



## Township of Southgate Council Meeting Agenda

February 19, 2020

7:00 PM

Council Chambers

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	Pages
1. Call to Order	
2. Open Forum-Registration begins 15 minutes prior to meeting	
3. Public Meeting	
3.1 C25-19 - William and Mary Martin - Conc 11, S PT lot 23, Geographic Township of Proton	
3.1.1 Background	
<p><b>The Purpose</b> of the proposed zoning bylaw amendment application is to consider a change which will allow for a small scale Industrial shop use to be added to a portion of the property. The owners wish to add the Industrial shop, office and power room to the list of permitted uses. The Industrial workshop, office and power room is proposed to be 669m<sup>2</sup>. The outside storage areas are proposed to be 500m<sup>2</sup>.</p> <p><b>The Effect</b> of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural Exception (A1-XXX) to allow for a small scale secondary use to be permitted on the property. The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.</p>	
3.1.2 Application and Notice of Public Meeting	12 - 28
<p><a href="https://www.southgate.ca/en/municipal-services/planning-applications-public-notices.aspx#C25-19-William-and-Mary-Martin">https://www.southgate.ca/en/municipal-services/planning-applications-public-notices.aspx#C25-19-William-and-Mary-Martin</a></p>	
3.1.3 Comments Received from Agencies and the Public	29 - 39

3.1.4	Questions from Council	
3.1.5	Applicant or Agent	
3.1.6	Members of the Public to Speak	
3.1.7	Further Questions from Council	
3.2	C26-19 - Solomon and Veronica Brubacher - Con 6, Lot 34, Geographic Township of Proton	
3.2.1	Background	
	<p><b>The Purpose</b> of the proposed zoning bylaw amendment application is to consider a change to allow for a small scale Industrial shop use to be added to a portion of the property. The owners wish to add a Dry Industrial shop, office and power room to the list of permitted uses. The Dry Industrial workshop, office and power room are proposed to be 337m<sup>2</sup>. The outside storage areas are proposed to be 250m<sup>2</sup>.</p> <p><b>The Effect</b> of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural Exception (A1-XXX) to allow for a small scale secondary use to be permitted on the property. The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.</p>	
3.2.2	Application and Notice of Public Meeting	40 - 53
	<a href="https://www.southgate.ca/en/municipal-services/planning-applications-public-notices.aspx#C26-19-Solomon-and-Veronica-Brubacher">https://www.southgate.ca/en/municipal-services/planning-applications-public-notices.aspx#C26-19-Solomon-and-Veronica-Brubacher</a>	
3.2.3	Comments Received from Agencies and the Public	54 - 72
3.2.4	Questions from Council	
3.2.5	Applicant or Agent	
3.2.6	Members of the Public to Speak	
3.2.7	Further Questions from Council	

**3.3 C27-19 - 2681316 Ontario Inc. - Plan 110 Lot 22, Pt lot 11, Con  
2 Pt lot 41, Mill St, RP 16R6145 parts 1,2,3 Main St W.  
Geographic Township of Egremont**

**3.3.1 Background**

**The Purpose** of the proposed zoning bylaw amendment application is to consider a change to allow for the storage and retail of fuels, specifically, propane tanks. The owners wish to add a storage and retail of fuels specifically propane to the list of permitted uses.

**The Effect** of the proposed zoning by-law amendment would be to add the additional permitted use to the existing uses of the C2-212 zone exception. The zoning symbol on the property C2-212 would remain the same. The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.

**3.3.2 Application and Notice of Public Meeting 73 - 88**

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C27-19-2681316-Ontario-Inc->

**3.3.3 Comments Received from Agencies and the Public 89 - 99**

**3.3.4 Questions from Council**

**3.3.5 Applicant or Agent**

**3.3.6 Members of the Public to Speak**

**3.3.7 Further Questions from Council**

**4. Confirmation of Agenda**

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

**5. Declaration of Pecuniary Interest**

## **6. Delegations & Presentations**

### **6.1 Team Town Hall Delegation - Samantha Parent & Nathan McMahon** 100 - 119

**Be it resolved that** Council receive the Team Town Hall delegation as information.

## **7. Adoption of Minutes** 120 - 143

**Be it resolved that** Council approve the minutes from the February 5, 2020 Council and Closed Session meetings as presented; and  
**That** Council approve the minutes from the February 12, 2020 Special Council meeting as presented.

## **8. Reports of Municipal Officers**

### **8.1 Treasurer William Gott**

#### **8.1.1 FIN2020-005 2020 Budget** 144 - 148

**Be it resolved that** Council receive Staff Report FIN2020-005 2020 Budget as information; and  
**That** Council amend the 2020 Budget to include a \$200,000 contribution to the Roads Infrastructure Reserve.



**8.1.2 FIN2020-006 Asset Management Coordinator and Financial Analyst 149 - 161**

**Be it resolved that** Council receive Staff Report FIN2020-006 Asset Management Coordinator and Financial Analyst as information; and  
**That** Council approve the draft job description for the Asset Management Coordinator and Financial Analyst as presented; and  
**That** Council direct staff to review and evaluate the draft job description for the Asset Management Coordinator and Financial Analyst 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 March 4, 2020 meeting with a report from the Job Evaluation Committee and the final version of the Asset Management Coordinator and Financial Analyst job description for approval.

**8.2 Acting Clerk Lindsey Green**

**8.2.1 CL2020-006- Conference, Education and Training Policy for Council, Staff & Volunteer Firefighters Updates Approval 162 - 163**

**Be it resolved that** Council receive Staff Report CL2020-006 for information; and  
**That** Council approve the amendments to Policy No. 2 being the Conference, Education and Training Policy for Council, Staff & Volunteer Firefighters by By-law 2020-032.

**8.2.2 By-law 2020-032 - Adopt Policy No. 2 - Conference, Training and Education 164 - 173**

**Be it resolved that** by-law number 2020-032 being a by-law to adopt a "Conference, Training and Education Policy for Council, Staff and Volunteer Fire Fighters" known as Policy Number 2 be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

### **8.3 Public Works Manager Jim Ellis**

#### **8.3.1 PW2020-010 2019 Dundalk Drinking Water Annual Report 174 - 214**

**Be it resolved that** Council receive Staff Report PW2020-010 for information; and  
**That** Council approve the Dundalk Drinking Water 2019 Annual Report.

#### **8.3.2 PW2020-011 Dundalk Wastewater Treatment Plant 2019 Annual Report 215 - 275**

**Be it resolved that** Council receive Staff Report PW2020-011 for information; and  
**That** Council approve the Dundalk Wastewater Treatment Plant 2019 Annual Report.

#### **8.3.3 PW2020-012 Motor Grader Tender Award 276 - 278**

**Be it resolved that** Council receive Staff Report PW2020-012 for information; and  
**That** Council award the Motor Grader Tender to Brandt Tractor LTD for a John Deere 870G in the amount of \$396,600.00, with extended warranty of \$14,710.00 for a total amount of \$411,310.00 plus HST, trade-in not included.

#### **8.3.4 PW2020-013 Wellington North Boundary Road Agreement 279 - 280**

**Be it resolved that** Council receive Staff Report PW2020-013 for information; and  
**That** Council consider the approval of By-law 2020-025, being a by-law to establish a Boundary Road Agreement with the Township of Wellington North.

**8.3.5 By-law 2020-025 - Boundary Road Agreement - Wellington North** 281 - 291

**Be it resolved that** by-law number 2020-025 being a by-law to authorize a boundary road agreement between The Corporation of the Township of Southgate and The Corporation of the Township of Wellington North be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**8.4 Chief Administrative Officer Dave Milliner**

**8.4.1 CAO2020-015 Fire Prevention Officer Job Description, Pay Band and Job Posting Approval Report** 292 - 306

**Be it resolved that** Council receive Staff Report CAO2020-015 as information, including the complete motion from this report; and  
**That** Council approve the job description for the position of a Fire Prevention Officer as presented following the Job Evaluation Committee review; and  
**That** Council approve the Job Evaluation Committee review of the job description of Fire Prevention Officer to place the position in pay band 10 on the Southgate Employee Pay Grid; and  
**That** Council direct staff to proceed with an internal job posting closing March 9, 2020, with appropriate advertising.

- |       |   |           |
|-------|---|-----------|
| 8.4.2 | <p><b>CAO2020-016 Volunteer Deputy Fire Chief Job Description, Pay Band and Job Posting Approval Report</b></p> <p><b>Be it resolved that</b> Council receive Staff Report CAO2020-016 as information, including the complete motion from this report; and<br/> <b>That</b> Council approve the job description for the position of a Volunteer Deputy Fire Chief as presented following the Job Evaluation Committee review; and<br/> <b>That</b> Council approve the Job Evaluation Committee review of the job description of Volunteer Deputy Fire Chief to place the position in pay band 9 on the Southgate Employee Pay Grid; and<br/> <b>That</b> Council direct staff to proceed with an internal job posting closing March 6, 2020, with appropriate advertising.</p> | 307 - 321 |
| 8.4.3 | <p><b>CAO2020-017 Eh!Tel Southgate Fibre Holstein POP Agreement Approval</b></p> <p><b>Be it resolved that Council</b> receive staff report CAO2020-017 as information; and<br/> <b>That</b> Council approve the Eh!Tel Networks Inc. and Southgate the Holstein Point of Presence (POP) Site Agreement, dated February 19th, 2020 as presented; and<br/> <b>That</b> Council consider approval of the Eh!Tel Networks Inc. and Southgate Holstein POP Site Agreement by Municipal By-law 2020-028, at the February 19th, 2020 meeting.</p>   | 322 - 324 |
| 8.4.4 | <p><b>By-law 2020-028 - EH!Tel Fibre POP Holstein Agreement Approval</b></p> <p><b>Be it resolved that</b> by-law number 2020-028 being a by-law to authorize an agreement between The Corporation of the Township of Southgate and EH!Tel Networks Inc. be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.</p>  | 325 - 331 |

## 8.5 Planner Clinton Stredwick

### 8.5.1 PL2020-005-Flato North Part Lot Control By-law 332 - 334

**Be it resolved that** Council receive Staff Report PL2020-005 for information; and

**That** Council consider approval of By-law 2020-020; and

**That** Council direct staff to forward 3 certified copies of the by-law with this report on to the County of Grey Director of Planning.

### 8.5.2 By-law 2020-020 Flato North Part Lot Control 335 - 336

**Be it resolved that** by-law number 2020-020 Being a by-law to remove certain lands from Part Lot Control 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.

### 8.5.3 PL2020-006- C23-19- Flato East Townhouse changes 337 - 339

**Be it resolved that** Council receive Staff Report PL2020-006 for information; and

**That** Council consider approval of By-law 2020-031.

### 8.5.4 By-law 2020-031 - ZBA C23-19 - Flato East 340 - 342

**Be it resolved that** by-law number 2020-031 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.

## 9. By-laws and Motions

### 9.1 By-law 2020-027 - Procedural By-law Approval 343 - 393

**Be it resolved that** by-law number 2020-027 being a by-law to govern the proceedings of Council, Committees, and Committee of Adjustment, and to repeal By-law 2019-120 be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

## **9.2 By-law 2020-024 - Tax Arrears Extension Agreement**

394

**Be it resolved that** by-law number 2020-024 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 Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

## **10. Consent Items**

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

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated February 19, 2020 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions.

<b>10.1.1</b>	<b>HR2020-003 - Office Closure March 11, 2020</b>	<b>395</b>
<b>10.1.2</b>	<b>PW2020-014 Department Report</b>	<b>396 - 475</b>
<b>10.1.3</b>	<b>CAO2020-013 Community Safety and Wellbeing Plan Update Report</b>	<b>476 - 492</b>
<b>10.1.4</b>	<b>CAO2020-014 Southgate Community Transit Grant - GTR Program Update</b>	<b>493 - 504</b>
<b>10.1.5</b>	<b>January 2020 Cheque Registers</b>	<b>505 - 516</b>
<b>10.1.6</b>	<b>January 2020 Building, By-law and Canine Control Reports</b>	<b>517 - 519</b>

### **10.2 Correspondence (for information)**

**Be it resolved that** Council approve the items on the Correspondence consent agenda dated February 19, 2020 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions.

<b>10.2.1</b>	<b>Grey County Committee Report Orchardville Bridge (Structure 900-272) - received January 31, 2020</b>	<b>520 - 525</b>
<b>10.2.2</b>	<b>South East Grey Community Health Centre - Year End Donation Letter - received January 31, 2020</b>	<b>526 - 527</b>

**10.2.3 Southgate - 2020 Court Security and Prisoner Transportation Grant Update - received February 3, 2020**

528 - 529

**10.3 Closed Consent (for information)**

**Be it resolved that** Council approve the items on the Closed consent agenda dated February 19, 2020 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions.

**10.3.1 By-law 2020-024 - Tax Arrears Extension Agreement - Confidential Schedule A and B**

**11. County Report**

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

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

**13. Closed Meeting**

None

**13.1 Closed Consent Item 10.3.1 - By-law 2020-024 - Tax Arrears Extension Agreement - Confidential Schedule A and B**

**14. Confirming By-law**

530

**Be it resolved that** by-law number 2020-026 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 19, 2020 be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**15. Adjournment**

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



**The corporation of  
The Township of Southgate**

**Application for planning amendment  
Official plan and zoning by-law**

**\*\* Pre-consultation is required with the Township before any zoning or official plan amendment applications will be accepted (By-law 66-2012)\*\***

**Instructions:**

- Please check all applicable boxes and answer all applicable questions
- All measurements **MUST** be in metric units. (Imperial Units will not be accepted)
- Additional information may be attached if necessary
- Incomplete applications will be returned
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time
- Further information is on the last two pages for your reference
- Applications are not accepted without the required fees
- All applications for zoning by-law amendment or Official Plan Amendment must

**For office use only**

File no: C25-19  
Pre-Consult Date: \_\_\_\_\_  
Date received: November 8, 2019  
Date accepted: \_\_\_\_\_  
Accepted by: \_\_\_\_\_  
Roll # 42 07 \_\_\_\_\_  
Conservation authority fee required: \_\_\_\_\_  
Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to one or more of the following Sections 22, 34, 36, and/or 39 of the *Planning Act*, as amended, I/we submit an application for: *(check appropriate box)*

<input type="checkbox"/> <b>Amendment to the Official Plan</b>	Minor	\$1,561.00 application fee plus \$2,000.00 contingency fee
	Major	\$2,601.00 application fee plus \$5,000.00 contingency fee
*contingency fee required for all Official Plan Amendment applications		
<input checked="" type="checkbox"/> <b>Amendment to the Zoning By-law</b>		\$1,249.00 application fee
	Major	\$2,081.00 application fee
	Major	\$2,500.00 contingency fee
*contingency fee required only for complex applications		
<input type="checkbox"/> <b>Removal of a Holding Provision</b>		\$520.00 application fee
	with a related site plan application	or \$521.00 application fee
<input type="checkbox"/> <b>Temporary Use By-Law Amendment</b>		\$1,561.00 application fee

**Other Required Fees:**

<input checked="" type="checkbox"/> <b>Public Notice Sign Fee</b>		\$105.00
<input checked="" type="checkbox"/> <b>Conservation Authority Fees</b>	SVCA	\$240.00
	GRCA	Call directly for details

**Note on fees:**

The application fees were adopted and approved under the Township of Southgate's fees and charges By-law. All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate at the time of application submission. In the event that all fees are not paid in full at the time of submission, the application shall be deemed incomplete.

Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Township of Southgate, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee which shall be determined by staff of the Corporation of the Township of Southgate in the event that the amount of the initial contingency fee taken is insufficient.

Be advised that the applicant or a representative is expected to appear at any meetings (including the public meeting) to explain the proposal and answer any questions that may arise. Failure to do so may result in deferral of the application and increased costs.





**Part A**

**Owner/Agent/Application information**

\*to be completed by the applicant

1. Name of registered owner: William Martin & Mary Martin (Wilmar Inc.)

Mailing address: 146024 Southgate Road 14 RR # 2 Dundalk, Ont. N0C 1B0

Phone# : (H) \_\_\_\_\_ (B) 519-292-1147

Email Address: wiliammartin4@gmail.com

2. Name of applicant: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

Applicant's Relationship to Subject Lands:

☐ Registered Property Owner

☐ Holder of Option to Purchase Subject Lands

☐ Signing Officer of Corporation

☐ Other [Specify] \_\_\_\_\_

3. Name of agent (if applicable) Israel Bowman

Mailing address: 2893 Moser Young Road RR # 1 St Clements, Ont N0B 2M0

Phone#: 519-699-5510 Email: israel@boomervalley.ca

4. Send all correspondence to (choose only one): ☐ Applicant ☒ Agent

5. Preferred Method of communication: ☐ Phone ☒ email ☐ Postal Mail

6. Name any mortgages, charges or encumbrances, in respect to the subject lands:

CIBC

Mailing Address: Hanover

Phone#: 519-901-0272 (David Albright)

**Part B**

**The subject lands**

7. Location of subject property (former municipality):

☐ Township of Egremont

☒ Township of Proton

☐ Village of Dundalk

Road/street and number: 146045 Southgate Road 14

Tax roll#: 420709000208400

Lot 23

Concession 11

Lot \_\_\_\_\_ of Plan \_\_\_\_\_

8. The date the subject land was acquired by the current owner: 2019

9. Dimensions of subject property:

frontage 426 m depth 500 m area 21 ha sq m/ha

10. Description of the area affected by this application if only a portion of the entire property 5428 sq/m zoning envelope

11. Abutting and nearby lands uses

(a) Interest in abutting lands - does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? Yes ☐ No ☒

If yes, describe to what extent \_\_\_\_\_

(b) Use of abutting and nearby lands - describe the present use on all properties abutting and opposite the subject lands.

North	<u>Agriculture - Wood Lot</u>	East	<u>Agriculture</u>
South	<u>Agriculture and Gravel pits</u>	West	<u>Agriculture</u>

(c) Agricultural livestock operations

☒ if an existing livestock operation is located within 450 metres of the subject lands, prepare a sketch showing locations and approximate size of livestock barns (as per Additional Requirements 20. (b) request) and you must fill out Schedule "A".

12. Environmental Constraints

Indicate whether any of the following environmental constraints apply to the subject lands:

Wetlands	<input type="checkbox"/>	Specialty Crop Lands	<input type="checkbox"/>
Floodplains	<input checked="" type="checkbox"/>	ANSI's (areas of natural or scientific interest)	<input type="checkbox"/>
Streams, Ravines and Lakes	<input checked="" type="checkbox"/>	Aggregate Resources	<input type="checkbox"/>
Water Resources	<input type="checkbox"/>	Thin Overburden	<input type="checkbox"/>
Wooded Areas & Forest Management	<input checked="" type="checkbox"/>	Solid Waste Management	<input type="checkbox"/>
Fisheries, Wildlife & Environment	<input type="checkbox"/>	Sewage Treatment Plant	<input type="checkbox"/>
Heritage Resources	<input type="checkbox"/>		

13. Official Plan

Indicate the current Official Plan Designation:

Neighbourhood Area	<input type="checkbox"/>	Agriculture	<input type="checkbox"/>
Downtown Commercial	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>
Arterial Commercial	<input type="checkbox"/>	Inland Lakes	<input type="checkbox"/>
Industrial	<input type="checkbox"/>	Space Extensive Industrial/Commercial	<input type="checkbox"/>
Public Space	<input type="checkbox"/>	Hazard Lands	<input checked="" type="checkbox"/>
Special Policy Area	<input type="checkbox"/>	Wetlands	<input type="checkbox"/>
Major Open Space	<input type="checkbox"/>	Mineral Aggregate Extraction	<input type="checkbox"/>
Village Community	<input type="checkbox"/>		

14. Zoning By-law

Present zoning A1 and EP

Requested zoning A1 with an exception

15. Specific proposed use(s) of subject property that this amendment would authorize: (provide a sketch showing locations and approximate size for each building or structure)

This application is to re-zone a portion of the farm to permit a on-farm shop  
for a metal work and welding shop

**For Official Plan Amendment Applications Only:**

14.

16. Please answer the following about this proposed Official Plan Amendment:

Does this application change or replace a designation in the Official Plan?

Changes ☐ Replaces ☐

17. Is this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?

Yes ☐ No ☐

If yes, please provide the details of the official plan or the official plan amendment that deals with this matter.

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18. Does this application propose to remove land from an area of employment?

Yes ☐ No ☐

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

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14. Is the application being submitted in conjunction with a proposed County Official Plan Amendment? Yes ☐ No ☐

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

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Type of building/structure\_\_\_\_\_

Setbacks:

front lot line\_\_\_\_\_

rear lot line\_\_\_\_\_

side lot line\_\_\_\_\_

Building/structure:\_\_\_\_\_

height\_\_\_\_\_ dimensions / floor area\_\_\_\_\_

15. The date the existing building(s) or structure(s) on the subject land were constructed: \_\_\_\_\_

16. The length of time that the existing uses of the subject land have continued: \_\_\_\_\_

17. If proposed use is residential, indicate proximity of subject lands to community facilities (parks, schools, etc.): \_\_\_\_\_

18. Specific reason(s) for requesting amendment(s), if not sufficient space, a cover letter should be attached: \_\_\_\_\_

19. Has the subject land ever been the subject of a Zoning By-law Amendment?  
Yes ☐ No ☐ Unknown ☐  
If yes, and if known, specify the file number and status of the application: \_\_\_\_\_

**Servicing for subject land**

20. Facilities existing or proposed for subject lands:

type of access	existing	proposed
_____ provincial highway	_____	_____
<input checked="" type="checkbox"/> _____ municipal road, maintained year round	<input checked="" type="checkbox"/> _____	_____
_____ municipal road, seasonally maintained	_____	_____
_____ other public road	_____	_____
please specify _____		
_____ right of way available	_____	_____
please specify _____		
_____ water access available	_____	_____

Describe the parking and docking facilities and the approximate distance of these facilities \_\_\_\_\_ Parking and docking facilities are located off the road by the proposed shop

type of water supply	existing	proposed
_____ municipally operated piped water system	_____	_____
<input checked="" type="checkbox"/> _____ privately owned/operated individual well	<input checked="" type="checkbox"/> _____	_____
_____ privately owned/operated communal well	_____	_____
_____ lake or other water body	_____	_____
please specify _____		
_____ other means	_____	_____
please specify _____		

type of storm water management	existing	proposed
_____ storm drainage sewer pipe	_____	_____
_____ ditch	_____	_____
_____ swale	_____	_____
<input checked="" type="checkbox"/> _____ other means	<input checked="" type="checkbox"/> _____	_____

please specify Sheet Flow

### type of sewage disposal

existing	proposed
<p>1. The existing design of the building is not in accordance with the current building code.</p> <p>2. The existing design of the building is not in accordance with the current building code.</p> <p>3. The existing design of the building is not in accordance with the current building code.</p> <p>4. The existing design of the building is not in accordance with the current building code.</p> <p>5. The existing design of the building is not in accordance with the current building code.</p> <p>6. The existing design of the building is not in accordance with the current building code.</p> <p>7. The existing design of the building is not in accordance with the current building code.</p> <p>8. The existing design of the building is not in accordance with the current building code.</p> <p>9. The existing design of the building is not in accordance with the current building code.</p> <p>10. The existing design of the building is not in accordance with the current building code.</p>	<p>1. The proposed design of the building is in accordance with the current building code.</p> <p>2. The proposed design of the building is in accordance with the current building code.</p> <p>3. The proposed design of the building is in accordance with the current building code.</p> <p>4. The proposed design of the building is in accordance with the current building code.</p> <p>5. The proposed design of the building is in accordance with the current building code.</p> <p>6. The proposed design of the building is in accordance with the current building code.</p> <p>7. The proposed design of the building is in accordance with the current building code.</p> <p>8. The proposed design of the building is in accordance with the current building code.</p> <p>9. The proposed design of the building is in accordance with the current building code.</p> <p>10. The proposed design of the building is in accordance with the current building code.</p>

\_\_\_\_\_ municipally operated sanitary sewers

✓ privately owned/operated individual septic

\_\_\_\_\_privately owned/operated communal septic

\_\_\_\_\_privy

\_\_\_\_\_ other means

please specify \_\_\_\_\_

21. Is there an approved Site Plan and/or a Site Plan Control Agreement in effect on any portion of the subject lands?

Yes ☐ No ☒

**If yes, has an amendment to the Site Plan and/or Agreement been applied for?**

Yes ☐ No ☐

22. Are there any easements, rights-of-way, restrictions, covenants, or other agreements applicable to the subject lands? (if yes, describe what they are and include applicable Site Plan, if applicable.)

Yes ☐ No ☒

### Part C

## The proposal

23. Describe the **nature** and extent of the relief applied for and the proposed use of the subject lands.

Re-zone a 5428 sq/m envelope to permit a 669 sq/m shop, a 55 sq/m power room and 500 sq/m outdoor storage area. The farm will be used to pasture and feed cattle.

24. Describe the reasons for the proposed amendment(s).

The reason is because at this time there is no zoning on the property for a on farm shop.

25. Describe the timing of the proposed development, including phasing.

Hoping to get started in the spring - early summer of 2020

- ## 26. Additional Supporting Documents

List any supporting documents: (e.g. Environmental Impact Study, Hydrologic Report, Traffic Study, Market Area Study, Aggregate License Report, Storm Water Management Report)

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**Part D**

**Statement of compliance**

27. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act?  
Yes ☒ No ☐

28. Is the subject land within an area of land designated under any provincial plan or plans?  
Yes ☐ No ☒

If yes, explain how the application conforms with or does not conflict with the applicable provincial plan or plans.

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**Additional requirements**

29. Supplementary and support material to accompany application, where applicable  
a) a survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, ditches, swamps, watercourses, drainage, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land which is the subject of the amendment.

OR

- b) a sketch *drawn to scale* showing the following:
- 1) Boundaries and dimensions of the subject land.
  - 2) Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
  - 3) Approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditch, river or stream banks, wetlands, wooded areas, wells and septic tanks.
  - 4) Current use(s) on land that is adjacent to the subject land.
  - 5) Location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
  - 6) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
  - 7) Location and nature of any easement affecting the subject land.
  - 8) North Arrow

**Other information**

30. Is there any other information that you think may be useful to the municipality or other agencies in reviewing the application? If so, explain below or attach on a separate page:

Hours of operation would be 7 am to 7 pm Monday to Friday and 7 am until noon on Saturdays with limited overtime.

The shop will not operate on Sundays and statutory holidays.

Truck traffic is not expected to be more than 2 or 3 trucks round trip daily.

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**Part E**  
**Authorization and affidavit**

**31. Owner's Consent (Freedom of Information):**

In accordance with the provision of the Planning Act, it is the policy of the Municipality to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documents I (we),

William Martin and Mary Martin  
Name of Owner(s)

hereby acknowledge the above-noted and provide my (our) consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters of reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

<u>William Martin</u>	<u>Nov 1 / 19</u>
Signature of Owner	date
<u>Mary Martin</u>	<u>Nov 1 / 19</u>
Signature of Owner	date

**32. Owner's Authorization for Agent**

I(we), William Martin and Mary Martin  
Name of Owner(s)

hereby authorize Israel Bowman to act as our agent(s) for the purpose of this application.

<u>William Martin</u>	<u>Nov 1 / 19</u>
Signature of Owner	date
<u>Mary Martin</u>	<u>Nov 1 / 19</u>
Signature of Owner	date

**33. Owner's Authorization for Access**

I/we, William Martin and Mary Martin  
Name of Owner(s)

hereby permit Township staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

<u>William Martin</u>	<u>Nov 1 / 19</u>
Signature of Owner	date
<u>Mary Martin</u>	<u>Nov 1 / 19</u>
Signature of Owner	date
<u>Israel Bowman</u>	<u>Nov 1 / 19</u>
Signature of Witness	date



### 34. Affidavit

**Note: This Affidavit must be signed in the presence of a Commissioner for Taking Oaths.**

of the Township of Wellesley in the Region of Waterloo  
city/town/municipality county/region

Declared before me at the:

Township of Southgate in County of Grey  
city/town/municipality county/region

This 8<sup>th</sup> day of November, 2019.

  
Signature of Commissioner

Israel Boum  
Signature of Applicant

Sworn before me at the Township  
of Southgate in the County of Grey  
this 8<sup>th</sup> day of November 2019  
[Signature]  
Signature of Clerk/Commissioner  
for taking Affidavits

Israel Bowman  
print name

Signature of Applicant

print name

## Schedule "A"

### Supplementary Information – Agricultural Lands

Agricultural Property History on the subject parcel

(i) What type of farming has been or is currently being conducted?

☒ Beef

☐ Dairy

☐ Swine

☐ Poultry

☐ Sheep

☐ Cash Crop

☐ Other (describe) \_\_\_\_\_

Describe in detail the size, age and feed type used for the type of farming conducted: A few beef cows and calves were kept on the farm in the past

(i) How long have you owned the farm? 2019

(ii) Are you actively farming the land  
(or – do you have the land farmed under your supervision)?

☐ Yes – For how long?

☐ No – When did you stop farming? \_\_\_\_\_

For what reason did you stop farming? \_\_\_\_\_

(iii) Area of total farm holding: 21 ha

(iv) Number of tillable hectares: Approx. 15 ha pasture

(v) Do you own any other farm properties? ☐ Yes ☒ No

If yes, indicate locations: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Former Township: \_\_\_\_\_

Total Hectares: \_\_\_\_\_

(vi) Do you rent any other land for farming purposes? ☐ Yes ☒ No

If yes, indicate locations: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Former Township: \_\_\_\_\_

Total Hectares: \_\_\_\_\_

(vii) Is there a barn on the subject property? ☒ Yes ☐ No

Please indicate the condition of the barn: Good

How big is the barn? 42' x 48'

What is the present use of the barn? Beef

What is the capacity of the barn, in terms of livestock? \_\_\_\_\_

Would be room for around 20 cows

(viii) Indicate the manure storage facilities on the subject lands

☐ Storage already exists

☒ No storage required (manure/material is stored for less than 14 days)

☐ Liquid

☐ inside, underneath slatted floor

☐ outside, with permanent, tight fitting cover

☐ (treated manure/material) outside, no cover

☐ outside, with a permanent floating cover

☐ outside, no cover, straight-walled storage

☐ outside, roof but with open sides

☐ outside, no cover, sloped-sided storage

☐ Solid

☐ inside, bedded pack

☐ outside, covered

☐ outside, no cover,  $\geq 30\%$  DM

☐ outside, no cover, 18-30% DM, with covered liquid runoff storage

☐ outside, no cover, 18-30% DM, with uncovered liquid runoff storage

(ix) Are there any barns on other properties within 450 meters (3,280 ft) of the subject lands? ☒ Yes ☐ No

If yes, these barns and distances to the subject property must be shown on the sketch. The following questions must be answered for each property containing a barn regardless of current use.

(x) What type of farming has been conducted on this other property?

47 beef - backgrounders and 6 horses

(xi) Indicate the number of tillable hectares on other property: \_\_\_\_\_  
Approx. 12 ha -mostly pasture land

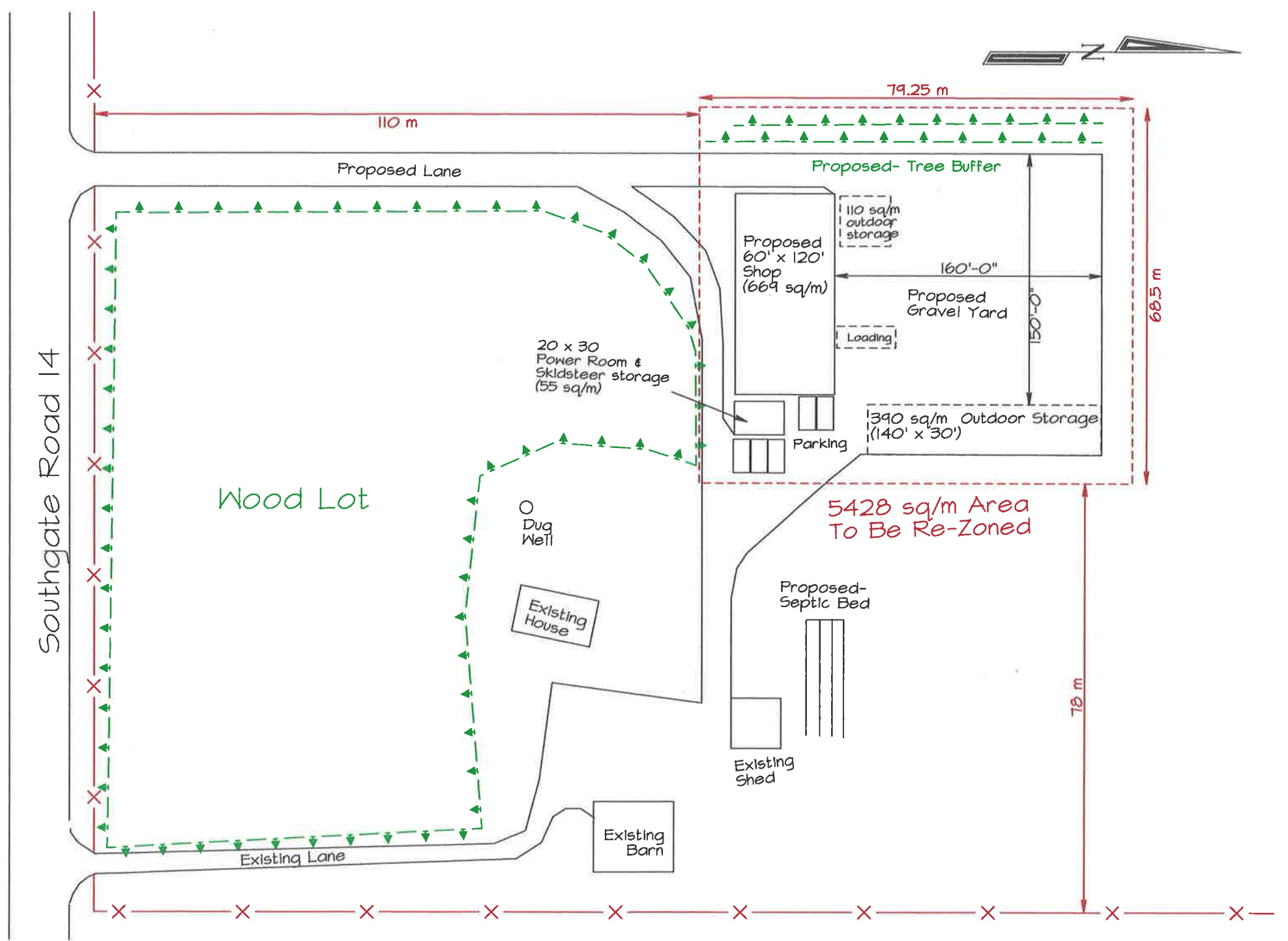
(xii) Indicate the size of the barn(s): 900 sq/m

(xiii) Capacity of barn in terms of livestock: 47 cattle and 6 horses

(xiv) Manure Storage facilities on other property (see storage types listed in question above)

Bedded pack

Additional information will be required for Minimum Distance Separation (MDS) calculations – please discuss this with Planning Staff prior to submitting your application





## Description:

Application Date: Saturday, September 07, 2019

Municipal File Number:

Proposed Application: New or expanding on-farm diversified use (if required locally)  
Type A Land UseApplicant Contact Information  
William MartinLocation of Subject Lands  
County of Grey, Township of Southgate  
PROTON, Concession: 11, Lot: 23  
Roll Number: 420709000208400Calculation Name: ***farm 1***

## Description:

Farm Contact Information  
John MartinLocation of existing livestock facility or anaerobic digester  
County of Grey, Township of Southgate  
PROTON, Concession: 10, Lot: 23  
Roll Number: 420709000206201  
Total Lot Size: 55 ac

The barn area is an estimate only and is intended to provide users with an indication of whether the number of livestock entered is reasonable.

Manure Type	Type of Livestock/Manure	Existing Maximum Number	Existing Maximum Number (NU)	Estimated Livestock Barn Area
Solid	Beef, Backgrounders (7 - 12.5 months), Confinement	47	15.7	Unavailable
Solid	Horses, Medium-framed, mature; 227 - 680 kg (including unweaned offspring)	6	6.0	1,500 ft <sup>2</sup>

Existing Manure Storage: V3. Solid, outside, no cover, &gt;= 30% DM

Design Capacity (NU): 21.7

Potential Design Capacity (NU): 43.3

Factor A (Odour Potential)	Factor B (Size)	Factor D (Manure Type)	Factor E (Encroaching Land Use)	Building Base Distance F' (minimum distance from livestock barn)	(actual distance from livestock barn)
0.77	X	246.67	X	0.7	X
				1.1	
				=	
				147 m (481 ft)	314 m (1030 ft)
Storage Base Distance 'S'					
(minimum distance from manure storage) (actual distance from manure storage)					
				147 m (481 ft)	314 m (1030 ft)

## Preparer Information

Israel S Bowman  
2893 Moser Young Rd  
RR # 1  
St Clements, ON, Canada N0B 2M0  
Phone #1: 519-699-5510  
Phone #2: 519-575-1443  
Email: ibowman@bellnet.caSignature of Preparer: \_\_\_\_\_ Date: \_\_\_\_\_  
Israel S Bowman

## NOTE TO THE USER:

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.



**The Corporation of the Township of Southgate  
Notice of Public Meeting and Complete application**

**Concerning a Proposed Zoning By-law Amendment**

**Take Notice** that the Council of the Corporation of the Township of Southgate has received a complete application for approval of a Zoning By-law Amendment pursuant to Section 34 of the Planning Act, R.S.O. 1990, as amended. Council will hold a **public meeting** on:

**February 19, 2020, 7 pm**

in the Council Chambers, 185667 Grey Rd 9, to consider the proposed by-law amendment.

**The Purpose** of the proposed zoning bylaw amendment application is to consider a change which will allow for a small scale Industrial shop use to be added to a portion of the property. The owners wish to add the Industrial shop, office and power room to the list of permitted uses. The Industrial workshop, office and power room is proposed to be 669m<sup>2</sup>. The outside storage areas are proposed to be 500m<sup>2</sup>.

**The Effect** of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural Exception (A1-XXX) to allow for a small scale secondary use to be permitted on the property. The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.

**Location of the Subject Land**

The subject land is legally described as Con 11, S PT lot 23, Geographic Township of Proton. The lands are alternatively described as 146045 Southgate Road 14. The subject land is shown on the key map on the reverse side of this notice. The Township of Southgate Official Plan designates the subject lands as Rural and Hazard.

**Making an Oral or Written Submission**

**Any person or public body** is entitled to attend the public meeting and make written or oral submissions in support of, or in opposition to, the proposed zoning by-law amendment. Persons wishing to make an oral submission to Council at the public meeting are invited to register with the Township Clerk (see contact information below). Written comments should also be addressed to the Clerk at the address below. **Please note that all submissions will become part of the public record in their entirety and may be posted to Southgate's website.**

**If** a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Southgate before the by-law is passed, the person or public body is not entitled to appeal the decision of Council of the Township of Southgate to the Local Planning Appeal Tribunal.

**If** a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Southgate before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Notice of Passing**

If you wish to be notified of the passing of the proposed zoning amendment you must make a written request to the Clerk at the address shown below.

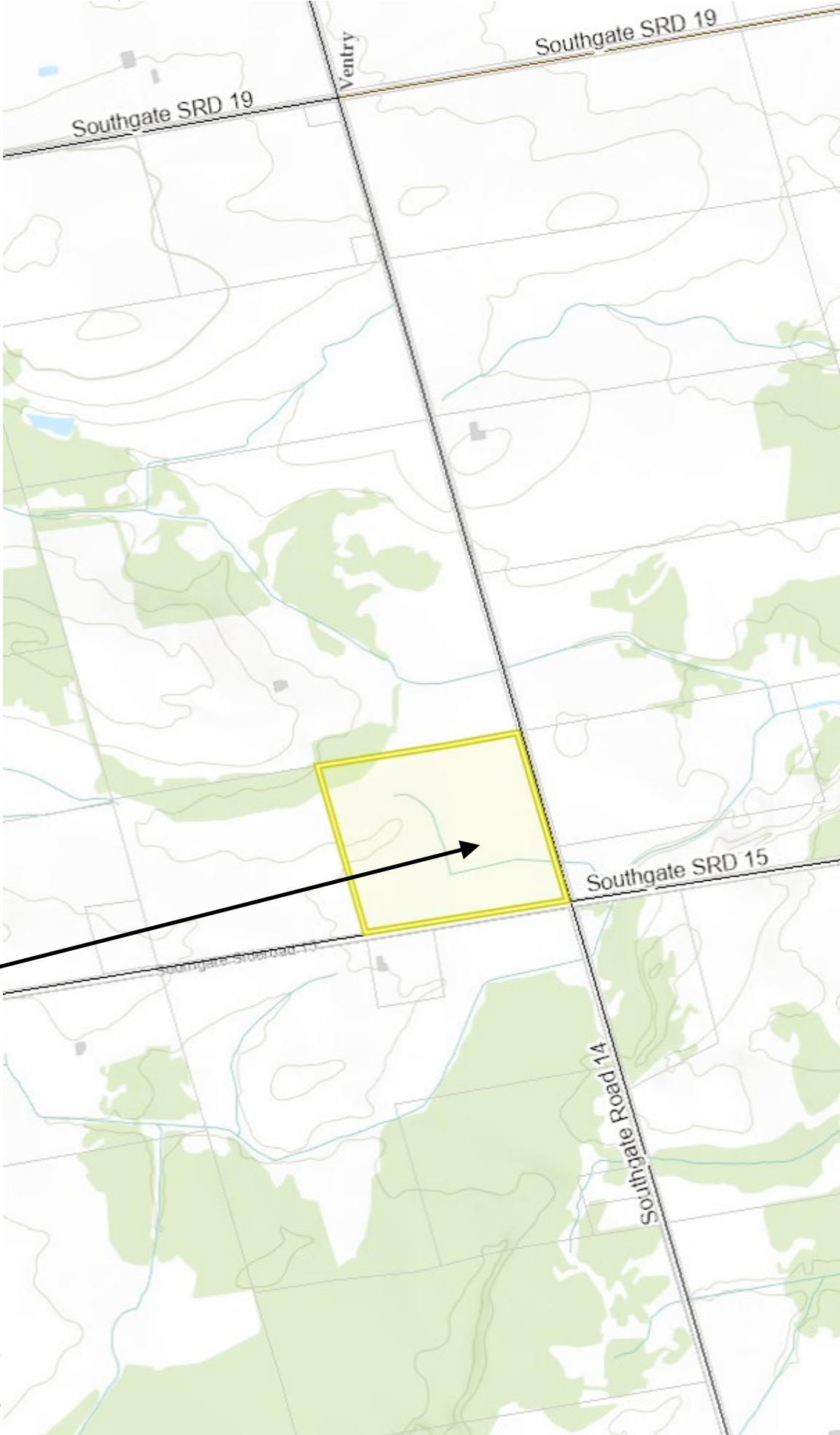
**Additional Information**

Additional information is available for public viewing on Southgate's website at <https://www.southgate.ca/planning-notices/>, at the Township of Southgate administration office during normal office hours, or by contacting Clinton Stredwick, Planner at ext. 235. Please quote File # C25-19.

Dated at the Township of Southgate,  
this 21<sup>st</sup> day of January 2020.

Lindsey Green, Deputy Clerk  
Township of Southgate  
185667 Grey Rd 9,  
Dundalk, ON N0C 1B0  
Phone: (519) 923-2110 ext. 231





**SUBJECT LAND**

Key Map (not to scale)



## Elisha Hewgill

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**From:** Chris Hachey <hsmasstlrcc@bmts.com>  
**Sent:** January 20, 2020 10:08 AM  
**To:** Elisha Hewgill  
**Subject:** Request for Comments - Southgate (William & Mary Maritn) - Proposed Zoning By-law Amendment

Our File: C25-19  
Our File: Southgate Municipality

Ms. Hewgill,

The Historic Saugeen Métis (HSM) Lands, Resources and Consultation Department has reviewed the relevant documents and have no objection or opposition to the proposed development, land re-designation, zoning, land severance, Official plan and/or Zoning By-law Amendments.

Thank you for the opportunity to review this matter.

Regards,

Chris Hachey

**Please note our contact information has changed. Please direct all future planning related correspondence to our Lands Resources and Consultation department to [hsmasstlrcc@bmts.com](mailto:hsmasstlrcc@bmts.com)**

Coordinator, Lands, Resources and Consultation  
Historic Saugeen Métis  
204 High Street  
Southampton, Ontario, N0H 2L0  
Telephone: (519) 483-4000  
Fax: (519) 483-4002  
Email: [hsmasstlrcc@bmts.com](mailto:hsmasstlrcc@bmts.com)

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## Planning and Development

595 9<sup>th</sup> Avenue East, Owen Sound Ontario N4K 3E3  
519-372-0219 / 1-800-567-GREY / Fax: 519-376-7970

January 22<sup>nd</sup>, 2020

Lindsey Green, Deputy Clerk  
Township of Southgate  
185667 Grey County Rd. 9, RR #1  
Dundalk, Ontario N0C 1B0

**RE: Zoning By-law Amendment C25-2019**  
**146045 Southgate Road 14 Lot 23, Concession 11**  
**Township of Southgate (geographic Township of Proton)**  
**Owner/Applicant: William Martin & Mary Martin (Wilmar Inc.)**  
**Agent: Israel Bowman**

Dear Ms. Green,

This correspondence is in response to the above noted application. We have had an opportunity to review the application in relation to the Provincial Policy Statement (PPS) and the County of Grey Official Plan (OP). We offer the following comments.

The purpose of the proposed zoning by-law amendment application is to consider a change which will allow for a small-scale Industrial shop use to be added to a portion of the property. The owners wish to add the Industrial shop, office and power room to the list of permitted uses. The Industrial workshop, office and power room is proposed to be 669m<sup>2</sup>. The outside storage areas are proposed to be 500 m<sup>2</sup>.

The effect of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural Exception (A1-XXX) to allow for a small-scale secondary use to be permitted on the property. The environmental protection zone boundary may be adjusted based on conservation authority comments.

Schedule A of the OP designates the subject lands as 'Rural' and 'Hazard Lands'. Section 5.4(2) states, list of permitted uses under section 5.2.1 shall also apply to 'rural' lands. Section 5.2.1(1)(c) states, *on-farm diversified uses are permitted*. Home industries (e.g. sawmill, welding or woodworking shop, etc.) are considered on-farm diversified uses. Table 8 of the County OP states that on rural lands greater than 20 hectares, an on-farm diversified use maximum size is permitted as follows:

*The lesser of;*

- *2% of the total size of the property, or*
- *A maximum combined area of the use of 2,000 square metres*

Section 5.2.2(16) further states,

*The gross floor area of the buildings (combined total for all buildings associated with the on-farm diversified use) shall not exceed 20% of the total area of the on-farm diversified use.*

The proposed development is within the size parameters outlined by the County Plan. Staff have no concerns of the proposed size of development.

Section 7.2(3) states,

*In the hazard land use type buildings and structures are generally not permitted. Minor extensions or enlargements of existing buildings and structures may be permitted subject to the policies of Section 7. Non-habitable buildings connected with public parks, such as picnic shelters may be permitted.*

The proposed development is almost entirely within the hazard lands designation. County planning staff recommend comments are received from the local conservation authority.

Schedule C of the County OP identifies a 'linkage' area on a portion of the subject property. Section 7.1(3) states,

*Development proposed within Core Areas, their 120 metre adjacent lands, or linkages will be required to undertake an environmental impact study (EIS), unless otherwise exempted by 7.11.3 of this Plan.*

Appendix B identifies 'significant woodlands' on the subject property and a 'stream'. Section 7.4(1) states,

*No development or site alteration may occur within significant woodlands or their adjacent lands unless it has been demonstrated through an environmental impact study, as per section 7.11 of this Plan, that there will be no negative impacts on the natural features or their ecological functions.*

Section 7.9(2) states,

*No development will be permitted within 30 metres of the banks of a stream, river, or lake unless an environmental impact study prepared in accordance with section 7.11 of this plan concludes setbacks may be reduced and/or where it has been*

*determined by the appropriate conservation authority these setbacks may be reduced.*

The subject development proposal seems to be almost entirely within the 'significant woodlands' portion of the subject property. County planning staff recommend completion of an EIS and further comments from the local conservation authority prior to pursuing the proposed development.

Sections 5.4.2(5) & 5.2.2(5) state, *New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the provincial MDS formulae.*

At this point in time, County planning staff recommend deferral of the subject application until further review and comments are received from the local conservation authority to determine whether an EIS (environmental impact study) will be required prior to development.

The County requests notice of any decision rendered with respect to this file.

If you wish to discuss this matter further, please contact me.

Yours truly,

A handwritten signature in black ink, appearing to read "Stephanie Lacey-Avon". The signature is fluid and cursive, with a large initial 'S' and a stylized 'A' at the end.

Stephanie Lacey-Avon  
Planner  
(519) 372-0219 ext. 1296  
[stephanie.lacey-avon@grey.ca](mailto:stephanie.lacey-avon@grey.ca)  
[www.grey.ca](http://www.grey.ca)

## Township of Southgate

185667 Grey County Road 9,  
Dundalk, ON N0C 1B0

**Jim Ellis,**

**Public Works Manager / Risk Management Official**

**jellis@southgate.ca**



**Phone:** 519-923-2110 ext. 250

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Cell:** 519-378-3777

### Public Works Department

Date: January 24, 2020

File No.: C25 - 19

Can a safe access be provided? Yes ☒ No ☐

Road Drainage Concern: None

Road Standard: Rural asphalt

Road Widening Necessary? Yes ☐ No ☒

Entrance Requirements: Commercial entrance will require paved apron

Load Restricted Road: Yes ☒ No ☐

Comments: \_\_\_\_\_

### Risk Management Office

Property is located in a Well Head Protection Area:

- ☐ WHPA "A"
- ☐ WHPA "B"
- ☐ WHPA "C"
- ☐ WHPA "D"
- ☒ Not Applicable

Comments: \_\_\_\_\_

Signed: \_\_\_\_\_

Jim Ellis, Public Works Manager / Risk Management Official

## Planning Application Comments

### Building Department

Date: January 27, 2020

File No: C25-19

Property Owner: William Martin & Mary Martin (Wilmar Inc.)

The Southgate Building Department is aware of the application noted above and at the present time have the following comments.

- ☐ No Concerns or objections with the application.
- ☒ Development will require applicable permits before construction.
- ☒ A Barrier free washroom will be required with Septic system.
- ☐ Recommend the septic design is considered before proceeding.
- ☐ A detailed septic design is required.
- ☐ Road access and Civic number will be required before development proceeds.
- ☒ Comments: A suitable water source may be required for Fire fighting.

If I can be of any further assistance, please do not hesitate to contact me.

### Bev Fisher

#### Chief Building Official | Township of Southgate

📍 185667 Grey County Road 9, Dundalk, ON N0C 1B0

☎ 519-923-2110 ext. 240 | Mobile: | Fax 519-923-9262

✉ [bfisher@southgate.ca](mailto:bfisher@southgate.ca) | [www.southgate.ca](http://www.southgate.ca)



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0  
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

SENT ELECTRONICALLY ONLY ([ehewgill@southgate.ca](mailto:ehewgill@southgate.ca))

February 11, 2020

Township of Southgate  
185667 Grey Road 9  
RR 1  
Dundalk, Ontario  
N0C 1B0

ATTENTION: Elisha Hewgill, Administrative and Legislative Assistant

Dear Ms. Hewgill,

RE: Proposed Zoning By-law Amendment C25-19  
146045 Southgate Road 14  
South Part Lot 23 Concession 11  
Roll No.: 420709000208400  
Geographic Township of Proton  
Township of Southgate

(William and Mary Martin)

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the above-noted application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2014) and as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). SVCA staff has also provided comments as per our Memorandum of Agreement (MOA) with the Township of Southgate representing natural hazards, natural heritage. Furthermore, the application has been reviewed through our role as a public body under the *Planning Act* as per our CA Member approved Environmental Planning and Regulations Policies Manual, amended October 16, 2018.

The purpose of the proposed zoning by-law amendment is to consider a change which will allow for a small-scale Industrial shop use to be added to a portion of the property.

As part of the due diligence for the purchase of the property by the Martin's, the lawyer for the Martin's requested to the SVCA, a legal inquiry of the property, which SVCA staff provided dated October 11, 2019. Furthermore, the SVCA was contacted on October 21, 2019 by John S.M. Martin regarding mapping of the property, which SVCA staff provided to John S.M. Martin at that time.

### **Recommendation**

The proposed zoning by-law amendment application is acceptable to SVCA staff.



Watershed Member Municipalities  
Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands,  
Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce,  
Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North,  
Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

### **Site Characteristics**

The property is rural with an existing farmstead and outbuildings. Woodlands exist on lands to the north, and within the eastern and southern parts of the property. An unnamed tributary of Hanna Drainage Works flows through the property. The property is bordered on the west by Southgate Sideroad 15, and on the south by Southgate Road 14.

### **Delegated Responsibility and Advisory Comments**

**SVCA staff has reviewed the application through our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2014). We have also reviewed the application through our responsibilities as a service provider to the Township of Southgate in that we provide expert advice and technical clearance on *Planning Act* applications with regards to natural hazards, natural heritage as set out in the PPS 2014, County Official Plan (OP) and/or local official plans. Comments below only include features/technical requirements affecting the property.**

#### **Natural Hazards:**

The natural hazard features affecting the property are floodplain, and potentially unevaluated wetlands. SVCA Hazardous Lands mapping, depicts the majority of the property to be low in elevation associated with the floodplain of the watercourse and the potential wetlands. It is SVCA staff's opinion that the Hazard Lands designation as shown in Schedule A of the Grey County OP, and Schedule A of the Southgate OP, and the EP Zone as shown in the Township of Southgate Zoning By-law 19-2002, as amended, cover the majority of the property. It is the opinion of SVCA staff that the Hazard Land designations and the EP zone generally coincide with the Hazardous Lands as originally plotted by SVCA staff for the property.

It is the opinion of SVCA staff that development as proposed, including the area to be rezoned, does not encroach into the EP zone.

### **Provincial Policy Statement – Section 3.1**

Section 3.1.1 of the PPS. 2014 states in part that development shall generally be directed to areas outside of hazardous lands and hazardous sites. It is the opinion of SVCA staff that Section 3.1.1 of the PPS 2014 has been addressed based on the plans submitted with the application.

### **Township of Southgate Official Plan and Grey County Official Plan**

Section 6.2 of the Southgate OP and Section 7.2.3 of the Grey County OP states in part that buildings and structures are generally not permitted in the Hazard Lands land use type. As mentioned above, it is the opinion of SVCA staff that proposed development will not be located within the Hazard Lands designation. It is the opinion of SVCA staff that the application is consistent with the natural hazard policies of the Southgate OP and the Grey County OP.

#### **Natural Heritage:**

It is the opinion of SVCA staff that the natural heritage features affecting the property include significant woodlands, fish habitat and its adjacent lands, and potentially habitat of endangered species and threatened species.



### Provincial Policy Statement – Section 2.1

Section 2.1 of the PPS, 2014 states in part that development shall not be permitted in significant woodlands, fish habitat and its adjacent lands, habitat of endangered species and threatened species and the adjacent lands to the above referenced features except in accordance with the specified policies found in Section 2.1.

### Township of Southgate Official Plan and Grey County Official Plan Policies

#### Significant Woodlands

Significant woodlands are identified as per Appendix B Constraint Mapping of the Grey County OP and are shown on the eastern and southern portions of the property, as well as the lands adjacent to the property. Section 7.4.1 of the Grey County OP states in part that no development or site alteration may occur within significant woodlands or its adjacent lands unless it has been demonstrated by an Environmental Impact Study (EIS) that there will be no impact on the feature or its ecological functions. However, it is the opinion of SVCA staff the preparation of an EIS to address impacts to significant woodlands may be waived in accordance with section 7.11.3 of the Grey County OP. Based on the plans submitted with the application, proposed development is additional to the existing farmstead and is not proposed within the significant woodlands, but rather on lands adjacent to the significant woodlands. It is the opinion of SVCA staff that proposed development should not have an impact on the woodlands. Therefore, in the opinion of SVCA staff, significant woodlands policies have been satisfactorily addressed according to the Grey County OP.

#### Fish Habitat and its Adjacent Lands

An unnamed tributary of Hanna Drainage Works MD, which is a tributary of the South Saugeen River, flows through the property. The watercourse is considered fish habitat by SVCA staff. Section 7.9 of the Grey County OP in part that development and site alteration shall not be permitted within fish habitat and the adjacent lands to fish habitat unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on fish habitat or on their ecological functions. Furthermore, Section 6.5.6 of the Southgate OP states in part that new development is not permitted within the adjacent lands to cold and warm water streams. Regardless, it is the opinion of SVCA staff that the preparation of an EIS to address potential impacts to the adjacent lands to fish habitat may be waived in accordance with section 7.11.3 of the Grey County OP as impacts to fish habitat are likely to be negligible based on the proposal. Therefore, in the opinion of SVCA staff, fish habitat and its adjacent lands policies have been satisfactorily addressed according to the Grey County OP and the Southgate OP.

#### Threatened and Endangered Species

It has come to the attention of SVCA staff that habitat of endangered species and threatened species may be located on and/or adjacent to the property. The SVCA role is to identify habitat through a screening process in consideration of the PPS and local policies, however, it is the responsibility of the applicant to ensure the endangered species and threatened species policy referred to in the PPS and the local OPS have been appropriately addressed. Please contact the Ministry of Environment, Conservation and Parks (MECP) for information on how to address this policy. MECP inquiries can be addressed to SAROntario@ontario.ca.

### **Statutory Comments**

**SVCA staff has reviewed the application as per our responsibilities as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). This regulation, made under Section 28 of the *Conservation Authorities Act*, enables SVCA to regulate development in or adjacent to river or stream valleys, Great Lakes and inland lake shorelines, watercourses, hazardous lands and wetlands. Subject to the CA Act, development taking place on or adjacent to these lands may require permission from SVCA to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected. SVCA also regulates the alteration to or interference in any way with a watercourse or wetland.**

The majority of the property is within the SVCA Approximate Screening Area associated with Ontario Regulation 169/06. As such, development and/or site alteration within the Approximate Screening Area requires the permission from SVCA, prior to carrying out the work.

*"Development" as defined under the Conservation Authorities Act means:*

- a) the construction, reconstruction, erection or placing of a building or structure of any kind;*
- b) 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;*
- c) site grading; or,*
- d) the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.*

And;

*"Alteration" as per Section 5 of Ontario Regulation 169/06 generally includes the straightening, diverting or interference in any way with a river, creek, stream or watercourse, or the changing or interfering in any way with a wetland.*

To determine the SVCA Approximate Screening Area/SVCA Approximate Regulated Area on the property, please refer to the SVCA's online mapping program, available via the SVCA's website at <http://eprweb.svca.on.ca>. Should you require assistance, please contact our office directly.

### **SVCA Permission for Development or Alteration**

Development or alteration including construction, reconstruction, conversion, grading, filling or excavation, and/or interference with a watercourse, proposed within the SVCA Approximate Regulated Area/Approximate Screening Area on the property may require permission (SVCA Permit) prior to those works commencing. Based on the plans submitted with the application, much of the proposed development will be located within the SVCA Approximate Screening Area, therefore the landowner and/or their agent should contact the SVCA to continue to have the proposal reviewed from a Regulatory perspective to determine if a permit from the SVCA is required.

### **Summary**

SVCA staff has reviewed this application in accordance with our MOA with the Township of Southgate, and as per our mandated responsibilities for natural hazard management, including our regulatory role under the *Conservation Authorities Act*.

Township of Southgate  
C25-19 William and Mary Martin  
February 11, 2020  
Page 5 of 5

Given the above comments, it is the opinion of the SVCA staff that:

- 1) Consistency with Section 3.1, Natural Hazard policies of the PPS has been demonstrated.
- 2) Consistency with Section 2.1, Natural Heritage policies of the PPS has been demonstrated, with the exception of Section 2.1.7 habitat of endangered species and threatened species, which the applicant must address.
- 3) Consistency with Grey County OP and Township of Southgate policies for natural hazards and natural heritage has been demonstrated, with the with the exception of habitat of endangered species and threatened species, which the applicant must address.

Please inform this office of any decision made by the Township of Southgate with regard to this application. We respectfully request to receive a copy of the decision and notice of any appeals filed.

Should you have any questions, please contact the undersigned.

Sincerely,



Michael Oberle  
Environmental Planning Technician  
Saugeen Conservation  
MO/

cc: Israel Bowman, agent (via email)  
William and Mary Martin, owners (via email)  
Barbara Dobreen, Authority Member, SVCA (via email)



The corporation of  
The Township of Southgate

Application for planning amendment  
Official plan and zoning by-law

**\*\* Pre-consultation is required with the Township before any zoning or official plan amendment applications will be accepted (By-law 66-2012)\*\***

**Instructions:**

- Please check all applicable boxes and answer all applicable questions
- All measurements MUST be in metric units. (Imperial Units will not be accepted)
- Additional information may be attached if necessary
- Incomplete applications will be returned
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time
- Further information is on the last two pages for your reference
- Applications are not accepted without the required fees
- All applications for zoning by-law amendment or Official Plan Amendment must

**For office use only**

File no: C26-19  
Pre-Consult Date: Nov. 14, 2019  
Date received: Same ↑  
Date accepted: \_\_\_\_\_  
Accepted by: \_\_\_\_\_  
Roll # 42 07 \_\_\_\_\_  
Conservation authority fee required: \_\_\_\_\_  
Other information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to one or more of the following Sections 22, 34, 36, and/or 39 of the *Planning Act*, as amended, I/we submit an application for: (check appropriate box)

<input type="checkbox"/> <b>Amendment to the Official Plan</b>	Minor \$1,561.00 application fee <i>plus</i> \$2,000.00 contingency fee Major \$2,601.00 application fee <i>plus</i> \$5,000.00 contingency fee <i>*contingency fee required for all Official Plan Amendment applications</i>
<input checked="" type="checkbox"/> <b>Amendment to the Zoning By-law</b>	<u>\$1,249.00</u> application fee Major \$2,081.00 application fee Major \$2,500.00 contingency fee <i>*contingency fee required only for complex applications</i>
<input type="checkbox"/> <b>Removal of a Holding Provision</b> with a related site plan application	\$520.00 application fee or \$521.00 application fee
<input type="checkbox"/> <b>Temporary Use By-Law Amendment</b>	\$1,561.00 application fee

**Other Required Fees:**

<input checked="" type="checkbox"/> <b>Public Notice Sign Fee</b>	\$105.00
<input checked="" type="checkbox"/> <b>Conservation Authority Fees</b>	SVCA \$240.00 GRCA Call directly for details

**Note on fees:**

The application fees were adopted and approved under the Township of Southgate's fees and charges By-law. All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate at the time of application submission. In the event that all fees are not paid in full at the time of submission, the application shall be deemed incomplete.

Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Township of Southgate, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee which shall be determined by staff of the Corporation of the Township of Southgate in the event that the amount of the initial contingency fee taken is insufficient.

Be advised that the applicant or a representative is expected to appear at any meetings (including the public meeting) to explain the proposal and answer any questions that may arise. Failure to do so may result in deferral of the application and increased costs.

## Part A

### Owner/Agent/Application information

\*to be completed by the applicant

1. Name of registered owner: Solomon & Veronica Brubacher

Mailing address: 7254 Line 86 Box 19 Wallenstein Ont. N0B 2S0

Phone# : (H) 519-498-0250 (B) \_\_\_\_\_

Email Address: solomon@baumansupholstery.ca

2. Name of applicant: Abraham Martin

Mailing address: 7351 Line 86 Wallenstein Ont. N0B 2S0

Phone#: 519 589-2434 Email: abe@asbconestoga.ca

Applicant's Relationship to Subject Lands:

☐ Registered Property Owner

☐ Holder of Option to Purchase Subject Lands

☐ Signing Officer of Corporation

☒ Other [Specify] Agent

3. Name of agent (if applicable) Abraham Martin

Mailing address: 7351 Line 86 Wallenstein Ont. N0B 2S0

Phone#: 519 589-2434 Email: abe@asbconestoga.ca

4. Send all correspondence to (choose only one): ☐ Applicant ☒ Agent

5. Preferred Method of communication: ☐ Phone ☒ email ☐ Postal Mail

6. Name any mortgages, charges or encumbrances, in respect to the subject lands:

FCC

Mailing Address: 100-120 Research Lane Guelph Ont

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

## Part B

### The subject lands

7. Location of subject property (former municipality):

☐ Township of Egremont

☒ Township of Proton

☐ Village of Dundalk

Road/street and number: 106482 Southgate Road 10

Tax roll#: 420709000707100

Lot 35 ASM Concession 6

Lot \_\_\_\_\_ of Plan \_\_\_\_\_

8. The date the subject land was acquired by the current owner: 2019

9. Dimensions of subject property:

frontage 406 m depth 1005 m area 40 ha sq m/ha

10. Description of the area affected by this application if only a portion of the entire property aprox. 3625 sq.m near the north-west corner of farm

11. Abutting and nearby lands uses

(a) Interest in abutting lands - does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? Yes ☐ No ☒

If yes, describe to what extent \_\_\_\_\_

(b) Use of abutting and nearby lands - describe the present use on all properties abutting and opposite the subject lands.

North	<u>Agriculture</u>	East	<u>Agriculture</u>
South	<u>Agriculture</u>	West	<u>Agriculture</u>

(c) Agricultural livestock operations

☐ if an existing livestock operation is located within 450 metres of the subject lands, prepare a sketch showing locations and approximate size of livestock barns (as per Additional Requirements 20. (b) request) and you must fill out Schedule "A".

12. Environmental Constraints

Indicate whether any of the following environmental constraints apply to the subject lands:

Wetlands	<input type="checkbox"/>	Specialty Crop Lands	<input type="checkbox"/>
Floodplains	<input type="checkbox"/>	ANSI's (areas of natural or scientific interest)	<input type="checkbox"/>
Streams, Ravines and Lakes	<input type="checkbox"/>	Aggregate Resources	<input type="checkbox"/>
Water Resources	<input type="checkbox"/>	Thin Overburden	<input type="checkbox"/>
Wooded Areas & Forest Management	<input checked="" type="checkbox"/>	Solid Waste Management	<input type="checkbox"/>
Fisheries, Wildlife & Environment	<input type="checkbox"/>	Sewage Treatment Plant	<input type="checkbox"/>
Heritage Resources	<input type="checkbox"/>		

13. Official Plan

Indicate the current Official Plan Designation:

Neighbourhood Area	<input type="checkbox"/>	Agriculture	<input checked="" type="checkbox"/>
Downtown Commercial	<input type="checkbox"/>	Rural	<input type="checkbox"/>
Arterial Commercial	<input type="checkbox"/>	Inland Lakes	<input type="checkbox"/>
Industrial	<input type="checkbox"/>	Space Extensive Industrial/Commercial	<input type="checkbox"/>
Public Space	<input type="checkbox"/>	Hazard Lands	<input checked="" type="checkbox"/>
Special Policy Area	<input type="checkbox"/>	Wetlands	<input type="checkbox"/>
Major Open Space	<input type="checkbox"/>	Mineral Aggregate Extraction	<input type="checkbox"/>
Village Community	<input type="checkbox"/>		

14. Zoning By-law

Present zoning A1 & EP

Requested zoning A1, EP & A1 with exception

15. Specific proposed use(s) of subject property that this amendment would authorize: (provide a sketch showing locations and approximate size for each building or structure)

This amendment would allow for a Small Scale Industrial "Dry Manufacturing" (Wood/Metal-Plastic/Fabric Upholstery) shop to be built and operated on this farm

**For Official Plan Amendment Applications Only:**

14.

16. Please answer the following about this proposed Official Plan Amendment:

Does this application change or replace a designation in the Official Plan?

Changes ☐ Replaces ☐

17. Is this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?

Yes ☐ No ☐

If yes, please provide the details of the official plan or the official plan amendment that deals with this matter.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. Does this application propose to remove land from an area of employment?

Yes ☐ No ☐

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

14. Is the application being submitted in conjunction with a proposed County Official Plan Amendment? Yes ☐ No ☒

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type of building/structure Wood stud walls and truss, steel clad

Setbacks:

front lot line 56.6m rear lot line 905m

side lot line 140m

Building/structure:

height aprox 8m dimensions / floor area 465 sq.m

15. The date the existing building(s) or structure(s) on the subject land were constructed: n/a

16. The length of time that the existing uses of the subject land have continued: unknown

17. If proposed use is residential, indicate proximity of subject lands to community facilities (parks, schools, etc.): n/a

18. Specific reason(s) for requesting amendment(s), if not sufficient space, a cover letter should be attached:  
To amend the zoning symbol on a small portion of land from A1 to A1 with exception to allow the "Dry Manufacturing" shop to be built and operated

19. Has the subject land ever been the subject of a Zoning By-law Amendment?  
Yes ☐ No ☒ Unknown ☐  
If yes, and if known, specify the file number and status of the application:

**Servicing for subject land**

20. Facilities existing or proposed for subject lands:

type of access	existing	proposed
<u>      </u> provincial highway	<u>      </u>	<u>      </u>
<u>✓</u> municipal road, maintained year round	<u>✓</u>	<u>      </u>
<u>      </u> municipal road, seasonally maintained	<u>      </u>	<u>      </u>
<u>      </u> other public road	<u>      </u>	<u>      </u>
please specify <u>      </u>		
<u>      </u> right of way available	<u>      </u>	<u>      </u>
please specify <u>      </u>		
<u>      </u> water access available	<u>      </u>	<u>      </u>

Describe the parking and docking facilities and the approximate distance of these facilities       

type of water supply	existing	proposed
<u>      </u> municipally operated piped water system	<u>      </u>	<u>      </u>
<u>✓</u> privately owned/operated individual well	<u>      </u>	<u>✓</u>
<u>      </u> privately owned/operated communal well	<u>      </u>	<u>      </u>
<u>      </u> lake or other water body	<u>      </u>	<u>      </u>
please specify <u>      </u>		
<u>      </u> other means	<u>      </u>	<u>      </u>
please specify <u>      </u>		

type of storm water management	existing	proposed
<u>      </u> storm drainage sewer pipe	<u>      </u>	<u>      </u>
<u>      </u> ditch	<u>      </u>	<u>      </u>
<u>      </u> swale	<u>      </u>	<u>      </u>
<u>✓</u> other means	<u>✓</u>	<u>✓</u>



please specify \_\_\_\_\_ sheet flow \_\_\_\_\_

**type of sewage disposal**

	existing	proposed
_____ municipally operated sanitary sewers	_____	_____
<input checked="" type="checkbox"/> _____ privately owned/operated individual septic	<input checked="" type="checkbox"/> _____	<input checked="" type="checkbox"/> _____
_____ privately owned/operated communal septic	_____	_____
_____ privy	_____	_____
_____ other means	_____	_____
please specify _____	_____	_____

21. Is there an approved Site Plan and/or a Site Plan Control Agreement in effect on any portion of the subject lands?  
Yes ☐ No ☒

If yes, has an amendment to the Site Plan and/or Agreement been applied for?  
Yes ☐ No ☒

22. Are there any easements, rights-of-way, restrictions, covenants, or other agreements applicable to the subject lands? (if yes, describe what they are and include applicable Site Plan if applicable.)  
Yes ☐ No ☒

**Part C**  
**The proposal**

23. Describe the **nature** and extent of the relief applied for and the proposed use of the subject lands.

\_\_\_\_\_ to allow this Metal/welding shop to operate on the farm to help supplement income to the family farm (crop and beef)  
\_\_\_\_\_  
\_\_\_\_\_

24. Describe the reasons for the proposed amendment(s).

\_\_\_\_\_ same as noted above  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

25. Describe the timing of the proposed development, including phasing.

\_\_\_\_\_ possibly as early as approved  
\_\_\_\_\_

26. Additional Supporting Documents

List any supporting documents: (e.g. Environmental Impact Study, Hydrologic Report, Traffic Study, Market Area Study, Aggregate License Report, Storm Water Management Report)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Part D**  
**Statement of compliance**

27. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act?  
Yes ☒ No ☐

28. Is the subject land within an area of land designated under any provincial plan or plans?  
Yes ☐ No ☒

If yes, explain how the application conforms with or does not conflict with the applicable provincial plan or plans.

**Additional requirements**

29. Supplementary and support material to accompany application, where applicable  
a) a survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, ditches, swamps, watercourses, drainage, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land which is the subject of the amendment.

OR

b) a sketch *drawn to scale* showing the following:

- 1) Boundaries and dimensions of the subject land.
- 2) Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- 3) Approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditch, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- 4) Current use(s) on land that is adjacent to the subject land.
- 5) Location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
- 6) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
- 7) Location and nature of any easement affecting the subject land.
- 8) North Arrow

### Other information

30. Is there any other information that you think may be useful to the municipality or other agencies in reviewing the application? If so, explain below or attach on a separate page:

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**Part E**  
**Authorization and affidavit**

**31. Owner's Consent (Freedom of Information):**

In accordance with the provision of the Planning Act, it is the policy of the Municipality to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documents I (we),

Solomon Brubacher and Veronica Brubacher  
Name of Owner(s)

hereby acknowledge the above-noted and provide my (our) consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters of reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

<u>Veronica Brubacher</u>	Nov. 18, 2019
Signature of Owner	date
<u>Solomon Brubacher</u>	Nov. 18, 2019
Signature of Owner	date

**32. Owner's Authorization for Agent**

I (we), Solomon Brubacher and Veronica Brubacher  
Name of Owner(s)

hereby authorize Abraham Martin to act as our agent(s) for the purpose of this application.

<u>Veronica Brubacher</u>	Nov. 18, 2019
Signature of Owner	date
<u>Solomon Brubacher</u>	Nov. 18, 2019
Signature of Owner	date

**33. Owner's Authorization for Access**

I/we, Solomon Brubacher and Veronica Brubacher  
Name of Owner(s)

hereby permit Township staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

<u>Veronica Brubacher</u>	Nov. 18, 2019
Signature of Owner	date
<u>Solomon Brubacher</u>	Nov. 18, 2019
Signature of Owner	date
<u>[Signature]</u>	Nov. 18, 2019
Signature of Witness	date

Solemn declaration

34.Affidavit

To be completed by owner(s), agent(s), or applicant(s) having completed the application form

**Note: This Affidavit must be signed in the presence of a Commissioner for Taking Oaths.**

I/ (We) Abraham Martin  
Name(s)  
of the Township of Mapleton in the County of Wellington  
city/town/municipality county/region

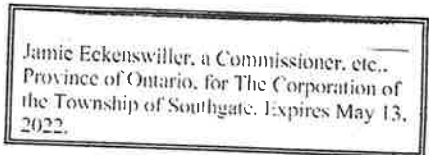
Solemnly declare that all statements contained in this application and all the information provided is true, and I/we make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Declared before me at the:

Township of Southgate in County of Grey  
city/town/municipality county/region

This 19 day of November, 2019

  
Signature of Commissioner



  
Signature of Applicant  
Abraham Martin  
print name

Signature of Applicant  
print name

**Schedule "A"**

**Supplementary Information – Agricultural Lands**

**Agricultural Property History on the subject parcel**

(i) What type of farming has been or is currently being conducted?

☐ Beef

☐ Dairy

☐ Swine

☐ Poultry

☐ Sheep

☒ Cash Crop

☐ Other (describe) \_\_\_\_\_

Describe in detail the size, age and feed type used for the type of farming conducted: n/a

(i) How long have you owned the farm? 9 months

(ii) Are you actively farming the land  
(or – do you have the land farmed under your supervision)?

☒ Yes – For how long?

9 months

☐ No – When did you stop farming? \_\_\_\_\_

For what reason did you stop farming? \_\_\_\_\_

(iii) Area of total farm holding: 40 ha

(iv) Number of tillable hectares: aprox 30 ha

(v) Do you own any other farm properties? ☐ Yes ☒ No

If yes, indicate locations: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Former Township: \_\_\_\_\_

Total Hectares: \_\_\_\_\_

(vi) Do you rent any other land for farming purposes? ☐ Yes ☒ No

If yes, indicate locations: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Former Township: \_\_\_\_\_

Total Hectares: \_\_\_\_\_

(vii) Is there a barn on the subject property? ☐ Yes ☒ No

Please indicate the condition of the barn: \_\_\_\_\_

How big is the barn? \_\_\_\_\_

What is the present use of the barn? \_\_\_\_\_

What is the capacity of the barn, in terms of livestock? \_\_\_\_\_

- (viii) Indicate the manure storage facilities on the subject lands
- ☐ Storage already exists
  - ☐ No storage required (manure/material is stored for less than 14 days)
  - ☐ Liquid
    - ☐ inside, underneath slatted floor
    - ☐ outside, with permanent, tight fitting cover
    - ☐ (treated manure/material) outside, no cover
    - ☐ outside, with a permanent floating cover
    - ☐ outside, no cover, straight-walled storage
    - ☐ outside, roof but with open sides
    - ☐ outside, no cover, sloped-sided storage
  - ☐ Solid
    - ☐ inside, bedded pack
    - ☐ outside, covered
    - ☐ outside, no cover, >= 30% DM
    - ☐ outside, no cover, 18-30% DM, with covered liquid runoff storage
    - ☐ outside, no cover, 18-30% DM, with uncovered liquid runoff storage
- (ix) Are there any barns on other properties within 450 meters (3,280 ft) of the subject lands? ☒ Yes ☐ No

If yes, these barns and distances to the subject property must be shown on the sketch. The following questions must be answered for each property containing a barn regardless of current use.

(x) What type of farming has been conducted on this other property?

Cash Crop

(xi) Indicate the number of tillable hectares on other property: 38 ha

(xii) Indicate the size of the barn(s): 300 sq.m

(xiii) Capacity of barn in terms of livestock: 50 beef ( Barn is empty)

(xiv) Manure Storage facilities on other property (see storage types listed in question above)

n/a

Additional information will be required for Minimum Distance Separation (MDS) calculations – please discuss this with Planning Staff prior to submitting your application



**The Corporation of the Township of Southgate  
Notice of Public Meeting and Complete application**

**Concerning a Proposed Zoning By-law Amendment**

**Take Notice** that the Council of the Corporation of the Township of Southgate has received a complete application for approval of a Zoning By-law Amendment pursuant to Section 34 of the Planning Act, R.S.O. 1990, as amended. Council will hold a **public meeting** on:

**February 19, 2020, 7 pm**

in the Council Chambers, 185667 Grey Rd 9, to consider the proposed by-law amendment.

**The Purpose** of the proposed zoning bylaw amendment application is to consider a change to allow for a small scale Industrial shop use to be added to a portion of the property. The owners wish to add a Dry Industrial shop, office and power room to the list of permitted uses. The Dry Industrial workshop, office and power room are proposed to be 337m<sup>2</sup>. The outside storage areas are proposed to be 250m<sup>2</sup>.

**The Effect** of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural Exception (A1-XXX) to allow for a small scale secondary use to be permitted on the property. The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.

**Location of the Subject Land**

The subject land is legally described as Con 6, Lot 34, Geographic Township of Proton. The lands are alternatively described as 106482 Southgate Road 10. The subject land is shown on the key map on the reverse side of this notice. The Township of Southgate Official Plan designates the subject lands as Rural, Agriculture and Hazard.

**Making an Oral or Written Submission**

**Any person or public body** is entitled to attend the public meeting and make written or oral submissions in support of, or in opposition to, the proposed zoning by-law amendment. Persons wishing to make an oral submission to Council at the public meeting are invited to register with the Township Clerk (see contact information below). Written comments should also be addressed to the Clerk at the address below. **Please note that all submissions will become part of the public record in their entirety and may be posted to Southgate's website.**

**If** a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Southgate before the by-law is passed, the person or public body is not entitled to appeal the decision of Council of the Township of Southgate to the Local Planning Appeal Tribunal.

**If** a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Southgate before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Notice of Passing**

If you wish to be notified of the passing of the proposed zoning amendment you must make a written request to the Clerk at the address shown below.

**Additional Information**

Additional information is available for public viewing on Southgate's website at <https://www.southgate.ca/planning-notices/>, at the Township of Southgate administration office during normal office hours, or by contacting Clinton Stredwick, Planner at ext. 235. Please quote File # C26-19.

Dated at the Township of Southgate,  
this 21<sup>st</sup> day of January 2020.

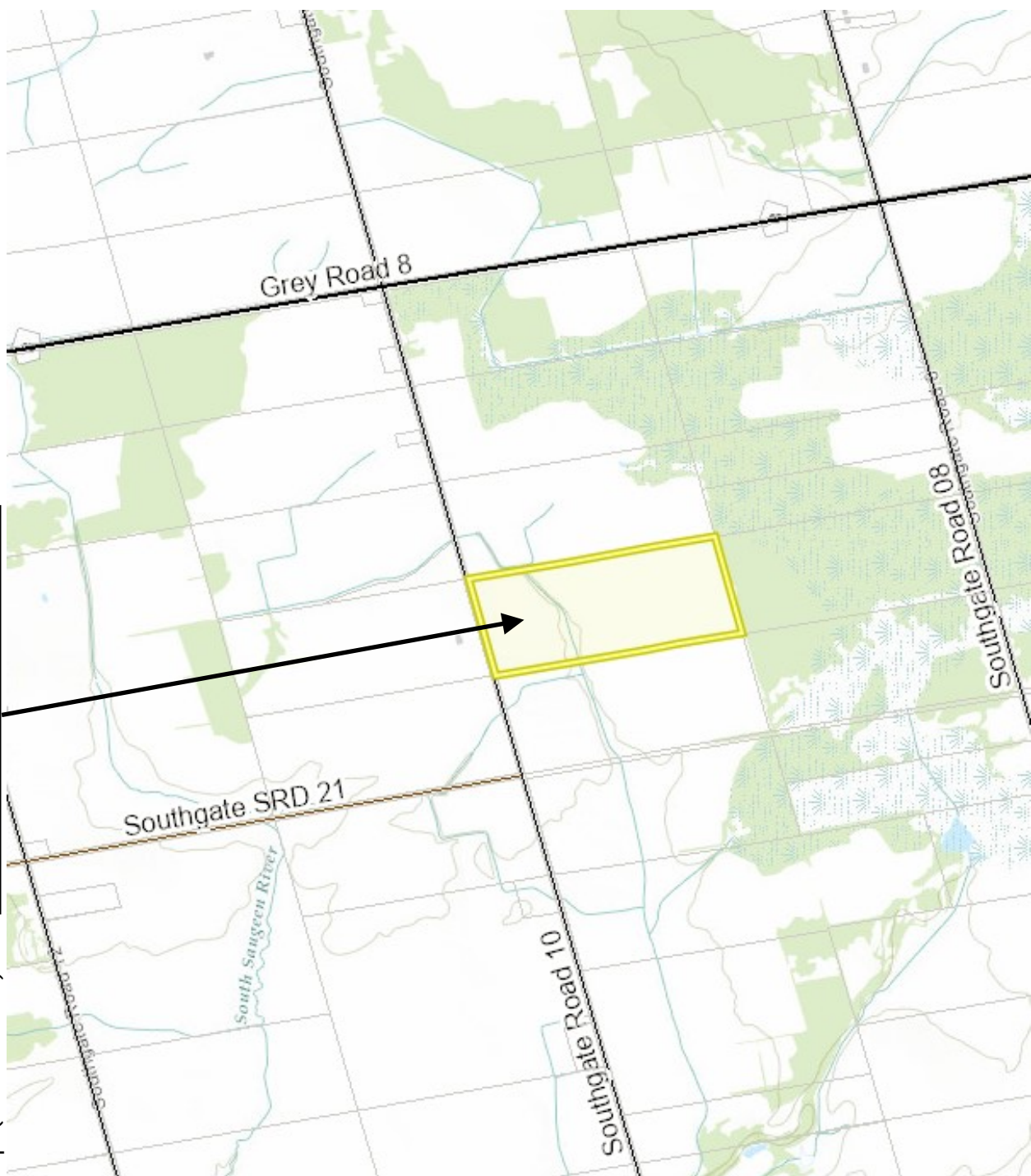
Lindsey Green, Deputy Clerk  
Township of Southgate  
185667 Grey Rd 9,  
Dundalk, ON N0C 1B0  
Phone: (519) 923-2110 ext. 231





**SUBJECT LAND**

Key Map (not to scale)





## Planning and Development

595 9<sup>th</sup> Avenue East, Owen Sound Ontario N4K 3E3  
519-372-0219 / 1-800-567-GREY / Fax: 519-376-7970

January 23<sup>rd</sup>, 2020

Lindsey Green, Deputy Clerk  
Township of Southgate  
185667 Grey County Rd. 9, RR #1  
Dundalk, Ontario N0C 1B0

**RE: Zoning By-law Amendment C26-2019**  
**106482 Southgate Road 10 Lot 4, Concession 6**  
**Township of Southgate (geographic Township of Proton)**  
**Owner/Applicant: Solomon & Veronica Brubacher**  
**Agent: Abraham Martin**

Dear Ms. Green,

This correspondence is in response to the above noted application. We have had an opportunity to review the application in relation to the Provincial Policy Statement (PPS) and the County of Grey Official Plan (OP). We offer the following comments.

The purpose of the proposed zoning by-law amendment is to consider a change to allow for a small-scale industrial shop use to be added to a portion of the property. The owners wish to add a dry industrial shop, office and power room to the list of permitted uses. The dry industrial workshop, office and power room are proposed to be 337m<sup>2</sup>. The outside storage areas are proposed to be 250m<sup>2</sup>.

The effect of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural Exception (A1-XXX) to allow for a small-scale secondary use to be permitted on the property. The environmental protection zone boundary may be adjusted based on conservation authority comments.

Schedule A of the OP designates the subject lands as 'Agricultural', 'Rural' and 'Hazard Lands'. Section 5.2.1(1)(c) states, *on-farm diversified uses are permitted*. Home industries (e.g. sawmill, welding or woodworking shop, etc.) are considered on-farm diversified uses. Table 8 of the County OP states that on agricultural lands greater than 20 hectares, an on-farm diversified use maximum size is permitted as follows:

*The lesser of;*

- *2% of the total size of the property, or*
- *A maximum combined area of the use of 8,000 square metres*

Section 5.2.2(16) further states,

*The gross floor area of the buildings (combined total for all buildings associated with the on-farm diversified use) shall not exceed 20% of the total area of the on-farm diversified use.*

The proposed development is within the size parameters outlined by the County Plan. Staff have no concerns of the proposed size of development.

Section 7.2(3) states,

*In the hazard land use type buildings and structures are generally not permitted. Minor extensions or enlargements of existing buildings and structures may be permitted subject to the policies of Section 7. Non-habitable buildings connected with public parks, such as picnic shelters may be permitted.*

Appendix B identifies a 'stream' on the subject property. Section 7.9(2) states,

*No development will be permitted within 30 metres of the banks of a stream, river, or lake unless an environmental impact study prepared in accordance with section 7.11 of this plan concludes setbacks may be reduced and/or where it has been determined by the appropriate conservation authority these setbacks may be reduced.*

A portion of the proposed development is within the hazard lands area and in proximity to the stream. County planning staff recommend comments are received from the local conservation authority.

Section 5.2.2(5) states, *New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the provincial MDS formulae.*

Provided positive comments are received from the local conservation authority and MDS can be met, County planning staff have no concerns.

The County requests notice of any decision rendered with respect to this file.

If you wish to discuss this matter further, please contact me.

Yours truly,

Page 3  
January 23<sup>rd</sup>, 2020

A handwritten signature in black ink, appearing to read 'Stephanie' followed by a stylized flourish.

Stephanie Lacey-Avon  
Planner  
(519) 372-0219 ext. 1296  
[stephanie.lacey-avon@grey.ca](mailto:stephanie.lacey-avon@grey.ca)  
[www.grey.ca](http://www.grey.ca)

## Elisha Hewgill

---

**From:** Chris Hachey <hsmasstlrcc@bmts.com>  
**Sent:** January 20, 2020 10:50 AM  
**To:** Elisha Hewgill  
**Subject:** Request for Comments - Southgate (Solomon & Veronica Brubacher) - Proposed Zoning By-law Amendment

Our File: C26-19  
Our File: Southgate Municipality

Ms. Hewgill,

The Historic Saugeen Métis (HSM) Lands, Resources and Consultation Department has reviewed the relevant documents and have no objection or opposition to the proposed development, land re-designation, zoning, land severance, Official plan and/or Zoning By-law Amendments.

Thank you for the opportunity to review this matter.

Regards,

Chris Hachey

**Please note our contact information has changed. Please direct all future planning related correspondence to our Lands Resources and Consultation department to [hsmasstlrcc@bmts.com](mailto:hsmasstlrcc@bmts.com)**

Coordinator, Lands, Resources and Consultation  
Historic Saugeen Métis  
204 High Street  
Southampton, Ontario, N0H 2L0  
Telephone: (519) 483-4000  
Fax: (519) 483-4002  
Email: [hsmasstlrcc@bmts.com](mailto:hsmasstlrcc@bmts.com)

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## Township of Southgate

185667 Grey County Road 9,  
Dundalk, ON N0C 1B0

**Jim Ellis,**

**Public Works Manager / Risk Management Official**  
**jellis@southgate.ca**



**Phone:** 519-923-2110 ext. 250

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Cell:** 519-378-3777

### Public Works Department

Date: January 24, 2020

File No.: C26 - 19

Can a safe access be provided? Yes ☒ No ☐

Road Drainage Concern: None

Road Standard: Rural asphalt

Road Widening Necessary? Yes ☐ No ☒

Entrance Requirements: Commercial entrance will require paved apron

Load Restricted Road: Yes ☒ No ☐

Comments: \_\_\_\_\_

### Risk Management Office

Property is located in a Well Head Protection Area:

- ☐ WHPA "A"
- ☐ WHPA "B"
- ☐ WHPA "C"
- ☐ WHPA "D"
- ☒ Not Applicable

Comments: \_\_\_\_\_

Signed: \_\_\_\_\_

Jim Ellis, Public Works Manager / Risk Management Official

## Planning Application Comments

### Building Department

Date: January 27, 2020

File No: C26-19

Property Owner: Solomon & Veronica Brubacher

The Southgate Building Department is aware of the application noted above and at the present time have the following comments.

- ☐ No Concerns or objections with the application.
- ☒ Development will require applicable permits before construction.
- ☒ A Barrier free washroom will be required with Septic system.
- ☐ Recommend the septic design is considered before proceeding.
- ☐ A detailed septic design is required.
- ☐ Road access and Civic number will be required before development proceeds.
- ☒ Comments: A suitable water source may be required for Fire fighting.

If I can be of any further assistance, please do not hesitate to contact me.

### Bev Fisher

#### Chief Building Official | Township of Southgate

185667 Grey County Road 9, Dundalk, ON N0C 1B0

519-923-2110 ext. 240 | Mobile: | Fax 519-923-9262

[bfisher@southgate.ca](mailto:bfisher@southgate.ca) | [www.southgate.ca](http://www.southgate.ca)



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0  
Tel 519-367-3040, Fax 519-367-3041, [publicinfo@svca.on.ca](mailto:publicinfo@svca.on.ca), [www.svca.on.ca](http://www.svca.on.ca)

SENT ELECTRONICALLY ONLY ([solomon@baumansupholstery.ca](mailto:solomon@baumansupholstery.ca))

November 21, 2019

Solomon Brubacher  
7254 Line 86  
Wallenstein, Ontario  
N0B 2S0

Dear Mr. Solomon Brubacher,

RE: Proposed Tree Clearing; and Future Development: Pre-Submission Consultation for Proposed *Planning Act* Application(s) – Proposed Zoning By-law Amendment  
106482 Southgate Road 10  
Lot 34 Concession 6  
Roll No.: 420709000707200  
Geographic Township of Proton  
Township of Southgate

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You first contacted the Saugeen Valley Conservation Authority (SVCA) on October 15, 2019 to inquire about clearing of trees on the property, as well as future development proposed for the property. On October 23, 2019 you submitted a sketch (copy attached) of the area proposed to be cleared. SVCA staff conducted a site inspection to the property on November 5, 2019. On November 6, 2019 you submitted a sketch "Plan #1", and on November 19, 2019 you submitted a revised sketch "Plan #4" (copies attached) of the area for proposed future development. It is the understanding of SVCA staff that a *Planning Act* application (proposed zoning by-law amendment) will be required to allow for a change of use of the property for a future shop.

The Regulatory comments provided in this correspondence are in accordance with the SVCA's mandate and the SVCA Environmental Planning and Regulations Policies Manual, amended October 16, 2018, and the pre-submission consultation comments regarding *Planning Act* matters are in accordance with the Memorandum of Agreement between the SVCA and the Township of Southgate relating to plan review.

The proposal to clear trees on the property is not acceptable as the area proposed to be cleared is considered wetlands by SVCA staff. In order for future development on the property to be acceptable to SVCA staff, the sketch "Plan #4" will need to be revised so that all building and structures will be located beyond/outside the SVCA recommended Environmental Protection (EP) zone for the property. Permission (an SVCA Permit) will be required for future work within the SVCA Approximate Screening Area/SVCA Approximate Regulated Area. We elaborate with the following comments.

### **SVCA Regulation**

The majority of the northern portion of the property, and a small part of the property along the southern property boundary, are within the SVCA Approximate Screening Area/SVCA Approximate Regulated Area, associated with the SVCA's Development, Interference with Wetlands and Alterations to Shorelines and



**Watershed Member Municipalities**  
Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands,  
Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce,  
Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North,  
Town of Saugeen Shores, Township of Southgate, Municipality of West Grey



Watercourses Regulation (Ontario Regulation 169/06, as amended). This Regulation is in accordance with Section 28 of the *Conservation Authorities Act*, R.S.O, Chap. C. 27, and requires that a person obtain the written permission of the SVCA prior to any “development” in a Regulated Area or alteration to a wetland or watercourse.

#### “Development” and Alteration

Subsection 28(25) of the *Conservation Authorities Act* defines “development” as:

- a) *the construction, reconstruction, erection or placing of a building or structure of any kind,*
- b) *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 increasing the number of dwelling units in the building or structure,*
- c) *site grading, or*
- d) *the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.*

According to Section 5 of Ontario Regulation 169/06, as amended, alteration generally includes the straightening, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or the changing or interfering in any way with a wetland.

To determine where the SVCA Approximate Screening Area/SVCA Approximate Regulated Area is located associated with our Regulation on the property, please see the attached SVCA maps, scale 1:2,000 and 1:3,000, dated November 15, 2019, which shows in part, the SVCA Approximate Screening Area/SVCA Approximate Regulated Area for the property.

For this property, the SVCA Approximate Screening Area/SVCA Approximate Regulated Area includes the watercourse (known as Kielau Drainage Works) which flows east to west through the central portion of the property, the wooded wetlands on the property, the floodplain of the wetlands and watercourse, as well as an offset distance from these features. For wetlands that do not have a provincially significant designation, the offset distance is the wetland edge plus 30 metres outwards from the wetland. For wetlands that have a Provincially Significant Wetland (PSW) designation, the offset distance is the PSW edge plus 120 metres outwards from the PSW. For a floodplain, the offset distance is the floodplain edge plus 15 metres outwards from the floodplain edge.

#### Permission for Development or Alteration

If development or alteration including construction, reconstruction, conversion, grading, filling or excavation, including agricultural tile drainage, is proposed within the SVCA Approximate Screening Area/SVCA Approximate Regulated Area on the property, permission (an SVCA Permit) will be required.

Solomon Brubacher

Proposed Tree Clearing; and Future Development: Pre-Submission Consultation for Proposed *Planning Act* Application(s) – Proposed Zoning By-law Amendment

November 21, 2019

Page 3 of 7

#### Proposed Area to be Cleared

The area proposed to be cleared is entirely within the SVCA Approximate Screening/SVCA Approximate Regulated Area, as the area is considered wetlands by SVCA staff. In accordance with SVCA Policy 4.13-2 Development and Interference with Wetlands-Not Permitted, SVCA staff cannot issue an SVCA Permit to clear the trees in the wetland and/or for site alteration in the wetland in the proposed tree clearing area.

SVCA staff previously forwarded information to you regarding the County of Grey Tree Cutting By-law and we are copying Grey County Forestry staff on this email for their benefit.

#### Proposed Future Buildings/Development

Future development of buildings, structures and site alteration within the SVCA Approximate Screening Area/SVCA Approximate Regulated Area will require permission (an SVCA Permit). An SVCA Permit can be issued for future development, subject to conditions. Conditions of an SVCA Permit will include but may not be limited to all buildings being located beyond/outside of the SVCA recommended EP zone (SVCA Hazardous Lands), minimum lowest exterior opening elevations, and grading limitations. The SVCA will require:

- a) that the lowest exterior opening of proposed buildings be at least 1.5 metres above the elevation of the wooded wetland edge (the wooded wetland edge to the south of the development area);
- b) that site alteration, filling, and grading not occur within the wooded wetland, and that proper sediment and erosion control measures be installed (if site conditions warrant this) prior to site alteration commencing on the property; and
- c) that no net increase in fill material be placed within the SVCA Hazardous Lands.

SVCA staff will require a revised site plan sketch for future proposed development proposed on the property. Furthermore, please be advised that if the existing north-south laneway through the wooded wetlands requires reconstruction, widening, and/or top-up filling, that this should also be included in any revised sketch as permission (an SVCA Permit) may be required.

#### Identified Area for Expanded Farm Field

SVCA staff did identify an area that is not wooded wetlands that is also currently not agricultural worked fields. It would be agreeable to SVCA staff if this area was a worked farm field. This area is bounded by the wooded wetlands to the west and north, by the eastern property boundary to the east, and by a failing page wire fence where it abuts an agricultural worked field to the south. This area is approximately one (1) acre in size. This area is shown on the attached SVCA maps, scale 1:5,000, and 1:3,000 dated November 15, 2019, labeled as “Ok to Farm”. A five (5) metre buffer from the edge of the tree line to the west and north should be maintained before the start of any clearing/grubbing of this area. We note that a few small conifer and birch trees were located within this area.

#### Normal Forestry Practices and Pasture

Please be advised that normal forestry practices including harvesting trees for firewood and /or selective cutting within a wooded wetland does not require permission (a SVCA Permit). However, please be advised that clear-

cutting of a wooded area is not considered to be a normal forestry practice by SVCA staff. Furthermore, although SVCA staff cannot permit the clearing of a wetlands for crop use, pasturing a wetland, though acceptable to do so, is not encouraged or promoted by SVCA staff. Pasturing a wetland and/or installing fencing through a wetland does not require permission (SVCA Permit) unless site alteration and clearing of the wetland is required to install the fence, in which case an SVCA Permit may be required prior to the fence being installed.

#### Right to Hearing

Please be advised that the owner(s) of a property may submit an Application for a development or alteration proposal to the SVCA at any time. An Application must be complete as determined by the SVCA for it to be considered. The completeness of an Application is determined by SVCA staff, or an administrative review can be requested by the applicant to the SVCA's General Manager/Secretary Treasurer. In the event that the administrative review by the SVCA's General Manager/Secretary Treasurer determines an Application is not complete, the applicant can request an administrative review by the Authority.

In accordance with Section 28 (12) of the *Conservation Authorities Act*, permission required under Ontario Regulation 169/06, as amended, shall not be refused or granted subject to conditions unless the person requesting the permission has been given the opportunity for a hearing (by request) before the Authority or, in the case of the SVCA, before the Authority's Executive Committee. Should you receive an SVCA permit, approved by staff, with conditions of approval and object to one or more of the conditions, you will have the option to attend a hearing before the SVCA Executive Committee. Should you submit a complete Application for which staff is not prepared to issue a permit, you will have the option to attend a hearing scheduled before the SVCA Executive Committee.

After holding a hearing under Section 28 (12), the SVCA Executive Committee shall,

- (a) refuse the permission; or
- (b) grant the permission, with or without conditions

After the hearing, if the Executive Committee refuses permission, or grants permission subject to conditions, the person who requested permission shall be given written reasons for the decision. If the person is refused permission or objects to conditions imposed on the permission, the person may appeal to the Minister of Natural Resources and Forestry within 30 days of receiving the reasons for the refusal.

#### ***Planning Act* Application Pre-Submission Consultation**

It is the understanding of SVCA staff that a *Planning Act* application (proposed zoning by-law amendment) will be required to allow for a change of use of the property for a shop. Please note, SVCA staff provides advice and recommendations to the Township of Southgate regarding natural hazard and natural heritage matters, but the SVCA is not the Approval Authority for *Planning Act* Applications. Furthermore, the SVCA is not the zoning administrator. We recommend you contact the Township of Southgate for information on the *Planning Act* process. Should a *Planning Act* Application be circulated to the SVCA to allow the change of use of the property for a shop, as proposed on your "Plan #1", as mentioned above, it would be found acceptable to SVCA staff provided the area to be re-zoned, as well as all buildings and structures are located beyond/outside of the SVCA recommended EP zone (SVCA Hazardous Lands). We elaborate in the following paragraphs.

## **Natural Hazard**

In the opinion of SVCA staff, large portions of the property are designated Hazard Lands in the Grey County Official Plan (OP), and in the Township of Southgate OP. These same areas are also zoned Environmental Protection (EP) in the Township of Southgate Zoning By-law No. 19-2002, as amended. For this property the Hazard Lands designation and the EP zone illustrate the wetlands, watercourse (Kielau Municipal Drain) and their associated floodplain.

Although the shape of the Hazard Land designations and EP zone, generally coincides with Hazardous Lands as plotted by SVCA staff for the property, it is the recommendation of SVCA staff that the Hazardous Lands designation and EP zone be revised as part of a proposed zoning by-law amendment to better reflect SVCA mapping and site conditions as observed by SVCA staff. Therefore, as mentioned above, please find attached SVCA map (scale 1:5,000 and 1:3,000) dated November 15, 2019, showing SVCA recommended revision to the Hazard Lands designations and EP zone, shown on the SVCA map as SVCA Hazardous Lands.

It is the opinion of SVCA staff that based on “Plan #4” proposed development south of the proposed house location and south of the proposed shop location may be located within the SVCA recommended EP zone (SVCA Hazardous Lands). As mentioned above, all proposed buildings and structures will be required to be located beyond/outside of the SVCA recommended EP zone to be acceptable to SVCA staff.

## **Natural Heritage**

SVCA staff is of the opinion that the natural heritage features and areas affecting the property include significant woodlands, fish habitat and its adjacent lands, wetlands, and potentially the habitat of endangered species and threatened species.

### Significant Woodlands

Significant woodlands are identified as per Appendix B Constraint Mapping, of the Grey County OP. Significant woodlands are identified on lands to the south of the property. Section 7.4.1) of the Grey County OP states in part that no development or site alteration may occur within significant woodlands or their adjacent lands unless it has been demonstrated through an EIS, that there will be no negative impacts on the natural features or their ecological functions. It is the opinion of SVCA staff that future development on the lands north of the wooded wetlands and south of Southgate Road 10 will not be within significant woodlands or their adjacent lands, therefore the preparation of an Environmental Impact Study (EIS) is not warranted to address significant woodlands and its adjacent lands at this time.

### Fish Habitat and its Adjacent Lands

Kielau Drainage Works flows from east to west through the central portion of the property. This watercourse is considered fish habitat by SVCA staff. Section 2.1.8 of the PPS 2014 and Section 7.9 of the Grey County OP states in part that, among other things, development and site alteration shall not be permitted on the adjacent lands of fish habitat unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on fish habitat or on their ecological functions. It is the opinion of SVCA staff that future development on the lands north of the wooded wetlands and south of

Southgate Road 10 will not be within the adjacent lands to fish habitat, therefore the preparation of an EIS is not warranted to address fish habitat and its adjacent lands at this time.

