



## Township of Southgate Council Meeting Agenda

October 5, 2022

9:00 AM

Holstein Council Chambers  
123273 Southgate Road 12  
Holstein, Ontario N0G 2A0

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### Pages

1. Call to Order

2. 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.

3. Open Forum - Register in Advance

4. Confirmation of Agenda

Be it resolved that Council confirm the agenda as presented.

5. Declaration of Pecuniary Interest

6. Delegations & Presentations

6.1. Resident Ken Furlong - Delegation

15 - 18

Be it resolved that Council receive the delegation by resident Ken Furlong as information.

6.2. NFP Insurance Renewal Presentation - Intact Public Entities, Carl Murray, Peg Montney and Tony Commisso

19 - 26

Be it resolved that Council receive the NFP Insurance Renewal Presentation - Intact Public Entities, Carl Murray, Peg Montney and Tony Commisso for information.

7. Adoption of Minutes 27 - 44

**Be it resolved that** Council approve the minutes from the September 21, 2022 Council and Closed Session meetings as presented.

8. Reports of Municipal Officers

8.1. Treasurer William Gott

8.1.1. FIN2022-017 Asset Management Plan 2022 45 - 107

**Be it resolved that** Council receive Staff Report FIN2022-017 Asset Management Plan 2022 as information; and

**That** Council consider for approval By-law 2022-156, being a by-law to adopt Asset Management Plan 2022; and

**That** Council directs staff post Asset Management Plan 2022 on the Southgate website.

8.1.2. By-law 2022-156 - Adopt Asset Management Plan 108 - 248

**Be it resolved that** by-law number 2022-156 being a by-law to adopt "Asset Management Plan 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.

8.1.3. FIN2022-025 2023 Budget 249 - 251

**Be it resolved that** Council receive Staff Report FIN2022-025 2023 Budget as information; and

**That** the proposed 2023 Budget timeline be approved as presented.

8.1.4. FIN2022-026 Development Charges 252 - 257

**Be it resolved that** Council receive Staff Report FIN2022-026 Development Charges as information; and

**That** Council consider for approval By-law 2022-154, being a by-law with respect to Development Charges.



**8.1.5. By-law 2022-154 - Development Charges By-law** 258 - 277

**Be it resolved that** by-law number 2022-154 being a by-law to approve Development Charges be a 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.

**8.2. Clerk Lindsey Green**

**8.2.1. CL2022-029 – 2022 Council Calendar Amendments** 278 - 280

**Be it resolved that** Council receive Staff Report CL2022-029 for information; and  
**That** Council approve the amendments to the 2022 Council Calendar as presented.

**8.3. Public Works Manager Jim Ellis**

**8.3.1. PW2022-048 Public Works Recommendation to Pulverize Road Sections Back to Gravel** 281 - 282

**Be it resolved that** Council receive Staff Report PW2022-048 for information; and  
**That** Council approve the Public Works recommendation to pulverize Road Sections 121, 344, 346, 343 & 345 back to gravel.

**8.3.2. PW2022-049 Turnkey AVL Telematics System Tender Award Recommendation** 283 - 286

**Be it resolved that** Council receive Staff Report PW2022-049 for information; and  
**That** Council award the Automatic Vehicle Locating /Telematics System Tender to Trackmatics Inc. for hardware and installation costs in the amount of \$47,975.00 and monthly operational data and maintenance costs of \$1,201.00 plus HST.

**8.4. Chief Administrative Officer Dave Milliner**

- 8.4.1. CAO2022-063 Flato East Phase 11 Pre-Servicing Agreement Final Report** 287 - 289
- Be it resolved that** Council receive staff report CAO2022-063 as information; and  
**That** Council approve the Flato Dundalk Meadows Inc. project known as Flato East Phase 11 for a Pre-Servicing Final Agreement and the security requirements for this work for their residential development project; and  
**That** Council consider approving the Flato Dundalk Meadows Inc. project known as Flato East Phase 11 Pre-servicing Agreement by Municipal By-law 2022-124 at the October 5, 2022 meeting.
- 8.4.2. By-law 2022-124 - Flato East Phase 11 - Pre-Servicing Agreement** 290 - 318
- Be it resolved that** by-law number 2022-124 being a by-law to authorize an agreement between Flato Dundalk Meadows Inc. 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.
- 8.4.3. CAO2022-070 Mid West Coop-Southgate Development Planning and Southgate Land lease Agreement Final** 319 - 324
- Be it resolved that** Council receive staff report CAO2022-070 as information; and  
**That** Council approve the Mid West Cooperative Inc.- Southgate Land Lease Agreement dated October 5<sup>th</sup>, 2022 as presented; and  
**That** Council consider approval of the of the Mid West Cooperative Inc. Land Lease Agreement by municipal By-law 2022-140 at the October 5, 2022 Council meeting.

- 8.4.4. By-law 2022-140 - Mid West Coop-Southgate Land Lease Agreement** 325 - 338
- Be it resolved that** by-law number 2022-140 being a by-law to authorize an agreement between Mid West Cooperative Inc and 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.
- 8.4.5. CAO2022-071 South Grey Housing Corporation Municipal Working Group Update Report** 339 - 341
- Be it resolved that** Council receive staff report CAO2022-071 as information; and  
**That** Council in its new term consider appointment of 2 members to the South Grey Housing Corporation Working Group to discuss the Terms of Reference document and to establish the framework and strategy to create a South Grey Housing Corporation.
- 8.4.6. SR CAO2022-072 CAO Update Report October 5 2022** 342 - 344
- Be it resolved that** Council receive Staff Report CAO2022-072 as information; and  
**That** Council provide direction to staff on the issue of 2023 budgeting for increased police services and agreement enhancements for Southgate.

**8.4.7. CAO2022-073 Greenlid Development Reserve Capacity Servicing Allocation Report 345 - 348**

**Be it resolved that** Council receive staff report CAO2022-074 as information; and

**That** Council approve the servicing allocation to 2137569 Ontario Inc. (Greenlid) of 1 (one) equivalent residential unit of servicing capacity for Water and Wasterwater for their industrial development project; and

**That** Council consider approving the allocation of 6 equivalent residential unit of Water and 1 equivalent residential unit of Wasterwater to servicing capacity for 2137569 Ontario Inc. (Greenlid) industrial development project by Municipal By-law 2022-147 at the October 5, 2022 meeting; and

**That** Council authorize the Mayor and the Clerk to sign the 2137569 Ontario Inc. (Greenlid) Industrial Development Project Final Servicing Capacity Allocation Agreement.

**8.4.8. By-law 2022-147 - 2137569 Ontario Inc. (Greenlid) Capacity Allocation Agreement 349 - 353**

**Be it resolved that** by-law number 2022-147 being a by-law to authorize an agreements between 2137569 Ontario Inc 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.

**8.4.9. CAO2022-074 SEGCHC Institutional Development Reserve Capacity Servicing Allocation Report** 354 - 356

**Be it resolved that** Council receive staff report CAO2022-074 as information; and

**That** Council approve the servicing allocation to South-East Grey Community Health Centre of 1 (one) equivalent residential unit of servicing capacity for Water and Wasterwater for their industrial development project; and

**That** Council consider approving the allocation of 1 equivalent residential unit of servicing capacity for Water and Wasterwater to South-East Grey Community Health Centre institutional development project by Municipal By-law 2022-148 at the October 5<sup>th</sup>, 2022 meeting; and

**That** Council authorize the Mayor and the Clerk to sign the South-East Grey Community Health Centre institutional development project for their Final Servicing Capacity Allocation Agreement.

**8.4.10. By-law 2022-148 - South-East Grey Community Health Centre Capacity Allocation Agreement** 357 - 361

**Be it resolved that** by-law number 2022-148 being a by-law to authorize an agreement between South-East Grey Community Health Centre 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.

**8.4.11. SR CAO2022-075 Lions Medical Centre-SEGSS-SEGSS Southgate Partnership Agreement** 362 - 364

**Be it resolved that** Council receive staff report CAO2022-074 as information; and

**That** Council approve the Lions, SEGCHC, SEGSS & Southgate Partnership Agreement as presented; and

**That** Council consider approving the Lions, SEGCHC, SEGSS & Southgate Final Partnership Agreement by Municipal By-law 2022-144 at the October 5<sup>th</sup>, 2022 meeting.

**8.4.12. By-law 2022-144 - Lions-SEGSS-SEGCHC-Southgate Partnership Agreement 365 - 369**

**Be it resolved that** by-law number 2022-144 being a by-law to authorize a partnership agreement between South-East Grey Community Health Centre, South-East Grey Support Services, The Dundalk and District Lion's Club 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.

**8.4.13. SR CAO2022-076 White Rose Park Phase III Service Finance Agreement Report 370 - 373**

**Be it resolved that** Council receive staff report CAO2022-076 as information; and  
**That** Council approve the White Rose Park Phase III Service Finance Agreement for this residential development project off-site requirements as presented; and  
**That** Council consider approving the White Rose Park Phase III Service Finance Agreement by Municipal By-law 2022-149 at the October 5, 2022 Council meeting.

**8.4.14. By-law 2022-149 - White Rose Phase III - Service Finance Agreement 374 - 387**

**Be it resolved that** by-law number 2022-149 being a by-law to authorize an agreement between 2570970 Ontario Inc 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.

**8.5. HR Coordinator Kayla Best**

**8.5.1. HR2022-049 Electronic Monitoring Policy 388 - 389**

**Be it resolved that** Council receive Staff Report HR2022-049 for information; and

**That** Council approve the final Policy #93 Electronic Monitoring Policy as presented; and

**That** Council consider approval of Policy #93 Electronic Monitoring Policy by Municipal By-Law 2022-152 at the October 5, 2022 Council Meeting.

