



**Township of Southgate
Addendum Council Meeting Agenda**

January 19, 2022

6:00 PM

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 #**

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

5. Confirmation of Agenda

Be it resolved that Council confirm the agenda as amended.

6. Declaration of Pecuniary Interest

7. Public Meeting

7.1. C32-21 - Harper Homes Inc. Con 18, Lot 16, Geographic Township Egremont

7.1.1. Background

The Purpose of the proposed zoning bylaw amendment application is to implement a condition of consent and recognize a reduced lot area. The zoning amendment will reduce the lot area requirement from 2000m² to 1450m².

The Effect of the proposed zoning by-law amendment would be to change the zone symbol on a portion of the subject lands from R5 to R5 exception (R5-XXX) to recognize the reduced lot area.

7.1.2. Application and Notice of Public Meeting 13 - 32

***7.1.3. Comments Received from Agencies and the Public** 33 - 38

7.1.4. Questions from Council

7.1.5. Applicant or Agent

7.1.6. Members of the Public to Speak

7.1.7. Further Questions from Council

7.1.8. Adjournment

8. Delegations & Presentations

***8.1. FLATO Developments Inc - Ministry Zoning Order Presentation** 39 - 52

Be it resolved that Council receive the Flato Developments Inc presentation as information.

9. Adoption of Minutes 53 - 87

Be it resolved that Council approve the minutes from the December 15, 2021 Council meeting as presented; and

That Council approve the minutes from the December 21, 2021 Special Council meeting as presented.

10. Reports of Municipal Officers

10.1. Treasurer William Gott

| | | |
|----------------|--|----------------|
| 10.1.1. | FIN2022-001 Temporary Borrowing | 88 - 89 |
| | <p>Be it resolved that Council receive Staff Report FIN2022-001 Temporary Borrowing as information; and</p> <p>That By-law 2022-001, being a by-law authorizing the temporary borrowing of money to meet current expenditures of the Municipality for the year 2022, be considered for approval.</p> | |
| 10.1.2. | By-law 2022-001 - Borrowing By-law | 90 - 91 |
| | <p>Be it resolved that by-law number 2022-001 being a by-law to authorize the borrowing of money to meet the current expenditures of the Council of 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.</p> | |
| 10.1.3. | FIN2022-002 2022 Interim Tax Levy | 92 - 93 |
| | <p>Be it resolved that Council receive Staff Report FIN2022-002 2022 Interim Tax Levy as information; and</p> <p>That By-law 2022-002, being a by-law to provide for interim tax levies for the 2022 fiscal year be considered for approval.</p> | |
| 10.1.4. | By-law 2022-002 - Interim Tax Levy | 94 - 95 |
| | <p>Be it resolved that by-law 2022-002 being a by-law to provide for interim tax levies for the 2022 fiscal year 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.</p> | |
| 10.1.5. | FIN2022-003 Fees and Charges | 96 - 99 |
| | <p>Be it resolved that Council received Staff Report FIN2022-003 Fees and Charges as information; and</p> <p>That Council consider By-law 2022-003, being a by-law to establish fees and charges for certain services provided by the Township of Southgate for approval.</p> | |

- 10.1.6. By-law 2022-003 - Adopt Fees and Charges** 100 - 101
- Be it resolved that** by-law number 2022-003 being a by-law to establish fees and charges for certain services 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.
- 10.1.7. FIN2022-005 Development Charges Study RFP** 102 - 120
- Be it resolved that** Council receive Staff Report FIN2022-005 Development Charge Study RFP as information; and
That Council approve the Development Charge Study Request for Proposals (RFP) as presented; and
That Council directs staff to release and advertise the Development Charge Study RFP document.
- 10.1.8. FIN2022-004 2022 Donations, Grants and Funding** 121 - 125
- Be it resolved that** Council receive Staff Report FIN2022-004 2022 Donations, Grants, and Funding be received as information; and
That Council approve the application of the Dundalk Dance Association for a \$500 donation to the 2022 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest; and
That Council approve the application of the Optimist Club of Egremont for \$1,000 of funding towards fireworks for a July 1, 2022 celebration; and
That Council approve a donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program; and
That Council approve a donation of \$100 to the Holstein and District Christmas Hamper program.

10.2. Clerk Lindsey Green

10.2.1. CL2022-002 – Procedural By-law Amendments 126 - 177

Be it resolved that Council receive Staff Report CL2022-002 for information; and
That Council receive the draft amendments to the Procedural By-law as information; and
That Council provide comments to the Clerk on the proposed amendments, or further amendments, no later than January 25, 2022; and
That Council consider approval of the Procedural By-law with incorporated amendments at the February 2, 2022 Council meeting.

10.2.2. CL2022-003 – Election Sign By-law - Draft 178 - 186

Be it resolved that Council receive Staff Report CL2022-003 for information; and
That Council receive the draft election sign by-law as information; and
That Council provide feedback to the Clerk on the draft by-law no later than January 25, 2022; and
That Council consider approval of the Election Sign By-law at the February 2, 2022, Council meeting.

10.3. Public Works Manager Jim Ellis

10.3.1. PW2022-002 Request for Southgate Sideroad Name Change 187 - 191

Be it resolved that Council receive Staff Report PW2022-002 for information; and
That Council approve, in principle, the renaming of Southgate Sideroad 47 between Highway 89 and Southgate Road 04 to Little Red Way; and
That Council consider approval of the renaming of the road by By-law No. 2022-004 at the February 2, 2022, Council meeting after public notice has been given.

10.3.2. PW2022-003 DWQMS Management Review 2021 Meeting Minutes 192 - 202

Be it resolved that Council receive Staff Report PW2022-003 for information; and
That Council acknowledges the receipt of the 2021 Drinking Water Quality Management Standard Annual Management Review Meeting Minutes.

***10.4. Chief Administrative Officer Dave Milliner**

***10.4.1. CAO2022-002 Flato Proposal Request for Support to Seek a Ministry Zoning Order** 203 - 210

Be it resolved that Council receive staff report CAO2022-002 as information; and
That Council provide direction to staff on how to proceed on the MZO proposal received from Flato.

10.5. HR Coordinator Kayla Best

10.5.1. HR2022-001 – CAO Review 211 - 212

Be it resolved that Council receive staff report HR2022-001 for information; and
That Council discuss and direct staff as to the format of the CAO review for 2021-2022; and
That Council direct staff to include feedback from all Department Heads for the CAO Performance Review.

10.6. Planner Clinton Stredwick

10.6.1. PL2022-002-C26-21 Tilman and Naomi Sherk 213 - 217

Be it resolved that Council receive Staff Report PL2022-002 for information; and
That Council consider approval of By-law 2022-007.

- 10.6.2. **By-law 2022-007 - Zoning By-law Amendment - C26-21 Tilman and Naomi Sherk** 218 - 220
- Be it resolved that** by-law number 2022-007 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.
- 10.6.3. **PL2022-003-C27-21 Powell Furniture Inc.** 221 - 226
- Be it resolved that** Council receive Staff Report PL2022-003 for information; and
That Council consider approval of By-law 2022-008.
- 10.6.4. **By-law 2022-008 - Zoning By-law Amendment - C27-21 Powell Furniture Inc** 227 - 229
- Be it resolved that** by-law number 2022-008 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.
- 10.6.5. **PL2022-004-C28-21 Tobias M Bauman Holdings Inc.** 230 - 236
- Be it resolved that** Council receive Staff Report PL2022-004 for information; and
That Council consider approval of By-law 2022-009.
- 10.6.6. **By-law 2022-009 - Zoning By-law Amendment - C28-21 Tobias M Bauman Holdings Inc** 237 - 239
- Be it resolved that** by-law number 2022-009 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.

10.6.7. PL2022-005-SP20-21-Daniel and Rachel Bauman 240 - 241

Be it resolved that Council receive Staff Report PL2022-005 for information; and
That Council consider approval of By-law 2022-010 authorizing the entering into a Site Plan Agreement.

10.6.8. By-law 2022-010 - Site Plan 20-21 Daniel and Rachel Bauman 242 - 252

Be it resolved that by-law number 2022-010 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.

10.6.9. PL2022-007-SP22-21-Clea-Mar Machining Inc 253 - 254

Be it resolved that Council receive Staff Report PL2022-007 for information; and
That Council consider approval of By-law 2022-012 authorizing the entering into a Site Plan Agreement.

10.6.10. By-law 2022-012 - Site Plan 22-21 Clea-Mar Machining Inc 255 - 265

Be it resolved that by-law number 2022-012 being a by-law to authorize the execution of a Site Plan Control Agreement 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. By-laws and Motions

None

12. Notice of Motion

None

13. Consent Items

13.1. Regular Business (for information)

Be it resolved that Council approve the items on the Regular Business consent agenda dated January 19, 2022 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

| | | |
|---------|--|-----------|
| 13.1.1. | CAO2021-001 Dundalk Olde Town Hall Update | 266 - 269 |
| 13.1.2. | CL2022-001 – 2022 Council Conferences Cost Estimates | 270 - 272 |
| 13.1.3. | EDO2021-001-Quartlery Report | 273 - 278 |
| 13.1.4. | FIRE2022-001 - Dundalk Fire Department 2021 Year End Report | 279 - 289 |
| 13.1.5. | PW2022-001 Department Report | 290 - 293 |
| 13.1.6. | FIRE2022-002 - Intent to Sell Pumper 7 | 294 |
| 13.1.7. | PW2022-005 MECP 2021/2022 Dundalk Drinking Water Inspection Report | 295 - 328 |
| 13.1.8. | Building, By-law and Canine Report December 2021 | 329 - 331 |

13.2. Correspondence (for information)

Be it resolved that Council receive the items on the Correspondence consent agenda dated January 19, 2022 (save and except items _____) as information.

| | | |
|---------|---|-----------|
| 13.2.1. | Charity Radio Bingo - Southgate Approval Letter | 332 |
| 13.2.2. | SVCA - 2022 Planning Fees | 333 - 334 |
| 13.2.3. | Ministry of the Attorney General - Response to Lottery Letter resolution - received December 10, 2021 | 335 - 336 |
| 13.2.4. | SMART - June 25, 2021 Approve Minutes - received December 10, 2021 | 337 - 341 |
| 13.2.5. | SMART - July 23, 2021 Approved Minutes - received December 10, 2021 | 342 - 347 |

| | | |
|----------|---|-----------|
| 13.2.6. | SMART - October 1, 2021 Approved Minutes - received December 10, 2021 | 348 - 355 |
| 13.2.7. | SMART - October 29, 2021 Approved Minutes - received December 10, 2021 | 356 - 361 |
| 13.2.8. | SVCA - November 18, 2021 Meeting Minutes - received December 16, 2021 | 362 - 367 |
| 13.2.9. | GRCA - Final Transition Plan Under Regulation 687-21 - received December 20, 2021 | 368 - 373 |
| 13.2.10. | GRCA - Members 2021 Meeting Attendance - received December 20, 2021 | 374 |
| 13.2.11. | GRCA - Summary of General Membership Meeting - December 17, 2021 - received December 20, 2021 | 375 |
| 13.2.12. | SVCA - 2022 Meeting Schedule - received December 21, 2021 | 376 |
| 13.2.13. | Minister of Environment - Minister's Annual Report on Drinking Water 2021 - received December 23, 2021 | 377 - 378 |
| 13.2.14. | Multi-Municipal Wind Turbine Working Group - Wind Turbine Failures - received December 23, 2021 | 379 - 390 |
| 13.2.15. | SVCA - Transition Plan Submission - received December 24, 2021 | 391 - 396 |
| 13.2.16. | JunCtian Community Initiatives - Proclamation Request Black History Month - received January 3, 2022 | 397 - 398 |
| 13.2.17. | Ministry of the Environment - Operators of Drinking Water and Wastewater Systems - received January 5, 2022 | 399 - 400 |
| 13.2.18. | MMAH - Omicron Variant Testing and Isolation Guidelines - received December 7, 2022 | 401 - 403 |
| 13.2.19. | Ministry of Northern Development - Proposed Regulatory Changes Under Aggregate Resource Act - received January 10, 2022 | 404 |
| 13.2.20. | Crime Stoppers of Grey Bruce - Coordinator Report October to December 2021 - received January 11, 2022 | 405 - 406 |

- | | | |
|----------|---|-----------|
| 13.2.21. | OGRA - 2022 Good Roads Conference Rescheduled - received January 13, 2022 | 407 - 408 |
| 13.2.22. | MMAH - Heads of Council Regulations for Bill 276 and Bill 13 | 409 - 413 |

13.3. Resolutions of Other Municipalities (for information)

Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated January 19, 2022 (save and except items _____) as information.

- | | | |
|---------|--|-----------|
| 13.3.1. | Township of Mulmur - Truth and Reconciliation - received December 13, 2021 | 414 - 416 |
| 13.3.2. | City of Sarnia - Catch and Release Justice - received December 16, 2021 | 417 |
| 13.3.3. | Tay Valley Township - Province Wide Assessment Update - received December 17, 2021 | 418 - 419 |
| 13.3.4. | Town of Bradford West Gwillimbury - Motion Against Quebec's Bill 21 - received December 24, 2021 | 420 - 421 |
| 13.3.5. | Township of Addington Highlands - Annual Emergency Exercise - received January 4, 2022 | 422 |

13.4. Closed Session (for information)

None

14. County Report

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

15. Members Privilege - Good News & Celebrations

16. Closed Meeting

None

17. Confirming By-law

423

Be it resolved that by-law number 2022-016 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 January 19th, 2022 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].

Application for Amendment Official Plan and Zoning By-law.

FOR OFFICE USE ONLY

File Number

C32-21.

Pre-Consult Date

Date Received

Date Accepted

Dec 2, 2021

Accepted By

Roll Number

42-07-060-002-04000

Conservation Authority Fee Required

Other Information

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

Instructions:

- Please check all applicable boxes and answer all applicable questions
- All measurements **MUST** be in metric units (Imperial Units will not be accepted)
- Additional information may be submitted if necessary
- Incomplete applications will be returned
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time
- Further information is on the last two pages for your reference
- Applications that are submitted electronically **will not** be processed until a hard copy that has been commissioned is received along with the associated fees

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

Please Check the Appropriate Box

☐ Amendment to the Official Plan

☒ Amendment to the Zoning By-law

☐ Removal of a Holding Provision

☐ Temporary Use By-law Amendment



| | | |
|---|-------|--|
| <input type="checkbox"/> Amendment to the Official Plan | Minor | \$1,625.00 application fee <i>plus</i> \$2,000.00 contingency fee |
| | Major | \$2,708.00 application fee <i>plus</i> \$5,000.00 contingency fee |
| <i>*contingency fee required for all Official Plan Amendment applications</i> | | |
| <input checked="" type="checkbox"/> Amendment to the Zoning By-law | | \$1,300.00 application fee |
| | Major | \$2,166.00 application fee |
| | Major | \$2,500.00 contingency fee |
| <i>*contingency fee required only for complex applications</i> | | |
| <input type="checkbox"/> Removal of a Holding Provision with a related Site Plan Application | | \$542.00 application fee or \$542.00 application fee |
| <input type="checkbox"/> Temporary Use By-Law Amendment | | \$1,625.00 application fee <i>plus</i> \$111.00 agreement fee <i>plus</i> \$2,500.00 contingency fee |
| Other Required Fees: | | |
| <input checked="" type="checkbox"/> Public Notice Sign Fee | | \$111.00 |
| <input checked="" type="checkbox"/> Conservation Authority Fees | SVCA | \$240.00 \$120.00 |
| | GRCA | Call directly for details |

Note on Fees:

The application fees were adopted and approved under the Township of Southgate fees and charges by-law. All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate at the time of application submission. Applications that are submitted electronically **will not** be processed until a hard copy that has been commissioned is received along with the associated fees.

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

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

Part A: Owner/Agent/Applicant Information

*to be completed by the applicant

Name of Registered Owner *

Harper Homes Inc.

Mailing Address *

405 Main St E, Unit A, PO Box 62, Palmerston,
Ontario N0G 2P0

Phone Number (Home or Cell) *

[REDACTED]

Phone Number (Business)

[REDACTED]

Email Address *

[REDACTED]

Name of Applicant (if different from above)

Mailing Address

Phone Number

Email Address

Applicant Relationship to Subject Lands *

If Other, Please Specify

- ☒ Registered Property Owner
- ☐ Holder of Option to Purchase Subject Lands
- ☐ Signing Officer of Corporation
- ☐ Other

Name of Agent (if applicable)

Mailing Address

Matt Smith

405 Main St E, Unit A, PO Box 62, Palmerston,
Ontario N0G 2P0

Phone Number

Email

[REDACTED]

[REDACTED]

Send all correspondence to (choose only one) *

Preferred Method of Communication (choose only one) *

- ☐ Applicant ☒ Agent

- ☐ Phone ☒ Email ☐ Postal Mail

Name any mortgages, charges or encumbrances, in respect to the subject land *

Mortgage

Mailing Address

Phone Number

Part B: The Subject Lands

Former Municipality *

☒ Township of
Egremont

☐ Township of
Proton

☐ Village of
Dundalk

Road/Street Name and Number *

224231 Southgate Road 22

Tax Roll Number *

4207060002040000000

Lot *

16

Concession *

18

Lot *

16

Of Plan *

.

Date the subject land was acquired by the current owner *

2/26/2021



Dimension of subject property

Frontage (Metres) *

80

Depth (Metres) *

80

Area (sq m/ha) *

161845

Description of the area affected by this application if it is only a portion of the entire property

Abutting and Nereby Land(s) Use(s)

Does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? *

If Yes, describe to what extent

☐ Yes

☒ No

Describe the present use on all properties abutting and opposite the subject land

North *

Farm

South *

Residential

East *

Residential

West *

Residential

If an existing livestock operation is located within 450 metres of the subject lands, prepare a sketch showing locations and approximate size of livestock barns and attach it only a completed Schedule "A".

Environmental Constraints

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

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

Indicate the current Official Plan Designation *

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

Present Zoning *

R5

Requested Zoning *

R5 *with exception*

Specific proposed use(s) of subject property that this amendment would authorize *

To allow less than 2000 sq m per parcel under a R5 zoning

For Official Plan Amendment Applications ONLY:

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

☐ Yes

☐ No

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

☐ Yes

☐ No

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

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

☐ Yes

☐ No

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

Is the application being submitted in conjunction with a proposed County Official Plan Amendment

☐ Yes

☐ No

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

Type of building/structure

Setback From Front Lot Line

Setback From Rear Lot Line

Setbacks From Side Lot Line

Building/Structure Height

Dimensions/Floor Area

Date of existing building(s) or structure(s) on the subject land were constructed

The length of time that the existing uses of the subject land have continued

If proposed use is residential, indicate proximity of subject lands to community facilities (parks, schools, etc)

Specific reason(s) for requesting amendment(s)

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

☐ Yes

☒ No

☐ Unknown

If yes, and if know, specify the file number and status of the application

Servicing for Subject Land

Type of Access

Provincial Highway *

☒ Existing

☐ Proposed

☐ Not
Applicable

Municipal Road (Maintained year round) *

☒ Existing

☐ Proposed

☐ Not
Applicable

Municipal Road (Seasonally Maintained) *

☐ Existing

☐ Proposed

☒ Not Applicable

Other Public Road *

☐ Existing

☐ Proposed

☒ Not
Applicable

Please Specify

Right of Way Available *

☐ Existing

☐ Proposed

☒ Not
Applicable

Please Specify

Water Access Available *

☐ Existing ☐ Proposed ☒ Not Applicable

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

Type of Water Supply**Municipally operated piped water system ***

☐ Existing ☐ Proposed ☒ Not Applicable

Privately Owned/Operated Individual Well *

☒ Existing ☐ Proposed ☐ Not Applicable

Privately Owned/Operated Communal Well *

☐ Existing ☐ Proposed ☐ Not Applicable

Lake or Other Body of Water *

☐ Existing ☐ Proposed ☒ Not Applicable

Please Specify *

n/a

Other Means *

☐ Existing ☐ Proposed ☒ Not Applicable

Please Specify**Type of Storm Water Management****Storm Drainage Sewer Pipe ***

☐ Existing ☐ Proposed ☒ Not Applicable

Ditch *

☐ Existing ☐ Proposed ☒ Not Applicable

Swale *

☐ Existing ☐ Proposed ☒ Not Applicable

Other Means

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Are there any easements, right-of-ways, restrictions, covenants or other agreement applicable to the subject lands *

If yes, describe what they are

☐ Yes

☒ No

Part C: The Propsoal

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

The proposed use of the land is staying residential

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

To allow the severance of the existing lot to create 2 equal sized lots

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

ASAP

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

Part D: Statement of Complainece

Is this application consistent with the policy statement issued under subsection 3(1) of the Planning Act? *

☒ Yes

☐ No

Is the subject land within an area of land designated under any provincial plan or plans? *

☐ Yes

☒ No

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

Additional Requirements

Supplementary and support material to accompany application where applicable

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

OR

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

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

Sketch or Survey Upload *

File Name



Sketch-Of-Plan---224231-Southgate-Road-22.jpg

18.0 KB

Other Information

Is there any other information that you think may be useful to the municipality or other agencies in reviewing the application? If so, please explain below

Part E: Authorization and Affidavit

Owner's Consent (Freedom of Information)

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

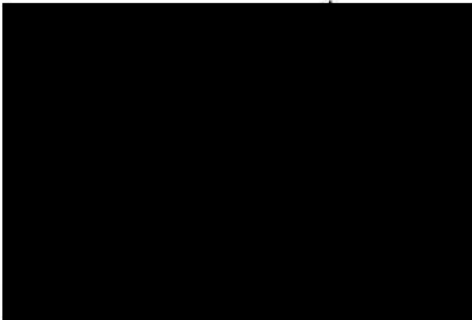
In submitting this development application and supporting documents

I/we *

Nathan Harper

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

Signature of Owner *



Date *

11/24/2021



Signature of Owner

Date



Owner's Authorization for Agent

I/We

Nathan Harper

hereby authorize

Matt Smith

to act as agent(s) for the purpose of this application.

Signature of Owner

Date



11/24/2021



Signature of Owner

Date



Owner's Authorization for Access

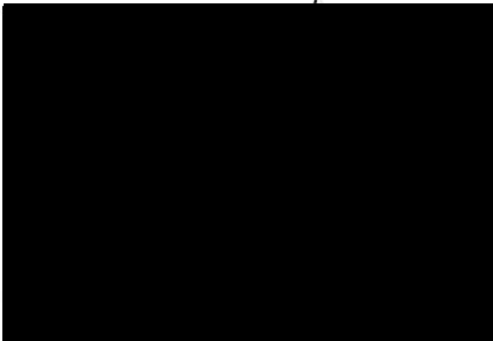
I/We *

Nathan Harper

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

Signature of Owner *

Date *



11/24/2021



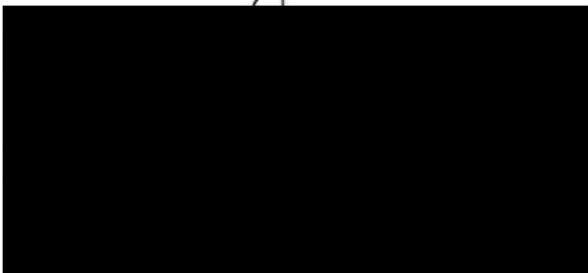
Signature of Owner

Date



Signature of Witness *

Date *



11/24/2021



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

☐ Beef

☐ Dairy

☐ Swine

☐ Poultry

☐ Sheep

☐ Cash Crop

☐ Other

If Other, Please Specify

Describe in detail the size and age of the animals, and feed type used for the type of farming conducted

How long have you owned the farm

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

☐ Yes

☐ No

If Yes, for how long

If no, when and why did you stop farming it

Area of total farm holdings

Number of tillable hectares

Do you own any other farm properties

☐ Yes

☐ No

If yes, indicate: Lot

Concession

Former Township

Total Hectares

Do you rent any other land for farming purposes

☐ Yes

☐ No

**If yes, indicate location:
Lot**

Concession

Former Township

Total Hectares

Is there a barn on the subject property

☐ Yes

☐ No

Please indicate the condition of the barn

How big is the barn

What is the present use of the barn

What is the capacity of the barn, in terms of livestock

Please indicate the manure storage facilities on the subject lands

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

☐ Storage already exists

Liquid Storage

☐ inside, underneath slatted floor

☐ outside, with permanent, tight fitting cover

☐ (treated manure/material) outside, no cover

☐ outside, with a permanent floating cover

☐ outside, no cover, straight-walled storage

☐ outside, roof but with open sides

☐ outside, no cover, sloped-sided storage

Solid Storage

☐ inside, bedded pack

☐ outside, covered

☐ outside, no cover, $\geq 30\%$ DM

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

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

Are there any barns on other properties within 450m (1500ft) of the subject lands

☐ Yes

☐ No

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

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

Indicate the number of tillable hectares on other property

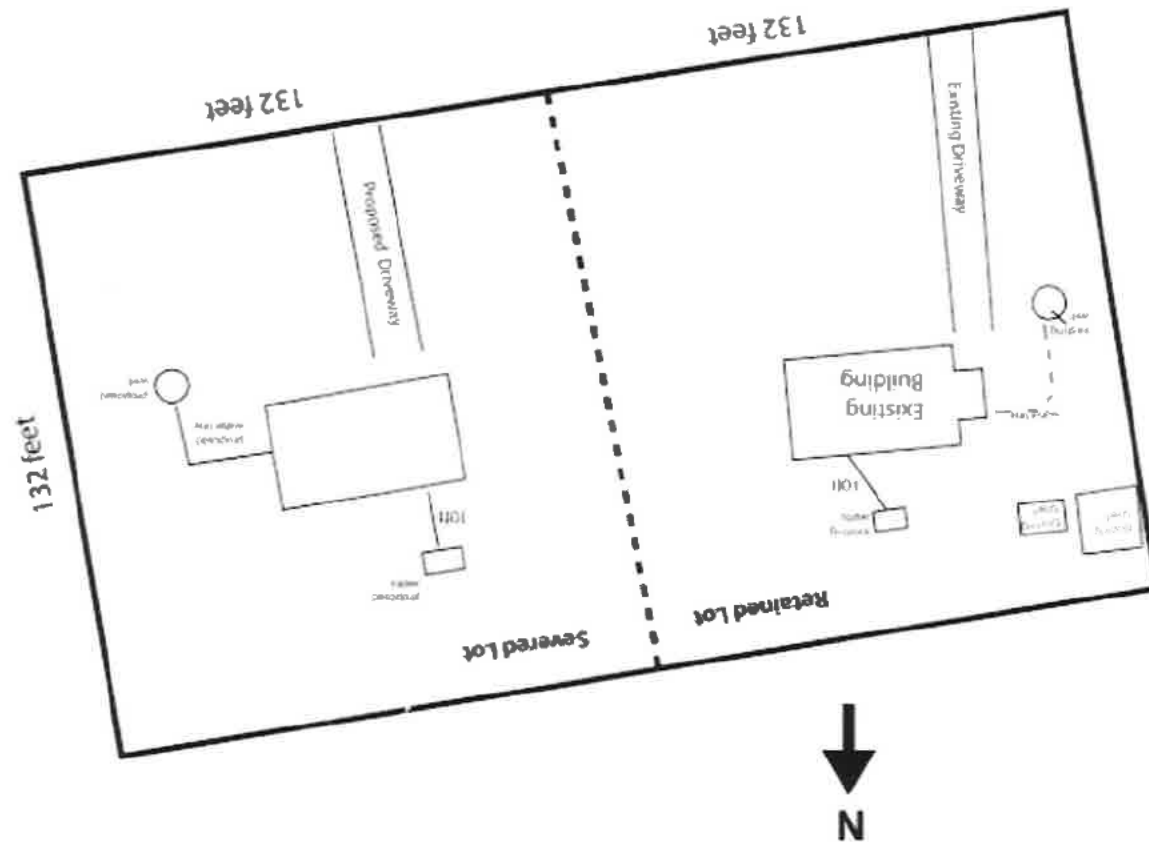
Indicate the size of the barn

Capacity of barn in terms of livestock

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

| |
|--|
| |
|--|

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



Solemn Declaration

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

Please note that applications that are submitted electronically **will not** be processed until a hard copy that has been commissioned is received along with the associated fees.

I/We *

Matt Smith

Of The *

Harriston

In The *

Ontario

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

Declared before me at the

in the

Township of Southgate

County of Grey

This

day of

20

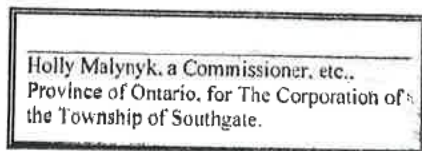
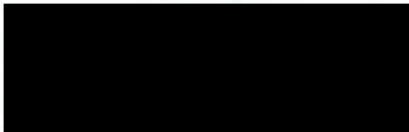
2nd

December

21

Signature of Commissioner

Signature of Applicant



Print Name

Matt Smith

Signature of Applicant

Print Name

Schedule "A": Supplementary Information - Agricultural Lands



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

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

January 19, 2022 at 6PM via Electronic Meeting

Electronic Access Information:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/990730221>

You can also dial in using your phone.

Canada: [+1 \(647\) 497-9373](tel:+16474979373) **Access Code:** 990-730-221

NOTE: If you wish to speak at the meeting, please register in advance by contacting the Clerk, Lindsey Green using the contact information below:

lgreen@southgate.ca or 519-923-2110 ext. 230

The meeting will be recorded and uploaded to the Township YouTube Channel:

<https://www.youtube.com/user/SouthgateTownship>

Location of the Subject Land

Applicant: Harper Homes Inc.

Legal Description: Con 18, Lot 16, Geographic Township of Egremont

Civic Address: 224231 Southgate Road 22

A key map is attached to this notice for additional information.

The Purpose of the proposed zoning bylaw amendment application is to implement a condition of consent and recognize a reduced lot area. The zoning amendment will reduce the lot area requirement from 2000m² to 1450m².

The Effect of the proposed zoning by-law amendment would be to change the zone symbol on a portion of the subject lands from R5 to R5 exception (R5-XXX) to recognize the reduced lot area.

When will a decision be made?

A decision of this proposal has NOT been made at this point and will NOT be made at the Public Meeting. After reviewing the application and any comments received, staff will bring a recommendation on this proposal to a future council meeting.

Want to be notified of a decision?

You must make a request in writing if you wish to receive a notice on any decision of Council on this proposal.

Making an Oral or Written Submission

Any person or public body is entitled to attend the public meeting and make written or oral submissions in support of, or in opposition to, the proposed zoning by-law amendment. Persons wishing to make an oral submission to Council at the public meeting are invited to register with the Township Clerk (see contact information below). Written comments should also be addressed to the Clerk at the address below.

Please note that all submissions and the personal information contained therein will become part of the public record in their entirety and may be posted to Southgate's website.

Your rights to appeal a decision

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

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

Additional Information and Comments

Please submit written comments to the Clerk Lindsey Green at the address shown below. Additional information is also available for public viewing on Southgate's website at <https://www.southgate.ca/planning-notices/> or by contacting the Township planner Clinton Stredwick at cstredwick@southgate.ca or at the Township ext. 235. Please quote file #C32-21.

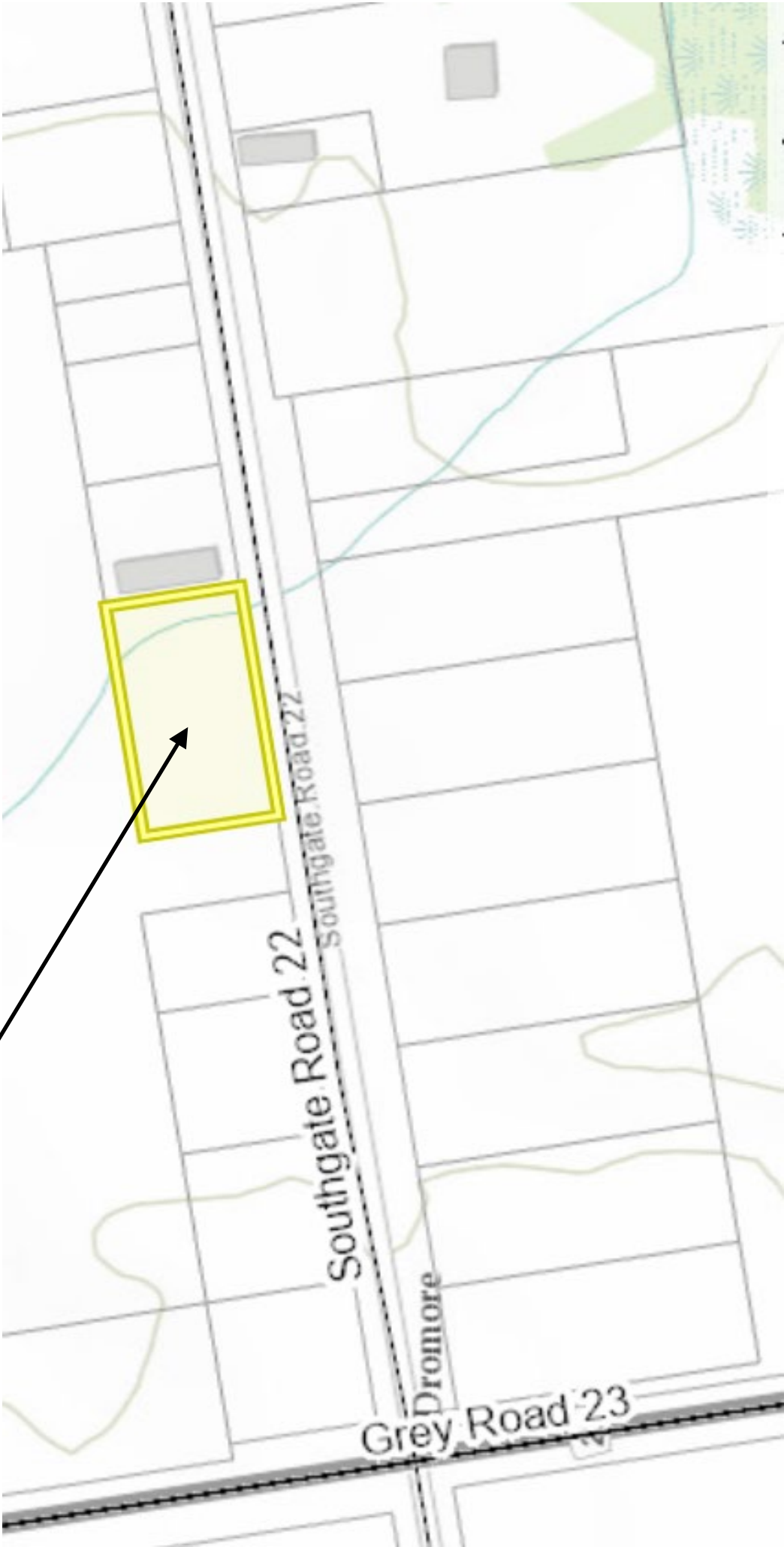
Dated at the Township of Southgate,
this 20th day of December, 2021.

Lindsey Green, Clerk
lgreen@southgate.ca
Township of Southgate
185667 Grey Rd 9,
Dundalk, ON N0C 1B0
Phone: (519) 923-2110 ext. 230



SUBJECT LAND

Key Map (not to scale)



From: planning@grey.ca
To: [Planning Southgate](#); [Elisha Milne](#); [Lindsey Green](#)
Subject: County comments for C32-21 Harper Homes Inc
Date: December 22, 2021 4:47:21 PM

County comments for C32-21 Harper Homes Inc

Hello Mr. Stredwick,

County staff have had the opportunity to review Zoning application C32-21 Harper Homes Inc - Harper Homes Inc.

Staff have no concerns provided adequate and safe servicing can be ensured to the subject property.

Please note, a paper copy will not be provided unless requested.

Let us know if you have any questions.

Best regards,

Stephanie Lacey-Avon

Planning & Development, Grey County, Owen Sound ON

From: [Michael Oberle](#)
To: [Elisha Milne](#); [Holly Malnyk](#); [Lindsey Green](#)
Cc: [Barbara Dobreen](#)
Subject: RE: C32-21 - SVCA comments
Date: January 5, 2022 1:41:13 AM
Attachments: [SVCA comment B11-21 Harper Homes.pdf](#)

Good evening,

Regarding the above referenced file, please find attached SVCA comments for the related file B11-21 for the property. The SVCA does not have any new or additional comments at this time.

I trust that this is helpful.

As per practice I am copying on this email, Barbara Dobreen, the SVCA member who represents the Township of Southgate.

Any questions, please do not hesitate to contact this office.

Kind regards,

Mike

Michael Oberle

Environmental Planning Technician

Saugeen Conservation

Cell: 519-373-4175

From: Holly Malnyk <hmalnyk@southgate.ca>
Sent: December 20, 2021 10:57 AM
To: Bell Canada ROWCC <rowcentre@bell.ca>; Bev Fisher <bfisher@southgate.ca>; Bluewater District School Board <shelley_crummer@bwdsb.on.ca>; Bluewater District School Board <jayme_bastarache@bwdsb.on.ca>; Bruce Grey Catholic School Board <al_hastie@bgcdsb.org>; Clinton Stredwick <cstredwick@southgate.ca>; Dave Milliner - Southgate CAO <dmilliner@southgate.ca>; Derek Malnyk <firechief@southgate.ca>; Enbridge Gas <ONTLands@enbridge.com>; Group_PlanningDeptEmails <Group_PlanningDeptEmails@grey.ca>; Haudenosaunee Development Institute <hdi2@bellnet.ca>; Historic Saugeen Metis <hsmlrcc@bmts.com>; Jim Ellis <jellis@southgate.ca>; Juanita Meekins <juanita.meekins@saugeenojibwaynation.ca>; Kevin Green <kgreen@southgate.ca>; Lacy Russell <russell@southgate.ca>; Lindsey Green SouthgateClerk <lgreen@southgate.ca>; Meagan Bruce <M.Bruce@publichealthgreybruce.on.ca>; Metis Nation of Ontario <consultations@metisnation.org>; MMAH <Tyler.Shantz@ontario.ca>; Newdevelopment@rci.rogers.com; Ontario Power Generation <Executivevp.lawanddevelopment@opg.com>; Pegelo, Jessica - MTO <jessica.pegelo@ontario.ca>; Saugeen Ojibway Nation <emily.martin@saugeenojibwaynation.ca>; Southgate Mailbox <southgate@SVCA.ON.CA>; Union Gas <ontugllandsinq@uniongas.com>; William Gott <wgott@southgate.ca>; WSP on behalf of Bell <circulations@wsp.com>
Subject: C32-21 Notice of Public Meeting

****[CAUTION]:** This email originated from outside of the organization. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

Please find the below link for the Notice of Public Meeting for Zoning By-law Amendment Application C32-21.

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notices.aspx#C32-21-Harper-Homes-Inc-Associated-with-B11-21>

The meeting is scheduled for **January 19, 2022 at 6PM**. Please supply all comments on the above notification by **January 12, 2022** so they may be included in the public agenda.

Comments can be received by:

Email: hmalynyk@southgate.ca

Fax: 519-923-9262 Attn: Holly Malynyk

Mail: Holly Malynyk, Customer Service and Support
185667 Grey County Road 9
Dundalk, ON N0C 1B0

Thank you for your attention to this matter.

Holly Malynyk
Customer Service and Support
Township of Southgate

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

☎ 519-923-2110 ext. 233 | Fax 519-923-9262

✉ hmalynyk@southgate.ca | www.southgate.ca



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

SENT ELECTRONICALLY ONLY: emilne@southgate.ca

November 14, 2021

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

ATTENTION: Elisha Milne, Administrative & Legislative Coordinator

Dear Ms. Milne,

RE: Consent to Sever Land B11-21 (Harper Homes)
224231 Southgate Road 22
South Part Lot 16 Concession 18
Roll No.: 420706000204000
Geographic Township of Egremont
Township of Southgate

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the above-noted application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 169/06 (SVCA's Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses Regulation). SVCA staff has also provided comments as per our Memorandum of Agreement (MOA) with the Township of Southgate representing natural hazards, and natural heritage. Furthermore, the application has been reviewed through our role as a public body under the *Planning Act* as per our Conservation Authority Member approved Environmental Planning and Regulations Policies Manual, amended October 16, 2018.

Purpose

The purpose of the application is to sever a portion of the subject lands to create a new residential lot. The retained lot which already has a house will remain as is. The proposed severed and retained lots will have 40m of frontage and an area of 1618m². The lots will have frontage on Southgate Road 22.

Recommendation

SVCA staff find the application acceptable. The subject property does not contain any natural hazard features or other environmental features of interest to SVCA or as per our MOA with the Township of Southgate. As such, it is the opinion of SVCA staff that the application is consistent with the Natural Hazard and Natural Heritage Policies of the PPS, 2020 and the Township of Southgate Official Plan.



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

Township of Southgate
B11-21 (Harper Homes)
November 14, 2021
Page 2 of 2

Additionally, the property is not within the SVCA Approximate Regulated Area/ SVCA Approximate Screening Area, and is not subject to Ontario Regulation 169/06, or to the policies of SVCA at this time, and as such, permission from the SVCA is not required for development on the property.

Please inform this office of any decision made by the planning approval authority with regards to the application. We respectfully request to receive a copy of the decision and notice of any appeals filed. Should you have any questions, please contact the undersigned.

Sincerely,



Michael Oberle
Environmental Planning Technician
Saugeen Conservation
MO/

cc: Harper Homes, owner/applicant (via email)
Barbara Dobreen, SVCA Authority Member representing the Township of Southgate (via email)

Township of Southgate

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

Jim Ellis,

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



Phone: 519-923-2110 ext. 250

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Cell: 519-378-3777

Public Works Department

Date: December 22, 2021

File No.: C32-21

Can a safe access be provided? Yes ☒ No ☐

Road Drainage Concern: None

Road Standard: Rural asphalt

Road Widening Necessary? Yes ☒ No ☐

Entrance Requirements: 1 existing entrance

Load Restricted Road: Yes ☒ No ☐

Comments:

Property is located in the Dromore Municipal Drainage Works

Risk Management Office

Property is located in a Well Head Protection Area:

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

Comments:

Signed: _____

Jim Ellis, Public Works Manager / Risk Management Official

Dave Milliner, CAO
Township of Southgate
185667 Grey County Road 9
Dundalk, ON N0C 1B0

RE: Request for Consideration of Ministerial Zoning Order on Three Properties in and around Dundalk

Dear Mr. Milliner:

We would like to formally request that an item be included on the Township Council Agenda for the Meeting scheduled to take place the evening of Wednesday January 19th for our team to make a presentation to Township Council on our request for support for three Ministerial Zoning Orders (MZOs) on three distinct landholdings that are either currently owned by FLATO Developments Inc. (FLATO) or by the Township of Southgate in partnership with FLATO.

Those 3 landholdings are listed below:

Dundalk North – PT LOT 229 CON 3 SWTSR PROTON AS IN R547329; Southgate being PIN NO 37316-0083

Dundalk West – PT LOT 225-226 CON 2 SWTSR PROTON PT 1 16R7565; Southgate being PIN NO 37267-0072

Dundalk Southeast – PT LOTS 238-240 CONT 1 SWTSR PROTON; PT LOT 238 CON 2 WTSR PROTON AS IN GS61405 EXCEPT PT 1-2 16R6077, GS76867, R492286 & LYING NE OF R492286; SOUTHGATE being PIN 37268-0506

The purpose of the MZO is to enable the continued growth of the community of Dundalk on lands primarily located outside the current settlement boundary and help facilitate Dundalk becoming more of a complete community.

The Dundalk North and Dundalk West landholdings are planned to accommodate residential development whereas the Dundalk Southeast landholding which is planned to accommodate the extension of Eco Parkway through to Highway 10, is planned to accommodate a variety of land uses including highway commercial uses, live-work units, low density residential, medium density back to back townhouses, purpose built affordable housing and light industrial uses.

Our consultant team is currently working on completing a package of supporting material and it is expected this material will be provided to the Township shortly to also be included in the Agenda package for the meeting on January 19th.

Yours truly,


Shakir Rehmatullah
President
FLATO Developments Inc.

FLATO Dundalk MZO Request

Dundalk North, Dundalk West,
and Dundalk Southeast

Kory Chisholm | MHBC
Shakir Rehmatullah | FLATO

Wednesday, January 19, 2022 40

Project Team

- Owner – 
- Planning – 
- Engineering – 
- Environmental – 



Background

- FLATO has submitted a request for Ministerial Zoning Order (MZO) to the Township and Minister's Office
- This process allows the Minister's office to fast track zoning approvals on identified projects that address Provincial priorities





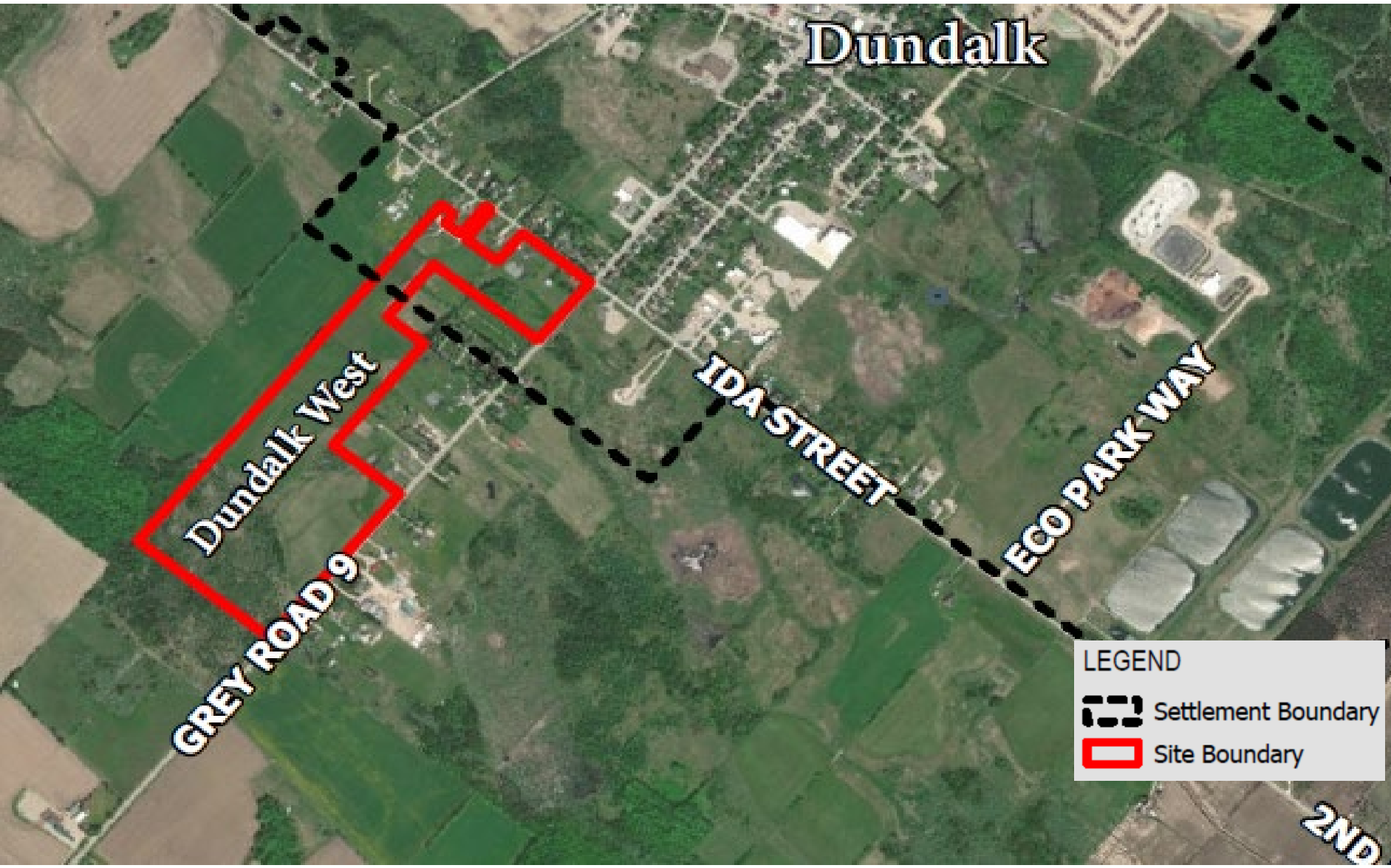
LEGEND

-  Settlement Boundary
-  Site Boundary


DUNDALK NORTH CONCEPT PLAN




JANUARY 14, 2022

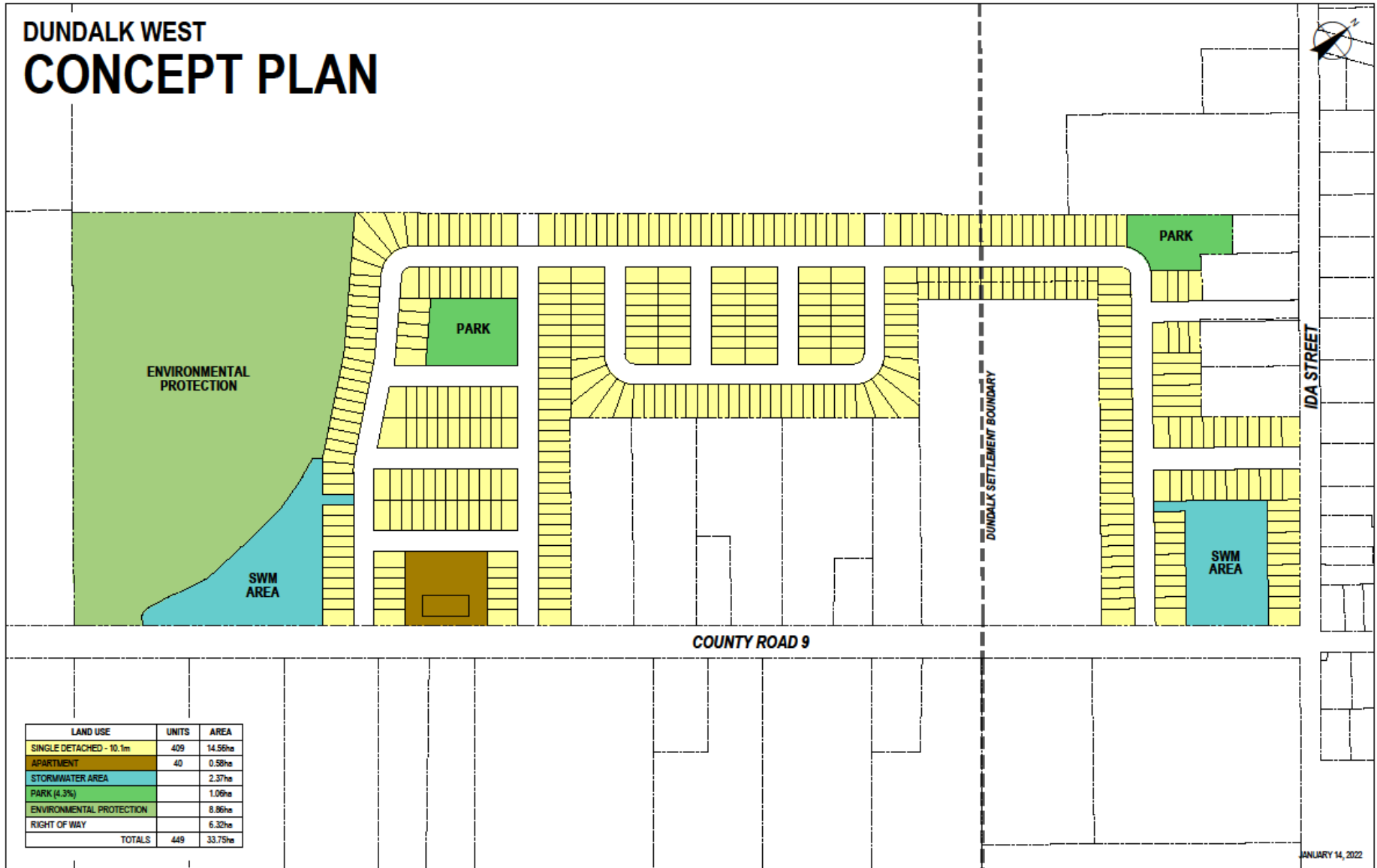


LEGEND

 Settlement Boundary

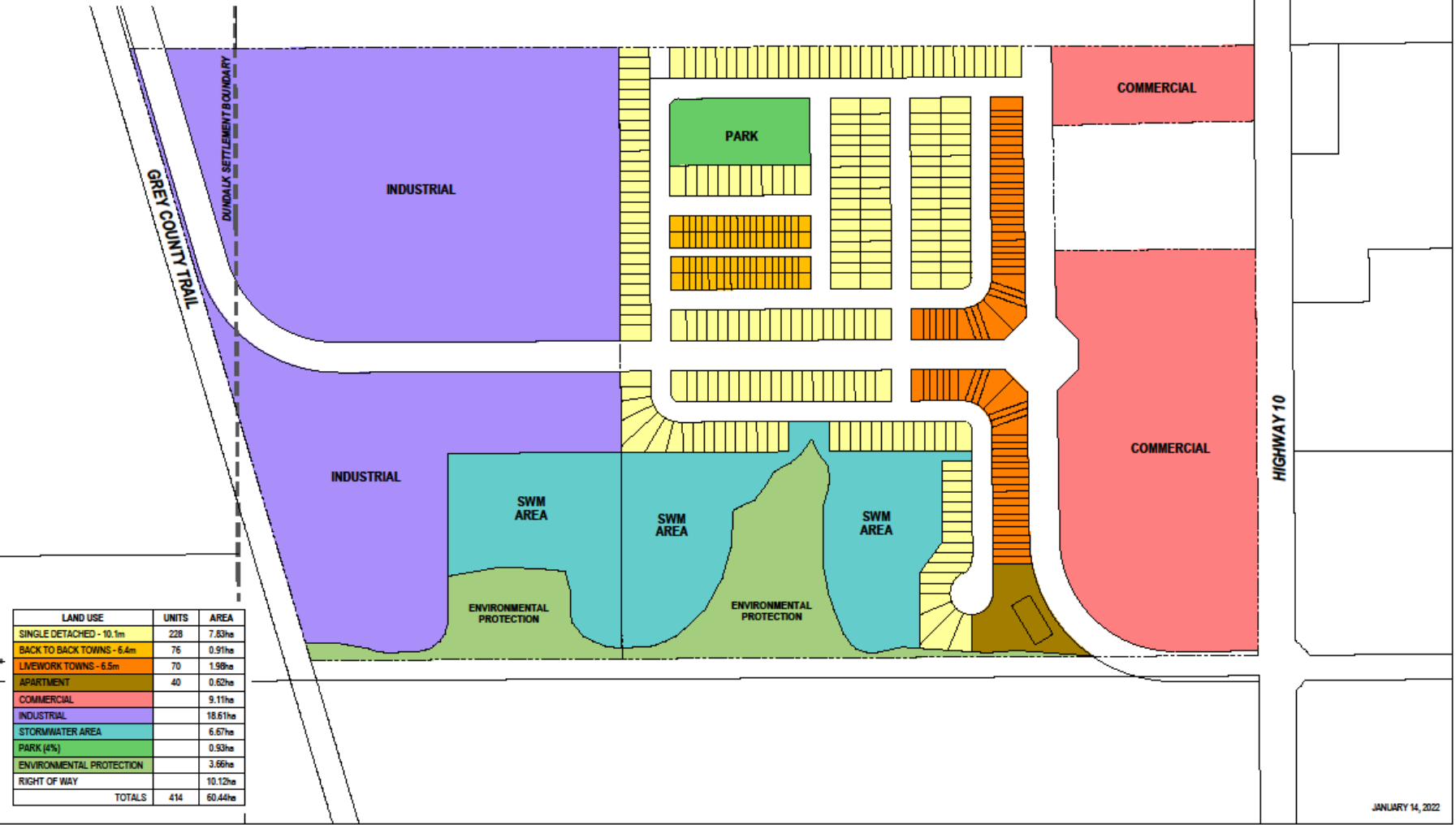
 Site Boundary

DUNDALK WEST CONCEPT PLAN





DUNDALK SOUTHEAST CONCEPT PLAN



Benefits of Proposed MZO

- Addresses Provincial housing crisis by providing additional housing supply of smaller dwelling types:
 - Single Detached Dwellings
 - Semi-Detached Dwellings
 - Townhouse Dwellings
 - Back-to-Back Townhouse Dwellings
 - Live-Work Townhouse Dwellings
 - Rental Apartments
- Provides affordable housing

Benefits of Proposed MZO

- Provides jobs – construction & trades, industrial and commercial lands
- Provides new community amenities:
 - Parks & Trails
 - Stormwater Management Ponds
 - Environmental Protection Areas
- Facilitates Eco Parkway road extension
- Provides significant investment in Township over long term which will fund infrastructure improvements



Dundalk North

MAIN STREET EAST
HIGHWAY 10

Dundalk

Dundalk Southeast

Dundalk West

IDA STREET

ECO PARK WAY

GREY ROAD 9

THANK-YOU



Township of Southgate

Minutes of Council Meeting

December 15, 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
William Gott, Treasurer
Bev Fisher, Chief Building Official
Kevin Green, Facilities Manager
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. 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

No members of the public spoke at open forum.

5. Confirmation of Agenda

Deputy Mayor Milne arrived at the meeting at 7:01 PM.

No. 2021-755

Moved By Councillor Frew

Seconded By Councillor Rice

Be it resolved that Council confirm the agenda as amended to include a revised schedule to By-law 2021-186 - ZBA C14-20 Edwin Martin and revised drawings to By-law 2021-183 - Site Plan Agreement SP25-21 - Edwin Martin.

Carried

6. Declaration of Pecuniary Interest

Mayor Woodbury declared a conflict of interest to item 9.4.1 and 9.4.2 as he is a member of the Board of Directors for the South East Grey Community Health Centre and did not participate in the discussions or voting of the items.

7. Delegations & Presentations

7.1 Youth Action Committee - Jaykob Thompson and Kellie Rourke

No. 2021-756

Moved By Councillor Dobreen
Seconded By Councillor Shipston

Be it resolved that Council receive the Youth Action Committee's presentation as information.

Carried

8. Adoption of Minutes

No. 2021-757

Moved By Deputy Mayor Milne
Seconded By Councillor Sherson

Be it resolved that Council approve the minutes from the December 1, 2021 Council and Closed Session meeting as presented; and
That Council approve the minutes from the December 8, 2021 Special Council and Closed Session meetings as presented.

Carried

9. Reports of Municipal Officers

9.1 Treasurer William Gott

9.1.1 FIN2021-043 Fees and Charges

No. 2021-758

Moved By Councillor Shipston
Seconded By Councillor Rice

Be it resolved that Council received Staff Report FIN2021-043 Fees and Charges as information; and
That Council consider By-law 2021-188, being a by-law to establish fees and charges for certain services provided by the Township of Southgate for approval.

Carried

9.1.2 By-law 2021-188 - Adopt Fees and Charges

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-759

Moved By Councillor Dobreen

Seconded By Councillor Sherson

Be it resolved that by-law number 2021-188 being a by-law to establish fees and charges for certain services provided by the Township of Southgate be read a first, second and third time, finally passed, 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)

9.1.3 FIN2021-044 Appointment of Auditor

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

Be it resolved that Council receive Staff Report FIN2021-044 Appointment of Auditor as information; and
That Council appoint BDO Canada LLP as the auditor of the annual financial statements for the fiscal years of 2021 and 2022.

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

Amendment:

No. 2021-760

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

Be it resolved that Council amend the second clause of the motion to state: "**That** Council appoint BDO Canada

LLP as the auditor of the annual financial statements for the fiscal year of 2021."; and

That Council add a third clause that states: "**That** Council direct staff to release a Request for Proposals in 2022 for future auditor services for the Township of Southgate."

Carried

Motion as Amended:

No. 2021-761

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

Be it resolved that Council receive Staff Report FIN2021-044 Appointment of Auditor as information; and

That Council appoint BDO Canada LLP as the auditor of the annual financial statements for the fiscal year of 2021; and

That Council direct staff to release a Request for Proposals in 2022 for future auditor services for the Township of Southgate.

Carried

9.2 Clerk Lindsey Green

9.2.1 CL2021-038 2022 Council Meeting Calendar Approval

Moved By Councillor Sherson

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CL2021-038 as information; and

That Council approve the 2022 Council Meeting Calendar, as presented; and

That Council direct the Clerk to bring back necessary amendments to the Procedural By-law regarding meeting times and any other recommended updates.

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

Amendment:

No. 2021-762

Moved By Deputy Mayor Milne

Seconded By Councillor Frew

Be it resolved that Council add a fourth clause to the motion that states: "**That** the calendar be amended to have the January 19, 2022 Council Meeting begin at 6 PM rather than 9 AM.

Carried

Motion as Amended:

No. 2021-763

Moved By Councillor Sherson

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report CL2021-038 as information; and

That Council approve the 2022 Council Meeting Calendar, as presented; and

That Council direct the Clerk to bring back necessary amendments to the Procedural By-law regarding meeting times and any other recommended updates; and

That the calendar be amended to have the January 19, 2022 Council Meeting begin at 6 PM rather than 9 AM.

Carried

**9.2.2 CL2021-039-2022 Municipal Elections Voting
Services Contract Award Approval**

No. 2021-764

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CL2021-039 for information; and

That Council approve awarding the 2022 Municipal Elections Internet and Telephone Voting Services contract to ScytI Canada Inc.; and

That Council approves the Clerk accepting the proposal from ScytI Canada Inc. on behalf of the Township.

Carried

**9.2.3 CL2021-040-Support Simcoe County Resolution re:
Annual Emergency Exercise Requirement**

No. 2021-765

Moved By Councillor Dobreen

Seconded By Deputy Mayor Milne

Whereas *Ontario Regulation 380/04: Standards* under the *Emergency Management and Civil Protection Act* sets the municipal standards for emergency management programs in Ontario and requires municipalities to conduct an annual exercise with their Emergency Control Group in order to evaluate the municipality's emergency response plan and procedures, O. Reg. 380/04, s. 12 (6);

Whereas Emergency Management Ontario previously granted municipalities exemption for the annual exercise requirement when the municipality experienced an actual emergency with documented proof of the municipality actively engaging their emergency management procedures and plan in response to the emergency;

Whereas on August 5, 2021 the Chief, Emergency Management Ontario issued a memo to Community Emergency Management Coordinators stating that effective immediately, the Chief, EMO would no longer be issuing exemptions to the *O. Reg. 380/04* requirement to conduct an annual exercise;

Whereas municipalities experience significant costs and burden to staff resources when faced with the response to an actual emergency and activation of their Emergency

Control Group and/or Emergency Operations Centre;
Whereas a municipality's response to an actual emergency is more effective than an exercise in evaluating its emergency response plan and procedures as mandated by O. Reg. 380/04;

Whereas planning, conducting and evaluating an emergency exercise requires significant time and effort for the Community Emergency Management Coordinator and Municipal Emergency Control Group that is duplicated when the municipality experiences a real emergency;

Now Therefore Be It Resolved That the Corporation of the Township of Southgate hereby requests the Province of Ontario to amend *Ontario Regulation 380/04* under the *Emergency Management and Civil Protection Act* to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year in recognition of the significant resources used to respond to the emergency and the effectiveness of such response in evaluating the municipality's emergency response plan and procedures; and

That a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, Solicitor General, Grey-Bruce MPP Bill Walker, and all other municipalities in Ontario.

Carried

9.3 Public Works Manager Jim Ellis

9.3.1 PW2021-058 Southgate Special Public Event and Road Closure Policy

No. 2021-766

Moved By Councillor Frew

Seconded By Deputy Mayor Milne

Be it resolved that Council receive Staff Report PW2021-058 for information; and

That Council consider approving the Southgate Special Public Event and Road Closure Policy No. 91 as presented; and

That Council consider approval of the Policy #91 by municipal By-Law 2021-185

Carried

9.3.2 By-law 2021-185 - Adopt Special Events and Road Closure Policy No. 91

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-767

Moved By Councillor Frew

Seconded By Councillor Rice

Be it resolved that by-law number 2021-185 being a by-law to adopt a "Special Events and Road Closure Policy" known as Policy Number 91 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)

9.3.3 PW2021-059 Carton Council of Canada 2021 Community Education Award

No. 2021-768

Moved By Councillor Sherson

Seconded By Councillor Dobreen

Be it resolved that Council receive Staff Report PW2021-059 for information; and
That Council direct staff to sign and return the Carton Council of Canada Agreement.

Carried

9.4 Chief Administrative Officer Dave Milliner

9.4.1 CAO2021-084 Southgate - SEGCHC Land Lease Agreement Final Approval for New Dundalk Medical Centre

Mayor Woodbury relinquished the Chair at 8:03 PM.
Deputy Mayor Milne assumed the Chair.

Mayor Woodbury declared a conflict of interest to item 9.4.1 as he is a member of the Board of Directors for the South East Grey Community Health Centre and did not participate in the discussion or vote of the item.

No. 2021-769

Moved By Councillor Dobreen
Seconded By Councillor Sherson

Be it resolved that Council receive staff report CAO2021-084 as information; and
That Council approve the SEGCHC-Southgate Land Lease Agreement document as presented; and
That Council consider approving the SEGCHC-Southgate Land Lease Agreement by municipal By-law 2021-175 at the December 15th, 2021, meeting.

Carried

9.4.2 By-law 2021-175 - SEGCHC Land Lease Agreement - Dundalk Medical Centre

Mayor Woodbury declared a conflict of interest to item 9.4.2 as he is a member of the Board of Directors for the

South East Grey Community Health Centre and did not participate in the discussion or vote of the item.

Deputy Mayor Milne requested a recorded vote on the main motion.

No. 2021-770

Moved By Councillor Frew

Seconded By Councillor Shipston

Be is resolved that by-law number 2021-175 being a by-law to authorize an agreement between South-East Grey Community Health Services 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 (6): Deputy Mayor Milne, Councillor Dobreen, Councillor Sherson, Councillor Rice, Councillor Frew, and Councillor Shipston

Declared (1): Mayor Woodbury

Carried (6 to 0)

Mayor Woodbury assumed the Chair at 8:08 PM.

9.4.3 CAO2021-085 Southgate Climate Change Action Planning Update

No. 2021-771

Moved By Councillor Shipston

Seconded By Deputy Mayor Milne

Be it resolved that Council receive Staff Report CAO2021-085 as information; and

That Council approve that staff continue to develop the Southgate Climate Change Action Strategy Plan Report document that includes a list of actionable items for each department related to municipal infrastructure improvements to create resiliency, procurement improvements, energy efficiency upgrades as well as

strategies to reduce energy consumption, Council and staff education & training, community-resident education, financial incentives to create action and policy changes to drive reductions in emissions; and

That Council direct staff to create in 2022 an annual process to create a 5 year and eventually 10 year rolling Climate Change capital investments plan to identify specific actions, projects and policy change to create climate change improvements for our community; and

That Council support staff in the creation of a Southgate Climate Change Action Committee of staff, including the Mayor or a designate to create progress of this work to develop change in our staff thinking and culture, that will include working with the Grey County Climate Change Manager Linda Swanston as a resource, educator and support and guidance for our committee work; and

That the Southgate Climate Change Action Plan become a strategy going forward with Council to guide the Township as we make decisions on policy and projects, that will feed our future Asset Management Planning and the Capital-Special Project Budget decisions made annually.

Carried

9.4.4 CAO2021-086 Southgate TTH Dundalk Olde Town Hall Financial Partnership Use Agreement

Councillor Dobreen requested a recorded vote on the main motion.

No. 2021-772

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report CAO2021-086 as information; and

That Council direct staff to continue to work to finalize the Draft Southgate-Team Town Hall Dundalk Olde Town Hall Cultural Space Financial Commitment and Use Partnership

Agreement with Team Town Hall; and

That Council direct staff to send the final drafted Southgate-Team Town Hall Dundalk Olde Town Hall Cultural Space Financial Commitment and Use Partnership Agreement with Team Town Hall acceptance to our lawyer for review; and

That Council direct staff to bring back the final version of the Southgate-Team Town Hall Dundalk Olde Town Hall Cultural Space Financial Commitment and Use Partnership Agreement for Council approval and consider approval by Municipal By-law at the January 19, 2022 meeting.

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

Nay (1): Councillor Rice

Carried (6 to 1)

9.4.5 CA02021-087 Dundalk Olde Town Hall Purchase and Sale Agreement to Wellington Capital Corporation

No. 2021-773

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

Be it resolved that Council receive Staff Report CA02021-087 as information; and

That Council direct staff to continue to work to finalize the Draft Dundalk Olde Town Hall Building Property Purchase and Sale Agreement with Wellington Capital Corporation, which includes the property sale conditions, a listing of the building's capital projects to be completed for public occupancy and a facility lease of the cultural space to the Township of Southgate from Wellington Capital Corporation as the landlord; and

That Council direct staff to send for legal review the final drafted Dundalk Olde Town Hall Property Sale Agreement with Wellington Capital Corporation, which includes the

Building Cultural Space Lease Agreement to the Township of Southgate with Wellington Capital Corporation as the landlord following their preliminary acceptance of these complimentary agreements; and

That Council direct staff to bring back the final version of the Dundalk Olde Town Hall Property to Wellington Capital Corporation and Building Cultural Space Lease Agreement for Council approval and consider to approve by Municipal By-law at the January 19, 2022 meeting.

Carried

9.4.6 CAO2021-088 Good Roads 2022 Conference Delegation Request

No. 2021-774

Moved By Councillor Dobreen

Seconded By Deputy Mayor Milne

Be it resolved that Council receive staff report CAO2021-088 as information; and

That Council provide staff with direction and/or feedback on applying for Minister delegation requests at the Good Roads Conference in 2022.

Carried

Council recessed at 8:50 PM and returned at 8:55 PM.

9.5 HR Coordinator Kayla Best

9.5.1 HR2021-034 - Staff Step Increases for Wages

No. 2021-775

Moved By Councillor Frew

Seconded By Deputy Mayor Milne

Be it resolved that Council receive staff report HR2021-034 for information; and

That Council approve a one step pay band increase for eligible employees, effective January 1, 2022; and

That Council approve an additional or two step pay band

increase for 3 eligible employees, effective January 1, 2022.

Carried

9.5.2 HR2021-035 - Policy No. 8 Hiring Policy Updates

No. 2021-776

Moved By Deputy Mayor Milne

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report HR2021-035 for information; and

That Council approve updated Policy #8 Hiring Policy as presented; and

That Council consider approval of the Policy #8 Hiring Policy by Municipal By-Law 2021-184.

Carried

9.5.3 By-law 2021-184 - Adopt Hiring Policy No. 8

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-777

Moved By Councillor Dobreen

Seconded By Deputy Mayor Milne

Be it resolved that by-law number 2021-184 being a by-law to adopt a "Hiring Policy" known as policy number 8 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)

9.5.4 HR2021-037 - Planning Laptop Replacement

No. 2021-778

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

Be it resolved that Council receive Staff Report HR2021-037 for information; and

That Council approve the use of the Modernization Fund for replacement of planning laptop and technology.

Carried

9.6 Planner Clinton Stredwick

9.6.1 PL2021-103 – ZBA C14-20 Edwin Martin

No. 2021-779

Moved By Councillor Sherson

Seconded By Deputy Mayor Milne

Be it resolved that Council receive Staff Report PL2021-103 for information; and

That Council consider approval of By-law 2021-186.

Carried

9.6.2 By-law 2021-186 - ZBA C14-20 Edwin Martin

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-780

Moved By Deputy Mayor Milne

Seconded By Councillor Sherson

Be it resolved that by-law number 2021-186, as amended, 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)

9.6.3 PL2021-104 - SP25-21 Edwin Martin

No. 2021-781

Moved By Deputy Mayor Milne

Seconded By Councillor Rice

Be it resolved that Council receive Staff Report PL2021-104 for information; and

That Council consider approval of By-law 2021-183 authorizing the entering into a Site Plan Agreement.

Carried

9.6.4 By-law 2021-183 - SP25-21 Edwin Joseph Martin

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-782

Moved By Councillor Sherson

Seconded By Councillor Rice

Be it resolved that by-law number 2021-183, as amended, 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.

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

Carried (7 to 0)

9.6.5 PL2021-095 - ZBA C22-21 Sharon and Timothy Roberts

No. 2021-783

Moved By Councillor Sherson

Seconded By Deputy Mayor Milne

Be it resolved that Council receive Staff Report PL2021-095 for information; and

That Council consider approval of By-law 2021-187.

Carried

9.6.6 By-law 2021-187 - ZBA C22-21 Sharon and Timothy Roberts

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-784

Moved By Councillor Frew

Seconded By Councillor Rice

Be it resolved that by-law number 2021-187 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)

10. By-laws and Motions

10.1 By-law 2021-100 - Tile Drain Loan Rating By-law

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-785

Moved By Deputy Mayor Milne

Seconded By Councillor Sherson

Be it resolved that by-law number 2021-100 being a by-law imposing special annual drainage rates upon land in respect of which money is borrowed under the Tile Drainage Act be read a first, second and third time and 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)

10.2 By-law 2021-181 Election Sign By-law 2017-129 Amendment

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that by-law number 2021-181 being a by-law to regulate Election Signs in the Township of Southgate be read a first, second and third time and finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Deputy Mayor Milne moved the following motion.

Mayor Woodbury requested a recorded vote on the motion.

No. 2021-786

Moved By Deputy Mayor Milne
Seconded By Councillor Sherson

Be it resolved that Council defer the approval of By-law 2021-181 and direct staff to bring back further information to a future Council meeting.

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

Nay (1): Councillor Shipston

Carried (6 to 1)

10.3 By-law 2021-182 - Early ON Dundalk Arena Lease Agreement

Mayor Woodbury requested a recorded vote on the main motion.
No. 2021-787

Moved By Deputy Mayor Milne
Seconded By Councillor Dobreen

Be it resolved that by-law number 2021-182 being a by-law to authorize an agreement between Kids and Us Community Childcare and Family Education Centres 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)

Councillor Dobreen moved the following motion.
No. 2021-788

Moved By Councillor Dobreen
Seconded By Councillor Sherson

Be it resolved that Council proceed past 10:00 PM.

Carried

11. Notice of Motion

11.1 Notice of Motion - Mayor Woodbury - SMART Partnership Extension for 2022

Mayor Woodbury relinquished the Chair at 9:39 PM to move the following motion.

Deputy Mayor Milne assumed the Chair.

No. 2021-789

Moved By Mayor Woodbury

Seconded By Councillor Shipston

Whereas Council approved resolution number 2019-794 at the December 4, 2019 regular meeting of Council directing staff to provide notice to Saugeen Mobility and Regional Transit (SMART) of the Township of Southgate's intention to withdraw from the SMART partnership as a member, and further recommended that member municipalities cooperatively explore amalgamation of services with Grey and Bruce Counties to deliver the SMART service; and

Whereas the COVID-19 pandemic decreased the member municipalities time and efforts in exploring an amalgamation of services to deliver the SMART service; and

Whereas Council approved an extension of the SMART services for 2021 at the November 4, 2020 regular Council meeting by resolution number 2020-511 due to the COVID-19 pandemic,

Therefore be it resolved that Council direct staff to provide notice to SMART to continue with the use of their services for 2022.

Carried

Mayor Woodbury assumed the Chair at 9:41 PM.

12. Consent Items

12.1 Regular Business (for information)

No. 2021-790

Moved By Deputy Mayor Milne

Seconded By Councillor Rice

Be it resolved that Council approve the items on the Regular Business consent agenda dated December 15, 2021 and direct staff to proceed with all necessary administrative actions.

Carried

**12.1.1 CL2021-041- Government of Ontario
Announcement re New Progressive Jackpot Raffle
Offering and a new Social Gaming Licence**

12.1.2 FIN2021-040 Water and Wastewater Billings

**12.1.3 FIN2021-045 Financial Report – November
2021**

**12.1.4 PW2021-060 How to Share the Road with Our
Horse & Buggy Community Neighbours**

12.1.5 Librarian CEO Report

**12.1.6 November 2021 Building, Bylaw and Canine
Report**

12.1.7 November 2021 Cheque Register

12.2 Correspondence (for information)

No. 2021-791

Moved By Deputy Mayor Milne

Seconded By Councillor Dobreen

Be it resolved that Council receive the items on the Correspondence consent agenda dated December 15, 2021 as information.

Carried

12.2.1 Grand River Watershed Committee - Municipal Representative Attendance

12.2.2 GRCA - Draft Transition Plan Requirement under Ontario Regulation 687-21 - received November 29, 2021

12.2.3 GRCA - General Meeting Summary - received November 26, 2021

12.2.4 Ministry of the Environment, Conservation and Parks - Letter to Stakeholders - received December 6, 2021

12.2.5 Ministry of Infrastructure - OCIF Funding Township of Southgate

12.2.6 MPP Bill Walker - OCIF Funding to Local Municipalities - received December 9, 2021

12.3 Resolutions of Other Municipalities (for information)

No. 2021-792

Moved By Deputy Mayor Milne

Seconded By Councillor Rice

Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated December 15, 2021 as information.

