



## Township of Southgate Council Meeting Agenda

November 3, 2021

9:00 AM

Electronic Participation

---

Pages

### 1. Electronic Access Information

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

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

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

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

### 2. Call to Order

### 3. Land Acknowledgement

As we gather, we recognize and acknowledge the traditional keepers of this land with whom we share today. The Township of Southgate is a part of the traditional territories of the Anishinaabek, Six Nations of the Grand River, Saugeen Ojibway Nation, Haudenosaunee, and Saugeen Métis. The land that surrounds us is part of who we are as it reflects our histories; may we live in peace and friendship with all its diverse people.

### 4. Open Forum - Register in Advance

If you wish to speak at Open Forum please register with the Clerk in advance of the meeting by email to [lgreen@southgate.ca](mailto:lgreen@southgate.ca)

### 5. Confirmation of Agenda

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

### 6. Declaration of Pecuniary Interest

**7. Delegations & Presentations**

**8. Adoption of Minutes** 10 - 26

**Be it resolved that** Council approve the minutes from the October 20, 2021 Council meeting as presented.

**9. Reports of Municipal Officers**

**9.1. Chief Building Official Bev Fisher**

**9.1.1. CBO2021-006 - Noise By-Law Exemption Request – White Rose Park** 27 - 28

**Be it resolved that** Council receive Staff Report CBO2021-006 for information; and  
**That** Council deny the proposed Noise By-law Exemption request received from Vittorio De Palma (Whiterose Park) for November 7, 2021 to February 27 on Sundays from 8:00 a.m. to 10:00 a.m. at 159 Bradley Street, Dundalk.

**9.2. Clerk Lindsey Green**

**9.2.1. CL2021-029- Lottery Licensing to assist Small Organizations** 29 - 32

**Be it resolved that** Council receive Staff Report CL2021-029 for information; and  
**That** Council direct staff to send a letter to MPP Bill Walker, on behalf of Mayor Woodbury, to seek his assistance in lobbying the Honorable Doug Downey, Minister of the Attorney General, to implement an additional level of lottery licensing which would permit small organizations to obtain their own lottery license to hold fundraisers as a method of sustaining their community organization.

**9.3. Public Works Manager Jim Ellis**



- 9.3.1. PW2021-052 - Parking By-law Amendment 2021** 33 - 34
- Be it resolved that** Council receive Staff Report PW2021-052 for information; and  
**That** Council considers approval of By-law number 2021-161, being a by-law to amend the Southgate Parking By-law.
- 9.3.2. By-law 2021-161 - Parking By-law 2020-005 Amendment** 35
- Be it resolved that** by-law number 2021-161 being a by-law to amend Parking By-law Number 2020-005, being a by-law to provide direction for parking in the Township of Southgate 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.
- 9.3.3. PW2021-051 Off Road Vehicle By-law Revision** 36 - 37
- Be it resolved that** Council receive Staff Report PW2021-051 for information; and  
**That** Council consider approval of the Off-Road Vehicle (ORV) By-law No. 2021-160.
- 9.3.4. By-law 2021-160 - Off-Road Vehicle By-law** 38 - 52
- Be it resolved that** by-law number 2021-160 being a by-law to regulate the operation of Off-Road Vehicles on certain designated highways and unopened road allowances within the jurisdiction of the Township of Southgate 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.

**9.4. Chief Administrative Officer Dave Milliner**

**9.4.1. CAO2021-071 Southgate Land Lease Agreement Approval for the SEGCHC Dundalk Medical Centre Project Report**

53 - 67

**Be it resolved that** Council receive staff report CAO2021-071 as information; and  
**That** Council approve the draft SEGCHC-Southgate Land Lease Agreement document as presented; and  
**That** Council direct staff to send the draft SEGCHC-Southgate Land Lease Agreement document as presented to our lawyer for legal review; and  
**That** Council consider approval of the final SEGCHC-Southgate Land Lease agreement approved and signed by SEGCHC through Southgate By-law at a future Council meeting.

**9.4.2. CAO2021-072 Eco Park Phase II Property Development Report**

68 - 84

**Be it resolved that** Council receive staff report CAO2021-072 as information; and  
**That** Council direct staff to draft a development agreement with Flato Developments to partner with the Township of Southgate in the construction of a roadway and the installation of servicing in the Eco Park Phase II property to access Hwy #10, the Hwy #10 commercial property Service Road and the development of remainder of the property to connect to the existing Eco Park Way road from Ida Street to consider and approve at a future Council meeting; and  
**That** Council direct staff to create a draft purchase and sale agreement to sell 90 acres of lands in the Eco Park Phase II to a Flato Green Inc. for Council to consider at a future Council Meeting following the development agreement approval or as part of that agreement authorization process.

**9.4.3. CAO2021-074 Holstein Cemetery Board Use of Surplus Project Funds Request Report** 85 - 87

**Be it resolved that** Council receive Staff Report CAO2021-074 as information; and

**That** Council approve the request from the Holstein Cemetery Board to use the surplus committed Solar funds from the fencing project to support further planning and development costs to expand the site as the only Green Cemetery in Southgate.

**9.4.4. CAO2021-075 2022 ROMA Delegation Request** 88 - 89

**Be it resolved that** Council receive staff report CAO2021-075 as information; and

**That** Council provide staff with direction and feedback on applying for Minister delegation request(s) at the ROMA Conference in 2022.

**9.4.5. CAO2021-073 Dundalk Olde Town Hall TTH Information Report** 90 - 135

**Be it resolved that** Council receive Staff Report CAO2021-073 as information; and

**That** Council provide direction and feedback to staff on the Team Town Hall's information provided on the Olde Town Hall building sale conditions report in this report, the proponent bid response and the October 4th, 2021 meeting with Team Town Hall and the proponent Wellington Capital Corporation; and

**That** Council direct staff to develop an agreement of terms for consideration with Wellington Capital Corporation to sell the Dundalk Olde Town Hall to the bidder; and

**That** Council direct staff to develop an agreement with Team Town Hall for consideration related to their financial and operation commitments to the Township of Southgate realizing it is a good will agreement without assurance compensation beyond the pledged fundraising and surplus operating funds they raise

**9.5. HR Coordinator Kayla Best**

**9.5.1. HR2021-028 – Finance and By-Law Administrative Assistant Position 136 - 138**

**Be it resolved that** Council receive Staff Report HR2021-028 for information; and

**That** Council approve the draft job description for the Finance and By-Law Administrative Assistant; and

**That** Council direct staff to review and evaluate the draft job description for the Finance and By-Law Administrative Assistant through the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid; and

**That** Council direct staff to report back to the November 17<sup>th</sup> Council meeting with a report from the Job Evaluation Committee and the final version of the Finance and By-Law Administrative Assistant job description for approval.

**9.5.2. HR2021-029 Customer Service & Support Contract Job Posting 139 - 140**

**Be it resolved that** Council receive Staff Report HR2021-029 for information; and

**That** Council approve the posting of a Customer Service and Support position as a one year contract to fill an upcoming temporary vacancy; and

**That** Council approve an overlap of approximately one month for training.

**9.6. Planner Clinton Stredwick**

**9.6.1. PL2021-087 On Farm Diversified Uses and Agricultural Related Uses 141 - 170**

**Be it resolved that** Council receive Staff Report PL2021-087 for information; and

**That Council** direct staff to work with the consultant to draft policy in the new official plan to exempt agricultural related and on farm diversified uses from the zoning by-law amendment process.

**9.6.2. PL2021-091- SP16-21 Manassa Martin** 171 - 172

**Be it resolved that** Council receive Staff Report PL2021-091 for information; and  
**That** Council consider approval of By-law 2021-163 authorizing the entering into a Site Plan Agreement.

**9.6.3. By-law 2021-163 Site Plan Agreement 16-21 Manassa and Mary Martin** 173 - 183

**Be it resolved that** by-law number 2021-163 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 Clerk, sealed with the seal of the Corporation and entered into the by-law book.

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

**10.1. By-law 2021-162 - Road Widening - B2-21 - Gerry and Anne McNalty** 184 - 185

**Be it resolved that** by-law number 2021-162 being a by-law to establish a highway in the former Township of Proton (Consent file B2-21) 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.

## **11. Notice of Motion**

None.

## **12. Consent Items**

**12.1. Regular Business (for information)**

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated November 3, 2021 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions.

**12.1.1. FIN2021-032 Financial Report – September 2021** 186 - 194

**12.1.2. FIN2021-033 2022 Ontario Municipal Partnership Fund** 195 - 242

12.1.3.	CL2021-030 – 2022 Municipal Elections Internet and Telephone Voting Request for Proposals	243 - 244
12.1.4.	PW2021-050 Department Report	245 - 254
12.2.	<b>Correspondence (for information)</b>	
	Be it resolved that Council receive the items on the Correspondence consent agenda dated November 3, 2021 (save and except items _____) as information.	
12.2.1.	Office of the Fire Marshal - CEMC Publication Letter - received October 12, 2021	255 - 256
12.2.2.	Saugeen Valley Children's Safety Village - Fire Service Involvement in Safety Village - received October 15, 2021	257 - 258
12.2.3.	MMAH-Enhanced COVID-19 Vaccine Certificate QR Cord and Verify Ontario App - received October 19, 2021	259 - 261
12.2.4.	Grey Bruce Public Health - COVID-19 Vaccine Certificate QR Code and Verify Ontario App - received October 20, 2021	262 - 263
12.2.5.	GRCA - 2022 General Membership Meeting Calendar - received October 22, 2021	264
12.2.6.	GRCA - Summary of General Meeting Summary - received October 22, 2021	265
12.2.7.	LAS Natural Gas Program Price Announcement Nov 2021- Oct 2022 Term - received October 25, 2021	266 - 267
12.2.8.	2020 Annual Report on the Canada Community Building Fund - Part 1	268 - 305
12.3.	<b>Resolutions of Other Municipalities (for information)</b>	
	Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated [DATE] (save and except items _____) as information.	
12.3.1.	City of Vaughn - Endorsing National Teen Driver Safety Week - received October 19, 2021	306 - 307

- |         |  |     |
|---------|--|-----|
| 12.3.2. | Municipality of Grey Highlands - County of Grey DC<br>Charges Study Resolution - received October 25, 2021 | 308 |
| 12.3.3. | Port Colborne - Renovictions Support Resolution -<br>received October 26, 2021                             | 309 |
- 
13. Closed Session (for information)
- None.
14. County Report
- <https://www.grey.ca/council>
15. Members Privilege - Good News & Celebrations
16. Closed Meeting
- Be it resolved that** Council proceed into closed session at [TIME] in order to address matters relating to Litigation or Potential Litigation (Subject: Decision to Appeal recent Court Decision - Verbal Report); and
- That** Clerk Lindsey Green and CAO Dave Milliner remain in attendance.
- Be it resolved that** Council come out of Closed Session at [TIME].
- 16.1. Litigation or Potential Litigation (Subject: Decision to Appeal recent Court Decision - Verbal Report)
17. Confirming By-law 310
- Be it resolved that** by-law number 2021-165 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 November 3, 2021 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.
18. Adjournment
- Be it resolved that** Council adjourn the meeting at [TIME].



## **Township of Southgate**

### **Minutes of Council Meeting**

October 20, 2021

7:00 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, Chief Administrative Officer  
Lindsey Green, Clerk  
Jim Ellis, Public Works Manager  
Bev Fisher, Chief Building Official  
Terri Murphy, Economic Development Officer  
Clinton Stredwick, Planner  
Kayla Best, HR Coordinator  
Elisha Milne, Legislative Assistant  
Holly Malynyk, Customer Service and Support

#### **1. Electronic Access Information**

Council recordings will be available on the Township of Southgate [YouTube Channel](#) following the meeting.

#### **2. Call to Order**

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

#### **3. Open Forum - Register in Advance**

No members of the public spoke at open forum.



## **4. Public Meeting**

### **4.1 C25-21 - Jackie Pennings - Con 19 Lot 24 and Lot 25 - Geographic Township Egremont**

#### **4.1.1 Background**

**The Purpose** of the proposed zoning by-law amendment is to consider a zoning bylaw amendment application, to permit a garden suite for a period of up to 20 years to be located on the subject property.

**The Effect** of the proposed zoning by-law amendment would be to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural exception (A1-XXX) to allow for a garden suite, on the property.

#### **4.1.2 Application and Notice of Public Meeting**

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

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

Planner Clinton Stredwick summarized comments received from agencies being the County of Grey, Southgate Public Works Department, and the Saugeen Valley Conservation Authority. There was one comment received from members of the public Marsha Jackson and Carl Gilbert.

#### **4.1.4 Questions from Council**

Members of Council asked questions and staff provided responses.

#### **4.1.5 Applicant or Agent**

The Applicant was in attendance and available for any questions.

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

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

#### **4.1.7 Further Questions from Council**

There were no further questions from Members of Council.

#### **4.1.8 Adjournment**

The public meeting adjourned at 7:11 PM.

### **5. Confirmation of Agenda**

No. 2021-579

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** Council confirm the agenda as amended to include a revised Schedule A to By-law 2021-137 – Wilder Lake Subdivision Zoning By-law Amendment and to add By-law 2021-151 – Assignment and Assumption Agreement for Petawawa Biofuel LP, under By-laws and Motions, Section 9.

**Carried**

### **6. Declaration of Pecuniary Interest**

Deputy Mayor Milne declared a conflict of interest to Item No. 9.1 By-law 2021-137 - Zoning By-law Amendment C1-20 - Wilder Lake Subdivision due to the developer being a family member and did not participate in the discussion or voting of the item.

### **7. Adoption of Minutes**

No. 2021-580

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Rice

**Be it resolved that** Council approve the minutes from the October 6, 2021 Council and Closed Session meetings as presented.

**Carried**

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

#### **8.1 Clerk Lindsey Green**

### **8.1.1 CL2021-027 – First Nations Land Acknowledgement Implementation Policy**

No. 2021-581

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report CL2021-027 for information; and

**That** Council consider approval of By-law 2021-141 to adopt the First Nations Land Acknowledgment Policy No. 89 to implement a Land Acknowledgement for the Township of Southgate.

**Carried**

### **8.1.2 By-law 2021-141 - Adopt Policy No. 89 - First Nations Land Acknowledgement**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-582

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2021-141 being a By-law to adopt a "First Nations Land Acknowledgement Policy" known as Policy Number 89 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

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

Nay (1): Councillor Rice

**Carried (6 to 1)**

## **8.2 Public Works Manager Jim Ellis**

### **8.2.1 PW2021-049 Pick up Truck Purchase**

No. 2021-583

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report PW2021-049 for information; and

**That** Council approve the recommendation to purchase a 2021 Chev Crew cab 4x4 pick up truck from Finch Chev Cadillac Buick GMC Limited. at a cost of \$44,132.00 plus HST; and

**That** Council approve the recommendation to Advertise Unit 315 on GovDeals as is condition for disposal.

**Carried**

## **8.3 Chief Administrative Officer Dave Milliner**

### **8.3.1 CAO2021-067 - Flato Dundalk Land Development Proposals Report**

No. 2021-584

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** Council receive staff report CAO2021-067 as information; and

**That** Council approve the cancellation of the purchase and sale agreement for 20 acres plus or minus of lands in the Eco Park to a Flato Dundalk Community Inc. and the approving Southgate By-law 2021-115; and

**That** Council direct the Mayor and CAO to work with Flato and meet with the Township of Melancthon Mayor and staff in relation to initial annexation discussions and creating a financial transition agreement to service lands on the east side of Hwy #10.

**Carried**

**8.3.2 CAO2021-068 Southgate Climate Change Action  
Planning Update Discussion Report**

No. 2021-585

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report  
CAO2021-068 as information; and

**That** Council provide direction to Southgate staff to  
continue to follow the Grey County Climate Change Action  
Plan as a guidance document; and

**That** Council direct Township staff to develop a Southgate  
Climate Change Action Strategy document that creates a  
process to develop actionable items by department related  
to municipal infrastructure improvements to create  
resiliency, procurement requirements, asset efficiency  
upgrades to reduce energy consumption, resident  
education, financial incentives and policy changes similar  
to an annual 10 year rolling capital budget to identify  
specific actions to create a climate change projects plan for  
our community; and

**That** if approved the Southgate Climate Change Action  
Strategy become a Township Council strategy that feeds  
Asset Management Planning and Capital Budget decisions  
annually.

**Carried**

**8.3.3 CAO2021-069 Dundalk Olde Town Hall Meeting  
Report with Team Towns Hall Wellington Capital  
Corp**

No. 2021-586

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report CAO2021-069 as information; and

**That** Council provide any feedback on the Olde Town Hall building sale conditions report in this report, the proponent bid response and the October 4th, 2021 meeting with Team Town Hall and the proponent Wellington Capital Corporation; and

**That** Council direct staff to develop an agreement of terms for consideration with Wellington Capital Corporation to sell the Dundalk Olde Town Hall to the bidder; and

**That** Council direct staff to develop an agreement with Team Town Hall for consideration related to their financial and operation commitments to the Township of Southgate realizing it is a good will agreement without assurance compensation beyond the pledged fundraising and surplus operating funds they raise.

**Carried**

Council recessed at 8:35 PM and returned at 8:40 PM.

#### **8.4 HR Coordinator Kayla Best**

##### **8.4.1 HR2021-024 – CAO Succession Plan**

No. 2021-587

**Moved By** Councillor Dobreen

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council receive Staff Report HR2021-024 for information; and

**That** Council approve the CAO Succession Plan document as guidance to fill the upcoming CAO vacancy.

**Carried**

##### **8.4.2 HR2021-026 Administrative Support Contract Extension**

No. 2021-588

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report HR2021-026 for information; and

**That** Council approve the extension of the Administrative Support contract until the end of 2021; and

**That** Council approve the salary for the extension be funded by the COVID-19 Safe Restart Funding.

**Carried**

#### **8.4.3 HR2021-027 Policy 90 (Temporary) COVID19 Vaccination Policy for Contractors**

No. 2021-589

**Moved By** Councillor Rice

**Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report HR2021-027 for information; and

**That** Council approve Policy #90 (Temporary) COVID-19 Vaccination Policy for Contractors as presented; and

**That** Council consider approval of the Policy #90 (Temporary) COVID-19 Vaccination for Contractors by Municipal By-Law 2021-157.

**Carried**

#### **8.4.4 By-law 2021-157 - Adopt COVID-19 Vaccination for Contractors Policy No. 90**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-590

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2021-157 being a by-law to adopt a "COVID-19 Vaccination Policy for

Contractors” known as Policy Number 90 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)**

## **8.5 Planner Clinton Stredwick**

### **8.5.1 PL2021-088 - ZBA C20-21 NM Attachments Inc**

No. 2021-591

**Moved By** Councillor Rice

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PL2021-088 for information; and

**That** Council consider approval of By-law 2021-152.

**Carried**

### **8.5.2 By-law 2021-152 - ZBA C20-21 NM Attachments Inc**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-592

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2021-152 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 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)**

#### **8.5.3 PL2021-089 - ZBA C21-21 Timothy Shantz**

No. 2021-593

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report PL2021-088 for information; and

**That** Council consider approval of By-law 2021-153; and

**That** Council waive the site plan control process for this application.

**Carried**

#### **8.5.4 By-law 2021-153 - ZBA C21-21 Timothy and Anita Shantz**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-594

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2021-153 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 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. By-laws and Motions**

### **9.1 By-law 2021-137 - Zoning By-law Amendment - C1-20 Wilder Lake Subdivision**

Deputy Mayor Milne declared a conflict of interest to Item No. 9.1 By-law 2021-137 - Zoning By-law Amendment C1-20 - Wilder Lake Subdivision due to the developer being a family member and did not participate in the discussion or voting of the item.

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-595

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2021-137 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law", as amended, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

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

Conflict of Interest (1): Deputy Mayor Milne

**Carried (6 to 0)**

### **9.2 By-law 2021-151 - Petawawa Biofuel LP - Assignment and Assumption Agreement**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-596

**Moved By** Councillor Shipston  
**Seconded By** Deputy Mayor Milne

**Be it resolved that** by-law number 2021-151 being a by-law to authorize an assignment and assumption agreement between Petawawa Biofuel LP, Southgate Renewables Holdings Corp. and The Corporation of the Township of Southgate 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)**

**10. Notice of Motion**

None.

**11. Consent Items**

**11.1 Regular Business (for information)**

No. 2021-597

**Moved By** Councillor Rice  
**Seconded By** Councillor Dobreen

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated October 20, 2021 and direct staff to proceed with all necessary administrative actions.

**Carried**

**11.1.1 PW2021-048 - Department Report**

**11.1.2 HR2021-025 Asset Coordinator and Financial Analyst Hiring**

**11.1.3 CAO2021-070 - CAO Update Report October 20 2021**

**11.1.4 September 2021 Cheque Register**

**11.2 Correspondence (for information)**

No. 2021-598

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated October 20, 2021 as information.

**Carried**

**11.2.1 MECP Correspondence - Regulations under the Conservation Authorities Act - received October 7, 2021**

**11.2.2 Ontario Newsroom Correspondence - Ontario Supporting People and Businesses - received October 7, 2021**

**11.2.3 Life Directions Correspondence - Proclamation of October 2021 as Disability Employment Awareness Month - received October 12, 2021**

**11.2.4 MECP Correspondence - Decision on the Proposed Land Use Compatibility Guideline - received October 13, 2021**

**11.2.5 Drinking Water Source Protection - Local Drinking Water Source Protection Plan - received October 13, 2021**

**11.2.6 Crime Stoppers of Grey Bruce - Coordinator Report July to September 2021 - received October 13, 2021**

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

No. 2021-599

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive the items on the Resolutions of other Municipalities consent agenda dated October 20, 2021 (save and except items 11.3.1 and 11.3.6) as information.

**Carried**

**11.3.1 Town of Kingsville - Support of Eye Care in Ontario - received September 30, 2021**

Councillor Dobreen moved the following motion.

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-600

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** the Council of the Township of Southgate receive the Town of Kingsville resolution "Support of Eye Care in Ontario" for information; and **That** Council supports this resolution, and requests the Provincial government recognize the value that access to quality eye care brings to the health of all Ontarians and act now to protect it; and

**Further**, that the Provincial government address the OHIP-insured eye care immediately and enter into legally binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and

**Further That** a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Bill Walker, the Ontario Association of Optometrists, and to the Association of Municipalities of Ontario.

Yay (3): Councillor Dobreen, Councillor Sherson, and Councillor Shipston

Nay (4): Mayor Woodbury, Deputy Mayor Milne, Councillor Rice, and Councillor Frew

**Failed (3 to 4)**

**11.3.2 Town of Blue Mountains - Grey Gables - received October 1, 2021**

**11.3.3 Municipality of Shuniah - Affordable Internet - received October 4, 2021**

**11.3.4 Township of Alnwick Haldimand - Lottery Licensing to Assist Small Organizations - received October 5, 2021**

**11.3.5 Township of Adelaide Metcalfe - Rural Infrastructure Projects - received October 8, 2021**

**11.3.6 Municipality of Grey Highlands - Lottery Licensing for Small Organizations - received October 12, 2021**

Councillor Dobreen moved the following motion.

No. 2021-601

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**Be it resolved that** the Council of the Township of Southgate receive the correspondence from the Municipality of Grey Highlands for information; and **That** Council direct staff to bring forward more information regarding additional levels of licensing that would permit small organizations to hold fundraisers as a method of sustaining our community and organizations.

**Carried**

#### **11.4 Closed Session (for information)**

None.

## **12. County Report**

Mayor Woodbury explained that the first hybrid in-person/virtual County Council meeting was very good with no issues. He also announced that County Council passed a motion to donate \$1 million to Georgian College to help deliver a nursing degree program out of the Owen Sound Campus. The donation will be funded in full, from the Healthcare Initiatives Reserve.

## **13. Members Privilege - Good News & Celebrations**

Councillor Dobreen mentioned that the Dundalk Halloween Committee is hosting multiple activities in Dundalk on October 30th to celebrate Halloween. More information can be found on their Facebook page - Dundalk Halloween Fest.

Clerk Lindsey Green advised that the Grey Bruce Public Health Unit is hosting a vaccine clinic at the Frank MacIntyre Building in Dundalk on October 21, 2021 from 3:00 - 7:00 PM.

Deputy Mayor Milne explained that a new campaign to support the new Markdale Hospital fundraising efforts have started. They kicked off their series of events this past Saturday, he added that the weather wasn't great, but it was a very well-done event nonetheless and to watch for future events to support the new Markdale Hospital.

Councillor Shipston thanked recreation staff for getting the ice surface ready to go in the Dundalk Arena so minor hockey and other rec programming for the winter could start up.

## **14. Closed Meeting**

None.

## **15. Confirming By-law**

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-602

**Moved By** Councillor Shipston

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2021-156 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 October 20, 2021 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)**

## **16. Adjournment**

No. 2021-603

**Moved By** Deputy Mayor Milne

**Be it resolved that** Council adjourn the meeting at 9:51 PM.

**Carried**

---

Mayor John Woodbury

---

Clerk Lindsey Green



## Township of Southgate

### Administration Office

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



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

## Staff Report CBO2021-006

**Title of Report:** Noise By-Law Exemption Request – White Rose Park  
**Department:** Building  
**Branch:** By-law Enforcement  
**Council Date:** November 3, 2021

### Recommendation:

**Be it resolved that** Council receive Staff Report CBO2021-006 for information; and

**That** Council deny the proposed Noise By-law Exemption request received from Vittorio De Palma (Whiterose Park) for November 7, 2021 to February 27 on Sundays from 8:00 a.m. to 10:00 a.m. at 159 Bradley Street, Dundalk.

### Background:

Municipal Act, 2001 s. 129 authorizes council:

“to prohibit and regulate with respect to noise; and whereas it is in the public interest to reduce the noise level in the Township of Southgate, so as to preserve, protect and promote public health, safety, welfare and peace and quiet of the inhabitants of the Township.”

**And** Southgate By-law 2021-132, Schedule A.

### Noise Regulation

Without limiting the generality of Section 2.1, the following are deemed to be noises that will disturb or are likely to disturb an inhabitant of the Township of Southgate and are prohibited:

j. The noise caused by the erection, demolition, alteration or repair of a building or by construction or earth-moving equipment working upon a site within 500 feet of an occupied dwelling house on any day between the hours of 11:00 p.m. and 7:00 a.m. the next day, excepting Sundays, when no such noise shall be created before the hour of 10:00 a.m. and no such noise shall be made after 6:00 p.m.

### Staff Comments:

Staff is not recommending approval of a Specific Noise Exemption for site servicing at 159 Bradley Street, Dundalk, for Sundays between the hours of 8:00 a.m. and 10:00 a.m. from November 7, 2021 to February 27 2021.

### Financial Implications:

There are no financial impacts 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 this staff report for approval and deny the noise exemption request received.

Respectfully Submitted,

**Dept. Head:** Original Signed By  
Bev Fisher, Chief Building Official

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

**Attachment #1** - Email from Vittorio De Palma (Whiterose Park) requesting noise exemption

Hello Mr. Fisher and Ms. Green

I am writing to you formally asking for an amendment for the BY-LAW NO. 2021-132

As you are aware we are a hands-on builder and our sweat equity in the project is imperative to our financial obligations.

We are asking for permission to work on Sunday's from 8am as opposed to 10am

START DATE OF NOVEMBER 7<sup>TH</sup> 2021 as we want to respect the Halloween weekend and wouldn't jeopardize any safety for the community through FEBRUARY 27<sup>TH</sup> 2022

#### REASONS

1. Weather is the most crucial challenge we face during this time of year. I.e. If it were to rain on Monday and Tuesday during the week .....we would need to recuperate these lost days on Saturday and Sunday if the weather is dry and sunny.
2. Our project for phase 3 has many challenges due to the COVID-19 PANDEMIC .....a few challenges are....plastic material and resins ...i.e. Sewer and water main pipes and connectors, manufacturing delays in catch basins and manholes....etc.
3. We will not work a stat holiday and we will be respectful of neighbors and neighborhood during the Sunday working hours.

We are trying to get our site servicing in during the winter months in order to be ahead of schedule for the summer months to come.

We understand that these 2 hours earlier don't seem to be a huge number to everyone else...but to us it will be crucial hours of operation. We hope you can understand why we are requesting these extra 2 hours and look forward to any questions or concerns you may have.

Yours in Construction,  
Vittorio De Palma





## **Staff Report CL2021-029**

**Title of Report:** CL2021-029- Lottery Licensing to assist Small Organizations  
**Department:** Clerks  
**Branch:** Legislative and Council Services  
**Council Date:** November 3, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2021-029 for information; and  
**That** Council direct staff to send a letter to MPP Bill Walker, on behalf of Mayor Woodbury, to seek his assistance in lobbying the Honorable Doug Downey, Minister of the Attorney General, to implement an additional level of lottery licensing which would permit small organizations to obtain their own lottery license to hold fundraisers as a method of sustaining their community organization.

### **Background:**

The Alcohol and Gaming Commission of Ontario (AGCO) is an Ontario provincial regulatory agency reporting to the Ministry of the Attorney General (MAG). One of the AGCO's key activities is working in partnership with municipalities and First Nations licensing authorities to administer the regulatory framework governing the issuance of charity lottery licences.

The AGCO is responsible for administering the charitable lottery licensing program in the province. Municipalities and the AGCO are responsible for issuing lottery licences to eligible charitable and religious organizations.

To be eligible for a lottery licence, an applicant must qualify either as an eligible charitable organization or as a non-profit organization with charitable objects or purposes. To be eligible, an organization must first have charitable objects and purposes that fall within one of the four classifications of charity:

- a) the relief of poverty,
- b) the advancement of education,
- c) the advancement of religion,
- d) other charitable purposes beneficial to the community, not falling under (a), (b) or (c).

If an organization is deemed eligible, there are several other aspects of the application that must be completed before a license can be issued.

**Staff Comments:**

At the October 20, 2021, regular Council meeting the following motion was approved:

Councillor Dobreen moved the following motion.

No. 2021-601

**Moved By** Councillor Dobreen

**Seconded By** Councillor Frew

**Be it resolved that** the Council of the Township of Southgate receive the correspondence from the Municipality of Grey Highlands for information; and **That** Council direct staff to bring forward more information regarding additional levels of licensing that would permit small organizations to hold fundraisers as a method of sustaining our community and organizations. **Carried**

Both the Municipality of Grey Highlands and Tay Valley Townships resolutions are included in this report as Attachments 1 and 2.

Staff believe that the purpose of Tay Valley Township's motion was to lobby the Ministry of the Attorney General to have a procedure for organizations who do not qualify as charitable, be able to still apply for and receive a lottery license so they can hold fundraising raffles, etc.

As a result of discussions at the October 20, 2021, Council meeting, staff are recommending that we draft a letter on behalf of Mayor Woodbury and send to MPP Bill Walker to seek his assistance in lobbying the Ministry, as a starting point.

**Financial Implications:**

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

**Communications & Community Action Plan Impact:**

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

**Concluding Comments:**

That Council direct staff to send a letter to MPP Bill Walker, on behalf of Mayor Woodbury, to seek his assistance in lobbying the Honorable Doug Downey, Minister of the Attorney General, to implement an additional level of lottery licensing which would permit small organizations to obtain their own lottery license to hold fundraisers as a method of sustaining their community organization.

Respectfully Submitted,

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

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

**Attachments** – Grey Highlands & Tay Valley Resolutions

October 12, 2021

The Honourable Doug Downey  
Ministry of the Attorney General  
McMurty-Scott Building, 720 Bay Street  
Toronto, ON M7A 2S9

Dear Minister Downey:

Sent via email: attorneygeneral@ontario.ca

**RE: Lottery Licensing to assist small organizations**

The Council of the Municipality of Grey Highlands at its Council meeting on October 6<sup>th</sup>, 2021 passed the following resolution:

**2021-677**

**Dane Nielsen - Aakash Desai**

**That in support of the original resolution from Tay Valley Township, the Council of the Municipality of Grey Highlands hereby requests staff to contact the Ministry responsible for the Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations; and**

**That all municipalities in Ontario are sent this resolution to seek their assistance in lobbying the Ministry.**

**CARRIED.**

Please let me know if you require anything further.

Sincerely,



Jerri-Lynn Levitt  
Deputy Clerk,  
Municipality of Grey Highlands  
519-986-2811 x. 230 [levittj@greyhighlands.ca](mailto:levittj@greyhighlands.ca)



August 27, 2021

The Honourable Doug Downey  
Ministry of the Attorney General  
McMurtry-Scott Building, 720 Bay Street  
Toronto, ON M7A 2S9

Dear Minister Downey:

Sent via Email: [attorneygeneral@ontario.ca](mailto:attorneygeneral@ontario.ca)

**RE: Lottery Licensing to Assist Small Organizations**

The Council of the Corporation of Tay Valley Township at its Council meeting on August 24<sup>th</sup>, 2021 adopted the following resolution:

**RESOLUTION #C-2021-08-39**

**"THAT**, the Council of Tay Valley Township hereby requests Staff to contact the Ministry responsible for the Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations;

**AND THAT**, all municipalities in Ontario are sent this resolution to seek their assistance in lobbying the Ministry."

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or [clerk@tayvalleytwp.ca](mailto:clerk@tayvalleytwp.ca).

Sincerely,

Amanda Mabo, Acting CAO/Clerk

cc: All municipalities in Ontario



## **Staff Report PW2021-052**

**Title of Report:** PW2021-052 Parking By-law Amendment 2021  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** November 3, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2021-052 for information; and  
**That** Council considers approval of By-law number 2021-161, being a by-law to amend the Southgate Parking By-law.

### **Background:**

Staff have been receiving numerous complaints and concerns with the challenges of parking that is happening with the drop off and pick up of students at the Proton Community School.

### **Staff Comments:**

Residents are concerned with the congested vehicles parking on both sides of Hagan Street West and difficulty maneuvering through at the times of 8am to 9am and 3pm to 4pm, and potentially if emergency vehicles were required to respond to someone living on Hagan Street West and providing response would be difficult.

Staff have had past discussions with the Bluewater and District School Board regarding parking issues, and students are released prior to buses arriving for pick ups and most of the vehicles have left the street.

Fire Chief Derek Malynyk has also observed the area during these times, with the busiest time between 8:45 and 8:55am, and recommends the school provide a crossing guard and concludes removal of parking exception timeframes on south side of Hagan Street West.

The previous Dundalk Parking By-law and current Southgate By-law has the following condition: No parking is permitted on Hagen Street except for Monday to Friday 8:00am to 9:00am and 3:00pm to 4:00pm.

Currently vehicles are parking on Hagan Street West violating some of the Parking Bylaw restrictions including:

- within 1 meter of residential driveways on both sides;
- within an intersection;
- on any street in such a manner as to obstruct traffic;
- on a boulevard

- within 9.1 metres of the corner of any street intersection except where otherwise provided in this by-law.

Young Street as well has a parking restriction with lined bicycle routes on the east & west sides as follows: No parking is permitted on each side of Young Street between Victoria Street and the most southerly limit. Parking violations are occurring on Young Street as well.

Public Works staff recommend removing the By-law clause, No parking is permitted on Hagen Street except for Monday to Friday 8:00am to 9:00am and 3:00pm to 4:00pm and are recommending that there be No Parking on either side for 100 metres West on Hagen Street West from the Young Street intersection.

By-law enforcement will have to be initiated regularly to educate and spread the messaging for the no parking restrictions in this area and after a warning period, start ticketing for infractions.

#### **Financial Implications:**

Installation for No Parking signage is estimated at \$300.00 funded from the sign's budget.

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

Goal 5 - Upgrading our "Hard Services"

#### **Action 5:**

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

#### **Concluding Comments:**

Staff recommends that Council receive Staff Report PW2021-052 for information, and Council considers approval of By-law number 2021-161, being a by-law to amend the Southgate Parking By-law.

Respectfully Submitted,

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

Jim Ellis, Public Works Manager

**CBO Approval:** **Original Signed By**

Bev Fisher, Chief Building Official

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

Dave Milliner, CAO



**The Corporation of the Township of Southgate**

**By-law Number 2021-161**

**being a by-law to amend Parking By-law Number  
2020-005, being a by-law to provide direction for parking  
in the Township of Southgate**

**Whereas** Section 11(1), Paragraph 3 of the Municipal Act, 2001, as amended, provides municipalities the authority to pass by-law respecting parking; and

**Whereas** the Corporation of the Township of Southgate deems it expedient to provide that all parking throughout the Township of Southgate shall be monitored; and

**Whereas** the provisions of this by-law shall be subject to the provisions of the Highway Traffic Act, Chapter H.8, R.S.O. 1990, as amended from time to time,

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

1. **That** By-law 2020-005, be amended to remove provision number 5, Appendix A, Village of Dundalk that states: "No parking is permitted on Hagen Street except for Monday to Friday 8:00am to 9:00am and 3:00pm to 4:00pm."; and
2. **That** By-law 2021-005 be amended to include a provision in Appendix A, Village of Dundalk, being the following:

**"No Parking is permitted on either side for 100 metres West on Hagan Street West from the Young Street intersection.";** and

3. **That** this by-law shall come into force and take effect upon being passed by Council.

**Read a first, second and third time and finally passed this 3<sup>rd</sup> day of November, 2021.**

---

**John Woodbury – Mayor**

---

**Lindsey Green - Clerk**

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



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

## **Staff Report PW2021-051**

**Title of Report:** PW2021-051 Off Road Vehicle By-law Revision  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** November 3, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2021-051 for information; and  
**That** Council consider approval of the Off-Road Vehicle (ORV) By-law No. 2021-160.

### **Background:**

Staff have updated and revised the current [All-Terrain Vehicle \(ATV\) and Motorized Snow Vehicle By-law No. 2020-089](#), to be changed to the Off-Road Vehicle By-law.

### **Staff Comments:**

Staff brought forth some interpretation issues with the ATV by-law to the September 21, 2021, Police Services Board meeting. The Detachment Commander advised that our By-law should have clearer provisions as well as its own Set Fines Listing for easier interpretation by OPP Officers and municipal By-law officers. The new by-law changes the title from All Terrain Vehicle and Motorized Snow Vehicle By-law to "Off-Road Vehicle By-law." The definition included in the by-law for "ORV" includes All Terrain Vehicles, Extreme Terrain Vehicles, Off-Road Motorcycles, Recreational Off-Road Vehicles and Motorized Snow Vehicles which is used as a "catch-all" definition for easier interpretation and for clear set fines.

Staff also added a definition for Boulevard as well as a section for Severability and some additions to the general provisions section that include a general nuisance provision and well as operation of an ORV during a funeral or church service. A Schedule "D" Short Form Wording and Set Fines were also added, awaiting Provincial (MAG) approval. The By-law was re-formatted, and sections were re-numbered throughout the by-law on advice from MAG staff.

The updated by-law is included in the agenda package for consideration of approval following this report.

### **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 PW2021-051 for information, and that Council consider passing the updated and revised ORV Bylaw No. 2021-160.

Respectfully Submitted,

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

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

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

**Attachments:** None

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

### **By-law Number 2021-160**

being a by-law to regulate the operation of Off-Road Vehicles on certain designated highways and unopened road allowances within the jurisdiction of the Township of Southgate

**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 (as amended) 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** Section 191.8 (3) of the *Highway Traffic Act*, R.S.O. 1990, c. H.8 (as amended) authorizes a municipality to pass by-laws permitting and regulating the operation of Off-Road Vehicles with four or more wheels and low pressure bearing tires on any highway or part of a highway 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; 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* 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** the Council of the Township of Southgate deems it in the public interest to permit and regulate the operation of Off-Road 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; 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 Off-Road Motorcycles (ORM) and Extreme Terrain Vehicles (ETV), ORM and ETV's are prohibited for use on designated highways and unopened road allowances within the Township of Southgate,

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

## **1. SHORT TITLE**

- 1.1 This by-law shall be known as the "Off-Road Vehicle By-law"

## **2. DEFINITIONS**

- 2.1 **Boulevard** shall mean the portion of a highway between the curb line or edge of roadway and the adjacent property line except for the area that is used as a sidewalk.
- 2.2 **By-law** shall mean this by-law.
- 2.3 **Designated Highway** means an opened maintained road allowance or part thereof, under the jurisdiction of the Township that is indicated on Schedule "A" as being permitted for use by off-road vehicles under this by-law.
- 2.4 **Designated Unopened Road Allowance** means an unopened road allowance or part thereof, under the jurisdiction of the Township that is indicated on Schedule "B" as being permitted for use by off-road vehicles under this by-law.
- 2.5 **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.
- 2.6 **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.
- 2.7 **Highway Traffic Act** means the Highway Traffic Act, R.S.O. 1990, c.H.8 as amended or replaced.
- 2.8 **Motorized Snow Vehicle Act** means the Motorized Snow Vehicle Act, R.S.O. 1990, c.M.44, as amended or replaced.
- 2.9 **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.
- 2.10 **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.

- 2.11 **Off-Road Vehicle or ORV** means a vehicle propelled or driven otherwise than by muscular power or wind and designed to travel,
- a) On not more than three wheels, or
  - b) On more than three wheels and being of a prescribed class of vehicle which shall be limited to the following:
    - i. **All-Terrain Vehicle or ATV** means an off-road vehicle that,
      - A. has four wheels, the tires of which are all in contact with the ground,
      - B. has steering handlebars,
      - C. has a seat that is designed to be straddled by the driver, and
      - D. is designed to carry,
        - 1. a driver only and no passengers, or
        - 2. a driver and only one passenger, if the vehicle,
          - A. has one passenger seat that is designed to be straddled by the passenger while sitting facing forward behind the driver, and
          - B. is equipped with footrests for the passenger that are separate from the footrests for the driver.
    - ii. **Extreme Terrain Vehicle** means an off-road vehicle that,
      - A. has six or eight wheels, the tires of which are all in contact with the ground,
      - B. has no tracks that are in contact with the ground,
      - C. has seats that are not designed to be straddled, and
      - D. has a minimum cargo capacity of 159 kilograms.
    - iii. **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.
    - iv. **Off-Road Motorcycle** means an off-road vehicle, designed primarily for recreational use, that,
      - A. has steering handlebars,
      - B. has two wheels, the tires of which are all in contact with the ground,
      - C. has a minimum wheel rim diameter of 250 millimeters,
      - D. has a minimum wheelbase of 1,016 millimeters,
      - E. has a seat that is designed to be straddled by the driver,
      - F. is designed to carry a driver only and no passengers, and
      - G. does not have a sidecar.

- v. **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. has an engine displacement equal to or less than 1,000 cubic centimeters.
- vi. **Motorized Snow Vehicle** means a self-propelled vehicle designed to be driven primarily on snow.

- 2.12 **Person** shall mean an individual, corporation, partnership or limited liability partnership.
- 2.13 **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.
- 2.14 **Property Owner** shall mean the registered owner, condominium corporation, assessed owner, occupant, tenant, person for the time being managing or receiving the rent for the property whether on his/her own account or as any agent or trustee or on account of any other person.
- 2.15 **Provincial Offences Act** means the *Provincial Offences Act*, R.S.O. 1990 c.P.33, as amended.
- 2.16 **Public Works Manager** means the Township-authorized representative or designated staff.
- 2.17 **Settlement Area** means a defined area shown in the County of Grey Official Plan.
- 2.18 **Sidewalk** shall mean the portion of a highway between the curb line or edge of a roadway and the adjacent property line that is designated and intended for the use of pedestrians.
- 2.19 **Township** means the Corporation of the Township of Southgate or the geographic area of the Township, as the context requires.
- 2.20 **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 as indicated on Schedule "C".

### 3. INTERPRETATION

- 3.1 This by-law includes the Schedules attached to it, and the Schedules are hereby declared to form part of the by-law.
- 3.2 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 change or alter the meaning or interpretation of the provisions of this by-law.

- 3.3 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.
- 3.4 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.

#### **4. GENERAL PROVISIONS**

- 4.1 No person shall operate an Off-Road Vehicle on any highway or part of a highway under the jurisdiction of the Township of Southgate that is not a Designated Highway as described in Schedule "A" to this by-law.
- 4.2 No person shall operate an Off-Road Vehicle on an unopened road allowance or part of an unopened road allowance under the jurisdiction of the Township of Southgate that is not a Designated Unopened Road Allowance as described in Schedule "B" to this by-law.
- 4.3 No person shall operate an Off-Road Vehicle on any restricted unopened road allowance as described in Schedule "C" to this by-law, unless such vehicle is required for emergency response purposes or unless prior permission has been obtained by the Township.
- 4.4 Any person operating an Off-Road Vehicle under this by-law shall comply with the *Highway Traffic Act*, *Off-Road Vehicles Act*, *the Motorized Snow Vehicles Act*, and all other Federal or Provincial laws and municipal by-laws, as applicable, or any regulations made under them as amended or replaced from time to time.
- 4.5 Permission to operate an Off-Road 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 prior consent of the property owner.
- 4.6 No person shall operate an off-road vehicle at a rate of speed greater than that identified under the *Highway Traffic Act* and Ontario Regulation 316/03 or any superseding legislation.
- 4.7 No person shall operate an Off-Road Vehicle on a Designated Highway or Designated Unopened Road Allowance at any time without appropriate functioning factory muffler devices to be respectful of other members of the community or by acting in reckless manner to be in contravention of the Township of Southgate Noise By-law and specifically when doing so when returning from trails to an operator's residence after 12:00 AM and earlier than 6:00 AM.



- 4.8 No person shall operate an Off-Road Vehicle over or upon:
- 1) any municipal facility and/or community center grounds,
  - 2) any park, playground, sports field, walking trail, or
  - 3) any cemetery in the Township of Southgate
- 4.9 No person shall operate an Off-Road Vehicle near any churches or funeral homes when services are in progress.
- 4.10 No person shall operate an Off-Road Vehicle on a public sidewalk that is under the jurisdiction of the Township of Southgate.
- 4.11 No person shall operate an Off-Road Vehicle in such a way as to disrupt or destroy the natural environment, create a nuisance by method of frequency of operation on any municipal property or upon any highway within the municipality.
- 4.12 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*.
- 4.13 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*.

## **5. EXEMPTIONS**

- 5.1 This by-law shall not apply to Off-Road Vehicles operated for emergency purposes by the Township of Southgate employees or agents, Township of Southgate Fire Department, Municipality of West Grey Fire Department, Municipality of Grey Highlands Fire Department, Township of Melancthon Fire Department, Grey County OPP, Wellington OPP, Grey County Paramedic Services or Wellington County Paramedic Services.
- 5.2 This by-law does not apply to 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. 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.
- 5.3 This by-law does not apply to licensed trappers driving an Off-Road Vehicle for trapping purposes.

## **6. TRAIL NETWORK SYSTEM – NEW ROUTES**

- 6.1 New routes in respect to the network system trails to be applied for, permitting Off-Road Vehicles 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;
- 2) Proof of appropriate insurance with a minimum limit of \$2,000,000.00;
- 3) Documented support of Ontario Federation of ATVs Clubs for proposed new routes;
- 4) Confirmation that the applicant has consulted with the local Snowmobile Club and include response from the consultation; and
- 5) 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; and
  - 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; and
- 4) All membership clubs will execute a written agreement (MOU) with the Township of Southgate to the Township's satisfaction.

## **7. NO EVIDENCE OF OPENING OR ASSUMPTION OF UNOPENED ROAD ALLOWANCE AND USE AT OWN RISK**

- 7.1 Permission under this by-law to operate an Off-Road 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.

## **8. NON-EXCLUSIVE USE**

- 8.1 It is declared that any permitted use under this by-law of a Designated Highway and a Designated Unopened Road Allowance is non-exclusive and any person operating an Off-Road Vehicle shall have regard for other users and shall use caution when approaching or passing other users.

## **9. ENFORCEMENT AND PENALTY PROVISIONS**

- 9.1 This by-law may be enforced by an Ontario Provincial Police Officer or a municipal enforcement officer.
- 9.2 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.
- 9.3 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.
- 9.4 Every person who is alleged to have contravened any of the provisions of this by-law shall identify themselves to an Officer upon request, failure to do so shall be deemed to have hindered or obstructed an officer in the execution of his or her duties.
- 9.5 Upon conviction, any penalty imposed under this By-law may be collected under the authority of the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended.
- 9.6 Failure to stop when directed by an Officer shall be an offence of obstruction.
- 9.7 If a Person is convicted of an offence under this By-law, the court in which the conviction has been entered and any court or competent jurisdiction may, in addition to any other remedy and to any penalty imposed, make an order prohibiting the continuation or repetition of the offence by the Person convicted.

## **10. SEVERABILITY**

- 10.1 Each and every one of the foregoing provisions of this by-law is severable and if any provisions of this by-law should, for any reason, be declared invalid by any court, it is the intention and desire of this council that each and every one of the then remaining provisions shall remain in full force and effect.

## **11. SCHEDULES**

- 11.1 Schedules "A", "B" and "C" appended to this by-law are incorporated into and form part of this by-law.
- 11.2 Schedule "D" (Short Form Wording and Set Fines) attached hereto does not form part of this by-law.

## **12. REPEAL**

- 12.1 By-law 2020-089 is hereby repealed on the passing of this by-law.

### **13. EFFECTIVE DATE**

13.1 This by-law shall come into force and takes effect on the date of its final passing.

**Read a first, second and third time and finally passed this 3<sup>rd</sup> day of November, 2021.**

---

John Woodbury, Mayor

---

Lindsey Green, Clerk

**By-law 2021-160****Schedule "A"****Designated Highways****Dufferin Grey ATV Club Trails**

<b>Highway</b>	<b>From:</b>	<b>To:</b>
Southgate-Melancthon Townline	Southgate Road 08	Southgate Road 12
Southgate Road 12	Southgate-Melancthon Townline	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 (Southgate 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 Townline
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 Townline	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 Townline	Southgate Road 08
Southgate Sideroad 61	Southgate-Glenelg Townline	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**

<b>Highway</b>	<b>From:</b>	<b>To:</b>
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.

**By-law 2021-160**

**Schedule "B"**

**Designated Unopened Road Allowances with Access**

<b>Highway</b>	<b>From:</b>	<b>To:</b>
Southgate Road 22	Southgate Sideroad 75	Highway 10

**By-law 2021-106****Schedule "C"****Unopened Road Allowances with Restricted Access**

<b>Highway</b>	<b>From:</b>	<b>To:</b>
Southgate-Melancthon Townline	Highway 89	North Southgate Road 04
Southgate-Melancthon Townline	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 Townline
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 Townline
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 Road 12
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 Townline
Southgate Road 26	Southgate Sideroad 15	Southgate Sideroad 19
Southgate-Glenelg Townline	Southgate Sideroad 41	Southgate Sideroad 47
Southgate-Glenelg Townline	Southgate Sideroad 47	Southgate Sideroad 49



Southgate-Glenelg Townline	Southgate Sideroad 49	Grey County Road 23
Southgate-Glenelg Townline	Stonehill Road	Southgate Sideroad 61
Southgate-Glenelg Townline	Southgate Sideroad 61	Southgate Sideroad 03
Southgate-Artemesia Townline	Southgate Sideroad 03	Southgate Sideroad 07
Southgate-Artemesia Townline	Grey County Road 14	Southgate Sideroad 15
Southgate-Wellington North Townline	Sligo Road	Grey County Road 109

**Corporation of the Township of Southgate  
By-law 2021-160 – ORV By-law  
Schedule "D"**

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

<b>Item</b>	<b>Column 1 Short Form Wording</b>	<b>Column 2 Provision Creating or Defining Offence</b>	<b>Column 3 Set Fine</b>
1	Operate an ORV on an un-designated highway	4.1	\$200
2	Operate an ORV on an un-designated unopened road allowance or part of an unopened road allowance	4.2	\$200
3	Operate an ORV on a restricted unopened road allowance.	4.3	\$200
4	Operate an ORV during prohibited hours	4.7	\$250
5	Operate an ORV in a prohibited area	4.8	\$300
6	Operate an ORV near a church/funeral home during services	4.9	\$250
7	Operate an ORV on a public sidewalk	4.10	\$300
8	Operate an ORV causing nuisance	4.11	\$250
9	Hinder or obstruct, or attempt to hinder or obstruct, any Officer	9.3	\$500

**NOTE: The general penalty provision for the offences indicated above is Section 9.2 of By-law 2021-160, 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 CAO2021-071**

**Title of Report:** Southgate Land Lease Agreement Approval for New  
SEGCHC Dundalk Health Centre Project & Parking Lot Area

**Department:** Administration

**Council Date:** November 3, 2021

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2021-071 as information; and

**That** Council approve the draft SEGCHC-Southgate Land Lease Agreement document as presented; and

**That** Council direct staff to send the draft SEGCHC-Southgate Land Lease Agreement document as presented to our lawyer for legal review; and

**That** Council consider approval of the final SEGCHC-Southgate Land Lease agreement approved and signed by SEGCHC through Southgate By-law at a future Council meeting.

### **Background:**

The purpose of this report is to provide updated information to Council and the community on the status of the SEGCHC Dundalk Community Health Centre project.

Now that Grey County Council has approved the Grey County-Southgate Donation and Land Transfer Agreement and the Proton Street lands are in the ownership of the Township of Southgate we can proceed to a land lease agreement with SEGCHC.

### **Staff Comments**

Staff have drafted with SEGCHC project lead the draft SEGCHC-Southgate Land Lease Agreement document that is included with this staff report as Attachment #1.

Southgate staff recommend that Southgate Council approve the draft agreement as presented for legal review at this time. We will be reviewing as part of our legal review discussions on other options for the term and renewal of future lease extensions or agreement renewals.

### **Financial Impact or Long Term Implications**

There is no financial impact to the municipality as a result of this report to the 2021 budget other than staff time and legal costs to review the agreement. The SEGCHC

Dundalk Clinic project funding will cover the costs associated with the land transfer agreement legal review.

**Communications & Community Action Plan Impact:**

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

**Goal 3 - Promoting Health Services and Housing Choices**

**Action 3:** The residents and businesses of Southgate envision a caring community which meets the needs of all ages and incomes for a healthy and comfortable life, even as our population grows and changes.

**Strategic Initiatives 3-B (2019-2023):**

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

**Concluding Comments:**

1. That Council receive this staff report CAO2021-071 as information.
2. That Council approve the draft SEGCHC-Southgate Land Lease Agreement.
3. That Council approve the draft SEGCHC-Southgate Land Lease Agreement document be reviewed by Southgate's lawyer.
4. That Council consider approval of the final SEGCHC-Southgate Land Lease agreement once approved and signed by SEGCHC by Southgate By-law at a future Council meeting.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

519-923-2110 x210

- Attachment 1 – Southgate-SEGCHC Land Lease Agreement

**LAND LEASE AGREEMENT**

THIS AGREEMENT DATED this 17th day of November , 2021

BETWEEN:

**South-East Grey Community Health Centre**  
(hereinafter referred to as the “CHC”)

- and -

**The Corporation of the Township of Southgate**  
(hereinafter referred to as the “Township”)

**(collectively referred to as the “parties”)**

WHEREAS the Township is the owner of vacant land in the Village of Dundalk and wishes to increase access to health care and social services in the community;

AND WHEREAS the Dundalk and area communities are living through access challenges to local health services, community growth and anticipating many impactful changes. .

AND WHEREAS the CHC is interested in continuing to increase capacity of the Rural Health and Social Services Dundalk Hub within the Township of Southgate area that will improve access to care and access to social services long term for the residents of the catchment area;

AND WHEREAS the signatories to this agreement offer to assist in the growth of the aforementioned Rural Health and Social Services Hub;

AND WHEREAS the Township considers entering into this Agreement to be in the interests and benefit of the municipality, its residents and the broader community serve in the region;

NOW THEREFORE, in consideration of the mutual covenants and agreements, and subject to the conditions and limitations, set forth herein, and for the mutual reliance of the parties hereto, the parties hereby agree on the following terms:

**GENERAL**

1. In consideration of the agreement referred to in the preceding paragraphs, the Leasee shall pay to the Lessor \$1.00 (one dollar), with the size of the Property to be determined by the reference plan to be prepared by the Leasee pursuant to the terms of this Lease Agreement.
2. The Leasee of the land, at its sole expense, shall have a draft reference plan and site prepared for review by the Lessor depicting the Property and shall arrange for such plan to be deposited against the title of the Property prior to the start of the Lease Date.

