



# Township of Southgate Council Meeting Agenda

July 8, 2020

9:00 AM

Electronic Participation

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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 - Harris Crescent

10 - 14

This delegation was received for information at the April 15, 2020 regular Council meeting where the delegate was not participating electronically. The delegate now wishes to speak to Council and participate electronically at this meeting.

**Be it resolved that** Council receive Robert Harris's delegation regarding an entrance permit on Southgate Sideroad 41 as information.

**5.2 Peter Weber Delegation - Municipal Drain on Property** 15 - 18

**Be it resolved that** Council receive Peter Weber's delegation regarding a municipal drain on his property as information.

**5.3 Sharratt Water Management Ltd. Presentation - Dundalk Water and Wastewater Rates Study - Ken Sharratt** 19 - 57

**Be it resolved that** Council receive the Sharratt Water Management presentation as information.

**6. Adoption of Minutes** 58 - 78

**Be it resolved that** Council approve the minutes from the June 17, 2020 Council and Closed Session meetings as presented.

**7. Reports of Municipal Officers**

**7.1 Public Works Manager Jim Ellis**

**7.1.1 PW2020-036 Dundalk Water and Wastewater Rates Study** 79 - 157

**Be it resolved that** Council receive Staff Report PW2020-036 for information; and

**That** Council approves the 2020 Dundalk Water & Wastewater Rates Study and the Dundalk Water System Financial Plan as prepared by Sharratt Water Management Ltd.; and

**That** Council consider approval of By-law 2020-072.

**7.1.2 By-law 2020-072 - Dundalk Water and Wastewater Rates By-law**

**\*\* To Be Uploaded on Monday July 6, 2020 with Addendum Agenda\*\***

**7.1.3 PW2020-037 Hopeville Depot Security System Upgrade** 158 - 159

**Be it resolved that** Council receive Staff Report PW2020-037 for information; and

**That** Council approve the upgrades to the Hopeville Office and Depot Security System in the amount of \$9,879.79 plus HST; and

**That** Council approve funding the upgrade from the Modernization Funds Reserve.



**7.1.4 PW2020-038 Draft ATV and Snowmobile By-law 160 - 177**

**Be it resolved that** Council receive Staff Report PW2020-038 for information; and  
**That** Council review and provide comment on the draft ATV / Snowmobile By-law.

**7.2 Fire Chief Derek Malynyk**

**7.2.1 FIRE2020-011- Fire Protection Agreement with the Township of Wellington North 178 - 186**

**Be it resolved that** Council receive Staff Report FIRE2020-011 for information; and  
**That** Council consider approval of By-Law 2020-069 at the July 8, 2020 Council Meeting.

**7.2.2 By-law 2020-069 - Wellington North Fire Protection Agreement 187 - 197**

**Be it resolved that** by-law number 2020-069 being a By-law to authorize a fire protection agreement between the Corporation of the Township of Wellington North and the Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**7.2.3 FIRE2020-012- Volunteers Compensation Report 198 - 201**

**Be it resolved that** Council receive Staff Report FIRE2020-012 as information; and  
**That** Council approve the Volunteer Fire Department staff pay grid for hourly and fire practice rates, effective July 1<sup>st</sup>, 2020

### 7.3 Acting Clerk Lindsey Green

#### 7.3.1 CL2020-022-Canine Control By-law Draft Amendments 202 - 236

**Be it resolved that** Council receive Staff Report CL2020-022 as information; and

**That** Council receive the draft amendments to the Canine Control By-law and forward comments and feedback to the Clerk no later than that end of day on July 20, 2020; and

**That** Council consider approval of the Canine Control By-law at the August 5, 2020 regular Council meeting.

### 7.4 Chief Administrative Officer Dave Milliner

#### 7.4.1 CAO2020-044 Grant Match Funding Service Report 237 - 244

**Be it resolved that** Council receive staff report CAO2020-044 as information; and

**That** Council approve GrantMatch Grant Management Services Agreement to contract with this company for the services to create a specific municipal profile as a grant strategy, research and find matching grants and submitting grant applications to secure grant funding for Township of Southgate projects.

### 7.5 Planner Clinton Stredwick

#### 7.5.1 PL2020-013-772186 Highway 10 245 - 246

**Be it resolved that** Council receive Staff Report PL2020-013 for information; and

**That** Council consider approval of By-law 2020-052 authorizing the entering into a Site Plan Agreement.

#### 7.5.2 By-law 2020-052 - Site Plan 18-19 - 772186 Highway 10 Ltd 247 - 263

**Be it resolved that** by-law number 2020-052 Being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

- |       |   |           |
|-------|---|-----------|
| 7.5.3 | <b>PL2020-020-SP3-20-2677188 Ontario Inc.</b>   | 264 - 265 |
|       | <p><b>Be it resolved that</b> Council receive Staff Report PL2020-020 for information; and</p> <p><b>That</b> Council consider approval of By-law 2020-062 authorizing the entering into a Site Plan Agreement.</p>   |           |
| 7.5.4 | <b>By-law 2020-062 - Site Plan 3-20 - 2677188 Ontario Inc</b>   | 266 - 277 |
|       | <p><b>Be it resolved that</b> by-law number 2020-062 being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.</p> |           |
| 7.5.5 | <b>PL2020-021-SP4-20 Ivan S Martin</b>  | 278 - 279 |
|       | <p><b>Be it resolved that</b> Council receive Staff Report PL2020-021 for information; and</p> <p><b>That</b> Council consider approval of By-law 2020-063 authorizing the entering into a Site Plan Agreement.</p>   |           |
| 7.5.6 | <b>By-law 2020-063 - Site Plan 4-20 - Ivan S and Rebecca Martin</b>   | 280 - 291 |
|       | <p><b>Be it resolved that</b> by-law number 2020-063 Being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.</p> |           |
| 7.5.7 | <b>PL2020-024-C26-19 Solomon &amp; Veronica Brubacher</b>   | 292 - 300 |
|       | <p><b>Be it resolved that</b> Council receive Staff Report PL2020-024 for information; and</p> <p><b>That</b> Council consider approval of By-law 2020-065.</p>   |           |

**7.5.8 By-law 2020-065 - ZBA C26-19 - Soloman and Veronica Brubacher 301 - 303**

**Be it resolved that** by-law number 2020-065 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, 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**

**8.1 By-law 2020-048 - ZBA C17-19 - Brenden McDonald 304 - 306**

**Be it resolved that** by-law number 2020-048 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.

**8.2 By-law 2020-059 - OPA3-19 and OPA No. 25 - Brendan McDonald 307 - 313**

**Be it resolved that** by-law number 2020-059 being a by-law to adopt Amendment No. 25 to the Township of Southgate Official Plan affecting the lands described as Con 13, Pt lot 6 (geographic Township of Proton) in the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**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 July 8, 2020 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions.

10.1.1	CAO2020-045 - Southgate Business Restart Plan Report	314 - 319
10.1.2	CAO2020-046 - CAO Update Report July 8 2020	320 - 325
10.1.3	CL2020-021 – Cooling/Warming Centre Guidelines	326 - 330
10.1.4	PW2020-035 - Department Report	331 - 334
10.1.5	Librarian CEO Report 2020-06-18	335
10.1.6	2020-05-21 Library Board Minutes	336 - 339
10.1.7	2020-05-28 Library Board Minutes	340 - 341
10.1.8	June 2020 Cheque Register	342 - 349
10.2	Correspondence (for information)	
	Be it resolved that Council approve the items on the Correspondence consent agenda dated July 8, 2020 and direct staff to proceed with all necessary administrative actions.	
10.2.1	Minister of Transportation Guidance for Public Transit Agencies and Passengers in Response to COVID-19 - received June 15, 2020	350 - 367
10.2.2	MNRF 2020 Rabies Control Operations Notification Letter - received June 16, 2020	368 - 371
10.2.3	Grey Bruce United Way Donation Thank You Letter - received June 22, 2020	372 - 375
10.2.4	Local Lens Agriculture 2020 - received June 24, 2020	376 - 377
10.2.5	GRCA GM Summary and Members Attendance June 2020 - received June 26, 2020	378 - 379
10.2.6	CSWBP Advisory Committee Agenda, Action Tracking, Minutes and Status Update - received June 29, 2020	380 - 392

### **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 July 8, 2020 and direct staff to proceed with all necessary administrative actions.

<b>10.3.1</b>	<b>2020-06-12 FCM - Establish Municipal Financial Assistance Program - received June 12, 2020</b>	<b>393 - 394</b>
<b>10.3.2</b>	<b>Municipality of Chatham-Kent Support Letter for Alzheimer Society -received June 12, 2020</b>	<b>395 - 400</b>
<b>10.3.3</b>	<b>Municipality of Chatham-Kent Letter of support for funding and Commission on Long-Term Care - received June 12 2020</b>	<b>401 - 402</b>
<b>10.3.4</b>	<b>County of Grey Letter to Premier Ford - Broadband Access - received June 15, 2020</b>	<b>403 - 404</b>
<b>10.3.5</b>	<b>Municipality of Grey Highlands Universal Basic Income - received June 18, 2020</b>	<b>405 - 406</b>
<b>10.3.6</b>	<b>Town of Renfrew - Economic Motion - received June 24, 2020</b>	<b>407</b>
<b>10.3.7</b>	<b>Municipality of West Elgin - Affordable Broadband Internet - received June 29, 2020</b>	<b>408 - 409</b>
<b>10.3.8</b>	<b>Municipality of West Elgin - Universal Basic Income - received June 29, 2020</b>	<b>410 - 411</b>
<b>10.3.9</b>	<b>Town of Kingsville - Rent Assistance Program - received June 29, 2020</b>	<b>412 - 413</b>

### **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**

414

**Be it resolved that** by-law number 2020-071 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 July 8, 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.

**15. Adjournment**

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

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

I wish to appear before Council on:

March 18/20 New Date: July 8, 2020

(Please print clearly)

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

#### New Delegation

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

asking for entrance permit off  
SRD 4K for residential driveway for  
storage shed

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

#### Additional Delegation Information

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



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

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

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

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

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

Signature

Date

[Redacted Signature]

Jan 20/2020

Signature

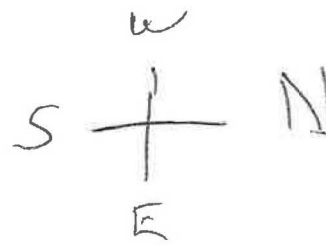
Date

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

**Approval**

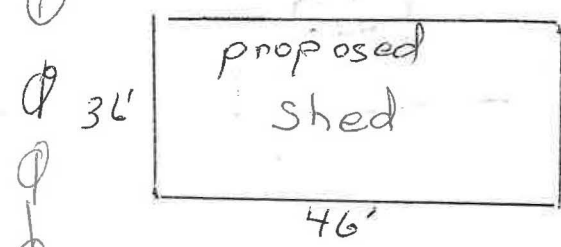
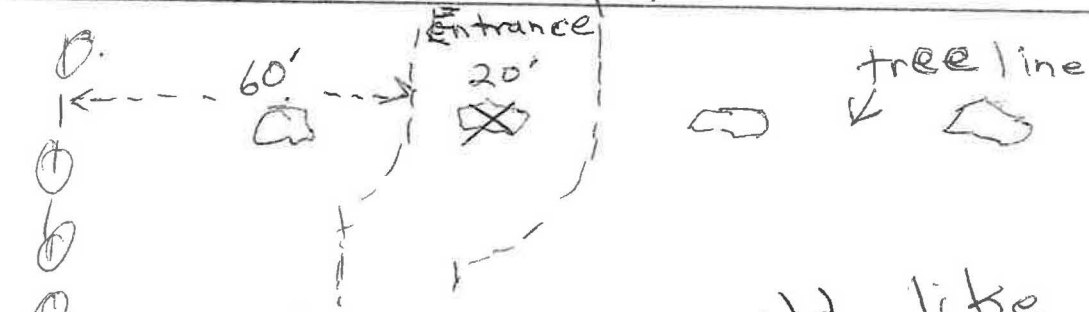
Council Date: July 8, 2020 at 9AM

Municipal Clerk Initials: Original Signed By



Southgate SRD 41

neighon  
Fire  
#  
411321

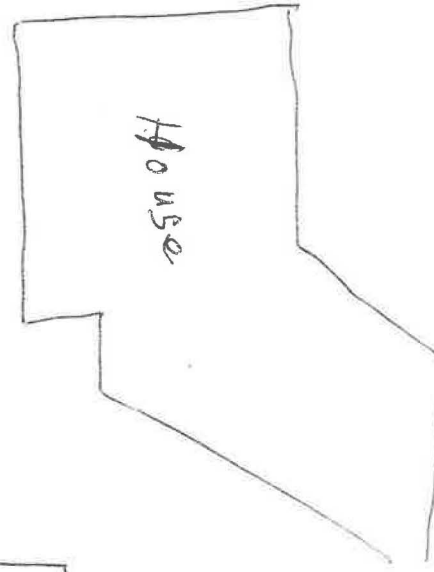


would like  
on site meeting

Thanks



Bob Harris



Property  
line

### Legend

-  Parcels - Current
- Large Scale Roads**
  -  Provincial Highway
  -  County Road
  -  Township Road
  -  Seasonal Road
-  Grey County Boundary



0 0 0 0 Kilometers

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© County of Grey



This map is a user generated static output from an Internet mapping site and is for reference only.  
Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

Printed January 16, 2020

THIS MAP IS NOT TO BE USED FOR NAVIGATION

### Notes



# GREY COMMON ELEMENTS CONDOMINIUM PLAN NO. 93

## LEVEL 1

REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION  
OF GREY (No. 16) AT 15:21 O'CLOCK ON THE 12  
DAY OF December, 2011.

*A. Novak*  
REPRESENTATIVE FOR LAND REGISTRAR

## SURVEYOR'S CERTIFICATE

I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE  
CONDOMINIUM ACT, 1998, THE SURVEYS ACT, THE SURVEYORS ACT AND  
THE LAND TITLES AND THE REGULATIONS MADE UNDER THEM.  
2. THE SURVEY WAS COMPLETED ON THE 20th DAY OF JUNE, 2011.

November 4, 2011  
DATED

*Ronald F. Dore*  
RONALD F. DORE  
ONTARIO LAND SURVEYOR

DECLARATION REGISTERED AS No. G457181

THIS PLAN COMPRISES ALL OF PIN 37287-0249 (LT)  
AND PIN 37287-0250 (LT).

SCHEDULE OF APPURTENANT AND SERVIENT INTERESTS  
(PURSUANT TO CLAUSES 157 (1) (d) AND (e) OF THE CONDOMINIUM ACT, 1998)

SUBJECT TO (SERVIENT INTERESTS)	PART	REGISTERED PLAN	DESCRIBED IN	NOTES
				N/A

PLAN OF SURVEY  
OF

## BLOCKS 10 AND 11 REGISTERED PLAN 16M-35

GEOGRAPHIC OF TOWNSHIP OF EGREMONT  
TOWNSHIP OF SOUTHGATE  
COUNTY OF GREY

R. F. DORE SURVEYING LTD.

SCALE 1:1000

0 5 10 20 30 40 METRES

## LEGEND

■ FOUND  
□ PLANTED  
SIB STANDARD IRON BAR  
IB IRON BAR  
SSIB SHORT STANDARD IRON BAR  
1661 R. F. DORE, O.L.S.  
ZUBO ZUBER, EMO & PATTEN LTD.  
M, Meas MEASURED  
EGR EAST OF THE GARAFRAXA ROAD  
ALL MONUMENTS ARE 1661 UNLESS NOTED OTHERWISE

## NOTE

UTM GRID BEARING, DERIVED FROM OBSERVED REFERENCE POINTS A AND B,  
BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (1997.0)  
HAVING A GRID BEARING OF N9°29'35"W

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY  
A COMBINED SCALE FACTOR OF 0.99973.

FOR BEARING COMPARISONS, A ROTATION OF 0°22'00" (COUNTER-CLOCKWISE) CAN BE  
APPLIED TO BEARINGS FROM PLAN 16R-9980 AND PLAN 16M-35.

OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (1997.0).  
COORDINATES TO RURAL ACCURACY PER SEC. 14 (2) OF OREG. 216/10

POINT ID	NORTHING	EASTING
ORP A	4 873 152.8	521 772.6
ORP B	4 873 411.8	521 729.3

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH  
CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

## CERTIFICATE OF DECLARANT

THIS TO CERTIFY THAT THE PROPERTY INCLUDED IN THIS PLAN  
HAS BEEN LAID OUT INTO COMMON ELEMENTS IN ACCORDANCE WITH OUR  
INSTRUCTIONS.

DECLARANT:

1530999 ONTARIO LIMITED

DATED AT KINCARDINE THIS 28 DAY OF November, 2011.

*Robert Harris*  
ROBERT HARRIS

I HAVE THE AUTHORITY TO BIND THE CORPORATION.

THIS FINAL CONDOMINIUM PLAN IS APPROVED UNDER THE  
CONDOMINIUM ACT BY THE COUNTY OF GREY, AS PER SEC 9(7) AND EXEMPTED  
UNDER SECTION 51(50) OF THE PLANNING ACT, RSO 1990 AS AMENDED.

DATED THIS 1 DAY OF December, 2011.

*Ray S.*  
DIRECTOR OF PLANNING & DEVELOPMENT,  
COUNTY OF GREY

R. F. DORE SURVEYING LTD.

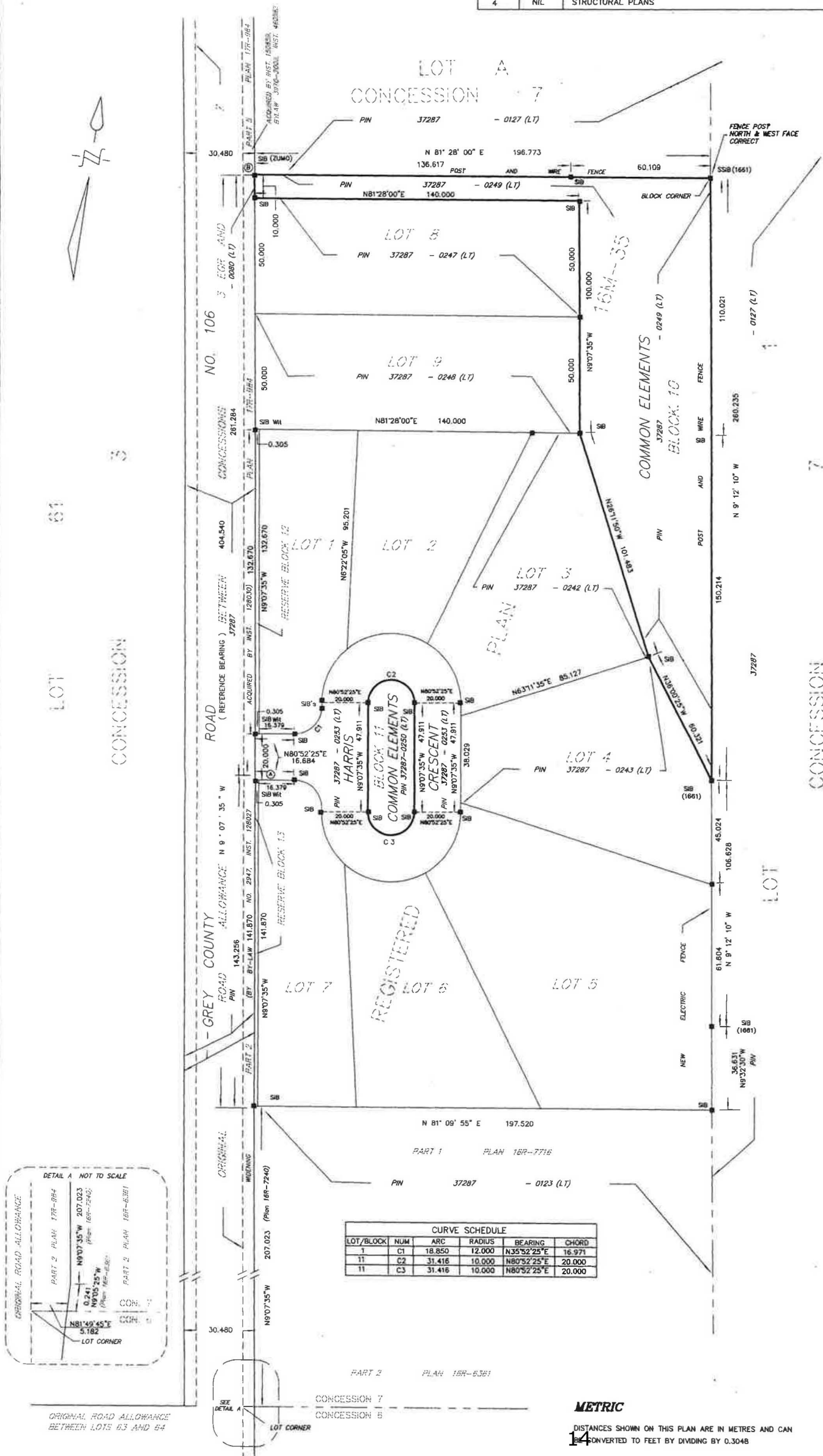
ONTARIO LAND SURVEYOR  
932 QUEEN STREET, KINCARDINE, ONTARIO  
N2Z 2Y9  
(519) 396-3484

*RD*  
O.L.S.

SCALE: 1:1000

FILE NO. 107247 C

INDEX OF PARTS		
PART	SHEET	DESCRIPTION
1	1	PLAN OF SURVEY OF THE CONDOMINIUM PROPERTY, THE DESIGNATION OF COMMON ELEMENTS ON LEVEL 1, ILLUSTRATION OF THE SERVIENT INTERESTS.
2	NIL	PLAN OF SURVEY OF THE EXCLUSIVE USE PORTIONS
3	NIL	ARCHITECTURAL PLANS
4	NIL	STRUCTURAL PLANS



CURVE SCHEDULE					
LOT/BLOCK	NUM	ARC	RADIUS	BEARING	CHORD
1	C1	18.850	12.000	N35°52'25"E	16.971
11	C2	31.416	10.000	N80°52'25"E	20.000
11	C3	31.416	10.000	N80°52'25"E	20.000

## METRIC

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN  
BE CONVERTED TO FEET BY DIVIDING BY 0.3048

ORIGINAL ROAD ALLOWANCE  
BETWEEN LOTS 63 AND 64

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

I wish to appear before Council on:

(Please print clearly)

July 8, 2020

CONTACT NAME:

Peter Weber

Additional Speaker:

Ruth Weber

ADDRESS:

[REDACTED]

POSTAL CODE:

[REDACTED]

TELEPHONE #:

[REDACTED]

E-MAIL ADDRESS:

[REDACTED]

#### New Delegation

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

buried municipal drain going across  
building lot

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

instruction on how to move forward

#### Additional Delegation Information

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

None

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


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

  
Signature \_\_\_\_\_ Date June 17 / 20

  
Signature \_\_\_\_\_ Date June 17 2020

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

### Approval

Council Date: July 8, 2020 @ 9 AM

Municipal Clerk Initials: Lindsey Green

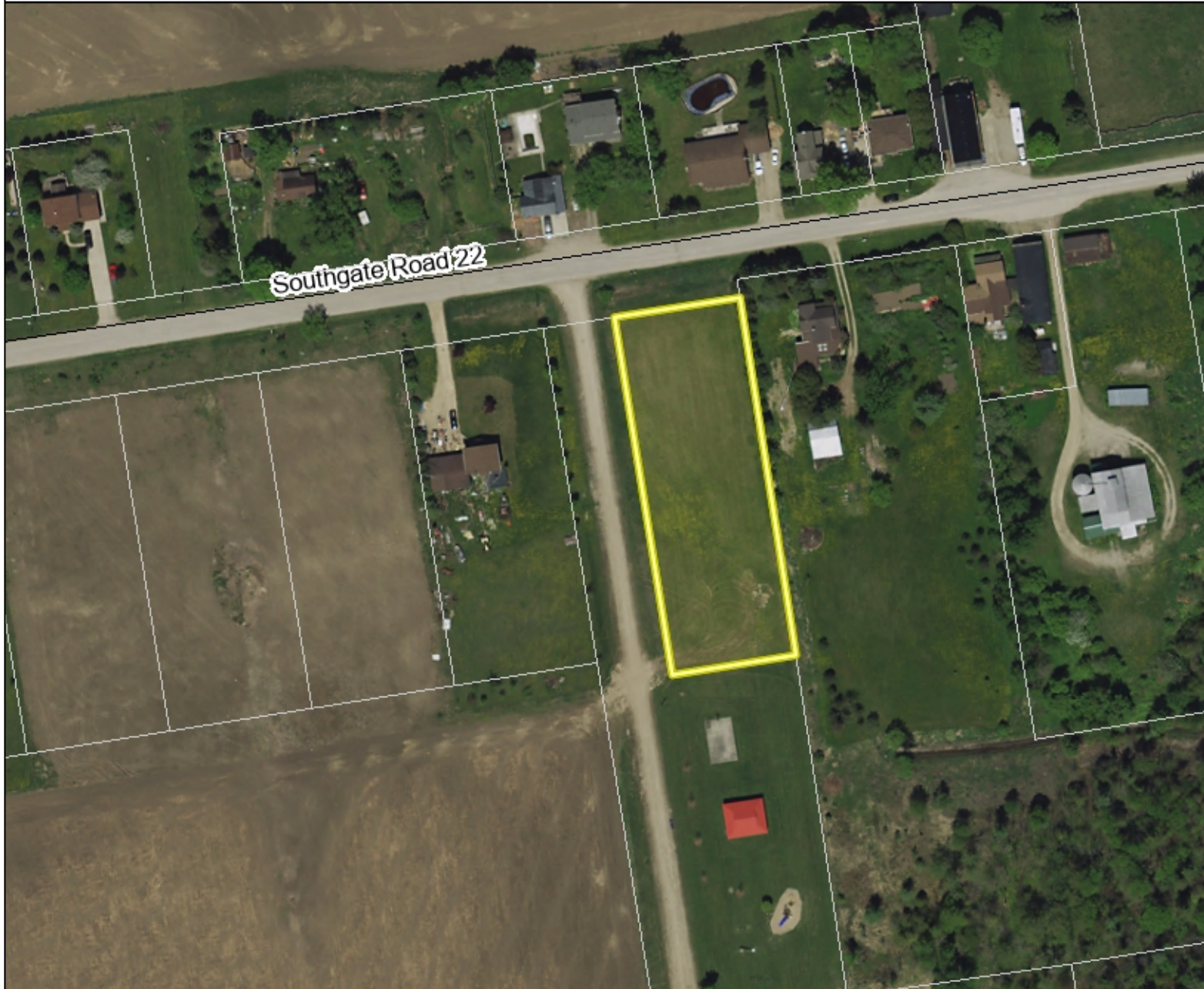
Digitally signed by Lindsey Green  
DN: cn=Lindsey Green, o, ou,  
email=lgreen@southgate.ca, c=CA  
Date: 2020.06.25 13:37:03 -0400

### **Township of Southgate Delegation Protocol**

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

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





### Legend

-  Grey County Boundary
-  Parcels - Base
- Large Scale Roads**
  -  Provincial Highway
  -  County Road
  -  Township Road
  -  Seasonal Road

### Notes

111 0 56 111 Meters

WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© County of Grey



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Printed July 18, 2020

THIS MAP IS NOT TO BE USED FOR NAVIGATION



# Dundalk Water System

## Financial Plan Project

July 8, 2020



**Sharratt Water Management Ltd.**  
Sustainable Water Management Specialists

# Project Purpose

- Develop Water Financial Plan
  - Develop Water/Wastewater Rates

# Financial Plans

- Walkerton a water landmark
  - Public inquiry
- Safe Drinking Water Act Requires Financial Plans prepared:
  - 1. With SWSSA 2002
  - 2. With MOE Requirements
    - Reg 453/07
- SWSSA regulations not published – Sunsetting



# MOE Regulations

- 2002 Safe Drinking Water Act
  - Utilities to be licensed
- Elements to obtain a license:
  1. A Permit to Take Water
  2. A Drinking Water Works Permit
  3. An Operational Plan, and
  4. An Accredited Operating Authority
  - 5. A Financial Plan**



# Financial Plans – Reg. 453/07

- Regulation 453/07
  - Prepare a Financial plan before licensing
  - Cover 6 year period minimum
    - Compulsory for water systems
  - Has mandatory components
    - Available to the public free of charge
    - Placed on the internet
    - Advertise report availability
    - Approved by Council – Copy to MMAH
  - Repeat study every 5 years
    - before next license renewal



# Financial Plan Content

- 2006 Clean Water Act
  - Financial Plans to include source protection costs
- 2007
  - Lead service replacement costs

# Financial Planning Guidelines

- Guidelines published by MOE - Aug 07
  - "Toward Financially Sustainable Drinking – Water and Wastewater Systems".
- Goal - Achieving financial sustainability





# Key MOE Fin. Plan Principles

1. Engaging the public in decision making processes/accessible reports
2. An integrated approach to water/wastewater system financial planning
3. Life-cycle approaches to fin. planning/asset management
4. Funds available when assets need to be maintained, rehab. replaced
5. Asset management planning is central
6. Sustainable level of revenue allows systems to be kept in good condition
7. Rate structures can promote financial sustainability and water conserv.
8. Metering, use of rates, preferable to cross-subsidization using prop. taxes.
9. Growth should fund growth.
10. Financial Plans are living documents - lend themselves to improvement.
11. Multi-year plans should be periodically reviewed.



# Dundalk Water/Wastewater System

- Water
  - Estimated 2019 Value     \$18.4 million
  - 273 Assets listed
  - \$20,400 per connection
- Wastewater
  - Est 2019 Value \$16.7 million
  - 184 Assets
  - \$16,700 per connection

# Steps in Financial Plan

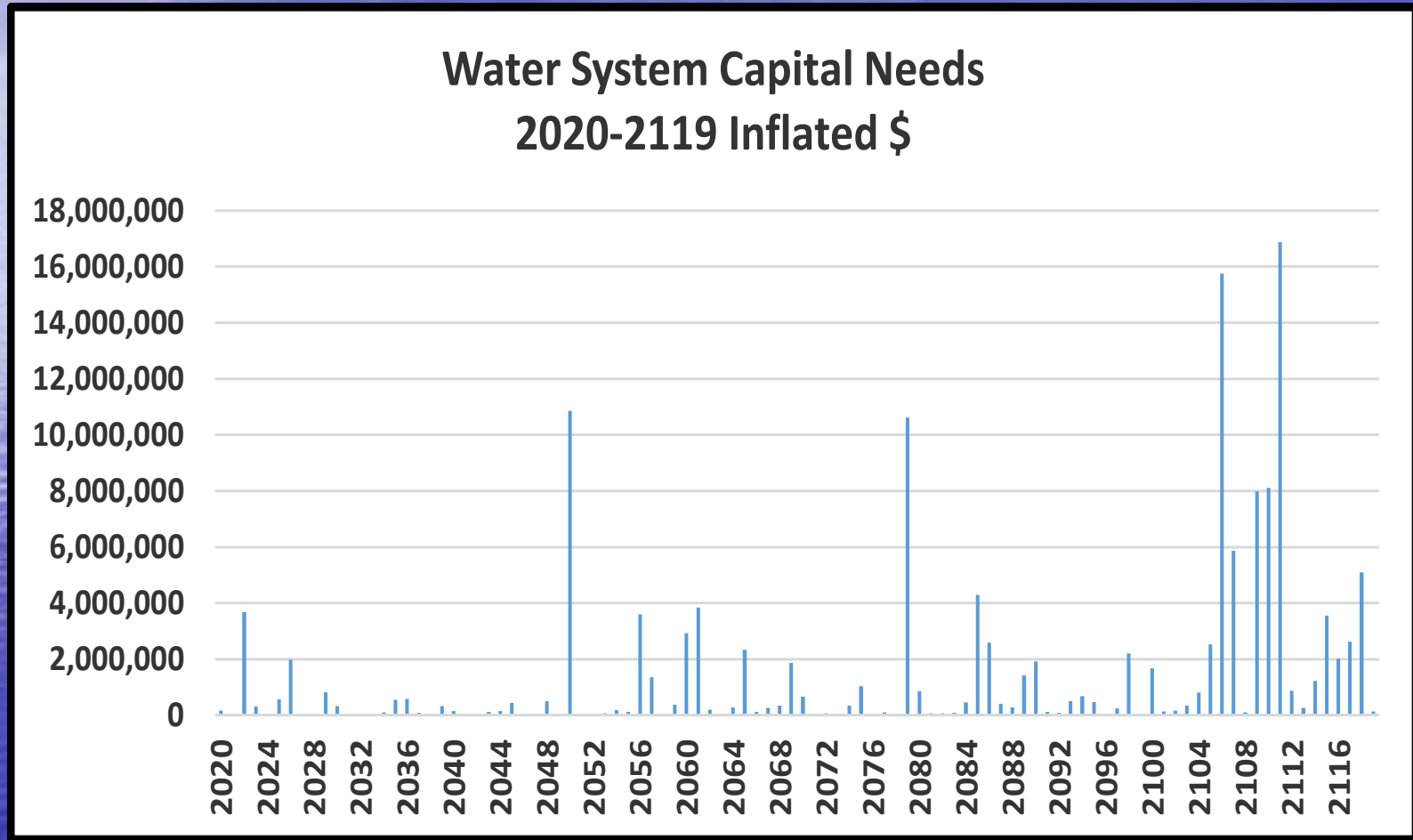
- Project capital renewal/replacement needs
  - Project all water asset costs to 2119
  - Wastewater Projected to 2095
- Develop a cost recovery plan
  - Capital renewal costs to 2119/2095
  - Operating costs to 2029
  - Estimate # of users/water sold
  - Develop rates
- Prepare Financial Plan



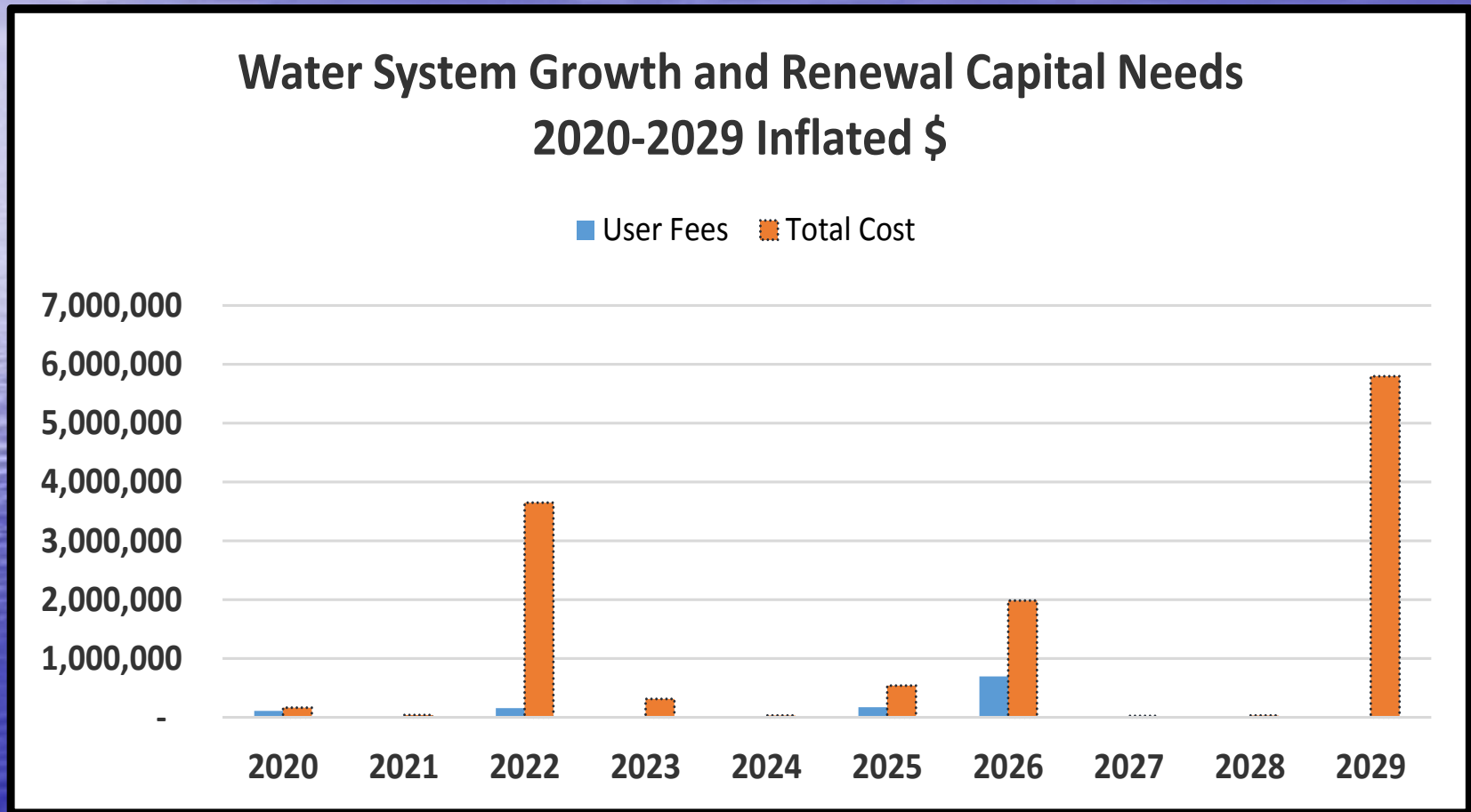
# Dundalk Rate Setting

- Inflation – 2-3% for operating
- Capital Projection – 3% inflation
  - (construction price index)
- Rate type – two part rate
  - Fixed component – monthly charge based on meter size
  - Volumetric – based amount of water used

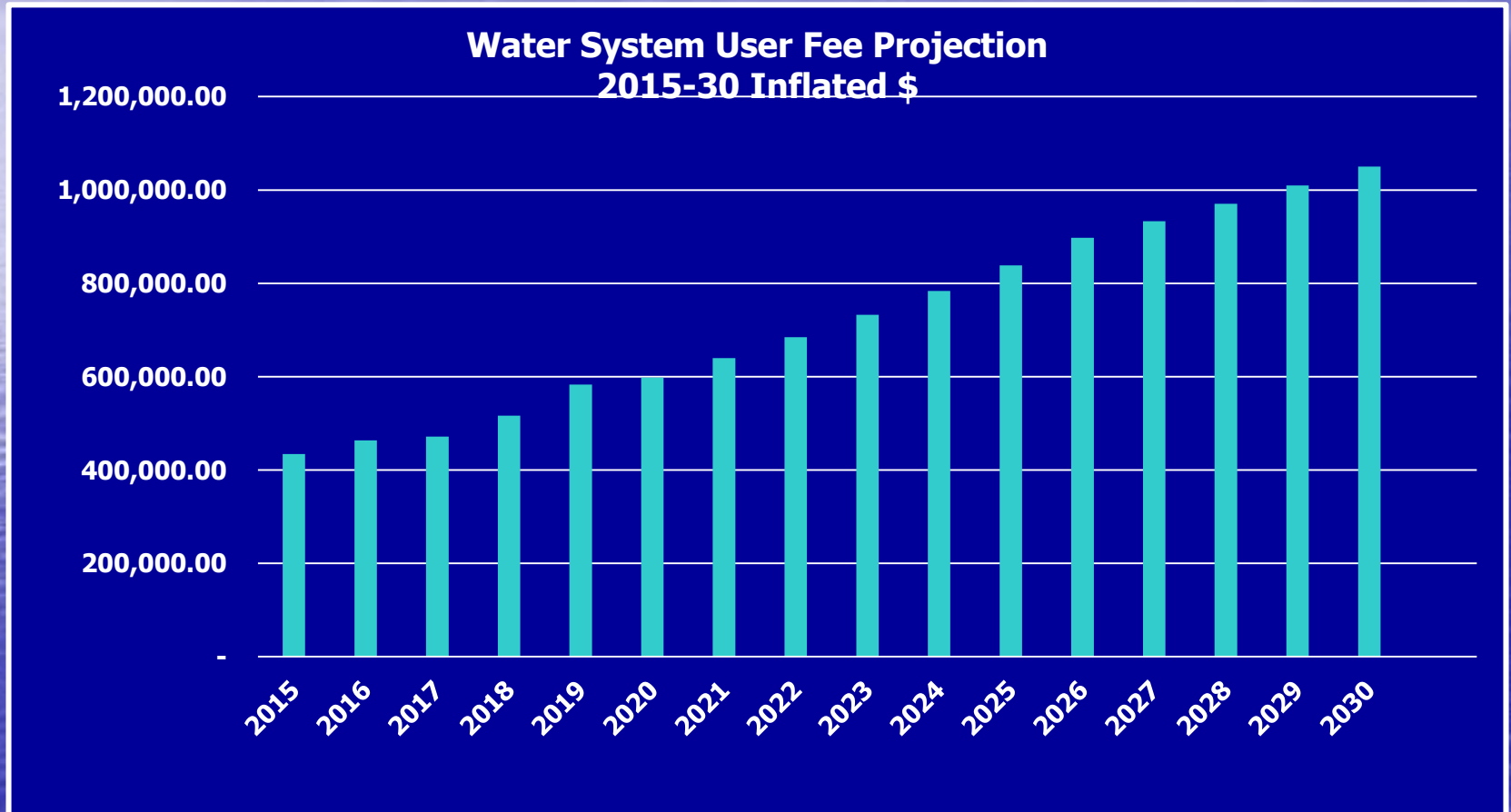
# Capital Needs to 2119



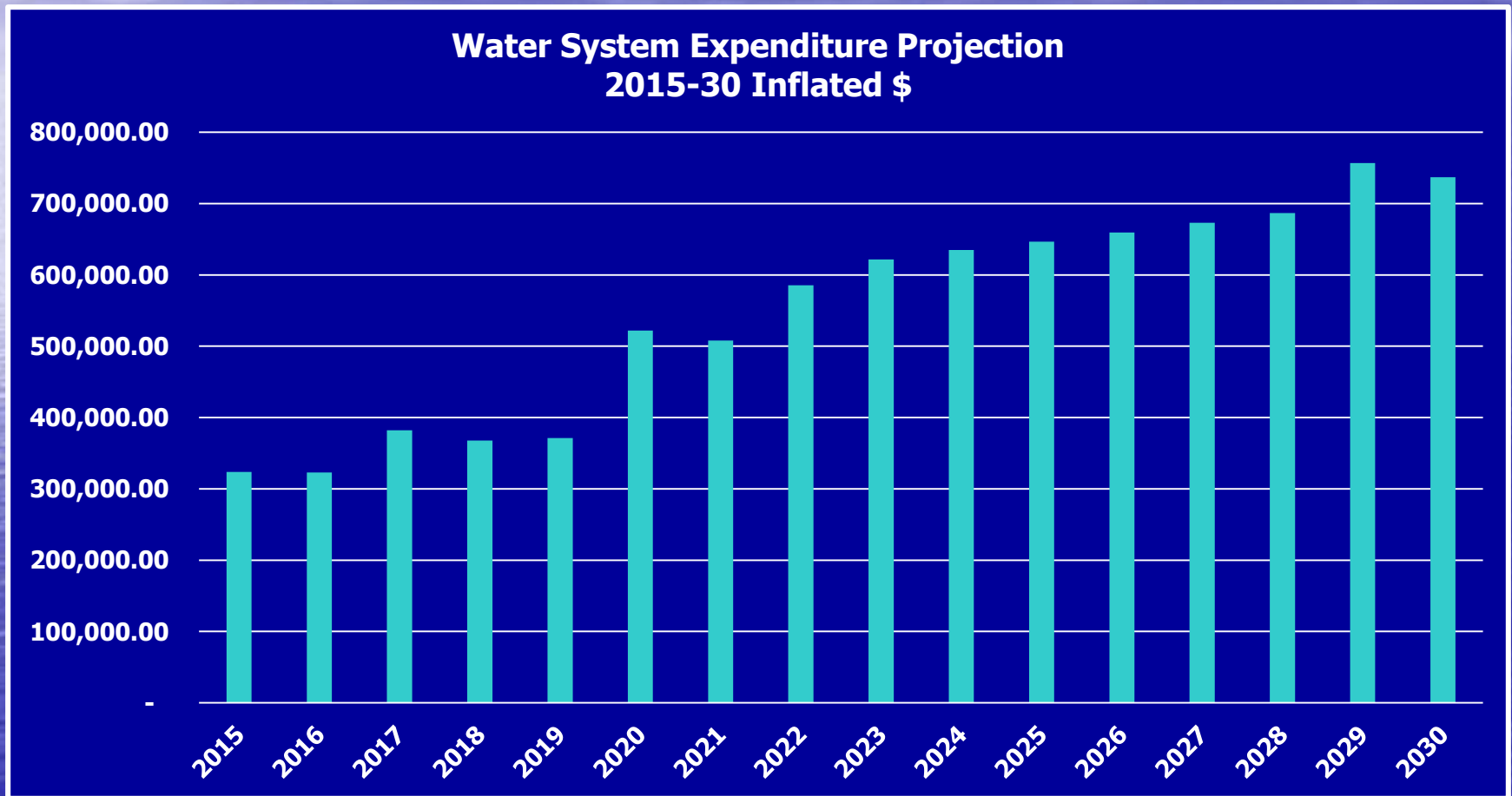
# Capital 2020-29



# User Fees 2015-30



# Water Expenditures 2015-30



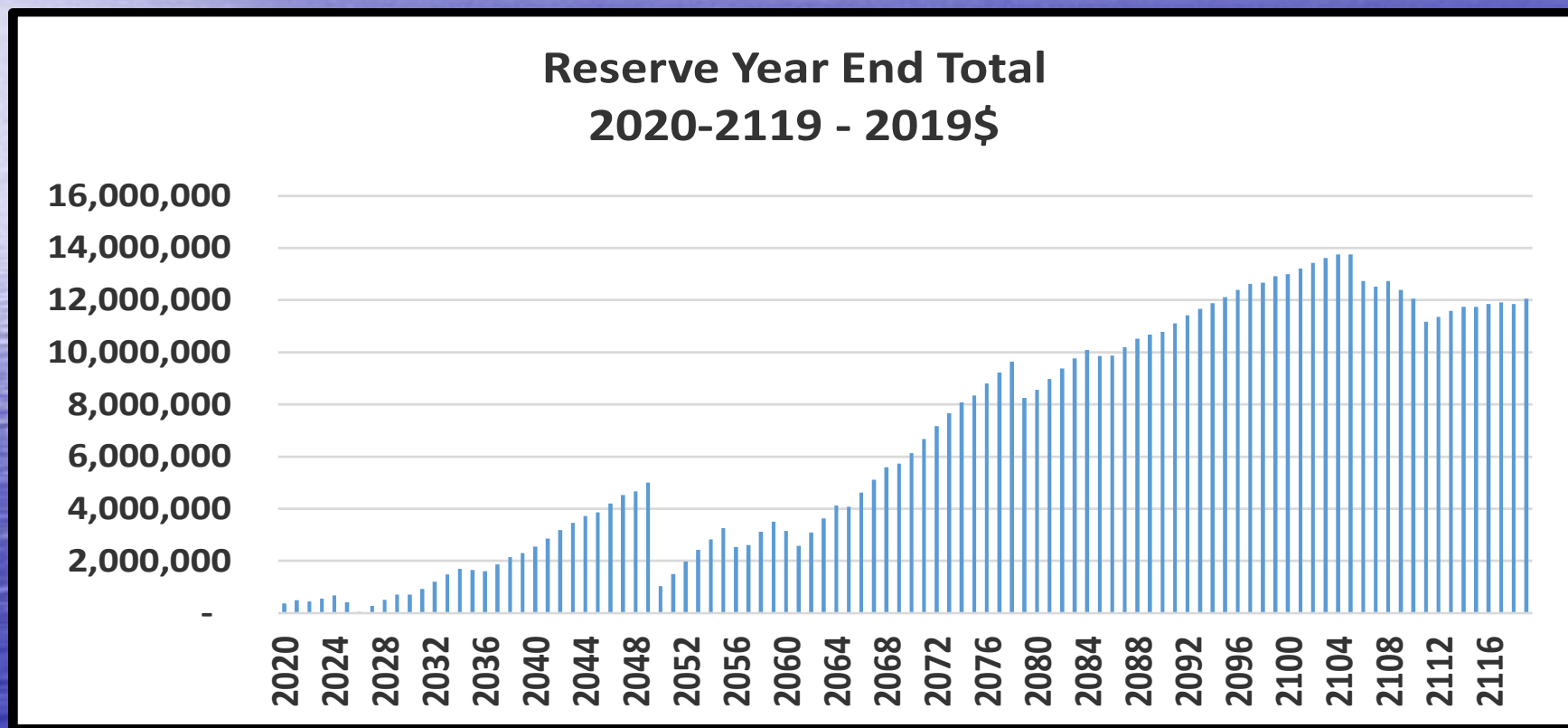


# Water Reserve 2020-2030 Infl.\$

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Opening Value	393,652	380,824	521,707	487,124	618,682	788,585	494,648	60,360	350,828	665,681	949,985
Addition (Withdrawal) from (to) Ops	112,832	180,136	148,892	161,946	201,203	245,775	292,912	316,947	342,126	312,396	339,489
Transfer (to) from Capital	(125,660)	(39,253)	(183,475)	(30,389)	(31,300)	(539,712)	(727,200)	(26,479)	(27,273)	(28,091)	\$ (320,238)
Close	380,824	521,707	487,124	618,682	788,585	494,648	60,360	350,828	665,681	949,985	969,236
Close in 2019\$	369,732	491,759	445,788	549,691	680,240	414,260	49,078	276,947	510,189	706,878	700,197

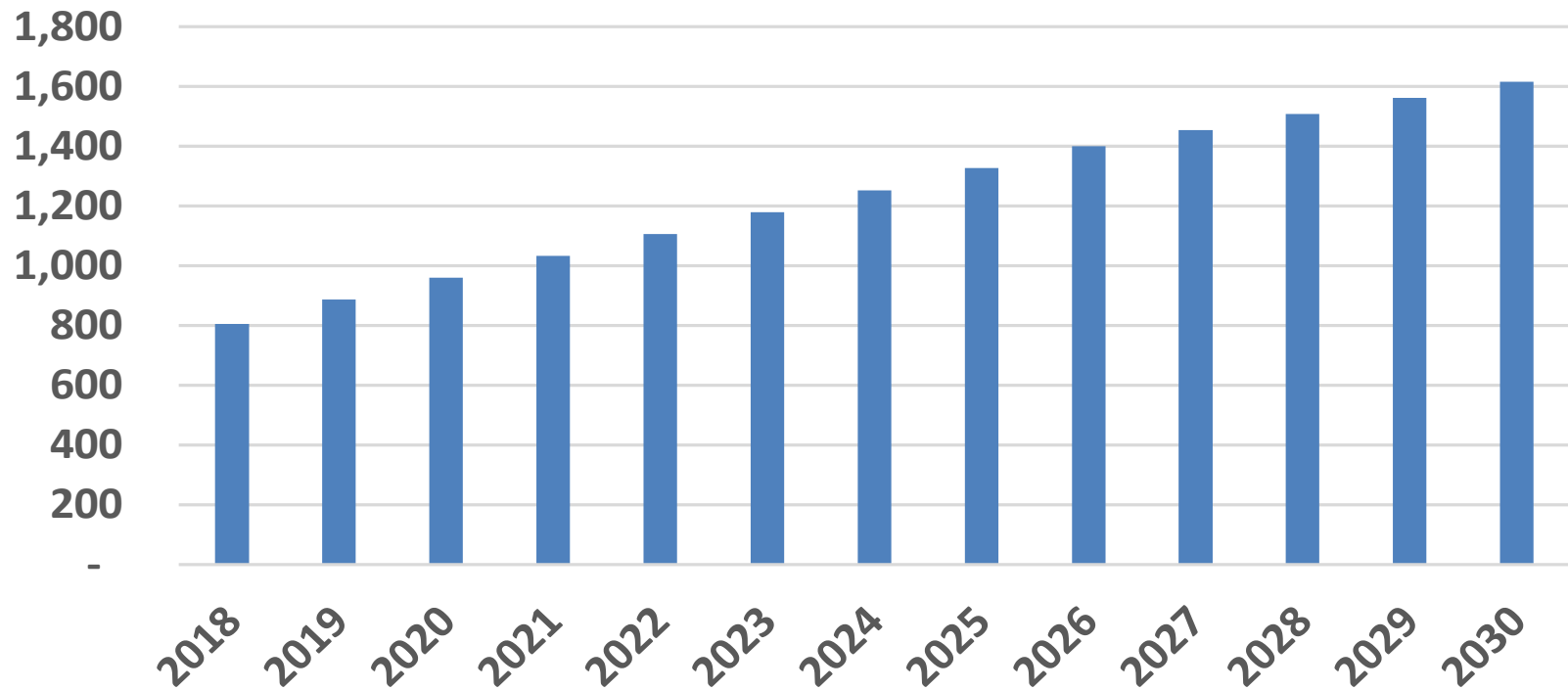


# Long Range Reserve Projection

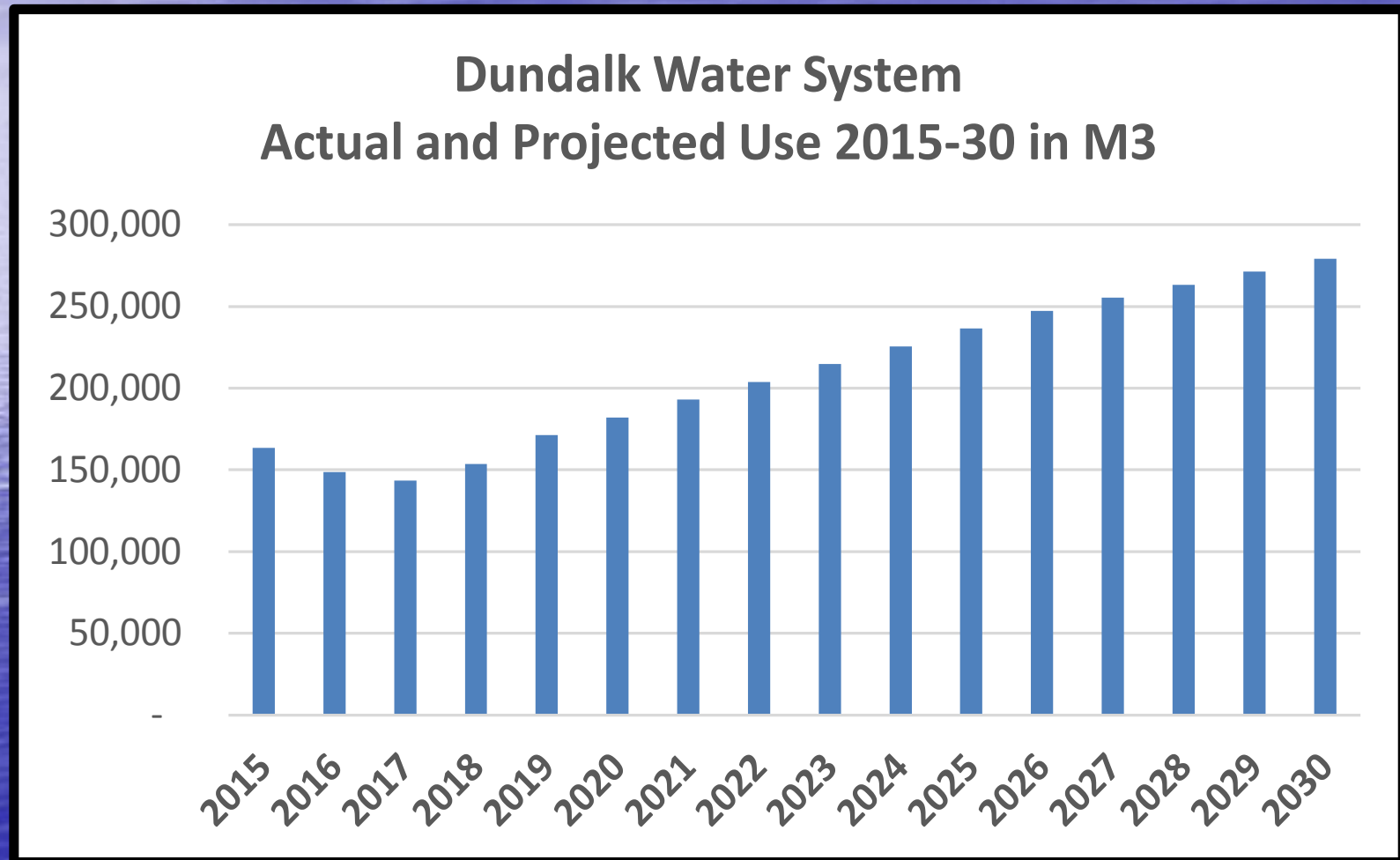


# Many New Users

**Dundalk Water Users  
Actual and Projected 2018-30**



# Future Water Sales M3



# Proposed Rates

	2020	2021	2022	2023	2024	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Fixed Portion per Month	26.87	22.72	22.37	22.11	21.97	21.86	21.58	21.62	21.69	21.79	21.91
Variable Portion per M3	1.78	1.83	1.88	1.93	1.99	2.06	2.15	2.16	2.18	2.20	2.22

# Water Bills

Hypothetical User	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Single Person with 50 M3/Year	411	364	362	362	363	365	366
Couple with 100 M3 per Year	500	456	457	459	463	468	473
Family 250 M3 per Year	767	731	739	749	762	777	795
Average User 180 M3 per Year	643	603	607	614	622	633	645
Larger User 600 M3 per Year	1,390	1,373	1,397	1,426	1,459	1,497	1,546
Arena at 10,000 M3 per Year	18,122	18,611	19,081	19,615	20,178	20,836	21,712
Industry at 23,000 M3 per Year	41,262	42,450	43,537	44,769	46,066	47,583	49,601

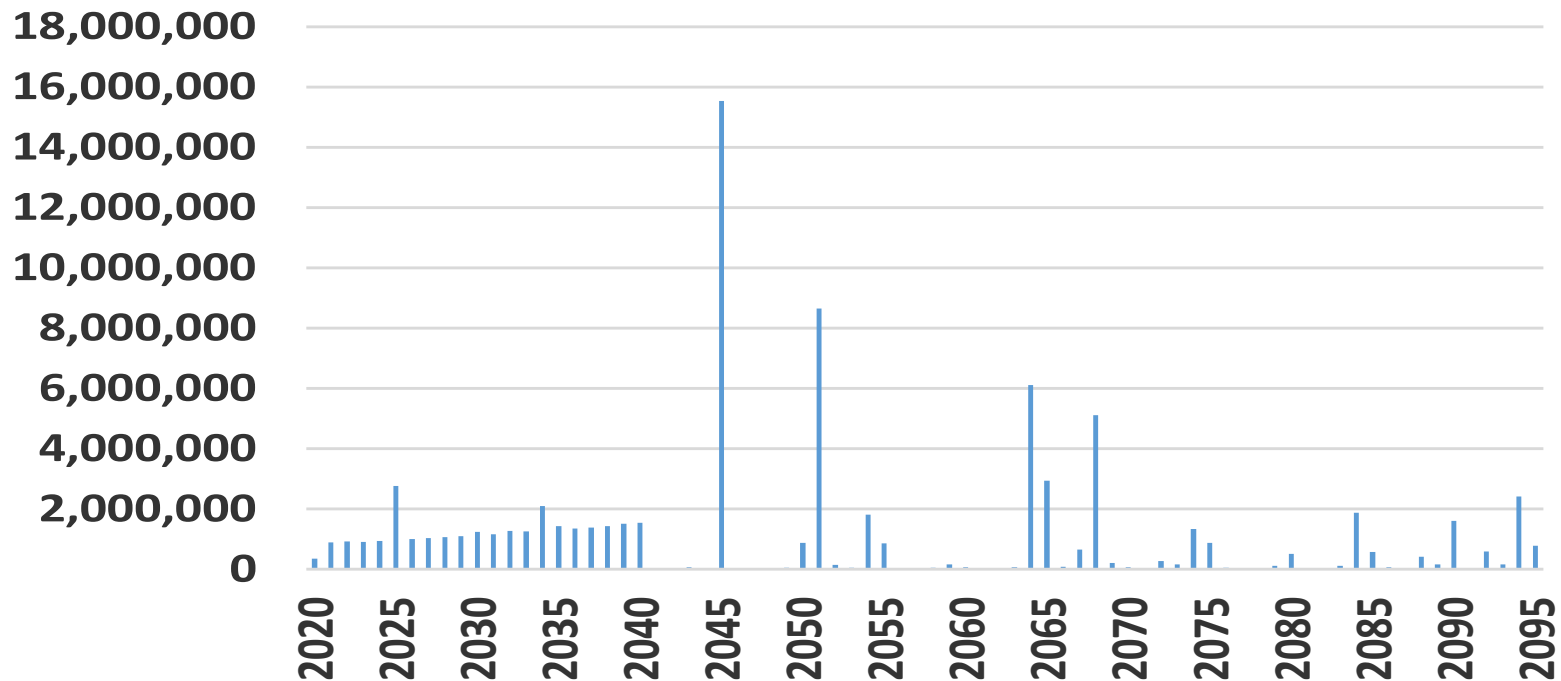


# Bill Comparisons

<u>Utility</u>	<u>Water Bill</u>
Essa	\$483
Toronto	\$598
Springwater Residential (2019)	\$730
Markdale	\$847
Dundalk	\$849
Clearview	\$884
Mount Forest	\$1,208
Adjala-Tosorontio	\$1,415
Based on Average Usage of 294 M3 per Year	

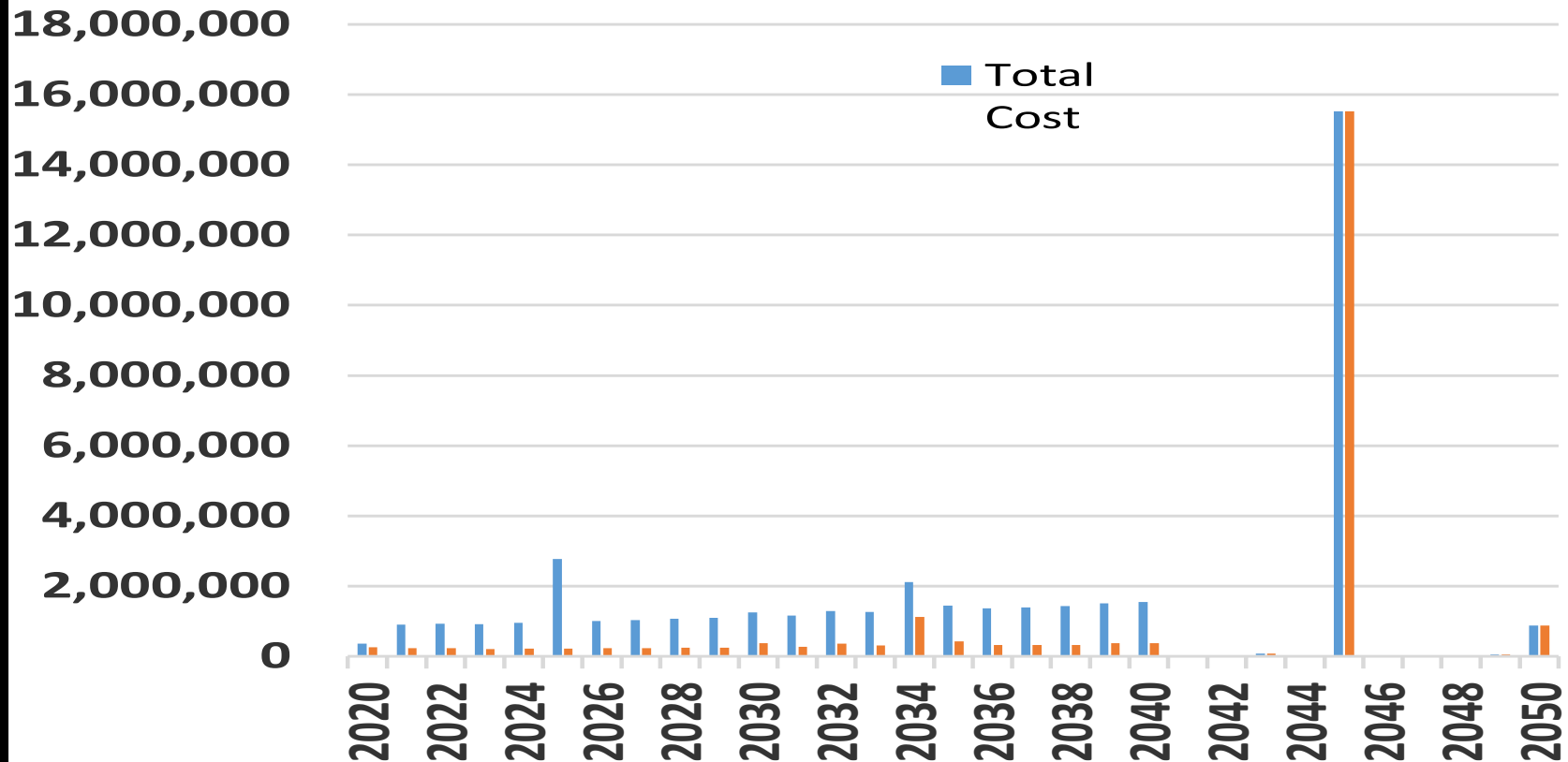
# Long Range WWater Capital Infl \$

**Wastewater System Capital Renewal  
Needs  
2020-2095 Inflated \$**



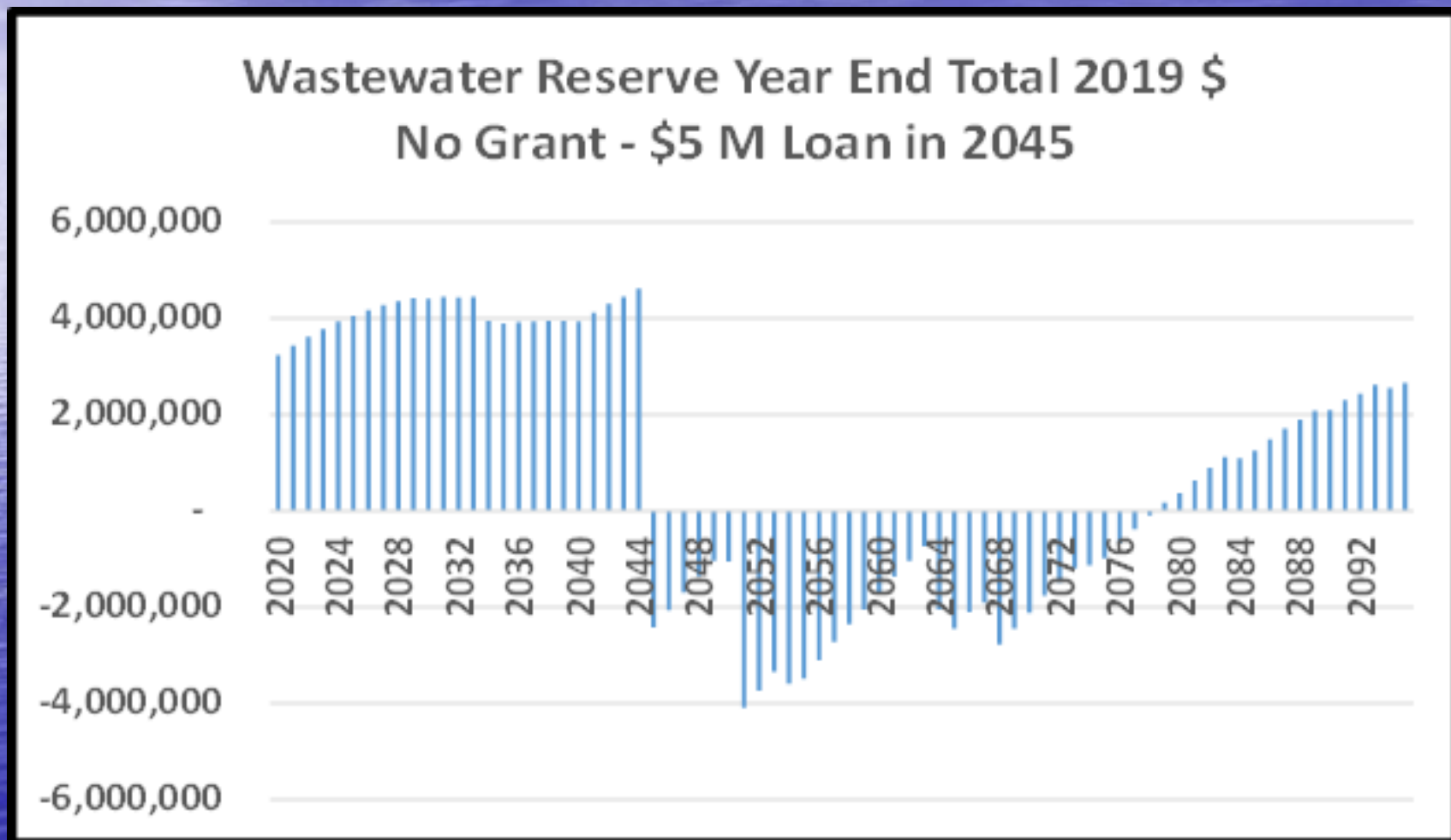
# Capital to 2050 Infl. \$

## Wastewater System Capital Renewal Needs 2019-2050 Inflated \$





# Long Range Reserve



# Proposed WW Rates Infl \$

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>
Fixed Portion per Month (	52.33	46.23	40.75	35.78	31.22	27.00	23.05
Variable Portion per M3	1.12	1.37	1.60	1.83	2.04	2.25	2.46

# Wastewater Bills Infl \$

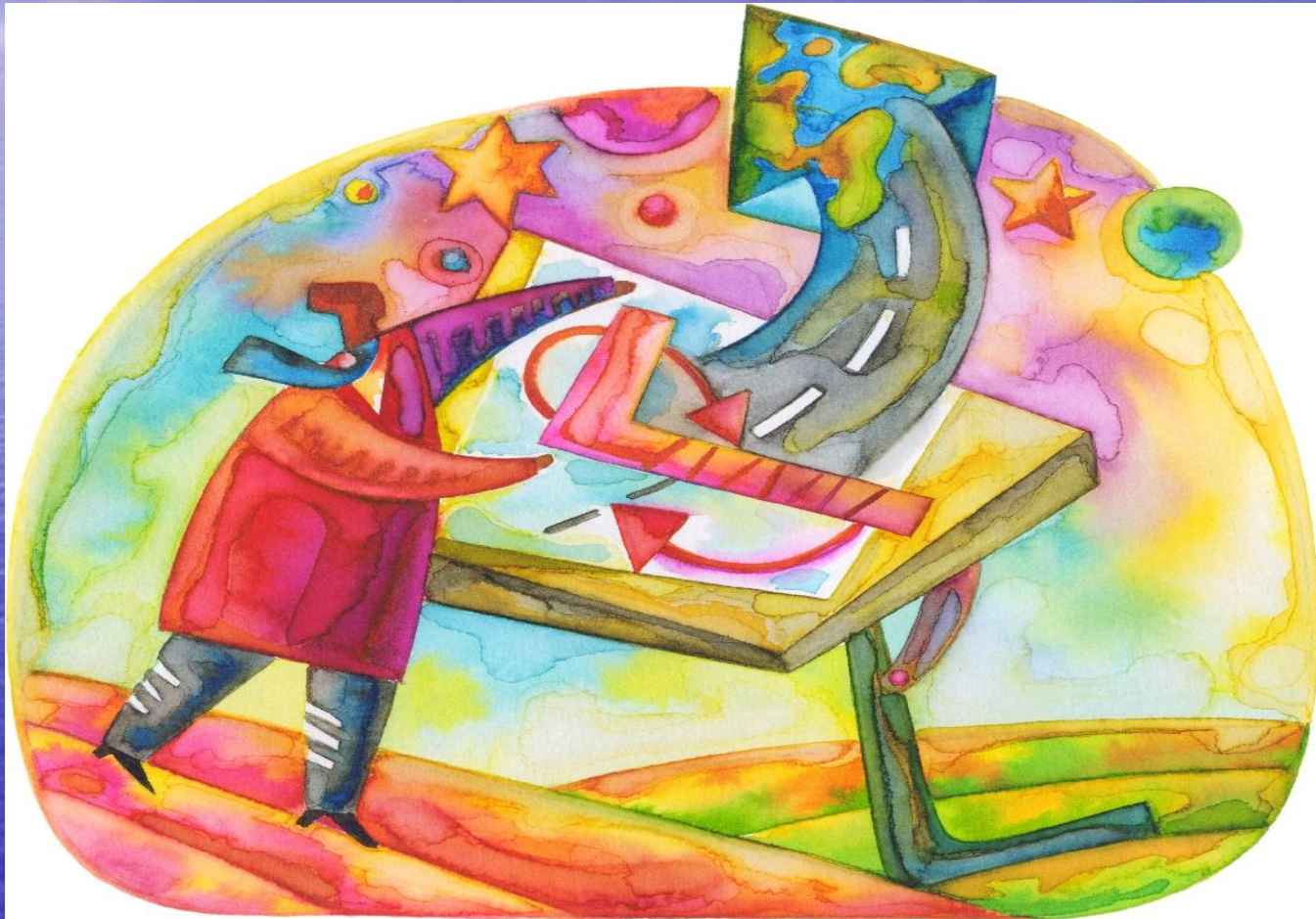
<b>Hypothetical User</b>	<b><u>2020</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>2026</u></b>
Single Person with 50 M3/Year	684	623	569	521	477	437	400
Couple with 100 M3 per Year	740	691	649	612	579	549	523
Family 250 M3 per Year	907	896	890	886	886	888	892
Average User 180 M3 per Year	829	801	777	758	743	730	719
Larger User 600 M3 per Year	1,549	1,596	1,646	1,697	1,751	1,806	1,863
Arena at 10,000 M3 per Year	18,072	19,765	21,401	22,996	24,561	26,107	27,641
Industry at 23,000 M3 per Year	32,586	37,526	42,229	46,750	51,133	55,412	59,618

# Bill Comparison 2020

<u>Utility</u>	<u>Wastewater Bill</u>
Essa (Angus)	\$459
Toronto	\$598
Markdale	\$676
Clearview	\$770
Flesherton	\$936
Springwater Residential	\$1,082
Dundalk	\$1,115
Adjala-Tosorontio	\$1,313
Mount Forest	\$1,485
Based on average use of 294 M3 per Year	



# Financial Plan



# Plan Contents

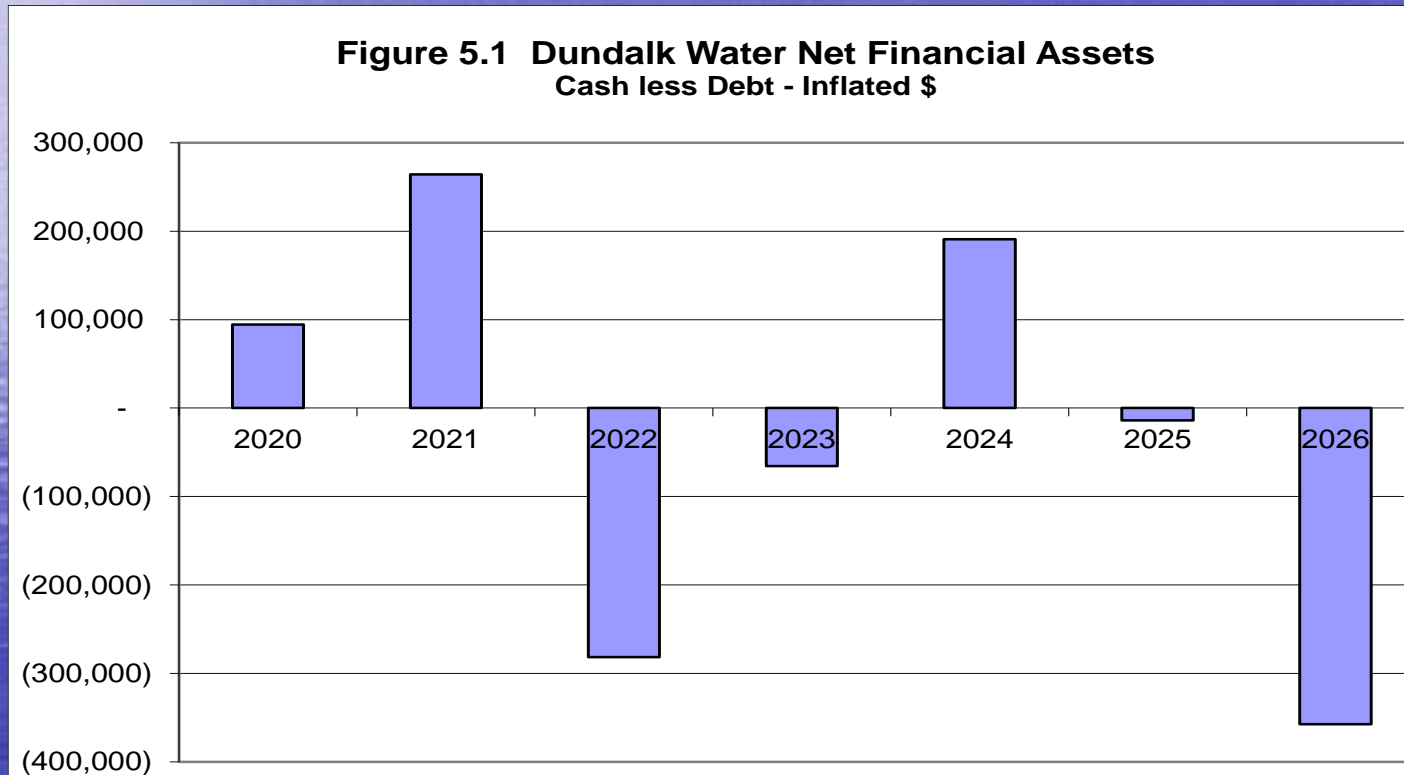
- Follows Reg. 453/07 and Aug 07 Guidelines
- Consistent with PSAB planning approach
  - Consider amortization to 2026
  - Projects net present value forward to 2026
- Includes statements about:
  - Lead abatement
  - Source water protection



# Plan Content

- No lead in system – no plan needed
- Source Protection
  - Have designated person to direct program
  - Only information stock replenishment
- Government grants not assumed

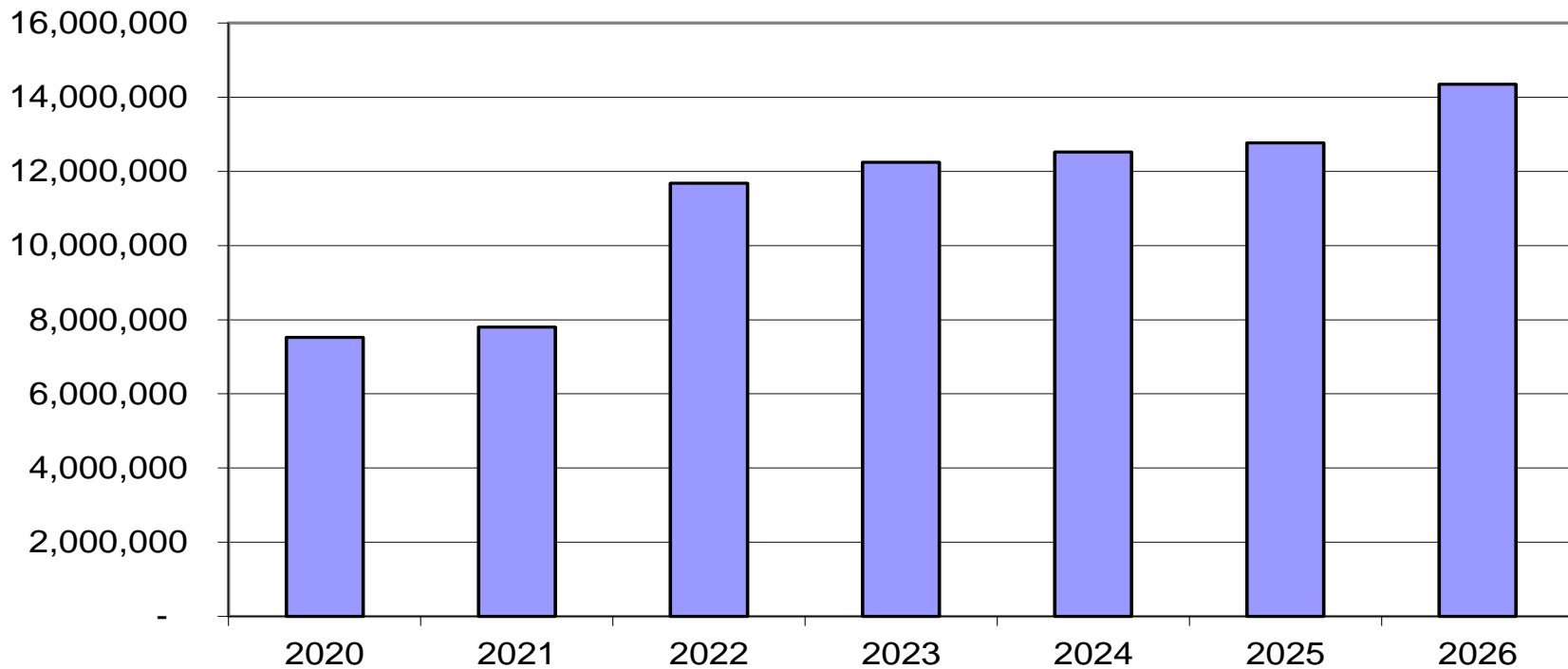
# Cash Less Debt





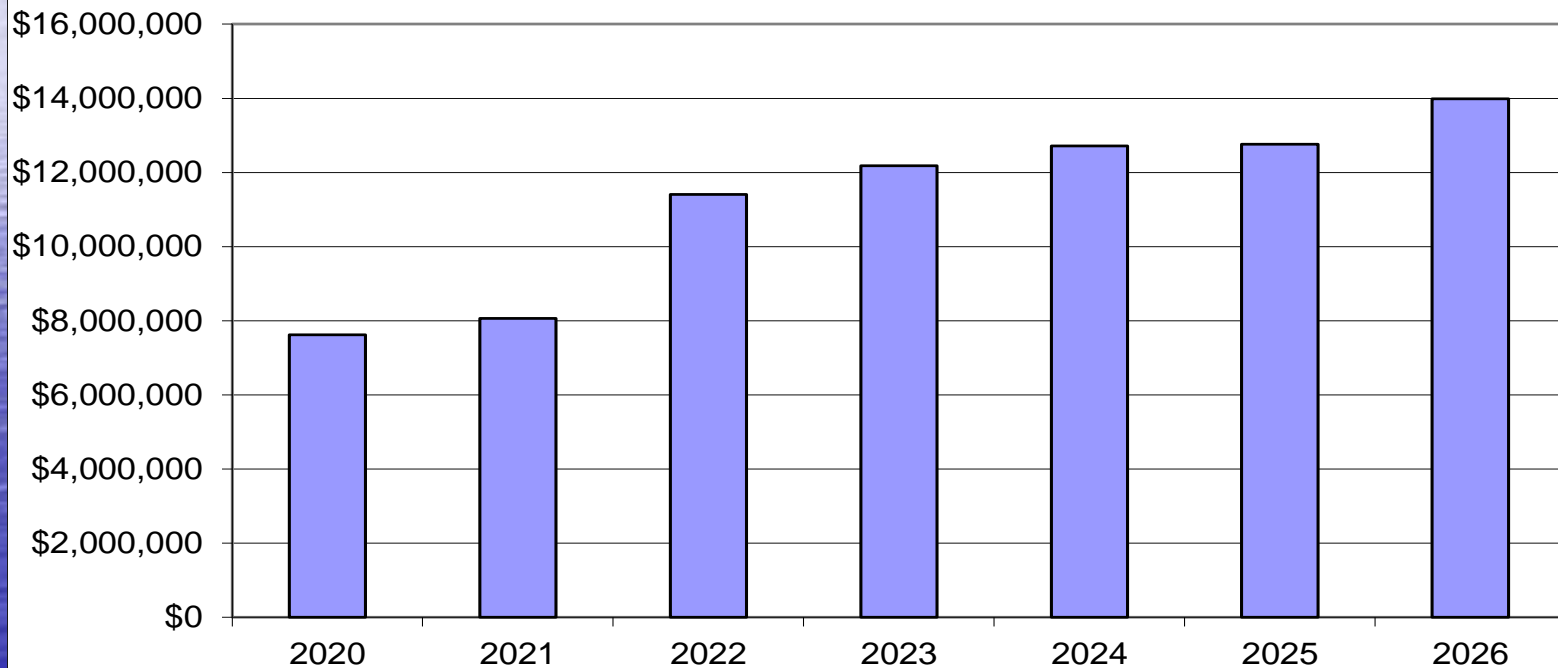
# Capital Assets Increasing Infl.\$

**Figure 5.2 Dundalk Water Tangible Capital Assets**  
**Original Cost less Amortization (Net Book Value) - Inflated \$**

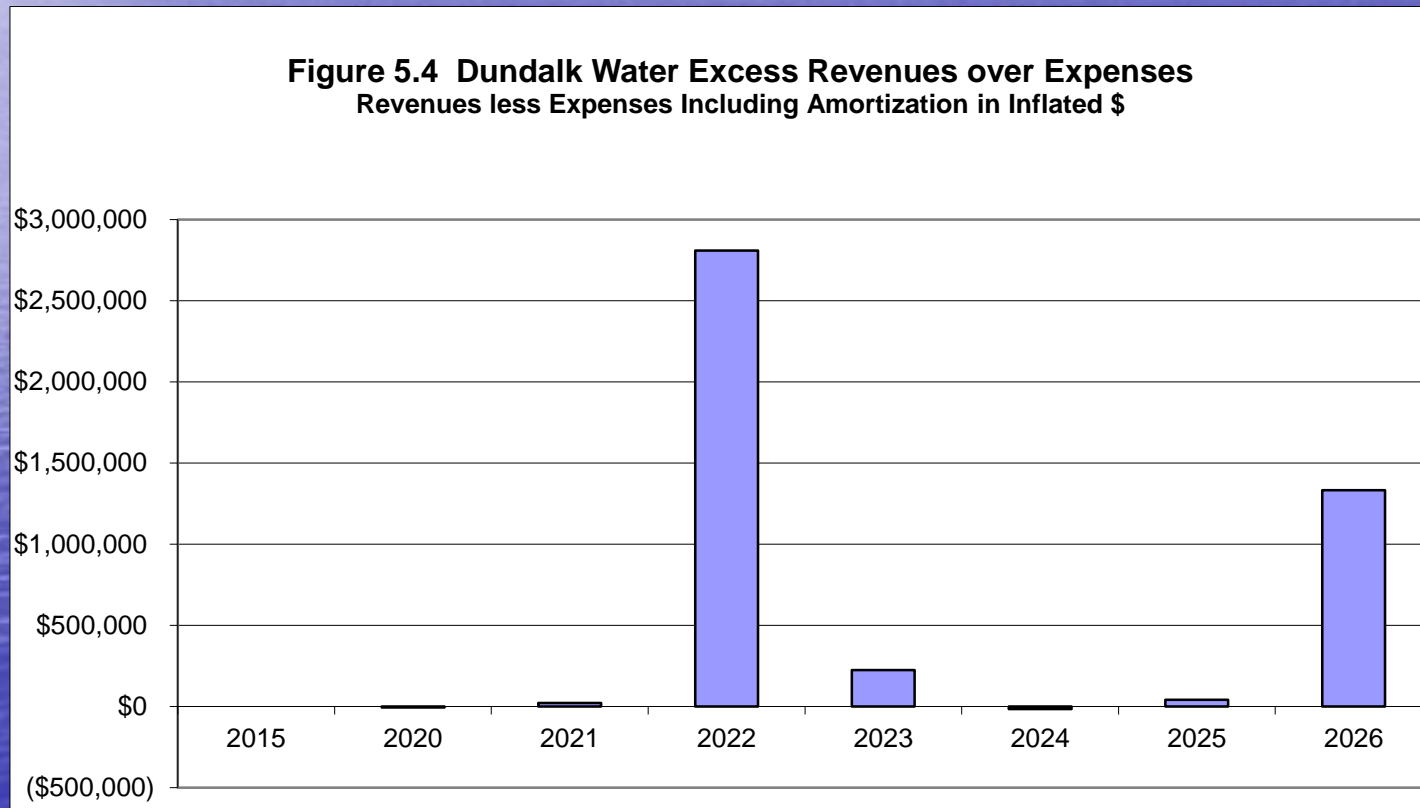


# Cash and Asset Value Less Debt

**Figure 5.3 Dundalk Water Accumulated Surplus**  
Cash plus Asset Value less Debt - Inflated \$

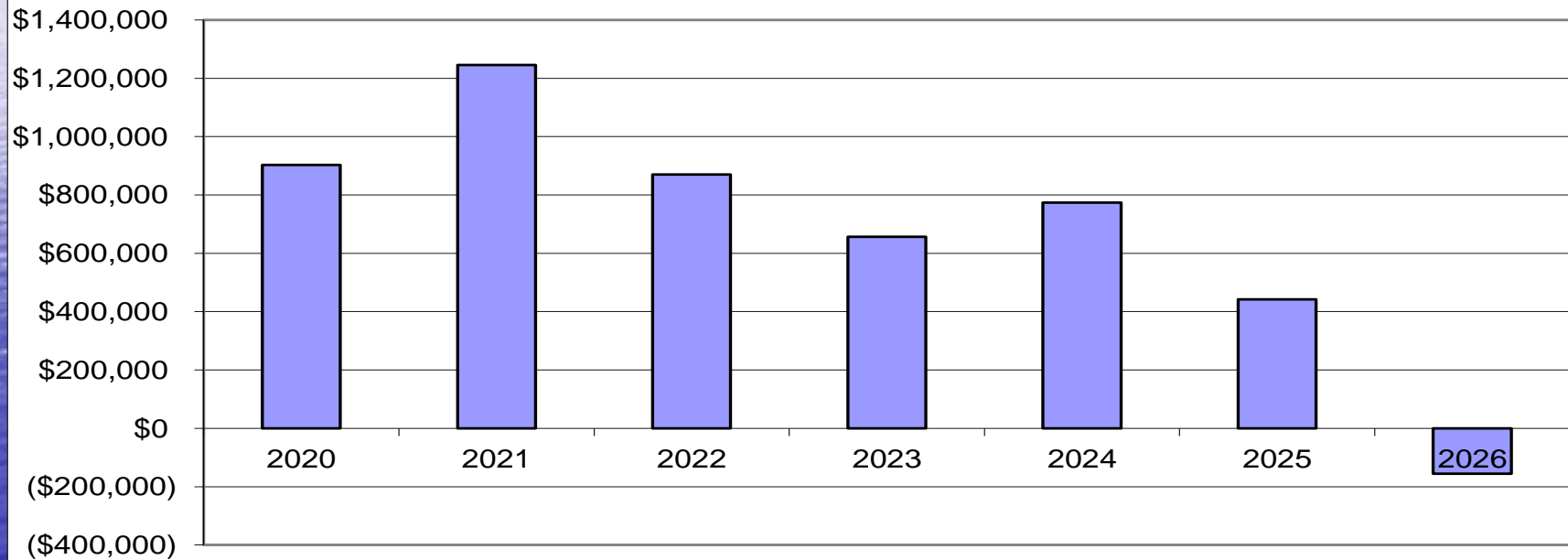


# Revenues Less Expenses Incl. Amortization



# Cash Less Expenditures and Capital

**Figure 5.5 Dundalk Cash and Cash Equivalents at Year End**  
Excess Revenue over Expenditures less Capital Costs - Infl. \$





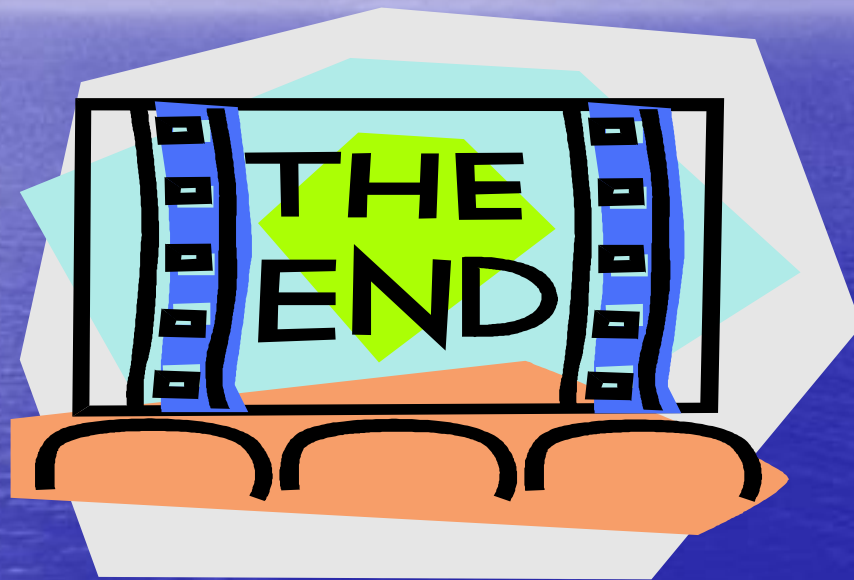
# Conclusions

- Systems in good shape
- Rates Depend on Growth
  - Need to monitor and adjust



# Clouds?

- Rates based on growth
  - Will that growth happen – need to monitor
- Climate change
  - Heavy rainfall
  - Storms
  - Higher Temps – Irrigation?
- New Regulations
  - Plastics
  - Pharmaceuticals





## **Township of Southgate**

### **Minutes of Council Meeting**

June 17, 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  
Bev Fisher, CBO  
Derek Malynyk, Acting Fire Chief  
Clinton Stredwick, Planner  
Lindsey Green, Acting Clerk  
Elisha Hewgill, Legislative Assistant

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

Mayor Woodbury called the meeting to order at 1:02 PM.

#### **2. Confirmation of Agenda**

No. 2020-241

**Moved By** Councillor Rice

**Seconded By** Councillor Dobreen

**Be it resolved that** Council confirm the agenda as amended; and  
**That** Council further amend the agenda to move up item 7.3.2 -  
PW2020-031 - Roads Management Study report following the Triton  
Engineering Roads Management Study Presentation.



**Carried**

**3. Declaration of Pecuniary Interest**

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

**4. Delegations & Presentations**

**4.1 Fair Tax - Funding and Taxation Experts Presentation - Michele Trempe**

No. 2020-242

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive the Fair Tax presentation as information.

**Carried**

**4.2 Triton Engineering - Roads Management Study Presentation - Howard Wray**

No. 2020-243

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** Council receive the Roads Management Study presentation as information.

**Carried**

**5. Reports of Municipal Officers**

**5.1 Public Works Manager Jim Ellis**

**5.1.1 PW2020-032 Roads Management Study**

No. 2020-244

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report PW2020-032 for information; and  
**That** Council approves the 2019 Roads Management Study completed by Triton Engineering Services Limited.

**Carried**

**6. Adoption of Minutes**

No. 2020-245

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council approve the minutes from the June 3, 2020 Council meeting as presented.

**Carried**

**7. Reports of Municipal Officers**

**7.1 Facilities Manager Kevin Green**

**7.1.1 HS2020-001-Policy 33 Annual Review and Policy Statement**

No. 2020-246

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report HS2020-001 for information; and

**That** Council approve the Occupation Health and Safety Policy 33 as reviewed and support the Mayor's signing of the policy statement.

**Carried**

**7.2 Treasurer William Gott**

**7.2.1 FIN2020-012 2020 Tax Rates**

No. 2020-247

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report FIN2020-012 2020 Tax Rates as information; and

**That** Council By-law 2020-058 being a by-law to adopt tax rates required to raise the 2020 Own purposes levy of \$7,584,704 using the 2020 tax ratios and to further provide for penalty and interest in default of payment for 2020 and to provide for the collection thereof be considered for approval.

**Carried**

### **7.2.2 By-law 2020-058 - Final Tax Rates**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-248

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2020-058 being a by-law to provide for the adoption of tax rates required to raise the 2020 Own Purposes Levy using the 2020 tax ratios and to further provide for penalty and interest in default of payment for 2020 and to provide for the collection thereof 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)**

### **7.2.3 FIN2020-014 Fees and Charges**

No. 2020-249

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Dobreen

**Be it resolved that** Council received Staff Report FIN2020-014 Fees and Charges as information; and

**That** Council consider By-law 2020-056, being a by-law to establish fees and charges for certain services provided by the Township of Southgate for approval.

**Carried**

#### **7.2.4 By-law 2020-056 - Establish Fees and Charges for Certain Services provided by the Township of Southgate**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-250

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2020-056 being a by-law to establish fees and charges for certain services provided by the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

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

**Carried (7 to 0)**

### **7.3 Public Works Manager Jim Ellis**

#### **7.3.1 PW2020-031 Blue Box Transitioning Timeline Recommendation**



No. 2020-251

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report PW2020-031 for information; and

**Whereas** the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern; and

**Whereas** reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce GHGs significantly; and

**Whereas** the transition to full producer responsibility for packaging, paper and paper products is a critical to reducing waste, improving recycling and driving better economic and environmental outcomes; and

**Whereas** the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome; and

**Whereas** the Township of Southgate is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products; and

**Whereas** the Association of Municipalities of Ontario has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility,

**Now Therefore Be it Resolved That** the Township of Southgate would like to transition their Blue Box program to full producer responsibility between January 1, 2023 and June 30, 2023; and

**That** this decision is based on the following rationale:

1. As the Township is the operator of the Blue Box program and owner of all assets related to the collection and transfer of Blue Box materials; and
2. The Township of Southgate has no formal written or executed processing contract for Blue Box materials and the Township has the ability to plan to transition at the earliest opportunity; and

**That** the Township of Southgate would be interested in providing collection services to Producers subject to mutually agreeable financial and operational terms; and  
**That** any questions regarding this resolution can be directed to Jim Ellis, Public Works Manager at 519-923-2110 ext 250 or; and  
**That** the resolution be forwarded to the Association of Municipalities of Ontario and the Ontario Ministry of the Environment, Conservation and Parks.

**Carried**

### **7.3.2 PW2020-033 Culvert Request for Quotes Award**

No. 2020-252

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PW2020-033 for information; and

**That** Council approve awarding the Job Site # 1 Type 2 Aluminum Culvert supply and delivery to Armtec Inc. in the amount of \$48,365.13 including HST; and

**That** Council defer the Job Site # 2 CSP Arch Culvert project for consideration in the 2021 Capital Budget.

**Carried**

### **7.3.3 PW2020-034 Request for TAPS 2020 Capital Budget Change**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-253

**Moved By** Councillor Rice

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council receive Staff Report PW2020-034 for information; and

**That** Council approves the Transportation and Public

Safety 2020 Capital Budget Change for the purchase of a new 4x4 pick up truck and release of tender.

Yay (2): Councillor Dobreen, and Councillor Frew

Nay (5): Mayor Woodbury, Deputy Mayor Milne, Councillor Sherson, Councillor Rice, and Councillor Shipston

**Failed (2 to 5)**

## **7.4 Chief Administrative Officer Dave Milliner**

### **7.4.1 CAO2020-041 Southgate Farmers Market Virtual Operating Report**

No. 2020-254

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report CAO2020-041 as information; and

**That** Council approve the Southgate Farmers Market volunteers using the Lions Pavilion Building in Memorial Park as their location to distribute their products on a weekly basis.

**Carried**

### **7.4.2 CAO2020-042 AMO Conference Delegation Request 2020**

No. 2020-255

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report CAO2019-042 as information; and

**That** Council approve staff to proceed to request a delegation with the Ministry of Infrastructure at the 2020 AMO Virtual Conference to discuss the following issues and our policy concerns related to:

1. Wireless rural internet demand challenges in densely populated communities is not serving us well today;
2. The term “Served Community” and what it means in rural Southwestern Ontario communities today;
3. The use of the term “Served Community” in provincial policies that is restricting fibre investments in Southwestern Ontario communities:
4. Wireless service providers are making claims they deliver 50/10 service and at the same time without regard for a fair monthly user fee that suppresses use of the 50/10 service;
5. Suppressing the use of 50/10 service through high user fees allows those wireless only service providers to maintain more customers on a finite capacity system that is used today to hold off fibre funding and private sector investments that is creating an environment that promotes a proprietary/ monopoly service area until the policy is changed;
6. The concern that some present wireless service designs with the increased consumption demand coming at us at a rate of 30 percent per year will degrade rural broadband internet service without timely fibre investments to support wireless towers and fibre to the home servicing; and
7. The importance of fibre investments today and that changes are required to fund Rural Broadband Communications growth without consideration of the available Wireless only service providers in Southwestern Ontario.

**Carried**

## **7.5 Planner Clinton Stredwick**

### **7.5.1 PL2020-015-SP1-20 - Norman Bowman**



No. 2020-256

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PL2020-015 for information; and

**That** Council consider approval of By-law 2020-060 authorizing the entering into an amending Site Plan Agreement.

**Carried**

#### **7.5.2 By-law 2020-060 - Site Plan 1-20 - Norman Bowman Amending Agreement**

Mayor Woodbury requested a recorded vote on the main motion

No. 2020-257

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Sherson

**Be it resolved that** by-law number 2020-060 being a by-law to authorize the execution of a Site Plan Control Amending Agreement 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)**

#### **7.5.3 PL2020-016-SP2-20 - Emerson Martin**

No. 2020-258

**Moved By** Councillor Rice

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council receive Staff Report PL2020-016 for information; and

**That** Council consider approval of By-law 2020-061 authorizing the entering into a Site Plan Agreement in substantially the form as that set out in Schedule A to the by-law.

**Carried**

#### **7.5.4 By-law 2020-061 - Site Plan 2-20 - Emerson and Barbara Martin Agreement**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-259

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2020-061 being a by-law to authorize the execution of a Site Plan Control Amending Agreement 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)**

#### **7.5.5 PL2020-023 - ZBA C25-19 - William and Mary Martin**

No. 2020-260

**Moved By** Councillor Dobreen

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council receive Staff Report PL2020-023 for information; and  
**That** Council consider approval of By-law 2020-064.

**Carried**

**7.5.6 By-law 2020-064 - ZBA C25-19 - William and Mary Martin**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-261

**Moved By** Councillor Sherson

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2020-064 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.

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

**Carried (7 to 0)**

**7.5.7 PL2020-017-C17-19 - Brenden McDonald**

**Moved By** Councillor Rice

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PL2020-017 for information; and

**That** Council direct staff to bring forward the Official Plan Amendment for adoption and the zoning by-law amendment for approval at the July 8, 2020 Council meeting; **OR**

**That** Council provide direction to staff to suggest to the

applicant that lot 7 Con 13 be merged with the subject lands prior to the severance taking place and for the zoning application to be modified to reflect that no additional residence can be constructed on Lot 7 con 13 as well as the retained portion of lot 6 con 13.; **OR**

**That** Council refuse the application as it does not comply with the Provincial Policy Statement or the Township of Southgate Official Plan.

Deputy Mayor Milne moved the following amendment to the main motion.

Mayor Woodbury requested a recorded vote on the amendment to the main motion.