**8.5.2. By-law 2022-152 - Adopt Electronic Monitoring Policy No. 93 390 - 393**

**Be it resolved that** by-law number 2022-152 being a by-law to adopt an "Electronic Monitoring Policy" known as Policy Number 93 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.

**8.6. Planner Clinton Stredwick**

**8.6.1. PL2022-075 - C17-22 - Clark Construction Management Inc 394 - 398**

**Be it resolved that** Council receive Staff Report PL2022-075 for information; and

**That** Council Consider approval of Bylaw- 2022-151.

**8.6.2. By-law 2022-151 - Zoning By-law Amendment C17-22 Clark Construction Management 399 - 401**

**Be it resolved that** by-law number 2022-151 being a by-law to amend the 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.

**8.6.3. PL2022-076-SP20-22-Dundalk Medical Centre 402 - 403**

**Be it resolved that** Council receive Staff Report PL2022-076 for information; and

**That Council** consider approval of By-law 2022-150 authorizing the entering into a Site Plan Agreement.

- 8.6.4. By-law 2022-150 - SP20-22 Dundalk Medical Centre** 404 - 419
- Be it resolved that** by-law number 2022-150 being a by-law 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.
- 8.6.5. PL2022-077 Site Plan Approval Appointment** 420 - 428
- Be it resolved that** Council receive Staff Report PL2022-077 for information; and
- That** Council consider approval of a by-law appointing the Township's Municipal Planner or their designate to approve site plans in accordance with the Site Plan process noted below and discussed.
- 8.6.6. By-law 2022-153 - Appoint Clinton Stredwick as Authorized Person pursuant to Section 41(4.0.1) of the Planning Act** 429
- Be it resolved that** by-law number 2022-153 being a by-law to appoint an employee of the municipality as an authorized person for the purposes of Section 41 (4) of the Planning Act, 1990 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.
- 8.6.7. PL2022-078-Southgate Official Plan Update** 430 - 579
- Be it resolved that** Council receive Staff Report PL2022-078 for information; and
- That** Council confirms their acceptance of the proposed County Modifications to the adopted Township of Southgate Official plan.

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



- 9.1. **By-law 2022-145 - Adopt Policy 21 - Council Member Compensation, Expenses and Meetings Claims Policy** 580 - 586

**Be it resolved that** by-law number 2022-145 being a by-law to adopt a "Council Member Compensation, Expenses & Meeting Claims Guidance and Approval Policy" known as Policy Number 21, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

- 9.2. **By-law 2022-146 - Appoint Additional Member to Grey County Compliance Audit Committee 2022-2026 Term** 587

**Be it resolved that** by-law number 2022-146 being a by-law to appoint an additional member to the Grey County Compliance Audit Committee for the 2022 to 2026 Term of Council 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. **Notice of Motion**

None

11. **Consent Items**

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

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated October 5, 2022 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions.

- |         |   |           |
|---------|---|-----------|
| 11.1.1. | <b>FIRE2022-017- Grey County Radio System Update</b>      | 588 - 589 |
| 11.1.2. | <b>FIRE2022-018- Fire Department Quarter Three Update</b> | 590 - 596 |
| 11.1.3. | <b>FIRE2022-019- The Fire Zone Radio Show</b>             | 597 - 598 |
| 11.1.4. | <b>FIN2022-024 2022 Insurance Renewal</b>                 | 599 - 601 |
| 11.1.5. | <b>Librarian CEO Report - September 15, 2022</b>          | 602 - 603 |
| 11.1.6. | <b>PW2022-047 Department Report</b>                       | 604 - 606 |

## **11.2. Correspondence (for information)**

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated October 5, 2022 (save and except items \_\_\_\_\_) as information.

- |         |  |           |
|---------|--|-----------|
| 11.2.1. | SVCA Correspondence - Budget 2023 - received September 16, 2022                              | 607 - 669 |
| 11.2.2. | SVCA - July 21, 2022 Minutes   | 670 - 675 |
| 11.2.3. | GRCA Correspondence - General Meeting Summary - received September 23, 2022                  | 676       |
| 11.2.4. | GRCA Correspondence - Progress Report 2 Under OReg 6878_21 - received September 23, 2022     | 677 - 678 |
| 11.2.5. | MMAH - Streamlining Development Approvals in Land Use Planning - received September 26, 2022 | 679       |

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

**Be it resolved that** Council receive the items on the Resolutions of other Municipalities consent agenda dated October 5, 2022 (save and except items \_\_\_\_\_) as information.

- |         |   |           |
|---------|---|-----------|
| 11.3.1. | Township of Alnwick Haldimand - OMAFRA OWDCP Administration Fee - received September 23, 2022           | 680 - 681 |
| 11.3.2. | Norfolk County - Draven Alert - received September 26, 2022   | 682 - 683 |
| 11.3.3. | Municipality of Grey Highlands - Increased Speeding Fines - received September 26, 2022                 | 684       |
| 11.3.4. | Municipality of Powassan - OWDCP Compensation Program Administrative Fees - received September 26, 2022 | 685 - 693 |

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

None

## **12. County Report**

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

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

**14. Closed Meeting**

**Be it resolved that** Council proceed into closed session at [TIME] in order to address matters relating to Litigation or Potential Litigation (Municipal Act Sec. 239(2)(e)) and Advice that is Subject to Solicitor-Client Privilege (Municipal Act Sec. 239(2)(f)) (Subject: Solicitor-Client Privilege discussions on future communications with a property owner) and Personal Matters about Identifiable Individuals (Municipal Act, Section 239(2)(b) and Labour Relations or Employee Negotiations (Municipal Act, Section 239(2)(d) (Subject: CAO Succession - Verbal Update) and

**That** Public Works Manager Jim Ellis, Chief Building Official Bev Fisher, HR Coordinator Kayla Best, Clerk Lindsey Green and Chief Administrative Officer Dave Milliner remain in attendance.

**Be it resolved that** Council come out of Closed Session at [TIME].

**14.1. Litigation or Potential Litigation (Municipal Act Sec. 239(2)(e)) and Advice that is Subject to Solicitor-Client Privilege (Municipal Act Sec. 239(2)(f)) (Subject: Solicitor-Client Privilege discussions on future communications with a property owner)**

**14.2. Personal Matters about Identifiable Individuals (Municipal Act, Section 239(2)(b) and Labour Relations or Employee Negotiations (Municipal Act, Section 239(2)(d) (Subject: CAO Succession - Verbal Update)**

**15. Confirming By-law**

694

**Be it resolved that** by-law number 2022-155 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on October 5, 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.

**16. Adjournment**

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

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

I wish to appear before Council on:

(Please print clearly)

CONTACT NAME:	Ken Furlong	
Additional Speaker:	_____	
ADDRESS:	R4 DURHAM	
POSTAL CODE:	NOG1R0	TELEPHONE # [REDACTED]
E-MAIL ADDRESS:	[REDACTED]	

#### New Delegation

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

as by letter —

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

#### Additional Delegation Information

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

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


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

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

I also understand that presentation materials must be submitted with this delegation form. Electronic signed presentations must be e-mailed to agenda@southgate.ca 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.

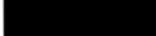
Signature  Date Sept 12 / 22

Signature  Date Sept 12 / 22

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

**Approval**

Council Date: October 5, 2022

Municipal Clerk Initials: 

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

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

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

Sept 12/22 Request for audience Southgate Council. Sept 12/22

I am requesting mty of council in regards to situations in Swinton Park of over 2 years previous.

These include

- : enforcement of bylaws.
- : lack of purposefull dislog with top staff  
councillors and board reps and O.P.P.
- : direction of work to be carried out and  
supervision of staff on these requests.
- : unreplied follow up of complaints to staff  
by myself.
- : ongoing costs of these matters and wastefull  
expenditures
- : enforcement and penabites of such ongoing  
issues. which may include roads,
- : Zoning, violation of operating agreements  
- entrance access, property without  
emergency numbers.

Respectfully submitted Southgate property owner  
& spokesperson for the  
community



OCT. 1, 2022 TO OCT. 1, 2023 POLICY TERM  
PROPOSAL FOR

## TOWNSHIP OF SOUTHGATE

ADDRESS: 185667 GREY COUNTY ROAD 9 DUNDALK,  
ON N0C 1B0



Prepared by:

**Carl Murray**  
*Client Director, Public Entities*  
T: 647-647-8203 E: [carl.murray@nfp.ca](mailto:carl.murray@nfp.ca)

Date Presented: Oct. 5<sup>th</sup>, 2022





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SERVICE TEAM MEMBERS

Client Service Director

**Carl Murray**  
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Senior Vice President

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Vice President

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Vice President

**Karen MacDonald**  
Broking, Mid-Market Commercial  
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[karen.d.macdonald@nfp.ca](mailto:karen.d.macdonald@nfp.ca)

NFP and Intact

Certificate requests:  
[carl.murray@nfp.ca](mailto:carl.murray@nfp.ca)  
[peg.mountney@nfp.ca](mailto:peg.mountney@nfp.ca)

Auto ID card requests:  
[carl.murray@nfp.ca](mailto:carl.murray@nfp.ca)  
[peg.mountney@nfp.ca](mailto:peg.mountney@nfp.ca)

Claims  
NFP

During regular business hours contact  
[carl.murray@nfp.ca](mailto:carl.murray@nfp.ca)  
[peg.mountney@nfp.ca](mailto:peg.mountney@nfp.ca)

Intact

During and after regular business hours  
[mail.claims@intactpublicentities.ca](mailto:mail.claims@intactpublicentities.ca)  
Intact Public Entities Claims: 1-800-265-4000

## EXECUTIVE SUMMARY

Thank you for the opportunity to present the Township of Southgate's insurance program renewal. In collaboration with your NFP and Intact Public Entity Team, we are pleased to present the Township of Southgate's insurance renewal for the October 1, 2022 to October 1, 2023 policy term. After an extensive benchmarking analysis of similar municipality peer groups, we are pleased to report that your incumbent insurer (Intact and the subscribing insurance companies) presented the most reasonable terms in the market. This is despite the 122% package policies overall 5-year loss ratio experience. Further to our discussion with Intact Public Entities, they are keenly interested in preserving a long-term relationship with Southgate and are putting in a significant effort in regards to ensuring consistent risk management and controls for the upcoming year.

