



**Township of Southgate
Council Meeting Agenda**

**March 4, 2020
9:00 AM
Council Chambers**

	Pages
1. Call to Order	
2. Open Forum-Registration begins 15 minutes prior to meeting	
3. Confirmation of Agenda	
Be it resolved that Council confirm the agenda as presented.	
4. Declaration of Pecuniary Interest	
5. Adoption of Minutes	9 - 25
Be it resolved that Council approve the minutes from the February 19, 2020 Council meeting as presented.	
6. Reports of Municipal Officers	
6.1 Fire Chief Derek Malynyk	
6.1.1 FIRE2020-006- Volunteer Fire Fighter Appointment	26
Be it resolved that Council receive Staff Report FIRE2020-006 for information; and	
That Council approve the hiring of Jodie Cordingley as an Auxillary member with the Dundalk Fire Department.	
6.2 Facilities Manager Kevin Green	
6.2.1 REC2020-001-Grass Tender RFQ	27 - 36
Be it resolved that Council receive Staff Report REC2020-001 for information; and	
That Council approve the release of the Lawn Maintenance Contract Request for Quotations to start a process to secure a contractor to complete the work.	

6.2.2 REC2020-002- Rock Climbing Wall Purchase 37 - 38

Be it resolved that Council receive Staff Report REC2020-002 for information; and
That council approve the purchase of the proposed climbing wall system from Impact Climbing in Milton, Ontario at the supplied price of \$11,865 including HST and shipping.

6.3 Acting Clerk Lindsey Green

6.3.1 CL2020-008 – Request to Purchase Road Allowance 39 - 41

Be it resolved that Council receive Staff Report CL2020-008 for information; and
That Council direct staff to proceed with **Option ____** as outlined in this report.

6.3.2 CL2020-009 - Request for Additional Dogs on Kennel Licence 42 - 46

Be it resolved that Council receive Staff Report CL2020-009 as information; and
That Council approve an additional 10 small dogs under Mr. Martin's kennel licence.

6.4 Public Works Manager Jim Ellis

6.4.1 PW2020-018 Department Report 47 - 50

Be it resolved that Council receive Staff Report PW2020-018 for information; and
That Council consider approving the Automotive Materials Stewardship amending agreement by By-law number 2020-033.

6.4.2 By-law 2020-033 - Automotive Materials Services Amending Agreement 51 - 54

Be it resolved that by-law number 2020-033 being a by-law to authorize an amending agreement between Automotive Materials Stewardship Inc. and the Township of Southgate 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.

6.5 HR Coordinator Kayla Best

6.5.1 HR2020-05 – Amended Health & Safety Policy #33B – Respect in the Workplace: Harassment and Violence 55 - 76

Be it resolved that Council receive Staff Report HR2020-05 for information; and

That Council approve the changes to the Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence as presented; and

That Council consider approval by Municipal By-law 2020-035 for the Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence as presented.

6.5.2 By-law 2020-035 - Policy No. 33B - Workplace Respect - Harassment & Violence Approval 77 - 97

Be it resolved that by-law number 2020-035 being a by-law to adopt an "Occupational Health and Safety Policy – Respect in the Workplace: Harassment and Violence" known as Policy No. 33B and to repeal By-law 2019-171 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.

6.6 Chief Administrative Officer Dave Milliner

6.6.1 CAO2020-020 - Asset Management Coordinator & Financial Analyst Description, Pay Band and Job Posting Approval Report

98 - 110

Be it resolved that Council receive Staff Report CAO2020-020 as information; and

That Council approve the job description for the position of Asset Management Coordinator & Financial Analyst as presented following the Job Evaluation Committee review; and

That Council approve the Job Evaluation Committee review of the job description of Asset Management Coordinator & Financial Analyst to place the position in pay band 10 on the Southgate Employee Pay Grid; and

That Council direct staff to approve and proceed with an internal and external job posting, closing March 30, 2020, with appropriate advertising.

6.6.2 CAO2020-022 Community Foundation Grey Bruce Southgate Contribution-Revenue Analysis Report

111 - 126

Be it resolved that Council receive Staff Report CAO2020-022 as information; and

That Council direct to staff to proceed with developing a draft Southgate Community Foundation Endowment Fund Agreement with Community Foundation Grey Bruce to establish a Township endowment fund to support in future community organizations with donations requests and grant funding; and

That Council direct staff to proceed with the draft agreement with annual seed funding of \$_____ for a period of ___ years to establish the Southgate Community Foundation Endowment Fund; and

That Council direct staff to finalize a Southgate Donor Advised Community Agreement for approval at a future Council meeting.

Be it resolved that Council receive staff report CAO2020-023 as information; and

That Council consider as part of our next visioning session meeting that we have a discussion on the issue of long term access to High Speed Communications infrastructure in rural Southgate; and

That Council direct staff to facilitate discussions with industry experts to develop short and long term future plans for High Speed Fibre Communications Infrastructure in rural Southgate; and

That Council consider partnerships to provide fibre optic cable installations into the rural area of Southgate through making municipal investments, seeking external funding sources and working with SWIFT to fund projects.

7. By-laws and Motions

None

8. Consent Items

8.1 Regular Business (for information)

Be it resolved that Council approve the items on the Regular Business consent agenda dated March 4, 2020 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

8.1.1	PW2020-015 Proton Landfill Site Monitoring Report (2018/2019)	133 - 139
8.1.2	PW2020-016 Ontario Good Road Association 2020 Conference Report	140 - 142
8.1.3	HR2020-04– Cemetery Caretaker TAPS Operator/Labourer Hopeville 1 Year Contract	143 - 144
8.1.4	CAO2020-019 MECP Conservation Authority Act Public Consultation Report.	145 - 146
8.1.5	CAO2020-021 Southgate 2019-2023 CAP - 2019 Annual Report	147 - 150

8.1.6	February 2020 Cheque Register	151 - 160
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8.2 Correspondence (for information)

Be it resolved that Council receive the items on the Correspondence consent agenda dated March 4, 2020 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

8.2.1	Correspondence from Ombudsman Ontario re Open Meeting Investigation - received February 5, 2020	161
8.2.2	Municipal Alcohol Policy Letter to Municipalities - received Feb 12, 2020	162 - 199
8.2.3	County of Grey Invitation to Annual Warden's Forum - received Feb 13, 2020	200
8.2.4	Joint Accessibility Advisory Committee Site Visit Minutes February 12_ 2020 - received Feb 14, 2020	201 - 203
8.2.5	Grey County Cycling and Trails Master Plan Presentation Session Feb 27 - received Feb 14, 2020	204
8.2.6	Township of Southgate-Compliance results 2019 - received Feb 15, 2020	205
8.2.7	Bruce Power Sustainability Report - received Feb 17, 2020	206 - 246
8.2.8	Proposed regulatory changes under the Aggregate Resources Act - received Feb 17, 2020	247 - 248
8.2.9	OSHF Youth Mental Health Fundraiser - received Feb 24, 2020	249
8.2.10	SVCA Dec 11, 2019 Minutes and 2020 Meeting Schedule - received Feb 24, 2020	250 - 256
8.2.11	2020 SMART Minutes approved - received Feb 24, 2020	257 - 262
8.2.12	2020 SMART operational budget and contributions - received Feb 24, 2020	263 - 264
8.2.13	EH!tel Networks Inc. Press Release - received Feb 26, 2020	265

8.2.14	Dundalk Minor Hockey Association Correspondence re Hockey Amalgamation - received February 27, 2020	266
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8.3 Resolutions of other Municipalities (for information)

Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated March 4, 2020 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

8.3.1	Township of Madoc - Bill 156 - received Feb 19, 2020	267
8.3.2	Township of Madoc Conservation Authority Levies resolution - received Feb 19, 2020	268 - 271
8.3.3	Township of Madoc supporting Town of Techumseh regarding 911 mis-dials. - received Feb 19, 2020	272 - 274
8.3.4	Township of Puslinch - Resolution No. 2020-012 Support for Electronic Delegation - received Feb 20, 2020	275 - 276
8.3.5	Township of Puslinch Resolution No. 2020-010 Bill 132 - received Feb 20, 2020	277 - 280
8.3.6	Frontenac County Council resolution of support for Conservation Authorities - received Feb 21, 2020	281 - 283
8.3.7	County of Peterborough Resolution - Re Bill 156 - received Feb 25, 2020	284 - 289
8.3.8	Town of Bracebridge - Support for Ban of Single-Use Wipes - received Feb 25, 2020	290 - 291

8.4 Closed Session (for information)

None

9. County Report

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

10. Members Privilege - Good News & Celebrations

11. Closed Meeting

None

12. Confirming By-law

292

Be it resolved that by-law number 2020-036 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 March 4, 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.

13. Adjournment

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



Township of Southgate Minutes of Council Meeting

February 19, 2020

7:00 PM

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
Derek Malynyk, Acting Fire Chief
Clinton Stredwick, Planner
Lindsey Green, Acting Clerk
Elisha Hewgill, Legislative Assistant

1. Call to Order

Mayor Woodbury called the meeting to order at 7:00 PM.

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

No members of the public spoke at open forum.

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

3.1.2 Application and Notice of Public Meeting

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

3.1.3 Comments Received from Agencies and the Public

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

There were no comments from the public received.

3.1.4 Questions from Council

Council asked questions and staff provided responses.

3.1.5 Applicant or Agent

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

3.1.6 Members of the Public to Speak

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

3.1.7 Further Questions from Council

There were no further questions from Council.

3.2 C26-19 - Solomon and Veronica Brubacher - Con 6, Lot 34, Geographic Township of Proton

3.2.1 Background

3.2.2 Application and Notice of Public Meeting

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

3.2.3 Comments Received from Agencies and the Public

Planner Clinton Stredwick read comments received from the Historic Saugeen Metis, Building Department, County of Grey, Public Works Department and the Saugeen Valley

Conservation Authority.

There were no comments from the public received.

3.2.4 Questions from Council

Members of Council asked questions and staff provided responses.

3.2.5 Applicant or Agent

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

3.2.6 Members of the Public to Speak

No members of the public spoke in support of or in opposition to the application.

3.2.7 Further Questions from Council

There were no further questions from members of 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

3.3.2 Application and Notice of Public Meeting

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

3.3.3 Comments Received from Agencies and the Public

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

There were no comments from the public received.

3.3.4 Questions from Council

Council asked questions and staff provided responses.

3.3.5 Applicant or Agent

The Applicant or Agent were not in attendance.

3.3.6 Members of the Public to Speak

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

3.3.7 Further Questions from Council

There were no further questions from Council.

4. Confirmation of Agenda

Moved By Deputy Mayor Milne

Seconded By Councillor Rice

Be it resolved that Council confirm the agenda as amended.

Councillor Dobreen moved the following amendment to the main motion.

Amendment:

No. 2020-087

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council waive Procedural By-law Section 11.3 to allow for the agenda to be further amended to include Staff Report CAO2020-018 under Reports of Municipal Officers.

Carried

Motion as Amended:

No. 2020-088

Moved By Deputy Mayor Milne

Seconded By Councillor Rice

Be it resolved that Council receive the agenda as amended; and
That Council further amend the agenda to include Staff Report CAO2020-018 under Reports of Municipal Officers.

Carried

5. Declaration of Pecuniary Interest

No one declared a pecuniary interest related to any item on the agenda.

6. Delegations & Presentations

6.1 Team Town Hall Delegation - Samantha Parent & Nathan McMahon

No. 2020-089

Moved By Councillor Shipston

Seconded By Councillor Sherson

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

Carried

7. Adoption of Minutes

No. 2020-090

Moved By Councillor Rice

Seconded By Councillor Shipston

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.

Carried

8. Reports of Municipal Officers

8.1 Treasurer William Gott

8.1.1 FIN2020-005 2020 Budget

No. 2020-091

Moved By Councillor Sherson

Seconded By Councillor Frew

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.

Carried

8.1.2 FIN2020-006 Asset Management Coordinator and Financial Analyst

No. 2020-092

Moved By Councillor Shipston

Seconded By Deputy Mayor Milne

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.

Carried

8.2 Acting Clerk Lindsey Green

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

No. 2020-093

Moved By Deputy Mayor Milne

Seconded By Councillor Rice

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.

Carried

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

No. 2020-094

Moved By Deputy Mayor Milne

Seconded By Councillor Shipston

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.

Carried

8.3 Public Works Manager Jim Ellis

8.3.1 PW2020-010 2019 Dundalk Drinking Water Annual Report

No. 2020-095

Moved By Councillor Shipston

Seconded By Councillor Sherson

Be it resolved that Council receive Staff Report PW2020-010 for information; and

That Council approve the Dundalk Drinking Water 2019 Annual Report.

Carried

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

No. 2020-096

Moved By Councillor Dobreen

Seconded By Councillor Sherson

Be it resolved that Council receive Staff Report PW2020-011 for information; and

That Council approve the Dundalk Wastewater Treatment Plant 2019 Annual Report.

Carried

8.3.3 PW2020-012 Motor Grader Tender Award

No. 2020-097

Moved By Councillor Frew

Seconded By Councillor Dobreen

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.

Carried

**8.3.4 PW2020-013 Wellington North Boundary Road
Agreement**

No. 2020-098

Moved By Councillor Frew

Seconded By Councillor Rice

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.

Carried

8.3.5 By-law 2020-025 - Boundary Road Agreement - Wellington North

No. 2020-099

Moved By Councillor Sherson

Seconded By Councillor Dobreen

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.

Carried

8.4 Chief Administrative Officer Dave Milliner

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

No. 2020-100

Moved By Councillor Dobreen

Seconded By Councillor Shipston

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.

Carried

8.4.2 CAO2020-016 Volunteer Deputy Fire Chief Job Description, Pay Band and Job Posting Approval Report

No. 2020-101

Moved By Deputy Mayor Milne

Seconded By Councillor Shipston

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.

Carried

8.4.3 CAO2020-017 Eh!Tel Southgate Fibre Holstein POP Agreement Approval

No. 2020-102

Moved By Councillor Shipston

Seconded By Councillor Sherson

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.

Carried

8.4.4 By-law 2020-028 - EH!Tel Fibre POP Holstein Agreement Approval

No. 2020-103

Moved By Councillor Sherson

Seconded By Councillor Dobreen

Be it resolved that 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.

Carried

8.4.5 CAO2020-018 - Southgate RED OMFRA Funding Update Report

No. 2020-104

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CAO2020-018 as information; and
That Council approve that Southgate staff proceed with a RED Fund application to apply for funding to develop a Southgate Business Development and Skills Training

Project for the Township of Southgate to support the Township's business and agriculture communities.

Carried

8.5 Planner Clinton Stredwick

8.5.1 PL2020-005-Flato North Part Lot Control By-law

No. 2020-105

Moved By Councillor Frew

Seconded By Deputy Mayor Milne

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.

Carried

8.5.2 By-law 2020-020 Flato North Part Lot Control

No. 2020-106

Moved By Deputy Mayor Milne

Seconded By Councillor Frew

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.

Carried

8.5.3 PL2020-006- C23-19- Flato East Townhouse changes

No. 2020-107

Moved By Councillor Shipston

Seconded By Deputy Mayor Milne

Be it resolved that Council receive Staff Report PL2020-006 for information; and
That Council consider approval of By-law 2020-031.

Carried

8.5.4 By-law 2020-031 - ZBA C23-19 - Flato East

No. 2020-108

Moved By Councillor Frew

Seconded By Deputy Mayor Milne

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.

Carried

9. By-laws and Motions

9.1 By-law 2020-027 - Procedural By-law Approval

No. 2020-109

Moved By Councillor Dobreen

Seconded By Councillor Rice

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.

Carried

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

No. 2020-110

Moved By Councillor Shipston

Seconded By Councillor Sherson

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.

Carried

10. Consent Items

10.1 Regular Business (for information)

No. 2020-111

Moved By Councillor Shipston

Seconded By Councillor Rice

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

Carried

10.1.1 HR2020-003 - Office Closure March 11, 2020

10.1.2 PW2020-014 Department Report

**10.1.3 CAO2020-013 Community Safety and Wellbeing
Plan Update Report**

**10.1.4 CAO2020-014 Southgate Community Transit
Grant - GTR Program Update**

10.1.5 January 2020 Cheque Registers

**10.1.6 January 2020 Building, By-law and Canine
Control Reports**

10.2 Correspondence (for information)

No. 2020-112

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

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

Carried

10.2.1 Grey County Committee Report Orchardville Bridge (Structure 900-272) - received January 31, 2020

10.2.2 South East Grey Community Health Centre - Year End Donation Letter - received January 31, 2020

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

10.3 Closed Consent (for information)

No. 2020-113

Moved By Councillor Dobreen

Seconded By Councillor Shipston

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

Carried

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

11. County Report

Mayor Woodbury advised that an update was received from the Medical Officer of Health concerning the COVID-19 virus who added that Grey County is well prepared for it and that there have been no reported cases in the County. Public Health continues to monitor the

situation and be proactive. He added that estimates of the County budget were passed as well as a few Official Plan Amendments.

Deputy Mayor Milne said that the Grey Roots Museum is purchasing artifacts for the collection from a man who has already donated a significant amount of items in the past and that he is decreasing his collection and wanted to make sure the items stayed in Grey County. The items are primarily Military artifacts, that Grey Roots currently does not have in their collection.

12. Members Privilege - Good News & Celebrations

Councillor Dobreen mentioned a play that is being presented on March 17th at the Erskine Centre in Dundalk. The event is being co-hosted by the Seniors Advisory Committee and the South East Grey Community Health Centre. A complimentary lunch is also being provided and members asked that you RSVP your attendance. She also added that the Saugeen Valley Conservation Authority is hosting their Annual General Meeting and Volunteer Appreciation Meeting on February 20th at 10 am.

Councillor Shipston said that it was nice to see that the Holstien Agro Expo is bringing back the Holstein Rodeo this year to their event and added that Maple Fest is fast approaching.

CAO Dave Milliner shared a story with Council members about an email received from a member of the public who was very thankful to a member of Southgate staff who stopped along the roadway to help after their car went into the ditch. They expressed their gratitude to the staff person for helping during a stressful situation.

13. Closed Meeting

None.

14. Confirming By-law

No. 2020-114

Moved By Councillor Sherson

Seconded By Councillor Frew

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.

Carried

15. Adjournment

No. 2020-115

Moved By Deputy Mayor Milne

Be it resolved that Council adjourn the meeting at 8:51 PM.

Carried

Mayor John Woodbury

Acting Clerk Lindsey Green

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



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Fax: 519-923-9262
Web: www.southgate.ca

Staff Report FIRE2020-006

Title of Report: FIRE2020-006- Volunteer Fire Fighter Appointment
Department: Fire
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report FIRE2020-006 for information; and
That Council approve the hiring of Jodie Cordingley as an Auxillary member with the Dundalk Fire Department.

Background:

In November the Fire Department started a recruitment for the 2020 year. There was advertisement on Facebook, in the Dundalk Herald newspaper and on a sign located on Main Street East, Dundalk. During the month of December, the Acting Fire Chief and Fire Officers conducted an orientation night to all individuals who were interested as well as a physical agility test and interviews. Jodie Cordingley was selected by the Acting Fire Chief and Fire Officers but was granted extra time to review and ask questions regarding the hiring process and job description.

Staff Comments:

Jodie has been an active member of the recruitment training process in the last few months. Jodie brings with her strong medical skills as she is currently an Advanced Care Paramedic with the County of Dufferin.

Financial Implications:

The financial impact of hiring an Auxillary firefighter will be wages out of the 2020 Budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public. Southgate Goal #1-A – Trusted, Timely, Transparent, Decision Making.

Concluding Comments:

Respectfully Submitted,

Dept. Head: *Original Signed By*
Derek Malynyk, Fire Chief Official

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

Attachments: None



Staff Report REC2020-001

Title of Report: REC2020-001-Grass Tender RFQ
Department: Recreation
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report REC2020-001 for information; and
That Council approve the release of the Lawn Maintenance Contract Request for Quotations to start a process to secure a contractor to complete the work.

Background:

Lawn Maintenance Contract is a two-year contract.

Staff Comments:

Facilities Manager recommends that we release a Request for Quotations (RFQ) for rural lawn maintenance and that the contract term be for a period of two years.

Financial Implications:

Lawn Maintenance Contract is included in operational budget.

Communications & Community Action Plan Impact:

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

Concluding Comments:

The RFQ document is included in this report as Attachment #1, to start a process hire a contractor and execute a Rural Lawn Maintenance Contract for 2020 and 2021.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Kevin Green, Facilities Manager

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

Attachments: Lawn Maintenance Contract



Township of Southgate Request for Quote (RFQ) Lawn Maintenance Contract

Instructions to Bidders

1. Quotation Bids

Sealed quotations clearly marked "**Lawn Maintenance Contract**" must be addressed to the following:

Township of Southgate
Attention: Kevin Green, Facilities Manager
185667 Grey Rd 9, RR 1
Dundalk, Ontario N0C 1B0

Submission closing date: **April 24, 2020 at 12:00 pm**

2. Scope

The intent of this project is to supply the necessary labour, equipment and services to complete the Lawn Maintenance Contract for the 2020-21 seasons, in all areas as listed in the attached pages.

3. Examination of Site

Each Contractor must visit the site of the proposed work before submitting the tender and must be satisfied by personal examination as to the local conditions that will be present while completing the specified work. The Contractor shall determine the difficulty of the facilities to be encountered. The Contractor shall not claim that there was any misunderstanding of the terms and conditions of the contract relating to site conditions at any time after submission of tender.

4. Acceptance or Rejections

Lowest or any tender not necessarily accepted.

Southgate reserves the right to award the total of the locations to one or separate contractors. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest tender, as in Southgate's opinion, may be in the best interest of the Township.

General Conditions

1. Extent

The Contractor shall be liable for all costs of doing the work including labour, equipment and materials.



2. **Contractor's Responsibility**

Upon notification of acceptance of the contract and before the commencement of work, the contractor must provide the Township of Southgate with a Certificate of Insurance as per the following:

- (a) The Contractor shall be protected and indemnify and save harmless the Corporation of the Township of Southgate from any and all claims which may arise from the Contractor's operations where bodily injury, death or property damage is caused, and shall, without restricting the generality of the foregoing, maintain insurance acceptable to Southgate, subject to limits of liability of not less than \$3 million inclusive.
- (b) All liability policies shall be written in such terms as will fully protect the Contractor notwithstanding his assumption of liability and his indemnity covenants under the contract.
- (c) All liability insurance policies shall be written in the names of the Contractor and the Corporation of the Township of Southgate and shall be subject to a cross liability clause. The Contractor agrees to provide to Southgate a Certificate of Insurance in compliance with the above including a warranty that the insurer will not cancel said policies without thirty days written notice of such cancellation provided to Southgate. Such certificate shall clearly indicate the amount deductible/applicable, if any.
- (d) Certificate of such other insurance as the owner may from time to time deem necessary.
- (e) The Contractor shall maintain such insurance and pay such assessments as to protect both the contractor and the owner from claims under the Workers' Compensation Act.

3. **Workers' Compensations**

The Contractor shall submit a Clearance Certificate every 60 days during the active working period and at completion of contract.

4. **Protection of Property**

The Contractor will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Southgate's or surrounding property must be made good to the satisfaction of Southgate. If applicable, any trees, shrubs, flowerbeds, walks, drives, etc. shall be properly protected. Picnic tables and other outdoor



fixtures must be moved by hand. Any expenses for damage caused by the contractor pushing or moving outdoor fixtures with grass cutting equipment will be the responsibility of the contractor.

5. **Applicable Legislation**

- A. The Contractor shall comply with all applicable **Provincial and Federal legislation and regulations, including the Occupational Health & Safety Act and pertinent Southgate by-laws.**
- B. **Municipal Freedom of Information and Protection of Privacy Act** – Any personal information provided in this document will be used for selection purposes only as per the Municipal Freedom of Information and Protection of Privacy Act.
- C. **Accessibility for Ontarians with Disabilities Act, 2005** – The successful contractor must be in compliance with the Township of Southgate Accessible Customer Service Policy under the AODA, 2005 and provide proof that training requirements have been met.

6. **Protection**

Temporary safeguards and protection shall be provided to adequately guard against injuries to the public, particularly children and workmen, by accidents around and adjacent to the project.

Specifications

1. **Areas to be Maintained**

Lawn areas to be maintained will include all areas designated as parklands including parks, islands, riverbanks and playing fields and all other areas within the Township of Southgate as designated by the Township of Southgate Recreation Department/Works Department.

2. **Maintenance Operations**

- (a) The successful contractor shall commence lawn mowing within 24 hours upon the request of the Facilities Manager and/or Designate.

The cutting schedule will be as follows:

Planned Cuts for the month	Approximate Frequency
May – 4 cuts (Pending on date of first cut)	every 7 days
June – 4 cuts	every 7 days
July – 2 cuts	every other week
August – 2 cuts	every other week
September – 2 cuts	every 15 days
October – 1 cut	



-
- (b) Additional requests for cutting will be at the discretion of the Facilities Manager and may extend into April and/or October. **Requests will be confirmed via email.** Additional cuts may be at certain locations only and may be specific to each location.
 - (c) All areas as designated are to be maintained in a tidy state on a regular basis by mowing and trimming around fixed obstacles. It is to be understood that all areas requiring lawn maintenance include the area to the edge of the road or curb.
 - (d) The grass cut height is 2 ½ inches (6 ½) centimeters. Sports fields grass cut height 2 inches (5) centimeters. It may be necessary in some cases to collect grass clippings to keep a well-groomed lawn.
 - (e) The owner shall notify the Contractor only once of maintenance that has not been carried out as specified in this contract. The owner shall then perform any catch up or emergency cutting with own forces and adjust contract payment accordingly.
 - (f) Contractor must supply Township of Southgate with Occupation Health and Safety Standard Operating Procedures for all equipment signed by all operators.

Director of Work

The Facilities Manager and/or Designate reserve the right to direct the operations of the Lawn Maintenance, to inspect the Contractor's equipment from time to time and to restrict the use of any equipment which may be deemed detrimental to the Parks system.

Termination

If, at the discretion of the Facilities Manager and/or Designate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right to terminate the contract upon the giving of fifteen (15) days notice to the Contractor.

Upon termination of the contract, the balance of the contract price shall be forfeited.



Contractor Health and Safety Agreement

It is our objective at the Township of Southgate, to provide all persons within our workplace, the opportunity to work in a safe environment. It is the Municipality's Policy to totally eliminate all accidents through Health and Safety Standards. All Employees, Contractors, Subcontractors, Suppliers and any other Service Providers to our projects must co-operate and make all reasonable efforts to ensure the maximum protection and minimum inconvenience to the general public, occupants, and the environment.

The Township of Southgate believes the following ideals must be accepted and followed in order to ensure safety on our projects:

1. Any Contractor hired by Southgate must ensure that their employees have safety training and certificates equal or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
2. The Contractor(s) on the project must work in conjunction with Southgate's appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by Southgate.
3. The Contractor must report and investigate all incidents, and near accidents to the Southgate's Public Works Manager, and Health and Safety representatives within 6 hours.
4. Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and subcontractors.
5. All applicable current and environmental legislation/regulation(s) are considered a minimum requirement;
6. All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to Southgate's Project/Site Supervisor or the Township of Southgate's Occupational Health and Safety Committee;

Failure to adhere to one of the above stated requirements would jeopardize the Health and Safety of all. Through a safety conscious workforce, the quality of work and production will ensure safe and timely project completion. All accidents will be investigated to determine the causes and corrective actions to prevent recurrence.

Disciplinary Action in the form of:

- Step 1 – verbal warning
- Step 2 – written warning
- Step 3 – notification to the Ministry of Labour re: Health and Safety Violations of the Legislation/regulation(s), and unsafe work practices.

Southgate takes pride in the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

A WSIB Certificate must be attached.



Contractor Approval: _____

Contact Phone Number: _____

Pre Bid Checklist and Submissions Required

Contractor Responsibilities	Municipal Required	Contractor Submitted
Documentation: <ul style="list-style-type: none">• WSIB Certificate of Clearance (equivalent private)• Liability Insurance Certificates \$3,000,000 min• Health and Safety Policy Statement and Operating Procedures	<div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>
General Requirements: <ul style="list-style-type: none">• Comply with all Legislation, Regulations and Codes• Enforce compliance with Municipal issued safety violations• Perform regular safety inspections of project• Employ only qualified competent workers on project• Provide qualified competent on-site supervision• Provide copies of MOL reports, orders, charges related to the project within 24 hours of receipt• Provide accident reports for critical injuries related to this project to Municipality within 24 hours and all other accidents within 3 days	<div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div>	<div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>

Signature: _____



Bid Form:

Statement of Qualifications

- a) As an integral part of this tender, the Contractor shall list her/his experience in Lawn Maintenance, which has been completed successfully, of a similar nature to that being tendered

CONTRACT

Description & Location

DATES

(Start-Finish)

REFERENCE

PHONE #

- b) My/our proposed number of personnel and supervisors to carry out this contract are as follows:

Number of Personnel

Number of Supervisors

Minimal Equipment Requirements

Tenderer's Specifications

One (1) 60" Mowing Units

Necessary auxiliary hand operated equipment (mowers, trimmers), etc.

Transportation (equipment)

ALL BLANKS MUST BE FILLED IN TO INDICATE THAT BIDDERS HAVE THE REQUIRED EQUIPMENT OR IDENTIFY EQUIPMENT THAT THEY WILL PURCHASE.

Further, the Contractor will list below the equipment of similar size that is at his/her IMMEDIATE DISPOSAL to be used as "BACK UP" equipment in the event of a breakdown of his/ her assigned mowing equipment.



Specified Areas

1. Dromore Playground & Ball Diamond/Soccer Field
2. Holstein Ball Diamond/Park Area & Cenotaph
3. Holstein Work Depot
4. Cemetery on Southgate Sideroad 41, south of Southgate Rd 12 on East side
5. Cemetery at 391692 Grey County Road 109
6. Parking Lot across from 392098 Grey County Road 109 – Loves Sugar Bush

Method of Payment

The contract price submitted for lawn maintenance shall be paid in progress payments for work completed to the end of May, June, July, August and September with the approval of the Facilities Manager.

PRICE SUBMITTED

Contractor Name: _____

Location

Price per cut

Dromore Playground &
Ball Diamond/Soccer Field \$_____

Holstein Ball Diamond/Park Area,
Cenotaph & Soccer Field \$_____

Holstein Work Depot \$_____

Cemetery Sideroad 41 \$_____

Cemetery Grey Rd 109 \$_____

Parking Lot Love's Sugar Bush \$_____

Note: Not all locations may be included when contract is let.



Lawn Maintenance Contract

I/we, the undersigned, have carefully examined the locality and sites of the proposed work and, hereby agree to furnish all labour, materials, equipment and services necessary to complete the work for the 2020-21 seasons, in accordance with the attached Instructions to Bidders, General Conditions and Specifications for Tender Contract Price:

Name of Contractor _____

Address _____

Phone Number _____

Signature: _____

Date: _____

Workers' Compensation Number _____

Contractors' Insurance _____

Address _____

Township of Southgate

Signature: _____

Date: _____



Staff Report REC2020-002

Title of Report: REC2020-002- Rock Climbing Wall Purchase
Department: Recreation
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report REC2020-002 for information; and
That council approve the purchase of the proposed climbing wall system from Impact Climbing in Milton, Ontario at the supplied price of \$11,865 including HST and shipping.

Background:

A rock-climbing wall was identified to be included in the initial planning for the Auditorium renovation project. Staff has completed extensive research into the purchase and supply material for a suitable climbing wall for this project. Unfortunately, there is only one Canadian supplier which is Impact Climbing from Milton, Ontario. An American supplier was found, Gopher Sports, the quality of product was not equal, and Gopher's pricing was considerably higher. Impact Climbing has installed similar climbing walls in Southern Ontario and in the Metro area.

Staff Comments:

In researching companies and pricing, there is only one Canadian Company that manufactures rock climbing walls. The Canadian company was considerably less in price and shipping compared to the American supplier. With only a single Canadian Company supplying the requested product, the purchase would be supported by the Township of Southgate purchasing policy under section:

4.3.6 Sole and Single Sourcing Sole Sourcing is a method of procurement whereby a purchase is confirmed with the supplier or contract awarded without a competitive bidding process due to the fact that the supplier is the only source of supply for the required goods or services.

Financial Implications:

The financial impact of the purchase is \$10,500, plus shipping and applicable taxes. Project was included in the 2020 Capital Budget. The other purchase option would have been \$628 plus taxes.

Communications & Community Action Plan Impact:

Goal 4 - Adequate and Efficient Public Facilities

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.

Strategic Initiatives 4-C (2019-2023): The Dundalk arena auditorium will have had an elevator installed and the necessary renovations will have been completed, in order to accommodate the expanded Early-ON program and a wider variety of programming for youth, seniors, and newcomers to the community, and possibly a cafeteria.

Concluding Comments:

Facilities Operator Ethan Henry has put considerable time and effort working on securing pricing and background research on Rock Climbing Walls. Ethan Henry has endorsed this purchase as the best option for the Municipality.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Kevin Green, Facilities Manager

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

Attachments: Impact Pricing and Literature



Staff Report CL2020-008

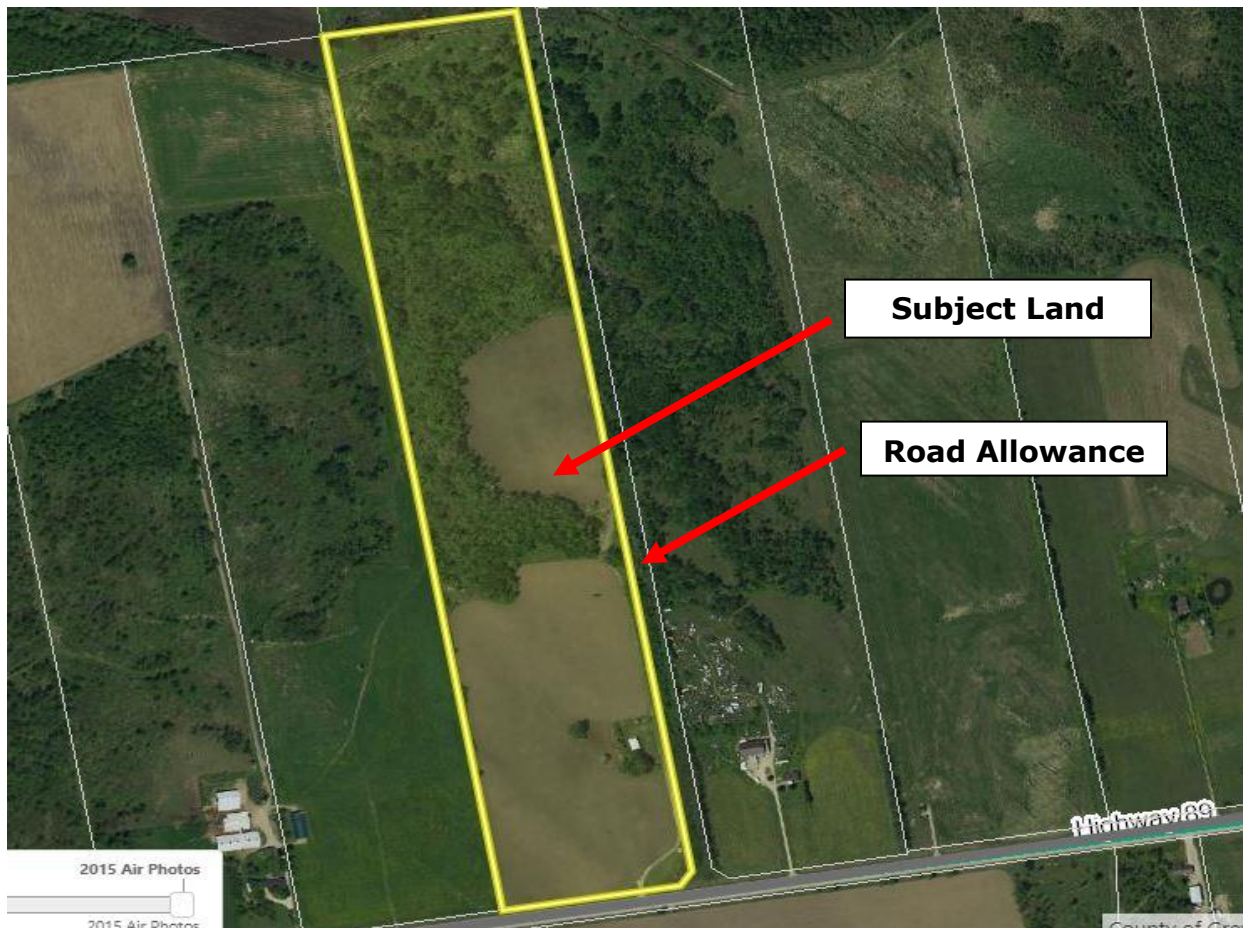
Title of Report: CL2020-008 – Request to Purchase Road Allowance
Department: Clerks
Branch: None
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report CL2020-008 for information; and
That Council direct staff to proceed with **Option** ____ as outlined in this report.

Background:

On February 17, 2020, staff received correspondence from Mr. Mahlon Weber who expressed interest in purchasing road allowance from the Township so he can move his existing lane way onto the road allowance that runs on the East side of his property along Provincial Highway 89 in the former Egremont Township.



Mr. Weber has spoken to the Township Planner who in consultation with the Public Works Manager advised that the Township does not normally allow lane ways in unopened road allowances and the Township does not generally sell road allowances. Staff explained that Council would need to declare the land as surplus and follow the proper surplus land sale procedure if Council wishes to sell the land. Staff advised Mr. Weber to make a written request to Council expressing interest in purchasing the road allowance for their consideration. Mr. Weber's written request is included in this report as Attachment #1.

Staff Comments:

As this request is in the preliminary stages, and further information would need to be brought forward for Council to make an informed decision, the following are options for Council to consider at this time:

Option 1: Council does not proceed with the request and directs staff to send correspondence to Mr. Weber informing him of Council's decision to not sell the road allowance.

Option 2: Council directs staff to bring back a report outlining related future use, restrictions, and/or any Planning implications on the subject lands and outline the appropriate process to declare the lands as surplus if Council decides to sell the road allowance.

Financial Implications:

There is no financial impact to the municipality as a result of this report. If Council proceeds to sell the road allowance the resulting sale of the property would generate revenue for the Township.

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 direct staff to proceed with Option 1 or Option 2 as outlined in this report.

Respectfully submitted,

Dept. Head: *Original Signed By*
Lindsey Green, Acting Clerk

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

Attachment #1 - Correspondence received from Mr. Weber

Southgate Township Office Feb 11/20

Attn. Lindsey Green (Acting Clerk)

RE: Roll # 420706000601700

E 1/2 Lt. 25 Conc. 4 Rd. Egrement.

We had been contacting Clinton
at Township Office.

We are interested in pursuing to
purchase the road allowance Adjoining
this property. The Road allowance is on
East side of our property.

We understand that the landowner
on other side of road allowance
and us are the only eligible buyers
of this parcel. We are only interested
in road allowance equivalent to length
of our property.

Please keep us informed on status, or
length of waiting period. For more questions
or concerns please call [REDACTED]
(Home # - no automated answering service,
Keep trying.)

RECEIVED FEB 17 2020 [REDACTED]



Staff Report CL2020-009

Title of Report: CL2020-009 - Request for Additional Dogs on Kennel Licence
Department: Clerks
Branch: Legislative and Council Services
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report CL2020-009 as information; and
That Council approve an additional 10 small dogs under Mr. Martin's kennel licence.

Background:

Staff received correspondence from Mr. Cleason Martin who has an active kennel in the Township of Southgate with 25 licenced dogs and wishes to increase his licence to include the addition of 10 more small dogs. Mr. Martin's written request is included in this report as Attachment #1.

Staff Comments:

As per Canine Control By-law 2018-114, if a kennel operator wishes to license more than 25 dogs, it must be approved by Council. The maximum number of dogs allowed at a licensed kennel in Southgate is 50. A letter from the Chahal Veterinary Services received that includes positive comments about Mr. Martin's kennel is included in this report as Attachment #2.

If approved, Mr. Martin will be required to submit a renewal to his kennel license that reflects the additional dogs and the standard yearly inspection report. Staff recommend the approval of Mr. Martin's request as his kennel licence has continued to receive positive annual inspections completed by our Canine Control Officer.

Financial Implications:

There are no financial implications to the municipality as a result of this report other than the additional revenue collected for the 2020 Kennel License fee at \$20 each per additional dog approved.

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 approve Mr. Martin's request of an additional 10 small dogs under his kennel licence.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Lindsey Green, Acting Clerk

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

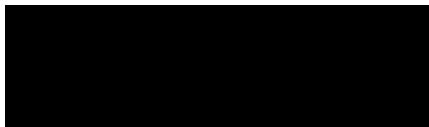
Attachment #1 – Request received from Mr. Martin

Attachment # 2 – Letter received from Chahal Veterinary Services

Southgate Council

Greetings-

At present we have
licence for 25 dogs,
and would like to apply
for 10 more small
dogs -



Thanks!

Chahal Veterinary Services



Dr. Tejwant Chahal (Tej)
519 504-0332

37 Maisonneuve Blvd.
Brampton, ON L6P 1Y6

To

Dec20/2019

Cleason Martin

On Dec 9, 2019 I have inspected Cleason Martin's kennel located at [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] In the kennel there are 13 pens with runs outside and 8 whelping pens for 25 dogs. Here are the following things I have found while inspecting the kennel;

1. Kennel site is isolated at a sufficient distance from neighbors.
2. Satisfactory arrangement of waste disposal.
3. Dogs are in confined space to prevent escape
4. All dogs have access to fresh water and food all the time.
5. Kennel has a floor heating system to maintain an acceptable temperature.
6. Roofs and ceilings are maintained in a good condition.
7. Kennel has large windows for cross ventilation/natural lighting.
8. Kennel also has artificial lighting to maintain sufficient lighting at all times.
9. All cages or pens are constructed with imperious material.
10. Cages or pens have plenty of room in size and height for the dogs to be able to:
 - I. Stand normally to its full height;
 - II. Turn around easily;
 - III. Move about easily for the purpose of posture and adjustments; and
 - IV. Lie down in a fully extended position
11. Cages or pens floor has an acceptable slope for drainage for waste.
12. Kennel also has a separate cages or pens with whelping boxes for puppies and Dams.
13. Kennel has a quarantine area for sick dogs to prevent the disease from spreading.
14. Kennel has a sufficient storage room for food, shaving materials and other accessories.
15. Kennel also has an assigned area to keep all the emergency medicines on hand under the supervision of Veterinarian.
16. Kennel also has an area with the filing cabinets to maintain records/invoices for the kennel.
17. Dimensions for the indoor pens are: 12 indoor pens are 4ft x 8.5ft, 1 indoor pen is 3ft x 8.5ft, 3 whelping pens 8.5ft x 5ft, 2 whelping pens 8ft x 4ft, 2 whelping pens 5.5ft x 6.5 ft and 1 whelping pen 5.5ft x 7ft.

18. Dimensions for the outdoor runs are: 12 outdoor runs 4ft x 10ft and 1 outdoor run 3ft x 10ft.

All the dogs I have inspected in this kennel are vaccinated with Rabies, DHPP and dewormed with Strongid T and Fenbendazole (every 3 months). All the dogs are getting treated with Revolution to prevent Flea, Ticks and Lice. All dogs in the kennel are in healthy condition. Thus the kennel adheres to the code of practice for Canadian kennels.



Dr Tejwant Chahal

DVM



Staff Report PW2020-018

Title of Report: PW2020-018 Department Report
Department: Public Works
Branch: None
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report PW2020-018 for information; and
That Council consider approving the Automotive Materials Stewardship amending agreement by By-law number 2020-033.

Background:

Public Works Department update.

Staff Comments:

Transportation and Public Safety:

1. Staff are releasing an external job posting for a Public Works Summer Student for the 2020 season in early March 2020.
2. Staff have started working on the Wilder Lake Road reconstruction project and have notified residents of possible daily road closures and local traffic only restrictions until paving is completed in the summer of 2020.
3. Staff received 3 applications for the internal posting for the 1-year contract position for Cemetery – TAPS Operator/Labourer Hopeville. The 3 applicants were interviewed by Human Resources Co-ordinator Kayla Best, Public Works Foreman Phil Wilson and Public Works Manager Jim Ellis. Staff have offered the position to Theo Oving and Mr. Oving has accepted the position.

Water and Wastewater:

1. Unionized ammonia testing on February 18, 2020 was 0.05397 mg/l, this result triggers daily unionized ammonia sampling and testing, the local Ministry office was updated.
The February 19, 2020 unionized ammonia result of 0.06004 mg/l was reported to MECP that day.
The February 20, 2020 unionized ammonia result of 0.069927 mg/l was reported to MECP that day.
The February 21, 2020 unionized ammonia result of 0.074416 mg/l was reported to MECP that day and plant shut down for weekend.

The February 24, 2020 unionized ammonia result of 0.144539 mg/l was reported to MECP that day in exceedance of the 0.01 mg/l compliance limit and the plant shut down and will remain down holding waters in the lagoons until the ice starts coming off.

The MECP were notified that the Dundalk WWTP February 18, 2020 effluent sampling results that we received on February 24, 2020 had meet objectives limits for CBOD5 & TSS being both 5 mg/l on February 27, 2020.

2. Staff will be releasing a Request For Proposal for a 2020 Dundalk Water and Wastewater Rates Study to close on April 2, 2020.

Waste Resources and Diversion Management:

1. An amended Automotive Materials Stewardship (AMS) Agreement to be executed before March 15, 2020, is to continue to be eligible for payment of the Depot Hours for collection of AMS materials such as antifreeze, oil containers and oil filters at the Transfer Stations. Staff recommends that Council consider passing By-law number 2020-033 for the AMS Agreement. (Attachment #1)

Financial Implications:

The Operational and Capital Budgets include these items.

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 PW2020-018 for information, and that Council consider approving Automotive Materials Stewardship Agreement by By-law number 2020-033.

Respectfully Submitted,

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

Human Resources: ***Original Signed By***
Kayla Best Human Resources Co-ordinator

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

Attachments:

Attachment #1- Automotive Materials Stewardship Letter dated January 10, 2020.



**Automotive
Materials
Stewardship**

January 10, 2020

Subject: Automotive Materials Stewardship – AMS Municipal Amending Agreement

ACTION REQUIRED

Dear Municipal / First Nations Partner,

Please find attached to this email a copy of an amendment to your Municipal Automotive Materials Services Agreement.

As you are aware, your current Municipal Automotive Materials Services Agreement expires on March 31, 2020. This amendment will extend the current term date past March 31, 2020 and allow AMS to continue to provide Depot Hour and/or Event payments to municipalities and First Nations for the collection of automotive materials (antifreeze, oil containers, oil filters).

If your municipality or First Nation community still wishes to participate in the AMS program, please ensure that AMS receives a signed amended **no later than March 15, 2020**. Signed amendments can be emailed to fieldservices@autostewardship.ca. Please note that AMS does not require a signed hard copy.

If AMS does not receive a signed amendment by March 15, 2020 your community will not be eligible to receive any Depot Hour and/or Event payments from AMS after March 31, 2020.

If you do not wish to continue participation in the program, or if you have any questions about this amending agreement, please let us know by emailing us at fieldservices@autostewardship.ca.

Regards,

David Pearce

Board Secretary & Operations Officer
Automotive Materials Stewardship

**The Corporation of the Township of
Southgate By-law Number 2020-033**

**being a by-law to authorize an amending agreement between
Automotive Materials Stewardship Inc. and the Township of Southgate**

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 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 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 the Township of Southgate entered into an agreement with Automotive Materials Stewardship Inc. dated April 1, 2017 concerning the collection of certain automotive materials; 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 amending agreement with Automotive Materials Stewardship Inc.,

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

1. **That** the amending agreement between Automotive Materials Stewardship Inc. and the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the CAO is authorized to sign the amending 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 4th day of March, 2020.

John Woodbury – Mayor

Lindsey Green – Acting Clerk

**AMENDING AGREEMENT
MUNICIPAL AUTOMOTIVE MATERIALS SERVICES AGREEMENT**

This Amending Agreement (the “**Amending Agreement**”) is made as of January 8, 2020.

BETWEEN:

AUTOMOTIVE MATERIALS STEWARDSHIP INC. (“AMS”)

and

TOWNSHIP OF SOUTHGATE (the “Municipality”)

(collectively, the “**Parties**”)

WHEREAS:

- A. AMS and the Municipality entered into an agreement concerning the collection of certain automotive materials dated April 1, 2017 (as amended, modified or restated from time to time, by the Parties, the “**AMS Services Agreement**”);
- B. The parties wish to make certain amendments to the Agreement as set out herein.

NOW THEREFORE, FOR VALUE RECEIVED, the Parties agree as follows:

- 1. The AMS Services Agreement is hereby amended in accordance with the provisions set out in Schedule “A” hereto effective as of February 1, 2020.
- 2. All capitalized terms which are used herein without being specifically defined herein shall have the meanings ascribed to them in the AMS Services Agreement.
- 3. Any section marked as “Intentionally Deleted” in the AMS Services Agreement remains “Intentionally Deleted” and is not replaced by or amended by anything in Schedule “A”.
- 4. Except as amended by the amendments expressly set forth in Schedule “A” of this Amending Agreement, the AMS Services Agreement shall remain unchanged and continue in full force and effect and is hereby in all other respects ratified and confirmed.
- 5. If any provision of this Amending Agreement is or becomes illegal, invalid or unenforceable in any jurisdiction, the illegality, invalidity or unenforceability of that provision will not affect (a) the legality, validity or enforceability of the remaining provisions of this Amending Agreement or (b) the legality, validity or enforceability of that provision in any other jurisdiction.
- 6. This Amending Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein and each of the Parties

hereto agrees irrevocably to conform to the non-exclusive jurisdiction of the Courts of such Province.

7. This Amending Agreement shall enure to the benefit of and shall be binding upon the Parties hereto and their respective successors and permitted assigns. Nothing in this Amending Agreement, express or implied, shall give to any Person, other than the parties hereto and their successors hereunder, any benefit or any legal or equitable right, remedy or claim under this Amending Agreement.

8. If any provision of this Amending Agreement is inconsistent or conflicts with any provision of the AMS Services Agreement, the relevant provision of this Amending Agreement shall prevail and be paramount.

9. Schedule "A" is attached hereto and incorporated in and forms part of this Amending Agreement.

10. This Amending Agreement may be executed in one or more counterparts, including by means of facsimile and/or portable document format, each of which shall be deemed to be a duplicate original, but all of which, taken together, constitute a single document.

IN WITNESS WHEREOF the Parties have signed this Amending Agreement as of the date first set out above.

