



**Township of Southgate
Addendum Council Meeting Agenda**

June 3, 2020

9:00 AM

Electronic Participation

Pages

1. Electronic Access Information

If you wish to listen to the Council meeting electronically please wait until the start time of the meeting, then dial in with your phone using the following information:

Phone Number: **1 (647) 497-9373**

Access Code: **990 - 730 - 221 #**

If the electronic system fails at 9:00 AM, and a connection or quorum of Council cannot be obtained within the first 15 minutes of the meeting, the meeting will automatically adjourn, and begin at 7:00 PM.

2. Call to Order

3. Confirmation of Agenda

Be it resolved that Council confirm the agenda as presented.

4. Declaration of Pecuniary Interest

5. Delegations & Presentations

***5.1 Robert Harris Delegation - Entrance Permit on Southgate Sideroad 41**

Delegate requested to be removed from the agenda and wishes to speak at a future meeting.

6. Adoption of Minutes

Be it resolved that Council approve the minutes from the May 20, 2020 Council meeting as presented.

8 - 19

7. Reports of Municipal Officers

7.1 Fire Chief Derek Malynyk

7.1.1 FIRE2020-010- Attending Natural Gas Incident Charge 20

Be it resolved that Council receive Staff Report FIRE2020-010 for information; and

That Council direct the Treasurer to bring forward an amendment to the fees and charges By-law No. 2019-186 at the next regular meeting of Council to allow for a fee to be charged when the Fire Department attends avoidable natural gas leak incidents.

7.2 Treasurer William Gott

7.2.1 FIN2020-011 Cemetery Update Regarding Trustee 21 - 22

Be it resolved that Council receive Staff Report FIN2020-011 for information; and

That Council consider for approval By-law 2020-054, a by-law to enter into an agreement with Bethel Community Cemetery; and

That Council consider for approval By-law 2020-055, being a by-law to enter into an agreement with Walker Cemetery.

7.2.2 By-law 2020-054 - Trustee Agreement for Care and Maintenance Fund - Bethel Cemetery 23 - 29

Be it resolved that by-law number 2020-054 being a by-law to authorize an agreement between The Corporation of the Township of Southgate and Bethel Community Cemetery 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.

7.2.3 By-law 2020-055 - Trustee Agreement for Care and Maintenance Fund - Walker Cemetery 30 - 36

Be it resolved that by-law number 2020-055 being a by-law to authorize an agreement between The Corporation of the Township of Southgate and Walker Cemetery 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.

7.3 Acting Clerk Lindsey Green

7.3.1 CL2020-019 - Draft Burn By-law Amendments 37 - 46

Be it resolved that Council receive Staff Report CL2020-019 as information; and
That Council receive the draft amendments to the Burn By-law and provide feedback to the Clerk and/or Fire Chief no later than end of day on June 8, 2020.

7.4 HR Coordinator Kayla Best

7.4.1 HR2020-009 – Infection and Disease Control Draft Policy #84 47 - 54

Be it resolved that Council receive Staff Report HR2020-009 for information; and
That Council approve the Infection and Disease Control Draft Policy #84 as presented for discussion and review; and
That Council consider approval of the Infection and Disease Control Policy #84 by municipal by-law at the June 17, 2020 meeting.

7.4.2 HR2020-010 – Work From Home Draft Policy #85 55 - 63

Be it resolved that Council receive Staff Report HR2020-010 for information; and
That Council approve the Work From Home Draft Policy #85 as presented for discussion and review; and
That Council consider approval of the Work From Home Policy #85 by municipal by-law at the June 17, 2020 meeting.

7.5 Planner Clinton Stredwick

- 7.5.1 PL2020-008-SP16-19 Kinsley** 64 - 67
- Be it resolved that** Council receive Staff Report PL2020-008 for information; and
That Council provide direction to staff as to the amount and location of outside storage.
- 7.5.2 PL2020-018-C24-19 Meeting House** 68 - 72
- Be it resolved that** Council receive Staff Report PL2020-018 for information; and
That Council consider the passing of By-law 2020-049.
- 7.5.3 By-law 2020-049 - ZBA C24-19 Meeting House** 73 - 74
- Be it resolved that** by-law number 2020-049 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 Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.
- 7.5.4 PL2020-019 - ZBA C27-19 Holstein General Store** 75 - 78
- Be it resolved that** Council receive Staff Report PL2020-019 for information; and
That Council consider approval of By-law 2020-050; and
That Council waive site plan control.
- 7.5.5 By-law 2020-050 - ZBA C27-19 Holstein General Store** 79 - 81
- Be it resolved that** by-law 2020-050 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 Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

8. By-laws and Motions

None

9. Notice of Motion

None

10. Consent Items

10.1 Regular Business (for information)

Be it resolved that Council approve the items on the Regular Business consent agenda dated June 3, 2020 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

10.1.1	CAO2020-039 Southgate CAO Update May-June 2020	82 - 136
10.1.2	HR2020-011 Staff Updates	137 - 146
10.1.3	HR2020-008 Employee COVID-19 Survey	147 - 148
*10.1.4	LIB2020-001 Curbside Pick-up	149 - 153
10.1.5	Librarian CEO Report 21-05-2020	154
10.1.6	PW2020-030 Department Report	155 - 181
10.1.7	April 2020 Cheque Register	182 - 192
10.1.8	2020-04-16 Library Board Minutes	193 - 196

10.2 Correspondence (for information)

Be it resolved that Council approve the items on the Correspondence consent agenda dated June 3, 2020 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

10.2.1	Grey Bruce Public Health Unit Media Release Expanded Community Testing for COVID-19 May 15 2020 - received May 19, 2020	197 - 198
10.2.2	1st Quarter Operational report from SMART - received May 21, 2020	199 - 201
10.2.3	Mount Forest Louise Marshall Hospital Foundation - Thank you letter for PPE Donation - received May 21, 2020	202

10.2.4	Office of The Premier - Ontario Helps People Get Back to Work - received May 22, 2020	203 - 205
10.2.5	GRCA General Meeting Summary - May 22, 2020 - received May 25, 2020	206
10.2.6	GRCA Resource Planning Program COVID-19 Update - received May 25, 2020	207 - 209
10.2.7	ONE Investment Launches first Joint Investment Board for Municipalities in Ontario - received May 25, 2020	210 - 211
10.2.8	Community Connection Collaboration to Support Community in response to COVID-19 - received May 26, 2020	212 - 215
10.2.9	Grey Bruce Public Health Unit Media Release COVID-19 False Positives - What do they mean May 26 2020 - received May 26, 2020	216 - 217
10.2.10	Wellington North Power Inc. 2020 Annual Shareholder Mtg Package 2020 05 26 - received May 26, 2020	218 - 257
10.2.11	Media Release Medical Officer of Health Rescinding Order for Beach Closures in Grey Bruce May 28 2020 - received May 28, 2020	258 - 263
10.3	Resolutions of Other Municipalities (for information)	
	Be it resolved that Council approve the items on the Resolutions of other Municipalities consent agenda dated June 3, 2020 (save and except items _____) and direct staff to proceed with all necessary administrative actions.	
10.3.1	City of Kitchener Resolution regarding Universal Basic Income - received May 15, 2020	264 - 265
10.4	Closed Session (for information)	
	None	
11.	County Report	
	https://www.grey.ca/council	
12.	Members Privilege - Good News & Celebrations	

13. Closed Meeting

None

14. Confirming By-law

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Be it resolved that by-law number 2020-057 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 June 3, 2020 be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

15. Adjournment

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



Township of Southgate Minutes of Council Meeting

May 20, 2020

1:00 PM

Electronic Participation

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
Kayla Best, HR Coordinator

1. Call to Order

Mayor Woodbury called the meeting to order at 1:00 PM.

2. Confirmation of Agenda

No. 2020-207

Moved By Councillor Shipston

Seconded By Deputy Mayor Milne

Be it resolved that Council confirm the agenda as amended.

Carried

3. Declaration of Pecuniary Interest

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

4. Adoption of Minutes

No. 2020-208

Moved By Councillor Sherson

Seconded By Councillor Dobreen

Be it resolved that Council approve the minutes from the May 6, 2020 Council meeting as presented.

Carried

5. Reports of Municipal Officers

5.1 Fire Chief Derek Malynyk

5.1.1 FIRE2020-008- Captain Appointment

No. 2020-209

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report FIRE2020-008 for information; and

That Council approve the promotion of Richard Amyotte to Captain with the Dundalk Fire Department.

Carried

5.1.2 FIRE2020-009- Acting Captain Appointment

No. 2020-210

Moved By Councillor Frew

Seconded By Deputy Mayor Milne

Be it resolved that Council receive Staff Report FIRE2020-009 for information; and

That Council approve the promotion of Jason Brunette to Acting Captain with the Dundalk Fire Department.

Carried

5.2 Acting Clerk Lindsey Green

5.2.1 CL2020-016-Declare the Unopened Road Allowance between Concession 4 and Concession 5, Lot 25 and Lot 26, former Township of Egremont as Surplus Southgate Property

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-211

Moved By Councillor Sherson

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CL2020-016 as information; and

That the unopened road allowance between Concession 4 and Concession 5, Lot 25 and Lot 26 in the former Township of Egremont, in the Township of Southgate be declared a closed roadway; and

That Council declare the unopened road allowance between Concession 4 and Concession 5, Lot 25 and Lot 26 in the former Township of Egremont, in the Township of Southgate as surplus Southgate property; and

That Council direct staff to proceed to acquire an opinion of real estate value appraisal of the Concession 4 between Lot 25 and Lot 26 portion of the property only, using Padfield Nelson Realty; and

That Council direct staff to return to Council with the opinion of value to establish the selling price of the portion of the unopened road allowance.

Yay (6): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, and Councillor Frew

Nay (1): Councillor Shipston

Carried (6 to 1)

5.2.2 CL2020-017-Declare the Unopened Road Allowance between Concession 17 Lot 1, former Proton Township and Concession 20, Lot 27, former Egremont Township as Surplus Southgate Property

No. 2020-212

Moved By Deputy Mayor Milne

Seconded By Councillor Frew

Be it resolved that Council receive Staff Report CL2020-017 as information; and

That the unopened road allowance between Concession 17 Lot 1, former Proton Township and Concession 20, Lot 27, former Egremont Township, in the Township of Southgate be declared a closed roadway; and

That Council declare the unopened road allowance between Concession 17 Lot 1, former Proton Township and Concession 20, Lot 27, former Egremont Township, in the Township of Southgate as surplus Southgate property; and

That Council direct staff to proceed to acquire an opinion of real estate value appraisal of the unopened road allowance between Concession 17 Lot 1, former Proton Township and Concession 20, Lot 27, former Egremont Township, in the Township of Southgate using Padfield Nelson Realty; and

That Council direct staff to return to Council with the opinion of value to establish the selling price of the of the unopened road allowance.

Carried

5.2.3 CL2020-018-Procedural By-law Amendment to allow Committee of Adjustment meetings to continue Electronically

No. 2020-213

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CL2020-018 as information; and

That Council waive Procedural By-law Section 29.1 – Amendments to By-law with regard to the giving of public notice prior to an amendment of the procedural by-law; and

That Council approve By-law 2020-046 being a by-law to amend Procedural By-law number 2020-027 to allow the Committee of Adjustment to continue holding their meetings electronically during the current declared Emergency and for future Emergency declarations made by the Federal, Provincial, as well as both upper and lower tier Municipal Governments.

Carried

5.2.4 By-law 2020-046 - Amend Procedural By-law to allow for Committee of Adjustment to meet Electronically during Declared Emergencies

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-214

Moved By Councillor Sherson

Seconded By Councillor Rice

Be it resolved that by-law number 2020-046 being a by-law to amend the Township of Southgate Procedural By-law 2020-027 to allow for the Committee of Adjustment to continue electronic meetings due to Legislation passed on April 14, 2020 to amend various Acts, including the Planning Act, 1990 during declared emergencies 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.

Yay (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

Carried (7 to 0)

5.3 Chief Administrative Officer Dave Milliner

5.3.1 CAO2020-037 Southgate CAO Update May 2020

No. 2020-215

Moved By Councillor Frew

Seconded By Councillor Dobreen

Be it resolved that Council receive Staff Report CAO2020-037 as information; and

That Council appoint Mayor John Woodbury as Southgate Council representative at the Wellington North Power AGM to act as a scrutineer.

Carried

5.3.2 CAO2020-038 Rosalyn Outdoor Educational Centre use of Southgate Facilities Report

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-216

Moved By Deputy Mayor Milne

Seconded By Councillor Shipston

Be it resolved that Council receive staff report CAO2020-038 as information; and

That Council approve and direct staff to work with the Rosalyn Outdoor Education Centre to facilitate the rental of Township vacant buildings at the present time during the COVID-19 pandemic for the use to deliver Special Needs Mental Health Programs that will provide social isolation and proper distancing requirements that complies with Ontario Government Emergency Regulations and Grey Bruce Public Health Unit guidelines and directives.

Yay (4): Mayor Woodbury, Councillor Dobreen, Councillor Sherson, and Councillor Shipston

Nay (3): Deputy Mayor Milne, Councillor Rice, and
Councillor Frew

Carried (4 to 3)

6. By-laws and Motions

None.

7. Notice of Motion

None.

8. Consent Items

8.1 Regular Business (for information)

No. 2020-217

Moved By Councillor Rice

Seconded By Councillor Dobreen

Be it resolved that Council approve the items on the Regular Business consent agenda dated May 20, 2020 and direct staff to proceed with all necessary administrative actions.

Carried

8.1.1 PW2020-029 Dundalk Drinking Water System Report

8.1.2 FIN2020-010 2020 Financial Report – April

8.2 Correspondence (for information)

No. 2020-218

Moved By Deputy Mayor Milne

Seconded By Councillor Frew

Be it resolved that Council approve the items on the Correspondence consent agenda dated May 20, 2020 and direct staff to proceed with all necessary administrative actions.

Carried

**8.2.1 Mental Health Resources During COVID-19 - received
April 23, 2020**

- 8.2.2 GBPH Guidance for Community Food Programs, Gardens and Allotments - received April 28, 2020**
- 8.2.3 GBPH Considerations for the Public on Wearing Masks - received April 28, 2020**
- 8.2.4 GBPH Considerations for Seasonal Residents and Visitors - received May 4, 2020**
- 8.2.5 Grand River Conservation Authority - Notice of Impacted Services - received May 4, 2020**
- 8.2.6 Media Release Mobile COVID-19 Testing - Grey County Public Health Joint Effort - received May 4 2020**
- 8.2.7 FCM Protecting Vital Municipal Services - received May 6, 2020**
- 8.2.8 2019 Financial Statements - Saugeen Mobility and Regional Transit - received May 7, 2020**
- 8.2.9 2020-04-04 SMART Minutes - received May 8, 2020**
- 8.2.10 WNP Report for Municipal Councillors Q1 - received May 11, 2020**
- 8.2.11 2020-04-02 SVCA Meeting and Special Meeting Minutes - received May 12, 2020**
- 8.2.12 Saugeen Economic Development COVID-19 Support Funding for Local Businesses News Release - received May 14, 2020**

8.3 Resolutions of Other Municipalities (for information)

No. 2020-219

Moved By Councillor Shipston

Seconded By Councillor Sherson

Be it resolved that Council approve the items on the Resolutions of Other Municipalities consent agenda dated May 20, 2020 and direct staff to proceed with all necessary administrative actions.

8.3.1 The Corporation of the Town of Midland Letter to the PM re Financial Aid Plan - received April 17, 2020

8.3.2 The Township of Montague - Federal Assistance for Municipalities -received May 6, 2020

8.3.3 Township of North Frontenac Framework for Reopening our Province-Residential Construction in Rural Areas- received May 13, 2020

8.4 Closed Session (for information)

None.

9. County Report

Mayor Woodbury highlighted that the County passed a tax by-law for percentages and of note, the Farm Tax came in at .218% which is another reduction to try to keep the increase in farm tax manageable. He explained that this does not reduce what the taxes are, instead it reduces the amount of the increase people are receiving this year. There was also a motion passed for the Province to look into Farm Tax at a more Provincial level rather than at the local level.

A discussion was held regarding Southwestern Integrated Fibre Technology (SWIFT) in which Southgate's situation was brought up, where we do not qualify for this funding because there is an internet provider in the area that has stated that most of Southgate is a serviced area which unfortunately disqualifies us. SWIFT is a non-profit municipally-led broadband expansion project created to improve internet connectivity in under-served communities and rural areas across Southwestern Ontario. Mayor Woodbury added that the legislation unfortunately does not speak to the cost of the service. Deputy Mayor Milne added that the legislation also does not speak to how the service is to be delivered. It could be wireless, or in the ground etc. as long as a certain level of speed is achieved, they consider an area serviced, not taking the cost of that service into consideration.

There was a discussion held about the electronic Q & A sessions that are being hosted by the Township bi-weekly on Wednesday nights at 7:00 PM that feature Mayor Woodbury and CAO Milliner where the public can listen in and ask questions about how COVID-19 is impacting our community and municipal operations. Deputy Mayor Milne asked if there has been good attendance at these sessions and if there is merit in continuing with these events. Staff confirmed that although the attendance is not very high, these sessions are a good way to spread information to whoever is listening and to answer questions from residents in a more informal setting.

10. Members Privilege - Good News & Celebrations

Mayor Woodbury commented that both the Library Board and the Police Service Board have now held their first electronic board meetings which were successful. He added that members and staff are adapting well to the electronic technology being used. He also added that members of the community are adapting well to the restrictions of COVID-19 and thanks everyone for their patience. He noted that the Holstein Agro Expo and the Holstein Canada Day Fireworks events are both re-evaluating their plans amidst the Provincial emergency orders and that the community is stepping up from one end of the Township to the other.

Councillor Shipston commented that he is happy to see that the Township and County are proactively using social media to their advantage to share the correct information regarding normal business and public health and other agencies information regarding the current emergency orders with members of the community. He also stressed the important of "socially distancing from social media" during this time. He added that unfortunately the Blood Donor Clinic being held at Highpoint School in Dundalk for June has been cancelled, with the announcement of Public Schools not reopening for this school year and that the Clinic scheduled for September could also pose an issue. Lastly, he added that the Canadian Blood Donor service is still working hard behind the scenes and members of the public can refer to their website to see which clinics are still open in the area.

Mayor Woodbury added the recent COVID-19 stats for Grey and Bruce Counties from Dr. Arra's most recent report through Public Health. He

highlighted that as of yesterday, there were no new cases reported in the last 24 hours. Grey and Bruce have a total of 91 cases to date, in which 78 total cases have recovered. In great news, we also learned that there are no current outbreaks in County-owned or Privately-owned Long-Term Care Homes to date. Grey Gables Long-Term Care Home did report a positive test that was a presumed false-positive. This person has since been re-tested multiple times, all of which have come back negative. Deputy Mayor Milne added that he would like to pose a question to Dr. Arra about the importance placed on the re-testing of presumed false-positive results, but not re-testing negative results that have been received.

11. Closed Meeting

None.

12. Confirming By-law

Councillor Frew left the meeting at 2:25 PM.

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-220

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that by-law number 2020-047 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 May 20, 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.

Yay (6): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, and Councillor Shipston

Absent (1): Councillor Frew

Carried (6 to 0)

13. Adjournment

No. 2020-221

Moved By Deputy Mayor Milne

Be it resolved that Council adjourn the meeting at 2:29 PM.

Carried

Mayor John Woodbury

Acting Clerk Lindsey Green



Staff Report FIRE2020-010

Title of Report: FIRE2020-010- Attending Natural Gas Incident Charge

Department: Fire

Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report FIRE2020-010 for information; and **That** Council direct the Treasurer to bring forward an amendment to the fees and charges By-law No. 2019-186 at the next regular meeting of Council to allow for a fee to be charged when the Fire Department attends avoidable natural gas leak incidents.

Background:

Since June 2018 the Dundalk Fire Department has responded multiple times to a subdivision development in Dundalk for avoidable natural gas leak calls. On each occasion, a contractor has struck the gas line while excavating the property. In total the Fire Department has spent approximately 74.15 staff hours related to these calls plus fuel costs for the trucks attending the scene.

Staff Comments:

A fee would allow for the Fire Department to recover costs associated with responding to avoidable natural gas leak calls. The fee would be set at the current MTO rate plus the firefighter rate per hour. The fee would not be imposed in accidental cases. This will ensure that future offenders are responsible for the costs associated with the Fire Departments response for avoidable incidents. As development continues, primarily in Dundalk, staff predict multiple calls in the future for avoidable situations.

Financial Implications:

There will be a positive financial impact as this will be used as a cost recovery tool.

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 the Treasurer to bring forward an amendment to the fees and charges by-law to allow for a fee to be charged when the Dundalk Fire Department attends avoidable natural gas leak incidents.

Respectfully Submitted,

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

CAO Approval: Original Signed By
Dave Milliner, CAO



Staff Report FIN2020-011

Title of Report: FIN2020-011 Cemetery Update Regarding Trustee
Department: Finance
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report FIN2020-011 for information; and
That Council consider for approval By-law 2020-054, a by-law to enter into an agreement with Bethel Community Cemetery; and
That Council consider for approval By-law 2020-055, being a by-law to enter into an agreement with Walker Cemetery.

Background:

On December 4, 2019, Council passed the following resolution:

Be it resolved that Council receive Staff Report FIN2019-053 for information; and

That Council agrees to become the Care and Maintenance Trust Fund Trustee, if requested, for cemeteries that operates within its municipal boundaries.

On December 4, 2019, Council received Staff Report FIN2019-058 and agreed to become the Care and Maintenance Trust Fund Trustee of Bethel Community Cemetery, located at 712679 Southgate Srd 71.

On December 18, 2019, Council received Staff Report FIN2019-060 and agreed to become the Care and Maintenance Trust Fund Trustee of Walker Cemetery, located at 085795 Southgate Rd 08.

Staff Comments:

The cemetery operator must apply to the Bereavement Authority of Ontario for permission to transfer Cemetery Care and Maintenance Trust Funds to a new trustee.

The Application to Transfer Cemetery Care & Maintenance Fund/Account requires that a Trust Agreement between the cemetery operator and the new trustee be in place.

Staff requests that Council consider for approval By-law 2020-054, being a by-law to enter into an agreement with Bethel Community Cemetery and By-law 2020-055, being a by-law to enter into an agreement with Walker Cemetery.

Financial Implications:

A new Trust Fund would be set-up in the records of Southgate and be reflected in the annual Trust Fund financial statements. Staff anticipates the additional administrative burden would be minimal.

Communications & Community Action Plan Impact:

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

Mission Statement Pillars

- Trusted Government

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

Concluding Comments:

Staff requests that Council consider for approval By-law 2020-054, being a by-law to enter into an agreement with Bethel Community Cemetery and By-law 2020-055, being a by-law to enter into an agreement with Walker Cemetery.

Respectfully Submitted,

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

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

Attachments:

None

The Corporation of the Township of Southgate

By-law Number 2020-054

**being a by-law to authorize an agreement
between The Corporation of the Township of Southgate
and Bethel Community Cemetery**

Whereas the Municipal Act, 2001, Chapter 25, as amended, Section 5 (3), states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

Whereas Section 9 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with the Bethel Community Cemetery,

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

1. **That** the agreement between Bethel Community Cemetery and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Acting Clerk are authorized to sign the agreement on behalf of the Township of Southgate; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

Read a first, second and third time and finally passed this 3rd day of June, 2020.

John Woodbury – Mayor

Lindsey Green – Acting Clerk



THIS AGREEMENT MADE THIS **3rd** day of **JUNE, 2020**

BETWEEN:

Bethel Community Cemetery

(herein called the "Operator")

OF THE FIRST PART

-and-

The Corporation of the Township of Southgate

(herein called the "Trustee")

OF THE SECOND PART

Whereas the Operator is the owner of property located in the Township of Southgate in the Province of Ontario, as follows:

CON 4 SWTSR PT LOT 208, Geographic Township of Proton, alternately described as 712679 Southgate Sideroad 71, in the Township of Southgate, County of Grey; and

Whereas the Operator has developed the said lands for cemetery use; and

Whereas the Operator is licensed to sell rights to use lots in the said cemetery exclusively for the interment of human remains; and

Whereas under s.53 of the Funeral, Burial, and Cremation Service Act, 2002, the Operator is required to deposit a portion of the purchase price into a Cemetery Care and Maintenance Fund; and

Whereas the Operator has requested the Trustee to act as Trustee of the said Cemetery Care and Maintenance Fund pursuant to s.53 (7) of Funeral, Burial, and Cremation Services Act, 2002, which the Trustee has agreed to do, in accordance with the terms hereof,

Now therefore be it resolved that in consideration of the premises and the covenants and agreements herein contained, it is agreed between the Parties hereto as follows,

1. **That** the Operator hereby establishes with the Trustee hereunder a Cemetery Care and Maintenance Trust Fund, a fund which is separate and apart from all other funds, properties or securities belonging to the said Operator, to be forever conserved for the care and maintenance of the said cemetery property, together with the mausoleum and garden crypts, buildings and appurtenances, and any extensions or enlargements thereof; and
2. **That** the Operator shall deposit or cause to be deposited with the Trustee hereunder, as and when Certificates of Easement conveying burial rights in the said Cemetery are hereafter issued to purchasers pursuant to contracts for interment rights in presently

unsold lots, crypts, niches, etc., moneys equivalent in amount to the percentage (as provided in the Tariff Schedule) of the principal sum or contract price of such lots, crypts, niches, etc., in every case in which said principal sum or contract price has been paid in full. However, when said principal sum or contract price has not been paid in full within one year from date of contract, upon expiry of the said year the Operator, in discharge of its commitment to the Fund for the said contract, shall deposit with the Trustee, from payments received from the purchaser, such moneys as would be due the Cemetery Care and Maintenance Trust Fund if the contract price had in fact been paid in full, as above provided. Similarly, the Operator shall deposit or cause to be deposited with the Trustee hereunder the amount as provided in the Tariff Schedule upon the installation of each adult memorial. It is understood that the Operator will provide to the Trustee sufficient information in writing to verify the correctness of all payments due to or deposited with it hereunder; and

3. **That** the Operator may, if it so desires, deposit or cause to be deposited additional moneys with the Trustee hereunder. The Trustee is authorized to accept gifts and bequests of money or property to the said Cemetery Care and Maintenance Trust Fund from any source, to be subject to the terms of this trust; and
4. **That** all moneys deposited with the Trustee and all property transferred or conveyed to the Trustee shall become and constitute the principal of the Cemetery Care and Maintenance Trust Fund hereby created, to be held and administered by the Trustee, subject to the provisions hereof; and
5. **That** the Trustee shall in no manner be responsible for or charged with the duty of collecting any money or property from the said Operator, or any other person or corporation; and
6. **That** the fund hereby established shall be known as the "Bethel Community Cemetery Care and Maintenance Trust Fund,"; and
7. **That** all moneys deposited with the Trustee hereunder shall be received by it for the purpose of the Cemetery Care and Maintenance Trust Fund, and, despite subsection 27(9) of the Trustee Act, 1990, the Trustee shall not make investments with money that the Funeral, Burial, and Cremation Service Act, 2002 is required to hold in trust if the investments would contravene the standards for investments required under subsection 27(2) of the Trustee Act; and
That the Trustee shall not be liable for any loss that may happen to the Cemetery Care and Maintenance Trust Fund of the Operator in connection with any such investments made by them in good faith; and
That the Trustee agrees to review annually with the Operator the investments and the investment policy of Cemetery Care and Maintenance Trust Fund; and
8. **That** the Trustee shall manage the trust fund hereby established pursuant to the powers conferred upon Trustees by the Trustee Act, 1990; and
9. **That** the solicitor of the Trustee shall be employed from time to time by the Trustee as solicitor for this Cemetery Care and Maintenance Trust Fund in all matters relating to the investment of the funds where legal services may be required; and
10. **That** the Trustee shall pay the net income from said Cemetery Care and Maintenance Trust Fund annually to the Operator up to the amount spent by the Operator for care

and maintenance during that calendar year as evidenced by a certificate of the Operator; should the Operator not withdraw any or all of the said income to which it is entitled, or should said income be in excess of that covered by the certificate for that particular year, the Trustee shall hold and reinvest the balance, if any, and such balance and the income therefrom shall be available to the Operator for care and maintenance in future years if required; and

11. **That** in the event, at any time hereafter, there is no person, firm or corporation lawfully in actual possession, management and operation of said cemetery, or there is dispute, question or uncertainty as to what person, firm or corporation, if any, is lawfully in actual possession management and operation of said Operator, the Trustee shall hold the Cemetery Care and Maintenance Trust Fund and the income therefrom subject to payment of the income upon order of a Judge of a Court of competent jurisdiction, made upon application to the said Court by any person or corporation having an interest in the Cemetery Care and Maintenance Trust Fund of the said Operator; and
12. **That** the Trustee agrees to keep a true and correct account of all receipts and disbursements made by it hereunder and agrees to furnish to the Operator, its successor or assigns, and also to the person, firm or corporation lawfully in actual possession, management and control of said Operator, annual statements of account showing all such receipts and disbursements during the period covered and an inventory of assets. Such accounts and inventory shall be deemed to be accounts stated, accepted and approved except as to any items appearing or by inference included therein to which written objections are made to the Trustee within sixty (60) days from the mailing of said statement; and
13. **That** this Cemetery Care and Maintenance Trust Fund is hereby declared to be irrevocable, except on 60 days notice of termination by either the Trustee or the Operator, approved by the Bereavement Authority of Ontario; and
14. **That** it is understood and agreed by the parties hereto that no advertising shall be used in connection with the sale of the lots, crypts, niches, etc. of the said Operator, in which the Trustee is named or referred to, unless the same shall first have been submitted to and approved by the Trustee; and
15. **That** the Trustee may retain and reimburse itself out of the income therefrom of Cemetery Care and Maintenance Trust Fund for all costs, charges and expenses of or incidental to the administration of Cemetery Care and Maintenance Trust Fund or in relation thereto in accordance with the tariff of costs set out as the First Schedule to this agreement; and
16. **That** the tariff of costs set out in Schedule A shall be subject to review at the request of the Trustee or at the request of the Operator but the party requesting the revision of the tariff of costs shall give notice of its request to the other party not less than 60 days before the intended effective date of the revision requested; and
17. **That** the Operator agrees to bring to the attention of the Trustee any new statute or regulations which may affect the provisions of this agreement and should the Operator fail so to do the Trustee shall not be responsible for any payments made contrary to or any acts at variance with the provisions of such statutory regulations; and
18. **That** for any extraordinary services not presently contemplated by the Parties, the Trustee shall be entitled to reasonable additional compensation and out-of-pocket

disbursements. Until such time as income from the Cemetery Care and Maintenance Trust Fund is sufficient to pay the said compensations, any deficiency therein shall be paid each year to the Trustee by the Operator; and

19. **That** neither the principal nor income of this Cemetery Care and Maintenance Trust Fund shall be subject to the claims of the Operator's creditors or to legal process, except as such claims arise from normal and proper execution of the Cemetery Care and Maintenance Trust Fund; and
20. **That** notwithstanding that this Cemetery Care and Maintenance Trust Fund is irrevocable, or any successor Trustee may resign and discharge itself of the duties and obligations of Trustee by giving the Operator or its successors or assigns, sixty (60) days notice in writing before such resignation shall take effect, PROVIDED, however, that such resignation shall be accompanied by a complete and satisfactory accounting to the Operator, its successors or assigns, of the status and condition of the Cemetery Care and Maintenance Trust Fund at that time and the transferring to the successor Trustee of all assets then belonging to said Cemetery Care and Maintenance Trust Fund. This clause shall not relieve the Trustee from any liability for mismanagement which would otherwise be imposed by law; and
21. **That** in the event of the resignation of the said Trustee hereunder, pursuant to the provisions of the preceding paragraph, the Operator, its successors or assigns, shall appoint a successor Trustee, but in the event of failure so to do within a period of sixty (60) days after written notice to said Operator, its successors or assigns, of the intention of said Trustee to resign, said Trustee may apply to a Court of competent jurisdiction for the appointment of a successor Trustee. Any such successor Trustee shall have and incur the rights, duties and obligation of the Trustee hereunder. The resigning Trustee shall render a full, true and correct accounting to such successor Trustee; and
22. **That** the Trustee, by acceptance of this Cemetery Care and Maintenance Trust Fund and the execution of this agreement, accepts no responsibility and in no way shall be called to account by any person for any Cemetery Care and Maintenance Trust Fund previously established for this said property and held or operated by any person as Trustee thereof, other than to account for any capital in any such Cemetery Care and Maintenance Trust Fund which may be paid over to it by any such Trustee. And in the event of the receipt by it of any such fund the same shall be added to this Care Fund Trust and invested and managed pursuant to the terms hereof; and
23. **That** the Operator may, on its own initiative, apply to the Bereavement Authority of Ontario, for authority to appoint a successor Trustee to be the depository of trust funds under this Agreement. When the approval of the Bereavement Authority of Ontario has been obtained and the Operator has notified the predecessor Trustee under this Agreement of the successor Trustee, the predecessor Trustee shall, within 60 days of such notice, transfer to the successor Trustee all assets then belonging to the Cemetery Care and Maintenance Trust Fund together with a full, true and correct accounting of the Cemetery Care and Maintenance Trust Fund; the receipt by the successor Trustee of these assets and accounting shall constitute a complete release of the predecessor Trustee from all obligations under this Agreement except any existing successor Trustee shall have the rights and incur the responsibilities and obligations of the Trustee under this Agreement but shall in no way be accountable for

the previous administration of the Cemetery Care and Maintenance Trust Fund other than to account for the actual assets received from the predecessor Trustee; and

24. **That** in the event the name of the said Operator's property is changed at any subsequent time or times, the new name, shall be substituted therefore throughout this agreement.

In Witness Whereof, this instrument has been executed by the duly authorized officers of the parties hereto, and their respective corporate seals affixed hereto, on the day and year first above written.

**OWNER OF AND ON BEHALF OF THE BETHEL COMMUNITY CEMETERY
(OPERATOR)**

DATED: _____

PER: _____

PER: _____

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
(TRUSTEE)**

DATED: _____

PER: _____
John Woodbury – Mayor

PER: _____
Lindsey Green – Acting Clerk

SCHEDULE A

TARIFF OF COSTS

1. Annual fee of 0% of the income earned by the Cemetery Care and Maintenance Trust Fund plus of 0% based upon the average annual market value of the Cemetery Care and Maintenance Fund; and
2. Closing out fee upon termination or winding up of the Cemetery Care and Maintenance Trust Fund of the Cemetery; and
3. Will be entitled to reimbursement for any out-of-pocket expenses incurred in administering this agreement.

The Corporation of the Township of Southgate

By-law Number 2020-055

**being a by-law to authorize an agreement
between The Corporation of the Township of Southgate
and Walker Cemetery**

Whereas the Municipal Act, 2001, Chapter 25, as amended, Section 5 (3), states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

Whereas Section 9 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with the Walker Cemetery,

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

1. **That** the agreement between Walker Cemetery and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Acting Clerk are authorized to sign the agreement on behalf of the Township of Southgate; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

Read a first, second and third time and finally passed this 3rd day of June, 2020.

John Woodbury – Mayor

Lindsey Green – Acting Clerk



THIS AGREEMENT MADE THIS **3rd** day of **JUNE, 2020**

BETWEEN:

Walker Cemetery

(herein called the "Operator")

OF THE FIRST PART

-and-

The Corporation of the Township of Southgate

(herein called the "Trustee")

OF THE SECOND PART

Whereas the Operator is the owner of property located in the Township of Southgate in the Province of Ontario, as follows:

CON 5 PT LOT 21 RP 16R9093, PARTS 1 and 3, Geographic Township of Proton, alternately described as 085795 Southgate Road 08, in the Township of Southgate, County of Grey; and

Whereas the Operator has developed the said lands for cemetery use; and

Whereas the Operator is licensed to sell rights to use lots in the said cemetery exclusively for the interment of human remains; and

Whereas under s.53 of the Funeral, Burial, and Cremation Service Act, 2002, the Operator is required to deposit a portion of the purchase price into a Cemetery Care and Maintenance Fund; and

Whereas the Operator has requested the Trustee to act as Trustee of the said Cemetery Care and Maintenance Fund pursuant to s.53 (7) of Funeral, Burial, and Cremation Services Act, 2002, which the Trustee has agreed to do, in accordance with the terms hereof,

Now therefore be it resolved that in consideration of the premises and the covenants and agreements herein contained, it is agreed between the Parties hereto as follows,

1. **That** the Operator hereby establishes with the Trustee hereunder a Cemetery Care and Maintenance Trust Fund, a fund which is separate and apart from all other funds, properties or securities belonging to the said Operator, to be forever conserved for the care and maintenance of the said cemetery property, together with the mausoleum and garden crypts, buildings and appurtenances, and any extensions or enlargements thereof; and
2. **That** the Operator shall deposit or cause to be deposited with the Trustee hereunder, as and when Certificates of Easement conveying burial rights in the said Cemetery are

hereafter issued to purchasers pursuant to contracts for interment rights in presently unsold lots, crypts, niches, etc., moneys equivalent in amount to the percentage (as provided in the Tariff Schedule) of the principal sum or contract price of such lots, crypts, niches, etc., in every case in which said principal sum or contract price has been paid in full. However, when said principal sum or contract price has not been paid in full within one year from date of contract, upon expiry of the said year the Operator, in discharge of its commitment to the Fund for the said contract, shall deposit with the Trustee, from payments received from the purchaser, such moneys as would be due the Cemetery Care and Maintenance Trust Fund if the contract price had in fact been paid in full, as above provided. Similarly, the Operator shall deposit or cause to be deposited with the Trustee hereunder the amount as provided in the Tariff Schedule upon the installation of each adult memorial. It is understood that the Operator will provide to the Trustee sufficient information in writing to verify the correctness of all payments due to or deposited with it hereunder; and

3. **That** the Operator may, if it so desires, deposit or cause to be deposited additional moneys with the Trustee hereunder. The Trustee is authorized to accept gifts and bequests of money or property to the said Cemetery Care and Maintenance Trust Fund from any source, to be subject to the terms of this trust; and
4. **That** all moneys deposited with the Trustee and all property transferred or conveyed to the Trustee shall become and constitute the principal of the Cemetery Care and Maintenance Trust Fund hereby created, to be held and administered by the Trustee, subject to the provisions hereof; and
5. **That** the Trustee shall in no manner be responsible for or charged with the duty of collecting any money or property from the said Operator, or any other person or corporation; and
6. **That** the fund hereby established shall be known as the "Walker Cemetery Care and Maintenance Trust Fund,"; and
7. **That** all moneys deposited with the Trustee hereunder shall be received by it for the purpose of the Cemetery Care and Maintenance Trust Fund, and, despite subsection 27(9) of the Trustee Act, 1990, the Trustee shall not make investments with money that the Funeral, Burial, and Cremation Service Act, 2002 is required to hold in trust if the investments would contravene the standards for investments required under subsection 27(2) of the Trustee Act; and
That the Trustee shall not be liable for any loss that may happen to the Cemetery Care and Maintenance Trust Fund of the Operator in connection with any such investments made by them in good faith; and
That the Trustee agrees to review annually with the Operator the investments and the investment policy of Cemetery Care and Maintenance Trust Fund; and
8. **That** the Trustee shall manage the trust fund hereby established pursuant to the powers conferred upon Trustees by the Trustee Act, 1990; and
9. **That** the solicitor of the Trustee shall be employed from time to time by the Trustee as solicitor for this Cemetery Care and Maintenance Trust Fund in all matters relating to the investment of the funds where legal services may be required; and

10. **That** the Trustee shall pay the net income from said Cemetery Care and Maintenance Trust Fund annually to the Operator up to the amount spent by the Operator for care and maintenance during that calendar year as evidenced by a certificate of the Operator; should the Operator not withdraw any or all of the said income to which it is entitled, or should said income be in excess of that covered by the certificate for that particular year, the Trustee shall hold and reinvest the balance, if any, and such balance and the income therefrom shall be available to the Operator for care and maintenance in future years if required; and
11. **That** in the event, at any time hereafter, there is no person, firm or corporation lawfully in actual possession, management and operation of said cemetery, or there is dispute, question or uncertainty as to what person, firm or corporation, if any, is lawfully in actual possession management and operation of said Operator, the Trustee shall hold the Cemetery Care and Maintenance Trust Fund and the income therefrom subject to payment of the income upon order of a Judge of a Court of competent jurisdiction, made upon application to the said Court by any person or corporation having an interest in the Cemetery Care and Maintenance Trust Fund of the said Operator; and
12. **That** the Trustee agrees to keep a true and correct account of all receipts and disbursements made by it hereunder and agrees to furnish to the Operator, its successor or assigns, and also to the person, firm or corporation lawfully in actual possession, management and control of said Operator, annual statements of account showing all such receipts and disbursements during the period covered and an inventory of assets. Such accounts and inventory shall be deemed to be accounts stated, accepted and approved except as to any items appearing or by inference included therein to which written objections are made to the Trustee within sixty (60) days from the mailing of said statement; and
13. **That** this Cemetery Care and Maintenance Trust Fund is hereby declared to be irrevocable, except on 60 days notice of termination by either the Trustee or the Operator, approved by the Bereavement Authority of Ontario; and
14. **That** it is understood and agreed by the parties hereto that no advertising shall be used in connection with the sale of the lots, crypts, niches, etc. of the said Operator, in which the Trustee is named or referred to, unless the same shall first have been submitted to and approved by the Trustee; and
15. **That** the Trustee may retain and reimburse itself out of the income therefrom of Cemetery Care and Maintenance Trust Fund for all costs, charges and expenses of or incidental to the administration of Cemetery Care and Maintenance Trust Fund or in relation thereto in accordance with the tariff of costs set out as the First Schedule to this agreement; and
16. **That** the tariff of costs set out in Schedule A shall be subject to review at the request of the Trustee or at the request of the Operator but the party requesting the revision of the tariff of costs shall give notice of its request to the other party not less than 60 days before the intended effective date of the revision requested; and
17. **That** the Operator agrees to bring to the attention of the Trustee any new statute or regulations which may affect the provisions of this agreement and should the Operator fail so to do the Trustee shall not be responsible for any payments made contrary to or any acts at variance with the provisions of such statutory regulations; and

18. **That** for any extraordinary services not presently contemplated by the Parties, the Trustee shall be entitled to reasonable additional compensation and out-of-pocket disbursements. Until such time as income from the Cemetery Care and Maintenance Trust Fund is sufficient to pay the said compensations, any deficiency therein shall be paid each year to the Trustee by the Operator; and
19. **That** neither the principal nor income of this Cemetery Care and Maintenance Trust Fund shall be subject to the claims of the Operator's creditors or to legal process, except as such claims arise from normal and proper execution of the Cemetery Care and Maintenance Trust Fund; and
20. **That** notwithstanding that this Cemetery Care and Maintenance Trust Fund is irrevocable, or any successor Trustee may resign and discharge itself of the duties and obligations of Trustee by giving the Operator or its successors or assigns, sixty (60) days notice in writing before such resignation shall take effect, PROVIDED, however, that such resignation shall be accompanied by a complete and satisfactory accounting to the Operator, its successors or assigns, of the status and condition of the Cemetery Care and Maintenance Trust Fund at that time and the transferring to the successor Trustee of all assets then belonging to said Cemetery Care and Maintenance Trust Fund. This clause shall not relieve the Trustee from any liability for mismanagement which would otherwise be imposed by law; and
21. **That** in the event of the resignation of the said Trustee hereunder, pursuant to the provisions of the preceding paragraph, the Operator, its successors or assigns, shall appoint a successor Trustee, but in the event of failure so to do within a period of sixty (60) days after written notice to said Operator, its successors or assigns, of the intention of said Trustee to resign, said Trustee may apply to a Court of competent jurisdiction for the appointment of a successor Trustee. Any such successor Trustee shall have and incur the rights, duties and obligation of the Trustee hereunder. The resigning Trustee shall render a full, true and correct accounting to such successor Trustee; and
22. **That** the Trustee, by acceptance of this Cemetery Care and Maintenance Trust Fund and the execution of this agreement, accepts no responsibility and in no way shall be called to account by any person for any Cemetery Care and Maintenance Trust Fund previously established for this said property and held or operated by any person as Trustee thereof, other than to account for any capital in any such Cemetery Care and Maintenance Trust Fund which may be paid over to it by any such Trustee. And in the event of the receipt by it of any such fund the same shall be added to this Care Fund Trust and invested and managed pursuant to the terms hereof; and
23. **That** the Operator may, on its own initiative, apply to the Bereavement Authority of Ontario, for authority to appoint a successor Trustee to be the depository of trust funds under this Agreement. When the approval of the Bereavement Authority of Ontario has been obtained and the Operator has notified the predecessor Trustee under this Agreement of the successor Trustee, the predecessor Trustee shall, within 60 days of such notice, transfer to the successor Trustee all assets then belonging to the Cemetery Care and Maintenance Trust Fund together with a full, true and correct accounting of the Cemetery Care and Maintenance Trust Fund; the receipt by the successor Trustee of these assets and accounting shall constitute a complete release of the predecessor Trustee from all obligations under this Agreement except any existing successor Trustee shall have the rights and incur the responsibilities and

obligations of the Trustee under this Agreement but shall in no way be accountable for the previous administration of the Cemetery Care and Maintenance Trust Fund other than to account for the actual assets received from the predecessor Trustee; and

24. **That** in the event the name of the said Operator's property is changed at any subsequent time or times, the new name, shall be substituted therefore throughout this agreement.

In Witness Whereof, this instrument has been executed by the duly authorized officers of the parties hereto, and their respective corporate seals affixed hereto, on the day and year first above written.

**OWNER OF AND ON BEHALF OF THE WALKER CEMETERY
(OPERATOR)**

DATED: _____

PER: _____

PER: _____

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
(TRUSTEE)**

DATED: _____

PER: _____
John Woodbury – Mayor

PER: _____
Lindsey Green – Acting Clerk

SCHEDULE A

TARIFF OF COSTS

1. Annual fee of 0% of the income earned by the Cemetery Care and Maintenance Trust Fund plus of 0% based upon the average annual market value of the Cemetery Care and Maintenance Fund; and
2. Closing out fee upon termination or winding up of the Cemetery Care and Maintenance Trust Fund of the Cemetery; and
3. Will be entitled to reimbursement for any out-of-pocket expenses incurred in administering this agreement.

Township of Southgate

Administration Office

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



Phone: 519-923-2110

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Web: www.southgate.ca

Staff Report CL2020-019

Title of Report: CL2020-019-Draft Burn By-law Amendments

Department: Clerks

Branch: Legislative and Council Services

Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report CL2020-019 as information; and
That Council receive the draft amendments to the Burn By-law and provide feedback to the Clerk and/or Fire Chief no later than end of day on June 8, 2020.

Background:

Staff are currently exploring options to transition our current paper burn permit process over to a more user friendly, electronic system and have identified the need to update the burn by-law that is currently in effect as a first step.

Staff Comments:

With amendments to the current by-law, administration staff issuing permits will have clearer and consistent guidelines for instructing residents who wish to apply for open air burn permits, and to educate residents about recreational fires and the use of burn barrels. Included in this report as Attachment #1 is our current Burn By-law No. 84-2008 for reference, and Attachment #2 is a new draft burn by-law that staff are proposing for approval at the June 17, 2020 Council meeting.

At this time, staff are not proposing any amendments to the set fines Schedule A other than an addition of a fine for the burning of discarded materials at a construction site.

Financial Implications:

There are no financial implications as a result of this report.

Communications & Community Action Plan Impact:

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

Concluding Comments:

That Council receive the draft updated burn bylaw as information and provide feedback to staff on the proposed by-law no later than the end of day of June 8, 2020.

Respectfully Submitted,

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

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

CAO Approval: Original Signed By
Dave Milliner, CAO

Attachment #1 – Current Burn By-law
No. 84-2008

Attachment #2 – Draft Updated Burn
By-law No. 2020-XXX

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NO. 84-2008

being a by-law to regulate burning in the Township of Southgate

WHEREAS the Municipal Act, 2001, c25, s130 states, a municipality may regulate matters not specifically provided for by this Act or any other Act for purposes related to the health, safety and well being of the inhabitants of the municipality;

WHEREAS the Fire Protection and Prevention Act, 1997, S.O. 1997 c4, Section 7.1(1) a Council of a municipality may pass by-laws

- (a) regulating fire prevention including the prevention of the spreading of fires;
- (b) regulating the setting of open air fires including establishing the times during which open air fires may be set.

AND WHEREAS the Council of the Corporation of the Township of Southgate deems it necessary and advisable to pass a by-law pursuant to the above section;

NOW THEREFORE the Council of the Corporation of the Township of Southgate enacts as follows:

1. Definitions:

For the purpose of this by-law the following definitions shall apply:

- 1.1 **“Chief Fire Official(s)”** shall mean the Fire Chief of the Fire Department in Dundalk or area in Southgate serviced by another Fire Department, or their designate.
- 1.2 **“approved”** means approved by the Chief Fire Official.
- 1.3 **“municipality”** shall mean the Corporation of the Township of Southgate.
- 1.4 **“open air”** means any open place, field, yard or construction area which is not enclosed by a building or structure.
- 1.5 **“campfire”** means a small fire set in a fire pit or tire rim or other device designed to burn firewood for cooking or warmth and shall not exceed 1 metre (3.3 feet) in diameter.

2. Prohibitions:

Any person wishing to set an open air fire must obtain a permit “Schedule A” and no person shall set a fire or allow a fire to burn except in accordance with the following provisions:

- 2.1 no fire may be set during a ban declared by the Chief Fire Official(s).
- 2.2 the fire shall not, in any way cause discomfort, danger, irritation and or nuisance for other persons.
- 2.3 no person shall set a non confined fire, including but not limited to a grass fire.
- 2.4 no person shall burn household waste, garbage, refuse, leaves or treated wood products, shingles, plastic, tires, petroleum products or any other toxic substance that creates excessive smoke or odour.
- 2.5 a fire shall not be closer than 10 m (33’) from a roadway, building, structure, or overhead wires.

- 2.6 equipment and resources must be at the burning site to control and prevent the fire from causing an adverse effect.
- 2.7 all fires must be under the constant supervision and control of at least one competent person (18 years or older).
- 2.8 no person shall ignite a fire that has a base greater than 5 metre in diameter (16.5 feet).
- 2.9 no person shall burn discarded materials at a construction site
- 2.10 no person shall attempt to demolish by burning, any structure or building without first obtaining the approval of the Chief Fire Official
3. All persons setting an open air fire shall be responsible for any damage to property or injury to persons occurred by the said fire and may be liable for the cost of emergency services being dispatched to the scene.
 - 3.1 a farmer who intends to dispose by burning chaff or other vegetable matter on farmlands which is normal and incidental to farming purposes will be required to notify the Fire Department each day of the proposed fire and shall be exempt from Section 2.3.
4. The Chief Fire Official(s) servicing the Township of Southgate is authorized to to order any person to extinguish any fire when there is a breach of any portion of this by-law or any regulations of the Ontario Fire Code or where in their opinion there is a danger of such fire spreading or otherwise endangering life or property.
5. Where any person sets an open air fire not contained, such person shall at least one hour before igniting such fire advise the appropriate Fire dispatch of their intention to light such fire and shall identify the location and time for such fire. If this requirement is not complied with and fire services are dispatched, the offending person may be liable for the cost of fire services.
6. The Chief Fire Official(s) may cancel a permit at any time.
7. Every person who contravenes any portion of the provisions of this by-law is guilty of an offence and upon conviction thereof shall be liable to a penalty as set out in Section 61 of the Provincial Offences Act, R.S.O. 1990, c.p.33 or any successor thereof.
8. This by-law shall not pertain to employees of the Township of Southgate in the performance of their duties.
9. This by-law shall not pertain to campfires, supervised at all times and used to cook food on a grill or barbeque.
10. By-laws Proton 16-81, Dundalk 24-97, and Southgate 30-02, 23-04 & 31-05 are hereby repealed.
11. This by-law shall come into force and effect on December 10, 2008.