Carried

12.3.1 Town of Blue Mountains - Grey Gables Long Term Care 128-Bed Redevelopment - received November 29, 2021

12.3.2 Town of Cochrane - Property Assessment - received November 30, 2021

12.3.3 Town of Georgina - Plastic Wrap Disposal - received November 29, 2021

12.3.4 City of Kitchener - Conversion Therapy - received December 1, 2021

12.3.5 City of Kitchener - Fire Safety Measures - received December 1, 2021

12.3.6 City of St. Catharines - National Childcare Program - received December 1, 2021

12.3.7 Town of Penetanguishene - Concerning Rates of Recidivism - received December 7 2021

12.3.8 Municipality of Meaford - Grey Gables Long Term Care 128-Bed Redevelopment - received December 8, 2021

12.3.9 Township of Scugog - Bus Stop Dead End Roads - received December 8, 2021

12.4 Closed Session (for information)

No. 2021-793

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that Council receive the items on the Closed Session consent agenda dated December 15, 2021 as information.

Carried

12.4.1 By-law 2021-100 - Tile Drain Loan Rating By-law - Confidential Schedule A

12.4.2 Litigation or Potential Litigation – Recent Court Decision – Update

13. County Report

Mayor Woodbury touched on highlights from the last County Council meeting. Further information can be found [here](#).

14. Members Privilege - Good News & Celebrations

Deputy Mayor Milne noted that in the last issue of the Dundalk Herald newspaper in the past history section from 40 years ago, a new

Council was announced that was noted as the Township of Melancthon by mistake, and it was actually the Township of Egremont Council.

Councillor Dobreen noted that both the Holstein and Dundalk Santa Claus Parades were very well attended events and thanked the organizers and Council members for attending. Members thanked Councillor Dobreen for her efforts in organizing the Council floats for both parades.

Members and CAO Milliner wished Council, staff and residents a safe and happy Holidays and thanked everyone for their efforts over another tough year amidst the Covid-19 pandemic.

15. Closed Meeting

None

16. Confirming By-law

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-794

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that by-law number 2021-189 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 December 15, 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)

17. Adjournment

No. 2021-795

Moved By Deputy Mayor Milne

Be it resolved that Council adjourn the meeting at 9:54 PM.

Carried

Mayor John Woodbury

Clerk Lindsey Green



Township of Southgate

Minutes of Special Council Meeting

December 21, 2021

9 AM

Electronic Participation

Members Present: Mayor John Woodbury
Deputy Mayor Brian Milne
Councillor Barbara Dobreen
Councillor Michael Sherson (arrived at 9:55 AM)
Councillor Jason Rice
Councillor Jim Frew
Councillor Martin Shipston

Staff Present: Dave Milliner, Chief Administrative Officer
Lindsey Green, Clerk
Jim Ellis, Public Works Manager
William Gott, Treasurer
Kevin Green, Facilities Manager
Lacy Russell, Librarian CEO
Derek Malynyk, Fire Chief
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 9:00 AM.

3. Open Forum - Register in Advance

No members of the public spoke at Open Forum.

4. Confirmation of Agenda

No. 2021-796

Moved By Deputy Mayor Milne

Seconded By Councillor Shipston

Be it resolved that Council confirm the agenda as presented.

Carried

5. Declaration of Pecuniary Interest

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

6. Committee of the Whole

6.1 Resolve into Committee of the Whole

No. 2021-797

Moved By Councillor Rice

Seconded By Councillor Dobreen

Be it resolved that Council recess the Special Council meeting at 9:02 AM and move into the Committee of the Whole meeting to allow for fuller discussion regarding 2022 Budget.

Carried

6.2 Appointment of Chair

No. 2021-798

Moved By Deputy Mayor Milne

Seconded By Councillor Frew

Be it resolved that the Committee appoint Mayor Woodbury as Chair of the Committee of the Whole meeting on December 21, 2021.

7. Reports of Municipal Officers

7.1 Treasurer William Gott

7.1.1 Staff Report FIN2021-046 2022 Budget

Councillor Sherson arrived to the meeting at 9:55 AM.

Moved By Deputy Mayor Milne

Seconded By Councillor Shipston

Be it resolved that Committee of the Whole receive Staff Report FIN2021-046 2022 Budget as information; and

That Committee of the Whole recommend to Council that the 2022 Budget be presented at the Public Information Meeting being held on January 11, 2022; and

That Committee of the Whole recommend to Council that the 2022 Budget, as presented, be considered for approval at the February 2, 2022, Council meeting.

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

Amendment:

No. 2021-799

Moved By Deputy Mayor Milne

Seconded By Councillor Frew

Be it resolved that the committee amend the second clause of the motion to state: "**That** the Committee of the Whole recommend to Council that the 2022 Budget be presented, with amendments to include all proposed budget cuts, as presented, other than the By-law Enforcement FTE, at the Public Information Meeting being held on January 11, 2022."; and

That the Committee amend the third clause of the motion to state: "**That** the Committee of the Whole recommend that Council direct staff to amend the 2022 budget with amendments to include all proposed budget cuts, as

presented, other than the By-law Enforcement FTE, and bring back for Council's consideration and approval at a future meeting."

Carried

Motion as Amended:

No. 2021-800

Moved By Deputy Mayor Milne

Seconded By Councillor Shipston

Be it resolved that Committee of the Whole receive Staff Report FIN2021-046 2022 Budget as information; and

That the Committee of the Whole recommend to Council that the 2022 Budget be presented, with amendments to include all proposed budget cuts, as presented, other than the By-law Enforcement FTE, at the Public Information Meeting being held on January 11, 2022; and

That the Committee of the Whole recommend that Council direct staff to amend the 2022 budget with amendments to include all proposed budget cuts, as presented, other than the By-law Enforcement FTE, and bring back for Council's consideration and approval at a future meeting.

Carried

8. Resolve back to Council

No. 2021-801

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that the Committee resolve back to the Special Council meeting at 11:06 AM.

Carried

9. Motions Resulting from Committee of the Whole

9.1 Staff Report FIN2021-046 2022 Budget

Moved By Councillor Frew

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report FIN2021-046 2022 Budget as information; and

That Council approve that the 2022 Budget be presented with amendments to include all proposed budget cuts, as presented, other than the By-law Enforcement FTE, at the Public Information Meeting being held on January 11, 2022; and

That that Council direct staff to amend the 2022 budget with amendments to include all proposed budget cuts, as presented, other than the By-law Enforcement FTE, and bring back for Council's consideration and approval at a future meeting.

Councillor Dobreen moved the following amendment to the main motion.

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

Councillor Sherson was absent for the vote due to technical issues with his electronic connection.

Amendment:

No. 2021-802

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council amend the third clause of the motion to state: "**That** Council consider approval of the 2022 budget at the February 2, 2022, Council meeting."

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

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

Absent (1): Councillor Sherson

Failed (3 to 3)

Councillor Dobreen moved a motion to reconsider the amendment to the main motion.

A motion to reconsider requires a 2/3 vote.

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

Councillor Sherson re-established his electronic connection.

Amendment:

No. 2021-803

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council reconsider the amendment to the main motion.

Yay (4): Councillor Dobreen, Councillor Sherson, Councillor Rice, and Councillor Shipston

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

Failed, Requires 2/3 Vote

The motion to reconsider the amendment to the main motion failed, therefore the main motion was back on the floor.

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-804

Moved By Councillor Frew

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report FIN2021-046 2022 Budget as information; and

That Council approve that the 2022 Budget be presented with amendments to include all proposed budget cuts, as presented, other than the By-law Enforcement FTE, at the Public Information Meeting being held on January 11, 2022.; and

That that Council direct staff to amend the 2022 budget with amendments to include all proposed budget cuts, as presented,

other than the By-law Enforcement FTE, and bring back for Council's consideration and approval at a future meeting.

Yay (3): Mayor Woodbury, Deputy Mayor Milne, and Councillor Frew

Nay (4): Councillor Dobreen, Councillor Sherson, Councillor Rice, and Councillor Shipston

Failed (3 to 4)

Councillor Dobreen moved a motion to reconsider the main motion.

A motion to reconsider requires a 2/3 vote.

No. 2021-805

Moved By Councillor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council reconsider the main motion.

Carried, Requires 2/3 Vote

The motion to reconsider the main motion was carried, therefore the main motion was back on the floor.

Councillor Dobreen moved the following amendment to the main motion.

Amendment:

No. 2021-806

Moved By Councillor Dobreen

Seconded By Councillor Frew

Be it resolved that Council amend the third clause of the motion to read that Council consider approval of the 2022 budget at the February 2, 2022, Council meeting.

Carried

Motion as Amended:

No. 2021-807

Moved By Councillor Frew
Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report FIN2021-046 2022 Budget as information; and

That Council approve that the 2022 Budget be presented with amendments to include all proposed budget cuts, as presented, other than the By-law Enforcement FTE, at the Public Information Meeting being held on January 11, 2022; and

That Council direct staff to amend the 2022 budget with amendments to include all proposed budget cuts, as presented, other than the By-law Enforcement FTE, and bring back for Council's consideration and approval at the February 2, 2022 Council meeting.

Carried

10. Confirming By-law

Mayor Woodbury requested a recorded vote on the main motion.

No. 2021-808

Moved By Councillor Shipston
Seconded By Councillor Rice

Be it resolved that by-law number 2021-190 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its special meeting held on December 21, 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)

11. Adjournment

No. 2021-809

Moved By Deputy Mayor Milne

Be it resolved that Council adjourn the meeting at 11:27 AM.

Carried

Mayor John Woodbury

Clerk Lindsey Green

**Township of Southgate
Administration Office**

185667 Grey Road 9
Dundalk, ON N0C 1B0



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

Staff Report FIN2022-001

Title of Report: FIN2022-001 Temporary Borrowing

Department: Finance

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIN2022-001 Temporary Borrowing as information; and

That By-law 2022-001, being a by-law authorizing the temporary borrowing of money to meet current expenditures of the Municipality for the year 2022, be considered for approval.

Background:

The Township of Southgate has an established operating Line of Credit with CIBC in the amount of \$1,000,000.

On January 13, 2021, By-law 2021-001 being a by-law authorizing the temporary borrowing of money to meet current expenditures of the Municipality for the year 2021.

Staff Comments:

The Line of Credit with CIBC was not drawn upon during 2021 and is not currently being used.

Staff recommends that By-law 2022-001, being a by-law authorizing the temporary borrowing of money to meet current expenditures of the Municipality for the year 2022 be approved.

Financial Implications:

No financial impact is anticipated for 2022 as there was no need for temporary borrowing in 2021.

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:

Staff recommends that By-law 2022-001, being a by-law authorizing the temporary borrowing of money to meet current expenditures of the Municipality for the year 2022 be approved.

Respectfully Submitted,

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

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

The Corporation of the Township of Southgate

By-law 2022-001

Being a by-law to authorize the borrowing of money to meet current expenditures of the Council of the Corporation of the Township of Southgate (the "Municipality")

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

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

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

Whereas in accordance with subsection 407(1) of the Act, the Municipality considers it necessary to borrow the amount of \$1,000,000 to meet, until taxes are collected, the current expenditures of the Municipality for the year 2022; and

Whereas pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this by-law together with the total of any similar borrowings is not to exceed the limits set forth in the subsection; and

Whereas the total amount previously borrowed by the Municipality pursuant to subsection 407 that has not been repaid is \$0;

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

1. **That** the Mayor and the Treasurer are authorized on behalf of the Municipality to borrow from time to time by way of promissory note or bankers' acceptance from Canadian Imperial Bank of Commerce ("CIBC") a sum or sums not exceeding in the aggregate \$1,000,000 to meet, until taxes are collected, the current expenditures of the Municipality for the year (including the amounts required for the purposes mentioned in subsection 407(1) of the Act and to give to CIBC promissory notes or bankers' acceptances, as the case may be, sealed with the corporate seal of the Municipality and signed by the Head of Council and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with CIBC; and
2. **That** all sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from CIBC for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received; and
3. **That** the Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose; and

4. **That** the Treasurer is authorized to furnish to CIBC a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed that have not been repaid.

Read a first, second and third time and finally passed this 19th day of January, 2022.

John Woodbury – Mayor

Lindsey Green – Clerk

**Township of Southgate
Administration Office**

185667 Grey Road 9
Dundalk, ON N0C 1B0



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Staff Report FIN2022-002

Title of Report: FIN2022-002 2022 Interim Tax Levy

Department: Finance

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIN2022-002 2022 Interim Tax Levy as information; and

That By-law 2022-002, being a by-law to provide for interim tax levies for the 2022 fiscal year be considered for approval.

Background:

Section 317(1) of the Municipal Act, 2001 allows for "a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes". This By-Law is passed on an annual basis before the Interim Tax Bills are mailed to property owners.

Staff Comments:

The interim levy is calculated at 50% of the total taxes for municipal, county and education levied in the year 2021.

Financial Implications:

The interim tax bills are expected to be mailed the first week of March and the due dates for the installments will be March 29th, 2022 and June 28th, 2022.

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:

Staff recommends that By-law 2022-002, being a by-law to provide for interim tax levies for the 2022 fiscal year be considered for approval.

Respectfully Submitted,

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

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

The Corporation of the Township of Southgate

By-law Number 2022-002

Being a by-law to provide for interim tax levies for the 2022 fiscal year

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

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

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

Whereas Section 317(1) of the Act provides that the Council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality ratable for local municipality purposes; and

Whereas the Council of the Corporation of the Township of Southgate deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

In this by-law the following words shall be defined as:

"Collector" shall mean the Corporation of the Township of Southgate;

"Minister" shall mean the Minister of Finance;

"MPAC" shall mean the Municipal Property Assessment Corporation:

1. The amounts levied shall be as follows:

1.1 For the Residential, Pipeline, Farmland and Managed Forest property classes there shall be imposed and collected an interim levy of:

(a) the percentage prescribed by the Minister under Section 317(10) of the Municipal Act, 2001; or,

(b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2021.

1.2 For the Multi-Residential, Commercial and Industrial property classes there shall be imposed and collected an interim levy of:

(c) the percentage prescribed by the Minister under Section 317(10) of the Municipal Act, 2001; or

(d) 50% if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2021

2. For the purposes of calculating the total amount of taxes for the year 2022 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2021 because assessment was added to the collector's roll during 2022, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.

3. All taxes levied under this by-law shall be payable to the Collector in accordance with the provisions of this by-law.
4. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and one quarter percent (1¼%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues.
5. The interim tax levy imposed by this by-law shall be paid in two installments due on the following dates:

One-half (1/2) thereof on the 29th day of March, 2022;
One-half (1/2) thereof on the 28th day of June, 2022;
6. The Collector may mail or cause to be mailed to the address of the residence or place of business of each person, taxes under this by-law, a notice specifying the amount of taxes payable.
7. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Collector's roll under Section 340 of the Municipal Act, 2001.
8. The subsequent levy for the year 2022 to be made under the Municipal Act shall be reduced by the amount to be raised by the levy imposed by this by-law.
9. The provisions of Section 317 of the Municipal Act, 2001, as amended, apply to this by-law with necessary modifications.
10. The Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under paragraph 4 of this by-law in respect of non payment or late payment of any taxes or any installment of taxes.
11. Nothing in this by-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
12. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
13. This by-law shall come into force and take effect on the day of the final passing thereof.

Read a first, second and third time and finally passed this 19th day of January, 2022.

John Woodbury – Mayor

Lindsey Green – Clerk



Staff Report FIN2022-003

Title of Report: FIN2022-003 Fees and Charges

Department: Finance

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council received Staff Report FIN2022-003 Fees and Charges as information; and

That Council consider By-law 2022-003, being a by-law to establish fees and charges for certain services provided by the Township of Southgate for approval.

Background:

By-law 2021-078, being a by-law to establish fees and charges for certain services provided by the Township of Southgate was approved on June 2, 2021, effective July 1, 2021.

On December 15, 2021, Council received Staff Report FIN2021-043 and passed By-law 2021-188, being a by-law to establish fees and charges for certain services provided by the Township of Southgate effective January 1, 2022.

On December 15, 2021, Council received Staff Report PW2021-058 and passed By-law 2021-185, being a by-law to adopt a "Special Events and Road Closure Policy" known as Policy Number 91 effective December 15, 2021. By-law 2021-185 referred to the Fees and Charges By-law for the application fee, which Staff Report PW2021-058 suggested would be a non-refundable fee of \$50.

Staff Comments:

Staff recommends approval of By-law 2022-003, being a by-law to establish fees and charges for certain services provided by the Township of Southgate to replace Schedule E of By-law 2021-078, effective January 19, 2022.

Financial Implications:

The increase in the flat rate marker charges and contribution has no net impact.

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:

By-law 2022-003, being a by-law to establish fees and charges for certain services provided by the Township of Southgate be considered for approval in order to add a Special Public Event application fee of \$50.

Respectfully Submitted,

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

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

Attachment:

1. Schedule E - Proposed vs Current Fees and Charges Comparison

Township of Southgate
By-law 2022-003 Fees and Charges
Schedule E - Roads

| | Revised | | | Existing | | | Increase (Decrease) | | |
|--|----------------|----------|-------------|----------------|----------|-------------|---------------------|------|-------|
| | Fee | HST | Total | Fee | HST | Total | Fee | HST | Total |
| Entrance Permit | | | | | | | | | |
| Residential - Fee (non-refundable) | \$ 218.00 ea | \$ - | \$ 218.00 | \$ 218.00 ea | \$ - | \$ 218.00 | \$ - | \$ - | \$ - |
| Residential - Deposit (refundable upon a final approval inspection) | \$ 400.00 ea | \$ - | \$ 400.00 | \$ 400.00 ea | \$ - | \$ 400.00 | \$ - | \$ - | \$ - |
| Total | \$ 618.00 | \$ - | \$ 618.00 | \$ 618.00 | \$ - | \$ 618.00 | \$ - | \$ - | \$ - |
| Field - Fee (non-refundable) | \$ 218.00 ea | \$ - | \$ 218.00 | \$ 218.00 ea | \$ - | \$ 218.00 | \$ - | \$ - | \$ - |
| Field - Deposit (refundable upon a final approval inspection) | \$ 600.00 ea | \$ - | \$ 600.00 | \$ 600.00 ea | \$ - | \$ 600.00 | \$ - | \$ - | \$ - |
| Total | \$ 818.00 | \$ - | \$ 818.00 | \$ 818.00 | \$ - | \$ 818.00 | \$ - | \$ - | \$ - |
| Industrial/Commercial/Institutional (ICI) < 8 metres - Fee (non-refundable) | \$ 218.00 ea | \$ - | \$ 218.00 | \$ 218.00 ea | \$ - | \$ 218.00 | \$ - | \$ - | \$ - |
| Industrial/Commercial/Institutional (ICI) < 8 metres - Deposit (refundable upon a final approval inspection) | \$ 800.00 ea | \$ - | \$ 800.00 | \$ 800.00 ea | \$ - | \$ 800.00 | \$ - | \$ - | \$ - |
| Total | \$ 1,018.00 | \$ - | \$ 1,018.00 | \$ 1,018.00 | \$ - | \$ 1,018.00 | \$ - | \$ - | \$ - |
| Industrial/Commercial/Institutional (ICI) > 8 metres - Fee (non-refundable) | \$ 1,083.00 ea | \$ - | \$ 1,083.00 | \$ 1,083.00 ea | \$ - | \$ 1,083.00 | \$ - | \$ - | \$ - |
| Industrial/Commercial/Institutional (ICI) > 8 metres - Deposit (refundable upon a final approval inspection) | \$ 4,000.00 ea | \$ - | \$ 4,000.00 | \$ 4,000.00 ea | \$ - | \$ 4,000.00 | \$ - | \$ - | \$ - |
| Total | \$ 5,083.00 | \$ - | \$ 5,083.00 | \$ 5,083.00 | \$ - | \$ 5,083.00 | \$ - | \$ - | \$ - |
| Civic Address (911 sign) - New application, sign, stake, installation | \$ 137.00 ea | \$ - | \$ 137.00 | \$ 137.00 ea | \$ - | \$ 137.00 | \$ - | \$ - | \$ - |
| Civic Address replacement blade (911 sign) | \$ 47.79 ea | \$ 6.21 | \$ 54.00 | \$ 47.79 ea | \$ 6.21 | \$ 54.00 | \$ - | \$ - | \$ - |
| Civic Address replacement stake | \$ 24.34 ea | \$ 3.16 | \$ 27.50 | \$ 24.34 ea | \$ 3.16 | \$ 27.50 | \$ - | \$ - | \$ - |
| Custom Work [Minimum time charged of one hour] | | | | | | | | | |
| Operator | \$ 52.08 /hr | \$ 6.77 | \$ 58.85 | \$ 52.08 /hr | \$ 6.77 | \$ 58.85 | \$ - | \$ - | \$ - |
| Grader with Operator | \$ 114.47 /hr | \$ 14.88 | \$ 129.35 | \$ 114.47 /hr | \$ 14.88 | \$ 129.35 | \$ - | \$ - | \$ - |
| Tandem truck with Operator | \$ 114.47 /hr | \$ 14.88 | \$ 129.35 | \$ 114.47 /hr | \$ 14.88 | \$ 129.35 | \$ - | \$ - | \$ - |
| Single Axle truck with Operator | \$ 109.29 /hr | \$ 14.21 | \$ 123.50 | \$ 109.29 /hr | \$ 14.21 | \$ 123.50 | \$ - | \$ - | \$ - |
| Excavator with Operator | \$ 109.29 /hr | \$ 14.21 | \$ 123.50 | \$ 109.29 /hr | \$ 14.21 | \$ 123.50 | \$ - | \$ - | \$ - |
| Loader with Operator | \$ 114.47 /hr | \$ 14.88 | \$ 129.35 | \$ 114.47 /hr | \$ 14.88 | \$ 129.35 | \$ - | \$ - | \$ - |
| Tractor with Operator | \$ 104.20 /hr | \$ 13.55 | \$ 117.75 | \$ 104.20 /hr | \$ 13.55 | \$ 117.75 | \$ - | \$ - | \$ - |
| Annual Moving (wide load) Permit Fees | \$ 110.00 ea | \$ - | \$ 110.00 | \$ 110.00 ea | \$ - | \$ 110.00 | \$ - | \$ - | \$ - |
| Tile Drain Loan Inspections | \$ 110.00 ea | \$ - | \$ 110.00 | \$ 110.00 ea | \$ - | \$ 110.00 | \$ - | \$ - | \$ - |
| Road Occupancy and Encroachment Application | \$ 110.00 ea | \$ - | \$ 110.00 | \$ 110.00 ea | \$ - | \$ 110.00 | \$ - | \$ - | \$ - |
| Haul Route Approval Agreements | \$ 110.00 ea | \$ - | \$ 110.00 | \$ 110.00 ea | \$ - | \$ 110.00 | \$ - | \$ - | \$ - |
| Road use agreements (for road upgrading) | | | | | | | | | |
| Fee (non-refundable) | \$ 2,166.00 ea | \$ - | \$ 2,166.00 | \$ 2,166.00 ea | \$ - | \$ 2,166.00 | \$ - | \$ - | \$ - |

Township of Southgate
By-law 2022-003 Fees and Charges
Schedule E - Roads

| | Revised | | | Existing | | | Increase (Decrease) | | |
|--|------------------------|------|-------------|------------------------|------|-------------|---------------------|------|----------|
| | Fee | HST | Total | Fee | HST | Total | Fee | HST | Total |
| Deposit (refundable) | \$ 5,000.00 ea | \$ - | \$ 5,000.00 | \$ 5,000.00 ea | \$ - | \$ 5,000.00 | \$ - | \$ - | \$ - |
| Total | \$ 7,166.00 | \$ - | \$ 7,166.00 | \$ 7,166.00 | \$ - | \$ 7,166.00 | \$ - | \$ - | \$ - |
| Storm Water Service Connection Charges | | | | | | | | | |
| Connection Charge | \$ 2,336.00 ea | \$ - | \$ 2,336.00 | \$ 2,336.00 ea | \$ - | \$ 2,336.00 | \$ - | \$ - | \$ - |
| Street Frontage Charge | \$ 214.00 /m | \$ - | \$ 214.00 | \$ 214.00 /m | \$ - | \$ 214.00 | \$ - | \$ - | \$ - |
| Authorized Requester Information Service | | | | | | | | | |
| Statistical Collision information | | | | | | | | | |
| Resident | \$ 52.00 | \$ - | \$ 52.00 | \$ 52.00 | \$ - | \$ 52.00 | \$ - | \$ - | \$ - |
| Non-Resident | \$ 69.00 | \$ - | \$ 69.00 | \$ 69.00 | \$ - | \$ 69.00 | \$ - | \$ - | \$ - |
| Cost Recovery for Damage Claims | | | | | | | | | |
| Resident | Actual cost of repairs | \$ - | | Actual cost of repairs | \$ - | | | \$ - | \$ - |
| Non-Resident | | \$ - | | | \$ - | | | \$ - | \$ - |
| Fire department Billing | | | | | | | | | |
| Resident | Current MTO Rates | \$ - | | Current MTO Rates | \$ - | | | \$ - | \$ - |
| Non-Resident | | \$ - | | | \$ - | | | \$ - | \$ - |
| Special Public Event Application Fee | \$ 50.00 ea | \$ - | \$ 50.00 | N/A | \$ - | | \$ 50.00 | \$ - | \$ 50.00 |

The Corporation of the Township of Southgate

By-law Number 2022-003

being a by-law to amend by-law number 2021-078, being a
by-law to establish fees and charges for certain services provided by the
Township of Southgate

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

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

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

Whereas Sections 390 to 400 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes a municipality to impose fees or charges on persons, for services or activities provided or done by or on behalf of it, and for the use of its property including property under its control,

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

1. **That** Schedule E of By-law 2021-078 be replaced with the revised schedule as attached hereto and forming part of this by-law; and
2. **That** this by-law shall come into force and effect January 19, 2022.

Read a first, second and third time and finally passed this 19th day of January, 2022.

John Woodbury – Mayor

Lindsey Green – Clerk

Township of Southgate
By-law 2022-003 Fees and Charges
Schedule E - Roads

| | Fee | | HST | Total |
|--|------------------------|---------------|----------|-------------|
| Entrance Permit | | | | |
| Residential - Fee (non-refundable) | \$ | 218.00 ea | \$ - | \$ 218.00 |
| Residential - Deposit (refundable upon a final approval inspection) | \$ | 400.00 ea | \$ - | \$ 400.00 |
| Total | \$ | 618.00 | \$ - | \$ 618.00 |
| Field - Fee (non-refundable) | \$ | 218.00 ea | \$ - | \$ 218.00 |
| Field - Deposit (refundable upon a final approval inspection) | \$ | 600.00 ea | \$ - | \$ 600.00 |
| Total | \$ | 818.00 | \$ - | \$ 818.00 |
| Industrial/Commercial/Institutional (ICI) < 8 metres - Fee (non-refundable) | \$ | 218.00 ea | \$ - | \$ 218.00 |
| Industrial/Commercial/Institutional (ICI) < 8 metres - Deposit (refundable upon a final approval inspection) | \$ | 800.00 ea | \$ - | \$ 800.00 |
| Total | \$ | 1,018.00 | \$ - | \$ 1,018.00 |
| Industrial/Commercial/Institutional (ICI) > 8 metres - Fee (non-refundable) | \$ | 1,083.00 ea | \$ - | \$ 1,083.00 |
| Industrial/Commercial/Institutional (ICI) > 8 metres - Deposit (refundable upon a final approval inspection) | \$ | 4,000.00 ea | \$ - | \$ 4,000.00 |
| Total | \$ | 5,083.00 | \$ - | \$ 5,083.00 |
| Civic Address (911 sign) - New application, sign, stake, installation | \$ | 137.00 ea | \$ - | \$ 137.00 |
| Civic Address replacement blade (911 sign) | \$ | 47.79 ea | \$ 6.21 | \$ 54.00 |
| Civic Address replacement stake | \$ | 24.34 ea | \$ 3.16 | \$ 27.50 |
| Custom Work [Minimum time charged of one hour] | | | | |
| Operator | \$ | 52.08 /hr | \$ 6.77 | \$ 58.85 |
| Grader with Operator | \$ | 114.47 /hr | \$ 14.88 | \$ 129.35 |
| Tandem truck with Operator | \$ | 114.47 /hr | \$ 14.88 | \$ 129.35 |
| Single Axle truck with Operator | \$ | 109.29 /hr | \$ 14.21 | \$ 123.50 |
| Excavator with Operator | \$ | 109.29 /hr | \$ 14.21 | \$ 123.50 |
| Loader with Operator | \$ | 114.47 /hr | \$ 14.88 | \$ 129.35 |
| Tractor with Operator | \$ | 104.20 /hr | \$ 13.55 | \$ 117.75 |
| Annual Moving (wide load) Permit Fees | \$ | 110.00 ea | \$ - | \$ 110.00 |
| Tile Drain Loan Inspections | \$ | 110.00 ea | \$ - | \$ 110.00 |
| Road Occupancy and Encroachment Application | \$ | 110.00 ea | \$ - | \$ 110.00 |
| Haul Route Approval Agreements | \$ | 110.00 ea | \$ - | \$ 110.00 |
| Road use agreements (for road upgrading) | | | | |
| Fee (non-refundable) | \$ | 2,166.00 ea | \$ - | \$ 2,166.00 |
| Deposit (refundable) | \$ | 5,000.00 ea | \$ - | \$ 5,000.00 |
| Total | \$ | 7,166.00 | \$ - | \$ 7,166.00 |
| Storm Water Service Connection Charges | | | | |
| Connection Charge | \$ | 2,336.00 ea | \$ - | \$ 2,336.00 |
| Street Frontage Charge | \$ | 214.00 /m | \$ - | \$ 214.00 |
| Authorized Requester Information Service | | | | |
| Statistical Collision information | | | | |
| Resident | \$ | 52.00 | \$ - | \$ 52.00 |
| Non-Resident | \$ | 69.00 | \$ - | \$ 69.00 |
| Cost Recovery for Damage Claims | | | | |
| Resident | Actual cost of repairs | | \$ - | |
| Non-Resident | | | \$ - | |
| Fire department Billing | | | | |
| Resident | Current MTO Rates | | \$ - | |
| Non-Resident | | | \$ - | |
| Special Public Event Application Fee | \$ | 50.00 ea | \$ - | \$ 50.00 |

**Township of Southgate
Administration Office**

185667 Grey Road 9
Dundalk, ON N0C 1B0



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

Staff Report FIN2022-005

Title of Report: FIN2022-005 Development Charge Study RFP

Department: Finance

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIN2022-005 Development Charge Study RFP as information; and

That Council approve the Development Charge Study Request for Proposals (RFP) as presented; and

That Council directs staff to release and advertise the Development Charge Study RFP document.

Background:

On November 15, 2017, By-law 2017-138, being a By-law with respect to Development Charges was passed. By-law 2017-138 expires at 12:01 AM on November 16, 2022 unless it is repealed by Council at an earlier date. The categories of services for which development charges are imposed under this By-law are as follows:

- a) Services related to a Highway;
- b) Fire Protection Services;
- c) Parks and Recreation Services;
- d) Library Services;
- e) Administration Services;
- f) Waste Diversion Services;
- g) Storm Drainage and Control Services;
- h) Wastewater Services; and
- i) Water Services.

Staff Comments:

As By-law 2017-138 expires on November 16, 2022, the 2021 Budget anticipated that a new DC Study would begin 2021. However, the project start was deferred and is reflected in the draft 2022 Budget.

Financial Implications:

The draft 2022 Budget anticipates the completion of a DC Study at a cost of \$60,000, funded through DC Reserves of \$54,000 and taxation of \$6,000. The project was deferred from 2021.

There is no immediate financial impact as the increased development charges collected are contributed to reserves for future growth needs.

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:

By-law 2017-138, being a By-law with respect to Development Charges expires at 12:01 AM on November 16, 2022 unless it is repealed by Council at an earlier date. Staff recommends approval of the Development Charge Study RFP as presented recommends that it be released and advertised.

Respectfully Submitted,

Staff: **Original Signed By**
Aakash Desai, Asset Coordinator and Financial Analyst

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

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

Attachment:

- 1 Development Charge Study RFP

**Corporation of the
Township of Southgate
185667 Grey Road 9
Dundalk, Ontario
N0C 1B0**



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

Bid Response - Services

Service: Development Charge Study

Name of Company

Address

Telephone #

Name of Person with Signing Authority

Position of Person with Signing Authority (Please print using ink or type)

Bid documents received at:

**Township of Southgate
Attention: William Gott, CPA,CA
185667 Grey Road 9,
Dundalk, Ontario N0C 1B0**

Township Contact/Project Liaison: William Gott

Email address: wgott@southgate.ca

Notice to Bidders Regarding this Document

Contractors are advised to carefully read the clauses in this document as a Contract Agreement and confirm acceptance of same with approval below:

Witness

Signature of Signing Authority

Date: _____

Instructions to Bidders - Services

Services Information

A sealed tender package, clearly marked "**Development Charge Study RFP**" must be addressed to the following:

Township of Southgate
Attention: William Gott, CPA, CA
185667 Grey Road 9,
Dundalk, Ontario N0C 1B0

And an electronic copy of the tender package should be emailed, with "**Development Charge Study RFP**" in the subject line to:

tenders@southgate.ca

Submission deadline is: February 17, 2022 at 2:00 pm.

Scope of Services Required

The intent of this bid is to seek consulting services to complete a Development Charges Background Study and a five-year review of the township's development charges by-law.

Contacts

Any questions or concerns arising out of this procurement document, should be addressed to:

Name & Title: William Gott, Treasurer
Phone: 519-923-2110 x220
Email Address: wgott@southgate.ca

All questions and requests for interpretation or clarification are to be made in writing to William Gott and shall use the subject line:

"Development Charge Study RFP".

Bidder Notifications

We request that bidders interested in responding to this RFP inform the Township's contact above of their intentions to participate in the process. This will allow the Township of Southgate to inform as soon as possible of any addendum documents that may be issued, requests for information and /or clarification of any questions we receive. Otherwise it will be the respondent's responsibility to monitor the Township website for this information.

Proposal Opening

A virtual opening of the submissions shall commence just after 2:00 pm on February 17, 2022 unless the CAO or designate acting reasonably postpones the start to some later hour, but the opening shall continue once started, until the last bid is opened, using the following credentials:

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/153910205>

You can also dial in using your phone.

Canada: +1 (647) 497-9391

Access Code: 153-910-205

New to GoToMeeting? Get the app now and be ready when your first meeting starts:

<https://global.gotomeeting.com/install/153910205>

Project Timelines

The Township of Southgate approximate project timelines are as follows:

- i. Procurement Closing date: February 17, 2022
- ii. Commencement of Bid Evaluations: February 18, 2022
- iii. Recommendation to Council for Approval: March 2, 2022
- iv. Notification of Successful Contractor: March 3, 2022
- v. Commencement Date: ASAP
- vi. Final Presentation to Council Date: No later than October 5, 2022

Payment Terms:

Each bid proposal shall provide a payment terms based on the bid price submitted for the service as work is completed.

General Conditions - Services

Extent

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

Contractor's Responsibility

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

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

Workers' Compensation

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

Protection of Property

The Contractor will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Southgate's or surrounding property must be made good to the satisfaction of Southgate.

Applicable Legislation

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

Protection

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

Termination

If, at the discretion of the Township of Southgate, there is default by the Contractor of any of the terms contained herein, Southgate shall have the right to terminate the contract upon giving the Contractor twenty-one (21) days notice to address the concerns or issues to successfully complete the project.

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

Acceptance or Rejections

- Lowest or any Bid proposal is not necessarily accepted.
- All Bid proposals must provide pricing for each of their submissions.

Southgate reserves the right to award the services required to the contractor with the best proposal for the Township of Southgate. Southgate also reserves the right to reject any or all bids or award the contract to other than the lowest bid received, if in Southgate's opinion, it is in the best interest of the Township.

Project Progress Meetings with Contractor

The successful bidder will be required to hold project progress meetings at least once every 30 days, or more frequently, if required by the Contractor or the Township's project management review team.

Proposals Must Include

- a) Description of Firm - Firm's brief history with highlights of services provided.
- b) Curriculum Vitae/Expertise - An outline of qualifications and experience of the team members, including all sub-contractors to be assigned to complete any of the services. Indicate the names of all personnel, and experience that will be involved in the delivery of the service to the Township.
- c) Team Organization - The respective roles and responsibilities team members will take in the project team organization and in the development of design/tender documents, contract administration and commissioning of the project.
- d) Experience - Brief description documenting at least three previous engagements with other similarly sized government entities to the Township that outlines projects of similar scope, cost, and magnitude completed in the past two years. This shall include client names, contact, and contact phone numbers. The Township may verify references as part of the proposal evaluation process.
- e) Delivery Schedule - An outline of the approach proposed to meet the requested schedule(s) and what other resources will be made available by the proponent to meet service schedules should delays occur.
- f) Cost Control - An outline of the approach proposed to effect cost control for the Township.

Evaluation and Selection - Services

Selection Process

Proposals will be assessed on the basis of information provided by the Respondent at the time of submission. The evaluation of Proposals will be conducted by an evaluation team comprised of staff members from the Township of Southgate and reserves the right to interview and facilitate presentations in order to gain additional detail outside of the proposals received.

Evaluation Criteria

Proposals will be assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews which may alter the final scoring results. Proposals will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

| | Evaluation Criteria | Weight Factor |
|----|--|----------------------|
| 1. | Qualifications and Experience of Company | 15 |
| 2. | Methodology | 15 |
| 3. | Work Plan/Schedule of Work | 20 |
| 4. | Approach to Cost Control | 10 |
| 5. | Project Cost | 40 |
| | Total | 100 |

The Township reserves the right to reject any or all proposals. The Township also reserves the right to not proceed with the services proposal without stating reason thereof.

Selection of a proposal(s) will be based on all the above criteria and any other relevant information provided by the Respondent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract. Nor shall it create any obligation on the Township to enter further discussions.

The services required will be awarded to the respondent who, in the sole judgment of the Township, provides the best overall value. The Township will not be obligated to select the lowest cost or any proposal.

The Township reserves the right to conduct references on the Respondents, the results of which may affect the award decision.

Proposal Specifications/Requirements - Services

1. Scope of Services and Work Required

The consultant will be responsible for the preparation of a Development Charges Background study which will result in updating the calculations of the Township's development charges in accordance with the Development Charges Act. The Consultant will also attend the public meetings, and provide an updated Development Charges By-Law. The Consultant must also be available to the Township as an expert witness in the event of an appeal of the Development Charges By-Law to the Ontario Land Tribunal, and will receive additional compensation based on that stated hourly rate.

2. Specifics and Details of Services Expectations

- a. Develop an updated Development Charges Background Study that includes any optional approaches that might be considered for maximising the Township's opportunities and in accordance with the requirements of the Development Charges Act, as amended. The Consultant will be required to collect an appropriate database from Township sources to support the development of the Development Charges Background Study.
- b. The Consultant will utilize data from, but not limited to, the following sources as background information for the Development Charges Study:
 - i. The Township's Asset Management Plan;
 - ii. Watson & Associates 2017 Development Charges Background Study;
 - iii. County of Grey Growth Management Strategy 2021; and
 - iv. Southgate's 2022 Capital Budget and 10 year Plan
- c. Initial start-up meeting with Council to confirm review and scope of work.
- d. Finalize a project charter, timeline, and key milestones for developing the Development Charges Background Study and draft Development Charges By-Law.
- e. Facilitate meetings and discussions with Council and staff as appropriate.
- f. Prepare a draft report and By-Law for Council consideration. This report will include all policy recommendations, Development Charges calculation methodologies, background technical information, and the legal basics on which the findings of the report can be sustained. The Consultant will also draft responses to inquiries with respect to process, study, and proposed by-law for approval by Council.
- g. The Consultant shall explore the following matters as part of the preparation of the Development Charges By-Laws update:

- i. Consideration of providing a deferral agreement for development charges when proposing to construct affordable housing units;
 - ii. Unidentified capital growth requirements. Specifically, how growth-related capital plans and costs may change and how to best address these changes;
 - iii. Calculating the incremental operating costs related to growth expenditures.
- h. The Consultant will present the final report and By-Law to Council no later than October 5, 2022.
- i. The Consultant will work with Southgate Council and other Township staff to complete this project work. Council and staff will provide guidance and direction to the Consultants and also provide background information and data as requested. The Consultant's principal contacts with the Township of Southgate will be the Chief Administrative Officer and the Treasurer.
- j. The Consultant will provide expert advice on each key decision and recommendation.
- k. The Consultant will assist with the drafting of notices of public meetings and notices of the by-law passage as required for the Township. The Consultant will also need to be in attendance for the public meeting(s).
- l. The Consultant will prepare a draft of an information pamphlet in accordance with the requirements of the Development Charges Act.
- m. The Consultant will be available to the Township as an expert witness in the event of an appeal of the Development Charges By-Law to the Ontario Land Tribunal.

Contractor Health and Safety Agreement - Services

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

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

1. Any Contractor hired by Southgate must ensure that their employees have safety training and certificates equal or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
2. The Contractor(s) on the project must work in conjunction with Southgate's appointed Health and Safety representatives. All Contractors must follow Health and Safety policies set forth by Southgate.
3. The Contractor must report and investigate all incidents, and near accidents to the Southgate's Public Works Manager, and Health and Safety representatives within 24 hours.
4. Health and Safety issues will always be given immediate attention by the Municipality, its representatives, contractors and subcontractors.
5. All applicable current and environmental legislation/regulation(s) are considered a minimum requirement;
6. All employees, contractors/sub-contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to Southgate's Project/Site Supervisor or the Township of Southgate's Occupational Health and Safety Committee;

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

Disciplinary Action in the form of:

Step 1 – verbal warning

Step 2 – written warning

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

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

Note: A WSIB Certificate must be attached.

Contractor Approval:_____ **Phone Number:**_____

| Contractor Responsibilities | Municipal Required | Contractor Submitted |
|--|--|---|
| Documentation: <ul style="list-style-type: none"> ▪ WSIB Certificate of Clearance (equivalent private) ▪ Liability Insurance Certificates \$3,000,000 minimum ▪ Health and Safety Policy Statement and Operating Procedures ▪ WHMIS 2015 Training Completed (proof required by the successful bidder) ▪ MSDS Training for all controlled products to be on the work site ▪ Traffic Plan & Control Training | <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> | <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> |
| General Requirements: <ul style="list-style-type: none"> • Comply with all Legislation, Regulations and Codes • Enforce compliance with Municipal issued safety violations • Perform regular safety inspections of project • Employ only qualified competent workers on project • Provide qualified competent on-site supervision • Provide copies of MOL reports, orders, charges related to the project within 24 hours of receipt • Provide accident reports for critical injuries related to this project to Municipality within 24 hours and all other accidents within 3 days | <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> | <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> |

Required Bidder Documents Checklist - Services

Signature: _____

Dated: _____

Bidder Information Responses - Services

Statement of Qualifications:

Experience—Statement of Company' expertise in this Business

Note: Attach any brochures and company profile that would support this section.

Contractor References

Company

Contact

Phone #

Bid Form Pricing Submission - Services

Bid Proposal Pricing:

| Quantity | Description | Price |
|-----------------------------|-------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| Total Proposal Costs | | _____ |

Other Optional Costs:

| Description | Order Qty. | Unit Price |
|---|-------------|------------|
| Expert witness in the event of an appeal of the Development Charges By-Law to the Ontario Land Tribunal | Hourly Rate | \$_____ |
| _____ | _____ | \$_____ |

Bidder Checklist and Submissions Requirements-Services

Proposal Submission Inclusions:

The RFP proposal submission shall include the following documents:

1. A copy of this RFP document as provided with all signature approvals;
2. Complete the Contractor Health & Safety Agreement form;
3. Complete the Services Compliance Acknowledgements;
4. Complete the Required Bidder Documents Checklist forms;
5. Provide the Bidder Information Responses;
6. Complete the Bid Form Pricing Submission;
7. Include the Bid Deposit if applicable;
8. Complete the Bid Form Declaration; and
9. Provide any supporting documentation, materials, proposal explanations, etc. will be accepted and used as part of the selection process.

Services Contacts & Compliance

The purpose of this document is to determine a contractor's ability and intention to comply with the Township of Southgate's contractor safety requirements.

Contractor Company Name: _____

Contractor Phone: _____

Cell phone: _____

Site Supervisor: _____

Company Health & Safety Rep: _____

Bid Form Declaration - Services

This Bid Proposal is submitted by: _____

To: The Township of Southgate

1. I _____ **OF** _____

DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers and the seal is or are attached below has any interest in this Proposal or in the contract proposed to be taken.

2. I FURTHER DECLARE that this Proposal is made without any connection knowledge, comparison of figures or arrangement with any other company, firm or person making a Bid for the same service and is in all respects fair and without collusion or fraud.

3. I FURTHER DECLARE that no employee of the Township or elected official is or will become interested directly or indirectly as a contracting party or otherwise in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or in any of the monies to be derived therefrom.

4. I FURTHER DECLARE that the several matters stated in the said Proposal are in all respects true.

5. I FURTHER DECLARE that I have carefully examined the Proposal, Instruction to Bidders, General Conditions, Proposal Specifications/Requirements proposed and hereby acknowledge the same to be part and parcel of any contract to be let for the service therein described or defined and do all the work and to provide the services of the requirement mentioned for the prices stated on the Bid Form Pricing Submission.

6. I FURTHER DECLARE that I have a clear understanding of all the work involved in this contract.

7. I FURTHER DECLARE that this offer is to continue to be open to acceptance until the formal awarding is made to the successful Bidder for the said service OR for a period of sixty (60) days after the closing date, whichever first occurs and that the Township may, at any time, within that period, without notice, accept this Proposal whether any other Proposal has been previously accepted.

8. I FURTHER DECLARE that the awarding of the service based on this Proposal by the Township shall be an acceptance of this Proposal.

9. I FURTHER DECLARE that in the event of default or failure on our part, that the Township shall be at liberty to advertise for new Proposals, or to carry out the

works in any other way they deem best, and we also agree to pay to the said Township the difference between this Tender and any greater sum which the said Township may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Proposals; and to indemnify and save harmless the Township of Southgate and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.

(COMPANY NAME)

(SIGNATURE)

(ADDRESS)

(PRINT NAME & TITLE)

(CITY OR TOWN)

(WITNESS OR SEAL)

(POSTAL CODE)

(DATED)



Staff Report FIN2022-004

Title of Report: **FIN2022-004 2022 Donations, Grants and Funding**

Department: **Finance**

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIN2022-004 2022 Donations, Grants, and Funding be received as information; and

That Council approve the application of the Dundalk Dance Association for a \$500 donation to the 2022 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest; and

That Council approve the application of the Optimist Club of Egremont for \$1,000 of funding towards fireworks for a July 1, 2022 celebration; and

That Council approve a donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program; and

That Council approve a donation of \$100 to the Holstein and District Christmas Hamper program.

Background:

Policy #3, Grant/Donation Policy, was approved by By-law 2018-043 on April 4, 2018. As the Township of Southgate benefits from the support of Community Volunteer Organizations, Individuals or Groups that provide a service to the community or represents the Community at events, Policy #3 sets the process an applicant must follow when requesting the Township's financial support. The Policy distinguishes between donation requests, grant requests, and funding requests. The policy does not apply to requests for financial support from Hospitals.

The Township accepts and reviews Request for Donation applications once per calendar year for the financial period of January to December. The application deadline is December 1 for the following fiscal year. The Policy states that the Treasurer will evaluate the requests against the Policy and budget and make a recommendation to Council in January of each year. The evaluation process includes that:

- Consideration will be given to the total number of people reached by the requested donation.
- A higher weighting will be given to those donations that serve a larger number of the Township's citizens.
- Higher weighting will be given to organizations/activities with a high ratio of fundraising or self-finance.
- Higher ratings will be given to organizations with an established history of service to the community.
- The Township will not fund projects or services that duplicate services or activities already provided by the Township or other government agencies.

- The Township will not fund school activities which are already supported through school tax levy.
- The Township will not fund entertainment or social functions with no direct tangible benefit to the Township of Southgate.
- Not-for-profit organizations or groups shall provide prior year financial reports by the first day of March of the following year to the Township Treasurer to provide assurance the funds are historically used for their intended purposes as part of Council's consideration and final approval.

The Township accepts and reviews requests for funding or grants through-out the calendar year. Funding requests must be for one-time financial support from a not-for-profit community group or organization for a specific capital project where Council may consider approving 50% matching funding where there is demonstrated benefit to the public. Grant requests must be from a not-for-profit community group or organization for a capital project or service delivery event/program. Council may consider approving up to 100% of the funding request where there is demonstrated benefit to the Township of Southgate that supports the delivery of municipal services or that demonstrates an important benefit to the community.

All Donation, Funding and Grant applications are to be funded from Community Reserve Funds, which the Township of Southgate receives from the Eco-Park Royalties and the Samsung Solar.

On February 17, 2021, Council passed the following resolution:

Be it resolved that Council receive Staff Report FIN2021-007 2021 Donations, Grants, and Funding be received as information; and

That Council approve the Dundalk Agricultural Society request to redirect the 2020 Dundalk Fall Fair programming funding of \$2,500 to 2021 Dundalk Fall Fair programming; and

That Council approve the application of the Dundalk Dance Association for a \$500 donation to the 2021 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest; and

That Council approve a grant of \$2,500 to the Holstein Agro Expo & Rodeo for its 2021 event; and

That Council approve a grant of \$2,200 to JunCtian Community Initiatives Inc., subject to the organization providing a financial plan that Treasurer deems satisfactory; and

That Council approve a donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program; and

That Council approve a donation of \$100 to the Holstein and District Christmas Hamper program.

In submitting the application for funding, each applicant agreed to the following Terms and Conditions:

In the event that a donation, funding or grant is awarded, the applicant agrees to the following:

1. The funds will be used for the purposes described in this application; and
2. To inform the Township of Southgate if the Funding or Grant capital or program delivery project is delayed or changed substantially for any reason;
3. Should the community event be cancelled that any financial support received by the applicant will be returned to the Township of Southgate within 30 days of cancellation; and
4. Should the capital or program Funding or Grant project not get completed or proceed that the applicant will return the funds awarded for the proposed project within 30 days of the decision not to proceed with the project; and
5. That within 60 days of the event(s) or project completion that a letter is sent to the Township of Southgate reporting the completion date and final invested costs to confirm the municipal Funding or Grant has been fully spent. If any funds remain unspent they must be returned to the municipality with the letter.

On December 16, 2020, Council passed the following resolution:

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.

On November 3, 2021, Council passed the following resolution:

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.

Staff Comments:

Due to COVID-19, a state of emergency was declared in March 2020 and has not yet been lifted.

The Dundalk District Agricultural Society confirmed that the \$2,500 received in 2020 was spent in fair programming in 2021.

The Optimist Club of Egremont confirmed that fireworks purchased in 2020 were used for the July 1, 2021 event. The organization has submitted a request for \$1,000 in funding towards the purchase of fireworks for the July 1, 2022 event.

Funding was released in 2021 for the Dundalk & District Food Bank Christmas Cheer program, Holstein and District Christmas Hamper, Holstein Agro Expo & Rodeo, Holstein Cemetery- Fence, and Holstein Cemetery – Green Cemetery.

As the Dundalk Dance Association cancelled the 2021 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest, the approved funds were not released. The organization has submitted a \$500 donation request for the 2022 event.

The Dundalk & District Food Bank and Holstein and District Christmas Hamper have never submitted a donation application. However, in the prior year Council approved a donation to each organization. Staff recommends that Council approve a 2022 donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program and \$100 to the Holstein and District Christmas Hamper program.

Financial Implications:

The draft 2022 Budget anticipates \$25,000 for donations, funding and grants, funded from the Community Benefit Reserve Funds (Eco-Park and Southgate Solar).

Staff has recommended approval of donations and a grant totaling \$1,700 as follows:

| Donation: | Budget | 2022 Request | Recommended | 2021 Actual | 2021 Approved |
|--|---------------------|---------------------|--------------------|---------------------|----------------------|
| Dundalk Dance Association | | \$ 500.00 | \$ 500.00 | \$ - | \$ 500.00 |
| Donation Requests | | \$ 500.00 | \$ 500.00 | \$ - | \$ 500.00 |
| Funding: | | | | | |
| Funding Requests | | \$ - | \$ - | \$ - | \$ - |
| Grant: | | | | | |
| Dundalk District Agricultural Society | | \$ - | \$ - | \$ - | \$ 2,500.00 |
| Holstein Agro Expo | | \$ - | \$ - | \$ 2,500.00 | \$ 2,500.00 |
| Holstein Cemetery - Fence | | \$ - | \$ - | \$ 19,894.08 | \$ 30,000.00 |
| Holstein Cemetery - Green Cemetery | | \$ - | \$ - | \$ 5,186.20 | \$ 5,186.20 |
| JunCtion Community Initiatives Inc. | | \$ - | \$ - | \$ - | \$ 2,200.00 |
| Optimist Club of Egremont - Canada Day Fireworks | | \$ 1,000.00 | \$ 1,000.00 | \$ - | \$ - |
| Grant Requests | | \$ 1,000.00 | \$ 1,000.00 | \$ 27,580.28 | \$ 42,386.20 |
| Funds for Policy #3 Requests | | \$ 1,500.00 | \$ 1,500.00 | \$ 27,580.28 | \$ 42,886.20 |
| Dundalk & District Food Bank - Christmas Cheer | | \$ - | \$ 100.00 | \$ 100.00 | \$ 100.00 |
| Holstein & District Christmas Hampers | | \$ - | \$ 100.00 | \$ 100.00 | \$ 100.00 |
| Other Donations | | \$ - | \$ 200.00 | \$ 200.00 | \$ 200.00 |
| Total | \$ 25,000.00 | \$ 1,500.00 | \$ 1,700.00 | \$ 27,780.28 | \$ 43,086.20 |

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:

Staff recommends that Council approve the application of the Dundalk Dance Association for a \$500 donation to the 2022 Canadian Open Square Dancing, Step Dancing, Clogging and Fiddle Contest; and that Council approve a donation of \$100 to the Dundalk & District Food Bank Christmas Cheer program and \$100 to the Holstein and District Christmas Hamper program; and that Council approve a grant of \$1,000 to the Optimist Club of Egremont for fireworks at their July 1, 2022 event.

Respectfully Submitted,

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

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

Attachment: 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

Staff Report CL2022-002

Title of Report: CL2022-002 – Procedural By-law Amendments

Department: Clerks

Branch: Legislative and Council Services

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report CL2022-002 for information; and

That Council receive the draft amendments to the Procedural By-law as information; and

That Council provide comments to the Clerk on the proposed amendments, or further amendments, no later than January 25, 2022; and

That Council consider approval of the Procedural By-law with incorporated amendments at the February 2, 2022 Council meeting.

Background:

Section 238(2) of The Municipal Act, 2001, S.O. 2001, c.25 requires that every municipality adopt a procedure by-law for governing the calling, place and proceedings of meetings. Currently, [Procedural By-law 2020-120](#) is in effect for the Township of Southgate.

Staff Comments:

Staff have identified amendments to the Procedural By-law for Council's consideration and approval. Attachment #1 included in this staff report is a draft version of the Procedural By-law with the proposed amendments included as track changes throughout the document.

Staff are looking for Council's feedback on the proposed amendments included and any further amendments proposed. As per the Procedural By-law Section 30, staff will advertise the intent to amend the Procedural By-law prior to its final approval.

Financial Implications:

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

Communications & Community Action Plan Impact:

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

Concluding Comments:

That Council receive the draft amendments to the Procedural By-law and provide feedback to Staff.

Respectfully Submitted,

Dept. Head: Original Signed By
Lindsey Green, Clerk

CAO Approval: Original Signed By
Dave Milliner, CAO

Attachment #1 - Draft Procedural By-law No. 2022-015

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

By-law No. ~~2020-120~~ 2022-015

**being a by-law to govern the proceedings of Council,
Committees, Public Meetings and Committee of Adjustment**

Whereas Section 238 of the [Municipal Act, S.O. 2001](#), c. 25, as amended, provides that a Council shall pass a procedure by-law for governing the calling, location and proceedings of meetings; and

Whereas the Council of the Corporation of the Township of Southgate deems it necessary to set rules and regulations with regards to Council and Committee proceedings; and

Whereas all points of order or procedure not provided for in this by-law shall be decided in accordance with [Robert's Rules of Order](#) and the Chair shall submit the ruling without debate,

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

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| 1.0 DEFINITIONS | | |
|-----------------|---------------------------------|--|
| a) | "Act" | shall mean the Municipal Act, S.O. 2001, c. 25, as amended from time to time; |
| b) | "Acting Chair" | shall mean the Presiding Officer of a—Committee <u>Committee</u> or Council to act in the place of the Mayor or Deputy Mayor when both are absent from a meeting of Council or Committee for any cause and who shall exercise all the rights, powers and authority of the Mayor; |
| c) | "Addendum Agenda" | means any addition to a completed written agenda or addition to an item on the agenda. Changes in motions or resolutions following discussion on an agenda item are not considered an Addendum; |
| d) | "Adoption of Minutes" | shall mean a heading on the agenda where Council approves previous Council meeting minutes by resolution; |
| e) | "Business Arising" | shall mean a heading on the agenda that is used for updates resulting from requests from the previous meeting; |
| f) | "Call to Order" | shall mean the time when the members and the public are notified that the meeting is commencing; |
| g) | "CAO" | means the Chief Administrative Officer of the Township of Southgate; |
| h) | "Chair" | means the Presiding Officer of a committee or Council meeting; |
| i) | "Clerk" | means the Clerk of the Township of Southgate; |
| j) | "Closed Meeting" | means a meeting, or part of a meeting, which is closed to the public as permitted by the Act, also referred to as an "in-camera meeting"; |
| k) | "Code of Conduct" | means a by-law to establish a Council Code of Conduct, as amended from time to time; |
| l) | "Committee" | means a Committee, Board, Task Force or other body constituted and appointed by Council, including the Committee of the Whole, with the exception of the Public Library Board; |
| m) | "Committee Chair" | means the Chair of a committee; |
| n) | "Committee Vice Chair" | means the Vice Chair of a committee; |
| o) | "Committee of the Whole" | shall mean a committee of Council comprised of all members of Council which, if established, would serve as the principal forum for the consideration of recommendations and public input on matters of Council business prior to consideration by Council; |
| p) | "Confirmation of Agenda" | shall mean a heading in the Council agenda that relates to a resolution of Council required to confirm the items on the agenda as presented. Any additions to the agenda shall be included as a resolution to |

- confirm the agenda as amended;
- q) **"Confirming By-law"** shall mean a by-law to confirm all of the actions of Council during the meeting as intended to be legal and binding;
- r) **"Consent Agenda"** shall mean a listing of general or regularly occurring reports, correspondence and resolutions of other Municipalities that can be dealt with in a single motion. The action for each item is provided in brackets on the consent agenda. Brief discussion may be held on any consent agenda item. Any item on the consent agenda, where further direction or resolution is proposed in addition to receipt for information, shall be pulled from the consent agenda and be heard immediately after the consent agenda has been disposed of;
- s) **"Council"** means the Council of the Township of Southgate;
- t) **"Declaration of Pecuniary Interest"** shall mean a declaration by a member in advance of an item on the agenda that the member has a pecuniary interest as per the Municipal Conflict of Interest Act and shall be provided to the Clerk, in writing, prior to the adjournment of the meeting or before the start of the next meeting;
- u) **"Delegation"** means a person or group of persons who are not members of Council or Southgate staff who have requested and are permitted to address Council, individually or on behalf of a group;
- v) **"Deputy Mayor"** is the position that fulfills the responsibilities of the Mayor in his/her absence;
- w) **"Division of Question"** means a request by a Member to have a motion containing separate questions, recommendations or amendments, voted on in sections or parts;
- x) **"Electronic Means"** means telephone or video conferencing or other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Member(s) participating by electronic means are able to hear other Members, staff and the public.
- y) **"Electronic Participation"** means a member of Council, Committee or Committee of Adjustment who is participating electronically in a meeting and who may be counted in determining whether or not a quorum of members is present at any point in time.
- z) **"Ex-officio Member"** shall refer to the Mayor's membership on all internal committees, sub-committees and working groups. Ex-officio means by virtue of office and therefore this member may attend any Southgate committee meetings and take part in discussion. The ex-officio member shall be a non-voting member and shall not be included when determining the number of members required for quorum or counted when determining if a quorum is present;

|

- aa) **"Friendly Amendment"** means the motion under debate is amended with the consent of the mover and seconder, and without the requirement for an amending motion to be made and is simple in nature;
- bb) **"In Writing"** shall mean handwritten, typewritten or electronically displayed;
- cc) **"Local Board"** means a local board defined by the [Municipal Act](#);
- dd) **"Majority Vote"** shall mean an affirmative vote of more than one-half of the members present and voting;
- ee) **"Mayor"** means the Head of Council of the Corporation of the Township of Southgate;
- ff) **"Meetings"** are defined as follows:
 - "Council Meeting"** shall mean meetings set out in this by-law to be held on a regular basis. A quorum is required;
 - "Committee Meeting"** shall mean a meeting held for the purpose of preparing information for presentation to Council and shall not involve enactment of legislation;
 - "Committee of the Whole"** means a committee meeting consisting of all Members of Council sitting as a Committee of the Whole;
 - "Closed Meeting"** shall mean a meeting or portion thereof which is closed to the public. This may be done only in the very specific circumstances defined in Section 6 of this By-law;
 - "Emergency Meeting"** shall mean a meeting summoned under Section 240 (a) or (b) of the Act to deal with an emergency or extraordinary situation only. A quorum is required;
 - "Open Meeting"** shall mean any meeting or portion thereof which is not closed to the public for appropriate reasons as defined in [Section 6](#) of this by-law. All meetings shall be open unless there is a valid reason for the meeting to be closed. The public may not address Council without delegation or presentation status;
 - "Statutory Public Meeting"** shall mean a meeting called to fulfill a statutory requirement of an Act. Information is presented and public input is encouraged. A quorum is not required. Minutes are to be received for information at the next available Regular Meeting of Council and signed by the Chair and the Clerk;
 - "Public Meeting"** or **"Public Information Meeting"** means a meeting held by staff where members of the public are encouraged to attend and may be invited to make submissions to staff, and is not a statutory public meeting under the purposes outlined in the [Planning Act](#) or the [Municipal Act](#). Non-statutory public meetings do not require quorum and are for the purpose of staff to obtain

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| | | comments from the public and to provide input based on the application. Minutes are to be received for information at the next available Regular Meeting of Council and signed by the Clerk; |
| | | "Special Meeting" shall mean meetings summoned under Section 240 (a) or (b) of the Act, having the same privileges as a Regular Council Meeting. A quorum is required; |
| gg) | "Member" | as it relates to Council and Standing Committees means the Mayor, Deputy Mayor or Councillor of the Township of Southgate and for other committees as defined in this by-law, shall mean a person elected or appointed to the committee; |
| hh) | "Member's Privilege" | shall mean the announcement of good news stories, reminders of upcoming events, or acknowledgement of recent events and/or training. |
| ii) | "Motion to Defer" | means a motion to delay the consideration of a matter to a future meeting of Council or a committee; |
| jj) | "Motion to Receive" | means a motion to acknowledge the particular item, report or recommendation under consideration and to have it placed in the records of Council with no additional action being taken; |
| kk) | "Motion to Refer" | means a motion to dispose of a question under consideration, with or without any proposed amendment, in order to seek consideration by, and, if deemed desirable, one or more reports from any designated committee, body or official; |
| ll) | "Motion to Table" | means a motion to postpone without setting a definite date as to when the matter will be considered again; |
| mm) | "Notice of Motion" | means a motion by any Member of Council that is not scheduled for an agenda which is presented to the Clerk in writing prior to the agenda deadline for inclusion on the current agenda; |
| nn) | "Open Forum" | shall mean an opportunity for members of the public to voice opinions on subjects of municipal concern during the first 15 minutes of each regular Council meeting; |
| oo) | "Open House" | means an opportunity for the public to drop in to review display boards and discuss the study with Township staff or the Township's consultant; |
| pp) | "Order of Business" | means the sequence of activities and/or discussions and decisions to be introduced and considered and shall be altered by 2/3 majority vote; |
| qq) | "Point of Clarification" | means when a member wants to clear up something that was stated. This is a statement and not a question; |
| rr) | "Point of Information" or | means a question asked about a motion or about the process taking place and directed to the Chair or |

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| | "Point of Parliamentary Inquiry" | to the Clerk; |
| ss) | "Point of Order" | means a question by a Member with the view to calling attention to any issue relating to the Procedure By-law or the conduct of Council's business or in order to assist the Member in understanding Council's procedures, making an appropriate motion, or understanding the effect of a motion; |
| tt) | "Point of Privilege" or "Personal Privilege" | means a question by a Member who believes that another member has spoken disrespectfully towards that member or another member or who considers that his or her integrity or that of a member or Southgate official has been impugned or questioned by the member. Can also be used when a Member requires something relating to personal comfort such as temperature, noise level etc.; |
| uu) | "Present" | means physically in attendance at the meeting; |
| vv) | "Presentation" | means an address to Council or Committee by a consultant or associated body, or at the request of Council, a Committee or staff; |
| ww) | "Quorum" | as it relates to Council and its committees shall consist of more than 50% of the applicable membership; |
| xx) | "Recorded Vote" | means a written record of the name and vote of every member voting on any matter or question. A request by a member for a recorded vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter, prior to proceeding to the next item on the agenda. When a recorded vote is requested, or is otherwise required, the Clerk shall call the names and record the vote in random order; |
| yy) | "Reports of Municipal Officers" | shall mean a heading on an agenda to allow for the presentation of Department Head reports; |
| zz) | "Resolution" | means the decision of Council or its Committees on any motion; |
| aaa) | "Special Committee" | shall mean a committee appointed by Council for a specific function which may be comprised of Members of Council with staff support; |
| bbb) | "Sub-Committee" | shall mean a committee established by Council to work on and report on a specific function within the mandate of the standing committee. Sub-committees may or may not contain members of Council; |
| ccc) | "Task Force" | shall mean a group appointed by Council that has a defined purpose and mandate to allow residents with experience, interest and/or opinions in a particular subject area to provide input on a specific issue, through a balanced public process. The mandate of a task force will be community based fact-finding missions related to an important matter |

- in Southgate. A task force will find and deal with factual information to find common ground or majority agreement on issues of a potentially controversial nature in the Township and shall not have Council Member representation as voting members, but may have representation in a supporting role;
- ddd) **"Township"** means the Township of Southgate;
- eee) **"Two-Third Vote"** shall mean an affirmative vote of at least 2/3 of the members present, as below:
- a. 7 members are present 5 are required;
 - b. 6 members are present 4 are required;
 - c. 5 members are present 4 are required;
 - and
 - d. 4 members are present 3 are required;
- fff) **"Working Group"** shall mean a group appointed by Council who have a defined purpose and mandate to allow residents with knowledge and experience in a particular subject area to provide input on a specific issue. The mandate of a working group will be related to an important matter in the community that is of a minimally controversial nature in the Township and shall have at least one (1) Member of Council representation as a voting member.

2.0 APPLICATION

- 2.1 **General** The rules of procedure set out in this by-law shall govern all proceedings of Council and committees;
- 2.2 **Statutory Requirements** Notwithstanding anything in this by-law, where Council or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the [Statutory Powers Procedure Act](#), as applicable, shall govern the proceedings;
- 2.3 **Rules of Order Not Covered** To the extent that a matter is not dealt with in the [Act](#) or this by-law, Council and Committees shall have regard to [Robert’s Rules of Order Newly Revised](#);
- 2.4 **Use of Pronouns** Throughout this by-law, the words “he” and “his” shall, where appropriate be deemed to read “she” and “her”.

3.0 SUSPENSION OF THE RULES

- 3.1 **General** Any motion to suspend any provisions of this by-law shall be used only when absolutely necessary and shall always require a 2/3 vote.

4.0 ELECTRONIC MEDIA

- 4.1 **Audio and Video Recording** Open meetings may not be electronically or mechanically recorded by any member of the public without prior consent of Council through resolution and by written request by the requestor. Any recordings conducted during a Council or Committee

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| | | meeting after obtaining consent shall be for personal use only and are not to be made public or distributed in any way without the prior consent by resolution of Council or Committee for the public use of the recording; |
| 4.2 | Recordings under Agreement | Council reserves the right to enter into agreements for the audio and/or video recording of Council meetings which may or may not be used for distribution to the public; |
| 4.3 | Council/Committee Recordings (Audio and Video) | Staff shall audio record both open and closed Council and Committee meetings and make open audio recordings available to the public, upon request. Staff may video record both open and closed Council and Committee meetings and make open <u>video</u> recordings available to the public via the Township of Southgate <u>YouTube Channel</u> , if available. A retention period of one year from the date of the meeting is recommended for closed session audio/video recordings as they would not constitute the formal record of the meetings. The Clerk would be authorized to disclose the audio recordings to a Closed Meeting Investigator, only in those instances where they are relevant to a closed meeting investigation and do not breach solicitor-client, or other, privilege; the Township Solicitor, or designate, for the purpose of providing solicitor-client advice with respect to the contents of a recording; and any additional party authorized by the Municipal Council, by resolution. They are not intended to be used by members of Council who are absent from closed session meetings; |
| 4.4 | Electronic Devices in Council Chambers | Electronic devices are permitted in Council Chambers provided that they are turned to silent or vibrate during the meeting and are not used to record any aspect of the Council or committee meeting, unless consent has been obtained as per Section 3.1 . |

5.0 MEETING LOCATIONS, TIMES AND NOTICE

| | | |
|-----|--|---|
| 5.1 | Inaugural Meeting of Council | The inaugural meeting of Council shall be held in the Southgate Hopeville Council Chambers at 67:00 p.m. on the first Monday in December following a regular municipal election, not 31 days after its term commences except when the day is a public holiday, in which case the meeting shall be held on the following business day; |
| 5.2 | Inaugural Meeting of Council Agenda | The Clerk shall have prepared for the Members of Council at the inaugural meeting an "Order of Business" as follows, to also include other ceremonial proceedings as deemed necessary and/or desirable: <ul style="list-style-type: none"> (a) Call to Order (b) Regrets (c) Declarations of Office (d) Mayor’s Inaugural Address (e) Confirmation By-law (f) Statements by Members (non-debatable) (g) Adjournment; |

- 5.3 **Meeting Schedule** On or before the ~~last first~~ December meeting, Council shall adopt a regular meeting schedule for its meetings to be held in the following year including the dates, times and locations for such meetings and the Clerk shall publish the schedule on the Township website. In the event the regular meeting date falls on a public holiday, the Council shall meet at the same hour on the next day not being a public holiday;
- 5.4 **July/August Meetings** Notwithstanding the provisions of this By-Law, there shall only be one regularly scheduled meeting during the months of July and August and they will fall on the first Wednesday of the month and scheduled to begin at 9:00 a.m.;
- 5.5 **Cancellation due to Weather** In the event of inclement weather or should there be a significant weather event anticipated, an evening meeting may either be cancelled with the consent of the Mayor and/or Chair and CAO and/or Clerk, or be moved up to start no earlier than ~~45~~ 45:00 p.m. and called and posted no later than 12 noon on the day of the evening meeting to ensure there is enough notice to the public. Notice shall be given to the media and posted on social media no later than noon on the day of the evening meeting.
- 5.6 **Notice of Cancellations** In the event of a meeting cancellation, staff will post notice of the meeting cancellation on Southgate's website, ~~and social media pages –Facebook page, and subscription group~~ and will notify the Members by email or by telephone. If the cancellation occurs at the last minute or after regular business hours and staff is unable to post the cancellation as noted, notice shall be posted as soon as it is practical to do so;
- 5.7 **Three (3) Hour Limit** For all meetings, no item of business shall be dealt with after three (3) hours from the start time unless authorized by resolution of the members present. The extension of time after the initial three (3) hours shall only be permitted for only one (1) additional hour for evening meetings. No meeting shall exceed ~~101~~ 101:00 p.m. on an evening meeting and shall not be extended by waiving the Procedural By-law. Should the agenda not be completed on the day of a Regular Meeting, all items left over shall be carried over to the Thursday following the Wednesday meeting and will begin at 1:00 p.m. in the Council Chambers. In the case of a County Council Meeting, the meeting shall resume on Friday following the Wednesday Council meeting at 9:00 a.m. and noted on the Township website, ~~social media pages~~ and notice be given to the media, ~~subscription list and social media~~;
- 5.8 **Notice to the Members** Notice of meetings including agendas, minutes and supporting documentation to the members shall be via electronic mail. Notice may also be provided by telephone or personal contact in case of an emergency;
- 5.9 **Notice to the Public** Agenda information distributed by the Clerk to members shall be made available to the public

through posting to Southgate’s website.

- 5.10
- Invalidation of Notice of Meeting**
- If a Meeting Notice is substantially given but varies from the form and manner provided in this Procedure By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.