**AUTOMOTIVE MATERIALS
STEWARDSHIP INC.**

By: _____
Name: David Pearce
Title: Board Secretary & Operations Officer

TOWNSHIP OF SOUTHGATE

By: _____
Name:
Title:

**SCHEDULE “A” TO THE AMENDING AGREEMENT
MUNICIPAL AUTOMOTIVE MATERIALS SERVICES AGREEMENT**

The Parties agree to amend the AMS Services Agreement as follows:

1. Section 4.1 of the AMS Services Agreement is deleted in its entirety and replaced with the following new Sections 4.1 and 4.2:

- “4.1 This Agreement will commence on the Effective Date and its initial term will continue until the March 31, 2020. The initial term and any such additional term or terms are herein referred to as the “**Initial Term**”.”.
- “4.2 At the expiry of the Initial Term this Agreement will automatically renew for successive renewal terms (each a “**Renewal Term**”) of twelve (12) months each unless written notice of termination is provided by either party to the other party at least ninety (90) days prior to the expiry of the Initial Term or the then current Renewal Term, as applicable. The Initial Term and if applicable, any Renewal Terms, are referred to as the “**Term**” of this Agreement. The termination provisions contained in this section are subject to the parties’ termination rights in Section 19 of this Agreement.”



Staff Report HR2020-05

Title of Report: HR2020-05 – Amended Health & Safety Policy #33B –
Respect in the Workplace: Harassment and Violence
Department: Human Resources
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report HR2020-05 for information; and

That Council approve the changes to the Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence as presented; and

That Council consider approval by Municipal By-law 2020-035 for the Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence as presented.

Background:

On February 21, 2020 the Township received an inspection by the Ministry of Labour that resulted in 1 order issued to the Township of Southgate related to Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence. The order mandated that notification of investigation is added to Policy #33B and it was suggested that templates be added to the Policy as well.

Staff Comments:

The following changes were completed to the Health & Safety Policy #33B, Respect in the Workplace: Harassment and Violence:

- Under Section 7-B Formal Procedure, additions were made that the Complaint Form (Schedule A) must be used and notification of investigation decision to the complainant using new Schedule B template.
- Under Section 7-C Investigation Procedure, additions were made for notification of decision to investigate using new Schedules B & C as well as new Schedule D Investigation Form will be used to document the process and Schedule E Summary of Investigation will be used to notify both complainant and respondent post investigation.
- Addition of 5 new Schedules:
 - Schedule B – Letter of Decision of Investigation
 - Schedule C – Letter to Inform of Complaint Investigation
 - Schedule D – Investigation Report
 - Schedule E – Letter of Summary of Investigation

Financial Implications:

There are no financial implications associated with this report.

Communications & Community Action Plan Impact:

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

Concluding Comments:

1. That Council receive staff report HR2020-05 as information.
2. Staff recommend that Council approve the Health & Safety #33B, Respect in the Workplace: Harassment and Violence by Southgate Municipal By-law 2020-035.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachment 1 – Health & Safety Policy #33B, Respect in the Workplace:
Harassment and Violence dated March 4, 2020

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
Approved by Council on: March 4, 2020 DRAFT



1. POLICY STATEMENT:

The Corporation of the Township of Southgate is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the goal of the Township of Southgate to provide a healthy and safe work environment that is free from any form of harassment or violence.

2. SCOPE:

This policy applies to all employees, contractors and consultants. It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- The “workplace”, which is defined by the Ontario Health and Safety Act as “any land, premises, location or thing at, upon, in or near which a worker works”. If the worker is being paid to be there, then it is considered a workplace. This can include, but is not limited to, buildings, construction sites, vehicles, fields, roads or forests;
- During work-related travel;
- At restaurants, hotels or meeting facilities that are being used for business purposes;
- In municipally owned or leased facilities;
- During telephone, email, or other communications; and
- At any work related social event.

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the organization, such as customers and suppliers.

3. DEFINITIONS:

Discrimination - includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment. The protected grounds of discrimination under the Ontario Human Rights Code are:

- Race, colour, ancestry, citizenship, ethnic origin, or place of origin
- Creed, religion
- Age
- Sex (including pregnancy and gender identity)
- Sexual orientation
- Family, marital (including same sex partnership) status
- Disability or perceived disability
- A record of offences for which a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked, or an offence in respect of any provincial enactment.

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Discriminatory Harassment - includes comments or conduct based on the protected grounds in the Ontario Human Rights Code (see complete list under "Discrimination"), which the recipient does not welcome or that offends him or her.

Poisoned Working Environment - is a working environment that exists when harassing comments or conduct have made it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This environment is said to exist when a person is uncomfortable with behaviour and the behaviour continues even after the person expresses discomfort; or when the others knew or should have known that the comment(s) or conduct were unwelcome. Some examples of actions that can create a poisoned working environment are:

- Displaying offensive or sexual materials such as posters, calendars, web sites, or screen savers or distributing offensive emails or pictures
- Practical jokes that embarrass or insult someone
- Insults or jokes that are offensive, racist or discriminatory in nature.

Workplace Harassment - or bullying is defined as engaging in a course of vexatious comment(s) or conduct in a workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment may have some or all of the following components:

- It is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect.
- It is hostile, abusive or inappropriate
- It affects the person's dignity or psychological integrity, and
- It results in a poisoned work environment.

In addition, behaviour that intimidates, isolates, or discriminates against the recipient may also be included. Some examples of workplace harassment are:

- Verbally abusive behaviour such as yelling, insults, ridicule, and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate, or offend
- Workplace pranks, vandalism, bullying and hazing
- Gossiping and spreading malicious rumours
- Excluding or ignoring someone, including persistent exclusion of a particular person from workplace related social gatherings
- Undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
- Providing only demeaning or trivial tasks in place of normal job duties
- Humiliating someone
- Sabotaging someone else's work
- Displaying or circulating offensive pictures or materials
- Offensive or intimidating emails or phone calls
- Impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and

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-
- Making false allegations about someone in memos or other related documents.

What Is Not Workplace Harassment

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan.
- Imposing discipline for workplace infractions.
- Implementation of a dress code.
- Workplace inspections.
- Changes in work assignments, scheduling, job assessments, and evaluations
- Requesting medical documents in support of an absence from work.

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intend to offend someone. **The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person.**

Workplace Sexual Harassment - includes engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advances where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.

Workplace Violence means

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker."

It is defined broadly enough to include acts that may be considered criminal.

Workplace violence includes but is not limited to:

- Physically threatening behaviour such as shaking a fist at someone or finger pointing.
- Any threats, behaviour or action which is intended to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property

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-
- Disruptive behaviour that is not appropriate to the work environment (i.e. aggressive behaviour – teasing, bullying, yelling, swearing)
 - Verbal or written threats or notes (this includes emails)

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Domestic Violence - is a pattern of behaviour used by one person to gain power or control over another with whom he/she has an intimate relationship. This pattern of behaviour may include physical violence, sexual, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control. Domestic violence is considered to be workplace violence if a person who has a personal relationship with a worker, such as a spouse or former spouse, current or former intimate partner or family member physically harms or attempts or threatens to physically harm a worker at work.

4. CONFIDENTIALITY OF COMPLAINTS AND INVESTIGATIONS

We recognize the sensitive nature of harassment, sexual harassment and violence complaints will remain confidential and will not be disclosed unless disclosure is necessary for investigation, taking corrective action or when required by law.

5. EMPLOYEE RIGHTS

- a. In the event of workplace harassment, workplace sexual harassment or violence the Township encourages its employees to report the incident in accordance with this policy section 5, 6B and section 7;
- b. Employees have the right to report incidents to the CAO or Southgate's Human Resources staff person;
- c. Employees have the rights to report incidents of workplace harassment to a person other than the employer or supervisor if the employer or supervisor is the alleged harasser;
- d. The employee always retains the right to inform the Township Human Resources Consultant Ward and Uptigrove H & R Consulting at 519-291-3040, Ontario Human Rights Commission or the police of the incident. The employee may also report any lack of satisfaction with the employer's investigation and/or actions in writing to the clerk for presentation to Southgate Council in Closed Session.

6. PREVENTING HARASSMENT, SEXUAL HARASSMENT AND VIOLENCE

It is our mutual responsibility to ensure that we create and maintain a harassment, sexual harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers, and domestic/intimate partners).

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The Township of Southgate will do its part by not tolerating or condoning discrimination, harassment, sexual harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

A. Duties of Supervisors

Supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the CAO or Southgate's Human Resources staff person, to receive a complaint(s) of workplace harassment, workplace sexual harassment or violence, or witness or become aware of harassing, sexual or violent behaviour.

Supervisors must also take every reasonable precaution to protect employees from workplace violence, including evaluating an employee's history of violent behaviour to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:

- Whether the personal history of violence was associated with the workplace or work
- Whether the history of violence was directed at a particular employee or employees in general
- How long ago the incidence of violence occurred

In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during the course of his or her work, and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect the employee from physical injury.

B. Duties of all Employees

Employees must do their part to ensure their behaviour does not violate this policy, and that they encourage a work environment that is based on respect and that is free from harassment.

All employees are also required to report to their supervisor, CAO or Southgate's Human Resources staff person of any workplace **harassment**, violence, or threat of workplace violence.

7. PROCEDURES FOR RESOLVING AND INVESTIGATING HARASSMENT COMPLAINTS

A. Informal Procedure

If you believe that you are being harassed or sexual harassed, the **first thing to do is tell the person to stop**. Do so as soon as you receive any unwelcome

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comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour. Some of the things you can say that might stop the behaviour include:

- I don't want you to do that
- Please stop doing or saying that
- It makes me uncomfortable when you...
- I don't find it funny when you...

If the harassment continues after you have confronted the individual, you may want to **provide him or her with a written statement of the situation**.

Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop (e.g. filing a formal complaint). Make sure you keep a copy of this statement for yourself.

It helps to **keep a record of any incident(s) that you experience**. This includes when the harassment started, what happened, whether there were any witnesses and your response.

If you believe that someone who is not an employee of the Township of Southgate, e.g. a customer, supplier, etc. has harassed or discriminated against you, please report the harassment to your supervisor, CAO or Southgate's Human Resources staff person. Although the Township of Southgate has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

B. Formal Procedure

If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint to the CAO or Southgate's Human Resources staff person. **The complaint shall be recorded in writing using Schedule A – Workplace Respect Complaint Form.**

The CAO or Southgate's Human Resources staff person will act as the workplace coordinator(s) with respect to harassment, sexual harassment and violence in the workplace. If the CAO and/or the Mayor is being harassed or the alleged harasser is the employer or supervisor, the employee can contact the Township Human Resources Consultant Ward and Uptigrove H & R Consulting at 519-291-3040.

If you bring a formal complaint you will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the incident(s), and the names of any possible witnesses. You **may must** use the Workplace Respect Complaint Form found in **Schedule A**. It is important that we receive your complaint as soon as possible so that the problem does not escalate or happen again. Once we receive your complaint, we will **determine if an investigation will be conducted and you will be notified with**

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Schedule B of our decision to investigate. We will then initiate an investigation as per Section C, if it is necessary and appropriate to do so.

Discrimination and harassment are serious matters. Therefore, if you decide not to make a formal complaint, we may still need to investigate the matter and take steps to prevent further harassment. For example we may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

Please note that it is our policy not to investigate anonymous complaints unless there are extenuating circumstances.

C. Investigation Procedure

The CAO will take the lead role on the investigation and keep council informed. The CAO, Southgate's Human Resources staff person and/or Council will commence an investigation as quickly as possible or may choose to use a Human Resources Consultant, depending on the nature of the complaint. If the CAO and/or the Mayor is being harassed or the alleged harasser is the employer or supervisor, the investigation will be done by the Township Human Resources Consultant Ward and Uptigrove H & R Consulting.

The investigation will include:

- Notification of the decision to investigate will be completed to the complainant using Schedule B and the alleged harasser using Schedule C.
- Interview the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations. This information will be recorded using Schedule D – Investigation Form.
- Interview witnesses, if any. This information will be recorded using Schedule D – Investigation Form.
- Review any related documentation; and
- Make detailed notes of the investigation using Schedule D – Investigation Form and additional documents if necessary and maintain them in a confidential file.

Once the investigation is complete the investigator(s) will prepare a detailed report of the findings, a summary of which will be provided to the complainant and the respondent using Schedule E – Summary of Investigation. None of the information regarding the investigation will be disclosed unless the disclosure is necessary for investigating, taking corrective action or by law.

It is our goal to complete any investigation and communicate the results to the complainant and respondent within thirty days after we receive a complaint, where possible.

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D. Corrective Action

The CAO, Southgate's Human Resources staff person and/or Council and/or Township Human Resources Consultant will determine what action should be taken as a result of the investigation.

The CAO, Southgate's Human Resources ~~Coordinator and/or Council~~ and/or Township Human Resources Consultant will inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary. ~~This will be done using Schedule E – Letter of Summary of Investigation.~~

If a finding of workplace harassment is made, the Township of Southgate will take appropriate corrective measures, regardless of the respondent's seniority or position in the Township of Southgate.

Corrective measures may include one or more of the following:

- Discipline, such as a verbal warning, written warning, or suspension with or without pay;
- Termination with or without cause;
- Referral for counselling (sensitivity training), anger management training, supervisory skills training, or attendance at educational programs on workplace respect;
- A demotion or denial of a promotion;
- Reassignment or transfer;
- Financial penalties such as the denial of a bonus or performance related salary increase; and
- Any other disciplinary action deemed appropriate under the circumstances.

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Southgate will however, discipline or terminate anyone who brings a false and malicious complaint.

8. PROCEDURE FOR RESOLVING AND INVESTIGATING WORKPLACE VIOLENCE

A. Emergency Action Plan Procedures

Employees who experience physical threats or physical assault in a face to face environment are to remove themselves from harm's way as soon as it is safe to do so, and should not attempt to do anything that would further provoke the threatening individual. Once safe, the employee(s) should notify their supervisor, and/or the police or ambulance at 911 as necessary.

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All Township of Southgate phones have emergency numbers, including the 911 location address for that specific location on them. All Township of Southgate buildings have emergency exits marked, and have building layouts with exits noted located at the main doors.

All vehicles owned by the Township of Southgate are equipped with radios, which enable vehicle operators to remain in contact with their co-workers and/or supervisor at all times. As well department supervisors have cell phones which should be used to obtain assistance in emergency situations, either by contacting the Administration office or by directly contacting the police, fire or ambulance through 911 as needed.

B. Work Refusal

The employee has the right to refuse work if workplace violence is likely to endanger him/her. In that instance, the employee must immediately contact his/her supervisor at which point appropriate measures will be taken to protect the employee and investigate the situation (see **Schedule F** – Employer’s Report of Safety-Related Refusal to Work). The employee will be moved to a safe place as near as reasonably possible to his/her normal work station and will need to be available for the purposes of investigating the incident. In some circumstances he/she may be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we may contact the police or other emergency responders as suitable to assist, intervene, or investigate workplace violence. Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- Equipment to summon assistance such as fixed or personal alarms, locator or tracking systems, phones, cell phones, etc.
- Emergency telephone numbers and/or email addresses
- Referral to appropriate assistance organizations (e.g. victim services, employee assistance programs, or Southgate’s Human Resources Consultant)

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

C. Investigation Procedure

You are required to report the existence of any workplace violence or threat of workplace violence to your supervisor, CAO, and/or Southgate’s Human Resources staff person and/or Township Human Resources Consultant. You may use Workplace Respect Complaint Form found in **Schedule A**.

The CAO or Southgate’s Human Resources and/or Township Human Resources Consultant staff person will commence a review as quickly as possible or we may choose to use an external investigator, depending on the nature of the incident.

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The investigation will include:

- Conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- Reviewing any related documentation; and
- Making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings and file the report in the employee(s) confidential personal file.

D. Corrective Action

The CAO or Southgate's Human Resources staff person and/or Township Human Resources Consultant will determine what action should be taken as a result of the investigation.

If a finding of workplace violence is made the Township of Southgate will take appropriate measures, regardless of the respondent's seniority or position in the Township of Southgate.

Corrective measures may include one or more of the following:

- Discipline, such as a verbal warning, written warning, or suspension with or without pay;
- Termination with or without cause;
- Referral for counselling (sensitivity training), anger management training, supervisory skills training, or attendance at educational programs on workplace respect;
- A demotion or denial of a promotion;
- Reassignment or transfer;
- Financial penalties such as the denial of a bonus or performance related salary increase; and
- Any other disciplinary action deemed appropriate under the circumstances.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Southgate will however, discipline or terminate anyone who brings a false and malicious complaint.

9. PROCEDURES FOR ADDRESSING DOMESTIC VIOLENCE

If you are experiencing domestic violence that would expose you to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting the CAO or Southgate's Human Resources staff person. The CAO or Southgate's Human Resources staff person will assist in preventing and responding to the situation.

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If an employee is experiencing domestic violence that would likely expose him/her, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect that employee and his/her co-workers in these circumstances. This may include some or all of the following:

- Creating a safety plan;
- Contacting the police;
- Establishing enhanced safety measures such as a panic button, code words, and door and access security measures;
- Screening calls and blocking certain email addresses;
- Setting up priority parking or providing escorts to vehicles;
- Adjusting working hours and location to prevent predictability; and
- Assisting with access to counselling.

We appreciate the sensitivity of these issues and will do our best to provide assistance as discreetly as possible while maintaining privacy.

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Respect in the Workplace: Harassment and Violence
SCHEDULE A
Workplace Respect Formal Complaint Form



SECTION A - HARASSMENT

I _____ (*name of complainant*), working for the
 Township of Southgate, have reasonable grounds to believe that
 _____ (*name of respondent*), working for
 _____, has harassed or sexually harassed me **or**
someone else on the basis of the following prohibited grounds of discrimination:

race	[]	ancestry	[]
place of origin	[]	colour	[]
ethnic origin	[]	citizenship	[]
creed	[]	sex	[]
sexual orientation	[]	age	[]
record of offences	[]	marital status	[]
family status	[]	handicap	[]

The particulars are as follows: (*continue on next page, if required*)

DATED AT _____ this _____ day of _____, 20__

 (*Complainant's or advisor's signature*)

PART 2 AUTHORIZATION

I _____ (*name of complainant*) hereby authorize
 the advisor _____ to meet with _____
 (*name of respondent*) with a view to achieving a satisfactory resolution.

DATED AT _____ this _____ day of _____, 20__

 (*Complainant's signature*)

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SCHEDULE A
Workplace Respect Complaint Form



SECTION B - VIOLENCE

I _____ (*name of complainant*), working for the
Township of Southgate, have reasonable grounds to believe that the following incident
of violence has taken place:

Date: _____

Time: _____

Persons Involved:

Details:

DATED AT _____ this _____ day of _____, 20__

(*Complainant's or advisor's signature*)

Follow up Investigation Details by Investigating Officer:

**The complainant should sign two originals: one original to remain with the
complainant, one to be forwarded to the CAO or Southgate's Human Resources
staff person.**

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SCHEDULE B
Letter of Decision of Investigation



<Date>

Private & Confidential

To <Employee Name>

Re: Complaint Investigation Decision

This letter is to inform you that we have received your complaint dated <date> regarding <nature of complaint>.

After further review, it has been decided that the Township will/will not be conducting a full investigation in these matters.

<Details of why not conducting>

OR

(if conducting an investigation)

The Township representative in charge of the investigation is <name of representative>. The proposed outcome of the investigation is to gather as much information as possible concerning this incident from a range of people involved.

We plan for the investigation to be completed by <date>. When we have completed our investigation, you will be informed of the findings.

You may be asked to attend an investigation meeting with the person in charge to explain your account of what happened. If this is the case, you will be provided with the date and time in advance.

If you have any questions or wish to discuss any further information you might have regarding the investigation, please contact <name of the person in charge of the investigation>. Their contact details are <contact details>.

We ask that you keep these matters confidential to ensure this investigation is conducted in a fair manner. A breach of confidentiality could result in disciplinary procedures.

Please note that you are still required to attend work as usual *(unless extenuating circumstances, then this section will be amended)*.

Regards,

<Name>

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
SCHEDULE C
Letter to Inform of Complaint Investigation



<Date>

Private & Confidential

To <Employee Name>

Re: Complaint Investigation

This letter is to inform you that the Township of Southgate has made the decision that it is necessary to conduct an investigation concerning your actions <list employee actions>.

The Township representative in charge of the investigation is <name of representative>. The proposed outcome of the investigation is to gather as much information as possible concerning this incident from a range of people involved.

We plan for the investigation to be completed by <date>. When we have completed our investigation, you will be informed of the findings and may be asked to attend a disciplinary hearing.

You may be asked to attend an investigation meeting with the person in charge to explain your account of what happened. If this is the case, you will be provided with the date and time in advance.

If you have any questions or wish to discuss any information you might have in regard to the investigation, please contact <name of the person in charge of the investigation>. Their contact details are <contact details>.

We ask that you keep these matters confidential to ensure this investigation is conducted in a fair manner. A breach of confidentiality could result in disciplinary procedures.

Please note that you are still required to attend work as usual (*unless a suspension is necessary, then this section will be amended*).

Regards,

<Name>

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SCHEDULE D
Investigation Report



Investigation Number: _____
Name of Investigator: _____
Start Date of Investigation: _____
End Date of Investigation: _____

A. Background Information:

1. Name of person, position and department who reported workplace harassment: _____

2. If not the same person as above, name of person, position and department who allegedly experienced workplace harassment: _____

3. Date complaint/concern raised and how: _____

4. Name of respondent(s) (alleged harasser); Position and Department: If not a worker, provide details: _____

B. Details of Concerns/Workplace Harassment Allegations (Attach more pages if necessary): When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant.

Date of first incident: _____
Details of first incident: _____

Date of last incident: _____
Details of last incident: _____

Other dates and details of other incident(s): _____

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SCHEDULE D
Investigation Report



C. Alleged Harasser(s) Response: (The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond. Attach more pages if necessary)

D. Interview Relevant Witnesses (Attach more pages if necessary): List witnesses. Interview relevant witnesses and make notes.

E. Collected documentation (Attach more pages if necessary): List the documents collected for the investigation and how or from whom they were obtained.

F. Investigation Result(s) (Attach more pages if necessary): The investigator's summary report should set out who was interviewed, what evidence was obtained, a root cause analysis and an analysis of the evidence to determine whether workplace harassment occurred.

Summary of key evidence:

Recommended Next Steps:

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Investigation Report



G: Corrective Actions (Attach more pages if necessary): List the corrective actions to be completed, timelines and person responsible:

Corrective Action	Date to Complete By	Person Responsible

H: Notifications Sign off that the appropriate people have been notified:

Person to Notify	Notification Of	Date of Notification	Sign Off
Complainant	Investigation Notification		
Respondent	Investigation Notification		
Complainant	Investigation Outcomes & Corrective Actions		
Respondent	Investigation Outcomes & Corrective Actions		

I: Sign off Completed Investigation

I _____ confirm that a full investigation has been completed and is now considered closed.

Signature

Date

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SCHEDULE E
Letter of Summary of Investigation



<Date>

Private & Confidential

To <Employee Name>

Re: Outcome of Complaint Investigation

We are writing to let you know the outcome of our investigation into the complaint involving you which we received on <date of complaint>. The investigation of has been completed as of <completion date>.

After meeting with the complainant, the respondent and certain witnesses, we reviewed all information and documents gathered in the investigation and have concluded that the complaint is <substantiated, unsubstantiated or inconclusive>.

(include if the complaint is substantiated):

As a result, we will be taking steps to make sure that such a complaint does not happen again in the future. For reasons of confidentiality, we cannot tell you all steps that we will be taking but some of these steps include: <details>.

If you have any questions or concerns about our investigation or its outcome, please let us know by contacting <contact information>.

Sincerely,

<Name>

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SCHEDULE F
Employer's Report of Safety-Related Refusal to Work



Name and position of employee(s):

(attach separate list as appropriate)

Date and Time Reported: _____

Reasons reported for refusal (include full details of nature of alleged hazard and when first noticed; attach statements of supervisor and workers): _____

Name of Supervisor receiving report: _____

Name of JH&S worker representative called (or reason for non-availability): _____

First-stage investigation results (include full details of conditions observed, concerns noted and steps taken to remedy): _____

Date & Time second-stage refusal reported: _____

Reasons reported for second-stage refusal (full details):

Supervisor Signature

Date

Original report to be forwarded to Joint Health & Safety Committee

The Corporation of the Township of Southgate

By-law No. 2020-035

being a by-law to adopt an "Occupational Health and Safety Policy – Respect in the Workplace: Harassment and Violence" known as Policy No. 33B and to repeal By-law 2019-171

Whereas Section 32.0.1(1) of the Occupational Health and Safety Act, R.S.O 1990, as amended, provides that an employer must prepare a policy with respect to workplace violence and harassment; and

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 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 the Council of the Corporation of the Township of Southgate deems it desirable to adopt a policy with respect to occupational health and safety and respect in the workplace related to harassment and violence,

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

1. **That** the "Occupational Health and Safety Policy – Respect in the Workplace: Harassment and Violence" known as Policy No. 33B, attached hereto as Schedule A is hereby adopted; and
2. **That** By-law No. 2019-171 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 4th day of March, 2020.

John Woodbury – Mayor

Lindsey Green – Acting Clerk

TOWNSHIP OF SOUTHGATE

Policy #33B Occupational Health & Safety Policy

Respect in the Workplace: Harassment and Violence

Approved by Council on: March 4, 2020



1. POLICY STATEMENT:

The Corporation of the Township of Southgate is committed to providing and maintaining a working environment that is based on respect for the dignity and rights of everyone in the organization. It is the goal of the Township of Southgate to provide a healthy and safe work environment that is free from any form of harassment or violence.

2. SCOPE:

This policy applies to all employees, contractors and consultants. It applies in any location in which you are engaged in work-related activities. This includes, but is not limited to:

- The “workplace”, which is defined by the Ontario Health and Safety Act as “any land, premises, location or thing at, upon, in or near which a worker works”. If the worker is being paid to be there, then it is considered a workplace. This can include, but is not limited to, buildings, construction sites, vehicles, fields, roads or forests;
- During work-related travel;
- At restaurants, hotels or meeting facilities that are being used for business purposes;
- In municipally owned or leased facilities;
- During telephone, email, or other communications; and
- At any work related social event.

This policy also applies to situations in which you are harassed or subjected to violence in the workplace from individuals who are not employees of the organization, such as customers and suppliers.

3. DEFINITIONS:

Discrimination - includes any distinction, exclusion or preference based on the protected grounds in the Ontario Human Rights Code, which nullifies or impairs equality of opportunity in employment, or equality in the terms and conditions of employment. The protected grounds of discrimination under the Ontario Human Rights Code are:

- Race, colour, ancestry, citizenship, ethnic origin, or place of origin
- Creed, religion
- Age
- Sex (including pregnancy and gender identity)
- Sexual orientation
- Family, marital (including same sex partnership) status
- Disability or perceived disability
- A record of offences for which a pardon has been granted under the Criminal Records Act (Canada) and has not been revoked, or an offence in respect of any provincial enactment.

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Discriminatory Harassment - includes comments or conduct based on the protected grounds in the Ontario Human Rights Code (see complete list under "Discrimination"), which the recipient does not welcome or that offends him or her.

Poisoned Working Environment - is a working environment that exists when harassing comments or conduct have made it a hostile or uncomfortable place to work, even if the person is not being directly targeted. This environment is said to exist when a person is uncomfortable with behaviour and the behaviour continues even after the person expresses discomfort; or when the others knew or should have known that the comment(s) or conduct were unwelcome. Some examples of actions that can create a poisoned working environment are:

- Displaying offensive or sexual materials such as posters, calendars, web sites, or screen savers or distributing offensive emails or pictures
- Practical jokes that embarrass or insult someone
- Insults or jokes that are offensive, racist or discriminatory in nature.

Workplace Harassment - or bullying is defined as engaging in a course of vexatious comment(s) or conduct in a workplace that is known or ought reasonably to be known to be unwelcome. Workplace Harassment may have some or all of the following components:

- It is generally repetitive, although a single serious incident may constitute workplace harassment if it undermines the recipient's psychological or physical integrity and has a lasting harmful effect.
- It is hostile, abusive or inappropriate
- It affects the person's dignity or psychological integrity, and
- It results in a poisoned work environment.

In addition, behaviour that intimidates, isolates, or discriminates against the recipient may also be included. Some examples of workplace harassment are:

- Verbally abusive behaviour such as yelling, insults, ridicule, and name calling including remarks, jokes or innuendos that demean, ridicule, intimidate, or offend
- Workplace pranks, vandalism, bullying and hazing
- Gossiping and spreading malicious rumours
- Excluding or ignoring someone, including persistent exclusion of a particular person from workplace related social gatherings
- Undermining someone else's efforts by setting impossible goals, with short deadlines and deliberately withholding information that would enable a person to do their job
- Providing only demeaning or trivial tasks in place of normal job duties
- Humiliating someone
- Sabotaging someone else's work
- Displaying or circulating offensive pictures or materials
- Offensive or intimidating emails or phone calls
- Impeding an individual's efforts at promotions or transfers for reasons that are not legitimate; and

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-
- Making false allegations about someone in memos or other related documents.

What Is Not Workplace Harassment

Workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work function, including:

- Measures to correct performance deficiencies, such as placing someone on a performance improvement plan.
- Imposing discipline for workplace infractions.
- Implementation of a dress code.
- Workplace inspections.
- Changes in work assignments, scheduling, job assessments, and evaluations
- Requesting medical documents in support of an absence from work.

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

The Test of Harassment

It does not matter whether you intend to offend someone. **The test of harassment is whether you knew or should have known that the comments or conduct were unwelcome to the other person.**

Workplace Sexual Harassment - includes engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or making a sexual solicitation or advances where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome.

Workplace Violence means

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker;
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker."

It is defined broadly enough to include acts that may be considered criminal.

Workplace violence includes but is not limited to:

- Physically threatening behaviour such as shaking a fist at someone or finger pointing.
- Any threats, behaviour or action which is intended to carry the potential to harm or endanger the safety of others, result in an act of aggression, or destroy or damage property

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- Disruptive behaviour that is not appropriate to the work environment (i.e. aggressive behaviour – teasing, bullying, yelling, swearing)
- Verbal or written threats or notes (this includes emails)

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Domestic Violence - is a pattern of behaviour used by one person to gain power or control over another with whom he/she has an intimate relationship. This pattern of behaviour may include physical violence, sexual, emotional and psychological intimidation, verbal abuse, stalking and using electronic devices to harass and control. Domestic violence is considered to be workplace violence if a person who has a personal relationship with a worker, such as a spouse or former spouse, current or former intimate partner or family member physically harms or attempts or threatens to physically harm a worker at work.

4. CONFIDENTIALITY OF COMPLAINTS AND INVESTIGATIONS

We recognize the sensitive nature of harassment, sexual harassment and violence complaints will remain confidential and will not be disclosed unless disclosure is necessary for investigation, taking corrective action or when required by law.

5. EMPLOYEE RIGHTS

- a. In the event of workplace harassment, workplace sexual harassment or violence the Township encourages its employees to report the incident in accordance with this policy section 5, 6B and section 7;
- b. Employees have the right to report incidents to the CAO or Southgate's Human Resources staff person;
- c. Employees have the rights to report incidents of workplace harassment to a person other than the employer or supervisor if the employer or supervisor is the alleged harasser;
- d. The employee always retains the right to inform the Township Human Resources Consultant Ward and Uptigrove H & R Consulting at 519-291-3040, Ontario Human Rights Commission or the police of the incident. The employee may also report any lack of satisfaction with the employer's investigation and/or actions in writing to the clerk for presentation to Southgate Council in Closed Session.

6. PREVENTING HARASSMENT, SEXUAL HARASSMENT AND VIOLENCE

It is our mutual responsibility to ensure that we create and maintain a harassment, sexual harassment and violence-free workplace and address violence and/or the threat of violence from all possible sources (including customers, clients, employers, supervisors, workers, strangers, and domestic/intimate partners).

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The Township of Southgate will do its part by not tolerating or condoning discrimination, harassment, sexual harassment or violence in the workplace. This includes making everyone in our organization aware of what behaviour is and is not appropriate, assessing the risk of workplace violence, investigating complaints and imposing suitable corrective measures.

A. Duties of Supervisors

Supervisors are expected to assist in creating a harassment-free workplace and to immediately contact the CAO or Southgate's Human Resources staff person, to receive a complaint(s) of workplace harassment, workplace sexual harassment or violence, or witness or become aware of harassing, sexual or violent behaviour.

Supervisors must also take every reasonable precaution to protect employees from workplace violence, including evaluating an employee's history of violent behaviour to determine whether and to whom this employee poses a risk. In making this evaluation supervisors should consider:

- Whether the personal history of violence was associated with the workplace or work
- Whether the history of violence was directed at a particular employee or employees in general
- How long ago the incidence of violence occurred

In certain circumstances, supervisors may have a duty to provide information about a risk of workplace violence from a person with a history of violent behaviour if an employee can be expected to encounter that person during the course of his or her work, and the risk of workplace violence is likely to expose the employee to physical injury. Supervisors will only release as much personal information about the person with a history of violent behaviour as is reasonably necessary to protect the employee from physical injury.

B. Duties of all Employees

Employees must do their part to ensure their behaviour does not violate this policy, and that they encourage a work environment that is based on respect and that is free from harassment.

All employees are also required to report to their supervisor, CAO or Southgate's Human Resources staff person of any workplace harassment, violence, or threat of workplace violence.

7. PROCEDURES FOR RESOLVING AND INVESTIGATING HARASSMENT COMPLAINTS

A. Informal Procedure

If you believe that you are being harassed or sexual harassed, the **first thing to do is tell the person to stop**. Do so as soon as you receive any unwelcome

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comments or conduct. Although this may be difficult to do, telling the person you don't like their actions is often enough to stop the behaviour. Some of the things you can say that might stop the behaviour include:

- I don't want you to do that
- Please stop doing or saying that
- It makes me uncomfortable when you...
- I don't find it funny when you...

If the harassment continues after you have confronted the individual, you may want to **provide him or her with a written statement of the situation**.

Include specific details of the behaviours you consider to be harassing, your request to the harasser to stop and your expectations that he or she will stop. Provide details of the next steps you plan to take if the harassment does not stop (e.g. filing a formal complaint). Make sure you keep a copy of this statement for yourself.

It helps to **keep a record of any incident(s) that you experience**. This includes when the harassment started, what happened, whether there were any witnesses and your response.

If you believe that someone who is not an employee of the Township of Southgate, e.g. a customer, supplier, etc. has harassed or discriminated against you, please report the harassment to your supervisor, CAO or Southgate's Human Resources staff person. Although the Township of Southgate has limited control over third parties, we will do our best to address the issue and prevent further problems from arising.

B. Formal Procedure

If the complaint cannot be resolved informally or if it is too serious to handle on an informal basis, you may bring a formal complaint to the CAO or Southgate's Human Resources staff person. The complaint shall be recorded in writing using Schedule A – Workplace Respect Complaint Form.

The CAO or Southgate's Human Resources staff person will act as the workplace coordinator(s) with respect to harassment, sexual harassment and violence in the workplace. If the CAO and/or the Mayor is being harassed or the alleged harasser is the employer or supervisor, the employee can contact the Township Human Resources Consultant Ward and Uptigrove H & R Consulting at 519-291-3040.

If you bring a formal complaint you will need as much written information as possible, including the name of the person you believe is harassing you, the place, date and time of the incident(s), and the names of any possible witnesses. You must use the Workplace Respect Complaint Form found in Schedule A. It is important that we receive your complaint as soon as possible so that the problem does not escalate or happen again. Once we receive your complaint, we will determine if an investigation will be conducted and you will be notified with

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Schedule B of our decision to investigate. We will then initiate an investigation as per Section C, if it is necessary and appropriate to do so.

Discrimination and harassment are serious matters. Therefore, if you decide not to make a formal complaint, we may still need to investigate the matter and take steps to prevent further harassment. For example, we may need to continue with an investigation if the allegations are serious or if there have been previous complaints or incidents involving the respondent.

Please note that it is our policy not to investigate anonymous complaints unless there are extenuating circumstances.

C. Investigation Procedure

The CAO will take the lead role on the investigation and keep council informed. The CAO, Southgate's Human Resources staff person and/or Council will commence an investigation as quickly as possible or may choose to use a Human Resources Consultant, depending on the nature of the complaint. If the CAO and/or the Mayor is being harassed or the alleged harasser is the employer or supervisor, the investigation will be done by the Township Human Resources Consultant Ward and Uptigrove H & R Consulting.

The investigation will include:

- Notification of the decision to investigate will be completed to the complainant using Schedule B and the alleged harasser using Schedule C.
- Interview the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations. This information will be recorded using Schedule D – Investigation Form.
- Interview witnesses, if any. This information will be recorded using Schedule D – Investigation Form.
- Review any related documentation; and
- Make detailed notes of the investigation using Schedule D – Investigation Form and additional documents if necessary and maintain them in a confidential file.

Once the investigation is complete the investigator(s) will prepare a detailed report of the findings, a summary of which will be provided to the complainant and the respondent using Schedule E – Summary of Investigation. None of the information regarding the investigation will be disclosed unless the disclosure is necessary for investigating, taking corrective action or by law.

It is our goal to complete any investigation and communicate the results to the complainant and respondent within thirty days after we receive a complaint, where possible.

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D. Corrective Action

The CAO, Southgate's Human Resources staff person and/or Council and/or Township Human Resources Consultant will determine what action should be taken as a result of the investigation.

The CAO, Southgate's Human Resources Coordinator and/or Township Human Resources Consultant will inform the complainant and respondent of the results of the investigation and whether (but not necessarily what) corrective measures were taken, if any were necessary. This will be done using Schedule E – Letter of Summary of Investigation.

If a finding of workplace harassment is made, the Township of Southgate will take appropriate corrective measures, regardless of the respondent's seniority or position in the Township of Southgate.

Corrective measures may include one or more of the following:

- Discipline, such as a verbal warning, written warning, or suspension with or without pay;
- Termination with or without cause;
- Referral for counselling (sensitivity training), anger management training, supervisory skills training, or attendance at educational programs on workplace respect;
- A demotion or denial of a promotion;
- Reassignment or transfer;
- Financial penalties such as the denial of a bonus or performance related salary increase; and
- Any other disciplinary action deemed appropriate under the circumstances.

If there is not enough evidence to substantiate the complaint, corrective measures will not be taken.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Southgate will however, discipline or terminate anyone who brings a false and malicious complaint.

8. PROCEDURE FOR RESOLVING AND INVESTIGATING WORKPLACE VIOLENCE

A. Emergency Action Plan Procedures

Employees who experience physical threats or physical assault in a face to face environment are to remove themselves from harm's way as soon as it is safe to do so, and should not attempt to do anything that would further provoke the threatening individual. Once safe, the employee(s) should notify their supervisor, and/or the police or ambulance at 911 as necessary.

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All Township of Southgate phones have emergency numbers, including the 911 location address for that specific location on them. All Township of Southgate buildings have emergency exits marked, and have building layouts with exits noted located at the main doors.

All vehicles owned by the Township of Southgate are equipped with radios, which enable vehicle operators to remain in contact with their co-workers and/or supervisor at all times. As well department supervisors have cell phones which should be used to obtain assistance in emergency situations, either by contacting the Administration office or by directly contacting the police, fire or ambulance through 911 as needed.

B. Work Refusal

The employee has the right to refuse work if workplace violence is likely to endanger him/her. In that instance, the employee must immediately contact his/her supervisor at which point appropriate measures will be taken to protect the employee and investigate the situation (see Schedule F – Employer's Report of Safety-Related Refusal to Work). The employee will be moved to a safe place as near as reasonably possible to his/her normal work station and will need to be available for the purposes of investigating the incident. In some circumstances he/she may be provided with reasonable alternative work during normal working hours.

In appropriate circumstances, we may contact the police or other emergency responders as suitable to assist, intervene, or investigate workplace violence. Details about the measures and procedures for summoning immediate assistance will be provided and may include:

- Equipment to summon assistance such as fixed or personal alarms, locator or tracking systems, phones, cell phones, etc.
- Emergency telephone numbers and/or email addresses
- Referral to appropriate assistance organizations (e.g. victim services, employee assistance programs, or Southgate's Human Resources Consultant)

Provided the situation is dealt with quickly and the danger to workers is removed, the necessity of work refusal may be alleviated.

C. Investigation Procedure

You are required to report the existence of any workplace violence or threat of workplace violence to your supervisor, CAO, and/or Southgate's Human Resources staff person and/or Township Human Resources Consultant. You may use Workplace Respect Complaint Form found in Schedule A.

The CAO or Southgate's Human Resources and/or Township Human Resources Consultant staff person will commence a review as quickly as possible or we may choose to use an external investigator, depending on the nature of the incident.

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The investigation will include:

- Conducting interviews of relevant individuals to ascertain all of the facts and circumstances relevant to the complaint, including dates and locations
- Reviewing any related documentation; and
- Making detailed notes of the investigation and maintaining them in a confidential file.

Once the investigation is complete, the investigator(s) will prepare a detailed report of the findings and file the report in the employee(s) confidential personal file.

D. Corrective Action

The CAO or Southgate's Human Resources staff person and/or Township Human Resources Consultant will determine what action should be taken as a result of the investigation.

If a finding of workplace violence is made the Township of Southgate will take appropriate measures, regardless of the respondent's seniority or position in the Township of Southgate.

Corrective measures may include one or more of the following:

- Discipline, such as a verbal warning, written warning, or suspension with or without pay;
- Termination with or without cause;
- Referral for counselling (sensitivity training), anger management training, supervisory skills training, or attendance at educational programs on workplace respect;
- A demotion or denial of a promotion;
- Reassignment or transfer;
- Financial penalties such as the denial of a bonus or performance related salary increase; and
- Any other disciplinary action deemed appropriate under the circumstances.

If you make a complaint in good faith and without malice, regardless of the outcome of the investigation, you will not be subject to any form of discipline. The Township of Southgate will however, discipline or terminate anyone who brings a false and malicious complaint.

9. PROCEDURES FOR ADDRESSING DOMESTIC VIOLENCE

If you are experiencing domestic violence that would expose you to physical injury in the workplace or you are experiencing workplace violence or believe that workplace violence is likely to occur, you may seek immediate assistance by contacting the CAO or Southgate's Human Resources staff person. The CAO or Southgate's Human Resources staff person will assist in preventing and responding to the situation.

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If an employee is experiencing domestic violence that would likely expose him/her, or other workers, to physical injury that may occur in the workplace, we will take every precaution reasonable to protect that employee and his/her co-workers in these circumstances. This may include some or all of the following:

- Creating a safety plan;
- Contacting the police;
- Establishing enhanced safety measures such as a panic button, code words, and door and access security measures;
- Screening calls and blocking certain email addresses;
- Setting up priority parking or providing escorts to vehicles;
- Adjusting working hours and location to prevent predictability; and
- Assisting with access to counselling.

We appreciate the sensitivity of these issues and will do our best to provide assistance as discreetly as possible while maintaining privacy.

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SCHEDULE A
Workplace Respect Formal Complaint Form



SECTION A - HARASSMENT

I _____ (*name of complainant*), working for the
 Township of Southgate, have reasonable grounds to believe that
 _____ (*name of respondent*), working for
 _____, has harassed or sexually harassed me or
 someone else on the basis of the following prohibited grounds of discrimination:

race	[]	ancestry	[]
place of origin	[]	colour	[]
ethnic origin	[]	citizenship	[]
creed	[]	sex	[]
sexual orientation	[]	age	[]
record of offences	[]	marital status	[]
family status	[]	handicap	[]

The particulars are as follows: (*continue on next page, if required*)

DATED AT _____ this _____ day of _____, 20__

 (*Complainant's or advisor's signature*)

PART 2 AUTHORIZATION

I _____ (*name of complainant*) hereby authorize
 the advisor _____ to meet with _____
 (*name of respondent*) with a view to achieving a satisfactory resolution.

DATED AT _____ this _____ day of _____, 20__

 (*Complainant's signature*)

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
SCHEDULE A
Workplace Respect Complaint Form



SECTION B - VIOLENCE

I _____ (*name of complainant*), working for the
Township of Southgate, have reasonable grounds to believe that the following incident
of violence has taken place:

Date: _____

Time: _____

Persons Involved:

Details:

DATED AT _____ this _____ day of _____ , 20__

(*Complainant's or advisor's signature*)

Follow up Investigation Details by Investigating Officer:

**The complainant should sign two originals: one original to remain with the
complainant, one to be forwarded to the CAO or Southgate's Human Resources
staff person.**

Page 2 of 2

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
SCHEDULE B
Letter of Decision of Investigation



<Date>

Private & Confidential

To <Employee Name>

Re: Complaint Investigation Decision

This letter is to inform you that we have received your complaint dated <date> regarding <nature of complaint>.

After further review, it has been decided that the Township will/will not be conducting a full investigation in these matters.

<Details of why not conducting>

OR

(if conducting an investigation)

The Township representative in charge of the investigation is <name of representative>. The proposed outcome of the investigation is to gather as much information as possible concerning this incident from a range of people involved.

We plan for the investigation to be completed by <date>. When we have completed our investigation, you will be informed of the findings.

You may be asked to attend an investigation meeting with the person in charge to explain your account of what happened. If this is the case, you will be provided with the date and time in advance.

If you have any questions or wish to discuss any further information you might have regarding the investigation, please contact <name of the person in charge of the investigation>. Their contact details are <contact details>.

We ask that you keep these matters confidential to ensure this investigation is conducted in a fair manner. A breach of confidentiality could result in disciplinary procedures.

Please note that you are still required to attend work as usual *(unless extenuating circumstances, then this section will be amended)*.

Regards,

<Name>

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
SCHEDULE C
Letter to Inform of Complaint Investigation



<Date>

Private & Confidential

To <Employee Name>

Re: Complaint Investigation

This letter is to inform you that the Township of Southgate has made the decision that it is necessary to conduct an investigation concerning your actions <list employee actions>.

The Township representative in charge of the investigation is <name of representative>. The proposed outcome of the investigation is to gather as much information as possible concerning this incident from a range of people involved.

We plan for the investigation to be completed by <date>. When we have completed our investigation, you will be informed of the findings and may be asked to attend a disciplinary hearing.

You may be asked to attend an investigation meeting with the person in charge to explain your account of what happened. If this is the case, you will be provided with the date and time in advance.

If you have any questions or wish to discuss any information you might have in regard to the investigation, please contact <name of the person in charge of the investigation>. Their contact details are <contact details>.

We ask that you keep these matters confidential to ensure this investigation is conducted in a fair manner. A breach of confidentiality could result in disciplinary procedures.

Please note that you are still required to attend work as usual (*unless a suspension is necessary, then this section will be amended*).

Regards,

<Name>

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
SCHEDULE D
Investigation Report



Investigation Number: _____
Name of Investigator: _____
Start Date of Investigation: _____
End Date of Investigation: _____

A. Background Information:

1. Name of person, position and department who reported workplace harassment:

2. If not the same person as above, name of person, position and department who allegedly experienced workplace harassment:

3. Date complaint/concern raised and how:

4. Name of respondent(s) (alleged harasser); Position and Department: If not a worker, provide details:

B. Details of Concerns/Workplace Harassment Allegations (Attach more pages if necessary): When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant.

Date of first incident: _____

Details of first incident: _____

Date of last incident: _____

Details of last incident: _____

Other dates and details of other incident(s): _____

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
SCHEDULE D
Investigation Report



C. Alleged Harasser(s) Response: (The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond. Attach more pages if necessary)

D. Interview Relevant Witnesses (Attach more pages if necessary): List witnesses. Interview relevant witnesses and make notes.

E. Collected documentation (Attach more pages if necessary): List the documents collected for the investigation and how or from whom they were obtained.

F. Investigation Result(s) (Attach more pages if necessary): The investigator's summary report should set out who was interviewed, what evidence was obtained, a root cause analysis and an analysis of the evidence to determine whether workplace harassment occurred.

Summary of key evidence:

Recommended Next Steps:

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
SCHEDULE D
Investigation Report



G: Corrective Actions (Attach more pages if necessary): List the corrective actions to be completed, timelines and person responsible:

Corrective Action	Date to Complete By	Person Responsible

H: Notifications Sign off that the appropriate people have been notified:

Person to Notify	Notification Of	Date of Notification	Sign Off
Complainant	Investigation Notification		
Respondent	Investigation Notification		
Complainant	Investigation Outcomes & Corrective Actions		
Respondent	Investigation Outcomes & Corrective Actions		

I: Sign off Completed Investigation

I _____ confirm that a full investigation has been completed and is now considered closed.

Signature

Date

Page 3 of 3

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
SCHEDULE E
Letter of Summary of Investigation



<Date>

Private & Confidential

To <Employee Name>

Re: Outcome of Complaint Investigation

We are writing to let you know the outcome of our investigation into the complaint involving you which we received on <date of complaint>. The investigation of has been completed as of <completion date>.

After meeting with the complainant, the respondent and certain witnesses, we reviewed all information and documents gathered in the investigation and have concluded that the complaint is <substantiated, unsubstantiated or inconclusive>.

(include if the complaint is substantiated):

As a result, we will be taking steps to make sure that such a complaint does not happen again in the future. For reasons of confidentiality, we cannot tell you all steps that we will be taking but some of these steps include: <details>.

If you have any questions or concerns about our investigation or its outcome, please let us know by contacting <contact information>.

Sincerely,

<Name>

TOWNSHIP OF SOUTHGATE
Policy #33B Occupational Health & Safety Policy
Respect in the Workplace: Harassment and Violence
SCHEDULE F
Employer's Report of Safety-Related Refusal to Work



Name and position of employee(s): _____

(attach separate list as appropriate)

Date and Time Reported: _____

Reasons reported for refusal (include full details of nature of alleged hazard and when first noticed; attach statements of supervisor and workers): _____

Name of Supervisor receiving report: _____

Name of JH&S worker representative called (or reason for non-availability): _____

First-stage investigation results (include full details of conditions observed, concerns noted and steps taken to remedy): _____

Date & Time second-stage refusal reported: _____

Reasons reported for second-stage refusal (full details): _____

Supervisor Signature

Date

Original report to be forwarded to Joint Health & Safety Committee



Staff Report CAO2020-020

Title of Report: **Asset Management Coordinator & Financial Analyst Description, Pay Band and Job Posting Approval Report**

Department: **Administration**

Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report CAO2020-020 as information; and

That Council approve the job description for the position of Asset Management Coordinator & Financial Analyst as presented following the Job Evaluation Committee review; and

That Council approve the Job Evaluation Committee review of the job description of Asset Management Coordinator & Financial Analyst to place the position in pay band 10 on the Southgate Employee Pay Grid; and

That Council direct staff to approve and proceed with an internal and external job posting, closing March 30, 2020, with appropriate advertising.

Background:

At the February 19, 2020 Council meeting, Council received staff report FIN2020-006 and approved the following resolution:

Moved by Councillor Shipston; **Seconded by** Deputy Mayor Milne

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.

Carried No. 2020-092

Staff Comments:

1. Job Description

The Asset Management Coordinator & Financial Analyst job description was reviewed by the Job Evaluation Committee (JEC) on February 20, 2020. The JEC made several changes to the job description being the following list:

- Changed the Date of Update to March 4, 2020 on the first page;
- Inserting the new pay band number 10 on the first page;
- In Section B-5 the following changes were made under title of "Internal Contacts":
 - Co-workers (other dept) from Daily to Seldom
- In Section B-5 the following changes were made under title of "External Contacts":
 - General Public (Not residents) from Occasionally to Seldom
 - Business representatives from Seldom to Occasionally
 - Council (other municipalities) from Occasionally to Seldom
- In Section B-6
 - Removed the words "sensitive", "considerable" and "diplomacy".

