right expired 20 years after that expiration, ( within 2014).

We reached out in late Fall of 2019 for assistance to Bill Walker MPP for the Riding through his riding Office and by a formal written request to him, to see what assistance he could provide, as he is a member of the Government in power and a Minister in the current cabinet. We are disappointed to report to our clients and to you Township that there has been a deafening sound of silence from Bill Walker or any one on his behalf.

We have recently reached out to the Public Guardian and Trustee who, under the Escheats Act of Ontario, became the effective Ontario agent for the Crown who notionally is now the entitled owner of the subject lands pursuant to the provisions of that Act. We have since been advised by an Officer within the Office of the Public Guardian and Trustee, that in 2015 the Legislature of Ontario passed the Forfeited Corporate Property Act, 2015, S.O, 2015, C. 138.

We have reached out to the Minister of Economic Development, Employment and Infrastructure to speak with the most knowledgeable person who could presently assist us. We are still awaiting advice as to whom we should liaise in regard to the Forfeited Corporate Property Act, 2015.

#### **Our Request of the Township:**

As the Township has extended a time courtesy to the Residents which notionally expires in February of this year we are writing to request a further 6 month extension to the end of August of 2020. We wish to advise that some of the members of the residents are willing to collectively join together to pay off those arrears. We have cautioned against doing that at this time as they may need to be able to use the "Tax Sale" mechanism to acquire title should the present steps, as now being taken under the Forfeited Corporate Property Act, 2015, fail to bring about a successful resolution.

We look forward to an early reply from your Council, and we will keep you informed as to progress we are making in our lobbying efforts under the Forfeited Corporate Property Act, 2015.

We remain

Yours truly,

FALLIS FALLIS & McMILLAN

  
Peter T. Fallis

PTF:

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2020-010**

### **Title of Report: Community Foundation Grey Bruce Report**

**Department:** Administration

**Council Date:** February 5, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2020-010 as information; and

**That** Council provide direction to staff to proceed with setting up a Southgate Community Foundation Fund Agreement with Community Foundation Grey Bruce to establish a Township endowment fund to provide future sustainable support for Community Not-for-Profit Organizations; and

**That** Council have discussions and provide staff with verbal direction as to the amount of seed funding that should be considered as a start-up fund to establish a Southgate Community Foundation Fund; and

**That** Council direct the Treasurer and the CAO to return with a report on how to budget for seed funding in 2020, as well as develop a Donor Advised Community Agreement for approval at a future Council meeting.

### **Background:**

Southgate Mayor, Deputy Mayor and CAO had a meeting with Community Foundation Grey Bruce Executive (CFGB) Director Stuart Reid in Owen Sound on January 16, 2020. The intent of this report is to provide further information from this meeting in regards to, the service and support the CFGB has to offer and the history of past discussions related to municipal involvement now and in the future around the topics of funding support for community organizations and grants, donations and scholarships.

Prior to this meeting Mr. Reid made a presentation to Southgate Council at the July 3, 2019 meeting. A copy of the CFGB presentation from that meeting is included in this staff report as Attachment #1.

The following motion was approved by Council following CFGB presentation by Community Foundation Grey Bruce - Stuart Reid, Executive Director:

**Moved by** Councillor Sherson; **Seconded by** Councillor Rice;

**Be it resolved that** Council receive the Community Foundation Grey Bruce presentation as information.

Carried No. 2019-434

At the September 4<sup>th</sup>, 2019 Council meeting Councillor Dobreen introduced the following Notice of Motion:

**Moved by** Councillor Dobreen; **Seconded by** Councillor Shipston;

**Whereas** Council received a presentation from the Community Foundation Grey Bruce (CFGB) on July 3, 2019 in which they informed us of the benefits of its various funds and the opportunity for Southgate to participate in any of those funds, including those for community grants and scholarships;

**Therefore, be it resolved that** Council direct staff to investigate and report back through the 2020 budget process on the options to invest equal amounts from both the Southgate Eco Park and Southgate Solar community funds in any combination of the CFGB funds available, including but not limited to a Scholarship Fund for post-secondary education in either a university, college or apprenticeship/trade program(s).

Carried No. 2019-564

At the September 18<sup>th</sup>, 2019 Council meeting staff report CAO2019-103 titled "Notice of Motion Report for Solar and Eco Park Royalties use for Scholarship" and the following motion was approved:

**Moved by** Councillor Shipston; **Seconded by** Councillor Sherson;

**Be it resolved that** Council receive staff report CAO2019-103 as information; and That Council refer the report back to staff for further review.

Carried No. 2019-585

### **Staff Comments:**

Community Foundation Grey Bruce (CFGB) operates with a staff of 4 people and work with a Committee Review Team of Volunteers. They were established in 1994 and in 2018 have 150 funds, 5 active Community Funds, over \$16 million dollars in endowed assets that paid out over \$726,000.00 in grants in 2018. CFGB holds the principal dollars invested with them to generate income to be granted for a specific purpose. Community grants are setup to support not-for-profit organizations to improve the quality of life, to have access to funding for their events or projects in perpetuity.

In relation to fund management professional investment managers make the investment decisions to best leverage funding received. Donors receive an income tax receipt for all donations made to a Community Fund or other endowment funds.

Under special circumstances, the Foundation will also allow endowed funds to hold Flow through funds. This type of fund has a 2 year limit and has to be first approved by the Board of Directors.

### **Community Funds**

To start a Community Fund, the donor, a municipality in our case would execute a Donor Advised Community Fund Agreement with CFGB. A sample of the agreement is included in this staff report as Attachment #2. Next the Township would have to provide the minimum \$5,000 seed funding to open a Southgate Community Fund. To support the fund the Township would appoint a volunteer advisory committee and establish a terms of reference document as guidance. We have included in this staff report 2 examples from the Owen Sound Community Fund Management

Committee (Attachment #3) and the Kincardine Community Fund Committee (Attachment #4), being sample documents for reference.

Staff also recommend that a Volunteer Southgate Community Foundation Advisory Committee (SCFAC) should be appointed as a Committee of Council to allow a committee appointment mechanism, provide some oversight control and a limited direction process through the Terms of Reference guidance document. The SCFAC would also provide an arms length management for Council on decision making and recommendations to CFGB, related to grant application criteria and decisions.

The role of CFGB would commence once we start the community fund and appoint an advisory committee to support SCFAC and the Township through holding events in the community to generate awareness, create media awareness and manage family donations in a confidential manner for the Community Fund and the Committee.

Community Funds are disbursed annually through intakes in April and September of each year. The role of SCFAC would be to provide guidance on the focus or types of grant disbursements annually. The CFGB Grant Review Team would evaluate applications for various criteria and guidelines set out by the SCFAC, as well to ensure the application is sound financially and of value to the community.

### **Scholarship Funds**

There are 3 types of scholarship options to distribute funding being the following:

- Scholarships based on marks and performance;
- Awards based on subject or field of study; and
- Bursaries based on financial need.

CFGB has an Education Review Team to evaluate applications submitted for education support funding.

The concern with a scholarship fund is we need to ask the question, is this something that municipalities should provide funding for and would ratepayers want their tax dollars being spent in this manner. If we have a requirement or need to have an increase in trained workers to support a Southgate specific type of business or industry that would demonstrate reinvestment in the community, the Township could justify this type of investment in education to achieve a local benefit.

Staff report CAO2019-103 presented at the September 18, 2019 Council meeting included in this document as Attachment #5, reported on the use of dollars from the Community Eco Park and Solar Funds.

Staff recommend that if we want to start a scholarship fund, that it would be:

1. For the purpose of funding a bursary based application where there is a demonstrated financial need by the applicant that would support post secondary

education, skills training or apprenticeship options may not be possible for the applicant; and

2. That the Township's involvement could be to seed funding the start-up of the bursary with \$5,000.00 if necessary to initiate the program and allow the community groups and private donation contributions to grow the fund.

#### **Staff Comments in Summation:**

1. Staff suggest that we establish a Community Fund to start the visibility of the CFGB in the Southgate Community.
2. The Township would then create a terms of reference document with CFGB staff.
3. The Township would appoint a SCFAC to promote with CFGB staff the Southgate Community Fund in Township and on our website/social media communications.
4. Later the SCFAC could explore starting a Scholarship Bursary based the applicants financial need through the Committee and then the Township could possibly consider having to provide seed funding to get such bursary started.
5. Staff also recommend once we have established a Community Fund, that as part of a longer term consideration or plan, the Township could consider having SCFAC work with CFGB staff to promote and establish other endowment funds. If there is a future interest by specific organization or private donor(s) that want to establish a new fund to support a specific not-for-profit organization perpetuity or a scholarship fund based on marks, performance or based on a career path, subjects or field of study, CFGB can support such a request.

#### **Financial Impact or Long-Term Implications**

The financial impact to funds placed in the care of CFGB would be the following:

- Funds invested by Community Foundation Grey Bruce have average annual income of 6.9% as the return on all investments (Endowment Community and Scholarship Funds).
- CFGB operates on a 1.5% administration to cover their budgeted operating costs.
- The Institutions Fund Managers where the investments are held receive 0.7% of the revenues earned on the principal investment.
- Community Funds must payout 3.5% of the total investment and gets up to 5% payout based on annual earnings performance. Excess annual earnings are reinvested to build the fund and provide a cushion for bad investment market years where earnings are lower than the 3.5% payout threshold.
- Community Funds must have a seed startup investment of least \$5,000.00 and start payouts when it reaches \$25,000.00.
- Scholarship Funds are invested in Blue Chip companies and receive dividend payments annually like shareholders with all earnings being paid out on an annual basis. This fund only builds in invested dollars through donations.

- Scholarship Funds must have a seed startup investment of least \$5,000.00 and start payouts when it reaches \$7,500.00.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Action 2:**

The residents and businesses of Southgate envision our largest town once again becoming a source of community pride and a hotbed of community activity, with a much-improved appearance and a broader range of business opportunity.

### **Strategic Initiative 2-E:**

The Township will increase its support for, and promotion of, community events, festivals, parades, library activities, and other events that attract people to the downtown area.

### **Concluding Comments**

1. That Council receive staff report CAO2020-010 as information.
2. That Council provide direction to staff on how to proceed.

Respectfully Submitted,

**CAO approval: Original Signed By**

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) 923-2110 x210

- Attachment 1 – CFGB Presentation slides from May 4, 2019 Council meeting
- Attachment 2 – Donor Advised Community Fund Agreement
- Attachment 3 – Owen Sound Community Fund Management Committee  
Terms of Reference
- Attachment 4 – Kincardine Community Fund Committee Mandate Statemen  
& Terms of Reference
- Attachment 5 – SR CAO2019-103 dated September 18, 2019



# COMMUNITY FOUNDATION GREY BRUCE

We're here for good.







# foundation facts

*A brief history*

1921

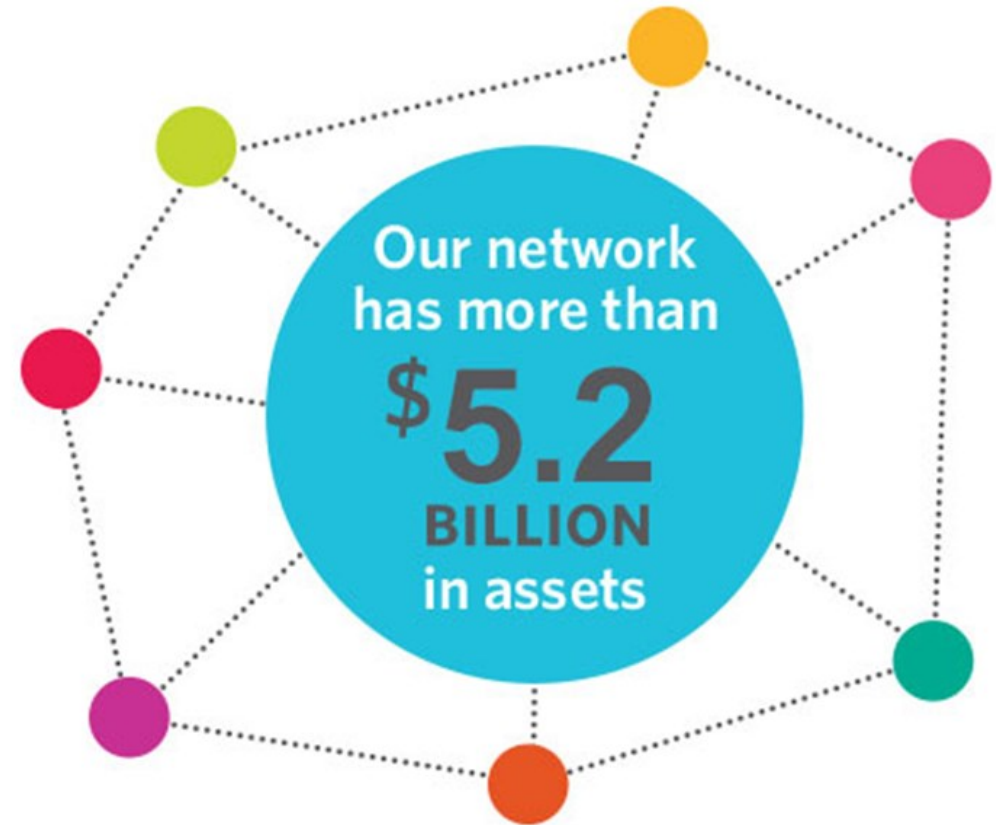
**First Canadian community foundation  
established in Winnipeg, Manitoba**

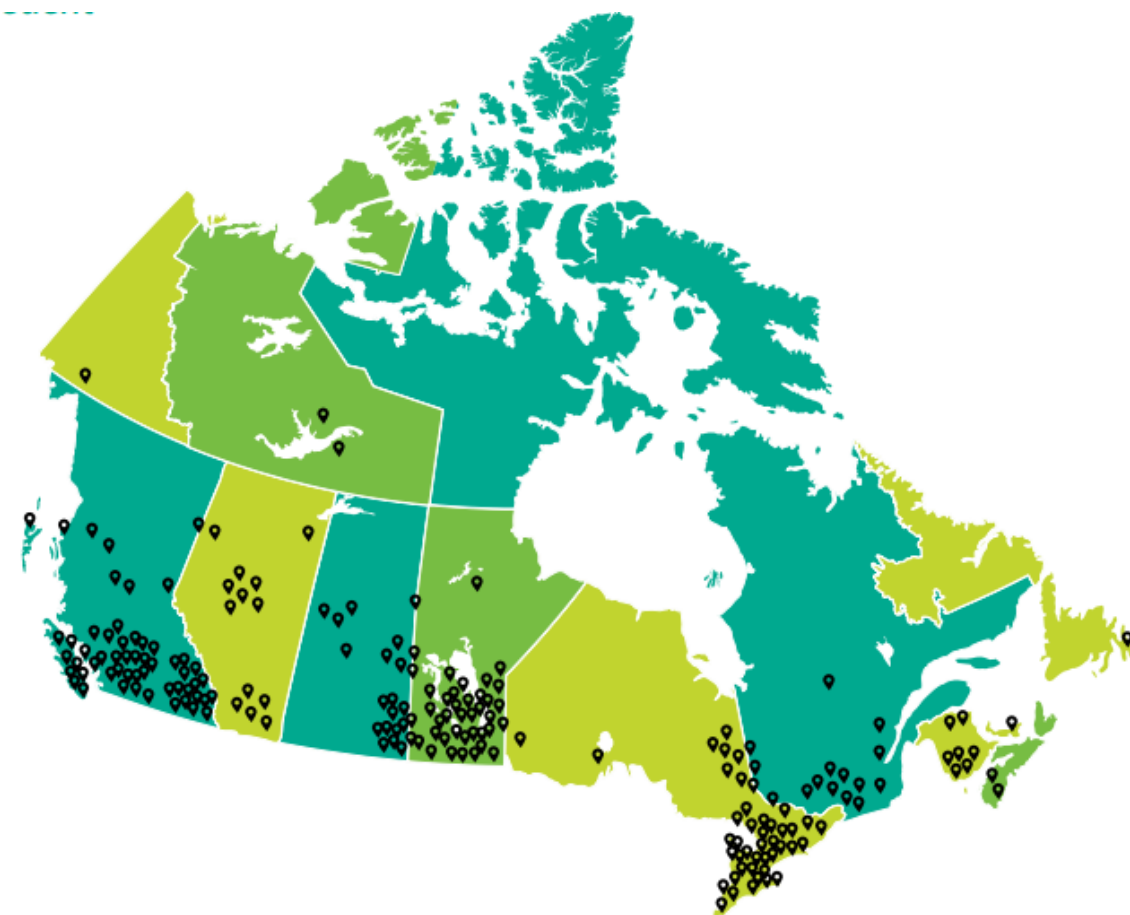
1994

**Community Foundation Grey Bruce was established**

today

**More than 191 community foundations across Canada**









---

*“Community foundations exist to  
improve the quality of life in our  
community today and forever.”*

---



# Giving To Your Community Foundation

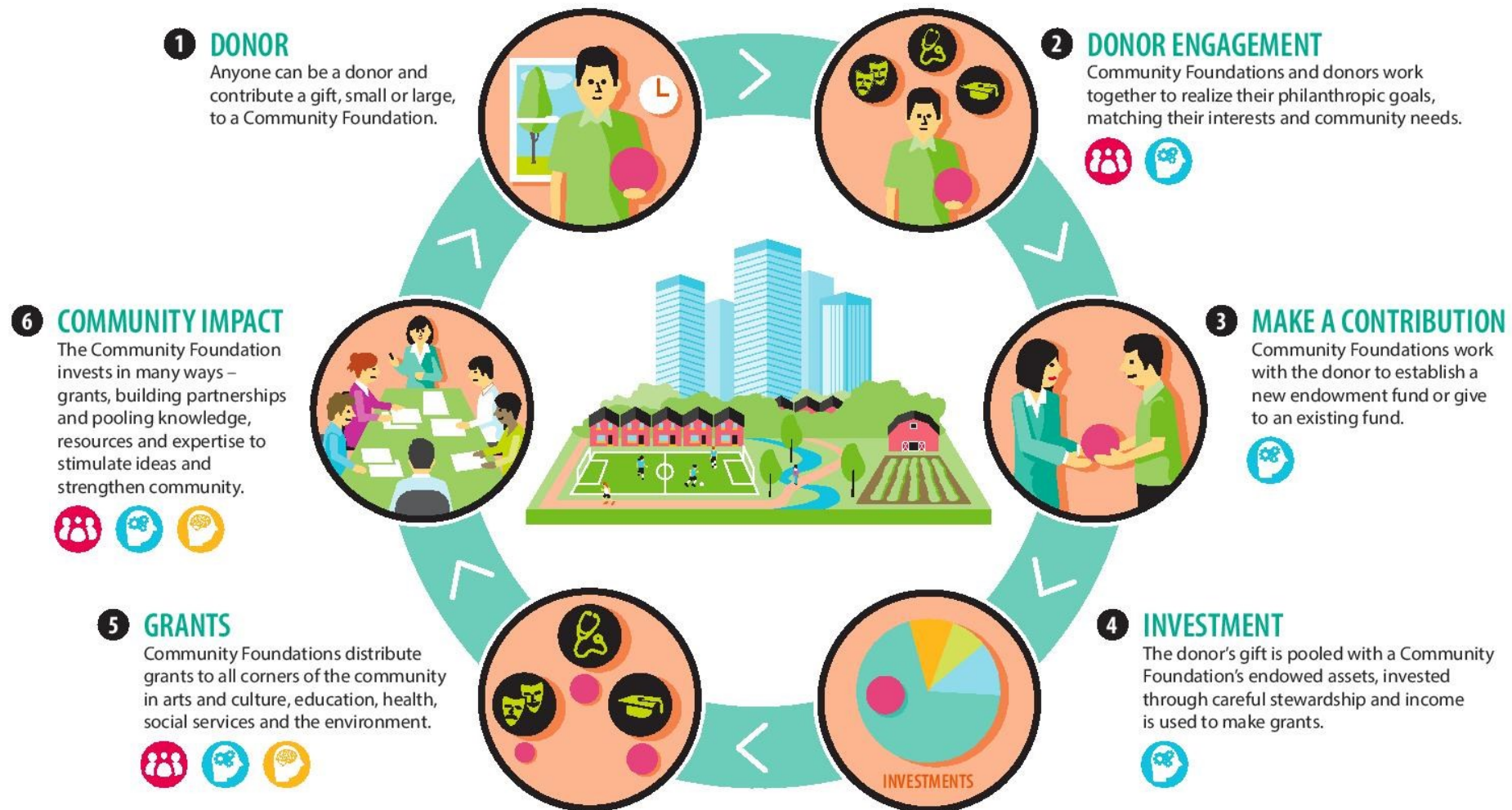
Your local Community Foundation is a charitable non-profit organization that contributes time, leadership and financial support to initiatives that benefit your community most.



COMMUNITY  
FOUNDATIONS  
OF CANADA

FONDATIONS  
COMMUNAUTAIRES  
DU CANADA

all for community. ensemble pour tous.



## Why Contribute to a Community Foundation?



### Community Knowledge

A deep understanding of local needs and opportunities.



### Expertise

Community Foundations are credible stewards of assets with granting expertise.



### Leadership

Community Foundations are led by a volunteer board of directors comprised of knowledgeable community leaders.



Since Foundation began in 1994:  
**\$4.5 million in grants**

\$2,500 granted in 1995  
\$726,000 granted in 2018

# Types of Funds

Unrestricted Funds

Field of Interest Funds

Designated Funds

Donor Advised Funds

Scholarship Funds

Agency Endowment Funds

Managed Funds

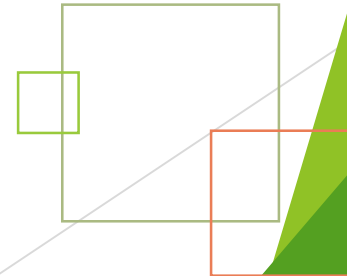
# foundation facts

*Our vital statistics*



## Community Foundation Grey Bruce:

- › More than **150** funds
- › over **\$16 million** in endowed assets
- › More than **\$726,000** in grants for 2018
- › Five active Community Funds in **Owen Sound, Meaford, Grey Highlands, Saugeen Shores & Kincardine**





# How does a Community Fund work?

- ▶ The grants from each Community Fund are disbursed only to projects within that municipal boundary.
- ▶ Community Funds are managed by a volunteer team, including a representative from its municipality, and exist to enrich the quality of life for the people of that municipality by supporting projects of not-for-profit charitable organizations involving affordable housing, food banks, agriculture, recreation, seniors and education.
- ▶ The community fund is in place to help the citizens of each municipality to keep their charitable donations working in their own area, participate in shaping the future by supporting the needs in their own community and create a lasting legacy for generations to come
- ▶ Donors receive income tax receipts for all donations made to a Community Fund

# What is the Difference Between a Foundation and Fund?

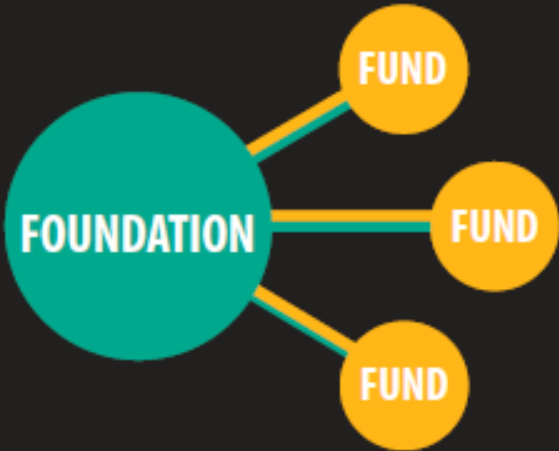
## Community Foundation

*A non-profit corporation registered as a public foundation with the Canada Revenue Agency.*

Governed by a Board of Directors.

Responsible for financial records and reporting, tax filing and audit, administrative infrastructure and resources, investment management, granting administration, organizing joint meetings, entering into fund agreements with donors.

Has liability for all activities and volunteers.



## Community Fund (geographic-based)

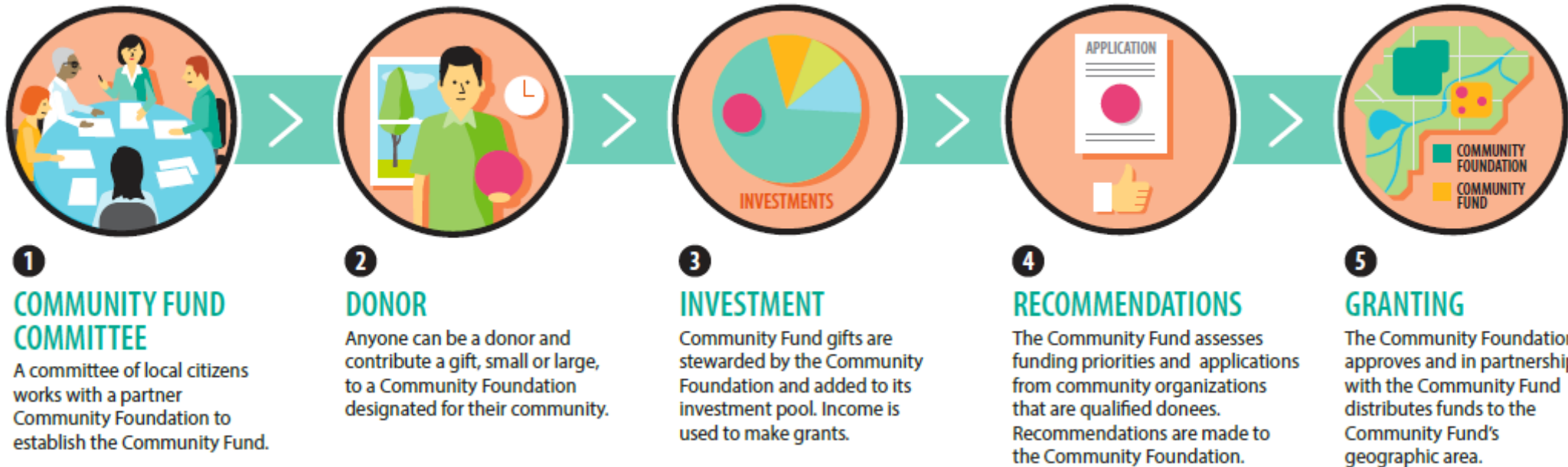
*A component of a Community Foundation that may or may not be a separate legal entity.*

Run by a local Advisory Committee in liaison with the Community Foundation board and support from Community Foundation staff. Adheres to the Community Foundation's policies and practices.

May or may not implement own application process; provides grant recommendations to the Community Foundation.

There can be multiple geographically-based Community Funds partnered with one Community Foundation.

## How Does a Foundation and Fund Work Together?



# Kincardine Community Fund

A A A |  |  Share

[Home](#) / [Living Here](#) / [Grants and Incentives](#) / [Kincardine Community Fund](#)

The Kincardine Community Fund (KCF) provides grants to local non-profit groups. Your non-profit group may be able to apply for monies to support a local project or program. Grants are distributed annually.

The Community Fund is a permanent endowed fund. Grants are made from the interest earned while the investment continues to grow. The Community Foundation Grey Bruce financially manages the Fund.

## How does it work?

Your donation to the Kincardine Community Fund is invested within a pool of funds under the umbrella of the Community Foundation Grey Bruce. A donation to the fund is never spent but continues to grow and give year after year. The income earned from the capital of the Fund is distributed through grants to applicable local not-for-profit organizations.

## Get involved

[Apply for Grants](#)

## Grants and Incentives

[Business to Bruce](#)

[Community Investment Grant](#)

[Kincardine Community Fund](#)

[Accessibility](#)

[Animal Services](#)

[Building and Renovating](#)





KINCARDINE  
COMMUNITY FUND

217  
Caring · Sharing · Forever





GREY HIGHLANDS  
COMMUNITY FUND

Caring · Sharing · Forever





# MEAFORD COMMUNITY FUND

Caring · Sharing · Forever



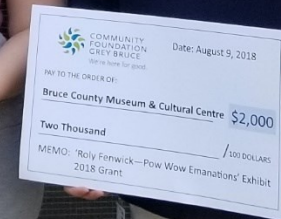
COMMUNITY  
FOUNDATION  
GREY BRUCE  
...e h... good.





# SAUGEEN SHORES COMMUNITY FUND

Caring · Sharing · Forever







## OWEN SOUND COMMUNITY FUND

Caring · Sharing · Forever







COMMUNITY  
FOUNDATION  
GREY BRUCE

We're here for good.



### Inside:

Measuring Grey & Bruce  
health & wellness,  
arts & culture,  
education & lifelong  
learning, living standards,  
the environment and  
community



COMMUNITY  
FOUNDATION  
GREY BRUCE

We're here for good.



## Education & Lifelong Learning

*focuses on the promotion of lifelong learning as well as access to higher education.*

VitalSigns®

### THE **BIG** PICTURE GREY BRUCE



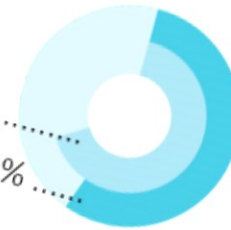
Grey Bruce has a brain drain. Young people who complete high school too often must leave the region to pursue higher education and employment opportunities, while employers must recruit beyond Grey Bruce.

**31%** of children entering school in Grey Bruce, have vulnerabilities in one or more domains of school readiness, as compared to 28% in Ontario.



Percentage of population, aged 25 to 64, that have completed some sort of post-secondary education

Ontario 65% .....  
Grey Bruce 58% .....



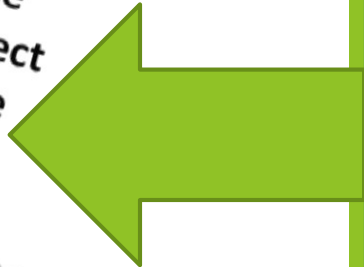
On average, less than 60% of Grey Bruce youth do not expect to find a job or live in the region after school.

**39%** of the Grey Bruce population, aged 25 to 64, have completed some sort of apprenticeship or trades certificates, and/or college and other non-university certificates, compared to the Ontario average of 31%.

Although Grey Bruce has lower attainment levels in trades college and

**92%** Grey County  
**97%** Bruce County

of students expect to finish high school and continue to post-secondary education







COMMUNITY  
FOUNDATION  
GREY BRUCE

We're here for good.

# I BELONG!

*"What makes me feel like I belong?"*

*"What do I need from my community?"*

*"What would make me stay in Grey Bruce?"*

Join the Vital Conversation  
Youth Workshop

\* Space is limited. \*



#myvoicemycommunity



ACTIVITIES \* ART MAKING \* SPEAKER'S CORNER \* LUNCH PROVIDED

Inviting young people, ages 13+, to share their views  
about Grey Bruce & to talk about the community they want

**NOV 16** **WIARTON**  
9:30 to 2:30

@ Youth Drop In Centre, Salvation Army

**NOV 20** **HANOVER**  
9:30 to 2:30

@ Launch Pad Youth Activity & Tech Centre



COMMUNITY  
FOUNDATION  
GREY BRUCE  
We're here for good.

To register: [foundation@cfgb.ca](mailto:foundation@cfgb.ca)

[communityfoundationgreybruce.com](http://communityfoundationgreybruce.com)

**Vital  
Conversation**

VitalSigns®

# VITAL FOCUS ON YOUTH



COMMUNITY  
FOUNDATION  
GREY BRUCE

We're here for good.



## Inside

Information about youth in Grey Bruce including  
Getting Around, Youth Voice, Youth Spaces,  
Health & Wellness, Substance Use,  
Economic Barriers, Identity & Belonging

225

next  
25





THANK  
YOU





## DONOR ADVISED COMMUNITY FUND

THIS AGREEMENT made this    day of

BETWEEN;

### COMMUNITY FOUNDATION

(hereinafter referred to as "Community Foundation")

- and -

### Municipality

(hereinafter referred to as "Founder")

IN CONSIDERATION of the covenants and agreements herein set forth, and subject to the terms herein, the parties agree as follows:

1) In this Agreement:

- a) the "Community Foundation" is the Community Foundation \_\_\_\_\_ incorporated under the Canada Corporation Act as a not-for-profit organizations and is registered as a charity under the Income Tax Act No \_\_\_\_\_
- b) "Donor" is a person, organization or corporation contributing monies to the Founder's fund;
- c) "Founder" is the Municipality of \_\_\_\_\_
- d) "Fund" refers to the \_\_\_\_\_ Community Fund, and consists of donations made by donors establishing the fund, and will be recognized on all print material in the manner: \_\_\_\_\_ Community Fund
- e) "Fund Management Committee" is a volunteer committee set up to oversee the management of the Fund and will consist of residents from within the Municipality of \_\_\_\_\_. The Founder will initiate the creation of the Fund Management Committee – see 5a)

- 2) The Founder will from time to time when possible, add further monies to the initial gift of monies to the Community Foundation which was the sum of \$\_\_\_\_\_ (a contribution from the Municipality of \_\_\_\_\_) and, along with the Fund Management Committee, will encourage other individuals, organizations and corporations to make donations to help grow the fund.

- 3) The Founder directs that all gifts of monies to the Fund be retained, in perpetuity by the Community Foundation as invested capital which may be pooled with other capital funds for the purposes of investment.
- a) The Community Foundation shall apply the net income earned from the Founder's Fund by making grant(s) to support charitable activities or qualified donees (as defined by the Income Tax Act (Canada)) whose activities are within the objects of the Foundation **within the Municipality of** \_\_\_\_\_.
  - b) In addition to meeting the requirements of falling within paragraph 4 (a) (b) or (c) hereof, all grants must otherwise qualify under the grant qualifications of the Community Foundation from time to time.
  - c) Net income not dispersed shall be added to the capital base of the Founder's Fund annually.
  - d) The Founder further directs that all grants from the income of the Fund, when disbursed by the Community Foundation, shall be identified as coming from the \_\_\_\_\_ Community Fund as set forth in clause 1 (d) hereof.
- 4) The Community Foundation agrees to:
- a) maintain, in perpetuity, all gifts of monies to the Founder's Fund in the name of \_\_\_\_\_ Community Fund in the form of invested capital;
  - b) subject to paragraph 3 hereof, invest the Founder's Fund in accordance with the investment guidelines approved by its Board of Directors from time to time;
  - c) provide an official receipt for income tax purposes to a Donor for each gift of monies to the \_\_\_\_\_ Community Fund;
  - d) pay out the net income in accordance with the directions set out in paragraph 4 hereof;
  - e) provide the Nominees of the Founder with an annual accounting of the Fund's income and disbursements.
  - f) provide the above noted services in consideration of an annual administrative charged of 1.5% on the earned interest of the Founder's Fund on an equitable basis with other funds. Any increase in the administrative charge to be subject to variation in accordance with paragraph 7 hereof.
  - g) Prior to the final selection/approval of grants to be given for the \_\_\_\_\_ Community Fund by the Board of Directors of the Community Foundation, the Nominees of the Fund's Management Committee shall have the opportunity to review the applications for grant funding. The final decision with respect to grants shall be by the Board of Directors of the Community Foundation as presented by the Foundation's Grant Review Committee and would include recommendation from the \_\_\_\_\_ Community Fund's Management Committee, a recorded vote where majority shall rule following the guidelines of Community Foundations of Canada.

- h) subject to the approval of the Community Foundation, allow the Fund Management Committee to design and publish the initial material to promote the \_\_\_\_\_ Community Fund

5) The Founder shall

- a) appoint one or two Nominees to review the applications for grants, to receive copies of an annual accounting of the Founder's Fund income and disbursement, and to represent the Founder with respect to this Agreement. The Founder acknowledge that at this time the Nominees of the Founders are: Chair and Vice Chair of the Fund Management Committee. Additional members are encouraged on the committee.
- b) If the Founder wish to change their Nominees who have been appointed, they may do so provided written notice of such change is provided to the Community Foundation and the names, addresses and telephone numbers of the successor Nominees are provided.
- c) The Founders hereby irrevocably authorize their Nominees to negotiate and execute any amendments to this Agreement and to sign any documents required to give effect to or carry out the terms and intent of this Agreement or any Amendment to this Agreement. Any documents or amending Agreements executed by the Nominees on behalf of the Founder shall be binding on all of the Founders, their respective heirs, executors, successors and assigns.

- 6) This Agreement any be amended only by a further Agreement in writing duly executed by the parties or their authorized representative as provided in paragraph 6 (C) hereof.

IN WITNESS WHEREOF the parties hereto have set their hands and seals and the Corporation has affixed its corporate seal as attested by its proper officers duly authorized in that behalf.

COMMUNITY FOUNDATION GREY BRUCE

Date: \_\_\_\_\_  
Chair, Board of Directors

Date \_\_\_\_\_ Witness \_\_\_\_\_

\_\_\_\_\_ COMMUNITY FUND

Date: \_\_\_\_\_  
Mayor of Municipality of \_\_\_\_\_

Date \_\_\_\_\_ Witness \_\_\_\_\_



## COMMUNITY

P.O. Box 81, Owen Sound, Ontario N4K 5P1

Phone: (519) 371-7203 • Fax: (519) 470-4744 • Email: [cfgreybruce@brucetelecom.com](mailto:cfgreybruce@brucetelecom.com)

# OWEN SOUND COMMUNITY FUND MANAGEMENT COMMITTEE

## POLICY

This Policy reflects the work of the Owen Sound Community Fund Management Committee and its member and member relationships.

## GENERAL

The "Owen Sound Community Fund Management Committee" shall hereinafter be referred to as "OSCF Management Committee" throughout this document.

## ROLES AND RESPONSIBILITIES

The OSCF Management Committee (formerly the Owen Sound 150<sup>th</sup> Anniversary Legacy Fund) is a Donor-Advised Endowed Fund, with the Community Foundation Grey Bruce, and therefore embraces the Community Foundation Grey Bruce Mission of philanthropic leadership in the community.

The OSCF Management Committee will support the Foundation's objectives in asset building and grant making believing in the Foundation's philosophies and values. While the OSCF Management Committee is responsible for the day-to-day management and development of this endowed fund, the evaluation and final decision making remains the responsibility of the Community Foundation Grey Bruce.

The role of the Board of Directors of the Community Foundation Grey Bruce is to set policy and monitor the management of the Owen Sound Community Fund. It is a role of governance as opposed to operational management. The minutes of the meetings of the OSCF Management Committee will be provided to the Board of Directors the Community Foundation Grey Bruce and Owen Sound City Council for information.

The Community Foundation Grey Bruce will support the OSCF Management Committee by taking responsibility for the following:

- All investment transactions
- All bookkeeping and auditing functions
- Signing and filing of all agreements with other agencies
- Issuing of all official receipts
- Other clerical duties as required

## **MEMBERSHIP**

The OSCF Management Committee will consist of 8-10 members of the Owen Sound community. Membership will be as follows:

- Two (2) Ambassadors of the Community Foundation Grey Bruce
- One (1) Councillor representing the City of Owen Sound in accordance with the legal agreement filed with the Community Foundation Grey Bruce that established the Legacy Fund, now known as the Owen Sound Community Fund.
- Five to Seven (5 – 7) members of the Owen Sound Community.