### Wetlands

Provincially Significant Wetlands (PSW) are identified in the Grey County OP Schedule A Land Use Designations as wetlands, while the Southgate OP Schedule A Land Use Designation identifies PSWs as wetlands, and the Township of Southgate Zoning By-law shows PSWs in the Wetland Protection (WP) zone. Part of Keldon Swamp PSW is located on lands to the south of the property. However, it is the opinion of SVCA staff that future development on the lands north of the wooded wetlands and south of Southgate Road 10 will not be within the PSW or its adjacent lands, therefore the preparation of an EIS is not warranted to address potential impacts to the PSW and its adjacent lands at this time.

SVCA staff has identified the entirety of the wooded area on the property as unevaluated wetlands. However, the wetlands have not been included as Other Identified Wetlands on Appendix B Constraint Mapping, of the Grey County OP, but perhaps should be as part of the next update to the OP. It is the opinion of SVCA staff that future development on the lands north of the wooded wetlands and south of Southgate Road 10 will not be within the 30 metres adjacent lands to unevaluated wetlands, therefore the preparation of an EIS is not warranted to address potential impacts to the unevaluated wetlands and its adjacent lands at this time

### Habitat of Endangered Species and Threatened Species

It has come to the attention of SVCA staff that habitat of endangered species and threatened species may be located on and/or within lands adjacent to the property. Section 2.1.7 of the Provincial Policy Statement (PPS 2014) indicates that development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements. It is the responsibility of the applicant to ensure the endangered species and threatened species policy referred to in the PPS has been appropriately addressed. Please contact the Ministry of Environment, Conservation and Parks (MECP) for information on how to address this policy. MECP inquiries can be sent via email to: SAROntario@ontario.ca.

### **Conclusion**

The proposal to clear trees on the property is not acceptable as the area proposed to be cleared is considered wetlands by SVCA staff. In order for future development on the property to be acceptable to SVCA staff, the sketch showing proposed future development on the property will need to be revised so that all building and structures will be located outside/beyond the SVCA recommended Environmental Protection (EP) zone for the property. Permission (an SVCA Permit) will be required for future work in the SVCA Approximate Screening Area/SVCA Approximate Regulated Area.

If a *Planning Act* Application is circulated to the SVCA for a zoning by-law amendment to allow for a change of use of the property for future development, as proposed, it would be found acceptable to SVCA staff provided the area to be re-zoned as well as all buildings and structures are located beyond/outside of the SVCA recommended EP zone (SVCA Hazardous Lands). Preliminary SVCA staff comments regarding Zoning and Official Plan matters have been included within this correspondence but should not be considered all-encompassing or the formal SVCA staff *Planning Act* Application comments.

Solomon Brubacher

Proposed Tree Clearing; and Future Development: Pre-Submission Consultation for Proposed *Planning Act* Application(s) – Proposed Zoning By-law Amendment

November 21, 2019

Page 7 of 7

Specific development proposals are required to be submitted and reviewed by SVCA staff on an individual basis. SVCA staff has provided comments based on the information that is currently available, and there is no guarantee that these comments will remain unchanged indefinitely. We trust you find this information helpful. Should questions arise, please do not hesitate to contact this office.

Sincerely,



Michael Oberle  
Environmental Planning Technician  
Saugeen Conservation  
MO/

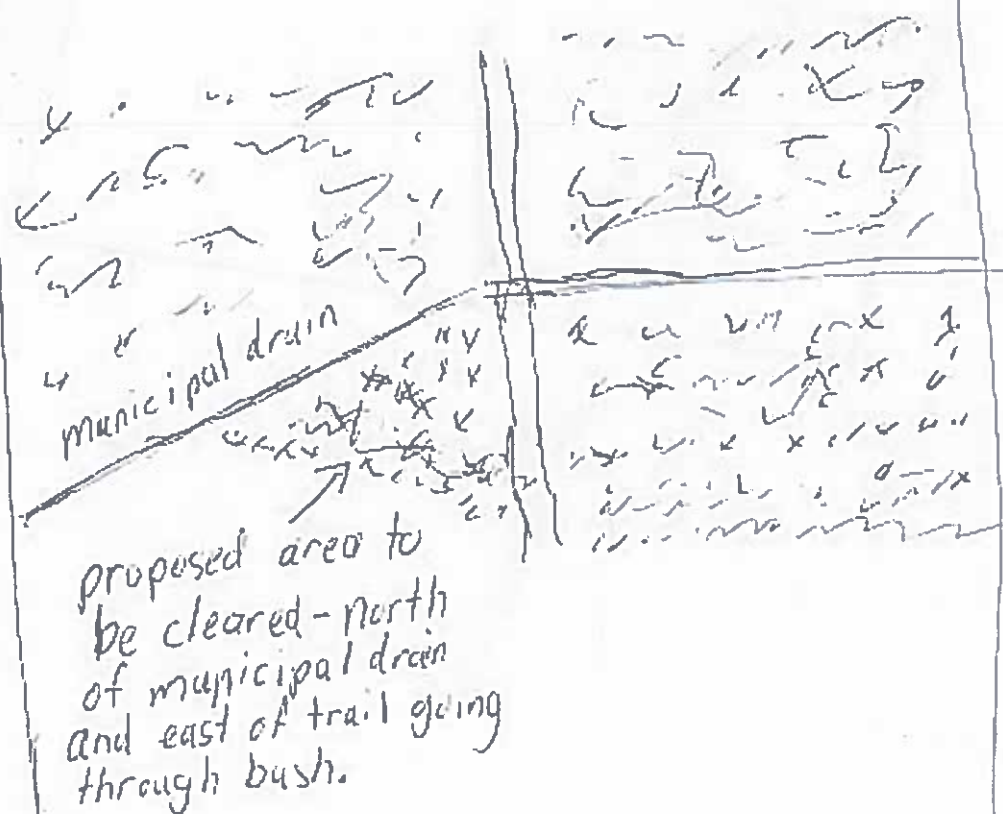
Enclosures

cc: Bev Fisher, CBO, Township of Southgate (via email)  
Clinton Stredwick, Planner, Township of Southgate (via email)  
Sarah Johnson, Planner, Grey County (via email)  
Lee Thurston, Forest Manager, Grey County (via email)  
Barbara Dobreen, Authority Member, SVCA (via email)

OCT 23 2019

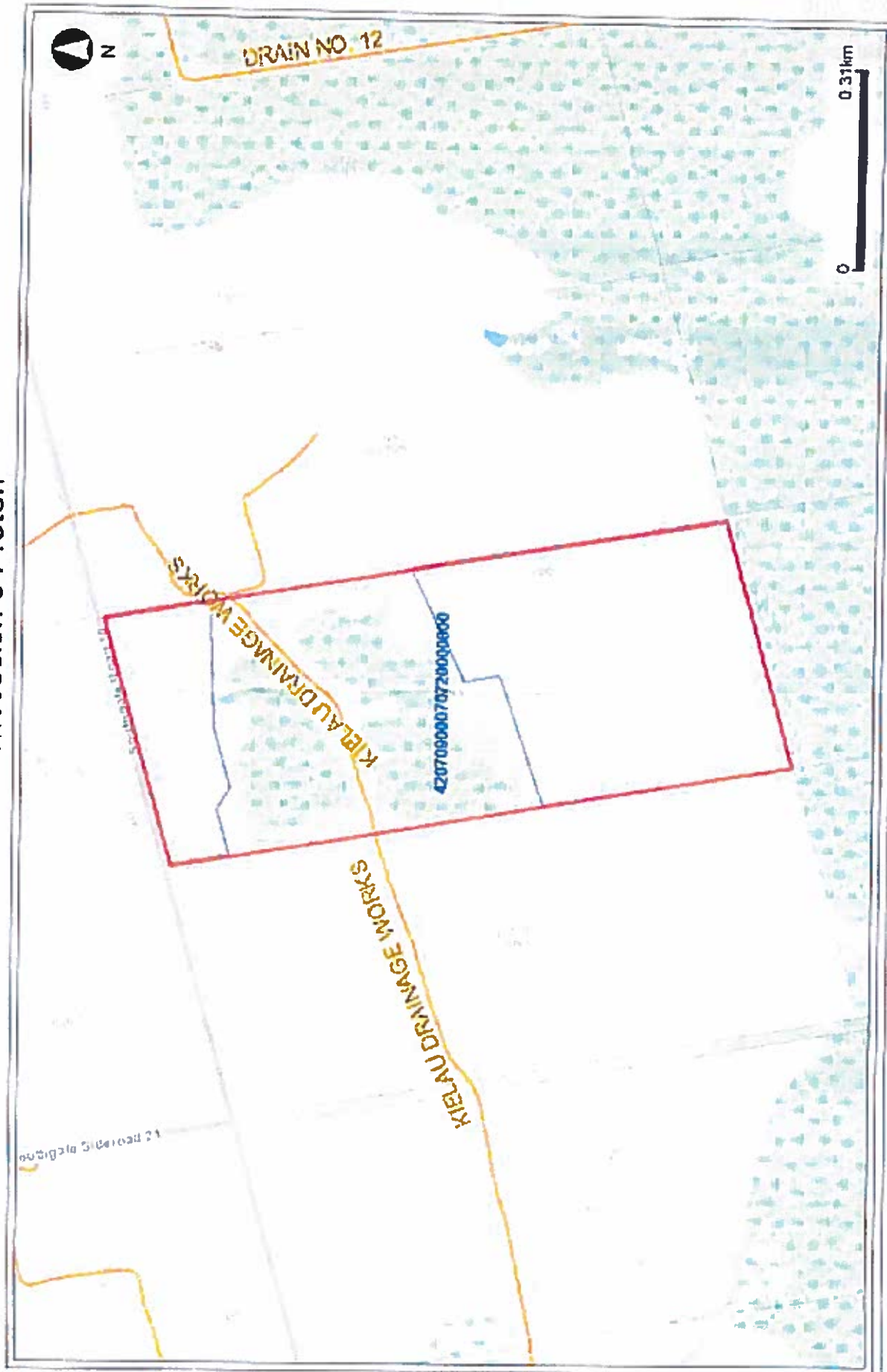
RECEIVED

possibly wanting to clear  
more in the future as allowed



Southgate Rd 10

# Lot 34 Concession 6 Proton



This map should not be relied on as a precise indicator of routes or locations, nor as a guide to navigation. The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) shall not be liable in any way for the use or any information on this map or, or reliance upon this map.



Ontario Queen's Printer for Ontario, 2018

Map Created 12/27/2018

Map Center: 44 08029 N, -80.42835 W

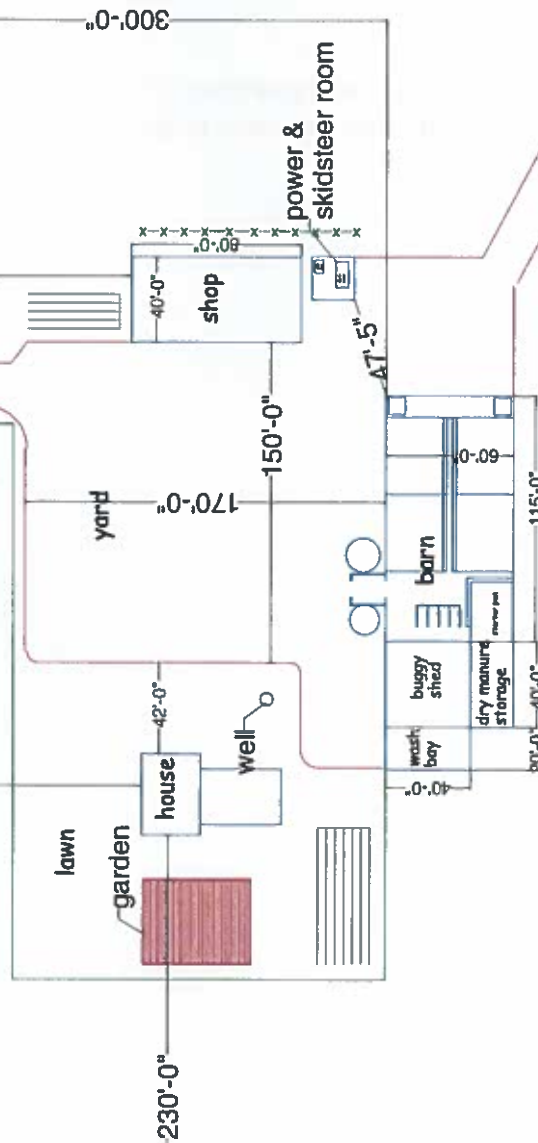


Southgate Road 10

plan#1

existing field entrance

proposed entrance



swamp

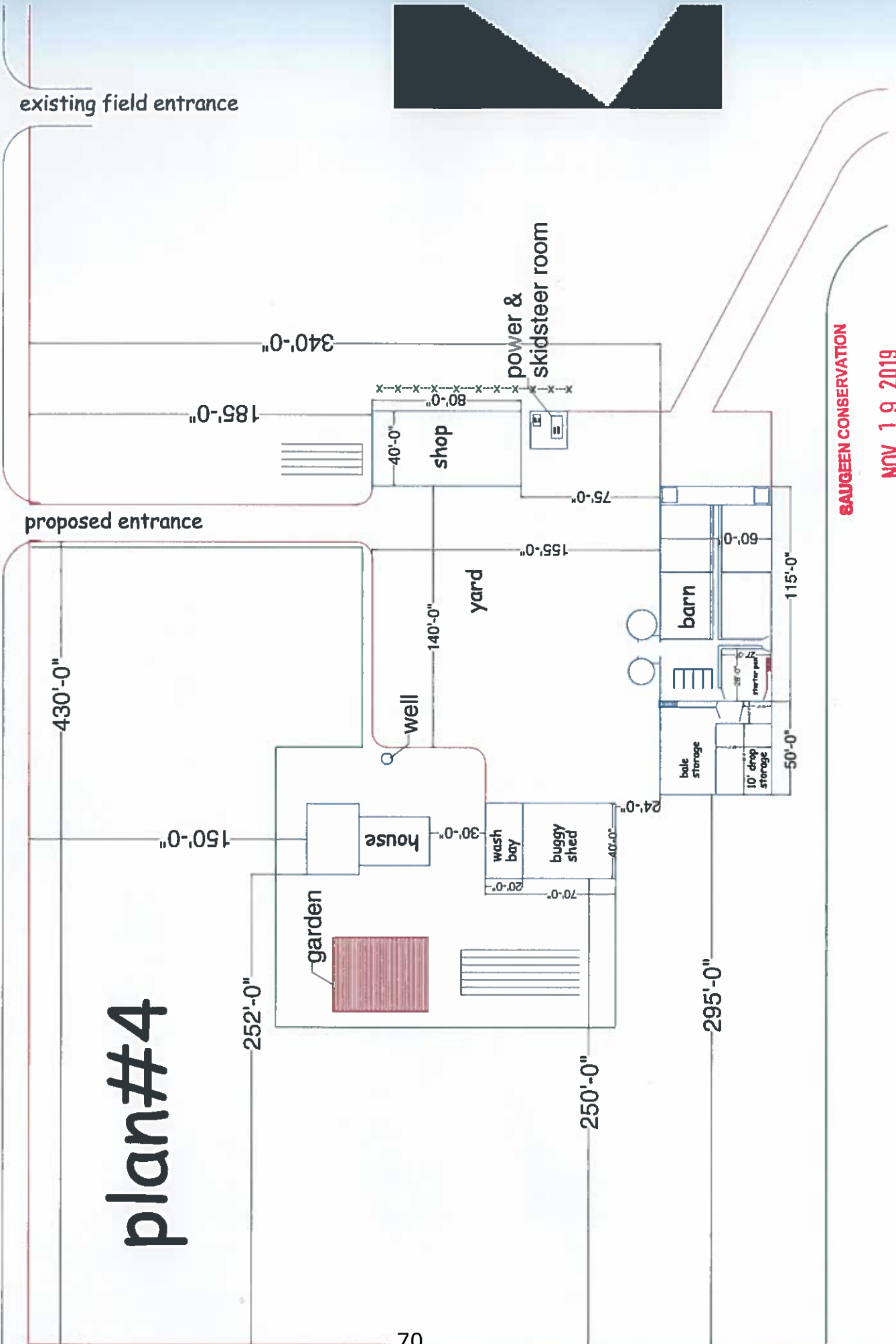
SAUGEEN CONSERVATION

NOV 06 2019

RECEIVED

# Southgate Road 10

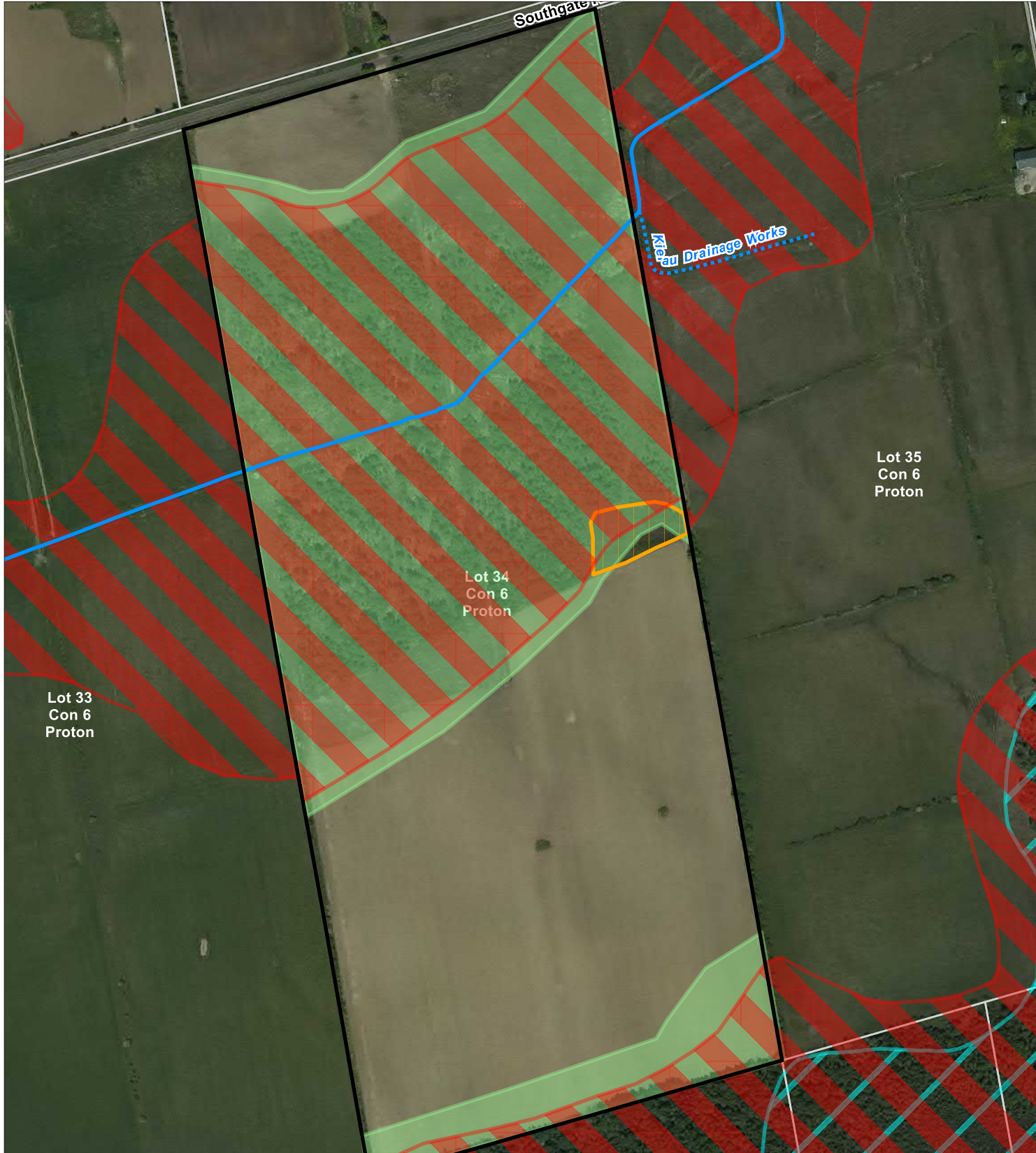
## plan#4



SAUGEEN CONSERVATION

NOV 19 2019

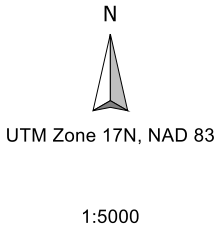
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The included mapping has been compiled from various sources and is for information purposes only. Saugeen Valley Conservation Authority (SVCA) is not responsible for, and cannot guarantee, the accuracy of all the information contained within the map.

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Legend	
	SVCA Hazardous Lands
	SVCA Approximate Regulated Area/ SVCA Approximate Screening Area
	Keldon Swamp PSW
	Watercourse
	Approximate Subject Property
	Parcel Fabric
	"Ok to Farm" Area

106482 SG Rd. 10  
Lot 34, Con 6 Proton  
Township of Southgate  
Roll No.: 420709000707200

November 15, 2019











106482 SG Rd. 10  
Lot 34, Con 6 Proton  
Township of Southgate  
Roll No.:  
420709000707200

November 15, 2019

### Legend

-  SVCA Hazardous Lands Limit
-  SVCA Approx. Regulated Area Limit/  
SVCA Approx. Screening Area Limit
-  Watercourse
-  Approximate Subject Property
-  Parcel Fabric
-  "Ok to Farm" Area



UTM Zone 17N, NAD 83

1:3000

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**The corporation of  
The Township of Southgate**

**Application for planning amendment  
Official plan and zoning by-law**

**\*\* Pre-consultation is required with the Township before any zoning or official plan amendment applications will be accepted (By-law 66-2012)\*\***

**Instructions:**

- Please check all applicable boxes and answer all applicable questions
- All measurements **MUST** be in metric units. (Imperial Units will not be accepted)
- Additional information may be attached if necessary
- Incomplete applications will be returned
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time
- Further information is on the last two pages for your reference
- Applications are not accepted without the required fees
- All applications for zoning by-law amendment or Official Plan Amendment must

**For office use only**

File no: C27-19  
Pre-Consult Date: \_\_\_\_\_  
Date received: Nov. 26, 2019  
Date accepted: \_\_\_\_\_  
Accepted by: \_\_\_\_\_  
Roll # 42 07 \_\_\_\_\_  
Conservation authority fee required: \_\_\_\_\_  
Other information: \_\_\_\_\_

Pursuant to one or more of the following Sections 22, 34, 36, and/or 39 of the *Planning Act*, as amended, I/we submit an application for: (check appropriate box)

<input type="checkbox"/> <b>Amendment to the Official Plan</b>	Minor \$1,561.00 application fee <i>plus</i> \$2,000.00 contingency fee Major \$2,601.00 application fee <i>plus</i> \$5,000.00 contingency fee <i>*contingency fee required for all Official Plan Amendment applications</i>
<input checked="" type="checkbox"/> <b>Amendment to the Zoning By-law</b>	\$1,249.00 application fee — Major \$2,081.00 application fee Major \$2,500.00 contingency fee <i>*contingency fee required only for complex applications</i>
<input type="checkbox"/> <b>Removal of a Holding Provision</b> with a related site plan application	\$520.00 application fee or \$521.00 application fee
<input type="checkbox"/> <b>Temporary Use By-Law Amendment</b>	\$1,561.00 application fee

**Other Required Fees:**

<input checked="" type="checkbox"/> <b>Public Notice Sign Fee</b>	\$105.00
<input checked="" type="checkbox"/> <b>Conservation Authority Fees</b>	SVCA \$240.00 GRCA Call directly for details

**Note on fees:**

The application fees were adopted and approved under the Township of Southgate's fees and charges By-law. All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate at the time of application submission. In the event that all fees are not paid in full at the time of submission, the application shall be deemed incomplete.

Contingency fees will be utilized to cover costs associated with this application when deemed necessary by the Township of Southgate, i.e. professional consultants and legal advice. Any portion of the contingency fee not used in connection with the review and completion of an application will be returned. The applicant further agrees to pay any additional costs and expenses beyond the initial contingency fee which shall be determined by staff of the Corporation of the Township of Southgate in the event that the amount of the initial contingency fee taken is insufficient.

Be advised that the applicant or a representative is expected to appear at any meetings (including the public meeting) to explain the proposal and answer any questions that may arise. Failure to do so may result in deferral of the application and increased costs.

## Part A

### Owner/Agent/Application information

\*to be completed by the applicant

1. Name of registered owner: 2681316 Ont LTO o/a Holstein General Store

Mailing address: 392046 Main St Holstein Ont N0G 2A0

Phone# : (H) \_\_\_\_\_ (B) 519-334-3310

Email Address: heartbeatofholstein.com

2. Name of applicant: Brian Plume

Mailing address: 115 Church St N Mt Forest Ont N0G 2L0

Phone#: 519-323-5132 Email: brianplumescyw@wistman.ca

Applicant's Relationship to Subject Lands:

☒ Registered Property Owner

☐ Holder of Option to Purchase Subject Lands

☐ Signing Officer of Corporation

☐ Other [Specify] 25% owner corporation

3. Name of agent (if applicable) \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

4. Send all correspondence to (choose only one): ☒ Applicant ☐ Agent

5. Preferred Method of communication: ☐ Phone ☒ email ☐ Postal Mail

6. Name any mortgages, charges or encumbrances, in respect to the subject lands:

Northern Credit Union

Mailing Address: 118 Queen St S. Dundas N0G 1K0

Phone#: 519-369-2931

## Part B

### The subject lands

7. Location of subject property (former municipality):

☒ Township of Egremont

☐ Township of Proton

☐ Village of Dundalk

Road/street and number: 392046 Main St Holstein

Tax roll#: A201 0600 3102400

Lot 22

Concession 2

Lot PT 2 & A1 of

Plan RP 6 R 6145 P13 123 Main St W.

8. The date the subject land was acquired by the current owner: July 22, 2019

9. Dimensions of subject property:

frontage 153.66' m depth 150' m area \_\_\_\_\_ sq m/ha

10. Description of the area affected by this application if only a portion of the entire

property Plan 110, Lot 22, PT Lot 11, Cn 2, PT Lot 11, Pt Mill St,  
RP 16R 645, Pts 123 Main St W.

11. Abutting and nearby lands uses

(a) Interest in abutting lands - does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? Yes ☐ No ☒

If yes, describe to what extent \_\_\_\_\_

(b) Use of abutting and nearby lands - describe the present use on all properties abutting and opposite the subject lands.

North Residential East Road  
South Storage / Res can garage West N/A

(c) Agricultural livestock operations

☐ if an existing livestock operation is located within 450 metres of the subject lands, prepare a sketch showing locations and approximate size of livestock barns (as per Additional Requirements 20. (b) request) and you must fill out Schedule "A".

12. Environmental Constraints

Indicate whether any of the following environmental constraints apply to the subject lands:

Wetlands	<input type="checkbox"/>	Specialty Crop Lands	<input type="checkbox"/>
Floodplains	<input checked="" type="checkbox"/>	ANSI's (areas of natural or scientific interest)	<input type="checkbox"/>
Streams, Ravines and Lakes	<input type="checkbox"/>	Aggregate Resources	<input type="checkbox"/>
Water Resources	<input type="checkbox"/>	Thin Overburden	<input type="checkbox"/>
Wooded Areas & Forest Management	<input type="checkbox"/>	Solid Waste Management	<input type="checkbox"/>
Fisheries, Wildlife & Environment	<input type="checkbox"/>	Sewage Treatment Plant	<input type="checkbox"/>
Heritage Resources	<input type="checkbox"/>		

13. Official Plan

Indicate the current Official Plan Designation:

Neighbourhood Area	<input type="checkbox"/>	Agriculture	<input type="checkbox"/>
Downtown Commercial	<input type="checkbox"/>	Rural	<input type="checkbox"/>
Arterial Commercial	<input type="checkbox"/>	Inland Lakes	<input type="checkbox"/>
Industrial	<input type="checkbox"/>	Space Extensive Industrial/Commercial	<input type="checkbox"/>
Public Space	<input type="checkbox"/>	Hazard Lands	<input checked="" type="checkbox"/>
Special Policy Area	<input type="checkbox"/>	Wetlands	<input type="checkbox"/>
Major Open Space	<input type="checkbox"/>	Mineral Aggregate Extraction	<input type="checkbox"/>
Village Community	<input checked="" type="checkbox"/>		

14. Zoning By-law

Present zoning C2-212  
Requested zoning C2 - exception for propane sales



15. Specific proposed use(s) of subject property that this amendment would authorize: (provide a sketch showing locations and approximate size for each building or structure)

*To allow for the sale of propane (fuel) sales.*

**For Official Plan Amendment Applications Only:**

14.

16. Please answer the following about this proposed Official Plan Amendment:

Does this application change or replace a designation in the Official Plan?

Changes ☐ Replaces ☐

17. Is this application to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement?

Yes ☐ No ☐

If yes, please provide the details of the official plan or the official plan amendment that deals with this matter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. Does this application propose to remove land from an area of employment?

Yes ☐ No ☐

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Is the application being submitted in conjunction with a proposed County Official Plan Amendment? Yes ☐ No ☐

If yes, please provide the details of the official plan or official plan amendment that deals with this matter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of building/structure \_\_\_\_\_

Setbacks:

front lot line \_\_\_\_\_

rear lot line \_\_\_\_\_

side lot line \_\_\_\_\_

Building/structure:



height \_\_\_\_\_ dimensions / floor area \_\_\_\_\_

15. The date the existing building(s) or structure(s) on the subject land were constructed: \_\_\_\_\_

16. The length of time that the existing uses of the subject land have continued: \_\_\_\_\_

17. If proposed use is residential, indicate proximity of subject lands to community facilities (parks, schools, etc.): \_\_\_\_\_

18. Specific reason(s) for requesting amendment(s), if not sufficient space, a cover letter should be attached: \_\_\_\_\_

19. Has the subject land ever been the subject of a Zoning By-law Amendment?

Yes ☐ No ☐ Unknown ☐

If yes, and if known, specify the file number and status of the application: \_\_\_\_\_

**Servicing for subject land**

20. Facilities existing or proposed for subject lands:

type of access	existing	proposed
_____ provincial highway	_____	_____
<input checked="" type="checkbox"/> _____ municipal road, maintained year round	<input checked="" type="checkbox"/> _____	_____
_____ municipal road, seasonally maintained	_____	_____
_____ other public road	_____	_____
please specify _____	_____	_____
_____ right of way available	_____	_____
please specify _____	_____	_____
_____ water access available	_____	_____

Describe the parking and docking facilities and the approximate distance of these facilities Street parking immediate front / Staff & Tenant Parking @ South of store

type of water supply	existing	proposed
_____ municipally operated piped water system	_____	_____
<input checked="" type="checkbox"/> _____ privately owned/operated individual well	<input checked="" type="checkbox"/> _____	_____
_____ privately owned/operated communal well	_____	_____
_____ lake or other water body	_____	_____
please specify _____	_____	_____
_____ other means	_____	_____
please specify _____	_____	_____

type of storm water management	existing	proposed
_____ storm drainage sewer pipe	_____	_____
_____ ditch	_____	_____
_____ swale	_____	_____
<input checked="" type="checkbox"/> _____ other means <u>curbs</u>	<input checked="" type="checkbox"/> _____	_____

please specify\_\_\_\_\_

type of sewage disposal	existing	proposed
_____ municipally operated sanitary sewers	_____	_____
<input checked="" type="checkbox"/> privately owned/operated individual septic	<input checked="" type="checkbox"/>	_____
_____ privately owned/operated communal septic	_____	_____
_____ privy	_____	_____
_____ other means	_____	_____
please specify_____		

21. Is there an approved Site Plan and/or a Site Plan Control Agreement in effect on any portion of the subject lands?

Yes ☐ No ☒

If yes, has an amendment to the Site Plan and/or Agreement been applied for?

Yes ☐ No ☐

22. Are there any easements, rights-of-way, restrictions, covenants, or other agreements applicable to the subject lands? (if yes, describe what they are and include applicable Site Plan if applicable.)

Yes ☐ No ☒

**Part C**  
**The proposal**

23. Describe the **nature** and extent of the relief applied for and the proposed use of the subject lands.

Retail Convenience store

24. Describe the reasons for the proposed amendment(s).

To Accomodate Proposed bbq Tank Exchange (Exchange only)

25. Describe the timing of the proposed development, including phasing.

Approx 3 months

26. Additional Supporting Documents

List any supporting documents: (e.g. Environmental Impact Study, Hydrologic Report, Traffic Study, Market Area Study, Aggregate License Report, Storm Water Management Report)

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**Part D**  
**Statement of compliance**

27. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act?  
Yes ☒ No ☐

28. Is the subject land within an area of land designated under any provincial plan or plans?  
Yes ☐ No ☒

If yes, explain how the application conforms with or does not conflict with the applicable provincial plan or plans.

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**Additional requirements**

29. Supplementary and support material to accompany application, where applicable  
a) a survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, ditches, swamps, watercourses, drainage, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land which is the subject of the amendment.

OR

- b) a sketch *drawn to scale* showing the following:
- 1) Boundaries and dimensions of the subject land.
  - 2) Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
  - 3) Approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditch, river or stream banks, wetlands, wooded areas, wells and septic tanks.
  - 4) Current use(s) on land that is adjacent to the subject land.
  - 5) Location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
  - 6) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
  - 7) Location and nature of any easement affecting the subject land.
  - 8) North Arrow

**Other information**

30. Is there any other information that you think may be useful to the municipality or other agencies in reviewing the application? If so, explain below or attach on a separate page:

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**Part E**  
**Authorization and affidavit**

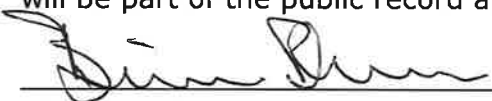
**31. Owner's Consent (Freedom of Information):**

In accordance with the provision of the Planning Act, it is the policy of the Municipality to provide public access to all development applications and supporting documentation.

In submitting this development application and supporting documents I (we),

Brian Plume & Tamara Bonds and Don Plume & Dee Dee Eunis  
Name of Owner(s)

hereby acknowledge the above-noted and provide my (our) consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, as well as commenting letters of reports issued by the municipality and other review agencies will be part of the public record and will also be available to the general public.

 Nov 25, 2019  
Signature of Owner date

\_\_\_\_\_  
Signature of Owner date

**32. Owner's Authorization for Agent**

I(we), \_\_\_\_\_ and \_\_\_\_\_  
Name of Owner(s)

hereby authorize \_\_\_\_\_ to act as  
our agent(s) for the purpose of this application.


\_\_\_\_\_  
Signature of Owner date


\_\_\_\_\_  
Signature of Owner date


**33. Owner's Authorization for Access**

I/we, Brian Plume & Tamara Bonds and Don Plume & Dee Dee Eunis  
Name of Owner(s)

hereby permit Township staff and its representatives to enter upon the premises during regular business hours for the purpose of performing inspections of the subject property.

 Nov 25, 2019  
Signature of Owner date

 NOV 25 - 2019  
Signature of Owner date

 Nov 25 2019  
Signature of Witness date

**Solemn declaration**

**34. Affidavit**

To be completed by owner(s), agent(s), or applicant(s) having completed the application form

**Note: This Affidavit must be signed in the presence of a Commissioner for Taking Oaths.**

I/ (We) Brian Plume  
Name(s)  
of the Township of Southgate in the County of Grey  
city/town/municipality county/region

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

Declared before me at the:

Township of Southgate in County of Grey  
city/town/municipality county/region

This 26 day of November, 2019

Jamie Eckenswiller  
Signature of Commissioner

Jamie Eckenswiller, a Commissioner, etc.,  
Province of Ontario, for The Corporation of  
the Township of Southgate. Expires May 13,  
2022.

Brian Plume  
Signature of Applicant  
Brian Plume  
print name

\_\_\_\_\_  
Signature of Applicant  
\_\_\_\_\_  
print name

## Schedule "A"

### Supplementary Information – Agricultural Lands

Agricultural Property History on the subject parcel

(i) What type of farming has been or is currently being conducted?

☐ Beef

☐ Dairy

☐ Swine

☐ Poultry

☐ Sheep

☐ Cash Crop

☐ Other (describe) \_\_\_\_\_

Describe in detail the size, age and feed type used for the type of farming conducted: \_\_\_\_\_

(i) How long have you owned the farm? \_\_\_\_\_

(ii) Are you actively farming the land

(or – do you have the land farmed under your supervision)?

☐ Yes – For how long? \_\_\_\_\_

☐ No – When did you stop farming? \_\_\_\_\_

For what reason did you stop farming? \_\_\_\_\_

(iii) Area of total farm holding: \_\_\_\_\_

(iv) Number of tillable hectares: \_\_\_\_\_

(v) Do you own any other farm properties? ☐ Yes ☐ No

If yes, indicate locations: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Former Township: \_\_\_\_\_

Total Hectares: \_\_\_\_\_

(vi) Do you rent any other land for farming purposes? ☐ Yes ☐ No

If yes, indicate locations: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Former Township: \_\_\_\_\_

Total Hectares: \_\_\_\_\_

(vii) Is there a barn on the subject property? ☐ Yes ☐ No

Please indicate the condition of the barn: \_\_\_\_\_

How big is the barn? \_\_\_\_\_

What is the present use of the barn? \_\_\_\_\_

What is the capacity of the barn, in terms of livestock? \_\_\_\_\_

- (viii) Indicate the manure storage facilities on the subject lands
- ☐ Storage already exists
  - ☐ No storage required (manure/material is stored for less than 14 days)
  - ☐ Liquid
    - ☐ inside, underneath slatted floor
    - ☐ outside, with permanent, tight fitting cover
    - ☐ (treated manure/material) outside, no cover
    - ☐ outside, with a permanent floating cover
    - ☐ outside, no cover, straight-walled storage
    - ☐ outside, roof but with open sides
    - ☐ outside, no cover, sloped-sided storage
  - ☐ Solid
    - ☐ inside, bedded pack
    - ☐ outside, covered
    - ☐ outside, no cover,  $\geq 30\%$  DM
    - ☐ outside, no cover, 18-30% DM, with covered liquid runoff storage
    - ☐ outside, no cover, 18-30% DM, with uncovered liquid runoff storage

- (ix) Are there any barns on other properties within 450 meters (3,280 ft) of the subject lands? ☐ Yes ☐ No

If yes, these barns and distances to the subject property must be shown on the sketch. The following questions must be answered for each property containing a barn regardless of current use.

- (x) What type of farming has been conducted on this other property?

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- (xi) Indicate the number of tillable hectares on other property: \_\_\_\_\_

- (xii) Indicate the size of the barn(s): \_\_\_\_\_

- (xiii) Capacity of barn in terms of livestock: \_\_\_\_\_

- (xiv) Manure Storage facilities on other property (see storage types listed in question above)

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Additional information will be required for Minimum Distance Separation (MDS) calculations – please discuss this with Planning Staff prior to submitting your application



## Zoning amendment process

**Purpose:** a zoning by-law amendment is required to change a zone symbol on a property to permit expanded or different land uses on a specific property. A zoning by-law amendment may also be requested to change a zone provision (setback or similar regulation) or general provision.

**Process:** Discuss your proposal with the municipal planning department prior to submitting your application. Make your application to the planning department along with the required fee. A planning staff report will be prepared and a public meeting will be set. The applicant will be advised of the time and date of this meeting and invited to make representation at this time in order to explain why the zoning amendment request is being made.

You can expect a decision on your application within 150 days. This time is used to review the application, set up a public meeting, post the required public notice, draft a zoning by-law amendment and ensure that all other required documentation is in order.

At least 20 days prior to the public meeting, notice of the public meeting is either sent to every assessed property within 120 metres (400 feet) of the subject property or a notice is placed in the appropriate local newspaper. The applicant or a representative must attend the public meeting to explain why the zoning amendment is required to members of the Council and the public, as well as answer any questions that may arise.

A site plan and agreement may be required to be negotiated prior to any further proceedings of the rezoning process. Following the public meeting and if Council is satisfied with the application, an amending by-law will be considered by Council. Should the by-law be passed, a notice of passing is prepared and sent to everyone on the first mailing list or published in the newspaper. A 20 day appeal period is required to be included in this notice to allow anyone to appeal the by-law to the Ontario Municipal Board.

Should your application not be approved by Council, you also have the right to appeal to the Local Planning Appeals Tribunal within the same 20 day appeal period. More information is available by contacting the municipal planning department or on the Web at: <http://elto.gov.on.ca/news/local-planning-appeal-tribunal/>

If the application is approved and no appeal is filed, a notice of no appeal is prepared and sent to the applicant at which time the process is now completed. A building permit would not be available for any works associated with the by-law until the appeal period has passed and if no appeals were filed.

### Zoning by-law amendment process summary

1. Pre-consultation (required by By-law 66-2012)
2. Submit application
3. Clerk sets a public meeting  
Notice sent to neighbours within 120 metres (400 feet) and various agencies, 20 days prior to public meeting.
4. Public meeting  
Applicant and/or agent should attend to resolve any potential concerns. Council will consider the proposal and may pass a by-law that meeting.
5. Appeal period  
After a Notice of Passing for the by-law amendment is sent to neighbours within 120 metres (400 feet) and agencies, 20 day appeal period begins.
6. Decision final  
If not appeal is filed with the Township within the appeal period, the process is complete and the zoning by-law amendment is in full force and effect.

\*\*\*please do not return this page\*\*\*





**The Corporation of the Township of Southgate  
Notice of Public Meeting and Complete application  
Concerning a Proposed Zoning By-law Amendment**

**Take Notice** that the Council of the Corporation of the Township of Southgate has received a complete application for approval of a Zoning By-law Amendment pursuant to Section 34 of the Planning Act, R.S.O. 1990, as amended. Council will hold a **public meeting** on:

**February 19, 2020, 7 pm**

in the Council Chambers, 185667 Grey Rd 9, to consider the proposed by-law amendment.

**The Purpose** of the proposed zoning bylaw amendment application is to consider a change to allow for the storage and retail of fuels, specifically, propane tanks. The owners wish to add a storage and retail of fuels specifically propane to the list of permitted uses.

**The Effect** of the proposed zoning by-law amendment would be to add the additional permitted use to the existing uses of the C2-212 zone exception. The zoning symbol on the property C2-212 would remain the same. The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.

**Location of the Subject Land**

The subject land is legally described as Plan 110 Lot 22, Pt lot 11, Con 2 Pt lot 41, Mill St, RP 16R6145 parts 1,2,3 main st W. Geographic Township of Egremont. The lands are alternatively described as 392046 Grey Road 109. The subject land is shown on the key map on the reverse side of this notice. The Township of Southgate Official Plan designates the subject lands as Village Community.

**Making an Oral or Written Submission**

**Any person or public body** is entitled to attend the public meeting and make written or oral submissions in support of, or in opposition to, the proposed zoning by-law amendment. Persons wishing to make an oral submission to Council at the public meeting are invited to register with the Township Clerk (see contact information below). Written comments should also be addressed to the Clerk at the address below. **Please note that all submissions will become part of the public record in their entirety and may be posted to Southgate's website.**

**If** a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Southgate before the by-law is passed, the person or public body is not entitled to appeal the decision of Council of the Township of Southgate to the Local Planning Appeal Tribunal.

**If** a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Southgate before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Notice of Passing**

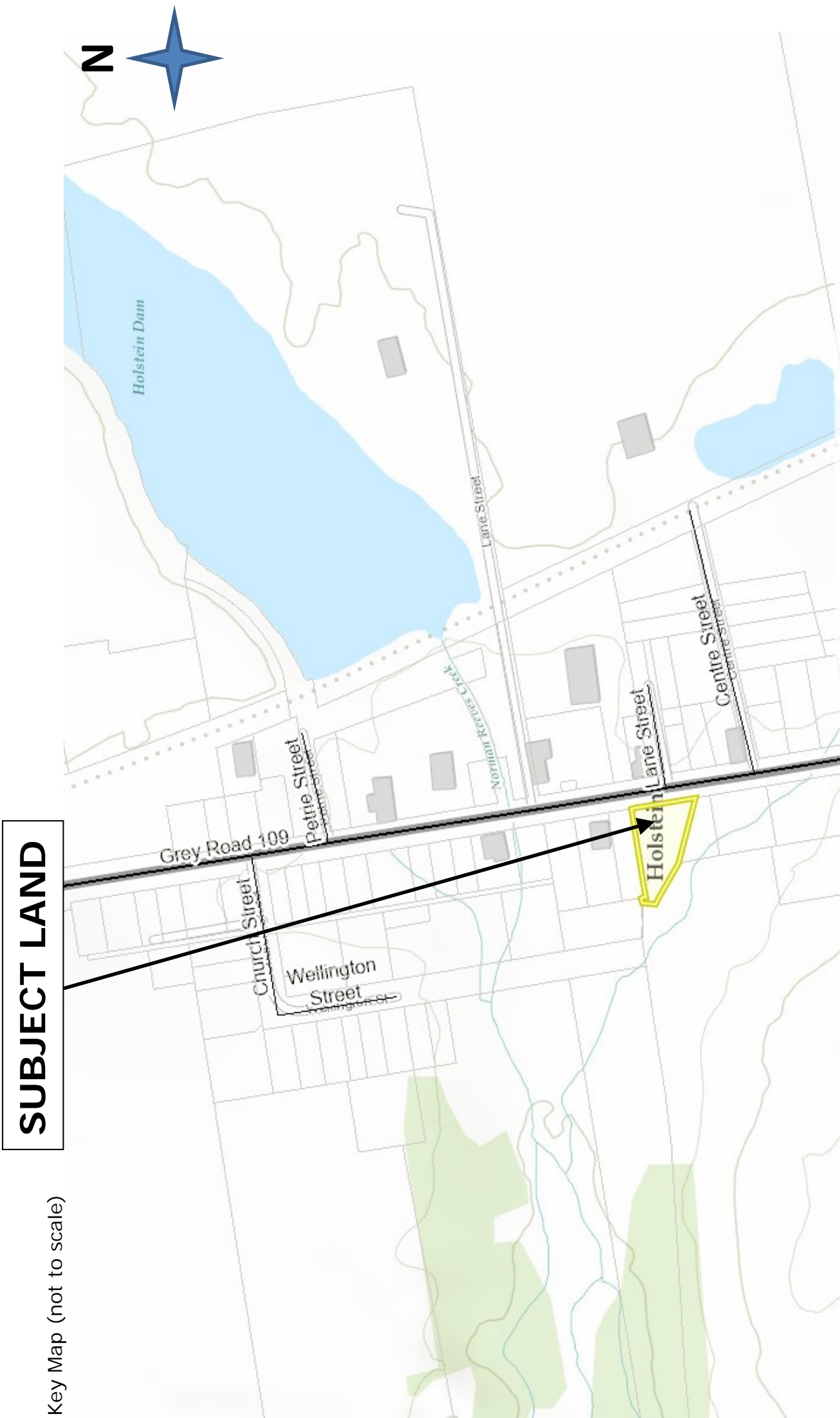
If you wish to be notified of the passing of the proposed zoning amendment you must make a written request to the Clerk at the address shown below.

**Additional Information**

Additional information is available for public viewing on Southgate's website at <https://www.southgate.ca/planning-notices/>, at the Township of Southgate administration office during normal office hours, or by contacting Clinton Stredwick, Planner at ext. 235. Please quote File # C27-19.

Dated at the Township of Southgate,  
this 21<sup>st</sup> day of January 2020.

Lindsey Green, Deputy Clerk  
Township of Southgate  
185667 Grey Rd 9,  
Dundalk, ON N0C 1B0  
Phone: (519) 923-2110 ext. 231



## Elisha Hewgill

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**From:** Chris Hachey <hsmasstlrcc@bmts.com>  
**Sent:** January 20, 2020 10:54 AM  
**To:** Elisha Hewgill  
**Subject:** Request for Comments - Southgate (2681316 Ontario Inc.) - Proposed Zoning By-law Amendment

Our File: C27-19  
Our File: Southgate Municipality

Ms. Hewgill,

The Historic Saugeen Métis (HSM) Lands, Resources and Consultation Department has reviewed the relevant documents and have no objection or opposition to the proposed development, land re-designation, zoning, land severance, Official plan and/or Zoning By-law Amendments.

Thank you for the opportunity to review this matter.

Regards,

Chris Hachey

**Please note our contact information has changed. Please direct all future planning related correspondence to our Lands Resources and Consultation department to [hsmasstlrcc@bmts.com](mailto:hsmasstlrcc@bmts.com)**

Coordinator, Lands, Resources and Consultation  
Historic Saugeen Métis  
204 High Street  
Southampton, Ontario, N0H 2L0  
Telephone: (519) 483-4000  
Fax: (519) 483-4002  
Email: [hsmasstlrcc@bmts.com](mailto:hsmasstlrcc@bmts.com)

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## Township of Southgate

185667 Grey County Road 9,  
Dundalk, ON N0C 1B0

**Jim Ellis,**

**Public Works Manager / Risk Management Official**

**jellis@southgate.ca**



**Phone:** 519-923-2110 ext. 250

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Cell:** 519-378-3777

### Public Works Department

Date: January 24, 2020

File No.: C27-19

Can a safe access be provided? Yes ☒ No ☐

Road Drainage Concern: N/A

Road Standard: Grey County jurisdiction

Road Widening Necessary? Yes ☐ No ☐ N/A ☒

Entrance Requirements: Grey County jurisdiction

Load Restricted Road: Yes ☐ No ☒

Comments: \_\_\_\_\_

### Risk Management Office

Property is located in a Well Head Protection Area:

- ☐ WHPA "A"
- ☐ WHPA "B"
- ☐ WHPA "C"
- ☐ WHPA "D"
- ☒ Not Applicable

Comments: \_\_\_\_\_

Signed: \_\_\_\_\_

Jim Ellis, Public Works Manager / Risk Management Official

## Planning Application Comments

### Building Department

Date: January 27, 2020

File No: C27-19

Property Owner: 2681316 Ontario Ltd.

The Southgate Building Department is aware of the application noted above and at the present time have the following comments.

- ☒ No Concerns or objections with the application.
- ☐ Development will require applicable permits before construction.
- ☐ A Barrier free washroom will be required with Septic system.
- ☐ Recommend the septic design is considered before proceeding.
- ☐ A detailed septic design is required.
- ☐ Road access and Civic number will be required before development proceeds.
- ☒ Comments: Propane storage will need to follow TSSA regulations.

If I can be of any further assistance, please do not hesitate to contact me.

### Bev Fisher

#### Chief Building Official | Township of Southgate

📍 185667 Grey County Road 9, Dundalk, ON N0C 1B0

☎ 519-923-2110 ext. 240 | Mobile: | Fax 519-923-9262

✉ [bfisher@southgate.ca](mailto:bfisher@southgate.ca) | [www.southgate.ca](http://www.southgate.ca)



## Planning and Development

595 9<sup>th</sup> Avenue East, Owen Sound Ontario N4K 3E3  
519-372-0219 / 1-800-567-GREY / Fax: 519-376-7970

February 12<sup>th</sup>, 2020

Lindsey Green, Deputy Clerk  
Township of Southgate  
185667 Grey County Road 9  
Dundalk, Ontario  
N0C 1B0

\*Sent via E-mail

**RE: Zoning By-law Amendment C27-19  
392046 Grey Road 109  
Township of Southgate  
Applicant/Owner: 2681316 Ontario Inc.**

Dear Ms. Green,

This correspondence is in response to the above noted application. We have had an opportunity to review the application in relation to the Provincial Policy Statement (PPS) and the County of Grey Official Plan (OP), Recolour Grey. We offer the following comments.

The purpose of the proposed zoning bylaw amendment application is to consider a change to allow for the storage and retail of fuels, specifically, propane tanks. The owners wish to add a storage and retail of fuels specifically propane to the list of permitted uses.

Schedule A of Recolour Grey designates the subject lands as 'Secondary Settlement Area'. Section 3.6 of the OP states,

- 1) Secondary Settlement Areas, as identified in Table 5 and shown on Schedule A of this Plan include existing community areas which may have significant populations and/or a wide range of uses and amenities. Secondary Settlement Areas are intended to provide a limited opportunity for growth and provide a range of living styles and employment locations.
- 2) Permitted uses in the areas designated as Secondary Settlement Areas are residential uses, bed and breakfast establishments, home/rural occupations, commercial and dry industrial uses, public, recreational, and institutional uses intended to support the surrounding agricultural community.



The proposed development meets the above noted policy; therefore, County planning staff have no concerns..

Schedule A also indicates that there are 'Hazard Lands' on the subject property. Section 7.2 states,

- 9) In the Hazard Lands land use type development and site alterations will only be considered if all of the following can be satisfied:
- a) The hazards can be safely addressed and new hazards are not created or existing ones aggravated;
  - b) No adverse environmental impacts will result. The County, in consultation with the conservation authority, may require an environmental impact study to be prepared at the proponent's expense, in accordance with this Plan;
  - c) Vehicles and people have a way of safely entering and exiting at all times;
  - d) The development does not include;
    - i. Institutional uses including hospitals, nursing homes, pre-school, school nurseries, day care and schools, where there is a threat to the safe evacuation of the sick, the elderly, persons with disabilities or the young during an emergency as a result of flooding, failure of flood proofing measures or protection works, or erosion; or
    - ii. Emergency services such as that provided by fire, police, and ambulance stations and electrical substations, which would be impaired during an emergency as a result of flooding, the failure of flood proofing measures and/or protection works, and/or erosion; or
    - iii. Involve hazardous substances, and their disposal, manufacture, treatment or storage of.
  - e) The advice or approval where required, of the appropriate conservation authority shall be obtained. The County and the conservation authority will consider the mitigation of effects on vegetation, wildlife and fishery resources, and the natural features of the site.
  - f) There is no feasible location for the development outside of the Hazard Lands land use type.

Further, Appendix B also indicates that the subject property is adjacent to a stream. Section 7.9 states,

- 2) No *development* will be permitted within 30 metres of the banks of a stream, river, or lake unless an *environmental impact study* prepared in accordance with Section 7.11 of this Plan concludes setbacks may be reduced and/or where it

has been determined by the appropriate *conservation authority* these setbacks may be reduced. Landowners are encouraged to forest the areas within 30 metres of any stream to maintain and improve *fish habitat, ecological function* of the stream, and to increase natural connections.

County planning staff recommend receiving comments from the Conservation Authority to ensure the storage and retail of fuels on the subject property will not have a negative impact to the surrounding natural heritage and hazard features.

County Transportation Services has reviewed the above noted file and has no objections if the tanks are stored on their property and do not encroach onto the sidewalk.

Provided that positive comments are received from the Conservation Authority regarding the Hazard Lands and the adjacent stream, County planning staff have no further concerns with the subject application.

The County requests notice of any decision rendered with respect to this application.

If you wish to discuss this matter further, please do not hesitate to contact me.

Yours truly,



Hiba Hussain  
Planner  
(519) 372-0219 ext. 1233  
[hiba.hussain@grey.ca](mailto:hiba.hussain@grey.ca)  
[www.grey.ca](http://www.grey.ca)



1078 Bruce Road 12, P.O. Box 150, Formosa ON Canada N0G 1W0  
Tel 519-367-3040, Fax 519-367-3041, publicinfo@svca.on.ca, www.svca.on.ca

SENT ELECTRONICALLY ONLY ([ehewgill@southgate.ca](mailto:ehewgill@southgate.ca))

February 12, 2020

Township of Southgate  
185667 Grey Road 9  
RR 1  
Dundalk, Ontario  
NOC 1B0

ATTENTION: Elisha Hewgill, Administrative and Legislative Assistant

Dear Ms. Hewgill,

RE: Proposed Zoning By-law Amendment C27-19  
392046 Grey Road 109  
Lot 22 Plan 110, Part Lot 11, Part Lot 41 Concession 2 EGR, Mill Street, Parts 1, 2, 3 Plan 16R6145, Main Street West  
Roll No.: 420706003102400  
Geographic Township of Egremont  
Township of Southgate (2681316 Ontario Inc.)

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the above-noted application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2014) and as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). SVCA staff has also provided comments as per our Memorandum of Agreement (MOA) with the Township of Southgate representing natural hazards and natural heritage. Furthermore, the application has been reviewed through our role as a public body under the *Planning Act* as per our CA Member approved Environmental Planning and Regulations Policies Manual, amended October 16, 2018.

The purpose of the proposed zoning by-law amendment is to consider a change which will allow for the storage and retail of fuels, specifically, propane tanks. The owners wish to add a storage and retail of fuels specifically propane to the list of permitted uses.

### **Recommendation**

The proposed zoning by-law amendment application is acceptable to SVCA staff.



Watershed Member Municipalities  
Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands,  
Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce,  
Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington North,  
Town of Saugeen Shores, Township of Southgate, Municipality of West Grey

### **Site Characteristics**

The property operates as a general store in the urban community of Holstein. Norman Reeves Creek is located on lands adjacent to the north of the property, while an unnamed tributary of Norman Reeves Creek is located on lands adjacent to the south and the west of the property.

### **Delegated Responsibility and Advisory Comments**

**SVCA staff has reviewed the application through our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2014). We have also reviewed the application through our responsibilities as a service provider to the Township of Southgate in that we provide expert advice and technical clearance on *Planning Act* applications with regards to natural hazards, and natural heritage as set out in the PPS, 2014, County Official Plan (OP) and/or local official plans. Comments below only include features/technical requirements affecting the property.**

#### **Natural Hazards:**

The natural hazard feature affecting the property is the floodplain of Norman Reeves Creek and of an unnamed tributary of Norman Reeves Creek. SVCA Hazardous Lands mapping depicts the western portion of the property as floodplain based on the Holstein Floodplain Mapping produced by B.M. Ross and Associates Limited, dated July, 2000. It is the recommendation of SVCA staff that the Hazardous Lands designations and EP Zone be revised as part of the proposed zoning by-law amendment to better reflect SVCA mapping. Therefore, please find attached SVCA mapping (scale 1:1,000), dated February 11, 2020 showing SVCA recommended revision to the Hazardous Lands designations and EP Zone shown on the SVCA mapping as SVCA Hazardous Lands.

It is the opinion of SVCA staff that development as proposed as part of the application, including the existing general store building, will not be located within the recommended EP Zone.

### **Provincial Policy Statement – Section 3.1**

Section 3.1.1 of the PPS, 2014 states in part that development shall generally be directed to areas outside of hazardous lands and hazardous sites. It is the opinion of SVCA staff that Section 3.1.1 of the PPS 2014 has been addressed based the application.

### **Township of Southgate Official Plan and Grey County Official Plan**

Section 6.2 of the Southgate OP and Section 7.2.3 of the Grey County OP states in part that buildings and structures are generally not permitted in the Hazard Lands land use type. As mentioned above, it is the opinion of SVCA staff that the existing general store building is not located within the Hazard Lands designation. It is the opinion of SVCA staff that the application is consistent with the natural hazard policies of the Southgate OP and the Grey County OP.

#### **Natural Heritage:**

It is the opinion of SVCA staff that the natural heritage feature affecting the property is fish habitat and its adjacent lands.

Provincial Policy Statement – Section 2.1

Section 2.1 of the PPS, 2014 states in part that development shall not be permitted in fish habitat and its adjacent lands, except in accordance with the specified policies found in Section 2.1.

Township of Southgate Official Plan and Grey County Official Plan Policies

Fish Habitat and its Adjacent Lands

As mentioned above, an unnamed tributary of Norman Reeves Creek flows on lands adjacent to the west and south of the property. Furthermore, Norman Reeves Creek is located on lands adjacent to the north of the property. These watercourses are considered fish habitat by SVCA staff. Section 7.9 of the Grey County OP in part that development and site alteration shall not be permitted within fish habitat and the adjacent lands to fish habitat unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no negative impacts on fish habitat or on their ecological functions. Furthermore, Section 6.5.6 of the Southgate OP states in part that new development is not permitted within the adjacent lands to cold and warm water streams. It is the opinion of SVCA staff that based on the application, impacts to fish habitat and its adjacent lands will be negligible. Therefore, the preparation of an EIS is may be waived in accordance with Section 7.11.3 of the Grey County OP. Therefore, in the opinion of SVCA staff, fish habitat and its adjacent lands policies have been satisfactorily addressed according to the Grey County OP and the Southgate OP.

Statutory Comments

**SVCA staff has reviewed the application as per our responsibilities as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). This regulation, made under Section 28 of the *Conservation Authorities Act*, enables SVCA to regulate development in or adjacent to river or stream valleys, Great Lakes and inland lake shorelines, watercourses, hazardous lands and wetlands. Subject to the CA Act, development taking place on or adjacent to these lands may require permission from SVCA to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected. SVCA also regulates the alteration to or interference in any way with a watercourse or wetland.**

The western and southern portion of the property is within the SVCA Approximate Regulated Area associated with Ontario Regulation 169/06. As such, development and/or site alteration within the SVCA Approximate Regulated Area requires the permission from SVCA, prior to carrying out the work.

"Development" as defined under the *Conservation Authorities Act* means:

- a) *the construction, reconstruction, erection or placing of a building or structure of any kind;*
- b) *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;*
- c) *site grading; or,*
- d) *the temporary or permanent placing, dumping or removal of any material, originating on the site or elsewhere.*

And;

“Alteration” as per Section 5 of Ontario Regulation 169/06 generally includes the straightening, diverting or interference in any way with a river, creek, stream or watercourse, or the changing or interfering in any way with a wetland.

To determine where the SVCA Approximate Regulated Area is located associated with our Regulation on the property, please refer to the SVCA’s online mapping program, available via the SVCA’s website at <http://eprweb.svca.on.ca>. Should you require assistance, please contact our office directly.

#### SVCA Permission for Development or Alteration

Development or alteration including construction, reconstruction, conversion, grading, filling or excavation, and/or interference with a watercourse, proposed within the SVCA Approximate Regulated Area on the property will require permission (SVCA Permit) prior to those works commencing. Based on the C27-19 application, it is the understanding of SVCA staff that no new buildings, structures or site works are proposed as part of the application at this time. A Permit from the SVCA will not be required to for the change which will allow for the storage and retail of fuels, specifically, propene tanks.

#### Summary

SVCA staff has reviewed this application in accordance with our MOA with the Township of Southgate, and as per our mandated responsibilities for natural hazard management, including our regulatory role under the *Conservation Authorities Act*.

Given the above comments, it is the opinion of SVCA staff that:

- 1) Consistency with Section 3.1, Natural Hazard policies of the PPS has been demonstrated.
- 2) Consistency with Section 2.1, Natural Heritage policies of the PPS has been demonstrated.
- 3) Consistency with Grey County OP and Township of Southgate OP policies for natural hazards and natural heritage has been demonstrated.

Please inform this office of any decision made by the Township of Southgate with regard to this application. We respectfully request to receive a copy of the decision and notice of any appeals filed.

Should you have any questions, please contact the undersigned.

Sincerely,







Michael Oberle  
Environmental Planning Technician  
Saugeen Conservation  
MO/  
Enclosure

cc: 2681316 Ontario Ltd. o/a Holstein General Store (via email)  
Barbara Dobreen, Authority Member, SVCA (via email)



C27-19  
392046 Grey Rd. 109  
Egremont  
Southgate  
Roll No.:  
420706003102400

### Legend

-  SVCA Hazardous Lands
-  Watercourse
-  Parcel Fabric
-  Approximate Subject Property



UTM Zone 17N, NAD 83

1:1000

The included mapping has been compiled from various sources and is for information purposes only. Saugeen Valley Conservation Authority (SVCA) is not responsible for, and cannot guarantee, the accuracy of all the information contained within the map.

Produced by SVCA and includes material ©[2020] of the Queen's Printer for Ontario. All Rights Reserved. [2020] May Not be Reproduced without Permission. THIS IS NOT A PLAN OF SURVEY.

This mapping contains products of the South Western Ontario Orthophotography Project 2015 (SWOOP2015). These images were taken in 2015 at 20cm resolution by Fugro GeoServices. They are the property of Saugeen Valley Conservation Authority ©2020.



February 11, 2020



## Schedule A – Request to Appear as a Delegation

I wish to appear before Council on:

*(Please print clearly)*

CONTACT NAME:

Samantha Parent on behalf of Team Town Hall (TTH)

Additional Speaker:

Nathan McMahon

E-MAIL ADDRESS:

clmohd@teamtownhall@gmail.com

### New Delegation

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

- township account for funds, our TTH board, letters of support, fundraising efforts

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):

Support of township holding funds in designated account for TTH

### 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)



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**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](mailto: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.



February 7, 2020

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. Council 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.

# *Dundalk Little Theatre*

*Dundalk Ontario* N0C 1B0

November 6, 2019

page 1 of 32

To Whom It May Concern,

The Dundalk Town Hall and its theatre was built by master craftsmen at the turn of the century before the invention of microphones. Two people can be standing centre stage having a casual conversation and someone sitting in the back row of our theatre's balcony would be able to hear every word being spoken. That is how good the acoustics are in our beloved theatre. Our actors young and old love performing on its stage and we miss not having access to it and so does our community.

The Dundalk Little Theatre was formed in 1998 and since its inception has put on 35 plays, 7 musicals, several dinner theatres and Old-Fashioned Community Christmas Concerts.

The profits from our well attended performances have given us the financial capacity to donate to the local hospital building fund, the food bank, library, VON as well as giving a bursary every year to a graduating student at our local secondary school.

The Dundalk Little Theatre is a sustainable community group that prides itself in helping other local organizations through volunteering and with monetary donations. In the past we have paid for a new stage floor in our theatre, stage lights, fireproof stage curtains and sound system. In the 1990's our community rallied together and bought new upholstered theatre seats, which now sit empty.

We are excited to support the community citizen action group called "Team Town Hall" and Southgate Township in raising the required funds as stated in the grant application.

People of all ages and ethnicity participate in our little theatre group and attend our performances. We want to make our group and our theatre accessible and available to individuals with disabilities. This grant would enable us to make our building and theatre accessible to all!

Our community is growing. Dundalk presently has 3 new subdivisions, with a fourth being planned in 2020. We have had several young families ask about what performances, dance, voice and music lessons their children could participate in.

We want our building to be able to offer all of these as well as youth choirs and leisure activities for our growing senior population. In the past we used to have activities on a regular basis for our seniors to participate in.

In the past our theatre showed Saturday matinee movies. With all theatres being a considerable distance away there exists a gap within the community. By utilizing this facility, we can once again offer local economical entertainment for all the families in our area, as well as providing a great way for the youth to gain the volunteer hours needed for graduation.

A healthy community is comprised of several components which include sports, education, faith, arts and culture. At present our community is lacking in the arts and culture. We desire to be able to make this a more balanced and healthy community.

We respectfully request you honor Southgate Township with a grant to enable us, as a community to restore our treasured Olde Town Hall and once again open its doors!

Sincerely,

  
Jessica Walker, President

  
Bonnie Black, Treasurer

519.924.2843  
40 Sydenham St.  
Flesherton, ON  
N0C 1E0

**SOUTH  
GREY  
MUSEUM**

November 6, 2019

To Whom It May Concern:

Re: Letter of Support for the Revival of the **Dundalk Olde Town Hall**

The South Grey Museum was founded in 1974, and strives to bring Our Community together. As a Community hub in Grey Highlands, we celebrate local history and culture with programming and exhibits inside the Museum and throughout the Municipality. As part of Economic Development, we promote and support local community groups, cultural events, businesses, history, and culture.

We have educational programming for kids, work with and mentor local Youth, have great participation from our Seniors, council members, and Municipal staff. Even people in their 30 and 40s think that the museum is cool. We also produce videos on Youtube like this one: [The Green Disease](#). Our social media presence stimulates community dialogue, inclusion and participation. See our Instagram @southgreymuseum.

Recently, on Sept 28, 2019, with the help of many Good People in Our Markdale Community, we held "Markdale is Rad", a night for people to get together and spend time on Main St. We covered the walls with cool posters about Markdale's history. Someone donated a popcorn machine. We played old timey music, and raised money for local charities with a nighttime vendors market. It was great. Over 100 People came out and brought old things to show n tell and to sit down for interviews about "The Good Old Days". We helped revive a vital aspect of Local Culture: Pride of Place.

Pride of Place demonstrates to people that the Place they live is a Good Place, worthy of respect. People feel more engaged and contribute to events, businesses and the overall feeling of neighbourliness.

We support the revival of the Olde Town Hall. It's vital to the character of Dundalk, as it is the TOWN HALL. Downtown Dundalk is integral to the culture of the Place -it was an active downtown for decades, and the character can be revived for the betterment of the Community. A revitalized Downtown with the Hall as a feature would help attract tourists and entrepreneurs, and would be a physical manifestation of what Dundalk is about.

As the local Museum, we are so happy to work with the Dundalk Historical Society and offer support for events and exhibits.

All the best to you and the Good People of Southgate,

Robert Iantorno,

Curator.

# **Dundalk and District Historical Society**

**c/o Box 280, Dundalk, Ontario**

**NOC 1B0**

November 6, 2019

To Whom It May Concern:

**Re: Letter of Support for the Restoration of the Dundalk Olde Town Hall**

The Dundalk and District Historical Society was first formed in the mid 1950's and over the years it has been consistent in its mandate of preserving and sharing local history. Since its reactivation in 2018, we have had presentations about a community cemetery and its founding families, a local brick making business, the history of sport in Dundalk, a virtual walk through Dundalk in the 1940s with a description of the buildings and their changing uses and businesses over time. DDHS sponsored a well received Antique Show in July in partnership with the annual Dundalk Automotive Swap Meet. The picture display of Dundalk buildings, businesses and streets was particularly popular. Most recently, we have visited a neighbouring town's museum which was particularly relevant to us as it contains many items that came from Dundalk and area people.

We support the restoration of the Dundalk Olde Town Hall. It is a beautiful building which holds many memories of the pealing bell and the welcome home dinners for returning soldiers, the wedding receptions, dances, and the movies that played. Dundalk Little Theatre made its home in the building and presented wonderful plays with a talented cast, directors and a multitude of other volunteers who were all local citizens. The second floor venue is a beautiful theatre with great acoustics and comfortable seats. We would like to see this theatre be back in use by Dundalk Little Theatre and so many other groups.

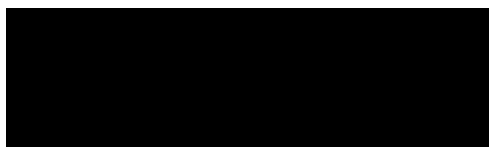
The Dundalk and District Historical Society want to see a home and centre for our area's history. The Town Hall is in the heart of the town and it should be the natural repository for local artifacts and history. We propose that the main floor be renovated to be a museum and cultural centre that hosts picture and art displays as well as special displays of local heritage and exhibits from other museums. It's impossible to imagine a more fitting setting. The Town Hall could house genealogy and historical research. At present and without the use of the Town Hall, there is limited preservation of records, pictures and artifacts, decreasing awareness of local culture and heritage, and long distances to be travelled to reach other centres. This is

rural Ontario, living in a major snow belt area - our local culture and history needs to be accessible - including affordable.

Dundalk and the surrounding area are attracting new housing developments and many new people. We would like people to know why making their home here is a great decision and to engage in keeping this community vibrant. People will be proud to live here - preserving the Town Hall is key to this.

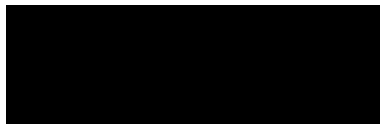
The Dundalk Olde Town Hall has strong and broad based support from both young and older citizens. The Dundalk and District Historical Society is pleased to support the restoration of this heritage building and, with your help, to ensure its use as a community heritage centre, and for other cultural uses.

Sincerely,



Mary Redmond

Chairperson



Muriel Scott

Vice Chairperson

**Township of Southgate  
Youth Action Committee (YAC)**



April 11, 2018

Dear Southgate Township Council and Staff,

On behalf of the Youth Action Committee, we wish to express our support of Team Town Hall in its goal to save/restore the Olde Town Hall in Dundalk. We are too young to have created our own memories in this hall but hope that we have the opportunity to do so in the future.

Members of the Youth Action Committee are involved in their school in music, drama and the arts. We had the opportunity recently to have a tour of the building. While the basement is 'creepy' and we didn't want to get locked in the jail cell, the theatre was amazing!

YAC members commented they could see themselves participating in a battle of the bands, wanting to get involved in a theatre production or simply wanting to watch a play or movie from the balcony. They also expressed an interest in perhaps having regular youth drop in events.

We would like to have the opportunity to provide input on the Olde Town Hall's future use and hope that the cost estimate of restoring this building, in which our parents and grandparents have a history, will not be out of reach for the community.

Sincerely,

[Redacted Signature]

Emma Hill  
YAC Chair





To Whom It May Concern:

The Dundalk Lions Club was founded in 1973 and has served the community in many ways since then, contributing time, money and effort to benefit all in the community. Projects are many over the years, and include annual events and larger contributions for medical care and other needs. We have a special interest in the youth. We also respect our heritage, and have been involved in improvements to the Town Hall in the past.

The project proposed for a Culture/Heritage Hub at the Town Hall would be a great help in providing positive activities in our community, which has many young families moving here from the city to live in the new subdivisions. It would be a place for new residents and long-time residents to meet and get to know each other.

Opportunities like doing drama, having Open Mike nights, learning skills like digital photography and videography - all within our town will help our rural youth. Historically, they have had to do without many such activities common in larger centres. Simply getting to see a movie is a big deal, when theatres are 40 minutes or more away and winter weather challenging.

As many of our members are local business people, we are concerned about our downtown. This investment would improve the downtown and would also bring many more people out to see what is actually available in this community.

Our local history book, published a number of years ago, had the picture of the Town Hall on the front cover. That is how central this place was and still is to this town and this area. With the theatre having been closed for the last five years, now is the time to take advantage of this still important asset and equip it to serve as a centre for the whole district into the future.

Thank you for your consideration.

Sincerely,

[Redacted signature]

LION PRESIDENT.



## *The Royal Canadian Legion*

*Branch 285*

*P.O. Box 366*

*Dundalk, Ontario*

*N0C 1B0*



To Whom it may concern:

This is a letter to show support to the committee that is overseeing the rebuilding of the old Dundalk town hall. We think it is very beneficial to our community to have this building redone and it could have many uses .

If there are any other information you need or questions feel free to contact myself @ [REDACTED]

President of branch #285  
[REDACTED]

*"They served till death! Why not we?"*



# Highpoint Community School

Carolynn Dyer, Principal

351 Main Street West, P.O. Box 310

Dundalk, Ontario N0C 1B0

Telephone: 519-923-2336 Fax: 519-370-2926

Web Site: [www.hpe.bwdsb.on.ca](http://www.hpe.bwdsb.on.ca)

November 10, 2019.

To Whom It May Concern;

I would like to take this opportunity to support the grant proposal for a Cultural Hub at the Town Hall. I have fulfilled various roles in the Dundalk schools for almost fifteen years. Additionally, my husband and I raised our daughters in Dundalk.

I believe the Cultural Hub has great potential as it will help fill a void of cultural opportunities for youth. I also believe it will be supported by the youth of the community.

To my knowledge, there are not any Arts opportunities for the youth of the town in Dundalk. I don't believe there is even a piano teacher in town. My experience as an educator has been that students gravitate towards opportunities to be involved in school choirs and plays. They thoroughly enjoy opportunities provided in school both through curricular and extracurricular programs. It should be noted however that extracurricular activities are limited, and may only include the opportunity to be part of the Remembrance Day Choir.

Both the location and social economics of the area have a significant impact on opportunities for students. Opportunities provided by other non-profit organizations in town have experience significant student interest. The South East Family Team organizes an afterschool weekly club, with the focus of increasing physical activity. The local library is a popular after-school location for students. When the school has had funding for an afterschool literacy or numeracy program, they have also been well attended. Students are eager to find positive and productive activities in which to be involved.

Dundalk is a growing town with an increase of young families. I believe the Cultural Hub at the Town Hall would not only provide a valuable service for our residence but also provide a window into the history of our past.

Sincerely,

Carolynn Dyer  
Principal

November 5, 2019

I have been a mental health counsellor for children and families in the Southgate and surrounding area for the past 20 years. In my role I see children and families who are struggling with various mental health concerns, ranging from ADHD to depression to anxiety as well as more severe diagnosis.

In the mental health field we are aware and it has been well documented and researched that children have improved mental health when they are involved in activities they enjoy, which promote community, team work, build on skills and improve confidence. Activities such as sports and clubs are important in the development children, providing a sense of belonging and connection they do not always find in other areas of their lives. We also know that youth who are not connected to programs and activities are more at risk of engaging in risk taking behaviours, such as substance use. In our rural communities, choice of activities is limited and for many families in the area, the cost of registration and transportation are often barriers and prevent children from being able to be involved in activities.

The Town Hall program could provide activities and programs to youth, with a variety of interests. Involving youth in drama, art, photography workshops would be beneficial to promoting mental health in youth. The close proximity for families would prevent transportation barriers. The more options for youth to be involved in positive activities, the less opportunity for them to engage in high risk behaviours. Positive connections and involvement mean opportunities for youth to build relationships with peers and adult allies, develop skills and competencies which promotes healthy self-esteem and a sense of competency in them.

From a mental health perspective the Town Hall program is imperative to promoting the overall health and wellbeing of our youth, setting them up to be healthy and productive adults.

Sincerely,

Cherisse Jack

Child and Youth Work Counsellor

## SOUTHGATE SENIORS ADVISORY COMMITTEE

November 7, 2019

The Corporation of the Township of Southgate  
185667 Grey Road #9  
Dundalk, ON N0C 1B0

Dear Southgate Council,

The Southgate Seniors Advisory Committee (SSAC) supports this project and provides this letter of support for the funding proposal being submitted by the Township of Southgate for the Olde Town Hall Rehabilitation and Renovation project.

This proposal by the Township of Southgate will provide our community with a cultural centre that is important to seniors in our area to gather and interact for social activities and events. This project would allow access to a broader range of arts and theatre services in our community. It is important for the seniors in our community to be active and the SSAC as a group promotes inclusion, participation and the good health of our elderly residents. The Olde Town Hall Rehabilitation and Renovation Project would allow access to more diverse activities and better serve the Dundalk community and rural area.

SSAC fully support this grant application for the Olde Town Hall to be renovated to an accessible facility to allow more programming services to be available to community members of all ages.

Yours truly,



Eleanor Adams  
Southgate Seniors Advisory Committee

3 Nov 2019, 19:13

To: Team Town Hall and The Township of Southgate

From: Dundalk Young at Heart, a member of United Senior Citizens of Ontario


The Dundalk Young at Heart have 56 active members who live in Southgate, Melancthon and Grey Highlands. We are a social support club that provide pertinent information to seniors and enjoy meals together and local entertainment.

We are writing a letter of support for upgrade and re-opening of the Dundalk Olde Town Hall Theatre. The Dundalk community is fortunate to have an arena which supports local sports and the fall fair and the South East Grey Health Center and Erskine Wellness Center for medical and related programs. There is a gap in support of theater and the performing arts here. By restoring the Town Hall Theater we have an opportunity to remedy that lack.

This would give a permanent home for Dundalk Little Theater as well as Junior Musical Theater ; while the main floor could be used for local artists or perhaps a satellite site for museum displays. This could become a cultural hub open to all ages, accessible (with an elevator ) to all. The team has addressed ongoing maintenance and believe it can be self-supporting.

As a group of concerned seniors of Dundalk we wish to endorse Team Town Hall. There will be lots of work ahead to raise funds and to get commitments but the end result will create a heritage gem in the middle of town.

Doris Nurcombe, President DYAH





GO Adventure Co.  
199347 2nd Line NE, Melancthon, ON.  
519-373-6638  
gocrew@goadventure.co

October 28, 2019

To Whom it May Concern,

I write on behalf of GO Adventure CO. (GO) in support of Team Town Hall's proposal to save and restore the Olde Dundalk Town Hall for future community use as an art and culture building. At GO we are outdoor play enthusiasts offering recreation programming to children and youth from Dundalk and surrounding areas. We are based out of Melancthon, a neighbouring municipality, which is also in desperate need for more community programming opportunities and locations to facilitate these programs. Restoring the Olde Dundalk Town Hall will not only benefit the people of Dundalk, but it will spread to a much larger demographic area, encompassing many other towns and municipalities and their community of people.

As a business that has been providing a service to many members of Southgate for the past 5 years, I can see first hand how this project will better the community. Our goal at GO is to help build a community of GO-ers through play and movement, spending time outdoors, and most importantly leaving lasting positive memories on our crew. The vision of Team Town Hall aligns with ours, as they hope to build a place to connect with the community, be a positive outlet for many, and make lifelong lasting memories. The reopening of Old Dundalk Town hall would be very complementary to our programs and a positive addition to our community.

Through communication with our GOers and their families, the consensus is that Dundalk is currently lacking in options for programming including recreation, arts and culture in our community. Although we are a business serving one of these needs, our programs are continually at capacity meaning that other participants must be turned away. There is interest and demand for more arts, culture and recreational programming in this area, and with the rapid growing population of our communities, the demand for this will continue to increase.

Currently many of our GO-ers that are interested in participating in arts and cultural programs must drive to other towns in order to access this. This divides our community instead of bringing it together. Having a building in Dundalk like the Olde

Town Hall that is accessible to everyone and dedicated to arts and culture could become a hub for discovering passions, meeting new people, feeling supported, and building a close-knit community. Lack of access to transportation (no public transit, no vehicle, no ride sharing options, etc) is a main reason we hear of why many rural people cannot participate in our recreation programs and we are only located on a property about 5 km from Dundalk. Since the Olde Town Hall is located right in the heart of Dundalk, it would eliminate this barrier for people.

I started GO Adventure in this area because it is where I grew up and so I have a vested interest in it being a thriving, healthy, and strong community. With GO, I have been involved in many rural development and tourism conferences and it has brought to my attention through the example of many other smaller towns that a lot of their economic success comes from tourism and bringing visitors in. Being on Highway 10 makes Dundalk a high traffic area thus raising the potential for visitors to come stop and see the historical buildings, the quaintness of a small town and a rural community way of living that is increasingly diminishing in large urban sprawls. The opportunity to restore the Olde Town Hall is a chance to kick start the beautification of the whole town of Dundalk.

I again strongly recommend and support the renovation and revitalization of the Olde Dundalk Town Hall, so that it can function as intended and help revitalize our little community. It has the chance to be the catalyst for more effort, energy, money and time being invested into OUR community.

Sincerely yours,



Alycia Bannon  
Founder - GO Adventure Co.





November 4, 2019

### **Letter of Support for Olde Town Hall Revitalization Project**

Good Afternoon;

It has recently been brought to my attention, the proposed preservation and revitalization project in regard to the Olde Town Hall in Dundalk, Ontario.

I have owned and operated a small dance school in Dundalk, Grand Valley and Shelburne for 20 years. I am very limited with locations to hold lessons, show cases and recitals for the smaller towns and surrounding areas. In the 5 years I have been teaching ballet, jazz, acrobatics, musical theatre etc. in Dundalk, I have become very familiar with the lack of services locally within the performing arts sector. I have a Bachelor of Arts Degree from the University of Waterloo in Dance and Human Kinetics. The Arts should be an integral part of the curriculum for today's youth within the school system but sadly when even "cursive" handwriting is now not a required necessity for the future, we are seeing the slow demise of even the importance of visual arts.

In consideration of the extensive population growth in Dundalk, an Arts venue would truly benefit the community, creating opportunities and familiarity amongst the many diverse families now moving out of the larger cities and towns and into what we feel is a safer and less hectic environment, especially for our children. We cherish our local heritage and history as well as the Mennonite Community with their buggies and horses. The availability and access to an Arts related facility would definitely have a prolific impact on the community for the better. All residents, young and old, would greatly appreciate the opportunity to express themselves creatively; be it acting, singing, dancing, enjoying the visual arts, music, as well as an unending list of possible sewing, knitting or crafting classes in a historical environment.

Currently there are no movie theatres, plays, concerts or anything within a reasonable distance for the local youth or general population to attend or participate in. Our winters are long and cold with an abundance of snow making at times, travel impossible but most days difficult and dangerous.

In closing, I would like to submit my full support and highly recommend this project for your consideration. It would be instrumental in sustaining the importance of artistic creativity, communication and camaraderie within Southgate Township and surrounding little towns for many years to come.

Thank you very much for your time and consideration.

Sincerely,

Lori Gray~Director, Dance Fuel



Community Childcare and  
Family Education Centres

## KIDS & US COMMUNITY CHILDCARE AND FAMILY EDUCATION CENTRES

P.O. Box 51, 206 Toronto Street South, Markdale, ON N0C 1H0

(519) 986-3692

(800) 265-9107

kidsandus@kidsandus.ca

November 5, 2019

To whom it may concern;


Kids & Us Community Childcare and Family Education Centres is a non-profit charitable organization that offers programs for early learners (birth to age 12) and their caregivers. We operate 6 licensed childcare centres, multiple Before and After School programs as well as provide EarlyON programs in many communities, one of which is the village of Dundalk.

On behalf of Kids & Us I would like to provide this letter as one of support for Dundalk Olde Town Hall's ICIP Application and plan to restore the space to create an Arts and Culture Centre in the community.

An Arts and Culture Centre in Dundalk would be a benefit to the community, and a great destination for children and youth. Currently there is nothing comparable in town to what is proposed. Kids & Us would participate in art and cultural experiences at the restored Olde Town Hall for children who attend our programs. E.g. Field trips for live theatre events, visual arts, potential art gallery, classes etc. Currently, to experience these types of events it requires a bus trip out of town, which is time consuming and financially limiting.

As Early Learning Professionals, we understand the benefits and importance of Arts and Cultural experiences in the development of children and youth. These experiences help children become creative individuals. Participating in the arts gives children a voice and a way to express themselves. What a fantastic opportunity it would be to have these experiences right in our community!

Sincerely,

  
Michelle Knott RECE  
Executive Director  
Kids & Us Community Childcare and Family Education Centres

November 4, 2019

Lavelle Da Silva, President  
Generation Connection



RE: Dundalk Old Town Hall

To Whom It May Concern:

We are a Non-Profit Organization that holds events for the youth in our Community. We have been part of the Dundalk Community for over thirty years. It is important to keep our youth active and entertained, in order for them to mature and grow.

It is also important, to save our Old Town Hall. It has been a gathering place for our residents. The Performing Arts have entertained there for years, and now that it has not been available, they have not been able to continue. This is a very important part of our community, in the downtown core of our village and should be saved.

If the building is restored, they could bring Movie Night back. They could continue putting on the plays that have been so favourable. It could also be a meeting hall, when necessary for groups to gather, and I'm sure, many other activities, once it has been completed.

We totally support the Team Town Hall initiative, of restoring the Dundalk Old Town Hall.

Regards,

Lavelle Da Silva, President



## **Township of Southgate**

### **Minutes of Council Meeting**

February 5, 2020

9:00 AM

Council Chambers

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

Members Absent: Deputy Mayor Brian Milne  
Councillor Michael Sherson

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

#### **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. 2020-036

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** Council confirm the agenda as amended to move By-law 2020-011 and By-law 2020-012 until after the Closed Session meeting.

**Carried**

#### **4. Declaration of Pecuniary Interest**

No one declared a pecuniary interest related to any item on the agenda.

#### **5. Delegations & Presentations**

##### **5.1 Grey County Federation of Agriculture Presentation**

No. 2020-037

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** Council receive the Grey County Federation of Agriculture presentation as information.

**Carried**

#### **6. Adoption of Minutes**

No. 2020-038

**Moved By** Councillor Rice

**Seconded By** Councillor Dobreen

**Be it resolved that** Council approve the minutes from the January 15, 2020 Council and Closed Session meetings as presented.

**Carried**

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

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

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

No. 2020-039

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**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.

**Carried**

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

No. 2020-040

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**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.

**Carried**

## **7.2 Deputy Clerk Lindsey Green**

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

No. 2020-041

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**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.

**Carried**

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

No. 2020-042

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**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).

**Carried**

**7.2.3 By-law 2020-013 - SP6-19 Amending Site Plan Agreement - Orlan Martin**

No. 2020-043

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobreen

**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.

**Carried**

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

No. 2020-044

**Moved By** Councillor Rice

**Seconded By** Councillor Dobreen

**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.

**Carried**

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



No. 2020-045

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**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.

**Carried**

### **7.3 Treasurer William Gott**

#### **7.3.1 FIN2020-004 2020 Funding Request**

No. 2020-046

**Moved By** Councillor Frew

**Seconded By** Councillor Shipston

**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.

**Carried**

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

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

No. 2020-047

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**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.

**Carried**

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

No. 2020-048

**Moved By** Councillor Rice

**Seconded By** Councillor Frew

**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.

**Carried**

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

No. 2020-049

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobreen

**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.

**Carried**

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

No. 2020-050

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**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.

**Carried**

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

No. 2020-051

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**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).

**Carried**

Council recessed at 10:06 AM and returned at 10:15 AM.

**7.5 Chief Administrative Officer Dave Milliner**

**7.5.1 CAO2020-005 Municipal Clerk Appointment**

No. 2020-052

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**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.

**Carried**

#### **7.5.2 By-law 2020-021 - Acting Clerk Appointment**

No. 2020-053

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** 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.

**Carried**

#### **7.5.3 CAO2020-006 Southgate Economic Development Update Report**

No. 2020-054

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**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.

**Carried**

#### **7.5.4 CAO2020-007 Southgate Grant Funding Opportunities**

No. 2020-055

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**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.

**Carried**

#### **7.5.5 CAO2020-008 Watra Resort Lands Update**

No. 2020-056

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**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.

**Carried**

#### **7.5.6 CAO2020-010 Community Foundation Grey Bruce**

No. 2020-057

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**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.

**Carried**

## **7.6 Planner Clinton Stredwick**

### **7.6.1 PL2020-001- ZBA C15-19 - Emerson and Barbara Martin**

No. 2020-058

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report PL2020-001 for information; and

**That** Council Consider approval of By-law 2020-015.

**Carried**

### **7.6.2 By-law 2020-015 - ZBA C15-19 - Emerson Martin**

No. 2020-059

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**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.

**Carried**

**7.6.3 PL2020-002 - ZBA C18-19 - Ivan S Martin**

No. 2020-060

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report PL2020-002 for information; and

**That** Council consider approval of by-law 2020-016.

**Carried**

**7.6.4 By-law 2020-016 - ZBA C18-19 - Ivan Martin**

No. 2020-061

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**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.

**Carried**

**7.6.5 PL2020-003 - ZBA C20-19 - Powdermax Inc**

No. 2020-062

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report PL2020-003 for information; and

**That** Council consider approval of By-law 2020-017.

**Carried**

**7.6.6 By-law 2020-017 - ZBA C20-19 - Powdermax Inc.**

No. 2020-063

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**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.

**Carried**

#### **7.6.7 PL2020-004 - ZBA C22-19 - 26771488 Ontario Inc.**

No. 2020-064

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report PL2020-004 for information; and  
**That** Council consider approval of By-law 2020-019.

**Carried**

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

No. 2020-065

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**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.

**Carried**

## **8. Consent Items**



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

No. 2020-066

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

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

**Carried**

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

**8.1.2 CAO2020-011 Southgate CAO Update January 2020**

**8.1.3 PW2020-006 Department Report**

**8.1.4 2020-01-16 Librarian CEO Report and 4th Quarter Stats**

**8.1.5 December 2019 Cheque Registers**

## **8.2 Correspondence (for information)**

No. 2020-067

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

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

**Carried**

**8.2.1 Councillor Shipston ROMA Report - received January 26, 2020**

**8.2.2 Councillor Dobreen ROMA Report - received January 28, 2020**

**8.2.3 2020 GRCA Budget Package and Municipal Levy - received January 27, 2020**

**8.2.4 GCFA/BCFA Politicians Meeting Invitation - received  
January 27, 2020**

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

No. 2020-068

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council approve the items on the Resolutions of Other Municipalities consent agenda dated February 5, 2020 and direct staff to proceed with all necessary administrative actions

**Carried**

**8.3.1 Municipality of West Grey Saugeen Mobility and  
Regional Transit Resolution - received January 29,  
2020**

**8.4 Closed Session (for information)**

None.

**9. County Report**

Councillor Dobreen attended the County Council meeting as the alternate member. She commented that members received a very robust update about the joint Community Safety and Well-Being Plan with Bruce and Grey Counties and their member Municipalities and how that is working. She added that some housekeeping amendments were made to the County Official Plan and that Council directed staff to draft a new forest management by-law.

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

Councillor Frew and Mayor Woodbury updated members that Grey County OPP Detachment Commander Martin Murray has left the organization and has taken on a new position. A discussion was held about the appointment of a new Detachment Commander in the near future.

CAO Milliner discussed a media release that was shared on Monday about the joint Community Safety and Well Being Plan between Grey

and Bruce Counties and their member Municipalities. Find more information about the plan [here](#). He also added that himself and Grey County CAO Kim Wingrove delegated to the Ontario Minister of Finance at a consultation held in Owen sound on various topics including provincial downloading of services, healthcare issues including the Local Health Integration Network as well as the education system.

CAO Milliner discussed a media release that was shared on Monday about the joint Community Safety and Well Being Plan between Grey and Bruce Counties and their member Municipalities. Find more information about the plan here. He also added that himself and Grey County CAO Kim Wingrove delegated to the Ontario Minister of Finance at a consultation held in Owen sound on various topics including provincial downloading of services, healthcare issues including the Local Health Integration Network as well as the education system.

Councillor Dobreen added that she attended a consultation in Barrie with regards to conservation authorities and mentioned a second event being held that would be of benefit for staff to attend.

Councillor Dobreen moved the following motion.

No. 2020-069

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

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

**Carried**

## **11. Closed Meeting**

No. 2020-070

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council proceed into closed session at 11:29 AM 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.

**Carried**

Council recessed at 11:31 AM and returned at 11:34 AM.

Treasurer William Gott left Council Chambers at 11:52 AM and did not return.

Public Works Manager Jim Ellis left Council Chambers at 11:58 AM and did not return.

No. 2020-071

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**Be it resolved that** Council come out of Closed Session at 12:09 PM.

**Carried**

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

No. 2020-072

**Moved By** Councillor Frew

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive the verbal report regarding tax arrears extension agreements as information.

**Carried**

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

No. 2020-073

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**Be it resolved that** Council receive closed session Staff Report CAO2020-012C for information.

**Carried**

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

### **12.1 By-law 2020-011 - Tax Arrears Extension Agreement**

No. 2020-074

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**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.

**Carried**

### **12.2 By-law 2020-012 - Tax Arrears Extension Agreement**

No. 2020-075

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**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.

**Carried**

**13. Confirming By-law**

No. 2020-076

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**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.

**Carried**

**14. Adjournment**

No. 2020-077

**Moved By** Councillor Frew

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

**Carried**

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Mayor John Woodbury

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Deputy Clerk Lindsey Green



## **Township of Southgate**

### **Minutes of Special Council Meeting**

February 12, 2020

9 AM

Council Chambers

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

Staff Present: Dave Milliner, CAO  
Jim Ellis, Public Works Manager  
William Gott, Treasurer  
Bev Fisher, CBO  
Kevin Green, Facilities Manager  
Lacy Russell, Library CEO  
Derek Malynyk, Acting Fire Chief  
Clinton Stredwick, Planner  
Lindsey Green, Acting Clerk  
Elisha Hewgill, Legislative Assistant  
Kayla Best, HR Coordinator  
Lisa Wilson, PW Administrative Assistant

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

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

#### **2. Confirmation of Agenda**

No. 2020-078

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

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

**Carried**

**3. Declaration of Pecuniary Interest**

No one declared a pecuniary interest related to any item on the agenda.

**4. Committee of the Whole**

**4.1 Resolve into Committee of the Whole**

No. 2020-079

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** Council recess the Special Council meeting at 9:00 AM and move into the Committee of the Whole meeting to allow for fuller discussion during the Council Visioning Session.

**Carried**

**4.2 Appointment of Chair**

No. 2020-080

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Sherson

**Be it resolved that** the Committee appoint Mayor Woodbury as Chair of the Committee of the Whole meeting on February 12, 2020.

**Carried**

**5. 2020 Council Visioning Session**

No. 2020-081

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** the Committee of the Whole receive the Visioning Session presentations as information; and



**That** the Committee of the Whole recommend to Council that the Visioning Session presentations be received as information.

**Carried**

**5.1 9:00 AM - 9:45 AM - Stewardship Ontario's Continuous Improvement Fund - Future of the Blue Box Program Presentation - Michael Birett, Managing Director**

**5.2 9:45 AM - 9:55 AM - Overview of Internal Customer Service Training Program Presentation - Kayla Best, HR Coordinator**

**5.3 9:55 AM - 10:15 AM - Information Technology Policy Training - Kayla Best, HR Coordinator**

**5.4 BREAK**

Council recessed at 10:11 AM and returned at 10:22 AM.

**5.5 10:30 AM - 10:45 AM - Council Visioning Session Introduction - Dave Milliner, CAO**

**5.6 10:45 AM - 11:00 AM - Department Presentation - Dave Milliner, CAO**

**5.7 11:00 AM - 11:30 AM - Department Presentation - Finance - William Gott, Treasurer**

Councillor Dobreen moved the following motion.

No. 2020-082

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

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

**Carried**

**5.8 11:30 AM - 12:00 PM - Department Presentation - Roads and Waste - Jim Ellis, Public Works Manager**

**5.9 LUNCH**

Council recessed at 12:18 PM and returned at 12:44 PM.

**5.10 12:30 PM - 1:00 PM - Department Presentation - Water & Wastewater - Jim Ellis, Public Works Manager**

Deputy Mayor Milne left Council Chambers at 12:48 PM and returned at 12:49 PM.

**5.11 1:00 PM - 1:15 PM - Department Presentation - Clerks - Lindsey Green, Acting Clerk**

**5.12 1:15 PM - 1:30 PM - Department Presentation - Fire - Derek Malynyk, Fire Chief**

**5.13 1:30 PM - 1:45 PM Department Presentation - Recreation - Kevin Green, Facilities Manager**

Councillor Shipston left Council Chambers at 1:59 PM and did not return.

**5.14 1:45 PM - 2:00 PM - Department Presentation - Library - Lacy Russell, Librarian CEO**

Council recessed at 2:12 PM and returned at 2:21 PM.

**5.15 2:00 PM - 2:15 PM - Department Presentation - Building - Bev Fisher, Chief Building Official**

**5.16 2:15 PM - 2:30 PM - Department Presentation - Planning - Clinton Stredwick, Planner**

**5.17 2:30 PM - 3:00 PM - Department Presentation - Economic Development & Industrial Land - Dave Milliner, CAO**

**5.18 General Discussion and Q & A**

**6. Resolve back to Council**

No. 2020-083

**Moved By** Councillor Dobreen

**Seconded By** Deputy Mayor Milne

**Be it resolved that** the Committee resolve back to the Special Council meeting at 3:37 PM.

**Carried**

**7. Motions Resulting from Committee of the Whole**

## **7.1 2020 Council Visioning Session**

No. 2020-084

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**Be it resolved that** Council receive the Visioning Session presentations as information.

**Carried**

## **8. Confirming By-law**

No. 2020-085

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Sherson

**Be it resolved that** by-law number 2020-023 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its special meeting held on February 12, 2020 be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

## **9. Adjournment**

No. 2020-086

**Moved By** Deputy Mayor Milne

**Be it resolved that** Council adjourn the meeting at 3:37 PM.

**Carried**

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Mayor John Woodbury

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Acting Clerk Lindsey Green



## Staff Report FIN2020-005

**Title of Report:** FIN2020-005 2020 Budget

**Department:** Finance

**Council Date:** February 19, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2020-005 2020 Budget as information; and

**That** Council amend the 2020 Budget to include a \$200,000 contribution to the Roads Infrastructure Reserve.

### Background:

Municipal Act, 2001 s. 290(1) requires a municipality shall:

"prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, including, amounts sufficient to pay all debts of the municipality falling due within the year".

On December 4, 2019, Council passed the following resolution:

**Be it resolved that** Council receive Staff Report FIN2019-050 2020 Budget as information; and

**That** Council approves the 2020 budget as presented.

The approved 2020 Budget has a requirement from taxation of \$7,384,704, an increase of \$722,535 from the 2019 level which staff estimated would result in an increase in the blended tax rate of 4.0% as follows:

<u>Levy Summary:</u>				
	<u>2019</u>	<u>2020</u>	<u>Variance \$</u>	<u>%</u>
Net Operating Expenditures	\$ 4,905,469	\$ 5,528,850	\$ 623,381	12.7%
Capital/Reserves/Sp Prj	1,756,700	1,855,854	99,154	5.6%
Total to Raise from General Taxation	\$ 6,662,169	\$ 7,384,704	\$ 722,535	10.8%
Supplementaries	\$ 100,000	\$ 282,279	\$ 182,279	182.3%
Write-offs	(45,000)	(30,000)	15,000	-33.3%
Growth	\$ 55,000	\$ 252,279	\$ 197,279	358.7%
Budgeted Taxation	\$ 6,717,169	\$ 7,636,983	\$ 919,814	13.7%
Taxation based on Ending Assessments	\$ 6,947,265	\$ 7,384,704	\$ 437,439	6.3%
Non-Budgeted Growth	\$ 230,096			
Budgeted Growth	\$ 55,000			
Total Growth	\$ 285,096		\$ 285,096	7.4%
			\$ 722,535	10.8%

	2020		
	<u>Est. Revenue Neutral</u>	<u>Proposed</u>	<u>% Increase</u>
Southgate	0.726203%	0.771929%	6.3%
County of Grey	0.354049%	0.361130%	2.0%
Education	0.159253%	0.156068%	-2.0%
Total	1.239505%	1.289127%	4.0%
	Estimated Blended Residential Tax Rate Increase		

### Staff Comments:

During the budget discussions, Council had targeted a 4% blended tax rate increase.

Staff has now determined the actual 2019 growth was \$434,195 (compared to the estimated \$285,096), received the County's actual revenue neutral tax rate, the County's proposed 2020 tax rate, and the 2020 Education tax rate.

Updating the analysis with the new information, the estimated blended tax rate increase is 2.4% as follows:

<u>Levy Summary:</u>				
	<u>2019</u>	<u>2020</u>	<u>Variance \$</u>	<u>%</u>
Net Operating Expenditures	\$ 4,905,469	\$ 5,528,850	\$ 623,381	12.7%
Capital/Reserves/Sp Prj	1,756,700	1,855,854	99,154	5.6%
Total to Raise from General Taxation	\$ 6,662,169	\$ 7,384,704	\$ 722,535	10.8%
Supplementaries	\$ 100,000	\$ 282,279	\$ 182,279	182.3%
Write-offs	(45,000)	(30,000)	15,000	-33.3%
Growth	\$ 55,000	\$ 252,279	\$ 197,279	358.7%
Budgeted Taxation	\$ 6,717,169	\$ 7,636,983	\$ 919,814	13.7%
Taxation based on Ending Assessments	\$ 7,096,364	\$ 7,384,704	\$ 288,340	4.1%
Non-Budgeted Growth	\$ 379,195			
Budgeted Growth	\$ 55,000			
Total Growth	\$ 434,195		\$ 434,195	9.6%
			\$ 722,535	10.8%

<u>Estimated Blended Residential Tax Rate Increase:</u>			
	2020		
	<u>Est. Revenue Neutral</u>	<u>Proposed</u>	<u>% Increase</u>
Southgate	0.711863%	0.740787%	4.1%
County of Grey	0.350261%	0.354656%	1.3%
Education	0.157549%	0.153000%	-2.9%
Total	1.219673%	1.248443%	2.4%
	Estimated Blended Residential Tax Rate Increase		

To maintain a 4% blended tax rate increase, the requirement from taxation would need to be increased \$200,000.