## STATE OF THE INSURANCE MARKET CONDITION – PUBLIC ENTITIES AND COVERAGE LINES

<ul style="list-style-type: none"> <li><b>The loss of carriers and markets</b></li> </ul>	<ul style="list-style-type: none"> <li>Over the last two years, the Public Entity property and casualty marketplace has seen a mass exodus of carriers, with large losses clearly the driving force. The excess liability market is also significantly affected.</li> <li>There continues to be a large focus on managing accounts with catastrophe losses. Accounts with properties located in traditional flood zones will experience scrutiny. These accounts could also face the potential for significant increases in rates and retentions.</li> </ul>
<b>Commercial General Liability</b>	<ul style="list-style-type: none"> <li>The Canadian market continues to display increase rates (+5% to +10%) with minimum loss ratio between 0% to 35% through 2022. This is an indication that rates continue to be influenced by poor and good loss experience.</li> </ul>
<b>Property/Equipment Breakdown</b>	<ul style="list-style-type: none"> <li>Insurers have been dealing with poor loss ratios from 2019 by managing capacity and capital deployment rather than through rate increases. Property Rates have stayed at 10% or less in 2022 for accounts within the 30% to 45% loss ratio margin.</li> </ul>
<b>Auto</b>	<ul style="list-style-type: none"> <li><b>Primary automobile liability:</b> Accounts that can demonstrate effective risk mitigation and good loss history are experiencing 5% to 10% to single-digit renewal rates. However, significant rate increase for account with poor loss history.</li> </ul>
<b>Umbrella/Excess Liability</b>	<ul style="list-style-type: none"> <li>Throughout 2023, we expect competition for market share to emerge slowly and strategically for targeted industries (ie Public Entities) with proven loss control and litigation procedures.</li> <li>Umbrella/Excess pricing continues to be influenced by primary underlying coverages, pricing and loss experience.</li> </ul>
<b>Executive Risk - Directors &amp; Officers (Employment Practices Liability) and Errors &amp; Omissions</b>	<ul style="list-style-type: none"> <li>Primary Errors &amp; Omissions/Professional liability and Directors &amp; Offices Liability will improve due to downward pressure on rates as increased competition returns to the global insurance markets.</li> <li>Employment Practices Liability: Claims began to arise in late 2021 by employees terminated for refusing to get vaccinated against COVID-19, while employment-related social issues like discrimination, harassment, and gender-pay disparities continued to worry insurers. Further, province across Canada are evolvingly more problematic for EPL insurers because of their employee-friendly regulatory and legislative activities.</li> </ul>
<b>Cyber Risk</b>	<ul style="list-style-type: none"> <li>According to the U.S., Canadian and global cyber risk survey: We are witnessing a re-underwriting process necessary to ensure the long-term viability of cyber insurance coverage offerings. In fact, most insurers have reduced capacity, and are increasing retentions and underwriting requirements at a time when public entities and higher education institutions are high on the list of businesses targeted by cyber criminals. Rate increases up to 64%.</li> </ul>

We are pleased to provide the results of those efforts in accordance with your instruction on the following updated information:

Coverage	Insurer	Limit of Liability	2021-2022 Premium (incl. commission)	2022-2023 Premium (incl. commission)
General Liability	Intact	\$15,000,000	\$63,836	86,024
Errors and Omissions Liability	Intact	\$15,000,000	\$6,181	8,034
Non-Owned Automobile Liability	Intact	\$15,000,000	\$176	181
Environmental Liability	Intact	\$3,000,000	6,751	8,776
Crime	Intact	\$1,000,000	1,532	1,640
Board Members Accident	Intact	\$250,000/\$500,000 Aggregate	1,532	1,578
Volunteers' Accident	Intact	\$50,000	150	155
Conflict of Interest	Intact	\$100,000	420	433
Legal Expense	Intact	\$100,000/ \$500,000 Aggr	918	945
Aviation	Intact		2,700	2,700
Property	Intact	\$38,074,480	48,279	59,765
Equipment Breakdown	Intact	\$50,000,000 Direct Damage	2,843	2,900
Automobile (Owned and Leased Auto)	Intact	\$15,000,000	53,952	72,359
<b>1<sup>st</sup> Excess Liability Layer</b>	Intact	\$10,000,000	2,160	2,407
<b>2<sup>nd</sup> Excess Liability</b>	Intact	\$25,000,000	3,505	3,785
<b>TOTAL</b>			<b>194,994</b>	<b>251,682</b>

Quotes are valid until October/1/2022 after which insurers may withdraw or vary terms.

All premium payment terms must be met on time or the insurer will have the right to effect notice of cancellation that may arise from any delay or failure by you to pay the amount payable by the indicated date. Payment is due on inception date of policies. At your convenience, we can offer premium financing.

This communication indicates terms and conditions available and should not be construed as providing confirmation of actual cover or any commitment to cover by the insurer. We look forward to receiving your instructions to bind coverage.

The Binding Order instructions sheet is attached. Please sign and return to my attention.

If you have any questions or concerns please feel free to contact us.

Carl Murray  
Client Director, Public Entities Commercial Insurance



## SOUTHGATE LOSS EXPERIENCE SUMMARY

Outstanding and closed Claims XS of \$5,000 \$10,000  
(As of Oct. 1 2017 Intact Loss Runs)

Coverage	Policy Effective Date	Date of Loss	Description	Total Gross incurred (including expenses)
LIABILITY	10/1/2018	1/21/2019	Watermain break	\$ 0
LIABILITY	10/1/2018	2/7/2019	Wrongful Dismissal	\$ 94,625.54
LIABILITY	10/1/2018	2/7/2019	Alleged mental anguish	\$264,100
LIABILITY	10/1/2018	3/8/2019	Claimant alleging MVA due to poor road condition	\$2,427
LIABILITY	10/1/2019	4/1/2020	City sweeper incident	\$736
LIABILITY	10/1/2018	11/13/2018	MVA due to icy road condition	\$0
LIABILITY	10/1/2020	1/28/2021	MVA due to snow covered covered	\$0
AUTO	10/1/2021	7/25/2022	Accident by insured driver	\$17,056
AUTO	10/1/2017	7/5/2018	Fire	\$340,279
AUTO	10/1/2018	12/4/2018	Stolen Vehicle	\$225
ERRORS & OMISSIONS	10/1/2021	4/19/2022	Claimant alleging improper inspection	\$225
ERRORS & OMISSIONS	10/1/2021	5/19/2022	Claimant alleging improper issuance of permit	\$50,100
		<b>Total Gross Incurred</b>		<b>\$825,549</b>
		<b>Overall 5-year Loss ratio at 122%</b>		

## TOWNSHIP OF SOUTHGATE REPORTING REQUIREMENT

Line of Coverage	Reporting Timeframe	Adjustment Timeframe	Typical Reporting Requirements	When to send changes to NFP?
Auto Policy	Annually	30 days after policy expiration	<ul style="list-style-type: none"> <li>• Via email</li> <li>• Schedule of vehicles with addition / deletion dates.</li> <li>• Vin #, model, make and year</li> <li>• Lease agreement may have to be provided upon request as additional evidence</li> </ul>	<p>Additions and deletions can be reported to <a href="mailto:carl.murray@nfp.ca">carl.murray@nfp.ca</a> and <a href="mailto:peg.mountney@nfp.ca">peg.mountney@nfp.ca</a> throughout the policy year but these changes will not be reported to the carrier until the year-end adjustment.</p>
General Liability	Annually	Not Applicable	<ul style="list-style-type: none"> <li>• Via email</li> <li>• Revenues provided</li> </ul>	Any changes in the Township's operation
Property Policy	Quarterly Updates / Adjustment at end of 12 month policy term.	30 days after policy expiration date	<ul style="list-style-type: none"> <li>• Via email</li> <li>• Statement of Values (SOV) as of policy expiration date Adjustment based off newly added and deleted locations only, changes in values at existing locations will be a factor.</li> </ul>	<p>Additions and deletions can be reported to <a href="mailto:carl.murray@nfp.ca">carl.murray@nfp.ca</a> and <a href="mailto:peg.mountney@nfp.ca">peg.mountney@nfp.ca</a> throughout the policy term. Your NFP team will update property/assets list and forward all adjustments to the Intact/underwriters.</p>

## TOWNSHIP OF SOUTHGATE QUOTE OPTIONS PREMIUM SUMMARY – ORDER TO BIND

COVERAGE	CARRIER	LIMIT OF LIABILITY	PROPOSED PREMIUM	Please check box
General Liability	Intact	\$15,000,000	86,024	<input type="checkbox"/>
Errors and Omissions Liability	Intact	\$15,000,000	8,034	<input type="checkbox"/>
Non-Owned Automobile Liability	Intact	\$15,000,000	181	<input type="checkbox"/>
Environmental Liability	Intact	\$3,000,000	8,776	<input type="checkbox"/>
Crime	Intact	\$1,000,000	1,640	<input type="checkbox"/>
Board Members Accident	Intact	\$250,000/\$500,000 Aggregate	1,578	<input type="checkbox"/>
Volunteers' Accident	Intact	\$50,000	155	<input type="checkbox"/>
Conflict of Interest	Intact	\$100,000	433	<input type="checkbox"/>
Legal Expense	Intact	\$100,000/ \$500,000 Aggregate	945	<input type="checkbox"/>
Aviation	Intact		2,700	<input type="checkbox"/>
Property	Intact	\$38,074480	59,765	<input type="checkbox"/>
Equipment Breakdown	Intact	\$50,000,000 Direct Damage – Per Accident	2,900	<input type="checkbox"/>
Automobile (Owned and Leased Auto)	Intact	\$15,000,000	72,359	<input type="checkbox"/>
<b>1<sup>st</sup> Excess Liability Layer</b>	Intact	\$10,000,000	2,407	<input type="checkbox"/>
<b>2<sup>nd</sup> Excess Liability</b>	Intact	\$25,000,000	3,785	<input type="checkbox"/>

The above-mentioned does not include any provincial taxes applicable.