All members of the OSCF will act as a nominating committee and names of potential members to serve on the OSCF Management Committee will be recommended to the Community Foundation Grey Bruce for appointment to the OSCF Management Committee. Community Foundation Grey Bruce will be provided with a complete list of members by December 10<sup>th</sup> annually. The length of term for members on the OSCF Management Committee will be 3 year staggered terms with optional reappointment. Assistance for special events may be recruited from interested members of the community.

The OSCF Management Committee will meet as required (no less than 4 times annually) develop opportunities to increase the Owen Sound Community Fund.

## **QUORUM AND DECISION MAKING**

A simple majority of the membership will constitute a quorum and authority to make decisions. A majority of those present and voting will constitute a vote in favour of a motion. The Chair will only vote in the case of a tie vote. As with the Community Foundation Grey Bruce, the OSCF Management Committee will follow Perry's Rules of Order.

## **MEMBERSHIP RESPONSIBILITIES**

The OSCF Management Committee has a number of key responsibilities

- Public Relations and Regional Outreach
- Long term planning
- Fund Development – soliciting funds
- Present an Annual Report in the spring to the Mayor and Council of the City of Owen Sound
- Grant Making – as recommended by the Grant Review Team of the Community Foundation Grey Bruce

## **MEMBERSHIP TERMS OF REFERENCE**

OSCF Management Committee will consist of the following members:

- **Chair:** to preside as the “manager” of the Owen Sound Community Fund activities, ensuring that the OSCF Management Committee follows the rules and regulations and those legitimately imposed upon by regulations of the Community Foundation Grey Bruce. All policies of the Community Foundation Grey Bruce will be followed.
- **Vice Chair:** to assume the duties of the Chair during his/her absence.

- **Secretary:** Act as recording secretary for the meetings of the OSCF Management Committee with minutes being recorded and distributed to the OSCF Management Committee following each meeting. The Secretary may be required to perform other duties that may be assigned from time to time.
- **Treasurer:** Maintain the operating account of the Owen Sound Community Fund at a reputable financial institution.
- **Members:** Providing Input and expertise at each meeting and acting as representatives for the Owen Sound Community Fund
- **Communications and Marketing:** Editorials and press releases
- **Grant Review:** The membership of the OSCF Management Committee will receive recommendations from the Community Foundation Grey Bruce Grant Review Team annually for the disbursement of grants from the interest income of the Owen Sound Community Fund. The membership of the OSCF Management Committee will confirm the recipients to be awarded grants from the Owen Sound Community Fund and will, when possible, participate in the granting ceremony of the Community Foundation Grey Bruce and will provide annually information to Owen Sound City Council on the grant recipients.
- **Recruitment:** Members of the OSCF Management Committee shall actively recruit members throughout the year until the maximum number of members is reached (10). Recommendations for membership on the OSCF Management Committee shall be provided to the Board of Directors of the Community Foundation Grey Bruce for confirmation by December 10<sup>th</sup> annually.

## **POLICY AMENDMENTS**

Amendments to the Policy of the OSCF Management Committee shall be drafted and reviewed by the membership for approval by the Board of Directors of the Community Foundation Grey Bruce.

## **Kincardine Community Fund Committee**

### **Mandate Statement & Terms of Reference**

Adopted by Council on October 21, 2015, amended July 12, 2017.

#### **Purpose**

The Kincardine Community Fund (KCF) is a permanent endowed community fund, managed by Community Foundation of Grey Bruce. This fund was initiated to provide perpetual support to projects and programs of non-profit organizations within the Municipality of Kincardine. The Kincardine Community Fund Committee (KCFC) has been created to further the goals of creating a sustainable granting system for non-profit groups within the Municipality.

#### **Mission Statement**

To develop the Kincardine Community Fund administered by Community Foundation of Grey Bruce (CFGB) into a self-sustaining granting system for use by qualified non-profit groups within the Municipality of Kincardine and surrounding areas.

#### **Vision Statement**

The Kincardine Community Fund will enrich the quality of life for the people in the Municipality of Kincardine through support of community projects, programs and charities.

#### **Mandate**

1. To develop community partners to raise awareness of the Community Fund and Community Foundation Grey Bruce's granting capabilities.
2. To develop public relations and other promotional materials supporting the Kincardine Community Fund.
3. To develop recommendations to Council regarding granting processes, fund development structure, committee structure, etc.
4. To review the annual fund financials and ensure proper management of funds.
5. To network with agencies, individuals, businesses, community groups and other strategic partners to continue growing the fund through various types of donations.
6. To review applications for funding and present a proposal to the Grant Review Team of the CFGB semi-annually.

#### **Structure**

1. The Committee shall consist of five voting members. In order to have quorum the committee shall have a majority of members present during the meetings.



2. Staff support will be provided by the Municipal clerk or designate.
3. A Chairperson will be appointed annually in accordance with the Municipality of Kincardine Procedure By-law.
4. The Committee reports to Council.
5. The Committee shall exercise their powers by resolution, therefore all recommendations to Council and staff, on behalf of the committee, must be approved by resolution of the committee.
6. The duties of the Chairperson are set out in the Municipality of Kincardine Procedure By-law.
7. Community Foundation Grey Bruce will support the Municipality of Kincardine and the Kincardine Community Fund Committee (KCFC) by taking responsibility for the following:
  - a. All banking and investment transactions
  - b. All bookkeeping and auditing functions
  - c. Signing and filing of all agreements with other agencies
  - d. Issuing of all official receipts
  - e. Other clerical duties as required
8. "Associate" Committee Members may be appointed by the KCFC from time to time, to assist in fulfilling the mandate of the Committee. Associate members will further the objectives and purpose of the Kincardine Community Fund by providing invaluable advice and assistance from time to time. It is expected that the KCFC will convene meetings periodically with the Associate Members for purposes of public education and input, setting long term plans and/or advice on fund development. No duties will be imposed upon persons so appointed and such persons have no vote in the affairs of the KCFC nor any power in any way to bind or obligate the KCFC. Associate Members will be invited to all public functions organized and sponsored by the Kincardine Community Fund Committee.

## **Meetings**

1. Meetings shall be conducted with an agenda that is prepared by Staff and reviewed by the Committee Chairperson. The Committee shall follow the Municipality of Kincardine

Procedure By-Law and all meetings shall be open to the public, except in accordance with provisions of the Municipal Act for closed meetings.

2. Members wishing to have items included on the agenda must provide notice to the Secretary at least five (5) days preceding the meeting.
3. Notice of meetings shall be issued via circulation of agenda to Committee members no less than two (2) days preceding the meeting.
4. The Committee shall maintain open communication with staff to ensure rules and procedures of the Municipality of Kincardine are being followed.
5. Minutes shall be kept of all meetings and shall be posted to all members within 10 business days of the meeting and included on Council consent agenda. Adoption of meeting minutes will be included on the agenda of the next committee meeting and the adopted minutes will then be posted on the Municipality of Kincardine website.
6. The Committee shall meet on a monthly basis or as needed, to fulfill their mandate set out in this Terms of Reference. Special meetings may be called by the Committee Chairperson to deal with emerging issues such as training of members, time sensitive and/or issues identified by the Committee Chairperson.
7. Members having a pecuniary interest in any issue prior to consideration by the Committee shall disclose the interest and the general nature thereof to the Chairperson and the member shall comply with the requirements of the Municipal Conflict of Interest Act.
8. For consistency of messages, media inquiries should be directed to the Committee Chairperson and/or Municipal staff.
9. The Committee will meet annually with the Clerk to determine the goals and objectives for the upcoming year, which will lead to the development of an annual budget for submission to Council. Final Committee budget approval rests with Council.

**Township of Southgate****Administration Office**

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0

**Phone:** 519-923-2110**Toll Free:** 1-888-560-6607**Fax:** 519-923-9262**Web:** www.southgate.ca**Staff Report CAO 2019-103**

**Title of Report:** Notice of Motion - Solar and Eco-Park Royalty Funds Use for Scholarship Report

**Department:** Administration

**Council Date:** September 18, 2019

**Council Recommendation:**

**Be it resolved that Council** receive staff report CAO2019-103 as information; and

**That** Council approve the use of the Solar and Eco-Park Royalty donations for the purpose of annual scholarships that would require the establishing of a Committee of Council to provide direction to staff on this issue, recommend to Council the types of scholarships to be awarded, the dollar amount allocated per scholarship, the number of applications to be approved annually, scholarship rules, application evaluation criteria and that the same members be appointed as the selection panel.

**Background:**

At the September 4<sup>th</sup>, 2019 Council meeting Councillor Dobreen introduced the following Notice of Motion:

**Moved By Councillor Dobreen; Seconded By Councillor Shipston;**

**Whereas** Council received a presentation from the Community Foundation Grey Bruce (CFGB) on July 3, 2019 in which they informed us of the benefits of its various funds and the opportunity for Southgate to participate in any of those funds, including those for community grants and scholarships;

**Therefore, be it resolved that** Council direct staff to investigate and report back through the 2020 budget process on the options to invest equal amounts from both the Southgate Eco Park and Southgate Solar community funds in any combination of the CFGB funds available, including but not limited to a Scholarship Fund for post-secondary education in either a university, college or apprenticeship/trade program(s).

Carried No. 2019-564

**Staff Comments:**

Southgate staff need some direction on this specific Notice of Motion to receive clear direction on 2020 budgeting and also to determine and understand how this scholarship program would function. Our concerns are the following:

- What types of scholarships should be established? Can any Southgate resident apply for any program or is it related to municipal based careers or

trades education with employment being within the Township of Southgate area;

- What are the scholarship rules and/or conditions?
- The dollar amount allocated per scholarship.
- The number of applications to be approved annually.
- What is the application evaluation criteria?
- Will need a Committee or group of Council members to be appointed as the selection panel.

There is no specific criteria in writing provided in the Lystek agreements or implied through other documentation of discussions.

In the original Sittler agreement it did not include criteria for the use of the royalty funds or in any other documents in writing, but there were discussions about the use of funding, should it be for community benefiting projects.

The following is a section of the Southgate Solar Agreement executed in 2015:

**The Fund**

1. The Municipality agrees that each Annual Payment shall be dedicated as a contribution to the Fund. The Municipality shall be solely responsible for the establishment and administration of the Fund and it shall from time to time, upon thirty (30) days prior notice to the Developer, identify the general categories of public expenditure to which the Fund may be applied. These shall include the following categories of expenditure:
  - Energy sustainability (i.e. municipal renewable energy systems; vehicle fleet upgrades; building energy-efficiency upgrades; conservation programs);
  - Recreational facilities (i.e. arenas, parks, trails);
  - Community and protective services (i.e. police, fire, EMS, healthcare);
  - Roads and urban infrastructure;
  - Education and job training;
  - Community relations and social events for local residents; and
  - Property tax relief for residents and businesses in the community.
2. Any significant expenditures or application of moneys in connection with the Fund by the Municipality shall be either (i) approved by the council of the Municipality in a publicly-accessible and recorded forum; or (b) accompanied by notice in writing to the Developer detailing the amount and nature of each expenditure. The Municipality agrees to administer the Fund and make disbursements therefrom in compliance with applicable legislation and internal corporate codes of conduct which mandate transparency in the application of community-based funding.

To summarize this information and the intent for the use of the royalty funding, all contributors to the royalty funds wanted the funds directed to a community benefit. The understanding of the Southgate Solar Fund information above referring to "education and job training" when taken into a community-based funding context would be interpreted as general public education and training related to the community as a whole benefiting from something like inclusionary seminar, health based programs like SEGCHC is providing, etc.

Council should decide if this is where the Royalty funds we receive should be spent in relation to equity, community benefit for its taxpayer, the municipality and the community stakeholder.

### **Financial Impact or Long Term Implications**

The financial impact of this report will need to be considered in the 2020 budget and the impact of the Solar and Eco-Park Royalty reserves.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Concluding Comments**

1. That Council receive this staff report as information.
2. That Council provide direction to staff on how we proceed on this issue.

Respectfully Submitted,

### **CAO approval: Original Signed By**

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

519-923-2110 x210

**Township of Southgate**  
**Administration Office**  
185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0



**Phone:** 519-923-2110  
**Toll Free:** 1-888-560-6607  
**Fax:** 519-923-9262  
**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report PL2020-001**

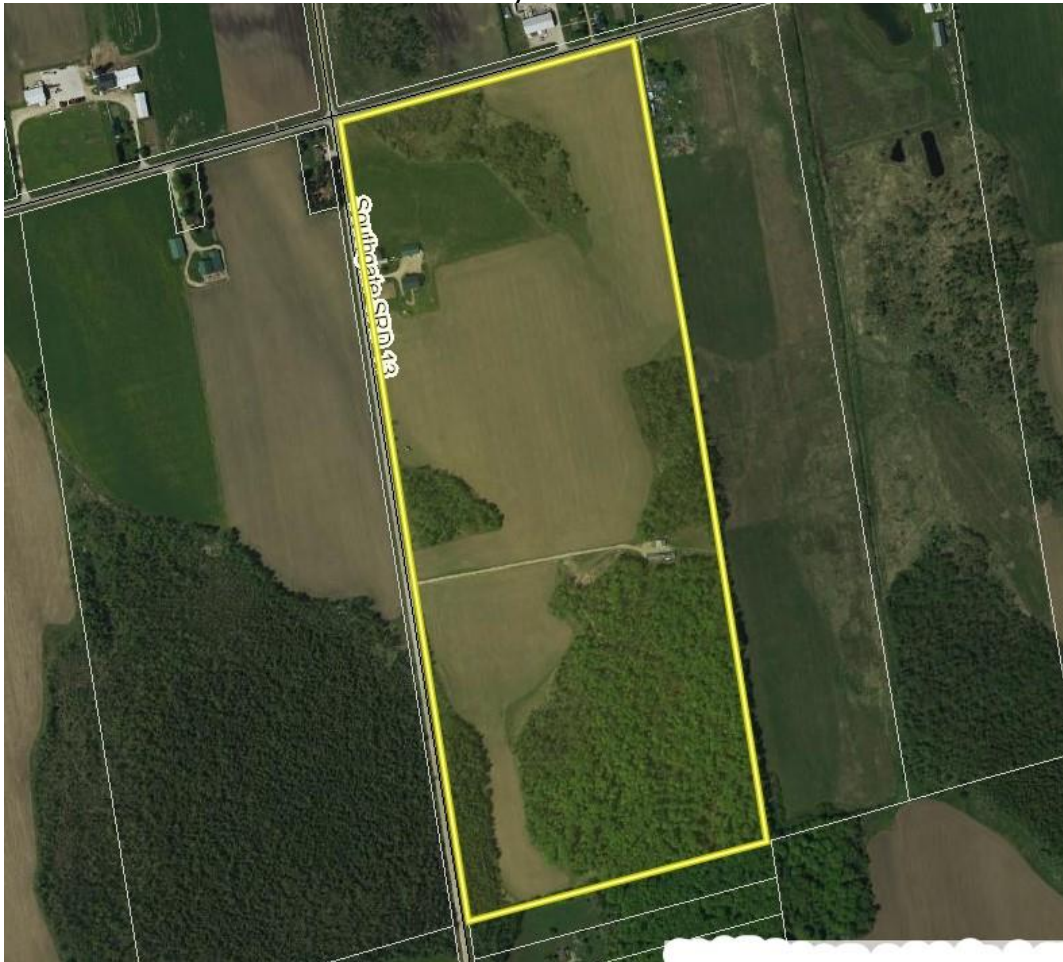
**Title of Report:** PL2020-001- ZBA C15-19Emerson and Barbara Martin  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** February 5, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-001 for information; and  
**That** Council Consider approval of By-law 2020-015.

**Property Location: 132809 Southgate Sideroad 13**

Key MAP



## **The Subject Lands**

The subject lands are described as the Con 16, lot 18 in the Geographic Township of Proton, Township of Southgate. The lands are approximately 39.9 ha (98.6 acres) in size.

## **The Proposal**

The proposed zoning bylaw amendment, if approved, would allow for the establishment of a small scale industrial workshop to operate on the property. The shop, including an office and power room will be approximately 750m<sup>2</sup> in size. The outside storage area will be approximately 500m<sup>2</sup>. The expected truck traffic is up to 3 truck trips per day.

## **Background**

A Public meeting was held on September 25, 2019 at 1pm in the Township Council Chambers.

Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C15-19-Emerson-and-Barbara-Martin>

The comments received include:

SVCA indicated that the proposal is acceptable to the SVCA and appears to conform to the relevant policies of the County of Grey Official Plan, the Township of Southgate Official Plan and Provincial Policies. They also indicate the presence of potential Threatened and endangered species habitat. The applicant is responsible for clearing this requirement however the SVCA note that an EIS is not recommended for this development.

The County of Grey planning staff have no concerns with the application.

Township Public Works indicate that the road is a load restricted road and the South Side of the intersection on Southgate Sideroad 13 is to be paved for 40m South with 75mm HL4.

Historic Saugeen Metis have no objection or concerns with the proposed development.



Township Building Department indicate they have no concerns or objections with the application. The applicant is reminded that a Barrier free washroom will be required with Septic System.

Following the public meeting the Township received an email from a Mr Andrew Newton stating that the "public notice sign for the by-law change was not posted on the property until the day after the meeting. He indicates that the sign was posted on the 26<sup>th</sup> while the meeting was on the 25<sup>th</sup> at which time it received 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> reading.

Comment: The Township disagrees with Mr. Newtons comments. The Township public works manager posted the sign on the property and took a picture of the sign on August 30<sup>th</sup> at 11:02am. A 1<sup>st</sup> 2<sup>nd</sup> and 3<sup>rd</sup> reading of the by-law at the same time as the public meeting did not occur. The by-law is being brought forward with this report.

#### **Financial Considerations:**

The following is an example of the increased tax revenue associated with the addition of a 600m<sup>2</sup> industrial shop on a residential farm property:

<b>2017</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
RT (Residential)	\$ 250,000	1.261072%	\$ 3,152.68
FT (Farm)	\$ 300,000	0.315268%	\$ 945.80
	<u>\$ 550,000</u>		<u>\$ 4,098.48</u>

<b>2018</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
RT (Residential)	\$ 255,900	1.236937%	\$ 3,165.32
FT (Farm)	\$ 365,468	0.309235%	\$ 1,130.15
	<u>\$ 621,368</u>		<u>\$ 4,295.47</u>
JT (Industrial)	\$ 150,000	3.072568%	\$ 4,608.85
	<u>\$ 771,368</u>		<u>\$ 8,904.32</u>

Of the total taxes of \$8,904.32 above, the Township receives \$4,431.03 (\$1,972.95 pertaining the shop), The County receives \$2,247.94 and the local Board of Educations' receive \$2,225.35.

This is increased revenue every year and therefore after a period of 10 years one shop without including the residence or its portion of Education and County taxes, would generate \$19,729.50 in additional tax revenue for the Township. The entire

tax revenue generated could be directed by the Township to the Road budget if necessary, however it should be pointed out, that roads often have a lifespan greater than 10 years. Building the industrial shop would also generate \$15,764.83 in Development Charge revenue.

With the above information we can compare projected revenues from pre and post development. Over a 10 year period, without the development, the Township would collect \$40,984.80 in property taxes. This number would further be divided by the County and Education portions of the taxes collected. Over a ten year period, with the development, the Township would collect \$104,808.03 in property taxes and development charge revenue, which is 2.56 times that if nothing had developed.

Based on the above it is clear that the proposal has significant benefits to the Township of Southgate from a growth in assessment and reducing the tax burden.

### **Staff Review**

Staff reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

### **The Provincial Policy Statement 2014 (PPS)**

The PPS has been reviewed in its entirety however only the most relevant policies have been identified below. The subject land would constitute "Rural Area" under the definition of the PPS. The PPS allows for a variety of uses in the rural areas:

#### *1.1.4.1 In rural areas located in municipalities:*

*f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;*

The PPS supports the diversification of the rural economy. The proposed secondary use shop will support farming and grow the rural economic base.

#### *Section 1.1.5.2 On rural lands located in Municipalities, permitted uses are:*

- a) the management or use of resources;*
- b) resource based recreational uses (including recreational dwellings);*
- c) limited residential development;*
- d) home occupations and home industries;*
- e) cemeteries; and*

***f) other rural land uses.***

The proposed shop is considered a permitted use in the rural area and considered as “other rural land uses”.

*Section 1.1.5.3 Recreational, Tourism and other economic opportunities should be promoted.*

*1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.*

The volume of traffic associated with this proposal can be sustained by rural service levels. The Site Plan Control process will also provide for screening and limitations on the operation to ensure that it remains small scale and blends in with the Rural area.

*1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and or uneconomical expansion of this infrastructure.*

The proposed shop is appropriate for the area and the Rural infrastructure currently in place and will not necessitate an expansion of infrastructure.

*1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.*

This policy is directly supportive of secondary metal shops and wood working shops and provides advice to the Township to promote them and direct non-agriculturally related uses to other areas of the Township.

*1.1.5.8 Agricultural uses, Agricultural –related uses, on-farm diversified uses and normal farm practises should be promoted and protected in accordance with provincial standards.*

Again this policy advises the Township to promote and protect agricultural, agricultural related uses and on farm diversified uses. The shop will broaden the tax base and provide additional employment in the Township.

The definitions of Agricultural use, Agricultural related use and on farm diversified use are provided below from the PPS. All of the shops being proposed within the Township at the present time fall within one of the three definitions below and are therefore consistent with the definitions within the Provincial Policy.

*Agricultural use "means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full time farm labour when the size and nature of the operation requires additional employment."*

*Agricultural related uses: means those farm uses related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and or services to farm operations as a primary activity.*

*On farm diversified uses: "means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products."*

#### Minimum Distance Separation (MDS)

Regarding MDS, it has been reviewed and there are no barns that will be negatively impacted by the proposed metal and fabricating shop. Staff have reviewed the MDS information provided and there are no concerns regarding MDS.

The proposal will not hinder surrounding agricultural operations and will not require infrastructure development. The proposal is consistent with the definitions and policies of the PPS including promoting diversification of the

economic base and employment opportunities. Based on the foregoing, the proposal appears to be consistent with the PPS.

### **Township Official Plan**

The Township of Southgate Official Plan (OP) designates the subject lands "Rural" and "Hazard lands" with a tiny portion designated "Agricultural". The OP provides for small scale commercial and industrial uses on properties greater than 20ha to a maximum of 750m<sup>2</sup> in size. The maximum outside storage is 500m<sup>2</sup> in addition to the 750m<sup>2</sup> building size. The proposal is to construct a shop with an office and a power room which will be 750m<sup>2</sup> in size. The outdoor storage area is proposed to be 500m<sup>2</sup>. The proposal complies with the above policy.

The Official Plan defines Small Scale in the Rural designation on parcels larger than 20 hectares as: a maximum structure size of 750m<sup>2</sup> and a maximum outdoor storage display area of 500m<sup>2</sup> will be permitted. If the structure is less than 750m<sup>2</sup>, the outside display area may be increased to a maximum, so that the combined outside display area and structure does not exceed 1250 square meters.

The proposal meets this definition and is therefore considered small scale under the policies of the Township Official Plan.

The Township Official Plan section 5.2.1 Rural designation permitted uses include the following:

"iv. *small scale* commercial and industrial uses;"

As noted above, the proposal meets the Official Plan Definition of Small Scale and is therefore considered a permitted use in the Rural Designation.

### **Section 5.2.3 Development Policies**

"5. For new or expanding small scale commercial and industrial uses, where the arm parcels are greater than 20 hectares, a maximum structure size of 750 square metres and a maximum outdoor storage size of 500 square meters will be permitted. Where the maximum structure size is less than

750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. For those parcels less than 20 hectares, a maximum structure size of 250m<sup>2</sup> and a maximum outdoor storage area of 750m<sup>2</sup> will be permitted. The applicant must demonstrate that the proposed use is not better suited in a designated settlement area. These uses will only be permitted, subject to satisfying the Development Policies as outlined in this Section. Council may, in future limit the commercial or industrial use through the implementing zoning By-law Amendment.

6. That the location of the non-farm use imposes no operating constraints to an existing farm operation. Any non-farm land use must comply with the Minimum Distance Separation Formulae.”

The proposal is consistent with the Development policies of the Official Plan and through site plan control will blend in with the Rural landscape. The proposal will assist the farming operation by providing support in the form of income and proximity to the farming operation to allow the farming operation to continue to be located in this area. While a use like this could potentially be situated in an industrial park, it is in my opinion, better suited to the rural area because it allows farming to continue on the property and supports the agricultural community. The shop broadens the tax base and supports the rural economy while operating using minimal infrastructure and servicing. Furthermore, it allows those citizens who rely on animals for transportation to live and work in the same area.

### **Zoning By-law**

The subject property is currently zoned Agricultural (A1), and Environmental Protection (EP). The proposed amendment would create an exception to the Agricultural Zone (A1-453) to add the use to the list of permitted uses. This exception would allow for the shop and outside storage. The zoning will also provide regulations for setbacks for the use. Site Plan control will also be required in order to implement specific control measures to address potential nuisance issues such as noise, dust and visual impact. The closest residence is approximately 194m away to the North, at the south west corner of the intersection of Southgate Sideroad 13 and Southgate Road 24.

## Conclusions

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

**Municipal Planner:** *Original Signed By*  
Clinton Stredwick, BES, MCIP, RPP



**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:** None



The Corporation of the Township of Southgate  
By-law Number 2020-015

being a by-law to amend Zoning By-law No. 19-2002, entitled the  
“Township of Southgate Zoning By-law”

**Whereas** the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

**Whereas** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities;

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate enacts as follows:

1. **That** Schedule “15” to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as Con 16, lot 18, geographic Township of Proton, in the Township of Southgate. Further described as 132809 Southgate Sideroad 13 and shown on Schedule “A”, affixed hereto, from:

- **Agricultural (A1) to Agricultural Exception (A1-453)**

2. **That** Section 33 to By-law No. 19-2002 is hereby amended by adding the following subsection:

<b><i>“33-453 Con 16, Lot 18 (Proton)</i></b>	<b><i>A1-453</i></b>	<b>Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-453 shall be subject to the following regulations:</b>
		<b>a) Additional permitted uses to the A1 zone include:</b>
		<b>i. A small scale industrial use, including a woodworking shop or metal working shop or a plastics recycling facility for grinding plastics, these uses include fabricating, welding and assembly of parts</b>
		<b>b) The use shall remain secondary to the principle use of the property, being an agricultural use.</b>
		<b>c) The maximum combined size of the workshop building including power room and office shall be 750m<sup>2</sup>.</b>
		<b>d) The maximum size of all outdoor storage shall be 500m<sup>2</sup>.</b>
		<b>e) All outside storage shall be screened from view by way of fencing or landscaped buffer.</b>
		<b>f) The Woodworking, Plastics or Metal working uses shall be mutually exclusive. To clarify, only one use(Wood, Metal or</b>

- Plastics) is permitted in the workshop at any given time.
- g) **The workshop shall be set back a minimum of 27m from the Westerly lot line and 229m from the Northerly lot line.**

3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
4. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

**Read** a first, second, and third time and finally passed this 5<sup>th</sup> day of February 2020.

---

John Woodbury – Mayor

---

Lindsey Green – Deputy Clerk

### **Explanatory Note**

This by-law applies only to those lands described as Concession 16, Lot 18, geographic Township of Proton, in the Township of Southgate. The purpose of the proposed zoning by-law amendment is to add a small scale industrial use shop with an office and power room to the list of permitted uses for the subject property. The shop will be 750m<sup>2</sup> including office and power room. The outside storage area will be limited to 500m<sup>2</sup> in area.

The effect of the proposed zoning by-law amendment would be to change the existing uses by adding the small scale industrial use to the Agriculture exception zone (A1-453) to allow for the additional small scale secondary use to be permitted on the property. The EP boundaries will remain the same.

The Township of Southgate Official Plan designates the subject lands Rural, Agricultural and Hazard lands.

Schedule "A"

By-Law No. \_\_\_\_\_

Amending By-Law No. 19-2002

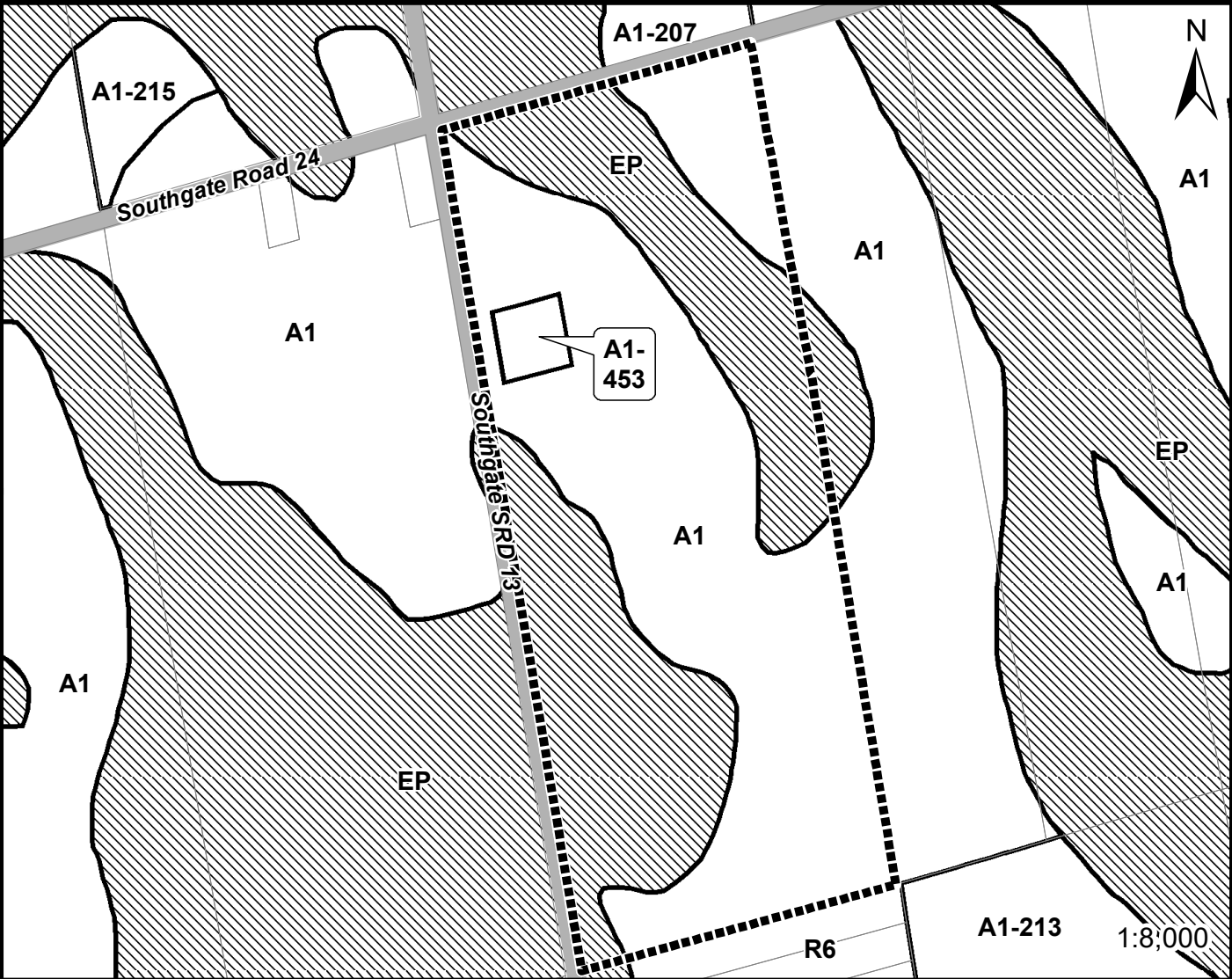
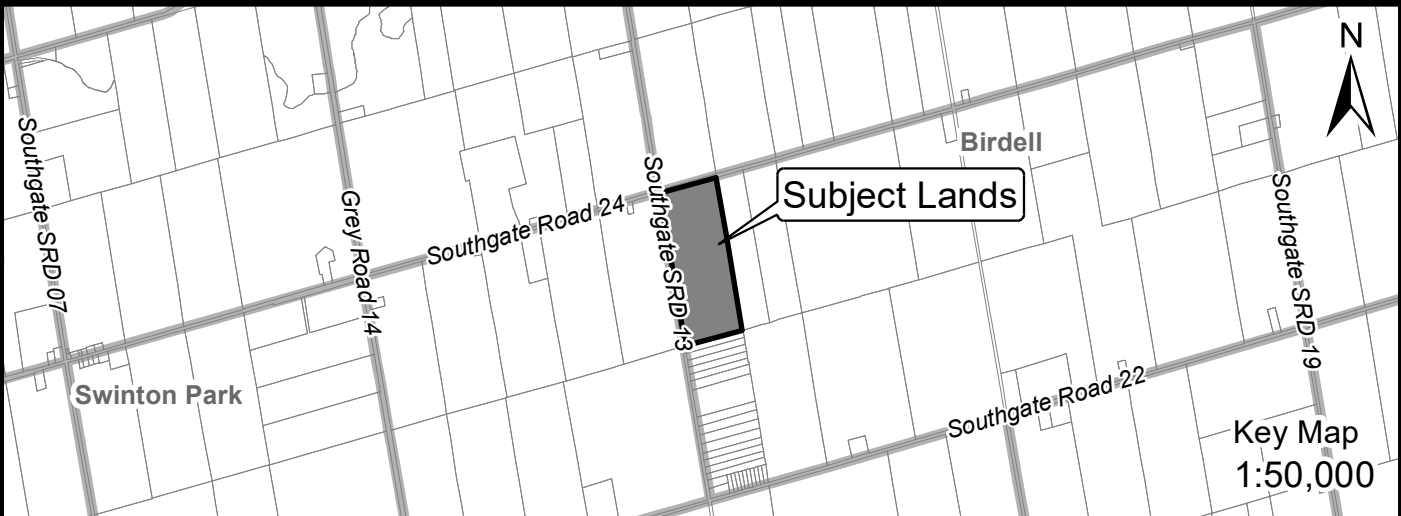
Township of Southgate  
(Geographic Township of Proton)

Date Passed: \_\_\_\_\_

Signed: \_\_\_\_\_

John Woodbury, Mayor

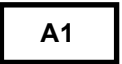
Lindsey Green, Deputy Clerk



Legend



Lands subject to amendment



Agricultural



Residential Type 6



Environmental Protection



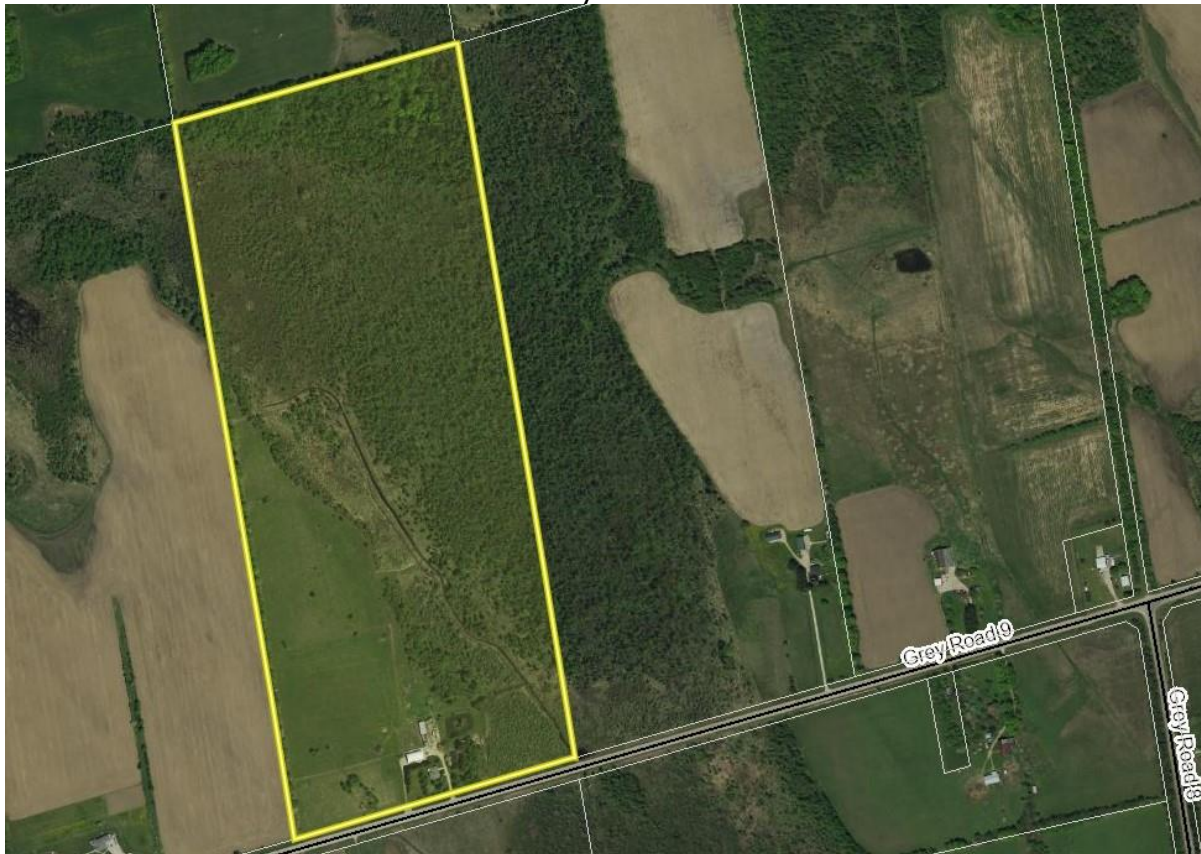
## **Staff Report PL2020-002**

**Title of Report:** PL2020-002-C18-19 Ivan S Martin  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** February 5, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-002 for information; and  
**That** Council consider approval of by-law 2020-016.

**Property Location: 186525 Grey Road 9**  
Key MAP



### **The Subject Lands**

The subject lands are described as the Con 13, lot 35 in the Geographic Township of Proton, Township of Southgate. The lands are approximately 40.4 ha (100 acres) in size.

## **The Proposal**

The proposed zoning bylaw amendment, if approved, would allow for the establishment of a small scale industrial workshop to operate on the property. The shop, including an office and power room will be approximately 745m<sup>2</sup> in size. The outside storage area will be approximately 450m<sup>2</sup>. The expected truck traffic is up to 3 truck trips per day.

## **Background**

A Public meeting was held on December 4, 2019 at 9am in the Township Council Chambers.

Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C18-19-Ivan-S-Martin>

The comments received include:

SVCA indicated that the proposal is acceptable to the SVCA and appears to conform to the relevant policies of the County of Grey Official Plan, the Township of Southgate Official Plan and Provincial Policies. They also indicate the presence of potential Threatened and endangered species habitat. The applicant is responsible for clearing this requirement however the SVCA note that an EIS is not recommended for this development. Revised EP mapping has been provided by the SVCA.