The 2020 Budget currently depletes the Road Infrastructure Reserve, and the only replenishment is the proceeds from the potential sale of the Stephen's pit farm. However, the sale cannot occur until an aggregate license has been issued.

The following is the 2020 Budget for the Roads Infrastructure Reserve:

<b>Account Name</b>	<b>Opening Balance</b>	<b>Contribution from</b>	<b>Transfer to</b>	<b>Ending Balance</b>
Reserve - Roads - Roads	\$ 85,000.00	\$ 413,700.00	\$ (85,000.00)	\$ 413,700.00

The Community Action Plan Goal 5-A states:

- i) Township staff will develop budgeting to consider this 1% additional levy on taxpayers as a proposed investment in our municipal roads and bridge infrastructure in our annual capital proposed investments, starting in 2020 and going forward to achieve the investment levels required in our future Asset Management Plan.

Staff recommends that 2020 Budget be amended to include a \$200,000 contribution to the Roads Infrastructure Reserve which would maintain a 4% blended tax rate increase.

### **Financial Implications:**

Amending the 2020 Budget to include a \$200,000 contribution to the Roads Infrastructure reserve would increase the requirement from taxation to \$7,584,704, an increase of \$922,535 from the 2019 level.

A 1% increase or decrease in the blended tax rate is approximately \$121,586. \$200,000 represents an impact of 1.6%.

	<u>2019</u>	<u>2020</u>	<u>Variance \$</u>	<u>%</u>
Net Operating Expenditures	\$ 4,905,469	\$ 5,528,850	\$ 623,381	12.7%
Capital/Reserves/Sp Prj	1,756,700	2,055,854	299,154	17.0%
Total to Raise from General Taxation	\$ 6,662,169	\$ 7,584,704	\$ 922,535	13.8%
Supplementaries	\$ 100,000	\$ 282,279	\$ 182,279	182.3%
Write-offs	(45,000)	(30,000)	15,000	-33.3%
Growth	\$ 55,000	\$ 252,279	\$ 197,279	358.7%
Budgeted Taxation	\$ 6,717,169	\$ 7,836,983	\$ 1,119,814	16.7%
Taxation based on Ending Assessments	\$ 7,096,364	\$ 7,584,704	\$ 488,340	6.9%
Non-Budgeted Growth	\$ 379,195			
Budgeted Growth	\$ 55,000			
Total Growth	\$ 434,195		\$ 434,195	9.8%
			\$ 922,535	13.8%

<u>Estimated Blended Residential Tax Rate Increase:</u>			
	<u>2020</u>		
	<u>Est. Revenue Neutral</u>	<u>Proposed</u>	<u>% Increase</u>
Southgate	0.711863%	0.760850%	6.9%
County of Grey	0.350261%	0.354656%	1.3%
Education	0.157549%	0.153000%	-2.9%
Total	1.219673%	1.268506%	4.0%
Estimated Blended Residential Tax Rate Increase			

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

This report has been written and presented to Council in accordance with:

- Goal 5 – Upgrading our “Hard Services”
  - o 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.
  - o Strategic Initiatives
    - 5-A

While continuing to invest an average of 45% of tax dollars on maintenance/ repair/ reconstruction of road and bridge infrastructure, Council will consider an additional 1% levy, compounding, dedicated exclusively for upgrading the road and bridge network.
    - Immediate Initiatives
      - ii) Township staff will develop budgeting to consider this 1% additional levy on taxpayers as a proposed investment in our municipal roads and bridge infrastructure in our annual capital proposed investments, starting in 2020 and going forward to achieve the investment levels required in our future Asset Management Plan.
      - iii) Township Council will consider this 1% additional levy on Southgate taxpayers, as a proposed investment in our municipal roads and bridge infrastructure during budget discussion as part of our annual capital project investments, starting in 2020 and going forward to achieve the investment levels required in our future Asset Management Plan.

### **Concluding Comments:**

The approved 2020 Budget has a requirement from taxation of \$7,384,704, an increase of \$722,535 from the 2019 level which staff had estimated would result in an increase in the blended tax rate of 4.0%. With new information, the resulting increase in the blended tax rate would be 2.4%.

In accordance with the Community Action Plan, staff recommends amending the 2020 Budget to include a \$200,000 contribution to the Roads Infrastructure reserve and would increase the requirement from taxation to \$7,584,704, an increase of \$922,535 from the 2019 level, for a blended tax rate increase of 4.0%

Respectfully Submitted,

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

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

**Attachments:**  
None





## **Staff Report FIN2020-006**

**Title of Report:** **FIN2020-006 Asset Management Coordinator and Financial Analyst**

**Department:** **Finance**

**Council Date:** February 19, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2020-006 Asset Management Coordinator and Financial Analyst as information; and

**That** Council approve the draft job description for the Asset Management Coordinator and Financial Analyst as presented; and

**That** Council direct staff to review and evaluate the draft job description for the Asset Management Coordinator and Financial Analyst 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 March 4, 2020 meeting with a report from the Job Evaluation Committee and the final version of the Asset Management Coordinator and Financial Analyst job description for approval.

**Background:**

Ontario Regulation 588/17 made under the Infrastructure for Jobs and Prosperity Act, 2015, s. 5(1) states:

"Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all its other municipal infrastructure assets by July 1, 2023"

And, s. 6(1) states:

... by July 1, 2024, every asset management plan ... must include .... The levels of service that the municipality proposes to provide for each of the 10 years following"

**Staff Comments:**

In the 2020 Budget, Council approved the inclusion of funding for an Asset Management Coordinator and Financial Analyst.

Staff recommends that Council approve the draft job description for the Asset Management Coordinator and Financial Analyst as presented in Attachment 1, that it be forwarded to the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid, and staff bring back a report to Council for the March 4, 2020 meeting with the Job Evaluation Committee's recommended

placement and the final version of the Asset Management Coordinator and Financial Analyst job description for approval.

**Financial Implications:**

The 2020 Budget contained funding of \$58,000 for an Asset Management Coordinator and Financial Analyst position for part of the year.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council in accordance with:

- Goal 4 – Adequate and Efficient Public Facilities
  - o Action 4

The residents and businesses of Southgate expect the Township to plan and adequately provide for public facilities for gatherings, recreation and doing business with the Township, while recognizing at the same time that facility needs can change with age and a changing population.
  - o Strategic Initiatives
    - 4-A

The Township will have identified the growth-related impacts on municipal facilities, and will have designed solutions to expand its facilities, or develop new facilities, as required.
    - Immediate Initiatives
      - i) Township staff have been talking about a Multi-Use Community Facility for some time and budgeting for a future community municipal facility. The requirement is based on our present needs, community feedback and the future population growth we anticipate from our present rate of residential development. Those needs include but are not limited to a gathering place with recreational uses, provides a location with accessible municipal services and cultural events, that would serve as a community hub. Staff should continue to develop a planning and funding model for Council to consider for initial discussions.
      - ii) The Township in light of accessibility challenges with the present Southgate Municipal Office should present a report to Council as a consideration to locate a new municipal office within a Multi-Use Facility building. A consolidation of municipal services in one location would gain economic savings of capital investment and long-term operating costs should be a consideration.
    - 4-B

The Township will have made a decision on the future viability and uses of the Olde Town Hall, and will have taken action accordingly.
    - Immediate Initiatives
      - i) Township Staff will need to consider budget requirements for 2020 and in future years based on Council's decision on how

we proceed with the future of the Olde Town Hall building and property.

- 4-D  
The Township will have reviewed all facilities it owns to determine their condition and utilization and to develop a business case for the future use or disposition of each facility.
    - Immediate Initiatives
  - i) Township staff should complete additional work and assess for the 2020 budget cycle as part of our annual facilities assessment process and review, to take a deeper look at our facility use and revenues, in comparison to our annual operational expenses and similar community facilities in the area. The financial assessment report should consider and report as a business case report to either continue to support the facility and the community needs with a consideration for future capital investments, future facility consolidation to reduce taxpayer costs with disposal of the facility asset and also consider excess lands around community facilities, that could have other uses such as affordable housing projects or could be sold to generate revenues and for redevelopment.
- 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.
  - Strategic Initiatives
    - 5-A  
While continuing to invest an average of 45% of tax dollars on maintenance/ repair/ reconstruction of road and bridge infrastructure, Council will consider an additional 1% levy, compounding, dedicated exclusively for upgrading the road and bridge network.
      - Immediate Initiatives
    - i) Township staff will develop budgeting to consider this 1% additional levy on taxpayers as a proposed investment in our municipal roads and bridge infrastructure in our annual capital proposed investments, starting in 2020 and going forward to achieve the investment levels required in our future Asset Management Plan.
    - ii) Township Council will consider this 1% additional levy on Southgate taxpayers, as a proposed investment in our municipal roads and bridge infrastructure during budget discussion as part of our annual capital project investments, starting in 2020 and going forward to achieve the

investment levels required in our future Asset Management Plan.

- 5-B

The Township will have adopted a long-term asset management plan for the timely repair, replacement, and expansion of the Township's infrastructure, facilities, and other assets.

- Immediate Initiatives

- i) The Township Council and staff should promote, educate and adopt the new Asset Management Policy approved by Council in 2019 to be part of our thinking culture when establishing short and long term capital budgets, and in the prioritizing of asset investments in new projects or to extend the life cycle of existing infrastructure.
    - ii) The Township will continue to complete 10 year capital budget planning on an annual basis utilizing our assessment reports to make the best possible decisions related to asset maintenance, replacement and expansion decisions.
    - iii) Township staff will continue to work with service providers to implement the Municipal Data Works software solution to track our investments and support Asset Management decisions in Southgate.
    - iv) The Township will consider in 2020 budget cycle the hiring of a dedicated staff person to fill the role of an Asset Management Coordinator & Financial Analyst to better report and support decisions related to life cycle investing in Southgate assets.

**Concluding Comments:**

Ontario Regulation 588/17 made under the Infrastructure for Jobs and Prosperity Act, 2015 requires a municipality to expand its Asset Management Plan, with set target dates for compliance. Staff recommends that Council approve the draft job description for the Asset Management Coordinator and Financial Analyst as presented in Attachment 1, that it be forwarded to the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid, and staff bring back a report to Council for the March 4, 2020 meeting with the Job Evaluation Committee's recommended placement and the final version of the Asset Management Coordinator and Financial Analyst job description for approval.

Respectfully Submitted,

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

**HR Co-ordinator Approval:**    **Original Signed By**  
Kayla Best

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

**Attachments:**

1. Draft Asset Management Coordinator and Financial Analyst job description

## TOWNSHIP OF SOUTHGATE

### JOB DESCRIPTION - DRAFT

Date of Update: <b>February 7, 2020</b>	<b>Asset Management Coordinator &amp; Financial Analyst</b>
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#### 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: William Gott
Job Title: Asset Management Coordinator & Financial Analyst	Supervisor's Job Title: Treasurer
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes  Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Finance
Employment Status: Full Time Salaried Position	Pay Band: TBD

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

The Asset Management Coordinator & Financial Analyst is responsible for leading development, implementation, maintenance, and improvement of the asset management plan and records of assets in accordance with PSAB 3150. Key responsibilities also include creating and maintaining the associated long-term financial plan as it pertains to multi-year budgeting, investments, development charges reporting, grants, and debt management. The position also assists with general finance responsibilities and provides back-up for payables and receivables.

Key Responsibilities	Tasks
<b>Asset Management Planning</b> 66%	<ul style="list-style-type: none"> <li>• Leads development, implementation, maintenance, and improvement of the asset management plan</li> <li>• Attend asset management meetings, seminars and participates in learning opportunities in order to improve the Township's Asset Management processes</li> <li>• Continuously evaluate policies and procedures concerning asset management planning to ensure ongoing improvement and continued compliance with legislation through research of best practices</li> </ul>
<b>Capital Asset Analysis</b> 14%	<ul style="list-style-type: none"> <li>• Record and analyze the Township's capital assets and maintains the capital asset register in accordance with PSAB 3150</li> <li>• Analyze capital projects and transfers funding from reserve and reserve funds accordingly</li> <li>• Analyze and reconcile monthly reserves and reserve funds</li> <li>• Prepare capital asset year end working papers, maintain the capital asset register, and record capital asset amortization annually</li> <li>• Create and issue monthly internal capital fund reports and distributes to appropriate staff</li> <li>• Assists in preparation of a quarterly capital report for Council through discussions with the appropriate department head</li> <li>• Prepare and post journal entries as required</li> </ul>
<b>Budget Preparation</b> 14%	<ul style="list-style-type: none"> <li>• Create and maintain annual and multi-year budget and forecast template(s)</li> <li>• Assist the Treasurer with the annual and multi-year budget process, background facts, figures and estimates</li> <li>• Maintain accurate records for multi-year capital budget, reflect changes throughout the budgetary process</li> <li>• Update/set-up of new capital projects in Keystone</li> <li>• Import and maintain annual budget values in Keystone</li> </ul>
<b>Investments, Cash &amp; Debt Management</b> 2%	<ul style="list-style-type: none"> <li>• Calculate investment income on investments held by the Township</li> <li>• Maintain letters of credit, security deposits and developer files</li> <li>• Coordinate with appropriate banks any changes, reductions, cancellation or issuance of letters of credit</li> </ul>

<b>Grant Administration</b> 2%	<ul style="list-style-type: none"> <li>• Prepare grant applications for capital projects</li> <li>• Prepare and submit grant reports/claim requests to appropriate institutions</li> <li>• Ensure that timelines for grant applications and reporting are met</li> <li>• Communicate with appropriate personnel in order to prepare grant documents</li> <li>• Research potential grant opportunities and make recommendations regarding eligibility</li> </ul>
<b>Other</b> 2%	<ul style="list-style-type: none"> <li>• Act as a backup to the Payables function (input of vendor invoices and generation of cheques)</li> <li>• Act as a backup to the Receivables function (miscellaneous invoicing for all departments, bi-monthly water/wastewater billing, preparation of bank deposits)</li> <li>• Assist with general finance responsibilities and administration</li> <li>• All other duties as assigned</li> </ul>

## SECTION B: SKILLS

### 1) Formal Education and External Training

<u>Highest level required</u> <input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	<u>Specific Specialty or Degree? (List)</u> - Must have post-Secondary education at college or university level, or equivalent combination of education and experience in accounting, finance or related field - Working knowledge of fund accounting - Understanding of PSAB 3150 – Tangible Capital Assets - Certificate in Asset Management preferred - A recognized professional accounting designation would be an asset (i.e. Chartered Professional Accountant 'CPA')
Is it a requirement of your job to keep "up-to-date" by reading or taking courses / seminars?  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Tangible Capital Asset / Asset Management systems Municipal accounting software
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### 3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"><li>Financial experience, preferably with municipal setting</li><li>Asset Management Experience including infrastructure lifecycle models, principles and concepts</li><li>Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities</li></ul>	Three [3] years of responsible related experience, preferably in a municipal setting or equivalent education

### 4) Other Key Skills

<ul style="list-style-type: none"><li>Sound knowledge of risk and asset management practices</li><li>Good knowledge of related legislation</li><li>General knowledge of Municipal Government administration and structure</li><li>Basic technical knowledge of infrastructure including roads, storm sewers, sanitary sewers, municipal drains, and water distribution</li><li>Demonstrated judgment and ability to critically assess options within the context if applicable legislation to guide decisions</li><li>Computer literacy and proficiency utilizing Microsoft Office software applications and adaptability to program specific software</li><li>Demonstrated organizational skills to meet strict and time sensitive deadlines</li></ul>
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### 5) Key Relationships (Contacts)

Internal Contacts	Frequency	Method
Co-workers (my dept.)	Daily	In person, via phone or e-mail
Co-workers (other dept.)	Daily	
Supervisor (my dept.)	Daily	
Supervisor (other dept.)	Occasionally	
Depart. Head (my dept.)	Daily	
Depart. Head (other dept.)	Frequently	
Staff in other municipalities	Occasionally	
CAO	Occasionally	
Ratepayers	Seldom	
Children/Students	N/A	
Seniors	N/A	
Supplier	Occasionally	

<b>External Contacts</b>	<b>Frequency</b>	<b>Method</b>
General Public (Not residents)	Occasionally	In person, via phone or e-mail
Business representatives	Seldom	
Consultants, Engineers, Planners, etc.	Occasionally	
Auditors	Occasionally	
Solicitors	Seldom	
Funding Organizations	Occasionally	
Government Officials	Seldom	
Boards	Occasionally	
Council (your own)	Occasionally	
Council (other municipalities)	Occasionally	
Media	Seldom	
Ratepayers Groups	Seldom	
Other: Specify Below		

## **6) Decision Making**

Works with detailed, complex and sensitive materials and must exercise considerable judgment and diplomacy in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

## **7) Problem Solving Responsibilities**

Analyze, evaluate and determine a solution with policies and legislation.

## **8) Equipment & Technology Utilized**

Operating systems, Municipal Property Taxation software, Accounting Software, Asset Management Software, Microsoft Office suite

## SECTION C: RESPONSIBILITY

### 1) Program Delivery

Must have thorough knowledge of applicable federal and provincial statutes and regulations of financial reporting methods, and legislation related to Asset Management.

### 2) Impact and Accountabilities

Responsible to the Treasurer.

### 3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

### 4) Material and Information Resources

Maintain accurate information, data and records.

### 5) Financial Resources

This position has access to confidential financial information and is responsible for accurate accounting data entry and reporting.

## 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				
Odors	X				

### 2) Health & Safety Hazards

Minimal hazards, office environment.

#### Health and Safety Responsibilities

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

### 3) Travel

Travel to training courses and networking meetings as required

### 4) Driving

Minimal

### 5) Mental Environment

Works alone with regular interruptions.  
Dealing with a customer service environment and occasionally unhappy people and deadlines contribute to stress.

## SECTION E: EFFORT

### 1) Mental Effort

Strong mental effort required. Excellent keyboarding skills and intense visual concentration is required.

Deadlines and task management are major components of work effort.

Meticulous attention to detail and accuracy

### 2) Physical Effort

Minimal physical effort required.

Good keyboarding skills. There will be some long periods of data-processing required and occasional long periods of sitting.

Intense visual concentration.

## SECTION F: ADDITIONAL INFORMATION

### 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 CL2020-006**

**Title of Report:** CL2020-006- Conference, Education and Training Policy for Council, Staff & Volunteer Firefighters Updates Approval  
**Department:** Clerks  
**Branch:** None  
**Council Date:** February 19, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2020-006 for information; and  
**That** Council approve the amendments to Policy No. 2 being the Conference, Education and Training Policy for Council, Staff & Volunteer Firefighters by By-law 2020-032.

### **Background:**

At the October 2, 2019 Council meeting, staff brought forward a report with updates to Policy No. 2, in particular the section pertaining to "Employee Professional Development." Four options were presented for Council to consider as potential amendments to that section of the policy being the following:

**Option 1:** Keep the current policy as it states, where the municipality will cover the costs whether in-class or online option is preferred. Any in-class requests will be covered by the individuals personal time.

**Option 2:** Change the policy where the municipality will cover the costs whether in-class or online option is preferred and provide the individual taking in-class options the additional time off (as indicated in the chart above).

**Option 3:** Change the policy to allow staff the ability to work extra hours to be banked at straight time to provide the time required for in-class options.

**Option 4:** Change the policy to provide staff taking in-class options with 50% of the time off required to be out of the office, using the remaining 50% in-class to be used by personal time.

**Option 5:** Keep the existing policy for MAP courses and change the policy for MAFP and MLP to be supported by work time, when the program relates to a current role (for example, MLP for Clerks and MAFP for Finance staff). Affected job descriptions required updating to reflect this change.

The following motion was approved at the October 2, 2019 Council Meeting:

No. 2019-612

**Moved By** Councillor Sherson

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report CL2019- 037 for information; and

**That** Council direct staff to proceed with **Option 2** as outlined in this report; and

**That** the policy be updated by Municipal By-law at the next regular meeting of Council. **Carried**

**Staff Comments:**

Following direction received at the October 2, 2019 Council meeting, a revised policy to include Option No. 2 under Section G – Employee Professional Development has not yet been brought back to Council for approval by By-law and finalized. Staff are now bringing the updated policy forward to be formally passed by By-law. No other changes to the policy have been made other than a few grammatical and formatting updates.

**Financial Implications:**

Please refer to Staff Report CL2019-037 at the below link, received at the October 2, 2019 Council meeting for complete financial information:

<https://pub-southgate.escribemeetings.com/filestream.ashx?DocumentId=7131>

To date this year, there have been two requests approved for a two-day in-class course that the HR Coordinator and Acting Clerk will be attending that will be funded from the 2020 CAO/HR and Clerks Administration budgets.

**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 considers approval of By-law 2020-032 approving the amendments to Policy No. 2 – Conference, Training and Education.

Respectfully Submitted,

**Dept. Head:** **Original Signed By**  
Lindsey Green, Acting Clerk

**HR Approval:** **Original Signed By**  
Kayla Best, HR Coordinator

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

**Attachments:** None.

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

**BY-LAW NUMBER 2020-032**

being a By-law to adopt a "Conference, Training and Education Policy for Council, Staff and Volunteer Fire Fighters" known as Policy Number 2

**Whereas** the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 5 (3), states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**Whereas** the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

**Whereas** the Council of The Township of Southgate has deemed it desirable to adopt a policy with respect to Conference, Training and Education for Council, Staff and Volunteer Fire Fighters within the Township of Southgate,

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

1. **That** the "Conference, Training and Education Policy for Council, Staff and Volunteer Fire Fighters" known as Policy #2, attached hereto as Schedule A is hereby adopted; and
2. **That** by-law 2019-097 is hereby repealed; and
3. **That** this by-law shall come into force and effect on the date of its passing.

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

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John Woodbury – Mayor

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Lindsey Green – Acting Clerk



**Township of Southgate  
Policy #2**

**Conference, Education & Training Policy for  
Council, Staff & Volunteer Firefighters**

Approved by Council: June 19, 2019

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**Conference, Education &  
Training Policy for Council,  
Staff & Volunteer Firefighters**

**Objective:**

The Township of Southgate shall promote comprehensive training by providing employees and elected officials with the skills to effectively perform their jobs under a constantly changing work environment with the skills to effectively perform their jobs and fulfill their legislative duties.

The knowledge, experience and competence of Township employees are the fundamental building blocks of the Township's ability to improve the quality of life for its citizens through identifying its strengths and weaknesses. It is crucial that the Township recognize, support and encourage the development of its employees.

This policy promotes the benefits for both Employer and Employee that accrue from a collaborative, effective training and development program. Investing in improving competency and performance levels of individual employees also benefits the work area as a whole. Effective ongoing training and development plays a critical role in effective succession planning initiatives to ensure continuous improvement across the organization.

The Township's expectation of staff that are being provided the opportunity to participate in professional development/training funded by the Township is:

- Appropriate requests for job-related professional development /training will be submitted by staff to their respective Department Head and included as part of the annual budget. Any additional requests throughout the year will require the CAO's approval;
- All costs related to succession planning initiatives will be approved by the CAO;
- An overview of the event, including current relative issues in the field will be shared with co-workers through a brief presentation at a staff meeting; and
- Following completion of all training and/or educational opportunities a "Course Report" will be completed and forwarded to the office for inclusion in the employees personnel file. See Schedule A: Education Evaluation Report.

Members of Council will be expected to formally request attendance at training, conferences, and/or seminars through both the completion and approval of the Conference, Education and Training Request Form and the final approval supported by a resolution of Council. This resolution would allow for the Treasurer to budget and track financial costs appropriately.

## **Procedure**

For the purpose of this policy Training and Development has been grouped into the following seven categories:

- Type A – Legislated Training – training required by law
- Type B - Professional Certifications and Membership Training
- Type C – Conferences
- Type D - Workshops and Seminars
- Type E – Job Specific training/development outside regular working hours
- Type F – Corporate wide training
- Type G – Employee Professional Development

### **Type A: Legislated Training**

Legislated training is training that is required by law. Training required under the Occupational Health & Safety Act and the Ontario Clean Water Act would be examples of Legislated Training. Managers will include monies for Legislated Training in their budget submissions and provide a list of staff required to receive the training. A copy of this list will be forwarded for retention in each employee's personnel file along with a copy of the "certificate of training" when completed.

### **Type B: Professional Certification & Membership Training**

The Township supports staff to attain professional certification in their areas of responsibility where the Township determines that professional status is a necessary qualification for the employee's current job. Training provided through these associations is specific and relevant to many municipal jobs and serves to enhance the knowledge and professionalism of our staff by providing them with the ability to work to a higher level of productivity and effectiveness.

The network of colleagues that is established by staff through membership in these Associations opens up the door to a wealth of knowledge and resources that the Township would otherwise not have access to.

Membership training (workshops, seminars or conferences) requires the completion of Schedule B: Staff Approval for Conferences & Training.

The following steps outline the process to be followed for reimbursement of professional association fees to those employees who are required to maintain a professional status as a job requirement.

1. Each manager will be responsible to submit his/her departmental requirement for professional fees to their Department Head/CAO. A summary of these memberships will be forwarded for approval in the department's annual budget. Appropriate backup to confirm the job requirement to maintain this certification/membership should be included with each submission. Membership requests outside of the budget process must be approved by the CAO.
2. Professional Association will mean an organization which is self-regulating and may accredit members to practice in the profession and to use the appropriate professional designation and/or those Associations that provide ongoing education and operational updates in a designated field. Examples include, but are not limited to:
  - ✓ Association of Municipal Managers Clerks & Treasurers of Ontario
  - ✓ Association of Municipal Tax Collectors of Ontario
  - ✓ Municipal Finance Officers' Association of Ontario

- ✓ Ontario Building Officials Association
- ✓ Grey Bruce (Bluewater) Building Officials Association
- ✓ Ontario Plumbing Inspectors Association
- ✓ Canadian Farm Builders Association
- ✓ Ontario Association of Property Standards Officers
- ✓ Ontario Association of Committee of Adjustment
- ✓ Ontario Recreation Facilities Association
- ✓ Ontario Good Roads Association
- ✓ Grey County Public Works Association
- ✓ Electrical Safety Association
- ✓ Association of Ontario Roads Supervisors
- ✓ Association of Municipalities of Ontario
- ✓ Ontario Waste Management Association
- ✓ Municipal Waste Association
- ✓ Recycling Council of Ontario
- ✓ Ontario Municipal Administrators Association
- ✓ Ontario Association of Fire Chiefs
- ✓ Grey Bruce Fire Prevention Association
- ✓ Grey County Fire Chiefs Association
- ✓ Grey County Mutual Aid Association
- ✓ Fire Fighters Association of Ontario
- ✓ Ontario Association of Police Services
- ✓ Ontario Association of Police – Zone Membership

### **Type C: Conferences**

The Township encourages all members of Council and staff to increase their knowledge, keep current with changes in their field, and continually upgrade their skills. This improvement is often best accomplished through attendance at conferences. Requests must be put in writing to the employee's immediate supervisor and forwarded to the CAO for review (see Schedule B: Council & Staff Approval Form for Conferences, Workshops/Seminars & Training). The request must demonstrate the following:

- the program's ability to raise the competency and/or performance level of the individual employee,
- a fit within the individual's Job Profile,
- the ability of this specific training to impact the specific work area, and the performance of the employee within the work area.

The request will then be forwarded through the budget process for approval. If the request is submitted after the budget process it must be approved by Council approval for members and by the CAO for staff.

Township staff who attend a conference approved by the Township are responsible for completing and submitting a Summary Report of the training in a timely manner upon their return (see Schedule A: Education Evaluation Report). A copy is to be provided to the appropriate Department Head with an additional copy being placed in the employee's personnel file in Human Resources. Staff members are also encouraged to share what they have learned with co-workers through a presentation at a staff meeting, including copies of any relevant handouts.

Council members that attend the Committee of Adjustment OACA conference will count that event as one of their 3 eligible conferences each year.

### **Conference Expenses: Council Members & Committee Member Appointments**

- All Councillors may attend 3 conferences, workshops/seminars per year (depending on budget availability and Council approval);
- Approval must be in the form of a resolution of Council prior to registration;
- All hotel and registrations must be completed by the Clerk's Office in order to properly manage records;
- A report must accompany the members expense claim for inclusion on the Open Government portal and the next available Council agenda so that other members of Council, staff and taxpayers benefit from the information obtained, sessions attended, learnings and copies of or links to the presentations. Registration fees, hotel expenses and parking fees will be paid by municipality when receipts are provided;
- Compensation rate for time away per day or for a half day will be the same reimbursement as set in the Council Compensation Policy #21 and only applies to Members of Council;
- Meal allowance compensation per day will reimbursed at rates as set in the Council Compensation Policy #21 and receipts must be submitted with expense report forms;
- Mileage rate paid on the basis of the Township of Southgate mileage policy which follows Grey County rate (carpooling where possible and encourage other modes of transportation where most cost effective); and
- The Municipality does not pay for companion's programs.

### **Conference Expenses: Staff**

- Employees may attend 3 conferences, workshops/seminars per year based on approved Operating Budget, annual performance goals and justification with department responsibilities;
- Employees will be paid their regular working hours at their regular wage while attending conferences (not a per diem rate);
- Employees will be reimbursed for registration fees, as well as their out of pocket expenditures for hotel and parking fees with submission of receipts;
- Meal allowance compensation per day will reimbursed at rates as set in the Council Compensation Policy #21 and receipts must be submitted with expense report forms;
- Mileage rate paid on the basis of the Township of Southgate Personnel Policy No. 1, Section 23, which follows Grey County rate (carpooling where possible); and
- The Municipality does not pay for companion's programs.

It is recommended that conference, workshop/seminar expenses and training expense be treated as two separate budget items.

### **Type D: Workshops and Seminars**

Requests to attend a workshop and/or seminar must be put in writing to the employee's immediate supervisor and forwarded to the CAO for review (see Schedule B: Council & Staff Approval Form for Conferences, Workshops/Seminars & Training). The request must demonstrate the following:

- the program's ability to raise the competency and/or performance level of the individual employee,
- a fit within the individual's Job Profile,
- the ability of this specific training to impact the specific work area, and the performance of the employee within the work area; and

- Members of Council who request to attend a workshop or seminar must receive approval by Council resolution in order to address any budgetary concerns;
  - A report must accompany the member's expense claim for inclusion on the Open Government portal and the next available Council agenda so that other members of Council, staff and taxpayers benefit from the information obtained, sessions attended, learnings and copies of or links to the presentations.

The request will then be forwarded through the budget process for approval. If the request is submitted after the budget process it must be approved by Council approval for members and by the CAO for staff.

Township staff who attend a workshop or seminar approved by the Township are responsible for completing and submitting a Summary Report of the training in a timely manner upon their return (see Schedule A: Education Evaluation Report). A copy is to be provided to the appropriate Department Head with an additional copy being placed in the employee's personnel file. Staff members are also encouraged to share what they have learned with co-workers through a presentation at a staff meeting, including copies of any relevant handouts.

#### **Workshop/Seminar Expenses: Staff and Volunteer Firefighters**

- Employees will be paid their regular working hours at their regular wage while attending workshops/seminars (not a per diem rate);
- Volunteer fire fighters will be paid for a full day or a half day will be the same reimbursement as set in the Council Compensation Policy #21, while attending workshops, seminars, local training upgrades, or Ontario Fire College training sessions;
- Employees will be reimbursed for registration fees, as well as their out of pocket expenditures for hotel and parking fees with submission of receipts;
- Meal allowance compensation per day will be reimbursed at rates as set in the Council Compensation Policy #21 and receipts must be submitted with expense report forms; and
- Mileage rate paid on the basis of the Township of Southgate Personnel Policy No. 1, Section 23 (carpooling where possible).

#### **Type E: Job-Specific training/development outside regular working hours**

Based on job performance, opportunities for staff development/training will be offered within the following guidelines:

1. Subject to recommendation by the employee's Department Head/CAO, available funding, and supported by employee's job description, employees may enroll in work related correspondence or night school courses;
2. Department Heads should ensure that appropriate funds are set aside for their staff in each year's budget for Council's consideration and approval;
3. All requests not included in the budget process must have the recommendation of the CAO and be approved by Council;
4. Employee must submit a course outline, registration application and completed Schedule C document titled, Request to Enroll in After Hours Education Courses;
5. Any courses for professional development, self-study and associated exams be completed on personal time;
6. Hourly compensation, accommodation, and per diems do not apply to this training;

7. For University/College courses the employee may have the tuition fee reimbursed upon receipt of final grade transcript or completion certificate; and
8. The required course materials of study may also be eligible for reimbursement upon successful completion of the course, provided the text book becomes the property of the Township. Please note however, the Township will not provide reimbursement for "suggested or recommended" reading material.

### **Type F: Development — Corporate Training**

The Township, following the completion of all employee Job Profiles, will create an in-house training program, tailor-made for staff within our municipal environment. These courses will cover areas such as:

- Finance (budgets, accounts payable/ receivable);
- Communication strategies (written, verbal, electronic);
- Report Writing (including policies & procedures);
- Supervisory Skills
- and others

### **Type G: Employee Professional Development**

The Township of Southgate encourages professional development opportunities through education programs, courses and certifications. Based on the annual Operating Budget, staff, upon approval from their supervisor, may submit a request for an education program, course or certificate.

Online learning opportunities are encouraged and preferred. In-class options will be approved based on annual Operating Budgets and departmental needs during extended periods or in class requirements. Opportunities that are available both online and in class, will be based on the preference of the individual, with approval by their supervisor. The Municipality will cover the costs of the program, course or certification whether the in-class or online option is preferred and provide the individual taking the in-class options the additional time off.

Three (3) hours for exam time will be provided, whether in class, online or open book. Any time taken for online exams will be written in the municipal office, unless approved by supervisor and availability of coverage.

For education programs, courses and certificates that directly relates to an individual's role or is mentioned as a preference in the job description, when an in class option is the only opportunity, mileage will be paid at the Township rate, with any additional expenses such as parking, be covered, with receipts. Overnight and meal expenses will be considered, depending on the location and budget availability. All requests for in class options must be made as a request in the Fall, prior to the next annual Operating Budget.

Staff will be encouraged to attend these training sessions if the course outline would be beneficial to them in the performance of their duties.

### **Attachments:**

Schedule A - Education Evaluation Report;

Schedule B - Staff Approval Form for Conferences, Workshops/Seminars & Training; and

Schedule C - Request to Enroll in After Hours Educational Courses.



## Schedule A

### Conference, Workshop/Seminar & Training Policy #2

#### Council and Staff Education Evaluation Report Conference, Training, Seminars & Professional Development/Self-Study

Participant's Name: \_\_\_\_\_

Course/Workshop/Conference:	Overall Evaluation: Excellent Good Average Poor
Association /Institution Provider:	Name of Instructor:
Dates of Attended: (if online, indicate online)	
Purpose of Attending:	
Please summarize the contents and the main points of the course: (Attach additional pages if necessary)	
Will you use this information in your role? If yes, explain how:	
Do you recommend that other Council Members/Staff attend this course? If so, who and why:	
Should similar course material be presented in house? If yes, by whom?	
Signature:	Date:



## Schedule B

### Conference, Workshop/Seminar & Training Policy #2

#### Approval for Conferences & Training Request Form for Staff, Council and Committee Members

Please Circle one:                      Staff                      Member of Council                      Member of Committee

Participants Name: \_\_\_\_\_ Department: \_\_\_\_\_

	Date(s):	Location:	Registration Cost:
<b>Course</b>			
<b>Conference</b>	<input type="checkbox"/>		
<b>Seminar</b>			
<b>Workshop</b>	<input type="checkbox"/>		

**Description:** \_\_\_\_\_

**Hotel costs:** \_\_\_\_\_ **Travel costs:** \_\_\_\_\_

**Note:** *Council and Committee Members that cancel without sufficient notice and/or a justified reason will be required to pay personally all unrecoverable event registration and hotel costs.*

Justification & Reasons for Attending:

Additional Details or Information:

Will this Qualify as a Job Training related to Job Description or Ministry Requirements:

Yes or No                      Training Hours: \_\_\_\_\_ (if applicable)

**Attach agenda, registration details or outline of the events or course description**

Participant's Signature:	Date:
Department Head Approval:	Date:
Mayor or CAO Approval:	Date:

**Council Resolution# \_\_\_\_\_ (for Council & Committees)**

**Included in Budget Approval                      Requires Additional Budget/Council Approval**





## Schedule C

### Conference, Workshop/Seminar & Training Policy #2

#### Staff Request to Enroll in After Hours Educational Courses

1. Job Related ☐
2. Non Job Related ☐

Educational assistance is limited to programs of study that are:

- ✓ Twenty (20) hours, or more, in duration
- ✓ Offered by a recognized educational institution or professional organization
- ✓ In the case of non-degree courses, related to the specific job which the employee performs
- ✓ In the case of degree courses, designed to enlarge and/or broaden an employee's knowledge and/or develop potential to assume greater responsibility within the organization

Name of Employee: \_\_\_\_\_

Name of Course of Study and Name of Provider (school):

\_\_\_\_\_  
\_\_\_\_\_

Date Course Begins: \_\_\_\_\_

Date Course Ends: \_\_\_\_\_

Location: \_\_\_\_\_

Total Cost (provide details i.e. tuition, text):

\_\_\_\_\_  
\_\_\_\_\_

Are those funds within approved budget? \_\_\_\_\_

Briefly explain why you consider this course to be related to your work with the Township:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Authorization of Department Head: \_\_\_\_\_

Authorization of CAO: \_\_\_\_\_

Council Approved (please check): ☐ Yes ☐ No ☐ Not Required



## **Staff Report PW2020-010 - 2019 Dundalk Drinking Water Annual Report**

**Title of Report:** PW2020-010 -2019 Dundalk Drinking Water Annual Report  
**Department:** Public Works  
**Branch:** Water & Wastewater  
**Council Date:** February 19, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-010 for information; and  
**That** Council approve the Dundalk Drinking Water 2019 Annual Report.

### **Background:**

The information below is provided from the Safe Drinking Water Act 2002, Ontario Regulation 170/03, Drinking Water Systems.

### **Annual reports**

**11.** (1) The owner of a drinking water system shall ensure that an annual report is prepared in accordance with this section. O. Reg. 170/03, s. 11 (1); O. Reg. 247/06, s. 10 (1).

(2) The owner of a drinking water system, other than a large municipal residential system or a small municipal residential system, shall ensure that, when the annual report is prepared, a copy of the report is given to,

- (a) each designated facility served by the system; and
- (b) the interested authority for each designated facility served by the system. O. Reg. 170/03, s. 11 (2); O. Reg. 247/06, s. 10 (2).

(2.1) If a drinking water system is connected to and receives all of its drinking water from another drinking water system, the owner of the system from which the water is obtained shall ensure that, when the annual report for the system is prepared, a copy of the report is given to the owner of the system that obtains the water. O. Reg. 269/03, s. 6 (1); O. Reg. 247/06, s. 10 (3).

(3) In the case of the following drinking water systems, the annual report must cover the period from January 1 to December 31 in a year and must be prepared not later than February 28 of the following year:

- 1. Large municipal residential systems.
- 2. Small municipal residential systems.
- 3. Large municipal non-residential systems.

4. Small municipal non-residential systems.

5. Non-municipal year-round residential systems. O. Reg. 170/03, s. 11 (3); O. Reg. 247/06, s. 10 (4).

(4) In the case of non-municipal seasonal residential systems and large non-municipal non-residential systems, the annual report must cover the period from November 1 in a year to October 31 of the following year and must be prepared not later than December 31 of the latter year. O. Reg. 170/03, s. 11 (4); O. Reg. 247/06, s. 10 (5).

(5) In the case of small non-municipal non-residential systems, the annual report must cover the period from April 1 in a year to March 31 of the following year and must be prepared not later than May 31 of the latter year. O. Reg. 170/03, s. 11 (5); O. Reg. 247/06, s. 10 (6).

(6) The annual report must,

- (a) contain a brief description of the drinking water system, including a list of water treatment chemicals used by the system during the period covered by the report;
- (b) summarize any reports made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16 during the period covered by the report;
- (c) summarize the results of tests required under this Regulation, or under an approval, municipal drinking water licence or order, including an OWRA order, during the period covered by the report and, if tests required under this Regulation in respect of a parameter were not required during that period, summarize the most recent results of tests of that parameter;
- (d) describe any corrective actions taken under Schedule 17 or 18 during the period covered by the report;
- (e) describe any major expenses incurred during the period covered by the report to install, repair or replace required equipment; and
- (f) in the case of a large municipal residential system or a small municipal residential system, include a statement of where a report prepared under Schedule 22 will be available for inspection under subsection 12 (4); and

(g) in the case of a large municipal residential system, small municipal residential system or non-municipal year-round residential system, specify the number of points sampled during the periods described in subsection 15.1-4 (2) or subsection 15.1-5 (5) of Schedule 15.1 to the Regulation, the number of samples taken, and the number of points where a sample exceeded the prescribed standard for lead during those periods. O. Reg. 170/03, s. 11 (6); O. Reg. 418/09, s. 8; O. Reg. 458/16, s. 6(2).

(6.1) Clause (6) (g) does not apply unless a sample is taken from plumbing under subsection 15.1-4 (1) or (3) or subsection 15.1-5 (3), (4) or (8) of Schedule 15.1 to the Regulation. O. Reg. 458/16, s. 6 (2).

(7) The owner of a drinking water system shall ensure that a copy of an annual report for the system is given, without charge, to every person who requests a copy. O. Reg. 269/03, s. 6 (2).

(8) If a drinking water system is connected to and receives all of its drinking water from another drinking water system, the owner of the system that obtains the water shall ensure that a copy of an annual report for the system from which the water is obtained is given, without charge, to every person who requests a copy. O. Reg. 269/03, s. 6 (2).

(9) Subsections (7) and (8) do not apply to an annual report that is more than two years old. O. Reg. 269/03, s. 6 (2).

(9.1) Every time that an annual report is prepared for a drinking water system, the owner of the system shall ensure that effective steps are taken to advise users of water from the system that copies of the report are available, without charge, and of how a copy may be obtained. O. Reg. 269/03, s. 6 (2).

(10) If a large municipal residential system serves more than 10,000 people, the owner of the system shall ensure that a copy of every report prepared under this section is available to the public at no charge on a website on the Internet. O. Reg. 170/03, s. 11 (10).

(11) The obligation to ensure that a report be given to the interested authority for a designated facility under subsection (2) does not apply to the following designated facilities:

1. A private school.
2. A children's camp.
3. A residence for seniors or retired persons, or any other similar residence, where attainment of a mature age is a factor in being accepted for occupancy. O. Reg. 170/03, s. 11 (11).

(12)-(17) REVOKED: O. Reg. 253/05, s. 8 (1).

(18) If section 12 of Ontario Regulation 459/00 and section 15 of Ontario Regulation 505/01 did not apply to the owner of a system to which subsection (5) applies, no report is required to be prepared under subsection (5) until May 31, 2006 and, despite that subsection, the report required to be prepared not later than May 31, 2006 shall cover the period from June 1, 2005 to March 31, 2006. O. Reg. 247/06, s. 10 (7).

(19) REVOKED: O. Reg. 253/05, s. 8 (2).

### **Information to be available**

**12.** (1) The owner of a drinking water system shall ensure that the following information is available for inspection in accordance with subsection (4):

1. A copy of every test result obtained in respect of a test required under this Regulation, or where continuous monitoring equipment is used under section 6-5 of Schedule 6, the daily minimum, maximum, and mean results obtained in respect of a test required under this Regulation, or under an

approval, municipal drinking water licence or order, including an OWRA order.

2. A copy of every approval, drinking water works permit, municipal drinking water licence and order, including OWRA orders, that applies to the system and is still in effect, if the approval, permit, licence or order was issued after January 1, 2001.
3. A copy of every annual report prepared under section 11.
4. A copy of every report prepared under Schedule 21 or 22.
5. A copy of this Regulation. O. Reg. 170/03, s. 12 (1); O. Reg. 247/06, s. 11; O. Reg. 418/09, s. 9.

(2) Paragraphs 1 and 2 of subsection (1) do not apply to a record, report or test result until the day after it comes into the owner's possession. O. Reg. 170/03, s. 12 (2).

(3) Paragraphs 1 to 4 of subsection (1) do not apply to a record, report or test result that is more than two years old. O. Reg. 170/03, s. 12 (3); O. Reg. 253/05, s. 9 (1).

(4) The information must be available for inspection by any member of the public during normal business hours without charge,

(a) at the office of the owner or, if the office of the owner is not reasonably convenient to users of water from the system, at a location that is reasonably convenient to those users; and

(b) if the owner is not a municipality but the system serves a municipality, at the office of the municipality. O. Reg. 170/03, s. 12 (4).

(5) If the owner of a drinking water system provides the operator of a designated facility with a copy of the information referred to in subsection (1), the operator of the facility shall ensure that the information is available at the facility, between 9 a.m. and 5 p.m. or during normal business hours, for inspection without charge by any person allowed to enter the facility. O. Reg. 170/03, s. 12 (5).

(6) REVOKED: O. Reg. 253/05, s. 9 (2).

### **Staff Comments:**

Staff will be providing the Dundalk Drinking Water 2019 Annual Report to the Ministry of the Environment, Conservation and Parks (MECP), designated facilities, Dundalk Library, Dundalk Works Depot, Southgate Municipal Office and posted on the Southgate website.

**Financial Implications:**

No financial impacts to this report.

**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 PW2020-010 for information, and that Council approve the Dundalk Drinking Water 2019 Annual Report.

Respectfully Submitted,

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

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

**Attachments:**

Attachment #1 – Dundalk Drinking Water 2019 Annual Report

Note:

The contents of this report are provided in good faith and is based on information deemed to be accurate and in compliance with all applicable legislation and regulations at the time of publication to the best of our knowledge.



**Township of Southgate**

**Dundalk Waterworks**

**2019 Annual Report**

**Jim Ellis**  
Public Works Manager

# Dundalk Waterworks 2019 Annual Report

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# Dundalk Waterworks - Township of Southgate

## 2019 Annual Water Report

**Site:** Village of Dundalk  
**Operations Address:** 75 Dundalk Street,  
Dundalk, Ontario N0C 1B0  
**Waterworks #:** 220001753  
**Municipal Drinking Water Licence:** 110-101, Issue No. 4  
**Drinking Water Works Permit:** 110-201, Issue No. 4  
**Period of this Report:** January 1- December 31 **Year:** 2019

### Description of System

The water system known as Dundalk Water Works is a ground water source consisting of three production wells, one monitoring well and a distribution system. The system is monitored by a SCADA system installed in 2006 which communicates through RF towers and PLC's in the wells to record data and monitor operations.

Well D3 is equipped with a submersible pump, flow meter, two ultra violet sterilization chambers and a chemical feed pump for sodium hypochlorite and is connected to a 1365 m<sup>3</sup> baffled storage tank with 2 pax mixers. Two turbine high lift pumps pump from storage through a flow meter into a distribution system and a booster chemical feed pump are connected after the reservoir and starts automatically if the chlorine residual begins to fall. This well has a capacity of 1182 m<sup>3</sup>/day. This pump house is equipped with two chlorine analyzers, one prior to the reservoir and the second installed prior to entering the distribution system. The entire system is under the control of a PLC system and any failures alarm a dial out system to alert operators. Well D3 is equipped with an 80 kW diesel generator that starts automatically in the event of a power outage and is capable of providing power to maintain this water supply.

Well D4 was constructed in 2004 and is equipped with a submersible pump, flow meter and a chemical feed pump for sodium hypochlorite and is connected to a 187.7 m<sup>3</sup> baffled reservoir. Two turbine high lift pumps pump from storage through a flow meter into a distribution system and a booster chemical feed pump is connected after the reservoir that automatically starts if the chlorine residual begins to fall. This well has a 1637 m<sup>3</sup>/day capacity. This pump house is equipped with two chlorine analyzers, one prior to the reservoir and the second installed prior to entering the distribution system. The entire system is under the control of a PLC system and any failures alarm a dial out system to alert operators. Well D4 is equipped with a 100 kW diesel generator with automatic transfer switch for standby power.

Well D5 was drilled in 2017 with the well house and reservoir built in 2019. It is equipped with a 15hp submersible pump that fills a rectangular baffled reservoir with a capacity of 536 cubic meters. Two turbine high lift pumps pump from storage through a flow meter into a distribution system and a booster chemical feed pump is connected after the reservoir that automatically starts if the chlorine residual begins to fall. This well has a 1961 m<sup>3</sup>/day capacity. This pump house is equipped with two chlorine analysers, one prior to the reservoir and the second installed prior to entering the distribution system. The entire system is under the control of a PLC system and any failures alarm a dial out system to alert operators. Well D5 is equipped with a 150 kW diesel generator with automatic transfer switch for standby power.

The distribution system is made up of a network of water mains of varying size with 928 service connections.

## Summary of all Test Results

### Treated Water Recap:

No. of Distribution Samples taken	240
No. of Treated Water Well Samples taken	118
No. of samples with Total Coliform	0
No. of samples with E Coli	0
No. of treated samples with Heterotrophic Plate Count	71

### Raw Water Recap:

No. of Raw Water Well Samples taken	118
No. of Raw samples with Total Coliform	1
No. of Raw samples with E Coli	0
No. of Raw samples with Heterotrophic Plate Count > 500	0

Heterotrophic Plate Counts are conducted on some treated and distribution system samples. The HPC test is used as a tool to monitor overall quality, but the results are not indicators of water safety. There is not a Drinking Water Quality Standard for HPC.

**Note:** See attached reports for more detailed results on the Township of Southgate's testing requirements.

### Summary of Adverse Test Results Reported: -

There was one incident of Adverse Drinking Water:

- March 4, 2019 – Sodium  
On March 4, 2019 the Township received adverse sodium from Well D3 and Well D4. The sodium level for D3 was 22.8 mg/L and for D4 was 23.5 mg/l with the MAC (Maximum Allowable Concentration) being 20mg/L.

**Description of Corrective Action Taken:**

- The Health Unit was advised to notify users, the website was updated, and information was put on the back of the water bills.

**Description of Major Equipment Expenses:**

EA study for well D5 and tower = \$,182,087.34

Well D5 engineering and Hydro supply = \$1,781,988.66

Main Street East watermain replacement engineering = \$1,587,359.77

Purchased water meters = \$25,695.42

**New Equipment Installed:**

Nothing to report.

**Equipment Replaced:**

Main water valves replacement program = \$7,158.22

**Repairs to Equipment:**

Nothing to report.

**Frozen Water:**

The Township issued letters to 52 homes and businesses that are commonly known to have their water lines freeze on January 25 and 28, 2019. On April 23, 2019, another letter was handed out advising them that it was safe to stop running their taps.

**Township of Southgate - Dundalk Waterworks**  
**Average Day Well Consumption vs. Maximum Flow/Day Allowed Report 2019**

Month	Average Day Water Consumption Well #3	Maximum Flow Rate Allowed Well #3/Day	Average Day Water Consumption Well #4	Maximum Flow Rate Allowed Well #4/Day	Average Day Water Consumption Well #5	Maximum Flow Rate Allowed Well #5/Day	Average Day Water Consumption All Wells	Maximum Flow Rate Allowed All Wells/Day
January	211	1,182	298	1,637	0	1,961	509	2,817
February	218	1,182	367	1,637	0	1,961	585	2,817
March	235	1,182	363	1,637	0	1,961	598	2,817
April	226	1,182	348	1,637	0	1,961	574	2,817
May	230	1,182	308	1,637	0	1,961	538	2,817
June	275	1,182	265	1,637	0	1,961	540	2,817
July	288	1,182	295	1,637	0	1,961	583	2,817
August	267	1,182	344	1,637	0	1,961	611	2,817
September	201	1,182	335	1,637	0	1,961	536	2,817
October	202	1,182	141	1,637	219	1,961	562	2,817
November	193	1,182	178	1,637	222	1,961	593	2,817
December	217	1,182	135	1,637	242	1,961	594	2,817
<b>Annual Monthly Average in M<sub>3</sub></b>	230	1,182	281	1,637	57	1,961	569	2,817

Note: Flow in above chart is in Cubic Meters

**Certificate of Approval Well Pumping Maximum Flow Rate per Day**

Well	Maximum Pump Rate in Liters/Min.	Maximum Pump Rate in Liters/Day	Maximum Pump Rate in m <sup>3</sup> /Day	Maximum Pump Rate in Gallons/Day
Well #3	820	1,180,800	1181	259,985
Well #4	1137	1,637,280	1636	360,149
Well #5	1362	1,961,280	1961	431,695
Total			2817	620,134

**Township of Southgate - Dundalk Waterworks**  
**Maximum One Day Well Consumption vs. Maximum Flow Allowed Report 2019**

Month	Maximum One Day Consumption Well #3	Maximum Flow Allowed/Day Well #3	Maximum One Day Consumption Well #4	Maximum Flow Allowed/Day Well #4	Maximum One Day Consumption Well #5	Maximum Flow Allowed/Day Well #5	Maximum One Day Flow All Wells	Maximum Flow Allowed/Day All Wells
January	434	1,182	477	1,637	0	1,961	745	2,817
February	335	1,182	645	1,637	0	1,961	694	2,817
March	526	1,182	668	1,637	0	1,961	709	2,817
April	299	1,182	431	1,637	0	1,961	666	2,817
May	343	1,182	563	1,637	0	1,961	680	2,817
June	503	1,182	434	1,637	0	1,961	762	2,817
July	442	1,182	553	1,637	0	1,961	732	2,817
August	639	1,182	549	1,637	0	1,961	897	2,817
September	465	1,182	569	1,637	0	1,961	913	2,817
October	319	1,182	472	1,637	427	1,961	825	2,817
November	382	1,182	723	1,637	424	1,961	942	2,817
December	306	1,182	372	1,637	419	1,961	777	2,817
<b>Annual Maximum for One Day - m<sup>3</sup></b>	639	1182	723	1637	427	1961	942	2817
<b>Annual Maximum for One Day - Gal</b>	140,669	260,205	159,161	360,369	94,000	431,695	207,372	620,134

Note: Flow in above chart is in Cubic Meters

**Certificate of Approval Well Pumping Maximum Capacity per Day**

Well	Maximum Pump Rate in Liters/Min.	Maximum Pump Rate in Liters/Day	Maximum Pump Rate in m <sup>3</sup> /Day	Maximum Pump Rate in Gallons/Day
Well #3	822	1,183,680	1181	259,985
Well #4	1134	1,632,960	1636	360,149
Well #5	1362	1,961,280	1961	431,695
<b>Total</b>			2817	620,134

**Township of Southgate - Dundalk Waterworks**  
**Total Well Consumption vs. Maximum Flow Allowed Report 2019**

Month	Water Consumption Well #3	Monthly Flow Allowed Well #3	Water Consumption Well #4	Monthly Flow Allowed Well #4	Water Consumption Well #5	Monthly Flow Allowed Well #5	# of Days in Month
January	6,548	36,611	9,224	50,716	0	60,791	31
February	6,103	33,068	10,286	45,808	0	54,908	28
March	7,294	36,611	11,260	50,716	0	60,791	31
April	6,794	35,430	10,427	49,080	0	58,830	30
May	7,126	36,611	9,563	50,716	0	60,791	31
June	8,253	35,430	7,958	49,080	0	58,830	30
July	8,916	36,611	9,144	50,716	0	60,791	31
August	8,271	36,611	10,652	50,716	0	60,791	31
September	6,039	35,430	10,038	49,080	0	58,830	30
October	6,261	36,611	4,379	50,716	6,797	60,791	31
November	5,801	35,430	5,329	49,080	6,664	58,830	30
December	6,716	36,611	4,188	50,716	7,508	60,791	31
<b>Annual Flow in m3</b>	84,122	431,065	102,448	597,140	20,969	715,765	

**Certificate of Approval Well Pumping Maximum Flow Rate per Day**

Well	Maximum Pump Rate in Liters/Min.	Maximum Pump Rate in Liters/Day	Maximum Pump Rate in m <sup>3</sup> /Day	Maximum Pump Rate in Gallons/Day	Water Consumption in m3 by Well in 2019	Annual Flow Allowed at each Wells
Well #3	822	1,183,680	1181	259,985	84,122	431,065
Well #4	1134	1,632,960	1636	360,149	102,448	597,140
Well #5	1362	1,961,280	1961	431,695	20,969	715,765
Total			2817	620,134	207,539	1,743,970

## OPTIONAL ANNUAL REPORT TEMPLATE

<b>Drinking-Water System Number:</b>	220001753
<b>Drinking-Water System Name:</b>	Dundalk Waterworks
<b>Drinking-Water System Owner:</b>	Township of Southgate
<b>Drinking-Water System Category:</b>	Large Municipal – Residential
<b>Period being reported:</b>	January 1 to December 31, 2019

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p><b>Does your Drinking-Water System serve more than 10,000 people? Yes [ ] No [x]</b></p> <p><b>Is your annual report available to the public at no charge on a web site on the Internet? Yes [x] No [ ]</b></p> <p><b>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</b></p> <ul style="list-style-type: none"> <li>• Southgate Municipal Office (near Hopeville) 185667 Grey Road 9, RR 1 Dundalk ON N0C 1B0</li> <li>• Dundalk Works Depot 75 Dundalk St Dundalk ON N0C 1B0</li> <li>• Dundalk Library 80 Proton Street North</li> </ul>	<p><b><u>Complete for all other Categories.</u></b></p> <p><b>Number of Designated Facilities served:</b></p> <p style="text-align: center;">3</p> <p><b>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [x] No [ ]</b></p> <p><b>Number of Interested Authorities you report to:</b></p> <p style="text-align: center;">3</p> <p><b>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [x] No [ ]</b></p>
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**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**  
 Yes [ ] No [x]

Indicate how you notified system users that your annual report is available, and is free of charge.

- ☒ Public access/notice via the web  
☒ Public access/notice via Government Office  
☒ Public access/notice via a newspaper  
☒ Public access/notice via Public Request  
☒ Public access/notice via a Public Library  
☐ Public access/notice via other method \_\_\_\_\_

**Describe your Drinking-Water System**

Dundalk Waterworks has three operational wells. The Township has a 1306 m<sup>3</sup> of storage in an above ground baffled reservoir at Well 3, a 187.7 m<sup>3</sup> baffled reservoir at Well D4 and a 536 m<sup>3</sup> baffled reservoir at Well D5. The water is pumped by high lift pumps into the distribution system from one of the reservoirs. All wells communicate by RF towers to control which well is in the lead and are monitored by SCADA through the same communications system.

**List all water treatment chemicals used over this reporting period**

Sodium Hypochlorite

**Were any significant expenses incurred to?**

- ☐ Install required equipment  
☐ Repair required equipment  
☒ Replace required equipment

**Please provide a brief description and a breakdown of monetary expenses incurred**

Construct new Well D5 - \$1,781,988.66  
 Environmental Assessment study for new Well D5 and Tower \$1,182,087.34  
 Water Meters \$25,695.42  
 Main Street East watermain replacement & engineering \$1,587,359.77

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
7/12/19	Sodium	26.7	Mg/L	N/A	N/A
7/2/19	Sodium	25.0	Mg/L	N/A	N/A
3/4/19	Sodium	23.5	Mg/L	N/A	N/A
3/4/19	Sodium	22.8	Mg/L	N/A	N/A



3/9/18	Sodium	36.3	Mg/l	Re-sampled	3/13/18
3/9/18	Sodium	31.9	Mg/l	Re-sampled	3/13/18
3/5/18	Sodium	36.3	mg/l		
3/6/17	Sodium	28.2	mg/l	N/A	N/A
7/5/16	Sodium	28	mg/l	N/A	N/A
3/10/16	Sodium	28.8	mg/l	Re-sampled	7/5/16
3/9/15	Sodium	28.7	mg/l	N/A	N/A
3/3/14	Sodium	31.5	mg/l	Re-sampled	3/3/14
3/14/13	Sodium	30.2	mg/l	Re-sampled	3/14/13
3/14/13	Sodium	23.7	mg/l	Re-sampled	3/14/13

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	118	0-0	0-1	118	0-50
Treated	118	0-0	0-0	118	0-650
Distribution	240	0-0	0-0	240	0->2000

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Turbidity	27	0.03 - 0.14
Chlorine	521 8760 – D3 8760 – D4 2232 – D5	Distribution Free 0.32 – 1.75 Treated Free 1.02 – 1.41 Treated Free 0.95 – 1.15 Treated Free 0.76 – 1.15
Fluoride (If the DWS provides fluoridation)	n/a	

**NOTE:** For continuous monitors use 8760 as the number of samples.

**NOTE:** Record the unit of measure if it is **not** milligrams per litre.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
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Drinking Water License 110-101(01/02/2016), Permit 110-201(02/02/2016)	Sodium	3/4/19 7/2/19	D3-22.8 D4-23.5 D3-25.0 D4-26.7	Mg/L
	Radionuclides	3/4/19		
	D3 Gross Alpha	“	0.13	Bq/L
	D3 Gross Beta	“	<0.10	Bq/L
	D3 Tritium	“	<15	Bq/L
	D4 Gross Alpha	“	0.12	Bq/L
	D4 Gross Beta	“	<0.10	Bq/L
	D4 Tritium	“	<15	Bq/L
Drinking Water License 110-101, Permit 110-201	Sodium	3/8/19	D3-22.8 D4-23.5	mg/l
November 26, 2014	Sodium	3/6/17	D3-28.2 D4-26.3	mg/l
“	Sodium	July 5/16	D3-27.9 D4-28	mg/l
“	Sodium	March 8/16	D3-28.8 D4-27.7	mg/l
“	Sodium	March 9/15	D3-28.7	mg/l
“	Sodium	”	D4 – 18.1	mg/l
“	Radionuclides	March 16/19		ug/l
“	D3 Gross Alpha	”	0.13	“
“	D3 Gross Beta	“	<0.10	“
“	D3 Tritium	“	<15	“
“	D4 Gross Alpha	“	0.12	“
“	D4 Gross Beta	“	<0.10	“
“	D4 Tritium	“	<15	“

**Summary of Inorganic parameters tested during this reporting period or the most recent sample results**

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony	March 5/18	0.03	ug/l	
Arsenic	March 5/18	2.6	“	
Barium	March 5/18	126	“	
Boron	March 5/18	55	“	
Cadmium	March 5/18	0.006	“	
Chromium	March 5/18	0.21	“	
*Lead	September 20/17	1.33	“	
Mercury	March 5/18	0.01	“	
Selenium	March 5/18	0.26	“	
Sodium	March 8/19	23.5	mg/l	23.5
Uranium	March 5/18	1.53	ug/l	
Fluoride	March 6/17	0.86	mg/l	
Nitrite	October 7/19	<0.1	“	



# Ontario Drinking-Water Systems Regulation O. Reg. 170/03

<b>Nitrate</b>	<b>October 7/19</b>	<b>1.8</b>	<b>“</b>	
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\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

## Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

\*Note: Municipality is on reduced sampling schedule currently.

<b>Location Type</b>	<b>Number of Samples</b>	<b>Range of Lead Results (min#) – (max #)</b>	<b>Number of Exceedances</b>
<b>Plumbing</b>	<b>0</b>	<b>N/A – N/A</b>	<b>0</b>
<b>Distribution</b>	<b>0</b>	<b>N/A – N/A</b>	<b>0</b>

## Summary of Organic parameters sampled during this reporting period or the most recent sample results

<b>Parameter</b>	<b>Sample Date</b>	<b>Result Value</b>	<b>Unit of Measure</b>	<b>Exceedance</b>
<b>Alachlor</b>	March 5/18	<b>0.02</b>	<b>ug/l</b>	
<b>Aldicarb</b>	March 9/15	<b>0.01</b>	<b>“</b>	
<b>Aldrin + Dieldrin</b>	March 9/15	<b>0.01</b>	<b>“</b>	
<b>Atrazine + N-dealkylated metabolites</b>	March 5/18	<b>0.01</b>	<b>“</b>	
<b>Azinphos-methyl</b>	March 5/18	<b>0.05</b>	<b>ug/l</b>	
<b>Bendiocarb</b>	March 9/15	<b>0.01</b>	<b>“</b>	
<b>Benzene</b>	March 5/18	<b>0.32</b>	<b>“</b>	
<b>Benzo(a)pyrene</b>	March 5/18	<b>0.004</b>	<b>“</b>	
<b>Bromoxynil</b>	March 5/18	<b>0.33</b>	<b>“</b>	
<b>Carbaryl</b>	March 5/18	<b>0.05</b>	<b>“</b>	
<b>Carbofuran</b>	March 5/18	<b>0.01</b>	<b>“</b>	
<b>Carbon Tetrachloride</b>	March 5/18	<b>0.16</b>	<b>“</b>	
<b>Chlordane (Total)</b>	March 9/15	<b>0.01</b>	<b>“</b>	
<b>Chlorpyrifos</b>	March 5/18	<b>0.02</b>	<b>“</b>	
<b>Cyanazine</b>	March 9/15	<b>0.03</b>	<b>“</b>	
<b>Diazinon</b>	March 5/18	<b>0.02</b>	<b>“</b>	
<b>Dicamba</b>	March 5/18	<b>0.20</b>	<b>“</b>	
<b>1,2-Dichlorobenzene</b>	March 5/18	<b>0.41</b>	<b>“</b>	
<b>1,4-Dichlorobenzene</b>	March /18	<b>0.36</b>	<b>“</b>	

<b>Dichlorodiphenyltrichloroethane (DDT) + metabolites</b>	March 9/15	<b>0.01</b>	“	
<b>1,2-Dichloroethane</b>	March 5/18	<b>0.35</b>	“	
<b>1,1-Dichloroethylene (vinylidene chloride)</b>	March 5/18	<b>0.33</b>	“	
<b>Dichloromethane</b>	March 5/18	<b>0.35</b>	“	
<b>2-4 Dichlorophenol</b>	March 5/18	<b>0.15</b>	“	
<b>2,4-Dichlorophenoxy acetic acid (2,4-D)</b>	March 5/18	<b>0.19</b>	“	
<b>Diclofop-methyl</b>	March 5/18	<b>0.40</b>	“	
<b>Dimethoate</b>	March 5/18	<b>0.03</b>	“	
<b>Dinoseb</b>	March 9/15	<b>0.36</b>	“	
<b>Diquat</b>	March 5/18	<b>1.00</b>	“	
<b>Diuron</b>	March 5/18	<b>0.03</b>	“	
<b>Glyphosate</b>	March 5/18	<b>1.00</b>	“	
<b>Heptachlor + Heptachlor Epoxide</b>	March 9/15	<b>0.01</b>	“	
<b>Haloacetic Acids (Bromoacetic Acid, Chloroacetic Acid, Dichloroacetic Acid, Dibromoacetic Acid, and Trichloroacetic Acid)</b>	October 7, 2019	<b>5.3</b>	”	
<b>Lindane (Total)</b>	March 9/15	<b>0.01</b>	“	
<b>Malathion</b>	March 5/18	<b>0.02</b>	“	
<b>Methoxychlor</b>	March 5/18	<b>0.03</b>	“	
<b>2-methyl-4-chlorophenoxyacetic acid</b>	March 5/18	<b>0.00012</b>	mg/l	
<b>Metolachlor</b>	March 9/15	<b>0.06</b>	ug/l	
<b>Metribuzin</b>	March 5/18	<b>0.02</b>	“	
<b>Monochlorobenzene</b>	March 5/18	<b>0.3</b>	“	
<b>Paraquat</b>	March 5/18	<b>1.00</b>	“	
<b>Parathion</b>	March 9/15	<b>0.02</b>	“	
<b>Pentachlorophenol</b>	March 5/18	<b>0.15</b>	“	
<b>Phorate</b>	March 5/18	<b>0.01</b>	“	
<b>Picloram</b>	March 5/18	<b>1.0</b>	“	
<b>Polychlorinated Biphenyls(PCB)</b>	March 5/18	<b>0.04</b>	“	
<b>Prometryne</b>	March 5/18	<b>0.03</b>	“	
<b>Simazine</b>	March 5/18	<b>0.01</b>	“	
<b>THM</b> (NOTE: show latest running annual average)	October 7/19	<b>14.5</b>	ug/l	
<b>Temephos</b>	March 9/15	<b>0.01</b>	“	
<b>Terbufos</b>	March 5/18	<b>0.01</b>	“	
<b>Tetrachloroethylene</b>	March 5/18	<b>0.35</b>	“	
<b>2,3,4,6-Tetrachlorophenol</b>	March 5/18	<b>0.20</b>	“	
<b>Triallate</b>	March 5/18	<b>0.01</b>	“	
<b>Trichloroethylene</b>	March 5/18	<b>0.44</b>	“	
<b>2,4,6-Trichlorophenol</b>	March 5/18	<b>0.25</b>	“	
<b>2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)</b>	March 9/15	<b>0.22</b>	“	
<b>Trifluralin</b>	March 5/18	<b>0.02</b>	“	



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Vinyl Chloride	March 5/18	0.17	“	
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**List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.**

Parameter	Result Value	Unit of Measure	Date of Sample

Annual Sampling Results 2019

Year: 2019

Parameter	Ecoli						Total Coliform						HPC						Background		Raw Water Turbidity		Treated Chlorine Free		Treated Turbidity		Distribution Chlorine Free		Distribution Turbidity	
	Raw		Treated		Distribution		Raw		Treated		Distribution		RW-Raw		TW-Treated		DW-Distribution													
	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High	Low	High		
January	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	1	0	32			0.05	0.07	1.02	1.63	0.05	0.24	0.60	1.67	0.06	0.25
February	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	16			0.07	0.10	0.98	1.78	0.07	0.24	0.63	1.64	0.07	0.23
March	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	2	0	159			0.05	0.07	0.95	1.42	0.06	0.21	0.69	1.75	0.06	0.30
April	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	232			0.05	0.08	0.94	1.31	0.07	0.35	0.45	1.18	0.07	0.41
May	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4			0.04	0.06	0.80	1.22	0.05	0.33	0.43	1.16	0.08	0.32
June	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	1	0	2			0.08	0.09	0.81	1.33	0.06	0.24	0.52	1.22	0.06	0.28
July	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	8	0	10			0.05	0.07	0.79	1.41	0.04	0.24	0.43	1.14	0.09	0.38
August	0	0	0	0	0	0	0	1	0	0	0	0	0	2	0	0	0	95			0.05	0.07	0.80	1.59	0.04	0.19	0.38	1.23	0.08	0.22
September	0	0	0	0	0	0	0	0	0	0	0	0	0	26	0	1	0	5			0.03	0.06	0.76	1.57	0.05	0.44	0.45	1.41	0.05	0.28
October	0	0	0	0	0	0	0	14	0	0	0	0	<10	50	<10	50	<10	1170			0.06	0.08	0.48	1.44	0.06	0.35	0.32	1.18	0.09	0.25
November	0	0	0	0	0	0	0	0	0	0	0	0	<10	30	<10	650	<10	>2000			0.07	0.10	0.90	1.71	0.05	0.23	0.74	1.51	0.07	0.28
December	0	0	0	0	0	0	0	1	0	0	0	0	<10	10	<10	10	<10	120			0.08	0.14	0.99	1.37	0.06	0.28	0.72	1.16	0.09	0.28
Recap for Year	0	0	0	0	0	0	0	14	0	0	0	0	0	50	0	650	0	>2000	-	-	0.03	0.14	0.48	1.78	0.04	0.44	0.32	1.75	0.05	0.41

SGS Reports

## Annual Summary - Distribution System Bacteriological Data

<b>Water Works Name:</b>	Dundalk Water Works
<b>Year:</b>	2019
<b>Serviced Population:</b>	2431
<b>Laboratories Which Performed Analyses:</b>	Lakefield Research Ltd.
	Caduceon Labs

### **Distribution System**

Month	Total Coliform			Fecal Coliform/Escherichia Coli			HPC or MF		
	No. of Samples Collected	No. of Samples "Safe"	No. of Samples "Unsafe"	No. of Samples Collected	No. of Samples "Safe"	No. of Samples "Unsafe"	No. of Samples Collected	No. of Samples "Safe"	No. of Samples "Unsafe"
January	20	20	0	20	20	0	20	20	0
February	12	12	0	12	12	0	12	12	0
March	16	16	0	16	16	0	16	16	0
April	20	20	0	20	20	0	20	20	0
May	16	16	0	16	16	0	16	16	0
June	16	16	0	16	16	0	16	16	0
July	35	35	0	35	35	0	35	35	0
August	32	32	0	32	32	0	32	32	0
September	21	21	0	21	21	0	21	21	0
October	16	16	0	16	16	0	16	16	0
November	16	16	0	16	16	0	16	16	0
December	20	20	0	20	20	0	20	20	0
<b>Total</b>	240	240	0	240	240	0	240	240	0

## Input into the Distribution System Bacteriological Data

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable)** Well #3  
**Year:** 2019  
**Serviced Population:** 2431  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

### **Treated Water**

Month	Total Coliform			Fecal Coliform/Escherichia Coli			HPC or MF		
	No. of Samples	No. of Samples "Safe"	No. of Samples "Unsafe"	No. of Samples Collected	No. of Samples "Safe"	No. of Samples "Unsafe"	No. of Samples Collected	No. of Samples "Safe"	No. of Samples "Unsafe"
January	5	5	0	5	5	0	5	5	0
February	3	3	0	3	3	0	3	3	0
March	4	4	0	4	4	0	4	4	0
April	5	5	0	5	5	0	5	5	0
May	4	4	0	4	4	0	4	4	0
June	4	4	0	4	4	0	4	4	0
July	5	5	0	5	5	0	5	5	0
August	4	4	0	4	4	0	4	4	0
September	5	5	0	5	5	0	5	5	0
October	4	4	0	4	4	0	4	4	0
November	4	4	0	4	4	0	4	4	0
December	5	5	0	5	5	0	5	5	0
<b>Total</b>	52	52	0	52	52	0	52	52	0



## Input into the Distribution System Bacteriological Data

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable)** Well # 4  
**Year:** 2019  
**Serviced Population:** 2431  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

### **Treated Water**

Month	Total Coliform			Fecal Coliform/Escherichia Coli			HPC or MF		
	No. of Samples	No. of Samples "Safe"	No. of Samples "Unsafe"	No. of Samples Collected	No. of Samples "Safe"	No. of Samples "Unsafe"	No. of Samples Collected	No. of Samples "Safe"	No. of Samples "Unsafe"
January	5	5	0	5	5	0	5	5	0
February	3	3	0	3	3	0	3	3	0
March	4	4	0	4	4	0	4	4	0
April	5	5	0	5	5	0	5	5	0
May	4	4	0	4	4	0	4	4	0
June	4	4	0	4	4	0	4	4	0
July	5	5	0	5	5	0	5	5	0
August	4	4	0	4	4	0	4	4	0
September	5	5	0	5	5	0	5	5	0
October	4	4	0	4	4	0	4	4	0
November	4	4	0	4	4	0	4	4	0
December	5	5	0	5	5	0	5	5	0
<b>Total</b>	52	52	0	52	52	0	52	52	0

## Input into the Distribution System Bacteriological Data

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable)** Well # 5  
**Year:** 2019  
**Serviced Population:** 2431  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

### **Treated Water**

Month	Total Coliform			Fecal Coliform/Escherichia Coli			HPC or MF		
	No. of Samples	No. of Samples "Safe"	No. of Samples "Unsafe"	No. of Samples Collected	No. of Samples "Safe"	No. of Samples "Unsafe"	No. of Samples Collected	No. of Samples "Safe"	No. of Samples "Unsafe"
January	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0
October	5	5	0	5	5	0	5	5	0
November	4	4	0	4	4	0	4	4	0
December	5	5	0	5	5	0	5	5	0
<b>Total</b>	14	14	0	14	14	0	14	14	0

**Annual Summary - Raw Water (A Separate Sheet Should Be Completed For Each Raw  
Water Input To The Treatment Works) Bacteriological Data**

<b>Water Works Name:</b>	Dundalk Water Works
<b>Well No. (If applicable)</b>	Well # 3
<b>Year:</b>	2019
<b>Serviced Population:</b>	2431
<b>Laboratories Which Performed Analyses:</b>	Lakefield Research Ltd.
	Caduceon Labs

**Raw Water**

Month	Total Coliform			Fecal Coliform/Escherichia Coli		
	No. of Samples	No. of Samples 0 Organisms/100 ml	No. of Samples > 0 Organisms/100ml	No. of Samples Collected	No. of Samples 0 Org./100 ml	No. of Samples > 0 Organisms/100ml
January	5	5	0	5	5	0
February	3	3	0	3	3	0
March	4	4	0	4	4	0
April	5	5	0	5	5	0
May	4	4	0	4	4	0
June	4	4	0	4	4	0
July	5	5	0	5	5	0
August	4	4	0	4	4	0
September	5	5	0	5	5	0
October	4	4	0	4	4	0
November	4	4	0	4	4	0
December	5	5	0	5	5	0
<b>Total</b>	52	52	0	52	52	0

**Annual Summary - Raw Water (A Separate Sheet Should Be Completed For Each Raw  
Water Input To The Treatment Works) Bacteriological Data**

<b>Water Works Name:</b>	Dundalk Water Works
<b>Well No. (If applicable)</b>	Well # 4
<b>Year:</b>	2019
<b>Serviced Population:</b>	2431
<b>Laboratories Which Performed Analyses:</b>	Lakefield Research Ltd.
	Caduceon Labs

**Raw Water**

Month	Total Coliform			Fecal Coliform/Escherichia Coli		
	No. of Samples	No. of Samples 0 Organisms/100 ml	No. of Samples > 0 Organisms/100ml	No. of Samples Collected	No. of Samples 0 Org./100 ml	No. of Samples > 0 Organisms/100ml
January	5	5	0	5	5	0
February	3	3	0	3	3	0
March	4	4	0	4	4	0
April	5	5	0	5	5	0
May	4	4	0	4	4	0
June	4	4	0	4	4	0
July	5	5	0	5	5	0
August	4	4	0	4	4	0
September	5	5	0	5	5	0
October	4	4	0	4	4	0
November	4	4	0	4	4	0
December	5	5	0	5	5	0
<b>Total</b>	52	52	0	52	52	0

**Annual Summary - Raw Water (A Separate Sheet Should Be Completed For Each Raw  
Water Input To The Treatment Works) Bacteriological Data**

<b>Water Works Name:</b>	Dundalk Water Works
<b>Well No. (If applicable)</b>	Well # 5
<b>Year:</b>	2019
<b>Serviced Population:</b>	2431
<b>Laboratories Which Performed Analyses:</b>	Lakefield Research Ltd.
	Caduceon Labs

**Raw Water**

Month	Total Coliform			Fecal Coliform/Escherichia Coli		
	No. of Samples	No. of Samples 0 Organisms/100 ml	No. of Samples > 0 Organisms/100ml	No. of Samples Collected	No. of Samples 0 Org./100 ml	No. of Samples > 0 Organisms/100ml
January	0	0	0	0	0	0
February	0	0	0	0	0	0
March	0	0	0	0	0	0
April	0	0	0	0	0	0
May	0	0	0	0	0	0
June	0	0	0	0	0	0
July	0	0	0	0	0	0
August	0	0	0	0	0	0
September	1	1	0	1	1	0
October	4	4	0	4	4	0
November	4	4	0	4	4	0
December	5	5	0	5	5	0
<b>Total</b>	14	14	0	14	14	0

# **Input into the Distribution System Bacteriological Data**

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable):** Well # 3  
**Year:** 2019  
**Serviced Population:** 2431  
**Design Capacity:** 1636 m<sup>3</sup>/Day  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

## **Treated Water**

Month	Treated Water Flow			Influent Wastewater Monthly Total m <sup>3</sup>	Treated Water Turbidity			Treated Disinfectant		Dist. System Disinfectant	
	Average m <sup>3</sup>	Maximum Day m <sup>3</sup>	Monthly Total m <sup>3</sup>		No. of Samples Collected	No. of Samples > 1 NTU	Average Turbidity NTU	No. of Treated Samples Collected	Average Free Residual (mg/L)	No. of Dist. Samples	No. of Samples without Required Chlorine Residual
January	195	443	6032	34542	31	0	0.17	31	1.31	31	0
February	205	341	5741	32981	28	0	0.18	28	1.41	28	0
March	224	547	6943	53110	31	0	0.17	31	1.25	31	0
April	209	290	6477	77207	30	0	0.19	30	1.13	30	0
May	221	352	6836	42243	31	0	0.19	31	1.02	31	0
June	264	478	7909	25295	30	0	0.18	30	1.14	30	0
July	276	398	8554	16169	31	0	0.16	31	1.19	31	0
August	253	575	7829	13812	31	0	0.15	31	1.17	31	0
September	191	439	5734	14469	30	0	0.17	30	1.17	30	0
October	194	330	6028	19242	31	0	0.18	31	1.15	31	0
November	184	336	5521	39604	30	0	0.18	30	1.37	30	0
December	206	280	6393	36990	31	0	0.19	31	1.22	31	0
<b>Total</b>			79997	405664	365	0		365		365	0
<b>Average</b>	218.500						0.18		1.21		
<b>Maximum</b>		575.000									

Disinfectant Compound Used:  
(eg. Chlorine Gas, NaOCl, Etc.)

**NaOCl**

Form of Residual Displayed on Above Table:  
(I. E. Free, Combined, or Total)

**Free**

Distribution System Target Residual (mg./L):

**> 0.2 Free**

Recap for Month  
 Recap for Month

# **Input into the Distribution System Bacteriological Data**

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable)** Well # 4  
**Year:** 2019  
**Serviced Population:** 2431  
**Design Capacity:** 1636 m<sup>3</sup>/Day  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

## **Treated Water**

Month	Treated Water Flow			Influent Wastewater Monthly Total m3	Treated Water Turbidity			Treated Disinfectant		Dist. System Disinfectant	
	Average m3	Maximum Day m3	Monthly Total m3		No. of Samples Collected	No. of Samples > 1 NTU	Average Turbidity NTU	No. of Treated Samples Collected	Average Free Residual (mg/L)	No. of Dist. Samples Collected	No. of Samples without Required Chlorine Residual
January	298	509	9225	34542	31	0	0.10	31	1.15	31	0
February	368	648	10304	32981	28	0	0.11	28	1.11	28	0
March	363	631	11244	53110	31	0	0.09	31	1.09	31	0
April	348	431	10427	77207	30	0	0.13	30	1.11	30	0
May	307	533	9513	42243	31	0	0.11	31	1.08	31	0
June	265	434	7958	25295	30	0	0.10	30	0.95	30	0
July	295	528	9140	16169	31	0	0.08	31	0.99	31	0
August	343	556	10638	13812	31	0	0.07	31	1.02	31	0
September	336	543	10081	14469	30	0	0.07	30	1.01	30	0
October	140	479	4346	19242	31	0	0.10	31	0.96	31	0
November	178	720	5345	39604	30	0	0.11	30	1.03	30	0
December	136	330	4216	36990	31	0	0.10	31	1.09	31	0
<b>Total</b>			102437	405664	365	0		365		365	0
<b>Average</b>	281.417						0.10		1.05		
<b>Maximum</b>		720.000									

Disinfectant Compound Used:  
 (eg. Chlorine Gas, NaOCl, Etc.) **NaOCl**

Form of Residual Displayed on Above Table:  
 (I. E. Free, Combined, or Total) **Free**

Distribution System Target Residual (mg./L): **> 0.2 Free**

Water Consumption Report  
 Recap for Month

# **Input into the Distribution System Bacteriological Data**

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable):** Well # 5  
**Year:** 2019  
**Serviced Population:** 2431  
**Design Capacity:** 1636 m<sup>3</sup>/Day  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

## **Treated Water**

Month	Treated Water Flow			Influent Wastewater Monthly Total m3	Treated Water Turbidity			Treated Disinfectant		Dist. System Disinfectant	
	Average m3	Maximum Day m3	Monthly Total m3		No. of Samples Collected	No. of Samples > 1 NTU	Average Turbidity NTU	No. of Treated Samples Collected	Average Free Residual (mg/L)	No. of Dist. Samples Collected	No. of Samples without Required Chlorine Residual
January						0					0
February						0					0
March						0					0
April						0					0
May						0					0
June						0					0
July						0					0
August						0					0
September	0	0	0	14469	1	0	0.44	1	0.76	1	0
October	216	364	6705	19242	31	0	0.15	31	0.97	31	0
November	223	311	6683	39604	30	0	0.12	30	1.09	30	0
December	245	348	7593	36990	31	0	0.12	31	1.15	31	0
<b>Total</b>			20981	110305	93	0		93		93	0
<b>Average</b>	57.000						0.07		0.33		
<b>Maximum</b>		364.000									

Disinfectant Compound Used:  
 (eg. Chlorine Gas, NaOCl, Etc.)

**NaOCl**

Form of Residual Displayed on Above Table:  
 (I. E. Free, Combined, or Total)

**Free**

Distribution System Target Residual (mg./L):

**> 0.2 Free**

Water Consumption Report  
 Recap for Month



# **Annual Report - Flouride, Nitrite, Nitrate, and Colour**

(A Separate Sheet Should Be Completed for Each Input into the Distribution System)

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable)** Well # 3  
**Year:** 2019  
**Serviced Population:** 2431  
**Design Capacity:** 1636 m<sup>3</sup>/Day  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

Month	Treated Water Fluoride			Treated Water Nitrite			Treated Water Nitrate			Colour	
	No. of Samples Collected	Average Residual (mg/L)	Maximum Residual (mg/L)	No. of Samples Collected	Average Nitrite (mg/L)	Maximum Nitrite (mg/L)	No. of Samples Collected	Average Nitrate (mg/L)	Maximum Nitrate (mg/L)	Average Raw (TCU)	Average Treated (TCU)
January				1	0.003	0.003	1	0.817	0.817		
February											
March											
April				1	0.0003	0.0003	1	0.739	0.739		
May											
June											
July				1	0.003	0.003	1	0.670	0.670		
August											
September											
October				1	0.1	0.1	1	0.9	0.9		
November											
December											
<b>Total</b>	0			4			4				
<b>Average</b>		#DIV/0!			0.027			0.782			
<b>Maximum</b>			0.000			0.100			0.900		
<b>ODWO</b>			1.5		0.1	1		1	10		

Where Nitrate and Nitrite are present, the total of the two should not exceed 10mg/L.

Flouride levels above 1.5mg/L should be reported to the Medical Officer of Health.

# **Annual Report - Flouride, Nitrite, Nitrate, and Colour**

(A Separate Sheet Should Be Completed for Each Input into the Distribution System)

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable)** Well # 4  
**Year:** 2019  
**Serviced Population:** 2431  
**Design Capacity:** 1636 m<sup>3</sup>/Day  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

Month	Treated Water Fluoride			Treated Water Nitrite			Treated Water Nitrate			Colour	
	No. of Samples Collected	Average Residual (mg/L)	Maximum Residual (mg/L)	No. of Samples Collected	Average Nitrite (mg/L)	Maximum Nitrite (mg/L)	No. of Samples Collected	Average Nitrate (mg/L)	Maximum Nitrate (mg/L)	Average Raw (TCU)	Average Treated (TCU)
January				1	0.003	0.003	1	1.420	1.420		
February											
March											
April				1	0.003	0.003	1	1.24	1.24		
May											
June											
July				1	0.003	0.003	1	1.79	1.79		
August											
September											
October				1	<0.1	<0.1	1	1.8	1.8		
November											
December											
<b>Total</b>	0			4			4				
<b>Average</b>		#DIV/0!			0.002			1.563			
<b>Maximum</b>			0			0.003			1.8		
<b>ODWO</b>			1.5		0.1	1		1	10		

Where Nitrate and Nitrite are present, the total of the two should not exceed 10mg/L.

Flouride levels above 1.5mg/L should be reported to the Medical Officer of Health.

# **Annual Report - Fluoride, Nitrite, Nitrate, and Colour**

(A Separate Sheet Should Be Completed for Each Input into the Distribution System)

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable)** Well # 5  
**Year:** 2019  
**Serviced Population:** 2431  
**Design Capacity:** 1636 m<sup>3</sup>/Day  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

Month	Treated Water Fluoride			Treated Water Nitrite			Treated Water Nitrate			Colour	
	No. of Samples Collected	Average Residual (mg/L)	Maximum Residual (mg/L)	No. of Samples Collected	Average Nitrite (mg/L)	Maximum Nitrite (mg/L)	No. of Samples Collected	Average Nitrate (mg/L)	Maximum Nitrate (mg/L)	Average Raw (TCU)	Average Treated (TCU)
January											
February											
March											
April											
May											
June											
July											
August											
September											
October				1	<0.1	<0.1	1	<0.1	<0.1		
November											
December											
<b>Total</b>	0			1			1				
<b>Average</b>		#DIV/0!			0.000			0.000			
<b>Maximum</b>			0			0			0		
<b>ODWO</b>			1.5		0.1	1		1	10		

Where Nitrate and Nitrite are present, the total of the two should not exceed 10mg/L.

Fluoride levels above 1.5mg/L should be reported to the Medical Officer of Health.

# Annual Data Summary - Treated Water Volatile Organic & Inorganic Data

(A Separate Sheet Should Be Completed for Each Input into the Distribution System)

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable):** Well #3  
**Year:** 2019  
**Serviced Population:** 2431  
**Design Capacity:** 1636 m<sup>3</sup>/Day  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
 Caduceon Labs

Treated Water (except for Lead, THM's and HAA's which should be sampled for in the distribution system)

Parameters	Analysis No. 1		Analysis No. 2		Analysis No. 3		Analysis No. 4		Sampling Frequency	Last Date Parameter Tested	ODWO MAC/IMAC/AO (ug/L)
TABLE B VOLATILE ORGANICS	Date	Results (ug/L)	Date (DD/MMM/YY)	Results (ug/L)	Date (DD/MMM/YY)	Results (ug/L)	Date (DD/MMM/YY)	Results (ug/L)			
Benzene	3-Feb-09	0.37	5-Mar-12	0.32	9-Mar-15	0.32	5-Mar-18	0.32	3 years	5-Mar-18	1
Carbon Tetrachloride	3-Feb-09	0.41	5-Mar-12	0.16	9-Mar-15	0.16	5-Mar-18	0.16	3 years	5-Mar-18	2
1, 2 - Dichlorobenzene	3-Feb-09	0.50	5-Mar-12	0.41	9-Mar-15	0.41	5-Mar-18	0.41	3 years	5-Mar-18	200
1, 4 - Dichlorobenzene	3-Feb-09	0.21	5-Mar-12	0.36	9-Mar-15	0.36	5-Mar-18	0.36	3 years	5-Mar-18	5
1, 2 - Dichloroethane	3-Feb-09	0.43	5-Mar-12	0.35	9-Mar-15	0.35	5-Mar-18	0.35	3 years	5-Mar-18	5
1, 1 - Dichloroethylene	3-Feb-09	0.41	5-Mar-12	0.33	9-Mar-15	0.33	5-Mar-18	0.33	3 years	5-Mar-18	14
Dichloromethane	3-Feb-09	0.58	5-Mar-12	0.35	9-Mar-15	0.35	5-Mar-18	0.35	3 years	5-Mar-18	50
Ethylbenzene	1-Nov-00	<0.0024							Aesthetic Objective	1-Nov-00	140
Monochlorobenzene	3-Feb-09	0.58	5-Mar-12	0.3	9-Mar-15	0.3	5-Mar-18	0.3	3 years	5-Mar-18	80
Tetrachloroethylene	3-Feb-09	0.45	5-Mar-12	0.35	9-Mar-15	0.35	5-Mar-18	0.35	3 years	5-Mar-18	10
TolueneTrichloroethylene	3-Feb-09	0.38	5-Mar-12	0.44	9-Mar-15	0.44	5-Mar-18	0.44	3 years	5-Mar-18	60
Vinyl Chloride	3-Feb-09	0.17	5-Mar-12	0.17	9-Mar-15	0.17	5-Mar-18	0.17	3 years	5-Mar-18	1
Xylene	1-Nov-00	0.005							Aesthetic Objective	1-Nov-00	90
TABLE C - INORGANICS											
Arsenic	3-Feb-09	0.2	5-Mar-12	2.60	9-Mar-15	2.2	5-Mar-18	2.6	3 years	5-Mar-18	10
Barium	3-Feb-09	103.0	5-Mar-12	122	9-Mar-15	116	5-Mar-18	126	3 years	5-Mar-18	1000
Boron	3-Feb-09	44.8	5-Mar-12	48	9-Mar-15	57.6	5-Mar-18	55	3 years	5-Mar-18	5000
Cadmium	3-Feb-09	0.00	5-Mar-12	0.003	9-Mar-15	0.005	5-Mar-18	0.003	3 years	5-Mar-18	5
Chromium	3-Feb-09	0.6	5-Mar-12	0.50	9-Mar-15	0.03	5-Mar-18	0.21	3 years	5-Mar-18	50
Copper	1-Nov-00	<0.005							Aesthetic Objective	1-Nov-00	1000
Iron	18-Jul-12	10	10-Sep-12	8	20-Dec-12	10	13-Jan-13	15	Aesthetic Objective	13-Jan-13	300
Lead	17-Mar-16	3.68	15-Sep-16	0.33	14-Mar-17	0.43	20-Sep-17	1.33	3 years	20-Sep-17	10
Manganese	12-Apr-08	7.0	20-Dec-12	6	13-Jan-13	5.6			Aesthetic Objective	13-Jan-13	20
Mercury	3-Feb-09	0.02	5-Mar-12	0.02	9-Mar-15	0.01	5-Mar-18	0.01	3 years	5-Mar-18	1
Selenium	3-Feb-09	1.0	5-Mar-12	1.00	9-Mar-15	1	5-Mar-18	0.07	3 years	5-Mar-18	50
Uranium	3-Feb-09	3.17	5-Mar-12	2.13	9-Mar-15	2.1	5-Mar-18	1.53	3 years	5-Mar-18	20
Zinc	1-Jan-01	<0.01							Aesthetic Objective	23-Jan-01	5000

# Annual Data Summary - Treated Water Volatile Organic & Inorganic Data

(A Separate Sheet Should Be Completed for Each Input into the Distribution System)

**Water Works Name:** Dundalk Water Works  
**Well No. (If applicable):** Well # 4  
**Year:** 2017  
**Serviced Population:** 2431  
**Design Capacity:** 1636 m<sup>3</sup>/Day  
**Laboratories Which Performed Analyses:** Lakefield Research Ltd.  
Caduceon Labs

Treated Water (except for lead, THM's and HAA's which should be sampled for in the distribution system)

Parameters	Analysis No. 1		Analysis No. 2		Analysis No. 3		Analysis No. 4		Sampling Frequency	Last Date Parameter Tested (year)	ODWO MAC/IMAC/AO (ug/L)
TABLE B VOLATILE ORGANICS	Date	Results (ug/L)	Date (DD/MM/YY)	Results (ug/L)	Date (DD/MM/YY)	Results (ug/L)	Date (DD/MM/YY)	Results (ug/L)			
Benzene	3-Feb-09	0.37	5-Mar-12	0.32	9-Mar-15	0.32	5-Mar-18	0.32	3 years	5-Mar-18	1
Carbon Tetrachloride	3-Feb-09	0.41	5-Mar-12	0.16	9-Mar-15	0.16	5-Mar-18	0.16	3 years	5-Mar-18	2
1, 2 - Dichlorobenzene	3-Feb-09	0.50	5-Mar-12	0.41	9-Mar-15	0.41	5-Mar-18	0.41	3 years	5-Mar-18	200
1, 4 - Dichlorobenzene	3-Feb-09	0.21	5-Mar-12	0.36	9-Mar-15	0.36	5-Mar-18	0.36	3 years	5-Mar-18	5
1, 2 - Dichloroethane	3-Feb-09	0.43	5-Mar-12	0.43	9-Mar-15	0.35	5-Mar-18	0.35	3 years	5-Mar-18	5
1, 1 - Dichloroethylene	3-Feb-09	0.41	5-Mar-12	0.33	9-Mar-15	0.33	5-Mar-18	0.33	3 years	5-Mar-18	14
Dichloromethane	3-Feb-09	0.58	5-Mar-12	0.35	9-Mar-15	0.35	5-Mar-18	0.35	3 years	5-Mar-18	50
Ethylbenzene	22-Dec-04	0.47	1-Jun-02	<0.0005					Aesthetic Objective	22-Dec-04	140
Monochlorobenzene	3-Feb-09	0.58	5-Mar-12	0.3	9-Mar-15	0.3	5-Mar-18	0.3	3 years	5-Mar-18	80
Tetrachloroethylene	3-Feb-09	0.45	5-Mar-12	0.35	9-Mar-15	0.35	5-Mar-18	0.35	3 years	5-Mar-18	10
TolueneTrichloroethylene	3-Feb-09	0.38	5-Mar-12	0.44	9-Mar-15	0.44	5-Mar-18	0.44	3 years	5-Mar-18	60
Vinyl Chloride	3-Feb-09	0.17	5-Mar-12	0.17	9-Mar-15	0.17	5-Mar-18	0.17	3 years	5-Mar-18	1
Xylene	1-Jun-02	<0.0015							Aesthetic Objective	1-Jun-02	90
TABLE C - INORGANICS											
Arsenic	3-Jun-09	0.7	5-Mar-12	0.70	9-Mar-15	0.6	5-Mar-18	0.5	3 years	5-Mar-18	10
Barium	3-Feb-09	98.4	5-Mar-12	96.9	9-Mar-15	103	5-Mar-18	113	3 years	5-Mar-18	1000
Boron	3-Feb-09	31.8	5-Mar-12	32	9-Mar-15	44.7	5-Mar-18	40	3 years	5-Mar-18	5000
Cadmium	3-Feb-09	0.003	3.5/12	0.003	9-Mar-15	0.007	5-Mar-18	0.006	3 years	5-Mar-18	5
Chromium	3-Feb-09	0.6	5-Mar-12	0.50	9-Mar-15	0.03	5-Mar-18	0.14	3 years	5-Mar-18	50
Copper	22-Dec-04	1.2	1-Jun-02	<0.001					Aesthetic Objective	22-Dec-04	1000
Iron	22-Dec-04	<10							Aesthetic Objective	22-Dec-04	300
Lead	17-Mar-16	4.72	14-Sep-16	1.34	14-Mar-17	0.57	20-Sep-17	0.77	3 years	20-Sep-17	10
Manganese	22-Dec-04	22							Aesthetic Objective	22-Dec-04	20
Mercury	3-Feb-09	0.02	5-Mar-12	0.02	9-Mar-15	0.01	5-Mar-18	0.01	3 years	5-Mar-18	1
Selenium	3-Feb-09	1	5-Mar-12	1.00	9-Mar-15	1	5-Mar-18	0.26	3 years	5-Mar-18	50
Uranium	3-Feb-09	1.82	5-Mar-12	1.76	9-Mar-15	1.39	5-Mar-18	1.52	3 years	5-Mar-18	20
Zinc	22-Dec-04	3	1-Jun-02	0.006					Aesthetic Objective	22-Dec-04	5000

# Annual Data Summary - Treated Water Volatile Organic & Inorganic Data

(A Separate Sheet Should Be Completed for Each Input into the Distribution System)

Water Works Name: Dundalk Water Works  
 Well No. (If applicable): Well # 5  
 Year: 2017  
 Serviced Population: 2431  
 Design Capacity: 1636 m<sup>3</sup>/Day  
 Laboratories Which Performed Analyses: Lakefield Research Ltd.  
 Caduceon Labs

Treated Water (except for lead, THM's and HAA's which should be sampled for in the distribution system)

Parameters	Analysis No. 1		Analysis No. 2		Analysis No. 3		Analysis No. 4		Sampling Frequency	Last Date Parameter Tested (year)	ODWO MAC/IMAC/AO (ug/L)
TABLE B VOLATILE ORGANICS	Date	Results (ug/L)	Date (DD/MMM/YY)	Results (ug/L)	Date (DD/MMM/YY)	Results (ug/L)	Date (DD/MMM/YY)	Results (ug/L)			
Benzene	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	1
Carbon Tetrachloride	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	2
1, 2 - Dichlorobenzene	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	200
1, 4 - Dichlorobenzene	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	5
1, 2 - Dichloroethane	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	5
1, 1 - Dichloroethylene	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	14
Dichloromethane	17-Oct-16	<2.0	27-Jan-17	<2.0					3 years	27-Jan-17	50
Ethybenzene	17-Oct-16	<0.5	27-Jan-17	<0.5					Aesthetic Objective	27-Jan-17	140
Monochlorobenzene	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	80
Tetrachloroethylene	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	10
TolueneTrichloroethylene	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	60
Vinyl Chloride	17-Oct-16	<0.5	27-Jan-17	<0.5					3 years	27-Jan-17	1
Xylene	17-Oct-16	<1.1	27-Jan-17	<1.1					Aesthetic Objective	27-Jan-17	90
TABLE C - INORGANICS											
Arsenic	17-Oct-16	<0.0010	27-Jan-17	<0.0010					3 years	27-Jan-17	10
Barium	17-Oct-16	0.106	27-Jan-17	0.095					3 years	27-Jan-17	1000
Boron	17-Oct-16	0.053	27-Jan-17	<0.050					3 years	27-Jan-17	5000
Cadmium	17-Oct-16	<0.00010	27-Jan-17	<0.00010					3 years	27-Jan-17	5
Chromium	17-Oct-16	<0.0010	27-Jan-17	<0.0010					3 years	27-Jan-17	50
Copper	17-Oct-16	<0.0010	27-Jan-17	<0.0010					Aesthetic Objective	27-Jan-17	1000
Iron	17-Oct-16	0.062	27-Jan-17	0.051					Aesthetic Objective	27-Jan-17	300
Lead	17-Oct-16	<0.00062	27-Jan-17	<0.00050					3 years	27-Jan-17	10
Manganese	17-Oct-16	0.0023	27-Jan-17	0.001					Aesthetic Objective	27-Jan-17	20
Mercury	17-Oct-16	<0.10	27-Jan-17	<0.10					3 years	27-Jan-17	1
Selenium	17-Oct-16	<0.0050	27-Jan-17	<0.0050					3 years	27-Jan-17	50
Uranium	17-Oct-16	<0.0050	27-Jan-17	<0.0050					3 years	27-Jan-17	20
Zinc	17-Oct-16	0.0102	27-Jan-17	<0.0030					Aesthetic Objective	27-Jan-17	5000

### Annual Data Summary - Parameters Not Listed in the Minimum Sampling Program

(A Separate Sheet Should Be Completed for Each Input into the Distribution System)

**Water Works Name:** Dundalk Water Works

Water Works Name:	Dundalk Water Works
Well No. (If applicable)	Well # 3

Year:	2019
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Year:	2019
Serviced Population:	2431

Design Capacity:	1636	m <sup>3</sup> /Day
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<b>Design Capacity:</b>	1650	Ins./Day
<b>Laboratories Which Performed Analyses:</b>	Lakeland Research Ltd.	