Read a first, second and third time and finally passed this 10 day of December, 2008.

Mayor, Don Lewis

Clerk, Carol Watson

Corporation of the Township of Southgate

**Provincial Offences Act
Part 1**

SCHEDULE “B”

BY-LAW 84-2008

TO REGULATE BURNING

VIOLATIONS AND FINES

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Burning without obtaining a permit	2	\$200.00
2	Setting fire during fire ban	2.1	200.00
3	Fire being a nuisance to others	2.2	100.00
4	Setting a non confined fire, including but not limited to a grass fire	2.3	100.00
5	Burning shingles, plastics, tires, petroleum products or any other toxic substances that creates excessive smoke or odour	2.4	150.00
6	Failure to have fire under supervision	2.7	100.00
7	Burning without notifying fire department	5	100.00
8	Demolish by burning (no approval)	2.10	500.00

Note: The penalty provision for the offences listed above is section 7 of By-law 84-2008, a certified copy of which has been filed.

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NO. 2020-XXX - DRAFT

Being a by-law to regulate burning in 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 the Municipal Act, S.O. 2001, Chapter 25, Section 11 (2) states, a municipality may pass by-laws for the purposes related to the health, safety and well being persons of the municipality; and

Whereas the Fire Protection and Prevention Act, S.O. 1997, Chapter 4, Section 7.1(1) states, a Council of a municipality may pass by-laws (a) regulating fire prevention including the prevention of the spreading of fires; (b) regulating the setting of open air fires including establishing the times during which open air fires may be set; and

Whereas the Council of the Corporation of the Township of Southgate deems it necessary and advisable to pass a by-law pursuant to the above sections related to the regulation of burning in the Township of Southgate;

Now Therefore be it resolved that the Corporation of the Township of Southgate hereby enacts as follows:

1. Definitions:

For the purposes of this by-law the following definitions shall apply:

Approved shall mean approved by the Chief Fire Official of the Township of Southgate or their designate.

Burn Barrel means a metal barrel not exceeding 205 litres (45 imperial gallons)

Chief Fire Official shall mean the appointed Fire Chief of the Township of Southgate or their designate.

Extinguishing Agent shall mean a material used with a fixed, automatic, or portable fire extinguishing system to suppress or put out fires, that includes water or a fire extinguisher.

Municipality shall mean the Corporation of the Township of Southgate.

Open Air Burn shall mean any fire greater than 1 metre (3 feet) in diameter.

Permit shall mean an approved permit for Open Air burning, issued by the Fire Chief Official or their designate, attached hereto as "Schedule A".

Recreational Fire shall mean a small fire set in a fire pit or tire rim or other device designed to burn firewood and shall not exceed 1 metre (3 feet) in diameter.

2. Chief Fire Official

2.1 The Chief Fire Official or their designate may at any time and without notice:

- a) Revoke any issued open-air burn permit.
- b) Order any persons to extinguish any fire or cause such a fire to be extinguished where there is a breach of any portion of this by-law or any regulations of the Ontario Fire Code or where in their opinion there is a danger of such fire spreading or otherwise endangering life or property and the persons shall comply with any such order.

3. Burn Ban

- 3.1 The Chief Fire Official may at any time and without notice, declare a total ban against outdoor burning in the Municipality when atmospheric conditions or local circumstances make such fire hazardous.
- 3.2 If the Chief Fire Official issues a burn ban in the Municipality, any approved open air permits are deemed automatically suspended until such time that the burn ban is lifted.

4. General Provisions for all Fires:

Any persons who set or maintain a fire in the Municipality shall comply with the following provisions:

- 4.1 No fire shall be set in the Municipality during a burn ban declared by the Chief Fire Official.
- 4.2 No person shall permit any individual under the age of 18 to be in the care and control of a fire.
- 4.3 The fire shall be under the care and control of an individual from the time of lighting until it is completely extinguished.
- 4.4 Appropriate extinguishing agents shall be on-hand at all times during the preparation of the fire, while the fire is underway, and until the fire is fully and completely extinguished.
- 4.5 The fire shall not in any way cause discomfort, danger, irritation and/or nuisance for other residents including smoke entering a neighboring residence or building or across a highway.
- 4.6 Should the Fire Department be dispatched to a complaint regarding public safety or nuisance, the Fire Department will have the discretion to determine compliance with this by-law and this discretion shall be final.

- 4.7 Anyone who lights a fire in the Municipality shall be responsible and liable for any damage to property or injury to persons resulting from the fire and may be liable for the cost of emergency services being dispatched to the scene.
- 4.8 No person shall release sky lanterns in the Municipality.
- 4.9 No person shall burn household garbage, tires, paint, asphalt products, roofing materials, chemical waste, rubber, coated wire, plastic, combustible cylinders, aerosol cans and petroleum-based products.
- 4.10 No person shall set a non-confined fire, including but not limited to a grass fire.
- 4.11 No person shall burn discarded materials at a construction site.
- 4.12 No person shall attempt to demolish by burning, any structure or building without first obtaining the approval of the Chief Fire Official.

5. Recreational Fires:

Recreational Fires do not require an approved permit and all persons setting or maintaining a recreational fire or cooking fire shall comply with the following provisions:

- 5.1 A recreational fire shall be a minimum of 3 metres (10 feet) from any combustible material and adjacent property/lot lines.
- 5.2 Only paper or kindling shall be used to start the fire.
- 5.3 Leaves, compostable material, and yard waste shall not be burned in urban areas.

6. Burn Barrels:

Burn Barrels do not require an approved permit and shall comply with the following provisions:

- 6.1 No person shall use a Burn Barrel within an urban area, unless in the instances of a strike or lockout and are located on an industrial or commercial property under constant supervision, at the strike or lockout location.
- 6.2 A Burn Barrel shall be in sound condition with vent holes punched in the side for ventilation, drainage holes in the bottom with the adequate clearance from surrounding vegetation or structures.

7. Open Air Burns:

- 7.1 No person shall set or maintain an open air burn larger than 1 metre (3 feet) in a diameter without an approved permit issued by the Chief Fire Official or their designate.

- 7.2 Permits shall not be issued to property owners who reside within the urban areas of the Municipality unless approved by the Chief Fire Official.
- 7.3 Permits shall only be issued to property owners, or to an agent with written permission from the property owner.
- 7.4 All persons setting an open air fire shall advise the Dundalk Fire Department of their intention to start an open air fire and shall identify the location of such fire.
- 7.5 No person shall ignite a fire that has a base greater than 5 metres in diameter (16.5 feet).
- 7.6 A fire shall not be closer than 10 metres (33 feet) from a roadway, building, structure, overhead wires or trees.
- 7.7 Equipment and an extinguishing agent must be at the burning site to control and prevent the fire from causing an adverse effect.
- 7.8 No person shall plan, set, light or maintain an open air burn except ½ hour after sunrise and be extinguished ½ hour before sunset.

8. Exemptions

- 8.1 To seek an exemption to provisions within this by-law persons must contact the Chief Fire Official.
- 8.2 This by-law shall not pertain to employees of the Township of Southgate in the performance of their duties.

9. Offences and Penalties

- 9.1 Every person who contravenes any portion of the provisions of this by-law is guilty of an offence and upon conviction thereof shall be liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

10. Enactment

- 10.1 By-law No. 84-2008 is hereby repealed.
- 10.2 This by-law shall come into force and effect on the date of passing.

Read a first, second and third time, and finally passed this 17th day of June, 2020.

John Woodbury – Mayor

Corporation of the Township of Southgate

Schedule "A" to By-law 2020-XXX

Township of Southgate Burn By-law

**Part 1 Provincial Offences Act
Short Form Wording**

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1	Conduction an Open Air Burn without obtaining a permit	7.1	\$200.00
2	Setting a Fire During a declared Fire Ban	4.1	\$200.00
3	Any fire being a nuisance to others	4.5	\$100.00
4	Setting a non confined fire, including but not limited to a grass fire	4.10	\$100.00
5	Burning household garbage, tires, paint, asphalt products, roofing materials, chemical waste, rubber, coated wire, plastic, combustible cylinders, aerosol cans and petroleum-based products	4.9	\$150.00
6	Failure to have a fire under supervision	4.3	\$100.00
7	Burning without notifying the Fire Department	7.4	\$100.00
8	Burning discarded materials at a construction site	4.11	\$100.00
9	Demolish by burning without prior approval	4.12	\$500.00

**Note: The penalty provision for offences listed above is
Section 9 of By-law 2020-XXX, a certified copy of which has been filed.**

Corporation of the Township of Southgate

Schedule "B" to By-law 2020-XXX

Application and Permit for an Open Air Fire

Permit # YEAR -

Name of Applicant

Telephone Number

Emergency # & Road name

Location of Fire (Con, Lot, Former Twp)

Fax number or email to send permit

Date Issued: _____

Expiry date: **December 31, YEAR**

Please read the Burn By-law (By-law 2020-XXX) before burning.

Material to be burned: _____

Type of extinguishment available: _____

Dept that services your area: _____

Conditions Re: Setting of Open Air Fires

1. By signing this application, the applicant agrees to abide by the terms and conditions as set out in By-law 2020-XXX.
2. No fire shall be ignited until the Dundalk Fire Department has been notified.
3. The Chief Fire Official or their designate may cancel this permit at any time.
4. The fire must be completely extinguished before left unattended.
5. No burning is allowed before sunrise and after sunset.

I, the undersigned, do agree to comply with the conditions and provisions of By-law 2020-XXX and agree to assume all responsibility for any damages occurring from the fire for which this permit is issued.

Date

Applicant Signature

Fire Chief or Designate
Signature

Before You Burn:

Please call the **Dundalk Fire Department** at 519-923-2402 and leave a voice message with the location of your fire before you conduct an open air burn.



Staff Report HR2020-009

Title of Report: HR2020-009 – Infection and Disease Control Draft Policy #84

Department: Human Resources

Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report HR2020-009 for information; and

That Council approve the Infection and Disease Control Draft Policy #84 as presented for discussion and review; and

That Council consider approval of the Infection and Disease Control Policy #84 by municipal by-law at the June 17, 2020 meeting.

Background:

In January 2020, a novel (new) coronavirus (COVID-19) was identified as the cause of an outbreak of pneumonia originating in Wuhan, China. On March 11, 2020, the World Health Organization (WHO) classified COVID-19 as a pandemic. This pandemic has brought to light the need for an Infection and Disease Control Policy.

Staff Comments:

As a result of the COVID-19 pandemic, staff have created an Infection and Disease Control Policy with a specific protocol for COVID-19 attached as Schedule A.

Financial Implications:

There is no financial impact as a result of this policy in the operating or capital budgets other than implementing good administrative guidance and practices that support health and safety.

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 report as information.
2. That Council approve Infection and Disease Control Draft Policy #84 as presented.
3. That Council consider approving a municipal by-law at the June 17, 2020 meeting, to implement this policy.

Respectfully Submitted,

Original Signed By

Human Resources: _____

Kayla Best, HR Coordinator/ Assistant to the CAO

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

Dave Milliner, CAO

Attachments:

Attachment #1: Policy 84_Infection and Disease Control DRAFT



Infection and Disease Control Policy DRAFT

Purpose

The purpose of this document is to describe the policies and procedures for infection and disease control. This policy must be used in conjunction with all other applicable health and safety regulations and governing legislation.

Transmission of Microorganisms

Employees and visitors of the Township of Southgate (Township) may be exposed to pathogenic microorganisms, bacteria, and other microbes that can cause infection and disease.

Transmission of microorganisms can be caused by contact transmission from hands (direct) or objects (indirect), droplet transmission from coughing or sneezing, or airborne transmission from the inhalation of organisms surviving in air for long periods of time.

Other routes of entry for infection include:

- Injection;
- Inhalation;
- Ingestion;
- Contact with the skin, eyes, or nose.

While it may not be possible for the Township of Southgate to completely eliminate all routes of entry for infections, employees share a responsibility to follow safe work procedures and practices to mitigate the risk of infection.

1. Training

The Township will educate all employees on the information in this document and general infection prevention and control practices. This will include, but not limited to:

- The risks associated with infectious diseases;
- The importance of appropriate immunizations;
- Hand hygiene;
- Appropriate cleaning and/or disinfection of items;
- Personal Protective Equipment (PPE).

2. Routine Practices

Following routine practices help protect both the employees and visitors of the Township of Southgate from pathogens. Consistent practices must be used at all times with all persons as someone could be infected but be asymptomatic.

a. Hand Hygiene

Hand hygiene is the most important measure in preventing the transmission of microorganisms. Hand hygiene includes both washing the hands with soap and water and using alcohol-based hand rubs.

Township of Southgate's hand hygiene program incorporates the following elements:

- Township provision of adequate hand washing equipment and supplies (water, soap, towels) where reasonable;



- Township provision of alcohol-based hand rub in addition to hand washing facilities or when hand washing is not viable;
- Employee education about hand hygiene; and
- Communication to visitors about hand hygiene measures and requirements.

Employees must follow directives of public health and recognized common standards for hygiene to determine if hands should be washed. Always wash or sanitize your hands if there is potential that they have become contaminated with bodily fluids.

Note: hand washing is preferred and more effective at removing dirt and grime than hand sanitizer; exercise washing over alcohol rub whenever possible.

b. Personal Protective Equipment (PPE)

PPE creates a physical barrier that protects an employee's own tissue from exposure to infectious materials and from transmission resulting from contact with others. The type of PPE is dependent on the nature of work being completed. Employees of the Township of Southgate are to wear appropriate PPE when interacting with contacts and/or surfaces that pose the risk of transmitting microorganisms. The Township will consider all other methods of hazard control before relying on PPE alone, however PPE may be the only protection viable in some circumstances.

Common PPE for infection prevention and control include gloves and facial protection.

Gloves

- Hand hygiene must be completed immediately before donning and after removing gloves.
- Try not to touch outside of the gloves with your hands.
- Do not touch face, eye, nose, mouth when wearing gloves.
- Do not share gloves with another worker.
- Do not place gloves on surfaces that you touch with your hands.
- Gloves should be put on immediately before performing the activity for which they are being used.
- Gloves must be removed and discarded immediately after use.

Facial Protection

- A mask can be used in the event that Health Canada recommends it for airborne infectious diseases.
- Masks are effective only when used in combination with frequent hand-cleaning with alcohol-based hand rub or soap and water.
- Do not share masks.
- Do not cut holes in the mask for eating/drinking/smoking.

c. General Hygiene Etiquette

All employees shall practice personal practices to help prevent the spread of microorganisms. Visitors will be encouraged likewise. These personal practices include:

- Keep your hands away from your face:
 - Do not touch your eyes, nose or mouth – without washing or sanitizing first
 - Be conscious of what you are doing with your hands
- Cough and sneeze into your elbow or use a tissue
 - If you use a tissue, dispose of it immediately and wash or sanitize your hands



- Do not use hankies or reuse tissues

d. Environmental Cleaning and Sanitizing

Cleaning is the removal of foreign material (e.g. dust, soil, microorganisms, etc.). Cleaning physically removes rather than kills the microorganism and thorough cleaning is required for any equipment/surface to be disinfected, as organic matter may inactivate a disinfectant.

Disinfection is the process used on inanimate objects and surfaces to kill microorganisms. Cleaning and disinfecting agents may be combined into a single product to save a step in the cleaning and disinfecting process.

Maintaining a clean and healthy environment is integral to the safety of employees and visitors and is a top priority at the Township of Southgate. Environmental cleaning and disinfection are performed on a routine and consistent basis to provide a safe and sanitary environment.

Frequently touched surfaces are to be cleaned and disinfected regularly by the person(s) using them. This includes doorknobs, vehicle door handles, light switches, counters, handrails, touch screen surfaces, phones, keyboards, etc.

Please refer to specific protocols for more details on cleaning of specific areas and during a pandemic.

When possible, use pre-mixed solutions for cleaning. Follow the manufacturer's instructions for proper use:

- Properly prepare solution
- Allow adequate contact time for disinfectant to kill germs
- Required PPE
- Ventilation requirements
- Disposal and storage considerations

3. Employee Sickness

Employees who may have contracted a cough/cold, flu, etc. and are in the early stages of infection should not report to work as they may infect others in the Township of Southgate workplace. Employees are required to exercise their judgement and call into their Supervisor prior to their scheduled start time.

Employees should only return to the Township of Southgate workplace when they are no longer symptomatic or are no longer contagious. An employee will use their paid sick days for this time-off and if applicable may qualify for Short Term Disability. Please refer to Personnel Policy #1.

If an employee is suspected to have or has been in contact with a positive case of an infectious disease, they may be required to self-isolate for the amount of days recommended by Public Health. Screening may take place for employees at the discretion of the Township of Southgate.

See the attached protocols for specific infectious diseases.



4. External Contacts

External contacts may be screened at the discretion of the Township of Southgate. Both passive and active screening may be used as applicable and relevant. If screening results indicate a potential risk of infection or disease, the contact may be asked to rebook their appointment or may be required to take additional precautions while in contact with Township of Southgate staff.

This includes but is not limited to:

- Ratepayers and citizens
- Delegations to Council
- Delivery personnel
- Service providers and vendors
- Consultants and contractors



Schedule A: Infectious Disease Protocol: COVID-19

Purpose:

The purpose of this protocol is to describe the procedures and responsibilities throughout the Township of Southgate if an employee has a suspected positive or confirmed positive case of COVID-19.

Use of Protocol

This protocol is to be used during the COVID-19 pandemic, if any of the considerations listed below are true:

1. Employee has at least one of the following symptoms:
 - Fever
 - New onset cough
 - Difficulty breathing
2. Employee has at least two of the following symptoms:

• Chills	• Hoarse Voice	• Fatigue
• Lost sense of taste or smell	• Headache	• Digestive issues (nausea/vomiting, diarrhea, stomach pain)
• Sore Throat	• Runny Nose	• Stuffy or congested nose
• Difficulty Swallowing		
3. Employee has been in close contact with someone that has confirmed or suspected to be COVID-19 positive.

Process & Responsibilities

- a. Employee's Responsibilities
 - Report any illness that is suspected to be COVID-19 using the above criteria.
 - If you suspect you have COVID-19 or have been in close contact with a positive case of COVID-19, perform the online assessment and follow the instructions given.
 - Contact a health professional or Telehealth Ontario for guidance.
 - Self-isolate if required.
 - Keep in contact with the Township to communicate your health status and for planning your return to work.
- b. Supervisor's Responsibilities
 - If an employee arrives at work sick with any of the above listed conditions, direct him/her to leave the workplace immediately, return home and follow the directions of public health officials or other medical practitioner; advise him/her to perform the online assessment.
 - Advise the Human Resources immediately.
 - Identify locations where the potentially affected worker had recently worked.
 - Thoroughly disinfect the area and all equipment/tools. Consider isolating the area and tools until disinfected.



c. Human Resources Responsibilities

- Human Resources shall manage each situation accordingly and may seek assistance of external experts.
- Human Resources may advise other workers that may have come into contact with the potentially affected employee, as reasonable to the situation and as dictated by Public Health.
- Keep records of absences due to illness and note any alarming trends or repeated outbreak of infections. In any cases where a pattern is noted, senior management will be notified so that additional infection control procedures can be put into place where necessary.
- Advise worker of any assistance available for workers in self-isolation.
- Notify Public Health.
- Notify Ministry of Labour within four days, of all positive cases in the workplace.
- Notify WSIB if applicable.



Staff Report HR2020-010

Title of Report: HR2020-010 – Work From Home Draft Policy #85
Department: Human Resources
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report HR2020-010 for information; and
That Council approve the Work From Home Draft Policy #85 as presented for discussion and review; and
That Council consider approval of the Work From Home Policy #85 by municipal by-law at the June 17, 2020 meeting.

Background:

During the current COVID-19 pandemic, some Township staff have had to work remotely from home.

Staff Comments:

As a result of having some staff work from home, a new Work From Home Policy has been created to implement procedures and expectations of the Township while working from home.

It is preferred that employees work within the office when possible, however this policy has been created for circumstances when this may not be possible.

Financial Implications:

There is no financial impact as a result of this policy.

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 report as information.
2. That Council approve the Work From Home Draft Policy #85 as presented.
3. That Council consider approving a municipal by-law at the June 17, 2020 meeting, to implement this policy.

Respectfully Submitted,

Human Resources: *Original Signed By*

Kayla Best, HR Coordinator/ Assistant to the CAO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

Attachment #1: Policy 85_Work From Home DRAFT



Work from Home Policy DRAFT

Purpose

The purpose of this policy is to implement procedures and expectations of Township of Southgate (Township) staff permitted, with Managements approval, to work from home on an occasional basis when required under special circumstances and/or as required for emergency measures. It is preferred that employees work within the office when possible, however this policy is meant for times when this is not possible.

Policy Scope

This Policy applies to all Township employees whose jobs have been deemed as possible for working at home when required. It is the Township's expectation that an employee can complete all required work from home at the same productivity rate as if they attended the regular worksite. In some cases of emergency, employees may be assigned to work from home with a productivity rate that is less than 100%. This will be assigned by the CAO for emergency purposes only.

Guidelines

1. Eligibility

- a. Due to service delivery needs and the nature of work, working from home cannot be implemented for all positions. Some areas will have greater flexibility to facilitate working from home and as such, there will be variation across the Township in the ability to adopt this Policy.
- b. All working from home decisions shall be made in a fair and equitable manner with considerations of the Township's best interest. Each request will be dealt with on a case-by-case basis, taking into consideration the circumstances, nature of work, and service delivery needs, as well as the employee's demonstrated work habits.
- c. A Supervisor will submit to Human Resources (HR) a request for a particular position to work at home. HR will consider and if appropriate get the CAO to approve. The Supervisor will then work with the employee to complete a formal Work from Home Agreement (Schedule A) for final approval.
- d. Work at home arrangements will continue to be subject to operational and other work-related requirements and may be modified or cancelled, as necessary. If at any time a work from home arrangement no longer meets the needs of the Township or productivity goals, the Township reserves the right to cancel or alter the agreement and have the employee return to their regular work location on a fulltime or part time basis.
- e. The Township will provide as much notice as possible to any employee working at home if the arrangement needs to be modified or cancelled; however, there may be circumstances where arrangements need to be modified or cancelled immediately.

2. Expectations and Conditions

- a. All staff who are approved to work from home for a time period of more than two (2)



consecutive days, are required to work with their Supervisor and Department Head to complete Schedule A: Work From Home Agreement and submit it to Human Resources.

- b. The employee is responsible for continuing to comply with all Southgate corporate and administrative policies & procedures and Ontario Employment Laws (Employment Standards Act (ESA)) as they relate to the employee's job responsibilities. The employee's employment will continue to be bound by the Township's conditions of employment and all other applicable Township policies and procedures. This includes working and reporting their normal hours per day or as adjusted by the Work From Home Agreement. Any overtime continues to require prior approval.
- c. The employee's compensation, benefits, work status, and general work responsibilities will not change due to working from home.
- d. The employee is expected to keep in regular communication with their Supervisor and to provide updates on work projects and efforts as arranged. Employees may be asked to document what they have been working on from home and submit it periodically.
- e. It is the expectation of the Township that employees are to complete all required work from home and are available as required during regular business hours. This does not impact Manager or Supervisor responsibilities or on-call employees to respond to issues after regular business hours when a response is required by phone or onsite.
- f. The employee is expected to follow, using Township computer devices, software and other municipal technology in a home office, with the same security protocols they would have at the office including following all Southgate IT policies, keeping all sensitive Township information secure and being vigilant for phishing attacks and other computer viruses, etc.
- g. The employee will continue to follow regular protocol for leaves of absence listed in Personnel Policy #1. This includes:
 - Sick Leave requests. If an employee is unable to carry out the duties of their position, when working at home due to illness or injury, they will follow normal protocol for reporting the absence;
 - Vacation requests; and
 - Other leaves of absence that the employee is entitled to.

3. Use of Township property

- a. All equipment and documents (electronic and hard copy) used by the employee in their work for the Township, should be treated as proprietary and confidential. Accordingly, they must be kept in a secure work area and must not be accessible by others. Unauthorized individuals are not to be permitted access to any files, equipment, or documents. This means that employees will take the necessary steps to ensure that all electronic files and physical data is not accessible to others whether the employee is physically in or out of the home office.
- b. All Township owned electronic devices and equipment will remain subject to provisions of



Policy #83 Information Technology and Mobile Device Policy.

- c. Office supplies (paper, pens, etc.) will be provided by the Township as required for the employee to perform their duties.
- d. Employees must take reasonable steps to protect Township property from theft, damage, and misuse. Employees must notify their Supervisor immediately of any loss or damage to Township equipment or property in their possession.

4. Use of Employee's Personal Property

- a. It is expected that the employee will setup a suitable home office in one permanent location at their own personal residence. If this is not possible, please contact HR.
- b. Costs for furniture necessary to work from home such as chairs, desks, filing cabinets, etc. will not be reimbursed by the Township and are the employee's responsibility.
- c. Prior approval must be obtained from the employee's Supervisor in order to be reimbursed for reasonable items, such as long-distance work-related calls that must be placed using the employee's personal phone. Expense reports and proof of expense must be provided.
- d. The employee is responsible for ensuring adequate home insurance is in place to cover their home workspace. The employee is expected to contact their insurance broker to ensure they have adequate coverage for General Liability, Theft, etc.
- e. In-person work-related meetings are not permitted to take place in personal homes. They must instead take place on the Township's premises or other locations (other government, consultant or client office) that are professional in nature to facilitate an efficient and productive meeting that is cost effective related to travel and incidental expenses. Virtual meetings via video conferencing platform are permitted and may be expected. If the employee is not setup to participate in such meetings, they should speak to HR.
- f. The Township will not be held liable for any damages to an employee's property or for any injuries to family members, visitors, or others in the employee's home while the employee is working from home.

5. Health and Safety

- a. Employees who work from home continue to be covered under *the Occupational Health and Safety Act* and *Workplace Safety and Insurance Act* as an extension of the regular workplace.
- b. The employee is responsible for setting up and maintaining a designated workspace that meets workplace health and safety requirements. This includes ensuring:
 - i. The work area reasonably accommodates the required furniture and equipment.
 - ii. The floor is in good condition and free from slip or trip hazards.



- iii. Smoke alarms and carbon monoxide detectors are properly installed and maintained.
 - iv. A first aid kit is available.
 - v. Lighting is sufficient for the tasks being performed.
 - vi. Ventilation and room temperature are good and can be controlled.
 - vii. There is a path to an exit that is wide, free of obstructions, and reasonably direct.
 - viii. Fixed electrical components (outlets, switches, etc.) are in good condition.
 - ix. Electrical cords are safely routed or stowed.
 - x. Electrical equipment is free from any obvious external damage.
 - xi. The work area and equipment are cleaned and sanitized on a regular basis.
- c. The employee is expected to continue following any Township pandemic protocols at home when applicable, including frequent hand washing and avoiding others who are unwell.
- d. The employee must report all work-related accidents or injuries to their Supervisor and complete the necessary forms in accordance with Township's Policy #33A, as soon as practicable.
- e. Employees who are injured while working from home are eligible to apply for WSIB benefits. While the WSIB assesses each case individually based on its circumstances, generally the injury must have occurred in the course of the regular work hours and/or in the home/workplace, which the Ministry of Labour defines as the actual space where work is conducted during the time when work is being done.
- f. Incidents of workplace violence and harassment must be reported to the employee's Supervisor and Human Resources immediately as per Policy #33B (e.g., harassment via email or phone calls by colleagues, members of the public, etc.).
- g. The employee is required to report any work-related hazards which exist at home to their Supervisor. This may include hazards related to workstation set up or domestic violence.
- h. If the home workplace is found to be unsafe and cannot be made safe, the Township may revoke or cancel the employee's work agreement or work from home arrangement.
- i. To support a healthy and safe work environment, employees are expected to create a workspace at home that is as ergonomic as possible.

6. Implementation

Supervisor's Responsibilities:

- a. Comply with all provisions of this guideline.
- b. Review and consider requests from employees to work from home, either on a short-term or long-term basis.



- c. Maintain consistent and regular communications with employees working from home, including setting expectations, employee workplans to manage progress and monitoring progress and performance.
- d. Address any reports of hazards or unsafe conditions as provided by the *Occupational Health and Safety Act*.

Employee responsibilities:

- a. Employees are responsible for complying with this policy when working from home.

Human Resources Responsibilities:

- a. Maintain records of all active working at home arrangements and Agreements.
- b. Provide guidance to employees regarding this policy and expectations.



Schedule A: Work from Home Agreement

EMPLOYEE NAME		POSITION	
SUPERVISOR		DEPARTMENT	
EFFECTIVE DATE	Click or tap to enter a	EXPIRY DATE	Click or tap to enter a

Remote Work Contact Information

HOME ADDRESS:			
HOME PHONE #:		CELL PHONE #:	

Work from Home Schedule

DAY OF THE WEEK	HOURS OF WORK	NOTES/ADDITIONAL INFO (E.g. varied schedule details)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Equipment Borrowed for Home Use

Equipment	Model Number	Serial Number	Condition

Additional Information / Provisions

--

TOWNSHIP OF SOUTHGATE
Policy # 85
Work From Home Policy
Approved by Council on: DRAFT



Employee Acknowledgment

By placing my signature below, I acknowledge that I have read and understand all contents of this Agreement and Policy #85: Work from Home. I agree to adhere to these provisions and understand that violation of the provisions outlined in Policy #85: Work from Home may result in progressive corrective measures, up to and including termination of employment. I further acknowledge that I have an area to work in at home that is safe and where I can be productive.

Employee Signature _____ Date _____

APPROVAL

Department Head	Signature:	Date:
Notes:		
CAO	Signature:	Date:
Notes:		



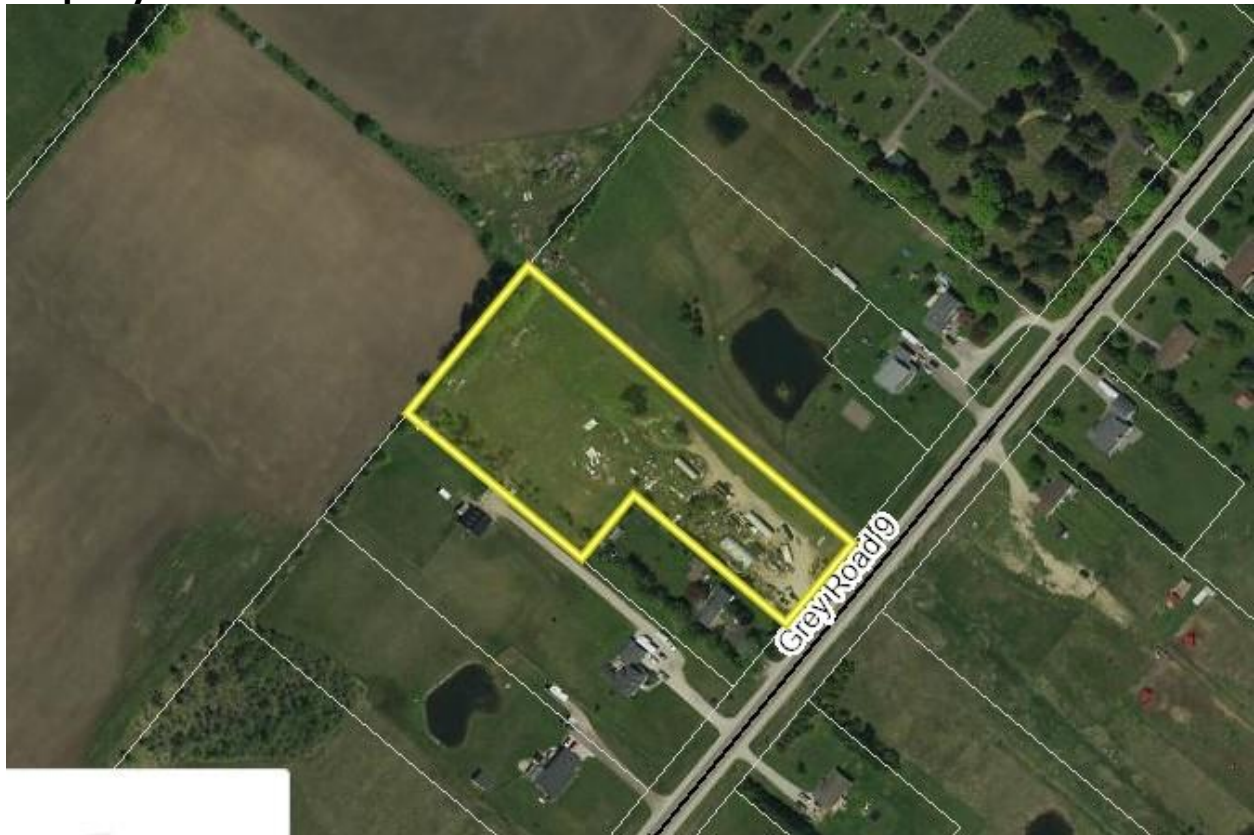
Staff Report PL2020-008

Title of Report: PL2020-008-SP16-19
Department: Clerks
Branch: Planning Services
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report PL2020-008 for information; and
That Council provide direction to staff as to the amount and location of outside storage.

Property Location:



Subject Lands:

The lands are legally described as Con 3 SWTSR PT Lot 230, Geographic Township of Proton, Township of Southgate , alternately described as 180175 Grey Road 9, Dundalk Ontario.

Background:

The property owner is trying to resolve a by-law compliance issue associated with the outside storage that is located all over the property. As part of these efforts to bring the property into compliance, it is being proposed by the owners, that a 70ft X 100ft shed be constructed at the back of the property to house the outside storage currently on the property.

A recent change to the proposed drawings (attachment 1) has been submitted for council's consideration. The owner wishes to continue to utilize the existing area to the west of the small shed at the front of the property for open storage. A second change was made which significantly increased the size of the outside storage behind the proposed building at the back of the property. This storage space is now larger than the proposed building.

Staff Comments:

The Subject property falls under the M2-94 zone provisions which stipulate the following with regard to outside storage.

23.3 Regulations for Open Storage Uses Permitted in Clause b) of Subsection 23.1

The provisions of Subsection 22.3 shall apply.

Section 22.3 stipulates as follows:

22.3 Regulations for Open Storage Permitted in Clause (o) of Subsection 22.1

- (a) *The open storage of goods and materials shall be permitted in a side or rear yard only and shall be screened by a fence not less than 2.0 metres (6.6 ft) in height.*
- (b) *Notwithstanding the provisions of Clause (a) above, no side yard or rear yard shall be used for open storage if such side or rear yard is opposite to or abutting a residential, institutional or commercial use or zone.*
- (c) *Notwithstanding the provisions of Clauses (a) and (b) above, no open storage shall be permitted within 2 metres (6.6 ft) of an improved public street.*

Based on these provisions the outside storage area to the west of the small existing shed can not remain. It is therefore recommended that this area be removed from the site plan drawing as an area for open storage.

Since the purpose of the proposed shed is to place indoors the various items currently on the property it seems counter productive to at the same time allow for an outside storage area even larger than the building itself.

If properly fenced there is no reason why an outside storage area could not be permitted behind the proposed 70 X 100 shed, but it should not be larger then the shed footprint which is currently being proposed. In my opinion, the outside storage area at the back of the property should be no more than 75% of the foot print of the proposed shed and it should be stipulated in the agreement that it can not be utilized until the proposed 70 X 100 shed is constructed and the existing outside storage area is cleaned up and any old perimeter fencing if it exists.

These suggestions noted above would bring the property into compliance with the by-law and resolve a longstanding compliance issue.

Financial Implications:

There are no financial implications as a result of this report.

Concluding Comments:

Based on the above comments I would ask that Council accept this report as information and that Council provide direction on the issue of size and location of outside storage for the site.

Respectfully Submitted,

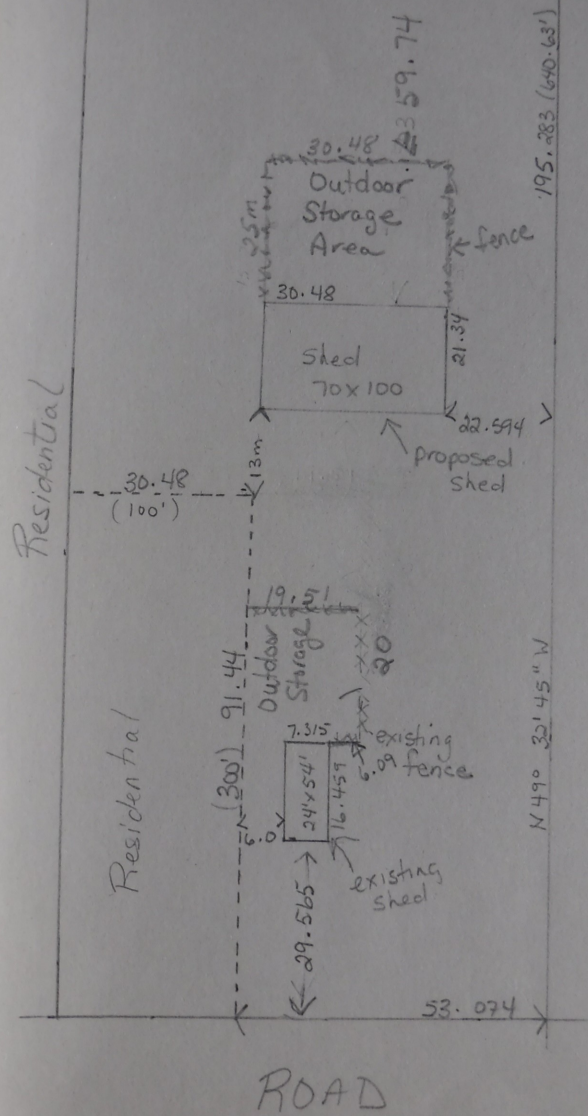
Municipal Planner: *Original Signed By*
Clinton Stredwick, BES, MCIP, RPP



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

Attachments:

1. Kinsley Revised Drawing



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



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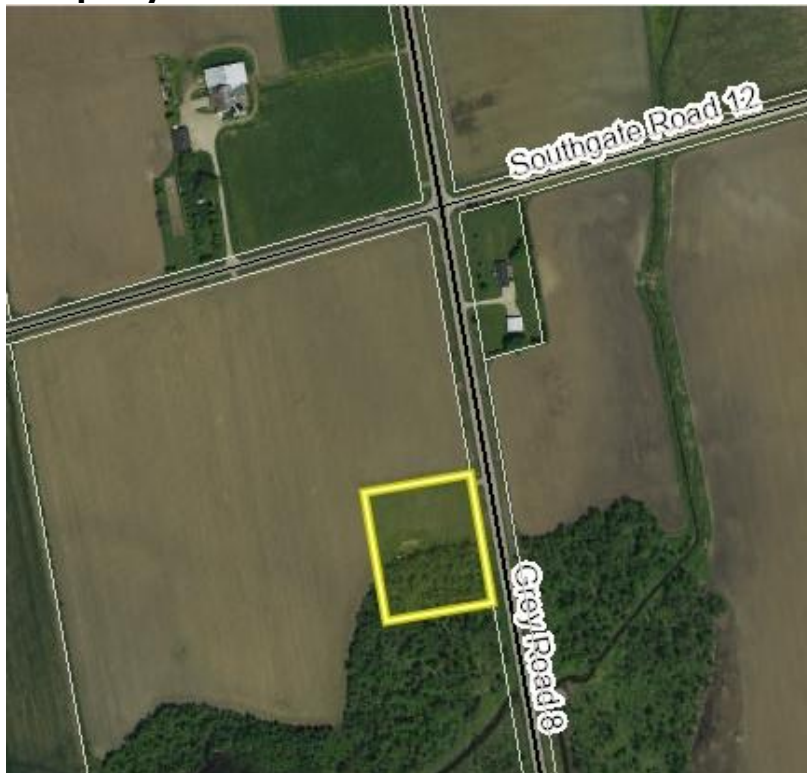
Staff Report PL2020-018

Title of Report: PL2020-018-C24-19 Meeting House
Department: Clerks
Branch: Planning Services
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report PL2020-018 for information; and
That Council consider the passing of By-law 2020-049.

Property Location:



Subject Lands:

The subject lands are legally described as Concession 8, Pt Lot 37 RP16R8745 Pt 1 Geographic Township of Proton. They are vacant lands that are approximately three acres in area with approximately 120m of frontage on Grey Road 8.

The Proposal:

The purpose of the zoning by-law amendment is to consider a change in use from rural residential (R6) to community facility(CF) to allow for a church, meeting house and cemetery. The effect of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Residential Type 6 (R6) and Environmental Protection (EP) to Community Facility (CF) and Environmental Protection (EP).

Background:

Application C24-19 was submitted to the Township and the particulars of the application can be found at the following link:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C24-19-Trustees-of-the-Independent-Old-Order-Mennonite-Church>

A public meeting for the proposal was held on January 15th, 2020 at 9am in the Township Council Chambers.

The following comments were received:

The SVCA initially commented that they had concerns with respect to the EIS and issues concerning the erosion control. Through follow up work by the Environmental consultant the SVCA concerns noted have been satisfied.

Building Department notes that a barrier free washroom is required and that a suitable water source is required for fire fighting purposes. An agreement with the abutting farm has been reached to install a water reservoir for fire fighting purposes on that property.

Public Works indicate that the road is an asphalt standard and the jurisdiction of the County of Grey.

Historic Saugeen Metis do not object to the application.

Enbridge Gas does not object to the application.

Bluewater District School Board does not have any comments on this application.

Public Health have provided a sign off letter concerning the proposed cemetery and indicate that the site is suitable for the use.

County of Grey initially had concerns with the road access however through follow up discussions and the closure of one of the entrances their comments were addressed.

Financial Considerations:

There are no financial consideration for this report at the present time.

Staff Review:

Provincial Policy Statement 2020 (PPS):

The PPS has been reviewed in its entirety however only the most relevant policies have been identified below. The subject land would constitute “a rural” area under the definition of the PPS. The PPS allows for a variety of uses in the rural areas which can be broadly defined to include a small parochial school in the rural area.

1.1.4.1 Healthy, integrated and viable *rural areas* should be supported by:

- a) building upon rural character, and leveraging rural amenities and assets;
- b) promoting regeneration, including the redevelopment of *brownfield sites*;
- c) accommodating an appropriate range and mix of housing in rural *settlement areas*;
- d) encouraging the conservation and *redevelopment* of existing rural housing stock on *rural lands*;
- e) using rural *infrastructure* and *public service facilities* efficiently;
- f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;
- g) providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets;
- h) conserving biodiversity and considering the ecological benefits provided by nature; and
- i) providing opportunities for economic activities in *prime agricultural areas*, in accordance with policy 2.3.

Comment: The provision of a church and cemetery is an essential part of maintaining the character of rural areas and appropriately uses rural infrastructure.

1.1.4.2 In *rural areas*, rural *settlement areas* shall be the focus of growth and development and their vitality and regeneration shall be promoted.

1.1.4.3 When directing development in rural *settlement areas* in accordance with policy 1.1.3, planning authorities shall give consideration to rural characteristics, the scale of development and the provision of appropriate service levels.

Comment: While the PPS suggests that settlement areas shall be the focus of growth it does allow for opportunities for limited development in Rural areas.

2.3.3 Permitted Uses

2.3.3.1 In *prime agricultural areas*, permitted uses and activities are: *agricultural uses*, *agriculture-related uses* and *on-farm diversified uses*.

Proposed *agriculture-related uses* and *on-farm diversified uses* shall be compatible with, and shall not hinder, surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.

2.3.3.2 In *prime agricultural areas*, all types, sizes and intensities of *agricultural uses* and *normal farm practices* shall be promoted and protected in accordance with provincial standards.

2.3.3.3 New land uses, including the creation of lots, and new or expanding livestock facilities shall comply with the *minimum distance separation formulae*.

Comment: The proposed development complies with the MDS information that was provided by the applicant.

2.3.6 Non-Agricultural Uses in Prime Agricultural Areas

2.3.6.1 Planning authorities may only permit non-agricultural uses in *prime agricultural areas* for:

- a) extraction of *minerals, petroleum resources* and *mineral aggregate resources*, in accordance with policies 2.4 and 2.5; or
- b) limited non-residential uses, provided that all of the following are demonstrated:
 - 1. the land does not comprise a *specialty crop area*;
 - 2. the proposed use complies with the *minimum distance separation formulae*;
 - 3. there is an identified need within the planning horizon provided for in policy 1.1.2 for additional land to be designated to accommodate the proposed use; and
 - 4. alternative locations have been evaluated, and
 - i. there are no reasonable alternative locations which avoid *prime agricultural areas*; and
 - ii. there are no reasonable alternative locations in *prime agricultural areas* with lower priority agricultural lands.

Comment all of the above criteria have been reviewed and in my opinion the proposed church and cemetery meets the above test. The lands are not specialty crop lands, The proposal meets MDS and there is a need based upon the limited range of the attendees to travel to the school community and there are limited opportunities to locate a church within the nearest settlement area. Also this lot was an existing lot of record that was removed from agriculture use in favour of a rural residential use.

Based on the above it is my opinion that the proposal is consistent with the Provincial Policy Statement.

Township Official Plan:

The Township of Southgate Official Plan (OP) designates the subject lands "Agricultural and Hazard lands".

5.1.1 Permitted Uses

5.1.1(vi) limited non-farm land uses (these include social, recreational and institutional uses such as churches, schools, cemeteries, community halls, public uses, airports, receiving and transmission towers and historic sites), where it has been demonstrated that there is a need, there are no reasonable alternatives which avoid the agricultural designation, and there are no reasonable alternative locations with a lower priority ranking under the Canada land inventory and where the land is not improved agricultural land.

Based on the above the proposed church and cemetery is a permitted use within the agricultural designation subject to meeting the development criteria.

Section 5.1.3 Development Policies (8) and (9) require that an implementing zoning bylaw be passed to regulate the use to address any potential conflicts like noise, safety and MDS concerns. It is also important to note that site Plan control can be applied to the school if required.

The proposal is consistent with the Township Official Plan.

Zoning By-law:

The subject property is currently zoned Residential Type 6 (R6) and Environmental Protection (EP). The proposed amendment would rezone a specific area to permit a church and cemetery to be allowed on the subject lands. The proposed rezoning would zone the property to Community Facility (CF). It is recommended that Site Plan control be required in order to address issues such site layout, location of entrance, and parking. If it is Council's wish a resolution to wave Site Plan control can be brought forward if Council does not feel a site plan is required.

Concluding Comments:

Based on the above review It is my opinion that the Township should approve by-law 2020-048 permitting the Church and Cemetery.

Respectfully Submitted,

Municipal Planner: Original Signed By
Clinton Stredwick, BES, MCIP, RPP



CAO Approval: Original Signed By
Dave Milliner, CAO

Attachments: None.

The Corporation of the Township of Southgate
By-law Number 2020-049

**being a by-law to amend Zoning By-law No. 19-2002, entitled the
"Township of Southgate Zoning By-law"**

Whereas the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

Whereas pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities;

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

1. **That** Schedule "40" to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on the lands described as Part Lot 37, Con. 8, Pt 1 of Ref Plan 16R8745, Geographic Township of Proton, now in the Township of Southgate. The lands are alternately described as 311796 Grey Road 8 and shown on Schedule "A", affixed hereto, from:
 - **Residential Type 6 (R6) to Community Facility (CF)**
2. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
3. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

Read a first, second, and third time and finally passed this 3rd day of June 2020.

John Woodbury – Mayor

Lindsey Green – Acting Clerk

Explanatory Note

This by-law applies only to those lands described as Part Lot 37, Con. 8, Pt 1 of Ref Plan 16R8745, geographic Township of Proton, in the Township of Southgate. The purpose of the proposed zoning by-law amendment is to allow for the establishment of a meeting house/church and cemetery on the subject property.

The effect of the proposed zoning by-law amendment would be to change the zone symbol of the property from Residential Type 6 (R6) to Community Facility (CF) to allow for the proposed use. The EP boundaries will also be adjusted based on the SVCA comments provided.

The Township of Southgate Official Plan designates the subject lands Agriculture and Hazard lands.