**Amendment:**

No. 2020-262

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Rice

**Be it resolved that** Council amend the motion to remove the third and fourth clauses.

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

Nay (1): Councillor Dobreen

**Carried (6 to 1)**

**Motion as Amended:**

No. 2020-263

**Moved By** Councillor Rice

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PL2020-017 for information; and

**That** Council direct staff to bring forward the Official Plan Amendment for adoption and the zoning by-law amendment for approval at the July 8, 2020 Council meeting

**Carried**



Council recessed at 2:59 PM and returned at 3:10 PM.

**7.6 Acting Clerk Lindsey Green**

**7.6.1 CL2020-020- Holstein General Store request for LCBO Convenience Outlet to operate on select Holidays**

No. 2020-264

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report CL2020-020 for information; and

**That** Council approve the Holstein General Store's LCBO Convenience Outlet located at 392046 Grey County Road 109, Holstein to operate on Holidays being Canada Day, Civic Holiday, Labour Day, Thanksgiving, and Boxing Day.

**Carried**

**8. By-laws and Motions**

**8.1 By-law 2020-051 - Site Plan 16-19 - Kinsley**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-265

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2020-051 being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the 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)**

## **8.2 By-law 2020-066 - Adopt Policy No. 84 - Infection and Disease Control Policy**

Mayor Woodbury requested recorded vote on the main motion.

No. 2020-266

**Moved By** Councillor Rice

**Seconded By** Deputy Mayor Milne

**Be it resolved that** by-law number 2020-066 being a by-law to adopt an "Infection and Disease Control Policy" known as Policy Number 84 be read a first, second and third time, finally sealed, 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)**

## **8.3 By-law 2020-067 - Adopt Policy No. 85 - Work from Home**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-267

**Moved By** Councillor Sherson

**Seconded By** Councillor Dobreen

**Be it resolved that** by-law number 2020-067 being a by-law to adopt a "Work from Home Policy" known as Policy Number 85 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)**

## **8.4 By-law 2020-070 - Burn By-law**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-268

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2020-070 being a by-law to regulate burning in the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Acting Clerk, sealed with the seal of the Corporation and entered into the by-law book.

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

**Carried (7 to 0)**

**9. Notice of Motion**

None.

**10. Consent Items**

**10.1 Regular Business (for information)**

No. 2020-269

**Moved By** Councillor Sherson

**Seconded By** Councillor Dobreen

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated June 17, 2020 and direct staff to proceed with all necessary administrative actions.

**Carried**

**10.1.1 FIN2020-009 2019 Members of Council and Council Appointees to Local Boards and Committees Remuneration and Expenses**

**10.1.2 FIN2020-012 2020 Financial Report – May 2020**

**10.1.3 CA02020-040 Southgate Business Restart  
Committee Report**

**10.1.4 CA02020-043 Southgate CAO Update June 17  
2020**

**10.1.5 Building, By-law and Canine Reports - May  
2020**

**10.1.6 May 2020 Cheque Register**

**10.2 Correspondence (for information)**

No. 2020-270

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Frew

**Be it resolved that** Council approve the items on the Correspondence consent agenda dated June 17, 2020 and direct staff to proceed with all necessary administrative actions.

**Carried**

**10.2.1 Housekeeping OPA Final Letter Reissue  
Decision from Grey County - received June 1, 2020**

**10.2.2 LOPA 24 Southgate Full Force and Effect from  
Grey County - received June 1, 2020**

**10.2.3 County of Grey Fire Communications Project -  
received June 1, 2020**

**10.2.4 Rural Economic Development Program - Letter  
of Decline - received June 1, 2020**

**10.2.5 Crime Stoppers Southgate Council Funding  
Letter - received June 3, 2020**

**10.2.6 IPC Correspondence - Order No. MO-3910 re  
FOI No. 2017-007**

**10.2.7 Saugeen Economic Development Corporation  
Regional Relief & Recovery Fund Update - received  
June 3, 2020**

- 10.2.8 Grey Bruce Public Health Media Release COVID-19 and Anti-racism rallies - received June 5, 2020**
- 10.2.9 Ontario Ministry of Municipal Affairs and Housing letter to CAO & Clerks - received June 5, 2020**
- 10.2.10 OPP Revenue Distribution Processes Change - Contracts MOF - received June 8, 2020**
- 10.2.11 Message from OPP Commissioner Carrique - Recent Protest Activity - received June 9, 2020**
- 10.2.12 TAPMO Executive Meeting Minutes May 28 2020 and attachments - received June 9, 2020**
- 10.2.13 Grey Bruce Public Health Media Release Grey Bruce's Top Doctor Recommends Wearing Face Coverings - received June 11 2020**
- 10.2.14 ICIP Green email regarding Dundalk Wastewater Treatment and Lagoon Upgrades - received June 11, 2020**
- 10.2.15 Cuesta Planning Correspondence - MDS Report - ZBA C17-19 - McDonald - received June 12, 2020**
- 10.2.16 MMAH Correspondence - Temporary Suspension of Planning Act Timelines - received June 12, 2020**

### **10.3 Resolutions of Other Municipalities (for information)**

No. 2020-271

**Moved By** Councillor Rice

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council approve the items on the Resolutions of other Municipalities consent agenda dated June 17, 2020 and direct staff to proceed with all necessary administrative actions.



**10.3.1 Township of Puslinch Resolution - Support for Conservation Authorities - received June 4, 2020**

**10.3.2 Township of Puslinch Council Resolution - Farm Property Class Tax Rate Program - received June 5, 2020**

**10.3.3 Town of Orangeville Resolution - Diversity Training Program - received June 10, 2020**

**10.4 Closed Session (for information)**

None.

**11. County Report**

The main highlight from County Council was the County's strategy for returning to work was shared. Mayor Woodbury commented that that process is similar to Southgate's process. He also added that a Committee was struck to deal with agriculture at the County.

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

Mayor Woodbury announced that there will be parades in both Dundalk and Holstein for the graduates of 2020 on June 24th at 7:00 PM. This is part of a County of Grey initiative that has been created to "make noise" at 7:00 PM on that date, no matter where you are to celebrate the graduates. Both sites will have Fire Department trucks and possibly OPP and Ambulance units and bagpipers participating. The local newspapers have also been contacted to run the graduate's pictures from Highpoint Community School in Dundalk and Egremont Community School in Holstein.

Staff are also hosting another Q & A Session with Mayor Woodbury and CAO Milliner on the same date and time. The meeting will be open, and residents can join after participating in the parade and/or the "make noise" initiative.

**13. Closed Meeting**

No. 2020-272

**Moved By** Councillor Dobreen

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council proceed into closed session at 3:43 PM in order to address matters relating to Litigation or Potential Litigation (Subject: Information requested by the Township's Lawyer); and  
**That** Acting Clerk Lindsey Green and CAO Dave Milliner remain in attendance.

**Carried**

Council recessed at 3:43 PM and returned at 3:47 PM.

Councillor Frew arrived to the Closed Meeting at 3:53 PM.

No. 2020-273

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** Council come out of Closed Session at 4:21 PM.

**Carried**

### **13.1 Litigation or Potential Litigation (Subject: Information requested by the Township's Lawyer)**

No. 2020-274

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive the verbal report in regard to the information requested by the Township's Lawyer as information; and

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

**Carried**

## **14. Confirming By-law**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2020-275

**Moved By** Councillor Rice

**Seconded By** Councillor Sherson

**Be it resolved that** by-law number 2020-068 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 17, 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 (7): Mayor Woodbury, Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

**Carried (7 to 0)**

## **15. Adjournment**

No. 2020-276

**Moved By** Deputy Mayor Milne

**Be it resolved that** Council adjourn the meeting at 4:25 PM.

**Carried**

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Mayor John Woodbury

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Acting Clerk Lindsey Green



## **Staff Report PW2020-036**

**Title of Report:** PW2020- 036 Dundalk Water & Wastewater 2020 Rates Study  
**Department:** Public Works  
**Branch:** Water & Wastewater  
**Council Date:** July 8, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-036 for information; and  
**That** Council approves the 2020 Dundalk Water & Wastewater Rates Study and the Dundalk Water System Financial Plan as prepared by Sharratt Water Management Ltd.; and  
**That** Council consider approval of By-law 2020-072.

### **Background:**

Sharratt Water Management Ltd. prepared the 2020 Dundalk Water and Wastewater Rates Study including the preparation of a Water Financial Plan according to Ontario Regulation 453/07 to be submitted with Municipal Drinking Water Licence renewal for August 2020 for the Dundalk Drinking Water System.

### **Staff Comments:**

The 2020 Dundalk Water & Wastewater Rates Study compiles projected operating costs and capital renewal, replacement, and future infrastructure projects to address the financial requirements. (Attachment #1)

The financial strategies that are to be implemented in the study, depict a reduction in fixed base rates charges over time, with the consumption rates being increased over time. Larger water service and consumption users will incur higher costs over time due to the shift.

The forecasted future growth of users of the Dundalk water and wastewater systems will assist with reducing fixed base service rates with more revenue generation that has been factored, the increase in consumption revenue rates should compliment the need for water conservation practices and efficiencies of water fixtures.

The comparison tables indicate close similar rates in nearby, similar size water systems, with wastewater a little more costly than some.

The future capital requirements that are considered in the study and plan include a new water tower in 2022, Main Street West watermain oversizing and replacement in 2026, new Well D6 in 2029 and wastewater treatment upgrades and expansion technologies beginning in 2021. Development Charges will contribute funds to these capital growth related projects.

The Dundalk Drinking Water Financial Plan provides public transparency, planning and asset management planning for water and wastewater systems, sustainable level of revenues for reliable services, while supporting water conservation. (Attachment #2)

The approved Financial Plan will be submitted to the Ministry of Municipal Affairs and Housing and the Ministry of Environment Conservation and Parks for the Dundalk Drinking Water System Municipal Drinking Water Licence renewal. The Financial Plan will be posted on the Southgate website and available at the Hopeville Administration Office free of charge, to members of the public.

#### **Financial Implications:**

The 2020 Wastewater Budget included the Financial/Rate Study at a cost of \$10,000.00, funded by Wastewater Reserves.

The 2020 Water Budget did not reflect the cost of the Financial/Rate Study. It was an oversight that the \$10,000 cost was not reflected, and funded from Water Reserves.

The study was awarded at a cost of \$14,140.00 plus HST to Sharratt Water Management Ltd. The study, if approved, sets the water and wastewater rates for 2021 to 2026.

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

Goal 5 - Upgrading our "Hard Services"

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

#### **Strategic Initiatives:**

5-B - The Township will have adopted a long-term asset management plan for the timely repair, replacement, and expansion of the Township's infrastructure, facilities, and other assets.

5-C - The Township will have increased wastewater treatment capacity in Dundalk to support growth.



**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-036 for information, and that Council approves the 2020 Dundalk Water & Wastewater Rates Study and the Dundalk Water System Financial Plan as prepared by Sharratt Water Management Ltd., and consider approval of By-law 2020-072.

Respectfully Submitted,

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

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

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

**Attachments:**

Attachment #1 - The 2020 Dundalk Water & Wastewater Rates Study

Attachment #2 – Dundalk Drinking Water System Financial Plan

**Dundalk**  
**Drinking Water and Wastewater System**  
**Township of Southgate**

**Rate Report**

**July 2, 2020**



**Sharratt Water Management Ltd.**  
Sustainable Water Management Specialists



## TABLE OF CONTENTS

<b>1.0 EXECUTIVE SUMMARY .....</b>	<b>3</b>
1.1 WATER RATE .....	4
1.2 WASTEWATER RATE .....	5
<b>2.0 DUNDALK RATE DEVELOPMENT PROJECT .....</b>	<b>6</b>
2.1 PROJECT PURPOSE .....	6
2.2 LEGISLATIVE CONTEXT FOR THE PREPARATION OF THIS RATE REPORT .....	6
<b>3.0 WATER SERVICE FINANCING OPTIONS .....</b>	<b>9</b>
<b>4.0 WATER RATE TYPES .....</b>	<b>10</b>
4.1 DUNDALK 2020 WATER RATE .....	11
<b>5.0 PROPOSED WATER SYSTEM RATES FOR 2021-2030 .....</b>	<b>12</b>
5.1 WATER SYSTEM RATE SETTING ASSUMPTIONS .....	12
5.2 CAPITAL RENEWAL EXPENDITURES NEEDED .....	12
5.3 OPERATING PLAN .....	15
5.3.1 USER FEE REQUIREMENTS .....	15
5.3.2 OPERATING EXPENSES .....	16
5.3.3 DEBT .....	16
5.3.4 RESERVES .....	16
5.4 TOWNSHIP WATER SALES/CONNECTIONS .....	19
5.4.1 WATER SALES 2015-2030 .....	19
5.4.2 PROJECTED NUMBER OF CUSTOMERS .....	21
5.5 WATER RATE CALCULATIONS .....	21
5.6 SAMPLE MONTHLY WATER BILLS FOR VARIOUS USER GROUPS .....	22
5.7 WATER BILL COMPARISONS WITH OTHER COMMUNITIES .....	23
<b>6.0 PROPOSED WASTEWATER SYSTEM RATES FOR 2021-2030 .....</b>	<b>24</b>
6.1 WASTEWATER RATE SETTING ASSUMPTIONS .....	24
6.2 CAPITAL AND MAJOR MAINTENANCE EXPENDITURES .....	24
6.3 WASTEWATER OPERATING PLAN .....	27
6.3.1 USER FEE REQUIREMENTS .....	27
6.3.2 ROUTINE OPERATING EXPENSES .....	27
6.3.3 DEBT .....	28
6.3.4 RESERVES .....	30
6.6 WASTEWATER BILL COMPARISONS WITH OTHER COMMUNITIES .....	32
<b>APPENDICES .....</b>	<b>33</b>
APPENDIX A – WATER/WASTEWATER SYSTEM CAPITAL PLAN (2020-29) INFLATED \$ .....	34
APPENDIX B - DUNDALK WATER SYSTEM OPERATING PLAN 2015-30 PAGE 1 OF 5 INFLATED \$ .....	44
APPENDIX C – WATER REVENUE CALCULATION 2018-30 INFLATED \$ .....	49
APPENDIX D – WASTEWATER RATE CALCULATION 2020-30 - INFLATED \$ .....	50
APPENDIX E – WASTEWATER REVENUE CALCULATION 2018-30 - INFLATED \$ .....	51
APPENDIX F - DUNDALK WATER SYSTEM CAPITAL RESERVE 2020-2119 INFLATED \$ .....	52
APPENDIX G - WASTEWATER CAPITAL RESERVE 2020-2095 INFLATED \$ .....	53



## 1.0 EXECUTIVE SUMMARY

Dundalk is a community with a population of approximately 2,046, according to the 2016 Statistics Canada census, and is situated in Southgate Township of Grey County. The water system had 886 water connections and 869 wastewater connections at the end of 2019. All water users in Dundalk are metered. Users all pay a two-part water and a two-part wastewater rate. The fixed rate increases for larger meter sizes in recognition of the higher costs of larger meters. All users with same meter size pay the same water and wastewater rates.

The Township has undertaken this project to prepare water rates, which will ensure that sufficient funds will be in place to cover the future water system operating costs, water and wastewater system life-cycle asset renewal and replacement costs as well as accommodate substantial growth in the next ten years. It will also provide the basis for the preparation and submission of a water system financial plan. The preparation of a water system financial plan is one of the statutory requirements, set by the province of Ontario, for obtaining a renewal of the water system operating license.

This rate project carried out the following tasks:

- 1) Compiled the current and projected operating costs for 2015-2030, and beyond to 2119 for water and 2095 for wastewater
- 2) Estimated and tabulated the capital renewal and replacement costs to 2119 for water and 2095 for wastewater assets. Current asset data was provided by the Township
- 3) Estimated the most likely quantities of water sold, and number of current and future connections
- 4) Developed water and wastewater rates for 2021 to 2030
- 5) Estimated the projected bills of various customers using different quantities of water
- 6) Compared the rates in Dundalk, for an average user, with those in other communities

The intent of the project is to develop a sustainable financing plan that will fully meet the current financial needs, as well as making full provision for renewing all water system financial assets and accommodating growth. This means that each year, from 2021-30, and beyond, user fees have been set at a level, that when needed, funds will be available to meet future projected operating, capital renewal and replacement needs and growth needs. Development charges provide the bulk of the financing for growth however, in order for growth to proceed, some renewal and replacement work has to be undertaken to facilitate growth that benefit existing users and this is included in future rates.

The costs of the identified current and long-range capital renewal needs, as well as capital needed to accommodate growth, have been combined with the projection of the operating costs needed to produce an overall projection of system cost. Various methods have been utilized to supply the necessary financial resources to pay for this overall cost. These include loans, user fees and reserves. Grants have not been included but should an opportunity arise, they could be used to reduce projected capital costs. User fees are the key component of the financing plan, as they pay down debt and build up reserves, as well as meeting day-to-day operating and smaller capital costs. In view of the difficulty of predicting the rate of new development and in consideration of the substantial impact the anticipated growth could have on future water revenues, it is

recommended that rates be monitored annually to determine if projected revenues and expenditures are in line with expectations. This is particularly critical with respect to the number of new connections. The projected increase in connections helps keeps rates lower than otherwise. If the projected increases do not materialize, then it may be necessary to revise the rates to ensure that sufficient revenues are realized.

## 1.1 WATER RATE

Rates are calculated by considering the user fee requirements, and by taking into account future water use and the number of connections. User fees are projected to increase; however, the projected number of new users is projected to offset the projected increase in user fees depending on the amount of new growth.

The Development Charge Background Study (DC), carried out for the Township in 2017, sets out a substantial increase in population. The number additional users that this represents is set out in table 5.4. The rates for 2021 to 2030 were developed by assuming that all of the development projected in the DC study will be realized on the schedule set out in the DC study. The proposed 2021 to 2030 rates are set out in table 1.1.

**Table 1.1 Proposed Two Part Dundalk Water Rate 2021-30 Inflated \$**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Fixed Portion per Month	26.87	22.72	22.37	22.11	21.97	21.86	21.58	21.62	21.69	21.79	21.91
Variable Portion per M3	1.78	1.83	1.88	1.93	1.99	2.06	2.15	2.16	2.18	2.20	2.22

The proposed rate in table 1.1 is for the most common meter size, 5/8X3/4 used in households and small business. The rates for all meter sizes is shown in table 5.5. The above rate maintains an increasing variable rate through 2030 with the fixed portion of the rate showing a decline in 2021 that remains steady to 2030. These rate changes are heavily dependent on the rate of new development within the community and will need to be monitored annually and, if necessary, rate adjustments made to keep revenues in line with projections. The water bills associated with the above rates is set out in table 1.2.

**Table 1.2 Projected Dundalk Water Bills with the proposed Rates 2021-30 Inflated \$**

Hypothetical User	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Single Person with 50 M3/Year	411	364	362	362	363	365	366	368	369	372	374
Couple with 100 M3 per Year	500	456	457	459	463	468	473	476	478	482	485
Family 250 M3 per Year	767	731	739	749	762	777	795	800	805	812	819
Average User 180 M3 per Year	643	603	607	614	622	633	645	649	653	658	663
Larger User 600 M3 per Year	1,390	1,373	1,397	1,426	1,459	1,497	1,546	1,557	1,569	1,582	1,597
Arena at 10,000 M3 per Year	18,122	18,611	19,081	19,615	20,178	20,836	21,712	21,878	22,065	22,272	22,500
Industry at 23,000 M3 per Year	41,262	42,450	43,537	44,769	46,066	47,583	49,601	49,981	50,410	50,886	51,408

A user taking 50 cubic metres per year is projected to pay \$411 in 2020 and \$365 in 2025. Someone using 100 cubic metres per year will pay \$500 in 2020 and \$468 in 2025. A user of 250 cubic metres per year will pay a water bill of \$767 in 2020 and \$777 in 2025. A larger user taking 600 cubic metres per year will pay \$1,390 in 2020 and \$1,497 in 2025. The arena that uses 10,000 cubic metres per year will pay \$18,122 in 2020 and \$20,836 in 2025. The very large user accounting for 23,000 cubic metres will pay \$41,262 in 2020 and \$47,583 in 2025. All figures are in inflated dollars.



## 1.2 WASTEWATER RATE

Wastewater rates are calculated by considering the user fee requirements, and by taking into account future water use and the number of connections. User fees are projected to increase, however, as with water rates, the anticipated growth in the projected number of new users will offset some of the projected increase in user fees. Wastewater rates are developed in the same manner as water rates and are shown in the same format. The proposed rates for 2021 to 2030 for the most common meter size, 5/8X3/4 are shown in table 1.3. The proposed rates for all meter sizes is set out in table 6.5.

**Table 1.3 Proposed Dundalk Wastewater Rates 2021-30 Inflated \$**

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Fixed Portion per Month (	\$122	52.33	46.23	40.75	35.78	31.22	27.00	23.05	21.78	21.63	21.51	21.41
Variable Portion per M3	\$1.05	1.12	1.37	1.60	1.83	2.04	2.25	2.46	2.53	2.52	2.51	2.50

The wastewater rate structure is proposed to be changed to reduce the current heavy reliance on fixed fees. Currently, 70% of all revenues are raised from fixed fees. The rates are proposed to reduce the revenues raised from the fixed portion to 40% of revenues by 2027 that is more in keeping with current practice.

The proposed wastewater rates depend very much on the level of future growth. The 2017 DC Study projections were used in this study. If growth is less than projected in the DC study, then the surcharge will need to be increased. The projected wastewater bills are shown in table 1.4.

**Table 1.4 Projected Dundalk Wastewater Bills 2020-2030 Inflated \$**

Hypothetical User	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Single Person with 50 M3/Year	684	623	569	521	477	437	400	388	385	383	382
Couple with 100 M3 per Year	740	691	649	612	579	549	523	514	511	509	507
Family 250 M3 per Year	907	896	890	886	886	888	892	894	889	885	882
Average User 180 M3 per Year	829	801	777	758	743	730	719	716	712	709	707
Larger User 600 M3 per Year	1,549	1,596	1,646	1,697	1,751	1,806	1,863	1,883	1,873	1,865	1,859
Arena at 10,000 M3 per Year	18,072	19,765	21,401	22,996	24,561	26,107	27,641	28,162	28,013	27,897	27,810
Industry at 23,000 M3 per Year	32,586	37,526	42,229	46,750	51,133	55,412	59,618	61,035	60,719	60,472	60,288

A user taking 50 cubic metres per year is projected to pay \$684 in 2020 and \$437 in 2025. Someone using 100 cubic metres per year will pay \$740 in 2020 and \$549 in 2025. A user of 250 cubic metres per year will pay a wastewater bill of \$907 in 2020 and \$888 in 2025. An average user of 180 cubic metres per year will pay \$829 in 2020 and \$730 in 2025. A larger user such as a food store will pay \$1,549 in 2020 and this increases to \$1,806 in 2025. The arena is projected to pay \$18,072 in 2020 and \$26,107 in 2025 and the large industry will pay \$32,586 in 2020 and \$55,412 in 2025. All figures are in inflated dollars.



## **2.0 DUNDALK RATE DEVELOPMENT PROJECT**

### **2.1 PROJECT PURPOSE**

The Township intends to develop full cost life-cycle water and wastewater rates for the water and wastewater systems in Dundalk. This report takes the Township's asset listing and projects it to 2119 for water and 2095 for wastewater. The time horizons were selected based on the life of the longest-lived asset. For water, a water main is assumed to be functional for 100 years and for wastewater, sewer mains are assumed to last 75 years. All assets reaching the end of their projected lifetime are replaced at original cost inflated to future year costs. A financing plan is developed for all capital renewal costs identified in the above process, as well as financing for the day-to-day operation of the systems. Any existing user costs associated with growth are also included. A plan is then created by setting out a projection of all revenues, relevant operating costs, needed reserve set-asides and debt to fund operating and capital replacement to 2119 for water and 2095 for wastewater. Projections of water sold, and the number of connections are a key part of the analysis. This information serves as the basis for setting simple, smooth and fair water rates, based on current practice across Ontario, as well as conforming to MOE financial planning guidelines. This report projects the water bills of typical customers associated with the proposed future water rates. Finally, the report compares the water and wastewater bills of a number of communities with those for Dundalk.

### **2.2 LEGISLATIVE CONTEXT FOR THE PREPARATION OF THIS RATE REPORT**

There have been a number of legislative initiatives affecting water system management and operations over the past decade. These commenced with the water borne illness tragedy in Walkerton in 2000. Following this event, the government established a public inquiry to look into the tragedy, chaired by the Honourable Dennis O'Connor. The Connor Inquiry report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

The Ministry of Environment (MOE) has responded to the Inquiry recommendations by making legislative changes. One having relevance to the development of rates and financial plans was the passage of the Safe Drinking Water Act, 2002 (SDWA). It requires owners of municipal drinking water systems to apply for and obtain a Municipal Drinking Water Licence. Five elements must be in place in order for the owner of a drinking water system to obtain a licence:

- A Drinking Water Works Permit to establish or alter a drinking-water system;
- An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority's quality management system (QMS).
- An Accredited Operating Authority. A third party audit of an operating authority's QMS will be the basis for accreditation.
- A Permit to Take Water.
- A Financial Plan that must be prepared, based on up-to-date rates, and approved in accordance with the prescribed requirements in the Financial Plans Regulation. Up to date rates are a key part Financial Plan foundation. The preparation of rates is the main purpose of this project. The Financial Plan will be presented in a separate document.

Under section 30 of the SDWA, the Financial Plans element of the licence program must either be prepared in accordance with the Sustainable Water and Sewage System Act, 2002 (SWSSA) or in accordance with the requirements set by the Minister of the Environment. SWSSA regulations were not published for ten years and accordingly SWSSA act is no longer in force and

has lapsed. Accordingly, the requirements set by the Minister of Environment apply and these are the 2007 MOE Regulation 453/07 and MOE guidelines.

Regulation 453/07 of the Safe Drinking Water Act 2002 was passed in 2007, and contains two key provisions that apply to existing water systems:

- *“A person who makes an application under the Act for a municipal drinking water licence shall, before making the application, prepare and approve Financial Plans for the system that satisfy the requirements of Reg. 453/07.”*
- *“As a condition in a municipal drinking water licence that is issued in response to an application made under section 33 of the Act for a municipal drinking water licence, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, prepare and approve Financial Plans for the system that satisfy the requirements prescribed Reg. 453/07.”*

The review of capital and replacement needs and the preparation of fully sustainable rates is the foundation for the financial plans. In August 2007, the MOE published “Toward Financially Sustainable Drinking-Water and Wastewater Systems”. This document provides an outline of the Province’s approach and principles for developing the above-mentioned Financial Plans, including the rates. Achieving financial sustainability in the province’s municipal and water and wastewater sector is the long-term goal.

The above MOE publication set out nine principles to guide the preparation of Financial Plans and by implication, water rates:

1. Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate. The owner of the drinking water system must make the Financial Plan available, on request, to members of the public who are served by the drinking water system without charge, publish them on the internet, if one is available, and provide notice to the public of the availability of the document.
2. An integrated approach to planning among water, wastewater and storm water systems is desirable given the inherent relationship among these services. If one entity plans for both water and wastewater, then this arrangement allows owners and operators to make more rational decisions about operations, capital investment and environmental protection – choices that recognize the inter-relationship between water and wastewater services. Many municipalities, where water users are metered, pay for the costs of wastewater services by levying a surcharge on water rates. This is a valuable linkage, as those who use water will generate equivalent amounts of wastewater. However, the guideline encourages municipalities to structure their accounts to reflect the three separate activity areas: water, wastewater and storm water. Costs are to be computed on a service basis for water, and separately for wastewater. Separating fire protection costs from other system costs is desirable. Recovering costs for storm water through a surcharge on water bills does not satisfy the user pay principle.
3. Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services. This can be done by establishing dedicated reserves, in which excess utility revenues above current cash costs and capital expenditures are saved for future utility needs.



4. Financial planning with midcourse corrections is preferable to planning over the short term, or not planning at all. It is recommended that utilities, when they undertake capital investment planning, adopt a planning horizon that encompasses the entire life cycle of the asset base. This may not be immediately possible, but in the interim, a planning horizon of at minimum 35 years is desirable.
5. An asset management planning approach is a key input to the development of a financial plan. A very useful starting assumption, in preparing capital investment plans is that each asset will need to be replaced at the end of the estimated life that is assigned to it for accounting purposes. The intent of an asset management plan, the rates and accompanying financial plan is to ensure that when assets need to be maintained, rehabilitated or replaced; municipalities are in a financial position to do so.
6. A sustainable level of revenue allows for reliable service that meets or exceeds environmental standards, while providing sufficient resources for future rehabilitation and replacement needs. A sustainable utility is one that can adequately cover current operating costs, maintain and repair its existing asset base, replace assets when appropriate, fund future growth and service enhancements, and account for inflation and changes in technology. Capital expenditures can be funded through user fees, new debt issuance and cash reserves. The use of debt is limited by the municipality's debt ceiling. Many municipalities wish to avoid the use of debt and, accordingly, need to raise additional revenues from ratepayers today to pay for future investment needs. According to the guidelines, it is a good practice for the funding plan to identify the contribution of various funding sources towards satisfying capital investment plan requirements over the projection periods. A related best practice is for the funding plan to include projected balances for debt and cash reserves in each period of the projection horizon. Additional best practices include:
  - Avoiding large fluctuations in rates from year to year
  - Keeping debt within a sustainable level
  - Avoiding depleting cash reserves or, conversely, building up large cash balances that do not reflect future cash needs
7. Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services rendered. Rate structures should promote financial sustainability and water conservation. Metering and the use of rates are preferable to cross subsidization using property taxes.
8. Financial Plans are living documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future. From time to time, it is good practice to review the accuracy of projections in both capital investment and funding plans. The appropriate frequency is likely to be once in 3 to 5 years.
9. Financial Plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.

In summary, this rate report has been prepared in line with the various pieces of MOE legislation and regulations and in particular, with the above mentioned MOE guideline document.



### 3.0 WATER SERVICE FINANCING OPTIONS

Municipalities have a number of alternatives available to fund water and wastewater services:

**Development Charges** - Such charges are applied to developers and others connecting new non-serviced areas or lots to the existing water systems. Most of the growth related costs of building additions to the system are generally passed on to these developers or new customers. Existing users may have to pay some costs of accommodating new growth, as part of these new developments have features that benefit existing users, but are spared the bulk of the capital cost of expanding infrastructure to accommodate new users to the system. The Township, in 2017, commissioned a development charge study in accordance with the development charges act. This report will use the growth numbers and the funding allocations between existing and new users set out in the 2017 report. Development charge funds are placed in a dedicated reserve fund and used to fund growth-related projects, including new wells, reservoir expansions, new plant components, wastewater pumping stations, and pipe oversizing.

**Connection Charges** - Fees are charged to landowners who wish to connect to the system. The fee covers the cost to the water utility associated with installing a service line from the existing water main or large sewer to the edge of the property line. The Township uses a connection fee.

**Government Grants** - The Ontario and Federal governments provide funding on a shared basis with municipalities. The formula is one-third Federal government, one third Provincial government and one third municipal funding. Capital grants have been received to financially assist in projects to accommodate growth. No additional grants are assumed for the water projects set out in this study. Should grants be received in future, they will be applied to the approved projects.

**Reserves** - Reserves are quantities of funds, drawn from user fees, and set aside to deal with unexpected equipment repairs, and to renew ageing water systems. Increasingly, municipalities are carrying out studies to look out 30 to 100 years to identify capital renewal or replacement projects that need to be sustainably funded, in large part, by reserves. The Township, as of December 31, 2019, has a water system water system reserve surplus of \$393,652.15 and the wastewater system has a surplus of \$2,864,266.77. Reserves will need to be replenished. Funds are set aside from the water and wastewater operating plans to sustain these funding needs.

**Debentures/Loans** – Many Ontario water systems have borrowed funds to provide upgrades to service existing users. Utilizing debentures and loans allows principal and interest to be recovered over a long time, spread over a large number of future water users, rather than having the full cost burden fall on one group of water users at one time. The water system has one loan taken out in December, 2019 for \$314,526. This covers the portion of the Main Street East oversizing that was attributable to user fees in the 2017 DC study. A second loan for \$594,000 is projected for 2022 that will cover the portion of the water tower construction project attributable to user fees. The wastewater systems had no loans outstanding as of December 31, 2019.

**User Fees** – Smaller, recurring capital maintenance and renewal projects are often financed out of the annual operating funds of the water system. User fees also contribute to the reserves and cover all the costs not covered by other financing approaches.

Most water systems use some or all of the above means. In this project, revenue generation will rely upon user fees, connection fees, loans and reserves derived from user fees.





## 4.0 WATER RATE TYPES

There are a number of rate types that are in use in Ontario. These are as follows:

**Flat Rate** - All users are assessed an annual fee that does not depend on the amount of water used. This approach, by necessity, is utilized when users are not metered. All Dundalk users are metered and no flat rates are assessed.

**Decreasing Block** - Users pay less per cubic metre as water use exceeds a certain pre-set amount. This rate provides an economic advantage to large industrial or institutional water users. The Township, does not utilize a decreasing block. All Township water system users pay the same volumetric charge.

**Increasing Block** - Users pay more per cubic metre as water use increases beyond a pre-set amount. This is sometimes called the conservation rate, as it was designed to encourage large users to be more careful with their water use. The Township charges all users the same amount per cubic metre and does not use the increasing block method.

**Two-part Constant Unit** - The user pays a fixed fee, that increases with meter size, that covers a small amount of the total water costs, usually meter replacement and billing costs, plus the same charge for all users for each and every cubic metre of water used. The Township currently utilizes this rate type for both water and wastewater and it is recommended that this be continued in the future.

**Seasonal Rate** – Higher rates in the summer are applied to those who take more water in summer than in winter. This is often used when the system is closest to capacity. This is not utilized by the Township, and is not proposed at this time.

Flat rates are commonly utilized in about a tenth or less of Ontario municipalities that are not metered, and in communities that are only partially metered. Decreasing block rates were formerly very popular, as they provided some relief for large users. However, the popularity of this rate type is declining. The management of a system that is reaching capacity, and will face expensive expansion, often employs increasing block rates. The two-part constant unit rate is now the most commonly used rate type. It is recommended that the Township continue with the two-part constant unit rate for setting 2021 and future rates. The 2020 rate is set out in table 4.1.



#### 4.1 DUNDALK 2020 WATER RATE

Table 4.1 Dundalk 2020 Water and Wastewater Rates \$

Fixed Portion of the Rate		Monthly \$	
Meter Size		Water	Wastewater
5/8x3/4 inch		26.87	62.52
1 inch		67.17	156.30
1.5 inch		134.34	312.59
2 inch		214.95	500.15
3 inch		429.90	1000.30
4 inch		671.72	1562.97
<b>Volumetric Portion of the Rate</b>			
Cost per Cubic Metre (M3) for all Water Used		\$ 1.79	1.24
Sample Rate Calculation - apply fixed charge adjusted for the meter size and the number of months billed plus the volume of water used multiplied by the volumetric charge. For someone who has a 5/8 by 3/4 meter, the common household size, the fee for two months would be 2 x \$26.87 or \$53.74 plus add the amount of water used, say 30 metres, multiplied by 1.79 or \$53.70. Add the \$53.74 to the \$53.70 for a water bill of \$107.44 for two months. Do the same calculation for the wastewater bill.			

## 5.0 PROPOSED WATER SYSTEM RATES FOR 2021-2030

### 5.1 WATER SYSTEM RATE SETTING ASSUMPTIONS

The water rate setting process in this report begins by establishing a financing plan for 2017-2030, that also will provide full funding for all renewal and replacement to 2119. This plan contains information about various system attributes, such as future revenue sources, the projected day-to-day expenditures needed to operate the system, estimated future capital projects to provide for system asset renewal and replacement, reserves and debt. Water sold and the number of connections are projected. Several assumptions have been made in preparing the financing plan:

- |                                  |   |
|----------------------------------|---|
| • Inflation (operating)          | Most at 2-3.0% per annum 2020-2119                |
| • Inflation (capital)            | 3.0% per annum 2020-2119                          |
| • Interest earned on investments | 1.5%  |
| • Debt interest/Loan period      | 2.5% for a 10 year loan                           |
| • Number of new connections      | Based on the 2017 DC Study                        |
| • Water main life expectancy     | 100 years for PVC/Cast Iron, 90 for duct. Iron    |
| • Growth Related Development     | DC/Existing user costs based on the 2017 DC study |

### 5.2 CAPITAL RENEWAL EXPENDITURES NEEDED

Projecting future capital renewal and replacement expenditures is a very important step in developing sustainable rates. In this project, the Township's asset database was a starting point. This database sets out the initial costs, when the asset was installed and set the cost of each asset to 2019 costs and in future costs. Also shown in the portion covered by DC charges, existing users, grants or other development charges and new user meter fees. This information is detailed in appendix A. Based on the life expectancies of each asset, a future renewal and replacement schedule was developed for 2020-2119. For example, an asset installed in 1994, with a 30-year life, is scheduled for replacement in 2024. The 2019 asset cost was inflated to 2024 replacement costs, the year when the asset is scheduled for replacement. Water mains, with a 100-year life, installed in 1994 will be replaced in 2094, with 2019 replacement cost inflated to 2094 costs. This approach was used for all 231 listed assets in place to 2019 and projected out to 2119. The projected asset replacement schedule and their future costs for 2020 to 2119 is summarized in figure 5.1.

**Figure 5.1 Cost of Water Asset Renewal/Replacement and Growth 2020-2119 Inflated \$**

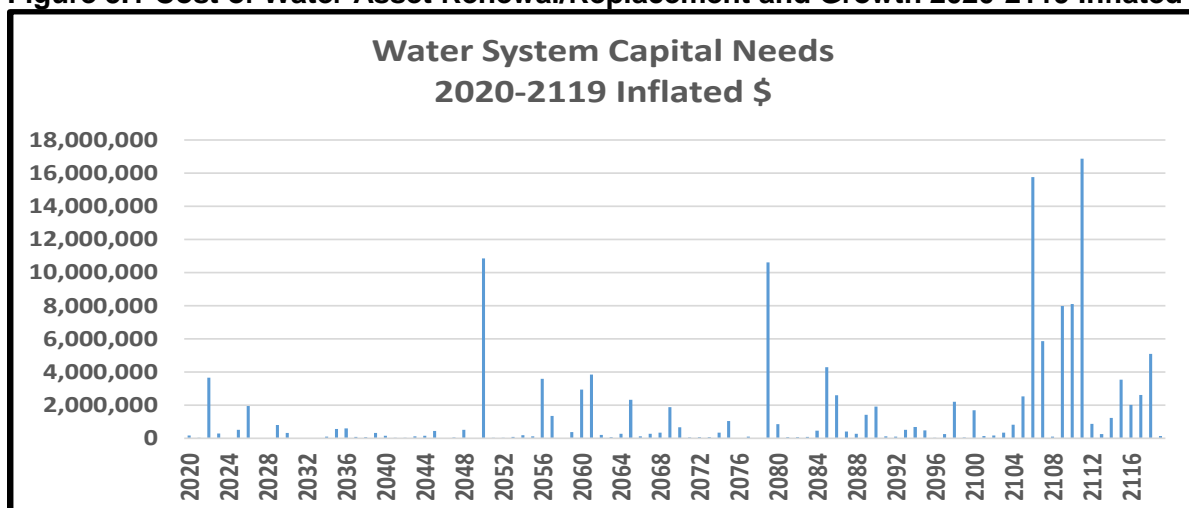


Figure 5.1 provides a long-term perspective on capital needs. It is clear that there are substantial capital spending projected for 2022 when a new water tower is proposed and in 2026 when the main street water main is proposed to be enlarged. A new well, D6, is proposed for 2029. In 2050, the mains installed in 1960 are due for replacement. In 2056, the buildings and major well components for well D4 are scheduled for renewal based on their age. The costs for 2060 are for a variety of renewal projects including water mains, water meters and a variety of other equipment.

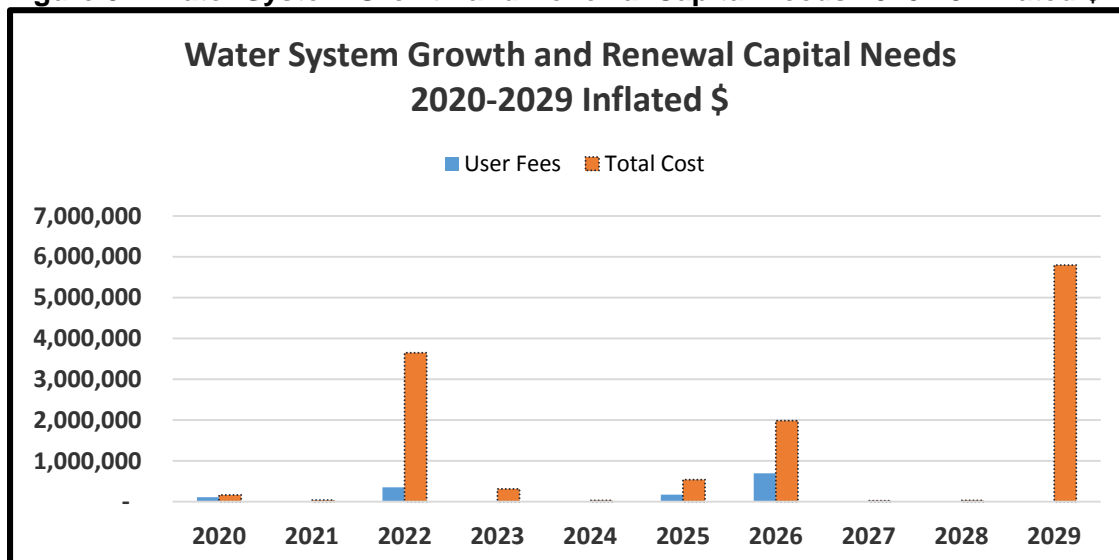
Figure 2 provides a clearer perspective on the shorter term total projected investment, as well as the user fee supported capital renewal to 2029.

The capital investment needed to for ongoing capital replacement and renewal needs represents a substantial cost pressure on rates over the next ten years. The financing plan is designed to finance all of these and other projected renewals to 2119. Not included are capital expenditures needed to comply with new regulations that may be implemented in the future. The capital plan for 2020 to 2029 including detailed financing provisions is set out in appendix A.

The Township is also anticipated to experience very substantial growth over the next twenty years meaning that some of the major projected needed capital projects will be financed by developers. This anticipated growth and the DC support for various projects is documented in the DC study carried out for the Township in 2017. A projection of user fee and growth (developer) funded capital items for 2020-29 is set out in table 5.1 and illustrated in Figure 2. In this time period, user fees cover only a small portion of the cost of the three large projects forecast, including the water tower in 2022, the main street west oversizing in 2026, and the new well in 2029.

The capital costs and associated financing for 2020-2029 are shown in appendix A.

**Figure 5.2 Water System Growth and Renewal Capital Needs 2020-29 Inflated \$**



**Table 5.1 Dundalk Water System Capital Expenditures and Sources of Financing 2020-2029 Inflated \$**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Capital Renewal and Replacement for Assets reaching the end of their useful lives</b>										
1 Projected Capital Renewal	110,210	39,253	116,922	30,389	31,300	32,239	33,207	26,479	27,273	28,091
2										
3 <b>Financing</b>										
4 Grants	0	0	0	0	-	0	0	0	0	0
5 Loan	0	0	0	0	-	0	0	0	0	0
6 User Fees	94,760	12,731	89,604	2,251	2,319	2,388	2,460	2,534	2,610	2,688
7 Sales to New Homeowners	15,450	26,523	27,318	28,138	28,982	29,851	30,747	23,945	24,663	25,403
8 Sub-Total Renewal Financing	110,210	39,253	116,922	30,389	31,300	32,239	33,207	26,479	27,273	28,091
9										
10 <b>Capital Investments for Growth Supported Largely by Non-User Fee Revenue Sources to 2029 as per the 2017 DC Study</b>										
11 Projected Growth Expenditures	51,500	-	3,529,508	281,377	-	507,472	1,948,120	-	-	5,765,401
12										
13 <b>Financing (As per Township Budget Documents)</b>										
14 User Fees	15,450	-	660,553	-	-	169,158	693,993	-	-	-
15 Development Charges	36,050	-	2,868,955	281,377	-	-	1,254,127	-	-	5,765,401
16 Grants, Subsidies local Impr	-	-	-	-	-	338,314	-	-	-	-
17 Sub Total Projected Financing	51,500	-	3,529,508	281,377	-	507,472	1,948,120	-	-	5,765,401
18 Inflation										
19										
20 <b>Capital Summary</b>										
21 <b>Total User Fee Funding</b>	110,210	12,731	156,157	2,251	2,319	171,546	696,453	2,534	2,610	2,688
22 <b>Total Development Charges</b>	36,050	-	2,868,955	281,377	-	-	1,254,127	-	-	5,765,401
23 <b>Other Revenues</b>	15,450	26,523	27,318	28,138	28,982	368,166	30,747	23,945	24,663	25,403
24 <b>Loan</b>	-	-	594,000	-	-	-	-	-	-	-
25 <b>Total Revenues</b>	161,710	39,253	3,646,430	311,766	31,300	539,712	1,981,327	26,479	27,273	5,793,492
26										
27 <b>Total Capital Cost Inflated \$</b>	161,710	39,253	3,646,430	311,766	31,300	539,712	1,981,327	26,479	27,273	5,793,492
28										
29 <b>Net</b>	-	-	-	-	-	-	-	-	-	-



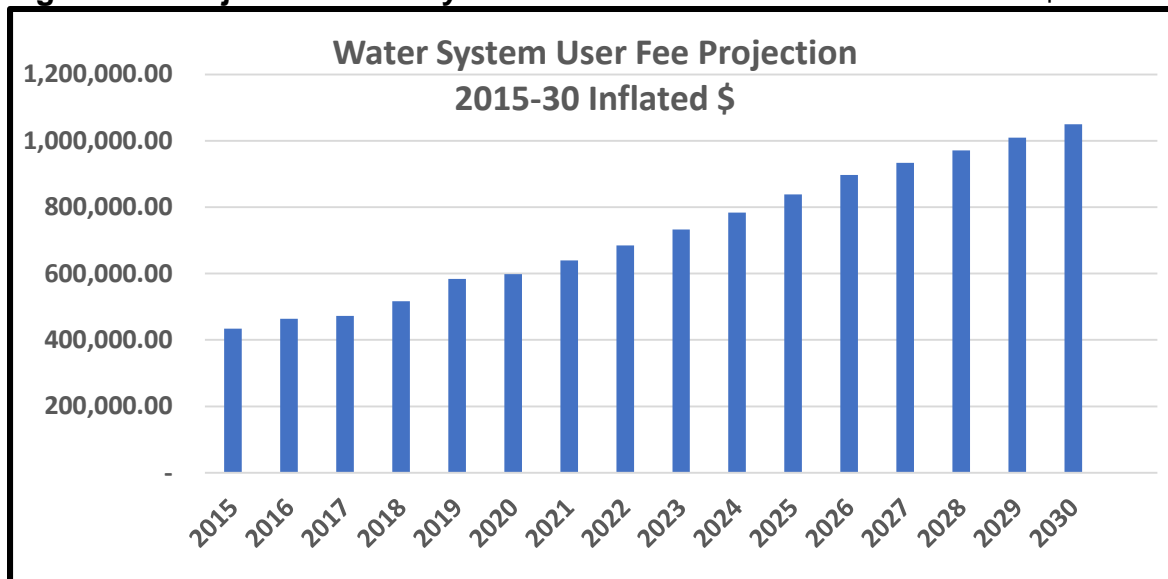
### 5.3 OPERATING PLAN

The operating financial plan for the water system sets out the revenues and expenditures, and summarizes the financing strategy for the water system. The objective, adopted in this study, is to use user fees as much as possible to finance projected asset renewal expenditures, with loans used to finance major projects in the near term and loans undertaken when major renewal projects are needed such as major water main replacement or water tower construction. The summarized operating financial transactions for 2015 to 2030 are shown in table 5.2. Detailed transactions setting out various revenue sources, routine day-to-day expenses, transfers and debt repayment are shown in appendix B.

#### 5.3.1 User Fee Requirements

Revenues are comprised primarily of revenues from user fees, development charges and to a lesser degree from hook-up fees and late payment charges on overdue accounts. Contributions from the capital reserve augment revenues in particular years, when large capital expenditures occur. The projected user fee revenue needs are set out in lines 1 and 2 of table 5.2. Table 5.2 is a summary table. Detailed revenues and expenditures by year for 2015-30 are set out in appendix B. The projected user fees are illustrated graphically in Figure 5.3 below:

**Figure 5.3 Projected Water System User Fee Needs 2015-30 Inflated \$**

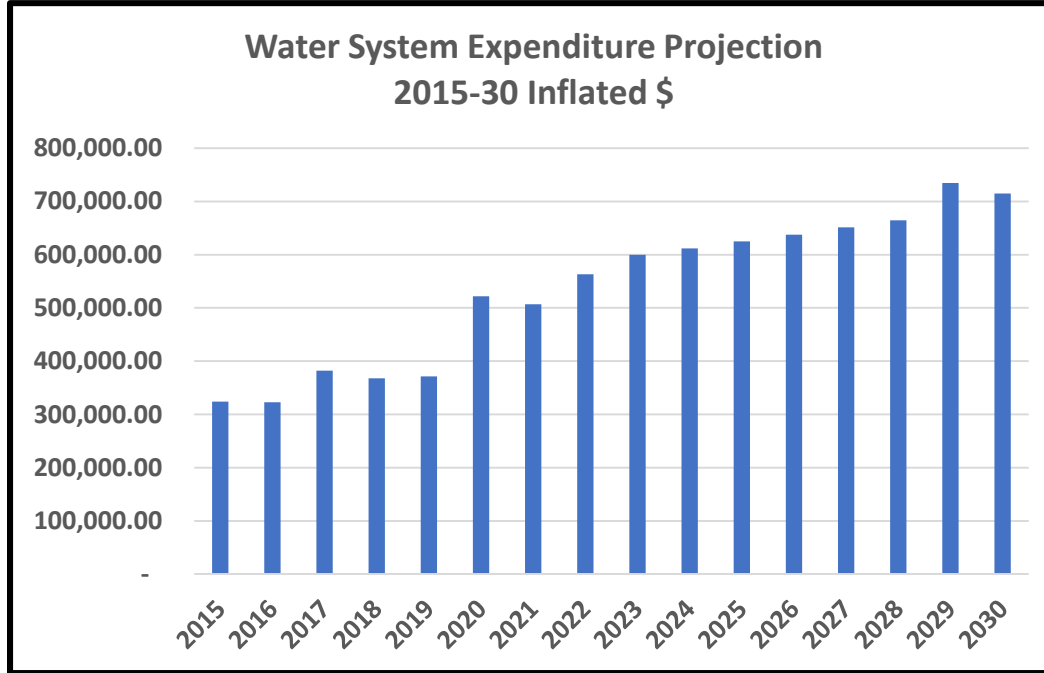


User fees are projected to increase at 7.0% per year from 2021 to 2026, 4% from 2027 to 2070 and then 2.5% 2071-2119. Included in the user fee increase is provision for the inflation of operating costs of 2 to 3% per year, and inflation of 3% per year for projected capital costs. The proposed schedule of user fee increases funds all routine projected operating costs, and provides sufficient revenue to cover the currently projected capital asset renewal and replacement needs to 2119.

### 5.3.2 Operating Expenses

Operating expenditures represent the routine day-to-day costs of operating the system, and include labour, benefits, electrical, chemical, testing and a variety of other costs. Also included, for purposes of this analysis, are debt payments. Projected day-to-day operating expenditures are summarized in line 32 in table 5.2, and are illustrated in figure 5.4.

**Figure 5.4 Projected Water System Day to Day Operating Expenditures 2015-30 Inflated \$**



Fluctuations in expenditures are normal. The above costs include the addition of a new well D5 in 2020, a new water tower in 2022, a bulk water station and a second new well in 2029. Also included are debt costs for loans undertaken in 2020 and projected for 2022. Day-to-day operating costs are projected to increase overall at about 2.5% per annum on most years with occasional larger increases as new components are undertaken or new debt taken on.

### 5.3.3 Debt

The water system has a loan that was taken out in December, 2019, for \$314,526 for the existing user attributed portion of the cost of the main street east main oversizing project. It has an interest rate of 2.5% and a 10-year term. A second loan of \$590,000 is projected for January 1, 2022 with an interest rate of 2.5% and a 10-year term to cover part of the cost, attributed to existing users, of the proposed water tower. No further debt affecting existing users is projected at this time.

### 5.3.4 Reserves

The operating reserve as of December 31, 2019 had a surplus of \$393,652.15. This reserve, as shown in table 5.3, will meet the capital renewal needs to 2119. The full projected reserve year end to 2119 is illustrated in figure 5.5 and shown in detail, by year, in appendix F.

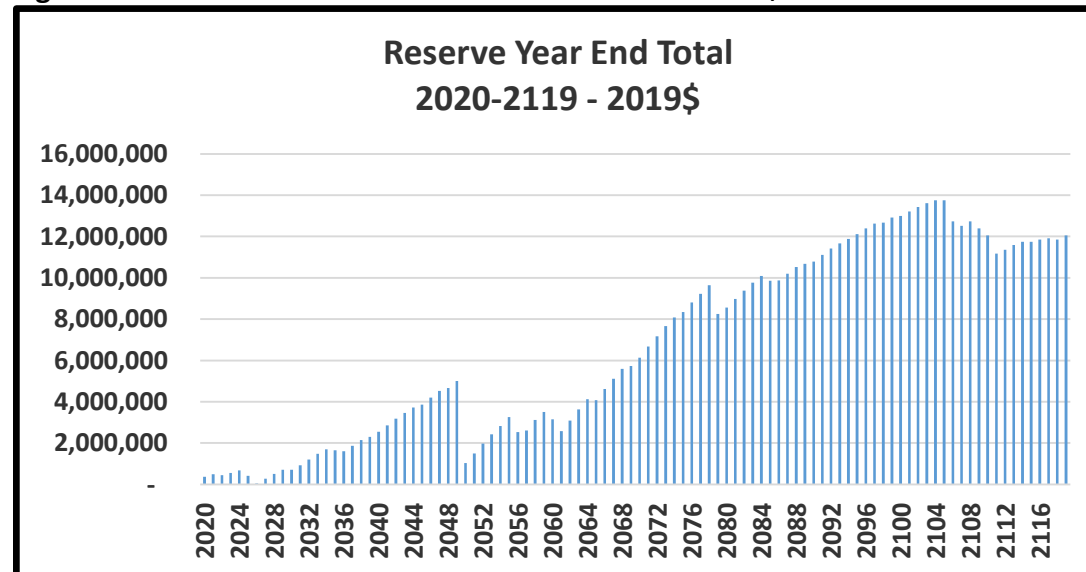
**Table 5.2 Dundalk Summary Water System Financial Plan - Actual \$ 2015-2019 and Inflated \$ 2020-30 (Greater detail is shown in Appendix B)**

Revenues		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1	Residential User Fees	363,741	381,586	385,200	424,428	473,127	485,000	518,950	555,277	594,146	635,736	680,238	727,854	756,968	787,247	818,737	851,486
2	Commercial User Fees	70,587	81,932	86,765	91,774	110,277	113,000	120,910	129,374	138,430	148,120	158,488	169,583	176,366	183,420	190,757	198,388
3	Meter Sales	-	-	1,400	37,170	33,057	15,450	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	33,598	-
4	Other	28,778	20,433	16,220	16,414	23,668	21,305	21,780	22,267	22,765	23,275	23,797	24,331	24,877	25,437	26,009	26,595
5	Total Revenues	463,106	483,951	489,585	569,786	640,128	634,755	688,163	734,236	783,479	836,113	892,374	952,514	989,881	1,028,724	1,069,101	1,076,469
6	<b>Total Revenues</b>	<b>(463,106)</b>	<b>(483,951)</b>	<b>(489,585)</b>	<b>(569,786)</b>	<b>(640,128)</b>	<b>(634,755)</b>	<b>(688,163)</b>	<b>(734,236)</b>	<b>(783,479)</b>	<b>(836,113)</b>	<b>(892,374)</b>	<b>(952,514)</b>	<b>(989,881)</b>	<b>(1,028,724)</b>	<b>(1,069,101)</b>	<b>(1,076,469)</b>
7																	
8	<b>Expenditures</b>																
9	Administration	111,508	104,598	120,654	122,878	101,715	142,563	136,254	139,343	142,508	145,750	149,071	152,473	155,958	159,530	163,189	166,938
10	Lead Testing	765	922	766	49	50	625	638	650	663	677	690	704	718	732	747	762
11	Scada	906	9,995	3,285	3,831	5,405	11,000	9,500	9,785	10,079	10,381	10,692	11,013	11,343	11,684	12,034	12,395
12	Meters	3,613	4,308	11,215	19,649	6,618	14,400	11,787	12,063	12,345	12,634	12,930	13,234	13,545	13,863	14,190	14,524
13	Hydrants	7,283	4,340	6,218	10,120	5,656	7,375	7,553	7,734	7,921	8,112	8,308	8,509	8,715	8,926	9,143	9,365
14	Water Mains	24,508	25,828	50,749	32,165	31,016	37,750	38,125	39,042	39,982	40,946	41,933	42,946	43,984	45,048	46,139	47,257
15	Water Service	19,200	15,426	12,072	14,077	22,403	23,500	20,180	20,660	21,153	21,657	22,174	22,704	23,247	23,804	24,375	24,959
16	Well #4	54,757	47,288	52,430	56,344	62,427	60,800	59,120	60,480	61,872	63,298	64,758	66,252	67,783	69,351	70,956	72,600
17	Well #3	63,642	73,406	87,166	67,145	78,405	84,352	79,303	81,320	83,390	85,515	87,696	89,935	92,233	94,592	97,014	99,500
18	Unit #302	2,810	1,207	-	196	131	6,450	6,619	6,793	6,971	7,154	7,342	7,535	7,734	7,938	8,147	8,362
19	Unit #311	2,679	4,741	2,141	1,574	3,485	4,850	3,407	3,495	3,586	3,680	3,775	3,874	3,975	4,078	4,185	4,294
20	DWQMS	9,917	6,442	5,516	6,356	6,200	4,000	7,180	7,295	7,411	7,530	7,651	7,774	7,899	8,026	8,156	8,288
21	Training	3,379	5,208	5,899	5,405	4,664	9,000	5,409	5,513	5,620	5,728	5,839	5,952	6,067	6,185	6,305	6,427
22	Sby, Holiday and Sick Pay	18,754	18,872	20,486	23,803	25,764	23,681	24,034	24,515	25,005	25,505	26,015	26,535	27,066	27,607	28,160	28,723
23	Unit #309	-	404	3,369	4,045	3,091	-	3,000	3,175	3,355	3,540	3,730	3,925	4,126	4,332	4,544	4,762
24	Well #5	-	-	-	-	14,213	56,100	59,442	60,908	62,412	63,955	65,538	67,161	68,827	70,536	72,289	74,087
25	Water Tower	-	-	-	-	-	-	-	-	18,800	19,256	19,724	20,203	20,694	21,198	21,715	22,245
26	Bulk Water Station	-	-	-	-	-	-	-	-	5,900	6,038	6,179	6,324	6,473	6,624	6,780	6,940
27	Well #6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56,100	57,492
28	Source Protection	-	-	-	-	-	-	1,000	-	-	1,000	-	-	-	-	-	-
29	Debt P and I	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
30	2019	-	-	-	-	-	35,476	35,476	35,476	35,476	35,476	35,476	35,476	35,476	35,476	35,476	-
31	2022	-	-	-	-	-	-	-	67,095	67,083	67,079	67,077	67,073	67,071	67,067	67,064	67,061
32																	
33	<b>Sub-Total</b>	<b>323,724</b>	<b>322,987</b>	<b>381,966</b>	<b>367,635</b>	<b>371,243</b>	<b>521,923</b>	<b>508,027</b>	<b>585,343</b>	<b>621,532</b>	<b>634,910</b>	<b>646,599</b>	<b>659,603</b>	<b>672,934</b>	<b>686,598</b>	<b>756,705</b>	<b>736,981</b>
34																	
35	<b>Transfers</b>																
36	To (from) Reserves	122,143	158,708	107,619	166,062	268,885	112,832	180,136	148,892	161,946	201,203	245,775	292,912	316,947	342,126	312,396	339,489
37	Capital	17,239	2,256	-	36,089	-	-	-	-	-	-	-	-	-	-	-	-
38	Total	139,382	160,964	107,619	202,151	268,885	112,832	180,136	148,892	161,946	201,203	245,775	292,912	316,947	342,126	312,396	339,489
39																	
40	<b>All Expenditures</b>	<b>463,106</b>	<b>483,951</b>	<b>489,585</b>	<b>569,786</b>	<b>640,129</b>	<b>634,755</b>	<b>688,163</b>	<b>734,236</b>	<b>783,479</b>	<b>836,113</b>	<b>892,374</b>	<b>952,514</b>	<b>989,881</b>	<b>1,028,724</b>	<b>1,069,101</b>	<b>1,076,469</b>
41																	
42	<b>Net</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.19</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Table 5.3 Dundalk Water Reserve 2020 to 2030 – Inflated \$**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Opening Value	393,652	380,824	521,707	487,124	618,682	788,585	494,648	60,360	350,828	665,681	949,985
Addition (Withdrawal) fro	112,832	180,136	148,892	161,946	201,203	245,775	292,912	316,947	342,126	312,396	339,489
Transfer (to) from Capita	(125,660)	(39,253)	(183,475)	(30,389)	(31,300)	(539,712)	(727,200)	(26,479)	(27,273)	(28,091)	\$ (320,238)
Close	380,824	521,707	487,124	618,682	788,585	494,648	60,360	350,828	665,681	949,985	969,236
Close in 2019\$	369,732	491,759	445,788	549,691	680,240	414,260	49,078	276,947	510,189	706,878	700,197

**Figure 5.5 Reserve Year End Totals 2020-2119 in Inflated \$**



## 5.4 TOWNSHIP WATER SALES/CONNECTIONS

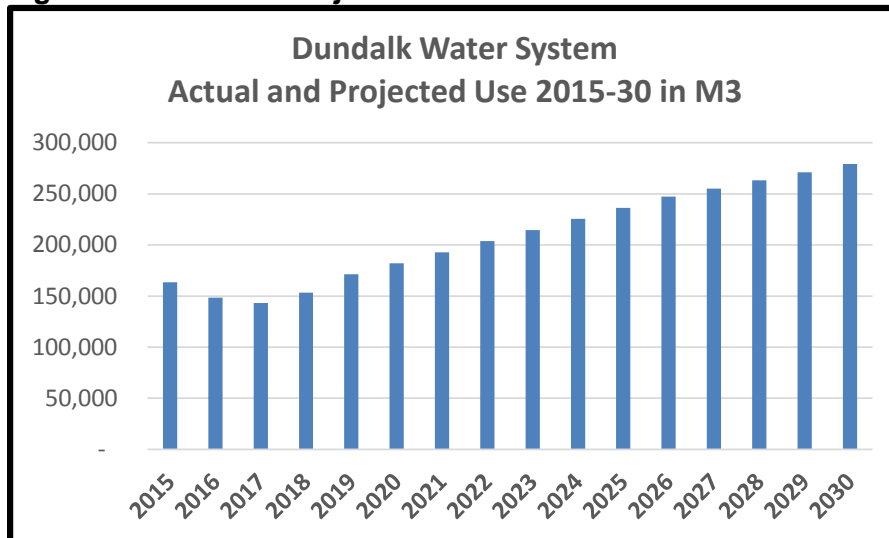
### 5.4.1 Water Sales 2015-2030

Water sold is water that a user had paid for. From 2019 to 2030, the rate setting time period, total water sold to existing residential and smaller industrial commercial and institutional (ICI) users is projected to decline modestly due to conservation. This is a result of provincial plumbing regulations, enacted in 1991, requiring installation of water efficient fixtures (toilets, showers and faucets) in all new connections and the restrictions on the sale of toilets that use more than 6 litres per flush. In addition, people carrying out renovations will replace currently inefficient fixtures with more water efficient ones. Highly efficient front-load washing machines are now very popular with homeowners. An annual improvement in water use efficiency of 1% per annum is assumed in all connections, meaning a decline in water sold of about 1%.

The big change, that started in 2018, and projected to continue for at least the next ten years is the large increase in the number of new residential units. The increase, shown in table 5.5, is based on the number of new units projected in the 2017 DCA study. New residential users added to the system post 2019 will be using water efficient fixtures required by the changes to the plumbing code referenced above. They will use significantly less per person per day than those using older model fixtures and fittings. The water use per person of the new users is estimated at 150 litres per person per day (lppd) compared to an estimated 180 litres per person by existing users. This assumption of 150 lppd is included in the estimates above. New users, as a group, even though they have more efficient fixtures than existing users, will add significantly to overall water sales in Dundalk.

This growth in projected water sales helps reduce the growth in water rates. The actual water use for 2015-18 and the projected water sales to all water users from 2019 to 2030 are set out in table 5.4 and illustrated in figure 5.6.

**Figure 5.6 Past and Projected Water Sales in the Dundalk Water System 2015-30**





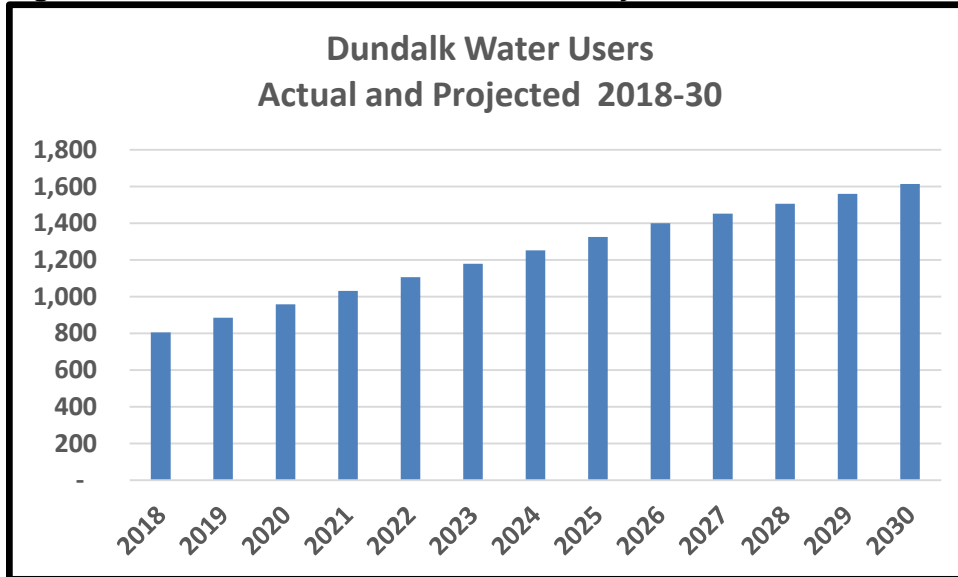
**Table 5.4 Quantity of Water Sold in M3 Yearly and Number of Connections 2015-2030**

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>
Pre 2020 Connections	163,458	148,539	143,312	153,494	171,315	169,602	167,906	166,227	164,565	162,919	161,290	159,677	158,080	156,499	154,934	153,385
Post 2019 Connections	-	-	-	-	-	12,526	25,051	37,577	50,102	62,628	75,153	87,679	97,205	106,732	116,258	125,784
Actual and Projected Use	163,458	148,539	143,312	153,494	171,315	182,127	192,957	203,803	214,667	225,546	236,443	247,355	255,285	263,231	271,192	279,169
<b>Number of Connections Dundalk Water System</b>																
Pre 2020 Connections	-	-	-	805	886	877	868	860	851	843	834	826	818	809	801	793
Post 2019 Connections	-	-	-	-	-	82	164	246	328	410	492	574	636	698	760	822
Total Connections	-	-	-	805	886	959	1,032	1,106	1,179	1,253	1,326	1,400	1,454	1,507	1,561	1,615

### 5.4.2 Projected Number of Customers

The current number of customers, and the projected customers, are set out in table 5.4 and illustrated in figure 5.7. The increase is made up of residential as well as some commercial and institutional (ICI) connections.

**Figure 5.7 Total Number of Dundalk Water System Customers 2018-2030**



The number of connections by 2030, using the 2017 DCA report projection, is double the number in 2018. This is based on a projected large increase in the number of new residential customers. There will also be a small increase in the number of ICI customers as well as the loss of some of the pre-2019 customers. This will likely result in a relatively small increase in ICI customers however no estimate is provided of their water purchases due to the small numbers and generally small levels of water use. The increase in the number of residential customers will help keep water bills lower than otherwise.

## 5.5 WATER RATE CALCULATIONS

Rates are calculated by considering the user fee revenue requirements, and by taking into account future projected water use and the number of connections. As illustrated in figure 5.3, user fees are projected to increase. This would normally cause rates to rise. However, the number of new users will largely offset some of the projected increase in user fees. For purposes of computing rates for the next ten years, this report will assume that all of the residential units are added to the system according to the schedule set out in the 2017 DC study and the resulting water usage and numbers of users set out in table 5.4

The rates recommended in this study will utilize the two-part rate structure currently in use. One part of this rate is a fixed cost applied to all users regardless of water use. Included in this are the billing costs, including salaries and postage, as well as the cost of renewing meters every 20-25 years or so. The second part is the cost per cubic metre that depends on the amount of water used. All costs that are not included in the fixed portion of the rate are included in this rate component. The more that is used, the higher the water bill. The proposed rates are set out in table 5.5.

**Table 5.5 Dundalk Proposed Two-Part Water Rate 2021-2030 Inflated \$**

Monthly Fixed Cost by Meter Size (inches)											
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
0.62	26.87	22.72	22.37	22.11	21.97	21.86	21.58	21.62	21.69	21.79	21.91
0.75	26.87	22.72	22.37	22.11	21.97	21.86	21.58	21.62	21.69	21.79	21.91
1	67.17	31.81	31.31	30.95	30.76	30.60	30.21	30.27	30.37	30.50	30.67
1.5	134.34	40.90	40.26	39.79	39.55	39.35	38.84	38.92	39.04	39.22	39.44
2	214.95	65.89	64.86	64.11	63.73	63.40	62.58	62.70	62.91	63.19	63.54
2.5	-	159.04	156.57	154.74	153.82	153.02	151.04	151.34	151.84	152.52	153.37
3	429.90	249.92	246.03	243.16	241.72	240.47	237.36	237.83	238.61	239.67	241.01
4	671.72	318.08	313.13	309.48	307.65	306.05	302.09	302.69	303.68	305.04	306.74
<b>Variable Rate</b>											
Variable Revenue	283,452	353,843	383,404	415,370	449,149	486,461	530,654	551,881	573,956	596,914	620,791
Water Sold	182,127	192,957	203,803	214,667	225,546	236,443	247,355	255,285	263,231	271,192	279,169
Cost per M3 \$	1.78	1.83	1.88	1.93	1.99	2.06	2.15	2.16	2.18	2.20	2.22

The proposed rates in table 5.5 show an increasing variable cost from 2020-2030. The fixed portion declines in 2021 and then remains fairly constant until 2030. However, the proposed fixed portion of the rate in 2030 is lower than that in 2020. Currently about 50% of revenues are raised from the fixed portion of the bill. The above rates lower this to about 41% by 2030. This is a fairer rate for low volume users and provides an incentive to more users to use less water. Rate increases are modest in the next few years due to the increase in the number of new users and their additional water purchases that helps offset the normal inflationary increases in rates. Rate checking calculations for the above rates is set out in appendix C.

Clearly, rates and the annual increase in rates is very much related to the number of new users in the future. If the development proposed do not generate the numbers set out in the DCA study, then the rates will have to increase to maintain the needed revenue flow to renew infrastructure. This will not require a rate study but will require annual monitoring of new development and water sales.

## 5.6 SAMPLE MONTHLY WATER BILLS FOR VARIOUS USER GROUPS

A number of hypothetical user groups were selected to determine the impacts of the rates. The water bills are set out in table 5.6.

**Table 5.6 Annual Projected Water Bills of Various Hypothetical Users 2020-30 Inflated \$**

Hypothetical User	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Single Person with 50 M3/Year	411	364	362	362	363	365	366	368	369	372	374
Couple with 100 M3 per Year	500	456	457	459	463	468	473	476	478	482	485
Family 250 M3 per Year	767	731	739	749	762	777	795	800	805	812	819
Average User 180 M3 per Year	643	603	607	614	622	633	645	649	653	658	663
Larger User 600 M3 per Year	1,390	1,373	1,397	1,426	1,459	1,497	1,546	1,557	1,569	1,582	1,597
Arena at 10,000 M3 per Year	18,122	18,611	19,081	19,615	20,178	20,836	21,712	21,878	22,065	22,272	22,500
Industry at 23,000 M3 per Year	41,262	42,450	43,537	44,769	46,066	47,583	49,601	49,981	50,410	50,886	51,408



A user taking 50 cubic metres per year is projected to pay \$411 in 2020 and \$365 in 2025. Someone using 100 cubic metres per year will pay \$500 in 2020 and \$468 in 2025. A user of 250 cubic metres per year will pay a water bill of \$767 in 2020 and \$777 in 2025. A larger user taking 600 cubic metres per year will pay \$1,390 in 2020 and \$1,497 in 2025. The arena that uses 10,000 cubic metres per year will pay \$18,122 in 2020 and \$20,836 in 2025. The very large user accounting for 23,000 cubic metres will pay \$41,262 in 2020 and \$47,583 in 2025. All figures are in inflated dollars.

## 5.7 WATER BILL COMPARISONS WITH OTHER COMMUNITIES

The projected water bill for Dundalk user is compared with water bills for a number of communities in Ontario. The usage for all communities is 293 cubic metres per year, which is the estimated average water usage per connection. All users are assumed to have a standard 15mm (5/8 by 3/4") meter. The bill comparisons are set out in table 5.7.

**Table 5.7 Water Bills of Various Nearby Communities 2020**

<u>Utility</u>	<u>Water Bill</u>
Essa	\$483
Toronto	\$598
Springwater Residential (2019)	\$730
Markdale	\$847
Dundalk	\$849
Clearview	\$884
Mount Forest	\$1,208
Adjala-Tosorontio	\$1,415
Based on Average Usage of 294 M3 per Year	

Dundalk's rates are for 2020 and are based on full life-cycle capital renewal of all assets to 2119. Dundalk is a smaller system and smaller size is normally associated with higher water bills for users due to the inability to spread high initial capital costs over a sufficiently large number of users. The City of Toronto, with a lower bill, benefits from having large numbers of users. Some of the other communities with smaller numbers of users have higher rates. Dundalk is closer to the middle of the above selected communities.

## 6.0 PROPOSED WASTEWATER SYSTEM RATES FOR 2021-2030

### 6.1 WASTEWATER RATE SETTING ASSUMPTIONS

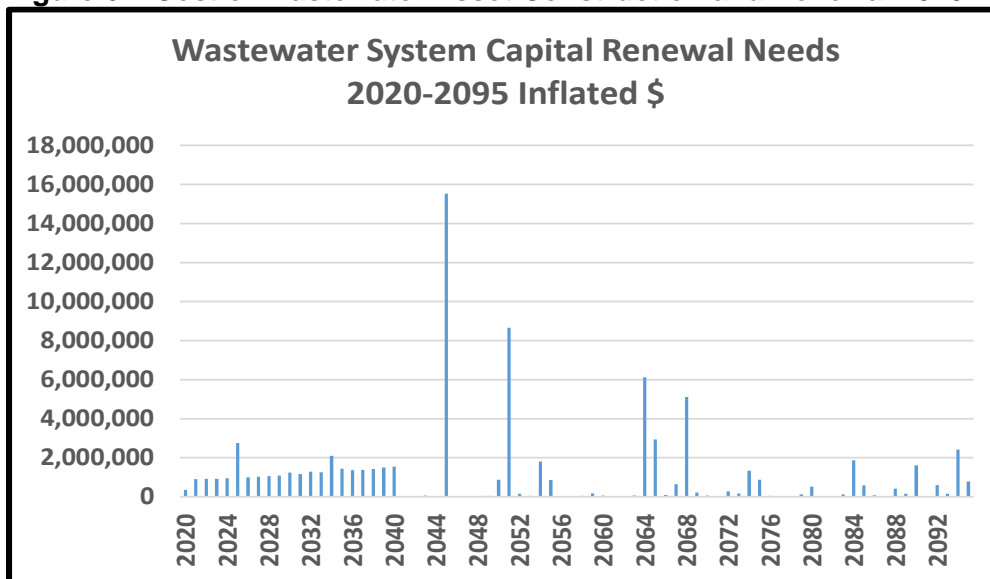
The wastewater rate setting approach begins by establishing a capital and major maintenance-financing plan, as well as an operating plan for 2016-2030. The capital plan covers the period from 2019 to 2095, consistent with the estimated 75-year life of a sewer main. The operating plan contains information about various system attributes, such as currently available information concerning various revenue sources, the day-to-day expenditures needed to operate the system, debt-servicing requirements, and existing reserve levels. The capital needs projections include funding for capital investments to renew assets. This is combined with the operating plan to produce an overall wastewater capital and operating financing plan, with user-fee revenues and loans adjusted to ensure sustainability. Several assumptions were made in preparing the capital and major maintenance programs as well as the operating plan:

Inflation	capital 3% per annum, operating 1-3%
Interest on investments	1.5%
Interest on loans	2.5%
Population growth/new connections	as anticipated in the DC Background Study 2017

### 6.2 CAPITAL AND MAJOR MAINTENANCE EXPENDITURES

Projected capital and major maintenance renewals cost estimates were prepared based on the existing asset database prepared and maintained by Township staff. The cost of all capital renewal for the 2030 to 2095 were estimated by year based on age, in inflated dollars. Near-term capital projects through 2029, provided by the Township, for both growth and capital renewal, were also included. These are shown in appendix A. The total of all these projections are shown graphically in Figure 6.1.

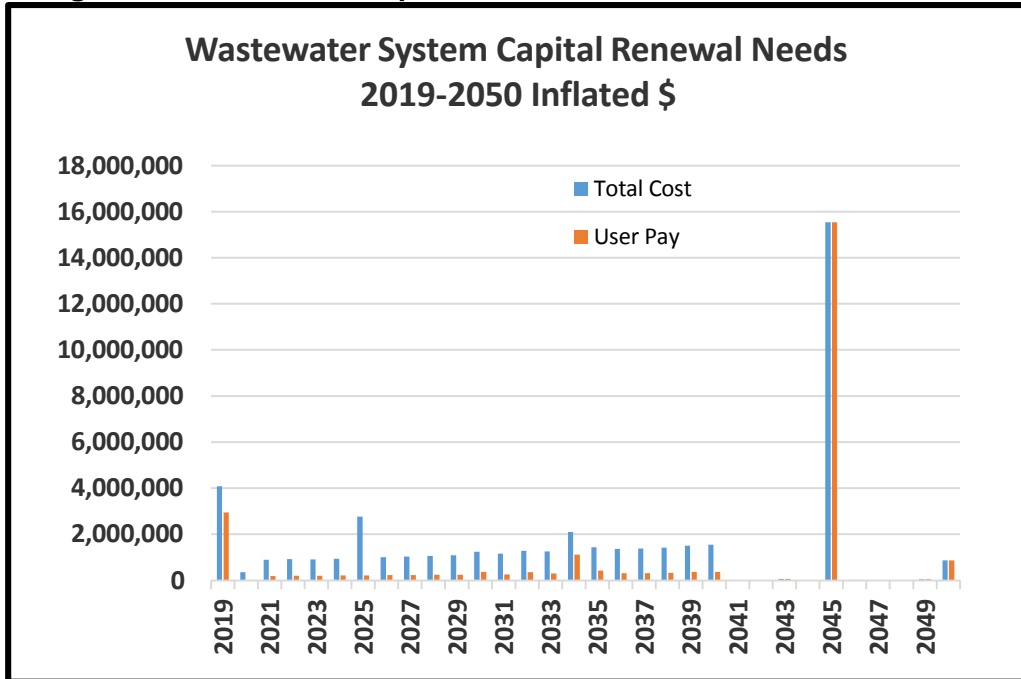
**Figure 6.1 Cost of Wastewater Asset Construction and Renewal 2020-2095 Inflated \$**





The long-term outlook presented in Figure 6.1 shows some near-term growth investments related to expansion of the wastewater treatment facilities staged over the 2020 to 2040 period and then large expenditures in the 2040s and then again in the 2064-2079 period as major sewer main components need to be replaced. The short-term capital needs are set out in Figure 6.2. This shows the total cost of all projects, including those anticipated from 2020-29 in the DC study in the dark shade and the user fee paid portion in the lighter color. User fee covers only a small portion of the total costs through 2040 with development charges covering the bulk of the costs. Beyond, 2040, all costs are covered by user fees as the projects involve renewal and replacement of assets that pre-date the current growth phase.

**Figure 6.2 Wastewater Capital Costs with User Fee Financed Portions 2019-50 Inflated \$**



The projected major projects in this period include the following:

2021-2040	Wastewater plant staged expansion funded largely by development charges with all users paying for a portion of the costs, if no grant is received
2025	Pumping station headworks upgrade largely funded by development charges
2034	System component rehabilitation from user fees
2045	Sewer main replacement funded exclusively by user fees
2050	Sewer main rehabilitation from user fees

Much of the cost of the above wastewater treatment plant expansion, from 2021 to 2040, is projected to come from development charges and according to the 2017 DC study, from a grant. User fees will be needed if a grant is not received. User fees are responsible for the sewer main renewals and wastewater facility repairs and rehabilitation. Table 6.1 shows the revenue and expense flows for capital investments from 2020 to 2029.

**Table 6.1 Dundalk Wastewater System Capital Renewal and Construction of New Infrastructure 2019-2029 Inflated \$**

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Capital Renewal and Replacement for Assets reaching the end of their useful lives</b>											
1 Projected Capital Renewal	46,485	247,200	37,132	32,782	-	-	-	-	-	-	-
2											
3 <b>Financing</b>											
4 Grants	-	-	-	-	-	-	-	-	-	-	-
5 Loan	-	-	-	-	-	-	-	-	-	-	-
6 User Fees	46,485	247,200	37,132	32,782	-	-	-	-	-	-	-
7 Sales to New Homeowners	-	-	-	-	-	-	-	-	-	-	-
8 Sub-Total Renewal Financing	46,485	247,200	37,132	32,782	-	-	-	-	-	-	-
9											
10 <b>Capital Investments for Growth Supported Largely by Non-User Fee Revenue Sources to 2029 as per the 2017 DC Study</b>											
11 Projected Growth Expenditures	60,000	103,000	863,901	889,819	916,513	944,008	2,763,407	1,001,499	1,031,544	1,062,490	1,094,365
12											
13 <b>Financing (As per the 2017DC Study)</b>											
14 User Fees	-	-	-	-	-	-	-	-	-	-	-
15 Development Charges	60,000	103,000	669,524	689,609	710,298	731,607	2,544,633	776,161	799,446	823,430	848,133
16 Grants, Subsidies local Impr	-	-	194,378	200,209	206,215	212,402	218,774	225,337	232,097	239,060	246,232
17 Sub Total Projected Financing	60,000	103,000	863,901	889,819	916,513	944,008	2,763,407	1,001,499	1,031,544	1,062,490	1,094,365
18											
19 <b>Capital Summary</b>											
20 <b>Total User Fee Funding</b>	46,485	247,200	37,132	32,782	-	-	-	-	-	-	-
21 <b>Total Development Charges</b>	60,000	103,000	669,524	689,609	710,298	731,607	2,544,633	776,161	799,446	823,430	848,133
22 <b>Other Revenues - Grants</b>	-	-	194,378	200,209	206,215	212,402	218,774	225,337	232,097	239,060	246,232
23 <b>Loan</b>	-	-	-	-	-	-	-	-	-	-	-
24 <b>Total Revenues</b>	106,485	350,200	901,033	922,600	916,513	944,008	2,763,407	1,001,499	1,031,544	1,062,490	1,094,365
25											
26 <b>Total Capital Cost Inflated \$</b>	106,485	350,200	901,033	922,600	916,513	944,008	2,763,407	1,001,499	1,031,544	1,062,490	1,094,365
27											
28 <b>Net</b>	-	-	-	-	-	-	-	-	-	-	-
Note: Since grants included in other revenues have not been confirmed, all other revenues and grants are assumed to be raised from user fees.											

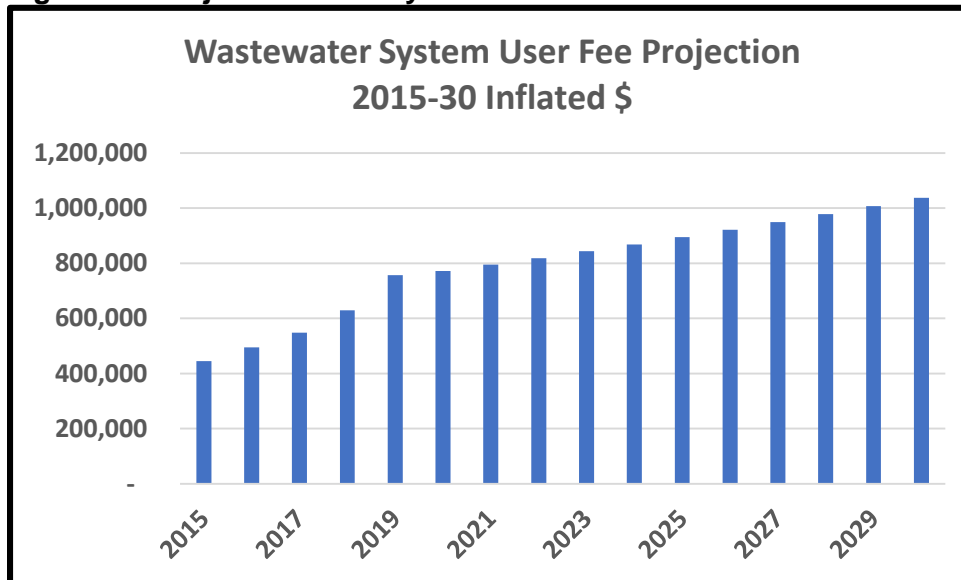
## 6.3 WASTEWATER OPERATING PLAN

The summary operating financial statement for the wastewater system is set out in table 6.2. The operating fund numbers for 2016-2018 are based on actual year-end values, the figures for 2019 are current estimates of year end closure. Those for 2020 to 2030 and beyond are based on the trends established in 2016-19, with adjustments for changes in operation as new system components come on line. All figures for 2020 to 2030 are inflated.

### 6.3.1 User Fee Requirements

User fee needs projections are set out in lines 1 and 2 of table 6.2 and are shown in figure 6.3 below:

**Figure 6.3 Projected Water System User Fees 2015 to 2030**

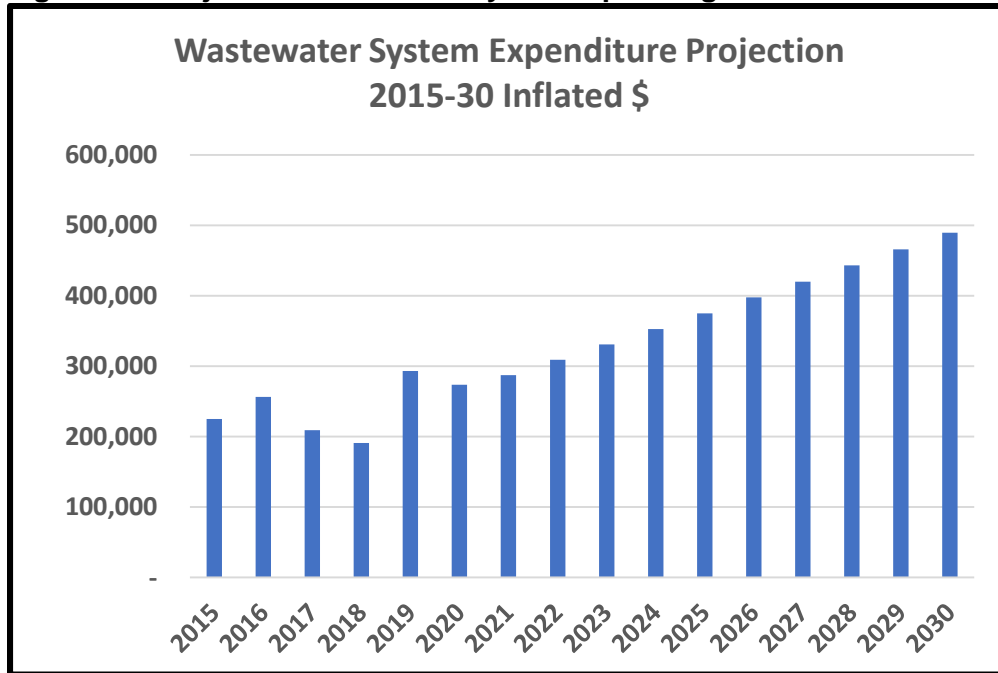


User fee revenues have increased over the past few years and will increase at about 3% per year, including inflation, to 2095. This increase will cover the situation where a grant is received for the expansion of the wastewater treatment plant and related processes. If a grant is not received then a loan will be needed in the 2045-50 period to finance the replacement of the existing wastewater lines as they reach the projected end of their lives at that point.

### 6.3.2 Routine Operating Expenses

Future routine operating expenditures are summarized in line 109 in table 6.2, and are illustrated in figure 6.4:

**Figure 6.4 Projected Wastewater System Operating Costs 2015 to 2030 Inflated \$**



Operating costs are projected to increase at about 6% per annum from 2020 to 2030 including inflation of 2-3% per annum. The additional costs are needed to operate the expanded wastewater plant and treatment facilities taking place from 2021 to 2040. Otherwise the increase is uniform and is due to inflation plus a steady expansion of the wastewater treatment plant and facilities.

### 6.3.3 Debt

As of December 31, 2019, there is no debt on the system. Should a grant not be received for the water plant and facility upgrades, then a loan of \$5-7 million will be needed in the 2045-50 period. Of course, this projection may change if condition assessments are carried out on the wastewater lines determines that their lifetime can be extended beyond the 75 year period assumed in this study.

If a grant is received to assist with the wastewater plant expansion, then some short-term financing will be needed in the 2045-50 period, however, the loan would be much smaller than the \$5-7 million mentioned above.

**Table 6.2 Wastewater System Operating Statement 2015-19 Actual, 2020-30 Inflated \$**

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Revenues</b>																
1 User Fees Residential	388,833	426,201	466,346	542,752	660,537	673,000	693,190	713,986	735,405	757,467	780,191	803,597	827,705	852,536	878,112	904,456
2 User Fees Commercial	56,284	68,862	81,361	86,780	96,052	99,000	101,970	105,029	108,180	111,425	114,768	118,211	121,758	125,410	129,173	133,048
3 User Fees Septage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
4 Royalty	-	-	15,736	(600)	5,508	-	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171
5 Total	445,117	495,063	563,443	629,019	762,097	772,000	801,160	825,135	849,828	875,260	901,454	928,433	956,220	984,839	1,014,315	1,044,674
6 Subtotal	(445,117)	(495,063)	(563,443)	(629,019)	(762,097)	(772,000)	(801,160)	(825,135)	(849,828)	(875,260)	(901,454)	(928,433)	(956,220)	(984,839)	(1,014,315)	(1,044,674)
<b>Expenditures</b>																
20 Lagoon																
21 Labour	25,010	29,750	19,702	27,289	29,237	32,000	32,640	33,293	33,959	34,638	35,331	36,037	36,758	37,493	38,243	39,008
22 Benefits	6,036	7,813	4,841	6,535	6,876	8,000	7,000	7,140	7,283	7,428	7,577	7,729	7,883	8,041	8,202	8,366
23 Contract Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
24 Maint Contract Software	-	-	-	-	-	6,500	-	-	-	-	-	-	-	-	-	-
25 Materials and Supplies	4,282	19,560	24,011	10,874	29,080	40,000	30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,896	38,003	39,143
26 Professional Services	25,081	27,549	1,332	397	10,392	10,000	10,300	10,609	10,927	11,255	11,593	12,299	12,668	13,048	13,439	13,839
27 Mileage	-	875	11	10	239	600	300	306	306	309	312	318	322	325	328	328
28 Telephone	764	732	746	603	602	750	650	670	690	710	732	754	776	799	823	848
29 Utilities	48,983	54,091	50,694	42,646	43,519	36,000	45,000	46,350	47,741	49,173	50,648	52,167	53,732	55,344	57,005	58,715
30 Chemicals	14,373	15,329	-	182	56,730	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	26,878
31 Repairs	21,369	12,559	23,312	11,406	23,773	20,000	24,000	24,720	25,462	26,225	27,012	27,823	28,657	29,517	30,402	31,315
32 Lab Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
33 Sludge Removal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34 Subtotal	145,897	168,258	124,650	99,941	200,449	173,850	170,490	175,202	180,048	185,031	190,155	195,424	200,843	206,416	212,146	218,040
35 Administration																
36 Holiday Wages	5,396	5,187	5,384	7,281	6,155	5,325	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171
37 Holiday Benefits	1,187	964	1,232	1,513	1,418	1,331	1,500	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793
38 Sick Time Wages	417	547	520	1,131	3,794	2,000	1,500	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793
39 Sick Time Benefits	105	135	124	241	712	500	510	520	531	541	552	563	574	586	598	609
40 Wages	25,509	26,976	27,353	30,197	30,621	33,000	33,660	34,333	35,020	35,720	36,435	37,163	37,907	38,665	39,438	40,227
41 Benefits	7,174	7,512	7,465	7,660	7,784	8,250	8,415	8,583	8,755	8,930	9,109	9,291	9,477	9,666	9,860	10,057
42 Contract Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
43 Engineering	-	-	363	-	-	-	-	-	-	-	-	-	-	-	-	-
44 Office Supplies	53	37	159	262	-	125	129	133	137	141	145	149	154	158	163	168
45 Advertising	-	-	-	600	-	612	624	637	649	662	676	689	703	717	731	745
46 Memberships	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
47 Audit Fees	1,500	1,500	1,290	1,290	1,500	1,500	1,515	1,530	1,545	1,561	1,577	1,592	1,608	1,624	1,641	1,657
48 Computer Services	3,500	3,500	3,500	2,000	2,500	1,500	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,305	4,434	4,567
49 Insurance	2,000	2,000	2,000	2,000	2,000	2,100	2,205	2,315	2,431	2,553	2,680	2,814	2,955	3,103	3,258	3,421
50 Postage	3,358	3,053	2,849	3,053	3,053	4,000	3,200	3,296	3,395	3,497	3,602	3,710	3,821	3,936	4,054	4,175
51 Courier & Testing Of S	4,010	5,761	4,363	4,650	6,196	6,500	6,695	6,896	7,103	7,316	7,535	7,761	7,994	8,234	8,481	8,735
52 Recert Fees/Training	190	4,977	301	445	736	2,000	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195
53 Mileage	238	232	348	107	162	250	253	255	258	260	263	265	268	271	273	276
54 Telephone	450	450	450	-	-	-	-	-	-	-	-	-	-	-	-	-
55 Office Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
56 Arrears Collection Fee	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
57 Clothing Allowance	245	260	-	-	-	-	-	-	-	-	-	-	-	-	-	-
58 Payment in Lieu of Tax	20,865	24,502	25,592	25,826	23,804	26,000	26,520	27,050	27,591	28,143	28,706	29,280	29,866	30,463	31,072	31,694
59 Subtotal	76,196	87,592	82,931	86,019	90,435	94,981	97,213	99,341	101,519	103,748	106,029	108,364	110,754	113,200	115,704	118,268
60 WW and Sewer Installation																
61 Labour	-	-	59	1,728	-	1,500	1,530	1,561	1,592	1,624	1,656	1,689	1,723	1,757	1,793	1,828
62 Benefits	-	-	14	394	-	375	383	390	398	406	414	422	431	439	448	457
63 Contract Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
64 Materials and Supplies	1,655	420	-	1,825	-	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534	2,610	2,688
65 Machine and Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
66 Engineering and Engin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
67 Misc and Misc.	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
68 Subtotal	1,655	420	74	3,948	-	3,875	3,973	4,073	4,175	4,281	4,389	4,500	4,614	4,730	4,850	4,973
69 Lagoon Property																
70 Labour	65	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
71 Benefits	16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
72 Contract Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73 Materials and Supplies	-	132	-	1,189	650	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
74 Unit 302 Tran from Wal	1,405	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
75 Unit 309 Tran from Wal	-	-	1,685	-	1,750	-	-	-	-	-	-	-	-	-	-	-
76 Subtotal	1,486	132	1,685	1,189	2,400	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
77 Water Treatment Plant																
78 Subtotal	-	-	-	-	-	-	14,664	29,328	43,993	58,657	73,321	87,985	102,649	117,314	131,978	146,642
79 Pumping Station																
80 Subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
81 Total Expenses	225,234	256,402	209,340	191,097	293,284	273,706	287,370	309,005	330,828	352,842	375,053	397,467	420,089	442,926	465,984	489,268
82 Revenues Less Expenditures	(219,883)	(238,661)	(354,103)	(437,922)	(468,813)	(498,294)	(513,790)	(516,129)	(519,000)	(522,419)	(526,401)	(530,966)	(536,130)	(541,912)	(548,331)	(555,406)
83 Transfers																
84 To the Reserves	219,883	238,661	354,103	437,922	468,813	498,294	513,790	516,129	519,000	522,419	526,401	530,966	536,130	541,912	548,331	555,406
85 Net	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

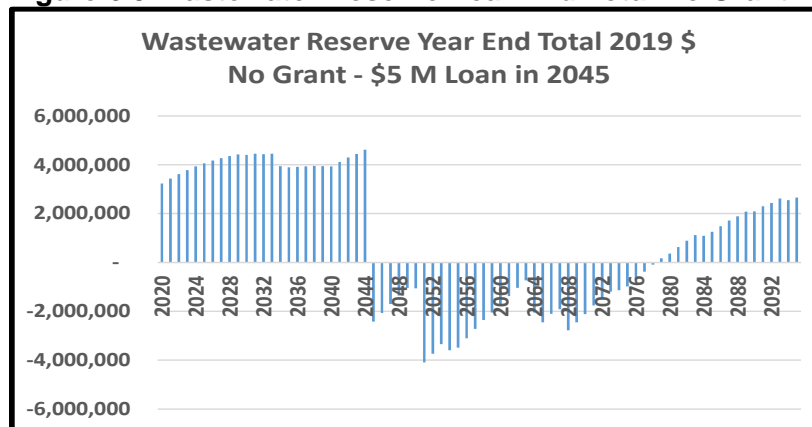
### 6.3.4 Reserves

The capital reserve has a surplus of \$2,864,266.77 at December 31, 2019. The reserves are utilized to carry out the renewal and replacement of infrastructure that has reached the end of its life. Substantial contributions from user fees, keeps the reserve in balance until 2045. At that time, the major wastewater lines in the community will be reaching the end of their projected lifetimes. A loan will be needed to help finance this renewal. The loan will be relatively small if a grant can be obtained to financially assist with the expansion of the wastewater plant and treatment facilities in the 2021-2040 period. If a grant is not obtained, then a loan of \$5-7 million will be needed in the 2045-50 period. Once the loan is repaid, the reserve returns to a surplus position. The reserve without and with a grant are shown to 2030 in tables 6.3 and 6.4. The year-end surpluses are illustrated in figures 6.5 and 6.6.

**Table 6.3 Wastewater System Capital Reserve 2020-2030 without Grant Inflated \$**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Opening Value	2,864,267	3,094,596	3,361,381	3,642,180	3,952,094	4,258,692	4,562,337	4,863,401	5,162,270	5,459,340	5,755,020
Addition (Withdrawal)	477,530	498,294	513,790	516,129	519,000	522,419	526,401	530,966	536,130	541,912	548,331
Transfer (to) from C.	(247,200)	(231,509)	(232,991)	(206,215)	(212,402)	(218,774)	(225,337)	(232,097)	(239,060)	(246,232)	(371,820)
Loan											
Close	3,094,596	3,361,381	3,642,180	3,952,094	4,258,692	4,562,337	4,863,401	5,162,270	5,459,340	5,755,020	5,931,531
Close in 2019\$	3,004,463	3,168,424	3,333,111	3,511,384	3,673,585	3,820,885	3,954,390	4,075,143	4,184,129	4,282,275	4,285,064

**Figure 6.5 Wastewater Reserve Year End Total No Grant 2020 to 2095 – Inflated \$**



The reserve from 2020 to 2095 without a grant is shown in appendix G.

### 6.4 Wastewater Rate Calculations

The Township recovers its wastewater costs through a wastewater charge that has a similar structure to the water charges. Computing this surcharge requires that a calculation of the number of meters of different sizes and an estimate made of the water used by those who use water but do not pay as wastewater charge on the water used. This includes 20 single family users that have septic systems and do not generate wastewater and 3 users on wells connected to the wastewater system. The detailed rate calculation is in appendix D. The arena is a special case as it uses a good deal of water to make and maintain ice, however, only the water from the sanitary and limited food preparation uses within the facility is returned to the wastewater plant. This justifies a reduced wastewater rate based on estimated sanitary usage that might be in the range of 10% of total water taking. The rates are summarized table 6.5 below.



**Table 6.4 Dundalk Proposed Wastewater Rates 2021 to 2030 Inflated \$**

<b>Fixed Rate</b>											
Fixed Portion	\$602,160	\$572,515	\$540,550	\$506,151	\$469,202	\$429,581	\$387,160	\$379,785	\$391,179	\$402,914	\$415,001
<b>Monthly Fixed Cost by Meter Size</b>											
<b>Meter Size inches</b>											
Most Common .6	\$52.33	\$46.23	\$40.75	\$35.78	\$31.22	\$27.00	\$23.05	\$21.78	\$21.63	\$21.51	\$21.41
0.75	\$52.33	\$46.23	\$40.75	\$35.78	\$31.22	\$27.00	\$23.05	\$21.78	\$21.63	\$21.51	\$21.41
1	\$73.27	\$64.72	\$57.05	\$50.09	\$43.71	\$37.80	\$32.27	\$30.49	\$30.28	\$30.11	\$29.98
1.5	\$94.20	\$83.21	\$73.35	\$64.41	\$56.20	\$48.60	\$41.50	\$39.20	\$38.93	\$38.72	\$38.55
2	\$151.77	\$134.06	\$118.18	\$103.77	\$90.55	\$78.30	\$66.85	\$63.16	\$62.73	\$62.38	\$62.10
2.5	\$366.34	\$323.59	\$285.26	\$250.47	\$218.56	\$189.00	\$161.37	\$152.45	\$151.41	\$150.57	\$149.90
3	\$575.67	\$508.50	\$448.26	\$393.60	\$343.46	\$297.00	\$253.59	\$239.56	\$237.93	\$236.61	\$235.56
4	\$732.68	\$647.18	\$570.52	\$500.95	\$437.13	\$378.00	\$322.75	\$304.89	\$302.82	\$301.13	\$299.80
<b>Variable Rate</b>											
Cost per M3	\$1.12	\$1.37	\$1.60	\$1.83	\$2.04	\$2.25	\$2.46	\$2.53	\$2.52	\$2.51	\$2.50

The 2020 rates have a fixed portion accounting for 70% of all revenues generated. This is much higher than is common in Ontario. The above rates embody a smooth annual reduction in the revenue generated by the fixed charge to 40% by 2027 where it remains until 2030. This is much more typical. Accordingly, the fixed portions of everyone's rate declines from 2020 to 2030 whereas the variable charge increases proportionately. A rate/revenue check is in appendix E.