**Laboratories Which Performed Analyses:** Eareckson Research Ltd.  
Caduceon Labs

head Which Should Be Sampled For in the Distribution System)

**Treated Water (Except for Lead Which Should Be Sampled For in the Distribution System)**

Parameters	Analysis No. 1		Analysis No. 2		Analysis No. 3		Analysis No. 4		Sampling Frequency	Last Date Parameter Tested	ODWO MAC/MAC/AO (mg/L)
	Date	Results (mg/L)	Date (DD/MMM/YY)	Results (mg/L)	Date (DD/MMM/YY)	Results (mg/L)	Date (DD/MMM/YY)	Results (mg/L)			
OTHER PARAMETERS (List as Required)		<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<	<<<<<<<<	<<<<<<<<
		<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<<<<<	<<<<<<<<	<<<<<<<<	<<<<<<<<
Hardness	12-Apr-08	268	20-Dec-12	288	13-Jan-13	281			Operational Objective	13-Jan-13	80 - 100
Sodium	13-Mar-19	22.8	5-Jul-16	27.9	6-Mar-17	28.2	5-Mar-18	31.9	Annually	13-Mar-19	20
Flouride	6-Jun-10	0.57	5-Mar-12	0.06	6-Mar-17	0.86			5 years	6-Mar-17	1.5
Hydrogen Sulphide									Aesthetic Objective	23-Jan-01	0.05
Alkalinity as Ca CO <sub>3</sub>	20-Dec-12	264	13-Jan-13	251					Operational Objective	13-Jan-13	30 - 500
Chloride	14-Jan-19	45	23-Jan-17	41	4-Jul-17	37	9-Jan-18	36	Operational Objective	14-Jan-19	250
Sulphate	20-Dec-12	17	13-Jan-13	17					Aesthetic Objective	13-Jan-13	500
Organic Nitrogen 6	20-Dec-12	0.05	13-Jan-13	0.14					Operational Objective	13-Jan-13	0.15
Dissolved Organic C	12-Apr-08	0.8							Aesthetic Objective	12-Apr-08	5
Nitritotriacetic Acid	23-Jan-01	<0.3								23-Jan-01	0.4
Total Dissolved Solids	12-Apr-08	334	13-Jan-13	409					Aesthetic Objective	13-Jan-13	500
Total Cyanide	10-Jan-01	0.2								23-Jan-01	0.2
Benzo (a) Pyrenene	3-Feb-09	0.004	5-Mar-12	0.004	11-Mar-15	0.004	5-Mar-18	0.004	3 years	5-Mar-18	0.01 ug/l
N-Nitrosodimethylamine	23-Jan-01	<.000007								23-Jan-01	0.000009
Ammonia	11-Apr-16	0.71	10-Oct-16	0.7	11-Apr-17	0.35	16-Oct-17	0.3		16-Oct-17	
Nitrates	15-Oct-19	0.9	4-Jan-19	0.817	1-Apr-19	0.739	3-Jul-19	0.67	Quarterly	15-Oct-19	10
Nitrites	15-Oct-19	0.1	4-Jan-19	0.003	01-Apr-19	0.003	03-Jul-19	0.003	Quarterly	15-Oct-19	1
Pesticides & PCB's	1-Nov-00	0.001	5-Mar-12	0.04	9-Mar-15	0.04				9-Mar-15	3
pH	20-Dec-12	8.01	13-Jan-13	7.98	31-Dec-15	7.58			Operational Objective	31-Dec-15	6.5 - 8.5
Radionuclides-Gross Alpha	4-Mar-19	0.13	10-Mar-16	0.21	6-Mar-17	0.18	5-Mar-18	0.14	Annually	4-Mar-19	0.1 bq/l
Radionuclides-Gross Beta	4-Mar-19	<0.10	10-Mar-16	0.39	6-Mar-17	0.17	5-Mar-18	0.17	Annually	4-Mar-19	0.5 bq/l
Radionuclides-Tritium	4-Mar-19	<15	10-Mar-16	<15	6-Mar-17	<15	5-Mar-18	0	Annually	4-Mar-19	7000 bq/l
True Colour (TCU)									Aesthetic Objective	23-Jan-01	5 TCU

### Annual Data Summary - Parameters Not Listed in the Minimum Sampling Program

(A Separate Sheet Should Be Completed for Each Input into the Distribution System)

**Water Works Name:** Dundalk Water Works

Water Works Name:	Dundalk Water Works
Well No. (If applicable)	Well # 4

Year:	2019
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Year:	2010
Serviced Population:	2431

Design Capacity:	1636	m <sup>3</sup> /Day
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<b>Laboratories Which Performed Analyses:</b>	Lakefield Research Ltd.
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Experiments Which I Performed Analyzed:	Experiments Research Ltd.
	Caduceon Labs

**Treated Water (Except for Lead Which Should Be Sampled For in the Distribution System)**

Parameters	Analysis No. 1		Analysis No. 2		Analysis No. 3		Analysis No. 4		Sampling Frequency	Last Date Parameter Tested	ODWO MAC/MAC/AO (mg/L)
	Date	Results (mg/L)	Date (MM/DD/YY)	Results (mg/L)	Date (MM/DD/YY)	Results (mg/L)	Date (MM/DD/YY)	Results (mg/L)			
OTHER PARAMETERS (List as Required)											
Hardness	22-Dec-04	236							Operational Objective	22-Dec-04	80 - 100
Sodium	13-Mar-19	23.5	5-Jul-16	28	6-Mar-17	26.3	5-Mar-18	36.3	Annually	5-Mar-18	20
Flouride	6-Jul-10	1.2	1-Mar-11	1.19	5-Mar-12	0.71	6-Mar-17	0.75	5 years	6-Mar-17	1.5
Hydrogen Sulphide									Aesthetic Objective	12/22/04	0.05
Alkalinity as Ca CO <sub>3</sub>	22-Dec-04	247							Operational Objective	12/22/04	30 - 500
Chloride	14-Jan-19	46	23-Jan-17	50	4-Jul-17	46	9-Jan-18	43	Operational Objective	14-Jan-19	250
Sulphate	22-Dec-04	9.8							Aesthetic Objective	22-Dec-04	500
Organic Nitrogen 6	22-Dec-04	0.05							Operational Objective	22-Dec-04	0.15
Dissolved Organic C	22-Dec-04	0.2							Aesthetic Objective	22-Dec-04	5
Nitritotriacetic Acid	22-Dec-04	0.03								22-Dec-04	0.4
Total Dissolved Solids	22-Dec-04	303							Aesthetic Objective	22-Dec-04	500
Total Cyanide	22-Dec-04	0.2								22-Dec-04	0.2
Benzo (a) Pyrenene	3-Feb-09	0.004	5-Mar-12	0.32	11-Mar-15	0.004	5-Mar-18	0.004	3 years	5-Mar-18	0.01 ug/l
N-Nitrosodimethylamine	22-Dec-04	0.0012								22-Dec-04	0.00009
Ammonia	22-Dec-04	0.06								22-Dec-04	
Nitrates	15-Oct-19	1.800	4-Jan-19	1.420	1-Apr-19	1.320	3-Jul-19	1.790	Quarterly	15-Oct-19	10
Nitrites	15-Oct-19	<0.1	4-Jan-19	0.003	1-Apr-19	0.003	3-Jul-19	0.003	Quarterly	15-Oct-19	1
Pesticides & PCB's	3-Feb-09	0.04	5-Mar-12	0.004	9-Mar-15	0.04				9-Mar-15	3
pH	31-Dec-15	7.5							Operational Objective	31-Dec-15	6.5 - 8.5
Radionuclides-Gross Alpha	4-Mar-19	0.12	8-Mar-16	0.15	6-Mar-17	<0.10	5-Mar-18	0.17	Annually	5-Mar-18	0.1 bq/l
Radionuclides-Gross Beta	4-Mar-19	<0.10	8-Mar-16	0.27	6-Mar-17	0.11	5-Mar-18	<0.10	Annually	5-Mar-18	0.5 bq/l
Radionuclides-Tritium	4-Mar-19	<15	15-Mar-16	<15	6-Mar-17	<15	5-Mar-18	<15	Annually	5-Mar-18	7000 bq/l
True Colour (TCU)	22-Dec-04	3							Aesthetic Objective	22-Dec-04	5 TCU



### Annual Data Summary - Parameters Not Listed in the Minimum Sampling Program

(A Separate Sheet Should Be Completed for Each Input into the Distribution System)

**Water Works Name:** Dundalk Water Works

Well No. (If applicable)	Well # 5
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Year:	2019
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Serviced Population:	2431
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Design Capacity:	1636	m <sup>3</sup> /Day
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Laboratories Which Performed Analyses:	Lakefield Research Ltd.
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**Examination Method:** Caduceon Labs

**Treated Water (Except for Lead Which Should Be Sampled For in the Distribution System)**

Parameters	Analysis No. 1		Analysis No. 2		Analysis No. 3		Analysis No. 4		Sampling Frequency	Last Date Parameter Tested	ODWO MAC/IMAC/AO (mg/L)
	Date	Results (mg/L)	Date (MM/DD/YY)	Results (mg/L)	Date (MM/DD/YY)	Results (mg/L)	Date (MM/DD/YY)	Results (mg/L)			
OTHER PARAMETERS (List as Required)		=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Hardness					17-Oct-16	265000	27-Jan-17	231000	Operational Objective	27-Jan-17	80000-100000
Sodium					17-Oct-16	15.3	27-Jan-17	11	Annually	27-Jan-17	20
Flouride					17-Oct-16	1.69	27-Jan-17	1.75	5 years	27-Jan-17	1.5
Hydrogen Sulphide					17-Oct-16	0.22	27-Jan-17	<0.21	Aesthetic Objective	27-Jan-17	0.05
Alkalinity as Ca CO <sub>3</sub>					17-Oct-16	248	27-Jan-17	243	Operational Objective	27-Jan-17	30 - 500
Chloride					17-Oct-16	16.5	27-Jan-17	15.2	Operational Objective	27-Jan-17	250
Sulphate					17-Oct-16	0.021	27-Jan-17	<0.020	Aesthetic Objective	27-Jan-17	500
Organic Nitrogen 6							27-Jan-17	<0.15	Operational Objective	27-Jan-17	0.15
Dissolved Organic C					17-Oct-16	1.7	27-Jan-17	1.4	Aesthetic Objective	27-Jan-17	5
Nitritotriacetic Acid					17-Oct-16	<0.20	27-Jan-17	<0.20		27-Jan-17	0.4
Total Dissolved Solids					17-Oct-16	281	27-Jan-17	279	Aesthetic Objective	27-Jan-17	500
Total Cyanide					17-Oct-16	<0.0020	27-Jan-17	<0.0020		27-Jan-17	0.2
Benzo (a) Pyrenene					17-Oct-16	<0.010	27-Jan-17	<0.010	3 years	27-Jan-17	0.01 ug/l
N-Nitrosodimethylamine					17-Oct-16	0.71	27-Jan-17	1.8		27-Jan-17	9
Ammonia					17-Oct-16	0.051	27-Jan-17	0.056		27-Jan-17	
Nitrates							15-Oct-19	<0.1	Quarterly	15-Oct-19	10
Nitrites							15-Oct-19	<0.1	Quarterly	15-Oct-19	1
Pesticides & PCB's											3
pH					17-Oct-16	8	27-Jan-17	7.4	Operational Objective	0-Jan-00	6.5 - 8.5
Radionuclides-Gross Alpha							27-Jan-17	0.14	Annually	27-Jan-17	0.5 bq/l
Radionuclides-Gross Beta							27-Jan-17	<0.10	Annually	27-Jan-17	1.0 bq/l
Radionuclides-Tritium							27-Jan-17	<15	Annually	27-Jan-17	7000 bq/l
True Colour (TCU)					17-Oct-16	<2.0	27-Jan-17	<2.0	Aesthetic Objective	27-Jan-17	5 TCU

## Annual Data Summary - Distribution System Volatile Organic Compounds Data

### Total Haloacetic (HAA) Annual Average Results

Quarter	Quarter Dates	Sample 1	Sample 2	Sample 3	Sample 4	Quarterly Average (ug/L)	<b>MAC</b> (maximum allowable concentration)
1-2019	05-Jan-19	5.3	5.3			5.3	
2-2019	01-Apr-19	5.3	5.3			5.3	
3-2019	03-Jul-19	5.3	5.3			5.3	
4-2019	07-Oct-19	5.3	5.3			5.3	
<b>(RAA) Running Annual Average</b>						5.3	80 ug/L

### Total Trihalomethane (THM) Annual Average Results

Quarter	Quarter Dates	Sample 1	Sample 2	Sample 3	Sample 4	Quarterly Average (ug/L)	<b>MAC</b> (Maximum allowable concentration)
1-2019	05-Jan-19	7.9	18			12.95	
2-2019	01-Apr-19	6.3	16			11.15	
3-2019	03-Jul-19	9.5	21			15.25	
4-2019	07-Oct-19	11	26			18.5	
<b>(RAA) Running Annual Average</b>						14.4625	100 ug/L



## **Staff Report PW2020-011**

**Title of Report: PW2020-011 Dundalk Wastewater Treatment Plant 2019 Annual Report**

**Department: Public Works**

**Branch: Water & Wastewater**

**Council Date: February 19, 2020**

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-011 for information; and  
**That** Council approve the Dundalk Wastewater Treatment Plant 2019 Annual Report.

### **Background:**

The Annual Dundalk Wastewater Treatment Plant report is mandated from the Township of Southgate's Environmental Compliance Approval (ECA) Number 5657-9D9LYE.

- (6) The *Owner* shall prepare and submit to the *Water Supervisor*, a performance report, on an annual basis, within **ninety (90) days** following the end of the period being reported upon. The first such report shall cover the first annual period following the commencement of operation of the *Works* and subsequent reports shall be submitted to cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:
- (a) a summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 7, including an overview of the success and adequacy of the *Works*;
  - (b) a description of any operating problems encountered and corrective actions taken;
  - (c) a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the *Works*;
  - (d) a summary of any effluent quality assurance or control measures undertaken in the reporting period;
  - (e) a summary of the calibration and maintenance carried out on all effluent monitoring equipment;
  - (f) a description of efforts made and results achieved in meeting the Effluent Objectives of Condition 6;
  - (g) a tabulation of the volume of sludge generated in the reporting period, an outline of anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed;

- (h) a summary of any complaints received during the reporting period and any steps taken to address the complaints;
- (i) a summary of all *Bypass*, spill or abnormal discharge events; and
- (j) any other information the *Water Supervisor* requires from time to time.

**Staff Comments:**

Staff will be providing this document to the Ministry of the Environment, Conservation and Parks (MECP) with the approved Council resolution.

A number of Special Studies have been conducted throughout 2019 on the wastewater operations and filter performance with staff and the Grand River Conservation Authority Optimization Team and are included with this report. (Attachment #2)

**Financial Implications:**

Staff will be finalizing the Environmental Assessment for the Dundalk Sewage Works in 2020 and budget for upgrades in the 2021 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 PW2020-011 for information and that Council approve the Dundalk Wastewater Treatment Plant 2019 Annual Report.

Respectfully Submitted,

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

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

**Attachments:**

Attachment #1 – Dundalk Wastewater Treatment Plant 2019 Annual Report  
Attachment #2 – Wastewater Special Studies



# Filter Optimization Special Study

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## Study Details

**Authors:** Cory Henry, Simion Tolnai, Mark Anderson

**Date:** December 18, 2019

**Location:** Dundalk WWTP

## Hypothesis

The purpose of this special study is to determine if the filter media is properly cleaned during the backwash cycle. The two biggest factors that affect the efficiency of a backwash are intensity and duration. Bed fluidization is an important factor in filter backwash ability to remove dirt from media. A backwash water turbidity profile will indicate the adequacy of backwash duration.

## Approach

1. The backwash rate will be calculated to confirm if it is adequate for fluidization process.
2. Filter bed expansion will be measured to determine if the media fluidization is sufficient.
3. Filter backwash water turbidity profile analysis will be developed to confirm the media cleaning performance during the backwash cycle.

## Resources

The resources required for this study are as follows: the actual fluidizable media depth measurements (of the anthracite and sand layers) before calculating the percent expansion, measurement tape, bed expansion measuring tool (modified Secchi disk), flash light, marker, on-line turbidimeter. For details, please refer to the images form Annex 4.

## Duration of study

The study will take place over one backwash cycle (Filter # 2)

## Expected results

1. As a general rule of thumb, acceptable backwash rates range from 0.6 to 1.0 m<sup>3</sup>/m<sup>2</sup>·min or 15 to 23 gpm/ft<sup>2</sup> (Metcalf & Eddy, 2003) and (Greg McGlohorn, 2003)

If the backwash rate is insufficient, the fluidizable media will not expand enough to permit proper cleaning. Alternatively, if the backwash rate is too high, the media will be washed out over the filters weirs.

2. The bed expansion test can be a useful tool in helping the operator determine the proper backwash rate. If the bed expansion is insufficient, the backwash flowrate is too low. Based on the American Waterworks Association (AWWA), the filter bed expansion during the maximum backwash rate is expected to be between 15 and 30%. (Greg McGlohorn, 2003).

If bed expansion is too low, the filter media will not be properly cleaned; on the other hand if the expansion is too high, media will be lost over the weirs.

3. After plotting the data for backwash water turbidity, the adequacy of the backwash duration can be evaluated. Is the backwash duration too short, too long, or is the backwash terminated when the backwash water turbidity reaches 10-15 NTU as recommended by AWWA? (Greg McGlohorn, 2003)

If the duration is too long, then water will be wasted, and there is the risk that the filter will not be ripened when it is returned to service. If the duration is too short the filter will not be adequately cleaned.

## Summary

### 1. Backwash Rates Confirmation

- The volume of water that was pumped during the backwash from the effluent tank was calculated based on the tank area and the difference in water level before and at the end of the backwash cycle. Because of the irregular shape of the filter box walls, the effluent water tank was used instead. The volume of water used for filter backwash was 41,380L from a total capacity of 50,000L.
- Actual backwash rate in L/min using the volume of water pumped and the duration of backwash was calculated at 2,670 L/min

- Backwash rate using filter area of 8.48 m<sup>2</sup> was calculated at 0.31 m<sup>3</sup>/m<sup>2</sup>·min.
- This rate is in line with a typical low-rate backwash (air and water) of 0.3—0.5 m<sup>3</sup>/m<sup>2</sup>·min. A high-rate backwash has typical values are 0.6-1.0 m<sup>3</sup>/m<sup>2</sup>·min (Metcalf & Eddy, 2003). For more details please see the Appendix 1.

## 2. Filter Bed Expansion

- The total depth of sand & anthracite was measured on site by penetrating the fluidizable media (anthracite and sand) with a rod until the gravel layer was met. The measurement was performed at 5 different spots over both filters and an average value was used for the calculations.
- A bed expansion measuring device was constructed (a modified Secchi disc).
- Prior to backwash, the bed expansion tool was used to measure the distance from the media and a fixed point to the top of the media filter box
- During the backwash: the Secchi disc was lowered until disappeared into fluidized anthracite and the distance measured from the same reference point.
- Calculation of the bed expansion was done by subtracting the measurement taken during the high rate backwash from the measurement recorded before backwash. For more details please refer to Appendix 2.
- Please refer to Table 1 for bed expansion results.



Table 1. Bed Expansion Worksheet

Parameter	Result	Units
Filter Number	#2	NA
Date of Test	January 18, 2019	NA
Time	12:35	NA
Evaluator	Cory Henry (Township of Southgate), Mark Anderson and Simion Tolnai (GRCA)	NA
Depth to Top of Media before Backwash	217	cm
Depth to Top of Media during Backwash	210.5	cm
Total depth of Fluidizable Media (sand & anthracite)	63	cm
% Bed Expansion	10	%
Water Temperature	1.2	C°
Backwash Control Valve (% Open)	100	%
(Greg McGlohorn, 2003)		

### 3. Filter Backwash Water Turbidity Profile

Turbidity was measured every 30 seconds during the backwash cycle using a portable YSI 650MDS turbidimeter.

- At the time of the study, the filter influent water was clear in comparison to the previous occasions, the highest reading was recorded at 17.7 NTU and the rest were below 10 NTU.
- Based on the low turbidity in the backwash water the test could not validate a proper backwash time required for a clean filter bed. AAWA recommends that the backwash should be terminated when the water turbidity reaches 10-15 NTU (Greg McGlohorn, 2003).
- Figure 1 depicts the backwash turbidity profile, for more data please refer to Appendix 3
- A backwash water turbidity profile provides an indicator of how effective the backwash duration is.
- After plotting the data, the adequacy of the backwash duration can be evaluated.

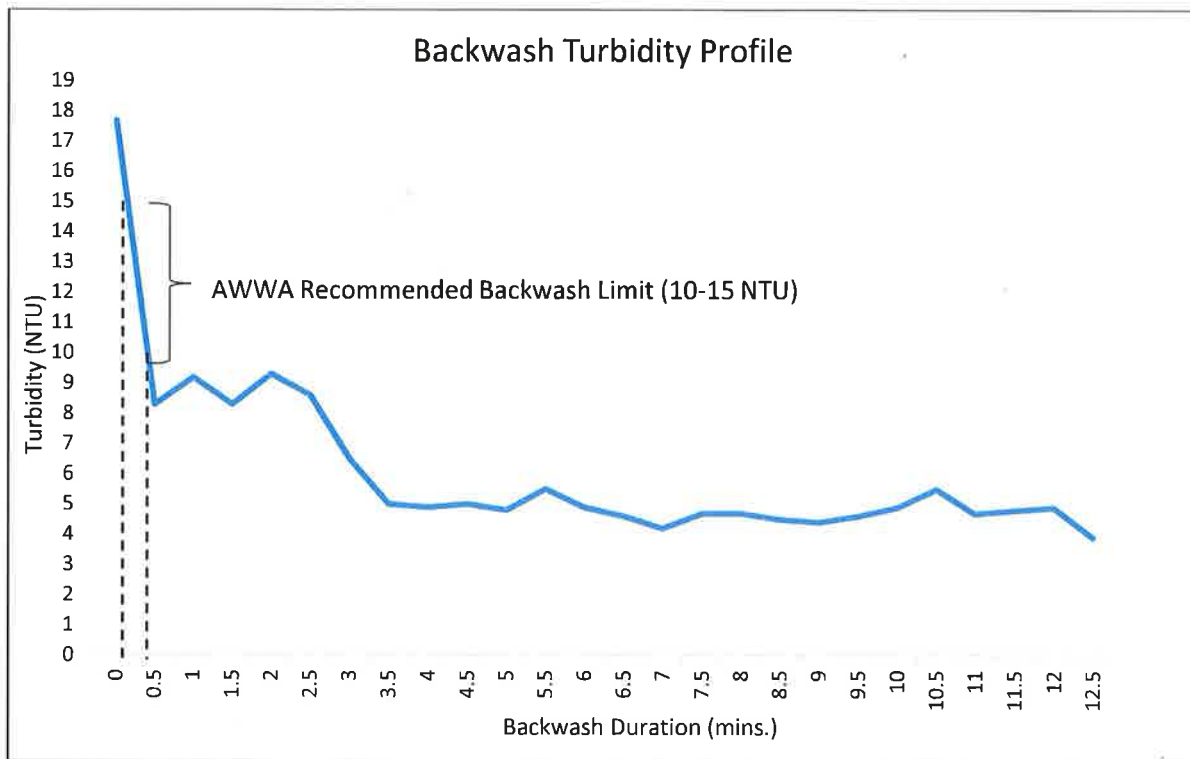


Figure 1. Backwash turbidity profile for filter # 2

## Conclusions

1. The backwash rate was calculated at  $0.31 \text{ m}^3/\text{m}^2\cdot\text{min}$ , below typical rate of  $0.6\text{--}1.0 \text{ m}^3/\text{m}^2\cdot\text{min}$ 
  - Based on (Metcalf & Eddy, 2003) this rate is in line with a typical low-rate water backwash, (air and water  $0.3\text{--}0.5$ ) but not a high-rate (water only  $0.6\text{--}1.0 \text{ m}^3/\text{m}^2\cdot\text{min}$ ).
  - This rate is not adequate for a proper media fluidization recommended to be in the range of 15-30%.
  - At the time of the visit only one pump (out of 3) was used. For calculation details please refer to Annex 1.
2. The bed expansion was calculated at 10%, below of recommended (15-30%).
  - Less than 15% bed expansion will likely cause inadequate cleaning of the filter.
  - Signs of inadequate bed expansion usually begin with light mud ball formation on the surface of the media bed (not noticeable at the site visit).
  - The quantity of the backwash water required to achieve the same bed expansion will increase with the temperature. To be noted that the temperature was recorded at  $1.2^\circ\text{C}$

- If the filter is backwashed at 10°C (in the winter), the required backwash rate is approximately 75% of the backwash rate required during the summer when the water is 25°C. (Greg McGlohorn, 2003)
  - The density of water changes with temperature affecting filtration rate therefore, it is expected that filter production will be affected by changes in seasonal temperatures
3. The backwash turbidity profile was not conclusive since the water turbidity was below 10-15 NTU for most of the backwash cycle.
- The backwash turbidity test needs to be repeated when the filter influent TSS is higher, typically in early spring in order to confirm if the backwash duration is adequate.

## Implementation

- It is recommended that the bed expansion be measured for both filters over the summer and winter in order to confirm the filter rates for seasonal changes in temperature.
- Backwash turbidity profile test needs to be repeated at times when the TSS is higher (early spring).
- Backwash rates need to be adjusted (consult with Napier-Reid).

## References

Greg McGlohorn. (2003, December). Filter Assessment Manual. South Carolina, USA.

Metcalf & Eddy. (2003). *Wastewater Engineering Treatment and Reuse*. New York: McGraw-Hill.

## Annex 1. Filter Backwash Rate Confirmation

1. Volume of water pumped during the specified time period from effluent water tank used for backwash. Because of the irregular shape of the filter box walls, the effluent water tank was used instead. (The measured water level drop during the backwash cycle was: 2.44 m)

$$\begin{aligned}\text{Effluent tank area (m}^2\text{)} &= 3.2 \text{ (m)} * 5.3 \text{ (m)} \\ &= 16.96 \text{ m}^2\end{aligned}$$

$$\begin{aligned}\text{Volume of water pumped (L)} &= \text{Eff. tank area (m}^2\text{)} * \text{vertical difference (m)} * (1000 \text{ L/m}^3) \\ &= 16.96 * 2.44 * 1000 \\ &= 41,382 \text{ L}\end{aligned}$$

(The effluent tank has a 50,000L total capacity)

2. Actual backwash rate in L/min using the volume of water pumped and elapsed time (Backwash time: 15:30 minutes)

$$\begin{aligned}\text{Backwash rate (L/min)} &= \frac{\text{Volume of water (L)}}{\text{Time (min)}} \\ &= \frac{41,382 \text{ (L)}}{15.5 \text{ (min)}} \\ &= 2,669.8 \text{ L/min}\end{aligned}$$

3. Backwash rate in terms of m<sup>3</sup>/m<sup>2</sup>·min (Filter area: 8.48 m<sup>2</sup>)

$$\begin{aligned}\text{Backwash rate} \left( \frac{\text{L}}{\text{min}} \right) &= \frac{\text{Backwash rate (L/min)}}{\text{Filter area (m}^2\text{)}} \\ &= \frac{2,669.8 \text{ (L/min)}}{8.48 \text{ (m}^2\text{)}} \\ &= 314.8 \text{ (L/m}^2 \cdot \text{min)} / \left( \frac{1000 \text{ L}}{\text{m}^3} \right) \\ &= 0.31 \text{ m}^3/\text{m}^2 \cdot \text{min}\end{aligned}$$

**Table 11-12**  
Typical air and water  
backwash rates used  
with sand and  
anthracite filters<sup>a</sup>

Medium	Medium characteristics		Backwash sequence	Backwash rates, m <sup>3</sup> /m <sup>2</sup> ·min	
	Effective size, mm	Uniformity coefficient		Air	Water
Sand and anthracite <sup>b</sup>	0.65(s)	1.4	1st – air	0.9–1.5	
	1.2(a)	1.4	2nd – air + water	0.9–1.5	0.3–0.5
			3rd – water		0.6–1.0
Sand	1	1.4	1st – air + water	0.9–1.5	0.25–0.3
			2nd – water		0.5–0.6
Sand	2	1.4	1st – air + water	1.8–2.4	0.4–0.6
			2nd – water		0.8–1.2
Anthracite	1.7	1.4	1st – air + water	1.0–1.5	0.35–0.5
			2nd – water		0.6–0.8

<sup>a</sup>Adapted from Dehab and Young (1977) and Cleasby and Logsdon (2000).

<sup>b</sup>Dual medium filter bed is fluidized.

Note: m<sup>3</sup>/m<sup>2</sup>·min × 24.5424 = gal/ft<sup>2</sup>·min

m<sup>3</sup>/m<sup>2</sup>·min × 3.2808 = ft<sup>3</sup>/ft<sup>2</sup>·min

(Metcalf & Eddy, 2003)

## Annex 2. Filter Bed Expansion Calculations

Calculate the bed expansion as a percentage of the total bed using the following equations:

EQ1:

$$\text{Bed expansion (cm)} = \text{bed size before BW (cm)} - \text{bed size during BW (cm)}$$

$$\text{Bed expansion (cm)} = 217(\text{cm}) - 210.5(\text{cm})$$

$$\text{Bed expansion} = 6.5(\text{cm})$$

*\*An average bed expansion of 6.5 cm was used based on measurement at 3 points over the filter bed*

EQ2:

$$\text{Bed Expansion (\%)} = \frac{\text{bed expansion (cm)}}{\text{total depth of sand \& antracite (cm)}} \times 100\%$$

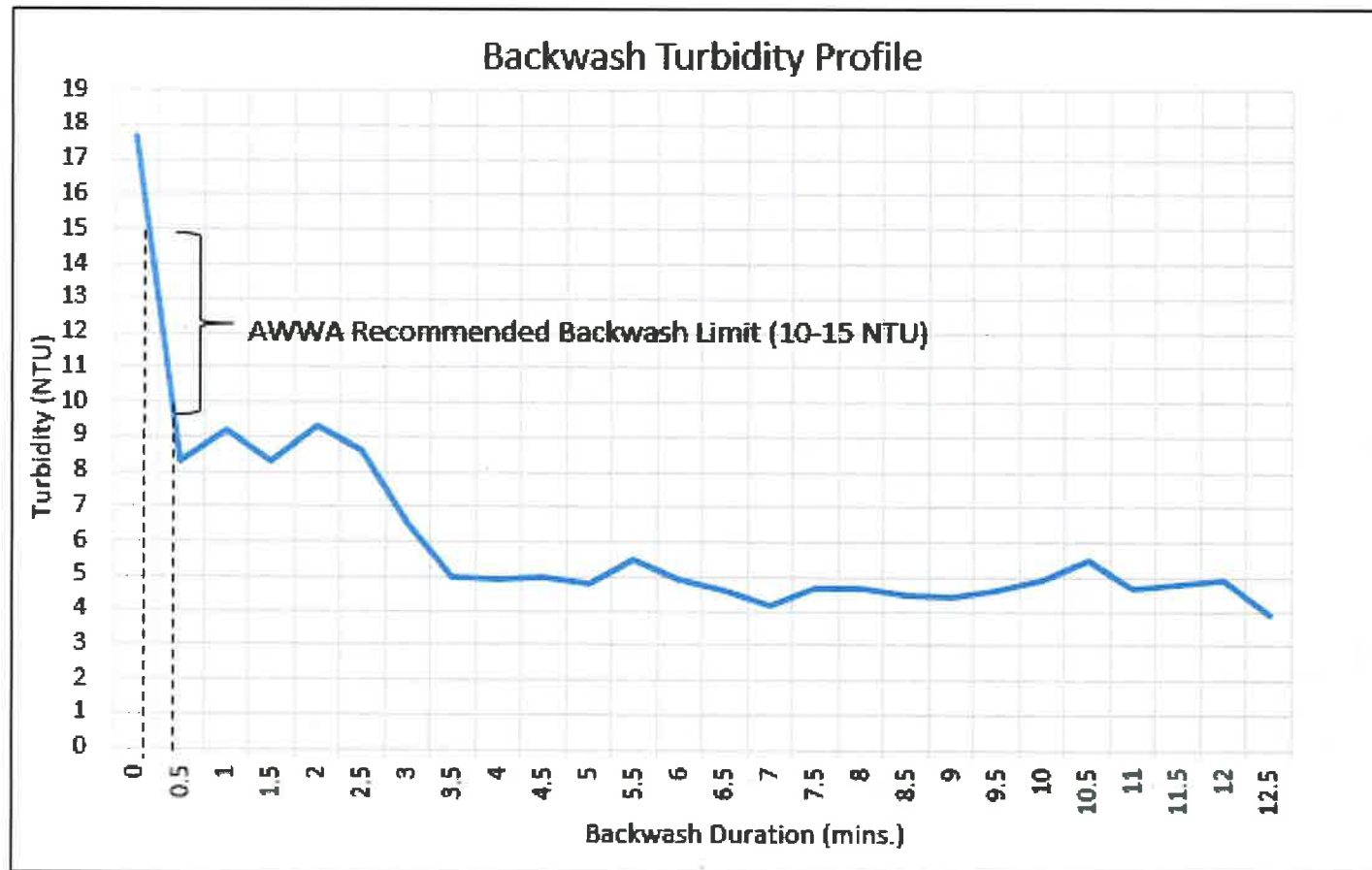
$$\text{Bed Expansion (\%)} = \frac{6.5(\text{cm})}{63.0(\text{cm})} \times 100\%$$

$$\text{Bed Expansion} = 10\%$$

*\*An average of 63 cm fluidizable bed was used based on 5 measurements over the filter bed*

### Annex 3. Filter Backwash Water Turbidity Profile Data

Date/Time	Temperature °C	Conductivity (mS/cm)	Turbidity (NTU)
12/18/2019 12:35	0.97	0.797	17.7
12/18/2019 12:35	0.98	1.165	8.3
12/18/2019 12:36	1.27	1.16	9.2
12/18/2019 12:36	1.3	1.163	8.3
12/18/2019 12:37	1.28	1.163	9.3
12/18/2019 12:37	1.26	1.168	8.6
12/18/2019 12:38	1.1	1.164	6.5
12/18/2019 12:38	1.12	1.168	5
12/18/2019 12:39	1.15	1.17	4.9
12/18/2019 12:39	1.16	1.171	5
12/18/2019 12:40	1.16	1.173	4.8
12/18/2019 12:40	1.17	1.173	5.5
12/18/2019 12:41	1.17	1.174	4.9
12/18/2019 12:41	1.17	1.174	4.6
12/18/2019 12:42	1.17	1.174	4.2
12/18/2019 12:42	1.17	1.174	4.7
12/18/2019 12:43	1.18	1.173	4.7
12/18/2019 12:43	1.18	1.172	4.5
12/18/2019 12:44	1.18	1.17	4.4
12/18/2019 12:44	1.18	1.17	4.6
12/18/2019 12:45	1.17	1.17	4.9
12/18/2019 12:45	1.16	1.17	5.5
12/18/2019 12:46	1.16	1.171	4.7
12/18/2019 12:46	1.14	1.17	4.8
12/18/2019 12:47	1.12	1.17	4.9
12/18/2019 12:47	1.13	1.17	3.9





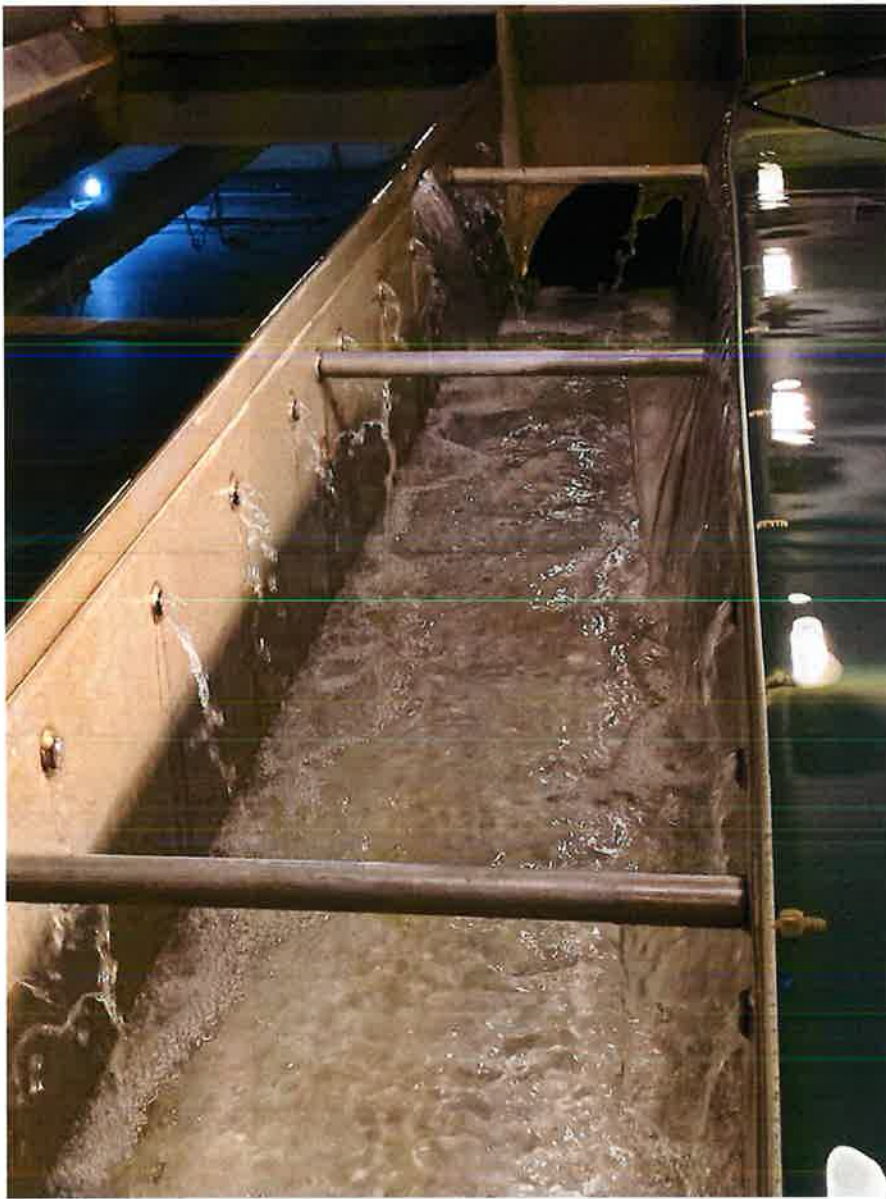
## Annex 4. Pictures



Picture 1. Filter #2 Turbidity testing on filter backwash

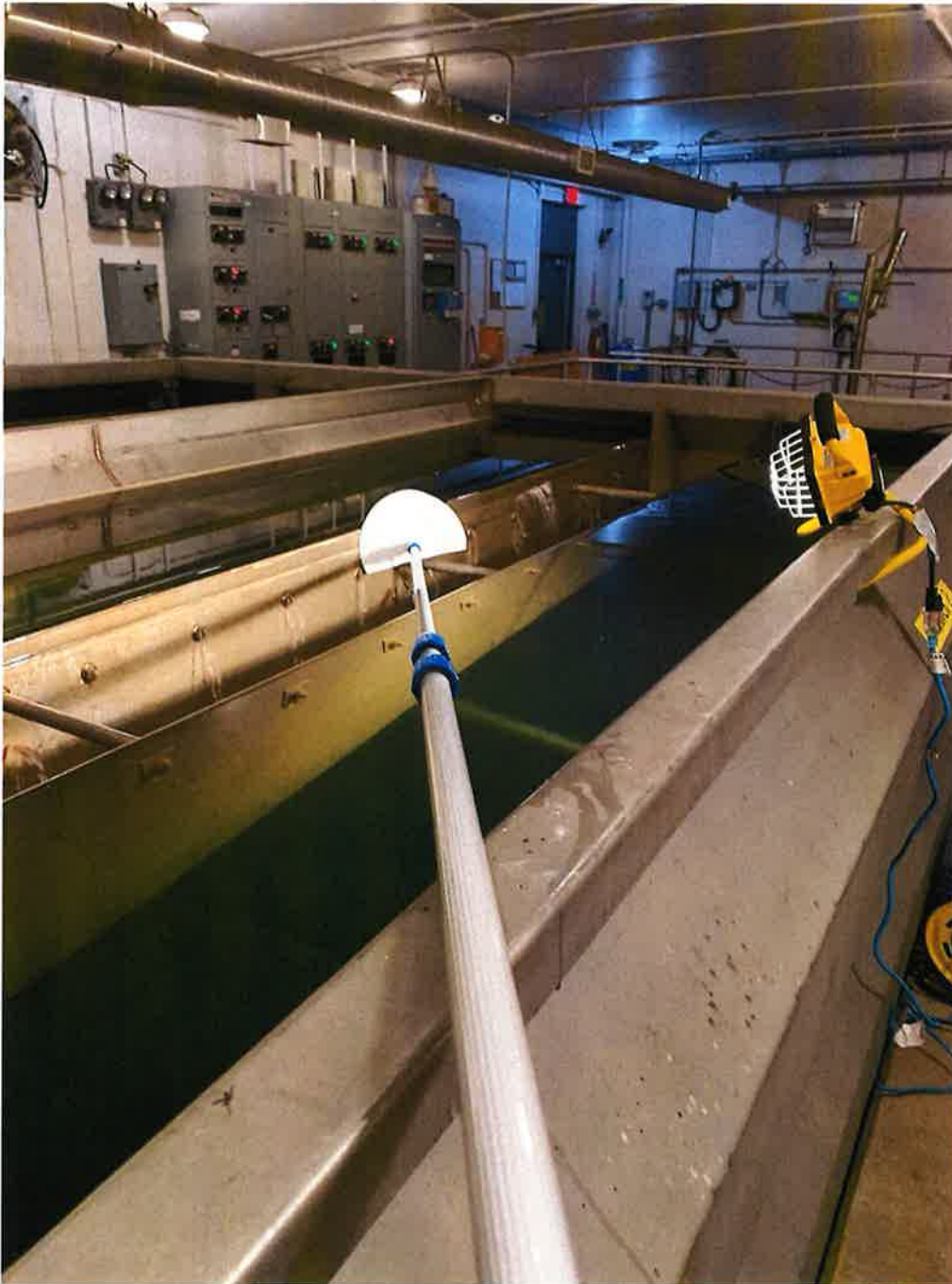


Picture 2. Turbidimeter used in the special study



Picture 3. Backwash trough and the turbidimeter probe at the end of the channel





Picture 4. Modified Secchi disk for measuring bed fluidization



# Filter Visual Backwash Observation Special Study

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## Study Details

**Author:** Simion Tolnai & Mark Anderson

**Date:** July 31, 2019

**Location:** Dundalk WWTP

## Hypothesis

The purpose of this special study is to visually assess the filter backwash and identify any potential problems that may be exposed during the backwash process. This special study is part of a broader filter surveillance program directed to identify potential factors with impact on filter performance.

## Approach

- Develop a check list with potential problems to be observed throughout the backwash cycle
- Initiate a filter backwash
- Record observations
- Identify problems that might impact the filter effluent quality and rank

## Resources

One filter backwash cycle initiation, flash light, camera and measuring tape

## Duration of study

The study will take place over one backwash cycle for each of the two filters

## Expected results

The results of this special study will help narrow down the potential problems with the filter operation and will focus operator's attention in addressing these issues.

## Summary

Table 1. Checklist of the observed problems during a backwash cycle

#.	Visual Back Wash (BW) Observations	Potential Causes	Yes/No
1.	At the beginning of BW cycle: water come up through the filter media uneven and violent manner?	Filter boils? Air entrainment? High flow rate?	The BW was On when the visual inspection started
2.	Is the BW flow gradually increased to the maximum rate?	Backwash flow rate	Yes
3.	Massive air surges occurring during BW, especially at the beginning?	Air binding, air entrapment in the piping?	The BW was On when the visual inspection started
4.	Zones that do not appear to be cleaned thoroughly?	Media dead zones? Plugged underdrains? Inadequate cleaning of media?	No
5.	Are the BW troughs submerged? It should be at least 2 in freeboard between water level in the filter and water level in the trough during BW	Submerged BW troughs/displaced media	No
6.	Is the media being lost over the trough during backwash?	Media loss? Backwash rate too high?	Small quantity of sand have been spotted

7.	Does the media and the BW wastewater look dirty after the BW is complete?	Media/BW wastewater appearance? Backwash cycle inadequate?	Very hard to determine (wastewater) Monitor turbidity
(Greg McGlohorn, 2003)			

## Conclusions

The potential problems identified during the backwash cycle observations are the following:

- The BW was automatically initiated (air scour on) at the time of arrival. It takes at least 45 minutes from the end of a cycle to initiate a new one. The filter effluent reservoir need to be filled with clean water, at least 50 m<sup>3</sup> required for each BW cycle
- Small quantity of sand spotted in the trough, probably from previous BW cycles. Nothing abnormal during the GRCA BW visual inspection
- The filter influent enters through a 300 mm pipe from the flocculation tank.
- Flow can be manually split by operating the two butterfly valves. No option for auto operation available
- When one of the two filters is backwashed, part of the dirty water is hydraulically pushed to the other filter via split influent pipe (the butterfly valves are open during normal operation)

## Implementation

It is recommended to perform a visual backwash observation for both filters and record the identified problems. Based on the recorded observations during the backwash the following actions are recommended:

- Operators will follow the backwash observation checklist (Table 1) in order to identify any possible abnormalities early on
- Napier-Reid will need to update the backwash program with the new information regarding backwash cycle
- Ask Napier-Reid for training in regards of PLC operation in order to have more control in adjusting the backwash cycle



- Identify ways to adjust backwash rate if necessary (winter/summer)

## References

Greg McGlohorn. (2003, December). Filter Assessment Manual. South Carolina, USA.

# Grand River Conservation Authority - Memorandum

**File Number:** Dundalk lagoons

**Date:** July 31, 2019

**To:** Jim Ellis, Cory Henry, Mark Anderson and Dave Chapman

**From:** Simion Tolnai

**Re:** The Influence of seasonal changes in temperature on lagoon performance

---

## Objective

The purpose of this memo is to review Dundalk WWTP data and find trends related to seasonal changes and performance of the plant.

## Background

The Dundalk WWTP is a continuous discharge lagoon system with four facultative treatment cells and a post aeration cell. Alum is added for removal of total phosphorus for raw influent and prior to tertiary filtration. The facility has a nominal design capacity of 1,832 m<sup>3</sup>/d, services a population of approximately 1,558 and discharges to Foley Drain - a tributary of the Grand River (Kelly Hagan, 2019). Table 1 summarizes effluent limits for the Dundalk WWTP as set out in ECA #5657-9D9LYE, issued December 2, 2013.

Table 1 - Dundalk WWTP Effluent Limits

Effluent Parameter	Concentration Objective (mg/L)	Effluent Limits	
		Monthly Average Concentration (mg/L)	Monthly Average Loading (kg/d)
cBOD <sub>5</sub>	5.0	10.0	18.32
TSS	5.0	10.0	18.32
TP (T> 5°C)	0.3	0.4	0.73
TP (T<5°C)	0.5	0.8	1.47
DO	5.0	4.0	N/A
Un-ionized Ammonia	0.05	0.1*	N/A
Sampling Frequency: Twice a month grab samples *(single sample result) (Kelly Hagan, 2019)			

## Process Data

Dundalk lagoons staff have provided the plant performance data up to July 2019, however due to lack of consistent data for cell # 4 and aeration cell in 2018 and 2019, average monthly data for temperature, pH and TP from January 2016 – December 2017 have been considered.

## Observations

Figure 1 shows the trend of TP concentration in cell # 4 and aeration cell, the last two stages of treatment before final alum addition and tertiary filtration and the correlation to seasonal changes in temperature.

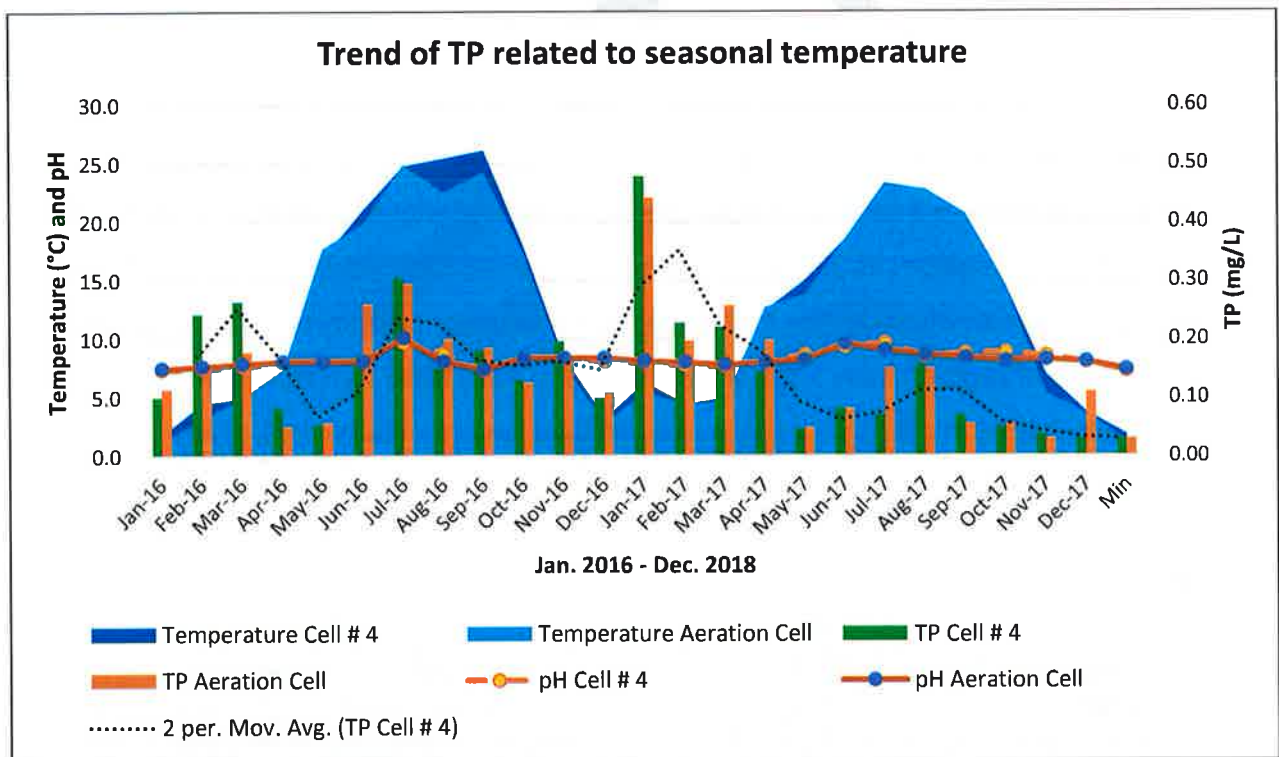


Figure 1. Dundalk Lagoons – Trend of TP related to seasonal changes in temperature

Looking at the trends from Figure 1 and the values summarized in Table 2 the following observations can be made:

- High TP concentrations are consistent with colder season, particularly the months of January to March, period where the TP concentrations can reach a high of 0.48 mg/L. slightly higher TP concentrations are also recorded over the months of June-July when the algae bloom is in effect
- pH values are relatively consistent over the year-period with an average of 8.3 in both, cell # 4 and aeration cell with the exception of July
- pH values of 9.7 (cell # 4) and 10.1 (aeration cell) are recorded in the month of July in both years which can be associated to algae bloom
- Temperature in the lagoon system fluctuates with the outside environment, recorded values are ranging from a low of 1.3 (aeration cell) in winter to high of 26.2 in the summer

With respect to the graphs from Figure 2, representing effluent data from July 2018 to June 2019, the following comments are applicable:

- TP concentration in the final influent and final effluent follow the same pattern of higher values in colder season, reaching a peak value of 1.26 mg/L for final influent before the final alum addition and filtration (March 2019)
- pH value is higher in the month of June consistent to algae blooms

## Recommendations

- Special studies by the operators facilitated by GRCA to adjust the alum dosing and the filtration rate according to the seasonal fluctuations in temperature in order to meet the effluent limits summarized in Table 1 (Southgate Township, 2015)
- The water temperature will have a great impact on the filter media in terms of specific gravity, therefore the quantity of water required for backwash will need to be adjusted to address the necessary bed expansion of 15-30% (Greg McGlohorn, 2003). For more information regarding the bed expansion, please refer to the Filter Bed Expansion Special Study (Simion Tolnai, 2019)

- Review and determine the “actual” backwash rate
- Operators with support, develop operational guidelines for chemical addition for phosphorous removal and filter operation based on the special study results

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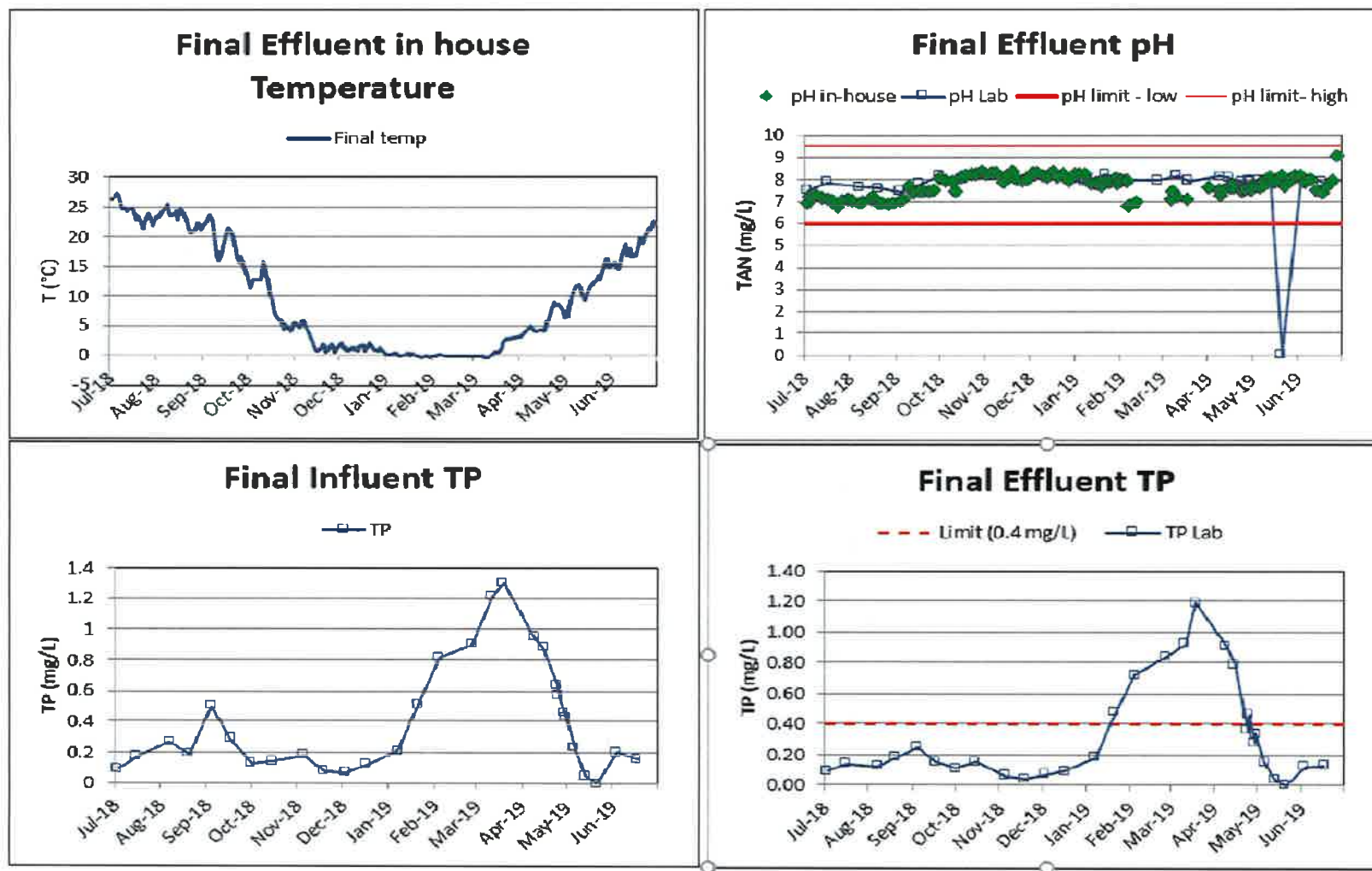


Figure 2. Temperature, pH and TP trend in final effluent (July 2018 – June 2019)

Table 2. TP trend related to seasonal temperature (January 2016 – December 2017)

Date	Temperature Cell # 4	pH Cell # 4	TP Cell # 4	Temperature Aeration Cell	pH Aeration Cell	TP Aeration Cell
Jan-16	1.8	7.4	0.10	1.3	7.5	0.12
Feb-16	4.5	7.5	0.24	3.3	7.7	0.15
Mar-16	5.0	7.7	0.26	5.0	7.9	0.18
Apr-16	7.1	8.1	0.08	7.4	8.1	0.05
May-16	16.9	8.1	0.05	17.7	8.1	0.06
Jun-16	21.1	8.1	0.17	19.9	8.1	0.26
Jul-16	24.8	9.7	0.31	24.9	10.1	0.30
Aug-16	25.5	8.8	0.15	22.6	8.1	0.20
Sep-16	26.2	7.3	0.18	24.3	7.4	0.19
Oct-16	17.9	8.4	0.13	17.4	8.4	0.13
Nov-16	8.3	8.4	0.20	7.9	8.4	0.17
Dec-16	3.3	8.1	0.10	2.8	8.4	0.11
Jan-17	6.2	8.0	0.48	5.4	8.1	0.44
Feb-17	4.5	7.7	0.23	4.5	8.0	0.20
Mar-17	5.0	7.7	0.22	4.6	7.8	0.26
Apr-17	12.4	8.1	0.14	12.7	8.0	0.20
May-17	15.0	8.6	0.05	13.9	8.2	0.05
Jun-17	18.5	9.3	0.08	18.6	9.6	0.08
Jul-17	23.3	9.6	0.07	23.2	9.1	0.15
Aug-17	22.8	8.5	0.16	22.8	8.7	0.15
Sep-17	20.4	8.8	0.07	20.7	8.4	0.06
Oct-17	14.5	8.8	0.05	14.5	8.1	0.05
Nov-17	7.0	8.6	0.04	5.4	8.3	0.03
Dec-17	3.7	8.0	0.03	3.6	8.1	0.11
Min	1.8	7.3	0.03	1.3	7.4	0.03
Max	26.2	9.7	0.48	24.9	10.1	0.44
Average	13.1	8.3	0.1	12.7	8.3	0.2

## References

- Greg McGlohorn. (2003, December). Filter Assessment Manual. South Carolina, USA.
- Kelly Hagan. (2019). *Filter Performance - Dundalk Lagoons*. Cambridge: Grand River Conservation Authority - Memorandum.
- Simion Tolnai. (2019). *Filter Bed Expansion Special Study - Dundalk Lagoons*. Cambridge: Grand River Conservation Authority.

Southgate Township. (2015, February 18). Dundalk Sewage Treatment Plant Operating and Maintenance Manual Update.

DRAFT





## Filter Bed Expansion Special Study

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### Study Details

**Author:** Simion Tolnai & Mark Anderson

**Date:** Jul 31, 2019

**Location:** Dundalk WWTP

### Hypothesis

The purpose of this special study is to measure the filter bed expansion during the backwash and determine if the expansion is sufficient. Bed fluidization is an important factor in filter backwash ability to remove dirt from media.

### Approach

- Construct a bed expansion measuring device (modified Secchi disc)
- Determine the total depth of the sand & anthracite media (fluidizable media)
- Prior to backwash: use the bed expansion measuring tool to measure the distance from the media and a fixed point to the top of the media (filter)
- During the backwash: lower the disc again until disappears into fluidized anthracite and measure the distance from the reference point.
- Calculate the bed expansion by subtracting the measurement taken during the high rate backwash from the measurement recorded before backwash

### Resources

The actual media depth measurements before calculating the percent expansion, measurement tape, bed expansion measuring tool (modified Secchi disk), flash light, marker

### Duration of study

The study will take place over one backwash cycle

## Expected results

The bed expansion test can be a useful tool in helping the operator determine the proper backwash rate. If the bed expansion is insufficient, the backwash flowrate is too low.

Based on the American Waterworks Association (AWWA), the filter bed expansion during the maximum backwash rate are expected to be between 15 and 30%. (Greg McGlohorn, 2003)

If bed expansion is too low, the filter media will not be properly cleaned, on the other hand if the expansion is too high, media will be lost over the weirs.

## Summary

Table 1. Bed Expansion Worksheet

Parameter	Result	Units
Filter Number	#2	NA
Date of Test	July 31, 2019	NA
Time	11:30	NA
Evaluator	Grayson Hannivan (Township of Southgate), Mark Anderson and Simion Tolnai (GRCA)	NA
Depth to Top of Media before Backwash	217	cm
Depth to Top of Media during Backwash	214	cm
Total depth of Fluidizable Media (sand & anthracite)	62.5	cm
% Bed Expansion	5	%
Water Temperature	23.2	C°
Backwash Control Valve (% Open)	?	%
(Greg McGlohorn, 2003)		

## Calculations

Calculate the bed expansion as a percentage of the total bed using the following equations:

EQ1:

$$\text{Bed expansion (cm)} = \text{bed size before BW (cm)} - \text{bed size during BW (cm)}$$

$$\text{Bed expansion (cm)} = 217(\text{cm}) - 214(\text{cm})$$

$$\text{Bed expansion} = 3(\text{cm})$$

EQ2:

$$\text{Bed Expansion (\%)} = \frac{\text{bed expansion (cm)}}{\text{total depth of sand \& antracite (cm)}} \times 100\%$$

$$\text{Bed Expansion (\%)} = \frac{3(\text{cm})}{62.5(\text{cm})} \times 100\%$$

$$\text{Bed Expansion} = 5\%$$

## Conclusions

The bed expansion was calculated at 5%, bellow of recommended (15-30%). The result was not conclusive due to a series of challenges met during the special study as follow:

- The total depth of sand & anthracite was measured at the site visit by penetrating the fluidizable media with a metal rod until the gravel layer was met. A more accurate measurement needs to be performed. This can be accomplished by digging down through the media and measuring the media depths. Required equipment are ladder, piece of plywood to stand on, shovel, measuring tape.
- Measuring the bed expansion was challenging due to dirty water. During the measurement the white disk attached at the end of the measuring rod was not visible, therefore the depth of the media was determined by lowering the rod until some resistance was met. Typically

measurement of bed expansion is made when most of the turbidity has cleared during backwash. A Secchi disk helps determine bed expansion. Lower disk until it is no longer visible.

- May need to raise and lower a few times to find interface of expanded media.
- Other options for bed expansion measurement tools need to be investigated and used for the next evaluations
- The density of water changes with temperature affecting filtration rate therefore, it is expected that filter production will be affected by changes in seasonal temperatures
- The quantity of the backwash water required to achieve the same bed expansion will increase with the temperature
- If the filter is backwashed at 10°C (in the winter), the required backwash rate is approximately 75% of the backwash rate required during the summer when the water is 25°C. (Greg McGlohorn, 2003)

## Implementation

- It is recommended to perform the bed expansion measurement for both filters over the summer and winter. This special study will be repeated at the next site visit and also by the operators using different approaches in order to get more reliable results.
- At Dundalk WWTP, operators should consider studies to determine effective backwash rates at different water temperatures.

## References

Greg McGlohorn. (2003, December). Filter Assessment Manual. South Carolina, USA.

# Grand River Conservation Authority - Memorandum

**File Number:** Dundalk WWTP Performance Improvement

**Date:** October 2019

**To:** Mark Anderson, Dave Chapman, Jim Ellis, and Cory Henry

**From:** Simion Tolnai

**Re:** Dundalk Lagoons - Proactive Operational Monitoring

## Objective

The purpose of this memo is to review the performance, with respect to Total Suspended Solids (TSS) and Total Phosphorus (TP), at the Dundalk WWTP and provide Southgate Township staff with basic operational monitoring requirements for proactive operation of the lagoons.

## Background

The Dundalk WWTP is a continuous discharge lagoon system with four facultative treatment cells and a post aeration cell. Alum is added for removal of total phosphorus, and the plant has tertiary filters prior to discharge. The facility has a nominal design capacity of 1.832 m<sup>3</sup>/d, services a population of approximately 1.559 and discharges to Foley Drain – a tributary of the Grand River. The Dundalk lagoon effluent filtration system is comprised of a two-cell fixed volume automatic backwash, granular media filter. Staff measure TSS before and after the filter in-house as well as an external lab. (Kelly Hagan, 2019)

## Sampling and Testing

Table 1 summarizes effluent limits for Dundalk WWTP as set out in ECA #5657-9D9LYE, issued on December 2, 2013.

Table 1. Dundalk WWTP Effluent Limits

Effluent Parameter	Concentration Objective (mg/L)	Effluent Limits	
		Monthly Average Concentration (mg/L)	Monthly Average Loading (kg/d)
CBOD <sub>5</sub>	5.0	10.0	18.32
TSS	5.0	10.0	18.32
TP (T> 5°C)	0.3	0.4	0.73
TP (T<5°C)	0.5	0.8	1.47
DO	5.0	4.0	N/A

Un-ionized Ammonia	0.05	0.1*	N/A
pH	6.0-9.5 at all times		
Samples are sent to an outside for lab analysis			
Sampling Frequency: Twice a month grab samples			
*(single sample result)			

Besides the compliance sampling required by ECA, Dundalk staff perform an additional set of sampling as per Table 2.

Table 2. Dundalk WWTP Additional Sampling and Testing

Parameter	Type of Sampling	Minimum Frequency
Raw Influent		
BOD5	Grab	Twice per month (outside lab)
TSS	Grab	Twice per month (outside lab)
TP	Grab	Twice per month (outside lab)
TKN	Grab	Twice per month (outside lab)
Final Effluent		
TSS	Grab	Twice per week (in-house)
TP	Grab	Twice per week (in-house)
e-coli	Grab	Twice per month (outside lab)
pH	Grab*	Twice per week (in-house) Twice per month (outside lab)
Temperature	Grab*	Five times per week (in-house)
D.O.	Grab*	Five times per week (in-house - monitor reading)
TAN	Grab*	Twice per week (in-house) Twice per month (outside lab)
UIA	Grab	Twice per week (in house)
TKN	Grab	Twice per month (outside Lab)
Filter Influent		
CBOD5	Grab	Twice per month (outside lab)
TSS	Grab	Twice per week (in-house) Twice per month (outside lab)
TP	Grab	Twice per week (in-house) Twice per month (outside lab)

Lagoon cells		
Liquid levels measurements	NA	1-2 per week

\*(for un-ionized ammonia)

### TSS Testing

In terms of TSS analysis, samples are sent to an external lab, approximately twice per month. In addition the staff are testing TSS in-house using a photometric method with results in turbidity reading (NTU) which is correlated to TSS whereas the outside lab method is gravimetric. The two methods are different and must be compared using split sample. For more information regarding TSS testing, please refer to the Appendix section.

### TP Testing

The effluent is analyzed for TP by an external lab. Additionally in April 2019 the Dundalk WWTP staff with GRCA support started to perform total reactive phosphorus and soluble (dissolved) reactive phosphorus testing twice per week using the in-house available HACH Phosphorus Orthophosphate (Reactive) test kit. (Simion Tolnai, 2019)

### Performance

After reviewing the performance data from January 2018 to July 2019 provided by Dundalk staff, the following conclusions can be drawn:

- Dundalk lagoons system encounters difficulties in removing TSS in early spring when ice break-up occurs and the lagoon water is exposed to sunlight and the water temperature increases.
- Based on the outside lab data, if the secondary effluent TSS exceeds 10 mg/L the filters are not efficient in removing the suspended solids (Table 3)
- A spike in TSS can also be noticed in June-July when the lagoons experience algal bloom. The changes in TSS and TP concentration before and after the filters are depicted in Figures 1 and 2.
- Total phosphorus (TP) and TSS follow the same seasonal trend
- As depicted in Table 3, the two available anthracite and sand filters have a removal capability for TSS ranging from 21% to 75% with an average of 46% based on in-house data and an average reduction of 25% based on outside lab results
- Based on a previous memo (Table 4), the solids and the filter loading rates and effluent TSS are higher compared with other WWTP's evaluated (Kelly Hagan, 2019)
- pH values are higher when algal bloom is in effect. In July, 2019, ponds 3,4 and 5 were dosed with Clarion 510 to help reduce the pH



Table 3. TSS and TP concentrations before and after filtration

	Max pH	TSS						TP		
		Before Filter (In-house)	After filter (In-house)	%	Before Filter (Outside lab)	After Filter (Outside lab)	% Rem.	Before Filter (Outside lab)	After Filter (Outside lab)	%
Jan-18	7.6	14.2	8	44%		5			0.05	
Feb-18	7.7	15.3	9.9	35%	8	6	25%	0.1	0.09	10%
Mar-18	8.2	12.3	9.2	25%	7	6	14%	0.11	0.09	18%
Apr-18	8.3	22.3	17.6	21%	16	13	19%	0.07	0.08	-14%
May-18	7.2	18.5	14.5	22%	19	15	21%	0.09	0.11	-22%
Jun-18	8.0	17.7	11.8	33%	14	10	29%	0.18	0.08	56%
Jul-18	7.3	11.5	5.6	51%	9	6	33%	0.13	0.12	8%
Aug-18	7.2	8.6	3.6	58%	4	3	25%	0.23	0.15	35%
Sep-18	7.7	5.4	1.9	65%	26	3	88%	0.4	0.2	50%
Oct-18	8.3	8.2	2.3	72%	3	3	0%	0.14	0.13	7%
Nov-18	8.3	9.3	2.3	75%	6	4	33%	0.13	0.05	62%
Dec-18	8.3	7.9	3.3	58%	2	2	0%	0.1	0.08	20%
Jan-19	8.2	11.7	6.2	47%	8	3	63%	0.36	0.33	8%
Feb-19	8.0	23	14.4	37%	11	16	-45%	0.86	0.78	9%
Mar-19	7.4	24.2	14.7	39%	10	10	0%	1.26	1.06	16%
Apr-19	7.7	15.5	9.9	36%	8	14	-75%	0.66	0.52	21%
May-19	8.2	13.3	6.6	50%	12	13	-8%	0.14	0.1	29%
Jun-19	9.0	4.8	2.4	50%	8	3	63%	0.18	0.13	28%
Jul-19	6.3	12	5	58%	3	3	0%	0.22	0.23	-5%
Min	6.3	4.80	1.90	21%	2.00	2.00	0%	0.07	0.05	29%
Max	9.0	24.20	17.60	75%	26.00	16.00	88%	1.26	1.06	16%
Average	7.8	13.46	7.85	46%	9.67	7.26	25%	0.30	0.23	23%

Table 4. Summary of 2018 filter performance data (Dundalk, Fergus, Caledonia and Hagersville)

WWTP	2018 ADF (m <sup>3</sup> /d)	Solids loading rate (kg/m <sup>2</sup> )	Filter Loading Rate (m <sup>3</sup> /m <sup>2</sup> /d)	Average Secondary Effluent TSS (mg/L)	Average Final Effluent TSS (mg/L)	% removal
Dundalk	1,107	0.84	65.27	12.82	7.59	41%
Fergus*	4,592	0.46	27.60	16.63	6.93	58%
Caledonia	3,611	0.12	18.96	6.07	2.30	62%
Hagersville	2,401	0.21	16.67	12.72	2.78	78%

\* Fergus data only available from Jan-Mar 2018

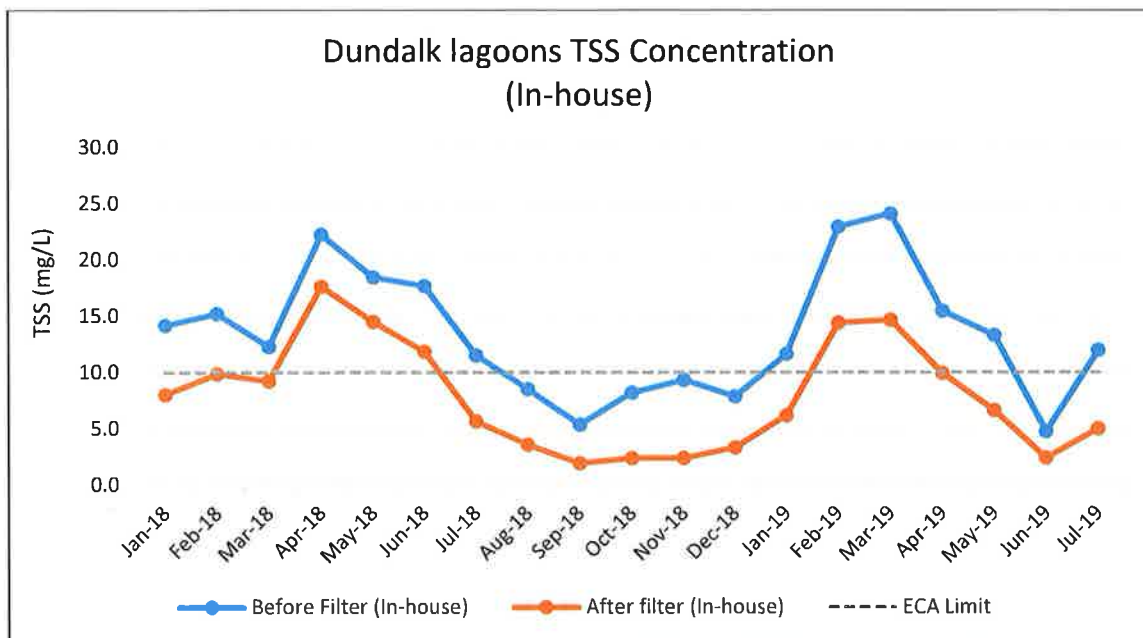


Figure 1. Dundalk WWTP Effluent TSS before and after filters (January 2018 – July 2019)

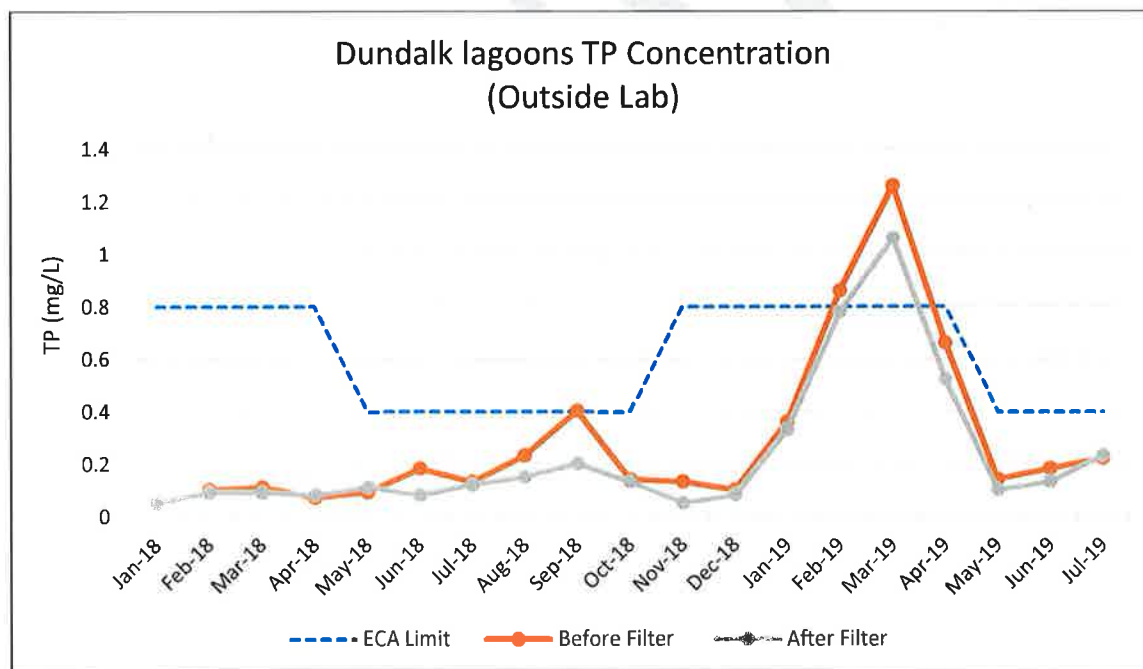


Figure 2. 2018 Dundalk WWTP Effluent TP before and after filters (January 2018 – July 2019)

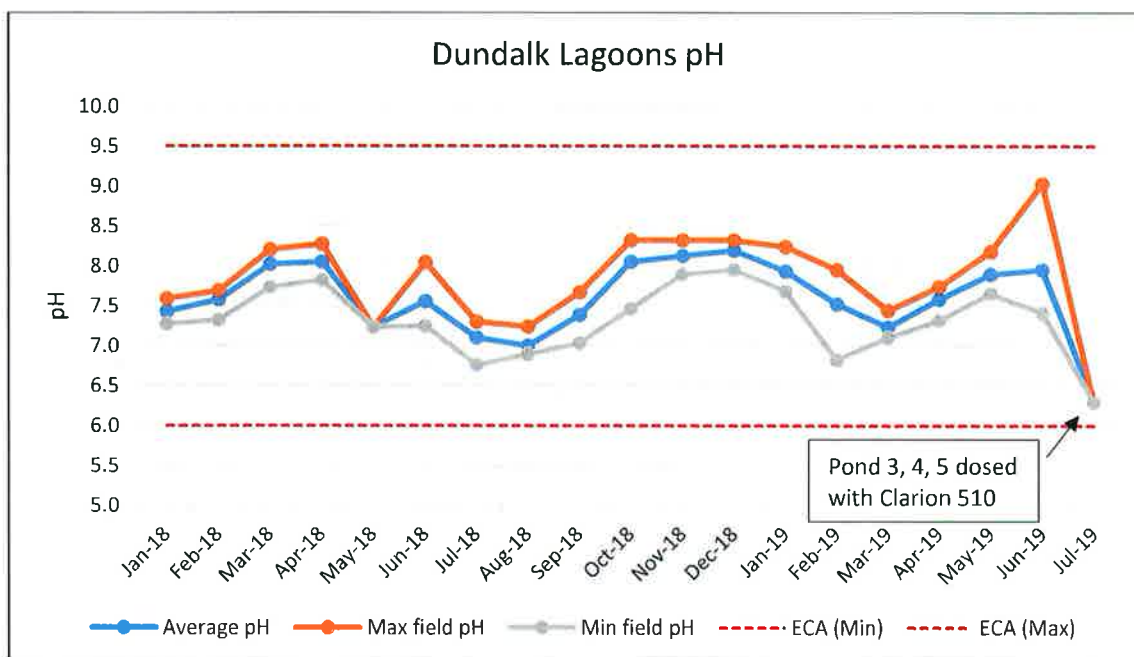


Figure 3. Dundalk WWTP Effluent pH filters (January 2018 – July 2019)

## Observations

- As depicted in Figure 1, the TSS exceeded the ECA limit of 10 mg/L in both springs of 2018 and 2019
- TSS lab results are available for the operations staff a week or more after samples are sent to the external lab, resulting in difficulties to adjust plant operations accordingly
- In-house TSS testing procedure is not accurate but can offer the operators valuable trending information
- Figure 2 shows that in 2018 TP values exceeded the ECA limit of 0.8 mg/L in March, 2019
- In house dissolved (soluble) reactive phosphorus testing will help operators to adjust the alum dosing in timely manner

## Recommendations

Dundalk WWTP staff should adopt a proactive strategy in order to keep the effluent discharges in within ECA limits by performing in-house testing as follows:

- In addition to TSS lab testing, TSS should be tested in house at least twice a week using the available photometric method and calibrate the in-house TSS method with a gravimetric test.

- For the purpose of establishing a reasonable TSS factor ( $TSS_f$ ), in-house testing should be performed on the same sample as the sample sent to the external lab
- Southgate Township should budget and purchase a gravimetric scale and work with GRCA staff to improve the accuracy of in-house TSS measurements.
- Continue the in-house total and dissolved reactive phosphorus testing especially in spring. TP values tend to be higher in colder season, particularly in the months of January to March and also in June-July when the algae bloom is in effect
- Record in-house and outside lab data into the spreadsheets and review the graphs for pH, TSS and TP trending regularly
- Use the in-house TSS and TP data to adjust WWTP operations
- Follow the Q&M Manual regarding the actions required when TSS loading to the filters are higher (p.17) (Southgate Township , 2015)

## Bibliography

- Kelly Hagan. (2019). Dundalk Lagoons - Lab vs In-house TSS comparison. *Memorandum*. Cambridge: Grand River Conservation Authority.
- Kelly Hagan. (2019). *Filter Performance - Dundalk Lagoons*. Cambridge: Grand River Conservation Authority - Memorandum.
- Metcalf & Eddy / AECOM. (2014). *Wastewater Engineering: Treatment and Resource Recovery, Fifth Edition*. New York: McGraw-Hill Education.
- Simion Tolnai. (2019). *Dundalk lagoons - Alum Dosing Special Study*. Cambridge: Grand River Conservation Authority.
- Southgate Township . (2015). *Dundalk Sewage Treatment Plant Opeating and Maintenance Manual*.

## Appendix

The current in-house test method for TSS is a photometric method where a 500mL sample is blended in a blender and corresponding TSS is read from a Hach kit in NTUs. The outside lab testing is performed using a gravimetric method. In order to compare the two methods, the staff need to use a split sample.

A previous special study performed by GRCA staff, compared in-house and lab samples taken on the same day. The results revealed that in-house TSS results are higher than lab results, on average two times for TSS before filters and 1.5 times higher after the filters. (Kelly Hagan, 2019)

In general, there is no relationship between turbidity and the concentration of total suspended solids in untreated wastewater. In settled and filtered secondary effluent there is a reasonable relationship between turbidity and total suspended solids that can be calculated as follows:

$$\text{TSS (mg/L)} \approx (\text{TSS}_f)(T)$$

*TSS = total suspended solids*

*TSS<sub>f</sub> = factor used to convert turbidity readings to total suspended solids*

*(mg TSS/L)/NTU*

*T = Turbidity (NTU)*

(Metcalf & Eddy / AECOM, 2014)



## Dundalk Lagoons

### Filters Capacity and Performance Evaluation

Simion Tolnai & Mark Anderson, GRCA

(Fergus November 14, 2019)

### Design Evaluation

Comparison with textbook values (*Metcalf & Eddy, Fourth Edition, 2003*)

Table 1. Dundalk lagoons filter bed configuration compared to typical design data for dual depth filters

Dual Medium Depth Filter	Anthracite		Silica Sand	
	Dundalk Filters	M&E Fourth Edition (2003)	Dundalk Filters	M&E Fourth Edition (2003)
Media Layer Depth (mm)	360	360-900 (720)	250	180 - 360 (360)
Effective Size (mm)	1.1 - 1.2	0.8 - 2.0 (1.3)	0.45 - 0.55	0.4 - 0.8 (0.65)
Uniformity Coefficient (unitless)	NA	1.3 - 1.6 ( $\leq 1.5$ )	NA	1.2 - 1.6 ( $\leq 1.5$ )
Filtration Rate ( $\text{m}^3/\text{m}^2/\text{day}$ )	216	115.2 - 576 (288)	216	115.2 - 576 (288)

Table 2. Dundalk lagoons filtration rate

Filter Design	Filtration Rate ( $\text{L}/\text{m}^2/\text{min}$ )			Filtration Rate ( $\text{m}^3/\text{m}^2/\text{day}$ )		
	Min	Max	Typical	Min	Max	Typical
Mono – medium*	80	240	120	115.2	345.6	172.8
Dual – medium*	80	400	200	115.2	576	288

Napier-Reid		150	216
Dundalk filter size ( $\text{m}^2$ )	8.48	<b>Design Capacity: 1,832 <math>\text{m}^3/\text{day}</math></b> <b>TSS &lt;40 mg/L</b> (2015 Dundalk Sewage Treatment Plant O&M Manual)	

\*from Metcalf & Eddy Table 11-8 & 11-9

## Performance Evaluation

Table 3. TSS and TP concentrations before and after filtration

	Max pH	TSS						TP		
		Before Filter (In-house)	After filter (In-house)	%	Before Filter (Outside lab)	After Filter (Outside lab)	% Rem.	Before Filter (Outside lab)	After Filter (Outside lab)	%
Jan-18	7.6	14.2	8	44%		5			0.05	
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Jun-18	8.0	17.7	11.8	33%	14	10	29%	0.18	0.08	56%
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* Fergus data only available from Jan-Mar 2018						

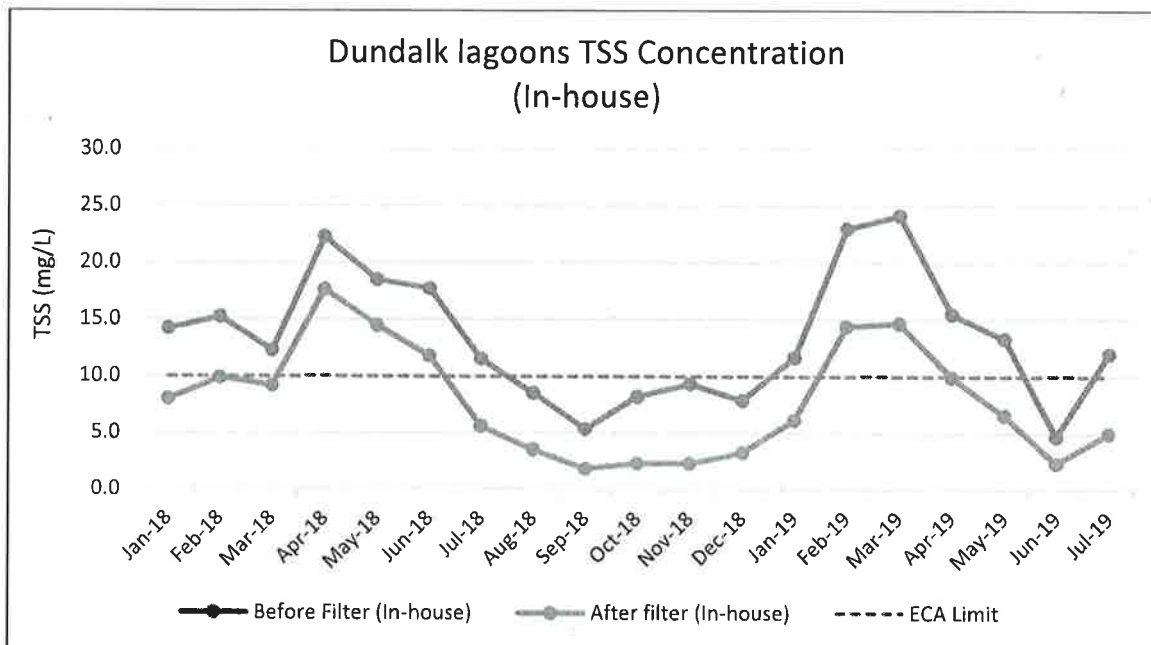


Figure 1. Dundalk WWTP Effluent TSS before and after filters (January 2018 – July 2019)

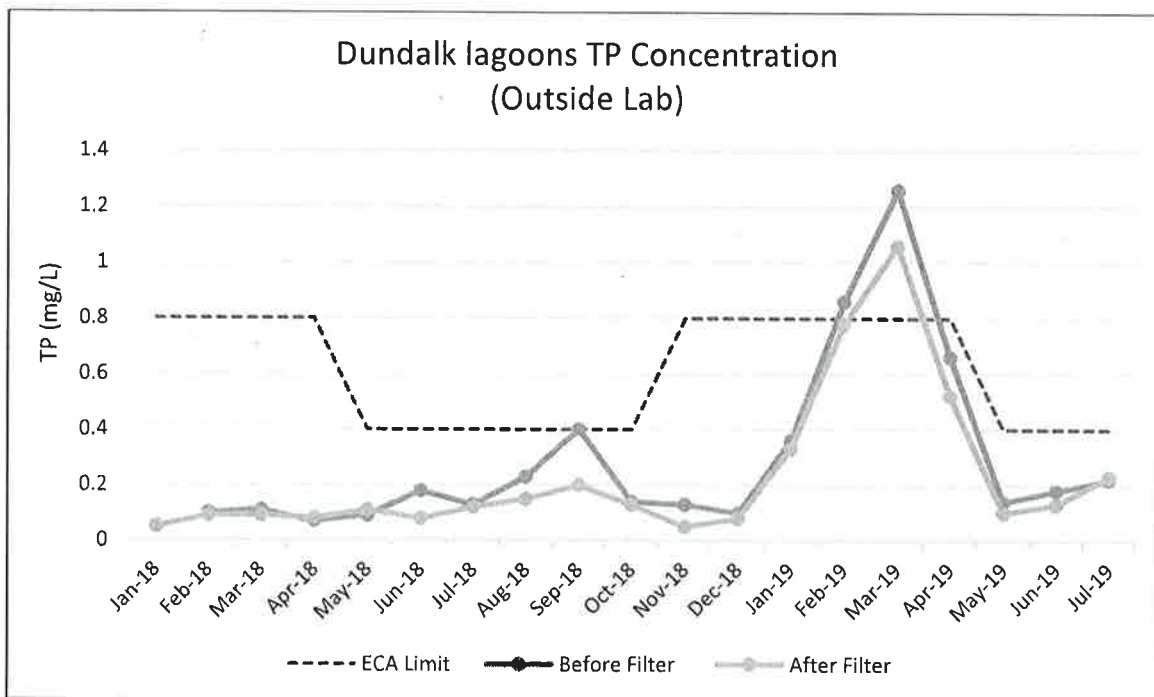


Figure 2. 2018 Dundalk WWTP Effluent TP before and after filters (January 2018 – July 2019)



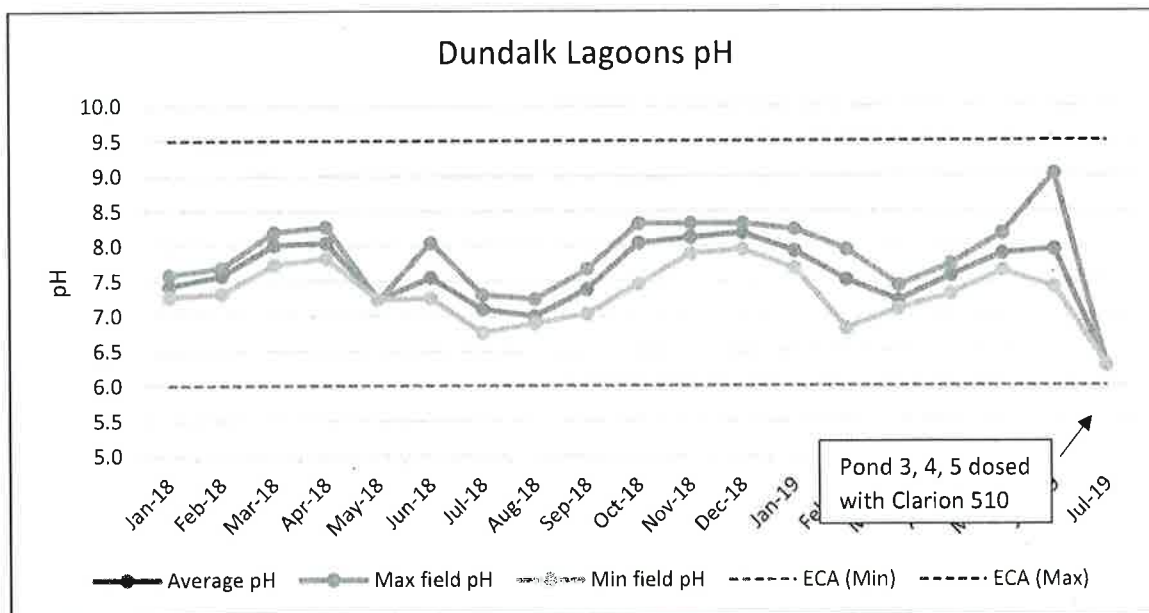


Figure 3. Dundalk WWTP Effluent pH filters (January 2018 – July 2019)

## Conclusions

After reviewing the performance data from January 2018 to July 2019 provided by Dundalk staff, the following conclusions can be drawn:

- Dundalk lagoons system encounters difficulties in removing TSS in early spring when ice break-up occurs and the lagoon water is exposed to sunlight and the water temperature increases.
- Based on 2018 data, Dundalk lagoons have experienced unusually high TSS values compared with other tertiary plants in the Grand River watershed (Annex 1)
- Outside lab data shows that if the secondary effluent TSS exceeds 10 mg/L the filters are not efficient in removing the suspended solids. Adjusting the chemical addition is required (alum or alum & polymer) Table 3
- A spike in TSS can also be noticed in June-July when the lagoons experience algal bloom. The changes in TSS and TP concentration before and after the filters are depicted in Figures 1 and 2.
- Total phosphorus (TP) and TSS follow the same seasonal trend
- As depicted in Table 3, the two available anthracite and sand filters have a removal capability for TSS ranging from 21% to 75% with an average of 46% based on in-house data and an average reduction of 25% based on outside lab results
- Based on a previous memo (Table 4), the solids and the filter loading rates and effluent TSS are higher compared with other WWTP's evaluated (Kelly Hagan, 2019)
- pH values are higher when algal bloom is in effect. In July, 2019, ponds 3,4 and 5 were dosed with Clarion 510 to help reduce the pH

# Anex 1

2018 GR Watershed Tertiary WWTPs Effluent TSS

	Dundalk	Arthur	Grand Valley	Mapleton	Ayr	Caledonia	Guelph	Conestogo	Drumbo	Elmira	Elora	Fergus	Galt	Heilderberg	New Hamburg	St. George	St. Jacobs	Wellesley
January	5.0	3.2	2.6		2.6	2.8	2.0	3.8	5.7	3.5	2	3.2	8.1	2.3	4.4	2.50	3.3	6.4
February	6.3	2.5	3.5		2.3	4.0	2.0	3.1	4.5	2.6	2.8	4.5	5.4	2.4	5.1	2.00	4.0	19.9
March	6.0	3.0	3.8	2.3	2.0	3.3	2.0	2.6	5.0	2.4	1	3	4.6	2.1	3.0	2.00	9.0	2.4
April	13.3	5.3	5.6	12.0	2.1	2.0	2.0	2.0	2.3	2.0	1.8	2.5	7.4	2.7	5.2	2.00	3.9	2.1
May	15.3		7.4		3.6	2.2	2.0	2.2	3.0	2.3	2.6	2.8	6.4	2.0	3.3	3.33	3.3	2.0
June	10.1		7.0		2.0	1.8	2.0	2.0	4.8	2.1	3	3.5	7.4	2.0	15.2	3.50	2.1	2.3
July	5.5		3.0		2.0	2.0	2.0	2.1	4.8	2.2	3.8	3.4	8.0	2.0	3.7	2.00	2.0	3.1
August	2.5		2.3		2.1	1.8	2.0	2.2	6.5	2.1	4.5	3	8.0	2.0	2.1	2.50	2.1	2.0
September	2.5		2.3		2.0	2.3	2.0	2.1	4.4	2.0	6	4.5	8.5	2.0	2.3	2.00	2.0	2.0
October	2.5	3.8	2.6	5.3	2.0	2.3	2.0	2.0	21.2	2.0	4.8	4.4	7.2	2.0	3.8	3.00	2.0	2.6
November	4.0	3.8	4.0	6.0	2.0	2.0	2.1	2.0	5.0	2.2	4.8	2.8	9.5	2.1	6.9	2.00	2.1	2.0
December	2.0	3.8	3.5	5.5	2.0	2.5	3.5	2.1	4.5	2.2	3.8	5	9.5	2.0	3.3	4.00	2.0	2.0
Min	2.0	2.5	2.3	2.3	2.0	1.8	2.0	2.0	2.3	2.0	1.0	2.5	4.6	2.0	2.1	2.0	2.0	2.0
Max	15.3	5.3	7.4	12.0	3.6	4.0	3.5	3.8	21.2	3.5	6.0	5.0	9.5	2.7	15.2	4.0	9.0	19.9
Median	5.3	3.8	3.5	5.5	2.0	2.2	2.0	2.1	4.8	2.2	3.4	3.3	7.7	2.0	3.7	2.3	2.1	2.0
Average	6.3	3.6	4.0	6.2	2.2	2.4	2.1	2.3	6.0	2.3	3.4	3.6	7.5	2.1	4.8	2.6	3.2	4.0

Summary:

Min	1.0
Max	21.2
Median	2.6
Average	3.7





**Township of Southgate**

# **Dundalk Wastewater Treatment Plant**

## **2019 Annual Report**

**Jim Ellis**  
Public Works Manager

# **Dundalk Wastewater Treatment Plant 2019 Annual Report**

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Final Effluent Parameters and Lab Results.....	10

**Overview:**

The Dundalk Wastewater Treatment Plant (WWTP) provided treatment in 2019 with an annual average influent daily flow of 1,114 m<sup>3</sup>/day, a 1.09 increase over the 2018 average influent daily flow of 1,105 m<sup>3</sup>/day.

**Project Description:**

The Dundalk WWTP is a four-cell waste stabilization pond facility flowing into an aeration cell pond with a chemical feed system and a flocculation tank with tertiary treatment consisting of sand filters.

**Plant Facts:**

**Facilities:** Waste Stabilization Ponds with Tertiary Treatment

**Design Capacity:** 1832 m<sup>3</sup>/day

**Receiver Water:** Foley Drain/Grand River

**Environmental Compliance**

**Approval:** 5657-9D9LYE

**Effluent Requirements:**

	Ideal	Maximum	Maximum
Effluent Parameter	Concentration Objective	Monthly Average Concentration (MAC)	Monthly Average Loading
COBD5	5.0 mg/L	10.0 mg/L	18.32 kg/day
Total Suspended Solids (TSS)	5.0 mg/L	10.0 mg/L	18.32 kg/day
Total Phosphorous	0.30 mg/L + 5 degrees Celsius stream temperature 0.60 mg/L - 5 degrees Celsius stream temperature	0.40 mg/L + 5 degrees Celsius stream temperature 0.80 mg/L - 5 degrees Celsius stream temperature	0.73 mg/L + 5 degrees Celsius stream temperature 1.47 mg/L - 5 degrees Celsius stream temperature
Dissolved Oxygen	5.0 mg/L	4.0 mg/L	
Unionized Ammonia	0.05 mg/L	0.1 mg/L	
pH	6.5 to 8.5 at all times	6.0 to 9.5 at all times	

**Sampling Requirements:**

Sampling Criteria for this system is in accordance with Ministry Policy for the Environmental Compliance Approval (ECA) No. 5657-9D9LYE

**Final Effluent:**

A grab sample is taken twice a month and tested for CBOD, Suspended Solids, Total Phosphorus, Total Ammonia Nitrogen, Ecoli, pH and temperature.

On site testing is performed twice a week on final effluent for Total Ammonia to determine Unionized Ammonia through lab testing, pH, temperature and Dissolved Oxygen.

**Raw Sewage:**

A grab sample is taken monthly and tested for BOD, Suspended Solids, Total Kjeldahl Nitrogen and Total Phosphorus.

**Effluent Flows:**

The total effluent flow treated in 2019 was 407,659 m<sup>3</sup>. The annual average daily flow was 1,315 m<sup>3</sup>/day, which results in a 0.69% increase of total effluent over 2018.

**Raw Sewage Quality:**

- Annual average raw sewage BOD concentration to the lagoon system was 113 mg/l.
- Annual average raw sewage suspended solids (TSS) concentration to the lagoon system was 239 mg/l.
- Annual average raw total phosphorus was 3.50 mg/l concentration to the lagoon system.
- Annual average Total Kjeldahl Nitrogen (TKN) concentration was 34.2 mg/l.

**Plant Performance and Effluent Quality:**

- Annual average effluent CBOD concentration was 4.85 mg/l.
- Annual average effluent total suspended solids (TSS) concentration was 6.10 mg/l day with a removal efficiency of 95.39% with an annual monthly average loading of 7.5 kg/day.
- Annual average effluent total phosphorus concentration was 0.27 mg/l day with a removal efficiency of 87.85% with an annual monthly average loading of 0.3 kg/day.
- Annual average effluent concentration for Ammonia-nitrogen was 4.07 mg/l.
- Annual average Unionized Ammonia was 0.015685 mg/l.
- Annual average pH was 7.68.
- Annual monthly average Ecoli was 641 with the low being 2 and the high being 6800.
- The summary for 2019 of the data for the systems plant operation performance is enclosed in this report.

**Maintenance and Calibration Activities:**

Regular monthly preventative maintenance and calibration of test equipment and flow meters are performed by municipal staff and outside certified suppliers.

Third party annual calibrations were performed on November 19, 2019.

VFD's were replaced on the three influent pumps in the filter building in October/November 2019.

Replaced wet well pump #1.

**There were no by-pass events to report.**

**There were 3 non-compliance parameter shutdowns in 2019:**

Please reference below table for shutdowns and limit exceedances for 2019.

2019 Wastewater Effluent parameters compliance exceedances and Shutdowns								
	Monthly Average Effluent Concentration				Monthly Average Effluent Loading (kg/d)			Lagoon Shutdown Duration
	COBD5	TSS	TP	Unionized Ammonia	COBD5	TSS	TP	
	Limit	Limit	Limit	Limit	Limit	Limit	Limit	
	10.0 mg/day	10.0 mg/L	0.4 mg/L - > 5 C 0.8 mg/L - < 5 C	0.1 mg/L	18.32 kg/day	18.32 kg/day	0.4 mg/L - > 5 C 0.8 mg/L - < 5 C	
JAN								
FEB	11.0 mg/L	15.5 mg/L				21.0 kg/day		15 days
MAR	11.5 mg/L		1.05 mg/L					26 days
APR		13.7 mg/L						14 days
MAY								
JUN								
JUL								
AUG								
SEP								
OCT								
NOV								
DEC								

**\*Note:** additional shutdowns occurred due to VFD replacements and for low water levels.

### Discussion:

An Environmental Assessment has been ongoing for the Dundalk Sewage Works, to determine technologies to meet effluent compliance objectives and limits and expansion to meet future development needs.

Southgate released a Request for Information (RFI) in June 2019 for upgrades to the Dundalk sewage works to meet effluent quality parameters for now and in the future. There were 10 proposals submitted and were reviewed by staff from Triton Engineering, the Grand River Conservation Authority (GRCA) and Township. There were 2 technology proposals that are being investigated further, 1 a Submerged Attached Growth Reactor (SAGR) and the other being a Moving Bed Biofilm Reactor (MBBR) with polishing filter systems.

The Bishop Water Technologies Bio Cord pilot project continued and although generating favourable testing results to Bishop satisfaction, the Township was not



necessarily seeing improvements on the final effluent parameters criteria and consulting with Bishop a decision was made to decommission the project in September 2019. It was determined that short circuiting of water could be a factor for improvement of the technology.

In the summer of 2019 Southgate had the Ontario Clean Water Agency (OCWA) contracted to come in 2 boats and dose batch the lagoon cells with Clarion A 510p to assist with algae growth and high pH values.

Through the GRCA Wastewater Optimization program, Southgate and GRCA staff have been undergoing special studies evaluating current filter bed performance and have had the supplier working on enhancing performance and operational issues at this time. Staff have also purchased a more accurate analytical balance and other lab equipment to assist with inhouse lab testing to determine effluent parameters compliance objectives and limits with more confidence.