Schedule "A"

By-Law No. _____

Amending By-Law No. 19-2002

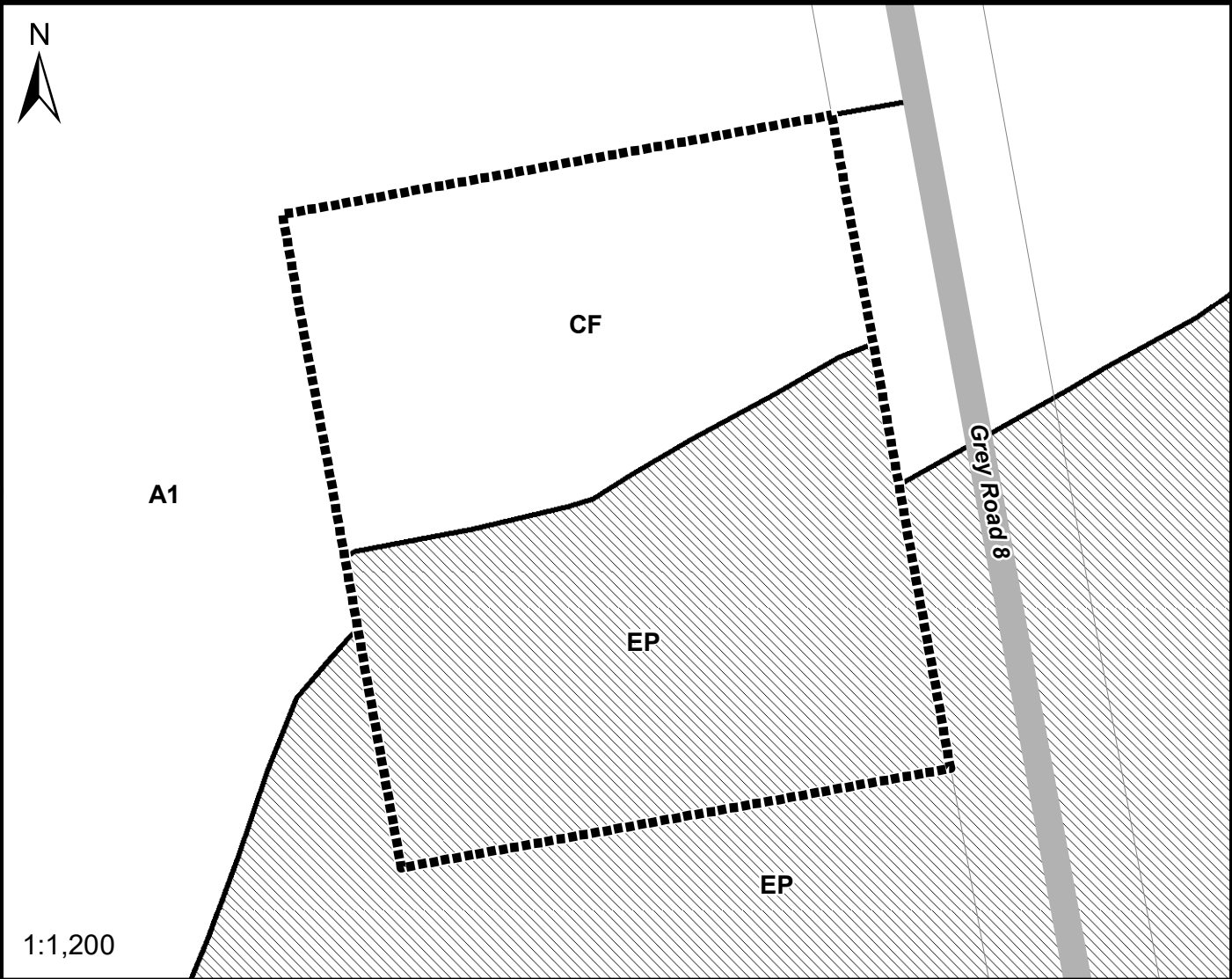
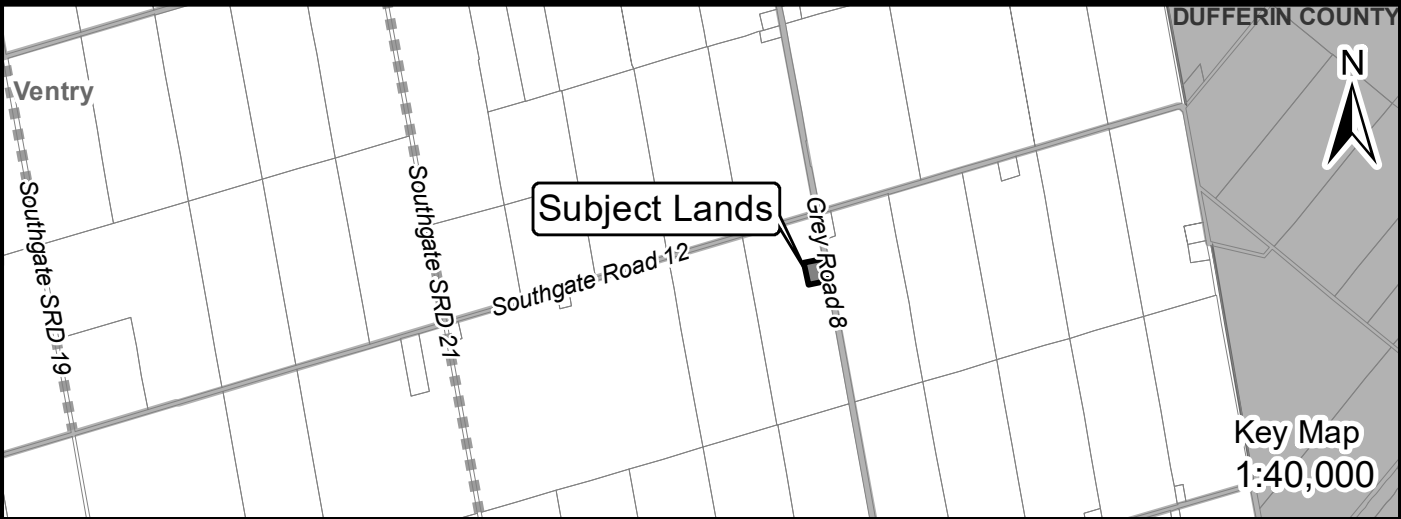
Township of Southgate
(Geographic Township of Proton)

Date Passed: _____

Signed: _____

John Woodbury, Mayor

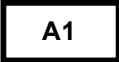
Lindsey Green, Acting Clerk



Legend



Lands subject to amendment



Agricultural



Community Facility



Environmental Protection

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



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Web: www.southgate.ca

Staff Report PL2020-019

Title of Report: PL2020-019-C27-19 Holstein General Store
Department: Clerks
Branch: Planning Services
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report PL2020-019 for information; and
That Council consider approval of By-law 2020-050; and
That Council waive site plan control.

Property Location:



Subject Lands:

The subject land is legally described as Plan 110 Lot 22, Pt lot 11, Con 2 Pt lot 41, Mill St, RP 16R6145 parts 1,2,3 Main St W. Geographic Township of Egremont. The lands are alternatively described as 392046 Grey Road 109.

The Proposal:

The purpose of the zoning bylaw amendment is to consider a change to allow for the storage and retail of fuels, specifically, propane tanks. The owners wish to add a storage and retail of fuels to the list of permitted uses to better serve the residents of Southgate. The effect of the zoning by-law amendment would be to add the additional permitted use to the existing uses of the C2-212 zone exception. The zoning symbol on the property C2 -212 would remain the same. The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.

Background:

This application was received and assigned a file number C27-19 and the particulars are available at the following link:

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

A public meeting was held on February 19th, 2020 and the comments are as follows:

The Historic Saugeen Metis have no objection to the proposal.

The Building Department has no concerns with the proposed development and note that propane tanks will have to follow TSSA regulations.

Public works indicate that the road is County jurisdiction.

The County of Grey indicates that provided that positive comments are received from the Conservation Authority regarding the Hazard Lands and the adjacent stream, County planning staff have no further concerns.

The SVCA has reviewed the application and it is acceptable.

Financial Considerations: There are no financial considerations for the Township concerning this application.

Staff Review:**Provincial Policy Statement 2020:**

The Provincial Policy Statement provides direction from the Province on Growth and Development within Ontario.

Section 1 entitled Building Strong communities provides policies which promote efficient development and land use patterns that encourage intensification and development that utilizes existing infrastructure.

The addition of propane sales will not result in the change of infrastructure but will increase economic activity for the store and help local residents.

Section 1.1.3 also directs growth and new development to settlement areas.

Holstein is a settlement area that will benefit by the availability of propane locally. The proposal will still need to meet all TSSA regulations before the propane exchange can be erected.

The SVCA has commented and indicated that the addition of propane sales will not negatively effect the river or Environmental Flood Plain area.

The proposal is consistent with the PPS.

Township Official Plan:

The Township of Southgate Official Plan Designates the subject lands as Village Community. The Village Community Designation permits a variety of uses including Residential uses, bed and breakfast establishments, home/rural occupations, commercial and dry industrial uses, public recreational and institutional uses intended to support the surrounding agricultural community.

Policy 5.3.2. contains development policies related to Village Communities and 5.3.3. contains development policies specific to Holstein. Most of the policies relate to the Flood plain in Holstein and increased residential development. The addition of a use to an existing use would not contravene any of the development policies. Based on the comments from the SVCA the proposed additional use of propane storage and sales meets the development criteria in the Official Plan.

The proposal is consistent with the Official Plan.

Zoning By-law:

The Township Zoning By-law zones the property as General Commercial Exception C2-212. This exception allows for a minimum front yard setback of 1.2m and an exception to the parking requirements of the bylaw.

The proposal will amend this exception to add in Fuel storage and sales to the list of permitted uses within the C2-212 zone. All other provisions of the by-law shall remain.

The sale and storage of fuel is not specifically mentioned in the general Commercial Zone and for this reason it is being added. Generally the storage and sale of fuels are treated differently in the by-law as there is a greater risk associated with them for adjacent uses. The Addition of propane will have an increased risk associated with it but it is a manageable risk that is mitigated by TSSA regulations. Based on the above, the addition of a propane storage and retail use to the general store does not conflict with the intent of the zoning by-law to permit commercial activities on the property.

Site Plan Control

Site Plan Control is applicable to all commercial and industrial uses within the Township. The proposal involves only a small storage area that is regulated by TSSA. There are no other changes being proposed and it is my opinion that Site Plan control is not required for this application. It is therefore, my recommendation that Council waive the requirement for site plan control for this application.

Concluding Comments:

Based on the above review the proposal is consistent with the policies of the PPS County and Township Official Plans and meets the intent of the Zoning bylaw. It is therefore my recommendation that the Council consider **approval** of By-law 2020-050.

Respectfully Submitted,

Municipal Planner: *Original Signed By*
Clinton Stredwick, BES, MCIP, RPP



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

Attachments:

The Corporation of the Township of Southgate
By-law Number 2020-050

**being a by-law to amend Zoning By-law No. 19-2002, entitled the
“Township of Southgate Zoning By-law”**

Whereas the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

Whereas pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities;

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

1. **That** this by-law applies to those lands described as Plan 110 Lot 22, Pt lot 11, Con 2 Pt lot 41, Mill St, RP 16R6145 parts 1,2,3 Main St W. Geographic Township of Egremont. The lands are alternatively described as 392046 Grey Road 109, in the Township of Southgate and shown on Schedule “A”, affixed hereto.

2. **That** Section 33 to By-law No. 19-2002 is hereby amended by replacing section 33.212 with the following subsection:

“33-212	C2-212	Notwithstanding the provisions of Section 16.0 or any other provisions to the contrary, the land zoned C2-212 shall be subject to the following additional regulations: <ol style="list-style-type: none">a) Additional permitted uses to the C2 zone include:<ol style="list-style-type: none">i. The storage and retail sale of fuels, such as propane,ii. Minimum Front Yard set back of 1.2m (4ft)iii. The parking space requirements of Section 5.7 shall be deemed to have been met on those lands zoned C2-212.
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3. **That** Schedule “A” and all other notations thereon are hereby declared to form part of this by-law; and
4. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

Read a first, second, and third time and finally passed this 3rd day of June 2020.

John Woodbury – Mayor

Lindsey Green – Acting Clerk

Explanatory Note

This by-law applies only to those lands described as Plan 110 Lot 22, Pt lot 11, Con 2 Pt lot 41, Mill St, RP 16R6145 parts 1,2,3 Main St W. Geographic Township of Egremont. The lands are alternatively described as 392046 Grey Road 109, in the Township of Southgate. The purpose of the zoning by-law amendment is to add an additional permitted use being the storage and sale of fuels, (propane). All other provisions of the by-law will apply.

The effect of the proposed zoning by-law amendment would be to add to the list of permitted uses of the General Commercial exception zone (C2-212). There is no change to the zone symbol. The EP boundaries will remain the same.

The Township of Southgate Official Plan designates the subject lands Village Community and Hazard lands.

Schedule "A"

By-Law No. _____

Amending By-Law No. 19-2002

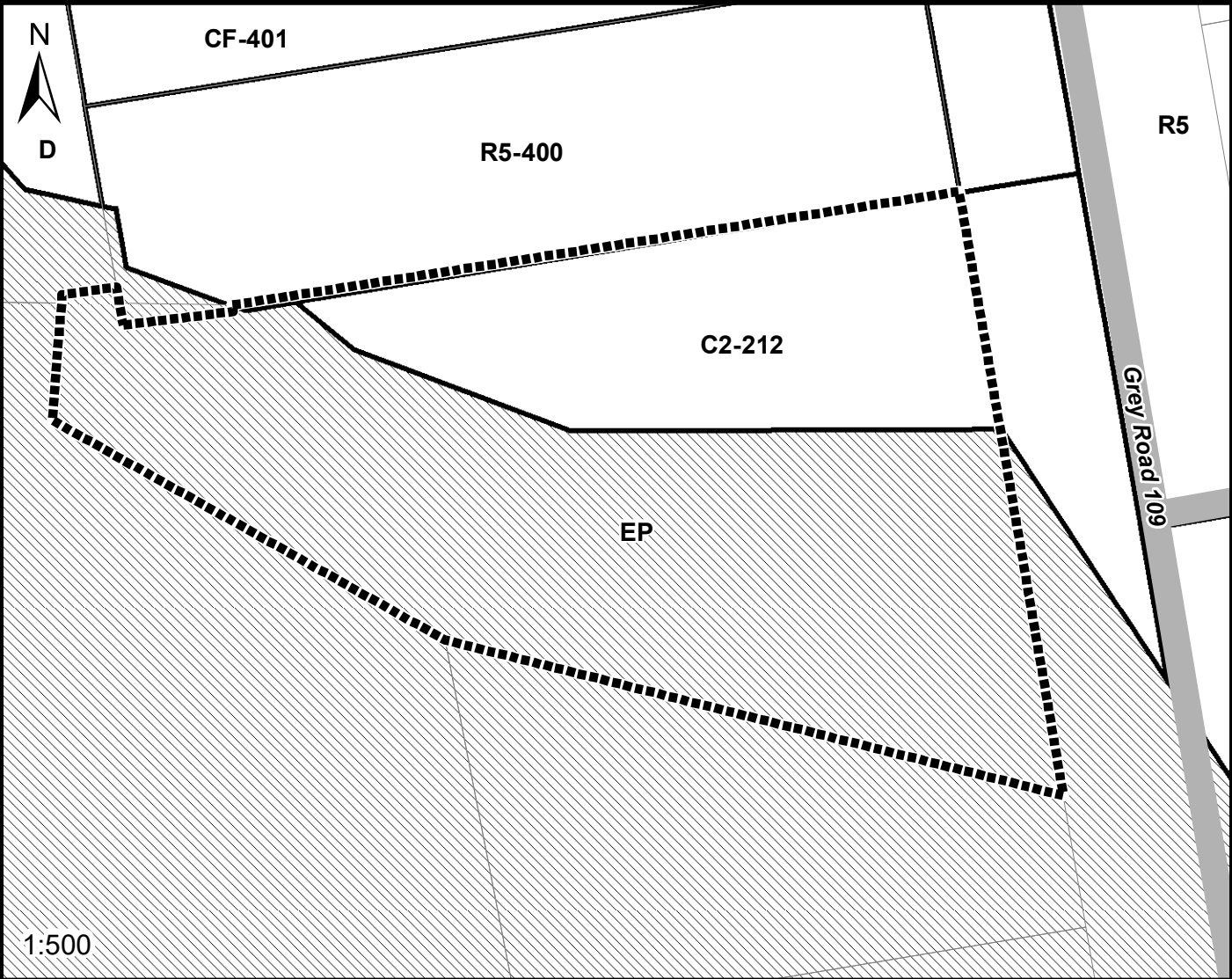
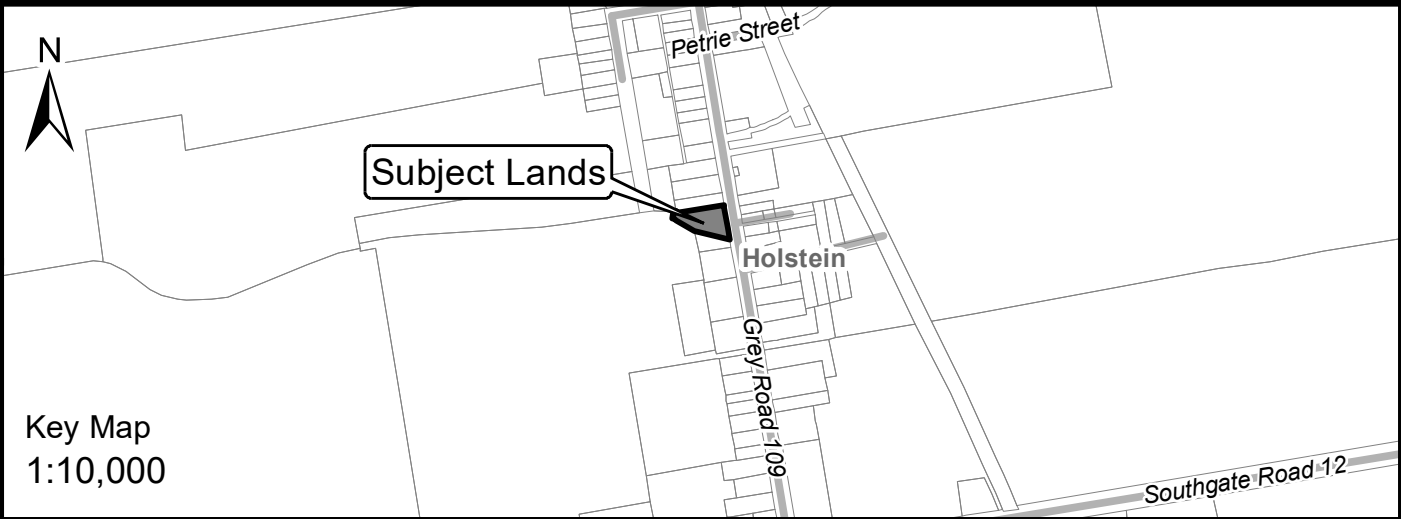
Township of Southgate
(Geographic Township of Egremont)

Date Passed: _____

Signed: _____

John Woodbury, Mayor

Lindsey Green, Deputy Clerk



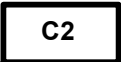
Legend



Lands subject to amendment



Residential Type 5



General Commercial



Deferred Development



Community Facility



Environmental Protection

Township of Southgate

Administration Office

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Dundalk, ON N0C 1B0

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Web: www.southgate.ca

Staff Report CAO2020-039

Title of Report: Southgate CAO Update

Department: Administration

Council Date: June 3, 2020

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2020-039 as information.

Background:

The CAO is providing this report as an update of COVID-19 impacts, important information, decisions and actions taken by staff in the last 30 days.

Staff Comments:

Provincial Opening Announcements-Recreation & Library

Southgate received a letter (Attachment #1) from the Ministry of Health dated May 19, 2020, from Dr. David Williams the Chief Medical Officer of Health for the Province of Ontario. We also received a guidance document (Attachment #2) from the Grey Bruce Health Unit titled Campground Reopening Guidance, to deal with trailers and overnight accommodation. Staff are reviewing these documents and planning for reopening Southgate parks and recreation facilities based on these directives. We find it somewhat challenging to open parks with playground equipment that must remain off limits, ball diamonds and sports fields when team sports are not allowed to hold team games and sports courts with limited uses as well. For now, we are keeping the parks closed. The Attachment #3 document is included in this report as Q&A document to provide clarity on recent decisions by the Province they have made recently related to the Opening Some Outdoor Recreational Amenities.

The Township's Librarian CEO has provided a report at June 3, 2020 Council agenda on the Library's plan and processes to request checkout of and providing curbside pickup of books and other media materials. The Staff Restart Committee, Human Resources Coordinator and CAO have all reviewed the plan to ensure it is consistent with Southgate policies, restart plans and that processes properly manages the Township of Southgate risk concerns.

Federal & Provincial Funding for Municipalities Discussion

The Township of Southgate received emails from AMO and FCM that talks about requests for and documentation outlining concerns related the need for municipal funding support to help with the losses during COVID-19. The first document is a letter from AMO to the Prime Minister of Canada and the Premier of Ontario titled "Financial Assistance for Municipal Governments" and is included in this report as Attachment #4. The letter raises the concerns of municipalities in general and refers to the FCM document (Attachment #5) that is a more robust review of the challenges in large, medium, and smaller Municipalities in Canada. The report discusses the present needs for municipal funding losses and the potential for

future financial support to restart municipal operations and our business community.

New Dundalk Medical Centre Project Update

Staff have been working with the County of Grey Planning department and SEGCHC on this project for a couple of months now to acquire access to more property for the parking area. The Grey County Planning Department has created a report (Attachment #6) that was presented to County Council at their COW meeting on May 28th, 2020. The report was received by Grey County Council and approved. County Planning staff working with Southgate and SEGCHC to develop an agreement and proceed with the planned use and proposed transfer of ownership of part of the Grey County lands to the Township.

Grey County Community Transit Program

The County Manager of Community Transportation provided a report to Grey County Council at their Committee of a Whole meeting on May 28th, 2020. The purpose of this report was to provide Council with an update on the Community Transportation project and the survey information received from the public related to the impacts of COVID-19. A copy of the report is included in this staff report as Attachment #7 and a slide show presentation document being Attachment #8. The present County Community Transportation plan is to proceed to start the service this fall but could be subject to changes as we progress through the challenging unknowns of COVID-19.

Southgate Business Restart Planning

Staff continue to monitor external information and announcements from the Provincial Government and the Grey Bruce Health Unit Medical Officer of Health related to restarting in the office space business environment in a safe manner.

We now have survey reports back from all Department Heads related to assessing risks and mitigations required in their working environments and Customer Service Operations Review report. The Customer Service assessment report is a review of each department task to establish the urgency and demand requirement of the service to establish the start-up phase when public access to the service is required. Human Resources has developed policies and Standard Operating Procedures for the Restart Committee and is reporting on these issues under specific staff reports in this same Council agenda. Staff have made the decision last week to increase the number of staff in the office to 2 people per day for 4 days per week, with the office remaining closed to the public. We are requiring physical distancing, work space isolation within the office, increase cleaning and other best practices being implemented related to common areas like copier, kitchen, washrooms, etc. One day a week we will still have one person in the office to maintain protection of department continuity of service and isolation of staff groups.

Economic Development

The Township of Southgate staff continue to attend the Grey County Economic Development & Tourism Working Group. Southgate staff have started to look at

programs and services used in other communities to promote shopping in your community to support local businesses.

The ShopHERE Program is a program we are looking into that is designed to assist businesses move to implementing on-line services. Currently the ShopHERE program requires municipal contributions but this may change. Regardless it maybe a better investment to provide information and training of new ways to deliver service and commerce in rural communities. We have taken steps to investigate the initial and long term cost of the program, and how it could be implemented and supported going forward if there is value and uptake in the program.

Financial Impact or Long-Term Implications

The financial impact as a result of this report information is unknown at this time to the 2020 Budget because of the COVID-19 pandemic.

Communications & Community Action Plan Impact:

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

Concluding Comments

That Council receive staff report CAO2020-039 as information.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

dmilliner@southgate.ca 923-2110 x210

- Attachment 1 – Ministry of Health letter from Dr. David Williams Chief Medical Officer of Health dated May 19, 2020
- Attachment 2 – Grey Bruce Health Unit Campground Reopening Guidance document
- Attachment 3 – Ministry of Health Q&A document about Opening Some Outdoor Recreational Amenities
- Attachment 4 – AMO letter from the Office of the President to the Prime Minister of Canada and the Premier of Ontario dated May 8, 2020 seeking Municipal Financial Funding
- Attachment 5 – FCM document titled Protecting Vital Municipal Services dated April 23, 2020
- Attachment 6 – Grey County Committee Planning Report about the proposed Dundalk Medical Health Centre Project dated May 28, 2020
- Attachment 7 – Grey County Committee Community Transportation Update Report dated May 28, 2020
- Attachment 8 – Community Transportation presentation dated April 9, 2020

Ministry of Health

Office of Chief Medical Officer of
Health, Public Health
393 University Avenue, 21st Floor
Toronto ON M5G 2M2

Tel.: 416 212-3831
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Ministère de la Santé

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393 avenue University, 21^e étage
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Tél. : 416 212-3831
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May 19, 2020

MEMORANDUM

TO: Board of Health Chairs
Medical Officers of Health and Associate Medical Officers of Health
President, Association of Municipalities of Ontario
Chief Administrative Officers and Clerks of Ontario's 444 Municipalities

RE: Amendments to permit the opening of some outdoor recreational amenities

Earlier today, the government announced that it amended Ontario Regulation 104/20 made under the *Emergency Management and Civil Protection Act* - Closure of Outdoor Recreational Amenities. These amendments will come into effect on May 19, 2020 and will allow the opening of the following amenities:

- Outdoor sports facilities and multi-use fields (including baseball diamonds, soccer fields, and frisbee golf locations, tennis, platform tennis, table tennis and pickleball courts, basketball courts, BMX parks, and skate parks);
- Off-leash dog areas; and
- Outdoor picnic sites, benches and shelters in park and recreational areas.

Any person who uses the above amenities must maintain a physical distance of at least two metres from any other person using the amenity (unless they are part of the same household).

Refer to <https://files.ontario.ca/solgen-oic-amend-104-20.pdf> for details.

With these changes, the existing emergency order will maintain the closure of all outdoor playgrounds, play structures and equipment and portions of park and recreational areas containing outdoor fitness equipment. It will also include the continued closure of outdoor swimming pools and other similar amenities, such as pools, whirlpools and spas, splash pads, spray pads, wading pools, and water slides and all communal facilities intended to be used by persons using outdoor sports amenities (unless they are permitted to be used under [O. Reg. 82/20 made under the *Emergency Management and Civil Protection Act*- Closure of Places of Non-Essential Businesses](#)).

The COVID-19 Public Health Measures Table has been consulted on these changes and are supportive of the opening of these amenities at this time.

We recognize that owners of amenities, including municipalities, may need additional time to prepare for their opening and may choose to restrict access until they deem appropriate. Amenities should not be made available for public use until it is safe to do so.

I have attached a set of Qs and As that provides additional information for local public health units and municipalities to support the safe implementation of these changes.

Please continue to communicate the importance of public health measures such as physical distancing, handwashing, and staying home when ill. They will be critical for keeping Ontarians safe as we continue to respond to this pandemic in Ontario.

If you have any questions please contact Chris Harold, A/Manager, Integrated Strategy and Policy Coordination, at chris.harold@ontario.ca, or Colleen Kiel, Director, Strategy and Planning at colleen.kiel@ontario.ca.

Thank you for your continued efforts.

Yours truly,



David C. Williams, MD, MHSc, FRCPC
Chief Medical Officer of Health

cc: Dr. David McKeown, Associate Chief Medical Officer of Health
Dr. Barbara Yaffe, Associate Chief Medical Officer of Health
Alison Blair, ADM, Emergency Health Services and Public Health Modernization Lead



Seasonal campgrounds

As of May 16, 2020, the Ontario government is allowing seasonal campgrounds to open to begin preparing for the coming season. They can also allow access to trailers and RVs whose owners have a full season contract to stay there.

Overnight Accommodation

Overnight stays at private parks are only allowed if ALL these six criteria are met:

1. The park must have notified the Health Unit with its intent to start the drinking water system. (O. Reg. 319/08, s. 5 (6))
2. The park must have submitted a water sample and have the results indicating it is free of bacteria. (O. Reg. 319/08, s. 5 (6))
3. The trailer sites must all have working-waste water (sewers).
4. The trailer sites must be supplied with electricity.
5. Recreational facilities must remain closed.
6. Shared facilities (washrooms) must remain closed

For parks or sites that cannot meet all these criteria, trailer owners are ONLY permitted to stay for the day. They can prepare their trailer for the season, but must leave for the night.

Ontario Regulation 82/20

Every person who operates a seasonal campground shall ensure that,

- (a) campsites are made available only for trailers and recreational vehicles that,
 - (i) are used by individuals who do not have another residence in Canada and are in need of housing during the emergency period, or
 - (ii) are permitted to be there by the terms of a full season contract;

- (b) only campsites with electricity, water service and facilities for sewage disposal are provided for use;
- (c) all recreational facilities in the campground, and all other shared facilities in the campground such as washrooms are closed; and
- (d) other areas of the seasonal campground are closed to the general public and are only opened for the purpose of preparing the seasonal campground for reopening.

Provincial Parks and Conservation Reserves

Provincial parks and conservation reserves are now open, but for limited day-use only.

- No camping is allowed.
- At this time, recreational activities will be limited to walking, hiking, biking and birdwatching.

Permanent residents are encouraged to stay home as much as possible. It is recommended that there be no regular travel between a permanent residence and seasonal campground.

For up-to-date information about businesses that can currently be open, visit [Ontario's List of Essential Workplaces](#). If you have questions about impacts to your business, read Ontario's [frequently asked questions](#) or call the Stop the Spread Business Information Line at [1-888-444-3659](tel:1-888-444-3659).

This document is accurate as of the date listed below and may be outdated rapidly with the changing landscape.

Ministry of Health

Qs and As for Medical Officers of Health and Municipal Chief Administrative Officers and Clerks — Opening Some Outdoor Recreational Amenities

Ontario amended O. Reg. 104/20: Emergency Order Under Subsection 7.0.2 (4) of the *Emergency Management and Civil Protection Act* — Closure of Outdoor Recreational Amenities to permit the opening of some outdoor recreational amenities starting May 19, 2020.

Q. What amenities can be opened?

A. The following outdoor recreational amenities can be opened as early as May 19, 2020:

- Outdoor sports facilities and multi-use fields (including baseball diamonds, soccer fields, and frisbee golf locations, tennis, platform tennis, table tennis and pickleball courts, basketball courts, BMX parks, and skate parks)
- Off-leash dog areas
- Outdoor picnic sites, benches and shelters in park and recreational areas

Individuals using these amenities, except for members of the same household, are required to maintain a physical distance of at least two metres or six feet.

Municipalities should only open these amenities when it is safe to do so.

Q. What, if any, amenities are required to remain closed?

A. At this time, the following outdoor amenities will remain closed:

- Playgrounds, play structures and equipment;
- Fitness equipment;
- Public swimming pools, splash pads and similar outdoor water facilities; and
- Communal facilities intended to be used by persons using outdoor sports amenities, except to the extent they provide access to a washroom or a portion of the facility that used to provide first aid in accordance with O. Reg. 82/20 made under the *Emergency Management and Civil Protection Act*- Closure of Places of Non-Essential Businesses.

Q. Should washrooms be opened?

A. A municipality may choose to open washrooms in some or all of their outdoor amenities (i.e., parks).

If opened, individuals should physically distance, limit contact with surfaces as much as possible and wash their hands.

Q. Can the newly opened amenities be used to play sports?

A. Individuals may use outdoor sports facilities and multi-use fields for non-team sports, such as walking, running, biking, skateboarding, frisbee, kicking a ball, and low contact racquet sports like tennis, badminton, pickleball and ping pong. Individuals who use the opened amenities for this purpose are required to physically distance unless they are members of the same household.

Individuals are not permitted to play team sports, such as soccer or baseball, even on fields intended for this purpose unless they are members of the same household.

Q. Can people use the newly opened amenities for gatherings and events?

As per O. Reg. 52/20: Emergency Order Under Subsection 7.0.2 (4) of the Emergency Management and Civil Protection Act — Organized Public Events, Certain Gatherings, individuals are not permitted to have gatherings or events with more than five people.

Individuals using the newly opened amenities are required to physically distance unless they are members of the same household.

Q. How can individuals stay safe while using outdoor recreational amenities?

A. Everyone using these outdoor recreational amenities is required to physically distance from anyone who is not in their household. This means staying 2 metres or 6 feet away from other people.

If an individual arrives at an amenity, such as an off-leash dog area, sports field or picnic area, that is crowded, they should wait until there is enough space to physically distance or return at another time.

Individuals should also use hand sanitizer to clean your hands while out, wash your hands as soon as you get home, and stay home if ill.

May 8, 2020

Via e-mail: pm@pm.gc.ca
premier@ontario.ca

The Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, Ontario K1A 0A3

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Room 281
Queen's Park
Toronto, Ontario M7A 1A1

Dear Prime Minister Trudeau and Premier Ford:

Re: Financial Assistance for Municipal Governments

I am writing to urge the governments of Canada and Ontario to work together to invest in the financial stabilization of municipal governments and the recovery of local economies comprising the prosperity of the Province and the Country.

Municipalities recognize the extraordinary efforts of the governments of Canada and Ontario to safeguard public health, and to support individuals, business, public services and the overall stability of the economy.

People recognize and appreciate the remarkable collaboration of all orders of government to address the COVID-19 emergency with dispatch, intelligence, and compassion, guided by science rather than politics. Politicians and extraordinary public servants from all three orders of government have made immeasurable contributions and sacrifices. Municipal governments in Ontario have played a key role on the front lines of public health, paramedicine, shelter services, childcare, transit, public safety, the provision of safe drinking water, the distribution of emergency financial assistance, and in countless other ways. Our residents have contributed profoundly by staying at home, doing their part and making sacrifices to support the wellbeing of others.

As we look forward to economic recovery, municipal governments have an indispensable role to play. Financial assistance for municipalities from other orders of government is essential if we are to succeed.

In Ontario, the added costs of fighting COVID-19 and protecting the most vulnerable, coupled with massive and immediate losses in revenue in services such as transit, and reduced future revenue, cannot be managed at the community level. Financial support from Canada and Ontario is essential.

The only financial tools available municipal governments to address COVID-19 costs and shortfalls are property tax increases or service cuts on a massive scale, or the deferral of capital investments. Any of those options will harm, rather than support, the economic recovery of Ontario and Canada.

The Federation of Canadian Municipalities (FCM) recently submitted a proposal to Canada for municipal financial assistance and essential support for transit services. The proposal is comprehensive, equitable, and practical, and warrants immediate attention and a positive response.

AMO's members govern, protect and provide key services to almost one in three Canadians. On behalf of our members, we urge the governments of Canada and Ontario to extend your successful collaboration to the immediate provision of essential financial assistance for municipalities.

We look forward to working with Canada and Ontario to rebuild our shared economies, and to support the residents, private and public enterprises we all serve.

Yours Sincerely



Jamie McGarvey
President

cc.

The Honourable Bill Morneau, Minister of Finance, Canada

The Honourable Chrystia Freeland, Deputy Prime Minister of Canada

The Honourable Rod Phillips, Minister of Finance, Ontario

The Honourable Steve Clark, Minister of Municipal Affairs and Housing, Ontario

President Bill Karsten, Federation of Canadian Municipalities

Protecting vital municipal services

Urgent federal recommendations to
address the financial crisis in our cities
and communities due to COVID-19

April 23, 2020

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This is a crisis

A message from FCM's president

In a matter of weeks, the COVID-19 pandemic has turned life upside down. We now face a public health and economic challenge unlike anything we've seen in our lifetime. As municipalities across the country work to support frontline action and ready essential response services, the financial impact to our operations has created a crisis—and threatens to put the Canadians we serve at further risk.

Across Canada, cities and communities are seeing their finances drift toward collapse. This crisis exposes the cracks in an outdated model that is fundamentally misaligned with the modern reality of the role of local governments. Revenues are plummeting. Unanticipated costs are rising. With few fiscal tools available—and no legal ability to run operating deficits—local leaders face stark choices. Protecting essential services now requires support from other orders of government.

Today, FCM is making that urgent request on behalf of cities and communities across the country. We are calling for emergency operating funding for municipalities—to keep essential services running and Canadians safe and protected.

Canadians are depending on the vital services their local leaders provide, from ensuring tap water is clean to sending paramedics to help the sick to safely sheltering our most vulnerable residents. Cutting back services in the middle of a pandemic would put Canadians at further risk. Instead, municipal leaders must continue to help lead the way, supporting people and businesses through this public health and economic storm. To ensure this work continues with the urgency required—on the ground, where Canadians live—direct emergency federal funding is the only option.

Our federal-municipal partnership has delivered remarkable results. Deepening that partnership now will protect Canadians through this pandemic. And when the time comes, local leaders will be ready to help lead Canada's recovery, so this country can prosper and thrive once again.

Bill Karsten
FCM President

Local leaders on the front lines

Our cities and communities are the front lines of the COVID-19 pandemic. These are the places where Canadians go to work, buy homes, start families, launch businesses, and build the future of this country. As the governments closest to daily life, municipal leaders are mobilizing urgently to keep Canadians safe, and to help people and businesses weather the economic storm.

Municipalities of all sizes are taking extraordinary measures to support Canadians—including our most vulnerable—through this unprecedented public health and economic challenge. They're turning arenas into shelters for the homeless. They're setting up portable hygiene stations. They're deferring property taxes and utility bills for struggling families.

Municipalities are also working day and night to keep essential services running. Bus drivers, paramedics, firefighters, social workers and countless other frontline staff are putting themselves at risk every day to keep Canadians safe and to provide the services people rely on.

In the face of this challenge, essential workers and local leaders are stepping up together as champions for their communities, and this country.

As the national voice for local governments, FCM is fully engaged in this nationwide crisis. We're bringing together communities across the country to help protect people and businesses. Through regular touchpoints with our members—from FCM's Big City Mayors' Caucus and Rural Forum to our provincial-territorial municipal association partners and others—we're convening local expertise, sharing resources and coordinating frontline response efforts.

We're also working directly with federal departments, agencies and decision-makers to help inform Canada's pandemic response. That includes regular scheduled calls with the deputy prime minister and key ministers. This unprecedented engagement is bringing local realities to new federal initiatives—from the Canada Emergency Response Benefit to the Canada Emergency Wage Subsidy—to ensure they meet the needs of Canadians on the ground.

Municipalities in action

The **City of Edmonton, AB** has waived transit fares on all routes and has deployed larger buses to encourage physical distancing, while ensuring essential workers have a safe and reliable way to get to work.

The public library in the **Town of Halton Hills, ON** is using 3D printers to make face shield parts for frontline health care workers. It's also left its Wi-Fi on—despite being closed—so residents without Internet access can apply for provincial and federal resources.

The municipality of **Canton De Gore, QC** has set up a home delivery service for seniors and vulnerable residents—staffed by volunteers—to bring groceries and prescriptions to people confined to their homes.

For more examples of municipal action during the pandemic, go to fcm.ca/COVID19.

Vital municipal services at a glance

COVID-19 is shining a spotlight on the vital role municipalities play in daily life. Now more than ever, Canadians are depending on their local leaders to keep essential services running—to keep people safe and secure through this pandemic. That includes:

- ▶ Local police, ambulance and fire services
- ▶ Maintenance of roads, bridges and other essential infrastructure
- ▶ Safe public transit for essential workers
- ▶ Clean water and wastewater services
- ▶ Garbage collection and recycling
- ▶ Local social services and housing for vulnerable residents
- ▶ Local public health agencies
- ▶ Sustainability and environmental initiatives



Paramedics are on the frontlines providing life-saving services including emergency and non-emergency pre-hospital care to residents. *Photo: City of Toronto*

When the time comes, municipalities will also be ready to lead Canada's recovery, along with our federal partners. Local leaders are already delivering frontline results for Canadians. And they are exceptionally well-placed to deliver stimulus funding quickly—to create jobs and get the economy going. Deepening the federal-municipal partnership even further will help Canada thrive and prosper once again.

Anatomy of our financial crisis

At the best of times, Canada's municipal governments manage a razor-thin fiscal balance to deliver for residents. On the revenue side, they have scant ground to till beyond property taxes and user fees. On the expense side, operating and capital, they must be tremendously cost-efficient with every dollar available. With no legal standing to carry operating deficits, they diligently maintain reserves to carry our communities through cyclical shifts and disruptions.

But these are *historically challenging times*. Municipalities are incurring deep losses due to COVID-19—a combination of foregone revenues (from property taxes and user/utility fees) and unanticipated costs (including public safety measures and support for vulnerable populations). This is not limited to a cash flow challenge; this is a crisis of non-recoverable losses. To continue delivering essential services, many are drawing down limited reserves that were not designed for a crisis of this scale or duration.

Today's crisis exposes cracks in the fundamentally outdated fiscal framework in which municipalities are still forced to operate. And as we now approach a tipping point, our next steps will reverberate

through the lives of Canadians. Insolvency is not an option. Bridge loans cannot address this crisis of permanent losses. Cutting essential services is not an acceptable option, not when Canadians need us most. This is why we are turning to our federal partners for emergency operating funding—to sustain municipal operations and essential services through these extraordinary times.



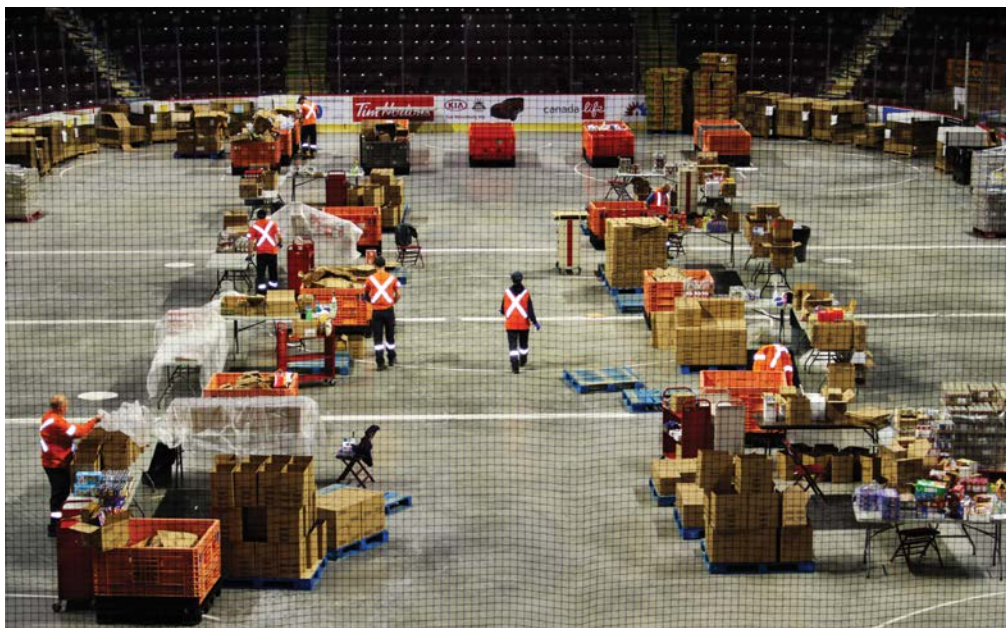
Municipal waste collection operators are keeping municipalities clean and green, while delivering essential services so residents can stay at home.

Photo: City of Toronto

This action will protect essential services Canadians rely on. No one should have to worry if their tap water is clean, whether their garbage will stay on the curb, or when a fire truck or ambulance will arrive.



To keep drivers and riders safe, the City of Selkirk, MB, installed Plexiglas shields and closed off alternating rows inside the buses to encourage physical distancing.
Photo: City of Selkirk



The City of Windsor's WFCU Centre, home of the Windsor Spitfires Junior-A hockey club, has been transformed into a make-shift foodbank to help those in need during the pandemic. *Photo: City of Windsor*

This action will protect the most vulnerable among us. We must continue deploying extraordinary measures to protect people who face enormous challenges staying safe—in our shelters, on our streets.

This action will support Canada's economic recovery. Municipalities will need to hit the ground running to turn stimulus funds into outcomes—and not be cancelling even *existing* capital projects.

Like never before, our municipal-federal partnership has been building better lives for Canadians. Our partnership is grounded in our respective strengths—local leaders are delivery experts closest to people's real needs, the federal government has the fiscal heft to drive nationwide progress. Today, right now, this partnership is the key to carrying Canadians through this pandemic into better days ahead.

Protecting property taxpayers

Covering municipal losses through a one-time property tax levy is not a viable alternative to federal emergency funding given the significant impact it would have on households trying to weather the economic downturn. Bridging municipalities' 2020 fiscal shortfalls without cutting services—assuming six months of physical distancing—would require dramatic residential property tax levies:

Toronto	56%
Calgary	23%
Vancouver	22%
Montreal	18%
Mississauga	17%

Fiscal impacts of COVID-19

The fiscal impacts of COVID-19 have been swift and dramatic. Non-recoverable municipal losses driven by falling revenues and rising costs have led to an unprecedented financial crisis. To absorb this staggering hit in the near term, we are calling for a federal operating infusion of \$10–15 billion over the next six months. This crisis may compound as physical distancing measures continue, and depending on the timing and pace of future economic recovery.

FCM continues to develop insight on the scale of losses that municipalities may face on the road ahead. The extent and nature of losses vary widely by community, depending on multiple factors:

- ▶ Municipalities with **public transit systems** face significant revenue losses at the fare box—estimated at \$400 million per month nationwide. This accounts for 30–50 percent of monthly net losses for these municipalities. In Metro Vancouver, Translink is losing \$75 million monthly. The Toronto Transit Commission reports a \$23.5 million weekly burn rate—with an 85 percent revenue drop in April alone. Critically, transit is an essential service for frontline workers in this pandemic, but with limited ability to reduce operating expenditures, many transit systems are already scaling back service to ensure solvency.
- ▶ Municipalities are deferring **property taxes, utility and other fees** to support struggling residents in the near-term—another major revenue hit. Even after these deferral programs end, there remains a significant risk of property tax delinquency. With even a 10 percent increase in property tax and utility bill delinquencies, the cities of Vancouver and Toronto estimate revenue losses in 2020 of \$130 million and \$684 million, respectively.
- ▶ Municipalities reliant on **hard-hit industries** face compounding pressures. In tourism-driven Banff, Alberta, 85 percent of workers have been laid off. Tourism Calgary has temporarily laid off more than half of its staff, and the city could lose the \$540 million economic impact of the Calgary Stampede. Agriculture: meat plants in High River, Alberta, and in Montreal have closed temporarily, impacting a third of Canada's beef processing capacity and most pork exports. Natural resources: Western Canadian Select is trading at negative prices, and sawmill closures have put thousands out of work, jeopardizing pulp mill jobs in northern and remote communities.



Like many municipalities, the City of Yorkton has converted one of their public rinks into a temporary site run by public health to help alleviate the impact on local hospitals and emergency rooms. *Photo: City of Yorkton*

- ▶ The loss of **user fees from parking and community, culture, and recreation facilities** is another source of foregone revenue. Many municipalities have already temporarily laid off staff at these facilities to reduce costs. The City of Mississauga estimates lost revenue from recreation facilities to reach \$23.3 million by the end of June. The City of Toronto is losing almost \$17 million monthly from foregone parking fees alone. Smaller communities, at relative scale, stand to take a significant hit as well. Prince George, B.C., estimates a monthly loss of \$15–20 per capita.
- ▶ Without emergency operating funding, municipalities will need to reduce planned **capital expenditures** in 2020 to make up for lost revenues. This will further slow economic activity across the country and increase future repair costs. And this scaling-back is enormously counter-productive to the coming need to drive Canada's economic recovery through new capital investment in municipal assets, including core infrastructure and housing.



The Gatineau Police Department controls movement at the entrance to the territory. *Photo: City of Gatineau*

- ▶ **Rural and small communities** face their own unique economic challenges. The agriculture sector has been hit hard. Some municipalities have begun laying off staff—despite having so few to begin with. With limited access to broadband Internet, many rural Canadians are unable to work from home. New Brunswick's Francophone municipalities are facing a total monthly loss of \$10.5 million. Even before the pandemic hit, eight percent of Atlantic Canada's workforce was already depending on Employment Insurance benefits.

Summary of recommendations

With plummeting revenues, rising expenses and a legal proscription against running operating deficits, municipalities are at imminent risk of having to cut essential services to Canadians to remain solvent. The acceptable alternative is emergency operating funding for municipalities, provided by our stable, trusted, national partner: the Government of Canada.

This section summarizes FCM's urgent recommendation. This is based on the best available data on the projected financial impact of COVID-19—amounting to a near-term gap of \$10–15 billion for municipalities nationwide. It assumes that physical distancing directives substantially persist for six months, with direct municipal revenue impacts continuing through the end of 2020 and possibly into 2021 depending on the pace of economic recovery.

The core of our recommendation is an allocation-based formula to deliver a base level of support to all local governments. This is supplemented by targeted measures to meet distinct needs of municipalities as they continue to keep Canadians fully served and protected.

Immediate action

1. **Deliver at least \$10 billion in targeted emergency operating funding to all local governments as direct allocations—with a new hybrid formula modelled on both the proven federal Gas Tax Fund (GTF) and a ridership-based allocation for municipalities that operate transit systems.**
 - ▶ Specifically, allocate at least \$7.6 billion of the fund using a GTF-style allocation formula for all local governments, and \$2.4 billion based 100% on transit ridership.
 - ▶ For municipalities that operate transit systems, provide a single blended transfer.
 - ▶ Immediately provide advance payments to municipalities facing urgent liquidity issues.
 - ▶ Leverage the administrative infrastructure of the federal Gas Tax Fund, where possible, to expedite the rollout of dedicated emergency operating grants.



Municipal road maintenance staff are working around the clock to keep roads safe and accessible for those delivering essential services. *Photo: City of Toronto*

2. **Deliver additional emergency operating funding to individual local governments facing unique financial pressures related to COVID-19 that are not fully met by the hybrid formula above.** Our largest urban centres face distinct challenges supporting self-isolation, sanitation and good health among populations struggling with homelessness and mental health challenges. Smaller communities face unique challenges, starting with access to health care services that can support isolation requirements and urgent care. These and other unique cost drivers will continue to require targeted supports for the full duration of this crisis.



Selkirk, MB Mayor Larry Johansson stopped at a resident's window to admire children's drawings showing their appreciation for essential workers. *Photo: City of Selkirk*

Medium-term action

3. **Commit to revisit the need for additional operating funding within four months.**
 - ▶ Monitor trends in property tax delinquencies and consider additional supports for individuals and businesses that may not be able to pay property taxes after the expiry of short-term municipal deferral programs.
 - ▶ Depending on the duration and severity of the COVID-19 crisis, prepare for possible additional operating funding assistance in both 2020 and 2021.
4. **Provide local governments with the ability to transfer unused allocations** to the federal Gas Tax Fund program for capital expenditures as part of Canada's COVID-19 economic recovery plan.

Proposed funding model

This section presents additional guidance for the emergency operating funding outlined in recommendation #1. Our proposed model features two components: a base allocation for all municipalities, and a supplementary allocation for municipalities that own and operate transit systems. To function—efficiently and nationwide—its design must be straightforward, direct and flexible.

Base allocation *(for all municipalities)*

- ▶ At least \$7.6 billion based on the federal Gas Tax Fund formula.
- ▶ Assumes average of \$35 per capita per month, and six months of physical distancing (starting March 2020).

Supplementary allocation *(for municipalities that own and operate transit systems)*

- ▶ \$2.4 billion based entirely on 2019 transit ridership (population not included in formula).
- ▶ Based on Canadian Urban Transit Association needs assessment (\$400 million/month for six months) and validated through individual city estimates.

Design considerations

- ▶ Municipalities should receive a single transfer that combines the base and supplementary allocation (except in the case of provincially-owned transit systems, such as BC Transit and Metrolinx).
- ▶ This single transfer should provide maximum flexibility to local governments to apply funds towards all operating impacts (foregone revenue and/or unanticipated costs) related to the COVID-19 pandemic.

- ▶ No provincial or municipal matching funds should be required.
- ▶ Requiring provincial matching could cause delays given the varied fiscal capacities of provincial/territorial governments. However, provinces and territories continue to have an important role to play in providing targeted supports for local governments including, but not limited to:
 - ▷ direct support for COVID-19 emergency response and support for vulnerable populations;
 - ▷ expansion or backstop of property tax deferral programs (especially long-term deferment programs that will delay taxes beyond a single fiscal year);
 - ▷ block operating grants for local governments.
- ▶ Given significant downside risks—including the likelihood of future pandemic waves that require physical distancing, and the potential for property tax delinquencies—it is likely that the full allocation under an emergency operating grant will be fully utilized by local governments.



The Vulnerable Person's Registry is a critical program where the elderly and people with special needs are contacted daily, making sure that they are safe and their needs are being met. *Photo: Regional Municipality of Wood Buffalo*

- ▶ Any limited unused funding could be reserved for additional COVID-19-related operating shortfalls in 2020 or 2021, or transferred to the federal Gas Tax Fund to be used for incremental capital expenditures as part of Canada's COVID-19 recovery plan.

Potential impact *(all numbers rounded and approximate):*

Municipality	Preliminary net losses*	Base allocation (GTF formula)	Supplementary allocation (transit)	Total allocation
City of Toronto	\$1.690B	\$575M	\$575M	\$1.150B
Metro Vancouver**	\$900M	\$510M	\$290M	\$795M
City of Calgary	\$400M	\$255M	\$115M	\$370M

* preliminary estimates assuming full year impact of six months of physical distancing

** extrapolation of data provided by City of Vancouver (local government not including transit) and TransLink (transit)

Eyes on the future

Right now our focus is on tackling the public health and economic crisis in our cities and communities—and ensuring local leaders can continue to deliver the essential services Canadians rely on. But we're also keeping an eye on the future—for when Canada is ready to move from response to recovery.