3. **Lease Start Date** will begin on the 1<sup>st</sup> day of January, 2022, which time access to the Property in "as is, where is" condition shall be given to the Leasee for their use as defined in this agreement
4. **Lease Agreement Term** shall be for a twenty year period with appropriate extensions of this land lease agreement either automatically being extended for a five (5) year period terms or a new agreement executed for a twenty (20) year term based on the continued use and community benefit of the Medical Centre serving the community.
5. **Council Approval** - This transaction is subject to compliance with Section 270 of the *Municipal Act, 2001* as amended and is conditional upon the approval of this transaction by the Council of The Corporation of the Township of Southgate in its sole and absolute discretion by by-law. Council approval shall be obtained on or before the Completion Date, or this agreement will be null and void.
6. **"As Is" Condition** – The Leasee acknowledges that they are assuming the Property in an "as is" condition and that it must satisfy itself within fifteen (15) days of acceptance as to the Property including, but not limited to, all existing physical conditions of this Property, environmental conditions, fitness for any purpose, suitability for construction, soil bearing capacity for any building proposed, and the availability of municipal services and utilities necessary for the Leasee's proposed use of the Property. It shall be the Leasee's responsibility to provide, at its own expense, any soil bearing capacity tests, Conservation Authority permits or environmental inspection, as may be required or desired, and the Lessor shall grant the Leasee access for such testing or inspection at all reasonable times, on reasonable notice, for the purpose of conducting reasonable inspections. The Leasee acknowledges that the Lessor shall not be responsible for any physical deficiencies of this Property or for any past, present or future environmental liabilities and hereby waives any claims against the Lessor in respect of any environmental liabilities on this Property. The Leasee agrees that once the above-noted fifteen (15) day period has expired, and so long as no notice is given that the Lessor will not accept the Property within such time, the Purchase shall be deemed to have released the Lessor on closing with respect to matters set out in this paragraph. If the Leasee is for any reason whatsoever dissatisfied with the Property, it shall deliver written notice to that effect to the Vendor by no later than the time specified herein, and this Agreement shall be terminated and the deposit shall be returned to the Leasee without interest or deduction. If the Vendor is notified that the condition of the Property is not satisfactory, then the Leasee shall, prior to receiving its deposit monies back and prior to being entitled to a full release from the Lessor with respect to this Agreement, restore the Property to its original condition as it existed prior to such testing or inspection by the Leasee, at the Leasee's sole expense. If the Leasee fails to deliver written notice to the Lessor within the time specified herein regarding this condition, this condition shall be deemed to have been waived by the Leasee Use
7. The Parties acknowledge that the zoning bylaw allows Commercial uses for building the medical clinic on the Dundalk Street Property and Open Space uses for parking lot development on the Proton Street lands subject to the requirements of the Township of Southgate Zoning By-law, and other municipal by-laws and codes including but not limited

to the Township's Site Plan Control By-law. It is the Leasee's responsibility to confirm the Leasee's use is compliant or if rezoning is necessary and other compliance requirements.

## **OBLIGATIONS OF THE PARTIES**

### **7. Scope of Clinical Practice(s)**

7.1 The CHC will at all times, use reasonable efforts to do the following:

- a) create timely access to primary care, mental health services, social services, and homecare services by coordinating care between the parties and through other health and social services agencies;
- b) coordinate with area hospitals to ensure post discharge patients in a timely manner;
- c) work with the area Health Links partners to ensure a consistent approach to patient care;
- d) coordinate community services in a manner that exceeds residents' and users' expectations; and
- e) ensure that all services are delivered in an efficient and effective manner.

### **8. Services Provided by CHC:**

8.1 The CHC shall:

- a) Provide CHC Board approval for a Community Health Clinic construction project for a 10,000 to 12,000 square foot Medical Centre in Dundalk;
- b) Apply to the Ministry of Health for capital funding for the Community Health Clinic construction project in Dundalk;
- c) Apply to the Local Health Integration Network (LHIN) for Clinic operation dollars as a Medical Centre/Health Clinic as a Primary Care Facility;
- d) Fundraise for the required Medical Centre/Health Clinic equipment required for the facility as a primary health care facility;
- e) Manage the day to day operations of the facility and be responsible for financial commitments, management and public reporting through their Board of Directors;
- f) Offer primary care services through physicians, nurse practitioners and various allied health professionals;
- g) Offer an array of community programs to seniors and youth as established in another agreement;
- h) Seek out opportunities that may arise for non-signatories to this agreement to further expand and align their services in a manner that improves the quality and scope of services being offered;

- i) Be responsible for managing the snow removal, grass cutting and cleaning of the site property related to property maintenance; and

Ensure that this agreement does not require organizations to integrate in any manner that may affect their identity, integrity or service mandate.

## **9. Leased Lands to be provided by Township:**

### **9.1 The Township of Southgate shall:**

- a) Provide vacant property at the south-east corner of Dundalk and Grey Streets in the Village of Dundalk for the purposes of the CHC using the property to construct a Medical Centre/Health Clinic as a primary health care facility for the community at a rental amount of \$1.00 per year during the Term of this Agreement. Description of Leased Lands are described in Schedule “A” of this agreement.
- b) Provide vacant property at the at the south-west corner of Dundalk and Proton Streets in the Village of Dundalk for the purposes of the CHC using the property as parking area adjacent to primary health care facility for the community at a rental amount of \$1.00 per year during the Term of this Agreement. Description of Leased Lands are described in Schedule “A” of this agreement.

9.2 The CHC is responsible for all costs relating to the clinic and the parking lot, including site preparation, servicing connections, off site rail trail development between Grey and Holland Streets, the cost of constructing the business, landscaping, and all other capital, property taxes, building/property maintenance and operational costs. Without limiting the foregoing, the CHC shall be required to pay the electricity costs, water services, natural gas and other utility costs for the Clinic which will be separately metered by the service provider. Prior to the commencement of the Term CHC shall set up an account for the utility services with the local distributors in its own name. Further, CHC shall be responsible for the setting up accounts for telephone and internet in its own name and shall be responsible to pay for same.

9.3 The CHC may install in, upon or about the Clinic any signs and advertising material which shall remain the property of the CHC, which the CHC shall remove upon the expiration of the Agreement. All signs and locations of same are to be approved beforehand by the Township, which consent not to be unreasonably withheld, and must conform with all applicable governmental bylaws and codes.

## **10. Ongoing Review**

10.1 The parties agree to review this Agreement at least every two years, upon request by any one party, to ensure the terms contained herein continue to be relevant and accurate.



## **11. Insurance.**

11.1 The CHC will maintain comprehensive insurance and will indemnify and save harmless the Township who is acting as a landowner only. For greater certainty, the CHC shall take out and maintain, at its cost and in the names of the CHC and the Township, its own:

- (a) “All Risks” insurance on all of its property on a one hundred percent (100%) replacement value basis;
- (b) general liability and property damage insurance with a policy limit of not less than five million dollars (\$5,000,000) per occurrence;
- (c) Medical malpractice insurance;
- (d) Professional liability if there are accounting and professional administration duties being performed at the Clinic;
- (e) Cyber liability if medical records will be stored/shared electronically at the Clinic; and
- (f) All physicians, nurse practitioners and health professionals shall be required to show proof of medical malpractice insurance. and
- (g) such other insurance as reasonably required by the Township from time to time.

11.2 Notwithstanding any other provision of this Agreement, the CHC shall indemnify the Township and save it harmless from and against any and all loss, claims, actions, damages, liability and expense in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of this Agreement, or any occurrence in, upon, or at the clinic or the occupancy or use by the CHC of the clinic or any part thereof, or occasioned wholly or in part by any act or omission of the CHC or by anyone permitted to be at the clinic or its lands by the CHC. If the Township shall be made a party to any legal action commenced by or against the CHC, the CHC shall indemnify and hold the Township harmless and pay all costs, expenses and reasonable legal fees incurred or paid by the Township in connection with the same. The CHC shall also pay all costs, expenses and legal fees (on a solicitor and client basis) that may be incurred or paid by the Township in enforcing the provisions of this Agreement, the contents of this section shall survive the termination or surrender of this Agreement.

11.3 The CHC will complete the attached “Schedule B” document titled “CHC Annual Proof of Insurance Report” as part of this Agreement on an annual basis to identify and provide the Township proof of the insurance they shall carry to comply with this Agreement upon request.

## **12. Extensions and/or Renewals of Agreement:**

12.1 This Agreement is for a twenty (20) year term, subject to extensions or renewals, or otherwise when this Agreement has been terminated pursuant to the terms herein.

12.2 Notwithstanding section 6.1., this agreement may be dissolved by any of the parties to this Agreement upon six (6) months written notice and the Agreement shall then be terminated contemporaneously at the end of the said notice period.

12.3 It is recognized that once the terms identified under 2.1(a) to 2.1(i) have been met, and the project has been completed, clause 6.2 as stated above shall be considered a moot issue.

12.4 In the event that the CHC materially breaches the terms of this Agreement, and same is not cured within thirty (30) calendar days from the date notice is given by the Township, the Township may thereafter terminate this Agreement and the CHC shall give vacant possession of the clinic building to the Township.

### **13. Arbitration.**

13.1 All parties shall refer all matters in difference between the parties in relation to this Agreement to the arbitration of a single arbitrator agreed upon by a majority of the parties. The award and determination of this arbitrator is binding upon the parties and their respective heirs, executors, administrators, and assigns.

### **14. General Terms**

14.1 *Independent Contractors.* The parties agree that each of them is contributing to the Venture as an independent contractor. Nothing contained in this Agreement shall be regarded or construed as creating any other relationship (whether by way of employer/employee, agency, association, or partnership) between the parties. No party has the authority to contractually bind the other party (whether as partner, agent or otherwise) or deal with any property belonging to the other party except as set out in this Agreement. No party shall be vicariously liable for the torts committed by the other.

14.2 *Governing Law.* This Agreement shall be construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein and shall be treated in all respects as an Ontario contract.

14.3 *Assignment.* No party may assign this Agreement, or any interest in the Venture contemplated herein, without the other party's written consent, which consent may not be withheld unreasonably.

14.4 *Enurement.* This Agreement shall enure to the benefit of the parties' heirs, successors, estate trustees and permitted assigns.

14.5 *Notices.* Notices hereunder shall be in writing and will be sufficiently given if delivered personally or by registered mail to following addresses:

Attachment #1

To the Township:

Name: Township of Southgate  
Address: 185641 Grey Road #9 – RR#1  
Dundalk, Ontario N0C 1B0  
Contact Person: Dave Milliner  
Phone #: 519-923-2110  
Email: [dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

To the CHC:

Name: South East Grey Community Health Centre  
Address: 55 Victoria St,  
Markdale, Ontario N0C 1H0  
Contact Person: Al Madden or Alex Hector  
Phone #: 519-986-2222  
Email: [allan.maddern@segchc.ca](mailto:allan.maddern@segchc.ca) or  
[alex.hector@segchc.ca](mailto:alex.hector@segchc.ca)

Notice may also be delivered by facsimile, electronic mail or other electronic transmission if the sending party has written evidence that the notice was in fact delivered. Such evidence may include (without restricting the generality of the foregoing) a fax confirmation, an automated e-mail delivery receipt confirmation or a message sent by the receiving party confirming receipt of the notice.

- 14.6 The CHC shall not assign this Agreement in whole or in part, sublet the whole or any part of the clinic, grant any license or right otherwise to occupy or use the clinic, or part with or share possession or control of the clinic with any other person or party, or mortgage or otherwise encumber this clinic, without the prior written consent of the Township which, subject to the requirements below, shall not be unreasonably withheld.

**IN WITNESS WHEREOF** the parties identified herein, have affixed their corporate seals attested by the hands of their duly authorized officers in that behalf.

**SOUTH EAST GREY COMMUNITY  
HEALTH CENTRE**

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

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

*Allan Madden,  
Executive Director  
I have authority to bind the Corporation.*

**TOWNSHIP OF SOUTHGATE**

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

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

*John Woodbury,  
Mayor,  
I have authority to bind the Corporation.*

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

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

*Lindsey Green,  
Clerk,  
I have authority to bind the Corporation.*

**Schedule A**

**Description of Property  
owned by the Township of Southgate  
and  
proposed to be Leased to  
South East Grey Community Health Centre**

All and singular that certain parcel of land located within the Province of Ontario, County of Grey, Township of Southgate

**Firstly:** Part of Lot 229 Concession 2 Southwest of the Toronto-Sydenham Road, Former geographic are Township of Proton, Township of Southgate, being Part 2 of the Reference Plan, being part of the lands bearing PIN 37315-0136 (LT) (Clinic Parking lands)

**Secondly:** Part of Lot 229 Concession 2 Southwest of the Toronto-Sydenham Road, Former geographic are Township of Proton, Township of Southgate, being Part 17 and 18 of the Reference Plan, being part of the lands bearing PIN 37315-0135 (LT) (Clinic Building Site lands)

## Schedule B

### SEGCHC Annual Proof of Insurance Report

Facility: Dundalk Medical Centre/Health Clinic Primary Care Facility

Address: Dundalk Street North, Dundalk, Ontario

Reporting Year: \_\_\_\_\_

#### Insurance Coverage Requirements Checklist:

- ☐ Indemnification and Hold Harmless Insurance
- ☐ General Liability Insurance
- ☐ Medical Malpractice Insurance
- ☐ Professional Liability Insurance confirmation by the CHC for the following Practitioners:

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

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

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

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

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

- ☐ Data Liability Insurance

**Note:** The insurance coverage required above shall provide the associated clause and compliance listed below.

---

#### 1. Indemnification and Hold Harmless Clause

The Supplier shall defend, indemnify and save harmless (*identify the Township*) its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and

subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.

The Supplier agrees to defend, indemnify and save harmless (*identify the Township*) from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Supplier's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.

## **2. General Liability Insurance Clause**

General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Ontario with a limit of not less than \$\_\_\_\_\_. The policy shall be endorsed to include each party to the agreement as an additional insured with respect to the Mutual Aid Ambulance Services as per the signed agreement. The policy shall further be endorsed to include:

- (a) cross-liability,
- (b) contractual liability,
- (c) personal injury, and
- (d) Non-owned Automobile Coverage with a limit of not less than \$\_\_\_\_\_ and shall include contractual non-owned coverage.

## **3. Medical Malpractice Insurance Clause**

Medical Malpractice with a limit of not less than \$\_\_\_\_\_. The coverage can be provided as a stand-alone policy or included in the coverage afforded by the General Liability Policy referenced above.

## **4. Professional Liability Insurance Clause**

The (Professional ) shall take out and keep in force Professional Liability insurance in the amount of \$\_\_\_\_\_ providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to the CHC, the Township. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90 day notice of said cancellation or non-renewal must be provided to the Township. The Township has the right to request that an Extended Reporting Endorsement be purchased by the (Professional) at the (Professional's) sole expense.

**5. Data Liability Insurance Clause**

Data liability/Network Security coverage, underwritten by an insurer licensed to conduct business in the Province of Ontario and in an amount not less than \$\_\_\_\_\_.

Coverage is to respond to but not be limited to the following occurrences:

- i. Privacy violations as a result of but not limited to unauthorized access to or dissemination of private information; failure to properly handle, manage, store, destroy or control personal information and include the failure to comply with privacy laws and their respective regulations regarding the collection, access, transmission, use and accuracy. Coverage shall extend to include the costs associated with notification of affected parties, regardless if required by statute as well as any fines or penalties or costs imposed as a result of the breach including defense of any regulatory action involving a breach of privacy.
- ii. Network Security to protect against incidents arising from system security failures such as, but not limited to, unauthorized access, theft or destruction of data, electronic security breaches, denial of service, spread of virus within the Contractor's computer network or other third party computer information systems and will further include expenses related to third party computer forensics.
- iii. Data Breach Expenses including crisis management and credit monitoring expenses related to electronic and non-electronic breaches.

The policy shall be maintained continuously during the term of this Agreement and for an additional (two) years after the termination or expiration of the Agreement. If coverage is to be cancelled or non-renewed for any reason, 90 day notice of said cancellation or non-renewal must be provided to the Township. The Township has the right to request an Extended Reporting Endorsement be purchased by the CHC at the CHC's sole expense. The term of the Extended Reporting Endorsement will be decided by the Township and CHC.

Report is for the 12 month period of \_\_\_\_\_ to \_\_\_\_\_.  
month day month day

\_\_\_\_\_  
SEGCHC Report Approval:

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



## Attachment #1



## **Staff Report CAO2021-072**

**Title of Report:** Eco Park Phase II Land Development Proposals Comparison Report

**Department:** Administration and Economic Development

**Council Date:** November 3, 2021

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2021-072 as information; and

**That** Council direct staff to draft a development agreement with Flato Developments to partner with the Township of Southgate in the construction of a roadway and the installation of servicing in the Eco Park Phase II property to access Hwy #10, the Hwy #10 commercial property Service Road and the development of remainder of the property to connect to the existing Eco Park Way road from Ida Street to consider and approve at a future Council meeting; and

**That** Council direct staff to create a draft purchase and sale agreement to sell 90 acres of lands in the Eco Park Phase II to a Flato Green Inc. for Council to consider at a future Council Meeting following the development agreement approval or as part of that agreement authorization process.

### **Background:**

The purpose of this report is to provide Council with a staff discussion and recommendation related to the proposals received from Flato Developments and JLL Industrial Services Group.

### **Staff Comments:**

#### **JLL Proposal**

On October 6<sup>th</sup>, 2021 JLL Industrial Services Group presented to Council on their services as a real estate service provider to market and sell our commercial and industrial lands in Eco Park Phase II. The strength of JLL as a company and the services they provide is their contacts, experience and knowledge they have as a marketing company to sell properties.

With that said JLL is a marketing company, that makes their money from real estate commission, with a clearly defined goal to sell the properties take their commission (5% or 6%) in an 18 month window and not provide ongoing service beyond that point in time. They have referred to industrial land in Ontario as high demand by users and investors. This is concerning as we will want conditions that the land will be developed as soon as possible and create jobs in our community.

JLL has proposed the selling price for Highway commercial land at between \$150,000 per acre for 4 or more acres, 2 to 4 acres at \$175,000 per acre and \$200,000 per acre for sales of less than 2 acres with about 20 acres of available land for this use. They propose the industrial land selling price at between \$50,000 per acre for 4 or more acres, 2 to 4 acres at \$65,000 per acre and \$75,000 per acre for sales of less than 2 acres with about 110 acres of available land for sale. Based on this assessment JLL would generate the following sales revenue if they sell the entire property at the medium selling prices and commission they propose.

<b>Description</b>	<b>Amount</b>	<b>Rate</b>	<b>Revenue</b>
Commercial lands	20 acres	\$175,000/acre	\$3,500,000.00
Industrial lands	110 acres	\$ 65,000/acre	\$7,150,000.00
Total			\$10,650,000.00
JLL Sale commission		5.5%	-\$ 585,750.00
<b>Total JLL Revenue from sale of all Eco Pk Phase II lands</b>			<b>\$10,064,425.00</b>

**Note:** A copy of JLL's property evaluation proposal is attached as Attachment #1 to this staff report

### **Flato Proposal**

Flato Green Inc. has made a property development proposal for the Eco Park Phase II lands that was presented to Council at a August, 2021 meeting. They are interested in purchasing 90 acres of the 140 acre Hwy #10 municipal property. The Flato proposal has offered to pay \$5,000,000.00 for the 90 acres and pay 50% of the road and servicing construction cost from Hwy #10 to the west boundary of the Hwy #10 property and north along the rail trail line. Triton has provided a report (Attachment #2) on the servicing and road construction costs to complete the project work from the present end of Eco Park Way to Hwy #10 and Road #240 intersection. A more detailed reporting of the property revenue potential, the Southgate part of the construction costs and the Flato shared pricing of the project is presented later in this report.

Southgate is retaining 50 acres of the 140 acres to use approximately 10 acres for road construction and 40 acres for Township commitments we are working on for future industrial projects. One is a 25 acre request for a trucking logistic and shipping company to expand their present business in the Township. The remaining 15 acres will be easily sold to others on our waiting list or ongoing inquiries for industrial lands. We also have some lands we feel that can be developed off of new Eco Park Way extension to Hwy #10 that is part of the concession 2 (lands on the east side of Ida

Street) property fabric. The lot fabric and aerial maps for these properties have been included in the report as Attachment #3, #4 and #5.

Staff feel the advantages with the Flato proposal are the following:

- The financial part of the Flato project plan is comparable to the revenue Southgate would realize.
- Flato's proposal upfronts money to partner with and support 50 percent of the road construction and servicing costs in the Eco Park Phase II development.
- This proposal will allow for Southgate to be part of discussions and decision process in the types of businesses to be located on the Hwy#10 commercial lands by working with Flato and their commercial business team.
- Southgate's past experience with Flato as a developer and their track record in our community has been very positive.
- Flato's commitment to community building through contributions to the New Dundalk Medical Clinic, New Markdale Hospital, GTR Transit Service Dundalk to Orangeville, Southgate Fire Department Rehab Trailer, sponsor support for community events and local sports teams.
- Flato will be presenting at the November 3, 2021 Council meeting to expand on their proposal/development planning for Eco Park Phase II and other commercial, industrial and residential, including affordable housing and apartment rental projects.

**Flato Proposal for Eco Park Phase II** (Revenue Potential comparison to JLL):

Flato Green Inc. – 90 acre land sale (\$55,555.00/acre)	\$5,000,000.00
Flato contribution to Eco Park Way Road Construction	\$2,882,520.00
Southgate – 40 acre land sale @ \$65,000.00 per acre	\$2,6000,000.00

---

<b>Total Flato &amp; Southgate Revenue for sale of all of the Eco Park Phase II property</b>	<b>\$10,482,520.00</b>
--	------------------------

---

**Financial Implications:**

There are no financial implications with the report other than the generation of revenue from lands sales, cost of property surveys, legal costs to close on the purchase and sale agreements and the servicing costs.

**Eco Park Phase I Revenues:**

Eco Park Land Sales Reserve	\$ 88,866.01
Casa Terre Corp. Property Sale	\$ 245,000.00
Havana Caste Cigars Property Sale	\$ 208,500.00
Nicola Rago Property Sale	\$ 46,000.00

Petawawa Biofuels	\$ 137,160.00
Green Lid land Property Sale (20 acres)	\$ 700,000.00
Pending Property Sale (12 acres)	\$ 420,000.00
<b>Total</b>	<b>\$1,845,526.01</b>

#### **Other Development Land for Sale**

- 10 acres of land for potential development with Phase II on the west side of rail trail & east of Wastewater lands property for sale @ \$50,000.00 per acre \$ 500,000.00
- 5.6 acres of land for sale next to Lystek Property for sale @ \$40,000 per acre \$ 224,000.00

---

#### **Eco Park Phase II Development Costs:**

##### **1. Eco Park Phase II Road Shared Construction Costs with Developer**

Highway 10 Intersection Improvement	\$ 850,000.00
Eco Park Way Service Round-About	\$ 550,000.00
Highway 10 to Eco Park Way Road Construction	\$1,600,000.00
Watermain Servicing	\$ 983,240.00
Sanitary Sewer Servicing	\$ 707,800.00

<b>Sub-Total</b>	<b>\$4,691,040.00</b>
------------------	-----------------------

Engineering	\$ 397,000.00
Contingency	\$ 397,000.00
Bonding & Construction Layout	\$ 280,000.00

<b>Total</b>	<b>\$5,765,040.00</b>
--------------	-----------------------

<b>Southgate's Portion of Shared Construction Costs (50%)</b>	<b>\$2,882,520.00</b>
---	-----------------------

##### **2. Southgate Non-shared Construction Costs**

Eco Park Way Road along Rail Trail	\$ 856,000.00
Existing Eco Park Way Construction	\$ 477,000.00
Watermain Servicing	\$ 983,240.00

<b>Sub-Total</b>	<b>\$2,316,240.00</b>
------------------	-----------------------

Engineering	\$ 91,000.00
Contingency	\$ 71,000.00
Bonding & Construction Layout	\$ 107,000.00

<b>Southgate's Non-Shared Total</b>	<b>\$2,582,240.00</b>
-------------------------------------	-----------------------

<b>Southgate's Construction Costs Shared &amp; Non-Shared</b>	<b>\$5,464,760.00</b>
---	-----------------------

### 3. Southgate Project Costs Supported by Development Charges

Sewage Pumping Station and Forcemain (DC Funded Project)	\$2,773,250.00
Engineering	\$ 280,000.00
Contingency	\$ 280,000.00
Bonding & Construction Layout	\$ 100,000.00
<b>Total</b>	<b>\$3,433,250.00</b>

**Note:** Development costs to be inserted into 2022 DC Study for growth funding cost recovery.

#### Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate information related to land sale negotiations and progress. Southgate CAP

Goals: **Goal 1-Attracting New and Supporting Existing Businesses & Farms**

**Action 1:** The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background while also attracting new businesses and new employment opportunities in keeping with the renewed growth of our population.

**Strategic Initiatives 1-B (2019-2023):** By 2023, the Township will have completed a bypass road between Hwy 10 and the industrial park.

**Strategic Initiatives 1-C (2019-2023):** By 2023, the Township will have entered into an appropriate agreement to sell its Hwy 10 frontage for the purposes of commercial development, and development will be underway.

#### Concluding Comments:

1. Staff will work with Flato Green Inc. to create a draft property development agreement for the Eco Park Phase II cost sharing of the road construction and servicing for Council consideration at a future meeting.
2. Staff create a draft purchase and sale agreement to sell 90 acres of Eco Park Phase II lands to Flato Green Inc. for Council to consider and approve at a future meeting.
3. That staff will explore planning for the additional development lands with the Planning Department along the new Eco Pak Roadway being Development Lands 1 (Attachment #3), Development Lands 2 (Attachment #4) and Development Lands 3 (Attachment #5) as an opportunity sell more industrial land for development and to generate increased revenue from industrial land property sales.

Respectfully Submitted,

**CAO Approval:** Original Signed By  
Dave Milliner, CAO  
[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)  
519-923-2110 x210

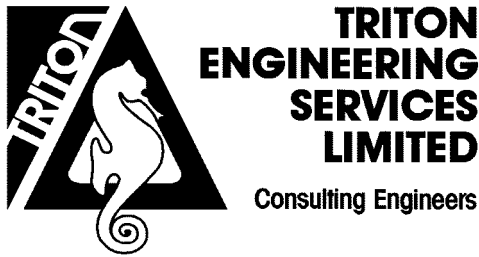
**PW Approval:** Original Signed  
Jim Ellis, Public Works Mgr.  
[jellis@southgate.ca](mailto:jellis@southgate.ca)  
519-923-2110 x250

- Attachment #1 – JLL Proposed Southgate Land Sale Valuation
- Attachment #2 – Triton Report on Eco Park Way Road Extension Construction  
Cost Estimate Report
- Attachment #3 – Development Property 1
- Attachment #4 – Development Property 2
- Attachment #5 – Development Property 3

**JLL Proposed Southgate Land Sale Valuation****Land Valuation****Projected Outcome**

<b>Size (AC)</b>	<b>Commercial Land \$ per Acre</b>	<b>Industrial Land \$ per Acre</b>
<b>0 - 2</b>	<b>\$200,000</b>	<b>\$75,000</b>
<b>2 - 4</b>	<b>\$175,000</b>	<b>\$65,000</b>
<b>4 +</b>	<b>\$150,000</b>	<b>\$50,000</b>





## Memorandum

DATE:	April 9, 2021
TO:	Dave Miliner
FROM:	Dustin Lyttle & Taylor Kramp
RE:	Dundalk Industrial Lands Preliminary Construction and Servicing Costs
FILE:	M5616B

### Introduction:

The following is a brief summary of the expected design and construction costs of the Dundalk Industrial Park Road (Eco Parkway extension) and the assumptions and inclusions made.

The estimated costs associated with the roads and drainage are based on the desired road alignment as established within the Dundalk Industrial Road Municipal Class EA and standard road cross section. These costs have been discretized into four parts as follows:

- Part A: Roads & Drainage – Highway 10 Intersection Improvements
- Part B: Roads & Drainage – Highway 10 to Existing Eco Parkway
- Part C: Roads & Drainage – Round-About
- Part D: Roads & Drainage – Existing Eco Parkway Improvements

The estimated expected servicing costs are based on the assumed needs of the lands fronting the Eco Parkway extension which have been discretized into the following three parts.

- Part E: Servicing – Sanitary Sewers
- Part F: Servicing – Sewage Pumping Station & Forcemain
- Part G: Servicing – Watermain

Additionally, we have prepared the attached figures which correlate with the expected servicing and road construction limits and assumptions described herein.

### Part A: Roads & Drainage – Highway 10 Intersection Improvements

The following estimated costs consist of the design and construction of the necessary improvements anticipated at the proposed intersection of Highway 10 and the Eco Parkway extension. Although the details of this design are subject to Ministry of Transportation (MTO) approval, we anticipate that additional turn lanes and signalization will be required.

-- Continued on next page --

<b>Table 1</b> <b>Part A: Roads &amp; Drainage</b> <b>Highway 10 Intersection Improvements</b>	
<b>Description</b>	<b>Cost</b>
Intersection Improvements	\$600,000
Signalization	\$250,000
<b>Sub-Total</b>	<b>\$850,000</b>
Engineering (10%)	\$85,000
Contingency (10%)	\$85,000
Bonding & Construction Layout	\$100,000
<b>Total Part A</b>	<b>\$1,120,000</b>

#### **Part B: Roads & Drainage – Highway 10 to Existing Eco Parkway**

The following estimated costs are those associated with the design and construction of a new rural road that travels from Highway 10 to the southern end of the proposed round-about and from the western end of the proposed round-about to the connection to the existing Eco Parkway. These costs are based on and include a standard rural cross section (Figure TYP1), box culvert at the Foley Drain, amphibian crossings as required by the Class EA, multi-use pathway and the partially paved shoulder to accommodate future County requirements.

The costs associated with any utilities or street lighting have not been included.

<b>Table 2</b> <b>Part B: Roads &amp; Drainage</b> <b>Highway 10 to Existing Eco Parkway</b>	
<b>Description</b>	<b>Cost</b>
Roads & Drainage	\$2,110,000
Asphalt Multi-Use Pathway	\$110,000
Partially Paved Shoulder	\$86,000
Foley Drain Crossing	\$150,000
<b>Sub-Total</b>	<b>\$2,456,000</b>
Engineering (5%)	\$123,000
Contingency (5%)	\$123,000
Bonding & Construction Layout	\$125,000
<b>Total Part B</b>	<b>\$2,827,000</b>

#### **Part C: Roads & Drainage – Round-About**

The following estimated costs are those associated with the design and construction of a typical round-about, including illumination, storm sewers, curb and gutters and medians to effectively and safely direct traffic and pedestrians.

-- Continued on next page --

<b>Table 3</b> <b>Part C: Roads &amp; Drainage</b> <b>Round-About</b>	
<b>Description</b>	<b>Cost</b>
Roads & Drainage	\$550,000
<b>Sub-Total</b>	<b>\$550,000</b>
Engineering (10%)	\$55,000
Contingency (10%)	\$55,000
Bonding & Construction Layout	\$60,000
<b>Total Part B</b>	<b>\$720,000</b>

#### **Part D: Roads & Drainage – Existing Eco Parkway Improvements**

The following estimated costs are those associated with the design and construction required to improve the existing Eco Parkway to the updated rural standard, matching the rural section of the proposed Eco Parkway Extension.

The costs associated with any geotechnical investigations, material testing, utilities and/or purchasing of property to accommodate the wider road have not been included.

<b>Table 4</b> <b>Part D: Roads &amp; Drainage</b> <b>Existing Eco Parkway Improvements</b>	
<b>Description</b>	<b>Cost</b>
Roads & Drainage	\$440,000
Partially Paved Shoulder	\$37,000
<b>Sub-Total</b>	<b>\$477,000</b>
Engineering (10%)	\$50,000
Contingency (5%)	\$30,000
Bonding & Construction Layout	\$65,000
<b>Total</b>	<b>\$622,000</b>

#### **Part E: Servicing – Sanitary Sewers**

To service the lands surrounding the Eco Parkway extension, the estimated costs associated with design and construction of the gravity sanitary sewers have been included. These costs include the necessary sanitary sewers and manholes however these costs do not include those associated with providing the service laterals as the detailed design and expected servicing arrangement has not been established.

-- Continued on next page --

<b>Table 5</b> <b>Part E: Servicing</b> <b>Sanitary Sewers</b>	
<b>Description</b>	<b>Cost</b>
Sewers	\$501,400
Manholes	\$206,400
<b>Sub-Total</b>	<b>\$707,800</b>
Engineering (5%)	\$35,000
Contingency (5%)	\$35,000
Bonding & Construction Layout	\$60,000
<b>Total Part A</b>	<b>\$837,800</b>

#### **Part F: Servicing – Sewage Pumping Station**

The topography of the lands fronting on the Eco Parkway Extension are not conducive to gravity sewage conveyance to the existing infrastructure. Therefore, it is expected that a Sewage Pumping Station (SPS) will be required. The costs associated with the design and construction of the SPS have been included, based on the preliminary service area of **141** Acres that is a mix of Industrial, Commercial and Residential lands, as previously discussed. Additionally, a provision of contingency has been included.

Additionally, the associated costs of the design, supply and install of a sanitary forcemain have been included based on the expected sanitary flows. At this time, it is assumed the forcemain will follow the proposed road alignment.

Details regarding the serviceability of the lands north of the site will need to be considered when additional details are known. However, the depth of the sewers within the Industrial Road will be set with the intent of allowing service to those lands.

Note: At this time, it is our understanding that the design and construction of a SPS will require a Schedule B, Municipal Class EA be initiated.

<b>Table 6</b> <b>Part F: Servicing</b> <b>Sewage Pumping Station &amp; Forcemain</b>	
<b>Description</b>	<b>Cost</b>
Sewage Pumping Station	\$1,877,000
Forcemain	\$896,250
<b>Sub-Total</b>	<b>\$2,773,250</b>
Engineering (10%)	\$280,000
Contingency (10%)	\$280,000
Bonding & Construction Layout	\$100,000
<b>Total Part B</b>	<b>\$3,433,250</b>

## Part G: Servicing – Watermain

Additionally, to service the lands surrounding the Eco Parkway extension, we have included the estimated costs associated with the design and construction of watermain. These costs include the provision of watermain, valves and hydrants however does not include the costs associated with service laterals as the detailed design and expected servicing layout required has not been established.

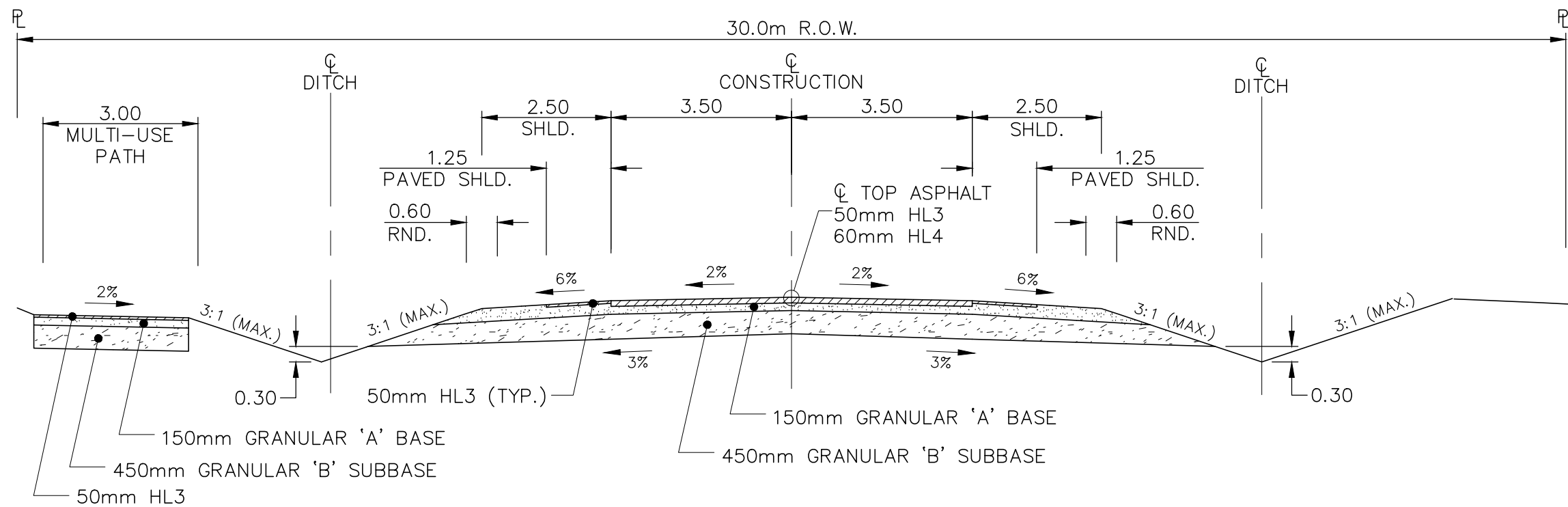
<b>Table 7 Part G: Servicing Watermain</b>	
<b>Description</b>	<b>Cost</b>
Watermain & Valves	\$828,365
Hydrants	\$154,875
<b>Sub-Total</b>	<b>\$983,240</b>
Engineering (5%)	\$140,000
Contingency (5%)	\$140,000
Bonding & Construction Layout	\$75,000
<b>Total Part B</b>	<b>\$1,338,240</b>

### Summary of Expected Costs:

<b>Table 8 Eco Parkway Extension &amp; Improvements Total Estimated Design &amp; Construction Cost</b>	
<b>Description</b>	<b>Cost</b>
Part A - Highway 10 Intersection Improvements	\$850,000
Part B - Highway 10 to Existing Eco Parkway	\$2,456,000
Part C - Round-About	\$550,000
Part D - Existing Eco Parkway	\$477,000
Part E - Sanitary Sewers	\$707,800
Part F - Sewage Pumping Station & Forcemain	\$2,773,250
Part G - Watermain	\$983,240
<b>Sub-Total</b>	<b>\$8,797,290</b>
Total Engineering Cost	\$768,000.0
Total Contingency	\$748,000.0
Total Bonding & Construction Layout	\$585,000.0
<b>Total Estimated Design &amp; Construction Cost (Excluding HST)</b>	<b>\$10,898,290</b>

The above cost estimates are preliminary, and may change as design progresses or additional specifics are known. Details regarding the individual unit costs are available if requested.

If you have any questions, please contact us.



STANDARD RURAL CROSS-SECTION  
N.T.S.

INDUSTRIAL ACCESS ROAD  
DUNDALK, ON  
TOWNSHIP OF SOUTHGATE

DRAWN BY: S.A.W.

DATE: FEBRUARY 2021

SCALE: N.T.S.









FIGURE No.

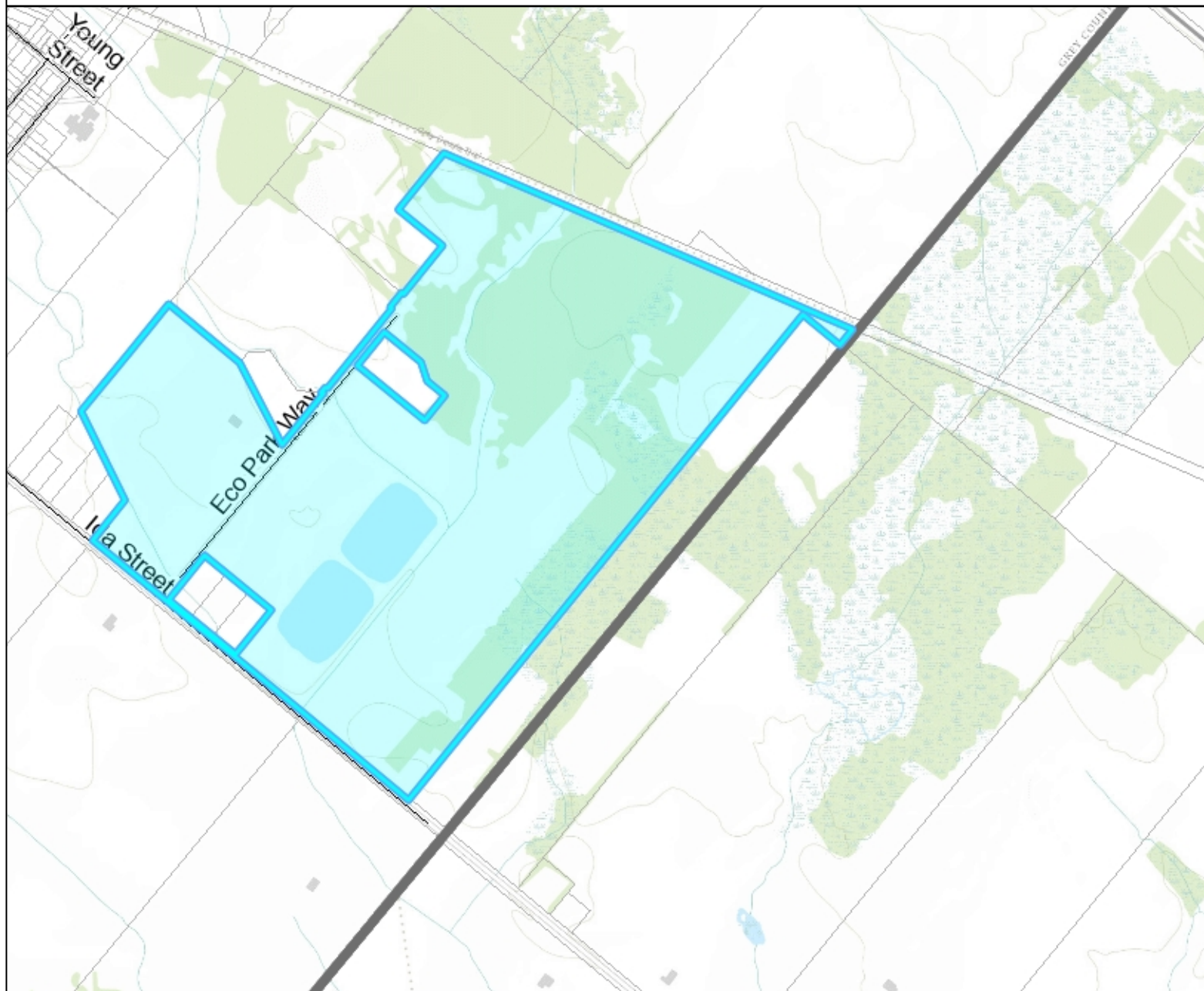
TYP1





## Legend

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









889 0 444 889 Meters

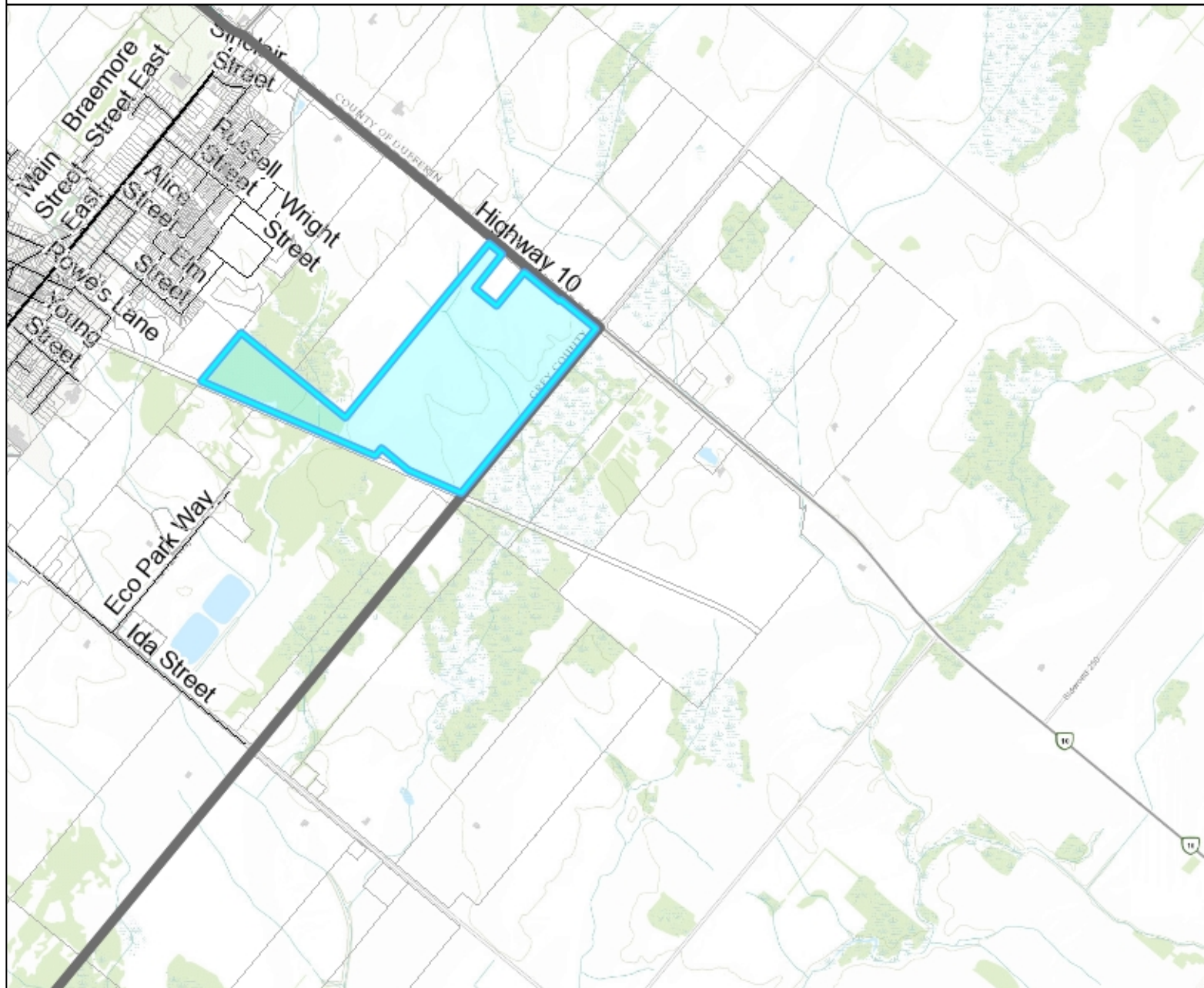


## Notes



## Legend

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



1777 0 889 1777 Meters

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.

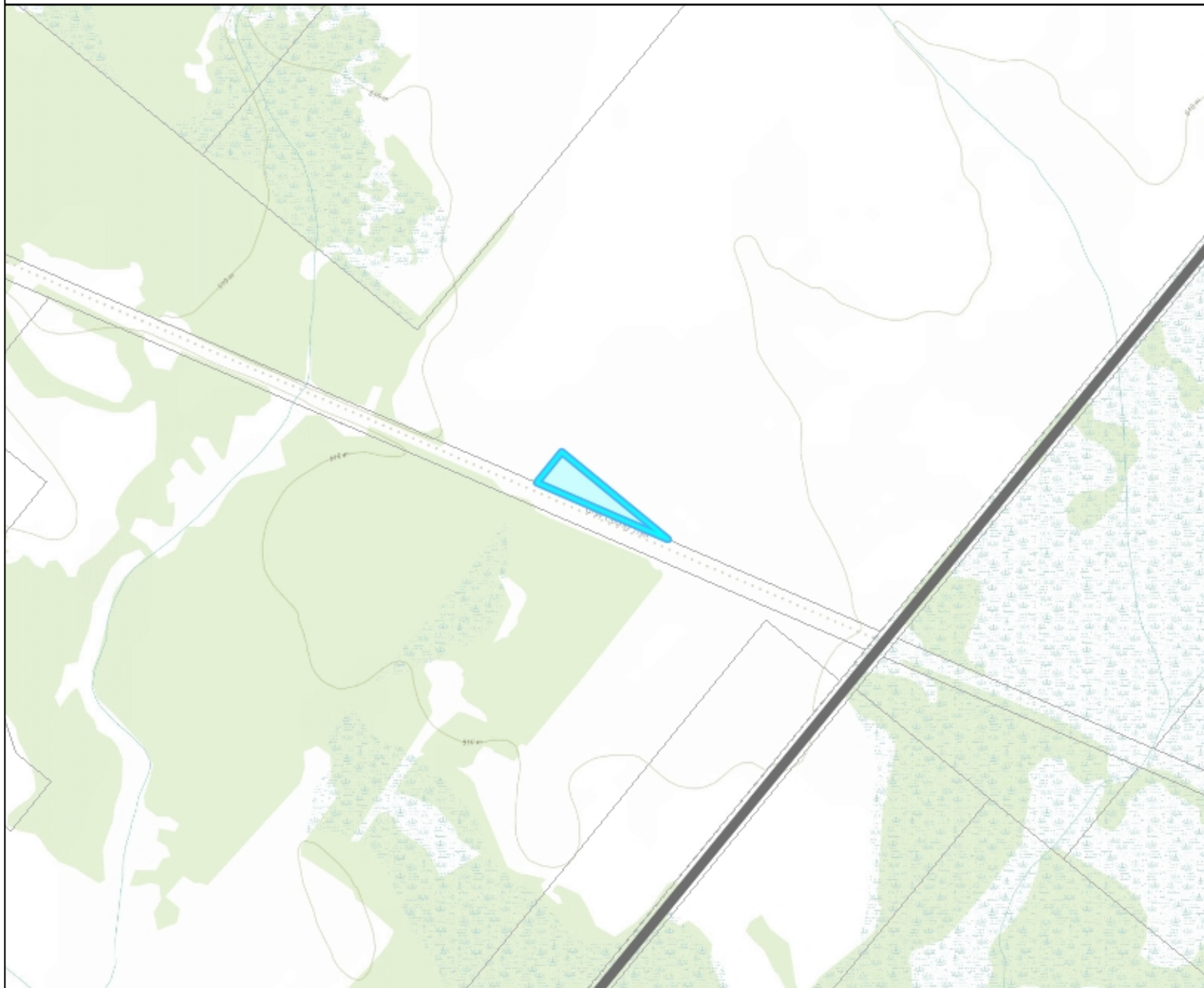
Printed Jun 29, 2021

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes

## Legend

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



## Notes

444 0 222 444 Meters

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 June 8, 2021

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## **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 CAO2020-074**

**Title of Report:** Holstein Cemetery Board Grant Request Use of Excess  
Funding Report

**Department:** Administration

**Council Date:** November 3, 2021

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2021-074 as information; and

**That** Council approve the request from the Holstein Cemetery Board to use the surplus committed Solar funds from the fencing project to support further planning and development costs to expand the site as the only Green Cemetery in Southgate.

### **Background:**

The Holstein Cemetery Board member Brian Stevenson delegated to Southgate Council on November 4<sup>th</sup>, 2020 seeking funding from the Township to support a fencing project around the Holstein Cemetery. The request was to seek funds from the Southgate Solar Fund for the project. As a result of the delegation Council approved the following resolutions:

At the December 2, 2020 Council meeting staff report CAO2020-079 was presented about the Holstein Cemetery Board grant request for funding support for their fencing project. As a result Council approved the following resolution.

**Moved By** Councillor Sherson; **Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report CAO2020-079 as information; and

**That** Council approve the draft Holstein Cemetery Agreement between the Holstein Cemetery Board and the Township of Southgate to support the delivery of this service in the west end of the municipality.

Carried No. 2020-577

At the December 16, 2020 Council meeting staff report CAO2020-083 was presented as information and the following resolution was presented:

**Moved By** Councillor Dobreen; **Seconded By** Councillor Sherson;

**Be it resolved that** Council receive Staff Report CAO2020-083 as information; and

**That** Council approve the Holstein Cemetery Agreement between the Holstein Cemetery Board and the Township of Southgate to support the delivery of this service in the west end of the municipality; and

**That** Council consider approving the Holstein Cemetery Agreement by Municipal By-law 2020-145; and

**That** Council approve the Holstein Cemetery Board funding request to support 100 percent of the fencing project and that it be allocated from the Southgate Solar fund. Carried No. 2020-619

**Staff Comments:**

Staff received the attached request for using the excess funding support (Attachment #1) from the Holstein Cemetery fencing project for use to support their new Green Cemetery project. Cemetery Fence Project came in under budget once completed by the contractor.

Staff recommend support of the Holstein Cemetery Board request to expand the cemetery services they provide, especially when this will be the only place in Southgate providing a Green burial option. The money requested was already committed in 2020 and the fencing costs paid from the Southgate Solar Fund.

**Financial Impact or Long-Term Implications**

There is no financial impact to the municipality as a result of this report in the 2021 budget as the funding was committed from the Southgate Solar Fund in 2020.

**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 CAO2021-074 as information.
2. That Council approve the Holstein Cemetery Board use the excess funds of \$5,186.20 from the fencing project that actually costed \$22,091.50 with HST. The originally quoted price for the project was \$27,277.70 with HST that was first estimated with a budget cost of \$30,000.00, funded from the Southgate Solar Fund.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

923-2110 x210

- Attachment 1 --Holstein Cemetery Board email request - October 19, 2021

## **Request to retain surplus funds from Samsung Solar Farm project**

In October 2019, the Holstein Cemetery Board applied to the Township of Southgate for Samsung Funds for a new fence at the Holstein Cemetery. In April 2020, the Board made a presentation to Council in this regard. The request was approved.

The presentation noted that the request meets all of the criteria in item 2.2 of Policy #3 (Policy for Donations, Funding and Grants). The cemetery has long provided benefit to the Township; provides a needed community service in the Township; and the annual Decoration Day Service is well attended and important to the families of those who have chosen the Holstein Cemetery as their final resting place.

The Board is comprised of community volunteers that recognise the importance of the cemetery to the Holstein area.

The request was for \$27,277.70. The project was completed for only \$22,091.50, and was paid directly by the Township so that HST recovery could be maximized. The surplus of funds is \$5,186.20.

The Board respectfully requests that these pre-approved funds - \$5,186.20 - can be directed to help fund the costs of the Green Burial site in the cemetery. The Green Burial site is not offered elsewhere in the Township and continues to meet the criteria in item 2.2 of Policy #3.

Thank you for your consideration.

Brian Stevenson

Chairperson. Holstein Cemetery Board

October 19, 2021

## **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 CAO2021-075**

**Title of Report:** ROMA Conference Delegation Request Deadline

**Department:** Administration

**Council Date:** November 3, 2021

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2021-075 as information; and **That** Council provide staff with direction and feedback on applying for Minister delegation request(s) at the ROMA Conference in 2022.

### **Background:**

The ROMA Conference is schedule to be in a zoom format January 23 to 25, 2022. The deadline for submissions is Monday November 15, 2021.

### **Staff Comments:**

Staff suggest we should consider requesting Minister delegations through Municipal Affairs related to the following issue(s):

- Policing Response Times
- Court Enforcement of Charges
- Natural Resources related to Gravel Pit Cumulative Impact Study they committed to complete and have now recanted on.
- Gravel Levy for First Nations Accommodation of ARA License approvals

### **Financial Impact or Long Term Implications**

The financial impact as a result of attending the conference related to expenses would be the event registration will be reflected in the 2021 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 this report as information and that staff proceed with developing this delegation submission, if any are required for the 2022 ROMA.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

[dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)

519-923-2110 x210

- Attachment 1 –ROMA Delegation request dated October 20, 2021



**From:** [Delegations \(MMAH\)](#)  
**To:** [Delegations \(MMAH\)](#)  
**Subject:** 2022 Rural Ontario Municipal Association (ROMA) Delegation Form  
**Date:** October 20, 2021 1:26:11 PM

---

Hello/ Bonjour,

Please be advised that the Municipal Delegation Request Form for the 2022 Rural Ontario Municipal Association (ROMA) Annual Conference is available online. Information about delegations and a link to the form are available here: [English](#). The deadline to submit requests is **Monday November 15, 2021**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel de la ROMA (Rural Ontario Municipal Association) 2022 est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : [français](#). Date limite pour présenter une demande: **lundi 15 novembre 2021**.

Thank you/ Merci

## **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 CAO2021-073**

**Title of Report:** Sale of the Dundalk Olde Town Hall Building and Team Town Hall Information Report

**Department:** Administration

**Council Date:** November 3, 2021

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2021-073 as information; and

**That** Council provide direction and feedback to staff on the Team Town Hall's information provided on the Olde Town Hall building sale conditions report in this report, the proponent bid response and the October 4<sup>th</sup>, 2021 meeting with Team Town Hall and the proponent Wellington Capital Corporation; and

**That** Council direct staff to develop an agreement of terms for consideration with Wellington Capital Corporation to sell the Dundalk Olde Town Hall to the bidder; and

**That** Council direct staff to develop an agreement with Team Town Hall for consideration related to their financial and operation commitments to the Township of Southgate realizing it is a good will agreement without assurance compensation beyond the pledged fundraising and surplus operating funds they raise.

### **Background:**

The CAO has provided a staff report at the October 20, 2021 Council meeting as an update of recent meeting on October 7<sup>th</sup>, 2021 in the Macintyre Building with Team Town Hall, the proponent Ray Stanton representing Wellington Capital Corporation and Southgate staff. As a result of that staff report CAO2021-069, Council approved the following resolution:

**Moved By** Councillor Frew; **Seconded By** Councillor Rice;

**Be it resolved that** Council receive Staff Report CAO2021-069 as information; and That Council provide any feedback on the Olde Town Hall building sale conditions report in this report, the proponent bid response and the October 4<sup>th</sup>, 2021 meeting with Team Town Hall and the proponent Wellington Capital Corporation; and

**That** Council direct staff to develop an agreement of terms for consideration with Wellington Capital Corporation to sell the Dundalk Olde Town Hall to the bidder; and

**That** Council direct staff to develop an agreement with Team Town Hall for consideration related to their financial and operation commitments to the Township of Southgate realizing it is a good will agreement without assurance compensation beyond the pledged fundraising and surplus operating funds they raise.