## 6.5 Wastewater Bills for Selected Customers

Sample wastewater bills have been prepared for various hypothetical user groups that return wastewater to the Dundalk treatment system. The impact on wastewater bills set out in table 6.6:

**Table 6.5 Wastewater System Hypothetical Annual Wastewater Bills 2019-25 Inflated \$**

Hypothetical User	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Single Person with 50 M3/Year	684	623	569	521	477	437	400	388	385	383	382
Couple with 100 M3 per Year	740	691	649	612	579	549	523	514	511	509	507
Family 250 M3 per Year	907	896	890	886	886	888	892	894	889	885	882
Average User 180 M3 per Year	829	801	777	758	743	730	719	716	712	709	707
Larger User 600 M3 per Year	1,549	1,596	1,646	1,697	1,751	1,806	1,863	1,883	1,873	1,865	1,859
Arena at 10,000 M3 per Year	18,072	19,765	21,401	22,996	24,561	26,107	27,641	28,162	28,013	27,897	27,810
Industry at 23,000 M3 per Year	32,586	37,526	42,229	46,750	51,133	55,412	59,618	61,035	60,719	60,472	60,288

A user taking 50 cubic metres per year is projected to pay \$684 in 2020 and \$437 in 2025. Someone using 100 cubic metres per year will pay \$740 in 2020 and \$549 in 2025. A user of 250 cubic metres per year will pay a wastewater bill of \$907 in 2020 and \$888 in 2025. An average user of 180 cubic metres per year will pay \$829 in 2020 and \$730 in 2025. A larger user such as a food store will pay \$1,549 in 2020 and this increases to \$1,806 in 2025. The arena is projected to pay \$18,072 in 2020 and \$26,107 in 2025 and the large industry will pay \$32,586 in 2020 and \$55,412 in 2025. All figures are in inflated dollars.



## 6.6 WASTEWATER BILL COMPARISONS WITH OTHER COMMUNITIES

The projected wastewater water bills for Dundalk are compared with bills for a number of communities. The water usage, the basis for a wastewater surcharge, for all communities is 294 cubic metres per year, which is a general Ontario average. All users are assumed to have a standard 15mm (5/8 by 3/4") meter. The bill comparisons are set out in table 6.7.

**Table 6.6 Comparison of Wastewater Rates with Other Communities 2020**

<u>Utility</u>	<u>Wastewater Bill</u>
Essa (Angus)	\$459
Toronto	\$598
Markdale	\$676
Clearview	\$770
Flesherton	\$936
Springwater Residential	\$1,082
Dundalk	\$1,115
Adjala-Tosorontio	\$1,313
Mount Forest	\$1,485
Based on average use of 294 M3 per Year	

Dundalk's rates are based on full life-cycle capital renewal of all assets to 2095. The rates are slightly more expensive than those in some, but not all nearby communities.



## **APPENDICES**



## APPENDIX A – WATER/WASTEWATER SYSTEM CAPITAL PLAN (2020-29) INFLATED \$

<b>Dundalk Water</b>								
<b>2020 Capital Project Expenditures</b>								
	Project Description	DC Study Y Yes	Budget	User Fees	Dev Charge	Grants, subsidies related to Development	Sales to New Users	Total
1	Valves	N	10,000	10,000				10,000
2	Water Meters for New Connections	NA	15,000				15,000	15,000
3	Miscellaneous Equipment	N	2,000	2,000				2,000
4	Hagan/Gold Street Loop	N	40,000	40,000				40,000
5	Glenleg Water Main Servicing	N	40,000	40,000				40,000
6	Water Tower Design	Y	30,000		30,000			30,000
7	Water Rate/Financial Plan Study	Y	20,000	15,000	5,000			20,000
8								-
17	<b>Total All Expenditures (2019\$)</b>		<b>157,000</b>	<b>107,000</b>	<b>35,000</b>	<b>-</b>	<b>15,000</b>	<b>157,000</b>
20	Capital Accomodating Growth		50,000	15,000	35,000	-	-	50,000
21	Capital Renewal/Meters for New Connections		107,000	92,000	-	-	15,000	107,000
22	<b>Total All Expenditures (2019\$)</b>		<b>157,000</b>	<b>107,000</b>	<b>35,000</b>	<b>-</b>	<b>15,000</b>	<b>157,000</b>
23								
24	<b>Inflated \$</b>	<b>3.00%</b>						
27	Capital Accomodating Growth		51,500	15,450	36,050	-	-	51,500
28	Capital Renewal		110,210	94,760	-	-	15,450	110,210
29	<b>Total Capital</b>		<b>161,710</b>	<b>110,210</b>	<b>36,050</b>	<b>-</b>	<b>15,450</b>	<b>161,710</b>
30								
31	<b>New Meter ---305</b>							
32	<b>2020</b>							
33	<b>Municipal Wastewater Services</b>							
34	<b>Admin, Building &amp; Equipment</b>							
	Project Description	DC Study Y	Budget	User Fees	Dev Charge	Grants, subsidies related to Development		Total
35								
36								
37	Miscellaneous Equipment	N	5,000	5,000				5,000
38	Rowes Lane Sewer Main	N	200,000	200,000				200,000
39	Design for WW Plant Upgrades (Engineering)	Y	100,000		100,000			100,000
40	Pump Replacements	N	30,000	30,000				30,000
41	Flow Monitoring	N	5,000	5,000				5,000
42								
43								-
44	<b>Total All Expenditures (2019\$)</b>		<b>340,000</b>	<b>240,000</b>	<b>100,000</b>	<b>-</b>		<b>340,000</b>
47	Capital Accomodating Growth		100,000	-	100,000	-	-	100,000
48	Capital Renewal		240,000	240,000	-	-		240,000
49	<b>Total All Expenditures (2019\$)</b>		<b>340,000</b>	<b>240,000</b>	<b>100,000</b>	<b>-</b>		<b>340,000</b>
50								
51	<b>Inflated \$</b>	<b>3.00%</b>						
54	Capital Accomodating Growth		103,000	-	103,000	-		103,000
55	Capital Renewal		247,200	247,200	-	-		247,200
56	<b>Total Capital</b>		<b>350,200</b>	<b>247,200</b>	<b>103,000</b>	<b>-</b>		<b>350,200</b>



<b>Dundalk Water</b>									
<b>2021 Capital Project Expenditures</b>									
	Project Description	DC Study Y Yes	Budget	User Fees	Dev Charge	User Pay	Sales to New Users	Grants, subsidies related to Development	Total
1	Valves	N	10,000	10,000					10,000
2	Water Meters	N	25,000				25,000		25,000
3	Misc Equipment	N	2,000	2,000					2,000
4									
5	<b>Total All Expenditures (2019\$)</b>		<b>37,000</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>37,000</b>
8	Capital Accomodating Growth		-	-	-	-	-	-	-
9	Capital Renewal/Water Meters for New Connections		37,000	12,000	-	-	25,000	-	37,000
10	Total All Expenditures (2019\$)		37,000	12,000	-	-	25,000	-	37,000
11									
12	<b>Inflated \$</b>	<b>6.09%</b>							
15	Capital Accomodating Growth		-	-	-	-	-	-	-
16	Capital Renewal/Water Meters for New Connections		39,253	12,731	-	-	26,523	-	39,253
17	Total Capital		39,253	12,731	-	-	26,523	-	39,253
18									
19									
20	<b>2021 Municipal Wastewater Services</b>								
21									
	Project Description	DC Study Y	Budget	User Fees	Dev Charge			Grants, subsidies related to Development	Total
22									
23									
24	Miscellaneous Equipment	N	5,000	5,000					5,000
25	Pump Replacements	N	30,000	30,000					30,000
26	Sewage Treatment Facility Upgrades	Y	814,310		631,090			183,220	814,310
27									-
28									
29	<b>Total All Expenditures (2019\$)</b>		<b>849,310</b>	<b>35,000</b>	<b>631,090</b>	<b>-</b>		<b>183,220</b>	<b>849,310</b>
32	Capital Accomodating Growth		814,310	-	631,090	-	-	183,220	814,310
33	Capital Renewal		35,000	35,000	-	-	-	-	35,000
34	Total All Expenditures (2019\$)		849,310	35,000	631,090	-		183,220	849,310
35									
36	<b>Inflated \$</b>	<b>6.09%</b>							
39	Capital Accomodating Growth		863,901	-	669,524			194,378	863,901
40	Capital Renewal		37,132	37,132	-				37,132
41	Total Capital		901,033	37,132	669,524			194,378	901,033



		<b>Dundalk Water</b>							
	<b>2022</b>	<b>Capital Project Expenditures</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>	<b>Sales to New Users</b>	<b>Grants, subsidies related to Development</b>	<b>Total</b>
		Water Meters	N	25,000			25,000		
1		Neptune Collection Tower	Y	35,000	10,500	24,500			35,000
2		Utility Van	N	25,000	25,000				25,000
3		Valves	N	10,000	10,000				10,000
4		Miscellaneous Equipment	N	2,000	2,000				2,000
5		Bulk Water Station	N	45,000	45,000				45,000
6		Water Tower Construction	Y	3,195,000	594,000	2,601,000			3,195,000
7		<b>Total All Expenditures (2019\$)</b>		<b>3,337,000</b>	<b>686,500</b>	<b>2,625,500</b>	<b>25,000</b>	<b>-</b>	<b>3,337,000</b>
10		Capital Accomodating Growth		3,230,000	604,500	2,625,500	-	-	3,230,000
11		Capital Renewal		107,000	82,000	-	25,000	-	82,000
12		Total All Expenditures (2019\$)		3,337,000	686,500	2,625,500	25,000	-	3,337,000
13									
14		<b>Inflated \$</b>	<b>9.27%</b>						
17		Capital Accomodating Growth		3,529,508	660,553	2,868,955		-	3,529,508
18		Capital Renewal		116,922	89,604	-	27,318	-	116,922
19		Total Capital		3,646,430	750,157	2,868,955	27,318	-	3,646,430
20									
21									
22	<b>2022</b>								
23		<b>Municipal Wastewater Services</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>		<b>Grants, subsidies related to Development</b>	<b>Total</b>
24									
25									
26									
27		Pump Replacements	N	30,000	30,000				30,000
28		Sewage Treatment Facility Upgrades	Y	814,310		631,090		183,220	814,310
29									-
30		<b>Total All Expenditures (2019\$)</b>		<b>844,310</b>	<b>30,000</b>	<b>631,090</b>		<b>183,220</b>	<b>844,310</b>
33		Capital Accomodating Growth		814,310	-	631,090	-	183,220	814,310
34		Capital Renewal		30,000	30,000	-	-	-	30,000
35		Total All Expenditures (2019\$)		844,310	30,000	631,090		183,220	844,310
36									
37		<b>Inflated \$</b>	<b>9.27%</b>						
40		Capital Accomodating Growth		889,819	-	689,609		200,209	889,819
41		Capital Renewal		32,782	32,782	-		-	32,782
42		Total All Expenditures (2019\$)		922,600	32,782	689,609		200,209	922,600





		<b>Dundalk Water</b>							
	<b>2023</b>	<b>Capital Project Expenditures</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>	<b>Sales to New Users</b>	<b>Grants, subsidies related to Development</b>	<b>Total</b>
1		Water Meters	N	25,000			25,000		25,000
2		Miscellaneous Equipment	N	2,000	2,000				2,000
3		New Well D6 EA Study	Future DC	250,000		250,000			250,000
4									-
5		<b>Total All Expenditures (2019\$)</b>		<b>277,000</b>	<b>2,000</b>	<b>250,000</b>	<b>25,000</b>	<b>-</b>	<b>277,000</b>
8		Capital Accomodating Growth		250,000	-	250,000	-	-	250,000
9		Capital Renewal		27,000	2,000	-	25,000	-	27,000
10		Total All Expenditures (2019\$)		277,000	2,000	250,000	25,000	-	277,000
11									
12		<b>Inflated \$</b>	<b>12.55%</b>						
15		Capital Accomodating Growth		281,377	-	281,377	-	-	281,377
16		Capital Renewal		30,389	2,251	-	28,138	-	30,389
17		Total Capital		311,766	2,251	281,377	28,138	-	311,766
18									
19									
20									
21	<b>2023</b>								
22		<b>Municipal Wastewater Services</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>		<b>Grants, subsidies related to Development</b>	<b>Total</b>
23									
24		Sewage Treatment Facility Upgrades	Y	814,310		631,090		183,220	814,310
25									
26									-
27		<b>Total All Expenditures (2019\$)</b>		<b>\$ 814,310</b>		<b>\$ 631,090</b>		<b>\$ 183,220</b>	<b>\$ 814,310</b>
30		Capital Accomodating Growth		814,310	-	631,090		183,220	814,310
31		Capital Renewal		-	-	-		-	-
32		Total All Expenditures (2019\$)		814,310	-	631,090		183,220	814,310
33									
34		<b>Inflated \$</b>	<b>12.55%</b>						
37		Capital Accomodating Growth		916,513	-	710,298		206,215	916,513
38		Capital Renewal		-	-	-		-	-
39		Total Capital		916,513	-	710,298		206,215	916,513



		<b>Dundalk Water</b>							
		<b>Capital Project Expenditures</b>							
		<b>Project Description</b>	<b>DC Study Y Yes</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>	<b>Sales to New Users</b>	<b>Grants, subsidies related to Development</b>	<b>Total</b>
1		Miscellaneous Equipment	N	2,000	2,000				2,000
2		Water Meters	N	25,000			25,000		25,000
3									-
4		<b>Total All Expenditures (2019\$)</b>		<b>27,000</b>	<b>2,000</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>27,000</b>
7		Capital Accomodating Growth		-	-	-	-	-	-
8		Capital Renewal		27,000	2,000	-	25,000	-	27,000
9		Total All Expenditures (2019\$)		27,000	2,000	-	25,000	-	27,000
10									
11		<b>Inflated \$</b>	15.93%						
14		Capital Accomodating Growth		-	-	-	-	-	-
15		Capital Renewal		31,300	2,319	-	28,982	-	31,300
16		Total Capital		31,300	2,319	-	28,982	-	31,300
17									
18									
19									
20		<b>2024</b>							
21		<b>Municipal Wastewater Services</b>							
22		<b>Admin, Building &amp; Equipment</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>		<b>Grants, subsidies related to Development</b>	<b>Total</b>
23									
24		Sewage Treatment Facility Upgrades	Y	814,310		631,090		183,220	814,310
25									
26									
27									-
28		<b>Total All Expenditures (2019\$)</b>		<b>814,310</b>	<b>-</b>	<b>631,090</b>		<b>183,220</b>	<b>814,310</b>
31		Capital Accomodating Growth		814,310	-	631,090		183,220	814,310
32		Capital Renewal		-	-	-		-	-
33		Total All Expenditures (2019\$)		-	-	-		-	-
34									
35		<b>Inflated \$</b>	15.93%						
38		Capital Accomodating Growth		944,008	-	731,607		212,402	944,008
39		Capital Renewal		-	-	-		-	-
40		Total Capital		944,008	-	731,607		212,402	944,008



		<b>Dundalk Water</b>							
	<b>2025</b>	<b>Capital Project Expenditures</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>	<b>Sales to New Users</b>	<b>Grants, subsidies related to Development</b>	<b>Total</b>
1		Owen Sound St. - Osprey to Main	N	425,000	141,667			283,333	425,000
62		Miscellaneous Equipment	N	2,000	2,000				2,000
63		Water Meters	N	25,000			25,000		25,000
64		<b>Total All Expenditures (2019\$)</b>		<b>452,000</b>	<b>143,667</b>	<b>-</b>	<b>25,000</b>	<b>283,333</b>	<b>427,000</b>
67		Capital Accomodating Growth		425,000	141,667	-	-	283,333	425,000
68		Capital Renewal		27,000	2,000	-	25,000	-	27,000
69		Total All Expenditures (2019\$)		452,000	143,667	-	25,000	283,333	452,000
70									
71		<b>Inflated \$</b>	<b>19.41%</b>						
74		Capital Accomodating Growth		507,472	169,158	-		338,314	507,472
75		Capital Renewal		32,239	2,388	-	29,851	-	32,239
76		Total Capital		539,712	171,546	-	29,851	338,314	539,712
77									
78									
79	<b>2025</b>								
80		<b>Municipal Wastewater Services</b>							
81		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>		<b>Grants, subsidies related to Development</b>	<b>Total</b>
82		Headworks Pumping Station Upgrade	Future DC	1,500,000		1,500,000			1,500,000
83		Sewage Treatment Facility Upgrades	Y	814,310		631,090		183,220	814,310
84		<b>Total All Expenditures (2019\$)</b>		<b>2,314,310</b>	<b>-</b>	<b>2,131,090</b>		<b>183,220</b>	<b>2,314,310</b>
87		Capital Accomodating Growth		2,314,310	-	2,131,090		183,220	2,314,310
88		Capital Renewal		-	-	-		-	-
89		Total All Expenditures (2019\$)		2,314,310	-	2,131,090		183,220	2,314,310
90									
91		<b>Inflated \$</b>	<b>19.41%</b>						
94		Capital Accomodating Growth		2,763,407	-	2,544,633		218,774	2,763,407
95		Capital Renewal		-	-	-		-	-
96		Total Capital		2,763,407	-	2,544,633		218,774	2,763,407



		<b>Dundalk Water</b>							
	<b>2026</b>	<b>Capital Project Expenditures</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>	<b>Sales to New Users</b>	<b>Grants, subsidies related to Development</b>	<b>Total</b>
1		Miscellaneous Equipment	N	2,000	2,000				2,000
62		Main Street West Water Main Oversizing	Y	1,584,000	564,280	1,019,720			1,584,000
63		Water Meters	N	25,000			25,000		25,000
64		<b>Total All Expenditures (2019\$)</b>		<b>1,611,000</b>	<b>566,280</b>	<b>1,019,720</b>	<b>25,000</b>	<b>-</b>	<b>1,611,000</b>
67		Capital Accomodating Growth		1,584,000	564,280	1,019,720	-	-	1,584,000
68		Capital Renewal		27,000	2,000	-	25,000	-	27,000
69		Total All Expenditures (2019\$)		1,611,000	566,280	1,019,720	25,000	-	1,611,000
70									
71		<b>Inflated \$</b>	<b>22.99%</b>						
74		Capital Accomodating Growth		1,948,120	693,993	1,254,127		-	1,948,120
75		Capital Renewal		33,207	2,460	-	30,747	-	33,207
76		Total Capital		1,981,327	696,453	1,254,127	30,747	-	1,981,327
77									
78	<b>2026</b>								
79		<b>Municipal Wastewater Services</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>		<b>Grants, subsidies related to Development</b>	<b>Total</b>
80									
81		Sewage Treatment Facility Upgrades	Y	814,310		631,090		183,220	814,310
82									-
83									-
84									
85		<b>Total All Expenditures (2019\$)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>
88		Capital Accomodating Growth		814,310	-	631,090		183,220	814,310
89		Capital Renewal		-	-	-		-	-
90		Total All Expenditures (2019\$)		814,310	-	631,090		183,220	814,310
91									
92		<b>Inflated \$</b>	<b>22.99%</b>						
95		Capital Accomodating Growth		1,001,499	-	776,161		225,337	1,001,499
96		Capital Renewal		-	-	-		-	-
97		Total Capital		1,001,499	-	776,161		225,337	1,001,499



		<b>Dundalk Water</b>							
	<b>2027</b>	<b>Capital Project Expenditures</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>	<b>Sales to New Users</b>	<b>Grants, subsidies related to Development</b>	<b>Total</b>
1		Miscellaneous Equipment	N	2,000	2,000				2,000
2		Water Meters	N	18,902			18,902		18,902
3									
4									
5		<b>Total All Expenditures (2019\$)</b>		<b>20,902</b>	<b>2,000</b>	<b>-</b>	<b>18,902</b>	<b>-</b>	<b>20,902</b>
8		Capital Accomodating Growth		-	-	-	-	-	-
9		Capital Renewal		20,902	2,000	-	18,902	-	20,902
10		Total All Expenditures (2019\$)		20,902	2,000	-			20,902
11									
12		<b>Inflated \$</b>	<b>26.68%</b>						
15		Capital Accomodating Growth		-	-	-	-	-	-
16		Capital Renewal		26,479	2,534	-	23,945	-	26,479
17		Total Capital		26,479	2,534	-	23,945	-	26,479
18									
19									
20	<b>2027</b>								
21		<b>Municipal Wastewater Services</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>		<b>Grants, subsidies related to Development</b>	<b>Total</b>
22									
23									
24		Sewage Treatment Facility Upgrades	Y	814,310		631,090		183,220	814,310
25									
26									
27		<b>Total All Expenditures (2019\$)</b>		<b>\$ 814,310</b>	<b>\$ -</b>	<b>\$ 631,090</b>		<b>\$ 183,220</b>	<b>\$ 814,310</b>
30		Capital Accomodating Growth		814,310	-	631,090		183,220	814,310
31		Capital Renewal		-	-	-		-	-
32		Total All Expenditures (2019\$)		814,310	-	631,090		183,220	814,310
33									
34		<b>Inflated \$</b>	<b>26.68%</b>						
37		Capital Accomodating Growth		1,031,544	-	799,446		232,097	1,031,544
38		Capital Renewal		-	-	-		-	-
39		Total Capital		1,031,544	-	799,446		232,097	1,031,544



		<b>Dundalk Water</b>							
	<b>2028</b>	<b>Capital Project Expenditures</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>	<b>Sales to New Users</b>	<b>Grants, subsidies related to Development</b>	<b>Total</b>
1		Miscellaneous Equipment	N	2,000	2,000				2,000
2		Water Meters	N	18,902			18,902		18,902
3									
4		<b>Total All Expenditures (2019\$)</b>		<b>20,902</b>	<b>2,000</b>	<b>-</b>	<b>18,902</b>	<b>-</b>	<b>20,902</b>
7		Capital Accomodating Growth		-	-	-	-	-	-
8		Capital Renewal		20,902	2,000	-	18,902	-	20,902
9		Total All Expenditures (2019\$)		20,902	2,000	-	18,902	-	20,902
10									
11		<b>Inflated \$</b>	<b>30.48%</b>						
14		Capital Accomodating Growth		-	-	-	-	-	-
15		Capital Renewal		27,273	2,610	-	24,663	-	27,273
16		Total Capital		27,273	2,610	-	24,663	-	27,273
17									
18									
19									
20	<b>2028</b>								
21		<b>Municipal Wastewater Services</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>		<b>Grants, subsidies related to Development</b>	<b>Total</b>
22									
23		Sewage Treatment Facility Upgrades	Y	814,310		631,090		183,220	814,310
24									
25									
26									
27		<b>Total All Expenditures (2019\$)</b>		<b>-</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>
30		Capital Accomodating Growth		814,310	-	631,090		183,220	814,310
31		Capital Renewal		-	-	-		-	-
32		Total All Expenditures (2019\$)		814,310	-	631,090		183,220	814,310
33									
34		<b>Inflated \$</b>	<b>30.48%</b>						
37		Capital Accomodating Growth		1,062,490	-	823,430		239,060	1,062,490
38		Capital Renewal		-	-	-		-	-
39		Total Capital		1,062,490	-	823,430		239,060	1,062,490





		<b>Dundalk Water</b>							
	<b>2029</b>	<b>Capital Project Expenditures</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>	<b>Sales to New Users</b>	<b>Grants, subsidies related to Development</b>	<b>Total</b>
1		Miscellaneous Equipment	<b>N</b>	2,000	2,000				2,000
2		New Well #D7A EA	<b>Future DC</b>	290,000		290,000			290,000
3		New Well #D6 Construction	<b>Future DC</b>	4,000,000		4,000,000			4,000,000
4		Water Meters	<b>N</b>	18,902			18,902		18,902
5		<b>Total All Expenditures (2019\$)</b>		<b>4,310,902</b>	<b>2,000</b>	<b>4,290,000</b>	<b>18,902</b>	<b>-</b>	<b>4,310,902</b>
8		Capital Accomodating Growth		4,290,000	-	4,290,000		-	4,290,000
9		Capital Renewal		20,902	2,000	-	18,902	-	20,902
10		Total All Expenditures (2019\$)		4,310,902	2,000	4,290,000			4,310,902
11									
12		<b>Inflated \$</b>	<b>34.39%</b>						
15		Capital Accomodating Growth		5,765,401	-	5,765,401		-	5,765,401
16		Capital Renewal		28,091	2,688	-	25,403	-	28,091
17		Total Capital		5,793,492	2,688	5,765,401	25,403	-	5,793,492
18									
19									
20	<b>2029</b>								
21		<b>Municipal Wastewater Services</b>							
		<b>Project Description</b>	<b>DC Study Y</b>	<b>Budget</b>	<b>User Fees</b>	<b>Dev Charge</b>		<b>Grants, subsidies related to Development</b>	<b>Total</b>
22									
23		Sewage Treatment Facility Upgrades	<b>Y</b>	814,310		631,090		183,220	814,310
24									
25									
26									
27		<b>Total All Expenditures (2019\$)</b>		<b>814,310</b>	<b>-</b>	<b>631,090</b>		<b>183,220</b>	<b>814,310</b>
30		Capital Accomodating Growth		814,310	-	631,090		183,220	814,310
31		Capital Renewal		-	-	-		-	-
32		Total All Expenditures (2019\$)		814,310	-	631,090		183,220	814,310
33									
34		<b>Inflated \$</b>	<b>34.39%</b>						
37		Capital Accomodating Growth		1,094,365	-	848,133		246,232	1,094,365
38		Capital Renewal		-	-	-		-	-
39		Total Capital		1,094,365	-	848,133		246,232	1,094,365



**APPENDIX B - DUNDALK WATER SYSTEM OPERATING PLAN 2015-30 PAGE 1 OF 5 INFLATED \$**

	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1 User Fees - Residential	363,741	381,586	385,200	424,428	473,127	485,000	518,950	555,277	594,146	635,736	680,238	727,854	756,968	787,247	818,737	851,486
2 User Fees - Commercial	70,587	81,932	86,765	91,774	110,277	113,000	120,910	129,374	138,430	148,120	158,488	169,583	176,366	183,420	190,757	198,388
3 Frontage/Connections	-	-	-	-	6,120	6,120	6,242	6,367	6,495	6,624	6,757	6,892	7,030	7,171	7,314	7,460
4 Royalty Revenues	-	-	-	87	223	223	223	223	223	223	223	223	223	223	223	223
5 Fire Hydrant Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6 Sale of Water	414	-	-	-	60	60	61	62	63	65	66	67	69	70	71	73
7 Sale of Meters	-	-	1,400	37,170	33,057	15,450	26,523	27,318	28,138	28,982	29,851	30,747	31,669	32,619	33,598	-
8 Turn Ons/Shut Offs	145	50	-	-	102	102	104	106	108	110	113	115	117	120	122	124
9 Miscellaneous	5,717	537	304	839	2,311	800	820	841	862	883	905	928	951	975	999	1,024
10 Pool Filling Charge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
11 Late Payment Charges	7,547	8,042	7,468	8,676	9,852	9,000	9,180	9,364	9,551	9,742	9,937	10,135	10,338	10,545	10,756	10,971
12 Risk Management Office	13,550	11,804	6,763	6,813	5,000	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720
13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
14 Reserve Interest at 1.5%	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
15 Contribution from Residents	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
16	1,405	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
17	-	-	1,685	-	-	-	-	-	-	-	-	-	-	-	-	-
18	463,106	483,951	489,585	569,786	640,128	634,755	688,163	734,236	783,479	836,113	892,374	952,514	989,881	1,028,724	1,069,101	1,076,469
19 Total Revenues	- 463,106 -	- 483,951 -	- 489,585 -	- 569,786 -	- 640,128 -	- 634,755 -	- 688,163 -	- 734,236 -	- 783,479 -	- 836,113 -	- 892,374 -	- 952,514 -	- 989,881 -	- 1,028,724 -	- 1,069,101 -	- 1,076,469 -
20	-	-	-	-	-	-	48,303	49,585	50,903	52,257	53,648	55,078	-	-	-	-
21 Expenditures	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
22 Administration	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
23 Salaries	51,709	52,743	54,418	53,563	51,365	58,671	59,844	61,041	62,262	63,507	64,778	66,073	67,395	68,742	70,117	71,520
24 Benefits	11,276	11,999	11,881	10,362	10,769	14,667	14,960	15,260	15,565	15,876	16,194	16,517	16,848	17,185	17,528	17,879
25 Computer Services	-	-	-	122	1,757	1,250	1,288	1,326	1,366	1,407	1,449	1,493	1,537	1,583	1,631	1,680
26 Engineering	-	-	-	580	-	-	-	-	-	-	-	-	-	-	-	-
27 Office Supplies	550	495	1,137	1,399	2,142	1,400	1,442	1,485	1,530	1,576	1,623	1,672	1,722	1,773	1,827	1,881
28 Software Maint Contra	2,646	2,239	9,667	14,755	9,319	15,000	12,000	12,360	12,731	13,113	13,506	13,911	14,329	14,758	15,201	15,657
29 Advertising	185	291	41	262	36	300	306	312	318	325	331	338	345	351	359	366
30 Conferences	295	132	2,368	3,417	2,298	3,500	3,570	3,641	3,714	3,789	3,864	3,942	4,020	4,101	4,183	4,266
31 Memberships	-	-	-	413	448	600	612	624	637	649	662	676	689	703	717	731
32 Audit Fees	1,500	1,500	1,290	1,290	1,500	1,515	1,530	1,545	1,561	1,577	1,592	1,608	1,624	1,641	1,657	1,673
33 Computer Services	3,500	3,500	3,500	3,500	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914	4,032	4,152
34 Insurance	2,500	2,500	2,500	2,500	2,625	2,756	2,894	3,039	3,191	3,350	3,518	3,694	3,878	4,072	4,276	4,488
35 Legal Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
36 Postage	3,358	3,053	2,849	3,053	3,053	4,000	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	5,219	5,376
37 Courier and Testing	13,392	9,847	11,045	12,766	12,555	18,000	13,000	13,260	13,525	13,796	14,072	14,353	14,640	14,933	15,232	15,536
38 Training/Certification	4,094	3,725	5,308	4,682	2,922	6,000	5,384	5,492	5,602	5,714	5,828	5,945	6,064	6,185	6,309	6,435
39 Mileage	1,271	547	1,477	974	1,466	1,900	1,919	1,938	1,958	1,977	1,997	2,017	2,037	2,057	2,078	2,099
40 Telephone	2,006	1,861	2,311	2,097	823	2,400	2,472	2,546	2,623	2,701	2,782	2,866	2,952	3,040	3,131	3,225
41 Office Rental	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
42 Professional Services	12,981	9,907	10,154	7,014	2,305	7,000	7,210	7,426	7,649	7,879	8,115	8,358	8,609	8,867	9,133	9,407
43 Grant in Lieu	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
44 Arrears Collection Fee:	-	-	387	-	-	-	-	-	-	-	-	-	-	-	-	-
45 Miscellaneous	-	-	-	165	437	400	408	416	424	433	442	450	459	469	478	488
46 Clothing	245	260	320	39	20	350	357	364	371	379	386	394	402	410	418	427
47 subtotal	111,508	104,598	120,654	122,878	101,715	142,563	136,254	139,343	142,508	145,750	149,071	152,473	155,958	159,530	163,189	166,938
48 Lead Testing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
49 Wages	602	739	617	39	40	500	510	520	531	541	552	563	574	586	598	609
50 Benefits	163	183	149	10	10	125	128	130	133	135	138	141	144	146	149	152
51 subtotal	765	922	766	49	50	625	638	650	663	677	690	704	718	732	747	762
52	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
53 Scada	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
54 Wages	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
55 Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
56 Materials/Supplies	-	-	-	14	-	3,000	2,500	2,575	2,652	2,732	2,814	2,898	2,985	3,075	3,167	3,262
57 Repairs	906	6,357	3,285	3,312	3,491	3,000	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,305	4,434	4,567
58 Upgrades	-	3,638	-	504	1,914	5,000	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,305	4,434	4,567
59 subtotal	906	9,995	3,285	3,831	5,405	11,000	9,500	9,785	10,079	10,381	10,692	11,013	11,343	11,684	12,034	12,395
60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

		2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
61	<b>Meters</b>																
62	Labour	1,251	2,160	4,108	8,676	4,694	6,000	4,600	4,692	4,786	4,882	4,979	5,079	5,180	5,284	5,390	5,497
63	Benefits	394	520	979	2,114	1,102	1,500	1,200	1,224	1,248	1,273	1,299	1,325	1,351	1,378	1,406	1,434
64	Materials/Supplies	1,007	284	3,714	1,482	568	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957	2,016
65	Computer/Neptune	-	-	-	-	-	4,000	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305
66	Telephone	962	916	888	270	254	1,400	1,442	1,485	1,530	1,576	1,623	1,672	1,722	1,773	1,827	1,881
67	Miscellaneous	-	428	1,526	7,108			2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390
68	<b>subtotal</b>	3,613	4,308	11,215	19,649	6,618	14,400	11,787	12,063	12,345	12,634	12,930	13,234	13,545	13,863	14,190	14,524
69	<b>Hydrants</b>																
70	Labour	2,859	1,823	3,402	3,285	3,343	3,500	3,570	3,641	3,714	3,789	3,864	3,942	4,020	4,101	4,183	4,266
71	Benefits	664	444	823	856	786	875	893	910	929	947	966	985	1,005	1,025	1,046	1,067
72	Material/Supplies	3,760	2,073	1,993	5,979	1,527	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914	4,032
73	<b>subtotal</b>	7,283	4,340	6,218	10,120	5,656	7,375	7,553	7,734	7,921	8,112	8,308	8,509	8,715	8,926	9,143	9,365
74																	
75	<b>Water Mains</b>																
76	Labour	5,860	9,446	16,075	16,410	16,611	17,000	17,340	17,687	18,041	18,401	18,769	19,145	19,528	19,918	20,317	20,723
77	Benefits	1,631	2,613	3,789	3,860	4,120	4,250	4,335	4,422	4,510	4,600	4,692	4,786	4,882	4,980	5,079	5,181
78	Material/Supplies	5,000	5,805	25,367	7,427	3,946	8,000	8,240	8,487	8,742	9,004	9,274	9,552	9,839	10,134	10,438	10,751
79	Repairs/Equipment	9,723	7,301	4,235	4,467	6,339	7,000	7,210	7,426	7,649	7,879	8,115	8,358	8,609	8,867	9,133	9,407
80	Rental	2,295	664	1,282	-	-	1,500	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195
81		-	-	-	-	-											
82	<b>subtotal</b>	24,508	25,828	50,749	32,165	31,016	37,750	38,125	39,042	39,982	40,946	41,933	42,946	43,984	45,048	46,139	47,257
83																	
84	<b>Water Service</b>																
85	Labour	12,220	7,798	8,676	7,802	9,235	12,000	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951
86	Benefits	3,052	1,900	2,065	1,738	2,243	3,000	2,500	2,550	2,601	2,653	2,706	2,760	2,815	2,872	2,929	2,988
87	Material/Supplies	3,383	5,143	1,311	3,265	9,691	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	7,829	8,063
88	Repairs/Equipment	544	585	19	1,272	1,233	2,500	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845	1,900	1,957
89	Rental	-	-	-	-	-											
90	Miscellaneous	-	-	-	-	-											
91		-	-	-	-	-											
92	<b>subtotal</b>	19,200	15,426	12,072	14,077	22,403	23,500	20,180	20,660	21,153	21,657	22,174	22,704	23,247	23,804	24,375	24,959
93																	
94	<b>Well #4</b>																
95	Labour	15,864	15,213	16,263	18,536	17,574	20,000	18,000	18,360	18,727	19,102	19,484	19,873	20,271	20,676	21,090	21,512
96	Call-in	-	-	-	-	-											
97	Benefits	3,689	3,587	3,984	4,388	3,824	5,000	4,000	4,080	4,162	4,245	4,330	4,416	4,505	4,595	4,687	4,780
98	Contract Fees	-	-	-	-	-											
99	Materials and Supplies	4,511	3,369	5,171	7,203	12,067	8,000	8,240	8,487	8,742	9,004	9,274	9,552	9,839	10,134	10,438	10,751
100	Mileage	-	-	-	-	-											
101	Telephone	537	548	548	534	481	800	500	515	530	546	563	580	597	615	633	652
102	Miscellaneous	4,036	1,761	1,761	1,761	1,761	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
103	Utilities	17,198	15,899	15,516	13,465	16,572	16,000	16,320	16,646	16,979	17,319	17,665	18,019	18,379	18,747	19,121	19,504
104	Repairs	1,010	516	5,074	2,753	3,879	3,000	3,500	3,605	3,713	3,825	3,939	4,057	4,179	4,305	4,434	4,567
105	Chemicals	7,688	6,143	3,433	6,862	5,003	5,000	5,500	5,665	5,835	6,010	6,190	6,376	6,567	6,764	6,967	7,176
106	Emerg. Calls Labour	183	206	554	683	1,039	800	816	832	849	866	883	901	919	937	956	975
107	Emerg. Calls Benefits	41	46	126	159	227	200	204	208	212	216	221	225	230	234	239	244
108	<b>subtotal</b>	54,757	47,288	52,430	56,344	62,427	60,800	59,120	60,480	61,872	63,298	64,758	66,252	67,783	69,351	70,956	72,600

	Well #3	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
117	Labour	14,969	16,475	18,430	20,704	20,729	24,000	22,500	22,950	23,409	23,877	24,355	24,842	25,339	25,845	26,362	26,890
118	Call-in	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
119	Benefits	3,310	3,550	4,516	4,743	4,293	6,000	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975
120	Contract Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
121	Materials and Supplies	2,711	3,221	13,834	8,495	14,973	10,000	10,300	10,609	10,927	11,255	11,593	11,941	12,299	12,668	13,048	13,439
122	Mileage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
123	Telephone	537	548	548	533	482	800	600	618	637	656	675	696	716	738	760	783
124	Miscellaneous	3,614	1,842	1,842	1,761	8,760	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
125	Fire Pump	4,938	3,739	2,488	-	-	3,000	3,060	3,121	3,184	3,247	3,312	3,378	3,446	3,515	3,585	3,657
126	Utilities	19,821	30,017	29,085	19,992	20,291	22,000	21,000	21,630	22,279	22,947	23,636	24,345	25,075	25,827	26,602	27,400
127	Repairs	4,565	6,100	11,581	6,028	412	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	7,829	8,063
128	Chemicals	7,704	6,143	3,433	2,898	4,912	7,000	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524
129	Emerg. Calls Labour	1,192	1,454	1,130	1,616	2,937	2,937	2,995	3,055	3,116	3,179	3,242	3,307	3,373	3,441	3,509	3,580
130	Emerg. Calls Benefits	282	318	280	375	616	616	628	641	653	667	680	693	707	721	736	751
131	subtotal	63,642	73,406	87,166	67,145	78,405	84,352	79,303	81,320	83,390	85,515	87,696	89,935	92,233	94,592	97,014	99,500
132																	
133	Unit #302																
134	Labour	192	73	-	167	-	200	204	208	212	216	221	225	230	234	239	244
135	Benefits	43	19	-	28	-	50	51	52	53	54	55	56	57	59	60	61
136	Contract Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
137	Gas and Oil	1,431	998	-	-	-	2,200	2,244	2,289	2,335	2,381	2,429	2,478	2,527	2,578	2,629	2,682
138	Maintenance and Supplies	360	117	-	-	131	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914	4,032
139	Repairs	784	-	-	-	-	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
140	subtotal	2,810	1,207	-	196	131	6,450	6,619	6,793	6,971	7,154	7,342	7,535	7,734	7,938	8,147	8,362
141																	
142	Unit #311																
143	Labour	32	104	16	33	378	400	408	416	424	433	442	450	459	469	478	488
144	Benefits	8	26	3	9	88	100	102	104	106	108	110	113	115	117	120	122
145	Gas and Oil	754	470	465	575	-	850	867	884	902	920	938	957	976	996	1,016	1,036
146	Maintenance and Supplies	814	264	453	957	3,019	2,500	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305
147	Repairs	1,072	3,878	1,204	-	-	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230	1,267	1,305	1,344
148	Subdiv Water Samples	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
149	subtotal	2,679	4,741	2,141	1,574	3,485	4,850	3,407	3,495	3,586	3,680	3,775	3,874	3,975	4,078	4,185	4,294
150																	
151	DWQMS																
152	Wages	3,432	2,463	2,435	3,812	2,682	3,200	3,264	3,329	3,396	3,464	3,533	3,604	3,676	3,749	3,824	3,901
153	Benefits	757	506	556	857	497	800	816	832	849	866	883	901	919	937	956	975
154	Materials/Supplies	2,218	493	794	59	85	-	100	103	106	109	113	116	119	123	127	130
155	Auditing	3,511	2,980	1,730	1,628	2,937	-	3,000	3,030	3,060	3,091	3,122	3,153	3,185	3,216	3,249	3,281
156	subtotal	9,917	6,442	5,516	6,356	6,200	4,000	7,180	7,295	7,411	7,530	7,651	7,774	7,899	8,026	8,156	8,288
157																	
158	Training																
159	Wages	2,090	3,155	3,197	3,573	3,447	6,000	3,500	3,570	3,641	3,714	3,789	3,864	3,942	4,020	4,101	4,183
160	Benefits	792	911	816	983	788	1,500	900	918	936	955	974	994	1,014	1,034	1,054	1,076
161	Materials/Supplies	-	331	1,376	62	429	300	309	318	328	338	348	358	369	380	391	403
162	Mileage	497	811	511	787	-	1,200	700	707	714	721	728	736	743	750	758	766
163	subtotal	3,379	5,208	5,899	5,405	4,664	9,000	5,409	5,513	5,620	5,728	5,839	5,952	6,067	6,185	6,305	6,427
164																	
165	Wages Stand By																
166	Wages	8,608	9,442	9,650	10,349	10,703	10,610	10,822	11,039	11,259	11,485	11,714	11,949	12,188	12,431	12,680	12,934
167	Benefits	1,765	1,786	2,126	1,717	1,748	2,652	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390
168	Mileage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
169	Holiday Time																
170	Wages	5,466	5,050	5,525	7,371	6,215	6,335	6,462	6,591	6,723	6,857	6,994	7,134	7,277	7,422	7,571	7,722
171	Benefits	2,339	1,565	2,662	2,892	2,268	1,584	2,200	2,244	2,289	2,335	2,381	2,429	2,478	2,527	2,578	2,629
172	Sick Time																
173	Wages	460	754	419	1,166	3,690	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
174	Benefits	115	275	104	308	1,139	500	510	520	531	541	552	563	574	586	598	609
175	subtotal	18,754	18,872	20,486	23,803	25,764	23,681	24,034	24,515	25,005	25,505	26,015	26,535	27,066	27,607	28,160	28,723
176																	

	<b>Unit #309</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
178	Labour	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
179	Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
180	Interfunctional Transfer	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
181	Gas and Oil	-	224	2,594	1,886	2,200	-	3,500	-	3,500	-	3,500	-	3,500	-	3,500	-
182	Maintenance and Supplies	-	180	403	3,961	4,391	-	4,500	-	4,635	-	4,774	-	4,917	-	5,065	-
183	Repairs	-	-	372	2,900	-	-	-	-	-	-	-	-	-	-	-	-
184	sub total	-	404	3,369	4,045	3,091	-	3,000	-	3,175	-	3,355	-	3,540	-	3,730	-
185																	
186																	
187	<b>Well #5</b>																
188	Labour	-	-	-	-	6,847	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380
189	Benefits	-	-	-	-	1,466	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975	6,095
190	Materials and Supplies	-	-	-	-	1,154	1,000	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914
191	Mileage	-	-	-	-	-	800	808	816	824	832	841	849	858	866	875	884
192	Telephone	-	-	-	-	317	800	824	849	874	900	927	955	984	1,013	1,044	1,075
193	Miscellaneous	-	-	-	-	-	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
194	Utilities	-	-	-	-	4,157	16,000	16,480	16,974	17,484	18,008	18,548	19,105	19,678	20,268	20,876	21,503
195	Repairs	-	-	-	-	-	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690	3,800	3,914	4,032
196	Chemicals	-	-	-	-	-	5,000	5,150	5,305	5,464	5,628	5,796	5,970	6,149	6,334	6,524	6,720
197	Emerg. Calls Labour	-	-	-	-	213	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297	2,343	2,390	2,438
198	Emerg. Calls Benefits	-	-	-	-	59	500	510	520	531	541	552	563	574	586	598	609
199	Subtotal	-	-	-	-	14,213	56,100	59,442	60,908	62,412	63,955	65,538	67,161	68,827	70,536	72,289	74,087
200																	
201	<b>Water Tower</b>																
202	Labour	-	-	-	-	-	-	-	-	7,500	7,650	7,803	7,959	8,118	8,281	8,446	8,615
203	Benefits	-	-	-	-	-	-	-	-	1,900	1,938	1,977	2,016	2,057	2,098	2,140	2,183
204	Materials and Supplies	-	-	-	-	-	-	-	-	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845
205	Telephone	-	-	-	-	-	-	-	-	1,400	1,428	1,457	1,486	1,515	1,546	1,577	1,608
206	Chemicals	-	-	-	-	-	-	-	-	3,000	3,090	3,183	3,278	3,377	3,478	3,582	3,690
207	Utilities	-	-	-	-	-	-	-	-	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460
208	Miscellaneous	-	-	-	-	-	-	-	-	1,500	1,545	1,591	1,639	1,688	1,739	1,791	1,845
209	subtotal	-	-	-	-	-	-	-	-	18,800	19,256	19,724	20,203	20,694	21,198	21,715	22,245
210																	
211	<b>Bulk Water Station</b>																
212	Labour	-	-	-	-	-	-	-	-	3,000	3,060	3,121	3,184	3,247	3,312	3,378	3,446
213	Benefits	-	-	-	-	-	-	-	-	900	918	936	955	974	994	1,014	1,034
214	Materials/Supplies	-	-	-	-	-	-	-	-	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230
215	Utilities	-	-	-	-	-	-	-	-	1,000	1,030	1,061	1,093	1,126	1,159	1,194	1,230
216	Subtotal	-	-	-	-	-	-	-	-	5,900	6,038	6,179	6,324	6,473	6,624	6,780	6,940
217																	

	Well #6	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
218	Labour	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	20,400
220	Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,100
221	Materials and Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,000	1,030
222	Mileage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800	816
223	Telephone	-	-	-	-	-	-	-	-	-	-	-	-	-	-	800	816
224	Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	2,060
225	Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,000	16,480
226	Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,000	3,090
227	Chemicals	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000	5,150
228	Emerg. Calls Labour	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,000	2,040
229	Emerg. Calls Benefits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	500	510
230																	
231	Source Protection	-	-	-	-	-	-	1,000	-	-	1,000	-	-	-	-	-	-
232																	
233	subtotal	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56,100	57,492
234																	
235	expenditures before Debt	323,724	322,987	381,966	367,635	371,243	486,446	472,550	482,772	518,973	532,355	544,045	557,053	570,387	584,054	654,165	669,920
236	Revenue Less Debt																
237	Main Street E Oversizing Principal						28,250	28,918	29,601	30,301	31,017	31,751	32,501	33,269	34,056	34,861	-
238	Interest						7,226	6,559	5,875	5,175	4,459	3,726	2,975	2,207	1,421	616	-
239	Total						35,476	35,476	35,476	35,476	35,476	35,476	35,476	35,476	35,476	35,476	
240																	
241	Tower Principal							52,950	54,289	55,661	57,069	58,512	59,992	61,509	63,064	64,659	
242	Interest							14,145	12,794	11,418	10,008	8,561	7,079	5,558	4,000	2,402	
243	Total							67,095	67,083	67,079	67,077	67,073	67,071	67,067	67,064	67,061	
244																	
245	Total Debt Payment						35,476	35,476	102,571	102,559	102,555	102,553	102,549	102,547	102,543	102,540	67,061
246																	
247	Total Expenditures	323,724	322,987	381,966	367,635	371,243	521,923	508,027	585,343	621,532	634,910	646,599	659,603	672,934	686,598	756,705	736,981
248																	
249	Transfers																
250	To (from) Reserves	122,143	158,708	107,619	166,062	268,885	112,832	180,136	148,892	161,946	201,203	245,775	292,912	316,947	342,126	312,396	339,489
251	Transfer to Capital	3,161	2,256	-	36,089	-											
252	Transfer to Capital	7,178	-	-	-												
253	Transfer to Capital	6,900															
254	Subtotal	139,382	160,964	107,619	202,151	268,885	112,832	180,136	148,892	161,946	201,203	245,775	292,912	316,947	342,126	312,396	339,489
255																	
256	Net	-	-	-	-	0	0	-	-	-	-	-	-	-	-	-	-



**APPENDIX C – WATER REVENUE CALCULATION 2018-30 INFLATED \$**

	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>
<b>Fixed Charge Revenues</b>											
<b>5/8 by 3/4 Meter</b>											
Number of Connections	941	1,014	1,088	1,161	1,235	1,308	1,382	1,436	1,489	1,543	1,597
Rate/Mo	26.87	\$22.72	\$22.37	\$22.11	\$21.97	\$21.86	\$21.58	\$21.62	\$21.69	\$21.79	\$21.91
Revenue	303,461	276,557	291,933	308,000	325,556	343,162	357,797	372,451	387,680	403,508	419,960
<b>1 inch Meter</b>											
Number of Connections	8	8	8	8	8	8	8	8	8	8	8
Rate/Mo	67.17	\$31.81	\$31.31	\$30.95	\$30.76	\$30.60	\$30.21	\$30.27	\$30.37	\$30.50	\$30.67
Revenue	6,448	3,054	3,006	2,971	2,953	2,938	2,900	2,906	2,915	2,928	2,945
<b>1.5 inch Meter</b>											
Number of Connections	5	5	5	5	5	5	5	5	5	5	5
Rate/Mo	134.34	\$40.90	\$40.26	\$39.79	\$39.55	\$39.35	\$38.84	\$38.92	\$39.04	\$39.22	\$39.44
Revenue	8,060	2,454	2,416	2,387	2,373	2,361	2,330	2,335	2,343	2,353	2,366
<b>2.0 inch Meter</b>											
Number of Connections	5	5	5	5	5	5	5	5	5	5	5
Rate/Mo	214.95	\$65.89	\$64.86	\$64.11	\$63.73	\$63.40	\$62.58	\$62.70	\$62.91	\$63.19	\$63.54
Revenue	12,897	3,953	3,892	3,846	3,824	3,804	3,755	3,762	3,774	3,791	3,812
<b>Total Fixed Revenue</b>	<b>330,867</b>	<b>286,017</b>	<b>301,246</b>	<b>317,205</b>	<b>334,707</b>	<b>352,265</b>	<b>366,782</b>	<b>381,454</b>	<b>396,712</b>	<b>412,580</b>	<b>429,084</b>
<b>Variable Rate Revenues</b>											
Amount of Water Sold (M3)	182,127	192,957	203,803	214,667	225,546	236,443	247,355	255,285	263,231	271,192	279,169
Cost/Cubic Metre	1.79	\$1.83	\$1.88	\$1.93	\$1.99	\$2.06	\$2.15	\$2.16	\$2.18	\$2.20	\$2.22
<b>Total Variable Revenue</b>	<b>326,008</b>	<b>353,843</b>	<b>383,404</b>	<b>415,370</b>	<b>449,149</b>	<b>486,461</b>	<b>530,654</b>	<b>551,881</b>	<b>573,956</b>	<b>596,914</b>	<b>620,791</b>
<b>Total All User Fee Revenues</b>	<b>656,875</b>	<b>639,860</b>	<b>684,650</b>	<b>732,576</b>	<b>783,856</b>	<b>838,726</b>	<b>897,437</b>	<b>933,334</b>	<b>970,668</b>	<b>1,009,494</b>	<b>1,049,874</b>
Adjustment for Mar 1 Implementation	(4,085)	8,419	769	606	323	299	(1,393)	(544)	(700)	(859)	(1,021)
<b>Actual Revenues</b>	<b>652,790</b>	<b>648,279</b>	<b>685,419</b>	<b>733,181</b>	<b>784,179</b>	<b>839,025</b>	<b>896,044</b>	<b>932,790</b>	<b>969,967</b>	<b>1,008,635</b>	<b>1,048,853</b>
<b>Projected Needed Revenues</b>	<b>598,000</b>	<b>639,860</b>	<b>684,650</b>	<b>732,576</b>	<b>783,856</b>	<b>838,726</b>	<b>897,437</b>	<b>933,334</b>	<b>970,668</b>	<b>1,009,494</b>	<b>1,049,874</b>

## APPENDIX D – WASTEWATER RATE CALCULATION 2020-30 - INFLATED \$

		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
1	Revenue Need	\$598,000	\$639,860	\$684,650	\$732,576	\$783,856	\$838,726	\$897,437	\$933,334	\$970,668	\$1,009,494	\$1,049,874
2	Fixed Rate											
3	Fixed Portion	\$314,548	\$286,017	\$301,246	\$317,205	\$334,707	\$352,265	\$366,782	\$381,454	\$396,712	\$412,580	\$429,084
4	<b>Monthly Fixed Cost by Meter Size (inches)</b>											
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
5												
6	0.62	26.87	22.72	22.37	22.11	21.97	21.86	21.58	21.62	21.69	21.79	21.91
7	0.75	26.87	22.72	22.37	22.11	21.97	21.86	21.58	21.62	21.69	21.79	21.91
8	1	67.17	31.81	31.31	30.95	30.76	30.60	30.21	30.27	30.37	30.50	30.67
9	1.5	134.34	40.90	40.26	39.79	39.55	39.35	38.84	38.92	39.04	39.22	39.44
10	2	214.95	65.89	64.86	64.11	63.73	63.40	62.58	62.70	62.91	63.19	63.54
11	2.5	-	159.04	156.57	154.74	153.82	153.02	151.04	151.34	151.84	152.52	153.37
12	3	429.90	249.92	246.03	243.16	241.72	240.47	237.36	237.83	238.61	239.67	241.01
13	4	671.72	318.08	313.13	309.48	307.65	306.05	302.09	302.69	303.68	305.04	306.74
15	<b>Variable Rate</b>											
16	Variable Revenue	283,452	353,843	383,404	415,370	449,149	486,461	530,654	551,881	573,956	596,914	620,791
17	Water Sold in M3	182,127	192,957	203,803	214,667	225,546	236,443	247,355	255,285	263,231	271,192	279,169
18	Cost per M3 \$	1.78	1.83	1.88	1.93	1.99	2.06	2.15	2.16	2.18	2.20	2.22

## APPENDIX E – WASTEWATER REVENUE CALCULATION 2018-30 - INFLATED \$

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b>Fixed Charge Revenues</b>													
<b>5/8 by 3/4 Meter</b>													
Number of Connections	770	868	941	997	1071	1144	1218	1291	1365	1419	1472	1526	1580
Rate/Mo	47.57	55.54	62.52	\$46.23	\$40.75	\$35.78	\$31.22	\$27.00	\$23.05	\$21.78	\$21.63	\$21.51	\$21.41
Revenue	439,514.88	578,504.64	706,080.87	553,266.21	523,580.95	491,251.57	456,200.75	418,337.68	377,560.13	370,716.74	382,171.83	393,957.35	406,084.46
<b>1 inch Meter</b>													
Number of Connections	8	8	8	8	8	8	8	8	8	8	8	8	8
Rate/Mo	118.93	136.34	156.30	\$64.72	\$57.05	\$50.09	\$43.71	\$37.80	\$32.27	\$30.49	\$30.28	\$30.11	\$29.98
Revenue	11,417.28	13,088.64	15,004.80	6,212.93	5,476.97	4,809.09	4,196.41	3,628.84	3,098.36	2,926.95	2,907.09	2,890.89	2,878.08
<b>1.5 inch Meter</b>													
Number of Connections	5	5	5	5	5	5	5	5	5	5	5	5	5
Rate/Mo	237.87	272.68	312.59	\$83.21	\$73.35	\$64.41	\$56.20	\$48.60	\$41.50	\$39.20	\$38.93	\$38.72	\$38.55
Revenue	14,272.20	16,360.80	18,755.40	4,992.53	4,401.13	3,864.44	3,372.11	2,916.03	2,489.75	2,352.01	2,336.05	2,323.04	2,312.74
<b>2.0 inch Meter</b>													
Number of Connections	5	5	5	5	5	5	5	5	5	5	5	5	5
Rate/Mo	350.59	436.29	500.15	\$134.06	\$118.18	\$103.77	\$90.55	\$78.30	\$66.85	\$63.16	\$62.73	\$62.38	\$62.10
Revenue	21,035.40	26,177.40	30,009.00	8,043.53	7,090.72	6,226.05	5,432.85	4,698.05	4,011.27	3,789.35	3,763.64	3,742.68	3,726.09
<b>Total Fixed Revenue</b>	<b>486,239.76</b>	<b>634,131.48</b>	<b>769,850.07</b>	<b>572,515.20</b>	<b>540,549.77</b>	<b>506,151.15</b>	<b>469,202.11</b>	<b>429,580.60</b>	<b>387,159.52</b>	<b>379,785.05</b>	<b>391,178.60</b>	<b>402,913.96</b>	<b>415,001.38</b>
	788	886	959	1015	1089	1162	1236	1309	1383	1437	1490	1544	1598
<b>Variable Rate Revenues</b>													
Amount of Water Cleaned (M3)	123,494	141,315	152,127	162,957	173,803	184,667	195,546	206,443	217,355	225,285	233,231	241,192	249,169
Cost/Cubic Metre	1.20	1.22	1.24	1.37	1.60	1.83	2.04	2.25	2.46	2.53	2.52	2.51	2.50
<b>Total Variable Revenue</b>	<b>148,193</b>	<b>172,404</b>	<b>188,638</b>	<b>222,645</b>	<b>278,465</b>	<b>337,434</b>	<b>399,691</b>	<b>465,379</b>	<b>534,649</b>	<b>569,678</b>	<b>586,768</b>	<b>604,371</b>	<b>622,502</b>
<b>Total All User Fee Revenues</b>	<b>634,433</b>	<b>806,536</b>	<b>958,488</b>	<b>795,160</b>	<b>819,015</b>	<b>843,585</b>	<b>868,893</b>	<b>894,960</b>	<b>921,808</b>	<b>949,463</b>	<b>977,947</b>	<b>1,007,285</b>	<b>1,037,503</b>
Adjustment for Mar 1 Implementation	(9,471)	(14,119)	(13,443)	30,442	7,626	7,214	6,863	6,563	6,307	2,066	735	610	487
<b>Projected Revenues</b>	<b>624,962</b>	<b>792,417</b>	<b>945,045</b>	<b>825,602</b>	<b>826,641</b>	<b>850,800</b>	<b>875,756</b>	<b>901,523</b>	<b>928,115</b>	<b>951,529</b>	<b>978,682</b>	<b>1,007,895</b>	<b>1,037,991</b>
<b>Actual and Projected Needed Revenues</b>	<b>629,532</b>	<b>756,589</b>	<b>772,000</b>	<b>795,160</b>	<b>819,015</b>	<b>843,585</b>	<b>868,893</b>	<b>894,960</b>	<b>921,808</b>	<b>949,463</b>	<b>977,947</b>	<b>1,007,285</b>	<b>1,037,503</b>



## APPENDIX F - DUNDALK WATER SYSTEM CAPITAL RESERVE 2020-2119 INFLATED \$

**Table 6.3 Dundalk Clearview Water System Operating Rate Stabilization Reserves 2020-2119 - Inflated \$**

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Opening Value	393,652	380,824	521,707	487,124	618,682	788,585	494,648	60,360	350,828	665,681
Addition (Withdrawal) from Ops	112,832	180,136	148,892	161,946	201,203	245,775	292,912	316,947	342,126	312,396
Transfer (to) from Capital	(125,660)	(39,253)	(183,475)	(30,389)	(31,300)	(539,712)	(727,200)	(26,479)	(27,273)	(28,091)
Close	380,824	521,707	487,124	618,682	788,585	494,648	60,360	350,828	665,681	949,985
Close in 2019\$	369,732	491,759	445,788	549,691	680,240	414,260	49,078	276,947	510,189	706,878
	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Opening Value	949,985	969,236	1,318,889	1,763,507	2,234,200	2,651,331	2,645,770	2,640,633	3,174,312	3,769,238
Addition (Withdrawal) from Ops	339,489	365,936	460,721	489,793	520,267	552,204	585,669	620,728	657,451	695,911
Transfer (to) from Capital	(320,238)	(16,282)	(16,104)	(19,099)	(103,136)	(557,765)	(590,805)	(87,049)	(62,525)	(322,913)
Close	969,236	1,318,889	1,763,507	2,234,200	2,651,331	2,645,770	2,640,633	3,174,312	3,769,238	4,142,236
Close in 2019\$	700,197	3,722,050	3,855,930	4,199,030	4,521,795	4,657,247	5,008,852	1,024,912	1,497,758	1,968,409
	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
Opening Value	4,142,236	4,732,442	5,482,634	6,277,119	7,030,677	7,793,145	8,315,665	9,327,260	10,345,540	10,975,108
Addition (Withdrawal) from Ops	736,184	778,347	822,484	868,681	917,025	967,610	1,020,533	1,075,895	1,133,800	1,194,358
Transfer (to) from Capital	(145,977)	(28,155)	(27,999)	(115,123)	(154,556)	(445,090)	(8,938)	(57,615)	(504,232)	(11,668)
Close	4,732,442	5,482,634	6,277,119	7,030,677	7,793,145	8,315,665	9,327,260	10,345,540	10,975,108	12,157,799
Close in 2019\$	2,543,921	2,861,346	3,180,565	3,458,627	3,722,050	3,855,930	4,199,030	4,521,795	4,657,247	5,008,852
	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059
Opening Value	12,157,799	2,562,363	3,856,850	5,220,879	6,609,460	7,964,288	9,460,731	7,569,305	8,009,165	9,865,974
Addition (Withdrawal) from Ops	1,257,683	1,323,894	1,393,114	1,465,473	1,541,103	1,620,145	1,702,745	1,789,053	1,879,228	1,973,435
Transfer (to) from Capital	(10,853,119)	(29,407)	(29,086)	(76,892)	(186,275)	(123,701)	(3,594,171)	(1,349,193)	(22,419)	(381,609)
Close	2,562,363	3,856,850	5,220,879	6,609,460	7,964,288	9,460,731	7,569,305	8,009,165	9,865,974	11,457,799
Close in 2019\$	1,024,912	1,497,758	1,968,409	2,419,359	2,830,376	3,264,259	2,535,588	2,604,790	3,115,216	3,512,467
	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069
Opening Value	11,457,799	10,595,127	8,921,798	11,004,326	13,338,705	15,568,892	15,872,530	18,512,333	21,135,929	23,830,395
Addition (Withdrawal) from Ops	2,071,843	2,174,633	2,281,988	2,394,103	2,511,178	2,633,424	2,761,058	2,894,308	3,033,411	3,178,612
Transfer (to) from Capital	(2,934,516)	(3,847,962)	(199,460)	(59,724)	(280,991)	(2,329,785)	(121,256)	(270,712)	(338,944)	(1,873,725)
Close	10,595,127	8,921,798	11,004,326	13,338,705	15,568,892	15,872,530	18,512,333	21,135,929	23,830,395	25,135,282
Close in 2019\$	3,153,406	2,578,036	3,087,186	3,633,087	4,117,016	4,075,058	4,614,361	5,114,869	5,598,958	5,733,536
	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079
Opening Value	25,135,282	27,721,805	31,006,915	34,359,873	37,803,169	41,059,045	43,699,858	47,450,172	51,217,843	55,178,245
Addition (Withdrawal) from Ops	3,257,469	3,338,224	3,420,919	3,505,599	3,592,310	3,681,098	3,772,010	3,865,095	3,960,402	4,057,982
Transfer (to) from Capital	(670,947)	(53,113)	(67,962)	(62,303)	(336,433)	(1,040,285)	(21,696)	(97,423)	-	(10,616,681)
Close	27,721,805	31,006,915	34,359,873	37,803,169	41,059,045	43,699,858	47,450,172	51,217,843	55,178,245	48,619,547
Close in 2019\$	6,139,359	6,666,884	7,172,633	7,661,575	8,079,072	8,348,250	8,800,675	9,222,789	9,646,541	8,252,346
	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089
Opening Value	48,619,547	51,923,015	56,111,802	60,406,081	64,794,424	68,924,095	69,326,250	71,545,346	76,066,530	80,839,742
Addition (Withdrawal) from Ops	4,157,886	4,260,167	4,364,877	4,472,073	4,581,809	4,694,143	4,809,132	4,926,836	5,047,315	5,170,631
Transfer (to) from Capital	(854,418)	(71,380)	(70,598)	(83,730)	(452,138)	(4,291,989)	(2,590,035)	(405,653)	(274,103)	(1,415,619)
Close	51,923,015	56,111,802	60,406,081	64,794,424	68,924,095	69,326,250	71,545,346	76,066,530	80,839,742	84,594,754
Close in 2019\$	8,556,363	8,977,311	9,382,866	9,771,365	10,091,401	9,854,643	9,873,868	10,192,068	10,516,141	10,684,094
	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099
Opening Value	84,594,754	87,978,997	93,281,591	98,744,943	103,933,784	109,088,218	114,586,025	120,665,525	126,680,002	130,888,366
Addition (Withdrawal) from Ops	5,296,846	5,426,024	5,558,230	5,693,531	5,831,994	5,973,689	6,118,685	6,267,054	6,418,869	6,574,204
Transfer (to) from Capital	(1,912,602)	(123,430)	(94,878)	(504,689)	(677,561)	(475,882)	(39,185)	(252,577)	(2,210,506)	(51,151)
Close	87,978,997	93,281,591	98,744,943	103,933,784	109,088,218	114,586,025	120,665,525	126,680,002	130,888,366	137,411,419
Close in 2019\$	10,787,879	11,104,928	11,412,938	11,662,781	11,884,639	12,119,999	12,391,301	12,630,034	12,669,524	12,913,526
	2100	2101	2102	2103	2104	2105	2106	2107	2108	2109
Opening Value	137,411,419	142,461,003	149,227,820	156,124,948	163,020,131	169,609,884	174,669,289	166,679,393	168,761,009	176,806,233
Addition (Withdrawal) from Ops	6,733,134	6,895,736	7,062,089	7,232,271	7,406,364	7,584,450	7,766,612	7,952,936	8,143,508	8,338,415
Transfer (to) from Capital	(1,683,551)	(128,919)	(164,961)	(337,088)	(816,612)	(2,525,045)	(15,756,508)	(5,871,320)	(98,284)	(7,977,916)
Close	142,461,003	149,227,820	156,124,948	163,020,131	169,609,884	174,669,289	166,679,393	168,761,009	176,806,233	177,166,732
Close in 2019\$	12,998,128	13,218,962	13,427,113	13,611,763	13,749,505	13,747,231	12,736,302	12,519,770	12,734,578	12,388,877
	2110	2111	2112	2113	2114	2115	2116	2117	2118	2119
Opening Value	177,166,732	177,593,691	169,466,183	177,541,821	186,443,204	194,592,519	200,650,498	208,462,741	215,907,149	221,108,296
Addition (Withdrawal) from Ops	8,537,747	8,741,595	8,950,050	9,163,205	9,381,156	9,603,998	9,831,829	10,064,747	10,302,854	10,546,249
Transfer (to) from Capital	(8,110,789)	(16,869,102)	(874,412)	(261,822)	(1,231,840)	(3,546,019)	(2,019,586)	(2,620,339)	(5,101,707)	(140,546)
Close	177,593,691	169,466,183	177,541,821	186,443,204	194,592,519	200,650,498	208,462,741	215,907,149	221,108,296	231,513,999
Close in 2019\$	12,057,023	11,170,134	11,361,581	11,583,704	11,737,883	11,750,779	11,852,710	11,918,429	11,850,039	12,046,331



## APPENDIX G - WASTEWATER CAPITAL RESERVE 2020-2095 INFLATED \$

	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Opening Value	2,864,267	3,341,796	3,840,090	4,353,881	4,870,010	5,389,010	5,911,429	6,437,830	6,968,796	7,504,926
Addition (Withdrawal) from Ops	477,530	498,294	513,790	516,129	519,000	522,419	526,401	530,966	536,130	541,912
Transfer (to) from Capital	-	-	-	-	-	-	-	-	-	-
Close	3,341,796	3,840,090	4,353,881	4,870,010	5,389,010	5,911,429	6,437,830	6,968,796	7,504,926	8,046,838
Close in 2019\$	3,244,463	3,619,654	3,984,417	4,326,941	4,648,607	4,950,728	5,234,545	5,501,232	5,751,901	5,987,603
	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039
Opening Value	8,046,838	8,476,968	9,032,375	9,508,519	10,053,026	9,797,689	10,255,855	10,840,041	11,452,849	12,077,923
Addition (Withdrawal) from Ops	548,331	555,406	563,158	571,607	580,774	590,681	601,351	612,808	625,074	638,176
Transfer (to) from Capital	(118,201)	-	(87,014)	(27,100)	(836,111)	(132,515)	(17,165)	-	-	(37,246)
Close	8,476,968	9,032,375	9,508,519	10,053,026	9,797,689	10,255,855	10,840,041	11,452,849	12,077,923	12,678,853
Close in 2019\$	6,123,942	7,665,659	596,364	927,992	1,262,533	1,589,492	1,888,447	1,851,334	(1,193,135)	(845,480)
	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
Opening Value	12,678,853	13,303,620	13,970,606	14,660,026	15,308,623	16,050,188	1,286,114	2,061,339	2,888,584	3,745,743
Addition (Withdrawal) from Ops	652,137	666,985	691,546	716,930	743,164	770,276	798,293	827,244	857,159	888,069
Transfer (to) from Capital	(27,371)	-	(2,126)	(68,332)	(1,600)	(15,534,350)	(23,068)	-	-	(50,055)
Close	13,303,620	13,970,606	14,660,026	15,308,623	16,050,188	1,286,114	2,061,339	2,888,584	3,745,743	4,583,757
Close in 2019\$	7,151,351	7,291,154	7,428,114	7,530,828	7,665,659	596,364	927,992	1,262,533	1,589,492	1,888,447
	2050	2051	2052	2053	2054	2055	2056	2057	2058	2059
Opening Value	4,583,757	4,628,483	(3,072,423)	(2,242,495)	(1,269,144)	(2,025,520)	(1,785,727)	(681,675)	493,463	1,660,282
Addition (Withdrawal) from Ops	920,004	952,998	987,084	1,022,296	1,058,670	1,096,243	1,135,053	1,175,138	1,216,539	1,259,297
Transfer (to) from Capital	(875,278)	(8,653,903)	(157,156)	(48,945)	(1,815,045)	(856,450)	(31,002)	-	(49,719)	(168,931)
Close	4,628,483	(3,072,423)	(2,242,495)	(1,269,144)	(2,025,520)	(1,785,727)	(681,675)	493,463	1,660,282	2,750,648
Close in 2019\$	1,851,334	(1,193,135)	(845,480)	(464,564)	(719,836)	(616,134)	(228,350)	160,487	524,240	843,230
	2060	2061	2062	2063	2064	2065	2066	2067	2068	2069
Opening Value	2,750,648	3,989,733	5,338,789	6,731,096	8,110,091	3,480,986	2,085,116	3,596,845	4,600,482	1,201,739
Addition (Withdrawal) from Ops	1,303,454	1,349,056	1,396,146	1,444,772	1,494,982	1,546,824	1,600,351	1,655,615	1,712,670	1,771,572
Transfer (to) from Capital	(64,369)	-	(3,839)	(65,778)	(6,124,086)	(2,942,694)	(88,623)	(651,978)	(5,111,413)	(218,586)
Close	3,989,733	5,338,789	6,731,096	8,110,091	3,480,986	2,085,116	3,596,845	4,600,482	1,201,739	2,754,725
Close in 2019\$	1,187,456	1,542,692	1,888,362	2,208,960	920,507	535,326	896,545	1,113,311	282,349	628,372
	2070	2071	2072	2073	2074	2075	2076	2077	2078	2079
Opening Value	2,754,725	4,520,667	6,415,815	8,091,916	9,952,879	10,713,123	12,003,258	14,187,918	16,504,469	18,899,351
Addition (Withdrawal) from Ops	1,832,378	1,895,148	1,959,942	2,026,824	2,095,858	2,167,111	2,240,652	2,316,551	2,394,882	2,475,719
Transfer (to) from Capital	(66,435)	-	(283,842)	(165,861)	(1,335,614)	(876,976)	(55,992)	-	-	(121,497)
Close	4,520,667	6,415,815	8,091,916	9,952,879	10,713,123	12,003,258	14,187,918	16,504,469	18,899,351	21,253,573
Close in 2019\$	1,001,161	1,379,482	1,689,190	2,017,152	2,107,991	2,293,055	2,631,460	2,971,957	3,304,081	3,607,435
	2080	2081	2082	2083	2084	2085	2086	2087	2088	2089
Opening Value	21,253,573	23,294,531	25,939,756	28,666,878	31,373,791	32,418,387	34,855,331	37,898,643	41,121,081	44,034,926
Addition (Withdrawal) from Ops	2,559,140	2,645,225	2,734,055	2,825,716	2,920,293	3,017,878	3,118,561	3,222,438	3,329,607	3,440,169
Transfer (to) from Capital	(518,183)	-	(6,934)	(118,802)	(1,875,698)	(580,934)	(75,249)	-	(415,763)	(163,281)
Close	23,294,531	25,939,756	28,666,878	31,373,791	32,418,387	34,855,331	37,898,643	41,121,081	44,034,926	47,311,814
Close in 2019\$	3,838,692	4,150,094	4,452,821	4,731,345	4,746,482	4,954,643	5,230,336	5,509,767	5,728,340	5,975,357
	2090	2091	2092	2093	2094	2095	2096	2097	2098	2099
Opening Value	47,311,814	49,261,116	52,933,006	56,130,250	59,889,055	61,524,397	-	-	-	-
Addition (Withdrawal) from Ops	3,554,228	3,671,889	3,793,264	3,918,465	4,047,610	4,180,817	-	-	-	-
Transfer (to) from Capital	(1,604,925)	-	(596,020)	(159,660)	(2,412,268)	(780,726)	-	-	-	-
Close	49,261,116	52,933,006	56,130,250	59,889,055	61,524,397	64,924,488	-	-	-	-
Close in 2019\$	6,040,339	6,301,535	6,487,533	6,720,365	6,702,788	6,867,196	-	-	-	-



# Drinking Water System

## Financial Plan

July 2, 2020



Sharratt Water Management Ltd.  
Sustainable Water Management Specialists



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## Table of Contents

Table of Contents.....	2
1.0 Introduction.....	3
1.1 Legislative Context to Financial Planning .....	3
1.2 Accounting and Policy Changes.....	5
1.3 Dundalk Water System.....	5
2.0 Operating Plan.....	6
2.1 Operations Expenses.....	6
2.2 Capital Renewal and Major Maintenance Expenses.....	6
2.3 Debt Servicing Costs.....	6
2.4 Lead Replacement Costs .....	6
2.5 Source Water Protection Costs .....	6
3.0 Funding Plan .....	7
3.1 Government Grants.....	7
3.2 Debt .....	7
3.3 Required User Fees .....	7
4.0 Continuous Improvement.....	7
5.0 Financial Plan Summary .....	8
5.1 Statement of Financial Position (Table 6.1) .....	8
5.2 Statement of Operations (Table 6.2) .....	11
5.3 Statement of Cash Flow (Table 6.3) .....	11
5.4 Conclusion .....	13
6.0 Financial Statements .....	14
6.1 Statement of Financial Position .....	14
6.2 Statement of Financial Operations .....	15
6.3 Statement of Cash Flow .....	16
6.4 Notes on the Dundalk Water System Financial Plan .....	17
Appendix 1 Ontario Regulation 453/07 .....	19
Appendix 2 Development Charge Reserve Fund 2020-26 Inflated \$ (Preliminary) .....	22
Appendix 3 Projected Development Charge Debt 2020-2026 - Inflated \$ .....	23

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## 1.0 Introduction

The Township of Southgate has authorized Sharratt Water Management Ltd. (SWML) to develop the Financial Plan for the Dundalk drinking water system. A renewal of the drinking water system is now required and a financial plan must be prepared, approved by Council, and submitted to the provincial Ministry of Municipal Affairs and Housing, in order to obtain a licence renewal.

This Financial Plan has been prepared in accordance with the Financial Plan regulation (O. Reg. 453/07) made under the Safe Drinking Water Act, as well as the provisions of the financial planning guidelines published by the Ministry of the Environment (MOE) in August 2007 entitled "Toward Financially Sustainable Drinking-Water and Wastewater Systems".

In order to develop this financial plan, water system capital needs have been projected in current dollars and then inflated to the year 2026. In addition, operating costs have been inflated and projected to 2026. The revenue needed to support the operating and capital plan is laid out in a funding plan that relies on user fees based on rates, connection charges and some other sundry sources of revenue. Development charges are used to fund projects that accommodate growth. User fees from rates are set so that adequate reserves are developed in order to fund future capital and major maintenance expenses to at least 2026 and to maintain reserves at a sustainable level well into the future. This projection is based on the planning assumptions concerning asset lifetimes, the future inflation and interest rates as well as the level of ongoing asset maintenance.

The Financial Plan is also based on the tangible capital asset information that the Township generated for Dundalk in accordance with the Public Sector Accounting Board (PSAB) standard PS 3150 requirements. The Financial Plan includes a projection of financial and non-financial tangible capital assets to the year 2026, the six-year planning horizon required by Reg. 453/07. Capital renewal costs were projected to 2119 to determine the long run sustainability of the user fees at current levels of annual increase. It was also used to determine the user fee increase levels that would be fully life cycle sustainable to 2119.

### 1.1 Legislative Context to Financial Planning

There have been a number of legislative initiatives affecting water system management and operations over the past decade. These initiatives were a result of the water borne illness tragedy in Walkerton in 2000. Following this event, the Government of Ontario established a public inquiry chaired by the Honourable Dennis O'Connor to look into the

tragedy. The Inquiry Report recommended a comprehensive approach to the delivery of safe drinking water in Ontario.

The MOE has responded to the Inquiry recommendations by making legislative changes. One change directly related to the development of this Financial Plan was the passage of the Safe Drinking Water Act, 2002 (SDWA). It requires owners of a municipal drinking water system to apply for and initially obtain a Municipal Drinking Water Licence and to renew the licence at preset times. Five elements must be in place in order for the owner of a drinking water system to obtain a licence including a financial plan:

- 1) A Drinking Water Works Permit to establish or alter a drinking-water system;
- 2) An accepted Operational Plan. The Drinking Water Quality Management Standard (DWQMS) is the standard upon which operational plans are based. The plan documents an operating authority's quality management system (QMS).
- 3) An Accredited Operating Authority. A third party audit of an operating authority's QMS will be the basis for accreditation.
- 4) A Permit to Take Water.
- 5) A Financial Plan that must be prepared and approved in accordance with the prescribed requirements in the Financial Plans Regulation.

Regulation 453/07 of the Safe Drinking Water Act was passed in 2007 and contains several provisions affecting the preparation of Financial Plans pertaining to the licencing of a water system:

- A person who makes an application under the Act for a municipal drinking water licence shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements of O. Reg. 453/07, S. 1(1).
- The Financial Plan must be approved by a resolution that is passed by the Council of the municipality
- The Financial Plan must apply to a period of at least six years with the first year to which the financial plans must apply must be the year in which the drinking water system's existing municipal drinking water licence would otherwise expire.
- Once a system is licensed, the municipality's Financial Plan is required to be updated every 5 years, in conjunction with every application for license renewal.

## 1.2 Accounting and Policy Changes

In June 2006, the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered accountants approved new municipal financial accounting and reporting standards requiring that tangible capital assets (TCA), including components of the water system, be included in municipal financial statements. The new accounting standard PS 3150 came into effect on January 1, 2009. This provides for a sharper focus on the depreciation of the capital asset base of the water system and the need to plan for renewal and replacement on a timely basis. This data is an integral component of the financial statements included in this Financial Plan.

The Clean Water Act 2006 targets the protection of drinking water supplies through the development of collaborative, locally driven, science and watershed based source protection plans. According to the MOE financial planning guidelines, Financial Plans should include source water protection costs related to the provision of water services. Utilities are encouraged to have, at minimum, estimates of any current source protection costs as a separate cost item by the time that their Financial Plans are required in order to effectively align with the anticipated approval timelines for source protection plans.

In June 2007, the government of Ontario proposed a lead action plan. The Financial Plans regulation contains requirements for municipalities to include in their Financial Plans, the costs associated with replacing lead service pipes in the drinking water system.

## 1.3 Dundalk Water System

Dundalk is a community with a population of approximately 2,046, according to the 2016 Statistics Canada census, and is situated in Southgate Township of Grey County. The water system had 886 water connections and 869 wastewater connections at the end of 2019. All water users in Dundalk are metered. Users all pay a two-part water and a two-part wastewater rate. The fixed rate increases for larger meter sizes in recognition of the higher costs of larger meters. All users with same meter size pay the same water and wastewater rates. The water and wastewater rates for 2020 are set out in Table 1.1:

**Table 1.1 Dundalk Water/Wastewater Rates (2020)**

Fixed Portion of the Rate		Monthly \$	
Meter Size		Water	Wastewater
5/8x3/4 inch		26.87	62.52
1 inch		67.17	156.30
1.5 inch		134.34	312.59
2 inch		214.95	500.15
3 inch		429.90	1000.30
4 inch		671.72	1562.97
Volumetric Portion of the Rate			
Cost per Cubic Metre (M3) for all Water Used		\$ 1.79	1.24

## 2.0 Operating Plan

The operating plan details the recurring minor maintenance as well as the capital renewal and major maintenance investment costs required to sustain the drinking water system. These costs are detailed in the attachments to this Financial Plan document. Some key assumptions are set out below.

### 2.1 Operations Expenses

Operating costs such as labour, chemicals, insurance and other costs are projected to increase at 2-3% per annum.

### 2.2 Capital Renewal and Major Maintenance Expenses

Capital renewal costs have been projected to 2026 and funding needs for these costs have been included in the user fee revenue estimates for 2020-26. The system is expected to add 82 new connections for each year for 2020-26 and 62 from 2027 onwards. A new water tower is proposed for construction in 2022, and in 2026, the Main street west oversizing is proposed. A new well, D6, is proposed for 2029. In 2050, the mains installed in 1960 are due for replacement. In 2056, the buildings and major well components for well D4 are scheduled for renewal based on their age.

The intent of the operating plan is to ensure that funding will be available, when needed, at least for the projected capital costs between 2020 and 2026, and preferably a substantial time beyond. Capital costs are projected to increase at 3.0% per year to 2026 and, in fact, to 2119. The capital renewal needs are set out in appendix A to the Water Rate Report dated July 2, 2020.

### 2.3 Debt Servicing Costs

The water system has a loan for \$314,526 for the existing user portion of the main street east oversizing project that has commenced in December 2019. It has an interest rate of 2.5% and a 10-year term.

### 2.4 Lead Replacement Costs

There is no lead present in the system. Approximately \$600 is spent on routine lead testing and system surveillance each year.

### 2.5 Source Water Protection Costs

The Township of Southgate has implemented its source water protection program. The Public Works Manager is the designed Risk Management Official and the annual

*Financial Plan*

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activities undertaken are covered in the manager's wages. Publicity and educational materials as well as signage are kept up to date in stock. \$2,000 has been budget to replenish stocks over the next six years.

### 3.0 Funding Plan

The funding plan lays out a plan on how the Township will generate the required funds to meet the expenditure requirements detailed in the operating plan. The funding plan is detailed in the Draft Rate Report dated July 2, 2020. The funding plan proposed will rely primarily on user fees, meter charges for new users, connection fees and various sundry charges. Development charges will fund a major portion of projects that accommodate growth. Some key assumptions and results are presented below.

#### 3.1 Government Grants

No allowance has been made for government grants in the 2020-2026 periods. Should grants be obtained, the funds displaced would likely be placed in the reserves.

#### 3.2 Debt

The Township currently has one loan, outstanding referenced above, that commenced in December 2019 for \$314,526. One additional loan is projected for 2022 to pay for the existing user portion of the cost of the water tower. The loan is projected to be for \$594,000 at 2.5% per annum over 10 years. No further loans are anticipated.

#### 3.3 Required User Fees

Based on this funding plan, the Dundalk user fees are projected increase at 7.0% per year from 2021 to 2026, 4% from 2027 to 2070 and then 2.5% 2071-2119. Included in the user fee increase is provision for the inflation of operating costs of 2 to 3% per year, and inflation of 3% per year for projected capital costs. The proposed schedule of user fee increases funds all routine projected operating costs, and provides sufficient revenue to cover the currently projected capital asset renewal and replacement needs to 2119.

### 4.0 Continuous Improvement

Provincial regulation 453/07 requires that the Financial Plans be updated every 5 years, along with the request for the renewal of the Drinking Water Licence. This on-going update will assist in revisiting the assumptions made to develop the operating and funding plans as well as re-assessing the need for capital renewal and major maintenance expenditures.



## 5.0 Financial Plan Summary

This section provides a summary of principal features concerning the current and future state of the water system contained in the projected Financial Statements over 7 years (2020-2026) in compliance with O. Reg. 453. The detailed financial statements are set out in tabular form in Section 6. The notes regarding the various line entries in financial statements are presented at the end of the financial statement section.

### 5.1 Statement of Financial Position (Table 6.1)

One important feature of a water system is a statement of it's the net financial assets/debt. A positive number indicates that the system has the resources to deal with future capital and other needs. A negative number indicates that past capital and other investments must be financed from future revenues. The Dundalk water system's net financial assets are shown in Figure 5.1:

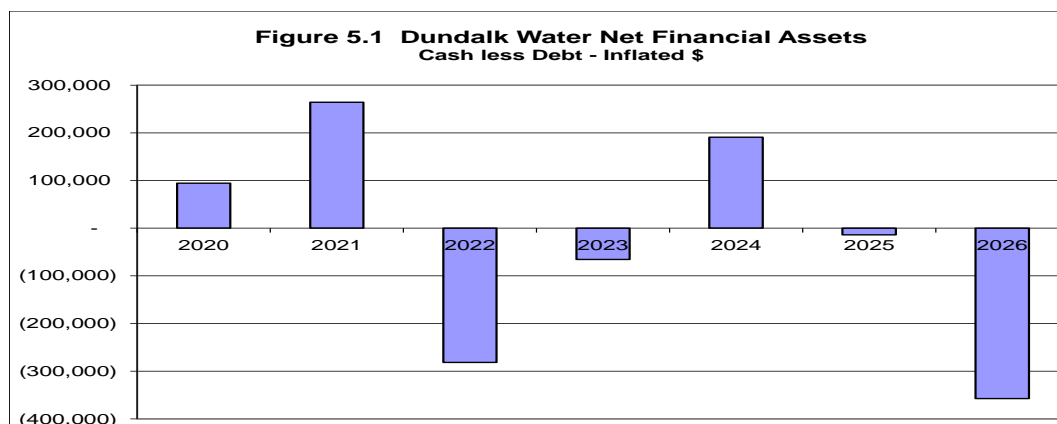
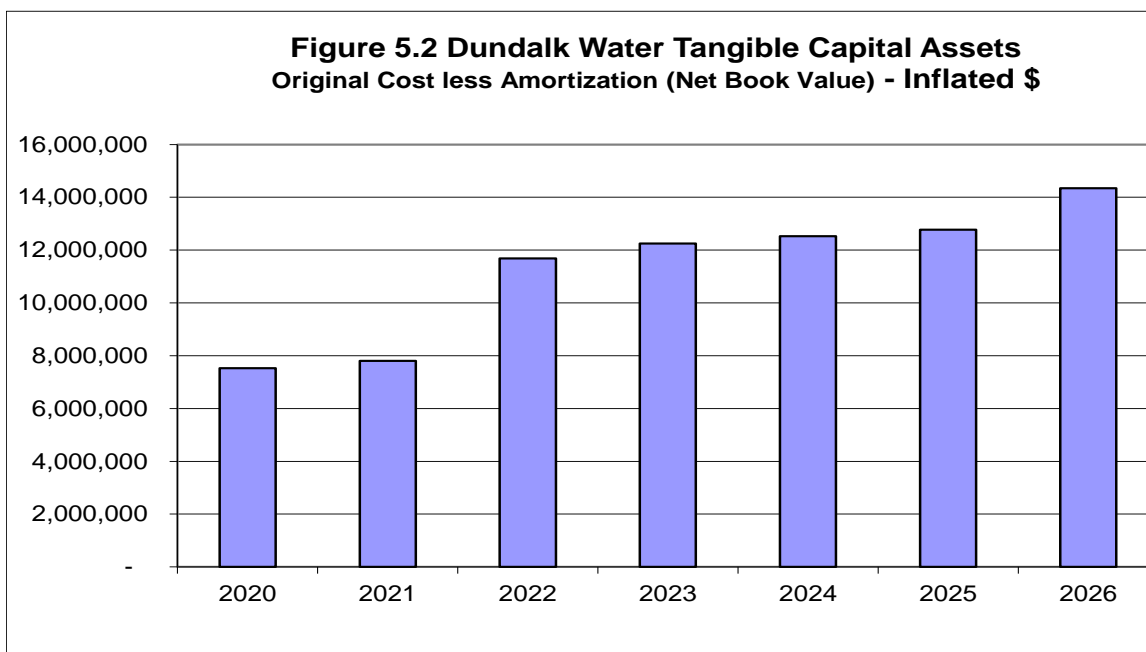


Figure 5.1 shows that that the system is projected to have a surplus in 2020 and 2021 and then an additional loan is taken out to finance a new water tower in 2022. Reserves are drawn down in 2026 to finance a part of the 2026 main street west water main expansion, the costs of which was deemed to be charged to existing users in the 2017 DC study. Looking forward, the reserve recovers quickly after 2026 and is generally in a surplus position through 2119. All assets forming the basis for figure 5.1 are priced in inflated dollars.

A second feature is the total value of the water system's tangible capital assets such as wells, water towers, reservoirs and water lines. Consideration of the value of tangible capital assets is part of PSAB compliance. The current value of the capital assets is termed net book value (NBV). It is the original cost of an asset less the accumulated amortization. Tangible capital assets, once installed, are being used, and are immediately decreasing in value. Annual amortization is determined by dividing the original (historic)

cost of an asset by its expected lifetime in years. Amortization is accumulated as the asset wears out so that by the last year of the expected life of the asset, amortization equals the original value of the asset. At that time, the asset has no net book value.

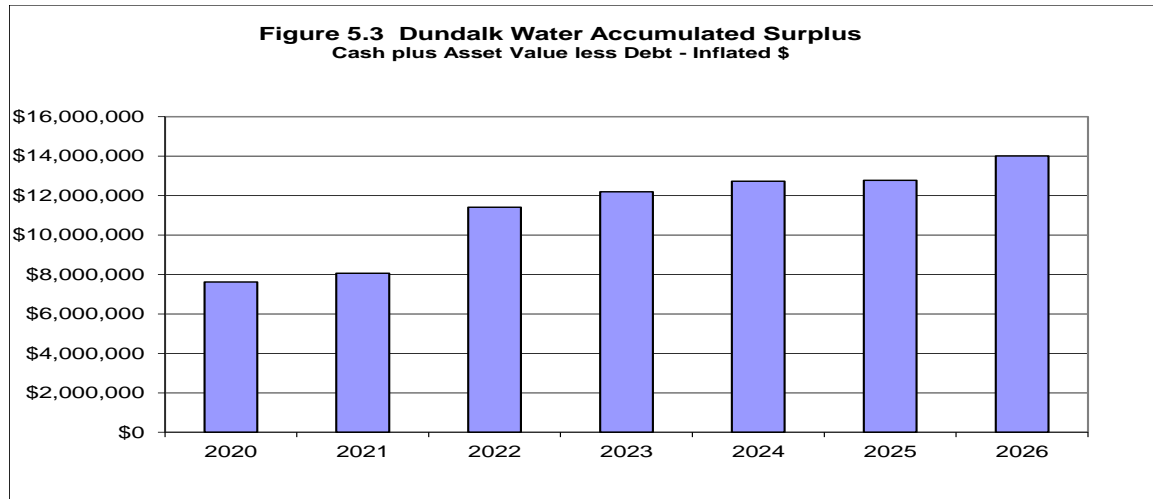
Water systems have a great deal of resources tied up in tangible capital assets and managing these assets is critical to maintaining current and future levels of service. As has been noted above, tangible capital assets, once installed, are being used and decrease in value due to amortization. An increase in tangible capital assets is an indication that assets have been renewed faster than they are used. A decrease indicates that assets are being used, or amortized, faster than they are renewed. The value of the Dundalk water system assets is set out in Figure 5.2.



The net book value increases by nearly double from 2020 to 2026. Assets are being renewed and new assets added to the system. A new water tower is proposed for 2022 and the main street west line oversizing is proposed for 2026, with smaller projects projected to be undertaken in other years during the 2020 to 2026 period. The detailed construction plans are provided in appendix A to the Draft Rate Report dated June 26, 2020.

## Financial Plan

A third feature is the accumulated surplus set out in Figure 5.3. It represents cash on hand plus the net book value of tangible capital assets less debt.



From 2020 until 2026, the accumulated surplus is on the upswing adding over 20% in asset value. This indicates that the Township's proposed financial plan is sustainable for this period and in a growth mode.

## 5.2 Statement of Operations (Table 6.2)

This statement summarizes the operating revenues and expenditures. The expenditures include ongoing operating costs plus asset amortization. It provides an indication of whether or not the system assets are being maintained on a year over year basis.

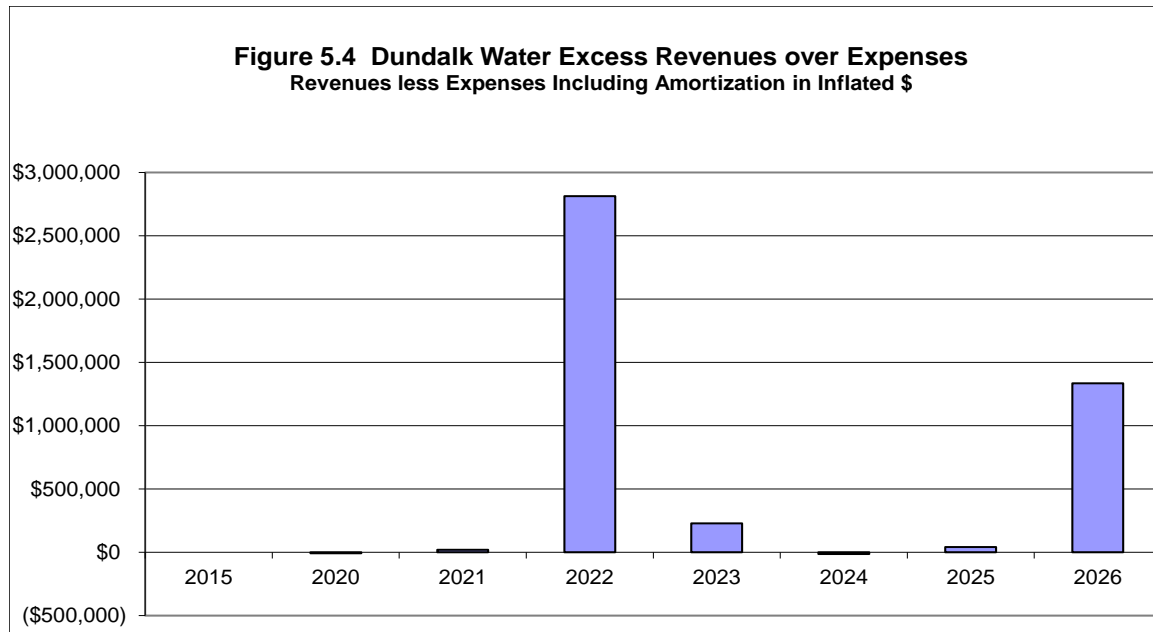


Figure 5.4 indicates that more is being spent on renewal than the decline in the value of the tangible capital assets. The increase in 2022 and 2026 are due to the funds being withdrawn from the development charges reserve, and added to revenue, to help finance the growth attributed cost of capital projects. The Financial Plan has been designed to account for all foreseeable expenditures to 2026 and, in fact, well beyond. The financial asset capital and major maintenance reserves are projected to be maintained at a sustainable level until at indefinitely. In the meantime, there is a modes reserve to handle unexpected emergencies such as assets failing before the projected end of their projected life, or capital expenditures to deal with future new regulations. Consequently, the system is in good shape.

## 5.3 Statement of Cash Flow (Table 6.3)

This fifth feature shows how revenues are generated and spent over the study period. The revenues include user fees. The expenditures include operating expenses and capital acquisitions. These are shown in Table 6.3 and set out in Figure 5.5.

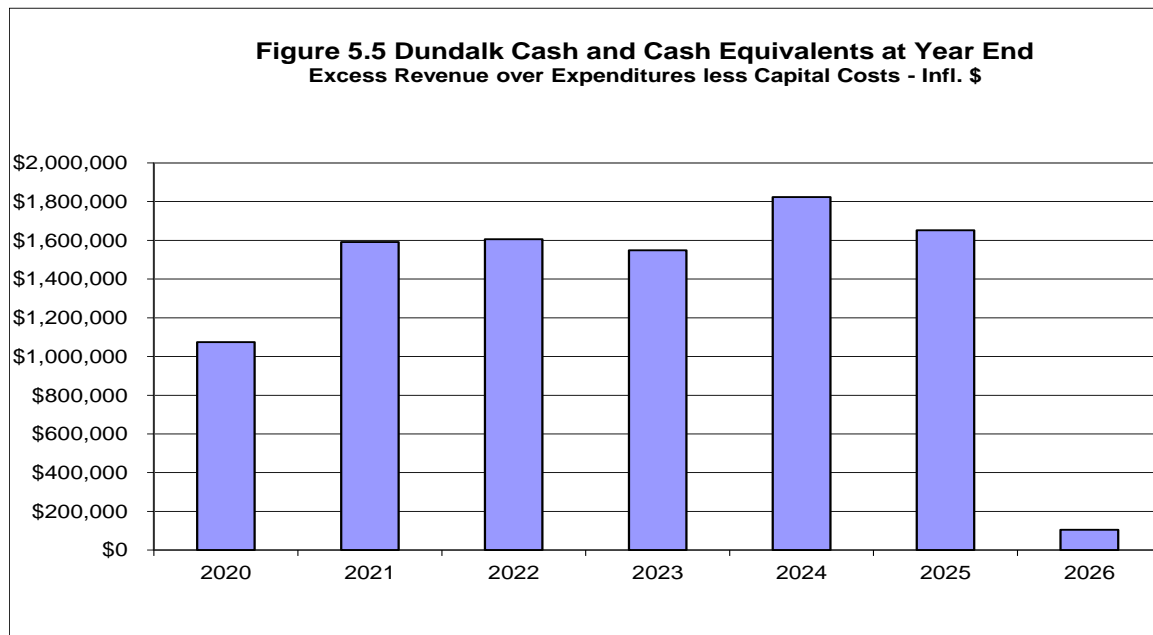


Figure 5.5 indicates that the cash equivalents, in inflated dollars, in the water reserve and development charge reserve are positive throughout the study period and increasing substantially. The overall cash balance puts the Township in a position to fund projected growth and needed capital renewal or major maintenance projects into the future, if user fee revenues are increased at the projected levels of 7%, including inflation, each year to 2026. The projected rates under this recommended approach, in inflated dollars are set out in table 3 below:

**Table 5.4 Proposed Water Rates 2021 to 2026 – Inflated \$**

		2020	2021	2022	2023	2024	2025	2026
5								
6	0.62	26.87	22.72	22.37	22.11	21.97	21.86	21.58
7	0.75	26.87	22.72	22.37	22.11	21.97	21.86	21.58
8	1	67.17	31.81	31.31	30.95	30.76	30.60	30.21
9	1.5	134.34	40.90	40.26	39.79	39.55	39.35	38.84
10	2	214.95	65.89	64.86	64.11	63.73	63.40	62.58
11	2.5	-	159.04	156.57	154.74	153.82	153.02	151.04
12	3	429.90	249.92	246.03	243.16	241.72	240.47	237.36
13	4	671.72	318.08	313.13	309.48	307.65	306.05	302.09
15	<b>Variable Rate</b>							
16	Variable Revent	283,452	353,843	383,404	415,370	449,149	486,461	530,654
17	Water Sold in M	182,127	192,957	203,803	214,667	225,546	236,443	247,355
18	Cost per M3 \$	1.78	1.83	1.88	1.93	1.99	2.06	2.15

#### 5.4 Conclusion

The Dundalk water system has been growing due to an increase in population. This is projected to continue. A water tower construction is projected for 2022 and the main street west oversizing is planned for 2026 with several other smaller projects planned. The system has a modest financial capital reserve and is undertaking a good level of maintenance and capital renewal. This current regime is projected to be sustainable well into the future based on the plans assumptions about system assets, inflation and interest rates as well as annual user fee increases of 7.0% per year from 2021 to 2026, 4% from 2027 to 2070 and then 2.5% 2071-2119. The detailed financial statements, set out in tabular form, that were the basis for the above summary charts follow in Section 6.



## 6.0 Financial Statements

The detailed financial statements are set out in the following tables followed by the notes that correspond to the numbers in the tables.