Across the country, municipalities have already begun taking steps to help drive the massive nation-building effort that will be required when the pandemic ends—from getting local businesses back on their feet to implementing job-creating stimulus projects. FCM is supporting this work by collecting and analyzing on-the-ground data that will inform recommendations for Canada's recovery. From housing, to infrastructure, to green, sustainable and resilient projects, cities and communities have a long track-record of delivering results efficiently and effectively. Municipalities will be essential partners in rebuilding the economy we want for the future.

But as with any crisis, it will be just as important to learn lessons from this pandemic. We will honour and celebrate how Canadians and their governments came together in common cause. We will also need to take a critical look at the foundational cracks that have been more harshly exposed in how we approach the role of local governments. In clear view are the outdated tools and authorities granted to municipal leaders, and how they simply do not match the modern role cities and communities play in supporting Canadians and driving our economy. When the time is right, FCM and local leaders will be ready to have that conversation.

In the immediate, we will continue working flat-out, as partners on the front lines, to keep Canadians as safe as possible, and ready our economy for the comeback we're confident we can collectively drive. We're all in this together.



FCM.ca

Committee Report

To:	Warden McQueen and Members of Grey County Council
Committee Date:	May 28, 2020
Subject / Report No:	PDR-CW-27-20
Title:	Overview of Proposed Dundalk Medical Health Centre and Potential Use of County Owned Lands for Associated Parking and Trail Crossing
Prepared by:	Randy Scherzer
Reviewed by:	Kim Wingrove
Lower Tier(s) Affected:	Township of Southgate
Status:	

Recommendation

1. That Report PDR-CW-27-20 which provides an overview of a proposed medical health centre in the community of Dundalk, Township of Southgate, be received which includes the proposed use of lands currently owned by the County for additional parking; and
2. That the proposed medical health centre be supported in principle and that staff be directed to work with the Township of Southgate and the South East Grey Community Health Centre to address any matters regarding the land in terms of potential land transfers and/or lease agreements that will be required to move forward with this proposal.

Executive Summary

The Township of Southgate approached County staff regarding a proposed medical health centre in Dundalk. The proposed medical health centre would be located on lands owned by the Township of Southgate and the lands would be leased to the South East Grey Community Health Centre. The lands are located adjacent to the CP Rail Trail and are directly west of the Dundalk Fire Department. The lands are not large enough to accommodate all the parking required for the medical health centre and therefore Southgate has asked if the County would consider them utilizing some of the lands owned by the County for overflow parking as well as for users of the CP Rail Trail and the community as a whole. A trail crossing would also be proposed to connect the

parking areas to CP Rail Trail and to the medical health centre. The County would need to retain at a minimum the rail trail corridor (approximately 25 metres in width) in accordance with the County Official Plan. Should Council support this proposal in principle, County staff would work with the Township of Southgate and the South East Grey Community Health Centre to finalize the details regarding the design of these uses while ensuring that the risk and liability to trail users is minimized. County staff would also work on the details regarding potential land transfers/leases including associated agreements that will be required to move forward with this proposal.

Background and Discussion

The Township of Southgate approached County staff about a proposed medical health centre in Dundalk. The medical health centre would be located on lands owned by the Township of Southgate that are at the corner of Dundalk Street and Grey Street West (see Figure 1). The subject lands are directly adjacent to the CP Rail Trail and are also located west of the Dundalk Fire Department. The medical health centre would be operated by the South East Grey Community Health Centre which currently operates a satellite clinic at 90 Artemesia Street South in Dundalk but they require a larger space.

Figure 2 shows a draft concept plan for the proposed medical health centre. The property owned by Southgate can accommodate some parking including accessible parking spots and parking for staff; however, additional parking will be required. Southgate has asked if the County would consider them utilizing some of the lands owned by the County adjacent to the CP Rail Trail that could be utilized for overflow parking as well as parking for CP Rail Trail users and for the community as a whole.

Part of the proposed parking area would also contain a stormwater management system which would be located under the parking lot. The concept also proposes a trail crossing that would connect the parking areas to the medical health centre. The proposal also includes redesigning the trail by adding curves as a traffic calming measure for motorized vehicles that are permitted on the CP Rail Trail (e.g. ATV's and snowmobiles). A drop off/pick-up area has also been included in the revised concept which is to be located at the front of the Medical Health Centre adjacent to Dundalk Street.

It is anticipated that pedestrian use of the CP Rail Trail in this area will likely increase as a result of the proposed medical health centre. There are also other uses within this block including the Huron Bay Co-op, the Dundalk Fire Department and the Dundalk Library which could also add to the pedestrian movement in and around this area. Motorized vehicles such as ATV's and snowmobiles are currently permitted on the CP Rail Trail and therefore there is a potential increased risk for County liability for injuries and damage that could result along the trail. This risk can be minimized through trail

design and trail crossing design. County staff have recommended that the Township consider adding sidewalks within this village block to provide further options for pedestrian movement between the proposed parking areas and the various uses. Trail maintenance and trail crossing maintenance within this village block will also need to be considered as part of any agreement with Southgate and/or the South East Grey Community Health Centre.

County staff and Grey Sauble Contract staff who help manage the CP Rail Trail have reviewed the proposed concept plans and suggested some revisions which have been incorporated into the latest draft concept plan. These include traffic calming measures, signage including stop signs at the trail crossing and warning signs of trail crossing ahead, lighting to illuminate the parking areas and the trail crossing, as well as having different materials to distinguish the trail crossing from the actual CP Rail Trail. These measures will help to minimize any potential risk and liability associated with the trail crossing as well as the use of the trail by pedestrians within this village block. Any agreements between the County, the Township of Southgate and South East Grey Community Health Centre would also address any liability with respect to the use of the trail and the trail crossing.

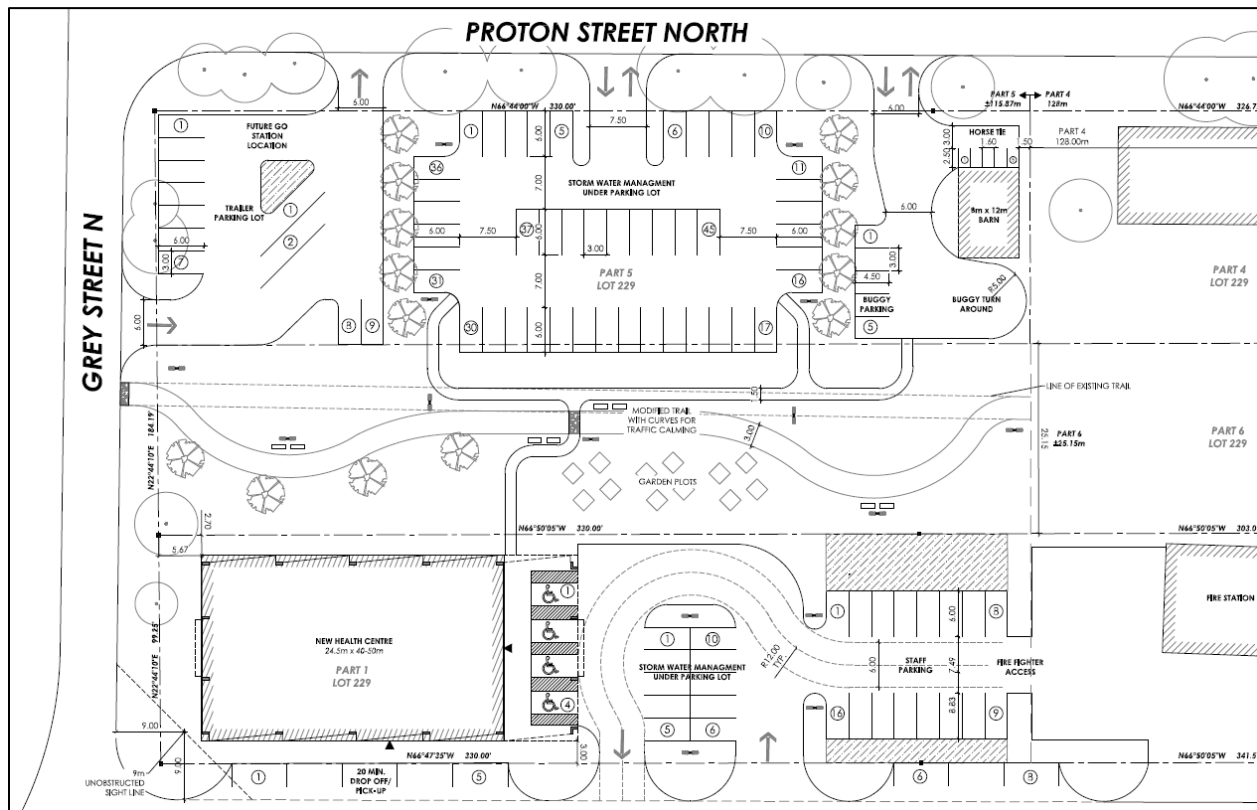
County staff see this an opportunity to improve the trail within this area of Dundalk as currently there are sections of the trail where it is difficult to determine what is the trail versus what are parking areas/trail crossings. County staff recommends that the trail improvements be considered for the entire village block. The design concept also includes benches, landscaping and garden plots as features adjacent to the CP Rail Trail. Having additional parking adjacent to the CP Rail Trail will also provide opportunities for residents and visitors to park and to enjoy the CP Rail Trail. Adding parking facilities adjacent to the CP Rail Trail is an action item that is recommended in the County's Recreational Trail Master Plan. County staff also see this as an opportunity to 'clean up' land ownership and leasing arrangements in this area as there are currently buildings that appear to encroach on the actual CP Rail Trail corridor in the village block.

Figure 1 – Subject Lands



The County would need to maintain at a minimum the actual CP Rail Trail corridor in accordance with the County Official Plan. The CP Rail Trail corridor is approximately 25 metres in width (lands identified in red on Figure 1). The County Official Plan identifies that the County will retain the CP Rail Trail corridor not only for the current use as multi-use recreational trail but also in case rail were to ever return to Grey County. Based on the Official Plan policies, it will be important to include provisions in the agreement(s) with Southgate and/or the South East Grey Community Health Centre to note the potential for rail to return and if rail should return that features and amenities may need to be removed in order to accommodate rail. In speaking with County Legal staff, the legal aspects regarding rail can be quite complex and therefore we may need to engage a lawyer that specializes in rail in order to assist the County with respect to these matters. The County also currently leases land to Huron Bay Co-op within this block and therefore it would be beneficial to clearly identify the part that is leased through a surveyed reference plan.

Figure 2 - Concept Plan of Proposed Medical Health Centre and Parking Areas



Should Council support the proposal in principle, County staff would work with the Township of Southgate and South East Grey Community Health Centre to work out details with respect to land transfers/leases as well as associated agreements. County staff would also finalize any design details with respect to the trail to ensure that is designed to reduce any risk and liability concerns. County staff would also work with Township of Southgate Planning staff to ensure that any planning matters are addressed. Southgate has noted that a local official plan amendment and a zoning amendment will be required to accommodate the proposed use.

Legal and Legislated Requirements

Planning Act

Municipal Act

The use of County land to provide parking or other land to support a private development engages “bonusing” restrictions. Any agreements reached in this regard will need to ensure that no “bonusing” occurs.

Since motorized vehicles are permitted on the trail area involved, and since the pedestrian presence on the trail in the area would be expected to increase, there is an increased risk for County liability for injuries and damage that result along the trail. Consideration should also be given to the responsibility for trail maintenance that would be required for pedestrians crossing the trail between the parking area and the development. These matters will be considered as part of the agreements with Southgate and/or South East Grey Community Health Centre.

Financial and Resource Implications

All costs associated with the Medical Health Centre, the proposed parking areas and the trail crossing/improvements would be part of the overall expenses associated with the Medical Health Centre and therefore would be paid for by Southgate and/or the South East Grey Community Health Centre. Should the County require legal support for the matters associated with rail there could be some additional costs which we hope can be covered by Southgate and/or the South East Grey Community Health Centre as overall expenses associated with the project.

Relevant Consultation

- ☒ Internal (Clerks, Legal, CAO, Planning Staff,)
- ☒ External (Grey Sauble Contract Staff, Township of Southgate, South East Grey Community Health Centre)

Appendices and Attachments

None

Committee Report

To:	Warden McQueen and Members of Grey County Council
Council Date:	May 28, 2020
Subject / Report No:	CAOR-CW-05-20
Title:	Community Transportation Update
Prepared by:	Stephanie Stewart, Manager, Community Transportation
Reviewed by:	Kim Wingrove, CAO
Lower Tier(s) Affected:	Grey County wide
Status:	

Recommendation

1. That report **CAOR-CW-05-20 Community Transportation Update** be received, and;
2. That **County Council provide direction on the future of the Community Transportation Project to enable staff to take appropriate action.**

Executive Summary

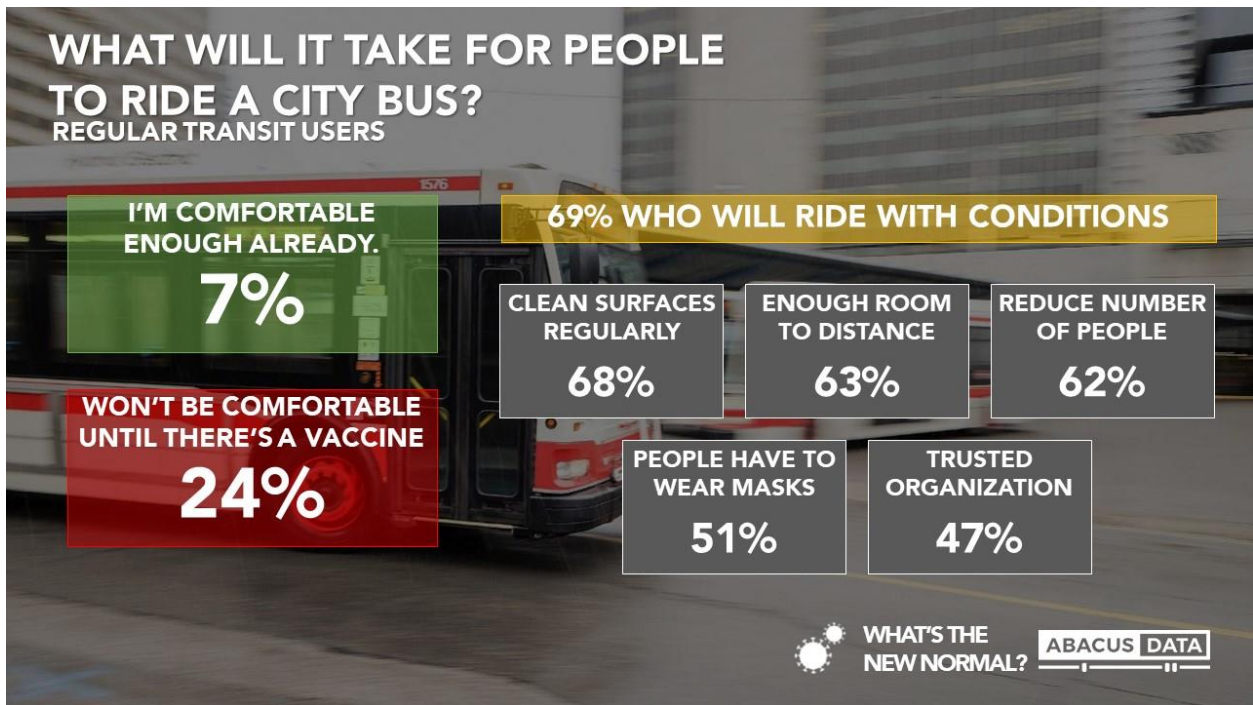
The purpose of this report is to provide Council with an update on the Community Transportation project.

Background and Discussion

On April 9, 2020 staff had planned to present County Council with a Community Transportation Budget and Service Level Presentation. Staff were seeking Council direction on service investments beyond the minimum required, on the transit schedule, and direction regarding implementation of service on Grey Road 4. (Appendix A & B). With that direction, staff were planning on ordering the required buses. That report did not proceed, and buses have not been ordered.

Staff spoke with the Ministry of Transportation of Ontario (MTO) to determine if any considerations could be made for Transit Agencies who had to postpone their project due to the novel coronavirus. MTO is aware of the challenges many grant recipients are facing and is working on developing a formal update regarding the Community Transportation Grant Program.

Transit agencies across the globe are experiencing significant decreases in fare box revenue as typical riders are working from home, are not working or are finding alternative forms of transportation. Abacus Data, a Canadian consulting company conducted research on What Will It Take for People to Ride a City Bus?



The following safety precautions would be necessary in any future transit program:

- Provide adequate PPE for staff
- Regular deep cleaning and disinfection of public transport vehicles, workplaces, stations, ticketing devices, poles and seats
- Making disinfectant dispensers accessible for workers and passengers
- Limiting the interaction of drivers and passengers (for example, no cash ticket sales onboard, and covering the driver's area with a plastic sheet)
- Reduced rider capacity to ensure physical distancing and allow for adequate cleaning during peak times.

Next Steps

Currently, staff are seeking direction from County Council on how to proceed. If County Council would like to begin operating a transit system this fall, decisions would need to be taken regarding the desired level of service, sources of funding for any service enhancements and an order placed for buses. MTO was not able to give details regarding timing of further guidance for transportation grant recipients or what that guidance might include.

What we know for sure:

1. Through research and community outreach we know affordable, convenient, reliable public transit is a needed throughout Grey County
2. Affordable transportation is a barrier in Grey County, the Grey Transit Route could help a lot of residents facing financial challenges.
3. In order to operate the Grey Transit Route, additional operating dollars must be secured.
4. No large capital investments have been made as the transit vehicles have not been purchased

5. Many riders will fear using public transit

Legal and Legislated Requirements

The transfer payment agreement between Grey County and Province of Ontario provides the following regarding termination of a project:

Inability to complete the Project. If, at any time during the Term, the Recipient determines that it will not be possible for it to complete the Project for any reason, including, without limitation, lack of funding available for the Project (the "Issue"), the Recipient will immediately notify the Province of that determination and provide the Province with a summary of the measures the Recipient proposes to remedy the issue. If the Province is not satisfied that the measures proposed will be adequate to remedy the issue, then the Province may initiate any one or more of the actions provided for in section A13.2 (Consequences of Events of Default and Corrective Action)

Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- b) provide the Recipient with an opportunity to remedy the Event of Default;
- c) suspend the payment of Funds for such period as the Province determines appropriate;
- d) reduce the amount of the Funds;
- e) cancel all further instalments of Funds;
- f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

Financial and Resource Implications

Upon County Council direction, finance will complete a reconciliation of provincial funds received and expenses incurred to date for submission to the province.

Relevant Consultation

Ministry of Transportation of Ontario

Appendices and Attachments

[Appendix A – April 9, Council Report](#)

[Appendix B – April 9, Council Presentation](#)

Community Transportation Service Level, Budget & Route Information

April 9, 2020

Highway 26

- **Service**
 - Five days per week
- **Operating Days**
 - Tuesday to Saturday
 - Friday and Saturday Evening Service
- **Owen Sound to Meaford**
 - Six day time trips
 - Three evening trips
- **Meaford to Blue Mountains**
 - Four day time trips
 - Two evening trips

Highway 10

- **Service**
 - Five days per week
- **Operating Days**
 - Monday to Friday
- **Owen Sound to Dundalk**
 - Four trips per day
- **Dundalk to Orangeville**
 - Four trips per day

Highway 6

- **Service**
 - Three days per week
- **Operating Days**
 - Monday, Wednesday & Friday
- **Owen Sound to Wiarton**
 - Two trips per day
- **Warton to Owen Sound**
 - Two trips per day

Budget

Full Service

Route	Service	Operating Days	Trips per Day	Cost per trip	Cost per day	Annual Surplus/Deficit
Highway 26 Owen Sound to Meaford	Five days a week	Tuesday to Saturday Friday & Saturday Evening Service	Six trips per day Three evening trips	\$168.94	\$1,520.42	\$ (378,005.06)
Highway 26 Meaford to Blue Mountains	Five days a week	Tuesday to Saturday Friday & Saturday Evening Service	Four trips per day Two evening trips	\$168.94	\$1,013.61	
Highway 10 Owen Sound to Dundalk	Five days a week	Monday to Friday	Four trips per day	\$353.54	\$1,414.17	\$ (184,101.45)
Highway 10 Dundalk to Orangeville	Five days a week	Monday to Friday	Four trips per day	\$227.17	\$908.69	\$ (45,955.16)
Highway 6 Owen Sound to Wiarton	Three days a week	Monday, Wednesday and Friday	Two trips per day	\$374.93	\$749.87	\$ 40,783.09
Total Annual Surplus/Deficit						\$ (383,177.14)
Total Potential Annual Fare Box Revenue						\$ 314,600.00
Net Surplus/Deficit						\$ (68,577.14)
Annual anticipated cost on April 1, 2023						\$ (1,051,915.50)

Full Service

Route Information – Owen Sound to Blue Mountain Part 1.

Owen Sound - Meaford									
Owen Sound Transit Terminal	Stop in Woodford	Stop in Meaford	Arrive in Meaford	Depart in Meaford	Stop in Owen Sound	Stop in Owen Sound	Stop in Owen Sound	Stop in Owen Sound	Owen Sound Transit Terminal
Tuesday - Saturday									
5:00 AM	5:21 AM	5:37 AM	5:45 AM	5:45 AM	6:15 AM	6:21 AM	6:28 AM	6:31 AM	6:42 AM
6:42 AM	7:03 AM	7:19 AM	7:27 AM	7:51 AM	8:21 AM	8:27 AM	8:28 AM	8:34 AM	8:45 AM
				9:03 AM	9:33 AM	9:39 AM	9:46 AM	9:52 AM	10:03 AM
3:42 PM	4:03 PM	4:19 PM	4:27 PM	4:27 PM	5:00 PM	5:05 PM	5:11 PM	5:16 PM	5:25 PM
5:42 PM	6:03 PM	6:19 PM	6:27 PM	6:27 PM	7:00 PM	7:05 PM	7:11 PM	7:16 PM	7:25 PM
				8:10 PM	8:40 PM	8:46 PM	8:53 PM	8:52 PM	9:10 PM
Friday & Saturday ONLY									
7:25 PM	7:46 PM	8:02 PM	8:10 PM	8:10 PM					9:10 PM
9:10 PM	9:31 PM	9:47 PM	9:55 PM	9:55 PM					10:55 PM
				11:33 PM					12:33 AM

Full Service

Route Information – Owen Sound to Blue Mountain Part 2.

Meaford - Blue Mountain

Stop in Meaford	Stop in Meaford	Stop in Thornbury	Stop in Thornbury	Arrive at Blue Mountains	Depart at Blue Mountains	Stop in Thornbury	Stop in Thornbury	Stop in Meaford	Stop in Meaford
Tuesday - Saturday									
6:15 AM	6:23 AM	6:36 AM	6:43 AM	7:03 AM	7:03 AM	7:23 AM	7:30 AM	7:43 AM	7:51 AM
7:27 AM	7:35 AM	7:48 AM	7:55 AM	8:15 AM	8:15 AM	8:35 AM	8:42 AM	8:55 AM	9:03 AM
4:27 PM	4:35 PM	4:48 PM	4:55 PM	5:15 PM	5:15 PM	5:35 PM	5:42 PM	5:55 PM	6:03 PM
6:27 PM	6:35 PM	6:48 PM	6:55 PM	7:15 PM	7:15 PM	7:35 PM	7:42 PM	7:55 PM	8:03 PM
Friday & Saturday ONLY									
8:10 PM	8:18 PM	8:31 PM	8:38 PM	8:58 PM	8:58 PM	9:18 PM	9:25 PM	9:38 PM	9:46 PM
9:55 PM	10:03 PM	10:16 PM	10:23 PM	10:45 PM	10:45 PM	11:05 PM	11:12 PM	11:25 PM	11:33 PM

Full Service

Route Information – Owen Sound to Orangeville

Owen Sound - Markdale - Flesherton - Dundalk																
Owen Sound Transit Terminal	Stop in Owen Sound	Stop in Chatsworth	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Flesherton	Stop in Dundalk	Stop in Flesherton	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Chatsworth	Stop in Owen Sound	Owen Sound Transit Terminal
Monday - Friday																
5:13 AM	5:22 AM	5:34 AM	5:57 AM	6:04 AM	6:11 AM	6:18 AM	6:28 AM	6:44 AM	7:00 AM	7:10 AM	7:17 AM	7:24 AM	7:31 AM	7:54 AM	8:06 AM	8:15 AM
9:13 AM	9:22 AM	9:34 AM	9:57 AM	10:04 AM	10:11 AM	10:18 AM	10:28 AM	10:44 AM	11:00 AM	11:10 AM	11:17 AM	11:24 AM	11:31 AM	11:54 AM	11:06 AM	11:15 AM
1:13 PM	1:22 PM	1:34 PM	1:57 PM	2:04 PM	2:11 PM	2:18 PM	2:28 PM	5:45 PM	6:00 PM	6:10 PM	6:17 PM	6:24 PM	6:31 PM	6:54 PM	7:06 PM	7:15 PM
9:13 PM	9:22 PM	9:34 PM	9:57 PM	10:04 PM	10:11 PM	10:18 PM										10:58 PM

Dundalk- Shelburne- Orangeville							
Stop in Dundalk	Stop in Shelburne	Stop in Shelburne	Stop in Orangeville	Stop in Orangeville	Stop in Shelburne	Stop in Shelburne	Stop in Dundalk
Monday to Friday							
6:45 AM	7:02 AM	7:08 AM	7:30 AM	7:39 AM	8:04 AM	8:10 AM	8:28 AM
10:44 AM	11:02 AM	11:08 AM	11:30 AM	11:39 AM	12:04 PM	12:10 PM	12:28 PM
			4:45 PM	4:54 PM	5:19 PM	5:25 PM	5:43 PM
			6:30 PM	6:39 PM	7:04 PM	7:10 PM	7:28 PM

Full Service

Route Information – Owen Sound to Wiarton

Owen Sound - Wiarton

Owen Sound Transit Terminal	Stop in Springmount	Stop in Shallow Lake	Stop in Hepworth	Stop in Wiarton	Stop in Hepworth	Stop in Shallow Lake	Stop in Springmount	Owen Sound Transit Terminal
8:00 AM	8:13 AM	8:22 AM	8:29 AM	8:42 AM	8:55 AM	9:01 AM	9:10 AM	9:23 AM
4:00 PM	4:13 PM	4:22 PM	4:29 PM	4:42 PM	4:55 PM	5:01 PM	5:10 PM	5:23 PM

Service Level

Highway 26

- **Service**
 - Five days per week
- **Operating Days**
 - Tuesday to Saturday
- **Owen Sound to Meaford**
 - Four day time trips
- **Meaford to Blue Mountains**
 - Four day time trips

Highway 10

- **Service**
 - Five days per week
- **Operating Days**
 - Monday to Friday
- **Owen Sound to Dundalk**
 - Three trips per day
- **Dundalk to Orangeville**
 - Four trips per day

Highway 6

- **Service**
 - Three days per week
- **Operating Days**
 - Monday, Wednesday & Friday
- **Owen Sound to Wiarton**
 - Two trips per day
- **Warton to Owen Sound**
 - Two trips per day

Budget

Basic Service

Route	Service	Operating Days	Trips per Day	Cost per trip	Cost per day	Annual Surplus/Deficit
Highway 26 Owen Sound to Meaford	Five days a week	Tuesday to Saturday	Four trips per day	\$244.96	\$979.85	\$ (228,677.15)
Highway 26 Meaford to Blue Mountains	Five days a week	Tuesday to Saturday	Four trips per day	\$244.96	\$979.85	
Highway 10 Owen Sound to Dundalk	Five days a week	Monday to Friday	Three trips per day	\$390.92	\$1,172.76	\$ (122,245.31)
Highway 10 Dundalk to Orangeville	Five days a week	Monday to Friday	Four trips per day	\$227.17	\$908.69	\$ (45,955.16)
Highway 6 Owen Sound to Wiarton	Three days a week	Monday, Wednesday and Friday	Two trips per day	\$374.93	\$749.87	\$ 40,783.09
Total Annual Surplus/Deficit						\$ (233,849.22)
Total Potential Annual Fare Box Revenue						\$ 210,600.00
Net Surplus/Deficit						\$ (23,249.22)
Annual anticipated cost on April 1, 2023						\$ (902,587.58)

Basic Service

Route Information – Owen Sound to Blue Mountains

Owen Sound - Meaford

Owen Sound Transit Terminal	Stop in Woodford	Stop in Meaford	Arrive in Meaford	Depart in Meaford	Stop in Owen Sound	Stop in Owen Sound	Stop in Owen Sound	Stop in Owen Sound	Owen Sound Transit Terminal
Tuesday - Saturday									
6:42 AM	7:03 AM	7:19 AM	7:27 AM	7:51 AM	8:21 AM	8:27 AM	8:28 AM	8:34 AM	8:45 AM
				9:03 AM	9:33 AM	9:39 AM	9:46 AM	9:52 AM	10:03 AM
3:42 PM	4:03 PM	4:19 PM	4:27 PM	4:27 PM	5:00 PM	5:05 PM	5:11 PM	5:16 PM	5:25 PM
5:42 PM	6:03 PM	6:19 PM	6:27 PM	6:27 PM	7:00 PM	7:05 PM	7:11 PM	7:16 PM	7:25 PM

Meaford - Blue Mountain

Stop in Meaford	Stop in Meaford	Stop in Thornbury	Stop in Thornbury	Arrive at Blue Mountains	Depart at Blue Mountains	Stop in Thornbury	Stop in Thornbury	Stop in Meaford	Stop in Meaford
Tuesday - Saturday									
6:15 AM	6:23 AM	6:36 AM	6:43 AM	7:03 AM	7:03 AM	7:23 AM	7:30 AM	7:43 AM	7:51 AM
7:27 AM	7:35 AM	7:48 AM	7:55 AM	8:15 AM	8:15 AM	8:35 AM	8:42 AM	8:55 AM	9:03 AM
4:27 PM	4:35 PM	4:48 PM	4:55 PM	5:15 PM	5:15 PM	5:35 PM	5:42 PM	5:55 PM	6:03 PM
6:27 PM	6:35 PM	6:48 PM	6:55 PM	7:15 PM	7:15 PM	7:35 PM	7:42 PM	7:55 PM	8:03 PM

Basic Service

Route Information – Owen Sound to Orangeville

Owen Sound - Markdale - Flesherton - Dundalk																
Owen Sound Transit Terminal	Stop in Owen Sound	Stop in Chatsworth	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Flesherton	Stop in Dundalk	Stop in Flesherton	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Chatsworth	Stop in Owen Sound	Owen Sound Transit Terminal
Monday - Friday																
5:13 AM	5:22 AM	5:34 AM	5:57 AM	6:04 AM	6:11 AM	6:18 AM	6:28 AM	6:44 AM	7:00 AM	7:10 AM	7:17 AM	7:24 AM	7:31 AM	7:54 AM	8:06 AM	8:15 AM
9:13 AM	9:22 AM	9:34 AM	9:57 AM	10:04 AM	10:11 AM	10:18 AM	10:28 AM	10:44 AM	11:00 AM	11:10 AM	11:17 AM	11:24 AM	11:31 AM	11:54 AM	11:06 AM	11:15 AM
1:13 PM	1:22 PM	1:34 PM	1:57 PM	2:04 PM	2:11 PM	2:18 PM	2:28 PM	5:45 PM	6:00 PM	6:10 PM	6:17 PM	6:24 PM	6:31 PM	6:54 PM	7:06 PM	7:15 PM

Dundalk- Shelburne- Orangeville							
Stop in Dundalk	Stop in Shelburne	Stop in Shelburne	Stop in Orangeville	Stop in Orangeville	Stop in Shelburne	Stop in Shelburne	Stop in Dundalk
Monday to Friday							
6:45 AM	7:02 AM	7:08 AM	7:30 AM	7:39 AM	8:04 AM	8:10 AM	8:28 AM
10:44 AM	11:02 AM	11:08 AM	11:30 AM	11:39 AM	12:04 PM	12:10 PM	12:28 PM
			4:45 PM	4:54 PM	5:19 PM	5:25 PM	5:43 PM
			6:30 PM	6:39 PM	7:04 PM	7:10 PM	7:28 PM

Basic Service

Route Information – Owen Sound to Wiarton

Owen Sound - Wiarton

Owen Sound Transit Terminal	Stop in Springmount	Stop in Shallow Lake	Stop in Hepworth	Stop in Wiarton	Stop in Hepworth	Stop in Shallow Lake	Stop in Springmount	Owen Sound Transit Terminal
8:00 AM	8:13 AM	8:22 AM	8:29 AM	8:42 AM	8:55 AM	9:01 AM	9:10 AM	9:23 AM
4:00 PM	4:13 PM	4:22 PM	4:29 PM	4:42 PM	4:55 PM	5:01 PM	5:10 PM	5:23 PM

Service Level

Highway 26

- **Service**
 - Five days per week
- **Operating Days**
 - Monday to Friday
- **Owen Sound to Meaford**
 - Two trips per day
- **Meaford to Blue Mountains**
 - Two trips per day

Highway 10

- **Service**
 - Five days per week
- **Operating Days**
 - Monday to Friday
- **Owen Sound to Dundalk**
 - Two trips per day
- **Dundalk to Orangeville**
 - Two trips per day

Highway 6

- **Service**
 - Three days per week
- **Operating Days**
 - Monday, Wednesday & Friday
- **Owen Sound to Wiarton**
 - Two trips per day
- **Warton to Owen Sound**
 - Two trips per day

Budget

Route	Service	Operating Days	Trips per Day	Cost per trip	Cost per day	Annual Surplus/Deficit
Highway 26 Owen Sound to Meaford	Five days a week	Monday to Friday	Two trips per day	\$308.84	\$617.69	\$ (40,353.68)
Highway 26 Meaford to Blue Mountains	Five days a week	Monday to Friday	Two trips per day	\$308.84	\$617.69	
Highway 10 Owen Sound to Dundalk	Five days a week	Monday to Friday	Two trips per day	\$197.48	\$394.97	\$ 75,759.84
Highway 10 Dundalk to Orangeville	Five days a week	Monday to Friday	Two trips per day	\$369.28	\$738.57	\$ (1,724.50)
Highway 6 Owen Sound to Wiarton	Three days a week	Monday, Wednesday and Friday	Two trips per day	\$223.97	\$447.94	\$ 40,996.10
Total Annual Surplus/Deficit						\$ 74,677.76
Total Potential Annual Fare Box Revenue						\$ 119,600.00
Net Surplus/Deficit						\$ 194,277.76
Annual anticipated cost on April 1, 2023						\$ (775,470.23)

Grant Service

Route Information – Owen Sound to Blue Mountains

Owen Sound - Meaford

Owen Sound Transit Terminal	Stop in Woodford	Stop in Meaford	Arrive in Meaford	Depart in Meaford	Stop in Owen Sound	Stop in Owen Sound	Stop in Owen Sound	Stop in Owen Sound	Owen Sound Transit Terminal
Monday to Friday									
6:42 AM	7:03 AM	7:19 AM	7:27 AM	7:51 AM	8:21 AM	8:27 AM	8:28 AM	8:34 AM	8:45 AM
3:42 PM	4:03 PM	4:19 PM	4:27 PM	4:27 PM	5:00 PM	5:05 PM	5:11 PM	5:16 PM	5:25 PM

Meaford - Blue Mountain

Stop in Meaford	Stop in Meaford	Stop in Thornbury	Stop in Thornbury	Arrive at Blue Mountains	Depart at Blue Mountains	Stop in Thornbury	Stop in Thornbury	Stop in Meaford	Stop in Meaford
Monday to Friday									
7:27 AM	7:35 AM	7:48 AM	7:55 AM	8:15 AM	8:15 AM	8:35 AM	8:42 AM	8:55 AM	9:03 AM
4:27 PM	4:35 PM	4:48 PM	4:55 PM	5:15 PM	5:15 PM	5:35 PM	5:42 PM	5:55 PM	6:03 PM

Grant Service

Route Information – Owen Sound to Orangeville

Owen Sound - Markdale - Flesherton - Dundalk																
Owen Sound Transit Terminal	Stop in Owen Sound	Stop in Chatsworth	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Flesherton	Stop in Dundalk	Stop in Flesherton	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Markdale	Stop in Chatsworth	Stop in Owen Sound	Owen Sound Transit Terminal
Monday - Friday																
5:13 AM	5:22 AM	5:34 AM	5:57 AM	6:04 AM	6:11 AM	6:18 AM	6:28 AM	6:44 AM	7:00 AM	7:10 AM	7:17 AM	7:24 AM	7:31 AM	7:54 AM	8:06 AM	8:15 AM
1:13 PM	1:22 PM	1:34 PM	1:57 PM	2:04 PM	2:11 PM	2:18 PM	2:28 PM	5:45 PM	6:00 PM	6:10 PM	6:17 PM	6:24 PM	6:31 PM	6:54 PM	7:06 PM	7:15 PM

Dundalk- Shelburne- Orangeville							
Stop in Dundalk	Stop in Shelburne	Stop in Shelburne	Stop in Orangeville	Stop in Orangeville	Stop in Shelburne	Stop in Shelburne	Stop in Dundalk
Monday to Friday							
6:45:00 AM	7:02:00 AM	7:08:00 AM	7:30:00 AM	7:39:00 AM	8:04:00 AM	8:10:00 AM	8:28:00 AM
			4:45:00 PM	4:54:00 PM	5:19:00 PM	5:25:00 PM	5:43:00 PM

Grant Service

Route Information – Owen Sound to Wiarton

Owen Sound - Wiarton

Owen Sound Transit Terminal	Stop in Springmount	Stop in Shallow Lake	Stop in Hepworth	Stop in Wiarton	Stop in Hepworth	Stop in Shallow Lake	Stop in Springmount	Owen Sound Transit Terminal
8:00 AM	8:13 AM	8:22 AM	8:29 AM	8:42 AM	8:55 AM	9:01 AM	9:10 AM	9:23 AM
4:00 PM	4:13 PM	4:22 PM	4:29 PM	4:42 PM	4:55 PM	5:01 PM	5:10 PM	5:23 PM

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



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Web: www.southgate.ca

Staff Report HR2020-011

Title of Report: HR2020-011 Staff Updates
Department: Administration
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive staff report HR2020-011 for information.

Background:

A communication was sent out to staff on May 27, 2020.

Staff Comments:

Staff have been provided with updates and resources during the COVID-19 pandemic. As a result of the pandemic, new Policies and Protocols have been drafted and staff have been asked to review for their input and suggestions. These will be implemented in the near future as part of our Return to Business plan. New COVID-19 Cleaning Protocol draft is Attachment #2 and new COVID-19 Screening Protocol draft is Attachment #3.

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:

Staff recommend that Council receive staff report HR2020-011 as information.

Respectfully Submitted,

HR Approval: Original Signed By
Kayla Best, HR Coordinator

CAO Approval: Original Signed By
Dave Milliner, CAO

Attachments:

Attachment #1: Southgate Staff Updates
Attachment #2: COVID-19 Cleaning Protocol Draft
Attachment #3: COVID-19 Screening Protocol Draft



Township of Southgate Staff Updates May 2020

To All Southgate Employees

On behalf of Council I want to thank all Southgate staff for their work and commitment during these challenging times. Southgate has essential services such as roads, waste and water that our residents use every day and would not be possible to maintain without you. Our Building Department have been busy with issuing permits and completing inspections in order to keep our community growing. Although our parks and facilities are closed, the upkeep has them looking great and ready to go for our community to be able to stay active and contribute to their good mental health. Our library has continued to offer community involvement through virtual programming to keep residence in touch in these challenging times. Our fire department continues to protect and provide their essential service to our community. Everyone working remotely in a new world of providing services virtually is helping to keep our business running while keeping our community safe. To all of you, I want to say thank you and stay safe.

Sincerely, John Woodbury

Thank you to those that completed the recent staff survey. We have summarized the results and are following up on items. Remember – if you have any questions or concern to please bring them forward to your Supervisor, Department Head, HR or the CAO.

We are in this together.



WE WANT TO HEAR FROM YOU!

In response to COVID-19 as well as employee feedback, we have created new Policies and Procedures that are currently in draft form. Please review these and provide your feedback. It is important we hear from staff their feedback on these policies and procedures to ensure they will work for your area and maybe you have suggestions on how to improve them. YOUR OPINION MATTERS!

New Policies:

- 84: Infectious Disease Control
- 85: Work from Home

New Procedures:

- Screening SOP
- Cleaning & Disinfecting SOP

Southgate Business Restart Committee

Township staff have been working on the rapidly changing situation of COVID-19. A new committee has been formed in order to plan the re-opening of different areas of our business and what the 'new normal' will look like.

This will be a work in progress and always evolving. Please forward any of your suggestions, questions or concerns to your Supervisor, Department Head, HR or the CAO.

Mental Health Free Resources

Strong Minds by BEACON - <https://hubs.ly/H0pbMLt0>

Workplace Strategies for Mental Health -

<https://www.workplacestrategiesformentalhealth.com/>

Canadian Mental Health Association Grey Bruce : 519-986-3030 or <https://greybruce.cmha.ca/> or crisis line: 1-877-470-5200



**WE ARE STRONGER
TOGETHER**

This Photo by Unknown Author

"Safety doesn't happen by accident"

If you have any Health and Safety concerns, please bring them to the attention of your Supervisor or Health & Safety rep.

Cleaning and Disinfecting During COVID-19 Protocol

Purpose

The purpose of this protocol is to describe the cleaning required during the COVID-19 pandemic. Cleaning is one of many steps we can take in order to protect Township of Southgate (Township) staff and the public against infectious diseases such as COVID-19.

Cleaning Products

Commonly used cleaners and disinfectants are effective against COVID-19 and can be used in the workplace. Cleaning products will be provided by the Township. When possible, it is best to use pre-mixed solutions. If you must use a solution that is required to be diluted, carefully read the manufacturer's instructions to:

- Properly prepare solution
- Allow adequate contact time for disinfectant to kill germs
- Wear proper PPE when handling the product

Cleaning Tips

- Use proper PPE when required.
- Refer to SDS sheet for safety information.
- Open windows/doors for ventilation if possible.
- DO NOT touch your face while disinfecting surfaces.
- Wait at least 2 minutes to allow for disinfection to occur.
- For electronic devices, do not spray the cleaner onto the surface directly; spray/soak a cloth first in order to avoid damage.
- Discard wipes, paper towel and worn PPE.
- Immediately wash your hands with soap and water after cleaning.
- Latex or nitrile gloves act as an extra layer of protection but are not a substitute for handwashing.

Common Use Areas and Frequently Touched Surfaces

- Frequently touched surfaces are most likely to be contaminated.
- Sharing of equipment/materials should be avoided when possible.
- Common and frequently touched surfaces must be a part of a regular cleaning schedule and cleaned at a minimum of **twice per day**.
- Additional cleaning must take place when surface is visibly dirty.
- Cleaning of these should ALSO take place at the end of each day as a last task of the day.
- Equipment and materials included in this category are (but not limited to):
 - Light switches
 - Door handles (including vehicles)
 - Toilet handles
 - Faucet handles
 - Counters
 - Photocopiers, printers and fax machines
 - Touch screen surfaces
 - Keypads
 - Handrails
 - Phones (including cell phones)

Desk Workstations

- All employee's that have a dedicated desk workstation must clear their desk at the end of each day. This will ensure that proper cleaning can take place when third-party cleaners are onsite.
- All employees must clean their workstation at a minimum of once per day in order to keep their area clean and disinfected.
- Surfaces that should be cleaned at the workstation include (but are not limited to):
 - Keyboard
 - Mouse
 - Phone
 - Desk
 - Armrests

Kitchen Areas

- Hands must be washed upon entering the kitchen area.
- Once you are done in the kitchen area, all surfaces that were touched must be cleaned including counter, faucets, coffee pot, microwave handle, fridge handle.
- Eating in the lunch room is not permitted.
- Use of shared dishes, cutlery, mugs, etc. is not permitted.
- Cleaning of your own dishes, cutlery, etc. is not permitted and must be taken home to clean.

Fleet Vehicles & Equipment

- Cleaning and disinfecting fleet vehicles and equipment should occur at various times throughout the day by the user. These times includes: the **start of shift, between employee usages**, and at the **end of shift**.
- When cleaning fleet vehicles and equipment:
 - Keep vehicle's doors open for ventilation.
 - DO NOT touch your face while disinfecting surfaces.
 - Clean visible soil from any and all hard surfaces prior to disinfection.
 - Using disinfectant vigorously wipe down the dash, indoor and outdoor door handles, steering wheel, shifter, radio dials/dash touch screens and any other frequently touched items in the vehicle.
 - Be sure to include any areas of the passenger compartment that may have been touched and/or occupied by others.
 - Also wipe down any compartment door handles/exterior touch points that you or others may use during operation.
 - **Wait at least 2 minutes to allow for disinfection to occur.**
 - Discard the wipes used, and carefully remove any PPE worn (see below).
 - Immediately wash your hands with soap and water or use hand sanitizer (with at least 60% alcohol content) until you are able to clean your hands with soap and water.
- All vehicles are required to have hand sanitizer in them at all times.
- All vehicles should have a container for disposal of wipes and PPE. This container should be emptied regularly.
- During the pandemic, and in order to maintain social distancing, only **one staff member should be assigned to one vehicle** at any given time. Remember to keep a distance of at least 6 feet (2 arms lengths) from others as much as possible.



COVID-19 or Human Pandemic Emergency Screening Protocol

Purpose

The purpose of this protocol is to describe screening procedures for anyone entering into a Township of Southgate (Township) facility to ensure health and safety of Township staff and visitors.

Collection of Data

- The information collected as part of the screening process will be securely stored by Human Resources (HR).
- The information will only be shared with limited people when there is a confirmed or suspected case of COVID-19.
- The information will only be used to ensure health and safety of our employees and the community.

Employee Access

- Employees are not to report to work if they have any symptoms of COVID-19.
- Employees will only report to their main work location and will not enter into other facilities as an employee. If access to another facility is required, they will be treated as a visitor or contractor depending on the nature of the visit.
- Access to facilities will be controlled to a single exterior door just for employee access.
- Upon entering the facility, employees will complete screening.
- Every employee must complete screening every day they are entering the facility. Those that do not complete screening will be sent home.
- The survey will only be required once if the person is entering the same location multiple times in one day.
- Screening poster will be posted at entrance (Schedule C).
- Employees must continue to monitor for symptoms such as fever, cough or difficulty breathing.
- Employee screening questions document is included in this protocol in Schedule A.
- If any employee answers YES to any of the questions in Schedule A, they are to leave the facility and contact their manager or HR as soon as possible and then contact Public Health and/or TeleHealth for further direction.
- If an employee is sent home, they will not be permitted to return until approved by their Department Head or Human Resources.

Visitor Access

- When possible, encourage visitors to make appointments to visit Township facilities.
- When making appointments, pre-screen the visitor by asking the same questions in Schedule A. If any of the answers are Yes, the visit is to be denied.
- Book appointments in minimum 20-minute intervals to avoid overlap of time.
- A maximum of two (2) visitors are permitted in the facility at one time. A sign will be posted to state the maximum and for visitors to wait outside if the maximum is already reached (Schedule B).
- Access to facilities will be controlled to a single exterior door just for visitor access.
- A screening poster will be at the entrance stating the symptoms of COVID-19 or other emergency pandemic condition and to not enter if the person has any of those symptoms (Schedule C).
- Visitors will use hand sanitizer upon entering the building.



Contractor Access

- All contracted personnel must complete the COVID-19 Contractor Site Visit Pre-Screening Form (Schedule D) **prior** to coming onsite.
- If multiple staff from one company is completing work onsite, each person must complete and sign the form.
- Once form is received back, it must be reviewed by a Supervisor/Lead Hand or Department Head and be either approved or denied.
- If ANY of the answers are Yes, the visit is to be denied to that person.
- If the contracted company cannot provide an alternate person then the Supervisor and Department Head will need to decide if the project/work needs to be rescheduled or if there is a possibility of an alternate company.
- All forms are to be sent to HR for filing.
- When contracted personnel comes onsite, ensure the pre-screening form was completed **and approved** prior to work commencing.



Schedule A

Employee Screening Questions

NOTE: This information provided below by an employee is a confidential document for review by the Southgate's Human Resources Coordinator and Chief Administrative Officer for decision making to support the safety of Township employees.

1. Do you have any of the following symptoms that are unusual for you (i.e. not related to seasonal allergies or other known conditions):

- Chills
- Fever
- Cough
- Sore throat
- Runny, stuffy, or congested nose
- Lost sense of taste or smell
- Hoarse voice
- Difficulty breathing
- Difficulty swallowing
- Digestive issues (nausea/vomiting, diarrhea, stomach pain)

Circle: YES NO

2. Have you come into close contact with someone who has a confirmed or suspected case of COVID-19?

Circle: YES NO

3. Have you come into close contact with a person who is sick with respiratory symptoms (example fever, cough or difficulty breathing)?

Circle: YES NO

Employees Signature: _____

Employees Name: _____

Date: _____

Southgate Acceptance: _____

Date Received by Southgate: _____

Schedule B: Maximum Visitors Poster

STOP



**A MAXIMUM OF 2 (TWO) VISITORS
ARE PERMITTED AT THIS TIME. PLEASE
WAIT OUTSIDE IF OTHERS ARE BEING
SERVED.**

Physical Distancing is required with a minimum
of 2 metres (6 feet) between others.

Thank you for your understanding and helping stop the spread of
COVID-19.

Schedule C: Screening Poster

Attention Visitors



If you have at least one of the following symptoms: fever and/or new onset of cough or difficulty breathing

OR

At least two of the following symptoms:

- chills
- fatigue
- headache
- sore throat
- runny nose
- stuffy or congested nose
- lost sense of taste or smell
- hoarse voice
- difficulty swallowing
- digestive issues (nausea/vomiting, diarrhea, stomach pain), or
- for young children and infants: sluggishness or lack of appetite

please delay your visit AND contact your health care provider, or Telehealth Ontario (1-866-797-0000)



Temporary SOP: Screening Protocol

Schedule D: Contractor Pre-Screening Form

COVID-19 Contractor Site Visit Pre-Screening Form

This form shall be completed prior to any site visits into Township facilities by contracted personnel.

Planned Date of Site Visit:	
Reason for Site Visit:	
Township Building Being Visited:	
Name of Contractor's Staff:	
Name of Township Staff Granting Access to Contractor:	

COVID-19 Pre-Screening Questions (prior to site visit)

Prior to attending site, please review the following questions. If the answer to any question is "Yes", the site visit will need to be re-scheduled until the answer to all questions is "No".

1	Do you have symptoms of an acute respiratory infection (such as a new onset cough) with or without a fever (38°C or 98°F or higher) or difficulty breathing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Have you travelled internationally in the last 14 days, including the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Have you been in close contact with someone who has returned from international travel including the United States?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	In the last 14 days have you had close contact with a person who has acute respiratory infection symptoms or a confirmed or suspected case of COVID-19?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	In the last 14 days, have you been diagnosed with COVID-19 by a lab test or are you waiting for results of a lab test for COVID-19?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Worker	_____	_____
	Signature of Worker	Date

A signed copy of this form, or an email stating that all personnel scheduled to attend site have reviewed the questions and answered "no" is required before access will be granted.