Carried No. 2021-586



**Staff Comments:**

At the meeting with Team Town Hall (TTH), on October 7<sup>th</sup>, 2021 the CAO requested more information on financials, their partnerships, operating plans and any other information they could provide to support their future and sustainable use of the Dundalk Olde Town Hall over the next 20 years. After not receiving information I emailed TTH on October 22, 2021 to inform them I need their information early next week (Monday 25<sup>th</sup> or Tuesday the 26<sup>th</sup>) to write my report for the agenda deadline next Thursday, the 28<sup>th</sup> of October, 2021. I requested any and all of their information whether from the past and as well as the most current, present day reporting on the following questions:

1. Team Town Hall's list of community partners and their level of commitment related to cultural space use in days/hours and financial contribution (donation and rental).
2. TTH's dollar amount of fund raising you received in your account?
3. TTH's dollar amount of fund raising you have in financial commitments to date?
4. TTH's fund raising goal over the next 12 months to demonstrate community and regional support?
5. TTH's fund raising goals on an annual basis going forward to support capital projects in future years?
6. TTH's fund raising goals or financial plan be on an annual basis to pay for operational costs going forward in future years to the future building owner?
7. TTH's fund raising goals on an annual basis to support the municipal property lease monthly payment required agreement commitments to the building owner?
8. TTH statement in the role they will play related to the daily operations of the cultural space as the overall operational plan for the space.
9. TTH statement in relation to the expectation of the municipality's role of Township staff to support and administer the operations of the cultural space in the Olde Town Hall.
10. TTH commitment, statement and/or evidence justification related to sustaining their 20 year agreement and financial contributions to ensure cultural events continue over this time horizon.
11. Provide your most recent annual financial plan that shows the cultural space revenues and operating cost projections.

- 12.If TTH realizes a profit on an annual basis where would those profits be directed? Are the profits planned to go to be set aside for future capital reserves or to offset the municipal monthly payment commitments to the owner of the property?
- 13.Provide an annual events plan by month of the type of event that would be held over a calendar year to demonstrate the use of the facility and the organizer of each event.
- 14.Other information that you would believe is important to support your plan.

A major issue in the operation of the Olde Town Hall is the funds they have in hand, their committed donations and TTH short and long term fundraising plans. The Township should receive this information and their future sustainable plans to source funding each year to support their annual operating of the cultural space and the capital budget for the required building upgrade projects.

What the Township has received is the 16 attachments included in this report to answer some of our questions:

- Team Town Hall's Projected Budget for the Dundalk Olde Town Hall Upgrades
- Team Town Hall's Dundalk Olde Town Hall Use Report
- Team Town Hall's Dundalk Olde Town Hall Annual Operating Budget Projections
- Team Town Hall's Dundalk Olde Town Hall - Cooperators Insurance Report
- Team Town Hall's Dundalk Olde Town Hall - Operating Budget as a comparison from Norgan Theatre, Minto, ON
- 10 Letters of Support from 9 organizations

### **Financial Impact or Long-Term Implications**

There is no financial impact to the 2021 Budget to the municipality that will impact ratepayer taxation at the present time.

If we proceed with the sale of the Dundalk Olde Town Hall the Township will need to consider in the 2022 budget providing the allocation of funding for the one-time payment and/or payment plan as part of an agreement with WCC and for up to 6 months of monthly payments to WCC for the buildings cultural use and annually in future years.

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

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

### **Goal 4 - Adequate and Efficient Public Facilities Action 4:**

The residents and businesses of Southgate expect the Township to plan and adequately provide for public facilities for gatherings, recreation and doing business with the Township, while recognizing at the same time that facility needs can change with age and a changing population.

**Strategic Initiatives 4-B (2019-2023):**

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

**Concluding Comments**

1. That Council receive staff report CAO2021-073 as information.
2. That Council provide comments and questions that staff should forward to TTH that they should provide an answer for.
3. That Council direct staff to invite TTH to provide a presentation to Council at the November 17, 2021 Council meeting to provide answers to the Township's unanswered questions.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO [dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) 923-2110 x210

- Attachment 1 – Team Town Hall Projected Budget for the Dundalk Olde Town Hall Upgrades
- Attachment 2 – Team Town Hall – Dundalk Olde Town Hall Use Report
- Attachment 3 – Team Town Hall - Dundalk Olde Town Hall Annual Operating Budget Projections
- Attachment 4 – Team Town Hall - Dundalk Olde Town Hall Insurance Report
- Attachment 5 – Team Town Hall - Dundalk Olde Town Hall Operating Budget Comparison from Norgan Theatre, Minto, ON
- Attachment 6 – Team Town Hall Generation Connection Letter of Support
- Attachment 7 – Team Town Hall Go Adventure Letter of Support
- Attachment 8 – Team Town Hall Highpoint School Letter of Support
- Attachment 9 – Team Town Hall Dundalk Young at Heart Letter of Support
- Attachment 10 – Team Town Hall Dundalk & District Historical Society Letter of Support
- Attachment 11 – Team Town Hall Dundalk Little Theatre Letter of Support
- Attachment 12 – Team Town Hall Youth Action Committee Letter of Support #1
- Attachment 13 – Team Town Hall Lions Club Letter of Support
- Attachment 14 – Team Town Hall South Grey Museum Letter of Support
- Attachment 15 – Team Town Hall Youth Action Committee Letter of Support #2

## **BUDGET FOR UPGRADES FOR PUBLIC USE - Approx. \$100,000**

### **Construction – \$66,400**

#### **Equipment \$30 to \$35k**

The capital budget was done with the assumption that Team Town Hall would be responsible for sound and projection equipment for the cinema and the specific renovations both to the theatre and to part of the main floor, in order to arrange them for the planned community uses.

This would be over and above what would be done to meet all building code, safety and accessibility issues in order to make the whole building including the theatre available for public assembly use, which would be covered by Wellington Capital.

### **Construction – \$66,400**

#### **BREAK-DOWN**

Front lobby		\$1,200-\$1,500
Main room (right side) Sq.ft.=650 -	(650x\$40 per sq.ft)	\$29,000
Smaller room (behind main room) – sq.ft=110-	(110x40 per sq.ft)	\$5,000
Main Room Safe sq.ft.=80(ish)	(80x30 per sq.ft )	\$2,400
Back room (ex police office ) -if available sq.ft= 450	(450x30 per sq.ft	\$13,500

**FIRST FLOOR TOTAL - \$37,900**  
(not including backroom)

**FIRST FLOOR TOTAL \$51,400**  
(including backroom)

Upstairs Theatre – aesthetic upgrades, cupholders for seats, **\$15,000**

### **CULTURE SPACE CONSTRUCTION TOTAL - \$66,400**

(if no back room, some budget may carry forward to second floor improvements if needed)

### **Equipment \$30 to \$35k**

The two options considered in the technical equipment are for showing:

1. Current films – about two weeks off release, as the Norgan does, which requires more expensive equipment as dictated by Hollywood studios - about \$30k, purchasing used equipment
2. Community movie theatre – showing films that are out of theatres. - about \$35k – new equipment

The community cinema, which would use a licencing agency rather than get movies from studio distributors, would give more freedom to control the use of the meeting room downstairs, take

breaks from showing movies to allow for live productions, and also allow locally-responsive programming. Groups could program their own festival, for example.

**NEW EQUIPMENT – OLDER MOVIES**

Epson pro L1505UHNL	\$19,780
Da-lite 298" (screen)	\$7,594
Elan automation	\$3,500
Av pre amp	\$3,499
Dvd player	\$100
<b>TOTAL</b>	<b>\$34,473</b>

**USED EQUIPMENT – NEWER MOVIES**

Barco dp2k-15c 2k bulb	\$8,000 (used)
Da-lite 298" (screen)	\$7,594
automation	\$5,000 (estimate)
Av pre amp	\$2,500
Dolby dcp-2k4 server	\$4,000-6,000 (used)
monitor	\$200
Keyboard/mouse	\$60

**TOTAL \$27,354-29,354**

# DUNDALK OLDE TOWN HALL

Commitment of community usage of revitalized building as arts and culture centre in downtown Dundalk



Presented by: Team Town Hall

Contact: [dundalkteamtownhall@gmail.com](mailto:dundalkteamtownhall@gmail.com)

705-790-5100

To: Southgate council and Southgate staff

Requested: Friday October 22, 2021

Delivered to CAO: Tuesday October 26, 2021

**Q1:**

**Confirmed Rental Users:**

**JunCtian Community Initiative** – music, youth, arts, culture programs

Two monthly event users – concert (jazz and Motown) + Starz of Southgate, potential for office space use, regular user and partner of cultural programming in Southgate

**Dundalk Little Theatre** – theatre rentals for shows (2-3x a year)

**Hanley Institute** – after school youth programming and summer camp, kid craft market (3x a year), potential for further expansion of programming and services for youth

**Owen Sound Homeschool Co-op** – theatre and meeting space rentals for kid music lessons, improv, choir and performances – once every 1-2 months

**Southgate Photographers** – pop up studio rental space – hourly and half day studio rentals (Amanda Arch, Jackson Sisters, Jessica Marie, Samantha Erin) – potential for expansion here

**LP Productions** – Jr theater and musicals – twice a year

**Collaborative Creations Company** – touring theatre productions, twice a year

**Common Good Café** – direct partner with TTH, offering art classes, workshops, fundraisers, market, consession, hot drinks, etc. for intermissions and events

**Miss Bonita and friends-** annual theatre show

**Rachel Stephenson** – dance lessons, once or twice a week (expansion from Maxwell)

**Gary Walker** – visual art classes once a week

**Jeff Wilson** – improv class – 6 week program, once or twice a year

**Rural Rescue 911** – CPR and emergency training services – once or twice a year

**PD Day programming** with community groups and partners (3-4 a year)

**Generation Connection** – movie for kids event (a couple times a year)

**Kids and Us** – fieldtrips to theatre use, movie use (a couple times a year)

**Dundalk Ag Society** – rental for meeting, banquet, fundraisers with comedians (a few rentals a year)

**Team Town Hall** – movie theatre, concession booth, music events, arts exhibits, weddings, fundraising events, coffee house (use multiple times a week, every week, in addition to larger monthly events)

**Young at heart** – monthly gathering rental

**Youth Action Committee** – battle of the bands/talent show (annual event)

**Other rental users:**

Film Festival tour and special film events

Touring musicians/intimate concerts (by user's request / at TTH's invite)

Youth Mental Health Awareness and education, CMHA Grey Bruce (contact Jackie Ralph)

Baby showers/wedding showers (community need expressed in multi-use facility questionnaire to public – this building will be open long before a multi-use is open to the public)

Rental of space for videographers (has been requested and turned down during pandemic)

Meeting space rental for public meetings, and organization meetings, board meetings (a few a month)

Music classes/lessons (on demand)

Tutoring services/Kumon (on demand)

Art classes, paint nights, private/public artist exhibits (on demand)

***RE: Financial 'donations' from these groups/businesses, please see Q2-3.***

**Q2:** We began small fundraising awareness efforts as needed to cover cost of website, signs, and foreseen expenses to date. An amount of approx. \$3000 is in our account. This was not from approaching community partners or businesses to ask them to fund any renovation efforts to the building.

It's only responsible to fundraise when a project has a trusted and approved plan/green light. We don't expect nor have we sought out financial donations from big donors until the project outline is clear to us and to the community. We only just met the buyer a few weeks ago and had our own questions answered. We need the green light as this is a partnership project with township, and therefore both us and the community need to have clear understanding of our role, township's role, council's full support, as well as the role of the buyer, before we feel it is



responsible to ask for significant financial donation. We want to make sure this is done professionally and right to keep this project in good standing with the community and our local businesses because their support is vital. Covid did influence smaller efforts but has not held our team back at all on our progress with our usage plan and securing our community partners. In fact, that list has only grown and with projected community growth, will only continue to grow.

**Q3:** We have verbal commitments from individuals, families, and community partners which rely heavily on a green light for the project from council, with a clear understanding of ownership. The unique dynamic will need to be clarified to the public. We have community partners committed to helping us fundraise, in particular JunCtian Community Initiative and Common Good Café.

**Q4:** \$100,000, to go towards capital expenses and necessary supplies/equipments to reopen our theatre and meeting space

**Q5:** \$5000/yr towards reserves for capital projects, once cultural space is in operation

**Q6:** Committed to cover utility and operational costs each year for the cultural space

**Q7:** Committed to \$10,000/yr for our rent + our operating expenses (see operation budget attached)

**Q8:** We are a volunteer board committed to working towards the best governance possible with staff. We are willing to commit to working with staff to everyone's satisfaction in regards to booking and records of financing. We are committed to monthly board meetings and our community use plan listed above in Q1 – see Team Town Hall.

**Q9:** There will be need for future discussion with township treasurer and staff. In our budget we have allotted for a part-time staff member if required for movie theatre operation and other daily operation tasks. We have cleaning staff already on board by volunteer basis to start. Our board accepts responsibility for running the operation of all uses in Q1- see Team Town Hall and is open to working with staff on governance moving forward to everyone's satisfaction.

**Q10:** Most of our team members and supporters have been involved with the Olde Town Hall for many years, some multi-generation and each have a unique interest in arts/culture that unites us towards our goals. As Joan John has said, a commitment to investing in the Olde Town Hall is an investment in our community. We are all involved community members who give of our time and resources at a volunteer capacity often because we care about our community and that will not change. That has been demonstrated through our board director's involvement in many other areas – volunteering with Food bank, Santa Claus Parade, Dundalk Little Theatre, Farmer's market, Chamber of commerce, AG fair, Historical society, etc. Beyond our team, evidence of longevity of support is demonstrated through newcomers to our area joining in the effort and partnering with our vision – like JuncTian Community Initiative and

Hanley Institute – who offer diversity and youth mental health support services. Arts and culture investment is a key factor in youth mental health, and those partners support is evident that we have a great project that will only grow in need as the community continues to grow in numbers. Funding will come with need and interest, which are already prevalent. There is no greater time to be investing in the future of our community, especially where mental health is concerned for children and youth. But adults of all ages and seniors support this project and see the need as well. Our TTH board has demonstrated commitment now for 4 years and has the most diverse age groups involved, showing that our project reach is large. Our community has demonstrated desire for this project to succeed. Now the only missing factor is council demonstrating that they hear the community and stand beside their volunteers in the arts and culture sector.

**Q11:** See attached, projections evolve as interest grows.

**Q12:** Beyond the commitment we have made, if there are extra funds, they would be used for mutually agreed upon capital projects and improvements to our space as those needs arise.

**Q13:** We will be in a position to firm up this calendar commitment when the project receives a yes from council and we have an opening date to confirm bookings in the system.

**Q14:** Fundraising plan (at this stage because we are aiming for specific businesses at specific donation points we do not wish to make this public – more of a discussion item to hit the ground running with upon project approval). Email list of 200 supporters for marketing via Mailchimp newsletter. Petition. Highschool movie theatre petition. Social media reach. Letters of support. Norgan Theatre general ledger. Our volunteers have an interest in working with the EDO on downtown revitalization and collaboration to bring a vibrant downtown to fruition.



Olde Town Hall Projected Budget

NOTE: No commitment is being made to listed rental rates.  
Uses based on expressions of interest for the spaces. All numbers are projections.

	MONTHLY	ANNUAL	# of people in show	Number in audience	Number of visits	Number of individuals
<b>REVENUE</b>						
<b>Theatre</b>						
Junior Musical Productions						
4 @ (\$150/day for 8 days)		\$4,800	45	300	1,380	1,245
Dundalk Little Theatre						
2 @ (\$150/day for 8 days)		\$2,400	18	200	436	356
<b>Event Rentals</b>						
Catered weddings (whole facility) 4 @ \$1000		\$4,000			300	300
<b>Events presented by Local Service Clubs &amp; Charities</b>						
Based on charge of \$1/ticket with minimum price to cover overhead						
4 @ (\$1 / ticket, 100 attending)		\$400			400	320
<b>Main Floor</b>						
Pop-up photo space for local photographers						
3 / month @ \$50	\$150	\$1,800			45	45
Rentals for Classes						
12 / week @ \$50	\$600	\$7,200	Instructors – 12	10 per class	6,000	600
Theatre - Summer, March Break Camps						
\$150 / day, 5 weeks / year		\$3,750			250	125
<b>Concession during open hours</b>						
10 customers @ \$1.50, 3 days / wk.		\$2,250				
<b>Donations for Gallery / Heritage Space</b>						
		\$600			300	100
<b>Members, Sponsors and Fundraisers</b>						
		\$5,000				
<b>Movies</b>						
Admission		\$57,000			11,400	9,000
Concession		\$36,000				
Pre-Show Advertising		\$3,500				
Special Events – e.g. birthday parties @ \$75	\$150	\$1,800			480	400
<b>TOTAL</b>		<b>\$130,500</b>			20,991	12,491

Note: # of individuals assumes 20 percent repeat

**EXPENSES**

**Buiding**

Hydro	\$9,000
Water / Sewage	\$2,000
Natural Gas	\$5,000
Maintenance / Supplies	\$3,000
Internet / Telephone	\$1,500
Insurance	\$10,000
Repairs	\$4,500
Snow Removal	\$500
Elevator Inspections	\$6,000
Building Sub-Total	\$41,500

**Operations (based on model of Norgan Theatre)**

Salary & Benefits	\$15,000
Volunteer Appreciation	\$500
Extra Services	\$1,750
Freight	\$2,100
Security	\$240
Advertising and Promotiom	\$4,000
Website	\$1,000
Repairs	\$2,000
Concessions	\$18,000
Booking Service Fees	\$5,000
Film Rentals	\$30,000
Operations Sub-Total	\$79,590

TOTAL EXPENSES	\$121,090
Transfer to Reserves	\$9,410
	\$130,500

## Description of Coverages, Tips, Reminders and Risk Management

### Commercial General Liability

#### Description:

A Commercial General Liability policy is the foundation of any organization's insurance program. This coverage will provide your organization with protection in the event claims are made by customers, guests, members, neighbours, patrons, visitors or volunteers as a result of your negligence.

A Commercial General Liability policy includes the following coverage:

- Bodily Injury and Property Damage Liability - Provides coverage in the event that you are found to be legally liable of causing bodily injury or property damage to a third party resulting, from an accident on your premises, your product, or the services you provide at your premises or a customer's location.
- Personal and Advertising Injury Liability - Provides coverage in the event that you are found to be legally liable of causing personal or advertising injury, such as affecting a person's reputation, to a third party resulting from the conduct of your business, or oral or written publication in any manner that slanders or libels a person's or organization's goods, products or services.
- Medical Expenses - Provides voluntary payment of reasonable medical expense to third parties injured, regardless of fault, as a result of an accident on your premises or arising from the services you provide. A \$10,000 limit is automatically included when Bodily Injury and Property Damage Liability is insured.
- Tenants Legal Liability - Provides coverage in the event that you are found legally liable for property damage to the premises you lease or rent. A \$250,000 limit is automatically included when Bodily Injury and Property Damage Liability is insured, and can be increased to adhere to the lease/rental agreement or when the value of the premises exceeds this limit.

#### Tips:

If your organization is planning to host a licensed special event, contact your Financial Advisor to purchase a Party Alcohol Liability (PAL) policy. Any claims from this event would be made against the PAL policy; therefore, protecting the claims experience of the organization's Commercial General Liability policy. Risk management practices should be in place to reduce the potential of third party injuries as a result of the event.

#### Remember:

The Commercial General Liability insurance is an affordable way to protect your organization in the event you ever have to defend a claim against your organization in court. With this coverage, you'll receive funds up to your policy limits to cover damages assessed by the courts to compensate third parties, and cover legal defence fees and settlement charges.

If your organization leases or rents the premises where you operate, make sure you carefully review your rental or lease agreement insurance requirements.

#### Risk Management:

1. Premises Liability - a duty of care is required to ensure all occupants and visitors to your property are kept safe.
  - a) Exterior
    - Ensure parking areas and walkways are free of obstructions, tripping hazards and have visible markings (especially where changes in grade or elevation occur).
    - Sidewalks, walkways and stairs are to be well maintained and in good condition.
    - Ensure handrails and guards are installed on stairs and elevated areas and ensure visible markings

(continued)



- are present in areas that pose a tripping hazard.
- Ensure ice and snow is removed within reason and without delay. This includes snow and ice from roof tops to prevent injury and/or property damage from snow/ice sliding into entries, pathways, sidewalks, driveways, property, etc.
- To help reduce slip and fall potentials - keep entrances clear of snow, ice and rain.
- b) Interior
  - Ensure stairs and ramps have appropriate handrails.
  - Slip-resistant coatings or strips should be applied to areas prone to slippery conditions and include warning messages regarding slip potential.
  - Public and work areas should be kept clean and free of clutter to keep the public free from harm and maintain a safe work environment.
  - Proper lighting must be provided, as required, throughout the buildings and areas of egress.
  - Required means of egress must be provided and maintained at all times.
  - Proper "Exit" signs are to be provided, maintained and be illuminated and visible from all locations.
  - Ensure accesses to all points of exit are clear and free of clutter at all times.
  - Emergency lighting systems need to be in place, functional and tested to ensure they operate correctly.
  - Automatic door closers and panic hardware must operate as intended.
  - Regular maintenance should be performed to ensure the premises remain a safe environment for all occupants and visitors.
- 2. Host Liquor Liability - a duty of care is required to ensure those you sell or serve alcohol to or anyone who consumes alcohol at your premises, do not come to harm themselves or cause harm to other persons or property.
  - Servers and bartenders should be well educated and trained on intervention.
  - Policies and procedures on serving intoxicated patrons are to be in place.
  - Appropriate check for proper and approved ID must occur.
  - Procedures for handling intoxicated people and reporting of incidents (contact police if situation warrants) should be in place.
  - Policies to facilitate alternate transportation (phone for taxi, car service, etc.) should be in place.

## Commercial Property and Loss of Income Insurance

### Description:

Commercial Property Insurance provides protection against loss or damage from certain perils such as fire, wind, hail, theft and vandalism to the buildings, contents, equipment and stock the organization owns. The types of commercial policies available include:

*Named Perils:* This type of policy only covers the perils listed within the policy.

*All Risks:* This type of policy is exclusion based, meaning it covers all perils, with the exception of the perils identified as exclusions; however, additional perils such as sewer back-up, flood and earthquake are available through endorsements.

Although the All Risk policies provide broader coverage than Named Perils policies, both provide protection while the property is on the organization's premises. If any of the organization's property leaves the business premises such as

*(continued)*

computers, tools or mobile equipment, an All Risk Floater coverage is available. A deductible will apply to all claims made on a property policy. Deductibles are the portion of the claim that is paid by the organization. Example: If there is a \$1,000 deductible on the property and the total claim is \$5,000 for covered loss, The Co-operators will pay \$4,000 and the organization will pay \$1,000.

Your policy contains a “co-insurance clause.” The “co-insurance clause” is important in determining what amount is paid to you if there is a partial loss to your property. By purchasing only the minimum amount of insurance required in the co-insurance clause, you are taking on some financial responsibility for the risk of loss to your property.

For example, this year, your appraiser determines that your property would cost \$1,000,000 to replace. If the co-insurance clause requires you to maintain 90% co-insurance, you must carry at least \$900,000 worth of insurance coverage on your property. If there was a \$600,000 loss to your property, and you had purchased at least the \$900,000 coverage that the co-insurance clause requires, we would pay \$600,000 to you.

You have choices and responsibilities to ensure that your insurance coverage meets your needs. It is your responsibility to establish what your property would cost to replace and to review this value annually. You must also ensure that you are buying enough coverage to diminish your risk of financial loss. A professional appraisal of your property could help your organization before deciding how much insurance coverage to buy.

Loss of Income Insurance provides protection to your revenue resulting from the interruption to your business caused by an insured peril to the property insured. There are different forms to choose from such as the Gross Earnings Form that provides coverage until your business reopens, the Profits Form that provides coverage until your business is back to normal (pre-interruption level) and the Actual Loss of Income Form which is the broadest form and provides coverage for the actual loss your organization has sustained. Your accountant is the best resource to help you determine your required limit.

### **Tips:**

Enhance your insurance protection with our Commercial Advantage Endorsement which provides over 30 different coverage options such as Accounts Receivable, Building By-Laws, Exterior Signs, Extra Expense, Glass, Identity Theft, Installation Floater, Professional Fees, Stock Spoilage, Valuable Papers and Records and more. Choosing a higher deductible for your Commercial Property Insurance means you agree to absorb more of the risk in the event of a loss. The amount of the deductible chosen reduces the amount of insurance The Co-operators pays on each claim. To acknowledge these savings, a rate/premium reduction is provided to the organization when a higher deductible amount is chosen.

If your organization owns the premises where you operate it is important to know that the standard property policy excludes increased costs due to the operation of any bylaw, regulation or ordinance. This might include building code, fire code or health and safety requirements and involve mandatory upgrades to electrical, plumbing, heating and other building services. Local regulations or bylaws may also regulate when undamaged portions of building must be demolished after incurring substantial partial damage. Usually this requires that 50% or more of the structure has been damaged; however, the percentage can vary depending upon the municipality and building code involved. The value of upgrades, undamaged portions of a structure and the cost to demolish and remove the debris from undamaged portions is not covered in the standard commercial property or replacement cost policy wordings. Bylaw coverage fills this gap and provides coverage for these situations. It is important for your organization to verify with your local municipal bylaw to inquire about your potential bylaw exposure.

### **Remember:**

To ensure you are adequately protected, we recommend you insure your property to replacement cost value and

*(continued)*





review these limits annually. Replacement cost value means the cost to repair or replace the lost or damaged property with new property of like kind and quality without deduction for depreciation. Any increase in value, such as new purchases can be endorsed during the policy term.

If any property the organization owns or leases leaves the premises, ensure you advise your Financial Advisor.

If your organization leases or rents the premises where you operate make sure you carefully review your rental or lease agreement insurance requirements. Example, you may be responsible to cover sudden and accidental breakdown of equipment such as boilers, heating, cooling, and ventilating equipment or leasehold improvement.

### **Risk Management:**

The following fire safety and theft prevention aspects apply to all types of businesses.

#### **1. Electrical**

- All electrical work, repair and maintenance should only be completed by a qualified electrician.
- Extension cords are for temporary use only and should be avoided when a permanent power source or wiring is required.
- Damaged and worn equipment should be replaced to ensure continued operational and safe function.
  - Common deficiencies include - missing cover plate, open junction boxes, loose connections.
  - If concerns are present, call a professional.

#### **2. Heating**

- Proper annual servicing helps ensure your heating systems are operating as required and in a safe manner.
- Temporary heating devices should not be substituted where permanent heat is required.
- All portable units should be closely monitored during use and manufacturers' instructions should be followed.

#### **3. Housekeeping**

- Keep areas around electrical and heating equipment free of clutter.
- Accumulation of unnecessary combustibles can contribute to a high fire loading within the premises.
- Keep areas requiring access to emergency personnel free of obstructions.

#### **4. Protection & Prevention**

- Ensure fire extinguishers are provided and properly serviced on an annual basis.
- Automatic sprinklers and/or fire pumps require monthly servicing and annual testing to ensure they will operate as designed.
- Smoke/heat detection devices connected to a monitored alarm system can assist in early detection of fires, even when the building is not occupied.
- Specialized fire protection equipment should be properly maintained and serviced, i.e.: kitchen fire protection systems.
- If the occupancy warrants, ensure the property is fenced and in good condition.
- Exterior lighting will deter unwanted night-time activity.
- Ensure adequate physical protection to the building – proper doors and locks, window bars, and possibly bollards installed to deter smash and grabs.
- Install an intrusion alarm system that is monitored to transmit a signal off-site for after hours.
- Ensure high-theft target stock is protected - locked up, handled by staff only, and removed from displays during closed hours.

*(continued)*

- Depending on the type of stock, consider utilizing a security tag system or glass breakage/contact alarms.

## Equipment Breakdown Insurance

### Description:

Equipment Breakdown Insurance can help keep your organization running, even when your equipment isn't.

Equipment Breakdown coverage provides protection for the sudden and accidental breakdown of insured equipment such as boilers, pressure vessels (hot water tanks), electrical apparatus (fuse boxes, circuit breakers, transformers), and air conditioning and refrigeration units. These losses are excluded under the standard Commercial Property Form.

### Remember:

Normal wear and tear is not covered by Equipment Breakdown Insurance.

### Additional coverage:

If insured by your Commercial Property policy, Loss of Income and/or Extra Expense Coverage will be extended to the Equipment Breakdown Form for losses resulting from a breakdown of insured equipment.

### Keep your organization protected:

To ensure you are protected, let your Financial Advisor know if your organization has perishable stock that exceeds a value of \$25,000 or a single piece of electronic equipment valued at \$100,000 or more, such as medical or research equipment, computers, printers, telephone and/or communication systems, security systems or retail scanning equipment.

### Risk Management:

These recommendations are intended to compliment, and not replace the recommendations of the equipment manufacturer. If you are unsure of any particular procedure or have questions, contact your equipment service representative.

The primary cause of equipment failure is a lack of preventative maintenance. These recommendations can improve and sustain the reliable performance of your equipment over time.

1. Boilers
  - a) The annual maintenance of a boiler may require an internal inspection by your insurance inspector (Ontario and Quebec only).
  - b) Conduct regular testing of safety devices as required by regulations or by the manufacturer (e.g. low water cut-offs, safety relief valves).
  - c) Maintain water quality to reduce scale buildup that can reduce efficiency and compromise the integrity of the boiler.
  - d) Keeping records of operating conditions can help identify problems (e.g. increased flue gas temperature can be due to scaling on the waterside surfaces, and metering of make-up water can help identify leaks in the system).
2. Electrical
  - a) Keep electrical equipment well ventilated and free of moisture and dust.
  - b) Along with annual electrical system service and inspections, infra-red scans by qualified technicians every few years (or more frequently, depending on the size and nature of the components) can identify loose connections, overloaded circuits and imbalanced loads in the electrical distribution system.
3. Air Conditioning Units

*(continued)*



- a) Crankcase heaters - one of the most critical controls of the unit
    - Energize the crankcase heaters for at least eight hours before starting the unit.
    - Crankcase heaters should be left energized whenever the compressor is idle to minimize refrigerant migration to the compressor and dilution of the crankcase coil.
  - b) Condenser
    - Clean the condenser annually to prevent high head pressure (which can shorten the life of the unit).
    - Clean/service the condenser more frequently if the unit is located in a high dust/dirt environment.
  - c) Electrical
    - Inspect the motor magnetic starters prior to starting the unit.
    - Contacts may deteriorate as a result of cycling the compressor.
    - Check and tighten all terminal connections and replace any pitted contacts.
    - Examine the overload protection on the unit for proper capacity.
  - d) Mechanical - operating and safety controls are critical to proper function
    - Check the controls for proper calibration and function. If components appear worn, replace them.
    - Test the oil before starting the unit to confirm if the oil quality will last the entire cooling season. If unsure of the oil quality, the oil should be replaced.
  - e) Moisture - the unit should be equipped with a moisture indicator to detect the presence of moisture
    - If moisture is present, filter dryers should be installed or changed to remove this moisture.
    - Determine the source of moisture and take action to reduce moisture in the environment.
4. Small Refrigeration Units
- a) Mechanical
    - Operating and safety controls, including the expansion valve(s), are critical to proper function.
    - Check for proper calibration and ensure the controls are in working order.
    - Inspect controls for wear and replace if components look worn or damaged. These controls wear out and must be replaced when they are determined to be unreliable.
    - Test the oil to confirm if the oil quality will last until the next maintenance/inspection. If unsure of the oil quality, the oil should be replaced.
  - b) Electrical
    - Check the motor's magnetic starter annually.
    - Contacts may deteriorate as the result of cycling the compressor.
    - Check and tighten all terminal connections and replace any pitted contacts.
    - Examine the overload protection on the unit for proper capacity.
  - c) Condenser
    - Clean the condenser annually to prevent high head pressure (which can shorten the life of the unit)
    - Clean more frequently if the unit is located in a high dust/dirt environment.
  - d) Moisture
    - the unit should be equipped with a moisture indicator to detect the presence of moisture.
    - If moisture is present, filter dryers should be installed or changed to remove this moisture.
    - Determine the source of moisture and take action to reduce moisture in the environment.

Unpredicted breakdowns of your refrigeration unit can result in spoiled product. We recommend installing

*(continued)*

visual and/or audible alarms to quickly alert or changes in refrigeration temperatures to prevent spoilage and loss of product.

## Coverage Against Crime

### Description:

Crime coverage provides protection to the money and securities of your organization. This includes cash, cheques, credit card receipts, money orders, bank drafts and bonds against physical loss or damage to as a result of robbery, burglary, theft, forgery and fraudulent or dishonest acts of your employees or signing officers - known as a Fidelity Bond. Fidelity bonds are discussed in the next panel.

The following types of coverage are available to protect against robbery, burglary, theft and forgery:

- Money and Securities - Loss Inside Premises - covers loss of money and securities by their actual destruction, disappearance or unlawful removal from the organization's premises or banking premises. Also covers loss of property with intrinsic value such as jewellery by safe burglary or robbery on the premises plus the loss of a locked cash drawer or register.
- Money and Securities - Loss Outside Premises - covers loss of money and securities by their actual destruction, disappearance or unlawful removal from outside the organization's premises while being conveyed by a custodian or armoured vehicle company, or from the living quarters within the home of the custodian. Also covers loss of property with intrinsic value by robbery from outside the organization's premises while being conveyed by a custodian or armoured vehicle company, or from the living quarters within the home of the custodian.
- Money Orders and Counterfeit Currency - covers loss due to the acceptance of counterfeit cash or money orders.
- Depositors Forgery Coverage - covers loss that results from the misappropriation of funds from the organization's bank account through forgery or alteration.

### Tips:

Crime coverage provides coverage for the money, securities, safe or vault located at the organization's premises in the event of destruction by fire which is excluded under a Commercial Property Insurance policy.

Audit Expense endorsement is available to cover the organization for reasonable expenses sustained by the organization for the services of outside auditors, accountants or investigators to establish the loss as required by the crime coverage.

Computer Fraud or Funds Transfer Fraud endorsement is available to provide coverage for loss due to computer fraud or funds transfer fraud.

### Remember:

If your organization has a bank account, charges fees, collects money from sales and/or services provided, raises funds, or accepts donations, you have a need for Crime coverage. The type of business the organization is involved in affects the degree of need for the coverage.

Crime coverage does not cover loss of monies due to mysterious disappearance.

### Risk Management:

Reduce the chances that you will be a victim of crime by implementing preventive measures. For Example:

- Install exterior lighting to deter unwanted night-time activity.
- Ensure adequate physical protection to the buildings such as proper doors and locks and window bars.

*(continued)*



- Install a monitored intrusion alarm, capable of transmitting a signal off-site after hours.
- Monies and securities should be properly handled and locked up in an approved safe and/or deposited daily at the bank.
  - Stagger times of bank deposits to avoid noticeable patterns.
  - Consider use of night deposits if your organization closes after banking hours.
  - Increase the frequency of bank deposits to reduce the amount of money and negotiable securities on-hand.
  - Use a drop safe to protect money in between bank deposits that can only be opened by designated personnel or armoured car service.
  - Use an armoured car service when taking large sums of money to the bank.
- Train staff in counterfeit currency detection.
  - Use a money scanner for bills of larger denominations.

## Fidelity Bond (Employee Dishonesty) Coverage

### Description:

Employee dishonesty coverage provides protection to the organization against fraudulent or dishonest acts of an employee and/or volunteer such as stealing money from the organization or from the organization's customer/clients premises when working on behalf of the organization.

A Commercial Blanket Bond/Blanket Position Bond provides coverage in the event an employee and/or volunteer steals money from the organization or forges a signature and withdraws money from the organization's bank account.

A Service Blanket Bond provides coverage when an employee and/or volunteer of the organization commits a dishonest act against the client when at their home or business while working on behalf of the organization.

Example: Housekeeping Services, House/Pet Sitting, or Janitorial duties at a customer's location.

### Tips:

A pre-employment screening process for all employees is key to protecting your organization from fraudulent and/or dishonest acts. It will allow your organization to determine if any concerns exist regarding previous acts prior to employment.

### Remember:

If your organization is at risk of employees taking money from the till, stock pilferage, computer or bookkeeping fraud, or conduct services at your client's home or place of business on your behalf, you require employee infidelity protection.

### Risk Management:

It is important that your organization implements best practices that will discourage fraudulent or dishonest acts of employees. Best practices should include preventive measures such as:

- Install a security system to monitor the cash collection, credit card payment and high valued stock areas.
  - When someone knows they are being watched, they are less likely to commit the crime.
- Require counter-signatures on all cheques, especially if they exceed \$10,000.
- Bank accounts should only be reconciled by someone who is not authorized to make the deposits or withdrawals.
- Install a good inventory control system.

(continued)

- Avoid excess inventory - only stock the amount needed to cover normal business demands.
- Conduct regular and frequent inventory audits/checks.

Implementing a pre-employment screening process for employees who work with the organization's finances and/or work on your behalf at the client's location is recommended.

- A written volunteer recruitment screening and selection policy is a valuable asset for an organization. A good screening process should be based on the needs and risks of the position you are recruiting for.
- The basic key elements of a screening process are:
  - A written application
  - A face to face interview
  - Reference checks - someone looking to commit fraud will do their best to appear trustworthy and honest, and will often provide glowing references and a squeaky clean past on their resume.
    - Consider going through a business and human resource firm that can provide a security check which will include reference checks and resume experience validation.
  - Employees, members or volunteers that will work with the organization's finances must have additional screening with the use of:
    - Basic police background checks.
    - Certified criminal record checks.

The process and cost of basic police background checks differs from province to province and from police department to police department. The general procedure for requesting a basic police background check is to have the individual attend their local police department, fill out an application and pay the fee. The fees vary but are usually between \$20 and \$40. A basic police background check should be completed, as a minimum, for those individuals responsible for the finances of your organization and those who conduct work on your behalf at client locations.

A certified criminal record check can be obtained in Canada through the Royal Canadian Mounted Police (R.C.M.P.). The process can be initiated by going to your local police department and completing a more comprehensive application and providing them a full set of finger prints that will be forwarded to the R.C.M.P.

For additional details, please refer to the Royal Canadian Mounted Police (R.C.M.P.) website - [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca)

## Non-owned Automobile Liability

### Description:

A Non-owned Automobile Liability coverage is to protect the organization if and when an employee, member or volunteer operates their own vehicle while doing business on behalf of the organization and has an accident that causes bodily injury, death or property damage to a third party and liability is imposed by the law against the organization. The primary protection of the Non-owned Automobile Liability coverage is it will pay the defence costs for the organization (regardless of who was at fault or negligent) and will pay on the third party claim if the employee, member or volunteers' vehicle was at fault and:

- The vehicle is uninsured, or
- The vehicle is insured and their third party liability limit is insufficient to pay the entire judgement or settlement up to the limit of liability stated for Non-owned Automobile Liability.

The Non-owned Automobile Liability coverage also provides coverage when vehicles are:

- Operated under contract for the organization and the supervision, direction and control of the vehicle remains with the owner.

(continued)



- Hired, leased or borrowed and carrying out the organization's business and in the control of the organization for less than 30 days.

**Tips:**

Non-owned Automobile Liability does not replace an owners own insurance and it is the employee, member or volunteers' responsibility to insure their own vehicle and check with their own insurance company regarding the use of their vehicle. In addition, Non-owned Automobile Liability coverage does not insure any vehicles owned by or licensed in the name of the organization. In both cases, primary auto insurance must be purchased.

The Co-operators automatically extends coverage to policyholders to ensure they are covered when they use their own vehicle to carry out volunteer duties.

**Remember:**

Non-owned Automobile Liability is provided to the organization only and is secondary to the employee, member or volunteers' primary automobile policy.

**Risk Management:**

The organization can be held liable for bodily injury, death or property damage caused by its drivers regardless of whether the driver is a paid employee or a volunteer and regardless whether the driver is operating a vehicle the organization owns or operating their own personal vehicle on behalf of the organization. A screening process of your paid and volunteer staff motor vehicle records and insurance checks should be in place.

A good screening process should be based on the needs and risks of the position you are recruiting for.

The basic key elements of a driving screening process are:

- A written application.
- A face to face interview.
- Reference checks.
- Confirmation of valid driver's license.
- Motor vehicle record check.
- Proof of personal insurance.

Motor vehicle record checks and proof of personal insurance requirements signal, in a very public way, the organization is concerned about the safety of its participants. The process and cost of basic motor vehicle record checks differs from province to province but can be obtained by the Ministry responsible for Transportation in your province, for Québec, the government of Québec (GAA). The general procedure for requesting a motor vehicle record check is to have the individual attend their local Ministry office, or fill out an application directly on the website and pay a fee. The fees vary but are usually minimal.

Paid or volunteer staff using their personal vehicles must provide proof of personal insurance. The individual that will be driving his/her vehicle can request this proof from their insurance company.

Additional information on motor vehicle record checks can be found at:

- Alberta [www.gov.ab.ca](http://www.gov.ab.ca)
- British Columbia [www.gov.bc.ca](http://www.gov.bc.ca)
- Saskatchewan [www.gov.sk.ca](http://www.gov.sk.ca)
- Manitoba [www.gov.mb.ca](http://www.gov.mb.ca)
- Ontario [www.gov.on.ca](http://www.gov.on.ca)
- Quebec [www.gouv.qc.ca](http://www.gouv.qc.ca)

*(continued)*

- New Brunswick [www.gnb.ca](http://www.gnb.ca)
- Nova Scotia [www.gov.ns.ca](http://www.gov.ns.ca)
- Prince Edward Island [www.gov.pe.ca](http://www.gov.pe.ca)
- Newfoundland and Labrador [www.gov.nf.ca](http://www.gov.nf.ca)
- Nunavut [www.gov.nu.ca](http://www.gov.nu.ca)
- Northwest Territories [www.gov.nt.ca](http://www.gov.nt.ca)
- Yukon [www.gov.yk.ca](http://www.gov.yk.ca)

## Blanket Accident Insurance

### Description:

Blanket Accident coverage will provide the funds to pay a director or volunteer who suffer an accidental injury while performing their duties or activities of your organization and simply want to have their costs covered or reimbursed (costs such as medical, lost wages, etc.). While they may not want to make a formal claim they may look to the organization for this reimbursement. Blanket accident insurance allows for a modest payout to be made quickly and is tied to the type and extent of the injury. A particular feature of this coverage is that it does not require a determination of fault to warrant a payout, so there is no need to dispute negligence.

### Tips:

This coverage reduces the claims under the Commercial General Liability (CGL) policy because there is no need for the third party to prove negligence, or for the organization to prove there was no negligence.

### Remember:

Only the director positions (or committee member positions) indicated on an attached Schedule of Positions and/or persons participating in a voluntary capacity would be included under this coverage. Any other positions would need to be specifically identified and employees are not eligible unless stated otherwise. An employee is defined as a person earning an annual salary of \$5,000 or more for the organization.

### Risk Management:

Refer to Commercial General Liability risk management information.

## Directors' and Officers' Liability and Employment Practices Liability

### Description:

The Commercial General Liability policy protects the organization against liability for bodily injury, property damage or personal injury caused to others.

Directors' and Officers' Liability coverage provides financial protection to the directors, officers and the organization in the event there are allegations made against them resulting from the performance of their duties as they relate to the organization they serve. Common allegations involve decisions, acts, mistakes, errors or omissions such as wasted assets, misappropriation of the financial status, misappropriation of funds, or overlooked significant growth or investment opportunities. These can result in financial injury for example to clients, or members.

Employment Practices Liability coverage provides protection to the directors, officers and the organization against claims made by employees, former employees and/or potential employees. It covers discrimination (age, sex, race, disability, etc.), wrongful dismissal or discharge or termination, sexual or workplace harassment, wrongful failure to employ or promote and other employment related allegations.

### Tips:

(continued)





High quality Directors' and Officers' Liability insurance protection has become a necessity for organizations to successfully recruit and retain quality directors. Our Directors' and Officers' Liability includes broad coverage for the directors and officers, as well as the organization, full policy limits for employment practices liability claims and outside directorship liability. The cost of defence is in addition to the policy limits, therefore, will not deplete the available limit of liability.

Directors' and Officers' claims or potential claims must be reported to The Co-operators or your Financial Advisor promptly.

**Remember:**

The liability risk for directors and officers continues to rise with the increase of public awareness and expectations and the more litigious nature of society. Directors and officers face increasing responsibility and scrutiny in the performance of their duties and quality of corporate governance by employees, customers, members, and the government to name a few. Directors and officers need confidence that the assets of the organization they serve as well as their personal assets are protected.

**Risk Management:**

Directors and Officers have very specific duties and obligations that must be known and practiced by all the directors and officers. Directors and Officers should be provided all appropriate information required to perform these duties effectively for the organization.

1. Conduct regular board meetings and maintain meeting minutes.
  - Distribute the agenda and previous minutes to each board member prior to each board meeting.
  - Have procedures in place to ensure all directors' and officers' are kept informed on any new developments, operations and/or results in between the scheduled board meetings.
2. Ensure directors are aware of:
  - Risks associated with being a director or officer of the organization.
  - Statutory and civil liabilities.
  - Specific directors' obligations.
  - Other rules associated with the organization's business for which the directors may be liable due to acts, errors or omissions of the organization.
  - Other responsibilities related to understanding financing, knowing the organization and its charter/constitution/by-laws.
3. Ensure there is no conflict between the duty owed to the organization and the directors' self-interest.
  - Avoid outside employment/business that may interfere with or influence the organization's duties.
  - Handle confidential and sensitive information carefully (prevent release of information).
  - Follow guidelines on the appropriateness of public statements (what and when information can be released).
  - Do not accept gifts, favours or services relating to the organization's duties.
4. Ensure directors have a clear understanding of the organization's operations and affairs and communicate any decisions. Ensure there are formalized operating policies and procedures for all activities within the organization's control and that these are maintained.
  - Document decisions and how they were made.
  - Work closely with legal representatives in making decisions.
  - Implement a financial management policy with clear financial reporting guidelines.

*(continued)*

- Store confidential and sensitive information in a proper place.
    - Determine those who have access.
    - Ensure all electronic confidential information (including personal identification information) is encrypted. Access should be password protected and changed frequently.
    - Implement firewalls to prevent hackers and undesirables from accessing computers.
  - Create a human resources policy.
    - Have a formal interview process.
    - Prepare formal job descriptions for all roles including experience, education and knowledge required.
    - Ensure a formal training plan is in place for roles.
    - Maintain personnel file on each employee, conduct regular performance evaluations and document all aspects of unacceptable employment performance.
    - Develop an employee handbook and distribute to all employees.
  - Implement a whistle blower policy that is communicated to all employees/volunteers.
    - If a matter should involve the board, provide instruction on who to contact.
  - Establish a formal information reporting system.
    - Information provided by officers or employees/volunteers of the organization can be relied on by the director (unless the director knows relying on an officer/employee/volunteer is unadvisable).
  - Ensure all employees, volunteers, clients/customers, members and other stakeholders are protected from harm.
5. Implement a director's indemnification policy that clearly states the rights and obligations of the directors.
- Outline what protection is provided to the directors' by the organization and include within the articles of incorporation.
  - Incorporate this indemnification provision within the organization's by-laws.

## Errors and Omissions Liability

### Description:

Errors and Omissions Insurance is often referred to as Professional Liability. Errors and Omissions Insurance protects your organization against claims from others who allege financial loss as a result of your negligence in the performance, advice or service they received from your organization. If any part of the organization's activities involve giving professional advice, making educated recommendations, designing solutions or representing the needs of others, you may require Errors and Omissions Insurance coverage. The costs of defending allegations can be substantial even when they are groundless.

### Tips:

Be sure to talk to those in your organization who are accountable for providing professional advice or service. If they are part of a professional group and/or employed in the field in which they give advice or provide the service, they will likely know about Errors and Omissions Insurance and should have their own coverage already. If they do, some insurers will agree to cover them in regards to their work with your organization which substantially reduces/eliminates your need for this coverage. Every situation is unique, so make sure you get copies of policies and invest the time in reviewing all of your options.

### Remember:

An Errors and Omissions Insurance policy provides financial protection to the organization to meet the costs of defending legal actions and any awarded damages. If others rely on your organization professional advice or

*(continued)*



services, you likely have a need for Errors and Omissions Insurance. Proper coverage in these cases is essential and will be helpful when recruiting professional staff and volunteers.

### **Risk Management:**

A higher duty of care is imposed on people who provide specialized services or hold themselves out to the public as having special skills. They are expected by law to deliver their services competently and within the standards of their profession. Depending on your profession there are different ways to avoid or lessen your chances of having a claim.

1. Communication
  - Maintain clear lines of communication.
  - Develop a rapport with your clients to reduce the likelihood of a simple error turning into a claim.
2. Office Procedures & Practices
  - Maintain an office procedure manual and ensure your employed and volunteer staff have a clear understanding of the organization's practices and procedures.
  - Investigate as soon as possible if you suspect that any of your staff are not following the procedures as this could result in potential claims.
  - Do not delay in addressing any potential Errors and Omissions claims as this could make it more difficult to defend or may result in a denial of coverage.
3. Business Agreements & Contracts
  - Have all of your business agreements and contracts in writing as verbal agreements can be ambiguous.
  - Stay true to your field of expertise - if you are a lawyer, do not give accounting advice or if you do not know an answer say so and report back in writing.
4. Document, Document, Document
  - Maintain proper documentation. This is key in avoiding or minimizing claims.
  - Keep all documents, such as emails, notes to file, memos and even telephone conversations.
5. Deadlines
  - Always meet any deadlines you have provided.
  - Maintain an effective calendar system that is easy to use and provides critical dates.
  - Keep a copy of the calendar in at least two different places.
6. Mail
  - Documents received by mail should be date stamped.
  - Faxes and emails should all be dated.
7. Education
  - Adhere to accreditation standards required of the profession through education or training hours.

Do not assume you won't be sued and do not admit liability. You may be tempted to declare that you made a mistake; however, admitting liability can jeopardize your defence in the event of a claim.

## **Sexual Misconduct Liability or Abuse Limited Liability**

### **Description:**

Sexual Misconduct Liability or Abuse Limited Liability coverage provides protection to the organization when an employee, member or volunteer, has been alleged to have committed or has threatened to commit an inappropriate sexual act while doing business for the organization. Abuse Limited Liability coverage also includes assault, corporal punishment, physical or mental abuse, harassment and transmission of a communicable disease.

A organization must assess their need for sexual misconduct coverage based on who your clients are and the

*(continued)*

services you provide.

There are few things worse for any organization to face than an allegation of improper sexual conduct. The emotional and financial toll (defending against and paying proven claims) can be devastating to all the individuals involved and to the organization itself. It is essential that your board understand the exposure the organization faces and have a sound risk management plan to reduce or eliminate your claim potential.

**Tips:**

Not every organization qualifies for this coverage, but an organization with a sound risk management plan and a good track record should be eligible. The use of insurance is to supplement the organization's risk management program, not replace it.

**Remember:**

Claims resulting from sexual misconduct are excluded under all other policies. If your organization has an exposure, it must be addressed.

**Risk Management:**

A risk management plan includes:

- Clearly defined roles.
- Responsibilities and guidelines for carrying out the activities of the organization.
- A comprehensive plan to screen employees, members and volunteers.

A written volunteer recruitment screening and selection policy is a valuable asset for an organization. A good screening process should be based on the needs and risks of the position you are recruiting for.

The basic key elements of a screening process are:

- A written application.
- A face to face interview.
- Reference checks.

For employees, members or volunteers that will be working in positions of trust, such as daycares, nursing homes, teaching, health/medical offices and those working with the organization's finances must have additional screening with the use of:

- Basic police background checks and vulnerable position screening.
- Certified criminal record checks.

Police record checks signal, in a very public way that the organization is concerned about the safety of its participants.

The process and cost of basic police background checks differs from province to province and from police department to police department. The general procedure for requesting a basic police background check is to have the individual attend their local police department, fill out an application and pay the fee. The fees vary but are usually between \$20 and \$40. A basic police background check should be completed, as a minimum, for those individuals who interact with vulnerable populations or those in your organization responsible for the finances.

A certified criminal record check can be obtained in Canada through the Royal Canadian Mounted Police (R.C.M.P.). The process can be initiated by going to your local police department and completing a more comprehensive application and providing them with a full set of finger prints that will be forwarded to the R.C.M.P.

For additional details, please refer to the Royal Canadian Mounted Police (R.C.M.P.) website - [www.rcmp-grc.gc.ca](http://www.rcmp-grc.gc.ca)

## **Umbrella Liability**

**Description:**

*(continued)*



An Umbrella Liability policy will provide added protection to the organization against catastrophic liability losses and is generally written over the general liability and automobile liability policies.

The key features of an Umbrella Liability policy are:

- Provides excess limits when the limits of underlying policies are exhausted through claim payments.
- Drop-down feature to become the primary policy when aggregate limits of an underlying policy are exhausted through payments of claims.
- Drop-down feature to become the primary policy when there is broader coverage available under the Umbrella policy than the underlying liability policy - subject to a self-insured retention (SIR) / retained limit.

**Tips:**

Purchasing an Umbrella Liability policy will usually be more cost effective for the organization than increasing the limits of liability on your general and automobiles liability policies separately.

**Remember:**

An Umbrella Liability policy is an effective way to ensure higher limits to protect your organization from the unexpected.

**Risk Management:**

Refer to the risk management information provided under Commercial General Liability, Non-owned Automobile Liability and owned Automobile Insurance.

## Commercial Automobile Insurance

**Description:**

If your organization owns a vehicle(s) you must insure these vehicles to meet the legislated requirements in each province.

**Tips:**

Your organization should ensure that everyone driving your vehicles has a valid driver's license. This coverage is not available if you do not have the recommended risk management in place. Refer to the risk management section below.

**Remember:**

This policy provides Third Party Liability, Accident Benefits, Collision and Comprehensive coverages to ensure your vehicles and drivers are fully protected.

**Risk Management:**

- Limit for Third Party Liability should be at least \$2 million.
- Basic Overview for Screening Paid and Volunteer Staff Motor Vehicle Record and Insurance Checks.

An organization can be held liable for injury and damages caused by its drivers, regardless of whether the driver is a paid or a volunteer, or whether the driver is in a vehicle you own or a personal vehicle owned by the employee or volunteer. A good screening process should be based on the needs and risks of the position for which you are recruiting.

The basic key elements of a driving screening process are:

- Confirmation of Valid Driver's License
- Motor Vehicle Record Check
- A written application
- A Face to Face interview

*(continued)*

- Reference Checks
- Proof of Personal Insurance

Motor vehicle record checks and proof of personal insurance requirements signals, in a very public way, that your organization is concerned about the safety of your participants.

The process and cost of basic Motor Vehicle Record Checks differs between provinces but can be obtained by the Ministry responsible for transportation in your province. The general procedure for requesting a Motor Vehicle Record Check is to have the individual attend their local Ministry office, fill out an application and pay a fee. The fees vary but are usually minimal.

In addition to a Motor Vehicle Record Check, any individual using their personal vehicle must provide proof of personal insurance. This can be requested by the individual who will be driving his/her vehicle from their insurance company.

For more information in on Motor Vehicle Records checks in:

- British Columbia [www.gov.bc.ca](http://www.gov.bc.ca)
- Alberta [www.gov.ab.ca](http://www.gov.ab.ca)
- Manitoba [www.gov.mb.ca](http://www.gov.mb.ca)
- Saskatchewan [www.gov.sk.ca](http://www.gov.sk.ca)
- Ontario [www.gov.on.ca](http://www.gov.on.ca)
- Quebec [www.gouv.qc.ca](http://www.gouv.qc.ca)
- Newfoundland and Labrador [www.gov.nf.ca](http://www.gov.nf.ca)
- Nova Scotia [www.gov.ns.ca](http://www.gov.ns.ca)
- New Brunswick [www.gnb.ca](http://www.gnb.ca)
- Prince Edward Island [www.gov.pe.ca](http://www.gov.pe.ca)
- Yukon [www.gov.yk.ca](http://www.gov.yk.ca)
- Northwest Territories [www.gov.nt.ca](http://www.gov.nt.ca)
- Nunavut [www.gov.nu.ca](http://www.gov.nu.ca)

## Coverage for Group Benefits and The Edge Benefits

### Description: Group Benefits

Protect your most important assets - your employees! A comprehensive group benefits plan provides financial security to you and your employees from unexpected accidents or illness. Design a customized benefits plan to meet the specific needs of your organization. A group benefits plan can provide coverage for life, critical illness and disability insurance, health, vision and dental expenses.

A group benefits plan gives your organization the tools it needs to thrive in a competitive market place. It is a valuable compensation tool that helps you attract and retain talented people into your organization. Having a group benefits plan gives you peace of mind that your employees will be taken care of and allows you to focus on running your organization. The result is lower turnover, increased workplace satisfaction and improved productivity.

### Description: The Edge Benefits

Protect your most important assets - your employees! A comprehensive group benefits plan provides financial security to you and your employees from unexpected accidents or illness. Design a customized benefits plan to meet the specific needs of your organization. A group benefits plan can provide coverage for life, critical illness and disability insurance, health, vision and dental expenses.

*(continued)*



### **Tips: Group Benefits**

- Premium paid by the organization on behalf of the employees is a tax-deductible business expense.
- The organization must:
  - Be in operation for at least 1 year.
  - Employ 3 or more full time, permanent employees working at least 20 hours every week.
  - Operate with no more than 50% funding from gifts and grants from individuals or other organizations.
  - Contribute at least 50% towards the cost of an employee benefits program.
  - Have a stable employee track record.

### **Tips: The Edge Benefits**

Please refer to The Edge Benefits website for full details.

## **Coverage for Group Retirement**

### **Description:**

Many Canadians are finding it increasingly difficult to put money aside for retirement. A group RRSP is a simple, cost predictable and pain free program that helps attract and retain employees. A group RRSP program provides investment solutions, education and regular account updates so your employees can make informed decisions they'll feel good about.

### **Tips:**

You can help your employees save for retirement by offering a group RRSP. The added benefit of such a plan will help attract and retain employees.

In addition, offering to match employee group RRSP contributions entices the employees to join the plan.