The County of Grey planning staff note that provided positive comments are received from the SVCA regarding the Hazard lands, significant woodlands and the other wetlands, and County Transportation Services comments regarding obtaining an entrance permit have been addressed, County Staff have no concerns with the application.

Township Public Works indicate that the road is County Jurisdiction.

Historic Saugeen Metis have no objection or concerns with the proposed development.

Enbridge Gas Inc. does not object to the proposed application.

### Financial Considerations:

The following is an example of the increased tax revenue associated with the addition of a 600m<sup>2</sup> industrial shop on a residential farm property:

<b>2017</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
RT (Residential)	\$ 250,000	1.261072%	\$ 3,152.68
FT (Farm)	\$ 300,000	0.315268%	\$ 945.80
	<u>\$ 550,000</u>		<u>\$ 4,098.48</u>

<b>2018</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
RT (Residential)	\$ 255,900	1.236937%	\$ 3,165.32
FT (Farm)	\$ 365,468	0.309235%	\$ 1,130.15
	<u>\$ 621,368</u>		<u>\$ 4,295.47</u>
JT (Industrial)	\$ 150,000	3.072568%	\$ 4,608.85
	<u>\$ 771,368</u>		<u>\$ 8,904.32</u>

Of the total taxes of \$8,904.32 above, the Township receives \$4,431.03 (\$1,972.95 pertaining the shop), The County receives \$2,247.94 and the local Board of Educations' receive \$2,225.35.

This is increased revenue every year and therefore after a period of 10 years one shop without including the residence or its portion of Education and County taxes, would generate \$19,729.50 in additional tax revenue for the Township. The entire tax revenue generated could be directed by the Township to the Road budget if necessary, however it should be pointed out, that roads often have a lifespan greater than 10 years. Building the industrial shop would also generate \$15,764.83 in Development Charge revenue.

With the above information we can compare projected revenues from pre and post development. Over a 10 year period, without the development, the Township would collect \$40,984.80 in property taxes. This number would further be divided by the County and Education portions of the taxes collected. Over a ten year period, with the development, the Township would collect \$104,808.03 in property taxes and development charge revenue, which is 2.56 times that if nothing had developed.

Based on the above it is clear that the proposal has significant benefits to the Township of Southgate from a growth in assessment and reducing the tax burden.

### Staff Review

Staff reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

## **The Provincial Policy Statement 2014 (PPS)**

The PPS has been reviewed in its entirety however only the most relevant policies have been identified below. The subject land would constitute "Rural Area" under the definition of the PPS. The PPS allows for a variety of uses in the rural areas:

### **1.1.4.1 In rural areas located in municipalities:**

- f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

The PPS supports the diversification of the rural economy. The proposed secondary use shop will support farming and grow the rural economic base.

The subject lands are further characterized as a prime agricultural area within the Provincial Policy Statement. The permitted uses for the agricultural lands are listed below.

### **"2.3.3 Permitted Uses**

2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.

Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives."

The definitions of Agricultural use, Agricultural related use and on farm diversified use are provided below from the PPS. All of the shops being proposed within the Township at the present time fall within one of the three definitions below and are therefore consistent with the definitions within the Provincial Policy.

*Agricultural use "means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full time farm labour when the size and nature of the operation requires additional employment."*



*Agricultural related uses: means those farm uses related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and or services to farm operations as a primary activity.*

*On farm diversified uses: "means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products."*

Minimum Distance Separation (MDS) Regarding MDS, it has been reviewed and there are no barns that will be negatively impacted by the proposed small scale industrial use shop. The proposal is in accordance with MDS guideline #35.

The proposal will not hinder surrounding agricultural operations and will not require infrastructure development. The proposal is consistent with the definitions and policies of the PPS including promoting diversification of the economic base and employment opportunities. Based on the foregoing, the proposal appears to be consistent with the PPS.

### **Township of Southgate Official Plan**

The Township of Southgate Official Plan (OP) designates the subject lands "Agricultural" and "Hazard lands". The OP provides for small scale commercial and industrial uses on properties greater than 20ha to a maximum of 750m<sup>2</sup> in size. The maximum outside storage is 500m<sup>2</sup> in addition to the 750m<sup>2</sup> building size. The proposal is to build an industrial shop with an office and a power room that will be 745m<sup>2</sup> in size. The outdoor storage area is proposed to be 450m<sup>2</sup> . The proposal would appear to comply with the policy.

The Official Plan defines Small Scale in the Agricultural designation on parcels larger than 20 hectares as: a maximum structure size of 750m<sup>2</sup> and a maximum outdoor storage display area of 500m<sup>2</sup> will be permitted. If the structure is less than 750m<sup>2</sup>, the outside display area may be increased to a maximum, so that the combined outside display area and structure does not exceed 1250 square meters.

The proposal meets this definition and is therefore considered small scale under the policies of the Township Official Plan.

The Township Official Plan section 5.1.1 Agricultural designation permitted uses include the following:

"iv. small scale commercial and industrial uses directly supportive and related to the agricultural operation and required in close proximity to the farm operations in the area. (including bulk seed, transportation of agricultural products or livestock, sawmills, woodworking shops, metal works shops and the production of forest products);"

Metalworking and Woodworking shops are specifically listed as an example of a permitted use in the agricultural designation. Based on the above the proposed small scale shop is a permitted use in the Agricultural designation and is consistent with the policy.

#### Development Policies

"5. Commercial and industrial development must be supportive and related to the agricultural operation and located in close proximity to the farm operations in the area. In addition, buildings used for small scale commercial and industrial uses shall be located in close proximity (cluster) to the existing farm buildings on the property."

The proposal will support the farm income allowing the farmer to continue farming. It will also be constructed within the farm cluster which this policy requires.

"6. The maximum structure size for new or expanding small scale commercial and industrial uses shall be 750 square metres, with a maximum outdoor storage size of 500 square meters. Where the maximum structure size is less than 750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. Such uses will only be permitted on farm parcels greater than 20 hectares, all subject to satisfying the Development Policies as outlined in this section. Council may, in the future, limit the commercial or industrial use through the implementing Zoning Bylaw Amendment."

The proposal is consistent with the Development policies of the Official Plan and through site plan control will blend in with the Rural landscape. The proposal will assist the farming operation by providing support in the form of income and proximity to the farming operation to allow the farming operation to continue to be located in this area. While a use like this could potentially be situated in an industrial park, it is in my opinion, better suited to the rural area because it allows farming to continue on the property and supports the agricultural community. The shop broadens the tax base and supports the rural economy while operating using minimal infrastructure and servicing. Furthermore, it allows those citizens who rely on animals for transportation to live and work in the same area.

## Zoning By-law

The subject property is currently zoned Agricultural (A1), and Environmental Protection (EP). The proposed amendment would create an exception to the agricultural zone (A1-354) which will add the shop to the list of permitted uses. The EP zone boundary will also be amended to reflect the comments made by the SVCA. The zoning will provide regulations for setbacks for the use. Site Plan control will also be required in order to implement specific control measures to address potential nuisance issues such as noise, dust and visual impact. The closest residence is approximately 350m away to the west.

## Conclusions

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

**Municipal Planner:** *Original Signed By*  
Clinton Stredwick, BES, MCIP, RPP



**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:** None

The Corporation of the Township of Southgate  
By-law Number 2020-016

being a by-law to amend Zoning By-law No. 19-2002, entitled the  
“Township of Southgate Zoning By-law”

**Whereas** the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

**Whereas** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities;

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate enacts as follows:

1. **That** Schedule “34” to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as Con 13, lot 35, geographic Township of Proton, in the Township of Southgate. Further described as 186525 Grey Road 9 and shown on Schedule “A”, affixed hereto, from:
  - **Agricultural (A1) to Agricultural Exception (A1-454)**
  - **Environmental Protection (EP) to Agricultural (A1)**
2. **That** Section 33 to By-law No. 19-2002 is hereby amended by adding the following subsection:

<b><i>“33-454 Con 13, Lot 35 (Proton)</i></b>	<b><i>A1-454</i></b>	<b>Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-454 shall be subject to the following regulations:</b> <ol style="list-style-type: none"><li>a) <b>Additional permitted uses to the A1 zone include:</b><ol style="list-style-type: none"><li>i. <b>A small scale industrial use, including a woodworking shop or metal working shop or a plastics recycling facility for grinding plastics, these uses include fabricating, welding and assembly of parts</b></li></ol></li><li>b) <b>The use shall remain secondary to the principle use of the property, being an agricultural use.</b></li><li>c) <b>The maximum combined size of the workshop building including power room and office shall be 745m².</b></li><li>d) <b>The maximum size of all outdoor storage shall be 450m².</b></li><li>e) <b>All outside storage shall be screened from view by way of fencing or landscaped buffer.</b></li><li>f) <b>The Woodworking, Plastics or Metal working uses shall be mutually exclusive. To clarify, only one use(Wood, Metal or</b></li></ol>
---	----------------------	--

- Plastics) is permitted in the workshop at any given time.
- g) The workshop shall be set back a minimum of 120m from the Southerly lot line being grey road 9 and 118m from the westerly lot line.

3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
4. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

**Read** a first, second, and third time and finally passed this 5<sup>th</sup> day of February 2020.

---

John Woodbury – Mayor

---

Lindsey Green – Deputy Clerk

### **Explanatory Note**

This by-law applies only to those lands described as Concession 13, Lot 35, geographic Township of Proton, in the Township of Southgate. The purpose of the proposed zoning by-law amendment is to add a small scale industrial use shop with an office and power room to the list of permitted uses for the subject property. The shop will be 745m<sup>2</sup> including office and power room. The outside storage area will be limited to 450m<sup>2</sup> in area.

The effect of the proposed zoning by-law amendment would be to change the existing uses by adding the small scale industrial use to the Agriculture exception zone (A1-454) to allow for the additional small scale secondary use to be permitted on the property. The EP boundaries have also been modified based on comments from the SVCA.

The Township of Southgate Official Plan designates the subject lands Agricultural and Hazard lands.

Schedule "A"

By-Law No. \_\_\_\_\_

Amending By-Law No. 19-2002

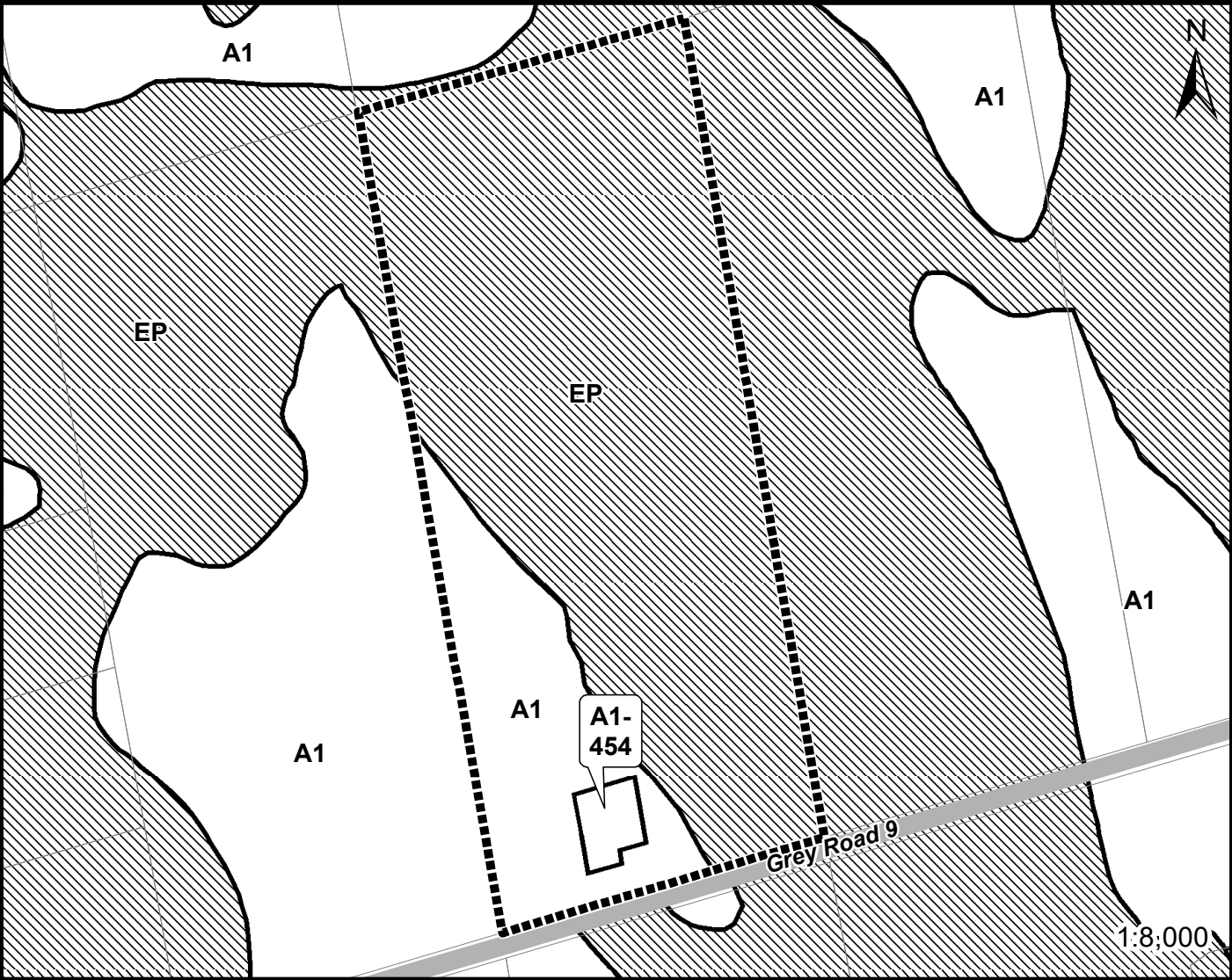
Township of Southgate  
(Geographic Township of Proton)

Date Passed: \_\_\_\_\_

Signed: \_\_\_\_\_

John Woodbury, Mayor

Lindsey Green, Deputy Clerk



**Township of Southgate**  
**Administration Office**  
185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0



**Phone:** 519-923-2110  
**Toll Free:** 1-888-560-6607  
**Fax:** 519-923-9262  
**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report PL2020-003**

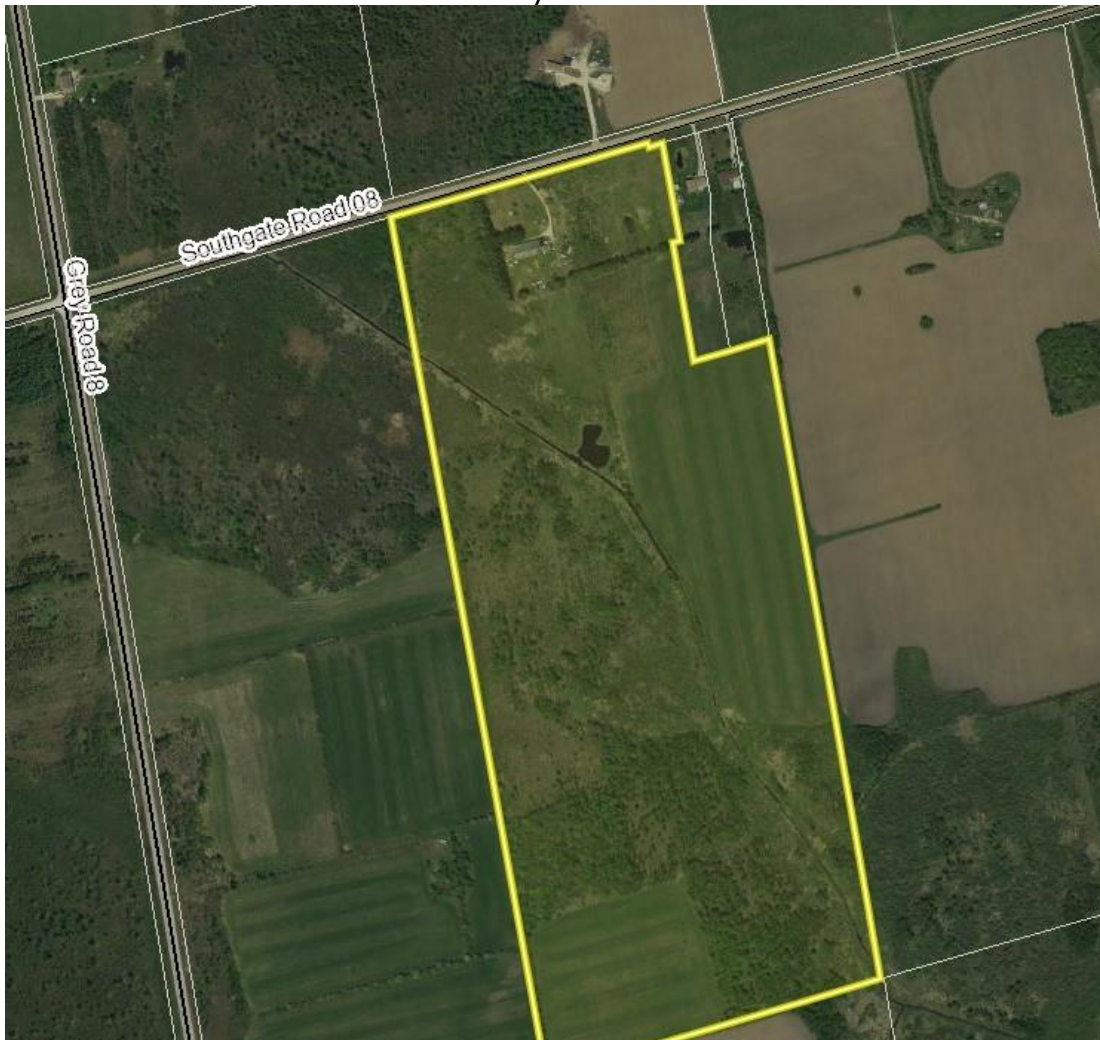
**Title of Report:** PL2020-003-C20-19 Powdermax Inc  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** February 5, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-003 for information; and  
**That** Council consider approval of By-law 2020-017.

**Property Location: 086682 Southgate Road 08**

Key MAP





## **The Subject Lands**

The subject lands are described as the Con 4, Pt lot 39 in the Geographic Township of Proton, Township of Southgate. The lands are approximately 38.4 ha (94.9 acres) in size.

## **The Proposal**

The proposed zoning bylaw amendment, if approved, would allow for the establishment of a small scale industrial workshop to operate on the property. The shop, including an office and power room will be approximately 750m<sup>2</sup> in size. The outside storage area will be approximately 500m<sup>2</sup>. The expected truck traffic is up to 3 truck trips per day.

## **Background**

A Public meeting was held on December 4, 2019 at 9am in the Township Council Chambers.

Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notices.aspx#C20-19-Noah-Sherk>

The comments received include:

The Grand River Conservation Authority has no objection to the proposed zoning bylaw amendment.

The Township Fire Department does not have an issue with the zoning by-law amendment but would like to be involved at the site plan stage.

The County of Grey planning staff note that provided positive comments are received from the GRCA regarding the natural hazard and heritage features, County planning staff have no further concerns with the subject application.

Township Public Works indicate that the road is a rural gravel standard and a safe access can be provided.

Historic Saugeen Metis have no objection or concerns with the proposed development.

Enbridge Gas Inc. does not object to the proposed application.

### Financial Considerations:

The following is an example of the increased tax revenue associated with the addition of a 600m<sup>2</sup> industrial shop and a residence on a farm property:

<b>2018</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
FT (Farm)	\$ 300,000	0.309235%	\$ 927.71
	<u>\$ 300,000</u>		<u>\$ 927.71</u>

<b>2019</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
FT (Farm)	\$ 365,468	0.304605%	\$ 1,113.23
RT			
(Residential)	\$ 400,000	1.253103%	\$ 5,012.41
JT (Industrial)	\$ 150,000	3.059331%	\$ 4,589.00
	<u>\$ 550,000</u>		<u>\$ 9,601.41</u>
	<u>\$ 915,468</u>		<u>\$ 10,714.64</u>

Of the total taxes of \$10,714.64 above, the Township receives \$5,626.98 (\$4,983.02 pertaining the shop and residence), The County receives \$2,743.34 and the local Board of Educations' receive \$2,344.32.

This is increased revenue every year and therefore after a period of 10 years the industrial shop and residence generates \$49,830.20 in additional tax revenue for the Township. The entire tax revenue generated could be directed by the Township to the Road budget if necessary, however it should be pointed out, that roads often have a lifespan greater than 10 years. Building the industrial shop and residence would also generate \$23,154.92 in Development Charge revenue.

With the above information we can compare projected revenues from pre and post development. Over a 10 year period, without the development, the Township would collect \$9,277.10 in property taxes. This number would further be divided by the County and Education portions of the taxes collected. Over a ten year period, with the development, the Township would collect \$130,301.32 in property taxes and development charge revenue, which is 14.05 times that if nothing had developed.

Based on the above it is clear that the proposal has significant benefits to the Township of Southgate from a growth in assessment and reducing the tax burden.

### **Staff Review**

Staff reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

### **The Provincial Policy Statement 2014 (PPS)**

The PPS has been reviewed in its entirety however only the most relevant policies have been identified below. The subject land would constitute "Rural Area" under the definition of the PPS. The PPS allows for a variety of uses in the rural areas:

#### **1.1.4.1 In rural areas located in municipalities:**

- f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

The PPS supports the diversification of the rural economy. The proposed secondary use shop will support farming and grow the rural economic base.

The subject lands are further characterized as a prime agricultural area within the Provincial Policy Statement. The portion where the development is to be located is within the prime agricultural area. The permitted uses for the agricultural lands are listed below.

#### **"2.3.3 Permitted Uses**

##### **2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.**

Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives."

The definitions of Agricultural use, Agricultural related use and on farm diversified use are provided below from the PPS. All of the shops being proposed within the Township at the present time fall within one of the three

definitions below and are therefore consistent with the definitions within the Provincial Policy.

*Agricultural use "means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full time farm labour when the size and nature of the operation requires additional employment."*

*Agricultural related uses: means those farm uses related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and or services to farm operations as a primary activity.*

*On farm diversified uses: "means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products."*

Minimum Distance Separation (MDS) Regarding MDS, it has been reviewed and there are no barns that will be negatively impacted by the proposed small scale industrial use shop. The proposal is in accordance with MDS guideline #35.

The proposal will not hinder surrounding agricultural operations and will not require infrastructure development. The proposal is consistent with the definitions and policies of the PPS including promoting diversification of the economic base and employment opportunities. Based on the foregoing, the proposal appears to be consistent with the PPS.

### **Township of Southgate Official Plan**

The Township of Southgate Official Plan (OP) designates the subject lands "Agricultural" and "Hazard lands". The OP provides for small scale commercial and industrial uses on properties greater than 20ha to a maximum of 750m<sup>2</sup> in size. The maximum outside storage is 500m<sup>2</sup> in addition to the 750m<sup>2</sup> building size. The proposal is to build an industrial shop with an office and a power room that will be 750m<sup>2</sup> in size. The outdoor storage area is proposed to be 500m<sup>2</sup>. The proposal would appear to comply with the policy.

The Official Plan defines Small Scale in the Agricultural designation on parcels larger than 20 hectares as: a maximum structure size of 750m<sup>2</sup> and a maximum outdoor storage display area of 500m<sup>2</sup> will be permitted. If the structure is less than 750m<sup>2</sup>, the outside display area may be increased to a maximum, so that the combined outside display area and structure does not exceed 1250 square meters.

The proposal meets this definition and is therefore considered small scale under the policies of the Township Official Plan.

The Township Official Plan section 5.1.1 Agricultural designation permitted uses include the following:

"iv. small scale commercial and industrial uses directly supportive and related to the agricultural operation and required in close proximity to the farm operations in the area. (including bulk seed, transportation of agricultural products or livestock, sawmills, woodworking shops, metal works shops and the production of forest products);"

Metalworking and Woodworking shops are specifically listed as an example of a permitted use in the agricultural designation. Based on the above the proposed small scale shop is a permitted use in the Agricultural designation and is consistent with the policy.

#### Development Policies

"5. Commercial and industrial development must be supportive and related to the agricultural operation and located in close proximity to the farm operations in the area. In addition, buildings used for small scale commercial and industrial uses shall be located in close proximity (cluster) to the existing farm buildings on the property."

The proposal will support the farm income allowing the farmer to continue farming. It will also be constructed within the farm cluster which this policy requires.

"6. The maximum structure size for new or expanding small scale commercial and industrial uses shall be 750 square metres, with a maximum outdoor storage size of 500 square meters. Where the maximum structure size is less than 750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. Such uses will only be permitted on farm parcels greater than 20 hectares, all subject to satisfying the Development Policies as outlined in this section. Council may, in the future, limit the commercial or industrial use through the implementing Zoning Bylaw Amendment."

The proposal is consistent with the Development policies of the Official Plan and through site plan control will blend in with the Rural landscape. The proposal will assist the farming operation by providing support in the form of income and proximity to the farming operation to allow the farming operation to continue to be located in this area. While a use like this could potentially be situated in an industrial park, it is in my opinion, better suited to the rural area because it allows farming to continue on the property and supports the agricultural community. The shop broadens the tax base and supports the rural economy while operating using minimal infrastructure and servicing. Furthermore, it allows those citizens who rely on animals for transportation to live and work in the same area.

### **Zoning By-law**

The subject property is currently zoned Agricultural (A1), and Environmental Protection (EP). The proposed amendment would create an exception to the agricultural zone (A1-455) which will add the shop to the list of permitted uses. The zoning will provide regulations for setbacks for the use. Site Plan control will also be required in order to implement specific control measures to address potential nuisance issues such as noise, dust and visual impact. The closest residential lot is approximately 150m away to the east.

### **Conclusions**

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

**Municipal Planner:** *Original Signed By*  
Clinton Stredwick, BES, MCIP, RPP



**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:**

The Corporation of the Township of Southgate  
By-law Number 2020-017

being a by-law to amend Zoning By-law No. 19-2002, entitled the  
“Township of Southgate Zoning By-law”

**Whereas** the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

**Whereas** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities;

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate enacts as follows:

- 1. **That** Schedule “47” to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as Con 4, Pt lot 39, geographic Township of Proton, in the Township of Southgate. Further described as 086682 Southgate Road 08 and shown on Schedule “A”, affixed hereto, from:

- **Agricultural (A1) to Agricultural Exception (A1-455)**

- 2. **That** Section 33 to By-law No. 19-2002 is hereby amended by adding the following subsection:

<b><i>“33-455 Con 4, Pt Lot 39 (Proton)</i></b>	<b><i>A1-455</i></b>	<b>Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-455 shall be subject to the following regulations:</b> <ul style="list-style-type: none"><li>a) <b>Additional permitted uses to the A1 zone include:</b><ul style="list-style-type: none"><li>i. <b>A small scale industrial use, including a woodworking shop or metal working shop or a plastics recycling facility for grinding plastics, these uses include fabricating, welding and assembly of parts.</b></li></ul></li><li>b) <b>The use shall remain secondary to the principle use of the property, being an agricultural use.</b></li><li>c) <b>The maximum combined size of the workshop building including power room and office shall be 750m².</b></li><li>d) <b>The maximum size of all outdoor storage shall be 500m².</b></li><li>e) <b>All outside storage shall be screened from view by way of fencing or landscaped buffer.</b></li><li>f) <b>The Woodworking, Plastics or Metal working uses shall be mutually exclusive. To clarify, only one use(Wood, Metal or</b></li></ul>
---	----------------------	---



- Plastics) is permitted in the workshop at any given time.
- g) The workshop shall be set back a minimum of 59m from the front lot line being Southgate Road 08 and a minimum of 150m from the residential lot directly east of the shop.

3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
4. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

**Read** a first, second, and third time and finally passed this 5<sup>th</sup> day of February 2020.

---

John Woodbury – Mayor

---

Lindsey Green – Deputy Clerk

### **Explanatory Note**

This by-law applies only to those lands described as Concession 4, Pt lot 39, geographic Township of Proton, in the Township of Southgate. The purpose of the proposed zoning by-law amendment is to add a small scale industrial use shop with an office and power room to the list of permitted uses for the subject property. The shop will be 750m<sup>2</sup> including office and power room. The outside storage area will be limited to 500m<sup>2</sup> in area.

The effect of the proposed zoning by-law amendment would be to change the existing uses by adding the small scale industrial use to the Agriculture exception zone (A1-455) to allow for the additional small scale secondary use to be permitted on the property.

The Township of Southgate Official Plan designates the subject lands Agricultural, Rural and Hazard lands.

Schedule "A"

By-Law No. \_\_\_\_\_

Amending By-Law No. 19-2002

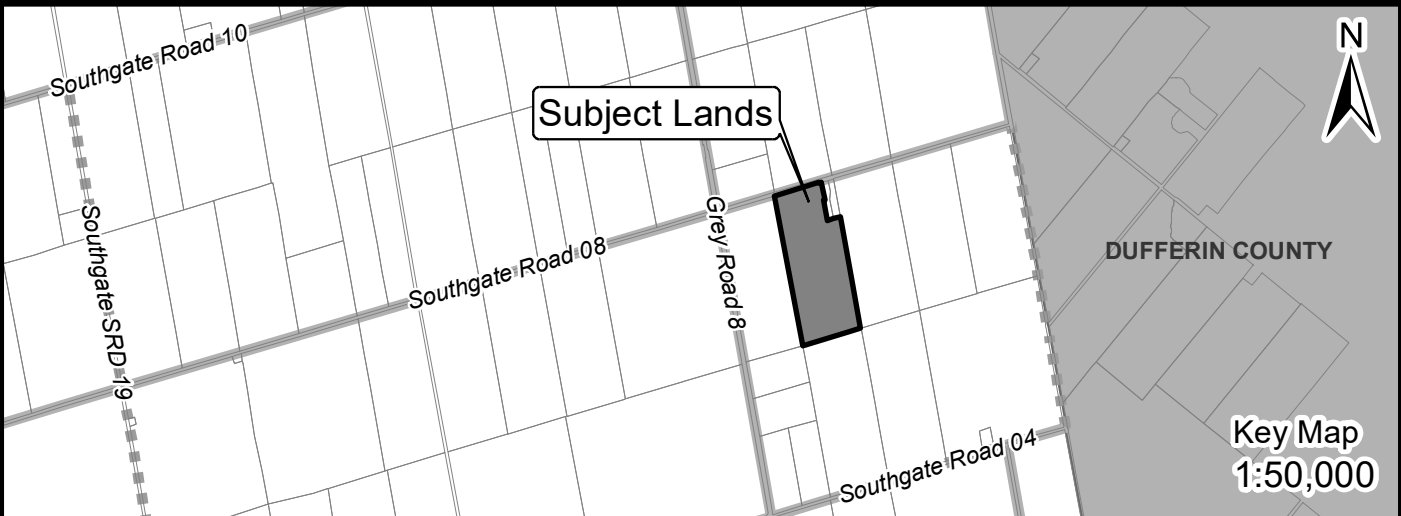
Township of Southgate  
(Geographic Township of Proton)

Date Passed: \_\_\_\_\_

Signed: \_\_\_\_\_

John Woodbury, Mayor

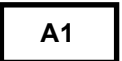
Lindsey Green, Deputy Clerk



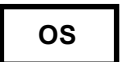
Legend



Lands subject to amendment



Agricultural



Open Space



Environmental Protection



Wetland Protection



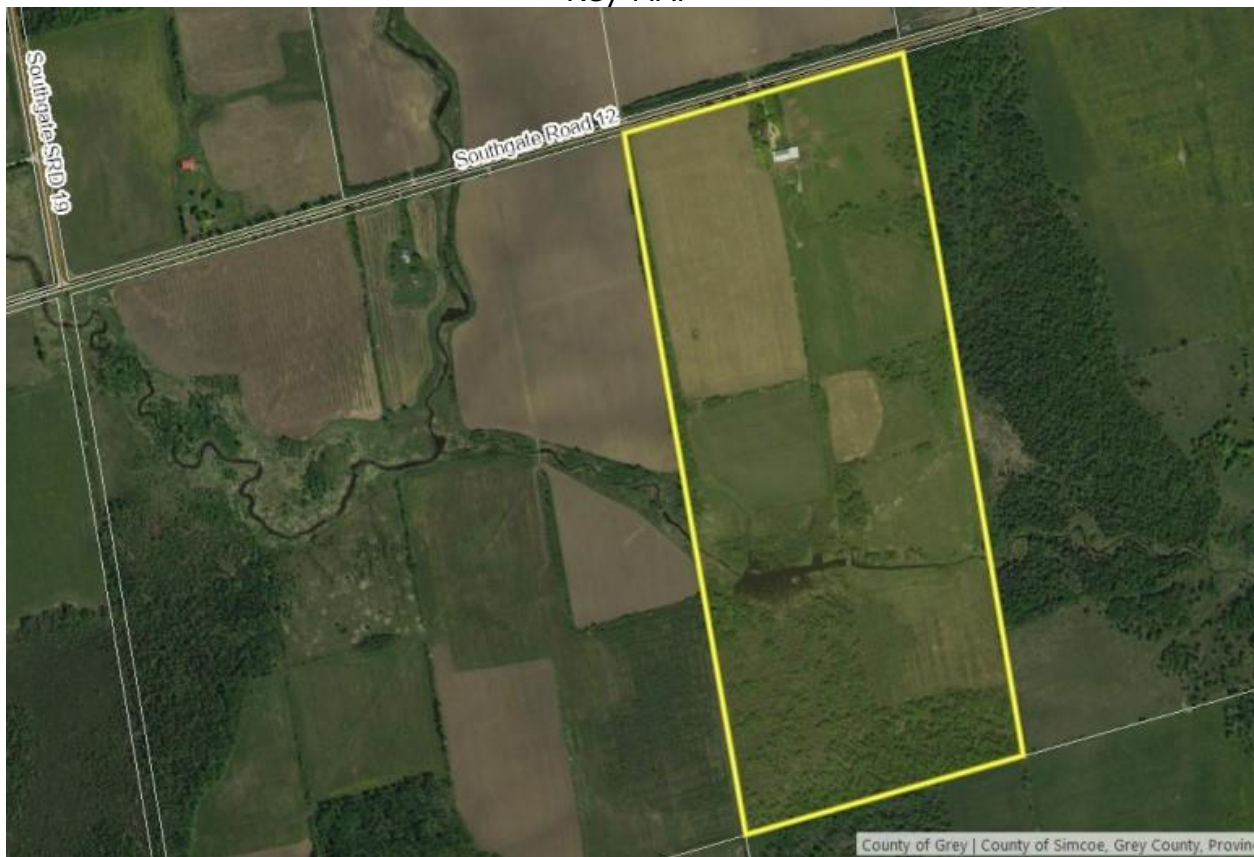
## **Staff Report PL2020-004**

**Title of Report:** PL2020-004-26771488 Ontario Inc.  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** February 5, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-004 for information; and  
**That** Council consider approval of By-law 2020-019.

**Property Location: 126318 Southgate Road 12**  
Key MAP



### **The Subject Lands**

The subject lands are described as the Con 8, lot 30 in the Geographic Township of Proton, Township of Southgate. The lands are approximately 4.75 ha (100.7 acres) in size.

## **The Proposal**

The proposed zoning bylaw amendment, if approved, would allow for the establishment of a small scale industrial workshop to operate on the property. The shop, including an office and power room will be approximately 650m<sup>2</sup> in size. The outside storage area will be approximately 557m<sup>2</sup>. The expected truck traffic is up to 3 truck trips per day.

## **Background**

A Public meeting was held on December 4, 2019 at 9am in the Township Council Chambers.

Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C22-19-2677188-Ontario-Inc-Edwin-and-David-Hoover->

The comments received include:

The SVCA indicate that the proposal is acceptable to the SVCA staff. They note the potential presence of threatened and endangered species habitat and recommend the applicant contact the MOECP to clear this requirement. The SVCA does not recommend an EIS for any natural heritage features located on the site.

The County of Grey planning staff note that provided positive comments are received from the SVCA, County planning staff have no further concerns with the subject application.

Township Public Works indicate that the road is a rural gravel standard and a safe access can be provided.

Historic Saugeen Metis have no objection or concerns with the proposed development.

Enbridge Gas Inc. does not object to the proposed application.

**Financial Considerations:**

The following is an example of the increased tax revenue associated with the addition of a 600m<sup>2</sup> industrial shop and a residence on a farm property:

<b>2018</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
FT (Farm)	\$ 300,000	0.309235%	\$ 927.71
	<u>\$ 300,000</u>		<u>\$ 927.71</u>

<b>2019</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
FT (Farm)	\$ 365,468	0.304605%	\$ 1,113.23
RT (Residential)	\$ 400,000	1.253103%	\$ 5,012.41
JT (Industrial)	\$ 150,000	3.059331%	\$ 4,589.00
	<u>\$ 550,000</u>		<u>\$ 9,601.41</u>
	<u>\$ 915,468</u>		<u>\$ 10,714.64</u>

Of the total taxes of \$10,714.64 above, the Township receives \$5,626.98 (\$4,983.02 pertaining the shop and residence), The County receives \$2,743.34 and the local Board of Educations' receive \$2,344.32.

This is increased revenue every year and therefore after a period of 10 years the industrial shop and residence generates \$49,830.20 in additional tax revenue for the Township. The entire tax revenue generated could be directed by the Township to the Road budget if necessary, however it should be pointed out, that roads often have a lifespan greater than 10 years. Building the industrial shop and residence would also generate \$23,154.92 in Development Charge revenue.

With the above information we can compare projected revenues from pre and post development. Over a 10 year period, without the development, the Township would collect \$9,277.10 in property taxes. This number would further be divided by the County and Education portions of the taxes collected. Over a ten year period, with the development, the Township would collect \$130,301.32 in property taxes and development charge revenue, which is 14.05 times that if nothing had developed.

Based on the above it is clear that the proposal has significant benefits to the Township of Southgate from a growth in assessment and reducing the tax burden.

### **Staff Review**

Staff reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

### **The Provincial Policy Statement 2014 (PPS)**

The PPS has been reviewed in its entirety however only the most relevant policies have been identified below. The subject land would constitute "Rural Area" under the definition of the PPS. The PPS allows for a variety of uses in the rural areas:

#### **1.1.4.1 In rural areas located in municipalities:**

- f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

The PPS supports the diversification of the rural economy. The proposed secondary use shop will support farming and grow the rural economic base.

The subject lands are further characterized as a prime agricultural area within the Provincial Policy Statement. The portion where the development is to be located is within the prime agricultural area. The permitted uses for the agricultural lands are listed below.

#### **"2.3.3 Permitted Uses**

2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.

Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives."