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 20, 2020 based on direction from the February 19, 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 Asset Management Coordinator & Financial Analyst position.

3. Job Posting

Staff recommends that we proceed with an internal and external job posting of the position. Staff will proceed to post internally in all Southgate municipal work locations and externally advertise the position in the local newspapers, the Owen Sound Sun-times and in other appropriate promotion opportunities. The internal/external posting will 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 an Asset Management Coordinator & Financial Analyst 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 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-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.

Goal 4 - Adequate and Efficient Public Facilities

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.

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.

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.

4-E - The Township will have projected the likely demand for/viability of ice sports at the Dundalk arena in 10-15 years time, and will have developed a business case for the future ice sport usage, or for alternative non-ice uses, as appropriate.

Concluding Comments:

1. Council receive staff report CAO2020-020 as information.
2. Council approve the job description for an Asset Management Coordinator & Financial Analyst as presented.
3. Council approve the Job Evaluation Committee (JEC) review of the job description for an Asset Management Coordinator & Financial Analyst to place the job on the Township's Employee Pay Grid in Pay Band 10.
4. Council approve proceeding with the necessary job posting.

Respectfully Submitted,

CAO Approval: *Original Signed By*

Dave Milliner, CAO

HR Approval: *Original Signed By*

Kayla Best, HR Coordinator

- Attachment #1 – Job description for the position of Asset Management Coordinator & Financial Analyst
- Attachment #2 – Job Evaluation Committee minutes from February 20, 2020 meeting
- Attachment #3 – Job posting for the position of Asset Management Coordinator & Financial Analyst

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: March 4, 2020	Asset Management Coordinator & Financial Analyst
---	---

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: 10

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
Asset Management Planning 66%	<ul style="list-style-type: none"> • Leads development, implementation, maintenance, and improvement of the asset management plan • Attend asset management meetings, seminars and participates in learning opportunities in order to improve the Township's Asset Management processes • Continuously evaluate policies and procedures concerning asset management planning to ensure ongoing improvement and continued compliance with legislation through research of best practices
Capital Asset Analysis 14%	<ul style="list-style-type: none"> • Record and analyze the Township's capital assets and maintains the capital asset register in accordance with PSAB 3150 • Analyze capital projects and transfers funding from reserve and reserve funds accordingly • Analyze and reconcile monthly reserves and reserve funds • Prepare capital asset year end working papers, maintain the capital asset register, and record capital asset amortization annually • Create and issue monthly internal capital fund reports and distributes to appropriate staff • Assists in preparation of a quarterly capital report for Council through discussions with the appropriate department head • Prepare and post journal entries as required
Budget Preparation 14%	<ul style="list-style-type: none"> • Create and maintain annual and multi-year budget and forecast template(s) • Assist the Treasurer with the annual and multi-year budget process, background facts, figures and estimates • Maintain accurate records for multi-year capital budget, reflect changes throughout the budgetary process • Update/set-up of new capital projects in Keystone • Import and maintain annual budget values in Keystone
Investments, Cash & Debt Management 2%	<ul style="list-style-type: none"> • Calculate investment income on investments held by the Township • Maintain letters of credit, security deposits and developer files • Coordinate with appropriate banks any changes, reductions, cancellation or issuance of letters of credit

Grant Administration 2%	<ul style="list-style-type: none"> • Prepare grant applications for capital projects • Prepare and submit grant reports/claim requests to appropriate institutions • Ensure that timelines for grant applications and reporting are met • Communicate with appropriate personnel in order to prepare grant documents • Research potential grant opportunities and make recommendations regarding eligibility
Other 2%	<ul style="list-style-type: none"> • Act as a backup to the Payables function (input of vendor invoices and generation of cheques) • Act as a backup to the Receivables function (miscellaneous invoicing for all departments, bi-monthly water/wastewater billing, preparation of bank deposits) • Assist with general finance responsibilities and administration • All other duties as assigned

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> <ul style="list-style-type: none"> - 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
--

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none">Financial experience, preferably with municipal settingAsset Management Experience including infrastructure lifecycle models, principles and conceptsExcellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities	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">Sound knowledge of risk and asset management practicesGood knowledge of related legislationGeneral knowledge of Municipal Government administration and structureBasic technical knowledge of infrastructure including roads, storm sewers, sanitary sewers, municipal drains, and water distributionDemonstrated judgment and ability to critically assess options within the context if applicable legislation to guide decisionsComputer literacy and proficiency utilizing Microsoft Office software applications and adaptability to program specific softwareDemonstrated organizational skills to meet strict and time sensitive deadlines

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Method
Co-workers (my dept.)	Daily	In person, via phone or e-mail
Co-workers (other dept.)	Seldom	
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	

External Contacts	Frequency	Method
General Public (Not residents)	Seldom	In person, via phone or e-mail
Business representatives	Occasionally	
Consultants, Engineers, Planners, etc.	Occasionally	
Auditors	Occasionally	
Solicitors	Seldom	
Funding Organizations	Occasionally	
Government Officials	Seldom	
Boards	Occasionally	
Council (your own)	Occasionally	
Council (other municipalities)	Seldom	
Media	Seldom	
Ratepayers Groups	Seldom	
Other: Specify Below		

6) Decision Making

Works with detailed and complex materials and must exercise judgment 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: _____

Minutes of the Job Evaluation Committee - #37

The Job Evaluation Committee (JEC) met on February 20, 2020 in the Southgate Administration Office at 11:00am.

Members present:

Kayla Best - Secretary

Mayor John Woodbury

CAO Dave Milliner

Public Works Foreman Phil Wilson

Facilities Manager Kevin Green

The committee met to evaluate a new position of Asset Coordinator and Financial Analyst.

The committee reviewed the job description and it is recommended this position be placed in the following Pay Band subject to Southgate Council approval.

Asset Coordinator and Financial Analyst – Points allocated 503 to move into Pay Band 10.

There were updates to the job description:

- Section B-5
 - o Co-workers (other dept) from Daily to Seldom
 - o General Public (Not residents) from Occasionally to Seldom
 - o Business representatives from Seldom to Occasionally
 - o Council (other municipalities) from Occasionally to Seldom
- Section B-6
 - o Removed “sensitive” materials
 - o Exercise ~~considerable~~ judgment and diplomacy

The meeting adjourned at 12:05pm.

Secretary, Kayla Best



INTERNAL/EXTERNAL POSTING

Township of Southgate

**185667 Grey Road 9
Dundalk, ON N0C 1B0
www.southgate.ca**

Employment Opportunity Asset Coordinator & Financial Analyst

The Township of Southgate invites internal and external applications for the position of **Asset Coordinator & Financial Analyst**.

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.

- Qualifications:**
- 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
 - Recognized professional accounting designation would be an asset (ie. Chartered Professional Accountant 'CPA')

A complete job description is attached.

Salary Range: Pay Band 10 (\$29.43 to \$33.44 per hour)

Closing Date: Monday, March 30, 2020 at 4:00pm

To apply, please forward your resume and cover letter to:
Kayla Best, HR Coordinator by email: 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

Staff Report CAO2020-022

Title of Report: Community Foundation Grey Bruce Report

Department: Administration

Council Date: March 4, 2020

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2020-022 as information; and

That Council direct to staff to proceed with developing a draft Southgate Community Foundation Endowment Fund Agreement with Community Foundation Grey Bruce to establish a Township endowment fund to support in future community organizations with donations requests and grant funding; and

That Council direct staff to proceed with the draft agreement with annual seed funding of \$_____ for a period of ___ years to establish the Southgate Community Foundation Endowment Fund; and

That Council direct staff to finalize a Southgate Donor Advised Community Agreement for approval at a future Council meeting.

Background:

Staff report CAO2020-010 titled "Community Foundation Grey Bruce Report" was presented at the February 5, 2020 Council meeting and the following resolution was approved:

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 No. 2020-057

Staff Comments:

Staff have developed this report for Council to consider in order to establish a Southgate Community Foundation Endowment Fund Agreement with Community Foundation Grey Bruce (CFGB). This report provides investment options for Council to assess ranges from \$10,000.00 to \$40,000.00 per year and 5 or 10 year contribution periods. This report also provides scenario options of the compounding

impacts of financial contributions, a 6.9% annual interest rate, a 1.5% administrative cost deduction, a 0.7% fund manager cost deduction and a 3.5% allocation for the distribution of community donation/grants on an annual basis. A copy of the Southgate Community Foundation Endowment Fund Contribution Option Scenarios is included in this staff report as Attachment #1 for Council to review and consider.

Next Steps:

1. Staff work with Community Foundation Grey Bruce (CFGB) staff to finalize a Southgate Community Foundation Endowment Fund Agreement, with a sample of their template document included in this staff report as Attachment #2.
2. The Township will work with Community Foundation Grey Bruce staff to develop a draft Southgate Community Foundation Endowment Fund Committee terms of reference document for Council approval.
3. The Township will work with CFGB staff, advertise for volunteer members to submit applications and develop a process to appoint to the Volunteer Southgate Community Foundation Endowment Fund Committee membership.
4. CFGB staff work with Township staff to promote the Southgate Community Foundation Endowment Fund on our website, advertising locally, through social media communications and CFGB community events in Southgate.

The role of CFGB would commence once we start the community fund and appoint an advisory committee to support the Township through holding events in our community to generate interest, create ongoing media awareness and manage family donations in a confidential manner for the Community Fund and the Committee.

CFGB will also manage all Community Funds disbursements annually through application intakes in April and September of each year. The role of Southgate Volunteer Committee would be to provide guidance on the focus or types of grant disbursements annually. The CFGB Grant Review Team would evaluate applications based on criteria and guidelines set out by the Township's Volunteer Committee. The Review Team will also ensure the review of the applications and to assess the applicants to ensure they are sound financially and of value to the community.

Financial Impact or Long-Term Implications

Staff recommends that Council proceed with setting up a Southgate Community Foundation Endowment Fund contribution at a level of \$25,000.00 per year for 5 years. Staff further recommends that the Township's contribution to the Southgate Community Foundation Endowment Fund be funded from the Southgate Solar Fund. This is justified because it received \$75,000.00 annually while the Eco Park Community fund receives less than \$50,000.00 annually.

The financial impact to funds placed in the care of CFGB would be the following:

- Funds invested by Community Foundation Grey Bruce have average annual income of 6.9% as the return on all investments (Endowment Community and Scholarship Funds).
- CFGB operates on a 1.5% administration to cover their budgeted operating costs.
- The Institutions Fund Managers where the investments are held **receive 0.7% on the total annual investment.**
- Community Funds must payout 3.5% of the total investment and gets up to 5% payout based on annual earnings performance. Excess annual earnings are reinvested to build the fund and provide a cushion for bad investment market years where earnings are lower than the 3.5% payout threshold.

Communications & Community Action Plan Impact:

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

Action 2:

The residents and businesses of Southgate envision our largest town once again becoming a source of community pride and a hotbed of community activity, with a much-improved appearance and a broader range of business opportunity.

Strategic Initiative 2-E:

The Township will increase its support for, and promotion of, community events, festivals, parades, library activities, and other events that attract people to the downtown area.

Concluding Comments

1. That Council receive staff report CAO2020-022 as information.
2. That Council provide direction to staff on the amount of funding that Southgate will contribute to the endowment fund and the number of years to establish the fund to be self sustaining in future years to continue to support Township community donation and grant requests.
3. That Council approve the execution of a Community Fund Agreement with Community Foundation Grey Bruce.
4. That staff proceed with developing a draft Southgate Community Fund Management Committee Terms of Reference with Community Foundation Grey Bruce staff for Southgate Council approval at a future meeting.

Respectfully Submitted,

CAO approval: Original Signed By
 Dave Milliner – CAO
dmilliner@southgate.ca
 923-2110 x210

Treasurers approval: Original Signed By
 William Gott
wgott@southgate.ca
 519-923-2110 x220

- Attachment 1 – Southgate Community Foundation Endowment Fund Contribution Option Scenarios
- Attachment 2 – Donor Advised Community Fund Agreement

Southgate Endowment Contribution Example Reports

Endowment Fund Interest Rate		6.90%			Southgate's Annual Contribution Rate		\$10,000.00 for 10 years	
Year	Township's Annual Contribution	Return on Investment Interest Rate	Southgate Endowment Value at start of the Year	Interest Income	Community Foundation Grey Bruce Administration Fee (1.5%)	Fund Managers Fees (0.7%) on the Total Investment	Southgate Endowment Balance after Deductions before Donations	Southgate Endowment Annual Donations based on 3.5%
2020	\$10,000.00	6.90%	\$10,000.00	\$345.000 (6 months)	\$150.000	\$70.00	\$10,125.00	\$354.38
2021	\$10,000.00	6.90%	\$19,770.625	\$1,364.173 (12 months)	\$296.559	\$138.39	\$21,054.22	\$736.90
2022	\$10,000.00	6.90%	\$30,317.322	\$2,091.895	\$454.760	\$212.22	\$31,742.24	\$1,110.98
2023	\$10,000.00	6.90%	\$40,631.258	\$2,803.557	\$609.469	\$284.42	\$42,540.93	\$1,488.93
2024	\$10,000.00	6.90%	\$51,051.994	\$3,522.588	\$765.780	\$357.36	\$53,451.44	\$1,870.80
2025	\$10,000.00	6.90%	\$61,580.638	\$4,249.064	\$923.710	\$431.06	\$64,474.93	\$2,256.62
2026	\$10,000.00	6.90%	\$72,218.305	\$4,983.063	\$1,083.275	\$505.53	\$75,612.57	\$2,646.44
2027	\$10,000.00	6.90%	\$82,966.126	\$5,724.663	\$1,244.492	\$580.76	\$86,865.53	\$3,040.29
2028	\$10,000.00	6.90%	\$93,825.240	\$6,473.942	\$1,407.379	\$656.78	\$98,235.03	\$3,438.23
2029	\$10,000.00	6.90%	\$104,796.800	\$7,230.979	\$1,571.952	\$733.58	\$109,722.25	\$3,840.28
Total	\$100,000.00			\$38,443.923	\$8,507.375	\$3,970.11		\$20,429.47

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<i>Endowment Fund Interest Rate</i>		6.90%	
Year	Township's Annual Contribution	Return on Investment Interest Rate	Southgate Endowment Value at start of the Year
2020	\$20,000.00	6.90%	\$20,000.00
2021	\$20,000.00	6.90%	\$39,541.250
2022	\$20,000.00	6.90%	\$60,634.643
2023	\$20,000.00	6.90%	\$81,262.515
2024	\$20,000.00	6.90%	\$102,103.988
2025	\$20,000.00	6.90%	\$123,161.275
2026	\$20,000.00	6.90%	\$144,436.610
2027	\$20,000.00	6.90%	\$165,932.251
2028	\$20,000.00	6.90%	\$187,650.480
2029	\$20,000.00	6.90%	\$209,593.601
Total	\$200,000.00		

e Endowment Contribution Example Reports

		Southgate's Annual Contribution Rate	\$20,000.00
Interest Income	Community Foundation Grey Bruce Administration Fee (1.5%)	Fund Managers Fees (0.7%) on the Total Investment	Southgate Endowment Balance after Deductions before Donations
\$690.000 (6 months)	\$300.000	\$140.00	\$20,250.00
\$2,728.346 (12 months)	\$593.119	\$276.79	\$42,108.44
\$4,183.790	\$909.520	\$424.44	\$63,484.47
\$5,607.114	\$1,218.938	\$568.84	\$85,081.85
\$7,045.175	\$1,531.560	\$714.73	\$106,902.88
\$8,498.128	\$1,847.419	\$862.13	\$128,949.86
\$9,966.126	\$2,166.549	\$1,011.06	\$151,225.13
\$11,449.325	\$2,488.984	\$1,161.53	\$173,731.07
\$12,947.883	\$2,814.757	\$1,313.55	\$196,470.05
\$14,461.958	\$3,143.904	\$1,467.16	\$219,444.50
\$76,887.846	\$17,014.749	\$7,940.22	

<i>for 10 years</i>
Southgate Endowment Annual Donations based on 3.5%
\$708.75
\$1,473.80
\$2,221.96
\$2,977.86
\$3,741.60
\$4,513.24
\$5,292.88
\$6,080.59
\$6,876.45
\$7,680.56
\$40,858.94

Southgate Endowment Contribution Example Reports

Endowment Fund Interest Rate		6.90%			Southgate's Annual Contribution Rate		\$20,000.00 for 5 years	
Year	Township's Annual Contribution	Return on Investment Interest Rate	Southgate Endowment Value at start of the Year	Interest Income	Community Foundation Grey Bruce Administration Fee (1.5%)	Fund Managers Fees (0.7%) on the Total Investment	Southgate Endowment Balance after Deductions before Donations	Southgate Endowment Annual Donations based on 3.5%
2020	\$20,000.00	6.90%	\$20,000.00	\$690.000 (6 months)	\$300.000	\$140.00	\$20,250.00	\$708.75
2021	\$20,000.00	6.90%	\$39,541.250	\$2,728.346 (12 months)	\$593.119	\$276.79	\$42,108.44	\$1,473.80
2022	\$20,000.00	6.90%	\$60,634.643	\$4,183.790	\$909.520	\$424.44	\$63,484.47	\$2,221.96
2023	\$20,000.00	6.90%	\$81,262.515	\$5,607.114	\$1,218.938	\$568.84	\$85,081.85	\$2,977.86
2024	\$20,000.00	6.90%	\$102,103.988	\$7,045.175	\$1,531.560	\$714.73	\$106,902.88	\$3,741.60
2025		6.90%	\$103,161.275	\$7,118.128	\$1,547.419	\$722.13	\$108,009.86	\$3,780.34
2026		6.90%	\$104,229.510	\$7,191.836	\$1,563.443	\$729.61	\$109,128.30	\$3,819.49
2027		6.90%	\$105,308.807	\$7,266.308	\$1,579.632	\$737.16	\$110,258.32	\$3,859.04
2028		6.90%	\$106,399.280	\$7,341.550	\$1,595.989	\$744.79	\$111,400.05	\$3,899.00
2029		6.90%	\$107,501.044	\$7,417.572	\$1,612.516	\$752.51	\$112,553.59	\$3,939.38
Total	\$100,000.00			\$55,899.820	\$12,452.135	\$5,811.00		\$29,712.47

Southgate Endowment Contribution Example Reports

Endowment Fund Interest Rate		6.90%			Southgate's Annual Contribution Rate		\$25,000.00 for 10 years	
Year	Township's Annual Contribution	Return on Investment Interest Rate	Southgate Endowment Value at start of the Year	Interest Income	Community Foundation Grey Bruce Administration Fee (1.5%)	Fund Managers Fees (0.7%) on the Total Investment	Southgate Endowment Balance after Deductions before Donations	Southgate Endowment Annual Donations based on 3.5%
2020	\$25,000.00	6.90%	\$25,000.00	\$862.500 (6 months)	\$375.000	\$175.00	\$25,312.50	\$885.94
2021	\$25,000.00	6.90%	\$49,426.563	\$3,410.433 (12 months)	\$741.398	\$345.99	\$52,635.55	\$1,842.24
2022	\$25,000.00	6.90%	\$75,793.304	\$5,229.738	\$1,136.900	\$530.55	\$79,355.59	\$2,777.45
2023	\$25,000.00	6.90%	\$101,578.144	\$7,008.892	\$1,523.672	\$711.05	\$106,352.32	\$3,722.33
2024	\$25,000.00	6.90%	\$127,629.986	\$8,806.469	\$1,914.450	\$893.41	\$133,628.59	\$4,677.00
2025	\$25,000.00	6.90%	\$153,951.594	\$10,622.660	\$2,309.274	\$1,077.66	\$161,187.32	\$5,641.56
2026	\$25,000.00	6.90%	\$180,545.763	\$12,457.658	\$2,708.186	\$1,263.82	\$189,031.41	\$6,616.10
2027	\$25,000.00	6.90%	\$207,415.314	\$14,311.657	\$3,111.230	\$1,451.91	\$217,163.83	\$7,600.73
2028	\$25,000.00	6.90%	\$234,563.100	\$16,184.854	\$3,518.446	\$1,641.94	\$245,587.57	\$8,595.56
2029	\$25,000.00	6.90%	\$261,992.001	\$18,077.448	\$3,929.880	\$1,833.94	\$274,305.62	\$9,600.70
Total	\$250,000.00			\$96,109.808	\$21,268.437	\$9,925.27		\$51,073.67

Southgate Endowment Contribution Example Reports

Endowment Fund Interest Rate		6.90%			Southgate's Annual Contribution Rate		\$25,000.00 for 5 years	
Year	Township's Annual Contribution	Return on Investment Interest Rate	Southgate Endowment Value at start of the Year	Interest Income	Community Foundation Grey Bruce Administration Fee (1.5%)	Fund Managers Fees (0.7%) on the Total Investment	Southgate Endowment Balance after Deductions before Donations	Southgate Endowment Annual Donations based on 3.5%
2020	\$25,000.00	6.90%	\$25,000.00	\$862.500 (6 months)	\$375.000	\$175.00	\$25,312.50	\$885.94
2021	\$25,000.00	6.90%	\$49,426.563	\$3,410.433 (12 months)	\$741.398	\$345.99	\$52,635.55	\$1,842.24
2022	\$25,000.00	6.90%	\$75,793.304	\$5,229.738	\$1,136.900	\$530.55	\$79,355.59	\$2,777.45
2023	\$25,000.00	6.90%	\$101,578.144	\$7,008.892	\$1,523.672	\$711.05	\$106,352.32	\$3,722.33
2024	\$25,000.00	6.90%	\$127,629.986	\$8,806.469	\$1,914.450	\$893.41	\$133,628.59	\$4,677.00
2025		6.90%	\$128,951.594	\$8,897.660	\$1,934.274	\$902.66	\$135,012.32	\$4,725.43
2026		6.90%	\$130,286.888	\$8,989.795	\$1,954.303	\$912.01	\$136,410.37	\$4,774.36
2027		6.90%	\$131,636.009	\$9,082.885	\$1,974.540	\$921.45	\$137,822.90	\$4,823.80
2028		6.90%	\$132,999.099	\$9,176.938	\$1,994.986	\$930.99	\$139,250.06	\$4,873.75
2029		6.90%	\$134,376.305	\$9,271.965	\$2,015.645	\$940.63	\$140,691.99	\$4,924.22
Total	\$125,000.00			\$69,874.774	\$15,565.168	\$7,263.75		\$37,140.59

Southgate Endowment Contribution Example Reports

Endowment Fund Interest Rate		6.90%			Southgate's Annual Contribution Rate		\$30,000.00 for 5 years	
Year	Township's Annual Contribution	Return on Investment Interest Rate	Southgate Endowment Value at start of the Year	Interest Income	Community Foundation Grey Bruce Administration Fee (1.5%)	Fund Managers Fees (0.7%) on the Total Investment	Southgate Endowment Balance after Deductions before Donations	Southgate Endowment Annual Donations based on 3.5%
2020	\$30,000.00	6.90%	\$30,000.00	\$1,035.000 (6 months)	\$450.000	\$210.00	\$30,375.00	\$1,063.13
2021	\$30,000.00	6.90%	\$59,311.875	\$4,092.519 (12 months)	\$889.678	\$415.18	\$63,162.66	\$2,210.69
2022	\$30,000.00	6.90%	\$90,951.965	\$6,275.686	\$1,364.279	\$636.66	\$95,226.71	\$3,332.93
2023	\$30,000.00	6.90%	\$121,893.773	\$8,410.670	\$1,828.407	\$853.26	\$127,622.78	\$4,466.80
2024	\$30,000.00	6.90%	\$153,155.983	\$10,567.763	\$2,297.340	\$1,072.09	\$160,354.31	\$5,612.40
2025		6.90%	\$154,741.913	\$10,677.192	\$2,321.129	\$1,083.19	\$162,014.78	\$5,670.52
2026		6.90%	\$156,344.265	\$10,787.754	\$2,345.164	\$1,094.41	\$163,692.45	\$5,729.24
2027		6.90%	\$157,963.210	\$10,899.462	\$2,369.448	\$1,105.74	\$165,387.48	\$5,788.56
2028		6.90%	\$159,598.919	\$11,012.325	\$2,393.984	\$1,117.19	\$167,100.07	\$5,848.50
2029		6.90%	\$161,251.566	\$11,126.358	\$2,418.773	\$1,128.76	\$168,830.39	\$5,909.06
Total	\$150,000.00			\$83,849.729	\$18,678.202	\$8,716.49		\$44,568.71

Southgate Endowment Contribution Example Reports

Endowment Fund Interest Rate		6.90%			Southgate's Annual Contribution Rate		\$35,000.00 for 5 years	
Year	Township's Annual Contribution	Return on Investment Interest Rate	Southgate Endowment Value at start of the Year	Interest Income	Community Foundation Grey Bruce Administration Fee (1.5%)	Fund Managers Fees (0.7%) on the Total Investment	Southgate Endowment Balance after Deductions before Donations	Southgate Endowment Annual Donations based on 3.5%
2020	\$35,000.00	6.90%	\$35,000.00	\$1,207.500 (6 months)	\$525.000	\$245.00	\$35,437.50	\$1,240.31
2021	\$35,000.00	6.90%	\$69,197.188	\$4,774.606 (12 months)	\$1,037.958	\$484.38	\$73,689.77	\$2,579.14
2022	\$35,000.00	6.90%	\$106,110.626	\$7,321.633	\$1,591.659	\$742.77	\$111,097.83	\$3,888.42
2023	\$35,000.00	6.90%	\$142,209.401	\$9,812.449	\$2,133.141	\$995.47	\$148,893.24	\$5,211.26
2024	\$35,000.00	6.90%	\$178,681.980	\$12,329.057	\$2,680.230	\$1,250.77	\$187,080.03	\$6,547.80
2025		6.90%	\$180,532.232	\$12,456.724	\$2,707.983	\$1,263.73	\$189,017.25	\$6,615.60
2026		6.90%	\$182,401.643	\$12,585.713	\$2,736.025	\$1,276.81	\$190,974.52	\$6,684.11
2027		6.90%	\$184,290.412	\$12,716.038	\$2,764.356	\$1,290.03	\$192,952.06	\$6,753.32
2028		6.90%	\$186,198.739	\$12,847.713	\$2,792.981	\$1,303.39	\$194,950.08	\$6,823.25
2029		6.90%	\$188,126.827	\$12,980.751	\$2,821.902	\$1,316.89	\$196,968.79	\$6,893.91
Total	\$175,000.00			\$97,824.684	\$21,791.236	\$10,169.24		\$51,996.82

Southgate Endowment Contribution Example Reports

Endowment Fund Interest Rate		6.90%			Southgate's Annual Contribution Rate		\$40,000.00 for 5 years	
Year	Township's Annual Contribution	Return on Investment Interest Rate	Southgate Endowment Value at start of the Year	Interest Income	Community Foundation Grey Bruce Administration Fee (1.5%)	Fund Managers Fees (0.7%) on the Total Investment	Southgate Endowment Balance after Deductions before Donations	Southgate Endowment Annual Donations based on 3.5%
2020	\$40,000.00	6.90%	\$40,000.00	\$1,380.000 (6 months)	\$600.000	\$280.00	\$40,500.00	\$1,417.50
2021	\$40,000.00	6.90%	\$79,082.500	\$5,456.693 (12 months)	\$1,186.238	\$553.58	\$84,216.88	\$2,947.59
2022	\$40,000.00	6.90%	\$121,269.287	\$8,367.581	\$1,819.039	\$848.89	\$126,968.94	\$4,443.91
2023	\$40,000.00	6.90%	\$162,525.030	\$11,214.227	\$2,437.875	\$1,137.68	\$170,163.71	\$5,955.73
2024	\$40,000.00	6.90%	\$204,207.977	\$14,090.350	\$3,063.120	\$1,429.46	\$213,805.75	\$7,483.20
2025		6.90%	\$206,322.551	\$14,236.256	\$3,094.838	\$1,444.26	\$216,019.71	\$7,560.69
2026		6.90%	\$208,459.021	\$14,383.672	\$3,126.885	\$1,459.21	\$218,256.59	\$7,638.98
2027		6.90%	\$210,617.614	\$14,532.615	\$3,159.264	\$1,474.32	\$220,516.64	\$7,718.08
2028		6.90%	\$212,798.559	\$14,683.101	\$3,191.978	\$1,489.59	\$222,800.09	\$7,798.00
2029		6.90%	\$215,002.088	\$14,835.144	\$3,225.031	\$1,505.01	\$225,107.19	\$7,878.75
Total	\$200,000.00			\$111,799.639	\$24,904.269	\$11,621.99		\$59,424.94



DONOR ADVISED COMMUNITY FUND

THIS AGREEMENT made this day of

BETWEEN;

COMMUNITY FOUNDATION

(hereinafter referred to as "Community Foundation")

- and -

Municipality

(hereinafter referred to as "Founder")

IN CONSIDERATION of the covenants and agreements herein set forth, and subject to the terms herein, the parties agree as follows:

1) In this Agreement:

- a) the "Community Foundation" is the Community Foundation _____ incorporated under the Canada Corporation Act as a not-for-profit organizations and is registered as a charity under the Income Tax Act No _____
- b) "Donor" is a person, organization or corporation contributing monies to the Founder's fund;
- c) "Founder" is the Municipality of _____
- d) "Fund" refers to the _____ Community Fund, and consists of donations made by donors establishing the fund, and will be recognized on all print material in the manner: _____ Community Fund
- e) "Fund Management Committee" is a volunteer committee set up to oversee the management of the Fund and will consist of residents from within the Municipality of _____. The Founder will initiate the creation of the Fund Management Committee – see 5a)

- 2) The Founder will from time to time when possible, add further monies to the initial gift of monies to the Community Foundation which was the sum of \$_____ (a contribution from the Municipality of _____) and, along with the Fund Management Committee, will encourage other individuals, organizations and corporations to make donations to help grow the fund.

- 3) The Founder directs that all gifts of monies to the Fund be retained, in perpetuity by the Community Foundation as invested capital which may be pooled with other capital funds for the purposes of investment.
 - a) The Community Foundation shall apply the net income earned from the Founder's Fund by making grant(s) to support charitable activities or qualified donees (as defined by the Income Tax Act (Canada)) whose activities are within the objects of the Foundation **within the Municipality of** _____.
 - b) In addition to meeting the requirements of falling within paragraph 4 (a) (b) or (c) hereof, all grants must otherwise qualify under the grant qualifications of the Community Foundation from time to time.
 - c) Net income not dispersed shall be added to the capital base of the Founder's Fund annually.
 - d) The Founder further directs that all grants from the income of the Fund, when disbursed by the Community Foundation, shall be identified as coming from the _____ Community Fund as set forth in clause 1 (d) hereof.
- 4) The Community Foundation agrees to:
 - a) maintain, in perpetuity, all gifts of monies to the Founder's Fund in the name of _____ Community Fund in the form of invested capital;
 - b) subject to paragraph 3 hereof, invest the Founder's Fund in accordance with the investment guidelines approved by its Board of Directors from time to time;
 - c) provide an official receipt for income tax purposes to a Donor for each gift of monies to the _____ Community Fund;
 - d) pay out the net income in accordance with the directions set out in paragraph 4 hereof;
 - e) provide the Nominees of the Founder with an annual accounting of the Fund's income and disbursements.
 - f) provide the above noted services in consideration of an annual administrative charged of 1.5% on the earned interest of the Founder's Fund on an equitable basis with other funds. Any increase in the administrative charge to be subject to variation in accordance with paragraph 7 hereof.
 - g) Prior to the final selection/approval of grants to be given for the _____ Community Fund by the Board of Directors of the Community Foundation, the Nominees of the Fund's Management Committee shall have the opportunity to review the applications for grant funding. The final decision with respect to grants shall be by the Board of Directors of the Community Foundation as presented by the Foundation's Grant Review Committee and would include recommendation from the _____ Community Fund's Management Committee, a recorded vote where majority shall rule following the guidelines of Community Foundations of Canada.

- h) subject to the approval of the Community Foundation, allow the Fund Management Committee to design and publish the initial material to promote the _____ Community Fund

5) The Founder shall

- a) appoint one or two Nominees to review the applications for grants, to receive copies of an annual accounting of the Founder's Fund income and disbursement, and to represent the Founder with respect to this Agreement. The Founder acknowledge that at this time the Nominees of the Founders are: Chair and Vice Chair of the Fund Management Committee. Additional members are encouraged on the committee.
- b) If the Founder wish to change their Nominees who have been appointed, they may do so provided written notice of such change is provided to the Community Foundation and the names, addresses and telephone numbers of the successor Nominees are provided.
- c) The Founders hereby irrevocably authorize their Nominees to negotiate and execute any amendments to this Agreement and to sign any documents required to give effect to or carry out the terms and intent of this Agreement or any Amendment to this Agreement. Any documents or amending Agreements executed by the Nominees on behalf of the Founder shall be binding on all of the Founders, their respective heirs, executors, successors and assigns.

- 6) This Agreement any be amended only by a further Agreement in writing duly executed by the parties or their authorized representative as provided in paragraph 6 (C) hereof.

IN WITNESS WHEREOF the parties hereto have set their hands and seals and the Corporation has affixed its corporate seal as attested by its proper officers duly authorized in that behalf.

COMMUNITY FOUNDATION GREY BRUCE

Date: _____
Chair, Board of Directors

Date _____ Witness _____

_____ COMMUNITY FUND

Date: _____
Mayor of Municipality of _____

Date _____ Witness _____

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 CAO2020-023

Title of Report: Ontario Good Roads Conference Report

Department: Administration

Council Date: March 4, 2019

Council Recommendation:

Be it resolved that Council receive staff report CAO2020-023 as information; and
That Council consider as part of our next visioning session meeting that we have a discussion on the issue of long term access to High Speed Communications infrastructure in rural Southgate; and

That Council direct staff to facilitate discussions with industry experts to develop short and long term future plans for High Speed Fibre Communications Infrastructure in rural Southgate; and

That Council consider partnerships to provide fibre optic cable installations into the rural area of Southgate through making municipal investments, seeking external funding sources and working with SWIFT to fund projects.

Background:

The CAO attended the Ontario Good Roads Association (OGRA) Conference in Toronto, Ontario from February 23 to 26, 2020.

Staff Comments:

Some of the highlights of the 2020 OGRA Conference that were of interest were the following sessions:

- Keynote Speaker Dr. James Orbinski spoke of the realities of climate change and what we need to consider to change the present trends in global warming and ice cap losses. He suggests we must each take the initiative, have a vision for a prosperous tomorrow and develop a thriving community as we deal with climate change challenges and our resiliency.
- Pollinator Partnership spoke on the use of roadsides for native flowers and vegetation growth to support the sustaining and importance of pollution, insect habitat and their survival in our environment. They recommend this type of vegetation will save on the costs of roadside grass cutting, will reduce greenhouse gas emissions eliminating the need for mowing and will actually consume carbon dioxide through allowing the plants to grow.
- Affordable Levels of Service related to Asset Management Planning provided information on the importance of establishing levels of service for assets. Presentations from Frank Cowan's Road Specialist, ARA Transportation Group's Senior Pavement Engineer, the Chair of Asset Management Ontario and

Marmak Vice President all provided tools and information around the main theme of making local decisions that demonstrate what the community needs and what we can afford.

- This presentation was made by a Senior Manager for Policy & Programs from Gatlik, an Autonomous Vehicle company based in Toronto and California that reported on the future of delivery services. The company focuses on business to business short-haul logistics, using autonomous vehicles with the core mission of safety and efficiency.
- Dr. Daniel Bear, Humber College, spoke about Overcoming Unconscious Bias as individuals and in the workplace to overcome any of our bias that have been engrained in all of us based on our upbringing and experiences whether positive or negative, that can cause discrimination and harassment claims in our workplace. Ways to overcome bias issues is to take opportunities to discuss bias issues with employees, understand the nature & impact of bias, promote bias literacy, create a structure to thwart bias and have employees take Implicit Association testing online as part of education and an awareness strategy.
- A Technical Briefing Seminar for On-site and Excess Soil Management: Key Elements and Dates for Ontario Regulation 406/19 was presented by Andrew Dunbrack of Englobe was a very informative session on the changes in the custody and responsibility of soils, as well as the new testing requirements.
- The Future of Ontario Northland was an informative session presented by Corina Moore, President and CEO, Ontario Northland Transportation Commission on how they move people and have expanded over the past few years with both bus and rail service.
- Toward Net Zero Communities – A representative from the Federation of Canadian Municipalities spoke about their focus in supporting municipal building retrofit projects to improve mechanical systems and upgrade insulation that reduces energy consumption to reduce carbon footprints. They also support funding of new municipal facilities that are able to achieve net zero energy use. The Executive Director of Clean Air Partnership spoke on the challenges and opportunities to achieve Net Zero. The Director of Operations for Innisfil spoke on their Mobility Orbit Project that will incorporate a rail transit stop as the hub of a planned community development for presently undeveloped property. The community will incorporate high density residential condos, with commercial properties in a walkable and connected community to the transit service.
- From Dial-up to 5G; Harnessing the Broadband in Rural and Northern Communities was an informative session with a Senior Director from Huawei Canada presenting on the technical capacity in Ontario of broadband service. Ashleigh Weeden, a PhD Candidate with the University of Guelph working with Wellington and Bruce Counties. Prior to this, Ashleigh worked for SWIFT and

Grey County on their Intelligent Community Project. Weeden suggests that we shouldn't wait for fibre to be installed in our community. We need to invest dollars through creating a call to action by investing and planning for the installation of fibre in our communities and consider it a necessary service like electricity.

- Its a Mess Out There: Building Safer Roads – This was an informative discussion on the Minimum Maintenance Standards, Joint & Severable Liability, Vision Zero, Policy Defence and the importance of documentation for staff training & maintenance operations records. Presenters from Frank Cowan's Director of Risk Management Services and Dr. Adam Campbell from 3D Forensic Engineering.
- Winter Maintenance Update was a panel discussion of Roads Maintenance experts from the City of Mississauga and Wellington County reporting on the anti-icing and de-icing products they use and how the proper management of salt and chloride products will be impacted in the future with likely less use and the requirement for more frequent plowing operations being required.
- The Final Word Panel is a group of municipal experts in the fields of Building, Clerk, Drainage, Finance, Legal and Public Works that answered questions received from the conference delegates and is always informative and a highlight of the final days events.

Provincial Minister Speakers

- The Honourable Laurie Scott Minister of Infrastructure spoke about being Project Shovel Ready and the planned investments the Provincial Government is making through the consistent OCIF and the ICIP project funding streams. She also spoke of how proud she was delivering on solving the issue of Double Hatter Fire Fighters in her previous Ministerial responsibility.
- The Honourable Steve Clark, Minister of Municipal Affairs and Housing spoke at a high level of provinces goals to work with and support municipalities through funding for projects and service reviews.
- The Honourable Carolyn Mulroney Minister of Transportation spoke about the Ontario Government's planned investments in Transit and Road construction upgrades across Ontario in the coming years.

Financial Impact or Long Term Implications

The cost of the conference to the municipality is included in the 2020 annual budget.

Communications & Community Action Plan Impact:

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

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:

1. That Council receive this staff report as information.
2. With the recent announcement that SWIFT will not be providing funding to support rural Southgate projects for the installation of fibre optic high speed in the Township, we need to look at options and ask the question why we could not receive Connect to Innovate and now SWIFT assistance.
3. At the 2020 OGRA Conference we found a supplier that has a mechanical ice management solution that appears to be an impressive option for future road maintenance to reduce salt use and energy consumption. The Township will need to undertake further investigation and research on the operational impact on pavement assets from repeated use. It would appear it would work well on gravel roads and consume less fuel in the operation. A copy of an information package on the equipment is included in this staff report as Attachment #1. The following are links to a product brochure and video about the equipment:

www.raikomachines.com

<https://youtu.be/eYsIvP9SmJc>

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO dmilliner@southgate.ca

519-923-2110 x210

- Attachment 1 – Raiko Icebreaker Information

Your Airfield Solutions Partner



RAIKO *Icebreaker*

**Breaks up ice and compacted snow
without damage to pavement.**



RAIKO T

Raiko Icebreakers are pushed in front of a working machine such as loaders, graders, tractors, plow trucks etc., equipped with a tilt cylinder. These devices increase the utility of working machines to improve cost-efficiency.



RAIKO P

Equipped with a dedicated blade, the Raiko P for wheel loaders is designed to be pushed in front. The entire device can be operated by using the wheel loader's controls. Wheel loaders are well suited for removing hard-packed ice layers from roads, yards and light traffic routes.

Leading in Efficiency

Destroy several inches of solid ice.

Increasing Productivity & Reducing Costs

Flexible and
freely
rotating
spiked roller
sections

Virtually
soundless
due to its
unique
structure



Technical Specifications	Pushable Model					Wheel Loader Model	
	T7	T8	T12	T14	T15	P14	P15
Total width	1520 mm	1700 mm	2420 mm	2780 mm	2960 mm	2780 mm	2960 mm
	59.8"	66.9"	95.3"	109.4"	116.5"	109.4"	116.5"
Total length	905 mm	905 mm	905 mm	905 mm	905 mm	1994 mm	1994 mm
	35.6"	35.6"	35.6"	35.6"	35.6"	78.5"	78.5"
Total height	1169 mm	1169 mm	1169 mm	1169 mm	1169 mm	1403 mm	1403 mm
	46.0"	46.0"	46.0"	46.0"	46.0"	55.2"	55.2"
Weight	990 kg	1040 kg	1370 kg	1580 kg	1750 kg	2150 kg	2330 kg
	2180 lb	2293 lb	3020 lb	3483 lb	3858 lb	4740 lb	5137 lb
Working width	1210 mm	1390 mm	2110 mm	2470 mm	2648 mm	2470 mm	2650 mm
	47.6"	54.7"	83.1"	97.2"	104"	97.2"	104.3"
Oil demand	20 l/min	20 l/min	20 l/min	20 l/min	20 l/min	20 l/min	20 l/min
	5.3 gpm	5.3 gpm	5.3 gpm	5.3 gpm	5.3 gpm	5.3 gpm	5.3 gpm
Working pressure	180 bar	180 bar	180 bar	180 bar	180 bar	180 bar	180 bar
	2611 psi	2611 psi	2611 psi	2611 psi	2611 psi	2611 psi	2611 psi
Recommended weight of working machine		>2500 kg	>5000 kg	>5000 kg	>5000 kg	>5000 kg	>5000 kg
		>5512 lb	>11023 lb	>11023 lb	>11023 lb	>11023 lb	>11023 lb

Low
operating
costs

For more information visit:
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Staff Report PW2020-015

Title of Report: PW2020-015 Proton Landfill Site Monitoring Report (2018/2019)
Department: Public Works
Branch: Waste Resources and Diversion Management
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report PW2020-015 for information.

Background:

The Monitoring Report (2018/2019) Proton Landfill Site has been compiled by GM BluePlan Engineering as per Environmental Compliance Approval (ECA) Number A262301. The report has also been submitted to Mr. Ian Mitchell, the District Manager at the Ministry of the Environment, Conservation and Parks (MECP), Owen Sound District Office.

Staff Comments:

The Monitoring Report (2018/2019) Proton Landfill Site Report, Sections 7, 8 and 9, Potential Impacts Due To Landfill Gas Production, Conclusions and Recommendations, (Attachment #1). The conclusions include:

Potential Impacts Due To Landfill Gas Production concludes that methane gas measurements have been measured above the lower explosive limit and measured up to 36% by volume, however the migration distance is considered to be in the range of 20 meters from LW1, there is a separation distance from all structures of more than 100 meters, and the risk for off-site methane gas migration is not considered to be a concern.

The Conclusions indicate that the ground water flow is generally to the northeast from the landfill footprint within the low-lying wetland area and would likely become part of the shallow groundwater system, and it is reasonable to expect that there would be limited impacts to the deeper groundwater system.

Within the landfill mound, the overall decrease in concentrations at well OW3 indicates the landfill is past its peak contaminating period, and the ground water quality should continue to improve with time.

Surface water quality monitoring indicates there is no evidence of impacts to surface water related to the leachate-impacted groundwater to the tributary.

Recommendations for the Proton site include continuation of visual site inspections, and water quality and gas monitoring programs. The groundwater and surface water quality parameters should include the following for sampling as revised by the MECP correspondence received dated April 17, 2019; conductivity, pH, alkalinity, hardness, barium, boron, calcium, iron, magnesium, manganese, potassium, sodium, chloride, sulphate, nitrate, nitrite, ammonia, total kjeldahl nitrogen, total dissolved solids, dissolved organic carbon, total phosphorous and field temperature.

Financial Implications:

There are no further financial implications to these reports received at this time.

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 PW2020-015 for information.

Respectfully Submitted,

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

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

Attachments:

Attachment # 1 Monitoring Report (2018/2019) Proton Landfill Site Sections 7, 8 & 9, Potential Impacts Due To Landfill Gas Production, Conclusions & Recommendations

Attachment # 2 Proton Landfill Site Plan

Since the landfill is closed and was capped with final cover in 2009, it is anticipated that the groundwater quality should continue to improve with time.

Furthermore, upon Site closure, landfill sites are typically considered to have a 25-year 'contaminating' lifespan. The Proton Landfill is considered to be a small-scale landfill that had a low rate of waste placement, with the majority of waste placement having occurred greater than 25-years ago. As a result, its contaminating lifespan is anticipated to be significantly less than the typical 25-years. In addition, since the landfill site has been closed for greater than 10 years and the water quality noted at the most proximal well to the landfill (i.e. OW3 located within the landfill) has shown an overall decrease in leachate indicator parameter concentrations, it is expected that the landfill is past its peak contaminating period.

In 2015, two piezometers were installed between the landfill footprint and the eastern compliance boundary. Therefore, compliance with MECP Guideline B-7 is now monitored at piezometers PZ-01 and PZ-02, as well as well OW8, which is located directly to the southeast of the fill area. Review of the available data indicates that the water quality at the leachate well (i.e. OW3) is stable to decreasing, with limited exceedances of the RUC. While concentrations of the primary leachate indicator parameters are typically lower, water quality along the eastern compliance boundary at PZ-01, PZ-02 and OW8 is generally similar to that noted at OW3. Based on the concentrations noted and the limited volume of waste recently landfilled at the Site it is anticipated that concentrations will likely attenuate via natural groundwater degradation mechanisms.

Based on the on-going surface water quality sampling, there is no evidence of impacts to surface water related to the discharge of leachate-impacted groundwater to the wetland area downgradient of the Site. Potential impacts to surface water were historically noted at SW2, prior to Site closure, and appear to have been derived primarily from surface water run-off from the Site into the low-lying wetland. Impacts at this former SW2 monitoring location have not been noted following the capping of the fill area. Since the landfill site has been closed and capped for over 10 years, it is anticipated that potential impacts downgradient of the fill area would remain similar or would continue to improve with time.

7. POTENTIAL IMPACTS DUE TO LANDFILL GAS PRODUCTION

Landfill gas is produced by the degradation of organic compounds buried within a landfill. In particular, methane gas is produced during anaerobic decomposition of organic matter. Methane gas is a potential concern since it has the potential to migrate and accumulate in concentrations above the lower explosive limit (LEL) when it is produced in sufficient volumes. The LEL for methane is approximately 5% in air.

Methane gas is lighter than air and, therefore, typically vents from the subsurface to the air where soil permeability permits. Low permeability soils or frozen ground conditions can prohibit the natural venting of methane gas and result in the lateral migration of methane. The migration of methane gas from landfills in significant concentrations is typically observed to decrease with distance from the landfill footprint. In addition, based on the Guidance Manual for Landfill Sites Receiving Municipal Waste (MOE, November 1993), "*... it is considered that methane gas migration, of any significance, may extend for a distance of ten (10) times the depth of the landfill between the ground surface and the water table.*".

At the Proton Landfill site, this methane migration distance corresponds to approximately 20 metres. It is noted that the distance between the fill area and the Township-owned lands, including the buffer area and the municipal right-of-way, is estimated to be 20 m at its closest point, therefore it is not anticipated that methane gas will migrate off-site.

The landfill contours and borehole logs indicate that, in general, the waste was historically placed at or above grade, resulting in the refuse pile being elevated above the adjacent lands and surrounding area. Based on the topography and physiography of the landfill property, which includes a pronounced ridge of till material that slopes downward to the wetland and creek system to the east of the landfill, the natural venting of methane gas is anticipated through the side slopes of the landfill and through the elevated ridge.

To further evaluate the potential for methane gas migration from the landfill, landfill gas monitoring has been completed at the site as part of the regular monitoring program. A methane monitoring probe (identified as LW-1) was installed within the refuse pile and extends through an estimated 4.7 m of placed refuse to the surface of the underlying native soils. This monitoring probe is screened in the garbage and represents a location that is considered most likely to have an accumulation of landfill gas.

Based on a review of the monitoring results, methane gas has consistently been measured above the lower explosive limit (LEL) at LW-1 where concentrations have been measured at up to 36% by volume.

As there are no structures on-site and the closest residence is located 300 m east of the fill area, the potential for gas accumulation is considered negligible. In addition, a commercial livestock barn, constructed with open walls, is located 120 m from the landfill boundary. Since the potential methane gas migration distance at the landfill is considered to be in the range of 20 metres, as noted above, and the current separation distances to any existing closed structures exceeds the potential distance of methane migration, methane gas migration from the Site is not considered to be a concern.

8. CONCLUSIONS

1. The closed Proton landfill accepted non-hazardous solid domestic waste until 2007. The Landfill footprint is situated within the approved 1.21 ha waste disposal site. The Site operated as a small-scale rural landfill that had a low rate of waste placement, with the majority of waste placement having occurred greater than 25 years ago. Final closure of the entire landfill area was completed in 2009.
2. No leachate seeps were observed during the reporting period and the ground cover system, site drainage and fencing continued to appear adequate.
3. The groundwater flow within the shallow overburden is generally to the northeast. Consistent with the existence of the surface water features within the wetland area to the north and east of the Site, the Site is on the edge of a recharge-discharge boundary, such that groundwater recharge (i.e., downward hydraulic gradients) is exhibited in the vicinity of the fill area and groundwater discharge (i.e., upwards gradients) is exhibited downgradient of the landfill, within the low-lying wetland area. As a result, it is inferred that groundwater recharge from the landfill footprint would likely become part of the shallow groundwater system and would subsequently discharge, in part, to the surface water features to the east of the property. Therefore, it is reasonable to expect that there would be limited impacts to the deeper groundwater system.
4. Within the landfill mound, the overall decrease in concentrations at well OW3 suggests that the landfill is past its peak contaminating period. Since the landfill is closed, it is anticipated that the groundwater quality should continue to improve with time.
5. Groundwater quality at the most downgradient compliance monitoring locations, situated greater than 30 meters from the compliance limit to the east, including PZ-01, PZ-02 and OW8, indicates that the water quality is similar to that noted at OW-3, with limited exceedances of the RUC. Based on the concentrations noted and the limited volume of waste recently landfilled at the Site, it is expected that concentrations will likely attenuate via natural groundwater degradation mechanisms. Since the landfill site has been closed and capped for over 10 years (i.e. since 2009), it is anticipated that groundwater quality will continue to improve with time and that the potential for leachate influence or impacts will remain

similar or continue to decrease.