### **Remember:**

A group RRSP is a predictable, low-cost benefit to employees. Administration is simple and everything is processed through payroll deductions. You have control and flexibility over eligibility requirements and contribution levels. And finally, employer contributions are deductible expense in the year of contribution.



## General Ledger

## Annual Department Budget Report - Revenue and Expense

Fiscal Year Ending: DEC 31,2019 To Period 9 Accounts: 10-8303-????

Account	Description	Prv Budget	Prv Actual	YTD Actual	YTD Budget	---Unknown---	Total Budget
<b>Fund: 10 Operating Fund</b>							
<b>Dept: 8303 *Norgan Theatre*</b>							
10-8303-5710	MEETING ROOM RENTALS	(5,500.00)	(8,538.68)	(7,862.75)	(4,500.00)	1,862.75	(6,000.00)
10-8303-5720	THEATRE - SPECIAL EVENTS	0.00	(16,207.24)	(14,703.50)	(374.99)	14,203.50	(500.00)
10-8303-5840	THEATRE ADMISSION	(57,000.00)	(73,618.61)	(52,471.72)	(42,750.00)	(4,528.28)	(57,000.00)
10-8303-5841	THEATRE - CONCESSION	(38,000.00)	(51,832.80)	(37,139.16)	(28,499.99)	(860.84)	(38,000.00)
10-8303-5880	PRE-SHOW ADVERTISING	(3,000.00)	(3,000.00)	(3,600.00)	(2,700.00)	0.00	(3,600.00)
10-8303-5890	DONATIONS	(2,500.00)	(3,100.45)	(2,671.18)	(1,875.01)	171.18	(2,500.00)
10-8303-6011	SALARY/WAGES	9,000.00	12,961.77	4,977.91	6,750.00	4,022.09	9,000.00
10-8303-6012	CONCESSION - WAGES	990.00	0.00	0.00	0.00	0.00	0.00
10-8303-6021	BENEFITS	0.00	828.96	557.64	742.50	432.36	990.00
10-8303-6080	VOLUNTEER APPRECIATION	200.00	140.13	46.42	149.99	153.58	200.00
10-8303-6170	EXTRA SERVICES	1,750.00	1,380.00	1,030.00	1,312.51	720.00	1,750.00
10-8303-6210	ANNUAL INSURANCE COVER	3,400.00	4,428.78	4,820.78	3,749.99	179.22	5,000.00
10-8303-6310	HYDRO	2,500.00	2,196.41	1,339.80	1,875.01	1,160.20	2,500.00
10-8303-6315	WATER	1,250.00	998.26	613.37	937.49	636.63	1,250.00
10-8303-6320	HEAT	3,000.00	2,802.09	1,664.06	2,250.00	1,335.94	3,000.00
10-8303-6340	CLEANING SERVICES	750.00	400.88	300.00	562.50	450.00	750.00
10-8303-6350	CLEANING SUPPLIES	400.00	167.37	163.00	300.01	237.00	400.00
10-8303-6360	WASHROOM SUPPLIES	500.00	609.57	466.55	374.99	33.45	500.00
10-8303-6380	BUILDING MAINTENANCE	2,000.00	3,888.38	2,198.60	1,499.99	(198.60)	2,000.00
10-8303-6410	OFFICE SUPPLIES	350.00	592.50	396.88	262.49	(46.88)	350.00
10-8303-6411	FREIGHT	2,100.00	1,590.39	1,149.11	1,575.00	950.89	2,100.00
10-8303-6460	SECURITY SYSTEM MONITO	240.00	264.00	0.00	180.00	240.00	240.00
10-8303-6520	ADVERTISING & PROMOTION	4,000.00	3,884.42	3,304.76	3,000.01	695.24	4,000.00
10-8303-6530	TELEPHONE & SERVICE CHA	820.00	822.31	563.73	615.01	256.27	820.00
10-8303-6540	WEB-SITE SERVICE FEES	1,000.00	1,262.09	683.60	750.01	316.40	1,000.00
10-8303-6720	EQUIPMENT REPAIR & MAIN	2,000.00	5,401.54	1,713.25	1,499.99	286.75	2,000.00
10-8303-6800	TRANSFERS TO RESERVES	16,000.00	32,873.86	16,000.00	12,000.01	0.00	16,000.00
10-8303-6820	CONCESSION BOOTH SUPPL	18,000.00	24,549.09	17,391.35	13,500.00	608.65	18,000.00
10-8303-6830	SPECIAL EVENT COSTS	0.00	10,495.98	11,579.96	0.00	(11,579.96)	0.00
10-8303-6840	BOOKING SERVICE FEES	5,000.00	5,135.50	2,907.04	3,749.99	2,092.96	5,000.00
10-8303-6841	FILM RENTALS	30,000.00	38,396.93	25,997.25	22,500.00	4,002.75	30,000.00
10-8303-6850	MISCELLANEOUS EXPENSES	750.00	751.57	352.05	562.50	397.95	750.00
<b>TOTALS</b>		<b>0.00</b>	<b>525.00</b>	<b>(18,231.20)</b>	<b>0.00</b>	<b>18,231.20</b>	<b>0.00</b>

## REPORT SUMMARY

10-8303	*Norgan Theatre*	(106,000.00)	(156,297.78)	(118,448.31)	(80,699.99)	10,848.31	(107,600.00)
Total Revenue		(106,000.00)	(156,297.78)	(118,448.31)	(80,699.99)	10,848.31	(107,600.00)
10-8303	*Norgan Theatre*	106,000.00	156,822.78	100,217.11	80,699.99	7,382.89	107,600.00
Total Expenditure		106,000.00	156,822.78	100,217.11	80,699.99	7,382.89	107,600.00
Excess Revenue Over (Under) Expenditures		0.00	(525.00)	18,231.20	0.00	(18,231.20)	0.00



November 4, 2019



Lavelle Da Silva, President  
Generation Connection

[Redacted]

RE: Dundalk Old Town Hall

To Whom It May Concern:

We are a Non-Profit Organization that holds events for the youth in our Community. We have been part of the Dundalk Community for over thirty years. It is important to keep our youth active and entertained, in order for them to mature and grow.

It is also important, to save our Old Town Hall. It has been a gathering place for our residents. The Performing Arts have entertained there for years, and now that it has not been available, they have not been able to continue. This is a very important part of our community, in the downtown core of our village and should be saved.

If the building is restored, they could bring Movie Night back. They could continue putting on the plays that have been so favourable. It could also be a meeting hall, when necessary for groups to gather, and I'm sure, many other activities, once it has been completed.

We totally support the Team Town Hall initiative, of restoring the Dundalk Old Town Hall.

Regards,

[Redacted]

Lavelle Da Silva, President



GO Adventure Co.  
199347 2nd Line NE, Melancthon. ON.  
519-373-6638  
gocrew@goadventue.co

October 28, 2019

To Whom it May Concern,

I write on behalf of GO Adventure CO. (GO) in support of Team Town Hall's proposal to save and restore the Olde Dundalk Town Hall for future community use as an art and culture building. At GO we are outdoor play enthusiasts offering recreation programming to children and youth from Dundalk and surrounding areas. We are based out of Melancthon, a neighbouring municipality, which is also in desperate need for more community programming opportunities and locations to facilitate these programs. Restoring the Olde Dundalk Town Hall will not only benefit the people of Dundalk, but it will spread to a much larger demographic area, encompassing many other towns and municipalities and their community of people.

As a business that has been providing a service to many members of Southgate for the past 5 years, I can see first hand how this project will better the community. Our goal at GO is to help build a community of GO-ers through play and movement, spending time outdoors, and most importantly leaving lasting positive memories on our crew. The vision of Team Town Hall aligns with ours, as they hope to build a place to connect with the community, be a positive outlet for many, and make lifelong lasting memories. The reopening of Old Dundalk Town hall would be very complementary to our programs and a positive addition to our community.

Through communication with our GOers and their families, the consensus is that Dundalk is currently lacking in options for programming including recreation, arts and culture in our community. Although we are a business serving one of these needs, our programs are continually at capacity meaning that other participants must be turned away. There is interest and demand for more arts, culture and recreational programming in this area, and with the rapid growing population of our communities, the demand for this will continue to increase.

Currently many of our GO-ers that are interested in participating in arts and cultural programs must drive to other towns in order to access this. This divides our community instead of bringing it together. Having a building in Dundalk like the Olde

Town Hall that is accessible to everyone and dedicated to arts and culture could become a hub for discovering passions, meeting new people, feeling supported, and building a close-knit community. Lack of access to transportation (no public transit, no vehicle, no ride sharing options, etc) is a main reason we hear of why many rural people cannot participate in our recreation programs and we are only located on a property about 5 km from Dundalk. Since the Olde Town Hall is located right in the heart of Dundalk, it would eliminate this barrier for people.

I started GO Adventure in this area because it is where I grew up and so I have a vested interest in it being a thriving, healthy, and strong community. With GO, I have been involved in many rural development and tourism conferences and it has brought to my attention through the example of many other smaller towns that a lot of their economic success comes from tourism and bringing visitors in. Being on Highway 10 makes Dundalk a high traffic area thus raising the potential for visitors to come stop and see the historical buildings, the quaintness of a small town and a rural community way of living that is increasingly diminishing in large urban sprawls. The opportunity to restore the Olde Town Hall is a chance to kick start the beautification of the whole town of Dundalk.

I again strongly recommend and support the renovation and revitalization of the Olde Dundalk Town Hall, so that it can function as intended and help revitalize our little community. It has the chance to be the catalyst for more effort, energy, money and time being invested into OUR community.

Sincerely yours,

A solid black rectangular box used to redact the signature of Alycia Bannon.

Alycia Bannon  
Founder - GO Adventure Co.



# Highpoint Community School

Carolynn Dyer, Principal

351 Main Street West, P.O. Box 310

Dundalk, Ontario N0C 1B0

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

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

November 10, 2019.

To Whom It May Concern;

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


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

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

Both the location and social economics of the area have a significant impact on opportunities for students. Opportunities provided by other non-profit organizations in town have experience significant student interest. The South East Family Team organizes an afterschool weekly club, with the focus of increasing physical activity. The local library is a popular after-school location for students. When the school has had funding for an afterschool literacy or numeracy program, they have also been well attended. Students are eager to find positive and productive activities in which to be involved.

Dundalk is a growing town with an increase of young families. I believe the Cultural Hub at the Town Hall would not only provide a valuable service for our residents but also provide a window into the history of our past.

Sincerely,

  
Carolynn Dyer  
Principal

3 Nov 2019, 19:13

To: Team Town Hall and The Township of Southgate

From: Dundalk Young at Heart, a member of United Senior Citizens of Ontario

The Dundalk Young at Heart have 56 active members who live in Southgate, Melancthon and Grey Highlands. We are a social support club that provide pertinent information to seniors and enjoy meals together and local entertainment.

We are writing a letter of support for upgrade and re-opening of the Dundalk Olde Town Hall Theatre. The Dundalk community is fortunate to have an arena which supports local sports and the fall fair and the South East Grey Health Center and Erskine Wellness Center for medical and related programs. There is a gap in support of theater and the performing arts here. By restoring the Town Hall Theater we have an opportunity to remedy that lack.

This would give a permanent home for Dundalk Little Theater as well as Junior Musical Theater ; while the main floor could be used for local artists or perhaps a satellite site for museum displays. This could become a cultural hub open to all ages, accessible (with an elevator ) to all. The team has addressed ongoing maintenance and believe it can be self-supporting.

As a group of concerned seniors of Dundalk we wish to endorse Team Town Hall. There will be lots of work ahead to raise funds and to get commitments but the end result will create a heritage gem in the middle of town.

Doris Nurcombe, President DYAH

# **Dundalk and District Historical Society**

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

**NOC 1B0**

November 6, 2019

To Whom It May Concern:

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

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

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

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

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

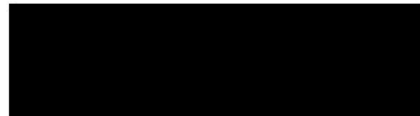
Dundalk and the surrounding area are attracting new housing developments and many new people. We would like people to know why making their home here is a great decision and to engage in keeping this community vibrant. People will be proud to live here - preserving the Town Hall is key to this.

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

Sincerely,



Mary Redmond  
Chairperson



Muriel Scott  
Vice Chairperson

# *Dundalk Little Theatre*

*Dundalk Ontario* N0C 1B0

November 6, 2019

page 1 of 32 BB  
W

To Whom It May Concern,

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

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

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

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





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

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

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

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

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

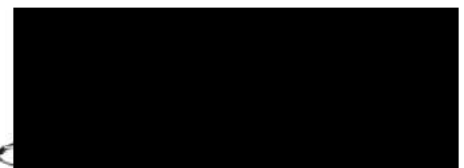
A healthy community is comprised of several components which include sports, education, faith, arts and culture. At present our community is lacking in the arts and culture. We desire to be able to make this a more balanced and healthy community.

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

Sincerely,



Jessica Walker, President



Bonnie Black, Treasurer

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



April 11, 2018

Dear Southgate Township Council and Staff,

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

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

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

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

Sincerely,

A solid black rectangular box used to redact the signature of Emma Hill.

Emma Hill

YAC Chair



To Whom It May Concern:

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

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

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

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

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

Thank you for your consideration.

Sincerely,



LION PRESIDENT.

519.924.2843  
40 Sydenham St.  
Flesherton, ON  
N0C 1E0

**SOUTH  
GREY  
MUSEUM**

November 6, 2019

To Whom It May Concern:

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

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

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

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

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

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

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

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

Robert Iantorno,

Curator.

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



April 11, 2018

Dear Southgate Township Council and Staff,

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

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

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

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

Sincerely,

A solid black rectangular box used to redact the signature of Emma Hill.

Emma Hill

YAC Chair



## **Staff Report HR2021-028**

**Title of Report:** HR2021-028 – Finance and By-Law Administrative Assistant Position

**Department:** Human Resources

**Council Date:** November 3, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report HR2021-028 for information; and

**That** Council approve the draft job description for the Finance and By-Law Administrative Assistant; and

**That** Council direct staff to review and evaluate the draft job description for the Finance and By-Law Administrative Assistant through the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid; and

**That** Council direct staff to report back to the November 17<sup>th</sup> Council meeting with a report from the Job Evaluation Committee and the final version of the Finance and By-Law Administrative Assistant job description for approval.

### **Background:**

The Administrative Support position was created earlier in 2021 with the following resolutions:

The following resolution was approved at the March 17, 2021 Council Meeting

**Moved By** Councillor Sherson **Seconded By** Councillor Frew

**Be it resolved that** Council receive Staff Report HR2021- 006 for information; and

**That** Council approve the Administrative Support position amended job description as presented; and

**That** Council approve the Job Evaluation Committee recommendation the job be placed and remain in pay band 13; and

**That** Council approve the salary for the 6-month Administrative Support position be funded by the Safe Restart Funding. Carried No. 2021-138

The following resolution was approved at the April 21, 2021 Council Meeting

**Moved By** Councillor Sherson **Seconded By** Deputy Mayor Milne

**Be it resolved that** Council receive Staff Report HR2021- 010 for information.

Carried No. 2021-219

We welcomed Charli Hodges into the role of Administrative Support on a six month contract, which has now been extended until December 31, 2021.

### **Staff Comments:**

During the past six months, the Administrative Support person has made a positive impact to our Administration office. In addition to being a 'live answer' on our

phone system and increasing our customer service experience for residents, this position has also assisted in multiple departments supporting the increased demands we have been facing due to our continued growth.

Senior staff have met to evaluate current job descriptions, tasks and workload and have identified two main areas where there has been a significant increase in demand and therefore requires more administration support than in the past. The two areas identified:

1. Finance – Accounts Receivable: with the increase in water and wastewater accounts as well as the frequency of ownership changeover in Dundalk, the Utility portion of the Accounts Receivable position have seen a significant increase in workload. This position also supports all invoicing for the municipality including waste sites, recreation, fire department, facility rentals and billing and dog tags. It has been determined that all of these tasks are more than one fulltime position has capacity to handle.
2. By-Law Enforcement: this department has seen a steady increase in complaints over the past two years and has identified that more time needs to be spent logging and tracking the information to ensure timelines are met, acted on and documented appropriately due to the time sensitivity for by-law enforcement. With the Building Department also seeing an increase in building permits, inspections, etc., it has been identified that the administrative support required for both by-law and building is more than one fulltime position has capacity for.

The draft Finance and By-Law Administrative Assistant job description (Attachment #1) was created in collaboration with various department heads to ensure we provide additional support where it is needed. If this position is approved in the 2022 budget, then two other job descriptions will also be updated to reflect the changes (Finance Assistant – Revenues and Building and By-Law Administrative Assistant). Staff do not anticipate the changes to require re-evaluations due to the balance of tasks being impacted and not the responsibilities.

### **Financial Implications:**

There are no financial implications as a result of this report and the creation of the position will be discussed as part of the 2022 operating budget.

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

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

### **Goal 2 - Revitalizing Downtown Dundalk**

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

### **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.

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

**Concluding Comments:**

1. That Council receive this report as information.
2. That Council approve the draft job description for Finance and By-Law Administrative Assistant.
3. That Council direct staff to review and evaluate the draft job description for the for Finance and By-Law Administrative Assistant through the Southgate Job Evaluation Committee for a recommended placement of the Employee Pay Grid.
4. That Council direct staff to report back to the November 17, 2021 Council meeting with a report from the Job Evaluation Committee and the final version of the for Finance and By-Law Administrative Assistant job description for approval.
5. That the 2022 budget deliberations will be part of the future discussions related to the justification of the position, approval for hiring to fill the job and as well the review of the existing job descriptions impacted by this shift in tasks.

Respectfully Submitted,

***Original Signed By***

**Human Resources:** \_\_\_\_\_

Kayla Best, HR Coordinator/ Assistant to the CAO

**Dept. Head Approval:** ***Original Signed By*** \_\_\_\_\_

Bev Fisher, Chief Building Official

**Dept. Head Approval:** ***Original Signed By*** \_\_\_\_\_

William Gott, Treasurer

**CAO Approval:** ***Original Signed By*** \_\_\_\_\_

Dave Milliner, CAO

**Attachments:**

Attachment #1: Finance and By-Law Administrative Assistant draft job description.





## **Staff Report HR2021-029**

**Title of Report:** HR2021-029 Customer Service & Support Contract Job Posting  
**Department:** Human Resources  
**Council Date:** November 3, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report HR2021-029 for information; and  
**That** Council approve the posting of a Customer Service and Support position as a one year contract to fill an upcoming temporary vacancy; and  
**That** Council approve an overlap of approximately one month for training.

### **Background:**

Staff have been notified that there will be a planned leave for the Administrative and Legislative Assistant, anticipated to begin in mid January 2022.

### **Staff Comments:**

Staff have met to discuss how to best fill the position of Administrative and Legislative Assistant during the planned leave and have determined the Customer Service and Support person currently on staff can move into that position on a temporary basis to cover the leave period. This will allow for cross training to occur in the coming months.

Due to that transition, the Township will need to fill the Customer Service and Support position for the term of the planned leave.

Staff recommend beginning the contract in January 4, 2021 in order to have some training completed prior to the leave. The anticipated end date of the contract is January 30, 2023.

### **Financial Implications:**

There is no financial impact of this report in the 2022 budget.

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

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

### **Concluding Comments:**

Staff recommends that Council receive Staff report HR2021-029 for information and approves the job posting with approximately one month of overlap for training.

Respectfully Submitted,

**HR Coordinator:** *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

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

Lindsey Green, Clerk.

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

Dave Milliner, CAO

**Attachments:**

None.



## **Staff Report PL2021-087**

**Title of Report:** PL2021-087-On farm diversified uses and agricultural related uses.  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** October 3, 2021

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2021-087 for information; and

**That Council** direct staff to work with the consultant to draft policy in the new official plan to exempt agricultural related and on farm diversified uses from the zoning by-law amendment process.

**Background:**

We have heard many times that Agriculture is no longer profitable and that there is no money in Agriculture. This has proven true as many small and medium farmers are no longer able to continue farming and have left farming. Similarly the next generation of young farmers are not even able to start without assistance.

Agriculture in Ontario has seen a slow continued shift from small and medium size farms to large corporate farming. The family farm is being squeezed out of the industry. Past policy has been to preserve the farmland in Ontario for continued use as a farm. There is a shift to that thinking in that it is not enough to preserve the farmland, you must also preserve the farmer.

Recently, there has been work to suggest that agriculturally related and on farm diversified uses will play a key component in preserving agriculture in Ontario. A basic tenant of the work is farm first and that by allowing small ag related and diversified uses on the farm to support the farmer it will benefit the overall farming industry. The policy would potential mean a family farm could be kept within the family by making it more profitable and allowing the flexibility to diversify. (Attachment #1)

Some farmers in Ontario have taken this approach and created everything from wood working and machine shops to creating breweries, distilleries, wine shops and restaurants. This approach has allowed the land to continue to be utilized as agriculture while providing much needed income to allow the small farmer to continue to operate and maintain the family farm.

The Province of Ontario has put out a list of example uses for Agricultural, Agriculturally related and On farm diversified uses. (attachment #2) Many of these uses have been utilized by the Mennonite community of Southgate. The requirement to rezone prior to allowing these uses is time consuming, costly and represents a real barrier to farmers being able to diversify their farms to continue to remain in the farming industry. Removing this barrier would assist farmers in making their farms more productive.

There is also another side to this discussion which is the increased bureaucracy and “red tape” that is created as a result of this requirement to rezone for Agricultural related and on farm diversified uses.

The Township has experienced a significant amount of growth over the last number of years. All aspects of the Township have been affected by this growth from increased tax revenues to the Township to increased demand for services and increased workload on municipal staff.

The chart below shows the planning application activity over the last 8 years and in 2018 there is a marked increase in development applications to the Township.

<b>Planning Applications over the last 8 years</b>						
	Consents	Zoning	OPA's	Minor Var	Site Plan	Totals
2014	13	20	1	0	9	43
2015	15	31	3	0	7	56
2016	9	22	1	2	16	50
2017	9	31	1	3	9	53
2018	14	37	1	0	18	70
2019	4	27	3	2	19	55
2020	14	30	4	3	21	72
2021	12	29	3	8	23	75

From 2014 to 2017 the average number of development applications received was 50.5. From 2018 to 2021 the average number of development applications is 68. That represents an approximate increase in development applications of 35%. The above figures do not include the increased subdivision activity of which we have had 9 subdivisions applications that have been received in the last 8 years. The Subdivision process also requires a significant amount of staff time to process, review. Similarly the CAO now handles Subdivision Agreements and other pre servicing agreements that have traditionally been handled by other staff. The above figures also do not include the increased interest in property development with similar increases in property inquiries to the Township which utilizes more staff time.

The increased development in Southgate has affected many services within the Township causing delays in processing time and in some cases worker burnout.

At the present time, some statutory timelines are not being met for every planning application. The simple solution as always, is to throw money at the issue and hire more staff.

In today's climate of fiscal restraint and budgetary constraints municipalities are struggling with this question of do we hire more staff and place an increased burden on the tax payer or do we cut services. Southgate is not alone in struggling with this question as many municipalities outside of the GTA are currently experiencing a significant increase in development activity.

### **Staff Recommendations:**

Staff have another approach to this issue that would free up staff time and resources without the need to hire more staff.

At the beginning of this Council's term of office a Councillor said during budgetary discussions "What are we doing today that we could just stop or find a better way to do it without affecting services".

Staff have taken this statement to heart and examined the processes that are currently being done in Southgate to accommodate development within the Municipality.

### **The Proposal**

The Township receives a significant number of on farm shop applications every year that takes up a significant amount of staff time and resources. All of them are recommended for approval and have been approved. Staff

believe that the Township can implement new Official Plan Policy to eliminate the need to amend the zoning bylaw every time a new on farm shop (on farm diversified use) is proposed. The Township would be permitted the uses listed in Attachment 2 as of right subject to meeting certain criteria and approval of a site plan control application.

<b>Zoning Applications for on farm diversified and agriculturally related uses</b>		
Year	On-farm Diversified uses and agriculturally related use applications	Total Zoning Applications by year
2017	15	31
2018	14	37
2019	15	27
2020	16	30
2021	16	29

The Township receives a significant number of on farm shop applications every year as can be seen in the chart above.

Currently all on farm shops require a Rezoning and a Site Plan Control application. That is approximately \$4800 in fees and contingency fees for each application that the Township receives and approximately 35 hours of staff time to prepare notices post signs, attend pubic meetings, draft two planning reports and two by-laws, attend Council for approval and then send out a notice of passing of the bylaw or agreement for registration.

The Township could develop policy in the new Official Plan that would control on farm diversified uses. A set of criteria for these uses to proceed without the need for a zoning bylaw amendment would be included in the new Official Plan. These criteria would include all of the current criteria that staff use to recommend approve to Council and would include the following:

1. 2% of the land area or a maximum of 8000m<sup>2</sup> for the area of land used for the on farm diversified use.
2. Minimum of 20m away from all lot lines
3. 150 m away from the nearest sensitive receptor
4. MECP D6 guidelines must be complied with,

5. MDS may be applied to those uses that are in close proximity to a large cluster or intensive sensitive use.
6. If a building cluster exists on the farm the new on farm diversified use must stay within 30m of the cluster.
7. The use would be required to undergo Site Plan Control.

If all of these criteria were met the owner would not be required to amend the Township of Southgate Zoning By-law but would still be required to undergo the Site Plan Control Process.

If a use did not meet all of these criteria it would require an amendment to the zoning by-law and therefore greater scrutiny by staff, the public and Council.

The end result of this change would be that the Agricultural related and on farm diversified uses can continue to proceed as they currently are but this new process would free up an estimated 225 hours of staff time without the need to hire additional staff. This time could be used to increase processing time of other applications allowing staff to meet statutory timelines and provide better services to Council and the public.

The additional benefit is that it supports farming and specifically the farmer by allowing them the opportunity to diversify without the need to amend the zoning by-law. The process to diversify will also be less costly as there would only be a site plan application fee associated with the proposal.

### **Financial Consideration**

By implementing this change the Township would lose approximately \$20,000.00 in planning application fee revenue associated with reduced zoning applications. Having to process fewer zoning applications would free up staff time so that it could be redirected to other/more important matters and avoid the need to hire more staff.

### **Conclusions**

Based on the above, the addition of policy in the new official plan to allow farmers to develop agricultural related uses and on farm diversified uses without the need to amend the zoning by-law is good planning. It supports agriculture and the farmer; it encourages expansion of the tax base and will reduce the "red tape" barrier to farmers. Lastly it will create efficiencies for staff to focus on other matters requiring staff's attention without the need to hire additional staff.

Respectfully Submitted,

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



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

**Attachments:**

1. Slide Deck from OPPI on farm diversified uses.
2. Examples of permitted uses



# **Balancing On-Farm Diversification and Agricultural Land Preservation in Ontario 2021 and Beyond:**

**Assessing effectiveness and identifying best practices for the implementation of the OMAFRA Guidelines**

**OPPI 21 CONFERENCE**

**WEDNESDAY, OCTOBER 13TH, 2021**

**Pam Duesling and Emily C. Sousa**

School of Environmental Design and Rural Development, University Of Guelph

147

# OUTLINE



1. Context for the Research
2. Research Problem and Objectives
3. Methods
4. Results
5. Example of Successful OFDU
6. Key Overarching Research Findings
7. Recommendations
8. Next Steps
9. Conclusion
10. Questions 148



# CONTEXT

## Farmland Preservation in Ontario, Canada

- Less than **5%** of Canada's land base is made up of prime agricultural land
- **52%** of prime agricultural land in Canada is located in Ontario
- Farmland in Ontario has decreased by **39.33%** from 1951 to 2011
- Of the **49,600** farms in Ontario, **98%** of them are family-owned
- The numbers of **small** and **medium-sized farms** are **decreasing** while the number of large farms is increasing.
- "It is not enough to preserve farmland; society must also preserve the farmer."



# POLICY CONTEXT

## OMAFRA Guidelines

Guidelines  
Permitted  
in Ontario  
Agricultural

- PPS (2020) and the OMAFRA Guidelines on Permitted Uses in Prime Agricultural Areas (2016) allow for **on-farm diversified uses** (OFDUs) in *prime agricultural areas*
- **On-farm diversified uses:**
  - 1) Located on a farm
  - 2) Secondary to the principal agricultural use of the property
  - 3) Limited in area (2% of a farm parcel to a maximum of 1 ha)
  - 4) Includes, but is not limited to, home occupations, home industries, agri- tourism uses and uses that produce value-added agricultural products
  - 5) Shall be compatible with, and shall not hinder, surrounding agricultural operations



# PLAN

CANADA



**WALTERS DINNER THEATRE,**  
**Oxford County**



**CIRCUS IN THE TREES,**  
**Norfolk County**



**WINDMILL LAKE WAKE & ECO-PARK,**  
**Huron County**



# RESEARCH PROBLEM

- On-farm diversification can have many benefits, but ensuring a **balance between farmland preservation, agricultural viability, and economic development** is key
- Challenges: size, scale, compatibility with surrounding farms, maintaining character of a farm, cumulative effects, and more
- Municipalities are tasked with implementing the OMAFRA Guidelines on Permitted Uses in Prime Agricultural Areas into **local policy**
- Research will ensure the policy framework for OFDUs is **supportive in balancing goals** of farmland protection, agricultural viability, and economic development.
- Research will assess the **benefits and costs of policy** for farmers and municipalities.
- Research will **identify and evaluate best practices** for planners to achieve policy objectives for OFDUs and **identify policy barriers** that limit the establishment or expansion of OFDU activity.



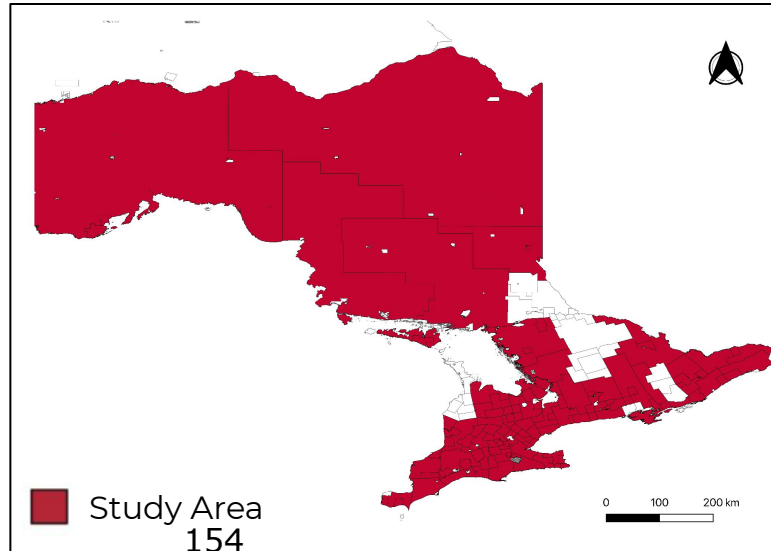
# CONTEXT

## Research Objectives

1. To **evaluate the effectiveness of policy** that allows for agriculture-related and OFDUs within Ontario (at individual farm, municipal, and provincial levels).
2. To **identify existing policies and strategies** used to encourage agriculture-related and OFDUs (at a County and Regional level).
3. To evaluate the specific **policy effects on farmers.**
4. To **identify best practices** for policy and strategies for agriculture-related and OFDUs based on evidence collected (evidence-based policy for municipalities, the Province, and agriculture).

# METHODS

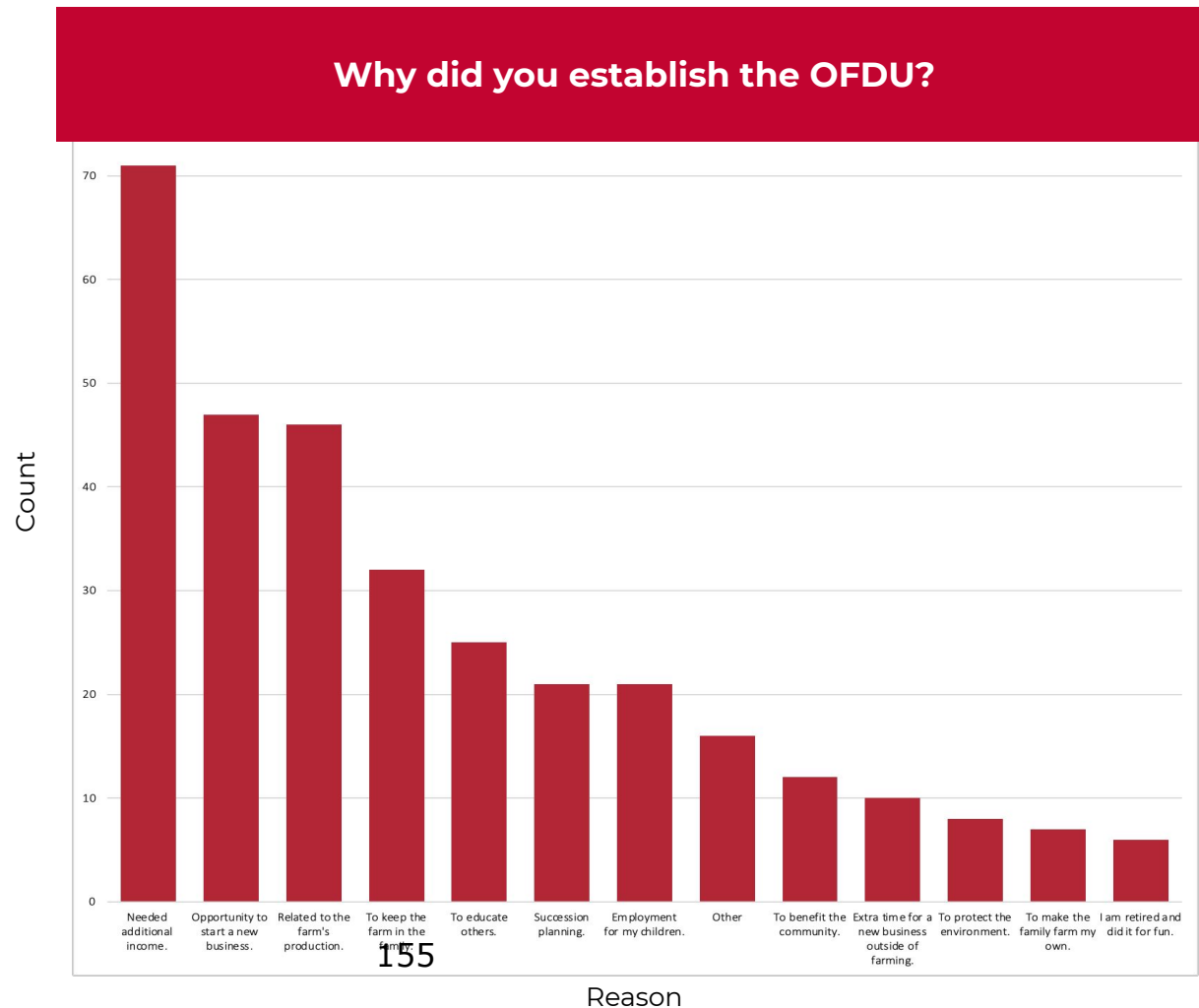
- Survey to municipal planning departments and farmers
  - **37** upper/single- tier municipalities & planning boards
  - **146** farmers
- Interviews with planners (**31**) and farmers (**40**)
- **3** Focus groups with provincial/municipal planners and farmers





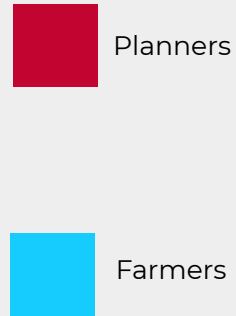
# SURVEY RESULTS

Farmers

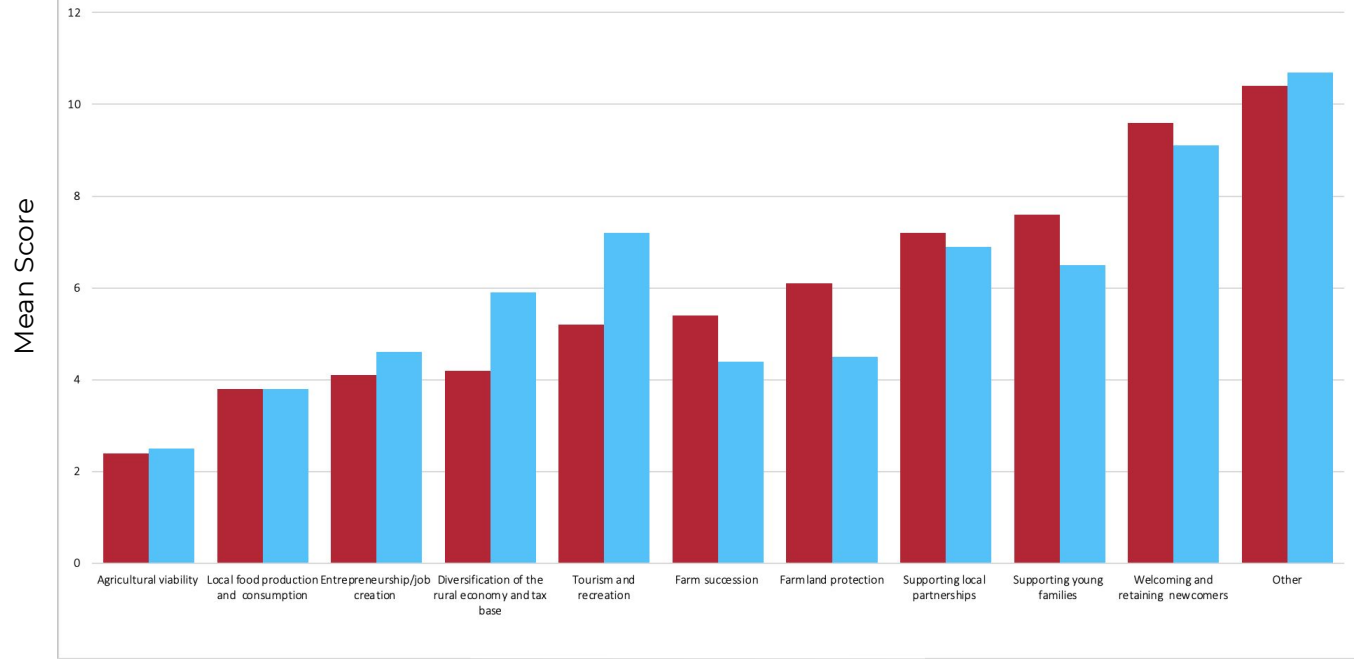


# SURVEY RESULTS

Planners & Farmers



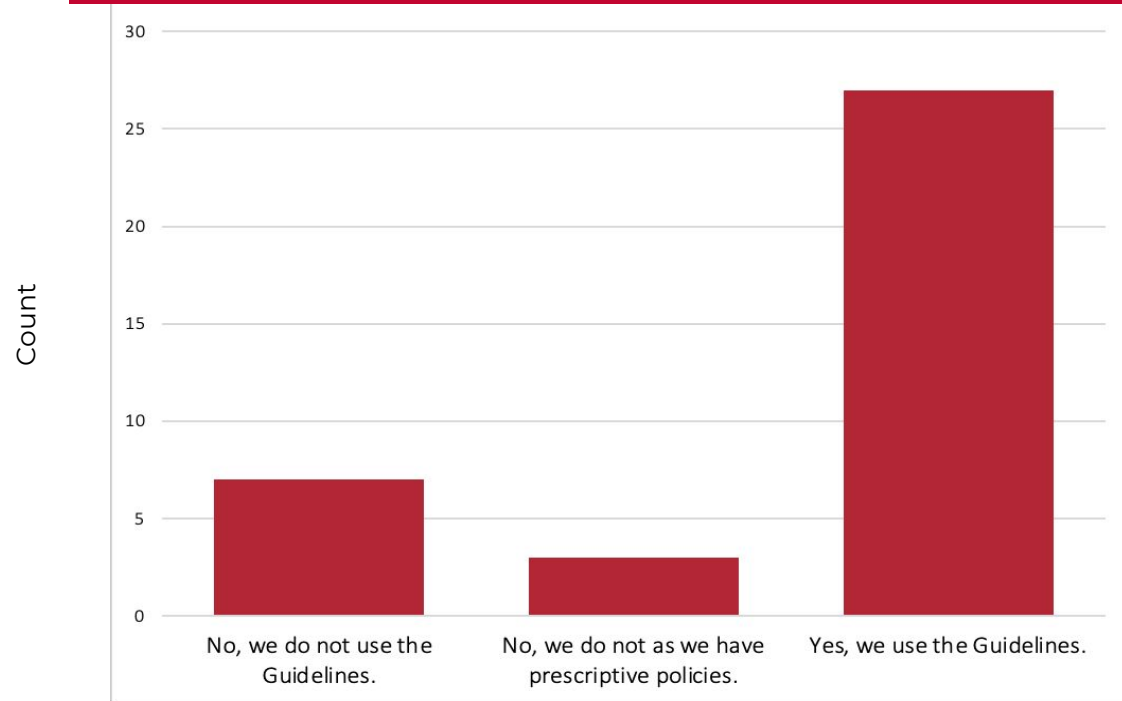
On a scale from 1-11, rank the following contributions of OFDUS based on their level of importance (1 being most important and 11 being least).



# SURVEY RESULTS

Planners

Does your municipality use the Guidelines when new OFDUs are proposed?



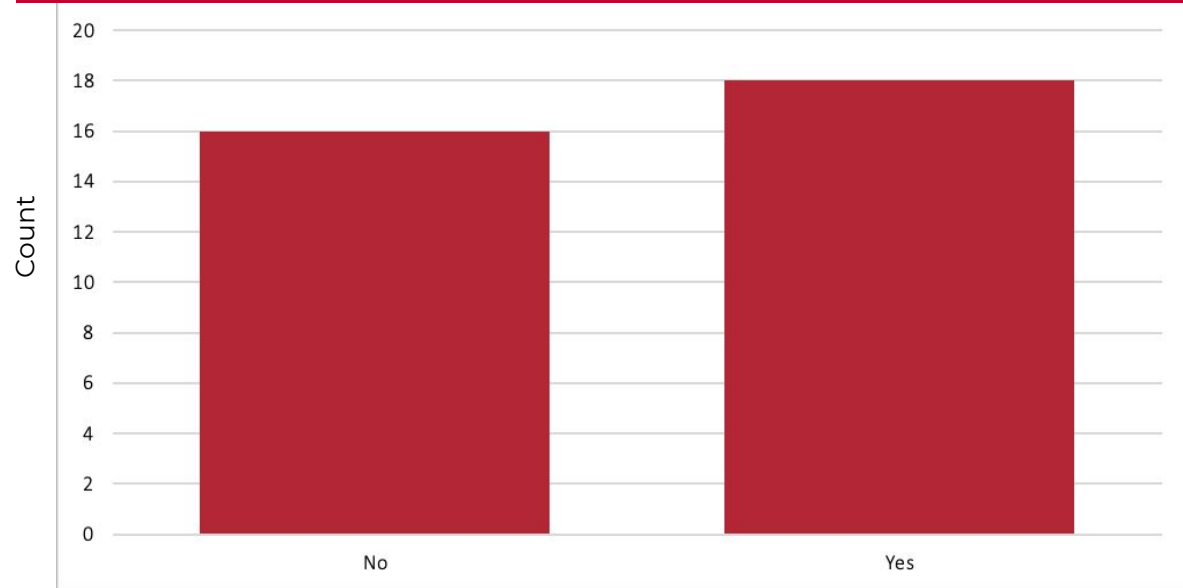
157

Response Option

# SURVEY RESULTS

Planners

**Do you think the Guidelines' recommendation of a 'size and scale' maximum of "2% of farmlands to a max. of 1 ha" is an appropriate size for all OFDUs (to protect farmland and enable economic opportunities)?**



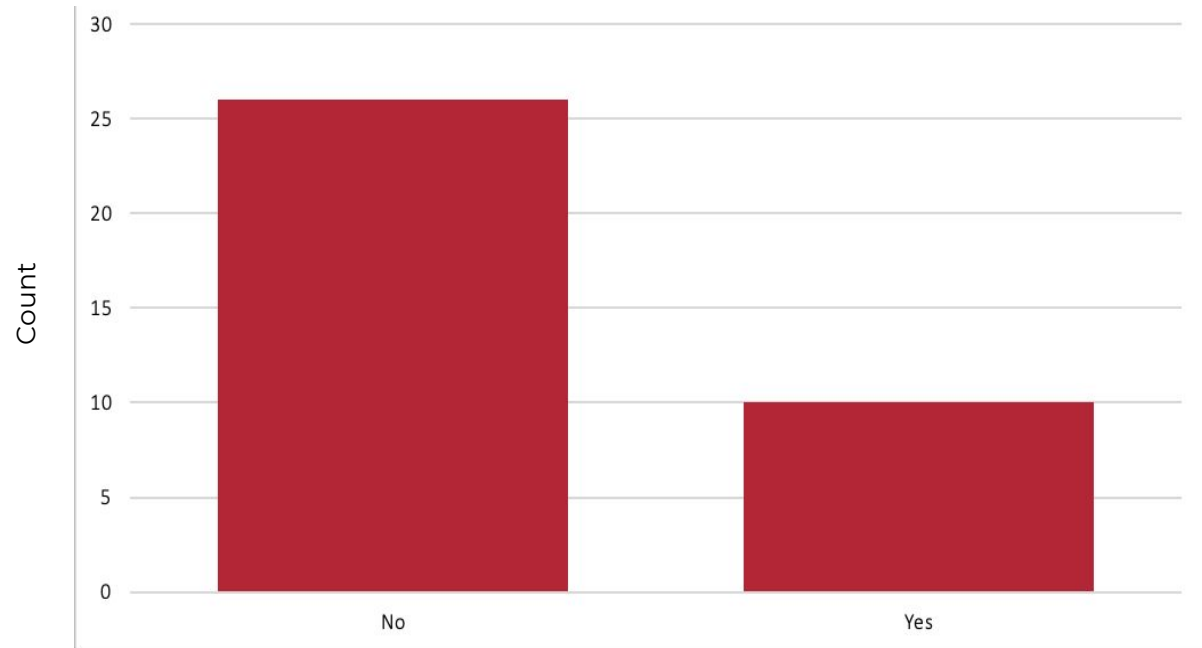
158

Response Option

# SURVEY RESULTS

Planners

**Does your municipality have any policies to promote the reuse of existing buildings and structures?**



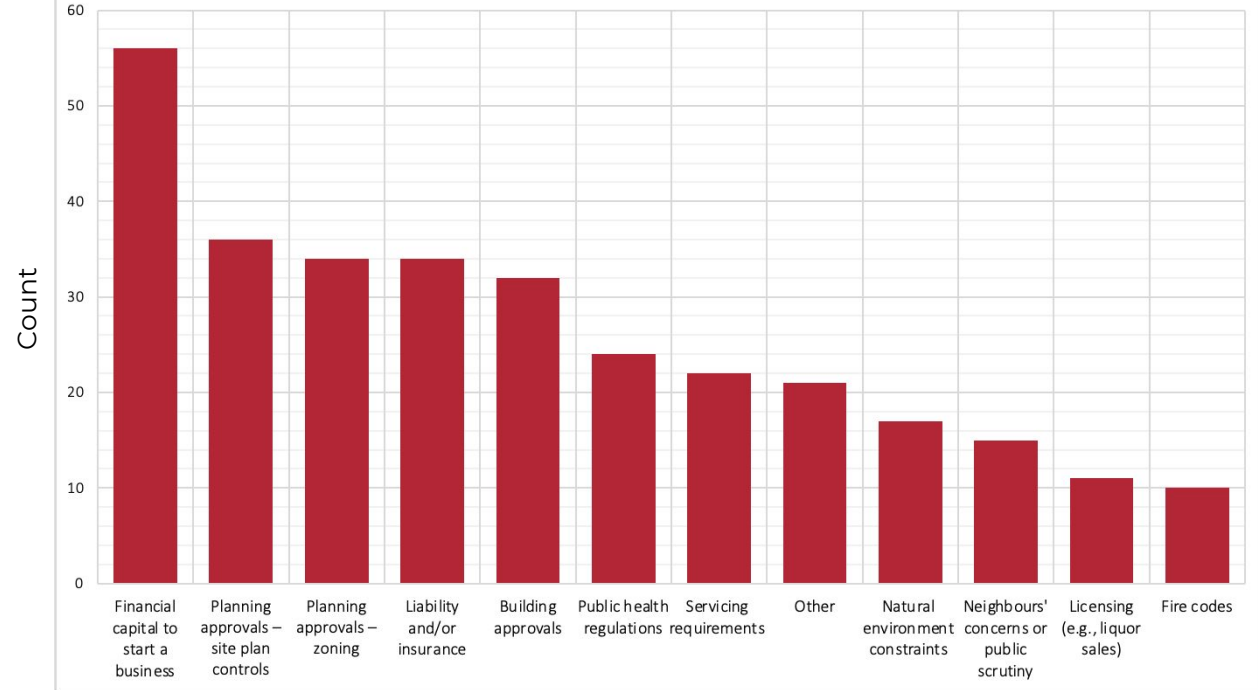
159

Response Option

# SURVEY RESULTS

Farmers

## What challenges did you experience when establishing or expanding the OFDU?



# INTERVIEW RESULTS

**Farmer P37:** “We went to the political level and had **public meetings** about [the zoning by-law amendment]. It was excruciatingly difficult. **I wouldn't wish it on my worst enemy.**”

**Farmer P05:** “... Because the whole farm is zoned as that “agricultural plus” designation, we're able to do those events without having to get any specific permits. **That designation allows us to go forward without too much hassle.** I think it'd be really hard to do it if we were not designated that way.”

**Farmer P15:** “So we did a rezoning application to allow for many of the things that we do here on the farm... the cafe, the bakery, events, and things like that. ... because **a lot of the activities we do aren't 'traditional agriculture.'** ... **Our goal would be to have 'right-of-use,'** because many farms want to do diversified uses, but they either don't have the time or the finances to rezone and fight the township. So instead they either get **discouraged, they do it without approval, or they just don't do it at all.**”

# INTERVIEW RESULTS

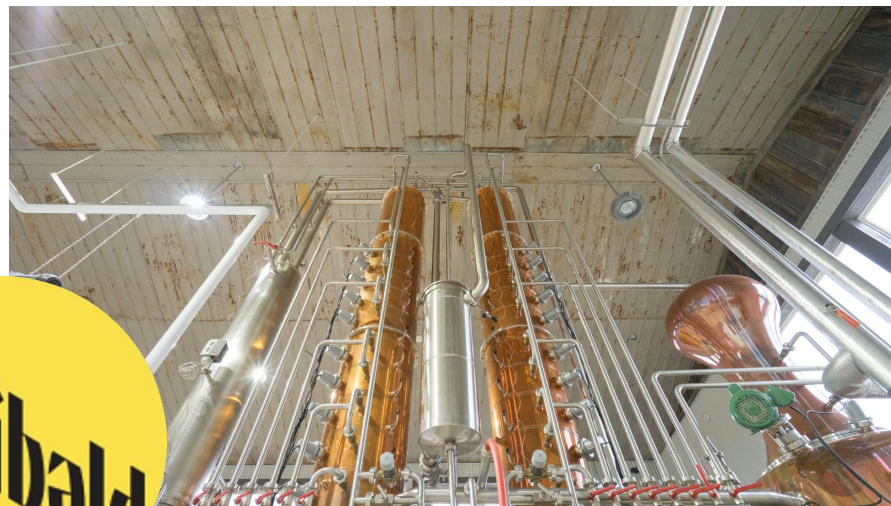


**Farmer P37:** “Right now, all throughout the pandemic the rhetoric is ‘buy local, stay local, support local businesses.’ .... Even the municipal governments are supporting those programs, but they forget to tell building, by-law, and planning that this [on-farm diversification] is an important thing. **There's no discussion between the departments.**”

The [economic development committee] brought... **planners and departments to our farm to show them what could happen** [with on-farm diversification]. At the same point, I would walk down the hall to the planning department who seemed to be doing everything to stop us, because they didn't want to “set a precedent.” They kept saying... “if we allow you, we have to allow everyone.” This is an argument that is so flawed in so many ways. **If you allow me, then you've got this is how it's done. And you've got a pathway for the next [farmers] to come.** I want to be that person — I will help you write the bylaws. I'll help you write the plan to make this happen.

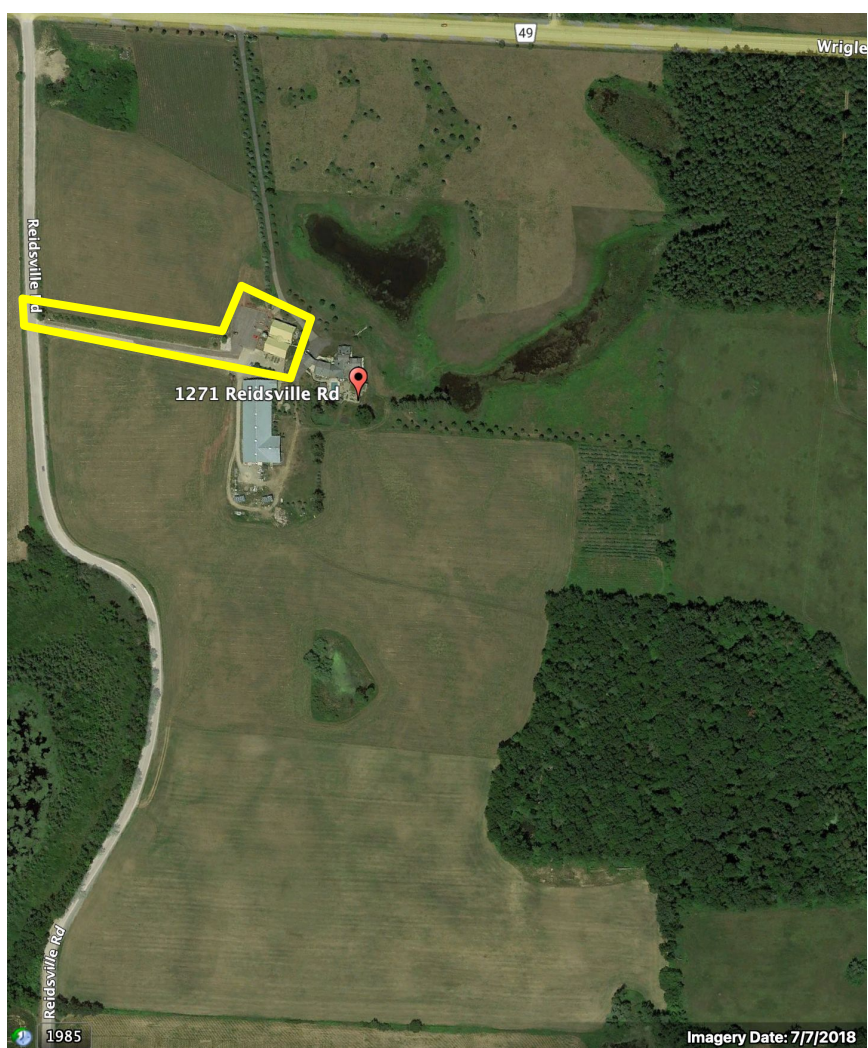
So they have this idea that until it's done by a number of people, it can't be done, but then you can't do it until it's done by a number of people — so it is a catch-22. So we, we've been pushing hard for many years and continue to because it's so important. We feel it's too important. And we've seen the industry thrive. And we've seen people make a living on their farm and **not just make a living but thrive.** And, you know, this is, in my opinion, one of the only ways **to truly preserve the family farm.”**





**Willibald Farm Distillery & Brewery**  
**Township of North Dumfries, Ontario**





**Willibald Farm Distillery & Brewery**  
**Township of North Dumfries, Ontario**



# KEY RESEARCH FINDINGS

What We Know So  
Far

- The Guidelines are a valuable and useful tool but are currently underutilized by municipal counterparts.
- **More outreach, education, training and sharing of best practices are required.**
- Updates are required on the Guidelines:
  - **Confusion** between Ag-Related & On-Farm Diversified uses
  - “Farm first” and “size and scale” are the **key principles** municipalities must prioritize
  - More **guidance** on event venues and cumulative uses
- Municipal strategies and policies including the following are useful:
  - **As-of-right** policies and provisions in zoning by-laws
  - Simplified or scaled back **site plan control** processes
  - **Exempted or limited fees** for farmers, where possible
  - **Design** guidelines




## RECOMMENDATIONS

### A Snapshot



1. Municipalities, the provincial government, and the agricultural community should **recognize the value in the OMAFRA Guidelines** as a useful tool.
2. Province to work with municipalities to utilize, interpret, and implement the guidelines into local level policy and **provide training to municipalities.**
3. Design specifications, both put out by the province and municipalities, to **ensure that the character of a farm** is maintained.
4. Municipalities (all departments) and farmers are encouraged to have **pre-submission consultation meetings** with all fees, timelines, and requirements laid out. It should be used as an opportunity for open discussion.
5. **Fees and requirements** should be scaled back for farmers (i.e. development charges, engineered drawings, studies, application fees, site plan control, etc.).
6. **Enhanced working relationships** between municipalities, OMAFRA, and various farm organizations to provide resources to **support OFDUs.**
7. Farmers are encouraged to **maintain positive neighbourly relations** to ensure most successful outcomes for both farm operations and on-farm diversified businesses.