The 2019 GRCA Optimization special studies included and are attached to this report:

- Filter Bed Expansion Special Study
- Filter Visual Backwash Observation Special Study
- The Influence of Seasonal Changes in Temperature on Lagoon Performance
- Dundalk Lagoons – Proactive Operational Monitoring
- Dundalk Lagoons Filters Capacity and Performance Evaluation
- Filter Optimization Special Study

**Township of Southgate - Village of Dundalk**

2019 General Wastewater Information

Plant # : 0-101006-67

ECA # : 5657-9D9LYE

Population: 2431 (Village of Dundalk)

**Flows**

	<u>Design</u>		<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	2015	2014	2013	2012	2011	2010	2009	2008
Capacity:	208,500									-	-	-	-	-
Influent Average Daily:	-	m <sub>3</sub>	1,114	1,105	1,168	986	728	996	2,221	1,183	1,164	1,020	1,217	1,482
Annual Influent Flow:	668,600	m <sub>3</sub>	405,664	401,279	424,727	360,118	265,878	364,601	808,274	434,232	425,447	372,117	444,350	542,455
Influent Maximum Daily:	-	m <sub>3</sub>	3,989	9,022	6,362	4,820	2,458	2,873	3,991	3,926	4,453	4,390	4,258	4,577
Effluent Average Daily:	1,832	m <sub>3</sub>	1,315	1,355	1,230	1,090	1,181	1,636	1,394	1,136	1,332	1,245	1,466	1,631
Annual Effluent Flow:	-	m <sub>3</sub>	407,659	404,853	420,598	334,685	389,776	494,185	505,962	369,351	435,622	434,339	535,214	597,173
% Discharge vs. Total Capacity:	-		61.0%	60.6%	62.9%	50.1%	58.3%	73.9%	75.7%	55.2%	65.2%	65.0%	80.0%	89.3%
Influent Increase 2019 over 2018:	-		1.09%	-5.52%	17.94%	35.44%	-27.08%	-54.89%	86.14%	2.06%	14.33%	-16.26%	-18.09%	35.54%
Effluent Increase 2019 over 2018:	-		0.69%	-3.74%	25.67%	-14.13%	-21.13%	-2.33%	36.99%	-15.21%	0.30%	-18.85%	-10.38%	62.28%

**Township of Southgate**  
**Loading Report - Dundalk Wastewater Plant**

Municipality:	Township of Southgate	Year:	2019
Plant:	Dundalk Wastewater Treatment Lagoons & Collection System		
Plant # :	0-101006-67		
Works # :	110001471		
System Description :	Faculative Lagoons & Sand Filters		

Month	Loading Influent			Effluent Loading		
	BOD kg/day	SS kg/day	T Phos. kg/day	Effluent CBOD kg/day	Effluent SS kg/day	Effluent T Phos. kg/day
January	128.1	105.8	2.8	6.9	3.8	0.5
February	155.5	147.3	2.8	14.9	21.0	1.1
March	118.2	138.8	3.8	13.1	11.4	1.2
April	139.0	257.4	2.8	7.1	13.9	0.5
May	151.3	177.2	3.5	4.6	9.0	0.1
June	74.2	163.5	3.0	6.3	6.3	0.3
July	160.3	261.0	2.8	2.9	4.4	0.3
August	36.1	136.0	1.3	4.4	5.6	0.0
September	67.5	248.2	3.1	2.3	3.7	0.0
October	75.1	204.9	3.9	3.3	3.3	0.1
November	110.9	396.0	5.0	4.6	4.6	0.0
December	69.2	226.7	3.7	3.1	3.1	0.0
Total	1285.4	2462.8	38.4	73.5	90.0	4.1
Average	107.1	205.2	3.2	6.1	7.5	0.3
Maximum	160.3	396.0	5.0	14.9	21.0	1.2

**Township of Southgate**  
**Performance Report - Dundalk Wastewater Plant**

Municipality: Township of Southgate  
Plant: Dundalk Wastewater Treatment Lagoons & Collection System  
Plant #: 0-101006-67  
Works #: 110001471  
System Description: Faculative Lagoons & Sand Filters

Year: 2019  
Receiver: Foley Drain - Grand River  
Design Average Day Flow (m3): 1832

Month	Flows				Discharge Duration Days	Bio-Chemical Oxygen Demand			Suspended Solids			Phosphorus			E Coli	Temperature	Nitrogen Series			Loading		
	Raw			Effluent Total Flow m3		Avg. Raw BOD mg/l	Avg Effluent CBOD mg/l	Percent Removal	Avg. Raw SS mg/l	Avg. Effluent SS mg/l	Percent Removal	Avg. Raw T. Phos mg/l	Avg. Effluent T. Phos mg/l	Percent Removal	average Effluent Count	< 5 C. or > 5 C.	TKN mg/l	Avg. Effluent NH3 + NH4 mg/l	Unionized Ammonia mg/l	Effluent CBOD kg/day	Effluent SS kg/day	Effluent T Phos. kg/day
	Total Flow m3	Avg. Flow m3	Max. Flow m3																			
January	34542	1114.00	2158.00	47718	31	115.0	4.5	96.09%	95.0	2.5	97.37%	2.50	0.33	86.80%	55	0.1	24.8	7.60	0.042689	6.9	3.8	0.5
February	32981	1178.00	3394.00	17573	13	132.0	11.0	91.67%	125.0	15.5	87.60%	2.40	0.78	67.50%	4690	0.3	22.6	11.65	0.033317	14.9	21.0	1.1
March	53110	1713.00	3989.00	5703	5	69.0	11.5	83.33%	81.0	10.0	87.65%	2.20	1.05	52.27%	2670	1.0	23.4	14.85	0.029710	13.1	11.4	1.2
April	77207	2574.00	3374.00	16182	16	54.0	7.0	87.04%	100.0	13.7	86.30%	1.10	0.52	52.73%	17	6.1	11.5	8.93	0.006000	7.1	13.9	0.5
May	42243	1363.00	2758.00	34128	31	111.0	4.2	96.22%	130.0	8.2	93.69%	2.60	0.07	97.31%	9	11.7	29.5	0.95	0.019173	4.6	9.0	0.1
June	25295	843.00	1027.00	62979	30	88.0	3.0	96.59%	194.0	3.0	98.45%	3.50	0.12	96.57%	2	18.3	34.3	0.10	0.002750	6.3	6.3	0.3
July	16169	522.00	618.00	44987	31	307.0	2.0	99.35%	500.0	3.0	99.40%	5.30	0.23	95.66%	2	23.7	55.8	0.15	0.036126	2.9	4.4	0.3
August	13812	446.00	635.00	38883	31	81.0	3.5	95.68%	305.0	4.5	98.52%	2.90	0.03	98.97%	60	21.1	37.2	0.20	0.000015	4.4	5.6	0.0
September	14469	482.00	589.00	27428	30	140.0	2.5	98.21%	515.0	4.0	99.22%	6.40	0.04	99.38%	26	17.8	70.1	0.35	0.002453	2.3	3.7	0.0
October	19242	621.00	1183.00	33721	31	121.0	3.0	97.52%	330.0	3.0	99.09%	6.20	0.05	99.19%	151	11.2	70.3	0.21	0.000750	3.3	3.3	0.1
November	39604	1320.00	3187.00	46235	30	84.0	3.0	96.43%	300.0	3.0	99.00%	3.80	0.03	99.21%	4	3.1	2.9	0.9	0.007972	4.6	4.6	0.0
December	36990	1193.00	2153.00	32122	31	58.0	3.0	94.83%	190.0	3.0	98.42%	3.10	0.02	99.35%	2	0.5	28.0	3.00	0.007264	3.1	3.1	0.0
Total	405664			407659	310.0																	
	Average	33805	1114	33972		113.3	4.9	94.41%	238.8	6.1	95.39%	3.50	0.27	87.08%	641	9.6	34.2	4.07	0.015685	6.1	7.5	0.3
	Maximum	77207	2574	3989	62979		307.0	11.5		515.0	15.5		6.40	1.05		4690	23.7	70.3	14.85	0.042689	14.9	21.0

**Township of Southgate**  
**Annual Report - Dundalk Wastewater Plant**

Plant: Dundalk Wastewater Treatment Lagoons & Collection System  
 Works: 110001471  
 Year: 2019  
 Location Type: Final Effluent Discharge Report

Month	Discharge Duration Days	Total Effluent m3	Total Coagulant Used (kg)	Average Coagulant Dosage (mg/l)	Average CBOD mg/l	Average SS mg/l	Average T. Phos. mg/l	Average NH3 + NH4 as N (mg/l)	E Coli average Count	Average pH Reports	Average Temp. C	Average D.O. mg/l
January	31	47718	1.55	21.1	4.5	2.5	0.33	7.60	55	8.04	0.10	12.28
February	13	17573	0.65	24.0	11.0	15.5	0.78	11.65	4690	7.94	0.30	9.04
March	5	5703	0.25	28.5	11.5	10.0	1.05	14.85	2670	8.03	1.00	10.70
April	16	16182	0.80	32.1	7.0	13.7	0.52	8.93	17	7.92	6.10	9.78
May	31	34128	1.55	29.5	4.2	8.2	0.07	0.95	9	8.01	11.70	7.80
June	30	62979	1.50	15.5	3.0	3.0	0.12	0.10	2	7.99	18.30	7.00
July	31	44987	1.55	22.4	2.0	3.0	0.23	0.15	2	8.05	23.70	6.98
August	31	38883	1.55	25.9	3.5	4.5	0.03	0.20	60	6.69	21.10	7.92
September	30	27428	1.50	35.5	2.5	4.0	0.04	0.35	26	7.86	17.80	7.85
October	31	33721	1.55	29.9	3.0	3.0	0.05	0.21	151	7.04	11.20	9.30
November	30	46235	1.50	21.1	3.0	3.0	0.03	0.87	4	7.51	3.10	13.37
December	31	32122	1.55	31.4	3.0	3.0	0.02	3.00	2	7.03	0.50	13.92
Total	310	407659	15.50									
Average		33972	1.29	26.41	4.85	6.12	0.27	4.07	641	7.68	9.58	9.66
Maximum		62979			11.5	15.5	1.05	14.85	4690	8.05	23.70	13.92

**Township of Southgate - Village of Dundalk**  
**Annual Report - Dundalk Wastewater Plant**

**Plant:** Dundalk Wastewater Treatment Lagoons & Collection System  
**Works:** 110001471  
**Classification:** Class 1 Wastewater Collection & Class 1 Wastewater Treatment  
**Receiver:** Foley Drain to Grand River

**Year:** 2019  
**Population Served:** 2431

Raw Sewage Parameters		January	February	March	April	May	June	July	August	September	October	November	December	Summary
	Average	115	132	69	54	111	88	307	81	140	121	84	58	113
<b>BOD</b>	Minimum	115	132	69	54	111	77	307	81	140	121	84	58	112
<b>mg/l</b>	Maximum	115	132	69	54	111	99	307	81	140	121	84	58	114
<b>Suspended</b>	Average	95	125	81	100	130	194.5	500	305	515	330	300	190	239
<b>Solids</b>	Minimum	95	125	81	100	130	145	500	305	515	330	300	190	235
<b>mg/l</b>	Maximum	95	125	81	100	130	244	500	305	515	330	300	190	243
	Average	24.8	22.6	23.4	11.5	29.5	34.3	55.8	37.2	70.1	70.3	2.9	28.0	34.2
<b>TKN</b>	Minimum	24.8	22.6	23.4	11.5	29.5	26.6	55.8	37.2	70.1	70.3	2.9	28.0	33.6
<b>mg/l</b>	Maximum	24.8	22.6	23.4	11.5	29.5	39.0	55.8	37.2	70.1	70.3	2.9	28.0	34.6
<b>Total</b>	Average	2.45	2.44	2.23	1.14	2.59	3.54	5.29	2.91	6.39	6.20	3.77	3.10	3.50
<b>Phosphorus</b>	Minimum	2.45	2.44	2.23	1.14	2.59	3.28	5.29	2.91	6.39	6.20	3.77	3.10	3.48
<b>mg/l</b>	Maximum	2.45	2.44	2.23	1.14	2.59	3.81	5.29	2.91	6.39	6.20	3.77	3.10	3.53

# **Township of Southgate - Village of Dundalk** **Annual Report - Dundalk Wastewater Plant**

**Plant:** Dundalk Wastewater Treatment Lagoons & Collection System  
**Works:** 110001471  
**Classification:** Class 1 Wastewater Collection & Class 1 Wastewater Treatment  
**Receiver:** Foley Drain to Grand River

**Year:** 2019  
**Population Served:** 2431

Final Effluent Parameters		January	February	March	April	May	June	July	August	September	October	November	December	Summary
	Average	4.5	11.0	11.5	7.0	4.2	3.0	2.0	3.5	2.5	3.0	3.0	3.0	4.9
CBOD	Minimum	3.0	9.0	11.0	5.0	2.0	3.0	0.0	3.0	2.0	3.0	3.0	3.0	0.0
mg/l	Maximum	6.0	13.0	12.0	11.0	7.0	3.0	2.0	4.0	3.0	3.0	3.0	3.0	13.0
Suspended Solids	Average	2.5	15.5	10.0	13.7	8.2	3.0	3.0	4.5	4.0	3.0	3.0	3.0	6.1
mg/l	Minimum	2.0	5.0	9.0	10.0	4.0	2.0	3.0	4.0	3.0	3.0	3.0	3.0	2.0
	Maximum	3.0	26.0	11.0	17.0	18.0	4.0	3.0	5.0	5.0	3.0	3.0	3.0	26.0
	Average	7.6	11.7	14.9	8.9	1.0	0.1	0.2	0.2	0.4	0.2	0.9	3.0	4.07
NH3 + NH4	Minimum	6.00	11.10	14.70	7.20	0.10	0.10	0.10	0.20	0.20	0.14	0.76	2.19	0.10
mg/l	Maximum	9.20	12.20	15.00	12.10	3.90	0.10	0.20	0.20	0.50	0.28	0.97	3.81	15.00
	Average	2.10	13.55	15.25	10.95	3.10	0.50	1.00	1.05	1.20	1.05	1.55	4.05	4.61
TKN	Minimum	1.60	12.20	15.10	8.00	0.50	0.50	0.70	1.00	1.10	0.90	1.40	3.10	0.50
mg/l	Maximum	2.60	14.90	15.40	13.90	5.70	0.50	1.30	1.10	1.30	1.20	1.70	5.00	15.40
Total	Average	0.05	0.78	1.06	0.60	0.10	0.13	0.23	0.03	0.04	0.05	0.04	0.02	0.26
Phosphorus	Minimum	0.04	0.72	0.92	0.28	0.04	0.12	0.22	0.03	0.03	0.04	0.03	0.01	0.01
mg/l	Maximum	0.05	0.84	1.19	0.91	0.15	0.13	0.24	0.03	0.05	0.06	0.04	0.02	1.19
Ecoli	Average	151.00	4690.00	2670.00	47.00	11.00	2.00	2.00	60.00	26.00	151.00	3.00	2.00	651
(In house testing not included)	Minimum	2	2580	2400	2	2	2	2	4	24	2	2	2	2
	Maximum	300	6800	2940	92	20	2	2	116	28	300	4	2	6800
pH Lab Results (In-house testing not included)	Average	7.87	7.95	8.04	7.92	8.07	7.99	9.87	8.00	7.86	6.95	7.46	7.42	7.95
	Minimum	7.86	7.94	7.92	7.72	7.82	7.89	9.81	7.89	7.83	6.62	6.91	6.73	6.62
	Maximum	7.88	7.95	8.15	8.11	8.32	8.08	9.92	8.11	7.89	7.27	8.01	8.10	9.92
	Average	13.60	6.75	11.15	9.18	8.15	7.15	6.60	7.85	6.90	8.15	12.85	13.70	9.34
DO	Minimum	13.20	2.20	9.70	7.35	6.60	5.90	5.10	7.00	4.80	4.50	10.70	12.90	2.20
mg/l	Maximum	14.00	11.30	12.60	11.00	9.70	8.40	8.10	8.70	9.00	11.80	15.00	14.50	15.00
Unionized Ammonia	Average	0.013800	0.044450	0.037800	0.049400	0.029450	0.008150	0.059130	0.000265	0.004369	0.001259	0.012982	0.019039	0.023341
	Minimum	0.000700	0.005600	0.015200	0.028600	0.000400	0.000100	0.000060	0.000030	0.000015	0.000117	0.000081	0.001844	0.000015
mg/l	Maximum	0.026900	0.083300	0.060400	0.070200	0.058500	0.016200	0.118200	0.000500	0.008723	0.002400	0.025882	0.036234	0.118200



## **Staff Report PW2020-012**

**Title of Report:** PW2020-012 Motor Grader Tender Award  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** February 19, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-012 for information; and  
**That** Council award the Motor Grader Tender to Brandt Tractor LTD for a John Deere 870G in the amount of \$396,600.00, with extended warranty of \$14,710.00 for a total amount of \$411,310.00 plus HST, trade-in not included.

### **Background:**

The Motor Grader Tender closed on February 6, 2020 at 2pm and were opened by Treasurer Liam Gott, Public Works Foreman/ Fleet Manager Phil Wilson and Lead Hand Paul Stevenson. There were 2 tenders received, each with 2 models for submission for new machines with new snow equipment.

### **Staff Comments:**

The following is a breakdown of tender pricing received:

Make	Cost	Plow & Wing	Total Cost excluding HST
Cat 150	\$386,129.00	\$40,016.00	\$426,145.00
Cat 160	\$405,732.00	\$40,016.00	\$445,748.00
John Deere 770G	\$330,815.00	\$44,885.00	\$375,700.00
John Deere 870G	\$351,315.00	\$44,885.00	\$396,600.00

The Tender included the option to trade-in the 2004 740G Volvo grader with 11,000 hours with plow, wing and dozer blade. Toromont Cat offered a trade-in value of \$45,000.00 and Brandt John Deere offered a value of \$35,000.00. Staff will advertise this grader unit on Gov Deals and if lower pricing comes in than the trade-in option, the unit will be traded in for the tender amount of \$35,000.00

Staff recommends the John Deere 870G model with a higher horsepower range of 215 to 280 HP in gear ranges. Staff also recommends purchasing the 5-year extended warranty package at a cost of \$14,710.00.



**Evaluation:**

Staff have evaluated the following criteria and scoring values:

Evaluation Criteria	Toromont Cat	Brandt John Deere	Weighted Factor	Comments
Qualifications & Experience of Company	10	10	10	Comparable
Design of Equipment & Features	30	30	30	Comparable
Delivery Schedule	9	10	10	90 to 120 days John Deere 154 days Cat
Equipment Cost	0	50	50	Low base price deducts 1 point per \$1,000 difference
Total Score	49	100	100	

**Financial Implications:**

The 2020 Capital Budget included \$420,000.00 for the purchase of a new motor grader, with an estimated trade-in value of \$50,000.00.

**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.

**Strategic Initiatives:**

**5-B** - The Township will have adopted a long-term asset management plan for the timely repair, replacement, and expansion of the Township's infrastructure, facilities, and other assets.

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-012 for information, and that Council award the Motor Grader Tender to Brandt Tractor LTD for a John Deere 870G in the amount of \$396,600.00, with extended warranty of \$14,710.00 for a total amount of \$411,310.00 plus HST, trade-in not included.

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.



## **Staff Report PW2020-013**

**Title of Report:** PW2020-013  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** February 19, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-013 for information; and  
**That** Council consider the approval of By-law 2020-025, being a by-law to establish a Boundary Road Agreement with the Township of Wellington North.

### **Background:**

In an effort to provide clarity of the responsibility regarding summer and winter road maintenance and of the Boundary Roads around the perimeter of the Township of Southgate, staff from Southgate and Wellington North have developed an equitable and legal Boundary Road Agreement (included in this agenda package as Schedule "A" to By-law 2020-025) that mutually binds both parties. The benefits of having a Boundary Road Agreement is to provide a document that specifically outlines the responsibilities of both parties, the limits of each municipality's road section responsibilities, and the cost sharing of capital expenses at 50/50.

The Boundary Road Agreement also assists with dispatch of Emergency Services and provides them with clarity for the correct contact information relative to the sections of road to which they respond. The Agreement is for 5 years and the Township of Wellington North will also be adopting a by-law for the Boundary Road Agreement at their next Council meetings.

### **Staff Comments:**

Staff recommends that Council pass By-law 2020-025.

### **Financial Implications:**

There is no financial impact or long- term implications with this staff report.

### **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 PW2020-013 for information and that Council consider the approval of By-law 2020-025 being a by-law to establish a Boundary Road Agreement with the Township of Wellington North.

Respectfully Submitted,

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

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

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

## **By-law No. 2020-025**

being a by-law to authorize a boundary road agreement between The Corporation of the Township of Southgate and The Corporation of the Township of Wellington North

**Whereas** Section 8 of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

**Whereas** Section 5(3) of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**Whereas** Section 27 of the Municipal Act 2001, R.S.O. 2001, as amended provides that a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway; and

**Whereas** Section 28(1) of the Municipal Act 2001, R.S.O. 2001, as amended sets out the highways over which a municipality has jurisdiction; and

**Whereas** Section 29.1(1) of the Municipal Act 2001, R.S.O. 2001, as amended provides that municipalities having joint jurisdiction over a boundary line highway may enter into an agreement to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack or repair for that part; and

**Whereas** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into a Boundary Road Agreement with the Corporation of the Township of Wellington North,

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

1. **That** the Mayor and Acting Clerk are hereby authorized to execute a Boundary Road Agreement with the Corporation of the Township of Wellington North; and
2. **That** the Boundary Road Agreement attached hereto as Schedule "A" shall form part of this by-law; and
3. **That** this by-law shall come into force and effect on the date of its passing.

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

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John Woodbury – Mayor

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Lindsey Green – Acting Clerk

## **Schedule “A” to By-law 2020-025**

### **Boundary Road Agreement**

This agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Between:

**The Corporation of the Township of Wellington North**

Hereinafter referred to as “**Wellington North**”

And

**The Corporation of the Township of Southgate**

Hereinafter referred to as “**Southgate**”

**Whereas** Sections 20, 29, 29.1 and 52 of the Municipal Act, 2001 (The “Act”) make provisions for agreements between adjoining municipalities for the maintenance and repair of any highway or bridge forming the boundary between such municipalities, including the bridges thereon (hereinafter a “Boundary Road”); and

**Whereas** Boundary Roads exist between the jurisdictions of the Township of Southgate and Township of Wellington North as set out in Schedule ‘A’; and

**Whereas** it is deemed expedient and necessary for each municipality to be responsible for the year-round oversight, maintenance and repair of particular portions of existing Boundary Roads;

**Now Therefore** in consideration of the mutual covenants set out below with other good and valuable consideration (the receipt of which is acknowledged), the parties hereto agree each with the other as follows:

#### **1. Definitions**

**Bridge:** means a public bridge forming part of a highway on, over or across which a highway passes.

**Capital Improvements:** All work to be performed that is above and beyond that work required by Routine Maintenance standards or Winter Maintenance standards, including but not limited to items such as road construction, hot mix asphalt, resurfacing and shoulder gravelling associated with this resurfacing, bridge repairs or replacements, and any bridge surface treatment.

**Highway:** means a common or public highway, any part of which is intended for or used by the public for the passage of vehicles and pedestrians and includes the areas between the lateral property lines thereof.

**Level of Service:** means the level of service as adopted by the council of the municipality for repair of a highway, as reflected in Schedule B attached hereto, as it may be amended from time to time.

**Minimum Maintenance Standards:** Shall mean those standards stipulated by Ontario Regulation 239/02 for the maintenance standards of repair for highways under municipal jurisdiction, as they may be amended from time to time.

**Roadway:** means that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder.

**Routine Maintenance:** means those activities completed in the ongoing maintenance and repair of a highway or bridge and as described as follows:

- *Hardtop surface maintenance* includes frost heave repair, base repair, utility cut repair, hot and cold mix patching, shoulder maintenance, surface maintenance including crack sealing, slurry sealing and spray patching, surface sweeping, surface flushing and routine patrolling.
- *Roadside maintenance* includes vegetation management including roadside mowing, weed control, tree planting and removal, tree trimming, sidewalk maintenance, debris collection including debris and leaves, curb and gutter, guiderail and fence maintenance.
- *Stormwater management maintenance* includes roadside ditching, entrance culvert maintenance, maintenance of storm sewers and catch basins and inspections.
- *Structures* includes washing and component repairs for concrete and steel culverts, bridges of all types and pedestrian bridges.
- *Traffic operations* include pavement markings, illumination, signals and signs and safety devices.

**Shoulder:** means the area adjacent to a roadway, where there is no curb that may be paved or unpaved.

**Winter Maintenance:** includes snowplowing, combination plowing/ice control, ice control, de-icing, sanding, winging back, snow fencing, snow removal, standby, winter patrol, spring clean-up, sidewalk plowing and de-icing.

**Winter Maintenance Season:** means the continuous period of time between the second Monday of November and the second Friday of April annually. Each Party agrees that it shall also attend to winter events that occur prior to November the second Monday in November and after the second Friday in April until winter events have subsided at the end of each season. Both Parties acknowledge that the Level of Service stipulated by the parties to be provided during periods falling outside the Winter Maintenance Season will be a lower standard than that which is required by the parties during the Winter Maintenance Season, but that any Level of Service shall always meet the Common Law test of reasonableness.

**Non-Winter Maintenance Season:** means the continuous period of time between after

the second Friday in April to the second Monday in November annually.

## **2. Term**

The parties agree to provide Winter Maintenance and Routine Maintenance services on those sections of the Boundary Road that they are individually responsible for, as set out in Schedule 'A' for a period of five (5) years commencing on the date this agreement is signed by both parties (the "Term").

The parties agree that this agreement shall automatically renew immediately prior to the expiration of the Term or any extension of the Term for a further five-year period on the same terms and conditions unless either Party provides 180 days' notice in writing of its intention to terminate the agreement at the expiration of the then current Term.

## **3. Insurance**

3.1 Each Party shall at its own expense, obtain and keep in force during the Term of this agreement, insurance satisfactory to the other Party including the following terms and minimum coverage, which limits may be achieved by way of primary and/or umbrella or excess policies, and underwritten by an insurer licensed to do business in the Province of Ontario. Such policies shall include, but not be limited to:

- a) **Municipal General Liability Insurance** on an occurrence basis for an amount of not less than Ten Million Dollars (\$10,000,000.00) including:
  - i) Shall include but not limited to bodily injury, property damage and contractual liability;
  - j) The other Party shall be added as an Additional Insured with respect to the operations of the named insured;
  - ii) Contain a Cross liability and severability of Interest clauses;
  - iii) Policies shall not be invalidated as respect to the interests of the Additional Insured by reason of any breach or violation on any warranties, representations, declarations or conditions;
  - iv) Non-owned automobile coverage with a limit of no less than Ten Million Dollars (\$10,000,000.00);
  - v) Products and completed operations coverage with a limit of not less than Ten Million Dollars (\$10,000,000.00);
  - vi) A thirty-day written notice of cancellation or termination.
- b) **Standard OAP 1 Automobile Liability Insurance** for an amount not less than Ten Million Dollars (\$10,000,000.00) on forms meeting statutory requirements covering all licensed vehicles used in any manner in connection with the performance of the terms of this Agreement.



- c) **Environmental Liability Insurance** subject to limits of not less than Two Million Five Hundred Thousand Dollars (\$2,500,000) inclusive per claim and shall include coverage for but not limited to, bodily injury including death, property damage and remediation costs which are reasonable and necessary to investigate, neutralize, remove, remediate (including associated monitoring) or dispose of soil, surface water, groundwater or other contamination.
- 3.2 Prior to execution of this agreement and upon the placement, renewal, amendment, or extension of all or any part of the insurance, each party shall provide the other party with confirmation of the insurance coverage required by this agreement. Insurance shall apply to the sub-contractor in the same manner as it would to each party to this agreement. Further, it is each party's obligation to ensure that the sub-contractor is aware of these obligations. Each party shall provide to the other party confirmation of the sub-contractor's insurance.
- 3.3 Both parties agree to immediately notify the other Party of any occurrence, incident or event which may reasonably be expected to expose either Party to material liability of any kind in relation to the Boundary Roads.
- 3.4 Each Party agrees that if either fails to take out or keep in force any such insurance referred to in this section, or should any such insurance not be approved by either Party, and should either Party not commence and proceed to diligently rectify the situation within forty-eight (48) hours after written notice by either Party, either Party has the right without assuming any obligation in connection therewith, to affect such insurance at the sole cost of either Party. Either Party shall be reimbursed as set out under the terms of this Agreement.

#### **4. Indemnity**

Each Party agrees to defend, indemnify and save and hold harmless the other Party from all claims, lawsuits, losses, expenses and costs, or any other liability imposed by statute or common law in any way connected to or in any way arising out of any actual or alleged breach, default or neglect of duty in respect of the winter maintenance and routine maintenance of the road sections for which they are responsible for, as referred to in this agreement.

#### **5. Notice of Claim**

In the event that either party receives a Statement of Claim, notice of claim or other information regarding a pending or possible claim by a third party with respect to liability for failure to keep the Road in repair or for damages or injuries sustained relating thereto such party shall immediately notify and provide to the other party such claim or notice of claim.

#### **6. Maintenance and Repair of Highways – Scope of Work**

- 6.1 The Municipalities hereby covenant and agree one to the other, to:
- a) Undertake all Winter Maintenance activities during each Winter Maintenance Season throughout the Term of the Agreement.

- b) In addition to the requirements set out in section 6.1a), attend to winter events that occur prior to November 15<sup>th</sup> and After April 1<sup>st</sup> until winter events have subsided at the end of each season throughout the Term of the Agreement. Both parties acknowledge that the level of service provided outside of the Winter Maintenance Season may be at a lower level than during the Winter Maintenance Season, but that it shall meet the minimum maintenance standards set forth in regulations made by the Minister of Transportation as contemplated in Section 44(4) of the Act (the “Minimum Maintenance Standards for Municipal Highways”) where such standards apply and in the event there is no applicable Maintenance Standard, it shall meet the standard of what is reasonable in the circumstances.
- c) To maintain and keep in good repair, any required Routine Maintenance during winter operations those highways listed in Schedule ‘A’ by meeting or exceeding the “Minimum Maintenance Standards for Municipal Roads” for the whole width of those highways listed.
- d) To be responsible for all removal of snow beyond the width of the road and shoulders if required.
- e) To be responsible to provide snow blowing services requirement within the right of way, if deemed necessary by one of the parties.
- f) To be responsible for drainage maintenance, including the clearing of ditches, curbs and gutters, catch basins and storm drains.
- g) To be responsible for the surface maintenance, including the repair of potholes, cracks and depressions and shoulder gravelling.
- h) To be responsible for all routine patrolling and maintenance activities throughout the entire Term of this Agreement. Routine maintenance shall be provided at service levels compliant with the Minimum Maintenance Standards set forth in Ontario Regulation 239/02 of the Act.
- i) To be responsible for any and all traffic signal devices at the intersections.

6.2 Location and Work to be Completed by each Party – The map attached hereto as Schedule ‘A’ indicates the location of the Boundary Road. Both parties acknowledge their road section responsibilities as per Schedule ‘A’.

## **7. Capital Costs**

- 7.1 Subject to the further terms set out in this section, each municipality shall be responsible for one-half of any and all Capital Improvements on the Boundary Roads.
- 7.2 Prior to either Party completing any capital improvements each Party will identify the proposed Capital Improvement work to the other Party.
- 7.3 No new construction or major maintenance work (as distinguished from routine

maintenance) of any kind on highways and bridges shall commence or be charged by one Party to this agreement to the other unless such construction or major maintenance work has first been approved by the Councils of both municipalities and included in their respective capital budgets for the year that the work is to commence.

- 7.4 If both parties agree that capital work is required, they will mutually agree upon how the work will be completed and the timing of such work to be completed.
- 7.5 Except in the case of emergencies, each Party shall notify the other Party at least two years in advance of any such capital improvement work proposed and the extent and cost of the capital improvement work shall be mutually agreed upon prior to proceeding with the work.
- 7.6 The Party who administers the work as determined in Section 7.4 shall invoice the other Party for one half of the capital cost no later than the 31<sup>st</sup> day of December in the year in which the work was completed. Payment of the invoice shall be made no later than thirty (30) days from receipt of the invoice.

## **8. Maintenance and Repair of Bridges**

Both Parties hereby mutually acknowledge and agree that at the time of this agreement there are no common bridges shared with Wellington North and Southgate.

## **9. Annual Review and Planning**

Each year throughout the Term of the Agreement, after April 15<sup>th</sup> and not later than June 30<sup>th</sup>, the parties will meet to discuss any issues arising from this Agreement, including but not limited to the previous year's work and will identify and plan works for the upcoming year(s) as the case may be.

## **10. Payment**

- 10.1 Wellington North and Southgate shall share equally all capital expenses connected with any new construction or major maintenance work (as distinguished from routine maintenance) carried out for all highways listed in Schedule 'A'.
- 10.2 Each Party will invoice the other as necessary for its share of the expenditures related to new construction or major maintenance work carried out for all highways listed in Schedule 'A' and as determined in accordance with paragraph 3 below of this agreement and the Party being invoiced shall pay the amount invoiced within thirty (30) days of receipt of such invoice.

## **11. Entrance Permits**

Entrance Permits on Boundary Roads shall be processed by the municipality in which the land requiring the permit is located in consultation with the other municipality as to road safety conditions.

## **12. Notice**

Any notice to be given under this Agreement shall be sufficiently given if delivered or if sent by prepaid first-class mail and addressed to:

The Clerk's Office  
The Corporation of the Township of Southgate  
185667 Grey Road 9  
Dundalk, ON N0C 1B0

And to:

The Clerk's Office  
The Corporation of the Township of Wellington North  
PO Box 125  
7490 Sideroad 7 W  
Kenilworth, ON N0G 2E0

Receipt of notice shall be deemed on the earlier of the date of deliver or five (5) days following the date of mailing of the notice.

### **13. Arbitration**

- 13.1 In the event of any dispute arising between the parties hereto relating to any matter which is the subject of this Agreement and cannot be settled within ninety (90) days, then the dispute will be submitted to arbitration by notice given by either Party to the other.
- 13.2 Upon such notice being given, the dispute shall be determined by the award of three arbitrators or a majority of them, one to be named by each Party within thirty (30) days of such giving notice and the third to be selected by these two arbitrators within seven (7) days after both have been nominated.
- 13.3 If either Party neglects or refused to name its arbitrator within the time specified or to proceed with the arbitration, the arbitrator named by the other Party shall proceed with the arbitration.
- 13.4 The arbitrators shall have all the powers given by the Arbitration Act of Ontario and may at any time proceed in such manner as they may see fit on such notice as them deem reasonable in the absence of either Party if such Party fails to attend.
- 13.5 Each Party shall pay its own costs and shall share equally in the costs of the arbitration.
- 13.6 The cost of the arbitrators is not limited to those set forth under the Arbitration Act of Ontario and the arbitrators shall be able to charge their usual professional charges.

### **14. General**

Notwithstanding anything in this agreement, neither Party shall be in default with respect to the performance of any of the terms of this agreement if any non-

performance is due to any force majeure, strike, lock-out, labour dispute, civil commotion, act of God, government regulations or controls, inability to obtain any material or service or any cause beyond the reasonable control of the Party.

The rights and liabilities of the parties shall enure to the benefit of and be binding upon the parties and their respective successors and approved assigns.

If any provision, clause or part of this agreement or the application of this agreement under certain circumstances, is held by a court or tribunal of competent jurisdiction to be invalid, the remainder of the agreement, or the application of that provision, clause or part under other circumstances shall not be affected.

**In Witness Whereof** the Corporate Seals of each of the parties hereto have been affixed duly attested by the respective officers authorized in that behalf.

The Corporation of the Township of Southgate

Per\_\_\_\_\_

Mayor

Per\_\_\_\_\_

Clerk

The Corporation of the Township of Wellington North

Per\_\_\_\_\_

Mayor

Per\_\_\_\_\_

Clerk

## Schedule 'A' to the Boundary Road Agreement

### **Part 'A' Southgate Responsibilities**

The Township of Southgate agrees to operate, maintain, renew, insure and administer for **routine and winter maintenance**:

<b>Road Section</b>	<b>Maint. Class-ification</b>	<b>Southgate Road ID</b>	<b>Wellington North Road ID</b>
<p>A portion of the Boundary Highway between these Townships of Wellington North and Southgate known Southgate Sideroad 41, extending from Southgate Road 04 to the intersection of Wellington Street East.</p> <p>Covering a total distance of 0.9 kms</p> <p><b>This section of road is a No Winter Maintenance Road</b></p>	4 & 6	486; 487	N/A

### **Part 'B' Wellington North Responsibilities**

The Township of Wellington North agrees to operate, maintain, renew, insure and administer for **routine and winter maintenance**:

<b>Road Section</b>	<b>Maint. Class-ification</b>	<b>Southgate Road ID</b>	<b>Wellington North Road ID</b>
<p>A portion of the Boundary Highway between these Townships of Wellington North and Southgate known as London Road, from the intersection of Owen Road going south to the dead end of London Road.</p> <p>Covering a total distance of 0.3 kms.</p>	5	576; 577; 578	N/A

## Boundary Road Agreement Map



**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 CAO2020-015**

**Title of Report:** **Fire Prevention Officer Job Description, Pay Band and Job Posting Approval Report**

**Department:** **Administration**

**Council Date:** February 19, 2020

### **Recommendation #1 if required:**

**Be it resolved that** Council receive Staff Report CAO2020-015 as information, including the complete motion from this report; and

**That** Council approve the job description for the position of a Fire Prevention Officer as presented following the Job Evaluation Committee review; and

**That** Council approve the Job Evaluation Committee review of the job description of Fire Prevention Officer to place the position in pay band 10 on the Southgate Employee Pay Grid; and

**That** Council direct staff to proceed with an internal job posting closing March 9, 2020, with appropriate advertising.

### **Background:**

At the February 5, 2020 Council meeting, Council received staff report FIRE2020-004 and approved the following resolution:

**Moved by** Councillor Shipston; **Seconded by** Councillor Frew;

**Be it resolved that** Council receive staff report FIRE2020-004 as information;

**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.

**Carried** No. 2020-039

### **Staff Comments:**

#### **1. Job Description**

The Fire Prevention Officer job description was reviewed by the Job Evaluation Committee (JEC) on February 19, 2020. The JEC made 3 changes to the job description, with one inserting the new pay band number on the first page, in Section B-5 to change under External Contacts that the frequency for Business



representatives be changed from "Seldom" to "Frequently" and in Section C-5 removing the reference of "Assisting with Budget preparation".

A copy of the job description is included in this report as Attachment #1. The job description is being presented to Council for final approval.

## **2. Job Evaluation Report**

The JEC completed an evaluation of this job description on February 10, 2020 based on direction from the February 5, 2020 Council meeting resolution. The JEC placed the position in pay band #10. The minutes of the JEC meeting are included in this report as Attachment #2. The job evaluation committee's report is presented to Council for approval of the pay band for the Fire Prevention Officer position.

## **3. Job Posting**

Staff recommends that we proceed with an internal job posting of the position as staff feel there are qualified staff presently employed by the Township that may have interest in this position. If we do not receive applications from qualified applicants, we would then proceed to post externally and internally, as well as advertise the position in the local newspapers, the Owen Sound Sun-times and in other appropriate promotion opportunities. An internal/external posting would delay the start date and increase the financial impact reported as a result of external advertising costs in the Financial Implications section.

## **Financial Implications:**

The financial impact as a result of this report and the hiring of a Fire Prevention Officer has already been considered and approved by Council in the 2020 budget.

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

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

## **Goal 2**

### **Revitalizing Downtown Dundalk**

#### **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 Initiatives:**

**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. Council receive staff report CAO2020-015 as information.
2. Council approve the job description for a Fire Prevention Officer as presented.



# Township of Southgate

## Job Description

Date of Update: February 19, 2020	Southgate Fire Prevention Officer
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## 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: 10

### 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.</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> <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>• Exercise sound expenditure control activities within the municipal procurement policies and procedures.</li> </ul>	

## Section B: Skills

### 1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<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	Fire Department Management or equivalent management experience would be an asset
License or Professional Designation - NFPA Training Requirements: <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>	
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars? Yes	
Discussion: 1. Attends seminars/courses pertaining to Fire Prevention and Training Officer duties as required. 2. Further education training in respect to all aspects of Fire, OH&SA & MOL. 3. Public education programs	

## 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>
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### 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 their 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**

<b>Direct Subordinates – Job Titles</b>	<b>Number of Staff</b>
N/A	
<b>Indirect Subordinates – Job Titles</b>	<b>Number of Staff</b>
N/A	
<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>• 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 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 any time 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:** \_\_\_\_\_

Minutes of the Job Evaluation Committee - #36

The Job Evaluation Committee (JEC) met on February 10, 2020 in the Southgate Administration Office at 2:00pm.

Members present:

Kayla Best - Secretary

Mayor John Woodbury

CAO Dave Milliner

Public Works Foreman Phil Wilson

Facilities Manager Kevin Green

Kayla Best – HR Coordinator and Assistant to the CAO, is a new member to the committee to fill the vacant position left by previous Secretary Patsy Osborne.

The committee met to evaluate 2 new positions for the Fire Department: Fire Prevention Officer and Volunteer Deputy Fire Chief.

The committee reviewed these job descriptions and it is recommended these positions be placed in the following Pay Bands subject to Southgate Council approval.

Fire Prevention Officer – Points allocated 546 to move into Pay Band 10.

Volunteer Deputy Fire Chief – Points allocated 585 to move into Pay Band 9.

There were 2 updates to the Fire Prevention Officer job description:

- Remove assisting with budget preparation
- Change External Contacts – Business Representatives from Seldom to Frequently.

The meeting adjourned at 3:15pm.

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Secretary, Kayla Best



# INTERNAL POSTING

## Township of Southgate

185667 Grey Road 9  
Dundalk, ON N0C 1B0  
[www.southgate.ca](http://www.southgate.ca)

### Employment Opportunity Fire Prevention Officer

The Township of Southgate invites internal applications for the position of **Fire Prevention Officer**.

Under the supervision of the Fire Chief, the Southgate Fire Prevention Officer (FPO) is responsible for completing building inspections and leads the public fire safety and prevention education programs. They will act as the Training Officer developing lesson plans, training schedules in conjunction with the Fire Chief and attend Grey County Training Officer meetings. The FPO will attend Emergency Calls and Training after regular office 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.

This position is 35 hours per week (depending on emergency calls and training requirements).

- Qualifications:**
- Fire Department Management or equivalent management experience would be an asset
  - NFPA Training Requirements:
    - o NPFA 1021 Fire Officer I
    - o NFPA 1041 Fire Instructor I
    - o NFPA 1001 Firefighter I, II

A complete job description is attached.

**Salary Range:** Pay Band 10 (\$29.43 to \$33.44 per hour)

This vacancy is being posted internally until March 16, 2020 and if necessary, will be advertised externally thereafter.

**Closing Date: Monday, March 9, 2020 at 4:00pm**

To apply, please forward your resume and cover letter to:  
Kayla Best, HR Coordinator by email: [employment@southgate.ca](mailto:employment@southgate.ca)

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate is an equal opportunity employer.*



## **Staff Report CAO2020-016**

**Title of Report:** **Volunteer Deputy Fire Chief Job Description, Pay Band and Job Posting Approval Report**

**Department:** **Administration**

**Council Date:** February 19, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2020-016 as information, including the complete motion from this report; and

**That** Council approve the job description for the position of a Volunteer Deputy Fire Chief as presented following the Job Evaluation Committee review; and

**That** Council approve the Job Evaluation Committee review of the job description of Volunteer Deputy Fire Chief to place the position in pay band 9 on the Southgate Employee Pay Grid; and

**That** Council direct staff to proceed with an internal job posting closing March 6, 2020, with appropriate advertising.

### **Background:**

At the February 5, 2020 Council meeting, Council received staff report FIRE2020-005 and approved the following resolution:

**Moved By** Councillor Dobreen **Seconded By** Councillor Frew

**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.

**Carried** No. 2020-040

### **Staff Comments:**

#### **1. Job Description**

The Volunteer Deputy Fire Chief job description was reviewed by the Job Evaluation Committee (JEC) on February 19, 2020. The job description has one

revision following the review by the JEC that was inserting the pay band number on page one. A copy of the job description is included in this report as Attachment #1 and is presented to Council for final approval.

## **2. Job Evaluation Report**

The JEC completed an evaluation of this job description on February 10, 2020 based on direction from the February 5, 2020 Council meeting resolution. The minutes of the JEC meeting are included in this report as Attachment #2. The job evaluation committee's report is presented to Council for approval of placing the position in pay band 9 for determining the Volunteer Deputy Fire Chief hourly compensation rate.

## **3. Job Posting**

Staff recommends that we proceed with an internal job posting of the Volunteer Deputy Fire Chief position as staff feel there are qualified staff presently employed by the Township that may have interest in this position. If we do not receive applications from qualified applicants, we would then proceed to post externally and internally, as well as advertise the position in the local newspapers, the Owen Sound Sun-times and in other appropriate promotion opportunities. An internal/external posting would delay the start date and increase the financial impact reported as a result of external advertising costs in the Financial Implications section.

### **Financial Implications:**

The financial impact as a result of this report and the hiring of a Volunteer Deputy Fire Chief has already been considered and approved by Council in the 2020 budget.

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

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

### **Goal 2**

#### **Revitalizing Downtown Dundalk**

##### **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 Initiatives:**

**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. Council receive staff report CAO2020-016 as information.



2. Council approve the job description for a Volunteer Deputy Fire Chief as presented.
3. Council approve the Job Evaluation Committee (JEC) review of the job description for a Volunteer Deputy Fire Chief to place the job on the Township's Employee Pay Grid in Pay Band 9.
4. Council approve proceeding with the necessary job posting.

Respectfully Submitted,

**CAO Approval:** *Original Signed By* **HR Approval:** *Original Signed By*  
Dave Milliner, CAO Kayla Best, HR Coordinator

- Attachment #1 – Job description for the position of Volunteer Deputy Fire Chief
- Attachment #2 – Job Evaluation Committee minutes from February 10, 2020 meeting
- Attachment #3 – Job posting for the position of Volunteer Deputy Fire Chief

# Township of Southgate

## Job Description

Date of Update: February 19, 2020	Southgate Volunteer Deputy Fire Chief
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## 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 Volunteer 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: 9

### 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>• Assists the Fire Chief and the Fire Prevention Officer as required in the area of developing and delivering Fire Public Education programs.</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>
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### 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>
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### 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 their 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>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

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

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

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

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

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

Minutes of the Job Evaluation Committee - #36

The Job Evaluation Committee (JEC) met on February 10, 2020 in the Southgate Administration Office at 2:00pm.

Members present:

Kayla Best - Secretary

Mayor John Woodbury

CAO Dave Milliner

Public Works Foreman Phil Wilson

Facilities Manager Kevin Green

Kayla Best – HR Coordinator and Assistant to the CAO, is a new member to the committee to fill the vacant position left by previous Secretary Patsy Osborne.

The committee met to evaluate 2 new positions for the Fire Department: Fire Prevention Officer and Volunteer Deputy Fire Chief.

The committee reviewed these job descriptions and it is recommended these positions be placed in the following Pay Bands subject to Southgate Council approval.

Fire Prevention Officer – Points allocated 546 to move into Pay Band 10.

Volunteer Deputy Fire Chief – Points allocated 585 to move into Pay Band 9.

There were 2 updates to the Fire Prevention Officer job description:

- Remove assisting with budget preparation
- Change External Contacts – Business Representatives from Seldom to Frequently.

The meeting adjourned at 3:15pm.

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Secretary, Kayla Best



# **INTERNAL POSTING**

## **Township of Southgate**

**185667 Grey Road 9  
Dundalk, ON N0C 1B0  
[www.southgate.ca](http://www.southgate.ca)**

### **Employment Opportunity Volunteer Deputy Fire Chief**

The Township of Southgate invites internal applications for the position of **Volunteer Deputy Fire Chief**.

Under the supervision of the Fire Chief, the Volunteer Deputy Fire Chief is responsible for providing direction and 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 and repairs for all apparatus for the Dundalk Fire Department and acts as the Southgate Fire Chief in his or her absence, or as required or delegated.

This position is as required for emergency response, fire practices, meetings, training and vehicle inspections.

- Qualifications:**
- Fire Department Management or equivalent management experience would be an asset
  - NFPA Training Requirements:
    - o NPFA 1021 Fire Officer I
    - o NFPA 1041 Fire Instructor I
    - o NFPA 1001 Firefighter I, II

A complete job description is attached.

**Salary Range:** Pay Band 9 (\$32.20 to \$36.59 per hour)

This vacancy is being posted internally until March 16, 2020 and if necessary, will be advertised externally thereafter.

**Closing Date: Monday, March 9, 2020 at 4:00pm**

To apply, please forward your resume and cover letter to:  
Kayla Best, HR Coordinator by email: [employment@southgate.ca](mailto:employment@southgate.ca)

*We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate is an equal opportunity employer.*

## **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 CAO2020-017**

**Title of Report:** Eh!Tel Networks Inc. - Southgate Holstein Fibre Optic Point of Presence Site Agreement Approval

**Department:** Administration

**Council Date:** February 19, 2020

### **Council Recommendation:**

**Be it resolved that Council** receive staff report CAO2020-017 as information; and **That** Council approve the Eh!Tel Networks Inc. and Southgate the Holstein Point of Presence (POP) Site Agreement, dated February 19th, 2020 as presented; and **That** Council consider approval of the Eh!Tel Networks Inc. and Southgate Holstein POP Site Agreement by Municipal By-law 2020-028, at the February 19th, 2020 meeting.

### **Background:**

Southgate Council approved a similar agreement in 2011 with Eh!Tel Networks Inc. and at the June 21, 2017 Council meeting an amending agreement through the following motion, related to Staff Report CAO2017-073, titled "FibreXpress, Eh!tel Networks Inc. and Southgate Amending Agreement":

**Moved by Councillor Pallister, Seconded by Councillor Frew;**

**Be it resolved that** Council receive staff report CAO2016-073 as information; and

**That** Council approve the FibreXpress, Eh!Tel Networks Inc. and Southgate draft amending agreement, to the original agreement dated June 21, 2017 as presented; and

**That** Council approve the FibreXpress, Eh!Tel Networks Inc. and Southgate amending agreement, to the original agreement dated June 21, 2017, by Municipal By-law 2017-062 at the June 21, 2017 Council meeting as presented. **Carried.** No. 2017-506

The benefit of this agreement is that it continues to support a company to expand the future access to fibre communications services in Southgate, specifically to support expansion in Holstein and the rural community.

### **Staff Comments:**

The intent of this agreement is to allow Eh!tel to expand their service in Holstein by allowing them to install a direct electricity connection and meter base to the local electrical utility because of the new larger equipment being installed in the Holstein

POP location to grow their business. The Agreement also allows for extension of the original Agreement out to end of 2029, since we are about 14 months away from the original expiration date.

Staff recommend approval of this agreement as Eh!tel have been expanding their service consistently across the Township in both the Dundalk and Holstein areas with plans to work in the Hopeville area being planned subject to future SWIFT funding for the area.

### **Financial Impact or Long Term Implications**

There is no financial cost to the municipality as a result of this report.

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

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

#### **Goal 1**

#### **Attracting New and Supporting Existing Businesses and Farms**

##### **Action 1:**

The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background while also attracting new businesses and new employment opportunities in keeping with the renewed growth of our population.

##### **Strategic Initiatives:**

**1-A** - By 2023, together with existing businesses and other partners, the Township will have identified the types of new business opportunities that are likely to have emerged when Dundalk's 10-15 year growth has taken place and the Dundalk population approaches 4500 people. This business opportunity projection should project the likely demographic make-up of that future population and its likely work, travel, and shopping patterns. It should also identify possible municipal incentives that could facilitate the emergence of these future business opportunities.

The incentive referred to in CAP 1-A, is a critical issue for rural communities to support future growth across the Township for businesses and farming operations. Rural areas need access to higher speed fibre communications capacity. As future technology expand capabilities to do more, increased broadband will be an essential data highway to allow an increase of working from home (virtual office), less requirements for travel to workplace and capacity to support autonomous shared vehicle transportation as a climate change strategy and to support connected agriculture.

### **Concluding Comments:**

1. That Council receive this staff report as information.
2. This agreement as presented has already had signature approval by EH!tel.

3. That Council approve this agreement as presented. A copy of the Eh!Tel Networks Inc. and Southgate Holstein POP Site Agreement, dated February 19, 2020 is included with the By-law 2020-028 in this agenda.
4. That Council consider approving this agreement by Municipal By-law 2020-028 at the February 19, 2020 meeting.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

519-923-2110 x210

**PW approval:** Original Signed By

Jim Ellis – Public Works Mgr.

[jellis@southgate.ca](mailto:jellis@southgate.ca)

519-923-2110 x250



**The Corporation of the Township of Southgate**

**By-law Number 2019-184**

**being a by-law to authorize an agreement  
between The Corporation of the Township of Southgate  
and EH!Tel Networks Inc.**

**Whereas** the Municipal Act, 2001, Chapter 25, as amended, Section 5 (3), states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**Whereas** Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

**Whereas** Section 9 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

**Whereas** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with the EH!Tel Networks Inc.,

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

1. **That** the agreement between EH!Tel Networks Inc. and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Acting Clerk are authorized to sign the agreement on behalf of the Township of Southgate; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

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

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John Woodbury – Mayor

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Lindsey Green – Acting Clerk

# AGREEMENT

**THIS AGREEMENT made as of the 19<sup>th</sup> Day of February, 2020,**

**BETWEEN:**

**The Corporation of the Township of Southgate**

RR#1 Dundalk  
185667 Grey Road 9  
Holstein, Ontario, Canada  
N0C 1B0

**Hereinafter called "Southgate",**

**-and-**

**EH!tel Networks Inc.**

A Corporation incorporated under the laws of the  
Province of Ontario having its registered office  
At 392058 Grey Road 109,  
Holstein, Ontario  
N0G 2A0

**Hereinafter called "EH!tel",**

**WHEREAS:**

- A. Three entities entered into an "Agreement" dated on the 25th Day of April, 2011, which expires the 25th Day of April, 2021.
- B. Three entities entered into an "Amendment" dated on the 24th Day of May 2017, which expires with the "Agreement" on 25<sup>th</sup> Day of April, 2021.
- C. The Agreement refers to EH!tel's tower (hereinafter called the "tower") and fibre optic point of presence (hereinafter called the "POP") at Southgate's property named the Holstein Depot at 123273 Southgate Rd 12 in the Township of Southgate, County of Grey, Ontario (hereinafter called the "depot").
- D. The former Third entity: FibreXpress Network Builders Ltd. (formerly 2197762 Ontario Limited) has assigned its interests in the "tower" and "POP" to EH!tel Networks Inc.

**NOW THEREFORE** in consideration of the terms and conditions contained herein the parties hereto agree as follows:

- 1) All terms in the agreement dated on the 25th Day of April 2011 and the Amendment dated on the 24th Day of May 2017 are no longer in effect and replaced by terms in this Agreement.

Schedule A  
to By-law 2020-028

- 2) EH!tel is permitted to operate its “tower” and “POP” at the “depot” under the provisions within this agreement.
- 3) EH!tel has placements of conduits from the “POP” to the Municipal Right of Way (ROW) as described in Appendix A. EH!tel will provide locates to Southgate upon request.
- 4) Southgate will permit EH!tel to install a underground Hydro Service to the “tower” and “POP” on municipal property as per the layout in Appendix B.
- 5) Southgate will permit installation of a propane powered stand by auto-failover generator to be placed adjacent to the “POP” shelter on a concrete pad with an area of 10ft in depth, and 4ft in length. The pad is to lag down the generator and placement of a propane tank. EH!tel will consult with Ministry of Environment, Conservation & Parks to apply for and acquire any air Environmental Compliance Approval (ECA) permits if required.
- 6) EH!tel will install protective bollards at the corners of the existing tower and new building structure where required by the Southgate Public Works Manager to protect the EH!tel property from damage.
- 7) This agreement is for 10 years, expiring February 19, 2030 and maybe renewable thereafter by execution of an extension of this agreement. This agreement shall extend to and be binding not only to the parties to it, but also upon the successors and assignees.
- 8) EH!tel will compensate Southgate through:
  - a. A payment in the amount of \$100.00 per month. Payment is due prior to the 1<sup>st</sup> of each month for the duration of this agreement.
  - b. Co-location option to install and operate “one” FM radio/antenna on the tower, at a preferred height on the “tower” at no charge for the duration of this agreement. Southgate may use their preferred communications installation contractor, providing the installation meets: a) CSA37 specifications and b) requirements set out in section (8).
  - c. Provisioning of a Prime Internet connection at the “depot”, and to be upgraded from time to time as connectivity standards evolve.
  - d. Provisioning of Ultimate Internet connection and WIFI distribution at the Optimist Community Centre at 392137 Grey Road 109, and to be upgraded time to time as connectivity standards evolve.
- 9) All access onto the “tower” (more than 6 feet) requires technicians and/or contractors to meet or exceed:
  - a. All applicable Federal, Provincial and Municipal regulations must be understood and adhered to.
  - b. Appropriately training and certifications.

Schedule A  
to By-law 2020-028

- c. WSIB in good standing.
- d. General liability insurance in an amount not less than \$5,000,000.00 in respect of injury to or death of any one person or property damage.

EH!tel reserves the right to deny access if such reasonable proof is not provided.

- 10) EH!tel has the right to lease space onto the "tower" and within the "POP" at their sole discretion provided the terms with this agreement are adhered to.
- 11) EH!tel assumes all costs related to the operation and maintenance of the "tower" and associated equipment and lines, the "POP" and associated ducts and lines,
- 12) Upon abandonment of the "tower" and/or "POP", Southgate may take ownership of the "tower" and/or "POP" or order removal of the "tower" and/or "POP" at EH!tel's expense.
- 13) Southgate shall provide accessibility to the "tower" and "POP" to EH!tel and its authorized representatives and/or tenants to service their equipment 24/7. With respect to "section 7b" EH!tel shall provide access to the "tower" and "POP" for Southgate technicians or contractors to service their equipment 24/7.

14) OWN RISK

It is agreed and understood that the "tower" and its associated, antenna(s), equipment and lines placed on the "tower", and the "POP" and associated equipment, ducts and lines, shall be there at the sole and only risk of EH!tel. Southgate shall not be responsible for the equipment in any way, including the provision of any security, whatsoever, with the exception only of willful and deliberate damage caused by members/employees of Southgate.

15) LIABILITY.

EH!tel shall be liable for any damage, arising out of, or in connection with, and its exercise of its rights under this Agreement. Southgate shall not be liable to EH!tel for any interference or inconvenience caused by damage to any part of the Equipment, or by repairs, alterations, improvements or construction at the "depot"

16) INSURANCE

During the currency of this Agreement, EH!tel shall provide and keep in force for the benefit of Southgate, a general liability insurance in an amount of not less than \$5,000,000.00 in respect of injury to or death of any one person or property damage connected with the exercise of the rights of EH!tel pursuant to this Agreement. A copy of proof of insurance naming Southgate will be provided by EH!tel upon execution of this agreement and on an annual basis thereafter at the time of EH!tel's insurance provider's renewal date for the duration of this agreement.

**IN WITNESS WHEREOF the parties hereto have signed under the hands of their proper officers duly authorized on that behalf.**

Schedule A  
to By-law 2020-028

**For the Township of Southgate**

Approval: \_\_\_\_\_  
John Woodbury - Mayor

Approval: \_\_\_\_\_  
Lindsey Green - Clerk  
We have authority to bind the Corporation.

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

**For EH!tel Networks Inc.**

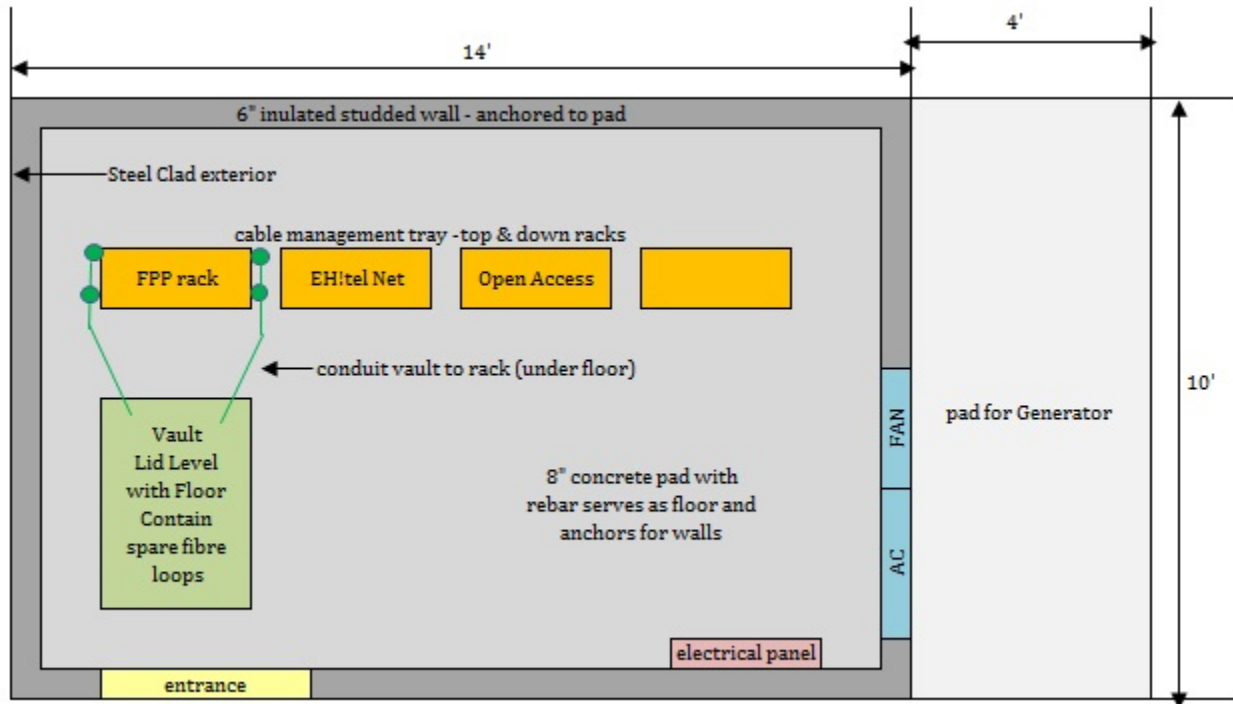
Approval: \_\_\_\_\_  
Antonius (Twan) Peeters - President  
I have authority to bind the Corporation.

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

Schedule A  
to By-law 2020-028

**APPENDIX A**

Communications Shelter Layout



Site Plan



**APPENDIX B**

Hydro Layout







## **Staff Report PL2020-005**

**Title of Report:** PL2020-005-Flato North Part Lot Control By-law  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** February 5, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-005 for information; and  
**That** Council consider approval of By-law 2020-020; and  
**That** Council direct staff to forward 3 certified copies of the by-law with this report on to the County of Grey Director of Planning.

### **Subject Lands:**

The Township is in receipt of a request from Flato to remove certain lands from Part Lot Control in the recently approved plan of subdivision known as Flato North. The developers would like to create the individual lots for the eight semi-detached dwellings, being lots 44-51 on registered plan 16M65.

The foundations have been poured and surveyed and a reference plan has been attached as attachment 1 to this report. A general location map is shown below.





### Staff Comments:

A part lot control by-law is a fairly standard practise in many municipalities that choose to include semi-detached development within plans of subdivisions. In this case, lots 44-51(among others) have been zoned for semi-detached structures and made sufficiently large to accommodate the development of the lots as semi detached units. This includes the provision of separate services to the units. These lots are then surveyed once the foundation is constructed and a part lot control by-law passed to allow for the sale of each part of the lot to the prospective purchasers. This effectively creates the new lots for the individual semi-detached units.

This was anticipated from the beginning of the development an the lands are zoned accordingly. The zoning for the lands is R3-379 which would specifically allow for the development of semi-detached units on the lots proposed for removal of part lot control. It should be noted that the Township should expect more part lot control by-laws for the remaining semi detached dwellings when they are constructed within the subdivision.

### Concluding Comments:

Based on my review of the file and information provided, the proposed part lot control by-law conforms to the Plan of subdivision as approved and the current provisions of the R3-379 zone. It is therefore, recommended that the part lot control by-law be approved and forwarded on to the County of Grey.

Respectfully Submitted,

**Municipal Planner:** *Original Signed By*  
Clinton Stredwick, BES, MCIP, RPP



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

### Attachments:

1. Reference Plan for part lot control by-law



The Corporation of the Township of Southgate  
By-law Number 2020-020

**Being a by-law to remove certain lands from Part Lot Control in  
the Township of Southgate**

**Whereas** pursuant to the provisions of Section 50(7) of the Planning Act, RSO 1990, as amended, It is provided that a municipal Council may by by-law provide that Subsection (5) does not apply to land that is within such registered plan or plans of subdivision or parts of them as are designated in the by-law;

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

**1. That** Subsection (5) of Section 50 of the Planning Act R.S.O 1990, as amended, does not apply to the following parcels of land:

- i. Lots 44 to 51 on Registered Plan 16M65  
(Schedule A)

**2. That** Pursuant to Subsection 50 (7.3) of the Planning Act R.S.O 1990, c.13 as amended, this by-law shall expire two (2) years from the date of approval by the County of Grey, unless it shall have, prior to that date, been repealed or extended by the Council of the Corporation of the Township of Southgate and approved by the County of Grey, and

**3. That** this by-law shall come into force and take effect upon being approved by the County of Grey.

**Read** a first, second, and third time and finally passed this 19th day of February 2020.

---

John Woodbury, Mayor

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Lindsey Green, Acting Clerk

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND ARE UNADJUSTED FOR CURVATURE OF THE EARTH. DISTANCES SHOWN IN FEET BY DIMENSIONS ARE UNADJUSTED FOR CURVATURE OF THE EARTH.

SCP 00820046005

PLAN OF SURVEY OF  
LOTS 44 TO 51, BOTH INCLUSIVE  
REGISTERED PLAN 16M-65  
TOWNSHIP OF SOUTHGATE  
COUNTY OF GREY  
SCALE 1:250  
SCHAEFFER DZALDOV BENNETT LTD.

WEEPIRY AVENUE  
(SUBJECT TO EASEMENT IN GROSS AS IN INST. NO. C178739)  
PIN 37268-0811

PART 17  
(SUBJECT TO EASEMENT IN GROSS AS IN INST. NO. C178739)  
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## **Staff Report PL2020-006**

**Title of Report:** PL2020-006- C23-19- Flato East Townhouse changes  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** February 19, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-006 for information; and  
**That** Council consider approval of By-law 2020-031.

### **Property Location:**

The subject land is legally described as Part of Lots 233 and 234, Concession 1, Geographic Township of Proton, now in the Township of Southgate, County of Grey. The lands are alternately Described as 772146 Highway 10. The amendment applies to Blocks 311-349 and Block 356 of the Draft Plan of Subdivision.

### **The Proposal:**

The proposed Zoning by-law amendment will amend the Residential type 3 exception (379) zone to permit an increase to the permitted maximum lot coverage for Townhouse units. The units are currently zoned as R3-379-H. It will also implement the recently approved redline revision which shifted the zone boundary of some of the lots because the walkway was shifted further south. (see Attachment #1)

### **Background:**

A Redline revision application was submitted previously to the County of Grey to shift the walkway further to the south which has now been approved and no appeals were received.

The application was received on November 4<sup>th</sup> and was given file number C23-19. This file and the associated comments can be viewed at the following link.

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notices.aspx#C23-19-Flato-East>

A Public meeting for this zoning application was held on January 15<sup>th</sup>, 2020 and the comments are summarized below:

County of Grey Planning staff have no concerns with the subject application.

The Bluewater district School Board notes that the increase in lot coverage does not increase the number of households that they can build, therefore they do not feel the need to provide further comments at this time.

The Historic Saugeen Metis have no objection or opposition to the proposed development.

The Township Building Department has no concerns or objections with the application.

Enbridge Gas Inc. does not object to the proposed application.

The GRCA has no objection to the proposed zoning by-law amendment.

The Township Public Works Department notes that development is required to be on municipal water and sanitary sewer service connections. Stormwater Management is to go to outlet required. As the Risk Management Office indicated that this is a WHPA B area. This area is applicable to dense non-aqueous phase liquids (DNAPL's) products that are managed by education and outreach programs.

**Provincial Policy Statement:**

MHBC are the planning consultants for the file and have prepared a planning justification report in support of the proposed amendments to the Zoning By-law provisions. Pages 4-6 of the Justification report provide an analysis of the proposed changes in relation to the Provincial Policy Statement. Township staff concurs with their review of the policy.

**Township Official Plan:**

The Township Official Plan designates the Subject Lands as Neighbourhood Area. This designation is intended to identify lands within the Urban Community which are predominantly residential in nature, while also incorporating other compatible land uses. Low and medium density residential dwellings, including townhouses, are identified as permitted uses in the Neighbourhood Area designation.

The Planning Justification Report prepared by MHBC addresses the proposal's conformity with the Township of Southgate Official Plan on pages 8 and 9 of the report. The Township agrees with the consultant that the proposed rezoning application conforms to the Township Official Plan Policies.

**Comprehensive Zoning By-law:**

The Site is currently zoned as Residential Type 3 exception 379 (R3-379-H). The By-law amendment is required to permit the proposed additional lot coverage of the two storey townhouse units and to rezone the servicing corridor to reflect its relocation.

The current maximum lot coverage is 40% for Townhomes, which is a floor plate of approximately 72m<sup>2</sup>. Given that a garage and stairs must be included in this area, this leaves a remaining area of approximately 50m<sup>2</sup>. For the typical ground floor amenities, including a front foyer, powder room, kitchen and living room. Increasing the lot coverage to 55% will add an additional 27m<sup>2</sup> to the ground floor plate of the interior townhomes. The total ground floor area would be 99m<sup>2</sup>. Similarly, the end units would be increased to 45% which would provide a total ground floor area of 90.86m<sup>2</sup>.

Pages 9-12 including table 1 (proposed zone provisions) of the justification report, provides a detailed review of existing zone provisions and the proposed changes.

The Township staff are satisfied that the proposed Zoning By-law Amendment is in keeping with the intent of the Township of Southgate Zoning By-law.

### **Other Considerations:**

Traffic impact has been evaluated by the proposed change and it was determined that increasing the size of the residential units will not alter the findings of the Traffic Impact Study.

The Engineering firm, Crozier Consulting Engineers has reviewed the Stormwater Management Impacts as a result of the increased lot coverages. The hydrologic analysis indicates that SWMF2 will operate adequately and the preliminary design of SWMF3 is sufficient to accommodate the increased levels of runoff. The proposal will not negatively affect stormwater management on site.

### **Concluding Comments:**

Based on the above and the documents submitted the proposal is consistent with the Provincial Policy Statement, County and Township of Southgate Official Plans and meets the intent of the Township Zoning By-law. It is therefore recommended that Council Consider approval of By-law 2020-031.

Respectfully Submitted,

**Municipal Planner:** *Original Signed By*  
Clinton Stredwick, BES, MCIP, RPP



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

### **Attachments:**

1. Lands affected by the amendment

The Corporation of the Township of Southgate  
By-law Number 2020-031

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 “17” to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as Part lots 233 and 234, Con 1, geographic Township of Proton, in the Township of Southgate and shown on Schedule “A”, affixed hereto, from:
  - **Residential Type 1 exception 378(Re-378-H) zone to the Open Space (OS) zone.**
  - **Open Space (OS) zone to Residential Type 1 Exception -378 (R1-378-H)**
  
2. **That** Section 33 to By-law No. 19-2002 is hereby amended by changing the following subsection:

<b>“33-379 Con 1, Lot 233 &amp; 234 (Proton)</b>	<b>R3-379- H</b>	<b>Notwithstanding the provisions of Section 10 or any other provisions to the contrary, the land zoned R3- 379-H shall be subject to the following regulations:</b> <ol style="list-style-type: none"><li>a) <b>The Maximum Lot Coverage for townhouses shall be as follows:</b><ul style="list-style-type: none"><li>• <b>Interior Unit     55%</b></li><li>• <b>Exterior Unit    45%</b></li><li>• <b>Three Storey     40%</b></li></ul></li><li>b) <b>All other provisions of the R3- 379-H shall continue to apply.</b></li></ol>
--	----------------------	--
  
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 19<sup>th</sup> day of February 2020.

\_\_\_\_\_  
John Woodbury – Mayor

\_\_\_\_\_  
Lindsey Green – Acting Clerk



### **Explanatory Note**

This by-law applies only to those lands described as Concession 1, Lots 233 & 234, geographic Township of Proton, in the Township of Southgate. The purpose of the zoning by-law amendment is two-fold, firstly to increase the maximum lot coverage for townhouse units from 40% for end units and 40% for interior units to 45% for end units and 55% for interior units. The by-law also shifts a servicing corridor which is currently zoned OS to another location on the approved draft plan. All other provisions of the by-law shall apply.

The effect of the proposed zoning by-law amendment would be to change the zone symbol on a portion of the subject lands from Residential Type 1 exception 378 (Re-378-H) to the Open Space (OS) zone and from Open Space (OS) zone to Residential Type 1 Exception -378 (R1-378-H). The lot coverage increase will increase the footprint of the town house units to allow for more space in the units.

The Township of Southgate Official Plan designates the subject lands Neighbourhood Area.

Schedule "A"

By-Law No. \_\_\_\_\_

Amending By-Law No. 19-2002

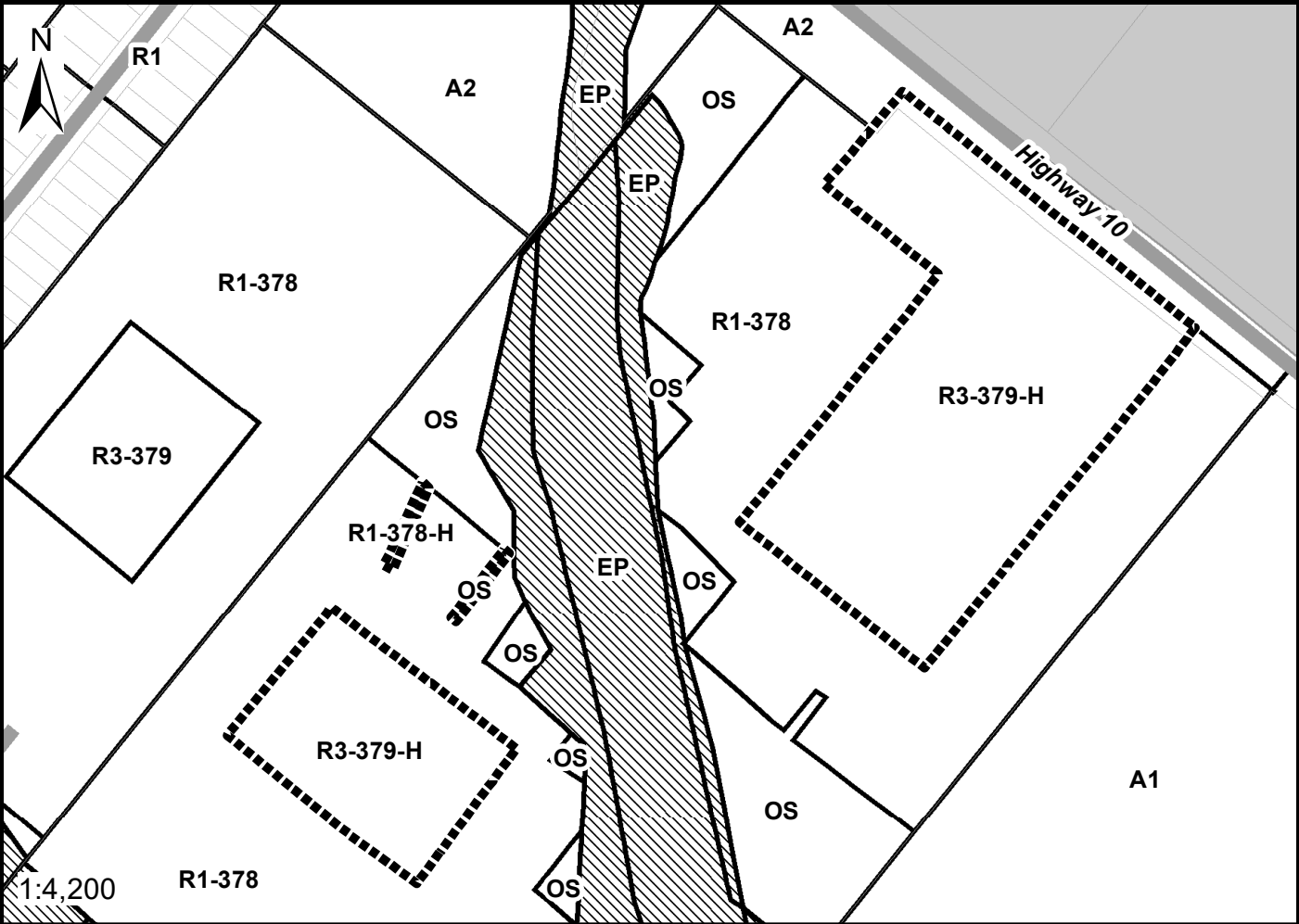
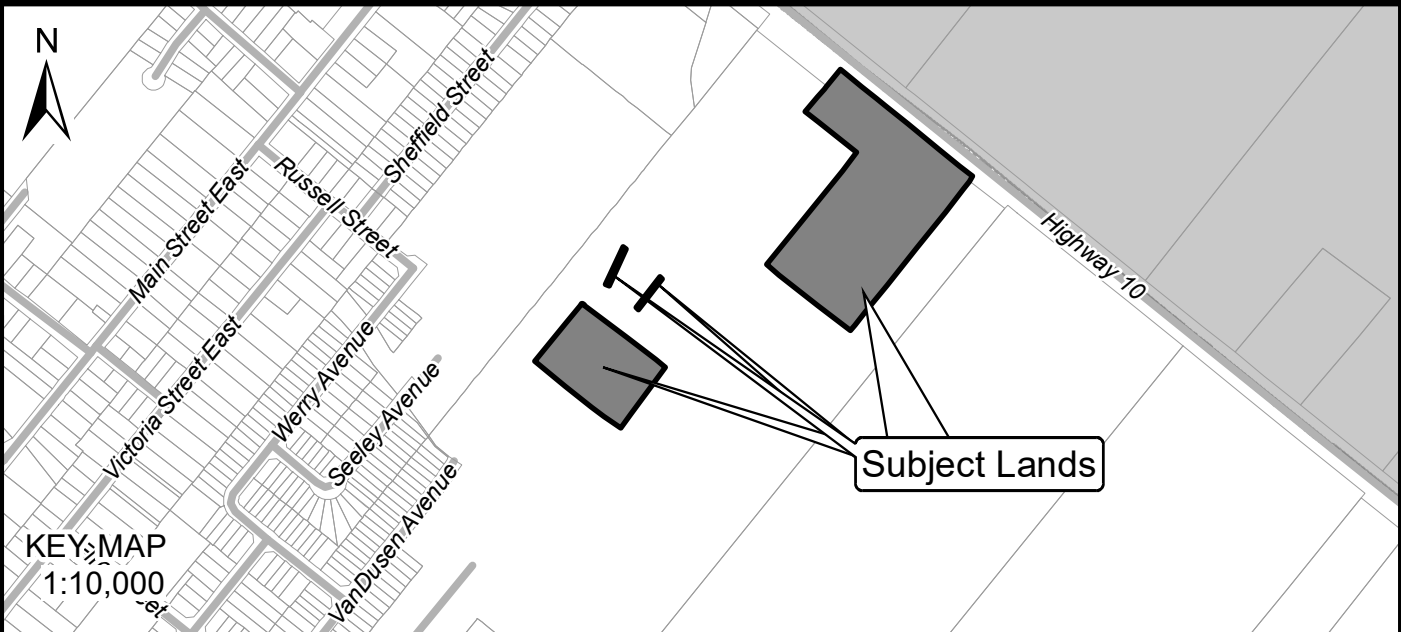
Township of Southgate  
(Formerly in the Village of Dundalk)

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

Signed: \_\_\_\_\_

John Woodbury, Mayor

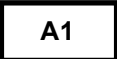
Joanne Hyde, Clerk



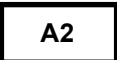
LEGEND



Lands subject to amendment



Agricultural



Restricted Agricultural



Residential Type 1



Residential Type 2



Residential Type 3



Open Space



Environmental Protection

# THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

## By-law No. 2020-027

**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:

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<b>1.0 DEFINITIONS</b>		
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)	<b>"Confirming By-law"</b>	shall mean a by-law to confirm all of the actions of Council during the meeting as intended to be legal and binding;
r)	<b>"Consent Agenda"</b>	shall mean a listing of general or regularly occurring reports, 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)	<b>"Council"</b>	means the Council of the Township of Southgate;
t)	<b>"Declaration of Pecuniary Interest"</b>	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;
u)	<b>"Delegation"</b>	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;
v)	<b>"Deputy Mayor"</b>	is the position that fulfills the responsibilities of the Mayor in his/her absence;
w)	<b>"Division of Question"</b>	means a request by a Member to have a motion containing separate questions, recommendations or amendments, voted on in sections or parts;
x)	<b>"Electronic Means"</b>	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.
y)	<b>"Ex-officio Member"</b>	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;
z)	<b>"Friendly Amendment"</b>	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;
aa)	<b>"In Writing"</b>	shall mean handwritten, typewritten or electronically displayed;
bb)	<b>"Local Board"</b>	means a local board defined by the <a href="#">Municipal Act</a> ;

- cc) **"Majority Vote"** shall mean an affirmative vote of more than one-half of the members present and voting;
- dd) **"Mayor"** means the Head of Council of the Corporation of the Township of Southgate;
- ee) **"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;
ff)	<b>"Member"</b>	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;
gg)	<b>"Member's Privilege"</b>	shall mean the announcement of good news stories, reminders of upcoming events, or acknowledgement of recent events and/or training.
hh)	<b>"Motion to Defer"</b>	means a motion to delay the consideration of a matter to a future meeting of Council or a committee;
ii)	<b>"Motion to Receive"</b>	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;
jj)	<b>"Motion to Refer"</b>	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;
kk)	<b>"Motion to Table"</b>	means a motion to postpone without setting a definite date as to when the matter will be considered again;
ll)	<b>"Notice of Motion"</b>	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;
mm)	<b>"Open Forum"</b>	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;
nn)	<b>"Open House"</b>	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;
oo)	<b>"Order of Business"</b>	means the sequence of activities and/or discussions and decisions to be introduced and considered and shall be altered by 2/3 majority vote;
pp)	<b>"Point of Clarification"</b>	means when a member wants to clear up something that was stated. This is a statement and not a question;
qq)	<b>"Point of Information" or "Point of Parliamentary Inquiry"</b>	means a question asked about a motion or about the process taking place and directed to the Chair or to the Clerk;
rr)	<b>"Point of Order"</b>	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;
ss)	<b>"Point of Privilege" or "Personal Privilege"</b>	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.;
tt)	<b>"Present"</b>	means physically in attendance at the meeting;
uu)	<b>"Presentation"</b>	means an address to Council or Committee by a consultant or associated body, or at the request of Council, a Committee or staff;
vv)	<b>"Quorum"</b>	as it relates to Council and its committees shall consist of more than 50% of the applicable membership;
ww)	<b>"Recorded Vote"</b>	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;
xx)	<b>"Reports of Municipal Officers"</b>	shall mean a heading on an agenda to allow for the presentation of Department Head reports;
yy)	<b>"Resolution"</b>	means the decision of Council or its Committees on any motion;
zz)	<b>"Special Committee"</b>	shall mean a committee appointed by Council for a specific function which may be comprised of Members of Council with staff support;
aaa)	<b>"Sub-Committee"</b>	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;
bbb)	<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;

- ccc)      **“Township”**                      means the Township of Southgate;
  
- ddd)      **“Two-Third Vote”**              shall mean an affirmative vote of at least 2/3 of the members present, as below:
  - a. 7 members are present 5 are required;
  - b. 6 members are present 4 are required;
  - c. 5 members are present 4 are required;
  - and
  - d. 4 members are present 3 are required;
  
- eee)      **“Working Group”**                  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      **General**                                  The rules of procedure set out in this by-law shall govern all proceedings of Council and committees;
  
- 2.2      **Statutory Requirements**              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 [Statutory Powers Procedure Act](#), as applicable, shall govern the proceedings;
  
- 2.3      **Rules of Order Not Covered**              To the extent that a matter is not dealt with in the [Act](#) or this by-law, Council and Committees shall have regard to [Robert’s Rules of Order Newly Revised](#);
  
- 2.4      **Use of Pronouns**                      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      **General**                                  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 | <b>Council/Committee Recordings (Audio and Video)</b> | Staff shall audio record both open and closed Council and Committee meetings 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. 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 | <b>Electronic Devices in Council Chambers</b>         | 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 | <p>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:</p> <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;  |

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|------|--|---|
| 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 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.  |
| 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 Exceptions to Open Meeting Requirements**

All regular and special meetings of Council shall be open to the public unless the subject matters to be considered relate to:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- 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
- 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;
- j) As per Bill 68:
  - a. Information explicitly supplied in confidence to the municipality by Canada, a province or territory, or Crown agency;
  - b. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality;
  - c. A trade secret or scientific, technical, commercial or financial information that belongs to the municipality and has monetary (or potential) value;
  - d. A position, plan, procedure, criteria or instruction to be applied to any negotiations;

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 "Application for Investigation of Closed Meetings" 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> <div> a) Original signatures of Members; and b) A clear statement of the purpose of the Special Meeting; </div>

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 <a href="#">Emergency Management and Civil Protection Act</a> , 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> <ol style="list-style-type: none"> <li>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>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> </ol>
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8.2      **Notice of  
Workshop  
Meetings (posting  
of the agenda)**

The Clerk gives Notice of Workshop Meetings of Council by:

- 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;
- 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.
- 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.

**9.0      EMERGENCY MEETINGS OF COUNCIL**

9.1      **Authority to Call  
Emergency  
Meeting**

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;

9.2      **Emergency  
Meeting Business**

No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the emergency meeting;

9.3      **Emergency  
Meeting Validity**

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;

9.4      **Emergency  
Meeting Notice**

Notice and supporting documentation shall be posted on Southgate's website as soon as practical;

**10.0     QUORUM FOR COUNCIL**

10.1     **Majority for  
Quorum**

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     **No Quorum  
Present at  
Beginning**

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     **Loss of Quorum  
During Meeting**

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      **Quorum and the  
Municipal Conflict  
of Interest Act**

Notwithstanding [Section 9.3](#) 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      **Electronic  
Participation at  
Meetings**

Members may participate in meetings by electronic means subject to the following:

- 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.
- 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).
- 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.
- iv. A Member may participate in a maximum of two (2) open meetings per calendar year by electronic means.
- v. Members may not participate in Closed Sessions of any meeting by Electronic Means.
- vi. A Member participating in a 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) Notice of Motion
- k) Consent Agenda
  - a) Regular Business
  - b) Closed Session
  - c) Correspondence
  - d) Resolutions from other Municipalities
- l) County Report
- m) Members Privilege
- n) Closed Meeting
- o) Confirming Bylaw
- p) Adjournment;

11.2	<b>Correspondence</b>	Correspondence shall be handled as per <a href="#">Southgate Policy #62</a> – Council Correspondence Policy;
11.3	<b>Addendum Agenda</b>	<p>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.</p> <p>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;</p>
11.4	<b>Electronic System Failure</b>	In the case of an electronic system failure, power 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.
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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 environmental well-being of the municipality and its residents;</li> </ul>
14.2	<b>Responsibilities of the Mayor</b>	<p>It shall be the duty of the Mayor to:</p> <ul style="list-style-type: none"> <li>a) Authenticate by signature, all by-laws and minutes of the Council;</li> <li>b) Represent and support Council, declaring its will and implicitly obey its decisions in all things;</li> <li>c) Be an ex-officio member on all Southgate initiated committees, sub-committees or working groups;</li> </ul>
14.3	<b>Responsibilities of the Chair</b>	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	<b>Right to Expel</b>	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 **Role of Council** It is the role of Council,
- a) to represent the public and to consider the well-being and interests of the municipality;
  - b) to develop and evaluate the policies and programs of the municipality;
  - c) to determine which services the municipality provides;
  - d) to ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
  - e) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
  - f) to maintain the financial integrity of the municipality; and
  - g) to carry out the duties of Council under the Municipal Act or other Act;
- 15.2 **Conduct of Members** No member shall:
- a) speak disrespectfully of any member of Federal or Provincial parliaments, Council or employee of Southgate;
  - b) use offensive words or un-parliamentary language;
  - 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;
  - 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;
  - e) speak on any subject other than the 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>	<p>In the absence of the Clerk, the Deputy Clerk shall have all of the powers and duties of the Clerk;</p>
16.4	<b>Delegation of Powers</b>	<p>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.</p>

**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> <ul style="list-style-type: none"><li>a) prior to any consideration of the matter at the meeting, disclose the member's interest and the general nature thereof; and</li><li>b) not take part in the discussion of or vote on any question in respect of the matter,</li></ul>
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and

c) not attempt in any way whether before, during or after the meeting to influence the voting on the matter; and

d) provide a signed copy of the Declaration Form 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;

17.2	<b>Closed Meeting Declarations</b>	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 <a href="#">Municipal Conflict of Interest Act S.5(2)</a> ;
17.3	<b>Non-Disclosure Due to Absence</b>	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 <a href="#">Municipal Conflict of Interest Act S.5(3)</a> ;
17.4	<b>Clerk’s Duty to Record</b>	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 <a href="#">Municipal Conflict of Interest Act S.6(1)</a>

**18.0 DELEGATIONS**

18.1	<b>Responsibility of Clerk</b>	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;
18.2	<b>Documentation Required</b>	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 “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;
18.3	<b>Time Limit</b>	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;
18.4	<b>Delegate Address</b>	All delegates shall address the Chair from the podium and shall state their name and whom they represent;
18.5	<b>Conduct of Delegates</b>	No delegates shall: <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>	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;
18.7	<b>Delegation Content</b>	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.

## 19.0 PRESENTATIONS

19.1	<b>Time Limit</b>	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;
19.2	<b>Presentation Content</b>	Presentations can include training for Council, information from contractors, presentations of study findings by consultants or other such requests;
19.3	<b>Supporting Documentation Required</b>	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;
19.4	<b>Form Required</b>	A cover sheet, attached hereto as Schedule "B", 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> </ul>
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- c) Interfere with the conduct of the Council or committee meeting in any way.

21.0 OPEN FORUM		
21.1	Justification	Open forum allows for comments from the public relating to matters within Council’s jurisdiction;
21.2	Process	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	Decisions	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	Motions Arising	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	Debate	Members and staff shall not be engaged in debate or discussion during Open Forum;
21.6	Registration	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	Opportunity to Speak	No individual shall speak more than once at any meeting, and no individual shall speak for longer than three (3) minutes;
21.8	Curtailment of Time	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	Time Limit	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	<b>Order of Speakers</b>	When two or more members indicate their desire to speak at the same time, the Chair shall designate the order of speakers;
22.4	<b>Interruptions</b>	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	<b>Motion to be Repeated</b>	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	<b>Speaking to a Question</b>	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	<b>Content of Questions Permitted</b>	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	<b>Point of Order</b>	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	<b>Motion to Recess</b>	A motion to recess is not debatable;
24.2	<b>Motion to Adjourn</b>	<p>A motion to adjourn the Council meeting is not debatable and shall always be in order except:</p> <ul style="list-style-type: none"> <li>a) when another member is in possession of the floor;</li> <li>b) when a vote has been called;</li> <li>c) when the members are voting, or</li> <li>d) when a member has indicated to the Chair his/her desire to speak on the matter before Council;</li> </ul>

		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	<b>Call the Question</b>	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	<b>Hijacking or Contrary Motions</b>	Any motion that can, in essence, hijack or is contrary to any motion currently on the floor shall not be in order;
24.5	<b>Motion to Table</b>	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	<b>Motion to Defer</b>	A motion to defer, and any amendment to it, is debatable and shall include: <ul style="list-style-type: none"> <li>a) the time to or period within which, consideration of the matter is to be deferred; and</li> <li>b) whatever explanation is necessary to demonstrate the purpose of the motion to defer;</li> </ul>
24.7	<b>Motion to Refer</b>	A motion to refer, and any amendment to it, is debatable and shall include: <ul style="list-style-type: none"> <li>a) the name of the committee or official to whom the motion or amendment is to be referred;</li> <li>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;</li> </ul>
24.8	<b>Amendments</b>	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	<b>Consideration of Matter Previously</b>	A motion that Council consider a matter previously deferred indefinitely or to a time or eventuality

	<b>Deferred</b>	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	<b>Motion to Reconsider</b>	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	<b>Motion to Rescind</b>	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	<b>Motion to Amend Something Previously Adopted</b>	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	<b>Renewal Motion</b>	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	<b>Dilatory or Improper Motions</b>	<p><b>Dilatory Motions:</b></p> <p>a) misused with the purpose of obstructing business (such as a series of points of</p>



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	<p>Motions relating to an item under consideration (main motions) shall be voted on in the following order:</p> <ul style="list-style-type: none"><li>a) a motion to adjourn;</li><li>b) a motion to recess;</li><li>c) a motion to call the question;</li><li>d) a motion to table an item;</li><li>e) a motion to defer;</li><li>f) a motion to refer;</li><li>g) a motion to amend, in reverse order of its being placed;</li><li>h) the main motion;</li></ul>
25.2	Members Shall Vote	<p>Every member present at a meeting of Council 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;</p>
25.3	Chair to State the Question	<p>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;</p>
25.4	Indication of Vote	<p>A member shall vote by raising a hand or otherwise indicating the member's vote, except where a recorded vote is requested;</p>

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.

<b>26.0 BY-LAWS</b>		
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	<b>Notice to 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. In the event of a meeting cancellation, staff will notify the members by email or by telephone as soon as possible;
27.9	<b>Notice to the Public</b>	Notice of meetings shall be given as per <a href="#">sections 5.8 and 5.9</a> . 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, Facebook and Instagram page. 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 **Absence of Chair** 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 **Preparation of Agenda** 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 **Committee Minutes** Committee minutes shall be directed as follows:

- a) Committee minutes shall be forwarded directly to Council for its information;
- 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;
- c) All minutes are to be prepared and forwarded to the members within five (5) business days.

**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</p>

adjourned until the next appointed time;

**28.7 Open Meeting**

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:

- a) matters involving public security may be disclosed; or
- 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;

**28.8 Procedure for Hearing**

The following procedure shall be followed for the hearing portion of the meeting:

- a) The Chair shall call for any requests for deferral or withdrawal of any matters before the Committee;
- b) The Chair shall ask for confirmation that notice provisions were met;
- 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;
- 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;
- e) The Chair shall ask if any members have questions of the applicant or the representative;
- 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



**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><li>v. All Members have the right to be treated with respect and courtesy; and</li><li>vi. All Members have equal rights, privileges and obligations;</li></ul></li></ul> |
| 31.2 | <b>Interpreting the Procedure By-law</b> | <ul style="list-style-type: none"><li>a) In the event of conflict between this Procedure By-law and legislation, the provisions of the legislation prevail;</li><li>b) A specific statement or rule in this Procedure By-law has greater authority than a general one; and</li><li>c) If there is a conflict between two or more rules in this Procedure By-law, or if there is</li></ul>   |

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 municipalities are placed on the Consent Agenda under Resolutions of Other Municipalities.

b)

Staff may prepare recommendations related to the matter for Council’s consideration;

c)

The Council’s receipt of motions from other municipalities does not constitute endorsement by the Township of any recommendations or actions they may contain;

d)

Motions from other municipalities 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

Township Council is responsible to provide good government for its stakeholders in an accountable and transparent manner by:

- a. Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- b. Delivering high quality services to its citizens; and
- c. Promoting the efficient use of public resources;

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;

**34.2 Internal Governance**

The Township of Southgate’s administrative practices and policies ensure specific accountability on the part of its employees through initiatives that include:

- a) Council Code of Conduct;
- b) Staff Code of Conduct;
- c) Individual performance management;
- d) employment policies;
- e) health and safety policies and programs;

**34.3 Public Participation and Information Sharing**

The Township of Southgate ensures that it is open and accountable to its stakeholders and encourages public awareness of, and participation in, its 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/her performance and remuneration.

## 36.0 ENACTMENT

- |      |                           |   |
|------|---------------------------|---|
| 36.1 | <b>Repealed</b>           | By-law No. 2019-120 is hereby repealed.                   |
| 36.2 | <b>Force &amp; Effect</b> | 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.

**John Woodbury, Mayor**

**Lindsey Green, Acting 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 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 519-923-2110 ext. 230.

## 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.

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

**BY-LAW NO. 2020-024**

**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 19, 2020, attached as "Confidential Schedule B" to this by-law and forming a part hereof; and
2. **That** the Mayor and Acting 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 19<sup>th</sup> day of February, 2020.

---

Mayor – John Woodbury

---

Acting 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

## **Staff Report HR2020-003**

**Title of Report:** HR2020-003 Township Office Closure for March 11, 2020

**Department:** Administration

**Council Date:** February 19, 2020

### **Recommendation:**

**Be it resolved that** Council receive staff report HR2020-003 for information.

### **Background:**

All Township Staff located in the Municipal Office will be participating in a full day training session on Wednesday, March 11, 2020. As all staff will be required for this training, there will be no front counter coverage available. Staff have found we could not provide proper customer service, it is disruptive to the presenter and counter productive in the past where individuals in training would leave training to maintain counter coverage.

### **Staff Comments:**

The office closure will be advertised in the paper and on social media in advance to notify the public. The office will be closed all day Wednesday, March 11, 2020.

This training session will cover Accessibility training in the morning and Dealing with Difficult People in the afternoon which will be lead by an external facilitator for the session. Staff from Grey Highlands will be joining in the afternoon session.

### **Financial Implications:**

The cost of the training is \$2000, plus HST and will be covered through the staff training budget as well sharing the costs with Grey Highlands.

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

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

### **Concluding Comments:**

Staff will provide notice of this office closure and we thank Council for supporting continued staff training.

Respectfully Submitted,

**HR Approval:** Original Signed By  
Kayla Best, HR Coordinator

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

### **Attachments:**



## **Staff Report PW2020-014**

**Title of Report:** PW2020-014 Department Report  
**Department:** Public Works  
**Branch:** None  
**Council Date:** February 19, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-014 for information.

**Background:**

**Public Works Department update.**

**Staff Comments:**

**Transportation and Public Safety:**

1. The Hopeville Administration Office and Works Garage has had insulation blown into the attic space bringing it up to code with an R60 rating at a cost of \$7,395.00 plus HST.

**Water and Wastewater:**

1. The Dundalk Sewage Treatment Works Inspection Report No. 1-KV6Q7 dated December 4, 2019, identified in the Non-Compliance With Regulatory Requirements And Actions Required Section, Items numbers 1,2,3,&4 for effluent compliance parameters to submit a plan to address the issues by no later than February 5, 2020. The O&M Manual has been updated to include APPENDIX E - EFFLUENT PARAMETERS OBJECTIVES AND COMPLIANCE PLAN.

The Dundalk Sewage Treatment Works Inspection Report No. 1-KV6Q7 identified in the Non-Compliance With Regulatory Requirements And Actions Required Section, Item number 6, that by no later than February 5, 2020, the O&M Manual include procedures for receiving, responding and recording public complaints. The O&M Manual has been updated in Section 1.3.3 Complaints Handling Policy and includes APPENDIX D – COMPLAINT HANDLING POLICY.

Staff and Triton Engineering updated THE Dundalk Sewage Works Operations and Maintenance Manual (O&M) and submitted the actions required on February 4, 2020. (Attachment #1)



**Financial Implications:**

The 2020 Capital Budget included the Hopeville Administration Office and Works Garage insulation project at \$6,000.00. Three quotes were received ranging from \$7,395.00 to \$18,474.45 excluding HST. The overage will be offset with other budget savings in the TAPS department.

**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.

**Strategic Initiatives:**

**5-B** - The Township will have adopted a long-term asset management plan for the timely repair, replacement, and expansion of the Township's infrastructure, facilities, and other assets.

**5-C** - The Township will have increased wastewater treatment capacity in Dundalk to support growth

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-014 for information.

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 Dundalk Sewage Treatment Plant O&M Updates February 3, 2020



# **DUNDALK SEWAGE TREATMENT PLANT**

## **OPERATING AND MAINTENANCE MANUAL UPDATE**

**FEBRUARY 3, 2020**

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## **APPENDICES**

APPENDIX A – CERTIFICATE OF APPROVAL

APPENDIX B – UN-IONIZED AMMONIA FRACTION CALCULATION CHARTS

APPENDIX C – OPERATING GUIDELINE QUICK REFERENCE CHECK

APPENDIX D – COMPLAINT HANDLING POLICY

APPENDIX E - EFFLUENT PARAMETERS OBJECTIVES AND COMPLIANCE PLAN

## 1.0 INTRODUCTION

### 1.1 GENERAL

This manual is intended as a supplement to the operating and maintenance manual prepared following the construction of Cells #1 and #2 in 1984 and is intended to provide qualified operating staff with the basic operation philosophy and guidelines associated with the modifications to the facility constructed in 2000. The information provided is intended to be used by operating personnel who are qualified to operate a Class I sewage treatment facility. It is not intended to be used as a training manual for unqualified personnel.

This manual is to be used in conjunction with the maintenance manuals provided by equipment suppliers. The supplier's maintenance manuals provide more specific maintenance and troubleshooting information on each piece of equipment.

### 1.2 TYPE OF TREATMENT AND TREATMENT REQUIREMENTS

#### 1.2.1 GENERAL

The Dundalk sewage treatment plant (STP) is a facultative lagoon process with post aeration and effluent filtration. The rated average day flow capacity of the facility is 1,832 m<sup>3</sup>/day (21.2 L/s). The peak flow capacity is 3,664 m<sup>3</sup>/day (42.4 L/s). The plant is intended to produce effluent with the following water quality parameter concentrations and total loadings at average day flow capacity:

Effluent Parameter	Design Objective Criteria		Non-Compliance Criteria	
	Effluent Concentration (mg/L)	Total Effluent Loading (kg/d)	Effluent Concentration (mg/L)	Total Effluent Loading (kg/d)
BOD <sub>5</sub>	5	9.2	10	18.32
Suspended Solids	5	9.2	10	18.32
Total Phosphorus	0.3	0.6	0.4	0.73
Stream Temp > 5°C	0.6	1.1	0.8	1.47
Stream Temp ≤ 5°C				
Dissolved Oxygen	5	NA	4	NA
Un-Ionized Ammonia	0.05	NA	0.1	NA

NA = Not Applicable

pH levels within the range of 6.8 and 9.5 inclusive must also be maintained at all times.

Refer also to Section 1.3.1 Monitoring and Reporting Requirements for effluent monitoring requirements.

Total effluent loadings are calculated as follows:

$$\text{Total Loading (kg/d)} = \frac{\text{Flow (m}^3\text{/d)} \times \text{Effluent Concentration (mg/L)} \times 1000 \text{ L/m}^3}{1,000,000 \text{ mg/kg}}$$

Sewage treatment using lagoon technology can be difficult to control. As the seasons change throughout a calendar year, so does the lagoon treatment process. During the growing season, algae blooms can increase the effluent suspended solids concentration. The addition of alum and/or a polymer and tertiary filtration should keep suspended solids concentrations within the Certificate of Approval discharge limits. In the fall of the year when there is plant die off, the decaying plants can increase the oxygen demand and release nutrients such as total phosphorus back into the wastewater. The modified aeration system will reduce the oxygen demand and the addition of alum combined with filtration will remove phosphorus from the wastewater. In the winter, when the lagoons are covered in ice, surface aeration resulting from wave action cannot occur and total ammonia levels can increase to levels significantly above 10 mg/L. The low water temperatures during this time of the year will assist with keeping the un-ionized ammonia levels below the non-compliance limits.

A copy of the Certificate of Approval issued for the Dundalk STP in March 2000 that outlines the effluent criteria is included in Appendix A of this manual.

This sewage treatment facility has been classified by the Ontario Environmental Training Consortium as a Class 1 wastewater treatment facility and must be operated by a person with a minimum Class1 operating license.

## **1.3 REGULATORY REQUIREMENTS**

### **1.3.1 MONITORING AND REPORTING REQUIREMENTS**

The Township of Southgate as the owner and operator of the Dundalk sewage treatment facility are required under the provisions of the Ontario Water Resources Act (OWRA) to maintain and operate the facilities in a manner which complies with the issued Certificate of Approval. Modifications may not be made to the works without first obtaining additional approval from the MOE. Operation of the facility in contravention of the conditions set out in the Certificate of Approval can result in prosecution under OWRA.