### 6.1 Statement of Financial Position

<b>Table 6.1 Statement of Financial Position - Dundalk Water System</b>								
	2020	2021	2022	2023	2024	2025	2026	Notes
<b>Financial Assets</b>								
Cash and Cash Equivalents	1,074,136	1,591,048	1,605,198	1,546,932	1,821,316	1,649,679	102,134	1
Long Term Accounts Receivable	-	-	-	-	-	-	-	
Deposits	-	-	-	-	-	-	-	
<b>Total Financial Assets</b>	<b>1,074,136</b>	<b>1,591,048</b>	<b>1,605,198</b>	<b>1,546,932</b>	<b>1,821,316</b>	<b>1,649,679</b>	<b>102,134</b>	
<b>Liabilities</b>								
Accounts Payable (Capital)	-	-	-	-	-	-	-	
Debt Principal Outstanding	286,276	257,358	768,806	684,216	597,538	508,718	417,705	2
Deferred Revenue (Dev Charge Reserve Bal.)	693,312	1,069,340	1,118,074	928,250	1,032,732	1,155,031	41,774	3
DC Loan Principal	-	-	-	-	-	-	-	
Government Grant	-	-	-	-	-	-	-	4
Other liabilities	-	-	-	-	-	-	-	
<b>Total Liabilities</b>	<b>979,587</b>	<b>1,326,698</b>	<b>1,886,880</b>	<b>1,612,466</b>	<b>1,630,269</b>	<b>1,663,749</b>	<b>459,479</b>	
<b>Net Financial Assets (Debt)</b>	<b>94,548</b>	<b>264,350</b>	<b>(281,682)</b>	<b>(65,534)</b>	<b>191,047</b>	<b>(14,070)</b>	<b>(357,345)</b>	
<b>Non Financial Assets</b>								
Tangible Capital Asset Cost	8,766,588	9,405,835	9,846,539	14,016,119	14,831,974	15,177,824	15,469,872	5
Additions to Tangible Capital Assets - Cost	639,846	462,278	4,178,989	866,764	581,301	539,733	1,981,327	6
Accumulated Amortization incl. Addition	1,880,248	2,068,481	2,338,835	2,632,740	2,886,945	2,946,216	3,103,228	7
<b>Total Non Financial Assets</b>	<b>7,526,187</b>	<b>7,799,632</b>	<b>11,686,693</b>	<b>12,250,142</b>	<b>12,526,330</b>	<b>12,771,341</b>	<b>14,347,971</b>	
<b>Accumulated Surplus/(deficit)</b>	<b>\$7,620,735</b>	<b>\$8,063,981</b>	<b>\$11,405,011</b>	<b>\$12,184,608</b>	<b>\$12,717,376</b>	<b>\$12,757,271</b>	<b>\$13,990,626</b>	
<b>Note: Unaudited for Planning Purposes Only - Actual results will differ from the above and these differences could be material.</b>								

## 6.2 Statement of Financial Operations

<b>Table 6.2 Statement of Financial Operations - Dundalk Water System</b>								
	2020	2021	2022	2023	2024	2025	2026	Notes
<b>Revenues</b>								
User Fees	\$598,000	\$639,860	\$684,650	\$732,576	\$783,856	\$838,726	\$897,437	8
Meter Charges for New Owners	\$15,450	\$26,523	\$27,318	\$28,138	\$28,982	\$29,851	\$30,747	9
Other Revenues	\$21,305	\$21,780	\$22,267	\$22,765	\$23,275	\$23,797	\$24,331	10
Interest on Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Earned Dev Charge Revenues	\$36,050	\$0	\$2,868,955	\$281,377	\$0	\$0	\$1,254,127	11
<b>Total Revenues</b>	<b>\$670,805</b>	<b>\$688,163</b>	<b>\$3,603,190</b>	<b>\$1,064,856</b>	<b>\$836,113</b>	<b>\$892,374</b>	<b>\$2,206,641</b>	
<b>Expenses</b>								
Day to Day Operating Expenses	\$486,446	\$470,912	\$482,772	\$518,310	\$530,678	\$543,355	\$556,349	12
Debt Interest	\$7,226	\$6,559	\$20,020	\$17,969	\$15,877	\$13,734	\$11,536	13
Amortization	\$183,706	\$188,833	\$290,320	\$303,314	\$305,114	\$294,721	\$305,623	14
Lead Abatement	\$625	\$638	\$650	\$663	\$677	\$690	\$704	15
Source Water Protection	\$0	\$1,000	\$0	\$0	\$1,000	\$0	\$0	16
<b>Total Expenses</b>	<b>\$678,004</b>	<b>\$667,942</b>	<b>\$793,762</b>	<b>\$840,256</b>	<b>\$853,345</b>	<b>\$852,501</b>	<b>\$874,213</b>	
Excess (Deficit) of Revenues over Expenses	(\$7,199)	\$20,221	\$2,809,429	\$224,600	(\$17,232)	\$39,874	\$1,332,429	
<b>Other</b>								
Working Capital								
Developer Asset Contribution	\$478,136	\$423,025	\$499,868	\$555,000	\$550,000			17
Miscellaneous								
	\$470,938	\$443,246	\$3,309,297	\$779,600	\$532,768	\$39,874	\$1,332,429	
Accumulated Surplus (Deficit) Beginning of year	\$7,149,797	\$7,620,734	\$8,063,981	\$11,405,011	\$12,184,611	\$12,717,378	\$12,757,252	
Accumulated Surplus (Deficit) End of Year	\$7,620,734	\$8,063,981	\$11,405,011	\$12,184,611	\$12,717,378	\$12,757,252	\$13,990,607	
<b>Note: Unaudited for Planning Purposes Only - Actual results will differ from the above and these differences could be material.</b>								

### 6.3 Statement of Cash Flow

<b>Table 6.3 Statements of Change in Cash Flow - Dundalk Water System</b>								
	2020	2021	2022	2023	2024	2025	2026	Notes
<b>Operating Transactions</b>								
User Fee Revenues - Residential and Commercial	\$598,000	\$639,860	\$684,650	\$732,576	\$783,856	\$838,726	\$897,437	
Other Revenues	\$21,305	\$21,780	\$22,267	\$22,765	\$23,275	\$23,797	\$24,331	
Meter Charges to New Users	\$15,450	\$26,523	\$27,318	\$28,138	\$28,982	\$29,851	\$30,747	
Earned Development Charge	\$36,050	\$0	\$2,868,955	\$281,377	\$0	\$0	\$1,254,127	
Other Revenues								
Total Cash for Operating Expenses	\$486,446	\$472,550	\$482,772	\$518,973	\$532,354	\$544,045	\$557,053	
Amortization	\$183,706	\$188,833	\$290,320	\$303,314	\$305,114	\$294,721	\$305,623	
Debt Interest	\$7,226	\$6,559	\$20,020	\$17,969	\$15,877	\$13,734	\$11,536	
Development Charge Proceeds (Net)	\$320,730	\$376,029	\$48,733	(\$189,824)	\$104,482	\$122,299	(\$1,113,256)	18
Excess of Revenues Over Expenses	\$314,156	\$396,249	\$2,858,812	\$34,776	\$87,250	\$162,172	\$219,172	
<b>Deduct Non Cash Charges to Operations</b>								
Amortization	\$183,706	\$188,833	\$290,320	\$303,314	\$305,114	\$294,721	\$305,623	
Loss on the Disposal of Assets	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total	\$183,706	\$188,833	\$290,320	\$303,314	\$305,114	\$294,721	\$305,623	
<b>Working Capital Items</b>								
Accounts Receivable	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Working Capital Items	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Work in Progress	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash provided/used in Operating Transactions	\$497,862	\$585,083	\$3,149,132	\$338,090	\$392,364	\$456,894	\$524,795	
<b>Capital Transactions</b>								
Acquisition of TCAs	\$639,846	\$462,278	\$4,178,989	\$866,764	\$581,301	\$539,733	\$1,981,327	
Gift of Assets from Developers included in the above	\$478,136	\$423,025	\$499,868	\$555,000	\$550,000	\$0	\$0	
Proceeds on Disposal of TCA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash provided/used in Capital Transactions	\$161,710	\$39,253	\$3,679,121	\$311,764	\$31,301	\$539,733	\$1,981,327	
<b>Investing Transactions</b>								
Proceeds from Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash (used in) Provided by Investing Activities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash Provided/used in Investing Transactions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Financing Transactions</b>								
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Proceeds from Debentures/Loans		\$0	\$594,000	\$0	\$0	\$0	\$0	
Debt Principal Repayment	\$28,250	\$28,918	\$82,551	\$84,590	\$86,678	\$88,820	\$91,013	
Proceeds from Government Grants		\$0	\$0	\$0	\$0	\$0	\$0	
Working Surplus	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Cash Provided by/(used) in Financing Activities	(\$28,250)	(\$28,918)	\$511,449	(\$84,590)	(\$86,678)	(\$88,820)	(\$91,013)	
Increase (decrease) in Cash Equivalents	\$307,902	\$516,912	\$14,151	(\$58,264)	\$274,384	(\$171,659)	(\$1,547,544)	
Cash and Cash Equivalents at the beginning of the Year	\$766,234	\$1,074,136	\$1,591,048	\$1,605,198	\$1,546,934	\$1,821,319	\$1,649,660	
Cash and Cash Equivalents at the End of the Year	\$1,074,136	\$1,591,048	\$1,605,198	\$1,546,934	\$1,821,319	\$1,649,660	\$102,115	
<b>Note: Unaudited for Planning Purposes Only - Actual results will differ from the above and these differences could be material.</b>								

#### 6.4 Notes on the Dundalk Water System Financial Plan

1. Cash and cash equivalent is represented by the funds in short term bank investments drawn from the capital reserve and the development charges reserve. The interest on the funds in the development charge reserve are shown within the reserve and are set out in appendix 2. The interest is set at 1.5% per annum based on the previous year closing balance.
2. A loan was taken out in December 2019 for \$314,526 for ten years at 2.5% per annum. A second loan of \$594,000 is proposed for January 1, 2022 for 10 years at 2.5%. This line represents the principal payments on these loans. These loans cover the existing user portion of the larger loan taken out to finance projects.
3. Deferred revenue represents funding that is held in cash pending events that gave rise to the payment of these funds. The Township is often receiving development charge funds in advance of building facilities to accommodate growth or to pay debt charges on past growth oriented projects. The funds will be considered as expenditures in the year when a liability that facilitates growth is incurred, such as the years when the Township is searching for a new well site to accommodate growth. The projected reserve income, expenses, and transactions for 2020 to 2026 is set out in appendix 2.
4. No government grants have been assumed for the 2020-26 period covered by this study. Should grants be received, they would be applied to reduce the cost of the projects set out in appendix A to the July 2, 2020 rate report.
5. Tangible capital asset cost is the cost of the asset when it was installed.
6. Additions are the assets added to the capital inventory in a particular year at the actual cost of the asset.
7. The Township valued tangible capital assets acquired up to the end of 2018. This project has extended the valuation of new capital assets and capital asset replacement to 2026. Capital works are assumed to have no residual value when they have reached the end of their projected life. Current capital works costs, based on historic cost, are inflated to future cost at an inflation rate of 3% per annum for the 2020 to 2026 period. Amortization was determined using the straight-line method. All works are assumed to have been constructed or disposed of on January 1.
8. This user fee revenue from the fixed and variable portion of the water charges paid by the residential and commercial ratepayers that number approximately 886 users.
9. This revenue comes from charges for new water meters required by the residents of new residential and commercial units added to the system
10. This includes a variety of charges including connection fees, final reading charges, and sale of water permits, late payment penalties and miscellaneous revenues.
11. Earned development charge revenues are funds taken from the DC reserve to pay for some or all current projects that support growth.
12. Day to day operating costs cover wages, office supplies, chemicals, energy and other features needed to run a water system. Most are projected to increase at 2.0-3.0 % per annum.
13. Debt interest is on the debt set out in note 2 above.
14. This is the annual amortization of each water system asset determined by dividing original (historic) acquisition value of the asset by the number of years it is expected to be in service. The amortization of each asset is summed to yield an annual figure that is shown here as a non-financial expense.
15. There is no lead present in the system. Approximately \$600 is spent on routine lead testing and system surveillance each year.

16. The Township of Southgate has implemented its source water protection program. The Public Works Manager is the designed Risk Management Official and the annual activities undertaken are covered in the manager's wages. Publicity and educational materials as well as signage are kept up to date and in stock. \$2,000 has been budget to replenish stocks over the next six years.
17. These are assets built and paid for by developers and turned over to the municipality for long-term operation. These were the actual costs paid for the assets transferred.
18. This the end of year reserve total less the beginning of the year totals. The transactions for the development charge reserve are set out in appendix 2.

## Appendix 1 Ontario Regulation 453/07

### ONTARIO REGULATION 453/07 FINANCIAL PLANS

**Consolidation Period:** From April 1, 2008 to the [e-Laws currency date](#).

Last amendment: O. Reg. 69/08.

*This is the English version of a bilingual regulation.*

#### Requirement to prepare financial plans

**1. (1)** A person who makes an application under clause 32 (1) (b) of the Act for a municipal drinking water licence shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 2. O. Reg. 453/07, s. 1 (1).

**(2)** A person who makes an application under subsection 32 (4) of the Act for the renewal of a municipal drinking water licence shall, before making the application, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (2).

**(3)** As a condition in a municipal drinking water licence that is issued in response to an application made under section 33 of the Act for a municipal drinking water licence, the Director shall include a requirement that the owner of the drinking water system, by the later of July 1, 2010 and the date that is six months after the date the first licence for the system is issued, prepare and approve financial plans for the system that satisfy the requirements prescribed under section 3. O. Reg. 453/07, s. 1 (3).

**(4)** The Director shall include, as a condition in a municipal drinking water licence, the requirement set out in subsection (3) in any amendments to a license made after the application, if the condition is not satisfied at the time when the amendment is made. O. Reg. 453/07, s. 1 (4).

#### Financial plan requirements; new systems

**2.** For the purposes of clause (b) of the definition of “financial plans” in subsection 30 (1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1 (1) to satisfy the requirements of this section:

1. The financial plans must be approved by a resolution that indicates that the drinking water system is financially viable and that is passed by,
  - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
  - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
2. The financial plans,
  - i. must include a statement that the financial impacts of the drinking water system have been considered, and
  - ii. must apply for a period of at least six years.
3. The first year to which the financial plan must apply is the year in which the drinking water system is expected to first serve the public.
4. For each year in which the financial plans apply, the financial plans must include details of the proposed or projected financial operations of the drinking water system itemized by,
  - i. total revenues, further itemized by water rates, user charges and other revenues,
  - ii. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
  - iii. annual surplus or deficit, and
  - iv. accumulated surplus or deficit.
5. The owner of the drinking water system must,
  - i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,



- ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
  - iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 2.

**Financial plan requirements; licence renewal**

**3. (1)** For the purposes of clause (b) of the definition of “financial plans” in subsection 30 (1) of the Act, the following requirements are prescribed for financial plans that are required by subsection 1 (2) or a condition that is included in a municipal drinking water licence under subsection 1 (3) to satisfy the requirements of this section:

1. The financial plans must be approved by a resolution that is passed by,
  - i. the council of the municipality, if the owner of the drinking water system is a municipality, or
  - ii. the governing body of the owner, if the owner of the drinking water system has a governing body and is not a municipality.
2. The financial plans must apply to a period of at least six years.
3. The first year to which the financial plans must apply must be the year determined in accordance with the following rules:
  - i. If the financial plans are required by subsection 1 (2), the first year to which the financial plans must apply must be the year in which the drinking water system’s existing municipal drinking water licence would otherwise expire.
  - ii. If the financial plans are required by a condition that was included in a municipal drinking water licence under subsection 1 (3), the first year to which the financial plans must apply must be the later of 2010 and the year in which the first licence for the system was issued.
4. Subject to subsection (2), for each year to which the financial plans apply, the financial plans must include the following:
  - i. Details of the proposed or projected financial position of the drinking water system itemized by,
    - A. total financial assets,
    - B. total liabilities,
    - C. net debt,
    - D. non-financial assets that are tangible capital assets, tangible capital assets under construction, inventories of supplies and prepaid expenses, and
    - E. changes in tangible capital assets that are additions, donations, write downs and disposals.
  - ii. Details of the proposed or projected financial operations of the drinking water system itemized by,
    - A. total revenues, further itemized by water rates, user charges and other revenues,
    - B. total expenses, further itemized by amortization expenses, interest expenses and other expenses,
    - C. annual surplus or deficit, and
    - D. accumulated surplus or deficit.
  - iii. Details of the drinking water system’s proposed or projected gross cash receipts and gross cash payments itemized by,
    - A. operating transactions that are cash received from revenues, cash paid for operating expenses and finance charges,
    - B. capital transactions that are proceeds on the sale of tangible capital assets and cash used to acquire capital assets,
    - C. investing transactions that are acquisitions and disposal of investments,
    - D. financing transactions that are proceeds from the issuance of debt and debt repayment,

- E. changes in cash and cash equivalents during the year, and
  - F. cash and cash equivalents at the beginning and end of the year.
  - iv. Details of the extent to which the information described in subparagraphs i, ii and iii relates directly to the replacement of lead service pipes as defined in section 15.1- 3 of Schedule 15.1 to Ontario Regulation 170/03 (Drinking Water Systems), made under the Act.
  - 5. The owner of the drinking water system must,
    - i. make the financial plans available, on request, to members of the public who are served by the drinking water system without charge,
    - ii. make the financial plans available to members of the public without charge through publication on the Internet, if the owner maintains a website on the Internet, and
    - iii. provide notice advising the public of the availability of the financial plans under subparagraphs i and ii, if applicable, in a manner that, in the opinion of the owner, will bring the notice to the attention of members of the public who are served by the drinking water system.
  - 6. The owner of the drinking water system must give a copy of the financial plans to the Ministry of Municipal Affairs and Housing. O. Reg. 453/07, s. 3 (1).
- (2) Each of the following sub-subparagraphs applies only if the information referred to in the sub-subparagraph is known to the owner at the time the financial plans are prepared:
- 1. Sub-subparagraphs 4 i A, B and C of subsection (1).
  - 2. Sub-subparagraphs 4 iii A, C, E and F of subsection (1). O. Reg. 453/07, s. 3 (2).

**Alternative requirements for two or more drinking water systems**

4. If section 3 applies to the financial plans of two or more drinking water systems that are solely owned by the same owner, the requirements prescribed by the section may, as an alternative, be satisfied by financial plans that comply with the section but treat those systems as if they were one drinking water system. O. Reg. 453/07, s. 4.

**Amendment of financial plans**

5. Sections 2 and 3 do not prevent financial plans from being amended. O. Reg. 453/07, s. 5.

**Additional information**

6. The requirements of this Regulation do not prevent a person from providing additional information in financial plans prepared for the purpose of meeting the requirements of the Act. O. Reg. 453/07, s.

Appendix 2 Development Charge Reserve Fund 2020-26 Inflated \$ (Preliminary)

	2020	2021	2022	2023	2024	2025	2026
<b>Revenues</b>							
Residential Connections	82	82	82	82	82	82	82
Fee per Unit	\$ 5,868.94	\$ 6,045.01	\$ 6,226.36	\$ 6,413.15	\$ 6,605.54	\$ 6,803.71	\$ 7,007.82
Total	\$ 481,253	\$ 495,691	\$ 510,561	\$ 525,878	\$ 541,655	\$ 557,904	\$ 574,641
Additional GFA (Average) Ft2	18,000	18,000	18,000	18,000	18,000	18,000	18,000
Fee/Ft2	\$ 3.49	\$ 3.59	\$ 3.70	\$ 3.81	\$ 3.93	\$ 4.04	\$ 4.17
Total Revenue from DCs	\$ 5,698	\$ 5,698	\$ 5,698	\$ 5,698	\$ 5,698	\$ 5,698	\$ 5,698
<b>Expenses</b>							
Debt Principal and Interest							
Main Street East Water DC Portion	91,530	91,530	91,530	91,530	91,530	91,530	91,530
Well D5 Water DC Portion	215,471	215,471	215,471	215,471	215,471	215,471	215,471
Water Tower DC Portion			293,792	293,792	293,792	293,792	293,792
Main Street W Oversizing DC Portion							141,658
Total Debt Expenditures	307,001	307,001	600,793	600,793	600,793	600,793	742,451
<b>DC Reserve Fund</b>							
Opening Value	\$ 372,582	\$ 522,070	\$ 724,289	\$ 382,665	\$ 37,811	\$ (15,062)	\$ (52,479)
Dev Charge Revenue	\$ 486,951	\$ 501,389	\$ 516,259	\$ 531,576	\$ 547,353	\$ 563,602	\$ 580,339
Gross Expenditures (to) from Capital	\$ (36,050)	\$ -	\$ (2,868,955)	\$ (281,377)	\$ -	\$ -	\$ (1,254,127)
DC Loan Portion			\$ 2,601,000				\$ 1,254,127
Net Expenditures (to) from Capital	\$ (36,050)	\$ -	\$ (267,955)	\$ (281,377)	\$ -	\$ -	\$ (2,508,254)
Debt P and Interest	\$ (307,001)	\$ (307,001)	\$ (600,793)	\$ (600,793)	\$ (600,793)	\$ (600,793)	\$ (742,451)
Interest on Prev Year End	\$ 5,589	\$ 7,831	\$ 10,864	\$ 5,740	\$ 567	\$ (226)	\$ (787)
Total	\$ 522,070	\$ 724,289	\$ 382,665	\$ 37,811	\$ (15,062)	\$ (52,479)	\$ (215,378)

### Appendix 3 Projected Development Charge Debt 2020-2026 - Inflated \$

#### Main St E Oversizing

Beginning Principal	811,438	738,557	663,952	587,584	509,411	429,390	347,477
Principal Payment	72,882	74,605	76,368	78,173	80,021	81,913	83,849
Ending Principal	738,557	663,952	587,584	509,411	429,390	347,477	263,628

#### Well D5

Beginning Principal	1,910,317	1,738,736	1,563,099	1,383,311	1,199,272	1,010,884	818,042
Principal Payment	171,581	175,637	179,789	184,038	188,389	192,842	197,400
End Principal	1,738,736	1,563,099	1,383,311	1,199,272	1,010,884	818,042	620,641

#### Water Tower

Beginning Principal	0	0	2,601,000	2,369,145	2,131,427	1,887,697	1,637,804
Principal Payment	0	0	231,855	237,718	243,730	249,893	256,213
Ending Principal	0	0	2,369,145	2,131,427	1,887,697	1,637,804	1,381,591

#### Main Street W Oversizing

Beginning Principal	0	0	0	0	0	0	1,254,127
Principal Payment	0	0	0	0	0	0	111,794
Ending Principal	0	0	0	0	0	0	1,142,333

Total DC Beginning Princip	2,721,755	2,477,293	4,828,051	4,340,040	3,840,110	3,327,971	4,057,450
Total Principal Payment	244,463	250,241	488,011	499,930	512,139	524,648	649,256
Total DC Debt at Year End	2,477,293	2,227,051	4,340,040	3,840,110	3,327,971	2,803,323	3,408,194

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



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

## **Staff Report PW2020-037**

**Title of Report:** PW2020-037 Hopeville Depot Security System Upgrade  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** July 8, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-037 for information; and  
**That** Council approve the upgrades to the Hopeville Office and Depot Security System in the amount of \$9,879.79 plus HST; and  
**That** Council approve funding the upgrade from the Modernization Funds Reserve.

### **Background:**

A Hopeville Depot garage was broken into overnight in late March of 2020, and a vehicle was stolen and subsequently recovered from Belleville Ontario at the time.

### **Staff Comments:**

Staff has investigated upgrading and enhancing the security system for the Hopeville Office and Depot with the current provider the Township has been working with.

Staff recommends that the security system be upgraded to a system that supports 16 cameras and solar yard lights located at strategic locations.

### **Financial Implications:**

The 2020 Budget did not anticipate an upgrade of the security system at the Hopeville Office and Depot. The security system upgrade will cost \$9,879.79 plus HST, which staff recommends be funded through the Modernization Funds Reserve.

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

Goal 5 - Upgrading our "Hard Services"

### **Action 5:**

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

### **Strategic Initiatives:**

**5-B** - The Township will have adopted a long-term asset management plan for the timely repair, replacement, and expansion of the Township's infrastructure, facilities, and other assets

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-037 for information; and that Council approve the upgrades to the Hopeville Office and Depot Security System in the amount of \$9,879.79 plus HST; and that Council approve funding the upgrade from the Modernization Fund Reserve.

Respectfully Submitted,

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

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

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

**Attachments:**





## **Staff Report PW2020-038**

**Title of Report:** PW2020-Draft ATV and Snowmobile By-law  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** July 8, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-038 for information; and  
**That** Council review and provide comment on the draft ATV / Snowmobile By-law.

**Background:**

At the June 3, 2020 Council Meeting, Staff Report 2020-030 Department Report included the following for information:

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

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. 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.

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."

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.

**Staff Comments:**

Staff have prepared a new ATV/Snowmobile By-law with current information that is now under review by the Township solicitor. The new draft by-law is updated to with additions in red, including Schedules for applicable road categories.  
(Attachment #1)

Staff continues to work and receive comments from the ATV and snowmobile clubs operating in Southgate.

Staff intends to bring the final version of the new ATV/Snowmobile By-law to the August 5, 2020 Council Meeting.

**Financial Implications:**

There are no Township financial implications to this report.

**Communications & Community Action Plan Impact:**

Goal 5 - Upgrading our "Hard Services"

**Action 5:**

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

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-038 for information, and that Council review and provide comment on the draft ATV / Snowmobile By-law.

Respectfully Submitted,

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

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

**Attachments:**

Attachment # 1 Draft ATV / Snowmobile By-law.

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

## **By-law Number 89-2015**

### **Revised By-law Number 2020-xxx**

Being a by-law to regulate the operation of All-Terrain Vehicles (ATV's), Multi-Purpose Off-Highway Utility Vehicles, Recreational Off-Highway Vehicles and Motorized Snow Vehicles on certain designated highways and unopened road allowances within the Township of Southgate ~~permit Off-Road Vehicles to be driven on certain roadways under the jurisdiction of the Township of Southgate as regulated in accordance with Ontario Regulation 316/03~~

**Whereas**, Sections 8(1) and 9 of the Municipal Act, 2001, S.O. 2001, c. 25 (as amended) provide that the powers of a municipality shall be interpreted broadly so as to enable the Municipality to govern its affairs as it considers appropriate and to respond to issues; and

**Whereas**, subsection 11(3) of the Municipal Act, 2001, S.O. 2001, c. 25 (the "Municipal Act") provides that a lower-tier municipality may pass by-laws respecting highways, including parking and traffic on highways, and subsection 8(3) provides that a by-law made under this section may regulate or prohibit respecting the matter; and

**Whereas**, the Section 191.8(3) of the Highway Traffic Act, R.S.O. 1990, c. H.8 (as amended) authorizes a Council-municipality to pass a by-laws permitting and regulating the operation of Off-Road Vehicles with three or more wheels and low pressure bearing tires on any highway or part of a highway roadway that is under the jurisdiction of the Municipality and further, to prescribe the rate of speed for such off-road vehicles as well as the specific months or hours during which they can be operated on a municipal highway or part of a highway or on any part or parts of such a roadway; and

**Whereas** Ontario Regulation 316/03: Operation of Off-Road Vehicles on Highways, as amended, passed under the Highway Traffic Act, regulates the operation and requirements of ATV, Multi-Purpose Off-Highway Utility Vehicles, Recreational Off-Highway Vehicles, which are classes of off-road vehicles; and

Whereas Section 7(2) of the Motorized Snow Vehicles Act also allows a municipality to pass by-laws regulating, governing or prohibiting the operation of Motorized Snow Vehicles within the municipality including any highways therein or any part or parts thereof; and

Whereas Section 35 of the Municipal Act, allows a municipality to restrict the common passage by the public on a highway within its jurisdiction; and

**Whereas**, Council of the Township of Southgate deems it in the public interest to permit and regulate the operation ATV, Multi-Purpose Off-Highway Utility Vehicles, Recreational Off-Highway Vehicles and Motorized Snow Vehicles on certain designated

highways and unopened road allowances within the Township of Southgate on a non-exclusive basis, and to prohibit other motor vehicles from these highways and unopened road allowances; ~~expedient and necessary to permit Off-Road Vehicles to be driven on certain roadways under the jurisdiction of the Township of Southgate;~~

**Therefore The Council of The Corporation of the Township of Southgate enacts as follows:**

## **Section 1 – Definitions**

### **1. In this by-law:**

**a) “All-Terrain Vehicle” or “ATV”** means an off-road vehicle that,

- I. has four wheels, the tires of which are all in contact with the ground,
- II. has steering handlebars,
- III. has a seat that is designated to be straddled by the driver, and
- IV. is designed to carry,
  - i. a driver only and no passengers, or
  - ii. a driver and only one passenger, if the vehicle, has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and
  - iii. is equipped with the foot rests for the passenger that are separate from the foot rests for the driver, **and;**
- V. **in all respects meets the requirements of the Highway Traffic Act and the Off-Road Vehicles Act and any regulations passed thereunder, as amended and as may be replaced from time to time, and the expression “ATV” shall have the corresponding meaning;**

**b) “Multi-Purpose Off-Highway Utility Vehicle”** means an off-road vehicle that,

- I. has four or more wheels, the tires of which are all in contact with the ground;
- II. has a steering wheel for steering control;
- III. has seats that are not designed to be straddled;
- IV. **has seat belts for each seated position, and**



- V. has a minimum cargo capacity of 159 kilograms, in all respects meets the requirements of the Highway Traffic Act and the Off-Road Vehicles Act and any regulations passed thereunder, as amended and as may be replaced from time to time, and the expression "**ORV**" shall have the corresponding meaning;

**c) "Recreational Off-Highway Vehicle"** means an off-road vehicle that,

- I. has four or more wheels, the tires of which are all in contact with the ground;
- II. has a steering wheel for steering control;
- III. has seats that are not designed to be straddled;
- IV. has seat belts for each seated position, and
- V. has an engine displacement equal to or less than 1,000 cubic centimeters, in all respects meets the requirements of the Highway Traffic Act and the Off-Road Vehicles Act and any regulations passed thereunder, as amended and as may be replaced from time to time, and the expression "**ORV**" shall have the corresponding meaning;

**d) "Designated Highway"** means an opened maintained road allowance or part thereof, under the jurisdiction of the Township that is indicated on Schedule "A" and shown on Schedule "D" as being permitted for use by ATV's, Multi-Purpose Off-Highway Utility Vehicles, Recreational Off-Highway Vehicles and Motorized Snow Vehicles under this by-law, as the case may be;

**e) "Designated Unopened Road Allowance"** means an unopened road allowance or part thereof, under the jurisdiction of the Township that is indicated on Schedule "B" and shown on Schedule "D" as being permitted for use by ATV's, Multi-Purpose Off-Highway Utility Vehicles, Recreational Off-Highway Vehicles and Motorized Snow Vehicles under this by-law, as the case may be;

**f) "Helmet"** means a protective head covering made of hard material, such as metal, or plastic that has a chin strap that is securely fastened and has Canadian Standards Association (CSA) Approval.

**g) "Highway"** includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

- h) **"Highway Traffic Act"** means the Highway Traffic Act, R.S.O. 1990,c.H.8 as amended;
- i) **"Motor Vehicle"** includes an automobile. A motorcycle, a motor-assisted bicycle unless otherwise indicated in the Highway Traffic Act, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car or other motor vehicle running upon rails, a power-assisted bicycle, a motorized snow vehicle, a traction engine, a farm tractor, a self-propelled implement of husbandry, or a road-building machine;
- j) **"Motorized Snow Vehicle"** means a self-propelled vehicle designed to be driven primarily on snow;
- k) **"Motorized Snow Vehicle Act"** means the Motorized Snow Vehicle Act, R.S.O. 1990, c.M.44, as amended;
- l) **"municipal law enforcement officer"** means a municipal law enforcement officer duty authorized by the Council of the Township of Southgate to enforce this by-law;
2. ~~**"Multi-Purpose Off-Highway Utility Vehicle"** means an off-road vehicle that,~~
- ~~a) has four or more wheels, the tires of which are all in contact with the ground,~~
- ~~b) has a steering wheel for steering control,~~
- ~~c) has seats that are not designed to be straddled, and~~
- ~~d) has a minimum cargo capacity of 159 kilograms.~~
- l) **"Off-Road Vehicle"** means a vehicle propelled or driven otherwise than by muscular power or wind and designed to travel,
- ~~I. On not more than three wheels, or~~
- ~~II. On more than three wheels and being of a prescribed class of vehicle~~
- m) **"Off-Road Vehicles Act"** has the same means as in the Off-Road Vehicles Act, R.S.O. 1990, Regulation 863 c. O.4, as amended;  
R.S.O. 1990, c. O.4 (as amended) and for the purposes of this by-law:
- ~~All Terrain Vehicles~~
  - ~~Multi-Purpose Off-Highway Utility Vehicles, and~~

• ~~Recreational Off-Highway Vehicles.~~

- n) **"Police Officer"** means the Ontario Provincial Police or other police service having jurisdiction in the area, who are duly appointed under the Police Services Act;
- o) **"Provincial Offences Act"** means the Provincial Offences Act, R.S.O. 1990 c.P.33, as amended; and,
- p) **"Public Works Manager"** means the Township authorized representative or designated staff
- q) **"Township"** means the Corporation of the Township of Southgate or the geographic area of the Township, as the context requires;
- r) **"unopened road allowance"** means a highway under the jurisdiction of the Township that has neither been opened for public travel nor assumed for maintenance purposes by the Township;
- s) **"race"** means any competitions of speed between 2 or more ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle and/or drivers there of;
- ~~t) **"Recreational Off-Highway Vehicle"** means an off-road vehicle that,~~
- ~~a. has four or more wheels, the tires of which are all in contact with the ground;~~
  - ~~b. has a steering wheel for steering control;~~
  - ~~c. has seats that are not designed to be straddled, and~~
  - ~~d. —~~
  - ~~e. has an engine displacement equal to or less than 1,000 cubic centimeters.~~
- u) **"Settlement Area"** means a defined area shown in the County of Grey Official Plan.

## **Section 2 – Interpretation**

- 1) This by-law includes the Schedules attached to it, and the Schedules are hereby declared to form part of the by-law.
- 2) The headings and subheadings used in this by-law are inserted for convenience of reference only, form no part of this by-law, and shall not in any way the meaning or interpretation of the provisions of this by-law.

- 3) Unless the context requires otherwise, references to items in the plural include the singular unless used with a number modifying the term, and words imparting the masculine gender shall include the feminine.
- 4) It is declared that if any section, subsection, paragraph or part thereof is declared by any Court to be bad, illegal, or ultra vires, such section, subsection, paragraph part or parts shall be deemed to be severable and all other parts of this by-law are declared to be separate and independent, and enacted as such.

### **Section 3- Vehicles on public highways**

No person shall operate ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle on any highway or part of a highway under the jurisdiction of the Township that is not a Designated Highway.

### **Section 4- Vehicles on unopened road allowances**

No person shall operate ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle on an unopened road allowance or part of an unopened road allowance under the jurisdiction of the Township that is not a Designated Unopened Road Allowance.

### **Section 5 – Trail network system, new routes**

New routes in respect to the network system trails to be applied for, permitting ATV, Multi-Purpose Off-Highway Utility Vehicles, Recreational Off-Highway Vehicles, or Motorized Snow Vehicle to ride on the Township's approved network system must submit an application in writing to the Township and provide the following to be considered:

- 1) Applicants must have membership in, or affiliation, with Ontario Federation of ATV Clubs;
  - (a) Proof of appropriate insurance with a minimum limit of \$2,000,000.00;
- 2) Documented support of Ontario Federation of ATVs Clubs for proposed new routes;
- 3) Confirmation that the applicant has consulted with the local Snowmobile Club and include response from the consultation;
- 4) Detailed descriptions of proposed new routes for the network system, including maps.

Once these conditions are met, Township staff will review the proposed new routes, and work with the applicant to complete the following:

1. Identify which parts of the proposed network system are:
  - (a) Township owned land;
  - (b) Township owned right-of-way;
  - (c) Private land;
  - (d) Shared use trails
2. Township staff will assist Applicant with public outreach to the community and adjacent landowners to determine support ;
3. Upon completion of review, Township staff will make a determination based on the full application and make a recommendation to Council regarding the proposed new route.

## **Section 6 to 16 – General Regulations**

**6.** Any person operating an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle under this by-law shall comply with Highway Traffic Act, Off-Road Vehicles Act, the Motorized Snow Vehicles Act, and all other Federal or Provincial laws and municipal bylaws, as applicable, or any regulations made under them as amended or replaced from time to time.

**7.** Permission to operate ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle on a Designated Highway or Designated Unopened Road Allowance under this by-law does not constitute permission to travel upon or operate such vehicles on any private or public property without the consent of the property owner.

**8.**

(1) When requested to do so by a police officer or municipal law enforcement officer, no person operating an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle on a Designated Highway or Designated Unopened Road Allowance shall fail to present for inspection proof of valid membership to the Ontario Federation of ATVs Clubs or to an affiliated ATV Club recognized by the Ontario Federation of ATV Clubs.

(2) When requested to do so by a police officer or municipal law enforcement officer, no person operating a Motorized Snow Vehicle on a Designated Highway or Designated Unopened Road Allowance shall fail to present for inspection proof of valid membership to a recognized Motorized Snow Vehicle club recognized by the Township.

**9.** No person shall operate an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle on a Designated Highway or Designated Unopened Road Allowance at a speed greater than:

- a. for a Designated Highway:
  - i. 20 kilometers per hour, if the speed limit under the Highway Traffic Act for that part of the highway is not greater than 50 kilometers per hour; and

- ii. 50 kilometers per hour, if the speed limit under the Highway Traffic Act for that part of the highway is greater than 50 kilometers per hour; and
- b. for a Designated Unopened Road Allowance, the speed limit indicated on a sign posted on site.
- c. 20 kilometers per hour within a Township of Southgate Settlement Area.

**10.** No person shall operate an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle on a Designated Highway or Designated Unopened Road Allowance at any time earlier than 0700 hours (7am) and later than 2300 hours (11pm)

**11.**

(1) No person shall operate an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle on a Designated Highway or Designated Unopened Road Allowance unless he or she is a valid member or valid affiliated member of Ontario Federation of ATVs Clubs or to an affiliated ATV Club recognized by the Ontario Federation of ATV Clubs.

(2) No person shall operate a Motorized Snow Vehicle on a Designated Highway or Designated Unopened Road Allowance unless he or she is a valid member or valid affiliated member of a bona fide Motorized Snow Vehicle Club.

(3) An exemption for operators of off-road vehicles used for recreation or pleasure, whether driven on or off the road is applicable to gasoline and diesel powered off-road vehicles that are being used for agricultural purposes and are plated under the Off-Road Vehicle Act but do not require a number plate under the Highway Traffic Act may, when travelling either on or off the road. a Slow-Moving Vehicle (SMV) sign must be on the rear of the vehicle, or on the rear of any towed implement or trailer.

(4) An exemption for licensed trappers driving an off-road vehicle on the traveled portion of most roads for "trapping purposes".

**12.** No person shall operate an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle in any park, playground or municipal facility that is under the jurisdiction of the Township of Southgate.

**13.** No person shall operate an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle on a public sidewalk that is under the jurisdiction of the Township of Southgate.

**14.** No person shall operate a Motor Vehicle on any Unopened Road Allowance unless such vehicle is required for emergency response purposes or unless prior permission has been obtained by the Township.

**15.** A helmet shall be worn while operating any type of Off-Road Vehicle as outlined

in Section 19. (1) and (2) of Ontario Regulation 316/03 of the Highway Traffic Act.

**16.** The off-road vehicle shall be insured in accordance with section 2 of the Compulsory Automobile Insurance Act and section 15 of the Off-Road Vehicles Act. O. Reg. 316/03, s 17.

17. No person shall race an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle on a highway throughout the Township of Southgate.

### **Section 17 – No evidence of opening or assumption of unopened road allowance and use at ow risk**

Permission under this by-law to operate an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle on a Designated Unopened Road Allowance does not constitute evidence that the Council of the Township of Southgate agrees to open or to assume for maintenance purposes the unopened road allowance and all persons use such Designated Unopened Road Allowance at their own risk.

### **Section 18 – Non-exclusive use**

It is declared that ay permitted use under this by-law of a Designated Highway and a Designated Unopened Road Allowance is non-exclusive and any person operating an ATV, Multi-Purpose Off-Highway Utility Vehicle, Recreational Off-Highway Vehicle, or Motorized Snow Vehicle shall have regard for other users and shall use caution when approaching or passing other users.

### **Section 19 to 22 – Enforcement, offences, fines & penalties**

**19.** This by-law may be enforced by a police officer or a municipal law enforcement officer.

**20.**Any person that contravenes any of the provisions of this by-law is guilty of an offence.

**21.** Every person who is convicted of an offence under this by-law is liable to a fine as provided for in the Provincial Offences Act.

**22.** When a person has been convicted of an offence under this by-law:

- a. The Ontario Court of Justice; or
- b. Any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person convicted, make an order prohibiting the



continuation or repetition of the offence by the person convicted.

#### **Permitted Roadways**

~~The operation of Off Road Vehicles shall be permitted upon a roadway under the jurisdiction of the Township of Southgate and in accordance with Ontario Regulation 316/03 of the Highway Traffic Act (as amended), the Off Road Vehicles Act (as amended), and in accordance with the provisions of this by-law.~~

~~Off Road Vehicles are not permitted in any park, playground and sidewalk that is under the jurisdiction of the Township of Southgate.~~

#### **v) Regulations**

~~A permitted Off Road Vehicle shall not be operated on a roadway unless it meets the requirements of Sections 7 to 15 of Ontario Regulation 316/03 of the Highway Traffic Act (as amended) and is operated in accordance with Sections 16 to 24 of the Regulation.~~

~~Exemptions shall apply as outlined in Part IV of Ontario Regulation 316/03 of the Highway Traffic Act.~~

~~A helmet shall be worn while operating any type of Off Road Vehicle as outlined in Section 19. (1) and (2) of Ontario Regulation 316/03 of the Highway Traffic Act.~~

~~A driver of the off road vehicle shall hold a valid driver's license as outlined in Section 18. (1), (2), (3), (4) and (5) of the Ontario Regulation 316/03 of the Highway Traffic Act.~~

~~The off road vehicle shall be insured in accordance with section 2 of the Compulsory Automobile Insurance Act and section 15 of the Off Road Vehicles Act. O. Reg. 316/03, s 17.~~

#### **w) Penalties**

~~Any person who contravenes any section of this by law is guilty of an offence and upon conviction is liable to a fine as provided by the Provincial Offences Act, R.S.O. 1990, c. P.33 (as amended).~~

~~No person shall interfere or obstruct an officer carrying out duties in the enforcement of this by law.~~

#### **23. Effective Date and Review**

~~In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.~~

~~That this by-law shall come into full force and effect on the date of passing.~~

\*\*\*\*\*

Read a first and second time, this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Read a third time and finally passed, this\_\_\_\_\_day of\_\_\_\_\_, 2020.

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

\_\_\_\_\_  
Lindsey Green, Acting Clerk

## **Schedule "A" – Designated Highways**

### **Dufferin Grey ATV Club Trails**

<b>Highway</b>	<b>From</b>	<b>To</b>
Southgate-Melancthon TL	Southgate Road 08	Southgate Road 12
Southgate Road 12	Southgate-Melancthon TL	Southgate Sideroad 21
Southgate Sideroad 21	Southgate Road 12	Southgate Sideroad 71
Southgate Road 24	Southgate Sideroad 71	Grey County Rail Trail
Ida Street North (SDR 75)	Grey County Road 9	Southgate Road 26
Southgate Road 26	Southgate Sideroad 75	Southgate Sideroad 73
Southgate Sideroad 73	Southgate Road 26	Southgate-Artemesia TL
Southgate Road 24	Southgate Sideroad 71	Highway 6

### **West Grey ATV Club Trails**

<b>Highway</b>	<b>From</b>	<b>To</b>
Southgate Sideroad 47	Southgate-Glenelg TL	Southgate Road 22
Southgate Sideroad 41	Southgate Road 22	Southgate Road 14
Southgate Road 14	Southgate Sideroad 41	Highway 6
Southgate Sideroad 47	Southgate Road 14	Southgate Road 08
Southgate Sideroad 57	Southgate-Glenelg TL	Southgate Road 08
Southgate Sideroad 61	Southgate-Glenelg TL	Southgate Road 12
Southgate Road 12	Southgate Sideroad 61	Southgate Sideroad 57
Southgate Road 10	Southgate Sideroad 57	Southgate Sideroad 61
Southgate Sideroad 61	Southgate Road 10	Southgate Road 08
Southgate Road 08	Southgate Sideroad 57	Southgate Sideroad 41
Southgate Sideroad 41	Southgate Road 08	Southgate Road 06

Southgate Road 06

Southgate Sideroad 41

Grey County Road 109

### **Mount Forest Drifters Snowmobile Trails**

#### **Highway**

#### **From**

#### **To**

Southgate Sideroad 21

Grey County Road 9

Southgate Road 12

Southgate Road 12

Southgate Sideroad 21

Southgate Sideroad 19

Southgate Sideroad 19

Southgate Road 12

Southgate Road 08

### **No Winter Maintenance Roads**

**All other open, maintained Southgate roads that are not included in Schedule "A" are permitted for travel.**

### **Schedule "B" – Designated Unopened Road Allowances**

#### **Highway**

#### **From**

#### **To**

Southgate Road 22

Southgate Sideroad 75

Highway 10

### **Schedule "C" Unopened Road Allowances**

#### **Highway**

#### **From**

#### **To**

Southgate-Melancthon TL

Highway 89

North Southgate Road 04

Southgate-Melancthon TL

Southgate Road 10

Southgate Sideroad 71

Southgate Sideroad 21

Highway 89

Southgate Road 10

Southgate Sideroad 19

Southgate Road 10

Southgate Road 12

Southgate Sideroad 19

Southgate Road 24

Southgate-Artemesia TL

Southgate Sideroad 15	Southgate Road 22	Southgate Road 26
Southgate Sideroad 13	Grey County Road 9	Southgate Road 22
Southgate Sideroad 13	Southgate Road 26	Southgate-Artemesia TL
Southgate Sideroad 07	Highway 89	Southgate Road 04
Southgate Sideroad 07	Southgate Road 10	Southgate Road 12
Southgate Sideroad 03	Grey County Road 9	Southgate-Glenelg TL
Southgate Sideroad 61	Highway 89	Southgate Road 08
Southgate Sideroad 61	Southgate Road 10	Southgate Road12
Southgate Sideroad 55	Highway 89	Southgate Road 04
Southgate Sideroad 55	Southgate Road 10	Southgate Road 12
Southgate Sideroad 41	Southgate Road 22	Southgate Road 24
Southgate Sideroad 71	Southgate Road 26	Southgate-Artemesia TL
Southgate Road 26	Southgate Sideroad 15	Southgate Sideroad 19
Southgate-Glenelg TL	Southgate Sideroad 41	Southgate Sideroad 47
Southgate-Glenelg TL	Southgate Sideroad 47	Southgate Sideroad 49
Southgate-Glenelg TL	Southgate Sideroad 49	Grey County Road 23
Southgate-Glenelg TL	Stonehill Road	Southgate Sideroad 61
Southgate-Glenelg TL	Southgate Sideroad 61	Southgate Sideroad 03
Southgate-Artemesia TL	Southgate Sideroad 03	Southgate Sideroad 07
Southgate-Artemesia TL	Grey County Road 14	Southgate Sideroad 15
Southgate-Wellington North TL	Sligio Road	Grey County Road 109

**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 FIRE2020-011**

**Title of Report:** FIRE2020-011- Fire Protection Agreement with the Township of Wellington North

**Department:** Fire

**Council Date:** July 8, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIRE2020-011 for information; and  
**That** Council consider approval of By-Law 2020-069 at the July 8, 2020 Council Meeting.

### **Background:**

Since the end of 2017 the Fire Protection Agreement between the Township of Southgate and Wellington North has been renewing annually due to the 5 year term being completed. Fire Protection Agreements are made between municipalities for many reasons. One of the main reasons is for quicker emergency response time.

### **Staff Comments:**

The previous Fire Protection Agreement between Wellington North and Southgate was created in 2012. Since then, both Fire Services have evolved and changed. Due to the restructuring of the Wellington North Fire Service management team this was a good time to create a new agreement which would reflect both departments core services. Included in this report as Attachment #1 is the current fire protection agreement approved by By-Law 37-2012 for reference.

### **Financial Implications:**

There will be positive financial impact to the municipality. If the agreement is approved, due to being 7 months into the current year Southgate will be saving approximately \$8709.70. In following years, Southgate will be saving approximately \$20,903.29 per year.

### **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 FIRE2020-011 for information; and that Council consider approving By-law 2020-069 at the July 8, 2020 Council Meeting.

Respectfully Submitted,

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

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

Attachment 1 By-law 37-2012 Current Wellington North Fire Protection agreement

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

**BY-LAW NUMBER 37-2012**

**BEING A BY-LAW TO ENTER INTO AN AGREEMENT WITH THE  
CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH FOR THE  
PROVISION OF FIRE PROTECTION SERVICES**

**WHEREAS**, the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 20, provides that a municipality may enter into an agreement with one or more municipalities to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

**AND WHEREAS**, the Fire Protection and Prevention Act, S.O. 1997, Chapter 4 authorizes a municipality to provide and/or receive fire protection services to or from other municipalities;

**NOW THEREFORE**, the Council of the Corporation of the Township of Southgate hereby **ENACTS AS FOLLOWS**:

1. **THAT** an agreement with the Corporation of the Township of Wellington North in the form of the draft agreement attached hereto as Schedule "A" to this by-law, which provides for the provision of fire protection services by the Township of Wellington North to the Township of Southgate is hereby ratified and confirmed.
2. **THAT** the Mayor and the Clerk are authorized and directed to sign the agreement on behalf of the Township of Southgate.
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  
15 DAY OF AUGUST, 2012.**

  
**Brian Milne, Mayor**

  
**Carol Watson, Clerk**



**AGREEMENT** made this 23rd day of July, 2012.

**BETWEEN**

**THE CORPORATION OF THE TOWNSHIP WELLINGTON NORTH**

Hereinafter called the “**Wellington North**”

**AND**

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

Hereinafter called “**Southgate**”

**WHEREAS** By-laws have been duly enacted by the corporate parties pursuant to the provisions of the Fire Protection and Prevention Act, as amended, to authorize an agreement between the parties; and

**AND WHEREAS** Wellington North operates fire protection services and assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act, through a department situated within the Township of Wellington North;

**NOW THEREFORE**, in consideration of the mutual covenants and agreements herein contained, it is mutually agreed between the parties hereto, as follows;

1. In this agreement,

“**Designate**” means a person who in the absence of the fire chief has the same powers and authority as the fire chief.(Mount Forest Fire Department)

“**Fire area**” means the fire area(s) of Southgate as described in Schedule “A” attached to and forming part of this agreement,

“**Fire chief**” means the chief of the fire department, (Mount Forest)

“**Chief Fire Official**” means Chief Fire Official for Southgate

**“Fire department”** means the “Township of Wellington North Fire Department (Mount Forest)

**“Fire protection services”** means and includes activities defined in the Fire Protection and Prevention Act, all level of service stated in the Wellington North Fire Service E&R By-Law#44-10 more particularly described as: “includes fire suppression, inspections upon request or complaint, auto/farm/industrial accidents and extrications, search & rescue, confined space, trench rescue, high angle rescue and Haz-Mat on awareness level only, ice water rescue(land base only), medical assist responses, communications, training of persons involved in the provision of fire protection services and the delivery of all of those services and will adhere to the direction of the Southgate Smoke Alarm Program.

**“Investigation of Cause”** means when an investigation is required, the Fire Chief will notify the Chief Fire Official for Southgate to attend the incident to assist or take over the investigation.

2. Wellington North will supply, except as hereinafter limited or excluded, fire protection services to Southgate in the fire area as described in Schedule “A” attached to and forming part of this agreement.
3. Fire apparatus and personnel that will respond to occurrences in the fire area of Southgate will constitute sufficient apparatus and firefighters to accomplish the specific services identified in the agreement, subject to Section (5) hereunder, and subject also to roads being impassable by reason of snow, water, mud, etc. which would prevent fire apparatus and personal from reaching the incident.
4. Should the fire chief, or designate, require assistance, or believe assistance may be required, by way of additional personnel, apparatus, or equipment, in addition to that provided by Section (3) above, at an occurrence in the fire area, such assistance shall be summoned under provisions of the fire protection agreement between Southgate and Wellington North. Should the fire chief, or designate, require assistance, or believe assistance may be required, by way of personnel, apparatus, or equipment, in addition to that provided by the Wellington North, the fire chief may invoke the applicable provisions of the Grey County Mutual Aid Plan.
5. Notwithstanding section 3 above, the fire chief, or designate, may refuse to supply the described response to occurrences if such response personnel, apparatus or equipment are required in Wellington North or elsewhere, under the provisions of the County of Wellington Mutual Aid Plan. Similarly, the fire chief or designate may order the return of such apparatus, equipment, or personnel that is responding to or is at the scene of an incident in the fire area. In such cases the fire chief, or designate, may summon assistance in accordance with the provisions of the fire protection or mutual aid agreements referred to in Section (4) above.

6. The fire chief, or designate shall use their best endeavors to prevent answering false alarms, but they shall not be required to unnecessarily delay the fire department when a call has been received to assure themselves that the call is not a false alarm.
7. The fire chief, or designate, shall have full authority and control over any and all activities in which the fire department may be engaged in the fire area of Southgate or at anytime be passed to the Chief Fire Official for Southgate.
8. The fire chief, or designate, shall report all incidents attended in the fire area on or before the 10<sup>th</sup> day of the following month. All burn by-law infractions will be reported to the Chief Fire Official for Southgate within seven (7) days of the infraction. All motor vehicle accidents or vehicle fires on Southgate roads will be reported to the Chief Fire Official on or before the 10<sup>th</sup> day of the following month and will include the OPP incident report number.
9. Southgate agrees to provide a map of the fire area clearly indicating the civic addresses of each intersection. See Schedule "A" attached to and forming part of this agreement. Southgate agrees to identify all streets and roads in the fire area by having them marked at all intersections. Southgate agrees to identify all bridges in the fire area as to weight limits and advise of alternate routes for fire apparatus to travel. Bridges identified, as being unable to carry the weight of the fire apparatus, shall be set out in Schedule (A) attached to and forming part of this agreement. Any such bridges, so identified, will either limit or exclude fire protection services where the use of any of these bridges is required by fire apparatus.
10. Southgate shall be responsible for establishing and notifying in the manner and to the extent deemed necessary, residents and occupants of the fire area, of the procedures for reporting an emergency and of the services provided by the fire department.
11. Southgate warrants by-law(s) have been enacted authorizing the activities and responsibilities of the fire chief under the Southgate emergency plan.
12. In consideration of the fire protection services undertaken by Wellington North in the fire area of Southgate, Southgate shall pay fees to Wellington North as set out in Schedule "B" attached hereto and forming part of this agreement.
13. Notwithstanding anything herein contained, no liability shall attach or accrue to Wellington North for failing to supply Southgate on any occasion, or occasions, any of the fire protection services provided for in this agreement.

14. No liability shall attach or accrue to Southgate by reason of any injury or damage sustained by personnel, apparatus, or equipment of the fire department while engaged in the provision of fire protection services in the fire area.
15. The parties agree that this agreement may be amended at any time by mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).
16. So often as there may be any dispute between the parties to this agreement, including, but not limited to the interpretation of this agreement, the same shall be submitted to arbitration under the provisions of the Municipal Arbitrations Act, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this agreement. If for any reason the said arbitration cannot be conducted pursuant to the provisions of the Municipal Arbitrations Act, the parties hereto shall agree to the selection of a single arbitrator, and in the absence of agreement, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act or any successor legislation.
17. In the event that any covenant, provision or term of this agreement should at any time be held by any competent tribunal to be void or unenforceable, then the agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this agreement which shall remain in full force and effect mutatis mutandis.
18. This agreement shall be in force for a period of five (5) years and replaces the previous fire agreement and thereafter it shall be automatically renewed from year to year unless in any year either party gives notice to the other party as set out in Section (16).

## **SCHEDULE "A" FIRE AREA SECTION 2**

Attached to and forming part of the Fire Protection Agreement  
between The Corporation of the Township of Wellington North  
and The Corporation of the Township of Southgate  
Dated the 23rd day of July, 2012

The following describes the fire area of the Township of Southgate for the purposes of the Fire Protection Services Agreement between Wellington North and Southgate:

Highway 89 from Civic addressing number 7100 to 8412  
Southgate Road 04 from Civic addressing number 043492 to 045620  
Southgate Road 08 from Civic addressing number 083000 to 084804  
Grey County Road 14 from Hwy 89 Civic addressing number 031000 to 031412 and Civic addressing number 085000 to 085417  
Feairs Drive, Cedarville from Civic addressing number 100 to 150  
Southgate Road 08 from Civic addressing number 085418 to 085624  
Southgate Road 10 from Civic addressing number 103000 to 105643  
Southgate SDR 03 from Civic addressing number 031414 to 031827  
Southgate SDR 07 from Civic addressing number 071000 to 071625  
Southgate SDR 11 from Civic addressing number 111000 to 111415  
Southgate Road 12 from Civic addressing number 123000 to 124761  
Southgate Road 14 from Civic addressing number 143000 to 144413  
Southgate SDR 61 from Civic addressing number 611209 to 612207  
Southgate SDR 57 from Civic addressing number 571000 to 572206  
Southgate SDR 55 from Civic addressing number 551000 to 552414  
Southgate SDR 49 from Civic addressing number 491000 to 492414  
Southgate SDR 47 from Civic addressing number 471000 to 472415  
Southgate SDR 41 from Civic addressing number 411000 to 412412  
Sligo Road from Civic addressing number 311000 to 311180  
London Road from Civic addressing number 150 to 250  
Grey Road 109 from Civic addressing number 391000 to 392346  
Orchardville side road from Civic addressing number 100 to 152  
McFarlane Drive from Civic addressing number 100 to 200  
Southgate SDR 33 from Civic addressing number 331512 to 331707  
Southgate Road 06 from Civic addressing number 063251 to 063415  
Church St.(Holstein) from Civic addressing number 100 to 125  
Wellington St.(Holstein) from Civic addressing number 100 to 131  
Petrie St.(Holstein) from Civic address numbering 100 to 125  
Centre St.(Holstein) from Civic address numbering 100 to 121  
Lane St.(Holstein) from Civic address numbering 100 to 110  
Highway 6 from Civic addressing number 311153 to 312366

## **SCHEDULE "B" SERVICE FEES SECTION (12)**

Attached to and forming part of the Fire Protection Agreement  
between The Corporation of the Township of Wellington North  
and The Corporation of the Township of Southgate  
Dated the 23rd day of July, 2012

Fire protection services fees payable by the Township of Southgate to the Township of Wellington North as follows:

1. It is agreed that Southgate will provide the sum of \$52,000.00 dollars to Wellington North per year to provide all the Fire Protection Services as per Section 1 in this agreement plus a capital sum of \$13,000.00 dollars per year for the five (5) year agreement.
2. It is agreed that the Federal Consumers Price Index calculated as of October 31 of each year will be added on to the base amount of each year of the five (5) year agreement.
3. It is agreed that for major unforeseen incidents or other services provided under Section 1 of this agreement that could exceed our base set amount will be adjusted accordingly upon provisions of appropriate documentation.
4. Wellington North will maintain a Southgate Fire reserve account to hold any unused capital contributions each year. This reserve will be to absorb the impact of large purchases and or unforeseen emergency capital requirements in the future years. Southgate will not be indebted to Wellington North for more than the annual capital contribution plus the balance of the Southgate reserve account at that point in time. A report on the balance of the Southgate Fire reserve may be requested from the Southgate Treasurer at any time.

19. Notwithstanding Section (18), either party giving written notice to the other party not less than twelve (12) months prior to the desired termination date may terminate this agreement. In any case of termination prior to the twelve (12) month date, the fees specified in Section (13) will be applied on a pro rata basis using the same formula as applied previous to the termination date.
20. It is further agreed that these presents and everything herein shall respectively ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

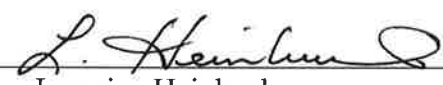
IN WITNESS WHEREOF the parties hereto have affixed their Corporate Seals attested by the hands of their proper officers.

CORPORATION OF THE  
TOWNSHIP OF WELLINGTON NORTH

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

  
Raymond Tout,  
Mayor

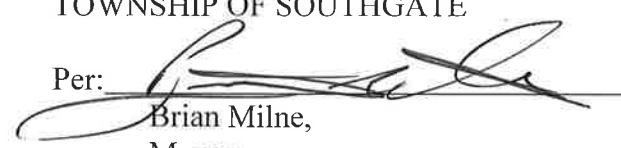
Per: \_\_\_\_\_

  
Lorraine Heinbuch,  
Chief Administrative Officer/Clerk


We have authority to bind the Corporation

CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE

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

  
Brian Milne,  
Mayor

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

  
Carol Watson,  
Clerk

We have authority to bind the Corporation



# THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

## BY-LAW NUMBER 2020-069

being a By-law to authorize a fire protection agreement between  
the Corporation of the Township of Wellington North and the  
Corporation of 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, as amended, Section 9, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

**Whereas** the Fire Protection and Prevention Act, S.O. 1997, Chapter 4, as amended, Section 2 (6) authorizes a municipality to enter into fire services agreements with other municipalities to provide and/or receive fire protection services; and

**Whereas** the Council of The Corporation of the Township of Southgate has deemed it desirable to enter into a fire protection agreement with the Corporation of the Township of Wellington North,

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

1. **That** the Fire Protection Agreement between the Corporation of the Township of Wellington North and the Corporation of the Township of Southgate attached hereto as Schedule A is hereby adopted; and
2. **That** By-law 37-2012 is hereby repealed; and
3. **That** this by-law shall come into force and effect on the date of its passing.

**Read a first, second and third time and finally passed this 8<sup>th</sup> day of July, 2020.**

---

John Woodbury – Mayor

---

Lindsey Green – Acting Clerk

## FIRE PROTECTION AGREEMENT

This agreement made the \_\_\_\_<sup>th</sup> day of July, 2020.

### BETWEEN:

#### THE CORPORATION OF THE TOWNSHIP OF WELLINGTON NORTH

Hereinafter called "**Wellington North**"

-and-

#### THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

Hereinafter called "**Southgate**"

**Whereas** Section 2 (6) of the *Fire Protection and Prevention Act*, Chapter 4, S.O. 1997, as amended authorizes a municipality to enter into fire services agreements with other municipalities to provide and/or receive fire protection services; and

**Whereas** Wellington North operates fire protection services and assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act, through a department situated within the Township of Wellington North; and

**Whereas** Wellington North is prepared to make available fire protection services to Southgate and Southgate is agreeable and requests of Wellington North to provide fire protection services to the area of Southgate defined as *Fire Area* in Schedule "A" attached hereto and forming part of this agreement,

**Now Therefore Be it Resolved That**, in consideration of the mutual covenants and agreements herein contained, it is mutually agreed between the parties hereto, as follows;

1. In this Agreement, unless the context otherwise requires:

- a. "**Designate**" means a person who in the absence of the fire chief has the same powers and authority as the fire chief.
- b. "**Fire Area**" means the fire area(s) of Southgate as described in Schedule "A" attached to and forming part of this agreement.
- c. "**Fire Chief**" means the Chief of the Fire Department (Wellington North).
- d. "**Chief Fire Official**" means Chief Fire Official for Southgate.
- e. "**Fire Department**" means the municipal department authorized to perform *Fire Protection Services*.
- f. "**Fire Protection Services**" means and includes activities defined in the Fire Protection and Prevention Act, more particularly described as: Fire Suppression, Rescue and Emergency Services, Communications, modified medical tiered response as per the agreement of tiered response with appropriate Paramedic agencies, shown as Schedule "B" to this agreement. Public Fire Education shall be coordinated and

conducted by Southgate. Emergency Management situations or exercises as may be defined under the *Emergency Management and Civil Protection Act* shall fall under the direction of Southgate with required response coordinated and communicated with Wellington North. Fire Protection Services does not include request and demand of fire inspections or open air burning matters and/or any other issues or complaints regarding nuisance burning in the *fire area* covered by Wellington North. All of the services provided by Wellington North to the *Fire Area* shall be shown in Schedule "B" to this agreement.

- g. **"Investigation of Cause"** Means when an investigation is required, the Fire Chief will notify the Chief Fire Official for Southgate to attend the incident to conduct the investigation.

## 2. Responsibilities

- a. Wellington North will supply, except as hereinafter limited or exclude fire protection services to Southgate in the fire area as described in Schedule "A" attached to and forming part of this agreement
- b. Fire apparatus and personnel that will respond to occurrences in the fire area of Southgate will constitute sufficient apparatus and firefighters to accomplish the specific services identified in the agreement, subject to Section (e) hereunder, and subject also to roads being impassable by reason of snow, water, mud, etc. which would prevent fire apparatus and personal from reaching the incident.
- c. Should the fire chief, or designate, require assistance, or believe assistance may be required, by way of additional personnel, apparatus, or equipment, in addition to that provided by Section (b) above, at an occurrence in the fire area, such assistance shall be summoned under the provisions of the fire protection agreement between Southgate and Wellington North. Should the fire chief, or designate, require additional assistance, will required, by way of personnel, apparatus, or equipment, in addition to that provided by and Wellington North and Southgate, the fire chief may invoke the applicable provisions of the Grey County Mutual Aid Plan.
- d. Notwithstanding Section (c) above, the fire chief, or designate, may refuse to supply the described response to occurrences if such response personnel, apparatus or equipment are required in Wellington North or elsewhere, under the provisions of the County of Wellington Mutual Aid Plan. Similarly, the fire chief or designate may order the return of such apparatus, equipment, or personnel that is responding to or is at the scene of an incident in the fire area. In such cases the fire chief, or designate, may summon assistance in accordance with the provisions of the fire protection or mutual aid agreements referred to in Section (c) above.
- e. Any time Wellington North is dispatched to the scene of a structure fire, large brush fire or explosion in the fire area, Dundalk Fire Department will be dispatched to attend as a second Station response as part of an automatic aid agreement.
- f. Notwithstanding any other provisions herein, the municipality of Southgate shall be responsible for any extraordinary costs such as major equipment rental that is used at calls for service to the Municipality of Southgate in the Fire Protection Agreement Area.
- g. The Personnel of Wellington North shall at no time be considered agents or employees of the Southgate notwithstanding any provision of this agreement for any purpose.

- h. The Fire Chief or designate shall have full authority and control over Township of Southgate staff, apparatus and equipment supplied in which the fire department may be engaged in the fire protection agreement area of Southgate.
- i. The Fire Chief or designate shall report all incidents attended in the fire area on or before the final day of the following month. All burn by-law infractions will be reported to the Chief Fire Official for Southgate within seven (7) days of the infraction. All motor vehicle accidents or vehicle fires on Southgate roads will be reported to the Chief Fire Official on or before the final day of the following month and will include the OPP incident report number.
- j. Southgate agrees to provide a map of the fire area clearly indicating the civic address of each intersection. See Schedule "A" attached to and forming part of this agreement. Southgate agrees to identify all streets and roads in the fire area by having them marked at all intersections. Southgate agrees to identify all bridges in the fire area as to weight limits and advise of alternate routes for fire apparatus to travel. Bridges identified, as being unable to carry the weight of the fire apparatus, shall be set out in Schedule "A" attached to and forming part of this agreement. Any such bridges, so identified, will either limit or exclude fire protection services where the use of any of these bridges is required by fire apparatus. As well, Southgate will advise of any bridges on private property they are aware of that have weight restrictions and will hamper fire protections services.
- k. Southgate shall be responsible for establishing and notifying in the manner and to extent deemed necessary, residents and occupants of the fire area, of the procedures for reporting an emergency and for the services provided by the fire department.
- l. Southgate shall be fully responsible for all public education, inspections and enforcement requirements of the FPPA and shall take whatever action is appropriate and necessary to ensure Wellington North is not required to perform these duties unless requested for assistance and Wellington North is able to assist with an of the above events. Additionally, Wellington North shall notify Southgate of any investigations, infractions or issues that arise within the Fire Protection Agreement Area for Southgate to complete.

### **3. Reimbursement**

- a. In consideration of the fire protection services undertaken by Wellington North in the Fire Protection Agreement Area of Southgate, shall pay fees to Wellington North as set out in Schedule "C" attached hereto and forming part of this agreement.

### **4. Arbitration**

- a. So often as there may be any dispute between the parties to this agreement, or any of them, with respect to any matter contained in this agreement, including but not limited to the interpretation of this agreement, the same shall be submitted to arbitration under the provisions of the *Municipal Arbitrations Act*, R.S.O. 1990 c. M. 48 and the decision rendered in respect of such proceedings shall be final and binding upon the parties of the agreement. Both parties agree to split the cost of the arbitration process.

- b. If for any reason the said arbitration cannot be conducted pursuant to the provisions of the *Municipal Arbitrations Act*, then the parties hereto shall agree to the selection of a single arbitrator, and in the absence of such agreement, such arbitrator shall be appointed by the Judge of the Supreme Court of Ontario pursuant to the provisions of the *Arbitrations Act* S.O. 1991 c. 17, or pursuant to any successor legislation.

## **5. Duration of Agreement**

- a. This agreement embodies the entire agreement of the parties with regard to the matters contained herein, and no other agreement shall be deemed to exist except as entered into writing by both parties to this agreement.
- b. This agreement shall be in force for a period of five (5) years, commencing on the 1<sup>st</sup> day of August, 2020 and concluding on the 31<sup>st</sup> day of July, 2025 and thereafter it shall be automatically renewed from year to year unless in any year either party gives notice to the other party, as set out in Section 5.c. hereto.
- c. This agreement may be terminated at any time by either party giving written notice to the other party not less than twelve (12) months prior to the desired termination date. In any case of termination prior to June 30, the fees specified in Section 3.a. will be applied on a yearly pro rata basis.
- d. The parties agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s).
- e. This agreement shall be governed by and be constructed solely in accordance with the laws of the Province of Ontario and the laws of Canada applicable hereto.

## **6. Currency**

- a. All references to currency amounts in this agreement shall be references to Canadian dollars.

## **7. Validity**

- a. If any part of this agreement is held or rendered invalid or illegal, the remainder of this agreement continues to apply.
- b. In the event that any covenant, provision or term of this agreement should at any time be held by any competent tribunal void or unenforceable, then the agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this agreement which shall remain in full force and effect once the necessary changes have been made.
- c. This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.
- d. All of the provisions and covenants contained in this agreement shall survive the expiry or other termination of this agreement.

## **8. Liability and Indemnification**

- a. Wellington North shall not be liable for any injury to Southgate or to any officers, employees, agents, residents, occupants or visitors of Southgate or the Fire Area, or for any damage to or loss of property of Southgate, or of any officers, employees, agents, residents, occupants or visitors of Southgate or the Fire Area, caused by or in any way related to the performance of this Agreement, including (without limitation) failing to provide Fire Services on any occasion to Southgate or for any decision made by the Fire Chief pursuant to section 2.e. of this Agreement.
- b. Southgate shall save harmless and fully indemnify Wellington North, its officers, employees and agents from and against all claims, liabilities and demands arising directly or indirectly from such injury, damage or loss as referred to in section 8.a. and such indemnification shall survive the termination of this Agreement.
- c. Sections 8.a. and 8.b. do not apply if the injury, damage or loss was caused by the omission or wrongful or negligent act of an officer or employee of Wellington North while acting within the scope of his or her employment.
- d. Southgate shall not be liable for any injury, damage or loss sustained by personnel, apparatus or equipment of Wellington North caused by or in any way related to the performance of this Agreement.
- e. Wellington North shall save harmless and fully indemnify Southgate, its officers, employees and agents from and against all claims, liabilities and demands arising directly or indirectly from such injury, damage or loss as referred to in section 8.a. and such indemnification shall survive the termination of this Agreement.
- f. Sections 8.d. and 8.e. do not apply if the injury, damage or loss was caused by the omission or wrongful or negligent act of an officer or employee of Southgate while acting within the scope of his or her employment.

## **9. Confidentiality and Protection of Privacy**

- a. The parties acknowledge and agree that, in the performance of this Agreement, each may be required to have access to information that is confidential or proprietary in nature to the other party ("Confidential Information"). Confidential Information will not include any information that:
  - i. was in the public domain or was created or disclosed for the purpose of being in the public domain;
  - ii. was disclosed to a party by a third party, without breach of any duty of confidentiality;
  - iii. was approved in writing for disclosure, without restriction, by the disclosing party;
  - iv. is required to be disclosed by operation of law or regulation to which either party is subject, notice of such requirement of disclosure to first be provided to the party which owns the Confidential Information, wherever possible; or
  - v. was developed by either party independently, without a breach of any duty of confidence.
- b. Neither party shall disclose Confidential Information to anyone other than to a designated representative of the party who requires the Confidential Information to perform the Fire Protection Services described in this Agreement. Wherever possible, prior to releasing any

Confidential Information to the other, the disclosing party shall obtain from the designated representative of the other party an undertaking to comply with the obligations under this agreement pertaining to the protection of Confidential Information. Where required by the disclosing party, the other party shall provide written confirmation, satisfactory to the disclosing party, that such designated representatives have agreed to be bound by the terms of this Section 9.

- c. All Confidential Information disclosed by one party to the other party, or to the other party's designated representatives, shall remain the sole and exclusive property of the disclosing party, regardless of how the Confidential Information is represented, stored, produced or acquired.
- d. Upon completion of the Fire Services, the termination of this Agreement or at the request of either party, all Confidential Information of the disclosing party shall be promptly returned, or if requested and not prohibited by a legal requirement, destroyed, including all copies, notes and summaries in the receiving party's possession or in the possession of any of its designated persons. The receiving party shall then certify in writing to the disclosing party that all Confidential Information, including all copies or partial copies, have been returned or destroyed.
- e. Where Wellington North or Municipality of Southgate or any of their respective employees, officers or agents will have access to any personal information or personal health information in the possession of the other party, as those terms are defined in *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*, when performing the Fire Services described herein, then Wellington North or Southgate, as the case may be, agrees to comply with, and have its employees, officers or agents comply with, any Protection of Personal Information and Personal Health Information rules, directions and requirements as the other party may impose from time to time, acting reasonably.

## **10. Workplace Health and Safety and Insurance Issues**

- a. Wellington North agrees to provide sufficient insurance coverage for providing Fire Services for the *Fire Area* of Southgate. Wellington North shall provide Southgate with proof of such insurance coverage.
- b. Wellington North shall provide to Southgate, proof of Worker's Safety and Insurance Board (WSIB) coverage for the fire department's firefighters on a yearly basis for the duration of this agreement.



**In Witness Whereof** the Corporation of the Township of Wellington North has hereunto affixed its corporate seal attested by the hands of its duly authorized officers.

\_\_\_\_\_  
Per: Andy Lennox, Mayor

\_\_\_\_\_  
Per: Karren Wallace, Clerk

We have authority to bind the Corporation

**In Witness Whereof** the Corporation of the Township of Southgate has hereunto affixed its corporate seal attested by the hands of its duly authorized officers.

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

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

We have authority to bind the Corporation

## **SCHEDULE "A"**

### **FIRE AREA**

The following describes the fire area of the Township of Southgate for the purposes of the Fire Protection Services Agreement between Wellington North and Southgate:

Highway 89 from Civic addressing number 7100 to 8412;  
Southgate Road 04 from Civic addressing number 043492 to 045620;  
Southgate Road 08 from Civic addressing number 083000 to 084804;  
Grey County Road 14 from Hwy 89 Civic addressing number 031000 to 031412 and;  
Civic addressing number 085000 to 085417;  
Feairs Drive, Cedarville from Civic addressing number 100 to 150;  
Southgate Road 08 from Civic addressing number 085418 to 085624;  
Southgate Road 10 from Civic addressing number 103000 to 105643;  
Southgate SDR 03 from Civic addressing number 031414 to 031827;  
Southgate SDR 07 from Civic addressing number 071000 to 071625;  
Southgate SDR 11 from Civic addressing number 111000 to 111415;  
Southgate Road 12 from Civic addressing number 123000 to 124761;  
Southgate Road 14 from Civic addressing number 143000 to 144413;  
Southgate SDR 61 from Civic addressing number 611209 to 612207;  
Southgate SDR 57 from Civic addressing number 571000 to 572206;  
Southgate SDR 55 from Civic addressing number 551000 to 552414;  
Southgate SDR 49 from Civic addressing number 491000 to 492414;  
Southgate SDR 47 from Civic addressing number 471000 to 472415;  
Southgate SDR 41 from Civic addressing number 411000 to 412412;  
Sligo Road from Civic addressing number 311000 to 311180;  
London Road from Civic addressing number 150 to 250;  
Grey Road 109 from Civic addressing number 391000 to 392346;  
Orchardville side road from Civic addressing number 100 to 152;  
McFarlane Drive from Civic addressing number 100 to 200;  
Southgate SDR 33 from Civic addressing number 331512 to 331707;  
Southgate Road 06 from Civic addressing number 063251 to 063415;  
Church St.(Holstein) from Civic addressing number 100 to 125;  
Wellington St.(Holstein) from Civic addressing number 100 to 131;  
Petrie St.(Holstein) from Civic address numbering 100 to 125;  
Centre St.(Holstein) from Civic address numbering 100 to 121;  
Lane St.(Holstein) from Civic address numbering 100 to 110;  
Highway 6 from Civic addressing number 311153 to 312366;

## **SCHEDULE "B"**

### **SERVICE DELIVERY EXPECTATIONS**

#### **Wellington North will provide to the *Fire Area*:**

- a. Full Interior Fire Suppression including search and rescue.
- b. Rescue and Emergency Services including but not limited to responses to Motor Vehicle Collisions, Industrial/Farming Accidents.
- c. The above will not include Trench Rescue, Confined Space Rescue or Water Rescue as Wellington North Fire does not offer these services.
- d. Communications.
- e. Hazardous Materials Response to the Awareness Level only.
- f. Medical Tiered Response, as per the current tiered response agreements with Guelph Wellington Paramedic Services and/or Grey County Ambulance.
- g. All other responses that come into Fire Dispatch including alarm activations, illegal burns and others.

#### **Southgate will provide to the *Fire Area*:**

- a. Emergency Management situations or exercises as may be defined under the *Emergency Management and Civil protection Act*.
- b. Open Air Burning Public Communication, Matters related the Open Air Burn Bylaw, Burn Bans and Approvals.
- c. Issues or Complaints regarding Nuisance Burning.
- d. Routine Fire Inspections.
- e. Enforcement of any other By-laws applicable to Southgate residents.
- f. An investigator for any fire that is deemed to require an investigation prior to an investigator from the Office of the Fire Marshal and Emergency Management arriving if required.
- g. Wellington North Fire Services shall make every effort to notify the Southgate Chief Fire Official, or designate, as soon as practically possible, in the event that a fire occurs in the designated response area.
- h. Public Education material and sessions.
- i. Complaint Fire inspections occurring in the fire area will be conducted by the Southgate Chief Fire Official with assistance if required from the Wellington North Fire Services.

**SCHEDULE "C"**

**SCHEDULE OF YEARLY FEES**

2020 Fee For Service	\$21,666.67(Pro-rated August to December 5/12)
2021 Fee For Service	\$52,000.00+ COLA
2022 Fee For Service	2021 Fee + COLA
2023 Fee For Service	2022 Fee + COLA
2024 Fee For Service	2023 Fee + COLA
2025 Fee For Service	2024 Fee + COLA(Pro-rated January to July 7/12)

Fees will increase each year with the June Canadian Cost of Living Adjustment.  
CPI index - Consumer Price Index, monthly, not seasonally adjusted (Ontario, All items) (Table 18-10-0004-01) – 12 month change from June-June



## **Staff Report FIRE2020-012**

**Title of Report:** FIRE2020-012- Volunteers Compensation Report  
**Department:** Fire  
**Council Date:** July 8, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIRE2020-012 as information; and  
**That** Council approve the Volunteer Fire Department staff pay grid for hourly and fire practice rates, effective July 1<sup>st</sup>, 2020

### **Background:**

Currently the Fire Department is using a 4 step pay grid for Volunteer Firefighters that was approved in 2019 by Council. There is also an Auxiliary Firefighter class with no compensation for practices. A copy of the current Fire Department compensation pay grid is included for reference as Attachment #1.

### **Staff Comments:**

The Fire Chief, Deputy Fire Chief and Fire Officers agree that the current pay structure after a year of trail should be revised. Staff agree the new pay structure is more effective for manamegment as well as more suited for Volunteer firefighters and Auxiliary firefighters. A copy of the proposed pay structure is included in this report as Attachment #2

The notable changes to the pay grid are that Auxiliary Firefighters now will receive compensation for practice nights. The 4 step pay grid will be reduced to a 2 step pay grid. The Volunteer Fire staff pay grid will be indexed annually (effective January 1<sup>st</sup>), at therate on the annual October Cost of Living Allowanace (COLA).

### **Financial Implications:**

The financial impact as a result of this report is already included in the 2020 operating budget.

### **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 FIRE2020-012 for information and that Council approve the Southgate Fire Department Volunteer Fire Staff pay grid as presented.

Respectfully Submitted,

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

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

Attachment # 1 – Current Volunteer Firefighter Pay Grid approved in 2019

Attachment # 2 – Proposed Volunteer Firefighter Pay Grid

## 2019 Southgate Fire Department Pay Grid

Effective: June 1, 2019

Job Title	Class 4	Class 3	Class 2	Class 1	Annual Officer Stipend	Weekend On-call Pay	Fire Practice Compensation per Night
Volunteer Fire Captain				\$28.73/hr	\$2,000.00	\$60.00/day	\$35.00/night
Volunteer Acting Fire Captain				\$28.73/hr		\$60.00/day	\$35.00/night
Volunteer Firefighter	\$20.11/hr	\$22.98/hr	\$25.86/hr	\$28.73/hr			\$35.00/night
Auxiliary Firefighter	\$200.00/year						
Fire Chief	<i>Position on Southgate Pay Grid</i>						
Deputy Fire Chief	<i>Position on Southgate Pay Grid</i>						



## Southgate Fire Department Pay Grid

Job Title	Auxiliary	Class 2	Class 1	Fire Practice Rate	Annual Officer Stipend	Weekend On-Call
Volunteer Fire Captain			\$29.22/hr	\$35.00/Night	\$2,000.00	\$60.00/day
Volunteer Acting Captain			\$29.22/hr	\$35.00/Night		\$60.00/day
Volunteer Firefighter		\$23.37/hr	\$29.22/hr	\$35.00/Night		
Auxiliary Firefighter	\$200.00/year			\$35.00/Night		
Fire Chief	Position on Southgate Pay Grid					
Deputy Fire Chief	Position on Southgate Pay Grid				\$8,500	\$60.00/day



## **Staff Report CL2020-022**

**Title of Report:** CL2020-022-Canine Control By-law Draft Amendments  
**Department:** Clerks  
**Branch:** Legislative and Council Services  
**Council Date:** July 8, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2020-022 as information; and  
**That** Council receive the draft amendments to the Canine Control By-law and forward comments and feedback to the Clerk no later than that end of day on July 20, 2020; and

**That** Council consider approval of the Canine Control By-law at the August 5, 2020 regular Council meeting.

### **Background:**

The Municipal Act, 2001, as amended, Section 105 (1) provides the following, "If a municipality requires the muzzling of a dog under any circumstances, the council of the municipality shall, upon the request of the owner of the dog, hold a hearing to determine whether or not to exempt the owner in whole or in part from the requirement." Our current Canine Control By-law does not have an appeal process included, should a person wish that a hearing be held in the event that a muzzle order has been placed on their dog(s) by the Canine Control Officer and/or By-law Enforcement Officer.

### **Staff Comments:**

Staff have prepared updates to our current Canine Control By-law to clearly define placing a muzzle order and the use of a muzzle under Section 8 - Dangerous Dogs, and to include a process for appealing a muzzle order. Included are two new schedules to the by-law, being a template letter for a muzzle order, and a form for submitting an appeal to a muzzle order.

Staff also made formatting changes to the entire document and minor changes to Schedule A, so it was consistent with our current Fees and Charges by-law, as well as a few new sections for Offences/Penalties and Enactment for consistency purposes. Changes to the by-law are included in red. The draft by-law is included in this staff report as Attachment #1.

For comparison, our Canine Control By-law currently in effect is available to view on our website at this link: <https://www.southgate.ca/en/local-government/resources/documents/By-laws-and-Policies/By-law-Listing/By-law-2018-114---Canine-Control-.pdf>

The Property Standards Appeal Committee will sit as the "Appeal Committee" to hear muzzle order appeals and provide a decision on these orders, should they be received. This will require a few minor updates to the Property Standards Appeal Committee Terms of Reference document which will be brought forward at the August 5, 2020 regular Council Meeting.

**Financial Implications:**

There are no financial implications to the municipality as a result of this report. Should a resident wish to file an appeal to a muzzle order, a \$150.00 fee is required as per our Fees and Charges By-law – Schedule A. If the order is dismissed by the Appeal Committee, the fee would be reimbursed to the resident.

**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 amendments to the Canine Control By-law and provide comments and feedback to the Clerk by the end of the day on July 20, 2020 and that Council consider approval of the Canine Control By-law at the August 5, 2020 Council meeting.

Respectfully Submitted,

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

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

**Attachment #1** – New Canine Control By-law 2020-XXX – Draft

**The Corporation of the Township of Southgate**  
**By-law number 2020-XXX**

Being a by-law to licence and regulate the keeping of dogs and dog kennels  
and for the control of dogs within the Township of Southgate

**Whereas** Section 5 (3) of the Municipal Act, 2001, Chapter 25, as amended, 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** Section 11 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality may pass by-laws within the "animals" sphere of jurisdiction and subsection 9 (3) provides that a by-law under Section 11 respecting a matter may regulate or prohibit respecting the matter; and

**Whereas** Section 103 of the Municipal Act, 2001, Chapter 25, as amended, provides that if a municipality passes a by-law regulating or prohibiting with respect to the being at large or trespassing of dogs, it may provide for the seizure and impounding of dogs being at large contrary to the by-law and the sale of impounded dogs; and

**Whereas** Section 105 of the Municipal Act, 2001, Chapter 25, as amended, provides for the muzzling of a dog under any circumstances, and that the council of the municipality shall, upon the request of the Owner of the dog, hold a hearing to determine whether or not to exempt the Owner in whole or in part from the requirement; and

**Whereas** the Dog Owners Liability Act, the Code of Practice for Canadian Kennel Operations, and the Ontario Society for the Prevention of Cruelty to Animals Act, as amended, provides information for the basic standards of care and control of dogs; and

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

**Section 1 – Definitions**

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

**Being (or running) at large** means a Dog that is not on the property of the Owner and not on a leash and under the control of a Responsible Person, and includes trespassing, and trespassing means a Dog being on the property of a person (as opposed to public property including streets and highways) other than the Owner of the Dog without the express permission of the owner of the property;

**Appeal Committee** means the members of the Property Standards & Canine Appeal Committee, appointed by Council for the purpose of hearing appeals regarding Muzzle Orders, pursuant to this By-law;

**Appointed By-law Enforcement Officer** means a Municipal By-Law Enforcement Officer, who has been appointed by the Corporation of the Township of Southgate;

**Canine Control Officer (alternately referred to as the "CCO")** means a Municipal By-Law Enforcement Officer, who has entered into a contract with the Corporation of the Township of Southgate to control Dogs and enforce this By-law;

**Canine Pound** means such premises and facilities that are used for the detention and maintenance of Dogs that have been impounded;

**Canine Pound Keeper** means the person, or persons, or agency that act as keeper of the pound;

**Dangerous Dog** means:

- I. a restricted Dog as defined later in definition(s);
- II. a Dog which has bitten or attacked a person, or which, in the opinion of the person enforcing this by-law, has demonstrated a propensity, tendency or disposition to do so; or
- III. a Dog which has bitten or injured a domestic animal without provocation, or without sufficient provocation in the opinion of the person enforcing this by-law;

**Dog** means any member of the species familiaris canis (domestic dog) over the age of 16 weeks;

**Hunting Dog** means a Dog used solely for the purpose of hunting or tracking by provincially licensed hunters;

**Kennel** shall mean an establishment that provides shelter where Dogs are kept for the purpose of breeding, boarding, training, but does not apply to a veterinary establishment. A kennel may be classified as one or more of the following:

- I. **Kennel for Breeding** means any building or premises used for the purpose of breeding of Dogs; and/or
- II. **Kennel for Boarding** means any premise that takes in Dogs for boarding;

**License** means the receipt issued by the Clerk or Treasurer of the Township or their authorized agent upon registration of a dog, a Kennel and payment of the appropriate fee;

**License Fee** means the licence fee established by Council in the Township of Southgate Fees and Charges By-law as amended from time to time as referenced in this document as "Schedule A";

**Muzzle** means a basket-style covering device of adequate strength over the mouth of a Dog to prevent the Dog from biting;

**Muzzle Order or Order to Muzzle** means a mandatory requirement to restrain a Dog by means of a Leash and Muzzle and any such other means as the Canine Control Officer and/or By-law Enforcement Officer may order;

**Noise** means the sound made by any Dog which unreasonably disturbs the peace, quiet, comfort, or repose of any person also referenced in the applicable Township Noise By-law;

**Nuisance** means a Dog that is running at large on private or public property that has the potential to harm humans, pets, livestock or property;

**OSPCA** refers to the Ontario Society for the Prevention of Cruelty to Animals;

**Owner** means a person who possesses or harbors a Dog and where the Owner is a minor, the person responsible for the custody of the minor and "owns" and "owned" have corresponding meanings;

**Puppies** means a Dog that is less than 16 weeks of age;

**Responsible Person** means an individual or person that is capable of being in the care and control of a Dog or the Owner of the Dog;

**Restricted Dog** means:

- I. A Pit Bull Terrier, an American Pit Bull Terrier, a Pit Bull, a Staffordshire Bull Terrier or an American Staffordshire Terrier, or a Dog that has an appearance and physical characteristics substantially similar to any of those Dogs referred to in Ontario Regulation 157/05; or
- II. A Dog of mixed breeding which breeding includes the bloodline of one or more of the breeds referred to in the definition(s), and point (i) above;

**Service Dog** means a type of assistance Dog specifically trained to help people with disabilities or a guide Dog trained to aid the visually challenged and is actively in use for such purposes with appropriate medical documentation and identifying Dog tag and shall be exempt from license registration fees;

**Township** means the Corporation of the Township of Southgate;

**Working Dog** means a Dog trained to aid in and engaged in herding or protecting livestock.

## **Section 2 – Registration, Licensing and Control of Dogs**

- 2.1** Every Owner of a Dog in the Township, within one week after the Dog comes into their possession, shall cause the Dog to be registered and licensed at the office of

the Clerk or designate, of the Township for the balance of the calendar year. Following the initial registration and licensing the Owner of a Dog shall, prior to the last Wednesday in March each year, re-register and re-license each Dog in their possession for the current calendar year.

## **2.2 Licensing, Process and Conditions:**

- a) Registration and licensing of Dogs may be performed through the municipal office of the Township by paying the prescribed fee in "Schedule A" attached and forming part of this by-law as amended from time to time by the Municipal Council of the Township. Registration may be completed through the Southgate website on-line form, under the Municipal Services tab and Canine Control page. The form is also included in this document as "Schedule B".
- b) On payment of the License Fee, the Owner shall provide a completed Dog License application, with proof of rabies vaccination documentation from a licensed veterinarian.
- c) On payment of the Licence Fee to the Township, the Owner shall be provided with a dog tag bearing a serial number and the year for which the tag is issued for each Dog registered and licensed.
- d) The Owner shall keep the tag securely fixed on the Dog at all times until the tag is renewed or replaced, except while the Dog is being lawfully used for hunting or working. It is encouraged that Owners have Hunting Dogs and Working Dogs micro- chipped or appropriate collar identification of the Owner.
- e) A record shall be kept by the Clerk or other designated Township staff showing a description of the Dog for which the tag was issued, the name and address of the Owner and the serial number of the tag.
- f) No person shall use a tag on a Dog other than the Dog for which the tag was issued.
- g) A registration, license or tag issued under this by-law is not transferable and shall expire upon the death, sale or other disposal of the Dog.

## **Section 3 – Registration, Licensing and Control of Kennels**

- 3.1 No person shall keep a Kennel of Dogs in the Township except under the authority of a currently valid License issued by the Township, which must be renewed annually prior to the last Wednesday in March each calendar year. To acquire a Kennel license for a breeding and/or boarding facility, an application(s) must be made to the Township's Canine Control Officer. All Kennels must be inspected annually, approved for renewal and shall adhere to the site's maximum Kennel-licensed number of Dogs for the site-specific facility. Failure to comply with these terms may result in a fine for too many Dogs in a Kennel. See attached to this by-law is the Schedule C, application form for a new or renewal of Kennel license, and



the Schedule D the Kennel Inspection form used for new applications and annual license renewals.

- 3.2** No Kennel shall have more than twenty-five (25) Dogs at any time, unless a larger number of Dogs has been authorized by the Council of the Township pursuant to this Section of this by-law after due application by the person keeping the Kennel for Breeding and the completion of an inspection and report by the Township's Chief Building Official or other Township official designated by Council for that purpose. The Council shall provide reasons for either the refusal to allow or the decision to allow more than twenty-five (25) Dogs in a Kennel for Breeding. Any authorization given by Council for the keeping of more than twenty-five (25) Dogs in a Kennel for Breeding may be subject to such terms and conditions as Council may determine after processing the application.
- 3.3** A Kennel for Boarding Dogs may board not more than twenty-five (25) Dogs at any one time. For the purposes of this by-law a person may apply for a license and operate a facility for the purposes of being a Kennel for Breeding and Kennel for Boarding. The maximum number of Dogs in the Kennel shall be a combination of breeding and boarding Dogs to maximum of twenty-five (25) and the numbers. The Kennel operator must ensure that each Dog being boarded under his or her care and control, has a Township Dog tag or appropriate identification affixed to the Dog and information records available related to vaccinations and ownership for the purposes and interest of public safety.
- 3.4** A Kennel for Breeding Dogs shall not be restricted to Dogs which are registered with an association incorporated under the Animal Pedigree Act (Canada), as amended or replaced.
- 3.5** No new Kennel facility or structure used in connection with the operation or keeping of a Kennel shall be located within a distance of 35 meters of any boundary line of the Owner/operator's property. This setback distance may be reduced to not less than 7 meters for accessory building in consultation with the Municipal Planner for setback and zoning compliance where the adjacent property is zoned EP or wetland property where it is not possible to construct, and still maintain a total 50 meter (35 meter on property and 15 meter on adjacent property) setback from future residential development on adjacent lands. This section applies A1 and A2 zoned properties greater than 2 hectares (4.8 acres) in size. A new Kennel requires site specific commercial C4 zoning approved in all residential and A1 or A2 properties that are less than 2 hectares (4.8 acres) in size in these property zones. A new Kennel establishment must conform to all zoning

and other by-laws and standards, including the provisions of this By-law.

**3.6** Every person making application for a license to keep a Kennel shall make application to the Township in writing and:

- a) If applicable make application to the Township to obtain the proper zoning;
- b) Provide the Kennel records with a complete description of each dog in the Kennel together with identification information being microchip number, tattoo or Township Dog tag number sufficient to enable an appointed by-law enforcement or Canine Control Officer to clearly identify each dog in the kennel. If a tattoo or affixed dog tag is not available as a form of a dogs identification, the kennel operator shall use microchip ID;
- c) Note: All dogs in breeding kennels must be microchipped as required by January 1, 2018; Provide the location of the Kennel site plan with the number of buildings, and size of the facilities;
- d) Provide declaration of any past convictions by the OSPCA or Criminal Code of Canada related to the care of animals;
- e) Provide such other information as may be required by the Township's officials to allow them to process the application;
- f) Pay the current license fee for Kennels established by "Schedule A" attached to and forming part of this by-law and amended from time to time by the Council of the Township;
- g) Shall comply with the Guidelines set out in "A Code of Practice for Canadian Kennel Operations" of the Canadian Veterinary Medical Association current edition, originally dated September 1994 or future edition as may be amended from time to time;
- h) Provide proof of a veterinarian inspection each year between October and December to be supplied when applying for renewal of the Kennel license which reports on, the facility is appropriate and the health of the animals meets the minimum standards of the "The Code of Practice for Canadian Kennel Operations" and that the Veterinarian that completes the certificate of inspection shall be a member in good standing of the College of Veterinarians of Ontario;
- i) Provide the maximum number of Dogs to be kept in the facility at any time during the following twelve-month period; and
- j) A Kennel License is not transferable to a new owner of existing Kennel.

**3.7** Either the Council of the Township of Southgate or the Canine Control Officer or other appointed By-law Enforcement Officer may direct that the issuance or renewal of a license for a Kennel of Dogs be refused if provisions of this by-law are contravened or if the issuance or renewal of a license would contravene any of the following:

- a) The laws of the Province of Ontario;
- b) Any by-laws of the Township
- c) The guidelines set out in the document titled, "A Code of Practice for Canadian Kennel Operations" produced by the Canadian Veterinary Medical Association currently in effect.

- 3.8** A Kennel licensed hereunder shall be open to inspection by the Canine Control Officer or other Appointed by-law enforcement officer who shall have the right to visit, enter and inspect with access to property and structures within the municipality at all reasonable times for the purpose of enforcement of the provisions of this by-law, with the Kennel owner present for the inspection. Where an owner or operator of a Kennel fails to comply with (a) a by-law of the Township; (b) the Laws of the Province of Ontario as same may apply to the keeping of animals and/or kennels; or (c) the guidelines set out in the document titled, "A Code of Practice for Canadian Kennel Operations" produced by the Canadian Veterinary Medical Association currently in effect, the Kennel Licence may be suspended or revoked by the Council of the Township or the Canine Control Officer or other Appointed by-law enforcement officer.
- 3.9** During annual or follow-up inspection of Kennel facility by the Canine Control Officer or Appointed by-law enforcement officer, the operators may be required to improve operations, or conditions of the facility, and/or reduce the number of Dogs in the Kennel in order to maintain the License.
- 3.10** Failure to comply with the renewal application process may lead to a Kennel license not being renewed until full compliance is attained and a new application is submitted. If after 30 days of being placed on notice that their Kennel license may not be renewed by the Township, and the operator has not come into full compliance, and a new application has not been submitted, the Kennel license will be revoked. Once a Kennel license has been revoked by written notice from the Township, the owner of the property will be required to remove the Dogs remaining in the Kennel within 30 days, and failure to comply after 30 days, the OSPCA will be contacted to support the removal and relocation of the remaining Dogs to a personal limit of 3 Dogs if allowed by the authorities. Further, failure to comply with the order to remove the Dogs remaining in the Kennel will result in a fine for "Operating a Kennel without a Kennel License". This fine will be levied every 7 calendar days until the Dogs are removed from the Kennel or the operator attains compliance and a new Kennel license is issued.

#### **Section 4 – Care of Dogs in Kennels**

- 6.1** Every person who owns or operates a Kennel shall provide the Dogs under care, or cause them to be provided with:
- a) clean, fresh drinking water and suitable food of sufficient quantity and quality to allow normal, healthy growth and the maintenance of normal, healthy body weight;
  - b) food and water receptacles kept clean and disinfected and located so as to avoid contamination by excreta;
  - c) an animal enclosure that provides containment of the canine with protection from heat, cold and wet and be of sufficient size to allow the animal the ability to turn around freely and lie in a normal position;
  - d) the opportunity for periodic exercise sufficient to maintain good health including the opportunity to be unfettered from a fixed area and exercised regularly under appropriate control; and
  - e) necessary veterinary medical care when any animal exhibits signs of pain, illness or suffering
- 4.2** Every kennel facility shall be kept in a sanitary, well ventilated condition and free of offensive odours, disease and vermin. Conditions shall be considered unsanitary where the keeping of the animal or animals results in an accumulation of fecal matter, an odour, insect infestation or rodent attractants which endanger the health of the animal or any person.
- 4.3** No person shall keep a Dog Tethered Unless:
- a) The Dog has unrestricted and unobstructed movement within the range of the Tether;
  - b) The Dog has access to water, food and shelter;
  - c) The Tether is securely attached to a flat collar or other humane harnessing device and not to a choke collar, choke chain, or pronged collar, or directly around the Dog's neck; and
  - d) The Dog is Tethered in a way that it will not injure itself.
- 4.4** In no case shall a tether permit the Dog to go beyond the limits of the person's lands that form a part of the person's premises.
- 4.5** In no case shall a Dog Owner tether a Dog unattended in a public place such as the downtown business area, in a park, playground, etc., and be subject to a fine for failure to comply with the terms & conditions of this by-law.

## **Section 5 – Being at Large or Trespassing**

- 5.1** No Owner of a Dog shall allow or permit the Dog to be at large in the Township or allow or permit the Dog to trespass on the property of another person. A Dog shall

not be considered to be running at large, if it is a working Dog, accompanied by the Owner or other responsible adult or is a hunting Dog and is actively engaged in hunting or training for hunting, or tracking, on land not posted, or on posted land with the permission of the owner.

- 5.2** With the exception of a Working Dog, no person shall take, allow or permit a Dog to be on property owned or occupied by the Corporation of the Township except when the Dog is controlled by a leash securely held by the person in charge of the Dog. Property owned or occupied by the Corporation shall include all roadways and highways within the Township, parks and all other municipally owned or controlled properties.
- 5.3** A Dog that is found being at large or trespassing contrary to this by-law may be seized and impounded. A Dog that is impounded shall be held for a period of not less than three (3) business days, exclusive of Saturday, Sunday or Public Holidays, and if not claimed may be adopted or sent to a shelter or otherwise disposed of in a manner prescribed by law. When an ill or injured Dog is seized or impounded and a veterinarian determines that the Dog should be destroyed forthwith, or the Dog is a Dangerous Dog and cannot be released under Section 8.3, the Dog may be immediately destroyed as provided by law. When a Dog is seized or impounded it shall not be released until all Canine Pound fees and fines are paid.
- 5.4** Where a Dog is found running at large in the Township and the Dog cannot be seized and a danger exists and the Dog's presence in the location in which it is found causes a danger or a Nuisance, a police officer or other person authorized to enforce this by-law may euthanize the Dog or instruct another person to euthanize the Dog as safely and humanely as possible in all of the circumstances.
- 5.5** When a Dog is running at large, trespassing or on the owner's property and is known to have bitten a person, the Canine Control Officer will contact the local Health of Animals Branch of Canada Agriculture. The Canine Control Officer may order that the Dog be kept under supervision of quarantine, by the Owner of the Dog, upon the property of the Owner of the Dog or upon such property designated as the Township's Canine Pound, until such time as the Health of Animals Branch of Canada Agriculture veterinarian takes charge of the incident. The Owner shall be held responsible for the cost of such quarantine. In the case that the Owner is not known, the Dog shall be kept under a supervised quarantine for a period of 14 days, at the Township's expense, upon a property designated or approved by the Health of Animals Branch of Canada Agriculture.

- 5.6** Where the identity of the Owner of an impounded Dog can be determined by the person enforcing this by-law, the Owner shall be notified personally. If the Dog is not claimed or arrangements made with the Canine Pound within 24 hours, a registered letter will be sent to the last known address of the Owner on the next business day. Notice shall be deemed to have been received seven (7) days after the notice has been mailed including the date of mailing. If the Dog is not claimed within three (3) business days after the notice is received, exclusive of Saturday, Sunday or Public Holidays, the Dog may be adopted or sent to a shelter or disposed of in a manner prescribed by law and the Owner is liable for all costs incurred and placed on property taxes if unpaid.
- 5.7** When a Dog is found running at large and is without identification, a picture of the lost Dog may be posted on the Southgate Canine Facebook page when possible and when practical to do so. Should delays occur in public notification of the lost Dog on the Facebook page, for whatever reason, the impounded Dog shall be held for a period of not less than three (3) business days, exclusive of Saturday, Sunday or Public Holidays, after the actual date the lost Dog's picture was posted on the Southgate Canine Facebook page.

## **Section 6 – Removal of Feces**

- 6.1** Every owner of a Dog shall immediately remove any feces left by the Dog in the Township:
- a) On a highway or roadway;
  - b) In a public park;
  - c) On any public property other than a public park; or
  - d) On any private property other than the property of:
    - i. the Owner of the Dog; or
    - ii. the person having care, custody or control of the Dog.
- 6.2** Every Owner of a Dog shall remove from his or her premises and dispose, in a timely manner, feces left by such Dog, so as not to disturb the enjoyment, comfort and convenience of any person in the vicinity of the premises.
- 6.3** Section 6 does not apply to a handler of a Service Dog, where the handler is unable to remove the feces left by such Dog due to a physical disability or impediment.