6. On-going surface water quality monitoring indicates there is no evidence of impacts to surface water related to the discharge of leachate-impacted groundwater to the tributary downgradient of the Site.
7. Although methane gas has consistently been measured above the lower explosive limit (LEL) at the location of the gas probe LW-1, situated within the landfill mound, based on the potential methane gas migration distance, which is considered to be in the range of 20 metres, and the separation distance of greater than 100 meters to any existing structures, the risk for off-site methane gas migration is considered to be low.

9. RECOMMENDATIONS

The recommendations outlined below include general recommendations that outline the tasks/actions required to achieve on-going Site compliance as well as recommendations to revise the monitoring program for the Site which are based on those previously outlined in past reports:

1. It is recommended that visual inspections of the premises and monitoring wells continue to be conducted in conjunction with the water quality and gas monitoring programs for the Site.
2. We recommend the continuation of the updated groundwater monitoring program, as outlined in Schedule B of the ECA, which includes the collection of groundwater quality samples from OW2, OW3, OW4S, OW5S, OW6, OW7, OW8, OW9 and LW1, as well as piezometers PZ-01 and PZ-02. Water level monitoring should continue to occur on a once annual basis, in conjunction with the required monitoring program, and should be measured at all available monitoring locations.
3. Consistent with MECP concurrence and recommendations provided in correspondence dated April 17, 2019, the groundwater and surface water quality parameters should include the following:

Parameters	Groundwater and Leachate	Surface Water
Conductivity	X	X
pH	X	X
Alkalinity	X	X
Hardness	X	X
Barium	X	X
Boron	X	X
Calcium	X	X
Iron	X	X
Magnesium	X	X
Manganese	X	X
Potassium	X	X
Sodium	X	X
Chloride	X	X
Sulphate	X	X
Nitrate	X	X
Nitrite	X	X
Ammonia	X	X
Total Kjeldahl Nitrogen (TKN)	X	X
Total Dissolved Solids (TDS)	X	X
Dissolved Organic Carbon (DOC)	X	X
Total Phosphorus	---	X
Field Temperature	---	X

4. Methane gas monitoring at LW1 should continue to occur in conjunction with the water sampling program for the Site.

All of which is respectfully submitted,

GM BLUEPLAN ENGINEERING LIMITED

Per:

A handwritten signature in black ink, appearing to read 'Andrew Nelson'.

A.H. Nelson, M.Sc.





Per:

Alen Bringleston, B.E.S., C.E.T.

212298-1
Monitoring Report
Proton Landfill
Township of Southgate



LEGEND

-  MONITORING WELL LOCATION
-  SURFACE WATER SAMPLING STATION
-  PIEZOMETER LOCATION
-  EXISTING GROUND SURFACE
(BASED ON DEC. 2007 SURVEY COMPLETED
BY R.J. BURNSIDE & ASSOCIATES)

NOTE:

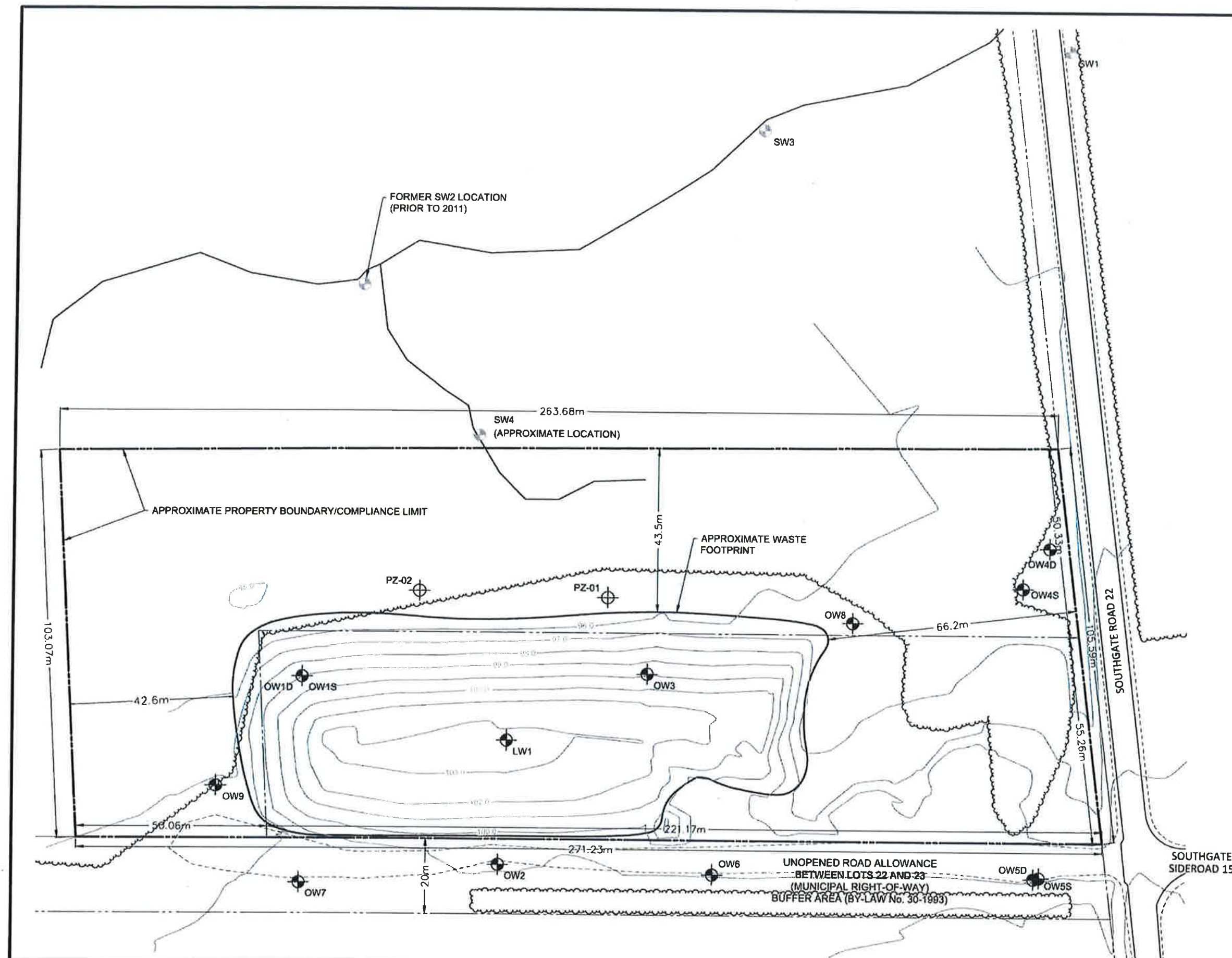
1. VERTICAL ELEVATIONS ARE REPORTEDLY PRESENTED RELATIVE TO A RELATIVE ELEVATION PROVIDED BY A SPIKE AND WASHER IN THE NORTH FACE OF A HYDRO POLE ON THE WEST SIDE OF THE ENTRANCE TO THE LANDFILL SITE, WITH AN ASSUMED ELEVATION OF 100m.
2. COMPLIANCE LIMIT BASED ON PLAN OF SURVEY OF PART OF LOT 23, CONCESSION 15, TOWNSHIP OF PROTON, PLAN 17R2468, PARTS 1 AND 2.



SCALE = 1:1,000
DECEMBER 2019

SITE PLAN

Figure No. 3





Staff Report PW2020-016

Title of Report: PW2020-016 Ontario Good Road Association 2020 Conference Report
Department: Public Works
Branch: Transportation & Public Safety
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report PW2020-016 for information.

Background:

The Ontario Good Roads Association (OGRA) Conference was held in Toronto from February 23 to February 26, 2020. This year's theme was Vision for a Prosperous Tomorrow.

Staff Comments:

The Public Works Manager (PWM) attended the OGRA Conference and participated in the following seminars and sessions:

- Road Building Technical Session: The Recycled Roadway, presented the extensive amounts of Reclaimed Asphalt Products that are stockpiled around the province and with the available asphalt cement that can be rejuvenated out of the products for road base and asphalt mixtures as a valuable resource.
- Keynote speaker Dr. James Orbinski a presentation of Global Health with 6 million people travelling somewhere in the world every day and with climate change to expect the unexpected;
- Kathleen Law spoke on Pollinator Partnerships regarding planting wildflowers on the Right of Way and discontinuing roadside grass cutting and spraying practices for creating and preserving bees and butterfly habitats;
- Laurie Scott Minister of Infrastructure delivered a message on the province's commitment of investing in infrastructure projects.
- Affordable Levels of Service was an update of Asset Management Plan (AMP) tools for platform software to build the required matrix for asset types and risk conditions that interconnects the data to establish and measure Levels of Service, Southgate provided data for this presentation;
- Technical Briefing Session on Improving the Municipal Class Environmental Approval Process (EA) with revisions to the water, wastewater and stormwater procedures, reviews and timelines programs

- Automated Speed Enforcement introduced through the Safer School Zones Act is a photo radar tool for school and community safety zones that when passed by municipal by-law allows for fines to be generated automatically to be directed to the owner of the vehicles licence plate with fines doubled in community safety zones.
- Technical Briefing Session on Excess Soils Regulations which comes into effect July 1, 2020, on the process when more than 2,000 cubic meters of soils are to be relocated, involving soil testing for assessment of past uses, excess soil characterization identifying the intended beneficial reuse site, a report for GPS tracking of haulers of the loads including weigh bills and upload the plan to the Ministry. Stockpiling of soils of more than 500 cubic meters will require random soil samples throughout the pile. Municipalities will require sampling for ditching operations, more to identify sodium and chloride concentration levels before it could be re-used and good soil sampling materials can not be used for landfill covering.
- Hon. Caroline Mulroney, Minister of Transportation, addressed the delegates remarking on the government's past achievements and the expansion of transit systems and infrastructure funding opportunities.
- Jess Spieker spoke on behalf of Friends and Families for Safe Streets on the vulnerable users of roadways, pedestrians, cyclists and workers and cases on accidents they believe could have been avoided with better street design.
- A plenary panel session on It's Mess Out There: Building Safer Roads to reach a Vision Zero streetscape was a panel discussing pros and cons of Minimum Maintenance Standards (MMS) defence and risk management for municipalities.
- A panel review of MMS and the use of alternative salt solutions and practices such as more plowing operations could be implemented, also concern of staffing operations for truck drivers as the decline of operators and incentives to work early morning hours;
- and hydro excavation to reduce project risk to buried infrastructure.
- The Final Word – this was an opportunity for an expert panel to take prewritten questions and questions from the audience. Some of the questions were; What is the maintenance requirement for an Award Drain, Building department reserves and reserve funds use, building permits for large municipal infrastructure projects and waiving of building fees, purchasing procurements and local preference relating to the North America Free Trade Agreement, Community Development Charges and interest charges, Conflict of Interest scenarios were some of the questions.

Public Works Foreman Phil Wilson also was in attendance for the conference. Phil

was the outgoing 2019 President of the Association of Ontario Road Supervisors (AORS) and participated with various AORS meetings throughout the conference.

Financial Implications:

The OGRA Conference is included in the Operational 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 PW2020-016 for information.

Respectfully Submitted,

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

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



Staff Report HR2020-04

Title of Report: HR2020-04– Cemetery Caretaker TAPS Operator/Labourer
Hopeville 1 Year Contract
Department: Human Resources
Council Date: March 4, 2020

Recommendation:

Be it resolved that Council receive Staff Report HR2020-04 for information.

Background:

The following resolution was passed at the February 5, 2020 Regular Meeting of Council:

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

Staff Comments:

The position was posted internally on February 6, 2020 with a closing date of February 12, 2020. 3 internal applications were received and those candidates were interviewed on February 18th and 19th by the Public Works Manager, Roads Foreman/Fleet Manager and HR Coordinator. Theo Oving was the chosen candidate and he is scheduled to begin in his new role on March 2, 2020.

Financial Implications:

There are no financial implications associated with this report as the position has been included in the 2020 Operating 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 are pleased to welcome Theo into his new role as Cemetery Caretaker TAPS Labourer/Operator Hopeville 1 Year Contract.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

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 CAO2020-019

Title of Report: Ministry of Environment Conservation & Parks –
Conservation Authority Act Public Consultation

Department: Administration

Council Date: March 4, 2020

Council Recommendation:

Be it resolved that Council receive staff report CAO2020-019 as information.

Background:

The Ministry of Environment, Conservation & Parks held a Conservation Authorities Act Public Consultation meeting on February 14th, 2020 in London, Ontario.

Staff Comments:

The purpose of this staff report is to update Council on the discussions at the Ministry of Environment, Conservation & Parks Public Consultation event on the Conservation Authorities Act session attended by the CAO on February 14th, 2020 in London, Ontario. There were in excess of 300 people in attendance from all over South-Western Ontario.

The meeting was opened with an address from Minister Jeff Yurek, followed by the organizations that provided positions and opinions representing their organization and/or members. The consultation presentations included Conservation Ontario, AMO, Ducks Unlimited, Ontario Federation of Agriculture, Ontario Home Builders, Ontario Cottage Owners Association and EnPointe Development Inc., a company that focuses on citizen advocacy and research.

About half of the time for the consultation meeting was later spent answering a list of questions provided by the Ministry, through assigned table discussions, lead by a MECP staff member. This was a very informative session and quickly evolved into everyone (municipally) having the same or common concerns with Conservation Authorities (CA), regardless of where they were from. The common issues in the discussions were:

- The quality of the CA Mapping used should be the same across the Province;
- CA Governance, is this right model;
- CA have too much power, with the odd person saying they should be disbanded;
- There needs to be a review of CA guidance and governance rules;

- Conservation Authorities need defined timelines for responses and issuing of permits they must follow like the issuance on building permits requirements;
- Permitting fees charged should be on a cost recovery basis and not as a revenue generation opportunity for CA;
- Should look at small CA's and consider amalgamation to create efficiency of operations;
- The operation of the CA over the years has been a downloading exercise by the Province, with the most recent example being Source Water Protection costs burdened by municipalities and its ratepayers when urban areas receive the benefits.
- Conservation Authority operating costs should spread across equally based on population, urban and rural, since protecting wetlands is managing the security of drinking water sources.
- CA need the equivalent of the PPS document for planners so that Conservation Authority staff have access to consistent definitions, directives and the conservation roadmap to adhere to the same rules; and
- There should be a Conservation Authority Operations Audit requirement, to ensure CA processes and deliverables are adhered to consistently across the Province.

CA operational suggestions for the future:

- Have the same CA staff person assigned to a municipality for all applications;
- CA staff should be involved early on in development meetings to better understand the scope of projects; and
- The CA staff should adopt a one window approach as a partner with municipalities in providing timely delivery of services.

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.

Concluding Comments:

1. That Council receive this staff report as information.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

dmilliner@southgate.ca

519-923-2110 x210

Township of Southgate

Administration Office

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Staff Report CAO2020-021

Title of Report: Southgate 2019-2023 CAP - 2019 Annual Report

Department: Administration

Council Date: March 4, 2020

Council Recommendation:

Be it resolved that Council receive staff report CAO2020-021 as information

Background:

The Community Action Plan (CAP) is a document created to provide a strategic direction for the municipality through action items to achieve the goals outlined in the CAP report. As a result of Southgate's previous CAP ending in 2018 and the success of our past years achievements it was important to embark on another 5 year strategic planning consultation and community engagement process.

At the February 20, 2019 Council meeting staff presented report CAO2019-018, titled Southgate Community Action Strategic Plan 2019-2023 Consultant Services Request for Proposals Report and approved the following motion at that meeting.

Moved by Councillor Rice; **Seconded by** Councillor Shipston;

Be it resolved that Council receive Staff Report CAO2019-018 as information; and

That Council approve awarding the Southgate Community Action-Strategic Plan 2019-2023 Consultant project work to Winegard Municipal Consulting to lead the Council, staff and stakeholder meetings in the community to seek feedback on the progress in the last 5 years and to receive information for new strategic plan goals and actions required going forward over the next 5 years.

Carried No. 2019-124

At the October 2, 2019 meeting Council received staff report CAO2019-104 approving the Southgate 2019-2023 CAP Final Report through the following resolution:

Moved by Councillor Dobreen; **Seconded by** Councillor Sherson;

Be it resolved that Council receive staff report CAO2019- 104 as information; and

That Council approve the Southgate 2019-2023 Community Action Plan Final Report with the document introduction and initiatives to lead the desired future changes and outcomes from the resident feedback received from our strategic planning consultant.

Carried No. 2019-620

Staff Comments:

The intent of this report is to annually communicate and update the Southgate ratepayers on the 2019-2023 Southgate CAP document and the annual progress.

The 2019-2023 Southgate CAP has provided the Township with information on municipal issues and desired projects to provide information on how municipal tax dollars should be used to provide and deliver municipal services. The 2019-2023 CAP document reports the Township's focus should be on economic development attraction and support business and agriculture, investing in revitalization of Downtown Dundalk, health services, housing options, investing in hard service infrastructure, upgrading of assets and administratively the maintaining of expanding citizen communications.

Financial Impact or Long-Term Implications

The financial impact of this has already been included in the 2020 Budget to cover the cost of the CAP work.

Communications & Community Action Plan Impact:

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

The 6 major goals of the 2019-2023 CAP are:

1. Attracting New and Supporting Existing Businesses and Farms
2. Revitalizing Downtown Dundalk
3. Promoting Health Services and Housing Choices
4. Adequate and Efficient Public Facilities
5. Upgrading our "Hard services"
6. Citizen Engagement

Concluding Comments

1. That Council receive this report as information.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

dmilliner@southgate.ca 519-923-2110 x210

- Attachment #1 – Southgate 2019-2023 CAP Annual Report

Mayor's Message

The 2019-2023 Southgate Community Action (CAP) was finalized in October of 2019 through an extensive public consultation process. The new CAP represents the issues and outcomes we heard through our consultant's report. We now have a new strategic planning document, being the community's direction for Southgate's guidance and the roadmap to support staff focus and future Council decisions.

The 2019-2023 CAP document reports the Township's focus needs to be on economic development with specific work needed on the attraction and support of new businesses and supporting agriculture. Investing in the revitalization of Downtown Dundalk was also identified as a priority, as well continuing focus on expanding health services and increasing housing options. There was a clear message that we need to ensure we have adequate public facilities to service our community demand today, going forward and ensure at the same time they are operated efficiently. Upgrading our "Hard Services" was a common area of discussion and continuing to invest in infrastructure, assets and services. The Township administratively maintaining our transparency, communications and expanding citizen community engagement was also a message we heard through the public feedback.

This Council is committed will continue to work for you improve community health care, increase seniors housing options, community investments to support both agriculture-business economic growth, create local jobs, manage development growth & servicing, maintain our infrastructure assets and seek out grant funding when possible to leverage tax dollars.

Let's work together to develop this great community!

Sincerely,
John Woodbury, Mayor
Cell: 519 477-0796
Email: jwoodbury@southgate.ca

Southgate's Core Values

**Community Involvement
Leadership**

**Integrity
Public Safety
Stewardship**

**Innovation
Quality**

2020 CAP WORK PLAN

1. Southgate's Planning Department will completing the following projects being a Comprehensive Review of our Industrial development lands stock, an Urban Justification Report to expand the urban around Dundalk, a Community Improvement Plan and Official Plan Review.
2. Implement the Hwy 10 Transit services in partnership with Grey County to operate from Owen Sound to Orangeville as a pilot project.
3. Start the design of the Hwy 10 Bypass Roadway as an extension of Eco Park Way.
4. Organize in 2019 a Council & Public Roads Tour, and Public Information meetings with other departments to consult the public.
5. Southgate will continue to work with developers and create policies necessary to promote future Seniors Housing options.
6. Work with local businesses to support business growth, work on a project to deliver on skills training and create new jobs.
7. Southgate will work with South East Grey Community Health Services to advance access to health care, as well as Seniors and Youth inclusionary and participation programs.
8. Complete our Wastewater Environmental Assessment, start the project design and develop tender document to expand Dundalk Sewage Treatment Facility capacity.
9. The Township's Building Department and Fire Prevention staff will be increasing inspections of industrial businesses and residential rental spaces to ensure public safety.
10. The Township will be considering the creation of a Southgate Foundation Endowment Fund to better support Volunteer Organization that focuses on Community events and festivals that supports bringing people together.
11. The Township will expand on-line public consultation and communications with the ratepayers and the community through the "Shape Southgate" communications site.
12. Completion of the Arena Auditorium Project.
13. Completion of the Main Street Road Paving and Servicing Upgrade Project.
14. Southgate will be hiring an Asset Management Coordinator to make timely investments in infrastructure to increase lifecycle asset value.

Go to this site to see the entire CAP
www.southgate.ca/CAP2019-2023.

Township of Southgate

2019 to 2023 Community Action Plan 2019 Annual & Mayor's Report



The 2019-2023 Southgate Community Action Plan (CAP) sets out six major goals under the themes of Business Development, Health & Housing, Municipal Services and Public Communications. The goals each have a list of action priorities for the period of 2019-2023. The CAP sets out specific initiatives to be undertaken starting in 2019 and identifies where the leadership resides related to each of these themes.

The six goals are:

1. Attracting New and Supporting Existing Businesses and Farms
2. Revitalizing Downtown Dundalk
3. Promoting Health Services and Housing Choices
4. Adequate and Efficient Public Facilities
5. Upgrading our "Hard Services"
6. Citizen Engagement

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 development, and development will be underway.

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.

1-B - By 2023, the Township will have completed a bypass road between Hwy 10 and the industrial park

1-C - By 2023, the Township will have entered into an agreement to sell its Hwy 10 frontage for the purposes of commercial development & development will be underway.

1-D - The Township will continue to encourage, facilitate and publicize business skills training programs in Southgate

1-E - By 2023, the Township will have updated the Official Plan and zoning bylaw to provide flexibility for business, help to reduce processing requirements, and help to provide more opportunity for success.

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 to meet other needs.

Goal 6 - Citizen Engagement

Action 6: The residents and businesses of Southgate expect their local government to be transparent and approachable, to provide clear and timely information, and to explain and seek their input on issues and decisions facing the community.

Strategic Initiatives:

6-A – The Township website will have a complete facelift.

6-B - The Township will work with existing organizations, including the Historical Society, in reviewing its built and natural heritage, and planning for the future of its cultural and recreational assets.

6-C - As its population approaches 10,000, the Township will create the statutorily required Heritage Committee.

6-D - Council will have implemented a variety of practices to provide Council and residents public with opportunities for informal two-way communication with residents, including semi-annual "Coffee with Council" events

6-E - Working with the County, and in coordination with other partners, the Township will place a priority on developing establishing permanent transportation service between Southgate & other communities, in order to provide access to employment, as well as to meet other needs.

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-A - The County and the Township will have reconstructed Main Street.

2-B - The Township will have developed, adopted and implemented Community Improvement Plans for settlement areas, including incentives for downtown redevelopment and re-use.

2-C - The Township will have modified the vacant commercial premises tax rebate program, in order to remove disincentives to restoration and re-use.

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

2-E - The Township will increase its support for, and promotion of, community events, festivals, parades, library activities, and other events that attract people to the downtown area.

2-F - The Township will appoint and work with a Downtown Revitalization Advisory Committee, involving community organizations, businesses, landlords and tenants, and other stakeholders.

2-G - The Township will have installed prominent signage to direct visitors to downtown attractions and businesses.

2-H - The Township will support the renewal of the downtown murals.

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.

5-B - The Township will have adopted a long-term asset mgmt. 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.

5-D - The Township will have erected a new Dundalk water tower

5-E - The Township will have produced savings by examining alternatives when bridges or culverts require replacement, including where appropriate installing dual culverts instead of replacing box culverts.

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-A – By means of appropriate policies, incentives and development partners, the Township will facilitated a significant increase in the supply and variety of both rental and purchase housing/accommodation within Southgate.

3-B - The Township will have been a significant advocate for and contributor to a new and expanded South East Grey Community Health Centre clinic in Southgate.

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.

Goal 4 - Adequate and Efficient Public Facilities

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.

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.

4-B - The Township will have made a decision on the future viability or uses of the Olde Town Hall, and taken action accordingly.

4-C - The Dundalk arena auditorium will have had an elevator installed and the necessary renovations will have been completed, in order to accommodate the expanded Early-ON program and a wider variety of programming for youth, seniors, and newcomers to the community, and possibly a cafeteria.

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.

4-E - The Township will have projected the likely demand for/viability of ice sports at the Dundalk arena in 10-15 years time, and will have developed a business case for the future ice sport usage, or for alternative non-ice uses, as appropriate.

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

02/01/2020 thru 02/29/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038436	02/04/2020	001004	BARCLAY WHOLESAL	225.32
	Invoice 25469		01/27/2020 AREN-BOARD BRSH/MICROFB CLOT	225.32
038437	02/04/2020	001039	AMCTO	3,288.30
	Invoice 49288/49285		01/30/2020 LAW&HR CERT COUR:	3,288.30
038438	02/04/2020	001044	ANCHEM SALES	942.42
	Invoice 188687		01/29/2020 WATER CHEMICALS	33.90
	Invoice 188681		01/29/2020 WATER CHEMICALS	908.52
038439	02/04/2020	001060	ATS TREE SERVICES INC.	1,830.60
	Invoice 3196		01/24/2020 RDS-RD 22,24,26,49 TREE CLN UP	1,830.60
038440	02/04/2020	002018	BELL MOBILITY CELLULAR	687.25
	Invoice December 31, 2019		12/31/2019 CELLULAR PHONES	687.25
038441	02/04/2020	002047	BROADLINE EQUIPMENT RENTALS LTD	817.79
	Invoice 69803		01/17/2020 RDS-WOOD CHIPPER/SAFTY GLASS	817.79
038442	02/04/2020	003011	CANADA'S FINEST COFFEE	124.00
	Invoice IN337045		01/09/2020 ADMIN- COFFEE FOR LUNCHROOM	124.00
038443	02/04/2020	003026	CARSON SUPPLY	1,625.53
	Invoice S1580178.002		01/20/2020 WTR-MARKER FLAGS/HOSE NOZZLE	1,625.53
038444	02/04/2020	003076	CORPORATE EXPRESS CANADA INC	53.83
	Invoice 52434607		01/22/2020 FIR/CLRK/RDS/WAT-PPR/ENVL/CALC	130.65
	Invoice 52392763		01/17/2020 RETURN BLDG COLOUR COPY PAPE	-76.82
038445	02/04/2020	003083	COUNTY OF GREY	356.16
	Invoice IVC00000000020390		12/31/2019 ADMN-ACCESS PRVCY PORTAL SUE	356.16
038446	02/04/2020	004043	DON EBY MEDICINE PROFESSIONAL CORPORATION	452.00
	Invoice December 30, 2019		12/31/2019 FIRE-DEFIB PROGRAM SUPERVISIO	452.00
038447	02/04/2020	004067	DUNDALK DISTRICT CREDIT UNION	226.00
	Invoice 14180-Five Star Inv.		12/31/2019 DEC 2019 SNOW CLEARING	226.00
038448	02/04/2020	005001	E. F. MARTIN MFG. LTD.	333.98
	Invoice 5152		01/20/2020 RDS-HYDRAULIC HOSE/DBL HEX NU	66.81
	Invoice 5154		01/20/2020 RDS-UNIT 215 HYDRA HOSE/SWIVEL	173.66
	Invoice 5173		01/27/2020 RDS-UNIT 209 HYDRAULIC HOSE	93.51
038449	02/04/2020	005014	EGREMONT/PROTON FEDERATION	4,242.10
	Invoice December 31, 2019		12/31/2019 AGR- 2019 ANNUAL MEMBERSHIP	4,242.10
038450	02/04/2020	005017	ELECTRICAL SAFETY AUTHORITY	346.91
	Invoice 98055398		01/14/2020 RDS-STREET LIGHTING MAINT/INSP	346.91
038451	02/04/2020	005037	EVANS UTILITY & MUNICIPAL PROD	3,796.80
	Invoice 0000159641		01/23/2020 WTR-T10 BASE METER/BOTTOMS X4	3,796.80
038452	02/04/2020	006014	FIVE STAR CLEANING	574.32
	Invoice 14403		12/31/2019 LIB/POL-4 CLEANS IN DEC 2019	257.92
	Invoice 14440		01/23/2020 VAN DUSSEN SEWAGE BACKUP CLI	316.40
038453	02/04/2020	006023	FOSTER SERVICES/822498 ONTARIO INC.	2,118.75
	Invoice 20-003		01/23/2020 SEWER-VAN DUSSEN FLUSH/VACUL	2,118.75

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02/01/2020 thru 02/29/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038454	02/04/2020	007012	GEORGIAN BAY FIRE & SAFETY SUP	397.76
	Invoice 792130		01/17/2020 RDS-HOLST FIRE EXT INSPECTION	397.76
038455	02/04/2020	007046	GREY COUNTY PUBLIC WORKS ASSOCIATION	450.00
	Invoice January 2020		01/01/2020 2020 GREY CNTY PW ASS 5 MEMBE	450.00
038456	02/04/2020	008027	HIGHLAND SUPPLY	2,878.44
	Invoice 282881		01/24/2020 RDS-HPVL PRUNER/COUPLERS/KIT	1,146.86
	Invoice 282307		12/31/2019 WATER-MINIATURE BULBS	8.87
	Invoice 282049		12/18/2019 RDS-UNIT 113 PINCH/HAIR PIN	5.07
	Invoice 282054		12/18/2019 RDS-ROTT4 TP15W40CK4 BULK	1,532.23
	Invoice 282201		12/23/2019 RDS-UNIT 113 TELLUS S2 18.9L	107.16
	Invoice 281874		12/10/2019 FIRE-HIGH PRESSURE HOSE	78.25
038457	02/04/2020	008039	HURON BAY CO-OPERATIVE INC.	105.14
	Invoice 143894		01/18/2020 WAST-LOCK DE ICE/PROPANE TORC	42.21
	Invoice 144000		01/20/2020 RDS/HPVL- PULLY/MOUSE TRAP	25.02
	Invoice 144026		01/21/2020 WASTE-DDLK PROPANE CYLINDER	23.23
	Invoice 143953		01/20/2020 WASTE-DDLK ALUMINUM GATE	14.68
038458	02/04/2020	008040	HURONIA/MED-E-OX LTD.	700.60
	Invoice L 2057351		12/31/2019 PROPANE CYLINDERS	700.60
038459	02/04/2020	008041	HWY 4 TRUCK SERVICE LTD.	4,993.48
	Invoice 93293		01/17/2020 RDS-UNIT 218 FIX LIGHTS/WIRING	513.29
	Invoice 93284		01/10/2020 RDS-UNIT 213 TIRE/WINDOW RPAIR	2,044.07
	Invoice 93416		01/28/2020 RDS-UNIT 205 REPLACE FILTERS	244.68
	Invoice 93189		01/17/2020 RDS-UNIT 216 DRAIN VALV/BEARING	279.42
	Invoice 93333		01/23/2020 RDS-UNIT 217 FLEET SERVICE	543.50
	Invoice 93372		01/10/2020 RDS-UNIT 218 SERVICE & REPAIRS	1,223.62
	Invoice 93369		01/28/2020 RDS-UNIT 105 EXHAUST TIP/CLAMP	144.90
038461	02/04/2020	009004	IDEAL SUPPLY INC.	717.40
	Invoice 975153		01/30/2020 RDS-UNIT 100 HALOGEN CAPSULES	58.74
	Invoice 948068		01/21/2020 RDS-UNIT 209 WIPR BLADE/FILTER	45.19
	Invoice 957731		01/24/2020 RDS- HOLST STEEL FUNNELS	36.42
	Invoice 947981		01/21/2020 RDS-B SECTION BELT	11.84
	Invoice 942639		01/20/2020 RDS-22" WIPER BLADES UNIT 216	45.18
	Invoice 976396		01/30/2020 RDS-WIPER BLADES/SWITCH TOG M	120.38
	Invoice 937740		01/17/2020 RDS-ANTIFREEZE/WIP BLADE/BRUS	126.57
	Invoice 954108		01/23/2020 RDS-UNIT 209 FUEL FILT/W BLADE	45.18
	Invoice 958581		01/24/2020 RDS- HOLST AIR LINE COUPLERS	26.69
	Invoice 957773		01/24/2020 RDS-HOLST AIR LINE COUPLERS	64.53
	Invoice 946962		01/21/2020 RDS-209 FILTER/FLUID/WIPERS	136.68
038462	02/04/2020	009013	INNOVATIVE SURFACE SOLUTIONS CANADA	1,681.71
	Invoice INV52365		01/27/2020 RDS-PROPATCH	1,681.71
038463	02/04/2020	010011		156.00
	Invoice February 3, 2020		02/03/2020 REC- TOWN HALL 4 CLEANS	156.00
038464	02/04/2020	011010	KETCHUM MANUFACTURING INC	523.25
	Invoice 418665		01/27/2020 CANINE CONTROL-1500 DOG TAGS	523.25
038465	02/04/2020	012010	LIBRARY BOUND INC	615.01
	Invoice 30072666		01/16/2020 LIBRARY BOOKS	615.01

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

02/01/2020 thru 02/29/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038466	02/04/2020	012022	LOCAL AUTHORITY SERVICES LTD	282.50
	Invoice EPT003049		01/08/2020 ENERGY PLANNING TOOL 2020 SUB	282.50
038467	02/04/2020	013001	M & L SUPPLY FIRE & SAFETY	9,954.18
	Invoice 001298		12/31/2019 FIRE-4 BUNKER SUITS MP KHAKI	8,866.97
	Invoice 001258		12/31/2019 FIRE-2 HELMETS/FIRE EAGLE AIR	1,087.21
038468	02/04/2020	013011	MAPLE LANE FARM SERVICE INC.	223.74
	Invoice 1183192		01/24/2020 RDS-HOLSTEIN FUEL CONDITIONER	223.74
038469	02/04/2020	013035	MCDONALD HOME HARDWARE	166.33
	Invoice 85469		01/09/2020 LIB- LED LAMP	12.98
	Invoice 85411		01/07/2020 RDS-BATTERIES,SCREWS,WASHER	22.70
	Invoice 85917		01/27/2020 REC/ARENA-5 KEYS, KEYCHAIN	33.46
	Invoice 85890		01/25/2020 FRANK MAC- GARDEN SUPPLIES	27.10
	Invoice 85688		01/17/2020 RDS-HPVL LIGHTS/LIC PLATE RPR	30.84
	Invoice 85736		01/20/2020 WATER-UNIT 309 USB PHONE 3	11.29
	Invoice 85983		01/30/2020 RDS-SHRINK TUBING/G30 CHAIN	10.34
	Invoice 85904		01/27/2020 RDS-BUILDERS HARDWARE	2.96
	Invoice 86079		02/01/2020 ARENA- WHITE LACES	11.28
	Invoice 85824		01/23/2020 LIB- DISH SOAP	3.38
038470	02/04/2020	013075	MOOREFIELD EXCAVATING	49,202.51
	Invoice Contr 5619-19,Cert 7		12/31/2019 RECON MAIN ST E, RESURF MAIN W	49,202.51
038471	02/04/2020	013097	MCDUGALL ENERGY INC.	14,686.13
	Invoice 4377725		01/21/2020 CLEAR DIESEL	1,369.32
	Invoice 4377724		01/21/2020 DYED DIESEL	1,826.76
	Invoice 4380836		01/23/2020 REGULAR GAS	704.60
	Invoice 4380835		01/23/2020 CLEAR DIESEL	3,482.55
	Invoice 4380834		01/23/2020 DYED DIESEL	1,118.47
	Invoice 4390747		01/30/2020 DYED DIESEL	988.65
	Invoice 4390750		01/30/2020 CLEAR DIESEL	2,237.75
	Invoice 4390753		01/30/2020 REGULAR GAS	342.57
	Invoice 4387385		01/28/2020 CLEAR DIESEL	899.58
	Invoice 4387384		01/28/2020 DYED DIESEL	1,715.88
038472	02/04/2020	015045	OSPREY EQUIPMENT REPAIR LTD	531.10
	Invoice 3586		01/21/2020 RDS-3.5HR LABOR 870D UNIT 105	531.10
038473	02/04/2020	016040	PREMIER EQUIPMENT LTD	3,732.56
	Invoice 06802418		01/30/2020 RDS-640H REAR MOUNT SANDER	3,723.35
	Invoice 985273		01/30/2020 RDS-UNIT 105 PRESSURE VALVE	9.21
038474	02/04/2020	018011	REALTAX INC.	2,841.95
	Invoice 74534		01/20/2020 GYSG19-04 REAL TAX FEES	581.95
	Invoice 74535		01/20/2020 GYSG 19-02 REAL TAX FEES	536.75
	Invoice 74533		01/20/2020 GYSG 19-05 REAL TAX FEES	740.15
	Invoice 74532		01/20/2020 GYSG 19-06 REAL TAX FEES	491.55
	Invoice 74531		01/20/2020 GYSG 19-09 REAL TAX FEES	491.55
038476	02/04/2020	019073	STRONGCO EQUIPMENT	168.83
	Invoice 90839225		01/24/2020 RDS-UNIT 100 BULBS	37.24
	Invoice 90838580		01/23/2020 RDS-UNIT 100 BULBS	114.64
	Invoice 90840546		01/28/2020 RDS-UNIT 100 FREIGHT OUT	16.95
038478	02/04/2020	020038	TOWNSHIP OF SOUTHGATE	872.74
	Invoice 149743		12/31/2019 FIRE- WATER NOV-DEC 2019	872.74

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

02/01/2020 thru 02/29/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038479	02/04/2020	020047	TSC STORES LP	57.63
	Invoice TRN3369		01/30/2020 ADMIN-OFFICE SALT	57.63
038480	02/04/2020	022002	VALLEY BLADES LIMITED	3,169.65
	Invoice S022543		01/27/2020 RDS-WING SECTIONAL KIT 11FT X2	3,169.65
038481	02/04/2020	022008	VIKING CIVES LTD	506.42
	Invoice 2689560		01/21/2020 RDS-2 UPPER SPRING SUSPENSION	318.60
	Invoice 2689764		01/27/2020 RDS-IMPACT PLATE/16" HOSE ASSY	187.82
038482	02/04/2020	023033	WILLIAM JAMES & ASSOCIATES PARALEGALS	375.00
	Invoice January 21, 2020		01/21/2020 PROSECUTION SRV BYLAW 2189PS	375.00
038483	02/04/2020	023039	WORK EQUIPMENT	116.16
	Invoice 048635		01/22/2020 RDS-BOLTS & NUTS UNIT 113	116.16
038484	02/04/2020	098002		1,250.00
	Invoice Dec 31 2019		12/31/2019 2019 FINAL INSPCTION REFUND X5	1,250.00
038485	02/04/2020	098002		500.00
	Invoice Jan 22, 2020		01/22/2020 FINAL INSPECTION REF 2019-301	500.00
038486	02/04/2020	098002	EHITEL NETWORKS INC.	15,991.20
	Invoice Jan 30, 2020		01/30/2020 WATER-REFUND REMAINING DEPOS	15,991.20
038487	02/04/2020	098002		1,500.00
	Invoice Jan 23, 2020		01/23/2020 BLDG-FINAL INSPECTION REFUNDX	750.00
	Invoice January 23, 2020		01/23/2020 BLDG-FINAL INSPCTION REFUND X3	750.00
038488	02/04/2020	098002		250.00
	Invoice January 22, 2020		01/22/2020 FINAL INSPECTION REF 2019-340	250.00
038489	02/04/2020	098002	LIFESTYLE HOME PRODUCTS	250.00
	Invoice January 22 2020		01/22/2020 FINAL DEPOSIT REFUND 2019-0397	250.00
038490	02/04/2020	099002	BANK OF MONTREAL	807.00
	Invoice February 4, 2020		02/04/2020 ACCNT	807.00
038491	02/04/2020	099002	BRANDT	164.52
	Invoice 10 7900559		12/31/2019 ROADS- HOSE UNIT 105	164.52
038492	02/04/2020	099003	FELTMATE DELIBATO HEAGLE LLP	1,500.00
	Invoice January 22, 2020		01/22/2020 CLERKS LEGAL FEES 20L138	1,500.00
038493	02/04/2020	099005	KODIAK LOADING DOCK SYSTEMS INC.	468.95
	Invoice 388/110290		12/31/2019 FIRE-REPLACE REMOTES/DOOR RP	468.95
038494	02/04/2020	099006	MAXIMUM SIGNS	465.00
	Invoice 84265		01/14/2020 RDS-NO WINTER MAINT ALUM SIGN	465.00
038495	02/04/2020	099007	PROMAC	6,303.14
	Invoice 0072765		01/31/2020 RDS-UNIT 114 HYD 107CC MOTOR	6,303.14
038496	02/04/2020	099007	RURAL RESCUE FIRST AID TRAINING	85.50
	Invoice 1192		01/13/2020 FIRE- N95 MASKS X3	85.50
038497	02/04/2020	099007	SOLOMAN PLUMBING	604.55

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	Invoice 1108		01/27/2020 SEWER-BRADLEY ST EMERG DRAIN	604.55
038498	02/04/2020	099008		381.00
	Invoice January 27, 2020		01/27/2020 DENTAL REIMBURSEMENT	381.00
038499	02/04/2020	099008	VFD SOLUTIONS	588.73
	Invoice 14688		01/01/2020 LAGOON-MOUNT KIT/ADAPTER/PLA	588.73
038500	02/04/2020	099009	WAGGS LTD.	101.70
	Invoice 171394		01/22/2020 LIB- 3 MAT CLEANS	50.85
	Invoice 155442		11/27/2019 LIB-CLEAN MATS NOVEMBER 2019	50.85
038501	02/05/2020	008044	HYDRO ONE NETWORKS INC.	1,976.48
	Invoice January 21, 2020		01/21/2020 ELECTRICITY CHARGES	1,976.48
038502	02/11/2020	099003	DAVIDSON-HILL ELEVATOR INC.	16,220.00
	Invoice 012920A		01/29/2020 REC/ARN-ACCESSIBILITY ELEVATOR	16,220.00
038503	02/19/2020	001004	BARCLAY WHOLESALE	1,119.55
	Invoice 26011		02/03/2020 AREN-SPECTATOR NETTING	508.50
	Invoice 25919		02/03/2020 ARENA-BLADE SHARPENING	102.55
	Invoice 26045		02/10/2020 ARENA-SPECTATOR NETTING ROPE	508.50
038504	02/19/2020	001024	AIR LIQUIDE CANADA INC.	331.10
	Invoice 71070108		02/01/2020 RDS HOLST-CYLINDER LEASE	167.81
	Invoice 71070107		02/01/2020 RDS HOLST-CYLINDER LEASE	163.29
038505	02/19/2020	001059	ASSOCIATION OF ONTARIO ROAD SUPERVISORS	350.30
	Invoice 635		01/27/2020 2020 CERT RENEWAL	175.15
	Invoice 560		01/27/2020 2020 CERT RENEW	175.15
038506	02/19/2020	002047	BROADLINE EQUIPMENT RENTALS LTD	2,528.88
	Invoice 69782		01/13/2020 RDS-WOODCHIPPER/SCRAPER	1,225.99
	Invoice 69493		01/01/2020 RDS-TIGER TORCH-COLD PATCHING	163.85
	Invoice 70006		01/31/2020 RDS/HOLS-TIGR TORCH-COLD PATC	163.85
	Invoice 69965		01/29/2020 RDS/HPVL SHOP-SCISSOR LIFT	288.15
	Invoice 69080		01/01/2020 RDS-PACKER FOR SHOULDERING 4	687.04
038507	02/19/2020	002057	BUCKHAM TRANSPORT LIMITED	1,378.60
	Invoice 28010		01/30/2020 HZRD WASTE-DISPOSAL CHARGE	1,378.60
038508	02/19/2020	002063	BRANDT	138.52
	Invoice 10 7901238		01/30/2020 RDS-UNIT 101 SEAL KIT	138.52
038509	02/19/2020	003038	CHALMERS FUELS INC	472.13
	Invoice 971758		02/12/2020 RDS- UNIREX GREASE	472.13
038510	02/19/2020	003054		1,985.00
	Invoice 17-Jan 31/2020		01/31/2020 RDS/HOLST-JAN BLOW SNOW 34 HF	577.00
	Invoice 18-Jan 31/2020		01/31/2020 RDS-HOLS SIDEWLK 22HR SNOW CI	1,408.00
038511	02/19/2020	003076	CORPORATE EXPRESS CANADA INC	1,119.55
	Invoice 52509327		01/30/2020 ADM/CLRK/WTR-PPR TWL,CERT,LAE	322.77
	Invoice 52560270		02/05/2020 WTR/ADM/CLRK-PAPER/ENVL/LABEL	796.78
038512	02/19/2020	003077	COTTAGE COUNTRY INTERNET	3,910.33
	Invoice 1510-20200205-2		02/06/2020 WTR-WELL INTERNET	3,910.33

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Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038513	02/19/2020	003083	COUNTY OF GREY	54,832.40
	Invoice February 5, 2020		02/05/2020 JAN 2020 DEVELOPMENT CHARGES	44,130.00
	Invoice IVC00000000020499		12/31/2019 WNTR MATERIAL USAGE OCT-DEC'1	10,702.40
038514	02/19/2020	003089	SUNBELT RENTALS OF CANADA INC.	171.20
	Invoice 72293288-0001		01/28/2020 RDS-EAR PLUG/GLASSES/PAINT	171.20
038515	02/19/2020	004004	DA-LEE PAVEMENT PRODUCTS LP	2,689.40
	Invoice inv0000565		01/27/2020 RDS- POTHOLE RPR/SEALER SPRAY	2,689.40
038516	02/19/2020	004032	DEWAR SERVICES	237.30
	Invoice 16453		02/06/2020 LAGOON-VFD BUCKET WIRING RPAI	237.30
038517	02/19/2020	004071	DUNDALK FOODLAND	15.97
	Invoice Tran3400		01/29/2020 ADMIN-MILK/CREAM FOR LUNCHRO	6.94
	Invoice Tran7965		01/09/2020 RDS-MAGIC ERASER	9.03
038518	02/19/2020	005015	EH!TEL NETWORKS INC	146.89
	Invoice ET-105134		02/15/2020 ADMIN-INTERNET	146.89
038519	02/19/2020	005030	ERAMOSA ENGINEERING INC	1,038.19
	Invoice M2020-01-1		01/31/2020 WATER-9.5 HR PROGRAM UPDATES	1,038.19
038520	02/19/2020	005039	EXCEL BUSINESS SYSTEMS	586.23
	Invoice 378293		01/30/2020 ADMN-COPIER LEASE JAN 2020	333.11
	Invoice 243509		02/11/2020 ADM/FIR/LIB-MARCH COPIER LEASE	253.12
038521	02/19/2020	006014	FIVE STAR CLEANING AND MAINTENANCE	2,474.70
	Invoice 14517		01/31/2020 RDS/ADMIN-5 CLEANS IN JANUARY	649.75
	Invoice 14522		01/31/2020 REC-SWINTON PRK JANUARY 3 CLN	186.45
	Invoice 14519		01/31/2020 LIB/POL-JANUARY 4 CLEANS	203.40
	Invoice 14518		01/31/2020 RDS-DDLK/HOLS DEPOT JAN 5 CLNS	322.05
	Invoice 14537		01/31/2020 FIRE-JAN CLEANS & SNOW REMOV	937.90
	Invoice 14574		01/05/2020 FIRE-JAN 15 WATER RMVL RD 12	175.15
038522	02/19/2020	007043	GREY COUNTY FIRE CHIEFS ASSOCIATION	750.00
	Invoice January 29, 2020		01/29/2020 FIRE-2020 MEMBERSHIP DUES X3	750.00
038523	02/19/2020	008005	HACH SALES & SERVICE CANADA LTD	183.63
	Invoice 214038		01/27/2020 LAGOON-GLASS FILTER/ASPIRATOR	183.63
038524	02/19/2020	008015	HAWKINS ELECTRICAL CONTRACTING LTD.	672.92
	Invoice 2095		01/31/2020 RDS-WATRA ST LIGHT REPAIR WIRE	672.92
038525	02/19/2020	008027	HIGHLAND SUPPLY	680.02
	Invoice 282454		01/01/2020 RDS-PIN/LOCK NUT UNIT 215	18.79
	Invoice 282385		01/02/2020 RDS-DDLK DEPOT UNIT 215 DIESEL	58.99
	Invoice 282554		01/10/2020 RDS-113 SHOP ROLL/BRAKE CLEAN	24.43
	Invoice 282649		01/14/2020 RDS-UNIT 117 PARTS AND LABOUR	70.47
	Invoice 282652		01/14/2020 RDS-BOLTS,NUTS,WASHER UNIT 11	5.58
	Invoice 282704		01/16/2020 RDS-UNIT 215 TELLUS S2 18.9L	189.37
	Invoice 282693		01/16/2020 RDS-215 TELLUS S2/TIE STRAP	223.21
	Invoice 282787		01/21/2020 RDS-HPVL DEPOT-3-8 IN COUPLER	29.56
	Invoice 282823		01/22/2020 RDS-MTL CUTOFF WHEEL/STL BRU	59.62
038526	02/19/2020	008034	HOLSTEIN FEED MILL (2015) LTD	570.76
	Invoice 312099		01/20/2020 RDS-20KG BAG ICE SALT X63	570.76