6.0

CLOSED MEETINGS OF COUNCIL

- 6.1
- Exceptions to Open Meeting Requirements**
- All regular and special meetings of Council shall be open to the public unless the subject matters to be considered relate to:
- a) the security of the property of the municipality or local board;

b) personal matters about an identifiable individual, including municipal or local board employees;

c) a proposed or pending acquisition or disposition of land by the municipality or local board;

d) labour relations or employee negotiations;

e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

h) the meeting is held for the purpose of educating or training the members and at the meeting and no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee; and

i) Council shall by resolution close a meeting or part of a meeting to members of the public where the subject matter to be considered is an ongoing investigation respecting the municipality, a local board, or a municipally-controlled corporation by the Ontario Ombudsman appointed under the Ombudsman Act or municipally-appointed Ombudsman;

j) As per Bill 68:

a. Information explicitly supplied in confidence to the municipality by Canada, a province or territory, or Crown agency;

b. A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality;

c. A trade secret or scientific,

- technical, commercial or financial information that belongs to the municipality and has monetary (or potential) value;
- d. A position, plan, procedure, criteria or instruction to be applied to any negotiations;

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| 6.2 | Closed Meeting Procedure | A motion outlining the general nature of the subject matter is required before going into closed session with the resolution as discussed in closed to be included in the open agenda following the closed portion. No vote will be taken at a closed meeting except for a procedural matter. Please refer to Policy #25 for the full Closed Meeting Policy & Procedure; |
| 6.3 | Notice of Closed Meetings | Notice of Closed Meetings of Council shall be included on the regular Council agenda. Where required, providing Council with a closed session agenda in accordance with the publishing timeframes set out of regular agenda; |
| 6.4 | Reporting Out & Confidentiality of Closed Session Discussions | <p>A summary of any discussion held in closed session and any required vote will occur following the closed session discussion of Council or a Committee Meeting. In the case of Committee of the Whole Meetings, communication of closed session discussions will occur at Council Meetings.</p> <p>No Member shall disclose or discuss, through written, electronic or verbal communication, to any individual or corporate third party, any information that has been or will be discussed at a closed session meeting of Council or a Committee until such time that Council or a Committee has determined or has been advised by staff that the matter, or any part of the matter, can be made public subject to review by the Head or designate under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) or if directed to do so by a court;</p> |
| 6.5 | Application of Open & Closed Meeting Provisions to all Committees | The provisions of Section 239 of the Municipal Act and Sections 9 a), b), and c) of this Procedure By-law apply to all Committees, despite Section 238 of the Municipal Act; |
| 6.6 | Closed Meeting Investigation | A person may request that an investigation be undertaken to determine whether Council or other Committee complied with the requirements of the Municipal Act and this Procedure By-law in respect of a Meeting or part of a Meeting closed to the public. A person may initiate such a request by completing and submitting a copy of the "Application for Investigation of Closed Meetings" form available on the Townships website or at the Municipal Office. |

| 7.0 SPECIAL MEETINGS OF COUNCIL | | |
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| 7.1 | Mayor May Request | The Mayor may at any time summon a special meeting of Council as per the Municipal Act S.240 (a) and include a clear statement of the purpose of the Special Council meeting; |
| 7.2 | Members Request | The Clerk shall, upon receipt of a written request of the majority of the members, call a special meeting |

for the purpose and time mentioned in the request as per the Municipal Act S.240 (b) and include the following:

- a) Original signatures of Members; and
- b) A clear statement of the purpose of the Special Meeting;

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| 7.3 | CAO/Clerk May Request | The Chief Administrative Officer and/or Clerk may at any time request a special meeting of Council when required, and to deal with items specifically outlined on the agenda. Special meetings may be called for the purposes of training, workshops, items which may need immediate attention or items which are required for the purposes of the continuity of municipal business; |
| 7.4 | Special Meeting Notice Timing | The Clerk shall provide all members with at least forty-eight (48) hours' notice of a special meeting; |
| 7.5 | Special Meeting Minimum Notice Requirements to Members | Minimum notice shall consist of electronic notice followed by a telephone message to all members if required. If members accept the electronic meeting request, telephone communication will be deemed unnecessary; |
| 7.6 | Special Meeting Business | The only business to be dealt with at a special meeting is that which is identified in the notice of the meeting; |
| 7.7 | Special Meeting Validity | The Clerk will attempt to contact every member in relation to a special meeting as outlined under Section 7.4 . The lack of receipt of a notice or of an agenda for a special meeting by any Member shall not affect the validity of the meeting or any action taken thereat; |
| 7.8 | Special Meeting Notice to the Public | Notice for special meetings of Council shall be posted as soon as practical after being established on Southgate's website. Agendas and supporting documentation shall be posted as soon as practical prior to the special meeting as per section 5.8; |
| 7.9 | Special Meetings under the Emergency Management and Civil Protection Act | A Special Meeting may be held, without notice, to deal with an emergency situation as defined under the Emergency Management and Civil Protection Act , provided that an attempt has been made to reach the Members by telephone and/or e-mail at their respective residence and/or place of business. No business, except business dealing directly with the emergency situation, shall be transacted at that meeting. The forty-eight (48) hour notice required may be waived in the case of emergency as may be determined by the Mayor (or alternate) and/or CAO/Clerk/CEMC (or alternate) and documented in writing (memo or e-mail) to the Clerk. |

8.0 CALLING OF WORKSHOP MEETINGS

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| 8.1 | Training and / or Workshop Meetings | <p>The Mayor and/or CAO and/or Clerk may convene a training and / or workshop meeting for Members of Council to discuss issues in an informal venue.</p> <ul style="list-style-type: none">i. With the exception of Procedural Matters, no motions are passed and no matter is discussed which advances the business of the |
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| | | Municipality; and |
| | | <ul style="list-style-type: none"> ii. A record describing, in general terms, the proceedings and the subject matter discussed is made at all workshop Meetings and placed on a future Council agenda to be received only for the purposes of information; |
| 8.2 | Notice of Workshop Meetings (posting of the agenda) | <p>The Clerk gives Notice of Workshop Meetings of Council by:</p> <ul style="list-style-type: none"> i. Providing, at least 48 hours in advance, Notice to Council in person, by telephone, by mail or electronic mail that indicates the date and time of the workshop Meeting and the general nature of the matters to be discussed; ii. Posting a Notice on the Townships website and time permitting on the Townships regular advertising page in the local newspaper that indicates the date and time of the workshop Meeting and general nature of the matters to be discussed. iii. Where ii) cannot be achieved, posting a Notice at the main entrance to the Municipal Office that indicates the date and time of the workshop Meeting and general nature of the matters to be discussed. |

9.0 EMERGENCY MEETINGS OF COUNCIL

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| 9.1 | Authority to Call Emergency Meeting | Notwithstanding any other provision of this by-law, an emergency meeting may be summoned by the Mayor without written notice or upon receipt of a written request of the majority of the members, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the members about the meeting as soon as possible and in the most expedient manner available; |
| 9.2 | Emergency Meeting Business | No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the emergency meeting; |
| 9.3 | Emergency Meeting Validity | Lack of receipt of a notice or of an agenda for an emergency meeting by any member shall not affect the validity of the meeting or any action taken thereat; |
| 9.4 | Emergency Meeting Notice | Notice and supporting documentation shall be posted on Southgate’s website as soon as practical; |

10.0 QUORUM FOR COUNCIL

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| 10.1 | Majority for Quorum | A quorum shall consist of not less than a majority of Council members as established by Section 237(1) of the Municipal Act, 2001. For a Council composition of 7, 4 members are required for a quorum to be present; |
| 10.2 | No Quorum | If a quorum is not present at a scheduled meeting |

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| | Present at Beginning | thirty (30) minutes after the scheduled commencement time, the meeting shall stand adjourned until the date of the next regular meeting and the Clerk shall record the names of the members present; |
| 10.3 | Loss of Quorum During Meeting | If a quorum is lost during a meeting, the meeting shall stand adjourned and all unfinished business shall be carried forward to the next meeting; |
| 10.4 | Quorum and the Municipal Conflict of Interest Act | Notwithstanding Section 9.3 where the number of members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a meeting is such that, at that meeting, the remaining members are not of sufficient number to constitute a quorum, the remaining number of members shall be deemed to constitute a quorum. |
| 10.5 | Electronic Participation at Meetings | Members may participate in meetings by electronic means and in accordance with the Township of Southgate Electronic Participation Policy No. 86. Members of Council, Committees and Committee of Adjustment who are participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time. |
| 10.6 | Practice of Electronic Participation | Where a member is participating in a meeting by electronic means, all rules and procedures as outlined in the Township of Southgate Electronic Participation Policy No. 86 shall be adhered to. |

11.0 AGENDA PREPARATION

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| 11.1 | Agenda Timing and Composition | <p>The final agenda, along with copies of any supporting documentation shall be prepared by the Clerk and made available to members and posted on the Township website by 2:00 p.m. on the Thursday preceding any regular Wednesday Council meeting.</p> <p>Supporting documentation may be added to items listed on the addendum agenda on the Monday prior to the Council meeting by 12:00 noon or on Tuesday by 10:00 a.m. if the Monday is a holiday.</p> <p>The agenda will consist of the following headings as required:</p> <ul style="list-style-type: none">a) <u>a)</u> Call to Ordera) b) <u>b)</u> Land Acknowledgementb) c) <u>c)</u> Open Forumc) d) <u>d)</u> Statutory Public Meeting(s) (if required)d) e) <u>e)</u> Confirmation of Agendae) f) <u>f)</u> Declaration of Pecuniary Interestf) g) <u>g)</u> Delegations & Presentationsg) h) <u>h)</u> Adoption of Minutesh) i) <u>i)</u> Reports of Municipal Officers and By-lawsi) j) <u>j)</u> By-lawsj) k) <u>k)</u> Notice of Motionk) l) <u>l)</u> Consent Agenda<ul style="list-style-type: none">a) Regular Business |
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| | | b) Closed Session c) Correspondence d) Resolutions from other Municipalities h)m) County Report m)n) Members Privilege n)o) Closed Meeting o)p) Confirming Bylaw p)q) Adjournment; |
| 11.2 | Correspondence | Correspondence shall be handled as per Southgate Policy #62 – Council Correspondence Policy; |
| 11.3 | Addendum Agenda | <p>Items or matters will not be added to the agenda after its publication by inclusion on the addendum unless directed by the CAO and/or Clerk and only if the matter is of an urgent nature and requires a decision prior to the next Council or committee Meeting. For matters of urgent nature, the agenda will be re-published to provide adequate notice to the public. This applies to both open and closed session agendas.</p> <p>Addendum agendas must be published no later than 12:00 noon on Monday's or 10:00 a.m. on Tuesday's if the Monday falls on a holiday;</p> |
| 11.4 | Electronic System Failure | In the case of an electronic system failure, power interruption, or any other extenuating circumstance that hinders the posting of the agenda, it shall be posted as soon as possible. Council members shall be notified. |
| 11.5 | Agenda Composition during a Declared Emergency | Meetings held during a declared emergency may have reduced agenda headings and the following headings may not be included: Open Forum, Statutory Public Meeting(s), Delegations & Presentations, Notice of Motion, County Report and Members Privilege. |

| 12.0 ORDER OF BUSINESS | | |
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| 12.1 | Agenda Order | The business of Council shall be taken in the order in which it stands upon the agenda as prepared; |
| 12.2 | Items Left Undisposed | When any agenda item or items are left undisposed of at the time of adjournment, either for want of a quorum or otherwise, such agenda item or items shall be taken up in succession under the heading Unfinished Business or as the first order of business of each respective heading at the next meeting or special meeting called for that purpose of Council; |
| 12.3 | Moving Items Forward on the Agenda | The order of items may be prioritized by a majority vote of Council to address identified issues for those in attendance. |

| 13.0 COUNCIL MINUTES | | |
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| 13.1 | Content of Minutes | <p>The minutes of Council, as taken by the Clerk, shall consist of:</p> <p>(a) the place, date and time of the meeting;</p> |

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| | | (b) the name of the chair and the attendance of the members and staff; |
| | | (c) each item considered by Council and the decisions without note or comment; |
| | | (d) the results of any recorded vote; |
| | | (e) the adoption of minutes of prior meetings. |
| | | Pursuant to the Municipal Act, the minutes shall be without note or comment; |
| 13.2 | Minutes Presented to Members | Minutes of Council shall be prepared by the Clerk and presented to the members within five (5) business days following the meeting; |
| 13.3 | Changes to the Minutes | All changes made to minutes at a consecutive meeting shall be recorded by the Clerk and noted in the minutes of the current meeting. |

| 14.0 DUTIES OF THE MAYOR AND/OR CHAIR | | |
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| 14.1 | Per Municipal Act s. 226.1 | As chief executive officer of a municipality, the head of council shall: <div> a) uphold and promote the purposes of the municipality;</div> <div> b) Promote public involvement in the municipality's activities;</div> <div> c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and</div> <div> d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents;</div> |
| 14.2 | Responsibilities of the Mayor | It shall be the duty of the Mayor to: <div> a) Authenticate by signature, all by-laws and minutes of the Council;</div> <div> b) Represent and support Council, declaring its will and implicitly obey its decisions in all things;</div> <div> c) Be an ex-officio member on all Southgate initiated committees, sub-committees or working groups;</div> |
| 14.3 | Responsibilities of the Chair | In addition to the responsibilities of the Head of Council as set out in the Municipal Act 2001, as amended, it shall be the duty of the Chair to ensure an efficient meeting by: <div> a) Maintaining order and decorum;</div> <div> b) Deciding on all questions of order, subject to an appeal by Council;</div> <div> c) Receiving and submitting, in the proper manner, all motions presented to the</div> |

members of Council;

- d) Putting to vote all questions which are properly brought before Council or that necessarily arise in the course of proceedings and announcing the results;
- e) Ruling on all procedural matters without debate or comment;
- f) Declining to put to a vote motions which do not comply with the rules of procedure or which are not within the jurisdiction of Council;
- g) Restraining the members, within the rules of order, when engaged in debate;
- h) Calling by name any member persisting in breaching the rules of order of Council and may order the member to vacate the Council Chamber;
- i) Adjourning or suspending the meeting if he/she considers it necessary because of grave disorder;
- j) Must remain neutral and must not enter into debate or discussions while in the Chair;
- k) The Chair shall vacate the chair in order to move or second a motion and shall resume the chair following the vote on the matter;

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| 14.4 | Right to Expel | The Chair may expel or exclude from any meeting any person or member whom he/she feels has exhibited improper conduct at the meeting as per the Municipal Act S.241(2); |
| 14.5 | Chair Moving a Resolution or Debating | When the Chair wishes to move or second a resolution before Council or enter into debate on a specific topic, he/she may call the Deputy Mayor to the Chair, present his/her resolution or comments from the floor and remain out of the Chair until the motion, all amendments, and the main motion to it have been disposed of. In the event that the Deputy Mayor is unable to assume the Chair, the Mayor shall call for an alternate member to assume the Chair; |
| 14.6 | Absence of Mayor and Deputy Mayor | In the absence of the Mayor and Deputy Mayor, the Clerk shall convene the meeting and call for a motion to fill the role of Chair. The member chosen shall preside during such absence and shall, while in the chair, have vested in him/her all the powers as given by this by-law to the Mayor. |

15.0 DUTIES OF THE MEMBERS

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| 15.1 | Role of Council | It is the role of Council, <ul style="list-style-type: none">a) to represent the public and to consider the well-being and interests of the municipality; |
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- b) to develop and evaluate the policies and programs of the municipality;
- c) to determine which services the municipality provides;
- d) to ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
- e) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) to maintain the financial integrity of the municipality; and
- g) to carry out the duties of Council under the Municipal Act or other Act;

15.2 **Conduct of Members**

No member shall:

- a) speak disrespectfully of any member of Federal or Provincial parliaments, Council or employee of Southgate;
- b) use offensive words or un-parliamentary language;
- c) engage in private conversation while in a Council meeting or use electronic devices (including cellular phones and pagers) in a manner which interrupts the proceedings of Council;
- d) leave his/her seat or make any noise or disturbance while a vote is being taken and until the result of the vote is announced;
- e) speak on any subject other than the subject under debate;
- f) where a matter has been discussed in closed session and where the matter remains confidential, disclose the content of the matter or the substance of deliberations of the closed meeting;
- g) criticize any decision of Council except for the purpose of moving that the question be reconsidered; or
- h) disobey the rules of Council or a decision of the Chair or of Council on questions of order or practice or upon the interpretation of the rules of Council. In case a member persists in any such disobedience after having been called to order by the Chair, the Chair shall not recognize that member, except for the purpose of receiving an apology from the member tendered at that meeting or any subsequent meeting;

15.3 **Addressing the Chair**

Should more than one member indicate the intent to address the Chair, the Chair shall determine who is entitled to the floor and the order of the remaining members for speaking.

If a Member disobeys a rule in this Procedure By-law or a Chair's ruling:

- i) After the first occurrence, the Chair calls the Member to order.
- ii) After the second occurrence, if the Member continues to disobey this Procedure By-law or the Chair's ruling, the Chair will immediately order the Member to leave his/her seat and observe the Meeting from the audience for the remainder of the Meeting;
- iii) Any Member other than the Offending Member may appeal the Chair's ruling in ii), and Council or a Committee may overturn or uphold the Chair's ruling. Should the Chair's ruling be overturned, the Offending Member may return to his/her seat;
- iv) If the Offending Member informs the CAO that he/she wishes to apologize, the Clerk will inform the Chair of the Member's request;
- v) At the next available opportunity in the Meeting, the Chair will allow the Offending Member to return to his/her seat to apologize to Council or a Committee. The apology will not include additional comments or debate by the Offending Member or by Council or a Committee;
- vi) After an apology is made by the Offending Member, Council or a Committee may consent to allow the Offending Member to return to the Meeting.
- vii) Should at any point the Offending Member create a disturbance while seated in the audience in ii), the Chair will order the Offending Member to leave the Council chamber or meeting room;
- viii) Council cannot appeal and the Offending Member cannot seek an apology from Council for the Chair's ruling in vii);
- ix) If the Offending Member refuses to leave his/her seat or leave the Council chamber or meeting room in vii), the Chair may request the CAO to contact security or Police for assistance.

16.0 DUTIES OF THE CLERK

16.1 **Role of the Clerk as per the Municipal Act**

- As per the Municipal Act S.228(1), it is the role of the Clerk,
- a) to record, without note or comment, all resolutions, decisions and other

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| | | <p>proceedings of Council;</p> <p>b) if required by any member present at a vote, to record the name and vote of every member voting on any matter or question;</p> <p>c) to keep the original copies of all by-laws and all minutes of the proceedings of Council;</p> |
| 16.2 | Role of the Clerk Assigned by the Municipality related to Council | <p>Other duties of the Clerk as assigned by the Municipality include:</p> <p>a) to sign every by-law approved at Council;</p> <p>b) to call the meetings to order and preside until the election of a Chair in the absence of the Mayor or Deputy Mayor;</p> <p>c) to advise the Chair on procedural matters;</p> <p>d) to prepare and circulate the agenda and supporting information;</p> <p>e) to prepare the minutes and distribute to members within five (5) days of the Council meeting;</p> <p>f) to advise all departments of decisions by Council;</p> <p>g) to schedule delegations and presentations for Council meetings;</p> |
| 16.3 | Powers of Deputy Clerk | In the absence of the Clerk, the Deputy Clerk shall have all of the powers and duties of the Clerk; |
| 16.4 | Delegation of Powers | The Clerk may delegate in writing to any person, other than a member of Council, any of the Clerk's powers and duties, but may continue to exercise the delegated powers and duties despite the delegation. |

17.0
DECLARATIONS OF PECUNIARY AND/OR CONFLICT OF INTEREST

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| 17.1 | Member's Responsibility | <p>As per the Municipal Conflict of Interest Act S.5(1), where a member, either on his/her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the member shall, in accordance with the Municipal Conflict of Interest Act:</p> <p>a) prior to any consideration of the matter at the meeting, disclose the member's interest and the general nature thereof; and</p> <p>b) not take part in the discussion of or vote on any question in respect of the matter, and</p> <p>c) not attempt in any way whether before, during or after the meeting to influence the voting on the matter; and</p> <p>d) provide a signed copy of the <u>Declaration</u></p> |
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Form to the Clerk before the end of the Council meeting or prior to the next available Council meeting for inclusion on the Conflict of Interest Registry and minutes;

- 17.2

**Closed Meeting
Declarations**

Where a meeting is not open to the public, in addition to complying with the requirements of the Municipal Conflict of Interest Act, the member shall forthwith not participate in the vote on the matter or intend to influence a vote during which the matter is under consideration per the [Municipal Conflict of Interest Act S.5\(2\)](#);
- 17.3

**Non-Disclosure
Due to Absence**

Where the interest of a member has not been disclosed by reason of the member’s absence from a particular meeting, the member shall disclose his/her interest and otherwise comply at the first meeting of the Council or committee, as the case may be, attended by the member after the particular meeting per the [Municipal Conflict of Interest Act S.5\(3\)](#);
- 17.4

**Clerk’s Duty to
Record**

The Clerk shall record in detail the particulars of any disclosure of pecuniary interest made by a member and this record shall appear in the minutes of that meeting as per the [Municipal Conflict of Interest Act S.6\(1\)](#)

18.0 DELEGATIONS

- 18.1

**Responsibility of
Clerk**

Any person desiring to present information on matters of fact or to make a request of Council shall give notice and disclose the subject matter to the Clerk by 12:00 noon on the Wednesday preceding the Council meeting at which such person desires to be heard. It is the responsibility of the Clerk to determine whether a proposed delegation is unduly repetitious of a previous delegation;
- 18.2

**Documentation
Required**

Any person who is scheduled to appear as a delegation before Council is required to submit to the Clerk, a written and/or electronic documentation “Request to Appear as a Delegation”, attached hereto as Schedule “A”, not later than 12:00 noon on the Wednesday preceding the Council meeting. If the delegate wishes to present a presentation; it must be included with the original request;
- 18.3

Time Limit

Each delegation shall be limited in speaking to not more than ten (10) minutes. Extensions to these limits will be at the discretion of Council. No more than one (1) delegation shall be permitted at any evening meeting, and no more than two (2) delegations shall be permitted at any daytime meeting. The Chair shall notify the delegate when the time has elapsed. Council members shall limit their comments to questions for clarification purposes only. In the event that an extension of time is required or requested, a 2/3 vote would be required;
- 18.4

Delegate Address

All delegates shall address the Chair from the podium and shall state their name and whom they represent;

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| 18.5 | Conduct of Delegates | No delegates shall: <ul style="list-style-type: none">a) speak disrespectfully of any person;b) use offensive language;c) speak on any subject other than the subject for which he has received approval to address Council;d) disobey the rules of procedure or any decision of the Chair or Council on any other procedural matters; |
| 18.6 | Delegation Curtailment | The Chair may curtail any delegation, any questions of a delegate or debate during a delegation for disorder or any other breach of this by-law, and if the Chair rules that the delegation is concluded, the person or persons appearing shall withdraw; |
| 18.7 | Delegation Content | Every communication, including petitions designed to be presented to Council must be legibly written, typed or printed and shall not contain any obscene matter or language and shall be signed by at least one person and filed with the Clerk. Email, faxed or photocopied petitions are not admissible. |
| 18.8 | Delegations during a Declared Emergency | Delegations shall be received in writing and presented at the next available Council meeting. Council shall provide direction to staff on actions and how to proceed which may include a verbal presentation at the following Council meeting based on Council's decision. |

19.0 PRESENTATIONS

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| 19.1 | Time Limit | Presentations that are requested by Council, a committee or staff shall be held to the 10-minute time limit of delegations unless otherwise indicated on the Council agenda; |
| 19.2 | Presentation Content | Presentations can include training for Council, information from contractors, presentations of study findings by consultants or other such requests; |
| 19.3 | Supporting Documentation Required | Any supporting documentation shall be provided to the Clerk by 12:00 noon on the Wednesday preceding the Council meeting for inclusion on the Council agenda; |
| 19.4 | Form Required | A cover sheet, attached hereto as Schedule "B", shall accompany all presentations on the Council agenda. Every effort will be made to schedule presentations in a timely manner. The Clerk will provide appropriate meeting dates to the presenter. |

20.0 MEMBERS OF THE PUBLIC

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| 20.1 | Conduct of Audience at a Meeting | Members of the public who constitute the audience at a meeting shall refrain from any activity or behavior that would affect Council deliberations and shall not: <ul style="list-style-type: none">a) Address Council or committee without permission;b) Bring signage, placards or banners into |
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meetings; or

c) Interfere with the conduct of the Council or committee meeting in any way.

| 21.0 OPEN FORUM | | |
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| 21.1 | Justification | Open forum allows for comments from the public relating to matters within Council’s jurisdiction; |
| 21.2 | Process | The first fifteen (15) minutes of any regular Council meeting will be set aside for Open Forum. During this time any individual may address Council to voice concern or provide information on subjects of municipal concern. Members of the public are required to sign a register prior to the beginning of Council which allows them the opportunity to speak and also acknowledges they understand the protocol for Open Forum; |
| 21.3 | Decisions | No decision shall be made as a result of comments made during Open Forum. Council may consider comments made during Open Forum when deliberating the issue if/when the item arises on the regular Council agenda; |
| 21.4 | Motions Arising | No motions shall be presented as a result of comments made during Open Forum other than during the Notice of Motion section of the agenda; |
| 21.5 | Debate | Members and staff shall not be engaged in debate or discussion during Open Forum; |
| 21.6 | Registration | The “Open Forum Register” shall be made available 15 minutes prior to the Council meeting for sign up and collected by the Clerk to begin Open Forum. Individuals are required to sign in prior to being permitted to speak. No individuals will be permitted to sign up after the register has been collected; |
| 21.7 | Opportunity to Speak | No individual shall speak more than once at any meeting, and no individual shall speak for longer than three (3) minutes; |
| 21.8 | Curtailment of Time | The Chair may curtail the time or excuse any individual from speaking if the topic is unduly repetitious. The Chair may adjust the order of the speakers to allow for a broad range of topics during the allotted time; |
| 21.9 | Time Limit | Open Forum shall last no longer than 15 minutes and no time extensions shall be permitted. As soon as Open Forum is concluded, the council meeting shall continue as per the agenda; |
| 21.10 | Minute Content | Any comments made during Open Forum shall not form part of the Council minutes. The general nature of the comments and the number of speakers may be indicated in the minutes. The register shall be placed in the Council agenda file. |

| 22.0 RULES OF DEBATE | | |
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| 22.1 | Addressing Council | To address Council, a member shall request to speak, be recognized by the Chair and direct all comments through the Chair; |

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| 22.2 | Address the Chair | Prior to speaking to any question or motion, each member shall address the Chair; |
| 22.3 | Order of Speakers | When two or more members indicate their desire to speak at the same time, the Chair shall designate the order of speakers; |
| 22.4 | Interruptions | When a member is speaking, no other member shall interrupt the member speaking except to raise a point of order, privilege or personal privilege; |
| 22.5 | Motion to be Repeated | Any member may require a motion or question under discussion to be read at any time during the debate but not so as to interrupt the member speaking; |
| 22.6 | Speaking to a Question | Members must indicate their intention to speak to a question through the Chair. No member shall speak more than twice to the same question without Council's permission, except that a reply shall be permitted only from the member who has presented the main motion. The total time a member may take to speak and obtain any necessary clarification shall not be more than five minutes regardless if they speak one or two times. The mover and seconder of a motion have the opportunity to speak first to a motion. Members' comments are relevant to the matter of business before Council or a Committee. Members express themselves succinctly without repetition; |
| 22.7 | Content of Questions Permitted | A member may ask a question only for the purpose of obtaining information relating to the matter under discussion and the question shall be stated briefly and asked only of the Chair, the previous speaker, the CAO, Department Heads or their designates. A member may also state a point to the matter under discussion without asking a question; |
| 22.8 | Point of Order | When a member rises on a point of order, point of privilege or point of personal privilege, the member shall ask leave of the Chair to explain the point. After leave is granted, the member shall state the point to the Chair and then remain silent until the Chair has ruled upon the point. Subject to being overruled by Council on a vote which shall be taken immediately and without debate, the Chair shall rule on the point. Any member may challenge the ruling of the Chair immediately following the ruling. The Chair's ruling is final unless it is challenged. Council's decision, by vote, is final if the Chair is challenged. |

23.0 MOTIONS

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| 23.1 | Motions outside Jurisdiction of Council | A motion or notice of motion in respect of a matter which is not within the jurisdiction of the Council shall not be in order and shall not be considered by the Council; |
| 23.2 | Notice of Motion | Members who give advanced notice of a Notice of Motion during a Council meeting shall disclose the subject matter of the motion and provide the Clerk with a full copy of the motion prior to 12:00 pm noon on the Wednesday preceding the next Council meeting. Members who do not give advance notice |

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| | | at a previous meeting must provide the Clerk with a full copy of the motion prior to 4 pm on the Wednesday preceding the next Council meeting for inclusion. A Council member shall only request one Notice of Motion per Council meeting; |
| 23.3 | Withdrawn Motion | After a motion has been proposed and seconded, and placed in the hands of the Chair, it shall be considered to be in the possession of the Council but may be withdrawn by the mover and seconder if there are no objections from any members. If any member objects, the motion may only be withdrawn by a vote of the members present to grant the request for withdrawal. Withdrawn motions shall be presented in the minutes without note or comment; |
| 23.4 | Motions Permitted Without Written Notice | <p>The following may be introduced orally without written notice and without leave of Council:</p> <ul style="list-style-type: none"> a) a point of order, privilege or personal privilege; b) a motion to waive or suspend the rules of procedure; c) a motion to recess; d) a motion to adjourn; e) a motion to call the question; f) a motion to separate the question; g) a motion to receive an item; h) a motion to table an item; i) a motion to lift from the table; j) a motion to refer; k) a motion to defer; l) a simple amendment to a main motion; |
| 23.5 | Motions to be Moved and Seconded | A motion shall be moved and seconded before being open for discussion and consideration; |
| 23.6 | Members May Vote Against | A member may move a motion in order to initiate discussion and debate and that member may vote in opposition to the motion. A seconder of a motion may vote against the motion. |

| 24.0 SPECIFIC MOTIONS | | |
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| 24.1 | Motion to Recess | A motion to recess is not debatable; |
| 24.2 | Motion to Adjourn | <p>A motion to adjourn the Council meeting is not debatable and shall always be in order except:</p> <ul style="list-style-type: none"> a) when another member is in possession of the floor; b) when a vote has been called; c) when the members are voting, or d) when a member has indicated to the Chair |

his/her desire to speak on the matter before Council;

A motion to adjourn and amendments thereto shall take precedence over any other motion and shall be put immediately without debate, except for the Chair to indicate any remaining pressing needs, in which case the member shall have the option to withdraw the motion to adjourn;

- 24.3

Call the Question

A motion to call the question is not debatable. A member who moved the motion to call the question shall not be allowed to speak to the question again if the motion is decided in the negative. A motion to call the question shall be put immediately without debate. If the motion passes, those members who had indicated their request to speak before the motion was presented shall be heard prior to closing debate;
- 24.4

Hijacking or Contrary Motions

Any motion that can, in essence, hijack or is contrary to any motion currently on the floor shall not be in order;
- 24.5

Motion to Table

A motion to table is not amendable or debatable and shall apply to the motion and any amendments under debate when the motion to table is made. If the motion to table carries, in the absence of any direction from Council, the matter may not be discussed until a member, through a Notice of Motion, brings it forward to a subsequent meeting;
- 24.6

Motion to Defer

A motion to defer, and any amendment to it, is debatable and shall include:

a) the time to or period within which, consideration of the matter is to be deferred; and

b) whatever explanation is necessary to demonstrate the purpose of the motion to defer;
- 24.7

Motion to Refer

A motion to refer, and any amendment to it, is debatable and shall include:

a) the name of the committee or official to whom the motion or amendment is to be referred;

b) the terms upon which it is to be referred and the time or period, if any, on or within which the matter is to be returned;
- 24.8

Amendments

A motion to amend is debatable. Only one motion to amend a main motion shall be on the floor at any one time. An amendment shall be relevant to the question in order to be received. An amendment shall not be received if proposing a direct negative to the question. An amendment shall be out of order if it is ruled by the Chair to be a substantive motion and not an amendment. An amendment which, in effect, is nothing more than a rejection of the main motion shall not be in order. After the motion to amend has been voted on, the main motion, as amended, shall be put to a vote if no other

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| | | amendments are pending; |
| 24.9 | Consideration of Matter Previously Deferred | A motion that Council consider a matter previously deferred indefinitely or to a time or eventuality which has not yet been reached or occurred, is debatable and shall be presented only if the Council so decides, by a 2/3 majority vote; |
| 24.10 | Motion to Reconsider | A motion to reconsider can only be made in the same meeting that the motion has been voted on. Only a member who voted on the prevailing side can move to reconsider a vote. A motion to reconsider is debatable if the motion to be reconsidered is debatable. The debate can go into the merits of the motion to be reconsidered. The motion is not amendable. No motion can be reconsidered if any provisions relating to the motion have been carried out. A motion to reconsider places an item back on the table for further discussion and another vote on the main question including any and all amendments that were passed with it. No discussion of the main question shall be allowed until the motion for reconsideration is carried. Once the question is reopened, it is reopened in its entirety. If the question is reopened, all previous decisions of the Council remain in force unless the Council decides otherwise. No motion to reconsider may, itself, be the subject of a motion to reconsider; |
| 24.11 | Motion to Rescind | A motion to rescind is a main motion that requires notice through a notice of motion and a 2/3 vote to pass. The motion to rescind is the motion by which a previous action or order can be cancelled. The effect of this motion is to strike out an entire main motion that had been adopted at some previous time. The motion to rescind is debatable and is not amendable and requires 2/3 vote. This motion is not in order when something has been done that is impossible to undo or notification has been provided when it affects a specific person; |
| 24.12 | Motion to Amend Something Previously Adopted | A motion to amend something previously adopted is a main motion that requires notice through a notice of motion and a 2/3 majority vote to pass. This motion is used to change only a part of the text or to substitute a different version to what was adopted previously. The motion to amend something previously adopted is debatable and is amendable and requires 2/3 majority vote. This motion is not in order when something has been done that is impossible to undo or notification has been provided when it affects a specific person and cannot be used to amend the motion in a way that is contrary; |
| 24.13 | Renewal Motion | A motion to renew is not in itself a main motion, but an act of bringing forward a motion, or a motion substantially the same as, a motion that had been disposed of at a previous meeting. The motion requires notice through a notice of motion and a 2/3 vote to pass if within the twelve-month period from which it was originally considered. A motion that was lost previously is not required to obtain a 2/3 majority vote to pass. The member bringing forward the renewal motion must indicate the date that the |

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| | | original motion was entered upon the minutes; |
| 24.14 | Dilatory or Improper Motions | <p>Dilatory Motions:</p> <ul style="list-style-type: none"> a) misused with the purpose of obstructing business (such as a series of points of order, appeals, motions to table when used frivolously so as to not allow a decision to be made in an efficient manner); b) absurd in substance; c) frivolous; or d) unwarranted; <p>Improper Motions are those that:</p> <ul style="list-style-type: none"> a) are outside of the scope of jurisdiction; b) conflict with a previously adopted motion; c) present essentially the same question that has been defeated earlier in the same meeting without a motion to reconsider; or d) present a question that Council still has within its reach (such as an item that had been referred to committee or staff to come back to Council). |

25.0 VOTING

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| 25.1 | Order of Voting | <p>Motions relating to an item under consideration (main motions) shall be voted on in the following order:</p> <ul style="list-style-type: none"> a) a motion to adjourn; b) a motion to recess; c) a motion to call the question; d) a motion to table an item; e) a motion to defer; f) a motion to refer; g) a motion to amend, in reverse order of its being placed; h) the main motion; |
| 25.2 | Members Shall Vote | <p>Every member present at a meeting of Council where a question is put shall vote on the question, unless prohibited by statute, in which case the Clerk shall so record. If any member present does not vote at a meeting of the Council where a question is put, he/she shall be deemed to vote in the negative except where the member is prohibited from voting by statute;</p> |
| 25.3 | Chair to State the Question | <p>Immediately preceding the taking of a vote, the Chair shall state the question in the precise form in which it will be recorded in the minutes unless the wording is provided for visually in front of the</p> |

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| | | members on their monitors; |
| 25.4 | Indication of Vote | A member shall vote by raising a hand or otherwise indicating the member's vote, except where a recorded vote is requested; |
| 25.5 | Conduct During a Vote | When the Chair calls for the vote on a question: <ul style="list-style-type: none"> a) each member shall occupy his/her seat and shall remain in place until the result of the vote has been declared by the Chair, and b) during this time no member shall walk across the room or make any other noise or disturbance; |
| 25.6 | Separate the Vote | Upon the request of any member, and when the Chair is satisfied that a matter under consideration contains distinct proposals, the vote upon each proposal shall be taken separately; |
| 25.7 | Majority Vote Required | All decisions of Council shall require a majority vote except as otherwise set out in this by-law; |
| 25.8 | Tie Votes | Any motion that receives a tie vote shall be deemed to have been decided in the negative; |
| 25.9 | Decisions requiring Two-Thirds Vote | The following decisions of Council require a two thirds vote: <ul style="list-style-type: none"> a) A motion to consider a report or by-law that does not relate to a matter listed on the agenda – amending the agenda; b) A motion to consider a matter previously tabled or deferred to a time of eventuality that has not been reached or occurred; c) A motion to revisit any question passed within the previous 12 months; |
| 25.10 | Recorded Votes | A request by a member present at the meeting for a recorded vote shall be made prior to, or immediately after, the vote and must be requested prior to any consideration of another matter. When a recorded vote is requested by a member, the Clerk shall record the name and vote of every member on any question in the order taken, using a random order of voters as determined by randomized listings prepared in advance and in the control of the Clerk; |
| 25.11 | Announcing the Results | The Chair shall announce the result of the vote, with the exception of the recorded vote where the Clerk will announce the result. |

| 26.0 BY-LAWS | | |
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| 26.1 | Introduced by Motion | Every by-law shall be introduced by motion, specifying the title thereof; |
| 26.2 | Three Readings | Every by-law shall have three readings prior to being passed. By-laws shall be taken as read for the first, second and third readings. A by-law may be passed through all its stages and be finally passed at one meeting with a majority of members present; |
| 26.3 | Confirmatory By- | The proceedings of every meeting of Council shall be |

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| | law | confirmed by by-law so that every decision of Council and every resolution thereof shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted; |
| 26.4 | Amendments to By-laws | All amendments to any by-laws approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted by Council, the amendments shall be recorded by the Clerk; |
| 26.5 | Duty to Sign | Every by-law once passed shall be dated and duly signed by the Mayor and the Clerk or their deputies. |

27.0 COMMITTEES

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| 27.1 | Composition | Council shall determine the appropriate number of committees, their membership, mandates and reporting practices; |
| 27.2 | Mayor's Committee | The Mayor's Committee (if required) shall be comprised of three (3) members appointed by the Mayor and the Chair shall be appointed by the Mayor; |
| 27.3 | Other Appointments | Appointments and nominees to other bodies shall be recommended by Council; |
| 27.4 | Task Forces, Working Groups and Special Committees | Council may, from time to time, appoint task forces, working groups or special committees which will report directly to Council. The establishment of such committees should include a specific mandate, terms of reference, and term of appointment. Special committees, task forces and working groups shall report to Council with a recommendation with regard to their continuation, assumption of responsibilities by Council, or abolishment; |
| 27.5 | Duty of the Chair | A Chair and Vice-Chair shall be appointed by the members at the first regular scheduled meeting. Each Chair and/or Vice Chair shall preside at every meeting of their committee, may vote on every question submitted for consideration and may require that resolutions be in writing; |
| 27.6 | Ex-Officio Membership | The Mayor shall be an ex-officio member of all Southgate committees, sub committees and working groups. He/she shall not be included to make up quorum, shall have the right to take part in discussion, but shall not have the right to vote; |
| 27.7 | Date & Time | Committees shall establish regular meetings dates, times and location at the beginning of each term or appointment. Meetings will generally be held in the Southgate Council Chambers Administration Building in Hopeville but may be moved to alternate locations on the recommendation of the Chair. Additional or emergency meetings may be held at the call of the Chair; |
| 27.8 | Notice to Members | Notice of meetings including agendas, minutes and supporting documentation to the members shall be via electronic mail. Notice may also be provided by telephone or personal contact in case of an emergency. In the event of a meeting cancellation, staff will notify the members by email or by |

- telephone as soon as possible;
- 27.9 **Notice to the Public** Notice of meetings shall be given as per [sections 5.8 and 5.9](#). Notice of meetings shall be posted as soon as practical after being established by committees. Agendas shall be posted a minimum of two business days prior to the meeting. In the case of emergency meetings, notice of the agenda shall be posted as soon as practical. In the event of a meeting cancellation, staff will post notice of the meeting cancellation on Southgate’s website, Facebook and Instagram page. If the cancellation occurs at the last minute or after regular business hours and staff is unable to post the cancellation as noted, notice shall be posted as soon as it is practical to do so;
- 27.10 **Role of Committees** The role of committees shall generally be to:
- a) make recommendations to Council on matters which are in their jurisdiction;
 - b) guide and request staff to provide reports on the direction and nature of policy development, fact finding, analysis and generation of public policy matters;
- 27.11 **Action on Committee Recommendations** No action shall be taken on committee recommendations until they are subsequently approved by resolution at Council;
- 27.12 **Governing Rules of Procedure** The rules governing the procedure of the Council and the conduct of members at Council shall be observed by committees as far as they are applicable, with specific exceptions of the rules for Committee of the Whole and committees set out in this section including:
- a) the number of times of speaking on any question shall not be limited;
 - b) a majority vote shall be required to decide any matter before the committee;
 - c) recorded votes shall be called to vote by name in alphabetic order;
- 27.13 **Council Attendance at Committee Meetings** Members of Council who are not members of a specific committee may attend meetings of that committee as members of the public and may, with consent of the Chair of that committee, take part in the discussion, but shall not be counted in quorum, shall not be entitled to make motions or vote and shall not be reimbursed for attendance at those meetings;
- 27.14 **Absence of Chair** In the event of the Chair of a committee not attending the committee at which he/she is to preside within fifteen (15) minutes after the time appointed for the commencement of the meeting, the committee Vice-Chair shall call the meeting to order and preside until the arrival of the committee Chair. Should the committee Vice-Chair not be in attendance at the meeting, the recording secretary shall call the meeting to order and ask those members in attendance to appoint one of the members to act in the place of the committee Chair

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| | | for that meeting. Such member shall then preside until the arrival of the committee Chair or the committee Vice-Chair. The meeting must have a quorum to commence; |
| 27.15 | Preparation of Agenda | The appropriate Southgate staff person shall prepare committee agendas for distribution; |
| 27.16 | Amendment of a Committee Agenda | Any matter, which is within the committee’s mandate and which is not on the committee agenda, or does not relate to a matter on the current agenda, may be considered by the committee if it agrees to consider it by a majority vote. The committee may amend the agenda to include time-sensitive matters or other such matters as deemed necessary by a majority vote. In this case, the amended agenda notification shall be included in the minutes for the meeting and the open agenda shall be republished to note the changes; |
| 27.17 | Committee Delegations | <p>Any person desiring to present information to a committee may do so subject to the following:</p> <ul style="list-style-type: none">a) requests shall be in writing and the information to be presented shall be on matters of fact or to make a request of the committee;b) requests shall be made not less than five days preceding the committee meeting at which such person desires to be heard;c) exceptions to the five (5) business days’ notice requirement required in (b) above may be approved by the committee Chair;d) any person who is scheduled to appear as a delegation before a committee is requested to submit written documentation for the committee’s consideration to the appropriate Southgate staff person not less than five (5) business days preceding the committee meeting;e) rules relating to time limits, behaviour, curtailment of time and conduct shall be as set out in Section 18; |
| 27.18 | Closed Session | No meeting of a committee shall be held in closed session except in accordance with Section 6 ; |
| 27.19 | Declarations of Pecuniary Interest | Members of committees shall adhere to Section 17 with respect to declarations of pecuniary interest in committees; |
| 27.20 | Quorum | A quorum shall consist of more than 50% of the membership of the committee. Where the number of members, who by reason of the provisions of the Municipal Conflict of Interest Act, are prohibited from participating in a meeting is such that, at that meeting, the remaining members are not of sufficient number to constitute a quorum, then the remaining number of members shall be deemed to constitute a quorum. |

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| 27.21 | Electronic Participation | A member of a Committee who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time. Where a member is participating in a meeting by electronic means, all rules and procedures as outlined in the Township of Southgate Electronic Participation Policy No. 86 shall be adhered to. |
| 27.22 | Chair Right to Expel | The Chair has the right to expel or exclude any person from any meeting for improper conduct; |
| 27.23 | Reconsideration | No committee shall reconsider any question decided by Council within a year after the Council decision nor consider any other matter which could involve a decision inconsistent with a Council decision; |
| 27.24 | Committee Minutes | Committee minutes shall be directed as follows: a) Committee minutes shall be forwarded directly to Council for its information; b) Special committee, task force and working group minutes shall be forwarded to either a Standing Committee or Council in accordance with the direction of Council; c) All minutes are to be prepared and forwarded to the members within five (5) business days. |

28.0 PUBLIC MEETINGS

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| 28.1 | Application | Public meetings will be conducted on a matter where directed by statute, Council or where requested by staff. Statutory public meetings shall be undertaken in accordance with the governing statute or as otherwise directed by law. |
| 28.2 | Purpose | The purpose of a public meeting is to hear input from the public on a particular matter. Accordingly, members shall not enter into a debate on the matter during the public meeting. |
| 28.3 | Members of the Public | Each member of the public speaking at a meeting will be asked to provide their name and address prior to providing comments for the record. |
| 28.4 | Minutes | Where the public meeting is held as part of a Council meeting, the minutes of the Council meeting shall include the minutes of the public meeting. |
| 28.5 | Electronic Participation | Public meetings may be held by electronic means. If participating electronically, members of Council, staff and the public shall adhere to the Township of Southgate Electronic Participation Policy No. 86. |

29.0 COMMITTEE OF ADJUSTMENT SPECIFIC

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| 29.1 | Application | The procedures contained in this section shall be observed in all proceedings of the Committee of Adjustment and shall be incorporated into the procedures for the order and dispatch of meetings conducted by the Committee. All other matters not governed by the provisions of this section shall be |
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| | | governed by the provisions of the other sections of this by-law. In the event of a conflict between this section and the Planning Act, the Planning Act shall prevail; |
| 29.2 | Schedule of Meetings | The Secretary-Treasurer shall prepare a schedule of meetings on an annual basis; |
| 29.3 | Insufficient Items | Where it is determined by the Secretary-Treasurer that there are insufficient agenda items for a meeting, the Secretary Treasurer shall cancel the meeting and notify the members and public as soon as practical. |
| 29.4 | Notice | For those consent items that are under the jurisdiction of the Committee, the Secretary-Treasurer shall issue notice of the consent applications to be considered at the meeting and the applicant shall post notice of their application on the subject property, both in accordance with the requirements of Planning Act and regulations thereunder, at least fourteen (14) days before the meeting. Members shall be provided with the meeting agenda on the Friday preceding the meeting that is scheduled for the following Wednesday; |
| 29.5 | Committee Composition | The Committee shall be comprised of no fewer than three (3) members and no more than seven (7) members appointed by Council, all of whom may be appointed as members from Council or members of the public. The members shall elect a Chair at their first regular meeting; |
| 29.6 | Quorum | <p>As per Section 44(5) of the Planning Act, where the Committee is composed of more than three members, three members are required to constitute a quorum. The inability of a member to act due to a declared conflict does not impair the powers of the Committee or of the remaining members.</p> <p>If no Quorum is present thirty (30) minutes after the time appointed for a meeting of the Committee, the Secretary-Treasurer shall record the names of the members present and the meeting will stand adjourned until the next appointed time;</p> |
| 29.7 | Electronic Participation | A member of Committee of Adjustment who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time. Where a member is participating in a meeting by electronic means, all rules and procedures as outlined in the Township of Southgate Electronic Participation Policy No. 86 shall be adhered to. |
| 29.8 | Closed Meeting | <p>In accordance with the provisions of the Statutory Powers Procedure Act, R.S.O. 1990, c.S.22, a hearing being conducted by the Committee during a meeting may be closed to the public when the Committee is of the opinion that:</p> <p>a) matters involving public security may be disclosed; or</p> <p>b) intimate financial or personal matters or</p> |

other matters may be disclosed at the hearing of such a nature, having regard to the circumstances, that the desirability of avoiding disclosure thereof in the interests of any person affected or in the public interest outweighs the desirability of adhering to the principle that hearings be open to the public;

29.9 **Procedure for Hearing**

The following procedure shall be followed for the hearing portion of the meeting:

- a) The Chair shall call for any requests for deferral or withdrawal of any matters before the Committee;
- b) The Chair shall ask for confirmation that notice provisions were met;
- c) The Chair shall ask for a presentation of the planning report, review of comments received, and review of the proposed conditions to be attached to the decision should the Committee approve the application;
- d) The Chair shall ask the applicant or their representative to introduce themselves and present any further information. The applicant or their representative shall be provided with a maximum of 10 minutes to present their application;
- e) The Chair shall ask if any members have questions of the applicant or the representative;
- f) The Chair shall invite anyone else having an interest in the application to come forward, identify themselves and express their interest. Submissions from the public shall be limited to a maximum of 3 minutes each and shall be confined to the subject application. Any submission beyond the 3 minutes requires a majority vote of the members. The applicant or their representative shall have the opportunity to respond after all submissions are received and shall be allocated no more than 5 additional minutes;
- g) The Chair shall provide Committee members with a final opportunity to ask any additional questions relevant to the application before them;
- h) The Chair shall ask the members for a motion with respect to the disposition of the motion, shall permit discussion on the motion, shall call for the vote, shall announce the decision of the Committee, and may summarize any decision orally if requested;

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| 29.10 | Decision | No decision of the Committee on an application is valid unless it is concurred by the majority of the members that heard the application, and the decision of the Committee shall be in writing and shall set out the reasons for the decision and shall be signed by the members who concur in the decision. A copy of the Committee’s written decision will be prepared and issued in accordance with the provisions of the Planning Act. A copy of the Committee’s written decision shall be sent to each person who submitted a written request to receive a copy of the written decision with respect to the application, pursuant to the provisions of the Planning Act; |
| 29.11 | Request for Deferral | A request for deferral of a matter on the scheduled meeting date by the applicant or authorized agent must be for reasonable cause and must be made at the meeting. If granted, the Committee after consultation with the Secretary-Treasurer will set a new meeting date for the application to be heard. No further notice of the meeting date shall be required as per the Planning Act. Only those members present at the meeting where the application was deferred shall render a decision on the application at the subsequent meeting; |
| 29.12 | Request for Withdrawal | The applicant or their representative may request that an application be withdrawn. Such requests may be made to the Secretary-Treasurer in advance of the meeting date or at the meeting. The Secretary-Treasurer will record that the application was withdrawn from the Committee’s agenda and the Committee will take no action on the matter at the meeting; |
| 29.13 | Site Visits | Following the application by the owner or representative of the owner, but prior to the meeting where the application will be considered by the Committee, the members may conduct individual site visits. During site visits members shall not discuss with the applicant, or other interested individuals, any of the merits of the application or any issue or matter in connection with the application to be decided by the Committee. All information shall be presented to the Committee at the hearing. |

30.0 AMENDMENTS TO BY-LAWS

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| 30.1 | Public Notice | No amendment or repeal of this by-law shall be considered unless notice is given as required under Public Notice Policy No. 15, being Southgate’s policy to establish standards for the giving of reasonable notice, unless directed under amendments to the Municipal Act, as amended. |
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31.0 CONFLICT

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| 31.1 | Severability | If a court or tribunal of competent jurisdiction declares any portion of this By-law to be illegal or unenforceable, that portion of this By-law will be considered severed from the remainder of this By-law, which shall continue to be in full force and effect; |
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| 31.2 | By-law Versus Statute | If there is any conflict between this by-law and any statute, the provisions of the statute prevail. |
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32.0
PRINCIPLES OF THE PROCEDURE BY-LAW

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| 32.1 | Guiding Principles | <p>The principles of openness, transparency and accountability to the public guide the Townships decision-making process. In the context of Council and other Committee proceedings, this is accomplished by:</p> <ul style="list-style-type: none"> a) Ensuring the decision-making process is understood by the public and other stakeholders; <ul style="list-style-type: none"> i. Providing access to information and opportunities for input by the public and other stakeholders consistent with the requirements of this By-law and other statutory requirements; ii. Exercising and respecting individual and collective roles and responsibilities provided for in this Procedure By-law and other statutory requirements; b) The protection of basic rights by recognizing the right of the majority to decide, the minority to be heard and individuals to have the opportunity to participate; c) The principles of parliamentary law governing Council and Committee Meetings include: <ul style="list-style-type: none"> i. The majority of Members have the right to decide; ii. The minority of Members have the right to be heard; iii. All Members have the right to information to help make decisions, unless otherwise prevented by law; iv. All Members have a right to an efficient Meeting; v. All Members have the right to be treated with respect and courtesy; and vi. All Members have equal rights, privileges and obligations; |
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| 32.2 | Interpreting the Procedure By-law | <ul style="list-style-type: none"> a) In the event of conflict between this Procedure By-law and legislation, the provisions of the legislation prevail; b) A specific statement or rule in this Procedure By-law has greater authority than a general one; and c) If there is a conflict between two or more rules in this Procedure By-law, or if there is no specific rule on a matter, the Chair will rule. In making a ruling, the Chair may consult the Clerk, rely on previous rulings and practices, or refer to <u>Robert's Rules of Order</u>. |
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33.0
MOTIONS FROM OTHER MUNICIPALITIES

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| 33.1 | Motions from Other Municipalities & Organizations | <ul style="list-style-type: none"> a) Motions from other municipalities are placed on the Consent Agenda under Resolutions of Other Municipalities. |
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**Requesting
Endorsement**

- b) Staff may prepare recommendations related to the matter for Council’s consideration;
- c) The Council’s receipt of motions from other municipalities does not constitute endorsement by the Township of any recommendations or actions they may contain;
- d) Motions from other municipalities and requests for endorsement or action from other organizations will be dealt with as a matter of consent under Section 33 of this By-law.

34.0 CONSENT AGENDA

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| 34.1 | Consent Agenda and Information Reports | <p>For the purposes of Consent Agenda, both Open and Closed, the following shall apply:</p> <ul style="list-style-type: none">a) An information report is prepared for the information of Council and generally relates to a matter considered at Council or Committee of the Whole, or is a matter of Township business;b) An Information Report does not contain recommendations;c) An Information Report requested by Council or Committee of the Whole will be in the form of a motion;d) Information Reports are circulated under the Consent Agenda and not up for discussion unless a Member of Council makes such a request through the Chair;e) Closed Consent Agenda items / Closed For Information Reports are not made available to the public on the Township’s website and may only be placed on a Council agenda if the nature of the confidential information satisfies the requirements of closed session meetings;f) Closed Session Consent Items may be removed from the Consent Agenda and placed on the Closed Session Agenda by resolution of two-thirds (2/3) majority vote. |
|------|---|--|

35.0 ACCOUNTABILITY AND TRANSPARENCY

| | | |
|------|------------------------|--|
| 35.1 | Open Government | <p>Township Council is responsible to provide good government for its stakeholders in an accountable and transparent manner by:</p> <ul style="list-style-type: none">a. Encouraging public access and participation to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;b. Delivering high quality services to its |
|------|------------------------|--|

- citizens; and
- c. Promoting the efficient use of public resources;

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the Township of Southgate adopting measures ensuring, to the best of its ability, that all activities and services are undertaken using processes that are open and accessible to stakeholders. Wherever possible, the Township of Southgate will engage stakeholders throughout the decision-making process which will be open, visible and transparent to the public. The principles of accountability and transparency apply equally to the Township’s political process and decision-making and to its administrative management;

| | | |
|------|---|---|
| 35.2 | Internal Governance | <p>The Township of Southgate’s administrative practices and policies ensure specific accountability on the part of its employees through initiatives that include:</p> <ul style="list-style-type: none">a) Council Code of Conduct;b) Staff Code of Conduct;c) Individual performance management;d) employment policies;e) health and safety policies and programs; |
| 35.3 | Public Participation and Information Sharing | <p>The Township of Southgate ensures that it is open and accountable to its stakeholders and encourages public awareness of, and participation in, its activities and decision-making processes by providing appropriate notice of when and where meetings of Council and committees take place.</p> <p>These meetings will be open to the public except in the limited situations specifically authorized by the Act. The Township provides transparency in the conduct of its business as outlined in this Procedure By-law. The Township of Southgate ensures that participation by the public can be meaningful and effective, through timely disclosure of information by various means including, but not limited to social media, the Township website, and print media.</p> <p>The Township of Southgate has adopted:</p> <ul style="list-style-type: none">a) a code of conduct for members of council;b) a Community Action Plan; andc) a records retention policy; |

36.0 CHIEF ADMINISTRATIVE OFFICER EVALUATION

| | | |
|------|-----------------------|--|
| 36.1 | CAO Evaluation | Council shall, at least once each calendar year, meet with the CAO to review his/her performance and remuneration. |
|------|-----------------------|--|

37.0 ENACTMENT

| | | |
|------|---------------------------|---|
| 37.1 | Repealed | By-law No. 2020- 027 as amended <u>120</u> , is hereby repealed. |
| 37.2 | Force & Effect | This by-law shall come into force on the date of |

|

passing.

|

Read a first, second and third time, and passed this XX ~~7th~~ day of XX ~~October~~, 202~~20~~.

John Woodbury, Mayor

Lindsey Green, Clerk

DRAFT

Schedule A – Request to Appear as a Delegation

I wish to appear before Council/Committee on:

(Please print clearly)

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

New Delegation

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

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

Additional Delegation Information

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

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

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

|

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

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

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

| | |
|--------------------|---------------|
| _____ Signature | _____ Date |
|--------------------|---------------|

| | |
|--------------------|---------------|
| _____ Signature | _____ Date |
|--------------------|---------------|

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

Approval

Council Date: _____

Municipal Clerk Initials: _____

DRAFT

Township of Southgate Delegation Protocol

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

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

Schedule B – Presentation Cover Sheet

Name of Presenter: _____

Name of Group or Organization: _____

Contact Email or Phone Number: _____

This presentation is requested by (check one):

____ Staff – Name: _____

____ Committee – Name: _____

____ Council – Resolution No. _____

____ Other - _____

Reason for the Presentation: _____

Time Requested for Presentation (in minutes): _____

Scheduling Requirements (issues or deadlines): _____

Terms –Supporting documentation must be received by the Clerk no later than 12:00PM noon on the Wednesday immediately preceding the scheduled Council meeting, complete with a copy of the presentation materials.

Note: Any presentations that are requested for longer than the 10 minute time limit should be scheduled a minimum of 2 weeks in advance. The Clerk shall provide the presenter with meeting dates.

Electronic presentations must be e-mailed to clerks@southgate.ca no later than 12:00 noon on the Wednesday immediately preceding the meeting.

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

Approval:

Date presentation approved for: _____

Time allotted: _____ Municipal Clerk Initials: _____

Schedule C – Open Forum Register

| Name | Topic | Contact Information |
|------|-------|---------------------|
| | | |
| | | |
| | | |
| | | |

Personal Information Collection Notice: The Township of Southgate collects personal information in communications or presentations made to Township Council and/or its Committees. The Township collects this information to enable it to make informed decisions on the relevant issue(s). If you are submitting letters, faxes, emails, delegations, presentations or other communications to the Township, you should be aware that your name and the fact that you communicated with the Township will become part of the public record and will appear on the Township's website.

The Township will also make your communication and any personal information in it, such as your name, address and postal code or email address available to the public unless you expressly request, in writing, that the Township to remove it. By submitting a fax, email, presentation or other communication, you are authorizing the Township to collect and use the above-noted information for this purpose.

Open Forum Procedure: Individuals are required to sign this register prior to being permitted to speak. No individuals will be permitted to sign up after the register has been collected; No individual shall speak more than once at any meeting, and no individual shall speak for longer than three (3) minutes;

Audio and Video Recording of Council and Committee Meetings: The Township audio and video records all open meetings within Council Chambers. If you make a presentation to Township Council and/or its Committees, the Township will be audio and video recording you and Township staff and may make these recordings available to the public.

MFIPPA Disclosure: All information submitted to the Township of Southgate is being collected under the authority of the Municipal Act and subject to disclosure under the Municipal Freedom of Information Act (MFIPPA). Questions about this collection should be directed to the Clerk's Department 519-923-2110 ext. 230.

Schedule D – Specific Motions - Quick Reference

| Quick Reference Sheet | Subsidiary Motions | | | | | | |
|---|---|-------------------|---------------|-----------|-----------|---------------|--|
| To: | You say: | Interrupt Speaker | Second Needed | Debatable | Amendable | Vote Needed | |
| Adjourn (close the meeting) | "I move that we adjourn" | No | Yes | No | No | Majority | |
| Recess (short intermission may also be done by general consent) | "I move that we recess until..." | No | Yes | No | Yes | Majority | |
| Complain about noise, room temp., etc. | "Point of privilege" | Yes | No | No | No | Chair Decides | |
| Suspend further consideration of something (can be brought back through Notice of motion) | "I move that we table it" | No | Yes | No | No | Majority | |
| End debate | "I call the question" | No | Yes | No | No | Majority | |
| Postpone consideration (defer) - requires time and explanation | "I move we postpone/defer this matter until..." | No | Yes | Yes | Yes | Majority | |
| Refer to another body or Committee | "I move we refer this item to " | No | Yes | Yes | Yes | Majority | |
| Amend a motion | "I move that this motion be amended by..." | No | Yes | Yes | Yes | Majority | |
| Introduce business (a primary motion) | "I move that..." | No | Yes | Yes | Yes | Majority | |

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is below it, but you may introduce one that is above it.

| Quick Reference Sheet | Incidental Motions | | | | | |
|--|--|--------------------------------|---------------|---------------------------------------|----------------------|---|
| To: | You say: | Interrupt Speaker | Second Needed | Debatable | Amendable | Vote Needed |
| Object to procedure or personal affront | "Point of order" | Yes | No | No | No | Chair decides |
| Request information | "Point of information" | Yes | No | No | No | None |
| Ask for vote by actual count to verify voice vote | "I call for a recorded vote" | Must be done before new motion | No | No | No | None unless someone objects |
| Object to considering some undiplomatic or improper matter | "I object to consideration of this question" | Yes | No | No | No | 2/3 |
| Take up matter previously tabled | "I move we take from the table..." | Yes | Yes | No | No | Majority |
| Reconsider something already disposed of at same meeting | "I move we now (or later) reconsider our action relative to..." | Yes | Yes | Only if original motion was debatable | No | Majority |
| Rescind or Amend Something Previously Adopted | I move we amend(rescind) the motion passed at the June 12, 2016 meeting... | No | Yes | Yes | Rescind No Amend Yes | 2/3 |
| Act of Renewing a motion (bringing back a motion within 12 months) | I am renewing the following motion that was lost at the June 12, 2016 Council meeting for the following reason | No – Must be done through NOM | Yes | Yes | No | 2/3 to pass the motion that was renewed |
| Consider something out of its scheduled order | "I move we suspend the rules and consider..." | No | Yes | No | No | 2/3 |
| Vote on a ruling by the Chair | "I appeal the Chair's decision" | Yes | Yes | Yes | No | Majority |

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

Schedule E – Agenda Composition – Quick Reference

Call to Order: Get everyone’s attention that the meeting will start.

Land Acknowledgement: Chair reads the Township of Southgate’s approved Land Acknowledgment statement.

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Open Forum: Individuals can sign up in the 15 minutes prior to any meeting to indicate their intention to speak to Council. Open forum shall not take up more than 15 minutes. Each individual has 3 minutes. No dialogue with Council.

Confirmation of Agenda:
Confirm that all of the items required for the meeting are on the agenda. If a member would like to add an item, they would express that information at this time. It requires a 2/3 vote to add an item to the agenda at the meeting. Any item added would then be dealt with under New Business. Items may also be removed from the agenda in the same manner.

Declaration of Pecuniary Interest:
Members should declare any pecuniary interest that they are aware of in advance at this point and then again when the item is being discussed. If the member does not declare at this time, they must declare as soon as he/she notices their pecuniary interest.

Delegation: When a person requests to speak to Council to share information.

Presentation: When Council or Staff requests someone to attend and present information to Council, or when a consultant presents a report or findings to Council.

Adoption of Minutes: The minutes of previous Council meetings are adopted at this point in the meeting. Staff sends out the Council meeting minutes to Council for review and requests that Council review the minutes and notify the Clerk of any errors or omissions. The minutes are cleaned up prior to being posted on the website and printed for Council signature after approval. Any amendments should be brought to the Clerk’s attention prior to posting.

Reports of Municipal Officers: The Department Heads are each provided a section to present their staff reports. Department Heads present their reports to Council with their staff recommendations on how they wish to proceed. They may offer alternatives to their recommendations or they may not. When the staff recommendation is presented via the staff report, Council may move the recommendation as presented in the report or may move an alternate recommendation as they so desire.

By-laws and Motions: Any By-laws requiring to be passed are placed here. Generally, Council will have been provided supporting information under Reports of Municipal Officers.

Notice of Motion: Notice of Motion is a section specifically for Council members. This is the location that Council members can bring forth their own motions. The notice must be provided to the Clerk in advance of the agenda in order to be dealt with at the current meeting. If notice of motion is received by a Council member and is included on the Agenda, it is dealt with at the Council meeting as a separate motion that has been moved by the member who has provided the notice. The motion would require a seconder and dealt with like any other motion. If there was no notice of motion provided at the time the agenda was prepared, a member may offer a verbal notice at the meeting under this heading. The motion would not be dealt with at this time, however the member has provided the notice that they intend to deal with this at the next meeting and the Clerk will have cause to add it to the next meeting agenda once provided with the information. ([See Section 22.2](#))

Consent Items: The consent agenda is included for any information received that is to be received for information or contains a general or repetitive request, including Regular Consent, Closed Session Consent, Correspondence and Resolutions from other Municipalities. The action required of each item on the consent agenda is noted in brackets beside the item. It is **usually** received for information. Members may make a brief statement about any of the items on the consent agenda or request a simple clarification. Items can be pulled for further discussion from this consent agenda if a Council member wishes to alter the action required for a specific item, or if a longer discussion is required on an item. If a member pulls the item, the item is discussed at that time and the member who pulls the item moves a new resolution related to the item. The consent agenda is disposed of with the exception of any items that had been pulled and voted on separately.

For example: Councillor A advises he wishes to pull item b) on the consent agenda for further discussion. The Clerk makes note. The Chair inquires if any other members have items they wish to pull. Hearing none, the Chair requests a mover and seconder to approve the remaining items on the consent agenda as such:

Moved by xxx, seconded by xxx;

Be it resolved that Council approve the items on the consent agenda dated Month X, 20XX, save and except item b), and direct staff to proceed with all necessary administrative actions.

The Chair asks for discussion on the resolution (here is where members may make brief statements on any item) then calls for the vote. Once the vote is taken, the Chair call on Councillor A to discuss item b). Councillor A moves "That Council receive item b for information; and That Council direct staff to send the XYZ meeting minutes to the ABC Municipality for their information." The item now becomes its own item and would be dealt with like any other motion before Council and would require a seconder for further discussion.

County Report: A written report added by the Mayor and/or Deputy Mayor providing an overview of current pertinent topics currently from the County.

Member's Privilege: Here is Council's time to announce any good news stories from our area or provide reminders of upcoming events or past events they have attended on behalf of Southgate. Please try to supply the Clerk with supporting information so the minutes may accurately reflect the verbiage used.

Closed Session: A meeting, or part of a meeting, which is closed to the public as permitted by the Municipal Act, also referred to as an "in-camera meeting."

Confirming By-law: The Confirming By-law is used to confirm all the actions of Council during the meeting as intended.



Staff Report CL2022-003

Title of Report: CL2022-003 – Election Sign By-law - Draft
Department: Clerks
Branch: Legislative and Council Services
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report CL2022-003 for information; and

That Council receive the draft election sign by-law as information; and

That Council provide feedback to the Clerk on the draft by-law no later than January 25, 2022; and

That Council consider approval of the Election Sign By-law at the February 2, 2022, Council meeting.

Background:

Council approved the [Election Sign By-law No. 2017-129](#) at the October 17, 2017 regular Council meeting and the by-law is currently in effect. Provisions in the current by-law do not allow for election signs to be placed in municipal road allowances.

At the December 1, 2021, Council meeting, [Staff Report CL2021-036](#) was presented that contained a few amendments to the Election Sign By-law in regard to allowing election signs on municipal road allowances and was received in draft for information.

At the December 15, 2021, Council meeting after further discussion on the draft amendments, the final version of the by-law was deferred until staff could bring back more information to a future Council meeting.

Staff Comments:

Staff have reviewed the current by-law in more detail since the December 15, 2021, Council meeting and felt that preparing a new by-law entirely, that had provisions that are clearer and simpler, would be a better option than continuing to try to amend the existing by-law.

Staff looked to other municipalities election sign by-laws when preparing the new version and incorporated some provisions of our current by-law for consistency. Staff believe that this new version will serve candidates and the public better and be easier for By-law Enforcement Staff to enforce should that be needed.

The new draft Election Sign By-law is included in this report as Attachment #1 and staff are asking for Council to provide feedback on the draft version and consider approval of the new by-law at the February 2, 2022, Council meeting.

Financial Implications:

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

Communications & Community Action Plan Impact:

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

Concluding Comments:

That Council receive the new draft Election Sign By-law as information and provide feedback to staff.

Respectfully Submitted,

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

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

Attachment #1: By-law 2022-XXX – Election Sign By-law – Draft Version

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

By-law Number 2022-XXX

being a by-law to regular Election Signs within the Township of Southgate and to repeal by-law 2017-129

Whereas Subsection 11.3 of the Municipal Act 2001 S O 2001 c.25 provides that councils of lower tier municipalities may pass by laws to respecting structures including fences and signs; and

Whereas Section 99 of the Municipal Act 2001 S O 2001 c.25 authorizes a municipality to pass by laws regulating advertising devices; and

Whereas Subsection 11.8 of the Municipal Act 2001 S O 2001 c.25 provides that a municipality has the power to pass a by law respecting highways; and

Whereas the Council of The Corporation of the Township of Southgate deems it necessary to regulate the location manner and display of election signs in order to prevent the unlimited proliferation of signs on highways and property that would create dangerous and undesirable situations,

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

1. Definitions

For the purposes of this By-law:

- 1.1. **"By-law Enforcement Officer"** means a by-law enforcement officer appointed by the Council of the Corporation of the Township of Southgate.
- 1.2. **"Campaign Office"** means a building or portion of a building which is used by a candidate or an agent of a candidate as part of an election campaign and where a candidate's campaign staff are normally present and the public may enter to obtain information about the candidate.
- 1.3. **"Candidate"** shall have the same meaning as in the Canada Elections Act the Election Act Ontario or the Municipal Elections Act 1996, as amended, as applicable and shall be deemed to include a person seeking to influence other persons to vote for or against any question or by law submitted in accordance with the Municipal Elections Act 1996, as amended.
- 1.4. **"Clerk"** means the Clerk appointed by the Council of the Corporation of the Township of Southgate or a person delegated by them for the purposes of this by-law.
- 1.5. **"Election Sign"** means any sign or advertising device, including posters, promoting, opposing, or taking a position in respect to:
 - a) any Candidate or political party in an election held in accordance with the Canada Elections Act, the Elections Act (Ontario), or the Municipal Elections Act, 1996;
 - b) an issue associated with a person or political party in an election under the Canada Elections Act, the Elections Act (Ontario), or the Municipal Elections Act, 1996;
 - c) a question, law or by-law submitted to the electors under the Canada Elections Act, the Elections Act (Ontario), or the Municipal Elections Act, 1996;

- 1.6. **"Façade"** means the exterior wall of a building exposed to public view on the street which bears the municipal address of the building.
- 1.7. **"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.
- 1.8. **"Illuminated"** means lighted by any means whatsoever including direct indirect internal and external sources of illumination.
- 1.9. **"Lot"** shall mean a parcel of land having continuous frontage on a public street described in a deed or other document, which is legally capable of conveying a fee simple interest of land, other than a leasehold interest, easement, or right-of way.
- 1.10. **"Official Sign"** means any sign which is required to be erected or displayed pursuant to any statute by law regulation or other directive of any federal provincial or municipal government or agency board or commission thereof.
- 1.11. **"Owner"** means the registered owner of the lands and includes any person, firm, partnership, corporation, institution, religious or philanthropic organization government or governmental agency controlling maintaining or occupying the lands upon which a sign is or will be erected or displayed.
- 1.12. **"Public Property"** means real property owned by or under the control of the Township of Southgate, or the County of Grey, including, but not limited to, a Park, Library, Community Centre, or any of its agencies, local boards, commissions or corporations but, for the purposes of this by-law, **does not** include a municipal road allowance.
- 1.13. **"Registered Third Party Advertiser"** means, in relation to an election in a municipality, an individual, corporation or trade union that is registered in accordance with the Municipal Elections Act, 1996, as amended.
- 1.14. **"Roadway"** means the part of a Street that is improved, designed or ordinarily used for vehicular traffic and includes the shoulder as the travelled portion of the roadway.
- 1.15. **"Road Allowance"** means the part of the highway located between the shoulder of the highway and the lateral property line of the abutting property.
- 1.16. **"Rotating Sign"** means any sign or portion of a sign which rotates on an axis.
- 1.17. **"Sight Triangle"** means the triangular space formed by the Roadway Lines of a corner lot and a line drawn from a point in one Roadway Line to a point in the other Roadway Line, each such point being 7 metres from the point of intersection of the Roadway Lines (measured along the Roadway Lines). Where the two Roadway Lines do not intersect at a point, the point of intersection of the Roadway Lines shall be deemed to be the intersection of the projection of the Roadway Lines or the intersection of the tangents to the Roadway Lines.

- 1.18. **"Sidewalk"** means any municipal walkway, or that portion of a Street between the Roadway and the adjacent property line, primarily intended for the use of pedestrians.
- 1.19. **"Township"** means The Corporation of the Township of Southgate.
- 1.20. **"Voting Location"** means the entire property where an election occurs and all boundaries associated with it when such voting location is located within public premises and shall mean all the common elements when the voting location is located on private premises.

2. General Provisions

- 2.1. Only Candidates, Registered Third Party Advertisers, or their agents are permitted to erect election signs.
- 2.2. No person shall place or permit to be placed an Election Sign on Public Property.
- 2.3. No person shall place or permit to be placed an Election Sign:
- a) in a Roadway;
 - b) within 2 metres of the travelled portion of the roadway;
 - c) that impedes or obstructs the passage of pedestrians on a Sidewalk;
 - d) between a Roadway and a Sidewalk;
 - e) in a Sight Triangle;
 - f) on a tree, fence or gate located on Public Property or a Roadway;
 - g) on a utility pole, light standard or any other municipal infrastructure;
 - h) on the land or buildings situated on or in or on a vehicle that is parked at any voting location or on the road allowance in front of the voting location or within thirty 30 metres of a voting location;
 - i) on any official sign or official sign structure;
 - j) to obstruct the visibility of any pedestrian or driver;
 - k) to obstruct the visibility of any traffic sign or device;
 - l) that impedes or hinders or prevents parking by vehicles on private or public lands or on a public highway or eliminates a public parking space required by law;
 - m) to interfere with vehicular traffic in any manner;
 - n) to obstruct openings required for light, ventilations, ingress, egress or fire or medical emergencies;
 - o) that constitutes a danger or hazard to the general public.
- 2.4. No person shall place or permit to be placed an illuminated or rotating election sign.
- 2.5. No person shall place or permit to be placed an election sign displaying The Corporation of the Township of Southgate logo, crest or seal.
- 2.6. No person shall use or permit or cause to be used an election sign that is attached, affixed or displayed on a vehicle or trailer.
- 2.7. No person shall place or permit to be placed an election sign on a vehicle or trailer which is parked or located for the primary purpose of displaying said sign.

- 2.8. No municipal election sign shall be posted on private property without the express consent of the owner and shall be subject to the limitations set out in sections 2.9 and 2.10.
- 2.9. Only one election sign per candidate shall be affixed, erected, or otherwise displayed on any lot.
- 2.10. On corner lots, a second sign per candidate may be affixed, erected, or otherwise displayed on the adjoining side of the lot.
- 2.11. Election signs may be displayed in the Township in the location:
 - a) where the candidate is running for that position; or
 - b) promoting a position with respect to a question on a ballot upon which an eligible elector may vote.
- 2.12. Election signs may be affixed to the façade of the building or building unit, which is used as a candidate's campaign office, provided that such sign complies with the provisions of the Township's Sign By-law for a wall sign.
- 2.13. No person shall deface, move, or willfully cause damage to a lawfully erected election sign.
- 2.14. No person shall leave an abandoned election sign on a property.
- 2.15. All other provisions included in the *Municipal Elections Act, 1996, as amended* shall apply. It is the responsibility of candidates and registered third party advertisers to ensure compliance with applicable legislation.

3. Timing

- 3.1. No person shall place or permit to be placed an election sign prior to the issuance of writs for a provincial or federal election or no earlier than forty-two (42) days immediately preceding the day of a municipal election.
- 3.2. An election sign shall be removed within seventy-two (72) hours immediately following an election. If not removed in the specified time frame, the Clerk may direct that the signs be removed, and any remaining sign deposit shall not be refunded.

4. Mandatory Information on Election Signs and Advertisements

- 4.1. All parties, including candidates, shall comply with the sign and advertisement requirements set out in Section 88 of the *Municipal Elections Act, as amended*.
- 4.2. All election signs and advertisements purchased by or under the direction of a candidate shall identify the candidate.
- 4.3. All third party election signs and advertisements shall contain the following information:
 - a) the name of the registered third party;
 - b) the municipality where the registered third party is registered;
 - c) a telephone number, mailing address or email address at which the registered third party may be contacted regarding the advertisement.

5. Administration

- 5.1. The candidate or third party advertiser to whom an election sign relates shall be responsible for the erection or display of the election sign and shall ensure that all the requirements of this by-law have been met.
- 5.2. A deposit in accordance with Schedule A is required before any candidate or a candidate's registered agent shall place or permit to be placed an election sign.
- 5.3. Subject to any deductions made under subsection of this by-law a candidate is entitled to have his or her election sign deposit refunded no later than 90 days after voting day.
- 5.4. If an election sign is removed in accordance with this by-law, the candidate to whom the sign relates will be charged in accordance with Schedule A to cover the costs of removing the sign.
- 5.5. The sign removal fee as outlined in Schedule A will be waived if the candidate provides an affidavit indicating that neither the candidate nor to the best of the candidate's knowledge any person acting on behalf of the candidate was responsible for the unlawful erection or display of the election sign.
- 5.6. If the costs incurred by the Township in removing a candidate's signs exceed the election sign deposit paid by the candidate, the Township shall notify the candidate who shall have five (5) days after the date of notice is received to pay:
 - a) the outstanding costs of removal in accordance with Schedule A;
 - and
 - b) further election sign deposit as required under Schedule A.

6. Enforcement and Removal of Signs

- 6.1. Where election signs have been posted in contravention of this By-law, the Clerk may remove the sign without notice, or take the necessary action to ensure that the sign complies with the provisions of this By-law with 24 hours of notice to the candidate.
- 6.2. Where action is not taken under Section 6.1, the Clerk may direct that the signs be removed and the candidate to whom the sign relates will be charged in accordance with Schedule A, to be deducted from the refundable portion of the candidate's election sign deposit.
- 6.3. The Clerk may destroy any election signs which have been removed and not claimed and retrieved by the candidate, persons or owner within the time period prescribed under Section 3.2.

7. Schedules

- 7.1. Schedule "A" to this by-law forms part of this by-law.

8. Penalty and Offences

- 8.1. Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P. 33*.

9. Damage

- 9.1. The Township of Southgate shall not be liable for any damage or loss to an election campaign sign that was displayed in accordance with the

by-law or that was removed by a By-law Enforcement Officer of the Township of Southgate.

10. Liability

- 10.1. The provisions of this by-law shall not be construed as relieving or limiting the responsibility or liability of any person erecting or owning any sign for personal injury or property damage resulting from the placing of such signs or resulting from the negligence or willful acts of such person or his or her agents or employees in the construction, erection, maintenance, repair or removal of any such signs. Likewise, the provisions of this section shall not be construed as imposing on the Township its officers, employees, servants, agents and contractors any responsibility or liability whatsoever by reason of the removal of any sign.

11. Validity

- 11.1. If a court of competent jurisdiction declares any provision or part of a provision of this By-law to be invalid or of no force and effect, it is the intention of the Council in enacting this By-law, that each and every other provision of this By-law, be applied and enforced in accordance with its terms to the extent possible according to law.

12. Short Title

- 12.1. This by-law may be cited as the "Election Sign By-law".

13. Repeal

- 13.1. By-law 2017-129 is hereby repealed.

14. Force and Effect

- 14.1. This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and finally passed this XX day of XX, 2022.