## **Section 7 – Noise**

- 7.1** Every person who owns a Dog or Dogs shall undertake measures to ensure that residents on adjacent properties are not subjected to persistent barking, calling or whining by Dog(s).

- 7.2** Where the municipality receives a complaint about persistent noise from Dog(s) the appointed by-law enforcement officer shall investigate such complaints and may issue a fine against the Owner of the Dog(s) under this By-law or the Township's Noise By-law as amended or replaced.
- 7.3** When the noise complaint received by the municipality is related to a Kennel operation, the Canine Control Officer or By-law Enforcement Officer shall investigate. If the complaints persist and the Kennel operator fails to take measures to resolve the noise concerns, a second investigation will be made and a written order of notice to comply, will be issued. Further investigation related to noise complaints would result in fines under this, or other By-laws, and could lead to further enforcement orders, and/or the Kennel license being suspended or revoked, and further fines under Section 3.12, if in non-compliance.

## **Section 8 – Dangerous Dogs**

- 8.1** No Owner, possessor or harbourer of a Dangerous Dog shall permit, suffer or allow the Dog to be on any streets or in any public place unless the Dog is muzzled to prevent it from biting an animal or a human and is on a leash and under the control of a Responsible Person; and
- 8.2** No Owner, possessor or harbourer of a Dangerous Dog shall permit, suffer or allow the Dog to be on any property or in any place that is not owned or controlled by that person unless the owner or occupier of the property or place has given the person express permission and the Dog is muzzled to prevent it from biting an animal or a human, and is either on a leash and under the control of a Responsible Person or on a secured tether, as described in section 4.3 and preventing it from leaving the property.
- 8.3** Every Owner, possessor or harbourer of a Dangerous Dog shall, at all times while the Dog is on premises owned or controlled by such person either, keep the Dog securely confined, either indoors or in an enclosed pen or other structure capable of preventing entry by any children and adequately constructed to prevent the Dog from escaping, or keep the Dog muzzled to prevent it from biting another animal or a human and is either on a leash and under the control of a Responsible Person or on a secured chain preventing it from leaving the property.
- 8.4** Where a dangerous Dog has been impounded for any reason, the Canine Pound Keeper shall not return the said Dog to its Owner or to any other person unless the Canine Pound Keeper is satisfied that the person to whom the Dog is to be



returned is aware of and in compliance with the provisions of subsections 8.1, 8.2 and 8.3 hereof.

**8.5** Where a Dog is declared a Dangerous Dog, the Canine Control Officer or By-law Enforcement Officer shall deliver or send by registered mail an Order to Muzzle, in the form attached hereto as "Schedule F", to the Owner of the Dangerous Dog requiring that the Dog be Muzzled and restrained pursuant to the provisions of this By-law. Such notice that has been served by registered mail shall be deemed to have been received by the person to whom it is addressed on the fifth (5th) day after the day it is mailed.

**8.6** An Owner of a Dangerous Dog upon receipt of the Muzzle Order shall:

a) Keep the Dog inside a building or house or in an enclosed pen of sufficient dimension and strength to be humane or within a securely fenced yard where the fence is a minimum height of 1.8 metres (6 ft.) in order to prevent a Dog from coming into contact with persons (other than the Owner of the Dog). The enclosed pen or the fenced yard shall be equipped with a locking device to be designed in such a manner that the pen or gate cannot be opened from the outside by a small child. The Owner is responsible for ensuring that the Dog is prevented from escaping and Running at Large;

b) While the Dog is off the property of the Owner, ensure:

- i. That the Dog is securely on a Leash with a maximum length of 1.83 metres (6 ft) and of sufficient strength to restrain the Dog and keep it from chasing a person or Domestic Animal;
- ii. That a Muzzle is humanely fastened over the mouth of a Dog to prevent the Dog from biting or attacking a person or Domestic Animal; and
- iii. That the Dog is under the care and control of a person sixteen (16) years of age or older and capable of controlling and restraining the Dog in public.

d) Notify the Canine Control Officer or By-law Enforcement Officer within forty-eight (48) hours after the ownership of the Dog is transferred to another person or municipality, any changes to the residency of the Dog or should the dog be destroyed.

**8.7** An Owner of a Dangerous Dog upon receipt of an Order to Muzzle shall follow all requirements of Section 8.6 or less restrictive requirements if provided for in the Order to Muzzle.

- 8.8** Every Order to Muzzle shall include a statement advising the Owner of the ability to make application for a hearing before the Appeal Committee in accordance with the provisions of this by-law.
- 8.9** The Owner shall comply with all terms and requirements made in an Order to Muzzle.
- 8.10** Where the Owner of the Dog is in contravention of the Order to Muzzle, the owner shall demonstrate a commitment in writing to comply or the Owner shall release custody of the Dog to the Canine Control Officer or By-law Enforcement Officer who shall impound the Dog until hearing of any appeal, or should the time to appeal expire, that the owner agrees to release the Dog to the Township, and pay all costs to dispose of such Dog in a manner prescribed by law.

## **Section 9 – Appeals**

- 9.1** Where a Dog has been declared dangerous by the Canine Control Officer and/or an appointed By-law Enforcement Officer, pursuant to the provisions of this by-law, the Owner of the Dog may apply to the Appeal Committee in the form attached hereto as "Schedule G", for a hearing in respect of such muzzle order.
- 9.2** An application for a hearing shall be made in writing and delivered to the Township Clerk within thirty (30) days after the Muzzle Order has been served.
- 9.3** An application for a hearing shall be accompanied by the Appeal of Municipal Order fee as stated in the current Township of Southgate Fees and Charges By-law, Schedule A – Administration, and be made payable to the Township of Southgate by cash, cheque or money order.
- 9.4** Within 30 days of receipt of the Application for a hearing from an Owner of the dangerous dog, the Appeal Committee Secretary shall convene a meeting of the Appeal Committee and shall give the owner of the dog, any material witness relevant to the matter, the victim, if any, and the Officer who declared the dog dangerous and issued the Muzzle Order, and any such others persons as determined, 7 days written notice, by personal service or registered mail of the time, date and location of the hearing.
- 9.5** The Applicant and any other interested person may appear at the hearing and present oral, written or visual evidence related to the dog or matter.
- 9.6** When the Owner of the Dog does not attend at the proper time and location, the Appeal Committee may proceed with the hearing in his/her absence and the Applicant shall not be entitled to any further notice of the proceeding.
- 9.7** The Appeal Committee shall deliberate the merits of the evidence presented and shall render its decision at the meeting or shall reserve its decision to be presented later, which shall not be later than ten (10) days following the date of the hearing.
- 9.8** The Appeal Committee may confirm the Order to Muzzle or exempt the Owner of

the Dog from any of the Muzzling, restraining or Leashing requirements, or all, or may dispose of an appeal by Consent Order.

- 9.9** The decision of the Appeal Committee is final and binding.
- 9.10** Notwithstanding that an Applicant has applied for a hearing to appeal the Notice to Muzzle, the Order to Muzzle takes effect when it is served on the person to whom it is directed and remains in effect until the Appeal Committee has made its decision on the appeal.
- 9.11** A written copy of the decision of the Appeal Committee shall be prepared, as soon as is practicable after the conclusion of the hearing, and shall be delivered or mailed by ordinary mail to the Applicant at the address shown on his or her Application, any material witnesses relevant to the matter, the victim, if any, and the Officer who declared the dog dangerous and issued the Muzzle Order, Ontario Provincial Police, Grey Bruce Public Health Unit, Members of Council and Appeal Committee Members.
- 9.12** The Notice of the hearing or any matter which arises relating to the proceedings of the Appeal Committee not covered in the provisions of this By-law shall be governed by the Statutory Powers Procedures Act, R.S.O. 1990, c. S.22.

## **Section 10 – General Provisions**

- 10.1** The Council of the Corporation of the Township of Southgate will determine the compensation to be received for services rendered in administering the provisions of this by-law or any Act or Regulation requiring the seizing, impounding of Dogs and detained in the possession of the Canine Control Officer appointed by the Township as by-law enforcement officer.
- 10.2** The maximum number of Dogs per household except for working Dogs shall be restricted to three (3) unless licensed under a Kennel for Breeding or breeding establishment or Kennel for Boarding License.
- 10.3** Dog Owners that are non-resident landowners are required to have an annual Dog license in the Township to ensure when visiting their property in order to ensure the safety of the animal and to comply with this by-law.
- 10.4** The owner of a dog shall ensure that the dog has an up to date rabies vaccination and, be able to, if required provide documented evidence from a veterinarian.
- 10.5** No person shall make a false statement on any registration or application required under this by-law.
- 10.6** This by-law shall be enforced by Canine Control Officer appointed by the Township as a By-law Enforcement Officer and/or any By-law Enforcement Officer appointed by Council to enforce the provisions of this by-law.
- 10.7** All money paid for seizing, impounding and maintaining a Dog under subsection

5.2 and 5.3 shall be paid to the Treasurer of the Corporation of the Township or a person designated by the Treasurer and authorized by a resolution of the Council of the Township.

- 10.8** The short title of the by-law shall be the Township of Southgate Canine Control By-law.
- 10.9** If any Section or Sections of this by-law or parts of it are found by any Court to be illegal or beyond the power of the Council to enact it or they shall be deemed to be severable and all other Sections or parts of this by-law shall be deemed to be separate and independent and shall continue in full force.

### **Section 11 – Hinder/Obstruct Officer**

- 11.1** No person shall hinder or otherwise obstruct, nor attempt to hinder or obstruct, either directly or indirectly, an Officer, employee and/or agent of the Municipality in the lawful exercise of a power or duty under this by-law.

### **Section 12 – Offences and Penalties**

- 12.1** 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.

### **Section 13 – Enactment**

- 13.1** By-law 2018-114 is hereby repealed.
- 13.2** This by-law shall come into force and effect upon the final passing thereof and shall remain in force until repealed by Council.

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

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**John Woodbury, Mayor**

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**Lindsey Green, Acting Clerk**

**Schedule "A"**  
**By-law Number 2020-XXX Canine Control By-law**

The following is Southgate's current Fees and Charges By-law Schedule "D" titled Canine Control Fees, which includes fees and charges that change from time to time.

Schedule "D" to current Fees & Charges By-Law

**Canine Fees**

Canine Registration License & Tag (maximum of three)	\$ 20.00 each
Replacement Tag	\$ 6.00 each
Impound Fee	\$ 28.25 per day

Note: The maximum number of Dogs per household shall be restricted to three, unless licensed under a kennel for breeding or boarding license.

**Breeding or Boarding Kennel License Fees**

Two (2) to five (5) Dogs	\$ 75.00
Six (6) to ten (10) Dogs	\$ 175.00
Eleven (11) to fifteen (15) Dogs	\$ 250.00
Sixteen (16) to twenty-five (25) Dogs	\$ 350.00
Facility for maximum of fifty (50) Dogs (\$20.00 per Dog)	To be established by Council upon application

**Fines**

Dog running at large	\$ 50.00
Failure to muzzle a dog that is restricted or deemed dangerous in public places	\$100.00
Failure to leash a dog that is restricted or deemed dangerous in public places	\$100.00
Dog that is restricted or deemed dangerous found on property or any place that is not owned or controlled by the owner, possessor or habourer and without express permission of the owner or occupier of the property or place	\$100.00
Failure to keep a dog that is restricted or deemed dangerous in an enclosed pen or other structure capable of preventing entry by any children and adequately constructed to prevent the dog from escaping	\$100.00

## **Schedule "A"**

### **By-law Number 2020-XXX Canine Control By-law**

#### **Fines con't**

Dog not application registered and licensed in Southgate	\$ 50.00
Dog not properly identifiable	\$ 50.00
Using a dog tag for a dog other than the dog for which tag was issued	\$ 50.00
Not preventing dog(s) from persistent barking, calling, whining	\$125.00
Providing incomplete or inaccurate information to Township of Southgate	\$ 50.00
Failure to remove feces left by dog	\$ 50.00
Operating a kennel without a kennel license	\$500.00
Failure to vaccinate a dog for rabies and keep vaccination current	\$ 50.00
Operating a kennel with more than twenty-five (25) dogs unless a larger number of dogs has authorized by the Council of the Township of Southgate	\$100.00
Leaving a dog unattended with a tether in public places	\$ 50.00

# Township of Southgate

## Dog Licence Application Form

Schedule "B"

Every owner of a Dog in the Township of Southgate, within one week after the Dog comes into their possession, shall cause the Dog to be registered and licensed at the office of the Clerk of the Township of Southgate.

Options of Payment:

- 1) Fill in all information below, with supporting documents and pay fees at the Municipal Office
- 2) Fill in all information below, with supporting documents and mail with payment to the Municipal Office

Last Name

First Name

Telephone

Alternate Number

Mailing Address (Must include either 911#, Street #, PO Box #)

Postal Code

### Dog(s) Information - Dog tags \$20 each

1st  
Dog

Dogs Name

Age

Sex

☐ Male

☐ Female

*Please attach proof of rabies vaccination for each Dog*

Breed

Neutered or Spayed

☐

Colour

2nd  
Dog

Dogs Name

Age

Sex

☐ Male

☐ Female

*Please attach proof of rabies vaccination for each Dog*

Breed

Neutered or Spayed

☐

Colour

3rd  
Dog

Dogs Name

Age

Sex

☐ Male

☐ Female

*Please attach proof of rabies vaccination for each Dog*

Breed

Neutered or Spayed

☐

Colour

### Declaration of Owner

I,

certify that the information contained in this application and other documentation is true to the best of my knowledge. I further acknowledge my requirement to adhere to Southgate Canine By-Law No 2020-XXX and any other applicable legislation, regulations including the Code of Practice for Canadian Kennel Operations referenced in the Schedule E supporting document included in this By-law.

Date

Signature

Schedule "C"

**Southgate Application for Kennel Licence**

- ☐ New Application for Kennel Licence
- ☐ Application Renewal for Kennel Licence

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

Business Name: \_\_\_\_\_  
(if different then name)

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

Kennel Location: Civic Number: \_\_\_\_\_

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

Former Township ☐ Egremont ☐ Proton ☐ Dundalk

Concession #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Business or fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Please indicate if this application is for renewal: ☐ yes ☐ no

**Breeding and Boarding Kennel:**

**Note:** Please check appropriate line below

- |  |           |
|--|-----------|
| <input type="checkbox"/> Two (2) to five (5) Dogs  | \$ 100.00 |
| <input type="checkbox"/> Six (6) to ten (10) Dogs  | \$ 200.00 |
| <input type="checkbox"/> Eleven (11) to fifteen (15) Dogs  | \$ 300.00 |
| <input type="checkbox"/> Sixteen (16) to twenty-five (25) Dogs   | \$ 500.00 |
| <input type="checkbox"/> Over twenty-five (25) to max of fifty (50) Dogs<br>(To be approved by Council at a rate of<br>\$20/Dog) | \$ _____  |



Schedule "C"

**Southgate Application for a New Kennel Licence con't.**

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

Owner (print): \_\_\_\_\_

Signature: \_\_\_\_\_

**Note:**

Return completed application form and your cheque made payable to the Township of Southgate. The owner is advised to make a copy to this completed report to keep for their own records.

Council retains the right to refuse any application based on the Canine Control Officers recommendation.

Schedule "D"

**Southgate Inspection Report for Kennels**

☐ Initial Kennel Application Report

☐ Annual Report for \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_  
month) (month)

1. Water:

All dogs are provided with adequate amounts of water every day.

☐ yes

☐ no

Owner's initials: \_\_\_\_\_

2. Shelter:

Every dog has full access to adequate shelter for the conditions.

☐ yes

☐ no

Owner's initials: \_\_\_\_\_

3. Diet:

Dogs are offered a diet which is complete and wholesome and provided in amounts adequate to maintain normal body conditions for the environmental conditions and amount of exercise. All dogs should be adequately fed and watered at least once a day except as directed by veterinary treatment, normal fasts or professionally accepted practices.

☐ yes

☐ no

Owner's initials: \_\_\_\_\_

4. Confinement:

Dogs are confined in a manner that is safe and free of hazards

a) If tethered, the tethers or chains are tangle free and are of sufficient length to allow freedom of movement and adequate exercise with primary fencing containing all dogs.

b) If kept in runs, they are constructed of chain link or wire fencing that is secure and all openings are small enough to prevent entrapment injury to limbs or head.

☐ yes

☐ no

Owner's initials \_\_\_\_\_

5. Feces:

Stools are removed daily from the kennel area and are disposed of in a sanitary and legal manner.

☐ yes

☐ no

Owner's initials \_\_\_\_\_

## Southgate Inspection Report for Kennels con't.

6. Estrus:

If intact females are kept on the premises, a confinement method is available which can safely house them under conditions within the guidelines and prevent unplanned breeding.

☐ yes

☐ no

Owner's initials: \_\_\_\_\_

7. Socialization: all dogs shall be adequately socialized to the point of allowing contact without aggressive behaviours such as baring teeth, growling, signs of fear-biter posturing or attempting to bite (without provocation) towards humans. Dogs exhibiting maladaptive or pathological behaviour which could result in self injury, injury to others or other undesirable consequences are being managed with an acceptable program for accommodation and remediation.

☐ yes

☐ no

Owner's initials: \_\_\_\_\_

8. Quality of Life:

All dogs are provided with a basic quality of life. Each dog is given adequate and appropriate opportunities to engage in beneficial species- typical behaviours and activities. No dog is forced to live under pain or distress without veterinary intervention for relief from pain/suffering.

☐ yes

☐ no

Owner's initials: \_\_\_\_\_

9. Vaccinations:

All dogs have current vaccinations as required by local law.

☐ yes

☐ no

Owner's initials: \_\_\_\_\_

10. Socialization:

Describe provisions for adequate socialization of juveniles within your kennel facility:

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## Inventory Statement of Types and Breeds of Dogs

- Initial Report

☐ Annual Report

Dates: \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_  
(month) (year) (month) (year)

[illegible]

## Housing and Accommodation

All outdoors	<input type="checkbox"/> yes	<input type="checkbox"/> no
As part of residence	<input type="checkbox"/> yes	<input type="checkbox"/> no
All enclosed in standalone building	<input type="checkbox"/> yes	<input type="checkbox"/> no
Kennels indoors and runs outdoors	<input type="checkbox"/> yes	<input type="checkbox"/> no
Other: _____		

**Type and Size of Lot:** (all new kennels must be 35 m from all property lines)

\_\_\_\_\_

**Type and Size of the Building:**

\_\_\_\_\_

**Describe the Material Type of Construction:** (must be able to be completely disinfected)

Exterior walls: \_\_\_\_\_

Interior walls: \_\_\_\_\_

Floor: \_\_\_\_\_

Insulation: \_\_\_\_\_

**Heating, Air Quality & Maintenance:**

\_\_\_\_\_

Air condition: (temperature must not reach over 80° F)	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> n/a
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Ventilation (number, size and type of fans): \_\_\_\_\_

Number and size of windows: \_\_\_\_\_

Are windows screened:	<input type="checkbox"/> yes	<input type="checkbox"/> no
-----------------------	------------------------------	-----------------------------

Is a dehumidifier or air exchanger used:	<input type="checkbox"/> yes	<input type="checkbox"/> no
--	------------------------------	-----------------------------

Is running water available in the building:	<input type="checkbox"/> yes	<input type="checkbox"/> no
---	------------------------------	-----------------------------

or is running water available near the site:	<input type="checkbox"/> yes	<input type="checkbox"/> no
--	------------------------------	-----------------------------

Method of waste disposal: \_\_\_\_\_

### Cages, Pens and Enclosures

Number of pens: \_\_\_\_\_ Size: \_\_\_\_\_

Describe construction materials: \_\_\_\_\_

Number of runs indoor: \_\_\_\_\_ Size: \_\_\_\_\_

Number of runs outdoor: \_\_\_\_\_ Size: \_\_\_\_\_

Describe construction materials: \_\_\_\_\_

Is the premises surrounded by a perimeter chain link or semi solid wall suitable to prevent escape or entry of animals: ☐ yes ☐ no

Describe: \_\_\_\_\_

Is a shelter/enclosure/bedding/shade provided in each run or cage: ☐ yes ☐ no

Is a separate whelping area provided: ☐ yes ☐ no

Supplemental heat: ☐ yes ☐ no

Describe: \_\_\_\_\_

Group housing, if used, describe groups: \_\_\_\_\_

Is there an isolation ward or pen: ☐ yes ☐ no

### Food and Water

Provision for storage of feed: \_\_\_\_\_

Vermin proof storage: ☐ yes ☐ no

Is feed properly marked as to type or use: ☐ yes ☐ no

Is clean potable water available at all times to all case/runs: ☐ yes ☐ no

## Attendants

Kennel operated by Owner only: ☐ yes ☐ no

Number of employees: \_\_\_\_\_

Describe daily activity regarding feeding: \_\_\_\_\_ hours per day

Describe daily activity regarding cleaning: \_\_\_\_\_ hours per day

Describe daily activity regarding exercising: \_\_\_\_\_ hours per day

Describe daily activity regarding socializing: \_\_\_\_\_ hours per day

Describe daily activity regarding grooming: \_\_\_\_\_ hours per day

## Veterinary Information & Protocols

Veterinary service is provided by: \_\_\_\_\_

Name of clinic: \_\_\_\_\_ Phone: \_\_\_\_\_

Frequency of vaccinations (owner may be asked to provide proof of vaccinations):

Rabies: \_\_\_\_\_

Canine distemper/hepatitis/parvo etc: \_\_\_\_\_

Other: \_\_\_\_\_

Parasite control – What products are used and when: \_\_\_\_\_

Is euthanasia carried out by a licenced vet: ☐ yes ☐ no

If "No" – How and by whom: \_\_\_\_\_

### Other Kennel Information

Are prospective buyers/boarders given access to view entire facility:

☐ yes

☐ no

Is there an emergency procedure posted:

☐ yes

☐ no

Is there a fire extinguisher in the immediate area:

☐ yes

☐ no

Are emergency phone numbers posted:

☐ yes

☐ no

What disinfecting products are used: \_\_\_\_\_

### Breeding Stock Information & Identification

Breed(s): \_\_\_\_\_

Assigned tattoo number(s) to kennel: \_\_\_\_\_

#### Identification Used:

Microchipped:

☐ yes

☐ no

Tattooing:

☐ yes

☐ no

Township tags:

☐ yes

☐ no



## Southgate Inspection Report for Kennels

### Owner/Operator Declaration:

I hereby certify that the forgoing information is true and correct. I also agree to comply with this By-law 2020-XXX, applicable legislation, regulations and the Code of Practice for Canadian Kennel Operations documents reference in Schedule E of this By-law. Furthermore, I understand that my premises are subject to inspections at any time by a duly appointed inspector and that failure to disclose information, provision of false information or failure to provide adequate care can result in immediate termination of a licence and/or charges being laid.

Date: \_\_\_\_\_ Owner (print): \_\_\_\_\_

Signature: \_\_\_\_\_

### Southgate Certification Report

I, \_\_\_\_\_ the Canine Control Officer for the Township of Southgate have inspected the kennel located at:

\_\_\_\_\_

which is owned by \_\_\_\_\_.

This kennel:

☐ does meet each of the requirements set out above.

☐ does not meet each of the requirements set out above.

Requirements not met:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Schedule "E"

### Supporting Documents to this By-law

Revision date: September 2018

#### Supporting Documents:

- The Dog Owners Liability Act (DOLA):  
[www.ontario.ca/laws/statute/90d16](http://www.ontario.ca/laws/statute/90d16)
- Ont. Regulation 157/05: Pit Bull controls:  
[www.ontario.ca/laws/regulation/050157](http://www.ontario.ca/laws/regulation/050157)
- The Code of Practice for Canadian Kennel Operations:  
[www.canadianveterinarians.net/documents/Code-of-Practice-for-Canadian-Kennel-Operations](http://www.canadianveterinarians.net/documents/Code-of-Practice-for-Canadian-Kennel-Operations)
- The Ontario Society for the Prevention of Cruelty to Animals Act (Bill 80): [www.ontario.ca/laws/statute/S15010](http://www.ontario.ca/laws/statute/S15010)
- Ont. Regulation 60/09: Standards of Care:  
[www.ontario.ca/laws/regulation/090060/v2](http://www.ontario.ca/laws/regulation/090060/v2)
- Ontario Pound Act  
[www.ontario.ca/laws/statute/90p17](http://www.ontario.ca/laws/statute/90p17)
- Pounds - Animals for Research Act Ont. Regulation 23 - Amended as 108/09 [www.ontario.ca/laws/regulation/900023](http://www.ontario.ca/laws/regulation/900023)

Schedule "F"  
Canine Control By-law 2020-XXX

**Canine Muzzle Order**

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

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

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

Town: \_\_\_\_\_ PC: \_\_\_\_\_

**Re:** Canine Muzzle Order or Violation: \_\_\_\_\_  
(address of where the violation was witnessed)

Dear "Owners Name":

The Township acted on a complaint(s) received and the investigation that was made related to the reported incident and a dog owned by you.

**Description of violation:**

On investigation of the reported incident it was reported to and observed by the Canine Control Officer the following information:

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

**Description of the Order and Compliance:**

The information received by the Township of Southgate's Canine Control Officer has been received as information and evidence that identifies your dog(s) as dangerous and supports the requirement of a Muzzle Order on your animal(s). This Order requires that you muzzle your identified dog(s), from this date forward pursuant to Section 8.6 of Canine Control By-law 2020-XXX while this animal(s) is off your property and are under your care and control or the care and control another capable person that can handle your dog(s) is your responsibility.

You are requested to comply with this Order immediately, even if you choose to request an appeal of this Muzzle Order.

Failure to comply with this Muzzle Order will result in further action by way of fines and the possibility of Court penalties for judgements. Should the Township investigate further incidence(s) related to aggressive behavior of your dog(s) causing harm to others the Township may seek a Court Order to have your animal(s) euthanized at the owner's expense.

**Animal(s) that this Muzzle Order applies to are the following dog(s):**

Southgate Tag#: \_\_\_\_\_ Breed and Description of Dog: \_\_\_\_\_

\_\_\_\_\_

Southgate Tag#: \_\_\_\_\_ Breed and Description of Dog: \_\_\_\_\_

\_\_\_\_\_

Southgate Tag#: \_\_\_\_\_ Breed and Description of Dog: \_\_\_\_\_

---

**Appeal Process:**

This Order to Muzzle your dog(s) has been issued under the powers delegated to the Township of Southgate's Canine Control Officer as a result of a complaint, an investigation and an infraction of the Canine Control By-law in force and effect.

An Order to Muzzle a dog(s) is an option if required under the Southgate Canine Control By-law that is an appealable order to the appeal committee appointed by Township of Southgate Council. The Property Standards Appeal Committee is the appointed municipal body assigned to hear appeals of a Muzzle Order. This is an option that you have in relation to this Order to Muzzle. If you choose to appeal your Muzzle Order you are required to put your notice of appeal and request for the Township's investigation evidence in writing with payment of fees within 30 days of the date of issuance of this order to the Township Clerk as per Section 9 of Canine Control By-law 2020-XXX.

To continue the process and receive a date for your Muzzle Order Appeal Hearing, you must provide in writing to the Clerk, the factual information as to why you are appealing the Muzzle Order and evidence as justification to support your appeal consideration by the Appeal Committee. These appeal materials must be received by the Clerk's Office within 30 days of the date of the Township's registered letter providing you with the Canine Control Officer's investigation documented evidence.

Please refer to Section 9 of Canine Control By-law 2020-XXX for full information regarding the Appeal Process.

Should you require additional information please contact the Township of Southgate Canine Control Officer or the Clerk.

Sincerely

Southgate Canine Control Officer

Schedule "G"  
Canine Control By-law 2020-XXX

**Canine Muzzle Order Appeal Form**

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

**Property Address:** \_\_\_\_\_

**Town:** \_\_\_\_\_ **PC:** \_\_\_\_\_

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

**Email Address:** \_\_\_\_\_

**Date of Order:** \_\_\_\_\_

**Initial Reason for the Appeal:**

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

**Approval Signature:** \_\_\_\_\_

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

---

**Acceptance by the Clerks Department:**

**Clerks Approval:** \_\_\_\_\_

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

**Corporation of the Township of Southgate**

**Schedule "H" to By-law 2020-XXX**

**Township of Southgate Canine Control By-law**

**Part 1 Provincial Offences Act**

**Short Form Wording**

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1	Dog running at large	5.1	\$50.00
2	Failure to muzzle a dog (restricted or deemed dangerous) in public place	8.1	\$200.00
3	Failure to leash a dog (restricted or deemed dangerous) in a public place	8.1	\$100.00
4	Permit dog (restricted or deemed dangerous) on another person's property without owner/occupier's express permission	8.2	\$100.00
5	Fail to keep dog (restricted or deemed dangerous) enclosed in pen or structure capable of preventing entry by children and dog from escaping	8.3	\$100.00
6	Fail to register/license dog	2.1	\$50.00
7	Fail to affix dog tag securely	2.2(d)	\$50.00
8	Using a dog tag for a dog other than the dog for which tag was issued	2.2(f)	\$50.00
9	Not preventing dog(s) from persistent barking, calling, whining	7.1	\$125.00
10	Providing incomplete or inaccurate information to the Township of Southgate	9.5	\$50.00
11	Failure to remove feces left by dog	6	\$50.00
12	Operating a kennel without a kennel license	3.1	\$500.00
13	Failure to vaccinate a dog for rabies and keep vaccination current	9.4	\$50.00
14	Operate a kennel with more than twenty-five (25) dogs – no authorization	3.2	\$100.00
15	Leaving a dog unattended with a tether in public places	4.5	\$50.00

**Note: The penalty provision for offences listed above is Section 12 of By-law 2020-XXX, a certified copy of which has been filed.**

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

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

**Fax:** 519-923-9262

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

## **Staff Report CAO2020-044**

**Title of Report:** Grant Match Services Report

**Department:** Administration

**Council Date:** July 8, 2020

### **Council Recommendation:**

**Be it resolved** that Council receive staff report CAO2020-044 as information; and  
**That** Council approve GrantMatch Grant Management Services Agreement to contract with this company for the services to create a specific municipal profile as a grant strategy, research and find matching grants and submitting grant applications to secure grant funding for Township of Southgate projects.

### **Background:**

Fairtax and now recently renamed as GrantMatch (a Fairtax company) is an industry leader in obtaining government funding in Canada. They have a team of funding experts that understand the Federal, Provincial and other grants and incentive programs available to secure for municipal government projects. They have the expertise to uncovering the specific financial resources and cut through the bureaucracy and confusion of government terms and requirement of programs.

GrantMatch identifies the opportunities for municipalities, securing appropriate direct funding (government grants or loans), and indirect funding (tax credits, incentives, SR&ED, and sales tax recovery). Their strategic approach efficiently guides their customers through information gathering, developing a plan by accessing municipal goals and creating a vision to maximize funding opportunities.

GrantMatch holds an annual meeting to acquire a high-level overview and understanding of the municipality and its upcoming investment projects over the next 12 to 15 months. This information will be analyzed to identify projects that align with the funding eligibility criteria of various incentive programs. They would then complete a specific Municipal Funding Strategy for the Township of Southgate that would highlight priority projects. The Grant Strategy document becomes a living document, updated regularly as GrantMatch staff, and becomes the Township's roadmap for strategic external funding priorities. They will participate in internal Council, Committee and/or staff meetings where necessary to gain information and with planning for funding specific projects.

Once projects are identified and approved by Council to proceed, Grant Match will:

1. Research all applicable funding programs;

2. Match project expenditures with available funding programs;
3. Identify stacking & pairing opportunities;
4. Communicate with government representatives and funding agencies, as needed;
5. Prepare any communications required on the Townships behalf;
6. Complete applications for submission; and
7. Manage the compliance reporting process.

Council received a presentation from Michele Trempe of GrantMatch (formerly Fairtax) at the June 17, 2020 Council meeting. As a result of that presentation the following Council resolution was approved:

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

Be it resolved that Council receive the Fair Tax presentation as information.

Carried No. 2020-242

Staff have since reviewed the GrantMatch Grant Management Services Agreement, their June 17, 2020 Council presentation and requested answers to questions from Michele Trempe.

### **Staff Comments:**

I believe one of the Council concerns was that we do not just relinquish all the funding applications submissions to GrantMatch that we would normally be successful on being approved for funding. The Township has gone through this agreement and the Township has the last say on where we use GrantMatch services. This is confirmed in Section 2 of the agreement and it states the following:

"The Client retains the sole right to determine whether it will involve GrantMatch in a specific Government Funding Application. Upon confirmation(not sure this can be changed if it's from their agreement) by the Client, via email, that GrantMatch will be involved in filing a Government Funding Application, GrantMatch shall be entitled to fees in accordance with Section 3 of this Agreement."

I have also confirmed some concerns and clarified some questions I had with the GrantMatch agreement. Those issues and questions are as follows:

- The agreement states that **"Fees are payable upon written approval. Client will retain a 25% holdback, which will be payable upon the first receipt of Government Funds."**
- Response:  
I confirmed with GrantMatch that they are to receive 75% of the 10% of the awarded funding based on the approval letter from the funder. The Township is required to pay GrantMatch 7.5% of the total grant dollars requested prior to any funding dollars being received.
- In Section 3 of the agreement it states "The first round of compliance



reporting is included in the above contingency fee rate. Should the Client require subsequent compliance reporting, GrantMatch fees will be charged at a rate of \$100/hr." The questions I had, and the answers are as follows related to this issue:

- i. What does first round compliance reporting provide?  
Response:  
This is the lion share of project reporting and is completed by GrantMatch. Any requirements past that would be chargeable.
  - ii. Does GrantMatch or Southgate provide quarterly project reporting of project work and financial expenditures during the life of the project as part of the original service fees?  
Response:  
No, Southgate to complete.
  - iii. Does GrantMatch or Southgate provide final project report of the work and financial expenditures to complete the project?  
Response:  
No, Southgate to complete.
- Clarification was required in Appendix A of the agreement under the title "Contingency Free Funds" based on staff concerns, so we posed the following questions:
    - i. This section talks about invoicing upon full grant submission for funding applications where there is no contingency fee options available to cover application fees and that GrantMatch fees are due in this case 6 months after the submission of the grant application.  
Staff comment: The period of 6 months should be ample time for the grant funder to provide notice of the applications success or rejection.
    - ii. In this same section the word "indemnify the Client" is used and we confirmed the intent in the use of this term.  
Staff comment: This clause will protect and refund the Client should the grant funding not be provided by the funder.

Response for both questions from GrantMatch:

This section applies to the very few funds that do not allow the applicant to pay a firm via a contingency fee for the application they are submitting. In this case, we have confirmed with our Counsel that the agreement can default to this 'Guarantee and Indemnity' method, whereby we invoice when the application is filed (hence the fee is not contingent on the success of the application). We then guarantee our work so that if the application is denied, we indemnify the Client by refunding

100% of the GrantMatch fee previously billed. If the application is successful, the invoice then becomes payable.

Based on the presentation, research, and knowledge we now have staff recommend that we use the services of GrantMatch going forward and execute the Grant Management Services Agreement. We have confirmed and as stated in the agreement we have options to select whether we use their services to apply for a grant or not. Based on their history, experience, and the use of the software program they use by GrantMatch, Southgate staff believe we will increase our success and more importantly receive more net grant funding dollars on an annual basis. We looked at another option and they wanted 20% of the grant funding awarded as a service fee.

Related to project reporting and completing the final reporting to the funder we have the staff experience and capacity to complete this work and do not see any reasons to need GrantMatch services for this purpose.

Staff recommend that we proceed with GrantMatch services and execute the agreement.

### **Financial Impact or Long-Term Implications**

There is no financial impact to the municipality as a result of this report. Should Southgate proceed with executing a service agreement with GrantMatch, the costs for their work is based on a percentage of the project application that is approved for funding. The agreement states the service fees are 10% of the first \$1,000,000.00 of approved funding and 5% for granted funds award over \$1 million dollars.

Projects that could be considered for Southgate funding applications:

#### **Short Term Projects**

- Highway #10 Bypass Road and Servicing Construction Project
- Wastewater Collection System Plant Pumping Station Project
- Dundalk Water Tower
- Southgate Sideroad 49 Roadway and Bridge Upgrades

#### **Longer Term Projects**

- Wastewater Ida Street Servicing
- Dundalk Watermain Replacement Projects
- Rural Fibre Communications Projects
- Future Community Facility Requirements

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

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

**Concluding Comments:**

1. That Council receive this staff report as information.
2. That Council approve the GrantMatch Grant Management Services Agreement as presented at the July 8, 2020 meeting.
3. It is important to note that we have not been successful with our last 3 grant funding applications we applied for being ICIP for Wastewater Project, RED Funding for Business Education and Support and ICIP for Southgate Road 49 bridge and road reconstruction and upgrades.
4. Staff believe we need to make this decision based on the strategy to increase net dollars of project grant funding the Township of Southgate receives annually to increase our infrastructure investments to the benefit of our ratepayer and not the 10% of the cost for the service they provide. If they get 10%, which is an incentive to drive success, and that we get our 90% and more net grant funding each year, than we presently receive.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO                      [dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)      519-923-2110 x210

- Attachment 1 – GrantMatch Service Agreement

## Grant Management Services Agreement

Between

**GrantMatch Corp.**

(hereinafter called "GrantMatch")

And

**Township of Southgate**

(hereinafter called "the Client")

### The Parties Hereto Covenant and Agree as Follows:

1. **Services:** GrantMatch will develop and manage a proactive Government Funding application process which includes grant identification, funding program matching, grant strategy development, funding application development and writing, and compliance reporting support. GrantMatch is permitted to review the Client's relevant records and discuss with relevant staff (as directed by Client) in order to determine what, if any, possibility exists of securing Government Funding. The Client agrees to provide access to all the relevant supporting documentation necessary to complete the work in a timely manner. For example, the following types of information will be requested in order to make application submissions: Business Numbers, Articles of Incorporation, Financial Statements, Equipment Quotes Etc.
2. **GrantMatch Involvement:** The Client and GrantMatch agree to proceed with a review of the Client's existing and future projects with respect to potential filings. The Client retains the sole right to determine whether it will involve GrantMatch in a specific Government Funding Application. Upon confirmation by Client, via email, that GrantMatch will be involved in filing a Government Funding Application, GrantMatch shall be entitled to fees in accordance with Section 3 of this Agreement.
3. **Service Fees:** In consideration of GrantMatch providing the above services, the Client will pay, per funding application approved by the government, or government agency, a fee as follows:
  - i) **10%** on the first \$1,000,000 of Government Funding approved; and
  - ii) **5%** on the remaining Government Funding approved, greater than \$1 million

Fees are payable upon written approval. Client will retain a 25% holdback, which will be payable upon the first receipt of government funds.

The first round of compliance reporting is included in the above contingency fee rate. Should the Client require subsequent compliance reporting, GrantMatch fees will be charged at a rate of \$100/hr.

Invoices are due within 30 days of invoice date. Invoices outstanding beyond 30 days will incur interest at the rate of 2% per month.

4. **No Recovery:** In the event no Government Funding approval is obtained through the above services of GrantMatch, no fee shall be due or payable by the Client to GrantMatch.
5. **Confidentiality:** GrantMatch shall keep confidential all information disclosed by the Client and use information solely for the services provided hereunder. The Client agrees to keep confidential the terms of this Agreement as they relate specifically to fee structures, amounts and rates, as applicable.

- 
6. **Disclosure:** GrantMatch is permitted to use the Client's logo on GrantMatch marketing materials and communicate that the Client has utilized GrantMatch services. Should there be an opportunity for additional marketing material development that specifically involves the Client, GrantMatch will involve and seek approval prior to marketing distribution (i.e. Letters of Reference/Support, Success Stories, or Feature Articles).
7. **Errors & Omissions:** GrantMatch agrees to partner with the Client by providing ongoing grant management services for the term of the Agreement. GrantMatch will not be responsible for errors or omissions and expressly disclaims any and all liability in connection with the use of these services. GrantMatch will complete best efforts to maximize the Client's total Government Funding.
8. **Agreement Term:** The Client and GrantMatch agree that the initial term of this Agreement is two (2) years from the date of this agreement, which shall automatically renew on an annual basis unless terminated in writing by either GrantMatch or the Client with 30 days prior written notice to the other party. If GrantMatch is actively developing a funding application, GrantMatch shall be permitted to complete the application until it is filed and earn the associated service fees specified in clause 3.

---

AUTHORIZED SIGNATURE FOR THE CLIENT

---

AUTHORIZED SIGNATURE OF GRANTMATCH

---

NAME, TITLE

---

NAME, TITLE

---

DATE

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DATE

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## Appendix: A

### **Government Funding:**

Government Funding is defined as, but is not limited to: government grants, non-repayable contributions, tax incentives, tax credits, interest free loans and/or low-interest loans.

### **Interest Free/Low Interest Loans Benefit Calculation:**

**GrantMatch fees are only applicable to the savings due to the reduction from Client's current rate of borrowing.**

The monthly benefit is calculated using the Client's current annual rate of borrowing for the proposed project, less the annual interest rate on the government loan, multiplied by the outstanding principal, divided by twelve. A discount factor of four percent is then applied to each monthly benefit amount, as calculated above, in order to determine Net Present Value for that monthly period. The sum of the Net Present Value of all periods is then subject to the declining tiered fees outlined in Section three above.

### **Funding Approval:**

Funding Approval is defined as written approval from a government authority that specifies the approved amount.

### **Currency:**

The currency for the GrantMatch fee will be the currency of the country in which the funding is approved.

### **Government Failed Projects:**

Should the funding not be received as a result of the Government not fulfilling its obligations as specified in the contribution agreement, the associated service fees will be based on the Client's received amounts and a balance of payments will occur if necessary.

### **Contingency Free Funds:**

Notwithstanding any other clause in this Agreement, in the event that GrantMatch identifies Government Funding for the Client where the funding program disallows contingency fee arrangements, and the Client agrees to pursue the Government Funding application in any event, the Client agrees to pay GrantMatch based on the declining tiered fees outlined in Section 3 of the total grant requested. Such fee is not contingent and is earned and invoiced upon a full grant submission. Such fee is payable six (6) months from the submission of the grant application. GrantMatch guarantees its work for any application where this clause will apply and will indemnify the Client for one hundred percent (100%) of the fee payable hereunder, should the application be declined.

### **Lobbying**

GrantMatch employees and/or its authorized agents will not communicate directly with Public Office Holder(s) on behalf of Clients. GrantMatch will not communicate with, arrange meetings with, or attempt to influence, Public Office Holders. GrantMatch will not be considered a Consultant Lobbyist, will not be required to register its activities with the Lobbyist Registration System, and will, therefore, remain in compliance with the Lobbying Act. [https://lobbycanada.gc.ca/eic/site/012.nsf/eng/h\\_00008.html](https://lobbycanada.gc.ca/eic/site/012.nsf/eng/h_00008.html)



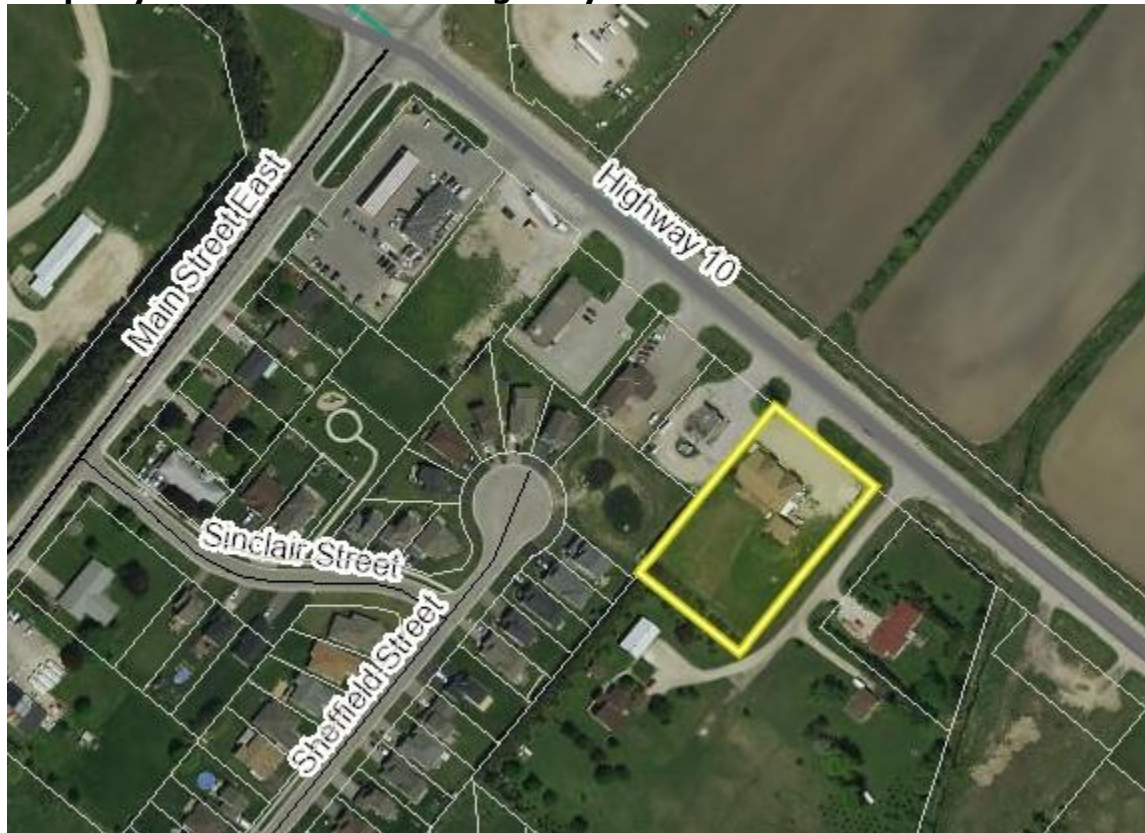
## **Staff Report PL2020-013**

**Title of Report:** PL2020-013-772186 Highway 10  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** July 8, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-013 for information; and  
**That Council** consider approval of By-law 2020-052 authorizing the entering into a Site Plan Agreement.

**Property Location: 772186 Highway 10**



**Background:**

A public meeting was held in January 30<sup>th</sup>, 2019 and By-law 2019-065 was approved on May 1<sup>st</sup> 2019. The subject lands were rezoned to Highway Commercial exception (C3-440-H) which permits the mini storage use. The holding provision was placed on the property until such time as a site plan agreement has been registered on title.

**The Proposal:** to construct a number of mini storage units on the property. As a requirement for development of the property, water and sewer services are to be extended to the site. The sanitary sewer connection will connect to the existing system via Sheffield St going across the stormwater pond lands owned by the Township.

**Staff Comments:**

The Site Plan application was received in the fall of 2019 and has been reviewed by the Township engineers. Following a third submission based on changes required by Triton Engineering the plans are now ready for approval.

The Site Plan Agreement places requirements on the developer to extend services to the site. It requires that the orientation of buildings be done in such a way that it will not impact the neighbouring Sheffield residents. The site plan also requires dark sky compliant lighting on site and the use of earth tone colours on exterior surfaces.

With the approval of the Site Plan the holding symbol can be applied for to be lifted.

**Concluding Comments:**

Based on the above and the requirements in the Site Plan Agreement, Township staff are satisfied that the development of the site will not negatively impact neighbouring land owners. It is recommended that the Site Plan Agreement be approved.

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 2020-052

Being a by-law to authorize the execution of a Site Plan Control Agreement

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

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

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

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

1. **That** a Site Plan Agreement between 772186 Highway 10 Ltd and the Township of Southgate for the development of the lands described as Con 1 SWTSR, Part lot 232, Plan 17R19312 Pt 1 Proton, Township of Southgate is authorized. Such agreement being attached hereto as Schedule "A" and which forms a part of this by-law;
2. **That** the Mayor and Clerk are authorized to sign the Site Plan Agreement on behalf of the Council of the Corporation of the Township of Southgate in substantially the form as that set out in Schedule A;
3. **That** the Clerk is authorized and directed to cause notice of the Site Plan Agreement to be registered on the title to the said lands forthwith after it has been signed by all parties; and
4. **That** this By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this 8<sup>th</sup> day of July 2020.

Read a third time and finally passed this 8<sup>th</sup> July 2020.

---

Mayor – John Woodbury

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Acting Clerk- Lindsey Green

THE CORPORATION OF  
THE TOWNSHIP OF SOUTHGATE

**SITE PLAN AGREEMENT**

THIS AGREEMENT made in triplicate this\_\_\_\_\_ day of\_\_\_\_\_, 2020

Between: 772186 Highway 10 Ltd

(hereinafter called the "OWNERS" OF THE FIRST PART)

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

(hereinafter called the "TOWNSHIP" OF THE SECOND PART)

WHEREAS the OWNERS represents that they are the owners of these lands and premises in the Township of Southgate in the County of Grey, being more particularly described in s Schedule "A"

AND WHEREAS the OWNERS have applied to the TOWNSHIP to permit development on the OWNER'S lands;

AND WHEREAS the Encumbrancer(s) (if any) hold registered security interests in the lands and all Encumbrancers of the lands are included as parties to this Agreement

AND WHEREAS the OWNERS have agreed with the TOWNSHIP to furnish and perform the works, material, matters and things required to be done, furnished and performed in the manner hereinafter described in connection with the proposed use of the subject lands;

AND WHEREAS the said lands have been designated by the Council of the TOWNSHIP as being within a site plan control area as provided by Section 41 of the Planning Act, R.S.O. 1990, as amended;

NOW THEREFORE witnesseth that in consideration of other good and valuable consideration and the sum of one -----(\$1.00)-----DOLLAR of lawful money of Canada now paid by the TOWNSHIP to the OWNER, the receipt whereof is hereby acknowledged, the OWNERS and the TOWNSHIP covenant, declare and agree as follows:

**SECTION 1 - LANDS TO BE BOUND**

1. The lands to be bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in the geographic Township of Proton, in the TOWNSHIP OF SOUTHGATE, and are more particularly described in Schedule "A".

**SECTION II - COMPONENTS OF THE AGREEMENT**

1. The text and the following Schedules, which are annexed hereto, constitute the components of this Agreement.

Schedule "A" - Legal Description of the Lands being developed.

Schedule "B" - Site Plan(s)

**SECTION III - REGISTRATION OF AGREEMENT**

1. This Agreement shall be registered on title to the said lands as provided for by Section 41(10) of the Planning Act, R.S.O., 1990, as amended, at the expense of the OWNERS;
2. The OWNERS agree that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration, as required;
3. The PARTIES agree that this Agreement must be registered against the OWNERS' lands within thirty (30) days of the execution thereof by both parties.

#### **SECTION IV - BUILDING PERMITS**

1. The OWNERS agree to not request the Chief Building Official to issue any further building permits to carry out the development until this Agreement has been registered on title to the lands described in Schedule "A" attached hereto and a registered copy of same has been provided to the Township.
2. It is agreed that if the OWNERS fail to apply for any building permit or permits to implement this Agreement within 12 months from the date upon which such building permit would be available, then the TOWNSHIP, at its option has the right to terminate the said Agreement and require that a new Site Plan Agreement be submitted for approval and execution.

#### **SECTION V - PROVISIONS**

1. **THIS AGREEMENT** applies to works related to the entire subject lands and includes the exterior of existing buildings, new structures, drainage and servicing and entrance as required. Agricultural and residential uses are not applicable to Site Plan Agreement in accordance with section 41 of the Planning Act and By-law 2007-47.
2. **The OWNERS** further covenant and agree to develop the subject lands in accordance with the Site Plan being Schedule "B" attached hereto, and that no work will be performed on the subject lands except in conformity to all provisions of this Agreement.
3. **THE OWNERS** agree to carry out on the lands at the work, and to construct, install and maintain at its expense all of the services, works and facilities stipulated, described by words and numbers, and shown in and upon the following Plans, that is:

(i) Submitted Site Plan Drawings;

which Plan is hereinafter called "the Site Plan". Notwithstanding the generality of the foregoing the requirements under this agreement include all of the notes and printed text contained in and on the Plans making up the Site Plan.

4. *Further Description of Work and Location of Site Plan.* Without limiting the generality of the foregoing, all of the specifications and said requirements contained in the said Site Plan, which is on file at Southgate's Municipal Office, shall be adhered to and satisfied by the Owner to the satisfaction of Southgate.
5. *Exterior Fascia.* The owner agrees that all exterior colours of structures shall be Black, White or Earth tones.
6. *Storm Drainage -- General.* Notwithstanding the foregoing, the Owner agrees that the storm drainage system on and for the lands shall be designed and constructed to the satisfaction of Southgate at the expense of the Owner.
7. *Entrance.* The Commercial entrance to the property is from Provincial Highway #10. All applicable permits must be obtained by the MTO prior to

development. Failure to obtain applicable MTO permits will delay issuance of building permits.

8. **Fire Suppression.** The owner agrees to install all necessary servicing and equipment on the property for fire fighting and fire suppression, at the owners expense.

9. ***Servicing.*** The owner is responsible for ensuring that applicable connections to municipal water and sanitary sewer are constructed and applied for and that employee washrooms are available and in good working order.

10. ***Landscaped Buffering.*** The owner agrees to install a landscaped screening buffer where outdoor storage areas are exercised, installed or used, in accordance with the Township of Southgate Zoning By-law and this site plan agreement. This buffer must be maintained for the purposes of providing a visual barrier.

11. ***Outside Storage.*** Outside storage is not permitted anywhere on site.

12. ***Dust Control Measures.*** The owner agrees to provide for dust control measures such as calcium and water, to mitigate impacts as required by the Township of Southgate. These measures will be required for those areas of the site not asphalted or seeded with grass.

13. ***Lighting.*** All exterior lighting must be dark sky compliant. It must be pointed downward and remain internal to the site in accordance with the Township of Southgate Standards.

14. ***Postponement and Subordination of Encumbrances.*** The Owner covenants and agrees, at its own expense, to obtain and register such documentation from its mortgagees or those holding encumbrances as may be deemed necessary by Southgate to postpone and subordinate their interest in the lands to the interest of Southgate to the extent that this Agreement shall take effect and have priority as if it have been executed and registered prior to the execution and registration of any such mortgages or encumbrances.

15. ***Southgate's Professional Fees and Disbursements.*** The Owner shall reimburse Southgate for all of its engineering and legal expenses (professional fees and disbursements) in connection with the development and implementation of this Agreement.

16. ***Waiver.*** The failure of Southgate at any time to require performance by the Owner of any obligation under this Agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by Southgate of the performance of any obligation hereunder be taken or be held to be a waiver of the performance of the same or any other obligation hereunder at any later time. Southgate shall specifically retain its rights at law to enforce this Agreement.

17. ***No Challenge to the Agreement.*** The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the parties' right to enter into and force this Agreement. The law of contract applies to this Agreement and the parties are entitled to all remedies arising from it, notwithstanding any provisions in Section 41 of the Planning Act interpreted to the contrary. The parties agree that adequate consideration has flowed from each party to the other and that they are not severable. This provision may be pleaded by either party in any action or proceeding as an estoppel of any denial of such right.

18. *Enforcement.* The Owner acknowledges that Southgate, in addition to any other remedy it may have at law, may also be entitled to enforce this Agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.

19. *Mediation.* Without affecting Southgate's statutory right under subsection 41(11) of the said *Planning Act* to, at its complete discretion, invoke the provisions of Section 446 of the *Municipal Act, 2001* as amended regarding any applicable requirement herein in which case this paragraph shall be inoperative and inapplicable, in the event that a dispute relating to this Agreement or its implementation arises that cannot be resolved by negotiation between the parties, the parties agree to use the services of a mediator to attempt to resolve their differences and failing agreement on the procedure to be followed, it shall be conducted in accordance with the rules of procedure for the conduct of mediations of the ADR Institute of Ontario Inc. or its successor body.

20. *Registration.* The Owner consents to the registration of this Agreement or Notice of this Agreement by Southgate on the title to the lands.

21. *Enurement Clause.* The covenants, agreements, stipulations, declarations and provisions contained herein shall run with the lands and shall be binding upon the Owner and its successors and assigns and the benefit thereof shall enure to Southgate and its successors and assigns.

## **SECTION VI - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY**

1. This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.

2. The OWNER further agrees to complete the items detailed on Schedule "B" within one (3) years of the date of registration of this Agreement.

3. Following completion of the works, the OWNER shall maintain to the satisfaction of the TOWNSHIP, and at the sole expense of the OWNER, all the facilities or works described in Schedule "B".

4. This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.

5. The Agreement shall come into effect on the date of execution by the TOWNSHIP.

6. The OWNER acknowledges that this Agreement is entered into under the provisions of Section 41(7)(c) of the Planning Act, R.S.O., 1990, as amended.

7. Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

To the OWNER:                   772186 Highway 10 Ltd  
300 New Toronto ST Suite 38  
Etobicoke, ON. M8V2E8

To the TOWNSHIP:           Clerk  
Township of Southgate  
185667 Grey Rd 9,  
Dundalk, ON. N0C 1B0  
N0C 1B0

**IN WITNESS WHEREOF** the corporate parties have executed this Agreement by affixing thereto their corporate seals, as attested by the hand of their proper signing officers duly authorized in that behalf.

**AND IN WITNESS WHEREOF** the natural parties hereto have hereunto set their hands and seals. Signing authorized by by-law 2020-052.

SIGNED, SEALED AND  
DELIVERED

in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

) {OWNERS' NAMES}

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

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

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE**

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

John Woodbury, Mayor

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

Lindsey Green, Acting Clerk

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

We have authority to bind the corporation

Schedule "A"

**THE LAND**

All and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of:

**Con 1 SWTSR, Part of lot 232, Plan 17R1932 Part 1,  
Geographic Township of Proton, Township of  
Southgate , alternately described as 772186 Highway 10,  
Dundalk**

Schedule "B"

**SITE PLANS**

Drawing #1. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #2. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #3. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #4. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #5. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #6. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #7. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #8. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #9. Dated July 8<sup>th</sup>, 2020 and signed by the planner



INFORMATION FOR THIS SITE PLAN TAKEN FROM  
SURVEY PREPARED  
APRIL 5, 2010, BY :

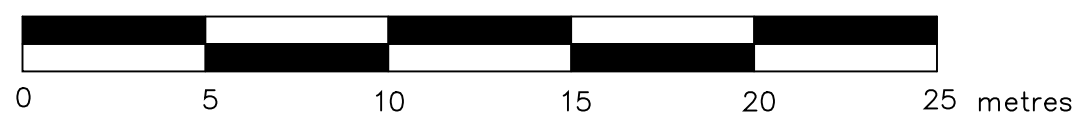
SURVEYORS REAL PROPERTY REPORT – PART 1  
PLAN OF SURVEY OF

PART OF LOT 232  
CONCESSION 1

SOUTH WEST TORONTO SYDENHAM ROAD  
GEOGRAPHIC TOWNSHIP OF PROTON  
TOWNSHIP OF SOUTHGATE  
COUNTY OF GREY

DAVID J. PESCE SURVEYING 2018 ©

SCALE 1:250



## METRIC

DISTANCES SHOWN ON THIS  
PLAN ARE IN METRES AND  
CAN BE CONVERTED TO FEET  
BY DIVIDING BY 0.3048

## BEARING NOTE

BEARINGS SHOWN HEREON ARE ASTRONOMIC AND ARE REFERRED TO THE SOUTH WEST LIMIT OF HIGHWAY #10, HAVING A BEARING OF N50°51'50"W AS SHOWN ON DEPOSITED PLAN 17R-1932

## SITE STATISTICS

ZONING REQUIREMENTS :

ZONING DESIGNATION :

HIGHWAY COMMERCIAL ZONE = C3

BUILDING USE (OBC 3.1.2.1) :  
MEDIUM HAZARD INDUSTRIAL :  
GROUP 'F' DIVISION '2'

LANDSCAPING :

SITE (LOT) AREA = 5,005.40 m<sup>2</sup>

SITE (LOT) MIN. FRONTAGE = 30m (ACTUAL 54.6m)

FRONT YARD DEPTH = 20m  
EXTERIOR SIDE YARD DEPTH = 6m  
INTERIOR SIDE YARD = 6m (to res)  
REAR YARD DEPTH = 11m (to res)

MAXIMUM LOT COVERAGE = 30% (1,501.62 m<sup>2</sup>)  
(ACTUAL 29.13%)  
MAXIMUM BUILDING HEIGHT = 11m (ACTUAL 5.89m)

EXISTING BUILDING AREA TO REMAIN = 344.21 m<sup>2</sup>

PROPOSED NEW BUILDING AREA = 1,113.72 m<sup>2</sup>

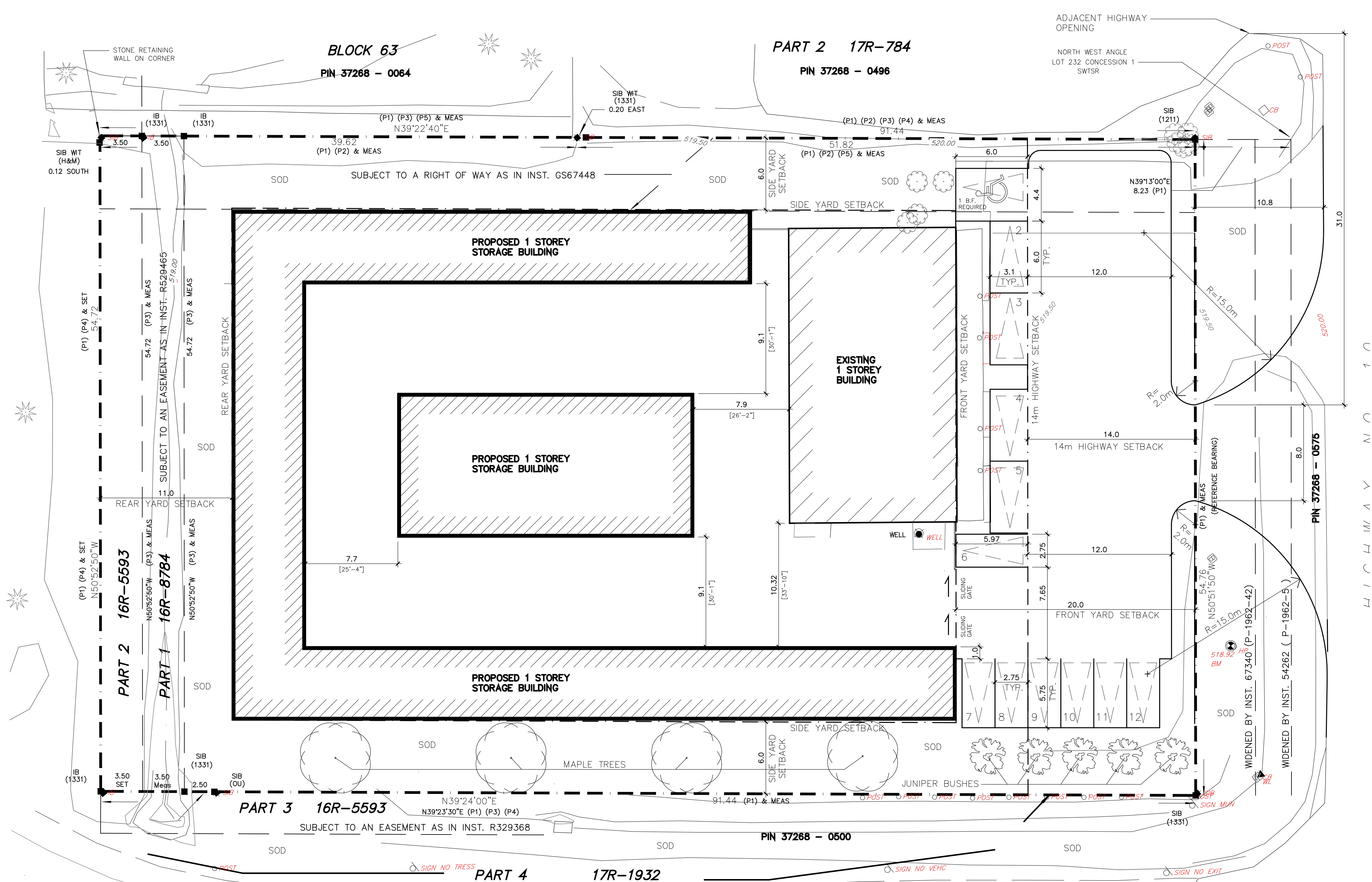
TOTAL PROPOSED BUILDING AREA = 1,457.93 m<sup>2</sup>

PARKING REQUIRED

ZONING SECTION 5.7 WAREHOUSE :  
 1/185 m2 = 8 SPACES  
 INCLUDING ONE B.F. SPACES (ZONING 5.10)  
 NO LOADING SPACE REQUIRED (ZONING 5.14)

PARKING PROVIDED : 12 SPACES

INCLUDING ONE B.F. SPACES



ALL LANDSCAPE PLANTING  
EXISTING TO REMAIN.  
NEW PLANTING IDENTIFIED  
BY SPECIES

## GENERAL NOTES

1. This Drawing is the property of the Architect and may not be reproduced or used without the expressed written consent of the Architect.
2. Upon written application, the Architect will provide written/graphic clarification or supplementary information regarding the intent of the Contract Documents.
3. Do not scale drawings. Contractor to verify all existing conditions. Contractor to verify all levels and dimensions provided and required to perform the Work. Any discrepancies are to be reported to the Architect immediately to obtain clarification prior to commencing work.
4. Positions of exposed or finished mechanical or electrical devices, fixtures and valves are indicated on the Architectural drawings. The locations shown on the Architectural drawings govern over Mechanical and Electrical drawings. Those items not clearly located will be located as directed by the Architect.

Ocy.29/19	Issued for Review	6
Sep.20/18	Issued for Review	5
Sep.09/18	Issued for Review	4
Aug.27/18	Issued for Review	3
Aug.08/18	Issued for Submission	2
Aug.02/18	Issued for Team Review	1
DATE	ISSUE	No.

Drawing Date : JUNE 2018



36 Dunlop Street West  
Suite 201  
Barrie, ON, L4N 1A2  
T: 705 721-7845  
mail@jstones.com

19 David Drive  
Liste, ON, L0M 1M0  
SEAN O'REILLY ARCHITECT

## DUNDALK SELF STORAGE

772186 HIGHWAY 10  
DUNDALK, ONTARIO

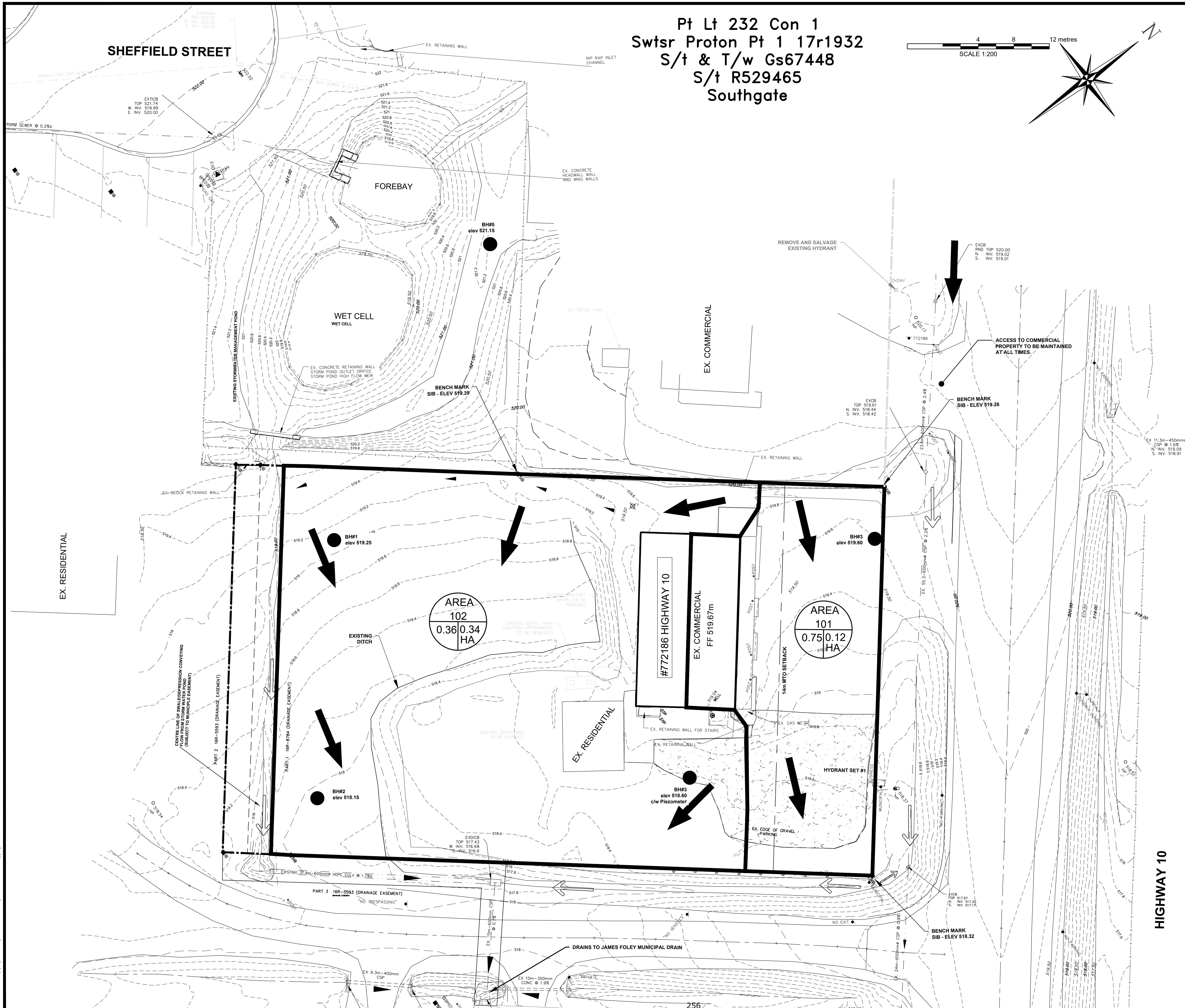
# PROPOSED SITE PLAN

Project No : **3S18-06**  
Scale : **AS NOTED**  
Drawn by : **SO'R**  
Reviewed by : **SO'R**

Drawing No :

## A1.01

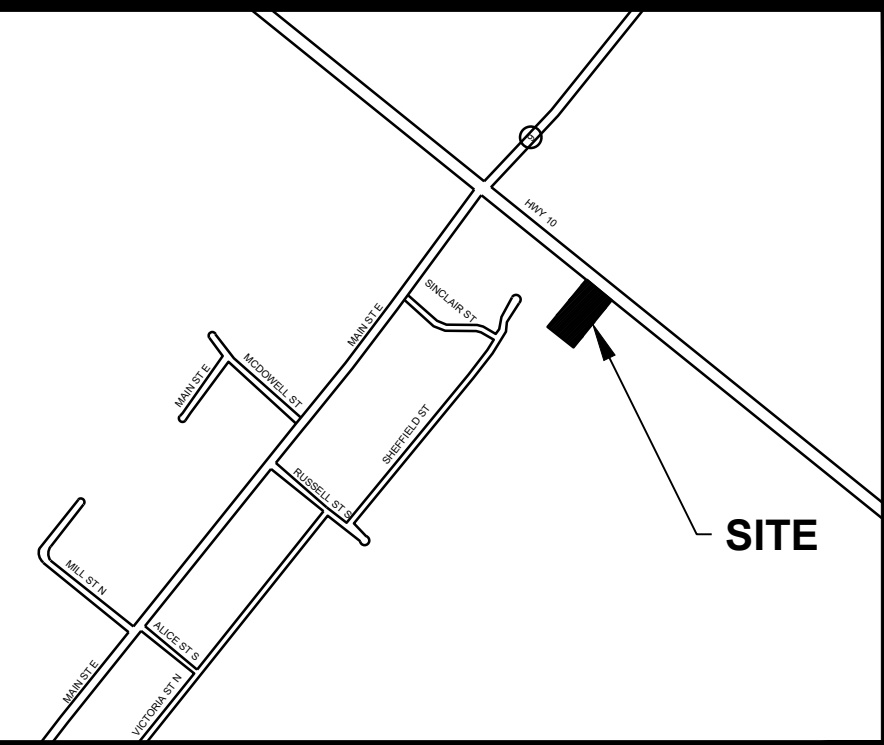
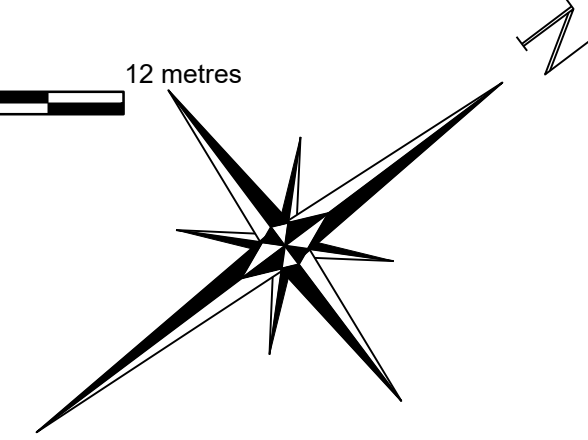






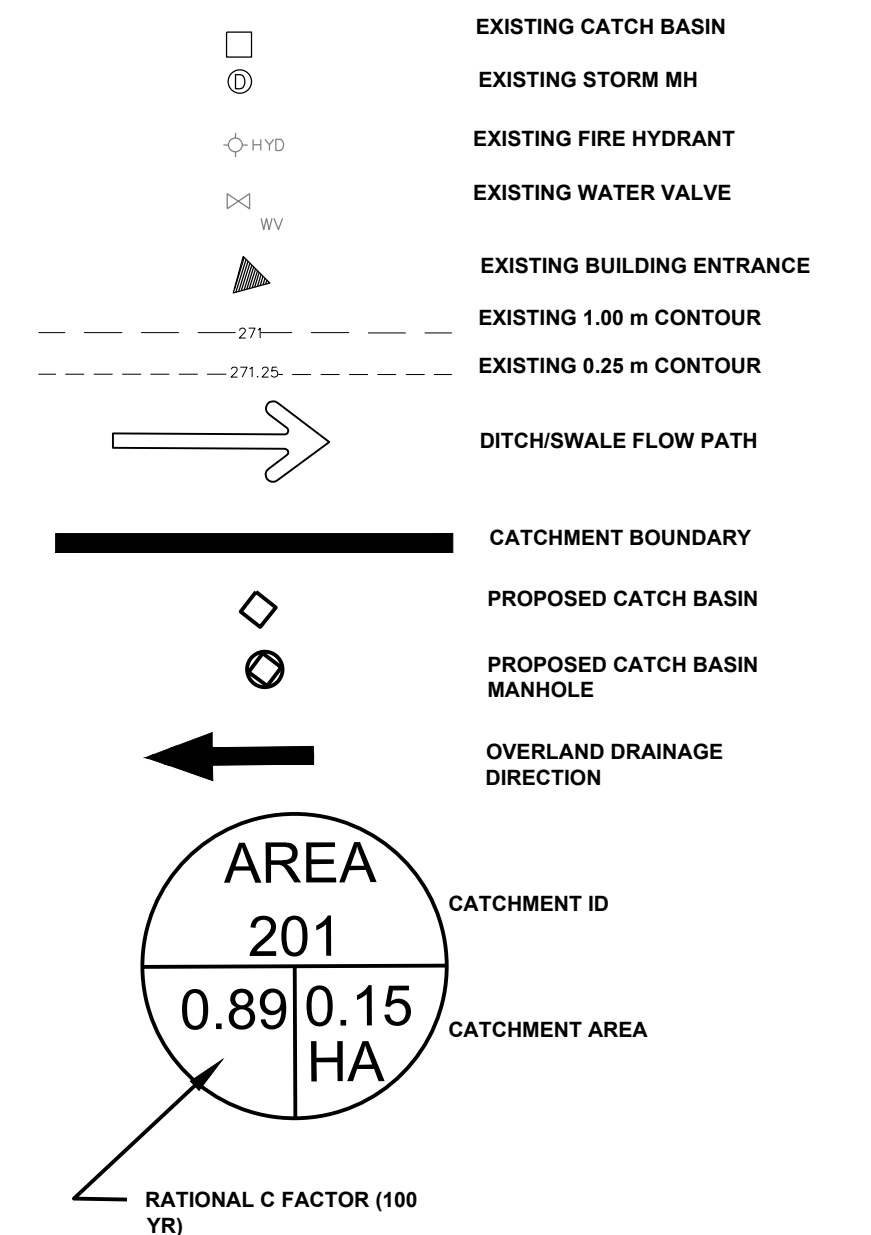
Pt Lt 232 Con 1  
Swtr Proton Pt 1 17r1932  
S/t & T/w Gs67448  
S/t R529465  
Southgate

SCALE 1:200  
4 8 12 metres



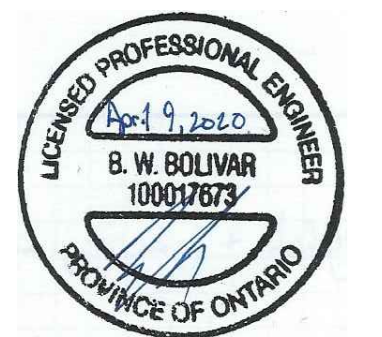
KEY MAP  
N.T.S.

LEGEND



SCHEDULE OF REVISIONS

NO.	DATE	DESCRIPTION	CHECKED
1.	2018 07 19	INITIAL CONCEPT PLAN	
2.	2019 10 17	1ST SUBMISSION SITE PLAN APPROVAL	BWB
3.	2019 10 31	ENTRANCE REVISED PER MTO	BWB
4.	2020 04 09	2nd ENGINEERING SUBMISSION	BWB



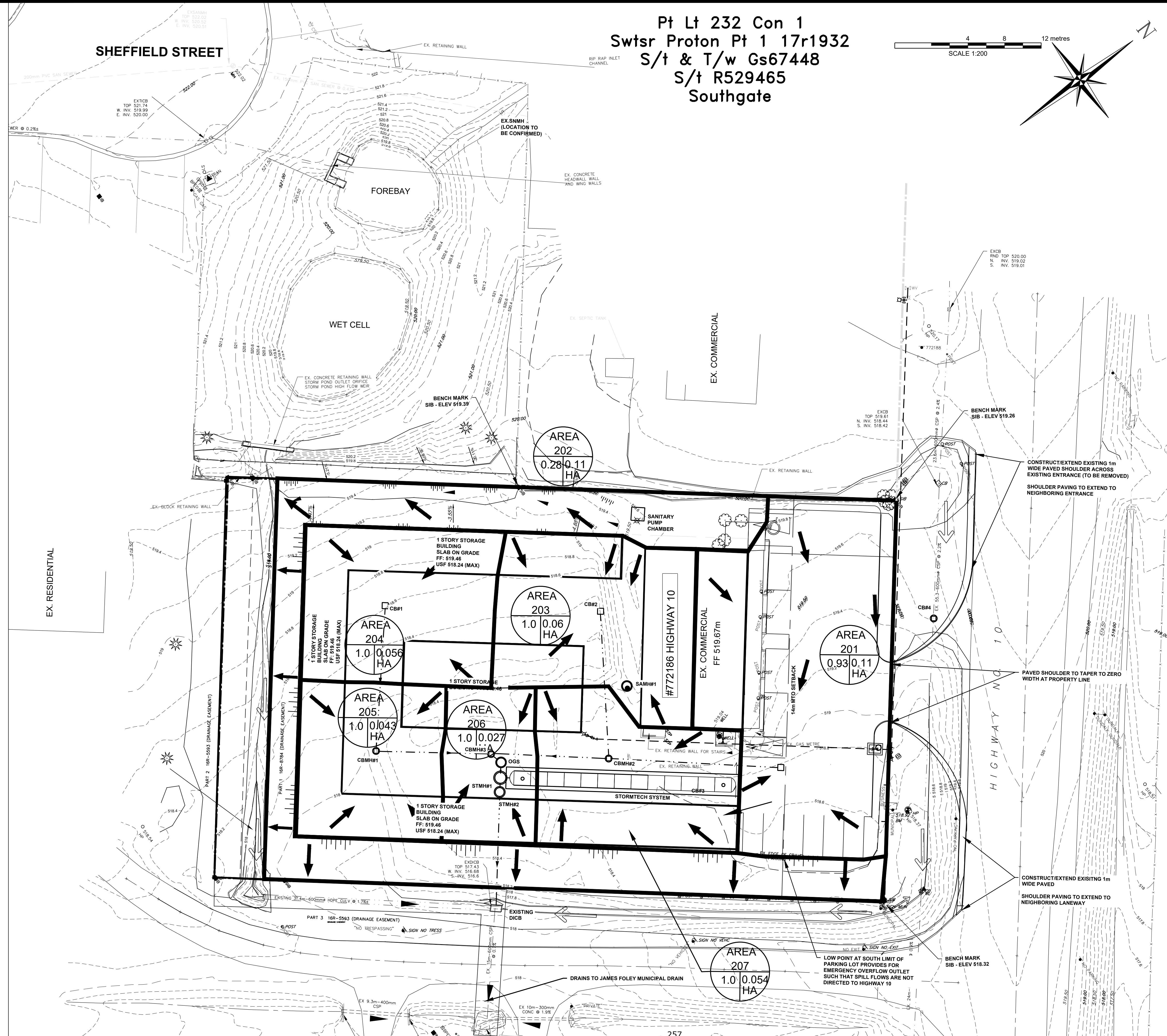
DUNDALK SELF STORAGE  
772186 HIGHWAY 10  
DUNDALK  
TWP OF SOUTHGATE

PROPOSED DRAINAGE CATCHMENTS

PROJECT NO.	18-3142	DRWG NO.	3142-SWM2
DATE:	APRIL 2018	SCALE:	1:400
DRAWN:	JS/BWB	CHECKED:	APPROVED:

**SBA Skelton Brumwell & Associates Inc.**  
ENGINEERING PLANNING ENVIRONMENTAL CONSULTANTS

93 BELL FARM ROAD, SUITE 107  
BARRIE, ONTARIO L4M 5G1  
www.skeltonbrumwell.ca  
TELEPHONE (705) 726-1141  
FAX (705) 726-0331  
TOLL FREE (877) 726-1141





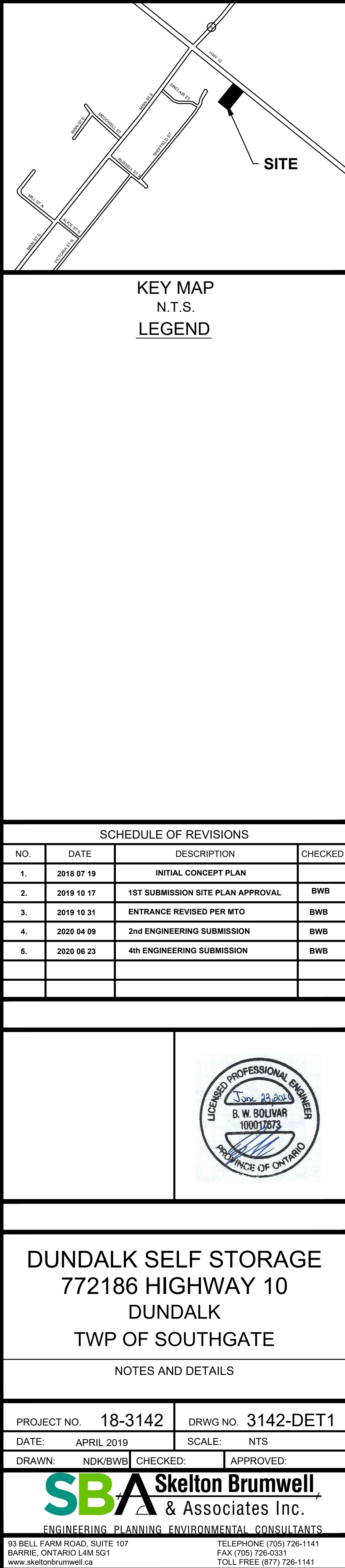
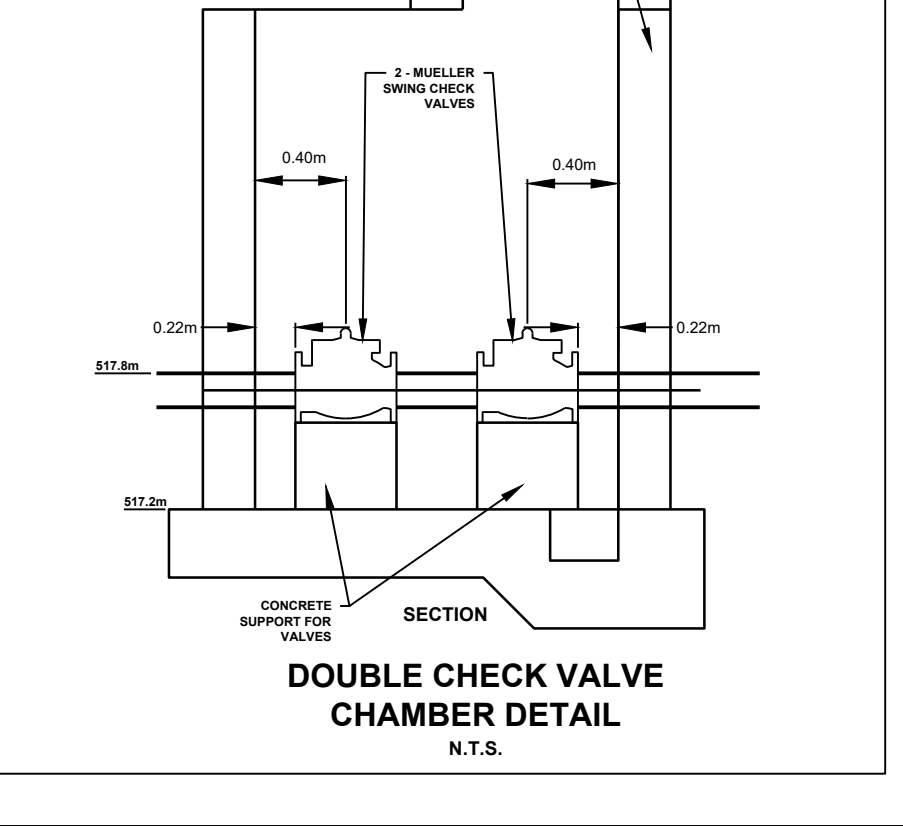
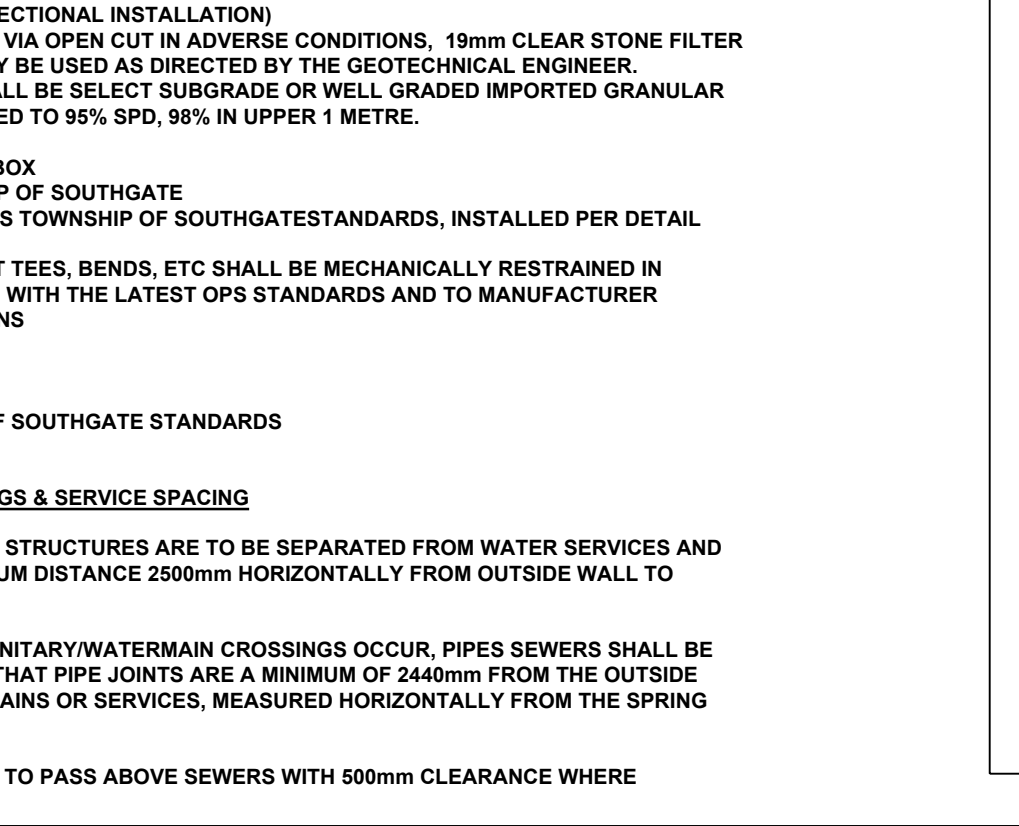
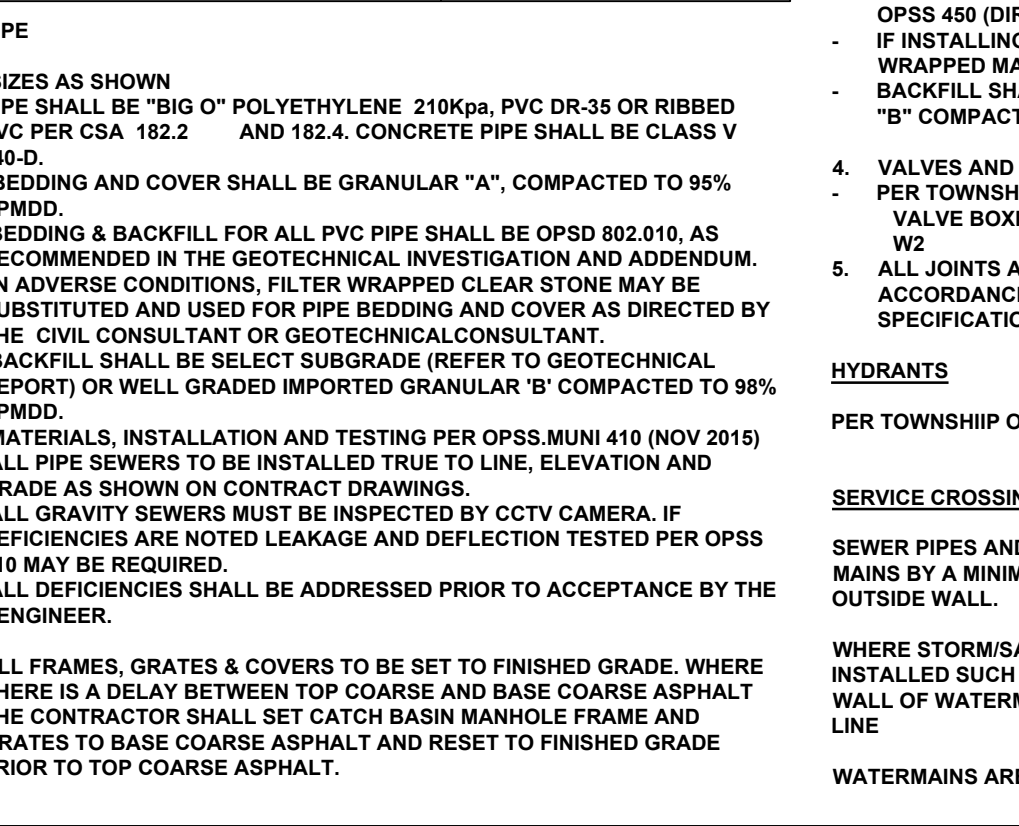
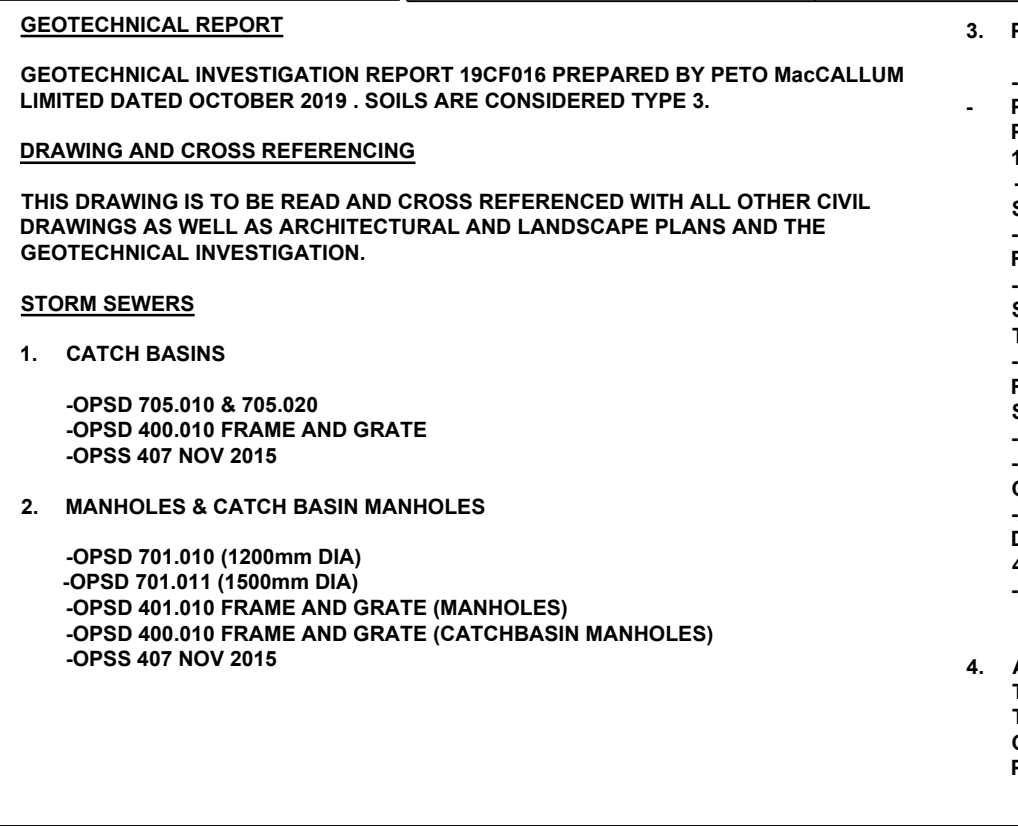
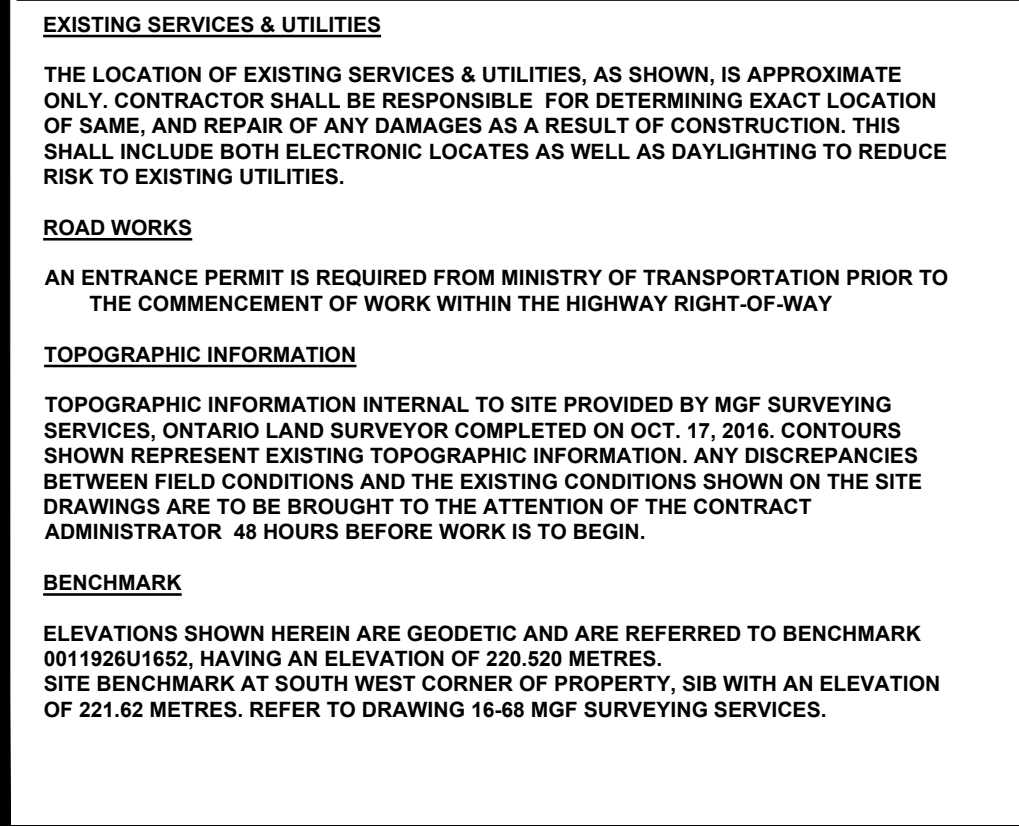
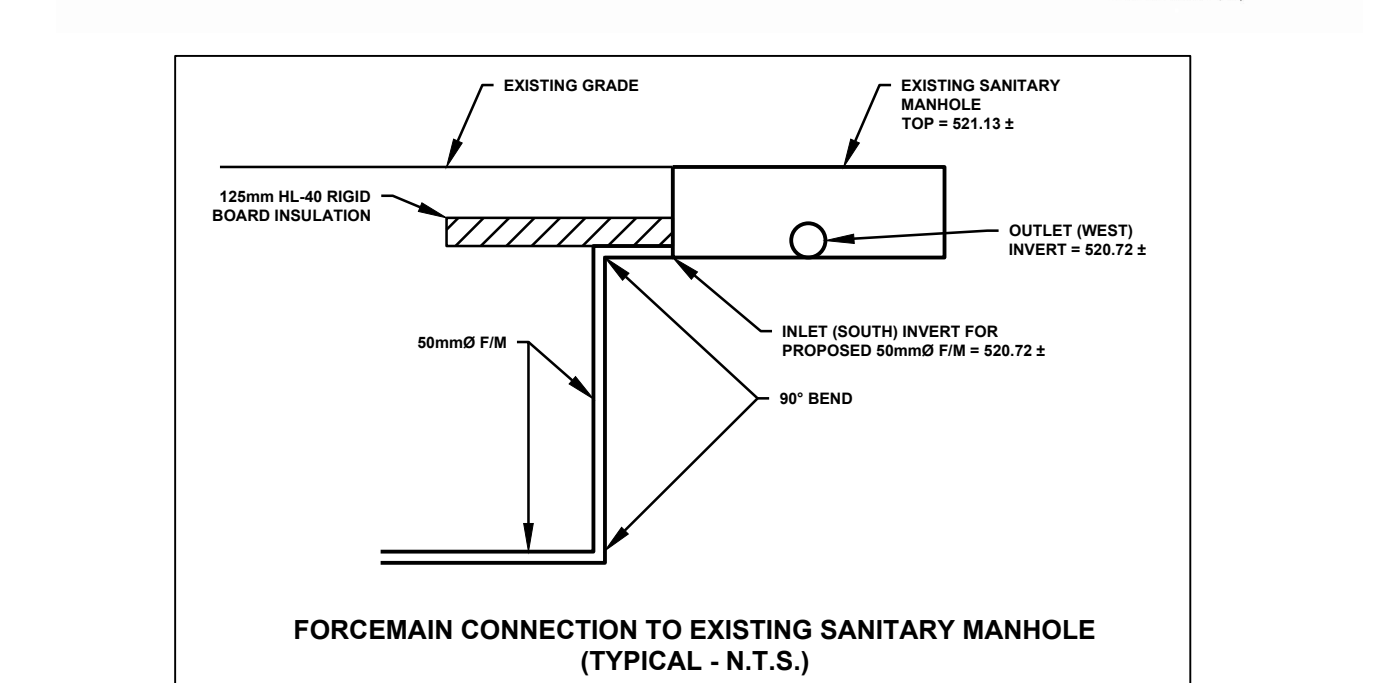
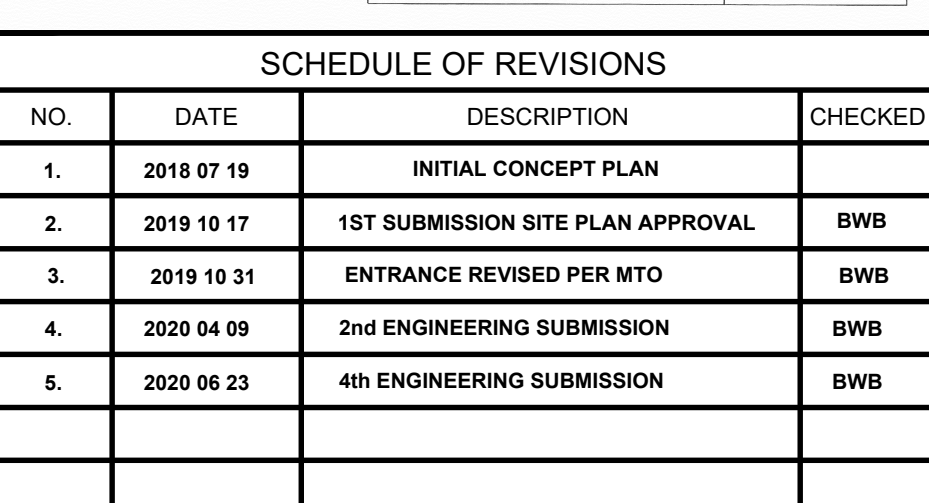
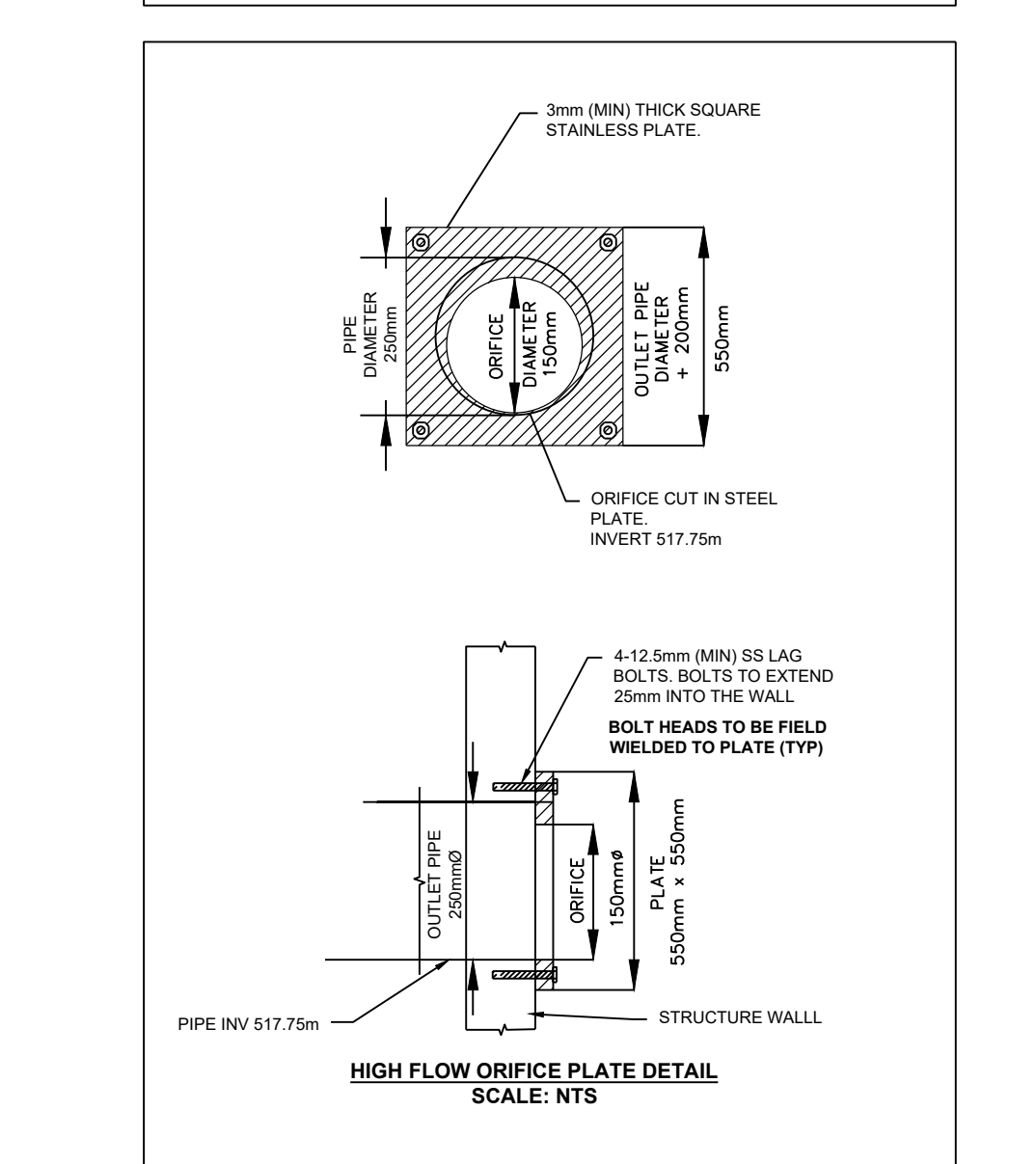
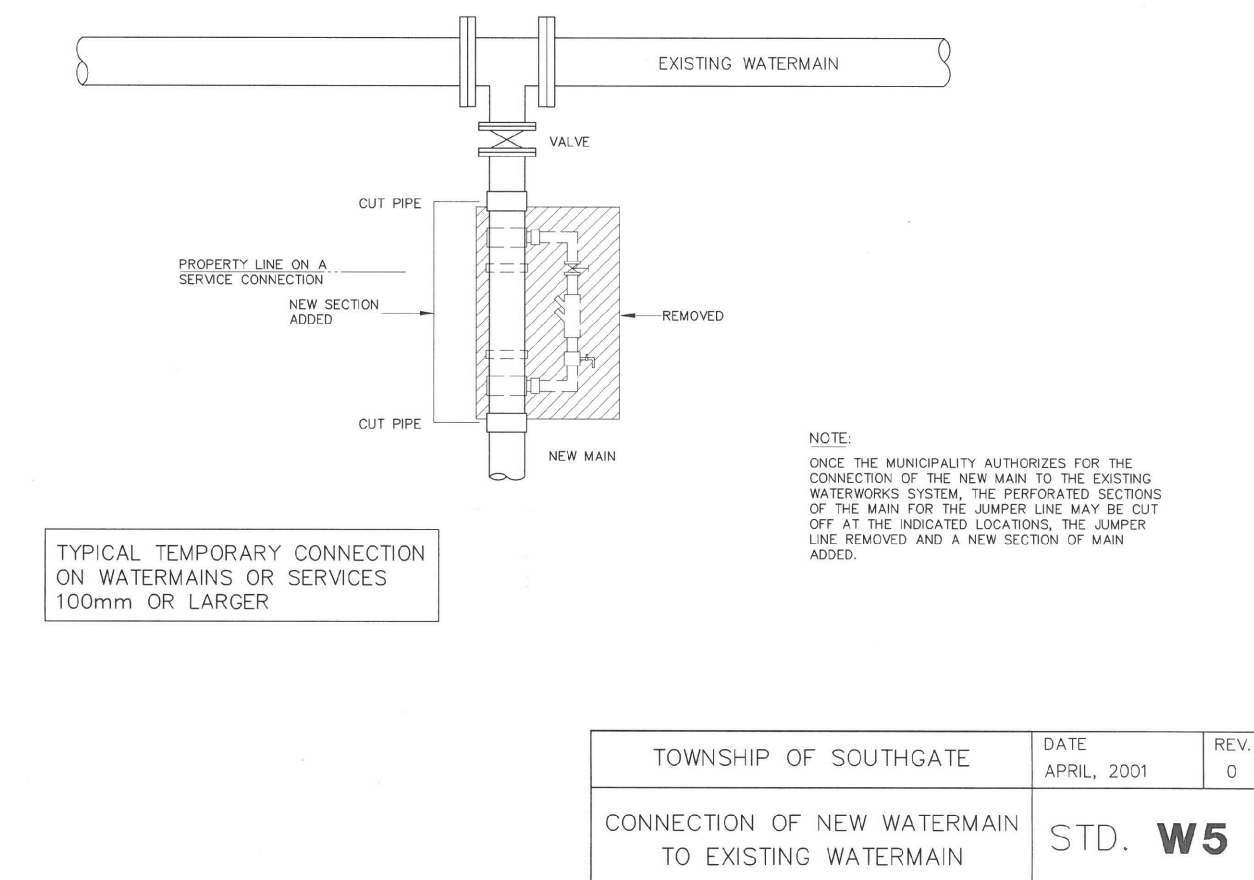




TABLE 2: APPROVED MATERIALS AND PRODUCT LIST		
SERVICE	ITEM	APPROVED PRODUCTS
SANITARY	Sewer Pipe	PVC DR 35 Concrete CSA#A257.1/A257.2 (latest revision)
	Service Pipe	PVC DR 28
	Connections	Kor-N-Seal for manholes, Prefab tees for PVC pipe or Kor-N-Tee for concrete pipe services
STORM	Sewer Pipe	375 mm diameter or less:  PVC DR 35 - IPEK "Ultra Rib" - Loc Pipe "Loc PVC" Concrete CSA A257.1 (latest revision) (non-reinforced), and A257.2 (latest revision) (reinforced). HDPE Big 'O' Boss PolyLite - Royal Rib "Korflo"  450 mm diameter or greater:  Concrete CSA A257.1 (latest revision) (non-reinforced) and A257.2 (latest revision) (reinforced)  Leads to rear yard catchbasins are to be concrete.  All culverts shall be galvanized CSP (minimum 1.6 mm thickness) or HDPE Boss 2000, 320 kPa stiffness c/w Ultra Stab 75 joint  PVC DR 28
	Service Pipe	PVC DR 28
	Connections	Kor-N-Seal for manholes Prefab tee for HDPE and PVC pipe or Kor-N-Tee (services for Concrete pipe only)
	Watermain	Ductile Iron ANSI A21.51 (latest revision) AWWA C151 (latest revision) with Tylon Cement Lined with Copper Straps  C900 PVC Class 235 (DR 18), B 137.3 (latest revision) and Tracer Wire  Bionac PVCO C909 PVC (Associated fittings and restraints shall be approved by the Township) and Tracer Wire
	Valves	Muesler Resilient Wedge Gate Valve AWWA - fusion-bonded epoxy coating, AWWA C550 (latest revision) - bronze stem
WATER	Watermain	
	Valves	
SERVICE	ITEM	APPROVED PRODUCTS
		<ul style="list-style-type: none"> <li>- open counter clockwise</li> </ul> <p>Clow Resilient Wedge Valve AWWA C509 (latest revision), F-6100 mechanical joint with:</p> <ul style="list-style-type: none"> <li>- fusion-bonded epoxy coating, AWWA C550 (latest revision)</li> <li>- bronze stem</li> <li>- open counter clockwise</li> </ul> <p>American AVK Co., Series 25 Resilient Seated Gate Valve AWWA C509 (latest revision), mechanical joint with:</p> <ul style="list-style-type: none"> <li>- fusion-bonded epoxy resin coating, AWWA C550 (latest revision)</li> <li>- standard stainless steel stem</li> <li>- open counter clockwise</li> </ul> <p>Hydrants</p> <p>Canada Valve Century Compression Type Valve Seats, or Clow Canada Englander Heritage Style Hydrant with McAvity M59M shape, both with "Storz" pumper connection.</p> <p>Corporation Main Stop</p> <p>Cambridge Brass, Ball Style, Series 301NL (No Lead), AWWA X CB Compression Assembly. Mueller Canada, Mueller 300, Ball Type, No Lead, B-25008, AWWA x Mueller "CC" Compression assembly Ford Meter Box Company, Ball Style, FB-1000-AL, No Lead, AWWA x "CC" Compression assembly</p> <p>Curb Stop</p> <p>Cambridge Brass, Ball Style, Series 202NL (No Lead), CB Compression x CB Compression assembly. Mueller Canada, Mueller 300, Ball Type, No Lead, Mueller "CC" x Mueller "CC" compression assembly Ford Meter Box Company, Ball Style, B44 Series, No Lead, "CC" compression assembly</p> <p>Saddle</p> <p>Cambridge Brass, Series B403, Type 304 Stainless Steel, Double Bolt, AWWA Thread Robar 2616DB, Type 304 Stainless Steel, Double Bolt, AWWA Thread. Ford Meter Box Company, FS323, Type 304 Stainless Steel, Double Bolt, AWWA Thread</p> <ul style="list-style-type: none"> <li>Band width for services 25mm in diameter or less shall be a minimum of 150mm</li> <li>Band width for services greater than 25mm in diameter shall be a minimum of 200mm</li> </ul> <p>Rods and pins shall be stainless steel.</p>



---



<h1 style="margin: 0;">DUNDALK SELF STORAGE</h1> <h2 style="margin: 0;">772186 HIGHWAY 10</h2> <h3 style="margin: 0;">DUNDALK</h3> <h3 style="margin: 0;">TWP OF SOUTHGATE</h3>			
<h4 style="margin: 0;">NOTES AND DETAILS</h4>			
PROJECT NO. <b>18-3142</b>		DRWG NO. <b>3142-DET2</b>	
DATE:    APRIL 2019		SCALE:    NTS	
DRAWN:    NDK/BWB	CHECKED:	APPROVED:	
<div style="display: flex; align-items: center; justify-content: center;"> <div> <h2 style="margin: 0;">Skelton Brumwell</h2> <h3 style="margin: 0;">&amp; Associates Inc.</h3> </div> </div> <p style="margin-top: 10px; font-weight: bold; letter-spacing: 2px;">ENGINEERING PLANNING ENVIRONMENTAL CONSULTANTS</p>			
93 BELL FARM ROAD, SUITE 107 BARRIE, ONTARIO L4M 5G1 <a href="http://www.skeltonbrumwell.ca">www.skeltonbrumwell.ca</a>		TELEPHONE (705) 726-1141 FAX (705) 726-0331 TOLL FREE (877) 726-1141	



[illegible]

**SECTION THROUGH TAPER TOP**

**SECTION THROUGH FLAT CAP**

**SECTION THROUGH CATCH BASIN**

Reinforce each adjustment unit with a minimum of 1 wire with an end area of at least 15mm. Lap wire 150mm or butt weld.