## NEXT STEPS

- **Focus groups** with farmers (Fall 2021)
- **Synthesize feedback** from participants and edit recommendations
- **Presentations** (Fall 2021) including:
  - Ontario Professional Planners Institute
  - Niagara Escarpment Commission
  - Golden Horseshoe Food and Farming Alliance
  - Ontario Federation of Agriculture
  - Farm Fresh Ontario
- **Report to OMAFRA** (early Winter 2022)
- Various publications and presentations (Winter 2022)

# THANK YOU

We would like to thank the Ontario Agri-Food Innovation Alliance for supporting this project.

Additionally, we would like to thank all of the planners and farmers who contributed their perspective, experience, and knowledge to this project.

To learn more or continue the discussion, please contact:

**Wayne Caldwell, RPP, FCIP, PhD**

[wcaldwel@uoguelph.ca](mailto:wcaldwel@uoguelph.ca)

**Pam Duesling, RPP, PhD Candidate**

[pam.duesling@brant.ca](mailto:pam.duesling@brant.ca)

**Emily C. Sousa, MSc Candidate**

[esousa@uoguelph.ca](mailto:esousa@uoguelph.ca)

... OR VISIT [WWW.WAYNECALDWELL.CA](http://WWW.WAYNECALDWELL.CA) TO LEARN MORE

# QUESTIONS, DISCUSSION, & FEEDBACK



**Table 1: Examples of Permitted Use**

Agricultural Use	Agricultural-related Use	On-farm diversified Use
<ul style="list-style-type: none"> <li>growing of all types of crops</li> <li>raising of all types of livestock</li> <li>livestock barns / livestock facilities / manure storage</li> <li>pastureland</li> <li>feedlot</li> <li>residential uses associated with farming such as houses</li> <li>on existing lots of record, farm help accommodation and second units</li> <li>fish farm or aquaculture</li> <li>mushroom farm</li> <li>Christmas trees farms / nurseries</li> <li>greenhouses</li> <li>grain dryers and feed</li> <li>storage for own farm's use</li> <li>feed storage i.e. bunkers / silos</li> <li>washing, sorting, grading (of farm's own commodities only)</li> <li>machine shed (for own farm's use)</li> <li>cold storage (for own farm's use)</li> <li>indoor/outdoor riding arenas/tracks</li> <li>minimum amount of processing to make a produce saleable (e.g. evaporating maple sap, or extracting honey)</li> <li>marijuana/cannabis production facility in accordance with any federal laws</li> </ul>	<ul style="list-style-type: none"> <li>apple storage and distribution centre (for multiple farms use)</li> <li>farm gate sales or farmers market primarily selling locally grown produce/goods</li> <li>agricultural research centre</li> <li>winery, cidery, meadery using mostly local fruit or honey</li> <li>flour mill for local grain</li> <li>grain dryer / storage for multiple local farmers</li> <li>farm equipment repair shop</li> <li>livestock assembly yard, or stockyard for local farmers</li> <li>auction for local produce or local livestock</li> <li>farm input supplier e.g. seeds, feed, fertilizer, etc.</li> <li>abattoir selling and processing local meat</li> <li>food processing plant for local produce (e.g. cider-making, pitting, canning, quick-freezing, packing)</li> </ul>	<ul style="list-style-type: none"> <li>home rural occupations (e.g. professional office, bookkeeper, land surveyor, art studio, hairdresser, massage therapist, daycare, classes or workshops)</li> <li>home industries (e.g. sawmill, welding or woodworking shop, manufacturing / fabrication, storage of boats or trailers, biomass pelletizer)</li> <li>veterinary clinic</li> <li>kennel</li> <li>café/small restaurant, cooking classes, food store (e.g. cheese, ice cream)</li> <li>agri-tourism and recreational uses (e.g. farm vacation)</li> <li>suite, bed and breakfasts,</li> <li>hay rides, petting zoo, farm-themed playground, horse trail rides, corn maze, seasonal events, horse/pony events, wine tasting)</li> <li>distillery or brewery partially using some local farm inputs</li> <li>value-added uses (e.g. processor, packager, cheese factory, bakery)</li> <li>retail uses (e.g. farm market, antique business, tack shop)</li> <li>food banks, second harvest, or gleaning operations</li> </ul>



**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)

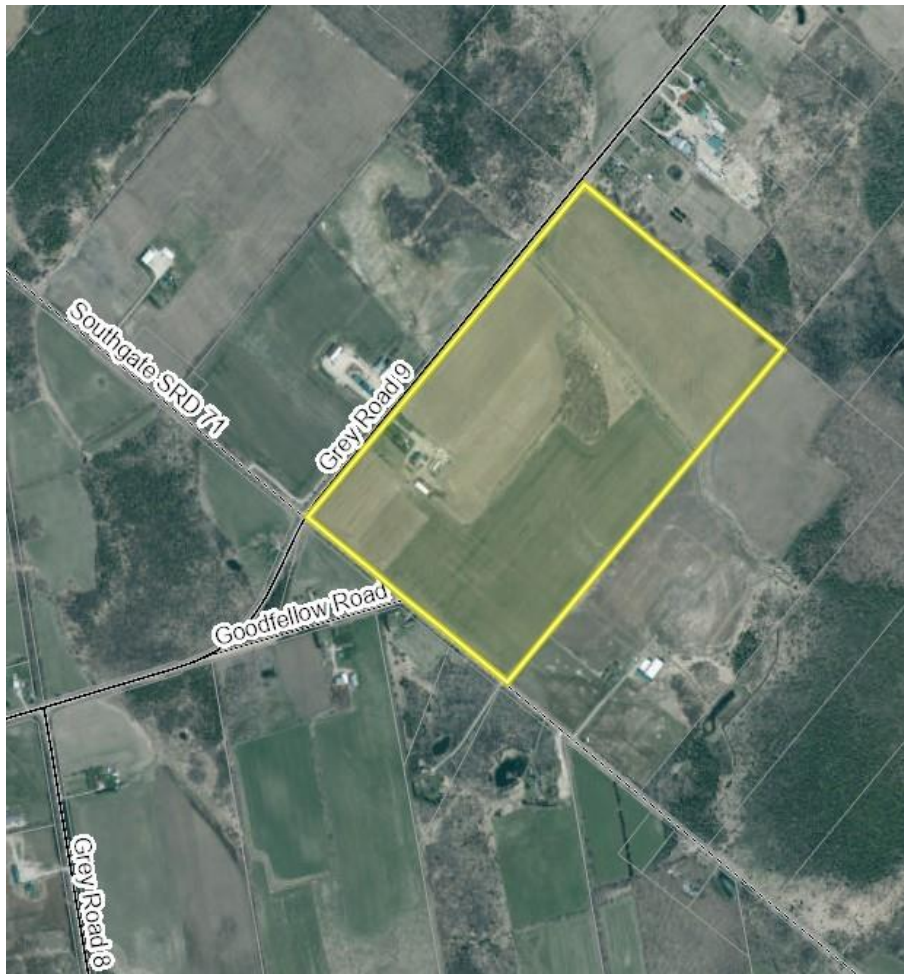
## **Staff Report PL2021-091**

**Title of Report:** PL2021-091-SP 16-21 Manassa Martin  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** November 3, 2021

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2021-091 for information; and  
**That** Council consider approval of By-law 2021-163 authorizing the entering into a Site Plan Agreement.

**Property Location:** Concession 4 SWTSR, LOT 231 TO 233, Geographic Township of Proton, Township of Southgate alternatively described as 180032 GREY ROAD 9.



**Background:** The zoning amendment application C1-21 was approved on May 19<sup>th</sup>, 2020 by by-law 2021-074.

A site plan application has now been received.

**Staff Comments:** The Site Plan and Site Plan Agreement addresses a number of issues to mitigate potential conflicts with neighbouring land uses. The agreement attempts to mitigate concerns raised by similar rural uses and it includes the following:

1. Requiring 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. A fence is also an acceptable screening device. Screen of the Outside Storage area is not currently shown on the plans provided however we have requested that the owner amend the schedule to include screening for the outdoor storage area. Once this is provided it will comply with the Site Plan agreement as provided.
2. Ensuring that in the event of a complaint all doors and windows will remain closed during operation.
3. Applying dust control measures at the Townships discretion.
4. Requiring a commercial entrance with a paved apron.
5. Requiring a water reservoir be installed should the Township fire department deem it necessary in future.

The closest neighbouring residence is 140m away on the neighbouring farm across County Road 9. 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 subject to the minor modification to the landscape screening noted in this report and authorize the Mayor and Clerk to sign the Site Plan Agreement.

**Financial Implications:** None.

**Concluding Comments:** Based on the above it is recommended that the Council receive this staff report for information and consider approval of By-law 2021-163 authorizing the Site Plan Amending Agreement.

Respectfully Submitted,

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

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



The Corporation of the Township of Southgate  
By-law Number 2021-163

**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 Manassa and Mary Martin and the Township of Southgate for the development of the lands described as Con 4 SWTSR Lot 231 to 233, 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 3<sup>rd</sup> day of November 2021.

Read a third time and finally passed this 3<sup>rd</sup> day of November 2021.

---

Mayor – John Woodbury

---

Clerk- Lindsey Green

THE CORPORATION OF  
THE TOWNSHIP OF SOUTHGATE

**SITE PLAN AGREEMENT**

THIS AGREEMENT made in triplicate this\_\_\_\_\_ day of\_\_\_\_\_, 2021

Between: Manassa Martin and Mary 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 exterior of existing buildings, new structures, drainage and servicing and entrance as required. Agricultural and residential uses are not applicable to this Site Plan Agreement in accordance with section 41 of the Planning Act and By-law 47-2007.
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 entrance to the property is from Grey Road 9. An entrance permit is required from the County of Grey to upgrade the existing entrance to a County Standard Light Industrial Site Access (FLSAS) at the expense of the owner.

8. **FIRE SUPPRESSION.** The owner agrees to install all necessary servicing and equipment on the property for fire fighting and fire suppression including if required a water reservoir, at the owners expense.

9. **SERVICING.** The owner is responsible for ensuring that a private well and sewage disposal system are in good working order to accommodate the shop and its employees.

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.

11. **OUTSIDE STORAGE.** Outside storage may only be located in the areas identified on the Site Plan. Stacking in the outside storage area is limited to a maximum height of 3m and in no case will it be higher than the eaves of the workshop.

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. **MOE CERTIFICATES OF APPROVAL (IF REQUIRED).** The Owner shall not commence any work on the lands or cause any work to be commenced on the said public highway until any Certificate of Approval required under the ***Environmental Protection Act*** and or the regulations made under it has been duly applied for by the Owner and a copy of the application has been filed with Southgate.

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 three (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:                      Manassa and Mary Martin  
   4176 Lobsinger Line  
   St Clements, ON N0B 2M0

To the TOWNSHIP:                Clerk  
   Township of Southgate

**AND IN WITNESS WHEREOF** the natural parties hereto have hereunto set their hands and seals. Signing authorized by By-law 2021-163.

Witness

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE**



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:

**Concession 4 SWTSR, LOT 231 TO 233, Geographic  
Township of Proton, Township of Southgate alternatively  
described as 180032 GREY ROAD 9.**

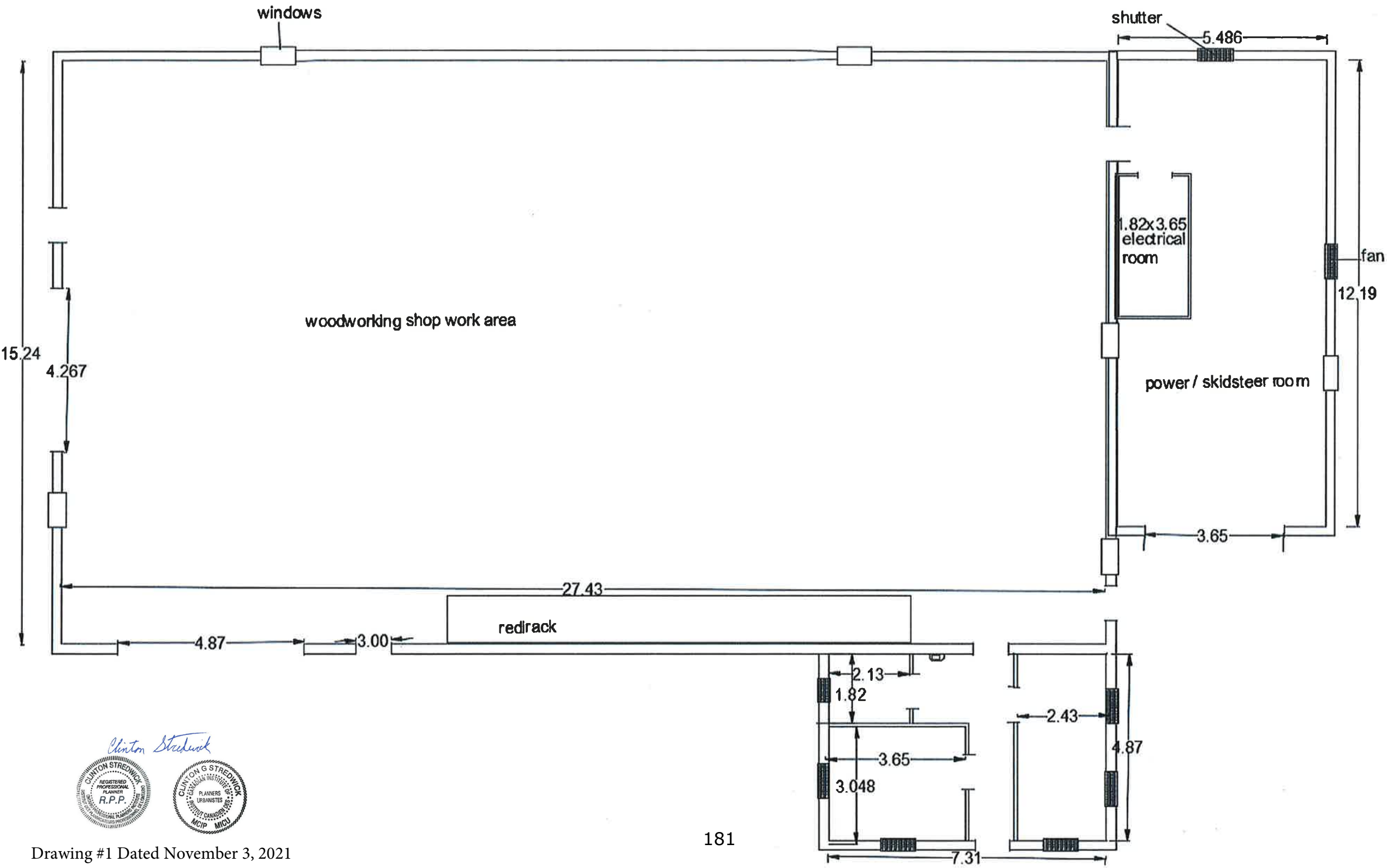
Schedule "B"

**SITE PLANS**

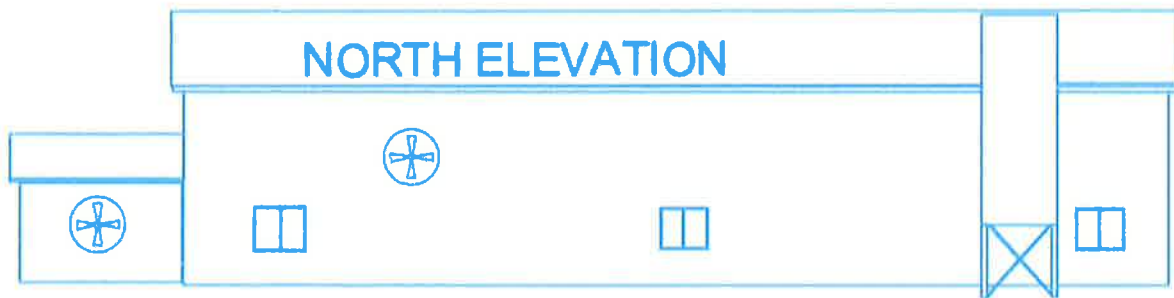
Drawing #1. Dated November 3<sup>rd</sup>, 2021 and signed by the planner

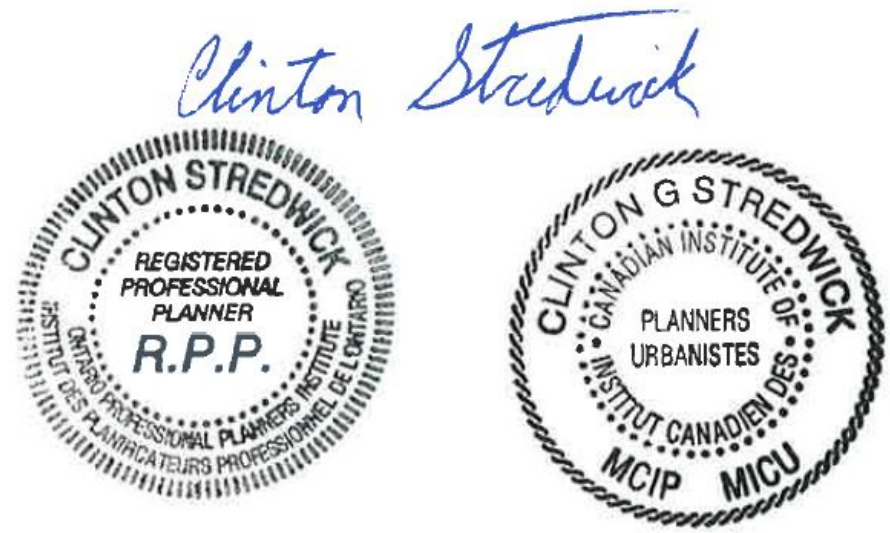
Drawing #2. Dated November 3<sup>rd</sup>, 2021 and signed by the planner

Drawing #3. Dated November 3<sup>rd</sup>, 2021 and signed by the planner



*Clinton Stredwick*  
CLINTON STREDWICK  
REGISTERED PROFESSIONAL PLANNER R.P.P.  
CLINTON STREDWICK  
PLANNERS URBANISTES  
MCIIP MCIU





Drawing #3 Dated November 3, 2021



**The Corporation of the Township of Southgate**

**By-law Number 2021-162**

**being a by-law to establish a highway in the former  
Township of Proton (Consent file B2-21)**

**Whereas** Section 26 of the Municipal Act, 2001 as amended ("the Act") provides that highways include all highways that existed on December 31, 2002 and all highways established by by-law of the municipality on and after January 1, 2003; and

**Whereas** Subsection 31(2) of the Act provides that after January 1, 2003 land may only become a highway by virtue of a by-law establishing the highway and not by the activities of the municipality or any other person in relation to the land; and

**Whereas** the corporation is a lower-tier municipality and Subsection 11(3) of the Act authorizes it to pass by-laws respective matters within the highways sphere of jurisdiction; and

**Whereas** at their regular meeting held on April 28, 2021, the Committee of Adjustment approved the aforementioned consent application subject to conditions, including that a 3 metre road widening be deeded to the Township; and

**Whereas** it is deemed expedient to establish a highway on lands owned by the municipality within the Geographic Township of Proton,

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

1. **That** the following lands are hereby established as a highway pursuant to Section 26 of the Act:

Part of Lots 36 and 37, Concession 11, Geographic Township of Proton, alternately described as, 146573 Southgate Road 14 being Part 2, 3 and 4 on a plan of survey deposited as Plan 16R-11606 on the 26<sup>th</sup> day of October, 2021 (attached hereto as Schedule A) in the Township of Southgate, County of Grey.

**Read a first, second and third time and finally passed this 3<sup>rd</sup> day of November, 2021.**

---

John Woodbury – Mayor

---

Lindsey Green – Clerk







## **Staff Report FIN2021-032**

**Title of Report:** **FIN2021-032 Financial Report – September 2021**

**Department:** **Finance**

**Council Date:** November 3, 2021

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2021-032 Financial Report – September 2021 as information.

### **Background:**

Municipal Act, 2001 s. 290(1) requires a municipality shall:

“prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, including, amounts sufficient to pay all debts of the municipality falling due within the year”.

On July 8, 2020, Council passed By-law 2020-072 which set the water and wastewater rate structure for 2021 to 2026 which lowered the fixed rate charge and increased the variable rate charge.

On February 3, 2021, Council received Staff Report FIN2020-006 2021 Budget and approved a 2021 Budget which had a requirement from taxation of \$7,990,311, which was estimated to have a blended tax rate increase of 1.5%, based on assumed County and Education tax rate impacts.

On May 19, 2021, Council received Staff Report FIN2021-013 Financial Report – March 2021 which contained a financial report for the 3 months ended March 31, 2021.

On June 2, 2021, Council received Staff Report FIN2021-017 Financial Report – April 2021 which contained a financial report for the 4 months ended April 30, 2021.

On June 16, 2021, Council received Staff Report FIN2021-021 Financial Report – May 2021 which contained a financial report for the 5 months ended May 31, 2021.

On August 4, 2021, Council received Staff Report FIN2021-026 Financial Report – June 2021 which contained a financial report for the 6 months ended June 30, 2021.

On September 1, 2021, Council received Staff Report FIN2021-027 Financial Report – July 2021 which contained a financial report for the 7 months ended July 30, 2021.



On October 6, 2021, Council received Staff Report FIN2021-032 Financial Report – August 2021 which contained a financial report for the 8 months ended August 31, 2021.

**Staff Comments:**

Staff has prepared a financial report for the 9 months ended September 30, 2021. Explanations of the more significant variances is provided in Attachment 1.

Staff has also prepared a financial projection for the year ended December 31, 2021. Explanations of the more significant variances is provided in Attachment 2.

**Financial Implications:**

For the 9 months ended September 30, 2021, the tax-supported department surplus is \$790,859.44 (lower than the prior year due to more accurate timing of expenses in the 2021 Budget and the 2020 shut down due to COVID) and the non-tax department surplus is \$7,634.15 (lower due to the new rates implemented in 2021 and consumption lower than anticipated)

In comparison, for the 9 months ended September 30, 2020, the tax-supported department surplus was \$1,072,009.39 and the non-tax department surplus was \$232,798.11.

For the year ended December 31, 2021, the tax-supported department surplus is projected to be \$Nil and the non-tax department surplus is projected to be \$Nil, assuming additional transfers to/from reserves as follows:

Contribution to Tax Stabilization Reserve - General	\$ 68,393.90
Contribution to Library Infrastructure Reserve	\$ 19,681.00
Contribution to Tax Stabilization Reserve - Winter Maintenance	<u>\$ 43,572.00</u>
Tax-Supported Department Transfer Total	<u>\$ 131,646.90</u>
Reduction in Contribution to Wastewater Reserve	\$ (34,787.79)
Reduction in Contribution to Water Reserve	<u>\$ ( 8,992.14)</u>
Non-Tax Support Department Transfer Total Reduction	<u>\$ (43,779.93)</u>

**Communications & Community Action Plan Impact:**

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

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity

- Stewardship

**Concluding Comments:**

For the 9 months ended September 30, 2021, the tax-supported department surplus is \$790,859.44 and the non-tax department surplus is \$7,634.15. After transfers to/from reserve for the year ended December 31, 2021, the tax-supported department surplus is projected to be \$Nil and the non-tax department surplus is projected to be \$Nil.

Respectfully Submitted,

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

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

**Attachment:**

- 1**      Financial Report for the 9 months ended September 30, 2021
- 2**      Financial Projection for the year ended December 31, 2021

## Attachment 1

		2020	2021	September		Variance		
		Actual	Annual Budget	YTD Budget	YTD Actual	%	\$	Comments
Tax-Supported:								
Revenues								
Southgate Regular Taxation		7,605,884.04	7,990,301.00	7,990,301.00	7,990,301.00	100.0%	-	-
Corporate, County & School Board		7,506,477.28	7,306,754.00	6,641,337.00	7,204,761.34	108.5%	563,424.34	Supplementals \$17k; Grant (COVID-19) \$39k; Penalties & Int \$40k; Gas Tax \$346k [partial timing]; Land Rentals [timing] (\$15k); County & School Boards \$156k; Building Rentals (\$10k)
Administration, Finance, and Clerks		23,407.95	92,680.00	8,136.00	70,131.21	862.0%	61,995.21	Misc Rev [Tax Recovery Costs] \$16k; Trfr from Res [Donations] \$47k
Council		-	-	-	-		-	-
Transit		55,100.00	-	-	158,392.34		158,392.34	Grants (GTR) \$158k
Fire		159,568.69	130,152.00	99,858.00	163,425.06	163.7%	63,567.06	Prov Grant \$6k; Call-out Fees \$37k; Grey Highlands \$12k; EMS Rent (\$9k) [timing]; Donation Rev \$9k; Other Rev/Recoveries \$10k
Police		14,953.52	6,640.00	6,640.00	8,848.52	133.3%	2,208.52	-
Conservation Authority		-	-	-	-		-	-
Building		597,389.12	435,000.00	341,300.00	427,561.50	125.3%	86,261.50	Fees \$86k
Other Protective Services		26,140.00	56,300.00	49,944.00	30,700.00	61.5%	(19,244.00)	Canine: Dog Tags \$4k; Kennel Licences (\$5k) Property Stds: Contr from Res [COVID-19 - timing] (\$19k)
Roads		98,005.69	85,300.00	79,606.00	91,266.06	114.6%	11,660.06	-
Solid Waste		242,599.66	211,600.00	140,538.00	163,666.47	116.5%	23,128.47	Office (\$5k); Tsfr Station Rev \$24k; Recycling \$12k; Landfill (\$5k)
Health Services		212,946.12	34,700.00	29,797.00	410,400.00	1377.3%	380,603.00	Cont from Res [Markdale Hospital] \$380k
Cemetery		36,605.28	40,440.00	13,693.00	23,306.00	170.2%	9,613.00	Interment \$3k; Columbarium \$10k; Interest (\$4k) [timing]
Recreation		337,953.34	367,955.00	135,275.00	66,138.69	48.9%	(69,136.31)	Swinton Park (\$2k); Holstein Park (\$4k)
								F Mac Rev (\$5k); Pool \$6k; Campground (\$2k); Ball Park (\$4k)
								Auditorium (\$7k); Ice Rental (\$43k); Other Rev (\$4k)
Library		264,207.03	269,047.00	2,281.00	571.23	25.0%	(1,709.77)	-
								-
Planning		284,787.25	156,819.00	53,874.00	103,183.02	191.5%	49,309.02	Fees \$49k
Industrial Land		(7,000.00)	1,285,000.00	250,000.00	200,000.00	80.0%	(50,000.00)	Land Sale (\$50k);
Agriculture		230,397.50	227,570.00	207,073.00	80,453.52	38.9%	(126,619.48)	Tile Drain Receipts (\$79k); New Tile Drain Loan (\$50k)
Economic Development		-	-	-	11,000.00		11,000.00	Cont from res [Grants - CIP] \$11k
Total Revenues		17,689,422.47	18,696,258.00	16,049,653.00	17,204,105.96	107.2%	1,154,452.96	

**Staff Report FIN2021-032 Financial Report - September 2021**  
**Attachment 1**

		2020	2021	September		Variance		Comments
		Actual	Annual Budget	YTD Budget	YTD Actual	%	\$	
<b>Tax-Supported:</b>								
<b>Expenses</b>								-
<b>Southgate Regular Taxation</b>		-	-	-	-		-	-
<b>Corporate, County &amp; School Board</b>		6,510,592.86	6,001,337.00	5,714,753.00	6,266,105.10	109.6%	551,352.10	Cont to Res [COVID-19] \$39k; Contr to Res - Gas Tax \$346k [partial timing]; County & School Board \$156k
<b>Administration, Finance, and Clerks</b>		1,170,777.27	1,318,081.00	908,689.00	924,593.83	101.8%	15,904.83	Finance: Wages \$21k; Comp/Equip Soft (\$11k); Insur \$29k [timing]; Postage (\$12k) [timing]; Tax Adj/Write-off \$26k; Don \$22k; All other (\$18k) Admin: Wages (\$22k); All other (\$12k) Clerks: Wages \$9k; All other \$7k Mun Prop: (\$7k)
<b>Council</b>		178,325.85	200,640.00	144,475.00	125,721.59	87.0%	(18,753.41)	Wages (\$9k); Conferences (\$6k)
<b>Transit</b>		87,938.79	33,069.00	33,069.00	176,417.85	533.5%	143,348.85	Donations (GTR) \$140k
<b>Fire</b>		586,391.43	693,571.00	430,950.00	352,703.87	81.8%	(78,246.13)	Wages (\$31k); Telephone (\$13k); Durham Fire (\$39k) [timing]
<b>Police</b>		1,174,351.82	1,200,978.00	899,476.00	900,255.47	100.1%	779.47	-
<b>Conservation Authority</b>		112,458.19	119,138.00	119,138.00	119,453.00	100.3%	315.00	Wages (\$26k); Legal \$12k; Training (\$16k)
<b>Building</b>		597,389.12	435,000.00	258,917.00	219,188.05	84.7%	(39,728.95)	Wages (\$26k); Legal \$12k; Training (\$16k)
<b>Other Protective Services</b>		99,162.54	144,227.00	106,542.00	104,686.10	98.3%	(1,855.90)	Property Stds: Wages (\$12k); Legal (\$7k); Crossing Guards: Wages (\$7k); Emerg Event: Wages \$11k [2 day shut-down]
<b>Roads</b>		3,797,892.68	4,151,932.00	2,228,004.00	1,936,363.14	86.9%	(291,640.86)	Admin & Other \$97k; Vegetation (\$10k); Gravel Pits (\$49k); Bridge Mtce (\$46k); Surface Mtce \$36k; Winter Mtce (\$165k) [partial timing]; Signage \$12k; Equip Mtce (\$166k) [timing]
<b>Solid Waste</b>		1,062,092.73	1,022,100.00	618,936.00	591,536.25	95.6%	(27,399.75)	Collections \$11k; Equip Mtce (\$19k) [timing]; Landfill (\$11k); All other (\$8k)
<b>Health Services</b>		286,696.12	110,650.00	31,466.00	429,297.89	1364.3%	397,831.89	Markdale Hospital \$400k
<b>Cemetery</b>		50,718.33	63,015.00	27,887.00	16,445.92	59.0%	(11,441.08)	-
<b>Recreation</b>		816,363.94	822,900.00	352,183.00	265,599.24	75.4%	(86,583.76)	Mt Forest Payment (\$19k) [timing]; Swinton Park (\$4k); Holstein Park (\$8k)
								F Mac (\$3k); Pool (\$5k); Ball Park \$3k; Camp (\$2k); Admin \$8k
								Admin (\$21k); Plant/Surface (\$12k); Ice Machine (\$6k); Main Floor (\$15k); Auditorium \$6k
<b>Library</b>		538,371.03	548,068.00	193,692.00	166,666.66	86.0%	(27,025.34)	-
								Wages (\$16k); Comp Svcs (\$2k); Training (\$3k); Bldg Mtce (\$3k)
<b>Planning</b>		341,088.18	233,982.00	134,030.00	115,709.34	86.3%	(18,320.66)	Contracted Svce (\$21k); Legal \$9k
<b>Industrial Land</b>		31,668.07	1,285,000.00	44,500.00	13,966.11	31.4%	(30,533.89)	Rd to Hwy#10: Engineering (\$28k)
<b>Agriculture</b>		221,187.15	228,070.00	134,804.00	31,343.15	23.3%	(103,460.85)	Tile Drain Repayment (\$56k); New Tile Drain Loan (\$50k)
<b>Economic Development</b>		25,956.37	84,500.00	54,378.00	43,429.96	79.9%	(10,948.04)	Wages (\$23k); Grants [CIP] \$11k
<b>Total Expenses</b>		<b>17,689,422.47</b>	<b>18,696,258.00</b>	<b>12,435,889.00</b>	<b>12,799,482.52</b>	<b>102.9%</b>	<b>363,593.52</b>	
<b>Prior year (Surplus) Deficit - tax supported</b>		-	-	(3,613,764.00)	(4,404,623.44)	121.9%	(790,859.44)	
<b>Current YTD (Surplus) Deficit - tax-supported</b>		-	-	(3,613,764.00)	(4,404,623.44)	121.9%	(790,859.44)	

Staff Report FIN2021-032 Financial Report - September 2021  
**Attachment 1**

		2020	2021	September		Variance		
		Actual	Annual Budget	YTD Budget	YTD Actual	%	\$	Comments
<b>Non-Tax-Supported:</b>								
<b>Revenues</b>								
Sanitary Sewers		906,570.87	919,000.00	614,336.00	542,297.24	88.3%	(72,038.76)	Billings (\$72k)
Water		1,067,995.42	1,057,572.00	480,435.00	518,838.41	108.0%	38,403.41	Billings (\$6k); Sale of Meters \$31k; Late Payment \$8k
		1,974,566.29	1,976,572.00	1,094,771.00	1,061,135.65	96.9%	(33,635.35)	
<b>Expenses</b>								
Sanitary Sewers		906,570.87	919,000.00	208,059.00	137,129.36	65.9%	(70,929.64)	Lagoon (\$52k); Admin (\$20k)
Water		1,067,995.42	1,057,572.00	462,583.00	492,243.14	106.4%	29,660.14	Admin \$52k; Wells (\$19k)
		1,974,566.29	1,976,572.00	670,642.00	629,372.50	93.8%	(41,269.50)	
<b>Current YTD (Surplus) Deficit - non-tax-supported</b>		-	-	(424,129.00)	(431,763.15)	101.8%	(7,634.15)	

**Attachment 2**

		2020		2021	Budget vs Projected Variance			
		Actual		Budget	Projected	%	\$	Comments
Tax-Supported:								
Revenues								
Southgate Regular Taxation		7,605,884.04		7,990,301.00	7,990,301.00	100.0%	-	-
Corporate, County & School Board		7,506,477.28		7,306,754.00	7,698,044.38	105.4%	391,290.38	Supplementals (\$50k); Grant (COVID-19) \$39k; Penalties & Int \$45k; Gas Tax \$234k; County & School Boards \$125k; Admin Fees \$20k; Building Rentals (\$9k); Royalties (\$9k)
Administration, Finance, and Clerks		23,407.95		92,680.00	77,466.08	83.6%	(15,213.92)	Misc Rev [Tax Recovery Costs] \$15k; Tsfr from Res (DC Study) (\$27k)
Council		-		-	-		-	-
Transit		55,100.00		-	200,000.00		200,000.00	Grants (GTR) \$200k
Fire		159,568.69		130,152.00	223,926.96	172.1%	93,774.96	Prov Grant \$6k; Call-out Fees \$39k; Melancthon Rev \$20k; Grey Highlands \$12k; Donation Rev \$9k; Other Rev/Recoveries \$11k
Police		14,953.52		6,640.00	8,848.52	133.3%	2,208.52	-
Conservation Authority		-		-	-		-	-
Building		597,389.12		435,000.00	455,000.00	104.6%	20,000.00	Fees \$20k
Other Protective Services		26,140.00		56,300.00	34,200.00	60.7%	(22,100.00)	Canine: Kennel Licences (\$5k) Property Stds: Contr from Res [COVID-19] (\$17k)
Roads		98,005.69		85,300.00	98,489.60	115.5%	13,189.60	-
Solid Waste		242,599.66		211,600.00	196,461.90	92.8%	(15,138.10)	Tsfr Station Rev \$17k; Recycling (\$23k); Landfill (\$7k)
Health Services		212,946.12		34,700.00	413,000.00	1190.2%	378,300.00	Cont from Res [Markdale Hospital] \$380k
Cemetery		36,605.28		40,440.00	35,751.69	88.4%	(4,688.31)	Tsfr from Fund 1 (\$18k); Interment \$4k; Columbarium \$9k
Recreation		337,953.34		367,955.00	314,146.00	85.4%	(53,809.00)	Swinton Park (\$4k); Holstein Park (\$3k)
								F Mac Rev (\$7k); Pool \$6k; Campground (\$2k); Ball Park (\$2k)
								Tsfr from Fund 1 \$36k; Auditorium (\$9k); Ice Rental (\$63k); Other Rev (\$7k)
Library		264,207.03		269,047.00	266,242.00	99.0%	(2,805.00)	-
								-
Planning		284,787.25		156,819.00	185,423.00	118.2%	28,604.00	Fees \$64k; Cont from Res [OP] (\$35k)
Industrial Land		(7,000.00)		1,285,000.00	1,567,161.36	122.0%	282,161.36	Land Sale \$310k; Tsfr from Res - Hwy 10 Rd (\$28k)
Agriculture		230,397.50		227,570.00	82,202.68	36.1%	(145,367.32)	Tile Drain Receipts (\$99k); New Tile Drain Loan (\$50k)
Economic Development		-		-	13,000.00		13,000.00	Cont from res [Grants - CIP] \$11k
Total Revenues		17,689,422.47		18,696,258.00	19,859,665.17	106.2%	1,163,407.17	

**Staff Report FIN2021-032 Financial Report - September 2021**  
**Attachment 2**

		2020	2021		Budget vs Projected Variance		Comments
		Actual	Budget	Projected	%	\$	
<b>Tax-Supported:</b>							
<b>Expenses</b>							
<b>Southgate Regular Taxation</b>		-	-	-	-	-	
<b>Corporate, County &amp; School Board</b>		6,510,592.86	6,001,337.00	6,458,983.27	107.6%	457,646.27	Contr to Res - Royalties (\$9k); Contr to Res - 2021 Surplus \$68k; County & School Board \$125k
<b>Administration, Finance, and Clerks</b>		1,170,777.27	1,318,081.00	1,281,001.48	97.2%	(37,079.52)	Finance: Contracted Svcs (\$19k); Comp/Equip Soft (\$14k); Tax Adj/Write-off \$35k; Bank Charges \$10k; All other (\$23k) Admin: All other (\$18k) Clerks: All other \$5k Mun Prop: (\$10k)
<b>Council</b>		178,325.85	200,640.00	183,608.72	91.5%	(17,031.28)	Wages (\$5k); Conferences & Training (\$8k)
<b>Transit</b>		87,938.79	33,069.00	235,817.85	713.1%	202,748.85	Donations (GTR) \$200k
<b>Fire</b>		586,391.43	693,571.00	628,689.81	90.6%	(64,881.19)	Wages (\$85k); Truck Repairs \$18k; Telephone (\$10k)
<b>Police</b>		1,174,351.82	1,200,978.00	1,199,599.29	99.9%	(1,378.71)	-
<b>Conservation Authority</b>		112,458.19	119,138.00	119,453.00	100.3%	315.00	Wages (\$52k); Legal \$20k; Training (\$20k); Contr to Res - Surplus \$80k
<b>Building</b>		597,389.12	435,000.00	455,000.00	104.6%	20,000.00	Wages (\$52k); Legal \$20k; Training (\$20k); Contr to Res - Surplus \$80k
<b>Other Protective Services</b>		99,162.54	144,227.00	150,544.74	104.4%	6,317.74	Property Stds: Wages (\$12k); Legal (\$7k); Crossing Guards: Wages (\$8k); Emerg Event: Wages \$27k [2 day shut-down & Admin Assistant]; Other \$5k
<b>Roads</b>		3,797,892.68	4,151,932.00	4,264,474.29	102.7%	112,542.29	Drainage \$15k; Admin & Other \$34k; Gravel Pits (\$22k); Surface Mtce \$55k; Winter Mtce (\$43k); Cont to Res - Winter Mtce \$43k; Equip Mtce \$30k
<b>Solid Waste</b>		1,062,092.73	1,022,100.00	1,046,904.12	102.4%	24,804.12	Hazardous Waste \$11k; Collections \$9k
<b>Health Services</b>		286,696.12	110,650.00	488,950.00	441.9%	378,300.00	Markdale Hospital \$380k
<b>Cemetery</b>		50,718.33	63,015.00	40,192.38	63.8%	(22,822.62)	Tsfr to Fund 5 (\$18k)
<b>Recreation</b>		816,363.94	822,900.00	801,963.00	97.5%	(20,937.00)	Tsfr to Fund 6 \$36k; Swinton Park (\$7k); Holstein Park (\$10k); Wages \$5k
							F Mac (\$6k); Pool (\$2k); Ball Park \$3k; Camp (\$2k); Admin \$8k
							Admin (\$15k); Plant/Surface (\$8k); Ice Machine (\$7k); Main Floor (\$12k); Auditorium \$5k
<b>Library</b>		538,371.03	548,068.00	541,303.00	98.8%	(6,765.00)	Mt Forest Library (\$4k)
							Wages (\$13k); Comp Svcs (\$3k); Training (\$3k); Bldg Mtce (\$4k); Cont to Res (Surplus) \$20k
<b>Planning</b>		341,088.18	233,982.00	232,143.76	99.2%	(1,838.24)	Contracted Svc [OP] (\$35k); Other Contr Svc \$24k; Legal \$11k
<b>Industrial Land</b>		31,668.07	1,285,000.00	1,567,161.36	122.0%	282,161.36	Rd to Hwy#10: Engineering (\$28k); Tsfr to Res \$306k
<b>Agriculture</b>		221,187.15	228,070.00	88,947.10	39.0%	(139,122.90)	Tile Drain Repayment (\$93k); New Tile Drain Loan (\$50k)
<b>Economic Development</b>		25,956.37	84,500.00	74,928.00	88.7%	(9,572.00)	Wages (\$26k); Grants [CIP] \$11k
<b>Total Expenses</b>		<b>17,689,422.47</b>	<b>18,696,258.00</b>	<b>19,859,665.17</b>	<b>106.2%</b>	<b>1,163,407.17</b>	
<b>Prior year (Surplus) Deficit - tax supported</b>		-	-	-	-	-	
<b>Current YTD (Surplus) Deficit - tax-supported</b>		-	-	-	-	-	

Staff Report FIN2021-032 Financial Report - September 2021  
**Attachment 2**

		2020	2021		Budget vs Projected Variance		
		Actual	Budget	Projected	%	\$	Comments
Non-Tax-Supported:							
Revenues							
Sanitary Sewers		906,570.87	919,000.00	814,000.00	88.6%	(105,000.00)	Billings (\$105k)
Water		1,067,995.42	1,057,572.00	1,087,570.28	102.8%	29,998.28	Sale of Meters \$26k; Late Payment \$5k
		1,974,566.29	1,976,572.00	1,901,570.28	96.2%	(75,001.72)	
Expenses							
Sanitary Sewers		906,570.87	919,000.00	814,000.00	88.6%	(105,000.00)	Frontage/Connection (\$33k); Lagoon (\$11k); Cont to Res
Water		1,067,995.42	1,057,572.00	1,087,570.28	102.8%	29,998.28	Admin \$48k; Wells (\$12k)
		1,974,566.29	1,976,572.00	1,901,570.28	96.2%	(75,001.72)	
Current YTD (Surplus) Deficit - non-tax-supported		-	-	-	-	-	





## **Staff Report FIN2021-033**

**Title of Report:** **FIN2021-033 2022 Ontario Municipal Partnership Fund**

**Department:** **Finance**

**Council Date:** November 3, 2021

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2021-033 2022 Ontario Municipal Partnership Fund as information.

**Background:**

On October 21, 2021, the Province of Ontario announced the 2022 funding allocations under the Ontario Municipal Partnership Fund (OMPF).

The key data inputs for the OMPF allocations are households, total weighted average assessment per household, rural and small community measure, farm area measure, Northern and Rural Municipal Fiscal circumstances index, guaranteed level of support, and the prior year's OMPF allocation.

**Staff Comments:**

Southgate's 2022 allocation is \$611,200, or \$185 per household, an increase of \$20,900 (3.5%) over the 2021 allocation of \$590,300.

For 2022, the government is maintaining the overall structure of the OMPF and the program envelope at the same level as 2021, providing a total of \$500 million to 389 municipalities.

The OMPF constitutes five grant components:

- |   |               |
|---|---------------|
| • Assessment Equalization Grant Component                 | \$149 million |
| • Northern Communities Grant Component                    | \$89 million  |
| • Rural Communities Grant Component                       | \$153 million |
| • Northern and Rural Fiscal Circumstances Grant Component | \$93 million  |
| • Transitional Assistance Grant Component                 | \$16 million  |

The Assessment Equalization component is a per household grant based on a municipality's total weighted assessment per household. For municipalities with a weighted assessment per household below the provincial median per-household threshold of \$303,000 receive \$29 per household for every \$10,000 in the total assessment differential. Southgate's weighted assessment per household figure of \$308,662, therefore, disqualifies Southgate from receiving this benefit.

The single largest grant component for municipalities in Grey County, and indeed all municipalities that receive funds through the OMPF, is the Rural Communities Grant Component. This component "recognizes the unique challenges of rural municipalities and particularly those of rural farming communities." Funding is provided on a per household basis based on the proportion of population residing in rural areas and/or small communities, as measured by the Rural and Small

Community Measure (RSCM). Every municipality with an RSCM score of over 75% receives \$131 per household.

The rural communities grant component is further enhanced for municipalities where over 70% of the land area is represented by farmland. Municipalities receive an enhancement of \$10.50 per household for every 2% increase to the Farm Area Measure (FAM) between 70%-90%. With the enhancement, Southgate's portion of the Rural Communities Grant Component comes to \$156 per household. It should be noted that Southgate is the only Grey County municipality to receive the FAM enhancement.

Finally, the Northern and Rural Municipal Fiscal Circumstances Grant Component is provided to municipalities that qualify for either the Northern Communities Grant Component or the Rural Communities Grant Component. This component aims to recognize that not all northern/rural communities deal with the same fiscal circumstances. Funding is provided based on the relative fiscal circumstances as measured by the Northern and Rural Municipal Fiscal Circumstances Index (MCFI). Municipalities are assigned a score in the range of 0 (relatively positive fiscal circumstances) to 10 (relatively challenging fiscal circumstances). The MCFI is calculated based on socio-economic and demographic indicators. Southgate's MCFI score of 2.9 indicates that Southgate is performing relatively well against the provincial medians on the indicators. Southgate's score of 2.9 is the second lowest in Grey County, with only Town of The Blue Mountains (2.5) recording a lower score. Southgate receives \$29 per household under the Northern and Rural Fiscal Circumstances Grant Component.

The cumulative funding per household received by the township is, therefore, \$185 – which represents an increase of \$2 per household over 2021.

Although the Township of Southgate received the least of total funding compared to other Grey County municipalities, Southgate's per household amount (\$185) is comparable to the other municipalities in Grey County with weighted assessment values higher than the provincial median. The average per household amount for such municipalities was \$180 while the median figure was \$185. In Grey County, only Chatsworth has fewer households (3,157) than Southgate (3,309). As the components of the OMPF grant are based on the number of households, Southgate's lower OMPF grant amount can be attributed to having fewer households. Attachment 1 compares the allocation amounts for all the Grey County lower-tier municipalities.

### **Financial Implications:**

The 2022 Budget will reflect the 2022 OMPF allocation of \$611,200, an increase of \$20,900 over the 2021 allocation.

**Communications & Community Action Plan Impact:**

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

**Mission Statement Pillars**

- Trusted Government
- Economic Prosperity.

**Themes:**

- Municipal Services
- Public Communications

**Core Values:**

- Integrity
- Stewardship

**Concluding Comments:**

The 2022 OMPF allocation is \$611,200, an increase of \$20,900 over the 2021 allocation.

Respectfully Submitted,

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

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

**Attachment:**

1. 2022 OMPF – Letter to Heads of Council
2. 2022 OMPF – Letter to Treasurer and Clerk-Treasurers
3. 2022 OMPF Allocation Notice – Southgate
4. 2022 OMPF Technical Guide
5. Summary 2022 OMPF Allocations to Grey County lower-tier Municipalities



7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Telephone: 416-325-0400

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-325-0400

October 21, 2021

Dear Head of Council:

I am writing to provide details on 2022 funding allocations under the Ontario Municipal Partnership Fund (OMPF). We are announcing allocations today – the earliest they have ever been announced because we know that municipalities need this information as early as possible to support municipal budget planning.

Municipalities have stressed the importance of stability and predictability in these uncertain times. Our government is responding by maintaining both the structure of the OMPF and the program envelope at \$500 million for 2022.

Maintaining the current structure of the OMPF for 2022 means that the grant components and transitional assistance funding guarantees of the program will remain. The program will continue to be responsive to changing municipal circumstances through annual data updates and related adjustments.

I am also pleased to confirm that maintaining the program envelope at \$500 million will allow for further support to be targeted to rural farming municipalities. Specifically, rural municipalities with the highest levels of farmland will receive additional funding of up to \$5 per household.

As in prior years, Transitional Assistance will ensure that the 2022 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2021 OMPF allocation and for municipalities in southern Ontario will be at least 85 per cent of their 2021 OMPF allocation.

Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their guarantee enhanced up to 100 per cent of the prior year's allocation.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2022 OMPF. This information and other supporting materials are also available online at [fin.gov.on.ca/en/budget/ompf/2022](https://fin.gov.on.ca/en/budget/ompf/2022).

.../cont'd

As you know, the Province has provided significant support to Ontario's municipalities to address the critical public health and economic challenges brought on by the pandemic. This includes almost \$1 billion in financial relief for municipalities in 2021 as well as \$4 billion in joint funding with the federal government through the Safe Restart Agreement in 2020 to support municipal operating and transit pressures.

Our government is committed to supporting municipalities in a way that is sustainable and responsible. Working together, we can achieve remarkable things for Ontario.

Sincerely,

*Original signed by*

Peter Bethlenfalvy  
Minister of Finance

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing

October 21, 2021

Dear Treasurer/Clerk-Treasurer:

In the October 21 letter to Heads of Council, the Minister of Finance announced the 2022 Ontario Municipal Partnership Fund (OMPF) municipal allocations. I am writing to provide you with additional details regarding your 2022 allocation. This is the earliest that OMPF allocations have ever been announced by the government, recognizing that municipalities need this information as early as possible to support budget planning.

We are pleased to advise that your municipality will benefit from an increase in OMPF funding compared to 2021. The details specific to your municipality's 2022 allocation are outlined in the attached *2022 OMPF Allocation Notice and Inserts*.

## **2022 OMPF**

For 2022, the government is maintaining the overall structure of the OMPF and the program envelope at the same level as 2021.

The 2022 OMPF will provide a total of \$500 million to 389 municipalities across the province. The program will also continue to be responsive to changing municipal circumstances through annual data updates and related adjustments.

In addition to ensuring stability, maintaining the program envelope will allow for further support to be targeted to rural farming municipalities, as noted in the Minister's letter. The core grant components of the program will provide support as outlined below:

- The **Rural Communities Grant** component will be increased to \$154 million to further support rural municipalities with the highest levels of farmland. These municipalities will receive up to an additional \$5 per household through this grant component.
- The **Assessment Equalization Grant** component will provide \$149 million to support municipalities with limited property assessment.

.../2

- The **Northern Communities Grant** component will provide \$89 million in recognition of the challenges of northern municipalities.
- The **Northern and Rural Fiscal Circumstances Grant** component will be increased to \$93 million to support northern and rural municipalities with the most challenging fiscal circumstances.
- Consistent with prior years, **Transitional Assistance** will ensure that municipalities in northern Ontario receive at least 90 per cent of their 2021 OMPF allocation, and municipalities in southern Ontario receive at least 85 per cent. Municipalities in all regions of the province with the most challenging fiscal circumstances will continue to have their funding enhanced up to 100 per cent of the prior year's allocation.

Additional information on the 2022 OMPF can be found in the accompanying supporting materials.

## **2022 OMPF – SUPPORTING MATERIAL**

To assist municipalities in understanding the OMPF and their individual 2022 allocations, the Ministry of Finance has prepared detailed and customized supporting documentation:

- A.** 2022 OMPF Allocation Notice and Inserts
- B.** 2022 OMPF Technical Guide
- C.** Municipal Workbooks

### ***A. 2022 OMPF Allocation Notice and Inserts***

The *OMPF Allocation Notice* and *Insert* outline individual municipal OMPF allocations by grant component, and also provide a summary of key data inputs for 2022. Your municipality's 2022 funding allocation is noted on line A.

### ***B. 2022 OMPF Technical Guide***

The *2022 OMPF Technical Guide* provides information with respect to individual grant thresholds, parameters and data sources.

.../3

### **C. 2022 Municipal Workbooks**

The *202 OMPF Workbook and the 2022 Northern and Rural Municipal Fiscal Circumstances Index (MFCI) Workbook* (if applicable) provide detailed calculations of the 2022 OMPF grant components, and the determination of the Northern and Rural MFCI, as well as outline all underlying data elements.

These workbooks will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The *2022 OMPF Technical Guide*, as well as individual municipal *OMPF Allocation Notices*, are also available electronically on the Ministry's website:

<https://www.fin.gov.on.ca/en/budget/ompf/2022>

### **2022 PAYMENT SCHEDULE**

The *2022 Cash Flow Notice* identifies your municipality's quarterly payment schedule. Payments will be processed at the end of January, April, July, and October 2022.

### **2022 REPORTING OBLIGATIONS**

Municipalities are required to submit their 2021 Financial Information Return (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) by **May 31, 2022**.

The Ministry understands that providing details related to your OMPF allocations in a timely manner helps to support your budget planning process. In order to continue to support timely communication of OMPF allocations, the Ministry is requesting that municipalities submit their 2022 tax rates through the Online Property Tax Analysis (OPTA) system or to MMAH by **August 31, 2022**.

Payments for municipalities that do not meet these reporting obligations may be subject to holdback, beginning with the 2022 fourth quarterly payment, until these documents have been filed.

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca).

.../4



In closing, we would like to thank our municipal partners and all municipalities for their ongoing collaboration on the OMPF.

Sincerely,

*Original signed by*

Allan Doheny  
Assistant Deputy Minister  
Provincial-Local Finance Division

c. Caspar Hall  
Assistant Deputy Minister (A)  
Local Government and Planning Policy Division  
Ministry of Municipal Affairs and Housing

Hannah Evans  
Assistant Deputy Minister  
Municipal Services Division  
Ministry of Municipal Affairs and Housing

**2022 Allocation Notice****Township of Southgate**

4207

County of Grey

**In 2022, the Province is providing the Township of Southgate with \$611,200 in funding through the OMPF, which is the equivalent of \$185 per household.**

<b>A Total 2022 OMPF</b>	<b>\$611,200</b>
--------------------------	------------------

1. Assessment Equalization Grant Component	-
2. Northern Communities Grant Component	-
3. Rural Communities Grant Component	\$515,200
4. Northern and Rural Fiscal Circumstances Grant Component	\$96,000
5. Transitional Assistance	-

**B Key OMPF Data Inputs**

1. Households	3,309
2. Total Weighted Assessment per Household	\$308,662
3. Rural and Small Community Measure (RSCM)	100.0%
4. Farm Area Measure (FAM)	74.7%
5. Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	2.9
6. 2022 Guaranteed Level of Support	85.9%
7. 2021 OMPF	\$590,300

*Note: See line item descriptions on the following page.*

**2022 Allocation Notice****Township of Southgate**

4207

County of Grey

**2022 OMPF Allocation Notice - Line Item Descriptions**

<b>A</b>	Sum of 2022 OMPF grant components and Transitional Assistance, which are described in the 2022 OMPF Technical Guide. This document can be accessed on the Ministry of Finance's website at: <a href="https://www.fin.gov.on.ca/en/budget/ompf/2022">https://www.fin.gov.on.ca/en/budget/ompf/2022</a>
<b>A5</b>	If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding changes. See the enclosed Transitional Assistance Calculation Insert for further details.
<b>B1</b>	Based on the 2021 returned roll from the Municipal Property Assessment Corporation (MPAC).
<b>B2</b>	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
<b>B3</b>	Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2022 OMPF Technical Guide, Appendix A.
<b>B4</b>	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the enclosed Farm Area Measure Insert, and the 2022 OMPF Technical Guide, Appendix B.
<b>B5</b>	Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2022 OMPF Technical Guide, Appendix D.
<b>B6</b>	Represents the guaranteed level of support the municipality will receive through the 2022 OMPF. For additional information, see the 2022 OMPF Technical Guide.
<b>B7</b>	2021 OMPF Allocation Notice (Line A).

*Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.*

**2022 Transitional Assistance Calculation Insert****Township of Southgate**

4207

County of Grey

**A 2022 OMPF Transitional Assistance (Line B2 - Line B1, if positive)****n/a**

*As the municipality's 2022 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.*

**B Supporting Details**

<b>1. Sum of 2022 OMPF Grant Components (excluding Transitional Assistance)</b>	<b>\$611,200</b>
---	------------------

<b>2. 2022 Guaranteed Support (Line B2a x Line B2b)</b>	<b>\$507,100</b>
---	------------------

a. 2021 OMPF	\$590,300
--------------	-----------

b. 2022 Guaranteed Level of Support (Line C)	85.9%
--	-------

**C 2022 Guaranteed Level of Support (Line C1 + Line C2)****85.9%**

1. 2022 OMPF Minimum Guarantee	85.0%
--------------------------------	-------

2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index	0.9%
---	------

*Note: See line item descriptions on the following page.*

**2022 Transitional Assistance Calculation Insert****Township of Southgate**

4207

County of Grey

**2022 Transitional Assistance Calculation Insert - Line Item Descriptions**

<b>A</b>	Transitional Assistance ensures that in 2022, southern municipalities will receive a minimum of 85 per cent of the support they received through the OMPF in 2021. The Township of Southgate's 2022 OMPF exceeds their guaranteed level. As a result, Transitional Assistance is not required.
<b>B1</b>	Sum of the following 2022 OMPF grant components: Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grant Components.
<b>B2</b>	Guaranteed amount of funding through the 2022 OMPF.
<b>B2a</b>	2021 OMPF Allocation Notice (Line A).
<b>B2b</b>	Represents the guaranteed level of support the municipality will receive through the 2022 OMPF. For additional information, see the 2022 OMPF Technical Guide.
<b>C1</b>	Reflects the minimum level of support for southern municipalities through the 2022 OMPF.
<b>C2</b>	Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.