John Woodbury – Mayor

Lindsey Green - Clerk

SCHEDULE A

| Type | Deposit Amount Required |
|------------------------------------|-------------------------|
| Municipal Election or By-Election: | |
| Mayor | \$75.00 |
| Deputy Mayor | \$75.00 |
| Councillor | \$75.00 |
| Trustee | \$75.00 |
| Third Party Advertiser | \$75.00 |
| Provincial/Federal Election | \$75.00 |
| Sign Removal | \$10.00 per sign |



Staff Report PW2022-002

Title of Report: PW2022-002 Request for Southgate Sideroad Name Change
Department: Public Works
Branch: Transportation & Public Safety
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report PW2022-002 for information; and
That Council approve, in principle, the renaming of Southgate Sideroad 47 between Highway 89 and Southgate Road 04 to Little Red Way; and
That Council consider approval of the renaming of the road by By-law No. 2022-004 at the February 2, 2022, Council meeting after public notice has been given.

Background:

Staff have received a written request from three property owners on Southgate Sideroad 47 between Highway 89 and Southgate Road 04 for renaming this roadway section to Little Red Way. (Attachment #1)

The letter refers to the previous Egremont road system naming / numbering, prior to the Grey County civic addressing system that changed to the amalgamated Southgate Road identification system and numbering.

Staff Comments:

Staff have contacted the Grey County Planning Technician regarding the resident letter received with the following response:

The road and addresses were checked with Grey County mapping (GIS) system, and they are correct based on the locations of their entrances.

She contacted the Ministry of Health, and they get a "hit" at the correct location in their system. Emergency services will not have trouble locating them during an emergency call was verified.

The County gets many emails in regard to "people" being unable to locate addresses in rural areas using private apps like Google maps and GPS satellite navigation systems. We do not know where these companies get their data and unfortunately since they are private companies, we cannot do anything about it.

A road name change would be up to Southgate Council and If they want to change it, they will have to pass a by-law or resolution.

If they decide to do this, I will request that it DOES NOT take effect immediately but 3 weeks after it is passed, so there is time to:

1. Notify emergency services so they can get it in their system.
2. Send letters to all property owners to notify of their address change so they can contact Service Ontario to change the address on their driver's licence and health card.
3. Order new intersection signs and have them posted on the effect date

Please note that there is no conflict with the name "Little Red Way". No municipality in Grey County has anything similar, she commented.

Provisions in the Street Naming Policy No. 69 have been addressed.

The requested sideroad naming change to "Little Red Way" signifies the little red schoolhouse (Egremont SS No. 5) at the northwest corner of the Southgate Road 04 & Sideroad 47 intersection.

The second request to install a minimum 4 – 8 Tonne Max signage for Southgate Bridge S107, at the time of receiving this letter, there are 2 – 8 Tonne signs posted at each of the north & south entrance onto Southgate Sideroad 47, and only one sign posted at the south end of the approach of the bridge structure. Staff will install the load restricted 8 tonne max sign at the approach on the north end of the bridge that is missing.

If the road name is changed, property owners on this section would still have an existing civic address of "47xxxx Little Red Way".

Financial Implications:

Mr. Randy Bye has offered to cover the costs involved to rename the sideroad. It will require the Southgate intersection signs to be replaced, as well as the Ministry of Transportation signage on Highway 89 to be changed.

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 Council receive Staff Report PW2022-002 for information, and that Council approve, in principle, the renaming of Southgate Sideroad 47 between Highway 89 and Southgate Road 04 to Little Red Way, and that Council consider approval of the renaming of the road by By-law No. 2022-004 at the February 2, 2022, Council meeting after public notice has been given.

Respectfully Submitted,

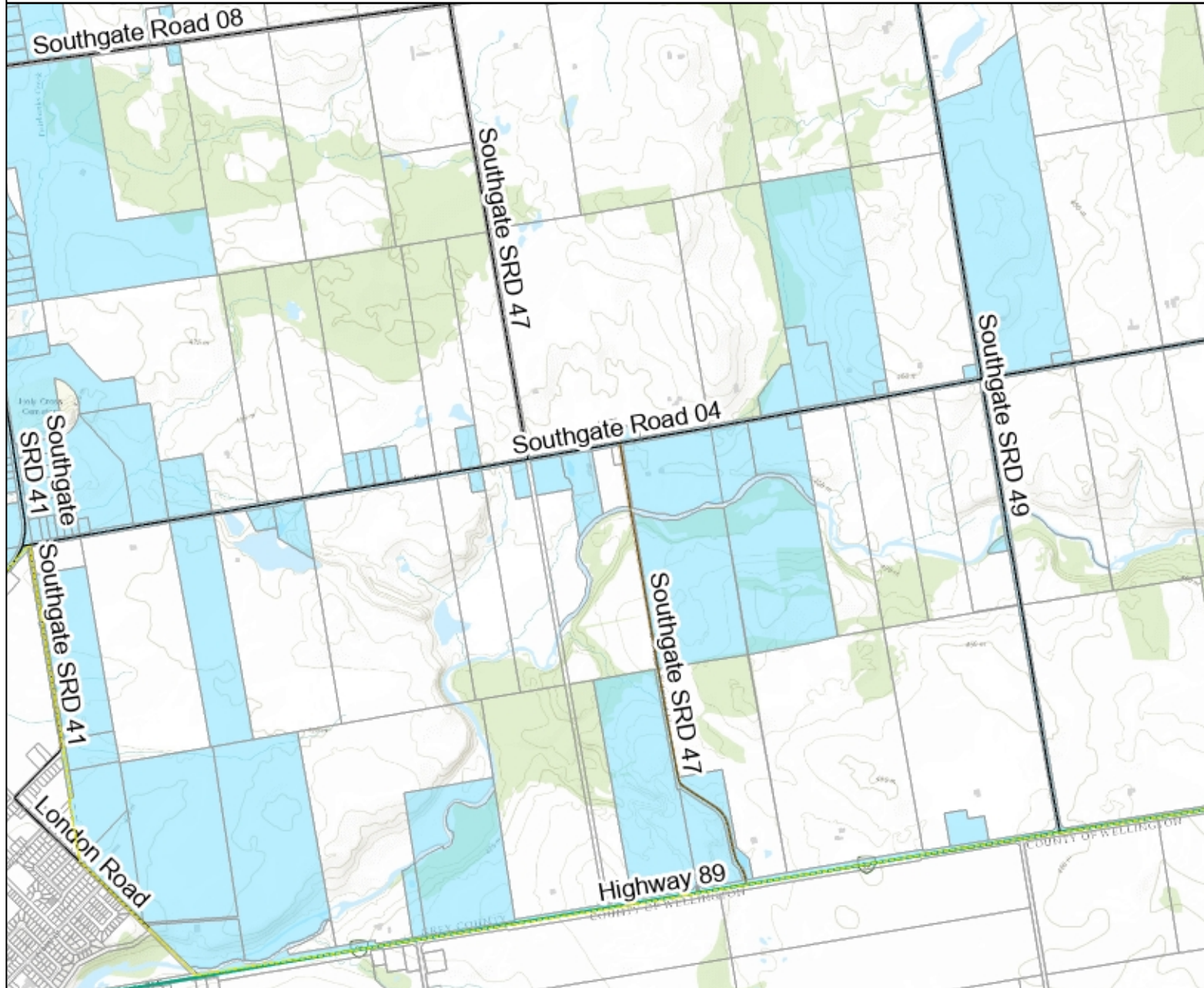
Dept. Head: **Original Signed By**
Jim Ellis, Public Works Manager

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










Attachments:

Attachment #1 – Southgate Sideroad 47 Property Owners Letter dated December 3, 2021

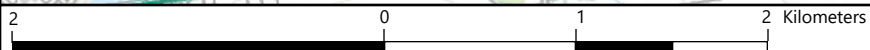
Attachment # 2 – Map of Road Section



Legend

-  Grey County Boundary
- Large Scale Roads**
 -  Provincial Highway
 -  County Road
 -  Township Road
 -  Seasonal Road
-  Parcels - Current
-  Parcels - Base
- Ownership Parcels**
 -  No plan
 -  One or more plans
- Citations**

Notes



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 Jan 04, 2022

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Dec 3, 2021

Township of Southgate

185667 Grey Rd 9

Dundalk, ON

NOC 180

Attn: Jim Ellis

Public Works Manager

Dear Mr Ellis:

We would like to bring to your attention an ongoing issue related to our road name and GIS mapping associated to same.


Historically the current Sideroad 47 north of Road 04 was named Sideroad 5 and the current Sideroad 47 south of Road 04 was named Sideroad 6 due to the deviation by one lot. Since the implementation of the 6 digit emergency numbers within Grey County, and the subsequent road renaming that occurred approximately 20 years ago, both these roads have been named Southgate Sideroad 47.


We have frequently had issues with people being unable to locate our residence/business or being directed to Sideroad 47 north of Road 04 by computer mapping systems. This seems to result from GIS mapping which is not accurate. Our understanding is this information is provided and updated on an ongoing basis by the municipality.


Our primary concern is that this issue be addressed and suggest the following:

- 1) Renaming of Sideroad 47 south of Southgate Road 04 to a unique name, ensuring current navigation systems correlate.
- 2) Install a minimum of 4 "8 Tonne Max" signs to preserve the beautiful iron bridge located on this section of road for as long as possible.

Thank you in advanced for your attention to this matter


David Kopp and Joanne Kopp
471196 Southgate Sideroad 47


Doug Woods and Joan Woods
471193 Southgate Sideroad 47


Randy Bye
H Bye Construction Ltd.



Staff Report PW2022-003

Title of Report: PW2022-003 DWQMS Management Review 2021 Meeting Minutes

Department: Public Works

Branch: Water & Wastewater

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report PW2022-003 for information; and **That** Council acknowledges the receipt of the 2021 Drinking Water Quality Management Standard Annual Management Review Meeting Minutes.

Background:

Element 20 of Ontario's Drinking Water Quality Management Standard (DWQMS) identifies the requirement of the Operational Plan with an annual review with Top Management and that they are required to perform a review and report the results to the Owner, being the Corporation of the Township of Southgate on an annual basis. The DWQMS Annual Management Review Meeting was conducted virtually on December 16, 2021. The minutes of the DWQMS Annual Management Review Meeting have been included with this report as Attachment #1.

Staff Comments:

The agenda and minutes for the DWQMS Annual Management Review Meeting is formatted based on Element 20 of the Standard.

Financial Implications:

Financial impacts are included in the Operational 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 PW2022-003 for information and that Council acknowledges the receipt of the 2021 DWQMS Annual Management Review Meeting Minutes.

Respectfully Submitted,

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

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

Attachments:

Attachment #1- 2021 DWQMS Annual Management Review Minutes

Attachment #2- Management Review Checklist-2021

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes
December 16, 2021, online using “GoToMeeting” app at 2:00 pm

Attendees: Mayor John Woodbury, CAO Dave Milliner, Public Works Manager Jim Ellis, DWQMS Representative Cory Henry and Public Works Admin Lisa Wilson.

Meeting start: December 16, 2021, 2:01 pm

a) Incidents of Regulatory Non-Compliance & Compliance Inspections

A Ministry of Environment Conservation and Parks (MECP) inspection was conducted on October 12, 2021. The Township received the 2021 Inspection Report for the Dundalk Drinking Water System on December 8, 2021. We have not yet received our final inspection rating or risk rating.

Decision- The MECP has not yet sent our final inspection or risk rating. When they are received it will be reported to Council.

Action Required (who/when): Jim will take to Council once results are received.

Completed- Jim will take to Council once results are received.

b) Incidents of Adverse Drinking Water

There were 0 incidents of Adverse Drinking Water:

There were 4 exceedances for sodium including:

| | 01-Mar-21 | 12-Jul-21 |
|-----------|------------------|------------------|
| D3 | 31.6 mg/l | 30 mg/l |
| D4 | 30.2 mg/l | 28.5 mg/l |

Decision- Previously reported as adverse sodium in 2018, reportable in 2023

Action Required (who/when): no action required

Completed- nothing to complete

c) Deviations from Critical Control Limits & Response Actions

There are several deviations from the critical control limits. Every time there is a deviation of a critical control limit there is an investigation to determine the cause and if there is a response required. This does not mean that the water is adverse. Most deviations are from operators performing maintenance duties and pumps turning on and off.

Decision-no decision required

Action Required (who/when):no action required

Completed-nothing to complete

d) Efficacy of Risk Assessment Process

On December 13, 2021, the DWQMS team performed a risk assessment for DWQMS Appendix A: Risk Assessment Outcomes. The Risk Assessment was performed from scratch as that is the requirement every three years and was due in 2021.

Decision-no decision required

Action Required (who/when):no action required

Completed-nothing to complete

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes
December 16, 2021, online using “GoToMeeting” app at 2:00 pm

e) Results of Internal & Third-Party Audits

Internal Audits Results:

SOP – 16 Super-chlorinate and Flush was audited in 2021. 3 OFI (Opportunities For Improvement) were found during the audit.

- Remove AWWA for small systems, Section 2 – Disinfecting water main
- Add the Water Main Disinfection Procedure, ANSI/AWWA C651-14 Disinfecting Water Mains and ANSI/AWWA C652-11 Disinfection of Water Storage Facilities
- Add related procedures, SOP 6 – Isolate and Flush, SOP 12 – Reservoir Cleaning, SRP 06 – Water Main Breaks

SOP 20 – Valve Exercising was audited in 2021, Updated with Vac Trailer information. 0 OFI’s were found

Decision-Complete OFI’s

Action Required (who/when): Cory Henry

Completed- 31/Aug/2022

Third Party Audits Results: NSF-ISR completed an off-site audit August 26, 2021.

There was no non-conformities and no corrective action requests.

There were 6 OFI’s (Opportunity for Improvement) offered by auditor James Pang. The OFI’s were:

1. Commitment and Endorsement – Although the current description in section 3.2 of the OP is generally conforming, it may be improved with regards to the representatives of the Owner of the DWS. The Owner as the Township of Southgate is vague.
2. Element 6, Drinking Water System – The current description of the DWS in section 6 of the OP is generally conforming. However, there exists an opportunity for improvement by simplifying Figures 6-1, 6-2 and 6-3 to show the treatment process flow.
3. Document and Record Control - Although generally conforming, the management may consider extending the same document control applied to SOP to all other controlled documents such as the Operational Plan. In this case, the practice of updating the revision date.
4. Management Review – There were two comments made under this sub-section.
 - 1- It was noted that actions for the OFIs from the external audit from Oct 2020 were scheduled to be carried out by Dec 31, 2021. The management concerned should avoid such long delays of more than a year to take action. Therefore, this OFI is for the management to improve their response time to the audit OFIs.
 - 2- It was noted that the record of management review consistently recorded No Decision for No Decision Required. For future management reviews, the choice of words would need to be more accurate.
5. Element 18 – An opportunity exists to clearly define the list of contacts in the event of a spill which can include the following:

**Drinking Water Quality Management System
Annual Management Review Meeting –Minutes**

December 16, 2021, online using “GoToMeeting” app at 2:00 pm

1. “Appropriate people” to be contacted
2. The “Ministry”
3. The Spill Action Centre
6. Element 21, Continual Improvement – A review of the CAPA tracking log showed that the QMS improvement is well tracked. It was noted that all 13 CAPA were submitted by Cory Henry and all 13 were assigned to him too. The management should consider assigning some of the required action items to other members of the team so that everyone may share responsibility for the QMS improvement.

Decision-Complete OFI’s – reference attached Management Review Checklist for detail

Action Required (who/when): Cory Henry/Lisa Wilson/Clerks Department

Completed- to be completed as referenced in attached checklist.

f) Results of Emergency Response testing

The EOP exercise that was completed in 2021 was for Confined Space Rescue. This was hands on training where we set up the tripod over a manhole and actually lower and raised a staff member to get a real idea of the effort it would take. I also contacted the Owen Sound Fire department to ensure that they still provide trench rescue. I was informed that they do not, nor had any recommendations.

Discussion (all members) on trench rescue – it was recommended by management that due to no viable trench rescue operations locally to speak with Dundalk Fire Chief Derek Malynyk or see if there are good contacts at the Fire Marshalls Office to see what options or training could be taken with Dundalk firefighter staff members to help respond in an effective manner in the event of trench rescue emergency.

Cory offered the option to consider a Vac Truck as an option as this is added safety and you don’t damage utilities but is cost prohibitive – perhaps something to keep in mind in the future.

Decision- contact Dundalk Fire Chief to discuss trench rescue training/options.

Action Required (who/when): Lisa Wilson

Completed- 31/Jan/2022

g) Operational performance

Regular well maintenance has been performed every month at all three wells, Well D5 was commissioned and online in October 2019.

A valve exercising trailer was purchased and used for the valve exercising program in 2018. We exercised the whole town the last four years, compared to doing the north side one year and the south the following year. After a brief training we were sending one operator with the trailer as opposed to two the previous years. If there was a valve box full of mud or sand the operator was able to vac it out in minutes and continue with the exercising. All the valves are now GPS’d, next year when we get set up the hand-held device will recognize the valve and we will not have to enter the valve information.

For some comparison,

Drinking Water Quality Management System

Annual Management Review Meeting –Minutes

December 16, 2021, online using “GoToMeeting” app at 2:00 pm

| | 2015 | 2018 | 2019 | 2020 | 2021 |
|-----------------------------|---------|---------|---------|---------|---------|
| Number of valves in Dundalk | 100 | 142 | 165 | 177 | 180 |
| Number of valves exercised | 48 | 122 | 145 | 151 | 151 |
| Hours of labour | 45 | 80 | 68.5 | 49.5 | 91.5 |
| Time per valve | 56 mins | 39 mins | 28 mins | 20 mins | 36 mins |

Note: The time for valve for 2018, 2019, 2020, 2021 would include time for cleaning out the valves, were in 2015 we would have had to hire a vac truck to come and do that work. In 2021 two operators were sent to provide training for new staff member. This training not only includes the operation of the machine, much knowledge of valve locations and sizes. With the Glenelg Subdivision we will be up to 203 valves for next year. With the town continuing to grow rapidly, this vac trailer has been great.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete

h) Raw water supply & drinking water quality trends

Sodium has been above Maximum Allowable Concentration (MAC) as historically trending at both wells 3 and 4.

Fluoride is above the MAC at Well 5 and is naturally occurring – this is tested every 5 years and the next date of required testing is in 2024.

Decision- no decision required

Action Required (who/when): no action required

Completed- nothing to complete

i) Follow-up on action items from previous management reviews

Attached is the Management Review Checklist – some items are outstanding and will need to be completed.

Decision- complete checklist items

Action Required (who/when): Cory Henry/Lisa Wilson/Clerks Department

Completed- to be completed by August 31, 2022

j) Status of management action items identified between review

On January 28, 2021, a new Municipal Drinking Water Licence (MDWL) 110-101 Issue 5 was issued, as well as a new Drinking Water Works Permit (DWWP) 110-201 Issue 5 was issued by the Ministry.

A Drinking Water Works Permit application has been submitted for Ministry approval for the water tower, tendering to follow.

Decision-no decision required

Action Required (who/when): no action required

Completed-nothing to complete

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes

December 16, 2021, online using “GoToMeeting” app at 2:00 pm

k) Changes that could affect the QMS

There are no changes identified that could affect the QMS.

Decision-no decision required

Action Required (who/when):no action required

Completed-nothing to complete

l) Consumer Feedback / Complaints

Since the last DWQMS Management in 2020 there has been 8 resident complaints reported. 3 odour complaints, 2 low pressure complaints, 1 complaint of calcium build up, 1 cloudy water complaint and 1 general safety concern.

December 10, 2020 – 287 Main St W - Low pressure in shower. The only place with low pressure was the shower, making that an internal issue. Homeowner replaced shower cartridge and resolved issue.

December 17, 2020 – 151 Victoria St W – Low pressure. Broken pipe found in old dug well on homeowners side of curb stop. Gave homeowner direction, contacts but no action was taken. Repairs were made by township staff to stop the leak and billed to homeowner.

December 26, 2020 – 418 Braemore St W – odour complaint. This is a dead end. Advised that we were not entering homes due to covid. Followed up on January 6 and odour was gone.

January 29, 2021 – 307 Moody St – Calcium build up on taps and on-demand hot water system. Contacted Flato, only a few on-demand systems installed, no other complaints. Informed that we do not control calcium, suggestions of water softener, hot water tank, and or filters.

March 3, 2021 – 66 Todd Crescent – Odour Complaint. I called and left a message but never received a return call. Jim spoke with homeowner on the same day.

March 18, 2021 – 30 Victoria St W – Odour and calcium complaint. No odour detected, chlorine levels and turbidity were good. Sent samples to the lab on March 29, results were good and delivered to homeowner.

October 5, 2021 – 151 Main St W – General safety concern. The water main was shut off to make a service line repair. When the water was turn back on and they flushed their toilet and made a booming noise as there must have been air in the lines. Black mold and dirty water in the toilet. We investigate and found their water from kitchen sink to be clear, no odour, chlorine residual of 0.95 mg/L

November 17, 2021 – 319 Moody St – Cloudy water. This is currently a dead end. We flushed the hydrant at the end of the street and that seemed to resolve the issue.

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes

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Decision-no decision required

Action Required (who/when):no action required

Completed-nothing to complete

m)Resources needed to maintain the QMS

The proposed budget for 2022 is \$5,453.00.

Decision-no decision required

Action Required (who/when):no action required

Completed-nothing to complete

n) Results of Infrastructure Review

Buildings:

- Buildings and fences are in good shape.

Storage:

- Well D4 Reservoir was drained, cleaned, disinfected, sampled and put back into service in August 2021

Distribution:

- There have been 8 water main break since the last management review. 4, 4" main breaks and 4, 6" main breaks.
 - December 21, 2020 @ 60 Proton St S (4")
 - January 21, 2021 @ 160 Gold St W (4")
 - January 26, 2021 @ 91 Young St, break on Victoria St W (6")
 - January 27, 2021 @ 108 Main St E, break on Artemesia St N (4")
 - February 14, 2021 @ 251 Victoria St W (6")
 - February 16, 2021 @ 191 Victoria St E (6")
 - April 23, 2021 @ 171 Glenelg St (4")
 - November 8, 2021 @ 243 Victoria St W (6")
- We connected Glenelg Subdivision to our system. 2080m of new water main, with 17 new hydrants and 23 new valves. 80m of water main was replaced on Glenelg St as well. This brings our total to approximately 21,926m of water main in Dundalk.
- All fire hydrants were operated and maintained for 2021, there are approximately 133 hydrants in 2021 compared to 95 in 2018.
- 2, 6" water main valves were replaced. Owen Sound St / Artemesia St N and Grey St and the Railway. One was missing the operating nut and the other leaked when it was closed.

Machinery, Equipment and Software:

- Well 4 Reservoir level milltronics was replaced in December 2020

Decision-no decision required

Action Required (who/when):no action required

Completed-nothing to complete

Drinking Water Quality Management System
Annual Management Review Meeting –Minutes
December 16, 2021, online using “GoToMeeting” app at 2:00 pm

o) Review of Operational Plan currency, content and updates

There was 0 CAR and 13 DCR's for 2021.

Decision-no decision required

Action Required (who/when):no action required

Completed-nothing to complete

p) Staff Suggestions

Install standby chlorine pump at D3 – this suggestion has been on the list for a while. Cory said he could connect with Summa and Dewars again to see what this would entail.

Decision-Contact Summa and Dewars

Action Required (who/when):Cory Henry

Completed-June 30, 2022

q) Recommendations for improvement of the QMS

We have implemented a CAPA (Corrective Action Preventative Action) system to track and measure our corrective actions, preventative actions and continual improvement. Try delegating some action items to other members of staff to increase involvement in the CAPA system.

Decision-Delegate CAPA action items to other staff members.

Action Required (who/when): Cory Henry

Completed-Aug 31, 2021

r) Deficiencies

There are no deficiencies to report at this time.

Decision-no decision required

Action Required (who/when):no action required

Completed-nothing to complete

s) Continual Improvement

Staff noticed that some residents are hesitant to allow Southgate staff to enter their homes and properties due to scams. It was suggested that we have the Township of Southgate logo put on work clothing to identify our staff and give residents peace of mind.

Decision-put Southgate logo on work clothing to identify staff

Action Required (who/when): Lisa Wilson

Completed- August 31, 2021

**Drinking Water Quality Management System
Annual Management Review Meeting –Minutes**

December 16, 2021, online using “GoToMeeting” app at 2:00 pm

DO – Top Management shall implement and conform to the procedure and shall:

- a) Ensure that a management review is conducted at least once every calendar year.** The last DWQMS Management Review was held on December 08, 2020, minutes attached.
- b) Consider the results of the management review and identify deficiencies and actions items to address the deficiencies**
- c) Provide a record of any decisions and action items related to the management review including the personnel responsible for delivering the action items and the proposed timelines for their implementation and**
- d) Report the results of the management review, the identified deficiencies, decisions and action items to the Owner**

Meeting close: December 16, 2021, at 3:01 pm

Review Management Checklist

Date:

| Action Items | Deficiencies | Person Responsible | Timeline |
|---|---------------------|-------------------------------|-----------------|
| Review Internal Audit OFI - Add D5 schematic to SOP 12 | | Cory Henry | 31-Aug-22 |
| Review Internal Audit OFI - Add steps to take well OSS (Out of Service) and disable the dialer - SOP 12 | | Cory Henry | 31-Aug-22 |
| Review Internal Audit OFI - add related procedures - SOP 32, EOP 1, EOP 2 | | Cory Henry | 31-Aug-22 |
| Review Internal Audit OFI - SOP 16 - Remove AWWA for small systems, section 2 - Disinfecting water main | | Cory Henry | 31-Aug-22 |
| Review Internal Audit OFI - SOP 16 - Add watermain disinfection procedure ANSI/AWWA C651-14 | | Cory Henry | 31-Aug-22 |
| Review Internal Audit OFI - SOP 16 - Add related procedures, SOP 6/SOP 12/SRP 06 | | Cory Henry | 31-Aug-22 |
| Review External Audit OFI - Element 3 - update owner description | | Cory Henry | 31-Aug-22 |
| Review External Audit OFI - Element 6 - simplify treatment process flow diagram | | Cory Henry | 31-Aug-22 |
| Review External Audit OFI - Element 18 - clearly define contacts in event of spill | | Cory & Lisa/Clerks Department | 31-Aug-22 |
| Review External Audit OFI - Element 21 - Consider assigning CAPA's to other staff to share responsibility for QMS improvement | | Cory Henry | 31-Aug-22 |
| Review External Audit OFI - Document control update to OP | | Cory Henry/Lisa Wilson | 31-Aug-22 |
| Review External Audit OFI - Change wording on "No Decision" to "No decision Required" on Management Review | | Lisa Wilson | 31-Dec-21 |
| Investigate - Install standby chlorine pump at D3 - contact Dewars and Summa | | Cory Henry | 30-Jun-22 |
| Update SOP re: Vac Truck disinfection | | Cory Henry | 31-Aug-22 |
| Put Southgate logo on staff work clothes | | Lisa Wilson | 31-Aug-22 |
| | | | |

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 CAO2022-002

Title of Report: Flato Proposal Request for Support to Seek Ministers
Zoning Order Report

Department: Administration

Council Date: January 19, 2022

Council Recommendation:

Be it resolved that Council receive staff report CAO2022-002 as information; and

That Council provide direction to staff on how to proceed on the MZO proposal received from Flato.

Background:

Flato has been in discussions with Grey County Planner Randy Scherzer, Southgate Planner Clint Stredwick and CAO Dave Milliner to seek support for a Ministers Zoning Order (MZO).

Flato President Shakir Rehmatullah has requested a delegation status at the January 19, 2022 Council meeting to discuss his proposal with Council members to ensure understanding of a MZO and what it will achieve.

Staff Comments:

Staff have assessed the issues related to a Ministry Zoning Order (MZO) that are positives and have considered the possible concerns and challenges of the process.

The following are the comments on the process and what staff offer as suggestion on how we could mitigate the challenges:

Benefits of the MZO Process:

- Reduces cost, time and the red tape to apply zoning to parcel(s) of property.
- Orders can have flexible Zoning that allows the municipality to make some changes to zoning mixes for commercial, industrial and mixed residential uses.
- Orders can spell out residential mixes to include factors related to and percentages of affordable, intensification and rental stock levels. A definition of affordable housing can be included in the MZO.
- This one process will also place the lands in the urban development boundary of Dundalk.
- Time not spent on zoning process can be refocused to project development within the development agreement for each phase of project(s) design, consultation and review to support the following:

- Affordable and Rental Housing Projects reviewed by the Affordable-Attainable Housing Committee, Development Committee and Council.
- Highway Commercial development reviewed by EDO, Development Committee, Chamber of Commerce and Council.
- Industrial development projects reviewed by EDO, Development Committee and Council to ensure job creation and good community fit.
- A Development Agreement would be part of the conditions of Council approval in requesting a Ministry Zoning Order from the Ministry of Municipal Affairs and Housing that would require the following of Flato Developers:
 - Amendment of the County and Southgate Official Plans;
 - Master Servicing Agreement;
 - Transportation Study;
 - Upfronting Development Charges to support Municipal Capital Infrastructure Project(s) that cannot be funded by existing reserves to prevent external financing through borrowing.

Challenges of the Process & Mitigation:

- No input from the public
 - Hold a public information meeting lead by Flato as the developer that most benefits from this MZO process.
- No appeal process.
 - Concerns can be dealt with through flexible zoning allowed in the MZO to refine concerns during the development agreement process.
- No assessment of the requirements to service land that has MZO and available RU's for water and waste water.
 - Southgate has a completed both a short term and long term capital planning for the Township's servicing needs for water (water tower & EA for future well) and wastewater (completing Wastewater EA with present Treatment RFP & future expansion of capacity needs assessment).
- Approval before details of development are provided or understood.
 - The Township has a high level vision on the best location for commercial, industrial and residential development based on the present development fabric and transportation access & corridors.
- Lack of due diligence with respect to other aspects of development such land set aside for schools, indigenous consultation and costs to the municipality as a result of development. As an example, will we require more policing or fire protection services?
 - Discussions with Bluewater School Board for lands that would be available as part of this pre-MZO planning process.
 - Indigenous consultation would be required and would be the responsibility of the developer.

- The Township would require a Development Agreement as part of the post MZO process to phase and establish a process.

Post MZO Processes:

- Draft Plan of Subdivision process
- Allocation of servicing by agreement and Council approval for water and wastewater by the municipality based on developer request and municipal availability of reserve capacity at the time of the request.
- Still requires normal Residential Development studies and agreements as part of the subdivision approval process:
 - Environmental Studies
 - Lighting Study
 - Stormwater Management
 - Site Alteration and Pre-Servicing Agreements (if required)
 - Draft Plan Conditions and Approval
 - Subdivision Agreement Approval and Registration
- Site Plans, Site Plan Agreements, Council approval and registration on title for Commercial and Industrial Development projects.

Financial Impact or Long Term Implications

There is no financial impact as a result of this report as Flato will be required to complete the work to support the MZO request, the Planning work and the costs related to any Public Meeting(s).

Communications & Community Action Plan Impact:

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

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-A (2019-2023):

By 2023, together with existing businesses and other partners, the Township will have identified the types of new business opportunities that are likely to have emerged when Dundalk's 10-15 year growth has taken place and the Dundalk population approaches 4500 people. This business opportunity projection should project the likely demographic make-up of that future population and its likely work, travel, and shopping patterns. It should also identify possible municipal incentives that could facilitate the emergence of these future business opportunities

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.

Strategic Initiatives 1-E (2019-2023):

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

Action 3:

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

Strategic Initiatives 3-A (2019-2023):

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

Concluding Comments

1. That Council receive this report as information.
2. That Council provide direction to staff on this MZO proposal from Flato.
3. Staff have included a recent MZO (Attachment #1) issued in Kawartha Lakes (Lindsey) as example of what an Order could look like as information for consideration.
4. Staff feel the MZO approval could provide a process for zoning that is inevitable for properties adjacent to Dundalk as development lands and provide time to better plan and discuss with the public our true needs in the housing types and commercial/industrial services and jobs that would best serve our community.

Respectfully Submitted,

Planner approval: Original Signed By Clint Stredwick – Municipal Planner
cstredwick@southgate.ca 519-923-2110 x235

CAO approval: Original Signed By Dave Milliner – CAO
dmilliner@southgate.ca 519-923-2110 x210

- Attachment #1 – Sample MZO issued recently in Kawartha Lakes

ONTARIO REGULATION 771/21

made under the

PLANNING ACT

Made: November 12, 2021

Filed: November 15, 2021

Published on e-Laws: November 15, 2021

Printed in *The Ontario Gazette*: December 4, 2021

ZONING ORDER – CITY OF KAWARTHA LAKES

Definition

1. In this Order,

“Zoning By-law” means the Township of Ops Zoning By-law No. 93-30.

Application

2. This Order applies to lands in the City of Kawartha Lakes, in the Province of Ontario, being the lands identified on a map numbered 280 and filed at the Toronto office of the Ministry of Municipal Affairs and Housing located at 777 Bay Street.

Permitted uses

3. Every use of land and every erection, location or use of any building or structure is prohibited on the lands described in section 2, except for,

- (a) the uses permitted on those lands under the Zoning By-law;
- (b) detached dwellings;
- (c) semi-detached dwellings;
- (d) duplex dwellings;
- (e) townhouse dwellings, including street, lane, back-to-back and stacked dwellings;
- (f) apartment dwellings;
- (g) homes for the aged;
- (h) home occupations;
- (i) recreation trails;
- (j) public utilities, including stormwater management facilities and pump stations;
- (k) conservation uses;
- (l) animal hospitals;
- (m) art galleries;
- (n) retail stores;
- (o) dry cleaning or laundry outlets and laundromats;
- (p) eating establishments;
- (q) financial establishments;
- (r) funeral homes;
- (s) hotels;
- (t) clinics;
- (u) business, professional or administrative offices, including model homes and associated sales offices;
- (v) personal service shops;
- (w) post offices;
- (x) printing or publishing establishments;

- (y) merchandise service shops;
- (z) supermarkets;
- (aa) taverns or entertainment lounges;
- (bb) television or radio broadcasting stations or studios;
- (cc) dwelling units above a commercial use; and
- (dd) the uses permitted under subsection 9.1 of the Zoning By-law.

Zoning requirements

4. (1) Despite the Zoning By-law, the zoning requirements for the uses permitted under clauses 3 (b) to (e) are as follows:
 1. The minimum lot area is 106 square metres.
 2. The minimum lot frontage is 4.25 metres.
 3. The minimum front, rear and exterior side yard setback is 3 metres.
 4. The minimum interior side yard setback is 1.2 metres on one side and 0.6 metres on the other side.
 5. Paragraph 4 does not apply to the common wall between dwelling units.
 6. The maximum building height is 14 metres.
 7. The maximum lot coverage for all buildings is 65 per cent.
 8. Despite paragraph 7, there is no maximum lot coverage for townhouse dwellings.
- (2) Despite the Zoning By-law, the zoning requirements for the uses permitted under clauses 3 (f) and (g) are as follows:
 1. The minimum lot frontage is 30 metres.
 2. The minimum front, rear, interior and exterior side yard setback is 3 metres.
 3. The minimum distance between two apartment dwellings or an apartment dwelling and a townhouse dwelling unit on the same lot or adjacent lots is the average height of the two buildings.
 4. The minimum distance between an apartment dwelling and a single or semi-detached dwelling unit on an adjacent lot is the height of the apartment dwelling.
 5. The maximum building height is 20 metres.
 6. The maximum density per gross hectare is 250 dwelling units.
 7. The minimum landscaped open space is 20 per cent.
 8. The minimum number of parking spaces is 1.1 per dwelling unit plus 0.25 per dwelling unit for exclusive use of visitors.
- (3) For the purposes of calculating density in paragraph 6 of subsection (2) and parking in paragraph 8 of subsection (2), a dwelling unit in a home for the aged shall be considered the equivalent of 0.5 dwelling units.
- (4) Despite the zoning requirements set out in the Zoning By-law, the zoning requirements for the uses permitted under clauses 3 (l) to (cc) are as follows:
 1. The minimum lot area is 360 square metres.
 2. The minimum front, rear and exterior side yard setback is 4 metres.
 3. Despite paragraph 2, there is no minimum rear yard setback where the building or structure is adjacent to a public or private laneway.
 4. The minimum interior side yard setback is 2 metres.
 5. Despite paragraph 4, there is no minimum interior side yard setback where two commercial uses are situated on abutting lots.
 6. The maximum building height is 15 metres.
 7. The maximum lot coverage is 75 per cent.
 8. The maximum gross floor area as percentage of lot area is 225 per cent.
- (5) The zoning requirements set out in subsection 9.2 of the Zoning By-law apply to the uses permitted under clause 3 (dd).

Terms of use

5. (1) Every use of land and every erection, location and use of buildings or structures shall be in accordance with this Order.

(2) Nothing in this Order prevents the use of any land, building or structure for any use prohibited by this Order if the land, building or structure is lawfully so used on the day this Order comes into force.

(3) Nothing in this Order prevents the reconstruction of any building or structure that is damaged or destroyed by causes beyond the control of the owner if the dimensions of the original building or structure are not increased and its original use is not altered.

(4) Nothing in this Order prevents the strengthening or restoration to a safe condition of any building or structure.

Deemed by-law

6. This Order is deemed for all purposes, except the purposes of section 24 of the Act, to be and to always have been a by-law passed by the council of the City of Kawartha Lakes.

Commencement

7. This Regulation comes into force on the day it is filed.

Made by:

STEVE CLARK
Minister of Municipal Affairs and Housing

Date made: November 12, 2021

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Staff Report HR2022-001

Title of Report: HR2022-001 – CAO Review
Department: Human Resources
Council Date: January 17, 2022

Recommendation:

Be it resolved that Council receive staff report HR2022-001 for information; and

That Council discuss and direct staff as to the format of the CAO review for 2021-2022; and

That Council direct staff to include feedback from all Department Heads for the CAO Performance Review.

Background:

A performance review is completed on an annual basis for the CAO. The last CAO performance review was signed off as per the following motion:

Moved By Councillor Shipston **Seconded By** Councillor Dobreen

Be it resolved that Council receive Staff Report HR2020-021C for information; and

That all Members of Council be directed to sign off on the 2020 CAO Performance Review Form for the period of December 1, 2019 to November 30, 2020 by confirming via email to the HR Coordinator.

Carried 2020-635

Staff Comments:

In consultation with Mayor Woodbury, staff had delayed the CAO Performance Review for the period of December 1, 2020 to November 30, 2021.

Since this is the last performance review that will be completed for the current CAO, staff would like Council to give direction as to the format that should be used for this last review. Staff want to ensure the review is meaningful and provides a path forward for the 2022 year. If Council feel the current format can accomplish this, then we will proceed with that format, however perhaps a different format that is more goal-oriented could be more beneficial, or it could be a combination of both.

Staff propose that the review, in whichever form it may take, finish no later than end of March 2022 in order to provide enough time to the CAO for direction and feedback for the 2022 year.

Financial Implications:

There are no financial implications associated with this report.

Communications & Community Action Plan Impact:

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

Concluding Comments:

1. That Council receive staff report HR2022-001 as information.
2. That Council discuss and direct staff as to the format of the CAO review for 2021-2022.
3. That Council direct staff to include feedback from all Department Heads for the CAO Performance Review.

Respectfully Submitted,

HR Approval: *Original Signed By*
Kayla Best, HR Coordinator

Attachments:



Staff Report PL2022-002

Title of Report: PL2022-002-C26-21 Tilman and Naomi Sherk
Department: Clerks
Branch: Planning Services
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report PL2022-002 for information; and
That Council consider approval of By-law 2022-007.

Property Location: 132168 Southgate Sideroad 13



Subject Lands:

The subject lands are described as Con 10, Pt Lot 17, Geographic Township of Proton and are approximately 40ha (100 acres). The lands have frontage on Southgate Road 14 and Southgate Sideroad 13.

The purpose of the zoning by-law amendment is to permit the expansion of an existing woodworking shop by 232m² to utilize the entire building. The by-law will also remove the employee limit of 5 employees in the by-law.

The effect of the zoning by-law amendment would be to change the wording of the existing A1-360 zone to increase the size of the workshop by 232m². The by-law would also be changed by deleting the clause regarding employee limits. All other provisions would remain the same within the A1-360 zone.

Background

A Public meeting was held virtually on November 24, 2021. Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C26-21-Tilman-and-Naomi-Sherk>

The comments received include:

The Public Works Department indicate that a Commercial Entrance has been installed and that a safe access can be provided. Will be required to asphalt 100m south on Southgate Sideroad 13.

The County of Grey staff indicate that provided D6 Guidelines can be achieved and that positive comments are received from the Conservation Authority, County Staff have no further concerns.

The SVCA indicate the proposal is generally acceptable to SVCA staff provided habitat of endangered species and threatened species is addressed, which the applicant must address directly with the MECP.

No comments were received from members of the public.

Financial Considerations:

The changes proposed in this by-law will have minimal impact on taxation.

Staff Review

Staff reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

The Provincial Policy Statement 2020 (PPS)

The PPS has been reviewed in its entirety, however, only the most relevant policies have been identified below. The subject land would constitute "Rural Area" under the definition of the PPS. The PPS allows for a variety of uses in the rural areas:

1.1.4.1 In rural areas located in municipalities:

f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

The PPS supports the diversification of the rural economy. The proposed expansion to the Industrial use shop will support farming and grow the rural economic base. The lands are further categorized as Agricultural lands by the PPS. The subject lands are considered as Agricultural; below is a review of those policies.

The permitted uses for agricultural lands are listed below.

"2.3.3 Permitted Uses

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

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

The definitions of Agricultural use, Agricultural related use and on farm diversified use are provided below from the PPS. All of the shops being proposed within the Township at the present time fall within one of the three definitions below and are therefore consistent with the definitions within the Provincial Policy.

Agricultural use "means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full time farm labour when the size and nature of the operation requires additional employment."

Agricultural related uses: means those farm uses related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and or services to farm operations as a primary activity. On farm diversified uses: "means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products."

This proposed shop would be considered an on-farm diversified use which is permitted in a Prime Agricultural area.

Minimum Distance Separation (MDS)

Regarding MDS, it has been reviewed and there are no barns that will be negatively impacted by the proposed expansion to the existing shop. Staff have reviewed the MDS Guidelines and there are no concerns regarding MDS.

The proposal will not hinder surrounding agricultural operations and will not require infrastructure development. The proposal is consistent with the definitions and policies of the PPS including promoting diversification of the economic base and employment opportunities. Based on the foregoing, the proposal appears to be consistent with the PPS.

Township Official Plan

The Township of Southgate Official Plan (OP) designates the subject lands "Agricultural" and "Hazard lands". The OP provides for small scale commercial and industrial uses on properties greater than 20ha to a maximum of 750m² in size. The maximum outside storage is 500m² in addition to the 750m² building size. The proposal is to add to an existing shop which is less than 750 m² in size. The outdoor storage area can be up to 500m². The proposal complies with the above policy as well as when you look at the definition of small scale below.

The Official Plan defines Small Scale on parcels larger than 20 hectares as: a maximum structure size of 750m² and a maximum outdoor storage display area of 500m² will be permitted. If the structure is less than 750m², the outside display area may be increased, so that the combined outside display area and structure does not exceed 1250 m².

The proposal meets this definition and is therefore considered small scale under the policies of the Township Official Plan.

The Township Official Plan section 5.1.1 Agricultural designation permitted uses include the following:

"iv. small scale commercial and industrial uses;"

As noted above, the proposal meets the Official Plan Definition of Small Scale and is therefore considered a permitted use in the Agricultural Designation.

Section 5.1.3 Development Policies

6. The maximum structure size for new or expanding small scale commercial and industrial uses shall be 750 square metres, with a maximum outdoor storage size of 500 square meters. Where the maximum structure size is less than 750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. Such uses will only be permitted on farm parcels greater than 20 hectares, all subject to satisfying the Development Policies as outlined in this Section. Council may, in the future, limit the commercial or industrial use through the implementing Zoning Bylaw Amendment.

The proposal is consistent with the development policies of the Official Plan and through site plan control will blend in with the rural landscape. The proposal will assist the farming operation by providing support in the form of income and proximity to the farming operation to allow the farming operation to continue to be located in this area. While a use like this could potentially be situated in an industrial park, it is in my opinion, better suited to the rural area because it allows farming to continue on the property and supports the agricultural community. The expansion of the shop broadens the tax base and supports the rural economy while operating using minimal infrastructure and servicing. Furthermore, it allows those citizens who rely on animals for transportation to live and work in the same area.

Zoning By-law

The proposed zoning by-law amendment would change the provisions of the Agricultural Exception (A1-360) to expand the shop for the entire building and remove the employee restriction of 5 employees in the zoning. The shop will be expanded by 232m² for a total area of approximately 604m². The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments. The zoning will also provide regulations for setbacks for the use. Site Plan control will also be required in order to implement specific control measures to address potential nuisance issues such as noise, dust and visual impact. The closest residence is 315m to the east on the adjacent farm.

Conclusions

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

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



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

Attachments: None.

The Corporation of the Township of Southgate
By-law Number 2022-007

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

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

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

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

- 1. That this by-law applies to the lands described as CON 10 LOT 17, geographic Township of Proton, in the Township of Southgate and shown on Schedule “A”, affixed hereto, as:

- **Agricultural Exception (A1-360)**

- 2. **That** Section 33 to By-law No. 19-2002 is hereby amended by replacing section 33.360 with the following:

| | | |
|--|---------------|--|
| "33-360 Con 10, lot 17 (Proton) | A1-360 | Notwithstanding the provisions of Section 6.0 or any other provisions to the contrary, the land zoned A1-360 shall be subject to the following regulations in relation to an additional permitted use of a small scale industrial use: <ul style="list-style-type: none">a) The use shall remain secondary to the principal use of the property, being an agricultural use.b) The maximum combined size of the working shop and power room shall be 750 m²c) The workshop shall be setback a minimum of 370m from the front lot line along Southgate Road 14d) The shop shall be setback a minimum of 46m from any side lot line.e) All outdoor storage shall be located no closer than 370m from the front lot line and 50m from the side lot line and screened from view by way of fencing or landscaped buffer.f) The maximum size of all outdoor storage shall be 500m² |
|--|---------------|--|

- 3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
- 4. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

Read a first, second, and third time and finally passed this 19th day of January 2022.

John Woodbury – Mayor

Lindsey Green – Clerk

Explanatory Note

This by-law applies only to those lands described as CON 10 LOT 17 geographic Township of Proton, in the Township of Southgate. The zoning bylaw amendment is to allow for an expansion to a small scale Industrial shop use. The expansion will be entirely within the existing structure. The Industrial workshop, office and power room are proposed to be up to 750m². The outside storage area is proposed to be approximately 500m² with provisions for expansion. All other provisions of the by-law shall apply.

The Effect of the zoning by-law amendment is to allow for the entire existing structure to be used as a workshop and to remove the employee limit within the zoning. All other provisions of the by-law continue to apply.

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



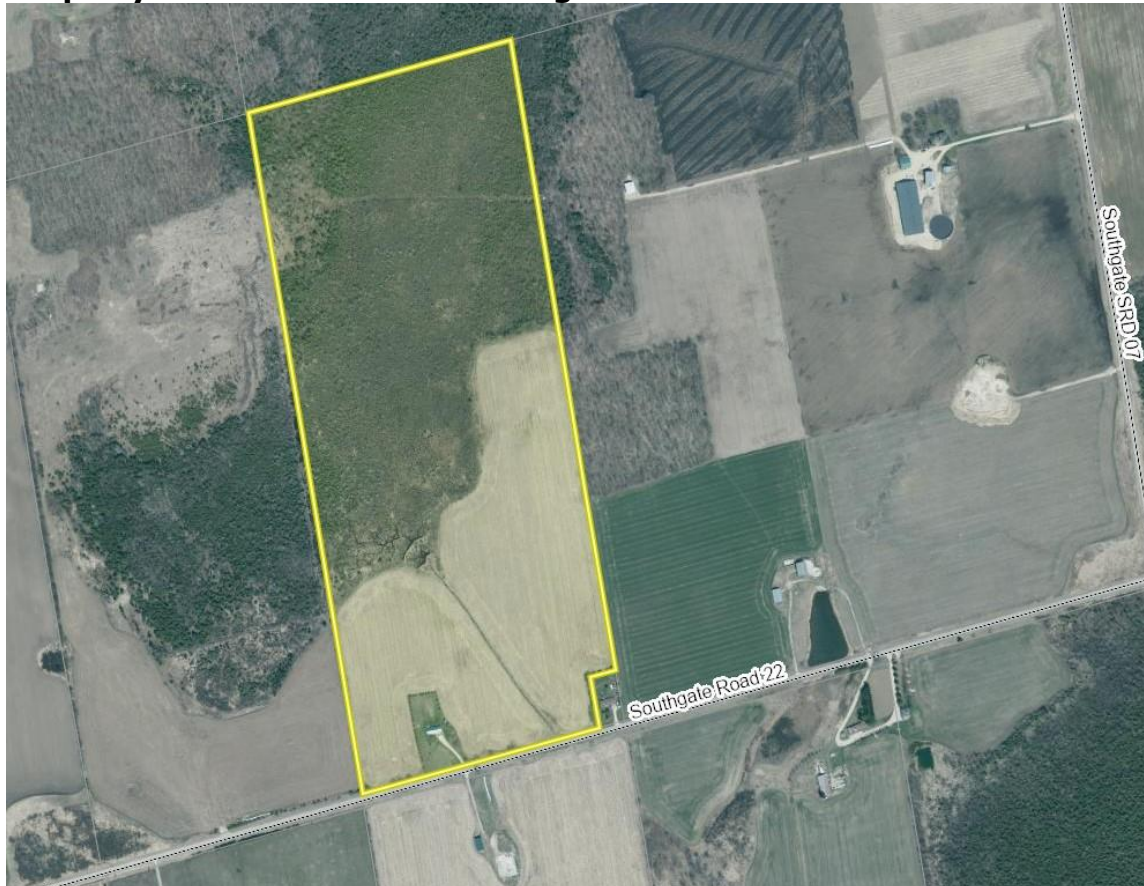
Staff Report PL2022-003

Title of Report: PL2022-003-C27-21 Powell Furniture Inc.
Department: Clerks
Branch: Planning Services
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report PL2022-003 for information; and
That Council consider approval of By-law 2022-008.

Property Location: 225165 Southgate Road 22



Subject Lands:

The subject lands are described as Con 15, Lot 5 Less Rp 17R2514 Pt 1, Geographic Township of Proton and are approximately 40ha (100 acres). The lands have frontage on Southgate Road 22.

The Purpose of the zoning by-law amendment is to allow for an Agricultural related use being a small scale Industrial Use shop. The owners wish to add the shop to the

list of permitted uses for the Agricultural A1 zone. The shop including office and power room are proposed to be up to 750m² with outside storage of approximately 500m². If the shop is less than 750m² the outside storage area may be enlarged provided the combined storage and shop area do not exceed 1250m².

The Effect of the proposed zoning by-law amendment would be to change the zone symbol on a portion of the subject lands to permit the Industrial Use shop within a new agricultural exception zone (A1-508). Any Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.

Background

A Public meeting was held virtually on November 24, 2021. Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C27-21-Tilman-and-Maryann-Bauman>

The comments received include:

The Public Works Department indicate that a Commercial Entrance and paved apron are required.

The County of Grey staff indicate that provided D6 Guidelines can be achieved and that positive comments are received from the Conservation Authority, County Staff have no further concerns.

The SVCA indicate the proposal is generally acceptable to SVCA staff and consistency with the PPS and County and Township Official Plans has been demonstrated.

No comments were received from members of the public.

Financial Considerations:

The following is an example of the increased tax revenue associated with the addition of a 600m² industrial shop on a residential farm property:

| 2020 | Assessment | Tax Rate | Taxation |
|------------------|-----------------------|---------------------|---------------------|
| RT (Residential) | \$ 250,000 | 1.279978% | \$ 3,199.95 |
| FT (Farm) | \$ 300,000 | 0.283931% | \$ 851.79 |
| | <u>\$ 550,000</u> | | <u>\$ 4,051.74</u> |
| 2021 | Assessment | Tax Rate | Taxation |
| RT (Residential) | \$ 400,000 | 1.301060% | \$ 5,204.24 |
| FT (Farm) | \$ 365,468 | 0.288527% | \$ 1,054.47 |
| | <u>\$ 765,468</u> | | <u>\$ 6,258.71</u> |

| | | | |
|-----------------|-------------------|-----------|---------------------|
| JT (Industrial) | \$ 150,000 | 2.982098% | \$ 4,473.15 |
| | <u>\$ 915,468</u> | | <u>\$ 10,731.86</u> |

Of the total taxes of \$10,731.86 above, the Township receives \$5,917.93 (\$2,154.73 pertaining the shop), The County receives \$2,742.13 and the local Board of Educations receive \$2,071.79.

This is increased revenue every year and therefore after a period of 10 years one shop without including the residence or its portion of Education and County taxes, would generate \$21,547.30 in additional tax revenue for the Township. The entire tax revenue generated could be directed by the Township to the Road budget if necessary, however it should be pointed out, that roads often have a lifespan greater than 10 years. Building the industrial shop would also generate \$17,857.34 in Development Charge revenue.

With the above information we can compare projected revenues from pre and post development. Over a 10-year period, without the development, the Township would collect \$40,517.40 in property taxes. This number would further be divided by the County and Education portions of the taxes collected. Over a ten-year period, with the development, the Township would collect \$125,175.94 in property taxes and development charge revenue, which is 3.09 times that if nothing had developed.

Staff Review

Staff have reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

The Provincial Policy Statement 2020 (PPS)

The PPS has been reviewed in its entirety, however, only the most relevant policies have been identified below. The subject land would constitute "Rural Area" under the definition of the PPS. The PPS allows for a variety of uses in the rural areas:

1.1.4.1 In rural areas located in municipalities:

f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

The PPS supports the diversification of the rural economy. The proposed expansion to the Industrial use shop will support farming and grow the rural economic base. The lands are further categorized as Agricultural lands by the PPS. The subject lands are considered as Agricultural; below is a review of those policies.

The permitted uses for agricultural lands are listed below.

"2.3.3 Permitted Uses

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

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

The definitions of Agricultural use, Agricultural related use and on farm diversified use are provided below from the PPS. All of the shops being proposed within the Township at the present time fall within one of the three definitions below and are therefore consistent with the definitions within the Provincial Policy.

Agricultural use “means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value-retaining facilities, and accommodation for full time farm labour when the size and nature of the operation requires additional employment.”

Agricultural related uses: means those farm uses related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and or services to farm operations as a primary activity. On farm diversified uses: “means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products.”

This proposed shop would be considered an on-farm diversified use which is permitted in a Prime Agricultural area.

Minimum Distance Separation (MDS)

Regarding MDS, it has been reviewed and there are no barns that will be negatively impacted by the proposed expansion to the existing shop. Staff have reviewed the MDS Guidelines and there are no concerns regarding MDS.

The proposal will not hinder surrounding agricultural operations and will not require infrastructure development. The proposal is consistent with the definitions and policies of the PPS including promoting diversification of the economic base and employment opportunities. Based on the foregoing, the proposal appears to be consistent with the PPS.

Township Official Plan

The Township of Southgate Official Plan (OP) designates the subject lands "Agricultural" and "Hazard lands". The OP provides for small scale commercial and industrial uses on properties greater than 20ha to a maximum of 750m² in size. The maximum outside storage is 500m² in addition to the 750m² building size. The proposal is to construct a shop up to 750 m² in size. The outdoor storage area can be up to 500m². The proposal complies with the above policy as well as when you look at the definition of small scale below.

The Official Plan defines Small Scale on parcels larger than 20 hectares as: a maximum structure size of 750m² and a maximum outdoor storage display area of 500m² will be permitted. If the structure is less than 750m², the outside display area may be increased, so that the combined outside display area and structure does not exceed 1250 m².

The proposal meets this definition and is therefore considered small scale under the policies of the Township Official Plan.

The Township Official Plan section 5.1.1 Agricultural designation permitted uses include the following:

"iv. small scale commercial and industrial uses;"

As noted above, the proposal meets the Official Plan Definition of Small Scale and is therefore considered a permitted use in the Agricultural Designation.

Section 5.1.3 Development Policies

6. The maximum structure size for new or expanding small scale commercial and industrial uses shall be 750 square metres, with a maximum outdoor storage size of 500 square meters. Where the maximum structure size is less than 750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. Such uses will only be permitted on farm parcels greater than 20 hectares, all subject to satisfying the Development Policies as outlined in this Section. Council may, in the future, limit the commercial or industrial use through the implementing Zoning Bylaw Amendment.

The proposal is consistent with the development policies of the Official Plan and through site plan control will blend in with the rural landscape. The proposal will assist the farming operation by providing support in the form of income and proximity to the farming operation to allow the farming operation to continue to be located in this area. While a use like this could potentially be situated in an industrial park, it is in my opinion, better suited to the rural area because it allows farming to continue on the property and supports the agricultural community. The establishment of the shop broadens the tax base and supports the rural economy while operating using minimal infrastructure and servicing. Furthermore, it allows those citizens who rely on animals for transportation to live and work in the same area.

Zoning By-law

The proposed zoning by-law amendment would change the zone symbol on a portion of the subject lands to permit the Industrial Use Shop within a new agricultural exception zone (A1-508). The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments. The zoning will also provide regulations for setbacks for the use. Site Plan control will also be required in order to implement specific control measures to address potential nuisance issues such as noise, dust and visual impact. The closest residence is 277m to the east.

Conclusions

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

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



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

Attachments: None.

The Corporation of the Township of Southgate
By-law Number 2022-008

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

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

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

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

1. **That** Schedule "14" to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as CON 15 LOT 5, Less Rp 17R2514 Pt1, geographic Township of Proton, in the Township of Southgate and shown on Schedule "A", affixed hereto, from:

- **Agricultural (A1) to Agricultural Exception (A1-508)**

2. **That** Section 33 to By-law No. 19-2002 is hereby amended by adding the following:

| | | |
|---|---------------|---|
| "33-508 Con 15, lot 5 (Proton) | A1-508 | <p>Notwithstanding the provisions of Sections 6.0 or any other provisions to the contrary, the land zoned A1-508 shall be subject to the following regulations in relation to an additional permitted use being a small scale industrial use.</p> <p>a) The small scale dry industrial use may include but is not limited to, a metal workshop for fabricating, welding, manufacture of small equipment and parts and repair shop, woodworking shop or other similar type uses:</p> <p>b) The use shall remain secondary to the principle use of the property, being an agricultural use.</p> <p>c) The maximum combined size of the Industrial workshop, power room, office and lunch room shall not exceed 750 m²</p> <p>d) The maximum size of all outdoor storage shall be 500m². If the size limits in clause c) above have not been reached, the outdoor storage area may be expanded provided the combined structure size and the outdoor storage area do not exceed 1250m².</p> <p>e) All outside storage shall be screened from view by way of fencing or landscaped buffer.</p> <p>f) The shop shall be setback a minimum of 33m from the front lot line.</p> <p>g) The shop shall be setback a minimum of 29m from a side lot line.</p> |
|---|---------------|---|

3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
4. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

Read a first, second, and third time and finally passed this 19th day of January 2022.

John Woodbury – Mayor

Lindsey Green – Clerk

Explanatory Note

This by-law applies only to those lands described as CON 15 LOT 5 less RP 17R2514 Part 1 geographic Township of Proton, in the Township of Southgate. The zoning bylaw amendment is to allow for a small scale Industrial shop use to be added to a portion of the property. The by-law will add an Industrial shop, office and power room use to the list of permitted uses. The Industrial workshop, office and power room are proposed to be up to 750m². The outside storage area is proposed to be approximately 500m² with provisions for expansion. All other provisions of the by-law shall apply.

The Effect of the zoning by-law amendment is to change the zoning symbol on a portion of the property from Agricultural (A1) to Agricultural Exception (A1-508) to allow for a small scale Industrial use to be permitted on the property.

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

Schedule "A"
By-Law No. 2022-008

Amending By-Law No. 19-2002

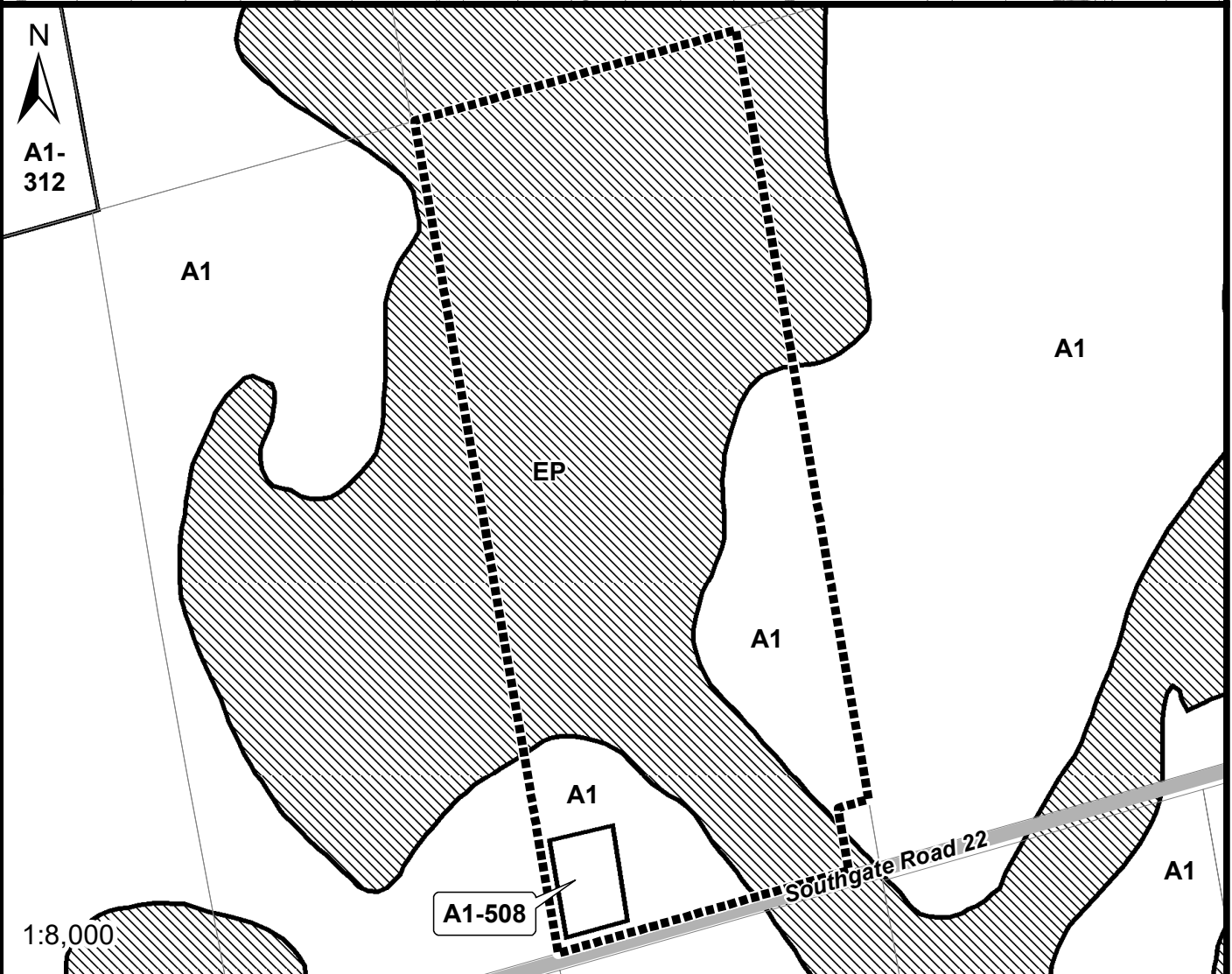
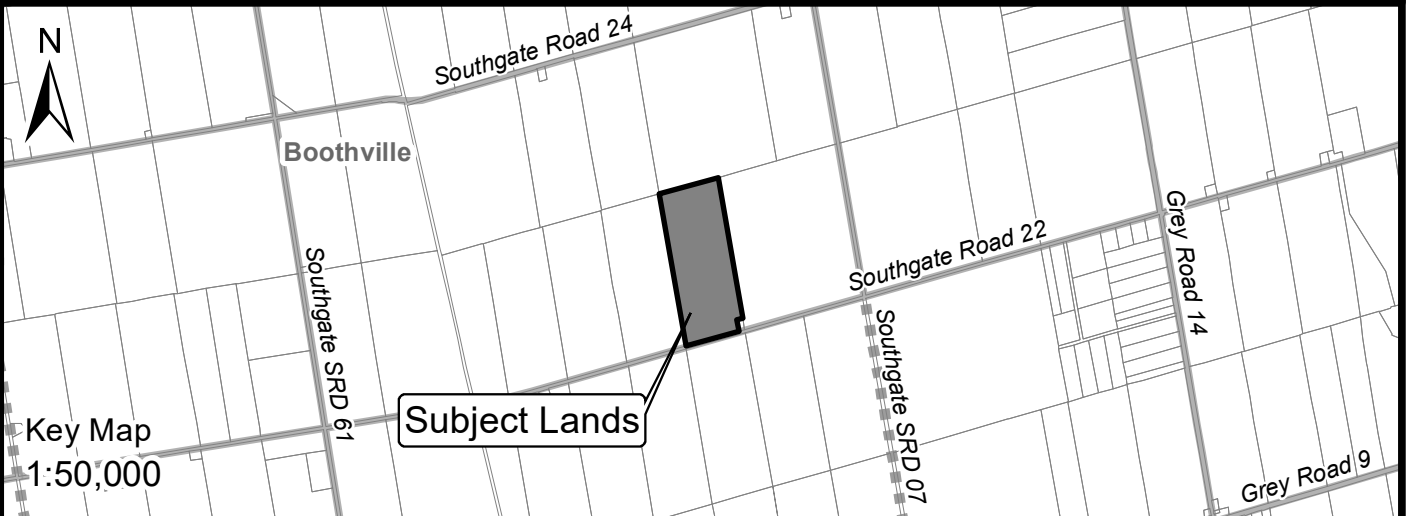
Township of Southgate
Geographic Township of Proton

Date Passed: January 19, 2022

Signed:

John Woodbury, Mayor

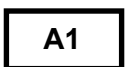
Lindsey Green, Clerk



Legend



Subject Lands



Agricultural



Environmental Protection



Staff Report PL2022-004

Title of Report: PL2022-004-C28-21 Tobias M Bauman Holdings Inc.
Department: Clerks
Branch: Planning Services
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report PL2022-004 for information; and
That Council consider approval of By-law 2022-009.

Property Location: 185383 Grey Road 9



Subject Lands:

The subject lands are described as Con 13, E Pt Lot 10, Geographic Township of Proton and are approximately 20ha (50 acres). The lands have frontage on Grey Road 9.

The Purpose of the zoning by-law amendment application is to allow for an Agricultural related use being a small scale Industrial Use shop. The owners wish to add the shop to the list of permitted uses for the Restricted Agricultural A2 zone. The shop including office and power room are proposed to be up to 750m² with outside storage of approximately 500m². If the shop is less than 750m² the outside storage area may be enlarged provided the combined storage and shop area do not exceed 1250m².

The Effect of the proposed zoning by-law amendment would be to change the zone symbol on a portion of the subject lands to permit the Industrial Use shop within a new Restricted Agricultural Exception zone (A2-509). Any Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments.

Background

A Public meeting was held virtually on November 24, 2021. Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C28-21-Tobias-M-Bauman-Holdings-Inc>

The comments received include:

The Public Works Department indicate that the road is Grey County Jurisdiction.

The County of Grey staff indicated originally to defer a decision until the application was revised to reflect their size requirements. They also recommend that positive comments be received from the Conservation Authority. Additional revised comments were provided indicating that they accept the Township's information that the parcel is generally 50 acres in size and with the revised site plan have no further concerns.

The SVCA indicate the proposal is generally acceptable to SVCA staff provided habitat of endangered species and threatened species, which the applicant must address.

Comments were received from one member of the public:

Ed Terpstra submitted comments with questions relating to:

Contamination of the Ground water as well as the water course/ditch that runs through the subject lands as well as his property.

Staff Comment: Concerns regarding contamination of the water course can be addressed through site plan control with appropriate setbacks and grading plans.

Financial Considerations:

The following is an example of the increased tax revenue associated with the addition of a 600m² industrial shop and a residence on a farm property:

| 2020 | Assessment | Tax Rate | Taxation |
|------------------|-------------------|-----------------|--------------------|
| FT (Farm) | \$ 300,000 | 0.283931% | \$ 851.79 |
| | <u>\$ 300,000</u> | | <u>\$ 851.79</u> |
| 2021 | Assessment | Tax Rate | Taxation |
| FT (Farm) | \$ 365,468 | 0.288527% | \$ 1,054.47 |
| RT (Residential) | \$ 400,000 | 1.301060% | \$ 5,204.24 |
| JT (Industrial) | \$ 150,000 | 2.982098% | \$ 4,473.15 |
| | <u>\$ 550,000</u> | | <u>\$ 9,677.39</u> |
| | <u>\$ 915,468</u> | | <u>\$10,731.86</u> |

Of the total taxes of \$10,731.86 above, the Township receives \$5,876.57 (\$5,292.88 pertaining the shop and residence), The County receives \$2,742.13 and the local Board of Educations receive \$2,071.79.

This is increased revenue every year and therefore after a period of 10 years the industrial shop and residence generates \$52,928.80 in additional tax revenue for the Township. The entire tax revenue generated could be directed by the Township to the Road budget if necessary, however it should be pointed out, that roads often have a lifespan greater than 10 years. Building the industrial shop and residence would also generate \$23,690.34 in Development Charge revenue.

With the above information we can compare projected revenues from pre and post development. Over a 10-year period, without the development, the Township would collect \$8,517.90 in property taxes. This number would further be divided by the County and Education portions of the taxes collected. Over a ten-year period, with the development, the Township would collect \$131,008.94 in property taxes and development charge revenue, which is 15.38 times that if nothing had developed.

Staff Review

Staff reviewed this application based on the Planning Act, the Provincial Policy Statement (PPS), Southgate Official Plan and the Zoning By-law.

The Provincial Policy Statement 2020 (PPS)

The PPS has been reviewed in its entirety, however, only the most relevant policies have been identified below. The subject land would constitute "Rural Area" under the definition of the PPS. The PPS allows for a variety of uses in the rural areas:

1.1.4.1 In rural areas located in municipalities:

f) promoting diversification of the economic base and employment opportunities through goods and services, including value-added products and the sustainable management or use of resources;

The PPS supports the diversification of the rural economy. The proposed Industrial use supports farming and grows the rural economic base. The subject lands are considered as Rural within the PPS; below is a review of those policies.

Section 1.1.5.2 On rural lands located in Municipalities, permitted uses are:

- a) the management or use of resources;
- b) resource based recreational uses (including recreational dwellings);
- c) limited residential development;
- d) home occupations and home industries;
- e) cemeteries; and
- f) **other rural land uses.**

The proposed dry industrial use shop is considered an on farm diversified use and therefore "other rural land uses" within the context of the PPS.

Section 1.1.5.3 Recreational, Tourism and other economic opportunities should be promoted.

1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

The volume of traffic associated with this proposal can be sustained by rural service levels. The Site Plan Control process will also provide for screening and limitations on the operation to ensure that it remains small scale and blends in with the Rural area.

1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and or uneconomical expansion of this infrastructure.

The additional use is appropriate for the area and the Rural infrastructure currently in place and will not necessitate an expansion of infrastructure.

1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protecting agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.

This policy is directly supportive of Industrial shops and provides advice to the Township to promote them and direct non-agriculturally related uses to other areas of the Township.

1.1.5.8 Agricultural uses, Agricultural –related uses, on-farm diversified uses and normal farm practises should be promoted and protected in accordance with provincial standards.

Again, this policy advises the Township to promote and protect agricultural, agricultural related uses and on farm diversified uses. The proposed Industrial use will broaden the tax base and provide additional employment in the Township.

The definitions of Agricultural use, Agricultural related use and on farm diversified use are provided below from the PPS.

All of the shops being proposed within the Township at the present time fall within one of the three definitions below and are therefore consistent with the definitions within the Provincial Policy. The proposed use will not offend these definitions.

Agricultural use "means the growing of crops, including nursery, biomass, and horticultural crops; raising of livestock; raising of other animals for food, fur or fibre, including poultry and fish; aquaculture; apiaries; agro-forestry; maple syrup production; and associated on-farm buildings and structures, including, but not limited to livestock facilities, manure storages, value retaining facilities, and accommodation for full time farm labour when the size and nature of the operation requires additional employment."

Agricultural related uses: means those farm uses related commercial and farm related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and or services to farm operations as a primary activity.

On farm diversified uses: "means uses that are secondary to the principal agricultural use of the property, and are limited in area. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value added agricultural products."

This proposed dry industrial use would be considered an on farm diversified use which is permitted in the rural area.

Minimum Distance Separation (MDS)

Regarding MDS, it has been reviewed and there are no barns that will be negatively impacted by the proposed metal and fabricating shop. Staff have reviewed the MDS Guidelines and there are no concerns regarding MDS.

The proposal will not hinder surrounding agricultural operations and will not require infrastructure development. The proposal is consistent with the definitions and policies of the PPS including promoting diversification of the economic base and employment opportunities. Based on the foregoing, the proposal appears to be consistent with the PPS.

Township Official Plan

The Township of Southgate Official Plan (OP) designates the subject lands "Agricultural" and "Rural" and "Hazard lands". The area where the development is occurring is in the Rural designation so those are the policies that will be focused on. The OP provides for small scale commercial and industrial uses on properties greater than 20ha to a maximum of 750m² in size. The maximum outside storage is 500m² in addition to the 750m² building size. The proposal is to construct a shop up to 750 m² in size. The outdoor and indoor storage area will be approximately 626.65m².

The proposal appears to comply with the above policy and when the definition of small scale is examined below it further confirms the proposal is in conformity with the Official Plan.

The Official Plan defines Small Scale on parcels larger than 20 hectares as: a maximum structure size of 750m² and a maximum outdoor storage display area of 500m² will be permitted. If the structure is less than 750m², the outside display area may be increased, so that the combined outside display area and structure does not exceed 1250 square meters.

The proposal meets this definition and is therefore considered small scale under the policies of the Township Official Plan.

The Township Official Plan section 5.2.1 Rural designation permitted uses include the following:

“iv. small scale commercial and industrial uses;”

As noted above, the proposal meets the Official Plan Definition of Small Scale and is therefore considered a permitted use in the Agricultural Designation.

Section 5.2.3 Development Policies

5. The maximum structure size for new or expanding small scale commercial and industrial uses shall be 750 square metres, with a maximum outdoor storage size of 500 square meters. Where the maximum structure size is less than 750 square metres, more outdoor storage space will be permitted up to a combined maximum of 1250 square metres. Such uses will only be permitted on farm parcels greater than 20 hectares, all subject to satisfying the Development Policies as outlined in this Section. Council may, in the future, limit the commercial or industrial use through the implementing Zoning Bylaw Amendment.

The proposal is consistent with the development policies of the Official Plan and through site plan control will blend in with the rural landscape. The proposal will assist the farming operation by providing support in the form of income and proximity to the farming operation to allow the farming operation to continue to be located in this area. While a use like this could potentially be situated in an industrial park, it is in my opinion, better suited to the rural area because it allows farming to continue on the property and supports the agricultural community. The construction of the shop broadens the tax base and supports the rural economy while operating using minimal infrastructure and servicing. Furthermore, it allows those citizens who rely on animals for transportation to live and work in the same area.

Zoning By-law

The proposed zoning by-law amendment would change the zoning symbol on a portion of the property from Agricultural (A2) to Agricultural Exception A2-509) to allow for a small scale Industrial use to be permitted on the property. The dry industrial use may include metal working, wood working, plastics or powder coating

and painting and other similar type manufacturing uses. The Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments. The zoning will also provide regulations for setbacks for the use. Site Plan control will also be required in order to implement specific control measures to address potential nuisance issues such as noise, dust and visual impact. The closest residence is 274m to the south west on the farm across County Road 9.

Conclusions

Based on the above policy review and the information provided and comments received, the proposal is consistent with the Policies of the Provincial Policy Statement, The County of Grey Official Plan, The Township of Southgate Official Plan. The proposed zoning by-law amendment should therefore be approved and is considered appropriate for the area and good land use planning.

Respectfully Submitted,

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



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

Attachments: None.

The Corporation of the Township of Southgate
By-law Number 2022-009

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

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

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

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

- 1. **That** Schedule "14" to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbols on a portion of the lands described as CON 13 E Pt LOT 10, geographic Township of Proton, in the Township of Southgate and shown on Schedule "A", affixed hereto, from:
 - **Restricted Agricultural (A2) to Restricted Agricultural Exception (A1-509)**
- 2. **That** Section 33 to By-law No. 19-2002 is hereby amended by adding the following:

| | | |
|---|---------------|---|
| "33-509 Con 13, E Pt lot 10 (Proton) | A2-509 | <p>Notwithstanding the provisions of Sections 6.0 or any other provisions to the contrary, the land zoned A2-509 shall be subject to the following regulations in relation to an additional permitted use being a small scale industrial use.</p> <p>a) The small scale dry industrial use may include but is not limited to, a metal workshop for fabricating, welding, manufacture of small equipment and parts and repair shop, woodworking shop or other similar type uses:</p> <p>b) The use shall remain secondary to the principle use of the property, being an agricultural use.</p> <p>c) The maximum combined size of the Industrial workshop, power room, office and lunch room shall not exceed 750 m²</p> <p>d) The maximum size of all outdoor storage shall be 500m². If the size limits in clause c) above have not been reached, the outdoor storage area may be expanded provided the combined structure size and the outdoor storage area do not exceed 1250m².</p> <p>e) All outside storage shall be screened from view by way of fencing or landscaped buffer.</p> <p>f) The shop shall be setback a minimum of 37m from the front lot line.</p> <p>g) The shop shall be setback a minimum of 42m from a side lot line.</p> |
|---|---------------|---|

- 3. **That** Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
- 4. **That** this by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

Read a first, second, and third time and finally passed this 19th day of January 2022.