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038527	02/19/2020	008040	HURONIA/MED-E-OX LTD.	442.77
	Invoice D73468		01/01/2020 PROPANE CYLINDERS	77.34
	Invoice D73466		01/01/2020 PROPANE CYLINDERS	38.67
	Invoice D73473		01/09/2020 PROPANE CYLINDERS	68.30
	Invoice D75179		01/21/2020 PROPANE CYLINDERS	68.30
	Invoice D73475		01/14/2020 PROPANE CYLINDERS	34.15
	Invoice D75182		01/28/2020 PROPANE CYLINDERS	62.01
	Invoice D70579		01/20/2020 PROPANE CYLINDERS	94.00
038528	02/19/2020	008041	HWY 4 TRUCK SERVICE LTD.	838.32
	Invoice 93609		02/10/2020 RDS-UNITS 213,217,218,219 DEF	838.32
038529	02/19/2020	009010	INFINITY NETWORK SOLUTIONS	12,466.39
	Invoice 26546		01/16/2020 REF-CORRECT QUANTITY INV#2652	-18.08
	Invoice 26297		01/01/2020 LIB-MS 0365 MONTHLY SERVICES	8.17
	Invoice 26551		01/10/2020 LIB-MS 0365 SERVICES REF-26297	-8.17
	Invoice 27044		02/03/2020 ADMIN-MS 0365 BUS PREM PLAN	514.60
	Invoice 27111		02/10/2020 BLDG-SET UP TABLETS TO RUN APF	813.60
	Invoice 26900		02/03/2020 WAT/LIB-REF ON MONITOR/MAINTN	-4.37
	Invoice 27132		02/10/2020 ADMIN-MONTHLY COMP SERVER SV	2,431.62
	Invoice 26868		01/31/2020 ADMN/RDS-COMP UPGRADES/INSTA	3,649.90
	Invoice 26924		02/03/2020 ADM/RDS-COMP/SERVER MAINT/UP	5,079.12
038530	02/19/2020	012010	LIBRARY BOUND INC	1,906.34
	Invoice 30073487		01/30/2020 LIBRARY BOOKS	386.38
	Invoice 30073200		01/23/2020 LIBRARY BOOKS	379.82
	Invoice 30070598		12/31/2019 LIBRARY BOOKS	354.70
	Invoice 30069267		12/31/2019 LIBRARY BOOKS	443.74
	Invoice 30074006		02/05/2020 LIBRARY BOOKS	341.70
038531	02/19/2020	013035	MCDONALD HOME HARDWARE	251.40
	Invoice 85735		01/20/2020 REC-TOWN HALL ICE MELT X5	39.49
	Invoice 85961		01/29/2020 REC- MOUSE TRAP	13.54
	Invoice 86183		02/06/2020 AREN-EYE SCREWS/BLEACH CLEAN	54.17
	Invoice 84316		12/31/2019 LIB-MASKING TAPE/GARLAND	12.60
	Invoice 86249		02/10/2020 REC-TOWN HALL 8" TANK LEVER	11.96
	Invoice 86035		01/31/2020 WW/SEWER-HEX GALV BUSHING	1.91
	Invoice 86089		02/03/2020 REC/TWN HALL-10KG BAG ICE MELT	19.19
	Invoice 85638		01/16/2020 WATER-WHTPOLY TUBING	44.07
	Invoice 86171		02/06/2020 WAST-IRON RMVR/CLEANERS	49.06
	Invoice 86195		02/07/2020 RDS-MGC ERASER SPONGES	5.41
038532	02/19/2020	013049	MICHELIN NORTH AMERICA (CANADA) INC.	1,395.78
	Invoice DA0007549546		01/30/2020 WTR-309 TIRE INSTL/SPIN BAL	1,395.78
038533	02/19/2020	013058	MINISTER OF FINANCE	51,530.26
	Invoice February 6, 2020		02/06/2020 TILE DRAIN LOAN REPAYM 2018-11	46,897.16
	Invoice 1-117289066-7		01/31/2020 AGR-TILE DRAINAGE LOANS	4,633.10
038534	02/19/2020	013074	MOON-MATZ LTD.	661.05
	Invoice 17376		01/30/2020 R-FLATO 75 PHOTMETRIC CALC-3HF	661.05
038535	02/19/2020	013097	MCDUGALL ENERGY INC.	9,455.35
	Invoice 4414224		02/13/2020 DYED DIESEL	1,072.90
	Invoice 4414262		02/13/2020 DYED DIESEL	916.79
	Invoice 4401326		02/04/2020 DYED DIESEL	1,415.17
	Invoice 4401327		02/04/2020 CLEAR DIESEL	1,679.06
	Invoice 4403120		02/05/2020 CLEAR DIESEL	3,094.98

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	Invoice 4414225		02/13/2020 CLEAR DIESEL	1,276.45
038536	02/19/2020	015025	ONTARIO FIRE TRUCK INC	2,239.10
	Invoice 6172.		02/18/2020 FIRE-TRUCK REPAIR/SUPPLIES	2,239.10
038537	02/19/2020	015045	OSPREY EQUIPMENT REPAIR LTD	881.40
	Invoice 3588		02/05/2020 RDS/HOLST-MOLDBOARD INSERTS	881.40
038538	02/19/2020	015052	O.P.F. EX.	23.00
	Invoice Feb 5, 2020		02/05/2020 ARENA-FILTER CLEANING	23.00
038539	02/19/2020	016014	PENINSULA OVERHEAD DOORS	1,554.51
	Invoice 154934		02/03/2020 RDS-DDLK SHOP 2MEN SCISSR LIFT	1,554.51
038540	02/19/2020	016040	PREMIER EQUIPMENT LTD	2,057.92
	Invoice 982188		01/21/2020 RDS-OIL & FILTER PROMO	-14.17
	Invoice 978467		01/09/2020 RDS-OIL/FILTERS UNIT 105	2,017.44
	Invoice 987571		02/05/2020 RDS-UNIT 214 O-RING/WASHERS	38.83
	Invoice 985920		01/31/2020 RDS-HOLST SHOP NUTS & BOLTS	15.82
038541	02/19/2020	016044	PUROLATOR INC	270.49
	Invoice 443652385		01/24/2020 RDS/CLERKS-PROP STNDRD-SHIP T	238.92
	Invoice 443588483		01/17/2020 CLERK-SHIP TO MINISTRY OF AGRI	31.57
038542	02/19/2020	018013	RECEIVER GENERAL FOR CANADA	2,813.54
	Invoice 20200028946		02/02/2020 044080074608 RADIO LICNSE RNWL	1,221.28
	Invoice 20200029701		02/02/2020 RADIO LICNS RENWL 044080109011	1,592.26
038543	02/19/2020	018015	REEVES CONSTRUCTION LTD	624.33
	Invoice 19829		02/05/2020 RDS-JAN 6.5 HOUR TRUCK RENTAL	624.33
038544	02/19/2020	018032	ROBERT'S FARM EQUIPMENT	838.15
	Invoice S24016		02/05/2020 RDS-UNIT 117 WING REPAIR	838.15
038545	02/19/2020	019043	ENTANDEM	126.47
	Invoice 28892		01/02/2020 SKATING RINK LICNSING FEE 2020	126.47
038546	02/19/2020	019051	SPARLING'S PROPANE	984.05
	Invoice 88725065887561		01/22/2020 WASTE-PROPANE	984.05
038547	02/19/2020	019076	STUTZ BROWN & SELF PROFESSIONAL CORP	734.25
	Invoice 29648		01/21/2020 R-2019 REGISTRATIONS S-3503-19	734.25
038548	02/19/2020	019086	SHRED-IT	153.64
	Invoice 8100951294		01/30/2020 CLERKS-SHREDDING SERVICES	153.64
038549	02/19/2020	020026		600.00
	Invoice January 2020		01/31/2020 CLEAN LIBRARY JANUARY 2020	300.00
	Invoice November 2019		12/31/2019 LIBRARY CLEANING-NOVEMBER 201	300.00
038550	02/19/2020	020049	THE WELLINGTON ADVERTISER	582.12
	Invoice 251819		02/06/2020 CLRKS-PASS PROCEDURE BYLAW /	155.23
	Invoice 252218		02/18/2020 RDS/WTR EMPLOYMENT/TENDER R	426.89
038551	02/19/2020	022007	VFD SOLUTIONS INC.	2,262.83
	Invoice 14668		12/13/2019 WW-NOV 4,22-2019 SERVICE CALL	2,262.83
038552	02/19/2020	022008	VIKING CIVES LTD	546.65

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	Invoice 2690006		01/31/2020 RDS-205 CROSS CHAIN/HOSE CLAM	251.11
	Invoice 2690207		02/06/2020 RDS-IDLER SHAFT ASSY/ROD BELT	295.54
038553	02/19/2020	023005	WALKERTON CLEAN WATER CENTRE	1,118.70
	Invoice 3050487		02/10/2020 APRIL DWQMS WKSHP	1,118.70
038554	02/19/2020	023008	WASTE MANAGEMENT	6,864.32
	Invoice 0003196-0677-8		02/03/2020 RECYCLING	6,864.32
038555	02/19/2020	023044	WAGGS LTD.	50.85
	Invoice 175302		02/05/2020 LIB- FEB 5 MAT CLEANING	50.85
038556	02/19/2020	025002	YOUNG'S BUILDING MATERIALS INC.	67.79
	Invoice 661619		01/31/2020 RDS-RHINO NEW FILLED PRP TANK	67.79
038557	02/19/2020	098002		400.00
	Invoice Februray 7, 2020		02/07/2020 ENTRNCE PERMIT DEP REF 2020-01	400.00
038558	02/19/2020	099002	AGDRAIN INC.	1,418.27
	Invoice January 27, 2020		01/27/2020 DRAIN-CERT 2	1,418.27
038559	02/19/2020	099002	BLUEWATER CHAPTER OBOA	100.00
	Invoice Februrary 12, 2020		02/12/2020 2020 BLDRS FORUM	100.00
038560	02/19/2020	099003	FRANK COWAN COMPANY	1,730.84
	Invoice IN000011477		01/31/2020 FIRE-P1910395 ACCIDENT BENEFIT	1,730.84
038561	02/19/2020	099003		50,000.00
	Invoice February 7, 2020		02/07/2020 TILE DRAIN DEBENTURE 2020-002	50,000.00
038562	02/19/2020	099004	GRAHAM DRIVING SERVICE	282.50
	Invoice 5485		02/06/2020 JAN31,2020 TORONTO TO LIBRARY	282.50
038563	02/19/2020	099004	GREEN PARTY CAMPAIGN	75.00
	Invoice February 18, 2020		02/18/2020 GREEN PRTY CAMPGN-SIGN DEP RI	75.00
038564	02/19/2020	099004	HOLSTEIN AGRO EXPO AND RODEO	2,500.00
	Invoice February 5, 2020		02/05/2020 2020 GRANT	2,500.00
038565	02/19/2020	099004	INSIGNIA SOFTWARE	904.00
	Invoice 2274		02/04/2020 LIB-ANNUAL SOFTWARE FEE 2020	904.00
038566	02/19/2020	099005	LEBLANC ILLUMINATIONS- CANADA	78.51
	Invoice 003311		01/23/2020 RDS-STREELIGHT REPAIR-SHIPPINC	78.51
038567	02/19/2020	099005	LONDON WEST RESOURCE CENTRE	13.45
	Invoice 205263		12/31/2019 LIB-2020 MARC RECORDS	13.45
038568	02/19/2020	099006	MOTION ELECTRICAL CONTRACTING LTD	1,536.48
	Invoice 9305		01/31/2020 COUNCIL-LED LIGHTS CHAMBERS	775.18
	Invoice 9167		12/17/2019 HPVL OFFICE LED LIGHTING	761.30
038569	02/19/2020	099006	MOUNT FOREST LOUISE MARSHALL HOSPITAL FOUNDATION	200,000.00
	Invoice January 13, 2020		01/13/2020 PUBH-EMERG/AMBULATORY 10Y RE	200,000.00
038570	02/19/2020	099006	OMAA	446.35
	Invoice 2020-711-S		02/04/2020 CAO-OMAA 2020 MEMBERSHIP FEE	446.35

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038571	02/19/2020	099006	ORANGEVILLE FIRE EQUIPMENT FIRST AID & SAFETY INC.	778.57
	Invoice 84751		01/30/2020 FIRE-BREATHING CYLINDER TESTS	778.57
038572	02/19/2020	099006	OSUM	1,195.54
	Invoice February 6, 2020		02/06/2020 CNCL-CNFRNC	1,195.54
038573	02/19/2020	099007	STEVENSON INSULATION INC.	8,356.35
	Invoice 23898		02/11/2020 HPVL OFFICE INSULATION/VENTS	8,356.35
038574	02/19/2020	099007	SUTHERLAND CONSTRUCTION	7,362.52
	Invoice J021176		11/30/2019 RDS-NOV'19 SRD 49 TRUCK RENTAL	7,362.52
038575	02/19/2020	099009	WATECH SERVICES INC	4,407.00
	Invoice 3888		02/07/2020 WTR-WELL D3 RESEVOIR REPAIR	4,407.00
Cheque Register Total -				635,866.77



ONTARIO'S WATCHDOG
CHIEN DE GARDE DE L'ONTARIO

February 5, 2020

Via post and email

Council for the Township of Southgate
c/o Mayor John Woodbury
185667 Grey County Road 9
Dundalk, ON.
N0C 1B0

Dear Mayor Woodbury and members of council for the Township of Southgate,

This letter is to notify you that the Ombudsman's Office has received a complaint alleging that on October 22, 2019, the Township's Fire Department Advisory and Support Committee held a meeting that did not comply with the open meeting rules in the *Municipal Act, 2001*. The Ombudsman's Open Meetings Team will be investigating this complaint.

Cameron McKeich of our office will be in contact with Clerk, Joanne Hyde, in the near future to provide further information with respect to the conduct of this investigation.

Please do not hesitate to contact Cameron at 416-586-3384, should you have any questions or concerns.

Thank you for your co-operation with our Office during this investigation.

Sincerely,

A black rectangular redaction box covering the signature of Wendy Ray.

Wendy Ray
General Counsel

CC: Joanne Hyde, Clerk

Bell Trinity Square
483 Bay Street, 10th Floor, South Tower, Toronto, ON M5G 2C9
483, rue Bay, 10^e étage, Tour sud, Toronto (Ontario) M5G 2C9
Tel./Tél. : 416-586-3300
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February 11, 2020



Dear Mayor John Woodbury

Re: Municipal Alcohol Policy Options to Mitigate Alcohol Harms

Recent provincial regulatory changes regarding the sale, service, and consumption of alcohol will impact the health and safety of local communities. These changes include that:

- Special Occasion Permit (SOP) events will have extended hours for alcohol sales, will not be required to serve food, and areas of alcohol service will not have to be separated from the rest of the event;
- Municipalities now have the authority to designate public spaces, such as parks and beaches, for the consumption of alcohol through a local by-law.

Greater access to alcohol is known to increase alcohol consumption and its associated harms. It is anticipated these changes will create direct costs to municipalities, including: police, EMS, fire services, and property damage. These changes are also anticipated to increase municipal exposure to liability – particularly if drinking in public spaces is permitted.

Grey Bruce Health Unit and the Ontario Public Health Association recommend that municipalities adopt, at a minimum, the following provisions to their Municipal Alcohol Policy in order to mitigate the harms of the recent provincial regulatory changes:

- Specify the times permitted for alcohol service and retain previous permissible times.
- Maintain existing minimum pricing requirements.
- Require that food be made available (i.e. do not permit alcohol-only events).
- Require that designated alcohol service and consumption areas be physically separated from non-designated areas.

In the coming months, public health staff will engage directly with municipalities to support Municipal Alcohol Policy updates in accordance with the above recommendations. Should you have any questions or concerns, please do not hesitate to contact Susan Shular, Interim Director of Operations & Program Development at S.Shular@publichealthgreybruce.on.ca

Working with you to create healthy and safe communities for all,

A handwritten signature in black ink, appearing to read "Mitch Twolan".

Mitch Twolan
Chair, Board of Health

A handwritten signature in black ink, appearing to read "Ian Arra".

Dr. Ian Arra
Medical Officer of Health and CEO

Enclosed: Managing Alcohol at Events on Municipal Property, OPHA (2019)
Grey Bruce Municipal Alcohol Policy Template, GBHU (2020)

CC: Dave Milliner, CAO
Joanne Hyde, Clerk

Working together for a healthier future for all..

101 17th Street East, Owen Sound, Ontario N4K 0A5 www.publichealthgreybruce.on.ca



GREY BRUCE MUNICIPAL ALCOHOL POLICY TEMPLATE

Grey Bruce Health Unit

Drafted: October 2014

Revised: August 2016

January 2020

This Municipal Alcohol Policy Template was first developed in 2013 by a working group of community partners in Grey and Bruce Counties. Input was received from the Alcohol and Gaming Commission of Ontario, the Ontario Provincial Police, Public Health, local municipalities and reviewed by a legal representative from a liability perspective.

This document is intended to be used as a template for communities wanting to update or create their own Municipal Alcohol Policies. It will be reviewed and revised on an ongoing basis ensure it reflects the most up-to-date best practices, as well as current legislation and standards.

For more information, please contact the Grey Bruce Health Unit at 519-376-9420 or toll-free at 1-800-263-3456.

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SECTION 1: OVERVIEW

1.1 GOALS

The goals of this policy are to:

- Promote a safe, enjoyable environment within municipal premises.
- Ensure the health and safety of participants, staff and community.
- Reduce alcohol related problems such as injury, violence and liability which arise from alcohol consumption on municipal property.

The municipality owns and manages various premises where alcohol consumption may be permitted under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) which administers the Liquor License Act (LLA) and issues Liquor Sales Licenses (LSL) and Special Occasion Permits (SOPs).

1.2 RISKS

The Liquor Licence Act is very clear in setting standards around alcohol service to the public. If you do serve alcohol, the Liquor Licence Act and this Municipal Alcohol Policy (MAP) dictate your rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, people participating in your event might be exposed to danger, and you could be held responsible.

Anyone who sells, serves or gives alcohol to a person is known as a provider of alcohol. Providers may include but are not limited to: service clubs and their members, private family function organizers, or anyone obtaining a Special Occasion Permit to run an event. The occupier is the group/individual that owns and/or rents the premises where the event is taking place. Both providers and occupiers are liable for the event and its attendees.

RATIONALE: A range of problems can occur due to irresponsible alcohol consumption, which may affect other persons attending the event, other organizations wishing to utilize the facility in the future, the public and the municipality. Since the late 1980's and early 1990's, municipalities have taken a proactive approach to developing alcohol management policies as risk management tools, based on the many negative alcohol related accidents and incidents that have occurred. One in five drinkers in Grey and Bruce are regular heavy drinkers. This high-risk practice is a strong predictor of alcohol related problems which are evident in our communities. These problems may include:

- *Injuries or death due to intoxicated persons or others as a result of alcohol consumption*
- *Liability actions arising from improper serving and monitoring of alcohol consumption*
- *Liquor License Act charges against the municipality and/or SOP holder*
- *Suspension of SOPs being issued at specific facilities*

By reducing alcohol intoxication, drinking under the legal age and the possibility of driving a vehicle while impaired, the above problems will correspondingly diminish.

1.3 OBJECTIVES

- To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure legislation pertaining to SOPs and licences is properly understood and strictly complied with.
- To ensure proper supervision and proper operation of licensed events in order to protect the organizers, the participating public, volunteers, the municipality and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
- To provide for a balanced use of alcohol through licensed events so that alcohol becomes a responsible part of a social function rather than the reason for it.

1.4 DEFINITIONS

Alcohol and Gaming Commission of Ontario (AGCO)

The AGCO is responsible for the administration of the Liquor License Act <https://www.agco.ca/>

Catering Endorsement

Holders of a valid liquor sales licence with a catering endorsement are permitted to sell and serve beverage alcohol at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment (for example, an unlicensed basement). A catering endorsement may not be used at a location if:

- The location's liquor sales license is currently under suspension,
- A liquor sales license for that location has been revoked or refused, or
- A business or individual cannot get a Special Occasion Permit for that location

Event

For the purposes of this policy, an event refers to any licensed event held on municipal premises at which alcohol will be served and/or sold. Such events may include but are not limited to weddings, showers, dances, barbeques, and birthday parties. The duration of the event encompasses the setup, operation and cleanup.

Public Events - A public event is one which is open to the public to attend and is conducted by a registered charity or not-for-profit entity. An individual or business may host a public event if the event is (a) being held in a licensed facility, or (b) has been deemed of municipal, provincial, national or international significance (see Appendix A).

Private Event – A private event is one which is for invited guests. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

Outdoor Event – An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilions, tents or temporary structures).

Liquor Industry Promotional Event - For events held to promote a manufacturer's product through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

Tailgating Event - For Public Events that are held outdoors, in connection with, and in proximity to, an eligible live sporting event and where attendees 19 years of age or older may bring their own liquor (BYOB) for consumption at the event. These events can be advertised and the sale and/or service of alcohol are permitted at the event.

Event Organizer

Refers to the individual(s) who have signed the facility rental agreement for an event that will involve the selling and/or serving of alcohol on municipal premises. The Event Organizer and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the Liquor License Act and its regulations. They assume responsibility and liability for the entire operation of the event.

Event Worker

A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP. All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event. They assume responsibility and liability for the entire operation of the event in conjunction with the Event Organizer. Event workers may have one or more of the following roles:

- Floor monitor
- Door monitor
- Server/bartender
- Ticket seller

Detailed roles and responsibilities for each type of event worker can be found in Section 2.

Liquor License Act (LLA)

Outlines the laws regarding the sale and service of alcohol.

<https://www.ontario.ca/laws/statute/90l19>

Licensed Security

Security personnel monitor entrances and patrol licensed areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licensed under the *Private Security and Investigative Services Act, 2005* (PSISA) or as may be amended from time to time. [Private Security and Investigative Services Act, 2005](#)

Municipal Alcohol Policy (MAP)

A local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold or served.

Municipal Premises

All municipally owned or leased facilities and lands.

Municipal Representative

Municipal staff or a designate that attends and monitors the event on behalf of the municipality and ensures all components of the Municipal Alcohol Policy is met.

Operational Plan

A coordinated plan of actions to prevent and control potential risks. See the AGCO's document Planning Special Events, Concerts or Festivals tip sheet for more information.

<https://www.agco.ca/liquor-sales-licence-plans>

Server Training Program

A certificate training program for serving alcohol that is approved by the AGCO. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. An example is the training program offered by Smart Serve Ontario (<https://www.smartserve.ca>).

Special Occasion Permit (SOP)

A liquor permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) for social events where alcohol will be sold or served. <https://www.agco.ca/alcohol/special-occasion-permits-private-event>

Special Occasion Permit Holder

Refers to the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder's place. If the permit holder designates a person to attend the event in the permit holder's place, both the permit holder and the designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy (MAP) and the Liquor License Act and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

Standard Drink

A Standard Drink means:

12 oz or 341 ml. of beer with 5% alcohol **OR**

5 oz or 142 ml. of wine with 12% alcohol **OR**

1 ½ oz or 43 ml. of spirits with 40% alcohol

The municipality may set a minimum price point for each drink sold at events held on municipal properties.

SECTION 2: DESIGNATION OF PROPERTIES, EVENTS AND ROLES

2.1 DESIGNATION OF PROPERTIES

The following municipal facilities and areas are designated as suitable for events that will sell/serve alcohol provided that the renter obtains an SOP or a Liquor License through a caterer's endorsement issued by the AGCO and agreeing to conditions as set out by the Municipality:

-
-
-

2.2 DESIGNATION OF EVENTS

Youth Focused Event

It is not recommended that alcohol be served or sold at a youth focused event (i.e. minor sports tournament).

High Risk Event

The Municipality, AGCO and/or police, at their own discretion, may deem an event to be high risk. These events will require additional staffing and may require that an operational plan be developed in consultation with the AGCO and local police.

SOP Private Events

As per the Liquor License Act, the following rules apply to private event Special Occasion Permits:

- Invited guests only. A guest list must be provided to the municipality in advance of the event.
- Absolutely no public advertising. Information about the event may be shared with invited guests only. The event must not be advertised to the public in any way, including but not limited to: flyers, newspaper, internet, social media, radio or television.
- No intent for gain or profit from the sale of alcohol at the event
- Absolutely no 50/50 draws, raffles, raffles of alcohol
- Absolutely no games of chance; however, games of skill are permitted
- Silent and/or live auctions are permitted

2.3 ROLES AND RESPONSIBILITIES

Role of Municipal Representatives

Municipal representatives are responsible for ensuring the Permit Holder, Event Organizer and/or designates are provided written information outlining the conditions of the MAP and ensure that they have been informed of their responsibilities. Municipal representatives have the authority/responsibility to demand

correction and/or to cease the sale and service of alcohol and will have ultimate authority regarding decision-making on the part of the Permit Holder. Municipal representatives monitoring a liquor-licensed event shall be certified by a server training program recognized by the AGCO.

Role of Permit Holder, Event Organizer and designates:

The Permit Holder and designates must be 19 years of age or older. The Event Organizer and designates must be 18 years of age or older. All are responsible and liable for the conduct and management of the event, including, but not limited to:

- compliance with the MAP and facility rental agreement, in addition to the LLA and its regulations
- organization, planning, set up and clean up of the event
- arranging event workers
- hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and security
- in the case of the Permit Holder and/or the Event Organizer, training their designates, if applicable
- training of other event workers
- posting the Special Occasion Permit or Caterer's Endorsement in a conspicuous place on the premises to which the permit applies or keep it in a place where it is readily available for inspection
- alcohol sales and service - including the choice of beverages so as to avoid the supply of fortified or extra strength drinks
- ensuring no one consumes alcohol in unauthorized locations
- the safety and sobriety of people attending the event including those persons turned away to control the event
- organizing safe transportation options (e.g. designated drivers, taxis)
- responding to emergencies

The Permit Holder and Event Organizer (or designates) must read and sign *the Checklist for Liquor Licensed Events - Organizers and Permit Holders* (Appendix B) to indicate that they have read this policy and understand their responsibilities. The Permit Holder must provide a copy of the Special Occasion Permit and any updates to the Municipality prior to the start of the event.

The Permit Holder and Event Organizer (or designates) must attend the event for the entire duration – including the post event clean up and be responsible for decisions regarding the actual operation of the event.

EVENT STAFF & RESPONSIBILITIES

- Server training program certification is recommended for all event staff (see definition in Section 1.4).
- The Permit Holder and Event Organizer are required to read, express understanding of and sign Appendix B: Checklist Agreement for Event – Permit Holder and Event Organizer.
- The permit holder and event organizer will assume the responsibility of ensuring all event workers abstain from consuming alcohol during the event and will not be under the influence of any alcohol prior to the event.
- It is strongly encouraged that the Permit Holder and Event Organizer and designates, not consume alcohol or recreational cannabis prior to or during the event.
- Event personnel must wear identifiable clothing (such as "event staff" printed on clothing) or wear clearly identifiable name tags) and be present on the licensed premises during all hours of alcohol

service and at least one hour past the time sale and service of alcohol ceases. Event personnel must ensure all patrons have vacated the premises and ensure that the premises are secured prior to leaving.

- All signs of the sale and service of alcohol must be cleared within 45 minutes of the end of the event.

Bartender Criteria and Responsibilities:

- Certified by a server training program recognized by the AGCO
- Appointed by the Event Organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this MAP and the LLA
- Checks identification and verifies age (see Appendix D)
- Accepts tickets for the purchase of alcoholic drinks
- Serves standard sized drinks
- Serves a maximum of two standard sized drinks per patron per visit – no doubles
- Monitors for intoxication
- Refuses service when patron appears to be near intoxication.
- Offers non-alcoholic substitutes
- Must be 18 years of age or older

Ticket Seller Criteria and Responsibilities:

- Certified by a server training program recognized by the AGCO
- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this MAP and the LLA
- Checks identification and verifies age (see Appendix D)
- Monitors for intoxication
- Only sells a maximum of 4 tickets per patron at one time
- Refuses sale to patrons near intoxication
- Must refund tickets on request whenever the bar is open and up to 30 minutes after the bar has closed
- Must be 18 years of age or older

Door Monitor Criteria and Responsibilities:

- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this MAP and the LLA
- One monitor must be present at each entrance/exit of the premises for the duration of the event and until the premises have been secured once the event is over
- Checks identification and verifies age (see Appendix D)
- Checks for signs of intoxication
- Limits entry to venue capacity
- Refuses admission to intoxicated and troublesome individuals
- Ensures that age of majority patrons are clearly marked using wristbands if there will be youth in attendance at the event
- Monitors those showing signs of intoxication when ready to leave the event and ensures they have a sober and responsible person with them
- Recommends safe transportation options
- Must be 18 years of age or older

Licensed Security/Paid Duty Police Criteria and Responsibilities:

- If using a security company – such company must be duly bonded and licensed under the [Private Security and Investigative Services Act, 2005](#)
- Patrols the licensed area and immediate area outside the licensed area, washrooms and parking lot scanning for potential trouble
- Ensures alcohol remains within the licensed area
- Notifies event staff, Event Organizer and Permit Holder of potential incidents
- Helps in handling disturbances
- Assists the Permit Holder and/or Event Organizer in vacating the premises
- Summons police when requested by the Event Organizer, Permit Holder, municipal representative, or as deemed necessary
- Aware of and responsible for the fire safety plan
- May be required to check ID (see Appendix D)

Floor Monitor Criteria and Responsibilities:

- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP
- Monitors patron behaviour and crowd control
- Monitors for intoxication and informs bartenders and/or security personnel of intoxicated persons
- Early identification of potential problems
- Reports problems and complaints to security, Event Organizer and Permit Holder
- Suggests safe transportation alternatives
- Must be 18 years of age or older
- Aware of and responsible for the fire safety plan

SECTION 3: MANAGEMENT PRACTICES**3.1 INSURANCE**

The Permit Holder and Event Organizer must provide proof of insurance by way of submitting an original Certificate of Insurance to the Municipality in accordance with the last statement of this paragraph. The Certificate of Insurance must be in effect for date(s) where Municipal property is being used or occupied by the Event Organizer and Permit Holder. Failure to provide proof of insurance in accordance with this Section will void the rental.

Proof of General Liability Insurance coverage in an amount of not less than five million dollars (\$5,000,000.00) must be provided to the Municipality prior to rental of the facility. The insurance must be issued by an accredited insurance company that is licensed to carry on business in Ontario and that is satisfactory to the Municipality. The insurance coverage must at a minimum include the following:

- a) Coverage for bodily injury and property damage liability
- b) A Liquor Liability endorsement
- c) The Municipality shown as an additional insured on the policy
- d) The Event Organizer (facility renter) and Permit Holder must be included as additional insured

- Check with your insurance provider to ensure all appropriate parties are included on the policy.
- The Municipality or hosting organization reserves the right to request even higher limits of insurance should the event be deemed as higher risk.
- Completed Insurance Certificate, SOP and Rental Agreement must be provided to the Municipality at least 2 weeks prior to the event. Failure to submit any of these documents may result in cancellation of having alcohol at the event and/or cancellation of the rental itself.

3.2 RECOMMENDED MINIMUM STAFFING RATIOS FOR SPECIAL OCCASION PERMIT EVENTS

The Municipality, AGCO, and/or the applicable police service involved reserve the right to adjust these requirements as deemed necessary.

Attendance /Capacity	Number of Bartenders	Number of Door Monitors/Ticket Sellers*/Floor Monitors	Number of Certified Security or Paid Duty Police
Up to 100	1 Trained	3	At the discretion of the Municipality
101-225	2 Trained	4	At the discretion of the Municipality
226-399	3 trained	5	2 Licensed Security/Paid Duty Police
400-599	4 Trained	6	4 Licensed Security/Paid Duty Police
600-999	6 Trained	8	6 Licensed Security/Paid Duty Police
1000+	TBD based on Operational Plan	TBD based on Operational Plan	TBD based on Operational Plan

Trained – means certified by a server training program recognized by the AGCO

Licensed Security – licensed under the [Private Security and Investigative Services Act, 2005](#)

Operational Plan – For events over 1000, the AGCO requires a security meeting. The permit holder must submit an operational plan for the event which includes a site plan, schedule, and security plan. For events under 1000, AGCO may still request this process.

*Ticket Sellers must be trained in a certified server training program recognized by the AGCO

If the event includes youth admittance, a tent, pavilion, any other temporary structure, or a fenced area, the ratio of floor/door monitors should be increased by one additional worker.

3.3 YOUTH ADMITTANCE FOR ALL AGES EVENTS

Depending on the level of event risk, minors may not be permitted to attend an event. In all cases, no one under the age of 19 shall be served alcoholic beverages at licensed events. At licensed events where the permit allows patrons under the age of 19, all age of majority patrons will be wrist banded, identifying them as eligible to be served. Event workers shall ask anyone who appears to be under the age of 30 for valid photograph identification (see Appendix D).

If events are expected to have a youth presence, there should be a designated alcohol-free zone within the facility that is proportionate to the ratio of youth expected. As an example, if the event is expected to have 50% minor attendance, then only half of the space should be licensed for alcohol. There shall be physical separation between these two spaces.

Age of majority patrons (19 years of age and older) at all ages events shall be marked with wristbands.

3.4 GAMBLING

Games of chance, luck or mixed chance and skill such as raffles, 50/50 draws or wheel of fortune are not permitted unless the proper licence has been obtained from the Municipality or Province of Ontario. Licenses are only issued to eligible organizations with charitable, educational, religious or community betterment purposes. Visit www.agco.on.ca for further information.

SECTION 4: PREVENTION STRATEGIES

4.1 SAFE TRANSPORTATION

The Event Organizer and Permit Holder are responsible to have a safe transportation strategy including a designated driver program to promote safe transportation options for all participants, in order to ensure participant safety. Examples of safe transportation options are:

- Designated drivers selected from non-drinking participants at the event;
- Providing non-alcoholic drinks (coffee, pop, juice, water) for designated drivers;
- Designated drivers provided by the sponsoring group; or
- Taxis or buses paid either by the sponsoring group or the participant.

The options shall be advertised at the event so that all participants are aware of what is available. Non-alcoholic beverages must be made available.

4.2 SAFE ENVIRONMENT

- Permissible times for alcohol service are between 11am and 1am.
- All bottles and cans must be retained within the bar area; all drinks must be served in plastic or paper cups.

- There are no “shooters” allowed including JELLO or otherwise.
- Unsafe activities such as drinking contests, discounted drinks, dancing on tables, or other dangerous activities are strictly prohibited.
- There must be sufficient food available throughout the event. The requirement to provide food is not satisfied by snack foods such as chips, peanuts, or popcorn.
- All outdoor licenced areas are required to have a barrier at least 0.9 meters high that separates them from non-licenced areas. Higher barriers and additional criteria may be required at the discretion of the municipality, in consultation with the AGCO.
- SOP tailgate events are not permitted on municipal premises.
- Ensure the facility is adequately lighted, signs are visible, and stairs and emergency exits are clear. As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Municipal staff should be contacted should your group not be able to provide a safe setting.
- The Permit Holder, Event Organizer and/or the municipal staff member will be responsible for determining when assistance is needed and requesting it from the appropriate authorities. If an alcohol related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor License Act (LLA). Whenever the LLA is violated at your event, you are at risk of being charged. Even if no charge is laid, the fact that the LLA has been violated can be used to undermine your defense in any civil suit.

4.3 LOW ALCOHOL CONTENT

- The Permit Holder will ensure that beer with more than 8% alcohol, wine products with more than 14% alcohol, and spirits with more than 40% alcohol are not sold.
- The Permit Holder will ensure that beverages will be offered that consist of low or non-alcohol options (e.g. light beer, juice and water).
- The price of non-alcoholic beverages must be less than the price of alcohol sold on the premises.

4.4 NO ALCOHOL PROMOTION TO YOUTH

- No alcohol advertising is permitted at events where there will be youth attendance (e.g., beer company umbrellas, posters, flags, clocks).

SECTION 5: SIGNAGE

5.1 REQUIRED SIGNAGE PROVIDED BY MUNICIPALITY

Ticket Sales (signage posted where tickets are being sold)

- “Number of Tickets Available for Purchase at One Time – 4”
- “Unused tickets may be refunded while the bar is open and up to 30 minutes after closing.”
- “Ticket sales end 45 minutes before the bar closes.”

Bar Area (posted within the licensed bar area)

- “Number of tickets available for redemption at one time – 2”
- Low Risk Drinking Guidelines sign (Appendix E)
- ~~“Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.”~~
- “Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.” (Sandy’s Law)
- ~~“You can only be served a maximum of two alcohol drinks at any one time.”~~
- ~~“There will be no Last Call.”~~
- ~~Time bar will be closed~~
- “Low or non-alcohol drink options are available.”
- ~~“Bartenders cannot serve alcohol to anyone less than 19 years of age. Proper ID must be presented to event staff when requested.”~~
- ~~“Servers are not allowed to consume alcohol prior to or during their shift(s).”~~

5.2 REQUIRED SIGNAGE PROVIDED BY PERMIT HOLDER

- The Permit Holder shall post the Special Occasion Permit in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection
- A licensed caterer shall post their license, notice of catering, Sandy’s Law and liquor menu at a catered event

Safe Transportation

- List of safe transportation options including local taxi phone numbers.
- “The R.I.D.E. program is in effect in our community.”

Restricted Areas

- “No alcohol beyond this point.”

5.3 ADDITIONAL RECOMMENDED SIGNAGE

- What is a standard drink sign (Appendix E)
- It is also recommended that the Permit Holder post their name and contact information at the entrance/exit to the venue

SECTION 6: ACTIONS TO ENFORCE

6.1 DUTY TO REPORT

Any person may notify the Event Organizer, Special Occasion Permit Holder, municipal staff or security personnel of suspected violations of this MAP or LLA.

- Event workers should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police and/or on-site security shall be alerted.
- A police officer or AGCO Inspector may inform the Permit Holder, Event Organizer or person in charge that they are in violation of the Liquor Licence Act and/or provincial law. Charges may be laid against the offending individual(s) at the officer's or inspector's discretion.
- The Permit Holder, Event Organizer and/or designates shall inform the Municipality when repairs or other actions are required to make municipal property secure or safe for use.
- Municipal staff on duty at the time of the event reserve the right to ensure this Municipal Alcohol Policy is being adhered to at all times.

A violation of this policy occurs when the Permit Holder or Event Organizer fails to comply with all the AGCO policies, the LLA and its regulations, and/or this policy.

6.2 CONSEQUENCES FOR FAILURE TO COMPLY WITH MUNICIPAL ALCOHOL POLICY

The municipality may cancel, intervene or terminate the event at any time for violations of this MAP or rental agreement. Regardless of the reason for termination of the event, the Municipality will not be responsible for any compensation whatsoever to the Event Organizer or affected persons for any resulting financial losses that they may have suffered.

First Infraction: Where the Permit Holder or Event Organizer has violated this MAP, the group may be sent a registered letter from the Municipality advising them of the violation and indicating that no further violations will be tolerated.

Second Infraction: Should the Permit Holder or Event Organizer violate this policy within one year of receiving notice of their first violation – both parties will be subject to a penalty as defined by the municipality.

6.3 CONSEQUENCES FOR ALCOHOL CONSUMPTION IN UNDESIGNATED AREAS

First Infraction: The municipal representative on duty will issue one verbal warning requesting the person or group remove the alcohol from the premises and advise them that a letter will be sent to their organization representative to inform them of this violation.

Second Infraction: A second violation within one year of the first infraction (verbal warning) will result in a penalty as defined by the municipality.

6.4 OTHER CONSEQUENCES

Where there has been a failure to comply with the Liquor License Act or any other applicable legislation, the police or the AGCO inspector may intervene for compliance purposes and may, at their discretion or other

authority, terminate the event. It remains the responsibility of the Permit Holder, Event Organizer and/or designates to manage the event and to take appropriate actions, including ending the event, vacating municipal property, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options.

Similarly, the AGCO can deny or suspend the issuing of SOPs to certain premises on the basis of historical violations at that particular location.

SECTION 7: POLICY REVIEW AND IMPLEMENTATION

7.1 POLICY REVIEW

To monitor the effectiveness of this Municipal Alcohol Policy, Council shall initiate a review of this policy every five years or earlier if needed. Such a review shall be based on information provided by the appropriate municipal representative and other invited sources, and then the outcome of the review shall be reported to Council with suggested policy changes, if required.

7.2 IMPLEMENTATION PHASE

It is recommended that the Municipality design and implement a strategy to orientate all municipal staff and community user groups to the policy requirements and to promote the policy to the community at large, including all licensed establishments, service clubs, community groups, etc. This can only assist these organizations with due diligence and accident prevention. It will also help to reduce potential insurance claims for both the organization and the Municipality.

APPENDIX A

MUNICIPAL SIGNIFICANCE

A registered charity under the *Income Tax Act* or non-profit organization may take out a public event Special Occasion Permit (SOP), and no municipal designation is required. It is recommended that proof of charitable or not-for-profit status, in the form of a letter, be received at the time of the SOP application.

An individual or business may also apply for a public event SOP if organizing or conducting an event of:

- provincial, national or international significance (as agreed to by the Registrar of Alcohol and Gaming); or
- **municipal significance for which a municipal resolution or letter from the municipal clerk or designated authority is required and indicates the event is one of municipal significance**

The municipality is under no obligation to provide this designation to an applicant for a public event SOP. Even with the designation of municipal significance, the AGCO Registrar ultimately decides if the necessary criteria have been met in order for a SOP to be issued.

APPENDIX B

CHECKLIST AGREEMENT FOR LICENSED EVENTS

This checklist must be completed in full, signed and submitted to the Municipality, with all supporting information, at least 2 weeks before the event. See the Municipal Alcohol Policy for additional information.

1. Name of Event: _____
2. Location of Event: _____
3. Date and Time of Event: _____
4. Estimated Number in Attendance: _____
5. Will persons under 19 years of age be attending this event? Yes ☐ No ☐
6. Name of person and/or group hosting this event:

7. Name of Event Organizer and all official designates:

Event Organizer

Name: _____ Home Phone: _____ Cell: _____

Official Designates

Name: _____ Home Phone: _____ Cell: _____

Name: _____ Home Phone: _____ Cell: _____

8. Name of Special Occasion Permit Holder and all official designates (if different from above):

Special Occasion Permit Holder

Name: _____ Home Phone: _____ Cell: _____

Official Designates

Name: _____ Home Phone: _____ Cell: _____

Name: _____ Home Phone: _____ Cell: _____

9. A copy of the Special Occasion permit has been provided?

Yes ☐ Date received: _____

10. Copy of insurance has been provided?

Yes ☐ Date received: _____

11. Rental Agreement has been read and signed?

Yes ☐ Date received: _____

Facility Rental Deposit? Yes ☐ Date received: _____

12. Copy of proof of security has been shown? Yes ☐ Date received: _____

Name of Company or Police Service: _____

Number of security personnel attending: _____

13. Proof of Risk Management Plan? Yes ☐ Not Required ☐

14. Copy of Guest List provided? Yes ☐ No ☐

15. The safe transportation strategies that will be used at this function are:

- a) _____
- b) _____
- c) _____

16. Type of identification for event workers (please describe):

17. Copies of certified server training program for event workers provided?

Yes ☐ Date received: _____

I have received, read and understand all the Municipal Alcohol Policy (MAP) regulations AND I and my event workers will observe and obey all policy regulations during this event.

(If there is anything that you do not understand with respect to this Policy it is your responsibility to contact Municipality staff (phone: _____) to obtain clarification and understanding.)

_____ Print Name of Event Organizer	_____ Signature of Event Organizer	_____ Date
_____ Print Name of SOP Holder	_____ Signature of SOP Holder	_____ Date
_____ Print Name of Municipal Representative	_____ Signature of Municipality Representative	_____ Date

APPENDIX C

Municipality of _____ SPORTS ACTIVITY AGREEMENT:

Name of Team/Group: _____

Name of Contact Person: _____

Address: _____

Phone Numbers: Home _____

Business _____

Certification:

1. I understand that alcohol cannot be served or consumed on _____ properties or in facilities unless it is done within the terms of the Liquor License Act of Ontario and the Municipality of _____'s Municipal Alcohol Policy.
2. I understand that if any member of the team or organization operating under my direction violates this policy or any of the regulations of the Liquor License Board of Ontario, that our team will receive a verbal warning and the violation will be documented.
3. I understand that if any member of my team or organization violates this policy or any of the regulations of the Liquor License Board of Ontario within one year of a previous violation that our group will be penalized as defined by the municipality.
4. It is my responsibility to ensure that all team captains and other supervisory personnel of the organization are aware of and understand the Municipality of _____'s Alcohol Policy.

Additional print copies of the Municipal Alcohol Policy will be provided upon request.

Print Name: _____

Signature: _____ Date: _____

OFFICE USE

Agreement received by (print name): _____

Signature: _____ Date: _____

APPENDIX D

Checking Identification (ID)

http://www.agco.on.ca/pdfs/en/tip_sheets/3056.pdf

In order to be valid, identification must:

- Have been issued by a government;
- Be current (expired ID is not valid);
- Include the person's photograph; and
- Include the person's birth date.

Note: By law, no one can be required to produce their Ontario Health Card, nor can their health number be collected.

Some forms of acceptable ID include:

- Ontario Driver's Licence
- LCBO BYID card
- Canadian Armed Forces Identification Card
- Photo card issued under the Photo Card Act
- Canadian Citizenship Card with photograph
- Canadian Passport
- Permanent Resident Card (Canadian)
- Secure Indian Status Card (Canadian)

Tips for Checking ID

- Ensure you are in a well-lit area
- Take your time and examine the ID closely - check the photo, date of birth and the expiry date
- Never accept ID without a photo. Hold the ID in your hands, rather than allowing the patron to flash it at you. If it is in any sort of case, take it out.
- Feel for extra thickness around the photo and the edge of the lamination. This may be an indication of a second photograph placed on top of the original and re-laminated.

Effective January 1, 2013, a new identifier on Ontario driver's licences and photo ID cards issued to individuals aged 16 to 18 will clearly show when the cardholder turns 19. The cards will have an "AGE 19" banner followed by the exact date the card holder turns 19.

APPENDIX E
Low Risk Alcohol Drinking Guidelines & Standard Drink Sizes

<http://www.ccsa.ca/2012%20CCSA%20Documents/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Brochure-en.pdf>

One serving of alcohol contains 13.6 grams of pure alcohol. Since the alcohol content varies from beverage to beverage, the size of a standard drink will be different for each type of beverage depending on its alcohol content.

1 standard drink equals:

- 341 ml (12 oz.) of 5% alcohol content (beer, cider or cooler)
- 142 ml (5 oz.) of wine with 12% alcohol content
- 43 ml (1.5 oz.) serving of 40% distilled alcohol content (such as rum, rye, gin or vodka)

Safer Drinking Tips

- Drink slowly. Have no more than 2 drinks in any 3 hours
- For every alcoholic drink, have one non-alcoholic drink. This is called a 'spacer' drink
- Eat before and while you're drinking alcohol
- Always consider your weight, age, body weight and health problems that might suggest lower limits

Drinking is a personal choice, and most people drink responsibly most of the time. These guidelines are intended to help people make smart choices about their alcohol consumption to reduce their risk of disease and injuries associated with alcohol consumption:

- Women: no more than 2 drinks per day, 10 drinks per week
- Men: no more than 3 drinks per day, 15 drinks per week
- Plan at least 2 non-drinking days per week to avoid developing a habit
- Reduce your risk by drinking no more than 3 drinks for women and 4 drinks for men on any single occasion.

Do not drink when you are:

- Driving a vehicle or using machinery and tools
- Taking medicine or other drugs that interact with alcohol
- Doing any kind of dangerous physical activity
- Living with mental or physical health problems
- Living with alcohol dependence

- Pregnant or planning to be pregnant
- Responsible for the safety of others
- Making important decisions

MANAGING ALCOHOL AT EVENTS ON MUNICIPAL PROPERTY

*Considerations to Reduce Risk Due to
Recent Regulatory Changes*

NOVEMBER 2019

PREPARED BY
OPHA'S ALCOHOL
WORKGROUP



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Managing Alcohol at Events on Municipal Property

Considerations to Reduce Risk Due to Recent Regulatory Changes

Overview

Recent regulatory changes in Ontario affect how alcohol can be served and sold at events hosted on municipal property. Some of these changes may increase the risk of health harms to patrons, event staff, and the public due to alcohol use, which remains a leading, preventable cause of disease, injury, and death in Ontario. Municipalities have the authority to reduce these potential risks by requiring events to adopt additional mitigation measures; this also has the benefit of reducing liability to the municipality.

In this document, the Ontario Public Health Association (OPHA) outlines some of the associated public health and safety concerns and provides detailed mitigation measures for consideration by municipalities.

Introduction

Following the release of the [2019 Ontario Budget](#), the Government of Ontario made a number of regulatory changes that impact the sale and service of alcohol, including at events hosted on municipal property under a [Special Occasion Permit](#) (SOP) or [Catering Endorsement](#). These changes include extended alcohol service hours, a new [Tailgate Event SOP](#) where patrons can bring their own alcohol, lowering retail prices, allowing alcohol-only events (i.e. providing food is no longer required), and changes related to physical barriers. The introduction of edible cannabis and the potential for its co-use with alcohol is also a concern.

To mitigate the potential harms due to these changes, the [Ontario Public Health Association](#) (OPHA) advises that municipalities work with their public health unit and community partners to update their Municipal Alcohol Policy (MAP). Municipalities should also consider enhancing other aspects of their MAP, such as how SOP events are promoted.

This resource was prepared by the [OPHA Alcohol Workgroup](#) to outline the public health and safety concerns and provide mitigation measures for consideration. The issue of municipal councils' [new authority](#) to designate public spaces for alcohol use (commonly known as public drinking or open container laws) will be addressed in a future resource.

Summary of Recommended Revisions to Municipal Alcohol Policies

OPHA advises that Ontario municipalities revise their Municipal Alcohol Policy to:

- Specify the times permitted for alcohol service and retain previous permissible times
- Not allow events sanctioned under a Tailgate Event Special Occasion Permit
- Ensure that existing (minimum) pricing requirements remain relevant (in light of recent policy changes that have effectively lowered the retail price of alcohol)
- Require that food be made available (i.e. do not permit alcohol-only events)
- Require that designated alcohol service and consumption areas are physically separated from non-designated areas
- Prohibit the mixing of alcohol and edible cannabis (including cannabis beverages) by event staff and discourage mixing by patrons

What is a Municipal Alcohol Policy?

Municipal property, buildings, and venues (e.g. town squares, parks, beaches) are often used to host events that sell and serve alcohol such as weddings, sporting events, and festivals. The [Alcohol and Gaming Commission of Ontario](#) (AGCO) authorises these events to sell and serve alcohol through the issuance of a SOP or Catering Endorsement (in the case of Liquor Sales License holders such as bars and restaurants).

One condition of a SOP or Catering Endorsement is that the event is approved by the property owner. For events that are to be hosted under the auspices of a municipality (e.g. property that is owned or leased), a municipal council (or delegate) is the authority that may review and grant approval. A municipal council may also include other requirements to advance municipal interests, such as promoting responsible alcohol use, limiting liability, safeguarding public and private assets, and mitigating public health and safety risks. These requirements are typically outlined in a [Municipal Alcohol Policy](#) (MAP).

For nearly three decades, MAPs have been used by Ontario municipalities to balance the responsible provision and use of alcohol while reducing alcohol-related risk, harm, costs, and liability during events hosted on municipal property. Additional [resources](#) are presented at the end of this document to assist local governments develop or strengthen their MAPs.

Extended Alcohol Service Hours

Policy Context and Impact for Municipalities

Liquor Sales License holders (e.g. bars, restaurants), SOP holders, and manufacturers with “[By the Glass](#)” licences are now able to sell and serve alcohol starting from 9 AM (previously 11 AM) and ending at 2 AM the next day, on all days. Municipalities may now receive requests for approval to sell and/or serve alcohol starting as early as 9 AM for events that are hosted on municipal property. The Government of Ontario also announced plans for consultation for additional changes to alcohol service times; a potential outcome is for permissible service times to be extended past the current 2 AM closing time (e.g. to 4 AM).

Health, Safety, and Liability Concerns

Evidence indicates that increased hours of alcohol service are related to increased alcohol consumption.¹⁻⁵ Increasing the availability of alcohol also contributes to the normalization of alcohol use.⁶ A potential emerging issue is the use of alcohol by participants of mass sporting events (e.g. triathlons, marathons),⁷ which typically take place early in the morning (e.g. alcohol use may impact post-event hydration efforts).⁸⁻¹¹ Furthermore, the potential for closing times to be extended past 2 AM may present challenges related to municipal services, for example, public transportation and enforcement staff may not be available at later hours. Later closing times are associated with heavy drinking and acute harms, including violence and injury and with public nuisance issues such as noise and public intoxication.^{4,5,12-13}

Mitigation Considerations

OPHA advises that municipalities specify the permissible times for alcohol service in their MAP and that these times remain unchanged from previous times.