*Note: Grant components and Transitional Assistance are rounded up to multiples of \$100.*

## 2022 Northern and Rural Municipal Fiscal Circumstances Index

## Township of Southgate

4207

County of Grey

**A Northern and Rural Municipal Fiscal Circumstances Index (MFCI)****2.9**

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Township to the median for northern and rural municipalities.

**B Northern and Rural MFCI - Indicators**

Primary Indicators	Township of Southgate	Median
1. Weighted Assessment per Household	\$308,662	\$289,000
2. Median Household Income	\$67,959	\$69,000
<b>Secondary Indicators</b>		
3. Average Annual Change in Assessment (New Construction)	3.6%	1.1%
4. Employment Rate	65.8%	56.0%
5. Ratio of Working Age to Dependent Population	195.3%	170.0%
6. Per cent of Population Above Low-Income Threshold	81.3%	86.0%

*Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.*

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2022 OMPF Technical Guide, as well as in the customized 2022 Northern and Rural MFCI Workbook.

*Note: See line item descriptions on the following page.*

**2022 Northern and Rural Municipal Fiscal Circumstances Index****Township of Southgate**

4207

County of Grey

**2022 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions**

<b>A</b>	The municipality's 2022 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2022 Northern and Rural MFCI Workbook.
<b>B1</b>	Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
<b>B2</b>	Statistics Canada's measure of median income for all private households in 2015.
<b>B3</b>	Measures the five-year (2016 - 2021) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
<b>B4</b>	Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
<b>B5</b>	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
<b>B6</b>	Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.

**2022 Farm Area Measure Insert****Township of Southgate**

4207

County of Grey

**A Farm Area Measure (Line B1 / Line B2)****74.7%**

The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farm land.

$$\frac{\text{Farm Land Area}}{\text{Municipal Land Area}} = \text{Farm Area Measure}$$

**B Supporting Details**

1. Farm Land Area	118,798 acres
2. Municipal Land Area	159,230 acres

The Rural Communities Grant includes a funding enhancement for municipalities with a Farm Area Measure of more than 70 per cent, based on a sliding scale. Eligible municipalities receive this funding as part of their Rural Communities Grant allocation. Additional details regarding the calculation of the Farm Area Measure are provided in the 2022 OMPF Technical Guide, as well as in the municipality's customized 2022 OMPF Workbook.

*Note: See line item descriptions on the following page.*



**2022 Farm Area Measure Insert****Township of Southgate**

4207

County of Grey

**2022 Farm Area Measure Insert - Line Item Descriptions**

<b>A</b>	Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2022 OMPF Technical Guide, Appendix B.
----------	--

<b>B1</b>	The number of acres of land for properties in the farm property tax class.
-----------	--

<b>B2</b>	The total number of acres of land in the municipality.
-----------	--

Ministry of Finance

# ONTARIO MUNICIPAL PARTNERSHIP FUND

**2022**  
Technical Guide

# Table of Contents

Introduction .....	1
Overview .....	1
2022 OMPF — Program Details .....	1
COVID-19 Financial Relief for Municipalities .....	2
2022 Ontario Municipal Partnership Fund .....	3
2022 OMPF Grant Components .....	4
I. Assessment Equalization Grant .....	4
II. Northern Communities Grant .....	5
III. Rural Communities Grant .....	6
IV. Northern and Rural Fiscal Circumstances Grant .....	9
V. Transitional Assistance .....	11
Implementation .....	13
Municipal Workbooks .....	13
2022 Reporting Obligations .....	13
Additional Information .....	14
Municipal Services Offices at the Ministry of Municipal Affairs and Housing .....	14
Appendices .....	15
Appendix A: Rural and Small Community Measure .....	15
Appendix B: Farm Area Measure .....	16
Appendix C: Summary of Rural Communities Grant Parameters .....	17
Appendix D: Northern and Rural Municipal Fiscal Circumstances Index .....	18
Appendix E: Northern and Rural Fiscal Circumstances Grant Parameters .....	23
Appendix F: Data Sources .....	24
Appendix G: Definitions .....	25

# INTRODUCTION

This guide outlines the grant parameters for the 2022 Ontario Municipal Partnership Fund (OMPF). It is intended to provide a technical overview of the funding program.

## OVERVIEW

The OMPF is the Province's main general assistance grant to municipalities.

The program primarily supports northern and rural municipalities across the province. Its objectives are to:

- recognize the challenges of northern and rural municipalities, while targeting funding to those with more challenging fiscal circumstances;
- support areas with limited property assessment; and
- assist municipalities that are adjusting to year-over-year funding changes.

## 2022 OMPF — Program Details

For 2022, the government is maintaining the overall structure of the OMPF and the program envelope at the same level as 2021.

**The 2022 OMPF will provide a total of \$500 million to 389 municipalities across the province.**

The program will also continue to be responsive to changing municipal circumstances through annual data updates and related adjustments.

In addition to ensuring stability, maintaining the program envelope will allow for further support to be targeted to rural farming municipalities.

Specifically, the **Rural Communities Grant** component will increase to \$154 million to further support rural municipalities with the highest levels of farmland. These municipalities will receive up to an additional \$5 per household through this grant component.

Consistent with prior years, **Transitional Assistance** will continue to ensure that municipalities in northern Ontario receive at least 90 per cent of their 2021 OMPF allocation, and municipalities in southern Ontario receive at least 85 per cent.

2022 Minimum Levels of Support (Per Cent of 2021 OMPF Allocation)	
Northern Ontario	90%
Southern Ontario	85%

Municipalities in all regions of the province with the most challenging fiscal circumstances will continue to have their funding enhanced up to 100 per cent of the prior year's allocation.

## COVID-19 Financial Relief for Municipalities

The Province has provided significant support to Ontario's municipalities to address the critical public health and economic challenges brought on by the pandemic. This includes almost \$1 billion in financial relief for municipalities in 2021 as well as \$4 billion in joint funding with the federal government through the Safe Restart Agreement in 2020 to support municipal operating and transit pressures.

## 2022 ONTARIO MUNICIPAL PARTNERSHIP FUND

The 2022 OMPF will provide a total of \$500 million to 389 municipalities across the province through the following core grant components and Transitional Assistance.

### **I. Assessment Equalization Grant Component — \$149 million**

Provides funding to eligible municipalities with limited property assessment.

### **II. Northern Communities Grant Component — \$89 million**

Provides funding to all northern municipalities in recognition of their unique challenges.

### **III. Rural Communities Grant Component — \$154 million**

Provides funding to rural municipalities, including targeted funding for rural farming communities, in recognition of their unique challenges.

### **IV. Northern and Rural Fiscal Circumstances Grant Component — \$93 million**

Provides additional, targeted funding to northern and rural municipalities based on their fiscal circumstances.

### **V. Transitional Assistance — \$16 million**

Ensures a guaranteed level of support to municipalities based on their 2021 OMPF allocation.

*Note: Figures are rounded.*

# 2022 OMPF GRANT COMPONENTS

## I. Assessment Equalization Grant

The Assessment Equalization Grant provides funding to eligible single- and lower-tier municipalities with limited property assessment due to lower property values and/or limited non-residential assessment.

To determine the grant amount, a total assessment differential (i.e., the total municipal assessment below the provincial median per-household threshold of \$303,000) is calculated for each municipality. Single- and lower-tier municipalities receive funding based on the total assessment differential. Funding provided through this grant increases the further a municipality's total weighted assessment per household is below the provincial median.

---

Every \$10,000 increment in a municipality's total assessment differential results in an additional \$29 in funding.

---

### Example 1.1

Municipality A:

- Weighted assessment per household: \$200,000
- Assessment per household below the \$303,000 threshold:  $\$303,000 - \$200,000 = \$103,000$
- Number of households: 2,000
- Total assessment differential:  $\$103,000 \times 2,000 = \$206,000,000$

**Grant Amount:**  $\$206,000,000 / \$10,000 \times \$29 = \$597,400$

## II. Northern Communities Grant

The Northern Communities Grant provides funding to all northern municipalities in recognition of the unique challenges they face.

The grant is based on the number of households, and the per-household amount is \$239.

### Example 2.1

Municipality A (Northern):

- Number of households: 1,300

**Grant Amount:  $1,300 \times \$239 = \$310,700$**



### III. Rural Communities Grant

The Rural Communities Grant recognizes the unique challenges of rural municipalities and particularly those of rural farming communities.

The Rural Communities Grant provides funding to single- and lower-tier municipalities across the province based on the proportion of their population residing in rural areas and/or small communities, as measured by the Rural and Small Community Measure (RSCM).

Funding provided through the Rural Communities Grant is being increased to \$154 million for 2022 to further target support to rural municipalities with the highest levels of farmland (i.e., where more than 70 per cent of land area is comprised of farmland). See the next section on the following page for details.

Municipalities with an RSCM of 75 per cent or more receive \$131 per household. Municipalities with an RSCM between 25 per cent and 75 per cent receive a portion of this funding on a sliding scale. For additional information on the RSCM, see Appendix A.

---

Every 5-percentage point increase in the RSCM between 25 per cent and 75 per cent results in an additional \$13.10 per household:

---

Rural Communities Grant*											
RSCM (%)	25	30	35	40	45	50	55	60	65	70	75+
Per-household amount (\$)	0.00	13.10	26.20	39.30	52.40	65.50	78.60	91.70	104.80	117.90	131.00

*\*The per-household amounts above are for municipalities where 70 per cent or less of municipal land area is comprised of farmland.*

#### Example 3.1

Municipality A:

- RSCM: 80%
- Number of households: 3,000

**Grant Amount: 3,000 x \$131 = \$393,000**

Municipality B:

- RSCM: 55%
- Number of households: 3,000

**Grant Amount: 3,000 x \$78.60 = \$235,800**

## Rural municipalities where farmland represents more than 70 per cent of their land area.

Per-household funding provided through the Rural Communities Grant includes an enhancement for municipalities with the highest levels of farmland (i.e., where farmland represents more than 70 per cent of municipal land area), in recognition of their particular challenges.

This funding enhancement is provided based on the Farm Area Measure (FAM), which reflects the percentage of a municipality's land area comprised of farmland (See Appendix B for further information on the FAM).

In 2022, this funding is being increased to further target support to rural municipalities with the highest levels of farmland. As a result, municipalities with a FAM of more than 70 per cent will receive up to an additional \$5 per household through the Rural Communities Grant component in 2022.

Single- and lower-tier rural municipalities with a FAM of more than 70 per cent and an RSCM of 75 per cent or greater, receive funding according to the table outlined below.

---

Every 2-percentage point increase in the FAM between 70 per cent and 90 per cent results in an additional \$10.50 per household:

---

Rural Communities Grant for Municipalities with a FAM of more than 70 Per Cent											
FAM (%)	70	72	74	76	78	80	82	84	86	88	90+
Per-household amount (\$)	131.00	141.50	152.00	162.50	173.00	183.50	194.00	204.50	215.00	225.50	236.00

### Example 3.2

Municipality A (FAM < 70%):

- RSCM: 100%
- FAM: 50%
- Number of households: 3,000

**Grant Amount: 3,000 x \$131 = \$393,000**

Municipality B (FAM > 70%):

- RSCM: 100%
- FAM: 80%
- Number of households: 3,000

**Grant Amount: 3,000 x \$183.50 = \$550,500**

Municipality C (FAM > 90%):

- RSCM: 100%
- FAM: 93%
- Number of households: 3,000

Grant Amount:  $3,000 \times \$236 = \$708,000$

### Rural municipalities with an RSCM between 25 and 75 per cent

Single- and lower-tier rural municipalities with a FAM of more than 70 per cent and an RSCM between 25 per cent and 75 per cent receive a portion of the funding according to their RSCM.

The following table provides the per-household funding for a municipality with an RSCM of 50 per cent (see Appendix C for a summary of Rural Communities Grant parameters based on the RSCM and FAM).

#### Rural Communities Grant for Municipalities with an RSCM of 50 Per Cent and a FAM of more than 70 Per Cent

FAM (%)	70	72	74	76	78	80	82	84	86	88	90+
Per-household amount (\$)	65.50	70.75	76.00	81.25	86.50	91.75	97.00	102.25	107.50	112.75	118.00

### Example 3.3

Municipality A:

- RSCM: 50%
- FAM: 80%
- Number of households: 3,000

Grant Amount:  $3,000 \times \$91.75 = \$275,250$

## IV. Northern and Rural Fiscal Circumstances Grant

This grant is provided to municipalities eligible for funding through the Northern Communities Grant and/or Rural Communities Grant, both of which provide a fixed per-household funding amount to northern as well as single- and lower-tier rural municipalities. In addition to these fixed per-household amounts, the Northern and Rural Fiscal Circumstances Grant provides targeted support in recognition that not all northern and rural municipalities have the same fiscal circumstances.


The Northern and Rural Fiscal Circumstances Grant provides targeted funding to eligible municipalities based on their relative fiscal circumstances, as measured by the Northern and Rural Municipal Fiscal Circumstances Index (MFCI). For additional details on the Northern and Rural MFCI, see Appendix D.

In 2022, the Northern and Rural Fiscal Circumstances Grant will provide \$93 million to support northern and rural municipalities with challenging fiscal circumstances.

See Appendix E for additional information on the Northern and Rural Fiscal Circumstances Grant parameters.

### Northern and rural municipalities with an RSCM of 75 per cent or greater

Northern municipalities, as well as single- and lower-tier rural municipalities with an RSCM of 75 per cent or greater, receive funding according to their MFCI as outlined in the table below.

Northern and Rural Fiscal Circumstances Grant												
	Relatively positive circumstances						Relatively challenging circumstances					
												
MFCI	0	1	2	3	4	5	6	7	8	9	10	
Per-household amount (\$)	0	10	20	30	40	60	90	135	175	230	295	

#### Example 4.1

Municipality A (Northern):

- MFCI: 7
- Number of households: 1,200

**Grant Amount: 1,200 x \$135 = \$162,000**

## Rural municipalities with an RSCM between 25 and 75 per cent

Single- and lower-tier rural municipalities with an RSCM between 25 per cent and 75 per cent receive a portion of the per-household funding according to their RSCM.

Per-Household Funding at MFCI 4					
RSCM (%)	25	35	50	65	75
Per-household amount (\$)	0	8	20	32	40

See Appendix E for more detailed information.

**Example 4.2**

Municipality A (Rural):

- MFCI: 4
- RSCM: 65%
- Number of households: 1,200

**Grant Amount:  $1,200 \times \$32 = \$38,400$**

Additional municipality-specific details are provided in the customized *2022 Northern and Rural MFCI Workbooks*.

## V. Transitional Assistance

Transitional Assistance assists municipalities in adjusting to year-over-year funding changes. This funding ensures that municipalities receive a guaranteed level of support based on their previous year's OMPF allocation.

In 2022, minimum funding guarantees have been maintained at 85 per cent for southern Ontario and 90 per cent for northern Ontario. This means that municipalities in southern Ontario will receive at least 85 per cent of their 2021 OMPF allocation and northern municipalities will receive at least 90 per cent of their 2021 OMPF allocation.

These minimum levels of support will continue to be enhanced, up to 100 per cent, for eligible northern and rural municipalities across the province with more challenging fiscal circumstances, as measured by the Northern and Rural MFCI.

2022 Municipal Funding Levels Based on Northern and Rural MFCI											
MFCI	0	1	2	3	4	5	6	7	8	9	10
Northern Ontario (%)	90.0	90.0	90.0	91.5	93.0	94.5	96.0	97.5	99.0	100	100
Southern Ontario (%)	85.0	85.0	85.0	86.0	88.0	90.0	92.5	95.0	97.5	100	100

### Example 5.1

Municipality A (Northern):

- 2021 OMPF allocation: \$250,000
- 2022 minimum level of support for northern municipality: 90%
- MFCI: 8
- 2022 enhanced guaranteed level of support for MFCI 8: 99%
- 2022 guaranteed funding amount:  $\$250,000 \times 99\% = \$247,500$
- Sum of 2022 OMPF grants prior to Transitional Assistance: \$180,000

**2022 Transitional Assistance:  $\$247,500 - \$180,000 = \$67,500$**

### Example 5.2

Municipality B (Southern Rural):

- 2021 OMPF allocation: \$350,000
- 2022 minimum level of support for southern municipality: 85%
- MFCI: 7
- 2022 enhanced guaranteed level of support for MFCI 7: 95%
- 2022 guaranteed funding amount:  $\$350,000 \times 95\% = \$332,500$
- Sum of 2022 OMPF grants prior to Transitional Assistance: \$205,000

**2022 Transitional Assistance:  $\$332,500 - \$205,000 = \$127,500$**

### Example 5.3

Municipality C (Southern Urban):

- 2021 OMPF allocation: \$250,000
- 2022 minimum level of support for southern municipality: 85%
- MFCI: n/a
- 2022 guaranteed funding amount:  $\$250,000 \times 85\% = \$212,500$
- Sum of 2022 OMPF grants prior to Transitional Assistance: \$125,000

**2022 Transitional Assistance:  $\$212,500 - \$125,000 = \$87,500$**

# IMPLEMENTATION

OMPF allocations are announced annually in time to support the municipal budget planning process, and payments are issued in quarterly installments to municipalities. All OMPF allocations are provided to municipalities as unconditional grants.

The Ministry of Finance calculates OMPF municipal allocations based on a defined set of data elements (see Appendix F).

## Municipal Workbooks

In order to assist municipalities in better understanding the 2022 program, the Ministry of Finance has developed a customized set of municipal workbooks for each municipality. These include:

1. *2022 Ontario Municipal Partnership Fund Workbook*
2. *2022 Northern and Rural Municipal Fiscal Circumstances Index Workbook*

The workbooks provide municipality-specific details and are shared electronically with municipal treasurers and clerk-treasurers.

## 2022 Reporting Obligations

Municipalities are required to submit their 2021 Financial Information Return (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) by **May 31, 2022**.

The Ministry understands that providing details related to municipalities' OMPF allocations in a timely manner is an important part of the municipal budget planning process. In order to continue to support the timely communication of OMPF allocations, the Ministry is requesting that municipalities submit their 2022 tax rates through the Online Property Tax Analysis (OPTA) system or to MMAH by **August 31, 2022**.

Failure to meet these deadlines may result in the withholding of OMPF payments until these documents have been submitted.

*Note that the timelines identified above may be subject to revision by the Ministry.*



## ADDITIONAL INFORMATION

This Technical Guide and other 2022 OMPF supporting materials are posted online at:

[www.fin.gov.on.ca/en/budget/ompf/2022](http://www.fin.gov.on.ca/en/budget/ompf/2022)

[www.fin.gov.on.ca/fr/budget/ompf/2022](http://www.fin.gov.on.ca/fr/budget/ompf/2022)

For additional information regarding 2022 OMPF allocations or for other general inquiries about the program, email your inquiry and contact information to: [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca)

### Municipal Services Offices at the Ministry of Municipal Affairs and Housing

Alternatively, municipalities may also contact their local Municipal Services Office of the Ministry of Municipal Affairs and Housing (MMAH) who can assist in directing their inquiry:

Municipal Services Offices: Ministry of Municipal Affairs and Housing	
<b>CENTRAL:</b> 777 Bay Street, 13th Floor Toronto ON M7A 2J3	General Inquiry: (416) 585-6226 Toll Free: 1-800-668-0230 Fax: (416) 585-6882 Email: <a href="mailto:MSOC.Admin@ontario.ca">MSOC.Admin@ontario.ca</a>
<b>EASTERN:</b> Rockwood House, 8 Estate Lane Kingston ON K7M 9A8	General Inquiry: (613) 545-2100 Toll Free: 1-800-267-9438 Fax: (613) 548-6822 Email: <a href="mailto:MSOEshared@ontario.ca">MSOEshared@ontario.ca</a>
<b>NORTH (SUDBURY):</b> 159 Cedar Street, Suite 401 Sudbury ON P3E 6A5	General Inquiry: (705) 564-0120 Toll Free: 1-800-461-1193 Email: <a href="mailto:MSONorth@ontario.ca">MSONorth@ontario.ca</a>
<b>NORTH (THUNDER BAY):</b> 435 James St. S., Suite 223 Thunder Bay ON P7E 6S7	General Inquiry: (807) 475-1651 Toll Free: 1-800-465-5027 Fax: (807) 475-1196 Email: <a href="mailto:MSOTBTemp@ontario.ca">MSOTBTemp@ontario.ca</a>
<b>WESTERN:</b> 659 Exeter Road, 2nd Floor London ON N6E 1L3	General Inquiry: (519) 873-4020 Toll Free: 1-800-265-4736 Fax: (519) 873-4018 Email: <a href="mailto:MSO-SW@ontario.ca">MSO-SW@ontario.ca</a>

# APPENDICES

## Appendix A: Rural and Small Community Measure

The Rural and Small Community Measure (RSCM) represents the proportion of a municipality's population residing in rural areas and/or small communities. This approach recognizes that some municipalities include a mix of rural and non-rural areas.

The measure is based on Statistics Canada data and is calculated as follows:

1. Statistics Canada divides municipalities into small geographic areas, typically less than a few hundred residents.
2. These areas are classified by Statistics Canada as rural areas or small communities if they meet one of the following conditions:
  - They have a population density of less than 400 per square kilometre;
  - They have a population density of greater than 400 per square kilometre but cannot be grouped with other adjacent areas (each also with a population density of greater than 400 per square kilometre), to produce a total population concentration greater than 1,000; or
  - They are not economically integrated with a population centre of greater than 10,000 (see table below).
3. The RSCM is determined by calculating the proportion of a municipality's population residing in areas that are classified as either rural or a small community.

OMPF calculations incorporate a minor adjustment to Statistics Canada's classification of "small community." This adjustment provides a transition between the small community and urban centre classification for areas with a population between 10,000 and 12,500 and is made on a sliding scale:

Percentage of Area Population Included as a Small Community						
Area population	10,000	10,500	11,000	11,500	12,000	12,500
Percentage (%)	100	80	60	40	20	0

## Appendix B: Farm Area Measure

The Farm Area Measure (FAM) represents the percentage of a municipality's land area comprised of farmland. The measure was introduced in the 2016 OMPF in response to feedback from some municipalities that the OMPF should recognize the variation in farmland across the province.

The FAM is calculated as follows:

$$\frac{\text{Farm Land Area}}{\text{Municipal Land Area}} = \text{Farm Area Measure}$$

A municipality's FAM is determined using the following components:

1. **Farm Land Area**, which is equal to acres of land for properties in the farm property tax class, as of December 31<sup>st</sup>, 2020.
  - a. The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the application process for the farm property tax class and is responsible for reviewing eligibility criteria before a property can be placed in the farm property tax class. These criteria include:
    - The property must be assessed and valued as farmland by the Municipal Property Assessment Corporation (MPAC).
    - The farming business generates at least \$7,000 in Gross Farm Income (GFI) per year.
    - The farming business has a valid Farm Business Registration number from Agricorp or a valid exemption.
    - The property is being used for a farming business by either the owner or tenant farmer or both.
  - b. The acreage of properties in the farm property tax class is determined using the Ontario Parcel database. This database was developed in partnership between the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF), MPAC and Teranet Enterprises Inc., and provides information on the land area for each individual property or parcel of land in the province.
2. **Municipal Land Area**, which represents the number of acres of land in a municipality and reflects municipal boundaries as of January 1, 2016. This measure is based on the Spatial Data Infrastructure (SDI) from Statistics Canada and excludes bodies of water.

## Appendix C: Summary of Rural Communities Grant Parameters

The following table supports the Rural Communities Grant calculation for single- and lower-tier rural municipalities with an RSCM between 25 and 75 per cent and a FAM of 70 per cent or more.

Rural Communities Grant Funding Levels Based on RSCM and FAM (\$ per household)											
RSCM (%) \ FAM (%)	70	72	74	76	78	80	82	84	86	88	90+
25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
35	26.20	28.30	30.40	32.50	34.60	36.70	38.80	40.90	43.00	45.10	47.20
50	65.50	70.75	76.00	81.25	86.50	91.75	97.00	102.25	107.50	112.75	118.00
65	104.80	113.20	121.60	130.00	138.40	146.80	155.20	163.60	172.00	180.40	188.80
75+	131.00	141.50	152.00	162.50	173.00	183.50	194.00	204.50	215.00	225.50	236.00

## Appendix D: Northern and Rural Municipal Fiscal Circumstances Index

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province.

The Northern and Rural MFCI is determined based on six indicators. These indicators are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances.

The indicators include:

### Primary Indicators

- Weighted Assessment Per Household
- Median Household Income

### Secondary Indicators

- Average Annual Change in Assessment (New Construction)
- Employment Rate
- Ratio of Working Age to Dependent Population
- Per Cent of Population Above Low-Income Threshold

A municipality's Northern and Rural MFCI is determined through three steps, as listed below and as described in more detail on the following pages.

1. **Indicator Score** — Each primary and secondary indicator is scored based on its relationship to the median for northern and rural municipalities.
2. **Average Indicator Score** — An average indicator score is calculated based on the average of both the primary and secondary indicators.
3. **Northern and Rural MFCI** — This index reflects a municipality's fiscal circumstances relative to other northern and rural municipalities in the province and is based on the relative results of each municipality's average indicator score. The Northern and Rural MFCI is measured on a scale from 0 to 10.

A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. As a result, an MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.

Additional municipality-specific details are provided in the *2022 Northern and Rural MFCI Workbook*.

## 1. Indicator Score

The indicator score has a range from -100 per cent to 100 per cent and reflects how the value of a municipality's indicator compares to the median for northern and rural municipalities.

### Indicator Value Above Median

An indicator value that is above the median will have a positive score, which is reflective of relatively positive fiscal circumstances.

The indicator score is calculated based on the position of the municipality's indicator value between the median and highest value for northern and rural municipalities.

### Indicator Value Below Median

An indicator value that is below the median will have a negative score, which is reflective of more challenging fiscal circumstances.

The indicator score is calculated based on the position of the municipality's indicator data between the median and lowest value for northern and rural municipalities.

For example, an indicator score of 25 per cent indicates that a data value is one quarter of the distance between the median and highest value, while an indicator score of -25 per cent indicates that a data value is one quarter of the distance between the median and lowest value. An indicator score of 0 per cent reflects the median for northern and rural municipalities.

The following table outlines the median, highest and lowest values for each MFCI indicator. Illustrative examples of indicator score calculations are provided on the following page.

MFCI Indicator Parameters			
Primary Indicators	Lowest	Median	Highest
Weighted Assessment per Household	\$46,000	\$289,000	\$811,000
Median Household Income	\$40,000	\$69,000	\$119,000
Secondary Indicators	Lowest	Median	Highest
Average Annual Change in Assessment (New Construction)	-2.0%	1.1%	4.3%
Employment Rate	30.0%	56.0%	75.0%
Ratio of Working Age to Dependent Population	107.0%	170.0%	300.0%
Per Cent of Population Above Low-Income Threshold	66.0%	86.0%	96.0%

### Example 1.1

Indicator: Median Household Income

Lowest Value	Median Value	Highest Value
\$40,000	\$69,000	\$119,000

Example Municipality: Indicator Data Value = \$54,500

A. Difference between Indicator Value and Median:  $\$54,500 - \$69,000 = -\$14,500$

Since the indicator value is below the median for northern and rural municipalities, the difference between the median and the lowest value for northern and rural municipalities is calculated.

B. Difference between Median and Lowest Value:  $\$69,000 - \$40,000 = \$29,000$

C. Indicator Score =  $A / B$ :  $-\$14,500 / \$29,000 = -50\%$

### Example 1.2

Indicator: Ratio of Working Age to Dependent Population

Lowest Value	Median Value	Highest Value
107%	170%	300%

Example Municipality: Indicator Data Value = 235%

A. Difference between Indicator Value and Median:  $235\% - 170\% = 65\%$

Since the indicator value is above the median for northern and rural municipalities, the difference between the median and the highest value for northern and rural municipalities is calculated.

B. Difference between Median and Highest Value:  $300\% - 170\% = 130\%$

C. Indicator Score =  $A / B$ :  $65\% / 130\% = 50\%$

## 2. Average Indicator Score

The average indicator score summarizes a municipality's overall results on all six indicators.

A municipality's average indicator score is based on both the primary and secondary indicator average, as shown below.

### Calculating Average Indicator Score

**Average Indicator Score = (Primary Indicator Average + Secondary Indicator Average) / 2**

**Primary Indicator Average: (A + B) / 2**

- A. Weighted Assessment Per Household indicator score
- B. Median Household Income indicator score

**Secondary Indicator Average: (C + D + E + F) / 4**

- C. Average Annual Change in Assessment (New Construction) indicator score
- D. Employment Rate indicator score
- E. Ratio of Working Age to Dependent Population indicator score
- F. Per Cent of Population Above Low-Income Threshold indicator score

*Note: A positive average indicator score reflects relatively positive fiscal circumstances, while a negative average indicator score reflects more challenging fiscal circumstances.*

### Example 2.1

#### Average Indicator Score

- A. Weighted Assessment per Household indicator score: 8%
- B. Median Household Income indicator score: -50%

**Primary Indicator Average: (8% + (-50%)) / 2 = -21%**

- C. Average Annual Change in Assessment (New Construction) indicator score: -91%
- D. Employment Rate indicator score: 1%
- E. Ratio of Working Age to Dependent Population indicator score: 50%
- F. Per Cent of Population Above Low-Income Threshold indicator score: -88%

**Secondary Indicator Average: (-91% + 1% + 50% + (-88%)) / 4 = -32%**

**Average Indicator Score: (-21% + (-32%)) / 2 = -26.5%**



### 3. Determination of Northern and Rural MFCI

The Northern and Rural MFCI reflects a municipality's fiscal circumstances relative to other northern and rural municipalities in the province.

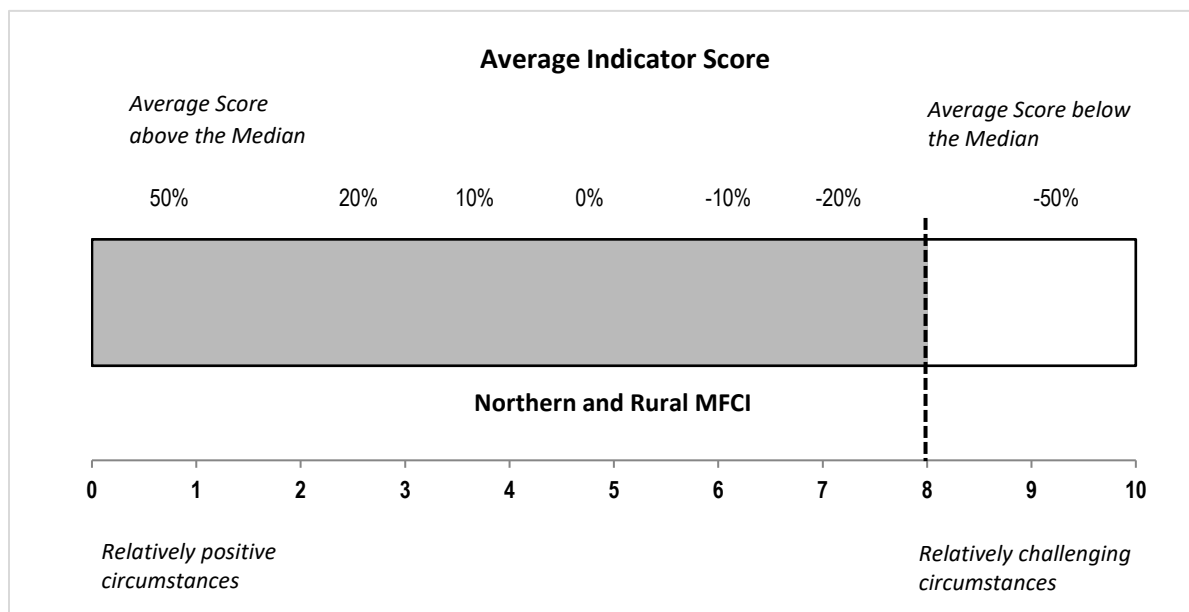
The Northern and Rural MFCI is measured on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, while a higher MFCI corresponds to more challenging fiscal circumstances. A Northern and Rural MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.

A municipality's MFCI is determined based on the value of the average indicator score. The example below presents how average indicator scores are used to determine a municipality's MFCI.

#### Example 3.1

Average Indicator Score: -26.5%

Northern and Rural MFCI: 8.0





## Appendix F: Data Sources

OMPF Data Elements and Sources		
Data	Year	Source(s)
Weighted Assessment	Final 2020 Market Change Profile (MCP) and 2022 starting tax ratios	Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws
PIL Weighted Assessment	2019 or 2020	Municipal FIR
Number of Households	2021	MPAC Returned Roll
Median Household Income	2016	Statistics Canada
Rural and Small Community Measure	2016	Statistics Canada
Per Cent of Population Above Low-Income Threshold	2016	Statistics Canada
Ratio of Working Age to Dependent Population	2016	Statistics Canada
Employment Rate	2016	Statistics Canada
Average Annual Change in Assessment (New Construction)	2016–2021	Online Property Tax Analysis System (OPTA)
Municipal Land Area	2016	Statistics Canada
Farm Land Area	2020	MPAC and Ontario Parcel

*Note: For municipality-specific details, refer to customized 2022 workbooks developed by the Ministry of Finance.*

## Appendix G: Definitions

Average Annual Change in Assessment (New Construction)	Measures the five-year (2016–2021) average annual change in a municipality’s assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
Average Indicator Score	Summarizes a municipality’s overall results on all six indicators, based on both the primary and secondary indicator average.
Employment Rate	Statistics Canada’s measure of number of employed persons, divided by persons aged 15 and over.
Farm Area Measure (FAM)	Represents the percentage of a municipality’s land area comprised of farmland.
Farm Land Area	Equal to the acres of land for properties in the farm property tax class, as of December 31 <sup>st</sup> , 2020. The acreage of properties in the farm property tax class is determined using the Ontario Parcel database.
Households	Measure of households based on the 2021 returned roll from the Municipal Property Assessment Corporation (MPAC). Includes the following classes: (1) Residential Unit (RU) – Permanent households; (2) Residential Dwelling Unit (RDU) – Seasonal households such as cottages; and (3) Farm Residential Unit (FRU) – Farmlands on which a farm residence exists.
Indicator Score	Reflects the position of a municipality’s indicator data value relative to other municipalities and has a range from -100 per cent to 100 per cent. A positive indicator score is reflective of relatively positive fiscal circumstances, while a negative score is reflective of more challenging fiscal circumstances.
Median Household Income	Statistics Canada’s measure of median income for all private households in 2015.
Municipal Land Area	Equal to the acres of land in a municipality and reflects municipal boundaries, as of January 1 <sup>st</sup> , 2016. This measure is based on the Spatial Data Infrastructure (SDI) from Statistics Canada and excludes bodies of water.

Minimum Funding Guarantee	The 2022 minimum guaranteed level of support based on 2021 OMPF allocations. In 2022, minimum funding guarantees for municipalities in southern Ontario will be at least 85 per cent of their 2021 OMPF allocation. Northern municipalities will receive at least 90 per cent of their 2021 OMPF allocation. These minimum levels of support will be enhanced, up to 100 per cent, for northern and rural municipalities in the province with more challenging fiscal circumstances.
Northern and Rural Municipal Fiscal Circumstances Index (MFCI)	The Northern and Rural MFCI measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to relatively more challenging fiscal circumstances. An MFCI of 5 corresponds to fiscal circumstances similar to the median for northern and rural municipalities.
Per Cent of Population Above Low-Income Threshold	Reflects the Statistics Canada measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households. The measure is based on after-tax income, and the low-income threshold is based on half the median adjusted household income in 2015.
Primary Indicators	The Northern and Rural MFCI is determined based on six indicators which are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances. The primary indicators are weighted assessment per household and median household income.
Property Tax Revenue	Represents the municipal property tax revenue as reported in municipal Financial Information Return (Schedule 10, Line 0299).
Ratio of Working Age to Dependent Population	Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
Rural and Small Community Measure (RSCM)	RSCM represents the proportion of a municipality's population residing in rural areas and/or small communities. This approach recognizes that some municipalities include a mix of rural and non-rural areas. The measure is based on Statistics Canada data from the 2016 Census.

Secondary Indicators	The Northern and Rural MFCI is determined based on six indicators, which are classified as either primary or secondary to reflect their relative importance in determining a municipality's fiscal circumstances. The secondary indicators are average annual change in assessment (new construction), employment rate, ratio of working age to dependent population, and per cent of population above low-income threshold.
Weighted Assessment Per Household	Measures the size of the municipality's tax base. Refers to the total assessment of a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households. Subject to eligibility provisions (such as being a small, northern or rural municipality and/or a current recipient).
Workbooks	The OMPF workbooks provide customized detailed data and grant calculations to assist municipalities in understanding their allocations. The workbooks include: the <i>Ontario Municipal Partnership Fund Workbook</i> and, where applicable, the <i>Northern and Rural Municipal Fiscal Circumstances Index Workbook</i> . These customized workbooks are provided to municipal treasurers and clerk-treasurers following the announcement of annual funding allocations.

© Queen's Printer for Ontario, 2021  
ISSN 2369-6990 (PRINT)  
ISSN 2369-7008 (ONLINE)

## Attachment 5

	Total Weighted Assessment per Household	Assessment Equalization Grant	Rural Communities Grant	Fiscal Circumstances Grant	Transitional Assistance	OMPF 2022	MFCI Score	Households	\$ / household	Grey County Rank
Georgian Bluffs	\$ 341,627	\$ -	\$ 696,700	\$ 164,900	\$ -	\$ 861,600	3.1	5,318	\$ 162	8
Grey Highlands	\$ 358,745	\$ -	\$ 730,800	\$ 312,400	\$ -	\$ 1,043,200	4.8	5,578	\$ 187	5
Meaford	\$ 336,771	\$ -	\$ 767,200	\$ 474,400	\$ -	\$ 1,241,600	5.7	5,856	\$ 212	4
Southgate	\$ 308,662	\$ -	\$ 515,200	\$ 96,000	\$ -	\$ 611,200	2.9	3,309	\$ 185	7
The Blue Mountains	\$ 555,840	\$ -	\$ 1,110,100	\$ 211,900	\$ -	\$ 1,322,000	2.5	8,474	\$ 156	9
Chatsworth	\$ 276,883	\$ 239,200	\$ 413,600	\$ 255,800	\$ -	\$ 908,600	5.7	3,157	\$ 288	2
Hanover	\$ 227,713	\$ 809,000	\$ 485,400	\$ 633,600	\$ 2,800	\$ 1,930,800	7.9	3,705	\$ 521	1
Owen Sound	\$ 239,300	\$ 1,909,800	\$ -	\$ -	\$ -	\$ 1,909,800	N/A	10,338	\$ 185	6
West Grey	\$ 283,980	\$ 330,900	\$ 785,900	\$ 414,000	\$ -	\$ 1,530,800	5.3	5,999	\$ 255	3
Average per household									\$ 239	
Median per household									\$ 187	
		Assessment Equalization Grant	Rural Communities Grant	Fiscal Circumstances Grant	Transitional Assistance			Households	\$ / household	Grey County Rank
Georgian Bluffs		\$ -	\$ 131	\$ 31	\$ -			5,318	\$ 162	8
Grey Highlands		\$ -	\$ 131	\$ 56	\$ -			5,578	\$ 187	5
Meaford		\$ -	\$ 131	\$ 81	\$ -			5,856	\$ 212	4
Southgate		\$ -	\$ 156	\$ 29	\$ -			3,309	\$ 185	7
The Blue Mountains		\$ -	\$ 131	\$ 25	\$ -			8,474	\$ 156	9
Chatsworth		\$ 76	\$ 131	\$ 81	\$ -			3,157	\$ 288	2
Hanover		\$ 218	\$ 131	\$ 171	\$ 1			3,705	\$ 521	1
Owen Sound		\$ 185	\$ -	\$ -	\$ -			10,338	\$ 185	6
West Grey		\$ 55	\$ 131	\$ 69	\$ -			5,999	\$ 255	3
Average per household									\$ 239	
Median per household									\$ 187	



## **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 CL2021-030**

**Title of Report:** CL2021-030 – 2022 Municipal Elections Internet and Telephone Voting Request for Proposals

**Department:** Clerks

**Branch:** Legislative and Council Services

**Council Date:** November 3, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2021-030 as information.

### **Background:**

At the March 3, 2021, regular meeting of Council, the following was approved:

No. 2021-103

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report CL2021-005 for information; and

**That** Council approves the use of internet and telephone voting as the alternate voting method during the 2022 Municipal Election; and

**That** a by-law be approved to authorize the use of internet and telephone voting as the alternate voting method during the 2022 Municipal Election at the March 17, 2021 regular Council meeting. **Carried**

Subsequently, By-law 2021-037 was approved at the March 17, 2021, regular Council meeting.

### **Staff Comments:**

Staff are currently finalizing the Request for Proposals (RFP) document for internet and telephone voting services and are planning to release the RFP early on the week of November 1<sup>st</sup> with a planned closing date of December 6, 2021.

### **Financial Implications:**

There will be financial implications to the Election Reserve in 2022. Staff will report back to Council following the closing of the RFP.

### **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 CL2021-030 as information.

Respectfully Submitted,

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

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

**Attachments:** None

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



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

## **Staff Report PW2021-050**

**Title of Report:** PW2021-050 Department Report  
**Department:** Public Works  
**Branch:** None  
**Council Date:** November 3, 2021

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2021-050 for information.

### **Background:**

Public Works Department update.

### **Staff Comments:**

#### **Transportation and Public Safety:**

1. Southgate Sideroad 49 between Highway 89 and Southgate Road 04 Bridge S109 expansion has the expansion joints replaced, concrete repairs are finishing on deck, paving, guiderails to follow.
2. R.J. Burnside engineers rescheduled and are hosting a Municipal Drain 75 Watershed meeting for Saturday November 6, 2021, outdoors, at the Dundalk Memorial Park & Pavilion from 10am to 3pm, all COVID protocols will be in place.

#### **Waste Resources and Diversion Management:**

1. Ministry of the Environment Conservation and Parks (MECP) District Engineer Ian Mitchell conducted a Site Inspection for the Closed Proton Landfill Site on October 19, 2021. (Attachment #1) The Inspection Report indicated there are no follow up actions that are required. (Attachment #2)

### **Financial Implications:**

These items are included in 2021 Operating and Capital Budgets.

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

Goal 5 - Upgrading our "Hard Services"

#### **Action5:**

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 PW2021-050 for information.

Respectfully Submitted,

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

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

**Attachments:**

Attachment #1 Proton Landfill Inspection Letter Dated October 20, 2021  
Attachment #2 Proton Landfill Inspection Report 2021

October 20, 2021

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: Site Inspection - Closed Proton Landfill Site  
MOE File: SI GR SO C15 610

On October 19, 2021, a landfill inspection was conducted by the Ministry of the Environment, Conservation and Parks (MECP) at the closed Proton Landfill, located at 226001 Southgate Road 22, in the Township of Southgate (the Site). The inspection was completed for the purpose of assessing compliance with the terms and conditions of the Site's Environmental Compliance Approval # A262301 (ECA). The inspection report is attached.

The focus of the inspection pertained to the Site closure and did not involve a detailed review of the annual reporting or monitoring for the Site. At the time of the inspection paper records such as procedures and record keeping were not reviewed and were not a focus of the inspection.

The inspection involved a walk around the Site to make observations of the landfill site closure.

At this time no follow up action is required. Please contact me if you have any questions or require any assistance at (519) 374-1388.

Yours truly,



Ian Mitchell  
District Engineer  
Owen Sound District

Enclosure

cc. Cara Salustro, Scotty Gass, MECP, Owen Sound



Proton Landfill (Closed)

## Inspection Report

System Number:  
Inspection Start Date: 10/13/2021  
Inspection End Date: 10/20/2021  
Inspected By: Ian Mitchell  
Badge #: 701

A handwritten signature in cursive script, appearing to read "Ian Mitchell".

---

(signature)

### **NON-COMPLIANCE/NON-CONFORMANCE ITEMS**

This should not be construed as a confirmation of full compliance with all potential applicable legal requirement and BMPs. These inspection findings are limited to the components and/or activities that were assessed, and the legislative framework(s) that were applied. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

If you have any questions related to this inspection, please contact the undersigned Provincial Officer.

## INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

**Ministry Program: Regulated Activity:** WASTE : Landfills

Question ID	NCL 1		
Question	Question Type	Legislative Requirement	
Does the Closed landfill site have an Environmental Compliance Approval (ECA)?	Legislative	EPA   27   (1)	
Observation			
Yes An Environmental Compliance Approval (ECA), formerly called Certificate of Approval, was first issued for this site in 1972.			
Amended Environmental Compliance Approval No. A262301 was issued May 11, 2016 for the use and operation of a closed landfilling site. This ECA contains monitoring and reporting requirements and revoked and replaced approval No. A262301 issued on March 13, 1992.			
Amendment Notice No. 1 was issued on November 16, 2016. This notice updated Schedule B of the ECA to address current monitoring locations and parameters.			
Amendment Notice No. 2 issued June 28, 2019 revoked and replaced Schedule "B"			

Question ID	NCL 4		
Question		Question Type	Legislative Requirement
Does the landfill have a Contaminant Attenuation Zone (CAZ)?		Information	Not Applicable
Observation			
No			

Question ID	NCL 2		
Question		Question Type	Legislative Requirement
Is this landfill on Crown land?		Information	Not Applicable
Observation			
No			

<b>Question ID</b>	NCL 3		
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>	
Does the holder of the landfill ECA own the entire site?	Information	EPA   27   (1),	



		EPA   O. Reg. 232/98   3
<b>Observation</b>		
Yes		

<b>Question ID</b>	NCL 17	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Is the landfill implementing the groundwater monitoring program as required by the ECA?	Legislative	EPA   27   (1)
<b>Observation</b>		
Yes		

<b>Question ID</b>	NCL 19	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Are there water quality concerns with the results of the samples that have been tested?	Information	Not Applicable
<b>Observation</b>		
No		

<b>Question ID</b>	NCL 25	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Is there ongoing abatement to address any concerns the ministry has with the leachate monitoring?	Information	Not Applicable
<b>Observation</b>		
No		

<b>Question ID</b>	NCL 30	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Is there ongoing abatement to address any concerns the ministry has with landfill gas at this site?	Information	Not Applicable
<b>Observation</b>		
No		

<b>Question ID</b>	NCL 31	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Is the site required to have a surface water monitoring	Information	Not Applicable

program by the ECA?		
<b>Observation</b>		
Yes		

<b>Question ID</b>	NCL 32	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Is the site implementing the surface water monitoring program as required by the ECA?	Legislative	EPA   27   (1)
<b>Observation</b>		
Yes		

<b>Question ID</b>	NCL 35	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Is there ongoing abatement to address any concerns the ministry has with the surface water monitoring?	Information	Not Applicable
<b>Observation</b>		
No		

<b>Question ID</b>	NCL 36	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Has the annual post-closure care report been submitted to MECP or available on site as required by the ECA?	Information	EPA   27   (1)
<b>Observation</b>		
Yes Condition 8.0 of the ECA requires a report submitted on a biennial basis, on March 31st of every second calendar year.		
The 2018/2019 Bi-Annual Monitoring Report was submitted on February 19, 2020.		

<b>Question ID</b>	NCL 37	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Is scavenging being prevented?	Legislative	EPA   27   (1)
<b>Observation</b>		
Yes The site has well vegetated cover.		

<b>Question ID</b>	NCL 38	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>

Has a closure plan been submitted to the MECP?	Legislative	EPA   27   (1)
<b>Observation</b>		
Yes The "Operation and Closure Plan for Township of Proton, Solid Waste Disposal Site", was prepared by Ainley and Associates.		

<b>Question ID</b>	NCL 39	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Has the closure plan been approved by MECP?	Legislative	EPA   27   (1)
<b>Observation</b>		
Yes The Closure Plan was approved by the MECP in March 1992		

<b>Question ID</b>	NCL 40	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Does the landfill have a procedure in place to address complaints?	Legislative	EPA   27   (1)
<b>Observation</b>		
Yes Policy #63 is the Complaints Handling Policy Approved by Council on 2016-04-20		

<b>Question ID</b>	NCL 42	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Is there an ECA condition requiring financial assurance?	Information	EPA   27   (1)
<b>Observation</b>		
No		

<b>Question ID</b>	NCL 45	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
At the time of inspection, there are no indications of inadequate waste management (no visible leachate seeping, no waste deposited illegally outside the landfill boundary, etc)?	Legislative	EPA   27   (1)
<b>Observation</b>		
Yes		

<b>Question ID</b>	NCL 46	
<b>Question</b>	<b>Question Type</b>	<b>Legislative Requirement</b>
Has the Certificate of Requirement been registered on Title?	Legislative	EPA   27   (1)

<b>Observation</b>
Yes A certificate of requirement was originally registered on title to the site on May 12, 1992, instrument number 315765. Ministry files indicate that a certificate of requirement was also registered on title to the site on February 8, 2008, instrument number 548032.

Question ID	949100		
Question		Question Type	Legislative Requirement
Were the inspection questions sufficient to address other identified non-compliance items?		Legislative	Not Applicable
Observation			

Question ID	NCL 13		
Question	Question Type	Legislative Requirement	
Is site access restricted by use of a gate, fence, or physical barrier?	Legislative	EPA   27   (1)	
Observation			
Yes Access to the site is controlled by a locked gate at the main entrance off Southgate Road 22. There is a post and wire fence along Southgate Road 22.			

Question ID	NCL 16		
Question		Question Type	Legislative Requirement
Is the site required to have a ground water monitoring program in the ECA?		Information	Not Applicable
Observation			
Yes			

**Ministry of the Solicitor General**

Office of the  
Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1200

**Ministère du Solliciteur général**

Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence

25, rue Morton Shulman  
Toronto ON M7A 1Y6  
Tél.: 647-329-1200



Date: October 12, 2021

To: Community Emergency Management Coordinators

From: Teepu Khawja, Assistant Deputy Minister and Chief, Emergency Management

Re: Emergency Management Framework for Ontario

---

Dear Colleagues,

I am pleased to announce that the Emergency Management Framework for Ontario has been published and can be accessed online [here](#) as of October 12, 2021. This Framework will replace the Emergency Management Doctrine for Ontario, which has been in place since 2005.

There are several pieces of legislation (emergency management and emergency management related), mandatory requirements under the emergency management programs and assistance agreements which work together to ensure effective emergency management in Ontario. The Emergency Management Framework brings these arrangements together into one simple easy-to-use reference document. The overall purpose of the Framework is to provide a high-level overview of how Ontario approaches emergency management. The outlined concepts and principles serve to promote an understanding of the emergency management activities and initiatives undertaken in the province of Ontario.

This Framework contains several key updates:

- References to current emergency management programs and standards
- Links to source materials which makes the document accessible for quick reference
- Detailed explanations of Ontario's emergency management stakeholders and governance structures

- The five components of emergency management are explained in more detail and use real world examples to show the importance of each component

Emergency Management stakeholders will be able to refer to this Framework to inform their understanding of emergency management in Ontario. As indicated above, the Framework also makes clear the relationships, roles and responsibilities, and information flow between the various emergency management stakeholders, both internal and external to the provincial government.

I would like to thank the members of the EM Framework for Ontario Working Group for their efforts and inputs into the development of this guidance document, as well as the various contributors that provided their advice and expertise.

Please contact Drew Maddison, at [Drew.Maddison@ontario.ca](mailto:Drew.Maddison@ontario.ca) if you have questions regarding the Emergency Management Framework for Ontario.

Sincerely,



Teepu Khawja

Assistant Deputy Minister and Chief, Emergency Management



Township of Southgate,  
185667 Grey Cty Rd 9,  
Dundalk, ON N0C 1B0

August 31, 2021

Dear Mayor Woodbury and Members of Southgate Municipal Council;

Re: Your Fire Service Involvement in *Saugeen Valley Children's Safety Village Super Safety Days*

The Saugeen Valley Children's Safety Village located in the Municipality of West Grey recently held its inaugural Super Safety Days.

Over the course of four days, 150 children participated in fun and interactive safety programs taught by our Safety Program Administrators, Kristina Parsons Auxiliary Sgt. with the West Grey police and retired Fire Chief Dave Guilbault.

The in-class instruction ranged from personal, road, bike and pedestrian safety, community helpers, 911, fire safety in the kitchen, fire hazards in the home, fire escape planning and the importance of having working smoke and carbon monoxide alarms.

Assisting our professional instructors were Fire Chief Derek Malynyk and Fire Prevention Officer RJ Amoyotte of your fire department. They took valuable time out of their busy schedules to assist us. They are wonderful people and true professionals.

On behalf of the Board of Directors of the SVCSV, we wish to thank your firefighting team for their assistance in teaching our children such valuable fire and life safety skills.

The week was a huge success! Thanks again for the support of your Fire Service personnel.

It does take a whole village to raise a child – **safely**.

For Kids' Sake,

*Jacqui*

Jacqui Thomas-Traverse,  
Volunteer Program Director / Treasurer

**TELL ME AND I WILL FORGET. SHOW ME AND I MAY REMEMBER. INVOLVE ME AND I WILL UNDERSTAND.**

MARILYN ROSNER  
PRESIDENT  
519-797-5740  
[marilyn.rosner@bmts.com](mailto:marilyn.rosner@bmts.com)

AL LEACH  
VICE PRESIDENT  
519-323-4924  
[adleach@hotmail.com](mailto:adleach@hotmail.com)

JACQUI TRAVERSE THOMAS  
TREASURER  
519-889-0889  
[j.travthom@gmail.com](mailto:j.travthom@gmail.com)



On behalf of SVCSV Board of Directors  
Saugeen Valley Children's Safety Village

**TELL ME AND I WILL FORGET. SHOW ME AND I MAY REMEMBER. INVOLVE ME AND I WILL UNDERSTAND.**

MARILYN ROSNER  
PRESIDENT  
519-797-5740  
[marilyn.rosner@bmts.com](mailto:marilyn.rosner@bmts.com)

AL LEACH  
VICE PRESIDENT  
519-323-4924  
[adleach@hotmail.com](mailto:adleach@hotmail.com)

JACQUI TRAVERSE THOMAS  
TREASURER  
519-889-0889  
[j.travthom@gmail.com](mailto:j.travthom@gmail.com)





**October 19, 2021**

**MEMORANDUM TO:** Municipal Chief Administrative Officers and Clerks

**SUBJECT:** Enhanced COVID-19 Vaccine Certificate with QR Code and Verify Ontario App Available for Download Starting October 15

---

In advance of October 22, the government is making the enhanced vaccine certificate with official QR code and the free verification app, Verify Ontario, available for download.

Together, these tools will make it easier, more secure and convenient for individuals to provide proof of vaccination where required to do so, and for businesses and organizations to verify vaccine certificates while protecting people's privacy.

### **Enhanced Vaccine Certificate**

Starting October 18 at 6:00 a.m., the portal will be open for any individual to download their enhanced vaccine certificate, regardless of their birth month. Individuals can also call the Provincial Vaccine Contact Centre at 1-833-943-3900 to have their enhanced vaccine certificate emailed or mailed to them.

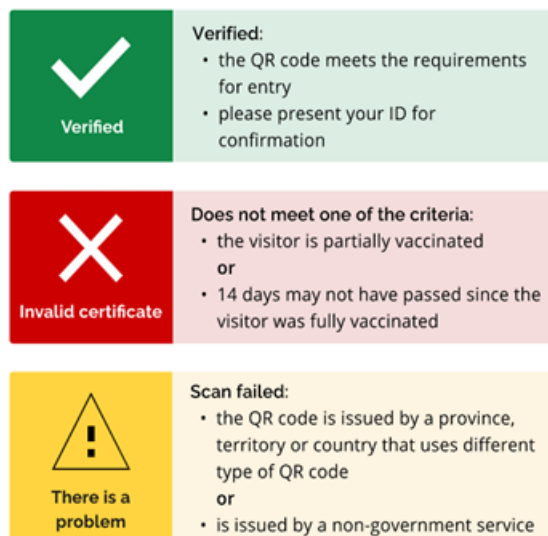
People can save the electronic version of their vaccine certificate with a QR code to their phone or print a paper copy. **Businesses must accept both electronic and paper versions.**

In addition, the current vaccine receipt without a QR code remains valid and must continue to be accepted. Ontarians will need to show a piece of identification that matches their name and date of birth to their proof of vaccination when visiting select [businesses and organizations](#).

### **Verify Ontario app**

Starting on October 15, businesses and organizations can download the free Verify Ontario app from the Apple App and Google Play stores. The made-in-Ontario app has been designed to help businesses by making it quicker and easier to confirm if a person is fully vaccinated against COVID-19, while protecting their privacy. The app can be used without an internet connection and never stores personal information.

The app will read the QR code to verify whether it is a legitimate Ontario government issued code that is free of tampering and notify the business or organization if the patron is verified to enter the premises with proof of full vaccination by displaying one of the three following results.



Verify Ontario will only scan and read official, government issued QR codes, such as Ontario's vaccine certificate and those from other provinces including Quebec, British Columbia and Yukon Territory.

### **Updated Guidance and Posters**

Ontario has updated the [regulation](#), [Guidance for Businesses and Organizations](#) and [Questions and Answers](#) to support the implementation of the enhanced vaccine certificate with a QR code and the Verify Ontario app.