Signature: \_\_\_\_\_

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

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



## **Township of Southgate**

### **Minutes of Council Meeting**

September 21, 2022  
6:00 PM  
Holstein Council Chambers

Members Present: Mayor John Woodbury  
Deputy Mayor Brian Milne  
Councillor Barbara Dobreen  
Councillor Michael Sherson  
Councillor Jason Rice  
Councillor Jim Frew  
Councillor Martin Shipston

Staff Present: Dave Milliner, Chief Administrative Officer  
Lindsey Green, Clerk  
Terri Murphy, Economic Development Officer  
Kayla Best, HR Coordinator  
Holly Malynyk, Customer Service and Support

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

Mayor Woodbury called the meeting to order at 6:00 PM.

#### **2. 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.



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

No members of the public spoke at open forum.

**4. Confirmation of Agenda**

No. 2022-610

**Moved By** Councillor Rice

**Seconded By** Deputy Mayor Milne

**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. Delegations & Presentations**

**6.1 Resident James Taaffe - Delegation**

No. 2022-611

**Moved By** Councillor Sherson

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive the delegation from resident James Taaffe as information.

**Carried**

**7. Adoption of Minutes**

No. 2022-612

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Frew

**Be it resolved that** Council approve the minutes from the September 7, 2022, Council and Closed Session meetings as presented.

**Carried**

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

### **8.1 HR Coordinator Kayla Best**

#### **8.1.1 HR2022-047 Electronic Monitoring Policy Draft**

No. 2022-613

**Moved By** Councillor Frew

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report HR2022-047 for information; and

**That** Council approve draft Policy #93 Electronic Monitoring Policy as presented; and

**That** Council consider approval of Policy #93 Electronic Monitoring Policy by Municipal By-Law at the October 5, 2022, Council Meeting.

**Carried**

### **8.2 Chief Administrative Officer Dave Milliner**

#### **8.2.1 CAO2022-046 Southgate Meadows Inc. Flato West Subdivision Final Acceptance Report**

Deputy Mayor Milne moved the following motion.

No. 2022-614

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Rice

**Be it resolved that** Council waive Procedure to allow Ray Kirtz of Triton Engineering to speak to Staff Report CAO2022-046.

**Carried**

No. 2022-615

**Moved By** Councillor Shipston

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council receive staff report CAO2022-046 as information; and

**That** Council receive the verbal report and information received from Ray Kirtz of Triton Engineering to support this resolution approval; and

**That** Council approve the Flato Dundalk Meadows Inc. West Subdivision Final Acceptance of the infrastructure services, roads and stormwater management facilities for this development, with the start of the warranty period on August 12, 2022; and

**That** Council approve the Flato Dundalk Meadows Inc. West Subdivision Final Acceptance of the infrastructure subject to retaining the present \$50,000.00 in securities until such time as Triton certifies the list of items in the Crozier letter date are corrected to our Engineer's satisfaction at which time the securities will be released as an administrative action; and

**That** Council consider approval of the Flato Dundalk Meadows Inc. West Subdivision Final Acceptance by municipal By-law 2022-116 at the September 21, 2022 Council meeting.

**Carried**

#### **8.2.2 By-law 2022-116 - Flato West Phase 1 Subdivision - Final Acceptance and Assumption**

No. 2022-616

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobrean

**Be it resolved that** by-law number 2022-116 being a bylaw to assume municipal services in respect to Registered Plan 16M-54 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.

**Carried**

**8.2.3 SR CAO2022-062 White Rose Park Phase III Pre-Servicing Agreement Final Report**

No. 2022-617

**Moved By** Councillor Frew

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive staff report CAO2022-062 as information; and

**That** Council approve the White Rose Park Phase III Pre-Servicing Final Agreement and the security requirements for this work for their residential development project; and

**That** Council consider approving the White Rose Park Phase III Pre-Servicing Agreement by Municipal By-law 2022-126 at the September 21, 2022 meeting.

**Carried**

**8.2.4 By-law 2022-126 - White Rose Park Phase 3 Pre-Servicing Agreement**

No. 2022-618

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2022-126 being a by-law to authorize an agreement between 2570970 Ontario Inc and the Corporation of the Township of Southgate be read a first, second or third time, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

**8.2.5 CAO2022-064 Southgate Meadows Inc. Flato Developments Security Reduction Report**

No. 2022-619

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

**Be it resolved that** Council receive staff report CAO2022-064 as information; and

**That** Council approve the Flato Dundalk Meadows Inc., Flato North Phase 4, 5 & 6 Subdivision Acceptance of the Stages I & II infrastructure services for this development reducing the security requirement by \$275,000.00; and

**That** Council approve the Flato Dundalk Meadows Inc., Flato East Sewage Pumping Station acceptance of installation progress for this development reducing the security requirement by \$404,705.00.

**Carried**

#### **8.2.6 CAO2022-065 CAO Transition Update**

No. 2022-620

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

**Be it resolved that** Council receive Staff Report CAO2022-065 for information; and

**That** Council receive the resignation of Lindsay Edwards-Tucker as the Township of Southgate's new CAO, received on September 12, 2022 and that the Municipality thanks her for her consideration.

**Carried**

#### **8.2.7 CAO2022-066 Flato Development Inc. Naming Rights and Sponsorship-Southgate Agreement for the Dundalk Olde Town Hall**

No. 2022-621

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

**Be it resolved that** Council receive staff report CAO2022-066 as information; and

**That** Council approve the Flato Developers Inc. Sponsorship and Naming Rights Agreement with the Township of the Southgate for the Dundalk Olde Town Hall to Support the Cultural Building Use in Dundalk over a 20-year period; and

**That** Council consider approval of the Flato Developers Inc. Sponsorship and Naming Rights Agreement to Support the Cultural Building Use in Dundalk at the September 21<sup>st</sup>, 2022 meeting by Municipal By-law 2022-136.

**Carried**

#### **8.2.8 By-law 2022-136 Flato Developments Olde Town Hall Gift Agreement**

No. 2022-622

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2022-136 being a by-law to authorize an agreement between Flato Developments Inc 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.

**Carried**

#### **8.2.9 CAO2022-067 Mid West Coop-Southgate Development and Draft Land lease Agreement**

No. 2022-623

**Moved By** Councillor Rice

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive staff report CAO2022-067 as information; and

**That** Council approve the Mid West Cooperative Inc. (formally Huron Bay Coop) concept of their development plans; and

**That** Council approve the Mid West Cooperative Inc.- Southgate Draft Land Lease Agreement as presented; and

**That** Council consider approval of the of the Mid West Cooperative Inc. Land Lease Agreement by municipal By-law 2022-140 at the October 5, 2022 Council meeting.

**Carried**

**8.2.10 CA02022-068 Southgate Affordable Housing Proposal Update**

No. 2022-624

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive staff report CA02022-068 as information; and

**That** Council in the next term consider this as a possible future proposal, if space is available for consideration of constructing Affordable Housing units in the new Dundalk South-East Grey Community Health Centre building; and

**That** the next term of Council consider this as an Affordable Housing Project for the South Grey Housing Corporation to take on the responsibility of advancing this as a Southgate project.

**Carried**

**8.2.11 CA02022-069 Lions Medical Centre-SEGSS-SEGCHC-Southgate Partnership Agreement**

No. 2022-625

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive staff report CAO2022-069 as information; and

**That** Council approve the Lions, SEGCHC, SEGSS & Southgate Draft Partnership Agreement as presented; and

**That** Council consider approving the Lions, SEGCHC, SEGSS & Southgate Final Partnership Agreement by Municipal By-law 2022-144 at the October 5<sup>th</sup>, 2022 meeting.

**Carried**

### **8.3 Planner Clinton Stredwick**

#### **8.3.1 PL2022-064 - SP12-22 - Grey Ridge Metals**

No. 2022-626

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report PL2022-064 for information; and

**That** Council consider approval of By-law 2022-132 authorizing the entering into a Site Plan Agreement.

**Carried**

#### **8.3.2 By-law 2022-132 - SP12-22 Grey Ridge Metals**

No. 2022-627

**Moved By** Councillor Sherson

**Seconded By** Councillor Frew

**Be it resolved that** by-law number 2022-132 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.

**Carried**



### **8.3.3 PL2022-066- C12-22 - Ammon and Elvina Bauman**

No. 2022-628

**Moved By** Councillor Dobreen

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council receive Staff Report PL2022-066 for information; and

**That** Council consider approval of By-law 2022-141.

**Carried**

### **8.3.4 By-law 2022-141 - ZBA C12-22 Ammon and Elvina Bauman**

No. 2022-629

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2022-141 being a by-law to amend the 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.