Township Staff Approval	_____	_____	Approved	Denied
	Signature of Township Staff	Date	_____	_____

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



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Web: www.southgate.ca

Staff Report HR2020-008

Title of Report: HR2020-008 Employee COVID-19 Survey
Department: Administration
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive staff report HR2020-008 for information.

Background:

A survey was sent to all employees with their pay stubs on May 5, 2020. The survey was related to the COVID-19 pandemic and how it relates to their current work situation.

Staff Comments:

A summary of the results and action items are included as Attachment #1.

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:

Staff recommend that Council receive staff report HR2020-008 as information.

Respectfully Submitted,

HR Approval: Original Signed By
Kayla Best, HR Coordinator

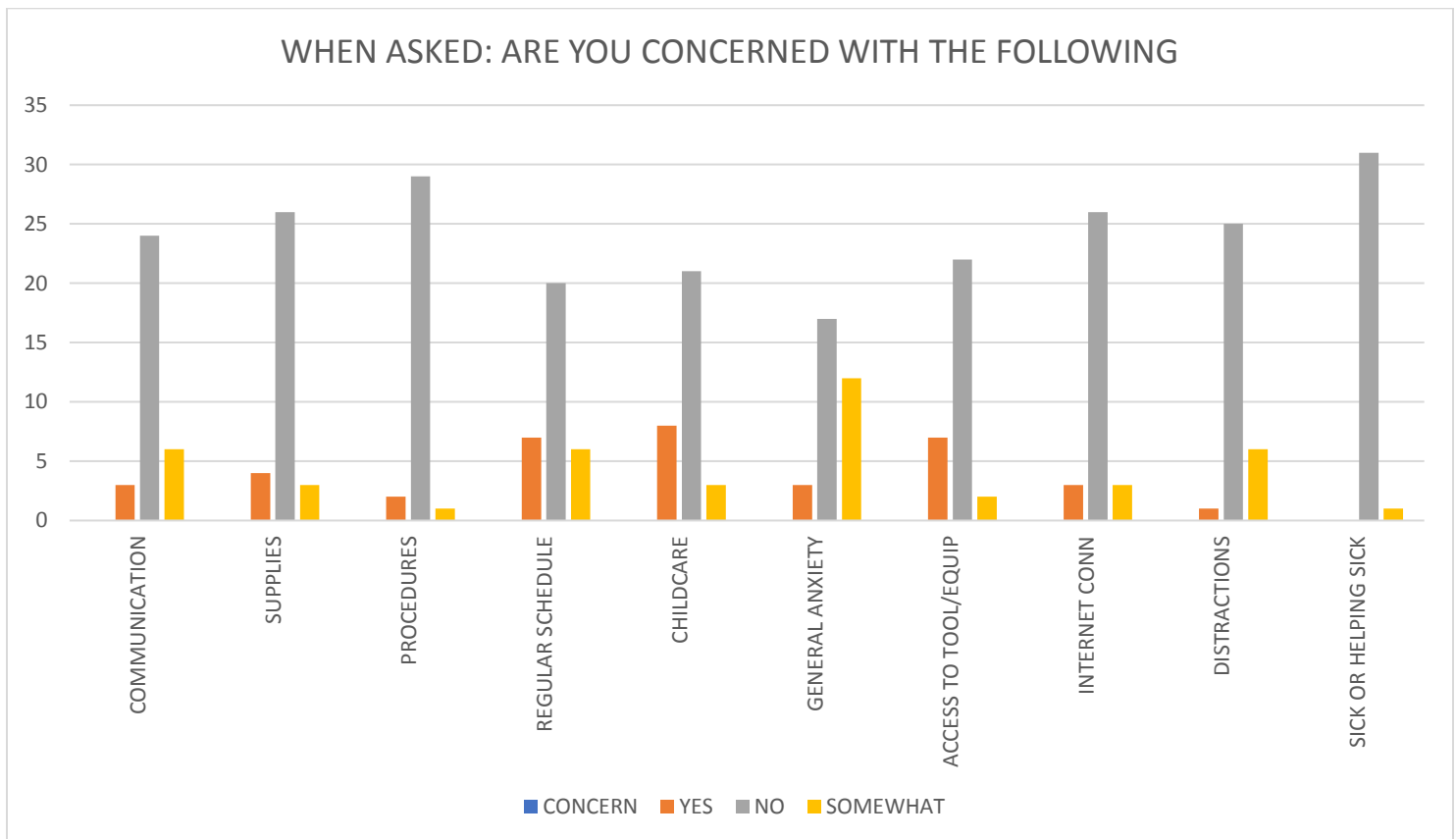
CAO Approval: Original Signed By
Dave Milliner, CAO

Attachments:

Attachment #1: Summary Employee COVID-19 Survey Results

Summary Employee Survey Results

- Employee surveys were distributed to all employees with pay stubs on May 5th.
- We had 33 responses to the Employee Survey.
- Vast majority of employees answered YES to:
 - Do you understand the changes expected of you at this time?
 - Do you know where to go for Health and Safety Support?
 - Do you have the supplies you need in order to do your work safely?
- Majority of employees classified their current work situation as "Somewhat Easy" or "Neither Difficult or Easy", with no one stating it was "Very Difficult".
- All but one said they could comfortably maintain their current situation for 2 months or more than 2 months.
- Majority of employees said they were "Very Confident" or "Somewhat Confident" that they have the proper support at home.



Action Items:

The following are action items that will help address some of the results:

- Staff update distributed May 27th
- Increase frequency of staff communications during COVID-19 pandemic
- New policies and protocols being rolled out
- New communication plan implemented to get information to staff more effectively



Staff Report LIB2020-001

Title of Report: Curbside Pick-up
Department: Library Services
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report LIB2020-001 for information.

Background:

The Southgate Public Library building has been closed to the public since March 13, 2020 due to the COVID-19 pandemic and was mandated by the Ontario Government to be closed on March 17, 2020. During this time, the library staff have shifted to online services and virtual programming to serve the community in the safest way possible. The Ontario Government announced on May 14, 2020 that public libraries can begin curbside pick-up and delivery services.

Staff Comments:

Following the announcement that public libraries can offer curbside pick-up and deliveries, staff have been working towards this new initiative in our services. Library staff will follow guidelines from the provincial government, Southern Ontario Library Services, Public Health, and the Township of Southgate Restart of Business Committee when developing procedures to ensure the safety of staff and patrons. This initiative will be offered in phases, starting with curbside pick and eventually offering delivery services to individuals in need. Curbside pick-up will begin on Wednesday, June 10, 2020 and we will offer pick-up times from Wednesday to Friday each week. As staff continue to work on the new curbside process, pick-up times and procedures may be modified. See attachments for more details.

Financial Implications:

There are no financial implications to the municipality as a result of this report.

Communications & Community Action Plan Impact:

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

Concluding Comments:

That Council receive staff report LIB2020-001 as information.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Lacy Russell, Chief Librarian Officer

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

Attachments:

Attachment #1: Southgate Public Library Board Curbside Pick-Up Policy
Attachment #2: Curbside Pick-Up Information Sheet

CURBSIDE PICK-UP

Approved May 28, 2020

During times when it is necessary to close the library due to emergencies, such as viral pandemics/epidemics or extenuating circumstances, or through government directive, the library may be given permission to provide curbside pick-up services for patrons of the Southgate Public Library. Curbside pick-up may occur when the library is closed to the public and permission has been granted to provide curbside services either through the federal, provincial, or local governments. Return of library materials may continue using the drop-box unless otherwise indicated.

During an emergency declaration, staff will follow *the Curbside Pick-up Procedures and Handling of Returned Materials during a Viral Pandemic Procedures*. Staff will be provided with proper PPE as determined by the local Public Health Unit and the Joint Health and Safety Committee.

Section 1. Placing Holds for Pickup

For patrons with library cards in good standing, items may be placed on hold 24/7 using our online catalogue. Patrons may also call the library to place items on hold.

Section 2: Picking up of items placed on hold

Staff will schedule a time for patrons to pick up reserved materials. Materials will be provided in a safe way according to procedures as determined by the CEO in compliance with recommendations from Public Health, federal, provincial, and local governments.

Section 3: Returning Items

As the library remains closed to the public, all items are to be returned to the book drop-box which is available 24/7. Staff will empty the book drop on a regular basis and check-in items following the proper procedures.

Patrons are asked that if they are not feeling well and are self-isolating to not return items. Items will be renewed, and any fines waived upon notification to library staff.

Section 4: Phone and Virtual Services

The library will also offer phone, email and online messaging for renewing patron privileges and answering questions. Staff will monitor voicemails, emails, and online messages from Tuesday to Friday during business hours.

Section 5: Fines

The library will waive or ease fine limits at the discretion of the CEO.



Library Curbside Pick-up

Our doors may be closed, but our collection is still here for you! Starting on **Wednesday, June 10th, 2020** you will be able to pick-up items curbside outside the library doors. Curbside pick-up will be offered during the following times:

Wednesdays 11:00 a.m. – 3:00 p.m.

Thursday 1:00 a.m. – 6:00 p.m.

Friday 11:00 a.m. – 3:00 p.m.

How it works:

1. Request your items

Request items through our online catalogue at southgate-library.com or phone us at 519-923-3248 during the hours of 11:00am - 3:00pm Tuesday to Friday.

Don't know what you want? Staff can help you select items when you phone in for a request.

During this time we will be limiting checkouts to 5 DVDs and 5 books/magazines.

2. Wait for us to call

Once your hold is ready a staff member will phone to arrange a convenient pick-up time. Please arrive during your scheduled time to allow for social distancing.

3. Visit us for a contactless pick up

When you arrive at the library, please stay in the designated area as marked and a staff member will ask for your name. They will place your items on the table outside the library. Once the staff member is inside, you may retrieve your items. If someone else is picking up items, please remain in your vehicle.

4. Returning Material

Library material can be returned in the outside book drop 24/7. We ask that you maintain proper social distancing when returning books. Wait until the area is cleared of other people before approaching.



Frequently Asked Questions

Please call the library with any questions you have about curbside pick-up service.

Why do I need an appointment?

Our primary concern is to maintain social distancing and keep everyone safe, which is why we have set up appointment slots for all patrons.

Do I need my library card?

Yes. Your library card needs to be in good standing to borrow any items from the library. Please call the library if you have any questions or issues with your library card.

What if I don't have a card?

Call the library and discuss options for acquiring a library card during closure.

Can I request items through Interlibrary Loans?

No. At this time, we will not be taking requests for interlibrary loans. Only items in our collection will be available.

Can a library staff member help me with Overdrive /Libby /computer questions?

Yes. Please call the library for your digital book and technology questions.

Can you fax or print something for me?

No. The library continues to be closed to the public. These services are not available until further notice

Can I come in and use the computer?

No. The library continues to be closed to the public. These services are not available until further notice.

Is it safe to check out library material?

Staff will follow appropriate procedures for ensuring the safety of staff and patrons. All returned library material will be quarantined for 72 hours before being released for check out.

Monthly Statistics Report

	Apr. 2020
New Patrons	3
Tech Help	20
Programs	5
Program Participation	27
Facebook Reaches	15,687
Facebook Engagements	802
Instagram Reaches	1,156
Instagram Engagements	142
E-material Circulation	215

Facebook Reaches - The number of people who had your Page's post enter their screen. Posts include statuses, photos, links, videos and more.

Facebook Engagements - The number of unique people who engaged in certain ways with your Page post, for example by commenting on, liking, sharing, or clicking upon the post.

CEO Update:

Staff continue to work on increasing virtual programs and social media content. It is a learning curve for all of us. It should be noted that library statistics are very different right now and staff are working on the best methods to use going forward during the closure. We recorded participation for the programs that have direct contact with staff. Some of the videos and challenges are harder to gauge.

There has been a lot of discussion on what reopening will be for public libraries. I have attended a couple of virtual meetings regarding the subject and will be working with SOLS and the Township of Southgate Restart of Business Committee, with the guidance of Public Health on the best way to proceed with reopening library services when the time comes.

Accomplishments:

- Attended Weekly Emergency Management/Department Head meetings
- Hiring Committee meetings
- Job posting
- Attended SOLS CEO meeting
- Attended 'How Public Libraries Make their Full Services Comeback'
- Amazing Reads Canada – Launching soon
- E-book orders
- Digital Databases added
- Implemented new virtual programming

60 Day Plan:

- Website Redesign
- Library to Go (partnership with SEGCHC)
- * *On hold during closure*
- Annual Report
- Annual Survey
- Virtual Programming
- Job Procedures
- Homelessness in the Library course
- Reopening plan and procedures
- Hire Contract Librarian CEO and Train

Program and Events:

- Teen Book Discussion
- Photo Scavenger Hunt
- Guess the book Friday
- Adult Virtual Book Club
- Kids Craft
- Kids Letter Writing
- DUKE (Dundalk Ukulele Ensemble) tutorials

Upcoming Virtual Programming:

- Teen Book Talk – May 28
- Kids Craft Video – May 27
- Weekly Lego challenges
- DUKE Tutorials
- Amazing Reads Canada



Staff Report PW2020-030

Title of Report: PW2020-030 Department Report
Department: Public Works
Branch: None
Council Date: June 3, 2020

Recommendation:

Be it resolved that Council receive Staff Report PW2020-030 for information.

Background:

Public Works Department update.

Staff Comments:

Transportation and Public Safety:

1. Maintenance gravel and calcium applications started Monday, May 21, 2020 for the Township of Southgate, with maintenance gravel applied on the north side of Grey Road 9.
2. Township staff have been posting green civic (911) signs for the identification and location of all bridges / culverts over 3 meters in span locations throughout the Township. This was implemented for the ability of reporting incidents and gives anyone the ability to make a call immediately to identify the location. The numbering system has the civic addressing sign posted at the north east corner of the structure.
3. The April 29, 2020 COVID-19 Question & Answer with the Mayor & CAO was a submitted concern of motor bike speeds and request for an ALL WAY STOP at the intersections of Sparberry Road & Uncle Tom Crescent. Township staff set up traffic counters at the 2 locations from May 4 to May 12, 2020 and have the following analyzed information.
 - 2-wheel cycle data shows speeds from 10 Km/hr to 80 km/hr in this 50 km speed zone and accounts for 5.3% of the traffic monitored.
 - The data also indicates elevated travel patterns between 1pm to 3pm on the east side of Sparberry Road & Uncle Tom Crescent.

The Public Works manager has contacted the OPP with this information and requested patrols in this area.

4. Staff Report PW 2020-020 presented at the April 8, 2020 Council Meeting had the following resolution:

5.2.4 PW2020-020 West Grey ATV Club Proposed Southgate Roads for Trail Use Request

Moved by Councillor Rice

Seconded by Councillor Frew

Be it resolved that Council receive Staff Report PW2020020 for information; and

That Council approve the West Grey ATV Club Proposed Southgate Roads for Trail Use request.

Councillor Dobreen moved the following amendment to the main motion.

Amendment:

No. 2020-148

Moved by Councillor Dobreen

Seconded by Deputy Mayor Milne

Be it resolved that Council amend the motion to remove the second clause and add a clause that states, "**That** Council defer the approval of the proposed West Grey ATV Club's proposed Southgate roads for trail use request pending legal review." Carried

Motion as Amended:

No. 2020-149

Moved By Councillor Rice

Seconded By Councillor Frew

Be it resolved that Council receive Staff Report PW2020020 for information; and

That Council defer the approval of the proposed West Grey ATV Club's proposed Southgate roads for trail use request pending legal review.
Carried

Staff have been in contact with the Township's solicitor and insurance provider on the West Grey ATV Club request that was presented in Staff Report PW 2020-020. Frank Cowan Company insurance representatives responded with "to open the roads for the ATV Club, we would recommend they have an agreement in place with the ATV Club that contains an indemnification in favour of the Township as well as insurance requirements. In addition, the agreement should be drafted by the Township's lawyer and include assurance from the Club that they will collect and retain proof from their members that their ATVs are licensed and insured with a minimum limit of no less than \$2 Million."

The Township solicitor commented "I've spent some time looking into this and have reviewed by-laws for other municipalities who have opened their roads up for ATV use. Many of these by-laws include language to the effect that the use of ATV's on municipal roads is a privilege and not a right. Many by-laws have provisions requiring that any riders using the roads pursuant to the authorizing by-law be members of a particular club. It appears that often the by-law has been brought in once agreements have been secured with the local clubs. These agreements are

what the Township's insurer was referring to in the manual that was attached within the emails provided to me.

In light of the above, the circumstances surrounding the club members use of the road differs from many other municipalities as there is nothing that actually obligates the local clubs to have insurance naming the Township as an insured. It is not required under the by-law nor is there an existing road use agreement. The Township should therefore consider whether it wishes to formalize the insurance requirements and to restrict the use of its roads to the clubs' members which would give assurance that there will be insurance coverage in the event of an incident. In addition to the above, you had specifically inquired as to whether or not installing signs would attract liability. In my opinion, a decision by the Township to install signage would lead to an on-going requirement to maintain the signage and to ensure that they are appropriately placed. Without an agreement, the cost would presumably be borne by the Township insofar as the maintenance of the signage. That said, primarily the potential liability to the Township is a result of its decisions to open its roads up for this use. This could be mitigated with an agreement and insurance policy being provided by the club. The club would certainly be motivated if the alternative would be to repeal the by-law and prohibit the use of Township roads entirely."

The Township of Southgate is named as a Holder of a Dufferin Grey ATV Certificate of Insurance in the amount of \$15,000,000.00 (attachment #1). Staff have an unsigned agreement from 2011 on file but appears not to have been fully executed with both parties.

West Grey ATV Club has provided the Township with a Certificate of Insurance also in the amount of \$15,000,000.00, the Township is not named as a Holder until an agreement is executed (attachment #2).

Ontario Bill 107 relates to amending the Highway Traffic Act (HTA) and various other statutes in respect of transportation-related matters. In particular Schedule 1 HTA number 6 states "Currently the Act allows regulations and municipal by-laws to be made permitting the operation of off-road vehicles. The Act is amended to specify that such regulations and by-laws may also prohibit the operation of off-road vehicles." (attachment #3)

The Public Works Manager has been in communications with both ATV clubs and is suggesting that the Southgate ATV By-law Number 89-2015 be revised and updated and that agreements between the two ATV clubs and Southgate be brought forth for legal review and then Council consideration, with accommodating insurance documentation.

5. The annual Southgate Roads Bus Tour is being postponed and may be scheduled later this year.

6. The 2019 Broader Public Sector (BPS) annual energy reporting results, COVID-19 considerations and the reporting requirements for 2020 as per O. Reg. 507/18 (Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans) under the Electricity Act, 1998 have been extended for reporting until October 1, 2020. This is the Energy Management reporting for consumption and greenhouse gas emissions for 2018.
7. The Dundalk Main Street East reconstruction should have final course asphalt during the week of June 1, 2020, and final restoration works completed.

Waste Resources and Diversion Management:

1. Southgate has been approved for a Data Call submission deadline extension for June 19, 2020.

Water & Wastewater

1. After monitoring wastewater in-house testing samples since shutdown, the Dundalk Sewage Treatment Facility started discharging on Monday May 4, 2020.

Financial Implications:

The Operating and Capital Budgets have included these financial commitments.

Communications & Community Action Plan Impact:

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 (2019-2023):

The County and the Township will have reconstructed Main Street.

Strategic Initiatives:

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

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 PW2020-030 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 - Dufferin Grey ATV Certificate of Insurance

Attachment #2 - West Grey ATV Certificate of Insurance

Attachment #3 - Ontario Bill 107



10020 - 12th Avenue
North Battleford, SK S9A 3A4
Toll Free: 1-866-979-2747
Phone: 306-446-2747
Fax: 866-488-6122

Certificate of Insurance

Certificate Holder: Township of Southgate
185667 Grey Rd 9
Dundalk, ON N0C 1B0

Named Insured: Dufferin Grey ATV Club Inc & Ontario Federation of All Terrain
Vehicle Clubs

Broker: OASIS Outdoor Adventure & Sport Insurance Solutions Inc.

Policy Number: OASIS0165

This is to certify that the policies of insurance listed below have been issued to the Named Insured above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been or may be reduced by paid claims/expenses.

Schedule of Insurance

Coverage	Insurer	Policy Dates		Limits of Liability/ Amounts
Commercial General	Certain	Effective	August 28, 2019	Bodily Injury and Property
Liability Including	Underwriters at	Expiry	August 28, 2020	Damage
Non-Owned Auto Liability	Lloyd's			\$15,000,000 CDN Inclusive

It is agreed that Bodily Injury or Property Damage Liability, cross liability with a limit of \$15,000,000 shall also apply to the Above Certificate Holder as an Additional Insured, but solely with respect to the legal liability arising out of the Named Insured's operations.

This certificate is issued for convenience only. All of the terms and conditions of the Policies referred to are contained in the original document which are not modified or amended by this Certificate. With respect to Liability Insurance Certificate, where an Aggregate limit applies, the Certificate Holder is advised that the limit shown may apply to products/completed operations or projects other than shown in this certificate and the limit may be reduced by Claims/Expenses Paid. In case of policy cancellation, the Broker will endeavour to provide the Certificate Holder with 30 days' written notice but assumes no responsibility for failure to do so.

OASIS Insurance

Per: _____
Signed: Keith Bossaer



COMMERCIAL GENERAL LIABILITY EVIDENCE OF INSURANCE

THIS DOCUMENT (EVIDENCE OF INSURANCE) IS ISSUED AS NOTICE OF INSURANCE FOR INFORMATION ONLY. IT DOES NOT CONSTITUTE A LEGAL CONTRACT OF INSURANCE. THE MASTER POLICY AND THE APPLICATION OF THE INSURED MEMBER, IF ANY, FORM THE ENTIRE CONTRACT. THIS EVIDENCE IS FURNISHED IN ACCORDANCE WITH, AND IN ALL RESPECTS IS SUBJECT TO, THE TERMS OF THE MASTER POLICY. THIS EVIDENCE REPLACES ANY OTHER EVIDENCE PREVIOUSLY ISSUED COVERING THE INSURANCE DESCRIBED HEREIN.

This document is to notify the Insured Member named below that the following insurance has been effected with certain Underwriters at Lloyd's, London (not incorporated) (the Underwriters) for the policy period specified below under the Master Policy specified below (the Master Policy) issued to the Master Policyholder.

The insurance is provided under the Master Policy and is in accordance with the terms of the Master Policy, a copy of which is attached hereto. The original Master Policy may be inspected at the offices of the Master Policyholder (Ontario Federation of All Terrain Vehicle Clubs). The respective names of and proportions underwritten by the Underwriters can be ascertained from the office of the Master Policyholder.

The Underwriters in return for payment of the premium by or on behalf of the Insured Member and subject to the terms, definitions, limits of insurance, exclusions and conditions of the Master Policy agree to provide the insurance as stated in this Evidence of Insurance.


Evidence No:	2019-04
Insured Member:	West Grey ATV Club
Mailing Address:	522 Garafraxa Street Durham, ON N0G 1R0
Underwriters:	Certain Underwriter's at Lloyd's
Policy Period:	From: October 5, 2019 To: October 5, 2020 Both dates from 12:01 am Standard Time at the mailing address of the Insured Member shown above
Operations:	All Insured Member day to day activities including social events, fundraising, meetings and other normal activities including the ownership, construction, design, maintenance and use of trails
Notices:	LSW 1543 Notice Concerning Personal Information
Express Warranties:	

Endorsements attached to this Evidence of Insurance:

Limits of Insurance			Deductible
Each Occurrence Limit:	CAD \$ 15,000,000		CAD \$ 1,000
Personal and Advertising Injury Limit:	CAD \$ 5,000,000	Any one person or organization	CAD \$ 1,000
Medical Expenses Limit:	CAD \$ 50,000	Any one person	CAD \$ 1,000
General Aggregate Limit:	CAD \$ 15,000,000		CAD \$ 1,000
Products-Completed Operations Aggregate limit:	CAD \$ 15,000,000		CAD \$ 1,000
Tenants' Legal liability Limit:	CAD \$ 1,000,000	Any one premises	CAD \$ 1,000
Non Owned Automobile Limit:	CAD \$ 5,000,000	Any 1 loss (exclusive of interests and costs)	CAD \$ 1,000
United States of America Jurisdiction Extension	CAD \$ 5,000,000		CAD \$ 10,000
Forest Fire Fighting Expenses	CAD \$ 2,000,000		CAD \$ 10,000

Premium: The premium charged including taxes (if applicable) is subject to a Minimum Earned premium of 25% per month or portion thereof in the event of termination by the Insured Member. Any fee charged is earned in full at inception.

This document is issued as evidence of coverage provided in **Master Policy No. OASIS0165** issued to the Ontario Federation of All Terrain Vehicle Clubs for the Insured Member stated herein who has applied for coverage under and pursuant to said Master Policy.

Countersigned on: May 12, 2020	By: 
	Authorized Representative

Oasis Outdoor Adventure and Sports Insurance Solutions Inc. are the sole authorized representatives of the Underwriters for this insurance program, and are the only representatives authorized to explain the insurance coverage which is provided under this insurance program.

Legislative
Assembly
of Ontario



Assemblée
législative
de l'Ontario

1ST SESSION, 42ND LEGISLATURE, ONTARIO
68 ELIZABETH II, 2019

Bill 107

(Chapter 8 of the Statutes of Ontario, 2019)

An Act to amend the Highway Traffic Act and various other statutes in respect of transportation-related matters

The Hon. J. Yurek
Minister of Transportation

1st Reading	May 2, 2019
2nd Reading	May 16, 2019
3rd Reading	June 4, 2019
Royal Assent	June 6, 2019



EXPLANATORY NOTE

*This Explanatory Note was written as a reader's aid to Bill 107 and does not form part of the law.
Bill 107 has been enacted as Chapter 8 of the Statutes of Ontario, 2019.*

SCHEDULE 1 HIGHWAY TRAFFIC ACT

Numerous amendments are made to the *Highway Traffic Act* respecting road safety and other matters. Some highlights are as follows:

1. Driving instructors are required to have a blood alcohol concentration of zero and to have no drugs in their body while providing driving instruction. A police officer may demand that a driving instructor provide a sample of breath or oral fluid for analysis by the appropriate equipment.
2. Section 21.1 of the Act provides for a system of administrative penalties. Amendments are made in respect of the involvement in that system of municipalities or persons employed by municipalities.
3. Currently, the Act states that when a sentence is being imposed for careless driving the court may consider as an aggravating factor whether bodily harm was caused to a person who was vulnerable, including a pedestrian or cyclist. The Act is amended to refer to persons working upon the highway in addition to pedestrians and cyclists.
4. The fines for the contravention of certain provisions regarding unnecessary slow driving, slow vehicles failing to travel on the right side and overtaking and passing are increased to be not less than \$150 and not more than \$1,000.
5. Various amendments are made regarding restricted-use lanes on highways to permit the beginning and end of such lanes to be temporarily changed when the lanes are within a construction zone, and providing for the posting of signs to indicate the change.
6. Currently the Act allows regulations and municipal by-laws to be made permitting the operation of off-road vehicles. The Act is amended to specify that such regulations and by-laws may also prohibit the operation of off-road vehicles.
7. Several changes are made to the Act to reflect changes made to the *Criminal Code* (Canada).

SCHEDULE 2 INSURANCE ACT

Section 267.12 of the *Insurance Act*, which limits the liability of a lessor of a motor vehicle, is amended to provide that the limitation does not apply with respect to certain vehicles unless the lessor or lessors of the vehicle and the lessee are dealing with each other at arm's length.

SCHEDULE 3 METROLINX ACT, 2006

The Schedule amends the *Metrolinx Act, 2006*. The amendments include the following:

Sole responsibility project

The Lieutenant Governor in Council may prescribe a rapid transit design, development or construction project as a rapid transit project that is the sole responsibility of Metrolinx. If a rapid transit project is the sole responsibility of Metrolinx, the City of Toronto and its agencies cannot take further action on that project. The Lieutenant Governor in Council may transfer to Metrolinx the assets, liabilities, rights and obligations related to that project.

Direction and approval project

The Lieutenant Governor in Council may prescribe a rapid transit design, development or construction project as a rapid transit project that is subject to the Minister's direction. If a rapid transit project is subject to the Minister's direction, the Minister may issue directives to the City of Toronto and its agencies about that project. Also, the Lieutenant Governor in Council may require that a specified decision about the project be subject to the Minister's approval.

SCHEDULE 4 PHOTO CARD ACT, 2008

Currently, the *Photo Card Act, 2008* provides for the issuance and use of three types of photo cards: basic photo cards, enhanced photo cards and combined photo cards. The Act is amended to provide that only one type of card may be issued and used.

SCHEDULE 5
PUBLIC TRANSPORTATION AND HIGHWAY IMPROVEMENT ACT

The *Public Transportation and Highway Improvement Act* is amended to add definitions of the terms “grading” and “structure”. The Act is also amended to provide that earth grading activities in certain circumstances require a permit from the Minister.

SCHEDULE 6
SHORTLINE RAILWAYS ACT, 1995

The Schedule amends the *Shortline Railways Act, 1995*. A shortline railway is a railway operated only in Ontario and not under federal jurisdiction, other than urban rail transit systems and railways entirely within industrial sites and mines. The Schedule amends the definition of “railway” to provide that “railway” means a rail service, including the rolling stock that operates on the railway line.

The Schedule authorizes the registrar of shortline railways to add, vary, amend or revoke conditions on shortline railway licences at any time, with a process for notice and submissions. It makes it a condition of every licence to provide operational information on a regular basis. It requires shortline railways to notify the registrar of any changes to the corporate officers of the shortline railway and of any changes to the services provided by the shortline railway.

Currently, the Act requires a shortline railway that intends to discontinue a railway line to go through a process that includes advertising the intended discontinuance and seeking purchasers; if no private purchase occurs, the shortline railway must offer to sell to the Government of Ontario at salvage value. The Schedule repeals these requirements.

The Schedule also permits the registrar to provide certain notices by fax or email.

**An Act to amend the Highway Traffic Act and various other statutes
in respect of transportation-related matters**

CONTENTS

1.	Contents of this Act
2.	Commencement
3.	Short title
Schedule 1	Highway Traffic Act
Schedule 2	Insurance Act
Schedule 3	Metrolinx Act, 2006
Schedule 4	Photo Card Act, 2008
Schedule 5	Public Transportation and Highway Improvement Act
Schedule 6	Shortline Railways Act, 1995

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, enacts as follows:

Contents of this Act

1 This Act consists of this section, sections 2 and 3 and the Schedules to this Act.

Commencement

2 (1) Subject to subsections (2) and (3), this Act comes into force on the day it receives Royal Assent.

(2) The Schedules to this Act come into force as provided in each Schedule.

(3) If a Schedule to this Act provides that any provisions are to come into force on a day to be named by proclamation of the Lieutenant Governor, a proclamation may apply to one or more of those provisions, and proclamations may be issued at different times with respect to any of those provisions.

Short title

3 The short title of this Act is the *Getting Ontario Moving Act (Transportation Statute Law Amendment)*, 2019.

**SCHEDULE 1
HIGHWAY TRAFFIC ACT**

1 The following provisions of the *Highway Traffic Act* are amended by striking out “section 254” wherever it appears and substituting in each case “section 320.27 or 320.28”:

1. Subsections 48 (1), (2), (3) and (6.1).
2. Subsection 48.0.2 (1).
3. Subsection 48.0.3 (1).
4. Subsection 48.0.4 (1).
5. Subsections 48.1 (4) and (6.1).
6. Subsections 48.2 (1), (2) and (3.1).
7. Subsections 48.2.1 (5), (6) and (8).
8. Subsections 48.2.2 (5), (6) and (8).
9. Paragraph 2 of subsection 48.3 (3).

2 The French version of the following provisions of the Act are amended by striking out “ni d’une audience” wherever it occurs and substituting in each case “ni du droit d’être entendu”:

1. Subsection 41.4 (13).
2. Subsection 48 (9).
3. Subsection 48.1 (8.1).
4. Subsection 48.2.1 (16).
5. Subsection 48.2.2 (14).
6. Subsection 48.4 (13).
7. Subsection 55.2 (13).
8. Subsection 172 (13).

3 Subsection 1 (8) of the Act is repealed and the following substituted:

Calculation of days

(8) Where a suspension or impoundment is imposed under this Act, the period of the suspension or impoundment may be determined by counting 24 hours for each day.

4 Section 1.3 of the Act is repealed.

5 Clause 5 (1) (i) of the Act is amended by adding “including an administrative penalty” after “under this Act”.

6 (1) The French version of subsection 21.1 (6) of the Act is amended by striking out “Nul n’a droit à une audience” and substituting “Nul n’a le droit d’être entendu”.

(2) Subsection 21.1 (9) of the Act is repealed and the following substituted:

Parties to judicial review

(9) The parties to any judicial review brought in respect of this section are,

- (a) the person subject to the order imposing an administrative penalty;
- (b) the Registrar; and
- (c) where applicable, the municipality that employed the prescribed authorized person who imposed the administrative penalty under subsection (2) and the municipality that employed the person prescribed for the purpose of subsection (7).

(3) Clause 21.1 (14) (i) of the Act is repealed and the following substituted:

- (i) governing the payment of penalties, including requiring that a penalty be paid before a specified deadline, and authorizing the Registrar or a prescribed person to approve a plan of periodic payments that extends beyond the deadline, and prescribing such persons;

(4) Subsection 21.1 (14) of the Act is amended by adding the following clause:

(k.1) governing whether a prescribed portion of a penalty paid shall be credited to the victims' justice fund account continued under subsection 5 (1) of the *Victims' Bill of Rights, 1995*;

(5) Subclause 21.1 (14) (m) (iv) of the Act is repealed and the following substituted:

(iv) prescribing fees to be paid to commence an appeal or providing that the fees may be established by the municipality that employs the person prescribed for the purpose of subsection (7), and

(6) Subsection 21.1 (14) of the Act is amended by adding the following clauses:

- (n) where municipalities or persons employed by municipalities are prescribed under clause (a) or (d), governing the manner and means by which the municipalities may do anything to give effect to this section, including impose a penalty, conduct an appeal, collect payments and provide information to the Ministry;
- (o) providing for anything necessary or advisable for carrying out the intent and purposes of this section.

7 (1) Clause 41 (1) (b) of the Act is amended by striking out “section 249, 249.1, 249.2, 249.3, 249.4 or 252” and substituting “section 320.13, 320.16 or 320.17”.

(2) Clause 41 (1) (b.1) of the Act is repealed.

(3) Clause 41 (1) (c) of the Act is amended by striking out “section 254” in the portion before subclause (i) and substituting “section 320.14 or 320.15”.

(4) Section 41 of the Act is amended by adding the following subsection:

Interpretation

(9) Where a conviction is made under the *Criminal Code* (Canada) in relation to an offence set out in subsection (1) or section 42, and that conviction is reported to the Ministry without a section number or as having taken place under section 320.19, 320.2, 320.21 or 320.24 of the *Criminal Code* (Canada), the conviction shall be treated as if it were made and reported under the applicable provision of the *Criminal Code* (Canada) set out in subsection (1) or section 42.

8 Subsection 42 (1) of the Act is amended by striking out “subsection 259 (4)” in the portion before clause (a) and substituting “section 320.18”.

9 (1) Subsection 43 (1) of the Act is amended by striking out “section 259” and substituting “section 320.24”.

(2) Subsection 43 (2) of the Act is repealed and the following substituted:

Expanded meaning of order

(2) For the purposes of subsection (1),

“an order made under section 320.24 of the *Criminal Code* (Canada)” includes an order made under a section of the *Criminal Code* (Canada) referred to in a predecessor to this section.

10 Subsection 44 (1) of the Act is amended by striking out “section 259” and substituting “section 320.24”.

11 (1) Subsection 44.2 (8) of the Act is repealed and the following substituted:

Regulations

(8) The Lieutenant Governor in Council may make regulations governing the suspension or cancellation of drivers' licences of novice drivers or the change in respect of their class for the purpose of subsection (5).

(2) The definition of “approved drug screening equipment” in subsection 44.2 (10) of the Act is repealed and the following substituted:

“approved drug screening equipment” means drug screening equipment that is designed to ascertain the presence of a drug in a person's body and that is prescribed by or approved under the *Criminal Code* (Canada); (“matériel de détection des drogues approuvé”)

12 (1) The French version of subsection 46 (1) of the Act is repealed and the following substituted:

Amende impayée

(1) Le présent article s'applique si une amende est imposée à la suite d'une déclaration de culpabilité à l'égard d'une infraction et que l'infraction est :

- a) prévue à la présente loi ou aux règlements;
- b) prévue à une autre loi figurant à l'annexe du présent article ou aux règlements pris en vertu de cette loi;
- b.1) prévue au paragraphe 12 (1) de la *Loi de 2017 sur le contrôle du cannabis*;
- c) prévue à l'alinéa 17 (1) a) ou au paragraphe 24 (1) de la *Loi de 1997 sur la protection du poisson et de la faune*;
- d) prévue au paragraphe 32 (1) de la *Loi sur les permis d'alcool*;

d.1) prévue à l'alinéa 17.1 (1) a) de la *Loi de 2017 favorisant un Ontario sans fumée*;

e) commise avec un véhicule à moteur contrairement à l'article 249, 249.1, 249.2, 249.3, 249.4, 252, 253, 254, 255 ou 259 du *Code criminel* (Canada).

(2) Clause 46 (1) (e) of the Act is repealed and the following substituted:

(e) that was committed under a section of the *Criminal Code* (Canada) referred to in section 41, 42 or 43.

13 The definition of “vessel” in subsection 48 (18) of the Act is amended by striking out “section 214” and substituting “section 320.11”.

14 Paragraph 1 of subsection 48.0.1 (2) of the Act is amended by striking out “paragraph 254 (2) (a)” and substituting “section 320.27”.

15 The definition of “approved drug screening equipment” in subsection 48.0.2 (8) of the Act is repealed and the following substituted:

“approved drug screening equipment” has the same meaning as in section 44.2; (“matériel de détection des drogues approuvé”)

16 The definition of “approved drug screening equipment” in subsection 48.0.3 (9) of the Act is repealed and the following substituted:

“approved drug screening equipment” has the same meaning as in section 44.2; (“matériel de détection des drogues approuvé”)

17 The definition of “approved drug screening equipment” in subsection 48.0.4 (7) of the Act is repealed and the following substituted:

“approved drug screening equipment” has the same meaning as in section 44.2.

18 (1) Paragraph 1 of subsection 48.3 (3) of the Act is repealed and the following substituted:

1. The person is shown, by an analysis of breath or blood taken pursuant to a demand made under section 320.27 or 320.28 of the *Criminal Code* (Canada) or pursuant to judicial authorization under the *Criminal Code* (Canada), to have a concentration of alcohol in his or her blood of 80 milligrams or more in 100 millilitres of blood.

(2) The definition of “vessel” in subsection 48.3 (16) of the Act is amended by striking out “section 214” and substituting “section 320.11”.

19 (1) Paragraph 1 of subsection 48.3.1 (2) of the Act is amended by striking out “subsection 254 (3.1)” and substituting “subsection 320.28 (2)”.

(2) Subsection 48.3.1 (6) of the Act is amended by striking out “subsection 254 (3.1)” and substituting “subsection 320.28 (2)”.

(3) The definition of “evaluating officer” in subsection 48.3.1 (9) of the Act is amended by striking out “subsection 254 (1)” and substituting “section 320.11”.

(4) The definition of “vessel” in subsection 48.3.1 (9) of the Act is amended by striking out “section 214” and substituting “section 320.11”.

20 (1) Subclause 50.1 (2) (a) (i) of the Act is amended by striking out “section 254 or 256” and substituting “section 320.27 or 320.28”.

(2) Subclause 50.1 (2) (a) (ii) of the Act is amended by striking out “section 254” and substituting “section 320.27 or 320.28”.

(3) Subclause 50.1 (2) (b) (i) of the Act is amended by striking out “section 254” and substituting “subsection 320.28 (2)”.

(4) Subclause 50.1 (2) (b) (ii) of the Act is amended by striking out “section 254” and substituting “subsection 320.28 (2)”.

21 (1) Clause 57 (4) (d) of the Act is amended by striking out “subsection 259 (1.1)” and substituting “section 320.18”.

(2) Clause 57 (4) (h) of the Act is amended by striking out “subsection 259 (1.1)” and substituting “section 320.18”.

(3) Subsection 57 (4.1) of the Act is amended by striking out “subsection 259 (1)” and substituting “section 320.18”.

22 The Act is amended by adding the following section:

Driving instructors shall have zero blood alcohol concentration

58.0.1 (1) Every driving instructor shall have a blood alcohol concentration of zero, as indicated by a provincially approved screening device, while providing a prescribed class of driving instruction for compensation in a motor vehicle on a highway.

Driving instructors shall have zero presence of drug

(2) No driving instructor shall have a drug in his or her body, as indicated by approved drug screening equipment, while providing a prescribed class of driving instruction for compensation in a motor vehicle on a highway.

Exception

(3) Subsection (2) does not apply where a police officer is satisfied that the driving instructor is legally authorized to use a drug or drugs for medical purposes, and has that drug or drugs in his or her body, as indicated by approved drug screening equipment.

Testing — alcohol

(4) Where a driving instructor is providing a prescribed class of driving instruction for compensation in a motor vehicle on a highway and the motor vehicle has been brought to a stop by a police officer under the authority of this Act, and the police officer reasonably suspects that the driving instructor has alcohol in his or her body, the police officer may, for the purposes of determining whether the driving instructor is in compliance with this section, demand that the driving instructor provide forthwith a sample of breath into a provincially approved screening device, and the driving instructor shall provide a suitable sample.

Opportunity for second analysis

(5) Where testing under subsection (4) indicates the driving instructor has alcohol in his or her body, the driving instructor may require that a second analysis be performed in accordance with the requirements set out in subsections 48.2 (3), (3.1), (3.2), (4) and (5), with any necessary modifications.

Testing — drugs

(6) Where a driving instructor is providing a prescribed class of driving instruction for compensation in a motor vehicle on a highway and the motor vehicle has been brought to a stop by a police officer under the authority of this Act, and the police officer reasonably suspects that the driving instructor has a drug or drugs in his or her body, the police officer may, for the purposes of determining whether the driving instructor is in compliance with this section, demand that the driving instructor provide forthwith a sample of oral fluid for analysis by approved drug screening equipment, and the driving instructor shall provide a suitable sample.

Definitions

(7) In this section,

“approved drug screening equipment” has the same meaning as in section 44.2; (“matériel de détection des drogues approuvé”)

“driving instructor” means an individual licensed as a driving instructor under section 58, and includes a driving instructor who occupies any seating position within a motor vehicle; (“moniteur de conduite automobile”)

“provincially approved screening device” has the same meaning as in subsection 48.2.1 (22). (“appareil de détection approuvé par la province”)

23 Subsection 85 (1) of the Act, as re-enacted by section 27 of the *Transportation Statute Law Amendment Act (Making Ontario's Roads Safer)*, 2015, is amended by striking out “clause 87 (a)” in the portion before clause (a) and substituting “clause 87 (b)”.

24 Subsection 128 (1) of the Act is amended by adding “or” at the end of clause (d), by striking out “or” at the end of clause (e) and by repealing clause (f).

25 Subsection 130 (6) of the Act is amended by striking out “pedestrian or cyclist” at the end and substituting “pedestrian, cyclist or person working upon the highway”.

26 Section 132 of the Act is amended by adding the following subsection:

Offence

(3) Every person who contravenes this section is guilty of an offence and on conviction is liable to a fine of not less than \$150 and not more than \$1,000.

27 Section 147 of the Act is amended by adding the following subsection:

Offence

(3) Every person who, while driving a motor vehicle, contravenes this section is guilty of an offence and on conviction is liable to a fine of not less than \$150 and not more than \$1,000.

28 Section 148 of the Act is amended by adding the following subsection:

Offence

(2.1) Every person who, while driving a motor vehicle, contravenes subsection (2) is guilty of an offence and on conviction is liable to a fine of not less than \$150 and not more than \$1,000.

29 The English version of subsection 149 (1) of the Act is amended by striking out “lines” in the portion before clause (a) and substituting “lanes”.

30 (1) Subsection 151 (1) of the Act is repealed and the following substituted:

Highways designated for use of paved shoulder

(1) The Minister may by regulation designate any part of the King’s Highway as having a paved shoulder, the use of which is restricted to prescribed vehicles, and may make regulations,

- (a) prescribing vehicles for the purposes of this subsection;
- (b) regulating the use of the paved shoulder on a designated part of the highway and prescribing conditions and circumstances for that use, including prescribing rules of the road applicable to the use of the paved shoulder, exemptions from any requirement in this Part, or in a regulation made under this Part, applicable to the use of the paved shoulder and conditions and circumstances for such exemptions;
- (c) providing for the posting of signs and the placing of markings for the purposes of this section;
- (d) prescribing the types of the signs and markings referred to in clause (c), instructions to be contained on them and the location of each type of sign and marking.

(2) Section 151 of the Act is amended by adding the following subsection:

Construction zone

(4.1) Where a construction zone designated under subsection 128 (8) includes a part of a highway designated under this section, the official authorized under subsection 128 (8) may authorize a temporary change of the commencement or end of the part designated under this section that is within the designated construction zone, and any such change shall not become effective until the highway or part of it affected is signed in accordance with this section.

31 (1) Subsection 154.1 (1) of the Act is amended by adding the following clause:

- (d.1) providing for the posting of signs on any part of a highway designated as having a high occupancy vehicle lane that is in a construction zone designated under subsection 128 (8);

(2) Section 154.1 of the Act is amended by adding the following subsection:

Construction zone

(1.1) Where a construction zone designated under subsection 128 (8) includes a high occupancy vehicle lane or part of a high occupancy vehicle lane designated under subsection (1), the official authorized under subsection 128 (8) may authorize a temporary change of the commencement or end of the part of the high occupancy vehicle lane that is within the designated construction zone, and any such change shall not become effective until the highway or portion of it affected is signed in accordance with the regulations.

32 Section 184 of the Act is repealed and the following substituted:

Defacing or removing notices or obstructions

184 Every person who wilfully removes, defaces, alters or in any manner interferes with any sign, traffic control device, light, notice, obstruction, barricade, detour sign, gantry or sign post lawfully placed on a highway under this or any Act is guilty of an offence and on conviction is liable to a fine of not less than \$200 and not more than \$1,000 or to imprisonment for a term of not more than six months, or to both.

33 Section 186 of the Act is amended by adding the following subsection:

Same

(4) Where a construction zone designated under subsection 128 (8.1) includes a portion of a highway governed by a by-law passed under subsection (1), signs required by subsection (3) may instead be ground-mounted.

34 (1) Subsection 191.8 (2) of the Act is amended by striking out “Lieutenant Governor in Council” in the portion before clause (a) and substituting “Minister”.

(2) Clause 191.8 (2) (b) of the Act is amended by adding “governing” at the beginning.

(3) Section 191.8 of the Act is amended by adding the following subsection:

Same

(2.1) A regulation made under subsection (2) may provide that a provision of the regulation that permits the operation of off-road vehicles on a highway or part of a highway does not apply with respect to a highway or part of a highway that is under the jurisdiction of a municipality if the municipality has by by-law prohibited such operation.

(4) Clause 191.8 (3) (a) of the Act is repealed and the following substituted:

- (a) permitting the operation of off-road vehicles with three or more wheels, or prohibiting the operation of off-road vehicles on any highway within the municipality that is under the jurisdiction of the municipality, or on any part or parts of such highway;

(5) Subsection 191.8 (4) of the Act is repealed and the following substituted:

By-laws may regulate times of operation

(4) A by-law passed under subsection (3) may apply only during specified times.

35 The French version of subsection 205.7 (2) of the Act is amended by striking out “à sa face même” and substituting “à première vue”.

36 The French version of subsection 205.11 (2) of the Act is amended by striking out “à sa face même” and substituting “à première vue”.

37 (1) The French version of clause 205.24 (1) (b) of the Act is amended by striking out “soit d’un emprisonnement, ou une ordonnance de probation ne peut être rendue” at the beginning and substituting “soit d’un emprisonnement et une ordonnance de probation ne peut être rendue contre lui”.

(2) The French version of subsection 205.24 (2) of the Act is amended by striking out “passible d’emprisonnement ou une ordonnance de probation ne peut être rendue” and substituting “passible d’emprisonnement et une ordonnance de probation ne peut être rendue contre lui”.

38 (1) Subsection 220 (1) of the Act is amended,

- (a) by striking out “section 253, 254 or 255” and substituting “section 320.14 or 320.15”; and
- (b) by striking out “section 252” and substituting “section 320.16”.

(2) Subsection 220 (2) of the Act is amended by striking out “section 252” wherever it appears and substituting in each case “section 320.16”.

39 The French version of subsection 223 (1) of the Act is amended by striking out “de constable” and substituting “d’agent de police”.

CONSEQUENTIAL AMENDMENTS

Civil Remedies Act, 2001

40 Clause (a) of the definition of “vehicular unlawful activity” in section 11.1 of the *Civil Remedies Act, 2001* is amended by striking out “section 253, 254 or 255” and substituting “section 320.14 or 320.15 or a predecessor to those sections”.

Off-Road Vehicles Act

41 (1) Subsection 5 (7) of the *Off-Road Vehicles Act* is amended by striking out “Lieutenant Governor in Council” in the portion before clause (a) and substituting “Minister”.

(2) Section 23 of the Act is amended by striking out “Lieutenant Governor in Council” in the portion before clause (a) and substituting “Minister”.

Victims’ Bill of Rights, 1995

42 Subsection 5 (2) of the *Victims’ Bill of Rights, 1995*, is amended by adding the following clause:

- (a.1) the portion, if any, prescribed under section 21.1 of the *Highway Traffic Act* of an administrative penalty as a portion to be credited to the account;

COMMENCEMENT

Commencement

43 (1) Subject to subsections (2) and (3), this Schedule comes into force on the day the *Getting Ontario Moving Act (Transportation Statute Law Amendment), 2019* receives Royal Assent.

- (2) Sections 1, 4, 7 to 11, subsection 12 (2), sections 13 to 22, 25 to 28, 32, 34, 38 and 41 come into force on a day to be named by proclamation of the Lieutenant Governor.
- (3) Sections 5, 6 and 42 come into force on the day section 9 of Schedule 2 to the *Fighting Fraud and Reducing Automobile Insurance Rates Act, 2014* comes into force.

**SCHEDULE 2
INSURANCE ACT**

1 Clause 267.12 (4) (c) of the *Insurance Act* is amended by adding “unless the lessor or lessors of the motor vehicle and the lessee are dealing with each other at arm’s length” at the end.

Commencement

2 This Schedule comes into force on the day the *Getting Ontario Moving Act (Transportation Statute Law Amendment), 2019* receives Royal Assent.

**SCHEDULE 3
METROLINX ACT, 2006**

1 (1) Subsection 1 (1) of the *Metrolinx Act, 2006* is amended by adding the following definition:

“agencies”, in relation to the City of Toronto, means,

- (a) every local board as defined in subsection 3 (1) of the *City of Toronto Act, 2006*, including, for greater certainty, the Toronto Transit Commission, and
- (b) every corporation established by the City of Toronto under section 148 of the *City of Toronto Act, 2006*, and every secondary corporation as defined in subsection 148 (4) of that Act; (“organismes”)

(2) The definition of “regional transit system” in subsection 1 (1) of the Act is amended by striking out “and” at the end of clause (a.1), by adding “and” at the end of clause (b) and by adding the following clause:

- (c) a rapid transit project that is the sole responsibility of the Corporation under subsection 46 (1);

2 Sections 47 to 50 of the Act are repealed and the following substituted:

INTERIM MEASURES — UPLOAD OF RAPID TRANSIT PROJECTS

SOLE RESPONSIBILITY PROJECT

Sole responsibility project

46 (1) The Lieutenant Governor in Council may, by regulation, prescribe a project to design, develop and construct rapid transit or an extension to rapid transit as a rapid transit project that is the sole responsibility of the Corporation.