Should a municipality choose to authorise an event with alcohol service before 11 AM, the following considerations are provided as potential requirements:

- Require that events are adequately insured, based on an assessment of liability in authorizing alcohol service for the new times
- Ensure that municipal staff are able to monitor and enforce relevant municipal bylaws at all times that alcohol service is authorized
- If the event is related to a mass participation sporting event (e.g. marathon, triathlon, cycling event), require measures to protect the health and wellbeing of participants such as additional floor staff to monitor the wellbeing of participants
- Limit the availability of some types of alcohol during early hours (e.g. no sale of high alcohol beers [5.6% ABV or higher] or liquor shots before 11 AM)
- Require that food service is available
- Limit number of drinks that can be obtained by each patron before 11 AM

Additional considerations for events with closing times past 2 AM

Note: At the time of publication, the latest permissible closing time for alcohol service is 2 AM. As part of the 2019 Budget report, the provincial government announced consultations for additional changes to permissible alcohol service times. The follow considerations are being provided pre-emptively to address later alcohol service times:

- Require a transportation plan demonstrating how the event host will address any shortfall in public transportation options past 2 AM (or when public transportation effectively ends)
- Limit the availability of some types of alcohol during later hours (e.g. no sale of high ABV beers or liquor shots after 12 AM)
- Require that entry to the event is stopped at a set time (e.g. no entry after 2 AM)
- Prohibit entry of intoxicated individuals (may require screening at entry)
- Require the event host to have a demonstrated track record of hosting similar events with no significant public health or safety concerns or incidents
- Require the posting of a public notice to inform local residents and businesses about the upcoming event, including details such as estimated number of participants, alcohol service hours, and information on reporting public nuisance issues
- Require enhanced security measures during the later hours
- Require review of event planning by local first responders (e.g. requirement may be triggered based on planned number of patrons)

Tailgate Event Special Occasion Permits

Policy Context and Impact for Municipalities

In May 2019, AGCO began accepting applications for a new type of SOP for [Tailgate Events](#). The primary feature of this SOP is that patrons must be permitted to bring and consume their own alcoholic beverages. This practice is commonly known as 'bring your own booze' or BYOB and is more consistent with US-style 'tailgating', in contrast to similarly promoted, non-BYOB 'tailgate' events in Ontario. For example, the Toronto Raptors hosted a number of 'tailgate parties' throughout spring 2019. However, these events did not permit patrons to bring and consume their own alcohol (despite having 'tailgate' in the event name).¹⁴

AGCO [guidelines](#) require that Tailgate Events are held at ground level, outdoors, and in close proximity to a live professional, semi-professional, or post-secondary sporting event. There is no requirement for approval or endorsement from the sporting event entity connected with the Tailgate Event (e.g. team owner, league). These events may be hosted on private or public property with approval from the property owner (e.g. a municipality). Municipalities will be notified of all Tailgate Event SOPs (occurring in their municipality) but will have no further role or input. AGCO may require [additional conditions](#) of the event host, on a case-by-case basis. Event hosts may also choose to sell and serve alcohol within designated areas.

Health, Safety, and Liability Concerns

The primary concern with the Tailgate Event SOP is that access to alcoholic beverages will not be managed or monitored in any meaningful way due to the 'BYOB' provision. Although 'BYOB' is common practice in private and non-commercial settings, introducing 'BYOB' in a public setting presents a significant and avoidable risk to the health and wellbeing of patrons, event staff, and the public.

Overall, the guidelines for Tailgate Events require that event hosts ensure that there is no intoxication, disorderly conduct or promotion of immoderate consumption, and that patrons less than 19 years of age are not consuming alcohol at the event. These are reasonable objectives. However, there are no guidelines as to how event hosts are expected to accomplish this or how these expectations will be enforced. The Tailgate Event SOP also lacks basic requirements that would support these objectives such as [SmartServe](#) training for event staff and perimeter fencing with controlled entry and exits. These are established requirements in standard SOPs and many MAPs.

Another major concern is related to the hosting of Tailgate Events for post-secondary sporting events, where many participating students will be under the legal drinking age or may be inexperienced alcohol users (e.g. they may not know their limits). In places where it is permitted, tailgating is related to increased alcohol use by students¹⁵ and is an environment where alcohol misuse may be modelled by students.¹⁶ Tailgate Events also have the potential to place an undue burden on surrounding neighbourhoods and increase the use of police and paramedic services.

Mitigation Considerations

OPHA advises that municipalities do not allow (SOP) Tailgate Events to be hosted on municipal property given the exclusion of many established alcohol control measures designed to ensure the safety and security of patrons, event staff, and the public. There may also be some benefit for private property owners to be informed of the risks involved and their liability for hosting such events featuring BYOB elements.

If a municipality chooses to authorize a Tailgate Event on municipal property, the following measures should be considered to protect the health and safety of patrons, event staff, and the public and minimize liability. The following measures were compiled and adapted from tailgate policies adopted by US post-secondary institutions and professional sports teams and venues:

- Require that the event space is physically separated from non-event space (this may require temporary fencing) and create controlled entry and exit points
- Restrict entry to individuals 19 years of age and older
- Do not authorise Tailgate Event SOPs that are connected to sporting entities from post-secondary institutions
- Require the availability of free drinking water
- Require SmartServe training for all event staff
- Prohibit drinking games, activities, and paraphernalia that encourage excessive drinking
- Require an enhanced number of floor staff to ensure compliance with regulations and policies (e.g. drinking by minors)
- Require review of event planning by local first responders (e.g. requirement may be triggered based on planned number of patrons)
- Post responsible drinking messaging throughout the venue
- Post signage that states 'Alcohol Consumption is Prohibited Beyond this Point' (or similar) at exits
- Screen exiting vehicles for impaired driving or open containers

Appendix A presents additional administrative and operational measures that municipal licensing staff may wish to require to reduce risk to patrons, event staff, and the public.

Price

Policy Context and Impact to Municipalities

Recent policy changes in Ontario have made alcohol more affordable. In August 2018, the Government of Ontario lowered the minimum retail price of a standard strength beer from \$1.25 to \$1.00. Following the release of the 2019 Budget, legislation was also passed to pause the scheduled, annual wine tax increase. Over time, the lower retail cost of alcohol may impact alcohol sales and consumption at events on municipal property. These changes are concerning as alcohol price is closely related to problematic consumption.

Health, Safety, and Liability Concerns

Evidence demonstrates that alcohol consumption is inversely correlated with price; as price increases, consumption decreases.⁴ This is especially evident with the lowest priced alcohol because problematic drinkers, which often include youth and those with [alcohol use dependence](#), tend to favour inexpensive alcohol products.^{4,6} These are two groups at risk for some of the greatest alcohol-related harms.

Mitigation Considerations

OPHA advises that municipalities revise minimum pricing requirements, as necessary, to account for provincial policies that have effectively lowered the retail price of alcohol. Minimum price policies have been demonstrated to reduce consumption and protect the public's health and safety. Indexing increases in the minimum price with inflation and setting prices according to alcohol strength (i.e. products with higher alcohol content should be priced higher) are two additional strategies that may be adopted to reduce alcohol-related harms.

Other Issues

Provision of Food

Provincially issued SOPs [no longer require](#) that event hosts provide food (e.g. meals, snacks) for patrons; that is, alcohol-only events are now permitted. Event hosts may now seek municipal approval to host an event that only sells and serves alcohol on municipal property. Providing and encouraging the consumption of food when drinking alcohol is a well-established prevention strategy to reduce the risk of harm from alcohol intoxication.¹⁷⁻¹⁹

Mitigation Considerations

OPHA advises that municipalities require that food is made available at all events on municipal property that also serve alcohol (i.e. do not permit alcohol-only events). This has been a longstanding requirement in Ontario and is strongly supported by evidence to reduce intoxication and risk of harm. Additional requirements may include providing food at the beginning of an event where alcohol is being served, throughout the duration of the event, and offering food that qualifies as a meal.

Requirement for Barriers (Partitions)

Event hosts may now seek municipal approval to host an event on municipal property where the designated alcohol service area is [not fully separated](#) by a physical barrier. This change may have little impact on events in spaces with existing physical boundaries. However, events hosted at venues without a defined physical separation may be affected, such as parks and beaches, public squares, community centres, arenas, and stadiums.

The lack of a complete physical barrier may compromise existing safety requirements, such as monitoring and controlling entries and exits, ensuring that no outside alcohol is brought into the venue, and ensuring that expelled patrons remain out. Enforcing existing alcohol sales regulations, such as not serving underage patrons, would also be more complicated.

Mitigation Considerations

OPHA advises that municipalities require that designated alcohol sale and consumption areas be fully separated from alcohol free areas, including through the use of temporary fencing where necessary.

Edible Cannabis and Beverages

The sale of edible cannabis, including cannabis beverages, [began in October 2019](#) in Canada. Federal regulations do not permit the sale of packaged, premixed alcoholic-cannabis beverages and cannabis edibles must have a label stating "No elements that would associate the product with alcoholic beverages, tobacco products, or vaping products".²⁰

An important effect of consuming alcohol and cannabis is elevated THC (the main psychoactive component of cannabis) in the bloodstream (compared to using cannabis alone), which may enhance symptoms related to "greening out" (nausea, dizziness, vomiting) and increase impairment.^{21,22} Individuals who co-use alcohol and cannabis also tend to drink more alcohol, with consequences related to increased intoxication and risk of alcohol poisoning.^{21,23}

The sale of cannabis edibles are not expected to be a major part of SOP events given the stringent licensing requirements. However, the inherent portability and ease-of-use of cannabis edibles (compared to smoking or vaping) may encourage and facilitate its co-use with alcohol at SOP events. It is conceivable that patrons may use edibles before attending the event, bring and consume their own cannabis edibles or beverages, or use cannabis edibles in mixed drinks.

Mitigation Considerations

OPHA advises that municipalities revise their MAP to reduce the risk from the co-use of cannabis edibles and alcohol by patrons at events on municipal property. The following measures are proposed for consideration.

- Prohibit event staff from mixing alcoholic beverages with cannabis edibles or beverages for patrons
- Prohibit the consumption and use of alcohol and recreational cannabis by event staff during the event
- Require event staff to be aware of the potential harms of consuming alcohol and cannabis, including cannabis edibles and beverages, and their responsibilities with respect to patrons who are intoxicated from alcohol or other substances
- Require the posting of signage related to the harms of consuming alcohol and cannabis, including cannabis edibles and beverages

Note: In October 2019, SmartServe [updated](#) its curriculum to include issues related to recreational cannabis use, including recognising signs of cannabis intoxication. Event staff with older SmartServe certifications may not have received this type of training.

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Additional Resources to Develop a Municipal Alcohol Policy

- British Columbia Ministry of Health. 2012. *A Local Government Guide to Creating Municipal Alcohol Policy*. URL: <http://www.health.gov.bc.ca/library/publications/year/2012/creating-municipal-alcohol-policy.pdf>.
- Canadian Centre on Substance Use and Addiction. 2019. *Municipal Alcohol Policy in Ontario: A Public Health Approach*. URL: <https://www.ccsa.ca/sites/default/files/2019-04/CCSA-Municipal-Alcohol-Policy-Ontario-2017-en.pdf>.
- Centre for Addiction and Mental Health, Public Health Ontario. 2013. *Making the Case: Tools for Supporting Local Alcohol Policy in Ontario*. URL: <https://www.porticonetwork.ca/documents/81358/128451/FINAL FOR WEB Dkt 487 2-Tools for supporting.pdf/2c941796-0027-4c49-9c42-0cac28028853>.
- Capital Health, Public Health Services. 2013. *Municipal Alcohol Policies: Options for Nova Scotia Municipalities*. URL: <http://www.cdha.nshealth.ca/system/files/sites/127/documents/municipal-alcohol-policies-options-nova-scotia-municipalities.pdf>.
- Centre for Addiction and Mental Health. 2003. *The Municipal Alcohol Policy Guide: A practical resource for successfully managing drinking in recreational settings*.
- Buffalo Bills. 2019. *New Era Field: Tailgate Policy*. URL: <https://www.buffalobills.com/news/bills-revamped-2019-bus-and-limo-parking-lot-policy-includes-new-fan-area-tailga>.

Appendix A. Additional Administrative and Operational Requirements for Tailgate Events Hosted on Municipal Property

Note: The following are additional administrative and operational requirements that a municipality may consider for the approval of Tailgate Event SOPs on municipal property. This list was compiled and adapted from a scan of tailgate policies adopted by US post-secondary institutions and professional sports teams and venues. Municipalities are encouraged to conduct their own review and consultations in developing their Tailgate Event SOP policies.

General requirements

- The sporting event is of municipal significance
- Approval for the Tailgate Event SOP is granted from a municipal council (i.e. not delegated approval from a clerk's office)
- Endorsement of the Tailgate Event SOP is received from the sporting event authority (e.g. owner/operator of teams, league)
- The sporting event is related to professional or semi-professional teams (i.e. sporting events related to post-secondary institutions are not permitted)
- Public notice is posted to inform local residents and businesses about the upcoming event, including details such as estimated number of participants and contact information to communicate public safety and nuisance issues related to the event

Requirements and restrictions related to event operations

- Physical space
 - Provision of adequate washroom facilities (including for patrons with disabilities) and recycling and disposal containers
 - Plan for cleanup and remediation
 - Venues that include bodies of water or swimming pools are not permitted
 - One car, one space policy (oversized vehicles must find appropriate spot)
 - First-come, first serve policy (no advance ticketing or saving of parking space)
 - No idling of parked vehicles
- Preventing excessive and underage drinking
 - Screen all exiting patrons for open alcohol containers
 - Wristband policy
- Safety and security
 - Plan to ensure the safety of patrons, staff, and the public when patrons travel from the Tailgate Event venue to the sporting event (e.g. event hosts must ensure that patrons do not consume alcohol while on their way to the sporting event venue)
 - Security deposit for post-event site cleanup and remediation
 - Plan for emergency evacuations
 - Plan for post-event vehicle traffic management
 - Documentation and reporting of incidents of violence, injury, drinking by minors, and all other contraventions of municipal permit terms
 - Staffing of all entrances and exits
 - Enhanced ratio of staff to patrons (e.g. using MAP guidelines as a starting point)
 - No consumption of alcohol or cannabis by event staff during the event
 - Maintenance of adequate clearance for access by emergency vehicles
 - Set limits on the number of patrons and vehicles; appropriate to the venue

- Plan to address any shortcoming in public transportation
- Plan to address public complaints related to the event, including complaints related to the behaviour of patrons of the event.
- Require that every vehicle where food will be cooked or heated has an operational fire extinguisher
- Charge a fee for entry with wristband policy
- Require proof of attendance at related sporting event (e.g. ticket, credentials)
- Alcohol delivery services are not permitted in the designated Tailgate Event area
- Hours of operation
 - Tailgate Event may start 3 hours before the start of the sporting event and must end before the start of the sporting event (tailgating during and after the event is not permitted)
 - Patrons must pack up their vehicles and belongings and clean up their area before the closing of the Tailgate Event (and beginning of sporting event)

Patrons are prohibited from bringing, using, or engaging in the following

- Alcohol use behaviour
 - Drinking games, paraphernalia, or activities that promote or facilitate rapid or excessive drinking
 - Kegs, half-barrels, pony kegs, or other multi-serve formats that facilitate rapid alcohol distribution and consumption
 - Glass bottles and drink containers (cups, mugs, etc.)
 - Sale of food or alcohol between patrons
- Behaviours and activities
 - Standing on vehicles (including pick-up truck beds) and sitting on vehicle roofs
 - Drones, kites, or other remote controlled or tethered flying objects
 - Skateboards, scooters, pogo sticks, rollerblades, bicycles, unicycles, and other motorised or non-motorised wheeled forms of transportation, including those that are improvised but excluding those which are required to accommodate a disability (e.g. wheelchair, mobility scooter)
 - Ball playing or any object throwing or kicking games in the vehicle parking area
 - Selling access to the event
- Cooking related
 - Open fires, wood burning, and use of charcoal
 - Deep fryers and any oil -based cooking
 - Commercial catering (e.g. food trucks)
 - Large, pull-behind grills or trailers
- Other
 - Use of fuel-based electric generators
 - Use and setting up of large electronic audio and video equipment, e.g. televisions, amplified sound systems, projectors, solar panels
 - Couches or upholstered furniture
 - Tents or awnings in the vehicle parking area
 - Carpets or other temporary ground covering in the vehicle parking area
 - Animals with the exception of service animals
 - Use of fireworks, baseball bats, golf clubs

- Distribution of or placement of flyers or brochures on vehicles
- Banners or signage identifying a business or business product
- Use of or creation of personal toilets or unregulated washroom facilities



RECEIVED FEB 13 2020

Office of the Warden

595 9th Avenue East, Owen Sound Ontario N4K 3E3
519-376-2205 / 1-800-567-GREY / Fax: 519-376-8998

February 10, 2020

Mayor John Woodbury
Township of Southgate
185667 GR 9
RR 1
Dundalk ON N0C 1B0

Dear John:

We will be hosting the Annual Warden's Forum again this year. Please consider this an invitation to you, all members of your council and senior staff to attend.

The Forum will be held at the Flesherton Kinplex, 2 Highland Drive, Flesherton on Thursday, April 16th. The meeting will begin at 4:00 p.m. and a light luncheon will be provided at approximately 5:30 p.m. with the remainder of the Forum to follow from 6:30 – 7:30 p.m.

Our theme this year will be "Climate Change – Local Impacts". The agenda for the event will include a guest speaker and a roundtable session for each municipality to provide updates related to climate or otherwise.

Attached you will find an attendees list that will need to be completed and returned to the attention of Penny Colton, penny.colton@grey.ca, no later than **Friday, March 20, 2020** in order that we can prepare accordingly.

Yours truly,

A handwritten signature in black ink, appearing to read "Paul McQueen", written over a horizontal line.

Paul McQueen
Warden
(519) 372-0219 ext. 1225

www.grey.ca
/pc

Enclosure

Committee Minutes

Grey County Joint Accessibility Advisory Committee February 12, 2020 – 3:00 PM

The Grey County Joint Accessibility Advisory Committee met on the above date at the Sydenham Campus at 1130 8th Street East, Owen Sound, ON, with the following members in attendance:

Present: Councillor Dwight Burley, Andrew Edgcumbe, Catherine Sholtz, Andy Underwood

Regrets: Christina Schnell and Claudia Strelocke

Staff

Present: Heather Morrison, Clerk; Steve Furness, Senior Economic Development Officer; Aaron Whitney, Manager of Facilities and Operations-Housing; and Kathie Nunno, Administrative and Accessibility Coordinator

Call to Order

The Clerk called the meeting to order at 3:00 PM.

Election of the Chair and Vice Chair

The Clerk called for nominations of the Chair of the Grey County Joint Accessibility Advisory Committee for 2020.

Moved by: Councillor Burley

Seconded by: Andy Underwood

That Catherine Sholtz be nominated as the Chair of the Grey County Joint Accessibility Advisory Committee for 2020.

On motion by Councillor Burley, nominations closed.

Catherine Sholtz accepted the nomination and was acclaimed as the Chair of the Grey County Joint Accessibility Advisory Committee for 2020.

The Clerk called for nominations for Vice Chair of the Grey County Joint Accessibility Advisory Committee for 2020.

Moved by: Catherine Sholtz

Seconded by: Councillor Burley

That Andrew Edgcumbe be nominated as the Vice Chair of the Grey County Joint Accessibility Advisory Committee for 2020.

On motion by Andy Underwood, nominations closed.

Andrew Edgcumbe accepted the nomination and was acclaimed as the Vice Chair of the Grey County Joint Accessibility Advisory Committee for 2020.

Catherine Sholtz assumed the Chair.

Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

Site Visit Sydenham Campus

Aaron Whitney reviewed the site plan drawings with the group. The permit has been applied for with the City of Owen Sound and the drawings have been approved.

Front Entrance

There will be new 42" double doors installed at the main entrance which will allow a larger wheelchair or scooter. The new doors will have updated barrier-free operators with one located on the outside and inside.

The vestibule door on the inside will match the outside with two 42" doors and will also have barrier-free operators. Once through the second set of doors you will be in the hallway. There are currently barrier-free operators on one other entrance door from a prior addition.

Some of the horizontal bars at the entrance will be removed which will increase the lighting.

The front entrance flooring will be replaced with non-slip ceramic tile. Other floors are being cleaned and polished.

Barrier-Free Washroom

Currently there is no barrier-free washroom. There is a small washroom with a compartmentalized toilet and sink area. A new barrier-free washroom is being designed by removing the rear wall and expanding into another two rooms. The new barrier-free washroom will exceed requirements. A baby change table and adult change table will be installed. The adult change table is the same model that is in the administration building. All of the fixtures will be barrier free and will match what is in the administration building. There is an emergency-call button.

Another 10 x 8 foot room behind the current small washroom will be renovated into a barrier-free, sloped shower with a glass wall that can be rolled into and will have a barrier-free sink as well. That room will be accessible from the main hallway across from the gym. LED lights and new ceiling lights will be installed. Faucets are motion detected and there will be motion-detected switches for the light.

With the construction, the current men's and women's washrooms will be updated with one accessible stall in each. It is possible that the exterior door will be removed as the current partial wall would provide sufficient privacy. The current design will allow for some wheelchairs to pass through, but not all.

The Committee was asked to provide accessibility-related comments for the accessible washroom and entrance of the Sydenham Campus. The group toured the facilities and provided the following comments:

Accessibility Things to Consider when Planning the Renovation

- Low vision – no special needs were identified.
- Appropriate signage was discussed.
- The committee recommended that as a leader in a learning facility, it would be ideal if the operator for the doors would be a vertical bar as it's easier to operate.
- Improved lighting could be considered. Aaron Whitney noted that some lighting is being replaced with new LED lights and the whole building was surveyed for new lighting through an energy grant.
- Grab bars in all washrooms would be beneficial
- Better outside lights were recommended. Mr. Whitney confirmed that the contractor suggested new LED lights as well even though it wasn't part of the project outline.

Councillor Burley moved that the meeting be adjourned at 3:34 PM.

Catherine Sholtz, Chair

Elisha Hewgill

Subject: Grey County Cycling and Trails Master Plan Presentation and Public Information Session Feb 27

From: Plumstead, Bryan <bplumstead@visitgrey.ca>

Sent: February 14, 2020 2:40 PM

Subject: Grey County Cycling and Trails Master Plan Presentation and Public Information Session Feb 27



The Draft Grey County Cycling and Trails Master Plan will be presented to Grey County Council - Committee of the Whole at **10:45 am, Thursday February 27**, in Council Chambers at the Grey County Administration Building, 595 9th Avenue East, Owen Sound. A staff report with links to the Plan will be published on February 20, on the county council calendar portal [Here](#). The Plan will also be available on our Cycling and Trail Master Plan page [Here](#).

A Public Information Session will be held immediately following the council presentation on Feb. 27, between 11:30 am and 1:30 pm in the Bay Room, with our consultants from WSP and County staff available to review the plan and answer questions. All interested members of the public are welcome to attend the presentation and/or the open house.

Bryan Plumstead

Manager of Tourism

Grey County

595 9th Avenue East

Owen Sound, ON N4K 3E3

Phone: +1 519-376-3365 ext. 6110

Fax: +1 519-376-8998

bplumstead@visitgrey.ca

<https://www.visitgrey.ca>

<http://www.visitgrey.ca>

<http://www.greyroots.com>



Ministry of the Solicitor General

Office of the Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

Ministère du Solliciteur général

Bureau du commissaire des incendies
et de la gestion des situations
d'urgence

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télééc. : 647-329-1143



February 15, 2020

Your Worship John Woodbury
Township of Southgate
185667 Grey Rd 9, R.R. #1
Dundalk, ON N0C1B0

Dear Mayor:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2019.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2019. I look forward to continuing to work with you to ensure your continued compliance in 2020.

If you have any questions or concerns about this letter, please contact your Emergency Management Field Officer; their contact information is below.

Name: DrewMaddison

Email: Drew.Maddison@ontario.ca

Phone: 519-495-9995

Sincerely,

Douglas Browne
Chief of Emergency Management

cc: Joanne Hyde - CEMC
Drew Maddison - Field Officer - Bruce Sector

RECEIVED FEB 17 2020

PUBLIC

January 6, 2020

Please find enclosed a copy of the *Bruce Power Sustainability Report*.

Producing clean, CO2 free energy and life-saving medical isotopes, and doing it safely, has never been more important at such a pivotal time for our climate and our people – here in Ontario, across Canada and around the world. By collaborating with our employees, our contractors, our suppliers, our political leaders and other stakeholders, we can make the world a better place to live for future generations.

Bruce Power is entering a challenging yet exciting period with the next phase of our Life Extension Program getting underway with the first Major Component Replacement Project beginning on January 17. While we look forward to renewing our units and operating to 2064, we will do so incorporating environmental, social, cultural and economic systems. As an integral part of the MCR process, and in the day-to-day operations of our site, we are committed to minimizing our environmental footprint while at the same time continuing to create jobs and economic benefit across Ontario and benefiting people's health and well-being.

Thank you for the ongoing role you play in Bruce Power's achievements. Thank you for your support in our continuing efforts to fight climate change. And please enjoy the *Bruce Power Sustainability Report*.

Best regards,



Mike Rencheck
President and Chief Executive Officer



Bruce Power

Sustainability Report

“In October 2018 the IPCC issued a special report on the impacts of global warming of 1.5°C, finding that limiting global warming to 1.5°C would require rapid, far reaching and unprecedented changes in all aspects of society, the IPCC said in a new assessment. With clear benefits to people and natural ecosystems, the report found that limiting global warming to 1.5°C compared to 2°C could go hand in hand with ensuring a more sustainable and equitable society. While previous estimates focused on estimating the damage if average temperatures were to rise by 2°C, this report shows that many of the adverse impacts of climate change will come at the 1.5°C mark.”

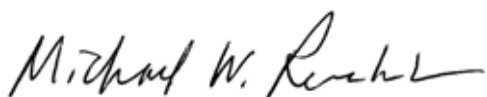
**Intergovernmental Panel
on Climate Change**
October 8, 2018

On behalf of everyone involved in the daily operations of Bruce Power, welcome to our Sustainability Report.

We take very seriously our responsibility to provide clean energy, especially at such a pivotal time for our climate not only here in Ontario, but across Canada and around the world. We have a duty to ensure our decision-making process incorporates environmental, social, cultural and economic systems, and that we allow future generations to meet their needs. We are committed to minimizing our environmental footprint.

In the words of the United Nations, “Climate change is the defining issue of our time and we are at a defining moment....Without drastic action today, adapting to these impacts in the future will be more difficult and costly”. For Bruce Power, taking drastic action means staying true to our core values, working with all of our stakeholders and partners, and embracing innovation to find new ways for nuclear energy to combat climate change moving forward.

This report gives you a look at what we’re doing today, and what lies ahead.



Mike Rencheck
Bruce Power President and CEO

Since Bruce Power was formed in 2001, the company has been focused on innovation by returning our site to its full operating potential, securing billions of dollars of investment in public assets, and playing a major role in moving the Province of Ontario off coal-fired generation.

As a result, Ontario is the only jurisdiction in North America to phase out coal generation and Bruce Power is proud to have provided 70 per cent of the energy needed to achieve this goal in a way that also provides reliable, stable electricity prices.

We are proud of our commitment to not only being a low-cost provider of electricity and investor in Ontario, but also being an organization that embraces sustainability in everything we do. Over the past 18 years, we have worked hard to make a positive contribution to not only the province we operate in but the communities in which we live and doing so in a way that protects our environment.

There has been a longstanding debate about the tension between environmental and economic factors related to policy around energy. We see our role as doing both and that's what people expect of us. We can grow our economy by generating low-cost electricity and create jobs and growth while still protecting our environment. That's our commitment at Bruce Power.



James Scongack
Executive Vice-President, Corporate
Affairs & Operational Services





About Bruce Power

Bruce Power is a Canadian-owned partnership of TC Energy, Ontario Municipal Employees Retirement Systems (OMERS), the Power Workers' Union and The Society of United Professionals. A majority of our employees are also owners of the business.

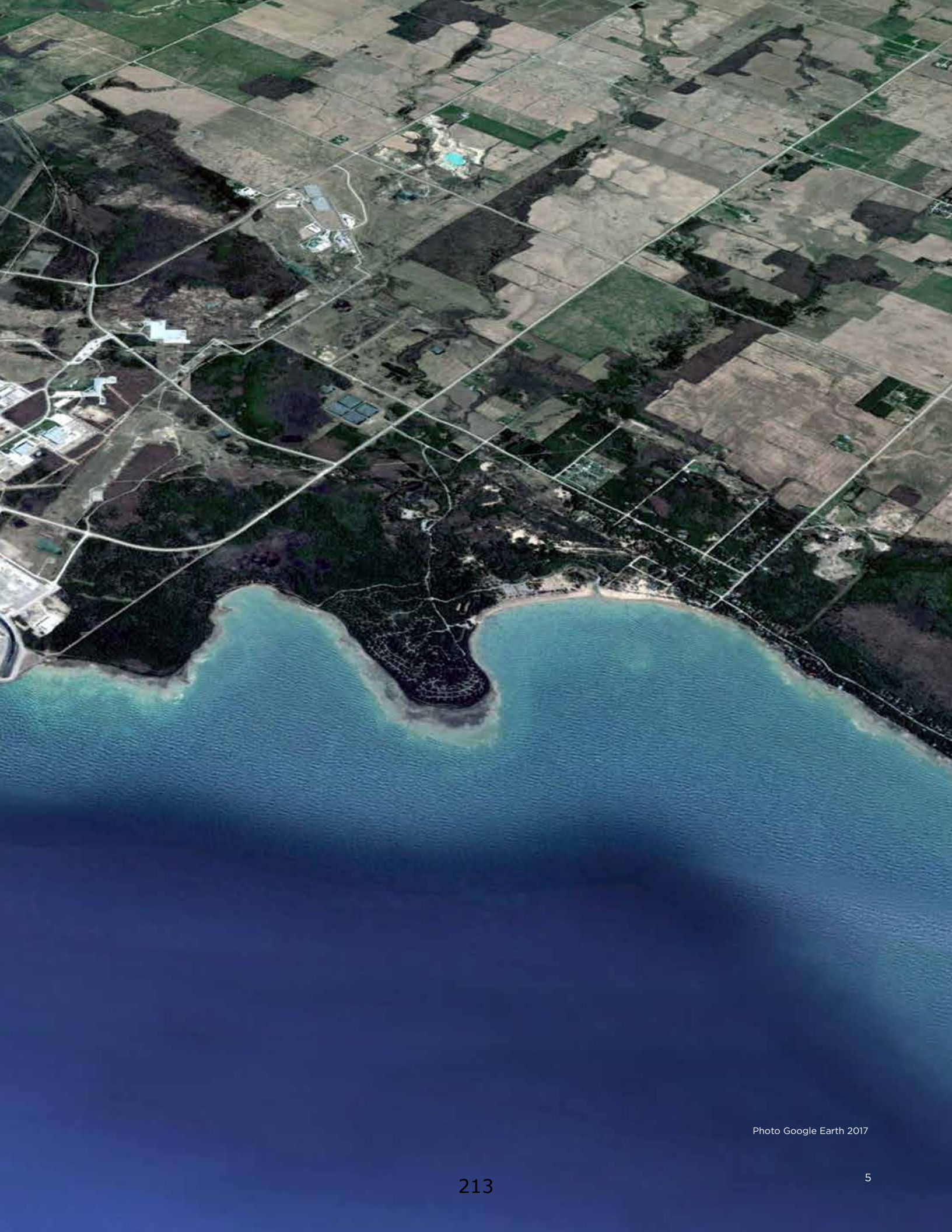
Established in 2001, Bruce Power is Canada's only private sector nuclear generator, annually producing 30 per cent of Ontario's power at 30 per cent less than the average cost to generate residential power.

Ontario's Long-Term Energy Plan is counting on Bruce Power to provide a reliable and carbon-free source of affordable energy through 2064. To do so, Bruce Power has signed a long-term agreement with the province to refurbish six of its eight units, investing \$13 billion private dollars into these publicly owned assets. Bruce Power's Life-Extension Program will create and sustain 22,000 jobs annually while injecting \$4 billion into Ontario's economy each year.

Bruce Power employs more than 4,000 people and, over the past 15 years, has been one of the largest investors in Ontario's electricity infrastructure, providing billions in private dollars to the Bruce Power site — which continues to be owned by the

province. The site is leased under a long-term arrangement where all of the assets remain publicly owned while Bruce Power funds all infrastructure upgrades, makes annual rent payments, and pays for the cost of waste management and the eventual decommissioning of the facilities.

The site is located on the eastern shore of Lake Huron near Tiverton, Ontario, within the traditional lands and treaty territory of the people of the Saugeen Ojibway Nation (SON), which includes the Chippewas of Nawash and Saugeen First Nation. Bruce Power is dedicated to honouring Indigenous history and culture, and is committed to moving forward in the spirit of reconciliation and respect with the Saugeen Ojibway Nation (SON), Georgian Bay Métis Nation of Ontario (MNO) and the Historic Saugeen Métis, and to leading by example in this community and industry.



Our Focus Areas & Approach

Bruce Power is dedicated to connecting with the community in an open, transparent and meaningful way. We are committed to conducting business ethically, respectfully, safely and with professionalism at all times. The company values guide Bruce Power's everyday actions while respecting the bounds of commercial confidentiality and disclosure obligations of its listed partners.

Bruce Power strives to maintain a positive working relationship with those who have an interest in our business and is committed to open communications with community members, Indigenous communities and stakeholders, including local residents, government representatives, charities, service clubs, schools and students.

Our frequency of interactions is tailored to each community, individual or groups interests. Over the years Bruce Power has conducted public attitude research to gauge the potential effects on the general public of large-scale activities occurring on site, such as refurbishment and the restart of reactor units which have been ongoing since 1997 (prior to Bruce Power taking over the site in 2001). These types of evolutions included the restarting of Units 3 and 4 in 2003 and 2004 respectively, and the refurbishment of Bruce A Units 1 and 2 to extend their lives out to 2043.

As part of the environmental assessment processes for the refurbishment and restart of Bruce A Units 1 and 2 and the ERA to support the Major Component Replacement (MCR) program, Bruce Power has undertaken public attitude research. Our most recent research occurred during

2016 and 2017 to gauge impacts of previous construction activities, and any anticipated concerns attributed to the proposed MCR program. At a more detailed level the research also collected information on such things as:

- People's attitudes towards their community;
- Residents' typical use of community facilities, resources and amenities; and
- Gauging the success of Bruce Power in addressing questions people have about its activities at the site and identify ways in which to ensure a continued positive relationship with the community.

More than 500 phone interviews took place each year, and were distributed amongst Kincardine, Saugeen Shores, Arran-Elderslie, Brockton, Northern Bruce Peninsula, South Bruce, South Bruce Peninsula, and Huron Kinloss.

Through these studies we are able to also identify key areas of interest externally as a business. Three key community issues continue to exist since 2005, with the concern around these issues generally lessening over time, with the exception to housing.

The three key community issues identified were:



ECONOMIC AND EMPLOYMENT ISSUES

This remains a top public issue across Kincardine, Saugeen Shores and other Bruce County communities

In 2016, Bruce Power and the County of Bruce partnered to launch the Nuclear Economic Development and Innovation initiative. Given the company's multi-billion dollar investment program, it is important that the local communities are engaged and the local opportunities of this investment are leveraged across the region.

To date, more than 57 suppliers are having a local impact creating local jobs and career opportunities.



HEALTH CARE/DOCTOR SHORTAGE

This remains a top issue in both Kincardine, Saugeen Shores; less dominant in Bruce County.

Bruce Power has partnered with the municipalities of Saugeen Shores and Kincardine to successfully attract new physicians to our communities.

We believe that access to health care is an essential element to a vibrant, sustainable local community. This commitment, through the hiring of a full-time Physician Recruitment Specialist in 2010, has provided the opportunity to expand the physician search throughout Canada and the U.S. with great success. Since the inception of the partnership, we have seen the relocation of a number of full-time emergency room and family physicians, as well as a general surgeon, to the area. For more info visit www.physicianquest.ca.



INCREASED COST OF LIVING AND HOUSING

In August 2019 we announced a partnership with the Municipality of Kincardine to support Bruce County Housing Corporation's 35 new residential units in the municipality. The new development provides more accessible and affordable housing for existing residents and people moving to the Kincardine area.

The development includes a new service hub for Bruce County's Human Services department, which aligns with the County's strategic direction to improve efficiency and services to its residents.

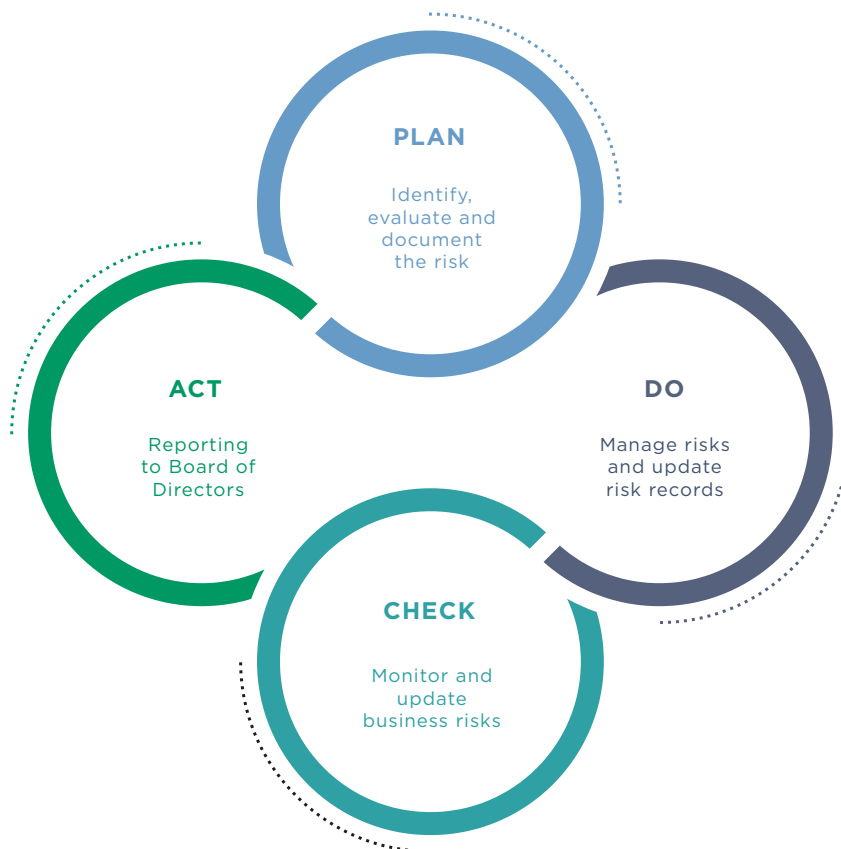
MATERIALITY

Material metrics are those that are relevant to an organization. They are metrics that have linkages to identified significant economic, environmental and social impacts; a metric will also be heightened if it is a concern to stakeholders or partners.

Within Bruce Power

At Bruce Power we identify material risk via our Business Risk Management Process which identifies, assesses, manages and monitors risks against the company's overall business plan. From this process standpoint, business risks are emerging and demonstrable or changes to assumptions that could overall impact the success of the business objectives and results. Risks are looked at as either negative (threats) or positive (opportunities). These risks are reviewed and monitored by our Senior Executive Team. Top-level risks are reported on a set frequency to the Board of Directors.

Risks are identified using a Plan – Do – Check – Act management system framework. Every risk that is identified is evaluated using a criteria combination of financial impacts, operational excellence and improvement, public and reputational impact, regulatory compliance and our four pillars of safety: reactor, radiological, personal/industrial and environmental.



THE UNITED NATIONS' 2030 AGENDA FOR SUSTAINABLE DEVELOPMENT

The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries — developed and developing — in a global partnership. They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth — all while tackling climate change and working to preserve our oceans and forests.

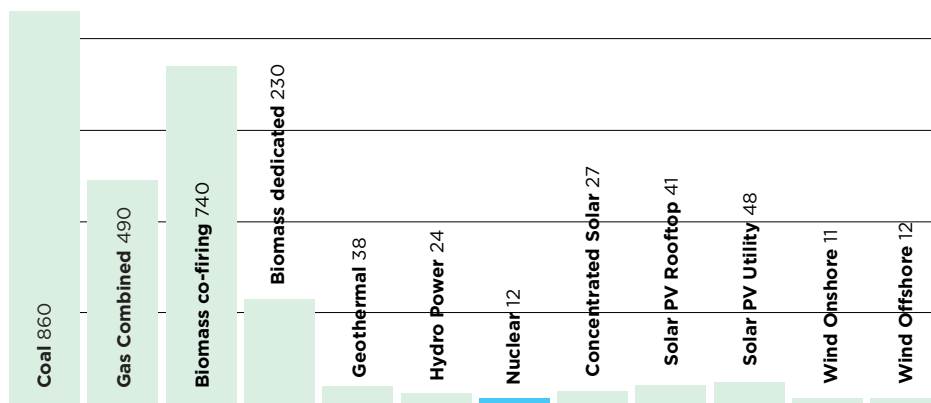
As part our sustainability strategy, we reviewed the United Nations Sustainable Development Goals (SDGs) to understand which were relevant to our business and how we could connect them to our ongoing sustainability efforts, as well as identify areas of continued opportunity to grow our strategy and be a global contributor within this area.

Following this process, we identified eight SDGs that Bruce Power can have the greatest impact within each of our areas of focus.

No Poverty
Good Health & Well-Being
Gender Equality
Affordable & Clean Energy
Decent Work & Economic Growth
Responsible Consumption & Production
Climate Action
Life on Land

We wanted to acknowledge that the goal of Life Below Water did not relate to Bruce Power as it focuses on oceanic aquatic ecosystems, and our facility interacts on a freshwater ecosystem so we are unable to claim relevance towards influence on this indicator. We do, however, take significant efforts to ensure the protection of Lake Huron, rivers running into the lake as well as the broader Great Lakes ecosystem. These efforts are identified within our environmental area of focus.

We plan to use the SDGs to help guide our ongoing efforts.



Lifecycle emissions of electricity supply technologies (gCO₂eq/KWh)



Our Environment

We recognize our business has direct and indirect interactions with the environment. Ensuring these take place with no significant adverse environmental effects and ensuring environmental protection has been a focus of our business since it was formed in 2001.

BRUCE POWER COMMITS TO:

- Complying with relevant legislation, regulations and other requirements;
- Minimizing our environmental footprint in pursuit of target net zero by preventing pollution in the area of emissions, spills, waste and reducing impacts on the environment;
- Managing our environmental footprint by protecting, conserving and restoring our resources through energy conservation, reducing water consumption and by reusing or recycling materials;
- Adopting applicable best industry standards and requirements of ISO 14001 as a framework of achieving continual improvement and sustainable performance excellence;
- Integrating environmental safety into our nuclear safety culture to promote and ingrain a sense of environmental responsibility beyond compliance;
- Conducting open and transparent communication with partners, Indigenous groups and awareness at work, in our communities and across Ontario, and;
- Leading by example through the application and practice of sustainability principles by incorporating environmental, social and economic considerations in decision making

OUR SITE

Bruce Power is home to a naturally diverse environment that contains more than 235 species of plants and more than 270 species of wildlife. The wildlife includes 150 bird species, 15 kinds of reptiles and amphibians, 15 types of mammals and 90 varieties of fish.

Our Environmental Management System provides us with the necessary tools and programs to protect native species of plants and wildlife and the habitats that support them.

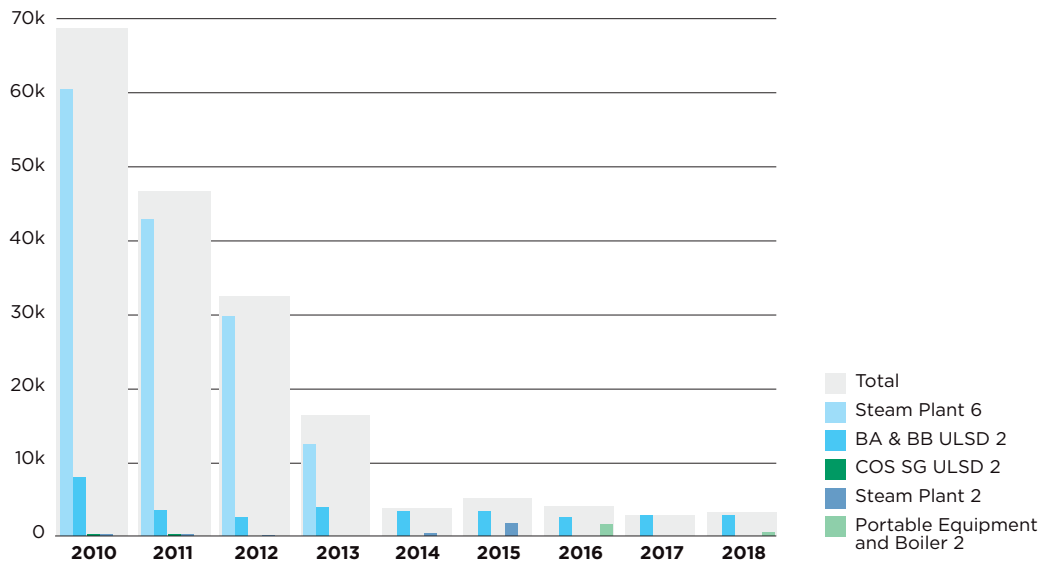
Some of our biodiversity initiatives include:

- Deterrents to ward off fish from station cooling water intakes
- Restorative tree planting in sensitive areas off-site.
- School environmental education programs
- Improvements to natural animal habitats
- Construction of an eight-hectare wetland to manage storm water and provide additional wildlife habitat
- Smallmouth bass surveys
- Participation in the Lake Huron whitefish population study
- Protection of sensitive wetlands and habitats in the area.



ENERGY CONSERVATION

While we are a large producer of nuclear energy, Bruce Power is also a consumer. We are continually looking at our electricity usage on site and identifying ways to conserve. Energy conservation plays a part in the construction of new buildings and upgrades to existing ones around the Bruce Power site. That includes moving to LED lighting, which reduces kilowatts/hour usage. Replacing the lights at the main entrance with higher-efficiency street lights has also contributed to annual reductions in energy consumption since 2016.



GHG Emissions Trending

EMISSIONS

Air Emissions

In Canada, and around the world, almost 80 per cent of Greenhouse Gas (GHG) emissions from human activities come from energy-consuming activities such as transportation, energy and electricity production, heating and cooling of buildings, operation of appliances and equipment, production of goods, and the provision of services.

To support this transition and to reduce GHG emissions, Canada has committed to phasing out its coal-fired electricity power plants by 2030. Canada has reduced its coal consumption by 24 per cent since 1990, and by 41 per cent since 2000.

Nuclear power plays a critical role in meeting the energy and air quality needs of the province every day.

All electricity generation technologies emit greenhouse gases at some point in their lifecycle, creating a carbon footprint. Fossil-fuelled generation has a high carbon footprint, with most emissions produced

during plant operation. Nuclear and renewable generation generally have a low carbon footprint because most emissions are caused indirectly, such as during the construction of the technology itself.

Greenhouse Gas Emissions

Accurate tracking of GHG emissions is an important part of assessing Canada's overall environmental performance. In March 2004, the Government of Canada announced the introduction of the Greenhouse Gas Emissions Reporting Program (GHGRP) which collects information on greenhouse gas emissions annually from facilities across Canada. In 2017, the Federal threshold for reporting GHG emissions dropped from 50,000 tonnes CO₂e to 10,000 tonnes CO₂e, aligning with provincial thresholds.

GHG releases on site have trended downwards due to the Bruce Steam Plant (BSP) shutdown strategy. The Steam Plant operated in 2015 to supplement the Vacuum Building Outage at Bruce B and was permanently shut down in December 2015 when the stack was removed.

MATERIALS AND WASTE

Climate change affects every country on every continent. It is disrupting national economies and impacting lives, costing people, communities and countries dearly today and even more tomorrow. How can we help respond to climate change? Two ways are to reduce our waste, and to be more thoughtful about what we buy and choosing a sustainable option whenever possible.

Bruce Power manages many different forms of waste, including:

- Radioactive
- Hazardous (oils, chemicals, lighting lamps and ballasts — some of which are recyclable)
- Recyclables (glass, cardboard, plastic, paper, metal, wood, batteries and electronics)
- Organic (compost)
- Landfill

Bruce Power manages and fully funds storage and disposal of its radioactive waste in partnership with Ontario Power Generation (OPG). We comply with all waste regulations and requirements of the relevant Federal, Provincial and Municipal authorities. Further, Bruce Power has taken an active role for many years to reduce all forms of waste. In fact, a 1" cube is the amount of radiological waste you would produce using only nuclear power for one year. From an environmental and financial standpoint, waste reduction is good for our company and for the communities we touch. Our philosophy employs a whole lifecycle approach in that we reduce waste at the consumer level, generate less waste at the company level, find opportunities to reuse products (on-site, off-site donations, auction), and implement recycling programs that are available in the ever-changing recycling market.

To minimize the amount of waste sent to landfill each day, Bruce Power has implemented a number of initiatives that apply the principles of reduce, reuse, recycle and recover. Wherever its fate, each waste stream generated at Bruce Power is processed and disposed of in a safe and environmentally responsible manner.

The current key goals for Bruce Power are:

Achieve waste diversion rate of 86 per cent by January 2020. In 2018, Bruce Power generated an estimated 1,959 tonnes of waste (disposed, composted and recycled). An estimated 1,396 tonnes were recycled or composted, and 563 tonnes were sent to landfill for a 71 per cent diversion rate. This works out to 655.3 kilograms of waste daily and 3,834 kg of recycling daily.

Reduce total waste generated (garbage and recycling) per employee by five per cent from 2016 baseline year by January 2020.

With a total of 8,810 full-time employees in 2018, the current waste in kilograms generated per employee is 217 kg/year. This is below the 2016 baseline of 468 kg/employee/year with a total of 4,046 employees.

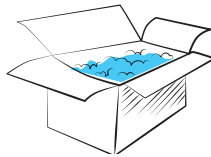
Reduction of recyclables in the waste stream to no more than 40 per cent of waste composition by January 2020.

In 2018, Bruce Power had 60 per cent of the waste stream made up of recyclables. Over the course of 2019, we have continued to focus on enhancing communication of recyclable reductions across site — this focus has included upgrading waste segregation stations.



COFFEE CUP ELIMINATION

In 2019, Bruce Power committed to finding a compostable option for coffee cups, and in doing so the company transitioned its existing coffee service within the main corporate building on site to a new service that allowed for the use of compostable cups, and an even greater discount for people bringing in their own reusable mugs. The move resulted in the company no longer sending 700,000 coffee cups to landfill annually.



STYROFOAM DENSIFIER

In 2018, Bruce Power helped fund a Styrofoam Densification pilot program with the Municipality of Brockton and Plastics Association Canada. We had a keen interest in finding a solution to avoid sending Styrofoam to our on-site landfill. So when we were approached by the municipality to help pay for the \$22,000 densification machine, we jumped at the opportunity.

The machine, which densifies polystyrene into long bricks, was shipped in from Denmark and takes up the floor space of a washer or dryer. Polystyrene and Styrofoam materials are dropped into the machine, shredded and then compacted into heavy, long rectangular bricks that can be resold and reused.