The definitions of Agricultural use, Agricultural related use and on farm diversified use are provided below from the PPS. All of the shops being proposed within the Township at the present time fall within one of the three

definitions below and are therefore consistent with the definitions within the Provincial Policy.

*Agricultural use "means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full time farm labour when the size and nature of the operation requires additional employment."*

*Agricultural related uses: means those farm uses related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and or services to farm operations as a primary activity.*

*On farm diversified uses: "means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products."*

Minimum Distance Separation (MDS) Regarding MDS, it has been reviewed and there are no barns that will be negatively impacted by the proposed small scale industrial use shop. The proposal is in accordance with MDS guideline #35.

The proposal will not hinder surrounding agricultural operations and will not require infrastructure development. The proposal is consistent with the definitions and policies of the PPS including promoting diversification of the economic base and employment opportunities. Based on the foregoing, the proposal appears to be consistent with the PPS.

### **Township of Southgate Official Plan**

The Township of Southgate Official Plan (OP) designates the subject lands "Agricultural" and "Hazard lands". The OP provides for small scale commercial and industrial uses on properties greater than 20ha to a maximum of 750m<sup>2</sup> in size. The maximum outside storage is 500m<sup>2</sup> in addition to the 750m<sup>2</sup> building size. The proposal is to build an industrial shop with an office and a power room that will be 650m<sup>2</sup> in size. The outdoor storage area is proposed to be 557m<sup>2</sup>. The proposal would appear to comply with the policy when the definition of small scale is examined.



The Official Plan defines Small Scale in the Agricultural designation on parcels larger than 20 hectares as: a maximum structure size of 750m<sup>2</sup> and a maximum outdoor storage display area of 500m<sup>2</sup> will be permitted. If the structure is less than 750m<sup>2</sup>, the outside display area may be increased to a maximum, so that the combined outside display area and structure does not exceed 1250 square meters.

The proposal meets this definition and is therefore considered small scale under the policies of the Township Official Plan.

The Township Official Plan section 5.1.1 Agricultural designation permitted uses include the following:

"iv. small scale commercial and industrial uses directly supportive and related to the agricultural operation and required in close proximity to the farm operations in the area. (including bulk seed, transportation of agricultural products or livestock, sawmills, woodworking shops, metal works shops and the production of forest products);"

Metalworking and Woodworking shops are specifically listed as an example of a permitted use in the agricultural designation. Based on the above the proposed small scale shop is a permitted use in the Agricultural designation and is consistent with the policy.

#### Development Policies

"5. Commercial and industrial development must be supportive and related to the agricultural operation and located in close proximity to the farm operations in the area. In addition, buildings used for small scale commercial and industrial uses shall be located in close proximity (cluster) to the existing farm buildings on the property."

The proposal will support the farm income allowing the farmer to continue farming. It will also be constructed within the farm cluster which this policy requires.

"6. The maximum structure size for new or expanding small scale commercial and industrial uses shall be 750 square metres, with a maximum outdoor storage size of 500 square meters. Where the maximum structure size is less than 750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. Such uses will only be permitted on farm parcels greater than 20 hectares, all subject to satisfying the Development Policies as outlined in this section. Council may, in the future, limit the commercial or industrial use through the implementing Zoning Bylaw Amendment."

The proposal is consistent with the Development policies of the Official Plan and through site plan control will blend in with the Rural landscape. The proposal will assist the farming operation by providing support in the form of income and proximity to the farming operation to allow the farming operation to continue to be located in this area. While a use like this could potentially be situated in an industrial park, it is in my opinion, better suited to the rural area because it allows farming to continue on the property and supports the agricultural community. The shop broadens the tax base and supports the rural economy while operating using minimal infrastructure and servicing. Furthermore, it allows those citizens who rely on animals for transportation to live and work in the same area.

### **Zoning By-law**

The subject property is currently zoned Agricultural (A1), and Environmental Protection (EP). The proposed amendment would create an exception to the agricultural zone (A1-456) which will add the shop to the list of permitted uses. The zoning will provide regulations for setbacks for the use. Site Plan control will also be required in order to implement specific control measures to address potential nuisance issues such as noise, dust and visual impact. The closest residential lot is over 500m away to the northeast.

### **Conclusions**

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

**Municipal Planner:** *Original Signed By*  
Clinton Stredwick, BES, MCIP, RPP



**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:**

The Corporation of the Township of Southgate  
By-law Number 2020-019

being a by-law to amend Zoning By-law No. 19-2002, entitled the  
“Township of Southgate Zoning By-law”

**Whereas** the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

**Whereas** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities;

**Now therefore be it resolved that** the Council of the Corporation of the Township of Southgate enacts as follows:

1. **That** Schedule “40” to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as Con 8, lot 30, geographic Township of Proton, in the Township of Southgate. Further described as 126318 Southgate Road 12 and shown on Schedule “A”, affixed hereto, from:
  - **Agricultural (A1) to Agricultural Exception (A1-456)**
2. **That** Section 33 to By-law No. 19-2002 is hereby amended by adding the following subsection:

<b><i>“33-456 Con 8, Lot 30 (Proton)</i></b>	<b><i>A1-456</i></b>	<b>Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-456 shall be subject to the following regulations:</b> <ol style="list-style-type: none"><li>a) <b>Additional permitted uses to the A1 zone include:</b><ol style="list-style-type: none"><li>i. <b>A small scale industrial use, including a woodworking shop or metal working shop or a plastics recycling facility for grinding plastics, these uses include fabricating, welding and assembly of parts</b></li></ol></li><li>b) <b>The use shall remain secondary to the principle use of the property, being an agricultural use.</b></li><li>c) <b>The maximum combined size of the workshop building including power room and office shall be 650m².</b></li><li>d) <b>The maximum size of all outdoor storage shall be 557m².</b></li><li>e) <b>All outside storage shall be screened from view by way of fencing or landscaped buffer.</b></li><li>f) <b>The Woodworking, Plastics or Metal working uses shall be mutually exclusive. To clarify, only one use(Wood, Metal or</b></li></ol>
--	----------------------	--

- Plastics) is permitted in the workshop at any given time.
- g) The workshop shall be set back a minimum of 40m from the Front lot line being Southgate Road 12 and a minimum of 133m from the westerly lot line.

3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
4. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

**Read** a first, second, and third time and finally passed this 5<sup>th</sup> day of February 2020.

---

John Woodbury – Mayor

---

Lindsey Green – Deputy Clerk

### **Explanatory Note**

This by-law applies only to those lands described as Concession 8, Lot 30, geographic Township of Proton, in the Township of Southgate. The purpose of the proposed zoning by-law amendment is to add a small scale industrial use shop with an office and power room to the list of permitted uses for the subject property. The shop will be 650m<sup>2</sup> including office and power room. The outside storage area will be limited to 557m<sup>2</sup> in area.

The effect of the proposed zoning by-law amendment would be to change the existing uses by adding the small scale industrial use to the Agriculture exception zone (A1-456) to allow for the additional small scale secondary use to be permitted on the property.

The Township of Southgate Official Plan designates the subject lands Agricultural and Hazard lands.

Schedule "A"

By-Law No. \_\_\_\_\_

Amending By-Law No. 19-2002

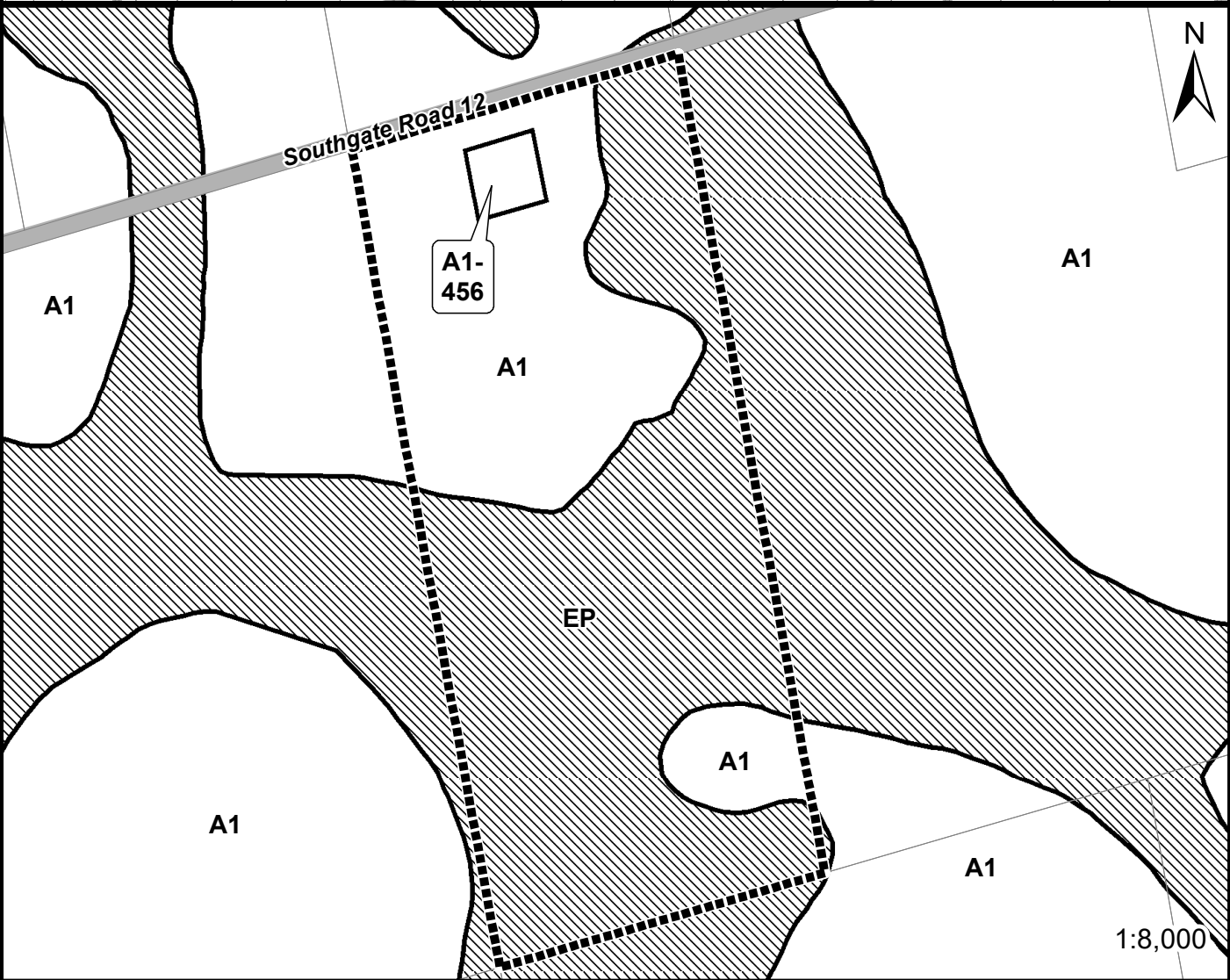
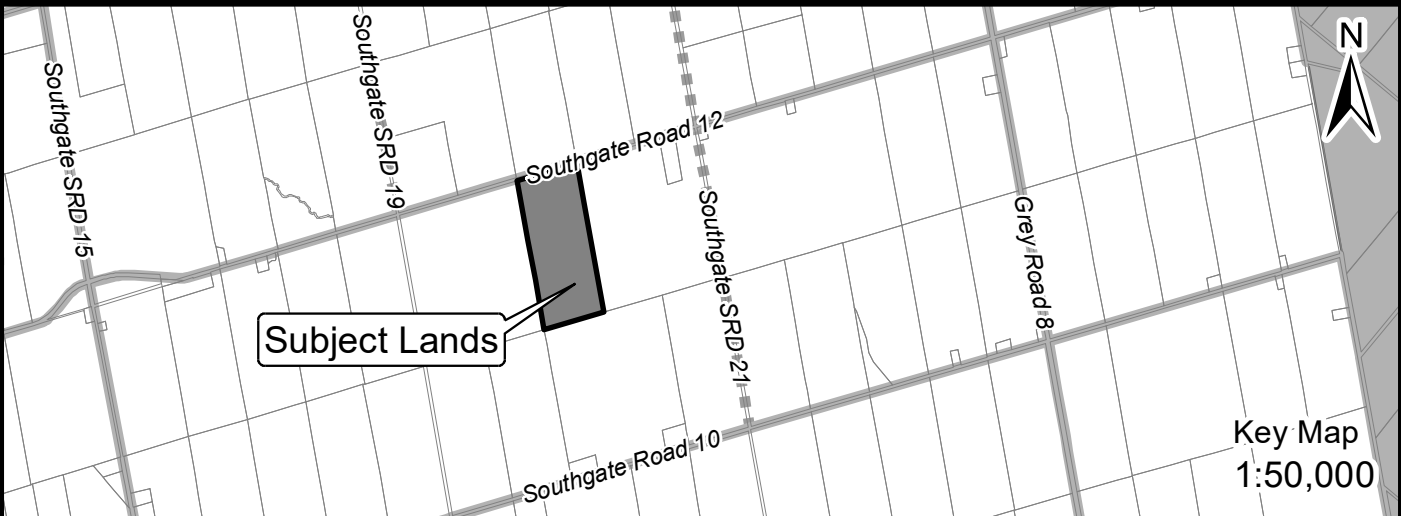
Township of Southgate  
(Geographic Township of Proton)

Date Passed: \_\_\_\_\_

Signed: \_\_\_\_\_

John Woodbury, Mayor

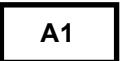
Lindsey Green, Deputy Clerk



Legend



Lands subject to amendment



Agricultural



Environmental Protection

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

**BY-LAW NO. 2020-011**

**being a by-law to authorize an extension agreement pursuant to  
Section 378 of the Municipal Act, 2001, as amended**

**Whereas** Section 378 of the Municipal Act, 2001, permits the municipality to pass a by-law authorizing an extension agreement with the owners of land against which a Tax Arrears Certificate has been registered, in order to extend the allowable time for the repayment of the cancellation price; and

**Whereas** the Township of Southgate registered on March 13, 2019 a Tax Arrears Certificate against the land described in "Confidential Schedule A" attached hereto and forming part of this By-law; and

**Whereas** the owners listed on "Confidential Schedule A" of this by-law have expressed the desire to enter into an agreement with the Corporation of the Township of Southgate in connection with the repayment of tax arrears and all related costs for the Property prior to the sale of the Property by way of public tender; and

**Whereas** the Council of the Township of Southgate has determined that it is in the best interest of the municipality to enter into an extension agreement in connection with the tax arrears and related costs for the Property,

**Now therefore be it resolved that** the Council of the Township of Southgate hereby enacts as follows:

1. **That** the Township of Southgate is hereby authorized to enter into an Extension Agreement dated February 5, 2020, attached as "Confidential Schedule B" to this by-law and forming a part hereof; and
2. **That** the Mayor and Deputy Clerk are hereby authorized to execute the Confidential Extension Agreement on behalf of the municipality under corporate seal and to deliver it to the parties; and
3. **That** this By-law shall come into force and take effect on the date it is passed.

**Read a first, second and third time and finally passed** this 5<sup>th</sup> day of February, 2020.

---

Mayor – John Woodbury

---

Deputy Clerk – Lindsey Green

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

**BY-LAW NO. 2020-012**

**being a by-law to authorize an extension agreement pursuant to  
Section 378 of the Municipal Act, 2001, as amended**

**Whereas** Section 378 of the Municipal Act, 2001, permits the municipality to pass a by-law authorizing an extension agreement with the owners of land against which a Tax Arrears Certificate has been registered, in order to extend the allowable time for the repayment of the cancellation price; and

**Whereas** the Township of Southgate registered on March 13, 2019 a Tax Arrears Certificate against the land described in "Confidential Schedule A" attached hereto and forming part of this By-law; and

**Whereas** the owners listed on "Confidential Schedule A" of this by-law have expressed the desire to enter into an agreement with the Corporation of the Township of Southgate in connection with the repayment of tax arrears and all related costs for the Property prior to the sale of the Property by way of public tender; and

**Whereas** the Council of the Township of Southgate has determined that it is in the best interest of the municipality to enter into an extension agreement in connection with the tax arrears and related costs for the Property,

**Now therefore be it resolved that** the Council of the Township of Southgate hereby enacts as follows:

1. **That** the Township of Southgate is hereby authorized to enter into an Extension Agreement dated February 5, 2020, attached as "Confidential Schedule B" to this by-law and forming a part hereof; and
2. **That** the Mayor and Deputy Clerk are hereby authorized to execute the Confidential Extension Agreement on behalf of the municipality under corporate seal and to deliver it to the parties; and
3. **That** this By-law shall come into force and take effect on the date it is passed.

**Read a first, second and third time and finally passed** this 5<sup>th</sup> day of February, 2020.

---

Mayor – John Woodbury

---

Deputy Clerk – Lindsey Green



## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2020-009**

**Title of Report:** Mount Forest Louise Marshall Hospital Renovation Project  
Update & Request for Funding Support

**Department:** Administration

**Council Date:** February 5, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2020-009 as information.

### **Background:**

The Township of Southgate made a ten year commitment to the Mount Forest Louise Marshall Hospital Renovation Project for \$200,000.00 (\$20,000.00/yr.) starting in 2014 through the following Council resolution at the March 5, 2014 meeting.

**Moved by Councillor Dale Pallister, seconded by Deputy Mayor Norm Jack;**

**Be it resolved that** Council contribute \$20,000 for the next 10 years (2014-2023) to the Mount Forest Louise Marshall Hospital Foundation for the expansion of the hospital's emergency department and ambulatory care area. Carried. No. 77-14

The project is to redevelop the Emergency Department and the Ambulatory Care Clinic areas in the Hospital. The Mount Forest Louise Marshall Hospital Renovation's administrative hurdles to acquire Ministry of Health project design approval and the allocation of capital funding is the 5 step process. At the present time the Hospital's Renovation project is nearing the end of Step 4, which means that the final design process is nearly complete, a list of contractors has been approved and they are now awaiting the Ministers sign-off, which is stalled with the provincial election. Once they receive Ministry approval of step 4, the next and last step 5 is the tendering process that will happen in 2018.

On May 30<sup>th</sup>, 2018 staff met with Jane Ford, the Mount Forest Louise Marshall Hospital Foundation Development Officer and Doctor Bob McFarlane a Foundation Director to discuss the project status and the Southgate financial commitment. The following Council resolution was approved at the June 20, 2018 meeting.

**Moved by Councillor Pallister, seconded by Councillor Frew;**

### **Main Motion as Amended:**

**Be it resolved that** Council receive Staff Report CAO2018-084 as information; and **That** Council direct staff to send the Mount Forest Louise Marshall Hospital Foundation a payment of \$200,000.00 as our ten year commitment for the Emergency Department and Ambulatory Care Clinic renovation project when the tender has been awarded; and

**That** Council direct staff to transfer the unfunded \$100,000.00, currently not in the Mount Forest Louise Marshall Hospital reserve, from the Markdale Hospital reserve for repayment by 2020. **Carried.** No. 2018-411

### **Staff Comments:**

They have made a request that the Township of Southgate forward the \$100,000.00 collected to date in the Mount Forest Hospital Renovation Reserve and further consider advancing \$50,000.00, if possible to help with a cash flow concern on the horizon once they get into the tendering and construction phase of the project. It is important to note that Southgate is the only Government donor that has not forwarded their annual commitments to the Hospital Foundation.

### **Financial Impact or Long Term Implications**

The cost of the building project is 18.4 million dollars. Once the project is approved, the Ministry of Health funds 90% of the capital building costs. The Hospital Foundation has been fundraising to raise 5 million dollars in total with 1.84 for renovations and 3.16 million dollars for 100% of the equipment costs.

Southgate's financial commitment was \$20,000.00 per year for 10 years, starting in 2014. The financial impact of this report is that the Township has already built up a reserve of \$140,000.00 for this project as reflected in the approved 2020 Southgate budget's reserve schedule. The decision was to draw on the Markdale Hospital reserve that is at \$400,000.00 contribution level commitment and advance \$60,000.00 from this reserve fund.

To comply with the 2018 Council Resolution No. 2018-411 we can draw \$60,000 from the tax stabilization reserve if the Markdale Hospital funding is requested. The other option would transfer the annual Mount Forest Hospital contribution of \$20,000.00 in 2021 to the Markdale Hospital reserve to achieve that same commitment over the following 3 years or draw on the tax stabilization when needed.

### **Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

### **Concluding Comments:**

1. That Council receive this staff report CAO2020-009 as information.
2. Staff will send the \$200,000.00 commitment to the Mount Forest Louise Marshall Hospital Foundation to complete the financial commitment based on the June 20, 2018 Council resolution and the notice of awarding of the project to the contractor Chart Construction.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) 519-923-2110 x210

**Treasurer approval:** Original Signed By

Liam Gott - Treasurer

[wgott@southgate.ca](mailto:wgott@southgate.ca) x220

- Attachment #1 – Letter from Mount Forest Louise Marshall Hospital Foundation dated January 13, 2020



RECEIVED JAN 15 2020

January 13, 2020

Corporation of the Township of Southgate  
RR1, 185667 Grey County Rd 9  
Dundalk, ON N0C 1B0

Attention: Dave Milliner - Chief Administrative Officer

Dear Mr. Milliner:

As you may know, the Louise Marshall Hospital was approved by the province in 2011 for a significant renovation project, specifically the expansion of the hospital's emergency department and ambulatory care unit. On September 12, 2019, a formal ground-breaking ceremony was held for this redevelopment project, and CHART construction was named as contractor.

Mount Forest Louise Marshall Hospital Foundation's former Development Officer, Jane Ford, Capital Campaign Committee Chair for the Foundation, Dr. Bob McFarlane, and former North Wellington Health Care President and CEO, Jerome Quenneville, attended the Corporation of the Township of Southgate Council meeting on June 19, 2013, and respectfully requested that Council consider a financial commitment towards this redevelopment project over a period of years.

At the March 5<sup>th</sup>, 2014 meeting of the Southgate Council, the following resolution was passed:

*Moved by Dale Pallister, seconded by Deputy Mayor Norm Jack; Be it resolved that Council contribute \$20,000 for the next 10 years (2014-2023) to the Mount Forest Louise Marshall Hospital Foundation for the expansion of the hospital's emergency department and ambulatory care area. Carried. No.77-14*

Construction has been underway for several months, and funding in support of this project is vital as completion is scheduled for spring of 2021. At this time, The Mount Forest Louise Marshall Hospital Foundation kindly requests that the Corporation of the Township of Southgate release these funds to the Foundation as outlined in the above resolution.

Please contact the Mount Forest Louise Marshall Hospital Foundation should you have any questions, or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Sinnamon".

Rick Sinnamon,  
President, Mount Forest Louise Marshall Hospital Foundation

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1  
Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2020-011**

**Title of Report:** Southgate CAO Update

**Department:** Administration

**Council Date:** February 5, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2020-011 as information.

### **Background:**

The CAO is providing this report as an update of important information, decisions and actions taken by staff in the last 30 days or so.

### **Staff Comments:**

#### **Arena Auditorium-EarlyOn Project Update**

The project is still behind schedule, however the drywall work and painting has been completed. The remaining work to install the flooring will be completed the week of February 3<sup>rd</sup>, with windows, doors, electrical, plumbing and stair being work on for completion in the first 2 weeks of February, 2020. Mechanical for heating and air conditioning will be finished as well as the elevator installed by the end of February, 2020 is the present plan. The goal is to have temporary or maybe full occupancy by February 21<sup>st</sup>, 2020 for a one day hockey tournament on February 22<sup>nd</sup>, that needs this space.

We are also working with Grey County to install the required acknowledge signage and the EarlyOn staff to provide directional signs to their location in the building. Once the Township is able to take full occupancy we will be having an opening event, making announcements and staff will be working with the Seniors Advisory and Youth Action Committees to work programs and use of the drop-in space and recreation features of the new space.

#### **Fire Service Paging and Two-way Radio Communications Discussions**

The Grey County Fire Chiefs and CAOs have been meeting separately and on one occasion together to sort out the costing of the new system. Originally the County of Grey had approved the initial capital funding estimate of \$850,000.00. The system was burdened on the County budget and annual costs of \$218,500.00 per year onto the local Fire Department budgets. At the CAO and Fire Chief meeting the discussion of costing out the \$218,000.00 estimate per year to the area Fire Departments came to a stalemate with some wanted cost out based on population, number of radios and Blue Mountains did not want to participate as they have their own radios. Southgate's position at that meeting was based on population or

assessment numbers as the fairest way to allocate that would best reflect call volume and the use of the system. The number of radios disadvantages rural volunteer services compared to full-time staffed fire departments.

Out of frustration the County CAO has undertaken a lot of staff time and effort at the County to manage this project. CAO Kim Wingrove will be presenting a report to Grey County Council recommending that the County fund the capital and annual costs of the radio system so that the cost is allocated based on municipal assessment base and taxation the County requires will be assessed at the County level.

Staff recommend that Southgate's County Council members support this staff recommendation and implement this new radio communication system, to be allocate the costs and get on with the project.

### **OGRA Delegation Request**

Staff submitted a delegation requesting Minister delegations with the Ministry of the Environment, Parks and Conservation for the OGRA Conference being held in Toronto from February 23<sup>rd</sup> to 26<sup>th</sup>, 2020. The issue submitted for discussion is the Ministry changes to the waste diversion legislation related to recycling, hazardous waste diversion, electronics, tires, etc. Compensation to support the collection through the present model of Stewardship Fee cuts, along with the municipal investments in services (recycling collection containers/systems, Orange Drop services, electronics storage, tires storage, etc.) appears to be further downloading because of lack of progress on Full Producer Responsibility and not respecting Ontario Municipalities investments in waste diversion systems over the last 20 plus years.

### **Canine Control Officer Order Appeal**

The Township of Southgate has the possibility of an appeal of a Canine Control Officer Order that the owner must muzzle dogs in public areas. At this time we are in the process of discussions with the owner of the dogs who is considering options and may request an Appeal Hearing of the order. In the absence of a specific Canine Appeal Committee to deal with this order, the responsibility falls onto a Municipal Council to act as the Quasi Judiciary Body to hear, consider the appeal and rule on the matter by repealing or maintaining the Canine Control Officer's Order.

### **Financial Impact or Long-Term Implications**

The financial impact as a result of this report information is already included in the 2019 and 2020 budgets.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments**

1. That Council receive staff report CAO2020-011 as information.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) 923-2110 x210





## **Staff Report PW2020-006**

**Title of Report:** PW2020-006 Department Report  
**Department:** Public Works  
**Branch:** None  
**Council Date:** February 5, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-006 for information.

**Background:**

Public Works Department update.

**Staff Comments:**

**Transportation and Public Safety:**

1. On Saturday January 11, 2020 at 11:00pm, staff declared a Significant Weather Event as outlined in the Southgate Winter Operations Planning Document. The declaration allows for suspended operations and the roads are deemed to be in a state of repair during the timeframe of the event and address conditions as identified in the Maintenance Standards for road classification. The end of the Significant Weather Event was declared on Monday January 13, 2020 at 3:30pm.
2. Staff are releasing Request For Quotes (RFQ) for equipment rentals and a Request For Proposal (RFP) for a new 2020 Crew Cab 4x4 Pick-up Truck.

**Waste Resources and Diversion Management:**

1. Public Works Administrative Assistant Lisa Wilson was out walking door to door in the new Dundalk subdivisions educating and speaking with residents about cart collection issues and providing collection calendars and diversion materials.

**Water and Wastewater:**

1. The 2019 Annual Risk Management Official reporting has been submitted to the Grand River Conservation Authority before the February 1, 2020 deadline.
2. On Wednesday January 22, 2020 we have received lab results from Monday January 20, 2020 samples for adverse fluoride exceedance at Dundalk Well D5, with a result of 2.0 mg/l. The Maximum Acceptable Concentration (MAC) is 1.5 mg/l. We have reported to Spills Action Centre (SAC) and the Grey-Bruce Health Unit with an Adverse Water Quality Indicator (AWQI) report number 149480, and the Health Unit direction was to resample. The January 23<sup>rd</sup> resample result was 2.5 mg/l.

3. The Township of Southgate received a Certificate of Registration for the Ontario Drinking Water Quality Standard Version 2 from NSF International Strategic Registrations for the Dundalk Drinking Water System.(attachment # 1) NSF remarks that this certification accomplishment positions you among the best in your industry for fulfilling the ISO requirements. This certificate also represents a major investment for your organization; tremendous resources have been dedicated toward this effort, so we encourage you to maximize and leverage the accomplishment. The Township will post the certificate on the website, with water billing and in employee communications.

4. The Investing in Canada Infrastructure Program: Green Infrastructure Stream application was submitted before the January 22, 2020 deadline for the Dundalk Wastewater Treatment and Lagoon Upgrades project.

**Financial Implications:**

The 2020 operations budget are reflected in this report. The new 2020 Crew Cab 4x4 Pick-up Truck RFP is included in the 2020 Capital Budget.

**Communications & Community Action Plan Impact:**

Goal 5 - Upgrading our "Hard Services"

Action 5: The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-006 for information, and that Council supports

Respectfully Submitted,

**Dept. Head:** *Original Signed By*  
Jim Ellis, Public Works Manager

**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:**

Attachment #1 NSF Certificate of Registration



# *Certificate of Registration*

This certifies that the Quality Management System of

## **The Corporation Of The Township Of Southgate**

185667 Grey Rd. #9 R. R. #1  
Dundalk, Ontario, N0C 1B0, Canada

has been assessed by NSF-ISR and found to be in conformance to the following standard(s):


## **Ontario's Drinking Water Quality Management Standard Version 2**

### **Scope of Registration:**

Dundalk Drinking Water System, 110-OA1, Entire Full Scope Accreditation



Certificate Number:	C0123432-DWQ5
Certificate Issue Date:	20-JAN-2020
Registration Date:	29-NOV-2019
Expiration Date *:	28-NOV-2022

  
Tom Chestnut,  
Sr Vice President - ISR,  
NSF-ISR, Ltd.

### **NSF International Strategic Registrations**

789 North Dixboro Road, Ann Arbor, Michigan 48105 | (888) NSF-9000 | [www.nsf-isr.org](http://www.nsf-isr.org)

Monthly Statistics Report				
	Nov 2018	Nov 2019	Dec 2018	Dec 2019
New Patrons	33	10	16	4
Circulation	1440	1184	1201	941
Programs	23	30	17	18
Program Attendance	228	258	151	235
Mill Room Bookings	2	4	3	2
Mill Room Attendance	29	12	21	20
Quiet Room Bookings	N/A	2	N/A	1
Quiet Room Attendance	N/A	5	N/A	1
Computer Usage	306	311	347	246
Wifi Usage	148	109	103	102
iPad Usage	55	40	47	46
E-material Circulation	219	240	240	278
ILL Circulation - Received	26	8	23	14
ILL Circulation - Requests	27	30	21	21
Library Visits	1418	1295	1104	1127

### Accomplishments:

- Strategic Plan Update
- Winter book orders
- Winter program planning
- 2020 Work Plan

### 60 Day Plan:

- Website Redesign
- Library to Go (partnership with SEGCHC)
- Communication Plan
- Annual Report
- Community Foundation Grey Bruce Final Report

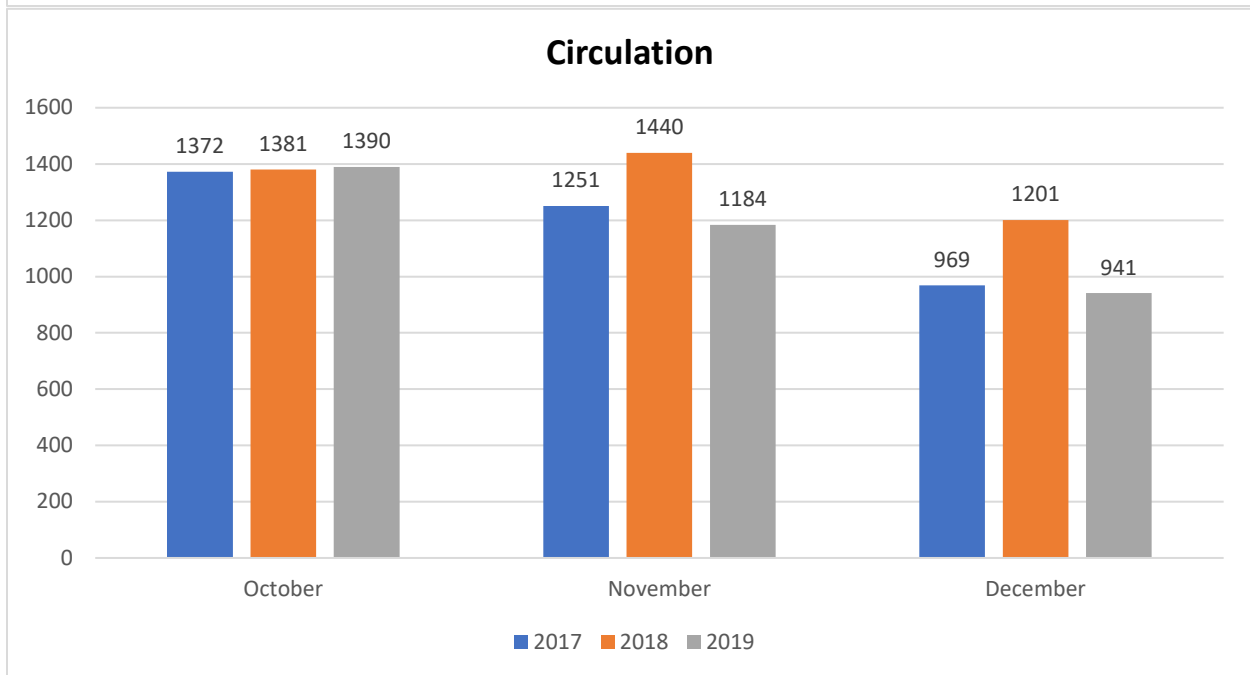
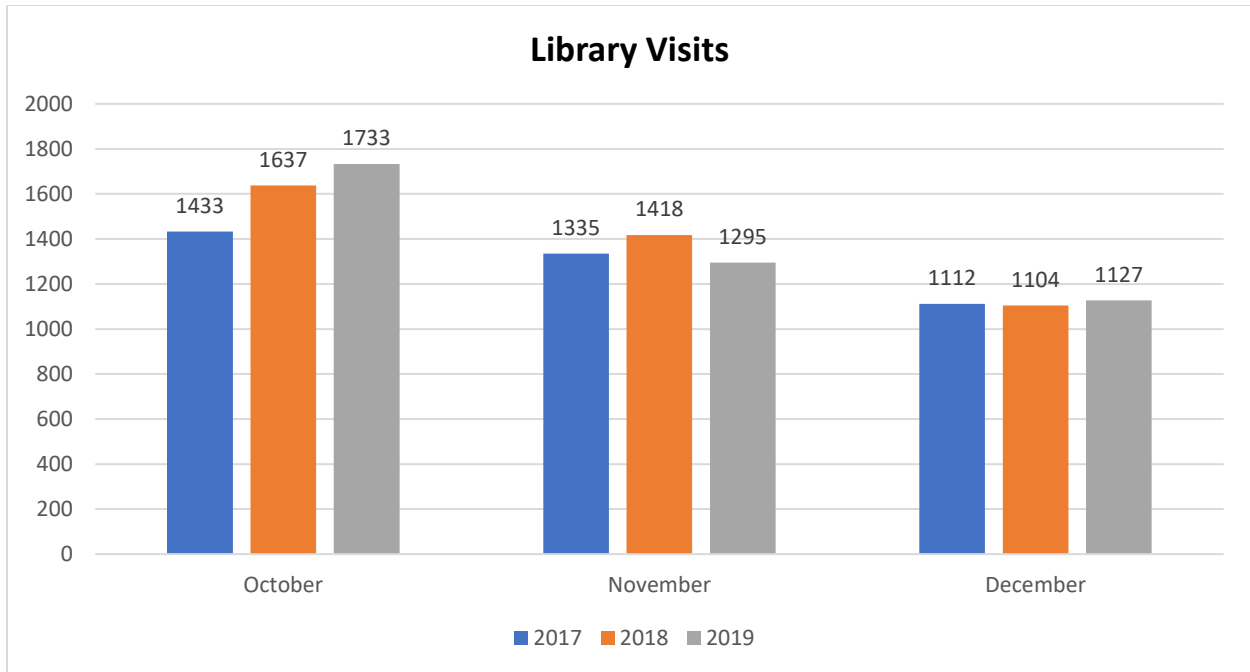
### Program and Events:

- Teen Astrology
- Grade 3 class visits
- Armchair Travel: Italy
- PD Day move: Dora and the Lost Treasure
- Cricut Series: DIY Christmas Card
- Teen Paint Night
- Teen Christmas Cupcakes
- Kids Holiday Party
- Cricut Series: Holiday Wreath
- Teen Light up Christmas Cards
- Adult Paint Night
- Coffee with the CAO