John Woodbury – Mayor

Lindsey Green – Clerk

Explanatory Note

This by-law applies only to those lands described as CON 13 E Pt LOT 10 geographic Township of Proton, in the Township of Southgate. The zoning bylaw amendment is to allow for a small scale Industrial shop use to be added to a portion of the property. The by-law will add an Industrial shop, office and power room use to the list of permitted uses. The Industrial workshop, office and power room are proposed to be up to 750m². The outside storage area is proposed to be approximately 500m² with provisions for expansion. All other provisions of the by-law shall apply.

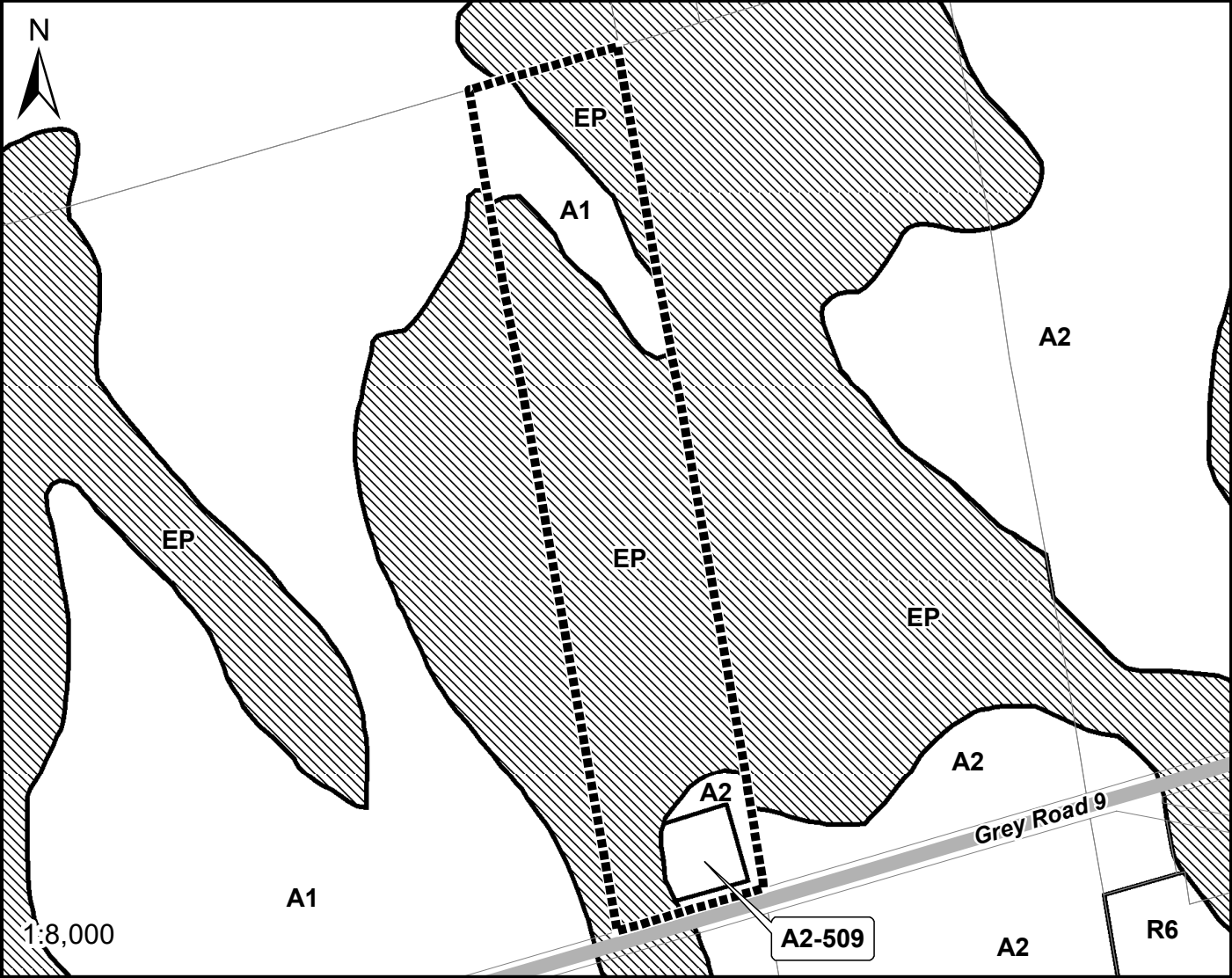
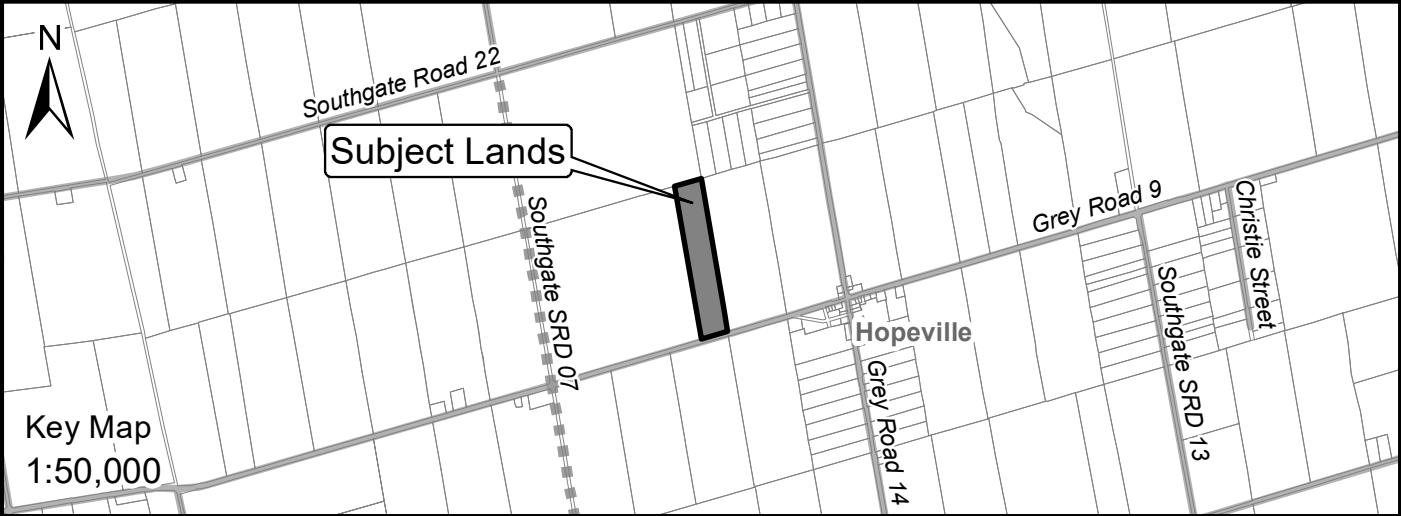
The Effect of the zoning by-law amendment is to change the zoning symbol on a portion of the property from Restricted Agriculture (A2) to Restricted Agriculture Exception (A2-509) to allow for a small scale Industrial use to be permitted on the property.


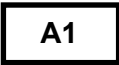
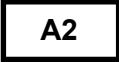


The Township of Southgate Official Plan designates the subject lands Rural, Agricultural, and Hazard lands.

Schedule "A"
By-Law No. 2022-009
Amending By-Law No. 19-2002
Township of Southgate
Geographic Township of Proton

Date Passed: January 19, 2022

Signed: _____
John Woodbury, Mayor
Lindsey Green, Clerk



| Legend | |
|---|--------------------------|
|  | Subject Lands |
|  | Agricultural |
|  | Restricted Agricultural |
|  | Residential Type 6 |
|  | Environmental Protection |



Staff Report PL2022-005

Title of Report: PL2022-005-SP20-21-Daniel and Rachel Bauman
Department: Clerks
Branch: Planning Services
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report PL2022-005 for information; and
That Council consider approval of By-law 2022-010 authorizing the entering into a Site Plan Agreement.

Property Location: 280264 Artemesia-Southgate Townline



Background: This Site Plan Agreement implements Zoning Bylaw amendment that was passed a number of years ago zoning a portion of the property A1-193 which permits a metal fabrication and welding shop not to exceed 250m².

Staff Comments: The Site Plan and Site Plan Agreement address a number of issues to mitigate potential conflicts with neighbouring land uses. The agreement attempts to mitigate concerns raised by on farm shops and it includes the following:

1. Providing landscaping and screening to blend it in with the Surrounding Area. The screening trees are to be a minimum 1.5m in height and coniferous in order to provide screening of the outdoor storage areas and to blend the building in with the landscape.
2. Ensuring that in the event of a complaint all doors and windows will remain closed during operation.
3. Applying dust control measures at the Township's discretion.
4. Requiring an entrance permit and a paved apron if required by the Township.
6. Requiring a water reservoir be installed should the Township fire department deem it necessary in future.

The closest residence is over 186m away to the north. A key map of the area has been provided for your review. The above provisions will ensure that surrounding land uses are minimally impacted by the proposed development. It is, therefore, the recommendation of Township staff to approve the Site Plan and authorize the mayor and clerk to sign the attached Site Plan Agreement

Financial Implications: None

Concluding Comments: Based on the above it is recommended that Council receive this staff report and consider approval of by-law 2022-010 authorizing the agreement.

Respectfully Submitted,

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



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

Attachments:

The Corporation of the Township of Southgate
By-law Number 2022-010

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 2021-111; 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 Daniel and Rachel Bauman and the Township of Southgate for the development of the lands described as Con 1, Pt Lot 191 SWTSR Proton PT 1 16R6794, 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 19th day of January 2022.

Read a third time and finally passed this 19th day of January 2022.

Mayor – John Woodbury

Clerk- Lindsey Green

THE CORPORATION OF
THE TOWNSHIP OF SOUTHGATE

SITE PLAN AGREEMENT

THIS AGREEMENT made in triplicate this_____ day of_____, 2022

Between: Daniel Bauman, and Rachel Bauman
(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 Artemesia Southgate Townline and a commercial entrance permit is required from the municipality.
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 and be a minimum of 1.5m in height.
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: Daniel Bauman, and Rachel Bauman
280264 Artemesia-Southgate Townline
Proton Station, ON
N0C 1L0

AND IN WITNESS WHEREOF the natural parties hereto have hereunto set their hands and seals. Signing authorized by By-law 2022-010.

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:

**Con 1, Pt Lot 191 SWTSR Proton PT 1 16R6794,
Geographic Township of Proton, Township of Southgate
alternatively described as 280264 Artemesia-Southgate
Townline.**

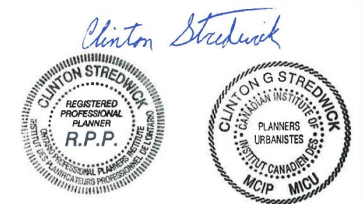
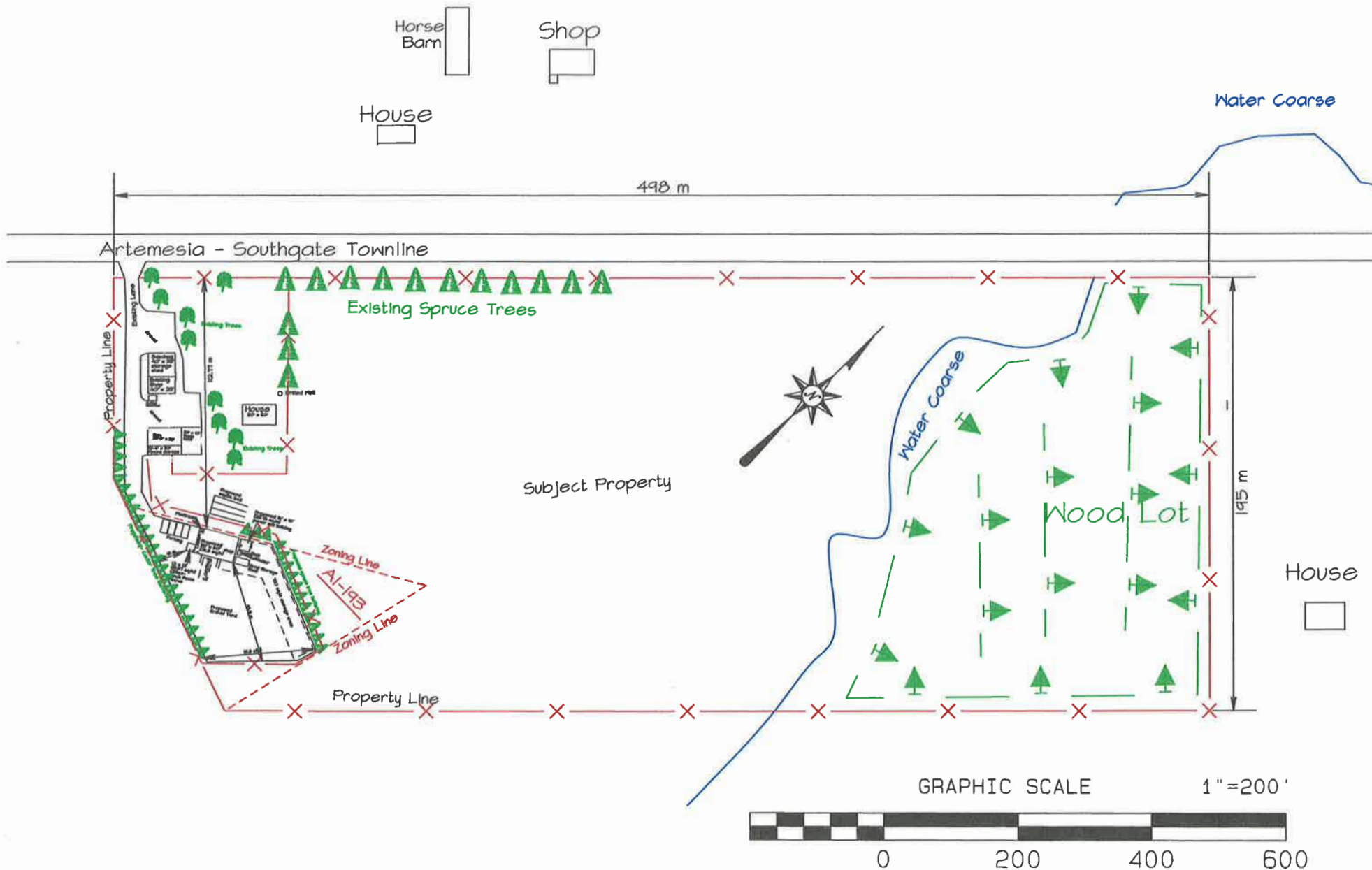
Schedule "B"

SITE PLANS

Drawing #1. Dated January 19, 2022 and signed by the planner

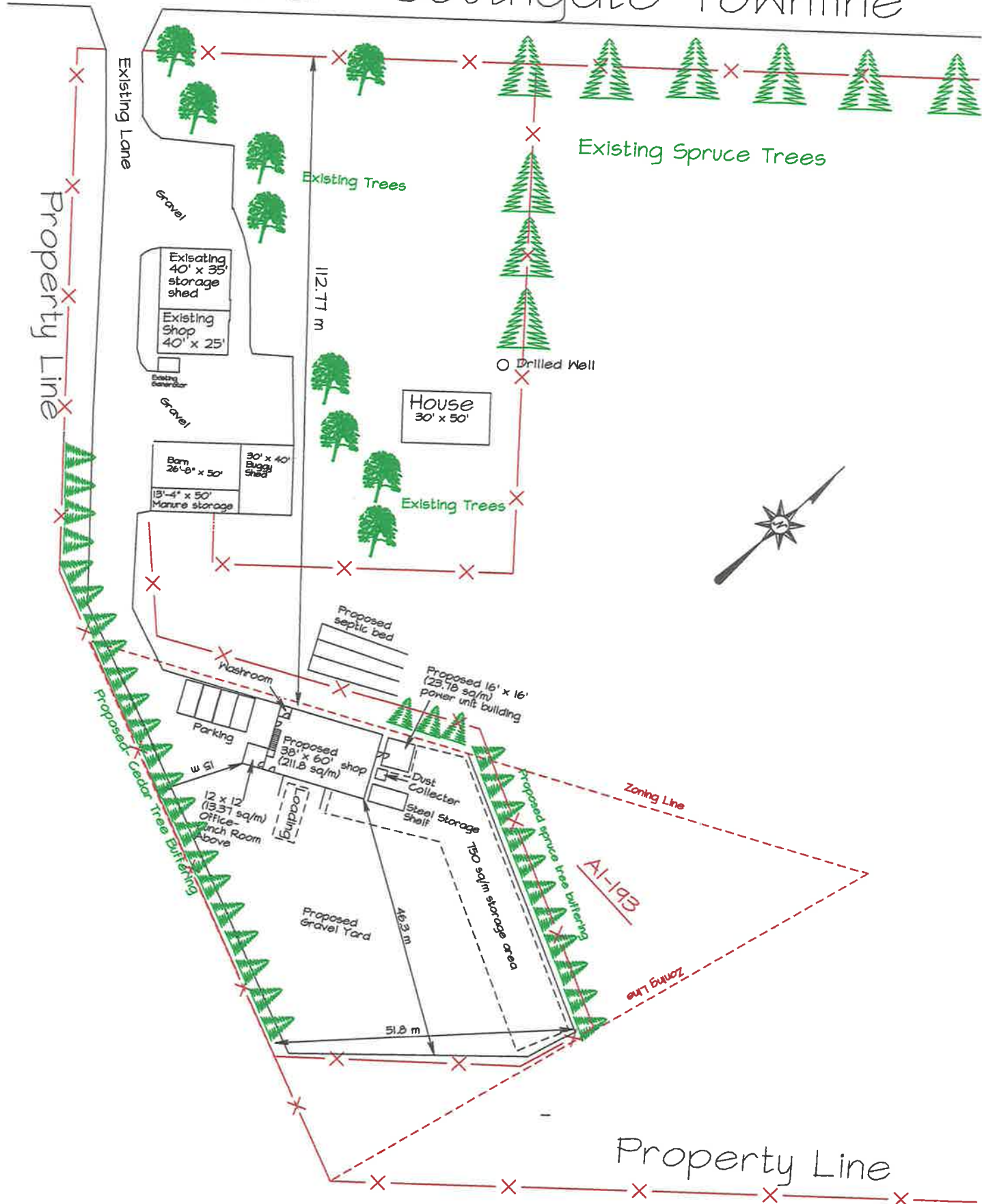
Drawing #2. Dated January 19, 2022 and signed by the planner

Drawing #3. Dated January 19, 2022 and signed by the planner



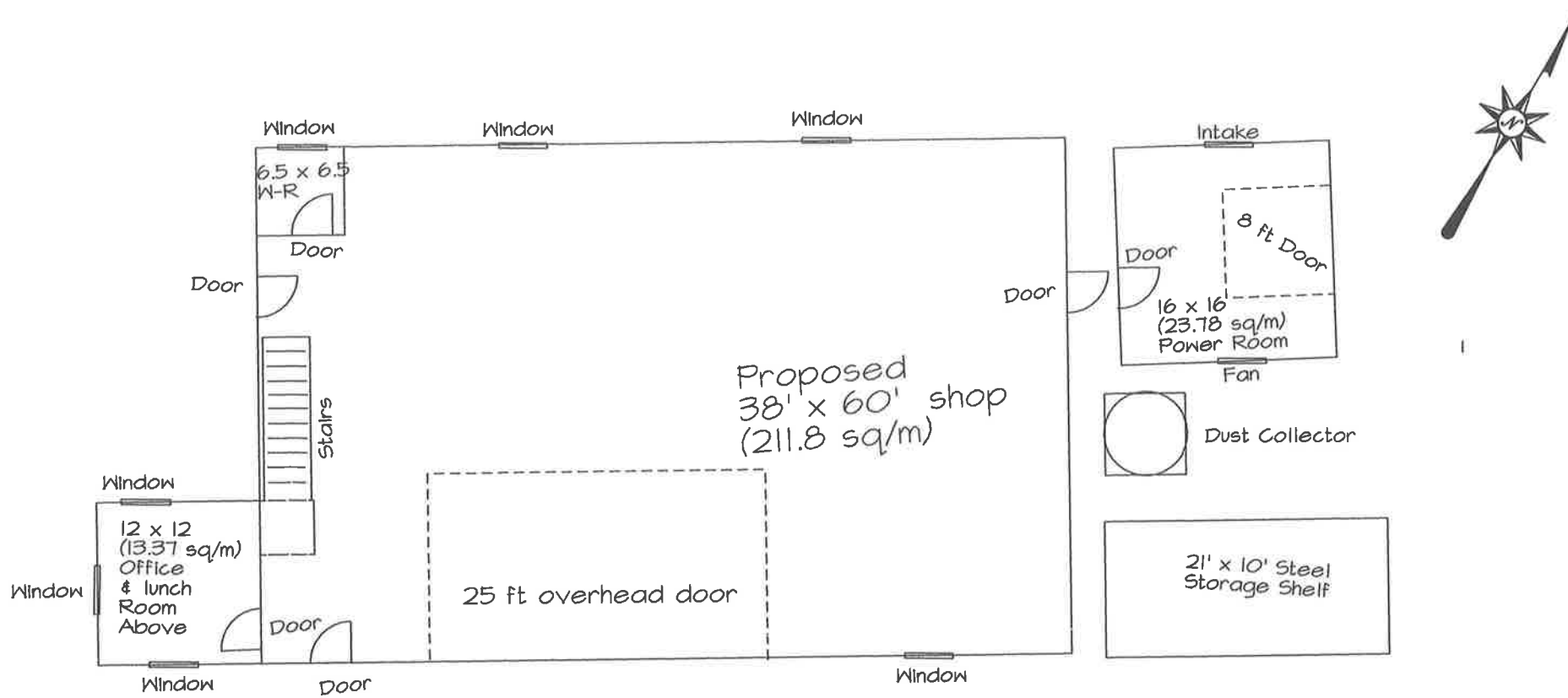
Drawing #1 Dated January 19, 2022

Artemesia - Southgate Townline



Clinton Stredwick





FLOOR PLAN



Drawing # 3 Dated January 19, 2022



Staff Report PL2022-007

Title of Report: PL2022-007-SP22-21-Clea-Mar Machining Inc
Department: Clerks
Branch: Planning Services
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report PL2022-007 for information; and
That Council consider approval of By-law 2022-012 authorizing the entering into a Site Plan Agreement.

Property Location: 773130 Highway 10



Background: This Site Plan Agreement implements Zoning Bylaw amendment application C13-21. The bylaw was passed on October 6, 2021 by by-law 2021-128. The by-law rezones a portion of the property to A1-493 which permits a dry industrial use up to 750m².

Staff Comments: The Site Plan and Site Plan Agreement address a number of issues to mitigate potential conflicts with neighbouring land uses. The agreement attempts to mitigate concerns raised by on farm shops and it includes the following:

1. Providing landscaping and screening to blend it in with the Surrounding Area. The screening trees are to be a minimum 1.5m in height and coniferous in order to provide screening of the outdoor storage areas and to blend the building in with the landscape.
2. Ensuring that in the event of a complaint all doors and windows will remain closed during operation.
3. Applying dust control measures at the Township's discretion.
4. Requiring an entrance permit and a paved apron if required by the Township.
6. Requiring a water reservoir be installed should the Township fire department deem it necessary in future.

The closest residence is 50m away to the south on the adjacent lot but also owned by the applicant. A key map of the area has been provided for your review. The above provisions will ensure that surrounding land uses are minimally impacted by the proposed development. It is, therefore, the recommendation of Township staff to approve the Site Plan and authorize the mayor and clerk to sign the attached Site Plan Agreement

Financial Implications: None

Concluding Comments: Based on the above it is recommended that Council receive this staff report and consider approval of by-law 2022-012 authorizing the agreement.

Respectfully Submitted,

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



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

Attachments:

The Corporation of the Township of Southgate
By-law Number 2022-012

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 2021-111; 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 Clea-Mar Machining Inc and the Township of Southgate for the development of the lands described as Con 1, Lot 194 SWTSR 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 19th day of January 2022.

Read a third time and finally passed this 19th day of January 2022.

Mayor – John Woodbury

Clerk- Lindsey Green

THE CORPORATION OF
THE TOWNSHIP OF SOUTHGATE

SITE PLAN AGREEMENT

THIS AGREEMENT made in triplicate this 19th day of January, 2022

Between: Clea-Mar Machining Inc, Cleason 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 Highway 10. All proposed development located adjacent to a Provincial Highway or located within the MTO's permit control area under the Public Transportation and Highway Improvement Act will be subject to MTO approval.

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 and be a minimum of 1.5m in hieght.

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: Clea-Mar Machining Inc., Cleason Martin
 4059 Line 76
 Newton, On
 N0K 1R0

IN WITNESS WHEREOF the corporate parties have executed this Agreement by affixing thereto their corporate seals, as attested by the hand of their proper signing officers duly authorized in that behalf.

AND IN WITNESS WHEREOF the natural parties hereto have hereunto set their hands and seals. Signing authorized by By-law 2022-012.

[illegible]

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 1 SWTSR, Lot 194 Proton, Township of Southgate alternatively described as 773130 Highway 10.

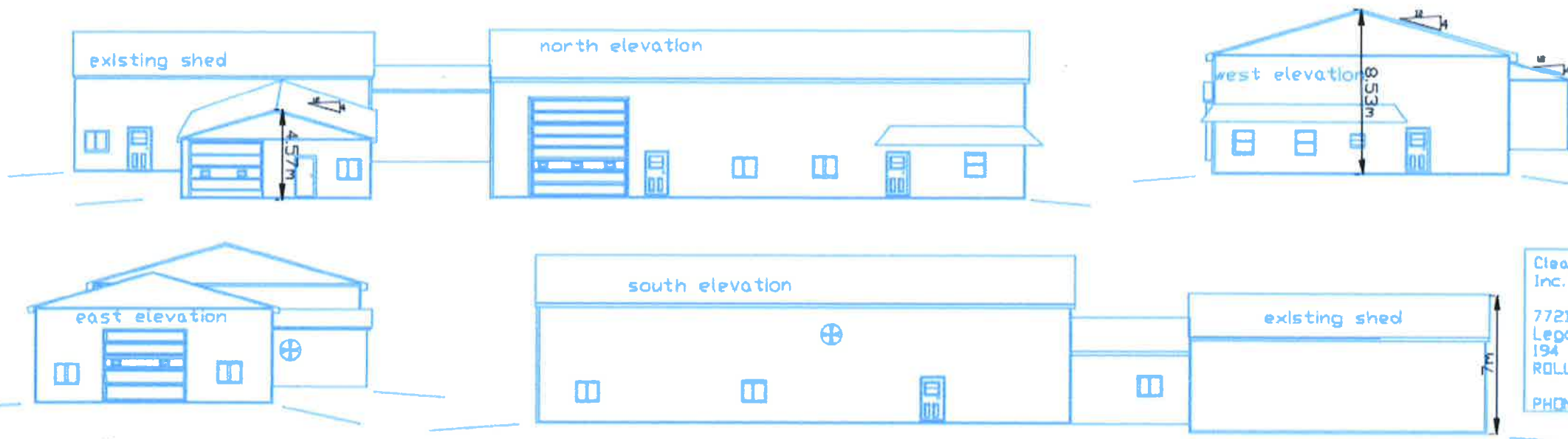
Schedule "B"

SITE PLANS

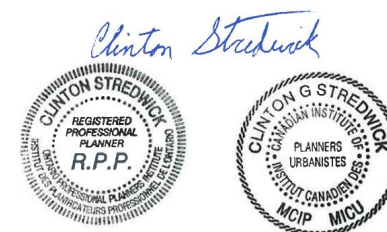
Drawing #1. Dated January 19th, 2022 and signed by the planner

Drawing #2. Dated January 19th, 2022 and signed by the planner

Drawing #3. Dated January 19th, 2022 and signed by the planner



Cleason Morth / Clea-Mar Machining Inc.
 772130 Highway 10 Proton Station Dr.
 Legal Description CON 1 SVTSR LOT 194
 ROLL # 420709000800400
 PHONE# 519-595-2100



Drawing #2 Dated January 19, 2022

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 CAO2022-001

Title of Report: Dundalk Olde Town Hall Update Report

Department: Administration

Council Date: January 19, 2022

Council Recommendation:

Be it resolved that Council receive Staff Report CAO2022-001 as information.

Background:

The CAO has provided staff reports at the previous Council meeting as information and updates on the Team Town Hall's interest and proposals to operate the Dundalk Olde Town Hall as cultural facility in partnership with the Township. Staff have also provided information on the Wellington Capital Corporation bid proposal to purchase the Dundalk Olde Town Hall. The Township also hosted a meeting on October 7th, 2021 in the Macintyre Building with Team Town Hall representatives, the proponent Ray Stanton representing Wellington Capital Corporation, Southgate Mayor John Woodbury and Southgate staff members from Recreation and the CAO's Office.

Staff presented staff report CAO2021-086 titled Southgate TTH Dundalk Olde Town Hall Financial Partnership Use, providing an agreement with Team Town Hall Council approved the following resolution:

Moved By Councillor Shipston; **Seconded By** Councillor Rice;

Be it resolved that Council receive Staff Report CAO2021-086 as information; and

That Council direct staff to continue to work to finalize the Draft Southgate-Team Town Hall Dundalk Olde Town Hall Cultural Space Financial Commitment and Use Partnership Agreement with Team Town Hall; and

That Council direct staff to send the final drafted Southgate-Team Town Hall Dundalk Olde Town Hall Cultural Space Financial Commitment and Use Partnership Agreement with Team Town Hall acceptance to our lawyer for review; and

That Council direct staff to bring back the final version of the Southgate-Team Town Hall Dundalk Olde Town Hall Cultural Space Financial Commitment and Use Partnership Agreement for Council approval and consider approval by Municipal By-law at the January 19, 2022 meeting.

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

Nay (1): Councillor Rice

Carried No. 2021-772 (6 to 1)

Staff presented staff report CAO2021-087 providing a draft agreement with Wellington Capital Corp to purchase the Dundalk Olde Town Hall and Council approved the following resolution:

Moved By Deputy Mayor Milne; **Seconded By** Councillor Dobreen;

Be it resolved that Council receive Staff Report CAO2021-087 as information; and

That Council direct staff to continue to work to finalize the Draft Dundalk Olde Town Hall Building Property Purchase and Sale Agreement with Wellington Capital Corporation, which includes the property sale conditions, a listing of the building's capital projects to be completed for public occupancy and a facility lease of the cultural space to the Township of Southgate from Wellington Capital Corporation as the landlord; and

That Council direct staff to send for legal review the final drafted Dundalk Olde Town Hall Property Sale Agreement with Wellington Capital Corporation, which includes the Building Cultural Space Lease Agreement to the Township of Southgate with Wellington Capital Corporation as the landlord following their preliminary acceptance of these complimentary agreements; and

That Council direct staff to bring back the final version of the Dundalk Olde Town Hall Property to Wellington Capital Corporation and Building Cultural Space Lease Agreement for Council approval and consider to approve by Municipal By-law at the January 19, 2022 meeting.

Carried No. 2021-773

Staff Comments:

Staff has nothing new to report in relation to advancing the agreements with Team Town Hall or Wellington Capital Corp.

Since the December 15th, 2021 Council meeting staff have been working on ways to develop the future use of the Dundalk Olde Town Hall as a cultural facility and how to best manage the building, capital upgrades, operating costs, fundraising and its use. With that in mind staff have looked into the following issues and have had discussions on the following issues:

- Insurance Costs – NFP Insurance staff are researching the cost of Southgate carrying the cost of building and liability insurance.
- Cultural Space Naming Rights on the Building – Southgate staff have had recent discussions with Flato and reached a verbal commitment to execute a Naming Sponsorship Agreement for \$35,000.00 per year for 20 years for the Olde Town Hall Theatre and Cultural Space. The 2 conditions are use of the building for Flato meetings and some events possibly, plus continued cultural event use of the building during the 20 years.
- Boarder Community Involvement – Staff have been in discussions with JunCtian Community Initiatives to explore their involvement in the facility through boarder use options, through broader inclusiveness, integration in our community and capital funding options to support the building uses. Since this report was written we have also met with Heritage Canada to look at funding opportunities and the structure that could qualify through a municipal and/or not-for-profit partner.

The next step is to consider our best option(s) going forward based on the new information, municipal investment over 20 years, fundraising potential, ownership and partnerships, as well as the roles of each we should consider going forward.

Financial Impact or Long-Term Implications

There is no financial impact to the 2022 Budget to the municipality that will impact ratepayer taxation at the present time other than some costs for legal review of the agreement.

The financial impact is likely to begin in the 2023 budget year costing \$3,000.00 per month (\$36,000.00 per year) plus COLA each year for the cultural space lease payment, less the Team Town Hall annual commitment of \$10,000.0 per year. Recent discussions with Flato has forged a verbal commitment to execute a Naming Sponsorship Agreement for \$35,000.00 per year for 20 years for the Olde Town Hall Theatre and Cultural Space.

Southgate's other financial commitment in the agreement is a one-time payment of \$175,000.00 due 90 days (anticipated due March 31, 2023) following the start of the lease (anticipated due January 1, 2023) to support capital project work investment in the Dundalk Olde Town Hall. Discussion to include JunCtian Community in the conversation has also been advanced to consider them as a partner, with not-for-profit status that would have access to funding to complete capital project in the building.

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 CAO2022-001 as information.
2. Staff will acquire a report on the insurance cost for the building and public use liability for the Draft Dundalk Olde Town Hall Building.
3. Staff will meet with Team Town Hall and JunCtian Community Initiatives to redefine each partners role in the operation and use of the Dundalk Olde Town Hall Building Cultural space.
4. Staff will explore funding opportunities for the Dundalk Olde Town Hall Building.

5. Staff will look to finalize the draft Dundalk Olde Town Hall Building Property Purchase and Sale Agreement with Wellington Capital Corporation for consideration at a future Council meeting and specifically in relation to the long term financial commitments.

Respectfully Submitted,

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



Staff Report CL2022-001

Title of Report: CL2022-001 – 2022 Council Conferences Cost Estimates
Department: Clerks
Branch: Legislative and Council Services
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report CL2022-001 for information.

Background:

At the December 21, 2021, Special Council meeting regarding the 2022 Budget, Council members requested that staff bring forward a report that reflected cost estimates for Council members to attend conferences in 2022.

Staff Comments:

Included as Attachment #1 to this report are cost estimates for upcoming conferences in 2022 for Council members to attend. Although OACA is a Committee of Adjustment expense, staff have included those estimates in the summary. Staff would have also included OAPSB, but no conference has been announced to date. AMO is not included on the attachment as no members wished to attend that conference in 2022.

Numbers included in the cost estimate are reflected as of January 10, 2022.

For conferences that have yet to release their registration details, staff took a previous year's in-person registration cost and assumed a 10% increase. For most conferences, this was the 2019 registration rate.

For travel costs, mileage was calculated based off the kilometre distance starting at the Township Administration Office in Hopeville to the destination by using Google Maps and the Q1 Mileage Rate being \$0.495. Where more than 1 member is attending a conference, staff calculated total costs based off members travelling together, with only 1 member expensing the mileage costs.

For accommodation costs, OGRA is reflected as an actual cost, as the hotel has been booked. For OACA, staff chose a more economical hotel at the Blue Mountains (Blue Mountain Resort Inn), for FCM the location is known, but the venue is unknown, so staff estimated the accommodation price based off comparable hotels.

near the Regina Airport. For OSUM, staff estimated accommodations comparable to the other conferences located in Ontario, as the location is unknown.

For the meal allowance, staff assumed the full \$65/per day allotment would be used and based the cost estimate off that.

Most of the fees included are an estimate as pricing may change as well as other aspects such as pivoting to a virtual conference, meal allowances not fully being used, etc.

Financial Implications:

There will be financial implications to the Council Conference and Committee of Adjustment Conference budgets for 2022. Currently, staff are estimating \$10,744.36 for Council Conference expenses and \$4,260.00 for Committee of Adjustment Conference expenses, both of which are subject to change.

In the current draft 2022 budget (presented at the December 21, 2022, Special Council Meeting), staff have allocated \$12,000 for the Council Conference budget and \$6,000 for the Committee of Adjustment Conference Budget. Staff recommend keeping these amounts unchanged, in case of cost fluctuations.

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 CL2022-001 as information.

Respectfully Submitted,

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

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

Attachment 1 - 2022 Council Conferences Cost Estimate

| | ROMA 2 days Virtual | OGRA 4 days in person Toronto | OACA 4 days in person Blue Mountains | FCM 4 days in person Regina, Sask. | OSUM 3 days in person Location Unknown |
|--|----------------------------------|---|---|---|--|
| Conference Cost | \$450 | \$700 | \$650 | \$1106.27 | \$620.25 |
| Travel Cost (Mileage and/or Flight) | N/A | \$133.65 (270 km total) | \$63.36 (128 km total) | \$214.51 - Flight Round Trip w/ Air Canada YYZ-YQR Economy (\$ as of Jan 10/22) \$115.83 - Mileage to/from Airport (235 km total) \$110 – Parking at YYZ using Park & Fly | \$100 (Estimated at 200 km) |
| Accommodation Cost | N/A | \$909.60 (3 nights @ Fairmount Royal York) | \$508.32 (3 nights @ Blue Mountain Resort Inn) | \$452 (Estimated at \$100 per night, plus HST, 4 nights) | \$791 (Estimated at \$350 per night plus HST, 2 nights) |
| Meal Allowance Cost (\$65/day) | N/A | \$260 | \$260 | \$260 | \$195 |
| Member Per Diem (\$170/day) | \$340 | \$680 | \$680 | \$680 | \$510 |
| Cost of 1 Member | \$790 | \$2,683.25 | \$2,161.68 | \$2,938.61 | \$2,216.25 |
| #of Members Attending | 1 | 1 | 2 | 1 | 2 |
| Total Cost | \$790 | \$2,683.25 | \$4,260.00 | \$2,938.61 | \$4,332.50 |



Staff Report EDO2022-001

Title of Report: EDO2021-001-Quarterly Report
Department: Economic Development
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report EDO2022-001 for information.

Background: 2021 fourth quarter Economic Development report.

Staff Comments:

- CAP 1.A.3 Report on New Business Inquiries
- CAP 2.A.5 Responding to Industrial & Business Inquiries
- CAP 2.A.3 Supporting Local Businesses
- CAP 2.A.3 Developing a Local Business Directory
- CAP 2.B.2 Supporting Additional Sources of Farm Income
- CAP 2.A.5 Marketing Industry & Businesses

The EDO has been working on several industrial and commercial inquiries along with supporting existing businesses. Some of the main projects we are working on are the following:

Local Business Directory

This is an ongoing project in development an online directory with the goal of creating open communication with local businesses and supporting their marketing strategies.

Greenlid

In conjunction with the CAO, Planner, CBO and Public Works Manager, the EDO has set the development timeline goals for Greenlid's first building and is working with the developer's planner and engineer to meet those deadlines. The Greenlid project will support additional sources of farm income along with creating a wide range of jobs. The Funding support letter that was provided by the Township is attached (attachment 1)

General EcDev Projects

The EDO with Grey County Economic Development, has updated the industrial land map (attachment 2). The CAO and EDO will be meeting with Grey County Economic Development to discuss and refine economic development goals and objectives

including creating an Investment Attraction Strategy, Business Retention and Expansion Plan, and to discuss the need for serviced industrial land.

The Eco Park Vacant Industrial Land Chart is attached (attachment 3). With the assistance of Grey County Planning, the EDO has created a landowner map for Eco Park Phase 1 (attachment 4).

The CAO, EDO, Planner, CBO, Public Works Manager, Recreation Manager and Fire Chief have been meeting to communicate ongoing development plans.

The YMCA Job Developer has set up monthly meetings in Dundalk to work with residents and business owners. The YMCA Settlement Services are working with the schools in Southgate to ensure that students have access to resources.

The EDO has supported several community groups with their efforts.

Marketing:

YouTube Channel: <https://www.youtube.com/channel/UC72SJmfrn11eqvjTzW-O3zQ/featured>

Made in Grey Magazine: <https://madeingrey.ca/made-grey-magazine>

Financial Implications:

No adverse financial impact.

Communications & Community Action Plan Impact:

The CAP impacts are throughout the report. The document has been presented to communicate to Council and the public as information.

Concluding Comments:

That Council receive this report for information.

Respectfully Submitted,

Dept. Head: *Original Signed By*
Terri Murphy,
Economic Development Officer

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

Attachment 1: Greenlid letter of support for funding
Attachment 2: Industrial Land Map
Attachment 3: Eco Park Vacant Industrial Land Chart
Attachment 4: Eco Park Landowner Map

**Township of Southgate
Administration Office**

185667 Grey County 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

Letter of Support for SWODF Grant for Greenlid (Autom River Inc)

Project Name

**Non-Wood Fibre Processing, Production and Sustainable
Innovation Facility**

Case/Application #: 2021-12-1-1652117799.

We are pleased to write this letter of support for the new Greenlid Sustainable Innovation Facility in the Township of Southgate's Eco Park.

Recently, the Township of Southgate Council approved the sale of 27 acres for the development of the site into a state-of-the-art facility for transforming local southwestern Ontario farm feedstocks into sustainable products for both the Canadian and international market. After review of many proposals for the site and meeting with the Greenlid Team, we couldn't be more excited to see this facility built in our Township. We are very encouraged with the dozens of jobs that will be added over the next 3 years, and the further expansion beyond with their detailed and expansive plans. Not only will they be purchasing their raw feedstock from local farmers, but their innovative approach to manufacturing and sustainable product development will not only bring good manufacturing jobs to the area, but also partnerships and high impact R&D jobs directly to our area.

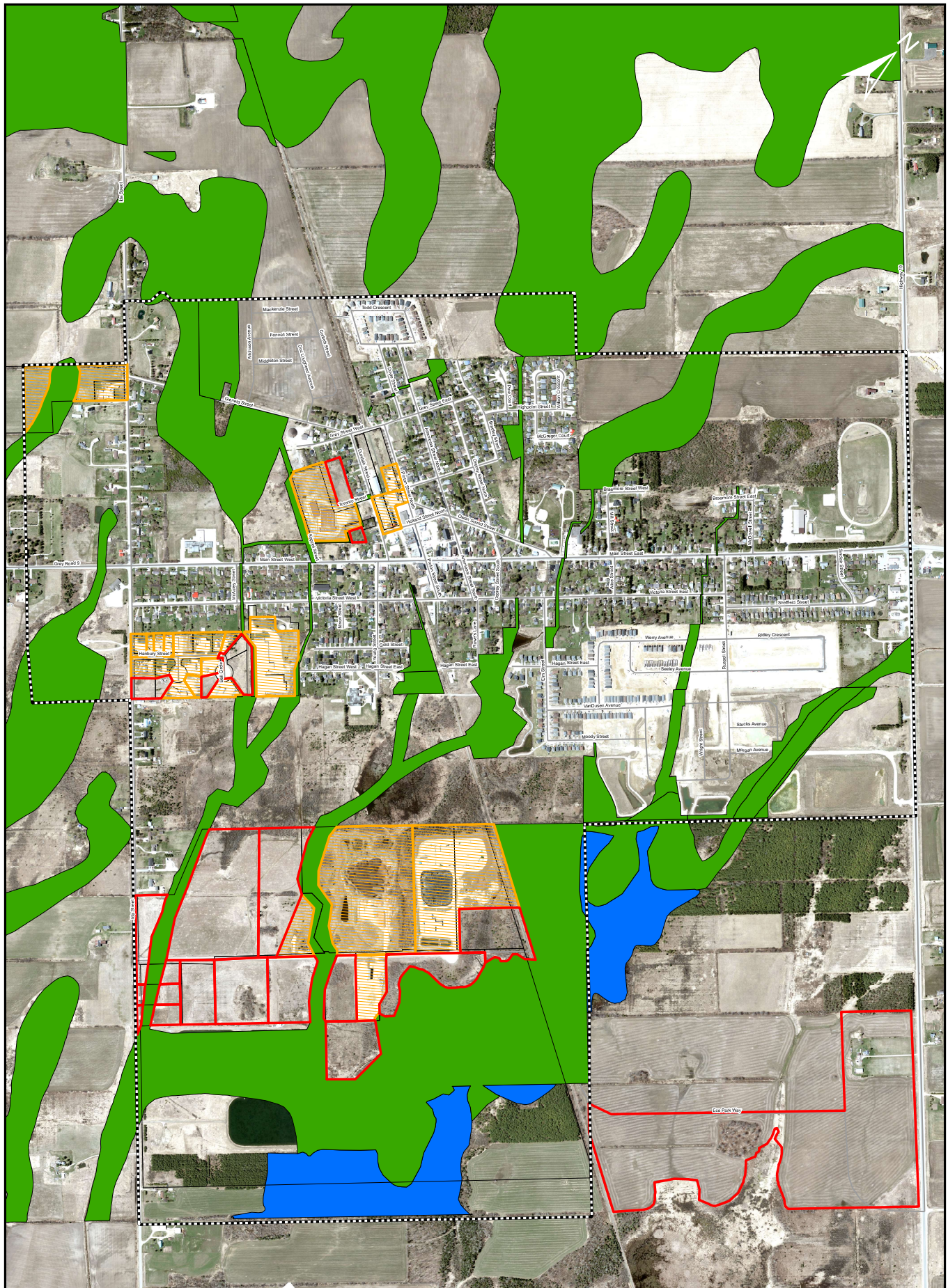
This investment of \$30 million over the next 3 years will be just the start of what we foresee as Greenlid becoming a pillar for other innovative, sustainable companies to begin operations in our region and in our Eco Park, making a hub for innovation in the sustainability space that is rapidly growing our economy across both southwestern Ontario and Canada.

Welcoming Greenlid to the Township of Southgate Eco Park, supports our initiative to attract Eco Friendly businesses, job creation and our climate change action plan.

We fully support this project and look forward to working along side Greenlid to create positive outcomes for our community.

Thank you for your consideration.

John Woodbury – Mayor
Township of Southgate
185667 Grey County Road 9
Dundalk, ON
N0C 1B



Legend

- Industrial Land Vacant
- Industrial Land Non Vacant
- Hazard Land
- Wetland
- Union Gas Service Main
- Watermain
- Sanitary Sewer

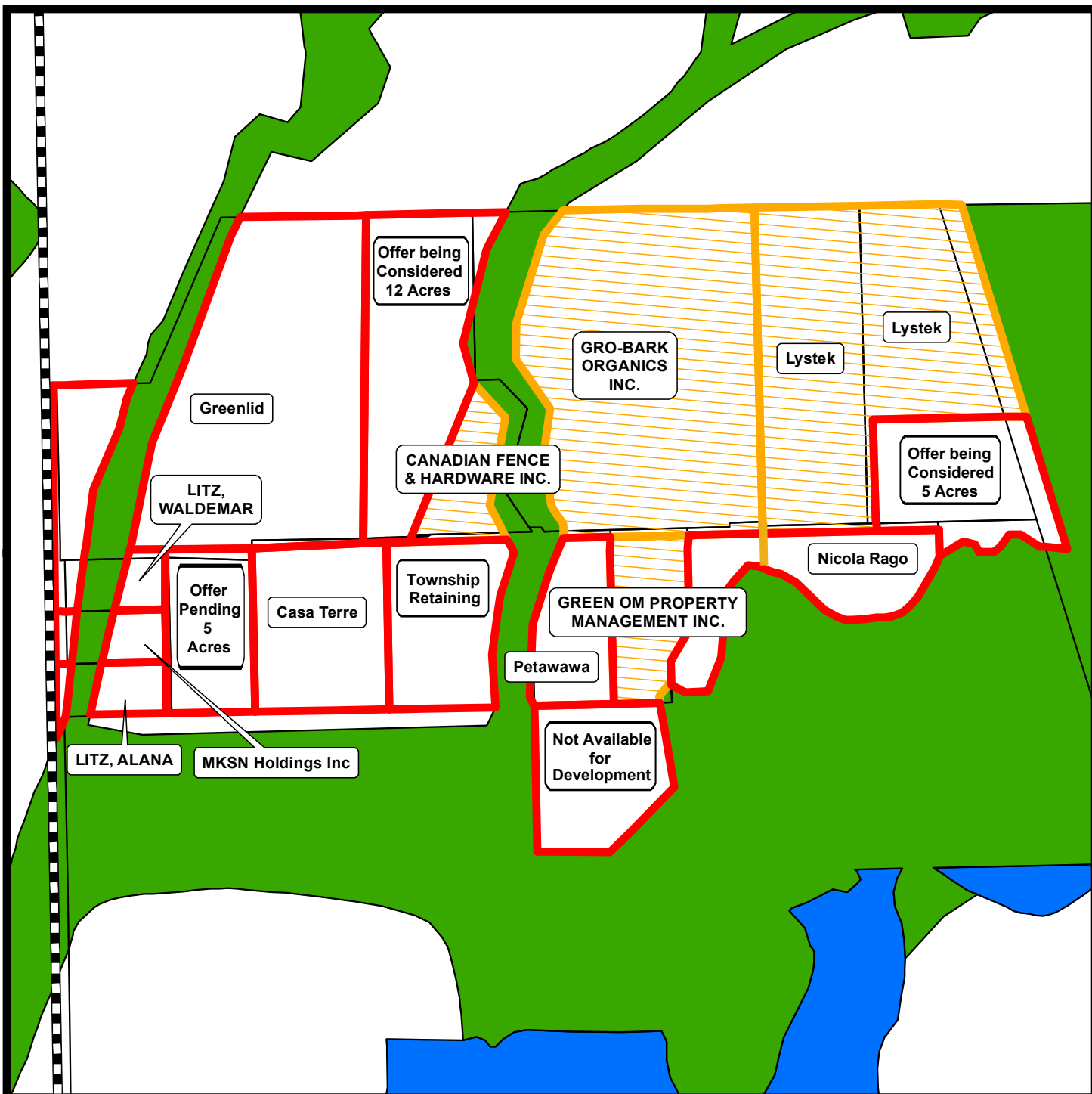
Industrial Land Supply

DUNDALK

Aerial Photography

Eco Park Phase I - Vacant Industrial Land

| Company purchased by | Approx Lot Size Acres | Upcoming Offers to Purchase Acres | Purchase & Sale Agreement Approved by Council- Acres | Closing Date | ByLaw | Land Currently Available Acres |
|-------------------------------------|-----------------------------|--|---|--------------|----------|---|
| Waldemar & Diane Litz | 2 | 0 | 2 | 2021 Mar 15 | 2021-011 | 0 |
| MKSN Holdings | 2 | 0 | 2 | 2021 Mar 15 | 2021-013 | 0 |
| Alana Litz Self Storage Development | 2 | 0 | 2 | 2021 Mar 15 | 2021-012 | 0 |
| Southgate Renewables (Petawawa) | 5.02 | 0 | 5.02 | 2021 Dec 31 | 2021-087 | 0 |
| Nicola Rago | 2.3 | 0 | 2.3 | 2021 Oct 29 | 2021-083 | 0 |
| Casa Terre | 7 | 0 | 7 | 2021 Dec 15 | 2021-149 | 0 |
| Greenlid | 27 | 0 | 27 | 2022 Jan 11 | 2021-158 | 0 |
| Offer Pending | 5 | 5 | 0 | | | 5 |
| Offer being considered | 12 | 12 | 0 | | | 12 |
| Offer being considered | 5 | 5 | 0 | | | 5 |
| Retained for Waterwater | 5.6 | 0 | 0 | | | 0 |
| Total | 74.92 | 22 | 47.32 | | | 22 |



Legend

- Industrial Land Vacant
- Industrial Land Non Vacant
- Hazard Land
- Wetland
- Union Gas Service Main
- Watermain
- Sanitary Sewer

Industrial Land Supply Eco Park Property Owners

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



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Staff Report FIRE2022-001

Title of Report: FIRE2022-001- Dundalk Fire Departments 2021 Year End Report

Department: Fire

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIRE2022-001 for information.

Background:

In 2021 the Dundalk Fire Department responded to 147 emergency incidents. The department faced several challenges while operating under a pandemic, but were able to have a successful year and participate in several community events.

Staff Comments:

Please find attached a 2021 annual year end report (attatchement 1) for the Dundalk Fire Department activites. It is staffs intention to provide annual year end reports for Council moving forward.

Financial Implications:

There are no financial implications from this report.

Communications & Community Action Plan Impact:

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

Concluding Comments:

Staff Report for information.

Respectfully Submitted,

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

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

Dundalk Fire Department 2021 Year End Report



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Staff

| | |
|---|-----------------------------|
| Fire Chief | Derek Malynyk |
| Deputy Fire Chief | Vacant to be filled in 2022 |
| Fire Prevention Officer/Captain | Richard Amyotte |
| Captains | Michael Thompson |
| | Cheryl Inkster |
| | Jason Burnette |
| Acting Captains | Adrian Simpson |
| | Cody McGrady |
| Firefighters | Keith Fisher |
| | Don VanAlstine |
| | Kyle Tipple |
| | Evan Mount |
| | Austin Fisher |
| | Adam Perry |
| | Zack Perry |
| | Shawn Galbraith |
| | Brian Bernardo |
| | Garret Childs |
| | Brady Thompson |
| | Jaxyn Thompson |
| | Brennen Lovato |
| | Lucas Scorzev |
| | Harris Belanger |
| | Kate Stepanova |
| Auxiliary Firefighters | Paul VanAlstine |
| | Lorne Fick |
| | Ken Smith |
| | Bruce Marshall |
| Auxiliary Firefighters starting in 2022 | Georgia-Ann Reidl |
| | Zach Hull |
| | Trevor Hald |
| | Justin Pate |
| | Kyle Babcock |
| | William Conley |
| | Steve Zezelic |

Training

Practice Nights

In 2021 the Dundalk Fire Department adopted a two-platoon system model for training again to try and keep the number of personnel in the fire hall down. In January during Covid-19 restrictions practices were switched to an online format using Go To Meetings. This had limited use and in person practices were resumed in the following weeks.

Each platoon participated in 23 schedule training nights, 12 truck checks and an annual CPR recert day. This accumulates to 78 hours of scheduled required training each year by the Dundalk Fire Department members.

In 2022 the Dundalk Fire Department will be switching to a four-platoon system model for training due to Covid-19 as well as the number of staff. During the past two years staff have found that training in smaller groups allows for more hands-on training, more discussion on what is being taught, allowing officers the chance to instruct more and to keep on track with time as practices are set for two hours.

Recruitment

At the start of 2021 the Dundalk Fire Department had eight new recruits start the fire department recruitment program. This program is an inhouse program which consists of 30 hours of in class theory learning which is conducted every Tuesday night from January-April. Due to Covid-19 majority of the theory learning had to be switched to online using Go-To-Meetings. 32 hours of hands-on practical training which is completed on one Saturday each month. In 2021 the Saturday training days were in partnership with West Grey Fire Services, holding two of the four dates in Dundalk and the remaining in Durham. On top of these mandatory dates several hours of home study is required to be successful in the recruitment training. Once completed all the required training firefighters are allowed to start attending emergency calls for with the Dundalk Fire Department and are assigned a platoon to attend regular training nights with. A Firefighter 1 testing date is booked for the next available testing date in the area for these members. At the end of the recruitment process four of the eight firefighters remained.

DZ License Training

Last year six members from the department received their DZ license. This is the first step to being allowed to operate one of the trucks. In 2021 staff implemented a new driver training program. The program is designed to have operators become familiar with the vehicles, but also have a record of training on file for the members. The program is a step program which requires members to complete the first vehicles sign offs completely before moving onto the second vehicles. Staff must complete two written test. One on the Standard Operating Guidelines the department has for driving and an emergency mapping test. Once successful staff must complete three hours of non-emergency driving, demonstrate locating each piece of equipment on the apparatus as well as how to operate the equipment, a final drive test and three emergency responses with an experienced driver in the passenger seat. This is completed for each apparatus.

Additional Training

2021 saw the closure of the Ontario Fire College. Utilizing the Regional Training Centers the following training was completed.

| | |
|-------------------------------|-------|
| Firefighter I | Four |
| Firefighter II | Seven |
| Pump Ops | One |
| Fire and Life Safety Educator | One |
| Instructor I | Two |
| Officer I | Two |
| Court room procedures | One |
| Incident Safety Officer | One |
| Officer III | One |
| Fire Investigator | One |

Public Education and Community Involvement

Members from the Dundalk Fire Department were able to offer public education in several ways this year. In April the fire department ran a spring fire safety poster design contest which received lots of interest and submissions of posters. In August the department held a touch a truck event in Corbetton, Holstein and Dromore. Wellington North Fire and West Grey Fire attended in the Holstein and Dromore locations as well. Staff attended the Saugeen Valley Children's Safety Village "Super Safety Days" event which was a four-day event involving several area fire departments, Police and EMS. Fire Prevention Officer RJ Amyotte and staff attended Dundalk & Proton Community School and Highpoint Community School for fire prevention week. Egremont Community School utilized the Saugeen Valley Children's Safety village virtual program as fire prevention for the year of 2021. The department held three open houses one during fire prevention week, while the other two was in conjunction with community events.

Even during a year which consisted of more lock downs, the department was able to find ways to still be involved in community events. The events the department participated in were the Agricultural Society's Truck Pull, Dundalk Halloween Fest, Toy Drive, Letters for Santa, Pictures with Santa and both the Holstein and Dundalk's Santa Clause Parade.

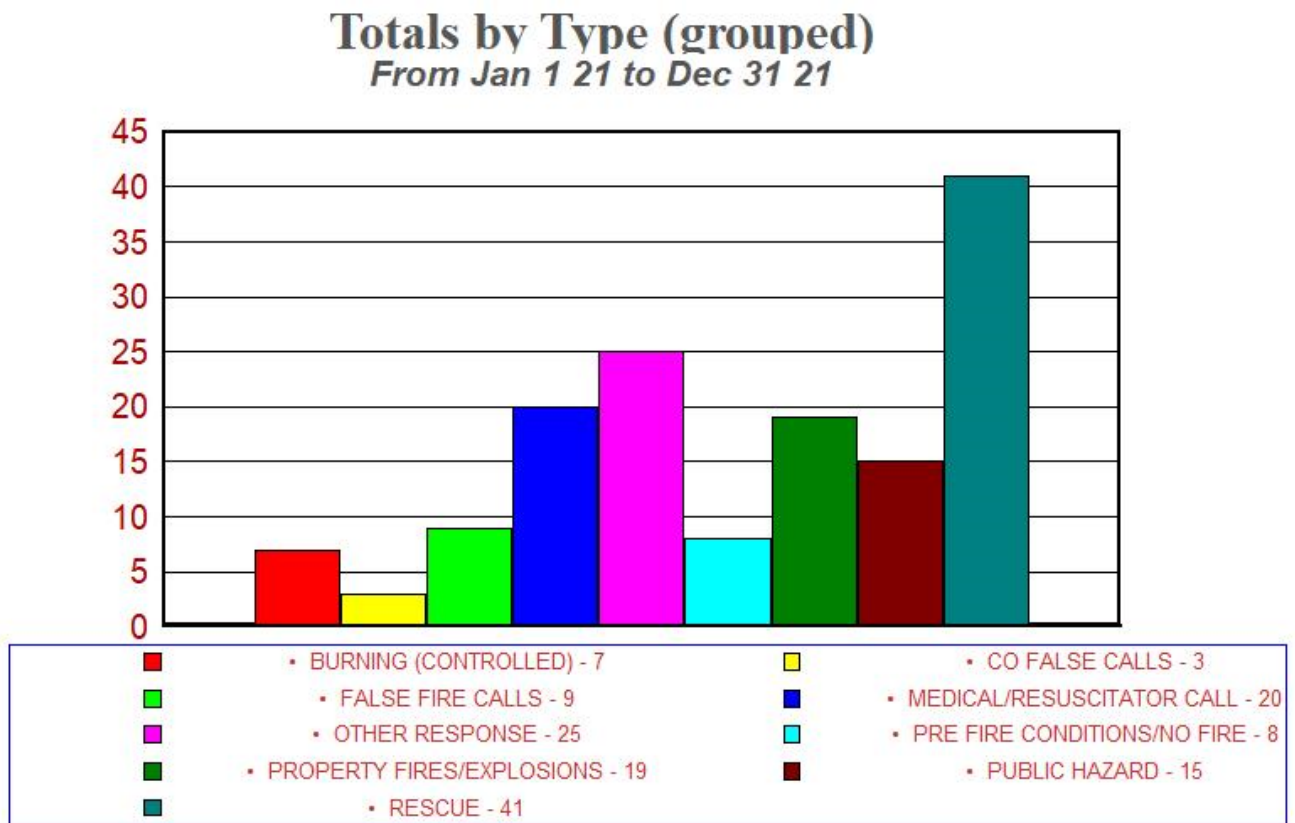
Fire Prevention and Enforcement

In 2021 operating off a request and complaint basis, 16 properties had inspections completed on them. Some of these properties requiring several visits from staff to bring them into compliance within the Ontario Fire Code. Out of these properties three orders to comply were laid and ultimately brought into compliance. One property resulted in an immediate threat to life being posted in conjunction with the CBO and the Ontario Fire Marshal's Office, occupancy was removed from the building. In 2022 staff will be focusing on the downtown core as well as other large occupancy buildings within Southgate.

There were five events in the past year which resulted in fines due to failure to comply with the open-air burn bylaw. Staff attended and dispersed one large firework display which was in contravention to the fire work bylaw and followed up with a firework complaint which was resolved with public education.

Emergency Calls

The Dundalk Fire Department responded to 147 incidents in 2021. Of these calls, 102 were in Southgate, 26 in Melancthon, 18 in Grey Highlands and 1 in Wellington North.





Fire Chief :Derek Malynyk
 85 Dundalk St, Box 765 Dundalk ON
 Dundalk ON N0C 1B0
 PH : 5199232402
 Email :firechief@southgate.ca

Date
 Jan 10 22

Totals by Geographic Location
From Jan 1 21 to Dec 31 21

| Response Type | | # of Incidents |
|---|---|----------------|
| Unclassified | | |
| 2219 - Melancthon | | |
| 01 | Fire | 1 |
| 23 | Open air burning/unauthorized controlled burning (no uncontrolled fire) | 1 |
| 29 | Other pre fire conditions (no fire) | 1 |
| 37 | CO false alarm - perceived emergency (no CO present) | 1 |
| 53 | CO incident, CO present (exc false alarms) | 2 |
| 61 | Vehicle Extrication | 4 |
| 62 | Vehicle Collision | 5 |
| 702 | CPR administered | 1 |
| 84 | Medical Aid Not Required on Arrival | 1 |
| 85 | Vital signs absent, DOA | 1 |
| 88 | Accident or illness related - cuts, fractures, person fainted, etc. | 2 |
| 910 | Assisting Other FD: Mutual Aid | 4 |
| 96 | Call cancelled on route | 1 |
| 98 | Assistance not required by other agency | 1 |
| Total For 2219 - Melancthon: | | 26 |
| 2350 - Wellington North | | |
| 910 | Assisting Other FD: Mutual Aid | 1 |
| Total For 2350 - Wellington North: | | 1 |

4205 - Dundalk/Southgate Fire Department

| | | |
|-----|--|----|
| 01 | Fire | 11 |
| 03 | NO LOSS OUTDOOR fire (see exclusions) | 4 |
| 21 | Overheat (no fire, e.g. engines, mechanical devices) | 1 |
| 22 | Pot on Stove (no fire) | 3 |
| 23 | Open air burning/unauthorized controlled burning (no uncontrolled fire) | 3 |
| 24 | Other Cooking/toasting/smoke/steam (no fire) | 1 |
| 29 | Other pre fire conditions (no fire) | 2 |
| 31 | Alarm System Equipment - Malfunction | 3 |
| 32 | Alarm System Equipment - Accidental activation (exc. code 35) | 1 |
| 34 | Human - Perceived Emergency | 3 |
| | Human - Accidental (alarm accidentally activated by person) | 2 |
| | Authorized controlled burning - complaint | 3 |
| 38 | CO false alarm - equipment malfunction (no CO present) | 2 |
| 41 | Gas Leak - Natural Gas | 1 |
| 42 | Gas Leak - Propane | 1 |
| 50 | Power Lines Down, Arcing | 2 |
| 53 | CO incident, CO present (exc false alarms) | 6 |
| 59 | Other Public Hazard | 2 |
| 62 | Vehicle Collision | 24 |
| 64 | Commercial/Industrial Accident | 1 |
| 71 | Asphyxia, Respiratory Condition | 1 |
| 85 | Vital signs absent, DOA | 4 |
| 86 | Alcohol or drug related | 3 |
| 88 | Accident or illness related - cuts, fractures, person fainted, etc. | 4 |
| 898 | Medical/resuscitator call no action required | 1 |
| 89 | Other Medical/Resuscitator Call | 1 |
| 911 | Assisting Other FD: Automatic Aid | 1 |
| 93 | Assistance to Other Agencies (exc 921 and 922) | 3 |
| 96 | Call cancelled on route | 7 |
| 98 | Assistance not required by other agency | 1 |

Total For 4205 - Dundalk/Southgate Fire Department: 102

4215 - Municipality of Grey Highlands

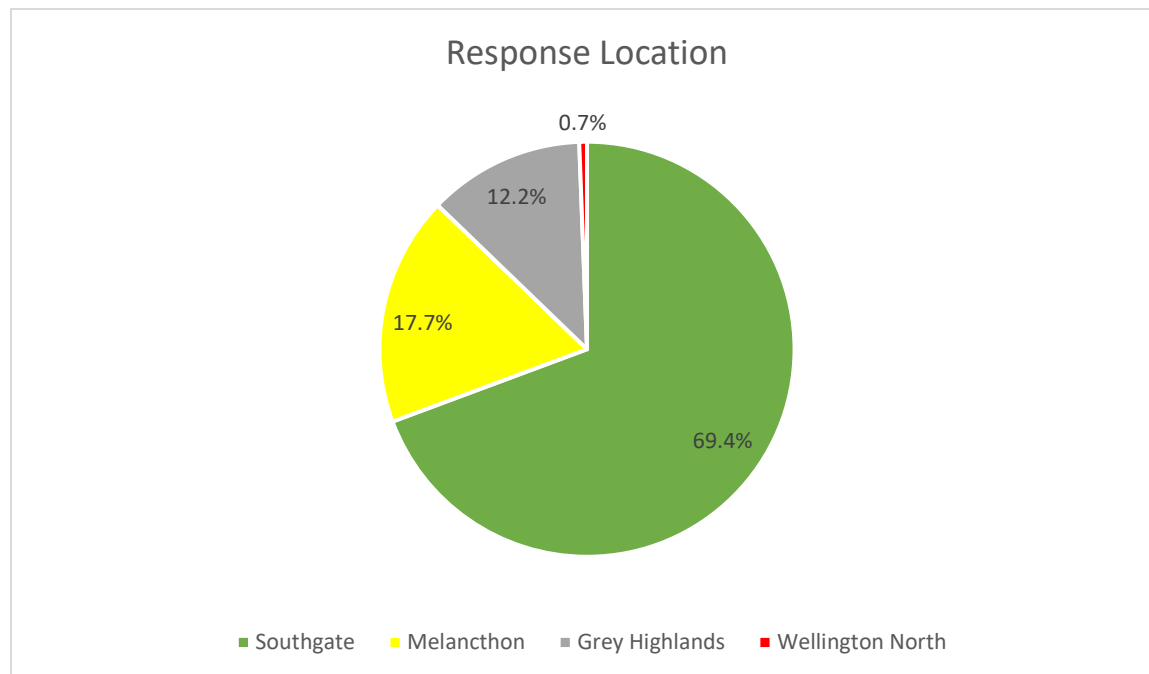
| | | |
|-----|---|---|
| 01 | Fire | 2 |
| 03 | NO LOSS OUTDOOR fire (see exclusions) | 1 |
| 53 | CO incident, CO present (exc false alarms) | 1 |
| 62 | Vehicle Collision | 7 |
| 86 | Alcohol or drug related | 1 |
| 912 | Assisting Other FD: Fire Protection Agreement | 1 |
| 96 | Call cancelled on route | 5 |

| | |
|----------------------|-----------------------|
| Response Type | # of Incidents |
|----------------------|-----------------------|

| | |
|---|-----------|
| Total For 4215 - Municipality of Grey Highlands: | 18 |
|---|-----------|

| | |
|--------------------------------|------------|
| Total For Unclassified: | 147 |
|--------------------------------|------------|

| | |
|----------------------------------|------------|
| Total Number of Responses | 147 |
|----------------------------------|------------|



Achievements

There were several achievements and equipment obtained by the Dundalk Fire Department in 2021. With donations made in memory of the late Norm Jack the Dundalk Firefighters Association purchased a Sparky the Fire Dog Costume. The Dundalk Firefighters Association also purchased a Track system for the UTV to allow the UTV to travel in the snow. A rehab trailer was put into service for the department thanks to generous donations from Flato, Dunwood Signs and firefighters for donating their time to retro fit the trailer into what it is today.

Council approved the purchasing of used Scott's SCBA air packs for the department.

Staff attended a prebuilt and final inspection of Engine 15 in 2021 which we be delivered January 18, 2022.

The Dundalk Fire Department was recognized as a "Built For Life" fire department and remained Covid-19 transmission free.

Message from the Chief

2021 was a trying year for everyone's mental health. I would like to thank all the Dundalk firefighters for their hard work, dedication, and perseverance. It takes some incredible people to be able to do what they have done this past year, including leaving their families to respond to emergency calls during a global pandemic knowing there will be encounters with covid cases. The citizens in the Dundalk Fire Departments response area have a great group of firefighters to be proud of. I would also like thank Southgate Council for investing into and supporting the department. Without your support we wouldn't be where we are today.

Thank you for the opportunity to lead this amazing team of individuals and to a successful year in 2022!



Staff Report PW2022-001

Title of Report: PW2022-001
Department: Public Works
Branch: Water & Wastewater
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report PW2022-001 for information.

Background:

Public Works Department update.

Staff Comments:

Transportation and Public Safety:

1. Staff received numerous OPP & resident calls regarding trees down during the high winds on December 11th, 12th and again on the 17th 2021 on Southgate roads. Operators were called in to address the issues.
2. The Public Works Manager (PWM) was contacted by a Ministry of Environment, Conservation and Parks (MECP) officer on Thursday December 30, 2021 regarding material that was on a roadway, Township staff inspected the area. The MECP officer was onsite December 31st for the minor leakage and in discussion with the PWM monitoring will be conducted as well as the ongoing dialogue with the business and hauler associated with the incident.
3. Operations removed downtown Dundalk snow on December 30, 2021 and January 12, 2022.
4. Staff received correspondence that the Good Roads Conference will be rescheduled due to the COVID 19 Pandemic, to be held on Sunday, April 10 to Wednesday, April 13, 2022 at the Fairmont Royal York in Toronto. There is no penalty for room cancellations, rebooking will begin near the end of January.
5. The Proton Street Parking Lot light poles have been installed, awaiting Electrical Safety Authority inspection before lights are energized.
6. Two portable Road Closed trailer signs have been purchased and delivered to the Township. The pair tag along together for transportation to the site, fold out when erected with beacons to alert public of the closure assisting with risk management measures. (Attachment #1)

Waste Resources and Diversion Management:

1. The Resource Productivity & Recovery Authority (RPRA) announced the 2022 Municipal Funding for Blue Box. Southgate will receive \$161,437.00 in 4 installments for 2022.
- 2.

Water & Wastewater:

1. The Electronic Annual Reporting for the Southgate Risk Management Office has been completed and submitted to the Grand River Conservation Authority prior to the February 1st deadline.
2. A short list of wastewater technologies submission companies for completing the Dundalk Wastewater Treatment EA process is being finalized with Triton Engineering. A more detailed evaluation has been requested to be completed by the end of January.

Financial Implications:

These items are included in Operating Budget.

The Road Closed trailers were purchased at 2021 pricing at a cost of \$10,170.00 from the 2021 Sign Budget. The 2022 pricing for the trailers are being sold at \$12,672.00.

Communications & Community Action Plan Impact:

Goal 5 - Upgrading our "Hard Services"

Actions:

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 PW2022-001 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 - Portable Road Closed Trailers



EMERGENCY

ROAD CLOSED

BY POLICE ORDER SECTION 134 HTA

EMERGENCY

ROAD CLOSED

BY POLICE ORDER SECTION 134 HTA

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 FIRE2022-002

Title of Report: FIRE2022-002- Intent to Sell Pumper 7

Department: Fire

Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report FIRE2022-002 for information.

Background:

In 2021 the Dundalk Fire Department released a tender for new Pumper Tanker Fire Apparatus. The Fire Department is set to take delivery of the new apparatus on January 18th 2022. The future sale of pumper 7 has been reflected in the 2022 Capital Budget.

Staff Comments:

Staff will be listing pumper 7 on GovDeals for sale and will report back to Council at a future date with an offer for Council's consideration.

Financial Implications:

The sale of this apparatus has been included in the 2022 Capital Budget.

Communications & Community Action Plan Impact:

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

Concluding Comments:

Staff report for information.

Respectfully Submitted,

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

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



Staff Report PW2022-005

Title of Report: PW2022-005 MECP 2021/2022 Dundalk Drinking Water Inspection Report
Department: Public Works
Branch: Water & Wastewater
Council Date: January 19, 2022

Recommendation:

Be it resolved that Council receive Staff Report PW2022-005 for information.

Background:

The Ministry of the Environment, Conservation and Parks (MECP) 2021/2022 Inspection Report for the Dundalk Drinking Water System was received on December 8, 2021, (attachment #1). MECP Water Compliance Inspector Matthew Shannon conducted a detailed inspection of the Dundalk Drinking Water System on October 12, 2021. Due to a change in the Ministry IT systems, the Inspection Rating Report (IRR) was delayed and was received on January 12, 2022. (Attachment #2).

Staff Comments:

The inspection review period was from October 28, 2020, to October 12, 2021. There were no Non-Compliance with Regulatory Requirements, no Actions Required and no recommendations for Summary of Recommendations and Best Practices Issues in this report.

The 2020/2021 Dundalk Drinking Water System Inspection Report received a Final Inspection Rating of 100.00% and Inspection Risk Rating of 0.00%. The MECP Application of the Risk Methodology Used for Measuring Municipal Residential Drinking Water System Inspection Results is also included with this report. (Attachment #3)

Financial Implications:

There are no 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 PW 2022-005 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 - MECP 2021/2022 Dundalk Drinking Water System Inspection Report

Attachment #2 - MECP Inspection Summary Rating Record Reporting Year 2021-2022

Attachment #3 - Application of the Risk Methodology Used for Measuring Municipal Residential Drinking Water System Inspection Results



DUNDALK DRINKING WATER SYSTEM
75 DUNDALK ST, SOUTHGATE, ON, N0C 1B0

Inspection Report

System Number: 220001753
Inspection Start Date: 10/12/2021
Inspection End Date: 12/08/2021
Inspected By: Matt Shannon
Badge #: 1021

A rectangular box containing a handwritten signature in black ink, which appears to read "Matt Shannon".

(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 signed Provincial Officer.

INSPECTION DETAILS

This section includes all questions that were assessed during the inspection.