The updated regulation also provides an exemption for people who are currently participating in a COVID-19 vaccine clinical trial that is authorized by Health Canada and specified in [Guidance for Businesses and Organizations](#). This will support continued participation in vaccine clinical trials and ensure they can be completed successfully.

There are also updated posters for businesses and organizations to print and display.

### **Compliance and Enforcement**

As a reminder, for offences under the ROA, police and other provincial offences officers, including First Nation Constables, special constables, and municipal by-law officers, have discretion to either issue tickets to individuals for set fine amounts or issue a summons under Part I of the Provincial Offences Act (POA) or to proceed under Part III of the POA by laying an information.

I strongly encourage our municipal partners to continue their local compliance and enforcement efforts and to work closely with provincial enforcement officers and public health officers to coordinate compliance activities in your communities. To identify opportunities for and to plan coordinated compliance activities in your community, please email Stephen Wilson at: [Stephen.J.Wilson@ontario.ca](mailto:Stephen.J.Wilson@ontario.ca).

Thank you for your support and for joining our shared commitment to work together to protect the health and well-being of Ontarians.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Manson-Smith".

Kate Manson-Smith  
Deputy Minister



# Media Release

October 20, 2021

## Enhanced COVID-19 Vaccine Certificate with QR Code and Verify Ontario App Available

On Friday October 15<sup>th</sup>, 2021, the [Government of Ontario announced](#) the availability of the QR code generator and printing function for your verification of vaccination. The QR code can be used to enter in to many facilities requiring proof of vaccination.

You can access this service at, [Ontario COVID-19 vaccination service \(ontariohealth.ca\)](#)

In addition, the government released an [app for businesses](#) to make reading QR codes and customer vaccination status as easy as possible. This app can be used in any place of business to scan your customers' QR codes. You can also continue to use the old paper system. The app is available in both Google and Apple Stores:

[Apple App Store](#)

[Google Play Store](#)

The Grey Bruce Health Unit would like to remind the public and workplaces of the vaccine certificate requirements as they apply to individuals as well as businesses. The system is intended to allow greater access to businesses and facilities including less restrictive capacity limits while still providing a safe environment for us all to enjoy. Supporting local businesses is more important now than ever. Enjoying the services that local businesses have to offer through the use of vaccine certificates brings us one step closer to the full recovery we are all hoping for.

Please review all of the places that you need to present your vaccine certificate to, prior to entering. Businesses that fall within any of the sections below must adhere to the Act and associated regulations. For the Act click [HERE](#), and the associated Regulations click [HERE](#), and for a full list of establishments requiring proof of vaccination, click [HERE](#);

You must show your proof of vaccination and ID to enter indoor areas of:

- restaurants, bars and other food and drink establishments (and also for outdoor areas of the establishments if they also have dance facilities, including nightclubs, restoclubs and other similar establishments)
- meeting and event spaces (including outdoor areas of facilities that have a normal capacity of 20,000 or more) with limited exceptions

A healthier future for all.

101 17<sup>th</sup> Street East, Owen Sound, Ontario N4K 0A5 [www.publichealthgreybruce.on.ca](http://www.publichealthgreybruce.on.ca)

519-376-9420

1-800-263-3456

Fax 519-376-0605

- facilities used for sports and recreational fitness activities and personal physical fitness training (including outdoor areas of facilities that have a normal capacity of 20,000 or more) with limited exemptions. This includes both participation and as a spectator.
- casinos, bingo halls and other gaming establishments
- concert venues, theatres and cinemas
- bathhouses, sex clubs and strip clubs
- commercial film and TV productions where there is a studio audiences
- horse racing tracks, car racing tracks and other similar venues whether indoor or outdoor.
- outdoor concert venues, theatres and cinemas

If you are a business operator that falls in one of the categories above, you **MUST** check that all people entering ensuring that their name and date of birth on the proof of vaccination matches your ID. The simplest way is to download the business app to allow you to easily check via the QR code system.

For information and to access this app, please visit:

[Download the Verify Ontario mobile app | COVID-19 \(coronavirus\) in Ontario](#)

This document provide businesses with all of the information required:

[Proof of Vaccination Guidance for Businesses and Organizations under the Reopening Ontario Act \(gov.on.ca\)](#)

For detailed information about this vaccine law, please visit:

[Proof of COVID-19 vaccination | COVID-19 \(coronavirus\) in Ontario](#)

To download and print your vaccine QR Code, please visit:

[Ontario COVID-19 vaccination service \(ontariohealth.ca\)](#)

### **For More Information:**

Dr. Ian Arra, MD MSc FRCPC ACPM ABPM  
Medical Officer of Health and Chief Executive Officer

Media inquiries should be directed to:


[AdminMedicalOfficer@publichealthgreybruce.on.ca](mailto:AdminMedicalOfficer@publichealthgreybruce.on.ca)

519-376-9420 or 1-800-263-3456 ext. 3940


# GRCA General Membership Meetings Calendar


# 2022


<b>January</b> s m t w t f s 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 GM 29 30 31	<b>February</b> s m t w t f s 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 GM 26 27 28	<b>March</b> s m t w t f s 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 GM 26 27 28 29 30 31	<b>April</b> s m t w t f s 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 GM 23 24 25 26 27 28 30
<b>May</b> s m t w t f s 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 GM 28 29 30 31	<b>June</b> s m t w t f s 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 GM 25 26 27 28 29 30	<b>July</b> s m t w t f s 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>August</b> s m t w t f s 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 GM 27 28 29 30 31
<b>September</b> s m t w t f s 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 GM 24 25 26 27 28 29 30	<b>October</b> s m t w t f s 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 GM 22 23 24 25 26 27 28 29 30 31	<b>November</b> s m t w t f s 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 GM 26 27 28 29 30	<b>December</b> s m t w t f s 4 5 6 7 8 9 10 11 12 13 14 15 GM 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

 Agenda Published

 General Membership Meeting

 Audit Committee

 Holiday/Head Office Closed

 No meeting scheduled in July



## **Grand River Conservation Authority**

Summary of the General Membership Meeting – October 22, 2021

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-10-21-70 - 2022 Board Meeting Schedule
- GM-10-21-73 - Financial Summary
- GM-10-21-72 - Park Reservation System RFP Results

### **Information Items**

*The Board received the following reports as information:*

- GM-10-21-75 - Conservation Authorities Act Amendments - Phase 1 Regulations and Timelines
- GM-10-21-71 - Cash and Investment Status
- GM-10-21-69 - Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation
- GM-10-21-74 - September 22-23, 2021 Flood Event
- GM-10-21-76 - Current Watershed Conditions

### **Correspondence**

*There was no correspondence.*

### **Delegations**

*There were no delegations.*

### **Source Protection Authority**

*There was no meeting called for the Source Protection Authority.*

For full information, please refer to the October 22, 2021 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 November 26, 2021.

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'.

**From:** [LAS - AMO Business Services](#)  
**To:** [Dave Milliner](#)  
**Subject:** LAS Natural Gas Program Price Announcement Nov 2021- Oct 2022 Term  
**Date:** October 25, 2021 10:00:59 AM

---

[HOMEPAGE](#) [PRIVACY](#)



---

October 25, 2021

## **LAS Natural Gas Program Price Change Notice**

*Dear Program Participant,*

**The LAS price for the November 2021 - October 2022 period will be 11.7 cents/m<sup>3</sup>.**

This rate represents a 15% (\$0.016/m<sup>3</sup>) commodity increase; a result of market volatility due to the pandemic, lower natural gas storage reserves, flat natural gas production levels across the globe, and uncertainty surrounding winter natural gas demand. To offset the increase commodity costs, transportation rates are seeing levels decreasing year over year which are expected to offset some of the commodity increase. Including the slight decrease in transportation rates, a net cost increase of approximately \$0.012/m<sup>3</sup> is anticipated for program members.

To learn more, LAS will be hosting a [webinar](#) on November 18, 2021, to discuss the LAS Natural Gas strategy and program outlook. Further details will be provided to program contacts.

### ***Looking ahead:***

LAS has secured 55% of required natural gas volumes for the November 2022 - October 2023 program year, and we anticipate a program rate of 11.0 cents/m<sup>3</sup> for this period. The rate will not be finalized until September 2022, but this information can assist with preliminary budgeting.

LAS' strategy for natural gas continues to be established with a view towards annual cost predictability. To ensure this, the LAS Program operates within a four-year purchasing window. LAS has competitive targets in place for future years and has already purchased 41% of member requirements for the November 2023 program year, as well as 32% of member requirements for the



November 2024 program year.

LAS always leaves a portion of the total annual program volume to settle at spot market rates, which allows members to benefit from largely competitive spot market prices. New enrollment requests for the 2021/2022 term will be assessed for natural gas volume, and whether the usage can be accommodated within current program volume.

Program Facts:

- 170+ participating organizations
- Daily program volume of 288,000m<sup>3</sup>
- \$3.5 million in member rebates over past 3 program years

*If your organization would like to enroll any additional accounts in the program, please forward a recent bill copy by email to [flazzaro@amo.on.ca](mailto:flazzaro@amo.on.ca).*

---




## Helping communities work better.

200 University Avenue, Suite 801, Toronto, ON M5H 3C6

T: 416.971.9856, Toll-free: 1.877.426.6527 E: [las@las.on.ca](mailto:las@las.on.ca)

To Opt out of LAS Newsletter communications

[Click Here](#)





# The Canada Community- Building Fund

ANNUAL REPORT

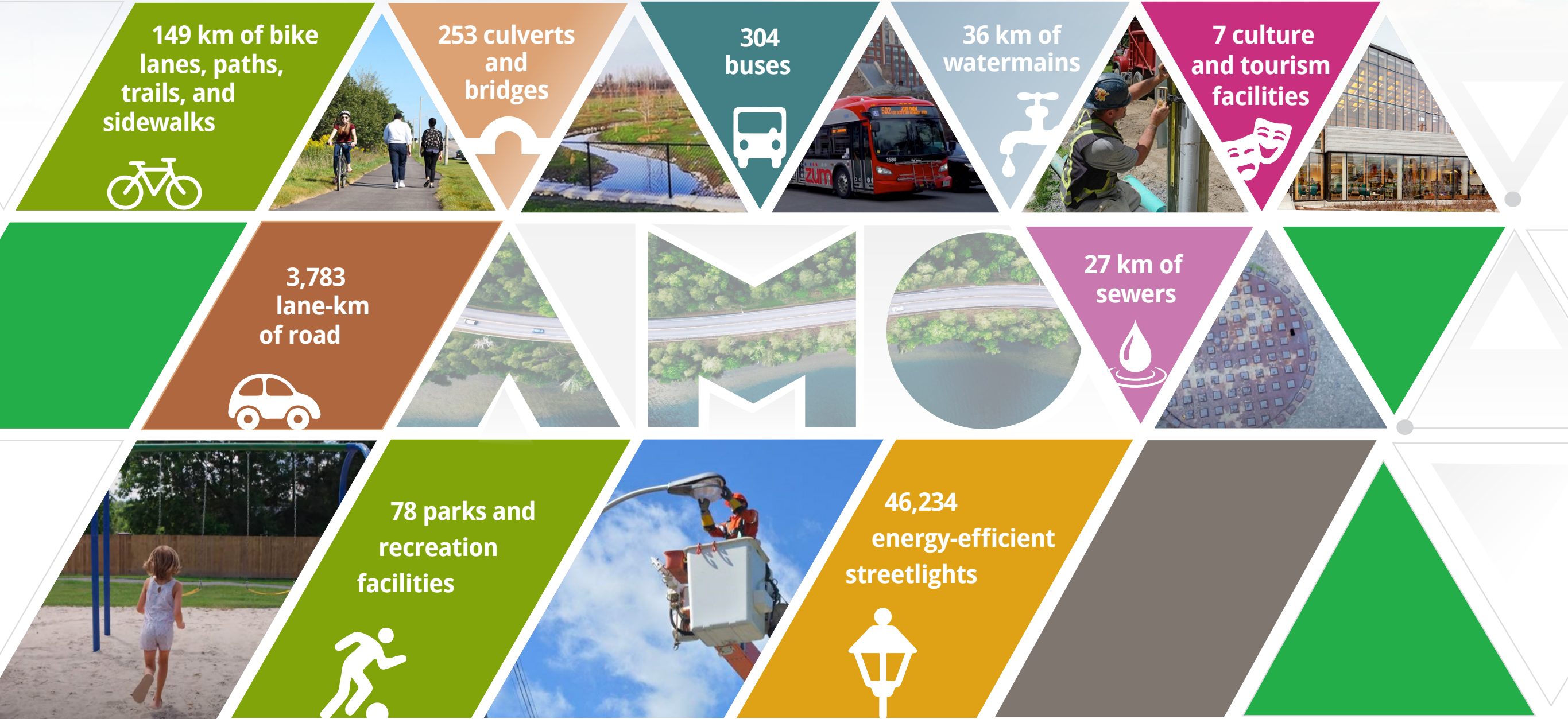
20  
20

PART  
ONE

**AMO** Association of  
Municipalities Ontario



# 2020's investments supported the construction, rehabilitation, expansion, or replacement of :



# LETTER FROM THE AMO PRESIDENT



GRAYDON SMITH

AMO PRESIDENT

*This Annual Report tells the story of how Canada Community-Building Fund investment in Ontario is helping to achieve national objectives.*



September 24, 2021

The Canada Community-Building Fund is a significant, stable source of funding for municipal infrastructure, providing \$2.2 billion per year across the country in 2020. Since the Fund began in 2005, AMO has administered more than \$10 billion to Ontario's municipalities.

In 2020, Ontario's municipal governments, excluding the City of Toronto, invested nearly \$796 million from the Canada Community-Building Fund, supporting 1,545 local infrastructure and capacity-building projects worth a combined \$7.0 billion. This investment includes funds carried over from 2019 when the Government of Canada delivered a one-time funding "top-up," doubling the normal funding allocation and kickstarting local infrastructure projects.

I am proud of the impressive work done by Ontario's municipalities in 2020, all completed against the backdrop of the COVID-19 pandemic. Through it all, municipal governments continue to deliver critical services, including building and revitalizing the local infrastructure that we all rely on. The events of 2020 highlight the importance of permanent, stable infrastructure funding, like the Canada Community-Building Fund, to keep our communities safe, healthy, and strong.

The Fund helps municipal governments plan for the long term and invest in projects that truly make a difference. Investments at the local level are guided by asset management systems, ensuring that the CCBF can target local infrastructure priorities and make an impact in our communities.

In 2021, the Government of Canada provided an additional "top-up," bringing Ontario's allocation to more than \$1.6 billion. This new funding will help Ontario's municipalities get moving on thousands more projects and play a key role in our communities' ability to recover from the pandemic.

This Annual Report tells the story of how Canada Community-Building Fund investment in Ontario is helping to achieve national objectives – growing our economy, promoting a cleaner environment, and building stronger communities. AMO does a lot more to tell this story and I encourage you to visit [buildingcommunities.ca](https://buildingcommunities.ca) where we profile projects, share videos and blog posts, and maintain an interactive map of all CCBF projects across Ontario.

Sincerely,

A handwritten signature in black ink, appearing to read "Graydon Smith". The signature is fluid and stylized, with a prominent loop at the end.

GRAYDON SMITH  
AMO PRESIDENT



# Table of Contents

Letter from the AMO President..... 3

The Canada Community-Building Fund ..... 5

Allocations of the Fund ..... 7

Investment of the Fund ..... 9

Benefits Resulting from Investment of the Fund ..... 16

Progress in Asset Management..... 19

Communications ..... 24

AMO’s Canada Community-Building Fund Awards ..... 28

Risk Management and Compliance..... 32

Appendix A: Project Results Reported in 2020 ..... 34

Appendix B: Financial Statements..... 37

This report describes how Ontario’s communities invested and benefited from the Canada Community-Building Fund in 2020. The report is split into two parts. Part I summarizes investments, benefits, and AMO’s approach to the administration of the Fund. [Part II](#) provides detailed financial information, compliance statements, and descriptions of projects supported by the Fund.

Both parts of this report are available at [www.buildingcommunities.ca](http://www.buildingcommunities.ca).





# The Canada Community-Building Fund







## About the Fund

The Canada Community-Building Fund (CCBF) provides permanent and stable federal funding for local infrastructure. Communities across Canada received \$2.2 billion from the Fund in 2020.






Funds can be invested in the construction, enhancement, or renewal of local infrastructure, used to improve long-term plans and asset management systems, shared with other communities to achieve common goals, or banked to support future projects. The Fund is flexible; local governments decide how funds can be best directed to address local priorities.

Municipalities can spread investments of the Fund over several project categories to boost productivity and economic growth, create a cleaner environment, and build stronger cities and communities – key national objectives of the Fund. Eligible project categories in 2020 are listed to the right.<sup>1</sup>







### Productivity and Economic Growth

-  Broadband Connectivity
-  Local and Regional Airports
-  Local Roads and Bridges
-  Public Transit
-  Short-Line Rail
-  Short-Sea Shipping

### Clean Environment

-  Brownfield Redevelopment
-  Community Energy Systems
-  Drinking Water
-  Solid Waste
-  Wastewater

### Strong Cities and Communities

-  Capacity Building
-  Culture
-  Disaster Mitigation
-  Recreation
-  Sport
-  Tourism

<sup>1</sup> Highways are also eligible under the Canada Community-Building Fund – but are not listed in the table above because highways are provincially owned and maintained in Ontario.



## The Canada Community-Building Fund in Ontario

The CCBF is distributed to provinces, territories, and First Nations on a per-capita basis.<sup>2</sup> Ontario's communities received \$816.5 million from the Fund in 2020.

Administration of the Fund in Ontario is governed by the [Administrative Agreement](#). Under the *Administrative Agreement*, AMO distributes funds to all municipalities in Ontario except for the City of Toronto, which receives funding directly from the Government of Canada. The Government of Ontario delivers funds to unincorporated areas of the province.<sup>3</sup>

AMO distributes funds to municipalities on a per-capita basis, with funding split 50/50 between upper- and lower-tier municipalities in two-tier systems. Municipal allocations can be found on [AMO's website](#).

Predictable, up-front funding from the CCBF allows local governments to plan for the long term, target funding to local priorities, and get projects moving quickly. The Ontario model recognizes that municipalities are a duly elected, accountable, and transparent order of government. AMO's success in administering the Fund results in municipalities receiving funds in a timely fashion.

Each municipality's use of the CCBF is governed by a [Municipal Funding Agreement](#). Under the *Municipal Funding Agreement*, municipalities can use funds to:

- Cover the full cost of an eligible project;
- Support an eligible project that benefits from other funding sources;
- Save and/or invest for future eligible projects;
- Finance long-term debt incurred for eligible projects;
- Accrue interest for subsequent application toward eligible projects;
- Develop and implement asset management plans; and
- Collaborate with other municipalities or non-municipal entities to fund an eligible project.

AMO works with municipalities to ensure that they comply with the Municipal Funding Agreement. See the [Risk Management and Compliance](#) section of this report for more information.

### Recent Changes to the Canada Community-Building Fund

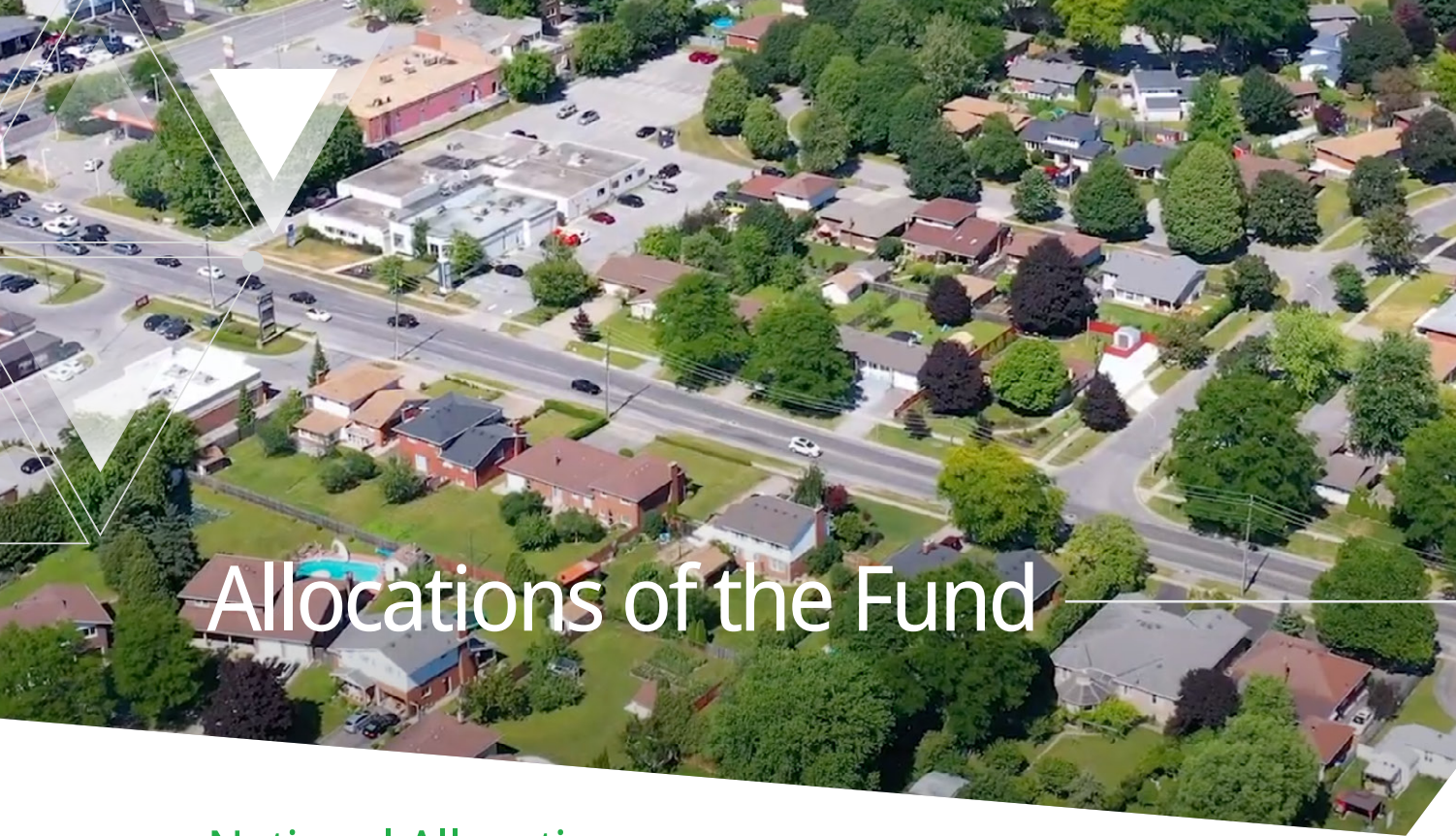
The CCBF is not new – but the name is. The Fund was established in 2005 to transfer a portion of federal excise taxes on gasoline to municipalities for investment in sustainable infrastructure. The Fund was therefore called the federal Gas Tax Fund. But the scope of eligible infrastructure – and the source of funding – changed over time.

The Fund was therefore renamed in July 2021. The new name reflects the evolution of the Fund into a broader community-building investment, entirely distinct from federal excise taxes on gasoline. Requirements and objectives remain unchanged – with one exception. Investments in fire halls and fire station infrastructure were made eligible for funding in 2021.

<sup>2</sup> The Canada Community-Building Fund is allocated to provinces, territories and First Nations on a per-capita basis, but provides a base funding amount – equal to 0.75% of total annual funding – to Prince Edward Island and each territory.

<sup>3</sup> All subsequent references to communities, municipalities and local governments in this report are exclusive of the City of Toronto unless otherwise noted.





# Allocations of the Fund

## National Allocations

Canadian communities received \$17.0 billion from the CCBF between 2014 and 2020. Allocations are scheduled out to 2023; an additional \$9.2 billion will be transferred between 2021 and 2023.

Scheduled annual allocations are steadily increasing. The Fund was indexed at 2% per year in 2014. Increases are applied in \$100 million increments. The CCBF therefore grew from \$2.0 billion in 2014 to \$2.2 billion in 2020.

Top-up funding released in 2019 drove CCBF allocations to record highs – and helped communities accelerate critical local infrastructure projects. An additional CCBF top-up of \$2.2 billion was distributed to communities across Canada in the summer of 2021.<sup>4</sup> See our [2019 Annual Report](#) and [website](#) to learn more about the impact of this additional funding.

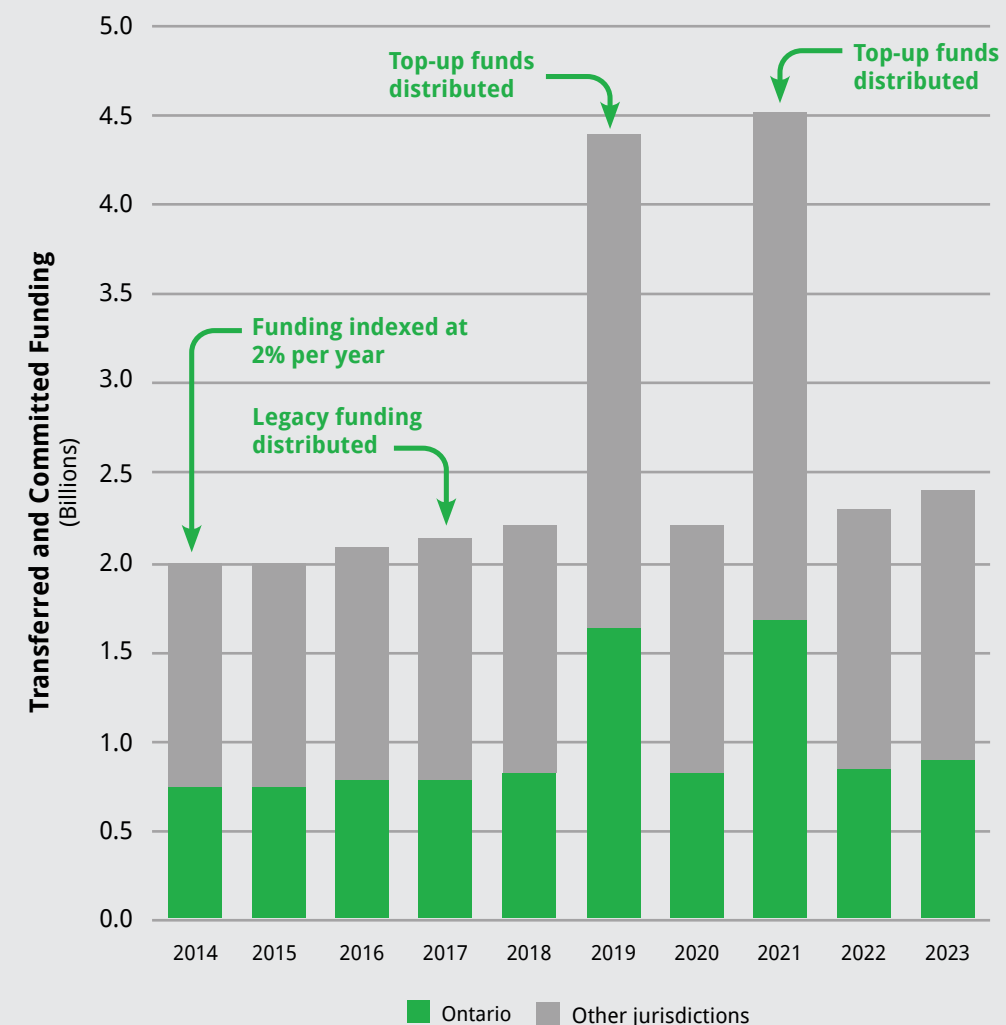
<sup>4</sup> Under [s. 198](#) of the *Budget Implementation Act, 2021, No. 1* (S.C. 2021, c. 23).

<sup>5</sup> This amount includes the additional \$816.5 million released through [s. 198](#) of the *Budget Implementation Act, 2021, No. 1* (S.C. 2021, c. 23) – effectively doubling 2021’s distribution of the Fund.

<sup>6</sup> The *Administrative Agreement* came into effect in 2014 and expires in 2023.

## Ontario’s Share

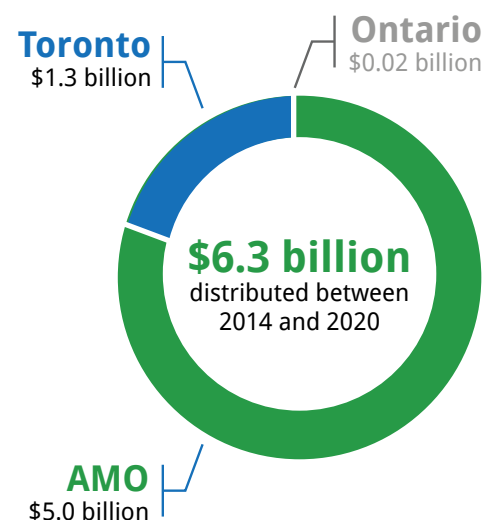
Ontario’s communities received over \$6.3 billion from the CCBF between 2014 and 2020. An additional \$3.4 billion<sup>5</sup> will be transferred between 2021 and 2023.<sup>6</sup>





## Municipal Funding

Much of this funding is – or will be – distributed to municipalities through AMO. AMO distributed over \$5.0 billion between 2014 and 2020 and will distribute nearly \$2.7 billion more between 2021 and 2023.<sup>7</sup>



## Addressing the Pandemic

The federal government delivers CCBF funding in two equal installments. Installments are typically received in July and November. AMO rapidly distributes these funds to municipalities for investment in local priorities.

Delivery of the CCBF was accelerated in 2020. The federal government delivered 2020's CCBF funding in full in July to help municipalities address infrastructure needs resulting from the spread of COVID-19. This expedited funding meant that municipalities could apply funds to critical infrastructure needs quickly and efficiently.

<sup>7</sup> The \$2.7 billion to be distributed between 2021 and 2023 includes additional funding released through the *Budget Implementation Act, 2021, No. 1*.

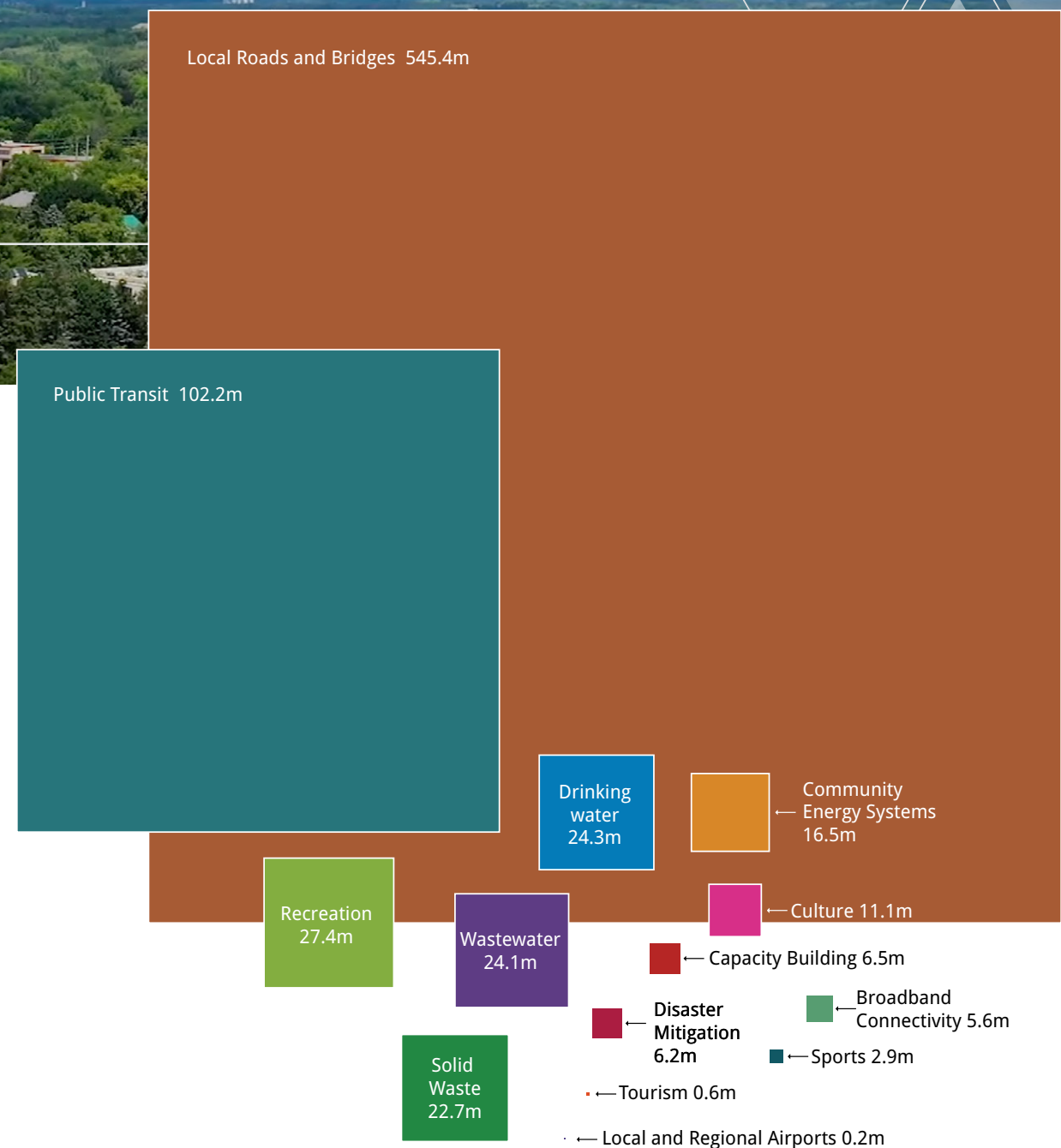


# Investment of the Fund

Infrastructure is the backbone of Ontario's communities. Pipes deliver clean drinking water to homes, parks provide safe places for children to play, and roads connect Ontarians to the people and services that they rely on. Infrastructure is all around us. Managing every asset is imperative to ensure that our municipalities can deliver the critical services and spaces needed for communities to thrive.

As populations change and assets age, municipalities are faced with unique needs and challenges. Shrinking tax bases, increased service demands, and adaptation to climate change and extreme weather are just some of the factors that make rehabilitating and expanding infrastructure difficult. Municipalities need substantive funding they can count on to tackle changing infrastructure needs.

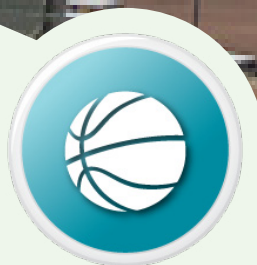
The Canada Community-Building Fund provides direct, permanent, and stable funding to help each municipality in Ontario address local infrastructure priorities. With the support of the Fund, Ontario's communities are investing in the future, one asset at a time. The next few pages of this report describe how municipalities across Ontario are investing the Fund. The benefits resulting from this investment are explored in narratives scattered throughout this report and summarized in [Appendix A](#).



**796** Million Invested

**1,545** Total Projects

Sports



# Warwick Baseball Diamond

The Township of Warwick used the Canada Community-Building Fund to construct a new baseball diamond, including turf, lighting, fencing and bench seating. The addition of this new field meant the township was able to decommission an older baseball diamond in order to expand its existing recreation facility.

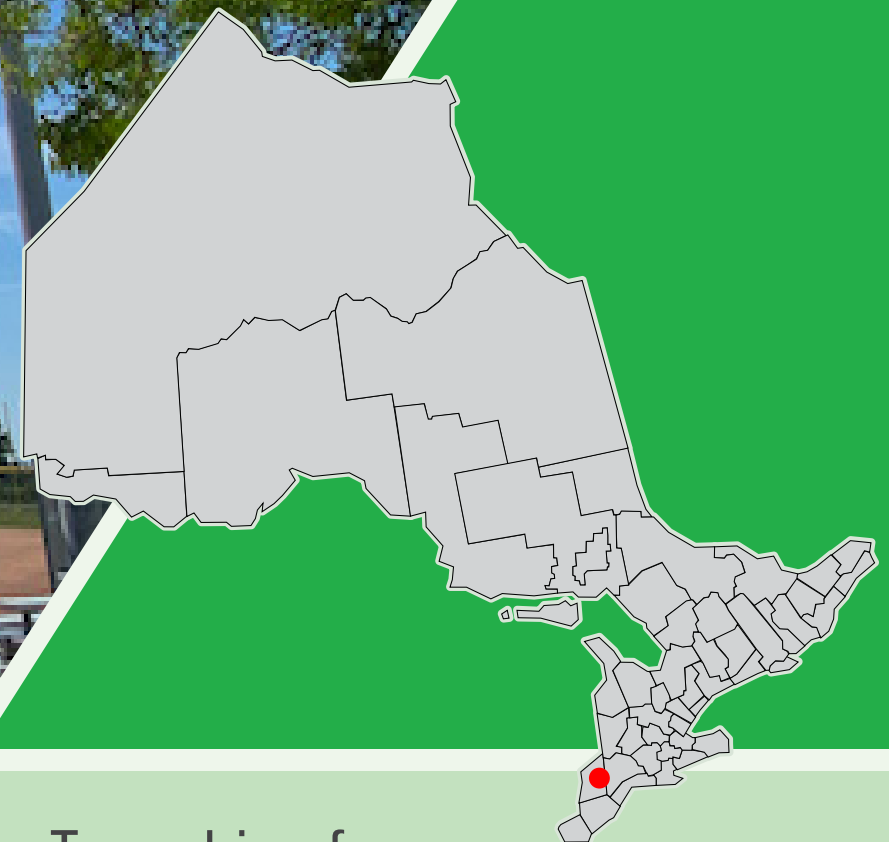
With the completion of this project, Warwick Township has become a destination for competitive baseball and softball tournaments. The community has 14 local

teams using its two baseball diamonds four nights a week, with tournaments scheduled several weekends throughout the summer.

The Canada Community-Building Fund provides critical support for community development. Warwick's new baseball field provides residents with a place to socialize, keep active and feel a great sense of pride.

Township of  
Warwick  
Population: 3,692

Canada Community-Building  
Fund Allocation: \$112,001.37



## Funds Available for Investment

Communities across Canada received \$2.2 billion from the Canada Community-Building Fund in 2020. Ontario's share came to \$816.5 million. AMO distributed \$644.7 million of this amount to municipalities across the province. Municipal allocations in 2020 are listed in [Part II](#) of this report.

Municipalities additionally carried nearly \$1.4 billion in funding forward from 2019. The distribution of additional funding in 2019 – particularly in July, long after Council review and approval of the capital budget – drastically increased the size of these reserves. Much of this funding was nevertheless quickly earmarked for ongoing and planned investments in accordance with sound asset management practices.

With \$1.4 billion in CCBF funding carried over from 2019 and \$0.6 billion in CCBF funding received in 2020, communities had over \$2.0 billion in CCBF funding available for investment in 2020. The sections below explore how municipalities directed these funds to local infrastructure priorities.

## Investment

Ontario's municipalities invested nearly \$796 million from the CCBF in 2020<sup>8</sup> – about 10% of total municipal capital investment.<sup>9</sup> Investments supported 1,545 local infrastructure and capacity-building projects worth a total \$7.0 billion. Detailed project information is available in [Part II](#) of this Report. Benefits generated by these projects are summarized in [Appendix A](#).

The CCBF can be invested across 17 project categories, giving municipal governments the flexibility that they need to meet unique local needs. Investments made in 2020 spanned all but three of these categories – brownfield redevelopment, short-line rail, and short-sea shipping – indicating the diversity of infrastructure needs in communities across Ontario.

Transportation infrastructure was the primary beneficiary of CCBF investment in 2020 – and has been since the Fund was established in 2005. Investments in roads, bridges, and public transit infrastructure collectively comprised 81% of 2020's CCBF investment.<sup>10</sup> This focus on transportation infrastructure was expected; Ontario's municipalities own over 140,000 km of roads and 15,000 bridges and large culverts – most of which were built over 50 years ago.

<sup>8</sup> Financial information shown on this page was compiled from annual reports submitted to AMO by municipal staff. All communities had submitted an annual report to AMO by the time of compilation (August 27, 2021).

<sup>9</sup> Municipal capital investment was an estimated \$8.5 billion in 2020. This figure includes both reported values – i.e., municipal capital investment reported by the 238 municipalities that had submitted 2020's Financial Information Return (FIR) at the time of compilation (August 27, 2021) – and imputed values. Values were imputed for each municipality where necessary using the municipal capital investment reported on the latest FIR (2019's FIR for 196 municipalities, and 2018's FIR for nine municipalities).

The resulting figure, \$8.5 billion, may be a slight underestimate. FIR data indicates that municipal capital investment has generally increased each year. The figure is nevertheless in line with historic growth patterns.

Municipal capital investment is calculated by summing additions and betterments to tangible capital assets (schedule 51A, line 9910, column 3) and construction in progress (schedule 51C, line 9910, column 2), then subtracting contributed capital assets (schedule 53, line 1031, column 1), and capitalized construction in progress (schedule 51C, line 9910, column 3). See Ontario's [FIR website](#) for more information.

<sup>10</sup> This number notably does not include investments made by the City of Toronto – which has historically invested the entirety of its CCBF allocation in public transit through the Toronto Transit Commission – or Local Roads Boards receiving funds through the Government of Ontario. Taking these recipients into account would increase the share of Ontario's CCBF funding dedicated to transportation infrastructure.

## Leveraging

The CCBF is intended to complement – without replacing or displacing – other sources of funding for local infrastructure. Many municipalities therefore leverage the Fund by combining the CCBF with other sources of capital financing to stretch each dollar even further. For every \$100 from the CCBF invested in projects completed between January 1, 2020 and December 31, 2020, municipalities invested an additional \$70 from other funding sources.

This is atypical. Funding from other sources has historically exceeded funding from the CCBF. The reduced amount likely reflects the additional investment that municipalities were able to make in 2020 due to the distribution of top-up funds in 2019. With the influx of additional CCBF funding in 2019, municipalities were able to accelerate infrastructure projects in 2020.

Of course, municipalities also invested heavily in infrastructure projects that were not supported by the Fund – and this investment has increased drastically since the Fund was established. Between 2000 and 2004, municipal capital expenditures averaged \$3.9 billion per year. But over the six-year period preceding this report, municipalities invested nearly \$7.7 billion per year in infrastructure.<sup>11</sup>

This increased investment is critical to seal the infrastructure investment gap. The gap reflects the unfunded investment required to replace infrastructure that has exceeded its intended life, meet annual lifecycle costs, and accommodate growth. Some municipalities have implemented capital levies and turned to other revenue sources to ensure the continued and sustainable delivery of local services. CCBF funding complements these efforts and provides critical support for small communities with limited fiscal capacity.

## Banked Funds and Interest

In addition to these substantial investments, municipalities carried over \$1.2 billion into 2021 at the end of 2020. Much of this funding – roughly \$0.8 billion – has already been allocated to priority projects that are underway or expected to begin shortly.

Local governments can hold on to CCBF funding for up to five years. The ability to bank funds is critical to facilitate long-term planning, smooth the impact of year-to-year fluctuations in other infrastructure funding streams, and allow municipalities to build up funds for larger projects.

Banked funds are held in interest-bearing accounts or investments in accordance with the *Municipal Funding Agreement*. Municipalities reported interest revenues of \$24.9 million in 2020. Interest revenues are considered CCBF funding and are reinvested in eligible projects.

<sup>11</sup> Under the terms and conditions of the *Administrative Agreement*, the municipal sector is required to invest the CCBF incrementally (i.e., as a complement to – rather than as a replacement or displacement of – other sources of funding for local infrastructure). Average annual municipal infrastructure investment over the life of the *Administrative Agreement* (i.e., 2014-2023) is compared to average annual municipal infrastructure investment over the five-year period preceding the establishment of the Fund (i.e., 2000-2004) to confirm that the sector is meeting this requirement. The growth in average annual municipal infrastructure investment suggests that it is.





Culture



# Quaker Meeting House Revitalization

Town of Ajax      Canada Community-Building  
Population: 119,677      Fund Allocation: \$3,630,549.44

An important piece of history in the Town of Ajax was revitalized in 2020 using the Canada Community-Building Fund.

The Quaker Meeting House is one of the last remaining meeting houses in the province, dating back to 1867, and is a significant historical landmark in Ajax.

The building was purchased by the city in 2015. Since that time, efforts to renovate and modernize the building – while keeping its historical charm intact – have been underway.

The newest upgrades to Quaker Meeting House include an accessible washroom and rehabilitation to the foundation, structure, electrical, HVAC and plumbing systems.

Thanks to a significant investment from the Canada Community-Building Fund, this building will be enjoyed for generations to come. The work additionally aligns with the Town’s drive to preserve historical sites and architecture and promote its cultural history.



Culture



# Richmond Hill Oak Ridges Library

Residents in the community of Oak Ridges, part of the City of Richmond Hill, are enjoying their new 19,000 sq. ft. state-of-the-art library, thanks to the Canada Community-Building Fund.

Prior to the construction of the Oak Ridges Library, the city leased a significantly smaller space to provide library services to residents. As the community grew, so did the need for a larger facility.

In 2020, the city completed construction of a brand new two-storey library. The building was constructed with the environment in mind; 82% of the construction waste from the project was diverted from the landfill, while 30% of the building

materials used were made of recycled content. It's a civic landmark that reflects the natural elements and local history of the area.

The Oak Ridges Library supports programming catered to all groups including a Teen Zone, children's area, maker space, a digital media lab and other multi-functional spaces. It's also inclusive to Richmond Hill's diverse population, with books collected in languages including Mandarin, Persian and Russian.

In its first month of operation, the library saw 13,000 patrons – more than double the number of people who used the library in the prior year. The library has since become a popular community hub.

City of  
Richmond Hill  
Population: 195,022

Canada Community-Building  
Fund Allocation: \$5,916,232.97



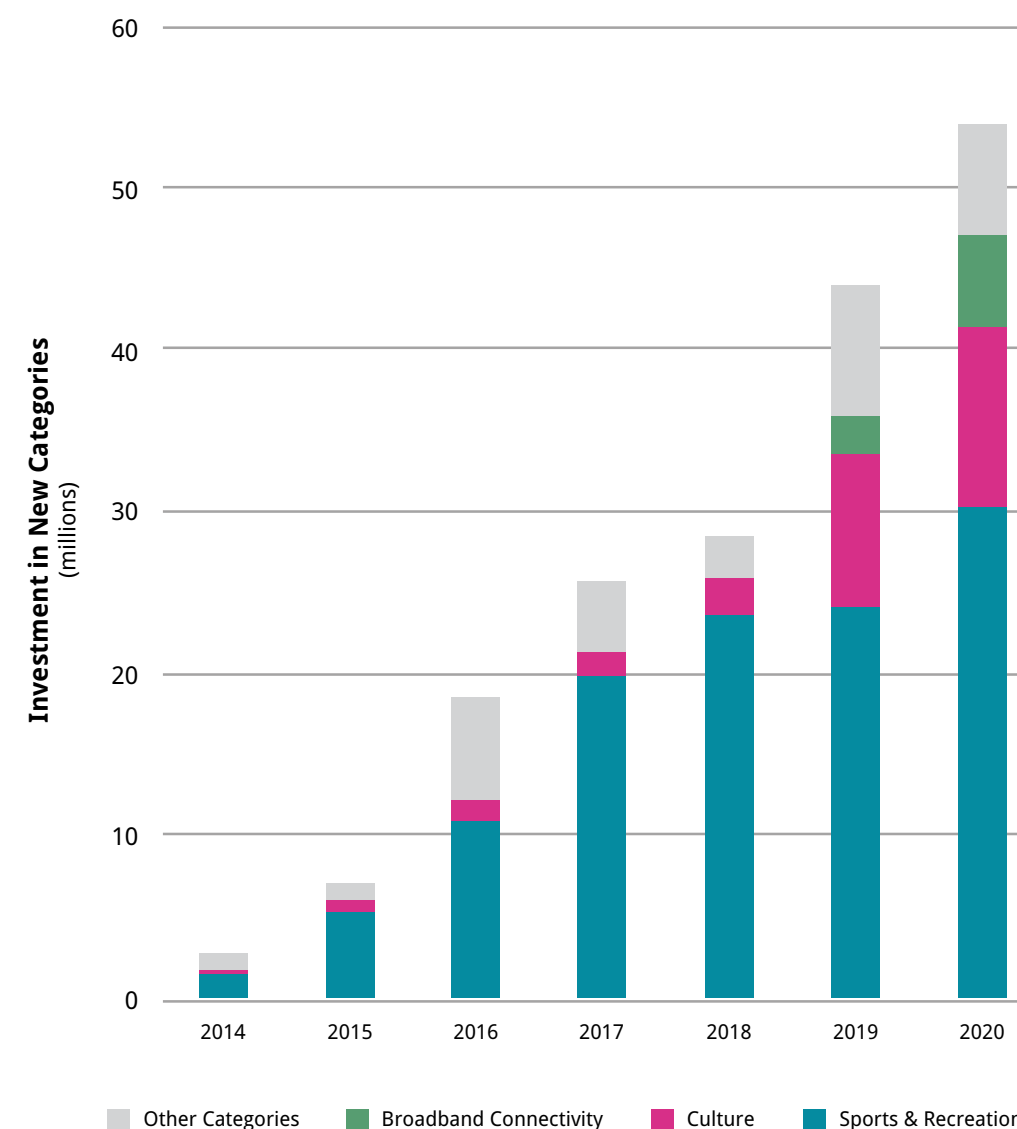
## Trends from 2014 to 2020

Municipalities have consistently targeted the CCBF to transportation infrastructure. Of the \$4.6 billion that municipalities invested over the 2014 to 2020 period, 81% was invested in roads, bridges and public transit infrastructure.<sup>12</sup> This share has been remarkably consistent from year to year, indicating the recurring demand for investment in these assets.

Roads, bridges, and public transit infrastructure have been eligible for CCBF investment since the Fund was established in 2005. Investments in capacity-building programs, community energy systems, drinking water systems, wastewater systems, and solid waste infrastructure have also been eligible since that time. Remaining project categories were introduced with the renewal of the Fund under the *Administrative Agreement* in 2014.

Investments in project categories introduced in 2014 have grown by a factor of 18 over the 2014 to 2020 period – from \$3 million to \$54 million. Growth was initially driven by investment in sports and recreation infrastructure as communities seized the opportunity to renovate arenas and expand recreation centres to deliver better services to residents. Municipalities invested over \$30 million in sports and recreation infrastructure in 2020 – up from less than \$2 million in 2014.

Investments in sports and recreation infrastructure stabilized around 2018, but large investments in cultural infrastructure (e.g., community centres and theatres) and broadband connectivity (particularly in York Region) have continued to push investment in new categories higher. Municipalities invested over \$11 million in cultural infrastructure and \$5 million in broadband connectivity in 2020.



<sup>12</sup> The Canada Community-Building Fund was established in 2005, but the *Administrative Agreement* – which establishes the requirement to produce this report – governs the use of the Fund from 2014 through to 2023. Trends are therefore discussed only as far back as 2014. See AMO's website on the CCBF, [www.buildingcommunities.ca](http://www.buildingcommunities.ca), for information regarding the use of the Fund since 2005.





# Benefits Resulting from Investment of the Fund

## Tangible Benefits

Projects supported by the CCBF boost productivity and economic growth, create a cleaner environment, and help build stronger cities and communities. Municipalities report the benefits generated by each project to demonstrate the value of these investments to the community.

## Measuring Benefits

Municipalities report the results achieved by each infrastructure project using output and outcome indicators. [Output indicators](#) measure the quantity of assets created, acquired, improved, or renewed by each infrastructure project. [Outcome indicators](#) measure the effect of these new, improved, or renewed assets on municipal services and the broader community.

Indicators were initially developed in consultation with Ontario's municipalities and with approval from the Fund's Oversight Committee. AMO's indicators therefore vary from those used in other provinces and territories. The diversity of indicators reflects the diversity of Canadian communities – but also makes it difficult to consistently assess the national impact of the Fund.

Infrastructure Canada established a working group in 2019 to define a common approach to performance measurement. The working group included representatives from AMO, Infrastructure Canada, and program administrators across Canada. As a first step, the working group drafted a list of assets eligible for investment under each category. This list effectively defines a set of output indicators; each asset listed requires a corresponding indicator to measure the quantity created, acquired, improved, or renewed.

AMO therefore updated output indicators in November 2020 to align with this list. Many new indicators were added. Several existing indicators were revised or removed. The revised set of output indicators is posted on AMO's website.

Outcome indicators were unaffected. AMO will review and refine outcome indicators in consultation with Infrastructure Canada, municipal staff, and the Oversight Committee over the coming years. A list of outcome indicators is also posted on AMO's website.

## Benefits Generated in 2020

Municipalities completed 878 infrastructure projects with help from the Canada Community-Building Fund in 2020. These projects involved the rehabilitation of roadways, installation of energy-saving retrofits, upgrade of recreation facilities, and more. Benefits generated by projects completed in 2020 are summarized in [Appendix A](#).



Tourism



# Casselman Tourism Centre

The Municipality of Casselman, located southeast of the City of Ottawa, invested funds from the Canada Community-Building Fund into important accessibility upgrades at its local tourism centre.

The Community's Tourist Information Centre and Historical Museum, located at Casselman's renovated train station, is often the first stop for tourists visiting the area and an important piece of municipal infrastructure.

Municipality of  
Casselman  
Population: 3,548

Canada Community-Building  
Fund Allocation: \$107,632.96

The parking lot and access road were rebuilt, providing a safe and more accessible path to the building. These upgrades also included expansion of the parking area to accommodate travel buses and increase space for vehicles.

With these improvements, the Tourist Information Centre is a more inclusive and inviting space for visitors to learn about everything the community has to offer.





Tourism



# Brockville Railway Tunnel

A piece of history that lay dormant for decades under the City of Brockville was restored recently using investments from the Canada Community-Building Fund.

Canada's first underground railway tunnel is a significant piece of Brockville's history, and a major tourism driver in its downtown core. It was built in 1860 for the Brockville and Ottawa Railway and later owned by Canadian Pacific Railway before being acquired by the City of Brockville in 1983.

City of  
Brockville  
Population: 21,346

Canada Community-Building  
Fund Allocation: \$1,295,114.49

The 1,700 ft. long railway tunnel was completely rehabilitated in 2020, including repairs to the exterior of the structure, a new concrete walking path and an interactive lighting and sound system. Visitors learn about Brockville's rich railway history while strolling through the tunnel underneath the downtown.

It was important to the community to showcase the tunnel while also preserving its original features. Today, the tunnel is Brockville's most photographed tourism destination, and the municipality estimates it generates \$1.7 million in visitor spending, generating long-lasting economic and cultural benefits.





# Progress in Asset Management

## Asset Management and the Fund

Local governments aim to provide safe, reliable, and sustainable services that promote local economic development and build stronger communities in a predictable and cost-effective manner. Asset management is a structured approach that helps municipalities consistently make good decisions for the benefit and sustainability of their communities.

Under the Administrative Agreement, municipalities are required to develop and implement an asset management plan. Proper development and implementation of an asset management plan helps ensure that the CCBF is invested in local priority projects.

AMO works with the municipal sector to collect, access, and share information regarding sector progress in asset management. This information is then used to guide capacity-building initiatives. AMO's established Asset Management Outcomes Working Group – consisting of municipalities across the province, other levels of government and leading municipal associations – meets at least once a year to share information and leverage opportunities for alignment and coordination. A copy of the presentation from the most recent meeting can be found [here](#).

## Use of Canada Community-Building Funds for Capacity-Building

The Canada Community-Building Fund provides critical support in helping municipalities make progress in asset management planning. Since 2014, municipalities have used \$50 million from the Fund to support 216 capacity-building projects focusing on asset management and other initiatives related to long-term planning.

In 2020, \$6.5 million was invested in 50 capacity-building projects; 34 projects were on asset management, and specifically collecting condition data for roads and building, investing in advance software, and updating plans.

The City of Niagara Falls, for example, invested \$1.3 million in 2020 on its sanitary network condition assessment using CCTV inspection to provide recommendations to identify future state of good repair and wet weather flow reduction sewer projects.

The City of Barrie used the Fund to develop a stormwater asset management plan that provides the state of its stormwater assets and the costs associated with mitigating flooding and protecting Lake Simcoe and Little Lake. As profiled [here](#), the information presented in the plan allows Council to make better informed decisions about prioritizing investments that achieves both cost efficiencies and environmental protection.