Note 2: Type

Note 3

Adjustment units for maintenance holes with round openings. Available in sections or continuous units. Use burl tape between units.

Adjustment units for catch basins with square openings. Available in sections or continuous units. Use burl tape between units.


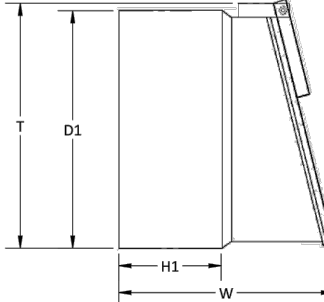
Round or square frame with grate or cover

Flat cap

Riser section

Catch basin

1. *Journal of the American Medical Association*, 2000; 284: 2689-2695.

 www.royalbuildingproducts.com	Page 1 of 1 Issue Date: July 14, 2014				
					
<b>TERMINAL BACKWATER VALVE (H)</b> <b>PVC SOLVENT WELD DWV</b>					
<b>PART NO.</b>	<b>SIZE IN INCHES</b>	<b>H1</b>	<b>T</b>	<b>W</b>	<b>D1</b>
DD004	4	2 1/4	5.0792	7.3128	5.1052
DD006	6	3 1/4	8.5152	—	7.7162
DD008	8	4 1/4	10.9108	—	9.3162
DD010	10	5 3/8	12.3162	—	11.1732
DD012	12	6 5/8	14.3162	—	13.1662
* DIMENSIONS AND APPEARANCE ARE APPROXIMATE AND SUBJECT TO CHANGE WITHOUT NOTICE DUE TO DESIGN OR PRODUCTION MODIFICATIONS * MOLDED FITTING TO FLANGE + LEAF OVERALL LENGTH * FLANGED FITTING TOLERANCE ±1" LINEAR, 1" ANGULAR				* MOLDED FITTING * ACCUMULATED FROM MOLDED COMPONENTS * ALL OTHER FITTINGS ARE FLANGED	
P-PLASTIC FITTINGS SETTINGS				D0767001 CUT SHEET	

**NOTE:**  
CONTRACTOR TO FIELD  
VERIFY DIMENSIONS OF  
CONCRETE SECTIONS

**CDS MODEL PMSU2015-4-C,  
0.7 CFS TREATMENT CAPACITY  
STORM WATER TREATMENT UNIT**

ALL UNITS IN MILLIMETERS UNLESS NOTED OTHERWISE

CONTECH ENGINEERED SOLUTIONS LLC www.contechme.com		DUNDALK SELF STORAGE 772186 HIGHWAY 10 DUNDALK, ON SITE DESIGNATION: OGS		JOB NO. : 0000-0101 DATE : 08/08/2015 DRAWN : JX APPROVED : DATE : 07/08/2015		SCALE : 1/20 SHEET : 2
280 Enterprise Drive, Scarborough, ME 04474 907-897-8676 202-885-8903 907-885-9825 FAX		Eaton Environmental, 555 Hook Road, Unit 35, Markham, Ontario L3R 5V6 Tel: (905) 948-0000 Fax: (905) 948-0277				

INTERNATIONAL DATA SHEET

# Swing Check Valves

**VALVE &  
HYDRANT**

## PRODUCT FEATURES

- Gravity operated.
- Sizes: 2½" - 12" DN65 - DN300.
- UL Listed and FM Approved.
- 200psi/14 barg.
- Designs available: U1210-BK Bronze Die and Seat Rings; U1212-B1 Rubber Disc Facing and Bronze Seat Ring.
- Cast Iron Valve Body, ASTM A-125 Class B.
- Two-part liquid epoxy coating for superior corrosion resistance.
- Cast Iron Cover has lifting lug.
- Operating parts of bronze and stainless steel. Cover Nuts and Bolts are electro galvanized steel to resist corrosion.


- Internal parts serviceable without removing valve from line.
- Tapping bosses both sides of body for connecting pipes.
- Drain plug under inlet end for connecting drain valve.
- End connection: Flanged ANSI B16.1 Class 125.

## PARTS LIST

ID	PART NAME	MATERIAL
1	Cover	Cast Iron ASTM 125 Class B
2	Arm Disc Bushing	Bronze ASTM B62
3	Arm	Cast Iron ASTM 125 Class B
4	Cover Stud & Nut	Zinc Coated Steel ASTM A307 Grade B
5	Body	Cast Iron ASTM 125 Class B
6	Seat Holder	Bronze ASTM B62
7	Plug (B)	Malleable Iron ASTM A47
8	Disc Seat Bolt	Stainless Steel ASTM A276 Type 304
9	Body Seat Ring	Bronze ASTM B62
10	Disc Seat Ring	Rubber Buna N D2000 BK 707
11	Pin	Cast Iron ASTM 125 Class B
12	Disc	Stainless Steel ASTM 276 Type 304
13	Washer	Brass ASTM B21
14	Disc Nut	Brass ASTM B21
15	Disc Stud	Brass ASTM B21
16	Cover Gasket	Rubber Buna D2000 BK 707
17	Plug	Brass ASTM B21
18	O-Ring	Rubber Buna N D2000 BK 707
19	Hinge Pin	Stainless Steel ASTM 276 Type 304
20	Body Bushing	Bronze ASTM B62
21	Spacer	Bronze ASTM B62
22	Arm Bushing	Bronze ASTM B62
23	Disc Seat Ring	Bronze ASTM B62

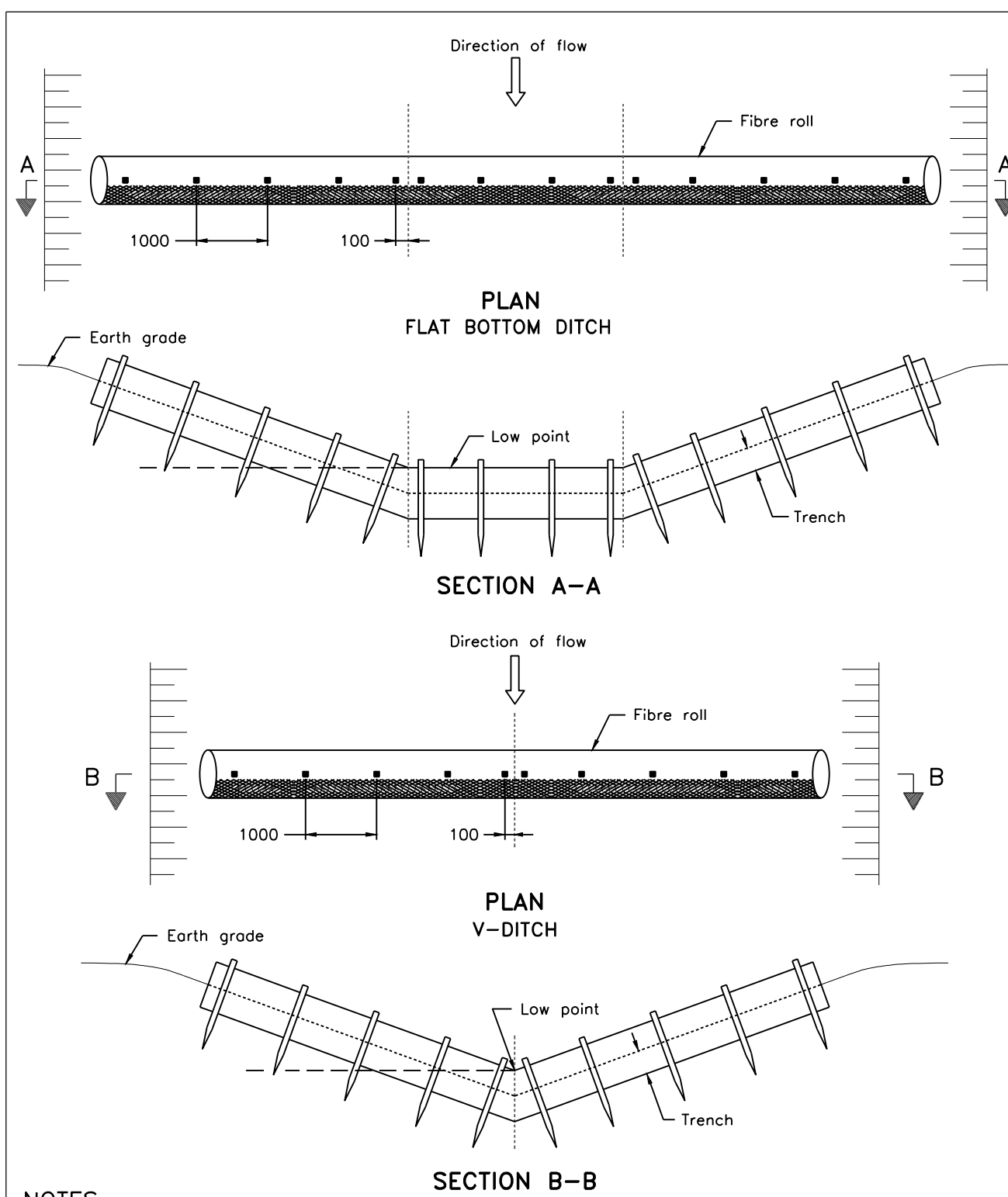
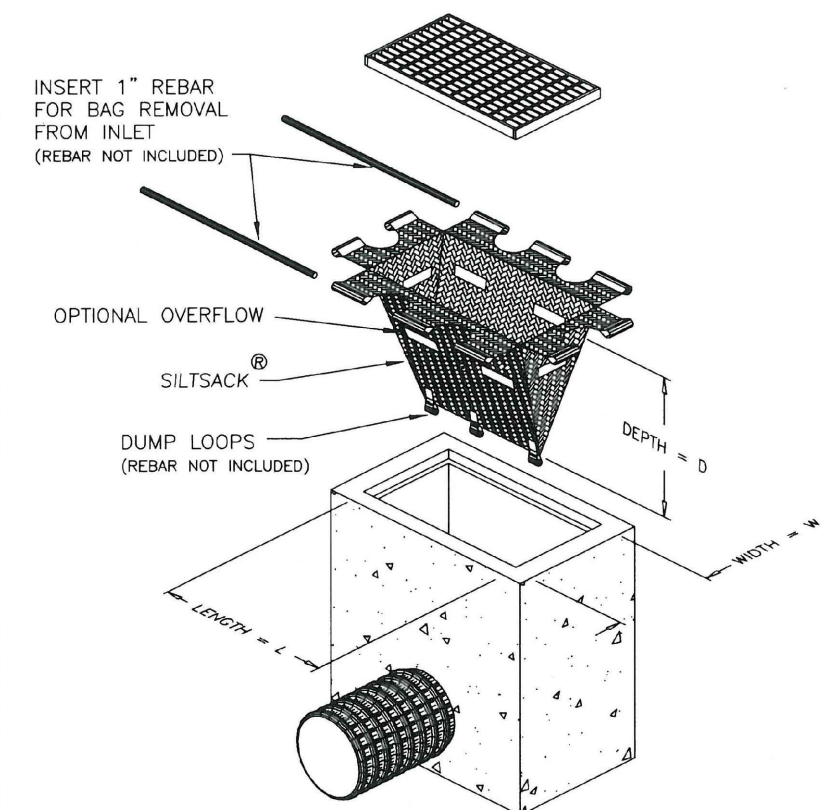
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Mueller Co. International Division • 6125 Preservation Dr., Suite 200 • Chattanooga, TN 37416-USA  
 P +1 423 490 9555 + F +1 423 531 0033 • international@muellercompany.com • mueller-international.com  
 Form 1283 - Rev. 19/16

<h1 style="margin: 0;">DUNDALK SELF STORAGE</h1> <h2 style="margin: 0;">772186 HIGHWAY 10</h2> <h3 style="margin: 0;">DUNDALK</h3> <h3 style="margin: 0;">TWP OF SOUTHGATE</h3>	
<h4 style="margin: 0;">NOTES AND DETAILS</h4>	
PROJECT NO. <b>18-3142</b>	DRWG NO. <b>3142-DET3</b>
DATE: <b>APRIL 2019</b>	SCALE: <b>NTS</b>
DRAWN: <b>NDK/BWB</b>	CHECKED: <b>APPROVED:</b>
 <p style="margin: 0;"><b>ENGINEERING PLANNING ENVIRONMENTAL CONSULTANTS</b></p>	
93 BELL FARM ROAD, SUITE 107 BARRIE, ONTARIO L4M 5G1 <a href="http://www.skeltonbrumwell.ca">www.skeltonbrumwell.ca</a>	TELEPHONE: (705) 726-1141 FAX: (705) 726-0331 TOLL FREE (877) 726-1141



### Typical Siltsack® Construction - Type B



NOTES:  
A Refer to OPSD 219.120 Section A-A installation detail.  
B All dimensions are in millimetres unless otherwise shown.

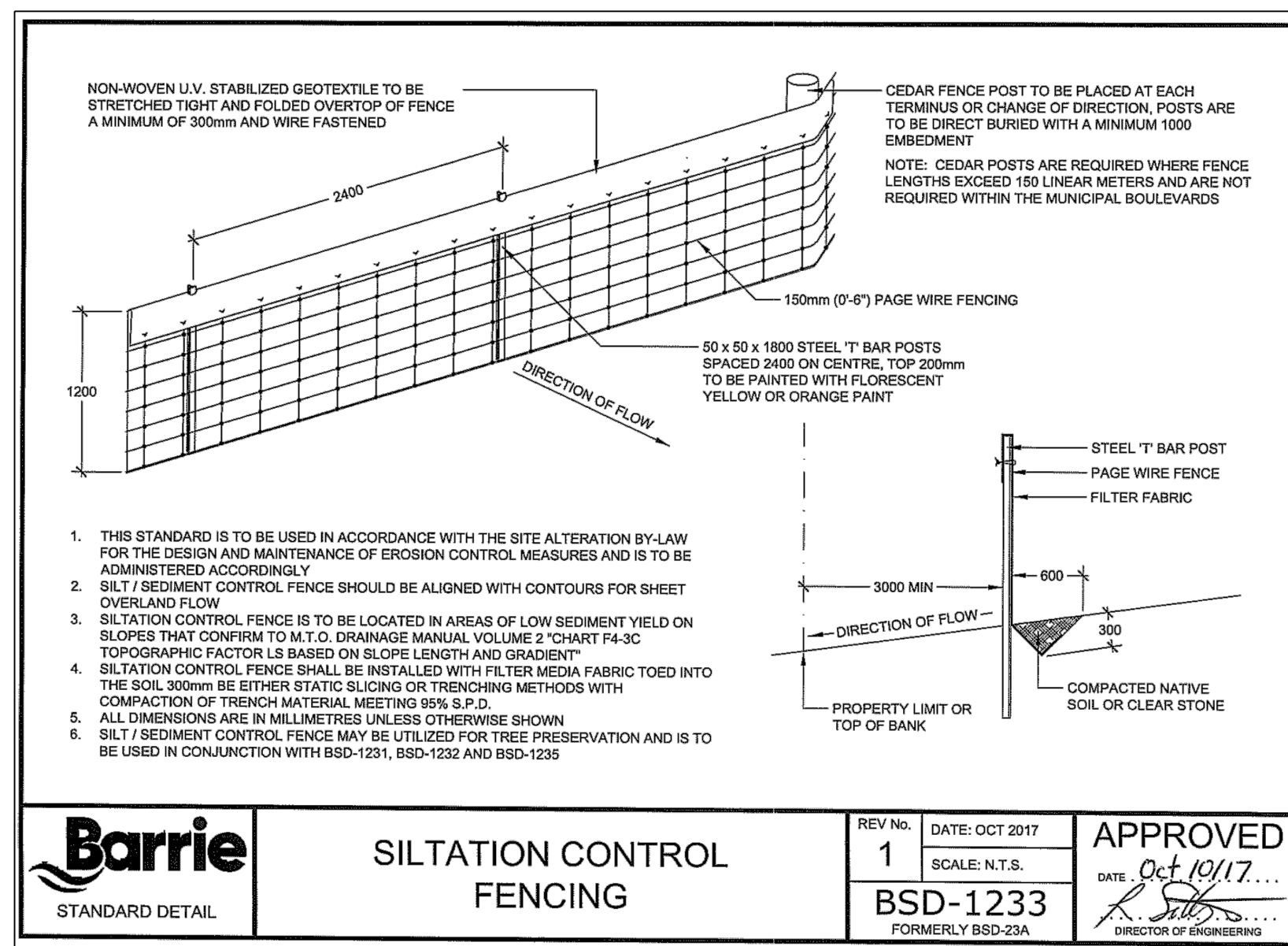
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ONTARIO PROVINCIAL STANDARD DRAWING

Nov 2015	Rev	0
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## FIBRE ROLL FLOW CHECK DAMS

**OPSD 219.191**



**EROSION AND SEDIMENT CONTROL NOTES**

### EXISTING SITE DRAINAGE AND EROSION PROTECTION

1. ALL WORKS ARE TO BE ORGANIZED TO MAINTAIN EXISTING SITE DRAINAGE. THIS MAY INCLUDE BUT NOT BE LIMITED TO CONSTRUCTION OF TEMPORARY SWALES, TEMPORARY CULVERT EXTENSIONS, TEMPORARY CULVERT ADDITIONS, ETC.

**PERIMETER SILTATION FENCE**

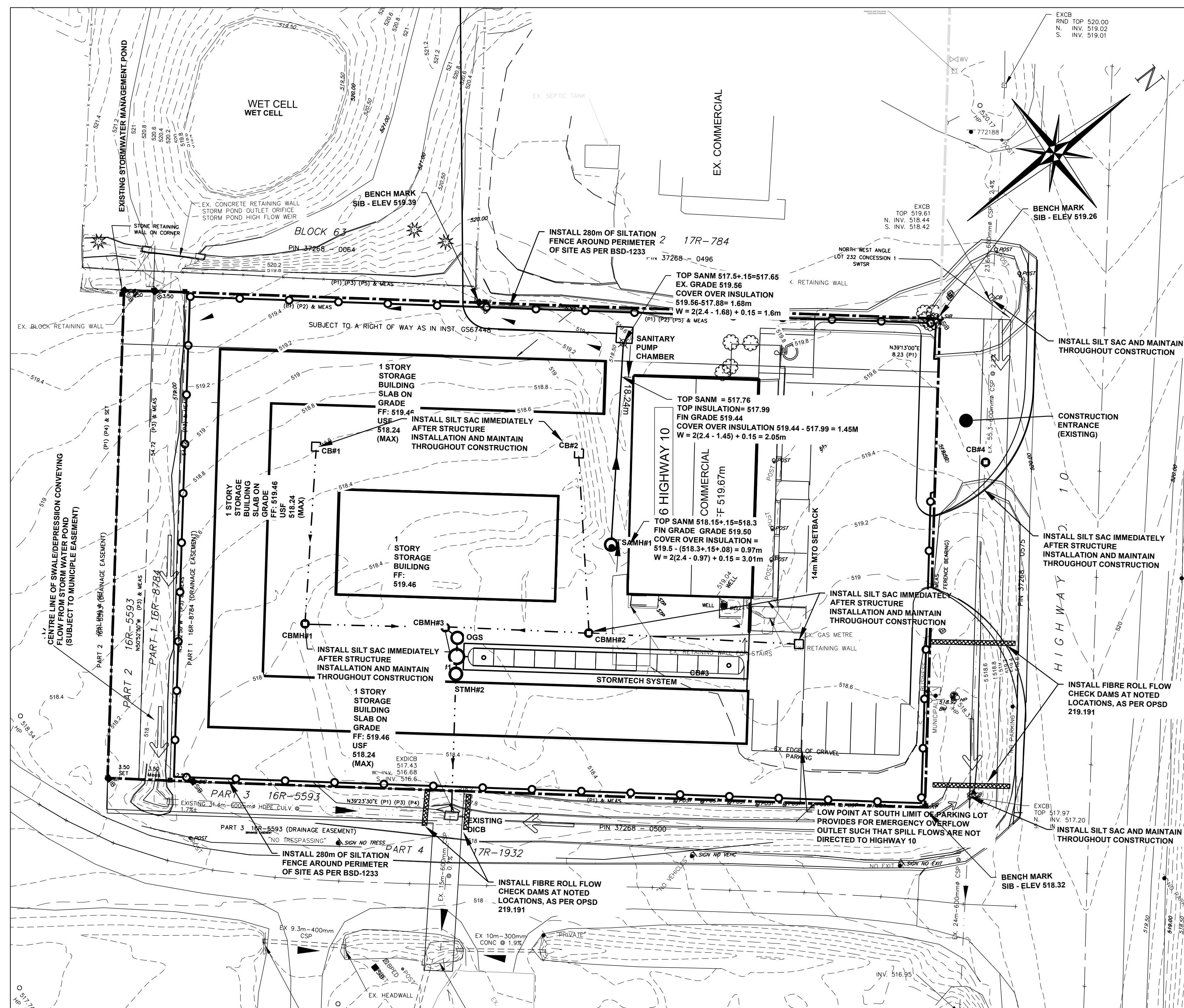
1. PERIMETER OF WORKS TO BE DELINEATED WITH SILTATION FENCE PER NVCA DETAIL ON THIS SHEET.
2. LOCATION OF SILTATION FENCE INSTALLATION AS SHOWN IS THE MINIMUM SUGGESTED TO BE REQUIRED. ADDITIONAL FENCE MAY BE REQUIRED BASED ON THE CONTRACTORS PROPOSED WORK PLAN.

























### STORM SEWER CATCHBASIN GRATES

1. ALL INLET GRATES SHALL BE PROTECTED WITH SILT SACK AT THE TIME OF INSTALLATION.
2. SILT SACK SHALL BE MAINTAINED IN EXISTING STRUCTURES.

### ORDER OF OPERATION

- 1) INSTALL PERIMETER SILTATION FENCE
- 2) INSTALL SILT SACKS
- 3) MONITOR CONDITIONS
- 4) REMOVE SILT FENCE AND SILT SACK, DISPOSE OFFSITE AND REINSTATE AFTER GROWTH IN DISTURBED AREAS HAS ESTABLISHED OR AS PERMITTED BY THE ENGINEER.



	<b>IB</b>	<b>PROPERTY</b>
	<b>SIB</b>	<b>BOUNDARY</b>
		<b>FOUND IRON BAR</b>
		<b>FOUND SQUARE IRON BARS</b>
		<b>PROPOSED SANITARY MANHOLE</b>
		<b>EXISTING SANITARY MANHOLE</b>
	<b>WV</b>	<b>EXISTING WATER VALVE</b>
		<b>FIRE HYDRANT</b>
		<b>EXISTING WELL</b>
		<b>BENCHMARK</b>
		<b>EXISTING HYDRO</b>
	<b>-51.0</b>	<b>EXISTING 1.0 m CONTOUR</b>
	<b>-51.5</b>	<b>EXISTING 0.5 m CONTOUR</b>
	<b>TRAN</b>	<b>TRANSFORMER</b>
	<b>CPED</b>	<b>EXISTING CABLE PEDESTAL</b>
	<b>BPED</b>	<b>EXISTING BELL PEDESTAL</b>
		<b>DITCH-SWALLOW FLOW PATH</b>
		<b>EXISTING CATCH BASIN</b>
	<b>HP</b>	<b>HYDRO POLE</b>
		<b>PROPOSED CATCH BASIN</b>
		<b>PROPOSED CATCH BASIN MANHOLE</b>
		<b>CUT OR FILL GRADING LINE</b>
		<b>CHECK DAM</b>
		<b>SILTATION FENCE</b>

SCHEDULE OF REVISIONS			
NO.	DATE	DESCRIPTION	CHECKED
1.	2019 10 17	1ST SUBMISSION SITE PLAN APPROVAL	BWB
2.	2019 10 31	ENTRANCE REVISED PER MTO	BWB
3.	2020 04 09	2nd ENGINEERING SUBMISSION	BWB
4.	2020 06 23	4th ENGINEERING SUBMISSION	BWB



DUNDALK SELF STORAGE  
772186 HIGHWAY 10  
DUNDALK  
TWP OF SOUTHGATE

EROSION AND SILTATION CONTROLS

PROJECT NO. 18-3142		DRWG NO. 3142-ESC	
DATE: APRIL 2018		SCALE: 1:300	
DRAWN: BDD/BWB		CHECKED:	APPROVED:

**SBA Skelton Brumwell**  
**& Associates Inc.**  
 ENGINEERING PLANNING ENVIRONMENTAL CONSULTANTS

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www.skeltonbrumwell.ca

TELEPHONE (705) 726-1141  
FAX (705) 726-0331  
TOLL FREE (877) 726-1141





## LEGEND

## LEGEND

- 

## SCHEDULE OF REVISIONS

## SITE GRADING

**SBA Skelton Brumwell**  
 & Associates Inc.

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BARRIE, ONTARIO L4M 5G1  
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## **Staff Report PL2020-020**

**Title of Report:** PL2020-020-SP3-20-2677188 Ontario Inc.  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** July 8, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-020 for information; and  
**That Council** consider approval of By-law 2020-062 authorizing the entering into a Site Plan Agreement.

**Property Location:** 126318 Southgate Road 12



**Background:** This Site Plan Agreement implements Zoning Bylaw amendment Application C22-19. A public meeting was held on December 3, 2019 for the zoning and the application was approved by by-law 2020-019 at the February 5th, 2020 Council Meeting.

**Staff Comments:** The Site Plan and Site Plan Agreement address a number of issues to mitigate potential conflicts with neighbouring land uses. The agreement attempts to mitigate concerns raised by on farm shops and it includes the following:

1. Providing landscaping and screening to blend it in with the Surrounding Area. The screening trees are to be a minimum 1.5m in height and coniferous in order to provide screening of the outdoor storage areas and to blend the building in with the landscape.
2. Ensuring that in the event of a complaint all doors and windows will remain closed during operation. The large garage and loading doors are oriented away from Southgate Road 12 toward the back of the property.
3. Hours of Operation have been included as 7am to 7pm Monday to Friday and 7am to noon on Saturday with the business remaining closed on Sundays and all statutory holidays.
4. Applying dust control measures at the Townships discretion.
5. Requiring an entrance permit and a paved apron if the road is ever paved.
6. Requiring a water reservoir be installed should the Township fire department deem it necessary in future.

The closest residential lot is over 500m away. A key map of the area has been provided for your review. The above provisions will ensure that surrounding land uses are minimally impacted by the proposed development. It is, therefore, the recommendation of Township staff to approve the Site Plan and authorize the mayor and clerk to sign the attached Site Plan Agreement

**Financial Implications:** None

**Concluding Comments:** Based on the above it is recommended that the Council receive this staff report and consider approval of by-law 2020-062 authorizing the agreement.

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 2020-062

Being a by-law to authorize the execution of a Site Plan Control Agreement

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

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

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

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

1. **That** a Site Plan Agreement between 2677188 Ontario Inc. and the Township of Southgate for the development of the lands described as Con 8, Lot 30 Proton, Township of Southgate is authorized. Such agreement being attached hereto as Schedule "A" and which forms a part of this by-law;
2. **That** the Mayor and Clerk are authorized to sign the Site Plan Agreement on behalf of the Council of the Corporation of the Township of Southgate in substantially the form as that set out in Schedule A;
3. **That** the Clerk is authorized and directed to cause notice of the Site Plan Agreement to be registered on the title to the said lands forthwith after it has been signed by all parties; and
4. **That** this By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this 8<sup>th</sup> day of July 2020.

Read a third time and finally passed this 8<sup>th</sup> day of July 2020.

---

Mayor – John Woodbury

---

Acting Clerk- Lindsey Green

THE CORPORATION OF  
THE TOWNSHIP OF SOUTHGATE

**SITE PLAN AGREEMENT**

THIS AGREEMENT made in triplicate this\_\_\_\_\_ day of\_\_\_\_\_, 2020

Between: 2677188 Ontario Inc.

(hereinafter called the "OWNERS" OF THE FIRST PART)

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

(hereinafter called the "TOWNSHIP" OF THE SECOND PART)

WHEREAS the OWNERS represents that they are the owners of these lands and premises in the Township of Southgate in the County of Grey, being more particularly described in s Schedule "A"

AND WHEREAS the OWNERS have applied to the TOWNSHIP to permit development on the OWNER'S lands;

AND WHEREAS the Encumbrancer(s) (if any) hold registered security interests in the lands and all Encumbrancers of the lands are included as parties to this Agreement

AND WHEREAS the OWNERS have agreed with the TOWNSHIP to furnish and perform the works, material, matters and things required to be done, furnished and performed in the manner hereinafter described in connection with the proposed use of the subject lands;

AND WHEREAS the said lands have been designated by the Council of the TOWNSHIP as being within a site plan control area as provided by Section 41 of the Planning Act, R.S.O. 1990, as amended;

NOW THEREFORE witnesseth that in consideration of other good and valuable consideration and the sum of one -----(\$1.00)-----DOLLAR of lawful money of Canada now paid by the TOWNSHIP to the OWNER, the receipt whereof is hereby acknowledged, the OWNERS and the TOWNSHIP covenant, declare and agree as follows:

**SECTION 1 - LANDS TO BE BOUND**

1. The lands to be bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in the geographic Township of Proton, in the TOWNSHIP OF SOUTHGATE, and are more particularly described in Schedule "A".

**SECTION II - COMPONENTS OF THE AGREEMENT**

1. The text and the following Schedules, which are annexed hereto, constitute the components of this Agreement.

Schedule "A" - Legal Description of the Lands being developed.

Schedule "B" - Site Plan(s)

**SECTION III - REGISTRATION OF AGREEMENT**

1. This Agreement shall be registered on title to the said lands as provided for by Section 41(10) of the Planning Act, R.S.O., 1990, as amended, at the expense of the OWNERS;
2. The OWNERS agree that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration, as required;
3. The PARTIES agree that this Agreement must be registered against the OWNERS' lands within thirty (30) days of the execution thereof by both parties.

#### **SECTION IV - BUILDING PERMITS**

1. The OWNERS agree to not request the Chief Building Official to issue any further building permits to carry out the development until this Agreement has been registered on title to the lands described in Schedule "A" attached hereto and a registered copy of same has been provided to the Township.
2. It is agreed that if the OWNERS fail to apply for any building permit or permits to implement this Agreement within 12 months from the date upon which such building permit would be available, then the TOWNSHIP, at its option has the right to terminate the said Agreement and require that a new Site Plan Agreement be submitted for approval and execution.

#### **SECTION V - PROVISIONS**

1. **THIS AGREEMENT** applies to works related to the entire subject lands and includes the workshop, outside storage, landscaping, screening, entrance and any road upgrades for the shop. Agricultural and residential uses are not applicable to Site Plan Agreement in accordance with section 41 of the Planning Act and By-law 2007-47.
2. **The OWNERS** further covenant and agree to develop the subject lands in accordance with the Site Plan being Schedule "B" attached hereto, and that no work will be performed on the subject lands except in conformity to all provisions of this Agreement.
3. **THE OWNERS** agree to carry out on the lands at the work, and to construct, install and maintain at its expense all of the services, works and facilities stipulated, described by words and numbers, and shown in and upon the following Plans, that is:

(i) Submitted Site Plan Drawings;

which Plan is hereinafter called "the Site Plan". Notwithstanding the generality of the foregoing the requirements under this agreement include all of the notes and printed text contained in and on the Plans making up the Site Plan.

4. *Further Description of Work and Location of Site Plan.* Without limiting the generality of the foregoing, all of the specifications and said requirements contained in the said Site Plan, which is on file at Southgate's Municipal Office, shall be adhered to and satisfied by the Owner to the satisfaction of Southgate.
5. *Exterior Fascia.* In order to mitigate possible noise impacts of the facility, the owner agrees that the Chief Building Official or By-law Enforcement Officer, may require, if complaints are received, that all doors and windows remain closed during operating hours.
6. *Storm Drainage -- General.* Notwithstanding the foregoing, the Owner agrees that the storm drainage system on and for the lands shall be designed and constructed to the satisfaction of Southgate at the expense of the Owner.

7. *Entrance.* The Commercial entrance to the property is from Southgate Road 12. The Entrance shall be developed in accordance with Township entrance permit standards. Any areas not paved must be maintained to reduce the impact of dust. Should the road become paved in the future a paved apron from the edge of pavement to the property line, shall be required at the expense of the owner.
8. *Fire Suppression.* The owner agrees that if the Township requires a water reservoir to be established on the property for fire fighting and fire suppression, it will be the owners responsibility to provide and construct the reservoir.
9. *Servicing.* The owner is responsible for ensuring that a well and septic system for employee washrooms is available and in good working order.
10. *Landscaped Buffering.* The owner agrees to install a landscaped screening buffer where outdoor storage areas are exercised, installed or used, in accordance with the Township of Southgate Zoning By-law. This buffer must be maintained for the purposes of providing a visual barrier from the industrial use associated with the workshop. The trees planted as screening must be coniferous trees and be a minimum of 1.5m (4.92ft) in height when planted. Alternatively, a minimum 2m (6.56ft) high fence may be constructed which has the same buffering effect.
11. *Outside Storage.* Outside storage may only be located in the areas identified on the Site Plan. If there is any outside storage, it must be in the rear of the property and screened from view. Stacking in the outside storage area is limited to a maximum height of 3m.
12. *Dust Control Measures.* The owner agrees to provide for dust control measures such as calcium and water, to mitigate impacts as required by the Township of Southgate. These measures will be required for those areas of the site not asphalted or seeded with grass.
13. *Lighting.* All exterior lighting must be dark sky compliant. It must be pointed downward and remain internal to the site in accordance with the Township of Southgate Standards.
14. *Hours of Operation.* The owner agrees that the hours of operation for the shop shall be between the hours of 7am to 7pm Monday to Friday and from 7am to 12pm on Saturday. The shop shall remain closed for Sunday and all statutory holidays.
15. *Postponement and Subordination of Encumbrances.* The Owner covenants and agrees, at its own expense, to obtain and register such documentation from its mortgagees or those holding encumbrances as may be deemed necessary by Southgate to postpone and subordinate their interest in the lands to the interest of Southgate to the extent that this Agreement shall take effect and have priority as if it have been executed and registered prior to the execution and registration of any such mortgages or encumbrances.
16. *Southgate's Professional Fees and Disbursements.* The Owner shall reimburse Southgate for all of its engineering and legal expenses (professional fees and disbursements) in connection with the development and implementation of this Agreement.
17. *Waiver.* The failure of Southgate at any time to require performance by the Owner of any obligation under this Agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by Southgate of the performance of any obligation hereunder be taken or be held to be a waiver of the performance of the same or any other obligation hereunder at any later time. Southgate shall specifically retain its rights at law to enforce this Agreement.

18. *No Challenge to the Agreement.* The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the parties' right to enter into and force this Agreement. The law of contract applies to this Agreement and the parties are entitled to all remedies arising from it, notwithstanding any provisions in Section 41 of the Planning Act interpreted to the contrary. The parties agree that adequate consideration has flowed from each party to the other and that they are not severable. This provision may be pleaded by either party in any action or proceeding as an estoppel of any denial of such right.

19. *Enforcement.* The Owner acknowledges that Southgate, in addition to any other remedy it may have at law, may also be entitled to enforce this Agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.

20. *Mediation.* Without affecting Southgate's statutory right under subsection 41(11) of the said *Planning Act* to, at its complete discretion, invoke the provisions of Section 446 of the *Municipal Act, 2001* as amended regarding any applicable requirement herein in which case this paragraph shall be inoperative and inapplicable, in the event that a dispute relating to this Agreement or its implementation arises that cannot be resolved by negotiation between the parties, the parties agree to use the services of a mediator to attempt to resolve their differences and failing agreement on the procedure to be followed, it shall be conducted in accordance with the rules of procedure for the conduct of mediations of the ADR Institute of Ontario Inc. or its successor body.

21. *Registration.* The Owner consents to the registration of this Agreement or Notice of this Agreement by Southgate on the title to the lands.

22. *Enurement Clause.* The covenants, agreements, stipulations, declarations and provisions contained herein shall run with the lands and shall be binding upon the Owner and its successors and assigns and the benefit thereof shall enure to Southgate and its successors and assigns.

## **SECTION VI - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY**

1. This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.

2. The OWNER further agrees to complete the items detailed on Schedule "B" within one (3) years of the date of registration of this Agreement.

3. Following completion of the works, the OWNER shall maintain to the satisfaction of the TOWNSHIP, and at the sole expense of the OWNER, all the facilities or works described in Schedule "B".

4. This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.

5. The Agreement shall come into effect on the date of execution by the TOWNSHIP.

6. The OWNER acknowledges that this Agreement is entered into under the provisions of Section 41(7)(c) of the Planning Act, R.S.O., 1990, as amended.

7. Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

To the OWNER:                      2677188 Ontario Inc.  
   C/O Edwin and David Hoover  
   4639 Weimer Line



RR#3  
Wellesley ON. NOB 2T0

To the TOWNSHIP: Clerk  
Township of Southgate  
185667 Grey Rd 9,  
Dundalk, ON. NOC 1B0  
NOC 1B0

**IN WITNESS WHEREOF** the corporate parties have executed this Agreement by affixing thereto their corporate seals, as attested by the hand of their proper signing officers duly authorized in that behalf.

**AND IN WITNESS WHEREOF** the natural parties hereto have hereunto set their hands and seals. Signing authorized by by-law 2020-062.

SIGNED, SEALED AND  
DELIVERED

in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

) {OWNERS' NAMES}

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

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

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

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE**

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

John Woodbury, Mayor

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

Lindsey Green, Acting Clerk

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

We have authority to bind the corporation

Schedule "A"

**THE LAND**

All and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of:

**Con 8, Lot 30, Geographic Township of Proton,  
Township of Southgate , alternately described as 126318  
Southgate Road 12**

Schedule "B"

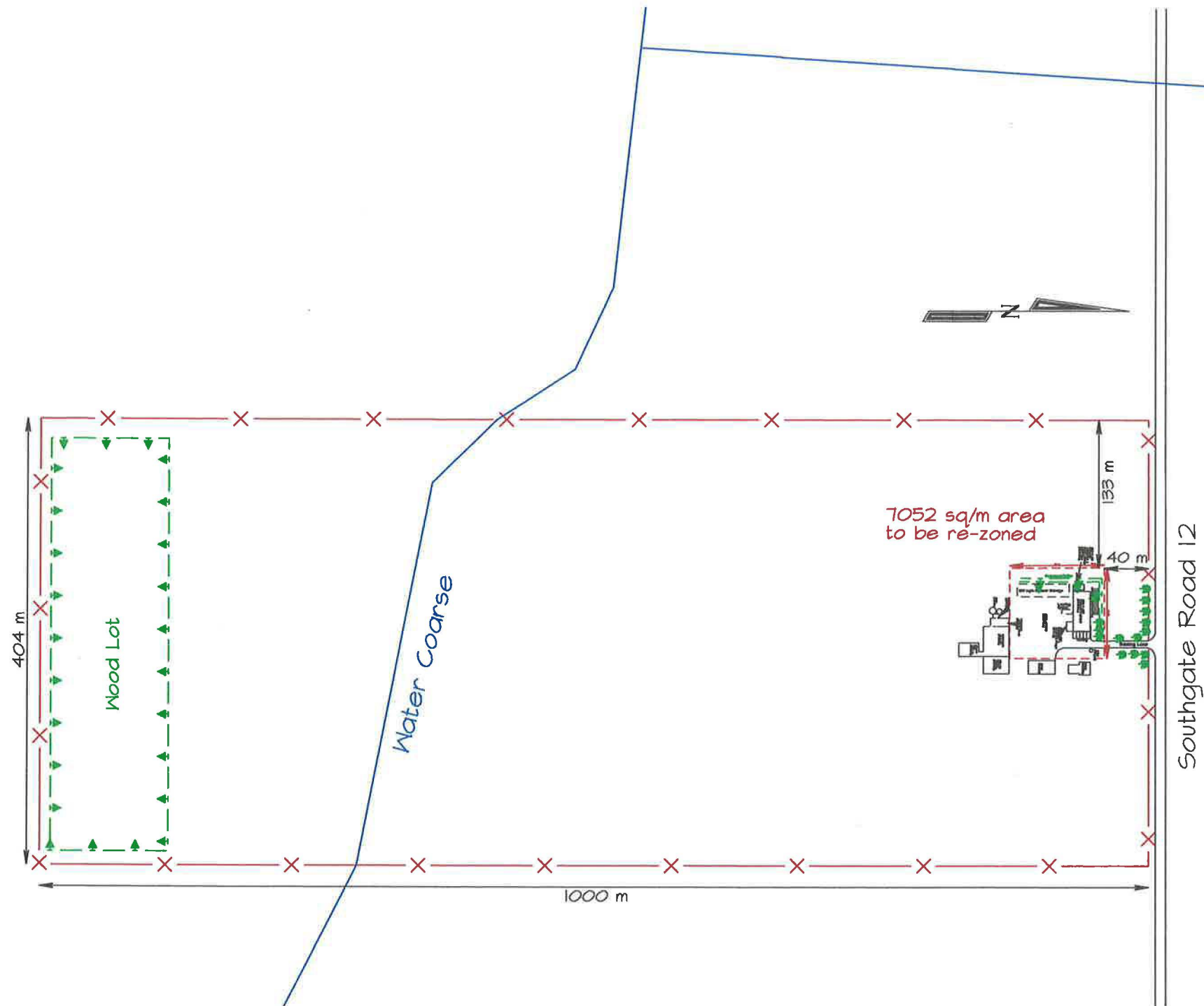
**SITE PLANS**

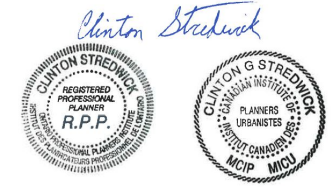
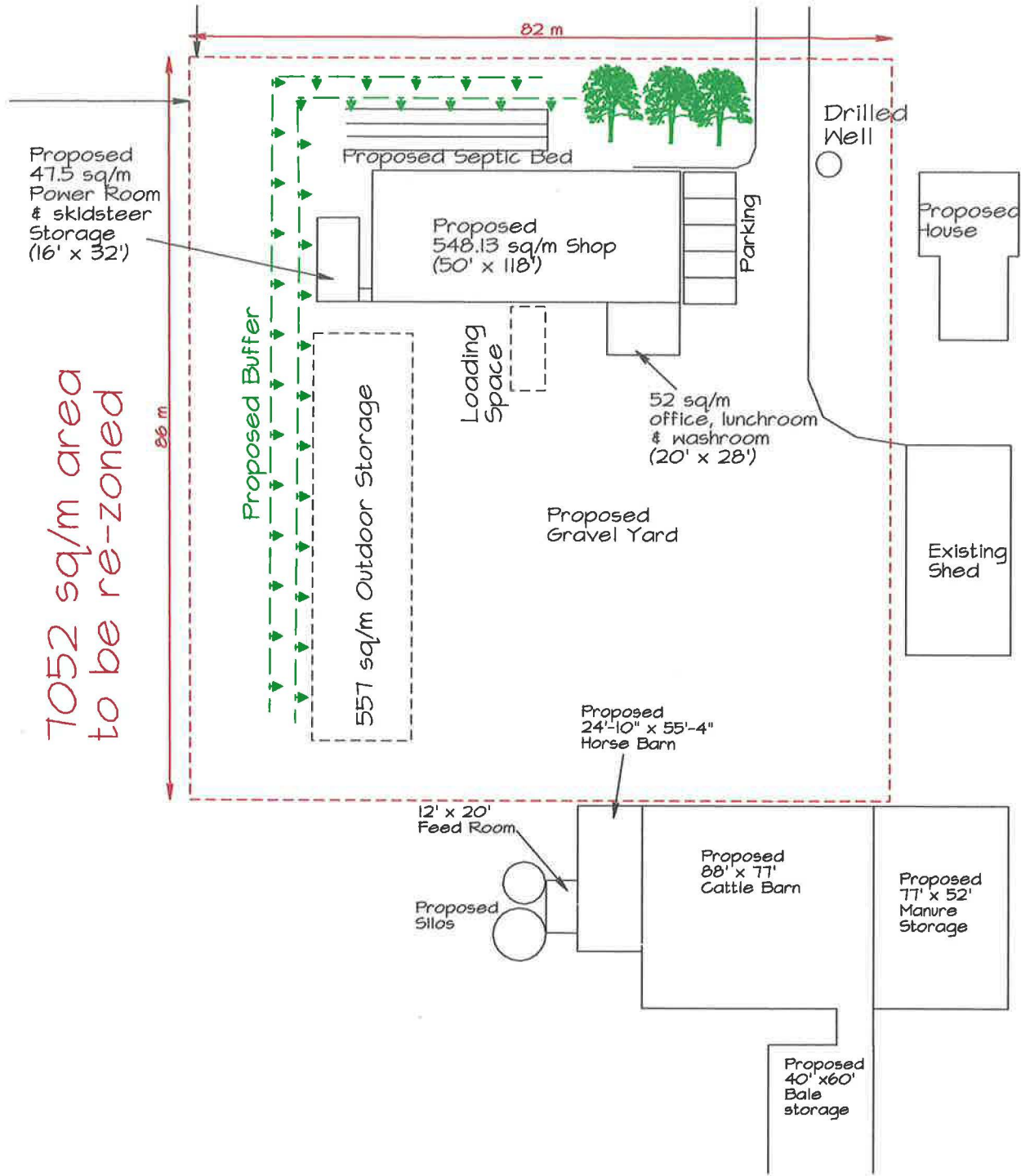
Drawing #1. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #2. Dated July 8<sup>th</sup>, 2020 and signed by the planner

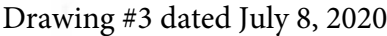
Drawing #3. Dated July 8<sup>th</sup>, 2020 and signed by the planner

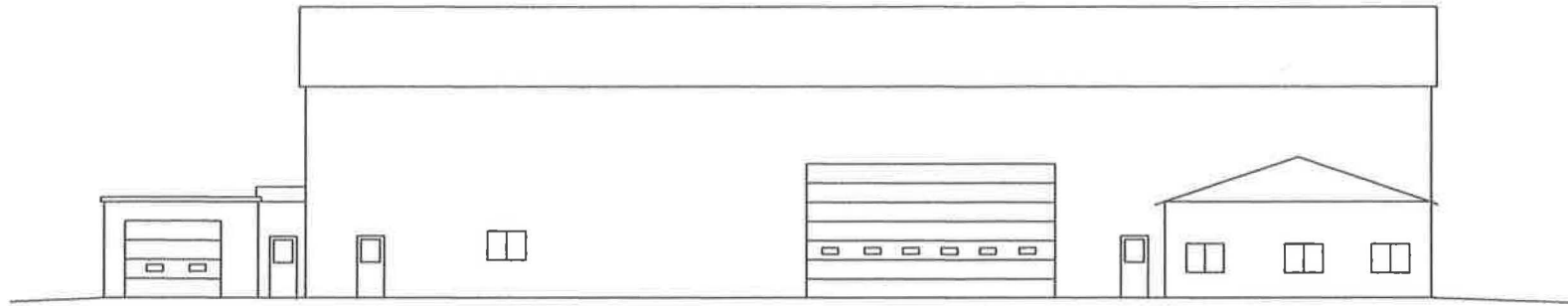
Drawing #4. Dated July 8<sup>th</sup>, 2020 and signed by the planner



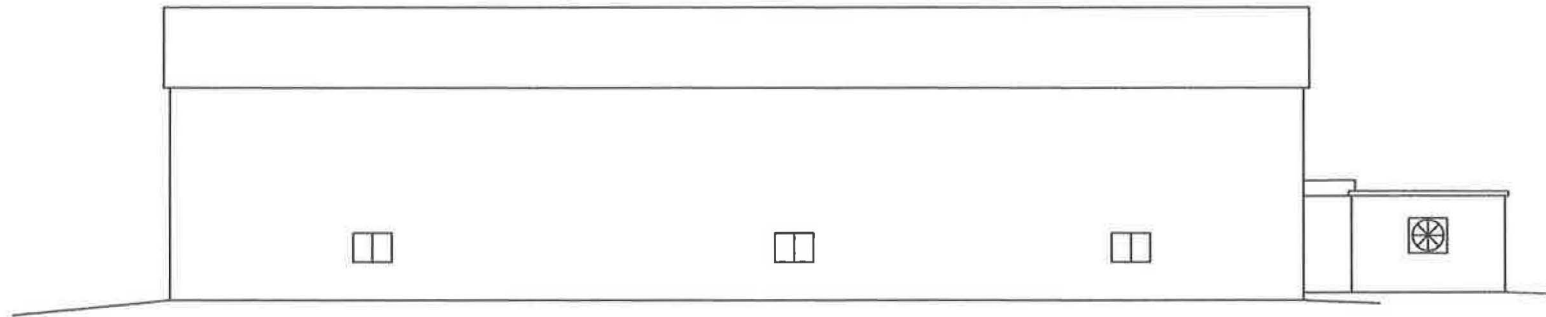


Drawing #2 dated July 8, 2020

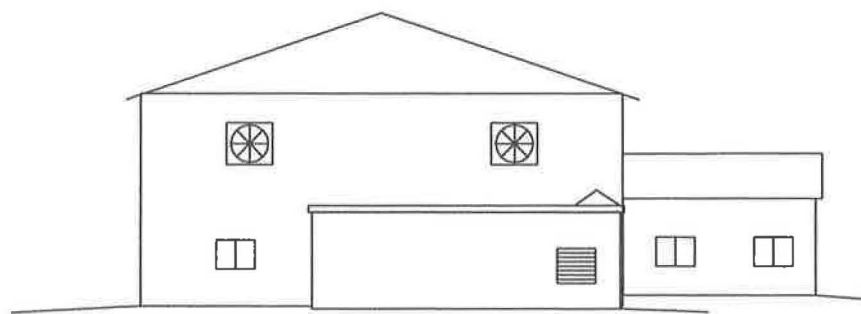




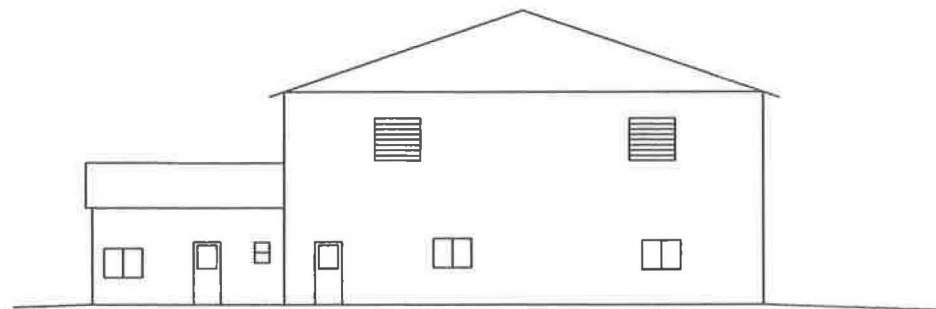
South Elevation



North Elevation



West Elevation



East Elevation



Drawing #4 dated July 8, 2020



## **Staff Report PL2020-021**

**Title of Report:** PL2020-021-SP4-20 Ivan S Martin  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** July 8, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-021 for information; and  
**That Council** consider approval of By-law 2020-063 authorizing the entering into a Site Plan Agreement.

**Property Location:** 186525 Grey Road 9



**Background:** This Site Plan Agreement implements Zoning Bylaw amendment Application C18-19. A public meeting was held on December 18, 2019 for the zoning and the application was approved by by-law 2020-016 at the February 5th, 2020 Council Meeting.

**Staff Comments:** The Site Plan and Site Plan Agreement address a number of issues to mitigate potential conflicts with neighbouring land uses. The agreement attempts to mitigate concerns raised by on farm shops and it includes the following:

1. Providing landscaping and screening to blend it in with the Surrounding Area. The screening trees are to be a minimum 1.5m in height and coniferous in order to provide



screening of the outdoor storage areas and to blend the building in with the landscape.

2. Ensuring that in the event of a complaint all doors and windows will remain closed during operation.

3. Hours of Operation have been included as 7am to 7pm Monday to Friday and 7am to noon on Saturday with the business remaining closed on Sundays and all statutory holidays.

4. Applying dust control measures at the Townships discretion.

5. Requiring an entrance permit be obtained from the County of Grey.

6. Requiring a water reservoir be installed should the Township fire department deem it necessary in future.

The closest residence is approximately 330m away. A key map of the area has been provided for your review. The above provisions will ensure that surrounding land uses are minimally impacted by the proposed development. It is, therefore, the recommendation of Township staff to approve the Site Plan and authorize the mayor and clerk to sign the attached Site Plan Agreement

**Financial Implications:** None

**Concluding Comments:** Based on the above it is recommended that the Council receive this staff report and consider approval of by-law 2020-063 authorizing the agreement.

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 2020-063

Being a by-law to authorize the execution of a Site Plan Control Agreement

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

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

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

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

1. **That** a Site Plan Agreement between Ivan S. and Rebecca Martin and the Township of Southgate for the development of the lands described as Con 13, Pt Lot 35 Proton, Township of Southgate is authorized. Such agreement being attached hereto as Schedule "A" and which forms a part of this by-law;
2. **That** the Mayor and Clerk are authorized to sign the Site Plan Agreement on behalf of the Council of the Corporation of the Township of Southgate in substantially the form as that set out in Schedule A;
3. **That** the Clerk is authorized and directed to cause notice of the Site Plan Agreement to be registered on the title to the said lands forthwith after it has been signed by all parties; and
4. **That** this By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this 8<sup>th</sup> day of July 2020.

Read a third time and finally passed this 8<sup>th</sup> day of July 2020.

---

Mayor – John Woodbury

---

Acting Clerk- Lindsey Green

THE CORPORATION OF  
THE TOWNSHIP OF SOUTHGATE

**SITE PLAN AGREEMENT**

THIS AGREEMENT made in triplicate this\_\_\_\_\_ day of\_\_\_\_\_, 2020

Between: Ivan S. and Rebecca Martin

(hereinafter called the "OWNERS" OF THE FIRST PART)

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

(hereinafter called the "TOWNSHIP" OF THE SECOND PART)

WHEREAS the OWNERS represents that they are the owners of these lands and premises in the Township of Southgate in the County of Grey, being more particularly described in s Schedule "A"

AND WHEREAS the OWNERS have applied to the TOWNSHIP to permit development on the OWNER'S lands;

AND WHEREAS the Encumbrancer(s) (if any) hold registered security interests in the lands and all Encumbrancers of the lands are included as parties to this Agreement

AND WHEREAS the OWNERS have agreed with the TOWNSHIP to furnish and perform the works, material, matters and things required to be done, furnished and performed in the manner hereinafter described in connection with the proposed use of the subject lands;

AND WHEREAS the said lands have been designated by the Council of the TOWNSHIP as being within a site plan control area as provided by Section 41 of the Planning Act, R.S.O. 1990, as amended;

NOW THEREFORE witnesseth that in consideration of other good and valuable consideration and the sum of one -----(\$1.00)-----DOLLAR of lawful money of Canada now paid by the TOWNSHIP to the OWNER, the receipt whereof is hereby acknowledged, the OWNERS and the TOWNSHIP covenant, declare and agree as follows:

**SECTION 1 - LANDS TO BE BOUND**

1. The lands to be bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in the geographic Township of Proton, in the TOWNSHIP OF SOUTHGATE, and are more particularly described in Schedule "A".

**SECTION II - COMPONENTS OF THE AGREEMENT**

1. The text and the following Schedules, which are annexed hereto, constitute the components of this Agreement.

Schedule "A" - Legal Description of the Lands being developed.

Schedule "B" - Site Plan(s)

**SECTION III - REGISTRATION OF AGREEMENT**

1. This Agreement shall be registered on title to the said lands as provided for by Section 41(10) of the Planning Act, R.S.O., 1990, as amended, at the expense of the OWNERS;
2. The OWNERS agree that all documents required herein shall be submitted in a form suitable to the TOWNSHIP and suitable for registration, as required;
3. The PARTIES agree that this Agreement must be registered against the OWNERS' lands within thirty (30) days of the execution thereof by both parties.

#### **SECTION IV - BUILDING PERMITS**

1. The OWNERS agree to not request the Chief Building Official to issue any further building permits to carry out the development until this Agreement has been registered on title to the lands described in Schedule "A" attached hereto and a registered copy of same has been provided to the Township.
2. It is agreed that if the OWNERS fail to apply for any building permit or permits to implement this Agreement within 12 months from the date upon which such building permit would be available, then the TOWNSHIP, at its option has the right to terminate the said Agreement and require that a new Site Plan Agreement be submitted for approval and execution.

#### **SECTION V - PROVISIONS**

1. **THIS AGREEMENT** applies to works related to the entire subject lands and includes the workshop, outside storage, landscaping, screening, entrance and any road upgrades for the shop. Agricultural and residential uses are not applicable to Site Plan Agreement in accordance with section 41 of the Planning Act and By-law 2007-47.
2. **The OWNERS** further covenant and agree to develop the subject lands in accordance with the Site Plan being Schedule "B" attached hereto, and that no work will be performed on the subject lands except in conformity to all provisions of this Agreement.
3. **THE OWNERS** agree to carry out on the lands at the work, and to construct, install and maintain at its expense all of the services, works and facilities stipulated, described by words and numbers, and shown in and upon the following Plans, that is:

(i) Submitted Site Plan Drawings;

which Plan is hereinafter called "the Site Plan". Notwithstanding the generality of the foregoing the requirements under this agreement include all of the notes and printed text contained in and on the Plans making up the Site Plan.

4. *Further Description of Work and Location of Site Plan.* Without limiting the generality of the foregoing, all of the specifications and said requirements contained in the said Site Plan, which is on file at Southgate's Municipal Office, shall be adhered to and satisfied by the Owner to the satisfaction of Southgate.
5. *Exterior Fascia.* In order to mitigate possible noise impacts of the facility, the owner agrees that the Chief Building Official or By-law Enforcement Officer, may require, if complaints are received, that all doors and windows remain closed during operating hours.
6. *Storm Drainage -- General.* Notwithstanding the foregoing, the Owner agrees that the storm drainage system on and for the lands shall be designed and constructed to the satisfaction of Southgate at the expense of the Owner.

7. *Entrance.* The Commercial entrance to the property is from Grey Road 9. A Commercial Entrance permit shall be applied for to the County of Grey. Any areas not paved must be maintained to reduce the impact of dust. A paved apron from the edge of pavement to the property line, shall be required at the expense of the owner.
8. *Fire Suppression.* The owner agrees that if the Township requires a water reservoir to be established on the property for fire fighting and fire suppression, it will be the owners responsibility to provide and construct the reservoir.
9. *Servicing.* The owner is responsible for ensuring that a well and septic system for employee washrooms is available and in good working order.
10. *Landscaped Buffering.* The owner agrees to install a landscaped screening buffer where outdoor storage areas are exercised, installed or used, in accordance with the Township of Southgate Zoning By-law. This buffer must be maintained for the purposes of providing a visual barrier from the industrial use associated with the workshop. The trees planted as screening must be coniferous trees and be a minimum of 1.5m (4.92ft) in height when planted. Alternatively, a minimum 2m (6.56ft) high fence may be constructed which has the same buffering effect.
11. *Outside Storage.* Outside storage may only be located in the areas identified on the Site Plan. If there is any outside storage, it must be in the rear of the property and screened from view. Stacking in the outside storage area is limited to a maximum height of 3m.
12. *Dust Control Measures.* The owner agrees to provide for dust control measures such as calcium and water, to mitigate impacts as required by the Township of Southgate. These measures will be required for those areas of the site not asphalted or seeded with grass.
13. *Lighting.* All exterior lighting must be dark sky compliant. It must be pointed downward and remain internal to the site in accordance with the Township of Southgate Standards.
14. *Hours of Operation.* The owner agrees that the hours of operation for the shop shall be between the hours of 7am to 7pm Monday to Friday and from 7am to 12pm on Saturday. The shop shall remain closed for Sunday and all statutory holidays.
15. *Postponement and Subordination of Encumbrances.* The Owner covenants and agrees, at its own expense, to obtain and register such documentation from its mortgagees or those holding encumbrances as may be deemed necessary by Southgate to postpone and subordinate their interest in the lands to the interest of Southgate to the extent that this Agreement shall take effect and have priority as if it have been executed and registered prior to the execution and registration of any such mortgages or encumbrances.
16. *Southgate's Professional Fees and Disbursements.* The Owner shall reimburse Southgate for all of its engineering and legal expenses (professional fees and disbursements) in connection with the development and implementation of this Agreement.
17. *Waiver.* The failure of Southgate at any time to require performance by the Owner of any obligation under this Agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by Southgate of the performance of any obligation hereunder be taken or be held to be a waiver of the performance of the same or any other obligation hereunder at any later time. Southgate shall specifically retain its rights at law to enforce this Agreement.

18. *No Challenge to the Agreement.* The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the parties' right to enter into and force this Agreement. The law of contract applies to this Agreement and the parties are entitled to all remedies arising from it, notwithstanding any provisions in Section 41 of the Planning Act interpreted to the contrary. The parties agree that adequate consideration has flowed from each party to the other and that they are not severable. This provision may be pleaded by either party in any action or proceeding as an estoppel of any denial of such right.

19. *Enforcement.* The Owner acknowledges that Southgate, in addition to any other remedy it may have at law, may also be entitled to enforce this Agreement in accordance with Section 446 of the *Municipal Act, 2001* as amended.

20. *Mediation.* Without affecting Southgate's statutory right under subsection 41(11) of the said *Planning Act* to, at its complete discretion, invoke the provisions of Section 446 of the *Municipal Act, 2001* as amended regarding any applicable requirement herein in which case this paragraph shall be inoperative and inapplicable, in the event that a dispute relating to this Agreement or its implementation arises that cannot be resolved by negotiation between the parties, the parties agree to use the services of a mediator to attempt to resolve their differences and failing agreement on the procedure to be followed, it shall be conducted in accordance with the rules of procedure for the conduct of mediations of the ADR Institute of Ontario Inc. or its successor body.

21. *Registration.* The Owner consents to the registration of this Agreement or Notice of this Agreement by Southgate on the title to the lands.

22. *Enurement Clause.* The covenants, agreements, stipulations, declarations and provisions contained herein shall run with the lands and shall be binding upon the Owner and its successors and assigns and the benefit thereof shall enure to Southgate and its successors and assigns.

## **SECTION VI - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY**

1. This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.

2. The OWNER further agrees to complete the items detailed on Schedule "B" within one (3) years of the date of registration of this Agreement.

3. Following completion of the works, the OWNER shall maintain to the satisfaction of the TOWNSHIP, and at the sole expense of the OWNER, all the facilities or works described in Schedule "B".

4. This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of each of the PARTIES hereto.

5. The Agreement shall come into effect on the date of execution by the TOWNSHIP.

6. The OWNER acknowledges that this Agreement is entered into under the provisions of Section 41(7)(c) of the Planning Act, R.S.O., 1990, as amended.

7. Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following address:

To the OWNER: Rebecca and Ivan S Martin  
4722 Posey Line  
Wallenstein ON. N0B 2S0

To the TOWNSHIP: Clerk  
Township of Southgate  
185667 Grey Rd 9,  
Dundalk, ON. N0C 1B0  
N0C 1B0

**IN WITNESS WHEREOF** the corporate parties have executed this Agreement by affixing thereto their corporate seals, as attested by the hand of their proper signing officers duly authorized in that behalf.

**AND IN WITNESS WHEREOF** the natural parties hereto have hereunto set their hands and seals. Signing authorized by by-law 2020-063.

SIGNED, SEALED AND DELIVERED	) {OWNERS' NAMES}
	)
	)
	)
	)
in the presence of:	)
	)
	)
	) Per: _____
_____	)
Witness	)
	)
	) Per: _____
	)
	) Date: _____
	)
_____	)
Witness	)
	)
	)
	)
	) Per: _____
	) John Woodbury, Mayor
	)
	)
	) Per: _____
	) Lindsey Green, Acting Clerk
	)
	)
	) Date: _____
	)
	) We have authority to bind the corporation

Schedule "A"

**THE LAND**

All and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of:

**Con 13, Pt Lot 35, Geographic Township of Proton,  
Township of Southgate , alternately described as 186525  
Grey Road 9**



Schedule "B"

**SITE PLANS**

Drawing #1. Dated July 8<sup>th</sup>, 2020 and signed by the planner

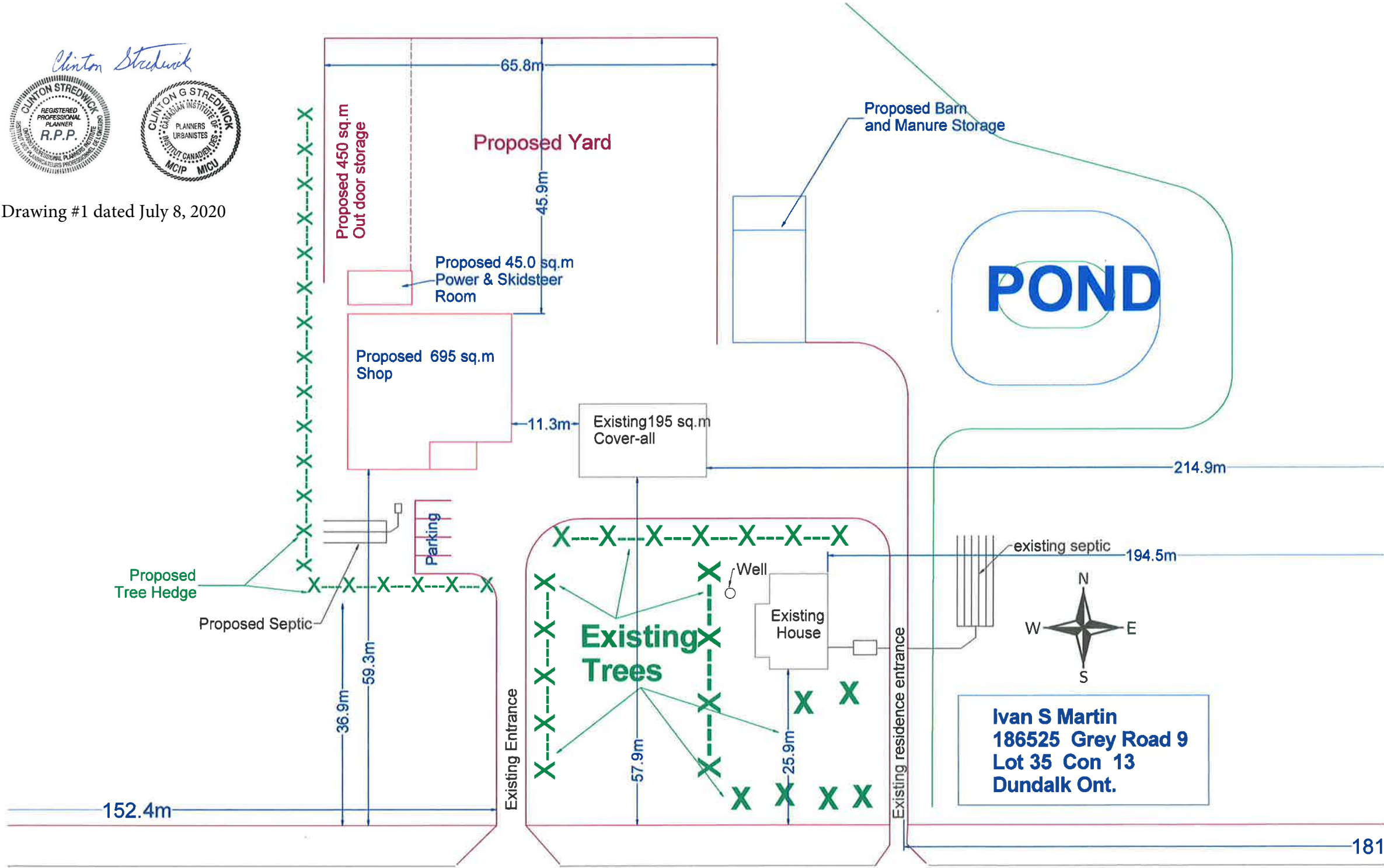
Drawing #2. Dated July 8<sup>th</sup>, 2020 and signed by the planner

Drawing #3. Dated July 8<sup>th</sup>, 2020 and signed by the planner

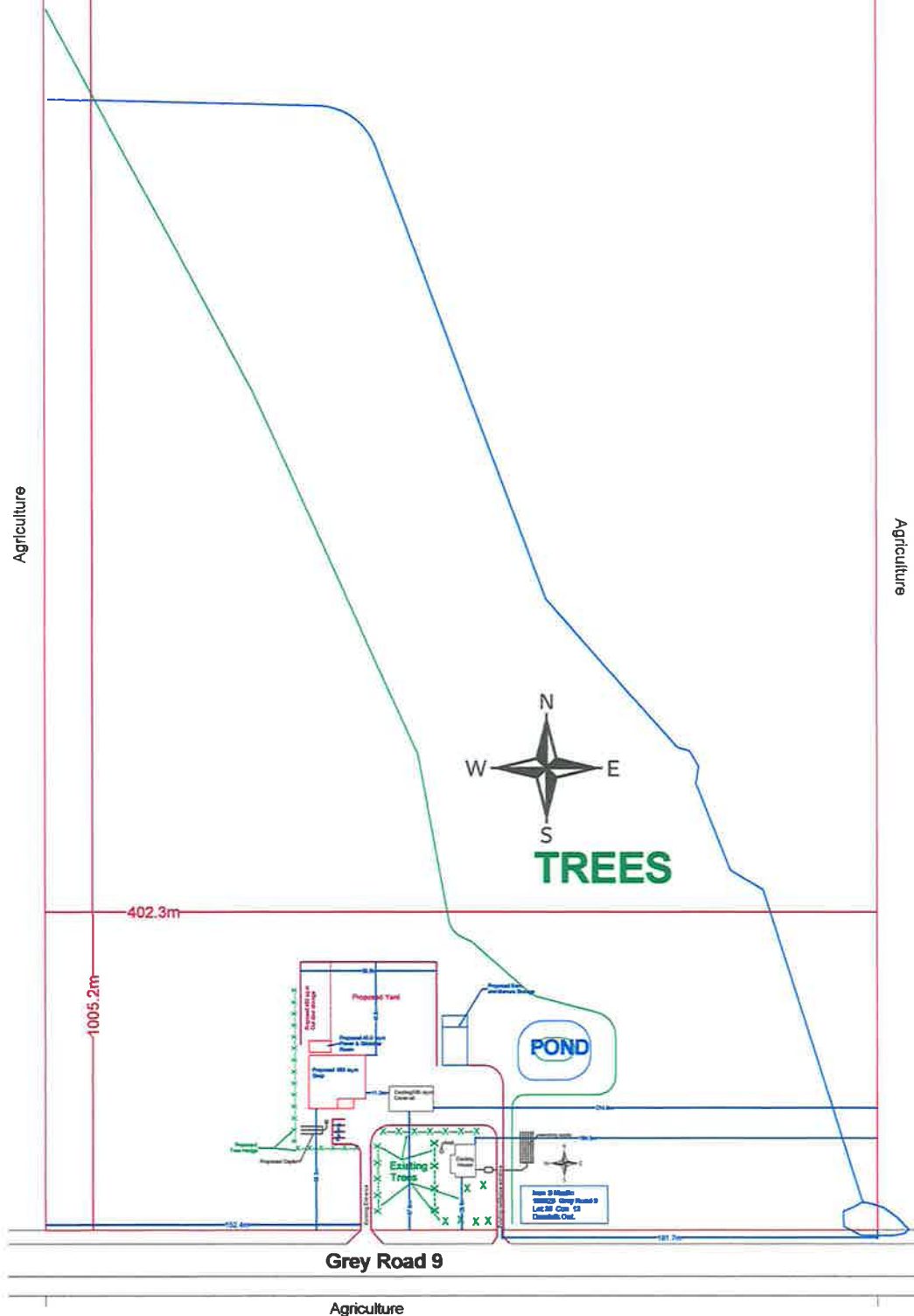
Drawing #4. Dated July 8<sup>th</sup>, 2020 and signed by the planner

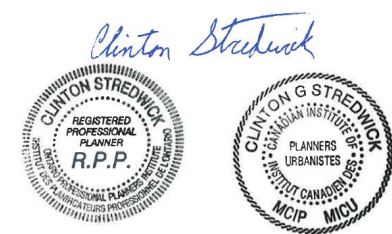


Drawing #1 dated July 8, 2020

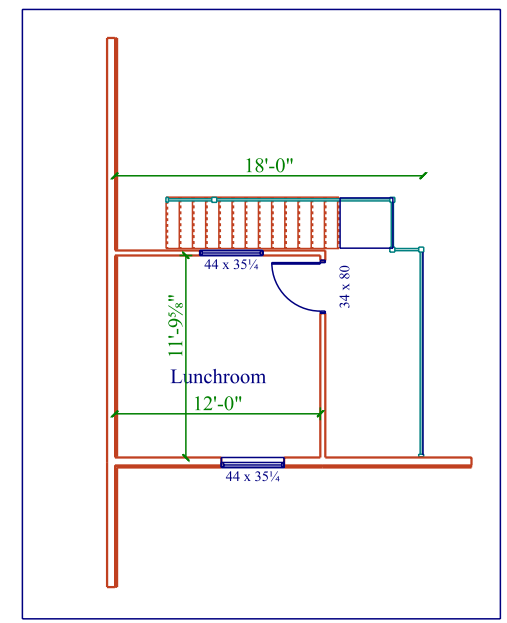
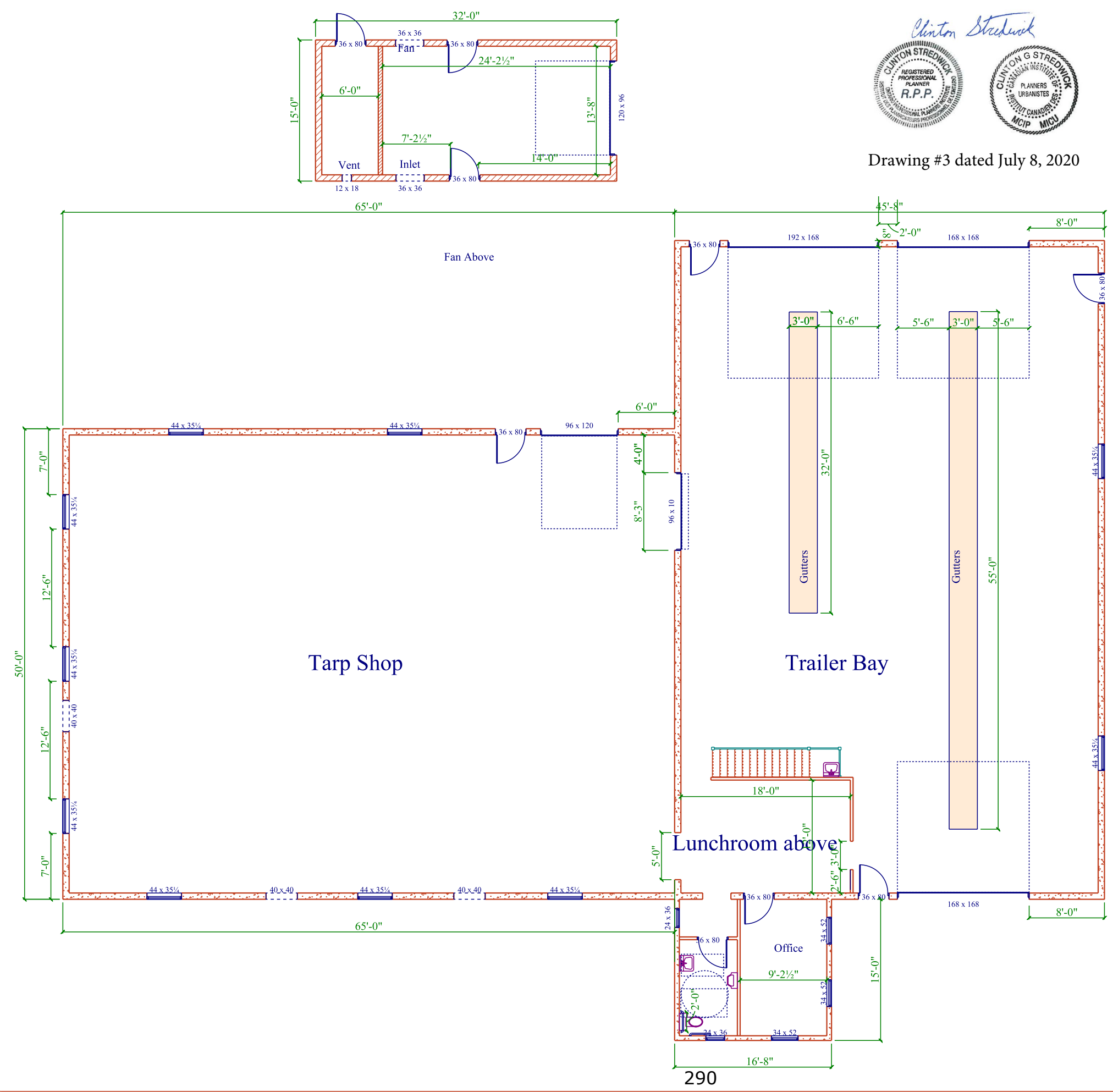


## FOREST AREA





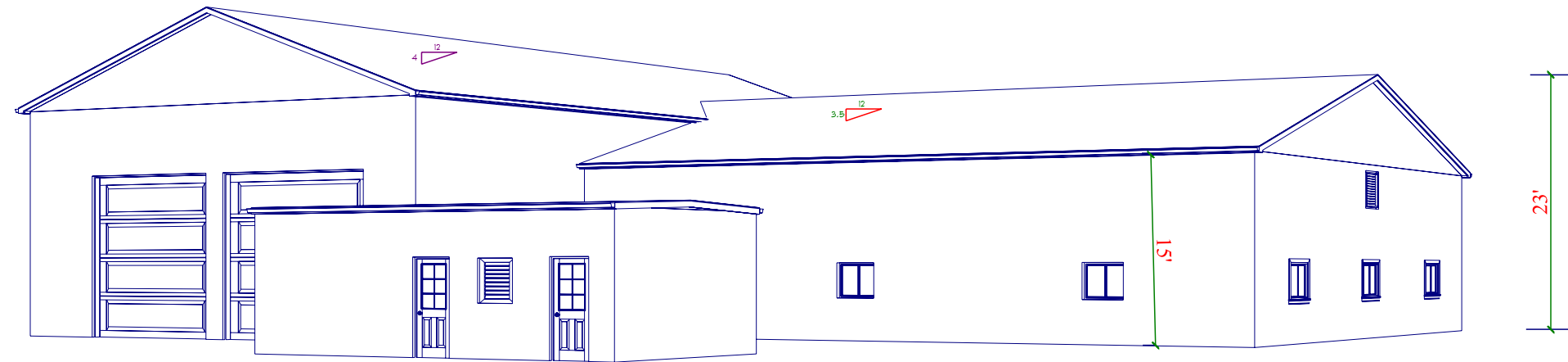
Drawing #3 dated July 8, 2020



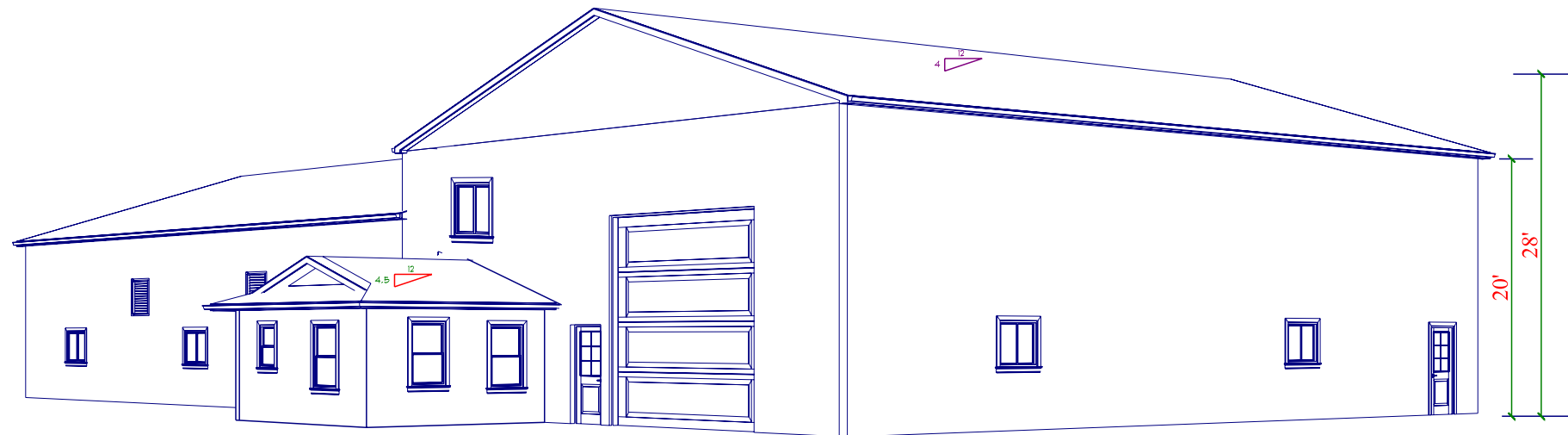
Project Title ; Tarp Shop	
Property Owner; Ivan S Martin	
Phone;	
Property Address; 186525 Grey Rd9 Dundalk	
Drawing Title; <b>Revised Floor Plan</b>	
Drawing Scale; 0.089" = 1'-0"	Page; <b>2 of 5</b> Drawn By: AMB 2020-04-02



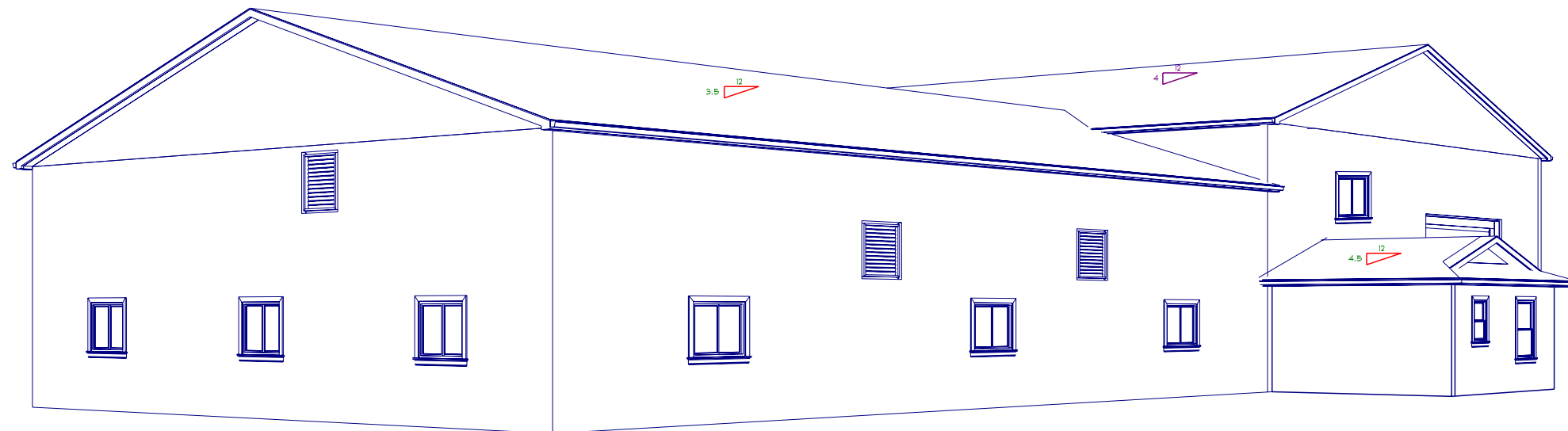
Drawing #4 dated July 8, 2020



North West View



South East View



South West View

Project Title ; Tarp Shop	
Property Owner; Ivan S Martin	
Phone;	
Property Address; 186525 Grey Rd9 Dundalk	
Drawing Title; <b>Revised Views</b>	
Drawing Scale; 0.113" = 1'-0"	Page; <b>5 of 5</b>
Drawn By: AMB	2020-04-02



## **Staff Report PL2020-024**

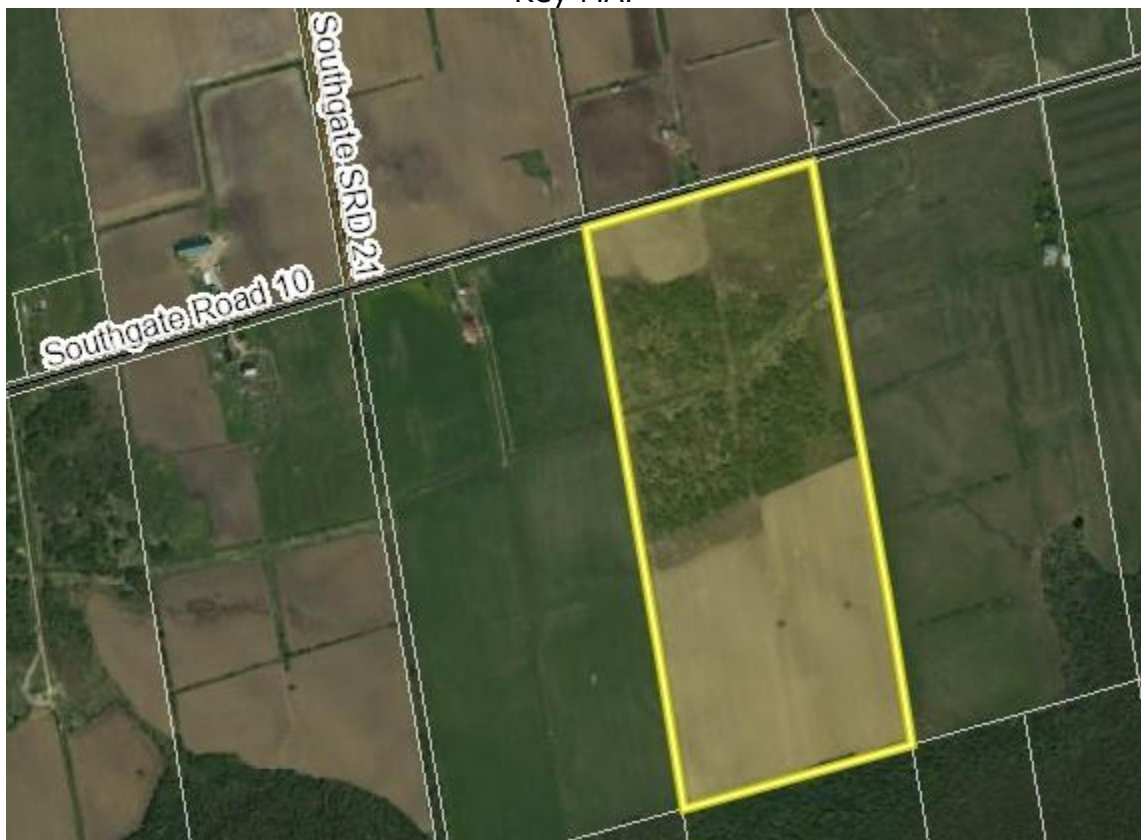
**Title of Report:** PL2020-024-C26-19 Solomon & Veronica Brubacher  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** July 8, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2020-024 for information; and  
**That** Council consider approval of By-law 2020-065.

**Property Location: 106482 SG Rd 10**

Key MAP



### **The Subject Lands**

The subject lands are described as the Con 6, lot 34 in the Geographic Township of Proton, Township of Southgate. The lands are approximately

40.78 ha (100.78 acres) in size. The lot has approximately 406m of frontage on Southgate Road 10.

### **The Proposal**

The proposed zoning bylaw amendment, if approved, would allow for the establishment of a small scale dry industrial workshop to operate on the property. The shop, including an office and power room will be approximately 337m<sup>2</sup> in size. The outside storage area will be approximately 250m<sup>2</sup>. The expected truck traffic is up to 3 truck trips per day.

### **Background**

A Public meeting was held on February 19, 2019 at 7pm in the Township Council Chambers.

Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C26-19-Solomon-and-Veronica-Brubacher>

The comments received include:

SVCA indicated that the proposal is acceptable to the SVCA and appears to conform to the relevant policies of the County of Grey Official Plan, the Township of Southgate Official Plan and Provincial Policies. They also indicate the presence of potential Threatened and endangered species habitat. The applicant is responsible for clearing this requirement however, the SVCA note that an EIS is not recommended for this development.

The County of Grey indicate, that provided positive comments are received from the local conservation authority and MDS can be met, County planning staff have no concerns.

Township Public Works indicate that the road is a rural asphalt standard and load restricted road. A Commercial Entrance will be required permit.

Historic Saugeen Metis have no objection or concerns with the proposed development.



Township Building Department indicate they have no concerns or objections with the application. The applicant is reminded that a Barrier free washroom will be required with Septic System. A suitable water source may be required for Fire fighting.

### **Financial Considerations:**

The following is an example of the increased tax revenue associated with the addition of a 600m<sup>2</sup> industrial shop and a residence on a farm property:

<b>2018</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
FT (Farm)	\$ 300,000	0.309235%	\$ 927.71
	<u>\$ 300,000</u>		<u>\$ 927.71</u>

<b>2019</b>	<b>Assessment</b>	<b>Tax Rate</b>	<b>Taxation</b>
FT (Farm)	\$ 365,468	0.304605%	\$ 1,113.23
RT			
(Residential)	\$ 400,000	1.253103%	\$ 5,012.41
JT (Industrial)	\$ 150,000	3.059331%	\$ 4,589.00
	<u>\$ 550,000</u>		<u>\$ 9,601.41</u>
	<u>\$ 915,468</u>		<u>\$ 10,714.64</u>

Of the total taxes of \$10,714.64 above, the Township receives \$5,626.98 (\$4,983.02 pertaining the shop and residence), The County receives \$2,743.34 and the local Board of Educations' receive \$2,344.32.

This is increased revenue every year and therefore after a period of 10 years the industrial shop and residence generates \$49,830.20 in additional tax revenue for the Township. The entire tax revenue generated could be directed by the Township to the Road budget if necessary, however it should be pointed out, that roads often have a lifespan greater than 10 years. Building the industrial shop and residence would also generate \$23,154.92 in Development Charge revenue.

With the above information we can compare projected revenues from pre and post development. Over a 10 year period, without the development, the Township would collect \$9,277.10 in property taxes. This number would further be divided by the County and Education portions of the taxes collected. Over a ten year period, with the development, the Township would collect \$130,301.32 in property taxes and development charge revenue, which is 14.05 times that if nothing had developed.



Based on the above it is clear that the proposal has significant benefits to the Township of Southgate from a growth in assessment and reducing the tax burden.

### **Staff Review**

Staff reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

### **The Provincial Policy Statement 2014 (PPS)**

The PPS has been reviewed in its entirety however only the most relevant policies have been identified below. The subject land would constitute "Rural Area" under the definition of the PPS. The PPS allows for a variety of uses in the rural areas:

#### *1.1.4.1 In rural areas located in municipalities:*

*f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;*

The PPS supports the diversification of the rural economy. The proposed secondary use shop will support farming and grow the rural economic base.

The lands are further categorized into Rural and Agricultural lands by the PPS. Below is a review of those policies.

#### *Section 1.1.5.2 On rural lands located in Municipalities, permitted uses are:*

- a) the management or use of resources;*
- b) resource based recreational uses (including recreational dwellings);*
- c) limited residential development;*
- d) home occupations and home industries;*
- e) cemeteries; and*
- f) other rural land uses.***

The proposed shop is considered a permitted use in the rural area and considered as "other rural land uses".

*Section 1.1.5.3 Recreational, Tourism and other economic opportunities should be promoted.*

*1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.*

The volume of traffic associated with this proposal can be sustained by rural service levels. The Site Plan Control process will also provide for screening and limitations on the operation to ensure that it remains small scale and blends in with the Rural area.

*1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and or uneconomical expansion of this infrastructure.*

The proposed shop is appropriate for the area and the Rural infrastructure currently in place and will not necessitate an expansion of infrastructure.

*1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.*

This policy is directly supportive of secondary metal shops and wood working shops and provides advice to the Township to promote them and direct non-agriculturally related uses to other areas of the Township.

*1.1.5.8 Agricultural uses, Agricultural –related uses, on-farm diversified uses and normal farm practises should be promoted and protected in accordance with provincial standards.*

Again, this policy advises the Township to promote and protect agricultural, agricultural related uses and on farm diversified uses. The shop will broaden the tax base and provide additional employment in the Township.

The subject lands are further characterized as a prime agricultural area within the Provincial Policy Statement. The permitted uses for the agricultural lands are listed below.