Ministry Program: Regulated Activity: DRINKING WATER : DW Municipal Residential

| | | | |
|--|---------------|-------------------------|--|
| Question ID | MRDW1001000 | | |
| Question | Question Type | Legislative Requirement | |
| What was the scope of this inspection? | Information | Not Applicable | |
| Observation | | | |
| <p>The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices.</p> <p>This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.</p> <p>This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.</p> <p>The inspection review period is October 28, 2020 to October 12, 2021.</p> | | | |

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|--|-------------|---------------|-------------------------|
| Question ID | MRDW1000000 | | |
| Question | | Question Type | Legislative Requirement |
| Does this drinking water system provide primary disinfection? | | Information | Not Applicable |
| Observation | | | |
| This Drinking Water System provides for both primary and secondary disinfection and distribution of water. | | | |

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|---|-------------|---------------|-----------------------------------|
| Question ID | MRDW1007000 | | |
| Question | | Question Type | Legislative Requirement |
| Is the owner maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials? | | Legislative | SDWA O. Reg. 170/03 1-2 (1) |
| Observation | | | |

The owner was maintaining the production well(s) in a manner sufficient to prevent entry into the well of surface water and other foreign materials.

| | | |
|---|----------------------|--------------------------------|
| Question ID | MRDW1009000 | |
| Question | Question Type | Legislative Requirement |
| Are measures in place to protect the groundwater and/or GUDI source in accordance with any MDWL and DWWP issued under Part V of the SDWA? | Legislative | SDWA 31 (1) |
| Observation | | |
| Measures were in place to protect the groundwater and/or GUDI source in accordance with any the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA. | | |

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|--|----------------------|--------------------------------|
| Question ID | MRDW1010000 | |
| Question | Question Type | Legislative Requirement |
| Are trends in source water quality being monitored? | BMP | Not Applicable |
| Observation | | |
| Trends in source water quality were being monitored. | | |

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|---|----------------------|--------------------------------|
| Question ID | MRDW1014000 | |
| Question | Question Type | Legislative Requirement |
| Is there sufficient monitoring of flow as required by the MDWL or DWWP issued under Part V of the SDWA? | Legislative | SDWA 31 (1) |
| Observation | | |
| There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA. | | |

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|---|----------------------|--------------------------------|
| Question ID | MRDW1015000 | |
| Question | Question Type | Legislative Requirement |
| Are the flow measuring devices calibrated or verified in accordance with the requirements of the MDWL issued under Part V of the SDWA? | Legislative | SDWA 31 (1) |
| Observation | | |
| The flow measuring devices were calibrated or verified in accordance with the requirements of the MDWL issued under Part V of the SWDA. | | |

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| Question ID | MRDW1016000 | |
| Question | Question | Legislative |

| | Type | Requirement |
|---|-------------|-----------------|
| Is the owner in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the MDWL issued under Part V of the SDWA? | Legislative | SDWA 31 (1) |
| Observation | | |
| The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA. | | |

| Question ID | MRDW1017000 | |
|--|---------------|-------------------------|
| Question | Question Type | Legislative Requirement |
| Were appropriate records of flows and any capacity exceedances made in accordance with the MDWL issued under Part V of the SDWA? | Legislative | SDWA 31 (1) |
| Observation | | |
| Appropriate records of flows and any capacity exceedances were made in accordance with the Municipal Drinking Water Licence issued under Part V of the SDWA. | | |

| Question ID | MRDW1013000 | |
|--|---------------|-------------------------|
| Question | Question Type | Legislative Requirement |
| Is the owner in compliance with all conditions of the PTTW? | Legislative | OWRA 34 (3) |
| Observation | | |
| <p>The owner was in compliance with all conditions of the PTTW.</p> <p>As part of the requirements in the Permit to Take Water 3051-B3MLLX (PTTW), issued September 28, 2018, the Permit Holder shall maintain a record of all water takings. This record shall include the dates and duration of water takings, and the total measured amounts of water pumped per day for each day that water is taken under the authorization of the PTTW. A separate record shall be maintained for each source. The total amounts of water pumped shall be measured using flow meters. The Permit Holder shall measure and record static (non-pumping) and/or pumping water levels in the production wells and in the observation well (OW4 - WWR 2515004) once per month. The Permit Holder shall keep all required records up to date and available at or near the site of the taking and shall produce the records immediately for inspection by a Provincial Officer upon his or her request. The maximum daily taking from the system shall not exceed 2,817,360 L/day. These requirements were met and all records were complete.</p> | | |

| Question ID | MRDW1030000 | |
|---|---------------|--|
| Question | Question Type | Legislative Requirement |
| Is primary disinfection chlorine monitoring being conducted at a location approved by MDWL and/or DWWP issued under Part V of the SDWA, or at/near a location where the | Legislative | SDWA O. Reg. 170/03 7-2 (1), SDWA O. Reg. |

| | | |
|---|--|--------------------|
| intended CT has just been achieved? | | 170/03 7-2 (2) |
| Observation | | |
| Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved. | | |

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| Question ID | MRDW1038000 | |
| Question | Question Type | Legislative Requirement |
| Is continuous monitoring equipment that is being utilized to fulfill O. Reg. 170/03 requirements performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format? | Legislative | SDWA O. Reg. 170/03 6-5 (1) 1-4 |
| Observation | | |
| Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format. | | |

| | | |
|---|----------------------|-----------------------------------|
| Question ID | MRDW1036000 | |
| Question | Question Type | Legislative Requirement |
| Where continuous monitoring equipment is not used for chlorine residual analysis, are samples tested using an acceptable portable device? | Legislative | SDWA O. Reg. 170/03 6-7 (1) |
| Observation | | |
| Samples for chlorine residual analysis were tested using an acceptable portable device. | | |

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|--|----------------------|---|
| Question ID | MRDW1037000 | |
| Question | Question Type | Legislative Requirement |
| Are all continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or MDWL or DWWP or order, equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6? | Legislative | SDWA O. Reg. 170/03 6-5 (1) 1-4,SDWA O. Reg. 170/03 6-5 (1)5-10,SDWA O. Reg. 170/03 6-5 (1.1) |
| Observation | | |
| All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6. | | |

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| Question ID | MRDW1039000 | | |
| Question | Question Type | Legislative Requirement | |
| If primary disinfection equipment that does not use chlorination or chloramination is provided, has the owner and operating authority ensured that the equipment has a recording device that continuously records the performance of the disinfection equipment? | Legislative | SDWA O. Reg. 170/03 1-6 (3) | |
| Observation | | | |
| The owner and operating authority ensured that the primary disinfection equipment had a recording device that continuously recorded the performance of the disinfection equipment. | | | |

| | | | |
|---|---------------|-------------------------|--|
| Question ID | MRDW1042000 | | |
| Question | Question Type | Legislative Requirement | |
| If UV disinfection is used were duty sensors and reference UV sensors checked and calibrated as per the requirements of Schedule E of the MDWL or at a frequency as otherwise recommended by the UV equipment manufacturer? | Legislative | SDWA 31 (1) | |
| Observation | | | |
| All UV sensors were checked and calibrated as required. | | | |

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| Question ID | MRDW1035000 | | |
| Question | Question Type | Legislative Requirement | |
| Are operators examining continuous monitoring test results and are they examining the results within 72 hours of the test? | Legislative | SDWA O. Reg. 170/03 6-5 (1) 1-4,SDWA O. Reg. 170/03 6-5 (1)5-10 | |
| Observation | | | |
| Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test. | | | |
| Continuous monitoring data is reviewed on a daily basis from the Dundalk public works depot. With the updated SCADA installed in all three treatment facilities, continuous monitoring data can be reviewed from any of the three well locations in addition to the works depot. | | | |

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| Question ID | MRDW1040000 | | |
| Question | Question Type | Legislative Requirement | |
| Are all continuous analysers calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation? | Legislative | SDWA O. Reg. 170/03 6-5 (1) 1-4,SDWA O. | |

| | | |
|---|--|--------------------------------|
| | | Reg. 170/03 6-5 (1)5-10 |
| Observation | | |
| All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's instructions or the regulation. | | |

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|--|----------------------|---|
| Question ID | MRDW1108000 | |
| Question | Question Type | Legislative Requirement |
| Where continuous monitoring equipment used for the monitoring of free chlorine residual, total chlorine residual, combined chlorine residual or turbidity, required by Regulation 170, an Order, MDWL, or DWWP issued under Part V, SDWA, has triggered an alarm or an automatic shut-off, did a qualified person respond in a timely manner and take appropriate actions? | Legislative | SDWA O. Reg. 170/03 6-5 (1) 1-4,SDWA O. Reg. 170/03 6-5 (1)5-10,SDWA O. Reg. 170/03 6-5 (1.1) |
| Observation | | |
| Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions. | | |

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|--|----------------------|-----------------------------------|
| Question ID | MRDW1109000 | |
| Question | Question Type | Legislative Requirement |
| If the system uses equipment for primary disinfection other than chlorination or chloramination and the equipment has malfunctioned, lost power or ceased to provide the appropriate level of disinfection, causing an alarm or an automatic shut-off, did a qualified person respond in a timely manner and take appropriate actions? | Legislative | SDWA O. Reg. 170/03 1-6 (1) |
| Observation | | |
| When the primary disinfection equipment, other than that used for chlorination or chloramination, has failed causing an alarm to sound or an automatic shut-off to occur, a certified operator responded in a timely manner and took appropriate actions. | | |

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| Question ID | MRDW1033000 | |
| Question | Question Type | Legislative Requirement |
| Is the secondary disinfectant residual measured as required for the large municipal residential distribution system? | Legislative | SDWA O. Reg. 170/03 7-2 (3), SDWA O. Reg. 170/03 7-2 (4) |
| Observation | | |
| The secondary disinfectant residual was measured as required for the distribution system. | | |

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| Question ID | MRDW1031000 | | |
| Question | | Question Type | Legislative Requirement |
| Are operators aware of the operational criteria necessary to achieve primary disinfection within the drinking water system? | | BMP | Not Applicable |
| Observation | | | |
| Operators were aware of the operational criteria necessary to achieve primary disinfection within the drinking water system. | | | |

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|---|-------------|---------------|-------------------------|
| Question ID | MRDW1018000 | | |
| Question | | Question Type | Legislative Requirement |
| Has the owner ensured that all equipment is installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit? | | Legislative | SDWA 31 (1) |
| Observation | | | |
| The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit. | | | |

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|---|---------------|-------------------------|--|
| Question ID | MRDW1020000 | | |
| Question | Question Type | Legislative Requirement | |
| Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 1 documents were prepared in accordance with their Drinking Water Works Permit? | Legislative | SDWA 31 (1) | |
| Observation | | | |
| The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period. | | | |

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| Question ID | MRDW1021000 | | |
| Question | Question Type | Legislative Requirement | |
| Is the owner/operating authority able to demonstrate that, when required during the inspection period, Form 2 documents were prepared in accordance with their Drinking Water Works Permit? | Legislative | SDWA 31 (1) | |
| Observation | | | |
| The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as required by their Drinking Water Works Permit during the inspection period. | | | |

| Question ID | MRDW1023000 | |
|---|---------------|-----------------------------------|
| Question | Question Type | Legislative Requirement |
| Do records indicate that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a DWWP and/or MDWL issued under Part V of the SDWA at all times that water was being supplied to consumers? | Legislative | SDWA O. Reg. 170/03 1-2 (2) |
| Observation | | |
| Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers. | | |
| Wells D3, D4 and D5 are groundwater sources and each require chlorination to meet primary disinfection. In addition to chlorination at Well D3, UV disinfection is also used to create a multi-barrier disinfection approach. | | |
| The disinfection system is designed so when free chlorine residuals drop below 0.35 mg/L the trim chlorination system injects chlorine until residuals reach 0.70 mg/L. Per the CT calculation provided to MECP Municipal Water and Wastewater Permissions Section in January 2021, the chlorine alarms are set at 0.25 mg/L for each of the three wells. Under the worst case situations for each of the three treatment facilities, this chlorine residual will meet primary disinfection requirements. | | |
| Chlorine residuals were adequate during this inspection period for each of the three wells. | | |

| Question ID | MRDW1024000 | |
|--|---------------|-----------------------------------|
| Question | Question Type | Legislative Requirement |
| Do records confirm that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined? | Legislative | SDWA O. Reg. 170/03 1-2 (2) |
| Observation | | |
| Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined. | | |

| Question ID | MRDW1025000 | |
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| Question | Question Type | Legislative Requirement |
| Were all parts of the drinking water system that came in contact with drinking water (added, modified, replaced or | Legislative | SDWA 31 (1) |

| | | |
|---|--|--|
| extended) disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit? | | |
| Observation | | |
| All parts of the drinking water system were disinfected in accordance with a procedure listed in Schedule B of the Drinking Water Works Permit. | | |

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| Question ID | MRDW1026000 | |
| Question | Question Type | Legislative Requirement |
| If primary disinfection equipment that does not use chlorination or chloramination is provided, is the equipment equipped with alarms or shut-off mechanisms that satisfy the standards described in Section 1-6 (1) of Schedule 1 of Ontario Regulation 170/03? | Legislative | SDWA O. Reg. 170/03 1-6 (1) |
| Observation | | |
| The primary disinfection equipment was equipped with alarms or shut-off mechanisms that satisfied the standards described in Section 1-6 (1) of Schedule 1 of Ontario Regulation 170/03. | | |

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| Question ID | MRDW1027000 | |
| Question | Question Type | Legislative Requirement |
| Does the owner have evidence indicating that all chemicals and materials which come in contact with water within the drinking water system have met all applicable AWWA and ANSI standards in accordance with the DWWP and MDWL issued under Part V of the SDWA? | Legislative | SDWA 31 (1) |
| Observation | | |
| The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA. | | |

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| Question ID | MRDW1028000 | |
| Question | Question Type | Legislative Requirement |
| Are up-to-date plans for the drinking water system kept in place, or made available in such a manner, that they may be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA? | Legislative | SDWA 31 (1) |
| Observation | | |
| Up-to-date plans for the drinking water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the | | |

operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA.

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| Question ID | MRDW1045000 | |
| Question | Question Type | Legislative Requirement |
| Has the owner updated the document describing the distribution components within 12 months of completion of alterations to the system? | Legislative | SDWA 31 (1) |
| Observation | | |
| The owner had up-to-date documents describing the distribution components as required. | | |

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| Question ID | MRDW1046000 | |
| Question | Question Type | Legislative Requirement |
| Is there a backflow prevention program, policy and/or bylaw in place that addresses cross connections and connections to high hazard facilities? | BMP | Not Applicable |
| Observation | | |
| There is a backflow prevention program, policy and/or bylaw in place. | | |

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| Question ID | MRDW1047000 | |
| Question | Question Type | Legislative Requirement |
| Does the owner have a program or maintain a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system? | BMP | Not Applicable |
| Observation | | |
| The owner had a program or maintained a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system. | | |
| The well 4 reservoir was inspected and cleaned out in 2021. | | |

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| Question ID | MRDW1048000 | |
| Question | Question Type | Legislative Requirement |
| Has the owner implemented a program for the flushing of watermain as per industry standards? | BMP | Not Applicable |
| Observation | | |
| The owner had implemented a program for the flushing of watermain as per industry standards. | | |

| | | |
|--------------------|-------------|--|
| Question ID | MRDW1049000 | |
|--------------------|-------------|--|

| Question | Question Type | Legislative Requirement |
|---|---------------|-------------------------|
| Do records confirm that disinfectant residuals are routinely checked at the extremities and dead ends of the distribution system? | BMP | Not Applicable |
| Observation | | |
| Records confirmed that disinfectant residuals were routinely checked at the extremities and "dead ends" of the distribution system. | | |

| Question ID | MRDW1050000 | |
|--|---------------|-------------------------|
| Question | Question Type | Legislative Requirement |
| Is there a program in place for inspecting and exercising valves? | BMP | Not Applicable |
| Observation | | |
| A program was in place for inspecting and exercising valves. | | |
| Inspecting and exercising valves is performed on an annual basis. A valve exercising trailer was purchased and used for the valve exercising program starting in 2018. | | |

| Question ID | MRDW1051000 | |
|--|---------------|-------------------------|
| Question | Question Type | Legislative Requirement |
| Is there a program in place for inspecting and operating hydrants? | BMP | Not Applicable |
| Observation | | |
| There was a program in place for inspecting and operating hydrants. | | |
| The inspection and operating hydrants is performed on an annual basis. | | |

| Question ID | MRDW1052000 | |
|---|---------------|-------------------------|
| Question | Question Type | Legislative Requirement |
| Is there a by-law or policy in place limiting access to hydrants? | BMP | Not Applicable |
| Observation | | |
| There was a by-law or policy in place limiting access to hydrants. | | |
| Access to hydrants is found in the Township of Southgate By-law No. 12-2011Part 10 (e). | | |

| Question ID | MRDW1053000 | |
|--------------------|---------------|-------------------------|
| Question | Question Type | Legislative Requirement |

| | | |
|---|-----|----------------|
| Is the Owner able to maintain proper pressures in the distribution system and is pressure monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate? | BMP | Not Applicable |
| Observation | | |
| The owner was able to maintain proper pressures in the distribution system and pressure was monitored to alert the operator of conditions which may lead to loss of pressure below the value under which the system is designed to operate. | | |

| | | |
|---|----------------------|--------------------------------|
| Question ID | MRDW1058000 | |
| Question | Question Type | Legislative Requirement |
| Do operators and maintenance personnel have ready access to operations and maintenance manuals? | Legislative | SDWA O. Reg. 128/04 28 |
| Observation | | |
| Operators and maintenance personnel had ready access to operations and maintenance manuals. A new operations and maintenance manual was completed in November 2020 by Triton Engineering Services to incorporate Well D5 and associated treatment. | | |

| | | |
|---|----------------------|------------------------------------|
| Question ID | MRDW1063000 | |
| Question | Question Type | Legislative Requirement |
| For every required operational test and for every required sample, is a record made of the date, time, location, name of the person conducting the test and result of the test? | Legislative | SDWA O. Reg. 170/03 6-10 (1) |
| Observation | | |
| For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test. | | |

| | | |
|---|----------------------|----------------------------------|
| Question ID | MRDW1064000 | |
| Question | Question Type | Legislative Requirement |
| Did the operator-in-charge ensure that records were maintained of all adjustments made to the processes within his or her responsibility? | Legislative | SDWA O. Reg. 128/04 26 (2) |
| Observation | | |
| The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility. | | |

| | | |
|--------------------|-----------------|--------------------|
| Question ID | MRDW1065000 | |
| Question | Question | Legislative |

| | Type | Requirement |
|---|-------------|----------------------------------|
| Are logs and other record keeping mechanisms available for at least five (5) years? | Legislative | SDWA O. Reg. 128/04 27 (6) |
| Observation | | |
| Logs or other record keeping mechanisms were available for at least five (5) years. | | |

| Question ID | MRDW1059000 | |
|---|---------------|----------------------------|
| Question | Question Type | Legislative Requirement |
| Do the operations and maintenance manuals contain plans, drawings and process descriptions sufficient for the safe and efficient operation of the system? | Legislative | SDWA O. Reg. 128/04 28 |
| Observation | | |
| The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system. | | |

| Question ID | MRDW1060000 | |
|--|---------------|-------------------------|
| Question | Question Type | Legislative Requirement |
| Do the operations and maintenance manuals meet the requirements of the DWWP and MDWL issued under Part V of the SDWA? | Legislative | SDWA 31 (1) |
| Observation | | |
| The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA. | | |

| Question ID | MRDW1061000 | |
|--|---------------|--|
| Question | Question Type | Legislative Requirement |
| Are logbooks properly maintained and contain the required information? | Legislative | SDWA O. Reg. 128/04 27 (1), SDWA O. Reg. 128/04 27 (2), SDWA O. Reg. 128/04 27 (3), SDWA O. Reg. 128/04 27 (4), SDWA O. Reg. 128/04 27 (5), SDWA O. Reg. 128/04 27 (6), SDWA O. Reg. 128/04 27 (7) |
| Observation | | |

Logbooks were properly maintained and contained the required information.

| | | |
|--|----------------------|--------------------------------|
| Question ID | MRDW1062000 | |
| Question | Question Type | Legislative Requirement |
| Do records or other record keeping mechanisms confirm that operational testing not performed by continuous monitoring equipment is being done by a certified operator, water quality analyst, or person who meets the requirements of O. Reg. 170/03 7-5? | Legislative | SDWA O. Reg. 170/03 7-5 |
| Observation | | |
| Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5. | | |

| | | |
|---|----------------------|--------------------------------|
| Question ID | MRDW1066000 | |
| Question | Question Type | Legislative Requirement |
| Is spill containment provided for process chemicals and standby power generator fuel? | BMP | Not Applicable |
| Observation | | |
| Spill containment was provided for process chemicals and/or standby power generator fuel. | | |

| | | |
|--|----------------------|--------------------------------|
| Question ID | MRDW1067000 | |
| Question | Question Type | Legislative Requirement |
| Are clean-up equipment and materials in place for the clean up of spills? | BMP | Not Applicable |
| Observation | | |
| Clean-up equipment and materials were in place for the clean up of spills. | | |

| | | |
|---|----------------------|--------------------------------|
| Question ID | MRDW1068000 | |
| Question | Question Type | Legislative Requirement |
| If available, are standby power generators tested under normal load conditions? | BMP | Not Applicable |
| Observation | | |
| Standby power generators were tested under normal load conditions. | | |

| | | |
|--------------------|-----------------|--------------------|
| Question ID | MRDW1069000 | |
| Question | Question | Legislative |

| | Type | Requirement |
|--|------|----------------|
| Are all storage facilities completely covered and secure? | BMP | Not Applicable |
| Observation | | |
| All storage facilities were completely covered and secure. | | |
| The chlorine contact reservoirs are kept locked and are equipped with hatch sensors to trigger an alarm if opened by an unauthorized person. | | |

| | | |
|--|----------------------|--------------------------------|
| Question ID | MRDW1070000 | |
| Question | Question Type | Legislative Requirement |
| Are air vents and overflows associated with reservoirs and elevated storage structures equipped with screens? | BMP | Not Applicable |
| Observation | | |
| Air vents and overflows associated with reservoirs and elevated storage structures were equipped with screens. | | |

| | | |
|--|----------------------|--------------------------------|
| Question ID | MRDW1071000 | |
| Question | Question Type | Legislative Requirement |
| Has the owner provided security measures to protect components of the drinking water system? | BMP | Not Applicable |
| Observation | | |
| The owner had provided security measures to protect components of the drinking water system. | | |
| The owner undertakes weekly property and security checks of the drinking water system documented in a written log. Security measures in place to protect components of the drinking-water system include: - perimeter fencing of each well pumphouse, - locked gates, reservoir hatches and ladders, - intruder alarms, and, - signage restricting access. | | |

| | | |
|--|----------------------|--------------------------------|
| Question ID | MRDW1072000 | |
| Question | Question Type | Legislative Requirement |
| Has the owner and/or operating authority undertaken efforts to promote water conservation and reduce water losses in their system? | BMP | Not Applicable |
| Observation | | |
| The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system. | | |
| A water conservation notice with restrictions is included on the reverse of each water bill. | | |

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| Question ID | MRDW1073000 | |
|--------------------|-------------|--|

| Question | Question Type | Legislative Requirement |
|---|---------------|----------------------------------|
| Has the overall responsible operator been designated for all subsystems which comprise the drinking water system? | Legislative | SDWA O. Reg. 128/04 23 (1) |
| Observation | | |
| The overall responsible operator has been designated for each subsystem. | | |

| Question ID | MRDW1074000 | |
|---|---------------|----------------------------------|
| Question | Question Type | Legislative Requirement |
| Have operators in charge been designated for all subsystems for which comprise the drinking water system? | Legislative | SDWA O. Reg. 128/04 25 (1) |
| Observation | | |
| Operators-in-charge had been designated for all subsystems which comprised the drinking water system. | | |

| Question ID | MRDW1075000 | |
|--|---------------|----------------------------|
| Question | Question Type | Legislative Requirement |
| Do all operators possess the required certification? | Legislative | SDWA O. Reg. 128/04 22 |
| Observation | | |
| All operators possessed the required certification. | | |

| Question ID | MRDW1076000 | |
|--|---------------|-----------------------------------|
| Question | Question Type | Legislative Requirement |
| Do only certified operators make adjustments to the treatment equipment? | Legislative | SDWA O. Reg. 170/03 1-2 (2) |
| Observation | | |
| Only certified operators made adjustments to the treatment equipment. | | |

| Question ID | MRDW1077000 | |
|--|---------------|---------------------------------|
| Question | Question Type | Legislative Requirement |
| If the subsystem has been replaced or altered, since the issuance of the existing subsystem certificate of classification, has the owner of the subsystem applied for the re-determination of the type and class of the subsystem or determined that the alteration is not sufficient to trigger an application? | Legislative | SDWA O. Reg. 128/04 3 (3) |

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| Observation |
| The subsystem had been replaced or altered, since the issuance of the existing subsystem certificate of classification and the owner applied for the re-determination of the type and class of the subsystem or had determined that the alteration(s) was not sufficient to trigger an application. |

| | | |
|---|--|--------------------------------|
| Question ID | MRDW1099000 | |
| Question | Question Type | Legislative Requirement |
| Do records show that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O. Reg.. 169/03)? | Information | Not Applicable |
| Observation | Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03). | |

| | | |
|--|---|--|
| Question ID | MRDW1079000 | |
| Question | Question Type | Legislative Requirement |
| Are all microbiological water quality monitoring requirements for raw water samples prescribed by legislation being met? | Legislative | SDWA O. Reg. 170/03 10-4 (1),SDWA O. Reg. 170/03 10-4 (2),SDWA O. Reg. 170/03 10-4 (3) |
| Observation | All microbiological water quality monitoring requirements for raw water samples were being met. | |

| | | |
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| Question ID | MRDW1081000 | |
| Question | Question Type | Legislative Requirement |
| Are all microbiological water quality monitoring requirements for distribution samples being met? | Legislative | SDWA O. Reg. 170/03 10-2 (1),SDWA O. Reg. 170/03 10-2 (2),SDWA O. Reg. 170/03 10-2 (3) |
| Observation | All microbiological water quality monitoring requirements for distribution samples were being met. | |

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|---|----------------------|--------------------------------|
| Question ID | MRDW1083000 | |
| Question | Question Type | Legislative Requirement |
| Are all microbiological water quality monitoring requirements for treated samples being met? | Legislative | SDWA O. Reg. 170/03 10-3 |
| Observation | | |
| All microbiological water quality monitoring requirements for treated samples were being met. | | |

| | | |
|--|----------------------|--------------------------------|
| Question ID | MRDW1084000 | |
| Question | Question Type | Legislative Requirement |
| Are all inorganic water quality monitoring requirements prescribed by legislation conducted within the required frequency? | Legislative | SDWA O. Reg. 170/03 13-2 |
| Observation | | |
| All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency. | | |
| Schedule 23 inorganic sampling last occurred from Well D3, D4 and D5 in March 2021. Schedule 23 inorganic sampling is required to be performed once every 36 months. | | |

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|--|----------------------|--|
| Question ID | MRDW1085000 | |
| Question | Question Type | Legislative Requirement |
| Are all organic water quality monitoring requirements prescribed by legislation conducted within the required frequency? | Legislative | SDWA O. Reg. 170/03 13-4 (1),SDWA O. Reg. 170/03 13-4 (2),SDWA O. Reg. 170/03 13-4 (3) |
| Observation | | |
| All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency. | | |
| Schedule 24 organic sampling last occurred from Well D3, D4 and D5 in March 2021. Schedule 24 organic sampling is required to be performed once every 36 months. | | |

| | | |
|--|----------------------|--------------------------------|
| Question ID | MRDW1086000 | |
| Question | Question Type | Legislative Requirement |
| Are all haloacetic acid water quality monitoring requirements prescribed by legislation conducted within the | Legislative | SDWA O. Reg. 170/03 13-6.1 |

| | | |
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| required frequency and at the required location? | | (1),SDWA O. Reg. 170/03 13-6.1 (2),SDWA O. Reg. 170/03 13-6.1 (3), SDWA O. Reg. 170/03 13-6.1 (4),SDWA O. Reg. 170/03 13-6.1 (5),SDWA O. Reg. 170/03 13-6.1 (6) |
| Observation | | |
| <p>All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.</p> <p>Ontario Regulation 170/03 requires the owner of a drinking water system that provides chlorination and the operating authority for the system to ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids.</p> <p>During the inspection review period, all HAA samples had a concentration below the method detection limit of 5.3 ug/L.</p> | | |

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| Question ID | MRDW1087000 | |
| Question | Question Type | Legislative Requirement |
| Have all trihalomethane water quality monitoring requirements prescribed by legislation been conducted within the required frequency and at the required location? | Legislative | SDWA O. Reg. 170/03 13-6 (1) |
| Observation | | |
| <p>All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location. The 2021 running annual average for trihalomethanes in the Dundalk distribution system was 16.8 ug/L. The Ontario Drinking Water Quality Standard for trihalomethanes is a running annual average concentration of 100 ug/L.</p> | | |

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| Question ID | MRDW1088000 | |
| Question | Question Type | Legislative Requirement |
| Are all nitrate/nitrite water quality monitoring requirements prescribed by legislation conducted within the required frequency for the DWS? | Legislative | SDWA O. Reg. 170/03 13-7 |
| Observation | | |
| All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted | | |

within the required frequency for the DWS.

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|--|----------------------|--------------------------------|
| Question ID | MRDW1089000 | |
| Question | Question Type | Legislative Requirement |
| Are all sodium water quality monitoring requirements prescribed by legislation conducted within the required frequency? | Legislative | SDWA O. Reg. 170/03 13-8 |
| Observation | | |
| <p>All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.</p> <p>In accordance with the Dundalk Municipal Drinking Water Licence # 110-101, Issue Number 5, Schedule C, Condition 5 Table 5, sodium is required to be tested annually at the point of entrance to the distribution system at Well 3 and Well 4. Sodium samples were taken in March 2021 and July 2021. The results for the July 2021 samples were 30.0 mg/L for Well 3 and 28.5 mg/L for Well 4, both samples exceeding the reporting threshold of 20 mg/L for sodium. As sodium was last reported and corrective action taken in March 2018, no reporting or corrective actions are due until 2023.</p> <p>The Grey Bruce Health Unit has previously provided written direction to the owner/operator, for distribution to users, regarding sodium exceedances in the Dundalk municipal drinking water in a Health Unit letter dated March 20, 2013. In turn, the owner forwards a Health Unit Sodium Fact Sheet to Dundalk DWS users with municipal water bills.</p> | | |

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| Question ID | MRDW1090000 | |
| Question | Question Type | Legislative Requirement |
| Where fluoridation is not practiced, are all fluoride water quality monitoring requirements prescribed by legislation conducted within the required frequency? | Legislative | SDWA O. Reg. 170/03 13-9 |
| Observation | | |
| <p>All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.</p> <p>Fluoride was last sampled from Well D3 & D4 treatment facilities in March 2017. Both results were below the Ontario Drinking Water Quality Standard of 1.5 mg/L. Fluoride was sampled from Well D5 treatment facility in January 2020. The initial sample had a fluoride concentration of 2.0 mg/L and the resample had a fluoride concentration of 2.5 mg/L.</p> | | |

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| Question ID | MRDW1092000 | |
| Question | Question Type | Legislative Requirement |
| Has the owner ensured that water samples are taken at the prescribed location? | Legislative | SDWA O. Reg. 170/03 6-2 |

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| Observation |
| The owner ensured that water samples were taken at the prescribed location. |

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| Question ID | MRDW1094000 | |
| Question | Question Type | Legislative Requirement |
| Are all water quality monitoring requirements imposed by the MDWL and DWWP being met? | Legislative | SDWA 31 (1) |
| Observation | | |
| All water quality monitoring requirements imposed by the MDWL or DWWP issued under Part V of the SDWA were being met. | | |
| The MDWL requires radionuclides to be samples from Well D3 - point of entry to the distribution system on an annual basis. This sampling was performed in March 2021. | | |

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| Question ID | MRDW1095000 | |
| Question | Question Type | Legislative Requirement |
| Have all lead sampling requirements prescribed by Schedule 15.1 of O.R. 170/03 been met? | Legislative | SDWA O. Reg. 170/03 15.1-10, SDWA O. Reg. 170/03 15.1-4 (1),SDWA O. Reg. 170/03 15.1-5 (1), SDWA O. Reg. 170/03 15.1-5 (10),SDWA O. Reg. 170/03 15.1-5 (11), SDWA O. Reg. 170/03 15.1-5 (12),SDWA O. Reg. 170/03 15.1-5 (2), SDWA O. Reg. 170/03 15.1-5 (3),SDWA O. Reg. 170/03 15.1-5 (4), SDWA O. Reg. 170/03 15.1-5 (5),SDWA O. Reg. 170/03 15.1-5 (6), |

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|--|--|---|
| | | SDWA O. Reg. 170/03 15.1-5 (7),SDWA O. Reg. 170/03 15.1-5 (8),SDWA O. Reg. 170/03 15.1-5 (9),SDWA O. Reg. 170/03 15.1-7 (1),SDWA O. Reg. 170/03 15.1-7 (2),SDWA O. Reg. 170/03 15.1-7 (3),SDWA O. Reg. 170/03 15.1-7 (4),SDWA O. Reg. 170/03 15.1-9 (1),SDWA O. Reg. 170/03 15.1-9 (2),SDWA O. Reg. 170/03 15.1-9 (3),SDWA O. Reg. 170/03 15.1-9 (4),SDWA O. Reg. 170/03 15.1-9 (5),SDWA O. Reg. 170/03 15.1-9 (6),SDWA O. Reg. 170/03 15.1-9 (7),SDWA O. Reg. 170/03 15.1-9 (8),SDWA O. Reg. 170/03 15.1-9 (9) |
| Observation | | |
| All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met. | | |

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| Question ID | MRDW1096000 | | |
| Question | Question Type | Legislative Requirement | |

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|---|-------------|-----------------------------------|
| Do records confirm that chlorine residual tests are being conducted at the same time and at the same location that microbiological samples are obtained? | Legislative | SDWA O. Reg. 170/03 6-3 (1) |
| Observation | | |
| Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained. | | |

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| Question ID | MRDW1097000 | |
| Question | Question Type | Legislative Requirement |
| If the drinking water system obtains water from a ground water source, is turbidity being tested at least once every month from each well that is supplying water to the system? | Legislative | SDWA O. Reg. 170/03 7-3 (1.1) |
| Observation | | |
| Turbidity was being tested at least once every month from each well that is supplying water to the system. | | |

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|---|----------------------|--|
| Question ID | MRDW1098000 | |
| Question | Question Type | Legislative Requirement |
| Has the owner indicated that the required records are kept and will be kept for the required time period? | Legislative | SDWA O. Reg. 170/03 13 (1), SDWA O. Reg. 170/03 13 (2), SDWA O. Reg. 170/03 13 (3) |
| Observation | | |
| The owner indicated that the required records are kept and will be kept for the required time period. | | |

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|--|----------------------|--------------------------------|
| Question ID | MRDW1100000 | |
| Question | Question Type | Legislative Requirement |
| Did any reportable adverse/exceedance conditions occur during the inspection period? | Information | Not Applicable |
| Observation | | |
| There were no reportable adverse/exceedances during the inspection period. | | |

| | | |
|---|----------------------|------------------------------------|
| Question ID | MRDW1113000 | |
| Question | Question Type | Legislative Requirement |
| Have all changes to the system registration information been provided to the Ministry within ten (10) days of the change? | Legislative | SDWA O. Reg. 170/03 10.1 (3) |

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| Observation |
| All changes to the system registration information were provided within ten (10) days of the change. |

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|--|---------------|----------------------------------|--|
| Question ID | MRDW1110000 | | |
| Question | Question Type | Legislative Requirement | |
| Was an Annual Report containing the required information prepared by February 28 of the following year? | Legislative | SDWA O. Reg. 170/03 11 (6) | |
| Observation | | | |
| The Annual Report containing the required information was prepared by February 28th of the following year. | | | |

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|--|-------------|---------------|-------------------------|
| Question ID | MRDW1114000 | | |
| Question | | Question Type | Legislative Requirement |
| Does the owner have evidence that, when required, all legal owners associated with the DWS were notified of the requirements of the Licence & Permit? | | Legislative | SDWA 31 (1) |
| Observation | | | |
| The owner had evidence that all required notifications to all legal owners associated with the Drinking Water System had been made during the inspection period. | | | |

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|---|---------------|---|--|
| Question ID | MRDW1111000 | | |
| Question | Question Type | Legislative Requirement | |
| Have Summary Reports for municipal council been completed on time, include the required content, and distributed in accordance with the regulatory requirements? | Legislative | SDWA O. Reg. 170/03 22-2 (1),SDWA O. Reg. 170/03 22-2 (2),SDWA O. Reg. 170/03 22-2 (3),SDWA O. Reg. 170/03 22-2 (4) | |
| Observation | | | |
| Summary Reports for municipal council were completed on time, included the required content, and were distributed in accordance with the regulatory requirements. | | | |

Ministry of the Environment, Conservation and Parks - Inspection Summary Rating Record (Reporting Year - 2021-2022)

DWS Name: DUNDALK DRINKING WATER SYSTEM
DWS Number: 220001753
DWS Owner: THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
Municipal Location: SOUTHGATE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Detailed
Inspection Date: Oct-12-21
Ministry Office: Owen Sound District Office

Maximum Risk Rating: 652

| Inspection Module | Non Compliance Rating |
|--------------------------------|-----------------------|
| Source | 0 / 26 |
| Capacity Assessment | 0 / 42 |
| Treatment Processes | 0 / 256 |
| Distribution System | 0 / 4 |
| Operations Manuals | 0 / 42 |
| Logbooks | 0 / 30 |
| Certification and Training | 0 / 50 |
| Water Quality Monitoring | 0 / 144 |
| Reporting & Corrective Actions | 0 / 58 |
| Overall - Calculated | 0 / 652 |

Inspection Risk Rating: 0.00%

Final Inspection Rating: 100.00%

DWS Name: DUNDALK DRINKING WATER SYSTEM
DWS Number: 220001753
DWS Owner Name: THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
Municipal Location: SOUTHGATE

Regulation: O.REG. 170/03
DWS Category: DW Municipal Residential
Type of Inspection: Detailed
Inspection Date: Oct-12-21
Ministry Office: Owen Sound District Office

All legislative requirements were met. No detailed rating scores.

Maximum Question Rating: 652

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| Inspection Risk Rating: | 0.00% |
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| FINAL INSPECTION RATING: | 100.00% |
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APPLICATION OF THE RISK METHODOLOGY USED FOR MEASURING MUNICIPAL RESIDENTIAL DRINKING WATER SYSTEM INSPECTION RESULTS



The Ministry of the Environment (MOE) has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

This document describes the risk rating methodology, which has been applied to the findings of the Ministry's MRDWS inspection

results since fiscal year 2008-09. The primary goals of this assessment are to encourage ongoing improvement of these systems and to establish a way to measure this progress.

MOE reviews the risk rating methodology every three years.

The Ministry's Municipal Residential Drinking Water Inspection Protocol contains 15 inspection modules consisting of approximately 100 regulatory questions. Those protocol questions are also linked to definitive guidance that ministry inspectors use when conducting MRDWS inspections.

ontario.ca/drinkingwater

The questions address a wide range of regulatory issues, from administrative procedures to drinking water quality monitoring. The inspection protocol also contains a number of non-regulatory questions.

A team of drinking water specialists in the ministry assessed each of the inspection protocol regulatory questions to determine the risk (not complying with the regulation) to the delivery of safe drinking water. This assessment was based on established provincial risk assessment principles, with each question receiving a risk rating referred to as the Question Risk Rating. Based on the number of areas where a system is deemed to be non-compliant during the inspection, and the significance of these areas to administrative, environmental, and health consequences, a risk-based inspection rating is calculated by the ministry for each drinking water system.

It is important to be aware that an inspection rating less than 100 per cent does not mean the drinking water from the system is unsafe. It shows areas where a system’s operation can improve. The ministry works with owners and operators of systems to make sure they know what they need to do to achieve full compliance.

The inspection rating reflects the inspection results of the specific drinking water system for the reporting year. Since the methodology is applied consistently over a period of years, it serves as a comparative measure both provincially and in relation to the individual system. Both the drinking water system and the public are able to track the performance over time, which encourages continuous improvement and allows systems to identify specific areas requiring attention.

The ministry’s annual inspection program is an important aspect of our drinking water safety net. The ministry and its partners share a common commitment to excellence and we continue to work toward the goal of 100 per cent regulatory compliance.

Determining Potential to Compromise the Delivery of Safe Water

The risk management approach used for MRDWS is aligned with the Government of Ontario’s Risk Management Framework. Risk management is a systematic approach to identifying potential hazards, understanding the likelihood and consequences of the hazards, and taking steps to reduce their risk if necessary and as appropriate.

The Risk Management Framework provides a formula to be used in the determination of risk:

RISK = LIKELIHOOD × CONSEQUENCE
(of the consequence)

Every regulatory question in the inspection protocol possesses a likelihood value (L) for an assigned consequence value (C) as described in **Table 1** and **Table 2**.

| TABLE 1: | |
|---|------------------|
| Likelihood of Consequence Occurring | Likelihood Value |
| 0% - 0.99% (Possible but Highly Unlikely) | L = 0 |
| 1 – 10% (Unlikely) | L = 1 |
| 11 – 49% (Possible) | L = 2 |
| 50 – 89% (Likely) | L = 3 |
| 90 – 100% (Almost Certain) | L = 4 |

| TABLE 2: | |
|-----------------------------------|-------------------|
| Consequence | Consequence Value |
| Medium Administrative Consequence | C = 1 |
| Major Administrative Consequence | C = 2 |
| Minor Environmental Consequence | C = 3 |
| Minor Health Consequence | C = 4 |
| Medium Environmental Consequence | C = 5 |
| Major Environmental Consequence | C = 6 |
| Medium Health Consequence | C = 7 |
| Major Health Consequence | C = 8 |

The consequence values (0 through 8) are selected to align with other risk-based programs and projects currently under development or in use within the ministry as outlined in **Table 2**.

The Question Risk Rating for each regulatory inspection question is derived from an evaluation of every identified consequence and its corresponding likelihood of occurrence:

- All levels of consequence are evaluated for their potential to occur
- Greatest of all the combinations is selected.

The Question Risk Rating quantifies the risk of non-compliance of each question relative to the others. Questions with higher values are those with a potentially more significant impact on drinking water safety and a higher likelihood of occurrence. The highest possible value would be 32 (4×8) and the lowest would be 0 (0×1).

Table 3 presents a sample question showing the risk rating determination process.

| TABLE 3: | | | | | | | |
|---|----------------------------------|---------------------------------|--------------------------|----------------------------------|---------------------------------|---------------------------|--------------------------|
| Does the Operator in Charge ensure that the equipment and processes are monitored, inspected and evaluated? | | | | | | | |
| Risk = Likelihood × Consequence | | | | | | | |
| C=1 | C=2 | C=3 | C=4 | C=5 | C=6 | C=7 | C=8 |
| Medium Administrative Consequence | Major Administrative Consequence | Minor Environmental Consequence | Minor Health Consequence | Medium Environmental Consequence | Major Environmental Consequence | Medium Health Consequence | Major Health Consequence |
| L=4 (Almost Certain) | L=1 (Unlikely) | L=2 (Possible) | L=3 (Likely) | L=3 (Likely) | L=1 (Unlikely) | L=3 (Likely) | L=2 (Possible) |
| R=4 | R=2 | R=6 | R=12 | R=15 | R=6 | R=21 | R=16 |

Application of the Methodology to Inspection Results

Based on the results of a MRDWS inspection, an overall inspection risk rating is calculated. During an inspection, inspectors answer the questions related to regulatory compliance and input their “yes”, “no” or “not applicable” responses into the Ministry’s Laboratory and Waterworks Inspection System (LWIS) database. A “no” response indicates non-compliance. The maximum number of regulatory questions asked by an inspector varies by: system (i.e., distribution, stand-alone); type of inspection (i.e., focused, detailed); and source type (i.e., groundwater, surface water).

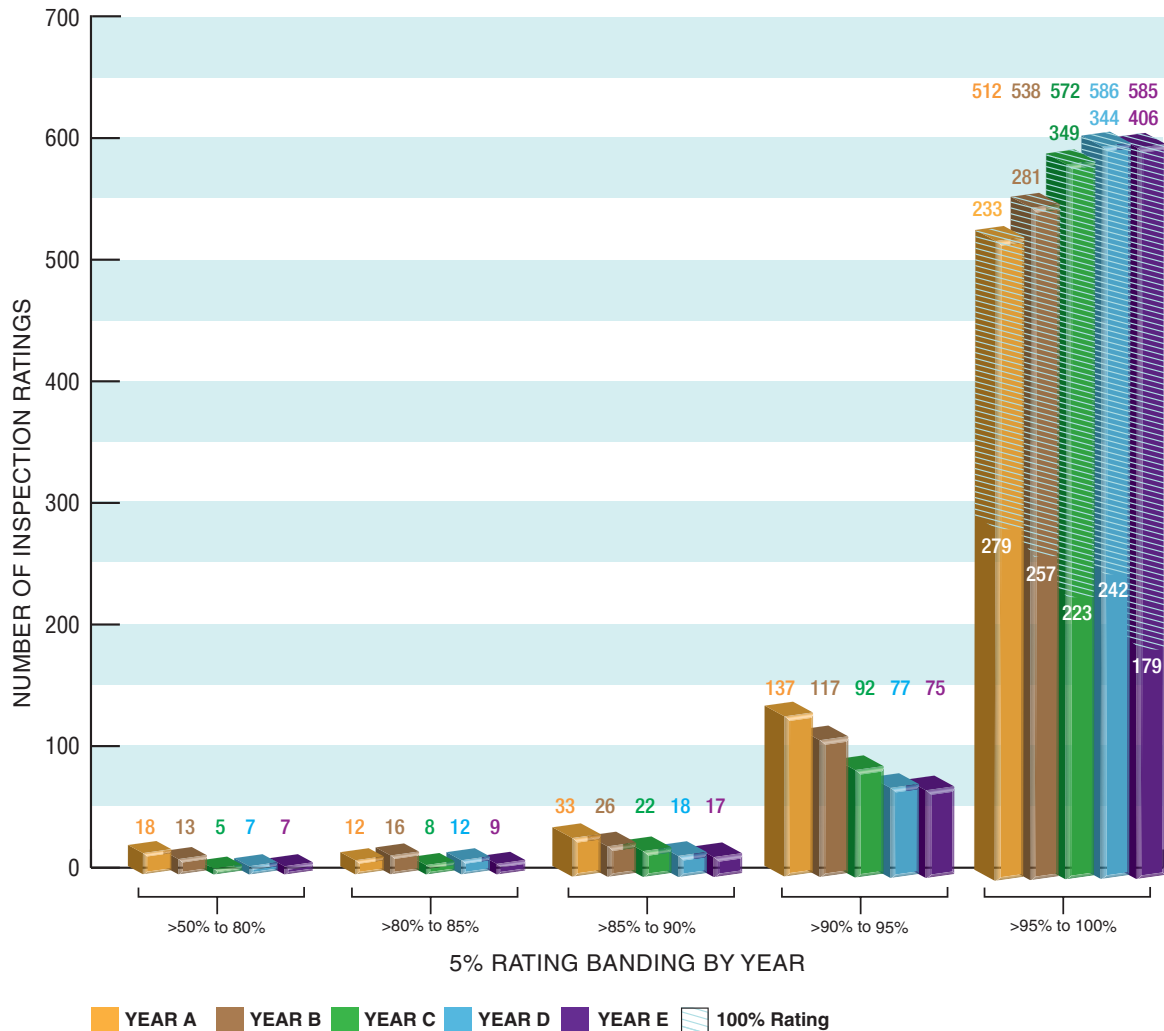
The risk ratings of all non-compliant answers are summed and divided by the sum of the risk ratings of all questions asked (maximum question rating). The resulting inspection risk rating (as a percentage) is subtracted from 100 per cent to arrive at the final inspection rating.

Application of the Methodology for Public Reporting

The individual MRDWS Total Inspection Ratings are published with the ministry’s Chief Drinking Water Inspector’s Annual Report.

Figure 1 presents the distribution of MRDWS ratings for a sample of annual inspections. Individual drinking water systems can compare against all the other inspected facilities over a period of inspection years.

Figure 1: Year Over Year Distribution of MRDWS Ratings



Reporting Results to MRDWS Owners/Operators

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into the 15 possible modules of the inspection protocol,

which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

- | | | | |
|-------------------------|---------------------------------|--|--|
| 1. Source | 5. Treatment Process Monitoring | 9. Logbooks | 13. Water Quality Monitoring |
| 2. Permit to Take Water | 6. Process Wastewater | 10. Contingency and Emergency Planning | 14. Reporting, Notification and Corrective Actions |
| 3. Capacity Assessment | 7. Distribution System | 11. Consumer Relations | 15. Other Inspection Findings |
| 4. Treatment Processes | 8. Operations Manuals | 12. Certification and Training | |

For further information, please visit www.ontario.ca/drinkingwater

Building Department Report

| Department Activity | Total 2019 | Total 2020 | Year: 2021 | | | | | | | | | | | | Total YTD |
|---|-------------------------|-------------------------|-------------------------|------------------------|------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------|----------------------|------------------------|------------------------|-------------------------|-------------------------|
| | | | January | February | March | April | May | June | July | August | September | October | November | December | |
| Building Permits: | | | | | | | | | | | | | | | |
| Agriculture | 107 | 108 | 5 | 19 | 13 | 13 | 7 | 11 | 6 | 15 | 4 | 13 | 6 | 3 | 115 |
| Ag.-Industrial | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Commercial | 10 | 15 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 2 | 1 | 0 | 6 |
| Institutional | 4 | 5 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 4 |
| Industrial | 6 | 11 | 0 | 0 | 2 | 3 | 4 | 1 | 2 | 3 | 0 | 4 | 2 | 1 | 22 |
| Demolition | 10 | 3 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Residential related | 95 | 86 | 6 | 4 | 6 | 7 | 4 | 4 | 10 | 7 | 7 | 5 | 5 | 3 | 68 |
| Septic Systems | 53 | 62 | 1 | 3 | 12 | 9 | 8 | 5 | 4 | 6 | 3 | 8 | 4 | 5 | 68 |
| Single family dwelling | 120 | 171 | 9 | 20 | 17 | 21 | 28 | 9 | 16 | 3 | 1 | 36 | 2 | 36 | 198 |
| Tent | 7 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 2 | 1 | 0 | 0 | 6 |
| Total Permits | 433 | 462 | 21 | 46 | 52 | 56 | 52 | 34 | 39 | 34 | 19 | 69 | 20 | 48 | 490 |
| Residential Occupancy Permits Issued | | | | | | | | | | | | | | | |
| Rural (former Egremont & Proton) | | | | 2 | 8 | | 1 | 3 | 2 | | 4 | 0 | 2 | 0 | 22 |
| Urban (Dundalk) | | | 5 | 13 | 1 | 18 | 19 | 4 | 0 | 3 | 12 | 2 | 9 | 6 | 92 |
| Permit Revenue in \$ | \$ 511,004.00 | \$ 526,332.50 | \$ 75,566.00 | \$ 55,291.00 | \$ 71,332.00 | \$ 78,179.00 | \$ 68,417.00 | \$ 52,012.00 | \$ 39,458.00 | \$ 28,778.00 | \$ 10,354.00 | \$ 73,929.00 | \$ 22,888.00 | \$ 76,400.00 | \$ 652,604.00 |
| DC Charges Residential | \$ 1,807,804.18 | \$ 3,599,424.17 | \$ 828,610.00 | \$ 98,306.00 | \$ 127,908.00 | \$ 316,578.00 | \$ 444,866.00 | \$ 141,626.00 | \$ 309,073.00 | \$ 153,292.00 | | \$ 275,102.00 | | \$ 994,999.00 | \$ 3,690,360.00 |
| DC Charges Non-Residential | \$ 159,801.03 | \$ 225,284.73 | | | \$ 40,985.59 | \$ 56,127.80 | \$ 36,890.54 | \$ 70,767.24 | \$ 16,218.00 | \$ 21,118.54 | | \$ 110,511.60 | \$ 36,217.50 | | \$ 388,836.81 |
| Agricultural Value | \$ 11,968,570.00 | \$ 9,666,290.00 | \$ 310,000.00 | \$ 1,483,001.00 | \$ 3,006,000.00 | \$ 1,105,600.00 | \$ 736,199.00 | \$ 2,655,000.00 | \$ 225,000.00 | \$ 1,041,500.00 | \$ 138,000.00 | \$ 412,000.00 | \$ 1,303,000.00 | \$ 925,000.00 | \$ 13,340,300.00 |
| Commercial Value | \$ 3,736,000.00 | \$ 1,741,400.00 | | | | \$ 785,000.00 | | \$ 300,000.00 | | | \$ 100,000.00 | \$ 844,000.00 | \$ 1,000,000.00 | | \$ 3,029,000.00 |
| Institutional Value | | | | | | | \$ 80,000.00 | \$ 140,000.00 | | | | | | | |
| Industrial Value | \$ 2,486,000.00 | \$ 2,455,000.00 | | | \$ 680,000.00 | \$ 645,000.00 | \$ 817,500.00 | \$ 400,000.00 | \$ 265,000.00 | \$ 310,000.00 | | \$ 345,000.00 | \$ 130,000.00 | | \$ 3,592,500.00 |
| Residential Value | \$ 32,168,997.00 | \$ 43,871,193.66 | \$ 11,058,400.00 | \$ 5,186,850.00 | \$ 5,647,276.00 | \$ 7,628,478.00 | \$ 7,569,409.00 | \$ 2,616,042.00 | \$ 4,289,996.00 | \$ 1,894,500.00 | \$ 494,000.00 | \$ 6,920,399.00 | \$ 699,500.00 | \$ 9,842,480.00 | \$ 63,847,330.00 |
| Total Assessment Value | \$ 50,482,067.00 | \$ 58,153,883.66 | \$ 11,368,400.00 | \$ 6,669,851.00 | \$ 9,333,276.00 | \$ 10,164,078.00 | \$ 9,203,108.00 | \$ 6,111,042.00 | \$ 4,779,996.00 | \$ 3,246,000.00 | \$ 732,000.00 | \$ 8,521,399.00 | \$ 3,132,500.00 | \$ 10,767,480.00 | \$ 84,029,130.00 |
| Agricultural Taxation | \$ 38,675.36 | \$ 31,235.75 | \$ 1,002 | \$ 4,792.18 | \$ 9,713.62 | \$ 3,572.65 | \$ 2,378.96 | \$ 8,579.39 | \$ 727.07 | \$ 3,365.51 | \$ 445.93 | \$ 1,331.34 | \$ 4,210.53 | \$ 2,989.05 | \$ 43,107.98 |
| Commercial Taxation | \$ 101,521.99 | \$ 47,320.77 | \$ - | \$ - | \$ - | \$ 21,331.57 | \$ - | \$ 8,152.19 | \$ - | \$ - | \$ 2,717.40 | \$ 22,934.84 | \$ 27,173.98 | \$ - | \$ 82,309.99 |
| Industrial Taxation | \$ 82,102.14 | \$ 81,078.34 | \$ - | \$ - | \$ 22,457.54 | \$ 21,301.64 | \$ 26,998.59 | \$ 13,210.32 | \$ 8,751.84 | \$ 10,238.00 | \$ - | \$ 11,393.90 | \$ 4,293.35 | \$ - | \$ 118,645.19 |
| Residential Taxation | \$ 415,804.23 | \$ 567,062.38 | \$ 142,936.68 | \$ 67,043.25 | \$ 72,994.54 | \$ 98,602.81 | \$ 97,839.30 | \$ 33,813.96 | \$ 55,450.86 | \$ 24,487.59 | \$ 6,385.26 | \$ 89,450.45 | \$ 9,041.47 | \$ 127,220.16 | \$ 825,266.33 |
| Total New Taxation | \$ 638,103.72 | \$ 726,697.23 | \$ 143,938.41 | \$ 71,835.44 | \$ 105,165.71 | \$ 144,808.67 | \$ 127,216.86 | \$ 63,755.87 | \$ 64,929.76 | \$ 38,091.10 | \$ 9,548.59 | \$ 125,110.53 | \$ 44,719.33 | \$ 130,209.21 | \$ 1,069,329.48 |
| Southgate Taxation Only | | | | | | | | | | | | | | | |
| Agricultural Taxation | \$ 19,341.55 | \$ 15,621.00 | \$ 501 | \$ 2,396.57 | \$ 4,857.78 | \$ 1,786.68 | \$ 1,189.72 | \$ 4,290.55 | \$ 363.61 | \$ 1,683.09 | \$ 223.01 | \$ 665.80 | \$ 2,105.68 | \$ 1,494.83 | \$ 21,558.30 |
| Commercial Taxation | \$ 31,563.19 | \$ 14,712.03 | \$ - | \$ - | \$ - | \$ 6,631.99 | \$ - | \$ 2,534.52 | \$ - | \$ - | \$ 844.84 | \$ 7,130.44 | \$ 8,448.39 | \$ - | \$ 25,590.17 |
| Industrial Taxation | \$ 29,863.83 | \$ 29,491.44 | \$ - | \$ - | \$ 8,168.71 | \$ 7,748.26 | \$ 9,820.47 | \$ 4,805.12 | \$ 3,183.39 | \$ 3,723.97 | \$ - | \$ 4,144.42 | \$ 1,561.66 | \$ - | \$ 43,156.00 |
| Residential Taxation | \$ 207,943.70 | \$ 283,587.90 | \$ 71,482.63 | \$ 33,528.33 | \$ 36,504.57 | \$ 49,311.26 | \$ 48,929.44 | \$ 16,910.36 | \$ 27,730.97 | \$ 12,246.24 | \$ 3,193.27 | \$ 44,734.17 | \$ 4,521.64 | \$ 63,622.80 | \$ 412,715.69 |
| Total New Southgate Taxation | \$ 288,712.26 | \$ 343,412.35 | \$ 71,984 | \$ 35,924.90 | \$ 49,531.06 | \$ 65,478.19 | \$ 59,939.62 | \$ 28,540.56 | \$ 31,277.97 | \$ 17,653.31 | \$ 4,261.12 | \$ 56,674.83 | \$ 16,637.38 | \$ 65,117.63 | \$ 503,020.16 |

By-Law Enforcement Report

YEAR: 2021

| Department Activity | Dec. 2020 | January | February | March | April | May | June | July | August | September | October | November | December | Total YTD |
|---|-------------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|-----------|
| By-Law Enforcement Complaints - Unresolved | | | | | | | | | | | | | | |
| Building | 8 | 8 | 8 | 8 | 13 | 13 | 14 | 14 | 14 | 14 | 14 | 14 | 14 | |
| Burning | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | |
| Noise | 2 | 2 | 2 | 2 | 0 | 2 | 5 | 5 | 7 | 7 | 8 | 9 | 9 | |
| Property Standards | 22 | 23 | 23 | 25 | 36 | 38 | 56 | 57 | 57 | 59 | 62 | 63 | 65 | |
| Fill Compliance | 1 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | |
| Canine | 0 | 1 | 1 | 1 | 1 | 1 | 2 | 2 | 3 | 3 | 3 | 3 | 3 | |
| Tenant Concerns | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Vehicles | 6 | 7 | 8 | 8 | 53 | 55 | 57 | 58 | 58 | 58 | 58 | 58 | 58 | |
| Weed Control | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Zoning | 2 | 2 | 2 | 2 | 3 | 3 | 5 | 8 | 8 | 7 | 7 | 7 | 7 | |
| Line Fences | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| By-Law Enforcement Complaints - New | Total 2020 | | | | | | | | | | | | | |
| Building | 7 | 0 | 0 | 0 | 5 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 6 |
| Burning | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Noise | 4 | 0 | 0 | 0 | 0 | 2 | 3 | 0 | 2 | 0 | 1 | 1 | 0 | 9 |
| Property Standards | 16 | 1 | 0 | 2 | 11 | 2 | 18 | 1 | 0 | 2 | 3 | 1 | 2 | 43 |
| Fill Compliance | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Canine | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 3 |
| Tenant Concerns | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Vehicles | 7 | 2 | 2 | 0 | 45 | 2 | 2 | 1 | 0 | 1 | 0 | 0 | 0 | 55 |
| Weed Control | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Zoning | 2 | 0 | 0 | 0 | 1 | 0 | 2 | 3 | 0 | 0 | 0 | 0 | 0 | 6 |
| Line Fences | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| By-Law Enforcement Complaints - Resolved | Total 2020 | | | | | | | | | | | | | |
| Building | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burning | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Noise | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Property Standards | 29 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| Fill Compliance | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Canine | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tenant Concerns | 3 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Vehicles | 5 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 3 |
| Weed Control | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Zoning | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 4 |
| Line Fences | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Letters/Orders | Total 2020 | | | | | | | | | | | | | |
| Court Summons Issued | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Court Appearances | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Building Letters | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Building Orders | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 3 | 4 | 4 | 1 | 0 | 13 |
| Property Standards Letters | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Property Standards Orders | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Zoning Compliance | 80 | 3 | 5 | 3 | 8 | 5 | 5 | 5 | 2 | 8 | 2 | 6 | 3 | 55 |
| Zoning Violation Letters | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 2 |
| Zoning Violation Orders | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 2 |

Canine Control Report YTD

| Year: 2021 | | | | | | | | | | | | | | Total YTD |
|-------------------------------|-----------|-----------|----------|----------|-------|----------|------|------|--------|-----------|----------|----------|----------|-----------|
| Department Activity | 2020 | January | February | March | April | May | June | July | August | September | October | November | December | |
| # of Dogs in Pound | 22 | 2 | 0 | 1 | 2 | 0 | 1 | 1 | 2 | 0 | 1 | 0 | 0 | 10 |
| Total Days of Inpoundment | 71 | 1 | 0 | 6 | 17 | 0 | 6 | 6 | 12 | 0 | 2 | 0 | 0 | 50 |
| Returned to Owner | 16 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 3 |
| Adopted | 3 | 0 | 0 | 1 | 1 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 5 |
| Euthanized | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Sent to Shelter | 4 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Needing Veterinary Services | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Cost of Veterinarian Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Letters to Owners | 14 | 0 | 1 | 2 | 1 | 1 | 2 | 2 | 0 | 2 | 4 | 1 | 0 | 16 |
| Verbal Warnings | 49 | 2 | 6 | 2 | 2 | 4 | 5 | 5 | 3 | 5 | 3 | 3 | 1 | 41 |
| Dog Tags Sold | 14 | 2 | 3 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 7 |
| Value of Tags sold in \$ | \$ 280.00 | \$ 40.00 | \$ 60.00 | \$ - | \$ - | \$ 20.00 | \$ - | \$ - | \$ - | \$ - | \$ 25.00 | \$ - | \$ - | \$ 145.00 |
| New Kennel Inspections | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 1 |
| Kennel Reinspections | 4 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| # of Fines | 6 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| Value of Fines in \$ | \$ 740.00 | \$ 200.00 | \$ - | \$ 50.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 20.00 | \$ - | \$ - | \$ 270.00 |
| # of Calls in Dundalk | 67 | 5 | 5 | 3 | 4 | 5 | 4 | 4 | 5 | 5 | 7 | 3 | 5 | 55 |
| # of Calls in Egremont | 44 | 3 | 3 | 2 | 2 | 3 | 2 | 2 | 2 | 5 | 2 | 4 | 2 | 32 |
| # of Calls in Proton | 26 | 2 | 3 | 5 | 1 | 1 | 3 | 3 | 4 | 3 | 1 | 1 | 1 | 28 |
| # of Calls in Other | 3 | 0 | 1 | 0 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 4 |
| # of Patrols in Dundalk | 73 | 5 | 6 | 6 | 5 | 5 | 7 | 7 | 6 | 5 | 5 | 6 | 6 | 69 |
| # of Patrols in Holstein | 71 | 6 | 6 | 5 | 5 | 6 | 7 | 7 | 6 | 5 | 5 | 7 | 5 | 70 |

Number of Dogs remaining in the Pound Kennel at the end of this month: 0

Township of Southgate

Administration Office

185667 Grey County 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

December 22, 2021

Knights of Columbus Council 2093
770 6th Street East
Owen Sound, Ontario N4K 1G7
C/O Jim Cummings, Lottery Chair

Re: Radio Bingo Permission to Sell in the Township of Southgate

Dear Mr. Cummings,

We are in receipt of your letter seeking municipal approval to sell bingo cards within the Township of Southgate from January 5, 2021 - April 27, 2022 as part of your Charity Radio Bingo lottery game in association with 560 CFOS Radio in support of Youth Programs in the Grey Bruce branch of the Canadian Mental Health Association.

We have viewed the lottery license you obtained directly from the Alcohol and Gaming Commission of Ontario (AGCO) and further your lottery license issued by the City of Owen Sound.

Please accept this letter on behalf of the Council of the Township of Southgate as express permission to sell your bingo cards within the Township of Southgate's municipal boundaries.

If you need anything further please do not hesitate to contact me directly.

Regards,

Original Signed By

John Woodbury, Mayor
Township of Southgate



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

SENT ELECTRONICALLY ONLY (DMilliner@southgate.ca)

December 21, 2021

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

ATTENTION: David Milliner, CAO

Dear Mr. Milliner:

RE: Saugeen Valley Conservation Authority 2022 Plan Review Fees

In 2008, the Township of Southgate and the Saugeen Valley Conservation Authority (SVCA) signed a Memorandum of Agreement relating to Plan Review. This Agreement describes the framework within which the SVCA provides specific *Planning Act* application review and technical clearance services to the Township of Southgate.

This Agreement also includes a Fee Schedule, which is automatically updated annually on a percentage basis, in a manner consistent with the Statistic Canada "Consumer Price Index" (CPI) for the previous calendar year, if the index shows an increase. Such fee increases shall be implemented when the change is at least \$10.00 for a category (if less than \$10.00 then the fee increase is deferred and added to the subsequent year increase). Please find enclosed a copy of the 2022 Fee Schedule prepared by SVCA staff. This fee schedule will become effective January 1, 2022.

Should questions arise, please do not hesitate to contact this office.

Yours Sincerely,

Brandi Walter
Environmental Planning Coordinator
Saugeen Conservation

BW/

Encl.

cc: Barbara Dobreen, Authority Member, SVCA (via e-mail)
Elisha Milne, Administrative & Legislative Assistant, Township of Southgate (via email)



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

SVCA 2022 PLAN REVIEW FEE SCHEDULE – Township of Southgate

The SVCA Plan Review Fee Schedule is based on the Statistics Canada Consumer Price Index (CPI) for each calendar year.

The Fee Schedule will be updated on January 1st of every year by the SVCA.

| TYPE OF APPLICATION | 2022 FEES |
|--|---|
| Official Plan Amendment | \$260.00 |
| Zoning By-law Amendment | \$260.00 |
| Consent (per each new lot created) | \$260.00 |
| Minor Variance | \$190.00 |
| Draft Plan of Subdivision | \$60.00 per lot or block; \$630 minimum fee |
| Draft Plan of Condominium | lesser of \$60.00 per unit/block or \$1520/ha; \$630 minimum fee |
| Site Plan Application | lesser of \$60.00 per unit/block or \$1520/ha; \$630 minimum fee |
| Private "Multi-Lot" Residential Developments | \$60.00 per lot or block; \$630 minimum fee |
| Other Types of Applications | \$190.00 |

* CPI for the previous calendar year 4.9% (Ontario October 2020 - October 2021)

Notes and Definitions

1. The SVCA reserves the right to waive the application fee or reduce the fee on a case by case basis.
2. Fees for multiple joint applications made at the same time for the same parcel and for the same development proposal for Official Plan Amendments, Zoning By-law Amendments, Minor Variances and Consents will be discounted as follows:

| | |
|-------------------------|--|
| First Application | Full fee per Application Review Fee above |
| Additional Applications | 50% of full Application Review Fee per lot/application |

Note: The first Application Review Fee shall always be the higher of the applicable fees.

Attorney General
McMurtry-Scott Building
720 Bay Street
11th Floor
Toronto ON M7A 2S9
Tel: 416-326-4000
Fax: 416-326-4007

Procureur général
Édifce McMurtry-Scott
720, rue Bay
11^e étage
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Tél.: 416-326-4000
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Our Reference #: M-2021-16963

December 10, 2021

His Worship John Woodbury
Mayor
Township of Southgate
185667 Grey County Road 9
RR1
Dundalk, ON
N0C 1B0

c/o Email: hmalynyk@southgate.ca

Dear Mayor Woodbury:

Thank you for your letter regarding an additional level of licensing to permit small organizations to hold fundraisers. The office of Bill Walker, MPP for Bruce-Grey-Owen Sound, shared your letter with my ministry.

The legal framework for gaming in Canada flows from the *Criminal Code*. Under the *Criminal Code*, gambling is illegal in Canada unless it falls within one of the exceptions outlined in Section 207 of the Code. This section permits provincial governments and licensed charitable or religious organizations to conduct and manage lottery schemes, provided they meet certain criteria under a licence issued by the appropriate authority.

A “lottery scheme” consists of three elements: a fee or consideration, a chance, and a prize. Depending on the nature of the games being conducted, they could be considered a “lottery scheme.” If a type of gaming activity qualifies as a “lottery scheme,” it must either be conducted and managed by the province or conducted and managed by a charitable or religious organization, and licensed by the Alcohol and Gaming Commission of Ontario (AGCO) or a municipality to be considered legal under the *Criminal Code*.

As you may be aware, in Ontario, the Registrar of the AGCO is responsible for the overall administration of charitable lottery licences. Both the Registrar and municipal councils have the authority to issue charitable lottery licences within certain parameters. The Registrar of the AGCO has issued a [Lottery Licensing Policy Manual \(LLPM\)](#) which sets out the types of lottery schemes for which a licence may be issued and is used to determine eligibility for a lottery

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licence and for the use of proceeds. The policies and procedures contained in the LLPM reflect the mandate of the AGCO to regulate charitable lotteries to ensure they are conducted with honesty and integrity, and in the public interest.

To hold charitable lottery events, eligible organizations must obtain a charitable lottery licence issued by the AGCO or a municipality, and proceeds raised from these lottery events must be used solely to support the eligible charitable or religious purposes approved on the lottery licence. At minimum, organizations eligible for a lottery licence must have been in existence for at least one year, have a place of business in Ontario, provide charitable services in Ontario, and use their proceeds for charitable objects or purposes which benefit Ontario residents, among other things.

For more information about the rules regarding charitable lotteries, the types of lottery licences that are available and to determine eligibility, you may wish to contact Mr. Frank Cuda, Manager of Gaming Eligibility, AGCO, by email at frank.cuda@agco.ca or by telephone at 416-326-3137.

Please know that our government values the contributions that not-for-profit organizations make in their communities.

I trust the above information will be of assistance.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is fluid and cursive, with the first name "Doug" and last name "Downey" clearly distinguishable.

Doug Downey
Attorney General

c: Frank Cuda, Manager of Gaming Eligibility, Alcohol and Gaming Commission of Ontario
Bill Walker, MPP, Bruce-Grey-Owen Sound

SAUGEEN MOBILITY

and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Friday, June 25, 2021, 1:30 p.m.

Board Members Present: Councillor Dave Cuyler, Municipality of Kincardine
Deputy Mayor Mark Davis, Municipality of Arran-Elderslie (for Doug Bell)
Councillor Dean Leifso, Municipality of Brockton
Mayor Scott Mackey, Township of Chatsworth
Councillor Ed McGugan, Township of Huron-Kinloss
Vice Deputy Mayor Mike Myatt, Town of Saugeen Shores
Mayor John Woodbury, Township of Southgate

Board Members Absent: Councillor Doug Bell, Municipality of Arran-Elderslie
Councillor Warren Dickert, Town of Hanover
Councillor Beth Hamilton, Municipality of West Grey

Others Present: Roger Cook, Manager
Catherine McKay, Recording Secretary

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

1. Call to Order

In the absence of President Warren Dickert, the session was chaired by Mike Myatt. The meeting was called to order at 1:31 p.m..

2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

3. Approval of the Agenda

Motion #2021-37

Moved by Scott Mackey; Seconded by Dean Leifso
That the agenda for June 25, 2021 be accepted as circulated.

Carried

4. Minutes of the April 23, 2021 General Board Meeting

Motion #2021-38

Moved by John Woodbury; Seconded by Ed McGugan
That the Board approve and adopt the minutes of the April 23, 2021 General Board Meeting as circulated.

Carried

5. Business Arising from the Minutes

The Chair noted that the President had requested that the Manager update the Board on the Employee Assistance Program. Accordingly, the Manager stated that the program is up and running at a cost of \$6.00 per month per employee. No feedback has been received so far on the program.

The Manager advised the Board that letters were sent to Bruce County Mayors asking them to keep SMART in mind in the context of the County's Transportation Master Plan. No responses have yet been received. Letters and an information package were also sent to the five municipalities in Grey County which are not partners in SMART. The Manager has spoken to representatives of Owen Sound Transit which is undergoing a review, and outlined that SMART can deliver a service that is good value for the money. No response from the municipalities has been received so far. The Manager agreed to keep the Board informed on the matter.

6. Correspondence

A. Email from a Client

The Chair summarized the operational changes made over the last few months, noting that the Board has worked hard to review its level of service and manage costs. Ed McGugan asked if the changes to service were on SMART's web site and how they were communicated to clients. The Manager explained that the information was posted on the web site, and he will contact the web site administrators to see about making the information easier to find. He added that the client is visually impaired and would have received a notice about service changes with the invoice, but the notice may not have been read out loud. Also, during the pandemic, fewer invoices were sent, so some clients may not have received the notices. Dave Cuyler suggested that clients who are visually impaired should be called to inform them about such changes. The Manager noted that SMART will identify its visually impaired clients so as to be able to call them about service changes.

7. Manager's Reports and Recommendations

A. Report 2021-12 April 2021 Operational

The Manager presented the report noting that pre-COVID user fees were in the range of \$30,000 per month.

Motion #2021-39

Moved by Mark Davis; Seconded by Scott Mackey

That Report 2021-12 April 2021 Operational be approved as presented.

Carried

B. Report 2021-13 May 2021 Operational

The Manager presented the report, noting that the average user fee increased due to longer rides. May of 2020 was the low point, when no one was travelling at all. Ed McGugan asked about the nine excursions, which the Manager explained were all in Hanover for trips to the grocery store from long-term care/retirement facilities, and none were for social purposes.

Motion #2021-40

Moved by John Woodbury; Seconded by Ed McGugan

That Report 2021-13 2021 May 2021 Operational be approved as presented.

Carried

C. 2021-14 Proposed Incident Reporting Policy

The Manager presented the policy which he and Ed McGugan worked on. Ed McGugan complimented the Manager on the good work he did in drafting the policy.

Mark Davis asked if there was a form to accompany the policy to ensure that all relevant information is collected in a consistent way. The Manager indicated that this could be done, with space included on the form for any diagram to explain the incident. Mike Myatt suggested adding that the report must be in writing, and Scott Mackey asked if "near misses", which can be learning opportunities and used to identify trends, were required to be reported. Dave Cuyler added that "near misses" can result in suggestions for improvements to municipal Councils or the province, and can identify places that cause difficulties such as bad intersections. Reporting "near misses" is intended to be helpful and not to judge a driver.

The Manager will revise the policy to include a form for reporting incidents including "near misses", a requirement that the report is to be in writing, and a section for outlining action taken by a driver such as calling police or EMS. The revised report will be submitted to the next Board meeting

Motion #2021-41

Moved by Scott Mackey; Seconded by John Woodbury

That Report 2021-14 Proposed Incident Reporting Policy be deferred to the next Board meeting.

Carried

D. 2021-15 Surplus Vehicles

The Manager presented the report noting that funds from the sale of surplus vehicles will go into the gas tax account administered by the Town of Hanover. Scott Mackey stated that the policy is the way to move forward by dealing with surplus vehicles in an open and transparent way.

Motion #2021-42

Moved by Dean Leifso; Seconded by Dave Cuyler

That the Board approve report 2021-15 Surplus Vehicles as presented and authorize the Manager to dispose of the vehicles mentioned through GovDeals.ca.

Carried

E. Mandatory COVID-19 Vaccinations for Staff

The Manager presented the report adding that a recent case in Texas resulted in an employer terminating 150 employees who refused to be vaccinated, an action which was supported by a judge when taken to court.

Scott Mackey said that he supports vaccinations but does not support the motion, as it is not up to a small organization like SMART to take this step. He noted that 25% of long term care staff have not been vaccinated and those who do not agree to being vaccinated are provided with medical evidence about the benefits of vaccinations or training about vaccinations. He believes that it is up to the province to take the step of requiring staff to be vaccinated. He added that vaccinations as a health and safety issue is for the benefit of employees, not clients, and to advance vaccinations as a health and safety issue for the protection of staff, would require clients to provide proof of vaccination.

Mark Davis stated that getting vaccinated is the right thing to do, but questioned whether it is legal for an employer to require employees to get vaccinated.

Dean Leifso suggested contacting a specialist lawyer, as the issue can be very sensitive, possibly leading to threats of a law suit. He pointed out that hospitals are not making vaccinations mandatory and if they did so, they would likely face legal action. He added that changes may be coming in terms of what activities are permitted, and that travel, going to movies and hockey games for example, may soon be allowed. He added that he is reluctant to support mandatory vaccinations for staff at this point.

Ed McGugan noted that the Prime Minister said that vaccinations won't be forced on anyone, so SMART needs to be careful on this issue. Dave Cuyler agreed with the positions put forward, noting that people should want to do everything possible to keep themselves and others safe and save lives, and it is perplexing that some people do not want to be vaccinated. John Woodbury noted that it is questionable whether employers can ask employees if they have been vaccinated, and the practice at his previous employer was only to ask if the vaccine had been offered. Mike Myatt said that he discussed the report with Warren Dickert and commended the Manager for bringing the issue forward.

Motion #2021-43

Moved by Dave Cuyler; Seconded by Scott Mackey

That the Board authorize the Manager to require all SMART staff members to provide proof of full vaccination against COVID-19 before September 30, 2021.

Defeated

F. 2021-17 Return of Dispatcher/Scheduler

The Manager presented the report, noting in response to a question that the Dispatcher/Scheduler has not worked all year, the Bookkeeper works four days a week and the Office Manager is full-time.