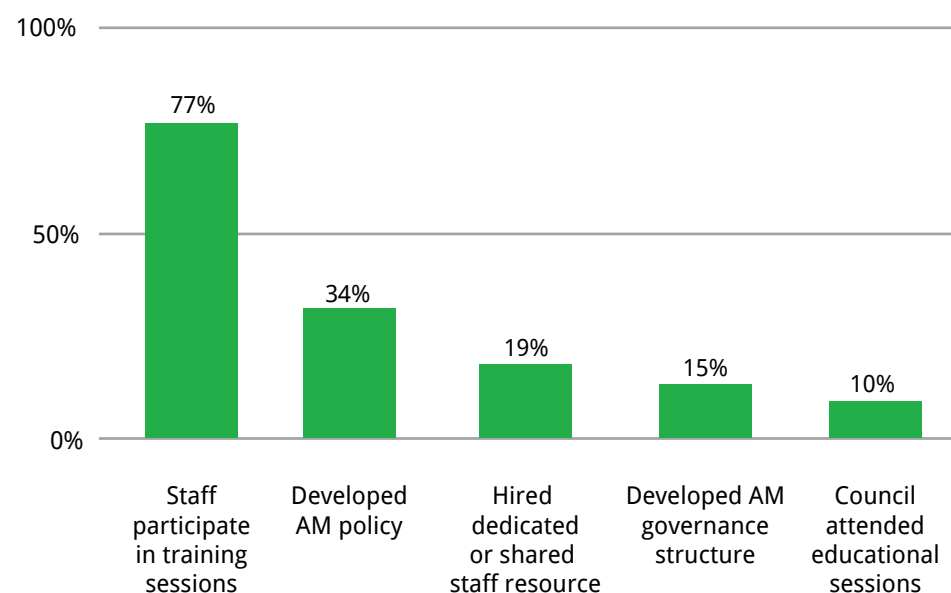
## Asset Management Outcomes

All Ontario municipalities have developed a baseline asset management plan since 2016. While municipal councils are continuously making progress in adopting asset management, recommendations to councils on future projects in existing plans generally could be more reliable if there is improved asset data on lifecycle costs and condition, and additional financial resources and trained staff.

Municipalities are expected to continuously improve and implement their existing asset management plans according to the requirements of the [Asset Management Planning Regulation](#) in Ontario. During the 2020 reporting cycle, 28 municipalities revised and improved their asset management plans. 405 municipalities completed an [optional questionnaire](#) to report progress in improving internal capacity by:

- Investing in training existing staff and/or hiring dedicated staff;
- Establishing an asset management policy and developing a governance structure; and
- Increasing Council participation in educational sessions.

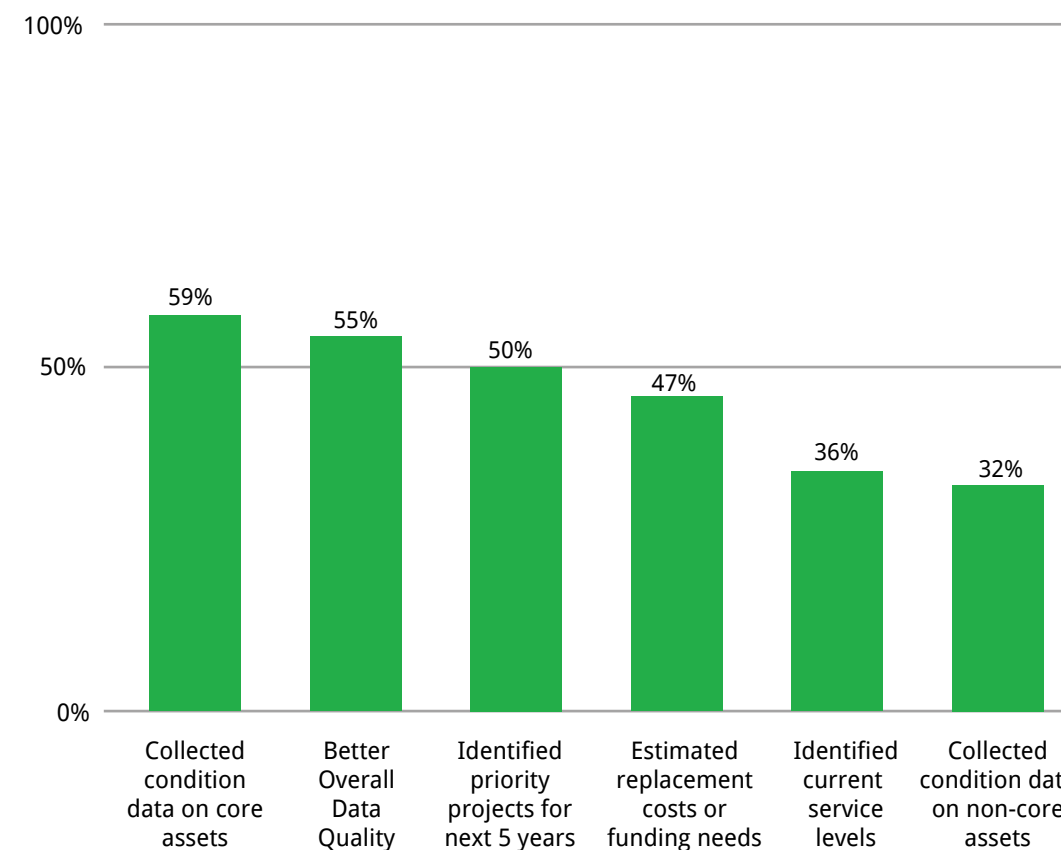
### Reported Progress in Building Internal Capacity



Municipalities reported different staff activities to increase the quality and reliability of asset management plans such as:

- Improving the overall quality of data on infrastructure assets;
- Collecting data describing the condition of roads, bridges, facilities, and other assets;
- Estimating the replacement cost of assets and determining future funding needs for fiscal sustainability; and
- Quantifying existing service levels provided to the community.

### Reported Progress in Improving Data Quality and Plans





## Local Roads



# Newbury Sidewalk Replacement

The small community of Newbury – a village with a population of just over 450 people – completely rehabilitated all of its streets in 2020 using funds from the Canada Community-Building Fund.

The road and sidewalk replacement project saw 3.6 lane-kilometres of streets resurfaced and sidewalks installed along all roadways in the village.

As with many rural communities, it was important for Newbury to ensure it was meeting regulations under the Accessibility for Ontarians with Disabilities Act (AODA). With the completion of this project, all of Newbury's sidewalks are AODA compliant.

Village of  
Newbury  
Population: 466

Canada Community-Building  
Fund Allocation: \$14,136.68

A culvert was additionally replaced on Dundas Street, opening opportunities for the development of the land on the east side of the culvert.

Each year, the Canada Community-Building Fund helps communities like Newbury, with limited tax revenue, complete priority infrastructure projects that improve the quality of life for their residents.





## Recreation

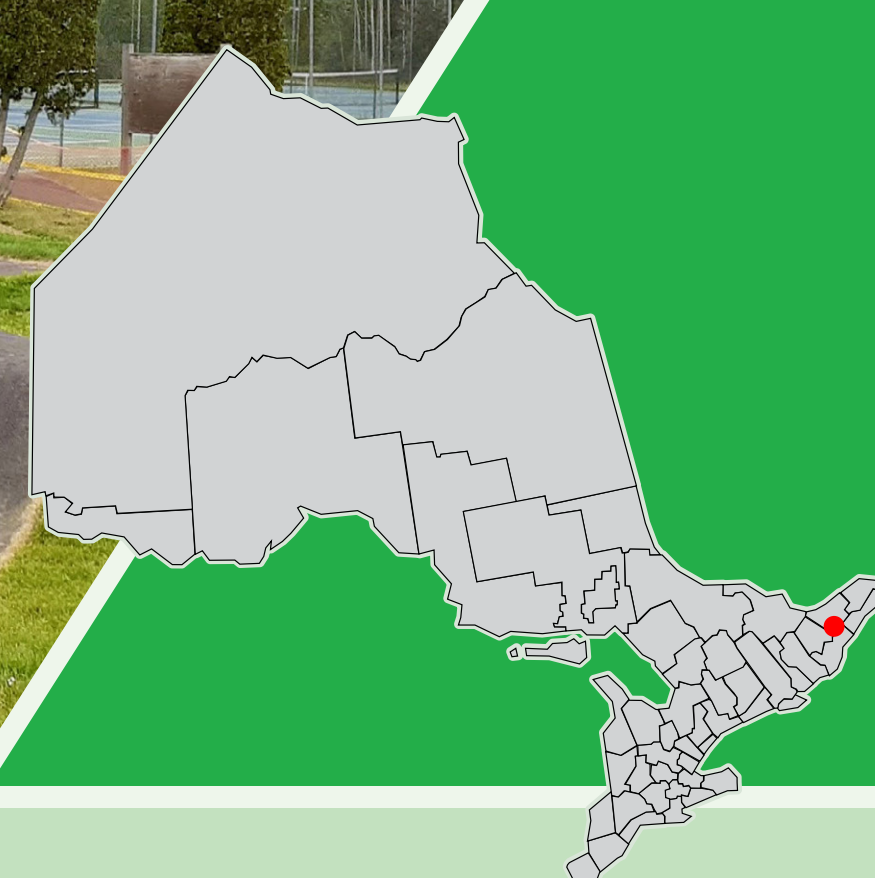


# Pump Track in Perth

Town of Perth

Population: 5,930

Canada Community-Building  
Fund Allocation: \$179,893.87



Youth in the Town of Perth have a new outdoor recreation facility supported in part by the Canada Community-Building Fund.

The new pump track – a bike circuit designed to be ridden completely by riders “pumping” to generate momentum through movement, instead of pedaling – is a huge hit in the community.

The project was initiated by a motivated youth group from the community who formed a sports organization called the Perth Firedawgs. The group secured 50% of the

required funding, and the municipality agreed to invest the other 50% by way of the Canada Community-Building Fund, bringing the group’s dream to fruition.

Since it opened, the pump track has proven extremely popular. It provides a much-needed outdoor recreation option for kids of all ages. It’s estimated that more than 50 people per day visit the track, and the town has received hugely positive feedback on this new addition.



## FCM's Municipal Asset Management Program

Since 2019, AMO has been collaborating with Asset Management Ontario, a regional community of practice, to provide hands-on training and technical assistance to 50 municipalities across the province with diverse challenges and staff capacity. The program is delivered in partnership with the Federation of Canadian Municipalities' [Municipal Asset Management Program \(MAMP\)](#), which is funded by the government of Canada.

Training activities involve educating multidisciplinary staff and elected officials on key milestones such as leadership and governance, data gap analysis, establishing service levels, risk assessments and long-term financial strategy. Participating municipalities achieved these milestones by utilizing the provided [materials and templates](#) that are developed in alignment with the provincial asset management regulatory requirements. The templates offer flexibility in selecting any one of the core infrastructure asset categories: roads, bridges, culverts, water, wastewater and stormwater infrastructure. Municipalities are encouraged to focus on a specific asset type of their choice to fully understand and adopt the prescribed asset management processes. The templates and tools are directly transferrable to their own work.

## Direct Support to Small and Remote Municipalities

AMO has also engaged subject matter experts to provide direct support to small and remote municipalities that are not able to commit limited staff resources to comprehensive training programs. For example, the Municipality of Killarney, with a population of 386, benefited from this opportunity to improve their internal process to effectively develop long-term capital plans based on their existing asset database.

The Town of Marathon recently initiated a sewer inspection program and has completed video inspections of their entire sewer network with internal resources. Marathon staff leveraged AMO's support to develop expertise in reviewing and coding defects based on the condition data for categorizing and identifying sewer assets for maintenance, repair, and replacement.

## Support for Elected Officials

AMO provides support for elected officials in understanding asset management. In addition to an online training course for elected officials, AMO runs several events. At the 2020 AMO Conference, AMO delivered a facilitated discussion with several mayors on the [impact of COVID-19 on infrastructure investments](#). Participants learned how municipal councils use asset management as a decision-making tool during the pandemic to reassess investment priorities, manage risks and demonstrate sound stewardship of public resources.

## Asset Management Leadership Series

AMO has profiled eight municipalities across the province in a [video series on asset management success stories](#). Each video showcases how different municipalities are making continuous progress in building internal capacity and adopting asset management as a tool to assess infrastructure. Each video also speaks to the importance of the CCBF.

For example, the [Municipality of Wawa](#) hired an asset management coordinator as a shared staff resource with three other small municipalities in Algoma district: the Township of Hornepayne, the Township of White River and the Township of Dubreuilville. This partnership with other small municipalities helped Council advance asset management programs, despite having limited financial resources and technical expertise.



# Communications

AMO profiled projects in 29 communities in 2020

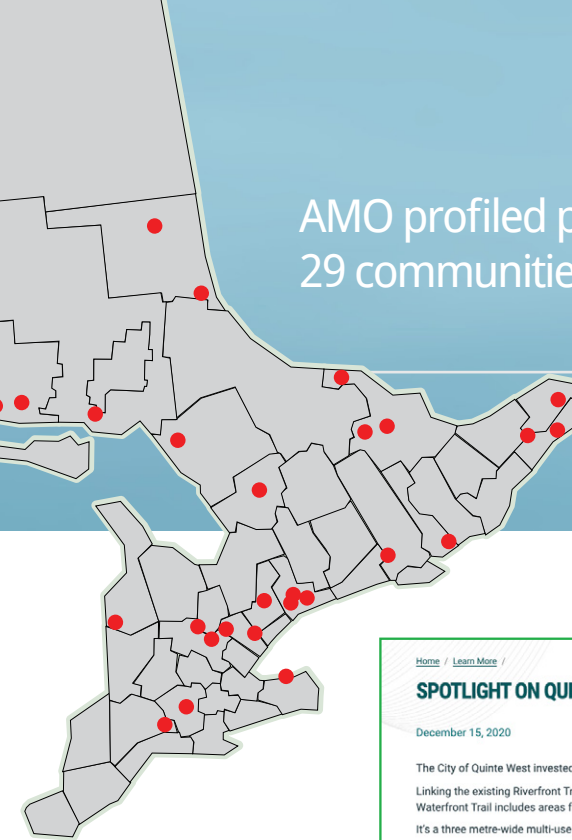
## Sharing the Benefits of the Canada Community-Building Fund

The Canada Community-Building Fund helps local governments address priority infrastructure needs and invest in projects that directly impact residents at a local level, including work on roads and bridges, recreational facilities, drinking water and wastewater systems, and more.

Under the *Administrative Agreement* and *Municipal Funding Agreement*, municipal governments are responsible for communicating the benefits of CCBF investment in their communities. AMO is proud to help municipalities do this work to ensure that Ontarians can access information about how the Fund is at work in their communities.

## Online Project Profiles

Working directly with local governments and Infrastructure Canada, AMO profiles projects on its website and social media accounts.. Project profiles help spread the word about the positive impact the Fund has on communities, and give municipalities simple, shareable content to use on their own online platforms, spreading the message even further and targeting information at the local level.




[Home](#) / [Learn More](#)

### SPOTLIGHT ON QUINTE WEST WATERFRONT TRAIL

December 15, 2020

The City of Quinte West invested federal Gas Tax funds in an extension of its popular Waterfront Trail. Linking the existing Riverfront Trail along the Trent River to the existing Millennium Trail, the new Trenton Waterfront Trail includes areas for a range of outdoor activities. It's a three metre-wide multi-use asphalt pathway lit by solar lighting. Along the route there are outdoor exercise pods, seating areas with bike racks, and an accessible picnic area.



### BLIND RIVER BOAT LAUNCH SAVED BY BREAKWALL RECONSTRUCTION

September 17, 2020

Matinenda Landing boat launch is the Town of Blind River's only access point for people who have cottages on Lake Matinenda.

A breakwall – critical to protect the boat launch's structure – was in need of repair, but the work had been postponed for several years due to a lack of available funds. In 2019, the Town experienced unusually high water levels on Lake Matinenda, and the need for the breakwall to be reconstructed became urgent.

With the federal government providing a top-up to the federal Gas Tax Fund in 2019, municipalities in Ontario received over \$800 million in additional funding. Blind River was one of many communities that used the funding to accelerate an urgent project using this one-time top-up, and the breakwall was reconstructed without the municipality having to delay other vital infrastructure projects.

Watch the video below to learn more about how the top-up funds have contributed to critical infrastructure projects in the province.





Local Roads



# Kitchener Road Replacement

**City of Kitchener**  
Population: 233,222  
Canada Community-Building Fund Allocation: \$7,075,077.10

The City of Kitchener undertook a large-scale infrastructure project in 2020 with the full rehabilitation of a portion of Queen Street in the downtown using money from the Canada Community-Building Fund.

Kitchener not only completed a full surface road replacement, but also replaced or added several aesthetic components to the area.

The city widened sidewalks to allow for café tables or outdoor retail, added bike racks, LED street lights and string lights, wayfinding signage, planters, benches and new garbage and recycling receptacles.

Queen Street is an important corridor in downtown Kitchener. The municipality states there are more people living, working and visiting the area, and as such, the upgrades to Queen Street add to the desirability of the location.

Improvements also benefit businesses and economic development by increasing property values and occupancy rates of commercial spaces. A beautified streetscape with plenty of small businesses means boosted foot traffic, more retail spending, and more local employment opportunities.

The city also estimates a spin-off of the work downtown will result in more events and festivals, making Queen Street a destination for tourists.



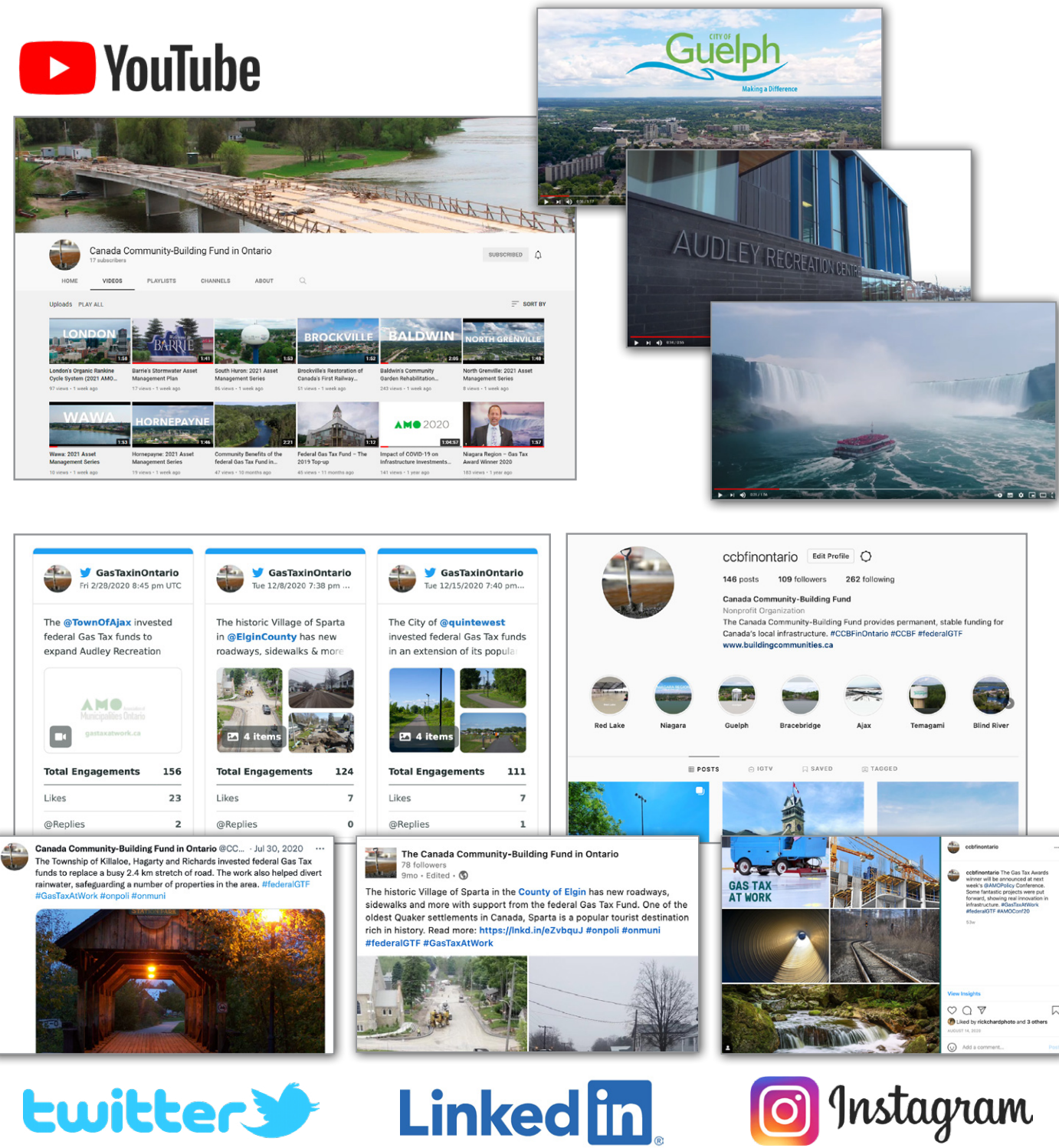
Videos

Project videos showcase the Fund’s local impact and give municipalities a way to share their accomplishments with a broader audience. In 2020, AMO developed seven videos that highlighted communities’ asset management initiatives, investments enabled by 2019’s top-up funding, and other projects supported by the CCBF. These videos attracted more than 1,250 views on YouTube and were part of the content showcased on AMO’s social media accounts and [buildingcommunities.ca](http://buildingcommunities.ca). Videos shared on Twitter were viewed an additional 3,148 times.

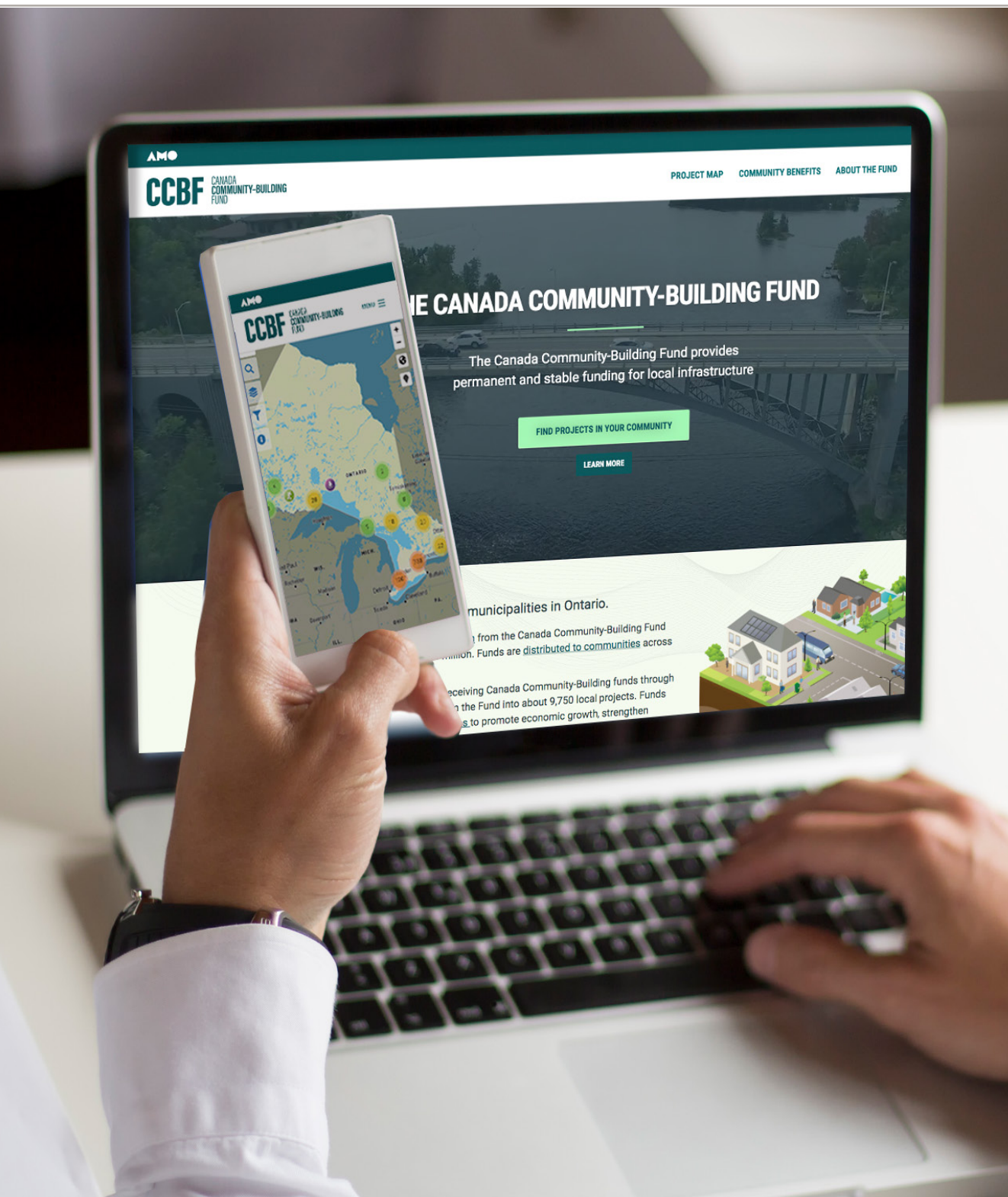
Social Media

Over the past several years, AMO has moved toward a digital-first approach to communicating the Fund’s benefits and has built a sizeable online audience by sharing content through Twitter, Instagram, and LinkedIn. This approach was fully embraced in 2020 as most organizations moved business online in response to the pandemic.

In 2020, interaction on Twitter grew by 1,483 engagements – an increase of more than 50% over 2019. Impressions – how many people on Twitter saw CCBF’s posts – also grew by more than 53%, or 84,050 more impressions compared to 2019. The use of the #federalGTF and #GasTaxInOntario hashtags, along with tagging municipalities in individual posts, likely contributed to the overall increase in engagement. Through those efforts, the CCBF social media accounts have seen a steady increase in followers, with a combined follower count across all three platforms of 1,218.







## Building Communities Website

The dedicated CCBF website, [buildingcommunities.ca](https://buildingcommunities.ca), features project profiles, blog posts, general information about the Fund, and an interactive project map with navigable icons and project information. Analytics show a slight uptick in monthly pageviews year over year, from 1,688 in 2019 to 1,719 in 2020. Traffic was primarily driven by interest in AMO's asset management webinars and announcements related to the accelerated delivery of funding in 2020.

## Media Releases

Aside from maintaining its dedicated website and social media accounts, AMO works with municipal governments and Infrastructure Canada to issue media releases to celebrate significant local projects.

News releases help municipalities attract local media coverage and share good news stories in their regions. They're also a useful way of notifying the public of project start and completion dates, transparency in budgeting and finance, and highlighting project benefits.

## Education

AMO works directly with municipal governments to ensure that they meet CCBF reporting requirements. AMO's user-friendly online reporting tool includes tutorials and guides to help municipalities complete this step. AMO also shares program information through email, the AMO website, [www.amo.on.ca](https://www.amo.on.ca), and through AMO's weekly e-newsletter, the WatchFile.



# AMO's Canada Community-Building Fund Awards

The AMO Canada Community-Building Fund Awards celebrate local initiatives that demonstrate excellence in the use of the Canada Community-Building Fund and honour the communities behind those projects. Recipients represent communities of all sizes across Ontario.

Applicants are evaluated by AMO's Awards Committee, which considers the extent to which projects:

- **Advance national objectives** – by boosting productivity and economic growth, promoting a cleaner environment, or strengthening the community;
- **Support long-term planning** – by building capacity for planning and asset management, addressing long-term needs, or generating long-lasting benefits;
- **Address local needs** – by creating wide-ranging community benefits that meet the diverse needs of multiple residents and businesses; and
- **Demonstrate excellence** – in design or execution, by adopting an innovative, efficient or effective approach to address local needs and achieve outcomes.





# 2021's Finalists

Several communities applied. All put forward strong applications – and their projects are profiled throughout this report – but three stood out to the Committee. Each addressed a different national objective of the Fund.

- **Baldwin** – rehabilitated a community peace garden, creating recreational opportunities for residents, bringing the community together, and revitalizing underused land.
- **Brockville** – converted Canada's oldest railway tunnel into a modern tourist attraction, generating estimated economic benefits of \$1.7 million each year for the area.
- **London** – installed an Organic Rankine Cycle system at a wastewater treatment facility, generating energy from sewage sludge and cutting energy consumption.

AMO produced videos profiling all three finalists – but only one received the AMO Canada Community-Building Fund Award.



**2021 WINNER**

## London's Innovative Energy-Saving ORC System

The AMO Canada Community-Building Fund Award was presented at the 2021 AMO conference – held entirely online.

AMO President Graydon Smith delivered the award to the City of London for its innovative use of the fund in its Organic Rankine Cycle (ORC) System. The City of London installed the ORC System at its Greenway Pollution Centre, which works by turning heat generated by burning sewage sludge into useable energy. This energy is then used to power the plant, offsetting some of the City's reliance on the grid.

London's project is the first of its kind in Canada. The ORC System provides a renewable, zero-emission source of electricity, since the power it generates is from an existing heat source that requires no additional fuel or energy. In 2020, it's estimated that use of the ORC System saved the city \$600,000 in energy costs and displaced 3.75 GWh of electrical consumption from Ontario's power grid, equivalent to 475 residential homes in London.

London's project was featured in a video unveiled at the Canada Community-Building Fund Awards ceremony as part of the AMO Conference.

*"The City of London's ORC System is the first of its kind in Canada and is also our largest single effort to cut energy use in City facilities. It provides a renewable, zero-emission source of energy, since the power it generates is from an existing heat source that requires no additional fuel or energy. I hope everyone in London is proud of this achievement. I know that City staff are certainly proud of it and thankful for the funding through the Canada Community-Building Fund."*

- City of London Mayor Ed Holder

*"Congratulations to the City of London on winning an AMO federal Gas Tax/Canada Community-Building Fund Award. London's project helps reduce greenhouse gas emissions, save on energy costs, and has a real, local impact on the city's residents. With an additional \$816 million delivered through the fund in 2021, municipalities across Ontario will be able to invest in even more local projects that benefit our communities."*

- AMO President Graydon Smith



**BALDWIN**



**BROCKVILLE**



**LONDON**



## Recreation



# Community Peace Garden

The Township of Baldwin built a Community Peace Garden as part of a recreation rehabilitation project funded by the Canada Community-Building Fund.

Baldwin's project is a source of pride for the municipality and its residents and is a beautiful community oasis.

The most unique element of the property is the Peace Pole, located amongst the community garden plots that are used by residents to grow vegetables and flowers. The pole has "May Peace Prevail on Earth" inscribed in seven languages, and is

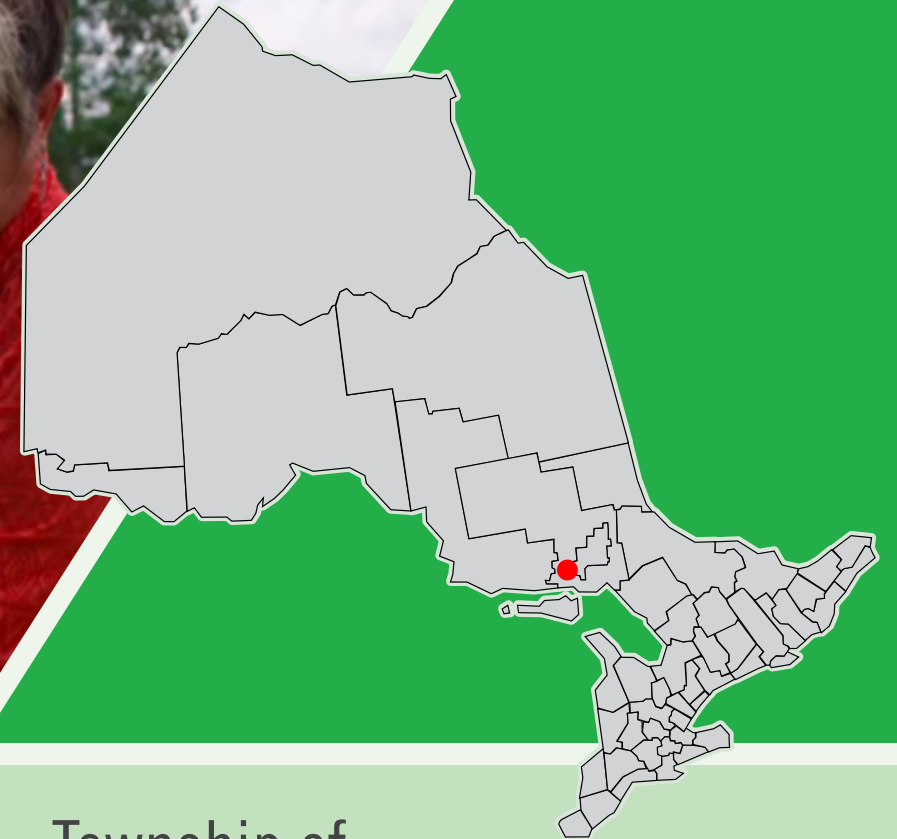
recognized as part of an international peace on earth initiative that represents humanity and "oneness" of people around the world.

Also on the property, a newly constructed gazebo invites residents and tourists to sit and enjoy a snack while visiting the park, while community youth enjoy playing on the newly installed playground.

Baldwin demolished some of the older, unsafe buildings on the property to make way for a new parking lot. They also added a fitness trail, and rehabilitated the green space on the property to be used for outdoor fitness and recreation.

**Township of  
Baldwin**  
Population: 605

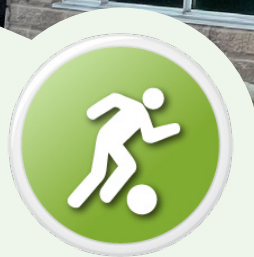
Canada Community-Building  
Fund Allocation: \$36,706.84







Recreation



# Clarington Recreation Facility

Municipality of  
Clarington

Population: 92,013

Canada Community-Building  
Fund Allocation: \$2,791,327.87

The Municipality of Clarington used investments from the Canada Community-Building Fund to make upgrades to three of its recreational facilities.

At its Rickard Recreation Complex, the town made improvements to the building by installing two air curtains that keep warm air in and cold air out, resulting in overall heating efficiency at this facility.

The municipality also improved air circulation at the South Courtice Arena by replacing and upgrading heat pumps that service the building with heat and air conditioning.

Finally, in the Courtice Community Centre, the Town replaced a skylight window that was previously leaking and had poor thermal insulation. It also installed new rigid foam insulation in the roof level of the building, and made improvements to its hot water infrastructure, improving flow and temperature consistency of water supplied to the building.

These improvements contributed to overall maintenance of the municipality's recreational facilities – a key to the continuance of quality service provision to residents.





# Risk Management and Compliance

## AMO's Risk Management Framework

The *Administrative Agreement* establishes terms and conditions on the use of the CCBF. AMO uses a risk-based approach that minimizes municipal administrative costs and recognizes municipalities as a mature order of government to monitor compliance with these requirements. The approach is defined by AMO's risk management framework.

The framework combines policies, plans, processes, and education. These components collectively state AMO's goals and objectives pertaining to risk management, describe responsibilities and procedures for managing risk, and guide the development of training materials for municipal staff managing the CCBF. The framework is reviewed annually. Components evolve as the framework matures.

## Assessing Risk and Monitoring Compliance

AMO assesses risk and monitors compliance by reviewing municipal reports and other data regarding municipal finances, auditing a sample of municipalities each year, and asking municipal staff about compliance concerns and barriers to compliance. Audits are described below. A copy of the questionnaire used to solicit feedback regarding compliance concerns is available on [AMO's website](#).

## Municipal Compliance Audits

At least 10% of municipalities receiving CCBF funding through AMO are selected for a compliance audit each year. Municipalities are randomly selected by AMO's auditor, BDO Canada LLP, in accordance with established selection criteria. Audits are completed by BDO Canada LLP or Baker Tilly KDN LLP.

Compliance audits assess whether municipalities are meeting terms and conditions on the use of the CCBF that are set out in the *Municipal Funding Agreement*. Summaries of the compliance audits completed for the 46 municipalities selected in 2020 are available in [Part II](#) of this report.

## AMO's Compliance Audit

The *Administrative Agreement* also establishes terms and conditions for AMO's administration of the Fund. A compliance audit is conducted each year to confirm that AMO has fulfilled these requirements.

The compliance audit for the year ending December 31, 2020 was completed by BDO Canada LLP. The audit confirms that AMO has complied with terms and conditions set out in the *Administrative Agreement*. A copy of the audit is included in [Part II](#) of this report.



Disaster  
Mitigation



# Grimsby Shoreline Erosion

Investments from the Canada Community-Building Fund helped the Town of Grimsby control shoreline erosion along Lake Ontario.

Prior to completion of the project, the town’s shoreline bluffs were eroding due to waves and high-water levels. This was identified by municipal staff as a high priority project, as it was important to prevent the loss of municipal infrastructure – roads, water and sanitary sewer – servicing developed land above the lakefront.

Town of  
Grimsby

Population: 27,314

Canada Community-Building  
Fund Allocation: \$828,603.89














A revetment using armour stone was constructed at the site as a sound shoreline structure to minimize further land erosion and mitigate any further erosion. It provided a sense of safety for residents along the waterfront.

Investments from the CCBF meant the town was able to fast track the project and fix additional shoreline areas that were also affected by high water levels.

# Appendix A: Project Results Reported in 2020

## Investment in Completed Infrastructure Projects

Municipalities completed 878 infrastructure projects in 2020.<sup>13</sup> The table below illustrates the distribution of these projects – and the funds that supported them – across project categories.<sup>14</sup>

Project Category	Completed Projects	Total CCBF Investment	Total Project Costs
 Broadband Connectivity	2	\$ 1,089,408	\$ 1,813,000
 Community Energy Systems	36	24,943,386	45,627,765
 Culture	8	2,759,219	7,513,288
 Disaster Mitigation	5	2,493,821	3,787,361
 Local Roads and Bridges	666	463,266,984	1,032,193,676
 Public Transit	18	85,917,139	143,533,157
 Recreation	47	18,249,525	69,319,939
 Regional and Local Airports	1	7,850	7,988
 Solid Waste	2	21,143,006	54,446,150
 Sports	3	2,708,590	3,275,030
 Tourism	3	45,122	70,384
 Wastewater	42	29,228,764	61,120,276
 Water	45	43,254,092	92,489,001
<b>Total</b>	<b>878</b>	<b>\$ 695,106,905</b>	<b>\$ 1,515,197,015</b>


## Project Results


Municipalities report results achieved by infrastructure projects supported by the CCBF when construction is completed. Results achieved by the 878 infrastructure projects that completed construction in 2020 are described in the following tables.<sup>15</sup>

<sup>13</sup> Municipalities additionally reported 27 capacity-building projects that ended work in 2020. AMO does not currently require municipalities to report outputs or outcomes resulting from capacity-building projects.


<sup>14</sup> Total CCBF investment is shown to the end of December 31, 2020 – but financing is ongoing for 103 of the 878 projects that completed construction in 2020.

<sup>15</sup> Quantitative results were not available for 17 of the 878 infrastructure projects that completed construction in 2020.

 Broadband Connectivity	Projects	Total
Length of fibre-optic backbone installed or replaced (km)	2	24
Length of fibre-optic last-mile cable installed or replaced (km)	2	41
Number of businesses positively affected	2	139

 Community Energy Systems	Projects	Total
Number of electric vehicle charging stations installed, upgraded, or replaced	1	12
Number of energy-efficient streetlights installed or replaced	12	46,234
Number of municipal buildings built with energy-efficient materials or systems	1	1
Number of municipal buildings retrofitted with energy-efficient materials or systems	23	103
Number of new or upgraded solar power systems in municipal buildings	2	5
Reduction in annual energy consumption (GWh)	27	20
Reduction in annual fossil fuel consumption (ML)	4	275
Reduction in annual greenhouse gas emissions (tonnes of CO2e)	2	158

 Culture	Projects	Total
Number of art galleries constructed, expanded, or renovated	1	1
Number of arts facilities constructed, expanded, or renovated	1	1
Number of heritage sites or buildings renovated or restored	2	5
Number of libraries constructed, expanded, or renovated	1	1
Number of museums constructed, expanded, or renovated	1	1
Number of businesses positively affected	4	60
Increase in annual number of residents participating in cultural activities	1	700
Increase in annual number of visitors to the community	2	3,353
Increase in number of cultural events held annually	4	50

 Disaster Mitigation	Projects	Total
Number of erosion-mitigating natural assets created, enhanced, or restored	1	4
Number of erosion-mitigating structural assets created, enhanced, or renewed	4	8
Reduction in area at risk of damage from natural catastrophes (ha)	4	7
Reduction in projected annual emergency response cost	2	\$800,000





## Local Roads and Bridges

Roads	Projects	Total
Length of paved roads constructed or acquired and length of unpaved roads converted to paved roads (lane-km)	55	305
Length of paved roads rehabilitated or replaced (lane-km)	378	3,002
Length of unpaved roads constructed or acquired and length of paved roads converted to unpaved roads (lane-km)	9	33
Length of unpaved roads rehabilitated or replaced (lane-km)	61	443
Length of roads with improved drainage (lane-km)	145	757
Number of railway or light rail crossings upgraded, rehabilitated, or replaced	3	4
Number of roundabouts created or acquired	2	3
Number of roundabouts upgraded, rehabilitated, or replaced	1	1
Number of signalized intersections created or acquired	8	14
Number of signalized intersections upgraded, rehabilitated, or replaced	32	101
Number of streetlights installed, acquired, upgraded, or replaced	36	1,301
Number of traffic calming measures installed, rehabilitated, or replaced	10	279
Increase in length of paved roads rated as good and above (lane-km)	325	2,384
Increase in length of unpaved roads rated as good and above (lane-km)	70	86
Number of intersections with advanced traffic management systems	23	159
Number of residents with access to new, rehabilitated or replaced roads	165	3,004,651
Number of residents with improved access to highways or neighbouring municipalities	79	797,989
Bridges and Culverts	Projects	Total
Number of new bridges	1	1
Number of new culverts	7	16
Number of rehabilitated or replaced bridges	60	100
Number of rehabilitated or replaced culverts	52	119
Surface area of new bridges (m <sup>2</sup> )	4	1,186
Surface area of new culverts (m <sup>2</sup> )	6	961
Surface area of rehabilitated or replaced bridges (m <sup>2</sup> )	52	17,477
Surface area of rehabilitated or replaced culverts (m <sup>2</sup> )	45	6,384
Increase in surface area of bridges with condition of the primary component rated as good and above (m <sup>2</sup> )	55	10,398
Increase in surface area of culverts with condition of the primary component rated as good and above (m <sup>2</sup> )	50	5,286
Number of residents with access to new, rehabilitated or replaced bridges	31	1,001,411
Number of residents with access to new, rehabilitated or replaced culverts	28	236,442



## Active Transportation

	Projects	Total
Length of bike lanes constructed or installed (km)	6	20
Length of multi-use paths and trails constructed or installed (km)	13	79
Length of pedestrian lanes constructed or installed (km)	3	5
Length of pedestrian paths and trails constructed or installed (km)	3	3
Length of sidewalks constructed or installed (km)	9	3
Length of multi-use paths and trails rehabilitated or replaced (km)	3	5
Length of pedestrian lanes rehabilitated or replaced (km)	1	1
Length of pedestrian paths and trails rehabilitated or replaced (km)	2	13
Length of sidewalks rehabilitated or replaced (km)	13	16
Number of bridges constructed or installed	3	7
Number of bridges rehabilitated or replaced	4	10
Surface area of bridges constructed or installed (m <sup>2</sup> )	4	805
Surface area of bridges rehabilitated or replaced (m <sup>2</sup> )	5	611
Number of bicycle crossings installed, upgraded, or replaced	1	4
Number of pedestrian crossings installed, upgraded, or replaced	5	16
Number of streetlights installed, acquired, upgraded, or replaced	3	147
Increase in surface area of pedestrian bridges with condition of the primary component rated as good and above (m <sup>2</sup> )	7	2,680
Number of residents with access to new, rehabilitated or replaced bike lanes, sidewalks, hiking and walking trails, and/or pedestrian bridges	41	2,011,789





## Public Transit


	Projects	Total
Number of conventional buses purchased or acquired	3	90
Number of conventional buses refurbished or replaced	6	193
Number of green buses purchased or acquired	1	18
Number of para transit vehicles purchased or acquired	1	3
Number of maintenance and storage facilities constructed, expanded, or rehabilitated	1	1
Number of stops and shelters constructed, expanded, rehabilitated, or replaced	1	1
Increase in number of accessible vehicles	3	45
Average increase in annual revenue vehicle kilometres per capita	1	1
Average increase in annual number of hours vehicles are in service per capita (%)	1	6
Decrease in average age of fleet (%)	7	6
Number of residents with improved access to transit facilities	1	1,213,602
Number of transit facilities with accessibility or service upgrades/enhancements	2	338
Number of transit vehicles with accessibility or service upgrades/enhancements	5	1,249


## Regional and Local Airports

	Projects	Total
Number of terminals constructed, expanded, enhanced, or rehabilitated	1	1
Number of businesses positively affected	1	10


 Recreation	Projects	Total
Length of recreational paths and trails constructed, improved, or rehabilitated (km)	5	4
Number of campgrounds constructed, expanded, upgraded, or rehabilitated	1	1
Number of community, recreation and sports centres constructed, expanded, upgraded, or rehabilitated	15	17
Number of indoor arenas constructed, expanded, upgraded, or rehabilitated	7	7
Number of indoor gymnasium and fitness facilities constructed, upgraded, rehabilitated, or replaced	3	8
Number of indoor ice pads constructed, upgraded, rehabilitated, or replaced	1	2
Number of indoor sports courts and fields constructed, upgraded, rehabilitated, or replaced	1	2
Number of indoor swimming facilities constructed, expanded, upgraded, or rehabilitated	1	1
Number of indoor swimming pools constructed, upgraded, rehabilitated, or replaced	1	1
Number of marinas, docks, and boat launches constructed, expanded, upgraded, or rehabilitated	2	2
Number of outdoor skating facilities constructed, expanded, upgraded, or rehabilitated	2	2
Number of outdoor sports courts and fields constructed, upgraded, rehabilitated, or replaced	2	6
Number of outdoor swimming pools constructed, upgraded, rehabilitated, or replaced	1	1
Number of parks, beaches, open spaces, and green spaces constructed, expanded, upgraded, or rehabilitated	3	32
Number of playground structures installed, upgraded, rehabilitated, or replaced	4	42
Number of ski hills constructed or improved	1	1
Increase in annual number of visitors to the community	7	4,300
Increase in annual number of registered users	14	70,178
Number of businesses positively affected by the investment in recreational infrastructure	1	20
Number of residents who will benefit	35	2,617,615

 Drinking Water	Projects	Total
Length of watermains installed (km)	7	3
Length of watermains rehabilitated or replaced (km)	30	33
Number of hydrants installed or replaced	20	182
Number of pump stations built, enhanced, or renewed	1	2
Number of water meters installed or replaced	6	6,794
Number of water treatment facilities constructed, upgraded, or rehabilitated	6	7
Number of wells constructed, improved, or renewed	3	4
Increase in number of households with water meters or transmitters	1	4
Increase in number of properties connected to fire hydrants and/or with fire protection	2	10
Number of residents with access to new, rehabilitated or replaced water distribution pipes	26	18,875
Reduction in annual number of watermain breaks	10	45
Reduction in average daily residential water usage per capita (L)	2	40
Reduction in average daily water leakage (L)	2	1,940
Reduction in number of annual adverse water quality test results	1	3
Volume of drinking water treated to a higher standard (ML)	3	1,186

 Sports	Projects	Total
Number of outdoor sports courts and fields constructed, upgraded, rehabilitated, or replaced	3	3
Number of businesses positively affected	3	24

 Solid Waste	Projects	Total
Length of access roads constructed, widened, or rehabilitated (m)	1	240
Number of landfills rehabilitated or expanded	2	2

 Tourism	Projects	Total
Number of tourism information centres constructed, expanded, upgraded, or rehabilitated	1	1
Number of tourism signs installed or replaced	2	3
Increase in annual number of visitors to the community	1	150
Number of businesses positively affected	1	400

 Wastewater	Projects	Total
Length of curbs and gutters constructed (m)	1	680
Length of sanitary sewers constructed (km)	3	4
Length of storm sewers constructed (km)	7	3
Length of curbs and gutters rehabilitated or replaced (km)	5	3
Length of ditches and swales rehabilitated (m)	1	36
Length of combined sewer rehabilitated or replaced (km)	1	1
Length of sanitary sewers rehabilitated or replaced (km)	12	15
Length of storm sewers rehabilitated or replaced (km)	10	4
Number of bioretention and biofiltration facilities constructed	2	2
Number of culverts rehabilitated or replaced	1	2
Number of outfalls and outlets constructed	1	1
Number of outfalls and outlets rehabilitated or replaced	2	2
Number of sewage pump stations and lift stations upgraded, rehabilitated, or replaced	1	1
Number of snow melt facilities constructed	1	1
Number of stormwater management ponds expanded or rehabilitated	2	4
Number of stormwater pump stations and lift stations upgraded, rehabilitated, or replaced	1	1
Number of wastewater treatment plants expanded, upgraded, or rehabilitated	6	6
Number of wetlands restored or rehabilitated	1	1
Change in number of residents serviced by stormwater/sanitary infrastructure	7	408
Increase in area protected by green infrastructure (ha)	4	16
Reduction in annual number of sanitary sewer backups	9	25
Reduction in energy used by treatment system per ML of wastewater treated (kWh)	2	1
Reduction in volume of raw or partially treated sewage bypassing treatment at sewage treatment facilities (ML)	3	814

# Appendix B: Financial Statements



	2020	2014 – 2020
<b>Opening Balance</b>	<b>\$2,325,181</b>	<b>\$16,190,205</b>
<b>Revenues</b>		
Received from Canada	\$647,931,647	\$5,029,180,420
Interest Earned	\$146,592	\$2,471,773
Transfer from AMO's reserves	-	\$8,794,577
<b>Net</b>	<b>\$648,078,239</b>	<b>\$ 5,040,446,770</b>
<b>Expenditures</b>		
Transferred to Municipalities	\$(644,691,987)	\$(5,032,323,647)
Administration Costs	\$(3,239,660)	\$(21,841,555)
<b>Net</b>	<b>\$(647,931,647)</b>	<b>\$(5,054,165,202)</b>
<b>Closing Balance</b>	<b>\$2,471,773</b>	<b>\$2,471,773</b>

## Ultimate Recipients

	2020	2014 – 2020
<b>Opening Balance</b>	<b>\$1,375,147,654</b>	<b>\$691,217,249</b>
<b>Revenues</b>		
Allocations Received from AMO	\$644,691,987	\$5,031,825,486
Proceeds from the Disposal of Assets	\$65,000	\$331,488
Interest Earned	\$24,905,441	\$119,234,592
<b>Net</b>	<b>\$669,662,428</b>	<b>\$5,151,391,566</b>
<b>Transfers</b>		
In	\$40,114,014	\$311,954,408
Out	\$(40,114,014)	\$(311,954,408)
<b>Net</b>	<b>-</b>	<b>-</b>
<b>Expenditures<sup>16</sup></b>		
Broadband Connectivity	\$(5,555,160)	\$(7,943,923)
Brownfield Redevelopment	-	\$(5,697,411)
Capacity-Building	\$(6,486,066)	\$(50,202,113)
Community Energy Systems	\$(16,470,452)	\$(128,430,989)
Culture	\$(11,091,472)	\$(26,182,954)
Disaster Mitigation	\$(6,226,339)	\$(15,668,837)
Drinking Water	\$(24,342,277)	\$(123,812,808)
Local Roads and Bridges	\$(545,439,786)	\$(2,853,272,269)
Public Transit	\$(102,228,502)	\$(872,378,323)
Recreation	\$(27,417,852)	\$(110,336,316)
Regional and Local Airports	\$(184,128)	\$(5,953,938)
Short-line Rail	-	\$(215,000)
Short-sea Shipping	-	-
Solid Waste	\$(22,735,591)	\$(167,117,528)
Sports	\$(2,860,918)	\$(5,863,811)
Tourism	\$(577,062)	\$(2,777,324)
Wastewater	\$(24,081,974)	\$(217,642,766)
<b>Net</b>	<b>\$(795,697,579)</b>	<b>\$(4,593,496,309)</b>
<b>Closing Balance</b>	<b>\$1,249,112,503</b>	<b>\$1,249,112,503</b>

<sup>16</sup> Financial information shown on this page was compiled from annual reports submitted to AMO by municipal staff. All communities had submitted an annual report to AMO by the time of compilation (August 27, 2021).



**Association of Municipalities of Ontario (AMO)**

200 University Ave., Suite 801, Toronto, ON M5H 3C6

Telephone direct:	416-971-9856
Voicemail:	416-971-8099
Fax:	416-971-6191
Toll-free in Ontario:	1-877-4-AMO-LAS (1-877-426-6527)
E-mail:	<a href="mailto:ccbf@amo.on.ca">ccbf@amo.on.ca</a>
Twitter:	<a href="https://twitter.com/CCBFinOntario">@CCBFinOntario</a>
Instagram:	<a href="https://www.instagram.com/CCBFinOntario">@CCBFinOntario</a>
Linkedin:	<a href="https://www.linkedin.com/company/the-canada-community-building-fund-in-ontario">The Canada Community-Building Fund in Ontario</a>
Websites:	<a href="http://www.amo.on.ca">www.amo.on.ca</a>
	<a href="http://www.buildingcommunities.ca">www.buildingcommunities.ca</a>
	<a href="http://www.infrastructure.gc.ca">www.infrastructure.gc.ca</a>

Parts I and II of this report can be downloaded at [AMO's website](http://www.amo.on.ca).



**From:** [Clerks@vaughan.ca](mailto:Clerks@vaughan.ca)  
**To:** [Info](#)  
**Subject:** Item 32, Committee of the Whole Report No. 39, September 27, 2021  
**Date:** October 19, 2021 3:06:16 PM  
**Attachments:** [image001.png](#)

---

October 19, 2021

*Sent on behalf of Todd Coles, City Clerk*

Lindsey Green  
Clerk  
Township of Southgate  
185667 Grey County Rd. 9  
Dundalk, ON N0C 1B0

Dear Lindsey Green:

**RE: ENDORSING NATIONAL TEEN DRIVER SAFETY WEEK AND  
REQUESTING THE MINISTRY OF TRANSPORTATION TO REVIEW  
MEASURES IMPACTING NEWLY LICENSED DRIVERS**

- [Linked](#) for your information is **Item 32, Report No. 39**, of the Committee of the Whole regarding the above-noted matter, which was adopted without amendment by the Council of the City of Vaughan at its meeting of September 27, 2021.

I draw your attention to the Resolution recommendation, as follows:

3. *That the City Clerk forward a copy of this resolution to the Premier, the Minister of Transportation, the Minister of Municipal Affairs and Housing, all municipalities in Ontario, the York Regional Police, the Ontario Safety League, the Ontario Association of Chiefs of Police, and Parachute.*

If the above link does not work, please refer to the following [Post-Agenda page](#), and locate the item accordingly.

For your information, the resolution previously submitted by Councillor Sandra Yeung Racco regarding "RAISING THE LEGAL AGE FOR A LICENSED DRIVER FROM 16 TO 18" in June 2021 was deferred to the Committee of the Whole meeting in September. At its meeting of September 27, 2021, Council resolved to receive the resolution and no further action be taken.

***To assist us in responding to inquiries, please quote the item and report number.***

***For inquiries, please reply to [clerks@vaughan.ca](mailto:clerks@vaughan.ca).***

Sincerely,

A handwritten signature in blue ink, appearing to read "T. Coles", with a long horizontal stroke extending to the left.

Todd Coles  
City Clerk

Attachment:  
[Extract](#) (linked)

TC/fl

This e-mail, including any attachment(s), may be confidential and is intended solely for the attention and information of the named addressee(s). If you are not the intended recipient or have received this message in error, please notify me immediately by return e-mail and permanently delete the original transmission from your computer, including any attachment(s). Any unauthorized distribution, disclosure or copying of this message and attachment(s) by anyone other than the recipient is strictly prohibited.

October 25, 2021

Randy Scherzer  
Deputy CAO, County of Grey  
595 9<sup>th</sup> Ave East  
Owen Sound, ON N4K 3E3

Dear Mr. Scherzer:

Sent via email: [planning@grey.ca](mailto:planning@grey.ca)

**RE: Development Charges Study**

The Council of the Municipality of Grey Highlands at its Council meeting on October 20<sup>th</sup>, 2021 passed the following resolution:

**2021-715**

**Paul McQueen – Tom Allwood**

**That Council of the Municipality of Grey Highlands receives for information the October 7, 2021 correspondence from County of Grey regarding Development Charges, Notice of Public Meeting held on October 28, 2021; and**

**That the Council of the Municipality of Grey Highlands requests the capital costs associated with the Grey Gables redevelopment form part of the background considerations in the development charge study; and**

**That a copy of this resolution be provided to the County and circulated to all Grey County member municipalities.  
CARRIED.**

Please let me know if you require anything further.

Sincerely,

A handwritten signature in cursive script that reads "Jerri-Lynn Levitt".

Jerri-Lynn Levitt  
Deputy Clerk,  
Municipality of Grey Highlands



## PORT COLBORNE

Corporate Services Department  
Clerk's Division

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905.835.2900 ext 106 F 905.834.5746  
E [amber.lapointe@portcolborne.ca](mailto:amber.lapointe@portcolborne.ca)

October 19, 2021

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

**Sent via E-mail:** [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**Re: Support City of Sarnia - Renovictions**

Please be advised that, at its meeting of October 12, 2021, the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence from the City of Sarnia regarding Renovictions, be supported.

A copy of the above noted resolution is enclosed for your reference. Your favourable consideration of this request is respectfully requested.

Sincerely,

Amber LaPointe  
City Clerk

ec: Doug Downey, Attorney General  
Jeff Burch, MPP  
Sam Oosterhoff, MPP  
Jennifer Stevens, MPP  
Wayne Gates, MPP  
Ontario Municipalities



**The Corporation of the Township of Southgate**  
**By-law Number 2021-165**  
**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 November 3, 2021**

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 November 3, 2021 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 3<sup>rd</sup> day of November 2021**

---

John Woodbury – Mayor

---

Lindsey Green – Clerk