It is important that all staff responsible for the operation of the plant be familiar with all of the terms and conditions set out in the Certificate of Approval. Any reference made to the Certificate of Approval in this manual is intended as a guide and it should not be construed that sections of the Certificate of Approval which are not mentioned herein are any less important.

#### **1.3.1.1 Influent and Effluent Monitoring**

##### **a) Flow Measurement**

All flow measuring devices at the facility are to be calibrated at regular intervals not exceeding one year to ensure their accuracy to within plus or minus 5% of actual rate of flow within the range of 10% to 100% of the full scale reading of the measuring devices.

##### **b) Laboratory Testing**

The Certificate of Approval for the facility clearly outlines the minimum requirements for wastewater

influent and effluent monitoring. These requirements are summarized below:

#### Raw Sewage Laboratory Samples

Parameter	Type of Sample	Minimum Frequency
BOD <sub>5</sub>	grab	once a month
Total Suspended Solids	grab	once a month
Total Phosphorus	grab	once a month
Total Kjeldahl Nitrogen	grab	once a month

#### Final Effluent Laboratory Samples

Parameter	Type of Sample	Minimum Frequency
BOD <sub>5</sub>	grab	twice a month
Total Suspended Solids	grab	twice a month
Total Phosphorus	grab	twice a month
Total Ammonia Nitrogen	grab	twice a month
E. Coli	grab	twice a month
pH	grab	twice a month
Temperature	grab	twice a month

#### c) On-Site Testing

In addition to the above routine laboratory analysis, on-site testing on the final effluent must be performed twice a week and results recorded for total suspended solids, total phosphorus, total ammonia nitrogen, pH, temperature and dissolved oxygen (DO). If trending on parameters is increasing discharge of the effluent is to be shut down.

Using the ammonia result, multiplied by the unionized ammonia fraction table number that is determined by pH and temperature the unionized ammonia value is determined.. If the un-ionized ammonia in the final effluent exceeds 0.05 mg/L and/or the DO level in the final effluent falls below 5 mg/L, then on-site testing shall be daily until the un-ionized ammonia concentration falls below 0.05 mg/L and the DO values increases to above 5 mg/L. DO is measured with a continuous DO monitor located adjacent to the effluent pump. .

The formula to calculate un-ionized ammonia is as follows:

Un-ionized ammonia concentration = total ammonia concentration x  $f$



$f = 1/(10^{pK_a - pH} + 1)$ , where  $f$  is the fraction of un-ionized ammonia ( $NH_3$ )

$pK_a = 0.09018 + 2729.92/T$ , where  $T$  = ambient water temperature in Kelvin ( $T = ^\circ C + 273.16$ )

#### Example Calculation

Total ammonia concentration measured on site = 10 mg/L

Water Temperature = 4 °C

pH = 7.5

$pK_a = 0.09018 + 2729.92/(4\ ^\circ C + 273.16) = 9.9398$

$f = 1/(10^{(9.9398 - 7.5)} + 1) = 0.003619$

Un-ionized ammonia concentration = 10 mg/L x 0.003619 = 0.036 mg/L

Appendix B of this manual includes charts that calculate  $f$  so that operators do not have to perform the above calculation each time. Determine  $f$  from the chart based on wastewater pH and temperature and multiply it by the total ammonia concentration measured on site.

Condition 4.2 of the Certificate of Approval requires the Township to report to the Ministry of Environment (MOE) District Manager any loading or concentration result that does not meet the non-compliance effluent criteria of the facility. Notice must be given orally as soon as reasonably possible and in writing within seven (7) days of the exceedance. If the un-ionized ammonia concentration exceeds 0.1 mg/L and dissolved oxygen levels falls below 4 mg/L then operating staff must notify the MOE District office (Owen Sound) and provide remediation measures/procedures to be undertaken.

Non-compliance with respect to concentrations and loadings of BOD<sub>5</sub>, total suspended solids and total phosphorus in the effluent is deemed to have occurred when the monthly average concentration or loading of these parameters, based on all grab samples taken, exceeds the non-compliance concentration specified in Condition 1.2 of the Certificate of Approval.

Non-compliance with respect to un-ionized ammonia is deemed to have occurred when the calculated concentration of un-ionized ammonia in any single sample exceeds 0.1 mg/L.

Non-compliance with respect to concentration of dissolved oxygen is deemed to have occurred when the monthly average concentration of the parameter is less than 4 mg/L.

The Township must also prepare an annual performance report for the facility within ninety (90) days following the completion of the calendar year. The reports are to contain the following information in a format acceptable to the MOE District Manager.

- a summary of all monitoring data including an overview of the success and adequacy of the sewage treatment program
- a comprehensive interpretation of all monitoring and analytical data obtained during the reporting period and a comparison to the effluent quality and quantity criteria set out in Condition 1 of the Certificate of Approval

- a summary of any effluent quality assurance or control measures undertaken during the reporting period
- a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming a part of the works
- an account of any environmental and operating problems encountered at the site of the sewage treatment plant and the mitigative measures taken during the reporting period
- a summary of any alterations, extensions or replacements in the process or operation of the works which are considered for implementation over the next reporting period, especially those which may require approval under the Ontario Water Resources Act
- a tabulation of the volume of sludge generated in the reporting period and an outline of anticipated volumes to be generated in the next reporting period
- an outline of the proposed sludge handling methods and disposal areas to be utilized over the next reporting period
- a summary of the calibration and maintenance procedures conducted on all monitoring equipment

### **1.3.1.2 Spills Reporting**

The MOE “Spills Action Centre” (1-800-268-6060) shall be called whenever a hazardous substance is discharged to the environment. At this facility, materials that may be considered a hazard include chemicals and raw sewage. If raw or partially treated sewage is by-passed into the Foley drain or if there is chemical spill from a delivery truck or a storage tank, the “Spills Action Centre” must be called immediately.

### **1.3.2 OCCUPATIONAL HEALTH AND SAFETY**

A Predevelopment Review was completed in accordance with Section 7 of Ontario Regulation 851 (June 2000) for Industrial Establishments under the Occupation Health and Safety Act for this facility prior to construction. A copy of the documents for the Predevelopment Review are to be kept at the sewage treatment plant site.

All operating staff should be familiar with confined space entry requirements and material safety data sheets (MSDS) for chemicals stored at the site should be made available at the site. It is recommended that the MSDS sheets be added to this manual by Township staff.

It is important to note that there is no potable water service for this facility. All of the hose bibs located in the filter facility are supplied by effluent water which has not been chlorinated or disinfected in any way. Do not consume water at this facility. Operating staff must practice proper hygiene following any contact with the water treated at this facility.

Two emergency eye wash stations are located within the filter complex. One is located adjacent to the alum dosing pumps and the second adjacent to the polymer dosing pumps. In addition, a portable combination eyewash/drench hose station is also located at the facility for emergency chemical exposure. It is important that operating staff keep this emergency equipment operational at all times and ensure that the water is replaced on a regular basis to keep it fresh. Potable water and a water preservative should be used to refill the bottles. The eye wash bottles and portable eyewash/drench station should be emptied and refilled every three months as a minimum. Mix potable water and preservative as directed by the manufacturer.

### **1.3.3 COMPLAINTS HANDLING POLICY**

All complaints received regarding the Dundalk sewage treatment facility are to be addressed following the Township Policy #63, Complaints Handling Policy, a copy of which is provided in Appendix D.

## **2.0 PLANT OVERVIEW**

### **2.1 GENERAL PLANT DESCRIPTION**

The modified process flow schematic for the facility is outlined in Figure 1. In general, the process includes a raw sewage pumping station that normally discharges to Cell #1. The sewage then flows by gravity through Cells #2, #3 and #4 prior to post aeration and filtration. The lagoon cells provide biological treatment of the waste water and flow equalization during peak influent flows that result from infiltration and inflow to the sanitary collection system.

The post aeration cell has three main purposes:

1. Oxidize/strip hydrogen sulphide from the water during lagoon ice over conditions.
2. Maintain a dissolved oxygen concentration in the discharge at a minimum of 4 mg/L.
3. Assist with nitrification of ammonia to nitrate.

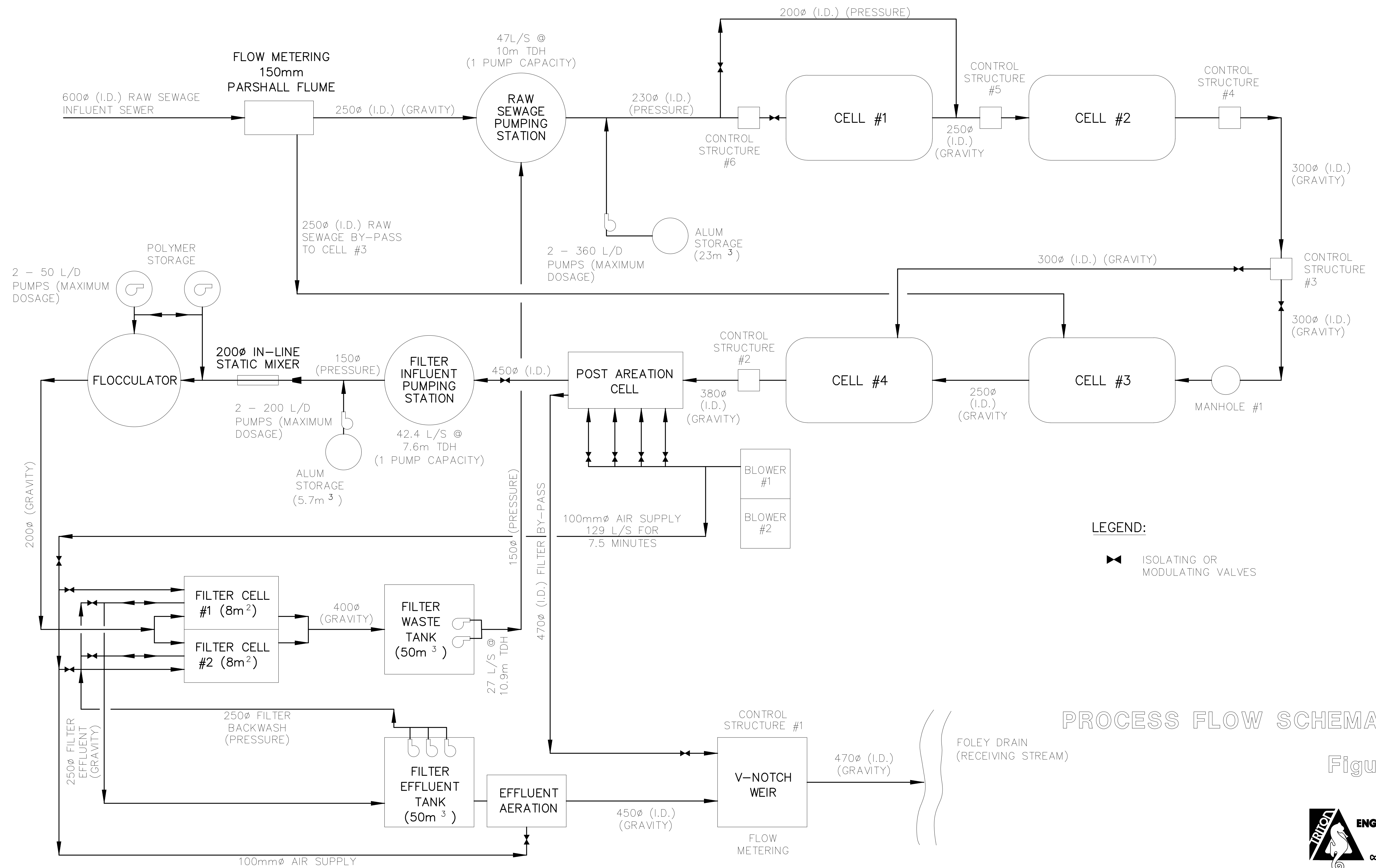
Wastewater is pumped from the post aeration cell to the flocculation tank and filter by the filter influent pumping station. The filter influent pumps are controlled by variable frequency drives (VFD) which permit the operator to control the discharge from the plant. The VFD's increase or decrease the power frequency (measured in Hertz (Hz)) feeding the pump from a minimum of 35 Hz to a maximum of 60 Hz. The pump capacity is less at lower frequency and more at higher frequency. Being able to adjust the capacity of the pumps allows operating staff to lower water levels in anticipation of a storage period resulting from ice over in the winter or an algae bloom in the summer. Also, the VFD's will assist with maintaining minimum water levels in the lagoons to prevent nuisance plant growth.

Effluent polishing is accomplished through the addition of alum and/or polymer followed by flocculation and finally filtration. Alum is a coagulant which binds several tiny suspended solids and phosphorus particles together creating larger particles that are more easily removed by the filter. Alum can be added to the influent pumping station or just prior to the static mixer. The static mixer ensures adequate mixing of the alum with the sewage. To enhance phosphorus and suspended solids removal, polymer can also be added to the flow. Polymer can be added where the flow enters the bottom of the flocculation tank or at the top of the flocculation tank. It is anticipated that polymer should only be required during the winter when the effectiveness of alum is minimized by colder temperatures.

The flocculation tank provides gentle mixing to promote floc formation through additional contact of the coagulant with the suspended solids in the lagoon effluent. The flocculation tank then discharges to a two celled filter where the wastewater is filtered through a media bed comprised of anthracite (soft coal), sand and gravel. The media bed traps the floc and removes it from the wastewater discharge to the Foley Drain and in turn, reduces the suspended solids and total phosphorus concentrations in the facility's effluent. Over time, the media bed will foul with trapped solids. As a result, the flow through the bed will diminish and the water level in the filter cells will

rise to a level that will initiate a backwash cycle using air and effluent water to clean the filter media. The flow through the filter is by gravity to the filter effluent tank and to Control Structure #1 where the discharge to the Foley Drain is metered over a V-notch weir by an ultrasonic transducer.

Construction of the filter complex was undertaken to reduce total phosphorus concentrations in the effluent to the levels outlined in the Certificate of Approval and subsequently expand the discharge window to year round instead of the previously limited window of November 1 to April 30 each year. The design of the modifications is based on the fact that the raw sewage entering the facility is relatively weak (low biochemical oxygen demand and suspended solids concentrations) compared to other sewage treatment plants because of high volumes of infiltration and inflow in the sanitary sewer collection system. Detailed operational descriptions for each treatment plant component added to the facility in 2000 are included in later Sections of this manual.



### 3.0 SPECIFIC PLANT COMPONENTS CONSTRUCTED IN 2000

An operating guideline quick reference is included with this operating manual in Appendix C.

#### 3.1 FILTER COMPLEX CONTROL PANEL

The main electrical control panel is located in the bank of electrical panels along the east wall of the building. The control panel controls and monitors the entire filter complex. It is equipped with an operator interface on the face of the panel that allows operating staff to check equipment status. System alarms are registered, dialed out to the operator in charge (using a RACO Chatterbox dialer) and acknowledged at the control panel. The face of the panel is also equipped with a well level monitor for the filter influent pumping station, alarm lights and a clear window to monitor control panel relays.

The function of the summer/winter switch on the front of the panel is described in more detail in the following sections of the manual. The setting of this switch impacts operation of the filter influent pumping station and the aeration blowers.

#### 3.2 FILTER INFLUENT PUMPING STATION

The filter influent pumping station (PS) contains three Flygt submersible pumps. These pumps are noted as P1, P2 and P3 on the Contract drawings and within the programming of the system in the programmable logic controller (PLC). P1 and P2 are identical while P3 is smaller and is to be typically used during low flow periods (summer months). These pumps control the effluent flow discharged to the Foley drain and are capable of pumping more than 1,832 m<sup>3</sup>/day which is the average day flow rating of the facility. The pump characteristics are summarized in the following table.

Pump Characteristic	P1	P2	P3
Horsepower (Kilowatt)	10 Hp (7.5 kW)	10 Hp (7.5 kW)	3 Hp (2.2 kW)
Rated Maximum Capacity and Total Dynamic Head	47 L/s at 8.9 m	47 L/s at 8.9 m	24.7 L/s at 5.5 m
Tested Maximum Pump Capacity	56 L/s (4,838 m <sup>3</sup> /day)	56 L/s (4,838 m <sup>3</sup> /day)	29 L/s (2,506 m <sup>3</sup> /day)

The water level in the filter influent PS is monitored using an Endress-Hauser ultrasonic transducer. The water level reading is displayed on the face of the control panel next to the operator interface screen and on one of the control panel's operator interface screens. The readings on both screens should be the same.

The water level in the wet well controls the speed of each pump through separate variable frequency drives. As the water level in the wet well rises above a pre-set depth the speed of the pump automatically increases to a pre-set maximum power frequency measured in Hertz (Hz). A pump's maximum capacity/speed is achieved at a frequency of 60 Hertz (Hz). As the water level in the wet well decreases toward the pump start set point, the power frequency gradually decreases and subsequently the pump speed and capacity drop. If the level in the wet well continues to decrease, the filter influent pumps will stop once the pump stop set point of 2.6 m is reached. The minimum and maximum speed of the variable frequency drives is set by operating staff. The

minimum operating frequency should not be set below 35 Hz or approximately 58% of maximum as recommended by Flygt. The following table provides the approximate pump flow capacities when operating at different power frequencies.

Power Frequency Hz	Percent of Maximum Speed	Pumps P1 and P2 Capacity L/s (m <sup>3</sup> /day)	Pump P3 Capacity L/s (m <sup>3</sup> /day)
35	58%	14.4 (1,244)	8.3 (717)
40	67%	16.8 (1,451)	12.9 (1,115)
45	75%	21.4 (1,849)	14.0 (1,210)
50	83%	43.7 (3,776)	20.5 (1,771)
55	92%	50.6 (4,372)	23.6 (2,039)
60	100%	56 (4,838)	29 (2,506)

Both the pre-set operating depth of the filter influent PS wet well and the pre-set maximum power frequency for the variable frequency drives can be adjusted through the operator interface screen on the front of the control panel. Start and stop pump control points are set for all of the pumps and they are different for both the summer and winter modes of operation. In summer mode, the Duty 1 pump is P3 and Duty 2 is both P1 and P2. In summer mode, the Duty 2 pumps are only activated upon P3 failure or a substantial rise in wet well level as a result of heavy rain. In winter mode, P1 and P2 alternate as Duty 1 and Duty 2 pumps after each backwash cycle. P3 is jogged for 15 minutes each week when the control panel is set in winter mode.

The flow entering the Dundalk sewage treatment plant is variable due to high rates of infiltration and inflow to the sanitary sewage collection system. During the summer months, the maximum speed of the filter influent pumps should be set lower to match lower incoming flows and to ensure that approximately 1.2 m of water is maintained in each of the lagoons. This depth of water will assist with preventing nuisance weed growth. In the late winter and spring of the year, the maximum speed of the filter influent pumps may need to be increased to maintain design water levels in the lagoons and prevent by-pass of the system to the Foley Drain.

It is recommended that the setting for the PS wet well be set at 2.7 m during the late fall and winter and at 2.9 m during the summer for the following reasons. Sewage treatment utilizing lagoon technology is a somewhat unstable process and as a result, effluent quality can vary significantly. The quality variation could be the result of several things including but not limited to algae blooms (typically spring and summer) and ice cover (winter). Maintaining a water level in the pumping station at the levels indicated above will permit operating staff to stop discharging and store wastewater until effluent quality improves. A PS wet well level of 2.9 m will maintain a water depth of approximately 1.2 m in Cells #3 and #4 to control nuisance plant growth during the growing season provided that the gates between Cells #3, #4 and the aeration cell are fully open. Minimizing plant growth is important as plant die off in the fall and early winter can result in the release of nutrients back into the water and cause poor effluent quality from the facility. During the winter, a shallower water level can be maintained to ensure adequate storage capacity should effluent quality deteriorate to non-compliance levels.

Each of the filter influent pumps is equipped with internal leakage and temperature sensors and external overload protection that will send alarms to the control panel indicating a pump failure. The leakage sensor will sense a pump seal leak. The temperature sensor monitors the temperature of each phase winding of the pump motor and will stop the pump should the temperature rise to 125 °C. External motor overload protection is also provided in the motor control centre (MCC). If a filter influent pump failure occurs, one of the other two filter influent pumps will automatically start.

The station is equipped with a high-water level alarm to notify operators of a possible by-pass of the filter complex to the Foley Drain. The station is also equipped with a low level alarm to notify operators that the pumps may be ready to run dry and that there may be a flow blockage in the transfer pipe from the aeration cell to the filter influent pumping station or a blockage in one of the control structures that transfers flow between cells.

The filter influent pumps cease operation when the filter requires backwashing. When the filter influent pumps are stopped, the power supply to the receptacles for the alum and polymer dosing pumps are de-energized and chemical dosing stops.

The floats located in the filter influent pumping station (FL5, FL6 and FL7) serve as a backup to the ultrasonic transducer level monitor for station control and should be checked on a regular basis to ensure proper operation.

For regular pump maintenance requirements, refer to the Flygt pump manuals provided in Volume 1 of the equipment manual under Tab 5.

### **3.3 CHEMICAL DOSING**

The filter complex includes chemical dosing facilities for coagulation of solids with alum and/or polymers. Addition of these chemicals assists with suspended solids and total phosphorus removal by joining several small size particles into larger particles that the filter media can remove more easily.

#### **3.3.1 ALUM DOSING**

Alum is added to the wastewater to assist with suspended solids and total phosphorus removal. The alum dosing system is comprised of a 5,680 L (1,250 lgal) cross linked polyethylene storage tank and two chemical metering pumps with a capacity range of 0.5 L/hr to 8.3 L/hr at a discharge back pressure of 7.0 m water column.

It is important that operating staff ensure that the temperature inside the filter complex remain above 10 °C (50 °F) at all times to prevent crystallization/solidification of the alum solution.

Provisions have been made to dose with alum at two separate locations including the filter influent pumping station (surface dosing) and injection to the filter influent PS discharge pipe prior to the static mixer. The dosing location can be selected by valving the discharge piping to suit. It should be noted that dosing in the pumping station may not provide sufficient mixing to effectively remove suspended solids and total phosphorus from the wastewater.

Prior to installation of the filter at this facility, the total phosphorus concentration in the effluent following the post aeration cell was typically less than 1 mg/L. The new effluent non-compliance criteria requires total phosphorus concentrations to be less than 0.4 mg/L when the receiving stream temperature is greater than 5 °C and less than 0.8 mg/L when the receiving stream



temperature is less than or equal to 5 °C. Alum feed rates required to achieve discharge concentrations below the non-compliance criteria at various flows and filter influent total phosphorus concentrations are given in the table below.

Discharge Flow (m <sup>3</sup> /day)	Alum Feed Rate					
	Filter Influent Total Phosphorus Concentration of 1 mg/L			Filter Influent Total Phosphorus Concentration of 2 mg/L		
	mL/min	L/hour	L/day	mL/min	L/hour	L/day
500	6.4	0.38	9.2	15.5	0.93	22.3
600	7.6	0.46	11	18.5	1.11	26.7
700	8.9	0.53	12.8	21.7	1.3	31.2
800	10.2	0.61	14.7	24.7	1.48	35.6
900	11.5	0.69	16.5	27.8	1.67	40.1
1000	12.7	0.76	18.3	30.9	1.85	44.5
1100	14	0.84	20.2	34	2.04	49
1200	15.3	0.92	22	37.1	2.23	53.4
1300	16.5	0.99	23.8	40.2	2.41	57.9
1400	17.8	1.07	25.7	43.3	2.6	62.3
1500	19.1	1.15	27.5	46.4	2.78	66.8
1600	20.3	1.22	29.3	49.4	2.97	71.2
1700	21.7	1.3	31.2	52.6	3.15	75.7
1800	22.9	1.38	33	55.6	3.34	80.1

Feed rate (L/d) = Flow (m<sup>3</sup>/d) x 1000 (L/m<sup>3</sup>) x (concentration of phosphorus entering the filter in mg/L - 0.3 mg/L minimum design effluent criteria) x (26.18 L of 48% alum to remove 1 kg of phosphorus) / 1,000,000 mg/kg

Example: Flow to Filter = 1,832 m<sup>3</sup>/d  
Total Phosphorus concentration entering the filter = 1.0 mg/L

$$\text{Feed Rate (L/d)} = \frac{1832 \times 1000 \times (1 - 0.3) \times 26.18}{1,000,000} = 33.6 \text{ L/d or } 0.023 \text{ L/min or } 23 \text{ mL/min}$$

The effectiveness of alum is dependent on the temperature of the wastewater being treated. The above table provides feed rates for water temperatures above 10 °C. At colder temperatures, the feed rate may need to be increased above those shown in the table as the alum may crystallize prior to effectively coagulating the suspended solids. If proper solids coagulation is occurring, a floc should be visible in the flocculation tank. If a floc is not visible, alum dosing may need to be

increased. If proper coagulation does not occur, small sized solids can pass through the filter media and deteriorate effluent quality.

For regular chemical pump maintenance requirements, refer to the LMI equipment manuals provided in Volume 1 of the equipment manual under Tab 9.

### **3.3.2 POLYMER DOSING**

Polymer can be added to the wastewater to enhance suspended solids and total phosphorus removal. Polymers further enhance floc formation following the addition of alum and as a result, enhance the removal of suspended solids and total phosphorus. The polymer dosing system is comprised of two 450 L polyethylene storage tanks, two variable speed portable mixers and two chemical metering pumps with a capacity range of 0.5 L/hr to 2.1 L/hr at a discharge back pressure of 7.0 m water column.

Provisions have been made to dose with polymer at two separate locations including injection to the filter influent PS discharge pipe following the static mixer or at the top of the flocculator tank (surface dosing). The dosing location can be selected by valving the discharge piping to suit.

The use of polymer was not required through the first winter of operation (December 2000 to March 2001) to meet Certificate of Approval requirements for suspended solids and total phosphorus. However, operating staff may be required to dose with polymer should effluent quality deteriorate. Polymer can be supplied in either a powder form to be mixed with water on site or in a ready to use liquid form. Jar testing has indicated that Ciba Magnafloc 919 manufactured by Ciba Specialty Chemicals (1-888-855-6976) should provide the best removal results.

For regular chemical pump maintenance requirements, refer to the LMI equipment manuals provided in Volume 1 of the equipment manual under Tab 9. For general operating and maintenance requirements for the portable mixers, refer to the Lightning equipment manuals provided in Volume 1 of the equipment manual under Tab 8.

### **3.4 STATIC MIXER**

The 200 mm diameter in-line static mixer is manufactured by Napier-Reid and is located on the filter influent PS discharge to the flocculation tank. The purpose of the mixer is to ensure adequate mixing of the wastewater with alum prior to discharge to the flocculation tank. The static mixer does not have any moving parts nor does it require electricity to operate. It relies on internal stainless-steel vanes and plates to cause turbulence for mixing. Due to the absence of mechanical parts and high flow velocities through the mixer, little maintenance is required for this piece of equipment.

### **3.5 FLOCCULATOR AND FLOCCULATION TANK**

The 2.2 m diameter stainless steel flocculation tank is manufactured by Napier-Reid and is located in the process stream immediately prior to the filter. The flocculation tank inlet has a diameter of 200 mm and the outlet diameter to the filter is 300 mm. The flocculator is driven by a 0.5 Hp motor mounted on the top of the flocculation tank. The purpose of this piece of equipment is to provide mixing action following chemical addition to maximize the exposure of suspended solids to the chemical coagulant, increase floc size and finally enhance suspended solids and total phosphorus removal by the filter. Floc should be visible in the wastewater following mixing in the floc tank.

For regular maintenance requirements for this equipment, refer to Volume 1, Tab 4, sub-tab 2 of the equipment manual.

### 3.6 FILTRATION SYSTEM

The filtration system is comprised of a two-cell fixed volume automatic backwash granular media filter, three (3) backwash pumps located in the filter effluent tank and two (2) filter waste pumps located in the filter waste tank. The Napier-Reid filter is manufactured of stainless steel and is comprised of two separate filter cells each with a surface area of 8.48 m<sup>2</sup>. The filter is designed for a peak flow of 3,664 m<sup>3</sup>/day (1,832 m<sup>3</sup>/day per cell) at a maximum influent solid loading of 40 mg/L. The full listing of accessory equipment supplied with the filter including level monitors and electric valves can be found in Volume 1, Tab 4, sub-tab 1 of the equipment manual.

The filter backwash pumps are used to clean the filter once the suspended solids in the wastewater have fouled the filter media resulting in reduced flow through the filter. The filter waste pumps are used to transfer the solids laden backwash water to the raw sewage wet well where in turn it is transferred to Cell #1 for further treatment.

#### 3.6.1 FILTRATION MODE

Flow enters the filter through a 300 mm diameter pipe from the flocculation tank. Filter influent flow is split between the two filter cells through operation of two manual butterfly valves. Maintenance can be performed on one of the filter cells by closing one of the butterfly valves and diverting all flow to other cell. During maintenance activities, the flow through the active cell should be limited to a maximum of 1,832 m<sup>3</sup>/day (21.2 L/s) or half of the peak flow rating of the filter. Flow to the filter can be controlled by adjusting the speed of the filter influent pumps through the variable frequency drives.

Wastewater is filtered by gravity through the filter media following discharge from the flocculation tank. The overall depth of the media is 1.05 m. There are five (5) layers of different sized silica gravels and sands and one (1) layer of anthracite (soft coal). The media layer particle size gradations and layer depths are summarized as follows starting with the top layer and progressing down.

Media Type	Media Particle Size/Gradation	Media Layer Depth
Anthracite	1.1 to 1.2 mm	360 mm
Silica Sand	0.45 to 0.55 mm	250 mm
Silica Gravel	1.5 x 3.0 mm	100 mm
Silica Gravel	3.0 x 6.0 mm	75 mm
Silica Gravel	6.0 x 12.0 mm	75 mm
Silica Gravel	12.0 x 19.0 mm	190 mm

Following filtration through the media, the wastewater is collected in a series of 40 mm diameter pipe laterals embedded in the bottom media layer which discharge to a 200 mm diameter manifold pipe. Electrically actuated effluent butterfly valves located on the 200 mm diameter manifold control the water level in each filter cell during filtration. These valves are referenced as effluent valves in the equipment manual provided by Napier-Reid (equipment manual Volume 1, Tab 4, sub-tab1). The position of the valve is controlled through the filter programmable logic controller (PLC)

via the Endress-Hauser ultrasonic level transducers mounted above each filter cell. As the level in a filter cell rises, the valve on the manifold opens and as the level drops, the valve closes to maintain a constant level in the filter cells. These two effluent valves modulate continuously and this movement can be witnessed by observing the indicator needle of each valve. If the needle is stationary, then the valve may be malfunctioning and should be checked for proper operation. Under normal operating conditions, the switch on the effluent valve's electric operator should be set to REMOTE to allow the PLC to control the valves. The LOCAL valve setting should only be used if there is a valve control malfunction originating from the PLC. This is discussed further in the trouble shooting section of this manual. During filtration mode, the flow from the manifold pipes flows by gravity into the filter effluent tank through a 250 mm diameter pipe and in turn, this water is discharged to the Foley Drain.

### **3.6.2 AUTOMATIC FILTER BACKWASH MODE**

When the filter media begins to foul with solids, the water level in the filter cells will rise even though the effluent valves are fully open. When the water level rises to within approximately 100 mm of the top of the filter backwash trough, a backwash cycle will be initiated by the filter PLC. A backwash is also initiated by a filter PLC timer every 24 hours regardless of whether a backwash has been initiated through level control. Each cell is backwashed separately as the filter effluent tank only contains enough water to complete a backwash on one cell. Normal backwashing is comprised of an air scour and a liquid wash from the filter effluent tank. The air scour agitates the filter media to loosen and suspend trapped solids while the liquid wash carries the trapped solids over the backwash trough weirs for disposal to the filter waste tank.

Upon backwash initiation, the following operations occur:

1. Filter influent pumps and chemical metering pumps cease operation for the entire backwash cycle.
2. The effluent valves fully open allowing the water in the filter cell to drain so that the water level in the cell is approximately 600 mm above the top of the media. The duration of the drain period will vary depending on the extent of the media fouling that has occurred. If the water level in the filter does not drain down to 600 mm above the top of the media within 2400 seconds (40 minutes), a filter alarm will occur and will be displayed on the main control panel. The backwash cycle will only consist of a high rate liquid wash from the filter effluent tank backwash pumps when the water level in a filter cell is more than 600 mm deep. An air scour sequence will not occur. Preventing an air scour to occur with water levels in the filter cells above 600 mm will prevent media loss/carry over into the backwash trough.
3. When the filter cell to be backwashed drains to a depth of 600 mm, the effluent valve closes and an air scour and low rate liquid backwash cycle is initiated. The air for the air scour is obtained from the aeration blowers in the blower building through a 100 mm diameter chlorinated polyvinyl chloride (CPVC) underground air main. Air is transferred to the filter air manifold buried in the filter media through a 100 mm diameter air flow meter and 50 mm modulating ball valve. Two (2) 100 mm diameter air scour valves (one for each filter cell) also assist with controlling air flow during the air scour sequence. The duration of the air scour is adjustable and is programmed for 240 seconds. The low rate liquid backwash is initiated 60 seconds after commencement of the air scour. The low rate liquid backwash keeps the solids in suspension. The liquid backwash uses one (1) of the three (3) backwash pumps located in the filter effluent tank to pump previously filtered water back through the filter media. The rate of liquid flow to the filter from the backwash pumps is controlled by an electrically modulated backwash inlet valve. During low rate liquid backwash, the valve is only partially opened resulting in a slow

water level rise in the filter cell. The rise rate is timed in the filter PLC so that the air scour is complete before the water level reaches the top of the backwash weir. In addition, a manual butterfly valve located on the filter backwash pump discharge header inside the filter waste tank must be partially closed to the mark on the valve position indicator plate to assist with liquid backwash control.

4. A high rate liquid backwash occurs following completion of the air scour and low rate liquid backwash. The high rate backwash time is based on a fixed volume of water (50 m<sup>3</sup>) in the filter effluent tank. The time is adjustable and has been programmed for a duration of 300 seconds (5 minutes). If the high rate backwash duration is set for too long a period of time, the backwash pumps will be stopped by a low-level lockout float in the filter effluent tank. The backwash inlet valve opens completely during high rate backwash permitting the full capacity of one (1) backwash pump to transfer previously filtered effluent water through the 200 mm manifold located in the bottom layer of the filter media. The high rate backwash carries solids over the backwash trough weir located at the top of the filter cell for discharge into the filter waste tank. Following completion of the high rate backwash, the backwash inlet valve closes and the backwash pump stops. The chemical dosing and duty filter influent pump start and the filter returns to filtration mode. To ensure that the filter effluent tank is full of water for a filter backwash cycle, a 45-minute delay between filter backwash cycles has been programmed into the filter PLC.
5. The accumulated water in the filter waste tank is pumped by the filter waste pumps through a 150 mm diameter PVC forcemain to the raw sewage wet well at the head of the plant adjacent to lagoon Cell #3. These pumps are controlled by floats. When enough backwash water has been discharged to the filter waste tank, the start/stop float will be tripped in the up position and will start one (1) of the filter waste pumps (lead pump). If the first pump cannot keep up with the backwash flow from the filter, a second float will be tripped to start the lag pump. In addition, the lag pump will start if the initial start/stop float is not in the stop position following fifteen (15) minutes of run time by the lead pump. The volume of the filter waste tank is 50 m<sup>3</sup> and it is capable of retaining one complete liquid backwash.

It is important to note that automatic backwashing of the filter cannot occur if the float in the filter effluent tank is not tripped signaling that a sufficient supply of backwash water is available or if the start/stop float in the filter waste tank is not in the stop position signaling insufficient storage capacity in the filter waste tank to prevent overflow of the waste tank. In addition, changing the duration of any of the backwash cycle operations requires pilot testing to ensure that there is an adequate volume of water in the filter effluent tank to complete a backwash cycle.

### **3.6.3 MANUAL FILTER BACKWASH**

At times, automatic backwashing of the filter may not adequately clean the media. Backwashing of the filter can be completed manually through the filter PLC or through manual operation of the electric modulating valves and backwash pumps.

#### **3.6.3.1 Backwash Through Filter PLC**

The filter PLC allows operating staff to initiate a full backwash including air scour provided 45 minutes has elapsed since the last backwash cycle. This time is set to ensure an adequate supply of backwash water in the filter effluent tank following the previous backwash. By entering N7:28 on the filter PLC operator interface and then entering 1, a backwash for filter Cell #1 (east side) will be initiated. Similarly, by entering N7:29 and then 1, a backwash cycle for filter Cell #2 (west side) will be initiated.

### 3.6.3.2 Backwash Through Manual Operation of Valves and Pumps

This method of manual backwashing can be used to provide a longer duration high rate liquid backwash. However, operating staff must be sure to reset all equipment controls back to their automatic settings to prevent operational problems in the automatic mode. It is recommended that operating staff use a checklist to log automatic settings of all equipment prior to initiating a manual backwash and when the backwash is complete reverse all settings to their original automatic position.

1. Ensure that filter effluent tank is full of water and the filter waste tank water level is below the low-level start/stop float.
2. To make sure there is a sufficient supply of water for a longer duration high rate liquid backwash, the filter influent pump should be left on. To prevent overflow of the flocculation tank the maximum speed of filter influent pumps P1 or P2 should not exceed 70% (42 Hz). Likewise, the maximum speed of filter influent pump P3 should not exceed 83% (50 Hz).
3. Close the 200 mm filter inlet butterfly valve inside the filter adjacent to the pipe from the flocculation tank to isolate the filter cell to be backwashed. All water from the flocculation tank will be filtered through the other active cell.
4. Change the selector switch for both of the 150 mm diameter effluent valves from REMOTE to LOCAL.
5. For the cell to be backwashed, set the switch on the effluent valve to the CLOSE position. The valve will spin to the closed position.
6. For the active cell, the spring-loaded effluent valve switch must be pushed into the OPEN position and released. The valve will spin to its fully open position.
7. Manually override the backwash inlet valves for the both filter cells by pulling circuits 81, 82, 83 and 84 inside the filter PLC panel.
8. Manually open the backwash inlet valve for the cell to be backwashed to its fully open position using the handwheel.
9. Check the flow in the active filter cell to ensure that the water level is not rising. If the level is increasing, reduce the operating speed of the filter influent pump until the level stabilizes to a normal operating level.
10. Select backwash pump to be used for high rate liquid backwash. Turn the selector switch on the Motor Control Centre (MCC) to the HAND position and the backwash pump should start. The selector switch for the other two backwash pumps should be set to OFF. Do not start more than one backwash pump.
11. Monitor the water level in the filter effluent tank. Once the water level in the tank reaches the top of the pumps, turn the backwash pumps off. The high rate liquid backwash should take approximately 10 minutes. While the backwash pump is operating, monitor the water level in the filter waste tank to ensure that the filter waste pumps do not become overwhelmed by the extended high rate backwash. Both filter waste pumps should operate automatically by float control with the lag pump starting when the water level rises to the lag pump start float. If the filter waste pumps cannot keep up with the backwash water flow, stop the filter backwash pump to prevent flooding of the building. Also examine the filter cell to determine if the media

is adequately clean and the majority of the solids have been carried over the backwash weir into the filter waste tank. The water flowing over the backwash weir into the backwash trough should be relatively free of solids.

12. Reinstate all equipment settings for automatic operation including: turn the selector switch on the MCC to the AUTO position for all of the backwash pumps, install fuses for circuits 81, 82, 83 and 84 which should automatically close the backwash inlet valves, turn the selector switches for both the 150 mm diameter effluent valves to REMOTE, manually open the 200 mm diameter filter influent valve leading to the backwashed cell to split the flow into both cells and change the speed of the filter influent pump back to its original setting prior to the manual backwash.

### **3.6.4 FILTER PLC PUMP CONTROL**

The filter PLC also controls the operation of all the submersible pumps in the filter complex. The filter PLC alternates the lead and lag backwash pumps (P4, P5 and P6) on a 24-hour timer so that each day a different pump is the lead pump. This configuration provides even wear on the pumps by attempting to keep the operating hours on each pump the same. Upon failure of a duty backwash pump, the lag backwash pump will start automatically if the switches on the MCC are set in the AUTO position.

The filter PLC programming also alternates the duty of the filter waste pumps (P7 and P8) after five (5) filter backwash cycles. The lag pump will automatically start upon duty pump failure provided that the switches on the MCC are set in the AUTO mode.

The duty of the filter influent pumps P1 and P2 is also changed automatically by the filter PLC following every filter backwash cycle. If P3 is the duty pump, automatic switching to another duty filter influent pump does not occur following a backwash cycle. However, if there is a pump failure, the duty 2 pump will automatically start.

### **3.6.5 FILTRATION SYSTEM TROUBLE SHOOTING**

#### **3.6.5.1 Filter Ultrasonic Level Transducers**

An ultrasonic level transducer is located above each filter cell. They continuously monitor the water level in each cell and provide low current signals to the filter PLC to modulate the electric valves and control the backwashing sequence. The transducers must be plumb to operate properly. It is important that the ultrasonic beam from the transducer to the water in the filter is not obstructed. Any type of obstruction including foam floating on the water can cause the transducer to read the water level erroneously and result in erratic operation of electrically actuated valves which in turn can impact effluent quality.

#### **3.6.5.2 Foam**

Foam may form in the filter as the result of over aeration. This problem can be reduced by operating an aeration blower at a lower capacity. The capacity of a blower can be reduced by increasing the size of the pulley on the blower. If the foam generation is not excessive, the problem can be remedied by spraying down the foam with water from a hose. If blower capacity is adjusted, operating staff must ensure that the dissolved oxygen concentrations in the effluent remain above 4 mg/L at all times to meet effluent criteria.

### **3.6.5.3 Floats**

All of the floats in the filter effluent tank (FL4) and the filter waste hopper (FL1, FL2 and FL3) should be visually checked during every site visit by operating staff to ensure that they are unobstructed. This is particularly important for the start/stop float (FL1) for the filter waste pumps. If this float becomes tangled in the start position, the filter waste tank will empty and the waste pumps will run dry. Running pumps dry can damage the pumps and reduce their service life.

### **3.6.5.4 Algae**

Algae growth in the lagoons can significantly increase the solids loading to the filter and result in more frequent backwashing of the media. The presence of algae can significantly impact the suspended solids concentration of the effluent from the facility. Indicators that algae may be present in the wastewater include the lagoon cells having a green/blue hue, the water bubbling above the aeration cell diffusers having a green/blue hue and finally algae may be visible in an effluent sample (green/blue hue and/or visible algae strings). Algae blooms can occur at any time during the year. At the time this manual was prepared (June 2001), it appears that algae blooms can occur in the spring of the year after ice break-up, when the lagoon water is exposed to sunlight and the water temperature increases. If algae are present, operating staff must be vigilant to ensure compliance with the discharge criteria. There are several precautionary measures that can be taken to remain within compliance while continuing to discharge from the facility when algae is present. These measures include:

- a) Reduce effluent flow by lowering the maximum speed on the filter influent pumps. This will reduce the solids loading to the filter and allow it to filter at a slower rate.
- b) Increase alum dosage. This will coagulate fine algae together making it easier for the filter to remove the algae from the discharge.

If the effluent degrades to a point that the facility will be in non-compliance with the Certificate of Approval requirements, then discharging to the Foley Drain should be stopped and wastewater stored in the lagoon cells until the algae bloom has dissipated. Once the algae bloom has disappeared, discharge from the facility can begin again.

Effluent quality can also be degraded if algae begins to grow inside the filter building complex tankage. If this occurs, cleaning and/or chlorination of the facility may be required. General cleaning of the tanks can be undertaken at any time with the facility in or out of operation. However, the facility will have to stop discharging if chlorination of the facility is required. Chlorinated water should not be discharged to the Foley Drain under any circumstances. Chlorination of the filter must occur when the filter effluent tank is empty to allow the chlorinated water to be stored, used as backwash water and then discharged into the filter waste hopper for discharge to the raw sewage wet well for further treatment.

### **3.6.5.5 Backwashing**

The filter has three alarms for each filter cell including low- and high-level alarms and an alarm to signal if the filter failed to drain down to permit an air scour backwash. All filter alarms are grouped together and sent to the main control panel as one general alarm. To find out which alarm has occurred, operating staff must access the alarm history in the Napier-Reid PLC. To access the alarm history, use the operator interface on the filter PLC and access the alarm history window. Alarms are kept in the PLC memory until they are acknowledged and cleared. The last alarm can be accessed by entering N7:60. Previous alarms can be accessed by entering N7:61 or N7:62.



Refer to the alarm code descriptions in the Napier-Ried operating manual.

The low-level alarm signals a low water level in a filter cell which may be the result of malfunctioning electric effluent valves or failure of a pipe in the bottom of the filter. High level alarms in the filter cells typically indicate severe fouling of the filter media and failure of the filter to backwash properly.

If the filter media becomes badly fouled, the drain down time programmed into the filter PLC may not be long enough to permit the water level in the filter cells to drain to 600 mm above the media. If this occurs, the air scour low rate liquid backwash will not be initiated and a filter alarm will occur. Air scouring of the media significantly improves backwashing efficiency. It is not a critical problem if an air scour does not occur on occasion as a high rate liquid backwash will still occur. However, several missed air scouring cycles can lead to severe fouling of the media, possible degradation of effluent quality and increases in the number of high rate liquid backwash events. The amount of time allowed for the drain down prior to air scour is programmable in the filter PLC and may require periodic adjustment throughout the year depending on the solids load and resulting fouling of the filter media. Adjustment of the PLC internal timer should be undertaken if filter drain down failures occur. It should be noted that no matter how long the internal drain timer is set an air scour will occur as soon as the water level in the cell is 600 mm above the media. This prevents the filter cells from draining completely.

### **3.7 AERATION SYSTEM AND DISSOLVED OXYGEN CONTROL**

The modifications made to the aeration system include replacement of the two most southerly aeration laterals with two (2) new laterals. In total, there are thirteen (13) "Flexair 44F Magnum" aeration diffusers connected to the two (2) laterals. The underground valves to the two (2) more northerly aeration laterals are closed. The "Ramco Mat" aerators remain in place on these older laterals installed in 1985 and can be reactivated by opening the ground valves on the main aeration header from the blower building. The new aeration headers are more efficient for oxygen transfer to the wastewater.

The aeration system blowers can either be controlled manually or automatically through the main control panel PLC. In automatic control, the dissolved oxygen (DO) probe, located in the effluent channel next to the effluent pump, monitors the DO concentration. DO is measured continuously and recorded by a 7-day circular chart recorder. The paper on the chart must be changed every 7 days. The DO probe is equipped with an automatic cleaning mechanism utilizing a small internal air compressor to reduce fouling of the probe. The frequency of automatic cleaning is programmable within the unit. Operating staff can initiate a cleaning with the compressor by entering the DO panel maintenance screen. It is recommended that operating staff initiate a probe cleaning once a week as a minimum. The probe also requires regular calibration. Refer to manufacturer's literature for calibration and maintenance requirements and record all maintenance activities.

Operating staff are to change the pulley size on one (1) of the blowers to reduce its capacity. In manual mode, only one blower will operate and it is recommended that the higher capacity blower be used in manual mode to ensure compliance with discharge criteria. In automatic mode, the DO probe will control which blower is operating to attempt to maintain a DO level in the effluent between the minimum and maximum set points programmed in the main control panel PLC. The set points are adjustable. The minimum set point should not be set below 4 mg/L as this is the lowest concentration permitted by the Certificate of Approval. The lower speed blower will typically operate in the winter when the cooler water temperatures make it easier to maintain DO levels. The higher speed blower will tend to operate more during the summer months when the water temperature increases. If the effluent DO drops below the minimum set point when the lower speed

blower is duty, then the higher speed blower will start until the DO reaches the maximum set point. When the maximum set point is reached, the higher speed blower will stop and the lower speed blower will start.

### **3.7.1. POST AERATION DIFFUSERS**

The Filter Complex was modified to include post aeration diffusers in the effluent channel prior to discharging to control Structure #1 which discharges into the Foley Drain receiving stream.

The aeration diffusers are activated based on the Dissolved Oxygen (D.O.) reading taken at the filter effluent tank. If the D.O. readings fall below the desired effluent criteria, the motorized valve is opened allowing compressed air through the diffusers. The operation will raise the D.O. level to the desired level. When the desired level is attained, the motorized valve closes. The operation of the motorized valve is controlled through the Control Panel located at blower building which receives the D.O. input from the sensor located in the effluent tank.

## **3.8 SYSTEM ALARMS**

There are several system alarms that are displayed on the face of the main control panel for the filter complex facility. These alarms include the following:

- a) Mixer failure
- b) Power failure
- c) Filter general alarm (filter PLC to be accessed to determine specific alarm occurrence.)
- d) Filter waste pump P7 failure
- e) Filter waste pump P8 failure
- f) High level alarm filter waste tank
- g) High level alarm filter influent pumping station
- h) Filter influent pump P1 failure
- i) Filter influent pump P2 failure
- j) Filter influent pump P3 failure
- k) Effluent pump P10 failure
- l) Backwash pump P4 failure
- m) Backwash pump P5 failure
- n) Backwash pump P6 failure

A building flood alarm is dialed out to the operator-in-charge by the RACO Chatterbox dialer. Operating staff should attend the site upon receipt of an alarm call and take corrective action to resolve the problem.

## **3.9 EFFLUENT PUMP**

Potable water is not available at this facility. Water for washing down the facility is effluent water. A jet pump and pressure tank are located in the southeast corner of the building. Hose bibs are provided throughout the building. For regular maintenance of the equipment, refer to the manufacturer's equipment manuals.

## **3.10 HEATING AND VENTILATING**

Heat and low rate ventilation is provided by a natural gas fired roof top unit. This unit is controlled by a thermostat located next to the alum tank. Supplemental heat is provided near the alum storage tank by an electric unit heater. During the summer months, the humidity in the building will

increase and high rate ventilation may be required. High rate ventilation of the building is accomplished by manual operation of the exhaust fan located on the east wall of the building. Operation of the fan opens the motorized dampers above the double doors and in the south wall of the building. The exhaust fan should be operated every day during the summer while operating staff complete their checks of the facility. In the winter, building temperature should be maintained above 10 °C (50 °F) at all times to prevent the alum stored in the building from crystallizing. For regular maintenance of the heating and ventilating equipment, refer to the manufacturer's equipment manuals.

## **4.0 CHANGES TO PREVIOUS OPERATING PROCEDURES**

### **4.1 GENERAL**

The main operating change is that the facility is now permitted to discharge year round. Previously, the discharge window was limited to November 1 to April 30. However, this change to the discharge period is accompanied by more stringent effluent criteria which has been outlined earlier in this manual.

It is important that operating staff keep a daily log book for the facility including all process adjustments, maintenance activities, chemical deliveries, sampling dates and results, influent and effluent flows, etc.

The design of this facility has not considered the treatment of septic waste. It is recommended that large quantities of septic waste should not be treated at this facility. Any treatment of septage must be tightly controlled and monitored by the Township and operating staff to prevent process upset and degradation of effluent quality. It should be noted that the Township and operating staff are subject to penalties under the Ontario Water Resources Act if the effluent from the facility does not meet the criteria set out in the Certificate of Approval.

### **4.2 LAGOON OPERATING LEVELS**

Section 3.1 of this manual indicates that a filter influent pumping station level of 2.9 m during the summer will maintain a water depth of approximately 1.2 m in Cells #3 and #4. To accomplish this level in both cells, the transfer sluice gate in Control Structures #2 and #7 must be completely open. To maintain equal water levels in Cells #1 and #2, the transfer sluice gate located in Control Structure #5 must be completely open. The water level in Cells #1 and #2 is controlled by the amount of flow through Control Structure #4 from Cell #2 to Control Structure #3. To maintain 1.2 m of wastewater in Cells #1 and #2, the water level should be approximately 1.6 m below the top of the concrete on Control Structure #4. Periodic adjustment of the transfer sluice gate in Control Structure #4 will be required to maintain 1.2 m of wastewater in Cells #1 and #2. The levels in Cells #1 and #2 should be checked on a weekly basis. The water levels and process adjustments should be recorded in the daily log book for all lagoon cells.

During power failures, the raw sewage wet well may by-pass into Cell #3. This may impact the effluent quality discharged to the Foley Drain because the retention time of the sewage from Cell #3 to the filter complex is less. If a long duration by-pass occurs, it is recommended that discharge to the Foley drain be interrupted or that the transfer sluice gate in Control Structure #7 from Cell #3 be closed for a few days to prolong the retention/treatment time for the by-passed raw sewage.

### **4.3 CONTINGENCY PLANS FOR POOR EFFLUENT QUALITY**

Condition 4.2 of the Certificate of Approval requires the Township to report to the Ministry of

Environment (MOE) District Manager any loading or concentration result that does not meet the non-compliance effluent criteria of the facility. Notice must be given orally as soon as reasonably possible and in writing within seven (7) days of the exceedance. If the un-ionized ammonia concentration exceeds 0.1 mg/L and dissolved oxygen levels falls below 4 mg/L then operating staff must notify the MOE District office (Owen Sound) and provide remediation measures/procedures to be undertaken.

Historically, the spring months where the ambient air temperature is gradually increasing the Township has faced challenges in effluent water quality. These issues are, in part, caused by the ice coming off of the lagoons and beginning of algae bloom growth in the cells. To address these conditions the Township has committed to increase monitoring, testing and sampling of the compliance objectives and limits. The effluent parameters are to be closely monitored and if the data shows the parameters to be increasing the discharge will be stopped and wastewater stored in the lagoon cells until the problem is resolved. This may occur in the spring and summer as the result of algae blooms or in the winter during ice over when ammonia levels increase. Adequate storage volume must be available in the four (4) lagoon cells to possibly store wastewater for a few weeks. Storage capacity in the lagoons is achieved by maintaining lagoon water depths to those levels recommended in previous sections of this manual. The Effluent Parameters Objectives and Compliance Plan is available in Appendix E.

# APPENDICES

## **APPENDIX A - CERTIFICATE OF APPROVAL**

**AMENDED ENVIRONMENTAL COMPLIANCE APPROVAL**

NUMBER 5657-9D9LYE

Issue Date: December 2, 2013

**W4607A**

The Corporation of the Township of Southgate  
185667 Grey Road 9 Dundalk  
Southgate, Ontario  
N0C 1B0

Site Location: Dundalk Sewage Treatment Works  
Lot 238 & 239, Concession 2  
Southgate Township, County of Grey  
N0C 1B0

*You have applied under section 20.2 of Part II.1 of the Environmental Protection Act, R.S.O. 1990, c. E. 19 (Environmental Protection Act) for approval of:*

Upgrade of the Dundalk Sewage Treatment Works (STW) for the collection, transmission, treatment and disposal of domestic sewage from the former Village of Dundalk, located at the above site location, discharging to Foley Drain and ultimately to the Grand River, rated at the capacity mentioned below and consisting of the following *Works* :

<b>Dundalk STW (Rated Capacity)</b>	
<i>Average Daily Flow</i>	1,832 m <sup>3</sup> /d

**PROPOSED WORKS****Pumping Station**

- 50 kW diesel generator to provide standby power for the raw sewage pumping station.
- control building to house raw sewage pump control equipment (variable frequency drives, ultrasonic transducer controllers), generator automatic transfer switch and other necessary electrical equipment.

**Post Aeration Cell and Blower Building**

- blower control equipment (variable frequency drives).

### **Tertiary Treatment Filter Building**

- dissolved oxygen monitoring equipment for blower control
- air piping and fine bubble air diffusers in the effluent channel.

### **PREVIOUS WORKS**

#### **Pumping Station**

- a submersible sewage pumping station including a 3.05 m diameter wet well equipped with two (2) submersible pumps, each rated at 47 L/s at 10 m TDH and a 230 mm diameter forcemain discharging to the waste stabilization ponds via an inlet structure

#### **Waste Stabilization Ponds**

- four (4) waste stabilization ponds with a total surface area of approximately 146,500 m<sup>2</sup> at an operating depth of approximately 1.8 m, providing a total storage volume of approximately 208,500 m<sup>3</sup> and a retention period of 114 days at an average day flow of 1,832 m<sup>3</sup>/day, complete with interconnecting piping, influent and effluent flow control structures

#### **Chemical Feed System**

- a 2.2 m square single storey chemical metering building housing one (1) chemical metering pump complete with a flow recorder and totalizer
- a 24.5 m<sup>3</sup> capacity chemical storage tank (located outdoors) complete with insulation and heat tracing

#### **Post Aeration Cell and Blower Building**

- an oval earthen post-aeration cell with an operating depth of approximately 2.1 m, equipped with a fine bubble aeration diffuser system
- a 6.9 m x 5.7 m blower building housing two (2) rotary positive displacement blowers (1 standby) each rated at approximately 235 L/s at 35 kPa

#### **Tertiary Treatment Filter Building**

- filter influent pumping station equipped with three (3) submersible pumps with variable frequency drives, two (2) pumps rated at 42.4 L/s at 7.6 m TDH and one (1) pump rated at 24.7 L/s at 5.5 m TDH
- a 5,680 L capacity chemical storage tank (located in the filter building) and two (2) chemical metering pumps capable of feeding alum solution at a maximum rate of 8.3 L/hr and an in-line static mixer



- a polymer feed system comprised of two (2) 450 L capacity day tanks with mixers and two (2) chemical metering pumps capable of feeding polymer solution at a maximum of 2.1 L/hr
- a flocculation tank complete with a mixer, sized for a hydraulic retention time of 10 minutes at an average day flow of 1,832 m<sup>3</sup>/day
- an automatic backwash filter comprised of two (2) cells with a surface area of 16 m<sup>2</sup>, consisting of 300 mm anthracite layer, 250 mm silica sand layer over a 465 mm gravel bed, complete with lateral underdrain system and an air scour system
- a 50 m<sup>3</sup> filter effluent tank equipped with two (2) submersible pumps and one (1) provisional standby pump (for filter backwash), each rated at 53 L/s at 15 m TDH, with discharge to the existing V-notch weir to measure effluent discharge via outfall to the Foley Drain
- a 50 m<sup>3</sup> filter backwash waste tank equipped with two (2) submersible pumps (to pump filter backwash water to the raw sewage pumping station located at the head end of the sewage works), each rated at 26 L/s at 10 m TDH.
- effluent flow measuring equipment.

#### **Water Level Recording Station**

- a gauging station on the Grand River, complete with a heated stilling well and level recorder.

and other controls, piping, valves, drains, and appurtenances essential for the proper operation of the aforementioned sewage works,

all in accordance with supporting documents listed in **Schedule B**.

*For the purpose of this environmental compliance approval, the following definitions apply:*

**"Approval"** means this entire document and any schedules attached to it, and the application;

**"Average Daily Flow"** means the cumulative total sewage flow to the sewage works during a calendar year divided by the number of days during which sewage was flowing to the sewage works that year;

**"BOD5"** (also known as TBOD<sub>5</sub>) means five day biochemical oxygen demand measured in an unfiltered sample and includes carbonaceous and nitrogenous oxygen demand;

**"Bypass"** means diversion of sewage around one or more unit processes within the *Sewage Treatment Plant* with the diverted sewage flows being returned to the *Sewage Treatment Plant* treatment train upstream of the *Final effluent* sampling location, and discharging to the environment through the *Sewage Treatment Plant* outfall;

**"CBOD5"** means five day carbonaceous (nitrification inhibited) biochemical oxygen demand measured in an unfiltered sample;

**"Daily Concentration"** means the concentration of a contaminant in the effluent discharged over any single day, as measured by a composite or grab sample, whichever is required;

**"Director"** means a person appointed by the Minister pursuant to section 5 of the *EPA* for the purposes of Part II.1 of the *EPA*;

**"EPA"** means the Environmental Protection Act, R.S.O. 1990, c.E.19, as amended;

**"E. Coli"** refers to the thermally tolerant forms of *Escherichia* that can survive at 44.5 degrees Celsius;

**"Emergency Situation"** means a structural, mechanical or electrical failure that causes a temporary reduction in the capacity of the *Sewage Treatment Plant* or an unforeseen flow condition that may result in:

- a) danger to the health or safety of any person; or,
- b) injury or damage to any property, or serious risk of injury or damage to any property;

**"Event"** means an action or occurrence, at a given location within the *Sewage Treatment Plant* that causes a *Plant Bypass* or *Plant Overflow*. An *Event* ends when there is no recurrence of a *Bypass* or *Overflow* in the 12-hour period following the last *Bypass* or *Overflow*. Two *Events* are separated by at least 12 hours during which there has been no recurrence of a *Bypass* or *Overflow*;

**"Equivalent equipment"** means a substituted equipment that meets the required quality and performance standards of a named equipment;

**"Final Effluent "** means sewage discharge via the *Sewage Treatment Plant* outfall after undergoing the full train of unit processes as listed in the *Approval*;

**"Grab Sample"** means an individual sample of at least 1000 millilitres collected in the appropriate container at a randomly selected time over a period of time not exceeding 15 minutes;

**"Limited Operational Flexibility"** (LOF) means the *Modifications* that the *Owner* is permitted to make to the *Works* under this *Approval*;

**"Ministry"** means the ministry of the government of Ontario responsible for the *EPA* and *OWRA* and includes all officials, employees or other persons acting on its behalf;

**"Modifications"** means any addition, replacement, alteration, expansion or optimization for the *Works* as specified under *Limited Operational Flexibility*;

"*Monthly Average Concentration*" means the arithmetic mean of all *Daily Concentrations* of a contaminant in the effluent sampled or measured, or both, during a calendar month;

"*Monthly Average Daily Flow*" means the cumulative total sewage flow to the sewage works during a calendar month divided by the number of days during which sewage was flowing to the sewage works that month;

"*Monthly Average Loading*" means the value obtained by multiplying the *Monthly Average Concentration* of a contaminant by the *Monthly Average Daily Flow* over the same calendar month:

"*Notice of Modifications*" means the form entitled "Notice of Modifications to Sewage Works";

"*Owner*" means Township of Southgate and its successors and assignees;

"*OWRA*" means the Ontario Water Resources Act, R.S.O. 1990, c. O.40, as amended;

"*Plant Overflow*" means a discharge to the environment from the *Sewage Treatment Plant* at a location other than the plant outfall or into the plant outfall downstream of the *Final Effluent* sampling location;

"*Previous Works*" means those portions of the sewage works previously constructed and approved under an *Approval* ;

"*Proposed Works*" means the sewage works described in the Owner's application, this *Approval*, to the extent approved by this *Approval*;

"*Rated Capacity*" means the *Average Daily Flow* for which the *Works* are approved to handle;

"*Sewage Treatment Plant*" means the entire sewage treatment and effluent discharge facility;

"*Substantial Completion*" has the same meaning as "*substantial performance*" in the Construction Lien Act;

"*Water Supervisor*" means the Water Supervisor for the Owen Sound office of the Ministry; and

"*Works*" means the sewage works described in the *Owner* 's application, and this *Approval* , and includes both *Proposed Works* and *Previous Works* and the *Limited Operational Flexibility*.

*You are hereby notified that this environmental compliance approval is issued to you subject to the terms and conditions outlined below:*

## **TERMS AND CONDITIONS**

### **1. GENERAL PROVISIONS**

- (1) The *Owner* shall ensure that any person authorized to carry out work on or operate any aspect of the *Works* is notified of this *Approval* and the conditions herein and shall take all reasonable measures to ensure any such person complies with the same.
- (2) Except as otherwise provided by these conditions, the *Owner* shall design, build, install, operate and maintain the *Works* in accordance with the description given in this *Approval* , and the application for approval of the *Works*.
- (3) Where there is a conflict between a provision of any document in the schedule referred to in this *Approval* and the conditions of this *Approval* , the Conditions in this *Approval* shall take precedence, and where there is a conflict between the documents in the schedule, the document bearing the most recent date shall prevail.
- (4) Where there is a conflict between the documents listed in the Schedule submitted documents, and the application, the application shall take precedence unless it is clear that the purpose of the document was to amend the application.
- (5) The Conditions of this *Approval* are severable. If any Condition of this *Approval* , or the application of any requirement of this *Approval* to any circumstance, is held invalid or unenforceable, the application of such condition to other circumstances and the remainder of this *Approval* shall not be affected thereby.

### **2. EXPIRY OF APPROVAL**

The approval issued by this *Approval* will cease to apply to those parts of the *Works* which have not been constructed within **five (5) years** of the date of this *Approval*.

### **3. CHANGE OF OWNER**

- (1) The *Owner* shall notify the *Water Supervisor* and the *Director*, in writing, of any of the following changes within **thirty (30) days** of the change occurring:

(a) change of *Owner*;

(b) change of address of the *Owner*;

(c) change of partners where the *Owner* is or at any time becomes a partnership, and a copy of the most recent declaration filed under the Business Names Act, R.S.O. 1990, c.B17 shall be included in the notification to the *Water Supervisor*;

(d) change of name of the corporation where the *Owner* is or at any time becomes a corporation, and a copy of the most current information filed under the Corporations Informations Act, R.S.O. 1990, c. C39 shall be included in the notification to the *Water Supervisor*;

(2) In the event of any change in ownership of the *Works*, other than a change to a successor municipality, the *Owner* shall notify in writing the succeeding owner of the existence of this *Approval*, and a copy of such notice shall be forwarded to the *Water Supervisor* and the *Director*.

#### 4. UPON THE SUBSTANTIAL COMPLETION OF THE WORKS

(1) Upon the *Substantial Completion* of the *Works*, the *Owner* shall prepare a statement, certified by a Professional Engineer, that the works are constructed in accordance with this *Approval*, and upon request, shall make the written statement available for inspection by Ministry personnel.

(2) Within one (1) year of the *Substantial Completion* of the *Works*, a set of as-built drawings showing the works "as constructed" shall be prepared. These drawings shall be kept up to date through revisions undertaken from time to time and a copy shall be retained at the *Works* for the operational life of the *Works*.

#### 5. BYPASSES AND OVERFLOWS

(1) Any *Bypass* or *Plant Overflow* is prohibited, except:

(a) in an *Emergency Situation*;

(b) where the approved design and operation of the *Works* provides for *Bypasses / Plant Overflows* to be triggered under certain flow conditions and those conditions have been met and the Plant Peak Flow Rate is not exceeded;

(c) where the *Bypass / Plant Overflow* is a direct and unavoidable result of a planned maintenance procedure, the *Owner* notified the *Water Supervisor* 15 days prior to the *Bypass* and the *Water Supervisor* has given written consent of the *Bypass*; and

(d) where the *Bypass / Plant Overflow* is planned for research or training purposes, the discharger notified the *Water Supervisor* 15 days prior to the *Bypass / Plant Overflow* and the *Water Supervisor* has given written consent of the *Bypass / Plant Overflow*.

(2) The *Owner* shall forthwith notify the Spills Action Centre (SAC) and the Medical Officer of Health of all *Bypass and Plant Overflow Events* except the events occurring under subsection (1)(b). This notice shall include, at a minimum, the following information:



(a) the date, time, and duration of the *Event*;

(b) the location of the *Event*;

(c) the measured or estimated volume of the *Event*;

(d) the reason for the *Event*; and

(e) the level of treatment the *Bypass(es)* and/or *Plant Overflow(s)* received and disinfection status of same.

(3) The *Owner* shall submit *Bypass and Plant Overflow Event Reports* to the Ministry's local office on a quarterly basis, no later than each of the following dates for each calendar year: February 14, May 15, August 14, and November 15. Event Reports shall be in an electronic format specified by the Ministry. In each Event Report the *Owner* shall include, at a minimum, the following information on any *Events* that occurred during the preceding quarter:

(a) the date of the *Event(s)*;

(b) the measured or estimated volume of the *Event(s)*;

(c) the duration of the *Event(s)*;

(d) the location of the *Event(s)*;

(e) the reason for the *Event(s)*; and

(f) the level of treatment the *Bypass(es)* and/or *Plant Overflow(s)* received and disinfection status of same.

(4) The *Owner* shall maintain a logbook of all *Plant Bypasses* and *Plant Overflows*, which shall contain, at a minimum, the types of information set out in subsection 2 (a) to 2(e) in respect of each *Bypass* and *Plant Overflow*.

## 6. EFFLUENT OBJECTIVES

(1) The *Owner* shall use best efforts to design, construct and operate the *Works* with the objective that the concentrations of the materials named in Table 1 as effluent parameters are not exceeded in the effluent from the *Works*.

Table 1 - Effluent Objectives	
Effluent Parameter	Concentration Objective (milligrams per litre unless otherwise indicated)
CBOD <sub>5</sub>	5.0
Total Suspended Solids	5.0
Total Phosphorus	0.30 <sup>A</sup> 0.60 <sup>B</sup>
Dissolved Oxygen	5.0
Unionized Ammonia	0.05

Note: <sup>A</sup> Period when stream temperature is greater than 5°C; <sup>B</sup> Period when stream temperature is greater than 5°C

(2) The *Owner* shall use best efforts to:

- less*  
*July 14/14 MoE Inspection Report*
- (a) maintain the pH of the effluent from the *Works* within the range of 6.5 to 8.5, inclusive, at all times;
  - (b) operate the works within the *Rated Capacity* of the *Works*;
  - (c) ensure that the effluent from the *Works* is essentially free of floating and settleable solids and does not contain oil or any other substance in amounts sufficient to create a visible film or sheen or foam or discolouration on the receiving waters.

(3) Stipulation made in Conditions 7.2(a), (c) and (d) for the effluent limits applies for the effluent objective.

(4) The *Owner* shall include in all reports submitted in accordance with Conditions 10 a summary of the efforts made and results achieved under this Condition.

## 7. EFFLUENT LIMITS

(1) The *Owner* shall design and construct and operate and maintain the *Works* such that the concentrations of the materials named in Table 2 as effluent parameters are not exceeded in the effluent from the *Works*.

Table 2 - Effluent Limits		
Effluent Parameter	Monthly Average Concentration (milligrams per litre unless otherwise indicated)	Monthly Average Loading (kilograms per day unless otherwise indicated)
Column 1	Column 2	Column 3
CBOD <sub>5</sub>	10.0	18.32
Total Suspended Solids	10.0	18.32
Total Phosphorus	0.40 <sup>A</sup> 0.80 <sup>B</sup>	0.73 <sup>A</sup> 1.47 <sup>B</sup>
Dissolved Oxygen	4	/
Unionized Ammonia	0.1 <sup>C</sup>	/

Note: <sup>A</sup> Period when stream temperature is greater than 5°C; <sup>B</sup> Period when stream temperature is greater than 5°C; <sup>C</sup> Single Sample result

(2) For the purposes of determining compliance with and enforcing subsection (1):

(a) The *Monthly Average Concentration* of CBOD<sub>5</sub>, Total Suspended Solids and Total Phosphorus as named in Column 1 of Table 2 of subsection (1) shall not exceed the corresponding maximum concentration set out in Column 2 of Table 2 of subsection (1).

(b) The *Monthly Average Loading* of CBOD<sub>5</sub>, Total Suspended Solids and Total Phosphorus as named in Column 1 of Table 2 of subsection (1) shall not exceed the corresponding maximum concentration set out in Column 3 of Table 2 of subsection (1).

(c) The calculated concentration of Unionized Ammonia, as named in Column 1 of Table 2 of subsection (1) shall not exceed the corresponding maximum concentration set out in Column 2 of Table 2 of subsection (1) in any single sample.

(d) The *Monthly Average Concentration* of Dissolved Oxygen as named in Column 1 of Table 2 of subsection (1) shall not be less than the corresponding concentration set out in Column 2 of Table 2 of subsection (1).

(e) The pH of the effluent shall be maintained within 6.0 to 9.5 at all times.

(3) Paragraphs (a), (b), (c) and (e) of subsection (2) shall apply upon the issuance of this Approval.

(4) The effluent limits set out in subsection (1) shall apply upon the issuance of this Approval.

(5) Only those monitoring results collected during the corresponding time period shall be used in calculating the *Monthly Average Concentration* for this Approval.



## 8. OPERATION AND MAINTENANCE

(1) The *Owner* shall exercise due diligence in ensuring that, at all times, the *Works* and the related equipment and appurtenances used to achieve compliance with this *Approval* are properly operated and maintained. Proper operation and maintenance shall include effective performance, adequate funding, adequate operator staffing and training, including training in all procedures and other requirements of this *Approval* and the *Act* and regulations, adequate laboratory facilities, process controls and alarms and the use of process chemicals and other substances used in the *Works*.

(2) The *Owner* shall prepare an operations manual **within six (6) months of Substantial Completion** of the *Proposed Works*, that includes, but not necessarily limited to, the following information:

(a) operating procedures for routine operation of the *Works*;

(b) inspection programs, including frequency of inspection, for the *Works* and the methods or tests employed to detect when maintenance is necessary;

(c) repair and maintenance programs, including the frequency of repair and maintenance for the *Works*;

(d) procedures for the inspection and calibration of monitoring equipment;

(e) a spill prevention control and countermeasures plan, consisting of contingency plans and procedures for dealing with equipment breakdowns, potential spills and any other abnormal situations, including notification of the *Water Supervisor*; and

(f) procedures for receiving, responding and recording public complaints, including recording any followup actions taken.

(3) The *Owner* shall maintain the operations manual current and retain a copy at the location of the *Works* for the operational life of the *Works*. Upon request, the *Owner* shall make the manual available to *Ministry* staff.

(4) The *Owner* shall provide for the overall operation of the *Works* with an operator who holds a licence that is applicable to that type of facility and that is of the same class as or higher than the class of the facility in accordance with Ontario Regulation 129/04.

## 9. MONITORING AND RECORDING

The *Owner* shall, upon commencement of operation of the *Works*, carry out the following monitoring program:

(1) All samples and measurements taken for the purposes of this *Approval* are to be taken at a time and in a location characteristic of the quality and quantity of the effluent stream over the time period being monitored.

(2) For the purposes of this condition, the following definitions apply:

- (a) Daily means once each day;
- (b) Monthly means once every month;

(3) Samples shall be collected at the following sampling points, at the frequency specified, by means of the specified sample type and analyzed for each parameter listed and all results recorded:

<b>Table 3 - Raw Sewage Monitoring</b> (Samples to be collected at the head of the inlet works)		
<b>Parameters</b>	<b>Sample Type</b>	<b>Frequency</b>
<i>BOD5</i>	<i>Grab Sample</i>	Monthly
Total Suspended Solids	<i>Grab Sample</i>	Monthly
Total Phosphorus	<i>Grab Sample</i>	Monthly
Total Kjeldahl Nitrogen	<i>Grab Sample</i>	Monthly

<b>Table 4 - Effluent Monitoring</b> (Samples to be collected at the outlet of the tertiary treatment filter)		
<b>Parameters</b>	<b>Sample Type</b>	<b>Frequency</b>
<i>CBOD5</i>	<i>Grab Sample</i>	Twice a month
Total Suspended Solids	<i>Grab Sample</i>	Twice a month
Total Phosphorus	<i>Grab Sample</i>	Twice a month
Total Ammonia Nitrogen	<i>Grab Sample</i>	Twice a month
<i>E. Coli</i>	<i>Grab Sample</i>	Twice a month
pH	<i>Grab Sample /Probe</i>	Twice a month
Temperature	<i>Grab Sample /Probe</i>	Twice a month

(4) The methods and protocols for sampling, analysis and recording shall conform, in order of precedence, to the methods and protocols specified in the following:

(a) the Ministry's Procedure F-10-1, "Procedures for Sampling and Analysis Requirements for Municipal and Private Sewage Treatment Works (Liquid Waste Streams Only)", as amended from time to time by more recently published editions;

(b) the Ministry's publication "Protocol for the Sampling and Analysis of Industrial/Municipal

Wastewater" (January 1999), ISBN 0-7778-1880-9, as amended from time to time by more recently published editions; and

(c) the publication "Standard Methods for the Examination of Water and Wastewater" (21st edition), as amended from time to time by more recently published editions.

(5) The temperature and pH of the effluent from the *Works* shall be determined in the field at the time of sampling for Total Ammonia Nitrogen. The concentration of Un-ionized Ammonia shall be calculated using the Total Ammonia Nitrogen concentration, pH and Temperature using the methodology stipulated in "Ontario's Provincial Water Quality Objectives" dated July 1994, as amended, for Ammonia (un-ionized).

(6) If the calculated value of Un-ionized Ammonia in the final effluent exceeds 0.05 mg/L and/or the Dissolved Oxygen levels in the final effluent drop to less than 5.0 mg/L, then on-site testing shall be done daily until the Un-ionized Ammonia and Dissolved Oxygen values return to the aforementioned values. If the Un-ionized Ammonia and the Dissolved Oxygen levels reach non-compliance criteria as stipulated in Condition 7(1), Table 2, then the *Owner* shall notify the District Office and also provide remediation measures/procedures to be undertaken.

(7) Sampling locations may only be changed or abandoned and new locations may be added following commencement of operation if, in the opinion of the *Water Supervisor*, it is necessary to do so to ensure representative samples are being collected.

(8) If the *Owner* monitors any of the effluent parameters required by subsection (3), at the designated locations and in accordance with subsection (4), more frequently than it is required by that condition, the analytical results of all such samples, both required and additional, shall be included in the calculating and reporting of the values required by this *Approval*, and increased frequency, or all dates of sampling, shall also be specified in the reports.

(9) The *Owner* shall install and maintain (a) continuous flow measuring device(s), to measure the flowrate of the effluent from the *Works* with an accuracy to within plus or minus 15 per cent (+/- 15%) of the actual flowrate for the entire design range of the flow measuring device, and record the flowrate at a *daily* frequency.

(10) The *Owner* shall retain for a minimum of five (5) years from the date of their creation, all records and information related to or resulting from the monitoring activities required by this *Approval*.

## 10. REPORTING

(1) One week prior to the start up of the operation of the *Proposed Works*, the *Owner* shall notify the *Water Supervisor* (in writing) of the pending start up date.

(2) Ten (10) days prior to the date of a planned *Bypass* being conducted pursuant to Condition 5 and as

soon as possible for an unplanned *Bypass*, the *Owner* shall notify the *Water Supervisor* (in writing) of the pending start date, in addition to an assessment of the potential adverse effects on the environment and the duration of the *Bypass*.

(3) The *Owner* shall report to the *Water Supervisor* or designate, any exceedence of any parameter specified in Condition 7 orally, as soon as reasonably possible, and in writing within seven (7) days of the exceedence.

(4) In addition to the obligations under Part X of the Environmental Protection Act, the *Owner* shall, within ten (10) working days of the occurrence of any reportable spill as defined in Ontario Regulation 675/98, bypass or loss of any product, by-product, intermediate product, oil, solvent, waste material or any other polluting substance into the environment, submit a full written report of the occurrence to the *Water Supervisor* describing the cause and discovery of the spill or loss, clean-up and recovery measures taken, preventative measures to be taken and schedule of implementation.

(5) The *Owner* shall, upon request, make all manuals, plans, records, data, procedures and supporting documentation available to *Ministry* staff.

(6) The *Owner* shall prepare and submit to the *Water Supervisor*, a performance report, on an annual basis, within ninety (90) days following the end of the period being reported upon. The first such report shall cover the first annual period following the commencement of operation of the *Works* and subsequent reports shall be submitted to cover successive annual periods following thereafter. The reports shall contain, but shall not be limited to, the following information:

(a) a summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 7, including an overview of the success and adequacy of the *Works*;

(b) a description of any operating problems encountered and corrective actions taken;

(c) a summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming part of the *Works*;

(d) a summary of any effluent quality assurance or control measures undertaken in the reporting period;

(e) a summary of the calibration and maintenance carried out on all effluent monitoring equipment;

(f) a description of efforts made and results achieved in meeting the Effluent Objectives of Condition 6;

(g) a tabulation of the volume of sludge generated in the reporting period, an outline of

anticipated volumes to be generated in the next reporting period and a summary of the locations to where the sludge was disposed;

(h) a summary of any complaints received during the reporting period and any steps taken to address the complaints;

(i) a summary of all *Bypass*, spill or abnormal discharge events; and

(j) any other information the *Water Supervisor* requires from time to time.

## 11. LIMITED OPERATIONAL FLEXIBILITY

(1) The *Owner* may make *Modifications* to the *Works* in accordance with the terms and conditions of this *Approval* and subject to the Ministry's "Limited Operational Flexibility Criteria for Modifications to Sewage Works", included under Schedule A of this *Approval*, as amended.

(2) Sewage works under *Limited Operational Flexibility* shall adhere to the design guidelines contained within the Ministry's publication "Design Guidelines for Sewage Works 2008", as amended.

(3) The *Owner* shall ensure at all times, the *Works* and related equipment and appurtenances which are installed or used to achieve compliance are operated in accordance with all terms and conditions of this *Approval*.

(4) For greater certainty, the following are not permitted as part of *Limited Operational Flexibility*:

(a) *Modifications* to the *Works* that result in an increase of the *Rated Capacity* of the *Works*;

(b) *Modifications* to the *Works* that adversely affect the approved effluent quality criteria or the location of the discharge/outfall;

(c) *Modifications* to the *Works* approved under s.9 of the EPA, and

(d) *Modifications* to the *Works* pursuant to an order issued by the *Ministry*.

(5) Implementation of *Limited Operational Flexibility* is not intended to be used for piecemeal measures that result in major alterations or expansions.

(6) If the implementation of *Limited Operational Flexibility* requires changes to be made to the Emergency Response, Spill Reporting and Contingency Plan, the *Owner* shall provide a revised copy of this plan for approval to the local fire services authority prior to implementing *Limited Operational Flexibility*.

(7) For greater certainty, any alteration made under the *Limited Operational Flexibility* may only be



carried out after other legal obligations have been complied with including those arising from the *Environmental Protection Act* , *Niagara Escarpment Planning and Development Act* , *Oak Ridges Moraine Conservation Act* , *Lake Simcoe Protection Act* and *Greenbelt Act*.

(8) Prior to implementing *Limited Operational Flexibility*, the *Owner* shall complete a *Notice of Modifications* describing any proposed *Modifications* to the *Works* and submit it to the *Water Supervisor*.

## Schedule A

### Limited Operational Flexibility Criteria for Modifications to Sewage Works

The *Modifications* to sewage works approved under an Environmental Compliance Approval (ECA) that are permitted under the *Limited Operational Flexibility* (LOF), are outlined below and are subject to the LOF conditions in the ECA. For clarity proposes, *Modifications* of equipment **does not** include process equipment where treatment unit operations occur, including but not limited to: screens, grit separators, blowers, oxygen diffusers, sludge thickeners and dewatering equipment, UV systems, chlorine contact tanks, bio-disks, digester gas handling systems, and process reactors.

*Modifications* of sewage works that are exempt from section 53 of the OWRA by O. Reg. 525/98 continue to be exempt and are not required to follow the notification process under this *Limited Operational Flexibility*. If there is a conflict between the list of sewage works listed below and the conditions in the ECA, the conditions in the ECA shall take precedence.

The following sewage works are permitted under *Limited Operational Flexibility*, and as per the conditions in the *Approval*:

#### 1.0 Sewage Pumping Stations

- 1.1 Alter pumping capacity by adding or replacing equipment where new equipment is located within an existing sewage treatment plant site or an existing sewage pumping station site, where the facility rated capacity is not exceeded and while maintaining the existing flow process and/or treatment train, if applicable.
- 1.2 Replacing existing minor equipment with *Equivalent equipment* of different make and model, provided that there are no treatment process changes as a result of the replacement.

#### 2.0 Inlet Works

- 2.1 Replacing existing minor equipment with *Equivalent equipment* of different make and model.

#### 3.0 Sewage Treatment Process

- 3.1 Install or replace instrumentation or chemical dosage equipment for operational or maintenance purposes including replacing chemicals for pH adjustment or coagulants (non-toxic polymers) provided that there are no *Modifications* of treatment processes or other *Modifications* that may alter the intent of operations and may have negative impacts on *Works'* effluent quantity and quality.
- 3.2 Expansion of buffer zone between a sanitary sewage lagoon facility or land treatment area and adjacent uses where the buffer zone is entirely on the proponent's land.
- 3.3 Optimize existing sanitary sewage lagoons with the purpose to increase efficiency of treatment

operations provided that existing sewage treatment plant rated capacity is not exceeded and where no land acquisition is required.

- 3.4 Replacing existing minor equipment with *Equivalent equipment* of different make and model, provided that there are no treatment process changes as a result of the replacement.

#### **4.0 Sewage Treatment Process Outfall**

- 4.1 Replacement of discharge pipe with similar pipe size provided that the outfall location is not changed.

#### **5.0 Sanitary Sewers**

- 5.1 Pipe relining and replacement with similar pipe size to the approved site location's existing sanitary sewers and forcemains sewage collection system. The sewer main *Modifications* shall not include **combined sewers**.
- 5.2 Sanitary gravity sewers and forcemains within the approved site location, except those with a nominal diameter greater than 1,200 mm.

#### **6.0 Stormwater Management System**

- 6.1 *Modifications* of stormwater management works to service the existing approved drainage area located within the site, provided that there is no increase in the average impervious area established in the original design and the discharges from the site will not exceed the attenuated flows established in the original design.
- 6.2 Installation of new oil grit separators.

#### **7.0 Pilot Systems**

- 7.1 Installation of pilot systems for new or existing technologies provided that:
- (a) any effluent from the pilot system is discharged to the inlet of the main sewage treatment plant or hauled off-site for proper disposal,
  - (b) any effluent from the pilot system discharged to the inlet of the main sewage treatment plant does not significantly alter the composition/concentration of the influent sewage to be treated in the downstream process; and that it does not add any inhibiting substances to the downstream process, and
  - (c) the pilot system's duration be of up to a maximum of **two years**; and a report with results is submitted to the *Director* and *Water Supervisor* **three months** after completion of the pilot project





## Notice of Modification to Sewage Works

Ministry of  
the Environment

RETAIN COPY OF COMPLETED FORM AS PART OF THE ECA AND SEND A COPY TO THE WATER SUPERVISOR (FOR MUNICIPAL SYSTEMS) OR DISTRICT MANAGER (FOR INDUSTRIAL SYSTEMS)

**Part 1 – Environmental Compliance Approval (ECA) with Limited Operational Flexibility**  
(Insert the ECA's owner, number and issuance date and notice number, which should start with "01" and consecutive numbers thereafter)

ECA Owner	ECA number	Issuance Date (mm/dd/yy)	Notice number
-----------	------------	-----------------------------	---------------

**Part 2 – Description of the modifications as part of the Limited Operational Flexibility**  
(Attach a detailed description of the sewage works)

Description shall include:

1. A detail description of the modifications and/or operations to the sewage works (e.g. sewage work component, location, size, equipment type/model, material, process name, etc.)
2. Confirmation that the anticipated environmental effects are negligible.
3. List of updated versions of, or amendments to, all relevant technical documents that are affected by the modifications as applicable, i.e. submission of documentation is not required, but the listing of updated documents is (design brief, drawings, emergency plan, etc.)

### Part 3 – Declaration by Professional Engineer

I hereby declare that I have verified the scope and technical aspects of this modification and confirm that the design:

1. Has been prepared or reviewed by a Professional Engineer who is licensed to practice in the Province of Ontario;
  2. Has been designed in accordance with the Limited Operational Flexibility as described in the ECA;
  3. Has been designed consistent with Ministry's Design Guidelines, adhering to engineering standards, industry's best management practices, and demonstrating ongoing compliance with s.53 of the Ontario Water Resources Act; and other appropriate regulations.
- I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate

Name (Print)	PEO License Number
Signature	Date (mm/dd/yy)
Name of Employer	

### Part 4 – Declaration by Owner

I hereby declare that:

1. I am authorized by the Owner to complete this Declaration;
  2. The Owner consents to the modification; and
  3. This modifications to the sewage works are proposed in accordance with the Limited Operational Flexibility as described in the ECA.
  4. The Owner has fulfilled all applicable requirements of the *Environmental Assessment Act*.
- I hereby declare that to the best of my knowledge, information and belief the information contained in this form is complete and accurate

Name of Owner Representative (Print)	Owner representative's title (Print)
Owner Representative's Signature	Date (mm/dd/yy)

## Schedule B

### Environmental Compliance Approval (ECA) supporting documents:

1. Environmental Study Report (dated September 1999), design report (dated January 2000), final plans and specifications prepared by Triton Engineering Services Limited;
2. Environmental Compliance Approval Application for Sewage Works dated September 10, 2013 signed by Dave Milliner, and cover letter submitted by Christine M. Furlong, P.Eng. of Triton Engineering Services Limited, Consulting Engineers, dated September 19, 2013;
3. Design Brief entitled "Community of Dundalk Sewage Treatment Works Energy Efficiency Upgrades", dated September, 2013 and prepared, Triton Engineering Services Limited; and
4. A set of Engineering Drawings entitled "Upgrades to Dundalk Sewage Lagoons Township of Southgate", Project No. 4607-00, dated September 2013.

### *The reasons for the imposition of these terms and conditions are as follows:*

1. Condition 1 is imposed to ensure that the *Works* are built and operated in the manner in which they were described for review and upon which approval was granted. This condition is also included to emphasize the precedence of Conditions in the *Approval* and the practice that the Approval is based on the most current document, if several conflicting documents are submitted for review. The condition also advises the Owners their responsibility to notify any person they authorized to carry out work pursuant to this *Approval* the existence of this *Approval*.
2. Condition 2 is included to ensure that the *Works* are constructed in a timely manner so that standards applicable at the time of Approval of the *Works* are still applicable at the time of construction, to ensure the ongoing protection of the environment.
3. Condition 3 is included to ensure that the *Ministry* records are kept accurate and current with respect to the approved works and to ensure that subsequent owners of the *Works* are made aware of the *Approval* and continue to operate the *Works* in compliance with it.
4. Condition 4 is included to ensure that the *Works* are constructed in accordance with the approval and that record drawings of the *Works* "as constructed" are maintained for future references.
5. Condition 5 is included to indicate that by-passes of untreated sewage to the receiving watercourse is prohibited, save in certain limited circumstances where the failure to *Bypass* could result in greater injury to the public interest than the *Bypass* itself where a *Bypass* will not violate the approved effluent requirements, or where the *Bypass* can be limited or otherwise mitigated by handling it in accordance with an approved contingency plan. The notification and documentation requirements allow the *Ministry* to take action in an informed manner and will ensure the *Owner* is aware of the extent and frequency of *Bypass* events.

6. Condition 6 is imposed to establish non-enforceable effluent quality objectives which the *Owner* is obligated to use best efforts to strive towards on an ongoing basis. These objectives are to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairment occurs and before the compliance limits of Condition 7 are exceeded.
7. Condition 7 is imposed to ensure that the effluent discharged from the *Works* to the receiver meets the *Ministry*'s effluent quality requirements thus minimizing environmental impact on the receiver and to protect water quality, fish and other aquatic life in the receiving water body.
8. Condition 8 is included to require that the *Works* be properly operated, maintained, funded, staffed and equipped such that the environment is protected and deterioration, loss, injury or damage to any person or property is prevented. As well, the inclusion of a comprehensive operations manual governing all significant areas of operation, maintenance and repair is prepared, implemented and kept up-to-date by the owner and made available to the *Ministry*. Such a manual is an integral part of the operation of the *Works*. Its compilation and use should assist the *Owner* in staff training, in proper plant operation and in identifying and planning for contingencies during possible abnormal conditions. The manual will also act as a benchmark for *Ministry* staff when reviewing the *Owner*'s operation of the work.
9. Condition 9 is included to enable the *Owner* to evaluate and demonstrate the performance of the *Works*, on a continual basis, so that the *Works* are properly operated and maintained at a level which is consistent with the design objectives and effluent limits specified in the *Approval* and that the *Works* does not cause any impairment to the receiving watercourse.
10. Condition 10 is included to provide a performance record for future references, to ensure that the *Ministry* is made aware of problems as they arise, and to provide a compliance record for all the terms and conditions outlined in this *Approval*, so that the *Ministry* can work with the *Owner* in resolving any problems in a timely manner.
11. Condition 11 is included to ensure that the *Works* are operated in accordance with the application and supporting documentation submitted by the *Owner*, and not in a manner which the *Director* has not been asked to consider. These conditions are also included to ensure that a Professional Engineer has reviewed the proposed *Modifications* and attests that the *Modifications* are in line with that of *Limited Operational Flexibility*, and provide assurance that the proposed *Modifications* comply with the Ministry's requirements stipulated in the terms and conditions of this *Approval*, MOE policies, guidelines, and industry engineering standards and best management practices.