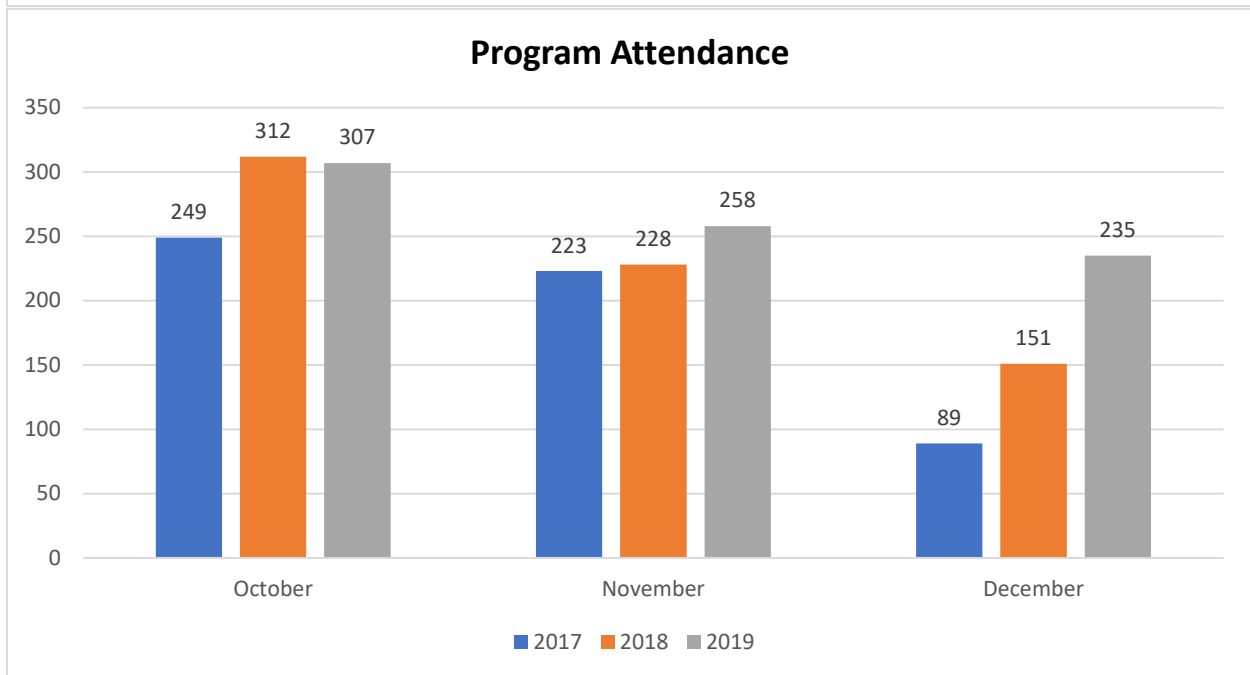
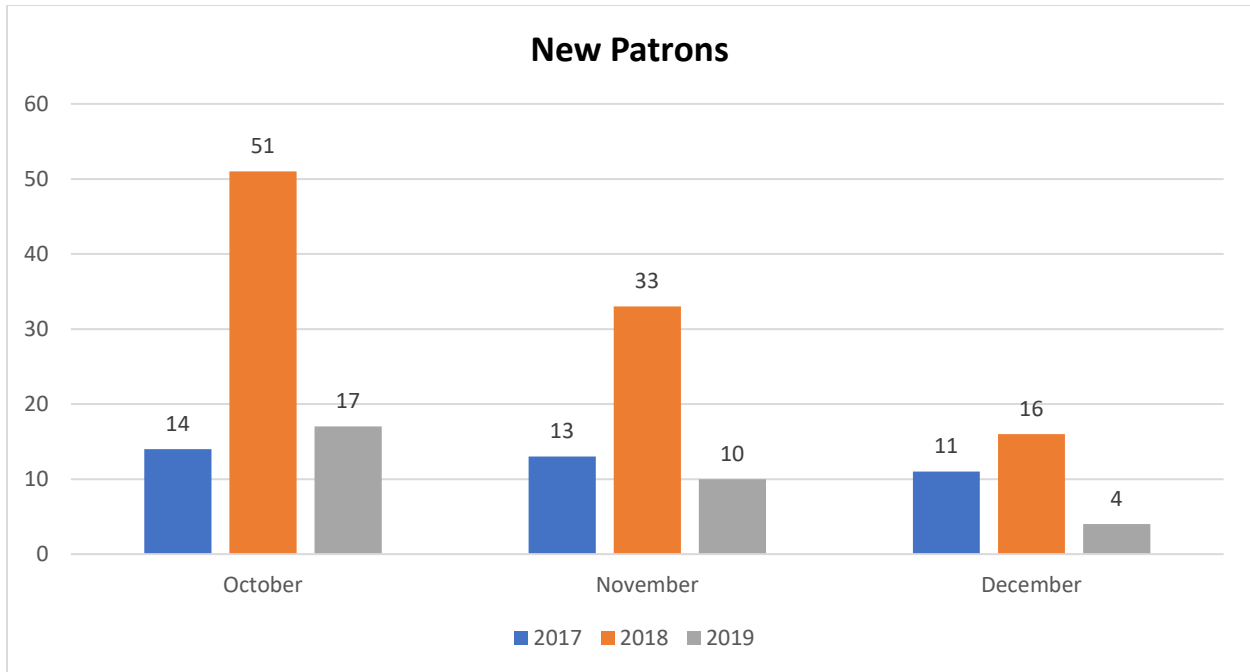
### Upcoming:

- Teen Art Through the Ages – Jan. 9
- Teen Book Club – Jan. 15
- Kids Craft – Jan. 16
- Adult Crafternoon – Jan. 21
- Kids Craft – Jan. 30
- Continuing Ukulele
- Grade 3 Class visits
- Teen Craft at GHSS
- Coffee with a Guest – Feb. 4
- Teens Art Through the Ages: Introduction to Ukulele – Feb. 6
- Teens Art Through the Ages: Paper Quilling Feb. 13
- Flashback Movie Series: Beetlejuice – Feb. 19

## Quarterly Statistics: Three Year Comparison October – December

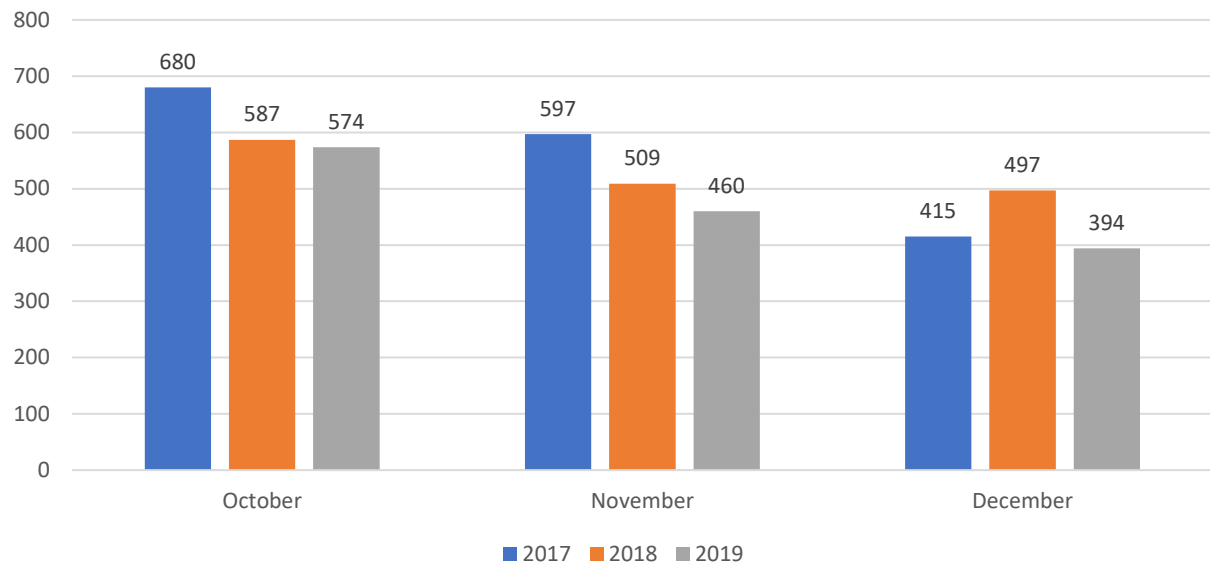


## Quarterly Statistics: Three Year Comparison October – December

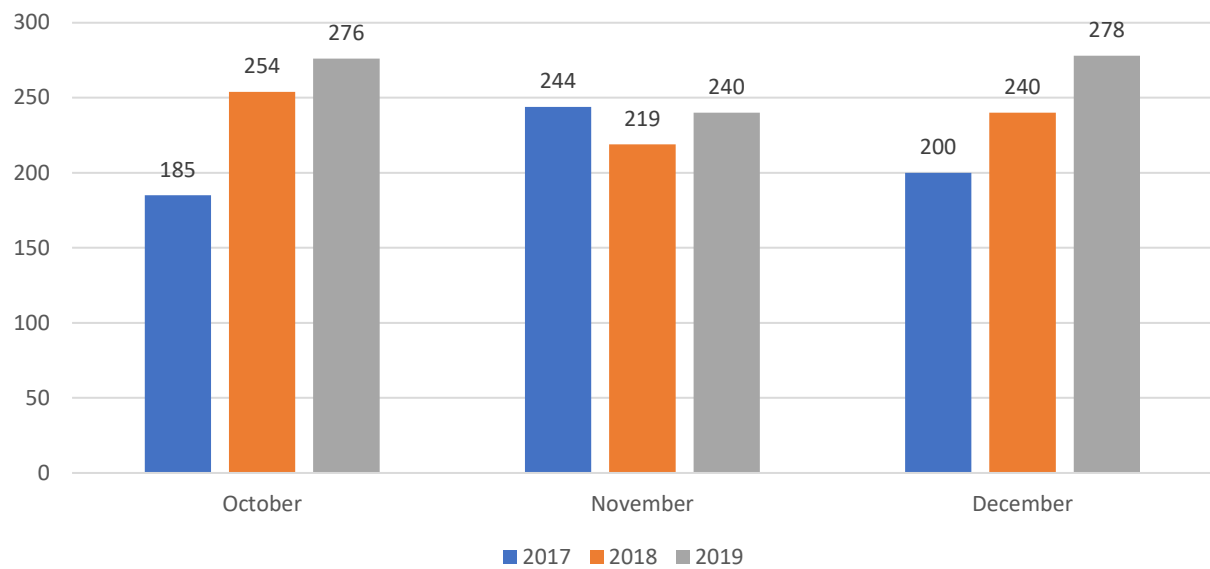


## Quarterly Statistics: Three Year Comparison October – December

### Technology Stats - Computers, Wifi, and iPads



### E-Materials





## Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038125	12/04/2019	099002		100.00
	Invoice December 3/19		12/03/2019 CHRISTMAS PARTY ENTERTAINMEN	100.00
038126	12/11/2019	001002	A & L CANADA LABORATORIES INC	446.35
	Invoice 0000288133		11/15/2019 HVY METAL/CMPST QLTY/SOIL TEST	446.35
038127	12/11/2019	001049	AON REED STENHOUSE INC.	5,738.04
	Invoice 3640000033251		10/01/2019 FIRE-19/20 VFIS MEMBER POLICY	5,738.04
038128	12/11/2019	002002	B & M CONSTRUCTION	339.00
	Invoice 3614		11/23/2019 CEM-OPEN & CLOSE GRAVE NOV 16	339.00
038129	12/11/2019	002017	BELL MOBILITY - W.P.C.I. CEDAR POINT	132.04
	Invoice 307095		12/02/2019 ADMIN- PHONE	132.04
038130	12/11/2019	002047	BROADLINE EQUIPMENT RENTALS LTD	444.07
	Invoice 68961		11/22/2019 SW-SCISSOR LIFT	265.55
	Invoice 69041		11/19/2019 RDS-REVERSING PLATE PACKER	178.52
038131	12/11/2019	003029	CEDAR SIGNS	6,794.16
	Invoice 58879		11/29/2019 RDS-ROAD SIGNS	6,794.16
038132	12/11/2019	003054		296.50
	Invoice 306298		11/30/2019 RDS-NOV SNOWBLOW HOLST SDWI	296.50
038133	12/11/2019	003070	CONSEIL SCOLAIRE CATHOLIQUE PROVIDENCE	1,967.41
	Invoice Dec 11/19		12/11/2019 4TH QUARTER 2019 LEVY PAYMENT	1,967.41
038134	12/11/2019	003071	CONSEIL SCOLAIRE VIAMONDE	1,361.42
	Invoice December 11/19		12/11/2019 4TH QUARTER 2019 LEVY PAYMENT	1,361.42
038135	12/11/2019	003076	CORPORATE EXPRESS CANADA INC	404.89
	Invoice 52007392		11/25/2019 ADMN-FOLDERS,TOILET PAPER,CAL	404.89
038136	12/11/2019	003083	COUNTY OF GREY	25,569.00
	Invoice November 2019 DCs		12/06/2019 NOV/19 DEVELOPMENT CHARGES	25,569.00
038137	12/11/2019	003089	SUNBELT RENTALS OF CANADA INC.	3,487.01
	Invoice 72058856-0001		11/20/2019 RDS-84" DIESEL ROLLER RENTAL	3,487.01
038138	12/11/2019	003092	CADUCEON ENTERPRISES INC.	2,409.18
	Invoice 19-17707		11/26/2019 SOIL TESTING	550.88
	Invoice 19-17528		11/22/2019 DUNDALK WATER TESTING	490.99
	Invoice 19-17767		11/28/2019 DUNDALK WATER TESTING	490.99
	Invoice 19-18085		12/05/2019 DUNDALK WATER TESTING	490.99
	Invoice 19-17708		11/26/2019 DUNDALK SEWAGE WATER TESTIN	385.33
038139	12/11/2019	004032	DEWAR SERVICES	2,752.53
	Invoice 16345		11/20/2019 INSTALL UFD FOR LAGOON PUMPS	2,752.53
038140	12/11/2019	004071	DUNDALK FOODLAND	35.05
	Invoice Tran6070		11/26/2019 ADMIN- MILK FOR LUNCHROOM	3.35
	Invoice Tran3471		12/03/2019 ADMIN- MILK & CREAM	6.94
	Invoice Tran7519		10/25/2019 WATER-MEDIUM FREEZER BAGS	5.07
	Invoice Tran8472		11/14/2019 WATER-DISTILLED WATER/DISHWAI	19.69
038141	12/11/2019	004081	DUNWOOD SIGNS & TEXTILES INC.	90.40
	Invoice 5565		11/06/2019 FIRE-ACC BOARD DRY ERASE PRIN	90.40

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038142	12/11/2019	005037	EVANS UTILITY & MUNICIPAL PROD	28,599.06
	Invoice 0000159340		11/28/2019 WATER METERS	28,533.63
	Invoice 0000159354		11/29/2019 WATER- 4.5" B11 GAUGE WELL 4	65.43
038143	12/11/2019	005039	EXCEL BUSINESS SYSTEMS	538.38
	Invoice 373260		11/30/2019 ADMIN- NOV 2019 PHOTOCOPIES	538.38
038144	12/11/2019	008014	FIVE STAR CLEANING	940.16
	Invoice 14112		10/31/2019 LIB-5 CLEANS/SUPPLIES FOR OCT	290.41
	Invoice 14247		11/30/2019 ADMIN-5 CLEANS IN NOVEMBER/19	649.75
038145	12/11/2019	006019	FLOWMETRIX TECHNICAL SERVICES INC.	3,827.13
	Invoice 2600968		11/26/2019 WATER-ANNUAL EQUIP CALIBRATIC	3,827.13
038146	12/11/2019	006027	FREEZIECAT APPLIANCE SERVICE L	1,487.08
	Invoice 12745		11/28/2019 SW-RECOV OIL/SUBS CTRL STICKR	1,487.08
038147	12/11/2019	007002	G & G ICE SERVICES	700.00
	Invoice October 2/19		10/02/2019 REC-ICE CAP PAINT/ICE INHIBITR	700.00
038148	12/11/2019	007012	GEORGIAN BAY FIRE & SAFETY SUP	304.48
	Invoice 788549		11/28/2019 HOLST FIRE EXTING/INSPECTION	304.48
038149	12/11/2019	007017	GFL ENVIRONMENTAL INC.125	181.93
	Invoice LQ00202014		10/31/2019 WST-REMOVE USED OIL/ANTIFREEZ	56.50
	Invoice LQ00208308		11/21/2019 WST-REMOVE USED OIL/ANTIFREEZ	56.50
	Invoice LQ00123108		06/27/2019 WST-REMOVE USED OIL	68.93
038150	12/11/2019	007025	GM BLUEPLAN ENGINEERING LIMITED	3,037.44
	Invoice 102759		11/26/2019 SW-DDLK LANDFILL SAMPLING/TES	1,445.27
	Invoice 102757		11/26/2019 SW-PROTON LANDFILL SAMPLING	1,592.17
038151	12/11/2019	008001	H. BYE CONSTRUCTION LIMITED	59,053.90
	Invoice 22013		11/14/2019 GRAVEL DELIVERY S118 ROAD 04	40,793.07
	Invoice 21861		10/02/2019 RDS-TRI AXLE TRUCK RENTAL RD12	18,260.83
038152	12/11/2019	008005	HACH SALES & SERVICE CANADA LTD	213.46
	Invoice 209089		11/15/2019 LAGOON-RGT SET,AMVER 50 TESTS	213.46
038153	12/11/2019	008021	HERALD NEWSPAPER CORP	329.96
	Invoice 18166		10/15/2019 LIB-COMING EVENTS ADV OCT 16	7.91
	Invoice 18327		11/20/2019 ADMIN ASSIST/MEETING/SDWLK CLI	322.05
038154	12/11/2019	008027	HIGHLAND SUPPLY	129.40
	Invoice 281168		11/13/2019 RDS-MINIATURE BULB UNIT 113	7.10
	Invoice 281172		11/13/2019 RDS-LED WORK LIGHT UNIT 208	47.39
	Invoice 281575		11/28/2019 WTR-5L 5W40/WINSHLD WASHR-305	74.91
038155	12/11/2019	008041	HWY 4 TRUCK SERVICE LTD.	5,785.69
	Invoice 92491		11/21/2019 RDS-ANNL INSPECTION/LABOR #205	4,576.44
	Invoice 92453		11/26/2019 WASTE-2 PK PLTNM H4 BULB #218	86.20
	Invoice 92409		11/21/2019 WST-ANNL SAFETY/INSPECTION 211	565.05
	Invoice 92563		12/04/2019 RDS-DPF ASSEMBLY C0172-SA #212	-3,162.06
	Invoice 92560		12/04/2019 RDS-DPF ASSEMBLY C0172-SA #212	3,720.06
038156	12/11/2019	009010	INFINITY NETWORK SOLUTIONS	4,207.21
	Invoice 25924		12/03/2019 RDS-LABOUR FOR WINDOWS 10 INS	1,288.20

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 25923		12/03/2019 RDS-WINDOWS 10 COMP INSTALL	40.68
	Invoice 25896		11/30/2019 ADMN-2ND MONITOR	101.53
	Invoice 26050		12/03/2019 INSTALL MS 0365 BUS PREMIUM	514.60
	Invoice 26127		12/10/2019 ADMN-MONITOR/MAINT/BACKUP CO	2,262.20
038157	12/11/2019	010011		195.00
	Invoice December 6/19		12/06/2019 REC-OLDE TOWN HALL CLEANING	195.00
038158	12/11/2019	011005		5,494.62
	Invoice 504		11/01/2019 NOV 2019 CANINE CONTRACT	2,747.31
	Invoice 505		11/29/2019 DEC 2019 CANINE CONTRACT	2,747.31
038159	12/11/2019	013001	M & L SUPPLY FIRE & SAFETY	10,166.25
	Invoice 000535		11/19/2019 FIRE-CYL/VLV CARB ASSEMBLY X7	10,166.25
038160	12/11/2019	013019	MARTARP	514.15
	Invoice 5903		11/27/2019 SW-28'X95" REINF MESH TARP 217	514.15
038161	12/11/2019	013028	BUREAU VERITAS CANADA (2019) INC.	2,887.62
	Invoice CP10018215		11/25/2019 SW-EGREMONT LANDFILL TESTING	2,887.62
038162	12/11/2019	013035	MCDONALD HOME HARDWARE	947.13
	Invoice 84087		11/19/2019 FIRE-SAFETY GLASSES 12PK	28.22
	Invoice 83055		10/15/2019 FIRE-STOVE PIPES/INSUL SS TOP	213.33
	Invoice 83287		10/23/2019 FIRE- STOVEPIPE SCREWS	2.59
	Invoice 84265		11/26/2019 WATER-RED GALV 1125 COUPLING	4.83
	Invoice 84308		11/27/2019 LAGOON-RAGS/750W+1500W W/OSC	88.04
	Invoice 84330		11/28/2019 RDS-HEALTH/SAFETY 30 LG GLOVE	237.30
	Invoice 84325		11/28/2019 RDS-HOPEVILLE ICE MELT 20KG	19.48
	Invoice 84335		11/28/2019 RDS-4 PK BLACK CABLE TIES	11.71
	Invoice 84340		11/28/2019 RDS-USB/PHONE ADAPTER/HARDW	41.17
	Invoice 84357		11/29/2019 RDS-CAULKING,LARGE BAG,MARKE	28.63
	Invoice 84367		11/29/2019 RDS-40PK GIANT BAGS,DUCT TAPE	33.31
	Invoice 84125		11/21/2019 RDS-SHOVEL,WET ONES,MOUSE TF	47.05
	Invoice 84178		11/22/2019 RDS-SPRAY PAINT,CAULKING	26.65
	Invoice 84246		11/25/2019 RDS- BLDRS HARDWARE	17.75
	Invoice 84277		11/26/2019 REC- 3 PACK SCREWS FOR ARENA	16.92
	Invoice 84174		11/22/2019 REC- ARENA 3.78L MR.CLEAN	16.94
	Invoice 84132		11/21/2019 REC-ARENA STORAGE BOXES	43.80
	Invoice 84455		12/02/2019 REC-6 BAGS ICE MELT- TOWN HALL	57.56
	Invoice 84071		11/19/2019 REC-FURNACE FILTER MACINTYRE	11.85
038163	12/11/2019	013049	MICHELIN NORTH AMERICA (CANADA) INC.	1,072.14
	Invoice DA0007449046		11/21/2019 RDS-301 INSTALL PRCHASED TIRES	1,072.14
038164	12/11/2019	013058	MINISTER OF FINANCE	20,563.46
	Invoice 110711191137039		11/07/2019 FIRE-2019 STUDENT REGISTR FEES	455.00
	Invoice 1232576337-1		12/02/2019 TILE DRAIN DEBENTURE 2019-01	5,652.11
	Invoice 1-113187066-10		12/02/2019 TILE DRAIN DEBENTURE 01-10	3,124.96
	Invoice 1-115862076-8		12/02/2019 TILE DRAIN DEBENTURE 2012-01	4,537.99
	Invoice 1-120632052-2		12/02/2019 TILE DRAIN DEBENTURE 2017-10	6,793.40
038165	12/11/2019	013097	MCDUGALL ENERGY INC.	8,503.47
	Invoice 4286824		11/26/2019 CLEAR DIESEL	901.38
	Invoice 4286823		11/26/2019 DYED DIESEL	1,537.84
	Invoice 4286829		11/26/2019 REGULAR GAS	848.35
	Invoice 4304003		11/03/2019 DYED DIESEL	1,148.95
	Invoice 4299821		12/03/2019 CLEAR DIESEL	2,865.65

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 4299820		12/03/2019 DYED DIESEL	1,201.30
038166	12/11/2019	015017	ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS	226.00
	Invoice November 26/19		11/26/2019 MAYOR- 2020 OPP GOVERN SUMMIT	226.00
038167	12/11/2019	015041	OPTIMIST CLUB OF EGREMONT TOWNSHIP	2,063.38
	Invoice 120619		12/06/2019 CHRISTMAS PARTY DINNER	2,063.38
038168	12/11/2019	018044	PUROLATOR INC	82.30
	Invoice 443124028		11/22/2019 ADMN/WATER-SHIP FROM	62.30
038169	12/11/2019	018002	R B ENTERPRISES	1,921.00
	Invoice 23490		11/15/2019 SW-INSTALL AIR BLOWOFF 218/219	1,921.00
038170	12/11/2019	018015	REEVES CONSTRUCTION LTD	8,745.41
	Invoice 3251		12/04/2019 RD 22 MUNICIPL DRAIN EQ RENTAL	8,745.41
038171	12/11/2019	018027	RIVERSIDE EQUIPMENT REPAIR	151.48
	Invoice 7478		11/30/2019 RDS-PINS & SHAFT FOR PLOWS	151.48
038172	12/11/2019	019051	SPARLING'S PROPANE	750.55
	Invoice 88725041905270		11/26/2019 TUBE HEATER BRK/DIAGNOSTIC FE	204.41
	Invoice 88725040904477		11/28/2019 REC- PROPANE	546.14
038173	12/11/2019	019062	STEER ENTERPRISES LTD.	1,043.34
	Invoice 01S8987		11/30/2019 SW-UNIT 219 COMPLETE SERVICE	1,043.34
038174	12/11/2019	019076	STUTZ BROWN & SELF PROFESSIONAL CORP	9,770.98
	Invoice 29416		11/26/2019 S-3481-18 NOV ORDER TO COMPLY	2,189.09
	Invoice 29395		11/22/2019 R-SITE PLANS SP9-19, SP15-19	762.40
	Invoice 29441		12/02/2019 R-LEGAL SERV FLATO NORTH 4,5,6	6,819.49
038175	12/11/2019	019086	SHRED-IT	76.82
	Invoice 8100902216		11/30/2019 ADMIN-SHREDDING SERVICES	76.82
038176	12/11/2019	020012	THE BLUEWATER DISTRICT SCHOOL	491,412.95
	Invoice Dec 11/19		12/11/2019 4TH QUARTER 2019 LEVY PAYMENT	491,412.95
038177	12/11/2019	020013	THE BRUCE-GREY SEPARATE SCHOOL BOARD	41,741.03
	Invoice December 11, 2019		12/11/2019 4TH QUARTER 2019 LEVY PAYMENT	41,741.03
038178	12/11/2019	020022	THE MURRAY GROUP LIMITED	25,405.23
	Invoice MG-260-2019-0438		11/21/2019 ASPHALT PATCH RD 26/75/3/12/22	23,462.42
	Invoice P-260-00013105		11/26/2019 RDS- COLD MIX	1,942.81
038179	12/11/2019	020032	TOROMONT INDUSTRIES LTD.	85.26
	Invoice PS601037837		11/21/2019 RDS- LENS FOR LOADER 119	85.26
038180	12/11/2019	020044	TRITON ENGINEERING SERVICES LTD	73,795.78
	Invoice 50657		10/31/2019 W4609 WASTEWATER EA ADVISORY	2,120.45
	Invoice 50569		10/31/2019 I6430 RDS MGMT STUDY ADVISORY	11,744.54
	Invoice 50623		10/31/2019 M5619 RECON MAIN/RD 9 ADMN FEE	46,493.60
	Invoice 50570		10/31/2019 M5620 PROTON LOT ADVIS/DESIGN	3,869.23
	Invoice 50655		10/31/2019 T45611 WELL 5 OCT ENGINEER SRV	9,567.96
038181	12/11/2019	021007	USTI CANADA, INC.	12,568.95
	Invoice 260677		12/01/2019 KEYSTONE 2020 MAINT FEE-260677	12,568.95

## Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038182	12/11/2019	022002	VALLEY BLADES LIMITED	1,575.90
	Invoice SV020938		11/25/2019 RDS-PLOW PARTS	1,575.90
038183	12/11/2019	022004	VANALSTINE AUTOMOTIVE	1,910.04
	Invoice 9473		10/24/2019 FIRE-COMMERCIAL BATTERY	200.22
	Invoice 9734		11/18/2019 BLDG-#313 INSTALL SNOW TIRES	54.42
	Invoice 9735		11/18/2019 BLDG-#314 INSTALL SNOW TIRES	54.42
	Invoice 9704		11/14/2019 RDS-THROTTLE/EMERG BRAKE RPA	105.27
	Invoice 9794		11/22/2019 RDS-BATT CABLE CONN/LABOR #20	279.26
	Invoice 9830		11/27/2019 INSTL CNTRL ARM/BALL JOINT 301	1,216.45
038184	12/11/2019	022008	VIKING CIVES LTD	206.09
	Invoice 2687686		11/19/2019 RDS-BOLTS/COTTER PINS/NUT HEX	206.09
038185	12/11/2019	023008	WASTE MANAGEMENT	4,977.21
	Invoice 0003118-0677-2		12/02/2019 RECYCLING	4,977.21
038186	12/11/2019	023021	WELLINGTON CONSTRUCTION CONTRACTORS INC.	258,134.97
	Invoice November 29/19		11/29/2019 CERT 8 CONT 4611-18 WELL MODIF	258,134.97
038187	12/11/2019	023039	WORK EQUIPMENT	468.72
	Invoice 048210		12/03/2019 RDS-SPRING BASE/HRD/SFT SKIRTS	468.72
038188	12/11/2019	025002	YOUNG'S BUILDING MATERIALS INC.	134.41
	Invoice 654823		12/02/2019 RDS-ALK RST CLEAR PAINT	51.97
	Invoice 652176		11/12/2019 SW-STORAGE BOX,FLASHLIGHT,BA	82.44
038189	12/11/2019	098002		250.00
	Invoice December 5/19		12/05/2019 BLDG-FINL INSP REFUND 2019-338	250.00
038190	12/11/2019	098002		250.00
	Invoice Decemeber 5, 2019		12/05/2019 BLDG-FINL INSP REFUND 2018-251	250.00
038191	12/11/2019	098002		250.00
	Invoice Dec 5, 2019		12/05/2019 BLDG-FINL INSP REFUND 2019-313	250.00
038192	12/11/2019	098002	SCHWINDT & SONS	500.00
	Invoice Dec 5/19		12/05/2019 BLDG- FINAL INSPECTION REFUND	500.00
038193	12/11/2019	098002	WOODLAND SPRINGS SCHOOL	250.00
	Invoice Nov 9/19		12/09/2019 BLDG-FINAL INSPECTION REFUND	250.00
038194	12/11/2019	099001	2U MOBILE EMISSION INSPECTIONS	372.90
	Invoice 2160		11/26/2019 UNIT 208/294/209 EMISS INSPECT	372.90
038195	12/11/2019	099002	CEDAR CREEK TOOLS	67.79
	Invoice 22183		11/28/2019 RDS- DEWALT LED LIGHT	67.79
038196	12/11/2019	099003		600.00
	Invoice 11/26/19		11/26/2019 ENTRANCE PERMIT REFUND 2019-3	600.00
038197	12/11/2019	099005	KENSTRUCT	9,449.12
	Invoice December 6/19		11/06/2019 [REDACTED] DEP REFUND-SOIL TEST	9,449.12
038198	12/11/2019	099005		400.00
	Invoice 11/26/19		11/26/2019 ENTRANCE PERMIT REFUND 2019-1	400.00
038199	12/11/2019	099006	O.P.F.EX.	23.00

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice Dec 3/19		12/03/2019 REC- ARENA BOOTH FILTER CLEAN	23.00
038200	12/11/2019	099006	ONTARIO BUILDING OFFICIALS ASSOCIATION	723.20
	Invoice Dec 6/19		12/06/2019 BLDG-OBOA MEMBERSHIP	723.20
038201	12/11/2019	099007	RCL BRANCH 134 POPPY FUND	70.00
	Invoice 80		11/11/2019 COUNCIL- 2019 WREATH	70.00
038202	12/11/2019	099007	SOUND BARRIERS	472.28
	Invoice 20821		11/12/2019 REC-ARENA TEMPERED GLASS CRA	472.28
038203	12/19/2019	099009		1,938.83
	Invoice December 19 2019		12/18/2019 PP26	1,938.83
038204	12/19/2019	001011	ACKLANDS GRAINGER	600.12
	Invoice 9386042023		12/13/2019 SAFTY-TRAFFIC PARKA/INSUL PANT	600.12
038205	12/19/2019	002005	██████████ TRANSFER	4,980.48
	Invoice 641301		11/19/2019 ROADS-CLEAN CATCHBASINS	4,980.48
038206	12/19/2019	002010	BDO CANADA LLP	8,983.50
	Invoice CINV0408898		12/05/2019 INTERIM AUDIT Y/E DEC 31/19	8,983.50
038207	12/19/2019	002047	BROADLINE EQUIPMENT RENTALS LTD	1,433.07
	Invoice 63047		04/30/2019 RDS/CAP- ROLLER PACKER RENTAL	1,433.07
038208	12/19/2019	003022	CARDINAL COURIERS LTD.	39.55
	Invoice 1959463		11/30/2019 RDS-#119 SHIP TO TOROMONT CAT	39.55
038209	12/19/2019	003038	CHALMERS FUELS INC	162.10
	Invoice 939086		11/30/2019 RDS/WASTE-UNIREX EP 2	162.10
038210	12/19/2019	003057	CLEARTECH INDUSTRIES INC.	453.00
	Invoice 816333		12/12/2019 WATER-WELL 3/4 TESTING	453.00
038211	12/19/2019	003076	CORPORATE EXPRESS CANADA INC	314.15
	Invoice 52148255		12/11/2019 ADMN/FIRE-BATTERIES/PAPER/PEN	314.15
038212	12/19/2019	003092	CADUCEON ENTERPRISES INC.	865.02
	Invoice 19-18753		12/16/2019 WATER TESTING	479.69
	Invoice 19-18548		12/11/2019 WW- SEWAGE TESTING	385.33
038213	12/19/2019	004061	DUNDALK DISTRICT AGRICULTURAL SOCIETY	100.00
	Invoice December 16/19		12/16/2019 2019 DUNDALK PARADE PRIZE	100.00
038214	12/19/2019	004071	DUNDALK FOODLAND	15.42
	Invoice Tran454		12/11/2019 ADMIN-MILK & CREAM	8.45
	Invoice Tran2270		12/17/2019 PLSTIC CUTLERY/PLATE 4 POTLUCK	6.97
038215	12/19/2019	004086	DYNAMIC ONLINE MARKETING CORP	700.60
	Invoice 126789		11/21/2019 FIRE-TRAINING MATERIALS	700.60
038216	12/19/2019	005030	ERAMOSA ENGINEERING INC	1,079.73
	Invoice 414918-10		11/29/2019 WATER-WELL D5 UPGRADES OCT-N	1,079.73
038217	12/19/2019	005038	EVOQUA WATER TECHNOLOGIES LTD.	4,307.70
	Invoice 904254317		11/28/2019 WATER- D4 REPLACEMENT	4,307.70

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038218	12/19/2019	006014	FIVE STAR CLEANING	2,042.48
	Invoice 14249		11/30/2019 LIB-4 CLEANS IN NOV/TOILET PPR	240.13
	Invoice 14265		11/29/2019 CEM-OCT2019 FALL/LEAF CLEAN UP	1,576.35
	Invoice 14248		11/30/2019 RDS-DDLK/HOLST NOV2019 CLEANS	226.00
038219	12/19/2019	006027	FREEZIECAT APPLIANCE SERVICE L	1,613.64
	Invoice 12746		11/30/2019 SW-51 STICKERS/ OZONE DEplete	1,613.64
038220	12/19/2019	007025	GM BLUEPLAN ENGINEERING LIMITED	4,278.30
	Invoice 103179		12/12/2019 EGRM LANDFILL INSPECT/SAMPLING	4,278.30
038221	12/19/2019	008001	H. BYE CONSTRUCTION LIMITED	1,695.00
	Invoice 22033		11/29/2019 RDS-LOADER RENTAL	1,695.00
038222	12/19/2019	008003	H2FLOW EQUIPMENT INC.	1,578.38
	Invoice 16765		12/17/2019 WATER-SENSOR CABLE/LAMP ASSE	1,578.38
038223	12/19/2019	008021	HERALD NEWSPAPER CORP	113.00
	Invoice 18283		11/18/2019 FIRE-ADV WANTED FIRE FIGHTERS	113.00
038224	12/19/2019	008027	HIGHLAND SUPPLY	451.94
	Invoice 281870		12/10/2019 FIRE-PRESSURE WASHER	451.94
038225	12/19/2019	008041	HWY 4 TRUCK SERVICE LTD.	437.65
	Invoice 92645		12/04/2019 RDS-BRAKE LEAK REPAIR #216	381.91
	Invoice 92693		12/10/2019 SW-AIR LEAK REPAIR UNIT 218	55.74
038226	12/19/2019	013001	M & L SUPPLY FIRE & SAFETY	2,210.68
	Invoice 000677		11/13/2019 FIRE-TRANSDUCER/DRIVER MODULE	2,210.68
038227	12/19/2019	013011	MAPLE LANE FARM SERVICE INC.	1,418.15
	Invoice 1180727		12/17/2019 RDS-PARTS FOR UNIT 100	1,418.15
038228	12/19/2019	013035	MCDONALD HOME HARDWARE	251.46
	Invoice 84574		12/06/2019 LIB- ALUM TENSION BAR	12.42
	Invoice 84733		12/11/2019 REC-FURN FILTER/SPRAY BOTTLES	31.03
	Invoice 84508		12/04/2019 AREN-FRIDGE THERMOMETER X4	33.85
	Invoice 84659		12/09/2019 AREN-EPOXY, SPONGES, PUTTY KNIF	15.56
	Invoice 84514		12/04/2019 AREN-BLEACH, SPRAY BOTTLE	19.49
	Invoice 84520		12/04/2019 RDS-BUILDERS HARDWARE	15.50
	Invoice 84538		12/05/2019 RDS-SCREWS/10 SPRUCE 2X4 12'	92.52
	Invoice 84489		12/03/2019 WATER-UTILITY PAIL	4.85
	Invoice 84707		12/10/2019 RDS-CLRBRD TUBING	8.75
	Invoice 84686		12/10/2019 WASTE-ICE MELT	11.29
	Invoice 84689		12/10/2019 RDS- DRILL PUMP	19.20
	Invoice 84705		12/10/2019 RDS- PUMP DRILL RETURNED	-19.20
	Invoice 84709		12/10/2019 WATER-HAND SIPHON KEROSN PUM	6.20
038229	12/19/2019	013047	METCON SALES & ENGINEERING LTD	1,825.18
	Invoice 4006931		10/03/2019 WATER-INJECTION/SHUT OFF VALV	1,825.18
038230	12/19/2019	013049	MICHELIN NORTH AMERICA (CANADA) INC.	2,355.82
	Invoice NA966464/NA966474		11/30/2019 RDS-TIRES/INSTALL FOR 301/312	2,355.82
038231	12/19/2019	013063	MINISTRY OF TRANSPORTATION	195.00
	Invoice 2019009936-1129		11/29/2019 DRAIN	195.00
038232	12/19/2019	013070	MONO ARTS & GRAPHICS PRINTING LTD	818.16



**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 6026		12/12/2019 WASTE-CALENDAR/SORTING GUIDE	818.16
038233	12/19/2019	013097	MCDUGALL ENERGY INC.	10,117.30
	Invoice 4310482		12/10/2019 CLEAR DIESEL	3,520.20
	Invoice 4310317		12/10/2019 CLEAR DIESEL	1,948.66
	Invoice 4310480		12/10/2019 DYED DIESEL	1,235.20
	Invoice 4310483		12/10/2019 REGULAR GAS	753.54
	Invoice 4310309		12/10/2019 DYED DIESEL	1,509.76
	Invoice 4313132		12/11/2019 DYED DIESEL	798.24
	Invoice 4313133		12/11/2019 DYED DIESEL	44.58
	Invoice 4316294		12/11/2019 DYED DIESEL	307.12
038234	12/19/2019	014019	BRANDT TRACTOR LTD.	164.52
	Invoice 107900559		12/09/2019 RDS-UNIT 101 HOSE	164.52
038235	12/19/2019	018011	REALTAX INC.	8,305.50
	Invoice 74153		12/10/2019 REAL TAX FEES	565.00
	Invoice 74154		12/10/2019 REAL TAX FEES	508.50
	Invoice 74155		12/10/2019 REAL TAX FEES	508.50
	Invoice 74156		12/10/2019 REAL TAX FEES	508.50
	Invoice 74157		12/10/2019 REAL TAX FEES	508.50
	Invoice 74158		12/10/2019 REAL TAX FEES	508.50
	Invoice 74159		12/10/2019 REAL TAX FEES	508.50
	Invoice 74160		12/10/2019 REAL TAX FEES	565.00
	Invoice 74161		12/10/2019 REAL TAX FEES	508.50
	Invoice 74162		12/10/2019 REAL TAX FEES	508.50
	Invoice 74163		12/10/2019 REAL TAX FEES	565.00
	Invoice 74164		12/10/2019 REAL TAX FEES	508.50
	Invoice 74165		12/10/2019 REAL TAX FEES	508.50
	Invoice 74166		12/10/2019 REAL TAX FEES	508.50
	Invoice 74167		12/10/2019 REAL TAX FEES	508.50
	Invoice 74168		12/10/2019 REAL TAX FEES	508.50
038236	12/19/2019	019051	SPARLING'S PROPANE	4,939.08
	Invoice 00725005007500		12/04/2019 WASTE-PROPANE	1,462.94
	Invoice 00009710269		12/14/2019 RDS-PROPANE	1,796.50
	Invoice 00009688768		12/10/2019 RDS- PROPANE	1,679.64
038237	12/19/2019	019069	STINSON OWL-LITE	6,751.75
	Invoice IN0057709		12/10/2019 RDS-17" SOLAR RADAR SIGN	6,751.75
038238	12/19/2019	020021	THE MUNICIPALITY OF WEST GREY	38,649.00
	Invoice 7718		12/10/2019 2019 FIRE LEVY	38,649.00
038239	12/19/2019	020032	TOROMONT INDUSTRIES LTD.	250.92
	Invoice PS601039249		12/17/2019 RDS-FILTERS/LUBE/ELEMENT FUEL	250.92
038240	12/19/2019	022002	VALLEY BLADES LIMITED	8,128.94
	Invoice SV022113		12/12/2019 RDS-SNOWPLOW CAR CDB OVERLA	8,128.94
038241	12/19/2019	022004	VANALSTINE AUTOMOTIVE	40.12
	Invoice 9235		09/27/2019 WATER- WELL 3 WRENCH SET	40.12
038242	12/19/2019	023007	WARD & UPTIGROVE CONSULTING & HUMAN RESOURCES	904.00
	Invoice 63177		11/30/2019 ADMIN-HR SERVICES NOV 2019	904.00
038243	12/19/2019	023036	WILTONS SANITATION INC	226.00
	Invoice P24130		12/18/2019 HOLST PARADE PORTABLE TOILETS	226.00