#### “2.3.3 Permitted Uses

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

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

The definitions of Agricultural use, Agricultural related use and on farm diversified use are provided below from the PPS. All of the shops being proposed within the Township at the present time fall within one of the three definitions below and are therefore consistent with the definitions within the Provincial Policy.

*Agricultural use “means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full time farm labour when the size and nature of the operation requires additional employment.”*

*Agricultural related uses: means those farm uses related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and or services to farm operations as a primary activity.*

*On farm diversified uses: “means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products.”*

#### Minimum Distance Separation (MDS)

Regarding MDS, it has been reviewed and there are no barns that will be negatively impacted by the proposed metal and fabricating shop. Staff have reviewed the MDS information provided and there are no concerns regarding MDS.

The proposal will not hinder surrounding agricultural operations and will not require infrastructure development. The proposal is consistent with the definitions and policies of the PPS including promoting diversification of the economic base and employment opportunities. Based on the foregoing, the proposal appears to be consistent with the PPS.

### **Township Official Plan**

The Township of Southgate Official Plan (OP) designates the subject lands "Agricultural" , "Rural" and "Hazard lands". The OP provides for small scale commercial and industrial uses on properties greater than 20ha to a maximum of 750m<sup>2</sup> in size. The maximum outside storage is 500m<sup>2</sup> in addition to the 750m<sup>2</sup> building size. The proposal is to construct a shop with an office and a power room which will be 337m<sup>2</sup> in size. The outdoor storage area is proposed to be 250m<sup>2</sup>. The proposal complies with the above policy when you look at the definition of small scale below.

The Official Plan defines Small Scale on parcels larger than 20 hectares as: a maximum structure size of 750m<sup>2</sup> and a maximum outdoor storage display area of 500m<sup>2</sup> will be permitted. If the structure is less than 750m<sup>2</sup>, the outside display area may be increased, so that the combined outside display area and structure does not exceed 1250 square meters.

The proposal meets this definition and is therefore considered small scale under the policies of the Township Official Plan.

The Township Official Plan section 5.2.1 Rural designation permitted uses include the following:

"iv. *small scale* commercial and industrial uses;"

As noted above, the proposal meets the Official Plan Definition of Small Scale and is therefore considered a permitted use in the Rural Designation.

### **Section 5.2.3 Development Policies**

"5. For new or expanding small scale commercial and industrial uses, where the arm parcels are greater than 20 hectares, a maximum structure size of 750 square metres and a maximum outdoor storage size of 500 square meters will be permitted. Where the maximum structure size is less than 750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. For those parcels less than 20 hectares, a maximum structure size of 250m<sup>2</sup> and a maximum outdoor storage area of 750m<sup>2</sup> will be permitted. The applicant must demonstrate that the proposed use is not better suited in a designated settlement area. These uses will only be permitted, subject to satisfying the Development Policies as outlined in this Section. Council may, in future limit the commercial or industrial use through the implementing zoning By-law Amendment.

6. That the location of the non-farm use imposes no operating constraints to an existing farm operation. Any non-farm land use must comply with the Minimum Distance Separation Formulae."

The Agricultural designation in the Township Official Plan allows for small scale on farm diversified uses, specifically noting Metal and woodworking and similar type uses as permitted in the Agricultural designation provided they are supportive of the agricultural area.

The proposal is consistent with the Development policies of the Official Plan and through site plan control will blend in with the Rural landscape. The proposal will assist the farming operation by providing support in the form of income and proximity to the farming operation to allow the farming operation to continue to be located in this area. While a use like this could potentially be situated in an industrial park, it is in my opinion, better suited to the rural area because it allows farming to continue on the property and supports the agricultural community. The shop broadens the tax base and supports the rural economy while operating using minimal infrastructure and servicing. Furthermore, it allows those citizens who rely on animals for transportation to live and work in the same area.

### **Zoning By-law**

The subject property is currently zoned Agricultural (A1), and Environmental Protection (EP). The proposed amendment would create a new zoning exception that would add to the list of permitted uses to allow for the shop

and outside storage. The new zone would be agricultural exception A1-460. The zoning will also provide regulations for setbacks for the use. Site Plan control will also be required in order to implement specific control measures to address potential nuisance issues such as noise, dust and visual impact. The closest residence is over 230m away to the northeast.

## Conclusions

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

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



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

**Attachments:** None



The Corporation of the Township of Southgate  
By-law Number 2020-065

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

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

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

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

- 1. **That** Schedule “40” to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as Con 6, lot 34, geographic Township of Proton, in the Township of Southgate. Further described as 106482 Southgate Road 10 and shown on Schedule “A”, affixed hereto, from:
  - **Agricultural (A1) to Agricultural Exception (A1-460)**
- 2. **That** Section 33 to By-law No. 19-2002 is hereby amended by adding the following subsection:

<b><i>“33-460 Con 6, Lot 34 (Proton)</i></b>	<b><i>A1-460</i></b>	<b>Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-460 shall be subject to the following regulations:</b> <ul style="list-style-type: none"><li>a) <b>Additional permitted uses to the A1 zone include:</b><ul style="list-style-type: none"><li>i. <b>A small scale industrial use, including a woodworking shop, metal working shop, a plastics recycling facility for grinding plastics and fabric upholstery, these uses include fabricating, welding and assembly of parts.</b></li></ul></li><li>b) <b>The use shall remain secondary to the principle use of the property, being an agricultural use.</b></li><li>c) <b>The maximum combined size of the workshop building including power room and office shall be 337m².</b></li><li>d) <b>The maximum size of all outdoor storage shall be 250m².</b></li><li>e) <b>All outside storage shall be screened from view by way of fencing or landscaped buffer.</b></li><li>f) <b>The Woodworking, Plastics, Upholstery or Metal working uses shall be mutually exclusive. To clarify, only one</b></li></ul>
--	----------------------	--

- use is permitted in the workshop at any given time.
- g) The workshop shall be set back a minimum of 34m from the front lot line being Southgate Road 10 and a minimum of 106m from the side lot lines.

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 8<sup>th</sup> day of July 2020.

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John Woodbury – Mayor

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Lindsey Green – Acting Clerk

### **Explanatory Note**

This by-law applies only to those lands described as Concession 6, lot 34, geographic Township of Proton, in the Township of Southgate. The purpose of the proposed zoning by-law amendment is to add a small scale dry industrial use shop with an office and power room to the list of permitted uses for the subject property. The shop will be 337m<sup>2</sup> including office and power room. The outside storage area will be limited to 250m<sup>2</sup> in area.

The effect of the proposed zoning by-law amendment would be to change the zone symbol on the property from Agricultural A1 to the Agriculture exception zone (A1-460) to allow for the additional small scale secondary dry Industrial use to be permitted on the property.

The Township of Southgate Official Plan designates the subject lands Agricultural, Rural and Hazard lands.

Schedule "A"

By-Law No. \_\_\_\_\_

Amending By-Law No. 19-2002

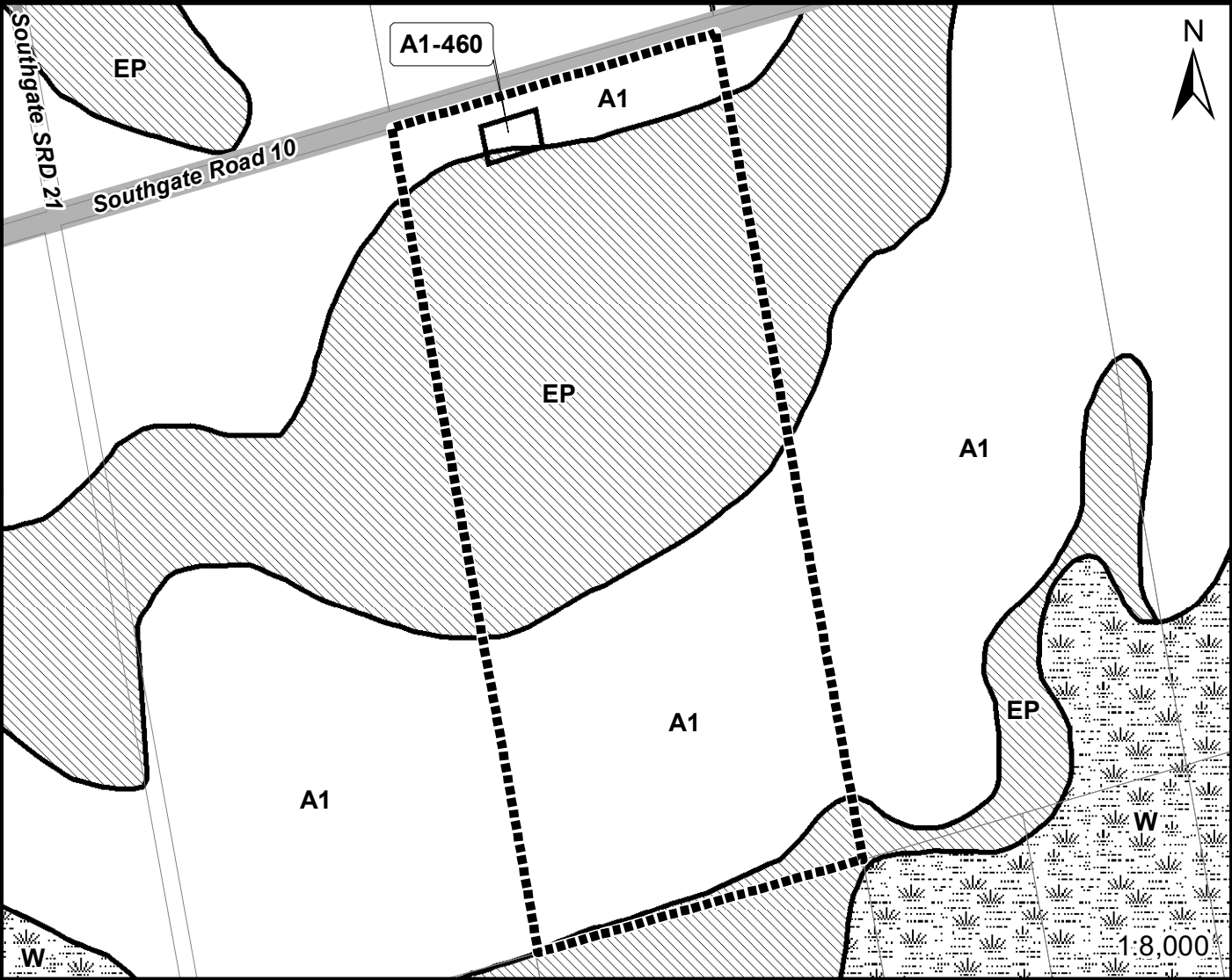
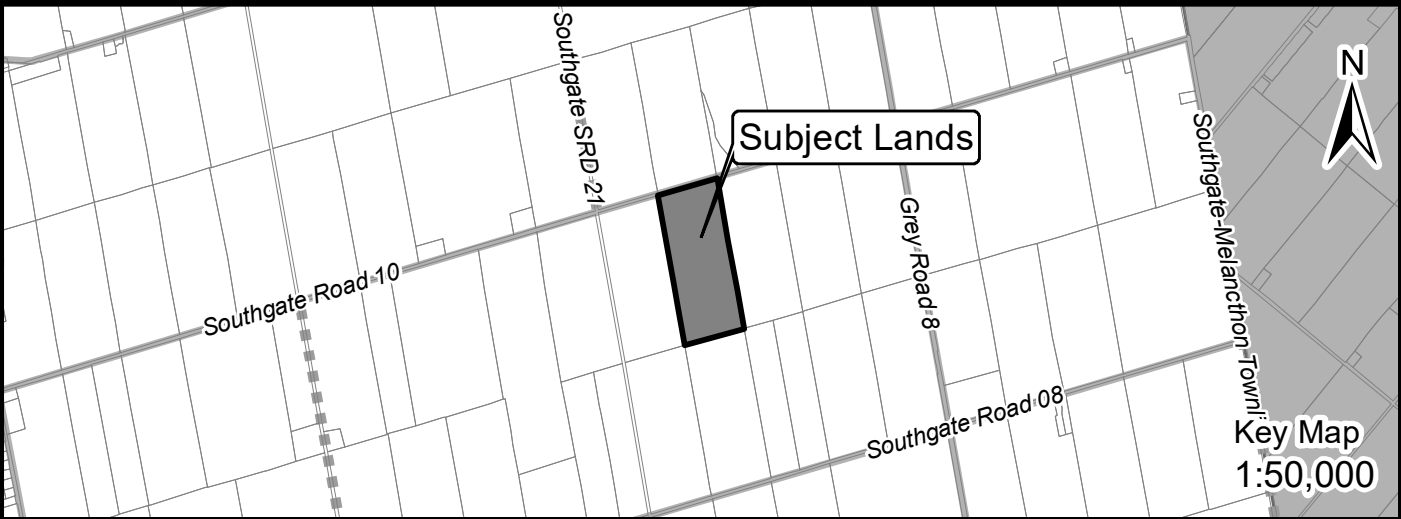
Township of Southgate  
(Geographic Township of Proton)

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

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

John Woodbury, Mayor

Lindsey Green, Acting Clerk



The Corporation of the Township of Southgate  
By-law Number 2020-048

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 "14" to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as Con 13, Pt lot 6, geographic Township of Proton, in the Township of Southgate. Further described as 185197 Grey Road 9 and shown on Schedule "A", affixed hereto, from:

- **Agricultural (A1) to Agricultural Exception (A1-458)**
- **Agricultural (A1) to Residential Type 6 Exception (R6-457)**

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

<b><i>"33-457 Con 13, Pt Lot 6 (Proton)</i></b>	<b><i>R6-457</i></b>	<b>Notwithstanding the provisions of Section 13.0 or any other provisions to the contrary, the land zoned R6-457 shall be subject to the following regulations:</b>  a) <b>The minimum lot frontage shall be 82m.</b> b) <b>All existing structures as of the date of passing of this by-law are recognized as legal non-complying.</b>
<b><i>33-458 Con 13, Pt Lot 6 (Proton)</i></b>	<b><i>A1-458</i></b>	<b>Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-458 shall be subject to the following regulations:</b>  a) <b>Minimum lot area shall be 38ha</b> b) <b>A residential dwelling is prohibited."</b>

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 8<sup>th</sup> day of July 2020.

---

John Woodbury – Mayor

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Lindsey Green – Acting Clerk

### **Explanatory Note**

This by-law applies only to those lands described as Concession 13, Pt lot 6, geographic Township of Proton, in the Township of Southgate. The purpose of the zoning by-law amendment is to implement an Official Plan Amendment and consent by rezoning the retained lands to prohibit residential development and recognize a new minimum lot area for the retained parcel. The minimum lot frontage of the severed parcel will also be recognized as 82.2m in the residential Type 6 exception zone (R6-457).

The effect of the proposed zoning by-law amendment would be to change the zone symbol on the severed lands from Agricultural (A1) to Residential Type 6 exception (R6-457) to allow for a lot with a reduced frontage. The zone symbol on the retained lands will go from Agriculture (A1) to Agriculture exception zone (A1-458) to recognize the reduced lot area and prohibit further residential development on the property.

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

Schedule "A"

By-Law No. \_\_\_\_\_

Amending By-Law No. 19-2002

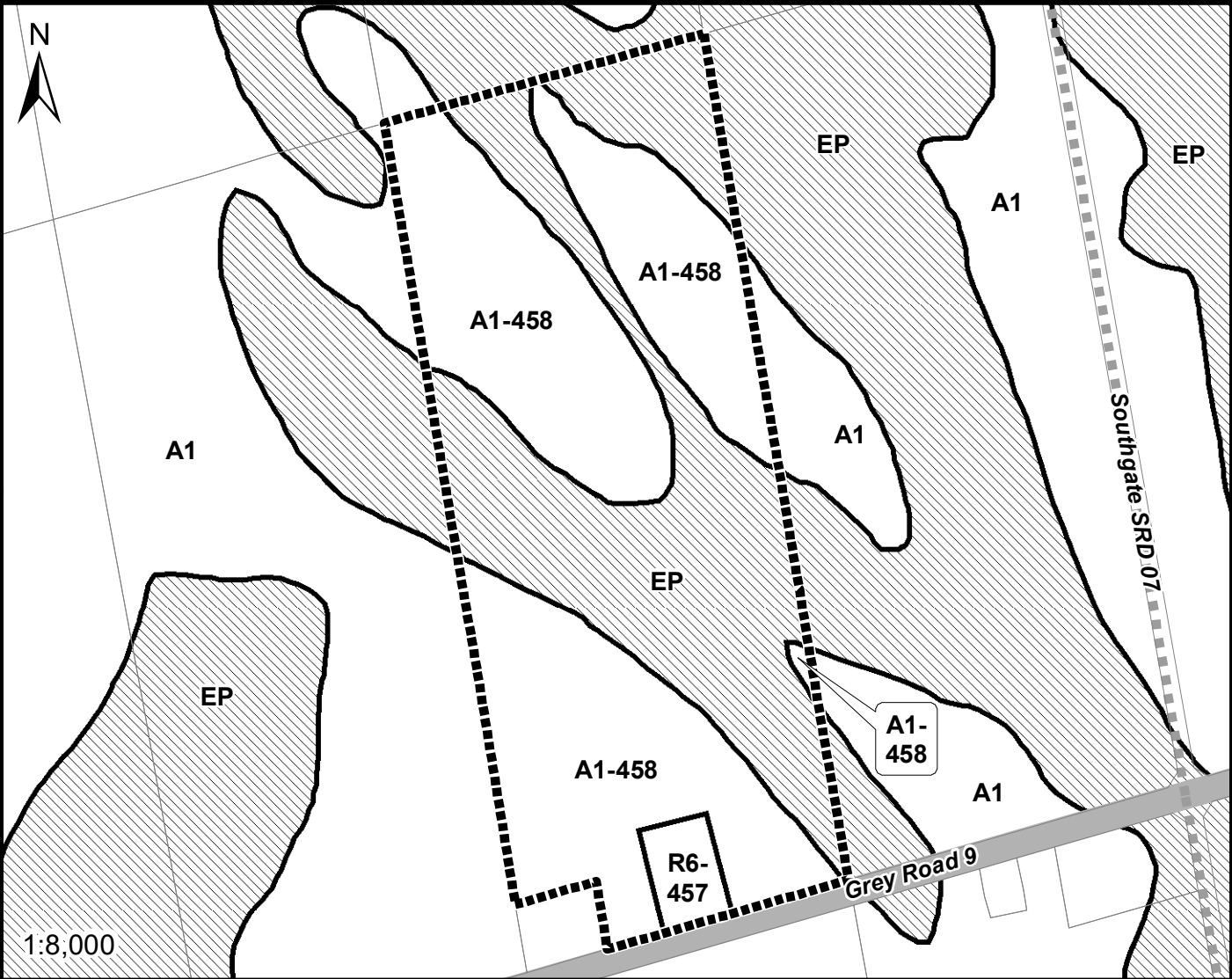
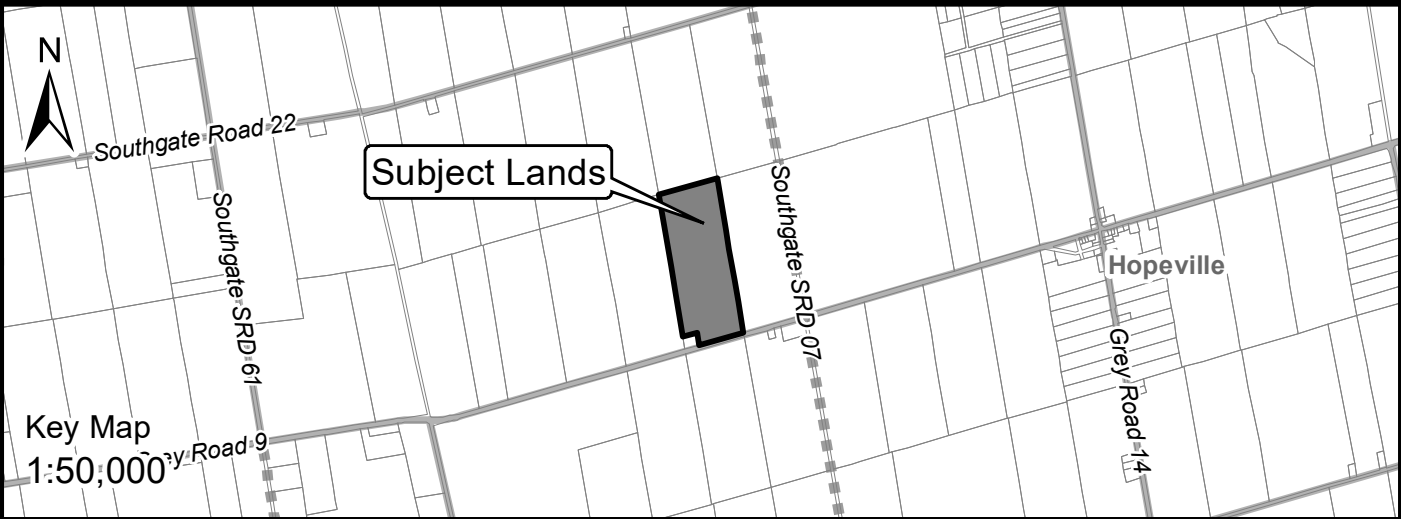
Township of Southgate  
(Geographic Township of Proton)

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

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

John Woodbury, Mayor

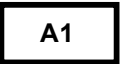
Lindsey Green, Acting Clerk



Legend



Lands subject to amendment



Agricultural



Residential Type 6



Environmental Protection



**Amendment No. 25**  
**to the Township of Southgate**  
**Official Plan**

BRENDEN MCDONALD  
Pt lot 6, Concession 13  
(geographic Township of Proton) in the Township of Southgate

(Related Planning Application – Township of Southgate  
Zoning By-law Amendment File C17/19)

JULY 2020

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

### **By-law 2020-059**

Being a by-law to adopt Amendment No. 25 to the Township of Southgate Official Plan affecting the lands described as Con 13, Pt lot 6 (geographic Township of Proton) in the Township of Southgate.

The Council of the Township of Southgate, in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, as amended, hereby enacts as follows:

1. Amendment No. 25 to the Township of Southgate Official Plan is hereby adopted.
2. This by-law shall come into force and take effect on the day of approval by the County of Grey.

Enacted and passed this 8<sup>th</sup> day of July, 2020.

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John Woodbury, Mayor

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Lindsey Green, Acting Clerk

Schedule A-1

Amendment No 25

To the Township of Southgate Official Plan

Adopted by the Corporaton of the Township of Southgate on

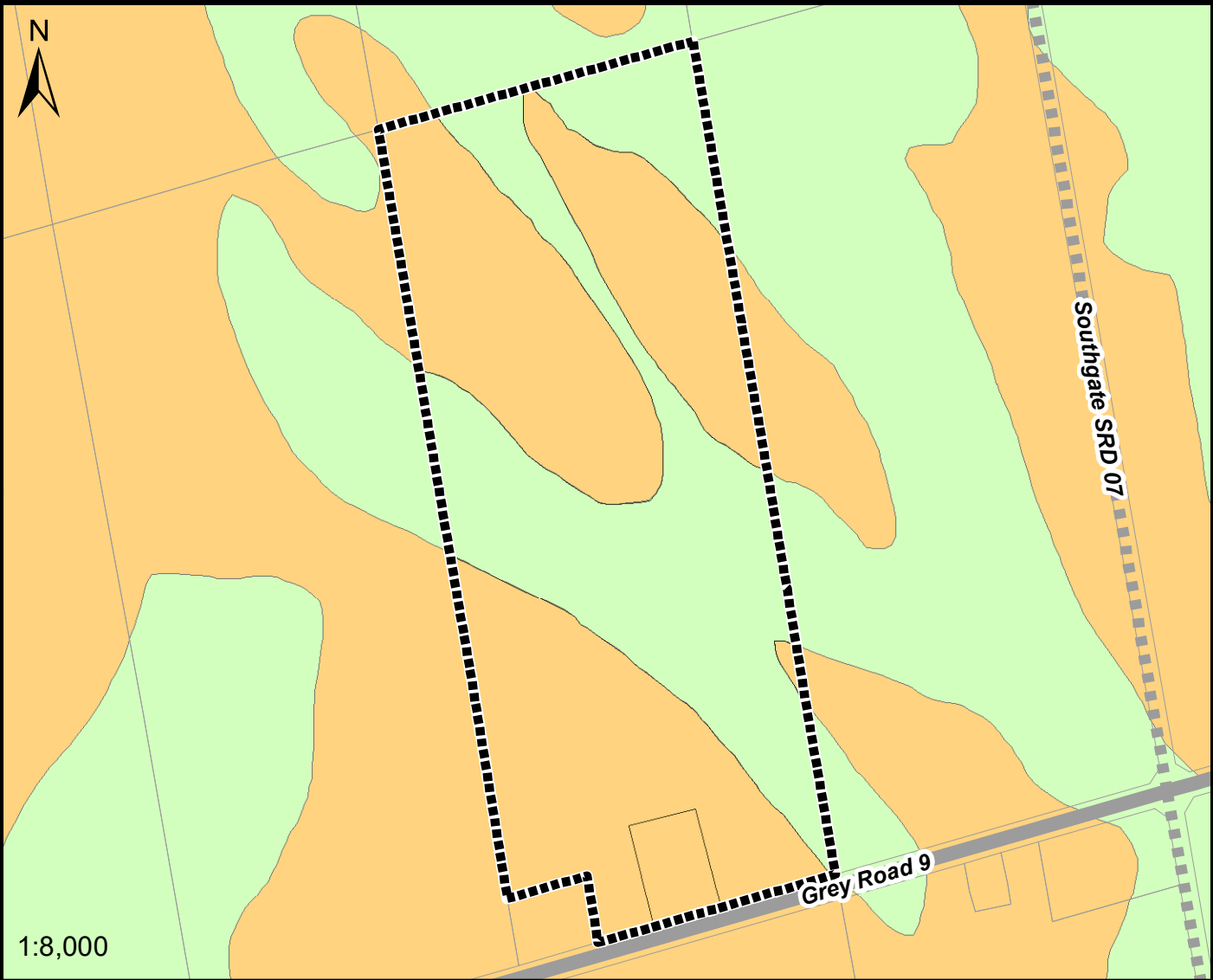
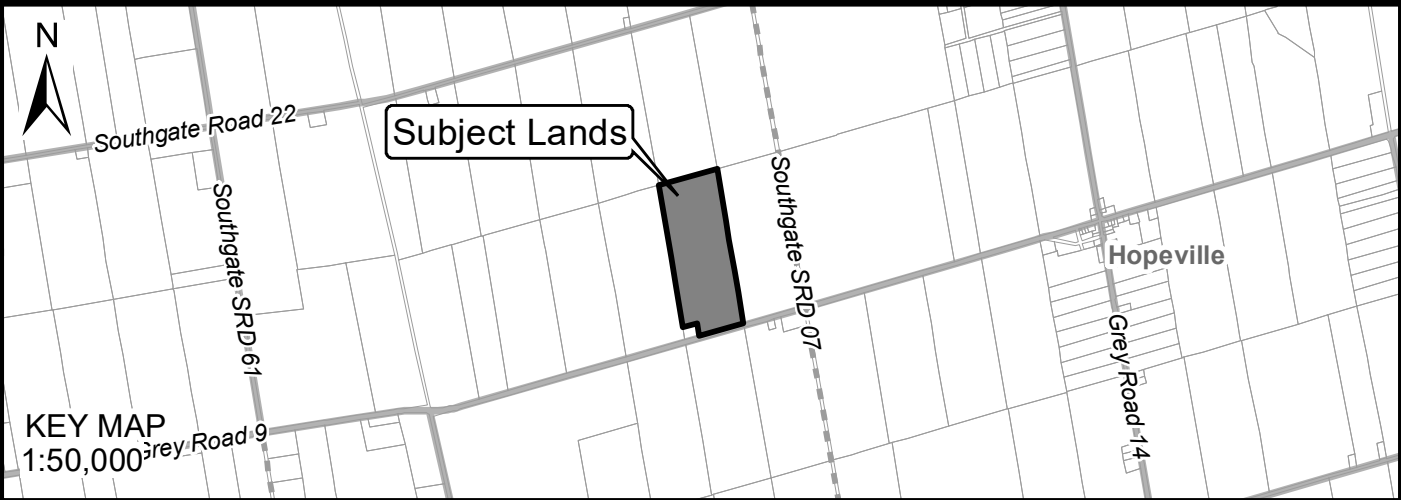
Date: \_\_\_\_\_

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

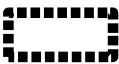
John Woodbury, Mayor

\_\_\_\_\_

Lindsey Green, Acting Clerk



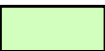
LEGEND



Lands Subject to Amendment



Agriculture



Hazard Lands

**Amendment No. 25  
to the  
Township of Southgate Official Plan**

**Index**

**Part A – The Preamble**

The Preamble provides an explanation of the proposed amendment including the purpose, location, and background information, but does not form part of this amendment.

**Part B – The Amendment**

The Amendment describes the changes and/or modifications to the Township of Southgate Official Plan which constitutes Official Plan Amendment Number 25.

**Part C – The Appendices**

The appendices attached hereto do not constitute part of this amendment. These appendices contain background data, planning considerations and public involvement associated with this amendment.

## **Part A – The Preamble**

### **Purpose**

The purpose of this amendment is to permit an exception to the Agricultural lot density policies to allow for a second non-farm lot to be created in the form of a surplus farm severance.

### **Location**

The lands affected by this Amendment are those described as Pt Lot 6, Concession 13 (geographic Township of Egremont) in the Township of Southgate with access on Grey Road 9. The subject lands consist of approximately 39+/- hectares with a residence. One residential severance has been taken off the Original Township lot.

### **Basis**

The applicant has submitted an application to amend the Township of Southgate Official Plan. In support of this application they have provided a Planning Justification Report to address the requirements of the Planning Act, Provincial Policy Statement (PPS), the County of Grey Official Plan and the Township of Southgate Official Plan. The Planning report was prepared to justify an exception to the lot density increase of twos per original Township lot including the retained. The Planning Report can be reviewed in Appendix A of this amendment.

A public meeting, under the Planning Act. was held on December 18, 2019. Comments were received from the various agencies and no concerns were raised. No comments were received from members of the public. The agency comments and lack of public comments guide staff in providing a recommendation and help Council make an informed decision on the application.

The minutes of the public meeting are attached as Appendix B to this amendment. Agency comments are summarized in the Planning report by the Township and can be found in Appendix C. Appendix D also contains supplemental information regarding MDS which was not available at the time of the writing of the planning report.

On the basis of the supporting material, agency and public comments (or lack of comments), the Township Official Plan Amendment is recommended for approval by the Township of Southgate Council.

### **Other Approvals**

In addition to the Southgate Official Plan Amendment, the applicant has submitted an application to amendment to Zoning By-law 19-2002 being application C17-19.

### **Supporting Information**

Reports prepared in support of the application include: A Planning Report prepared by Cuesta Planning Consultants and supplementary information in Appendices A and D respectively.

## Part B – The Amendment

All of this part of the document entitled **Part B – The Amendment**, consisting of the following text and schedule map constitutes Amendment No.25 to the Township of Southgate Official Plan.

### Details of the Amendment

The Township of Southgate Official Plan is hereby amended as follows:

1. **That** Schedule "A" of the Township of Southgate Official Plan is hereby amended by changing the land use designation of those lands described as Concession 13, Pt lot 6 (geographic Township of Proton) in the Township of Southgate, and illustrated on the Schedule "A-1" attached hereto, from "Agriculture" to "Agriculture with Exceptions".
2. **That** Section 5.1.2 (5)(iv) - Consent policies in the Agricultural designation of the Township of Southgate Official Plan is hereby amended by adding a new subsection as follows:

"Notwithstanding the provisions of this subsection for the lands described as Part lot 6, Concession 13, Geographic Township of Proton, in the Township of Southgate, and indicated on the attached Schedule "A", the following shall apply:

  - i. One additional severance shall be permitted to remove the existing residence from then farm as a result of a surplus farm severance. The total lots per original township lot shall not exceed 3 including any retained parcel." (OPA25)

### Implementation and Interpretation

The implementation and interpretation of this Amendment shall be in accordance with respective policies of the Official Plan.



## Part C – The Appendices

The following Appendices do not constitute part of Amendment No. 25 but are included as information supporting the Amendment.

- Appendix A     [Supporting documents and reports including: Planning Report Prepared by Cuesta Planning Consultants Inc.](#)
- Appendix B     [Minutes of the Public Meeting December 18, 2019, 9am](#)
- Appendix C     [Township of Southgate Planning Staff Report PL 2020-017](#)
- Appendix D     [Additional MDS information](#)

## **Township of Southgate**

### **Administration Office**

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## **Staff Report CAO2020-045**

**Title of Report:** Southgate Business Restart Plan Report

**Department:** Administration

**Council Date:** July 8, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2020-045 as information.

### **Background:**

Staff continue to plan through the Southgate Business Restart Committee meetings, monitor the Provincial announcements and the Grey Bruce Health Unit Medical Officer of Health related to the restarting of businesses in a safe manner.

The Committee has made several recommendations that have been considered for change as future safety issues are assessed on a go forward basis as conditions change and/or improve in the coming months. The following is a recap of all the recommendations from the Consideration & Risk Plan:

- Hand sanitizer dispensers at entrances
- Entrance signage
- Entrance to the building screening and control
- Install air exchange system in Public Works office space
- Plexiglass at cubicles to provided isolation
- Plexiglass separation at front counter
- Install customer separation barriers at front counter
- Floor and sidewalk marking materials
- Install windows in inner office doors
- Portable hand washing station at Dundalk Transfer Station
- Fogger for rooms and vehicles overnight sanitizing
- Need chairs that can be cleaned
- Touchless Entry Door Lock with key fobs
- PPE and cleaning supplies stock, inventory control and suppliers list
  - Masks
  - Gloves
  - Sanitizer
  - Face Shields
  - Wipes
  - Cleaning product
- Standard Operating Procedure (SOP) for:
  - Public Screening (created)
  - Employee Screening (created)
  - Cash Handling (Payment, Mail & Package Handling during COVID-19)
  - Vehicle Use, Cleaning and Precautions when Transporting a Second Person

- Meeting Room
- Security Vault
- Kitchen Use
- Building Department new location long term

### **Staff Comments:**

The Southgate Business Restart Committee has finalized the department restart plan.

What I want to first report is the changes we made to the Southgate Business Restart Plan. Those changes agreed to by the Committee are as follows:

- Not to be confusing with the Provinces restart plan using the terms Phase 1, Phase 2 and Phase 3, Southgate's restart plan will be named using Phases A, B, C and D;
- We set a date to start Phase B and a tentative date for Phase C;
- Some employee return to work will be impacted based on daycare availability; and
- We have updated the status of the Canine Control Officer's service.

### **Phase A – Southgate COVID-19 Current Operating Conditions**

<b>Onsite in Workplace</b>	<b>Working at Home</b>	<b>Relocated Dept/Loc</b>
All Roads Staff	CAO	CBO (Office setup in EDO Office in Library)
All Waste Staff	Clerk	Building Insp. (Dispatched to inspect from home & Library Mill Rm)
All Water Staff	Planner	Rec Programmer (Reassigned to Roads Dept)
Recreation Staff (decreased hours)	Admin & Legislative Admin	
Payroll/AP (3 days per week)	HR/Asst. to CAO	Canine Control – Responding to Calls for Service in a safe manner. Kennel Inspections suspended.
Treasurer (4 days per week)	Accounts Receivable	
Deputy Treasurer (1 day a week)	Deputy Treasurer	
PW Foreman (onsite and home)	PW Manager	
PW Admin (2 shifts per week)	Building Admin	
Fire Chief	Library Staff	
	Council (Virtual Meetings)	

**Phase B - Restart Plan for the Municipal Office doors open  
July 20, 2020 for limited services at the  
Customer Service Front Counter only**

<b>Onsite in Workplace</b>	<b>Working at Home</b>	<b>Relocated Dept/Loc</b>
All Roads Staff	CAO	CBO (Office setup in EDO Office in Library)
All Waste Staff	Clerk	Building Insp. (Dispatched to inspect from home & Library)
All Water Staff	Planner	Building Admin (Office setup in Library Mill Rm)
Recreation Staff (back to 40 hours/week)	HR/Asst. to CAO	Rec Programmer (Reassigned to Roads Dept)
Swimming Pool (opened June 27, 2020)	Accounts Receivable	
Payroll/AP (5 days per week)	Deputy Treasurer	Canine Control – Responding to Calls for Service in a safe manner. Kennel Inspections restarted with masks and distancing.
Treasurer (5 days per week)	PW Manager (7am-8am in office Friday)	
PW Admin (5 days per week)	PW Foreman (7am-8am in office Mon- Thurs)	
Admin & Legislative Admin (5 day per week)	Council (Virtual Meetings)	
Fire Chief		
Library (Staff return to Library, some work done at home)		
Library Book Pickup (opened June 10, 2020)		

**Phase C - Restart Plan –  
Tentative date of September 1, 2020 subject to change**

<b>Onsite in Workplace</b>	<b>Working at Home</b>	<b>Relocated Dept/Loc</b>
All Roads Staff	Clerk	CBO (Office setup in EDO Office in Library)
All Waste Staff	Planner	Building Insp. (Dispatched to inspect from home & Library)
All Water Staff	HR/Asst. to CAO	Building Admin (Office setup in Library Mill Room)
PW Manager		
PW Foreman		
Recreation Staff		Canine Control – Responding to Calls for Service in a safe manner. Kennel Inspections restarted with masks and distancing.
Payroll/AP		
CAO		
Treasurer (5 days per week)		
Deputy Treasurer		
PW Admin		
Admin & Legislative Admin		
Accounts Receivable		
Fire Chief		
Library (Staff at Library, some work done at home)	Council (Virtual Meetings)	

### Phase D Restart Plan -TBA

Onsite in Workplace	Working at Home	Relocated Dept/Loc
All Roads Staff		
All Waste Staff		
All Water Staff		
PW Manager		
PW Foreman		
Recreation Staff (Rec Programmer returned to Rec Dept.)		Canine Control – Responding to Calls for Service and kennel Inspections.
Payroll/AP		
CAO		
HR/Asst. to CAO		
Clerk		
Planner		
Treasurer (5 days per week)		
Deputy Treasurer		
Asset Management Coordinator - Hire		
PW Admin		
Admin & Legislative Admin		
Accounts Receivable		
CBO		
Building Insp.		
Building Admin		
Library		
Fire Chief		
Fire Prevention Officer – New Hire		
Asset Management Coordinator – New Hire		
<b>Council</b> <b>(Virtual Meetings end)</b>		



**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**

1. That Council receive staff report CAO2020-045 as information.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) 923-2110 x210

## **Township of Southgate**

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## **Staff Report CAO2020-046**

**Title of Report:** Southgate CAO Update

**Department:** Administration

**Council Date:** July 8, 2020

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2020-046 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:**

#### **Librarian CEO Contract Position Hire Reporting**

The Library Hiring Committee completed the process to recruit and hire a Librarian CEO 1 Year Contract position. The Committee completed 5 interviews and selected 2 applicants for reference checks to be completed on and further discussions. After the reference checks were completed by our HR Coordinator, the Committee had further discussions and made a recommendation for staff to make an offer of employment to Jessica Mole. The Library Hiring Committee recommendation has been approved by the Library Board and Jessica will start her position with Southgate on July 6, 2020.

#### **Dundalk Swimming Pool Reopening**

On June 27, 2020 the Dundalk Swimming Pool started operating under their COVID-19 operating plan, following the Grey Bruce Health Unit inspection and testing approval. Recreation staff will be monitoring the use of the facility and patron safety when the swimming pool is open to the public under the present conditions. The Facilities Manager will be making decisions on any necessary changes to operations as required to ensure a healthy working environment for the employees and a safe user experience during swimming lessons and controlled public use of the pool.

#### **SEGCHC AGM Meeting**

The CAO attended the SEGCHC Virtual Annual General Meeting on June 25, 2020 at 6:00 pm. The highlight of the meeting was the CEO presentation which was a 2019-2020 year in review. I have included a copy of that document (Attachment #1) with this report, as it is very informative about the activities and projects SEGCHC Board and staff have accomplished and continue to work on.

**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 CAO2020-046 as information.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) 923-2110 x210

- Attachment 1 – SEGCHC CEO AGM Report dated June 24, 2020

## **Annual General Meeting Script – Allan Madden CEO**

June 24, 2020

Good Evening,

It is always a pleasure for me to review the outstanding efforts of the South East Grey CHC team at the AGM. It gives me an opportunity to share with the community, the tremendous work done by our staff over the course of the previous year.

2019 was a year like no other. A pandemic hit our province, the Ontario Health system was turned on its back as a major restructuring effort attempts to move responsibility and decision-making for services closer to the regions delivering the care. We reached out to other organizations within our catchment area that complimented our service offering in an attempt to pick our partner(s) as we tread softly in the OHT realm. We bought a building, renovated another and received permission to build anew in Southgate. We balanced our budget, blew our MSAA targets out of the water and began a refinement of our community programs.

COVID-19 captured the soul of every citizen of Ontario. The coronavirus crept into Grey and Bruce Counties in February and the CHC immediately responded with the implementation of our pandemic plan. Our staff became use to delivering services virtually but I am most impressed with the work done by our front-line workers in remaining focused on quality patient care through the delivery of face to face services from two of our locations. While COVID may have affected how we deliver care, we did not pause when it came to ensuring that our clients and the most vulnerable people of our catchment area were looked after. There has not been a reduction in patient encounters as our staff have remained vigilant in caring for our communities. More than 1,000 meals were prepared in our kitchen by volunteers and delivered to isolated seniors and at-risk residents. Throughout all of this time, I never heard a whimper from any staff person related to their jobs, the environment, or our task at hand. Kudos! You are truly a remarkable team.

This past year, the Ontario Health Team began the journey of forming in Grey and Bruce Counties. The reformation of care will require that we leave our agendas and

egos at the door while we endeavour to focus on creating an integrated seamless health system that will improve the patient journey and result ultimately in improved patient outcomes and a sustainable model of care delivery. The CHC plays a pivotal role as the only Community Health Centre in Grey and Bruce. Our raison d'être remains the Social Determinants of Health and Health Equity. These essential approaches to health care delivery must remain integral elements of the GB OHT strategy as we move forward. The process for OHT development is scripted. An application will be submitted this year that identifies the steps required to meet our year 1 objectives: improved services for frail seniors and mental health and addictions patients. A subset of these targets includes the overhaul of homecare and palliative care. I look forward to working with our health system partners in the coming months to reshape how care is delivered in Grey and Bruce. Through all of this change, we need to ensure that the voice of the patient and the communities remain heard. To that end, governance and patient engagement are key elements of our new GB OHT. As Thomas Edison said: *"If we do the things we are capable of, we will astound ourselves"*.

Since our inception in 2011, the South East Grey Community Health Centre has been one of the highest performing CHCs in Ontario. This year was no exception. Staff delivered 55,000 encounters to our 8,200 patients after budgeting 45,000. This is a critical access to care measurement. More than 25,000 people attended our community programs and our cancer screening rates remained in the 95<sup>th</sup> percentile. Our cost/patient served and cost/patient visit remains the lowest in the province and our patient satisfaction remains high.

Staff implemented a number of new initiatives including a Cardiac Rehab Program, a COPD program, a Memory Clinic and a Seniors Strategy. We continued to offer specialist services from the clinic including: Psychiatry, Internal Medicine and most recently Orthopedic procedures. Our research included the completion of a research study on the impact of our services on the students attending Grey Highlands Secondary School, an essay on the future of Rural Health Clusters, the development of a Homecare proposal and the completion of a Case Study used by the Richard Ivey School of Business. Additionally, we gathered data from across Grey and Bruce

through a Canadian Index of Wellbeing (CIW) survey conducted by the University of Waterloo. The data from the survey will serve to support our approach to health equity and services going forward.

Our Community Programs were completely revamped in 2019. The upstream approach to keeping people healthy included programs such as yoga, tai chi, walking, pickle ball and Pilates. Additionally, our drop in gym was a hit for more than 2,000 visitors. We delivered meals to seniors, sponsored events for seniors, implemented a friendly calling program and offered seniors groups space to meet and socialize. More than 250 tax returns were completed and a basic program designed to teach Mennonite women to read and write English, introduced. Dietitians continued their work providing counselling support in low income buildings, building rapport teaching recipients how to become self-sufficient. This year saw an increase in demand for mental health services. Triggered by the pandemic, many of our residents have faced new challenges as issues of unemployment, lack of access to social programs, isolation and fear, have exhibited in many of our clients and patients. We are proud to support on a regular basis our LGBTQ+ community by providing meeting space and peer support. This year looks to be a challenge as we enter the summer and an expected second wave of COVID-related infections. We will remain watchful to the needs of our clients as the year progresses.

The CHC bought the property at 55 Victoria Avenue this year. After 10 years of renting, we became the masters of our own destiny. We applied for and received an Infrastructure Ontario loan and began the process of creating a Rural Health Cluster. Our co-location partners include CMHA, Keystone, Grey County Social Services and GB Public Health. We look forward to working with our health system partners in the development of a one-stop centre for health, mental health and social services. In October of this year, we received \$240K in funding to renovate the Erskine Church where our community programs offered in Southgate are delivered. Much thanks to Bill Walker for his support.

This year we entered into a Strategic Alliance with Residential Hospice Grey/Bruce. What appears to be a perfect blend of complementing services will see improved



cooperation between the organizations. The CHC and RHGB both serve to gain from the alliance. RHGB will eventually support the CHC with 24/7 after-hours access to primary care services. The CHC will provide back office support to RHGB and assist with the delivery of bereavement support counselling. Both parties will share a volunteer coordinator. RHGB staff will gain access to the CHC EMR – Practice Solutions and both groups will share patient data. This is a game changer for both groups as Hospice staff have been working without an EMR. Further, the collaboration will allow Hospice MD palliative care specialists to view CHC palliative patient files in real time while providing support to CHC NPs and MDs.

The alliance also supports a broader health system agenda. Alex Hector the RHGB Executive Director will take over the ED day-to-day functions at the CHC effective July 1, 2020. Alex's dual role will allow me to work with RHGB staff to focus on the GB OHT year one priorities of palliative care and homecare reformation. I will also remain focussed on the new build in Dundalk working closely with the Ministry of Health Capital Branch.

Each year I am impressed with the outpouring of support we receive from the community. This year we were able to launch a fund-raising strategy that supports our community initiatives. I want to personally thank Shakir Rehmatullah, CEO of the FLATO Group for his \$1M pledge towards the new clinic in Dundalk and for his material support in providing PPE during the COVID outbreak. I also want to thank Ashley Chapman, VP of Chapman's Ice Cream for their financial support and for their material support in providing PPE during the COVID outbreak.

In closing, I would be remiss if I did not thank the board and my management team for their continued support and leadership. I also want to thank staff for their ongoing service to our patients and clients. As a team, I look forward to celebrating with all of you, 10 years of successful operations this coming year.

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## **Staff Report CL2020-021**

**Title of Report:** CL2020-021 – Cooling/Warming Centre Guidelines  
**Department:** Clerks  
**Branch:** Legislative and Council Services  
**Council Date:** July 8, 2020

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2020-021 as information.

### **Background:**

Staff have identified a need for a Cooling/Warming Centre guideline document to assist when the need may arise in the future for the Township to open a cooling and/or warming centre.

### **Staff Comments:**

The Cooling/Warming Centre guidelines document provides staff the information to follow when opening and closing a cooling and/or warming centre for resident's use during adverse weather events. Due to the current COVID-19 pandemic and declared state of emergency, staff have also included protocols to follow for opening a cooling/warming centre during a human health emergency.

### **Financial Implications:**

There is no financial implication 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 the Cooling/Warming Centre Guidelines document as information.

Respectfully Submitted,

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

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

**Attachment #1:** Cooling/Heating Centre Guidelines



## Cooling/Warming Centre Guidelines

# Cooling/Warming Centre Guidelines

### Purpose:

To provide guidance to staff in the event that there is a need in the community to open temporary cooling or warming centre(s).

### Cooling/Warming Centres:

The designated cooling/warming centres for the Township of Southgate are the following locations:

1. **Lions Pavilion** located in Dundalk Memorial Park, 250 Owen Sound Street, Dundalk, Ontario N0C1B0 (**Cooling Center only**)
2. **Egremont Optimist Centre** located at 392137 Grey Road 109, Holstein ON N0G2A0 (**Cooling & Warming Center**)
3. **Dundalk Arena** located at 550 Main Street East, Dundalk, Ontario N0C1B0 (**Warming Center only**)
4. **Frank Macintyre Building** located in Dundalk Memorial Park, 250 Owen Sound Street, Dundalk, Ontario N0C1B0 (**Warming Center only**)

Staff at each centre will ensure that tables, chairs and the washroom facilities are provided at all times. When a cooling centre is opened, staff will ensure bottled water is available to the public.

### Cooling Centres:

If a community need is identified during an extreme heat warning or humidex advisory issued by Environment Canada, the centres will open for the public to access as cooling centres. Centres will be open from 10:00 AM and will close at 7:00 PM daily for the duration of the warning and/or advisory.

### Warming Centres:

If a community need is identified during an extreme cold warning issued by Environment Canada, the centres will be open for the public to access as warming centres. Centres will be open for 24 hour cycles and will reassessed daily at 10 am for the duration of the emergency.

### Road Closures:

In the event of road closures such as Provincial Highway 10 or Provincial Highway 6, due to a significant weather event, warming centers may be opened for stranded drivers. Staff can refer to [Policy No. 35 – Emergency Lodging Policy](#) for procedures.



## Cooling/Warming Centre Guidelines

# Appendices:

## Appendix #1 – Cooling/Warming Centre Guidelines during a Human Health Emergency/Pandemic Event

### Purpose:

To provide guidance to staff in the event that there is a need in the community to open temporary cooling or warming centre(s) during a health emergency/pandemic event and to reduce the risk of introducing and transmitting infection in cooling/warming centres in the Township of Southgate.

### Cooling/Warming Centres

- The centre will determine its own capacity for visitors while keeping physical distancing in mind.
- Physical distancing will lower the overall capacity of the centre.
- Persons who are most vulnerable to extreme heat or extreme cold will be given priority access to the centre.

### Screening:

Screening questions should be completed before entry into the centre daily for all staff and visitors. See **Schedule "A" Employee/Visitor Screening Questions** for reference.

\*Questions on the Employee/Visitor Screening Questionnaire are subject to change depending on the current human health crisis or declared pandemic.

Employees who are conducting screening should ideally be behind physical barriers (e.g., Plexiglass) or stand 2 m (6 feet) away from visitors.

- Personal Protective Equipment like gloves and masks are required to be worn when no physical barrier is available to separate the employee from the visitor.

### Signage

Signage at entrances and other appropriate locations should indicate the following:

- Stay at home or attend a local hospital if you are ill;
- Practice physical distancing by keeping 2m (6 feet) from others;
- Cover coughs and sneezes with tissues or your sleeve;
- Practice proper hand hygiene.

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## Cooling/Warming Centre Guidelines

### Physical Distancing:

- Maintain physical distancing, ideally at least 2 metres (6 feet) between all individuals;
- If physical distancing cannot be maintained, a non-medical mask should be worn by employees and visitors;
- Arrange furniture (tables and chairs) to encourage physical distancing;
- Mark direction of one-way flow of people.

### Hygiene

Proper and consistent hand hygiene should be encouraged at all times.

- Hot and/or cold running water, soap in a dispenser and paper towels must always be available to employees and visitors;
- Alcohol-based hand sanitizer must always be available to employees and visitors;
- Encourage respiratory etiquette by providing tissues and lined waste bins for their disposal.

### Cleaning

Maintaining the cleanliness of the centre is imperative to stop the spread of any germs.

- In addition to routine cleaning, high touch surfaces should be cleaned and disinfected twice per day and when visibly dirty (e.g. doorknobs, sinks, light switches).

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Cooling/Warming Centre Guidelines

### **Schedule "A" to Appendix #1**

#### **COVID-19 Employee/Visitor Screening Questions**

**Note:** This information is being collected to ensure the safety of employees and visitors of the Township of Southgate facilities and will remain confidential.

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

Employee/Visitor Signature: \_\_\_\_\_

Employee/Visitor Name: \_\_\_\_\_

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

Accepted By: \_\_\_\_\_



## **Staff Report PW2020-035**

**Title of Report:** PW2020-035 Department Report  
**Department:** Public Works  
**Branch:** None  
**Council Date:** July 8, 2020

**Recommendation:**

**Be it resolved that** Council receive Staff Report PW2020-035 for information.

**Background:**

Public Works Department update.

**Staff Comments:**

**Transportation and Public Safety:**

1. Maintenance gravel and calcium applications have been completed throughout the Township.
2. Summer student Caleb Greensides returned to public works for the summer.

**Waste Resources and Diversion Management:**

1. Southgate reported for the Data Call submission on June 19, 2020.
2. The 4<sup>th</sup> season Continuous Improvement Fund (CIF) waste and recycling audit was completed within the last 2 weeks, with details to follow once the report is prepared.
3. Staff received the Proton Landfill Monitoring Report (2018/2019) Proton Landfill Site comments letter from the Ministry of the Environment, Conservation and Parks (MECP), indicating that the leachate plume appears to be discharging to the wetlands to the east of the landfill, and is being forwarded on to the Ministry's Surface Water Reviewer for comment. (Attachment #1)

**Water & Wastewater**

1. Operators shutdown the Dundalk Sewage Treatment Facility on Monday June 15, 2020 due to high pH of 9.63, effluent compliance limit for pH is 9.5.
2. Operators repaired 2 watermain issues, one on Victoria Street East, replacement clamp from a past repair several years ago and the other a 4-inch water service valve on Highway 10.



**Financial Implications:**

The Operating and Capital Budgets have included these financial commitments.

**Communications & Community Action Plan Impact:**

Goal 5 - Upgrading our "Hard Services"

**Action 5:**

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

**Concluding Comments:**

Staff recommends that Council receive Staff Report PW2020-030 for information.

Respectfully Submitted,

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

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

**Attachments:**

Attavhment #1 - Proton Landfill Monitoring Report (2018/2019) Proton Landfill Site  
MECP comments letter dated June 26,2020

**Ministry of the Environment,  
Conservation & Parks**

Owen Sound District Office  
101 17<sup>th</sup> Street East, 3<sup>rd</sup> Floor  
Owen Sound ON N4K 0A5  
Tel.: 519-371-2901  
Fax.: 519-371-2905

**Ministère de l'Environnement, de la Protection de  
la nature et des Parcs**

Bureau de district d'Owen Sound  
101 17<sup>ème</sup> rue Est, 3<sup>e</sup> étage  
Owen Sound ON N4K 0A5  
Tél. : 519-371-2901  
Télééc. : 519-371-2905



June 26 2020

Mr. Jim Ellis  
Corporation of the Township of Southgate  
RR #1, 185667 Grey Road 9  
Dundalk, ON, N0C 1B0

Via email: [JEllis@southgate.ca](mailto:JEllis@southgate.ca)

Dear Mr. Ellis,

Re: Proton Landfill Site, 2018/2019 Annual Report  
MOE File: SI GR SO C15 610

We have received a copy of the report titled “Monitoring Report (2018/2019) – Proton Landfill Site” dated February 2020, prepared by GM BluePlan. A copy of the report was forwarded to our regional technical support section and comments from our regional hydrogeologist concerning the ground water aspects of the report are provided below.

As detailed in the current report, the monitoring results for 2018 and 2019 were generally consistent with those recorded in previous years. Samples collected from PZ-01 and PZ-02 indicate that elevated concentrations for several parameters including chloride, alkalinity, hardness, TDS, and ammonia are present in groundwater downgradient (east) of the landfill. Although several of these parameters are present in excess of the Reasonable Use criteria limits, it appears that the groundwater plume is discharging to the adjacent wetland area associated with an unnamed tributary to the Saugeen River. Since there is more than 30 metres between the piezometers and the downgradient property boundary, it is anticipated that the leachate plume will be sufficiently attenuated prior to leaving the site.

Piezometers PZ-01 and PZ-02 were installed in 2015. There has now been several years of data collected from these locations, and the results suggest that the groundwater quality within the leachate plume is generally stable at this time. The leachate plume appears to be discharging to the wetland area located to the east of the landfill, therefore it is appropriate for the ministry’s surface water reviewer to comment regarding any potential impacts to the surface water regime.

If you have any questions concerning this letter, please contact the undersigned at (519) 374-1388.

Yours truly,

A handwritten signature in cursive script, appearing to read "Ian Mitchell".

Ian Mitchell  
District Engineer  
Owen Sound District

cc. Simon Thuss MECP, London  
MD Nelson, GM BluePlan, Owen Sound, [matthew.nelson@gmblueplan.ca](mailto:matthew.nelson@gmblueplan.ca)  
Lisa Hines, MECP, Owen Sound

Monthly Statistics Report		
	Apr. 2020	May 2020
New Patrons	3	2
Tech Help	20	6
Programs	5	5
Program Participation	27	19
Facebook Reaches	15,687	13,340
Facebook Engagements	802	656
Instagram Reaches	1,156	1,465
Instagram Engagements	142	384
E-material Circulation	215	271

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:

Curbside pick-up is here! We are happy to have library materials back in the hands of patrons. We received comments that patrons are struggling to know which books to order. They prefer to browse our shelves. We are working on creative ways to offer book suggestions and lists. We encourage patrons to call the library and we can help them find items of interest.

Staff continue to offer virtual programming. We are learning more each month about social media and offering programs virtually. Curbside pick-up has allowed us to offer craft programs such as the Teen DIY Fairy Jar. Staff put together craft kits for patrons to pick up and will demonstrate the craft through videos or virtual conferencing.

### Accomplishments:

- Attended Emergency Management/Department Head meetings
- Hiring Committee meetings
- Interviews
- E-book orders
- Curbside pick-up policy and procedures
- Curbside pick-up implemented
- Staff training
- Restart documents sent to Restart Committee
- Report to Council

### 60 Day Plan:

- Website Redesign
- 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
- Teen Guess the Book
- Teen Photo Challenge
- Adult Virtual Book Club
- Kids Craft
- DUKE (Dundalk Ukulele Ensemble) tutorials

\*Stats only show programs that have direct participation

### Upcoming Virtual Programming:

- Teen/Tween DIY Fairy Jar – June 16
- Teen Chain Painting- June 30
- Summer reading challenges for Adult, Teens and Kids
- Adult Book Club – June 23
- Teen Book Talk/Trivia – July 9
- Teen/Tween Harry Potter Wands – July 28
- Ongoing Lego Challenges, Teen Guess the book, Mystery Items.

**Southgate Ruth Hargrave Memorial Library Board**  
**Minutes of Library Board**

May 21, 2020  
6:00 PM  
Electronic Participation

Members Present: Marisol DaSilva  
Connie Hiscock  
Muriel Scott  
Councillor Martin Shipston  
Councillor Barbara Dobreen

Members Absent: Charles Fernandes  
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 6:02 p.m.

**3. Approval of the Agenda (6:00 - 6:02 PM)**

**Moved By** Connie Hiscock

**Seconded By** Martin Shipston

**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 April 16, 2020 Library Board Meeting**

**Moved By** Barbara Dobreen

**Seconded By** Muriel Scott

**Be it resolved that** the Board approve the minutes from the April 16, 2020 Library Board meeting as presented.

**Carried**

**6. Business Arising from the Minutes (6:05 - 6:35 PM)**

**6.1 Library Services During Declared Emergency Update**

An update was provided on progress and practices that have been followed to date during the declared emergency and plans for reopening.

**6.2 Hiring Committee Update**

**Moved By** Martin Shipston

**Seconded By** Connie Hiscock

**Be it resolved** that the Board approve the hours for the contract Librarian/CEO to start at 20 hours per week during the orientation/training period, with the hours increasing to 30 hours per week as required and up to 35 hours once the library fully reopens from the declared emergency.

**Carried**

**7. New Business (6:35 - 6:55 PM)**

none

**8. Finance Report (7:05 - 7:15 PM)**

The financial summary for the period ended April 30, 2020 was reviewed.

**9. C.E.O Report (7:20 - 7:35 PM)**

The CEO report for April 2020 was reviewed

**10. Friends of the Library Update (7:00 - 7:05 PM)**

none

**11. Correspondence (6:55 - 7:00 PM)**

**11.1 Ministry of Heritage, Sports, Tourism and Culture re. library board meetings**

Ministry of Heritage, Sports, Tourism and Culture re. Library board meetings

**11.2 Southern Ontario Library Service re. Curbside pick and Deliveries**

Southern Ontario Library Service re. Curbside pick-up and deliveries

**12. News from Council (7:15 - 7:20 PM)**

Council continues to meet virtually/electronically. The Mayor and CAO will be holding another Covid-19 Q&A session on Wednesday May 28, 2020 at 7:00 p.m. A new medical facility on Dundalk continues to progress with Flato making a \$1 million commitment.

**13. Extra Time Allotment (7:35 - 7:50 PM)**

**14. Date of Next Meeting**

Library Board meeting –June 18, 2020 6:00 p.m.



**15. Adjournment**

**Moved By** Muriel Scott

**Seconded By** Connie Hiscock

**Be it resolved that** the Board adjourn the meeting at 7:15pm.

**Carried**

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Chair Marisol DaSilva

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Lacy Russell, Librarian CEO

**Southgate Ruth Hargrave Memorial Library Board**  
**Minutes of Special Library Board Meeting**

May 28, 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**

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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 6:01 p.m.

**3. Confirmation of Agenda (6:00 - 6:02 PM)**

**Moved By** Connie Hiscock

**Seconded By** Muriel Scott

**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. Business Arising (6:05 - 6:35 PM)**

**5.1 Curbside Pick-Up Policy**

**Moved By** Muriel Scott

**Seconded By** Martin Shipston

**Be it resolved that** the board approve the Curbside Pick-Up Policy as presented.

**Carried**

**6. Next Meeting**

Library Board meeting –June 18, 2020

**7. Adjournment**

**Moved By** Charles Fernandes

**Seconded By** Connie Hiscock

**Be it resolved that** the Board adjourn the meeting at 6:44PM

**Carried**

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Chair Marisol DaSilva

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Lacy Russell, Librarian C.E.O

## Accounts Payable

CIBC - 1 - Standard Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038925	06/10/2020	002001	B & L FARM SERVICES LTD	22.60
	Invoice 96492		04/15/2020 WTR-WELL 5 DROP LATCH SET	22.60
038926	06/10/2020	003026	CARSON SUPPLY	1,090.59
	Invoice 36706		05/31/2020 APPLY CREDIT TO S1591091.001	-22.95
	Invoice S1591091.001		05/22/2020 RDS-CATCH BASIN REPAIR	1,052.71
	Invoice S1591493.001		05/26/2020 SEWER-UNIT 113 PARTS	60.83
038927	06/10/2020	003041	CHEMTRADE CHEMICALS CANADA LTD	6,659.37
	Invoice 92891094		05/11/2020 SEWR-ALUM SULFATE LIQ STD BULI	6,659.37
038928	06/10/2020	003057	CLEARTECH INDUSTRIES INC.	544.75
	Invoice 833339		05/25/2020 WTR-CHLORINE FOR WELLS	544.75
038929	06/10/2020	003076	CORPORATE EXPRESS CANADA INC	73.43
	Invoice 53295794		05/15/2020 ADMIN-BINDER CLIP REFUND	-2.81
	Invoice 53386164		05/29/2020 ADM-RULED PAPER PADS	8.45
	Invoice 53394851		06/01/2020 LIB-PRINTER INK	67.79
038930	06/10/2020	003083	COUNTY OF GREY	15.00
	Invoice IVC00000000020706		04/30/2020 FIRE-FACE SHIELD	15.00
038931	06/10/2020	003092	CADUCEON ENTERPRISES INC.	279.40
	Invoice 20-6278		05/28/2020 DUNDALK WATER TESTING	144.08
	Invoice 20-6139		05/26/2020 DUNDALK SEWAGE TESTING	135.32
038932	06/10/2020	004039	DILLMAN SANITATION LTD	678.00
	Invoice 13933		05/30/2020 WST-DBL WASH STN RNTL MAY-JUN	113.00
	Invoice 13899		05/08/2020 RDS-PUMP/HAUL SEPTIC SEWAGE	565.00
038933	06/10/2020	004071	DUNDALK FOODLAND	9.03
	Invoice Tran1239		04/16/2020 RDS-MAGIC ERASER SPONGES	9.03
038934	06/10/2020	005039	EXCEL BUSINESS SYSTEMS	245.08
	Invoice 388033		05/30/2020 ADMIN-MAY 2020 COLOUR COPIER	199.80
	Invoice 386881		05/30/2020 FIRE-MAY 2020 DIGITAL COPIER	45.28
038935	06/10/2020	005041	ESCRIBE SOFTWARE LTD.	11,554.25
	Invoice 2440		06/02/2020 CLRK-MEET'G LCNSE/VOTE MANAGI	11,554.25
038936	06/10/2020	006009	FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL	113.00
	Invoice IN156687		03/16/2020 FIRE-50 RED/50 PINK JNR HELMET	113.00
038937	06/10/2020	007032	GRAND RIVER CONSERVATION AUTHO	1,174.33
	Invoice LEVY2020-56		06/02/2020 2020 MUNICIPAL LEVY-2ND INSTAL	1,174.33
038938	06/10/2020	008041	HWY 4 TRUCK SERVICE LTD.	569.07
	Invoice 95387		05/12/2020 WST-UNIT 213 ABS LIGHT REPAIR	428.79
	Invoice 94622		04/07/2020 RDS-PIPE PLUG/FITTING CAP	7.03
	Invoice 94892		04/23/2020 WST-217 HYDRAULIC HOSE/FITTING	133.25
038939	06/10/2020	009010	INFINITY NETWORK SOLUTIONS	3,657.11
	Invoice 28854		05/25/2020 ADMIN-CRITICAL SERVER UPDATE	687.04
	Invoice 29116		06/01/2020 ADMN-MS 365 MONTHLY SERVICES	538.45
	Invoice 29209		06/08/2020 ADMN-JUNE MONITOR&MAINTENAN	2,431.62
038940	06/10/2020	009013	INNOVATIVE SURFACE SOLUTIONS CANADA	1,709.92
	Invoice INV53358		05/20/2020 RDS-PROPATCH	1,709.92

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038941	06/10/2020	010006	J.A. PORTER HOLDINGS (LUCKNOW) LTD.	317.98
	Invoice 213118		05/22/2020 RDS-RUBBER CATCH BASIN MODUL	317.98
038942	06/10/2020	010007	J.J. MCLELLAN & SON LIMITED	395.82
	Invoice I007934		04/08/2020 RDS-UV REPLACEMENT LAMP	395.82
038943	06/10/2020	013001	M & L SUPPLY FIRE & SAFETY	599.81
	Invoice 002916		05/22/2020 FIRE-NDURA RED ALUM COUPLINGS	501.19
	Invoice 002979		05/27/2020 FIRE-1.5" FACE GASKET X10	49.31
	Invoice 002830		05/14/2020 FIRE-4" PRESSURE GASKET/SHIPNC	49.31
038944	06/10/2020	013028	BUREAU VERITAS CANADA (2019) INC.	3,718.83
	Invoice CP10118695		05/19/2020 SW-PROTON WELL MONITORING	477.14
	Invoice CP10118697		05/19/2020 SW-EGREMONT WELL MONITORING	3,241.69
038945	06/10/2020	013030	MC KEE TIRE	4,926.06
	Invoice C295928		05/05/2020 RDS-112 OFF ROAD CALL-TIRES	4,923.47
	Invoice SI00247		05/31/2020 INTEREST CHARGES	2.59
038946	06/10/2020	013035	MCDONALD HOME HARDWARE	411.68
	Invoice 89421		05/26/2020 TWN HALL-TOILT FLAPPR/BALLCOC	28.23
	Invoice 89462		05/27/2020 ARENA-V BELTS	16.93
	Invoice 89468		05/27/2020 REC-BUILDERS HARDWARE	1.98
	Invoice 89234		05/21/2020 AREN-FACE MASKS/9VLT BATRY/BI	54.21
	Invoice 89481		05/27/2020 RDS-HEX GALV BUSHINGS	5.40
	Invoice 89409		05/26/2020 WST-DEET REPELNT/GLOVES	21.99
	Invoice 89400		05/26/2020 RDS-CLRBRD TUBING	8.95
	Invoice 89709		06/03/2020 WTR-CLEVIS HOOK/PIN/LINKS	24.31
	Invoice 89683		06/02/2020 RDS-COUPPLINGS	4.71
	Invoice 89666		06/02/2020 RDS-COUPPLINGS/HOSE CLAMP	9.20
	Invoice 89506		05/28/2020 RDS-9 VOLT BATTERY	15.81
	Invoice 89362		05/25/2020 RDS-SPADE/WRENCHS/SCREWS/FL	103.64
	Invoice 89612		06/01/2020 REC-PLASTIC CPLG	18.74
	Invoice 89611		06/01/2020 REC-SQR TRM LINE/KNIFE	19.19
	Invoice 89478		05/27/2020 REC-PLASTIC CPLG/ABS FITTING	17.48
	Invoice 89374		05/25/2020 RDS-PAINT BRUSHES	5.62
	Invoice 89153		05/19/2020 REC-SEEDS	2.25
	Invoice 89465		05/27/2020 RDS-SNOW SHOVEL/2X4 SPRUCE 8'	41.75
	Invoice 89668		06/02/2020 REC-RCP MULTI 18T 6" BLDS	11.29
038947	06/10/2020	013097	MCDUGALL ENERGY INC.	10,618.50
	Invoice 4568285		06/01/2020 HOLSTEIN DEPOT- CLEAR DIESEL	528.30
	Invoice 4568284		06/01/2020 HOLSTEIN DEPOT- DYED DIESEL	1,615.54
	Invoice 4558068		05/26/2020 MUNICIPAL OFFICE- CLEAR DIESEL	2,067.41
	Invoice 4553071		05/21/2020 EGREMONT TRNSFR ST-DYED DIES	388.91
	Invoice 4551905		05/20/2020 MUNICIPAL OFFICE- CLEAR DIESEL	2,317.57
	Invoice 4551906		05/20/2020 MUNICIPAL OFFICE- REG GAS	589.01
	Invoice 4558069		05/26/2020 MUNICIPAL OFFICE-REG GAS	217.33
	Invoice 4558067		05/26/2020 MUNICIPAL OFFICE- DYED DIESEL	746.92
	Invoice 4551904		05/20/2020 MUNICIPAL OFFICE-DYED DIESEL	1,499.23
	Invoice 4553072		05/21/2020 EGREMONT TRNSFR ST-DYED DIES	349.02
	Invoice 4551976		05/20/2020 DUNDALK DEPOT-DYED DIESEL	299.26
038948	06/10/2020	015045	OSPREY EQUIPMENT REPAIR LTD	7,712.99
	Invoice 3648		05/12/2020 RDS-UNIT 100 FAN VALVE REPAIR	5,544.38
	Invoice 3647		05/12/2020 WST-REPLC PARK BRAKE SWITCH	362.57
	Invoice 3653		05/21/2020 RDS-UNIT 114 DISC/SEALING RING	1,806.04

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038949	06/10/2020	016014	PENINSULA OVERHEAD DOORS	184.76
	Invoice 155359		05/06/2020 RDS-ERASE/REPROGRAM REMOTE	184.76
038950	06/10/2020	016036	POSTMEDIA NETWORK INC.	280.24
	Invoice 361601		05/31/2020 LIB-CEO POSTING GREY BRUCE AD	280.24
038951	06/10/2020	016040	PREMIER EQUIPMENT LTD	544.16
	Invoice 1009981		04/09/2020 RDS-UNIT 105 COTTER PIN	2.08
	Invoice 1009984		04/09/2020 RDS-UNIT 105 NUT	21.82
	Invoice 1009080		04/08/2020 RDS-105 BRNG CONE/OIL CUP/SEAL	503.17
	Invoice 1012981		04/15/2020 RDS-UNIT 105 AIR FILTER	17.09
038952	06/10/2020	016044	PUROLATOR INC	132.08
	Invoice 444651556		05/29/2020 WTR-SHIP FROM/ SHIP TO	132.08
038953	06/10/2020	018007	R.J. BURNSIDE & ASSOCIATES LIM	8,983.50
	Invoice 300051285.0000-1		05/27/2020 CAP-CULVERT S31 RPLCMNT DESIG	8,983.50
038954	06/10/2020	018027	RIVERSIDE EQUIPMENT REPAIR	177.48
	Invoice 08054		04/30/2020 RDS-SWEEPER BRACKET	177.48
038955	06/10/2020	018032	ROBERT'S FARM EQUIPMENT	882.68
	Invoice S24796		05/30/2020 RDS-KUBOTA SRVC-ELEMENT/FILTE	847.50
	Invoice P27516		05/21/2020 RDS-UNIT 117 HANDLE ASSY	35.18
038956	06/10/2020	019013	SAUGEEN VALLEY CONSERVATION AU	54,526.00
	Invoice 14719-2		03/10/2020 2020 GENERAL LEVY 2ND INSTALL	54,526.00
038957	06/10/2020	019031	SHELBURNE MEMORIALS LIMITED	282.50
	Invoice 15875		05/28/2020 CEM-NICHE DOOR MAY 27-OSBORN	282.50
038958	06/10/2020	019076	STUTZ BROWN & SELF PROFESSIONAL CORP	858.80
	Invoice 30167		05/25/2020 S-3614-20 ATV/TAX LEGISLATIONS	858.80
038959	06/10/2020	020020	THE MUNICIPALITY OF GREY HIGHLANDS	1,125.55
	Invoice 4665		05/15/2020 POL- RADAR TRAFFIC MONITOR	1,125.55
038960	06/10/2020	020044	TRITON ENGINEERING SERVICES LTD	35,616.27
	Invoice 51122		04/30/2020 R-M5619 FEB-APR CONTRACT ADMII	15,067.76
	Invoice 51121		04/30/2020 WW-M4609 RFI/GROWTH REVIEW-A	841.85
	Invoice 51119		04/30/2020 WTR-A4160 MAR-APR GEN ADVISOR	5,085.00
	Invoice 51118		04/30/2020 CAP-T4611 WELL D5 APR PREP/RVW	1,717.60
	Invoice 51125		04/30/2020 R-A4153 FLATO WEST B75-APR FEE	753.15
	Invoice 51123		04/30/2020 R-A4165 WHITE ROSE PH3-APRIL	2,854.95
	Invoice 51120		04/30/2020 R-A4169 FLATO N APRIL SERVICES	2,583.75
	Invoice 51126		04/30/2020 R-A4169 FLATO N APRIL PH 4/5/6	697.78
	Invoice 51124		04/30/2020 R-A4171 FLATO GLENELG-APR FEES	6,014.43
038961	06/10/2020	020049	THE WELLINGTON ADVERTISER	510.20
	Invoice 255029		05/21/2020 LIB-CHIEF EXEC OFFICER AD	510.20
038962	06/10/2020	022008	VIKING CIVES LTD	66.07
	Invoice 2691881		04/22/2020 RDS-BOLT PLOW	66.07
038963	06/10/2020	023008	WASTE MANAGEMENT	18,739.40
	Invoice 0003342-0677-8		06/01/2020 RECYCLING	9,539.71
	Invoice 0003307-0677-1		05/01/2020 RECYCLING	9,199.69

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038964	06/10/2020	023039	WORK EQUIPMENT	1,531.38
	Invoice 049422		05/15/2020 RDS-113 HYDRAULC MOTOR-SWEEF	1,531.38
038965	06/10/2020	025002	YOUNG'S BUILDING MATERIALS INC.	91.47
	Invoice 674935		05/25/2020 JHSC-WIPES/SANITIZR/CLN CLOTHE	91.47
038966	06/10/2020	099001	11712381 CANADA CORPORATION	452.00
	Invoice 31		06/04/2020 RDS- SIDEWALK INSPECTION	452.00
038967	06/10/2020	099001	1909766 ONTARIO INC.	7,672.70
	Invoice 193		05/01/2020 RDS- WLR TREE REMOVAL	7,672.70
038968	06/10/2020	099002	AGDRAIN INC	354.57
	Invoice Proj#300038258.0000		05/25/2020 DRAINAGE D-EG-105 PYMNT CERT #3	354.57
038969	06/10/2020	099002	CEDAR CREEK TOOLS	349.16
	Invoice 24789		04/09/2020 RDS-FLEXVOLT 60V BATTERY	236.17
	Invoice 25120		04/20/2020 RDS-HUSQVARNA BLADE	112.99
038970	06/10/2020	099006	MUNICIPALITY OF MEAFORD	194.44
	Invoice 432946		03/06/2020 2020 COMPL AUDIT COMMITTEE RTNI	194.44
038971	06/10/2020	099006	OVERDRIVE INC.	329.95
	Invoice 01702c020104421		04/17/2020 LIBRARY E- BOOKS	329.95
038972	06/24/2020	001014	ADVANEDGE TECHNOLOGIES	248.60
	Invoice 727		05/31/2020 RDS-TRACTOR BUCKET EDGE/HANI	248.60
038973	06/24/2020	001044	ANCHEM SALES	874.62
	Invoice 189987		03/25/2020 WTR-REFNDBL PALLET DEPOSIT	-33.90
	Invoice 192333		06/12/2020 WATER CHEMICALS	908.52
038974	06/24/2020	001051	AQUATOX TESTING & CONSULTING INC	497.20
	Invoice 17937		06/05/2020 TOXICITY TESTING	497.20
038975	06/24/2020	002002	B & M CONSTRUCTION	254.25
	Invoice 3648		06/09/2020 WTR-BACKHOE WTR LINE-GLENELC	254.25
038976	06/24/2020	002047	BROADLINE EQUIPMENT RENTALS LTD	276.85
	Invoice 72500		05/30/2020 WST-SCISSORLIFT-METHANE DTCTI	276.85
038977	06/24/2020	003026	CARSON SUPPLY	7.01
	Invoice S1591493.003		06/02/2020 SEWER- FIP PVC ADAPTER	7.01
038978	06/24/2020	003029	CEDAR SIGNS	1,234.16
	Invoice INV/2020/0125		04/06/2020 RDS-TRAFFIC CONES/FREIGHT CHR	1,234.16
038979	06/24/2020	003030	CEDARWELL EXCAVATING LTD	20,736.07
	Invoice 2035722		05/25/2020 RDS/CAP-WLR EXCVTR/ROCK TRUC	20,736.07
038980	06/24/2020	003076	CORPORATE EXPRESS CANADA INC	435.74
	Invoice 52965545		03/19/2020 WATER-WYPALL CLEANING WIPES	47.68
	Invoice 53304855		05/19/2020 ADMIN-TOILET PAPER	64.63
	Invoice 53315860		05/20/2020 PLANNING-PRINTER INK	102.44
	Invoice 53491636		06/12/2020 ADM/CLRKS-RCPT BOOK/PAPR/WIPI	95.06
	Invoice 53519036		06/17/2020 ARENA/WTR-USB CABLE/PAPER	64.25
	Invoice 53520431		06/17/2020 BLDG-LEMON CARDSTOCK PAPER	61.68



**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
038981	06/24/2020	003083	COUNTY OF GREY	1184,673.25
	Invoice IVC00000000020699		05/31/2020 2020 LEVY-2ND INSTALLMENT	941,958.25
	Invoice June 16, 2020		06/16/2020 MAY 2020 DEVELOPMENT FEES	242,715.00
038982	06/24/2020	003089	SUNBELT RENTALS OF CANADA INC.	310.75
	Invoice 72612522-0001		06/04/2020 RDS-SUCTION HOSE & DELIVERY	310.75
038983	06/24/2020	003092	CADUCEON ENTERPRISES INC.	144.08
	Invoice 20-6788		06/05/2020 DUNDALK WATER TESTING	144.08
038984	06/24/2020	004081	DUNWOOD SIGNS & TEXTILES INC.	24.86
	Invoice 5833		06/01/2020 FIRE-REMOVE COVERAL STITCHING	24.86
038985	06/24/2020	005001	E. F. MARTIN MFG. LTD.	7.30
	Invoice 5966		06/17/2020 RDS-UNIT 111 O-RING 45* ELBOW	7.30
038986	06/24/2020	005015	EHITEL NETWORKS INC	293.78
	Invoice ET-112933		06/15/2020 ADMIN-JUNE INTERNET	146.89
	Invoice ET-112487		05/15/2020 ADMIN-MAY INTERNET	146.89
038987	06/24/2020	005035	ESKER-LEE FARMS INC.	762.75
	Invoice 6729		06/08/2020 RDS/CAP-WLR TRI AXLE TRUCK	762.75
038988	06/24/2020	005039	EXCEL BUSINESS SYSTEMS	253.12
	Invoice 246672		06/11/2020 ADM/FIRE/LIB-COPIER LEASE JULY	253.12
038989	06/24/2020	006014	FIVE STAR CLEANING AND MAINTENANCE	870.10
	Invoice 15029		05/31/2020 ADMN/RDS-5 MAY CLEANS	649.75
	Invoice 15032		05/31/2020 LIBRARY/POL- 4 MAY CLEANS	220.35
038990	06/24/2020	007012	GEORGIAN BAY FIRE & SAFETY SUP	946.94
	Invoice 799584		05/21/2020 FIRE-LABOUR/PARTS/SRVC CALL	946.94
038991	06/24/2020	008021	HERALD NEWSPAPER CORP	293.80
	Invoice 19003		05/12/2020 LIB-EMPLOYMENT OPP MAY 13 2020	293.80
038992	06/24/2020	008034	HOLSTEIN FEED MILL (2015) LTD	403.50
	Invoice 315632		05/06/2020 CAP/RDS-GRASS SEED	210.50
	Invoice 315964		05/14/2020 RDS-WHOLE OATS/COMMON TIMOT	193.00
038993	06/24/2020	008041	HWY 4 TRUCK SERVICE LTD.	689.75
	Invoice 95858		06/02/2020 WST-#218 STACK/SHIELD/BRACKET	80.60
	Invoice 95836		06/08/2020 RDS-216 MIRROR ARM BRACKET AS	570.55
	Invoice 95806		06/05/2020 RDS-AIR TANK CLAMP	38.60
038994	06/24/2020	009010	INFINITY NETWORK SOLUTIONS	3.65
	Invoice 29286		06/15/2020 REC-POOL EMAIL/SRVCS JUNE PMN	3.65
038995	06/24/2020	009013	INNOVATIVE SURFACE SOLUTIONS CANADA	1,571.24
	Invoice INV53231		04/29/2020 RDS-PROPATCH	1,571.24
038996	06/24/2020	010011		197.50
	Invoice June 12, 2020		06/12/2020 OLD TOWN HALL- 5 JUNE CLEANS	197.50
038997	06/24/2020	013035	MCDONALD HOME HARDWARE	926.58
	Invoice 90150		06/15/2020 REC- CONCRETE MIX FOR POOL	14.22
	Invoice 90149		06/15/2020 REC-POOL PAINT SUPPLIES/CEMEN	92.87

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
Invoice	90200		06/16/2020 REC-POOL PAINT BRUSHES/TRAYS	109.50
Invoice	90240		06/17/2020 REC-PIN HITCH W/CHAIN	12.41
Invoice	90231		06/17/2020 REC-POOL PAINT BRUSHES	35.56
Invoice	90217		06/16/2020 REC-POOL UV CABLE TIES	14.48
Invoice	90218		06/16/2020 REC-POOL LTX PAINT/BTRY/PRIMER	90.35
Invoice	90224		06/16/2020 REC-POOL LTX PAINT	59.88
Invoice	90253		06/17/2020 REC-POOL MENDER KIT	6.77
Invoice	89502		05/28/2020 RDS-BATTERIES	31.61
Invoice	90034		06/10/2020 WATER-CONCRETE/TUBING	62.48
Invoice	89996		06/10/2020 RDS-CARGO STRAP	39.54
Invoice	90015		06/10/2020 RDS-ELECTRICAL TAPE	9.01
Invoice	90241		06/17/2020 RDS-GLUE STICK	2.02
Invoice	89911		06/08/2020 RDS-FEBREZE/AIR FRESHENER	10.94
Invoice	89908		06/08/2020 RDS-BUILDERS HARDWARE	3.62
Invoice	90161		06/15/2020 RDS-PWR FLUID/MLTIDRV/RATCHE	45.15
Invoice	90059		06/11/2020 RDS-ACR CAULK	6.43
Invoice	90061		06/11/2020 WST-HAND SANITIZR/KEY/KEYCHAI	22.76
Invoice	90315		06/19/2020 REC-POOL BALL VALVE/SHWER HE/	28.78
Invoice	90274		06/18/2020 REC-POOL STABILIZER/CHLORINE	44.71
Invoice	90325		06/19/2020 REC-PLANT FERTILIZER	35.01
Invoice	90318		06/19/2020 REC-POOL DESK PHONE	50.84
Invoice	89765		06/04/2020 WASTE-SUNSCREEN	13.55
Invoice	89784		06/04/2020 WST-SANITIZR/WIPES/ARMORALL	62.07
Invoice	90395		06/22/2020 REC-POOL SPRAY PAINT/ROPE	22.02
038998	06/24/2020	013058	MINISTER OF FINANCE	295,168.79
Invoice	1-119849012-4		06/01/2020 AG-TILE DRAIN 2016-07 REPAYMNT	4,741.79
Invoice	100906200741039		06/09/2020 APRIL 2020 POLICING CONTRACTS	96,809.00
Invoice	101106200909040		06/11/2020 MAY 2020 POLICING CONTRACTS	96,809.00
Invoice	101206201055046		06/15/2020 JUNE 2020 POLICING CONTRACTS	96,809.00
038999	06/24/2020	013080	MOUNT FOREST GREENHOUSES	2,301.30
Invoice	15829		06/09/2020 RDS-HANING BASKETS/ANNUALS	2,301.30
039000	06/24/2020	013097	MCDUGALL ENERGY INC.	8,053.58
Invoice	4573436		06/04/2020 MUNICIPAL OFFICE- DYED DIESEL	1,856.93
Invoice	4517120		04/23/2020 MUNICIPAL OFFICE- REG GAS	511.61
Invoice	4517078		04/23/2020 HOLSTEIN DEPOT-CLEAR DIESEL	236.54
Invoice	4573437		06/04/2020 MUNICIPAL OFFICE- REG GAS	647.70
Invoice	4571689		06/03/2020 EGREMONT TRNSFR ST-DYED DIES	44.49
Invoice	4579856		06/09/2020 DUNDALK DEPOT-DYED DIESEL	175.86
Invoice	4578351		06/09/2020 HOLSTEIN DEPOT- DYED DIESEL	1,028.81
Invoice	4579855		06/09/2020 MUNICIPAL OFFICE- DYED DIESEL	333.12
Invoice	4579863		06/09/2020 MUNICIPAL OFFICE-REG GAS	355.18
Invoice	4579862		06/09/2020 MUNICIPAL OFFICE- CLEAR DIESEL	413.56
Invoice	4573470		06/04/2020 MUNICIPAL OFFICE-CLEAR DIESEL	2,449.78
039001	06/24/2020	015049	OWEN SOUND POLICE SERVICE	4,460.76
Invoice	4338-20		02/07/2020 FIRE-1ST QUARTER JAN-MAR 2020	4,460.76
039002	06/24/2020	016030	PLUMVILLE CONSTRUCTION	858.80
Invoice	3362		06/06/2020 RDS-HOLSTEIN SIDEWALK LABOUR	858.80
039003	06/24/2020	016040	PREMIER EQUIPMENT LTD	610.01
Invoice	1028611		05/07/2020 RDS-25' REEL FOR TREE CUTTING	60.91
Invoice	1032640		05/14/2020 RDS-GRADE 5 HARDWARE	59.33
Invoice	995043		03/02/2020 RDS-#105 TAPERED ROLLR BEARIN	129.87
Invoice	995035		03/02/2020 RDS-#105 FILTER ELEMENTS	173.56

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 954286		01/01/2020 RDS-UNIT 105 BULK HOSE/CLAMP	91.46
	Invoice 869481		01/01/2020 RDS-HAND CLEANER	40.16
	Invoice 822238		01/01/2020 RDS-UNIT 105 LOCK NUT/SCREW	54.72
039004	06/24/2020	016042	PRINT ONE	908.07
	Invoice 31705		06/16/2020 ADMIN-FINANCE TAX BILLS	908.07
039005	06/24/2020	018027	RIVERSIDE EQUIPMENT REPAIR	104.28
	Invoice 08245		05/30/2020 RDS-12FT 3" CHANNEL/SHEET/CUT	104.28
039006	06/24/2020	018028	ROAD MAINTENANCE SPECIALISTS	1,950.38
	Invoice 05/31/20		05/31/2020 RDS-SWEEPING IN DUNDALK	1,950.38
039007	06/24/2020	019030	SHELBURNE HOME HARDWARE BUILDING CENTRE	112.98
	Invoice 297108/1		05/21/2020 WATER-STAKES	112.98
039008	06/24/2020	019073	STRONGCO EQUIPMENT	1,553.10
	Invoice 90892357		06/04/2020 RDS-#114 GLASS/BUSHNG/WTHRST	1,180.37
	Invoice 90892972		06/05/2020 RDS- PIN X2/FREIGHT OUT CHARGE	265.29
	Invoice 90891752		06/03/2020 RDS-UNIT 114 ROLLER	107.44
039009	06/24/2020	019084	SUPERIOR TIRE SALES & SERVICE	1,755.91
	Invoice SUP0038231		02/07/2020 RDS-UNIT 312 TIRE BALANCE	113.69
	Invoice SUP0038369		02/29/2020 RDS-UNIT 112 SERVC CALL FEB 26	304.98
	Invoice SUP0039095		05/06/2020 RDS-UNIT 102 TSN SRVC CALL APR	1,337.24
039010	06/24/2020	020026		100.00
	Invoice May 2020		06/01/2020 LIB CLEANING-OUTSIDE WINDOWS	100.00
039011	06/24/2020	020042	TRILLIUM FORD LINCOLN LTD	677.46
	Invoice RT04354		04/02/2020 BLDG-FORD ADJUSTMENT/INSPCTIC	677.46
039012	06/24/2020	023039	WORK EQUIPMENT	194.16
	Invoice 049568		06/10/2020 RDS-UNIT 113 REGULATOR	194.16
039013	06/24/2020	025002	YOUNG'S BUILDING MATERIALS INC.	66.05
	Invoice 678521		06/15/2020 RDS-100' TAPE MEASURE X2	66.05
039014	06/24/2020	098001		699.60
	Invoice June 15, 2020		06/15/2020 OWDCP LVSTCK KILL REIMB#004435	699.60
039015	06/24/2020	098002	CANADIAN FENCE & HARDWARE INC.	800.00
	Invoice June 16 2020		06/16/2020 ENTRNC PERMIT DEP RFND#2020-0	800.00
039017	06/24/2020	099002		773.49
	Invoice 2020-06-05		06/05/2020 WST-UNIT 312 BUMPER REPAIRS	773.49
039018	06/24/2020	099002	BROADLINE SANITATION INC.	339.00
	Invoice 1050		06/11/2020 WST-STNDR TANK PUMP-SEPTIC CL	339.00
039019	06/24/2020	099002	CANSEL	740.12
	Invoice 90886546		06/15/2020 RDS-CATALYST DA1 RPLCMNT CABI	16.95
	Invoice 90885158		06/11/2020 RDS-TRMBL CATALYST ANTENNA KI	723.17
039020	06/24/2020	099004	GREYCO PRODUCTS INC.	829.78
	Invoice 14598		06/08/2020 ADMIN-PLEXI FOR OFFICE	829.78
039021	06/24/2020	099004	INGENIOUS SOFTWARE	2,743.64

**Accounts Payable**

CIBC - 1 - Standard Cheque Register By Date

06/01/2020 thru 06/30/2020

Cheque Number	Cheque Date	Vendor Nbr	Payee	Cheque Amount
	Invoice 7248		03/25/2020 FIREPRO2 APR 1YR SRVC CONTRA	2,743.64
039022	06/24/2020	099006	NEW WEST GYPSUM RECYCLING (ONT.) INC	476.41
	Invoice 222485		05/22/2020 WST-WALLBOARD RECYCLING SRV	476.41
039023	06/24/2020	099006	OVERDRIVE INC.	542.87
	Invoice 01702CO20188324		06/16/2020 LIBRARY E BOOKS	542.87
039024	06/24/2020	099007	SOUND BARRIERS	1,313.01
	Invoice 21324		06/15/2020 AREN-MACHINE GATE HINGE/SWIVE	1,313.01
039025	06/24/2020	008044	HYDRO ONE NETWORKS INC.	1,348.61
	Invoice 3000295619		05/27/2020 STHG RD4 CULVERT RPLCMNT CHR	1,348.61
Cheque Register Total -				1,737,401.57

**Ministry of  
Transportation**

Office of the Minister

777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8  
416 327-9200  
[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

**Ministère des  
Transports**

Bureau de la ministre

777, rue Bay, 5<sup>e</sup> étage  
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**MEMORANDUM TO:** Provincial and municipal transit agencies, Ontario Public Transit Association

**FROM:** Caroline Mulroney  
Minister of Transportation

**DATE:** June 11, 2020

**SUBJECT:** **Guidance for Public Transit Employers & Passengers in Response to COVID-19**

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As we move further along with the reopening of our province, the safety of public transit employees and passengers continues to be top of mind.

Recently, Shelley Tapp, Deputy Minister of Transportation shared evidence-based guidance from Dr. Barbara Yaffe, Associate Chief Medical Officer of Health, on COVID-19 precautions on public transportation.

To build from Dr. Yaffe's guidance and in response to stakeholder requests, we are releasing more comprehensive guidance for public transit employers and passengers in response to COVID-19.

This guidance was developed by the Ministry of Transportation, in close collaboration with the Ministry of Health, Ministry of Labour, Training and Skills Development, and the Ministry of Municipal Affairs and Housing. Furthermore, the guidance has been directly informed by our key transit partners – we are grateful for the insights provided.

While the intention is to provide clear and consistent guidance for provincial and municipal transit agencies, we recognize that the implementation of best practices may be gradual as ridership increases.

Also, while examples are provided, we recognize that responses to COVID-19 will not be a one size fits all model – each transit agency will need to take different considerations into account.

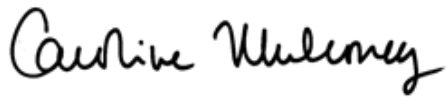
.../2

As the environment in which we are living and working continues to evolve, we continue to seek advice from the Office of the Chief Medical Officer of Health on best practices related to the safety for operators and passengers.

Ontario's public transit systems are vital as the province begins its framework to reopen. We are committed to supporting our transit partners and ensuring that the people of Ontario can continue to ride transit safely.

Thank you for all your hard work as we continue to respond to this evolving situation.

Sincerely,

A handwritten signature in black ink, reading "Caroline Mulroney". The signature is written in a cursive, flowing style.

Caroline Mulroney  
Minister of Transportation

## **Guidance for Public Transit Agencies and Passengers in Response to COVID-19**

### **Protecting Transit Workers and Passengers**

As the province begins to reopen and more people start heading back to work, it is imperative that we do everything we can to protect transit workers and passengers. We want everyone who uses a train, bus or street car to feel safe and confident.

Although we are making steady progress to contain COVID-19, the virus continues to pose a serious health threat for everyone, especially for our most vulnerable citizens. We need to continue to be vigilant to try and prevent any further spikes or outbreaks.

That's why our government, in consultation with public health and transit officials, have produced this guidance document specifically designed for public transit agencies. This document outlines best practices and strong recommendations for transit agencies to better protect staff and passengers as they get back out into the community. It provides consistent, clear and practical information that transit agencies can use to help prevent the spread and reassure the public that taking public transit is safe.

The health and well-being of transit workers and all Ontarians is our top priority – one that we share with transit agencies and stakeholders alike. Our government is committed to continuing to work closely with our partners to find solutions to the challenges we are all facing due to COVID-19.

This guidance document for transit agencies is another important tool to support and protect those providing critical services across the province. I want to thank all of our transit agencies and workers for all that they are doing to keep the people of Ontario moving safely.

I strongly encourage all transit agencies to review our guidance document and adopt these guidelines and tips. We all need to work together to protect staff and passengers while we fight to contain this global pandemic.

Together, I know we will come out of this stronger.

– Caroline Mulroney, Minister of Transportation



## **Purpose:**

The purpose of this guide is to support public transit employers and passengers in Ontario in response to COVID-19. It seeks to support continuity of operations, or resumption of operations, under the safest and healthiest possible conditions in the context of COVID-19. The information presented in this guidance document are best practices and tips to help prevent the transmission of COVID-19 on public transit and will remain in effect until further notice by provincial public health officials.

This document supports the Government of Ontario's phased approach for responding to COVID-19. The Province has developed a framework that outlines the method and principles that will be used to reopen businesses, services and public spaces to responsibly lead Ontario's economy back to a strong position. A *Framework for Reopening our Province* includes three stages:

### **Phase 1: Protect and Support**

The government's focus is protecting the health and well-being of individuals and families, supporting frontline health care workers, essential workers and businesses, and providing immediate support to protect people and jobs.

### **Phase 2: Restart**

The government will take a careful, stage-by-stage approach to loosening emergency measures and reopening Ontario's economy. Public health and workplace safety will remain the top priority, while balancing the needs of people and businesses.

### **Phase 3: Recovery**

The government will partner with businesses and other sectors to lead Ontario's economic recovery. The focus will be creating jobs and opportunities across the province, while working to restore long-term prosperity for the benefit of every individual and family in Ontario.<sup>1</sup>

Through all the stages, public health and safety will be the number one concern, while balancing the needs of people and businesses.

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<sup>1</sup> <https://www.ontario.ca/page/framework-reopening-our-province>

## **Overview:**

This is not a legal document – public transit employers are advised to seek legal advice regarding their obligations under relevant collective agreements and legislation, including the Occupational Health and Safety Act (OHSA) and its regulations to protect workers from hazards in the workplace.

Guidance from Ontario's Chief Medical Officer of Health and/or the local medical officer of health is also being released, such as Ontario's Associate Chief Medical Officer of Health's guidance to all transit agencies re: COVID-19 precautions on public transportation, dated May 15<sup>th</sup>, 2020. This guidance is not legally binding.

In this guidance document, examples are provided while recognizing that responses to COVID-19 will not be a one size fits all model – each transit agency will need to take different factors and local circumstances into account in considering and developing their own approaches.

Transit agencies should use their discretion when implementing the suggested measures, while continuing to prioritize the health and safety of their workers and passengers.

This guidance document recognizes that not all recommendations may be feasible or appropriate in every circumstance or for every transit employer. Rather, it is intended to set forward best practices and tips that should be considered where feasible and appropriate.

Also, it should be noted that this is a living document that will continue to be updated in consultation with public health officials, transit agencies and other stakeholders.

## ***Transit Employers***

Under the Occupational Health and Safety Act, transit employers have a duty to provide information, instruction and supervision to a worker to protect the health or safety of the worker.

Workers have the right to refuse unsafe work. If health and safety concerns are not resolved internally, a worker may seek enforcement by filing a complaint with the Ministry of Labour, Training and Skills Development's Health and Safety Contact Centre at 1-877-202-0008. Failure of the employer to comply with the OHSA and its regulations could result in a stop-work order upon inspection by the Ministry.

Furthermore, transit employers have an obligation to take reasonable precautions to protect workers from hazards in the workplace, as set out in the OHSA and its regulations. Transit employers should also consult with public health officials as to any public health guidance that may apply to their transit employees.

Workers should raise any concerns to their:

- Supervisor
- Joint Health and Safety Committee
- Health and Safety Representative

Employers also must abide by the Accessibility for Ontarians with Disabilities Act (AODA) to ensure health and safety practices are accessible to workers with disabilities.

### ***Transit Passengers***

Transit passengers are required to abide by municipal or local board by-laws that regulate the use of public transit.

Municipal transit agencies are encouraged to develop policies and procedures for transit passengers that prioritize the health and safety of both workers and passengers.

In some select municipalities, emergency measures have included temporarily suspending municipal transit; however, in the large majority of municipalities across Ontario, transit services have continued, with some reduced service due to lower demand.

### **(1) Transit Employers:**

The health and safety of workers is a top concern in response to COVID-19.

Employers must ensure they are operating in accordance with all applicable laws, including the Occupational Health and Safety Act and the regulations made under it. Transit employers should also consult with public health officials as to any applicable public health guidance issued by Ontario's Chief Medical Officer of Health or the local medical officer of health that may apply to their transit employees.

To support public transit agencies during this time, included below are best practices and tips for transit employers to help in preventing the transmission of COVID-19.

### ***Management and communication of infection prevention and control/occupational health and safety information***

- Communicate infection prevention and control (IPAC)/occupational health and safety policies and procedures to all employees in an accessible format.
- Communicate information about COVID-19 policies to all employees in an accessible format. These policies should cover how the workplace will operate, including but not limited to:
  - The sanitization of workplaces, including appropriate equipment
  - Proper hygiene and respiratory etiquette

- Other control measures (e.g., personal protective equipment (PPE), physical barriers, cleaning and disinfecting frequently touched surfaces and objects, etc.)
  - How workers and contractors report illnesses
  - How to encourage physical distancing
  - How work will be scheduled
- Track where workers have worked, where possible.
  - If a worker tests positive for COVID-19, the local public health unit will conduct contact tracing to identify anyone who was in close contact with the infected worker. Employers may be asked to provide information on where the worker worked, as well as the contact information of any other worker who may have been exposed.
  - Workers who are worried they have COVID-19 or may have been in contact with someone who has COVID-19 are encouraged to get a test.

### ***Reporting requirements***

If an employer is advised that a worker has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the employer is required to give notice in writing within four days to:

- The Ministry of Labour, Training and Skills Development
- The workplace's joint health and safety committee or a health and safety representative
- The worker's trade union (if applicable)

Instances of occupationally acquired disease shall be reported to WSIB, and a copy of the notification to the worker, within three days of receiving notification of the occupational disease.<sup>2</sup>

### ***Review policies and procedures for infection prevention and control/occupational health and safety***

Review IPAC/occupational health and safety policies and procedures. Policies and procedures should consider recommendations and any guidance from the Ontario Ministry of Health and resources from Public Health Ontario.

The policies and procedures should consider and address levels of risk associated with the workplace and job tasks within transit operations, and should include all job categories, including transit operators, transit cleaning and maintenance works, and all frontline and office staff.

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<sup>2</sup> <https://www.wsib.ca/en/businesses/claims/report-injury-or-illness>

The policies should include what control measures will be implemented by the transit organization and how it will operate in response to COVID-19, including protocols for disinfection of the workplace and equipment, how employees report illness, how to encourage physical distancing, where possible and how work could be scheduled.