At full operation, the densifier will increase recycling diversion of polystyrene by up to 90 per cent, reducing demand on landfill space.





THE ENVIRONMENTAL MONITORING PROGRAM

Every year, we monitor all aspects of the environment surrounding our facility, including the air, water, land, vegetable gardens, wild animals (including fish) and even milk and meat from local livestock to ensure there are no adverse impacts and that we are being the best neighbor possible.

What Do We Monitor?

The Environmental Monitoring Program (EMP) carries out sampling and analysis in the area of water, precipitation, aquatic samples (including fish, sediment and sand), terrestrial samples (including animal products, vegetation and soils), external gamma radiation in air, and tritium and Carbon-14 in air, both from off and on-site locations. We have many willing local participants in our EMP who provide us with things such as farm-grown vegetables, berries from personal gardens, eggs from their chickens and honey from their beehives.

Why Do We Do This?

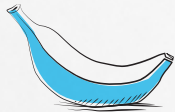
EMP is important to our facility because it ensures through sampling and analysis that there are no negative effects from our plant operations on the environment and public. It also fulfills the annual regulatory requirement under our Operating Licence issued by the Canadian Nuclear Safety Commission.

In 2018, Bruce Power lived up to its mission statement of providing safe, reliable, affordable and environmentally sound electricity. Last year, while providing 30 per cent of Ontario's electricity the surveying and environmental monitoring program determined the most impact our year-round neighbours could possibly have experienced in 2018 was 1.67 microsieverts of dose (the equivalent of eating 17 bananas). That is only a fraction of the safe, allowable limit of 1,000 microsieverts per year, as set by the Canadian Nuclear Safety Commission.

This means, despite being one of the most important energy producers in Ontario, Bruce Power is having a minimal — in fact, barely recordable — radiological impact on the air, land, water, plants, animals and people with whom we share this beautiful corner of rural Ontario.

Bruce Power Facts and Figures

1.67 μSv



The amount of 'dose' a person living next to Bruce Power received in 2018. It's the equivalent of eating 17 bananas.

10 μSv

The amount of 'dose' a person would receive from watching TV for one year at a regular rate.

20 μSv

The amount of 'dose' a person would receive from having one chest X-ray.

We monitor:



Air



Water (quality, precipitation, temperature)



Fish (fish, sediment, vegetation)



Groundwater (quality)



Land (sand, soil, birds, amphibians, reptiles, mammals, vegetation)



Animal feed



Food (eggs, meat, wild game, fruits and vegetables, honey, grains)

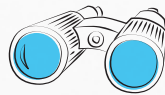
150,923

trees planted with the Pine River Watershed,
SauGREEN, Saugeen Valley Conservation Authority,
Huron Stewardship Council and Penetangore
Watershed groups since 2012.

\$400,000

annually directed to environment and
sustainability initiatives since 2015.

62%



of the funding for Lake Huron Centre for
Coastal Conservation's Coast Watchers program
comes from Bruce Power.

60_{km}

beaches/shorelines
monitored for
information on
wind, waves,
pollution and
biological factors.

46 schools

funded to take part in education in the lifecycle
of fish with the Lake Huron Fishing Club.





Bruce Power
provides more than
4,000 people with
stable, well-paying
jobs



Our People

Bruce Power is a world-class company in rural Ontario, providing clean energy that meets current and future electricity needs without compromising the quality of life for future generations.

We care about people and the planet, while generating carbon-free electricity for more than 30 per cent of Ontarians. To do this, we require a highly skilled, passionate and professional workforce which is dedicated to safely operating to the world's highest standards.

We have a set of values that link our people to our successes and guide our behavior when making decisions, fostering community relationships and developing energy management solutions. Living our values means we conduct our business ethically, respectfully, safely and professionally.

We are a big company with smalltown roots. Our co-workers are our neighbours, friends, coaches of our children's teams, and fellow community members.

Our workforce has access to limitless opportunities to succeed and grow in a progressive, diverse and inclusive workplace.

DIVERSITY AND INCLUSION

Bruce Power is committed to employing a diverse workforce. We have defined diversity as the acknowledgment and appreciation that each individual has unique perspectives and life experiences. By embracing and respecting these visible and invisible differences, we create an environment where each employee feels empowered to achieve her or his best. Our commitment is enhanced through our Equity and Diversity Committee, which ensures the company lives this value every day.

In 2018, we maintained our GOLD certification, held since 2014, from the Progressive Aboriginal Relations Program (PAR) through the Canadian Council for Aboriginal Business (CCAB). Our Indigenous Employment program includes local outreach activities, assistance navigating our application process, and guidance on resume development. We also expanded Indigenous presence within our supplier, contractor and union workforces.

Bruce Power continues to integrate diversity and inclusion into our business with: the continued evolution of our Diversity Strategy; evolving our Recruitment Strategy to include Diversity and Inclusion at every stage; and through the signing of the Leadership Accord on Gender Diversity.

The Leadership Accord on Gender Diversity is a public commitment by employers, educators, unions and governments to promote the value of diversity and inclusion in their organizations. The Accord provides a platform to create a culture of equality and inclusion, while facilitating opportunities for women in traditionally male-dominated roles. At Bruce Power, we have placed a business focus on hiring, promoting and developing females in non-traditional roles. Additionally, we have focused on the integration of diversity and inclusion into our employer branding, new hire orientation, and our Leadership Development programs.

Through our Diversity and Inclusion committee, we sponsor and participate in

many events which include local Multicultural Day events, community Pride events, International Women's Day celebrations and the annual National Indigenous Peoples Day Celebration.

OCCUPATIONAL HEALTH AND SAFETY

Our Number 1 value is 'Safety First'. We live this value in every decision we make. We demand that employees work as safely as possible and encourage an environment where we learn from any issues at all levels of the company. Our goal is to have employees go home to their families as healthy as they were when they came to work that day.

Safety goes beyond doing everything we can to guard against serious, long-term injuries. We don't want people incurring any type of injury on site. When you enter the Bruce Power site, you will see a sign that shows the number of days that have passed since one of us was hurt. That's a change from the previous message of hours worked without a lost-time injury. Our "You Can Count On Me" communications initiative was recognized with a Gold Quill Award for Excellence in Safety Communication by the International Association of Business Communicators (IABC) in 2019.

Our goal is always zero occupational injuries or illnesses, we are proud of our employees for these sustained runs of safe performance. We look forward to learning from these past experiences and consistently achieving the highest safety standards possible.

EMPLOYEE RELATIONS

Bruce Power is the largest employer in our part of rural Ontario, providing more than 4,000 women and men with stable, full-time jobs, work-life balance, and generous wage, benefit and pension packages. In fact, nearly 90 per cent of employees invest their own money into shares in the company, while shares are also gifted from the company for stellar performance.

ETHICS

We believe every employee has the right to a safe work environment, free from harassment, discrimination and retaliation. We expect all individuals to behave in a manner that meets or exceeds Bruce Power's values, which we adhere to through our Code of Conduct standards. Employees have an obligation to do their job to the best of their ability in such a way that the interests of Bruce Power, the local community, their colleagues and the environment are safeguarded.

Employees are expected to carry out all proper instructions and to observe the policies, procedures and rules of the company. These have been established to secure the safety of themselves, their colleagues, the site, the local community and the environment. They also ensure the efficient operation of Bruce Power's business.

Employees have the responsibility to act in accordance with the Bruce Power values and to treat their colleagues and others with dignity and respect. It is the company's expectation that all individuals working for or on behalf of Bruce Power will adhere to our Code of Conduct, including our board of directors, executive, employees and contractors.

INDIGENOUS RELATIONS

Bruce Power understands that we operate on the traditional lands and treaty territory of the people of the Saugeen Ojibway Nation (SON) which includes the Chippewas of Nawash and Saugeen First Nations. Our company is dedicated to honouring Indigenous history and culture, and is committed to moving forward in the spirit of reconciliation and respect with SON, Georgian Bay Métis Nation of Ontario (MNO) and the Historic Saugeen Métis (HSM). For the past decade, Bruce Power has been actively working towards improving the relationships with all three communities, specifically in the areas of employment, business development,



Bruce Power
has received a Gold
certification from
Progressive Aboriginal
Relations (PAR) for
the past four years

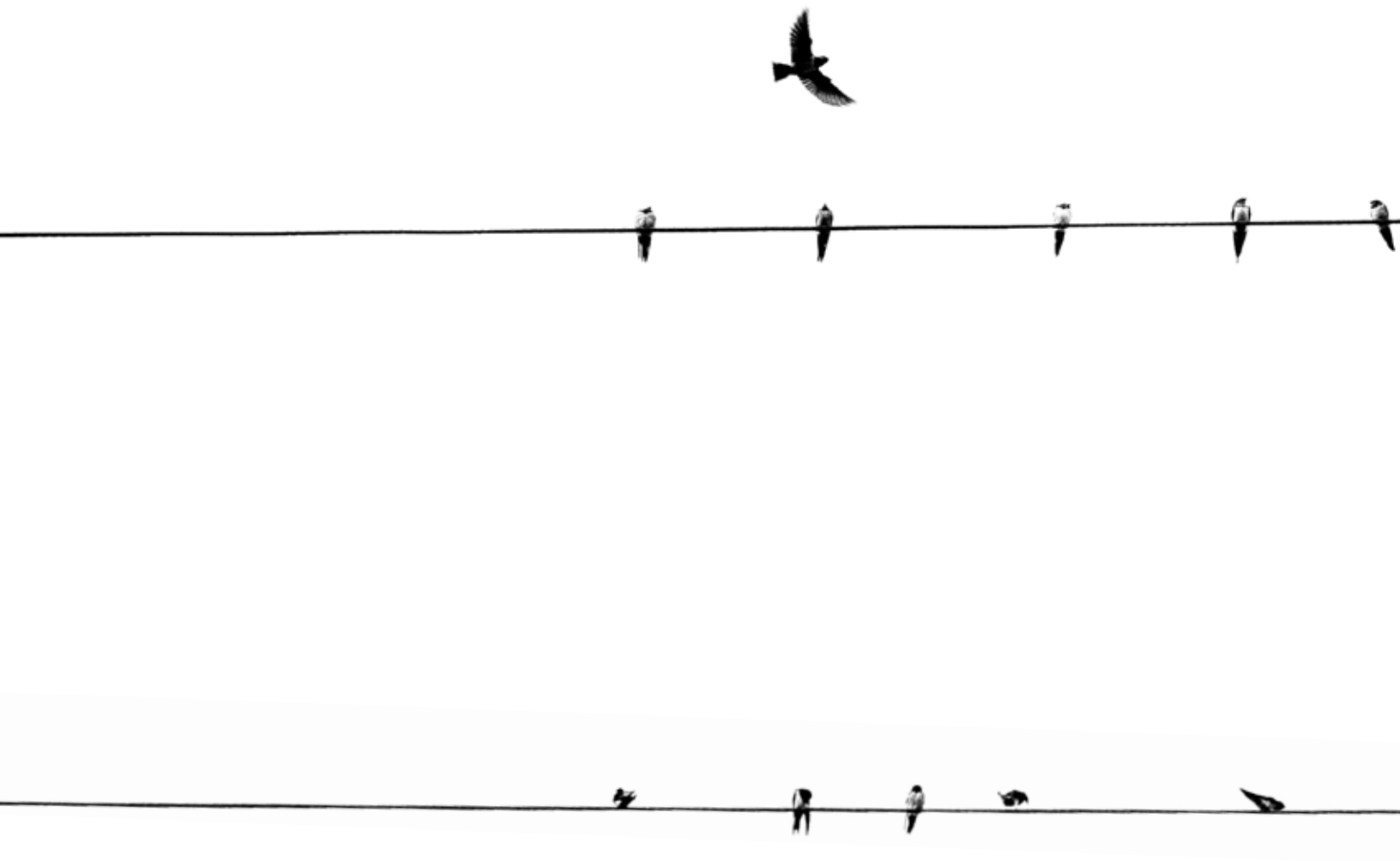
community investment and engagement and environmental protection. Bruce Power's Indigenous Relations Program operates with an inter-departmental strategy having members within key departments across the organization dedicated to strengthening the relationships, and delivering the strategic elements that have been agreed to by both the communities' leadership and the company. Each of these dedicated resources reports into their direct line managers and also to an internal Indigenous Relations Team. In 2018, Bruce Power hired a Director of Community and Indigenous Relations who oversees the progress of each key area and directly reports to the Executive Leadership, ensuring a focused line of sight.

OPENNESS

At Bruce Power, we are dedicated to connecting with the community in an open, transparent and meaningful way. We are

committed to conducting business ethically, respectfully, safely and with professionalism at all times. Our company values shall guide Bruce Power's communications while respecting the bounds of commercial confidentiality and disclosure obligations of its listed partners.

Bruce Power strives to maintain a positive working relationship with those who have an interest in our business. We are committed to open communication with community members, Indigenous communities and other stakeholders, including local residents, government representatives, charities, service clubs, schools and students.

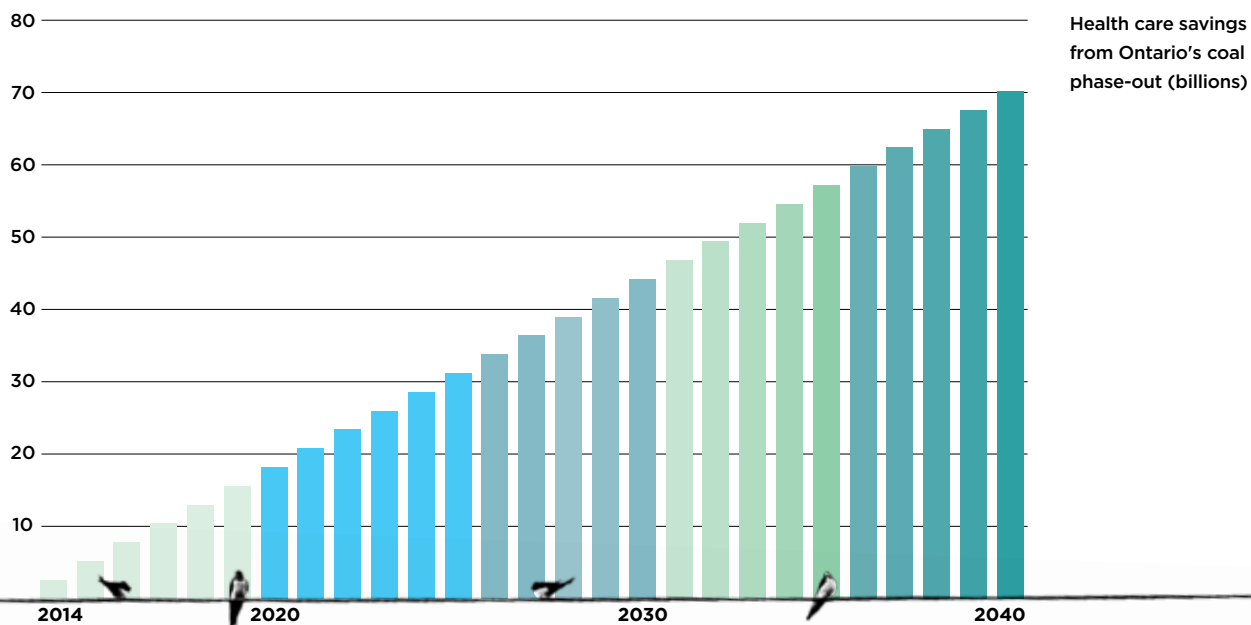


Our Products and Services

Bruce Power does more than just power one in three homes, schools, hospitals and businesses in Ontario.

We create cleaner air.

In fact, carbon-free nuclear energy from the Bruce site has played an integral role in the province's shutdown of its coal generation facilities, which occurred in April 2014 when the Thunder Bay Generating Station burned its final supply of coal. Over the past decade, with the return to service of all four Bruce A units after they were shut down in the 1990s, Bruce Power has provided 70 per cent of the energy Ontario needs in order to accomplish this unprecedented environmental achievement.

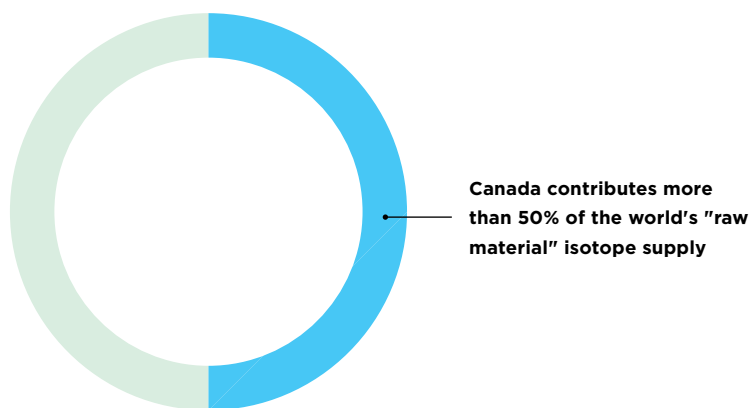


The results of this clean air initiative have been nothing short of staggering. In 2013, there were only two smog days in Ontario during the hot summer months, while in 2005 — when Bruce Power only operated six carbon-free nuclear units and coal played a much larger role in our supply mix — there were 53. Harmful sulphur emissions have also dropped 92 per cent since coal was mostly phased out.

According to a 2005 Ontario Ministry of Energy report, the benefits to phasing out coal could avoid 25,000 emergency room

visits, 20,000 hospital admissions and a staggering 8.1 million minor illness cases annually. The financial benefit is estimated to be \$2.6 billion.

Thanks to the commitment of the provincial government in Ontario to pursue this groundbreaking environmental initiative and an increase of 3,000 megawatts of Bruce Power nuclear, coal has become yesterday's energy source, while residents now enjoy cleaner air and healthier lives from carbon-free Bruce Power nuclear.



ISOTOPES

At Bruce Power, we not only supply electricity, we produce medical isotopes that are being used to save lives every day, not only in Ontario, but around the world.

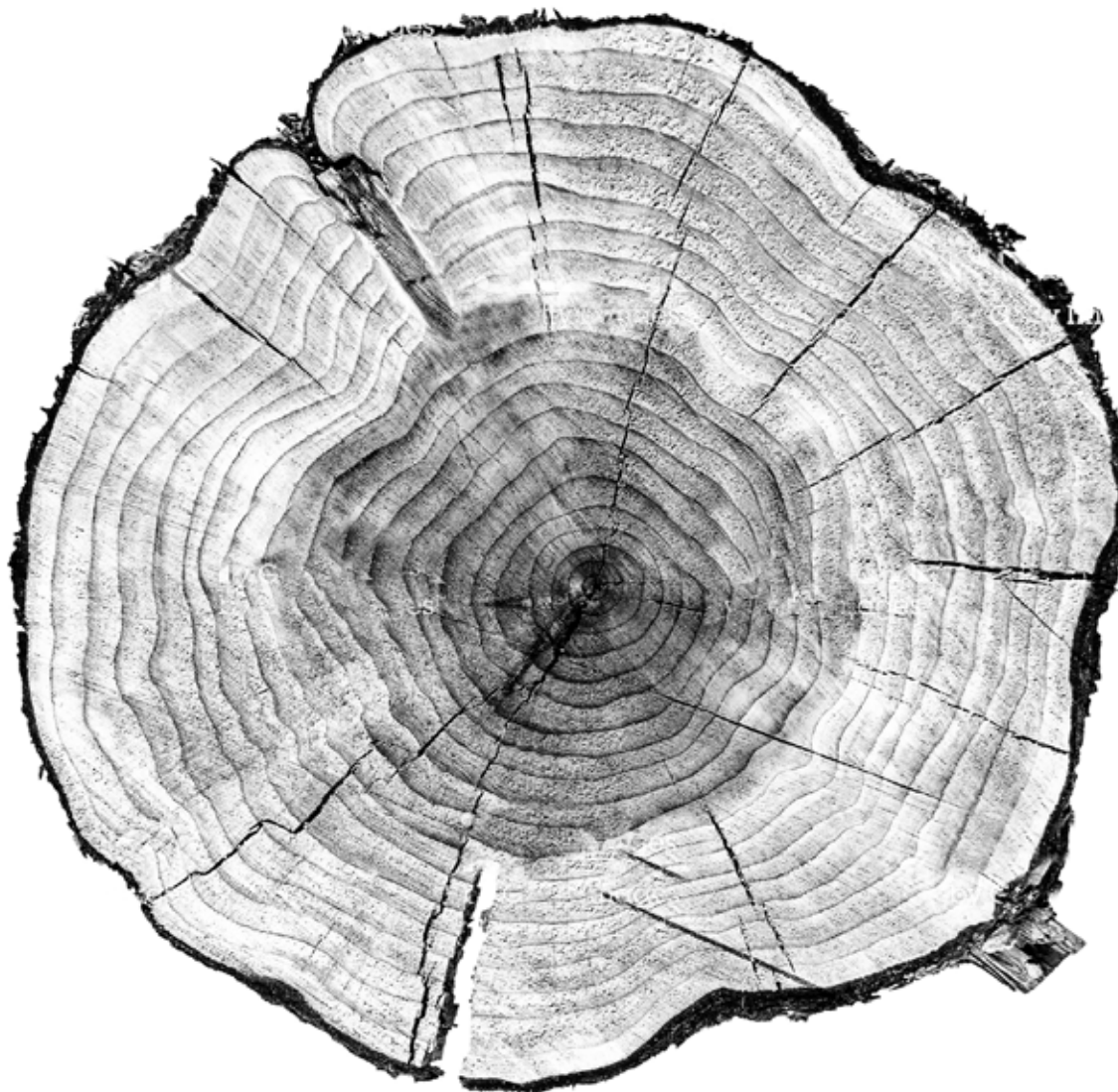
Four of Bruce Power's reactors produce Cobalt-60, which helps to sterilize 40 per cent of the world's medical devices like syringes, gloves and masks, as well as, diagnose and treat complex forms of cancer — including brain tumours — through non-invasive procedures such as the Elekta Gamma Knife.

In 2019, we announced a partnership with Kinectrics and Framatome to advance an innovative project to enable the production of a key medical isotope known as Lutetium-177 that is used to treat prostate cancer. Production of Lutetium-177 is scheduled to begin in 2022. Bruce Power is collaborating with the Saugeen Ojibway Nation (SON) on the marketing of these isotopes and working with the provincial and federal governments on creating new economic opportunities within the SON territory.

The medical isotopes we produce are vital resources to the medical community, and the company continues to seek ways to expand the types of isotopes it produces. We have announced numerous agreements with nuclear suppliers to explore the production of different isotopes which will further support the world's health care sector.

In 2018, Bruce Power was a founding partner of the Canadian Nuclear Isotope Council (CNIC), which is an independent organization consisting of representatives from various levels within the Canadian health sector, convened specifically to advocate for Canada's role in the production of the world's supply of radioisotopes.

By joining forces with the health care sector and research facilities, nuclear energy producers like Bruce Power can continue to deliver life-saving medical isotopes to hospitals around the world — improving the quality of life of millions of people in the process.



INVESTING IN THE FUTURE

Bruce Power's Life-Extension Program, which began on January 17, 2016, will allow the site to operate through 2064. The program, which represents billions in private investment in the site, was ranked Canada's top infrastructure project in 2017. In 2018 alone, Bruce Power signed more than \$2 billion in contracts with partners for its Major Component Replacement (MCR) Project, including more than \$900 million in manufacturing contracts with four Ontario businesses, guaranteeing hundreds of jobs for years.

The Life-Extension Program, which will extend the life of the units through inspections, asset investments and the

advancement of the MCR Project, begins with Unit 6 in 2020 and will upgrade Units 3-8 through 2033.

By expanding the life of the site until 2064, Bruce Power will inject \$4 billion into Ontario's economy annually, while creating and sustaining 22,000 jobs across the province each year. The company will also continue to provide low-cost, clean and reliable nuclear power, good jobs and medical isotopes for decades.

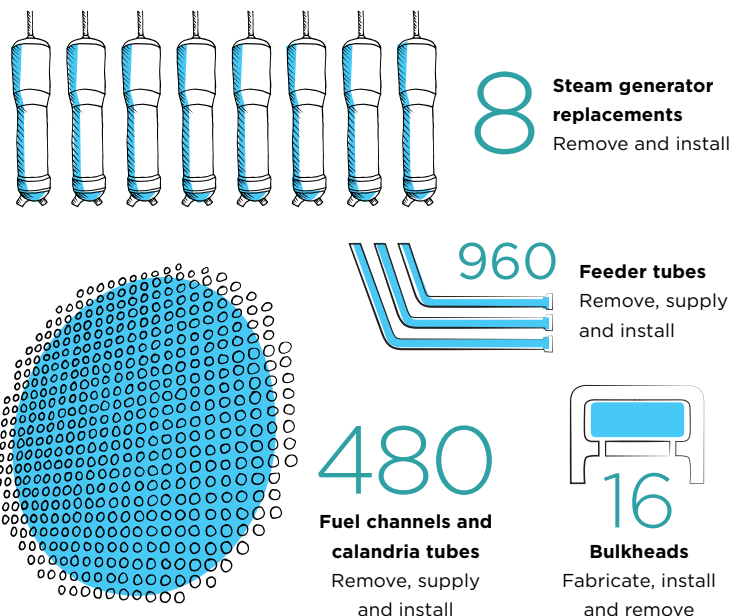
That's terrific news for Bruce Power, our 4,200 employees, the communities across Bruce Grey and Huron counties, and the people of Ontario, where more than 90 per cent of our suppliers employ thousands of residents.

MCR: CANADA'S LARGEST INFRASTRUCTURE PROJECT

The Major Component Replacement (MCR) program will extend the life of Units 3-8 over the next 13 years. This will allow Bruce Power to provide 6,400 megawatts of safe, reliable, carbon-free and competitively-priced electricity for Ontario ratepayers through 2064.

The operation of the Bruce site through 2064 will create and sustain 22,000 direct and indirect jobs annually, while creating \$4 billion annually in economic benefits to Ontario through the direct and indirect spending on operational equipment, supplies, materials and labour income.

MCR begins January 17, 2020 with Unit 6, which is scheduled to last 48 months. These are the critical path projects that will take place over that period:



Subsequent MCRs in Units 3, 4, 5, 7 and 8 will occur through 2033.

WORKING WITH OUR SUPPLIERS

At Bruce Power, we take great pride in the relationships we have with our suppliers, who are an integral part of our business. We work very closely to make sure they understand and are aligned with our core values.

Responsible Sourcing

In preparation for the Major Component Replacement Project that is scheduled to launch in January 2020, local sourcing was a key focus and incorporated into our agreements with new suppliers. As of June 2019, 57 suppliers had established offices in Bruce, Grey and Huron counties (for more details, go to the Economic Development and Innovation Initiative, and the Working with Bruce Power sections of our website at www.brucepower.com). Based on the scoring of the supply chain process, suppliers with a local presence, score higher than those with a provincial, and then national, presence. The scoring process also gives consideration to companies which have documented local Indigenous components of their business (which again scores higher than at the provincial and national levels).

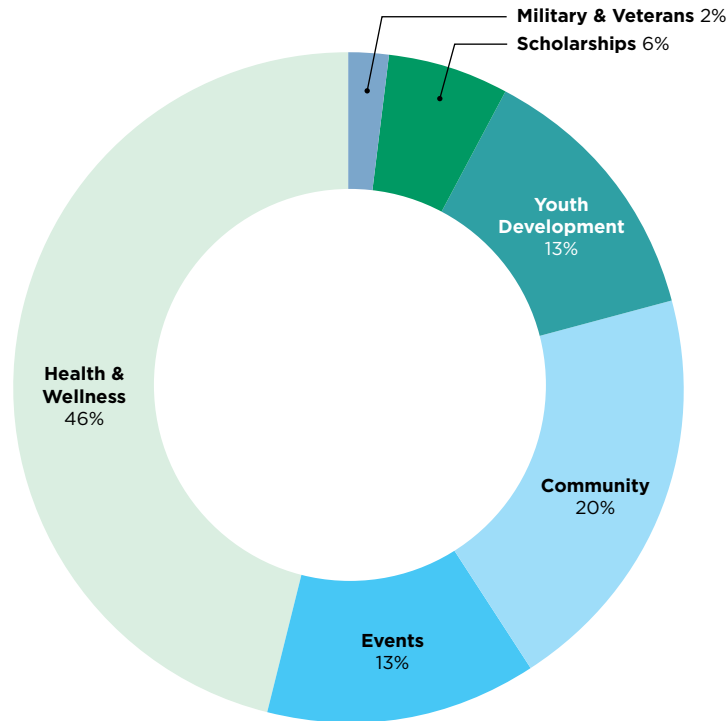
Supplier Engagement

Every one of our suppliers is required to complete the Bruce Power Code of Conduct training once they have signed an agreement. Bruce Power will take action when there are breaches to the Code of Conduct, i.e. fraudulent behaviour.

During the Request for Proposal (RFP) process, potential suppliers are screened for their labour and environmental practices (eg. labour records are reviewed). A supplier's impact on society is also considered when looking at their local presence and is built into what was discussed in the input materials from local suppliers. From a philanthropic standpoint, no additional preferential additional scoring is given.



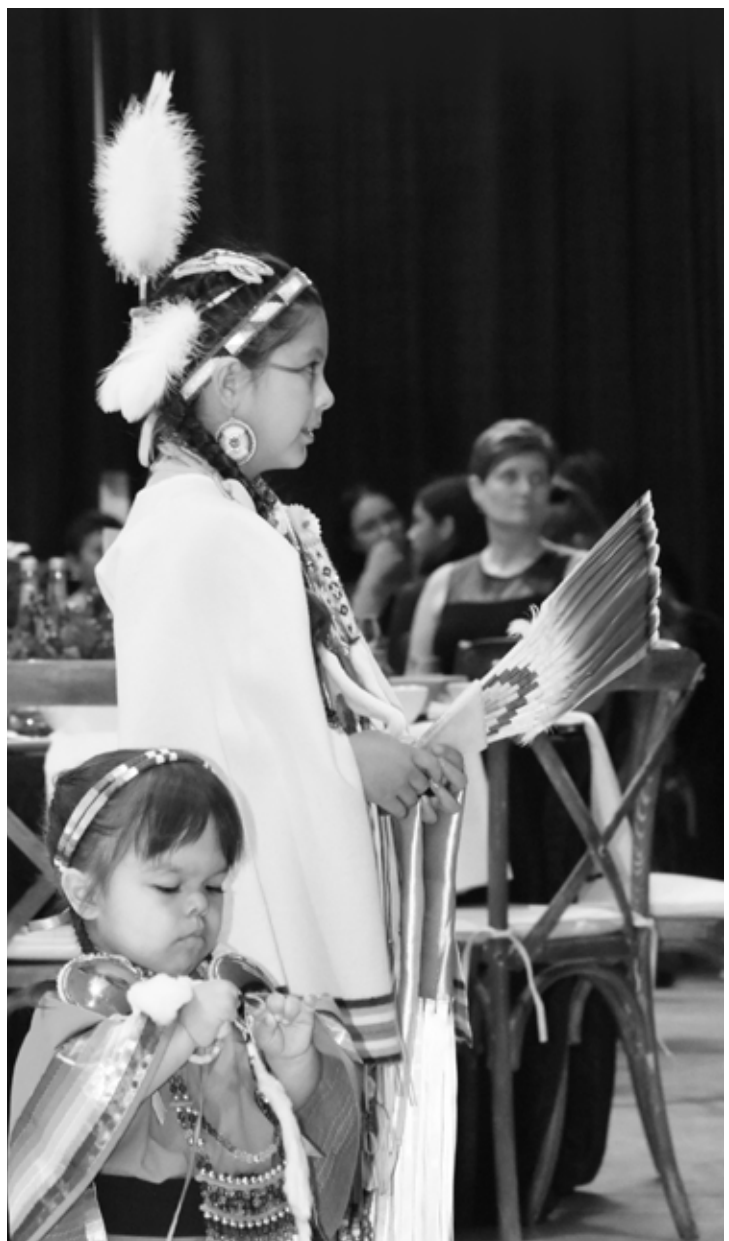




Bruce Power's annual Community Investment Program

Our Community

We donate \$1.3 million annually through our Community Investment program for initiatives and events that focus on health and wellness, community, youth development, events, Indigenous programs, and military, veterans and first responders. We have also formed partnerships with many community stakeholders in recent years, sharing expertise, knowledge and guidance that mutually improve our respective organizations and the community as a whole. Our employees and active retirees also volunteer in many different capacities to the benefit of their communities.



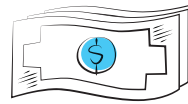
COMMUNITY INVESTMENT

Among Bruce Power's core values is a focus on social responsibility and being a good corporate partner to our surrounding communities.

In 2019, the company, along with its employees and stakeholders, gave \$1.3 million to grassroots initiatives, community organizations and disaster relief funds that focus on health and wellness, community, youth development, arts, culture and recreation events, Indigenous programs, and military, veterans and first responders.

Bruce Power solicits applications for funding from local groups and through a selection process, which involves senior management — including the President and CEO — to direct funds to the groups that best fit within our core values.

We have a close relationship with the United Way of Bruce Grey that began in 2003 and continues today. In 2017, Bruce Power made a three-year, \$1.6 million commitment to the organization.



**\$1.3 million
to community
organizations
in 2019**



PARTNERSHIPS IN ENVIRONMENT AND SUSTAINABILITY

In addition to our Community Investment, Bruce Power's sustainability commitments and Environmental Policy are further made into reality by the partnerships that we build and the sponsorships (\$400,000 annually) that we undertake.

Partnerships are a long-term relationship where Bruce Power and external organizations work toward common goals and objectives, take action together and develop things jointly because our organizations share a common philosophy or focus area. These partnerships are mutually beneficial.

Though sponsorships provide short-term support for particular events or initiatives, relationships are often built with these organizations and evolve into partnerships.

When Bruce Power embarks on partnerships and, when considering sponsorships, we look at the opportunities that touch upon aspects of the three pillars of Sustainability — environment, economic, social/cultural. With a current focus on the environment pillar, Bruce Power's community investments

touch upon aspects of; conservation and preservation; restoration, remediation and quality improvement; and education, awareness, research and development.

Some of our partners include:

- Bruce County Museum and Cultural Centre
- Bruce Trail Conservancy
- Butterfly Gardens of Saugeen Shores
- Council of the Great Lakes Region
- Grey Bruce Sustainability Network
- Invasive Phragmites Control Centre
- Lake Huron Centre for Coastal Conservation
- Lake Huron Fishing Club
- Ontario Nature
- Plug 'N Drive
- sauGREEN for the Environment
- Saugeen Valley Conservation Authority




PARTNERSHIP IN ACTION CASE STUDY: PHRAGMITES

Phragmites australis is recognized as Canada's worst invasive plant and is considered to be the most aggressive invasive species of wetlands in North America. This robust grass is now spreading through the Great Lakes because of its dominance over all other plant species, including cattails and willows. Management of phragmites communities within the sensitive habitats which exist along the Lake Huron coastline is not easy or straightforward.

An invasive Phragmites Management Plan was developed in 2013 for the Municipality of Kincardine to guide restoration efforts along the stretch of shoreline located between the northern edge of Baie Du Doré wetland, north to the MacGregor Point Provincial Park. Later that year, the municipality approached Bruce Power to ask for the company's involvement in controlling phragmites since they were also observed along the Bruce Power shoreline and in the Baie Du Doré wetland.

In 2014, Bruce Power and the Lake Huron Centre for Coastal Conservation developed a plan to be used for the effective, efficient and environmentally responsible control of phragmites based on the most recent and accurate information available. Since then, we have provided pro-bono and funding support to the Invasive Phragmites Control Centre (IPCC) for eradication of phragmites along the shoreline.

Bruce Power has provided funding to a group of Kincardine residents committed to getting rid of phragmites along the shoreline, and have also funded the cutting of phragmites within the Saugeen Ojibway Nation territory and Chiefs Point.



DOING OUR PART

At Bruce Power, we value our role as a community member and are honoured to have been able to create so many mutually beneficial partnerships. Communities in rural Ontario need to combine their efforts to ensure we maintain, protect and nourish the things that make our communities great from an environmental, social, cultural and economic standpoint.

We truly believe we are stronger together, and the overall successes lie in the combined efforts of government, business and the community (non-governmental organizations, not-for-profits, volunteers, etc.). We envision a future filled with many more initiatives which will be good for the community and society as a whole.

“Our kids and grandkids are counting on us to ensure that we continue to take action to address climate change; nuclear energy is pivotal to this! Our technology isn’t a promise of future innovation, it’s here right now! Every day our mission is to maintain this operation safely while protecting the environment, and cultivating a culture where our people are dedicated to ensuring our environmental footprint remains low.”

Danielle LaCroix

Director of Environment
& Sustainability, Bruce Power



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brucepower.com 1-866-748-4787

CS190200A R000 AUG2019



Notice: Proposed amendments to Ontario Regulation 244/97 and the Aggregates of Ontario Provincial Standards under the *Aggregate Resources Act*

We want to advise you of proposed changes to the way extraction of aggregate resources are regulated in Ontario, and we are inviting your input on the changes proposed.

The changes being proposed are intended to modernize the way extraction of aggregate resources are regulated and to promote economic growth within the aggregate industry while also maintaining strong protection of the environment and addressing community impacts.

The key areas being proposed for change are summarized in the 2nd page of this notice. However, we would encourage you to read the details of the proposed regulatory changes which can be found on the Environmental Registry at the following web link: www.ero.ontario.ca

Then search for **notice# 019-1303** *Proposed amendments to Ontario Regulation 244/97 and the Aggregate Resources of Ontario Provincial Standards under the Aggregate Resources A.*

There are several ways you can comment on this proposal, including:

1. Directly through the Environmental Registry posting (click on the "Submit a comment" button)
2. By email to aggregates@ontario.ca, or
3. By telephone at 705-755-5480 (please note that there is no voicemail available), or
4. By mail or fax (705-755-1971) to:

Resource Development Section
Ministry of Natural Resources and Forestry
300 Water Street, 2nd Floor South
Peterborough, ON K9J 8M5

If you have any questions about the proposed changes, please email us at aggregates@ontario.ca.

Proposed regulatory changes include:

For new pits and quarries:

- enhancing the information required to be included in summary statements and technical reports at the time of application
- improving flexibility in how some standard site plan requirements can be implemented and modernizing how site plans are created
- creating better consistency of site plan requirements between private and Crown land and better alignment with other policy frameworks
- updating the list of qualified professionals who can prepare Class A site plans
- updating the required conditions that must be attached to a newly issued licence or permit
- adjusting notification and consultation timeframes for new pit and quarry applications
- changing and clarifying some aspects of the required notification process for new applications
- updating the objection process to clarify the process
- updating which agencies are to be circulated new pit and quarry applications for comment

For existing pits and quarries:

- making some requirements related to dust and blasting apply to all existing and new pits and quarries (requirements which were previously only applied to new applications)
- updating and enhancing some operating requirements that apply to all pits and quarries, including new requirements related to dust management and storage of recycled aggregate materials
- providing consistency on compliance reporting requirements, while reducing burdens for inactive sites
- enhancing reporting on rehabilitation by requiring more context and detail on where, when and how rehabilitation is or has been undertaken
- clarifying application requirements for site plan amendments
- outlining requirements for amendment applications to expand an existing site into an adjacent road allowance
- outlining requirements for amendment applications to expand an existing site below the water table
- setting out eligibility criteria and requirements to allow operators to self-file changes to existing site plans for some routine activities without requiring approval from the ministry (subject to conditions set out in regulation)

Allowing minor extraction for personal or farm use:

- outlining eligibility and operating requirements in order for some excavation activities to be exempted from needing a licence (i.e., if rules set in regulation are followed). This would only be for personal use (max. of 300 cubic meters) or farm use (max. 1,000 cubic meters)



YOUTH MENTAL HEALTH FUNDRAISER

Murder Mystery Dinner and Silent Auction

Guest Speaker Kendra Fisher

(top women's ice hockey/inline hockey goaltender who has represented Canada)

Featuring: Comedy Works

Saturday May 9th at Feversham Community Hall

4:00 p.m. to 9:30 p.m.

Silent Auction- 4:00 p.m. Bar opens at 5:00 p.m.

Murder Mystery Dinner at 6:30 p.m.

Door prizes

Tickets: \$100.00 per person

Phone: 519-922-2841 or E-mail: idagibson32@gmail.com



A Friend of the Foundation event. Proceeds in support of Youth Mental Health, Owen Sound Regional Hospital Foundation.

SAUGEE VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

MEETING: Authority Meeting
DATE: Wednesday December 11, 2019
TIME: 1:00 p.m.
LOCATION: Administration Office, Formosa

CHAIR: Dan Gieruszak

MEMBERS PRESENT: Paul Allen, Mark Davis, Barbara Dobreen, Mark Goetz, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Mike Myatt, Diana Rae, Christine Robinson, Bill Stewart

ABSENT WITH REGRET: Maureen Couture, Sue Paterson

STAFF PRESENT: Dick Hibma, Interim General Manager/Secretary-Treasurer
Erik Downing, Manager, Environmental Planning & Regulations
Laura Molson, Manager, Accounting
Shannon Wood, Manager, Communications
Donna Lacey, Coordinator, Forestry
Nancy Griffin, Conservation Education Coordinator
Janice Hagan, Administrative Assistant

Chair Dan Gieruszak called the meeting to order at 1:02 p.m.

1. Adoption of Agenda

Dick Hibma requested to remove the correspondence from the consent agenda for further discussion.

MOTION #G19-78

Moved by Barbara Dobreen

Seconded by Steve McCabe

THAT the agenda be adopted as amended.

CARRIED

2. Declaration of Pecuniary Interest

No persons declared a pecuniary interest relative to any item on the agenda.

3. Minutes of the Authority Meeting – November 7, 2019

MOTION #G19-79

Moved by Cheryl Grace

Seconded by Mark Davis

THAT the minutes of the Authority meeting, held on November 7, 2019 be approved as circulated.

CARRIED

4. Presentation

a. Outstanding Achievement Award – Nancy Griffin

Shannon Wood informed the SVCA Members that Nancy Griffin had been recognized by her Conservation Education peers throughout Ontario for her outstanding performance and dedication in teaching outdoor education for over 30 years. She had been presented with the **2019 Outstanding Achievement Award** at the Rekindle the Sparks conference, Mono Cliffs Outdoor Education Centre, November 2019. The Members congratulated Nancy.

5. Matters Arising from the Minutes

None at this time.

6. Consent Agenda

MOTION #G19-80

Moved by Steve McCabe

Seconded by Cheryl Grace

THAT the reports, minutes, and information contained in the Consent Agenda, [items 6a, b, d], along with their respective recommended motions be accepted as presented.

- a. Program Report
- b. Finance Report: *THAT the Finance Report to October 31, 2019 be accepted as distributed.*
- d. News Articles for Members' information

CARRIED

7. New Business

a. Budget Vote

After a brief discussion the following motions were carried:

MOTION #G19-81

Moved by Mike Myatt

Seconded by Paul Allen

THAT the Saugeen Valley Conservation Authority adopt the 2020 Budget as approved in principle at the October 2019 meeting; and further

THAT the Authority share of the costs will be raised through general revenues, reserves, donations, general surplus and special and general levies in accordance with the Conservation Authorities Act, and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to forward levy notices to the member municipalities.

A recorded vote was taken for the 2020 Budget with the following results:

Arran-Elderslie	Mark Davis	Yea
Brockton	Dan Gieruszak	Yea
Chatsworth	Diana Rae	Yea
Grey-Highlands	Paul Allen	Yea
Hanover	Sue Paterson	Absent
Howick	Mark Goetz	Yea
Huron-Kinloss	Don Murray	Nay
Kincardine	Maureen Couture	Absent
Kincardine	Bill Stewart	Yea
Minto	Steve McCabe	Yea
Morris-Turnberry	Mark Goetz	Yea
Saugeen Shores	Cheryl Grace	Yea
Saugeen Shores	Mike Myatt	Yea
South Bruce	Mark Goetz	Yea
Southgate	Barbara Dobreen	Yea
Wellington North	Steve McCabe	Yea
West Grey	Tom Hutchinson	Yea
West Grey	Christine Robinson	Yea

The result of the vote was 93% of the weighted average of those present in favour. Therefore,
Motion #G19-81 was CARRIED.

MOTION #G19-82

Moved by Bill Stewart

Seconded by Diana Rae

THAT the amount of \$1,705,349 be raised by General Levy in 2020; and further

THAT General Levy payments shall be due in two equal instalments on March 31 and June 30; and further

THAT late payments shall be subject to the Authority's normal late payment charge of 1.50% per month thereafter; and further

THAT in accordance with Section 27(4) of the Conservation Authorities Act, R.S.O. 1990, the minimum sum that shall be levied against a participating municipality for administration costs shall be \$1,100.

CARRIED

b. Report from Forestry Committee Meeting, December 11, 2019

Donna Lacey presented the tender submissions for the sale of standing timbers reviewed by the Forestry Committee. After discussion the following motions carried:

MOTION #G19-83

Moved by Mark Davis

Seconded by Tom Hutchinson

THAT the SVCA Tender #SVCA_01_2019 regarding location Lots 69, Concession 2 EGR, former Holland Township, Municipality of Chatsworth, Grey County, submitted by Moggie Valley Timber, in the amount of \$18,000 be accepted for the sale of standing timber as per the recommendation of the SVCA Forestry Committee.

CARRIED

MOTION #G19-84

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the SVCA Tender #SVCA_02_2019 regarding location Lot 12-13, Concession 3, former Carrick Township, Municipality of South Bruce, Bruce County, submitted by Moggie Valley Timber, in the amount of \$23,000 be accepted for the sale of standing timber as per the recommendation of the SVCA Forestry Committee.

CARRIED

MOTION #G19-85

Moved by Mark Davis

Seconded by Don Murray

THAT the SVCA Tender #SVCA_03_2019 regarding location Lot 39-42, Concession 2 & 3 SDR, former Bentinck Township, Municipality of West Grey, Grey County, submitted by Bester Forest Products Ltd., in the amount of \$72,015 be accepted for the sale of standing timber as per the recommendation of the SVCA Forestry Committee; and further,

THAT any remaining tender deposit cheques be returned immediately, upon said acceptance.

CARRIED

c. Planning Services Agreements - update

Erik Downing reviewed the report and noted that a formatting error resulting in an incorrect title on the chart, which should have read: "*Natural Heritage Comment From Shared CA?*". He noted that while there are no anticipated challenges, the deadline for Planning Services Agreements was the end of January and staff recommend a 6-month extension.

MOTION #G19-86

Moved by Christine Robinson

Seconded by Barbara Dobreen

THAT the deadline for Planning Services Agreements be extended to the end of June 2020; and further, THAT any municipality unable to make the deadline will inform SVCA staff and a report to the Authority will be prepared regarding the circumstances causing the delay for the SVCA members to consider.

CARRIED

d. Section 28 Violations Process Report

Erik explained the Regulatory function and process, and noted it is staff's implicit duty to act to resolve violations, and when a resolution is not forthcoming then enforcement is necessary. The Members recommended a revised, less heavy-handed violation letter to assist in the mediation process.

After further discussion the following motion was passed:

MOTION #G19-87

Moved by Christine Robinson

Seconded by Tom Hutchinson

THAT SVCA staff submit a review to the Authority on regulatory property violations; and further, THAT options and recommendations for change & improvement be submitted.

CARRIED

8. Other Business

a. Accounts Payable Report

MOTION #G19-88

Moved by Mark Davis

Seconded by Bill Stewart

THAT the Accounts Payable, totaling \$293,228.67 be approved as distributed.

CARRIED

MOTION #G19-89

Moved by Mike Myatt

Seconded by Paul Allen

That the Members of the Saugeen Valley Conservation Authority approve the discontinuance of the practice of submitting monthly listings of payments made by cheque or through online payments in the Board Agenda package for approval after payments have been made.

CARRIED

b. Proposed Meeting Schedule

The Members discussed the proposed meeting schedule and requested an online poll be carried out to determine availability for a January meeting.

c. Correspondence

The Correspondence was removed from the Consent Agenda section 6 to discuss the motions set forth by the Township of Ramara, indicating that it desired an exit clause be provided in the Conservation Authorities Act to permit municipalities to exit CA jurisdictions. Dick Hibma reviewed the issues between Ramara Twp and the Lake Simcoe Region CA [LSRCA] noting that Ramara Twp tends to issue building permits without consultation with LSRCA. As well LSRCA is in the process of legal action against the Township due to unpaid levies. Dick noted that for a municipality to dissolve the relationship with a conservation authority, it must have a robust plan for flood warning/management and conservation regulations.

There was no further discussion.

MOTION #G19-89

Moved by Steve McCabe

Seconded by Tom Hutchinson

THAT the correspondence be received as presented.

CARRIED

d. Christmas in the Country Report

Shannon Wood discussed the recent Saugeen Valley Foundation event, Christmas in the Country, which had been relocated from Sulphur Spring CA to the village of Formosa. She told the members that there were over 7000 people in attendance and hundreds of volunteers. The partners involved in the planning of the event included the Formosa Lions and the Municipality of South Bruce. Financial reports would follow.

A coffee break was called at 3:30 p.m. and the meeting was reconvened at 3:40 p.m.

9. Closed Session – Personnel Matters

MOTION #G19-91

Moved by Barbara Dobreen

Seconded by Bill Stewart

THAT the Authority move to Closed Session, In Camera, to discuss personnel matters; and further THAT Dick Hibma remain in the meeting.

CARRIED

MOTION #G19-95

Moved by Tom Hutchinson

Seconded by Bill Stewart

THAT the Authority adjourn from Closed Session, In Camera, and rise and report.

CARRIED

There were no actions to report from the Closed Session, In Camera. There being no further business, the meeting was adjourned at 4:05 p.m. by the Chair.

Dan Gieruszak
Chair

Janice Hagan
Recording Secretary

2020 Authority Meeting Schedule

Thursday February 20 – Annual Meeting / Volunteer Recognition	10:00 a.m.
Thursday April 2	1:00 p.m.
Thursday May 7	1:00 p.m.
Thursday June 4	1:00 p.m.
Thursday August 6	1:00 p.m.
Thursday October 1 – Budget Review	10:00 a.m.
Thursday November 5	1:00 p.m.
Thursday December 3	1:00 p.m.

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GENERAL BOARD MEETING MINUTES

Tuesday, January 14, 2020, 2:00 p.m.

Board Members Present: Councillor Doug Bell, Municipality of Arran-Elderslie
Councillor Dean Leifso, Councillor, Municipality of Brockton
Mayor Scott Mackey, Township of Chatsworth
Councillor Warren Dickert, Town of Hanover
Councillor Ed McGugan, Township of Huron-Kinloss
Councillor Dave Cuyler, Municipality of Kincardine
Vice-Deputy Mayor Mike Myatt, Town of Saugeen Shores
Mayor John Woodbury, Township of Southgate
Councillor Beth Hamilton, Municipality of West Grey

Board Members Absent: None

Others Present: Roger Cook, Manager
Catherine McKay, Recording Secretary

President John Woodbury called the meeting to order at 2:00 pm.

Disclosure of Pecuniary Interest or Declaration of Conflict of Interest

None declared.

John Woodbury notified the Board that he is stepping down as President given the letter from the Township of Southgate advising of its intention to withdraw from the SMART partnership.