**Carried**

### **8.3.5 PL2022-067 - C9-22 - Vernon Knorr**

No. 2022-630

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PL2022-067 for information; and

**That** Council consider approval of By-law 2022-137.

**Carried**

### **8.3.6 By-law 2022-137 - ZBA C9-22 Vernon Knorr**

No. 2022-631

**Moved By** Councillor Sherson

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2022-137 being a by-law to amend the 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.

**Carried**

### **8.3.7 PL2022-070 - SP14-22 - Ammon and Elvina Bauman**

No. 2022-632

**Moved By** Councillor Shipston

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report PL2022-070 for information; and

**That** Council consider approval of By-law 2022-142 authorizing the entering into a Site Plan Agreement.

**Carried**

### **8.3.8 By-law 2022-142 - SP14-22 Ammon and Elvina Bauman**

No. 2022-633

**Moved By** Councillor Frew

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2022-142 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.

**Carried**

**8.3.9 PL2022-068-C14-22 Rosalyn Outdoor Centre**

No. 2022-634

**Moved By** Councillor Dobreen

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report PL2022-068 for information; and

**That** Council consider approval of By-law 2022-138; and

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

**Carried**

**8.3.10 By-law 2022-138 - ZBA C14-22 Rosalyn Centre**

No. 2022-635

**Moved By** Councillor Dobreen

**Seconded By** Deputy Mayor Milne

**Be it resolved that** by-law number 2022-138 being a by-law to amend the 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.

**Carried**

**8.3.11 PL2022-071-SP18-22-Blue Mountain Covers**

No. 2022-636

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Sherson

**Be it resolved that** Council receive Staff Report PL2022-071 for information; and

**That Council** consider approval of By-law 2022-139 authorizing the entering into a Site Plan Agreement.

**Carried**

**8.3.12 By-law 2022-139 - SP18-22 2161430 Ontario Inc**

No. 2022-637

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2022-139 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.

**Carried**

Council recessed at 7:19 PM and returned at 7:30 PM.

**9. By-laws and Motions**

None.

**10. Notice of Motion**

**10.1 Councillor Dobreen - NoM - Amend Council Remuneration Policy No. 21 if required**

No. 2022-638

**Moved By** Councillor Dobreen

**Seconded By** Deputy Mayor Milne

**Be it resolved that** pursuant to section 24.12 of the Procedural By-law, Council amend something previously approved and adopted, being Resolutions 2022-536 and 2022-538, regarding Policy 21 and the corresponding Bylaw - Council Member Compensation, Expenses, Meeting Claim Guidance and Approval; and

**That** Council put the discussion back on the floor to determine whether the wording of Section 4.3 is as Council intended and, if

not, consider amending the policy and bylaw if warranted at the October 5<sup>th</sup>, 2022 Council meeting.

**Carried**

No. 2022-639

**Moved By** Councillor Dobreen

**Seconded By** Councillor Shipston

**Whereas**, Policy 21 was approved by Resolution No. 2022-536 and adopted by Bylaw 2022-114 at the August 18<sup>th</sup>, 2022 Council Meeting, Resolution 2022-538; and

**Whereas**, historically, Council members have been compensated at the full day per diem rate for all Council, Special Council, Budget and Committee of the Whole meetings where quorum is required and decisions are made to advance the business of the municipality regardless of the time required to do so; and

**Whereas**, historically, it was the expectation that Council members remain available on a Council meeting day for as long as is required to complete an agenda; and

**Whereas**, the revised Policy #21, Section 4.3 is worded such that future Council members will now be remunerated at the half day per diem rate instead of the full day per diem rate when meetings run less than 4 hours; and

**Whereas**, compensating members at the half day per diem rate may not consider the wages lost by a member who may be required to take the full day off from their employment or business in order to be available for the time required to conduct the business of Council;

**Now therefore be it resolved that** Council amend Policy 21, Section 4.3 to add a clause to reflect that Regular, Special and COW/Council meetings {where quorum is required and decisions are to be made to advance the business of the Township regardless of the time required to do so}, are to be paid at a full day per diem rate; and

**That** Council consider adopting Policy #21 by Municipal By-Law at the October 5<sup>th</sup>, 2022 Council Meeting.

**Carried**

## **11. Consent Items**

### **11.1 Regular Business (for information)**

No. 2022-640

**Moved By** Councillor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated September 21, 2022 and direct staff to proceed with all necessary administrative actions.

**Carried**

**11.1.1 HR2022-046 - Staff Update**

**11.1.2 August 2022 Cheque Register**

**11.1.3 Building By-law and Canine Report August 2022**

### **11.2 Correspondence (for information)**

No. 2022-641

**Moved By** Councillor Shipston

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated September 21, 2022 as information.

**Carried**

**11.2.1 SVCA Correspondence - 20220721 Board Minutes - received September 15, 2022**

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

No. 2022-642

**Moved By** Councillor Shipston  
**Seconded By** Councillor Rice

**Be it resolved that** Council receive the items on the Resolutions of other Municipalities consent agenda dated September 21, 2022 as information.

**Carried**

**11.3.1 Town of Kingsville - Opposition to Bill 3, Strong Mayors, Building Homes Act 2022 - received September 2, 2022**

**11.3.2 Township of McGarry Resolution - Removal of Councillors under Prescribed Circumstances**

**11.4 Closed Session (for information)**

None.

**12. County Report**

Mayor Woodbury reviewed the most recent Grey County Council meeting. Highlights from the County Council meeting can be viewed [here](#).

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

Mayor Woodbury noted that the Seniors Health Fair on September 21, 2022, was a great success. Councillor Dobreen noted that Oktoberfest was being held on October 1, 2022, at the Dundalk Agricultural Society Fairgrounds.

**14. Closed Meeting**

No. 2022-643

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

**Be it resolved that** Council proceed into closed session at 7:51 PM in order to address matters relating to Personal Matters about Identifiable Individuals (Municipal Act, Section 239(2)(b) and Labour Relations or Employee Negotiations (Municipal Act, Section 239(2)(d) (Subject: CAO Succession - Verbal Report); and

**That** HR Coordinator Kayla Best, Clerk Lindsey Green and Chief Administrative Officer Dave Milliner remain in attendance.

**Carried**

Council recessed at 7:51 PM and returned at 7:55 PM.

No. 2022-644

**Moved By** Deputy Mayor Milne

**Seconded By** Councillor Dobreen

**Be it resolved that** Council come out of Closed Session at 8:44 PM.

**Carried**

Council recessed at 8:44 PM and returned at 8:46 PM.

**14.1 Personal Matters about Identifiable Individuals (Municipal Act, Section 239(2)(b) and Labour Relations or Employee Negotiations (Municipal Act, Section 239(2)(d) (Subject: CAO Succession - Verbal Report)**

No. 2022-645

**Moved By** Councillor Frew

**Seconded By** Deputy Mayor Milne

**Be it resolved that** Council receive the verbal report regarding the CAO Succession as information; and

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

**Carried**

**15. Confirming By-law**

No. 2022-646

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2022-143 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 September 21, 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.

**Carried**

**16. Adjournment**

No. 2022-647

**Moved By** Deputy Mayor Milne

**Be it resolved that** Council adjourn the meeting at 8:47 PM.

**Carried**

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Mayor John Woodbury

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Clerk Lindsey Green



## **Staff Report FIN2022-017**

**Title of Report:** **FIN2022-017 Asset Management Plan 2022**

**Department:** **Finance**

**Council Date:** October 5, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2022-017 Asset Management Plan 2022 as information; and

**That** Council consider for approval By-law 2022-156, being a by-law to adopt Asset Management Plan 2022; and

**That** Council directs staff post Asset Management Plan 2022 on the Southgate website.

### **Background:**

The Province of Ontario legislated requirements for all municipalities to “refresh” their existing Asset Management Plans (AMP), but under specific guidelines spelled out in Ont. Reg. 588/17. Among several new guidelines is the requirement for a section of the AMP that deals with Climate Change, for example. The initial version of the AMP is limited to Core Assets, plus a second expanded version of the AMP must follow, that includes all capital assets.

On September 15, 2021, Council passed the following resolution:

**Be it resolved that** Council receive Staff Report FIN2021-028 Building Condition Assessments RFP as information; and

**That** Council approve the Building Condition Assessments Request for Proposals (RFP) as presented; and

**That** Council awards the Building Condition Assessments tender to Bold Engineering Inc. for \$21,700 plus HST.

The RFP document set out approximate project timelines as follows:

- RFP Close date: September 1, 2021 at 2:00 pm
- Commencement of RFP Evaluations: September 2, 2021
- Recommendation to Council for Approval: September 15, 2021
- Notification of Successful Bidder: September 16, 2021
- Project Commencement: ASAP after Notification
- Substantial Completion: January 31, 2022
- Presentation to Council: March 2, 2022

On June 15, 2022, Council received Staff Report FIN2022-014 FCM Grant and Building Condition Assessments which reported the draft Building Condition Assessments were received and to approve By-law 2022-082, being a by-law to approve the FCM Municipal Asset Management Program Grant Agreement to fund the Building Condition Assessments and an update to Asset Management Plan to include facilities no later than November 1, 2022.

On September 7, 2022, Council had discussions with Council related to a building assessment report concerns during a Closed Session.

**Staff Comments:**

Staff have updated the Asset Management Plan (see Attachment 1 for the markup version, clean version with By-law 2022-156) with the creation of Appendix 9 - Building Replacement Cost Analysis (included with By-law 2022-156 on the agenda). The analysis was prepared by staff with consideration of the information in the Bold Engineering reports. Staff engaged Domm Construction to assist in determining the components and associated replacement costs.