### ***Implement control measures***

#### Exclusion of symptomatic workers from the workplace

Persons exhibiting symptoms may form part of the COVID-19 chain of transmission in the workplace. The following procedures can help reduce the transmission of COVID-19:

- Workers are informed that if they are experiencing signs and symptoms compatible with COVID-19, they should go home immediately, seek medical attention (i.e., primary care provider or call Telehealth Ontario), and they must **not** report to work. A full list of symptoms can be found here: [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_reference\\_doc\\_symptoms.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf).
- Additionally, a self-assessment tool can be found here: <https://covid-19.ontario.ca/self-assessment/>.
- The employer ensures that workers who have COVID-19 symptoms do not report to work.
- If a worker has symptoms or thinks they were exposed to COVID-19, they should notify their supervisor immediately for case management and cleaning/disinfection purposes and then go home immediately to seek medical attention by contacting their primary care provider or Telehealth Ontario and by getting tested at a COVID-19 assessment centre. Information about assessment centres is accessible on Ontario's dedicated COVID-19 website: <https://covid-19.ontario.ca/>.
- The Joint Health and Safety Committee, as well as groups with human resource functions, should also be notified of situations where workers leave work due to COVID-19-like symptoms. This process should be initiated by their supervisor.

#### Physical distancing

- Whenever possible, a minimum of 2-metres (6 feet) of distancing between people should be maintained at work all day.
- Wherever possible, any physical contact should be discouraged between people at work.
- Establish procedures and controls to help limit exposure between passengers and the transit operator.
- Where possible, institute measures to physically separate or impose the physical distance of at least 2-metres between transit operators and passengers. This

could be done by use of physical partitions, visual cues or signage to limit proximity to the transit operator.

**Where physical separation or distancing cannot be achieved or maintained, a risk assessment (or job hazard analysis) should be performed.**

**Examples of control measures at stations and in vehicles and facilities (i.e., garages and depots), may include:**

#### Personal Protective Equipment

- Transit agency staff completing tasks that require them to be less than 2-metres from another person without a physical barrier (e.g., plexiglass barrier, full partition), may require personal protection equipment (PPE), including a surgical mask/procedure mask and eye protection (e.g., goggles, face shield). This includes transit operators assigned to conventional or specialized transit vehicles. The use of respirators (including N95 respirators and equivalent or higher protection equipment) is **not** recommended as protection against COVID-19 for transit workers.
- Note: Any physical barrier or modification should be compliant with all applicable federal and provincial legislation and not interfere with or affect the safe operation of the transit vehicle.

#### Physical Barriers

- Where a 2-metre physical distance cannot be established between workstations, consider installing physical barriers (e.g., plexiglass barrier, full partition) between them.
- Consider installing physical barriers between passengers, such as collapsible aisle barriers, where applicable.
- As transit agencies shift from rear door boarding procedures back to front door boarding procedures and resume collecting fares, consider installing physical barriers (e.g., plexiglass barrier, full partition) between the transit operator and the passengers, or alternative mitigation measures identified through a risk assessment.
- Note: Any physical barrier or modification should be compliant with all applicable federal and provincial legislation and not interfere with or affect the safe operation of the transit vehicle.

#### Hand Hygiene

Frequent hand washing with lukewarm water and soap for at least 20 seconds or using an alcohol-based hand sanitizer limits the risks of transmission in the work environment, especially:

- After entering the workplace.

- Before touching the face (e.g. eyes, nose, mouth).
- After coughing, sneezing or wiping the nose.
- Before and after eating.
- Before and after handling or touching shared objects and surfaces that are frequently touched (e.g., doorknobs).
- After using the bathroom.
- Before and after using PPE.

To the extent possible, maintain the availability of alcohol-based hand sanitizer or disinfectant wipes for transit operators and passengers upon entrance to and exit from the transit vehicle.

### Payment

- Provide services virtually where possible or curtail non-essential services.
- Whenever possible, avoid exchanging paper products (e.g., cash for fare collection, purchase orders, receipts, correspondence).
- Favour contactless payment (e.g., tapping credit or debit cards).
- If contactless payment is not possible, encourage transactions at kiosks, particularly for applying fares to transit passes.
- If it is necessary to exchange paper products or handle cash, employees should perform hand hygiene before and after handling the cash or paper products.

### Respiratory Etiquette

All workers and passengers should be encouraged and reminded to practice proper respiratory etiquette by:

- Covering their mouth and nose when they cough or sneeze using the crook of their elbow or tissues that are immediately discarded in the appropriate disposal receptacle, followed by performing hand hygiene. No-touch garbage bins (such as garbage cans with a foot pedal) are preferred for disposal.
- Washing hands frequently.
- Not touching their mouth, nose or eyes with gloved or bare unwashed hands.

### Cleaning and disinfecting measures for tools, equipment and frequently touched objects and surfaces

Given that the virus responsible for COVID-19 has been detected on surfaces and, based on experience with other similar viruses, this may be a source of infection, application of hygiene measures is essential:

- Develop a COVID-19 hygiene, cleaning and disinfection protocol, particularly including:
  - Cleaning and disinfection procedure
  - Product storage and contaminated waste management procedure (newspapers, cleaning cloths)



- Employee training and information
- According to Public Health Ontario, in addition to routine cleaning, objects and surfaces that have frequent contact with hands should be cleaned and disinfected at least twice per day and when visibly dirty<sup>3</sup>. This includes washroom facilities.
- Clean meal areas before each meal and disinfect them at least twice per day. For example:
  - Refrigerator door handles
  - Chair backs
  - Microwaves
  - Tables
  - Counters
  - Faucets
- Clean frequently touched surfaces when they are visibly soiled and disinfect them at least twice per day. For example:
  - Fare payment areas
  - Workstations
  - Doorknobs
  - Toilets
  - Sinks
  - Telephones
  - Computer accessories
  - Pencils
- Clean and disinfect a transit operator's station at least twice per day. Pay special attention to surfaces frequently touched during driving, such as:
  - The steering wheel
  - The interior and exterior door handles
  - The interior rear-view mirror
  - The seat belt
  - The seat
  - Both sides of the physical barrier
- Clean and disinfect frequently touched surfaces in the transit vehicles (e.g., seat belts, straps, handrails, buzzers, doors, seats, washroom facilities) at an appropriate frequency (e.g., some transit agencies have established a standard operating procedure of twice per day cleaning and disinfecting for transit vehicles).
- Avoid sharing material or equipment. When it is impossible to avoid sharing, disinfect shared workstations and tools before using them.
- Use appropriate cleaning products or disinfectants. Refer to Health Canada's list of disinfectants: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

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<sup>3</sup> <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

- During cleaning and disinfection, wear leakproof gloves (e.g., disposable gloves). Caution and proper safety procedures for removing the gloves should be followed. An instructional video on how to properly remove gloves can be found here: <https://www.canada.ca/en/public-health/services/video/covid-19-how-to-take-off-disposable-gloves.html>. Soiled disposable gloves should be discarded in lined garbage receptacles, or stored in sealed disposable plastic bags until they can be properly disposed of if a garbage bin is not available.
- Remove non-essential objects (e.g., magazines, newspapers, etc.) from common areas.

### **Examples of control measures for office settings may include:**

- Have staff work from home whenever possible (i.e., office staff) and consider alternative arrangements for staff at higher risk for adverse health complications from COVID-19 (e.g., older adults, people of any age who have serious underlying medical conditions)<sup>4</sup>, whenever possible.
- Provide services virtually where possible or curtail non-essential services.
- If applicable, hold virtual meetings (do not hold meetings that require a physical gathering).
- Stagger start times, breaks and lunches to prevent crowding in common areas.
- To the extent possible, have alcohol-based hand sanitizer or disinfectant wipes available to employees, for use in their own and shared workstations.
- Alter the workplace layout of the floor by moving or removing furniture or use visual cues, such as tape on the floor to enhance physical distancing.
- Restrict visitors and limit workplace entry to only essential personnel.
- Inform suppliers, subcontractors, and partners of the measures implemented to control the risks associated with COVID-19 and the importance of complying with these measures.

### ***Guidance for transit agencies to help keep passengers safe***

#### **Safely directing passenger flows**

Consider protocols to safely direct the flow of passengers using signage, personnel and/or physical markers, including the following:

- Establishing one-way flow of pedestrian traffic when entering stations, passing through fare gates, and boarding and deboarding transit vehicles
- Using physical markers (such as seat and floor decals) between seats in stations and vehicles

#### **Support and enable physical distancing**

Wherever possible:

- Consider scheduling to reduce crowding, particularly during peak times

<sup>4</sup> <https://www.publichealthontario.ca/-/media/documents/ncov/ncov-daily-lit.pdf?la=en>

- Consider allowing additional boarding and de-boarding time
- Consider plans to address crowding in the event of unplanned delays or higher than anticipated ridership demand
- Consider limiting seating on transit vehicles to promote physical distancing, for example blocking off seats in close proximity with signage to limit passengers sitting adjacent to one another
- Consider installing physical barriers between passengers, where applicable
- Use physical markers (such as seat and floor decals) between seats in stations and vehicles

#### Cleaning and disinfecting measures

- To the extent possible, maintain the availability of alcohol-based hand sanitizer or disinfectant wipes upon entrance and exit to the vehicle and throughout the station.
- As maintaining the availability of alcohol-based hand sanitizer or disinfectant wipes may not always be possible, encourage passengers to carry and use their own alcohol-based hand sanitizer when taking transit.
- In addition to daily routine cleaning, all high-touch surfaces (e.g., in-station customer/high traffic touchpoints), such as door handles, handrails, fare devices and countertops should be cleaned frequently.<sup>5</sup>
- Develop a hygiene, cleaning and disinfection protocol for transit vehicles.

#### Communications/marketing

- Consider installing posters in transit vehicles and at appropriate access points in stations with public health information, including protocols to help avoid transmission to transit workers and other passengers. This may include recommending that passengers wear face coverings or non-medical masks, particularly when physical distancing is not possible, and reminding them of the importance of proper and regular hand hygiene and respiratory etiquette.
- Make passengers aware of the need to discard used tissues, face coverings or non-medical masks or other personal items in lined garbage bins; no-touch garbage bins (such as garbage cans with a foot pedal) are preferred for disposal.
- Develop and implement a comprehensive communications/marketing campaign that focuses on health and safety for everyone in order to reassure passengers. This should include providing posters and messaging (e.g., safety never stops) in visible accessible places where passengers can see (e.g., waiting areas, platforms, washrooms, signage of seats, vehicles, stairwells, etc.)<sup>6</sup>
- Reinforce customer benefits and safety measures to encourage passengers to return to transit.

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<sup>5</sup> <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

Metrolinx's Integrated Communications Plan. COVID-19 Short-term Strategies.

<sup>6</sup> Metrolinx's Integrated Communications Plan. COVID-19 Short-term Strategies.

## **(2) Transit Passengers:**

Everyone must comply with provincial emergency orders to restrict gatherings and should follow public health guidance and recommendations for physical distancing and limiting travel where possible.

All measures taken to prevent the transmission of COVID-19 should be done in consultation with any applicable public health guidance issued by the Ontario Chief Medical Officer of Health (e.g., the Associate Chief Medical Officer of Health's guidance dated May 15<sup>th</sup> to all transit agencies re: COVID-19 precautions on public transportation) or advice of local medical officers of health as applicable.

Below are best practices and tips to help transit agencies and passengers reduce the risk of transmission of COVID-19.

We recognize that not all recommendations may be feasible or appropriate in every circumstance or for every transit provider. Rather, these best practices and tips should be considered where possible.

### ***Guidance for Transit Passengers to Help Keep Themselves and Other Passengers Safe***

#### **Symptomatic and COVID-19-exposed passengers**

Passengers who exhibit signs and symptoms should refrain from taking public transit and postpone their purchases of passes, make them online or send someone in their place to purchase them on their behalf.

**Anyone who has symptoms associated with COVID-19 or has travelled outside the country within the last 14 days or has had close contact with someone who has tested positive for COVID-19, should avoid taking public transit. Personal or private transportation should be arranged, where possible.**

For the benefit of all passengers, transit agencies may consider implementing passive screening by hanging posters at all station entrances asking people with symptoms to refrain from entering or boarding. These posters can include a list of signs and symptoms of COVID-19.

A full list of signs and symptoms can be found here:

[http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019\\_reference\\_doc\\_symptoms.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf).

Additionally, a self-assessment tool can be found here: <https://covid-19.ontario.ca/self-assessment/>.

### Physical distancing

Passengers are recommended to:

- Maintain a minimum of 2 metres (6 feet) of distancing between people as part of their journey.
- When maintaining a 2-metre distance on transit vehicles may not be practical or possible, the multiple layers of recommended protection (i.e., face coverings or non-medical masks, physical barriers between driver and passengers, and physical distancing between passengers, where applicable) should be emphasized.
- Avoid physical contact (e.g., handshakes, hugs, etc.).

### Face coverings or non-medical masks

To help reduce the transmission of COVID-19, it is highly recommended that transit passengers wear a face covering or non-medical mask at all times during their travels on public transit.

This is particularly important when physical distancing cannot be maintained. In addition to a face covering or non-medical mask, layers of protection are ideal in close quarters (e.g., physical barriers).

For additional information on face coverings or non-medical masks, consult:

- <https://news.ontario.ca/opo/en/2020/05/as-ontario-reopens-people-urged-to-continue-following-basic-public-health-measures.html>
- <https://www.ontario.ca/page/face-coverings-and-face-masks>
- <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/2020/05/factsheet-covid-19-non-medical-masks.pdf?la=en>

It is highly recommended that passengers wear a face covering or non-medical mask:

- Where possible and as tolerated, at all times during their travels
- During the transit trip when they cannot physically distance from others
- As directed by the transit agency or a Canadian public health official

A face covering or non-medical mask should not be worn by:

- Young children, particularly children under the age of 2 years old

- Passengers who have breathing difficulties that are unrelated to COVID-19<sup>7</sup>

For information on making face coverings and non-medical masks, consult:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html#a5>

### Hand hygiene

Encourage passengers to carry and use their own alcohol-based hand sanitizer when taking transit.

Additionally, after their journey is completed, passengers are encouraged to perform hand hygiene (either washing their hands with lukewarm water and soap for at least 20 seconds or using an alcohol-based hand sanitizer), whenever possible.

Link to Public Health Ontario hand hygiene guidance:

<https://www.publichealthontario.ca/en/health-topics/infection-prevention-control/hand-hygiene>

### Payment

- Whenever possible, avoid exchanging paper products (cash for fare collection, purchase orders, receipts, correspondence).
- Favour contactless payment (e.g., tapping credit or debit cards).

### Respiratory etiquette

At all times during their journey, passengers are recommended to respect respiratory etiquette by:

- Covering their mouth and nose when coughing or sneezing using the crook of their elbow or tissues that are immediately discarded in the appropriate disposal receptacle, followed by performing hand hygiene. No-touch garbage bins (such as garbage cans with a foot pedal) are preferred for disposal.
- Practicing frequent hand hygiene
- Not touching their mouth, nose or eyes with their hands

### Practices to reduce close contact when travelling

Whenever possible, passengers are encouraged to:

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<sup>7</sup> [https://www.tc.gc.ca/en/services/rail/documents/2019-2020-AA-36-RAIL\\_POSTER\\_11x17\\_EN\\_V1.pdf](https://www.tc.gc.ca/en/services/rail/documents/2019-2020-AA-36-RAIL_POSTER_11x17_EN_V1.pdf), <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html#a5>

- Travel during non-peak hours and take shorter trips to avoid prolonged close contact with others<sup>8</sup>

### **Additional Useful Links and Resources:**

Government of Ontario: [ontario.ca/coronavirus](https://ontario.ca/coronavirus)

Public Health Ontario: <https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

Government of Canada: <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>

World Health Organization: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Human Resources Professionals Association: <https://www.hrupa.ca/Pages/COVID-19Resources.aspx>

### **Other Government and Agency-issued Resources About COVID-19:**

The **Ontario Ministry of Health** is providing consistent updates on the provincial government's response to the outbreak, including:

- Status of cases in Ontario
- Current affected areas
- Symptoms and treatments
- How to protect yourself and self-isolate
- Updated Ontario news on the virus

**Public Health Ontario** is providing up-to-date resources on COVID-19, including:

- Links to evolving public health guidelines, position statements and situational updates
- Synopsis of key articles updating on the latest findings related to the virus
- Recommendations for use of personal protective equipment
- Information on infection prevention and control
- Testing information
- Other public resources

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<sup>8</sup> <https://www.publichealthontario.ca/-/media/documents/ncov/factsheet/factsheet-covid-19-guide-physical-distancing.pdf?la=en>



**Health Canada** outlines the actions being taken by the Government of Canada to limit spread of the virus, as well as what is happening in provinces and communities across the country. It also maintains a live update of the number of cases by province.

**The World Health Organization** is updating the latest guidance and information related to the global outbreak and spread beyond Canadian borders.

It also provides the most up-to-date information on:

- Current research and development around the virus
- A COVID-19 situation “dashboard”
- Emergency preparedness measures
- Live media updates on the spread of the virus<sup>9</sup>

### **Key References/Sources:**

- Ontario Associate Chief Medical Officer of Health: Memo to all transit agencies in Ontario re: COVID-19 precautions on public transportation. Dated May 15, 2020
- Ontario government: Face coverings and face masks.  
<https://www.ontario.ca/page/face-coverings-and-face-masks>
- Public Services Health & Safety Association: Healthy and Safety Guidance During COVID-19 For Transit Employers. <https://www.pshsa.ca/resources/health-and-safety-guidance-during-covid-19-for-transit-employers>
- Quebec CNESST: Workplace Sanitary Standards Guide for the Public Transportation Sector – COVID-19. [https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Documents/DC100-2153A\\_Guide\\_Public-Transportation.pdf](https://www.cnesst.gouv.qc.ca/salle-de-presse/covid-19-info-en/Documents/DC100-2153A_Guide_Public-Transportation.pdf)
- Transport Canada: Face Coverings for Travelers (Rail):  
[https://www.tc.gc.ca/en/services/rail/documents/2019-2020-AA-36-RAIL\\_POSTER\\_11x17\\_EN\\_V1.pdf](https://www.tc.gc.ca/en/services/rail/documents/2019-2020-AA-36-RAIL_POSTER_11x17_EN_V1.pdf)
- Government of Canada: Non-medical masks and face coverings: About:  
<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevention-risks/about-non-medical-masks-face-coverings.html#a5>

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<sup>9</sup> Infrastructure Health & Safety Association. Guidance on truck drivers experiencing COVID-19 symptoms in other jurisdictions.

**Ministry of Natural Resources and Forestry**

Wildlife Research and Monitoring Section  
2140 East Bank Drive  
DNA Building, c/o Trent University  
Peterborough, ON K9L 1Z8

**Ministère des Richesses naturelles et des Forêts**

Phone: 1-888-574-6656  
Fax: 705-755-1559  
Email: [rabies@ontario.ca](mailto:rabies@ontario.ca)

June 15, 2020

The Ministry of Natural Resources and Forestry (MNRF) will be conducting Oral Rabies Vaccine (ORV) bait distribution and trap-vaccinate-release (TVR) programs in the summer and fall of 2020. Baiting and TVR operations will begin early July and continue until the end of October.

The ministry's rabies control operations are essential to public health and to the health of wildlife. With the current COVID-19 outbreak, additional health and safety measures have been put into place using the best available information from Public Health Ontario to deliver this program safely and minimize risks to staff, the public, and wildlife. The ministry will continue to re-evaluate as the response to the COVID-19 outbreak continues.

Please find attached:

- 1) Map of planned baiting area for 2020
- 2) Rabies Vaccine Bait Information Sheet

Per the attached map, rabies vaccine bait distribution will be conducted in rural areas with MNRF aircraft and by hand in urban areas by MNRF wildlife technicians. These are the details of bait distribution work in 2020 (dates are subject to change depending on weather conditions):

- Yellow shaded areas will be completed with a combination of Twin Otter airplane and Eurocopter EC130 helicopter. Twin Otter flights will occur from August 17 through to August 28, with Eurocopter EC130 flights occurring August 10 to 14 and September 8 to 11.
- The brown shaded area will be completed by a Twin Otter airplane between August 17 and 21.
- Urban hand baiting, including the use of temporary feeding stations, will occur in the orange shaded areas starting in the first week of July and continue through to the end of October.
- Live trapping and vaccinating wildlife (trap-vaccinate-release) will occur in the areas surrounding Hamilton shaded in pink starting in the first week of July and will continue through to the end of October.
- Preventative baiting of the purple shaded areas in eastern Ontario will take place in mid-August and will take one day to complete.

In addition to the activities mentioned above, MNRF may conduct localized rapid response baiting and trap-vaccinate-release measures, which would take place in the event of a raccoon or fox strain rabies case outside of the planned baiting area.

The ministry is committed to the research, surveillance, control and elimination of the recent outbreak of rabies in southwestern Ontario to prevent the disease from spreading. Since the start of the rabies outbreak in 2015, the first of its kind in over a decade, MNRF has taken quick action to protect communities, distributing over five million vaccine baits by air and ground. There was a 70 per cent decrease in the number of rabies cases in 2019, from 2018. There were no new cases of rabies in our fox strain surveillance area (brown shaded area on the map), which, in keeping with World Health Organization guidelines, has led to a decrease in the control zone where there have been no reported cases in over two years.

Any warm-blooded mammal can contract rabies. If a human contracts rabies and does not receive treatment, the disease is fatal.

The khaki-green coloured bait being distributed by hand and by aircraft is made of wax-fat with an attractant flavour (vanilla-sugar). A label with a toll-free telephone number (1-888-574-6656) and the message "Do not eat" is located on the exterior of the bait, and a plastic package containing the liquid rabies vaccine is embedded in the centre. If found, the bait should not be touched, but left for raccoons, skunks and foxes to consume. (See attached bait identification hand out for detailed description.) Ontario's rabies vaccine baits have been tested to ensure they are safe for wildlife, people and pets. However, eating a vaccine bait does not replace the regular rabies vaccination provided by a veterinarian for your pet. If your pet has eaten a bait and you are concerned, contact your vet as a precaution.

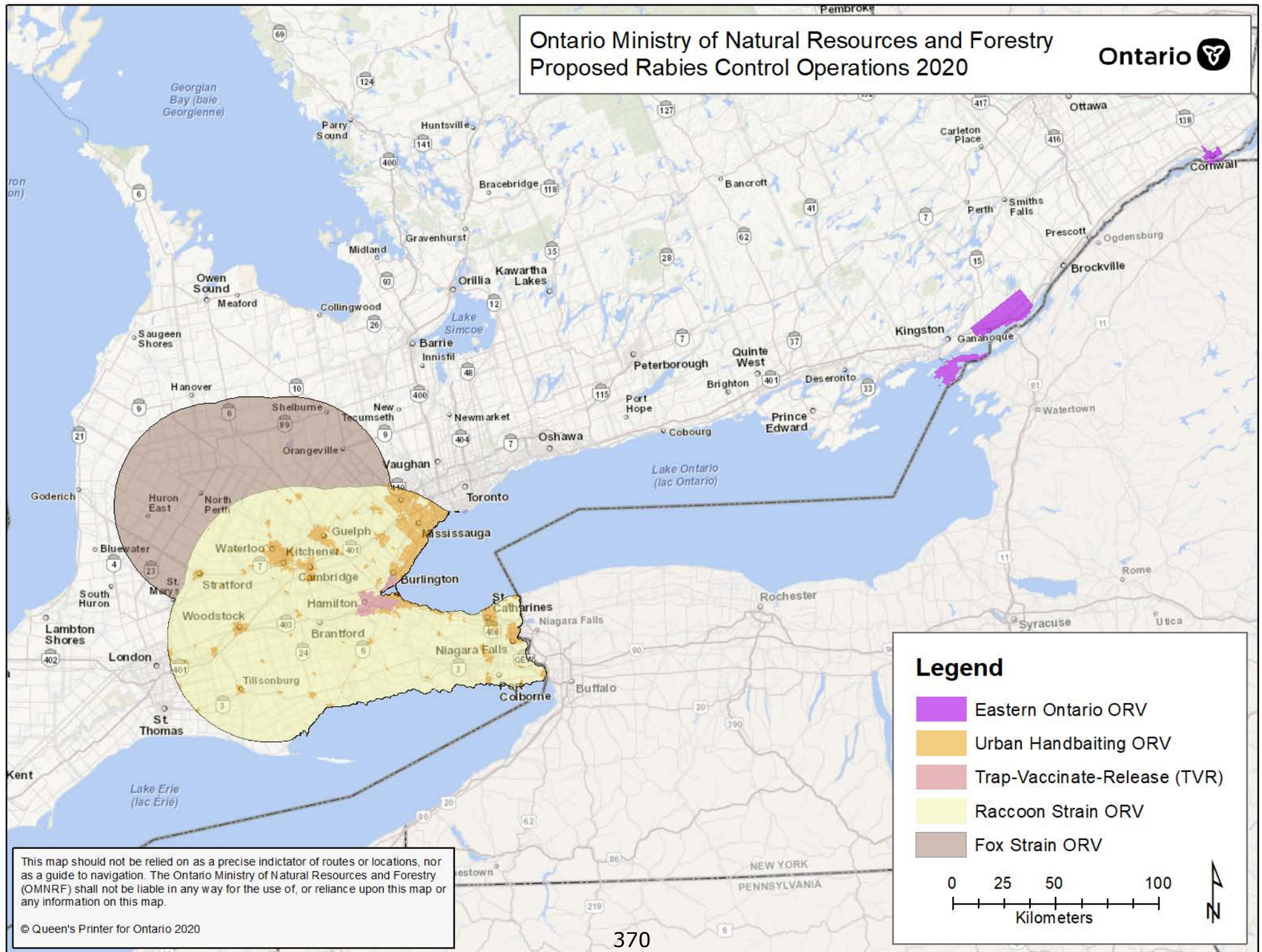
Ontario's rabies control program is a joint effort that receives important input and contributions from a variety of partners across the province. Partnerships with provincial ministries, federal agencies, regional health units, municipalities, wildlife rehabilitators, licensed trappers, wildlife control agents and Indigenous communities are all key to the continued success of Ontario's rabies control program.

For further information about rabies in Ontario, please visit [Ontario.ca/rabies](https://ontario.ca/rabies) or contact MNRF's rabies information line at 1-888-574-6656.

Larissa Nituch  
Rabies Science Operations Supervisor

705-313-2043 (cell)  
[Larissa.Nituch@ontario.ca](mailto:Larissa.Nituch@ontario.ca)

# Ontario Ministry of Natural Resources and Forestry Proposed Rabies Control Operations 2020





# Rabies vaccine bait identification

October 2019

The Ultra-lite vaccine bait, ONRAB®, is used in Ontario for both fox strain and raccoon strain rabies control. Exposure to the bait is not harmful to people or pets; however, in the unlikely event that people or pets come in contact with the vaccine contained in the bait, contacting a doctor or veterinarian as a precaution is recommended.

## Bait Ingredients

The bait formula coats the blister pack containing the vaccine. This formula consists of vegetable based fats, wax, icing sugar, vegetable oil, artificial marshmallow flavour and dark-green food grade fat-soluble dye.

## Ultra-lite blister-pack (Vaccine Carrier)

This is a polyvinyl chloride (PVC) blister pack (40 mm x 22 mm x 10 mm) which weighs approximately 4.3 grams. The blister pack is a teal green polyester flocked container with a heat-sealed laminated polyester lidding. The body of the blister pack is embedded in the bait matrix but the green lidding is exposed and has a black warning label printed on it.



## Vaccine inside Baits

ONRAB® oral rabies vaccine

Description: a recombinant live virus liquid vaccine

Volume/bait:  $1.8 \pm 0.1$  ml in the blister pack

Other inclusions: vaccine stabilizers

Colour: pale orange to pale pink

Target species: skunk, fox, and raccoon

**Contact:** Wildlife Research and Monitoring Section

rabies@ontario.ca

1-888-574-6656

Ontario.ca/rabies

Disponible en français



**United Way**

**Bruce Grey**

**Change starts here.**

**Grey County Public Works Association**

595 9th Avenue East  
Owen Sound, ON N4K 3E3

Dear friends!

Thank you so much for your amazing donation of \$5 000 on April 1<sup>st</sup> of this year to our Pandemic Relief Fund.

I've waited this long to send you feedback, so we could give you a fuller picture of what the Fund has accomplished to date. Enclosed are 3 reports:

- Full Pandemic Relief Fund expenditures Report
- Pandemic Relief Area Meal Programs Report
- New Horizons for Seniors Fund Report

The full fund report highlights all dollars received from various sources, public donations, corporate donations and government grants, and the impact they have had on the community. In our constant communication with the programs providing food to our community we noted and highlighted a lack of funding for emerging meal programs, both frozen and hot, and we directed a significant amount of our donor funding to support those programs. These programs have seen an almost 300% increase in demand.

I also included the New Horizons for Seniors report for your information purposes as well.

We continue to seek funds to meet the ever changing needs in our community while we evaluate and adapt programs to the 'new normal'.

Your funds have been invested in the community, feeding people, supporting people and innovating supports.

Thank you

Francesca Dobbyn  
Executive Director

**United Way Bruce Grey**

380 9th St. East Owen Sound, N4K 1P1  
[www.unitedwayofbrucegrey.com](http://www.unitedwayofbrucegrey.com)

519 376 1560 | 800 794 1728

Fax: 519 376 5458

[manager@unitedwaybg.com](mailto:manager@unitedwaybg.com)

**Give. Volunteer. Act.**

Reg. Charity Number: 89876 8267 R0001

# United Way of Bruce Grey's Pandemic Relief Program

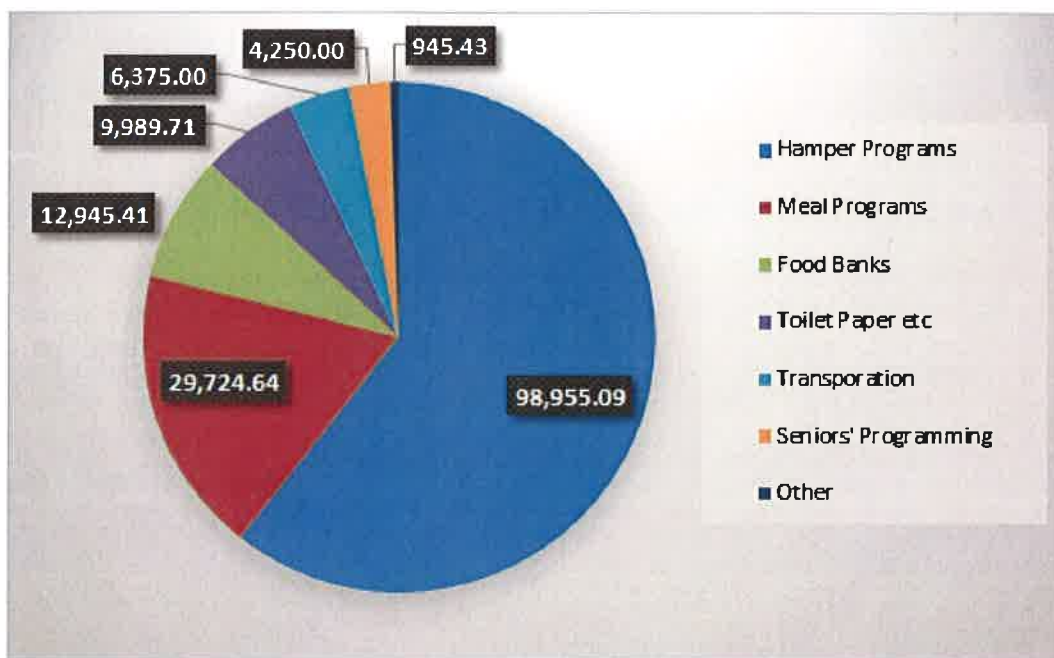
## Report to the Community #2

Over \$160 000 invested in supporting supports to the community

The hampers had a base criteria of:

- Living in a food desert – no grocery store in town
- Inability to go out for groceries or get it delivered
- Low income

1534 meals delivered to people unable to get to a meal program



### Trivia:

- 11 040 rolls of toilet paper
- Over 630 specialty food hampers being distributed
- Supporting Food Banks with the tools to provide food i.e. plastic bags, sanitizer
- Habitat for Humanity has driven almost 3 500 km delivering supports

## SOME OF OUR PARTNERS!



Guides du Canada

Funded by the Government of Canada's New Horizons for Seniors Program



HOME & COMMUNITY  
SUPPORT SERVICES  
OF GREY-BRUCE





# Pandemic Relief Area Meal Programs

**12 053** pandemic meals prepared and provided!!!

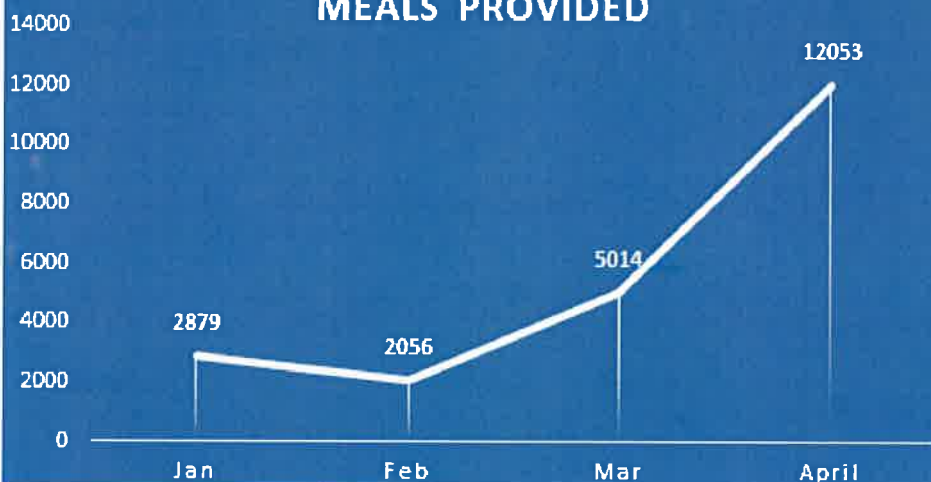
(March 16 to May 1st 2020)

Data report back to programs as compiled by the United Way

Meals are going to a variety of people.

Those experiencing homelessness, low income, no transportation, physical mobility issues due to health status, frailty, injury, surgery, etc. Depression results in lack of appetite and motivation to cook and/or eat, meal skipping due to low income, etc.

## BRUCE GREY MEAL PROGRAMS: MEALS PROVIDED



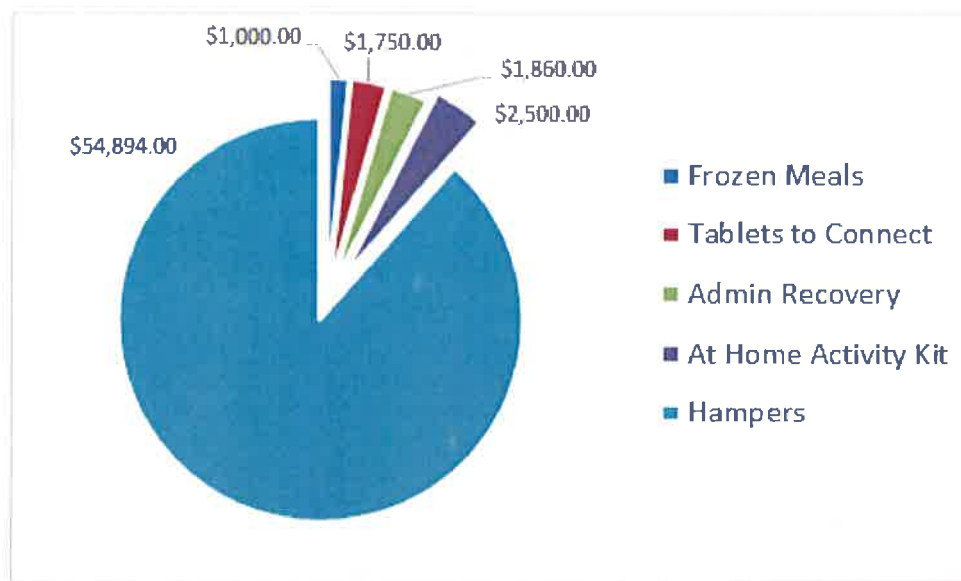
**297% increase in meals  
provided from  
January to April**

OSHaRE	16 596
CMHA Brunch Program	2 500
Saint Aidan's Program	1 925
Chesley Baptist Ch Program	605
SEGCHC YUM Program	376



United Way  
Bruce Grey

## New Horizons for Seniors Grant administered by the United Way of Bruce Grey



Over 600 Seniors received support through the New Horizons for Seniors Grant administered by the United Way of Bruce Grey

### Frozen Meals: South East Grey Community Health Centre

SEGCHC has been preparing frozen meals for seniors and vulnerable people in the community. The grant will support the continuation of this program and ensure there is a supply of frozen meals for seniors.

### Activity Kits—Alzheimer Society of Grey-Bruce

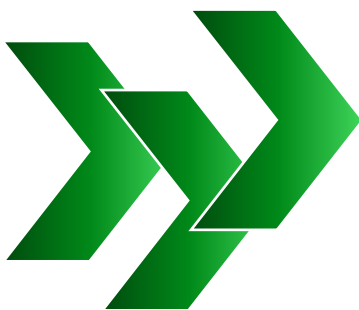
This grant supported creating social recreation kits to ship out to these to the most vulnerable seniors. Specifically caregivers with limited respite support and person's with dementia who no longer have dementia related programs such as day-away or active living programs to attend.

### Tablets to Connect —Alzheimer Society of Grey-Bruce

This grant funded for 20 Amazon Fire tablets for seniors who have internet, but currently do not have a device with camera and microphone. This will be able to connect them with programs, services and medical professionals in the community, while they are physical distancing.

### Food Hampers

In consultation with Home and Community Support Services Grey Bruce, VON Grey Bruce and the Alzheimer Society and following telephone consultations by the VON to their vulnerable seniors phone call program, the committee felt large food hampers for seniors living in food deserts (communities without a grocery store) would be the best support needed at this time.

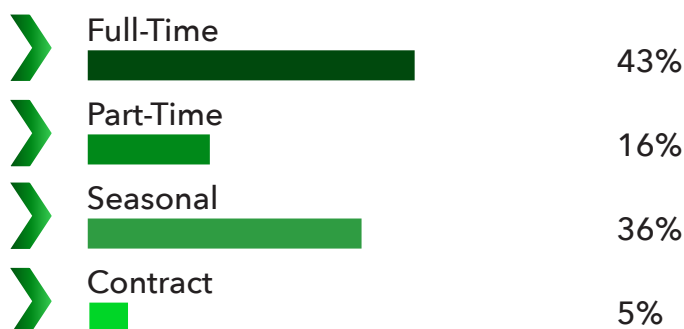


## WHAT HAPPENED IN THE AGRICULTURE SECTOR IN 2019?

58 businesses in the Agriculture sector identified their workforce needs in this year's EmployerOne survey

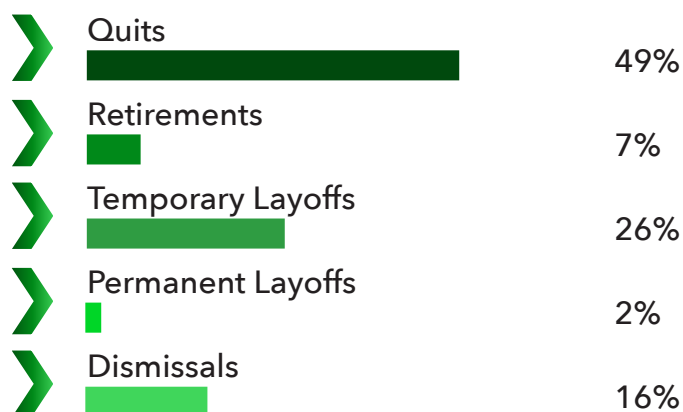
### HIRING

43 EMPLOYERS HIRED  
459 EMPLOYEES



### SEPARATIONS

38 EMPLOYERS EXPERIENCED  
298 SEPARATIONS



### TOP RECRUITMENT METHODS



Word of mouth



Online job boards



Social media

### TOP RETENTION METHODS



Regular increases in salary



Recognition for service



Training opportunities

### HARD-TO-FILL JOBS

64% of employers experienced  
HARD-TO-FILL POSITIONS  
in 2019

39% HAVE SPENT OVER A YEAR  
trying to fill these positions

376

### SKILLS SHORTAGE

19% EXCELLENT - GOOD  
★★★★

81% FAIR - POOR  
★★



# WHAT IS IN DEMAND IN THE AGRICULTURE SECTOR?



## IN-DEMAND JOBS



Labourers



Sales Representatives



Service Technicians



Drivers (including AZ)



Farm Equipment Operators

## IN-DEMAND TECHNICAL SKILLS



Drivers License (including AZ)



Computer Literacy



Animal Husbandry



Experience with Farm Equipment



Basic Math Skills

## IN-DEMAND WORKPLACE COMPETENCIES



Dependability



Work ethic



Self-motivated



Teamwork



Willingness to learn



## **Grand River Conservation Authority**

*Summary of the General Membership Meeting – June 26, 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-06-20-42 - Financial Summary
- GM-06-20-40 - Elora Quarry Perimeter Fencing Tender Results
- GM-06-20-45 - Grand River Conservation Foundation Member Appointments
- GM-06-20-C03 – Property Disposition – Town of Erin (Closed Agenda)

### **Information Items**

*The Board received the following reports as information:*

- GM-06-20-39 - Cash and Investment Status
- GM-06-20-41 - Current Watershed Conditions
- GM-06-20-44 - Pinehurst Lake and Byng Island Conservation Areas Seasonal Camping Winter Storage
- GM-06-20-43 - Status of Beach Monitoring Program

### **Correspondence**

*The Board received the following correspondence:*

- Township of Puslinch - Council Resolution

***Please note that there is no meeting of the General Membership scheduled for July.***

*For full information, please refer to the [June 26 Agenda Package](#). 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 August 28, 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'.*

**Grand River Conservation Authority  
Members Attendance  
January 1 - December 31, 2020**

First Name	Last Name	January 24	February 28	March 27	April 24	May 22	June 26	July 24	August 28	September 25	October 23	November 27	December 18	Total Attendance
Marcus	Adili	x	x	M E E T I N G  C A N C E L L E D	x	x	A	N O  M E E T I N G						4
Les	Armstrong	A	x		x	x	A							3
Bruce	Banbury	x	x		x	x	x							5
Robert	Bell	x	x		x	x	A							4
Don	Brunk	x	A		x	x	x							4
Richard	Carpenter	x	x		x	A	x							4
John	Challinor II	x	x		x	x	x							5
Brian	Coleman	A	x		x	x	x							4
Bernie	Corbett	x	x		x	x	x							5
Kevin	Davis	A	A		x	x	x							3
James A.	Erb	x	A		x	x	x							4
Susan	Foxton	x	x		x	x	x							5
Guy	Gardhouse	x	x		x	x	x							5
Joan	Gatward	x	x		x	x	x							5
Rodrigo	Goller	x	x		x	x	x							5
Michael	Harris	A	x		x	x	x							4
Helen	Jowett	x	A		x	x	x							4
Daniel	Lawrence	x	x		x	x	x							5
Geoff	Lorentz	x	A		x	x	x							4
Ian	MacRae	x	x		x	x	x							5
Kathryn	McGarry	x	x		x	x	x							5
Jane	Mitchell	x	x		x	x	x							5
Joe	Nowak	x	x		x	x	x							5
Warren	Stauch	x	x		x	x	x							5
Bruce	Whale	A	x		x	x	x							5
Chris	White	x	x		x	x	x							0
<b>Total</b>		<b>20</b>	<b>21</b>	<b>0</b>	<b>26</b>	<b>25</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

x = Present

A = Absent

Audit Committee February 19, 2020			Audit Committee November 27, 2020		
Helen	Jowett	x			
Chris	White	x			
Rodrigo	Goller	x			
Brian	Coleman	x			
Jane	Mitchell	A			
Guy	Gardhouse	x			
Special Recognition			Composition Review Committee		

*\*Meetings in April, May, and June were held virtually*

Attendance Mailed to Clerks:  
Jun-20

# COMMUNITY SAFETY AND WELL-BEING PLANNING: The Municipalities of Bruce and Grey

## AGENDA

**COMMITTEE MEETING:** CSWBP, ADVISORY COMMITTEE  
**DATE:** June 12, 2020  
**TIME:** 1:00-2:30 pm  
**LOCATION:** Virtual – Bruce County Skype  
**CO-CHAIRS:** Members of the Steering Committee – Anne Elliott (Victim Services Bruce Grey Perth), Barb Fedy (Social Services, Grey County), Christine MacDonald (Human Services, Bruce County), Krista Miller (South Bruce OPP), Ian Reich, (Grey Bruce Health Unit)  
**FACILITATOR:** Sarah Cowley, Coordinator

ITEM	TIME	ITEM	OUTCOME	LEAD
1	1:00 – 1:05	Welcome & Introductions Land Acknowledgement	Shared Understanding	Steering Committee Members
2	1:05 – 1:15	Review of Project Plan & Action Items	Shared Understanding	Sarah Cowley
3	1:15 – 1:45	Engagement Survey Results	Shared Understanding	Sarah Cowley
4	1:45 – 1:55	Engagement Strategy	Shared Understanding	Sarah Cowley
5	1:55 – 2:05	Action Planning	Shared Understanding	Sarah Cowley
6	2:05 – 2:15	Sustainability Planning	Shared Understanding	Sarah Cowley
7	2:15 – 2:30	Questions & Next Steps	Shared Understanding	Steering Committee Members

**Next Meeting: Friday, September 11, 2020 – 10:30 am to 2:00**  
**LOCATION/FORMAT TBD**



**COMMUNITY SAFETY AND WELL-BEING PLANNING:  
The Municipalities of Bruce and Grey**

## STEERING COMMITTEE & ADVISORY COMMITTEE ACTION TRACKING

**COMMITTEE MEETING:** CSWBP, ADVISORY COMMITTEE  
**DATE:** June 12, 2020  
**TIME:** 1:00-2:30 pm  
**LOCATION:** Virtual – Bruce County Skype  
**CO-CHAIRS:** Members of the Steering Committee – Anne Elliott (Victim Services Bruce Grey Perth), Barb Fedy (Social Services, Grey County), Christine MacDonald (Human Services, Bruce County), Krista Miller (South Bruce OPP), Ian Reich, (Grey Bruce Health Unit)  
**FACILITATOR:** Sarah Cowley, Coordinator

**STEERING COMMITTEE ACTION TRACKING:**

Status	Date Initiated	MRP	Action
In Progress	13-May-2020	Sarah Cowley, Coordinator	Survey analysis of priority risks to be completed using third party supports; will not likely occur until after June 12 Advisory Committee Meeting, due to contract delays
In Progress	13-May-2020	Sarah Cowley, Coordinator	To draft letters to border counties and Indigenous Communities re. CSWBP work in Bruce and Grey
In Progress	12-Feb-2020	Sarah Cowley, Coordinator	County reps (Barb and Christine) to support information packages being sent to Councils to update on the project status
In Progress	15-Jan-2020	Barb Fedy, Grey County	Assist with coordinating Agreement signing by Grey Municipalities
On Hold	13-May-2020	Patti McNabb, Administration	To arrange back-up virtual platform (Zoom) for June 12th Advisory Committee Meeting
On Hold	13-May-2020	Sarah Cowley, Coordinator	Community Engagement Sessions - Discussion to occur regarding further community engagement as the project continues and the pandemic evolves
On Hold	13-May-2020	Sarah Cowley, Coordinator	Creation of a Resource Toolkit to support the plan will be explored
On Hold	12-Feb-2020	Ian Reich, Grey Bruce Health Unit	To send calendar invitations to SC members for the March 27, 2020 Healthy Communities Partnership meeting and the Board of Health meeting
On Hold	4-Dec-2019	Ian Reich, Grey Bruce Health Unit	A meeting with indigenous representatives is to be convened to discuss collaboration/support
On Hold	4-Dec-2019	Sarah Cowley, Coordinator	A list of "interested" or geographically-based groups/agencies will be compiled for targeted participation during the Engagement phase of the project (either through special invitation to Municipal sessions or by way of the Self-Facilitation Toolkit)
On Hold	4-Dec-2019	Sarah Cowley, Coordinator	Discuss engagement strategy for children/youth with School Board reps

Complete	3-Jun-2020	Sarah Cowley, Coordinator	Add letters (border counties/indigenous partners) to the Advisory Committee agenda for discussion
Complete	13-May-2020	Barb Fedy, Grey County	Project Budget to be reviewed in light of third party Data Analysis
Complete	13-May-2020	Barb Fedy, Grey County	To connect with OMSSA re. sustainability plans of other communities
Complete	13-May-2020	Sarah Cowley, Coordinator	To connect with SOAHAC re. Indigenous Health Council
Complete	13-May-2020	Sarah Cowley, Coordinator	To provide confirmed plan to Steering Committee re. data analysis
Complete	13-May-2020	Sarah Cowley, Coordinator	Hard copy surveys to be data entered into Excel spreadsheet, for inclusion in Data Analysis
Complete	13-May-2020	Sarah Cowley, Coordinator	To draft communication to the Advisory Committee members, updating on project next steps
Complete	25-Mar-2020	Ian Reich, Grey Bruce Health Unit	To cancel GBHU room booking for April 3/20
Complete	25-Mar-2020	Patti McNabb, Administration	April 3, 2020 AC meeting to be cancelled - TCon to be booked instead for 9:30-10:30 am for Project/Pandemic Q&A
Complete	25-Mar-2020	Sarah Cowley, Coordinator	Project Plan to be revised in light of pandemic
Complete	25-Mar-2020	Sarah Cowley, Coordinator	Connect with OMSSA Working Group representatives regarding next meeting for discussion of CSWBP timelines (provincially) and sustainability
Complete	25-Mar-2020	Sarah Cowley, Coordinator	Draft communique for AC members re. changes made to project plan in light of pandemic (survey closed, community sessions cancelled, AC mtg April 3/20 cancelled, addition of TCon for Project Pandemic Q&A) - for review by SC March 25/20
Complete	25-Mar-2020	Sarah Cowley, Coordinator	Draft media release and website/social media posts - for review by SC March 25/20
Complete	25-Mar-2020	Sarah Cowley, Coordinator	Connect with GBHU data analysts re. plan for survey analysis

#### **ADVISORY COMMITTEE ACTION TRACKING:**

Status	Date Initiated	MRP	Action
On Hold	29-Nov-2019	Coordinator	To connect with County Reps to plan 2 regional engagement sessions
On Hold	29-Nov-2019	Coordinator	To explore Mennonite representation; Phyllis Lovell offered that she is able to facilitate this contact
Complete	29-Nov-2019	Coordinator	To connect with Municipal Reps to plan 2 community engagement sessions per municipality
Complete	29-Nov-2019	Coordinator	To connect with Francesca Dobbyn/Pam Hillier regarding translation services for Engagement Survey and Self-Facilitation Toolkit
Complete	29-Nov-2019	Coordinator	To connect with Municipal Reps regarding community names to be included in Engagement Survey
Complete	29-Nov-2019	Coordinator	To connect with Municipal Reps regarding a plan for hard copy survey distribution/collection/data entry

Complete	29-Nov-2019	Coordinator	To revise survey based on AC feedback/discussion, in collaboration with the GBHU Epidemiologist (Alanna Leffley)
Complete	29-Nov-2019	Coordinator	Bruce and Grey CSWBP Governance Framework to be sent to AC members (was not included in hard copy package)
Complete	29-Nov-2019	Coordinator	Data exercise/feedback to be summarized and shared with AC members (to be included in minutes)
Complete	29-Nov-2019	Coordinator/ Steering Committee	To translate level of engagement into voting status of AC
Complete	29-Nov-2019	Coordinator/ Steering Committee	Indigenous engagement strategy to be added to the Engagement Plan
Complete	29-Nov-2019	Coordinator/ Steering Committee	To proceed with website development for CSWBP
Complete	29-Nov-2019	Coordinator/ Steering Committee	Revisions to be made to the Steering Committee and Advisory Committee Terms of Reference (specifically, legislative background to be added)
Complete	29-Nov-2019	Coordinator/ Steering Committee	To revise AC TOR with respect to the language of "owning"
Complete	29-Nov-2019	Fiona Hamilton/ Steering Committee	Revisions to be made to the Agreement based on AC feedback/discussion (see meeting minutes)
Complete	29-Nov-2019	Steering Committee	To consider groups proposed for membership on the Advisory Committee

# COMMUNITY SAFETY AND WELL-BEING PLANNING: The Municipalities of Bruce and Grey

## MINUTES

**COMMITTEE MEETING:** Community Safety & Well-Being Planning, Advisory Committee  
**DATE:** June 12, 2020  
**TIME:** 1:00 pm to 2:30 pm  
**LOCATION:** Virtual – Bruce County Skype  
**CHAIR:** Christine McDonald (Human Services, Bruce County & Steering Committee Member)  
**FACILITATOR:** Sarah Cowley, Coordinator

**ATTENDEES:**

Children/Youth	Bruce Grey Child & Family Services	Phyllis Lovell
Children/Youth	Keystone Child, Youth & Family Services	Jennifer Sells
Community/Social Services	Bruce County	Christine MacDonald
Community/Social Services	Grey County	Barb Fedy
Community/Social Services	United Way Bruce Grey	Francesca Dobbyn
Community/Social Services	Victim Services Bruce Grey Perth	Anne Elliott
Health/Mental Health	CMHA Mental Health & Addiction Services	Matt Shute
Health/Mental Health	Grey Bruce Health Unit	Ian Reich (regrets)
Health/Mental Health	Grey Bruce Integrated Health Coalition	Stephen Musehl
Health/Mental Health	South West Local Health Integration Network (Standing Invitee/Non-Voting)	Samantha Colwell-Castles
Municipality/ Town/ City/ County	City of Owen Sound	Pam Coulter
Municipality/ Town/ City/ County	Municipality of Arran-Elderslie	Carly Steinhoff
Municipality/ Town/ City/ County	Municipality of Brockton	Fiona Hamilton
Municipality/ Town/ City/ County	Municipality of Grey Highlands	Raylene Martell
Municipality/ Town/ City/ County	Municipality of Kincardine	Jennifer Lawrie
Municipality/ Town/ City/ County	Municipality of Northern Bruce Peninsula	Cathy Addison
Municipality/ Town/ City/ County	Town of Hanover	Brian Tocheri
Municipality/ Town/ City/ County	Town of Saugeen Shores	Linda White
Municipality/ Town/ City/ County	Town of South Bruce Peninsula	Cherry Wyonch
Municipality/ Town/ City/ County	Town of The Blue Mountains	Shawn Everitt
Municipality/ Town/ City/ County	Township of Chatsworth	Carolyn Marx
Municipality/ Town/ City/ County	Township of Georgian Bluffs	Brittany Drury

Municipality/ Town/ City/ County	Township of Huron-Kinloss	Kelly Lush
Municipality/ Town/ City/ County	Township of Southgate	Dave Milliner
Other	Bruce Grey Poverty Task Force	Jill Umbach
Other	Community Drug & Alcohol Strategy	Alison Govier (regrets)
Other	Council on Aging	Wally Halliday
Other	Southern Bruce County Safe Communities Committee	Jason Weppeler
Other	Southern Bruce County Safe Communities Committee	Marla Barfoot
Other	Violence Prevention Grey Bruce	Jon Farmer
Police Services	Grey Bruce OPP	Terry McKay
Police Services	Hanover Police Services	George Hebblewaite
Police Services	Neyaashiinigiing First Nation Police (OPP)	Vincent Wurfel
Police Services	Owen Sound Police Service	Craig Ambrose
Police Services	Saugeen Shores Police Services	Mike Bellai
Police Services	South Bruce OPP	Krista Miller
Police Services Board	Owen Sound Police Services Board	Marion Koepke
Youth Justice	Ministry of Children, Community and Social Services	Lori Cunningham
<i>Administrative Support</i>	<i>Grey County</i>	<i>Patti McNabb</i>
<i>Coordinator</i>	<i>Sarah C Consulting</i>	<i>Sarah Cowley</i>

ITEM	
<b>1. Welcome and Introductions, Land Acknowledgement</b>	
<ul style="list-style-type: none"> <li>Sarah Cowley, Project Coordinator</li> <li>Christine MacDonald (Bruce County Human Services &amp; Steering Committee Member)</li> </ul>	
<b>2. Review of Project Plan &amp; Action Items (See “CSWBP Advisory Committee Meeting Presentation – 2020.06.12” SLIDES 4-9)</b>	
<ul style="list-style-type: none"> <li>Sarah Cowley, Coordinator</li> </ul>	
<ul style="list-style-type: none"> <li>Sarah advised that the meeting will be shorter than usual as we are mindful of everyone’s pressing commitments and increased workload related to the pandemic.</li> <li>The agenda was reviewed with no additions noted.</li> <li>Sarah reviewed the project plan.</li> <li>The draft Plan will be presented in September with approval by councils and public posting by January 1, 2021.</li> </ul>	
<b>Steering Committee Actions (see document titled “CSWBP Action Tracking – As Of 2020.06.12”)</b>	
<ul style="list-style-type: none"> <li>Some still outstanding, some on hold due to the pandemic; many completed.</li> <li>Discussion of plan to share details of our work with Indigenous communities and border Counties, to explore ways to partner/support the work each group is doing.</li> <li>Two Indigenous representatives (M’Wkwedong and Neyaashiinigiing First Nation Police Services) are participating, and we will continue to invite additional participation from others.</li> <li>All of Bruce County municipalities have signed the agreement, and Grey County is in progress; this process has been impacted by the pandemic.</li> </ul>	

## ITEM

**Advisory Committee Actions**

- Sessions are on hold for the time-being due to the pandemic;
- Contacts have been made with Mennonite communities but at this time those groups are not meeting; Sarah will be informed when the meetings resume.
- A question was asked regarding whether the government has extended the CSWBP deadline; it was explained that there has been an extension, but no new deadline has been delineated.
- Engagement will continue for the project, but will involve new strategies in order to keep safety a priority; consideration is being given to re-connecting with the communities, including vulnerable populations and involved agencies, to solicit feedback about the draft Plan in Fall 2020.

**Highlighted:**

Notification has been received from Parachute Canada regarding Safe Communities Designation

- Parachute Canada will no longer be assigning the Safe Communities designation to new communities.
- The work of existing Safe Communities can still continue, and this work can be duplicated if there is desire to do so in new communities/regions.

**Comment from Members:**

- Bruce Peninsula Safe Communities Committee met and noted significant support in continuing to move forward with their work; their plan is to approach Grey County to possibly assist with establishing north and south Grey committees in the future; the benefits of being able to approach each other/groups and collaborate to make improvements/tackle challenges were noted.
- United Way is committed to the efforts of the Safe Communities Committees.

**3. Engagement Survey Results (SLIDES 10-54) and Survey Demographics (SLIDES 55-74)**

- **Sarah Cowley, Coordinator**

- Sarah highlighted that the engagement survey was extended to all parties which is a beneficial strategy when collecting public opinions on perceptions of residents (convenience sample).
- Sarah summarized the survey results as well as survey demographics.

**4. Engagement Strategy (SLIDES 72-73)**

- **Sarah Cowley, Coordinator**

- Due to the impact of the pandemic on community organizations and their resources, there has been a delay in data analysis for the engagement survey, both in relation to the detailed results for Bruce and Grey (i.e. for particular sociodemographic groups) and the specific/individual results for Municipalities.
- This data analysis work has begun now utilizing third party data analysis resources in the community – CCI Research (Orangeville), and Alanna Leffley (Epidemiologist)
- It is expected that there will be more detailed results and information to share with the Advisory Committee in July.
- There were no questions asked about the engagement strategy.

**ITEM*****What is the preferred interval for planning to re-administer the survey in future?***

Sarah noted that the Bruce and Grey response rate was higher than expected as compared to results across the province – the level of engagement has been very strong. The Bruce and Grey survey has been shared through OMSSA, and a request was received to share the survey with a community group in Albert (this was done).

**Comments from Members:**

- Important to tie into the municipal term of council – new members of council would need to be aware of the priorities chosen. County Councils are dependent upon municipal elections.
- Interesting to do this again, late fall or early Christmas, to gauge the impact of the pandemic on perceptions of community safety. There are many cases of positive things that have occurred during the pandemic. Have partnerships and planning been improved and what opportunities have presented themselves?
- Municipal elections are 2022 with provincial elections held prior to that.
- Suggested to do this again in October / November to compare results.
- Suggested fall with another to follow possibly within another six months, even if the data couldn't be used right away. The data could be used at a future date.
- September or October.
- Sarah noted there were 13 additional hard copy surveys but uncertain how many hard copies were manually completed / input by municipalites prior to the deadline.
- We need to address additional options for distribution, knowing many residents cannot access the internet or travel to pick up a hard copy; mail drop with return envelopes, or the option to complete survey online, perhaps make it available at municipal libraries.
- The pandemic may result in greater engagement of seniors (United Way has sponsored programs to support connectivity for vulnerable populations and seniors during the pandemic).

***In September/October 2020, how should we seek feedback from community members regarding the draft Plan?***

- Municipal websites
- Libraries
- Townhall meetings (virtual or otherwise)
- Definitely a need to reach out in a variety of methods as restrictions may be reinstated if second wave of COVID hits
- Individual municipal townhalls virtually (proactive as ppl are already accustomed to virtual options)
- Solicit feedback from agencies who deal with the populations identified
- Zoom meetings may become the preferred method
- Municipal tax bills could include inserts to notify of the availability of the survey – requests must be done early as there are several requests.
- Consultations with community groups (Newcomer committee, youth, etc.)

**5. Action Planning (SLIDES 74-75)**

- Sarah Cowley, Coordinator



**ITEM****Concepts to consider as we move to action:**

- We need to ensure action is considered in all areas of the Framework (i.e. Social Development, Prevention, Risk Intervention, Incident Response); groups like the Situation Table for Acute Response (STAR) and other community committees and organizations will need to be involved in planning; this needs to be thoughtful and planned in light of actual community risks and needs (identified through the survey and validated by local data).
- Community messaging and education will need to be considered, in order to ensure community members are aware of the work being done to improve safety and well-being across and within the Municipalities of Bruce and Grey.
- There were no comments or questions from members regarding action planning.

**6 . Sustainability Planning (SLIDES 76-77)**

- **Sarah Cowley, Coordinator**

- The Ontario Municipal Social Services Association (OMSSA) Working Group of CSWBP Coordinators will be discussing sustainability options and plans across Ontario at an upcoming meeting; options will be shared with Bruce and Grey Municipalities and the Advisory Committee as the year progresses and actions are defined for the Plan.
- It will be important for sustainability of the Plan and it's actions to support asset connection in the community; this is an excellent opportunity to create a Resource Toolkit as an appendix to the Plan, that will outline the work taking place in various areas of concern, and who to contact about that work.
- There were no comments or questions about sustainability planning.

**7. Questions & Next Steps (SLIDES 78-80)**

- **Sarah Cowley, Coordinator**

- Survey data is being analyzed to identify resident perceptions of regional priority risks and Municipal areas of concern, with a deeper dive into the hundreds of comments received; meetings to be set with Municipalities to explore these results.
- Local data will analyzed against survey data, to confirm Priority Areas of Concern.
- Asset mapping will inform Action Table identification/creation; discussion to occur with existing tables/organizations regarding planning and next steps for action.
- Draft Plan will be created and shared with Advisory Committee and others for feedback; draft to be presented to the Advisory Committee at the September 11th, 2020 Meeting.
- The Performance Measurement Framework will be created to track improvements related to Priority Areas of Concern.
- Sustainability Plan to be finalized with Advisory Committee/Municipalities

**COMMENTS:**

- Community and cultural groups can be consulted regarding issues currently unfolding in the communities with regard to their feelings of safety; presentation of the draft Plan and solicitation of feedback will be an excellent opportunity to have these discussions in the fall.

- Poverty Task Force (PTF) inquired how are people with lived experience being consulted? Currently members of the Community Voices are in survival mode dealing with COVID – we'll look to our community partners for further engagement and feedback about this process.
- Toolkit for different agencies will also be considered – resource for community leaders to be used to gather feedback from staff or persons they support.
- Sectors have worked with priority populations – Christine and Barb sit at the Community Drug and Alcohol Strategy (CDAS) group, and a panel of persons with lived experience is being considered in the development of its policies etc.
- Opportunities for persons who are not part of committees etc., to be further involved.
- Please follow up with Sarah if there are additional thoughts.

## ***Questions? Concerns?***

**Should you have any questions throughout the course of this project, please don't hesitate to contact any of the Steering Committee members:**

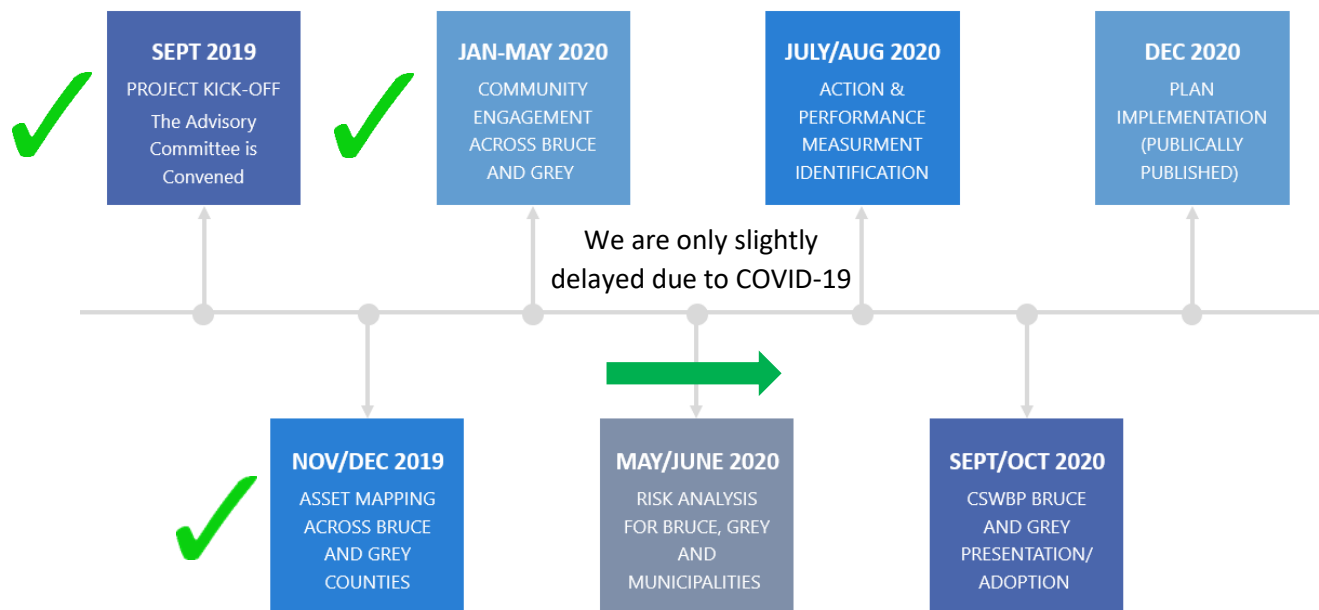
- Ian Reich [i.riech@publichealthgreybruce.on.ca](mailto:i.riech@publichealthgreybruce.on.ca)
- Anne Elliott [director@victim-services.com](mailto:director@victim-services.com)
- Barb Fedy [barb.fedy@grey.ca](mailto:barb.fedy@grey.ca)
- Christine MacDonald [cmacdonald@brucecounty.on.ca](mailto:cmacdonald@brucecounty.on.ca)
- Krista Miller Miller [Krista.Miller@opp.ca](mailto:Krista.Miller@opp.ca)

***Next Meeting: Friday, September 11, 2020 – 10:30 am to 2:00 pm***  
***LOCATION/FORMAT TBD***

# COMMUNITY SAFETY AND WELL-BEING PLANNING: The Municipalities of Bruce and Grey

## STATUS UPDATE & KEY MESSAGES – JUNE 2020

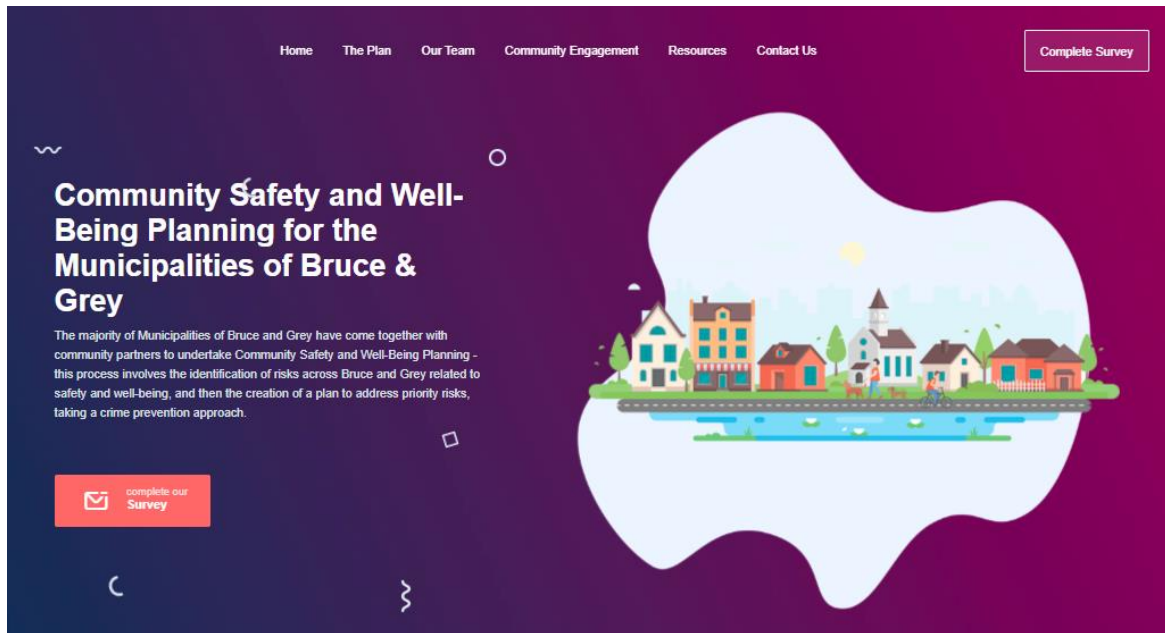
### Bruce and Grey CSWBP Timeline:



### Actions Taken to Date:

- ✓ **A Coordinator was hired** September 2019 (contract ends October 31, 2020) to support the creation of a shared/collaborative Community Safety and Well-Being Plan for the Municipalities of Bruce and Grey. Bruce County, Bruce Municipalities, and Grey County contributed funding to support this project.
- ✓ **Advisory Committee Meetings** were held September 27, 2019 and November 29, 2019.
- ✓ **A Project Plan & Project Timeline** were created; **Steering Committee Terms of Reference** were approved and distributed; **Advisory Committee Terms of Reference** were approved and distributed; a **Governance Framework** for the Bruce and Grey CSWBP process was drafted, revised and approved by Advisory Committee members.
- ✓ **A Community Safety and Well-Being Plan Agreement** is being approved and signed by all participating Municipalities.
- ✓ **A Communication Plan** and **Engagement Plan** were created and implemented, with feedback from Advisory Committee members.
- ✓ **CSWBP Website Launch** – for information-sharing with the general public, as well as document sharing with members of the Advisory Committee; **the website was launched February 1, 2020, and 2,636 members of the public have visited**; residents are also able

to contact the Coordinator through the website; [visit CSWBP-BruceGrey.ca HERE](https://www.brucegrey.ca/cswbp).



- ✓ **A Community Engagement Survey** was released February 1, 2020, through Bruce and Grey County and Municipal media releases, broad distribution through Advisory Committee partners (websites, social media), and distribution through 211 to over 1800 community providers; due to the impacts of COVID-19 on participating agencies, third party supports have been retained to complete data analysis, and results will be shared on BGDISC, the Bruce Grey Data Information-Sharing Collaborative (a public data-sharing website); **as of March 22, 2020 at midnight, when the survey closed, 1,921 surveys had been received**, with representation from each Municipality as follows:

Bruce County: 876 responses		Grey County: 918 responses	
Arran-Elderslie	80 (9.13%)	Owen Sound	266 (28.98%)
Brockton	91 (10.39%)	Grey Highlands	67 (7.30%)
Kincardine	98 (11.19%)	Southgate	78 (8.50%)
Northern Bruce Peninsula	92 (10.50%)	West Grey	90 (9.80%)
South Bruce	66 (7.53%)	Hanover	98 (10.68%)
Saugeen Shores	283 (32.31%)	Town of The Blue Mountains	71 (7.73%)
South Bruce Peninsula	73 (8.33%)	Chatsworth	71 (7.73%)
Huron-Kinloss	93 (10.62%)	Georgian Bluffs	101 (11.00%)

*\* The percentage represents the percentage of the County responses (876 or 918), not the percentage of the total surveys submitted in Bruce and Grey collectively (1,921). Note: Responses were received from Meaford residents and are not included in this list.*

- ✓ **Initial Data Analysis of Resident Perceptions and Opinions** for all of Bruce and Grey tells us the following (these details are not all-inclusive of the initial survey results):
  - 85.2% of respondents are either satisfied or very satisfied with their life as a whole

- 59.85% of respondents describe their sense of belonging to their community as either strong or very strong; 29.07% feel their belonging is neither weak nor strong
- 75.76% of respondents recommend their community as a place for others to live
- 73.74% of respondents are satisfied or very satisfied with their relationship with their neighbours
- 72% of respondents are satisfied/very satisfied with their feelings of personal safety
- 53.47% of respondents feel crime has increased somewhat or substantially over the past 3 years; 39.95% feel it has remained the same
- 48.13% of respondents feel we have lower rates of crime compared to other communities in Ontario; 40.57% feel we have about the same as other communities
- Respondents ranked the following as the top 3 priorities in Bruce and Grey: 1) Addictions/Substance Misuse; 2) Mental Health; and 3) Crime Prevention

### Work Currently Underway:

- **Asset Mapping** of programs, services and strategies currently in place to reduce risk across Bruce and Grey Counties *is continuing* throughout the next phase of the project.
- **Detailed Data Analysis** of survey results for Bruce and Grey, individual counties, and each participating municipality is occurring now, with further results expected to be shared in July 2020.
- **Risk Analysis/Validation** – risks from the survey results will be analyzed against available local data in July 2020, and priority risks will be confirmed for the region, counties, and individual municipalities; these will inform the final Plan.

### Phases of Work Still to Come:

- ▶ **Identification of Strategies to Address Priority Risk** – this will include the identification/creation of “Action Teams” in our communities that will tackle priority risks; these Action Teams could already be in existence, or could be collaboratively created, based on the Priority Risks identified; the Plan will include priority risks for the entire region of Bruce and Grey, as well as Municipal profiles that will identify any geographically-specific (municipally-driven) risks.
- ▶ **Performance Measurement Framework & Sustainability Plan** – the work of CSWBP will continue beyond the Plan development phase; recommendations will be made to the Advisory Committee regarding resources required to implement, monitor, evaluate and report on the plan beyond October 2020.
- ▶ **Approval of the Bruce and Grey CSWBP** – all municipalities will be in the position to approve the CSWBP for public posting by January 1, 2021.

June 12, 2020

The Honourable Steve Clark,  
Minister of Municipal Affairs and Housing  
17th Floor, 777 Bay St.  
Toronto, ON  
M5G 2E5

Dear Minister Clark,

**RE: Town of Bracebridge Resolution regarding the establishment of a Municipal Financial Assistance Program to offset the financial impact of the COVID-19 pandemic**

At its meeting of June 4, 2020, the Council of the Corporation of the Town of Bracebridge ratified motion 20-TC-089, regarding the Town of Bracebridge support for the Federation of Canadian Municipalities (FCM) recommendations contained in their report titled "Protecting Vital Municipal Services", as follows:

"WHEREAS the Federation of Canadian Municipalities (FCM) issued a report titled ["Protecting Vital Municipal Services"](#) on April 23, 2020 which included recommendations to the federal government to provide financial assistance for municipalities across the country;

AND WHEREAS the Association of Municipalities of Ontario (AMO) recognizes that a collaborative federal-provincial effort is required to provide much needed financial assistance to municipalities and their May 14, 2020 letter (attached) to the Prime Minister and the Premier urges Canada and Ontario to extend their successful collaboration through financial support for municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Town of Bracebridge supports the FCM recommendation and requests that both the Federal and Provincial Governments establish a municipal financial assistance program to offset the financial impact of the COVID-19 pandemic;

AND FURTHER THAT the Town of Bracebridge supports the Association of Municipalities of Ontario (AMO) in lobbying the Provincial Government for financial assistance to support Municipalities in offsetting the financial impact of the COVID-19 pandemic;

AND FURTHER THAT this resolution be forwarded to the Honorable Steve Clark, Minister, Municipal Affairs and Housing, local Member of Parliament (MP) and local Member of the Ontario Legislature (MPP), FCM, AMO and its member municipalities, and the Muskoka municipalities."

In accordance with Council's direction I am forwarding you a copy of the associated memorandum for you reference.

1000 Taylor Court  
Bracebridge, ON  
P1L 1R6 Canada

telephone: (705) 645-5264  
corporate services and finance fax: (705) 645-1262  
public works fax: (705) 645-7525  
planning & development fax: (705) 645-4209

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read 'L. McDonald'.

Lori McDonald  
Director of Corporate Services/Clerk

Copy: Scott Aitchison, MP, Parry Sound-Muskoka  
The Honourable Norm Miller, MPP, Parry Sound-Muskoka  
The Federation of Canadian Municipalities  
Association of Municipalities Ontario and member municipalities  
Muskoka Municipalities



June 11, 2020

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Honourable Christine Elliott  
Deputy Premier and Minister of Health  
Ministry of Health  
5<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M7A 2J3

Honourable Merrilee Fullerton  
Minister of Long-Term Care  
6<sup>th</sup> Floor, 400 University Avenue  
Toronto ON M5G 1S5

Dear Premier Ford, Minister Elliott, and Minister Fullerton:

At its meeting of June 1, 2020, Chatham-Kent Municipal Council received a letter from eleven organizations serving Long-Term Care and Retirement Homes in Ontario. The letter spoke to the importance of psychosocial and emotional well-being of all Long-Term Care (LTC) and Retirement Home (RH) residents. Council agreed there was significant evidence presented within the letter to warrant supporting the call to action and to encourage the government to review and act on the recommendations provided.

The COVID-19 pandemic has presented a variety of challenges to the LTC and RH sectors, as well as the congregate care sector. Many of these challenges involve protecting the physical health of this extremely vulnerable population. Increased infection control requirements, eliminating non-essential visitors, active screening protocols, and restrictions on the movement of LTC and RH staff working between different homes, are a few examples of the measures taken and backed financially by the provincial government. In Chatham-Kent, early and rigorous adoption of these measures has kept COVID-19 out of our LTC and RH facilities. While this is a commendable achievement, it is important to examine the social costs to residents of such an undertaking.

People living in LTC and RHs depend completely on interactions with staff, visitors, volunteers, and other residents to fulfill their social and emotional needs. Losing any one of these groups impacts residents in ways that are difficult to measure quantitatively but qualitatively we see it in our residents' eyes each day as we strive to provide the best care possible for them. The exclusion of non-essential visitors has left a tangible hole in the lives of residents. In Chatham-Kent's municipally-run LTC home, Riverview Gardens (RVG), this order saw the exclusion of 500-600 additional visitors, volunteers, and contract support staff per week. They were cherished, familiar faces; their visits much-anticipated by residents and appreciated by staff.

Cont'd...

Visitors and volunteers provide more than just visiting, they help in the daily care of our residents. Conversations with other LTC and RHs throughout Chatham-Kent show the same losses and the same impacts on residents and staff. Additional stressors directly related to the pandemic have added to the staffing crisis in LTC and RHs. Supporting a strategy for homes to hire additional staff specifically trained to support the psychosocial and emotional needs of residents would alleviate some of the stress on nursing staff and may lead to better outcomes for residents.

Chatham-Kent has always been a community that comes together and rises to the challenges before us. COVID-19 and the impact this has had on our local LTC and RH sectors is no exception. Through our local United Way, volunteers are finalizing an Adopt a Grandparent program similar to pen pals of years past. This program will link teenagers and young adults with one of our LTC and/or RH residents. Young and old, both with different needs, sharing thoughts and ideas and supporting one another through the pandemic. At Riverview Gardens we have created a Resident Support Worker (RSW) position that provides emotional and social support to our residents. RSWs work on the same floor with the same residents each day where they assist residents with feeding, games, crafts, companionship, and outdoor time when the weather cooperates. RSWs also help provide such services as assisting with laundry, as well as sorting, folding, and organizing a resident's personal items. Currently, redeployed municipal staff are fulfilling these roles at RVG but as Ontario moves further with reopening, these staff will be needed back at their home base location and residents in our home will once again be faced with spending much of their day alone. The homes in Chatham-Kent are providing great care to our residents but they can only do so much. This is why the recommendations from the Long-Term Care and Retirement Home sectors are so important.

Chatham-Kent Municipal Council believes people need human interaction. It is what makes the difference between simply being alive, and living. It is time to act, and protect the psychosocial and emotional health of our LTC and RH residents. We support whole-heartedly, the recommendations presented to you from our LTC and RH partners (attached).

Sincerely,



Darrin Canniff, Mayor/CEO  
Municipality of Chatham-Kent

Attachment: Letter from Alzheimer Society et al RE: Psychosocial and Emotional Well-being of LTC Residents

- C Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions  
Hon Raymond Cho, Minister of Seniors and Accessibility  
Helen Angus, Deputy Minister, Ministry of Health  
Richard Steele, Deputy Minister, Ministry of Long-Term Care  
Rick Nicholls, MPP Chatham-Kent-Leamington  
Monte McNaughton, MPP Lambton-Kent-Middlesex  
Matthew Anderson, President and CEO, Ontario Health  
All municipalities in Ontario



May 8, 2020

Hon. Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Hon. Christine Elliott  
Deputy Premier and Minister of Health  
Ministry of Health  
5th Floor, 777 Bay St.  
Toronto, ON M7A 2J3

Hon. Merrilee Fullerton  
Minister of Long-Term Care  
6th Floor, 400 University Ave  
Toronto, ON M5G 1S5

Dear Premier Ford, Minister Elliott and Minister Fullerton,

On behalf of almost 80,000 residents, their families and staff in Ontario's long-term care (LTC) homes, we are writing this letter to urgently request that the provincial government take immediate action to support the psychosocial and emotional wellbeing of residents. COVID-19 has changed every aspect of the lived experience in LTC. Despite fervent efforts and commitment from LTC team members to protect residents from the negative physical outcomes of COVID-19, the psychosocial and emotional impacts remain ignored and under-resourced.

According to a recently released study by Mental Health Research Canada, the number of Canadians expressing high-to-extreme levels of anxiety has quadrupled since the start of the COVID-19 crisis. “Mental Health in Crisis: How COVID-19 is Impacting Canadians.” *Mental Health Research Canada*, [www.mhrc.ca/our-research/](http://www.mhrc.ca/our-research/). If that is the reality of people living in the general population, what is happening to the mental health of LTC residents, many of whom are already living with compromised cognitive ability and living in isolation? ‘There is no health without mental health’ - Minister Elliott.

Thousands of residents are living cohorted and/or isolated lives away from their personal belongings and away from the important people in their lives. Many residents are eating alone, experiencing virtually no human connection aside from 2-3 brief encounters with LTC team members for personal care/meal delivery each day and 1-2 virtual visits with a family member each week, if such a program exists in their home. Team member shortages further exacerbate the sense of isolation, we have heard from residents that there is little to no program or activity to nurture social engagement opportunities during these times.

Pre-COVID-19, the realities of pervasive isolation, depression and loneliness are coined as the ‘three plagues’ of life in LTC (Dr. Bill Thomas, founder of The Eden Alternative). While person-centered practices combat these plagues, the current reality of LTC living will lead to residents left with broken spirits and the corresponding negative outcomes associated with their psychosocial, emotional health.

People need people. We are writing this letter now to ask that immediate attention and allocated resources be applied to LTC homes to support the psychosocial and emotional wellbeing of residents. The government of Alberta, in recognizing the importance of ‘quality of life’ for residents, has released substantive directives that clearly define essential visitors as those who contribute to the quality of life of residents in addition to provision of needed physical care. I urge you to follow suit, so that residents can experience the psychosocial and emotional support that has been missing for 7 weeks thus far.

Imagine the new reality when a group of team members (comprised of ‘essential visitors’ and/or dedicated staff) is incorporated into **every LTC home** to exclusively provide avenues/programs/opportunities for psychosocial and emotional support. Residents will experience **multiple** weekly virtual visits using iPads, tablets or cell phones with friends and family members, and even amongst themselves, providing peer to peer support. Residents will enjoy safe outdoor visits during the warm weather now upon us. Imagine residents being supported in a virtual resident activity, meal or conversation between other residents. Residents will feel engaged and connected to each other once again, to their families, to their environment and to their community. They will be well protected from the negative outcome of prolonged isolation.

This is what is needed:

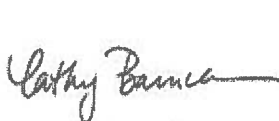
- Declare psychosocial and emotional wellbeing of residents as essential to their quality of life
- Expand the definition of ‘essential visitors’ to include people who contribute to the quality of life including psychosocial and emotional health
- Resources for homes to hire and train additional team members/staff whose primary role is to support psychosocial and emotional health via facilitating virtual and safe physical visiting
- Resources for homes to purchase technology and infrastructure required to support virtual visits amongst residents and families
- Creation of a safe plan for residents to enjoy social engagement outdoors in the coming weeks (physical distancing, wearing of masks, etc.), complete with human resources and supplies to make this a reality



We must act now. COVID-19 requires physical distancing, but in order to uphold resident's quality of life and wellbeing we must enable and support social connection.

We look forward to hearing from you soon, as we work together to provide the best care for LTC residents who are the most vulnerable group of Ontarians during this COVID-19 crisis.

Sincerely,



Cathy Barrick  
Chief Executive Officer  
Alzheimer Society of  
Ontario



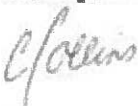
Lisa Levin  
Chief Executive Officer  
AdvantAge Ontario




Kiran Rabheru MD, CCFP, FRCP  
Co-Chair  
Canadian Coalition for Seniors' Mental Health



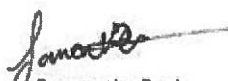
Laura Tamblyn Watts  
Chief Executive Officer  
CanAge



Carola Collins  
MD CCFP  
Medical Director



Marta Hajek  
Executive Director  
Elder Abuse Prevention Ontario



Samantha Peck  
Executive Director  
Family Councils Ontario



George Heckman, MD, FRCP(C)



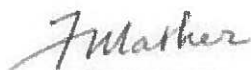
Margaret Gillis  
President  
International Longevity Centre Canada



Raza M. Mirza, PhD  
Network Manager  
National Initiative for the Care of the Elderly (NICE)



Dee Lender  
Executive Director  
Ontario Association of Residents' Councils



Fred Mather, MD  
President,  
Ontario Long Term Care Clinicians



Donna Duncan  
Chief Executive Officer  
Ontario Long Term Care Association

cc: Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions  
Hon Raymond Cho, Minister of Seniors and Accessibility  
Helen Angus, Deputy Minister, Ministry of Health  
Richard Steele, Deputy Minister, Ministry of Long-Term Care  
Matthew Anderson, President and CEO, Ontario Health



June 11, 2020

Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Honourable Christine Elliott  
Deputy Premier and Minister of Health  
Ministry of Health  
5<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M7A 2J3

Honourable Merrilee Fullerton  
Minister of Long-Term Care  
6<sup>th</sup> Floor, 400 University Avenue  
Toronto ON M5G 1S5

Dear Premier Ford, Minister Elliott, and Minister Fullerton:

At its meeting of June 1, 2020, Chatham-Kent Municipal Council unanimously supported a request from Councillor Clare Latimer to submit a letter to the Premier, Minister of Health, and Minister of Long-Term Care (LTC) regarding current and long-standing issues being faced by the LTC sector and to support the government's Commission on Long-Term Care.

The COVID-19 pandemic has exacerbated the human resources crisis that LTC has faced for a number of years. It has also brought homes and the residents who place trust in the system they will be well cared for into the limelight, when all along the number one priority of all levels of government and oversight should be the health, safety, and well-being of some of our most vulnerable citizens.

The LTC and Retirement Home (RH) sectors are chronically understaffed; losing the extra hands of visitors and volunteers during the pandemic, while necessary, has created an additional burden. Homes in Ontario are experiencing increasing difficulty recruiting and retaining Personal Support Workers (PSW), Registered Practical Nurses (RPN) and Registered Nurses (RN), creating long delays in the ability to fill vacant positions. Before the pandemic, many homes were indicating they no longer have a 'pool' of PSWs ready and available to fill vacant shifts. Homes are seeing more PSWs experiencing stress-related illnesses, mental and physical exhaustion, and an increase in work-related injuries. In addition to an already limited available workforce, hospitals are now hiring PSWs to fill support roles, and many RNs or RPNs accept positions in LTC only to resign when an acute care or community health position becomes available. Additional stressors directly related to the pandemic have certainly added to the staffing crisis. The provision of pandemic pay to front-line staff has helped, and while it would be a welcomed addition to the funding envelope moving forward, wage increases alone will not solve the chronic lack of people choosing long-term care as a career.

Cont'd...



Staffing ratios have been discussed for several years and there has been lobbying from many avenues to increase the number of direct nursing care hours for residents up to four hours of care per day in order to safely meet the complex needs of the current long-term care population. Without an influx of provincial dollars, coupled with a provincial LTC human resources strategy, homes will not be able to increase direct patient care hours; there simply are not enough human resources to go around. This is difficult for staff in long-term care and retirement homes. They are a determined, passionate bunch who want nothing more than to provide quality care to their residents who call their facilities home.

As a Municipal Council, we have watched the impact the COVID-19 pandemic has had on LTC and RHs across our province. Our municipality has not had any COVID-19 outbreaks in homes in Chatham-Kent; however, we are certainly aware of the ongoing risk and continue to do everything we can to ensure our residents and staff are safe and they have the tools and resources to manage during such a difficult time. As a Council, we support the government's LTC Commission and ask that it remain non-partisan, and be independent of owners and operators including ourselves as the owner and operator of Chatham-Kent's largest LTC home. While we are supportive of the Commission, we are asking for an impartial review of current best practices in both private and publicly operated homes. We are also requesting that the Commission be tasked with recommending best practice standards of care, and accountability protocols regarding documentation, peer reviews, and resident/family reviews.

We appreciate the work involved in any type of large-scale review with the hope the Commission is able to review the current impact of the pandemic and merge these findings with what the sector has known and has been advocating for over the last several years including staffing, governance models, physical structures of homes, and LTC regulations. A comprehensive look at past, current, and future insights will move the sector towards action and real change.

Sincerely,



Darrin Canniff, Mayor/CEO  
Municipality of Chatham-Kent

- C Rick Nicholls, MPP Chatham-Kent-Leamington  
Monte McNaughton, MPP Lambton-Kent-Middlesex  
All municipalities in Ontario

June 16, 2020

Hon. Doug Ford  
Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park

Dear the Honourable Doug Ford:

Please be advised that at it's June 11<sup>th</sup>, 2020 meeting, Grey County Council endorsed the following resolution for your consideration:

CW93-20      Moved by: Councillor Robinson      Seconded by: Councillor Keaveney

**Whereas now more than ever in our increasingly electronic world, Grey County families and business owners have a need for reliable and affordable broadband to conduct business and stay connected both locally and beyond; and**

**Whereas broadband is a contributing social and economic driver in supporting the vitality and growth of our communities; and**

**Whereas families require internet to enable their children to complete school assignments, take online courses, maintain a human connection, or just stream movies at home; and**

**Whereas Grey County agriculture production, medical, health care, manufacturing, retail and the service industry depend on reliable high-speed connections to support and ensure business continuity and success; and**

**Whereas connectivity has been a lifeline for those businesses and sectors with access to reliable broadband during this global pandemic; and**

**Whereas reliable broadband will continue playing an essential role in the economic and social recovery of communities across Grey**

**County post-pandemic; and**

**Whereas not all areas of Grey County are within a connectivity coverage area which continues to be increasingly challenging, and amplified by the COVID-19 pandemic; and**

**Whereas Grey County has unserved areas as well as under-served areas that receive inadequate or disproportionately low levels of service; and**

**Whereas while it is important for the Provincial Government to look at both the number of people and the number of businesses that can be serviced by broadband expansion, it is essential, as well, that the Province provide broadband service to areas that have a small number of people, yet cover a vast geographical area; and**

**Whereas the need for broadband infrastructure improvement is now;**

**Now Therefore Be It Resolved that Grey County representing our Grey County residents and business owners alike, call to action Premier Ford; Minister of Infrastructure, Minister Scott; Ministry of Agriculture, Food and Rural Affairs, Minister Ernie Hardeman and Associate Minister of Energy & MPP Walker to champion the implementation of broadband in the unserved and under-served areas of Grey County; and**

**That this resolution be forwarded to all Ontario municipalities for their endorsement.**

If you require anything further, please do not hesitate to contact me.

Yours truly,

Tara Warder  
Deputy Clerk/Legislative Coordinator  
(519) 372-0219 x 1294  
[tara.warder@grey.ca](mailto:tara.warder@grey.ca)  
[www.grey.ca](http://www.grey.ca)

cc Hon. Laurie Scott, Minister of Infrastructure  
Hon. Bill Walker, Associate Minister of Energy & Bruce – Grey - Owen Sound MPP  
Hon. Ernie Hardeman, Ministry of Agriculture, Food and Rural Affairs  
All Ontario Municipalities

June 18, 2020

RE: Universal Basic Income Resolution

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held June 17, 2020, passed the following resolution:

**2020-438**

**Moved by Cathy Little, Seconded by Aakash Desai**

**Whereas the World Health Organization 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 Municipality of Grey Highlands have declared a state of emergency under the Emergency Management and Civil Protection Act; and**

**Whereas, to help reduce the financial strain on its citizens and businesses during the COVID-19 pandemic, the Municipality of Grey Highlands has approved disbursement of funds to local food banks and redirection of Community Grant Program funds to local community organizations providing relief to Grey Highlands residents in crisis; and**

**Whereas Statistics Canada has reported that the unemployment rate has risen to 13.7 per cent in Canada and 13.6 per cent in Ontario in May 2020; and that the COVID-19 pandemic has impacted the employment of 3.1 million Canadians from February to April; and that lower-wage earners, women and students are being impacted disproportionately; 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 basic income ensures everyone an income sufficient to meet basic needs and live with dignity, regardless of work status; and**

**Whereas a basic income has the potential to improve individual physical and mental health, labour market participation, food security, housing stability, financial status and social relationships and generally raise the standard of living for vulnerable members of society; and**

**Whereas a universal basic income would likely have many positive societal 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; now**

**Therefore, be it resolved that the Council of the Municipality of Grey Highlands urges the Ontario Provincial government and the Federal government to work together to investigate the feasibility of implementing a universal basic income program; and**

**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; Ministry for Seniors and Accessibility; the Association of Municipalities of Ontario; local MPPs and MPs; The County of Grey; all Municipalities with the Province of Ontario; and the Federation of Canadian Municipalities.  
CARRIED.**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Jerri-Lynn Levitt  
Deputy Clerk  
Council and Legislative Services  
Municipality of Grey Highlands



## **CORPORATION OF THE TOWN OF RENFREW**

### **RESOLUTION NO. 2020 - 06 - 44**

Moved By: Reeve Emon  
Seconded By: Councillor Jamieson

**WHEREAS** the COVID-19 pandemic crisis has had a catastrophic affect on employment and small business survival rates, with over 11.3% jobless rate in Ontario in April 2020 alone with only a few signs of a change over the next several fiscal periods;

**AND WHEREAS** the Renfrew County region is already at a distinct economic disadvantage due to a shorter infrastructure construction season and the lack of essential services, like effective and available broadband across its vast and rural area that would allow for greater flexibility to work from home, or telecommute;

**AND WHEREAS** the County of Renfrew and the other 19 municipalities and first nations reserves within the geographical borders have an incredible influence on the economy through investments in infrastructure spending, with over \$70million being invested in 2020 in municipal projects, but will now have to evaluate and adjust the way they safely operate and offer community services and modes of transportation;

**AND WHEREAS** the County of Renfrew and the other 19 municipalities and first nations reserves have submitted over \$73.5 million worth of applications to the *Investing in Canada Infrastructure Program: Community, Culture and Recreation Stream*, with all considered shovel ready and shovel worthy;

**AND WHEREAS** the County of Renfrew and the other 19 municipalities and first nations reserves have submitted previously over \$25million in the *Investing in Canada Infrastructure Program: Green Stream* and *Investing in Canada Infrastructure Program: Rural & Northern Stream*;

**AND WHEREAS** both large and small infrastructure projects have the immediate effect on local small and medium businesses in our region with consideration of the multiplier ratio on every \$1million invested having the ability to create 7.6 jobs in the local marketplace, meaning that approval of these projects would create over 1,200 jobs across Renfrew County;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Town of Renfrew calls upon the Governments of Ontario and Canada to fast track the review of current and previous *Investing in Canada Infrastructure Program* grant applications in order to provide much needed employment and investment into rural Ontario to provide sustainable infrastructure that will be safe and suitable in a post-pandemic setting;

**AND FURTHER THAT** a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Cheryl Gallant, Renfrew-Nipissing-Pembroke; the Honourable John Yakabuski, MPP Renfrew-Nipissing-Pembroke; the Minister of Infrastructure; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario.

**- CARRIED -**

I, Jennifer Charkavi, Deputy Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2020 - 06 - 44, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 23<sup>rd</sup> day of June 2020.

DATED at Renfrew, Ontario  
this 24<sup>th</sup> day of June 2020.

*Jennifer Charkavi*

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Jennifer Charkavi



# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

June 26, 2020

Hon. Doug Ford  
Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park

Dear the Honorable Doug Ford:

Please be advised that at the Regular Meeting of Council on June 25, 2020, the Council of the Municipality of West Elgin passed the following resolution:

**Resolution No. 2020-209**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

Whereas West Elgin Council wishes to support resolution number CW93-20 from Grey County; and

Whereas West Elgin recognizes that the need for reliable access to affordable broadband is required for education and business purposes to ensure continuity and success; and

Whereas reliable broadband will continue to play an essential role in economic and social recovery across Ontario post-pandemic; and

Whereas not all residents of West Elgin are within a connectivity coverage area and that rural areas often receive inadequate or disproportionately low levels of service; and

Where as while it is important for the Provincial Government to look at both the number of people and the number of businesses that can be serviced by broadband expansion, it is essential, as well, that the Province provide broadband service to areas that have a small number of people, yet cover a vast geographical area; and

Whereas the need for broadband infrastructure improvement is now;

Now Therefore be it resolved that the Municipality of West Elgin representing our residents and business owners alike, call to action Premier Ford, Minister of



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Environment, Conservation and Parks, the Honorable Jeff Yurek to champion the implementation of broadband in the under-serviced areas of West Elgin;

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe  
Abstain (1): Mayor McPhail

**Carried (3 to 0)**

If you require anything further, please do not hesitate to contact me.

Yours Truly,



Jana Nethercott  
Clerk  
Municipality of West Elgin

cc. Hon. Jeff Yurek, Minister of the Environment, Conservation & Parks  
All Ontario Municipalities



# The Municipality of West Elgin

22413 Hoskins Line, Box 490, Rodney Ontario N0L 2C0

June 26, 2020

Hon. Doug Ford  
Premier  
Premier's Office  
Room 281  
Legislative Building, Queen's Park

Dear the Honorable Doug Ford:

Please be advised that at the Regular Meeting of Council on June 25, 2020, the Council of the Municipality of West Elgin passed the following resolution:

**Resolution No. 2020-210**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

Whereas West Elgin received a resolution from the Municipality of Grey Highlands with regard to the creation of a Universal Basic Income for citizens; and

Whereas the Council of West Elgin agrees that the creation of a Universal Basic Income would assist in reducing the financial strain on its citizens and businesses during the COVID-19 pandemic; and

Where a basic income ensures everyone an income sufficient to meet basic needs and live with dignity, regardless of work status and has the potential to improve individual physical and mental health, labour market participation, food security, housing stability, financial status and social relationships and generally raise the standard of living for vulnerable members of society; and

Therefore be it resolved that the Council of the Municipality of West Elgin urges the Ontario Provincial government and the Federal government work together to investigate the feasibility of implementing a universal basic income program.

For (3): Councillor Tellier, Councillor Cammaert, and Councillor Rowe  
Abstain (1): Mayor McPhail

**Carried (3 to 0)**

If you require anything further, please do not hesitate to contact me.

P: 519.785.0560  
F: 519.785.0644

E: [clerk@westelgin.net](mailto:clerk@westelgin.net)  
[www.westelgin.net](http://www.westelgin.net)

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Yours Truly,



Jana Nethercott  
Clerk  
Municipality of West Elgin

cc. Hon. Jeff Yurek, Minister of the Environment, Conservation & Parks  
All Ontario Municipalities



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

June 29, 2020

The Honourable Doug Ford ([premier@ontario.ca](mailto:premier@ontario.ca))  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, Ontario M7A 1A1

-and to-

The Honourable Rod Phillips ([rod.phillips@pc.ola.org](mailto:rod.phillips@pc.ola.org))  
Minister of Finance  
Frost Building South; 7<sup>th</sup> Floor  
7 Queen's Park Crescent  
Toronto, Ontario M7A 1Y7

Dear Premier Ford and Minister Phillips:

**RE: Kingsville Council request that the Rent Assistance Program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio**

At its Regular Meeting of June 22, 2020, Kingsville Council resolved the following:

**391-2020**

**Moved By** Councillor Kimberly DeYong

**Seconded By** Councillor Larry Patterson

Whereas the COVID-19 Pandemic has greatly impacted the business community in the Town of Kingsville;

And Whereas the Province of Ontario has provided financial assistance including a multi-level Rent Assistance program to the business community impacted by the COVID-19 Pandemic;

And Whereas the Rent Assistance program offered by the Province of Ontario established an arbitrary cap on multi-use properties where it is common for "residential-above-commercial" developments, especially in downtown and Main Street corridors;

And Whereas Kingsville, particularly in our downtown business centres, has several properties with residential-above-commercial where the ratio of commercial storefront businesses represents less than 30 per cent of the entire building, thus leaving a gap where local business owners cannot qualify for rent relief with their willing landlords;

And Whereas the Town of Kingsville's newly adopted Business Retention and Expansion Project Report identified that Kingsville businesses would benefit from the Province expanding the Rent Assistance program to include all commercial lease properties regardless of overall footprint.

Now Therefore Be It Resolved That the Town of Kingsville requests that the Province of Ontario expand their Rent Assistance program to include all businesses in a lease agreement within all "residential-above-commercial" properties without a cap on commercial/residential ratio;

And Finally, That this Resolution be circulated to the Premier, Doug Ford, the Minister of Finance, Rod Phillips, our local MPP Taras Natyshak, and all Ontario municipalities requesting their support.

**CARRIED**

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jennifer Astrologo'.

Jennifer Astrologo, Director of Corporate Services/Clerk  
Corporate Services Department

[jastrologo@kingsville.ca](mailto:jastrologo@kingsville.ca)

/sjk

CC: Taras Natyshak, MPP ([tnatyshak-qp@ndp.on.ca](mailto:tnatyshak-qp@ndp.on.ca))

CC: All Ontario Municipalities

**The Corporation of the Township of Southgate**  
**By-law Number 2020-071**  
**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 July 8, 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 July 8, 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 8<sup>th</sup> day of July, 2020.**

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John Woodbury - Mayor

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Lindsey Green – Acting Clerk