Election of President

The President called for nominations for the position of President. Scott Mackey nominated Mike Myatt. The nomination was seconded by Ed McGugan. There were no further nominations and Dean Leifso moved that nominations be closed, seconded by Dave Cuyler. The motion was carried and Mike Myatt was declared President and assumed the Chair.

Election of Vice-President

The President called for nominations for the position of Vice-President. Dean Leifso nominated Warren Dickert. The nomination was seconded by Scott Mackey. There were no further nominations and John Woodbury moved that nominations be closed, seconded by Doug Bell. The motion was carried and Warren Dickert was declared Vice-President.

It was agreed that these positions are for a term of one year.

1. Minutes of the November 22, 2019 General Board Meeting

Board members expressed satisfaction with the minutes produced by the Recording Secretary.

ORIGINAL

Resolution #2020-001

Moved by Warren Dickert; Seconded by Dave Cuyler

That the question of when the Board receives minutes of closed sessions be added to the agenda for January 14, 2020, and that "Closed Meeting Minutes" be included as a standing agenda item at the closed session of Board meetings.

Carried

Resolution #2020-002

Moved by Dean Leifso; Seconded by John Woodbury

That the Board approve and adopt the minutes of the November 22, 2019 General Board Meeting as circulated.

Carried

2. Business Arising from the Minutes

Electronic Meeting Attendance and Voting

Roger Cook will follow up on this item.

3. Follow-up on Previous Reports and Recommendations

None.

4. Correspondence

Letter from the Township of Southgate

- Southgate's notice to withdraw from the SMART Partnership arose out of concerns about SMART's financial situation, and with changes at the County level, Southgate Council decided to keep its options open by providing notice to take effect in one year. Southgate could exit SMART in December 2020, but Council hopes to see cost savings which would allow it to continue to participate in providing the service.
- The Board discussed the Grey County transportation initiative which will run buses across Highway 26 and down Highway 10, with one going to Markdale, and one to Dundalk. A Highway 4 route may be implemented, but is under discussion only at this time. The system is expected to be launched in a couple of months. A \$1.5 million grant was provided to Grey County along with \$500,000 to Southgate, as well as additional funding, for a system providing service on fixed routes. It will not be door-to-door, but will make regular stops using accessible vehicles leased from First Student with parking areas being available near the stops. The system would be similar to RIDE WELL in Wellington County. The point was made that private transportation systems have come and gone and the future of private systems may be tenuous.
- Ideally, the system would be best as a Grey-Bruce initiative, but it was felt that Bruce County is not likely to do a transit system. However, staff from Grey and Bruce Counties have had discussions and it may be within the realm of the possible. It was noted that everything is connected to transportation and especially so for marginalized people and those in rural areas. The focus now is on a fixed route system, but the issue is to get it going and build on it, and how SMART can partner with these services should be explored.
- The Board would like to have Stephanie Stewart, Community Transportation Manager from Grey County attend its March or April meeting to provide more information on the system.

Memorandum from Catherine McKay

The Board received the memorandum for information and agreed with the proposed process for producing minutes. There was discussion about the level of detail that should be provided in minutes when they are distributed to Municipal Council, but it was agreed that it is a positive thing for Councils to see the discussion that occurs at the Board.

ORIGINAL

5. Reports and Recommendations

RAC2019-34 November 2019 Operational

The Manager presented the report and the question was raised as to whether the procedure at Board meetings should be changed so that it is not necessary to read out the full report at meeting. Rather, it was suggested that Board members read the report in advance, including the financial information, and come prepared with questions.

The following points were made in response to Board members' questions:

- The report states that the reserve account is depleted and it was noted that the operating deficit carries forward until the gas tax money comes in which is expected in March, although in some years, it has come later.
- A significant amount is paid in interest on the overdraft and the manager will check on the rate.
- The Board's five-year plan projects that the deficit will be paid off and the reserve account built back up.
- The actual vs. budget computer expenses are high because the budget was set too low.
- Driver wages and benefits expenses were budgeted too high, while office wages were budgeted too low.
- Statutory benefits are below budget because of changes to WSIB and other benefits.
- November of 2018 was very busy, so by comparison, 2019 is down.
- Remote and rural clients pay more and travel farther. There is no direct relationship between the number of rides and contribution.
- In the document titled "2019 Operational Budget vs Actual as at November 30, 2019", it was decided to remove the word "unaudited" from the column headings, as it is misleading. The books are audited annually, but each month is not audited separately.
- In addition to renaming the columns, it was decided to rearrange the columns so they are in the following order from left to right: 2018 at Nov 30, 2019 at Nov 30, Budget 2019, Actual vs. Budget, and 2019 vs 2018.

Resolution #2020-003

Moved by Dean Leifso; Seconded by Warren Dickert

That the October 2019 Operational Report RAC2019-34 and be approved.

Carried

Level of Service Committee Recommendations (Benchmarking and Modelling)

The President commended the committee for doing a very thorough job and providing excellent information. Beth Hamilton presented the report which analyzed SMART's operations compared to seven similar services in similar areas. During the presentation, the following points were highlighted about SMART's service.

- It is the only service operating every day of the week at any time of day, and covers the largest area with the second largest population and the lowest population density.
- Funding per ride is high at 6th out of 8, passenger revenue/fares is above average at 5th out of 8, level of other revenue is the highest at 6th out of 6, provincial funding is low at 2nd out of 6, municipal funding is high at 6th out of 8, and other contributions are low at 2nd of 5.
- Due to the large area and low population density, operating expenses and capital costs per ride are high.
- On p. 2, in the 2nd line, it should say that SMART has the 2nd largest population, and on p. 7, 2nd paragraph, "mean" should be changed to "median".

The following comments were made during the discussion of the report.

- What sets SMART apart is that it operates in two counties anywhere anytime. Some other services do in fact provide service for dialysis patients outside of regular operating hours because a person cannot drive after dialysis treatment.

ORIGINAL

- Provincial funding includes funds from LHINs, but SMART gets no funds from the LHIN. Home and Community Support organizations which provide similar transportation services do not exist everywhere, and so the issues of funding and comparisons can be muddy.
- Other services solicit and receive donations, which could be an area of improvement for SMART.
- Compared to its peers, SMART's municipal funding is higher, and its provincial funding is lower.
- In 2017, Lanark's service had two vans and 2 minivans.
- Hours of operation should indicate that transportation for dialysis patients would be provided on Sunday at Christmas as well as on statutory holidays. It was also noted that CT scans in area hospitals take place 24 hours/day, so there should be exceptions to the operating hours to accommodate this. It was suggested that SMART shouldn't have to provide the service if the LHIN funded organization can do it, since it is the LHIN requiring the patient to go to the hospital outside of SMART's operating hours.
- Accessibility Advisory Committees in the area should be consulted about the proposed changes, and Mike Myatt said that he would find out from the Committee in his area about the implications of no Sunday service.
- The Board should consider if mileage should be increasing, and examine the 15 km limit to determine if it would have unanticipated negative impacts, such as not permitting people from Dundalk to go to Markdale for shopping.
- Board members want to know what the savings would be if the recommendations were adopted. Roger Cook noted that if rides go down, gas tax will go down, but he could not say what the effect on municipal contributions might be.
- SMART has to find savings because if municipalities do not see a reduction in their municipal contributions, they may not be willing to continue in the SMART partnership.
- Roger is to prepare a chart for the February 21 meeting showing savings from the recommendations, the impacts in 2020, including impacts on human resources, and implications for mileage.
- The Board decided that this report is worthy of a special meeting, to be held on Friday, February 21, 2020, at 1:00 p.m.

Resolution #2020-004

Moved by John Woodbury; Seconded by Doug Bell

That the Level of Service (Benchmarking and Modelling) fact finding report dated January 14, 2020 be received.

Carried

Resolution #2020-005

Moved by John Woodbury; Seconded by Scott Mackey

That SMART hold a special meeting on Friday, February 21, 2020 at 1:00 p.m., to discuss the recommendations as outlined in the in the Level of Service (Benchmarking and Modelling) report dated January 14, 2020.

Carried

RAC2020-01 Level of Service Review Comments

This report will be deferred to the February 21, 2020 meeting, along with the Level of Service Committee's recommendations.

RAC2020-02 2020 Proposed Operational Budget

Resolution #2020-006

Moved by Beth Hamilton; Seconded by Dave Cuyler

That the 2020 Operational Budget be deferred to the February 21, 2020 Board meeting and that the Manager also present the capital budget at that time.

Carried

ORIGINAL

RAC2020-03 Client Advisory Committee

The Board discussed the issue of establishing a Client Advisory Committee, and raised the following issues:

- It was agreed that feedback from clients is important, with municipalities also being clients.
- The Board would have to determine the role, if any, of local Accessibility Advisory Committees, as well as whether to establish terms of reference for a Client Advisory Committee.
- The Board would also need to send the draft report of the Level of Service Committee to Grey and Bruce County Accessibility Advisory Committees and receive their feedback before establishing a new Client Advisory Committee.
- If a committee were established, it would meet at noon on the day of a regular Board meeting to minimize costs of Directors attending an additional meeting.

Resolution #2020-007

Moved by Beth Hamilton; Seconded by Warren Dickert

That the creation of a Client Advisory Committee be approved in principle and considered as part of the Level of Service Recommendations at the February 21, 2020 meeting.

Withdrawn

Resolution #2020-008

Moved by Scott Mackey; seconded by John Woodbury

That Report RAC2020-03 be received for information.

Carried

6. Directors Recommendations and Directives

There were none.

7. Other Business

HR Committee Minutes

The Committee Chair presented the minutes of the Human Resources Committee meeting of December 16, 2019, along with an organization chart of SMART. The Board discussed the documents, with the following points being made:

- Discussion of the Committee's recommendation regarding the Christmas bonus will be deferred to the February 21, 2020 Board meeting.
- It is not necessary to show the President and Vice-President positions on the organization chart.

Resolution #2020-009

Moved by Scott Mackey; seconded by Warren Dickert

That the Board receive for information the draft minutes of the Human Resources Committee meeting of December 16, 2019.

Carried

Resolution #2020-010

Moved by Dean Leifso; seconded by Scott Mackey

That Board approve the Human Resources Committee's recommendation that all SMART employees be awarded a 1.7% wage increase effective January 19, 2020.

Carried

Resolution #2020-011

Moved by John Woodbury; seconded by Ed McGugan

That board approve the organization chart effective January 14, 2020, as presented by the Human Resources Committee.

Carried

ORIGINAL

8. Closed Session

Resolution #2020-012

Moved by Dean Leifso; seconded by Warren Dickert

That the Board of SMART move into Closed Session at 4:30 p.m. to consider the Minutes from the Closed Session of November 22, 2019.

Carried

The recording Secretary and the Manager remained in attendance for the closed session.

Resolution #2020-013

Moved by Dave Cuyler; seconded by Doug Bell

That the Board of SMART reconvene in Open Session at 4:40 p.m..

Carried

It was agreed that the Board needs clarification as to when the minutes of a closed session should be presented for approval. It was agreed that Warren Dickert would consult with the Clerk of the Town of Hanover and report back to the Board on the matter.

9. Adjournment

Moved by Scott Mackey

That the Board of Directors of SMART adjourn at 4:42 p.m.

Recording Secretary Meeting Attendance

The Recording Secretary attended the following meetings:

- January 14, 2019



Mike Myatt, President



Catherine McKay, Recording Secretary

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SAUGEEN MOBILITY

and REGIONAL TRANSIT

2020 OPERATIONAL BUDGET as at February 21, 2020

	BUDGET 2019	BUDGET 2020
Individual Rides	25300	24000
Group Rides	7200	7450
REVENUE		
Municipal funding		
Arran-Elderslie	\$ 49,063.39	\$ 51,155.61
Brockton	\$ 85,636.55	\$ 98,535.79
Chatsworth	\$ 40,113.32	\$ 50,221.57
Hanover	\$ 137,245.25	\$ 150,546.05
Huron-Kinloss	\$ 52,305.39	\$ 54,836.86
Kincardine	\$ 78,896.89	\$ 98,364.90
Saugeen Shores	\$ 113,827.20	\$ 131,833.61
Southgate	\$ 26,534.55	\$ 32,838.79
West Grey	\$ 76,377.46	\$ 81,666.82
Sub-total	\$ 660,000.00	\$ 750,000.00
Municipal contracts		
User fees - Individuals	\$ 350,000.00	\$ 342,500.00
User fees - Group Excursions	\$ 44,000.00	\$ 37,500.00
User fees - School Transportation	\$ -	\$ -
Donations	\$ 4,000.00	\$ 4,000.00
Other	\$ 2,000.00	\$ 2,000.00
NET LOCAL REVENUE	\$ 1,060,000.00	\$ 1,136,000.00
MTO BASELINE 'EXPENDITURE'	\$ 496,004.00	\$ 505,924.00
EXPENSES - net of HST		
Audit - not an eligible MTO expense	\$ 14,000.00	\$ 19,000.00
Advertising & Website	\$ 10,000.00	\$ 4,000.00
Bad debts & Collection	\$ 4,000.00	\$ 4,000.00
Bank charges	\$ 2,000.00	\$ 2,000.00
Credit/Debit Card charges	\$ 2,000.00	\$ 2,000.00
Interest	\$ 1,500.00	\$ 2,000.00
Insurance - liability & property	\$ 5,000.00	\$ 6,000.00
Legal	\$ 3,000.00	\$ 3,000.00
Membership fees	\$ 2,500.00	\$ 2,500.00
Driver Training, Apparel, Misc	\$ 6,000.00	\$ 7,000.00
MTO Liason	\$ 8,000.00	\$ 8,000.00
Office Supplies & Postage	\$ 15,000.00	\$ 16,500.00
Computer System	\$ 20,000.00	\$ 30,000.00
Office Rent	\$ 7,000.00	\$ 15,000.00
Telephones	\$ 27,000.00	\$ 30,000.00
Travel, Meals, Parking, etc	\$ 2,000.00	\$ 3,000.00
Vehicles		
Fuel - cost less federal rebate	\$ 200,000.00	\$ 168,000.00
Insurance	\$ 50,000.00	\$ 53,000.00
Licenses	\$ 5,000.00	\$ 6,000.00
Maintenance	\$ 110,000.00	\$ 106,000.00
Wages & Benefits		
Group Benefit Plan	\$ 40,000.00	\$ 48,000.00
Drivers	\$ 886,000.00	\$ 825,000.00
Office	\$ 200,000.00	\$ 250,000.00
Statutory Benefits & EHT	\$ 140,000.00	\$ 126,000.00
NET EXPENSES	\$ 1,760,000.00	\$ 1,736,000.00
NET OPERATING SURPLUS (DEFICIT)	-\$ 700,000.00	-\$ 600,000.00
Provincial Gas Tax Funding - operating	\$ 700,000.00	\$ 600,000.00
NET SURPLUS (DEFICIT)	\$ -	\$ -

2020 Amortization of Capital Assets will be approximately \$200,000

SAUGEEN MOBILITY

and REGIONAL TRANSIT

2020 MUNICIPAL CONTRIBUTIONS

Ridership October 1, 2018 to September 30, 2019

	Area- sq kms	2016 StatsCan Private Dwellings	2016 StatsCan POPULATION	%	POPULATION - 30% 30%	ACTUAL RIDERSHIP	%	RIDERSHIP - 70% 70%	OVERALL 2018 SHARE	2020 TOTAL LEVY \$
Arran-Elderslie	460.13	3030	6803	8.23%	2.47%	2185	6.22%	4.35%	6.82%	\$ 51,155.61
Brockton	565.07	4252	9461	11.45%	3.44%	4873	13.86%	9.70%	13.14%	\$ 98,535.79
Chatsworth	596.17	2988	6630	8.02%	2.41%	2154	6.13%	4.29%	6.70%	\$ 50,221.57
Hanover	9.81	3404	7688	9.30%	2.79%	8679	24.69%	17.28%	20.07%	\$ 150,546.05
Huron-Kinloss	440.59	4037	7089	8.56%	2.57%	2383	6.78%	4.74%	7.31%	\$ 54,836.86
Kincardine	537.65	5883	11389	13.78%	4.14%	4510	12.83%	8.98%	13.12%	\$ 98,364.90
Saugeen Shores	170.97	7655	13715	16.60%	4.98%	6327	18.00%	12.60%	17.58%	\$ 131,833.61
Southgate	644.35	2987	7354	8.90%	2.67%	858	2.44%	1.71%	4.38%	\$ 32,838.79
West Grey	876.02	5648	12518	15.15%	4.55%	3186	9.06%	6.34%	10.89%	\$ 81,666.82
TOTAL	4300.8	39884	82627	100.00%	30.00%	35155	100.00%	70.00%	100.00%	\$ 750,000.00
19.21 residents per sq km									Average funding per household	\$ 18.80
									Average funding per capita	\$ 9.08



EH!tel Networks Inc

392058 Grey Road 109

Holstein, ON, N0G 2A0

Tel: 519-594-0946

Fax: 519-594-0142

PRESS RELEASE

February 26, 2020

Big Loss for Broadband Internet

It is not often that I bring forth concerns or issues of any kind. However, it appears significant parts of Southgate, Grey Highlands and Melancthon rural residents may have lost an opportunity to see fibre optic broadband services brought closer to their communities, businesses and homes.

There are 5 common technologies utilized to provision Internet service:

- 1) Fibre Optic – Best reliability, low latency, virtually unlimited capacity and future proofed.
- 2) Cable – Good with some capacity and distance limitations, typical in urban networks.
- 3) DSL – Good close to main distribution centres, quality and speed diminish with distance.
- 4) Wireless – Fair due to Spectrum limitations, capacity limitations, penetration limitations, and subject to environmental factors.
- 5) Satellite – Poor due to high latency, expensive, capacity limitations and subject to environmental factors.

It has long been recognized by local, provincial and federal governments that Ontario's rural communities lack the ability to operate efficiently & competitively in today's global market due to a lack of economically priced, highspeed Internet services. Notably there is an absence of infrastructure needed to bring these services into rural communities since the cost to do so is often seen as prohibitive.

SWIFT, which stands for Southwestern Integrated Fibre Technologies, is a nonprofit municipally-led broadband expansion project, created to improve Internet connectivity by funding internet infrastructure development in "underserved" communities and rural areas across Southwestern Ontario (<https://swiftruralbroadband.ca>).

Service providers, funded through SWIFT, are required to offer a minimum of 50/10 services (50Mb.s download & 10Mb.s upload) at \$115/month or less, allow for future growth in their network design, and allow open access to the network so that competition in the area is fostered.

A "served" area, which is excluded from SWIFT funding, is based on the availability of the minimum 50/10 service. SWIFT relies on the public and existing service providers for metrics to determine if the area is "served". SWIFT maintains a map of "served" vs "underserved" areas. This map was recently updated rendering the bulk of Southgate, Grey Highland and Melancthon as "served" and thus ineligible for SWIFT funding. The map can be viewed through this link: <https://swiftruralbroadband.ca/resources/our-service-map/>.

Due to confidentiality, SWIFT is not permitted to share which service provider(s) claimed the area as "served". EH!tel wishes to advise the public, we did not claim these areas as "served" (with the exception of minor sections of road served by EH!tel fibre optics). These communities have lost an opportunity for service providers to construct new fibre infrastructure through an application to SWIFT. EH!tel's fibre optic provisioned unlimited 50/10 Internet is at \$80/month, less than half of the traditional wireless pricing.

EH!tel is committed to provision quality and affordable Internet to the rural communities in which we live.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Antonius Peeters'.

Antonius Peeters
CEO/President
EH!tel Networks Inc.

From: [REDACTED]
To: [Lindsey Green](#)
Subject: Update council hockey amalgamation
Date: February 27, 2020 8:41:17 AM

I was wondering if you could pass below on to all council members....

Dear Council

You may have heard the rumors and talks over the last few months regarding amalgamation between Flesherton minor hockey and Dundalk minor hockey..last night both association held there vote and both association passed.... This means moving into next season a new association will move forward known as SouthGrey minor hockey.....

This is a fantastic opprotunity for our youth....We look forward in speaking with you all in person shortly to go over some details and expectations....

There is one point I would like to clear the air on the new association has full intentions of utilizing Dundalks arena..this will be a fair and equal opportunity for both arenas affected....We plan on purchasing close to the same amount of ice time Dundalk Minor Hockey Purchased this year...

Moving ahead we look forward to a great working relationship with The Township of Southgate..

Please keep us involved in the near future if there is any upcomming discussion on ice rates or our arena facility that may directly affect minor hockey as we would like to have a representitive present as il beleve our opinion and main purchaser of ice rentals is important...

Thank you have a wonderful day...

Grayson Hannivan

President DMHA



The Corporation of the Township of Madoc

15651 Highway 62, P.O. Box 503, Madoc, Ontario K0K 2K0

www.madoc.ca

613-473-2677

Fax: 613-473-5580

February 11, 2020

Hon. Ernie Hardeman
Minister of Agriculture, Food & Rural Affairs
77 Grenville Street, 11th Floor
Toronto, Ontario M5S 1B3

Via Email: minister.omafra@ontario.ca

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under fake pretenses to gain entrance onto farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of the livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry

Sincerely,

Loyde Blackburn
Reeve, Madoc Township



The Corporation of the Township of Madoc

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The Honourable Doug Ford
Premier of Ontario
Premier's Office
Room 281
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier:

Re: Resolution from the Township of Springwater – Conservation Authorities

Please be advised that the Township of Madoc Council passed the following motion to support the resolution of the Township of Springwater regarding the Conservation Authority Levies, attached.

Motion # 19-610

Moved by: Councillor Beaton

Seconded by: Deputy Reeve Rollins

That Council direct the Clerk/Planning Coordinator to write a letter of support, supporting the resolution of the Township of Springwater regarding the Conservation Authority Levies

-Carried-

Sincerely,

Amanda Cox
Clerk/Planning Coordinator
Township of Madoc



The Honourable Doug Ford
Premier of Ontario
Premier's Office
Room 281
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Dear Premier:

November 29th 2019

Re: Resolution from the Township of Springwater – Conservation Authority Levies

Please be advised that on November 27th the Town of Plympton-Wyoming Council passed the following motion to support the Township of Springwater motion (attached) that was passed on October 16th 2019.

Motion #7 – Moved by Bob Woolvett, Seconded by Gary Atkinson that the Council of the Town of Plympton-Wyoming supports the resolution of the Township of Springwater regarding the Conservation Authority Levies.

Motion Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me at the number above or by email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak
Clerk
Town of Plympton-Wyoming

Cc: Renee Chaperon, Clerk – Township of Springwater
The Honourable Doug Ford, Premier of Ontario
Jeff Yurek, Minister of Environment, Conservation and Parks
Conservation Ontario
All Ontario Municipalities
Association of Municipalities of Ontario (AMO)

October 21, 2019

Nottawasaga Valley Conservation Authority
8195 8th Line
Utopia ON, L0M 1T0

RE: Conservation Authority Levies

Please be advised that at its meeting of October 16, 2019, Council of the Township of Springwater passed the following resolution:

C456-2019

Moved by: Coughlin
Seconded by: Cabral

Whereas the Township of Springwater supports the objects of balance on conservation, environmental stewardship, and sustainability to anchor its operations, planning, services, and strategic vision;

And Whereas the Township of Springwater understands the need for both the Province and its municipalities to deliver clear, costed, and sustainable programs and services for taxpayers;

And Whereas both tiers of government must assess all programs and services to eliminate duplication and balance costs on tests of affordability, health, safety, and environmental stewardship;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 of a need for conservation authorities to re-focus their operations related to core mandates as currently defined in the Conservation Authorities Act, 1990, R.S.O. 1990, c. C.27 and its prescribed regulations;

And Whereas the Minister of Environment, Conservation, and Parks signaled on August 16, 2019 that Conservation Authorities should not proceed with any increases to fees or levies;

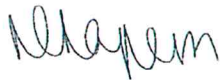
Therefore Be It Resolved That the Township of Springwater supports any Provincial effort to require its municipal levy only apply to core mandated programs and services;

And That this resolution be forwarded to Premier Doug Ford, the Minister of the Environment, Conservation, and Parks, the Honourable Jeff Yurek, the County of Simcoe, all Ontario municipalities, the NVCA and Ontario's other 35 Conservation Authorities, and Conservation Ontario, signaling the Township of Springwater's

support of the Province's review, consultations and development of an updated Conservation Authorities Act and the willingness to participate in all consultations and submissions to the same.

Carried

Sincerely,



Renée Chaperon
Clerk
/cp

cc. Doug Ford, Premier of Ontario
Jeff Yurek, Minister of Environment, Conservation and Parks
The County of Simcoe
Conservation Ontario
Ontario municipalities
Ontario Conservation Authorities

Phone: 705-728-4784
Ext. 2015

Clerk's Department

Fax: 705-728-6957



The Corporation of the Township of Madoc

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The Honourable Sylvia Jones
Solicitor General
George Drew Bldg, 18th Flr
25 Grosvenor Street
Toronto, Ontario
M7A 1Y6

Re: Town of Tecumseh Resolution on 911 misdials

Please be advised that the Township of Madoc Council passed the following motion to support the resolution of the Town of Tecumseh regarding 911 misdials, attached.

Motion # 20-31

Moved by: Councillor Rowe

Seconded by: Deputy Reeve Rollins

That Council direct the Clerk/Planning Coordinator to write a letter of support regarding 911 misdials

-Carried-

Sincerely,

Amanda Cox
Clerk/Planning Coordinator
Township of Madoc



The Corporation of the Town of Tecumseh

December 20, 2019

Hon. Sylvia Jones
Solicitor General
George Drew Bldg, 18th Flr
25 Grosvenor Street
Toronto, Ontario
M7A 1Y6

Re: Town of Tecumseh Resolution on 911 Misdials

On behalf of Mayor Gary McNamara and Town Council, I am writing to advise that at its meeting on November 12, 2019, Tecumseh Town Council passed the following resolution:

Whereas the calls for service for 911 Misdials have risen dramatically in recent years, correlated with the rise in cell phone use; and

Whereas 911 Misdials must be responded to as if they were legitimate emergency calls; and

Whereas each 911 call is responded to with two OPP officers at an average time per call of 1.2 hours; and

Whereas each 911 call is a billable call to the municipality; and

Whereas in 2019 alone to date, 911 Misdials in Tecumseh number 1,082 calls, which is 28.8% of all billable calls for service to date; and

Whereas 911 Misdials are not unique to Tecumseh and in fact are common across the Province at an estimated cost of millions of dollars;

Now Therefore Be It Resolved That the Municipal, Federal and Provincial governments and relevant associations, including but not limited to, the Ontario Association of Police Services Boards (OAPSB), the Ontario Association of Chiefs of Police (OACP), the Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO), be requested to lobby the telecommunications industry and smart phone manufacturers to develop a solution to 911 Misdials.

A copy of the report to Town Council (CAO-2019-09) on 911 Misdials is attached for your information. Should you require anything further, please contact the undersigned at lmoy@tecumseh.ca or extension 116.

Yours very truly,



Laura Moy, Dipl.M.M., CMMIII HR Professional
Director Corporate Services & Clerk

LM/ep

Attachments

1. Report CAO-2019-09 911 Misdials

cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness
Irek Kusmierczyk, MP
Percy Hatfield, MPP
Federation of Canadian Municipalities
Association of Municipalities of Ontario
Ontario Association of Police Services Boards
Ontario Association of Chiefs of Police
Ontario Municipalities
Telus
Bell
Rogers



February 20, 2020

RE: Support for ministers to allow for electronic delegation

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-012: Moved by Councillor Bulmer and
Seconded by Councillor Goyda

That Council send a letter of support in principle with respect to the Township of Greater Madawaska's Council resolution to allow for electronic delegations to the Provincial Ministers.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,
Courtenay Hoytfox
Development and Legislative Coordinator

Council Resolution Form

Date: 18 Nov 2019

No: Resolution No.261-19

Moved By: Councillor Rigelhof Seconded by
Councillor MacPherson

Disposition: CARRIED.

Item No: 9.11.1

Description: Support for ministers to allow for electronic delegation

RESOLUTION:

WHEREAS Council has discussed lobbying the provincial ministers to allow for electronic delegation;

AND WHEREAS Council feel that it is unjust to have to attend expensive conferences to be able to have a delegation with Ministers or the Premier;

AND THEREFORE, Council requests that the Ministers and the Premier offer electronic delegations to small and rural Municipalities that do not have sufficient budget to attend conferences;

FURTHERMORE, that this resolution be sent to all Ontario Municipalities to request their support and sent to the Premier and all the Ministries for their consideration.

Recorded Vote Requested by:

	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____


MAYOR

Declaration of Pecuniary Interest:

Disclosed his/her/their interest(s), vacated he/her/their seat(s), abstained from discussion and did not vote



February 20, 2020

RE: AMO's position on the Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe Drinking Water Act.

Please be advised that Township of Puslinch Council, at its meeting held on January 2, 2020, considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2020-010: Moved by Councillor Sepulis and
Seconded by Councillor Bailey

**That Council receives the Intergovernmental item 7.9 Queens Park Update; and
That Council direct staff to send correspondence in support of AMO's position on the
Legislative Changes in Bill 132 with respect to the Aggregate Resources Act and the Safe
Drinking Water Act.**

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Yours very truly,
Courtenay Hoytfox
Development and Legislative Coordinator

From: AMO Communications <Communicate@amo.on.ca>
Sent: Monday, December 16, 2019 11:17 AM
To: Courtenay Hoytfox
Subject: Queen's Park Update - December 16, 2019

AMO Update not displaying correctly? [View the online version](#) | [Send to a friend](#)
Add Communicate@amo.on.ca to your safe list



December 16, 2019

Queen's Park Update

Cannabis

On December 12th, the government amended Ontario Regulation 478/18 under the *Cannabis License Act, 2018*. This opens Ontario's cannabis retail market in 2020. Retail applications begin on January 6, 2020 and the new changes in the regulation include:

- Ceasing the lottery for retail licenses
- Eliminating pre-qualification requirements for retailers
- Allowing licensed producers to open retail store connected to a production facility

On March 2, 2020, the restrictions on the total number of store authorizations permitted in the province will be revoked. Licensed operators will be allowed to have up to 10 stores until September 2020, up to 30 stores until September 2021 and up to 75 stores afterwards. Store applications will only be eligible in municipalities that have opted-in to sell cannabis.

For more information, visit www.agco.ca.

End of the Fall Legislative Session

The Legislative Assembly of Ontario ended its 2019 legislative session on December 12th and is adjourned until February 18, 2020. Here are some short summaries of Bills of municipal interest that have received Royal Assent.

[Bill 132, Better for People, Smarter for Business Act, 2019](#) – Received Royal Assent on Dec. 10th.

The legislative changes in Bill 132 of most municipal concern are to the *Aggregates Act*. While it is an improvement that a change will require an application process for below water table extraction, rather than just an amendment to a licence, it still allows the province to issue licences for below water table extraction while the *Safe Drinking Water Act*, Section 19 stipulates that owners of municipal drinking water sources are guilty of an offence if they fail to exercise care over a drinking water system, like a well. As aquifers are connected, a decision of the province to allow below water table extraction could lead to contamination of municipal drinking water sources.

Given the conflict between these two Acts, AMO had asked for a concurrent amendment to the *Safe Drinking Water Act* to indemnify Council members for decisions on *Aggregates Act* applications that the province makes. This amendment was not made to the legislation that now has Royal Assent. We believe this will result in municipal councils appealing all provincial decisions on below water table extraction to the Local Planning Appeal Tribunal (LPAT) to show appropriate due diligence.

As well through Bill 132, the *Highway Traffic Act* was amended to allow municipal governments to pass by-laws that will allow some off-road vehicles to be driven on municipal highways.

For more information on this omnibus bill, please refer to AMO's [Bill 132 submission](#).

[Bill 138, Plan to Build Ontario Together Act, 2019](#) – Received Royal Assent on December 10th.

This omnibus Bill accompanied the 2019 Fall Economic Statement and affected 40 statutes. This included:

- Section 26.1 of the *Development Charges Act* is amended and will remove industrial development and commercial development from eligible development types that can be charged.
- Subsection 329 (2) of the *Municipal Act, 2001* and section 291 (2) of the *City of Toronto Act, 2006* has been amended regarding calculating property taxes when the permitted uses of land change.
- The *Supply Chain Management Act* specifies how the broader public sector may carry out supply chain management and procurement. AMO has confirmed that these provisions will not apply to municipalities.
- Section 37 of the *Planning Act* has been amended to set out a process for a person or public body to appeal a community benefits charge by-law to the Local Planning Appeal Tribunal.
- Section 40 (1) of the *Liquor Licence and Control Act* permits municipal councils to designate a recreational area under its jurisdiction to prohibit the possession of liquor.

[Bill 136, Provincial Animal Welfare Services Act, 2019](#) – Received Royal Assent on December 5th.

This bill creates an animal welfare framework. Under the Act, in the event of a conflict between a municipal by-law and the *Provincial Animal Welfare Services Act*, the provision that affords the greater protection to animals will prevail. The legislation

requires an implementation of a full provincial government-based animal welfare enforcement model.

The province has confirmed that all enforcement mechanisms will be performed by them.

Bill 124, *Protecting a Sustainable Public Sector for Future Generations Act*, 2019

– Received Royal Assent on November 7th.

Under Bill 124, broader public sector employee salary increases will be limited to 1% for the next three years. AMO has been assured that this Act does not apply to employers that are a municipality, a local board as defined in the *Municipal Act*, and persons and organizations that are appointed or chosen under the authority of a municipality.

AMO Contact:

You can contact AMO's Policy Team at policy@amo.on.ca or 416-971-9856.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

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Elisha Hewgill

From: Jannette Amini <jamini@FRONTENACCOUNTY.CA>
Sent: February 21, 2020 3:01 PM
To: Jannette Amini
Subject: County of Frontenac Resolution of support for Conservation Authorities
Attachments: Letter to Premier Ford regarding Frontenac County Council resolution of support for Conservation Authorities.pdf

To: All Ontario Municipalities

Attached is a resolution adopted by Frontenac County Council regarding support for Conservation Authorities that was sent to Premier Ford, which Council has asked go to all Ontario municipalities.

Thank you.

Jannette Amini, Dipl.M.A., M.M., CMO

Manager of Legislative Services/Clerk

Corporate Services

County of Frontenac

2069 Battersea Road,

Glenburnie ON K0H 1S0

Phone: 613-548-9400 ext. 302

Fax: 613-548-8460

jamini@frontenaccounty.ca

FrontenacCounty.ca



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F: 613.548.8460

frontenacounty.ca

The Honourable Doug Ford
Premier of Ontario
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON
M7A 1A1

Re: Frontenac County Council Meeting – February 19, 2020 – Motions, Notice of Which has Been Given – Resolution of Support for Conservation Authorities

Motions, Notice of Which has Been Given

And Whereas smaller municipalities do not have the capacity or the financial resources to employ staff with the technical expertise that conservation authorities provide;

Therefore Be It Resolved That the County of Frontenac encourages the province to continue to support the principle of planning on a watershed basis in the ongoing review and prioritize the allocation of adequate funding to support the core mandate of conservation authorities;

And Further That the provincial government will maintain and not diminish the core mandate of conservation authorities;

And Further That a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks, the Honourable John Yakabuski, Minister of Natural Resources and Forestry, Conservation Ontario, the Association of Municipalities of Ontario and all Ontario municipalities.

Carried

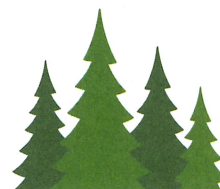
I trust you will find this in order; however should you have any questions or concerns, please do not hesitate to contact me at 613-548-9400, ext. 302 or via email at jamini@frontenacounty.ca.

Yours Truly,



Jannette Amini, Dipl.M.M., M.A. CMO
Manager of Legislative Services/Clerk

Copy: File



From:
To:

[Green, Katie](#)

[accesshalton@halton.ca](#); [accessyork@york.ca](#); [aclarke@gorebay.ca](#); [admin@acwtownship.ca](#);
[admin@dnetownship.ca](#); [admin@eganville.com](#); [admin@englehart.ca](#); [admin@hillontownship.ca](#);
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[coelinfo@countyofessex.ca](#); [conmee@tbaytel.net](#); [contact@lakeofbays.on.ca](#); [contact@tillsonburg.ca](#);
[contactus@ajax.ca](#); [contactus@cityofkingston.ca](#); [corporate@orillia.ca](#); [cpallo@city.belleville.on.ca](#);
[cswearengen@chappleau.ca](#); [ctouzel@brantford.ca](#); [customerservice@markham.ca](#);
[customerservice@oxfordcounty.ca](#); [customerservice@siouxlookout.ca](#); [White, Candice AN Clerk](#);
[dack@ntl.sympatico.ca](#); [dan.thibeault@chamberlaintownship.com](#); [dawsontwp@tbaytel.net](#);
[dbatte@brucecounty.on.ca](#); [deputyclerk@town.ignace.on.ca](#); [dluker@tiny.ca](#); [dmctavish@enniskillen.ca](#);
[donnab@wellington.ca](#); [dtreen@temiskamingshores.ca](#); [dwilson@centralelgin.org](#); [eftownship@ear-falls.com](#);
[elklake@ntl.sympatico.ca](#); [email@huronshores.ca](#); [email@petawawa.ca](#); [ezt@ezt.ca](#); [general@get.on.ca](#);
[general@kapuskasing.ca](#); [general@northgrenville.on.ca](#); [general@strathroy-caradoc.ca](#);
[general@townofstmarys.com](#); [generalinquiries@dryden.ca](#); [generalmail@blandfordblenheim.ca](#);
[gillies@tbaytel.net](#); [gkosch@wellesley.ca](#); [harlytwp@parolink.net](#); [harris@parolink.net](#); [havbelmet@hbmtwp.ca](#);
[info@addingtonhighlands.ca](#); [info@adelaidemetcalfe.on.ca](#); [info@admastonbromley.com](#);
[info@algonquinhighlands.ca](#); [info@amaranth.ca](#); [info@armourtownship.ca](#); [info@atikokan.ca](#); [info@aurora.ca](#);
[info@bancroft.ca](#); [info@blindriver.ca](#); [info@blrtownship.ca](#); [info@brockton.ca](#); [info@caledon.ca](#);
[info@callander.ca](#); [info@carletonplace.ca](#); [info@casselman.ca](#); [info@centralhuron.com](#); [info@champlain.ca](#);
[info@chisholm.ca](#); [info@city.elliottlake.on.ca](#); [info@cityofnorthbay.ca](#); [info@cityssm.on.ca](#);
[info@county.haliburton.on.ca](#); [info@countyofrenfrew.on.ca](#); [info@douroddummer.on.ca](#); [info@dufferincounty.ca](#);
[info@durham.ca](#); [info@dysartetal.ca](#); [info@eastgarafraxa.ca](#); [info@erin.ca](#); [info@fauquierstrickland.com](#);
[info@frontenaccounty.ca](#); [info@georgina.ca](#); [info@gravenhurst.ca](#); [info@greaternapanee.com](#);
[info@greyhighlands.ca](#); [info@guelph.ca](#); [info@haldimandcounty.on.ca](#); [info@hamilton.ca](#);
[info@hamiltontownship.ca](#); [info@hastingshighlands.ca](#); [info@highlandseast.ca](#); [info@hiltonbeach.com](#);
[info@huronkinloss.com](#); [info@khrtownship.ca](#); [info@lanarkcounty.ca](#); [info@laurentianhills.ca](#);
[info@leamington.ca](#); [info@lincoln.ca](#); [info@loyalist.ca](#); [info@lytownship.ca](#); [info@magnetawan.com](#);
[info@markstay-warren.ca](#); [info@mattawa.info](#); [info@matticevalcote.ca](#); [info@mcnabbraeside.com](#);
[info@meaford.ca](#); [info@melanctontownship.ca](#); [info@milton.ca](#); [info@mississippimills.ca](#); [info@moosonee.ca](#);
[info@mulmur.ca](#); [info@municipalityofbluewater.ca](#); [info@muskoka.on.ca](#); [info@newmarket.ca](#);
[info@niagarafalls.ca](#); [info@nipigon.net](#); [info@northdundas.com](#); [info@northernbruce.ca](#); [info@orangeville.ca](#);
[info@osmtownship.ca](#); [info@ottawa.ca](#); [info@peelregion.ca](#); [info@pelee.ca](#); [info@plympton-wyoming.ca](#);
[info@powassan.net](#); [info@prescott.ca](#); [info@redrocktownship.com](#); [info@renfrew.ca](#); [info@rideaulakes.ca](#);
[info@sdcgcounties.ca](#); [info@sequin.ca](#); [info@simcoe.ca](#); [info@smithsfalls.ca](#); [info@snnf.ca](#);
[info@southalgonquin.ca](#); [info](#); [info@selwyntownship.ca](#); [info@southhuron.ca](#); [info@southriverontario.com](#);
[info@southstormont.ca](#); [info@southwestmiddlesex.ca](#); [info@springwater.ca](#); [info@stthomas.ca](#);
[info@tecumseh.ca](#); [info@terracebay.ca](#); [info@thebluemountains.ca](#); [info@town.lasalle.on.ca](#);
[info@town.uxbridge.on.ca](#); [info@townofnemi.on.ca](#); [info@townofspanish.com](#); [info@township.montague.on.ca](#);
[info@townshipofperry.ca](#); [info@trentfalls.ca](#); [info@trentlakes.ca](#); [info@twp.tweed.on.ca](#);
[info@tyendinagatownship.com](#); [info@villageofpointedward.com](#); [info@villageofwestport.ca](#);
[info@warwicktownship.ca](#); [info@wawa.cc](#); [info@westnipissing.ca](#); [info@westperth.com](#); [info@whitby.ca](#);
[info@whiteriver.ca](#); [info@whitestone.ca](#); [info@whitewaterregion.ca](#); [info@wilmot.ca](#); [inquiries@huroncounty.ca](#);
[inquiries@municipalityofkillarney.ca](#); [inquiries@norfolkcounty.ca](#); [inquiries@sables-spanish.ca](#);
[inquiries@thamescentre.on.ca](#); [inquiry@amherstburg.ca](#); [inquiry@innisfil.ca](#); [jallen@latchford.ca](#);
[jaremy.hpayne@bellnet.ca](#); [jastrologo@kingsville.ca](#); [jbouthillette@stcharlesontario.ca](#);
[jbrick@town.aylmer.on.ca](#); [JBrizard@nationmun.ca](#); [jgunby@gbtownship.ca](#); [jhannam@thunderbay.ca](#);
[jmillon@deerpriver.ca](#); [joann.ducharme@tkl.ca](#); [jp.ouellet@cochraneontario.com](#); [jwilloughby@shelburne.ca](#);
[karin@baldwin.ca](#); [rmordue@blandfordblenheim.ca](#); [mgraves@ingersoll.ca](#); [kkruger@norwich.ca](#);
[clerk@swox.org](#); [DEWilson@tillsonburg.ca](#); [kmartin@zorra.on.ca](#); [afaria@cityofwoodstock.ca](#);

smatheson@blandfordblenheim.ca; karmstrong@norwich.ca; kayla.francoeur@toronto.ca;
kbunting@middlesex.ca; kfletcher@regionofwaterloo.ca; kokane@centrewellington.ca; lairdtpw@soonet.ca;
lakeofthewoodstwp@tbaytel.net; lavalley@nwonet.net; Lesley.Todd@ucig.on.ca; llalonde@easthawkesbury.ca;
llehr@essatownship.on.ca; lmcdonald@bracebridge.ca; LMclean@iroquoisfalls.com; lscott@perthsouth.ca;
macdonaldn@northumberlandcounty.ca; mail@elizabethstown-kitley.on.ca; mail@morristurnberry.ca;
mail@northdumfries.ca; mail@scugog.ca; mail@southdundas.com; mail@townofgrandvalley.ca; mail@twpec.ca;
malahide@malahide.ca; mattawan@xplornet.ca; mbouffard@frenchriver.ca; mcole@thearchipelago.on.ca;
mgraves@ingersoll.ca; mhartling@manitouwadge.ca; mkkirkham@wainfleet.ca; mono@townofmono.com;
mouellet@clarence-rockland.com; mturner@westgrey.com; municipality@eastferris.ca; municipality@redlake.ca;
nairncentre@personainternet.com; naw@nalgonaill.com; neebing@neebing.org; office@doriontownship.ca;
office@faraday.ca; office@georgianbluffs.on.ca; office@newbury.ca; office@townshipofjoly.com;
oilsprings@ciaccess.com; olga.smith@waterloo.ca; online@king.ca; pembroke@pembroke.ca;
people@johnsontownship.ca; pfettes@clearview.ca; pgreenwood@shuniah.org; plumtwsp@onlink.net;
psinnamon@chatsworth.ca; public.info@mississauga.ca; questions@cambridge.ca; rainyriver@tbaytel.net;
ral@northhuron.ca; ramara@ramara.ca; reception@blackriver-matheson.com; reception@westlincoln.com;
reynald.rivard@armstrong.ca; reynaldrivard@nt.net; rjohnson@townofparrysound.com;
rmurphy@townofbwg.com; rreymer@lucanbiddulph.on.ca; scooper@penetanguishene.ca; service@kenora.ca;
service@oshawa.ca; services@cavanmonaghan.net; sgoerke@townshipofsevern.com; southwold@southwold.ca;
Parisien.Stephane; stjoeadmin@bellnet.ca; suzannej@haltonhills.ca

Cc: [Fawn, Lynn](#); [Stevenson, Kari](#); [Hope, Elizabeth](#); [Jopling, Karen](#)

Subject: County of Peterborough Resolution - Re: Bill 156, Security from Trespass and Protecting Food Safety Act

Date: February 25, 2020 10:09:05 AM

Attachments: [Bill 156 Letter of Support.docx](#)

Good Morning,

Please be advised that the County of Peterborough passed the following resolution at their February 19th meeting:

Be it resolved that County Council supports Bill 156, Security from Trespass and Protecting Food Safety Act by sending a letter of support to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardman; John Vantof, NDP Critic, Agriculture and Food, Rural Development; John Fraser, Liberal Critic, Agriculture, Food and Rural Affairs; and all Ontario Municipalities.

Also, attached is the original letter sent by the Peterborough County Federation of Agriculture.

Kindest regards.

Katie Green

Administrative Services Assistant

Clerk's Division/Land Division

(705) 743-0380 Ext. 2106

* Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of a public record and may be made available to the public through the Council Agenda process.



February 18, 2020

Bill 156, *Security from Trespass and Protecting Food Safety Act*

The **Peterborough County Federation of Agriculture** represents the voice of agriculture in the local community, and advocates on behalf of our farm family members. Along with our Commodity partners in **Peterborough County** and the Ontario Federation of Agriculture. We are committed to a sustainable and profitable future for farm families.

Ontario farms have increasingly come under threat of unwanted trespassers and activists who are illegally entering property, barns and buildings, seizing private property and threatening the health and safety of the farm, employees, livestock and crops.

On December 2nd, 2019, the provincial government introduced **Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019***. The bill is intended to protect Ontario farm animals, farms, farmers and their families, and the safety of the entire food supply by addressing the ongoing threat of unwanted trespassing and from unauthorized interactions with farm animals. The risks of these actions include exposing farm animals to stress and potential diseases, as well as the introducing contaminants into the food supply.

The **Peterborough County Federation of Agriculture** appreciates the support from the provincial government for taking a strong stance to protect our farms and food safety, by introducing more significant consequences for illegal trespassing activities.

The **Peterborough County Federation of Agriculture** is calling on all municipal councils to reassure their citizens that the safety of Ontario farm animals, farmers and farm families, and the safety of the entire food system matters. We respectfully ask that your council show your support for Bill 156 by sending the following letter (see below) to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman, John Vantof NDP Critic, Agriculture and Food, Rural Development, and John Fraser Liberal Critic, Agriculture, Food and Rural Affairs

Thank you for showing your support for stronger legislation to protect farms, animals, and food in Peterborough County from intruders. As this issue is time sensitive, if your municipality is going to support we would urge you to do so at your earliest convenience. This Bill is currently at second reading.

Sincerely,

Karen Jopling

President Peterborough County Federation of Agriculture

pcfagriculture@gmail.com

705.927.5677

Hon. Ernie Hardeman
Minister of Agriculture, Food & Rural Affairs
77 Grenville Street, 11th Floor
Toronto, Ontario M5S 1B3

Via Email: minister.omafra@ontario.ca

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

SIGNATURE

copy: pcfagriculture@gmail.com

John Vanthof
Critic, Agriculture and Food, Rural Development
Rm. 156, Main Legislative Bldg.
Toronto, ON M7A 1A5

Via Email: jvanthof-qp@ndp.on.ca

Dear Mr Vanthof

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

SIGNATURE

copy: pcfagriculture@gmail.com

John Fraser
Critic, Agriculture, Food and Rural Affairs
Room 448, Main Legislative Building
Queen's Park
Toronto (ON) M7A 1A4

Via Email: jfraser.mpp.co@liberal.ola.org

Dear Mr Fraser

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

SIGNATURE

copy: pcfagriculture@gmail.com

February 25, 2020

Re: Item for Discussion – Motion of Support for Ban of Single-Use Disposable Wipes

At its meeting of January 23, 2020, the Council of the Corporation of the Town of Bracebridge ratified motion 20-GC-032/033, regarding the support for ban of single-use disposable wipes, as follows:

“WHEREAS Single-use wipes are a \$6 billion industry and growing, and are now being advertised as a clean alternative to toilet paper that is safe to flush;

AND WHEREAS Single-use wipes accumulate in the sewer system and eventually clog the sanitary sewer system, requiring significant additional repair and maintenance;

AND WHEREAS the Municipal Enforcement Sewer Use Group (MESUG) estimates non-flushable materials cause \$250 million in annual repairs across Canada;

AND WHEREAS a 2019 study released by Ryerson University tested 101 types of single-use disposable wipes and found that all of the wipes failed basic requirements of flushable products;

AND WHEREAS there is no one standard for what the word “flushable” means;

AND WHEREAS there is a lack of public awareness of the impact caused by non-flushable wipes being flushed down toilets and consumer education and outreach could play a large part in reducing the impact;

AND WHEREAS Single-use wipes, even when properly disposed of as waste, are an inefficient and unsustainable use of resources that contribute significantly to environmental degradation.

NOW THEREFORE BE IT RESOLVED THAT the Town of Bracebridge lobby the Provincial and Federal Governments to ban single-use disposable wipes;

AND THAT this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of the Environment, Conservation and Parks; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the Local Members of Provincial Parliament; and all Municipalities in Ontario.

AND FURTHER THAT the District of Muskoka be requested to endorse the resolution and the ban on single-use wipes.”

1000 Taylor Court
Bracebridge, ON
P1L 1R6 Canada

telephone: (705) 645-5264
corporate services and finance fax: (705) 645-1262
public works fax: (705) 645-7525
planning & development fax: (705) 645-4209

In accordance with Council's direction I am forwarding you a copy of the associated memorandum for you reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read "Lori McDonald". The signature is stylized with a large, looped "L" and "M".

Lori McDonald
Director of Corporate Services/Clerk

The Corporation of the Township of Southgate
By-law Number 2020-036
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 March 4, 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 March 4, 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 4th day of March, 2020.

John Woodbury - Mayor

Lindsey Green – Acting Clerk