Staff recommends Council approve By-law 2022-156, being a by-law to adopt Asset Management Plan 2022.

**Financial Implications:**

The 2021 and 2022 Budget contained funding for the cost of the Asset Coordinator, and the FCM grant covers 80% of the costs of the project, up to \$50,000.

**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:**

Southgate received grant approval to assist in funding an update to the Asset Management Plan for Building Condition Assessments. The terms of the grant require that Council adopt an updated Asset Management Plan no later than November 1, 2022. Southgate engaged Bold Engineering Inc. to provided the Building Condition Assessment reports. Staff have updated the Asset Management Plan with the creation of Appendix 9 - Building Replacement Cost Analysis. Staff

recommends Council consider approval of By-law 2022-156, being a by-law to adopt Asset Management Plan 2022.

Respectfully Submitted,

**Asset Coordinator & Financial Analyst:** **Original Signed By**  
Aakash Desai

**Facilities Manager:** **Original Signed By**  
Kevin Green

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

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

**Attachments:**

1. Asset Management Plan 2022 with mark-ups

# TOWNSHIP OF SOUTHGATE

## ASSET MANAGEMENT PLAN

~~CORE ASSETS~~ — 20221

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TOWNSHIP OF SOUTHGATE

Authored by: ~~Alan Selby CPA~~ Aakash Desai





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## 1. INTRODUCTION and BACKGROUND

### 1.1 What is ASSET MANAGEMENT?

The Township of Southgate (referred to in this document as Southgate) owns and manages a diverse portfolio of assets, to provide stakeholders (residents, businesses, and visitors) with safe access to important services, such as transportation, recreation, waste management, economic development and much more. These assets include roads and bridges/ culverts, wastewater and storm sewer systems, and drinking water systems, known as Core Assets. Other asset groups include buildings, vehicle fleet, technology and machinery/ equipment. Asset management is the short title for an integrated business approach, within an organization, to strike a balance between managing the lifecycle costs of owning, operating and maintaining assets, managing an acceptable level of risk, and managing the continuous delivery of established levels of service for current and future customers, and doing all of these tasks in a manner designed to be environmentally and financially sustainable.

There are several key words, within this definition, that will be explained in more detail throughout this document. This document is designed, within Provincial format guidelines, to assist Southgate with the pursuit of asset management of its core assets. The Asset Management Plan will be an expanded to eventually include all version of this report will come later, which will also include non-core assets. B, such as buildings were added in 2022. A concise definition of Core Assets would be those assets that deliver the services that residents cannot do without. This 202~~21~~ AMP for Southgate deals with core assets and buildings.

As a subsidiary of Asset Management, Infrastructure asset management is the combination of management, financial, economic, engineering and other practices applied to physical assets, with the objective of providing the required Level of Service in the most cost-effective manner. It includes the management of the whole life cycle of physical and infrastructure assets:

- Design
- Construction
- Commissioning
- Operating and maintaining
- Repairing and modifying
- Replacing and decommissioning/disposal

### 1.2 What are the benefits of ASSET MANAGEMENT?

Asset management is an integrated process, which means it touches most of the divisions of Southgate’s business activities. This can often lead to some significant overhauls of existing processes, practices and procedures. Organizational change can be valuable, and it can improve outcomes for all Southgate stakeholders. Key benefits of asset management are:

- Data-driven decision making
- Enhanced sustainability of infrastructure assets
- Good governance and increased accountability
- Improved levels of service and quality of life
- Accurate forecasting of infrastructure replacement and enhancement needs
- Municipal compliance with Federal and Provincial regulations

### 1.3 What is an ASSET MANAGEMENT PLAN?

A concise definition of an Asset Management Plan (shortened to AMP) is a strategic planning document, identifying key asset data, and the resources and funding required to meet organizational objectives.

Seven essential elements of an AMP are commonly presented as questions. These questions can be answered through the asset management process:

Seven Essential Elements of an AMP	Answers
What does the municipality own?	Asset Inventory
What is it worth?	Valuation of the Inventory
What is its condition?	Condition ratings, remaining life
What needs to be done?	Levels of Service, lifecycle actions
When do you need to do it?	Risk Assessment, Project Prioritization
How much will it cost?	Revenue Requirements, price forecasts
How will you pay for it?	Long Term Financial Plan

Provincial regulations require the AMP to be updated every five years (or less). The reason for this requirement for future updates is to allow Southgate to re-evaluate the state of its infrastructure assets, as well as to review how its financial strategies are progressing. Unexpected events can cause AMP targets to be missed (Covid), and strategies must be altered in response to events.

AMP content includes basics like an asset inventory, condition assessments, and replacement costs. Other required elements of an AMP, per the Provincial regulation, are:

- Asset Management Strategies (risk assessment, lifecycle, prioritization)
- Levels of Service (performance measurement)
- Climate Change impacts



- Financial strategies

## 1.4 Infrastructure Ownership and O. Reg. 588/17

In Ontario, municipalities own and manage more infrastructure assets than both the Provincial and Federal governments combined. Across Canada, the shares of infrastructure assets are:

- Federal ownership 2%
- Provincial ownership 41%
- Municipal ownership 57%

The Province of Ontario, in 2015, passed the Infrastructure for Jobs and Prosperity Act (IIPA) followed by consultations with municipalities during 2016, to collect feedback on its proposed Regulation. The IIPA update came into force on Jan. 1, 2017 as O. Reg. 588/17, with these selected timelines and requirements for all municipalities in this Province:

PHASE 1 Core Assets	Due by July 1, 2021	<ol style="list-style-type: none"> <li>1. Inventory analysis</li> <li>2. Current levels of service</li> <li>3. Costs and lifecycle activities required to maintain current levels of service</li> <li>4. ONLY IF POP.&gt; 25,000 : Population and Employment forecasts, and costs to service growth in next 10 yrs.</li> </ol>
PHASE 2 ALL Assets	Due by July 1, 2023	Same requirements as Phase 1 above, but applied to ALL infrastructure assets
PHASE 3	Due by July 1, 2024	<ol style="list-style-type: none"> <li>1. Proposed Levels of Service for next 10 years</li> <li>2. Updated Inventory analysis</li> <li>3. Lifecycle Management Strategy</li> <li>4. Financial Strategy</li> <li>5. Addressing Financial Shortfalls</li> <li>6. ONLY IF POP.&gt; 25,000 : how Growth Assumptions impact Lifecycle Mgmt. and Financial Strategy</li> </ol>

A concise definition of Core Assets would be those assets that deliver the services that residents cannot do without. This 2021 AMP for Southgate deals with core assets.

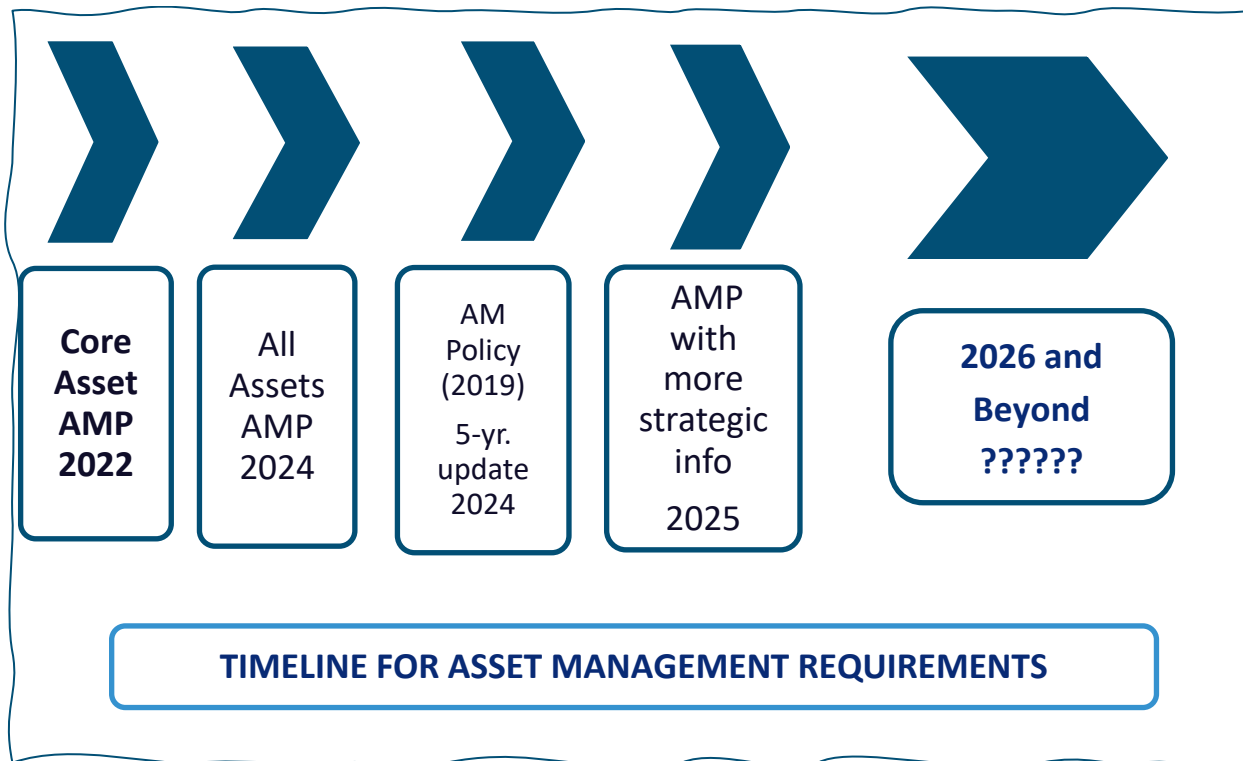
### UPDATE

In March 2021, in response to municipal concerns over the impacts from COVID-19, the Province announced a one-year deferral for the three phases above. New required dates are:

1. Core Assets version of the AMP due by July 1, 2022

2. Expanded AMP covering all assets due by July 1, 2024

3. Proposed Levels of Service due by July 1, 2025



For the 2025 AMP, the additional “strategic information” includes:

- Proposed Levels of Service for next 10 years
- Addressing Shortfalls within the Financial Strategy
- Lifecycle management strategy
- Explain how Growth will impact Lifecycle and Financial Strategies

## 1.5 Integration with Other Plans

With respect to integrating the Township’s budget process with asset management planning, both require a projection of capital and operating costs of a future period. Both the capital budget and the AMP should contain a ten-year forecast window for capital assets. Situations will change, assets will become damaged or worn-out earlier than expected. The annual budget process can respond to these circumstances because it is more frequent (annual) than the AMP process. The annual Southgate budget-setting process can be like an asset management plan update process.