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038244	12/19/2019 Invoice 1377	023037	MIDWESTERN NEWSPAPERS CORP 11/30/2019 ADV-BUILDG PERMIT/ADMIN ASSIST	330.63 330.63
038245	12/19/2019 Invoice 048281	023039	WORK EQUIPMENT 12/10/2019 RDS-SAFETY ELEMENTS/BALL JOIN	346.11 346.11
038246	12/19/2019 Invoice 655790 Invoice 655792	025002	YOUNG'S BUILDING MATERIALS INC. 12/10/2019 RDS-FRANCE FILTER/SPRCE STAKE 12/10/2019 RDS-SPRUCE STAKES BUNDLE	85.84 69.97 15.87
038247	12/19/2019 Invoice 4513	099002	ALOE PRODUCTIONS INC. 12/12/2019 FIRE-ACCT BOARD/LAMINATE SHEE	50.85 50.85
038248	12/19/2019 Invoice 3088	099002	COLOURPIX 12/06/2019 LIB-AD/HONORARIA/PROGRAM MAT	146.90 146.90
038249	12/19/2019 Invoice December 10, 2019 Invoice December 13, 2019	099003	12/10/2019 OWDCP LVSTCK KILL REIMB-003969 12/13/2019 OWDCP LIVESTCK KILL REIM003931	1,400.00 1,120.00
038250	12/19/2019 Invoice December 16, 2019	099003	12/16/2019 2019 DUNDALK PARADE PRIZE	75.00 75.00
038251	12/19/2019 Invoice 2641 Invoice 2640	099004	GENWORX POWER SYSTEMS INC. 12/12/2019 WATER-COOLANT LEAK REPAIR 12/12/2019 WW/LAGOON- BLOCK HEATER REP/	457.65 946.99
038252	12/19/2019 Invoice I-KCA-1912056	099005	KING LUMINAIRE 11/12/2019 RDS-DECOR STREETLIGHT GLOBES	3,657.81 3,657.81
038253	12/19/2019 Invoice Dec 16/19	099006	12/16/2019 2019 DUNDALK PARADE PRIZE	100.00 100.00
038254	12/19/2019 Invoice Dec 16, 2019	099006	12/16/2019 2019 DUNDALK PARADE PRIZE	75.00 75.00
038255	12/19/2019 Invoice 001	099007	12/17/2019 LIB-PHOTOS WITH SANTA DEC 7/19	250.00 250.00
038256	12/19/2019 Invoice December 16 2019	099007	12/16/2019 2019 DUNDALK PARADE PRIZE	100.00 100.00
038257	12/19/2019 Invoice November 29/19	099007	PRESSE COMMERCE 11/29/2019 LIB-MAGAZINE SUBSCRIPTION RNW	315.57 315.57
038258	12/19/2019 Invoice 17528	099007	RILEY MANUFACTURING 11/18/2019 ARENA- SHIP TO FREIGHT CHARGE	20.57 20.57
038259	12/19/2019 Invoice December 16/19	099008	12/16/2019 2019 DUNDALK PARADE PRIZE	50.00 50.00
038260	12/19/2019 Invoice 159504	099009	WAGGS LTD 12/11/2019 LIB-3 CHARCOAL FLOOR MATS	50.85 50.85
038261	12/19/2019 Invoice 3875	099009	WATECH SERVICES INC. 12/10/2019 WW-RESERVOIR INSP/HATCH REPA	7,772.69 7,772.69

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

12/01/2019 thru 12/31/2019

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
------------------	----------------	------------	-------	---------------

Cheque Register Total - 1,306,039.96



## Township of Southgate

### Conference, Workshop/Seminar & Training Policy #2

#### Council and Staff Education Evaluation Report Conference, Training, Seminars & Professional Development/Self-Study

Participant's Name: MARTIN SHIPSTON

Course/Workshop/Conference: <u>ROMA 2020</u>	Overall Evaluation: Excellent <u>Good</u> Average Poor
Association /Institution Provider:	Name of Instructor: <u>VARIED</u>
Dates of Attended: (if online, indicate online) <u>JAN 18 - 21</u>	
Purpose of Attending: <u>INFORMATION GATHERING &amp; NETWORKING</u>	
Please summarize the contents and the main points of the course: (Attach additional pages if necessary) <u>SEE ATTACHED REPORT</u>	
Will you use this information in your role? If yes, explain how: <u>YES, IF ONLY FOR REALIZING THAT MANY DECISIONS TO BE MADE HAVE CONSIDERATIONS FOR FUTURE OF TOWNSHIP, AND PARTNERING IS BECOMING IMPORTANT</u>	
Do you recommend that other Council Members/Staff attend this course? If so, who and why: <u>YES, GIVEN THE CHANCE WORTH ATTENDING</u>	
Should similar course material be presented in house? If yes, by whom? <u>NO - TO VARIED</u>	
Signature: <u>M Shipston</u>	Date: <u>JAN 27 - 2020</u>

## ROMA 2020

### SUNDAY

#### SUSTAINABLE ECONOMIC GROWTH

- To start the speaker stated the obvious saying economic development is the heart of the community, and that for growth the community should be resilient and have a purpose. The theme with all speakers hinged on regions working together as “one voice”, speaking up for all sectors that value local economic development. I think this is something the Township is already striving for with Grey County. These sectors include infrastructure, housing and tourism, all areas that are valued for local economic development.
- Advancing a local economy will include access to consistent broadband speeds. Broadband will help conditions for growth, based around 4 strategies. These are:
  1. Regional Workforce Planning- Fill a need for workers, including the agricultural sector. Basically to fill jobs that exist already and have to be filled, and after that, having built a good foundation, start to create new opportunities. For these workers moving in we need affordable, but better said, attainable housing.
  2. Regional investment in roads to move people and goods, in energy(natural gas), and broadband.
  3. Regional strategies that build on manufacturing, agriculture and food packaging and digital, or new technology. In a sense having economic clusters of private and public investment that holistically benefit everyone.
  - 4.Branding is also a big factor. Brand “ Who we are” and this does not happen overnight. It takes time and planning. This aspect ties in well with keynote speaker Terry O'Reilly, with his discourse on the “ Power of Storytelling”. The most effective marketers use stories to persuade. Every municipality has a story to tell, and feel free to use facts but go to the heart. Who we Are and “Place matters” all promote community and the people, as well as facts like good recreation, cleaner air, more land available, and affordable pricing. This does not take away that communities are all different, but basic challenges are fiscal realities, changing economic and demographics, and challenges that need new paradigms and a way of thinking.

Libro Credit Union has a program that encourages development , link being [www.rural/dev.ca](http://www.rural/dev.ca).

All speakers agreed that sustainable development was regional, partnering for jobs,infrastructure,natural gas , and broadband.

Economic Developers Council Ontario also has a link with an available newsletter at [www.edco.on.ca](http://www.edco.on.ca)

### MONDAY

#### CONNECTING COMMUNITIES/ IMPORTANCE OF BROADBAND

Rural areas are striving to stimulate economic growth that will last in the long term. This includes using low and leading technology, all reliant on good and consistent broadband. Nationally, access to broadband could potentially have an economic benefit of 20 trillion dollars. This benefit, as stated by the speaker, does not have to be government led. An example of a small town in Alberta was used where the community realized a need, took it into their own hand, got it done, and the government had

to be a partner after the fact. Having reliable broadband allows rural Ontario to tie into what is happening in urban areas and “Smart Cities”. These areas are being developed are using broadband to help private citizens, local businesses, and government to become engaged, create new partnerships, and using data to increase efficiency and productivity for all. While this tech is important, one cannot lose sight of the fact that no matter what infrastructure and tech used, it is for the people to use so that human equation is very important. It was stated that SMART infrastructure equals knowledge and work, innovation, sustainability, and attraction and more importantly retention of business and workers. Access to reliable broadband could also be a precursor to foreign investment, and closer to home, good governance and civil engagement.

The next speaker talked about the system itself, which I found extremely interesting. He talked about why there are service gaps, especially in rural Ontario, (though there are dead zones in urban areas). I mentioned prior of the small town in Alberta, realizing a problem and getting a solution by their own hands. The government partnered later. Government does play a role but is not the only stakeholder. The speaker stated that costs can be high to upgrade, but the economic costs not to would be far greater, thus the reason government has to partner with the private sector. The government is providing 350 million as a catalyst for private suppliers and communities to add their own investment. Based on need and the “gaps” are too large, this partnering is crucial. But why the gap? My own opinion from the information given is that in previous years the major players had a monopoly and only did upgrades when it suited them and showed profit. Lobbyists were used and thus gaps were market based. It was also stated that fibre optics that were put in the ground added to 45% of accessibility but only 12% is currently being used. However, as broadband is becoming an essential infrastructure, this market is not just for the big players and lobbyists, it is now and should be accessible for all, just like electricity. Apparently these gaps are being filled in by innovative smaller companies, like the ones we have in our area like Ehtel and Ruralnet. One tidbit I learned in the question period came from a really small internet provider who asked the panel when or if Hydro One would consider lowering or waiving fees to connect to their poles. A small consideration but possibly a huge investment for an emerging company that sees and wants to service a local economy.

In summation, broadband access can only be realized with government, communities and suppliers partnering together, and to realize that broadband is infrastructure, just like roads and electricity to be used for the common good not just profit.

A good link is Smart Cities Challenge at [www.infrastructure.gc.ca/cities-villes/index-eng](http://www.infrastructure.gc.ca/cities-villes/index-eng). It poses some ideas, perhaps ones to be discussed at the “visioning” meeting coming up.

## BUILDING COMMUNITY THROUGH SMART ENERGY CHOICES

The speaker talked about efficiency upgrades the IESO are implementing, and that the home assistance program is still an ongoing springboard for homeowners to acquire efficiency upgrades. I thought this was cancelled but who knows with all the programs available. It was stated that Ontario has enough energy to meet demand for the next 20 years. There are 21 electrical regions in the province and the long range planning will consist of regarding and working with these regions as all have specific needs and meeting and saving money through efficiencies. Again the theme of regional support.

Also the energy landscape is changing. In the past it was water and nuclear generation of hydro through transmission lines. Now those three also have wind and solar and electrical storage, augmented with futuristic ideas that are coming down the pipe. IESO realizes this and is committed to regional development, greener ways to produce and to work with individual regions.

## SEA CHANGE- BLUE BOX UNDER FULL PRODUCER RESPONSIBILITY

The first speaker stated that municipal governments have advocated for over a decade for full producer

responsibility, and now water, plastic and litter are polling as a most urgent environmental concern. People want change, and to see new packaging to help alleviate curbside pickup. Blue Box is transitioning to full producer responsibility over 6 years, being 2019 to 2025. One recommendation through this was that the transition must "not negatively impact the recycle services that the people of Ontario use everyday", which I think would be important to those who have \blue Box programs already in place. The idea of Reduce, Reuse, and Recycle should still be counted as a diversion practise to stop pressure on landfills, and to still be a service overseen by the RPRA (Resource Productivity and Recovery Authority).

-2019-2020 : Blue Box will wind up with a development of resource and recovery.

-2021-2022 : Producers prepare to assume control and operation of system and to work with government and service providers.

-2023-2025 : Transition of Blue Box program to full producer responsibility to achieve a true circular economy.

It was stated that "successful" transition will address long standing municipal concerns about the cost and complexity of recycling being born by the taxpayer, and a system where producers have to design better packaging to lower the recycled amounts of potential waste. Remember "successful" is the key word here. This program should(not will) mean a 130 million savings to municipalities. But what are the costs to true rural municipalities having to pick up garbage that people throw in the ditches since it could be too far to deliver waste???

There is a preferred transition date for municipalities, where transition from operational and financial obligations need to be addressed, making decisions about assets which include land, buildings, infrastructure, human resources and any external contracts. There is a site or portal on OMA website for [wasteportal@amo](mailto:wasteportal@amo), or [amo.on.ca](http://amo.on.ca).

## DEMAND THE RIGHT COALITION

This was truly an interesting portion of the session.

The speaker stated he does not like dumps but are a necessary evil. His reason to be founder of the Coalition was more procedural than his personal dislike. The coalition was formed from the fact that a local government apparently if taken in black and white and the letter of the law, has no say in the placing of a landfill. There is no right to say yes or no to something that will IMPACT your community. (His emphasis). Waste is primarily a private business and industry that because of that fact has no need for local approval. If the Ministry looks at an application and all the boxes are checked that is it. Over 140 municipalities have signed on and ratified the Coalitions motion, to be a part of this right to say yes or no.

8 million tons of waste come from industry and commercial producers alone, with private contractors hired to remove said garbage. The speaker stated that only 15% is recycled. He also mentioned that the waste industry foresees(or would like) between 5-10 mega dumps created, especially if the U.S. Decides not to accept our refuse. How would that effect Southgate Township, having to ship waste to these areas at our cost, or on the flip side being told that we have to sponsor one? Link is [www.demandtheright.ca](http://www.demandtheright.ca)

As an aside after I put this on paper there was an editorial in the Toronto Star dated Mon Jan 20<sup>th</sup> with the title "Governments bad habit of acting before thinking hits recycling". The link is [www.thestar.com](http://www.thestar.com).

TUESDAY



## CYBERSECURITY and CLOSED MEETINGS

Cyber security involves promoting best practises, education, collaboration with police, media relations (especially how to tell public of any breach) and closed meetings.

With closed meetings there are 14 specific exemptions under the Municipal Act. Talking about insurance policies and the monies involved fall under these exceptions, with 4 new exceptions being brought about by Bill 68, the exceptions being h, i, j, k, all dealing with MFIPPA and security of property. The speaker stated that security is not “defined” but related to “protection” of property, both corporeal and incorporeal, basically just not bricks and mortar, vehicles, etc. Branding, copyright, insurance policies are included. Cyber policies and insurance can be talked about in closed session so amount of policy and details is not known, just the fact the issue or policy was talked about. Basically giving as little info to possible criminal element, while keeping the transparency of Section 239 of the Municipal Act whole.

## MTO “CONNECTING THE SOUTHWEST”

This is an MTO Transportation Draft Plan that encompasses intercommunity bus service, more reliable train service, more local public transit, highways, reliable local roads, and regional airports and ferries. The planning area encompasses 88 municipalities that cover 30,400 km<sup>2</sup>, with Grey/Bruce being in the Northern portion.

This is a draft Plan so the Ministry wants input from citizens and municipalities alike. Here are links.

-Engage Ontario: [engage.ontario.ca/](http://engage.ontario.ca/)

-Website : [ontario.ca/southwesttransportation](http://ontario.ca/southwesttransportation)

-email” [swplan@ontario.ca](mailto:swplan@ontario.ca)

## EXHIBITOR BOOTHS

Here are contacts for exhibitors I found interesting and possibly for all, including Southgate residents. Universal Broadband Fund at [www.canada.ca/get-connected](http://www.canada.ca/get-connected)

Nuclear Waste Management Organization. I thought this pertinent as one of the sites being looked at is close to home, even if it just for ripple economic benefits. One can sign up for monthly newsletters at [contactus@nwmco](mailto:contactus@nwmco) or [www.nwmco.ca](http://www.nwmco.ca).

Conservation Ontario. A brochure stating that flooding is the leading cause of public emergency in Ontario. They have an education program called Risk to Resiliency at [www.conservationontario.ca](http://www.conservationontario.ca)

“Good Doctors” medical clinics. Private group that provides healthcare services in over 70 rural and underserved communities in Ontario.. looking to expand services by leveraging innovative technology. (again broadband coming to the forefront). No website provided but imagine could |Google.

Carolinian Canada. A group teamed with the World Wildlife Fund to help preserving the Carolinian forest through a project called InTheZoneGardens.ca. Southgate is in the buffer or transition phase of the Carolinian to the Boreal forest. Preserving by planting native species.

Recreational Trails Coalition Ontario

RTCO is a partnership to growing the tourism and economic impact of off-highway power sports. I mention this because of the tourism application and the fact that the snowmobile trails are subject to the mercurial winter weather. That aspect of winter tourism is or having to go farther north. Link is [dothetrails.com](http://dothetrails.com).

I would like to end by thanking the Township for sending me to the 2020 Roma Conference.

Regards,

Councillor Martin Shipston



**Township of Southgate  
Conference, Workshop/Seminar & Training Policy #2**

**Council and Staff Education Evaluation Report  
Council, Training, Seminars & Professional Development/Self Study**

<b>Participant's Name:</b>		Councillor Barbara Dobreen						
<b>Course/Workshop/Conference:</b> Rural Ontario Municipalities of Ontario www.roma.on.ca		<b>Overall Evaluation:</b> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Excellent</td> <td style="width: 25%;">Good</td> <td style="width: 25%;">X</td> <td style="width: 25%;">Average</td> <td style="width: 25%;">Poor</td> </tr> </table>		Excellent	Good	X	Average	Poor
Excellent	Good	X	Average	Poor				
<b>Association/Institution Provider:</b> ROMA/AMO		<b>Name of Instructor:</b> Many						
<b>Dates Attended: (if online, indicate online)</b>		January 19, 20 and 21, 2020						
<b>Purpose of Attending:</b> ROMA is an opportunity for municipal officials to learn about current and emerging issues that affect our individual or collective municipalities. Through the many sessions and networking opportunities, we gain insight into best practices, trends and actions already being taken to address concerns facing our own and neighbouring communities.								
<b>Please summarize the contents and the main points of the course: (Attach additional pages if necessary)</b> The exhibitor floor, plenary sessions, workshops, Minister speeches and guest speakers covered a broad range of municipal responsibilities and issues facing rural Ontario. Key topics related to rural health care, including public health and emergency services, broadband expansion, housing options, social issues like the opioid crisis, hate crime and human trafficking, cyber security, home values and climate change.  All presentations may be viewed through the ROMA website at <a href="http://roma.on.ca/Events/2020ROMAConference/Presentations.aspx">http://roma.on.ca/Events/2020ROMAConference/Presentations.aspx</a>  See attached for sessions personally attended and key take-aways.								
<b>Will you use this information in your role? If yes, explain how:</b> Yes. The conference provided the opportunity to explore some of the common issues facing rural small towns and communities and learn about what others are working on and best practices already implemented. As Southgate holds their visioning session in February, and as we move on the regular business and social initiatives in progress, the information gleaned over the 3 days will most certainly be of value.								
<b>Do you recommend that other Council Members/Staff attend this course? If so, who and why?:</b> Yes. It is at these conferences that we have the rare opportunity to interact with provincial and municipal leaders, industry experts and suppliers and learn about policy positions, emerging issues, potential announcements and new tools at our disposal.								
<b>Should similar course material be presented in house? If yes, by whom?</b> No. Not possible.								
<b>Signature:</b>			<b>Date:</b>					
		January 28, 2020						

## **ROMA – 2020 - Rural Ontario: Moving Forward Conference Evaluation Report by Councillor Barbara Dobreen**

All session presentations will be available for view at  
<http://roma.on.ca/Events/2020ROMAConference/Presentations.aspx>

### **Sessions & Workshops Attended:**

#### **Environmental Assessment Reform – New Opportunities for Streamlining Approvals and Local Control**

This session focused on recommendations being proposed by MOECP and the Municipal Engineers Association to improve and streamline the EA approval process by reducing duplication, focusing on those projects that may have significant environmental impacts, and put more responsibilities in local hands. MCEA Reform is well underway to improve the appeal timeframes for prompt decisions on Part II Orders and shift or remove some of the processes based on level of complexity, notice requirements and impact to the environment. For roads, it is proposed to move 5 project types up and 9 down in the schedule type. In water and waste water, 4 projects would move up and 14 down in the schedule process.

**Using Foresight to Foster Discussion of Rural Challenges** – The representative from the Rural Ontario Institute spoke about the persistent, complex and ‘wicked’ challenges facing rural communities. They straddle boundaries and involve multiple stakeholders, often with conflicting agendas. There are no silver bullet solutions but the common themes demand collaboration. Workforce shortages, water quantity, building relationships between municipalities and indigenous communities, energy and the rural households, and the increased need for services by an aging population (boomers coming of retirement of age), were among the Top 20 community priorities identified through their consultations.

**The Power of Story Telling** - Radio celebrity and author Terry O’Reilly explained the most effective marketing campaigns are the result of storytelling and that sharing a compelling story in a meaningful way penetrates and adds value. “Effective storytelling pierces jaded hears and leaves people feeling something.” It is important to discover what makes your community unique and then take control of that story by relaying it in a vivid, interesting and smart way. One example was about the Hansbrinker Budget Hotel in Amsterdam and how it capitalized on being the worst and least hygienic hotel in the world. Surprisingly, it increased its occupancy to about 80% annually, just from people wondering how bad it could be. Another example was that of the Peter Marsh advertising agency and how it won the British Rail Company account. By intentionally keeping the Rail executives waiting in a reception area filled with overflowing ashtrays, littered coffee cups and magazines on the floor, the ad team successfully made the Rail executives ‘feel’ just what their riders experienced every day.

#### **Rural Health Care**

Jim Pine, CAO of Hastings Company provided an update on the consultations taking place to strengthen and modernize public health and emergency services in order to end hallway health care through Ontario.

#### **Virtual Care: Making a Difference in Rural Ontario (Learning Lunch)**

Over lunch, the Ontario Medical Association outlined how secure video technology is being used to connect patients in rural and northern communities with doctors and specialists. An aging population with complex health issues, factored with the time, distance and expense to travel, make connecting digitally a benefit and a must. However, the ability to connect depends on high speed internet which is not always available in the regions that could most benefit from it. The lack of broadband also affects the ability to attract the physicians they so desperately need in the first place.

### **More Choice: Expanding Housing Options**

Housing affordability is a concern province-wide. The vision that “all Ontarians can find a home that meets their needs and their budget is challenging” requires partnerships and a commitment to pursue alternatives to unlock the housing supply. Barriers to the housing supply are the speed with which approvals can be achieved; the layers and cost of permits; the mix of housing; rental properties are needed but there continues to be hesitation of property owners to become landlords; and the need for innovation – new designs, materials and creative approaches to ownership/leasing.

- **Life Leasing** – the home buyer purchases an interest in the property and right to occupy for a long period of time. Geared to seniors, and like condos, the owner pays a fee for maintenance. The properties are usually owned by non-profit/charitable organizations.
- Presented with the challenges of being a care giver to an ailing parent, Solterra introduced an innovative solution of **Shared Home Ownership**. A person purchases 25% of a home and occupies a unit within that home while sharing the common spaces and expenses. The cost of home care, housekeeping, cooking, laundry and shopping is also less of a burden as it too is a shared expense. Homes in Barrie, Brechin and Port Perry are proving the concept contributes to reduced isolation and increased safety while maintaining a level of independence. The occupant gets to remain in the community longer and delays the need to enter more institutional care facilities.
- **Land Leasing** – Parkside Corporation – Build communities, not just houses. Like Sandy Cove Acres, this community offers a sense of place, is fully accessible and is age friendly. The owner purchases the house and leases the lot, reducing the cost of home ownership by about 30%. The cost to the municipality is reduced as the land and its infrastructure is retained by the land owner. These communities offer an active design, social cohesion and result in engaged residents.

### **An Overview of the Grand River Conservation Authority – Building Resiliency through Collaboration**

GRCA is the largest and fastest growing region. Even the smallest communities are anticipated to double in population in the next 10 years. 70% of the land within the Grand River watershed is agriculture which can affect water quality and quantity. With warmer air and warmer water, more flooding will occur and is aggravated by tile draining and the removal of fence rows/storage areas. The GRCA is mandated to:

- Protect life and property – reduce flood damage and maintain flow by providing technical advice to municipalities on planning applications.
- Improve Health of Watershed – encourage upstream reservoirs that can be released during drought; offers a rural water quality grants/investment for land stewardship programs.
- Connect people with the environment – owns and maintains recreational infrastructure and provides outdoor education opportunities.
- Responsible Land Management – access to outdoor spaces
- Balance human, environmental & economic needs; build relationships/trust to achieve common goals.

**Cybersecurity and Closed Meetings** (Insight Breakfast) – John Mascarin, Aird & Berlis & Nick Ruder, AMO. Municipalities are being targeted by cyber hackers every second. It’s not a matter of if, but when you will be hit. #ONmuni Online was introduced in 2017 and offers a digital tool kit for solutions tailored for AMO members. It is important to develop policy on both prevention using best practices as well as a plan on what to do following an attack. A mini symposium on Cyber Security will be offered on the Sunday of the AMO 2020 annual conference. Integrity Commissioner John Mascarin advised that we can and should go into closed session to discuss cyber security and insurance. It is important to keep the plan and insurance confidential as disclosure of protocols and insurance limits could trigger a ransomware attack. The exception for in-camera discussion. 239(2)(a) Security of Property, relates to the protection of property and personal safety. Property can be physical and intellectual. It includes the protection of systems, networks and programs. Information is an asset. The authorizing resolution therefore should only disclose “insurance” and not “cyber”.

**Rural Social Policy Panel** explored the opioid overdose crisis, human trafficking and hate crimes.

- The **Opioid Crisis** affects communities across Ontario and through all walks of life. Opioid related deaths are on the rise. There is a need for intervention for mental health disorders and addictions. Municipalities need to acknowledge there is a problem, develop a strategy, appoint a coordinator and engage the community.
- **Human Trafficking** is real and it's not just through transport – it happens in rural towns too. They can be through people met on-line, at school or could be a family member, a host family member or family friend. Many issues contribute to why someone is vulnerable to being recruited. Trafficking can be seen in labour exploitation, sexual exploitation, domestic servitude and child trafficking. With education and the increase in reporting to police, the data shows Ontario has the highest number of reported violations (65.8% of all of Canada).
- **Hate Crimes** – Limited law enforcement capacity in Rural Ontario is further exasperated by the great distances the limited police force is required to cover. Immigration brings demographic shifts creating a real sense of loss with unemployment and lack of education. In 2016, there was a 47% increase in reported hate crime including border town violence against indigenous peoples, Islamophobic violence (attacks on mosques) and Asian Anglers being attacked. We can counter the risk and spread of hate crime through education/awareness, culturally appropriate victim services, engagement and networking, and training of law enforcement and service providers.

The mandated Community Safety and Well Being Committee, that brings together representatives throughout and across regions and across service disciplines, will help to address these in Grey County.

The **Ministers' Forum** was a chance to directly pose questions to all cabinet ministers on policy matters and concerns facing rural Ontario, while individual Minister/Municipal delegations allowed County representatives to elevate local concerns. Twenty-one questions were pitched from the floor, with Ministers responding in more general terms.

- Minister Yurek committed to 100% producer responsibility, strong diversion targets and penalties.
- A request was made to provide funding for well testing associated with non-profit community halls and clubs.
- The Finance Minister was asked to consider changing the method of the Farm Tax Rebate. In the past, the land owner paid 100% of the tax to the municipality and then applied to the Province or the rebate. Due to the diminishing OMPF fund, municipalities are no longer getting the full tax benefit they need. The Minister indicated there will be comprehensive review of property assessment.
- Bill 156 - Security from Trespass and Safety of Animals Act. Minister of AG, Food and Rural Affairs indicated he has received many municipal council resolutions and some 4,070 letters in support of the Bill and called on the rest of the cabinet to support the bill.
- Minister of Municipal Affairs and Housing reported they have already found 93 reports that can be eliminated in an effort to reduce red tape. The list will be posted soon.
- Minister of Health/Deputy Premier Christine Elliott acknowledged that small to mid-sized hospitals are not equitably funded and committed to working toward fixing the funding formula.
- Warden McQueen called on Minister Romano (Education) to expedite the approvals for education programs to address the nursing shortage in Ontario.
- The Attorney General spoke about municipal liability and insurance costs. Best practices have been discovered and they need to find a balance to protect both municipalities and the victim. A discussion with insurance companies will be held to ensure any actions taken will have a positive effect.
- Minister of Education – Industries need more trained people but the approval process for programs can be 2 to 3 years. The Minister communicated changes have already been made to bring the approval process to as little as 3 to 5 months.

- Minister Yakabuski was asked to provide financial assistance for those affected by rising waters and flooding. Answer: It is necessary to determine what the problem is and tackle it from a holistic way.
- Minister Rickford indicated that Phase I of expanding Natural Gas is underway and they are working with companies to reduce barriers. Associate Minister Walker indicated that Phase II will be rolled out to areas where the greatest number of people (density) can be served by a project.
- Minister Yurek was asked about when the core mandate for Conservation Authorities would be finalized. He responded that joint meetings between the province, CA's and key stakeholders have been and will continue to be held and anticipates finalization by Spring 2020.
- Minister Municipal Affairs & Housing – More choices of housing options, Minister Clark responded they need to leverage assets, partners and stakeholders and welcomes all innovative ideas.
- Minister Yurek understands that Brownfields, rail lines and aggregate pits are costly to remediate/rehabilitate. He indicated that changes in regulations are being considered but protecting residents will remain a priority. Reducing the bureaucratic process/removing duplication continues.
- One question drew laughter when Minister Yakabuski was asked if the Province would consider transferring some of the crown land to municipalities for economic development *or otherwise start paying the taxes on those properties.*
- Deputy Premier Elliott was asked to look at ensuring RN's and other nursing professionals are permitted to work to their full scope of practice. Minister Elliott agreed that health services require a full staffing mix and will review/develop the health HR policy.

The ever-popular **Michael Smither Question Box** session exposed us to professionals that would normally be outside of our capacity to consult. This year the panel was moderated by Jody Johnson who brought a legal expertise to the panel of experts in the fields of Administration, Building, Planning and Drainage.

Questions included:

- Building a culture that invites innovative development that addresses the housing shortage while working within the building codes.
- How Blue Mountains is dealing with short term accommodations by creating a bylaw and robust licensing program along with administrative and monetary fines for violations. Unfortunately, the speaker admits that these policies won't eliminate illegal operations that cause most of the issues. Enforcement is required and infractions must be significant enough to serve as a deterrent.
- Efforts to increase the housing supply and affordability will depend on the collaboration efforts by building, planning and zoning.
- Conditions today, like the removal of forested land for agriculture, tile draining and the removal of fence lines that serve as storage areas are contributing further to the flooding caused during extreme weather events. The Drainage expert recommended 4 strategies:
  1. Drain Smarter – drain & retain (or refrain) even temporarily to slow the flow.
  2. Work with Nature – Norfolk County has a wetland drain restoration act.
  3. Control – tiling systems can also offer a control mechanism that limits the amount of water coming off the field.
  4. Protect Wetlands – they are an important feature for water retention.
- Wedding and Events being held on farms should follow the PPS for secondary uses and meet servicing requirements. The frequency and size of events, building codes, parking and traffic, fire and emergency egress ... all must be factors in considering the permitting of these event spaces.

**Networking** throughout the conference provided an opportunity to build relationships, exchange ideas and explore solutions about issues common throughout Rural Ontario. The **Exhibitor Floor** was a one-stop shopping experience with vendors sharing information on new technologies, services and tools that might benefit Southgate.





400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519.621.2761 Toll free: 866.900.4722 Fax: 519.621.4844 Online: [www.grandriver.ca](http://www.grandriver.ca)

January 27, 2020

By Email: [lgreen@southgate.ca](mailto:lgreen@southgate.ca)

Lindsey Green, Deputy Clerk  
Township of Southgate  
185667 Grey County Road 9, R.R. #1  
Dundalk, ON N0C 1B0

Dear Ms. Green

**Re: 2020 Grand River Conservation Authority Budget and Levy Meeting**

Please be advised that the Annual General Meeting of the Grand River Conservation Authority will be held on Friday, February 28, 2020, at 9:30 a.m. at the Administration Centre in Cambridge, to consider the 2020 Budget and General Municipal Levy.

The attached report, which includes the most recent draft of the 2020 Budget, was presented to the General Membership on January 24, 2020. Based on previous board direction to staff, this draft budget includes a General Levy of \$11,927,000 which represents a 2.5% increase over 2019. The General Levy, if approved at the Annual General Meeting, will be apportioned to watershed municipalities on the basis of "Modified Current Value Assessment" as defined in Ontario Regulation 670/00.

As you may be aware, there were two levy appeals pursued by the City of Hamilton regarding the Grand River Conservation Authority's levy apportionment in 2018 and 2019. The apportionment of the General Levy had changed significantly in 2018 compared to prior years as a result of a decision issued by the Mining and Lands Commissioner on December 21, 2017. The change caused a large increase in the amount apportioned to the City of Hamilton and an offsetting decrease for other participating municipalities. The City of Hamilton has recently advised that they are no longer pursuing those appeals and there are currently no outstanding appeals of the Grand River Conservation Authority levy.

The attached draft 2020 Budget outlines the programs and services of the Grand River Conservation Authority and how those programs are expected to be funded in 2020. Also attached is a calculation of the apportionment of the 2020 General Levy to participating municipalities. Should you have any questions concerning the draft Budget or the levy apportionment, please contact the undersigned.

Yours truly,

A handwritten signature in black ink that reads "Karen Armstrong".

Karen Armstrong,  
Deputy CAO and Secretary-Treasurer

# Grand River Conservation Authority

**Report number:** GM-01-20-05

**Date:** January 24, 2020

**To:** Members of the Grand River Conservation Authority

**Subject:** Budget 2020 – Draft #2

---

## **Recommendation:**

THAT Report Number GM-01-20-05 – Budget 2020 Draft 2 be received as information;  
AND THAT member municipalities be forwarded a letter advising them of the General Membership meeting to be held February 28, 2020 to approve the 2020 Budget and the general municipal levy and that the most recent budget draft be forwarded with this letter.

## **Summary:**

This draft continues to present a balanced budget position for 2020.

This draft of the budget includes the following significant changes since the September 27, 2019 draft #1 budget report:

- \$ 195,000 Special Projects spending/funding increased
- \$ 75,000 Resource Planning revenue decreased
- \$ 125,000 Net Operating expenses increased
- \$ 40,000 2019 surplus carry forward increased
- \$ 200,000 Net Transfer from reserves increased

The Final Budget will include adjustments for year-end carry forward projects and for final audited results.

This draft includes the following amounts:

- Expenditures \$33,015,188
- General Municipal Levy \$11,927,000 (2.5% increase over prior year)
- Provincial Water and Erosion Control Infrastructure (WECl) Grant \$700,000
- Provincial Source Protection Program Grant \$720,000
- Reserves to decrease by \$1.4M in 2020

## **Report:**

The final 2020 budget will be presented for approval at the February 28, 2020 General Membership Meeting.

This draft of the 2020 Budget includes the following changes made since the September 27, 2019 General Membership Meeting:

Special Projects Budget 2020 (net increase \$195,000):

\$ 100,000	Subwatershed Study – City of Kitchener
\$ 100,000	Municipal funding increased
\$ 140,000	Waste Water Optimization Project
\$ 140,000	Provincial funding increased
\$ 100,000	Ecological Restoration Projects
\$ 100,000	Other Donations funding increased
\$ 20,000	Haldimand Water Festival
\$ 20,000	Foundation funding increased
(\$115,000)	Source Protection Program expenses decreased
\$115,000	Provincial funding decreased
(\$50,000)	Development expenses decreased
\$50,000	Funding from Land Sales Proceeds reserve decreased

Operating Budget 2020:

\$75,000	Resource Planning - Compensation & Benefits decreased
(\$75,000)	Plan Review Fee Revenue decreased
(\$200,000)	Head Office Major Maintenance expense increased (roof repairs)
\$200,000	Funding from Head Office Maintenance Reserve increased
\$ 40,000	2019 Surplus carry forward increased
(\$40,000)	Legal and Consulting expenses increased

Based on review of 2019 actuals the budgeted revenue from resource planning fees is being reduced by \$75,000. Compensation and benefit costs are being reduced to offset this increase based on an expectation of a combination of vacancy and rate savings.

Head Office major maintenance expenses have been increased for 2020 due to timing of roof repairs commenced in 2019 and which will be completed in 2020. The roof repair project is still on track with its forecast cost.

The forecast 2019 surplus as at November 30<sup>th</sup>, 2019 was \$140,000. This draft of the budget has been adjusted to agree with this forecast.

## Significant Outstanding Budget Items

After actual 2019 figures are finalized, the final budget will be prepared and the outstanding matters listed below will be addressed.

### (a) Year 2020 Carry forward Adjustments

#### 2019 Surplus carry forward

This draft of the 2020 Budget assumes a \$140,000 surplus carry over from year 2019. The December 2019 Financial Summary for year-end 2019 forecast a \$140,000 surplus. This will be updated pending finalizing the yearend results. The actual "2019 Net Surplus" will be incorporated into the 2020 budget.

#### 2019 Special Projects carry forward

Any projects commenced in year 2019 or earlier and not completed by December 31, 2019 will be carried forward and added to Budget 2020 (i.e. both the funding and the expense will be added to Budget 2020 and therefore these adjustments will have no impact on the breakeven net result).

#### Major Water Control Structures Capital Maintenance Expenditures

A final determination of the amount of spending to be added to the Budget 2020 (i.e. unspent amounts from 2019) will be made, including use of the reserve for 2020 projects.