**Upon issuance of the environmental compliance approval, I hereby revoke Approval No(s).  
7585-4GYHR7 issued on March 16, 2000**

*In accordance with Section 139 of the Environmental Protection Act, you may by written Notice served upon me and the Environmental Review Tribunal within 15 days after receipt of this Notice, require a hearing by the Tribunal. Section 142 of the Environmental Protection Act provides that the Notice requiring the hearing shall state:*

1. The portions of the environmental compliance approval or each term or condition in the environmental compliance approval in

- respect of which the hearing is required, and;
2. The grounds on which you intend to rely at the hearing in relation to each portion appealed

*Pursuant to subsection 139(3) of the Environmental Protection Act, a hearing may not be required with respect to any terms and conditions in this environmental compliance approval, if the terms and conditions are substantially the same as those contained in an approval that is amended or revoked by this environmental compliance approval.*

*The Notice should also include:*

3. The name of the appellant;
4. The address of the appellant;
5. The environmental compliance approval number;
6. The date of the environmental compliance approval;
7. The name of the Director, and;
8. The municipality or municipalities within which the project is to be engaged in

*And the Notice should be signed and dated by the appellant.*

*This Notice must be served upon:*

The Secretary\*  
Environmental Review Tribunal  
655 Bay Street, Suite 1500  
Toronto, Ontario  
M5G 1E5

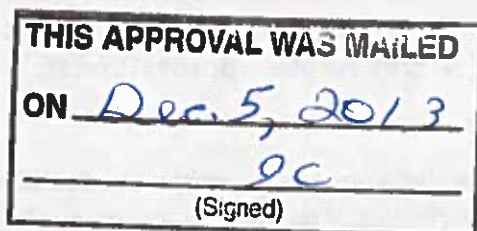
AND

The Director appointed for the purposes of  
Part II.1 of the Environmental Protection Act  
Ministry of the Environment  
2 St. Clair Avenue West, Floor 12A  
Toronto, Ontario  
M4V 1L5

\* Further information on the Environmental Review Tribunal's requirements for an appeal can be obtained directly from the Tribunal at: Tel: (416) 212-6349, Fax: (416) 314-4506 or [www.ert.gov.on.ca](http://www.ert.gov.on.ca)

*The above noted activity is approved under s.20.3 of Part II.1 of the Environmental Protection Act.*

DATED AT TORONTO this 2nd day of December, 2013



Edgardo Tovilla  
Director  
appointed for the purposes of Part II.1 of the  
*Environmental Protection Act*

YK/

c: DWMD Supervisor, MOE Owen Sound  
Christine Furlong, P. Eng., Triton Engineering Services Limited ✓

## **APPENDIX B - UN-IONIZED AMMONIA FRACTION CALCULATION CHARTS**

# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	7.0	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	8.0
0.0	0.000823	0.001036	0.001304	0.001642	0.002066	0.002599	0.003270	0.004113	0.005173	0.006503	0.008173
0.1	0.000830	0.001045	0.001315	0.001655	0.002083	0.002621	0.003298	0.004148	0.005216	0.006558	0.008242
0.2	0.000837	0.001054	0.001326	0.001669	0.002101	0.002643	0.003325	0.004183	0.005260	0.006613	0.008311
0.3	0.000844	0.001063	0.001338	0.001683	0.002118	0.002665	0.003353	0.004218	0.005304	0.006669	0.008381
0.4	0.000852	0.001072	0.001349	0.001698	0.002136	0.002688	0.003382	0.004253	0.005349	0.006724	0.008451
0.5	0.000859	0.001081	0.001360	0.001712	0.002154	0.002711	0.003410	0.004289	0.005394	0.006781	0.008521
0.6	0.000866	0.001090	0.001372	0.001726	0.002172	0.002733	0.003439	0.004325	0.005439	0.006837	0.008593
0.7	0.000873	0.001099	0.001383	0.001741	0.002191	0.002756	0.003467	0.004361	0.005484	0.006895	0.008664
0.8	0.000881	0.001108	0.001395	0.001755	0.002209	0.002779	0.003496	0.004398	0.005530	0.006952	0.008737
0.9	0.000888	0.001118	0.001407	0.001770	0.002228	0.002803	0.003526	0.004435	0.005576	0.007010	0.008809
1.0	0.000895	0.001127	0.001418	0.001785	0.002246	0.002826	0.003555	0.004472	0.005623	0.007069	0.008883
1.1	0.000903	0.001136	0.001430	0.001800	0.002265	0.002850	0.003585	0.004509	0.005670	0.007128	0.008957
1.2	0.000911	0.001146	0.001442	0.001815	0.002284	0.002874	0.003615	0.004547	0.005717	0.007187	0.009031
1.3	0.000918	0.001156	0.001454	0.001830	0.002303	0.002898	0.003645	0.004585	0.005765	0.007247	0.009106
1.4	0.000926	0.001165	0.001467	0.001846	0.002322	0.002922	0.003676	0.004623	0.005813	0.007307	0.009182
1.5	0.000934	0.001175	0.001479	0.001861	0.002342	0.002946	0.003706	0.004661	0.005861	0.007368	0.009258
1.6	0.000941	0.001185	0.001491	0.001877	0.002361	0.002971	0.003737	0.004700	0.005910	0.007429	0.009335
1.7	0.000949	0.001195	0.001504	0.001892	0.002381	0.002996	0.003768	0.004739	0.005959	0.007491	0.009412
1.8	0.000957	0.001205	0.001516	0.001908	0.002401	0.003021	0.003800	0.004779	0.006009	0.007553	0.009490
1.9	0.000965	0.001215	0.001529	0.001924	0.002421	0.003046	0.003831	0.004818	0.006058	0.007615	0.009568
2.0	0.000973	0.001225	0.001541	0.001940	0.002441	0.003071	0.003863	0.004858	0.006109	0.007678	0.009647
2.1	0.000981	0.001235	0.001554	0.001956	0.002461	0.003096	0.003895	0.004899	0.006159	0.007742	0.009727
2.2	0.000989	0.001245	0.001567	0.001972	0.002482	0.003122	0.003927	0.004939	0.006210	0.007806	0.009807
2.3	0.000998	0.001256	0.001580	0.001989	0.002502	0.003148	0.003960	0.004980	0.006262	0.007870	0.009888
2.4	0.001006	0.001266	0.001593	0.002005	0.002523	0.003174	0.003993	0.005021	0.006313	0.007935	0.009969
2.5	0.001014	0.001277	0.001607	0.002022	0.002544	0.003200	0.004026	0.005063	0.006366	0.008001	0.010051
2.6	0.001023	0.001287	0.001620	0.002039	0.002565	0.003227	0.004059	0.005105	0.006418	0.008066	0.010134
2.7	0.001031	0.001298	0.001633	0.002055	0.002586	0.003254	0.004093	0.005147	0.006471	0.008133	0.010217
2.8	0.001040	0.001309	0.001647	0.002072	0.002608	0.003281	0.004126	0.005189	0.006524	0.008200	0.010301
2.9	0.001048	0.001319	0.001660	0.002090	0.002629	0.003308	0.004160	0.005232	0.006578	0.008267	0.010385
3.0	0.001057	0.001330	0.001674	0.002107	0.002651	0.003335	0.004195	0.005275	0.006632	0.008335	0.010470
3.1	0.001066	0.001341	0.001688	0.002124	0.002673	0.003362	0.004229	0.005319	0.006687	0.008403	0.010556
3.2	0.001075	0.001352	0.001702	0.002142	0.002695	0.003390	0.004264	0.005362	0.006741	0.008472	0.010642
3.3	0.001083	0.001364	0.001716	0.002159	0.002717	0.003418	0.004299	0.005406	0.006797	0.008542	0.010729
3.4	0.001092	0.001375	0.001730	0.002177	0.002739	0.003446	0.004335	0.005451	0.006852	0.008611	0.010817
3.5	0.001101	0.001386	0.001744	0.002195	0.002762	0.003474	0.004370	0.005496	0.006909	0.008682	0.010905
3.6	0.001110	0.001398	0.001759	0.002213	0.002785	0.003503	0.004406	0.005541	0.006965	0.008753	0.010994
3.7	0.001120	0.001409	0.001773	0.002231	0.002807	0.003532	0.004442	0.005586	0.007022	0.008824	0.011084
3.8	0.001129	0.001421	0.001788	0.002250	0.002830	0.003561	0.004479	0.005632	0.007080	0.008896	0.011174
3.9	0.001138	0.001432	0.001802	0.002268	0.002854	0.003590	0.004515	0.005678	0.007137	0.008969	0.011265
4.0	0.001147	0.001444	0.001817	0.002287	0.002877	0.003619	0.004552	0.005724	0.007196	0.009042	0.011356
4.1	0.001157	0.001456	0.001832	0.002305	0.002901	0.003649	0.004589	0.005771	0.007254	0.009115	0.011449
4.2	0.001166	0.001468	0.001847	0.002324	0.002924	0.003679	0.004627	0.005818	0.007313	0.009190	0.011542
4.3	0.001176	0.001480	0.001862	0.002343	0.002948	0.003709	0.004665	0.005865	0.007373	0.009264	0.011635
4.4	0.001185	0.001492	0.001878	0.002362	0.002972	0.003739	0.004703	0.005913	0.007433	0.009339	0.011729
4.5	0.001195	0.001504	0.001893	0.002382	0.002997	0.003770	0.004741	0.005961	0.007493	0.009415	0.011824
4.6	0.001205	0.001516	0.001908	0.002401	0.003021	0.003800	0.004780	0.006010	0.007554	0.009492	0.011920
4.7	0.001215	0.001529	0.001924	0.002421	0.003046	0.003831	0.004819	0.006059	0.007615	0.009568	0.012016
4.8	0.001225	0.001541	0.001940	0.002441	0.003071	0.003863	0.004858	0.006108	0.007677	0.009646	0.012113
4.9	0.001235	0.001554	0.001955	0.002460	0.003096	0.003894	0.004897	0.006157	0.007739	0.009724	0.012211
5.0	0.001245	0.001567	0.001971	0.002480	0.003121	0.003926	0.004937	0.006207	0.007802	0.009802	0.012309

# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8	8.9	9.0	9.1
0.0	0.010268	0.012892	0.016177	0.020280	0.025398	0.031765	0.039664	0.049426	0.061437	0.076134	0.093994
0.1	0.010354	0.013000	0.016311	0.020448	0.025607	0.032025	0.039986	0.049823	0.061925	0.076729	0.094714
0.2	0.010441	0.013108	0.016447	0.020617	0.025818	0.032287	0.040310	0.050223	0.062416	0.077327	0.095438
0.3	0.010528	0.013218	0.016583	0.020788	0.026030	0.032551	0.040637	0.050626	0.062909	0.077929	0.096166
0.4	0.010616	0.013328	0.016721	0.020960	0.026244	0.032816	0.040965	0.051031	0.063407	0.078535	0.096899
0.5	0.010704	0.013439	0.016860	0.021133	0.026460	0.033084	0.041297	0.051439	0.063907	0.079145	0.097636
0.6	0.010793	0.013550	0.016999	0.021307	0.026677	0.033354	0.041630	0.051850	0.064411	0.079758	0.098378
0.7	0.010883	0.013663	0.017140	0.021482	0.026895	0.033625	0.041966	0.052264	0.064918	0.080376	0.099124
0.8	0.010974	0.013776	0.017282	0.021659	0.027115	0.033898	0.042304	0.052681	0.065428	0.080997	0.099875
0.9	0.011065	0.013890	0.017424	0.021837	0.027337	0.034173	0.042644	0.053100	0.065942	0.081623	0.100630
1.0	0.011157	0.014005	0.017568	0.022017	0.027560	0.034451	0.042987	0.053522	0.066459	0.082252	0.101390
1.1	0.011250	0.014121	0.017713	0.022198	0.027785	0.034730	0.043333	0.053947	0.066980	0.082885	0.102154
1.2	0.011343	0.014238	0.017859	0.022380	0.028012	0.035011	0.043680	0.054375	0.067504	0.083522	0.102923
1.3	0.011437	0.014356	0.018006	0.022563	0.028240	0.035294	0.044030	0.054806	0.068031	0.084164	0.103696
1.4	0.011532	0.014474	0.018154	0.022748	0.028470	0.035579	0.044383	0.055240	0.068562	0.084809	0.104474
1.5	0.011627	0.014594	0.018303	0.022934	0.028701	0.035866	0.044738	0.055676	0.069096	0.085458	0.105256
1.6	0.011723	0.014714	0.018453	0.023121	0.028934	0.036155	0.045095	0.056116	0.069634	0.086111	0.106043
1.7	0.011820	0.014835	0.018605	0.023310	0.029169	0.036447	0.045455	0.056558	0.070175	0.086769	0.106835
1.8	0.011918	0.014957	0.018757	0.023500	0.029406	0.036740	0.045817	0.057004	0.070720	0.087430	0.107631
1.9	0.012016	0.015080	0.018911	0.023691	0.029644	0.037035	0.046182	0.057452	0.071268	0.088095	0.108432
2.0	0.012115	0.015204	0.019066	0.023884	0.029884	0.037332	0.046549	0.057904	0.071820	0.088765	0.109238
2.1	0.012215	0.015329	0.019221	0.024079	0.030125	0.037632	0.046919	0.058358	0.072375	0.089438	0.110048
2.2	0.012315	0.015454	0.019378	0.024274	0.030368	0.037933	0.047291	0.058815	0.072934	0.090116	0.110863
2.3	0.012416	0.015581	0.019537	0.024471	0.030613	0.038237	0.047666	0.059276	0.073496	0.090798	0.111682
2.4	0.012518	0.015709	0.019696	0.024670	0.030860	0.038543	0.048043	0.059739	0.074062	0.091484	0.112506
2.5	0.012621	0.015837	0.019856	0.024870	0.031109	0.038851	0.048423	0.060206	0.074631	0.092174	0.113335
2.6	0.012724	0.015966	0.020018	0.025071	0.031359	0.039160	0.048805	0.060675	0.075204	0.092868	0.114169
2.7	0.012829	0.016097	0.020180	0.025274	0.031611	0.039473	0.049190	0.061148	0.075781	0.093567	0.115007
2.8	0.012934	0.016228	0.020344	0.025478	0.031865	0.039787	0.049578	0.061624	0.076361	0.094269	0.115850
2.9	0.013039	0.016360	0.020510	0.025684	0.032120	0.040103	0.049968	0.062103	0.076945	0.094976	0.116698
3.0	0.013146	0.016494	0.020676	0.025891	0.032377	0.040422	0.050361	0.062585	0.077533	0.095687	0.117551
3.1	0.013253	0.016628	0.020843	0.026099	0.032637	0.040743	0.050757	0.063070	0.078124	0.096403	0.118408
3.2	0.013361	0.016763	0.021012	0.026309	0.032897	0.041066	0.051155	0.063558	0.078719	0.097122	0.119270
3.3	0.013470	0.016899	0.021182	0.026521	0.033160	0.041391	0.051556	0.064050	0.079318	0.097846	0.120137
3.4	0.013580	0.017036	0.021353	0.026734	0.033425	0.041718	0.051959	0.064544	0.079921	0.098574	0.121009
3.5	0.013690	0.017174	0.021525	0.026949	0.033691	0.042048	0.052365	0.065042	0.080527	0.099307	0.121886
3.6	0.013802	0.017313	0.021699	0.027165	0.033960	0.042380	0.052774	0.065543	0.081137	0.100043	0.122767
3.7	0.013914	0.017454	0.021874	0.027382	0.034230	0.042714	0.053186	0.066047	0.081750	0.100784	0.123653
3.8	0.014027	0.017595	0.022050	0.027602	0.034502	0.043051	0.053600	0.066555	0.082368	0.101530	0.124544
3.9	0.014140	0.017737	0.022227	0.027822	0.034776	0.043389	0.054017	0.067065	0.082989	0.102279	0.125440
4.0	0.014255	0.017880	0.022406	0.028045	0.035051	0.043730	0.054437	0.067579	0.083614	0.103034	0.126341
4.1	0.014370	0.018024	0.022586	0.028268	0.035329	0.044074	0.054859	0.068097	0.084243	0.103792	0.127247
4.2	0.014487	0.018169	0.022767	0.028494	0.035609	0.044419	0.055285	0.068617	0.084876	0.104555	0.128157
4.3	0.014604	0.018316	0.022949	0.028721	0.035890	0.044767	0.055713	0.069141	0.085513	0.105322	0.129073
4.4	0.014722	0.018463	0.023133	0.028949	0.036174	0.045118	0.056144	0.069668	0.086153	0.106094	0.129993
4.5	0.014840	0.018611	0.023318	0.029180	0.036459	0.045470	0.056578	0.070199	0.086797	0.106870	0.130918
4.6	0.014960	0.018761	0.023504	0.029411	0.036747	0.045825	0.057014	0.070733	0.087446	0.107650	0.131848
4.7	0.015081	0.018911	0.023692	0.029645	0.037036	0.046183	0.057454	0.071270	0.088098	0.108435	0.132783
4.8	0.015202	0.019063	0.023881	0.029880	0.037328	0.046543	0.057896	0.071810	0.088754	0.109224	0.133723
4.9	0.015324	0.019216	0.024071	0.030116	0.037621	0.046905	0.058341	0.072354	0.089414	0.110018	0.134668
5.0	0.015447	0.019369	0.024263	0.030355	0.037916	0.047270	0.058789	0.072902	0.090078	0.110816	0.135618



# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	7.0	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	8.0
5.1	0.001255	0.001579	0.001987	0.002501	0.003146	0.003957	0.004977	0.006258	0.007865	0.009882	0.012408
5.2	0.001265	0.001592	0.002004	0.002521	0.003172	0.003990	0.005017	0.006308	0.007929	0.009961	0.012508
5.3	0.001275	0.001605	0.002020	0.002541	0.003197	0.004022	0.005058	0.006359	0.007993	0.010042	0.012609
5.4	0.001286	0.001618	0.002036	0.002562	0.003223	0.004055	0.005099	0.006411	0.008057	0.010122	0.012710
5.5	0.001296	0.001631	0.002053	0.002583	0.003249	0.004087	0.005140	0.006463	0.008122	0.010204	0.012812
5.6	0.001307	0.001644	0.002069	0.002604	0.003276	0.004120	0.005182	0.006515	0.008188	0.010286	0.012915
5.7	0.001317	0.001658	0.002086	0.002625	0.003302	0.004154	0.005224	0.006567	0.008254	0.010369	0.013018
5.8	0.001328	0.001671	0.002103	0.002646	0.003329	0.004187	0.005266	0.006620	0.008320	0.010452	0.013123
5.9	0.001339	0.001685	0.002120	0.002667	0.003356	0.004221	0.005308	0.006674	0.008387	0.010536	0.013228
6.0	0.001350	0.001698	0.002137	0.002689	0.003383	0.004255	0.005351	0.006727	0.008454	0.010620	0.013333
6.1	0.001360	0.001712	0.002154	0.002711	0.003410	0.004289	0.005394	0.006781	0.008522	0.010705	0.013440
6.2	0.001371	0.001726	0.002172	0.002733	0.003438	0.004324	0.005438	0.006836	0.008591	0.010791	0.013547
6.3	0.001383	0.001740	0.002189	0.002755	0.003465	0.004359	0.005481	0.006891	0.008659	0.010877	0.013655
6.4	0.001394	0.001754	0.002207	0.002777	0.003493	0.004394	0.005525	0.006946	0.008729	0.010964	0.013764
6.5	0.001405	0.001768	0.002225	0.002799	0.003521	0.004429	0.005570	0.007002	0.008799	0.011052	0.013873
6.6	0.001416	0.001782	0.002243	0.002822	0.003550	0.004465	0.005614	0.007058	0.008869	0.011140	0.013984
6.7	0.001428	0.001797	0.002261	0.002844	0.003578	0.004501	0.005659	0.007114	0.008940	0.011229	0.014095
6.8	0.001439	0.001811	0.002279	0.002867	0.003607	0.004537	0.005705	0.007171	0.009011	0.011318	0.014207
6.9	0.001451	0.001826	0.002297	0.002890	0.003636	0.004573	0.005750	0.007228	0.009083	0.011408	0.014320
7.0	0.001462	0.001840	0.002316	0.002913	0.003665	0.004610	0.005796	0.007286	0.009155	0.011499	0.014433
7.1	0.001474	0.001855	0.002334	0.002937	0.003694	0.004647	0.005843	0.007344	0.009228	0.011590	0.014547
7.2	0.001486	0.001870	0.002353	0.002960	0.003724	0.004684	0.005889	0.007403	0.009302	0.011682	0.014663
7.3	0.001498	0.001885	0.002372	0.002984	0.003754	0.004721	0.005936	0.007462	0.009376	0.011775	0.014779
7.4	0.001510	0.001900	0.002391	0.003008	0.003784	0.004759	0.005984	0.007521	0.009450	0.011868	0.014895
7.5	0.001522	0.001915	0.002410	0.003032	0.003814	0.004797	0.006031	0.007581	0.009525	0.011962	0.015013
7.6	0.001534	0.001930	0.002429	0.003056	0.003844	0.004835	0.006079	0.007641	0.009601	0.012057	0.015131
7.7	0.001546	0.001946	0.002448	0.003080	0.003875	0.004873	0.006128	0.007702	0.009677	0.012152	0.015251
7.8	0.001559	0.001961	0.002468	0.003105	0.003906	0.004912	0.006176	0.007763	0.009754	0.012248	0.015371
7.9	0.001571	0.001977	0.002488	0.003130	0.003937	0.004951	0.006225	0.007825	0.009831	0.012345	0.015492
8.0	0.001584	0.001993	0.002507	0.003155	0.003968	0.004991	0.006275	0.007887	0.009908	0.012442	0.015613
8.1	0.001596	0.002009	0.002527	0.003180	0.004000	0.005030	0.006325	0.007949	0.009987	0.012540	0.015736
8.2	0.001609	0.002025	0.002548	0.003205	0.004032	0.005070	0.006375	0.008012	0.010066	0.012639	0.015860
8.3	0.001622	0.002041	0.002568	0.003231	0.004064	0.005110	0.006425	0.008075	0.010145	0.012738	0.015984
8.4	0.001635	0.002057	0.002588	0.003256	0.004096	0.005151	0.006476	0.008139	0.010225	0.012838	0.016109
8.5	0.001648	0.002073	0.002609	0.003282	0.004128	0.005192	0.006527	0.008203	0.010305	0.012939	0.016235
8.6	0.001661	0.002090	0.002629	0.003308	0.004161	0.005233	0.006579	0.008268	0.010387	0.013041	0.016362
8.7	0.001674	0.002106	0.002650	0.003334	0.004194	0.005274	0.006631	0.008333	0.010468	0.013143	0.016490
8.8	0.001687	0.002123	0.002671	0.003361	0.004227	0.005316	0.006683	0.008399	0.010550	0.013246	0.016619
8.9	0.001700	0.002140	0.002692	0.003387	0.004260	0.005358	0.006736	0.008465	0.010633	0.013350	0.016749
9.0	0.001714	0.002157	0.002714	0.003414	0.004294	0.005400	0.006789	0.008531	0.010717	0.013454	0.016879
9.1	0.001728	0.002174	0.002735	0.003441	0.004328	0.005443	0.006842	0.008598	0.010801	0.013559	0.017011
9.2	0.001741	0.002191	0.002757	0.003468	0.004362	0.005485	0.006896	0.008666	0.010885	0.013665	0.017143
9.3	0.001755	0.002208	0.002778	0.003495	0.004396	0.005529	0.006950	0.008734	0.010971	0.013772	0.017276
9.4	0.001769	0.002226	0.002800	0.003523	0.004431	0.005572	0.007005	0.008802	0.011056	0.013879	0.017410
9.5	0.001783	0.002243	0.002822	0.003551	0.004466	0.005616	0.007060	0.008871	0.011143	0.013987	0.017546
9.6	0.001797	0.002261	0.002845	0.003579	0.004501	0.005660	0.007115	0.008941	0.011230	0.014096	0.017682
9.7	0.001811	0.002279	0.002867	0.003607	0.004536	0.005704	0.007171	0.009011	0.011317	0.014206	0.017819
9.8	0.001825	0.002297	0.002890	0.003635	0.004572	0.005749	0.007227	0.009081	0.011405	0.014316	0.017957
9.9	0.001840	0.002315	0.002912	0.003664	0.004608	0.005794	0.007283	0.009152	0.011494	0.014428	0.018096
10.0	0.001854	0.002333	0.002935	0.003692	0.004644	0.005839	0.007340	0.009223	0.011584	0.014540	0.018235

# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8	8.9	9.0	9.1
5.1	0.015571	0.019524	0.024456	0.030595	0.038214	0.047637	0.059240	0.073453	0.090745	0.111619	0.136573
5.2	0.015696	0.019680	0.024650	0.030836	0.038513	0.048006	0.059694	0.074007	0.091417	0.112426	0.137533
5.3	0.015822	0.019837	0.024846	0.031079	0.038814	0.048378	0.060151	0.074564	0.092093	0.113238	0.138498
5.4	0.015949	0.019996	0.025043	0.031324	0.039118	0.048753	0.060611	0.075126	0.092773	0.114054	0.139467
5.5	0.016076	0.020155	0.025242	0.031571	0.039423	0.049130	0.061074	0.075690	0.093457	0.114875	0.140442
5.6	0.016205	0.020315	0.025442	0.031819	0.039731	0.049509	0.061539	0.076258	0.094145	0.115701	0.141422
5.7	0.016334	0.020477	0.025643	0.032070	0.040041	0.049891	0.062008	0.076830	0.094836	0.116531	0.142406
5.8	0.016464	0.020640	0.025846	0.032321	0.040352	0.050275	0.062480	0.077405	0.095532	0.117365	0.143396
5.9	0.016596	0.020803	0.026050	0.032575	0.040666	0.050662	0.062954	0.077984	0.096232	0.118204	0.144391
6.0	0.016728	0.020968	0.026255	0.032830	0.040982	0.051052	0.063432	0.078566	0.096936	0.119048	0.145391
6.1	0.016861	0.021135	0.026462	0.033087	0.041300	0.051444	0.063913	0.079151	0.097645	0.119896	0.146395
6.2	0.016995	0.021302	0.026670	0.033346	0.041620	0.051838	0.064396	0.079741	0.098357	0.120749	0.147405
6.3	0.017130	0.021470	0.026880	0.033606	0.041943	0.052236	0.064883	0.080334	0.099073	0.121606	0.148420
6.4	0.017266	0.021640	0.027091	0.033869	0.042267	0.052635	0.065373	0.080930	0.099794	0.122468	0.149440
6.5	0.017403	0.021811	0.027304	0.034133	0.042594	0.053038	0.065866	0.081530	0.100518	0.123335	0.150464
6.6	0.017541	0.021983	0.027518	0.034399	0.042923	0.053443	0.066362	0.082134	0.101247	0.124206	0.151494
6.7	0.017680	0.022156	0.027734	0.034666	0.043254	0.053850	0.066861	0.082741	0.101980	0.125082	0.152529
6.8	0.017820	0.022331	0.027951	0.034936	0.043587	0.054261	0.067364	0.083352	0.102717	0.125963	0.153569
6.9	0.017961	0.022507	0.028170	0.035207	0.043923	0.054673	0.067869	0.083966	0.103458	0.126848	0.154614
7.0	0.018103	0.022683	0.028390	0.035480	0.044260	0.055089	0.068378	0.084585	0.104204	0.127738	0.155664
7.1	0.018245	0.022862	0.028612	0.035755	0.044600	0.055507	0.068889	0.085207	0.104953	0.128633	0.156719
7.2	0.018389	0.023041	0.028835	0.036032	0.044942	0.055928	0.069404	0.085832	0.105707	0.129532	0.157780
7.3	0.018534	0.023222	0.029060	0.036311	0.045287	0.056352	0.069922	0.086462	0.106465	0.130436	0.158845
7.4	0.018680	0.023404	0.029286	0.036591	0.045633	0.056778	0.070444	0.087095	0.107228	0.131345	0.159915
7.5	0.018827	0.023587	0.029514	0.036874	0.045982	0.057207	0.070968	0.087732	0.107994	0.132258	0.160990
7.6	0.018975	0.023771	0.029743	0.037158	0.046333	0.057639	0.071496	0.088372	0.108765	0.133177	0.162071
7.7	0.019124	0.023957	0.029974	0.037444	0.046687	0.058073	0.072027	0.089016	0.109540	0.134100	0.163156
7.8	0.019274	0.024144	0.030206	0.037732	0.047043	0.058511	0.072561	0.089665	0.110320	0.135027	0.164247
7.9	0.019425	0.024332	0.030440	0.038023	0.047401	0.058951	0.073099	0.090316	0.111103	0.135960	0.165342
8.0	0.019577	0.024522	0.030676	0.038315	0.047761	0.059393	0.073639	0.090972	0.111891	0.136897	0.166443
8.1	0.019730	0.024712	0.030913	0.038609	0.048124	0.059839	0.074184	0.091632	0.112684	0.137839	0.167549
8.2	0.019884	0.024905	0.031152	0.038904	0.048489	0.060288	0.074731	0.092295	0.113480	0.138785	0.168660
8.3	0.020040	0.025098	0.031393	0.039202	0.048857	0.060739	0.075282	0.092962	0.114281	0.139737	0.169776
8.4	0.020196	0.025293	0.031635	0.039502	0.049227	0.061193	0.075836	0.093633	0.115087	0.140693	0.170897
8.5	0.020353	0.025489	0.031878	0.039804	0.049599	0.061650	0.076393	0.094308	0.115896	0.141654	0.172023
8.6	0.020512	0.025687	0.032124	0.040108	0.049974	0.062110	0.076954	0.094986	0.116710	0.142620	0.173154
8.7	0.020672	0.025885	0.032371	0.040414	0.050351	0.062572	0.077518	0.095669	0.117529	0.143591	0.174290
8.8	0.020832	0.026086	0.032619	0.040722	0.050730	0.063038	0.078085	0.096356	0.118352	0.144566	0.175431
8.9	0.020994	0.026287	0.032870	0.041031	0.051112	0.063506	0.078656	0.097046	0.119179	0.145546	0.176577
9.0	0.021157	0.026490	0.033122	0.041343	0.051497	0.063978	0.079231	0.097740	0.120011	0.146531	0.177729
9.1	0.021321	0.026694	0.033375	0.041657	0.051884	0.064452	0.079808	0.098439	0.120847	0.147521	0.178885
9.2	0.021486	0.026900	0.033631	0.041973	0.052273	0.064929	0.080389	0.099141	0.121687	0.148516	0.180046
9.3	0.021653	0.027107	0.033888	0.042291	0.052665	0.065409	0.080974	0.099847	0.122532	0.149515	0.181213
9.4	0.021820	0.027316	0.034147	0.042611	0.053059	0.065892	0.081562	0.100557	0.123381	0.150519	0.182384
9.5	0.021989	0.027525	0.034407	0.042934	0.053456	0.066378	0.082154	0.101271	0.124235	0.151528	0.183561
9.6	0.022159	0.027737	0.034670	0.043258	0.053855	0.066868	0.082749	0.101989	0.125093	0.152542	0.184742
9.7	0.022329	0.027949	0.034934	0.043584	0.054257	0.067360	0.083347	0.102711	0.125956	0.153561	0.185929
9.8	0.022502	0.028164	0.035199	0.043913	0.054662	0.067855	0.083949	0.103437	0.126823	0.154585	0.187121
9.9	0.022675	0.028379	0.035467	0.044244	0.055069	0.068353	0.084555	0.104167	0.127695	0.155613	0.188317
10.0	0.022849	0.028596	0.035736	0.044577	0.055478	0.068854	0.085164	0.104901	0.128571	0.156646	0.189519

# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	7.0	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	8.0
10.1	0.001869	0.002351	0.002958	0.003721	0.004680	0.005885	0.007398	0.009295	0.011674	0.014652	0.018376
10.2	0.001883	0.002370	0.002981	0.003750	0.004717	0.005931	0.007455	0.009368	0.011765	0.014766	0.018518
10.3	0.001898	0.002388	0.003005	0.003780	0.004754	0.005977	0.007513	0.009440	0.011856	0.014880	0.018661
10.4	0.001913	0.002407	0.003028	0.003809	0.004791	0.006024	0.007572	0.009514	0.011948	0.014995	0.018805
10.5	0.001928	0.002426	0.003052	0.003839	0.004828	0.006071	0.007631	0.009588	0.012040	0.015111	0.018949
10.6	0.001943	0.002445	0.003076	0.003869	0.004866	0.006118	0.007690	0.009662	0.012134	0.015228	0.019095
10.7	0.001958	0.002464	0.003100	0.003899	0.004904	0.006166	0.007750	0.009737	0.012228	0.015345	0.019242
10.8	0.001973	0.002483	0.003124	0.003930	0.004942	0.006214	0.007810	0.009813	0.012322	0.015463	0.019390
10.9	0.001989	0.002502	0.003148	0.003960	0.004981	0.006262	0.007871	0.009889	0.012417	0.015582	0.019538
11.0	0.002004	0.002522	0.003173	0.003991	0.005019	0.006311	0.007932	0.009965	0.012513	0.015702	0.019688
11.1	0.002020	0.002542	0.003198	0.004022	0.005058	0.006360	0.007993	0.010042	0.012610	0.015823	0.019839
11.2	0.002036	0.002561	0.003223	0.004054	0.005098	0.006409	0.008055	0.010120	0.012707	0.015945	0.019991
11.3	0.002052	0.002581	0.003248	0.004085	0.005137	0.006459	0.008118	0.010198	0.012805	0.016067	0.020143
11.4	0.002067	0.002601	0.003273	0.004117	0.005177	0.006509	0.008180	0.010277	0.012903	0.016190	0.020297
11.5	0.002084	0.002622	0.003298	0.004149	0.005217	0.006559	0.008244	0.010356	0.013003	0.016314	0.020452
11.6	0.002100	0.002642	0.003324	0.004181	0.005258	0.006610	0.008307	0.010436	0.013102	0.016439	0.020608
11.7	0.002116	0.002662	0.003350	0.004213	0.005298	0.006661	0.008371	0.010516	0.013203	0.016565	0.020765
11.8	0.002132	0.002683	0.003376	0.004246	0.005339	0.006712	0.008436	0.010597	0.013304	0.016692	0.020923
11.9	0.002149	0.002704	0.003402	0.004279	0.005381	0.006764	0.008501	0.010678	0.013406	0.016819	0.021082
12.0	0.002166	0.002725	0.003428	0.004312	0.005422	0.006816	0.008566	0.010760	0.013509	0.016947	0.021242
12.1	0.002182	0.002746	0.003454	0.004345	0.005464	0.006869	0.008632	0.010843	0.013612	0.017077	0.021404
12.2	0.002199	0.002767	0.003481	0.004379	0.005506	0.006922	0.008698	0.010926	0.013716	0.017207	0.021566
12.3	0.002216	0.002789	0.003508	0.004412	0.005548	0.006975	0.008765	0.011010	0.013821	0.017338	0.021729
12.4	0.002233	0.002810	0.003535	0.004446	0.005591	0.007029	0.008833	0.011094	0.013927	0.017470	0.021894
12.5	0.002251	0.002832	0.003562	0.004481	0.005634	0.007083	0.008900	0.011179	0.014033	0.017602	0.022060
12.6	0.002268	0.002854	0.003590	0.004515	0.005677	0.007137	0.008968	0.011264	0.014140	0.017736	0.022226
12.7	0.002285	0.002876	0.003617	0.004550	0.005721	0.007192	0.009037	0.011350	0.014247	0.017871	0.022394
12.8	0.002303	0.002898	0.003645	0.004585	0.005765	0.007247	0.009106	0.011437	0.014356	0.018006	0.022563
12.9	0.002321	0.002920	0.003673	0.004620	0.005809	0.007302	0.009176	0.011524	0.014465	0.018142	0.022733
13.0	0.002339	0.002942	0.003701	0.004655	0.005854	0.007358	0.009246	0.011612	0.014575	0.018280	0.022904
13.1	0.002357	0.002965	0.003730	0.004691	0.005899	0.007415	0.009316	0.011700	0.014686	0.018418	0.023077
13.2	0.002375	0.002988	0.003758	0.004727	0.005944	0.007471	0.009387	0.011789	0.014797	0.018557	0.023250
13.3	0.002393	0.003011	0.003787	0.004763	0.005989	0.007528	0.009459	0.011879	0.014909	0.018697	0.023425
13.4	0.002411	0.003034	0.003816	0.004800	0.006035	0.007586	0.009531	0.011969	0.015022	0.018838	0.023601
13.5	0.002430	0.003057	0.003845	0.004836	0.006081	0.007643	0.009604	0.012060	0.015136	0.018980	0.023778
13.6	0.002448	0.003080	0.003875	0.004873	0.006127	0.007702	0.009677	0.012152	0.015250	0.019123	0.023956
13.7	0.002467	0.003104	0.003904	0.004910	0.006174	0.007760	0.009750	0.012244	0.015365	0.019267	0.024135
13.8	0.002486	0.003128	0.003934	0.004948	0.006221	0.007819	0.009824	0.012336	0.015481	0.019412	0.024316
13.9	0.002505	0.003152	0.003964	0.004986	0.006268	0.007879	0.009899	0.012430	0.015598	0.019558	0.024497
14.0	0.002524	0.003176	0.003995	0.005024	0.006316	0.007939	0.009974	0.012524	0.015715	0.019704	0.024680
14.1	0.002543	0.003200	0.004025	0.005062	0.006364	0.007999	0.010049	0.012618	0.015834	0.019852	0.024864
14.2	0.002563	0.003224	0.004056	0.005100	0.006412	0.008059	0.010125	0.012713	0.015953	0.020001	0.025050
14.3	0.002582	0.003249	0.004086	0.005139	0.006461	0.008121	0.010202	0.012809	0.016073	0.020150	0.025236
14.4	0.002602	0.003273	0.004118	0.005178	0.006510	0.008182	0.010279	0.012906	0.016193	0.020301	0.025424
14.5	0.002622	0.003298	0.004149	0.005217	0.006559	0.008244	0.010356	0.013003	0.016315	0.020453	0.025613
14.6	0.002642	0.003323	0.004180	0.005257	0.006609	0.008306	0.010434	0.013101	0.016437	0.020605	0.025803
14.7	0.002662	0.003349	0.004212	0.005297	0.006659	0.008369	0.010513	0.013199	0.016560	0.020759	0.025995
14.8	0.002682	0.003374	0.004244	0.005337	0.006710	0.008432	0.010592	0.013298	0.016684	0.020914	0.026187
14.9	0.002702	0.003400	0.004276	0.005377	0.006760	0.008496	0.010672	0.013398	0.016809	0.021070	0.026381
15.0	0.002723	0.003425	0.004308	0.005418	0.006811	0.008560	0.010752	0.013499	0.016935	0.021226	0.026576

# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8	8.9	9.0	9.1
10.1	0.023025	0.028815	0.036007	0.044911	0.055890	0.069358	0.085776	0.105640	0.129451	0.157684	0.190726
10.2	0.023202	0.029035	0.036280	0.045249	0.056305	0.069865	0.086392	0.106382	0.130337	0.158727	0.191938
10.3	0.023380	0.029256	0.036555	0.045588	0.056722	0.070375	0.087012	0.107128	0.131226	0.159775	0.193154
10.4	0.023559	0.029479	0.036831	0.045929	0.057142	0.070889	0.087635	0.107878	0.132120	0.160828	0.194376
10.5	0.023739	0.029704	0.037109	0.046273	0.057565	0.071405	0.088262	0.108633	0.133019	0.161885	0.195603
10.6	0.023921	0.029929	0.037389	0.046619	0.057990	0.071925	0.088893	0.109391	0.133922	0.162948	0.196834
10.7	0.024104	0.030157	0.037671	0.046967	0.058418	0.072447	0.089527	0.110154	0.134830	0.164015	0.198071
10.8	0.024288	0.030386	0.037955	0.047317	0.058848	0.072973	0.090164	0.110921	0.135742	0.165087	0.199313
10.9	0.024473	0.030616	0.038240	0.047670	0.059281	0.073502	0.090806	0.111691	0.136659	0.166164	0.200559
11.0	0.024660	0.030848	0.038528	0.048025	0.059717	0.074034	0.091451	0.112466	0.137580	0.167246	0.201811
11.1	0.024848	0.031082	0.038817	0.048382	0.060155	0.074570	0.092099	0.113246	0.138506	0.168332	0.203067
11.2	0.025037	0.031317	0.039108	0.048741	0.060596	0.075108	0.092752	0.114029	0.139437	0.169424	0.204328
11.3	0.025227	0.031553	0.039401	0.049102	0.061040	0.075650	0.093408	0.114816	0.140372	0.170520	0.205595
11.4	0.025419	0.031792	0.039696	0.049466	0.061487	0.076194	0.094067	0.115608	0.141312	0.171621	0.206866
11.5	0.025612	0.032031	0.039993	0.049832	0.061936	0.076742	0.094731	0.116404	0.142256	0.172727	0.208142
11.6	0.025806	0.032273	0.040292	0.050201	0.062388	0.077294	0.095398	0.117204	0.143205	0.173838	0.209423
11.7	0.026002	0.032515	0.040593	0.050572	0.062843	0.077848	0.096069	0.118008	0.144158	0.174954	0.210709
11.8	0.026199	0.032760	0.040895	0.050945	0.063301	0.078406	0.096743	0.118816	0.145116	0.176075	0.212000
11.9	0.026397	0.033006	0.041200	0.051320	0.063761	0.078967	0.097421	0.119629	0.146079	0.177200	0.213295
12.0	0.026596	0.033254	0.041507	0.051698	0.064224	0.079531	0.098104	0.120445	0.147046	0.178330	0.214596
12.1	0.026797	0.033503	0.041815	0.052078	0.064690	0.080099	0.098789	0.121267	0.148018	0.179465	0.215901
12.2	0.026999	0.033754	0.042126	0.052461	0.065159	0.080669	0.099479	0.122092	0.148994	0.180605	0.217211
12.3	0.027203	0.034007	0.042438	0.052846	0.065631	0.081244	0.100172	0.122921	0.149975	0.181750	0.218526
12.4	0.027407	0.034261	0.042753	0.053233	0.066105	0.081821	0.100870	0.123755	0.150961	0.182900	0.219846
12.5	0.027614	0.034517	0.043069	0.053623	0.066583	0.082402	0.101571	0.124593	0.151951	0.184054	0.221170
12.6	0.027821	0.034774	0.043387	0.054015	0.067063	0.082986	0.102275	0.125435	0.152946	0.185213	0.222500
12.7	0.028030	0.035033	0.043708	0.054409	0.067546	0.083573	0.102984	0.126282	0.153946	0.186377	0.223834
12.8	0.028240	0.035294	0.044031	0.054806	0.068032	0.084164	0.103697	0.127133	0.154950	0.187546	0.225172
12.9	0.028452	0.035557	0.044355	0.055206	0.068521	0.084758	0.104413	0.127988	0.155959	0.188720	0.226516
13.0	0.028665	0.035821	0.044682	0.055608	0.069012	0.085356	0.105133	0.128848	0.156973	0.189899	0.227864
13.1	0.028879	0.036087	0.045010	0.056012	0.069507	0.085957	0.105857	0.129711	0.157991	0.191082	0.229217
13.2	0.029095	0.036355	0.045341	0.056419	0.070004	0.086561	0.106585	0.130579	0.159014	0.192270	0.230575
13.3	0.029312	0.036624	0.045674	0.056828	0.070505	0.087169	0.107317	0.131452	0.160041	0.193463	0.231937
13.4	0.029531	0.036895	0.046009	0.057240	0.071008	0.087780	0.108053	0.132329	0.161073	0.194660	0.233304
13.5	0.029751	0.037168	0.046346	0.057654	0.071515	0.088395	0.108793	0.133210	0.162110	0.195863	0.234675
13.6	0.029973	0.037443	0.046685	0.058071	0.072024	0.089013	0.109537	0.134095	0.163151	0.197070	0.236052
13.7	0.030196	0.037719	0.047026	0.058491	0.072537	0.089635	0.110284	0.134985	0.164197	0.198282	0.237432
13.8	0.030420	0.037997	0.047370	0.058913	0.073052	0.090260	0.111036	0.135879	0.165248	0.199499	0.238818
13.9	0.030646	0.038277	0.047715	0.059337	0.073571	0.090888	0.111791	0.136777	0.166303	0.200720	0.240208
14.0	0.030873	0.038559	0.048063	0.059764	0.074092	0.091521	0.112550	0.137680	0.167363	0.201946	0.241602
14.1	0.031102	0.038843	0.048413	0.060194	0.074616	0.092156	0.113314	0.138588	0.168428	0.203177	0.243001
14.2	0.031332	0.039128	0.048765	0.060626	0.075144	0.092795	0.114081	0.139499	0.169497	0.204413	0.244405
14.3	0.031564	0.039415	0.049119	0.061061	0.075675	0.093438	0.114853	0.140415	0.170571	0.205653	0.245813
14.4	0.031798	0.039704	0.049476	0.061498	0.076208	0.094084	0.115628	0.141335	0.171649	0.206898	0.247225
14.5	0.032032	0.039995	0.049834	0.061938	0.076745	0.094734	0.116407	0.142260	0.172732	0.208148	0.248642
14.6	0.032269	0.040287	0.050195	0.062381	0.077285	0.095387	0.117191	0.143189	0.173820	0.209402	0.250063
14.7	0.032506	0.040582	0.050558	0.062826	0.077828	0.096044	0.117978	0.144123	0.174913	0.210661	0.251489
14.8	0.032746	0.040878	0.050923	0.063274	0.078374	0.096704	0.118769	0.145061	0.176010	0.211925	0.252919
14.9	0.032987	0.041176	0.051291	0.063725	0.078923	0.097368	0.119565	0.146003	0.177111	0.213193	0.254354
15.0	0.033229	0.041476	0.051660	0.064178	0.079475	0.098036	0.120364	0.146950	0.178218	0.214466	0.255793

# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	7.0	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	8.0
15.1	0.002743	0.003451	0.004341	0.005459	0.006863	0.008624	0.010833	0.013600	0.017061	0.021384	0.026773
15.2	0.002764	0.003477	0.004374	0.005500	0.006914	0.008689	0.010914	0.013702	0.017188	0.021543	0.026971
15.3	0.002785	0.003504	0.004407	0.005542	0.006966	0.008754	0.010996	0.013804	0.017317	0.021703	0.027170
15.4	0.002806	0.003530	0.004440	0.005583	0.007019	0.008820	0.011079	0.013907	0.017445	0.021864	0.027370
15.5	0.002827	0.003557	0.004474	0.005625	0.007072	0.008886	0.011162	0.014011	0.017575	0.022026	0.027572
15.6	0.002849	0.003584	0.004507	0.005668	0.007125	0.008953	0.011245	0.014116	0.017706	0.022189	0.027774
15.7	0.002870	0.003611	0.004541	0.005710	0.007178	0.009020	0.011329	0.014221	0.017838	0.022353	0.027979
15.8	0.002892	0.003638	0.004575	0.005753	0.007232	0.009088	0.011414	0.014327	0.017970	0.022518	0.028184
15.9	0.002914	0.003665	0.004610	0.005797	0.007286	0.009156	0.011499	0.014434	0.018103	0.022684	0.028391
16.0	0.002935	0.003693	0.004644	0.005840	0.007341	0.009224	0.011585	0.014541	0.018237	0.022852	0.028599
16.1	0.002958	0.003721	0.004679	0.005884	0.007396	0.009293	0.011671	0.014649	0.018372	0.023020	0.028809
16.2	0.002980	0.003748	0.004714	0.005928	0.007451	0.009363	0.011758	0.014758	0.018508	0.023190	0.029020
16.3	0.003002	0.003777	0.004750	0.005972	0.007507	0.009432	0.011846	0.014867	0.018645	0.023360	0.029232
16.4	0.003025	0.003805	0.004785	0.006017	0.007563	0.009503	0.011934	0.014978	0.018783	0.023532	0.029445
16.5	0.003047	0.003833	0.004821	0.006062	0.007620	0.009574	0.012023	0.015089	0.018922	0.023705	0.029660
16.6	0.003070	0.003862	0.004857	0.006107	0.007676	0.009645	0.012112	0.015200	0.019061	0.023879	0.029877
16.7	0.003093	0.003891	0.004894	0.006153	0.007734	0.009717	0.012202	0.015313	0.019202	0.024054	0.030094
16.8	0.003116	0.003920	0.004930	0.006199	0.007791	0.009789	0.012292	0.015426	0.019343	0.024230	0.030313
16.9	0.003140	0.003949	0.004967	0.006245	0.007849	0.009862	0.012383	0.015540	0.019485	0.024407	0.030534
17.0	0.003163	0.003979	0.005004	0.006291	0.007908	0.009935	0.012475	0.015655	0.019628	0.024586	0.030756
17.1	0.003187	0.004009	0.005041	0.006338	0.007966	0.010008	0.012567	0.015770	0.019773	0.024765	0.030979
17.2	0.003211	0.004038	0.005079	0.006385	0.008026	0.010083	0.012660	0.015886	0.019918	0.024946	0.031204
17.3	0.003234	0.004069	0.005117	0.006433	0.008085	0.010157	0.012754	0.016003	0.020064	0.025128	0.031430
17.4	0.003259	0.004099	0.005155	0.006481	0.008145	0.010232	0.012848	0.016121	0.020211	0.025311	0.031657
17.5	0.003283	0.004129	0.005193	0.006529	0.008205	0.010308	0.012943	0.016239	0.020358	0.025495	0.031886
17.6	0.003307	0.004160	0.005232	0.006577	0.008266	0.010384	0.013038	0.016359	0.020507	0.025681	0.032117
17.7	0.003332	0.004191	0.005270	0.006626	0.008327	0.010461	0.013134	0.016479	0.020657	0.025867	0.032349
17.8	0.003357	0.004222	0.005309	0.006675	0.008389	0.010538	0.013231	0.016599	0.020808	0.026055	0.032582
17.9	0.003382	0.004253	0.005349	0.006724	0.008451	0.010616	0.013328	0.016721	0.020960	0.026244	0.032817
18.0	0.003407	0.004285	0.005388	0.006774	0.008513	0.010694	0.013426	0.016843	0.021112	0.026435	0.033053
18.1	0.003432	0.004317	0.005428	0.006824	0.008576	0.010773	0.013524	0.016967	0.021266	0.026626	0.033291
18.2	0.003457	0.004349	0.005468	0.006875	0.008639	0.010852	0.013623	0.017091	0.021421	0.026819	0.033530
18.3	0.003483	0.004381	0.005509	0.006925	0.008703	0.010932	0.013723	0.017215	0.021577	0.027013	0.033771
18.4	0.003509	0.004413	0.005549	0.006976	0.008767	0.011012	0.013824	0.017341	0.021733	0.027208	0.034013
18.5	0.003535	0.004446	0.005590	0.007028	0.008831	0.011093	0.013925	0.017467	0.021891	0.027404	0.034256
18.6	0.003561	0.004479	0.005632	0.007080	0.008896	0.011174	0.014027	0.017595	0.022050	0.027602	0.034502
18.7	0.003587	0.004512	0.005673	0.007132	0.008962	0.011256	0.014129	0.017723	0.022210	0.027800	0.034748
18.8	0.003613	0.004545	0.005715	0.007184	0.009027	0.011338	0.014232	0.017852	0.022370	0.028000	0.034997
18.9	0.003640	0.004578	0.005757	0.007237	0.009094	0.011421	0.014336	0.017981	0.022532	0.028202	0.035246
19.0	0.003667	0.004612	0.005799	0.007290	0.009160	0.011505	0.014440	0.018112	0.022695	0.028404	0.035498
19.1	0.003694	0.004646	0.005842	0.007343	0.009227	0.011589	0.014546	0.018243	0.022859	0.028608	0.035751
19.2	0.003721	0.004680	0.005885	0.007397	0.009295	0.011673	0.014651	0.018375	0.023024	0.028813	0.036005
19.3	0.003748	0.004714	0.005928	0.007451	0.009363	0.011758	0.014758	0.018508	0.023190	0.029020	0.036261
19.4	0.003776	0.004749	0.005971	0.007506	0.009431	0.011844	0.014865	0.018642	0.023357	0.029228	0.036519
19.5	0.003804	0.004784	0.006015	0.007561	0.009500	0.011930	0.014973	0.018777	0.023525	0.029437	0.036778
19.6	0.003832	0.004819	0.006059	0.007616	0.009569	0.012017	0.015082	0.018913	0.023694	0.029647	0.037039
19.7	0.003860	0.004854	0.006103	0.007672	0.009639	0.012104	0.015191	0.019049	0.023864	0.029858	0.037301
19.8	0.003888	0.004890	0.006148	0.007728	0.009709	0.012192	0.015301	0.019187	0.024035	0.030071	0.037565
19.9	0.003916	0.004925	0.006193	0.007784	0.009780	0.012281	0.015412	0.019325	0.024208	0.030286	0.037831
20.0	0.003945	0.004961	0.006238	0.007841	0.009851	0.012370	0.015523	0.019464	0.024381	0.030501	0.038098

# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8	8.9	9.0	9.1
15.1	0.033473	0.041778	0.052032	0.064634	0.080030	0.098707	0.121168	0.147901	0.179329	0.215744	0.257236
15.2	0.033719	0.042082	0.052407	0.065093	0.080589	0.099382	0.121975	0.148856	0.180444	0.217026	0.258683
15.3	0.033966	0.042387	0.052783	0.065554	0.081151	0.100060	0.122787	0.149816	0.181565	0.218313	0.260135
15.4	0.034214	0.042695	0.053162	0.066018	0.081715	0.100742	0.123603	0.150781	0.182690	0.219605	0.261591
15.5	0.034465	0.043004	0.053543	0.066485	0.082283	0.101428	0.124422	0.151750	0.183819	0.220901	0.263052
15.6	0.034716	0.043316	0.053927	0.066955	0.082855	0.102117	0.125246	0.152723	0.184953	0.222201	0.264516
15.7	0.034970	0.043629	0.054312	0.067427	0.083429	0.102810	0.126074	0.153701	0.186092	0.223506	0.265985
15.8	0.035225	0.043945	0.054701	0.067902	0.084007	0.103507	0.126906	0.154683	0.187235	0.224816	0.267458
15.9	0.035481	0.044262	0.055091	0.068380	0.084588	0.104207	0.127743	0.155669	0.188383	0.226130	0.268935
16.0	0.035740	0.044581	0.055484	0.068861	0.085172	0.104911	0.128583	0.156660	0.189536	0.227449	0.270416
16.1	0.036000	0.044902	0.055879	0.069344	0.085759	0.105619	0.129427	0.157656	0.190693	0.228772	0.271901
16.2	0.036261	0.045225	0.056276	0.069830	0.086350	0.106331	0.130276	0.158656	0.191854	0.230100	0.273390
16.3	0.036524	0.045551	0.056676	0.070319	0.086944	0.107046	0.131128	0.159660	0.193021	0.231432	0.274884
16.4	0.036789	0.045878	0.057079	0.070811	0.087541	0.107765	0.131985	0.160669	0.194192	0.232769	0.276381
16.5	0.037056	0.046207	0.057483	0.071306	0.088142	0.108488	0.132846	0.161682	0.195367	0.234110	0.277882
16.6	0.037324	0.046538	0.057890	0.071804	0.088745	0.109214	0.133711	0.162700	0.196547	0.235455	0.279388
16.7	0.037594	0.046871	0.058300	0.072304	0.089352	0.109944	0.134581	0.163722	0.197731	0.236805	0.280897
16.8	0.037865	0.047207	0.058712	0.072807	0.089963	0.110678	0.135454	0.164748	0.198921	0.238160	0.282410
16.9	0.038138	0.047544	0.059126	0.073313	0.090577	0.111416	0.136332	0.165780	0.200114	0.239518	0.283927
17.0	0.038413	0.047883	0.059543	0.073822	0.091194	0.112158	0.137214	0.166815	0.201312	0.240881	0.285448
17.1	0.038690	0.048225	0.059963	0.074334	0.091814	0.112903	0.138099	0.167855	0.202515	0.242249	0.286973
17.2	0.038968	0.048568	0.060384	0.074849	0.092438	0.113652	0.138990	0.168899	0.203722	0.243620	0.288501
17.3	0.039248	0.048914	0.060809	0.075367	0.093065	0.114405	0.139884	0.169948	0.204934	0.244996	0.290034
17.4	0.039530	0.049261	0.061235	0.075888	0.093696	0.115162	0.140782	0.171001	0.206150	0.246377	0.291570
17.5	0.039814	0.049611	0.061665	0.076411	0.094330	0.115923	0.141685	0.172059	0.207371	0.247761	0.293110
17.6	0.040099	0.049963	0.062096	0.076938	0.094967	0.116687	0.142592	0.173121	0.208596	0.249150	0.294653
17.7	0.040386	0.050317	0.062531	0.077467	0.095608	0.117455	0.143503	0.174188	0.209826	0.250543	0.296200
17.8	0.040675	0.050673	0.062968	0.078000	0.096252	0.118227	0.144419	0.175259	0.211060	0.251941	0.297751
17.9	0.040966	0.051031	0.063407	0.078535	0.096900	0.119003	0.145338	0.176334	0.212299	0.253342	0.299305
18.0	0.041258	0.051392	0.063849	0.079074	0.097551	0.119783	0.146262	0.177414	0.213542	0.254748	0.300863
18.1	0.041552	0.051754	0.064293	0.079615	0.098205	0.120567	0.147190	0.178498	0.214789	0.256157	0.302425
18.2	0.041848	0.052119	0.064740	0.080160	0.098863	0.121355	0.148122	0.179587	0.216041	0.257571	0.303990
18.3	0.042146	0.052486	0.065190	0.080707	0.099524	0.122146	0.149059	0.180680	0.217297	0.258989	0.305558
18.4	0.042446	0.052855	0.065642	0.081258	0.100189	0.122942	0.149999	0.181778	0.218558	0.260412	0.307130
18.5	0.042747	0.053226	0.066097	0.081811	0.100858	0.123741	0.150944	0.182880	0.219823	0.261838	0.308705
18.6	0.043050	0.053600	0.066554	0.082368	0.101530	0.124544	0.151893	0.183986	0.221093	0.263268	0.310284
18.7	0.043356	0.053976	0.067015	0.082927	0.102205	0.125351	0.152847	0.185097	0.222366	0.264702	0.311866
18.8	0.043663	0.054353	0.067477	0.083490	0.102884	0.126162	0.153804	0.186213	0.223645	0.266140	0.313451
18.9	0.043971	0.054734	0.067943	0.084056	0.103566	0.126977	0.154766	0.187332	0.224927	0.267583	0.315040
19.0	0.044282	0.055116	0.068411	0.084625	0.104252	0.127796	0.155732	0.188456	0.226214	0.269029	0.316631
19.1	0.044595	0.055501	0.068881	0.085197	0.104942	0.128619	0.156703	0.189585	0.227505	0.270479	0.318226
19.2	0.044909	0.055887	0.069355	0.085772	0.105635	0.129445	0.157677	0.190718	0.228801	0.271933	0.319825
19.3	0.045226	0.056277	0.069831	0.086350	0.106331	0.130276	0.158656	0.191855	0.230101	0.273391	0.321426
19.4	0.045544	0.056668	0.070309	0.086932	0.107031	0.131111	0.159639	0.192997	0.231405	0.274853	0.323030
19.5	0.045864	0.057062	0.070791	0.087516	0.107735	0.131949	0.160627	0.194143	0.232713	0.276319	0.324638
19.6	0.046186	0.057458	0.071275	0.088104	0.108442	0.132792	0.161618	0.195293	0.234025	0.277788	0.326249
19.7	0.046510	0.057856	0.071762	0.088695	0.109153	0.133639	0.162614	0.196448	0.235342	0.279261	0.327862
19.8	0.046836	0.058257	0.072251	0.089289	0.109868	0.134489	0.163614	0.197607	0.236663	0.280738	0.329479
19.9	0.047164	0.058660	0.072744	0.089886	0.110586	0.135344	0.164619	0.198770	0.237989	0.282219	0.331098
20.0	0.047494	0.059065	0.073239	0.090486	0.111307	0.136202	0.165627	0.199938	0.239318	0.283704	0.332721

# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	7.0	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9	8.0
20.1	0.003974	0.004998	0.006284	0.007898	0.009922	0.012460	0.015635	0.019604	0.024556	0.030718	0.038367
20.2	0.004003	0.005034	0.006329	0.007955	0.009994	0.012550	0.015748	0.019745	0.024731	0.030937	0.038637
20.3	0.004032	0.005071	0.006375	0.008013	0.010067	0.012641	0.015862	0.019887	0.024908	0.031156	0.038910
20.4	0.004062	0.005108	0.006422	0.008071	0.010140	0.012732	0.015976	0.020030	0.025086	0.031377	0.039183
20.5	0.004091	0.005145	0.006469	0.008130	0.010213	0.012824	0.016091	0.020173	0.025265	0.031600	0.039459
20.6	0.004121	0.005182	0.006516	0.008189	0.010287	0.012917	0.016207	0.020318	0.025445	0.031823	0.039736
20.7	0.004151	0.005220	0.006563	0.008248	0.010362	0.013010	0.016323	0.020463	0.025626	0.032048	0.040015
20.8	0.004181	0.005258	0.006610	0.008308	0.010437	0.013103	0.016440	0.020610	0.025808	0.032275	0.040295
20.9	0.004212	0.005296	0.006658	0.008368	0.010512	0.013198	0.016558	0.020757	0.025992	0.032503	0.040577
21.0	0.004242	0.005335	0.006707	0.008429	0.010588	0.013293	0.016677	0.020905	0.026176	0.032732	0.040861
21.1	0.004273	0.005373	0.006755	0.008489	0.010664	0.013388	0.016797	0.021054	0.026362	0.032963	0.041147
21.2	0.004304	0.005412	0.006804	0.008551	0.010741	0.013485	0.016917	0.021204	0.026549	0.033195	0.041434
21.3	0.004335	0.005451	0.006853	0.008612	0.010818	0.013581	0.017038	0.021355	0.026737	0.033429	0.041723
21.4	0.004366	0.005491	0.006903	0.008675	0.010896	0.013679	0.017160	0.021507	0.026926	0.033663	0.042014
21.5	0.004398	0.005531	0.006953	0.008737	0.010974	0.013777	0.017282	0.021660	0.027117	0.033900	0.042306
21.6	0.004430	0.005570	0.007003	0.008800	0.011053	0.013876	0.017406	0.021814	0.027308	0.034138	0.042600
21.7	0.004462	0.005611	0.007053	0.008863	0.011133	0.013975	0.017530	0.021969	0.027501	0.034377	0.042896
21.8	0.004494	0.005651	0.007104	0.008927	0.011212	0.014075	0.017655	0.022125	0.027695	0.034618	0.043194
21.9	0.004527	0.005692	0.007155	0.008991	0.011293	0.014175	0.017781	0.022282	0.027890	0.034860	0.043493
22.0	0.004559	0.005733	0.007207	0.009056	0.011374	0.014277	0.017907	0.022440	0.028087	0.035104	0.043795
22.1	0.004592	0.005774	0.007258	0.009121	0.011455	0.014378	0.018034	0.022598	0.028284	0.035349	0.044098
22.2	0.004625	0.005816	0.007310	0.009186	0.011537	0.014481	0.018162	0.022758	0.028483	0.035595	0.044403
22.3	0.004658	0.005857	0.007363	0.009252	0.011619	0.014584	0.018291	0.022919	0.028683	0.035843	0.044709
22.4	0.004692	0.005900	0.007416	0.009318	0.011702	0.014688	0.018421	0.023081	0.028884	0.036093	0.045018
22.5	0.004726	0.005942	0.007469	0.009385	0.011786	0.014792	0.018551	0.023243	0.029087	0.036344	0.045328
22.6	0.004760	0.005984	0.007522	0.009452	0.011870	0.014898	0.018683	0.023407	0.029290	0.036597	0.045640
22.7	0.004794	0.006027	0.007576	0.009519	0.011954	0.015003	0.018815	0.023572	0.029495	0.036851	0.045954
22.8	0.004828	0.006071	0.007630	0.009587	0.012040	0.015110	0.018948	0.023738	0.029701	0.037106	0.046270
22.9	0.004863	0.006114	0.007685	0.009655	0.012125	0.015217	0.019082	0.023904	0.029909	0.037364	0.046587
23.0	0.004897	0.006158	0.007740	0.009724	0.012211	0.015325	0.019216	0.024072	0.030118	0.037622	0.046907
23.1	0.004932	0.006202	0.007795	0.009793	0.012298	0.015433	0.019352	0.024241	0.030327	0.037883	0.047228
23.2	0.004968	0.006246	0.007851	0.009863	0.012385	0.015542	0.019488	0.024411	0.030539	0.038144	0.047551
23.3	0.005003	0.006291	0.007906	0.009933	0.012473	0.015652	0.019625	0.024582	0.030751	0.038408	0.047876
23.4	0.005039	0.006335	0.007963	0.010004	0.012562	0.015763	0.019763	0.024754	0.030965	0.038673	0.048203
23.5	0.005075	0.006381	0.008019	0.010075	0.012650	0.015874	0.019902	0.024927	0.031180	0.038939	0.048532
23.6	0.005111	0.006426	0.008076	0.010146	0.012740	0.015986	0.020042	0.025101	0.031397	0.039207	0.048863
23.7	0.005147	0.006472	0.008134	0.010218	0.012830	0.016099	0.020183	0.025276	0.031614	0.039477	0.049196
23.8	0.005184	0.006518	0.008191	0.010291	0.012921	0.016212	0.020324	0.025453	0.031833	0.039748	0.049530
23.9	0.005221	0.006564	0.008250	0.010363	0.013012	0.016326	0.020467	0.025630	0.032054	0.040021	0.049867
24.0	0.005258	0.006611	0.008308	0.010437	0.013104	0.016441	0.020610	0.025809	0.032275	0.040296	0.050205

# Un-ionized Ammonia Fractions

Water Temp. (°C)	pH										
	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8	8.9	9.0	9.1
20.1	0.047826	0.059473	0.073736	0.091090	0.112033	0.137065	0.166640	0.201110	0.240651	0.285192	0.334346
20.2	0.048160	0.059883	0.074237	0.091696	0.112762	0.137931	0.167657	0.202287	0.241989	0.286684	0.335974
20.3	0.048496	0.060295	0.074740	0.092306	0.113494	0.138802	0.168679	0.203467	0.243331	0.288179	0.337605
20.4	0.048833	0.060710	0.075247	0.092919	0.114230	0.139676	0.169704	0.204653	0.244677	0.289678	0.339239
20.5	0.049173	0.061127	0.075755	0.093536	0.114970	0.140555	0.170734	0.205842	0.246027	0.291181	0.340875
20.6	0.049515	0.061547	0.076267	0.094155	0.115714	0.141437	0.171768	0.207036	0.247381	0.292687	0.342514
20.7	0.049859	0.061969	0.076782	0.094778	0.116461	0.142324	0.172807	0.208234	0.248739	0.294197	0.344156
20.8	0.050205	0.062393	0.077299	0.095404	0.117212	0.143214	0.173850	0.209436	0.250102	0.295710	0.345800
20.9	0.050553	0.062820	0.077819	0.096034	0.117966	0.144109	0.174896	0.210643	0.251468	0.297227	0.347447
21.0	0.050903	0.063249	0.078343	0.096667	0.118724	0.145008	0.175948	0.211853	0.252838	0.298747	0.349096
21.1	0.051254	0.063680	0.078869	0.097303	0.119486	0.145910	0.177003	0.213068	0.254213	0.300270	0.350748
21.2	0.051609	0.064115	0.079397	0.097942	0.120252	0.146817	0.178063	0.214288	0.255591	0.301797	0.352403
21.3	0.051965	0.064551	0.079929	0.098584	0.121021	0.147728	0.179126	0.215511	0.256973	0.303328	0.354059
21.4	0.052323	0.064990	0.080464	0.099230	0.121794	0.148642	0.180195	0.216739	0.258359	0.304861	0.355718
21.5	0.052683	0.065432	0.081001	0.099880	0.122571	0.149561	0.181267	0.217971	0.259749	0.306398	0.357380
21.6	0.053045	0.065875	0.081541	0.100532	0.123352	0.150484	0.182343	0.219207	0.261143	0.307938	0.359044
21.7	0.053410	0.066322	0.082085	0.101188	0.124136	0.151411	0.183424	0.220448	0.262541	0.309482	0.360710
21.8	0.053777	0.066771	0.082631	0.101847	0.124924	0.152342	0.184509	0.221692	0.263943	0.311029	0.362378
21.9	0.054145	0.067222	0.083180	0.102510	0.125715	0.153277	0.185598	0.222941	0.265349	0.312578	0.364049
22.0	0.054516	0.067676	0.083732	0.103176	0.126511	0.154216	0.186692	0.224194	0.266758	0.314131	0.365721
22.1	0.054889	0.068133	0.084287	0.103845	0.127310	0.155159	0.187790	0.225451	0.268171	0.315687	0.367396
22.2	0.055264	0.068592	0.084845	0.104518	0.128113	0.156106	0.188891	0.226712	0.269588	0.317247	0.369073
22.3	0.055641	0.069054	0.085406	0.105194	0.128920	0.157058	0.189997	0.227977	0.271009	0.318809	0.370752
22.4	0.056021	0.069518	0.085970	0.105873	0.129730	0.158013	0.191108	0.229247	0.272433	0.320374	0.372433
22.5	0.056402	0.069984	0.086537	0.106556	0.130545	0.158972	0.192222	0.230520	0.273861	0.321942	0.374115
22.6	0.056786	0.070454	0.087107	0.107242	0.131363	0.159936	0.193341	0.231798	0.275293	0.323514	0.375800
22.7	0.057172	0.070926	0.087680	0.107932	0.132185	0.160903	0.194464	0.233079	0.276729	0.325088	0.377487
22.8	0.057560	0.071400	0.088256	0.108625	0.133010	0.161875	0.195591	0.234365	0.278168	0.326665	0.379175
22.9	0.057951	0.071877	0.088835	0.109322	0.133840	0.162851	0.196722	0.235655	0.279611	0.328245	0.380865
23.0	0.058343	0.072357	0.089417	0.110022	0.134673	0.163830	0.197857	0.236948	0.281057	0.329827	0.382557
23.1	0.058738	0.072839	0.090002	0.110725	0.135510	0.164814	0.198997	0.238246	0.282507	0.331413	0.384251
23.2	0.059135	0.073324	0.090590	0.111432	0.136351	0.165802	0.200140	0.239548	0.283960	0.333001	0.385946
23.3	0.059535	0.073812	0.091181	0.112143	0.137196	0.166794	0.201288	0.240854	0.285417	0.334592	0.387643
23.4	0.059936	0.074302	0.091775	0.112857	0.138044	0.167790	0.202440	0.242163	0.286878	0.336186	0.389342
23.5	0.060340	0.074795	0.092373	0.113574	0.138896	0.168790	0.203596	0.243477	0.288342	0.337782	0.391042
23.6	0.060746	0.075291	0.092973	0.114295	0.139753	0.169794	0.204756	0.244795	0.289809	0.339381	0.392743
23.7	0.061155	0.075789	0.093576	0.115019	0.140613	0.170802	0.205920	0.246116	0.291280	0.340983	0.394446
23.8	0.061565	0.076290	0.094183	0.115747	0.141476	0.171814	0.207089	0.247441	0.292754	0.342587	0.396151
23.9	0.061978	0.076794	0.094793	0.116478	0.142344	0.172831	0.208261	0.248771	0.294231	0.344193	0.397857
24.0	0.062394	0.077300	0.095405	0.117213	0.143216	0.173851	0.209438	0.250104	0.295712	0.345802	0.399564



## **APPENDIX C - OPERATING GUIDELINE QUICK REFERENCE**

## **DUNDALK SEWAGE TREATMENT PLANT**

### **OPERATING GUIDELINE QUICK REFERENCE**

1. The facility is permitted to discharge year round but with more stringent effluent criteria. The new discharge concentrations are as follows:

Effluent Parameter	Design Objective Criteria		Non-Compliance Criteria	
	Effluent Concentration (mg/L)	Total Effluent Loading (kg/d)	Effluent Concentration (mg/L)	Total Effluent Loading (kg/d)
BOD <sub>5</sub>	5	9.2	10	18.32
Suspended Solids	5	9.2	10	18.32
Total Phosphorus				
Stream Temp > 5°C	0.3	0.6	0.4	0.73
Stream Temp ≤ 5°C	0.6	1.1	0.8	1.47
Dissolved Oxygen	5	NA	4	NA
Un-Ionized Ammonia	0.05	NA	0.1	NA

NA = Not Applicable

This criteria does not come into effect until three months from the start-up of operation of the new works. A copy of the Certificate of Approval is attached. Please ensure that all staff are familiar with the new operating requirements.

2. Alum is still to be added at the raw sewage pumping station to remove suspended solids and total phosphorus in Cell #1.
3. When the lagoons ice over in the winter, the total ammonia content in the lagoons rises significantly (above 10 mg/L) as there is no wind action over the cells providing surface aeration. Un-ionized ammonia is a component of total ammonia and it is toxic to fish. The concentration of un-ionized ammonia in the effluent is dependent on the temperature and pH of the effluent. High temperatures and high pH increase the concentration of un-ionized ammonia. Un-ionized ammonia levels must not exceed 0.1 mg/L at any time. If the un-ionized effluent criteria cannot be met, then discharge to the Foley Drain must be stopped and sewage stored in the lagoons. The potential for exceeding un-ionized ammonia criteria increases when the lagoons ice over. Therefore, it is important that the lagoon levels be lowered in late fall/early winter (early November to early January) to permit sewage storage from mid-January to mid-March. Discharge can continue throughout the winter provided that the un-ionized ammonia concentrations do not exceed 0.1 mg/L.

The lab testing equipment to be supplied by Summa is to be used to test for un-ionized ammonia a minimum of twice per week. Temperature, pH and dissolved oxygen levels are to be recorded a minimum of twice per week at the same time as the sample for un-ionized ammonia is taken. If the un-ionized concentration exceeds 0.05 mg/L, then the un-ionized ammonia testing frequency is to be increased to daily.

4. A larger pulley is to be installed on one of the blowers to reduce the blower capacity and in turn reduce dissolved oxygen level in the aeration pond. Currently, the dissolved oxygen (DO) level is above 10 mg/L and it only needs to be 5 mg/L. Reducing the DO will reduce electrical operating costs.
5. The pumps that transfer water from the aeration pond to the filter are controlled by variable frequency drives. These drives vary the speed and pumping capacity of the pump. These drives have been installed to assist operating staff with maintaining levels in the lagoons to ensure adequate treatment of the sewage and minimize nuisance plant growth.
6. The sewage is to be dosed with alum prior to the filter to further reduce suspended solids and total phosphorus concentrations in the effluent. Alum can be added in the filter influent pumping station or just prior to the static mixer. Historically, the total phosphorus concentrations in the effluent are less than 1.0 mg/L. At this time, it is recommended that alum be added to the flow assuming that the total phosphorus concentration entering the filter is 1.0 mg/L. The feed rate (L/d) is calculated as follows:

$$\text{Feed rate (L/d)} = \frac{\text{Flow (m}^3\text{/d)} \times 1000 \text{ (L/m}^3\text{)} \times (\text{concentration of phosphorus entering the filter in mg/L} - 0.3 \text{ mg/L design effluent criteria)} \times (26.18 \text{ L of 48\% alum to remove 1 kg of phosphorus)} / 1,000,000 \text{ mg/kg}}{1}$$

Example: Flow to Filter = 1,832 m<sup>3</sup>/d

Total Phosphorus concentration entering the filter = 1.0 mg/L

$$\text{Feed Rate (L/d)} = \frac{1832 \times 1000 \times (1 - 0.3) \times 26.18}{1,000,000} = 33.6 \text{ L/d or } 0.023 \text{ L/min or } 23 \text{ mL/min}$$

7. The flocculation tank provides time for alum to react with the lagoon water to form what is referred to as floc (joining of suspended solids and phosphorus into a larger mass). The floc is more readily removed from the effluent by the filter than individual microscopic particles.
8. The water flows through the sand media in the filter to the filter effluent tank and finally to Control Structure #1 where the effluent flow is metered over the V-notch weir. The floc formed by the alum is caught on the surface of the filter sand. When the floc starts to block the flow of water through the sand, the water level in the filter will rise. Once the water in the filter reaches a preset level, the sand will be backwashed using the filter backwash pumps in the filter effluent tank and air from the blowers. Backwashing removes the accumulated floc on the sand media. This backwash water is discharged to the filter waste tank which in turn discharges to the raw sewage pumping station adjacent to Cell #3.
9. During the summer months, the humidity in the filter building can increase significantly. Operating staff should manually operate the exhaust fan during their daily visit to the facility to introduce fresh air to the building. Operation of this fan should be limited during the winter months to avoid excessive heat loss from the facility.

## **APPENDIX D – COMPLAINTS HANDLING POLICY**



**Policy #63**

**Complaints Handling Policy**

**Approved by Council on: 2016-04-20**

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## **Complaints Handling Policy**

### **Purpose**

The Township of Southgate is committed to a consistent and uniform process to respond to complaints received from members of the public. This policy is intended to enable the Township to promptly and effectively address program and service delivery concerns raised by members of the public pertaining to facilities, services, staff, programs or operational issues. This policy outlines the process to be followed and service standards expected for the handling of public complaints.

### **Legislative Authority**

Bill 8, the Public Sector and MPP Accountability and Transparency Act Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

### **Application**

This policy applies to complaints that are received by phone, at the municipal office counter, by email, by mail or by fax.

This policy does not apply to:

- Requests for service;
- Feedback;
- Compliments;
- Inquiries;
- Anonymous Complaints;
- Request for Accommodations pertaining to Accessibility;
- Complaints regarding staff members that are employed by a service provider contracted by the municipality;
- Issues addressed by legislation, or an existing Municipal By-law policy or procedure;
- A decision of Council;
- Internal employee complaints;
- Matters handled by tribunals, Courts of law, quasi-judicial boards, etc.

This policy does not apply to:

- 1) External Committees, Board & Authorities receiving funding from the Township.
- 2) The Township of Southgate elected Council.

## Procedures

### 1.0 Definitions

**Anonymous Complaint** - A phone call, or letter received expressing "dissatisfaction" about a facility, service, staff, operational issue or program that has no return address or contact information provided for follow up.

**Complaint** – any expression of dissatisfaction regarding programs and service delivery concerns pertaining to facilities, services, staff, programs or operational issues provided by the Township of Southgate. The term "dissatisfaction" is key to the definition of a complaint. Complaints imply that the Complainant is unhappy and that they require a follow up response in regards to the issue.

**Complainant** – the person who is dissatisfied and filing the complaint with the Township, anyone who uses or is affected by Township services can make a complaint including: residents, people who work in or visit the Township, local business or community groups.

**Compliment** – an expression of appreciation for satisfactory or above-satisfactory service.

**Feedback** – input from a person that is neither positive, nor negative but provides input or ideas for consideration. Feedback of a positive or general nature, comments on a facility, service, staff, operation or program that do not require a response.

**Inquiry**- A request for information or knowledge about the Township facilities, services, staff, programs or operations are not complaints.

**Service Request** – a request for a specific service provided by the Township of Southgate or an agent working on behalf of the Township are not complaints.

### 2.0 Scope

This policy is not meant to address:

- a) Complaints about non-municipal services
- b) Issues already addressed by legislation, or an existing Municipal By-law, policy or procedure
- c) A decision of Council or a decision of the Committee of the Whole; or
- d) Internal employee complaints
- e) A decision of a Committee of Council or Local Board

### 3.0 Policy Requirements

The Township of Southgate will deal with all complaints promptly, courteously, impartially and professionally. All complainants will be treated with respect and will not receive adverse treatment or any form of reprisal.

All complaints will be dealt with in accordance with the Municipal Freedom of Information and Protection of Privacy Act and other applicable legislation. The identity of the complainant will be made known only to those who need to know in order to consider the complaint. All participants in the complaints process shall keep the details of the complaint confidential except as may be required by law. If the matter goes to mediation, it may be necessary to release the complainant's name and contact information during the resolution process. Complaints received by one department are to be limited to that specific department unless the complaint involves more than one department.

**What is a complaint?**

Complaint – any expression of dissatisfaction about the action or lack of action taken regarding operations, programs, facilities or services provided by the Township of Southgate or by a person or body acting on behalf of the Township of Southgate.

All complaints filed necessitate a response.

Anonymous complaints will be documented as received but shall not be acted upon.

**Who can make a complaint?**

Any person who is dissatisfied and filing the complaint with the Township, anyone who uses or is affected by Township services can make a complaint. This includes:

- residents
- people who work in or visit the Township
- local businesses
- community groups

Some individuals may require assistance to make a complaint, and complaints can be made on their behalf, provided that the person affected has given their consent.

Complaints can be submitted:

- By telephone at 519-923-2110;
- By email;
- By mail;
- By fax at 519-923-9262;
- In person at the Township of Southgate Municipal Office; or
- By any other software initiated by the township to handle incoming complaints.

**Service Standards**

The following Service Standards will be adhered to in the handling of all complaints received.

- Complainants must receive an acknowledgement of receipt of their complaint and the complaint must be recorded by the department in receipt of the complaint by the within five business days. This acknowledgement must identify who will be following up on the complaint as well as their contact information.
- A final response or update must be sent to the complainant within 20 business days, barring exceptional circumstances.
- Complaints that require multiple departmental responses will be collaborated on by affected departments and one final response will be sent.
- The CAO and/or Council shall be consulted only as deemed appropriate by the Department Head.

**Compliance**

Department Heads are responsible for ensuring departmental logging, monitoring, tracking and ongoing compliance with the Corporate Complaints Handling Policy whether through Southgate supplied software or other means as may be available.

#### *4.0 Responsibilities*

**Employees:** All employees are to have knowledge and awareness of the Township's requirement to receive and track complaints, the process through which a complaint can be made and the service standards that apply to complaints.

**Department Heads:** are responsible for facilitating prompt response to all complaints by their staff to ensure that service standards are achieved. They are also responsible for ensuring the receipt, tracking and response of all complaints according to the service standards set out. Department Heads hold responsibility for departmental compliance to the Complaints Handling Policy.

**CAO:** Will monitor reports and receive input to ensure all employees and Department Heads are following the established Complaints Handling Policy and that service standards are being achieved. They are also responsible for ensuring the receipt, tracking and response of all complaints that require his/her attention.

#### *5.0 Appendices*

Appendix "A" Sample Acknowledgement and Receipt Form Letter

Appendix "B" Sample Letter Advising of Delay Letter

Appendix "C" Sample Complaint Resolution Letter

*\*These appendices are samples only.*



## Appendix "A"

### SAMPLE ACKNOWLEDGEMENT AND RECEIPT LETTER

[Insert date]

[Insert name and address]

Dear [insert Mr/Mrs/Ms/Dr Surname]

Thank you for your letter dated [insert date] concerning [insert summary of letter]. I am writing to acknowledge receipt of your concern.

I will review the matter/s you have raised and the information you have provided. If further investigation is required, I will coordinate the investigation. This process should be completed within 20 working days. If there are any delays, you will be informed of the progress.

We are always striving to improve our services at the Township of Southgate, so thank you for bringing this matter to our attention. Please don't hesitate to contact me at [contact info] if you have any further questions.

Yours sincerely

[Insert name and contact details]

## Appendix "B"

### SAMPLE LETTER ADVISING OF DELAY

[Insert date

]

[Insert name and address]

Dear [insert Mr/Mrs/Ms/Dr Surname]

Thank you for your feedback dated [insert date] concerning [insert summary of letter]. It is important that we get feedback about our service, so I appreciate that you took the time and effort to let me know about your experience. Complaints should be resolved within 20 days following receipt. I am writing to you to inform you that due to [insert reasoning for delay] there has been a delay resolving this issue.

To date we have [insert progress summary].

I am hoping to get back to you as soon as possible with a complete response.

Please do not hesitate to contact me at any time if you have further questions with regard to the complaint management process.

Thank you again for bringing your concerns to my attention as we rely on comments such as yours to improve on the service we provide in the Township of Southgate.

Yours sincerely

[Insert name and contact details]

## Appendix "C"

### SAMPLE COMPLAINT RESOLUTION LETTER

[Insert date]

[Insert name and address]

Dear [insert Mr/Mrs/Ms/Dr Surname]

Thank you for sharing your experience with the Township of Southgate [insert department]. It is important that we get feedback about our service, so I appreciate that you took the time and effort to let me know about your experience.

In relation to [set out complaint issue 1], [insert name of department] investigated the incident based on the information you provided. [Detail how the investigation was conducted. Summarize the facts.] What we discovered throughout the investigation, [insert conclusions and actions taken].

On behalf of the Township of Southgate [department] I would like to express my regret [or insert other appropriate remedy] that the service that was provided to you [or insert appropriate person] did not meet your expectations. If you wish to have this matter reviewed further please provide a written outline of your remaining concerns to the Township of Southgate CAO.

Please feel free to contact me if you wish to discuss this matter further.

Yours sincerely

[Insert name and contact details]

## **APPENDIX E – EFFLUENT PARAMETERS OBJECTIVES AND COMPLIANCE PLAN**

## **Dundalk Sewage Treatment Works**

### **Effluent Parameters Objectives and Compliance Plan**

The Dundalk Sewage Treatment Works Effluent Parameters Objectives and Compliance Plan is outlined for operations staff to monitor and assess changing effluent parameters as named in the Ministry of Environment, Conservation and Parks (MECP) Environmental Compliance Approval No. 5657-9D9LYE for the Dundalk system.

The months of February, March, April, May and June tend to be challenging water quality issues with ice coming off of the lagoons and beginning of algae bloom growth in cells. To address these conditions the Plan will account for ensuring monitoring, testing and sampling compliance objectives and limits.

The Plan includes the following effluent parameters objectives:

<b>Effluent Parameter</b>	<b>Concentration Objective</b>
CBOD5	5.0 mg/l
Total Suspended Solids	5.0 mg/l
Total Phosphorous	0.30 mg/l +5 degrees Celsius stream temperature 0.60 mg/l -5 degrees Celsius stream temperature
Dissolved Oxygen	5.0 mg/l
Unionized Ammonia	0.05 mg/l
pH	6.5 to 8.5 at all times

Effluent parameter objectives are a guideline to trending testing and sampling results that operations staff need to be observing at these levels when these targets are reached. The following are steps are to be taken:

1. Increase sampling and testing for inhouse trending and laboratory testing.
2. If trending on parameters are increasing shut system down from discharging effluent.
3. Report results as soon as received to Public Works Manager (Overall Responsible Operator, ORO).

4. Compile sampling and testing results into reporting documents with Public Works Administration immediately after the end of the month.
5. The Public Works Manager shall report any exceedance of parameter objectives to the MECP Water Supervisor District Office orally, as soon as possible and in writing within 7 days of the exceedance.

The Plan includes the following effluent parameters compliance limits:

<b>Effluent Parameter</b>	<b>Monthly Average Concentration</b>	<b>Monthly Average Loading</b>
<b>CBOD5</b>	10.0 mg/l	18.32 kg/day
<b>Total Suspended Solids</b>	10.0 mg/l	18.32 kg/day
<b>Total Phosphorous</b>	0.40 mg/l +5 degrees Celsius stream temperature 0.80 mg/l -5 degrees Celsius stream temperature	0.73 kg/day +5 degrees Celsius stream 1.47 kg/day -5 degrees Celsius stream temperature
<b>Dissolved Oxygen</b>	4.0 mg/l	
<b>Unionized Ammonia</b>	0.1 mg/l	
<b>pH</b>	6.0 to 9.5 at all times	

Effluent parameters compliance limits must be adhered to with the following actions to be taken:

1. Shut system down from discharging effluent.
2. Report results as soon as received to the ORO, Public Works Manager.
3. Compile sampling and testing results into reporting documents with Public Works Administration immediately.
4. The ORO, Public Works Manager shall report any exceedance of parameter compliance limits to the MECP Water Supervisor District Office orally, as soon as possible and in writing within 7 days of the exceedance.

### **Sampling and Testing**

Inhouse wastewater testing conducted by operations staff using testing and sampling methods from the Hach DR/2010 Spectrophotometer Handbook include:

## **Total Suspended Solids (TSS) Method 8006**

Using the available photometric method with results in a turbidity reading in Nephelometric Turbidity Units (NTU) and calculate the in-house TSS method with a gravimetric test and TSS Dried Weight method

## **Total Phosphorous Method 8048**

Using the Phosver 3 (Ascorbic Acid) method, perform total reactive phosphorus and soluble (dissolved) reactive phosphorus testing using the in-house available HACH Phosphorus Orthophosphate (Reactive) test kit.

**Ammonia** – High Range Method 10031 and Low Range Salicylate Method 8155

## **Unionized Ammonia**

Using the ammonia result, multiplied by the unionized ammonia fraction table number that is determined by pH and temperature equals the unionized ammonia value.

## **Alum Dosing**

Operations staff can increase alum dosing in the Filter Building as TSS and phosphorous values are increasing to assist with coagulation and flocculation mixing. Polymer additives are another coagulant that may be introduced to the treating waters at time of TSS and phosphorous values are observed to be increasing. Increased alum dosing may also be implemented with the growth of algae.

The reduction of flow rates to the filters by lowering the influent pump speed settings will allow for more filter time. If filters are overflowing, initiate and increase manual filter backwashes and add caustic soda to filter to help clean filter and backwash back to headworks.

More accurate and timely measurement of TSS, which is a good indicator of the performance of the lagoon and filter system and is monitored regularly (e.g. two or three times per week), will help determine when the plant may be heading for non-compliance and need for discharge effluent shut down.

## **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 CAO2020-013**

**Title of Report:** Community Safety & Well-Being Plan Community Survey

**Department:** Administration

**Council Date:** February 19, 2020

### **Council Recommendation:**

**Be it resolved that Council** receive staff report CAO2020-013 as information.

### **Background:**

The Ministry of Community Safety and Correctional Services started in 2013 with stakeholder engagement across Ontario to develop the Provincial Approach to Community Safety and Well-Being. Municipalities must form multiple partnerships to align policies and programs in all sectors through the Community Safety and Well-Being Plan process. It will require collaborative planning to develop local community safety and well-being plans that will deal with social development, crime prevention and risk intervention. This will be a shared responsibility by all members of the community requiring community partners to work together to address their collective goal. It will require breaking down existing silos and developing strategies, programs and services to help minimize risk factors and improve the overall well-being of our communities. The goal of the plan is to develop effective crime prevention methods that will improve the quality of life for everyone in the community.

The Ministry benefits are wide-ranging, and will impact individuals, the broader community, and participating partner agencies and organizations through the following:

- Enhanced communication and collaboration among sectors, agencies and organizations;
- Stronger families and improved opportunities for healthy child development;
- Healthier, more productive individuals that positively contribute to the community;
- Increased understanding of and focus on priority risks, vulnerable groups and neighbourhoods;
- Transformation of service delivery, including realignment of resources and responsibilities to better respond to priority risks and needs;
- Increased engagement of community groups, residents and the private sector in local initiatives and networks;
- Enhanced feelings of safety and being cared for, creating an environment that will encourage newcomers to the community;



- Increased awareness, coordination of and access to services for community members and vulnerable groups;
- More effective, seamless service delivery for individuals with complex needs;
- New opportunities to share multi-sectoral data and evidence to better understand the community through identifying trends, gaps, priorities and successes; and
- Reduced investment in and reliance on incident response.

The planning process to understand the four areas to ensure local plans are as efficient and effective as possible in making communities safer and healthier are the following:

1. Social Development;
2. Prevention;
3. Risk Intervention; and
4. Incident Response.

This approach to Community Safety and Well-Being Planning allows municipalities to take a leadership role in defining and addressing priority risks in their community through proactive, integrated strategies that ensure vulnerable populations receive the help they need from the providers best suited to support them. The following topics will be the critical success factors to be taken into consideration when developing a plan:

1. Strength-Based;
2. Risk-Focused;
3. Awareness and Understanding;
4. Highest Level Commitment;
5. Effective Partnerships;
6. Evidence and Evaluation; and
7. Cultural Responsiveness.

Municipalities have until December 31, 2020 to implement a plan and start a Community Safety and Well-Being Committee.

### **Staff Comments:**

On February 3, 2020 the Community Safety and Well-Being Plan (CSWBP) Project Coordinator issued a press release on behalf of Southgate that is included in this staff report as Attachment #1. The press release announces the release of the CSWBP survey and that community engagement meetings will be held in Southgate in March and April of 2020. A copy of the CSWBP survey document is included in this staff report as Attachment #2.

The CSWBP Project Coordinator has also created a flyer to promote participation in the survey online or through completing a paper copy that will be available at

community facility locations being the Municipal Office, Library and Dundalk Arena. Staff will be seeking the assistance from area businesses and SEGCHC Clinic in Dundalk to promote completing the survey as well. A copy of the CSWBP Survey Promotional Flyer is included in this staff report as Attachment #3 and the CSWBP Logo is included as Attachment #4. The flyers promoting the survey have been published in multiple languages being English, French, Punjabi, Simplified Chinese Mandarin Spanish, Traditional Chinese Mandarin and Urdu.

### **Financial Impact or Long Term Implications**

There is no financial impact to the municipality as a result of this report in the 2020 budget.

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

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

### **Goal 3**

#### **Promoting Health Services and Housing Choices**

#### **Action 3:**

The residents and businesses of Southgate envision a caring community which meets the needs of all ages and incomes for a healthy and comfortable life, even as our population grows and changes.

#### **Strategic Initiatives:**

**3-C** - The Township will have worked with the County, Public Health, Police, and other agencies to develop a profile of the Southgate population in 10-15 years time, and to develop a shared image of the health, housing, and social support services that will be required by that time.

### **Concluding Comments:**

1. That Council receive this staff report as information.
2. Staff will work with project lead to promote the survey distribution through website, front counter customer service discussions, post flyers in community facilities, Southgate newsletter and CSWBP consultation meeting in the Township in the spring of 2020.

Respectfully Submitted,

### **CAO approval: Original Signed By**

Dave Milliner – CAO      [dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)    519-923-2110 x210

- Attachment #1 –Community Safety & Well-Being Plan Press Release
- Attachment #2 - Community Safety & Well-Being Plan Survey document
- Attachment #3 – Community Safety & Well-Being Plan promotion flyer
- Attachment #4 – Community Safety & Well-Being Plan Logo

## Community Safety and Well-Being Planning Starts with Community Engagement Survey

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**Southgate, ON – Monday, February 3<sup>rd</sup>, 2020** – The Township of Southgate has joined forces with fifteen other lower-tier municipalities, Bruce and Grey Counties, eight police services, and more than 30 education, health and social service organizations across Bruce and Grey to prepare a Community Safety and Well-Being Plan (CSWBP).

This approach to community safety and well being planning is extremely collaborative and focuses on addressing the risks in our communities that can lead to crime. The process includes: identification of programs and services in existence that already support community safety and well-being, broad community engagement to identify the risks that exist in communities across Bruce and Grey, and then action planning to address the priority risks for each municipality, as well as Bruce and Grey as a whole.

The first phase of community engagement includes a survey. Visit [cswbp-brucegrey.ca](https://cswbp-brucegrey.ca) or [www.southgate.ca](https://www.southgate.ca) for more information and to see how you can participate!

Community engagement sessions for the Township of Southgate will be held between March and April 2020. Watch the website for more information.

# Bruce and Grey Community Safety and Well-Being Survey

## **Introduction & Consent**

Welcome! Thank you for your interest in this survey.

This survey is being hosted by Public Health Grey Bruce on behalf of the Municipalities of Bruce and Grey Counties as part of the development of a collaborative Community Safety and Well-Being Plan. The survey, which is meant to be completed by residents of Bruce County or Grey County, will help us understand the current state of well-being and feelings of safety in the people of Bruce and Grey so we can work together to focus on local actions to improve the quality of life for everyone.

It will take about 15 minutes to complete the survey. We will ask you questions about your day-to-day life, health, education, employment, and safety experiences. By sharing your experiences and what matters to you, you can help to shape life in Bruce and Grey, determine community priorities, and indicate where you think change is needed.

Your participation in this survey is voluntary and you can refuse to participate or withdraw from the survey at any time simply by stopping the survey. Once you have submitted the survey, you will not be able to withdraw your responses, since they are not linked to individual respondents. Your decision to participate or not will not have an impact on any services you are currently receiving from county social services, a community organization, or a health service, and we do not ask for your name at any time.

Your responses will be kept confidential by grouping responses together and by removing any identifying information. Survey responses will be stored on a secure server at Grey County and the Grey Bruce Health Unit, and only the project coordinator and Grey County and Grey Bruce Health Unit staff who are supporting the project will have access to your individual, anonymous responses. The results will be summarized in a report and shared with local stakeholders and partners. A cleaned and de-identified version of the data set will also be posted on a publicly accessible data sharing website. This data set will not include your open-ended responses or any information that could identify you, certain groups (e.g. certain ethnic groups) or organizations. Open-ended responses (e.g. comments) will not be shared publicly. For more information about this local data sharing initiative, please visit the website <https://bgdisc.ca/>.

If you have any questions about this survey, please contact the project coordinator, Sarah Cowley, through the Community Safety and Well-Being Plan Bruce Grey website, [cswbp-brucegrey.ca](https://cswbp-brucegrey.ca).

By completing and submitting this survey, you are providing your consent for participation.

**If you would like to begin the survey, please turn to the next page.**

### **WHERE DO YOU LIVE?**

**1. Is your primary residence in either Bruce County or Grey County?**

- ☐ Yes
- ☐ No (*Thank you – this survey is only open to people who have a primary residence in Bruce County or Grey County.*)

**2. Are you a permanent, year-round resident?**

- ☐ Yes (*\*go to question 4*)
- ☐ No

**3. Are you a part-time or seasonal resident? (e.g. you spend winters somewhere else, or you live here part of the year for work)**

- ☐ Yes
- ☐ No

**4. In which municipality is your primary residence? (Grey County)**

- ☐ City of Owen Sound
- ☐ Municipality of Grey Highlands
- ☐ Municipality of Meaford
- ☐ Municipality of Southgate
- ☐ Municipality of West Grey
- ☐ Town of Hanover
- ☐ Town of the Blue Mountains
- ☐ Township of Chatsworth
- ☐ Township of Georgian Bluffs

**5. Which community do you live in? (Please specify)**

---

**6. How long have you been a resident of this community?**

- ☐ Less than 1 year
- ☐ 1-2 years
- ☐ 3-5 years
- ☐ 6-9 years
- ☐ 10-24 years
- ☐ 25 years or more

**HAPPINESS, LIFE SATISFACTION, AND SPIRITUAL WELL-BEING**

**7. In general, how satisfied are you with your life as a whole?**

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

**BELONGING, TRUST, AND RELATIONSHIPS**

**8. How would you describe your feeling of belonging to your local community?**

- ☐ Very strong
- ☐ Strong
- ☐ Neither weak nor strong
- ☐ Weak
- ☐ Very weak

**9. I would recommend this community to others as a place to live.**

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

**10. How do you feel about your relationships with your neighbours?**

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

**11. Please tell us how many of the following people you trust. Place a check in the correct box for each group.**

	Trust ALL	Trust MOST	Trust SOME	Trust A FEW	Trust NONE
Neighbours					
Colleagues at Work					
Businesses in the Community					
Healthcare Agencies					
Community Service Agencies					
County Social Service Programs					
Police Services					

**COMMUNITY SAFETY AND PERCEPTIONS/EXPERIENCE OF CRIME**

**12. How do you feel about your personal safety in your community?**

- ☐ Very satisfied
- ☐ Satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Dissatisfied
- ☐ Very dissatisfied

If very dissatisfied or dissatisfied, describe one thing that would make you feel safer from crime.

---

**13. Over the last three years, do you think crime in your community has...**

- ☐ Decreased substantially
- ☐ Decreased somewhat
- ☐ Remained the same
- ☐ Increased somewhat
- ☐ Increased substantially

**14. Compared to other communities in Ontario, do you think your community has...**

- ☐ Lower rates of crime
- ☐ About the same rates of crime
- ☐ Higher rates of crime

**15. How safe do you feel from crime in the following areas?**

	Very SAFE	Reasonably SAFE	Somewhat SAFE	Somewhat UNSAFE	Very UNSAFE	NOT APPLICABLE
When you are in your own home after dark						
Walking alone in your neighbourhood after dark						
Walking alone downtown after dark						

If very unsafe or somewhat unsafe, please share with us the main reason that you feel unsafe.

---

**YOU'RE HALFWAY THERE! We really appreciate your input! Please continue.**

**16. In your opinion, the role of policing in ensuring community safety is...**

- ☐ Extremely important
- ☐ Very important
- ☐ Somewhat important
- ☐ Not so important
- ☐ Not at all important

**17. How would having more police officers in your neighbourhood/community make you feel?**

- ☐ Much safer
- ☐ A little bit safer
- ☐ No different
- ☐ A little less safe
- ☐ Much less safe



**18. Which groups do you think play a role in community safety? Select all that apply.**

- ☐ Community Services (ie. support services provided by community agencies, like the United Way, the Alzheimer Society, or Victim Services, etc.)
- ☐ Elected officials
- ☐ Employers
- ☐ Faith Institutions
- ☐ Family/Youth Services
- ☐ Hospitals
- ☐ Mental Health and/or Addiction Services
- ☐ Police
- ☐ Primary Care (Doctors Offices)
- ☐ Residents (ie. everyone who lives in the community)
- ☐ Schools
- ☐ Social Services (ie. services provided through your County or municipality, like Ontario Works or ODSP, etc.)
- ☐ Other (please specify) \_\_\_\_\_

**19. How much, if at all, do your feelings about safety and crime impact what you do (where you go and when)?**

- ☐ Not at all
- ☐ Very little
- ☐ Some
- ☐ Quite a bit
- ☐ Significantly

**20. Do you have children between the ages of 5 and 12?**

- ☐ Yes
- ☐ No (\*go to question 22)

**21. I feel comfortable allowing my children to play outside unsupervised.**

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree

**22. What are the top areas where you feel improvements are needed to increase safety and well-being in your community? Rate them in order of importance with 1 being most important and 11 being least important.** (Please Note: The column on the right gives you examples of the types of concerns that are included in each category.)

— **ADDICTIONS/SUBSTANCE MISUSE**

- ☐ Alcohol
- ☐ Gambling (ie. online, racetrack, etc.)
- ☐ Illegal drug use
- ☐ Legal drug misuse
- ☐ Prescription drug misuse
- ☐ Access to addiction services
- ☐ Coordination between addiction services in the community

— **COMMUNITY BELONGING AND NEIGHBOURHOOD/ENVIRONMENT**

- ☐ Neighbourhood/community attracts unsafe people/behaviour/activities
- ☐ Resident and community safety
- ☐ Support for newcomers
- ☐ Support for older adults who are vulnerable
- ☐ Support for youth who are vulnerable/at-risk
- ☐ Traffic safety]

— **CRIME PREVENTION**

- ☐ Animal cruelty
- ☐ Arson
- ☐ Assault
- ☐ Break and enter
- ☐ Child abuse
- ☐ Drug trafficking
- ☐ Elder abuse
- ☐ Gang violence/involvement
- ☐ Homicide
- ☐ Human trafficking
- ☐ Intimate partner/domestic violence
- ☐ Robbery
- ☐ Sexual assault
- ☐ Theft
- ☐ Threats

— **EDUCATION AND EMPLOYMENT**

- ☐ Employment opportunities
- ☐ Employment skills development

— **EMOTIONAL VIOLENCE, BULLYING AND HARRASSMENT**

- ☐ Emotional violence in homes (ie. controlling behaviour, name-calling, yelling, belittling, bullying, intentional ignoring, etc.)
- ☐ Bullying/harassment in the workplace
- ☐ Bullying/harassment in the community
- ☐ Bullying/harassment in schools

— **FAMILY AND PEER SITUATION**

- ☐ Access to affordable leisure activities for children (ie. sports, camps, etc.)
- ☐ Access to childcare
- ☐ Access to positive role models
- ☐ Access to social/support services
- ☐ Childhood neglect
- ☐ Positive peer groups
- ☐ Stable, nurturing home environment

— **HOUSING AND HOMELESSNESS**

- ☐ Access to safe housing
- ☐ Access to affordable housing
- ☐ Homelessness

— **MENTAL HEALTH**

- ☐ Mental health issues/concerns
- ☐ Emotional/psychological trauma
- ☐ Suicide
- ☐ Access to mental health services
- ☐ Coordination between mental health services in the community

— **PHYSICAL HEALTH**

- ☐ Food security
- ☐ Access to physical health services
- ☐ Coordination between physical health services in the community
- ☐ Injury prevention

— **POVERTY AND INCOME**

- ☐ Access to income support services
- ☐ Poverty (ie. unable to meet weekly/monthly financial obligations)

— **OTHER** (please specify \_\_\_\_\_)

**23. NOW, for those categories above that you ranked 1-3: Please go back to those lists in the right-hand column and check off the areas that are of particular concern to you or require more attention. (Check all that apply – but ONLY for those categories that you ranked 1-3)**

**If you are in need of URGENT mental health support or intervention, please call the Mental Health Crisis Line of Grey Bruce at 1-877-470-5200.**

**If you are in need of mental health support or intervention, and wish to locate treatment services in your area, please dial 211.**

**PERSONAL CHARACTERISTICS**

We would like to know more about you so that we can create groupings of answers based on categories like age, gender, community affiliation, etc. so that we can better understand feelings of safety and well-being for all/diverse populations.

**24. With which gender do you most identify?**

- ☐ Female
- ☐ Male
- ☐ Prefer not to say
- ☐ Other (please describe) \_\_\_\_\_

**25. What is your age?**

- ☐ Younger than 16
- ☐ 16 to 17 years
- ☐ 18 to 24 years
- ☐ 25 to 34 years
- ☐ 35 to 44 years
- ☐ 45 to 54 years
- ☐ 55 to 64 years
- ☐ 65 to 74 years
- ☐ 75 or older

**26. Are you First Nations, Métis, or Inuit?**

- ☐ Yes
- ☐ No

**27. Are you Low German Speaking Mennonite, Old Order Mennonite, Orthodox Mennonite, Old Order Amish, or Amish?**

- ☐ Yes
- ☐ No

**28. Are you a Visible Minority?**

- ☐ Yes
- ☐ No

**29. Were you born in Canada?**

- ☐ Yes (*\*go to question 31*)
- ☐ No

**30. How long have you lived in Canada?**

- ☐ Less than 1 year
- ☐ 1-2 years
- ☐ 3-5 years
- ☐ 6-9 years
- ☐ 10-24 years
- ☐ 25 years or more

**31. Which of the following best describes your current marital status?**

- ☐ Single, never married
- ☐ Married
- ☐ Widowed
- ☐ Divorced
- ☐ Separated
- ☐ Living common-law

**32. What is the highest level of education you have completed?**

- ☐ Did not attend school
- ☐ Some elementary or some high school education
- ☐ High school diploma
- ☐ Completed technical or community college
- ☐ Some college or some university
- ☐ University degree (Bachelor's)
- ☐ Graduate degree (Master's, PhD)

**33. What is your total annual household income?**

- ☐ Less than \$20,000
- ☐ \$20,000 to \$34,999
- ☐ \$35,000 to \$49,999
- ☐ \$50,000 to \$74,999
- ☐ \$75,000 to \$99,999
- ☐ \$100,000 to \$119,999
- ☐ \$120,000 to \$149,999
- ☐ \$150,000 or more
- ☐ Prefer not to say

**LAST PAGE! You're almost done. Great job.**

**CONCLUDING QUESTION**

**34. Is there anything else you would like to tell us about your safety and well-being in Bruce and Grey?**

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**THNAK YOU FOR COMPLETING THIS SURVEY!**

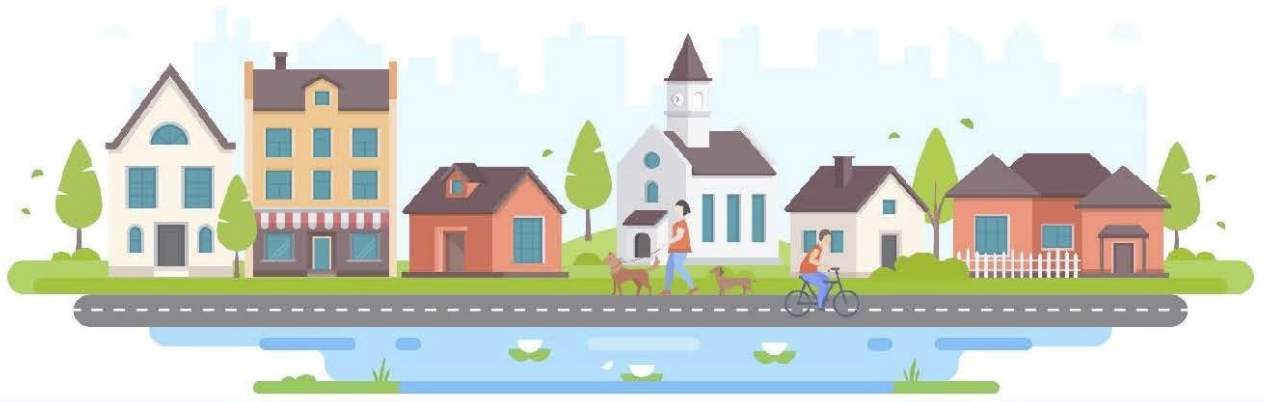
If you have any additional questions about this survey or the Bruce and Grey Community Safety and Well-Being Plan, please contact the project coordinator, Sarah Cowley, through the Community Safety and Well-Being Plan Bruce Grey website, [cswbp-brucegrey.ca](http://cswbp-brucegrey.ca).



- WE WANT TO HEAR FROM YOU NOW!***

**Visit [cswbp-brucegrey.ca](http://cswbp-brucegrey.ca) for more information and to see how you can participate!**

[illegible]



# **BRUCE AND GREY COMMUNITY SAFETY AND WELL-BEING PLANNING**



## **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 CAO2020-014**

**Title of Report:** MTO Community Transportation Grant – Grey Transit Route (GTR) Update

**Department:** Administration

**Council Date:** February 19, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2020-014 as information.

### **Background:**

The Ministry of Transportation released a call for applications in late 2017 to fund transit projects for their Community Transportation Grant Program-Municipal Stream, closing February 28, 2018 at 5:00 pm.

On January 25, 2019 the Provincial Government approved proceeding with full approval and announced they were proceeding with the grants to help improve transit in communities across the Province. MPP Bill Walker made a press release announcement on the Community Transportation successes in his riding for Grey County, Owen Sound and Southgate. The grant funding was approved in Grey County for a Long-distance Scheduled Intercommunity Transportation program funding in the amount of \$1,500,000.00 and Southgate for a Local Community project funding in the amount of \$500,000.00 over a five-year period.

### **Staff Comments:**

The purpose of this staff report is to update Council on the Grey and Southgate Community Transit project. Grey County through a public tendering process has awarded First Student the contract to operate the Hwy #10 route from Owen Sound to Orangeville starting in May 2020. One bus will start in Owen Sound and run Hwy 10 south to Dundalk and meet the second bus that will operate south from Dundalk to Shelburne and onto Orangeville, that is planned to meet up with Orangeville's transit system. The scheduled transit bus service will run 2 trips north and south per day, Monday to Friday. The pickup in Dundalk will be at the Arena, with likely 2 stops in Shelburne, possibly a stop in Primrose and multiple stops in Orangeville being first the Orangeville transit stop in the north end, the Mall, Headwaters Hospital and the Go Bus location.

We are still looking at the possibility of operating a request to provide rural on demand transportation through a contracted service provider(s), that would link up to the GTR service.

County staff completed a survey of each community and the Southgate specific results are included with this staff report as Attachment #1.

### **Financial Impact or Long-Term Implications**

There is no financial impact to the municipality as a result of this report, other than Southgate's in-kind contribution of \$8,800.00 for local project management (staff time), office space, telephone, office supplies, copying (flyers) and communications (using our electronic communication signs).

Southgate's project has a total budget of \$590,000.00, with \$500,000 being provincial grant Southgate's portion is \$8,800 of in-kind contribution for staff time, \$50,000 from Flato Developments and the remaining expenses funded by \$31,500.00 of ridership revenues to support this project.

The Grey County Council has approved operating the GTR Dundalk to Orangeville route. County and Southgate staff have met with Shelburne and Orangeville CAO's to discuss funding support from Shelburne and connection locations in Orangeville.

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

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

#### **Goal 1**

#### **Attracting New and Supporting Existing Businesses and Farms**

##### **Action 1:**

The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background while also attracting new businesses and new employment opportunities in keeping with the renewed growth of our population.

##### **Strategic Initiatives:**

**1-F** - Working with the County and in coordination with other partners, the Township will place a priority on developing establishing permanent transportation service between Southgate and other communities, in order to provide access to employment, as well as to meet other needs.