Both asset management and PSAB 3150 (Public Sector Accounting Board) accounting rules require a complete and accurate asset inventory. The significant difference between the two lies in valuation approaches; PSAB 3150 requires historical cost valuation, while asset management

requires future replacement cost valuation. Historical cost values can be misleading when an asset is very old, because the difference between its historical cost and its replacement cost will likely be large.

Further integration into other Township financial/planning documents would assist with the ongoing accuracy of the AMP, as well as the accuracy of integrated financial/planning documents. This AMP has been developed to allow linkages to documents such as:

- Development Charge Background Study;
- Official Plan;
- Water and Wastewater Rate Study;
- Road Needs Study;
- OSIM Structure studies (every structure updated in a two-year cycle); and
- Insurance valuations and records.

References are made throughout this AMP to asset data that was obtained from these sources.

## 1.6 Annual Progress Review

The Regulation (section 9) requires “*every municipal Council shall conduct an annual review of its asset management progress on or before July 1 in each year*” and the review must address:

- The progress in implementing the AMP
- Any factors impeding the ability to implement the AMP
- Strategy to address the factors described above

The review may be done through a status update report to Council. A completely re-done AMP is not necessary for this annual review. The requirements for entirely re-done AMPs are spelled out in the table above (Phases Two and Three). After the Phase Three requirements are met, AMPs must be updated (re-done) at least every five years. See section on Next Steps.



## 2. STATE OF LOCAL INFRASTRUCTURE

In this section, Southgate core assets are itemized, along with information on condition assessments and estimated replacement costs. The annual Southgate audited financial statements are prepared using historical costs. Many assets in the inventory are decades old, so their historical cost bears little resemblance to current values. Historical values can be of little value in terms of asset management practices. Therefore, historical cost data is not referenced in this AMP, except for the first table below, just to show the differences between historical and replacement costs.

Asset data was based on the various sources listed in section 1.5, and not on historical cost financial accounting records. An exception to this is for recently acquired assets. Some of the data sources listed in section 1.5 are dated in 2018 or 2019, and so they are slightly outdated. Assets purchased after those reports were done have been picked up from the accounting records of recent years, for inclusion in this AMP, up to and including 2020 acquisitions.

### 2.1 Consolidated View of Core Assets

In this table, an overview is provided of all the core assets being reviewed in this AMP.

	Quantity measurement	Replacement Value Estimate	Net Book Value, Historical Cost, end of 2019
Roads – all types	517.812 km	\$114,285,190	\$ 22,137,579
Structures – all types	118 structures	\$ 77,182,770	\$ 7,933,259
Waterworks system, mains + other	as listed	\$ 20,000,000	\$ 8,034,616
Storm sewer mains, catch basins	as listed	\$ 6,500,000	\$ 195,964
Wastewater system, mains + other	as listed	\$ 22,500,000	\$ 2,777,447
<b>COMBINED</b>		<b>\$240,467,960</b>	<b>\$ 41,078,865</b>

The following sections will take a closer look at each of these asset groups.

## 2.2 Roads

Roads are the single most significant asset type in the asset inventory. Roads are classified by surface type. At Dec. 31, 2019, the road inventory was:

Length in km. 2013		Length in km. 2019	Replacement Value Estimate
27.149	Paved roads, urban & semi-urban	26.248	14,436,400
127.319	Paved roads, rural areas	137.388	37,921,950
44.084	Surface-treated roads	53.417	9,615,060
304.127	Gravel roads	291.131	52,311,780
9.628	Earth roads	9.628	No plans to replace
512.307		517.812	\$114,285,190

Replacement values used above are: Urban/Semi-Urban Paved Roads \$550,000/km., Rural Paved \$275,000/km., Rural Surface-Treated \$180,000/km., and Rural Gravel \$180,000/km. These are the estimated costs to fully reconstruct each type of road, including its base and surface.

Total km. in the system (now 517.8 km. or 1,035 lane-kms.) will increase slightly, as new roads are assumed by Southgate from new subdivisions. Here is some road data taken from AMP's of comparable (mostly rural) or nearby municipalities, to confirm the reasonableness of the road valuation above.

Comparator	Total km	Paved or ST	Gravel	Replac. Value	
Melancthon	248.5	81.2	167.3	\$ 112,000,000	
Wellington North	424	230	194	\$ 121,798,073	
Minto	286.3	224	62.3	\$ 122,200,000	
West Grey	1,000.9	524	476.9	\$ 284,170,354	
Springwater (Simcoe County)	440	189.2	250.8	\$ 131,070,000	

Roads are classified by the Ministry of Transportation (O. Reg. 612/06) into Road Classes, based on a combination of Average Daily Traffic (ADT) volumes and Speed Limits. There are six classes, Class 1 being the highest volume and speeds over 80 km/hr. and daily traffic volumes 5,000 to 50,000+. An example of Class 1 would be four-lane or six-lane roads, like Dixie Road in Mississauga and Brampton. Southgate roads have low traffic volumes, are mostly two lanes, and are mostly 80 km/hr. in rural areas, with urban streets posted at 40 km/hr.

There are no Southgate roads in MTO Classes 1, 2 or 3. The 517.8 km network of roads in Southgate are analyzed as:

2013 Study		2019 Study	
411.7 km	MTO Class 4	411.4 km	Speeds 40-80km/hr. ADT 500-999
18.2 km	MTO Class 5	16.1 km	Speeds 40-80 km/hr. ADT 200-499
82.4 km	MTO Class 6	90.3 km	Speeds 40-80 km/hr. ADT 0 - 199
512.3 km		517.8 km	

Many Southgate Class 6 roads have an ADT of just 0-49 vehicles, which is the lowest ADT measure there is. The MTO Road Class has relevance for asset management because the lower traffic volumes, and lower speeds, indicate that Southgate roads might reasonably be expected to have longer useful life estimates, because they are subjected to lesser usage. Paved road surfaces are typically assigned lifespans of 15 to 25 years before planned resurfacing is required, whereas Southgate has been using a 50-year paved road lifespan.

### Road Asset Condition

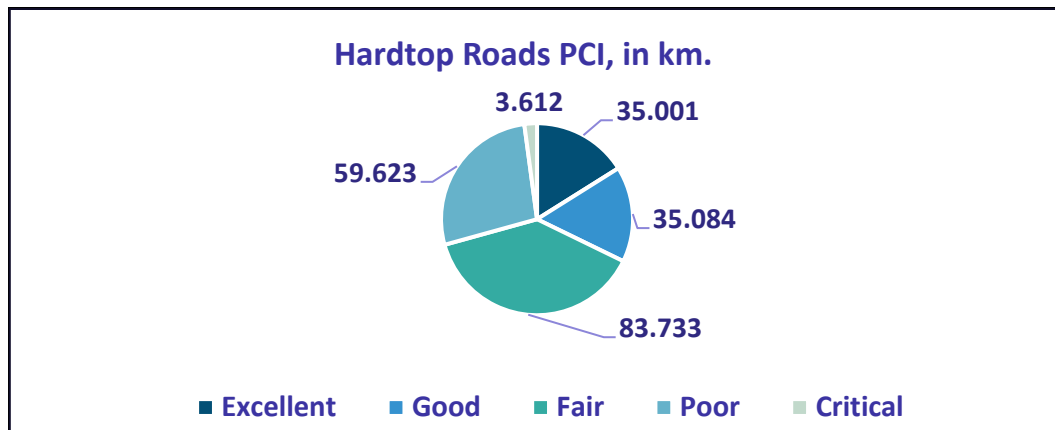
Asset condition is a critical factor in decision-making for capital asset management. The 2019 Triton study provides Pavement Condition Index ratings (PCI) for all paved and surface-treated roads. PCI is the standard measure for “hardtop” roads condition. PCI is a combination of Field Condition Rating (FCR) and Ride Comfort Index (RCI), on a scale from 0 to 100. A road that has just been resurfaced would rate a PCI of 100. Roads with a PCI of less than 50 are considered deficient and in need of rehabilitation.

Triton found, in 2019, nearly one-third of Southgate’s hardtop roads were in need of rehabilitation. Triton noted that because many Southgate roads were hard-surfaced at the time of amalgamation with thin lift asphalt pavement, many of those roads have now reached the end of their service life.

Microsurfacing of paved roads binds the surface and keeps material in Place. It works best when the road base is still adequate, and the road’s paved-surface distresses are mostly cracking, including alligator cracking. Microsurfacing is less costly than resurfacing. However, microsurfacing does not address rutting, or more deep-seated structural road distresses.

The other hardtop road type (after paved roads) is Surface-treated roads, also referred to as Low Class Bituminous (LCB), which are typically rural roads with moderate traffic volumes. The treatment maintains the surface, and provides dust control, but requires re-sealing roughly every seven years, per Triton.