Prohibition, City of Toronto and its agencies

(2) The City of Toronto and its agencies shall not design, develop, construct or work on, or cause design, development, construction or work on,

- (a) a rapid transit project that is the sole responsibility of the Corporation; or
- (b) a rapid transit project that is substantially similar and in close proximity to a rapid transit project that is the sole responsibility of the Corporation.

Minister’s authorization

(3) Despite subsection (2), the Minister may authorize the City of Toronto and its agencies to do design, development, construction or work described in subsection (2).

Transfer of assets, etc., to Corporation

47 (1) The Lieutenant Governor in Council may, by order, transfer to the Corporation, with or without compensation, all or some of the City of Toronto’s and its agencies’ assets, liabilities, rights and obligations with respect to a project prescribed as a rapid transit project that is the sole responsibility of the Corporation, including intellectual property, contractual rights, interests, approvals, registrations and entitlements, originals or copies of reports, documents and data, and any other real or personal property.

Preliminary review of contracts, etc.

(2) For the purpose of preparing an order under subsection (1), the Minister may order the City of Toronto and its agencies to provide the Minister with copies of contracts and other documents as well as copies of reports and data.

Taking possession

(3) The City of Toronto and its agencies shall take all such actions as are necessary and practicable to give the Corporation possession of property transferred under subsection (1), except in any case in which the Corporation and the City of Toronto or the agency, as the case may be, agree otherwise.

No change of control

(4) For the purpose of a provision of an agreement concerning a change of control over an asset, liability, right or obligation of the City of Toronto or its agencies, a transfer under subsection (1) is deemed not to constitute a change of control.

No breach, etc.

(5) A transfer under subsection (1),

- (a) is deemed not to constitute a breach, termination, repudiation or frustration of any contract, including a contract of employment or insurance;
- (b) is deemed not to constitute a breach of any Act, regulation or municipal by-law;
- (c) is deemed not to constitute an event of default or force majeure;

- (d) is deemed not to give rise to a breach, termination, repudiation or frustration of any licence, permit or other right;
- (e) is deemed not to give rise to any right to terminate or repudiate a contract, licence, permit or other right; and
- (f) is deemed not to give rise to any estoppel.

No new cause of action

- (6) A transfer under subsection (1) does not create any new cause of action in favour of,
 - (a) a holder of a debt instrument that was issued by the City of Toronto or its agencies; or
 - (b) a party to a contract with the City of Toronto or its agencies that was entered into before the transfer.

Transfer binding

(7) A transfer under subsection (1) is binding on the Corporation, the City of Toronto and its agencies and all other persons, and if an obligation of a person to the City of Toronto or its agencies is transferred to the Corporation, the obligation continues and the obligation is to the Corporation, despite any requirement under any other Act or the common law, including a requirement for consent, notice or registration.

No expropriation or injurious affection

(8) A transfer under subsection (1) does not constitute an expropriation or injurious affection for the purposes of the *Expropriations Act* or otherwise at law.

Regulations

- (9) The Lieutenant Governor in Council may make regulations,
 - (a) prescribing contracts to which subsections (5) and (6) do not apply;
 - (b) prescribing Acts that do not apply to a transfer under subsection (1).

DIRECTION AND APPROVAL PROJECT

Direction and approval project

48 The Lieutenant Governor in Council may, by regulation,

- (a) prescribe a project to design, develop and construct rapid transit or an extension to rapid transit as a rapid transit project that is subject to the Minister's direction; and
- (b) require that a specified decision with respect to the project be subject to the Minister's approval.

Minister's direction

49 (1) The Minister may issue directives in writing to the City of Toronto and its agencies in respect of a rapid transit project that is subject to the Minister's direction.

Implementation

(2) The City of Toronto and its agencies shall comply with the directives.

Directive not a regulation

(3) A directive is not a regulation within the meaning of Part III (Regulations) of the *Legislation Act, 2006*.

Minister's approval

50 (1) The City of Toronto and its agencies shall not make a decision that is prescribed under clause 48 (b) as subject to the Minister's approval, or take any action that would arise from making such a decision, unless the decision is approved by the Minister.

Conditions on approval

(2) The Minister may impose conditions on an approval and the City of Toronto or agency, as the case may be, shall only make the decision if they also comply with the conditions.

NO CAUSE OF ACTION

No cause of action

- 51** (1) No cause of action arises against the persons or entities described in subsection (2) in respect of,
 - (a) the enactment of section 2 of Schedule 3 to the *Getting Ontario Moving Act (Transportation Statute Law Amendment)*, 2019 or the making of a regulation under subsection 46 (1), 47 (9) or section 48 of this Act;
 - (b) the authorizing of design, development, construction or work under subsection 46 (3) or the refusing to authorize design, development, construction or work under that subsection;

- (c) the making of an order under subsection 47 (1) or (2);
- (d) the granting of an approval under a regulation made under clause 48 (b) or the refusing to grant an approval under a regulation made under that clause;
- (e) the issuing of a directive under subsection 49 (1);
- (f) the imposing of a condition on an approval under subsection 50 (2); or
- (g) anything done as required by subsection 47 (3) or subsection 49 (2).

Persons or entities

- (2) The persons and entities referred to in subsection (1) are,
- (a) the Crown, any current or former member of the Executive Council and any current or former employee or agent of or adviser to the Crown;
 - (b) the Corporation, any current or former member of the Corporation and any current or former employee or agent of or adviser to the Corporation;
 - (c) the City of Toronto, any current or former member of the City of Toronto city council and any current or former employee or agent of or adviser to the City of Toronto; and
 - (d) the City of Toronto's agencies, any current or former board member of the agencies and any current or former employee or agent of or adviser to the agencies.

Proceedings barred

(3) No proceeding, including but not limited to any proceeding for a remedy in contract, restitution, tort, misfeasance, bad faith, trust or fiduciary obligation, and any remedy under any statute, that is based on a cause of action described in subsection (1) may be brought or maintained against the persons or entities described in subsection (2).

Application

(4) Subsection (3) applies to any action or other proceeding claiming any remedy or relief, including specific performance, injunction, declaratory relief, any form of compensation or damages, or any other remedy or relief, and includes a proceeding to enforce a judgment or order made by a court or tribunal outside of Canada.

Retrospective effect

(5) Subsections (3) and (4) apply regardless of whether the cause of action on which the proceeding is purportedly based arose before, on or after the day section 2 of Schedule 3 to the *Getting Ontario Moving Act (Transportation Statute Law Amendment)*, 2019 came into force.

Proceedings set aside

(6) Any proceeding referred to in subsection (3) or (4) commenced before the day this subsection came into force shall be deemed to have been dismissed, without costs, on the day section 2 of Schedule 3 to the *Getting Ontario Moving Act (Transportation Statute Law Amendment)*, 2019 came into force.

No expropriation or injurious affection

(7) No making of a regulation under subsection 46 (1), 47 (9) or section 48 and nothing described in clauses (1) (b) to (f) constitutes an expropriation or injurious affection for the purposes of the *Expropriations Act* or otherwise at law.

Commencement

3 This Schedule comes into force on the day the *Getting Ontario Moving Act (Transportation Statute Law Amendment)*, 2019 receives Royal Assent.

**SCHEDULE 4
PHOTO CARD ACT, 2008**

1 (1) The definitions of “basic photo card, “combined photo card” and “enhanced photo card” in section 1 of the *Photo Card Act, 2008* are repealed.

(2) The definition of “photo card” in section 1 of the Act is repealed and the following substituted:

“photo card” means a card issued under this Act that has on it the holder’s name and photograph and additional information about the holder that may be prescribed; (“carte-photo”)

2 (1) Subsection 3 (1) of the Act is amended by striking out the portion before clause (a) and substituting the following:

Photo cards

(1) The Minister may issue a photo card to an individual who,

.

(2) Subsection 3 (2) of the Act is repealed.

3 Section 4 of the Act is repealed.

4 Clause 8 (b) of the Act is repealed and the following substituted:

(b) may require different fees for different circumstances and different classes of applicants and holders of photo cards.

5 Subsection 9 (3) of the Act is repealed.

6 Subsection 11 (1) of the Act is amended by striking out “subsection 4 (4) or”.

7 Paragraph 6 of subsection 12 (5) of the Act is repealed.

8 Subsection 13 (2) of the Act is amended by striking out “other than a combined photo card” at the end.

9 Clause 23 (b) of the Act is repealed and the following substituted:

(b) prescribing additional information about the holder that may be included on a photo card;

10 Section 24 of the Act is repealed and the following substituted:

Transition — *Getting Ontario Moving Act (Transportation Statute Law Amendment), 2019*

24 An enhanced photo card or a combined photo card that was issued under this Act before the day subsection 1 (1) of Schedule 4 to the *Getting Ontario Moving Act (Transportation Statute Law Amendment), 2019* came into force, and was valid immediately before that day, continues to be valid until the card expires or is cancelled under this Act, but cannot be renewed, replaced or revised on or after that day.

Commencement

11 This Schedule comes into force on the day the *Getting Ontario Moving Act (Transportation Statute Law Amendment), 2019* receives Royal Assent.

SCHEDULE 5
PUBLIC TRANSPORTATION AND HIGHWAY IMPROVEMENT ACT

1 Section 1 of the *Public Transportation and Highway Improvement Act* is amended by adding the following definitions:

“grading” means configuring the surface of the land by removing, adding or moving material, whether earthen or otherwise; (“nivellement”)

“structure” includes any above or below ground installation or infrastructure; (“structure”)

2 Clause 34 (2) (a) of the Act is repealed and the following substituted:

- (a) place, erect or alter any building, fence, gasoline pump or other structure or any road, or perform any grading upon or within 45 metres of any limit of the King’s Highway or upon or within 180 metres of the centre point of an intersection;

3 The French version of subsection 36 (4) of the Act is amended by adding “faite en vertu du présent article” after “La désignation” at the beginning.

4 Clause 38 (2) (a) of the Act is repealed and the following substituted:

- (a) place, erect or alter any building, fence, gasoline pump or other structure or any road, or perform any grading upon or within 45 metres of any limit of a controlled-access highway or upon or within 395 metres of the centre point of an intersection;

Commencement

5 This Schedule comes into force on the day the *Getting Ontario Moving Act (Transportation Statute Law Amendment)*, 2019 receives Royal Assent.

**SCHEDULE 6
SHORTLINE RAILWAYS ACT, 1995**

1 The definition of “railway” in section 1 of the *Shortline Railways Act, 1995* is repealed and the following substituted:

“railway” means a rail service, including the rolling stock that operates on a railway line; (“chemin de fer”)

2 Section 5 of the Act is amended by adding the following subsections:

Condition to provide operational information

(3.1) It is a condition of every licence that the licensee provide operational information on a form approved by the registrar no later than,

- (a) the third anniversary of the issuance of the licence and no later than every three years thereafter; or
- (b) in the case of a shortline railway licensed prior to the day the *Getting Ontario Moving Act (Transportation Statute Law Amendment)*, 2019 received Royal Assent, the first anniversary of the day the *Getting Ontario Moving Act (Transportation Statute Law Amendment)*, 2019 received Royal Assent and no later than every three years thereafter.

Change of conditions

(3.2) The registrar may, at any time and in respect of any licence, add, vary, amend or revoke any condition to which the licence is subject.

Notice

(3.3) The registrar shall not exercise any power under subsection (3.2) until he or she has given the licensee notice of intention to exercise the power and has afforded the licensee a reasonable opportunity to make written submissions.

Written submissions

(3.4) A shortline railway may, no later than 30 days after being notified under subsection (3.3), submit to the registrar documents, records and written submissions that may show cause why the registrar should not add, vary, amend or revoke a condition or limitation to which the licence is subject.

Decision of registrar

(3.5) Upon the expiration of the 30 day period referred to in subsection (3.4) and consideration of any documents, records and submissions submitted under that subsection, the registrar shall maintain, add, vary, amend or revoke the conditions.

3 Section 6 of the Act is amended by striking out “or” at the end of clause (b) and by adding the following clauses:

- (d) the corporate officers of the licensee change; or
- (e) the services provided by the shortline railway change or are discontinued.

4 (1) Subsection 8 (1) of the Act is amended by striking out “or” at the end of clause (a), by adding “or” at the end of clause (b) and by adding the following clause:

- (c) by fax or electronic mail to the last fax number or electronic mail address shown on the records of the registrar.

(2) Subsection 8 (3) of the Act is amended by adding “or the day after it is sent under clause 1 (c)” at the end.

5 Sections 10 and 12 of the Act are repealed.

6 (1) Subsection 15 (1) of the Act is amended by striking out “shortline railways and shortline railway companies” at the end and substituting “shortline railways, railway lines on which shortline railways operate and shortline railway companies”.

(2) Subsection 15 (2) of the Act is amended by striking out “shortline railways and shortline railway companies” and substituting “shortline railways, railway lines on which shortline railways operate and shortline railway companies”.

Commencement

7 This Schedule comes into force on the day the *Getting Ontario Moving Act (Transportation Statute Law Amendment)*, 2019 receives Royal Assent.

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

04/01/2020 thru 04/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038703	04/01/2020	001004	BARCLAY WHOLESALE	74.24
	Invoice 27882		03/23/2020 ARENA-FLOOR PADS 20" RED/BLACK	66.39
	Invoice 27904		03/23/2020 ARENA-VANDAL MARK REMOVER	7.85
038704	04/01/2020	001009	ABOUD & ASSOCIATES INC	6,102.00
	Invoice 18799		02/29/2020 ED-INDUSTR RD TREE INVENTORY	6,102.00
038705	04/01/2020	001044	ANCHEM SALES	2,106.55
	Invoice 189837		03/24/2020 WATER CHEMICALS	2,106.55
038706	04/01/2020	002063	BRANDT	1,091.40
	Invoice 7901769		03/05/2020 RDS-#105 SHAFT/TAPERED/ADJUSTR	1,091.40
038707	04/01/2020	003026	CARSON SUPPLY	401.15
	Invoice S1586114.001		03/22/2020 WATER-DECHLORINATION TABLETS	401.15
038708	04/01/2020	003076	CORPORATE EXPRESS CANADA INC	57.09
	Invoice 52967265		03/19/2020 ADM/FIRE-PENS/HIGHLIGHTERS	57.09
038709	04/01/2020	003092	CADUCEON ENTERPRISES INC.	212.72
	Invoice 19-19408		12/27/2019 SEWAGE TESTING	273.46
	Invoice 19-19409		12/27/2019 WATER TESTING	479.69
	Invoice 19-19420		12/27/2019 WATER TESTING	479.69
	Invoice 19-17709		11/26/2019 SEWAGE TESTING	273.46
	Invoice 19-15685		10/22/2019 WATER TESTING	479.69
	Invoice 19-15685C		12/31/2019 REVISED CREDIT	-335.61
	Invoice 19-17709C		12/31/2019 REVISED CREDIT	-138.14
	Invoice 19-19409C		12/31/2019 REVISED CREDIT	-335.61
	Invoice 19-19420C		12/31/2019 REVISED CREDIT	-335.61
	Invoice 19-16314C		12/31/2019 REVISED CREDIT-OVERCHARGED	-590.99
	Invoice 19-15363C		12/31/2019 REVISED CREDIT- OVERCHARGED	-589.67
	Invoice 19-15364C		12/31/2019 REVISED CREDIT- OVERCHARGED	-195.21
	Invoice 19-15986C		12/31/2019 REVISED CREDIT-OVERCHARGED	-141.53
	Invoice 19-15987C		12/31/2019 REVISED CREDIT- OVERCHARGED	-335.61
	Invoice 19-16261C		12/31/2019 REVISED CREDIT- OVERCHARGED	-335.61
	Invoice 19-16615C		12/31/2019 REVISED CREDIT- OVERCHARGED	-335.61
	Invoice 19-17105C		12/31/2019 REVISED CREDIT-OVERCHARGED	-335.61
	Invoice 19-17528C		12/31/2019 REVISED CREDIT-OVERCHARGED	-346.91
	Invoice 19-17708C		12/31/2019 REVISED CREDIT-OVERCHARGED	-190.12
	Invoice 19-17767C		12/31/2019 REVISED CREDIT- OVERCHARGED	-346.91
	Invoice 19-18085C		12/31/2019 REVISED CREDIT- OVERCHARGED	-346.91
	Invoice 19-18548C		12/31/2019 REVISED CREDIT- OVERCHARGED	-190.12
	Invoice 19-18753C		12/31/2019 REVISED CREDIT- OVERCHARGED	-335.61
	Invoice 20-551		01/22/2020 WATER TESTING	204.25
	Invoice 20-549		01/22/2020 WATER TESTING	144.08
	Invoice 20-550		01/22/2020 WATER TESTING	144.08
	Invoice 20-552		01/22/2020 WATER TESTING	124.30
	Invoice 20-553		01/22/2020 WATER TESTING	33.90
	Invoice 20-273		01/22/2020 WATER TESTING	14.41
	Invoice 20-274		01/22/2020 WATER TESTING	14.41
	Invoice 20-275		01/22/2020 WATER TESTING	14.41
	Invoice 20-276		01/22/2020 WATER TESTING	14.41
	Invoice 20-340		01/22/2020 WATER TESTING	463.30
	Invoice 20-272		01/22/2020 WATER TESTING	144.08
	Invoice 19-19408C		12/31/2019 REVISED CREDIT-OVERCHARGED	-138.14
	Invoice 20-992		01/30/2020 WATER TESTING	144.08
	Invoice 20-833		01/24/2020 WATER TESTING	144.08
	Invoice 20-991		01/30/2020 SEWAGE TESTING	135.32

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	Invoice 20-1754		02/13/2020 DDLK SEWAGE TESTING	166.96
	Invoice 20-1750		02/13/2020 DDLK DWS WATER TESTING	11.30
	Invoice 20-1749		02/13/2020 DDLK DWS WATER TESTING	926.60
	Invoice 20-1434		02/10/2020 DDLK DWS WATER TESTING	144.08
	Invoice 20-2260		02/25/2020 VW-SEWAGE TESTING	135.32
	Invoice 20-2259		02/25/2020 DDLK DWS WATER TESTING	144.08
	Invoice 20-1984		02/17/2020 DDLK DWS WATER TESTING	144.08
	Invoice 20-2423		03/02/2020 DDLK DWS WATR/FLUORIDE TESTING	392.68
	Invoice 20-2962		03/16/2020 WATER-DUNDALK DWS TESTING	322.05
038710	04/01/2020	004002	D.V. ELECTRIC	775.60
	Invoice 2333		03/22/2020 WST-RPLC FAN CTRL/SECURITY PAD	775.60
038711	04/01/2020	005030	ERAMOSA ENGINEERING INC	2,565.15
	Invoice M2020-01-2		02/28/2020 WATER-20 HR WELL LABOUR	2,565.15
038712	04/01/2020	006014	FIVE STAR CLEANING AND MAINTENANCE	829.42
	Invoice 14693		02/29/2020 FIRE-FULL FEB CLEANS/SNOW RMVL	587.60
	Invoice 14673		02/29/2020 LIB-4 FEB CLEANS & SUPPLIES	241.82
038713	04/01/2020	007013	GEORGIAN BAY WATERWORKS CONFER	25.00
	Invoice March 11, 2020		03/11/2020 WATER-2020 MEMBERSHIP FEES	25.00
038714	04/01/2020	007025	GM BLUEPLAN ENGINEERING LIMITED	1,757.60
	Invoice 104707		03/23/2020 WST-EGRM TRIGGER MECHANISM PLN	1,757.60
038715	04/01/2020	008037	HORT MANUFACTURING (1986) LTD.	775.36
	Invoice 003D2263		03/06/2020 RDS-UNIT 114 WIRE/CONNECTOR RP	775.36
038716	04/01/2020	009010	INFINITY NETWORK SOLUTIONS	1,200.63
	Invoice 27780		03/24/2020 ADM/RDS/CLRK/FIN-REMOTE SETUPS	996.66
	Invoice 27781		03/24/2020 CLERK/FIN-VPN SETUP	203.97
038717	04/01/2020	009013	INNOVATIVE SURFACE SOLUTIONS CANADA	1,565.37
	Invoice INV52891		03/13/2020 RDS-PROPATCH	1,565.37
038718	04/01/2020	010007	J.J. MCLELLAN & SON LIMITED	4,557.20
	Invoice W85917		03/20/2020 SEWER-RPL BLOWER MOTOR/TRANSFM	2,805.70
	Invoice W85887		03/16/2020 SEWER-INSTALLED DUCT EXTENSION	1,751.50
038719	04/01/2020	012010	LIBRARY BOUND INC	451.30
	Invoice 30075857		03/06/2020 LIBRARY BOOKS	451.30
038720	04/01/2020	012013	LIFESAVING SOCIETY	100.00
	Invoice S029691		03/23/2020 REC-POOL 2020 AFFILIATION FEE	100.00
038721	04/01/2020	013001	M & L SUPPLY FIRE & SAFETY	4,093.86
	Invoice 001906		03/09/2020 FIRE-SM-MD-LG FIRECRAFT GLOVES	1,280.32
	Invoice 002036		03/18/2020 FIRE-BRUSH BROOM X12	351.86
	Invoice 002144		03/23/2020 FIRE-PORTABLE SCENE LGHTS 120V	1,906.75
	Invoice 001315		01/16/2020 CAP/FIRE-AIR BOTTLE MENS 11"	554.93
038722	04/01/2020	013011	MAPLE LANE FARM SERVICE INC.	46.01
	Invoice I186020		03/20/2020 RDS-FLAT WASHER	46.01
038723	04/01/2020	013019	MARTARP	379.68
	Invoice 6311		03/21/2020 RDS-UNIT 212/216 MESH TARPS	379.68

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038724	04/01/2020	013035	MCDONALD HOME HARDWARE	366.55
	Invoice 87170		03/19/2020 RDS-BATTERY/BATTERY TESTER	23.70
	Invoice 87072		03/16/2020 WASTE-4 PK DISPOSABLE GLOVES	65.94
	Invoice 87178		03/19/2020 RDS-FATMAX RULE/OPN FBGL TAPE	65.52
	Invoice 87140		03/18/2020 WASTE-CLEANING SUPPLIES	38.13
	Invoice 87136		03/18/2020 RDS-SINGLE SIDED KEY X4	17.12
	Invoice 87169		03/19/2020 BLDG-SINGLE SIDED KEY X3	11.15
	Invoice 86968		03/12/2020 LIB-DISINFECTANT WIPES	3.38
	Invoice 87343		03/25/2020 FIRE-GARBAGE BAGS BULK	7.33
	Invoice 87517		03/30/2020 ARENA-ASPHALT PATCH FILLR TUBE	18.61
	Invoice 87447		03/27/2020 ARENA-PLIERS/BLEACH/300CC SEAT	87.63
	Invoice 87323		03/24/2020 ARENA-WNDSHIELD ANTIFREEZE	8.57
	Invoice 87141		03/18/2020 FIRE-PLASTIC CPLG/HARDWARE	19.47
038725	04/01/2020	013049	MICHELIN NORTH AMERICA (CANADA) INC.	3,099.77
	Invoice DA0007591982		03/10/2020 RDS-114 SERVC/RADIAL FLAP/TUBE	3,099.77
038726	04/01/2020	013058	MINISTER OF FINANCE	92,892.02
	Invoice 101003200925025		03/09/2020 POL-DEC 16/19 GREY BRUCE WAGES	433.26
	Invoice 131303201102039		03/12/2020 POL-2019 DETACHMENT REVENUES	-4,350.24
	Invoice 101603201409101		03/15/2020 POL-MARCH 2020 CONTRACT	96,809.00
038727	04/01/2020	013075	MOOREFIELD EXCAVATING	239,633.10
	Invoice Con 5619-19, Cert 8		03/27/2020 M5619D CERT 8 MAIN ST RECONST	239,633.10
038728	04/01/2020	013097	MCDUGALL ENERGY INC.	4,153.75
	Invoice 4471058		03/19/2020 DYED DIESEL	1,196.75
	Invoice 4472695		03/20/2020 REGULAR GAS	354.99
	Invoice 4472694		03/20/2020 CLEAR DIESEL	1,707.37
	Invoice 4471059		03/19/2020 DYED DIESEL	894.64
038729	04/01/2020	014009	QUADIENT LEASING CANADA LTD.	602.29
	Invoice 6226734		03/15/2020 Postage Meter lease	602.29
038730	04/01/2020	015030	ONTARIO MUNICIPAL MANAGEMENT INSTITUTE	53.00
	Invoice 20-1070		03/01/2020 CLERKS-2020 CORPORATE MEMBRSHIP	53.00
038731	04/01/2020	016040	PREMIER EQUIPMENT LTD	69.61
	Invoice 997919		03/12/2020 RDS-MED BAR OIL	69.61
038732	04/01/2020	018032	ROBERT'S FARM EQUIPMENT	26.21
	Invoice P24991		03/19/2020 RDS-PREM UDT 5L OIL UNIT 117	26.21
038733	04/01/2020	019048	SOUTH EAST GREY COMMUNITY HEALTH CENTRE	25,000.00
	Invoice 614		03/30/2020 PUBH-APR'20-MAR'21 PROGRM SUPP	25,000.00
038734	04/01/2020	019076	STUTZ BROWN & SELF PROFESSIONAL CORP	755.31
	Invoice 29898		03/13/2020 R-FLATO N-REGISTER APPLICATION	303.31
	Invoice 29207		01/01/2020 PL-GARDEN SUITES AGREEMNT 2019	452.00
038735	04/01/2020	020026		300.00
	Invoice Feb 2020		03/01/2020 LIBRARY CLEANING	300.00
038736	04/01/2020	020049	THE WELLINGTON ADVERTISER	543.31
	Invoice 253190		03/12/2020 R-RFQ/EMPLOYMNT AD/SALE OF LND	543.31
038737	04/01/2020	022008	VIKING CIVES LTD	862.14
	Invoice 2691492		03/16/2020 RDS-TARP ROLL ASS'Y UNIT 212	862.14

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038738	04/01/2020	022011	VWR INTERNATIONAL CO	81.86
	Invoice 8653543267		03/05/2020 LAGOON-WATCH GLASS 75MM	81.86
038739	04/01/2020	023039	WORK EQUIPMENT	167,132.65
	Invoice 049104		03/18/2020 RDS/CAP-NEW SDWLK MACHINE	167,132.65
038740	04/01/2020	025002	YOUNG'S BUILDING MATERIALS INC.	494.59
	Invoice 666956		03/20/2020 RDS-PAINT MATERIALS FOR PLOWS	217.98
	Invoice 666957		03/20/2020 RDS-WLR SPRUCE STAKES	276.61
038741	04/01/2020	099004	IMPACT CLIMBING INC	11,865.00
	Invoice 44585		03/30/2020 REC/CAP-8 MODULAR PANELS	11,865.00
038742	04/01/2020	099006	ORANGEVILLE FIRE EQUIPMENT	208.99
	Invoice 85261		02/24/2020 FIRE-EXTING SRV/EMRG LGHT BATT	208.99
038743	04/01/2020	099007	VOID RURAL RESCUE FIRST AID TRAINING	135.60
			Voided: 5/06/2020	
038744	04/01/2020	099008	TST SMALL ENGINE REPAIR	450.50
	Invoice March 2020		03/19/2020 FIRE-PLUG/AIR FILTR/OIL/LABOUR	94.00
	Invoice March 21, 2020		03/21/2020 FIRE-3.5 HR TRUCK PARTS/LABOUR	356.50
038745	04/02/2020	013030	MC KEE TIRE	346.89
	Invoice C290996		11/11/2019 RDS-DAMAGED CASINGS RETURNED	-107.35
	Invoice C293660		02/12/2020 FIRE-SRVCE CALL TIRE DISMOUNT	454.24
038746	04/15/2020	001004	BARCLAY WHOLESALE	194.01
	Invoice 28238		03/30/2020 ARENA-SEPARATOR FLOAT	11.24
	Invoice 28288		03/30/2020 REC/FMAC-FLOOR FINISH/PAD/MOP	182.77
038747	04/15/2020	001005	A.J. STONE COMPANY LTD	791.00
	Invoice 0000150738		01/14/2020 FIRE-FOAM FIREADE 2000 5GAL	791.00
038748	04/15/2020	002005	B. EDWARDS TRANSFER	4,805.33
	Invoice 641413		03/03/2020 SEWER-MINI/REMOTE FLUSH/LG VAC	2,960.60
	Invoice 641438		03/16/2020 SEWER-FLUSH/VIDEO LATERAL HOSE	994.40
	Invoice 641421		03/12/2020 SEWR-HYDRO EX FOR DDLK BASEMNT	850.33
038749	04/15/2020	002063	BRANDT	344.88
	Invoice 4900600		03/18/2020 RDS-UNIT 105 BEARINGS/HUB LABR	344.88
038750	04/15/2020	003076	CORPORATE EXPRESS CANADA INC	150.18
	Invoice 53023031		03/27/2020 BLDG/ADM/RDS-MOUSE/PAPER/INK	150.18
038751	04/15/2020	003092	CADUCEON ENTERPRISES INC.	402.29
	Invoice 20-3656		03/31/2020 HOLST WRKS WATER ANALYSIS	14.41
	Invoice 20-3655		03/31/2020 RDS/ADMIN-WATER ANALYSIS	14.41
	Invoice 20-3654		03/31/2020 REC-SWINTON PRK WATER ANALYSIS	14.41
	Invoice 20-3653		03/31/2020 OPTIMIST WATER ANALYSIS	14.41
	Invoice 20-3652		03/31/2020 DUNDALK DWS WATER ANALYSIS	344.65
038752	04/15/2020	004037	DIGIMAP DATA SERVICES INC	7,458.00
	Invoice DM7120		03/20/2020 RDS-DMTRACK PLOW ANNL MAINTNCE	3,559.50
	Invoice DM7121		03/31/2020 RDS-121/FLEET TELEMATICS INSTL	3,898.50
038753	04/15/2020	004081	DUNWOOD SIGNS & TEXTILES INC.	398.89
	Invoice 5758		04/02/2020 REC-PARK CLOSED SIGN X4	195.49

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	Invoice 5753		03/30/2020 REC-PARKS CLOSED COVID19 X10	203.40
038754	04/15/2020	005039	EXCEL BUSINESS SYSTEMS	950.03
	Invoice 383320		03/30/2020 ADMIN-COLOUR COPIER MARCH	684.11
	Invoice 382246		03/30/2020 LIB-COLOUR COPIER MARCH	265.92
038755	04/15/2020	006009	FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL	100.00
	Invoice IN005163		01/09/2020 FIRE-MEMBERSHIP RENEWAL 2020	100.00
038756	04/15/2020	006014	FIVE STAR CLEANING AND MAINTENANCE	226.00
	Invoice 14736		03/20/2020 SEWER-MAR16 CLEAN SEWER BACKUP	226.00
038757	04/15/2020	008014	HARTMAN COMMUNICATIONS	2,549.28
	Invoice 41786		03/16/2020 RDS-220 NEW RADIO/GPS/SENSR/CB	1,257.69
	Invoice 41790		03/20/2020 RDS-121 TRACKLESS RADIO/GPS	1,291.59
038758	04/15/2020	008021	HERALD NEWSPAPER CORP	1,101.75
	Invoice 18780		03/03/2020 ADV-SALE OF LAND/EMPLOYMNT OPP	1,101.75
038759	04/15/2020	008041	HWY 4 TRUCK SERVICE LTD.	7,160.78
	Invoice 94500		03/30/2020 WASTE-UNIT 219 ANNL INSP/BOLTS	432.25
	Invoice 94489		03/31/2020 RDS- FITTING/HOSE/COMP NUT	22.67
	Invoice 94417		03/20/2020 WST-213 CYLINDR RPR/COMPL SRVC	6,705.86
038760	04/15/2020	009010	INFINITY NETWORK SOLUTIONS	9,050.94
	Invoice 27886		03/31/2020 BLDG-COMPUTER GOING TO SLEEP	75.15
	Invoice 27887		03/31/2020 LIB-REPLACEMENT PCS/OTHER WORK	3,429.44
	Invoice 27888		03/31/2020 LIB-PATRON COMPUTER LABOUR	1,073.50
	Invoice 28159		04/07/2020 APRL MS EXCH/365 BUSINESS PLAN	514.60
	Invoice 28004		04/07/2020 ADM/FIN-CONNECT HOME PRINTER	164.98
	Invoice 28158		04/07/2020 ADMN-VIP USER/MONITOR&MAINTNCE	2,431.62
	Invoice 27889		03/31/2020 LIB-REPLACE ROUTER AND SWITCH	1,361.65
038761	04/15/2020	010011		158.00
	Invoice April 6, 2020		04/06/2020 OLDE TOWN HALL 4 CLEANS	158.00
038762	04/15/2020	013035	MCDONALD HOME HARDWARE	304.65
	Invoice 87098		03/17/2020 BLDG-SINGLE SIDED KEY	7.44
	Invoice 87097		03/17/2020 BLDG-SINGLE SIDED KEY X3	11.15
	Invoice 87642		04/03/2020 ARENA-4 QUICK LINKS/40 CHAINS	111.15
	Invoice 87596		04/01/2020 ARENA-SNOW SHOVEL	23.72
	Invoice 87578		04/01/2020 REC-LAWN RAKE	23.72
	Invoice 87603		04/02/2020 RDS-LAWN RAKE X2	47.44
	Invoice 87586		04/01/2020 RDS-LARGE GLOVES/WINDEX	16.90
	Invoice 87445		03/27/2020 RDS-MAGIC ERASER SPONGES	5.41
	Invoice 87411		03/26/2020 WST-SANITIZER/CLEANER/PPR TWLS	32.05
	Invoice 87412		03/26/2020 WST-AIR FRESHENERS	25.67
038763	04/15/2020	015014	ONTARIO AGGREGATE RESOURCES CO	17,379.46
	Invoice 20-199029		03/27/2020 PROTON PIT 2 2019 LICENCE#4877	704.00
	Invoice 20-199028		03/27/2020 AITKEN PIT 1 LICENCE 2019#4885	704.00
	Invoice 20-199026		03/27/2020 PROTON PIT 1 LICENCE 2019#4898	4,956.50
	Invoice 20-199027		03/27/2020 AITKEN PIT 2 LICNC 2019#624885	11,014.96
038764	04/15/2020	015025	ONTARIO FIRE TRUCK INC	2,163.36
	Invoice 6224		04/06/2020 FIRE-PUMP/ROLL UP DOOR REPAIRS	2,163.36
038765	04/15/2020	015045	OSPREY EQUIPMENT REPAIR LTD	4,510.48

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	Invoice 3620		03/23/2020 RDS-UNIT 100 LABOR/SHAFT SEAL	4,510.48
038766	04/15/2020	016040	PREMIER EQUIPMENT LTD	21.80
	Invoice 1007798		04/06/2020 RDS-UNIT 216 EXTENSION SPRING	21.80
038767	04/15/2020	016042	PRINT ONE	524.32
	Invoice 31444		03/31/2020 ADM/FIN-AP CHEQUES PRINTED	524.32
038768	04/15/2020	018004	R NOBLE & SONS INC	205.92
	Invoice 27743		03/18/2020 RDS-UNIT 205 HOUSINGS/BEARINGS	205.92
038769	04/15/2020	019051	SPARLING'S PROPANE	9.74
	Invoice 33677C		12/31/2019 DUPLICATE INVOICE	-1,576.66
	Invoice 00009710269C		12/14/2019 DUPLICATE INVOICE	-1,796.50
	Invoice 00009688768C		12/10/2019 DUPLICATE INVOICE	-1,679.64
	Invoice 218739-88725041		01/24/2020 10 YR GAS CHECK-PAID W/CREDIT	112.94
	Invoice 88725041905279		01/29/2020 ADMIN-PROPANE PD W/CREDIT	671.62
	Invoice 88725041905280		02/10/2020 PROPANE	895.24
	Invoice 88725041905281		02/17/2020 PROPANE	363.97
	Invoice 88725041905282		02/18/2020 PROPANE	1,147.24
	Invoice 88725041905283		03/01/2020 ADMIN/RDS-PROPANE TANK RENTAL	67.74
	Invoice 88725041905284		03/07/2020 ADMIN/RDS-PROPANE	1,021.57
	Invoice 88725041905285		04/02/2020 ADMIN/ROADS-PROPANE	782.22
038770	04/15/2020	019087	SOUTHWAY BINS INC	3,509.78
	Invoice 3047		03/30/2020 WST-40YRD BIN PAINT & UPGRADES	3,509.78
038771	04/15/2020	020005	TECHNICAL STANDARDS & SAFETY AUTHORITY	103.00
	Invoice 6605979		03/24/2020 ARENA-ELEVATOR INSPECTION	103.00
038772	04/15/2020	020026		225.00
	Invoice March 2020		04/01/2020 LIBRARY CLEANING FOR MARCH	225.00
038773	04/15/2020	020042	TRILLIUM FORD LINCOLN LTD	213.74
	Invoice RT03474		02/25/2020 BLDG-FORD INSP/POWRTRAIN CNTRL	213.74
038774	04/15/2020	020044	TRITON ENGINEERING SERVICES LTD	18,239.01
	Invoice 50916		02/29/2020 R-A4152 WHITE ROSE DEC-FEB FEE	960.50
	Invoice 50917		02/29/2020 R-A4153 FLATO WEST FEB DESIGN	2,452.10
	Invoice 50920		02/29/2020 R-A4169 FLATO N JAN-FEB REVIEW	723.20
	Invoice 50921		02/29/2020 R-A4171 FLATO GLENELG FEB DSGN	1,339.05
	Invoice 50918		02/29/2020 R-A4165 WHITEROSE PH3 FEB DSGN	12,063.97
	Invoice 50980		02/29/2020 W4600 DDLK LAG-FEB O&M MANUAL	318.81
	Invoice 50919		02/29/2020 A4168 INDUST RD FEB DESIGN ADV	381.38
038775	04/15/2020	020049	THE WELLINGTON ADVERTISER	996.08
	Invoice 253221		03/19/2020 R-EMPLOYMENT OPPS/LAND SALE	698.55
	Invoice 253549		03/26/2020 RDS/ADM-SALE OF LAND/TENDR REQ	297.53
038776	04/15/2020	098002		783.00
	Invoice April 7, 2020		04/07/2020 FIN-RFND EXCESS AMNT COLLECTED	783.00
038777	04/15/2020	099002		280.00
	Invoice 087038		03/30/2020 ARENA-KEYS CUT/MAIN DOOR LOCK	280.00
038778	04/15/2020	099002	CPA ONTARIO	1,107.40
	Invoice 000214901		04/01/2020 FIN-ANNL MEMBRSHIP ID#83040409	1,107.40

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038779	04/15/2020 Invoice 391	099005	KB CONSTRUCTION 04/01/2020 RDS-HOLS DEPOT REPLC ROOF VENT	99.71
038780	04/15/2020 Invoice 24376	099005	LARRY BYE MOBILE REPAIR 04/07/2020 FIRE-POWR WINDOW/GROUND LIGHTS	1,299.20
038781	04/15/2020 Invoice 0760	099007	SHELBURNE TIRE AND TOWING INC. 04/01/2020 BLDG-TOW FORD FROM BELLEVILLE	689.30
038782	04/15/2020 Invoice 49975- 00	099007	SOMMERS GENERATOR SYSTEMS 01/01/2020 FIRE-2019 GENERATOR ANNL SRVC	1,004.51
038783	04/22/2020 Invoice April 22, 2020	099002	BANK OF MONTREAL 02/04/2020 ACCNT#	807.00
038784	04/29/2020 Invoice 0000152741	001005	A.J. STONE COMPANY LTD 04/24/2020 FIRE-3XL SAFETY OFFICER VEST	114.80
038785	04/29/2020 Invoice CINV0557318	002010	BDO CANADA LLP 04/07/2020 INTERIM BILLING YR END DEC/19	2,994.50
038786	04/29/2020 Invoice 53024952 Invoice 53063785 Invoice 53072787	003076	CORPORATE EXPRESS CANADA INC 03/30/2020 BLDG-BLACK INK 04/03/2020 CLRK/ADMN-PRINTER INK/STAPLES 04/06/2020 ADMIN-PAPER TOWEL/STICKY NOTES	430.62
038787	04/29/2020 Invoice IVC00000000020633 Invoice April 17, 2020	003083	COUNTY OF GREY 04/03/2020 RDS-CIVIC ADRESSNG-PROP BLADES 04/17/2020 DC-MARCH 2020 DEVELOPMENT FEES	132,675.22
038788	04/29/2020 Invoice 801961	003088	CRITERION PICTURES 03/25/2020 R-LIB-PUBLIC VIDEO LICENSE	666.70
038789	04/29/2020 Invoice 20-4516 Invoice 20-4517 Invoice 20-4518 Invoice 20-4519 Invoice 20-4520 Invoice 20-4521 Invoice 20-4522	003092	CADUCEON ENTERPRISES INC. 04/24/2020 DDLK DWS WATER TESTING 04/24/2020 DDLK DWS WATER TESTING 04/24/2020 DDLK DWS WATER TESTING 04/24/2020 DDLK DWS WATER TESTING 04/24/2020 DDLK DWS WATER TESTING 04/24/2020 DDLK DWS WATER TESTING 04/24/2020 DDLK SEWAGE TESTING	1,212.51
038790	04/29/2020 Invoice ET-109976	005015	EHITEL NETWORKS INC 04/15/2020 ADMIN- OFFICE INTERNET	146.89
038791	04/29/2020 Invoice 6539	005035	ESKER-LEE FARMS INC. 03/05/2020 RD-DDLK SNOW RMVL TRIAXL/LOADR	4,520.00
038792	04/29/2020 Invoice 0000160067	005037	EVANS UTILITY & MUNICIPAL PROD 03/27/2020 WTR MTR-5/8"R9001 REG-PRORATED	1,033.22
038793	04/29/2020 Invoice 245108	005039	EXCEL BUSINESS SYSTEMS 04/14/2020 ADMN/FIRE/LIB-MAY COPIER LEASE	253.12
038794	04/29/2020 Invoice 123782	005042	ESOLUTIONS GROUP LIMITED 04/02/2020 CLRKS-WEBPAGE ERROR ASSISTANCE	141.25
038795	04/29/2020	006014	FIVE STAR CLEANING AND MAINTENANCE	985.93

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

04/01/2020 thru 04/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 14819		03/31/2020 RDS-HOLS/DDLK DEPOT MARCH CLNS	279.68
	Invoice 14823		03/31/2020 REC-SWINTON PRK MARCH 3 CLEANS	186.45
	Invoice 14818		03/31/2020 ADMIN-MARCH 4 OFFICE CLEANS	519.80
038796	04/29/2020	007017	GFL ENVIRONMENTAL INC.125	165.25
	Invoice LQ00290969		03/31/2020 WST-OIL RECYCLING	165.25
038797	04/29/2020	008003	H2FLOW EQUIPMENT INC.	913.07
	Invoice 17255		04/09/2020 WTR-SENSOR REPAIR/CALIBRATION	913.07
038798	04/29/2020	008014	HARTMAN COMMUNICATIONS	3,317.62
	Invoice 41821		04/08/2020 FIRE-INST MOBILE REPEATR SYSTM	3,317.62
038799	04/29/2020	008025	HIGGS & HIGGS INC	26,406.97
	Invoice 20-3250-1		04/06/2020 RDS-SURVEY RESULTS/MVING CHRGS	26,406.97
038800	04/29/2020	008027	HIGHLAND SUPPLY	1,558.27
	Invoice 284028		03/17/2020 RDS-BLOWER/BRUSHCUTTER/BATTERY	1,412.30
	Invoice 283964		03/12/2020 RDS-CUTOFF WHEELS	48.14
	Invoice 283832		03/06/2020 RDS-TOP LINK/LINCH PINS	29.97
	Invoice 283904		03/10/2020 RDS-CAPACITORS	56.71
	Invoice 283778		03/04/2020 RDS-BOLTS/NUTS/WASHERS	11.15
038801	04/29/2020	008037	HORT MANUFACTURING (1986) LTD.	124.28
	Invoice 004D2455		04/01/2020 RDS-UNIT 114 PARTS AND LABOUR	124.28
038802	04/29/2020	008041	HWY 4 TRUCK SERVICE LTD.	16,568.26
	Invoice 94724		04/03/2020 WST-218 COMPL SRVC & INSTALLS	908.21
	Invoice 94763		04/16/2020 RDS-UNIT 216 SYNDFLEX HOSE	120.56
	Invoice 94861		04/14/2020 RDS-212 RPR-EGR COOLR/VALV/FAN	15,629.53
	Invoice 94916		04/23/2020 RDS-GREASE FITTING HINGE	-90.04
038803	04/29/2020	009010	INFINITY NETWORK SOLUTIONS	1,265.29
	Invoice 28316		04/20/2020 VPN ACCESS FOR ADMIN STAFF	1,252.04
	Invoice 28346		04/09/2020 FIRE-SET UP DEPUTY CHIEF EMAIL	13.25
038804	04/29/2020	009013	INNOVATIVE SURFACE SOLUTIONS CANADA	1,590.05
	Invoice INV53030		03/30/2020 RDS-PROPATCH	1,590.05
038805	04/29/2020	013011	MAPLE LANE FARM SERVICE INC.	1,389.90
	Invoice I184587		03/03/2020 RDS-UNIT 105 TIRE CHAINS	1,389.90
038806	04/29/2020	013035	MCDONALD HOME HARDWARE	1,069.96
	Invoice 86632		02/27/2020 ARENA-SNAP SAFETY SPRING	33.46
	Invoice 86981		03/13/2020 FIRE-WASHRS/COPR FITTING BRUSH	11.05
	Invoice 88069		04/18/2020 FIRE-GOLD CLASS/AUTO NEXT WAX	65.52
	Invoice 88039		04/17/2020 WASTE-TOILET PPR/PURELL/FBREEZ	36.68
	Invoice 87277		03/23/2020 ARENA-CLEANER/CAUTION TAPE	45.17
	Invoice 87742		04/06/2020 CEM-PLYWOOD	146.84
	Invoice 87977		04/15/2020 RDS-PAINT BRUSH/ROLLER	44.02
	Invoice 87806		04/08/2020 CEM-PLYWOOD	146.84
	Invoice 87751		04/06/2020 RDS-16 KEYS/SAFETY SPRING	65.63
	Invoice 87767		04/07/2020 RDS-ROLLERS/BRUSH/PAINT/DRANO	140.67
	Invoice 87836		04/09/2020 REC-F MAC MASKING TAPE X4	21.20
	Invoice 87820		04/08/2020 AREN-MSKNG TAPE/BRUSHES/ROLLER	66.59
	Invoice 87837		04/09/2020 REC-F MAC PAINT BRUSH	13.55
	Invoice 87875		04/11/2020 WST-GLOVES	11.27
	Invoice 87929		04/14/2020 RDS-PAINT TRIM ROLLER	4.49

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

04/01/2020 thru 04/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
Invoice 88153	04/21/2020		RDS-ABS ADAPTDER/P ADJ TRAP	9.81
Invoice 88148	04/21/2020		RDS-CEMENT/COUPLING	8.34
Invoice 88106	04/20/2020		RDS-PAINT TRAY/BATTERIES	31.03
Invoice 88138	04/21/2020		ARENA-PAINT ROLLER/BRUSH/TRAY	31.12
Invoice 88173	04/22/2020		ARENA-PAINTERS TAPE	10.10
Invoice 88213	04/23/2020		REC-F MAC PAINT	44.04
Invoice 88310	04/25/2020		REC/FMAC-PAINT/BRUSH/ROLLER	74.64
Invoice 87770	04/07/2020		RDS-PREMIUM CNSTR ADHSV PNT	7.90
038807	04/29/2020	013074	MOON-MATZ LTD.	550.88
Invoice 17564	04/20/2020		R-FLATO W BL75 PLAN REVIEW	550.88
038808	04/29/2020	013097	MCDUGALL ENERGY INC.	15,295.39
Invoice 4517079	04/23/2020		HOLST DEPOT REGULAR GAS	209.46
Invoice 4496279	04/06/2020		HOLST DEPOT REG GAS	275.58
Invoice 4515913	04/22/2020		DDLK DEPOT DYED DIESEL	293.22
Invoice 4499004	04/08/2020		MUNCIPAL OFFICE REG GAS	652.74
Invoice 4499003	04/08/2020		MUNCIPAL OFFICE CLEAR	1,759.62
Invoice 4517118	04/23/2020		MUNCIPAL OFFICE DYED	259.76
Invoice 4499002	04/08/2020		MUNCIPAL OFFICE DYED	2,033.51
Invoice 4517080	04/23/2020		HOLSTEIN DEPOT DYED	652.85
Invoice 4410913	02/11/2020		HOLSTEIN DEPOT DYED	1,249.12
Invoice 4509478	04/16/2020		HOLSTEIN DEPOT DYED	1,639.58
Invoice 4484885	03/26/2020		HOLSTEIN DEPOT DYED	939.87
Invoice 4509479	04/16/2020		HOLSTEIN DEPOT CLEAR	264.75
Invoice 4496278	04/06/2020		HOLSTEIN DEPOT CLEAR	823.42
Invoice 4410914	02/11/2020		HOLSTEIN DEPOT CLEAR	716.70
Invoice 4489052	04/01/2020		EGREMONT TRANSFER STN DYED	847.59
Invoice 4489055	04/01/2020		EGREMONT TRANSFER STN DYED	360.33
Invoice 4517119	04/23/2020		MUNCIPAL OFFICE CLEAR	286.60
Invoice 4504366	04/14/2020		MUNCIPAL OFFICE CLEAR	1,532.22
Invoice 4504364	04/14/2020		MUNCIPAL OFFICE DYED	498.47
038809	04/29/2020	014016	NORTH WELLINGTON CO-OPERATIVE	307.22
Invoice 677484	04/16/2020		RDS-WIRE MERCH O&A 12G 10LB	40.66
Invoice 678017	04/21/2020		RDS-SANITIZER FOR EQUIPMENT	153.63
Invoice 677849	04/20/2020		RDS-SPRAY JUGS/DISINFECTANT	112.93
038810	04/29/2020	015049	OWEN SOUND POLICE SERVICE	4,510.32
Invoice 4406-20	04/02/2020		FIRE-APR1-JUN30 2020 ANNL RATE	4,510.32
038811	04/29/2020	016036	POSTMEDIA NETWORK INC.	1,605.39
Invoice 334484	03/31/2020		JOB POSTS/TAX SALE/TENDER REQ	1,605.39
038812	04/29/2020	016040	PREMIER EQUIPMENT LTD	491.14
Invoice 1000774	03/20/2020		RDS-UNIT 101 PAINT	243.85
Invoice 1000791	03/20/2020		RDS-CHAINSW PRTS-LINE BAR/67DL	117.42
Invoice 995851	03/04/2020		RDS-UNIT 105 ROLLER BEARING	129.87
038813	04/29/2020	016044	PUROLATOR INC	108.14
Invoice 443963573	02/28/2020		WTR- CELL SHIP TO BELL	46.26
Invoice 444083813	03/13/2020		WTR WELL 4- SHIP TO TROJAN UV	61.88
038814	04/29/2020	018032	ROBERT'S FARM EQUIPMENT	259.21
Invoice P25690	04/08/2020		RDS-UNIT 117 PREM 19L OIL	97.89
Invoice P25938	04/15/2020		RDS-#117 ELECTRICAL BLADE PLUG	20.63
Invoice S24491	04/16/2020		RDS-CUT OFF SAW SERVICE	61.61
Invoice P26144	04/20/2020		RDS-117 BLADE ELECTRICAL PLUG	79.08

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

04/01/2020 thru 04/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038815	04/29/2020	019013	SAUGREEN VALLEY CONSERVATION AU	1,500.00
	Invoice 14785		03/31/2020 PLAN-JAN-MAR 2020 REVIEW FEES	1,500.00
038816	04/29/2020	019051	SPARLING'S PROPANE	384.73
	Invoice 88725040904484		04/06/2020 REC-SWINTON PARK PROPANE	384.73
038817	04/29/2020	020044	TRITON ENGINEERING SERVICES LTD	15,172.27
	Invoice 51044		03/31/2020 VWV-W4609 EA MARCH ADVISORY	779.70
	Invoice 51043		03/31/2020 T4611 DDLK WELL 5 FEB/MAR PREP	4,027.75
	Invoice 51009		03/31/2020 R-A4171 FLATO GLENELG MAR FEES	2,169.60
	Invoice 51008		03/31/2020 R-A4169 FLATO N MARCH REVIEW	858.80
	Invoice 51006		03/31/2020 R-A4167 FLATO DEVELOPMNT PH7/8	587.60
	Invoice 51005		03/31/2020 R-A4165 WHITE ROSE PH3 DESIGN	4,293.89
	Invoice 51004		03/31/2020 R-A4153 FLATO W MARCH SERVICES	2,454.93
038818	04/29/2020	023008	WASTE MANAGEMENT	4,977.26
	Invoice 0003269-0677-3		03/31/2020 RECYCLING	4,977.26
038819	04/29/2020	023039	WORK EQUIPMENT	531.46
	Invoice 049184		04/03/2020 RDS-#113 WIPER ARM/TIP/GASKET	531.46
038820	04/29/2020	025002	YOUNG'S BUILDING MATERIALS INC.	250.31
	Invoice 669578		04/15/2020 RDS-3.7L PAINT X2	110.72
	Invoice 670429		04/21/2020 RDS-SANITIZER FOR EQUIPMENT	67.62
	Invoice 670422		04/21/2020 RDS-SANITIZER FOR EQUIPMENT	71.97
038821	04/29/2020	098002	HENSALL CO-OP	2,907.00
	Invoice April 21, 2020		04/21/2020 PAID 1ST INSTALLMENT TWICE	2,907.00
038822	04/29/2020	098002		1,980.00
	Invoice 04/14/2020		04/14/2020 OVERPAYMENT ON TAXES	1,980.00
038823	04/29/2020	098002		565.92
	Invoice April 14, 2020		04/14/2020 PD EXCESS TAXES #110-001-37606	565.92
038824	04/29/2020	098002		725.85
	Invoice April 27, 2020		04/27/2020 REF-PD 1ST INSTALLMENT TWICE	725.85
038825	04/29/2020	099002	CPA ONTARIO	1,107.40
	Invoice 000208108		04/01/2020 FIN-ANNUAL MEMBRSHIP DUES-	1,107.40
038826	04/29/2020	099003	FRANK COWAN COMPANY	368.00
	Invoice P1910774-01019		01/30/2020 RDS-3RD PRY ACCDNT BNFT DEDCT	368.00
038827	04/29/2020	099005	KB CONSTRUCTION	140.49
	Invoice 396		04/21/2020 RDS-SHED DOOR REPAIR	140.49
038828	04/29/2020	099006	NEW WEST GYPSUM RECYCLING ONT INC	753.03
	Invoice 221733		03/19/2020 WASTE-DRYWALL RECYCLING SRVC	753.03
038829	04/29/2020	099007	PRINCIPLES INTEGRITY	1,130.00
	Invoice SG20-001		04/04/2020 CLRKS-2020 COMMISIONER RETAINR	1,130.00
038830	04/29/2020	099007	ROTORK CONTROLS CANADA LTD	5,489.54
	Invoice PINV00022589		02/14/2020 LAGOON-8" VALVE/DROP TAIL GATE	5,489.54
038831	04/29/2020	099007	SANI GEAR INC	529.86

Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

04/01/2020 thru 04/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
Invoice 4390	04/16/2020		FIRE-SUIT CLEAN/REPAIRS/TESTNG	529.86

Cheque Register Total - 929,742.78

Southgate Ruth Hargrave Memorial Library Board
Minutes of Library Board

April 16, 2020
6:00 PM
Electronic Participation

Members Present: Marisol DaSilva
Charles Fernandes
Connie Hiscock
Muriel Scott
Councillor Martin Shipston
Councillor Barbara Dobreen

Members Absent: Casey Kramer

Staff Present: Lacy Russell, Librarian C.E.O

1. Electronic Access Information

If you wish to participate in the Library Board meeting electronically please wait until the start time of the meeting, then dial in with your phone using the following information:

Phone Number: **1 (647) 497- 9391**

Access Code: **451-454-381 #**

If the electronic system fails at 6:00 PM, and a connection or quorum of the Board cannot be obtained within the first 15 minutes of the meeting, the meeting will automatically adjourn, and be rescheduled.