### **Concluding Comments:**

1. That Council receive this staff report as information.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

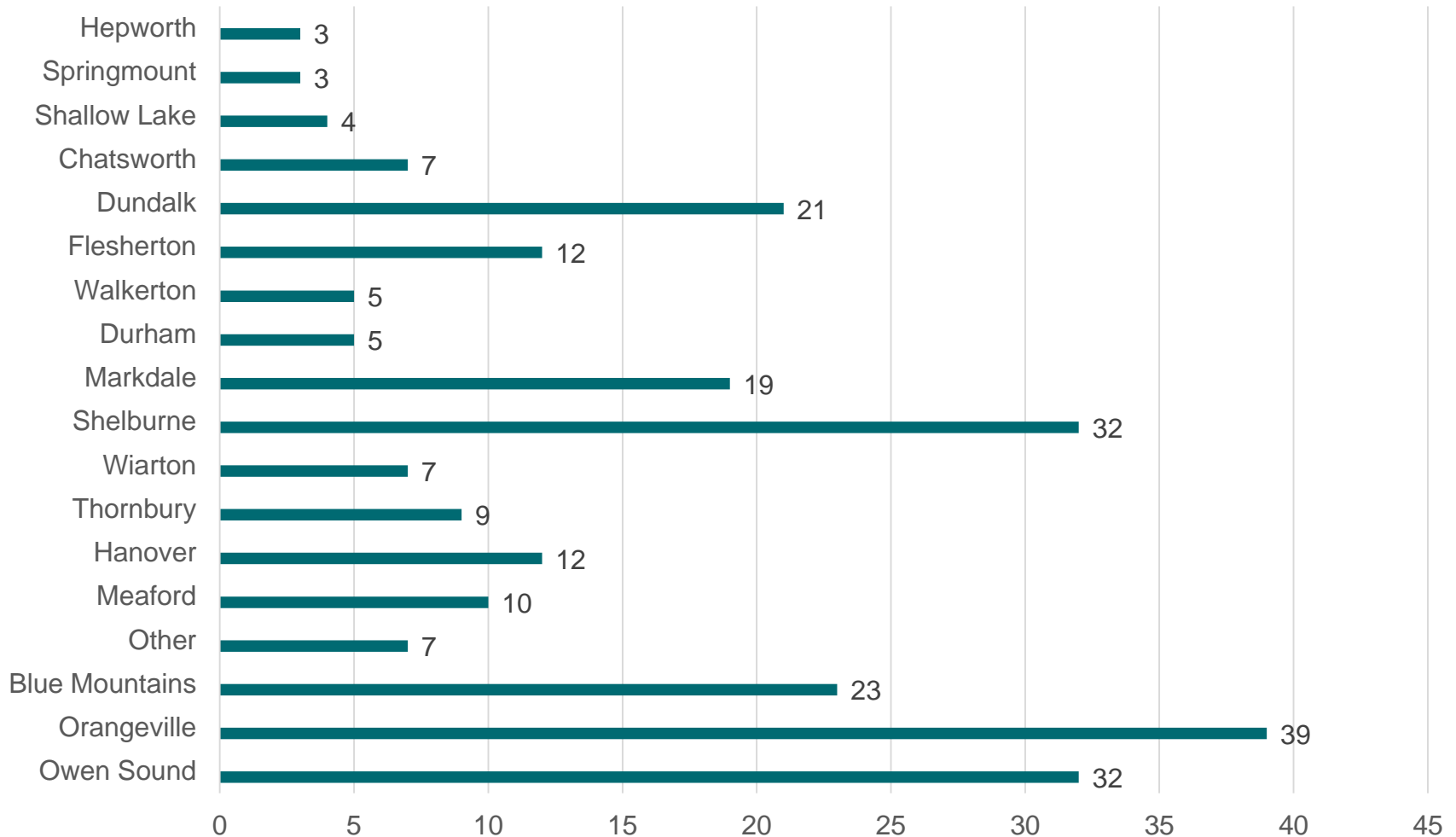
519-923-2110 x210

- Attachment 1 – Township of Southgate GTR Survey Results dated February 5, 2020 Report

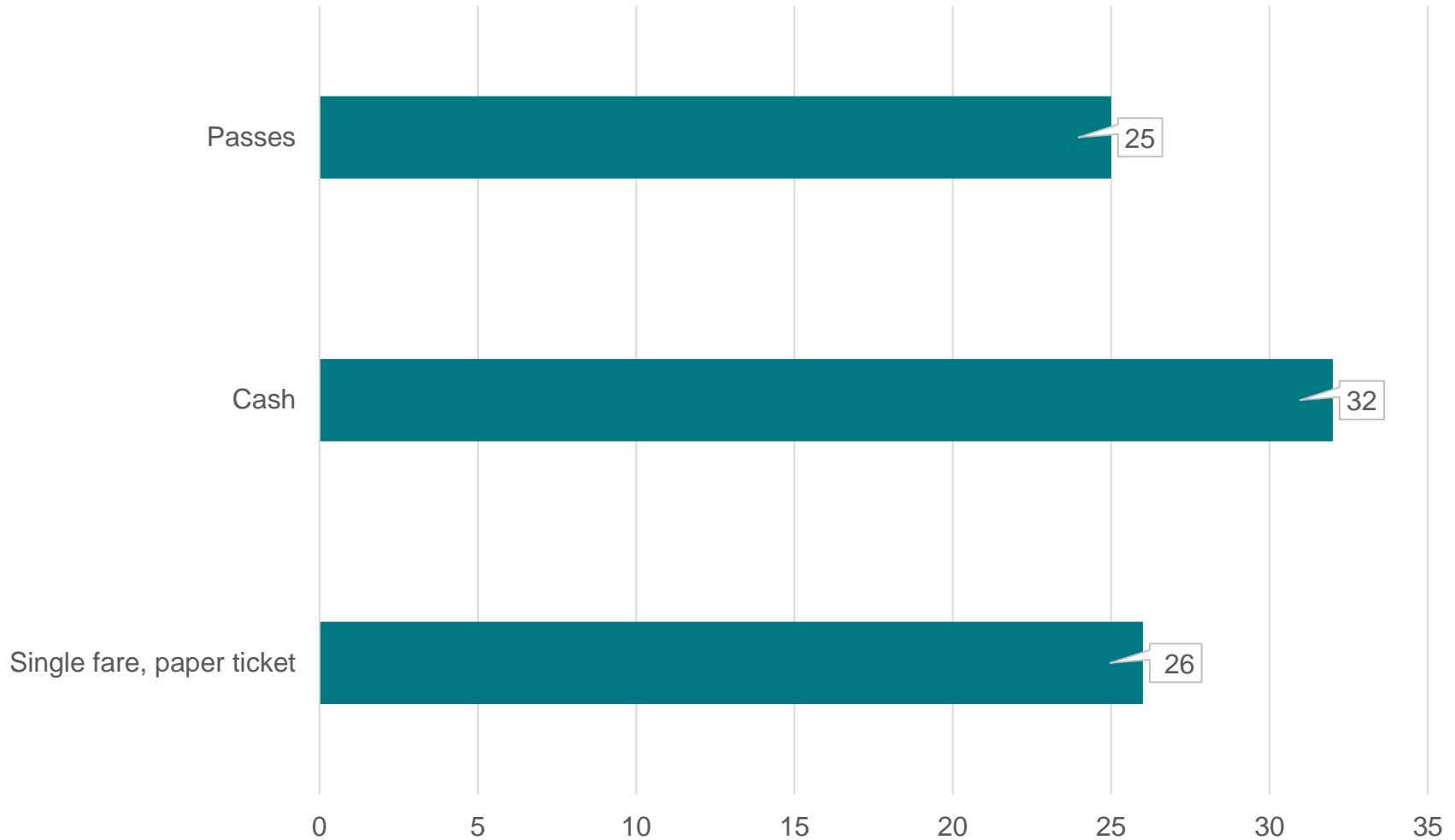
# Township of Southgate

February 5, 2020

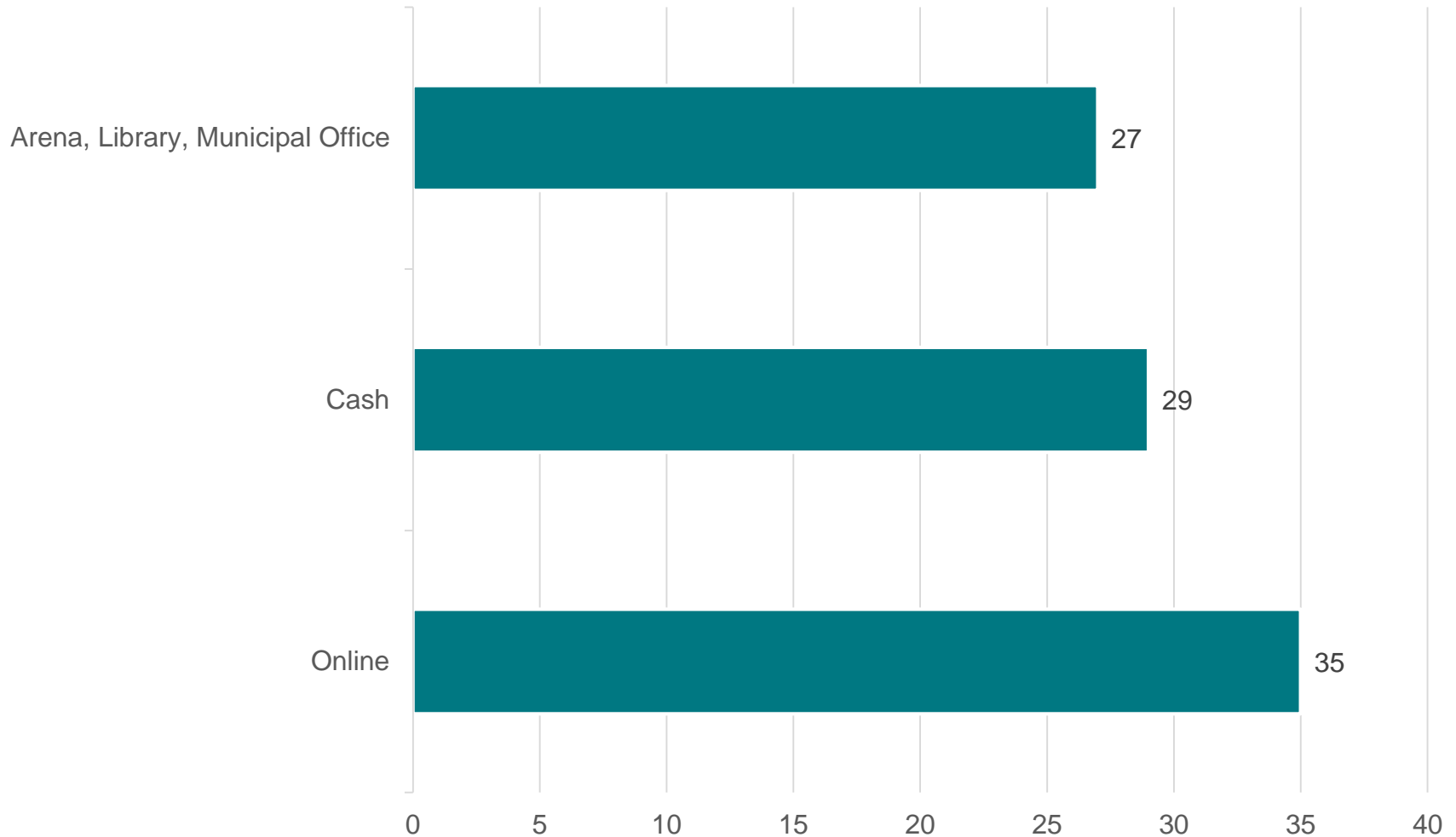
# Where would you like to travel ?



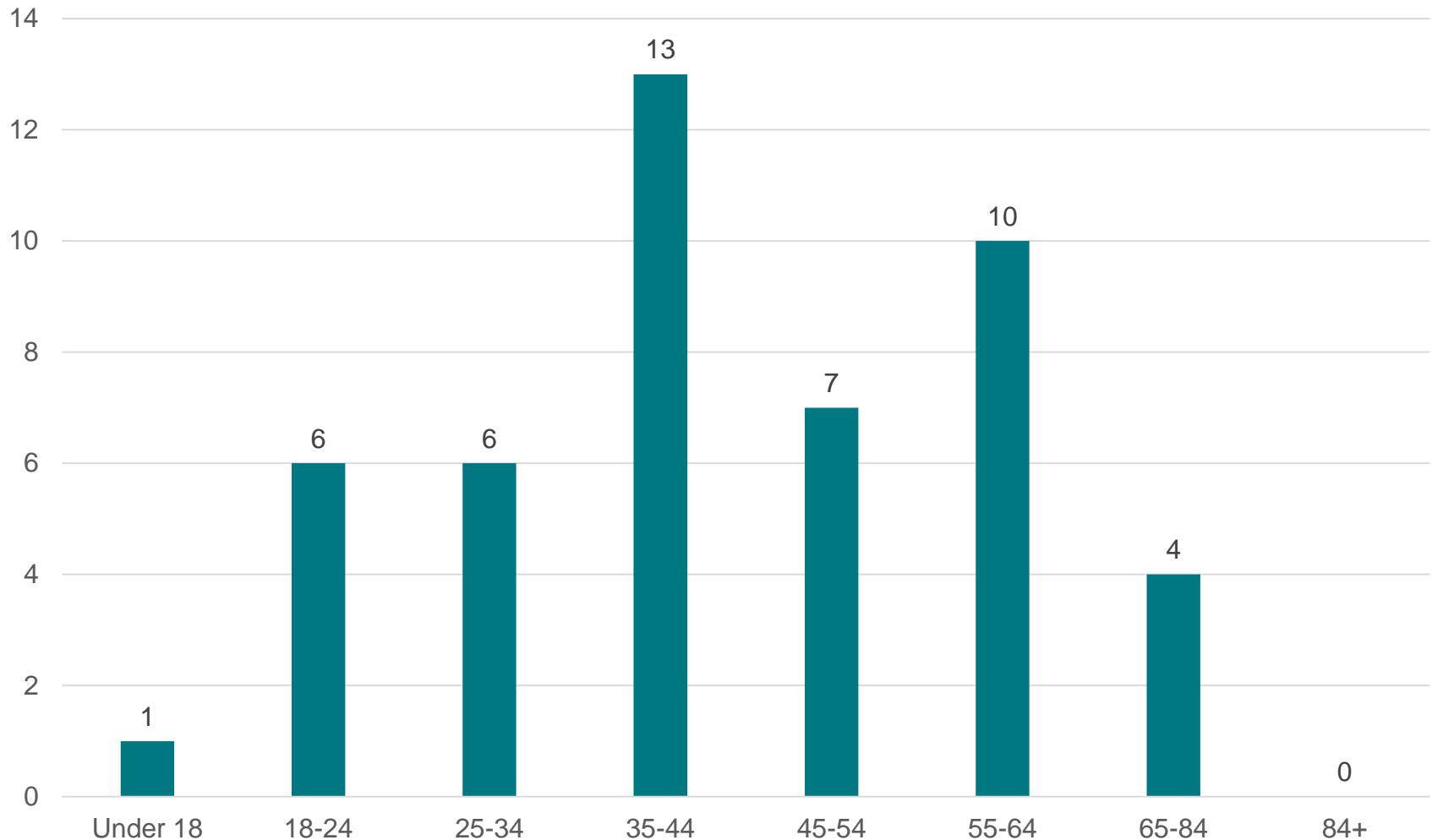
# How would you like to pay for your travel ?



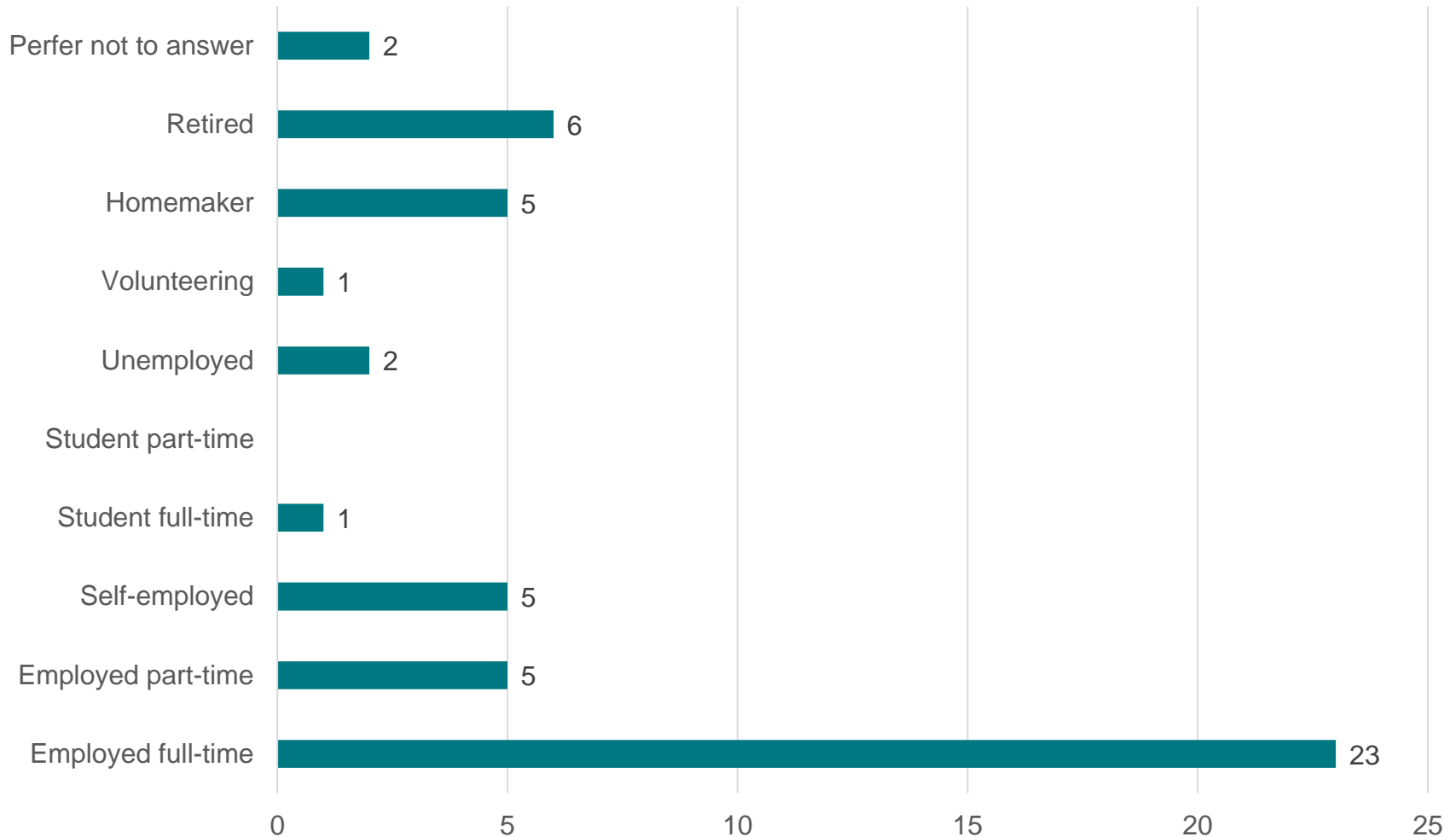
# How would you like to buy tickets ?



# How old are you ?

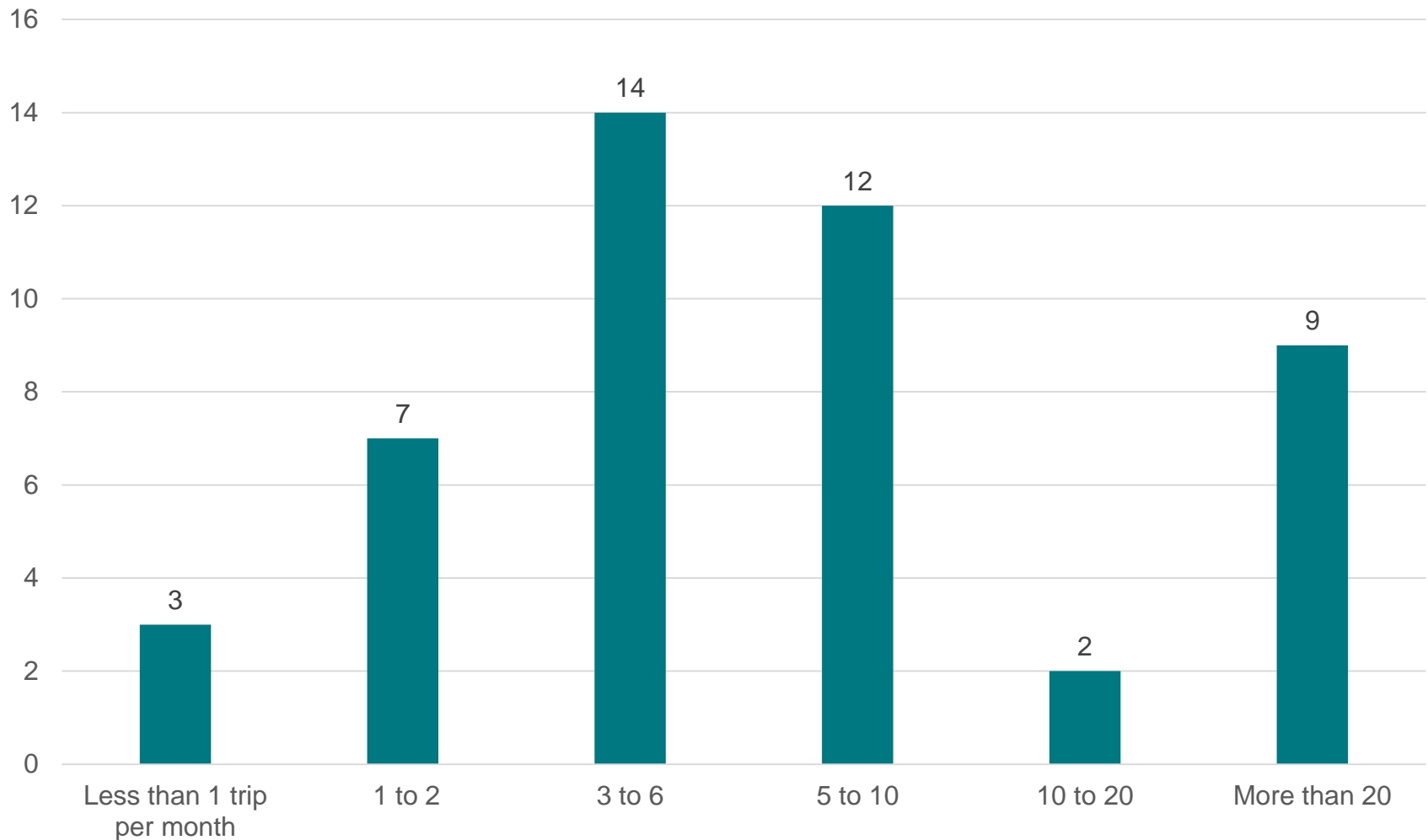


# What is your current employment status ?

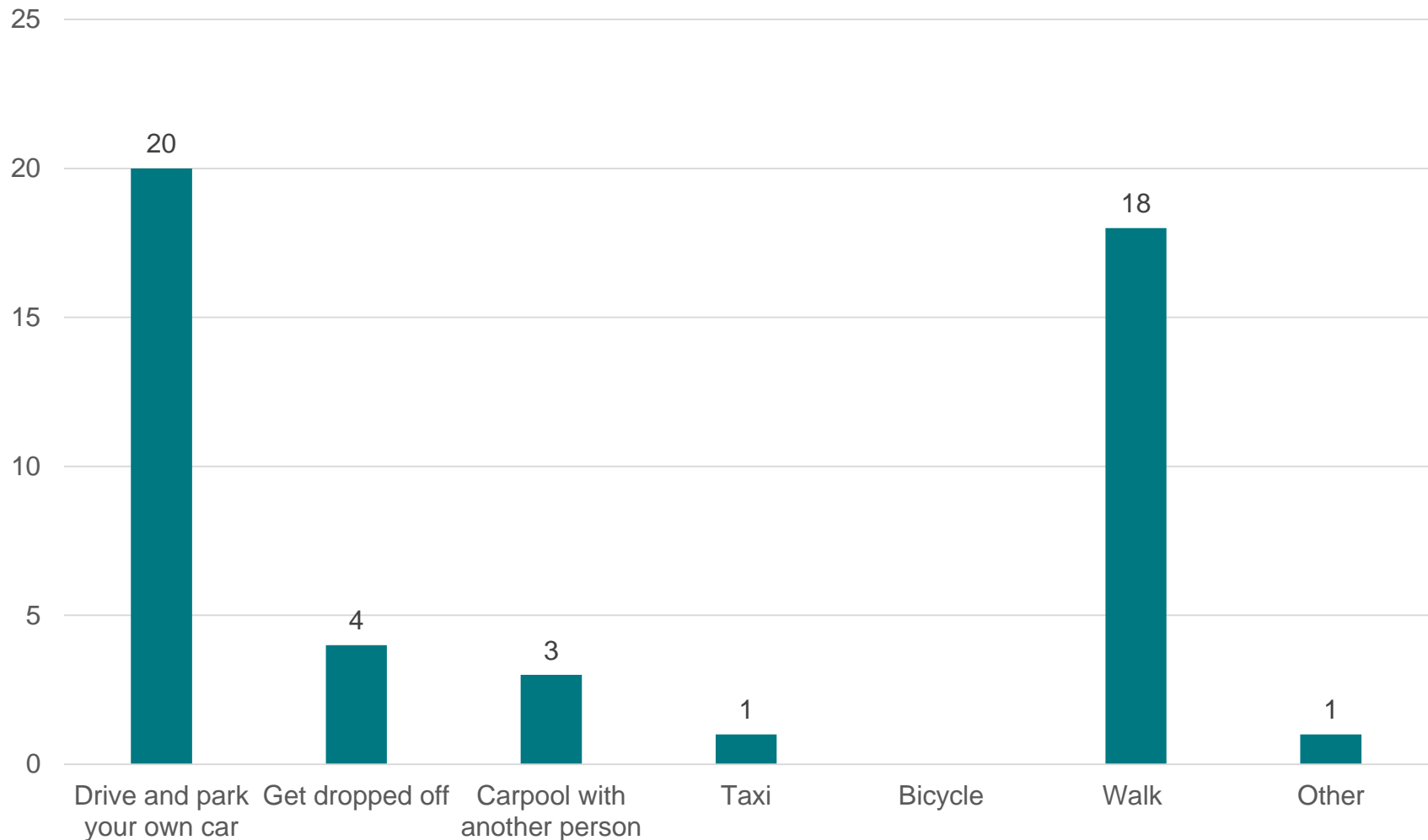




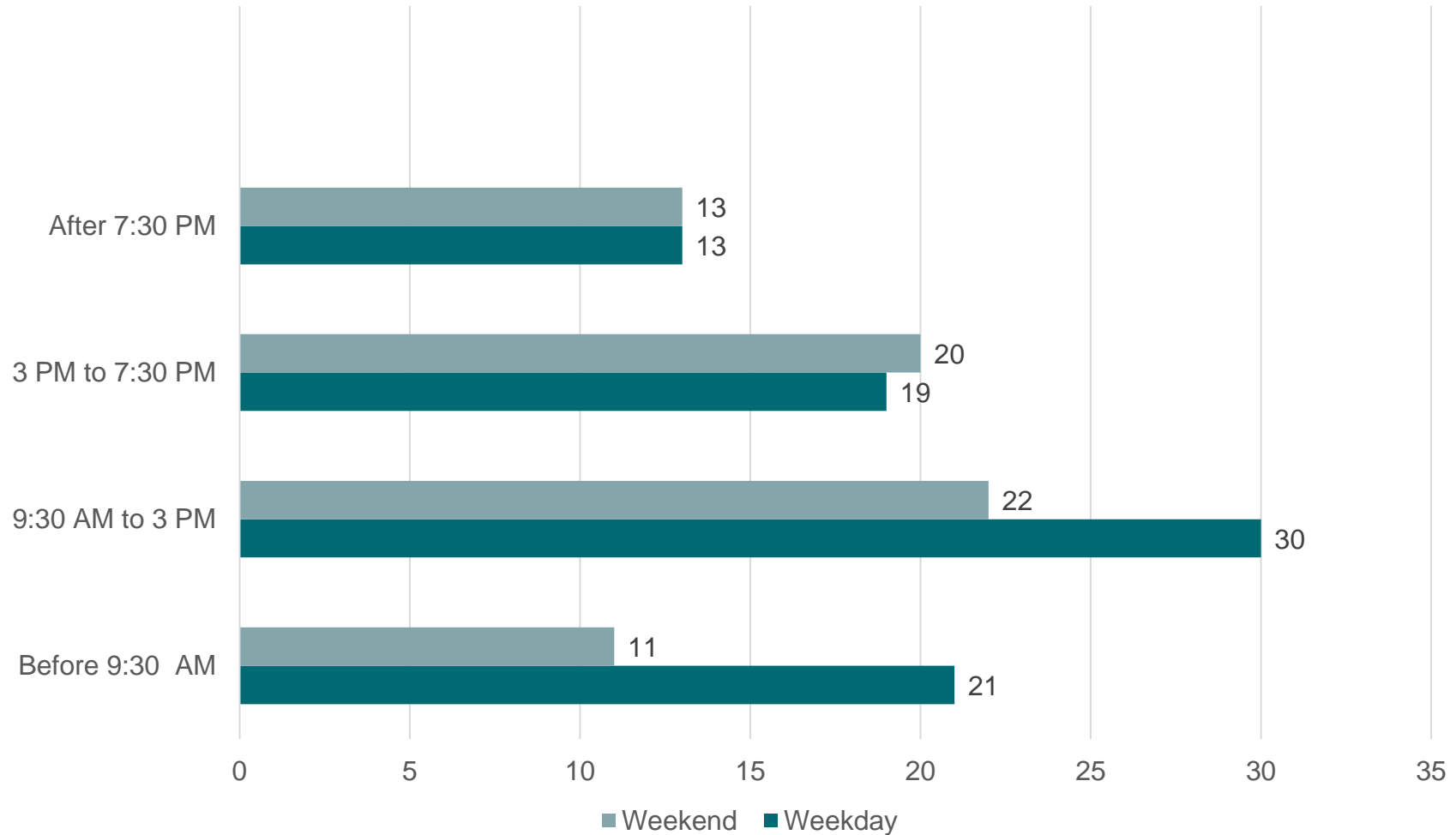
# How many trips do you plan on taking on GTR in a typical month ?



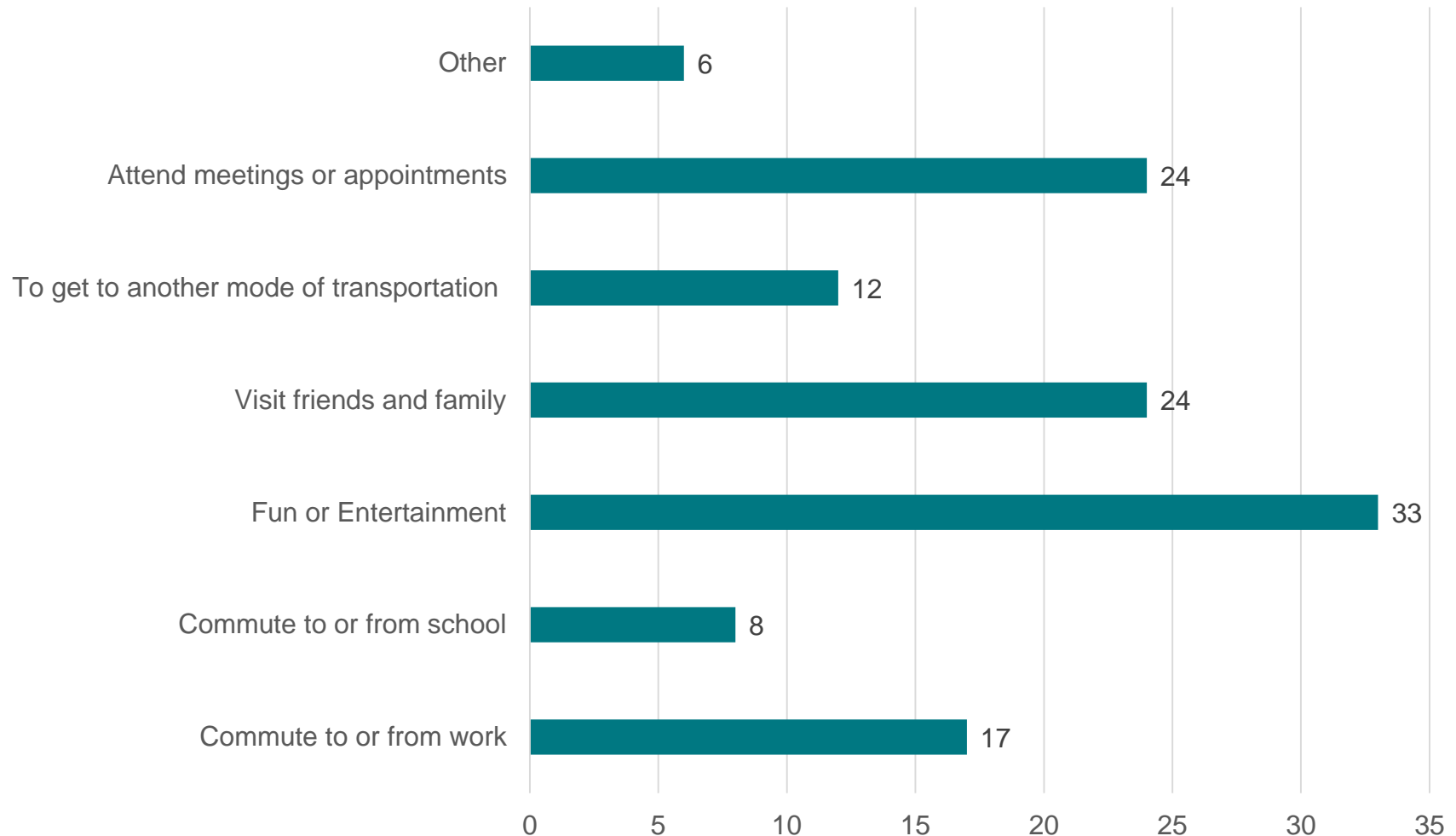
# How would you travel to and from your stop for the majority of your trips ?



# At what times of the day would you typically use GTR ?



# Would you be using GTR for any of the following purposes ?



**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

01/01/2020 thru 01/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038262	01/09/2020	001004	BARCLAY WHOLESALE	799.38
	Invoice 24585		12/23/2019 AREN-OLYMPIA PROPANE TANK STI	52.26
	Invoice 24844		12/23/2019 AREN/REC-CLEANERS/MOP/TOWEL	747.12
038263	01/09/2020	001036	ALTRUCK INTERNATIONAL TRUCK CENTRES	260.34
	Invoice 578430		12/30/2019 RDS-UNIT 214 MOTOR KIT W/S	260.34
038264	01/09/2020	001039	AMCTO	700.60
	Invoice 213930		01/03/2020 AMCTO MEMB FEE 2020	457.65
	Invoice Jan 6, 2020		01/06/2020 MEMBERSHIP	242.95
038265	01/09/2020	001044	ANCHEM SALES	874.62
	Invoice 187 697		12/13/2019 WATER CHEMICALS	-33.90
	Invoice 187837		12/18/2019 WATER CHEMICALS	908.52
038266	01/09/2020	001058	ASSOCIATION OF MUNICIPALITIES OF ONTARIO	3,243.67
	Invoice MEM007234		01/01/2020 CAO/HR ADMIN-2020 MEMBERSHIP	3,243.67
038267	01/09/2020	002005	B. EDWARDS TRANSFER	361.60
	Invoice 641326		11/29/2019 SW-SEWER BACKUP MINI FLUSH	361.60
038268	01/09/2020	003011	CANADA'S FINEST COFFEE	124.00
	Invoice IN336024		12/19/2019 ADMIN- COFFEE FOR LUNCHROOM	124.00
038269	01/09/2020	003020	CANADIAN TODS LIMITED	904.00
	Invoice 110912067		01/03/2020 HWY 10/RD 9 ANNUAL SIGNAGE FEE	904.00
038270	01/09/2020	003026	CARSON SUPPLY	127.06
	Invoice S1578686.002		12/19/2019 WW-BUSHING SOCKET/BALL VALVE	27.29
	Invoice S1578686.001		12/16/2019 WW-FIP ADAPTER/COUPLING SOCK	99.77
038271	01/09/2020	003030	CEDARWELL EXCAVATING LTD	5,758.48
	Invoice 2035022		12/16/2019 RDS-FLOAT ROCK TRUCK/210 EXCV	5,758.48
038272	01/09/2020	003060	CODE 4 FIRE & RESCUE INC	898.35
	Invoice 206158		12/02/2019 FIRE-JAWS OF LIFE MAINTENANCE	898.35
038273	01/09/2020	003076	CORPORATE EXPRESS CANADA INC	538.50
	Invoice 52227984		12/20/2019 ADMIN/FIRE/WATER-OFFICE SUPPL	308.77
	Invoice 52277249		01/06/2020 ADMN/WTR/FIRE/CLERKS SUPPLIES	229.73
038274	01/09/2020	003078	COTTON'S AUTO CARE CENTRE (2013) INC.	366.12
	Invoice 103-84255		01/02/2020 RDS/WAST- RUST PROTECTION LUE	366.12
038275	01/09/2020	003083	COUNTY OF GREY	36,819.00
	Invoice IVC00000000020106		01/01/2019 2018 TAX WRITE OFFS	-6,498.11
	Invoice IVC00000000019698		12/31/2019 2018 SUPPLEMENTARY TAXES/CAP	55,936.50
	Invoice IVC00000000019699		12/31/2019 2018 TAX WRITE OFFS	-20,500.25
	Invoice IVC00000000020338		12/31/2019 MOU SHARED GIS SERVICES 2019	6,750.00
	Invoice IVC00000000020352		12/31/2019 GIS USER ACCOUNT ACCESS 2019	286.80
	Invoice IVC00000000020322		12/16/2019 ED- MUNICIPAL BOUNDARY SIGNS	560.00
	Invoice IVC00000000020290		11/30/2019 FIRE- TRAINING	284.06
038276	01/09/2020	003092	CADUCEON ENTERPRISES INC.	1,985.99
	Invoice 19-19408		12/27/2019 SEWAGE TESTING	273.46
	Invoice 19-19409		12/27/2019 WATER TESTING	479.69
	Invoice 19-19420		12/27/2019 WATER TESTING	479.69
	Invoice 19-17709		11/26/2019 SEWAGE TESTING	273.46

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

01/01/2020 thru 01/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 19-15685		10/22/2019 WATER TESTING	479.69
038277	01/09/2020	004002	D.V. ELECTRIC	189.84
	Invoice 2287		12/31/2019 AREN-INSTALL 20AMP RECEPTACLE	189.84
038278	01/09/2020	004039	DILLMAN SANITATION LTD	175.15
	Invoice 13577		01/05/2020 WAST-JAN-APR 2020 TOILET RENTL	175.15
038279	01/09/2020	004071	DUNDALK FOODLAND	50.85
	Invoice Tran4003		12/23/2019 FRUIT BASKET	50.85
038280	01/09/2020	004081	DUNWOOD SIGNS & TEXTILES INC.	176.28
	Invoice 5635		12/09/2019 HOLSTEIN PARADE SIGNS	176.28
038281	01/09/2020	005015	EH!TEL NETWORKS INC	146.89
	Invoice ET-100451		12/15/2019 ADMIN- OFFICE INTERNET	146.89
038282	01/09/2020	005039	EXCEL BUSINESS SYSTEMS	733.22
	Invoice 241947		01/03/2020 COPIER LEASE JANUARY 2020	253.12
	Invoice 375894		12/30/2019 ADMIN- DEC 2019 PHOTOCOPIES	480.10
038283	01/09/2020	005042	ESOLUTIONS GROUP LIMITED	197.75
	Invoice 121739		11/22/2019 LIB-HIDE SEARCH BUTTON LIB PG	197.75
038284	01/09/2020	006014	FIVE STAR CLEANING	124.30
	Invoice 14252		11/30/2019 SWINTON PARK-NOVEMBER 2 CLEA	124.30
038285	01/09/2020	007012	GEORGIAN BAY FIRE & SAFETY SUP	167.69
	Invoice 790059		12/18/2019 ARENA-SYSTEM INSPECTION	167.69
038286	01/09/2020	007043	GREY COUNTY FIRE CHIEFS ASSOCIATION	204.08
	Invoice Dec 10/19		01/03/2020 FIRE-2020 NFPA SUBSCRIPTION	204.08
038287	01/09/2020	008005	HACH SALES & SERVICE CANADA LTD	2,984.23
	Invoice 211200		12/16/2019 VW-SYRNGE FILTR/BALNCE ANALY	2,984.23
038288	01/09/2020	008021	HERALD NEWSPAPER CORP	163.85
	Invoice 18435		12/16/2019 ADM/RDS-SDWLK MAINT/XMAS HOU	163.85
038289	01/09/2020	008027	HIGHLAND SUPPLY	161.21
	Invoice 282090		12/19/2019 FIRE-ANTIFREEZE X2	45.18
	Invoice 2 82201		12/23/2019 RDS-TELLUS S2 18.9L/BATT CABLE	107.16
	Invoice 2 82307		12/30/2019 RDS-MINIATURE BULB	8.87
038290	01/09/2020	008040	HURONIA/MED-E-OX LTD.	238.02
	Invoice 70619		11/05/2019 PROPANE CYLINDERS	60.00
	Invoice 70623		11/14/2019 PROPANE CYLINDERS	62.01
	Invoice 73453		11/26/2019 PROPANE CYLINDERS	77.34
	Invoice 70624		11/19/2019 PROPANE CYLINDERS	38.67
038291	01/09/2020	008041	HWY 4 TRUCK SERVICE LTD.	79.55
	Invoice 92853		12/09/2019 RDS-UNIT 205 REPAIR ON LEAKS	79.55
038292	01/09/2020	009010	INFINITY NETWORK SOLUTIONS	2,794.88
	Invoice 26529		01/06/2020 JANUARY MS EXCH/0365 PREM PLA	532.68
	Invoice 26528		01/06/2020 JAN MONITORING/VIP COMP SRVCS	2,262.20
038293	01/09/2020	010007	J.J. MCLELLAN & SON LIMITED	139.92

## Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

01/01/2020 thru 01/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 1007778		12/31/2019 HOLS SHED FURNACE FILTER	8.00
	Invoice 1007775		12/30/2019 HOLST DEPOT UV LAMP	131.92
038294	01/09/2020	010011		156.00
	Invoice January 3, 2020	01/03/2020	OLDE TOWN HALL 4 CLEANS	156.00
038295	01/09/2020	011005		3,694.02
	Invoice 511	12/31/2019	2019 POUND SERVICES	900.00
	Invoice 514	01/01/2020	CANINE CONTRACT JAN 2020	2,794.02
038296	01/09/2020	012010	LIBRARY BOUND INC	247.85
	Invoice 30071476	12/12/2019	LIBRARY BOOKS	247.85
038297	01/09/2020	013017	MARMAK INFORMATION TECHNOLOGIES	1,695.00
	Invoice 6468	12/23/2019	MI . ANNUAL SUBSCRPTN 2019	1,695.00
038298	01/09/2020	013035	MCDONALD HOME HARDWARE	1,199.28
	Invoice 84910	12/17/2019	ARENA- MOUSE TRAP	6.20
	Invoice 84494	12/03/2019	ARENA-WEATHERSTRIP CRACKSEA	7.56
	Invoice 85070	12/23/2019	TOWN HALL-6 BAGS ICE MELT	57.56
	Invoice 84767	12/12/2019	SWINTON PARK-SHOVEL/JERRY CA	36.47
	Invoice 84864	12/16/2019	FRANK MAC-4 BAGS ICE MELT	38.37
	Invoice 84867	12/16/2019	TOWN HALL- HARDWARE GLV 19G	9.59
	Invoice 84856	12/16/2019	TOWN HALL- ANTISIPHON 9.5X14"	22.59
	Invoice 84809	12/13/2019	F MAC-GARDEN HOSE/SALT SPREA	375.13
	Invoice 84697	12/10/2019	ARENA-BALL IPS 1" VALVE	22.59
	Invoice 84796	12/13/2019	LIB- SPONGES	10.15
	Invoice 84505	12/04/2019	FIRE-MCROFBR CLOTHS,AUTO SUP	103.93
	Invoice 85156	12/27/2019	FIRE-BUILDERS HARDWARE	28.24
	Invoice 85108	12/24/2019	FIRE- JERRY CAN X2	41.78
	Invoice 84961	12/19/2019	FIRE-PWR BALL BUFFR/RIM CLEANF	81.31
	Invoice 85176	12/28/2019	ARENA-PINE SOL CLEANER	6.20
	Invoice 84909	12/17/2019	ARENA- MOUSE TRAP	6.20
	Invoice 85227	12/30/2019	ARENA-SELF BOND CEMENT	23.72
	Invoice 85076	12/23/2019	LAGOON-MASKING TAPE	7.33
	Invoice 84793	12/13/2019	RDS-9 VOLT BATTERY	15.81
	Invoice 84861	12/16/2019	LAGOON-INSULATION PIPE	8.06
	Invoice 84798	12/13/2019	ROADS-HOSE CLAMP	7.85
	Invoice 84795	12/13/2019	RDS/WATR-SHOVEL/HOSE CLAMPS	69.92
	Invoice 85071	12/23/2019	ROADS-WD40 LUBE	6.77
	Invoice 84954	12/19/2019	WATER-SPRAY PAINT UNIT 309	8.46
	Invoice 84955	12/19/2019	RDS-COMBINATION WRENCHES	29.36
	Invoice 84953	12/19/2019	WATER-WASTEBASKET/GARBAGE E	24.81
	Invoice 85218	12/30/2019	WATER-MINI RPLC LAMPS UNIT 309	5.64
	Invoice 85308	01/03/2020	RDS-UNDERCOAT/BUILDER HARDW	20.62
	Invoice 85306	01/03/2020	RDS-DRLX SCRWS/SPRY PAINT/WIF	40.95
	Invoice 85285	01/02/2020	RDS-MTL D-CN WHEELS	23.67
	Invoice 85289	01/02/2020	RDS-BUILDERS HARDWARE	2.36
	Invoice 85384	01/06/2020	ARENA-MOP EZ SQZ REFIL X2	21.90
	Invoice 85292	01/02/2020	ARENA-LATEX PAINT GLOVES X2	28.18
038299	01/09/2020	013049	MICHELIN NORTH AMERICA (CANADA) INC.	1,283.68
	Invoice DA0007470207	11/29/2019	RDS- UNIT 301 REPAIRS	1,283.68
038300	01/09/2020	013058	MINISTER OF FINANCE	94,251.00
	Invoice 111212190944095	12/15/2019	420625-REIM POLICING CNTRCT/19	94,251.00
038301	01/09/2020	013075	MOOREFIELD EXCAVATING	242,781.68

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

01/01/2020 thru 01/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice	con 5619-19 cert 6	12/20/2019 RECON MAIN E/RESURF MAIN W RD	242,781.68
038302	01/09/2020	013086	MUNICIPAL EMPLOYER PENSION CENTRE	207.64
	Invoice	MC006250	01/01/2020 EMPLOYEE MUNICIPL CONTRIB 2020	207.64
038303	01/09/2020	013097	MCDUGALL ENERGY INC.	20,752.18
	Invoice	4328396	12/19/2019 DYED DIESEL	1,005.27
	Invoice	4328397	12/19/2019 REGULAR GAS	778.25
	Invoice	4328187	12/19/2019 REGULAR GAS	618.65
	Invoice	4328186	12/19/2019 CLEAR DIESEL	4,418.44
	Invoice	4328366	12/19/2019 CLEAR DIESEL	2,659.58
	Invoice	4337812	12/27/2019 DYED DIESEL	208.41
	Invoice	4337836	12/27/2019 DYED DIESEL	2,069.80
	Invoice	4337837	12/27/2019 CLEAR DIESEL	3,600.24
	Invoice	4337838	12/27/2019 REGULAR GAS	289.16
	Invoice	4343157	12/31/2019 DYED DIESEL	629.74
	Invoice	4343158	12/31/2019 CLEAR DIESEL	1,228.97
	Invoice	4342611	12/31/2019 DYED DIESEL	535.69
	Invoice	4342610	12/31/2019 DYED DIESEL	605.40
	Invoice	4347655	01/02/2020 CLEAR DIESEL	1,171.83
	Invoice	4347669	01/02/2020 REGULAR GAS	368.52
	Invoice	4346413	01/02/2020 DYED DIESEL	132.91
	Invoice	4 326123	12/18/2019 DYED DIESEL	431.32
038304	01/09/2020	014009	NEOPOST CANADA	602.29
	Invoice	6216883	09/15/2019 Postage Meter lease	602.29
038305	01/09/2020	015006	OFFICER'S AUTO CARE INC	234.86
	Invoice	092890	12/03/2019 RDS-UNIT 312 WHEEL ALIGNMENT	234.86
038306	01/09/2020	015012	OMTRA	254.25
	Invoice	2020*0126	01/02/2020 Annual Memb Fees-2020	254.25
038307	01/09/2020	015016	ONTARIO ASSOCIATION OF FIRE CHIEFS	288.15
	Invoice	4290	01/03/2020 FIRE-2020 OAFM MEMBERSHIPS	288.15
038308	01/09/2020	016014	PENINSULA OVERHEAD DOORS	166.11
	Invoice	154631	12/13/2019 ROADS-LABOUR TO REINSTALL PIN	166.11
038309	01/09/2020	016018	PETTY CASH	49.20
	Invoice	2019	12/31/2019 PETTY CASH-ADMIN/MAYORS BBQ	49.20
038310	01/09/2020	016042	PRINT ONE	847.50
	Invoice	30873	12/19/2019 SW-OOPS TAGS	847.50
038311	01/09/2020	016044	PUROLATOR INC	119.70
	Invoice	443315919	12/13/2019 SHIP TO OPP/SHIP FRM CLEARTECH	119.70
038312	01/09/2020	018004	R NOBLE & SONS INC	112.98
	Invoice	27497	12/23/2019 RDS- UNIT 208 2 REPAIR KITS	112.98
038313	01/09/2020	018007	R.J. BURNSIDE & ASSOCIATES LIM	12,262.88
	Invoice	300038258.0000-5	12/13/2019 DRAINAGE WO	11,607.48
	Invoice	MGE089780.0000-41	12/30/2019 R-I SUBD REVIEW NOVEMBE	655.40
038314	01/09/2020	018011	REALTAX INC.	1,695.00
	Invoice	74285	12/18/2019 REAL TAX FEES	350.30
	Invoice	74286	12/18/2019 REAL TAX FEES	485.90



**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

01/01/2020 thru 01/31/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 74287		12/18/2019 REAL TAX FEES	395.50
	Invoice 74288		12/18/2019 REAL TAX FEES	463.30
038315	01/09/2020	018015	REEVES CONSTRUCTION LTD	2,349.95
	Invoice 3265		12/30/2019 RDS-SDRD47/CRESSMAN BRIDGE R	2,349.95
038316	01/09/2020	018032	ROBERT'S FARM EQUIPMENT	1,596.11
	Invoice P22715		12/31/2019 RDS-UNIT 111 CLAMPS	16.81
	Invoice S23764		12/23/2019 RDS-UNIT 111 INSPECTION/REPAIR	1,393.20
	Invoice S23880		12/23/2019 RDS-UNIT 117 ANGLE BLADE RPAIR	186.10
038317	01/09/2020	019010	SAUGEEN MOBILITY AND REGIONAL TRANSIT	20,000.00
	Invoice SGT 2020-01		01/05/2020 2020 INTERIM MUNICIPAL CONTRIB	20,000.00
038318	01/09/2020	019051	SPARLING'S PROPANE	7,229.35
	Invoice 88725041905273		12/30/2019 PROPANE	1,576.66
	Invoice 88725041905272		12/14/2019 HOLST SHOP- PROPANE	1,796.50
	Invoice 88725041905271		12/10/2019 HOPEVILLE- PROPANE	1,679.64
	Invoice 88725040904478		12/17/2019 SWINTON PARK PROPANE	599.89
	Invoice 33677		12/30/2019 RDS-PROPANE	1,576.66
038319	01/09/2020	019073	STRONGCO EQUIPMENT	106.66
	Invoice 90795420		10/11/2019 RDS-UNIT 100 BALL VALVE/HOSES	106.66
038320	01/09/2020	019076	STUTZ BROWN & SELF PROFESSIONAL CORP	1,086.60
	Invoice 29569		12/31/2019 ADM/FIRE/RDS/PLAN-MISC CORRES	1,086.60
038321	01/09/2020	020022	THE MURRAY GROUP LIMITED	513.25
	Invoice P-260-00013238		12/13/2019 RDS- 6 TONN HOT MIX ASPHALT	513.25
038322	01/09/2020	020040	TOWNSHIP OF WELLINGTON NORTH	6,084.88
	Invoice IVC04857-Dec31/19		01/30/2019 REC AGR'MENT DEC2019 INSTALMN	6,084.88
038323	01/09/2020	020044	TRITON ENGINEERING SERVICES LTD	73,152.28
	Invoice 50731		11/30/2019 M5619 RECON MAIN ST/GREY 9	38,164.01
	Invoice 50666		11/30/2019 I6430 RDS MGMT STUDY ANALYSIS	5,985.84
	Invoice 50700		11/30/2019 A4160 GENERAL ADVISORY SRVICE	820.48
	Invoice 50757		11/30/2019 T4611 DDLK WELL D5 CNSTRUCTION	4,172.53
	Invoice 50758		11/30/2019 W4609 DDLK WTR TRTMNT ADVISOR	7,090.48
	Invoice 50759		11/30/2019 W4612 DDLK SANIT FLOW MONITOR	2,460.58
	Invoice 50704		11/30/2019 R-A4171 FLATO GLENELG ENG SRVC	1,384.25
	Invoice 50702		11/30/2019 R-A4167 FLATO EAST ENG SRVCES	1,889.93
	Invoice 50703		11/30/2019 R-A4169 FLATO NORTH ENG SRVCS	4,771.43
	Invoice 50696		11/30/2019 R-A4152 WHITE ROSE ENG SRVCS	2,892.80
	Invoice 50701		11/30/2019 R-A4165 WHITE ROSE PRK SUB PH3	836.20
	Invoice 50697		11/30/2019 R-REALE FLATO WEST ENG SRVICE	152.55
	Invoice 50699		11/30/2019 R-A4153 REALE FLATO WEST PHS 2	305.10
	Invoice 50698		11/30/2019 R-A4153 REALE FLATO W PH2 DSGN	1,152.60
	Invoice 50705		11/30/2019 A4174 271 MAIN ST DDLK ADVISRY	1,073.50
038324	01/09/2020	020047	TSC STORES LP	38.42
	Invoice TRN8019		12/20/2019 ROADS- HOPEVILLE OFFICE SALT	38.42
038325	01/09/2020	022004	VANALSTINE AUTOMOTIVE	192.61
	Invoice 9934		12/12/2019 WAST-ANNL SAFTY INSPECTION 294	127.95
	Invoice 9932		12/12/2019 WAST-OIL CHANGE/INSPECTION 311	64.66
038326	01/09/2020	022008	VIKING CIVES LTD	707.61

**Accounts Payable**

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	Invoice 2688850		12/20/2019 RDS-UNIT 212 SPRING COMP/STUDS	141.65
	Invoice 2688741		12/18/2019 RDS-UNIT 216 FILTER ELEMENT	565.96
038327	01/09/2020	022012	VAN HARTEN SURVEYING INC.	
	Invoice 00056746		09/18/2019 16R-11264 SURVEY PROJ 27366-19	3,414.23
038328	01/09/2020	023008	WASTE MANAGEMENT	
	Invoice 0003157-0677-0		12/31/2019 RECYCLING	5,849.79
038329	01/09/2020	023018	WEBER'S FARM SUPPLY	
	Invoice 17349		12/03/2019 ROADS-REPAIR GRADER 102 ALT	110.74
038330	01/09/2020	023037	MIDWESTERN NEWSPAPERS CORP	
	Invoice 1922		12/31/2019 ADV-HOLS PARADE/SW/ADMN NOTI	157.07
038331	01/09/2020	023039	WORK EQUIPMENT	
	Invoice 048369		12/18/2019 ROADS-UNIT 113 THROTTLE CABLE	241.85
	Invoice 048447		01/03/2020 RDS-51" BLOWER/2 BOLT FLANGE	310.81
038332	01/09/2020	025002	YOUNG'S BUILDING MATERIALS INC.	
	Invoice 657854		12/27/2019 RDS-PADLOCKS/BROOM/WASHERS	113.49
038333	01/09/2020	026001	ZEKE AIR HEATING & COOLING	
	Invoice 7613		12/17/2019 ARENA-MAINTENANCE ON BOILER	595.89
038334	01/09/2020	098001		
	Invoice December 20, 2019		12/20/2019 OWDCP REIMB LVSTCK KILL SEP/19	2,348.80
	Invoice January 2, 2020		01/03/2020 OWDCP LVSTCK KILL REIMB 003993	560.00
038335	01/09/2020	098002		
	Invoice Dec 31/19		12/31/2019 2019 FINAL INSP REFUND X5	1,250.00
038336	01/09/2020	098002		
	Invoice Dec. 31/19		12/31/2019 FINAL INSP REFUND 2019-312	250.00
038337	01/09/2020	098002		
	Invoice Dec 31, 2019		12/31/2019 FINAL INSP REFUND 2019-333	250.00
038338	01/09/2020	098002		
	Invoice December 23, 2019		12/23/2019 FINAL WATER READ CR-13762301	17.54
038339	01/09/2020	098002		
	Invoice December 31/19		12/31/2019 FINAL INSP REFUND 2019-0063	250.00
038340	01/09/2020	098002	GUS LITZ CONTRACTING INC.	
	Invoice December 24/19		12/24/2019 FINAL DEPOSIT REFUND 2018 X2	500.00
038341	01/09/2020	098002		
	Invoice December 31, 2019		12/31/2019 FINAL INSP REFUND 2019-385	250.00
038342	01/09/2020	098002		
	Invoice Dec. 31, 2019		12/31/2019 FIN INSP REFUND 2018-00925,235	500.00
038343	01/09/2020	099002		
	Invoice 10046		01/03/2020 2020 WASTE FLYER/CALENDAR/TAG	250.00
038344	01/09/2020	099002	ARTHUR GREENHOUSES	
	Invoice 2019-400		11/30/2019 WAST-DWARF SPRUCES-P&E WINN	180.57

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038345	01/09/2020	099003		280.00
	Invoice December 21, 2019		12/21/2019 OWDCP LVSTCK OCT REIMB 004086	280.00
038346	01/09/2020	099006	MAXIMUM SIGNS	4,013.54
	Invoice 84066		12/17/2019 RDS-ALUM HI INTENSITY SIGNS	1,724.08
	Invoice 84067		12/17/2019 RDS-ALUM HI INTENSITY SIGNS	2,289.46
038347	01/09/2020	099006	MUNICIPALITY OF WEST GREY	75.00
	Invoice 7739		12/18/2019 FIRE-STRESS MGMT COURSE-	75.00
038348	01/09/2020	099006	NEUMANN WELL DRILLING LTD.	54.24
	Invoice 01031		12/30/2019 WELL D4-BENTONITE HOLEPLUG X2	54.24
038349	01/09/2020	099008	VFD SOLUTIONS	2,262.83
	Invoice 14668		12/13/2019 WW-PROGRAMMING & INSTALLATIC	2,262.83
038350	01/09/2020	099009	WAGG'S LTD.	50.85
	Invoice 163525		12/25/2019 LIB- CHARCOAL MATS	50.85
038351	01/23/2020	001004	BARCLAY WHOLESALE	117.87
	Invoice 24055		12/31/2019 RDS-PAPER TOWEL ROLLS	71.54
	Invoice 24987		12/31/2019 RDS-PAPER TOWEL ROLLS REF	-40.40
	Invoice 24988		01/06/2020 ROADS-PAPER TOWEL ROLLS	86.73
038352	01/23/2020	001011	ACKLANDS GRAINGER	76.69
	Invoice 9404774482		01/08/2020 HLTH/SFTY-HI VIS TRAFFC HOODIE	76.69
038353	01/23/2020	001020	AGO INDUSTRIES INC.	119.16
	Invoice 881468		01/08/2020 HLTH/SFTY-TRAFFIC SFTY OVERALL	119.16
038354	01/23/2020	001039	AMCTO	242.95
	Invoice 228975		01/01/2020 2020 MEMBRSHIP	242.95
038355	01/23/2020	001044	ANCHEM SALES	894.96
	Invoice 185916		10/17/2019 WATER CHEMICALS	894.96
038356	01/23/2020	001060	ATS TREE SERVICES INC.	3,762.90
	Invoice 3191		01/13/2020 RDS-DDLK ICE STORM CLNUP 18.5H	3,762.90
038357	01/23/2020	002008	BAYSHORE BROADCASTING CORPORATION	282.50
	Invoice 1736-00010-0000		12/29/2019 ADVERTISE CKYC SANTA CL PARAD	226.00
	Invoice 1736-00012-0000		12/29/2019 ADVERTIS CFOS HOLSTEIN PARADE	56.50
038358	01/23/2020	002017	BELL MOBILITY - W.P.C.I. CEDAR POINT	229.37
	Invoice 308429		01/14/2020 WATR. PHONE UPGRDE/CA	229.37
038359	01/23/2020	003026	CARSON SUPPLY	10,921.34
	Invoice S1580178.001		01/21/2020 WTR-NEW WATERMAINS STOCK PA	10,921.34
038360	01/23/2020	003038	VOID CHALMERS FUELS INC	157.38
			Voided: 2/03/2020	
038361	01/23/2020	003041	CHEMTRADE CHEMICALS CANADA LTD	6,865.28
	Invoice 92802071		12/23/2019 WW/LAGOON-BULK LQ ALUM SULFA	6,865.28
038362	01/23/2020	003054		2,022.35
	Invoice 07/08/09 Dec.31/2019		12/31/2019 RDS-BLOW SNOW 23HR50MIN DEC''	2,022.35

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038363	01/23/2020	003076	CORPORATE EXPRESS CANADA INC	225.26
	Invoice 52252249		01/01/2020 ADMIN- USB STICKS	93.78
	Invoice 52366586		01/15/2020 BLDG/CLRK/ADMN-PAPER/ORGANIZ	142.77
	Invoice 52277249C		01/08/2020 CLERKS-RETURN PENCIL HOLDER	-11.29
038364	01/23/2020	003083	COUNTY OF GREY	12,061.95
	Invoice 2019-404		12/31/2019 2019-404 DEVELOPMENT CHARGES	7,120.00
	Invoice IVC00000000020377		12/31/2019 RDS-CIVIC ADDRESS/BRIDGE BLADI	4,941.95
038365	01/23/2020	004002	D.V. ELECTRIC	3,697.36
	Invoice 2288		12/31/2019 WW TREATMENT 752051 IDA ST	2,540.24
	Invoice 2286		12/31/2019 RDS-HOPEVL HEATER/SWITCH INST	753.71
	Invoice 2285		12/31/2019 ADMIN-WIRES/RECEPTACLES/LIGHT	403.41
038366	01/23/2020	004032	DEWAR SERVICES	276.85
	Invoice 16413		01/07/2020 WTR-CHNGE TURBDTY METER WEL	276.85
038367	01/23/2020	004058	DUNDALK & DISTRICT FOOD BANK	100.00
	Invoice January 2020		01/15/2020 2020 DONATION- CHRISTMAS CHEEI	100.00
038368	01/23/2020	004061	DUNDALK DISTRICT AGRICULTURAL SOCIETY	2,500.00
	Invoice January 2020		01/15/2020 ADN-2020 GRANT-FAIR ENTERTNMN	2,500.00
038369	01/23/2020	004066	DUNDALK DANCE ASSOCIATION	500.00
	Invoice Jan 2020		01/15/2020 ADMIN-2020 DONATION	500.00
038371	01/23/2020	004071	DUNDALK FOODLAND	68.09
	Invoice Tran214		12/10/2019 FRUIT BASKET-I	50.85
	Invoice Tran8159		01/09/2020 ADMIN-SOAP/SUGAR FOR LUNCHRC	6.71
	Invoice Tran9541		01/14/2020 ADMIN-MILK/CREAM FOR LUNCHRO	10.53
038372	01/23/2020	004081	DUNWOOD SIGNS & TEXTILES INC.	18.08
	Invoice 5666		01/14/2020 BLDG-EMBROIDERY FOR	18.08
038373	01/23/2020	005015	EH!TEL NETWORKS INC	146.89
	Invoice ET-102764		01/15/2020 ADMIN- JAN 2020 INTERNET	146.89
038374	01/23/2020	005030	ERAMOSA ENGINEERING INC	985.41
	Invoice M2019-01-8		12/31/2019 WTR-NOV-DEC2019 ENGINR SRVICE	114.86
	Invoice 414918-11		12/31/2019 WELL D5 ENGNR SRVCS NOV-DEC'1	870.55
038375	01/23/2020	005039	EXCEL BUSINESS SYSTEMS	610.25
	Invoice 242730		01/10/2020 ADM/LIB/FIRE-FEB20COPIER LEASE	253.12
	Invoice 374831		12/31/2019 LIB-COLOUR COPIER DEC 2019	357.13
038376	01/23/2020	006014	FIVE STAR CLEANING	1,300.63
	Invoice 14401		12/31/2019 RDS/ADMIN-DEC 2019 3 CLEANS	389.85
	Invoice 14180		12/01/2019 DECEMBER 2019 SNOW CLEARING	226.00
	Invoice 14415		01/08/2020 CREDIT UNION JAN/20 SNOW CLEAF	226.00
	Invoice 14406		12/31/2019 SWINTON PARK DEC 2019-2 CLEANS	124.30
	Invoice 14402		12/31/2019 RDS-DDLK/HOLS WRKS DEC19 CLEA	334.48
038377	01/23/2020	007012	GEORGIAN BAY FIRE & SAFETY SUP	385.80
	Invoice 760806		11/08/2019 LIB-EMERG LGHT/EXTNG/BATT INSF	385.80
038378	01/23/2020	007015		2,385.80
	Invoice December 31 2019		12/31/2019 RDS-TWNSHP DRAINAGE SUPER SRV	2,385.80

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038379	01/23/2020	008015	HAWKINS ELECTRICAL CONTRACTING LTD.	797.78
	Invoice 2062		12/31/2019 RDS-PROTON ST/HOPEVL LIGHT RP	797.78
038380	01/23/2020	008021	HERALD NEWSPAPER CORP	395.50
	Invoice 17896A		09/03/2019 ADV-FIN ASS/COOKOFF/IMPRV PLAI	395.50
038381	01/23/2020	008027	HIGHLAND SUPPLY	1,159.75
	Invoice 281758		12/06/2019 RDS-215 DIESEL EXHAUST 9.46L	16.39
	Invoice 281930		12/12/2019 RDS-HOLS DEPOT BULK OIL	1,131.60
	Invoice 282117		12/20/2019 RDS-UNIT 117 CONNECTING LINKS	11.76
038382	01/23/2020	008034	HOLSTEIN FEED MILL (2015) LTD	33.90
	Invoice 310750		12/31/2019 RDS-SNOWPLOW WEIGH	33.90
038383	01/23/2020	008040	HURONIA/MED-E-OX LTD.	232.01
	Invoice D73458		12/03/2019 PROPANE CYLINDERS	154.67
	Invoice D73462		12/17/2019 PROPANE CYLINDERS	77.34
038384	01/23/2020	008041	HWY 4 TRUCK SERVICE LTD.	2,318.56
	Invoice 92506		11/29/2019 RDS-205 TRAN/PIN/CLUTCH REPAIR	2,318.56
038385	01/23/2020	011023	KORE MECHANICAL INC	2,297.54
	Invoice 2877		01/10/2020 AREN-4HR ANALYSI & MATERIALS	2,297.54
038386	01/23/2020	012010	LIBRARY BOUND INC	568.55
	Invoice 30072234		01/09/2020 LIBRARY BOOKS	568.55
038387	01/23/2020	013035	MCDONALD HOME HARDWARE	344.67
	Invoice 85407		01/07/2020 ARENA-FURNACE FILTER	28.24
	Invoice 85425		01/08/2020 TOWN HALL 15 BAGS ICE MELT	101.53
	Invoice 85421		01/07/2020 WATER-SINGLE SIDED KEY	33.46
	Invoice 85480		01/10/2020 BLDG-NUTSETTER BIT	6.77
	Invoice 85645		01/16/2020 ROADS-PIPE TAPE	6.20
	Invoice 85498		01/10/2020 ROADS- RAGS	16.92
	Invoice 85464		01/09/2020 WATER-WHTPOLY TUBING	44.07
	Invoice 85442		01/09/2020 ROADS-ARMORALL CAR WASH	9.03
	Invoice 85406		01/07/2020 WASTE-HOSE NOZZLE/LOCK DE ICE	28.66
	Invoice 85332		01/03/2020 WASTE-MOUSE TRAPS	17.79
	Invoice 85577		01/14/2020 AREN-PSRWSH DETERGNT/ANTIFRI	-32.09
	Invoice 85454		01/09/2020 REC-DISH/PRESSURWASH DETERG	57.82
	Invoice 85419		01/07/2020 AREN-WS FOAM TAPE X2/8' SPRUCE	26.27
038388	01/23/2020	013058	MINISTER OF FINANCE	98,830.88
	Invoice 160601201054003		12/31/2019 POL-HR-07DEC19 GREY BRUCE OPF	433.26
	Invoice 163012191359014		12/31/2019 POL-RIDE WAGES	1,155.36
	Invoice 111001200809029		01/10/2020 POL-OFFICIAL RECOVERY OF WAGE	433.26
	Invoice 111301200836099		01/15/2020 JAN2020 MUN POLICING CONTRACT	96,809.00
038389	01/23/2020	013090	MUNICIPAL WASTE ASSOCIATION	237.30
	Invoice January 2020		01/01/2020 WAST 2020 MEMBERSHIP	237.30
038390	01/23/2020	013097	MCDUGALL ENERGY INC.	20,693.52
	Invoice 4366690		01/15/2020 DYED DIESEL	721.69
	Invoice 4366691		01/15/2020 CLEAR DIESEL	2,862.02
	Invoice 4371089		01/16/2020 REGULAR GAS	494.63
	Invoice 4371119		01/16/2020 DYED DIESEL	2,217.52
	Invoice 4371120		01/16/2020 CLEAR DIESEL	1,764.56
	Invoice 4360917		01/09/2020 DYED DIESEL	2,493.32

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	Invoice 4360885		01/09/2020 CLEAR DIESEL	-2,897.25
	Invoice 4358243		01/09/2020 CLEAR DIESEL	2,897.25
	Invoice 4358372		01/09/2020 DYED DIESEL	2,548.20
	Invoice 4358280		01/09/2020 CLEAR DIESEL	4,647.64
	Invoice 4358374		01/09/2020 CLEAR DIESEL	2,473.16
	Invoice 4358160		01/21/2020 DYED DIESEL	240.38
	Invoice 4366608		01/15/2020 DYED DIESEL	230.40
038391	01/23/2020	015019	ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS	250.00
	Invoice January 6, 2020		01/06/2020 OAPSB SG OPP ZONE 5 MEMBR FEE	250.00
038392	01/23/2020	015038	ONTARIO WASTE MANAGEMENT ASSOCIATION	317.53
	Invoice 11843		01/01/2020 WST-2020 PUB SECTOR MEMBERSH	317.53
038393	01/23/2020	015041	OPTIMIST CLUB OF EGREMONT TOWNSHIP	1,000.00
	Invoice January 2020		01/15/2020 ADMIN-2020 DONATION- FIREWORK	1,000.00
038394	01/23/2020	015045	OSPREY EQUIPMENT REPAIR LTD	466.69
	Invoice 3576		01/09/2020 RDS-UNIT113 WATER PUMP REPAIR	466.69
038395	01/23/2020	016014	PENINSULA OVERHEAD DOORS	3,199.00
	Invoice 154739		01/02/2020 RDS-2MEN SERVICE/EQUIPMNT/LUE	512.55
	Invoice 154778		01/08/2020 RD/HOLS-REPL RECEIVER/REMOTE	371.18
	Invoice 154738		01/02/2020 RDS/HOPE/DDLK-RADIOS/REMOTES	2,315.27
038396	01/23/2020	016040	PREMIER EQUIPMENT LTD	3,339.96
	Invoice 970673		12/12/2019 RDS-105 SEAL/FILTER KIT/KROWN	391.11
	Invoice 977763		01/07/2020 RDS-FILTERS FOR UNITS 105&116	2,948.85
038397	01/23/2020	016044	PUROLATOR INC	93.74
	Invoice 443192770		11/29/2019 WTR/WST/RDS-WELL&MAIN-SHIP FF	62.30
	Invoice 443253869		12/06/2019 RDS/WTR-MAINST/WELL5-SHIP FRO	31.44
038398	01/23/2020	018011	REALTAX INC.	2,610.30
	Invoice 74382		01/06/2020 R-GYSG19-09 REAL TAX FEES	435.05
	Invoice 74381		01/06/2020 R-GYSG19-06 REAL TAX FEES	435.05
	Invoice 74380		01/06/2020 R-GYSG19-05 REAL TAX FEES	435.05
	Invoice 74379		01/06/2020 R-GYSG19-04 REAL TAX FEES	435.05
	Invoice 74378		01/06/2020 R-GYSG19-02 REAL TAX FEES	435.05
	Invoice 74377		01/06/2020 R-GYSG19-01 REAL TAX FEES	435.05
038399	01/23/2020	018015	REEVES CONSTRUCTION LTD	528.28
	Invoice 19801		12/31/2019 RDS-5 1/2HR DITCHING WILDER LK	528.28
038400	01/23/2020	018032	ROBERT'S FARM EQUIPMENT	427.78
	Invoice P23123		01/14/2020 RDS-#111 HOSES/O RING/FITTING	427.78
038401	01/23/2020	019013	SAUGEEN VALLEY CONSERVATION AU	1,260.00
	Invoice 14598		12/31/2019 PLAN-OCT-DEC2019 REVIEW FEES	1,260.00
038402	01/23/2020	019043	ENTANDEM	49.87
	Invoice 23673		12/01/2019 ARENA- SOCAN FEES	49.87
038403	01/23/2020	019048	SOUTH EAST GREY COMMUNITY HEALTH CENTRE	2,077.80
	Invoice 505		12/31/2019 PUB HLTH-ERSKINE HYDRO/GAS	2,077.80
038404	01/23/2020	019049	SOUTHERN ONTARIO LIBRARY SERVICES	2,796.18
	Invoice 41167		01/02/2020 LIB-2020 PROV LIC E-RESOURCES	944.05

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	Invoice 41214		01/02/2020 LIB-SOLS ADMIN FEE/2020 E-BOOK	1,852.13
038405	01/23/2020	019051	SPARLING'S PROPANE	2,630.34
	Invoice 88725041905275		01/13/2020 ROADS/ADMIN-PROPANE	979.48
	Invoice 88725041905274		01/01/2020 ROADS/ADMIN-PROPANE TANK	67.74
	Invoice 88725040904479		01/08/2020 REC-SWINTON PARK PROPANE	467.30
	Invoice January 15, 2020		01/15/2020 ROADS-HOPEVILLE PROPANE	1,115.82
038406	01/23/2020	019062	STEER ENTERPRISES LTD.	699.91
	Invoice 01S9107		01/13/2020 WST-UNIT 219 LIGHTS/SIGNAL RPR	699.91
038407	01/23/2020	019086	SHRED-IT	76.82
	Invoice 8100926648		12/31/2019 SHREDDING SERVICES DEC 2019	76.82
038408	01/23/2020	020026		300.00
	Invoice Dec 2019		12/31/2019 LIBRARY CLEANING FOR DEC 2019	300.00
038409	01/23/2020	020032	TOROMONT INDUSTRIES LTD.	36.92
	Invoice PS601036089		12/31/2019 RDS-UNIT 119 PARTS	36.92
038410	01/23/2020	020038	TOWNSHIP OF SOUTHGATE	2,623.38
	Invoice 149739		12/31/2019 DDLK WRKS-NOV/DEC 2019 WATER	194.20
	Invoice 150077		12/31/2019 FRANK MAC-NOV/DEC 2019 WATER	172.28
	Invoice 150043		12/31/2019 LIB/POL-NOV/DEC 2019 WATER	165.59
	Invoice 149738		12/31/2019 ARENA-NOV/DEC 2019 WATER	1,859.33
	Invoice 150092		12/31/2019 TOWN HALL-NOV/DEC 2019 WATER	231.98
038411	01/23/2020	020047	TSC STORES LP	193.75
	Invoice TRN5738		01/14/2020 RDS-PINS/CLNR/RCVR MNT 10 TON	193.75
038412	01/23/2020	021006	US BANK NATIONAL ASSOCIATION	5,056.77
	Invoice January 1 2020		01/07/2020 CORPORATE VISA	2,971.06
	Invoice December 2019		12/31/2019 CORPORATE VISA	2,085.71
038413	01/23/2020	022004	VANALSTINE AUTOMOTIVE	584.73
	Invoice 10068		01/15/2020 WTR-SHRINK CNCTR/LIGHT REPAIR	48.88
	Invoice 10080		01/16/2020 WTR-RPR LIGHTS/STEER HOSE/INSI	535.85
038414	01/23/2020	022008	VIKING CIVES LTD	532.20
	Invoice 2688892		12/31/2019 RDS-UNIT 212 FILTER ELEMENT X4	503.78
	Invoice 2689285		01/13/2020 RDS-#118 SEAL KIT CYL ULTRAMTL	28.42
038415	01/23/2020	023005	WALKERTON CLEAN WATER CENTRE	245.00
	Invoice 3049789		01/16/2020 SAFE DRINKING WTR CORRESPNDN	245.00
038416	01/23/2020	023007	WARD & UPTIGROVE CONSULTING & HUMAN RESOURCES	1,666.75
	Invoice 63687		12/31/2019 CAO/HR-BENEFIT CLAIMS HR SPPT	1,666.75
038417	01/23/2020	025002	YOUNG'S BUILDING MATERIALS INC.	29.33
	Invoice 655979		12/11/2019 RDS-SPRUCE STAKE BUNDLES	29.33
038418	01/23/2020	098001		560.00
	Invoice January 14, 2020		01/14/2020 OWDGP LVSTCK KILL REIMB 004144	560.00
038419	01/23/2020	099002	ACES HEAVY TOWING	920.95
	Invoice 8855		01/08/2020 RDS-TOW 216 OUT OF DITCH SRD19	920.95
038420	01/23/2020	099002	BLUEWATER CHAPTER OBOA	100.00

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	Invoice January 8, 2020		01/08/2020 BLDG- MEMBERSH	100.00
038421	01/23/2020	099002	BRANDT	435.71
	Invoice 10 7900954		01/14/2020 RDS-UNIT 105 WIPER MOTO	435.71
038422	01/23/2020	099003	EGREMONT CHRISTMAS HAMPERS	100.00
	Invoice Jan 2020		01/15/2020 ADMIN-2020 DONATION	100.00
038423	01/23/2020	099004	GENWORX POWER SYSTEMS INC.	939.76
	Invoice 2737		01/06/2020 WTR-WELL 4 BLOCK HEATER/COOL	939.76
038424	01/23/2020	099005	LONDON SOIL TEST LTD.	406.80
	Invoice 2019728		12/12/2019 WTR-EXCVATE WATER LINE-GLENE	406.80
038425	01/23/2020	099006	MAXIMUM SIGNS	139.50
	Invoice 84168		01/09/2020 RDS-ALUM RD SIGN NO WNTR MAIN	139.50
038426	01/23/2020	099006	MUNICIPAL LAW ENFORCEMENT OFFICER'S ASSOCIATION	110.00
	Invoice January 21, 2020		01/21/2020 MLEOA MEMBERSHIP 2020	110.00
038427	01/23/2020	099006	NAPIER-REID	1,983.72
	Invoice P11378		01/09/2020 WASTEWATER TREATMENT	1,983.72
038428	01/23/2020	099006	NORTH HURON PUBLISHING COMPANY INC.	67.80
	Invoice 102802		11/01/2019 ADVERTISING HOLST SANTA PARAI	67.80
038429	01/23/2020	099006	O.P.F.EX.	23.00
	Invoice January 8, 2020		01/08/2020 ARENA-BOOTH FILTER CLEANING	23.00
038430	01/23/2020	099006	ONTARIO BUILDING OFFICIALS ASSOCIATION	593.25
	Invoice January 15, 2020		01/15/2020 BLDG-PT 8 TRAINING	593.25
038431	01/23/2020	099006	OWEN SOUND VAULT WORKDS LTD.	751.45
	Invoice 95041		12/17/2019 CEM-GRAVE OPENING	751.45
038432	01/23/2020	099007	RECORD AUTOMATIC DOORS INC.	447.48
	Invoice 006093.		01/06/2020 ADMIN-AUTOMATIC FRONT DOOR R	447.48
038433	01/23/2020	099008	TOWNSHIP OF SOUTHGATE COMMUNITY CALENDAR	300.00
	Invoice January 2020		01/15/2020 ADMIN-2020 DONATION	300.00
038434	01/23/2020	099009	WAGGS LTD.	50.85
	Invoice 167261		01/08/2020 LIB-3 FLOOR MAT CLEANS	50.85
Cheque Register Total -				802,474.01



**Building Department Report**

Year: 2019

Department Activity	Total 2018	Total 2019	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
<b>Building Permits:</b>															
Agriculture	75	107	1												1
Ag.-Industrial	16	21	0												0
Commerical	7	10	1												1
Institutional	2	4	1												1
Industrial	1	6	0												0
Demolition	5	10	0												0
Residential related	57	95	3												3
Septic Systems	31	53	2												2
Single family dwelling	64	120	1												1
Tent	7	7	0												0
<b>Total Permits</b>	<b>265</b>	<b>433</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>Permit Revenue in \$</b>	<b>\$ 398,054.24</b>	<b>\$ 511,004.00</b>	<b>\$ 10,308.00</b>												<b>\$ 10,308.00</b>
<b>DC Charges Residential</b>	<b>\$ 1,047,126.00</b>	<b>\$ 1,807,804.18</b>	<b>\$ 127,008.00</b>												<b>\$ 127,008.00</b>
<b>DC Charges Non-Residential</b>	<b>\$ 242,701.46</b>	<b>\$ 159,801.03</b>													<b>\$ -</b>
Agricultural Value	\$ 8,917,400.00	\$ 11,968,570.00	\$ 170,000.00												\$ 170,000.00
Commercial Value	\$ 1,005,800.00	\$ 3,736,000.00	\$ 400,000.00												\$ 400,000.00
Institutional Value															
Industrial Value	\$ 2,530,000.00	\$ 2,486,000.00	\$ 40,000.00												\$ 40,000.00
Residential Value	\$ 16,466,347.00	\$ 32,168,997.00	\$ 373,000.00												\$ 373,000.00
<b>Total Assessment Value</b>	<b>\$ 28,919,547.00</b>	<b>\$ 50,482,067.00</b>	<b>\$ 983,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 983,000.00</b>
Agricultural Taxation	\$ 28,815.78	\$ 38,675.36	\$ 549.34	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 549.34
Commercial Taxation	\$ 27,331.59	\$ 101,521.99	\$ 10,869.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,869.59
Industrial Taxation	\$ 83,555.27	\$ 82,102.14	\$ 1,321.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,321.03
Residential Taxation	\$ 212,837.74	\$ 415,804.23	\$ 4,821.26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,821.26
<b>Total New Taxation</b>	<b>\$ 352,540.38</b>	<b>\$ 638,103.72</b>	<b>\$ 17,561.22</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,561.22</b>
<b>Southgate Taxation Only</b>															
Agricultural Taxation	\$ 14,410.77	\$ 19,341.55	\$ 274.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274.72
Commercial Taxation	\$ 8,497.39	\$ 31,563.19	\$ 3,379.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,379.36
Industrial Taxation	\$ 30,392.40	\$ 29,863.83	\$ 480.51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480.51
Residential Taxation	\$ 106,440.16	\$ 207,943.70	\$ 2,411.11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,411.11
<b>Total New Southgate Taxation</b>	<b>\$ 159,740.71</b>	<b>\$ 288,712.26</b>	<b>\$ 6,545.70</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,545.70</b>

**By-Law Enforcement Report**

YEAR: 2019

Department Activity	Dec. 2019	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
<b>By-Law Enforcement</b>														
<b>Complaints - Unresolved</b>														
Building	3	4												
Burning	0	0												
Noise	1	0												
Property Standards	23	18												
Fill Compliance	1	1												
Canine	1	1												
Tenant Concerns	2	1												
<b>Vehicles</b>	13	13												
Weed Control	2	2												
Zoning	4	4												
Line Fences	0	0												
<b>By-Law Enforcement</b>														
<b>Complaints - New</b>	<b>Total 2019</b>													
Building	2	1												1
Burning	0	0												0
Noise	1	0												0
Property Standards	25	0												0
Fill Compliance	2	0												0
Canine	2	0												0
Tenant Concerns	5	0												0
Vehicles	6	0												0
Weed Control	2	0												0
Zoning	4	0												0
Line Fences	1	0												0
<b>By-Law Enforcement</b>														
<b>Complaints - Resolved</b>	<b>Total 2019</b>													
Building	4	0												0
Burning	0	0												0
Noise	1	1												1
Property Standards	11	5												5
Fill Compliance	1	0												0
Canine	1	0												0
Tenant Concerns	3	1												1
<b>Vehicles</b>	0	0												0
Weed Control	0	0												0
Zoning	6	0												0
Line Fences	1	0												0
<b>Letters/Orders</b>	<b>Total 2019</b>													
Court Summons Issued	4	0												0
Court Appearances	9	0												0
Building Letters	6	1												1
Building Orders	0	0												0
Property Standards Letters	16	2												2
Property Standards Orders	8	2												2
Zoning Compliance	62	6												6
Zoning Violation Letters	0	0												0
Zoning Violation Orders	1	0												0

**Canine Control Report YTD**

Year: **2020**

Department Activity	2019	January	February	March	April	May	June	July	August	September	October	November	December	Total YTD
# of Dogs in Pound	26	4												4
Total Days of Inpoundment	164	16												16
Returned to Owner	12	2												2
Adopted	11	1												1
Euthanized	1	0												0
Sent to Shelter	4	1												1
Needing Veterinary Services	1	0												0
Cost of Veterinarian Services	\$ 100.00	\$ -												\$ -
Letters to Owners	12	1												1
Verbal Warnings	53	3												3
Dog Tags Sold	14	2												2
Value of Tags sold in \$	\$ 265.00	\$ 40.00												\$ 40.00
New Kennel Inspections	2	0												0
Kennel Reinspections	17	0												0
# of Fines	9	2												2
Value of Fines in \$	\$ 500.00	\$ 240.00												\$ 240.00
# of Calls in Dundalk	72	5												5
# of Calls in Egremont	58	4												4
# of Calls in Proton	45	4												4
# of Calls in Other	9	0												0
# of Patrols in Dundalk	70	6												6
# of Patrols in Holstein	69	5												5

Number of Dogs remaining in the Pound Kennel at the end of this month:

0

## Elisha Hewgill

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**Subject:** FW: County of Grey Transportation Services Department Draft Staff Report - TR-CW-06-20 Orchardville Bridge (Structure 900-272)  
**Attachments:** TR-CW-06-20 Orchardville Bridge (Structure 900-272).docx

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**From:** Hamer, Klarika <[Klarika.Hamer@grey.ca](mailto:Klarika.Hamer@grey.ca)>

**Sent:** January-31-20 4:29 PM

**To:** Jim Ellis <[jellis@southgate.ca](mailto:jellis@southgate.ca)>; Vance Czerwinski ([VCzerwinski@westgrey.com](mailto:VCzerwinski@westgrey.com)) <[VCzerwinski@westgrey.com](mailto:VCzerwinski@westgrey.com)>

**Cc:** Hoy, Pat <[Pat.Hoy@grey.ca](mailto:Pat.Hoy@grey.ca)>; Cherry, Bob <[Bob.Cherry@grey.ca](mailto:Bob.Cherry@grey.ca)>; Marck, Matt <[Matt.Marck@grey.ca](mailto:Matt.Marck@grey.ca)>

**Subject:** County of Grey Transportation Services Department Draft Staff Report - TR-CW-06-20 Orchardville Bridge (Structure 900-272)

Good Afternoon Everyone,

Transportation Services has drafted a Staff Report that is scheduled to be presented to the County of Grey's Committee of the Whole on February 27, 2020.

The Staff Report has been attached for your information.

The Staff Report provides details regarding the Orchardville Bridge.

Please let us know if you have any comments by Friday February 7, 2020.

Sincerely,

**Klarika Hamer**

*Administrative Assistant - Transportation Services*

Grey County

595 9th Avenue East

Owen Sound, ON N4K 3E3

Phone: +1 519-372-0219 ext. 1215

Fax: +1 519-376-0967

[Klarika.Hamer@grey.ca](mailto:Klarika.Hamer@grey.ca)

<https://www.grey.ca>

<http://www.visitgrey.ca>

<http://www.greyroots.com>



<b>To:</b>	Warden McQueen and Members of Grey County Council
<b>Committee Date:</b>	February 27, 2020
<b>Subject / Report No:</b>	TR-CW-06-20
<b>Title:</b>	Orchardville Bridge (Structure 900-272)
<b>Prepared by:</b>	Pat Hoy, Director of Transportation Services
<b>Reviewed by:</b>	Kim Wingrove, CAO
<b>Lower Tier(s) Affected:</b>	Township of Southgate, Municipality of West Grey
<b>Status:</b>	

## Recommendation

1. That TR-CW-06-20 be received and that Grey County accept the preferred solution to have Orchardville Bridge (Structure 900-272) removed with full recording and documentation of the heritage bridge;
2. That Staff be directed to single source the bridge removal design to GM BluePlan.

## Executive Summary

Structure 900-272 (South Orchardville Bridge) is located on the border of Southgate and West Grey on Orchardville Sideroad. It is located approximately 72 metres from Highway 6. The structure has been closed since 2009 and Transportation Services is nearing completion of the municipal class environmental assessment (schedule B).

The recommended option is to remove the existing bridge with full recording and documentation of the heritage structure.

## Background and Discussion

In March 2009, Report TAPSR-23-09 recommended the closure of Structure 900-272 near Orchardville. At that time, pedestrian traffic was allowed on the bridge.

In 2016, Township of Southgate Staff informed Grey County that the Ministry of Transportation was divesting itself of a portion of Orchardville Sideroad. This property was to be transferred to the adjacent property owner. This created concern for Grey County as any future access to the Structure would only be from the north. To that end, Grey County was attempting to acquire an easement across the property for any future south access. Grey County GIS still shows the property in the possession of the Ministry of Transportation.

As the Structure is closed and in poor condition, and the agreement process was quite arduous, Transportation Services Staff decided that removal of the Structure was the most fiscally responsible option as:

1. It would remove a structure in poor condition from the inventory.
2. The structure, although closed has required maintenance as closure barricades have been frequently moved. This represents a potential liability for the County as citizens have been ignoring the bridge closure signs.
3. Removal of the structure would mainly impact the adjacent property owner as they own lands on both sides of the structure.
4. Removal of the structure would save approximately \$200 per year in inspection costs.

The adjacent property owner expressed no interest in taking over the Structure due to potential future liabilities.

Report TAPS-20-09 closed the bridge to vehicular traffic in March 2009.

The Orchardville Bridge is one of two remaining bowstring arch structures in Grey County. These structures are no longer acceptable in the current bridge code (structural members can be impacted by accidents). The Structure has a deck length of 15.6 metres.

In April 2017, Transportation Services retained the services of GM BluePlan and Scarlett Janusas Archaeology Inc. to undertake environmental assessment work and complete a built heritage and cultural heritage assessment. The Cultural Heritage Evaluation Report (CHER) determined that the Structure retains some cultural heritage value. The following nine conservation options were evaluated to ensure any heritage concerns are considered:

1. Retention of existing bridge and restoration of missing or deteriorated elements where physical or documentary evidence (e.g., photographs or drawings) can be used for their design;
2. Retention of existing bridge with no major modifications undertaken;

3. Retention of existing bridge with sympathetic modification;
4. Retention of existing bridge with sympathetically designed new structure in proximity;
5. Retention of existing bridge no longer in use for vehicular purposes but adapted for pedestrian walkways, cycle paths, scenic viewing etc.;
6. Relocation of bridge to appropriate new site for continued use or adaptive re-use;
7. Retention of bridge as heritage monument for viewing purposes only;
8. Replacement/removal of existing bridge with salvage elements/members of heritage bridge for incorporation into new structure for future conservation work or displays;
9. Replacement/removal of existing bridge with full recording and documentation of the heritage bridge.

Evaluation of the above noted criteria resulted in the following recommended solution:

*While Conservation Option 8, removal of the heritage bridge with salvage of elements for incorporation into new structure for future conservation work or displays could be considered, based on the condition of the concrete structure, this would not be technically or economically feasible. Further, the Grey County Historical Society did not indicate that the preservation of components (or elements) from the existing structure was of interest.*

*Therefore, Conservation Option 9, removal of the existing bridge with full recording and documentation of the heritage structure, is considered appropriate for this undertaking. As such, impacts to this heritage resource are expected.*

*It is also noted that Conservation Option 5, retention of the bridge for pedestrian walkways, cycle paths, scenic viewing etc. was evaluated within the framework of the Project File. Following a detailed review, and in consideration of the technical and economic implications, this alternative was not recommended.*

A site meeting was held Thursday, December 5, 2019. The majority of residents were opposed to the closing, but many realized that due to the cost and low traffic, a bridge removal was likely. Many felt it should be kept open for pedestrians.

Some concerns were voiced about school bus pickup. The removal of the structure would prevent the student from walking across the bridge north to the school bus pickup point near Southgate Road 14. Subsequent discussions with Kunkel indicated the school board would likely revise routes to pick up the student on Highway 6, which was a concern of the resident.

It is recommended that if Structure 900-272 is removed, that GM BluePlan continue to be retained as the consultant to complete the removal construction drawings.

## Legal and Legislated Requirements

Grey County will complete the Municipal Class Environmental Assessment process and obtain all relevant permits.

## Financial and Resource Implications

Grey County is currently proposing \$127,500 for costs relating to removal of the structure. Consultant design fees are included in this figure. Removing the structure avoids a costly repair or replacement and eliminates future liability.

## Relevant Consultation

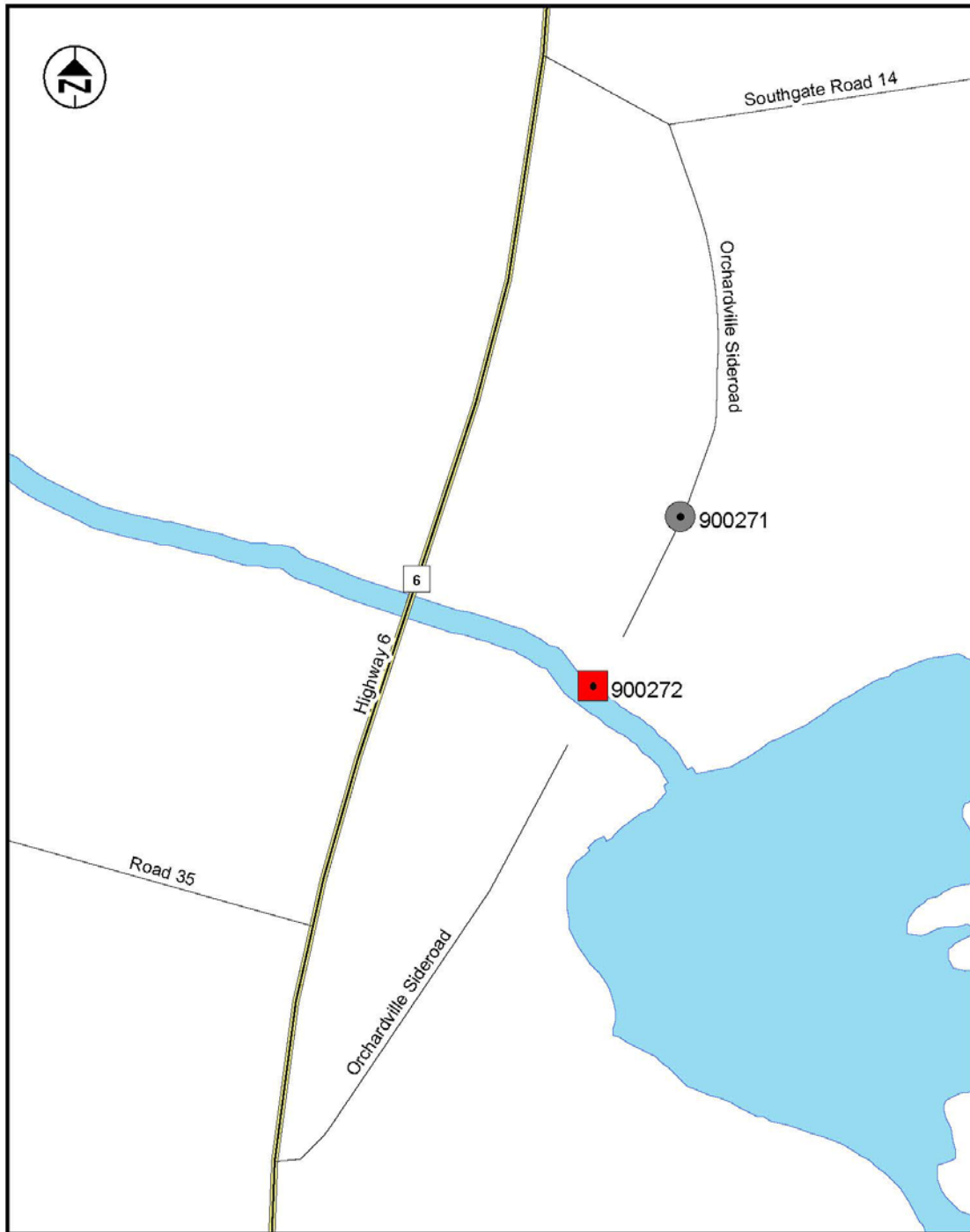
- ☐ Internal
- ☒ External  
Adjacent Property Owner has been contacted.

## Appendices and Attachments

Orchardville Bridge Location Map

[TAPSR-23-09 - South Orchardville Bridge Closure](#)





- STRUCTURE TO BE REMOVED
- STRUCTURE TO REMAIN

**SITE LOCATION MAP  
ORCHARDVILLE BRIDGE REMOVAL  
TR-CW-06-20**



Dear

I am the CEO of the South East Grey Community Health Centre and I'm writing to ask for your help in reaching a *very special goal*. We are asking for your financial support to:

- Offer 24-hour access to a **NEW**, large, accessible community gym and classroom.
- Purchase safe and appropriate seating for the Erskine site to increase capacity for chair fitness, community presentations and workshops.
- Grow our Community Food Program, which includes the launch of the YUM (Your Unique Meals) Frozen Meal Program for individuals with dietary restrictions who are experiencing financial stress.



**DID YOU KNOW?** The South East Grey CHC does not receive funding to run programs? Each year, we must rely on community partnerships and grants to continue to offer: Pilates, Pole Walking, Yoga, Tai-Chi, Chair Fitness, Pickleball, Zumba, Community Café, Breakfast-to-go, Skate Exchange, gardening and more.

This year we offered **FREE** health and wellness programs for **35,000** residents in South East Grey. Over **6,500** individuals benefited from the **FREE** Community gym

We would like to take this opportunity to thank the Municipality of Grey Highlands, Township of Southgate, Township of Chatsworth and Township of Melancthon for recognizing the important role that health and wellness programs play in building healthy communities and supporting your CHC.

**You asked.....We Heard!** This past year, we purchased the main clinic site at 55 Victoria Street in Markdale. We are asking for *your* help so that we can **offer 24-hour access to the community gym** and classroom. The

gym currently holds over 50 pieces of equipment, including: treadmills, elliptical machines, bikes, NuStep, Bosu balls, Yoga balls, skipping ropes, mats, free weights and weight machines.



In Southgate, we are undergoing major renovations at the Erskine Centre in Dundalk, including updated electrical work, a back-up generator and new flooring and windows in the lower level. We require safe, appropriate seating for our seniors chair fitness and workshops.

Our team has been working incredibly hard this year to serve our community. In 2019, our primary care team has grown to 10 Nurse Practitioners, 7 Nurses, 4 Physicians and 4 Specialists serving over **8,500** primary care clients across 5 sites. Don't forget about our urgent/same day appointments. We are accepting new patients! Simply go online at [www.segchc.ca](http://www.segchc.ca) to fill out your enrollment form today.

We have enhanced our specialty clinics to provide care closer to home including: COPD Clinic, Memory Clinic, Diabetes Clinic, Low Back Pain, Cardiac Rehabilitation and Occupational Health.

Would you like to thank a CHC staff person who made a difference?

We are asking you to *please* consider giving the gift of health by supporting the exceptional care at the Community Health Centre. A year-end donation would be a wonderful way to say “Thank-you” to your team at the CHC.

**We can’t do this without your support.** With a gift of just \$25.00 you will be able to support our Community Health Centre. If you would like to contribute, or help out in another way, please don’t hesitate to give us a call at **519-986-2222**. Every donation or volunteer hour makes a difference. Let’s build a healthier community *together*.

A warm thank-you to our community, to you, our volunteers and community partners—you have all helped to make the CHC what it is today. This centre.....belongs to you.

We wanted to take this opportunity to wish you and our whole CHC community SEASONS GREETINGS!

Have a happy (and healthy) holiday season.  
Kind regards,



Allan Madden  
Chief Executive Officer  
South East Grey Community Health Centre

**P.S.** Your support today helps to ensure exceptional care close to home. Please consider making a gift of \$100, \$75 or whatever you can afford

**P.P.S.** On behalf of our Board, Staff, Patients and Families, thank-you for supporting the South East Grey Community Health Centre.

YOU CAN DONATE ANYTIME:

**In person:** CHC Main Office, 55 Victoria Avenue, Markdale  
Dundalk Medical Centre, 53 Main Street West, Dundalk  
\*We accept cash, cheque, credit card and debit

**Online:** [segchc.ca/donate](http://segchc.ca/donate)

**OPTION 1**

**YES,** I’d like to make a MONTHLY gift of:

☐\$50.00    ☐\$20.00    ☐\$12.00    ☐Other \$\_\_\_\_\_/month

**OPTION 2**

I would like to make a ONE-TIME Gift of:

☐\$200.00    ☐\$50.00    ☐\$25.00    ☐My Choice \$\_\_\_\_\_

- ☐ I would like to contribute to Community Gym & Classroom
- ☐ I would like to contribute to the Erskine Centre Chairs
- ☐ I would like to contribute to the Community Nutrition Program
- ☐ Please put my donation where it is most needed



\*\*Tax receipts will be issued for donations \$10.00 and over. When you donate online, it will take you to a secure site Canada Helps. You'll receive an electronic tax receipt instantly that can be applied to your 2019 Tax Returns\*\*

## Elisha Hewgill

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**From:** OPP MPB Financial Services Unit (OPP) <OPP.MPB.Financial.Services.Unit@opp.ca>  
**Sent:** February 3, 2020 7:30 AM  
**To:** Info; William Gott  
**Subject:** Southgate Tp - 2020 Court Security and Prisoner Transportation Grant Update

Good day,

We are pleased to advise we have received notification from our Ministry's Public Safety Division of approval to continue the Court Security and Prisoner Transportation grant for another year. Based on estimated 2020 costs, the Municipality's allotment for the 2020 calendar year is \$4890.

Ontario Shared Services will issue a credit memo for 25% of the 2020 allotment in the amount of \$1223 by February 29, 2257.

We anticipate the remainder of the grant will be credited in September 2020. Please note that 2019 reconciled CSPT costs will be compared to the actual grant allocated for 2019 and any grant overpayment will be deducted from the outstanding grant allocation.

We have been asked by the Ministry of Solicitor General to share the information below with you.

"We are pleased to inform you that we will be proceeding with the Court Security and Prisoner Transportation (CSPT) Program for 2020, providing a maximum total of \$125M to assist municipalities in offsetting their CSPT costs.

Public safety is a top priority for this government. Please be assured that we are committed to providing frontline police with the additional tools, resources and supports they need to combat crime and keep our communities safe."

Respectfully,  
MPB Financial Services Unit Team Members

## Elisha Hewgill

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**From:** OPP MPB Financial Services Unit (OPP) <OPP.MPB.Financial.Services.Unit@opp.ca>  
**Sent:** February 3, 2020 4:15 PM  
**Subject:** CSPT Grant February Allotment - Schedule Date Correction Notification

Please note there was an error in a date generated in the emails delivered this morning. We apologize for any inconvenience this may have caused. The 25% allotment of the 2020 Court Security and Prisoner Transportation Grant will be **credited by February 28, 2020**.

Respectfully,  
OPP Municipal Policing Financial Services Unit

**The Corporation of the Township of Southgate**  
**By-law Number 2020-026**  
**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 19, 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 January 15, 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 19<sup>th</sup> day of February, 2019.**

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John Woodbury - Mayor

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Lindsey Green – Acting Clerk