### (b) Conservation Area Revenue and Expenses

Final revenue, operating and capital expense budget figures to be determined following year-end actuals review.

### (c) Source Protection Program

The current budget draft includes \$720,000 in spending. The final version of the GRCA 2020 Budget may be adjusted to reflect any funding approvals. Expenses for this program are funded 100% by a provincial grant.

Attached are the following:

Budget 2020 Timetable

Summary Reserve Report – Budget 2020

Preliminary Budget 2020 Package to Municipalities (separate attachment)

### Notice to Municipalities:

Ontario Regulation 139/96, made under the Conservation Authorities Act, requires that Conservation Authorities provide 30 days notice to participating municipalities of the meeting at which the Budget and Levy will be voted upon. The notice must include the amount of each municipality's levy and the financial information relied on in support of that levy. Budget draft #2 will be mailed out to municipalities on January 27th, 2020 in order to adhere to the notice timeline.

**Financial implications:**

In this draft, the GRCA is proposing a \$33,015,188 budget.

With respect to reserves this budget version outlines a net decrease to reserves of approximately \$1.4 million.

**Prepared by:**

Sonja Radoja  
Manager, Corporate Services

**Approved by:**

Karen Armstrong  
Assistant CAO/Secretary-Treasurer

Grand River Conservation Authority

## Grand River Conservation Authority Summary of Municipal Levy - 2020 Budget

*draft January 24th, 2020*

	% CVA in Watershed	2019 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2020 Budget Matching & Maintenance Levy	2020 Budget Admin & Non Matching Maintenance Levy	2020 Budget Capital Maintenance*	2020 Budget Total Levy	Actual 2019 Levy	% Change
Brant County	82.9%	6,445,704,057	5,343,488,664	2.80%	12,575	294,381	26,565	333,521	320,200	4.2%
Brantford City	100.0%	14,094,801,844	14,094,801,844	7.38%	33,169	776,505	70,073	879,747	859,526	2.4%
Amaranth Twp	82.0%	741,173,956	607,762,644	0.32%	1,430	33,483	3,022	37,935	36,818	3.0%
East Garafraxa Twp	80.0%	567,538,838	454,031,070	0.24%	1,068	25,013	2,257	28,338	27,694	2.3%
Town of Grand Valley	100.0%	508,048,182	508,048,182	0.27%	1,196	27,989	2,526	31,711	27,840	13.9%
Melancthon Twp	56.0%	548,535,978	307,180,148	0.16%	723	16,923	1,527	19,173	18,422	4.1%
Southgate Twp	6.0%	940,585,890	56,435,153	0.03%	133	3,109	281	3,523	3,437	2.5%
Haldimand County	41.0%	6,660,920,536	2,730,977,420	1.43%	6,427	150,454	13,577	170,458	166,879	2.1%
Norfolk County	5.0%	9,136,313,363	456,815,668	0.24%	1,075	25,167	2,271	28,513	27,947	2.0%
Halton Region	10.4%	43,072,861,004	4,486,635,761	2.35%	10,558	247,176	22,306	280,040	267,286	4.8%
Hamilton City	26.8%	88,141,299,524	23,577,797,623	12.34%	55,486	1,298,938	117,218	1,471,642	1,425,840	3.2%
Oxford County	37.5%	4,100,166,131	1,537,219,499	0.80%	3,618	84,688	7,642	95,948	92,876	3.3%
North Perth Twp	2.0%	2,050,788,963	41,015,779	0.02%	97	2,260	204	2,561	2,480	3.3%
Perth East Twp	40.0%	1,903,923,454	761,569,382	0.40%	1,792	41,956	3,786	47,534	45,247	5.1%
Waterloo Region	100.0%	97,165,516,725	97,165,516,725	50.85%	228,659	5,353,001	483,059	6,064,723	5,947,653	2.0%
Centre Wellington Twp	100.0%	4,825,004,290	4,825,004,290	2.53%	11,355	265,817	23,988	301,160	291,250	3.4%
Erin Twp	49.0%	2,434,448,511	1,192,879,770	0.62%	2,807	65,718	5,930	74,455	73,721	1.0%
Guelph City	100.0%	25,990,473,570	25,990,473,570	13.60%	61,164	1,431,856	129,213	1,622,233	1,576,986	2.9%
Guelph Eramosa Twp	100.0%	2,677,794,567	2,677,794,567	1.40%	6,302	147,524	13,313	167,139	163,892	2.0%
Mapleton Twp	95.0%	1,648,728,333	1,566,291,917	0.82%	3,686	86,289	7,787	97,762	94,062	3.9%
Wellington North Twp	51.0%	1,616,042,908	824,181,883	0.43%	1,940	45,405	4,097	51,442	50,151	2.6%
Puslinch Twp	75.0%	2,508,795,384	1,881,596,538	0.98%	4,428	103,660	9,354	117,442	115,793	1.4%
<b>Total</b>		<b>317,779,466,008</b>	<b>191,087,518,099</b>	<b>100.00%</b>	<b>449,688</b>	<b>10,527,312</b>	<b>950,000</b>	<b>11,927,000</b>	<b>11,636,000</b>	<b>2.5%</b>

\*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.



# **2020 BUDGET**

**(Draft to January 24, 2020 General Board Meeting)**



# **Grand River Conservation Authority**

## **2020 Budget**

### **Index**

<b><u>Schedules</u></b>	<b><u>Pages</u></b>
1) Summary Schedules	
• GRCA 2020 Budget Highlights	1-4
• Summary of Revenue and Expenditures	5
• Overview - 2020 Revenue by Source	6
• Overview – 2020 Expenditures by Category	7
• GRCA Per Capita Levy 2010 to 2020	8
• Summary of Expenditures, Funding and Change in Municipal Levy	9
• Summary of Municipal General Levy	10
2) Section A – Operating Budget	11-36
• Table 1: Water Resources Planning and Environment	
• Table 2: Flood Forecasting and Warning	
• Table 3: Water Control Structures	
• Table 4: Planning	
• Table 5: Forestry and Conservation Lands Property Tax	
• Table 6: Conservation Services	
• Table 7: Communications and Foundation	
• Table 8: Outdoor Education	
• Table 9: Corporate Services	
• Table 10: Conservation Lands, Property Rentals, Hydro, Conservation Areas, and other Miscellaneous Revenues and Expenditures	
• Other Information (Information Systems and Motor Pool)	
3) Section B – Capital Budget	37-38
4) Section C – Special Projects Budget	39-40

## **GRCA 2020 Budget Highlights**

The Grand River Conservation Authority is a successful partnership of municipalities, working together to promote and undertake wise management of the water and natural resources of the Grand River watershed.

The Grand River stretches 300 kilometres from Dundalk in Dufferin County to Port Maitland on Lake Erie. It takes in one of the fastest growing regions in the province, with a population of approximately 1,000,000. The Grand River watershed is also home to some of the most intensively farmed land in the nation.

The prospect of high growth and the impact on water and natural resources and the quality of life present an enormous challenge to the GRCA, municipalities and all watershed residents. It creates an urgent need to work co-operatively to care wisely for the Grand River and its resources.

The work of the GRCA is divided into seven business areas:

- Reducing flood damages
- Improving water quality
- Maintaining reliable water supply
- Protecting natural areas and biodiversity
- Watershed planning
- Environmental education
- Outdoor recreation

In order to carry out these functions, the GRCA draws revenues from a variety of sources:

- User fees, such as park admissions, nature centre programs, planning fees and others which are set to offset most, if not all, the cost of these services
- Revenues from property rentals and hydro generation at our dams
- Municipal levies, which are applied primarily to watershed management programs
- Municipal grants dedicated to specific programs, such as the Rural Water Quality Program and Water Quality Monitoring
- Provincial transfer payments for water management operating expenses
- Provincial grants for specific purposes, such as studies on Source Water Protection and Capital Projects related to water management
- Donations from the Grand River Conservation Foundation for programs such as outdoor education, tree nursery operations and various special projects
- Federal grants and other miscellaneous sources of revenue

The GRCA continues to work on the updates and implementation of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region, including the Grand River watershed, as part of the provincial Source Protection Program under the *Clean Water Act, 2006*. Besides supporting municipalities and other agencies in implementing the plans, the focus in 2020 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

In April 2018 the GRCA received approval from the Ministry of Natural Resources and Forestry to use up to \$1.8 million from the Land Sale Reserve for hazard tree management over a three year period. This funding has allowed the GRCA to accelerate its program of tree risk management to ensure the health and safety of the public using GRCA lands. This program will continue through 2020 and 2021.

## **1. Watershed Management and Monitoring**

Watershed management and monitoring programs protect watershed residents from flooding and provide the information required to develop appropriate resource management strategies and to identify priority actions to maintain a healthy watershed. Activities include operation of flood and erosion control structures such as dikes and dams; flood forecasting and warning; water quality monitoring; natural heritage restoration and rehabilitation projects; water quantity assessment; watershed and subwatershed studies.

### **Operating Expenditures:**

Water Resources Planning and Environment	\$2,235,700	(Table 1)
Flood Forecasting and Warning	\$ 764,700	(Table 2)
Water Control Structures	\$1,749,700	(Table 3)

**Capital Expenditures:** **\$1,800,000** (Section B)

**Total Expenditures:** **\$6,550,100**

**Revenue sources:** Municipal levies, provincial grants and reserves

## **2. Planning**

Program areas:

- a) Natural Hazard Regulations  
The administration of conservation authority regulations related to development in the floodplain, and other natural hazards e.g. wetlands, slopes, shorelines and watercourses.
- b) Plan Input and Review  
Planning and technical review of municipal planning documents and recommending environmental policies for floodplains, wetlands and other environmentally significant areas; providing advice and information to municipal councils on development proposals and severances; review of environmental assessments; and providing outside consulting services on a fee-for-service basis to other conservation authorities and agencies.

**Operating Expenditures:** **\$2,063,800** (Table 4)

**Capital Expenditures:** **NIL**

**Revenue sources:** Permit fees, enquiry fees, plan review fees, and municipal levy

### **3. Watershed stewardship**

The watershed stewardship program provides information and/or assistance to private and public landowners and community groups on sound water and environmental practices that will enhance, restore or protect their properties. Some activities are reforestation/tree planting through the Burford Tree Nursery, the Rural Water Quality Program, restoration and rehabilitation projects. The program also, provides conservation information through workshops, publications, the web site and media contacts.

#### **Operating Expenditures:**

Forestry & Conservation Land Taxes	\$ 1,446,500 (Table 5)
Conservation Services	\$ 867,200 (Table 6)
Communications and Foundation	\$ 701,500 (Table 7)

**Capital Expenditures:** NIL

**Total Expenditures:** \$ 3,015,200

#### **Revenue sources:**

Municipal levies and grants, provincial grants, tree sales, landowner contributions, donations from the Grand River Conservation Foundation and other donations.

### **4. Conservation Land Management**

This includes expenses and revenues associated with the acquisition and management of land owned or managed by the GRCA including woodlots, provincially significant wetlands (e.g. Luther Marsh, Dunnville Marsh), passive conservation areas, rail-trails and a number of rental properties. Activities include forest management, woodlot thinning, and hydro production at our dams.

#### **Operating Expenditures:**

Conservation Lands, Rentals, Misc	\$3,645,100 (Table 10-Conservation Lands)
Hydro Production	\$ 155,000 (Table 10-Hydro Production)

**Capital Expenditures:** NIL

**Total Expenditures:** \$3,800,100

#### **Revenue sources:**

Property rentals, hydro production, timber sales, conservation land income, donations from the Grand River Conservation Foundation

## **5. Education**

The GRCA operates six nature centres, which provide curriculum-based programs to about 50,000 students from six school boards and independent schools throughout the watershed. In addition, about 16,000 members of the public attend day camps and weekend family and community events.

**Operating Expenditures:**       **\$1,376,600** (Table 8)

**Capital Expenditures:**       **NIL**

**Revenue sources:** School boards, nature centre user fees, community event fees, donations from the Grand River Conservation Foundation and municipal general levy.

## **6. Recreation**

This includes the costs and revenues associated with operating the GRCA's 11 active conservation areas. The GRCA offers camping, hiking, fishing, swimming, skiing and other activities at its parks. It provides 2,500 campsites, making it the second-largest provider of camping accommodation in Ontario. About 1 million people visit GRCA parks each year. The parks are financially self-sufficient.

**Operating Expenditures:**       **\$ 8,235,000** (Table 10)

**Capital Expenditures:**       **\$ 1,500,000** (Section B)

**Total Expenditures:**       **\$ 9,735,000**

**Revenue sources:**

Conservation Area user fees, government grants, reserves and donations.

## **7. Corporate services**

This includes the cost of head office functions such as accounting and human resources, as well as the cost of facilities, insurance, consulting and legal fees and expenses relating to the General Membership.

**Operating Expenditures:**       **\$3,503,388** (Table 9)

**Capital Expenditures:**       **\$ 430,000** (Section B)

**Total Expenditures:**       **\$3,933,388**

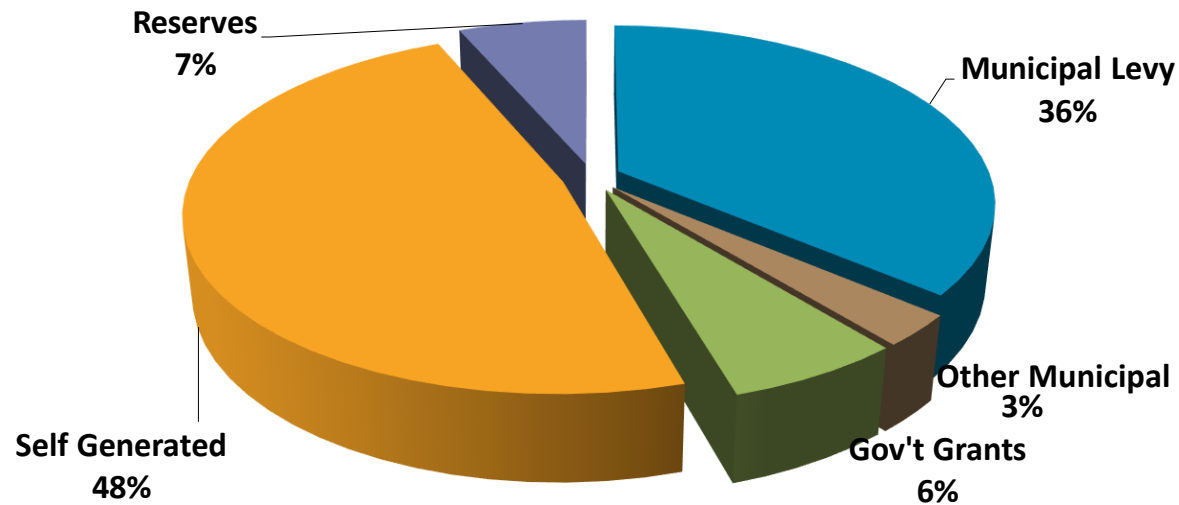
**Revenue sources:** Municipal levies and reserves.

**BUDGET 2020 - Summary of Revenue and Expenditures**

FUNDING		Actual 2018	Budget 2019	Budget 2020	Budget Incr/(decr)
Municipal General Levy Funding		11,352,000	11,636,000	11,927,000	291,000 2.50%
Other Government Grants		4,763,202	4,153,573	3,074,188	(1,079,385) -26.0%
Self-Generated Revenue		16,502,625	16,171,195	15,852,000	(319,195) -2.0%
Funding from Reserves		2,288,903	3,309,700	2,162,000	(1,147,700) -34.7%
<b>TOTAL FUNDING</b>		<b>34,906,730</b>	<b>35,270,468</b>	<b>33,015,188</b>	<b>(2,255,280)</b> -6.4%
EXPENDITURES		Actual 2018	Budget 2019	Budget 2020	Budget Incr/(decr)
Base Programs - Operating includes funding to reserves	SECTION A	26,677,416	27,051,768	26,744,188	(307,580) -1.14%
Base Programs - Capital	SECTION B	3,658,509	4,597,700	3,730,000	(867,700) -18.87%
Special Projects	SECTION C	4,101,110	3,621,000	2,541,000	(1,080,000) -29.8%
<b>TOTAL EXPENDITURES</b>		<b>34,437,035</b>	<b>35,270,468</b>	<b>33,015,188</b>	<b>(2,255,280)</b> -6.4%
<b>NET RESULT</b>		<b>469,695</b>	<b>-</b>	<b>-</b>	

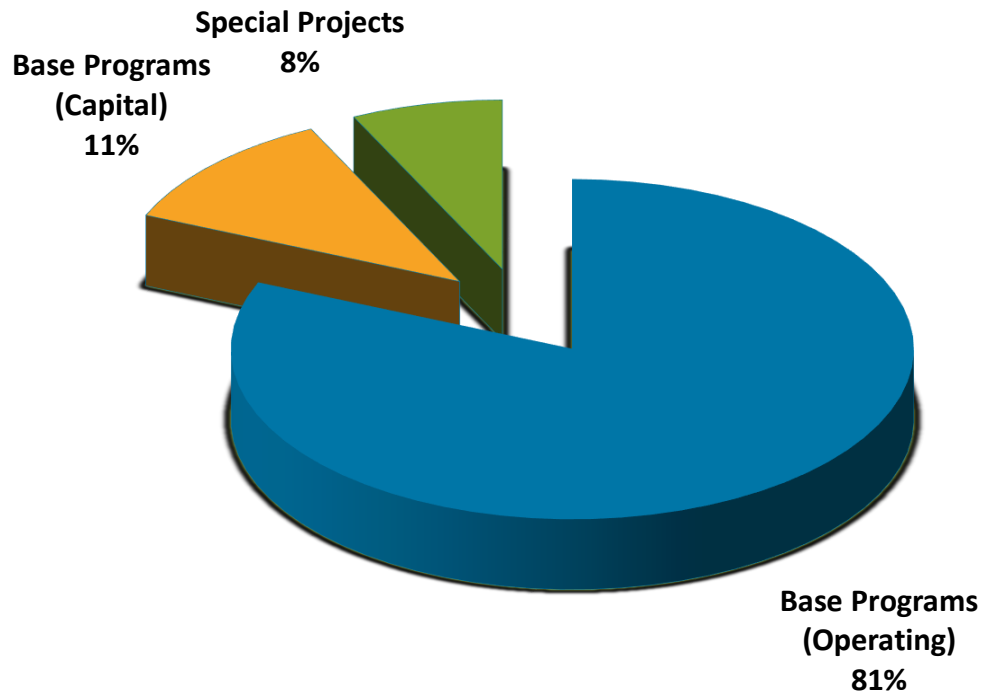
# 2020 Budget – Revenue by Source

Total 2020 Budget Revenue = \$33.0 Million (\$ 35.3 Million in 2019)



# 2020 Budget – Expenditures by Category

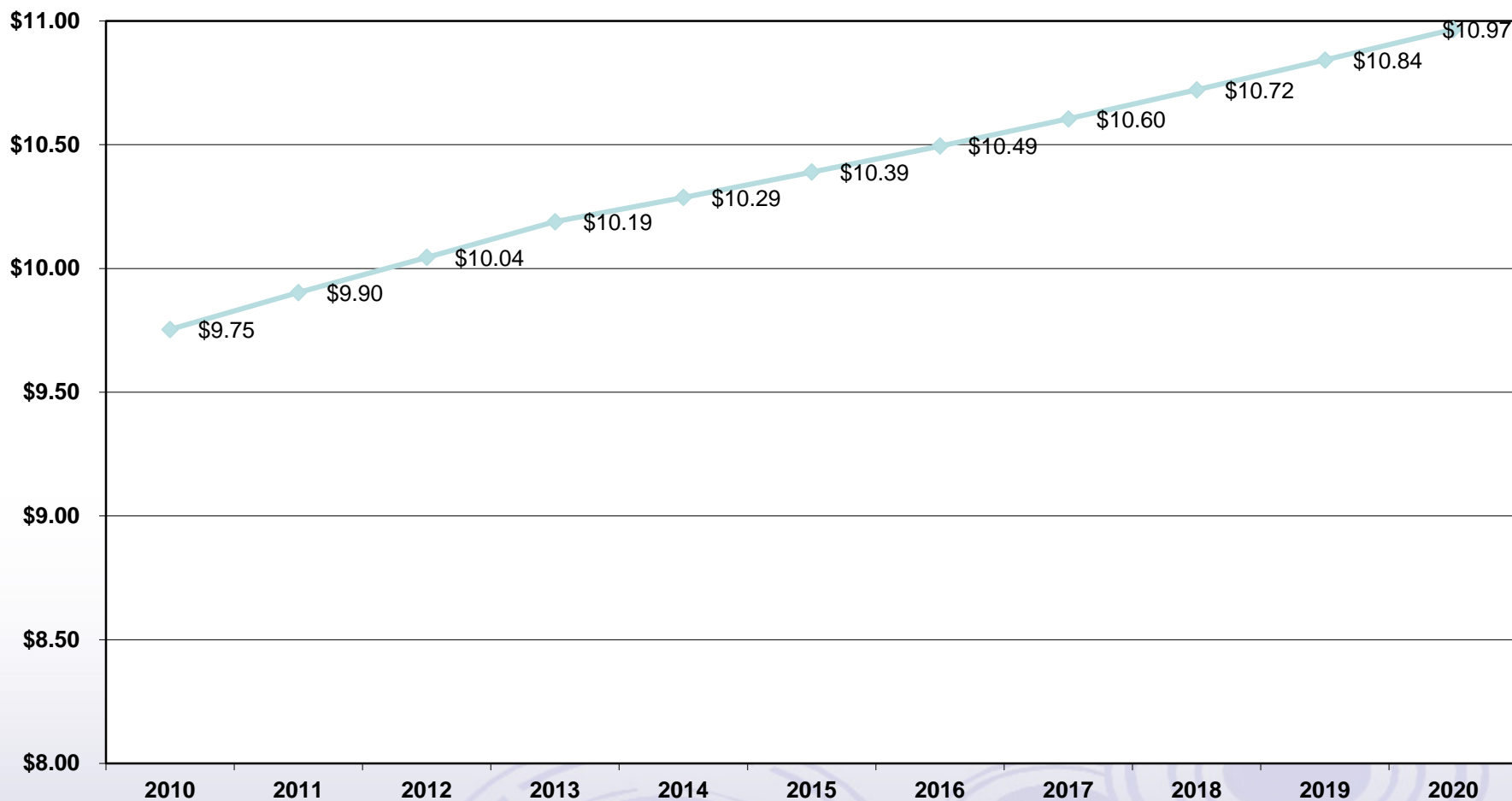
2020 Budget Expenditures = \$33.0 Million (\$ 35.3 Million in 2019)







## Grand River Conservation Authority Per Capita General Levy (2010 to 2020)



GRAND RIVER CONSERVATION AUTHORITY

Budget 2020 - Summary of Expenditures, Funding and Change in Municipal Levy

		TABLE 1	TABLE 2	TABLE 3	TABLE 4	TABLE 5	TABLE 6	TABLE 7	TABLE 8	TABLE 9	TABLE 9	TABLE 10	TABLE 10	TABLE 10		
		Water Resources Planning & Environment	Flood Forecasting & Warning	Water Control Structures	Resource Planning	Forestry & Conservation Land Taxes	Conservation Services	Communications & Foundation	Environmental Education	Corporate Services	Surplus available to offset Municipal Levy Increase	Conservation Land and Rental Management and Misc	Hydro Production	Conservation Areas	TOTAL	
<b>2020 OPERATING</b>																
TOTAL EXPENSES	A	2,235,700	764,700	1,749,700	2,063,800	1,446,500	867,200	701,500	1,376,600	3,503,388		3,645,100	155,000	8,235,000	26,744,188	A
TOTAL OTHER FUNDING	B	97,500	164,338	285,350	894,000	707,000	108,000	0	1,068,000	285,000		3,308,000	475,000	8,235,000	15,627,188	B
"Other Programs" Surplus/(Loss)	B less A											(337,100)	320,000	-	(17,100)	
Loss to be offset with Surplus	C										17,100				(17,100)	
Surplus 2019 carried forward to 2020											(140,000)				140,000	
2020 Levy	A less B less C	2,138,200	600,362	1,464,350	1,169,800	739,500	759,200	701,500	308,600	3,218,388	(122,900)	0	0	0	10,977,000	C
															0	NET RESULT
<u>Levy Increase:</u>																
2020 Levy		2,138,200	600,362	1,464,350	1,169,800	739,500	759,200	701,500	308,600	3,218,388	(122,900)				10,977,000	
2019 Levy		2,137,500	523,045	1,323,550	1,051,032	704,400	737,200	733,900	331,900	3,262,768	(219,295)				10,586,000	
Levy Increase over prior year		700	77,317	140,800	118,768	35,100	22,000	(32,400)	(23,300)	(44,380)	96,395	n/a	n/a	n/a	391,000	
<b>2020 CAPITAL</b>																
TOTAL EXPENSES	A	110,000	190,000	1,500,000						430,000				1,500,000	3,730,000	
TOTAL OTHER FUNDING	B	75,000	25,000	750,000						430,000				1,500,000	2,780,000	
2020 Levy	A less B	35,000	165,000	750,000						-				-	950,000	
<u>Levy Increase:</u>																
2020 Levy		35,000	165,000	750,000						-				-	950,000	
2019 Levy		60,000	190,000	800,000						-				-	1,050,000	
Levy Increase(decrease) over prior year		(25,000)	(25,000)	(50,000)						-				-	(100,000)	
<b>2020 SPECIAL</b>																
TOTAL EXPENSES	A	140,000		720,000		100,000	846,000					735,000			2,541,000	
TOTAL OTHER FUNDING	B	140,000	-	720,000		100,000	846,000					735,000			2,541,000	
2018 Levy	A less B	-	-	-		-	-			-		-			-	
															TOTAL EXPENSES	33,015,188
															TOTAL FUNDING	33,015,188
															NET RESULT	-

## Grand River Conservation Authority Summary of Municipal Levy - 2020 Budget

*draft January 24th, 2020*

	% CVA in Watershed	2019 CVA (Modified)	CVA in Watershed	CVA-Based Apportionment	2020 Budget Matching Admin & Maintenance Levy	2020 Budget Non Matching Admin & Maintenance Levy	2020 Budget Capital Maintenance*	2020 Budget Total Levy	Actual 2019 Levy	% Change
Brant County	82.9%	6,445,704,057	5,343,488,664	2.80%	12,575	294,381	26,565	333,521	320,200	4.2%
Brantford City	100.0%	14,094,801,844	14,094,801,844	7.38%	33,169	776,505	70,073	879,747	859,526	2.4%
Amaranth Twp	82.0%	741,173,956	607,762,644	0.32%	1,430	33,483	3,022	37,935	36,818	3.0%
East Garafraxa Twp	80.0%	567,538,838	454,031,070	0.24%	1,068	25,013	2,257	28,338	27,694	2.3%
Town of Grand Valley	100.0%	508,048,182	508,048,182	0.27%	1,196	27,989	2,526	31,711	27,840	13.9%
Melancthon Twp	56.0%	548,535,978	307,180,148	0.16%	723	16,923	1,527	19,173	18,422	4.1%
Southgate Twp	6.0%	940,585,890	56,435,153	0.03%	133	3,109	281	3,523	3,437	2.5%
Haldimand County	41.0%	6,660,920,536	2,730,977,420	1.43%	6,427	150,454	13,577	170,458	166,879	2.1%
Norfolk County	5.0%	9,136,313,363	456,815,668	0.24%	1,075	25,167	2,271	28,513	27,947	2.0%
Halton Region	10.4%	43,072,861,004	4,486,635,761	2.35%	10,558	247,176	22,306	280,040	267,286	4.8%
Hamilton City	26.8%	88,141,299,524	23,577,797,623	12.34%	55,486	1,298,938	117,218	1,471,642	1,425,840	3.2%
Oxford County	37.5%	4,100,166,131	1,537,219,499	0.80%	3,618	84,688	7,642	95,948	92,876	3.3%
North Perth Twp	2.0%	2,050,788,963	41,015,779	0.02%	97	2,260	204	2,561	2,480	3.3%
Perth East Twp	40.0%	1,903,923,454	761,569,382	0.40%	1,792	41,956	3,786	47,534	45,247	5.1%
Waterloo Region	100.0%	97,165,516,725	97,165,516,725	50.85%	228,659	5,353,001	483,059	6,064,723	5,947,653	2.0%
Centre Wellington Twp	100.0%	4,825,004,290	4,825,004,290	2.53%	11,355	265,817	23,988	301,160	291,250	3.4%
Erin Twp	49.0%	2,434,448,511	1,192,879,770	0.62%	2,807	65,718	5,930	74,455	73,721	1.0%
Guelph City	100.0%	25,990,473,570	25,990,473,570	13.60%	61,164	1,431,856	129,213	1,622,233	1,576,986	2.9%
Guelph Eramosa Twp	100.0%	2,677,794,567	2,677,794,567	1.40%	6,302	147,524	13,313	167,139	163,892	2.0%
Mapleton Twp	95.0%	1,648,728,333	1,566,291,917	0.82%	3,686	86,289	7,787	97,762	94,062	3.9%
Wellington North Twp	51.0%	1,616,042,908	824,181,883	0.43%	1,940	45,405	4,097	51,442	50,151	2.6%
Puslinch Twp	75.0%	2,508,795,384	1,881,596,538	0.98%	4,428	103,660	9,354	117,442	115,793	1.4%
<b>Total</b>		<b>317,779,466,008</b>	<b>191,087,518,099</b>	<b>100.00%</b>	<b>449,688</b>	<b>10,527,312</b>	<b>950,000</b>	<b>11,927,000</b>	<b>11,636,000</b>	<b>2.5%</b>

\*Capital Maintenance Levy represents levy allocated to maintenance of capital infrastructure, studies, and/or equipment.

# **SECTION A**

## **BASE PROGRAMS – OPERATING**

## SECTION A - Operating Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2020 vs Budget 2019

	Actual 2018	Budget 2019	Budget 2020	Incr/(Decr)	%age change
<b>EXPENDITURES</b>					
OPERATING EXPENSES	26,677,416	27,051,768	26,744,188	(307,580)	-1.20%
<b>Total Expenses</b>	<b>26,677,416</b>	<b>27,051,768</b>	<b>26,744,188</b>	<b>(307,580)</b>	<b>-1.20%</b>
<b>SOURCES OF FUNDING</b>					
MUNICIPAL GENERAL LEVY (NOTE)	9,835,527	10,586,000	10,977,000	391,000	3.80%
MUNICIPAL SPECIAL LEVY	48,488	50,000	50,000	-	0.00%
OTHER GOVT FUNDING	947,574	938,573	517,188	(421,385)	-44.90%
SELF-GENERATED	15,218,057	14,350,500	14,653,000	302,500	2.19%
RESERVES	215,456	657,000	407,000	(250,000)	-143.68%
SURPLUS CARRYFORWARD	412,314	469,695	140,000	(329,695)	-79.96%
<b>Total BASE Funding</b>	<b>26,677,416</b>	<b>27,051,768</b>	<b>26,744,188</b>	<b>(307,580)</b>	<b>-1.20%</b>

NOTE: See "Summary of Revenue, Expenditures and Changes in Municipal Levy" for details of \$391,000 levy increase.

## **TABLE 1**

### **(a) Watershed Studies**

This category includes watershed and subwatershed studies. These studies provide the strategic framework for understanding water resources and ecosystem form, functions and linkages. These allow for assessment of the impacts of changes in watershed resources and land use. Watershed studies also identify activities and actions that are needed to minimize the adverse impacts of change. This program supports other plans and programs that promote healthy watersheds.

#### ***Specific Activities:***

- Carry out or partner with municipalities and other stakeholders on integrated subwatershed plans for streams and tributaries. Subwatershed Plans are technical reports which provide comprehensive background on how surface water, groundwater, terrestrial and aquatic ecosystems function in a subwatershed. The plans recommend how planned changes such as urbanization can take place in a sustainable manner.

### **(b) Water Resources Planning and Environment and Support**

This category includes the collection and analysis of environmental data and the development of management plans for protection and management of water resources and natural heritage systems. These programs assist with implementation of monitoring water and natural resources and assessment of changes in watershed health and priority management areas.

#### ***Specific Activities:***

- operate 8 continuous river water quality monitoring stations, 73 stream flow monitoring stations, 27 groundwater monitoring stations, and 37 water quality monitoring stations in conjunction with MOE, apply state-of-the-art water quality assimilation model to determine optimum sewage treatment options in the central Grand, and provide technical input to municipal water quality issues
- analyze and report on water quality conditions in the Grand River watershed
- maintain a water budget to support sustainable water use in the watershed, and maintain a drought response program
- analyze water use data for the watershed and provide recommendations for water conservation approaches
- provide advice to Provincial Ministries regarding water use permits to ensure that significant environmental concerns are identified so that potential impacts can be addressed.

### **(c ) Resource Management Division Support**

Provides support services to the Engineering and Resource Management Divisions including support for Flood Forecasting and Warning and Water Control Structures.

#### ***Specific Spending:***

- administrative services
- travel, communication, staff development and computer
- insurance

### **(d) Natural Heritage Management**

The natural heritage management program includes those activities associated with providing service and/or assistance to municipalities, private and public landowners and community groups on sound environmental practices that will enhance, restore or protect the aquatic and terrestrial ecosystems. The program includes watershed scale natural heritage assessments and implements restoration activities on GRCA land..

#### ***Specific Activities:***

- maintain and promote the ‘Grand River Fisheries Management Plan’.
- implement “best bets” for protection and enhancement of fisheries, work with outside agencies, non-government organizations and the public to improve fish habitat through stream rehabilitation projects including the implementation of the recommendations of the watershed studies.
- maintain and implement the Forest Management Plan for the Grand River watershed and develop and implement components of the watershed Emerald Ash Borer strategy
- carry out restoration and rehabilitation projects for aquatic and terrestrial ecosystems e.g. species at risk and ecological monitoring on GRCA lands, and prescribed burn activities and community events such as tree planting and stream restoration
- provide technical input and review services for applications that may affect the watershed ecosystems.

**TABLE 1**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Water Resources Planning & Environment**

<b>OPERATING</b>	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>	<b>Budget Change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,477,118	1,615,500	1,664,000	48,500
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	260,556	319,300	289,300	-30,000
Insurance	103,297	113,300	107,300	-6,000
Other Operating Expenses	140,049	195,100	175,100	-20,000
Amount set aside to Reserves	-	-	-	-
<b>TOTAL EXPENSE</b>	<b>1,981,020</b>	<b>2,243,200</b>	<b>2,235,700</b>	<b>-7,500</b>
<b>Funding</b>				<b>(incr)/decr</b>
Municipal Special/Other	36,156	50,000	50,000	0
MNR Grant	33,200	8,200	0	8,200
Prov & Federal Govt	16,398	37,500	37,500	0
Funds taken from Reserves	-	10,000	10,000	0
<b>TOTAL FUNDING</b>	<b>85,754</b>	<b>105,700</b>	<b>97,500</b>	<b>8,200.00</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,895,266</b>	<b>2,137,500</b>	<b>2,138,200</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>700</b>



## **TABLE 2**

### **Flood Forecasting and Warning**

The flood warning system includes the direct costs associated with monitoring the streams, and rivers in order to effectively provide warnings and guidance to municipalities and watershed residents during flood emergencies.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

#### ***Specific Activities:***

- maintain a 'state of the art' computerized flood forecasting and warning system.
- operate a 24 hour, year-round, on-call duty officer system to respond to flooding matters.
- collect and manage data on rainfall, water quantity, reservoir conditions, water levels from 56 stream flow gauges, 24 rainfall gauges, and 12 snow courses.
- use data radio and Voice Alert system to continuously, monitor river conditions and detect warning levels, assist municipalities with emergency planning, and respond to thousands of inquiries each year.
- Assist municipalities with municipal emergency planning and participate in municipal emergency planning exercises when requested.

**TABLE 2**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Flood Forecasting & Warning**

<b>OPERATING</b>	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	428,291	457,000	470,700	13,700
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	249,762	266,000	216,000	(50,000)
Other Operating Expenses	61,323	78,000	78,000	-
Amount set aside to Reserves	60,000			
<b>TOTAL EXPENSE</b>	<b>799,376</b>	<b>801,000</b>	<b>764,700</b>	<b>(36,300)</b>
<b>Funding</b>				<b>(incr)/decr</b>
MNR Grant	252,955	277,955	164,338	113,617
<b>TOTAL FUNDING</b>	<b>252,955</b>	<b>277,955</b>	<b>164,338</b>	<b>113,617</b>
<b>Net Funded by General Municipal Levy</b>	<b>546,421</b>	<b>523,045</b>	<b>600,362</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>77,317</b>

### **TABLE 3**

#### **Water Control Structures**

This category includes costs associated with the capital and maintenance of structures, the primary purpose of which is to provide protection to life and property. These structures include dams, dykes, berms and channels etc. Also included in this category are non-flood control dams and weirs, which maintain upstream water levels.

Overall, flood protection services provide watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life. It is estimated that the existing flood protection in the Grand River watershed saves an average of over \$5.0 million annually in property damage.

#### ***Specific Activities:***

- operate and maintain 7 major multi-purpose reservoirs, which provide flood protection and flow augmentation, and 25 kilometres of dykes in 5 major dyke systems (Kitchener-Bridgeport, Cambridge-Galt, Brantford, Drayton and New Hamburg)
- ensure structural integrity of flood protection infrastructure through dam safety reviews, inspections and monitoring, reconstruction of deteriorating sections of floodwalls and refurbishing of major components of dams
- carry out capital upgrades to the flood control structures in order to meet Provincial standards
- operate and maintain 22 non-flood control dams, which are primarily for aesthetic, recreational, or municipal water supply intake purposes
- develop and implement plans to decommission failing or obsolete dams
- ice management activities to prevent or respond to flooding resulting from ice jams
- develop and implement public safety plans for structures

**TABLE 3**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Water Control Structures**

<b>OPERATING</b>	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,125,092	1,170,200	1,205,000	34,800
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	14,708	29,200	29,200	-
Property Taxes	162,927	179,700	170,700	(9,000)
Other Operating Expenses	409,529	344,800	344,800	-
Amount set aside to Reserves	55,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>1,767,256</b>	<b>1,723,900</b>	<b>1,749,700</b>	<b>25,800</b>
<b>Funding</b>				<b>(incr)/decr</b>
MNR Grant	400,350	400,350	285,350	(115,000)
<b>TOTAL FUNDING</b>	<b>400,350</b>	<b>400,350</b>	<b>285,350</b>	<b>(115,000)</b>
<b>Net Funded by General Municipal Levy</b>	<b>1,366,906</b>	<b>1,323,550</b>	<b>1,464,350</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>140,800</b>

## **TABLE 4**

### **(a) PLANNING - Regulations**

This category includes costs and revenues associated with administering the *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* made under the *Conservation Authorities Act*. This includes permit review, inspections, permit issuance, enforcement and follow-up, which may include defending appeals.