Scott Mackey asked whether April and May ride numbers justify a change to the staffing level. Mike Myatt asked if the return to work could be phased in and then re-examined in light of the July – August ridership numbers once they are known. He suggested possibly three days a week initially, then four in August and five in September. Ed McGugan noted that if June's rides are in the range of 1,500 and there are 2,000 in July, this would be an increase of 30%, an indication that rides are coming back in a strong way. The Manager noted that the height of the ride numbers is about 3,000 per month and he anticipates that by the end of August, they will increase to about 80% of that. Dave Cuyler suggested that the decision on staffing should be based on rides reaching a specific level and then increasing the hours of work.

The Board discussed the possible implications to an employee's Employment Insurance eligibility of returning to work. Dean Leifso was asked about the issue and suggested checking with an HR specialist and in response to a question from Mike Myatt, Catherine McKay advised checking with Town of Hanover payroll staff and/or Employment Insurance officials. Dave Cuyler said that SMART could ask the employee to return to work when needed, and hours worked would be provided to EI officials as part of the usual reporting. He said that it is possible for a person to work a certain amount and still collect EI benefits.

Scott Mackey said that if the employer does not have work for a person to do, it is hard to justify returning them to work on a full-time basis. Some flexibility should be demonstrated and consideration given to bringing employees back part-time. The Manager informed the Board that June ridership numbers will be available in mid-July and he will send them out to be considered at the July meeting. He confirmed that the Dispatcher/Scheduler is anxious to return to work.

Motion #2021-44

Moved by Dean Leifso; Seconded by John Woodbury

That the Board of Directors authorize the Manager to bring SMART's Dispatcher/Scheduler back to work full-time on Monday, July 19, 2021.

Motion #2021-45

Moved by Dean Leifso; Seconded by John Woodbury

That Motion #2021-44 be amended to bring the Dispatcher/Scheduler back to work three days per week on Monday, July 19, 2021.

Carried

8. Executive Committee Update

A. Notes from Committee Meetings – May 7 and June 4, 2021

The Chair explained that the notes are for information only. The Manager explained that the next step on the partnership agreement is to request the Board's lawyer, Peter Loucks, to draft a new agreement. Board members are to review the proposed changes and send any comments to Warren Dickert and the Manager within one week. If no comments are received, it will be assumed that Board members agree with the proposed changes.

9. Other Business

Ed McGugan informed the Board that he had read a detailed report from the Municipal Innovation Council containing a comment about SMART which could easily be misinterpreted and possibly presented in the media as negative, leading to the issue having to be managed by the President and the Manager. Mike Myatt noted that words matter and it is important to take care in choosing them,

particularly as the Board and the Manager have worked hard and have been able to reduce the municipal contribution to SMART.

10. Adjournment

Mike Myatt thanked Mark Davis for joining the meeting as an alternate for Doug Bell.

Moved by John Woodbury; Seconded by Ed McGugan

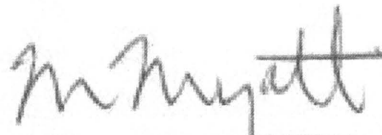
That the Board of Directors of SMART adjourn at 2:32 p.m.

Carried

Recording Secretary Meeting Attendance

The Recording Secretary attended the following meetings in the second quarter of 2021:

- April 9, 2021 (HR Committee)
- April 23, 2021
- June 25, 2021



Mike Myatt, Meeting Chair



Catherine McKay, Recording Secretary

These minutes are considered to be in draft form until signed by the President and the Recording Secretary.

SAUGEEN MOBILITY

and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Friday, July 23, 2021, 1:30 p.m.

Board Members Present: Councillor Doug Bell, Municipality of Arran-Elderslie
Councillor Warren Dickert, Town of Hanover Councillor
Dean Leifso, Municipality of Brockton
Councillor Beth Hamilton, Municipality of West Grey
Mayor Scott Mackey, Township of Chatsworth
Councillor Ed McGugan, Township of Huron-Kinloss
Vice Deputy Mayor Mike Myatt, Town of Saugeen Shores
Mayor John Woodbury, Township of Southgate

Board Members Absent: Councillor Dave Cuyler, Municipality of Kincardine

Others Present: Roger Cook, Manager
Catherine McKay, Recording Secretary

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

1. Call to Order

President Warren Dickert called the meeting order at 1:31 p.m..

2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

3. Approval of the Agenda

Motion #2021-046

Moved by Mike Myatt; Seconded by Beth Hamilton

That the agenda for July 23, 2021 be amended to add items 9. A., Grey Bruce Health Unit Statement on Business and Vaccine, and 9.B., Insurance, and that the agenda be accepted as amended.

Carried

4. Minutes of the June 25, 2021 General Board Meeting

Motion #2021-047

Moved by Scott Mackey; Seconded by Ed McGugan

That the Board approve and adopt the minutes of the June 25, 2021 General Board Meeting as circulated.

Carried

5. Business Arising from the Minutes

Following up on item 5 from Business Arising from the June 25, 2021 minutes, the President noted that some responses have been received from the mailing campaign. Grey Highlands has invited the Manager to its September 15, 2021 Council meeting, with the President to attend if he is available. The Town of Blue Mountains has requested an information package, and no response has yet been received from Bruce County.

The Manager provided an update on item 6.A., Email from a Client, noting that SMART does not track whether a client is visually impaired, but tracks clients by the type of vehicle they require. Anecdotally however, staff is aware of clients' needs. Visually impaired clients generally have mechanisms to ensure that they get information that is provided in written form.

With respect to the Proposed Incident Reporting Policy, the President noted that the item is on the current agenda, along with the Return of the Dispatcher/Scheduler.

With respect to the Partnership Agreement, no comments have been received on the proposed revisions and the next step is to work on a revised agreement with the Board's lawyer.

Ed McGugan referred to the statement in the minutes that changes to service levels were posted on SMART's web site, noting that he had been unable to find this information. The Manager noted that the information is included in a bright red band at the top of the home page, but there had been some trouble with the web site. He agreed to look into what happened to the information.

6. Correspondence

There were no current items of correspondence.

7. Manager's Reports and Recommendations

A. Report 2021-18 June 2021 Operational

The Manager presented the report noting that rides and user fees are increasing and group excursions are coming back.

The President asked about that each ride taking at least two phone calls, which could be onerous. The Manager said that this is the nature of the business, and some clients do not always have all the required information when they book and so have to call back, and some call to find out the driver's name, or to confirm details of their ride. These calls are in addition to the large number of calls coming in, many of which in turn generate outgoing calls. The President asked if there is an application that might reduce the number of calls and the Manager said he did not believe so. Dean Leifso said that in his business, some clients prefer to call to clarify issues or obtain additional details following a first contact. The President noted that this may present an opportunity to educate clients.

With respect to group excursions, the President asked if the costs of these are tracked. The Manager responded that they are often short runs, to the grocery store for example, and the cost is not a lot more than the \$804 in fees, and once gas tax is taken into account, these trips make a profit.

Motion #2021-048

Moved by Beth Hamilton; Seconded by Ed McGugan

That Report 2021-18 June 2021 Operational be approved as presented.

Carried

B. Report 2021-19 2021 First Half Operational

The Manager presented the report, noting that the situation is as solid as it can be given COVID-19 and there is a substantial amount in the gas tax account, although it is unknown what will happen with the gas tax in 2022, as there have been suggestions that it may be reduced by 25%. So this is a question, along with how quickly ridership will come back to previous levels.

With respect to the Municipal Transit Enhanced Cleaning Program (MTEC), SMART has received the full \$30,995 which is a onetime payment and the funds are shown on the balance sheet. The Manager added that incidental expenses for cleaning such as a package of disinfectant wipes, are not necessarily tracked.

Motion #2021-049

Moved by Mike Myatt; Seconded by Dean Leifso

That Report 2021-19 2021 First Half Operational be approved as presented.

Carried

C. 2021-20 Automation Potential with Novus

The Manager presented the report, explaining that Novus can schedule rides, but only if they have a set return time, which is not always the case with SMART clients. He outlined additional potential uses as outlined in the report, explaining that very few clients would likely use the automatic features, and there would be no benefit to adding them at this point.

Beth Hamilton asked if Novus is doing what was hoped for. The Manager said that when it was purchased, everything was done manually by one person, but now, any staff member can use Novus. This system allows some data to be extracted, but it is only as good as the information input into it. The main advantage is having a central location where any staff member can log in and see rides on the screen, and where vehicles are, for example. Novus also allows effective communication with drivers through their phones. Overall, Novus does what was hoped it would do, although there are other things that could be done. This system was originally developed for the school bus industry which is a structured ride environment, versus SMART which is unstructured.

Mike Myatt recalled that Novus cost \$120,000 and he asked if SMART was getting value for the money spent. The Manager said that the system is highly regarded and SMART did not overspend in purchasing it. Home and Community Support Services and KTransit both use it and it cost less than \$100,000 which was funded by the federal government. He believes that it is a good system that will last a long time. The maintenance fees for Novus are \$18,000/year.

Beth Hamilton suggested that there are likely people in the SMART system who could book their own rides in the same way that people can book COVID vaccinations, and that this is something that people such as family members of clients, might expect. She suggested a phased in implementation might be the way to go and would like to hear from Novus about this.

Ed McGugan said that he has experience purchasing expensive software, and it is common to use only a portion of a system as such systems are written for a large audience. He asked if there is a way to educate SMART clients so that they can book their own rides online and raised the issue of whether it would be worthwhile to spend additional funds on more automation.

The Manager said that there is a “book a ride” function on SMART’s web site which is electronic but not automated, so if people use it, the information then has to be input into Novus. He said that many of SMART’s clients prefer to talk to a person to book a ride, some do not have a cell phone and have no interest in getting one, and some do not have a computer. Many client registrations are done by phone, some clients do not have credit cards, and in some cases cash is given to drivers, and even sometimes sent in the mail. He is more than willing to use a ride booking app, but believes that clients like to speak to a person and if there was an app to book rides, only a small number would use it. The Novus system had to be purchased as a whole, and it is not possible to purchase only some modules. Updates to the system cost \$40,000, and it cannot be tried on a trial basis without spending that amount.

John Woodbury suggested keeping an eye on the industry as a lot of things in the IT world change quickly, as was seen as a result of COVID. He suggested a mixed system given the clientele, adding that more people are now accustomed to using technology due to COVID, as was seen in Southgate where more people attend virtual Council meetings than attended in person prior to the pandemic. He suggested that it may be a matter of education and active monitoring of the situation to see what will work. Dean Leifso agreed with John Woodbury, noting that he had a client who was paying their SMART bill by dropping off a cheque because they preferred the personal touch, but reported having difficulty finding SMART due to the signage not being obvious. He suggested looking for a hybrid solution that would allow both the personal touch and use of technology.

The President noted that the Board received the report for information and would monitor the situation for developments.

D. 2021-21 Incident Reporting Policy Revised

The Manager presented the report noting that the changes as requested at the last meeting had been incorporated, along with a form. Mike Myatt said he likes the form and asked about documenting near misses. It was pointed out that the form does provide for documenting near misses. Scott Mackey said that he is satisfied with the form and suggested that there should be space for the driver to sign and date it, as well as space for the Manager to sign and date it, a suggestion that was endorsed by the President.

Beth Hamilton asked if there are ever circumstances where drivers have to call a client's next of kin and asked if SMART collects this kind of information. The Manager said that in case of a collision, the driver would call the office, and on the weekend, would call the Manager. He added that there is a policy to cover emergencies that outlines how to proceed and in serious cases, the Manager would call the President, if, for example there was media interest.

Motion #2021-050

Moved by Ed McGugan; Seconded by Scott Mackey

That the Board approve the Incident Reporting Policy and that the form be amended to incorporate spaces for the driver to sign and date the form, and for the Manager, or other reviewer, to also sign and date the form.

Carried

E. 2021-22 Return of Dispatcher/Scheduler Revised

This report was referred to the closed session of the meeting.

F. 2021-23 Lifting Load Restrictions

The Manager presented the report, noting that it seems pointless to restrict loads if the riders are all from the same congregate setting. He suggested that lifting the load restrictions would apply only to group excursions from a single location, not individual rides from different locations. Scott Mackey suggested that this might be worth considering but not at the present time given the COVID counts in Grey Bruce.

Beth Hamilton said it seems logical but that the Manager should check with the Grey Bruce Public Health Unit. She suggested the Board could support it in principle, depending on the position of Public Health. The Manager was directed to contact the Public Health Unit and report back to the Board by email. The President noted that if Public Health gives the green light, the Board can approve the report electronically without having to call a meeting.

Later in the meeting, the information from the Public Health Unit was located and circulated. A statement sent to long term care licensees and retirement homes says that there are to be no excursions for long term care residents. It was agreed that if there are requests for excursions for long term care residents, the appropriate response is that SMART cannot provide such a service based on direction from the Medical Officer of Health, Dr. Arra.

The President noted that as a result, SMART should suspend group rides until further notice from the Medical Officer of Health.

8. Annual Wage & Salary Review Policy

Motion #2021-051

Moved by Scott Mackey; Seconded by John Woodbury

That the Board of Directors of SMART approve the Annual Wage & Salary Review Policy as presented.

Carried

9. Other Business

A. Grey Bruce Health Unit Statement on Business and Vaccine

Beth Hamilton brought to the Board's attention a recent statement from the Grey Bruce Public Health Unit on employees and COVID vaccinations which stated that businesses should strongly encourage their employees to get vaccinated and suggested providing time off to get the vaccine. She forwarded the statement by email to Board members and the Manager and said that she is in favour of having a policy to demonstrate support for vaccinations.

The Manager said that SMART does not have a vaccination policy and does strongly encourage staff to get vaccinated, although some staff are hesitant. He explained that if staff who are currently not vaccinated are provided with paid time off to get the vaccine, this would be unfair to those who have already gotten the vaccination on their own time.

John Woodbury noted that a presentation to County Council showed that 95% of the COVID cases that arose in the first two weeks of July were in people who were not vaccinated and that herd immunity with the Delta variant is 95%, compared to 75% prior to the appearance of the variant.

Scott Mackey suggested following up with Dr. Arra who has changed his position on vaccine passports and now agrees with them. According to the province's Science Table, the COVID situation is evolving, and as a result there may be changes to come since the unvaccinated are getting sick, and proof of vaccination may become mandatory in order to access services. The Manager asked whether a vaccination policy would apply only to COVID or to other vaccines. It was suggested that he ask this question when following up with Public Health on the question of lifting load restrictions.

The President noted that this issue is to be followed up at the next Board meeting.

B. Insurance

The Manager explained that the recent bill for fleet insurance showed an increase of 38%. The companies providing the insurance have been purchased by another insurance company. The Manager checked with a different company which declined the insurance and with another which would charge more than the current rate. A similar service to SMART operating in the Kitchener area with fewer vehicles pays more than SMART for its insurance, although the driving environment there is quite different. If the deductible were increased to \$5,000 for all perils, there may be a reduction in the premium. It is rare, however, for losses to exceed \$3,000 to \$4,000, and in such cases SMART pays for the repairs rather than making an insurance claim. Losses over the last 10 years have been about \$20,000 and the largest claims in the last 10 years have been where other drivers hit SMART vehicles.

SMART has in the past paid \$60,000 for fleet insurance and the recent renewal is \$85,000. The newly purchased vehicles have been added to the policy, older vehicles are not covered for all perils, and for those older than 6 years, all perils are dropped because they are fully depreciated. An increase in the deductible to \$5,000 would result in a \$2,400 savings. There are 31 vehicles on the policy, with the four to be sold having been removed.

Motion #2021-052

Moved by John Woodbury; Seconded by Scott Mackey

That the Board of Directors of SMART approve renewing the fleet insurance with an increase in the deductible on all perils to \$5,000.

Carried

Closed Session

Motion #2021-IC011

Moved by Scott Mackey; Seconded by Mike Myatt

That the Board of Directors of SMART move into Closed Session at 2:50 p.m. to discuss issues regarding identifiable individuals.

Carried

Reconvene in Open Session

Motion #2021-IC012

Moved by Ed McGugan; Seconded by John Woodbury

That the Board of Directors of SMART reconvene in Open Session at 2:58 p.m..

Carried

Motion #2021-053

Moved by Mike Myatt; Seconded by John Woodbury

That the Board of Directors of SMART authorize the Manager to bring SMART's Dispatcher/Scheduler back to work full-time on Monday, August 30, 2021.

Carried

10. Adjournment

It was agreed that the meeting scheduled for August 27 is to be rescheduled to October 1, 2021.

Moved by Scott Mackey; Seconded by Ed McGugan

That the Board of Directors of SMART adjourn at 2:59 p.m.

Carried

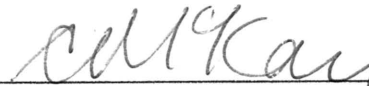
Recording Secretary Meeting Attendance

The Recording Secretary attended the following meetings in the third quarter of 2021:

- July 23, 2021



Warren Dickert, President



Catherine McKay, Recording Secretary

SAUGEEN MOBILITY

and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Friday, October 1, 2021, 1:30 p.m.

Board Members Present: Councillor Doug Bell, Municipality of Arran-Elderslie
Councillor Warren Dickert, Town of Hanover Councillor
Dean Leifso, Municipality of Brockton
Councillor Beth Hamilton, Municipality of West Grey
Mayor Scott Mackey, Township of Chatsworth
Councillor Ed McGugan, Township of Huron-Kinloss
Vice Deputy Mayor Mike Myatt, Town of Saugeen Shores
Mayor John Woodbury, Township of Southgate

Board Members Absent: Councillor Dave Cuyler, Municipality of Kincardine

Others Present: Roger Cook, Manager
Catherine McKay, Recording Secretary

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

1. Call to Order

President Warren Dickert called the meeting order at 1:30 p.m..

2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

3. Approval of the Agenda

Motion #2021-054

Moved by Mike Myatt; Seconded by Ed McGugan

That the agenda for October 1, 2021 be accepted as circulated.

Carried

4. Minutes of the July 23, 2021 General Board Meeting

Motion #2021-055

Moved by Scott Mackey; Seconded by Ed McGugan

That the Board approve and adopt the minutes of the July 23, 2021 General Board Meeting as circulated.

Carried

5. Business Arising from the Minutes

On item 7 F, Lifting Load Restrictions, the Manager reported that SMART is still doing group excursions subject to a 50% load restriction, so the groups are smaller. The load restrictions also apply to individual rides.

6. Correspondence

A. Email from Miguel Pelletier – Bruce County

The Manager informed the Board that he has emailed Miguel Pelletier's office three times with no response. The President noted that the lower tier municipalities seem to be on board, but the situation with the County is not clear. He also pointed out that there had been no response from three municipalities following SMART's letter writing campaign. Mike Myatt pointed out that the staff and political perspectives may be different, and a political initiative may be required to move things along. He noted that there was a unanimous vote at County Council in response to SMART's May 2020 presentation and the staff do not seem to be in a rush, and progress will be slow without a political initiative. The President requested that the Manager continue to follow up and keep the lines of communication open. The Manager suggested that it might be useful to meet with the

Bruce County Mayors as any decisions will be made by Councils. Mike Myatt suggested that more information may be required for the County to make a decision so that it is clear what it is being asked to approve and suggested the possibility of a feasibility study. The President noted that SMART had hoped to be part of the County's Transportation Master Plan but was not invited to participate in developing the Plan which has now been approved. He suggested SMART needs to keep this issue alive in order to get a response.

Ed McGugan noted that the report suggested the use of a software application, so it is looking to the future, although it is vague. He agreed that SMART is taking the right approach in making the County aware of its presence and efforts should work towards a real solution for people rather than something vague.

Scott Mackey suggested that the issue needs to be driven politically and a Notice of Motion to Council could direct the issue back to the County. He added that the Master Plan is an overarching document and since SMART is a specialized transit service, Council would have to request a staff report on specialized transit. John Woodbury suggested that SMART members from Bruce County speak to their Mayors to see what is required to advance the issue. The President requested that the Bruce County members approach their Mayors for feedback and guidance on how to move ahead and that they report back at the next SMART meeting so the Board can plan its next steps.

Beth Hamilton joined the meeting at 1:45 p.m.

7. Manager's Reports and Recommendations

A. Report 2021-24 July 2021 Operational

The Manager presented the report.

Motion #2021-056

Moved by Mike Myatt; Seconded by John Woodbury

That Report 2021-24 July 2021 Operational be approved as presented.

Carried

B. Report 2021-25 2021 August Operational

The Manager presented the report, noting that rides were down due to the heat in August. Based on preliminary numbers for September, rides appear to be up about 20%. He informed the Board of two incidents in August, neither of which caused injury. In one incident, a gate at a facility closed on the top of a vehicle, and in the second, an unsecured object fell onto the roadway in front of the SMART vehicle. No damage occurred, but the OPP were alerted due to the unsecured load.

Motion #2021-057

Moved by Dean Leifso; Seconded by Ed McGugan

That Report 2021-25 2021 August Operational be approved as presented.

Carried

C. 2021-26 Proposed Grey Highlands Contract

The Manager and Beth Hamilton met with Grey Highlands which expressed a keen interest. Beth Hamilton noted that the Manager did a great job responding to questions and Council wanted a full package of information to go to its Committee with a focus on those aged 65 and over. Scott Mackey asked if questions were asked about cost projections after the first year, adding that Grey Highlands has one long term care facility which is large. The Manager responded that they are aware that cost is based on population and that their share will increase. He emphasized that he had tried to make it clear that the \$24,000 cost in the first year is a starting point. Beth Hamilton confirmed that the Manager had made this clear.

Motion #2021-058

Moved by Mike Myatt; Seconded by Scott Mackey

That the Board of Directors of SMART approve the contract and have it sent to the Clerk at the Municipality of Grey Highlands for their consideration.

Carried

D. 2021-27 9-Passenger Buses

The Manager presented the report highlighting the price increases and SMART's contribution to the purchase of \$62,136. Scott Mackey asked if it would be better to have two 9 passenger vans SMART rather than an 18 passenger van, to provide more flexibility. The Manager inherited the 18 passenger vehicle and does not disagree that two 9 passenger vehicles might provide more flexibility. The President noted that the new vehicles need to be ordered before October 30, 2021 and the Board should have more detail before going ahead. Beth Hamilton noted that the item could be deferred to the next meeting on October 22, so that the Board could look at its options in terms of the mix of vehicles and what the situation would be if it had to stick to the budget. The Manager noted that a commitment to buy vehicles under ICIP has been made, and it is not clear if SMART can opt out of that commitment. Three vehicles remain to be purchased and the Manager agreed that more detail can be provided.

The matter was deferred to the October 22, 2021 meeting.

E. 2021-28 Vehicle Sales

The Manager presented the report, noting that the funds realized from the sale will help offset the cost of the new vehicles. The proceeds of the sale will go into the gas tax account and be reflected in the numbers presented at the next meeting. The report was received for information.

F. 2021-29 Benchmarking Statistical Analysis

The Manager presented the report, noting the following points from the analysis: SMART has more vehicles per population than the average, but operates in a larger area; its municipal contribution is below the average and it is more dependent on user fees; and its expenses are below the provincial average. In summary, he stated that SMART is well run financially. He will include this information in the Business Plan which is being prepared with the assistance of Jenelle Bannon of Bruce County who agreed that this analysis is important information. The report was received for information.

8. Pay & Benefits Policy

Catherine McKay noted that the HR Committee had requested amendments at its meeting of April 9, 2021 which are shown in red font in the policy presented.

Scott Mackey asked the Manager about how hours worked annually are tracked, noting that they impact the cost of health benefits. He would like to see a requirement that employees maintain 1,000 hours per year in order to remain on the plan. The Manager explained that employees have to work 1,500 hours to be enrolled in the plan, it can take several years to reach this threshold, and staff are only dropped from the plan if they request that their hours be reduced. Some employees have not met the 1,500 hour threshold in four years of working. Mike Myatt asked why it would be 1,000 hours compared to 1,500. Scott Mackey stated that this allows some flexibility and employees who are not providing service should not be covered by the benefits plan. In response to a question from the President, the Manager stated that about 12 out of 24 employees are currently on the benefits plan, which includes all office staff and 9 drivers, representing about half of the staff, most of whom are drivers.

The Manager explained that employees have to work 1,500 in the most recent 12 month period to be enrolled in the benefits plan and complete a continuous waiting period of one year. The President stated that the discussion seemed to revolve around what the requirement is to remain on the plan, and Scott

Mackey noted that the policy does not state what this requirement is. Catherine McKay explained that the benefits booklet states that after completing a continuous waiting period of 1 year, a permanent employee who continues to actively work at least 24 hours per week is eligible for the particular type of insurance coverage, and that 24 hours per week is different from 1,500 or 1,000 hours per year. Ed McGugan recommended that the HR Committee review the matter and make recommendations to the Board. Scott Mackey agreed, noting that he believed that the 24 hours per week requirement was new information. The Manager stated that the Benefits Booklet can be amended. Mike Myatt said that 1,200 hours per year would be acceptable, noting that this requirement is different from the 24 hours per week in the booklet. As Chair of the HR Committee, he said that he could call a meeting to review the matter. John Woodbury stated that the Benefits Booklet and the policy should be the same, and that the requirement should be 1,200 hours per year to remain on the benefits plan.

Beth Hamilton asked about the process to track employee hours and whether people would be affected immediately. The Manager stated that he can go back in the payroll records to get the required information and employees would only be dropped from the plan if their hours do not meet the threshold as a result of their request that their hours be reduced, rather than as a result of a reduction in work. Beth Hamilton noted that clear language is required in the policy or it will be difficult to administer.

The Board agreed that employees must work a minimum of 1,200 hours per year in order to maintain their benefit coverage and that such wording is to be included in the policy which is to be reconsidered at the October 22, 2021 Board meeting.

Beth Hamilton asked about the statement in the policy that the weekend begins at 5:00 p.m. on Friday. The Manager stated that it has no effect due to implemented service level changes and could be taken out, but also could remain in case service levels change.

With respect to the EAP being available on employees' cell phones, Warren Dickert asked if all office staff have SMART provided cell phones. The Manager responded that they do in order to respond immediately to drivers by phone or text in case of breakdowns. He also noted that the office staff carry their phones with them when not in the office to be able to respond in case of emergency. The phones cost \$55.00 per month and have a large pool of data and time, so the cost is not significant.

With respect to the statutory holidays in the policy, John Woodbury suggested adding the Civic Holiday, which is the first Monday in August. The Manager estimated the cost to be about \$3,000 in holiday pay plus \$500 - \$1,000 for time and a half. He was directed to calculate the cost of treating this day as a public holiday, which requires all employees be paid for the day and those who work, to be paid time and a half and present that information at the October 22, 2021 meeting.

Motion #2021-059

Moved by Beth Hamilton

That the benefit plan be amended to require employees to work 1,200 hours per year in order to maintain group insurance coverage.

Due to the lack of a seconder, the motion was not brought before the Board for consideration.

9. COVID-19 Vaccination Policy

Catherine McKay presented the policy, noting that it is practical and serves to control the spread of COVID. She added that there were recently new cases according to the Grey Bruce Public Health Unit and so the virus is still active and being transmitted. The intent of the policy is to protect SMART staff and clients from COVID.

Scott Mackey suggested adding a requirement that proof of vaccination must show that the vaccination was administered at least 14 days previously. He added the Grey County's policy addresses medical

exemptions, and the Manager explained that a person with a medical exemption would not be exempt from testing, so there is no need for the policy to explicitly address medical exemptions. Beth Hamilton felt that the policy was good and asked when and how it would take effect. The Manager said that it would take effect the date Board approval is given and would be emailed to staff and provided to them in paper copy if necessary. Dean Leifso noted that hospitals are starting to implement such policies that allow no exemptions, and if staff do not provide proof of vaccination, they are no longer employed. He asked how employees provide their test results given that many take SMART vehicles home at night. The Manager explained that they can email their test results to him. In response to a question from Beth Hamilton, the Manager noted that COVID screening continues through the use of screening questions, and consideration is being given to doing this electronically. A question arose about the screening forms that SMART has retained and Dean Leifso said that it may be able to destroy some of these records, but it should check with the Grey Bruce Public Health Unit as to retention requirements. Ed McGugan asked about who is required to do a Rapid Antigen Test and the Manager explained that only those who do not provide proof of vaccination and are working or entering SMART premises, and it was clarified that the policy requires employees to pay for these tests which are available from Shoppers Drug Mart. Doug Bell stated that this policy is a positive step and some organizations are not recognizing its importance on the basis that an employer cannot ask about vaccination status.

Motion #2021-060

Moved by Mike Myatt; Seconded by John Woodbury

That the second bullet point on page 2 of the COVID-19 Vaccination Policy be amended to state as follows: Proof issued by the Ontario Ministry of Health of full COVID-19 vaccine administration, the vaccine having been administered more than 14 days previously.

Carried

10. Revised SMART Partnership Agreement

The President explained that the Executive Committee had reviewed the agreement and suggested changes as highlighted in the meeting package. These were sent out for comments, with no comments having been received.

Concern was expressed about the withdrawal clause due to the internal workings of municipal councils, rather than the value of SMART. Discussion occurred about the right to vote, and it was suggested that as long as a municipality is a member, it should have the right to vote. Dean Leifso said that he could see the reasoning behind section 9.3, given that certainty is desirable. Several Board members disagreed with sections 9.2, 9.3 and 9.4. Warren Dickert said that 9.2 and 9.3 came out of a desire to come up with language to create stability and prevent the giving of notice to leave every year. Beth Hamilton pointed to a situation where all nine partners give notice, and the intent of the new section is to strengthen the partnership. She suggested that 9.3 could be changed such that notice could not be given in successive years as a means to ensure a stable and accountable partnership. Dean Leifso suggested a two year notice period, with opting out being allowed only twice per council term, removing the option of an annual withdrawal. Scott Mackey pointed out that Arran-Elderslie, Chatsworth and Southgate have all given notice, but in fact are still at the table. John Woodbury said that Southgate does not belong to a lot of partnerships and due to its size has that many fewer areas where costs could be cut. He believes the option should remain yearly but a decision to leave should be explainable. He also feels that this might have some effect if Grey Highlands were to join. He concluded that it would be a problem for Southgate if 9.2 and 9.3 were included in the agreement.

Beth Hamilton pointed out that the Board should also consider the question of stability for clients who might be left in the lurch by a municipality's decision to leave the partnership and she suggested looking for some middle ground.

Dean Leifso raised concerns regarding proposed clause 7.6, stating that if SMART went over its budget, this could be grounds for a partner to claim a breach of the agreement. Beth Hamilton said that the clause might be good Board policy but does not belong in the agreement.

Dean Leifso raised a question about proposed clause 4.2, asking how much notice was provided this year. The Manager noted that changes went into effect March 1 and notice was issued with the January billings, so in effect, the notice was less than 60 days. Dean Leifso suggested that this issue should be covered in a policy and not in the partnership agreement. He stated that 180 days would be a very long notice period and questioned if it was realistic.

On proposed clause 7.3, Beth Hamilton questioned whether agreements would be returned in time given the timeline. The Manager agreed that it would be difficult since it could take more than six months to get the agreement circulated to all Councils.

The President pointed out that the CAO of the Town of Hanover suggested that the title under the signature lines be changed to "CAO/Clerk", as some municipalities have a Clerk rather than a CAO.

Dean Leifso suggested that the reference to SMART should be "Hereinafter called "The Corporation"" rather than "Hereinafter called "S.M.A.R.T".

Motion #2021-061

Moved by Mike Myatt; Seconded by Scott Mackey

That proposed clause 9.2 Withdrawal of a Member not be added to the partnership agreement.

Carried

Motion #2021-062

Moved by Mike Myatt; Seconded by Scott Mackey

That proposed clause 9.4 Withdrawal of a Member be added to the partnership agreement.

Carried

Motion #2021-063

Moved by Scott Mackey; Seconded by John Woodbury

That proposed clause 9.3 Withdrawal of a Member not be added to the partnership agreement.

Carried

The Manager suggested changing "once" to "twice" as a compromise. Scott Mackey raised a point of order in that he had made a motion that had been seconded and should therefore be voted upon. A vote was held and the motion was carried.

Motion #2021-064

Moved by Beth Hamilton; Seconded by John Woodbury

That proposed clause 7.6 Funding not be added to the partnership agreement and that the Manager prepare and present a policy that no more than 60% of anticipated MTO Gas Tax funding shall be budgeted each year for any operational deficit.

Carried

Motion #2021-065

Moved by Dean Leifso; Seconded by Beth Hamilton

That proposed clause 4.2 Policy Development not be added to the partnership agreement.

Carried

Motion #2021-066

Moved by Beth Hamilton; Seconded by Doug Bell

That proposed clause 7.3 Funding be amended to delete the year 2022 and add the year 2025 such that the years covered include 2023, 2024 and 2025 and that the amended clause be added to the partnership agreement.

Carried

Motion #2021-067

Moved by Beth Hamilton

That the partnership agreement be amended to include a clause that a partner may only rescind a withdrawal once per council term.

Due to the lack of a seconder, the motion was not brought before the Board for consideration.

Beth Hamilton informed the Board that she had consulted with the CAO of West Grey about the most effective way to bring the agreement to Council. She suggested that an executive summary of the changes and the rationale for them be prepared, and that it include an example of the calculations of how the ratios affect contribution, with a Zoom meeting to review the summary. The President asked what the past practice has been and the Manager explained that a CAO roundtable was held every year before the end of June, although this did not take place during the pandemic. Beth Hamilton agreed that this would be a good next step.

Motion #2021-068

Moved by Beth Hamilton

That the Board approve the partnership agreement as amended and that it be sent to Councils for their consideration.

Due to the lack of a seconder, the motion was not brought before the Board for consideration.

Discussion ensued as to who should sign and whether SMART representatives should sign first. Concern was expressed that Councils might want to make changes to the agreement, and John Woodbury suggested that Board representatives should sign and then send it to Councils. Dean Leifso said that if SMART votes to sign it and it comes back with feedback from Councils, this will create a back and forth situation that would be difficult to bring to a conclusion. Mike Myatt said that Saugeen Shores could be concerned about rising costs.

The Board reviewed two spreadsheets that the Manager had circulated prior to the meeting, one showing the effect of adding kilometers to the 2021 contributions from October 1, 2019 to September 30, 2020, and the second showing the effect of adding kilometers to the 2021 contribution from October 1, 2018 to September 30, 2019. Beth Hamilton stated that conversations with CAOs are very important and the increase for Saugeen Shores appeared to be moderate. Mike Myatt agreed that this appears to be the case.

Beth Hamilton proposed that an updated partnership agreement be submitted to the next meeting so that the Board can see the changes, and that the costings be reviewed by the Executive Committee to ensure that they will be clear for Councils. Scott Mackey agreed, stating that the calculations have to be simplified so that the partners can see what they are paying today and what they will pay in the future. The President concluded that it is important that all parties are well and clearly informed. It was agreed that the Executive Committee will work on the issue.

11. Open SMART Meetings to the Public

The President introduced the issue by saying that it is not entirely clear if the Municipal Act requires SMART meetings to be open to the public, but proposed that the simplest approach is to make them public. Dean Leifso asked about the cost, and the President noted that notice would be posted on the web site and there would be no cost to doing this. This would be consistent with the practice of the Saugeen

Municipal Airport Commission which posts its agendas and notice of meetings on its web site, along with information as to the location of the meeting, either in person or by Zoom. Discussion turned to SMART's by-law as a possible authority on whether meetings should be public. The Manager said it was put in place in January 2010, although it was unclear whether it in fact has been passed. The Recording Secretary agreed to email the by-law to Board members.

The Board agreed to develop a policy on ensuring that SMART Board meetings are open to the public.

12. Other Business

A. Town of the Blue Mountains Presentation

The Manager and the President attended Blue Mountains Council on September 21, 2021. The President stated that the presentation was well done, and although the level of interest did not seem to be strong, it was a good sign to receive a response to the letter writing campaign. The Manager suggested visiting Georgian Bluffs as well, and added that Owen Sound and Meaford are have contracts with First Student for their specialized transit which expire in 2023.

In further matters of Other Business, Mike Myatt asked when the 2022 budget would be presented. The Manager confirmed that a proposed budget will be presented at the October 22, 2021 meeting. Mike Myatt further asked about the status of an office staff member who resigned, and the Manager explained that the position had been advertised at the YMCA in Hanover and Owen Sound, and as a result a suitable candidate was identified and hired on contract until March. This person has been on board for one month so far and is doing well in the job. They will only be available until the end of July, so the issue of a vacancy at that time will have to be addressed.

13. Adjournment

The President thanked Board Members for their patience in covering a significant amount of important material.

Moved by Scott Mackey; Seconded by Ed McGugan
That the Board of Directors of SMART adjourn at 4:05 p.m.
Carried



Warren Dickert, President



Catherine McKay, Recording Secretary

SAUGEEN MOBILITY

and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Friday, October 29, 2021, 1:30 p.m.

Board Members Present: Councillor Warren Dickert, Town of Hanover Councillor, Board President
Councillor Beth Hamilton, Municipality of West Grey, Board Vice-President
Vice Deputy Mayor Mike Myatt, Town of Saugeen Shores, Board Past President
Councillor Dave Cuyler, Municipality of Kincardine
Deputy Mayor Mark Davis, Municipality of Arran-Elderslie (for Doug Bell)
Councillor Jim Frew, Township of Southgate
Dean Leifso, Municipality of Brockton
Mayor Scott Mackey, Township of Chatsworth
Councillor Ed McGugan, Township of Huron-Kinloss

Board Members Absent: None

Others Present: Roger Cook, Manager
Catherine McKay, Recording Secretary

Guests: Kym Bruce, Senior Group Marketing Representative, RWAM Insurance
Administrators, Elmira
Justin Bumstead, President/Group Benefits Specialist, Bumstead Insurance Ltd.,
Owen Sound

The meeting was conducted by videoconference in light of the COVID-19 pandemic.

1. Call to Order

President Warren Dickert called the meeting order at 1:30 p.m. and welcomed new Board Member Jim Frew and Mark Davis.

2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

3. Approval of the Agenda

Motion #2021-069

Moved by Mike Myatt; Seconded by Dave Cuyler

That the agenda for October 29, 2021 be accepted as circulated.

Carried

The Manager noted that on item 8C, the best price provided by Girardin Blue Bird is locked in until 3:00 p.m.. The Manager outlined the history of vehicle purchases for the benefit of new Board members, noting that more funding will come available from the Investing in Canada Infrastructure Program (ICIP). Applications must be submitted by early 2024 and he has been working with Chris Walker, Director of Corporate Services/Treasurer for the Town of Hanover, to obtain funding for future SMART vehicles.

4. Presentation by RWAM Insurance Administrators

The Chair introduced Ms. Bruce and Mr. Bumstead who is the broker for the benefits plan and handles the renewals. The presentation was arranged to put the Board's mind at ease given questions that have arisen with respect to eligibility and continuing to qualify for benefits.

Mr. Bumstead presented a Schedule of Benefits, noting that RWAM is the third party benefits administrator. He reviewed the insurance which includes life, accidental death and dismemberment, long term disability, extended health care, critical illness and an employee assistance program. The insurance

is premium based, and employees pay the premiums through payroll deductions, except for extended health care and dental care, which is self-insured.

The following points were made by Ms. Bruce.

- The eligibility criteria to join the plan is set by SMART. SMART's criteria are non-typical. Typical criteria are usually three, or six months, or one year plus a minimum number of hours worked. The key is the 24 hours of work per week, with 20 hours per week as the minimum to be eligible for long term disability insurance. Some organizations have requirements of 20, 30 or 40 hours per week, and groups with part-time employees might have a minimum of 15 hours per week, but this would not apply to long term disability. If the plan is not meeting SMART's needs, it can be changed.
- It is tricky to get on the plan given SMART's eligibility criteria, although the requirement to work a certain number of hours could be reduced. The concern is staying on the plan and who monitors that. For example, an employee who is only working 15 hours per week is not eligible for long term disability insurance. SMART should stick to the plan guidelines to avoid issues regarding long term disability claims down the road since the eligibility criteria must be met to have a claim approved. The SMART benefits booklet says that employees must work 24 hours per week to be eligible.
- If employees are removed from the plan and then put back on, they tend to use the plan as much as they can when they are covered, which would have a negative effect on experience, which determines the cost. It is important when qualifying employees or taking them off the plan that such decisions are supported by the terms of the insurance policy, documented as to how they will be handled, and all handled in the same manner, rather than being decided as situations arise.
- Extended health care for SMART employees is self-insured on an Administrative Services Only (ASO) basis. This means that RWAM facilitates payment of claims and invoices SMART for the amount paid out in claims plus an administrative fee. Both single and family coverage are provided for Extended Health Care and Dental Care. Employees who opt for family coverage pay the difference between the cost of single and family coverage. The cost, regardless of whether ASO or fully insured, is based on claims experience. The ASO fund, which is SMART's money, accumulates and there is a monthly reconciliation sent to SMART. The insurance is renewed once a year based the cost for claims in a fully insured plan plus an adjustment for inflation and an adjustment based on claims experience. Mr. Bumstead said he receives a monthly report on the plan.
- The \$15,000 maximum for drugs, is per family, but the limit is the same for an individual. This is not particularly high or low as a limit and some plans offer unlimited drug coverage. There are some very high priced drugs these days, so it is good to have a maximum. Mr. Bumstead added that this limit was put in place several years ago and prior to that there was no limit.
- It is very important that the benefits booklet does what SMART wants for its employees and that its administrative practices match what is in the plan/booklet. There is some leeway in Extended Health and Dental Care as they are self-insured, but for the other benefits there should be no discrepancy or questions about eligibility. She asked what SMART wants its benefits plan to do, how it wants to administer it and when it would like employees to be added to and removed from the plan.
- Eligibility criteria could be changed such that hours are averaged to 24 per week. The Infectious Disease Emergency Leave (IDEL) still applied during COVID and therefore no claims would be denied. However, if an employee was only working in the summer, they would be seasonal and should not be on the benefits plan.
- Outside of IDEL, an employee working 15 hours per week would not be covered because the minimum is 24 hours per week. She added that SMART management is responsible for adding and removing people from the plan and RWAM does not know who should be on or off.

The following points arose as a result of discussion and questions from Board members:

- SMART's practice has been to include employees on the plan if they work 24 hours per week on average or 1,200 hours per year. Employees who request that their hours be reduced such that they do not meet that threshold are removed from the plan. If an employee's hours fall below the threshold through no fault of their own, they are not removed from the plan. This requires a lot of monitoring which is the Manager's responsibility. He added that it is illegal during the COVID pandemic to remove employees' benefits coverage if their hours of work are eliminated or reduced as

a result of COVID. The Manager said that there should be some flexibility to allow people to stay on the plan if there is not enough work and their hours are reduced through no fault of their own. He said that if an employee is making a good faith effort to work and not asking for their hours to be reduced, they should stay on the plan. The less an employee works, the larger the proportion of their pay is taken up by benefit premiums. Ms. McKay noted however, that health and dental insurance is not paid for by employees through premiums deducted from their pay, but by SMART through the Administrative Services Only arrangement.

- The Board should be getting an annual report on the benefit plan as part of its due diligence.
- SMART's workforce is largely part-time and therefore who is on the plan must be monitored.
- Kincardine casual staff have no benefits and full and part time staff have their benefits prorated to hours worked. All benefits are paid for and employees do not pay very much. Benefits provided are what is in the written agreements.
- Mr. Bumstead was asked which of the SMART member municipalities his company provides service to. He said he is not familiar with the municipalities which make up the SMART Board, so would not be able to say, but his organization has a lot of public sector clients.
- The member municipalities could be canvassed and SMART's plan should not go beyond what they have, but should be fair.
- The plan could be changed to 24 hours per week averaged over 3 months for example and Ms. Bruce should be consulted as to whether this would be acceptable.
- The plan should be tailored to non-COVID times.
- RWAM could be asked to help with wording changes and an analysis could be done to find out over what period of time it would take an employee to work 24 hours per week on average.
- LTD is for wages and there was a question about whether it would be the same for a full time employee as for a part time employee.
- Dean Leifso suggested having insurance as an agenda item at a future meeting to make recommendations as to coverage and the ASO arrangement.

The President thanked Ms. Bruce and Mr. Bumstead for their information and noted that the presentation was for information only.

Due to time requirements to place the bus order, the Board deviated from the agenda to consider item 8 C.

8. C. 2021-32 2022 Passenger Buses Revised

Motion #2021-070

Moved by Scott Mackey; Seconded by Mike Myatt

That SMART award the contract to purchase 3 2022 9-passenger buses to Girardin Blue Bird at a cost of \$320,400 plus taxes.

Carried

The Board took a short recess after which the Manager confirmed that the order had been placed.

5. Minutes of the October 1, 2021 General Board Meeting

Motion #2021-071

Moved by Ed McGugan; Seconded by Dean Leifso

That the Board approve and adopt the minutes of the October 1, 2021 General Board Meeting as circulated.

Carried

6. Business Arising from the Minutes

Load Restrictions

According to the Grey Bruce Health Unit, load restrictions can be dropped if SMART requires proof of vaccination from every client. The Manager said that this presents a significant operational issue requiring client files to be updated with vaccination status. He prefers to stay at 50% load restrictions,

These minutes are considered to be in draft form until signed by the President and the Recording Secretary.

noting that the Province says that restrictions will be lifted on January 17. Dave Cuyler noted that there has been a break out in Kincardine schools, and in light of this, lifting of restrictions may not occur as planned. Beth Hamilton suggested that the Manager speak to his peers about a vaccination passport which he said is being worked on. Mark Davis suggested a report on what others are doing, and the possibility of charging double for clients who are not vaccinated. The President suggested that the Board maintain the status quo on load restrictions for the present.

Bruce County Master Transportation Plan

The Manager met with Bruce County officials Miguel Pelletier, Director, Transportation and Environmental Services and Jill Roote, Manager of Economic Development on October 13, 2021. They were supportive of SMART's business plan which is being prepared with the assistance of Jenelle Bannon of Bruce County. Once the business plan is complete, it will be submitted to the Executive Committee as well as Kim Cosgrove at the County, and then back to Mr. Pelletier with recommendations and a report to be reflected in the 2023 budget.

Other Issues Arising

The contract was sent to Grey Highlands but no word has yet been received.

The vaccination policy has been implemented and the testing is working out. One driver has left as a result of not wanting to provide proof of vaccination or take COVID tests. Employees do the tests on their own time and they send a photo of the test, which must be dated, to the Manager.

The Executive Committee met on the partnership agreement which is a complex matter and will be deferred to a special Board meeting in the new year.

Mike Myatt noted that SMART Board meetings are not currently open to the public although the feeling is that they should be, but would there should be some parameters around doing so.

7. Correspondence

Many Board members noted that they had received communications expressing the concerns outlined in the correspondence. In the past, service was virtually 24/7 with rides being provided when clients wanted them. Now, service runs from 6 a.m. to 6 p.m. Monday through Friday, 7 a.m. – 5 p.m. on Saturday, with no service on Sundays or holidays. The following points were made in the discussion:

- A lot of time was spent reviewing hours of service, but now that the effects of the changes are becoming apparent, it may be time to revisit the results of the Level of Service Review which was meant to ensure that SMART is sustainable.
- The Level of Service Review did a good job of reducing costs and bringing the budget into line, but SMART cannot be everything to everybody.
- The service changes may be harming people's mental and social wellbeing since the ability to get out in the evening and on Sunday is important and there are not a lot of options for SMART's clients.
- There was general agreement that the level of service should be revisited and suggestions were made as to how to address the issue including:
 - Expand into Friday and Saturday nights.
 - Expand into 9 a.m. to 2 p.m. Sunday for church services.
 - Offer group excursions outside of regular hours.
 - Operate for profit (rent a bus and driver) for non-member municipalities.
 - Pursue alternate sources of income such as donations, fundraisers and corporate sponsorships.
 - Set a fixed number of hours of operation per week and apply flexibility in how they're used (e.g. give up some time on weekday mornings and add that time to evenings).
 - Stick to core hours and offer service that can be booked at cost recovery for anything beyond.
 - Expand the partnership to other municipalities.
 - Address the issue of "grandfathered" long term care homes which still get excursion service but have money in their budgets for recreation.

Motion #2021-072

Moved by Mike Myatt; Seconded by Dave Cuyler

That the level of SMART service be referred back to the Level of Service Committee to consider the impact of service changes and develop recommendations for further service adjustments for Board consideration.

Carried

It was agreed that Board members should send any comments they wish to have taken into account to the Level of Service Committee.

8. Manager's Reports and Recommendations

A. Report 2021-30 September 2021 Operational

The Manager presented the report noting that ridership was up 20% over August and 25% over September 2020.

Motion #2021-073

Moved by Dean Leifso; Seconded by Dave Cuyler

That Report 2021-30 September 2021 Operational be approved as presented.

Carried

B. Report 2021-31 2021 Third Quarter Operational

The Manager presented the report, noting that group rides are coming back and expenses were down.

Motion #2021-074

Moved by Mike Myatt; Seconded by Scott Mackey

That Report 2021-31 2021 Third Quarter Operational be approved as presented.

Carried

C. 2021-32 2022 9-Passenger Buses Revised

This report was approved earlier in the meeting.

D. 2021-33 Cost of Adding a Paid Holiday

This report will be considered as part of the budget process.

E. 2021-34 Proposed 2022 Operational Budget

The Manager presented the report, noting increases in fuel and insurance which are not within SMART's control. Discussion covered the following points.

- Estimated increases in municipal contributions for Chatsworth and Arran-Elderslie of 25% and 43% will be difficult to take back to those Councils when 2022 will be a challenging budget year. The increase in the municipal contribution is 23% over 2021, which is quite large. The Manager stated that ridership was down 21.3% overall and down 2.4% in Arran-Elderslie, which caused its share to increase as demonstrated in the spread sheet provided with the report.
- More rides are projected and driver wages are increased, but there is no corresponding increase in user fees. The Manager explained that in 2021 rides did not increase as expected and so he felt it was better to under estimate fees, and many factors affect the level of rides such as the number of local versus longer distances rides which generate more revenue. Also, load restrictions will remain in place and whether clients are taking rides individually or in groups has an impact. He said it is very difficult to predict rides. It was suggested that the budget should be set on the basis pre-COVID levels of expenses.
- The partnership agreement may need to be changed since the contribution is based only on one year's numbers and he would find it very difficult to sell the proposed increase which amounts to 1% of taxes, and perhaps user fees need to be doubled.

- There are only two companies providing insurance for public transit, so there is not a lot of choice or options to reduce the cost.
- The question was asked about why driver wages increase by 15.2% from \$600,000 to \$692,000, but rides are shown as staying the same and why would rides increase but not revenue.
- The question was asked if there was any way to reduce insurance costs, and are they affected by how vehicles are stored (e.g. at employees' homes vs. in a lock-up). The Manager explained that the costs are mostly for liability to cover the high costs of medical treatment. SMART has moved to a \$5,000 deductible on all perils. The insurance renews in the summer and he anticipates an increase next summer over which SMART has no control.
- If the Board is satisfied with the current level of contribution, it should remain as is with future increases based on inflation. All municipal partners experience increases in insurance and fuel and perhaps user fees should increase. The Level of Service changes were made to maintain the \$650,000 contribution and increases in expenses are the new reality, not an anomaly. It should be determined what level of service a contribution of \$650,000 would support. A business case to justify the budget should be made acknowledging increasing costs and showing how SMART will operate within a budget. The current budget asks for a contribution of \$800,000.
- The partnership agreement seems to be driving the numbers up and that this results in an imbalance, a reason to review the agreement.

Motion #2021-075

Moved by Scott Mackey; Seconded by Ed McGugan

That SMART's budget for 2022 be based on a municipal contribution of \$682,500, a 5% increase over 2021, and that increases in user fees or reductions in service be instituted if necessary to meet the budget and cover any shortfalls.

Carried

9. Adjournment

The Board agreed to change the date of the next meeting from November 26, 2021 to December 3, 2021.

The Manager reminded Board members of the requirement in the COVID-19 Vaccination Policy for them to provide proof of vaccination before attending SMART premises.

The President thanked Board Members for their patience in covering a significant amount of important material.

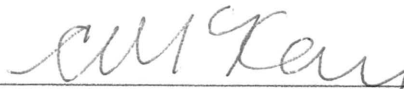
Moved by Mike Myatt; Seconded by Dean Leifso

That the Board of Directors of SMART adjourn at 4:18 p.m.

Carried



Warren Dickert, President



Catherine McKay, Recording Secretary

SAUGEEN VALLEY CONSERVATION AUTHORITY

Conservation through Cooperation

MINUTES

Meeting: Authority Meeting
Date: Thursday November 18, 2021, 1:00 p.m.
Location: Electronic

Chair: Maureen Couture

Members present: Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Steve McCabe, Don Murray, Dave Myette, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart

Others present: Jennifer Stephens, General Manager / Secretary-Treasurer
Erik Downing, Manager, Environmental Planning and Regulations
Donna Lacey, Manager, Forestry and Lands
Laura Molson, Manager, Corporate Services
Cassandra Malo, Resources Information Technician
Irena Kontrec, Resources Information Technician
Janice Hagan, Executive Assistant / Recording Secretary

Chair Maureen Couture called the meeting to order at 1:00 p.m.

1. Land Acknowledgement

The following Land Acknowledgement was read by Steve McCabe:

As we work towards reconciliation with Indigenous people, we begin our meeting today by respectfully acknowledging that we are situated on Traditional Territories and Treaty Lands, in particular those of the Chippewas of Saugeen Ojibway Territory known as the Saugeen Ojibway Nation.

As shared stewards of Ontario's land and water resources – along with the First Nations community – Saugeen Valley Conservation Authority appreciates and respects the history and diversity of the land and its peoples and are grateful to have the opportunity to meet in this territory.

2. Adoption of Agenda

An additional report had been circulated under New Business: Expanded Scope of Work with the Nuclear Waste Management Organization. It was also requested that the frequency of levy payments be discussed.

Motion #G21-119

Moved by Cheryl Grace

Seconded by Paul Allen

THAT the agenda be adopted as amended.

After discussion, the motion was amended.

Moved by Mark Davis

Seconded by Don Murray

THAT the agenda be adopted as originally circulated.

DEFEATED

Since the amended motion was defeated, the original motion was voted upon and was carried.

3. Declaration of Pecuniary Interest

No persons declared a pecuniary interest relative to any item on the agenda.

4. Approval of Authority Meeting Minutes - October 21, 2021

Motion #G21-120

Moved by Steve McCabe

Seconded by Diana Rae

THAT the minutes of the Authority meeting, held on October 21, 2021, be approved as circulated.

CARRIED

5. Introductions of New Director and Staff

Chair Couture announced that Director Mike Myatt, Councillor from the Town of Saugeen Shores, had resigned from the SVCA Board, and that Councillor Dave Myette had been appointed by the Town to replace him.

The following new staff were introduced:

- a. Irena Kontrec, Resources Information Technician
- b. Cassandra Malo, Resources Information Technician

6. Matters Arising from the Minutes

- a. Vaccination Policy

Jennifer Stephens discussed the vaccination policy and advised the Board that legal counsel had recommended several amendments. Several sections have been incorporated, including an effective date, records retention, privacy, policy, and amendments. Further recommendations included more specific requirements to the Roles and Responsibilities section and revisions to administrative consequences.

7. General Manager's Report (verbal)

Website and new logo

The new website has been launched. Jennifer acknowledged the Website Working group for their efforts. It was noted that tremendous positive feedback has been received from other conservation authorities and the public.

Municipal delegations

The proposed 2022 Budget has been circulated to the municipalities. Jennifer has begun delegations at municipal council meetings to discuss the budget and the development of the *Conservation Authorities Act* transition plan.

Rebranding

The Authority branding strategy is nearing completion and is being scrutinized to ensure conformity with the phase 1 Regulations and mandatory programs and services.

Strategic plan

A draft plan report will be brought to the Board at the scheduled December meeting with respect to development and next steps.

***Conservation Authorities Act* Transition plan**

A draft report will be brought to the December meeting. The plan is required to be submitted by December 31, 2021.

Office space retrofit

Some office space is being retrofitted to allow for as many staff as possible to return to the office.

8. Consent Agenda

Motion #G21-121

Moved by Dan Gieruszak

Seconded by Barbara Dobreen

THAT the reports, Minutes, and information contained in the Consent Agenda, [item 8], along with their respective recommended motions be accepted as presented.

CARRIED

9. New Business

a. Information Technology Storage Infrastructure

Laura Molson noted that the current storage array should be replaced in conjunction with the current scheduled replacement of servers and IT equipment. There was no discussion.

Motion #G21-122

Moved by Steve McCabe

Seconded by Tom Hutchinson

THAT staff be directed to proceed with the procurement of information technology storage array equipment.

CARRIED

b. Amendments to the Section 28(3) *Conservation Authorities Act* Hearing Guidelines

Erik Downing discussed the report as presented. Staff recommend that the *Conservation Authorities Act* Hearing Guidelines as approved by Conservation Ontario be adopted by SVCA.

Motion #G21-123

Moved by Cheryl Grace

Seconded by Steve McCabe

BE IT RESOLVED THAT the amendments to the “Conservation Authorities Act Hearing Guidelines” dated September 16, 2021 (CO and NDMNRF, 2005; amended 2018 and 2020) be endorsed as Saugeen Valley Conservation Authority’s *Conservation Authorities Act* Hearing Guidelines, as amended.

CARRIED

c. Memorandum of Understanding with Hydro One Networks Incorporated

Erik reviewed the MOUs as negotiated and endorsed by Conservation Ontario and recommended that SVCA be guided by this MOU to ensure uniformity across the province.

Motion #G21-124

Moved by Diana Rae

Seconded by Dave Myette

BE IT RESOLVED THAT the Protocols for Obtaining Permission under Section 28 of the Conservation Authorities Act for Common Hydro One Maintenance and Construction Activities be endorsed for use in the SVCA watershed;

AND FURTHER THAT the Hydro One Application Form be used to acquire Permissions from SVCA relative to administration of Section 28 regulatory responsibilities.

CARRIED

d. Land Donation

Donna Lacey informed the Board that a landowner had expressed interest in donating property to SVCA through the Eco Gifts program. This property, which borders on 3 sides by SVCA land, is Class 1 Wetland and staff recommend the property be acquired by the Authority. The annual property taxes would be minimal.

Motion #G21-125

Moved by Dan Gieruszak

Seconded by Don Murray

THAT SVCA accepts the donation of Concession 19, Lot 25, Township of Proton, Municipality of Southgate, with gratitude, as recommended by staff.

CARRIED

e. Expanded Scope of Work with the Nuclear Waste Management Organization

Jennifer expanded on the report as submitted. She noted that SVCA had entered a Fee for Service agreement with NWMO in June 2021 to perform water quality testing and hydrology monitoring services. NWMO has approached SVCA to facilitate administration of biodiversity programs in the watershed in early 2022. SVCA would benefit from the data collected in the three project areas. SVCA's main role would be to reach out to landowners to determine their interest in participating in these programs. The Directors communicated that they felt NWMO's expertise was in outreach and SVCA's value was in the collection of scientific data. After discussion, the following motion was defeated.

Motion #G21-126

Moved by Mike Niesen

Seconded by Steve McCabe

WHEREAS the Saugeen Valley Conservation Authority entered into a Fee for Service Level Agreement with the Nuclear Waste Management Organization (NWMO) for surface water and hydrology monitoring services;

AND WHEREAS the Saugeen Valley Conservation Authority has an interest in the conservation and protection of the natural environment;

BE IT RESOLVED THAT SVCA enter into an expanded scope of work with the Nuclear Waste Management Organization to assist in the delivery of the environmental DNA, aquatic habitat mapping, and terrestrial ecosystem mapping programs;

AND FURTHER THAT staff be directed to pursue hiring the staff support necessary to deliver this expanded scope of work.

DEFEATED

10. Other Business

a. Frequency of Levy Payments

Chair Couture indicated that questions had been brought forward regarding the submission of the levy payments on a quarterly basis rather than twice per year as is the current practice. Staff were directed to submit a report with the advantages and disadvantages of changing the frequency of payments.

Motion #G21-127

Moved by Diana Rae

Seconded by Tom Hutchinson

THAT staff be directed to submit a report on the advantages and disadvantages of changing the frequency of municipal levy payments to SVCA.

CARRIED

- b. Director Myette was asked about his willingness to participate in the committees that have vacancies because of Mike Myatt's resignation. Mr. Myette agreed to participate in the Property and Parks Committee and the Forestry Committee.

Motion #G21-128

Moved by Sue Paterson

Seconded by Dan Gieruszak

THAT Dave Myette be appointed to the Forestry Committee and the Property and Parks Committee.

CARRIED

There being no further business, the meeting adjourned at 3:08 p.m. on motion of Barbara Dobreen and Paul Allen.

Maureen Couture
Chair

Janice Hagan
Recording Secretary

Grand River Conservation Authority

Report number: GM-12-21-100

Date: December 17, 2021

To: General Membership of the Grand River Conservation Authority

Subject: Final Transition Plan – Requirement under Ontario Regulation 687/21

Recommendation:

THAT the Grand River Conservation Authority Transition Plan be approved;

AND THAT the Transition Plan be circulated to all participating municipalities and the Ministry of Environment, Conservation and Parks.

Summary:

Not applicable.

Report:

Under *Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services*, each conservation authority is required to create a Transition Plan that outlines the steps to develop an inventory of programs and services (category 1-3) and to enter into agreements with participating municipalities to fund category 2: Municipal programs and services. The Transition Period starts on the date the regulation was released and ends on January 1, 2024.

On November 26, 2021, the draft Transition Plan was presented to the Board and circulated to all participating municipalities. Other than minor amendments to wording, no comments or concerns were received on the draft plan.

Once the Transitional Plan is approved, the plan will be circulated to all participating municipalities and the Ministry of Environment, Conservation and Parks prior to the legislative deadline of December 31, 2021. The Transition Plan will also be posted on the Grand River Conservation Authority's website for public access.

Financial Implications:

Not applicable.

Other Department Considerations:

Not applicable.

Submitted by:

Samantha Lawson
Chief Administrative Officer

Grand River Conservation Authority Transition Plan

Date: November 26, 2021

Amendments:

Background

In 2015, the Province initiated a review of the *Conservation Authorities Act*. Since then, Bill 139 (2017), Bill 108 (2019) and Bill 229 (2020) have been passed that included several amendments to the Act. The purpose of these amendments are to provide greater transparency, consistency, accountability and governance for Conservation Authorities. On October 4, 2021 the Ministry of Environment, Conservation and Parks (MECP) released the Phase 1 regulations to implement a portion of the amendments that were made to the *Conservation Authorities Act*. *Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services* was part of this grouping and requires the Grand River Conservation Authority (GRCA) to have a Transition Plan that outlines the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund municipal driven programs and services through a levy. It also establishes the transition period and timelines to enter into those agreements.

The purpose of the Transition Plan is to prepare the GRCA and participating/watershed municipalities for the change to the budgeting process based on the delivery and funding of the three categories of programs and services. These categories include:

1. mandatory programs and services where municipal levy could be used without any agreement;
2. programs and services subject to municipal approval and municipal funding through a MOU;
3. other programs and services an Authority determines are advisable, with alternate funding (e.g., provincial, federal, municipal agreement and/or self-generated revenue)

Under Regulation 687/21, the transition period is to be completed no later than January 1, 2024.

There are two main components to the transition period. The first part is to develop a Transition Plan which consists of a workplan/timeline for the completion of major milestones during the transition period, process of consulting and negotiating with municipalities on Memorandums of Understandings (MOUs) for the delivery of municipal requested programs and services and a draft inventory of programs and services offered by the GRCA. This Transition Plan is to be completed and submitted to MECP no later than December 31, 2021 and posted to the GRCA's website.

A final version of the inventory for programs and services is required to be circulated to participating municipalities and submitted to the MECP no later than February 28, 2022. The inventory for programs and services must also be posted to the GRCA's website.

The second part of the transition period includes developing, , negotiating and finalizing agreements (MOUs) with municipalities in accordance with the regulation for municipal programs and services. These agreements must be in place (Municipal Council and the General Membership approved) by January 1, 2024.

General Membership of the GRCA Approval Process

The General Membership of the GRCA is required to approve the Transition Plan and the Inventory of Programs and Services prior to the submission to MECP, circulation to municipalities and posting on the GRCA's website.

Recognizing the amount of work and input required by the GRCA to meet the transition date of January 1, 2024, the General Membership established an Ad-Hoc Governance Committee (Resolution No. 21-03 -January 22, 2021) to provide input and direction to staff on adapting to the changes of the *Conservation Authorities Act* and subsequent Regulations. This committee will meet regularly throughout the transition period.

Tracking of negotiations and milestones throughout the transition period will be provided to the Ad-hoc Committee for consultation and to the General Membership for approval. These quarterly reports will then be submitted to MECP and posted to the GRCA's website. Once the MOUs are approved by the General Membership and Municipal Council, these agreements will be made available to the public on the GRCA website.

The final submission report to MECP will contain all approved MOUs and the final Inventory of Programs and Services. This submission is due on January 31, 2024 and is the end of the transition period. The 2024 GRCA budget will reflect the revised funding framework.

Municipal Consultation Process

The GRCA has 38 watershed municipalities and 22 participating municipalities within its jurisdiction. Participating municipalities contribute to the general levy and also appoint members to the GRCA Board of Directors. The following are designated under the *Conservation Authorities Act* as GRCA participating municipalities:

- Town of Grand Valley
- Township of Amaranth
- Township of Melancthon
- Township of East Garafraxa
- Township of Southgate
- Township of Mapleton
- Township of Wellington North
- Township of Centre Wellington
- Town of Erin
- Township of Guelph/Eramosa
- Township of Puslinch
- City of Guelph
- Region of Waterloo
- Municipality of North Perth
- Township of Perth East
- Halton Region
- City of Hamilton
- Oxford County
- County of Brant
- City of Brantford
- Haldimand County
- Norfolk County

All participating municipalities will be circulated a copy of the approved GRCA Transition Plan.

Consultation with the participating municipalities will be ongoing throughout the transition period. Key contacts and timelines/meetings will be established with all participating municipalities and other interested watershed municipalities. Input received through these discussions and negotiations will be incorporated into the Inventory of Programs and Services on a continuous basis. GRCA staff will also be available to attend any council meeting, where requested.

Adjacent Conservation Authority Consultation Process

The GRCA shares municipal boundaries with 10 adjacent Conservation Authorities. It will be important to maintain contact and consult with senior staff at adjacent Conservation Authorities during the development of their Transition Plans, Inventory of Programs and Services and also when negotiating MOUs with shared municipalities. Wherever possible, staff will strive for consistency amongst the adjacent Conservation Authorities on terminology, conditions of agreements, etc.

The GRCA shares municipal boundaries with the following Conservation Authorities:

- Maitland Valley Conservation Authority
- Credit Valley Conservation
- Niagara Conservation Authority
- Hamilton Conservation Authority
- Conservation Halton
- Nottawasaga Valley Conservation Authority
- Grey Sauble Conservation
- Saugeen Conservation
- Upper Thames Conservation Authority
- Long Point Conservation Authority

Timelines and Deliverables during the Transition Period

Chart 1 and 2 provide a list of activities, deliverables and points of contact that the GRCA will complete in order to come into conformance with the new regulations. Any changes to timelines will require consultation with the Ad-hoc Committee, approval from the GRCA General Membership and identification/justification in the quarterly reports submitted to the MECP. Should the GRCA require an extension to the transition period, a request must be submitted to MECP prior to October 1, 2023 and approved by the General Membership.

End of Transition Period

As of January 1, 2024 all required MOUs will be in place and the new funding framework will be incorporated into the GRCA 2024 budget. The transition period will end unless the GRCA has requested an extension from the MECP.

A final report is to be submitted to MECP and each participating municipality by January 31, 2024 including the final version of the Inventory of Programs and Services and confirmation that the GRCA has entered into all necessary cost apportioning agreements. This final report will also be posted on the GRCA website.

| Year | | 2021 | | | | 2022 | |
|-------------------------|--|-------|------|------|------|------|-----|
| Part 1: Transition Plan | Task | Sept. | Oct. | Nov. | Dec. | Jan | Feb |
| | Draft Transition Plan and determine process for consultation with participating municipalities (identification of other municipalities to be consulted) | X | X | X | X | | |
| | Preliminary meetings with participating municipal staff on new regulations, timelines and initial discussion on municipal process and needs to complete required deliverables (where possible) | X | X | X | X | | |
| | Internal consultation and creation of Programs and Services (P&S) Inventory, categorization P&S, determine high level costing | | X | X | X | | |
| | Prepare/update list of current municipal MOUs | | X | X | X | | |
| | Meet with Ad-hoc Committee* on draft Transition Plan and P&S Inventory, setting guiding principles and expectations for transition period | | X | X | X | | |
| | Meeting with adjacent Conservation Authorities to discuss timelines and P&S Inventory to facilitate consistent approach to January 1, 2024 deadline (where possible) | | X | X | X | | |
| | Presentations to Municipal council on new regulations and draft documents (when requested). | | | X | X | X | X |
| | Obtain approval from GRCA Board on Transition Plan | | | X | X | | |
| | Circulation of Transition Plan to participating municipalities and other municipalities by request | | | | X | | |
| | Posting of Transition Plan to GRCA website | | | | X | | |
| | Submit Transition Plan to MECP | | | | X | | |
| | Meet with Ad-hoc Committee* on draft P&S Inventory (feedback incorporated from municipal/CA discussions) | | | X | X | X | |
| | Obtain approval from GRCA Board on P&S Inventory | | | | | X | |
| | Circulate P&S Inventory to participating and other municipalities | | | | | | X |
| | Submit P&S Inventory to MECP | | | | | | X |
| | Post P&S inventory to website | | | | | | X |

*Ad-Hoc Governance Committee, General Membership of the Grand River Conservation Authority

| Year | | 2022 | | | | | | | | | | | | 2023 | | | | | | | | | | | | 2024 |
|-------------------------|--|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| Part 2: MOUs/Agreements | Task | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan |
| | Identify existing MOUs and prepare amendments to address regulations | X | X | X | | | | | | | | | | | | | | | | | | | | | | |
| | Draft template MOU for P&S Inventory that do not have any agreements | | | X | X | X | X | | | | | | | | | | | | | | | | | | | |
| | Negotiate with participating municipalities and other municipalities on new MOUs | X | X | X | X | X | X | | | X | X | X | X | X | X | X | X | X | X | | | X | X | | | |
| | Meet with Ad-hoc Committee* to provide update/seek direction on negotiation/consultation process | | | | X | | | | X | | | | X | | | | X | | | | X | | | X | | |
| | Provide status reports to GRCA Board | | X | | | | X | | | | X | | | X | | | X | | X | | | | X | | | |
| | Meet with adjacent CAs to discuss shared MOUs (where possible) | X | X | X | | | X | X | X | | | X | X | X | | | X | X | X | | | | | | | |
| | Submit 1 st progress report to MECP | | X | | | | | | | | | | | | | | | | | | | | | | | |
| | Submit 2 nd progress report to MECP | | | | | | | X | | | | | | | | | | | | | | | | | | |
| | Submit 3 rd progress report to MECP | | | | | | | | | | X | | | | | | | | | | | | | | | |
| | Submit 4 th progress report to MECP | | | | | | | | | | | | | X | | | | | | | | | | | | |
| | Submit 5 th progress report to MECP | | | | | | | | | | | | | | | | X | | | | | | | | | |
| | Submit 6 th progress report to MECP | | | | | | | | | | | | | | | | | | | X | | | | | | |
| | Submit 7 th progress report to MECP | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Present to Municipal Councils on MOUs, P&S Inventory, etc.(where requested) | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | |
| | Process for draft 2024 GRCA Budget | | | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X |
| | GRCA Board approval/ Municipal Council approval of MOUs | | | | | | | | | | | | | | | | | X | X | X | X | X | X | X | X | |
| | Posting of MOUs to GRCA website | | | | | | | | | | | | | | | | | | | | | | | | X | |
| | Final Submission to MECP | | | | | | | | | | | | | | | | | | | | | | | | | X |

*Ad-Hoc Governance Committee, General Membership of the Grand River Conservation Authority

**Grand River Conservation Authority
Members Attendance
January 1 - December 31, 2021**

| First Name | Last Name | January 22 | February 26 | March 26 | April 23 | May 28 | June 25 | July 23 | August 27 | September 24 | October 22 | November 26 | December 17 | Total | | | |
|------------|--------------|------------|-------------|----------|----------|--------|---------|---|-----------|--------------|------------|-------------|-------------|-------|---|--|--|
| Marcus | Adili | x | x | x | x | x | A | N O M E E T I N G | x | A | x | A | A | 7 | | | |
| Les | Armstrong | A | x | x | A | x | x | | x | x | A | x | x | 8 | | | |
| Bruce | Banbury | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Robert | Bell | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Richard | Carpenter | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| John | Challinor II | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Brian | Coleman | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Bernie | Corbett | x | x | x | x | x | x | | x | x | A | x | x | 10 | | | |
| Kevin | Davis | x | x | A | x | x | A | | x | A | A | x | x | 7 | | | |
| Cathy | Downer | | x | x | x | x | A | | x | A | x | x | x | 8 | | | |
| James A. | Erb | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Susan | Foxton | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Guy | Gardhouse | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Joan | Gatward | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Rodrigo | Goller | x | | | | | | | | | | | | | 1 | | |
| Michael | Harris | x | A | x | x | x | x | | A | A | A | x | A | 6 | | | |
| Helen | Jowett | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Daniel | Lawrence | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Geoff | Lorentz | x | x | x | x | x | x | | A | A | A | A | A | 6 | | | |
| Ian | MacRae | x | x | x | x | x | x | | x | x | x | x | x | 11 | | | |
| Kathryn | McGarry | x | x | x | A | A | x | x | x | x | x | x | 9 | | | | |
| Jane | Mitchell | x | x | x | x | A | x | x | x | x | x | A | 9 | | | | |
| Joe | Nowak | x | x | x | x | x | x | A | x | x | x | x | 10 | | | | |
| Jerry | Smith | x | x | x | x | x | x | x | x | x | x | x | 11 | | | | |
| Warren | Stauch | x | x | x | x | x | x | x | x | x | x | x | 11 | | | | |
| Bruce | Whale | x | x | x | x | x | x | x | x | x | x | x | 11 | | | | |
| Chris | White | x | x | x | x | x | x | x | x | x | x | x | 11 | | | | |
| Total | | 25 | 25 | 25 | 24 | 24 | 23 | 0 | 23 | 21 | 21 | 24 | 22 | | | | |

x = Present

A = Absent

| Audit Committee February 17, 2021 | | | Audit Committee November 26, 2021 | | |
|---|-----------|---|--|-----------|---|
| Guy | Gardhouse | x | Guy | Gardhouse | x |
| Chris | White | x | Chris | White | x |
| Sue | Foxton | x | Sue | Foxton | x |
| Helen | Jowett | x | Helen | Jowett | x |
| Jane | Mitchell | x | Jane | Mitchell | x |
| John | Challinor | x | John | Challinor | x |
| Brian | Coleman | x | Brian | Coleman | x |
| Ad-Hoc CA Act Committee June 15, 2021 | | | Ad-Hoc CA Act Committee September 9, 2021 | | |
| Chris | White | x | Chris | White | x |
| Sue | Foxton | x | Sue | Foxton | x |
| John | Challinor | x | John | Challinor | x |
| Michael | Harris | x | Michael | Harris | A |
| Helen | Jowett | x | Helen | Jowett | A |
| Ad-Hoc CA Act Committee October 29, 2021 | | | Ad-Hoc CA Act Committee December 3, 2021 | | |
| Chris | White | x | Chris | White | x |
| Sue | Foxton | x | Sue | Foxton | x |
| John | Challinor | x | John | Challinor | x |
| Michael | Harris | x | Michael | Harris | x |
| Helen | Jowett | x | Helen | Jowett | x |

**Meetings shaded have been held virtually and do not pay mileage*



Grand River Conservation Authority

Summary of the General Membership Meeting – December 17, 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-12-21-100 - Transition Plan - Requirement under Ontario Regulation 687/21
- GM-12-21-98 - Financial Summary
- GM-12-21-90 - Budget 2022 Levy Notifications to Member Municipalities
- GM-12-21-95 - Labour Relations Steering Committee
- GM-12-21-94 - Firewood Supply Tender Results
- GM-12-21-101 - Guelph Lake City Link Trail Improvements
- GM-12-21-92 - New Guelph Lake Nature Centre Update and Preliminary Redesign
- GM-12-21-96 - LDD Moth Update
- GM-12-21-C13 – Disposition - Town of Erin (closed agenda)

Information Items

The Board received the following reports as information:

- Minutes of the Ad-Hoc Conservation Authorities Act Committee – December 3, 2021
- GM-12-21-89 - Chair's Report of the Audit Committee
- GM-12-21-97 - Cash and Investment Status
- GM-12-21-93 - Per Diems and Honorariums for 2022
- GM-12-21-91 - Grand River Watershed Flood Warning System
- GM-12-21-99 - Current Watershed Conditions

For full information, please refer to the December 17, 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 January 28, 2022.

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'.