2. Call to Order (6:00 PM)

The Chair called the meeting to order at 6:00 p.m.

3. Approval of the Agenda (6:00 - 6:02 PM)

Moved By Martin Shipston

Seconded By Connie Hiscock

Be it resolved that the Board confirm the agenda as presented.

Carried

4. Declaration of Pecuniary Interest (6:02 - 6:03 PM)

None declared.

5. Adoption of Minutes (6:03 - 6:05 PM)

5.1 Minutes from the February 20, 2020 Library Board Meeting

Moved By Charles Fernandes

Seconded By Muriel Scott

Be it resolved that the Board approve the minutes from the February 20, 2020 Library Board meeting as presented.

Carried

6. Business Arising from the Minutes (6:05 - 6:35 PM)

6.1 Policies and By-laws

6.1.1 Board Meetings and Procedures By-law re. virtual meetings

Moved By Muriel Scott

Seconded By Connie Hiscock

Be it resolved that the Board amend the Meetings and Procedures Bylaw to allow or electronic meeting participation in the event of a Federal, Provincial, Upper and/or Lower Tier Emergency Declaration

Carried

6.2 Closure Update

The Librarian CEO updated the Board about the current Covid-19 mandatory closures and possibilities to accommodate social distancing and hand sanitization when the Emergency Declaration is lifted.

6.3 Hiring Committee re. staff leave

Moved By Charles Fernandes

Seconded By Muriel Scott

Be it resolved that the Board appoint Marisol Da Silva, Martin Shipston and the Librarian CEO to work with Township Staff to fill a temporary one-year contract for the position of Librarian CEO.

Carried

7. New Business (6:35 - 6:55 PM)

8. Finance Report (7:05 - 7:15 PM)

The financial summary for the period ended March 31, 2020 was reviewed.

9. C.E.O Report (7:20 - 7:35 PM)

The CEO report for March/April 2020 was reviewed. Members asked questions and staff answered.

10. Correspondence (6:55 - 7:00 PM)

11. News from Council (7:15 - 7:20 PM)

Council is now holding virtual meetings as permitted under the Municipal Act for Emergency Declarations. Township is keeping residents informed through social media and the website. The Mayor and CAO are working as part of the Emergency Management Committee with regular updates. The Rural Economic Development

grant has been accepted and will provide funds for downtown revitalization.

12. Extra Time Allotment (7:35 - 7:50 PM)

13. Date of Next Meeting

Library Board meeting –May 21, 2020 6:00 p.m.

14. Adjournment

Moved By Barbara Dobreen

Seconded By Connie Hiscock

Be it resolved that Board adjourn the meeting at 7:59 p.m

Carried

Chair Marisol DaSilva

Lacy Russell, Librarian CEO



Media Release

May 15, 2020

Expanded Community Testing for COVID-19

In alignment with the expanded Provincial criteria for testing, the Grey Bruce Health Unit is enlarging the eligibility for COVID-19 testing. Testing is available for anyone exhibiting any new or worsening respiratory symptoms, regardless of the risk factors that were previously part of the testing criteria. Symptoms for COVID-19 are similar to the flu and other common respiratory infections and can range from mild to more severe.

- Fever
- Cough
- Difficulty breathing
- Muscle aches
- Fatigue (feeling tired)
- Headache
- Sore Throat
- Runny Nose
- Hoarse voice
- Difficulty swallowing
- Loss of sense of smell or taste
- Diarrhea
- Nausea or vomiting

These non-specific symptoms may also indicate other clinical circumstances, and individuals who are experiencing new and worsening symptoms should be assessed for COVID-19 testing.

On-site assessment will be continue, as required, for residents and staff of long-term care, assisted living and retirement homes.

As approved by First Nations chiefs and in collaboration with their staff, on reserve healthcare facilities will provide assessment to anyone living on First Nations reserves with any new or worsening respiratory symptoms.

Assessment will be provided to those with any new or worsening respiratory symptoms living in communal settings such as women's shelters, group homes and residential facilities.

For the general public exhibiting new or worsening respiratory symptoms, assessment is available at any of the assessment centres in Grey Bruce:

[Grey Bruce Health Services](#) – Owen Sound Regional Hospital

Location: Portable facility just outside the entrance to the Owen Sound Hospital

Emergency Department

Hours of Operation: 12:00 PM – 4:00 PM, 7 days per week

A healthier future for all.

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

519-376-9420

1-800-263-3456

Fax 519-376-0605

[South Bruce Grey Health Centre](#) – Kincardine Hospital

Location: Portable facility located between hospital and medical clinic Opening Date:

Hours of Operation: 12:00 PM – 4:00 PM, Monday - Friday

[Hanover & District Hospital](#)

Location: Assessment Clinic entrance next to the ER entrance (follow signage)

Hours of Operation: 12:30 PM – 4:30 PM, daily

At-home assessment for COVID-19 is available for those that meet criteria but are unable to get to their local assessment centre. Clients wanting this service must call the Grey Bruce Health Unit at 1-800-263-3456 extension 3000 (Monday to Friday - 8:30 a.m. to 4:30 p.m.) to undergo screening to ensure eligibility. Once eligibility is determined, a visit will be scheduled to the home to complete the testing.

Some primary care providers also conducting assessment; individuals should contact their primary health care provider to inquire if they require testing and where to access a test.

For More Information:

Dr. Ian Arra

Medical Officer of Health and Chief Executive Officer

To arrange to speak with Dr. Arra, please contact Drew Ferguson at:

519-376-9420 or 1-800-263-3456 ext. 1269

d.ferguson@publichealthgreybruce.on.ca

**REPORT TO: SAUGEEN MOBILITY & REGIONAL TRANSIT BOARD OF DIRECTORS
MEMBER CAOS, CLERKS AND COUNCILS**

FROM: ROGER COOK, MANAGER

DATE: APRIL 16, 2020

REPORT: RAC2020-22

SUBJECT: 2020 FIRST QUARTER OPERATIONAL REPORT

REPORT:

Attached please find 2020 vs 2019 ridership statistics and actual versus budget financial statistics to March 31, 2020.

After SMART having its busiest January ever and nearly its busiest ever February, ridership fell off the cliff as the Covid-19 outbreak and subsequent restrictions devastated ridership.

Overall 2020 ridership to March 31 is down 10.7% to 6419 rides from 7189 in 2019. User fees have totaled \$83,255.75, down 7.1% from \$89,640.15 in the first quarter of 2019. Average revenue per ride has been \$12.97, up 4.00% from \$12.47 a year ago.

Individual rides have totaled 5676 including 619 attendant rides. This is down 9.6% from 6280 individual rides in 2019. Group excursion rides have totaled 743, down 17.9% from 905 a year ago.

Financially, SMART is managing. As of this writing, all partners have paid their interim contributions. The MTO baseline local revenue requirement is not an issue since municipal contributions will exceed the baseline in 2020.

MTO Gas Tax funding of \$710,540 for 2020 has NOT been received. This is costly as SMART is incurring borrowing costs associated with the as yet unfunded final 2019 operating deficit. MTO funding has historically been received in late March and early April.

Expenses to March 31 have totaled \$378,841.42, down 12.62% compared to 2019 expenses of \$433,548.84. The gross operating deficit was \$295,594.67 compared to \$344,048.69 a year ago. Insurance costs have not been amortized on this report, so there will be a further expense of about \$20,000 for the first quarter. The cost of the health benefit plan is higher due to adjustments and higher premiums. As well, SMART is currently maintaining coverage for laid off staff.

SMART currently has no new vehicles on order however SMART's projects under ICIP funding have been approved.

RECOMMENDATION:

I recommend this report be approved and sent to member councils.

Respectfully submitted,



Roger Cook
Manager

RIDERSHIP STATISTICS SUMMARY - 2020 to March 31

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	CHANGE
Arran-Elderslie	234 128	195 115	127 138										556 381	45.93%
Brockton	320 215	337 231	235 344										892 790	12.91%
Chatsworth	157 113	184 110	111 160										452 383	18.02%
Hanover	640 659	499 572	308 691										1447 1922	-24.71%
Huron-Kinloss	189 125	167 121	81 237										437 483	-9.52%
Kincardine	265 225	192 263	122 263										579 751	-22.90%
Saugeen Shores	453 474	480 463	294 577										1227 1514	-18.96%
Southgate	120 20	88 63	70 58										278 141	97.16%
West Grey	218 206	190 208	141 346										549 760	-27.76%
SUB-TOTALS	2596 2165	2332 2146	1489 2814	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	6417 7125	-9.94%
OTHER	0 0	2 0	0 0										2 0	
HCSS - out of area	0 20	0 20	0 24										0 64	
Grey-Bruce STS	0 0	0 0	0 0										0 0	
TOTALS	2596 2185	2334 2166	1489 2838	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	0 0	6419 7189	-10.71%

SAUGEEN MOBILITY

and REGIONAL TRANSIT

2020 OPERATIONAL BUDGET vs ACTUAL as at March 31, 2020

	2019 at Mar 31	2020 at Mar 31	2019 vs 2018	BUDGET 2020	ACTUAL vs BUDGET 25%
Individual Rides	6280	5676	90.38%	24000	23.65%
Group Rides	905	743	82.10%	7450	9.97%
REVENUE					
Municipal funding					
Arran-Elderslie	\$ 24,000.00	\$ 30,000.00	125.00%	\$ 51,155.61	58.64%
Brockton	\$ 40,000.00	\$ 55,000.00	137.50%	\$ 98,535.79	55.82%
Chatsworth	\$ 20,000.00	\$ 30,000.00	150.00%	\$ 50,221.57	59.74%
Hanover	\$ 70,000.00	\$ 80,000.00	114.29%	\$ 150,546.05	53.14%
Huron-Kinloss	\$ 23,000.00	\$ 30,000.00	130.43%	\$ 54,836.86	54.71%
Kincardine	\$ -	\$ 55,000.00		\$ 98,364.90	55.91%
Saugeen Shores	\$ 65,000.00	\$ 70,000.00	107.69%	\$ 131,833.61	53.10%
Southgate	\$ 15,000.00	\$ 20,000.00	133.33%	\$ 32,838.79	60.90%
West Grey	\$ 38,188.73	\$ 45,000.00	117.84%	\$ 81,666.82	55.10%
Sub-total	\$ 295,188.73	\$ 415,000.00	140.59%	\$ 750,000.00	55.33%
Municipal contracts					
User fees - Individuals	\$ 86,202.15	\$ 79,376.75	92.08%	\$ 342,500.00	23.18%
User fees - Group Excursions	\$ 3,298.00	\$ 3,870.00	117.34%	\$ 37,500.00	10.32%
User fees - School Transportation	\$ -	\$ -		\$ -	
Donations	\$ 1,968.80	\$ 1,325.00	67.30%	\$ 4,000.00	33.13%
Other	\$ 392.94	\$ 273.18	69.52%	\$ 2,000.00	13.66%
NET LOCAL REVENUE	\$ 387,050.62	\$ 499,844.93	129.14%	\$ 1,136,000.00	44.00%
MTO BASELINE 'EXPENDITURE'	\$ 496,004.00	\$ 505,924.00	102.00%	\$ 505,924.00	
EXPENSES - net of HST					
Audit - not an eligible MTO expense	\$ -	\$ -		\$ 19,000.00	
Advertising & Website	\$ 2,349.41	\$ 51.32	2.18%	\$ 4,000.00	1.28%
Bad debts & Collection	\$ 314.65	\$ 88.40	28.09%	\$ 4,000.00	2.21%
Bank charges	\$ 530.10	\$ 457.74	86.35%	\$ 2,000.00	22.89%
Credit/Debit Card charges	\$ 501.12	\$ 531.14	105.99%	\$ 2,000.00	26.56%
Interest	\$ 1,154.29	\$ 151.72	-13.14%	\$ 2,000.00	-7.59%
Insurance - liability & property	\$ 1,630.17	\$ -		\$ 6,000.00	
Legal	\$ -	\$ -		\$ 3,000.00	
Membership fees	\$ 2,522.63	\$ -		\$ 2,500.00	
Driver Training, Apparel, Misc	\$ 914.28	\$ 624.21	68.27%	\$ 7,000.00	8.92%
MTO Liason	\$ -	\$ -		\$ 8,000.00	
Office Supplies & Postage	\$ 4,361.14	\$ 3,034.04	69.57%	\$ 16,500.00	18.39%
Computer System	\$ 3,374.39	\$ 2,860.89	84.78%	\$ 30,000.00	9.54%
Office Rent	\$ 1,563.87	\$ 3,482.70	222.70%	\$ 15,000.00	23.22%
Telephones	\$ 8,161.10	\$ 6,823.16	83.61%	\$ 30,000.00	22.74%
Travel, Meals, Parking, etc	\$ 603.80	\$ 693.22	114.81%	\$ 3,000.00	23.11%
Vehicles					
Fuel - cost less federal rebate	\$ 39,685.30	\$ 45,092.71	113.63%	\$ 168,000.00	26.84%
Insurance	\$ 13,228.74	\$ -		\$ 53,000.00	
Licenses	\$ -	\$ -		\$ 6,000.00	
Maintenance	\$ 30,688.41	\$ 26,405.68	86.04%	\$ 106,000.00	24.91%
Wages & Benefits					
Group Benefit Plan	\$ 8,677.13	\$ 15,259.60	175.86%	\$ 48,000.00	31.79%
Drivers	\$ 217,659.54	\$ 189,267.27	86.96%	\$ 825,000.00	22.94%
Office	\$ 61,823.66	\$ 57,723.28	93.37%	\$ 250,000.00	23.09%
Statutory Benefits & EHT	\$ 33,805.11	\$ 26,597.78	78.68%	\$ 126,000.00	21.11%
NET EXPENSES	\$ 433,548.84	\$ 378,841.42	87.38%	\$ 1,736,000.00	21.82%
NET OPERATING SURPLUS (DEFICIT)	-\$ 46,498.22	\$ 121,003.51		-\$ 600,000.00	
Provincial Gas Tax Funding - operating	\$ -	\$ -		\$ 600,000.00	
NET SURPLUS (DEFICIT)	-\$ 46,498	\$ 121,004		\$ -	

2020 Amortization of Capital Assets will be approximately \$200,000



RECEIVED MAY 21 2020

May 8, 2020

Corporation of the Township of Southgate
185667 Grey Rd 9
Dundalk, ON N0C 1B0

Attention: Dave Milliner

Dear Mr. Milliner,

We recently received the generous donations of personal protective equipment (PPE) to Louise Marshall Hospital (LMH), facilitated by the Township of Southgate in partnership with Flato Developments. We would like to extend a warm thank you for this kind gift. As you know, given the current COVID-19 pandemic, there is a significantly increased need for PPE, both to protect our patients and to keep our staff safe while working under extraordinarily challenging conditions.

The outpouring of support from our community has been nothing short of inspiring, and knowing that they are appreciated goes a long way towards bolstering the spirits of our staff at LMH, while they work tirelessly to meet the day-to-day challenges of dealing with the COVID-19 pandemic.

On behalf of our team at Louise Marshall Hospital, we would like to extend a heartfelt thank you to you, both for your thoughtful gift and for your continued support in these uncertain times.

We wish you all the best.

Warm regards,

A handwritten signature in black ink that reads "Amy Van Huss".

Amy Van Huss
Development Officer,
Mount Forest Louise Marshall Hospital Foundation
avanhuss@nwhealthcare.ca
519-323-3333 x.750

Ontario Helps People Impacted by COVID-19 Get Back to Work*New Programs Focus on Hospitality Workers and Apprentices*

May 22, 2020 1:00 P.M.

TORONTO — As the economy gradually reopens, the Ontario government is helping people affected by COVID-19 get back to work. The province is investing in Ontario's first Virtual Action Centre, an online counselling and training portal, to support laid off and unemployed hospitality workers, and is helping apprentices by providing grants to purchase tools, protective equipment and clothing for their trade, along with forgiving previous loans to purchase tools.

The announcement was made today by Premier Doug Ford, Christine Elliott, Deputy Premier and Minister of Health, and Monte McNaughton, Minister of Labour, Training and Skills Development.

"The impact of COVID-19 has been devastating for many business owners, workers, and families, and that's why we are doing everything we can to help people through this difficult period," said Premier Ford. "Hospitality workers and our skilled tradespeople have been among those hardest hit by this pandemic. These new programs will ensure they're ready to get back on the job and play an important role in our economic recovery."

The government is providing an Ontario Tools Grant of \$2.5 million in 2020-21 and \$7.5 million in 2021-22 and ongoing. This will help new eligible apprentices purchase the equipment they need to start their careers. The funding amounts will be distributed as follows:

- \$1,000 for those in motive power sector trades;
- \$600 for those in construction and industrial sector trades;
- \$400 for those in service sector trades.

To be eligible for the new grant, apprentices must have:

- completed level 1 training on or after April 1, 2020;
- an active registered training agreement; and
- been registered as an apprentice for at least 12 months.

The government is also forgiving more than \$10 million in outstanding loans owed by apprentices for tool purchases made at the beginning of their careers. The Loans for Tools Program allowed thousands of new apprentices to buy tools, equipment, clothing, manuals and code books required for their trade. About 19,000 apprentices who participated in the program owed, on average, \$495.

"If we are going to rebuild our economy, we must reach out and help the workers and businesses that are suffering as a result of COVID-19," said Minister McNaughton. "The programs that we are announcing today will leave more money in the pockets of our apprentices and support those hospitality workers who have been laid-off by providing access to the training and services they need to recover and rejoin the workforce."

The government is also investing nearly \$2 million to open a Virtual Action Centre in partnership with UNITE HERE Local 75. This virtual job training resource will provide up to 7,000 unemployed workers in the hospitality sector with access to a wide range of services and supports online and over the phone, including:

- Stress management and mental health resources through video conferencing;
- Immediate health and safety online training for workers who return to work at designated quarantined sites;
- Technical skills online training;
- Online training to upgrade English language and digital skills;
- Peer group facilitation and employment preparation through videoconferencing.

UNITE HERE will operate the Virtual Action Centre. UNITE HERE is a union that represents workers in hotels, restaurants, racetracks and casinos, laundry and food service companies, airport concessions and apparel, textile and general manufacturing and distribution centers.

"Ontario's hotel and hospitality sectors create thousands of jobs across the province," said Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries. "This new virtual platform will make sure that those workers are supported as we gradually reopen the province and prepare our \$35 billion tourism sector to welcome visitors back."

"We are very grateful for the generous support of the Ontario government," said Guled Warsame, President of UNITE HERE Local 75. "This support will provide services and skills training to our members who are laid-off due to COVID-19. We know that people are at the heart of the hospitality industry. We are very grateful and proud to work with the provincial government to ensure that people are provided with support and the opportunity to upgrade their skills and get back to work as soon as possible."

LEARN MORE

- [Online Trades Hub](#)
- [Employment Ontario](#)
- [Skilled trades and apprenticeship system changes](#)
- [Job Bank](#)
- [Sector specific business guidelines](#)

Ivana Yelich Premier's Office
Ivana.Yelich@ontario.ca
Bradley Metlin Minister McNaughton's Office
Bradley.Metlin@ontario.ca
Janet Deline Communications Branch
MLTSDmedialine@ontario.ca
416 326-7405

[Available Online](#)
[Disponible en Français](#)



Grand River Conservation Authority

Summary of the General Membership Meeting – May 22 2020

This meeting was held virtually and streamed live for the public on

[GRCA's Board Webcast Page](#)

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- GM-05-20-37 - Financial Summary – February
- GM-04-20-21 - Financial Summary – March
- GM-05-20-35 - Financial Summary – April
- GM-05-20-34 - Provincial Offences Act Officer Appointment
- GM-05-20-33 - Conestogo Dam Concrete Rehabilitation Phase 2 Contract Budget Increase
- GM-05-20-C02 - Property Agreement- City of Cambridge (Confidential Agenda)

Information Items

The Board received the following reports as information:

- GM-05-20-32 - Cash and Investment Status
- GM-05-20-36 - Current Watershed Conditions

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board

Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- SPA-05-20-01 - Submission of the Revised Updated Grand River Source Protection Plan
- SPA-05-20-02 - Submission of the 2019 Grand River Annual Progress Report and Supplemental Form
- SPA-05-20-03 - Source Protection Committee Representative Appointments
- SPA-05-20-04 - Source Protection Committee Amended Rules of Procedure

Correspondence

The Source Protection Authority Board received the following correspondence:

- Lake Erie Source Protection Region – Annual Reporting
- Lake Erie Source Protection Region – Submission of Revised Grand River Assessment Report and Source Protection Plan

For full information, please refer to the [May 22 Agenda Package](#). The Source Protection Agenda is also available on our calendar. Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following the next meeting of the General Membership scheduled on June 24, 2020.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.

Elisha Hewgill

Subject: FW: GRCA Resource Planning Program - COVID-19 update
Attachments: GRCA Planning-Permit Program - COVID-19 Service Update May 2020.pdf

From: Nancy Davy <ndavy@grandriver.ca>
Sent: May 25, 2020 6:04 PM
Subject: GRCA Resource Planning Program - COVID-19 update

Municipal Planning and Building department staff,

Good afternoon. We would like to provide you with an update on the impact of the COVID-19 pandemic on the Grand River Conservation Authority (GRCA) Resource Planning program.

The GRCA has been taking a phased approach in its response to COVID-19 and details are included in the attached summary. This approach includes a focus on critical services and a reduction in operations and scaling back our workforce. Some planning and natural heritage staff are affected by a temporary reduction in staffing that came into effect on May 11, 2020. We plan to continue to provide coverage for the majority of our resource planning services, with a focus on most Planning Act applications and GRCA permits at this time. Please note there may be some delays in responses to inquiries and we appreciate your patience.

Resource planning staff and technical staff in engineering and natural heritage are working remotely and appreciate the electronic circulation of applications where these services are available through the municipal circulation process. For members of the public, the GRCA website [COVID-19 FAQs](#) includes general information on planning and permits (please go to the section on Programs and Services - Planning and Permits). There are a number of resources available on the GRCA website for watershed residents to access such as the GRCA regulation mapping and policy resources. Please feel free to share the links to these resources (in the attachment) with your residents.

We request that you share this email and the attached notice with staff in your municipality that are responsible for municipal planning matters and building approvals.

If you have any questions related to the GRCA Resource Planning program or permits, please contact Fred Natolochny fnatolochny@grandriver.ca ext. 2229, Melissa Larion mlarion@grandriver.ca ext. 2247 or myself ndavy@grandriver.ca (519) 621-2763 ext. 2235.

Best regards, stay safe.

Nancy

Nancy Davy | Director of Resource Management
Grand River Conservation Authority
PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6
Tel: 519-621-2763 x 2235 | ndavy@grandriver.ca | www.grandriver.ca



May 2020

Municipal Planning Contacts, Chief Building Officials:

Further to the Grand River Conservation Authority (GRCA) correspondence that was provided to your municipality from Samantha Lawson, CAO dated May 4, we would like to provide you with an update regarding the impact of the COVID-19 pandemic on the GRCA Resource Planning program.

As with all of our municipal partners, our top priority has been to ensure the health and safety of our staff, while meeting the priorities of public safety, our legal responsibilities, and maintaining our flood operations.

Based on legislation put in place by the provincial government in response to the pandemic, the GRCA has determined the following services are considered critical during the pandemic:

- 1) Flood operations and management
- 2) Land management and property/asset security
- 3) Planning and Permits (Section 28 of the Conservation Authorities Act)
- 4) Source Water Protection (reduced services)
- 5) Programs that support business operations

The GRCA has been taking a phased approach in its response to COVID-19, which includes a reduction in operations and scaling back our workforce. Some planning and natural heritage staff are affected by a temporary reduction in staffing. This reduction came into effect on May 11, 2020. We continue to provide coverage for the majority of service delivery areas, with a focus on planning responses and permit processing.

Resource planning staff and technical staff in engineering and natural heritage are working remotely at this time. Their priorities include:

- providing input on municipal policy initiatives including: Official Plan comprehensive reviews, comprehensive zoning By-law reviews, and community, secondary plans, subwatershed studies and Master Plans etc.
- providing responses to *Planning Act* applications with some disruption to minor variance application reviews (see below)
- providing input to municipal pre-consultation meetings for planning applications
- processing GRCA permit applications – An online application process is available for GRCA permits [online application form](#)
- providing responses to legal inquiries for property transactions
- other general inquiries or requests for comments or information may be deferred until the full program resumes or there will be delays in response times
- on-site visits by GRCA staff have been suspended at this time. Where possible or appropriate, municipal staff or landowners have provided some information electronically to receive GRCA comments
- priorities may be modified in accordance with Provincial direction or as required

Where possible, the GRCA planners you usually work with will remain the primary contact for questions from municipal staff. Please note that staff contacts may be modified to address workload distribution. The GRCA website identifies GRCA planning contacts by municipality [Contact a GRCA Planner](#)

The GRCA website [COVID-19 FAQs](#) includes general information on planning and permits. Please go to the section on Programs and Services - Planning and Permits.

Many municipal staff have been providing applications and supporting documents electronically which is appreciated. Receiving information through the mail will result in delays to responses due to limited access to the GRCA office.

GRCA staff do not have the capacity to review all minor variance applications at this time. If municipal staff are able to screen applications using GRCA's online regulation mapping tool [Map Your Property](#) and identify a specific application that is within a regulated area, we will respond only to these specific requests for review. Otherwise, minor variance circulations received by GRCA will not be reviewed at this time and comments will not be issued.

We request that you distribute this email and notice to staff in your municipality that may be affected by these changes.

If you have any questions related to planning or permit matters, please contact Fred Natolochny fnatolochny@grandriver.ca ext. 2229, Melissa Larion mlarion@grandriver.ca ext. 2247 or myself ndavy@grandriver.ca (519) 621-2763 ext. 2235.

Any questions regarding other GRCA critical services may be directed to Samantha Lawson, CAO slawson@grandriver.ca. (519) 621-2763 ext. 2210.

Best regards, stay safe.

A handwritten signature in cursive script that reads "Nancy Davy".

Nancy Davy | Director of Resource Management
Grand River Conservation Authority
PO Box 729, 400 Clyde Road, Cambridge, Ontario N1R 5W6
Tel: 519-621-2763 x 2235 | ndavy@grandriver.ca | www.grandriver.ca



[Home](#) /

ONE Investment Launches first Joint Investment Board for Municipalities in Ontario

May 19, 2020

ONE Investment is pleased to launch Ontario's first Joint Investment Board (JIB) to manage municipal investments under the Prudent Investor Standard. This milestone ushers in a new era for greater choice, and potentially better returns, on municipal investments for the sector. ONE worked closely with the six Founding Municipalities to shape the Prudent Investor solution and tailor it specifically to the needs of Ontario's municipal sector.

Bracebridge, Huntsville, Innisfil, Muskoka, Whitby and Kenora have come together as founding municipalities. Their leadership has been instrumental in creating a path for any municipality, large or small, to gain access to and benefit from Prudent Investor.

The seven-member JIB convened for its inaugural meeting on May 19 and continues to meet today, May 20. The Board is currently made up of one treasurer from a founding municipality and six professionals with a mix of experience in the municipal sector and the investment industry, including global markets and pensions. Many of the Board members have been working with ONE and Legal List investors for several years through ONE's Investment Advisory Committee.

[Meet members of the ONE JIB.](#)

The ONE JIB will be responsible for managing investments according to each municipality's respective investment policy. ONE's full-service Prudent Investor option includes full step-by-step support and professional advice by [ONE Advisory Services](#). ONE staff will assist municipalities through the process, including development of investment policies and plans, templates for by-laws and staff reports for Council.

ONE will guide treasurers as well, from understanding their cash flow and asset management plan, to creating a capital financing strategy. This support is important, particularly for smaller municipalities who do not have the staff capacity or expertise to manage investment strategy. Importantly, advice is provided by salaried staff, not by commissioned managers. As a not-for-profit, ONE is about municipalities coming together to do more for their communities.

The final regulatory steps to enable the JIB to invest funds for the municipality will be completed over the next several weeks. Investing by the JIB would then begin in early July.

As municipalities try to do more with less, a well-planned investment strategy can help save for long-term projects. The Prudent Investor Standard is now another choice for municipalities to achieve their goals. ONE Investment continues to operate funds under the Legal List. Both are part of ONE's approach to combine municipal investments to achieve more advantageous economies of scale, which reduces management fees and can improve returns.

Category

Prudent Investor

Share this Post

From: Community Connection/211 Central East Ontario <phillier@communityconnection.ca>
Sent: May 26, 2020 11:58 AM
To: Info
Subject: Collaboration to support community response to COVID-19

[View this email in your browser](#)

Collaboration initiated to support the community in response to COVID-19

**Community Foundation Grey Bruce and United Way Bruce Grey take part in
new Emergency Community Support Fund**

Owen Sound ON; May 19, 2020; 10 am

United Way of Bruce Grey and the Community Foundation Grey Bruce are now accepting funding applications for the Emergency Community Support Fund (ECSF). The fund provides financial support to charities and other qualified donees adapting their frontline services to support vulnerable Canadians during the COVID-19 pandemic. The ECSF was announced by the Government of Canada and is administered in collaboration with United Way Centraide Canada, Community Foundations of Canada and the Canadian Red Cross.

A total of \$582,000 will be invested locally with the Community Foundation Grey Bruce and United Way Bruce Grey jointly assessing incoming applications. The agencies encourage charities in the community who are serving vulnerable populations to apply to the fund, through the Community Foundation or United Way.

Starting today, United Way Bruce Grey and Community Foundation Grey Bruce will begin accepting applications for funding from qualified donees. Grants can be used for a variety of purposes, including to cover staffing or resource needs, purchase assistance and more. Funding will be issued on an ongoing basis through July 2020, as funds permit. Charities and community organizations are invited to visit these

websites for eligibility and application instructions:

Community Foundation Grey Bruce: www.communityfoundationgreybruce.com

United Way of Bruce Grey: www.ecsfuwbg.com

About United Way of Bruce Grey

The United Way of Bruce Grey is a community-based autonomous organization which is dedicated to moving people from poverty to possibility, building strong, inclusive communities and helping children be all that they can be. We are committed to serving our vulnerable populations through our front line programs (Utility Assistance, Financial Literacy and Backpack Program) and by supporting like-minded local agencies which have specialized expertise with seniors, the hungry and the homeless, at risk youth, support for abused women, mental health support and more. By combining strengths, our goal is to create opportunities for a better life for everyone throughout Bruce and Grey Counties.

About Community Foundation Grey Bruce

Created in 1994, Community Foundation Grey Bruce enhances community vitality by fostering open discussion about local need, sharing knowledge, and growing endowments to provide strategic granting and support to a wide range of non-profit organizations. The vision of Community Foundation is that everyone in Grey Bruce benefits from a vital, healthy, and resilient community

Contacts:

Community Foundation Grey Bruce: Stuart Reid, Executive Director, 519-371-7203

United Way of Bruce Grey: Francesca Dobbyn, Executive Director, 519-376-1560

Francesca Dobbyn

Executive Director

execdir@unitedwaybg.com

Pronouns: She/her

United Way Bruce Grey

Change starts here.

380 9th Street East Owen Sound ON N4K 1P1

519 376 1560 | 800 794 1728

www.unitedwayofbrucegrey.com

Give. Volunteer. Act.

Reg. Charity Number: 89876 8627 RR0001

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You are receiving this communication because your email and organization (and/or program) is listed in the 211 database we maintain for the United Way of Bruce Grey and the County of Grey.

Our mailing address is:

Community Connection
PO Box 683 Stn Main
Collingwood, On L9Y 4E8
Canada

[Add us to your address book](#)

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You can [update your preferences](#) or [unsubscribe from this list](#).





Media Release

May 26, 2020

COVID-19 False Positives in Mass Testing – What do they mean?

The Grey Bruce Health Unit has been able to identify a number of false positive results related to COVID-19 mass testing in people with no symptoms. Of the nearly 3000 tests conducted in staff and residents of long-term care homes across Grey Bruce, there have been 5 false positives; 3 residents and 2 staff. All were asymptomatic, without symptoms; there have been no false positives declared in people that have had symptoms.

As with all clinical tests, there is an expected uncertainty rate. The COVID-19 test used in Ontario is called a Nasopharyngeal Swab. A long swab goes in the nose to the back of the throat where it is held and rotated for 10-20 seconds. The swab grabs samples of any viruses that may be present.

The validity of this test was established for people with symptoms and is less reliable when testing people without symptoms. False positives become apparent when testing large numbers of people that do not have symptoms. It is worth mentioning that a negative result is extremely reliable, especially in asymptomatic. Testing asymptomatic is warranted in certain situations, such as to address research questions and generate research hypotheses.

Every positive test result is evaluated in light of the laboratory, clinical, and epidemiological information. If the initial positive test result is in question, the original sample is re-tested along with two further samples. If most come back negative, a false positive is declared. This process can take from 1-10 days due to the various different labs potentially working on the test.

The impact of a false positive can be substantial when associated with long-term care and retirement homes. Upon being notified of the positive result, the facility will enter into outbreak protocols. Staff, residents, and families are notified creating a source of anxiety for all concerned. Significant equipment, resources and effort are spent for everyone's safety and wellbeing.

A healthier future for all.

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

519-376-9420

1-800-263-3456

Fax 519-376-0605

Due to the significance of false positive results in these settings, more so than in individual cases, our team has been very successful in assessing these results accurately and promptly.

The initiative of mass testing of asymptomatic does not change the management of outbreaks in long-term care and retirement homes. As soon as a case is identified, all outbreak management protocols are immediately implemented regardless of the number of cases. However, this initiative successfully demonstrates both strong testing capability and capacity, when needed. This takes on significance as the public may believe that testing capacity is in question and that mass testing of asymptomatic is a panacea.

The Long-Term Care and Retirement Homes effected by the false positive tests are:

Sepoy Manor in Lucknow
Golden Dawn Long-Term Care Home in Lion's Head
Parkview Manor in Chesley
Grey Gables in Markdale
Georgian Heights in Owen Sound

The Grey Bruce Health Unit commends the quick response and diligent efforts by all homes that have seen false positives.

For More Information:

Dr. Ian Arra
Medical Officer of Health and Chief Executive Officer
To arrange to speak with Dr. Arra, please contact Drew Ferguson at:
519-376-9420 or 1-800-263-3456 ext. 1269
d.ferguson@publichealthgreybruce.on.ca



Wellington North Power Inc.

290 Queen Street West, PO Box 359, Mount Forest, ON N0G 2L0
Phone: 519.323.1710 Fax: 519.323.2425

www.wellingtonnorthpower.com

E-mail: wnp@wellingtonnorthpower.com

ESA # 7012854

Meeting: **Wellington North Power Inc.**
Annual Shareholders Meeting

Date: **Tuesday, May 26th 2020**

Time: **6:00 pm to 7:00 pm**

Location: **Video Conference**

AGENDA

	Item	Presenter	Action
1	Opening Remarks	Chair	
2	Appointment of Recording Secretary	Chair	
3	Appointment of Scrutineers	Chair	
4	Notice of Meeting	Chair	
5	Quorum of Representatives: <ul style="list-style-type: none"> ○ Township of Wellington North (3) ○ Township of Southgate (2) 	Chair	
6	Approval of 2019 Shareholder Meeting minutes	Chair	Resolution
7	Approval of the 2019 Audited Financial Statements	Chair	Resolution
8	Appointment of Auditor	Chair	Resolution
9	Dividend payment to Shareholders	Chair	
10	Appointment of Directors	Chair	
11	Message from CEO / President	CEO	
12	Other Business	Chair	
13	Closing Remarks	Chair	
14	Adjournment	Chair	Resolution



Minutes from

Wellington North Power Inc.'s

2019 Annual Shareholder Meeting



Wellington North Power Inc.

290 Queen Street West, PO Box 359, Mount Forest, ON N0G 2L0
Phone: 519.323.1710 Fax: 519.323.2425

www.wellingtonnorthpower.com

E-mail: wnp@wellingtonnorthpower.com

ESA # 7012854

Wellington North Power Inc.

Annual Shareholders' Meeting

Tuesday, May 28th 2019 at 6:00 pm.

GUESTS:

Representing the Township of Southgate	Mayor John Woodbury
	CAO David Milliner
Representing the Township of Wellington North	Councillor Lisa Hern
	Councillor Dan Yake
	CAO Mike Givens

PRESENT:

Chair	Andy Lennox
Board Director	Paul Smith
CEO / President	Jim Klujber
Manger of Operations	Mike Davison
Manager of Finance	Raymond Petersen
Corporate Secretary	Richard Bucknall

APOLOGIES:

Township of Wellington North	Councillor Steve McCabe
Board Director	Mark Hillis
KPMG LLP Representative	Cameron Grubb

WELCOME AND OPENING REMARKS:

The Chair of Wellington North Power Inc., Andy Lennox, welcomed everyone to the 2019 Annual Shareholders' Meeting and introduced:

- Representatives from the Township of Southgate;
- Representatives from Township of Wellington North;
- The Board of Directors and;
- Wellington North Power Inc. staff.

Andy Lennox will facilitate the meeting.

**APPOINTMENT OF
RECORDING SECRETARY:**

Richard Bucknall of Wellington North Power Inc. will act as recording secretary for the meeting.

**APPOINTMENT OF
SCRUTINEERS:**

Mayor John Woodbury and Councillor Lisa Hern were appointed as Scrutineers.

NOTICE OF MEETING:

The Shareholders were notified by e-mail on April 24th 2019.

QUORUM:

The Chair called for a quorum of the representatives of the Shareholder, namely:

- The Township of Southgate (being 2) and;
- The Township of Wellington North (being 3).

Attendees constituting the quorum were members of council or staff from the Townships of Southgate and Wellington North.

The meeting was called to order.

**CONSTITUTION OF
THE MEETING:**

The Chair of Wellington North Power Inc., Andy Lennox, declared the meeting had been properly called and duly constituted for the transaction of business.

**MINUTES OF THE MEETING
MAY 29th 2018:**

The minutes of the Annual Shareholders Meeting held Tuesday, May 29th 2018 were circulated electronically to the Shareholder representatives on May 15th 2019.

Resolution: 2019-0528-101

WHEREAS the Shareholders have determined that the minutes of the Annual Shareholders' Meeting held May 29th 2018 have been duly reviewed and accepted for the Corporation;

IT IS RESOLVED THAT the minutes of the Annual Shareholders' Meeting held Tuesday, May 29th 2018 at the Township of Wellington North, in the County of Wellington have been reviewed and accepted.

The foregoing resolution is hereby signed by all the Shareholders of the Corporation entitled to vote thereon, in accordance with the provisions of the *Business Corporations Act* (Ontario).

Dated this day, the 28th of May 2019.

SIGNED:

Mayor John Woodbury	(Township of Southgate)
Councillor Lisa Hern	(Township of Wellington North)

**2018 AUDITED FINANCIAL
STATEMENTS:**

Raymond Petersen, Manager of Finance at Wellington North Power Inc., presented the 2018 Audited Financial Statements which included:

- The 2018 financial audit resulted in a “Clean Audit” unqualified opinion from KPMG LLP.
- Changes in assets and liabilities; a statement of comprehensive income; overview of Property, Plant and Equipment; and a summary of equity and debt.

There were no questions asked by attendees.

**APPROVAL OF 2018 AUDITED
FINANCIAL STATEMENTS:**

Resolution: 2019-0528-102

WHEREAS the Shareholders are required to determine that the audited Financial Statements as prepared by the firm of KPMG LLP Canada are accepted for the Corporation;

IT IS RESOLVED THAT the 2018 Audited Financial Statements as presented, have been reviewed and accepted for the Corporation.

The foregoing resolution is hereby signed by all the Shareholders of the Corporation entitled to vote thereon, in accordance with the provisions of the *Business Corporations Act* (Ontario).

Dated this day, the 28th of May 2019.

SIGNED:

Mayor John Woodbury	(Township of Southgate)
Councillor Lisa Hern	(Township of Wellington North)

**APPOINTMENT OF
AUDITOR:**

Resolution: 2019-0528-103

WHEREAS the Shareholders are required to determine the auditing firm for the Corporation;

IT IS RESOLVED THAT the following firm is to be retained to act as auditor for the Corporation until the next annual meeting.

KPMG LLP Canada

The foregoing resolution is hereby signed by all the Shareholders of the Corporation entitled to vote thereon, in accordance with the provisions of the *Business Corporations Act* (Ontario).

Dated this day, the 28th of May 2019.

SIGNED:

Mayor John Woodbury	<i>(Township of Southgate)</i>
Councillor Lisa Hern	<i>(Township of Wellington North)</i>

DIVIDEND PAYMENT:

Andy Lennox presented cheques to Shareholder representatives Mayor John Woodbury and Councillor Lisa Hern.

The dividend payment was \$57,395.40 with the Shareholder's individual payment of:

- Township of Southgate: \$1,721.86
- Township of Wellington North: \$55,673.54

PRESENTATION:

Jim Klujber, CEO/President of Wellington North Power Inc., presented the following items:

- Core functions and periphery activities performed by Wellington North Power Inc. (WNP);
- Characteristic trends for the period 2016 to 2018;
- Key Performance Indicators (KPIs) for the period 2016 to 2018 for net income, return on equity, operating expenses, capital expenditures and service reliability;
- An overview of the special capital investment projects completed in the years of 2016 and 2018;
- Review of capital projects planned for 2019; and
- Strategic update.

There were no questions asked by attendees.

**OPEN FLOOR
DISCUSSION:**

There were no items raised for discussion.

OTHER BUSINESS:

There was no other business items raised or discussed.

CLOSING REMARKS:

Andy Lennox gave closing remarks noting Wellington North Power Inc. had had a good year. He thanked the Shareholder representatives, directors and staff for attending the meeting.

ADJOURNMENT:

Resolution: 2019-0528-104

WHEREAS the Shareholders have determined that the business of the annual Shareholders' Meeting is concluded for the Corporation;

IT IS RESOLVED THAT the Annual Shareholders' Meeting held Tuesday, May 28th 2019 is adjourned.

The foregoing resolution is hereby signed by all the Shareholders of the Corporation entitled to vote thereon, in accordance with the provisions of the *Business Corporations Act* (Ontario).

Dated this day, the 28th of May 2019.

SIGNED:

Mayor John Woodbury
Councillor Lisa Hern

(Township of Southgate)
(Township of Wellington North)

Chairman

Corporate Secretary



Wellington North Power Inc.'s

2019 Audited Financial Statements

Financial Statements of

**WELLINGTON NORTH
POWER INC.**

And Independent Auditors' Report thereon

Year ended December 31, 2019



KPMG LLP
 115 King Street South
 2nd Floor
 Waterloo ON N2J 5A3
 Canada
 Tel 519-747-8800
 Fax 519-747-8830

INDEPENDENT AUDITORS' REPORT

To the Shareholders of Wellington North Power Inc.

Opinion

We have audited the financial statements of Wellington North Power Inc. (the Entity), which comprise:

- The statement of financial position as at December 31, 2019
- the statement of comprehensive income for the year then ended
- the statement of changes in equity for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2019, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



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Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards (IFRS), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.



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- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, stylized font. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P'.

Chartered Professional Accountants, Licensed Public Accountants

Waterloo, Canada

March 31, 2020

WELLINGTON NORTH POWER INC.

Statement of Financial Position

December 31, 2019, with comparative information for 2018

	Note	2019	2018
Assets			
Current assets			
Accounts receivable	5	\$ 1,340,978	\$ 1,545,690
Unbilled revenue		1,367,195	1,242,277
Materials and supplies	6	122,569	125,647
Prepaid expenses		139,485	171,892
Total current assets		2,970,227	3,085,506
Non-current assets			
Property, plant and equipment	7	10,193,073	10,071,367
Intangible assets	8	791,785	822,681
Other assets		2,145	2,145
Deferred tax assets	9	5,783	50,729
Total non-current assets		10,992,786	10,946,922
Total assets		\$ 13,963,013	\$ 14,032,428
Liabilities			
Regulatory debit balances	10	881,737	738,852
Total assets and regulatory balances		\$ 14,844,750	\$ 14,771,280

See accompanying notes to the financial statements.

WELLINGTON NORTH POWER INC.

Statement of Financial Position
December 31, 2019, with comparative information for 2018

	Note	2019	2018
Liabilities			
Current liabilities			
Bank indebtedness		\$ 401,467	\$ 2,280
Accounts payable and accrued liabilities	11		
Current portion of notes payable	12	2,506,439	2,812,635
Customer deposits		199,238	191,425
		146,857	195,531
Total current liabilities		3,254,001	3,201,871
Non-current liabilities			
Long-term notes payable	12	6,074,850	6,274,088
Post-employment benefits	13	178,948	175,425
Deferred revenue		142,177	118,646
Total non-current liabilities		6,395,975	6,568,159
Total liabilities		9,649,976	9,770,030
Equity			
Share capital	14	1,634,404	1,634,404
Retained earnings		3,017,595	2,760,376
Accumulated other comprehensive loss		(3,565)	(3,565)
Total equity		4,648,434	4,391,215
Total liabilities and equity		\$ 14,298,410	\$ 14,161,245
Regulatory credit balances	10	546,340	610,035
Total liabilities, equity and regulatory balances		\$ 14,844,750	\$ 14,771,280

See accompanying notes to the financial statements.

On behalf of the Board:

 Director

 Director

WELLINGTON NORTH POWER INC.

Statement of Comprehensive Income

Year ended December 31, 2019, with comparative information for 2018

	Note	2019	2018
Revenue			
Sale of energy		\$ 12,263,304	\$ 12,075,935
Distribution revenue		2,717,303	2,634,302
Other	15	170,644	156,133
		15,151,251	14,866,370
Operating expenses			
Cost of power purchased		12,418,466	12,102,862
Operations and maintenance		621,325	637,798
Billing and collections		409,630	361,577
Administrative and general		784,856	710,012
Amortization and depreciation		470,150	433,645
Property taxes		15,831	16,739
		14,720,258	14,262,633
Income from operating activities		430,993	603,737
Finance costs	17	272,437	245,158
Income before income taxes		158,556	358,579
Income tax expense	9	44,050	45,248
Net income for the year		114,506	313,331
Net movement in regulatory balances, net of tax	10	200,108	69,305
Net income for the year and net movement in regulatory balances		314,614	382,636
Other comprehensive income for the year			
Remeasurement of post-employment benefits		-	-
Total comprehensive income for the year		\$ 314,614	\$ 382,636

See accompanying notes to the financial statements.