#### ***Specific Activities:***

- Process over 800 permits each year related to development, alteration or activities that may interfere with the following types of lands:
  - ravines, valleys, steep slopes
  - wetlands including swamps, marshes, bogs, and fens
  - any watercourse, river, creek, floodplain or valley land
  - the Lake Erie shoreline
- The regulation applies to the development activities listed below in the areas listed above:
  - the construction, reconstruction, erection or placing of a building or structure of any kind,
  - any change to a building or structure that would have the effect of altering the use or potential use of the building or structure, increasing the size of the building or structure or increasing the number of dwelling units in the building or structure
  - site grading
  - the temporary or permanent placing, dumping or removal of any material originating on the site or elsewhere.
- maintain policies and guidelines to assist in the protection of sensitive environmental lands (i.e. Policies for the Administration of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation)
- enforcement of the Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation and maintain compliance policies and procedures
- update and maintain flood line mapping; develop natural hazards mapping in digital format to be integrated into municipal planning documents and Geographic Information Systems

## **(b) PLANNING - Municipal Plan Input and Review**

This program includes costs and revenues associated with reviewing Official Plans, Secondary and Community Plans, Zoning Bylaws, Environmental Assessments, development applications and other proposals, in accordance with Conservation Authority and provincial or municipal agreements. It also includes watershed management consulting outside of the Grand River watershed, which is done from time-to-time on a fee-for-service basis.

### ***Specific Activities:***

- review municipal planning and master plan documents and recommend environmental policies and designations for floodplains, wetlands, natural heritage areas, fisheries habitat, hazard lands and shorelines, which support GRCA regulations and complement provincial policies and federal regulations
- provide advice to municipalities regarding environmental assessments, and other proposals such as aggregate and municipal drain applications to ensure that all environmental concerns are adequately identified and that any adverse impacts are minimized or mitigated
- provide information and technical advice to Municipal Councils and Committees and Land Division Committees regarding development applications to assist in making wise land use decisions regarding protection of people and property from natural hazard areas such as flood plains and erosion areas and protection and enhancement of wetlands, fish and wildlife habitat and natural heritage systems

**TABLE 4**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Resource Planning**

<b>OPERATING</b>	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>	<b>Budget change</b>
<b><u>Expenses:</u></b>				<b>incr/(decr)</b>
Salary and Benefits	1,597,248	1,807,400	1,786,600	(20,800)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	204,057	222,500	222,500	-
Other Operating Expenses	141,592	54,700	54,700	-
<b>TOTAL EXPENSE</b>	<b>1,942,897</b>	<b>2,084,600</b>	<b>2,063,800</b>	<b>(20,800)</b>
<b><u>Funding</u></b>				<b>(incr)/decr</b>
Provincial	-	-	-	-
MNR Grant	114,568	114,568	-	114,568
Self Generated	908,914	919,000	894,000	25,000
<b>TOTAL FUNDING</b>	<b>1,023,482</b>	<b>1,033,568</b>	<b>894,000</b>	<b>139,568</b>
<b>Net Funded by General Municipal Levy</b>	<b>919,415</b>	<b>1,051,032</b>	<b>1,169,800</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>118,768</b>

## **TABLE 5**

### **Forestry & Property Taxes**

The forestry program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes direct delivery of remediation programs including tree planting/reforestation.

General Municipal Levy funds the property tax for GRCA owned natural areas/passive lands.

#### ***Specific Activities:***

- plant trees on private lands (cost recovery from landowner)
- operate Burford Tree Nursery to grow and supply native and threatened species
- carry out tree planting and other forest management programs on over 7,000 hectares of managed forests on GRCA owned lands
- manage Emerald Ash Borer infestation



**TABLE 5**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Forestry & Conservation Land Taxes**

<b>OPERATING</b>	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	591,083	601,000	619,000	18,000
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	51,767	54,300	54,300	0
Property Taxes	155,946	183,200	183,200	0
Other Operating Expenses	623,989	572,900	590,000	17,100
Amount set aside to Reserves				0
<b>TOTAL EXPENSE</b>	<b>1,422,785</b>	<b>1,411,400</b>	<b>1,446,500</b>	<b>35,100</b>
<b>Funding</b>				<b>(incr)/decr</b>
Donations	64,673	57,000	57,000	-
Self Generated	655,882	650,000	650,000	-
<b>TOTAL FUNDING</b>	<b>720,555</b>	<b>707,000</b>	<b>707,000</b>	<b>0</b>
<b>Net Funded by General Municipal Levy</b>	<b>702,230</b>	<b>704,400</b>	<b>739,500</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>35,100</b>

## **TABLE 6**

### **Conservation Services**

The conservation service program includes those activities associated with providing service and/or assistance to private and public landowners and community groups on sound environmental practices that will enhance, restore or protect their properties.

This category includes the Rural Quality program and Forestry extension services.

#### ***Specific Activities:***

- Co-ordinate the Rural Water Quality Program. This involves landowner contact, promotion/education and providing grants to assist farmers with capital improvements to address manure containment, livestock fencing, soil conservation, and other rural non-point sources of river water pollution. Funding for this important initiative comes from watershed municipalities and other government grants.
- Carry out tree planting, restoration and rehabilitation projects with private landowners
- Co-ordinate community events e.g. children's water festivals and agricultural and rural landowner workshops to promote water and environmental initiatives
- Co-ordinate GRCA Volunteer Program to enable public participation in community and GRCA environmental activities

**TABLE 6**  
GRAND RIVER CONSERVATION AUTHORITY  
**Conservation Services**

<b>OPERATING</b>	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>	<b>Budget change</b>
<b><u>Expenses:</u></b>				<b>incr/(decr)</b>
Salary and Benefits	690,240	733,000	715,000	(18,000)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	95,351	100,200	100,200	-
Other Operating Expenses	18,333	52,000	52,000	-
Amount set aside to Reserves	12,000			
<b>TOTAL EXPENSE</b>	<b>815,924</b>	<b>885,200</b>	<b>867,200</b>	<b>(18,000)</b>
<b><u>Funding</u></b>				<b>(incr)/decr</b>
Prov & Federal Govt	12,332	30,000	30,000	-
Donations/Other	102,242	87,000	47,000	40,000
Funds taken from Reserves	552	31,000	31,000	-
<b>TOTAL FUNDING</b>	<b>115,126</b>	<b>148,000</b>	<b>108,000</b>	<b>40,000</b>
<b>Net Funded by General Municipal Levy</b>	<b>700,798</b>	<b>737,200</b>	<b>759,200</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>22,000</b>

## **TABLE 7**

### **Communications & Foundation**

The Communications department provides a wide range of services and support for the GRCA, the Grand River Conservation Foundation, as well as Lake Erie Region Source Protection Program. This category includes watershed-wide communication and promotion of conservation issues to watershed residents, municipalities and other agencies.

The Grand River Conservation Foundation provides private sector funding for GRCA projects with limited or no other sources of revenue. This category includes operational costs related to fundraising.

#### ***Communications - Specific Activities:***

- Media relations
- Public relations and awareness building
- Online communications
- Issues management and crisis communications
- Community engagement and public consultation
- Corporate brand management

#### ***Foundation - Specific Activities:***

- Solicit donors for financial support
- Orient and train volunteers to assist with fundraising
- Provide site tours and other events to stakeholders

**TABLE 7**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Communications & Foundation**

<b>OPERATING</b>	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	538,567	583,400	601,000	17,600
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	73,568	77,000	77,000	-
Other Operating Expenses	1,250	73,500	23,500	(50,000)
Amount set aside to Reserves	50,000	-	-	-
<b>TOTAL EXPENSE</b>	<b>663,385</b>	<b>733,900</b>	<b>701,500</b>	<b>(32,400)</b>
<b>Funding</b>				
<b>Net Funded by General Municipal Levy</b>	<b>663,385</b>	<b>733,900</b>	<b>701,500</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>(32,400)</b>

## **TABLE 8**

### **Environmental Education**

This category includes costs and revenues associated with outdoor education facilities, which provide education and information about conservation, the environment and the Conservation Authority's programs to 50,000 students in 6 school boards and 16,000 members of the general public annually. The majority of funding for this program comes from school boards, the Grand River Conservation Foundation and public program fees.

#### ***Specific Activities:***

- operate 6 outdoor education centres under contract with watershed school boards, providing hands-on, curriculum-based, outdoor education (App's Mills near Brantford, Taquanyah near Cayuga, Guelph Lake, Laurel Creek in Waterloo, Shade's Mills in Cambridge and Rockwood)
- offer curriculum support materials and workshops to watershed school boards
- offer conservation day camps to watershed children and interpretive community programs to the public (user fees apply)

**TABLE 8**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Environmental Education**

<b>OPERATING</b>	<b>Actual 2018</b>	<b>Budget 2019</b>	<b>Budget 2020</b>	<b>Budget change</b>
<b>Expenses:</b>				<b>incr/(decr)</b>
Salary and Benefits	1,023,545	1,000,000	980,000	(20,000)
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	95,094	85,800	85,800	0
Insurance	10,637	10,300	12,800	2,500
Property Taxes	12,135	11,000	14,000	3,000
Other Operating Expenses	278,746	275,300	284,000	8,700
Amount set aside to Reserves	30,000			0
<b>TOTAL EXPENSE</b>	<b>1,450,157</b>	<b>1,382,400</b>	<b>1,376,600</b>	<b>(5,800)</b>
<b>Funding</b>				<b>(incr)/decr</b>
Provincial & Federal Grants	58,503	-	-	-
Donations	53,233	50,000	50,000	-
Self Generated	985,178	1,000,500	1,018,000	(17,500)
<b>TOTAL FUNDING</b>	<b>1,096,914</b>	<b>1,050,500</b>	<b>1,068,000</b>	<b>(17,500)</b>
<b>Net Funded by General Municipal Levy</b>	<b>353,243</b>	<b>331,900</b>	<b>308,600</b>	
<b>Net incr/(decr) to Municipal Levy</b>				<b>(23,300)</b>

## **TABLE 9**

### **CORPORATE SERVICES**

This category includes the costs for goods and services, as listed below, that are provided corporately. A small portion of these costs is recovered from provincial grants, namely from source protection program funding and from the MNR operating grant.

#### **Specific Activities:**

This category includes the following departments:

- Office of the Chief Administrative Officer and the Assistant Chief Administrative Officer/Secretary-Treasurer
- Finance
- Human Resources
- Payroll
- Health & Safety
- Office Services

In addition, this category includes expenses relating to:

- The General Membership
- Head Office Building
- Office Supplies, Postage, Bank fees
- Head Office Communication systems
- Insurance
- Audit fees
- Consulting, Legal, Labour Relations fees
- Health and Safety Equipment, Inspections, Training
- Conservation Ontario fees
- Corporate Professional Development
- General expenses



**TABLE 9**  
**GRAND RIVER CONSERVATION AUTHORITY**  
**Corporate Services**

<b>Budget 2020</b>			Corporation available to offset Municipal Levy Increase
<b>Expenses:</b>			
Salary and Benefits	1,904,000		
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	344,000		
Insurance	59,000		
Other Operating Expenses	1,196,388		
Amount set aside to Reserves			
<b>TOTAL EXPENSE</b>	<b>3,503,388</b>		
<b>Funding</b>			
MNR Grant	-		
Recoverable Corporate Services Expenses	70,000		
Funds taken from Reserves	215,000		
<b>TOTAL FUNDING</b>	<b>285,000</b>		
Net Result before surplus adjustments	3,218,388		
Deficit from Other Programs offset by 2018 Surplus Carryforward		(17,100)	
2019 Surplus Carried Forward to 2020 used to reduce Levy		100,000	
<b>Net Funded by General Municipal Levy</b>	<b>3,218,388</b>	<b>82,900</b>	
<b>Budget 2019</b>			Corporation available to offset Municipal Levy Increase
<b>Expenses:</b>			
Salary and Benefits	1,897,000		
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	369,000		
Insurance	57,000		
Property Taxes	-		
Other Operating Expenses	1,544,768		
Amount set aside to Reserves			
<b>TOTAL EXPENSE</b>	<b>3,867,768</b>		
<b>Funding</b>			
Municipal Other			
Recoverable Corporate Services Expenses	70,000		
Funds taken from Reserves	465,000		
<b>TOTAL FUNDING</b>	<b>605,000</b>		
Net Result before surplus adjustments	3,262,768		
Deficit from Other Programs offset by 2018 Surplus Carryforward		(250,400)	
2018 Surplus Carried Forward to 2019 used to reduce Levy		469,695	
<b>Net Funded by General Municipal Levy</b>	<b>3,262,768</b>	<b>219,295</b>	
<b>Budget 2018</b>			Corporation available to offset Municipal Levy Increase
<b>Expenses:</b>			
Salary and Benefits	1,990,000		
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	337,300		
Insurance	55,000		
Other Operating Expenses	1,087,687		
Amount set aside to Reserves			
<b>TOTAL EXPENSE</b>	<b>3,469,987</b>		
<b>Funding</b>			
MNR Grant	70,000		
Recoverable Corporate Services Expenses	70,000		
Funds taken from Reserves	15,000		
<b>TOTAL FUNDING</b>	<b>155,000</b>		
Net Result before surplus adjustments	3,314,987		
Deficit from Other Programs offset by 2017 Surplus Carryforward		(41,700)	
2016 Surplus Carried Forward to 2017 used to reduce Levy		412,314	
<b>Net Funded by General Municipal Levy</b>	<b>3,314,987</b>	<b>370,614</b>	
<b>ACTUAL 2018</b>			Corporation available to offset Municipal Levy Increase
<b>Expenses:</b>			
Salary and Benefits	1,878,053		
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	317,991		
Insurance	53,378		
Other Operating Expenses	739,139		
Amount set aside to Reserves	210,000		
<b>TOTAL EXPENSE</b>	<b>3,198,561</b>		
<b>Funding</b>			
MNR Grant	70,000		
Donations/Other	9,049		
Recoverable Corporate Services Expenses	66,023		
<b>TOTAL FUNDING</b>	<b>145,072</b>		
Net Result before surplus/(deficit) adjustments	3,053,489		
Deficit from Other Programs offset by 2016 Surplus Carryforward		(46,688)	
2017 Surplus Carried Forward to 2018 used to reduce Levy		412,314	
<b>Net Funded by General Municipal Levy</b>	<b>3,053,489</b>	<b>365,626</b>	

## **TABLE 10 (a)**

### **Conservation Lands, Rental Properties, Forestry & Misc**

The Conservation Land Management Program includes all expenses and revenues associated with acquisition and management of land owned/managed by the Authority. This includes protection of *Provincially Significant Conservation Lands*, woodlot management, rental/lease agreements and other revenues generated from managing lands and facilities. These expenses do not include those associated with recreation and education programs on GRCA lands.

#### ***Specific Activities:***

- acquire and manage significant wetlands and floodplain lands, e.g. the Luther Marsh Wildlife Management Area, the Keldon Source Area, the Bannister-Wrigley Complex, and the Dunnville Marsh
- operate “passive” conservation areas in order to conserve forests and wildlife habitat. Some are managed by municipalities or private organizations (Chicopee Ski Club in Kitchener, Scott Park in New Hamburg, etc.)
- develop and maintain extensive trail network on former rail lines owned by GRCA and municipalities (much of this is part of the Trans-Canada Trail network). Necessary funding is raised by The Grand River Conservation Foundation
- rent 733 cottage lots at Belwood Lake and Conestogo Lake; hold leases on over 1200 hectares of agricultural land and 11 residential units, and over 50 other agreements for use of GRCA lands. Income from these rentals aids in the financing of other GRCA programs
- host controlled hunts at various locations including Luther Marsh Wildlife Management Area and Conestogo Lake
- carry out forestry disease control, woodlot thinning and selective harvesting on GRCA lands in accordance with the Forest Management Plan while generating income from sale of timber. Income generated helps pay for future forest management activities
- where appropriate, dispose of lands that have been declared surplus and continue to identify and plan for disposition of other surplus lands. Proceeds from future dispositions will be used for acquisition of “Environmentally Significant Conservation Lands” and for other core programs
- payment of non-insured losses and deductibles for vandalism, loss or theft; miscellaneous amounts recovered from insurance settlements

- investment income arising from reserves and funds received in advance of program expenses

## **TABLE 10 (b)**

### **HYDRO PRODUCTION**

This program generates revenue from ‘hydro production’.

#### ***Specific Activities:***

- generate hydro from turbines in 2 large dams, Shand and Conestogo; the income is used to fund GRCA programs and repay reserves accordingly for the cost of building/repairing turbines.

## **TABLE 10 (c)**

### **CONSERVATION AREAS**

These programs include costs and revenues associated with delivering recreational programs on GRCA lands and include the costs and revenues associated with day-use, camping, concessions and other activities at GRCA active Conservation Areas.

#### ***Specific Activities:***

- operate 11 “active” Conservation Areas (8 camping and 3 exclusively day-use) that are enjoyed by over 1.7 million visitors annually. It is estimated that these visitors also help generate significant revenues for the local tourism industry
- offer camping, hiking, fishing, swimming, boating, picnicking, skiing and related facilities
- provide 2,200 campsites – second only to the provincial park system as a provider of camping accommodation in Ontario

**TABLE 10**  
GRAND RIVER CONSERVATION AUTHORITY  
**OTHER PROGRAMS - OPERATING - SUMMARY of Results**

	Conservation Lands	Property Rentals	MISC	(d) Cons Lands, Rental, Misc	(b) Hydro Production	(c) Conservation Areas	TOTAL Other Programs
<b>Budget 2020 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,159,000	573,000	-	1,732,000	44,500	4,580,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	129,600	74,500	-	204,100	-	216,000	
Insurance	147,300	18,000	-	165,300	-	-	
Property Taxes	-	88,000	-	88,000	-	68,000	
Other Operating Expenses (consulting etc)	576,000	809,700	70,000	1,455,700	25,500	3,071,000	
Amount set aside to Reserves	-	-	-	-	85,000	300,000	
<b>TOTAL EXPENSE</b>	<b>2,011,900</b>	<b>1,563,200</b>	<b>70,000</b>	<b>3,645,100</b>	<b>155,000</b>	<b>8,235,000</b>	<b>12,035,100</b>
<b>Funding</b>							
Donations	50,000	-	-	50,000	-	-	
Self Generated	86,000	2,873,000	148,000	3,107,000	475,000	8,235,000	
Funds taken from Reserves	1,000	150,000	-	151,000	-	-	
<b>TOTAL FUNDING</b>	<b>137,000</b>	<b>3,023,000</b>	<b>148,000</b>	<b>3,308,000</b>	<b>475,000</b>	<b>8,235,000</b>	<b>12,018,000</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,874,900)</b>	<b>1,459,800</b>	<b>78,000</b>	<b>(337,100)</b>	<b>320,000</b>	<b>-</b>	<b>(17,100)</b>
<b>Budget 2019 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,144,800	576,000	-	1,720,800	43,500	4,502,000	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	149,600	74,500	-	224,100	-	177,000	
Insurance	147,300	16,500	-	163,800	-	-	
Property Taxes	-	101,000	-	101,000	-	62,000	
Other Operating Expenses (consulting etc)	654,000	826,700	70,000	1,550,700	89,500	2,844,000	
Amount set aside to Reserves	70,000	-	-	70,000	70,000	300,000	
<b>TOTAL EXPENSE</b>	<b>2,165,700</b>	<b>1,594,700</b>	<b>70,000</b>	<b>3,830,400</b>	<b>203,000</b>	<b>7,885,000</b>	<b>11,918,400</b>
<b>Funding</b>							
Provincial Funding	-	-	-	-	-	-	
Donations	50,000	-	-	50,000	-	-	
Self Generated	86,000	2,875,000	148,000	3,109,000	473,000	7,885,000	
Funds taken from Reserves	1,000	150,000	-	151,000	-	-	
Municipal General Levy Funding	-	-	-	-	-	-	
<b>TOTAL FUNDING</b>	<b>137,000</b>	<b>3,025,000</b>	<b>148,000</b>	<b>3,310,000</b>	<b>473,000</b>	<b>7,885,000</b>	<b>11,668,000</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(2,028,700)</b>	<b>1,430,300</b>	<b>78,000</b>	<b>(520,400)</b>	<b>270,000</b>	<b>-</b>	<b>(250,400)</b>
<b>Actual 2018 - OPERATING</b>							
<b>Expenses:</b>							
Salary and Benefits	1,107,523	534,906	-	1,642,429	59,521	4,301,700	
Travel, Motor Pool, Expenses, Telephone, Training and Development, IT	125,881	63,787	-	189,668	538	190,292	
Insurance	136,906	15,106	-	152,012	-	-	
Property Taxes	-	105,575	-	105,575	-	61,812	
Other Expenses	527,556	877,485	63,754	1,468,795	74,618	3,178,210	
Amount set aside to Reserves	42,885	125,000	-	167,885	202,000	841,000	
<b>TOTAL EXPENSE</b>	<b>1,940,751</b>	<b>1,721,859</b>	<b>63,754</b>	<b>3,726,364</b>	<b>336,677</b>	<b>8,573,014</b>	<b>12,636,055</b>
<b>Funding</b>							
Donations	82,988	-	1,009	83,997	-	37,349	
Self Generated	101,132	2,888,225	170,778	3,160,135	556,736	8,536,246	
Funds taken from Reserves	-	214,904	-	214,904	-	-	
<b>TOTAL FUNDING</b>	<b>184,120</b>	<b>3,103,129</b>	<b>171,787</b>	<b>3,459,036</b>	<b>556,736</b>	<b>8,573,595</b>	<b>12,589,367</b>
<b>NET Surplus/(Deficit) for programs not funded by general levy</b>	<b>(1,756,631)</b>	<b>1,381,270</b>	<b>108,033</b>	<b>(267,328)</b>	<b>220,059</b>	<b>581</b>	<b>(46,688)</b>

## OTHER INFORMATION

### **1. INFORMATION SYSTEMS & TECHNOLOGY - COMPUTER CHARGES**

The work of the IS&T Group including wages, capital purchases and ongoing maintenance and operations is funded through the Information Systems and Technology Reserve. The IS&T Reserve is sustained through a charge back framework. A “Computer Charge” is allocated to the individual programs based on the number of users and the nature of system usage or degree of reliance on IS&T activities and services.

The *Information Systems and Technology* (IS&T) group leads GRCA’s information management activities; develops and acquires business solutions; and oversees investment in information and communications technology as detailed below:

#### *Specific Activities:*

- Develop and implement GRCA's long-term information management, information technology and communications plans.
- Assess business needs and develop tools to address requirements, constraints and opportunities. Acquire and implement business and scientific applications for use at GRCA. Manage information technology and business solutions implementation projects on behalf of GRCA, GRCF and the Lake Erie Source Protection Region.
- Develop, and implement GRCA’s Geographic Information Systems (GIS) technology and spatial data infrastructure. Manage GRCA’s water-related data. Create and maintain standards for the development, use and sharing of corporate data. Develop policies and implement tools to secure GRCA’s data and IT and communications infrastructure.
- Acquire, manage and support GRCA’s server, storage, network and personal computer infrastructure to support geographic information systems (GIS); flood forecasting and warning, including real-time data collection; database and applications development; website hosting; electronic mail; internet access; personal computing applications; and administration systems, including finance, property and human resources.
- Develop and operate a wide area network connecting 14 sites and campus style wireless point-to-multipoint networks at Head Office, Conservation Areas, Nature Centres and Flood Control Structures. Develop and operate an integrated Voice over IP Telephone network covering nine sites and 220 handsets. Support and manage mobile phones, smart phones and pagers. Develop, implement and maintain GRCA’s IS&T disaster recovery plan.
- Operate on-line campsite reservation and day-use systems with computers in 10 Conservation Areas. Provide computers and phone systems for use at outdoor education centres.
- Build and maintain working relationships with all other departments within GRCA. Develop and maintain partnerships and business relationships with all levels of government, Conservation Ontario, private industry and watershed communities with respect to information technology, information management, business solutions and data sharing.

## **2. VEHICLE, EQUIPMENT – MOTOR POOL CHARGES**

Motor Pool charges are allocated to the individual sections based on usage of motor pool equipment. Effectively, motor pool charges are included with administrative costs or other operating expenses, as applicable, on Tables 1 to 10.

### ***Specific Activities:***

- Maintain a fleet of vehicles and equipment to support all GRCA programs.
- Purchases of new vehicles and/or equipment.
- Disposal of used equipment.
- Lease certain equipment.

# **SECTION B**

## **BASE PROGRAMS – CAPITAL**

## **SECTION B – CAPITAL BUDGET**

Capital maintenance spending in 2020 includes spending in the following program areas:

- Water Resources Planning
- Flood Forecasting and Warning
- Water Control Structures
- Conservation Areas

Water Resources Planning expenditures will be for water quality monitoring equipment.

Flood forecasting and warning expenditures will be for software systems and gauge equipment.

Water Control Structures major maintenance expenditures on dams and dikes.

Conservation Area capital spending includes expenditures as part of the regular maintenance program as well as spending on major repairs and new construction. In 2020, major capital projects within the Conservation Areas will include:

- Completion of the Elora Gorge Upper Pines seasonal campground
- Expansion of the north side gate house at the Elora Gorge CA.
- New workshop at Brant Park.
- Playground replacements at Brant Park and Laurel Creek respectively.
- Perimeter fencing at the Elora Quarry

Corporate Services capital spending represents the portion of overall Information Services and Motor Pool expenses that are funded by the Information Technology (IT) and Motor Pool (MP) reserve. See “Other Information” above for spending descriptions for IT and MP.



## SECTION B - Capital Budget

GRAND RIVER CONSERVATION AUTHORITY

### Budget 2020

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					1,500,000		1,500,000
Net IT/MP Capital Spending not allocated to Departments						430,000	430,000
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>1,500,000</b>	<b>-</b>	<b>1,500,000</b>	<b>430,000</b>	<b>3,730,000</b>
<b>Funding</b>							
Prov & Federal Govt			700,000				700,000
Self Generated					925,000		925,000
Funding from Reserves	75,000	25,000	50,000		575,000	430,000	1,155,000
<b>TOTAL FUNDING</b>	<b>75,000</b>	<b>25,000</b>	<b>750,000</b>	<b>-</b>	<b>1,500,000</b>	<b>430,000</b>	<b>2,780,000</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>35,000</b>	<b>165,000</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>950,000</b>

### Budget 2019

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	BUDGET TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	110,000						110,000
Flood Forecasting Warning Hardware and Gauges		190,000					190,000
Flood Control Structures-Major Maintenance			1,500,000				1,500,000
Conservation Areas Capital Projects					2,590,000		2,590,000
PSAB Project							-
Building Major Maintenance							-
Net IT/MP Capital Spending not allocated to Departments						207,700	207,700
<b>TOTAL EXPENSE</b>	<b>110,000</b>	<b>190,000</b>	<b>1,500,000</b>	<b>-</b>	<b>2,590,000</b>	<b>207,700</b>	<b>4,597,700</b>
<b>Funding</b>							
Municipal Special Levy							-
Prov & Federal Govt			700,000				700,000
Self Generated					965,000		965,000
Funding from Reserves	50,000				1,625,000	207,700	1,882,700
<b>TOTAL FUNDING</b>	<b>50,000</b>	<b>-</b>	<b>700,000</b>	<b>-</b>	<b>2,590,000</b>	<b>207,700</b>	<b>3,547,700</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>60,000</b>	<b>190,000</b>	<b>800,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,050,000</b>

### ACTUAL 2018 - CAPITAL

	Water Resources Planning & Environment	FFW	Flood Control Expenses	Conservation Land Management (Sch 4)	Conservation Areas	Corporate Services	ACTUAL TOTAL
<b>Expenses:</b>							
WQ Monitoring Equipment & Instruments	97,368						97,368
Flood Forecasting Warning Hardware and Gauges		161,212					161,212
Flood Control Structures-Major Maintenance			1,274,516				1,274,516
Conservation Areas Capital Projects					1,791,805		1,791,805
Funding to Reserves		30,000	60,000			6,189	96,189
Net IT/MP Expenses in excess of chargebacks						237,419	237,419
<b>TOTAL EXPENSE</b>	<b>97,368</b>	<b>191,212</b>	<b>1,334,516</b>	<b>-</b>	<b>1,791,805</b>	<b>243,608</b>	<b>3,658,509</b>
<b>Funding</b>							
Prov & Federal Govt			576,318			6,189	582,507
Self Generated					623,805		623,805
Funding from Reserves					1,168,000	237,419	1,405,419
<b>TOTAL FUNDING</b>	<b>-</b>	<b>-</b>	<b>576,318</b>	<b>-</b>	<b>1,791,805</b>	<b>243,608</b>	<b>2,611,731</b>
<b>Net Funded by General CAPITAL Levy</b>	<b>97,368</b>	<b>191,212</b>	<b>758,198</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,046,778</b>

**SECTION C**

**SPECIAL PROJECTS**

## SECTION C – SPECIAL PROJECTS

This category of activity represents projects that the GRCA undertakes where special one time and/or multi-year funding is applicable. The duration of these projects is typically one year although in some instances projects may extend over a number years, such as Source Protection Planning. External funding is received to undertake these projects.

The main project in this category is the provincial Source Protection Planning program under the *Clean Water Act, 2006*. Plan development work commenced in 2004, with plan implementation starting in 2015. Work includes research and studies related to the development and updates of a Drinking Water Source Protection Plan for each of the four watersheds in the Lake Erie Source Protection Region. The focus in 2020 continues on completing updates to the Grand River Source Protection Plan, including development of water quantity policies, updating water quality vulnerability assessments, and the development of the annual progress report for the Grand River Source Protection Plan.

Other special projects in the area of watershed stewardship include the “Rural Water Quality Program” grants, Emerald Ash borer infestation management, floodplain mapping projects, Upper Blair subwatershed study, waste water optimization project, water festivals, the Mill Creek Ranger stream restoration project and numerous ecological restoration projects on both GRCA lands and private lands in the watershed.

## SECTION C - Special Projects Budget

GRAND RIVER CONSERVATION AUTHORITY

**Budget 2020**

EXPENDITURES	ACTUAL 2018	BUDGET 2019	BUDGET 2020
Grand River Management Plan	87,714	70,000	
Subwatershed Plans - City of Kitchener	77,683	100,000	100,000
Dunnville Fishway Study	-	30,000	
Natural Heritage Study-Wellington	37,887	-	-
Waste Water Optimization Program	122,831	140,000	140,000
Floodplain Mapping	425,964	560,000	
RWQP - Capital Grants	954,884	800,000	800,000
Brant/Brantford Children's Water Festival	26,187	26,000	26,000
Haldimand Children's Water Festival	27,980	25,000	20,000
Species at Risk	37,510	70,000	
Ecological Restoration	137,911	130,000	100,000
AGGP-UofG Research Buffers	27,741	-	-
Great Lakes SHSM Event	3,004	-	-
Great Lakes Agricultural Stewardship Initiative	4,895	-	-
Trails Capital Maintenance		150,000	
Emerald Ash Borer	350,184	600,000	600,000
Lands Mgmt - Land Purchases/Land Sale Expenses	269,473	-	-
Lands Mgmt - Development Costs	-	50,000	-
Mill Creek Rangers	28,236	35,000	35,000
Parkhill Hydro Turbine Project	80,721	-	-
Dickson Trail and Boardwalk Rehabilitation	15,679	-	-
<b>Total SPECIAL Projects 'Other'</b>	<b>2,716,484</b>	<b>2,786,000</b>	<b>1,821,000</b>
<b>Source Protection Program</b>	<b>1,384,626</b>	<b>835,000</b>	<b>720,000</b>
<b>Total SPECIAL Projects Expenditures</b>	<b>4,101,110</b>	<b>3,621,000</b>	<b>2,541,000</b>
<b>SOURCES OF FUNDING</b>			
Provincial Grants for Source Protection Program	1,384,626	835,000	720,000
OTHER GOVT FUNDING	1,894,028	1,630,000	1,040,000
SELF-GENERATED	154,428	386,000	181,000
FUNDING FROM/(TO) RESERVES	668,028	770,000	600,000
<b>Total SPECIAL Funding</b>	<b>4,101,110</b>	<b>3,621,000</b>	<b>2,541,000</b>



January 27, 2020

The Bruce County and Grey County Federations of Agriculture feel it is important to take time to provide our elected Municipal, Provincial and Federal government representatives with constructive input from grassroots organizations. We would like to enhance communication between the agricultural industry and all levels of government so we might create a better understanding of issues creating barriers to successful rural communities and profitable farming families.

**We would like to cordially invite you to our  
12<sup>th</sup> Annual Politicians Meeting on Saturday March 14<sup>th</sup> from 10am to 3pm  
at the Elmwood Community Centre.**

**Lunch will be provided.**

***We hope you will consider this a priority in your busy schedule.***

Several commodity groups will be invited to participate by providing a brief and then speaking to a portion of their brief during the day. All briefs will be compiled into a portfolio and we will endeavor to provide a copy to you at least one week in advance of the meeting for your review.

The comments over the past few years have truly been encouraging as the meeting is educational for everyone with open, non-confrontational dialogue. We would be very pleased if you could attend and request a **response by March 1st.**

Sincerely,

*Hugh Simpson, President*  
Grey County Federation of Agriculture

*John Rodgers, President*  
Bruce County Federation of Agriculture

446 – 10<sup>TH</sup> Street Hanover, ON N4N 1P9  
Phone: 519-364-3050 Ext. 1 Fax: 519-506-3058 e-mail: [bruce@ofa.on.ca](mailto:bruce@ofa.on.ca) or [grey@ofa.on.ca](mailto:grey@ofa.on.ca)  
Office Administrator: Jackie Pennings



January 29<sup>th</sup>, 2020

Sent via email : [roger@saugeenmobility.ca](mailto:roger@saugeenmobility.ca)

Saugeen Mobility and Regional Transit  
603 Bruce Line 19  
Walkerton, Ontario NOG 2V0  
Attn: Roger Cook, Manager

Dear Mr. Cook:

Please find enclosed a certified true copy of resolution #23-20 passed by the Municipality of West Grey Council on January 28, 2020, in support of the Township of Southgate Council resolution, as attached, respecting the exploration of amalgamating transit services with Grey & Bruce Counties.

I trust you will give this matter due consideration.

Very truly yours,  
MUNICIPALITY OF WEST GREY

Mark Turner, Hons. B.A., AMCT  
Clerk

MT/mt  
Encl.

Cc:  
County of Bruce  
County of Grey  
Municipality of Arran-Elderslie  
Municipality of Brockton  
Town of Hanover  
Township of Huron-Kinloss  
Township of Chatsworth  
Municipality of Kincardine  
Town of Saugeen Shores  
Township of Southgate





Corporation of the Municipality of West Grey  
Resolution

Moved by: *[Signature]* No. 23-20  
Seconded by: *[Signature]* Session: January 28, 2020

Be it resolved that, the Council of the Municipality of West Grey hereby supports the resolution of the Township of Southgate Council recommending to other Saugeen Mobility and Regional Transit (SMART) member municipalities to cooperatively explore amalgamation of services with Grey and Bruce Counties to potentially reduce transit duplication and develop transit efficiencies, as recommended by the Committee of the Whole;

And further that, a supporting letter be forwarded to SMART member municipalities, and Grey & Bruce Counties.

I HEREBY CERTIFY THAT THIS  
IS A TRUE COPY DATED AT  
WEST GREY  
THIS 29 DAY OF January, 2020  
*[Signature]*  
JAMES MARK TURNER, CLERK  
CORPORATION OF THE MUNICIPALITY OF WEST GREY

Carried ☒ Defeated ☐ Mayor *[Signature]*

Beth Hamilton  
Rebecca Hergert  
Doug Hutchinson  
Tom Hutchinson  
Christine Robinson  
Geoffrey Shea  
Stephen Townsend

For	Against
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Declaration of pecuniary interest or the general nature thereof:

---

**Township of Southgate  
Administration Office**

185667 Grey County Road 9, RR 1  
Dundalk, ON N0C 1B0



**Phone:** 519-923-2110  
**Toll Free:** 1-888-560-6607  
**Fax:** 519-923-9262  
**Web:** [www.southgate.ca](http://www.southgate.ca)

December 6, 2019

**Roger Cook, Manager**

Saugeen Mobility and Regional Transit  
603 Bruce Line 19  
Walkerton, Ontario N0G 2V0

Sent via email: [roger@saugeenmobility.ca](mailto:roger@saugeenmobility.ca)

Dear Mr. Cook:

**Re: Township of Southgate partnership with SMART**

---

Please be advised that at the December 4, 2019 Regular Meeting of Council, the following resolution was passed:

**Whereas** the Township of Southgate is a member of Saugeen Mobility and Regional Transit (SMART) and is represented by a board of directors representing the member municipalities; and

**Whereas** each board of directors determines the policies, priorities and budget for SMART; and

**Whereas** each member municipality financially supports the SMART organization and the service provided to each of our communities; and

**Whereas** the costs to deliver the service continues to rise impacting our municipal burden on taxpayers,

**Now therefore be it resolved that** Council direct staff to provide notice with a copy of this motion of our intentions to withdraw from the SMART partnership as a member; and

**That** Council recommend to other SMART member municipalities that we cooperatively explore amalgamation of service with Grey and Bruce Counties to deliver the SMART service to reduce transit duplication, develop transit efficiencies through one service delivery model and specifically to reduce our present back-haul time and costs without customers on-board; and

**That** Council direct staff to send this motion to all SMART member municipalities, as well as Bruce and Grey County Council's for their consideration.

**Carried.** No. 2019-794

1 | Page



If you have any questions, please contact our office at (519) 923-2110.

Sincerely,

***Original Signed By***

Lindsey Green, Deputy Clerk  
Township of Southgate

cc: County of Bruce  
County of Grey  
Municipality of Arran-Elderslie  
Municipality of Brockton  
Town of Hanover  
Township of Huron-Kinloss  
Township of Chatsworth  
Municipality of Kincardine  
Town of Saugeen Shores  
Municipality of West Grey

**The Corporation of the Township of Southgate**  
**By-law Number 2020-018**  
**being a by-law to confirm the proceedings of the**  
**Council of the Corporation of the Township of Southgate**  
**at its regular meeting held on February 5<sup>th</sup>, 2020**

Authority: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5 (3) and 130.

**Whereas**, the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5 (3), provides that the jurisdiction of every Council is confined to the municipality that it represents, and its powers shall be exercised by by-law;

**And whereas**, the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law;

**Now therefore**, the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** the action of the Council at its regular meeting held on February 5th, 2020 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law.

2. **That** the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.

3. **That** this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Local Planning Appeal Tribunal Act, 2017, S.O. 2017 Chapter 23, shall not take effect until the approval of the Local Planning Appeals Tribunal with respect thereto, required under such subsection, has been obtained.

4. **That** any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of February, 2020.**

---

John Woodbury - Mayor

---

Lindsey Green – Deputy Clerk