2022 Authority Meeting Schedule

| Date | Time |
|---------------------------------------|------------|
| Thursday January 20 – Annual Meeting | 1:00 p.m. |
| Thursday February 17 | 1:00 p.m. |
| Thursday March 17 | 1:00 p.m. |
| Thursday May 19 | 1:00 p.m. |
| Thursday July 21 | 1:00 p.m. |
| Thursday September 15 – Budget Review | 10:00 a.m. |
| Thursday October 20 | 1:00 p.m. |
| Thursday December 15 | 1:00 p.m. |

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Sent: December 23, 2021 1:42 PM

To: Jim Ellis <jeellis@southgate.ca>

Subject: Minister's Annual Report on Drinking Water 2021 and 2020-21 Chief Drinking Water Inspector Annual Report / Le rapport annuel 2021 du ministre sur l'eau potable et le rapport annuel 2020-21 de l'inspectrice en chef de l'eau potable

As Minister of the Environment, Conservation and Parks, I'm pleased to release my [annual report](#) on drinking water and confirm that Ontario's drinking water continues to be among the best protected in the world.

The 2020-21 data shows that 99.9 per cent of more than 505,000 test results from municipal residential drinking water systems met Ontario's stringent drinking water quality standards.

Today, the ministry also released the [Chief Drinking Water Inspector's Annual Report](#), which provides an overview of the ministry's progress during 2020-21 and includes in-depth information on the performance of Ontario's drinking water systems and licensed laboratories. You can also visit [ontario.ca](#) to see the supporting [drinking water quality and enforcement data](#).

These reports demonstrate the positive results of Ontario's ongoing actions to help ensure drinking water sources remain secure and reliable.

Effective drinking water protection in all jurisdictions and corners of the province is only possible through collaborative effort. I am very proud of all the work the Ministry of the Environment, Conservation and Parks staff are doing with conservation authorities, municipalities, Indigenous communities, the Ontario Clean Water Agency, water associations and the Walkerton Clean Water Centre to keep our drinking water clean and safe, and I thank our partners for their many efforts.

The people of Ontario value safe water to drink, clean air to breathe and well-protected lands and greenspaces. The Government of Ontario is committed to protecting these important environmental resources today and for generations to come.

Sincerely,

David Piccini
Minister of the Environment, Conservation and Parks

En tant que ministre de l'Environnement, de la Protection de la nature et des Parcs, j'ai le plaisir de publier mon [rapport annuel](#) sur l'eau potable et de confirmer que l'eau potable de l'Ontario continue d'être l'une des mieux protégées au monde.

Les données de 2020-2021 montrent que 99,9 pour cent des quelque 505 000 résultats d'analyse de l'eau potable provenant des réseaux d'eau potable résidentiels municipaux répondaient aux normes strictes de l'Ontario en matière de qualité de l'eau potable.

Aujourd'hui, le ministère a également publié le [rapport annuel de l'inspectrice en chef de l'eau potable](#), qui donne un aperçu des progrès réalisés par le ministère en 2020-2021 et contient

des renseignements détaillés sur les résultats d'analyse obtenus par les réseaux d'eau potable de l'Ontario et les laboratoires autorisés. Vous pouvez également visiter ontario.ca pour prendre connaissance des données justificatives concernant la qualité de l'eau potable et l'application des règlements.

Ces rapports démontrent les résultats positifs découlant des mesures continues prises par l'Ontario pour veiller à ce que les sources d'eau potable demeurent sûres et fiables.

Une protection efficace de l'eau potable dans toutes les juridictions et l'ensemble de la province n'est possible que grâce à un effort de collaboration. Je suis très fier de tout le travail que le personnel du ministère de l'Environnement, de la Protection de la nature et des Parcs a réalisé de concert avec les offices de protection de la nature, les municipalités, les collectivités autochtones, l'Agence ontarienne des eaux, les associations de l'eau et le Centre de Walkerton pour l'assainissement de l'eau pour maintenir notre eau potable saine et salubre, et je remercie également nos partenaires pour leurs nombreux efforts.

La population de l'Ontario accorde de l'importance à l'eau potable qu'elle consomme, à l'air pur qu'elle respire et aux terres et espaces verts bien protégés. Le gouvernement de l'Ontario s'est engagé à protéger ces importantes ressources environnementales aujourd'hui et pour les générations à venir.

Cordialement,

David Piccini
Ministre de l'Environnement, de la Protection de la nature et des Parcs

Multi-Municipal Wind Turbine Working Group

TOM ALLWOOD, COUNCILLOR, GREY HIGHLANDS, CHAIR
STEVE ADAMS, COUNCILLOR, BROCKTON, VICE-CHAIR
1925 BRUCE ROAD 10, BOX 70, CHESLEY, ON NOG 1L0
[519-363-3039](tel:519-363-3039) FAX: [519-363-2203](tel:519-363-2203)
deputyclerk@arran-elderslie.ca

December 14, 2021

Township of
Southgate

Lindsey Green
lgreen@southgate.ca

RE: Wind Turbine Failures

Dear Mayor and Council:

I am writing to share information compiled by the Multi-Municipal Wind Turbine Group (MMWTWG) on some recent catastrophic failures of wind turbines. Because you are a municipality with an operating wind turbine project, we expect this information will be of interest to you.

The MMWTWG was initially created in 2009 by municipalities in Bruce, Grey and Huron Counties to share information on wind turbine projects being proposed or operating in our municipalities. The organization is a joint committee with elected and citizen representatives from the member municipalities. Since its formation, we have been monitoring the operation of wind turbines and advocating on behalf of our residents adversely affected by the wind turbines.

The group has seen the number of catastrophic wind turbine failures increase, and is deeply concerned about the associated implications. At the same time, there has been no public response from the provincial government that indicates these potentially serious incidents are being investigated either in the context of public and/or workplace safety.

As a result, we have compiled the attached overview of a range of failures based on statements from project operators, pictures and other available information. This assessment of these events points to a variety of causes. Based

on these observations, the attached document also outlines a list of recommendations for action by the provincial government.

We suggest that your Council review these attached summaries to see how they might apply to the wind turbine project(s) in your municipality. It may be possible for the municipality to review the situations with the owner of each project to confirm that appropriate activities are underway to ensure public safety.

If you agree with the recommendations for action by the provincial government, we ask that you communicate your support to David Piccini, Ontario Minister of Environment, Conservation and Parks.

When these projects were approved and built, provincial regulations limited municipal input into the projects and the supervision of their construction. This self-regulation process led to some serious problems for the municipalities in our role of protecting the health of our citizens. Now that further gaps in this process are becoming evident, the province needs to take responsibility for addressing the mistakes that were made.

Yours truly,

Tom Allwood,
Chair, Multi-Municipal Wind Turbine Working Group
Councillor, Municipality of Grey Highlands

c.c.

Honourable David Piccini, Minister of Environment, Conservation and Parks,
minister.mecp@ontario.ca

Honourable Monte McNaughton, Minister of Labour, Training and Skills
Development, minister.mltzd@ontario.ca

Bill Walker, MPP, Bruce-Grey-Owen Sound – bill.walkerco@pc.ola.org

Wind Turbine Failures

Based on the number of catastrophic wind turbine failures, the Multi Municipal Wind Turbine Working Group (MMWTWG)¹ is deeply concerned about the associated implications. While the wind power industry reports that each is an isolated incident, there are now too many incidents for this response to be credible. At least 10 known turbines failures have happened in Ontario since 2007. Each of these resulted in significant portions of blades or the tower hitting the ground at some distance from the turbine base.

At the same time, there has been no public response from the provincial government that indicates these potentially serious incidents are being investigated either in the context of public and/or workplace safety. To date, there has been no information shared with MMWTWG member municipalities.

As a result, we have been working with several people that have technical experience with industrial applications of power and rotating equipment. We have developed our own assessment of the failures based on statements from project operators, pictures and other available information. This assessment of the following events points to a number of different causes:

- **Bow River** – Pictures suggest that tower collapse was linked to a bolt failure of tower sections.
- **Skyway 8** – Rotor failure occurred shortly after the installation of an experimental device.
- **Raleigh Wind** – Published information from the project owner indicates that the tower collapse is related to a single blade failure. Marks on the tower suggest that the blade struck the tower.
- **Sumac Ridge** – Blade fractures, no explanation available.
- **Kingsbridge 1** – Fire in the nacelle spread to the blades resulting in wide debris scatter.
- **Huron Wind** – Blade failure with the location of the debris thrown by this failure highlighting the inadequacy of current setbacks from property lines.

Another recent incident in New Brunswick adds to our concerns:

- **Kent Hills, NB** – Project operator linked the collapse of tower to a foundation failure.

Collectively, the assessments of these situations increased our concern that action is required to formally investigate these incidents. We believe they clearly demonstrate that the current setback distances are inadequate to protect the public and they will increase as tower heights and blade lengths increase.

Faced with continued public inaction by the provincial government, the MMWTWG decided to prepare this summary of available information relative to these failures with a goal of sharing the information with other municipalities that host wind turbine projects to enable them to better protect their citizens.

The MMWTWG recommends that the provincial government needs to:

¹ The MMWTWG formed in 2009 by member municipalities in Bruce, Grey and Huron Counties to share information on wind turbine projects being proposed or operating in our municipalities. The working group is a joint committee with elected and municipally-appointed citizen representatives from the member municipalities.

1. **Establish a formal public process for investigations of wind turbine failures** so that the cause can be firmly determined. These would involve third-party independent engineers starting with initial inspection procedures through to the public release of the final report;
2. **Complete comprehensive inspections of existing projects** to identify any project that shows signs of similar weaknesses;
3. **Establish requirements** for on-board predictive maintenance equipment for operating wind turbines to allow early identification of problems and establish protocols for information transfer to the MECP for review and sharing with the host municipality.
4. **Review the emergency response procedures** submitted by the proponents of wind turbine projects as part of the approval process to ensure that the plans are current and responsive to the types of failures being experienced; and
5. **Increase the setbacks** from property lines to a minimum of tower height plus blade length for new towers or repowering of existing sites to at least reflect the impact of a tower collapse while recognizing additional distances would be required to protect against ice throw and debris scatter like that seen in the Huron Wind failure where debris with the dimensions of a car were found 2.5 times the height of the tower plus blade length.

We suggest that Councils review these attached summaries to consider how they apply to the wind turbine project(s) in your municipality. It may be possible for the municipality to review the situations with the owner of each project to confirm that appropriate activities are underway to ensure public safety.

If you agree with the recommendations for action by the provincial government we ask that you communicate your support to David Piccini, Ontario Minister of Environment, Conservation and Parks.

When these projects were approved and built, provincial regulations limited municipal input into the projects and the supervision of their construction. This self-regulation process led to some serious problems for the municipalities. Now that further gaps in this process are becoming evident, the province needs to take responsibility for addressing the mistakes that were made.

Attachment 1: Bow Lake, Algoma Region, Ontario

Project Details:

Owners:

Batchewana First Nation – 50%

DIF Infrastructure V – 50%

BluEarth Renewables - operator

Location: Northwest of Sault Ste Marie

Capacity: 58.3 MW

Commissioned:

Phase 1: May 2015

Phase 2: April 2016

Equipment – GE Energy 1.6 MW

Height – 80 m tower; 50 metre blades

Date of Failure: August 28, 2021

Assessment of Failure:

The pictures strongly suggest that the failure mechanism was fatigue of the bolts holding the tower together. There is no evidence of buckling, tearing of the steel plate or general deformation at the adjoining section flanges.

A portion of one blade was found located on the ground near the tower base. The other two blades appear to have remained attached to the rotor as it collapsed into the adjacent trees.

Even though the tower contained 60 gallons of flammable petrochemical lubricants, the MECP Environmental Officer did not visit the site until 3 days after the accident took place.



Potential Learnings:

Tower bolt failures can have many potential causes; i.e. wrong bolts, excessive cyclical loading beyond design criteria, improper installation method regarding torque application, inadequate bolt maintenance checks during regular maintenance etc.

Fatigue damage cannot be seen until a crack develops. Since all aspects of the other towers seem to be identical, it would seem necessary to replace all their tower section bolts.



Attachment 2: Skyway 8, Grey County, Ontario

Project Details:

Owner: Capstone Infrastructure

Location: South west of Dundalk

Capacity: 9.5 MW

Commissioned: August 2014

Equipment

3 - Vestas V100- 1.8 MW

2 - Vestas V100- 2.0 MW

Height – 80 m tower; 50 metre blades

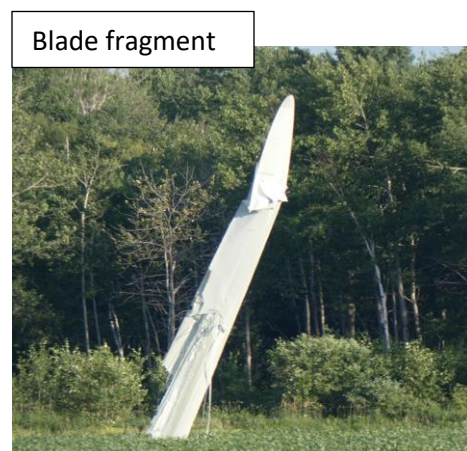
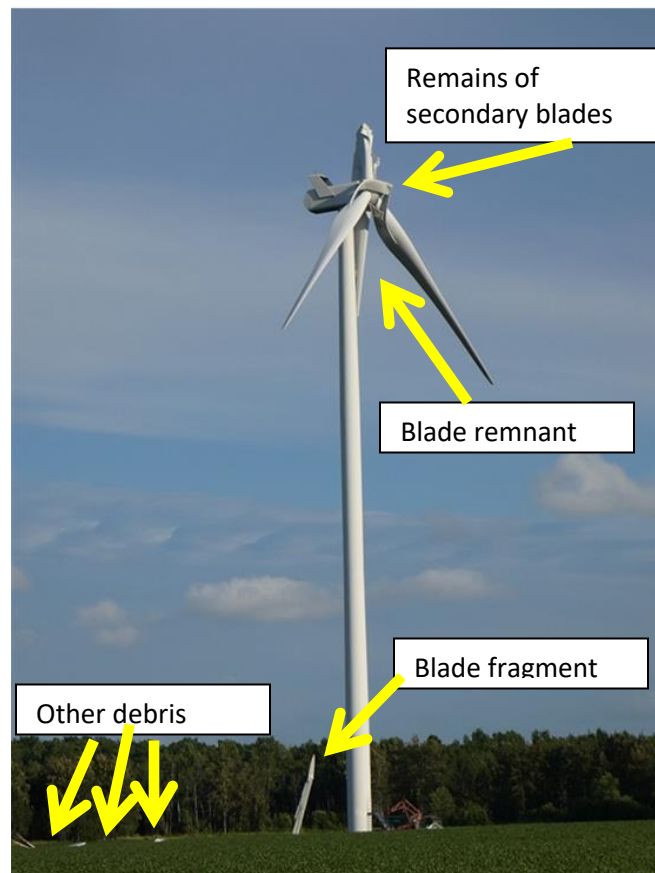
Modification – Biome Renewables secondary blades installed on this turbine in early 2021.

Date of Failure: June 30, 2021

Assessment of Failure:

This turbine was retrofitted approximately 3 months prior to the failure with a secondary rotor of three curved blades that fastened to the hub between the existing blades. This experimental device was not part of the original design and was added to increase power output. The failure resulted in the separation of one of the secondary blades and one of the existing blades. Although the exact sequence of the failure is not known, the most likely scenario is that the experimental blade partly separated, impacting the main blade which then failed.

MECP approved the change but there is no public information confirming that the turbine could handle the additional static and dynamic loads imposed by the secondary rotor.



Learnings:

This turbine was located only 195m from the road, Grey Rd. 8. The road closure that was immediately put in place for public safety confirms that existing setback requirements are insufficient. The failure raises many questions concerning how this project was executed and the engineering safety margins for the original wind turbine design.

Attachment 3: Raleigh Wind, Chatham-Kent

Project Details:

Owner:

2018 – Terraform Power

2020 – Brookfield Renewables

Location: South of Chatham

Capacity: 78 MW

Commissioned: January, 2011

Equipment: 52 - GE 1.5 MW

Height – 80 m tower;

42 metre blades

Date of Failure: Jan. 19, 2018



Assessment of Failure:

The company reported that their investigations indicated that the failure was caused by a single faulty blade.

This tower at Chatham-Kent buckled at approximately its midpoint and fell toward the wind. It was found with one blade wrapped around the tower base and markings on the tower that were above the fold line.

Based on the evidence of publicly available pictures, it seems that the most likely scenario for this catastrophic failure was that the tower was struck by a blade which weakened it such that it collapsed.



Learnings:

If the failure was indeed caused by a blade strike on the tower, this raises questions as to how this occurred. This suggests that the clearance may not have been adequate for the conditions encountered during operation. Alternately the blade may have started to separate and this caused it to get so close to the tower that it made contact with it. There may be other possibilities and variations as well.

Chatham-Kent Ward 2 Councillor Frank Vercouteren told CBC News at the time that he believed that the setback from roads was insufficient to protect public safety.

Attachment 4: Sumac Ridge, Kawartha Lakes

Project Details:

Owner:

2016: wpd

2021: Capstone Infrastructure

Location: Southwest of Peterborough

Capacity: 10.5 MW

Commissioned: November, 2017

Equipment: 5 - Senvion MM92 2.05 MW

Height – 80 m tower;

46 metre blades

Date of Failure: April 20, 2019

Assessment of Failure:

Residents reported hearing a grinding sound followed by a loud explosion at 9 a.m. on the morning of the incident.

It was found that one of the blades of the turbine had shattered. Parts of the blade fell to the ground while other pieces were still dangling off of the remaining sections of the blade. The nearby road was closed to ensure public safety.

Initial speculation was that the failure may have been related to the strong winds associated with the storm that moved through the area on the previous weekend.

The investigation and follow up on this incident was hampered as Senvion had filed for bankruptcy protection on April 9 – just before incident.

Learnings:

The blade that failed was relatively new having been in operation for only 1.5 years. This highlights the fact that failures can occur at any time during the life of a wind turbine.

If the failure was related to the strong winds, it raises questions concerning the design safety margins.



Attachment 5: Kingsbridge 1, Ashfield-Colborne-Wawanosh

Project Details:

Owner: Capital Power

Location: North of Goderich

Capacity: 40 MW

Commissioned: 2006

Equipment: Initially 21 – Vestas V80 with the failed turbine being replaced with a Vestas V 90.

Height – 80 m tower; 45m blades

Date of Failure: April, 2013

Assessment of Failure:

The fire started at about 1 am and burned for about two hours. Most of the nacelle was completely destroyed. The intensity of the fire also ignited the blades.

The fire department was called to the site but there was not much that they could do given the elevation of the fire and risks posed by burning pieces of the nacelle and the blades that were falling off of the towers.

Blades continued to rotate and could not be stopped due to the fire in control mechanisms.

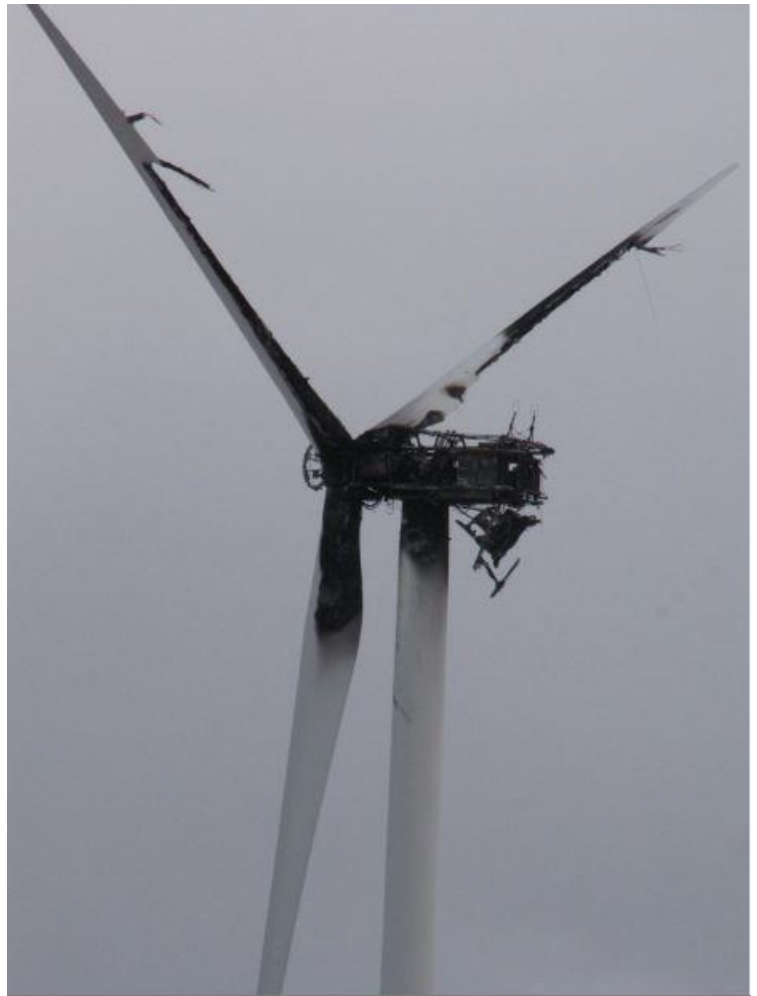
A representative of the operator addressed ACW Council the following day and indicated that elements of the turbine were found over 200 metres from the tower.

As the fire occurred in early spring, the ground was wet and there were no crops to be set on fire when burning elements fell off of the tower.

Learnings:

This failure highlights the need for fire identification and suppression systems to be installed within the nacelles of all wind turbines.

Had this fire occurred when dry crops were in the field below the turbine, the fire progression would have been more serious.



Attachment 6: Huron Wind, Bruce County

Project Details:

Owners:

TC Energy

OMERS

Location: North of Kincardine

Capacity: 9.0 MW

Operational: November 2002

Equipment – 5 Vestas V80 - 1.8 MW

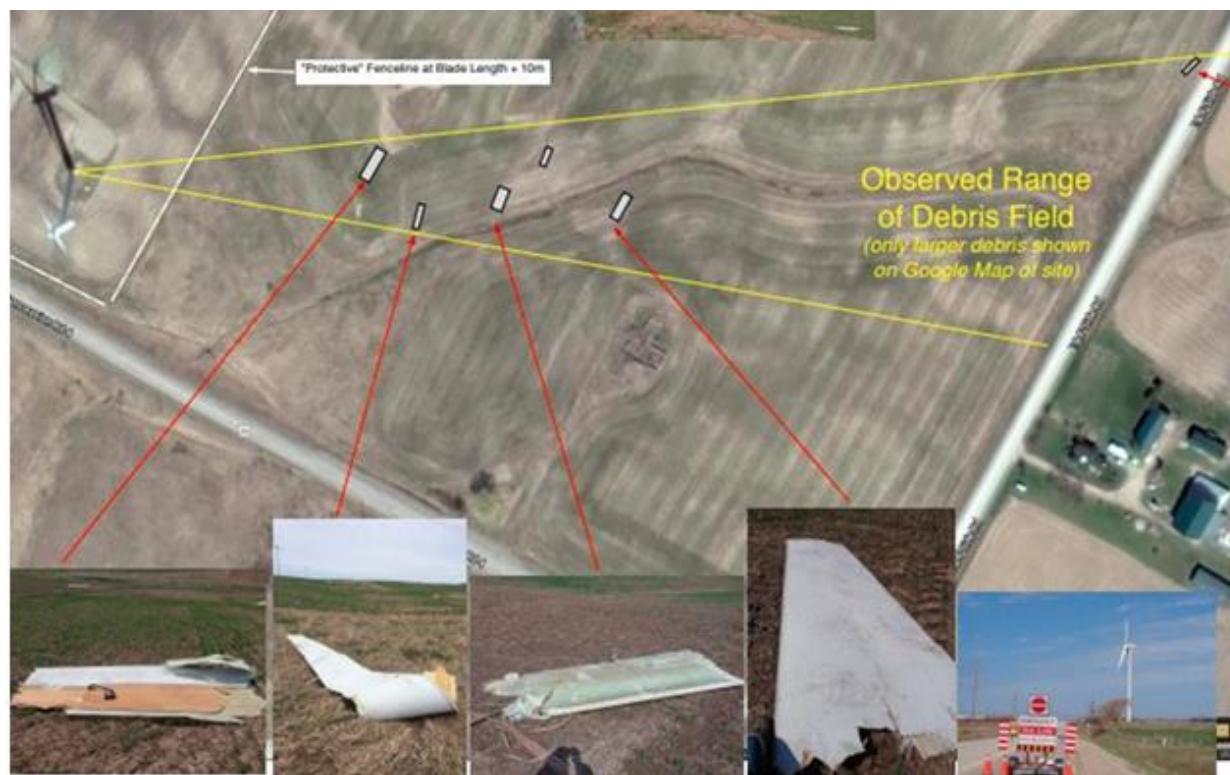
Height – 65 m tower; 40 metre blades

Date of Failure: May 4, 2018

Assessment of Failure:

Immediate access to the site allowed full documentation of the debris created by this blade failure.

The map below compares the limit of the protected area of 50 m with the actual locations of debris from the blade failure. Large pieces of debris found 280 m from the tower.



Debris at 150m
from tower -
1.3m X 3.6m

Debris at
170m from
tower

Debris at 210 m
from tower
1.2m X 3.0m

Debris at
280m from
tower
1.2m X 3.0m

Concession 4
closed to danger

Attachment 7: Kent Hills, New Brunswick

Project Details:

Owner: Trans Alta Renewables

Location: Southwest of Moncton, NB
Site shared with ATV/snowmobile trails

Capacity: 167 MW

Commissioned in Phases:

Dec 2008 – 25 turbines; Nov 2010 – 24 turbines; Oct 2018 – 5 turbines

Equipment – Vestas V90 3 MW

Height – 80 m tower; 45 metre blades

Date of Failure: October 14, 2021

Assessment of Failure:

As confirmed by the operator, this tower collapse was linked to a foundation failure (sub-surface crack propagation). The tower itself seems to have all the sections intact and bolted together. Basically, the pictures indicate that the top part of the foundation directly below the tower base was no longer adequately supporting the tower.

A close-up picture of the foundation shows the failed surfaces consists of concrete rubble and rebar. There does not seem to be evidence of the long primary anchor bolts that should fasten to the flange at the base of the tower and then be embedded deep into the concrete foundation.

Earlier pictures taken of wind turbines in this project indicate that numerous anchor bolts had been installed in the concrete bases. This is highly unusual and suggests that they were added when problems with the foundations became evident.

Potential Learnings:

The foundation problem(s) that caused the failure are very likely not an isolated case. Foundation failures can result from many factors i.e., faulty design, quality control, construction techniques, procedures etc.

This failure raises many questions that relate to how likely it is that the other foundations have the same problems. As well, it raises the question of public safety and the need for safe separation distances.



Attachment 8: History of Turbine Failures in Ontario

The following table documents the known equipment failures at Ontario wind turbine projects. that resulted in wind turbine blades hitting the ground so that members of the public may have been harmed if present in locations outside any protective exclusion zone. While the industry response to each failure is that the situation is unique and an exception, the table confirms that this is not the case.

| # | Date | Project | Type | Equipment | Age at Failure |
|----|--------------|---------------|----------------|--------------|----------------|
| 1 | April 2007 | Port Burwell | Blade Failure | GE 1.5 | 11 months |
| 2 | January 2008 | Prince Wind | Blade Failure | GE 1.5 | 2.1 years |
| 3 | April 2013 | Kingsbridge 1 | Fire | Vestas V80 | 7 years |
| 4 | August 2015 | Goshen | Blade Failure | GE 1.62 | 6 months |
| 5 | April 2017 | Bornish | Blade Failure | GE 1.62 | 3 years |
| 6 | January 2018 | Raleigh | Tower Collapse | GE 1.62 | 7 years |
| 7 | May 2018 | Huron Wind | Blade Failure | Vestas V80 | 15.4 years |
| 8 | April 2019 | Sumac Ridge | Blade Failure | Senvion MM92 | 1.3 years |
| 9 | June 2021 | Skyway 8 | Blade Failure | Vestas V100 | 6.9 years* |
| 10 | August 2021 | Bow Lake | Tower Collapse | GE 1.62 | 6 years |

*100 days after secondary blades installed.

These situations are similar to the operating experience with wind turbines in other jurisdictions. It suggests that the positioning of wind turbines relative to other adjacent activities needs to anticipate the potential for failure either the blades or the tower and other dangers such as ice throws or fires. Analysis of these failures indicates that the current Ontario setback of blade length plus 10 metres is not sufficient to protect the wider public.

The failures also indicate that there needs to be a program of ongoing monitoring of operation of these wind turbines with public reporting of the results of inspections and remedial actions ordered to address faults identified.



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Tel 519-367-3040, publicinfo@svca.on.ca,
www.saugeenconservation.ca

Kirsten Corrigan
Director
Conservation and Source Protection Branch
Land and Water Division
Ministry of the Environment, Conservation and Parks
14th Floor, 40 St. Clair Avenue West
Toronto, ON
M4Y 1M2

December 24, 2021

Dear Ms. Corrigan:

RE: Saugeen Valley Conservation Authority Transition Plan Submission

Pursuant to Section 3 of Ontario Regulation 687/21 (Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act) under the *Conservation Authorities Act*, Saugeen Valley Conservation Authority hereby submits its Transition Plan for efforts to take place through to January 31, 2024.

This Transition Plan was approved by the Board of Directors at their meeting held on Thursday, December 16, 2021.

Best regards,

Jennifer Stephens
General Manager/Secretary-Treasurer

js/

cc: CAOs/Clerks – SVCA Watershed Member Municipalities
Board of Directors, SVCA



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



TRANSITION PLAN

TO COMPLY WITH THE REQUIREMENTS OF ONTARIO REGULATION 687/21

December 16, 2022



BACKGROUND

On October 7, 2021, the Government of Ontario posted a Decision Notice on the Environment Registry of Ontario regarding [Regulatory proposals \(Phase 1\) under the *Conservation Authorities Act*](#). The purpose of this Notice was to announce new regulations which had been finalized to focus conservation authorities on their core mandate by prescribing mandatory programs and services they must provide, giving municipalities greater control over what conservation authority programs and services they will fund, and consolidating “Conservation Areas” regulations. Two regulations are directly related to the completion of this Transition Plan.

- Ontario Regulation 686/21: Mandatory Programs and Services
- Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services

ONTARIO REGULATION 686/21: MANDATORY PROGRAMS AND SERVICES

This regulation prescribes the mandatory programs and services conservation authorities would be required to provide, including core watershed-based resource management strategies. This regulation will come into effect on January 1, 2022.

ONTARIO REGULATION 687/21: TRANSITION PLANS AND AGREEMENTS FOR PROGRAMS AND SERVICES

This regulation requires each conservation authority to have a ‘transition plan’ that would outline the steps to be taken to develop an inventory of programs and services and to enter into agreements with participating municipalities to fund non-mandatory programs and services through a municipal levy. It also establishes the transition period to enter into those agreements. This regulation came into effect on October 1, 2021.

TRANSITION PLAN PERIOD AND CONTENTS

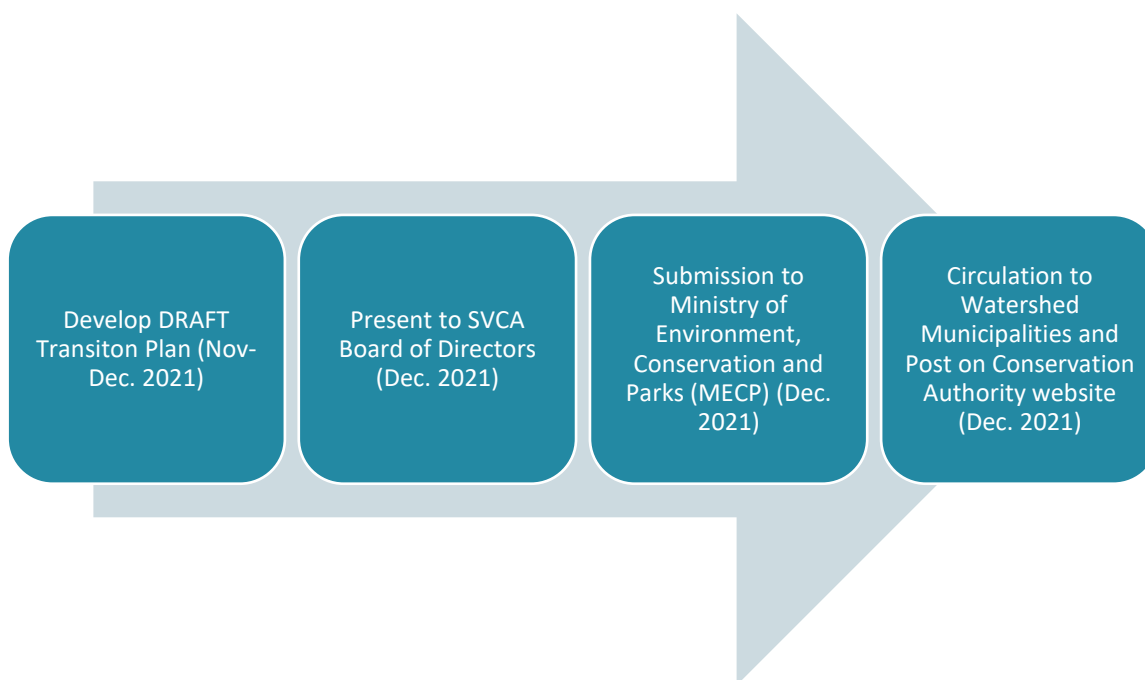
This Transition Plan covers two periods. The first period extends from October 7, 2021, to February 28, 2022, at which time an inventory of Saugeen Valley Conservation Authority’s programs and services will be completed and submitted to the Ministry of the Environment, Conservation and Parks, as well as watershed municipalities. This inventory must outline steps to be taken to enter into agreement(s) with participating municipalities for the use of municipal levies for non-mandatory programs and services the conservation authority determines are advisable in its jurisdiction by January 1, 2024.



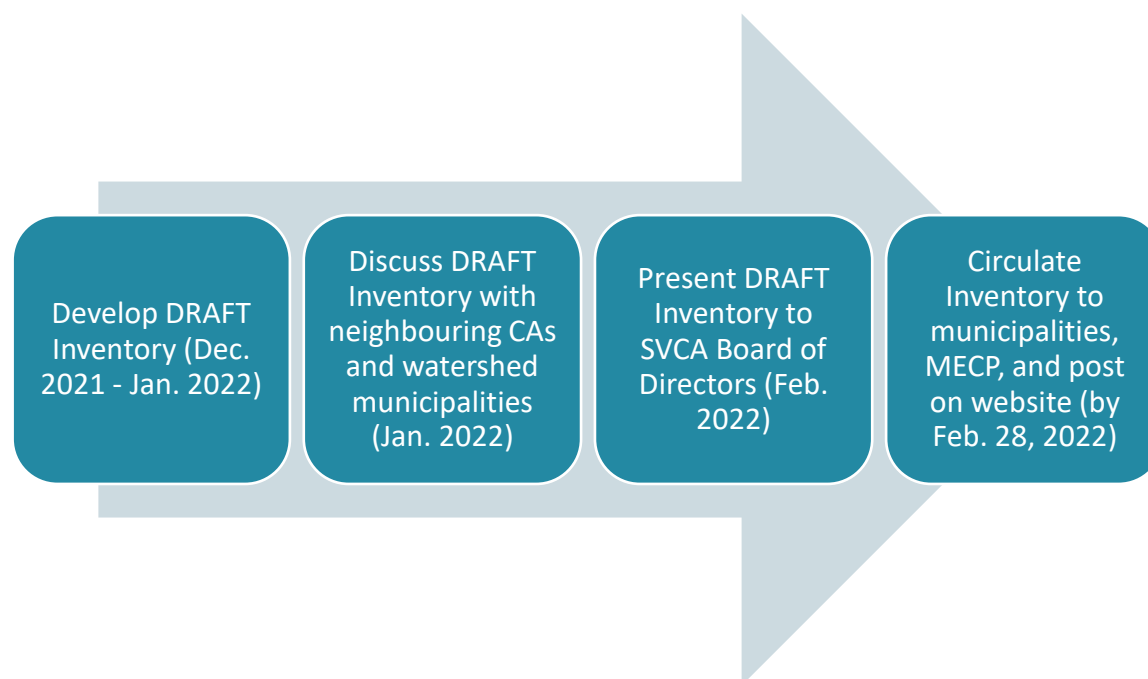
The second period extends from March 1, 2022, to December 31, 2023. During this period, the steps required to enter into agreement(s) with participating municipalities for use of municipal levies for non-mandatory programs and services the conservation authority determines are advisable will be carried out.

The Transition Plan will include a workplan and timeline to complete the agreement(s) with participating municipalities but will also include consultation steps necessary to ensure that municipal partners are actively engaged in discussions associated with the future of 'other' programs and services at Saugeen Valley Conservation Authority.

PHASE 1: PREPARATION OF TRANSITION PLAN



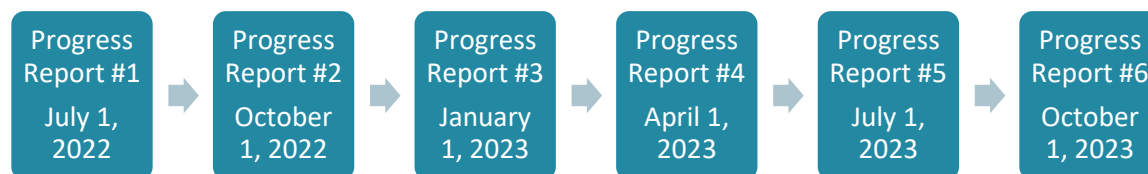
PHASE 2: PREPARATION OF PROGRAMS AND SERVICES INVENTORY



PHASE 3: PREPARATION OF MEMORANDA OF UNDERSTANDING (MOU) / AGREEMENTS

| Task | Timeline |
|--|----------------------|
| Consult with municipalities on inventory | March – May 2022 |
| Draft MOU/Agreements for ‘other programs and services’ requiring levy | June 2022 – May 2023 |
| Draft 2024 financial scenario | |
| Allocate levy into mandatory and non-mandatory service areas | |
| Estimate cost apportionment for inclusion in draft MOU/Agreements | |
| Consult with Board of Directors and municipalities on draft MOU/Agreements | |
| Execute MOU/Agreements | June – Sept. 2023 |
| Develop Draft 2024 Budget | |
| Revise and finalize programs and services inventory | September 2023 |
| Board of Directors approves draft 2024 budget for circulation to municipalities | October 2023 |
| Board of Directors approves 2024 budget | December 2023 |
| MOU/Agreements submitted to Ministry of Environment, Conservation and Parks (MECP) | January 31, 2024 |
| Submit final version of inventory to municipalities, MECP, and post on website | |

MANDATORY PROGRESS REPORTS TO MINISTRY OF ENVIRONMENT, CONSERVATION AND PARKS



COMMUNICATION AND CONSULTATION

Critical to the success of this transition plan is communication and consultation with several instrumental stakeholder groups including municipalities (staff and elected officials), the public, neighbouring conservation authorities and Saugeen Valley Conservation Authority's Board of Directors. To make certain that these stakeholder groups stay engaged frequent means of communication will be necessary. Methods of communication that are expected to be employed as this transition plan is being implemented are depicted below.



PROCLAMATION REQUEST

January 3, 2022

Mayor John Woodbury and members of Council
Township of Southgate
185667 Grey Rd. 9, RR #1, Dundalk, ON N0C 1B0

Dear Mayor John Woodbury and Council,

On behalf of JunCtian Community Initiatives, we wish to express our appreciation for supporting our request in 2021 to proclaim February as Black History Month. I am writing to you today to once again request a proclamation for February 2022 as Black History Month in the Township of Southgate and for the sharing of this proclamation through the various social media platforms as you did last year.

Through the month of February 2022, JunCtian Community Initiatives will be working with other Not-For-Profit organizations locally and around the world to promote and participate in various Black History Month programs.

Recognizing Black History Month

Black History Month was first established in 1926 by African American historian Carter G. Woodson to honour the accomplishments of African Americans and to heighten awareness of Black history in the United States. This led to the establishment of Negro History Week in 1926. Here in Canada, celebrations of Black history began shortly thereafter and expanded into Black History Month in 1976.

The House of Commons officially recognized February as Black History Month in Canada in December 1995 following a motion introduced by the first Black Canadian woman elected to Parliament, the Honorable Jean Augustine. The motion was carried unanimously by the House of Commons.

It wasn't until February 2008, when Senator Donald Oliver, the first Black man appointed to the Senate, introduced the Motion to Recognize Contributions of Black Canadians and declare February as Black History Month across Canada, thereby completing Canada's parliamentary position on Black History Month.

Black History in Canada

People of African descent have been a part of shaping Canada's heritage and identity since the arrival of Mathieu Da Costa, a navigator and interpreter, whose presence in Canada dates back to the early 1600s. Many of the Loyalists who came here after the American Revolution and settled in the Maritimes were people of African descent and many sacrifices were made in wartime by soldiers of African descent as far back as the War of 1812.

As well, through nearly four centuries, women of African and Caribbean descent have taken decisive actions to help ensure the survival, preservation and growth of families and communities. As advocates and catalysts for change, women of African and Caribbean descent have created many important organizations that have advanced equality and human rights.

Proclamation Request

Black History Month is a time to learn more about these Canadian stories and the many other important contributions of Black Canadians to the settlement, growth and development of Canada, and in particular Grey County. You need only visit the Grey Roots Museum website to learn about the rich Black History in this region.

With that in mind, the purpose of this letter is to request that you once again proclaim February as "Black History Month" in the Township of Southgate.

By issuing this proclamation you will continue to help us showcase and celebrate the many achievements and contributions of Black Canadians who, throughout history, have done so much to make Canada the culturally diverse, compassionate and prosperous nation it is today.

We look forward to working with your office on this important endeavor and many others in representing our Township. Please feel free to contact me with any questions. We look forward to a favourable response and to you joining us on line as your schedules permit for some of the Black History Month virtual celebrations and if Covid19 protocols permits some in-person celebrations also..

Thank you for your consideration.

Sincerely,

Joan John
President

December 31, 2021

Dear Owners, Operators and Operating Authorities of Drinking Water and Wastewater Systems,

With the rapid spread of the highly transmissible omicron variant, the ministry recognizes that drinking water and wastewater systems may experience pandemic related critical staffing shortages that could impact the continuity of these important operations. We wish to remind you of recent regulatory amendments to address potential shortages, as well as request that you review your operational plan to ensure continuity of operations/emergency procedures are up to date.

As you are aware, the ministry recently amended [O. Reg. 128/04 Certification of Drinking Water System Operators and Water Quality Analysts](#) and [O. Reg. 129/04 Licensing of Sewage Work Operators](#). These amendments are intended to provide systems with temporary staffing options (e.g. use of knowledgeable non-certified persons) during an emergency that could adversely affect the operation of a system resulting in a drinking water health hazard or a significant risk to human health or the natural environment. Further information on the regulatory amendments can be found on the [Environmental Registry](#), please see [019-3513](#) and [019-351](#).

The ministry is of the view that the circumstances specified in clauses 32(1)(b) of O. Reg. 128/04 and 22(1)(b) of O. Reg. 129/04 are satisfied because orders originally made under the *Emergency Management and Civil Protection Act*, as a result of the current COVID-19 pandemic, have been continued under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*. As such, the new provisions are available to owners and operating authorities if you have reasonable grounds for believing that there is an existing or impending critical shortage of certified operators and the use of non-certified persons is necessary to ensure the safe and efficient operation of the subsystem and the continued provision of safe drinking water.

The use of temporary measures is also subject to applicable labour laws and collective agreements. You will need to assess what actions can be implemented, taking into account any relevant collective bargaining agreements or other applicable labour laws. You should make every effort to discuss proposed site-specific temporary measures with bargaining agents prior to implementation.

If your organization takes any actions under the authority of these provisions, please note that you are required to provide information about the circumstances leading to the use of temporary persons in the subsystem to the ministry within 7 days. Notification should be sent to Operator.Certification.moe@ontario.ca and copied to your local ministry district office.

Municipalities are also currently able to utilize the work deployment and staffing measures included in [O. Reg. 157/20: Work Deployment Measures for Municipalities](#) under the *Reopening*

Ontario (A Flexible Response to COVID-19) Act, 2020. While these measures do not apply to employees at municipal drinking water or wastewater systems, employees that work outside of these systems may be redeployed to assist at impacted systems to perform non-operational work.

In the event that your drinking water or wastewater system faces a staffing issue where there is a potential for disruption to operations and is unable to negotiate temporary measures with bargaining agents to resolve the issue, please contact the ministry immediately as described at the end of this letter. In such a circumstance, the ministry will then consider taking additional actions, which could include deploying operators from the Ontario Clean Water Agency to provide emergency support where resources permit.

You may also use the ministry's [Operator Workforce Matching Portal](#). This is a free, online tool developed and administered by the ministry to help connect system owners seeking staffing resources with water operators who are available for employment. In the coming days, the site will be updated to reactivate the accounts of experienced former operators who held certificates and licences in the past 5 years. Please visit the [OWWCO website](#) to find out how to register and use the portal.

If you are experiencing (or anticipate) any difficulties that may lead to a break in continuity of operations, such as chemical or staffing shortages (and qualified non-certified staff are not available), we ask that you immediately inform the ministry's Spills Action Centre at 1-800-268-6060 and provide the following information:

- Outline of the current situation,
- Options and contingencies that have been considered,
- Specific to staffing shortages, also include outcome of any discussions with relevant bargaining agents; and proposed plan to ensure the safe continuity of operations.

For questions or general inquiries please contact Christine Morritt at 647-632-6517 or Christine.morritt@ontario.ca.

Sincerely,



Alison Pilla
Assistant Deputy Minister and Chief Drinking Water Inspector
Drinking Water and Environmental Compliance Division Ministry of the Environment,
Conservation and Parks

**Ministry of Municipal
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7100

**Ministère des Affaires
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7100



January 7, 2022

MEMORANDUM TO: Municipal Chief Administrative Officers and Clerks

SUBJECT: Omicron Variant of COVID-19, Testing and Isolation
Guidelines, and Emergency Work Deployment Order
O.Reg.157/20

I am writing today to provide updated information related to the ongoing pandemic and Ontario's response to protect against the Omicron variant. I will start by acknowledging that Ontario is very grateful for the continued partnership with Ontario's municipalities. Local leaders and public servants have been at the forefront of the response to COVID for going on two years now and your leadership and resiliency have been remarkable.

Ontario Temporarily Moving to Modified Step Two of the Roadmap to Reopen

On January 3, 2022, Ontario announced that in response to recent trends that show an alarming increase in COVID-19 hospitalizations, the province will return to a modified version of Step Two of the Roadmap to Reopen effective Wednesday, January 5, 2022 at 12:01 a.m. for at least 21 days (until January 26, 2022).

Among a range of measures this includes reduced limits for social gatherings and indoor organized public events, closures and restrictions for businesses and organizations, and a requirement for remote work unless the nature of the work requires employees to be onsite.

I encourage you to review, with your legal counsel, the rules for areas in Step Two which are set out in O Reg 263/20: Rules for Areas in Step 2. Subsection 1 (7) of Schedule 1 of the regulation provides that nothing in the order precludes operations or delivery of services by any governments (which includes municipalities).

The measures also include a return to remote learning for Ontario students until January 17, 2022. During this period free emergency childcare will be provided for school aged children of eligible frontline workers. The list of eligible workers is set out in Schedule 4 of O. Reg. 263/20 which can be found at: <https://www.ontario.ca/laws/regulation/200263#BK8>

Municipalities have the flexibility to determine what local procedures work best for them to maintain continuity of operations and decision-making while complying with all applicable laws and public health measures. In addition, local Medical Officers of Health may issue Section 22 orders under the *Health Protection and Promotion Act* or instructions under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* to apply public health and workplace safety measures.

New Testing and Isolation Guidelines

On December 30, 2021, in consultation with the Chief Medical Officer of Health, Ontario updated its COVID-19 testing and isolation guidelines. These updates, based on emerging evidence from Canada and other jurisdictions, are focused on ensuring resources are available for the highest-risk settings and the most vulnerable and help keep critical services running.

For further information, I encourage CAOs and Clerks to review the detailed information on the updates to testing and isolation guidelines found [here](#) and [here](#).

Work Deployment Order

I would like to take this opportunity to remind you that the municipal work deployment order ([O. Reg. 157/20](#)) under the *Reopening Ontario Act, 2020*, remains in place at this time to provide municipalities with the flexibility to deploy certain of their staff to where they are needed most. As you know, this is a temporary measure that is reviewed regularly and, if determined to be necessary can be renewed after each 30-day period.

Moreover, as you and others in your organization consider whether and how you will exercise the authority under this emergency order, I would ask that you consider the following:

- In making staffing decisions, first provide opportunity for full-time work to existing part-time staff before seeking out and employing extra full-time staff from outside your organization.
- In redeploying staff, should there be a difference in the terms and conditions of work, in the different departments of the organization, the expectation is that staff will not receive a lower wage than their home position.
- The *Occupational Health and Safety Act* and existing rights under the *Employment Standards Act* will continue to apply.
- Municipalities, as employers, are required to comply with all provincial orders, as well as any guidance and safety standards prescribed by the province for COVID-19. They are also responsible for ensuring that any staff being reassigned to new duties have the required training and skills.

For municipalities who are relying on the order to deploy staff, it is important to work collaboratively and engage in good faith with bargaining agents when using the order's authority, and to develop longer-term staffing plans and identify related resource needs for when the order is no longer in effect.

Municipalities are encouraged to review this and other applicable orders (available on the Government's Emergency Information webpage at: [Ontario.ca/alert](https://ontario.ca/alert) and work with their legal counsel for advice and understanding of the flexibility and obligations this and other orders provides municipalities, as employers.

Vaccine Boosters and Proof of Vaccination Updates

To protect Ontario's progress in the fight against COVID-19 and slow the spread of the Omicron variant, the government is taking actions, including [rapidly accelerating its booster dose rollout](#), and enhancing proof of vaccination requirements, which will impact businesses and organizations. Your continued support in the delivery of vaccinations remains critical to our shared success.

As of Monday, December 20, 2021, individuals aged 18 and over are eligible to schedule their booster dose appointment. At this time, this does not change the definition of fully vaccinated.

Please reference the full set of guidance which is found [here](#). Please continue to check regularly for updates on this site as situation change.

Proof of vaccination requirements at select [businesses and organizations](#) will remain in effect beyond January 17, 2022.

Starting January 4, 2022, it will be mandatory for individuals to use the enhanced vaccine certificate with QR code and for businesses to use the Verify Ontario app in settings where proof of vaccination is required, except for nine First Nations communities who can still show their vaccine receipt. Individuals will continue to need to show a piece of identification that matches their name and date of birth to their enhanced COVID-19 vaccine certificate when required.

Thank you for your continued support in protecting the health and well-being of Ontarians while delivering the services they depend upon.

Sincerely,

A handwritten signature in black ink, appearing to read "K. Manson-Smith".

Kate Manson-Smith
Deputy Minister

**Ministry of Northern Development,
Mines, Natural Resources and
Forestry**

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

**Ministère du Développement du Nord, des
Mines, des Richesses Naturelles et des
Forêts**

Direction des politiques de planification et
d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



Subject: Proposed regulatory changes under the Aggregate Resources Act

Dear Ontario Heads of Council and Clerks,

The Ministry of Northern Development, Mines, Natural Resources and Forestry recognizes the critical role Ontario's municipalities play in the lives of Ontarians. We value our strong collaborative partnership with municipalities and the associations that represent their interests.

I am writing to inform you, the Ministry of Northern Development, Mines, Natural Resources and Forestry is proposing regulatory changes under the *Aggregate Resources Act*. These changes will harmonize with Ministry of the Environment, Conservation and Parks' new provincial requirements under the *Environmental Protection Act* (EPA) for soil that is moved during construction activities to another site for a beneficial reuse (i.e., excess soil). Ontario Regulation 406/19, and Rules for Soil Management and Excess Soil Quality Standards include risk-based quality standards for the safe reuse of excess soil.

We invite you to review the changes and offer comments.

A complete summary of the proposed regulatory changes can be found on the Environmental Registry at the following address: www.ero.ontario.ca
Then search for notice: 019-4801

There are several ways you can comment on this proposal, including:

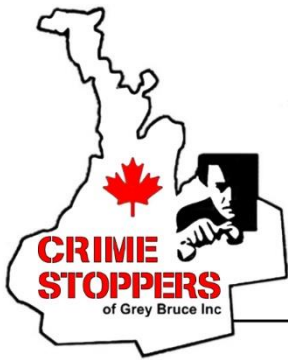
1. Directly through the Environmental Registry posting (click on the "Submit a comment" button)
2. By email to aggregates@ontario.ca, or
3. By mail to:

Resources Development Section
Ministry of Northern Development, Mines, Natural Resources and Forestry
300 Water Street, 2nd Floor South
Peterborough, ON K9J 3C7

If you have any questions you can contact Darryl Mitchell at (705) 313-2154.

Sincerely,

Jennifer Keyes,
Director, Resources Planning and Development Policy Branch



Crime Stoppers of Grey Bruce Inc.

P.O. Box 1119, Owen Sound, Ontario N4K 6K6

1-800-222-TIPS (8477)

Submit a Secure Web-Tip at cstip.ca or get the P3 Tips Mobile App

Phone: 519 371-6078

eMail: crimestopgb@bmts.com

Fax: 519 371-1275

Web: crimestop-gb.org



Program Coordinator's Report OCTOBER 1 TO DECEMBER 31, 2021 – Q4 Drew Kalte

DISTRIBUTION

Board of Directors, Crime Stoppers of Grey Bruce
OPP GHQ Orillia
Grey Bruce OPP
South Bruce OPP
Blue Mountains OPP
Owen Sound Police Service
Hanover Police Service
Saugeen Shores Police Service
West Grey Police Service
Neyaashiinigmiing First Nation Police
Ontario MNRF

Brockton Police Services Board
Northern Bruce Peninsula
Arran-Elderslie
Kincardine Police Services Board
Municipality of South Bruce
Saugeen Shores Police Services Board
South Bruce Peninsula Police Services Board
Huron-Kinloss Police Services Board
Owen Sound Police Service Board
Grey Highlands Police Services Board
Municipality of Meaford
Hanover Police Services Board
Blue Mountains Police Services Board
Chatsworth Police Services Board
Georgian Bluffs Police Services Board
Southgate Police Services Board
West Grey Police Services Board
Saugeen First Nation
Neyaashiinigmiing First Nation
County of Grey
County of Bruce

TIP STATISTICS FOR OCTOBER 1 TO DECEMBER 31, 2021

- Total Tips (Phone, Web, and Mobile, including follow ups): 731
- New Tips (Phone, Web, and Mobile): 147

Tips Allocated: 176 (29 tips were allocated to multiple recipients)

- Grey Bruce OPP: 39 (22%)
- South Bruce OPP: 56 (32%)
- The Blue Mountains OPP: 1 (0.5%)
- Owen Sound Police Service: 28 (16%)
- Hanover Police Service: 10 (6%)
- Saugeen Shores Police Service: 16 (9%)
- West Grey Police Service: 16 (9%)
- Neyaashiinigmiing First Nation Police: 1 (0.5%)
- Ontario MNRF: 5 (3%)
- Ontario MOF (contraband tobacco): 1 (0.5%)
- OPP Contraband Tobacco Enforcement: 1 (0.5%)
- OPP Historic Crimes: 1 (0.5%)
- OPP Anti Human Trafficking Coordination Unit: 1 (0.5%)
- RCMP: 0 (0%)

Crime Stoppers of Grey Bruce Statistics Since Inception May 1987

| | |
|---------------------|--------------|
| Tip Reports | 17,245 |
| Arrests | 1,730 |
| Charges | 2,295 |
| Cases Cleared | 2,714 |
| Property Recovered | \$4,473,118 |
| Narcotics Recovered | \$49,659,239 |
| Rewards Approved | \$283,760 |

Tip Totals Year to Date

- 770 new tips have been received over the four quarters of 2021, which is behind the same point in 2020 by 229 tips.

MEDIA

- LITE 99.3, Bayshore Broadcasting, Bounce Radio 92.3, Blackburn Radio (Cool 94.5 & 101.7 The One), The Ranch 100, and Bluewater Radio continue to receive Crime of the Week segments that are sent out from our office on a weekly basis.
- Monthly Crime of the Week columns are forwarded to the Bruce County Marketplace magazine.
- Crimes of the Week are being forwarded to the Owen Sound Hub and the Saugeen Times online news, as well as Eastlink TV.

FUNDRAISING

- Nevada ticket revenues continue to assist in funding rewards; our tips line; promotional advertising; our P3 annual subscription; the NACC call centre; and tips management hours.
- We applied for funding from the Port Elgin, Hanover, and Owen Sound Walmarts for 2021 and have been successful with the Hanover and Port Elgin stores.
- Over the four quarters of 2021 we've received donations from the municipalities of Arran-Elderslie, Northern Bruce Peninsula, Meaford, South Bruce, and Blue Mountains; and the Hanover, Saugeen Shores, and Brockton Police Services Boards. Crime Stoppers of Grey Bruce is very grateful to the Police Services Boards and Municipalities of Grey and Bruce that have donated to our program!
- Funds continue to be received from the Direct Accountability Program, (court diversions).
- We applied for provincial grant funding for the Anti-Racism Anti-Hate program and are awaiting word on if we were successful.
- We received a donation from the Kincardine Legion.

EVENTS AND PROMOTIONS

- We developed our "Hate is not Anonymous...Your Call Is" initiative.
- Crime Stoppers Month 2022 "Keeping Ahead of Crime – One Call at a Time" media release distributed and posted on our Facebook and web site.

CRIME STOPPERS BOARD

- With the resignation of one member we currently have eight members on our Board of Directors, with two new prospective members currently in the application process. We are continuing to recruit new members to the Board.

UPCOMING EVENTS

- We took part in the November 20, 2021 Owen Sound Santa Claus parade.

From: [Good Roads](#)
To: [Dave Milliner](#)
Subject: 2022 Good Roads Conference Rescheduled
Date: January 13, 2022 8:15:57 AM

Problems Viewing this Email? [Click Here](#)

Good Roads



**2022 Good Roads
Conference Rescheduled to
April 10 – April 13, 2022**

Since 1894, Good Roads has brought together municipal leaders to connect with one another, while looking ahead to the ideas and innovations that will shape tomorrow. We know that there is no replacement for meeting in-person. This is why we

made the decision to return to in-person in 2022.

To keep this commitment, we have rescheduled the 2022 Conference.

The 2022 Good Roads Conference will be held Sunday, April 10 – Wednesday, April 13, 2022 at the Fairmont Royal York in Toronto.

You can view the agenda, register and book your hotel stay via www.OGRAconference.ca.

Expect the same great program, but with a few enhancements.

Please stay tuned to our website, subscribe to emails and our social channels for updates.

We look forward to seeing you in Toronto.

Sincerely,

Scott Butler
Executive Director



ONTARIO GOOD ROADS ASSOCIATION 1525 CORNWALL ROAD, UNIT 22, OAKVILLE, ONTARIO, L6J 0B2, CANADA

[Manage Email Preferences](#) | [Unsubscribe from All Email](#).

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-61

Dear Head of Council:

The supply of housing in Ontario has not kept up with demand over the past decade and everyone has a role to play in fixing Ontario's housing crisis. More than ever, we need municipalities, non-profits and private industry to work with us to encourage the building of different kinds of housing – so that Ontario families have more affordable options.

To help support this important priority, I am pleased to provide you with an update on recent changes our government has made to help streamline and simplify Ontario's planning system.

Bill 13, the *Supporting People and Businesses Act, 2021*

Schedule 19 of Bill 13, the *Supporting People and Businesses Act, 2021* came into force December 2, 2021 upon royal assent.

Changes have been made to help streamline the planning system and, in some cases, help shorten approval timelines by providing municipal councils broader authority to allow more planning decisions to be made by committees of council or staff. Municipalities can now, subject to having appropriate official plan policies, delegate decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws and the lifting of holding symbols, should they choose to.

You can find more information about these changes on the Environmental Registry of Ontario ([019-4419](https://www.ontario.ca/environmental-registry)) and the Regulatory Registry ([21-MMAH025](https://www.ontario.ca/regulatory-registry)) and some frequently asked questions are provided below.

At this time, I encourage you to review and update your existing delegation policies and consider exercising this new authority to help streamline your decision-making processes, and free up council's valuable time to focus on other more strategic matters.

Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*

As you know, we also recently made *Planning Act* changes related to control of the division of land, including subdivision control, plans of subdivision, consents and validations through Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*, which received Royal Assent on June 3, 2021. I am writing to confirm that Schedule 24 of Bill 276 and associated regulations came into force on January 1, 2022.

We are proud to make these changes, which will help save time and money for those involved in the land division approval process, including municipalities, landowners, purchasers and some lease holders. Our changes will continue to protect Ontarians when they buy and sell property, while making the rules of subdivision control clearer and simpler.

.../2

Your municipality may wish to consider whether adjustments to your land division application and review processes to align with the changes would be beneficial.

More information about these changes and the feedback we received during our consultation can be found on the Environmental Registry of Ontario ([019-3495 and 019-3958](#)) and Regulatory Registry ([Proposal 21-MMAH008 and Proposal 21-MMAH015](#)). Some frequently asked questions are provided below. Any further questions about the changes to the *Planning Act* and related regulations can be directed to ProvincialPlanning@ontario.ca.

Sincerely,



Steve Clark
Minister

c: Chief Administrative Officer

FAQs

Schedule 19 (Planning Act) to Bill 13, the Supporting People and Businesses Act, 2021

What changes have been made to the Planning Act?

- Changes to the Planning Act, Municipal Act, 2001 and City of Toronto Act, 2006 provide municipalities with discretionary authority to delegate additional decisions to committees of council or municipal staff for minor amendments to zoning by-laws like:
 - Temporary use by-laws
 - Lifting of holding provisions
- Before matters may be delegated, official plan policies will need to be developed to establish the type of minor zoning by-law amendments that may be delegated, such as authorization of temporary uses, the lifting of a holding symbol, and other minor zoning by-law amendments.

What types of “minor” amendments to a zoning by-law may be delegated?

- If a municipality would like to use this authority, official plan policies will need to be established to scope and define the types of “minor” zoning amendments that may be delegated. This could include matters like temporary use by-laws and by-laws lifting holding provisions.
- This approach is intended to allow for a locally tailored approach that reflects input from the public.

What types of conditions could council apply when delegating its authority?

- Council will have the ability to apply conditions on the delegation of its decision(s). These conditions would be determined locally when the official plan policies and implementing by-law for the delegation are being developed.

Will this new delegation authority alter the public meeting or appeal rights of the matters delegated?

- The delegation of additional planning matters would not alter any notice or public meeting requirements or limit appeal rights.

What other planning decisions can be delegated?

- Under the Planning Act, municipal council can delegate the following decisions to a committee of council, staff, or, in some cases, a committee of adjustment:
 - Community planning permit system permits
 - Approval of adopted lower-tier official plan amendments
 - Plans of subdivision and condominiums
 - Consents
 - Site plan
 - Validations
- Other planning matters, such as administrative functions related to by-laws, may be delegated by council based on the delegation provisions in the Municipal Act, 2001 (or City of Toronto Act, 2006).

Schedule 24 (Planning Act) to Bill 276, the Supporting Recovery and Competitiveness Act, 2021

What changes will be made to the Planning Act?

- The changes include technical, administrative and policy changes to provisions in sections 50, 51, 53, 54, 55 and 57 of the Planning Act related to control of the division of land, as well as other housekeeping or consequential changes.
- Upon proclamation, the changes will:
 - provide new exceptions to subdivision control and part lot control (i.e., exceptions from the need for land division approval) – for example, by preventing parcels from merging with other lands in certain circumstances
 - change the plan of subdivision process – for example, by aligning the requirements for public notice, information, and public meetings with other instruments under the Act
 - change the consent application process – for example, by requiring a municipality or the Minister, where requested, to issue a certificate for the retained land in addition to providing a certificate for the lands that are subject to the consent application, and
 - make other changes regarding subdivision control and its related processes – for example, by requiring that a decision on a validation conform with the same criteria which are applicable to consents.

What changes will be made with respect to “lot mergers”?

- Changes will be made to the subdivision control provisions to prevent lots from merging where lands were previously owned by, or abutted land previously owned by, joint tenants and where the ownership would have otherwise merged as a result of the death of one of the joint tenants.
- Outside of a “death of a joint tenant” scenario, lot mergers will continue to occur.

What changes will be made to the consent application process?

- Changes will be made to the consent application process to, for example:
 - permit a purchaser of land or the purchaser’s agent to apply for a consent
 - establish a new certificate of cancellation
 - provide for certificates to be issued in respect of retained land in addition to the lands that are subject to the consent application
 - provide for a standard two-year period during which the conditions of a consent must be satisfied, and
 - permit a consent application to be amended by an applicant prior to a decision about the consent being made by the consent-granting authority.
- Municipalities may need to modify or update certain administrative processes as a result of some of these changes.

What is a certificate for retained land?

- Changes to the Planning Act will provide for a consent-granting authority to issue a certificate for the retained land (the other part of the parcel approved through the land division process) resulting from certain consents.
- This certificate will show that the retained land has “consent” status.
- An applicant will need to specify in their application whether they are requesting a retained land certificate, and if so, require that a statement from a solicitor

confirming the extend of the owner's retained land be included as part of that application.

What is a certificate of cancellation?

- In some situations, the original consent granted for a parcel of land may no longer be wanted or needed. This could occur, for example, where a parcel created by consent may need to be widened to accommodate a driveway. In these cases, the original consent may need to be cancelled to ensure the revised parcel will function as a single unit.
- Changes to the Planning Act will allow owners to apply to the consent-granting authority for a certificate of cancellation for a parcel that was previously severed with a consent. The consent-granting authority may also require the owner to apply as a condition of approval.
- Once a certificate of cancellation is issued, the parcel would be treated as though the previous consent had not been given. This could mean that the parcel would merge with neighbouring lands that are owned by the same person.

What considerations need to be applied to validation requests?

- A validation can be used in place of obtaining a consent to the contravening transaction (transfer or other transaction that was made in breach of the Planning Act requirements) in certain situations; for example, where the landowners at the time of the contravention are not available to sign the new transfer documents.
- The validation allows the validation authority to consider each situation on its merits and decide whether a request to validate title should be supported. The validation authority may, as a condition to issuing the validation, impose conditions as it considers appropriate.
- Bill 276 will make changes to require that a decision regarding a validation must conform with the same criteria which are applicable to consents, for example:
 - having regard to provincial interests and the land division criteria set out in the Planning Act
 - ensuring the validation is consistent with the Provincial Policy Statement and conforms, or does not conflict, with provincial plans, and
 - ensuring the validation conforms with all applicable official plans.



758070 2nd Line E
Mulmur, Ontario
L9V 0G8

Local **(705) 466-3341**
Toll Free from 519 only **(866) 472-0417**
Fax **(705) 466-2922**

December 13, 2021

RE: Truth and Reconciliation Calls to Action

At the meeting held on December 8, 2021, Council of the Township of Mulmur passed the following resolution regarding the Truth and Reconciliation Commission's Calls to Action.

Moved by Boxem and Seconded by Cufaro

WHEREAS the Truth and Reconciliation Commission released 94 Calls to Action to redress the legacy of residential school and advance the process of reconciliation;

AND WHEREAS the Council of the Corporation of the Township of Mulmur has reviewed the Calls to Action directed at municipal government;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Township of Mulmur take the following actions to address the Truth and Reconciliation Commission's Calls to Action directed at municipal government;

- THAT Council supports the implementation of Jordan's Principal;
- THAT Council permanently waives administrative fees related to name changes and revision of official documents for residential school survivors;
- THAT Council requests an update from the Central West Local Health Integration Network and Headwaters Health Care Centre to provide an update on the steps taken to address the Truth and Reconciliation Commission's Call to Action #23 and encourage cultural competency training for all healthcare professionals in Dufferin County be completed by the end of 2022;
- THAT Council further calls for the Ontario Government to take action on addressing the Truth and Reconciliation Commission's Call to Action #23;
- THAT Council requests an update from the Caledon Dufferin Victim Services on the steps taken to address the Truth and Reconciliation Commission's Call to

Action #40 to create adequately funded and accessible Aboriginal-specific victim programs and services in Dufferin County;

- THAT Council further calls for the Ontario Government to take action on addressing the Truth and Reconciliation Commission's Call to Action #40, specifically making these programs and services available within Aboriginal communities;
- THAT Council calls upon the Ontario Government to take action on the Truth and Reconciliation Commission's Call to Action #43 and move forward with passing Bill 76, the United Nations Declaration on the Rights of Indigenous People Act;
- THAT Council commits to ensuring that Mulmur's policies and bylaws do not rely on the colonial concepts of terra nullius;
- THAT Council commits to providing the National Council for Reconciliation, annual reports and current data as requested;
- THAT Council commits to providing skill-based training and/or information sessions including but not limited to intercultural competency, conflict resolution, human rights and anti-racism for all elected officials, residents and staff of the Township of Mulmur;
- THAT Council requests an update from the Dufferin Peel Catholic School Board and Conseil Scolaire Catholique MonAvenir on the steps taken to address the Truth and Reconciliation Commission's Call to Action #64;
- THAT Council recognizes the recent funding and commitment made by the Ontario Government to address the Truth and Reconciliation Commission's Calls to Action #62 and #63 and urges the Ontario Government to also address the Truth and Reconciliation Commission's Call to Action #64 by including curriculum on comparative religious studies in denominational schools;
- THAT Council further their commitment to commemorating the legacy of residential schools and honouring residential school survivors by annually recognizing September 30th as the National Day for Truth and Reconciliation;
- THAT Council open the first Council meeting in September each year with a moment of silence to pay respect to the innocent lives lost within the Canadian Residential School system;
- THAT Council direct staff to work in collaboration with the Dufferin County Cultural Resource Circle to encourage Dufferin County residents to share their

stories with the National Centre for Truth and Reconciliation, Mulmur Township and local libraries;

- THAT Council direct staff to request educational materials from the Museum of Dufferin, Indigenous Sport & Wellness Ontario, and/or other applicable agencies for distribution to Mulmur residents telling the national story of Aboriginal athletes in history;
- THAT Council direct staff to amend the Community Grant Policy to include a section to support Aboriginal athletic development/growth and support for the North American Indigenous Games and encourage the Ontario Government to provide financial support;

THEREFORE IT FINALLY BE RESOLVED THAT this motion be forwarded to the Premier of Ontario, Ministry of Health and Long-Term Care, Ministry of the Attorney General, Ministry of Indigenous Affairs, Ministry of Education, Caledon Dufferin Victim Services, Central West Local Health Integration Network, Headwaters Health Care Centre, Local Libraries, Dufferin Peel Catholic School Board, Conseil Scolaire Catholique MonAvenir, Dufferin Caledon MPP Sylvia Jones, Dufferin County and all Ontario municipalities.

| | Yea | Nay |
|----------------------|-----|-----|
| Councillor Boxem | Y | |
| Councillor Clark | Y | |
| Councillor Cufaro | Y | |
| Deputy Mayor Hawkins | Y | |
| Mayor Horner | Y | |

CARRIED.

Sincerely,

Roseann Knechtel

Roseann Knechtel, Deputy Clerk/Planner Coordinator
Township of Mulmur



**THE CORPORATION OF THE CITY OF SARNIA
City Clerk's Department**

255 Christina Street N. PO Box 3018
Sarnia ON Canada N7T 7N2
519-332-0330 (phone) 519-332-3995 (fax)
519-332-2664 (TTY)
www.sarnia.ca clerks@sarnia.ca

December 16, 2021

The Right Honourable Justin Trudeau
Prime Minister of Canada
House of Commons
80 Wellington Street
Ottawa, ON K1A 0A2

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

RE: "Catch and Release" Justice

At its meeting held on December 13, 2021, Sarnia City Council adopted the following resolution with respect to "Catch and Release Justice":

That the City of Sarnia send a letter to the Federal and Provincial Governments requesting meaningful improvements to the current state of "catch and release" justice in the Ontario legal system. Police Services across Ontario are exhausting precious time and resources having to manage the repeated arrests of the same offenders, which in turn, is impacting their morale, and ultimately law abiding citizens who are paying the often significant financial and emotional toll of this broken system. This resolution should also be sent to other Municipalities throughout Ontario for their endorsement consideration; and

That the request also be referred to the Sarnia Police Services Board and be presented via AMO delegations for endorsement consideration.

Your consideration of this matter is respectfully requested.

Yours sincerely,

Amy Burkhart
City Clerk

Cc: Bob Bailey, MPP
Marylyn Gladu, MP
All Ontario Municipalities



December 15, 2021

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

Dear Premier Ford:

RE: Province-Wide Assessment Update

The Council of the Corporation of Tay Valley Township at its Council meeting on December 14th, 2021 adopted the following resolution:

RESOLUTION #C-2021-12-20

"WHEREAS, the government of Ontario recently announced the continued postponement of the province-wide assessment update for the 2022 and 2023 taxation years;

AND WHEREAS, this means that property values will continue to be based on the January 1, 2016 valuation date until at least 2024;

AND WHEREAS, the Municipality of Tay Valley Township is aware of the important increase in property values throughout the province and within its own jurisdiction;

AND WHEREAS, the continued postponement of property valuation translates into a significant loss of taxation revenue for Municipalities;

NOW THEREFORE BE IT RESOLVED THAT, the Council of Tay Valley Township urges the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update in order for Ontario Municipalities to be able to collect property taxes based upon actual property values;

AND BE IT FURTHER RESOLVED THAT, a copy of this resolution be forwarded to the Premier of Ontario, Scott Reid, MP, Randy Hillier, MPP, MPAC, AMO and to all Ontario municipalities.”

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

Sincerely,



Amanda Mabo, Acting CAO/Clerk

cc: Scott Reid, MP, Lanark – Frontenac – Kingston
Randy Hillier, MPP, Lanark – Frontenac - Kingston
Municipal Property Assessment Corporation (MPAC)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

December 22, 2021

VIA EMAIL

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

Dear Honourable Doug Ford,

Re: Motion Against Quebec's Bill 21

At its Regular Meeting of Council held on December 21st, 2021, the Town of Bradford West Gwillimbury Council approved the following resolution regarding the Province of Quebec's Bill 21.

Resolution 2021-424 Scott/Sandhu

WHEREAS Quebec's Bill 21 unfairly discriminates against public-sector workers by directly infringing on their freedom of religion and freedom of expression rights as enshrined into law by the Canadian Charter of Rights and Freedoms;

WHEREAS Bradford West Gwillimbury is a growing community that is proud of its diversity and diligently working to tear down barriers, advance anti-racism work and foster an inclusive community;

WHEREAS municipalities across Ontario are passing motions condemning Bill 21;

AND WHEREAS the Ontario Legislature unanimously passed a motion in 2019 stating: "Ontario and its government shall oppose any law that would seek to restrict or limit the religious freedoms of our citizens; and, that Ontario's Legislature affirms that we value our diversity and assert that we shall promote and protect free expression and the rights of religious minorities, consistent with the Charter of Rights and Freedoms";

THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council declares its opposition to Bill 21 and supports efforts to see this discriminatory law overturned; and

THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Francois Legault, Premier of Quebec, the Honourable Caroline Mulroney, MPP York-Simcoe, Scot Davidson, MP York-Simcoe, the Association of Municipalities of Ontario, and all other municipalities in Ontario.
CARRIED.

Thank you for your consideration of this request.

Regards,



Tara Reynolds
Deputy Clerk, Town of Bradford West Gwillimbury
(905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC: Hon. Francois Legault, Premier of Quebec
Hon. Caroline Mulroney, MPP York-Simcoe
Scot Davidson, MP York-Simcoe
The Association of Municipalities of Ontario
All Municipalities in Ontario



Township of Addington Highlands

January 4, 2022

The Township of Southgate
185667 Grey County Road 9, RR 1
Dundalk, ON N0C 1B0
emailed to: hmalynyk@southgate.ca

Re: Resolution regarding Annual Emergency Exercise

To Whom It May Concern,

Please be advised that at their December 21st, 2021 meeting, the Council of the Corporation of the Township of Addington Highlands resolved to endorse your municipality's resolution requesting that the Province of Ontario amend *Ontario Regulation 380/04* under the *Emergency Management and Civil Protection Act* to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year in recognition of the significant resources used to respond to the emergency and the effectiveness of such response in evaluating the municipality's emergency response plan and procedures.

I trust you will find this letter of support satisfactory.

Sincerely,

Christine Reed

Christine Reed
CAO/Clerk-Treasurer

cc. Honourable Doug Ford, Premier – premier@ontario.ca
Honourable Steve Clark, Minister of Municipal Affairs and Housing – minister.mah@ontario.ca
Honourable Sylvia Jones, Solicitor General – sylvia.jones@ontario.ca
Daryl Kramp, MPP Hastings-Lennox and Addington – daryl.kramp@pc.ola.org

The Corporation of the Township of Southgate
By-law Number 2022-016
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 January 19th, 2022.

Authority: Municipal Act, 2001, S.O. 2001, c.25, as amended, Sections 5 (3) and 130.

Whereas, the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5 (3), provides that the jurisdiction of every Council is confined to the municipality that it represents, and its powers shall be exercised by by-law;

And whereas, the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law;

Now therefore, the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** the action of the Council at its regular meeting held on January 19th, 2022 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 19th day of January, 2022.

John Woodbury - Mayor

Lindsey Green – Clerk