WELLINGTON NORTH POWER INC.

Statement of Changes in Equity

Year ended December 31, 2019, with comparative information for 2018

	Share capital	Retained earnings	Accumulated other comprehensive loss	Total
Balance at January 1, 2018	\$1,634,404	\$2,425,639	\$ (3,565)	\$ 4,056,478
Net income and net movement in regulatory balances	-	382,636	-	382,636
Dividends	-	(47,899)	-	(47,899)
Balance at December 31, 2018	\$1,634,404	\$2,760,376	\$ (3,565)	\$ 4,391,215
Balance at January 1, 2019	\$1,634,404	\$ 2,760,376	\$ (3,565)	\$ 4,391,215
Net income and net movement in regulatory balances	-	314,614	-	314,614
Dividends	-	(57,395)	-	(57,395)
Balance at December 31, 2019	\$1,634,404	\$ 3,017,595	\$ (3,565)	\$ 4,648,434

See accompanying notes to the financial statements.

WELLINGTON NORTH POWER INC.

Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Operating activities		
Net Income and net movement in regulatory balances	\$ 314,614	\$ 382,636
Adjustments for:		
Depreciation and amortization	521,427	490,229
Amortization of deferred revenue	(2,309)	(1,660)
Post-employment benefits	3,523	3,670
Loss on disposal of property, plant and equipment	41,692	27,877
Income tax expense	44,050	45,248
	922,997	948,000
Change in non-cash operating working capital:		
Accounts receivable	204,712	(254,072)
Unbilled revenue	(124,918)	101,190
Materials and supplies	3,078	(962)
Prepaid expenses	32,407	79,015
Accounts payable and accrued liabilities	(306,196)	(287,020)
Customer deposits	(48,674)	(46,087)
	(239,591)	(407,936)
Regulatory balances	(206,580)	(77,065)
Income tax refunded	896	23,677
Net cash from operating activities	477,722	486,676
Investing activities		
Purchase of property, plant and equipment	(631,904)	(2,189,285)
Proceeds on disposal of property, plant and equipment	10,182	2,040
Purchase of intangible assets	(32,207)	(4,700)
Contributions received from customers	25,840	-
Net cash used by investing activities	(628,089)	(2,191,945)
Financing activities		
Proceeds from long-term debt	-	1,684,410
Repayment of long-term debt	(191,425)	(254,937)
Dividends paid	(57,395)	(47,899)
Net cash from (used by) financing activities	(248,820)	1,381,574
Change in cash	(399,187)	(323,695)
Cash (bank indebtedness), beginning of year	(2,280)	321,415
Bank indebtedness, end of year	\$ (401,467)	\$ (2,280)

See accompanying notes to the financial statements.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

1. Reporting entity:

Wellington North Power Inc. (the "Company") is a rate regulated, municipally owned hydro distribution company incorporated under the laws of Ontario, Canada. The Company is located in the Township of Wellington North. The address of the Company's registered office is 290 Queen Street West, Mount Forest, Ontario.

The Company delivers electricity and related energy services to residential and commercial customers in the urban areas of Mount Forest, Arthur, and Holstein. The Company is owned by the Township of Wellington North (97% share) and the Township of Southgate (3% share).

The financial statements are for the Company as at and for the year ended December 31, 2019.

2. Basis of presentation:

(a) Statement of compliance:

The Company's financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRS").

The financial statements were approved by the Board of Directors on March 31, 2020.

(b) Basis of measurement:

These financial statements have been prepared on the historical cost basis, unless otherwise stated.

The financial statements have been prepared on the historical cost basis except for the following:

- (i) Where held, financial instruments at fair value through profit or loss
- (ii) Contributed assets are initially measured at fair value.

(c) Functional and presentation currency:

These financial statements are presented in Canadian dollars, which is the Company's functional currency.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

2. Basis of presentation (continued):

(d) Use of estimates and judgments:

The preparation of financial statements in conformity with IFRS requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses and disclosure of contingent assets and liabilities. Actual results may differ from those estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the year in which the estimates are revised and in any future years affected.

Information about assumptions and estimation uncertainties that have a significant risk of resulting in material adjustment is included in the following notes:

- (i) Note 3(b) – Determination of the performance obligation for contributions from customers and the related amortization period
- (ii) Note 3(b) – measurement of unbilled revenue
- (iii) Notes 7, 8 – estimation of useful lives of its property, plant and equipment and intangible assets
- (iv) Note 10 – recognition and measurement of regulatory balances
- (v) Note 13 – measurement of defined benefit obligations: key actuarial assumptions
- (vi) Note 18 – recognition and measurement of provisions and contingencies

(e) Rate regulation:

The Company is regulated by the Ontario Energy Board (“OEB”), under the authority granted by the *Ontario Energy Board Act, 1998*. Among other things, the OEB has the power and responsibility to approve or set rates for the transmission and distribution of electricity, providing continued rate protection for electricity consumers in Ontario, and ensuring that transmission and distribution companies fulfill obligations to connect and service customers. The OEB may also prescribe license requirements and conditions of service to local distribution companies (“LDCs”), such as the Company, which may include, among other things, record keeping, regulatory accounting principles, separation of accounts for distinct businesses, and filing and process requirements for rate setting purposes.

The Company is required to bill customers for the debt retirement charge set by the province. The Company may file to recover uncollected debt retirement charges from Ontario Electricity Financial Company (“OEFC”) once each year.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

2. Basis of presentation (continued):

(e) Rate regulation (continued):

Rate setting:

Distribution revenue

For the distribution revenue included in sale of energy, the Company files a “Cost of Service” (“COS”) rate application with the OEB every five years where rates are determined through a review of the forecasted annual amount of operating and capital expenditures, debt and shareholder’s equity required to support the Company’s business. The Company estimates electricity usage and the costs to service each customer class to determine the appropriate rates to be charged to each customer class. The COS application is reviewed by the OEB and interveners and rates are approved based upon this review, including any revisions resulting from that review.

In the intervening years an Incentive Rate Mechanism application (“IRM”) is filed. An IRM application results in a formulaic adjustment to distribution rates that were set under the last COS application. The previous year’s rates are adjusted for the annual change in the Gross Domestic Product Implicit Price Inflator for Final Domestic Demand (“GDP IPI-FDD”) net of a productivity factor and a “stretch factor” determined by the relative efficiency of an electricity distributor.

As a licensed distributor, the Company is responsible for billing customers for electricity generated by third parties and the related costs of providing electricity service, such as transmission services and other services provided by third parties. The Company is required, pursuant to regulation, to remit such amounts to these third parties, irrespective of whether the Company ultimately collects these amounts from customers.

The Company last filed a COS application in November 2015 for rates effective May 1, 2016 to April 30, 2021. The GDP IPI-FDD for 2019 is 1.50%, the Company’s productivity factor is nil% and the stretch factor is 0.45%, resulting in a net adjustment of 1.05% to the previous year’s rates.

Electricity rates

The OEB sets electricity prices for low-volume consumers twice each year based on an estimate of how much it will cost to supply the province with electricity for the next year. All remaining consumers pay the market price for electricity. The Company is billed for the cost of the electricity that its customers use and passes this cost on to the customer at cost without a mark-up.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

3. Significant accounting policies:

The accounting policies set out below have been applied consistently in all years presented in these financial statements.

(a) Financial instruments:

At initial recognition, the Company measures its financial assets at fair value plus, in the case of a financial asset not at fair value through profit or loss, transaction costs that are directly attributable to the acquisition of the financial asset. Transaction costs of financial assets carried at fair value through profit or loss are expensed in profit or loss.

Subsequent measurement of the financial asset depends on the classification determined on initial recognition. Financial assets are classified as either amortized cost, fair value through other comprehensive income or fair value through profit or loss, depending on its business model for managing the financial assets and the contractual cash flow characteristics of the financial assets. Financial assets are not reclassified subsequent to their initial recognition, unless the Company changes its business model for managing financial assets.

Financial liabilities are initially measured at fair value, net of transaction costs incurred. They are subsequently carried at amortized cost using the effective interest rate method; any difference between the proceeds (net of transaction costs) and the redemption value is recognized as an adjustment to interest expense over the period of the borrowings.

The Corporation has not entered into derivative instruments.

Hedge accounting has not been used in the preparation of these financial statements.

Cash equivalents include short-term investments with maturities of three months or less when purchased.

(b) Revenue recognition:

Sale and distribution of electricity

The performance obligations for the sale and distribution of electricity are recognized over time using an output method to measure the satisfaction of the performance obligation. The value of the electricity services transferred to the customer is determined on the basis of cyclical meter readings plus estimated customer usage since the last meter reading date to the end of the year and represents the amount that the Corporation has the right to bill. Revenue includes the cost of electricity supplied, distribution, and any other regulatory charges. The related cost of power is recorded on the basis of power used.

For customer billings related to electricity generated by third parties and the related costs of providing electricity service, such as transmission services and other services provided by third parties, the Corporation has determined that it is acting as a principal for these electricity charges and, therefore, has presented electricity revenue on a gross basis.

Customer billings for debt retirement charges are recorded on a net basis as the Corporation is acting as an agent for this billing stream.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

3. Significant accounting policies (continued):

(b) Revenue recognition:

Capital contributions

Developers are required to contribute towards the capital cost of construction of distribution assets in order to provide ongoing service. The developer is not a customer and therefore the contributions are scoped out of IFRS 15 *Revenue from Contracts with Customers*. Cash contributions, received from developers are recorded as deferred revenue. When an asset other than cash is received as a capital contribution, the asset is initially recognized at its fair value, with a corresponding amount recognized as deferred revenue. The deferred revenue, which represents the Corporation's obligation to continue to provide the customers access to the supply of electricity, is amortized to income on a straight-line basis over the useful life of the related asset.

Certain customers are also required to contribute towards the capital cost of construction of distribution assets in order to provide ongoing service. These contributions fall within the scope of IFRS 15 *Revenue from Contracts with Customers*. The contributions are received to obtain a connection to the distribution system in order receive ongoing access to electricity. The Corporation has concluded that the performance obligation is the supply of electricity over the life of the relationship with the customer which is satisfied over time as the customer receives and consumes the electricity. Revenue is recognized on a straight-line basis over the useful life of the related asset.

Other revenue

Revenue earned from the provision of services is recognized as the service is rendered.

Government grants and the related performance incentive payments under CDM programs are recognized as revenue in the year when there is reasonable assurance that the program conditions have been satisfied and the payment will be received.

(c) Materials and supplies:

Materials and supplies, the majority of which are consumed by the Company in the provision of its services, is valued at the lower of cost and net realizable value, with cost being determined on an average cost basis, and includes expenditures incurred in acquiring the materials and supplies and other costs incurred in bringing them to their existing location and condition.

(d) Property, plant and equipment:

Items of property, plant and equipment ("PP&E") used in rate-regulated activities and acquired prior to January 1, 2015 are measured at the deemed cost (carrying value as elected under IFRS 1) established on the transition date, less accumulated depreciation. All other items of PP&E are measured at cost, or, where the item is contributed by customers, its fair value, less accumulated depreciation.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

3. Significant accounting policies (continued):

(d) Property, plant and equipment (continued):

Cost includes expenditures that are directly attributable to the acquisition of the asset. The cost of self-constructed assets includes contracted services, materials and transportation costs, direct labour, overhead costs, borrowing costs and any other costs directly attributable to bringing the asset to a working condition for its intended use.

Borrowing costs on qualifying assets are capitalized as part of the cost of the asset based upon the weighted average cost of debt incurred on the Company's borrowings. Qualifying assets are considered to be those that take in excess of 12 months to construct.

When parts of an item of PP&E have different useful lives, they are accounted for as separate items (major components) of PP&E.

When items of PP&E are retired or otherwise disposed of, a gain or loss on disposal is determined by comparing the proceeds from disposal, if any, with the carrying amount of the item and is included in profit or loss.

Major spare parts and standby equipment are recognized as items of PP&E.

The cost of replacing a part of an item of PP&E is recognized in the net book value of the item if it is probable that the future economic benefits embodied within the part will flow to the Company and its cost can be measured reliably. In this event, the replaced part of PP&E is written off, and the related gain or loss is included in profit or loss. The costs of the day-to-day servicing of PP&E are recognized in profit or loss as incurred.

The need to estimate the decommissioning costs at the end of the useful lives of certain assets is reviewed periodically. The Company has concluded it does not have any legal or constructive obligation to remove PP&E.

Depreciation is calculated to write off the cost of items of PP&E using the straight-line method over their estimated useful lives, and is generally recognized in profit or loss. Depreciation methods, useful lives, and residual values are reviewed at each reporting date and adjusted prospectively if appropriate. Land is not depreciated. Construction-in-progress assets are not depreciated until the project is complete and the asset is available for use.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

3. Significant accounting policies (continued):

(d) Property, plant and equipment (continued):

The estimated useful lives are as follows:

Buildings	15-60 years
Distribution stations	20-55 years
Distribution lines	45-65 years
Distribution transformers	40 years
Distribution meters	5-30 years
Distribution services	40-60 years
Computer equipment	5 years
Transportation equipment	5-8 years
System supervisory equipment	10 years
Other	5-10 years

(e) Intangible assets:

Intangible assets used in rate-regulated activities and acquired prior to January 1, 2015 are measured at deemed cost (carrying value as elected under IFRS 1) established on the transition date, less accumulated amortization. All other intangible assets are measured at cost.

Computer software that is acquired or developed by the Company after January 1, 2015, including software that is not integral to the functionality of equipment purchased which has finite useful lives, is measured at cost less accumulated amortization.

Amortization is recognized in profit or loss on a straight-line basis over the estimated useful lives of intangible assets, from the date that they are available for use. Amortization methods and useful lives of all intangible assets are reviewed at each reporting date and adjusted prospectively if appropriate. The estimated useful lives are:

Distribution rights	25 years
Computer software	5 years

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

3. Significant accounting policies (continued):

(f) Impairment:

(i) Financial assets measured at amortized cost:

A loss allowance for expected credit losses on financial assets measured at amortized cost is recognized at the reporting date. The loss allowance is measured at an amount equal to the lifetime expected credit losses for the asset.

(ii) Non-financial assets:

The carrying amounts of the Company's non-financial assets, other than materials and supplies and deferred tax assets, are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, then the asset's recoverable amount is estimated.

For the purpose of impairment testing, assets are grouped together into the smallest group of assets that generates cash inflows from continuing use that are largely independent of the cash inflows of other assets or groups of assets (the "cash-generating unit" or "CGU"). The recoverable amount of an asset or CGU is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset.

An impairment loss is recognized if the carrying amount of an asset or its CGU exceeds its estimated recoverable amount. Impairment losses are recognized in profit or loss.

An impairment loss is reversed only to the extent that the asset's carrying amount does not exceed the carrying amount that would have been determined, net of depreciation or amortization, if no impairment loss had been recognized.

(g) Customer deposits:

Customer deposits represent cash deposits from electricity distribution customers and retailers to guarantee the payment of energy bills. Interest is paid on customer deposits.

Deposits are refundable to customers who demonstrate an acceptable level of credit risk as determined by the Company in accordance with policies set out by the OEB or upon termination of their electricity distribution service.

(h) Provisions:

A provision is recognized if, as a result of a past event, the Company has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

3. Significant accounting policies (continued):

(i) Regulatory balances:

Regulatory deferral account debit balances represent costs incurred in excess of amounts billed to the customer at OEB approved rates. Regulatory deferral account credit balances represent amounts billed to the customer at OEB approved rates in excess of costs incurred by the Company.

Regulatory deferral account debit balances are recognized if it is probable that future billings in an amount at least equal to the deferred cost will result from inclusion of that cost in allowable costs for rate-making purposes. The offsetting amount is recognized in net movement in regulatory balances in profit or loss or OCI. When the customer is billed at rates approved by the OEB for the recovery of the deferred costs, the customer billings are recognized in revenue. The regulatory debit balance is reduced by the amount of these customer billings with the offset to net movement in regulatory balances in profit or loss or OCI.

The probability of recovery of the regulatory deferral account debit balances is assessed annually based upon the likelihood that the OEB will approve the change in rates to recover the balance. The assessment of likelihood of recovery is based upon previous decisions made by the OEB for similar circumstances, policies or guidelines issued by the OEB, etc. Any resulting impairment loss is recognized in profit or loss in the year incurred.

When the Company is required to refund amounts to ratepayers in the future, the Company recognizes a regulatory deferral account credit balance. The offsetting amount is recognized in net movement in regulatory balances in profit or loss or OCI. The amounts returned to the customers are recognized as a reduction of revenue. The credit balance is reduced by the amount of these customer repayments with the offset to net movement in regulatory balances in profit or loss or OCI.

(j) Post-employment benefits:

(i) Pension plan:

The Company provides a pension plan for all its full-time employees through Ontario Municipal Employees Retirement System ("OMERS"). OMERS is a multi-employer pension plan which operates as the Ontario Municipal Employees Retirement Fund ("the Fund"), and provides pensions for employees of Ontario municipalities, local boards and public utilities. The Fund is a contributory defined benefit pension plan, which is financed by equal contributions from participating employers and employees, and by the investment earnings of the Fund. To the extent that the Fund finds itself in an under-funded position, additional contribution rates may be assessed to participating employers and members.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

3. Significant accounting policies (continued):

(j) Post-employment benefits (continued):

(i) Pension plan (continued):

OMERS is a defined benefit plan. However, as OMERS does not segregate its pension asset and liability information by individual employers, there is insufficient information available to enable the Company to directly account for the plan. Consequently, the plan has been accounted for as a defined contribution plan. The Company is not responsible for any other contractual obligations other than the contributions. Obligations for contributions to defined contribution pension plans are recognized as an employee benefit expense in profit or loss when they are due.

(ii) Post-employment benefits, other than pension:

The Company provides some of its retired employees with life insurance and medical benefits beyond those provided by government sponsored plans.

The obligations for these post-employment benefit plans are actuarially determined by applying the projected unit credit method and reflect management's best estimate of certain underlying assumptions. Remeasurements of the net defined benefit obligations, including actuarial gains and losses and the return on plan assets (excluding interest), are recognized immediately in other comprehensive income. When the benefits of a plan are improved, the portion of the increased benefit relating to past service by employees is recognized immediately in profit or loss.

(k) Leased assets:

Under IAS 17

In the comparative period, assets held under leases were classified as operating leases and were not recognized in the Company's statement of financial position. Payments made under operating leases were recognized in profit or loss on a straight-line basis over the term of the lease.

Policy applicable from January 1, 2019

At inception of a contract, the Company assesses whether a contract is, or contains, a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. To assess whether a contract conveys the right to control the use of an identified asset, the Company assesses whether:

- (i) The contract involves the use of an identified asset;
- (ii) The Company has the right to obtain substantially all of the economic benefits from use of the asset throughout the period of use; and
- (iii) The Company has the right to direct the use of the asset. The Company has this right when it has the decision-making rights that are most relevant to changing how and for what purpose the asset is used is predetermined, the Company has the right to direct the use of the asset if either:

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

(k) Leased assets (continued):

- a) The Company has the right to operate the asset; or
- b) The Company designed the asset in a way that predetermines how and for what purposes it will be used.

This policy is applied to contracts entered into, or changed, on or after January 1, 2019.

Short-term leases and low value assets

The Company has elected not to recognize right-of-use assets and lease liabilities for short-term leases that have a lease term of 12 months or less and leases of low-value assets. The Company recognizes the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

(l) Finance income and finance costs:

Finance income is recognized as it accrues in profit or loss, using the effective interest method.

Finance costs comprise interest expense on borrowings and net interest expense on post-employment benefits. Finance costs are recognized in profit or loss unless they are capitalized as part of the cost of qualifying assets.

(m) Income taxes:

The income tax expense comprises current and deferred tax. Income tax expense is recognized in profit or loss except to the extent that it relates to items recognized directly in equity, in which case, it is recognized in equity.

The Company is currently exempt from taxes under the Income Tax Act (Canada) and the Ontario Corporations Tax Act (collectively the "Tax Acts"). Under the *Electricity Act*, 1998, the Company makes payments in lieu of corporate taxes to the Ontario Electricity Financial Company ("OEFC"). These payments are calculated in accordance with the rules for computing taxable income and taxable capital and other relevant amounts contained in the Tax Acts as modified by the *Electricity Act*, 1998, and related regulations. Prior to October 1, 2001, the Company was not subject to income or capital taxes. Payments in lieu of taxes are referred to as income taxes.

Current tax comprises the expected tax payable or receivable on the taxable income or loss for the year, using tax rates enacted or substantively enacted at the reporting date, and any adjustment to tax payable in respect of previous years.

Deferred tax is recognized in respect of temporary differences between the tax basis of assets and liabilities and their carrying amounts for accounting purposes. Deferred tax assets are recognized for unused tax losses, unused tax credits and deductible temporary differences to the extent that it is probable that future taxable profits will be available against which they can be used. Deferred tax is measured at the tax rates that are expected to be applied to temporary differences when they reverse, using tax rates enacted or substantively enacted, at the reporting date.

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

4. Change in Accounting Policy:

The Company adopted IFRS 16, Leases effective January 1, 2019. The adoption of IFRS 16 did not impact the Company's statement of financial position as all lease agreements are for low-value assets.

5. Accounts receivable:

	2019	2018
Trade customer receivables	\$ 1,281,657	\$ 1,532,665
Other trade receivables	10,517	10,961
Billable work	48,804	2,064
	<u>\$ 1,340,978</u>	<u>\$ 1,545,690</u>

6. Materials and supplies:

The amount written down due to obsolescence in 2019 was \$nil (2018 - \$nil).

7. Property, plant and equipment:

	Land and buildings	Distribution equipment	Other fixed assets	Construction -in-Progress	Total
<i>Cost or deemed cost</i>					
Balance at January 1, 2019	\$ 475,634	\$ 10,234,098	\$ 1,165,316	\$ 747	\$ 11,875,795
Additions	1,215	505,698	117,705	7,286	631,904
Transfers	-	-	-	-	-
Disposals/retirements	-	(75,028)	(19,216)	-	(94,244)
Balance at December 31, 2019	\$ 476,849	\$ 10,664,768	\$ 1,263,805	\$ 8,033	\$ 12,413,455
Balance at January 1, 2018	\$ 475,634	\$ 8,027,153	\$ 1,115,533	\$ 119,019	\$ 9,737,339
Additions	-	2,139,502	49,783	-	2,189,285
Transfers	-	118,272	-	(118,272)	-
Disposals/retirements	-	(50,829)	-	-	(50,829)
Balance at December 31, 2018	\$ 475,634	\$ 10,234,098	\$ 1,165,316	\$ 747	\$ 11,875,795
<i>Accumulated depreciation</i>					
Balance at January 1, 2019	\$ 69,882	\$ 1,045,818	\$ 688,728	\$ -	\$ 1,804,428
Depreciation	15,268	298,361	144,695	-	458,324
Disposals/retirements	-	23,154	19,216	-	42,370
Balance at December 31, 2019	\$ 85,150	\$ 1,321,025	\$ 814,207	\$ -	\$ 2,220,382
Balance at January 1, 2018	\$ 54,625	\$ 800,407	\$ 545,293	\$ -	\$ 1,400,325
Depreciation	15,257	266,323	143,435	-	425,015
Disposals/retirements	-	(20,912)	-	-	(20,912)
Balance at December 31, 2018	\$ 69,882	\$ 1,045,818	\$ 688,728	\$ -	\$ 1,804,428
<i>Carrying amounts</i>					
At December 31, 2019	\$ 391,699	\$ 9,343,743	\$ 449,598	\$ 8,033	\$ 10,193,073
At December 31, 2018	\$ 405,752	\$ 9,188,280	\$ 476,588	\$ 747	\$ 10,071,367

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

7. Property, plant and equipment (continued):

For the year ended December 31, 2019, depreciation expense in the amount of \$54,058 (2018 - \$56,586) related to other fixed assets was allocated to project costs and either expensed to operations and maintenance, or capitalized into construction-in-progress.

8. Intangible assets:

	Distribution rights	Computer software	Total
<i>Cost or deemed cost</i>			
Balance at January 1, 2019	\$ 838,765	\$ 327,468	\$ 1,166,233
Additions	-	32,207	32,207
Disposals/retirements	-	(44,738)	(44,738)
Balance at December 31, 2019	\$ 838,765	\$ 314,937	\$ 1,153,702
Balance at January 1, 2018	\$ 838,765	\$ 322,768	\$ 1,161,533
Additions	-	4,700	4,700
Balance at December 31, 2018	\$ 838,765	\$ 327,468	\$ 1,166,233
<i>Accumulated amortization</i>			
Balance at January 1, 2019	\$ 83,877	\$ 259,675	\$ 343,552
Amortization	33,551	29,552	63,103
Disposals/retirements	-	(44,738)	(44,738)
Balance at December 31, 2019	\$ 117,428	\$ 244,489	\$ 361,917
Balance at January 1, 2018	\$ 50,326	\$ 228,012	\$ 278,338
Amortization	33,551	31,663	65,214
Balance at December 31, 2018	\$ 83,877	\$ 259,675	\$ 343,552
<i>Carrying amounts</i>			
At December 31, 2019	\$ 721,337	\$ 70,448	\$ 791,785
At December 31, 2018	\$ 754,888	\$ 67,793	\$ 822,681

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

9. Income tax expense:

	2019	2018
Current year	\$ -	\$ -
Adjustment for prior years	(896)	2,786
Current tax expense (recovery)	\$ (896)	\$ 2,786
Origination and reversal of temporary differences	\$ 44,946	\$ 41,066
Adjustment for prior years	-	1,396
Deferred tax expense	\$ 44,946	\$ 42,462
Income tax expense	\$ 44,050	\$ 45,248

Reconciliation of effective tax rate

	2019	2018
Income before taxes	\$ 158,556	\$ 358,579
Canada and Ontario statutory Income tax rates	13.5%	13.5%
Expected tax provision on income at statutory rates	21,405	48,408
Increase (decrease) in income taxes resulting from:		
Permanent differences	79	69
Adjustment for prior years	(2,448)	32
Net movement in regulatory balances	25,014	-
Change in enacted tax rate	-	(3,261)
Income tax expense	\$ 44,050	\$ 45,248

Significant components of the Company's deferred tax balances

	2019	2018
Deferred tax assets:		
Post-employment benefits	\$ 22,369	\$ 23,682
Deferred revenue	55,563	53,762
Non-capital loss carryforwards	11,583	-
	\$ 89,515	\$ 77,444
Deferred tax liabilities:		
Property, plant and equipment	\$ (83,732)	\$ (26,717)
	\$ (83,732)	\$ (26,717)

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

10. Regulatory balances:

Reconciliation of the carrying amount for each class of regulatory balances

Regulatory deferral account debit balances	January 1, 2019	Additions/ activity	Recovery/ reversal	December 31, 2019
Retail settlement variance accounts	\$ 579,394	\$ 146,837	\$ -	\$ 726,231
Disposition accounts	50,711	1,117	-	51,828
Other regulatory accounts	100,830	2,022	-	102,852
Deferred income tax	7,917	(7,091)	-	826
	\$ 738,852	\$ 142,885	\$ -	\$ 881,737

Regulatory deferral account debit balances	January 1, 2018	Additions/ activity	Recovery/ reversal	December 31, 2018
Retail settlement variance accounts	\$ 723,879	\$ (144,485)	\$ -	\$ 579,394
Disposition accounts	49,786	925	-	50,711
Other regulatory accounts	98,919	1,911	-	100,830
Deferred income tax	16,446	(8,529)	-	7,917
	\$ 889,030	\$ (150,178)	\$ -	\$ 738,852

Regulatory deferral account credit balances	January 1, 2019	Additions/ activity	Recovery/ reversal	December 31, 2019
Retail settlement variance accounts	\$ 551,306	\$ (11,658)	\$ -	\$ 539,648
Disposition accounts	-	-	-	-
Other regulatory accounts	-	-	-	-
Deferred income tax	58,729	(52,037)	-	6,692
	\$ 610,035	\$ (63,695)	\$ -	\$ 546,340

Regulatory deferral account credit balances	January 1, 2018	Additions/ activity	Recovery/ reversal	December 31, 2018
Retail settlement variance accounts	\$ 727,641	\$ (176,335)	\$ -	\$ 551,306
Disposition accounts	-	-	-	-
Other regulatory accounts	-	-	-	-
Deferred income tax	109,637	(50,908)	-	58,729
	\$ 837,278	\$ (227,243)	\$ -	\$ 610,035

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

10. Regulatory balances (continued):

The regulatory balances are recovered or settled through rates approved by the OEB which are determined using estimates of future consumption of electricity by its customers. Future consumption is impacted by various factors including the economy and weather. The Company has received approval from the OEB to establish its regulatory balances.

Settlement of the Group 1 deferral accounts is done on an annual basis through application to the OEB. Once approval is received, the approved account balance is moved to the regulatory settlement account. An application has not been made to the OEB to recover or dispose of any of these accounts in the 2019 IRM as the Company did not meet the threshold test for the Group 1 deferral accounts. The OEB requires the Company to estimate its income taxes when it files a COS application to set its rates. As a result, the Company has recognized a regulatory deferral account for the amount of deferred taxes that will ultimately be recovered from/paid back to its customers. This balance will fluctuate as the Company's deferred tax balance fluctuates.

Regulatory balances attract interest at OEB prescribed rates, which are based on Bankers' Acceptances three-month rate plus a spread of 25 basis points. In 2019, the rate ranged from 2.18% to 2.45%.

11. Accounts payable and accrued liabilities:

	2019	2018
Accounts payable – energy purchases	\$ 1,254,139	\$ 1,291,948
Other	1,252,300	1,520,687
	<u>\$ 2,506,439</u>	<u>\$ 2,812,635</u>

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

12. Long-term debt:

	2019	2018
Township of Wellington North promissory note, interest only at 4.54%, payable quarterly in arrears	\$ 985,015	\$ 985,015
Ontario Infrastructure loan, interest at 4.42%, payable in monthly instalments, due 2026 secured by a General Security Agreement	611,200	692,013
Ontario Infrastructure loan, interest at 4.49%, payable in monthly instalments, due 2043 secured by a General Security Agreement	989,658	1,012,239
Ontario Infrastructure loan, interest at 3.28%, payable in monthly instalments, due 2045 secured by a General Security Agreement	1,034,182	1,060,084
Ontario Infrastructure loan, interest at 3.69%, payable in monthly instalments, due 2048 secured by a General Security Agreement	820,597	836,881
Ontario Infrastructure loan, interest at 3.69%, payable in monthly instalments, due 2048 secured by a General Security Agreement	832,356	847,529
Ontario Infrastructure loan, interest at 3.47%, payable in monthly instalments, due 2041 secured by a General Security Agreement	497,235	512,624
Ontario Infrastructure loan, interest at 3.27%, payable in monthly instalments, due 2041 secured by a General Security Agreement	503,845	519,128
	6,274,088	6,465,513
Less current portion of long-term debt	199,238	191,425
	<u>\$ 6,074,850</u>	<u>\$ 6,274,088</u>

On June 3, 2013, the Council of the Township of Wellington North passed a resolution to defer all future principal payments on the existing promissory note and that interest will continue to be payable at 4.54%.

Principal repayments for the next five years and thereafter are as follows:

2020	\$ 199,238
2021	207,375
2022	215,850
2023	224,677
2024	233,870
Thereafter	5,193,078
	<u>\$ 6,274,088</u>

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

13. Post-employment benefits:

(a) OMERS pension plan:

The Company provides a pension plan for its employees through OMERS. The plan is a multi-employer, contributory defined pension plan with equal contributions by the employer and its employees. In 2019, the Company made employer contributions of \$109,103 OMERS (2018 - \$106,334), of which \$11,008 (2018 - \$13,964) has been capitalized as part of PP&E and the remaining amount of \$98,095 (2018 - \$92,370) has been recognized in profit or loss. The Company estimates that a contribution of \$109,180 (2018 - \$110,076) to OMERS will be made during the next fiscal year.

As at December 31, 2019, OMERS had approximately 500,000 members, of whom 12 are current employees of the Corporation. The most recently available OMERS annual report is for the year ended December 31, 2019, which reported that the plan was 97% funded, with an unfunded liability of \$3.4 billion. This unfunded liability is likely to result in future payments by participating employers and members.

(b) Post-employment benefits other than pension:

The Company pays certain medical and life insurance benefits on behalf of some of its retired employees. The Company recognizes these post-employment benefits in the year in which employees' services were rendered. The Company is recovering its post-employment benefits in rates based on the expense and remeasurements recognized for post-employment benefit plans.

Reconciliation of the obligation	2019	2018
Defined benefit obligation, beginning of year	\$ 175,425	\$ 171,755
Included in profit or loss		
Current service cost	7,742	7,452
Interest cost	6,630	6,498
	189,797	185,705
Included in OCI		
Actuarial gains arising from:		
changes in financial assumptions	-	-
	189,797	185,705
Benefits paid	(10,489)	(10,280)
Defined benefit obligation, end of year	\$ 178,948	\$ 175,425

Actuarial assumptions	2019	2018
Discount (interest) rate	3.90%	3.90%
Salary levels	2.25%	2.25%
Medical Costs	6.40%	7.00%
Dental Costs	4.60%	4.60%

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

13. Post-employment benefits (continued):

(b) Post-employment benefits other than pension (continued):

A 1% increase or decrease in the assumed discount rate would have an insignificant effect on the defined benefit obligation.

14. Share capital:

	2019	2018
Authorized:		
Unlimited number of common shares		
Unlimited number of special shares, issuable in series		
Issued:		
1,557 common shares	\$ 1,634,404	\$ 1,634,404

15. Other revenue:

	2019	2018
Rendering of services	\$ 63,265	\$ 61,316
Other	107,379	94,817
	\$ 170,644	\$ 156,133

16. Employee salaries and benefits:

	2019	2018
Salaries, wages and benefits	\$ 1,278,275	\$ 1,239,416
CPP and EI remittances	46,317	48,228
Contributions to OMERS	109,103	106,334
	\$ 1,433,695	\$ 1,393,978

17. Finance costs:

	2019	2018
Finance costs		
Interest expense on long-term debt	\$ 187,390	\$ 196,254
Other	85,047	48,904
	\$ 272,437	\$ 245,158

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

18. Commitments and contingencies:

General Liability Insurance:

The Company is a member of the Municipal Electric Association Reciprocal Insurance Exchange (MEARIE). MEARIE is a pooling of public liability insurance risks of many of the LDCs in Ontario. All members of the pool are subjected to assessment for losses experienced by the pool for the years in which they were members, on a pro-rata basis based on the total of their respective service revenues. As at December 31, 2019, no assessments have been made.

19. Related party transactions:

(a) Parent and ultimate controlling party:

The Company is owned by the Township of Wellington North (97% share) and the Township of Southgate (3% share). The Townships produces consolidated financial statements that are available for public use.

(b) Outstanding balances with related parties:

	2019	2018
Township of Wellington North - receivable	\$ 49,616	\$ 10,961
Township of Wellington North - payable	(853,182)	(789,680)
Township of Wellington North - note payable (note 12)	(985,015)	(985,015)
	<u>\$ (1,788,581)</u>	<u>\$ (1,763,734)</u>

(c) Transactions with the Township of Wellington North:

The Company delivers electricity to the Township of Wellington North throughout the year for the electricity needs of the Township of Wellington North and its related organizations. Electricity delivery charges are at prices and under terms approved by the OEB. The Company also provides additional services to the customers of the communities of Mount Forest and Arthur within the Township of Wellington North, including streetlight maintenance services and water and waste water billing and collection services. Revenue from these services was \$100,609 (2018 - \$99,525).

(d) Key management personnel:

The key management personnel of the Company have been defined as members of its board of directors and executive management team members. The compensation paid or payable is as follows:

	2019	2018
Directors' fees	\$ 27,101	\$ 27,101
Salaries and other benefits	433,502	428,601
	<u>\$ 460,603</u>	<u>\$ 455,702</u>

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

20. Financial instruments and risk management:

Fair value disclosure:

The carrying values of cash, accounts receivable, unbilled revenue, due from/to related parties and accounts payable and accrued liabilities approximate fair value because of the short maturity of these instruments. The carrying value of the customer deposits approximates fair value because the amounts are payable on demand.

Financial risks:

The Company understands the risks inherent in its business and defines them broadly as anything that could impact its ability to achieve its strategic objectives. The Company's exposure to a variety of risks such as credit risk, interest rate risk, and liquidity risk, as well as related mitigation strategies are discussed below.

(a) Credit risk:

Financial assets carry credit risk that a counterparty will fail to discharge an obligation which could result in a financial loss. Financial assets held by the Company, such as accounts receivable, expose it to credit risk. The Company earns its revenue from a broad base of customers located in the urban areas of Mount Forest, Arthur, and Holstein. At December 31, 2019, two customers represented 30% (2018 - 31%) of trade accounts receivable.

The carrying amount of accounts receivable is reduced through the use of an allowance for impairment and the amount of the related impairment loss is recognized in profit or loss. Subsequent recoveries of receivables previously provisioned are credited to profit or loss. The balance of the allowance for impairment at December 31, 2019 is \$18,583 (2018 - \$13,315). An impairment loss of \$13,749 (2018 - \$12,048) was recognized during the year.

The Company's credit risk associated with accounts receivable is primarily related to payments from distribution customers. At December 31, 2019, approximately \$19,468 (2018 - \$1,373) is considered 60 days past due. The Company has over 3,700 customers, the majority of whom are residential. Credit risk is managed through collection of security deposits from customers in accordance with directions provided by the OEB and through credit insurance on accounts billed over \$10,000 per month. As at December 31, 2019, the Company holds security deposits in the amount of \$146,857 (2018 - \$195,532).

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

20. Financial instruments and risk management (continued):

(b) Market risk:

Market risks primarily refer to the risk of loss resulting from changes in commodity prices, foreign exchange rates, and interest rates. The Company currently does not have any material commodity or foreign exchange risk. The Company is exposed to fluctuations in interest rates as the regulated rate of return for the Company's distribution business is derived using a complex formulaic approach which is in part based on the forecast for long-term Government of Canada bond yields. This rate of return is approved by the OEB as part of the approval of distribution rates.

A 1% increase in the interest rate at December 31, 2019 would have increased interest expense on the long-term debt by \$63,699 (2018 - \$57,509), assuming all other variables remain constant. A 1% decrease in the interest rate would have an equal but opposite effect.

(c) Liquidity risk:

The Company monitors its liquidity risk to ensure access to sufficient funds to meet operational and investing requirements. The Company's objective is to ensure that sufficient liquidity is on hand to meet obligations as they fall due while minimizing interest exposure. The Company has access to a \$1,500,000 credit facility and monitors cash balances daily to ensure that a sufficient level of liquidity is on hand to meet financial commitments as they become due. As at December 31, 2019, \$nil had been drawn under the Company's credit facility (2018 - \$nil).

The Company also has a facility for \$558,879 (the "LC" facility) for the purpose of issuing letters of credit mainly to support the prudential requirements of the Independent Electricity System Operator ("IESO"), of which \$nil has been drawn and posted with the IESO (2018 - \$nil).

The majority of accounts payable, as reported on the statement of financial position, are due within 30 days.

(d) Capital disclosures:

The main objectives of the Company, when managing capital, are to ensure ongoing access to funding to maintain and improve the electricity distribution system, compliance with covenants related to its credit facilities, prudent management of its capital structure with regard for recoveries of financing charges permitted by the OEB on its regulated electricity distribution business, and to deliver the appropriate financial returns.

The Company's definition of capital includes equity and long-term debt. As at December 31, 2019, equity amounts to \$4,648,434 (2018 - \$4,391,215) and long-term debt amounts to \$6,274,088 (2018 - \$6,465,513).

WELLINGTON NORTH POWER INC.

Notes to Financial Statements
Year ended December 31, 2019

21. Revenue from contracts with customers:

The Corporation generates revenue primarily from the sale and distribution of electricity to its customers. Other sources of revenue include performance incentive payments under CDM programs.

	2019	2018
Revenue with Contracts with Customers	\$ 14,980,607	\$ 14,710,237
Other revenue	170,644	156,133
	<u>\$ 15,151,251</u>	<u>\$ 14,866,370</u>

In the following table, revenue from contracts with customers is disaggregated by type of customer.

	2019	2018
Residential	\$ 4,393,606	\$ 4,056,484
General Service	4,134,468	5,249,822
Large Users	6,204,563	5,218,227
Other	247,970	185,704
	<u>\$ 14,980,607</u>	<u>\$ 14,710,237</u>



Media Release

May 28, 2020

Medical Officer of Health Rescinding Order for Beach Closures in Grey Bruce

The Grey Bruce Health Unit Medical Officer of Health, Dr. Ian Arra, is rescinding the Order of May 14, 2020 that required municipalities to close all beaches in Grey and Bruce Counties. This Order is effective today, Thursday, May 28, 2020 at 12:00 p.m.

The risk of COVID-19 transmission and community spread remains. To address this risk each municipality can maintain its beach closure based on local need.

The intent of the May 14 Order was to send a message provincially that Grey and Bruce Counties are not open for tourism yet. This would deter one-day visitors and prevent mass gatherings on beaches. The ultimate goal is to suppress community transmission of Covid-19 for all residents in Grey and Bruce and protect the most vulnerable of us, seniors and individuals with comorbidities who would suffer severe disease.

The Medical Officer of Health can and will make Orders based on scientific and epidemiological information and data, it may exercise a discretion to refrain from enforcement of its Orders in appropriate circumstances. The authority of the *Health Protection and Promotion Act* is purposely robust and can supersede provincial directives to suit local needs in some cases. To that end, we conveyed to all Mayors of Bruce and Grey Counties that it would be at the discretion of each municipality to keep its boat launches, marinas and trails along the beach closed, or open to some or all people. As a matter of fact, this Order was requested and/or welcomed by all municipalities as expressed by their Mayors. The Order was devised to be a legal vehicle that could be utilized by municipalities as they see fit, based on their local need, until each municipality passes its own by-law, if needed.

The Medical Officer of Health is not required by law to consult with or take permission from affected municipalities, especially in emergencies. However, as the better practice of the specialty of Public Health and Preventive Medicine dictates, before the Order's making we consulted and maintained robust communication, over 7 days, with all relevant stakeholders including all Grey County and Bruce County Mayors, Municipal CAOs, Police Chiefs, Prosecutor, Fire Chiefs, Indigenous Chiefs, the Chief Medical Officer of Health of Ontario, and select neighbouring Medical Officers of Health.

A healthier future for all.

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

519-376-9420

1-800-263-3456

Fax 519-376-0605

The information on potential mass gatherings on beaches and subsequently the need for an Order were brought to our attention by Mayors of Grey and Bruce Counties. It was championed by Mayors who have health and safety as their focus.

The original plan was to rescind the May 14 Order after two weeks, provided the epidemiological data stays constant. Because the data has been constant, we are rescinding the Order for all affected municipalities so that individual by-laws may be considered.

Risk of COVID-19 spread related to day-use beaches in any municipality has the potential to increase the prevalence of the disease in the wider health unit; this is especially so during popular tourist gathering times, like holiday weekends. We encourage all municipalities, to consider adoption of such by-law.

For More Information:

Dr. Ian Arra

Medical Officer of Health and Chief Executive Officer

To arrange to speak with Dr. Arra, please contact Drew Ferguson at:

519-376-9420 or 1-800-263-3456 ext. 1269

d.ferguson@publichealthgreybruce.on.ca

CLASS ORDER

of the Medical Officer of Health for the Grey Bruce Health Unit

made pursuant to s. 22 of the *Health Protection and Promotion Act*, R.S.O. 1990, c. H. 7 as amended.

Date: May 28, 2020

TO:

ALL MUNICIPALITIES WITHIN THE AREA OF THE GREY BRUCE HEALTH UNIT (being "persons" within the class affected by this Order and whose names appear on Schedule "A" attached to this Order):

I, **Dr. Ian Arra, the Medical Officer of Health for the Grey Bruce Health Unit**, order that in respect of any real property you control, occupy or are in charge of that is or contains a beach or shore ordinarily accessible to the public and which includes any point of entry thereto (each being a "Premises") and which is subject to my previous Order dated 14 May 2020:

(a) that my previous Order dated 14 May 2020 be and is hereby rescinded by this Order.

THIS ORDER shall come into force on the 28thth day of May, 2020 at 12:00 noon Eastern Daylight Time.

THE REASONS for this ORDER are that:

- i. COVID-19 is a disease of public health significance and has been designated as communicable under Ontario Regulation 135/18 as amended.
- ii. COVID-19 has been declared a pandemic by the World Health Organization.
- iii. The Province of Ontario and each municipality to which this order is directed have declared an emergency under the *Emergency Management and Civil Protection Act* as a result of the pandemic.
- iv. The COVID-19 virus is spread from an infected person to a close contact by direct contact or when respiratory secretions from the infected person enter the eyes, nose or mouth of another person;

- v. The closing of beaches to the public by the municipalities affected by my Order dated 14 May 2020 has, to the present time, contributed to reducing the spread of COVID-19; and
- vi. The May 14 Order was devised to mitigate the risk until each municipality passes its own by-law, if needed.

As the Medical Officer of Health for the Grey Bruce, I am of the opinion, on reasonable and probable grounds that:

- I. the communicable disease caused by a novel coronavirus known as COVID-19 did and may now exist and persist in the health unit served by the Medical Officer of Health during the currency of the Order dated 14 May 2020;
- II. COVID-19 presents a clear risk to the health of persons in the health unit served by me; and
- III. The requirements specified in the Order of 14 May 2020 closing beaches were necessary in order to help decrease or eliminate the risk to health presented by COVID-19 in the health unit by reducing community transmission and spread; and,
- IV. The risk of transmission and community spread remains. To address this risk each municipality can maintain its beach closure based on local need.

NOTICE:

TAKE NOTICE THAT each member of the class is entitled to a hearing by the Health Services Appeal and Review Board if the member has delivered to the Medical Officer of Health and to the Health Services Appeal and Review Board (151 Bloor Street West, 9th Floor, Toronto, Ontario M5S 1S4, E-mail: (hsarb@ontario.ca) a notice in writing, requesting a hearing within 15 days after the effective date and time of this Order or otherwise in accordance with applicable law.

AND TAKE FURTHER NOTICE THAT although a hearing may be requested this Order takes effect when it is delivered to a member of the class or brought to the attention of a member of the class.

FAILURE TO COMPLY WITH THIS Order is an offence for which you may be liable, on conviction, to a fine of not more than \$25,000.00 for every day or part of each day on which the offence occurs or continues.

SIGNED THIS 28thth DAY OF MAY, 2020 AT OWEN SOUND, ONTARIO.



Dr. Ian Arra, MD MSc FRCPC ACPM ABPM (Diplomate)
Medical Officer of Health
Grey Bruce Health Unit
101 17th Street East
Owen Sound ON N4K 0A5

I.Arra@publichealthgreybruce.on.ca

This Order shall be posted on the Grey Bruce Health Unit website: www.publichealthgreybruce.on.ca

ANY INQUIRY respecting this Order may be directed to the Medical Officer of Health at the address hereon.

SCHEDULE A TO CLASS ORDER

of the Medical Officer of Health for the Grey Bruce Health Unit

dated 27 May 2020.

1. County of Grey
2. City of Owen Sound
3. Municipality of Grey Highlands
4. Municipality of Meaford
5. Municipality of West Grey
6. Town of Hanover
7. Town of The Blue Mountains
8. Township of Chatsworth
9. Township of Georgian Bluffs
10. Township of Southgate
11. County of Bruce
12. Town of Saugeen Shores
13. Municipality of Kincardine
14. Municipality of Brockton
15. Town of South Bruce Peninsula
16. Municipality of Arran–Elderslie
17. Township of Huron-Kinloss
18. Municipality of South Bruce
19. Municipality of Northern Bruce Peninsula



JEFF BUNN
Manager, Council & Committee Services & Deputy City Clerk
Finance & Corporate Services Department
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Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7278 Fax: 519.741.2705
jeff.bunn@kitchener.ca
TTY: 519-741-2385

May 15, 2020

The Right Honourable Justin Trudeau, Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

This is to advise that City Council, at a special electronic meeting held on May 11, 2020, passed the following resolution regarding universal basic income:

"WHEREAS The World Health Organization (WHO) on March 11, 2020 declared COVID-19 a pandemic, pointing to the growing number of cases of the coronavirus illness around the world and the sustained risk of further global spread; and,

WHEREAS in response to the COVID-19 pandemic, the Province of Ontario and the City of Kitchener have declared a state of emergency under the Emergency Management and Civil Protection Act; and,

WHEREAS the City of Kitchener has approved the Early Economic Support Plan, which provides financial and economic support measures to help reduce the financial strain on citizens and businesses during the COVID-19 pandemic; and,

WHEREAS Statistics Canada has reported that the unemployment rate has risen to 7.8 per cent, with 1,011,000 jobs lost in March 2020, and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians; and,

WHEREAS the Federal government has announced \$82 billion in relief funding for the COVID-19 Economic Response Plan, utilizing tax deferrals, subsidies, loans, and credits to support citizens, businesses, and industries; and,

WHEREAS according to a 2018 Parliamentary Budget Office report, a Canada-wide basic income of the type previously piloted in Ontario would have an annual net cost of \$44 billion; and,

WHEREAS a universal basic income would likely have many positive effects, including reducing poverty, reducing strain on health care and social assistance systems, supporting businesses and the economy, reducing crime, as well as reducing administrative complexity and creating efficiencies for those in need of financial and economic support measures;

THEREFORE BE IT RESOLVED that the Council of the City of Kitchener urges the Ontario Provincial government to pursue a partnership with the Federal government for the establishment of a universal basic income;

BE IT FINALLY RESOLVED that this resolution be forwarded to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; the Minister of Children, Community and Social Services; the Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario; the Local Members of Provincial Parliament; the Region of Waterloo; all Municipalities within the Province of Ontario; and, the Federation of Canadian Municipalities.”

Yours truly,



J. Bunn
Manager, Council & Committee Services/
Deputy City Clerk

- c. Honourable, Doug Ford, Premier
Honourable Amy Fee, M.P.P.
Honourable Belinda Karahalios, M.P.P.
Honourable Catherine Fife, M.P.P.
Honourable Laura Mae Lindo, M.P.P.
Honourable Mike Harris, M.P.P.
Honourable Todd Smith, Minister of Children, Community & Social Services
Honourable Steve Clark, Minister of Municipal Affairs and Housing
Monika Turner, Association of Municipalities of Ontario
Kris Fletcher, Regional Clerk, Region of Waterloo
Bill Karsten, Federation of Canadian Municipalities
Ashley Sage, Clerk, Township of North Dumfries
Danielle Manton, City Clerk, City of Cambridge
Dawn Mittelholtz, Director of Information and Legislative Services / Municipal Clerk, Township of Wilmot
Grace Kosch, Clerk, Township of Wellesley
Olga Smith, City Clerk, City of Waterloo
Val Hummel, Director of Corporate Services/Clerk, Township of Woolwich
All Ontario Municipalities

The Corporation of the Township of Southgate
By-law Number 2020-057
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 June 3, 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 June 3, 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 3rd day of June, 2020.

John Woodbury - Mayor

Lindsey Green – Acting Clerk