Here is an analysis of PCI values for all hard top roads (both paved and LCB) from the 2019 Triton data, altered slightly for the roads that were paved in 2020 (sections of Road 22 and Wilder Lake Road) and were changed to an Excellent PCI value.



PCI value range	No. of Km.	Segments	
91-100 Excellent	35.001	43	
71-90 Good	35.084	55	
51-70 Fair	83.733	92	
31-50 Poor	59.623	36	
< 30 Critical	3.612	3	← on Rd. 4, Rd. 14
	217.053	229	229 of 428 segments have a PCI

Paved urban + Paved rural + Surface-treated rural = 217.053 km. of hardtop

Note that these are 2019 PCI ratings (with a couple of 2020 updates), and so there could be a small number of roads that have declined from one range to the next range (e.g. from Good to Fair) since 2019. It is noteworthy that there are 35 km. rated excellent, just as many as rated Good. This is an indication of an improvement in the amount of paving work accomplished in recent years. All 43 road segments in the Excellent list were either newly added/built, initially paved (formerly Gravel), or repaved, since 2014.

Gravel roads are appropriate in rural areas, and in low to very low traffic volumes. These roads represent over 50% of Southgate's road network. Triton's report says gravel surfaces are best for roads with poor subgrade conditions, such as topsoil present in the upper portions of the road base, and/or poor drainage conditions. These roads would not support a hard surface, as they would break up prematurely. Southgate maintains a regular gravel road program, along with brushing and ditching for improved drainage. Gravel roads of course do not have a PCI, but they do have an FCR. The Triton 2019 report says the weighted average FCR across the gravel road inventory was 5.7, considered to be good. The report states that *"while gravel roads should be maintained at an average FCR of 7.0, lower traffic-volume gravel roads can have FCR between 5.0 to 7.0 and provide satisfactory performance"*.

## 2.3 Structures (bridges and culverts)

Southgate has a high number of structures, namely 118 structures. In Ontario, structures must undergo inspections every two years. Inspections are performed, on an element-by-element basis on each structure, by external engineers (R. J. Burnside “RJB”). Inspections are made in accordance with the Ministry of Transportation – Ontario Structure Inspection Manual (OSIM). See the section on Structures Asset Condition for details on the findings of the most recent OSIM inspections.

Structures by location:

Southgate Road	# structures	
Road 4	6	
Road 8	7	
Road 10	9	
Road 12	13	
Road 14	13	
Road 22	3	
Road 24	9	
Road 26	12	
Sideroad 7	4	
Sideroad 11	1	
Sideroad 13	3	
Sideroad 15	3	
Sideroad 19	1	
Sideroad 21	3	
Sideroad 41	3	
Sideroad 47	4	
Sideroad 49	9	
Sideroad 55	1	
Sideroad 57	4	
Sideroad 61	2	
Sideroad 71	2	
Sideroad 75 / Ida St.	3	
Eco Pkwy., Feairs Dr., Sligo Rd.	3 (1 each)	
	118	

Structures by most common type (types with under 3 structures are left out):

Cast-in-place concrete rigid frame	62
------------------------------------	----



CSP multi-plate ellipse culvert(s) [might be single or double]	11
Steel I-girder, concrete deck	9
Cast-in-Place concrete box culvert	8
Precast concrete box culvert	6
CSP round culvert(s) [ might be single or double]	4
Precast concrete I-girder	4
CSP Arch culvert(s) [might be single or double]	3
All Other	11

The structures Replacement Value of \$77.18 million, shown in Section 2.1 above, comes from values found in the OSIM studies of 2019 and 2020, except that only the core asset value was used. RJB cost estimates for roadside protection features (like Guiderails and end treatments), engineering design, environmental assessments, and 10% cost contingencies were all excluded. This is because recent experience shows actual structure projects, completed by Southgate in recent years, have consistently come in well under the OSIM Study replacement cost estimate. Therefore, the OSIM core asset values, taken alone, are likely still on the high side for estimated replacement values.

#### Structure Asset Condition

Asset condition is a critical factor in decision-making for capital asset management. Structure asset condition is measured by the Bridge Condition Index, the BCI for short. BCI value ranges are Good = 70 to 100, Fair = 50 to 70, and Poor = <50.

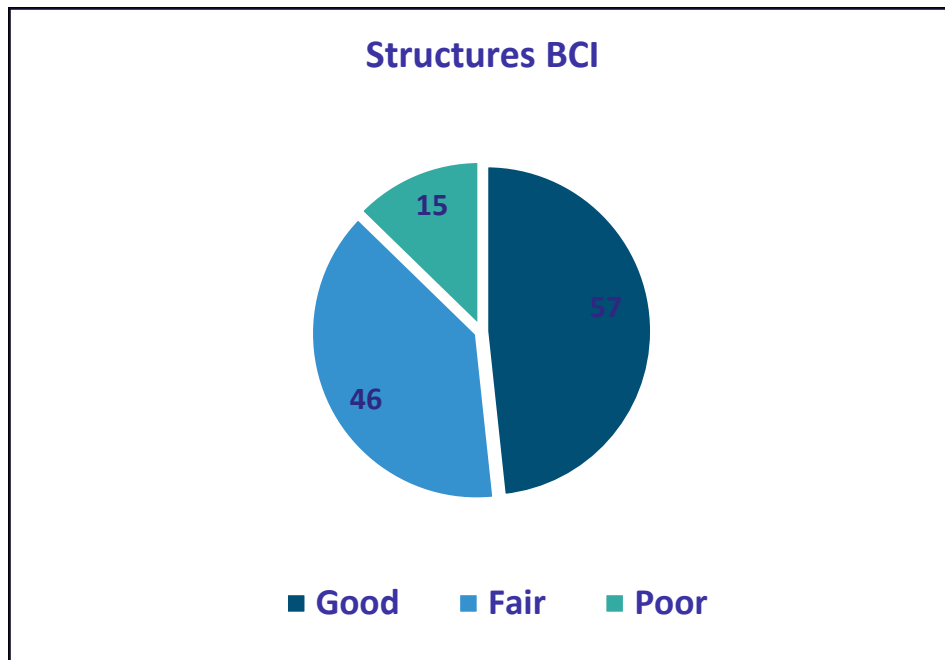
OSIM inspections are done on half of the Southgate structure inventory every year, so that every structure is inspected once in a two-year cycle. This cycle ensures that

- Inspection information is kept very recent (as compared to roads data)
- BCI measurement trends can be analyzed over time by comparing results over several recent cycles

The OSIM study every year includes a “five-year Capital Plan” from RJB, which is helpful to township staff in developing the township’s capital plan in the annual budget. In addition to capital cost plans, the annual operational budget provides funding for routine maintenance of structures. Routine maintenance is important, to extend the service life of structures. Routine bridge sweeping, washing of decks, drains, joints, bearing seat areas and girders will improve service life. Removal or trimming of vegetation, as well as addressing minor erosion concerns regularly, will pre-empt more serious issues.

In September 2020, RJB stated 48.3% of Southgate structures were Good (57 of 118), 39.0% were Fair (46 of 118) and 12.7% were Poor (15 of 118). MTO has established a goal for

municipalities of keeping 85% of structures in “good” condition. At 48.3% Good, Southgate is underperforming when compared to that MTO 85% goal.



However, since the 2015/2016 inspections cycle, Southgate has accomplished enough maintenance and capital work on its structures to keep its overall average BCI, across all 118 structures, holding steady at 67.3 (see Level of Service table). Recently completed capital work was done on structures S043, S118 and S126 (all in 2019), and S031 in 2020.

Here is a table of all 118 BCI values, by specific ranges:

B C I value range	No. of structures		
75 to 100   Good	32		
70.1 to 74.9   Good	25	close to dropping to Fair	
56 to 70   Fair	41		
50 to 55.9   Fair	5	close to dropping to Poor	
20 to 49.9   Poor	15		
< 20   Critical	none		

This breakdown of BCI ranges was designed to show how many structures are nearing the point of BCI value that would drop them down one category. Finally, although BCI is a good measure of the overall condition of a structure, and its relative construction need, other factors beyond BCI are often considered when prioritizing bridge work. Other decision-making factors include:

- Traffic volume and # trucks that regularly use the road the Structure is on
- Load capacity restrictions
- Geometric restrictions (alignment or width is difficult to alter)
- Pedestrian or cycling requirements
- History of accidents or traffic conflicts
- History of flooding or ice problems
- Nearby area population growth and development

## 2.4 Waterworks, Sanitary Sewer and Storm Sewer Systems

There are three remaining core asset groups considered in the AMP: Waterworks system assets, Sanitary Sewer (Wastewater) system assets, and Storm Sewer (Stormwater) assets. These asset groups do not have external measurements like a PCI or a BCI, as roads and structures have. Instead, to measure asset condition in these groups, the AMP has used a five-part General Condition Grading System, per the Table below, and asked township staff who are most familiar with these assets to assign the condition rating they believe to be the most accurate.

Grade	Description of Asset Condition
VG Very Good	Typically new or recently rehabilitated asset. Only normal maintenance required
G Good	Minor deterioration only in some elements; some minor maintenance required
F Fair	Significant Maintenance required to return to Accepted Level of Service. General signs of deterioration.
P Poor	Mostly below standard, many elements nearing the end of their service life. Requires Renewal, or significant upgrade.
VP Very Poor	Asset is not serviceable. Widespread signs of advanced deterioration. Components exhibit signs of imminent failure.

### 2.4-1 Waterworks system

The drinking water system in Dundalk is a ground water source system, consisting of three production wells (D3, D4, D5), three water storage reservoirs, one monitoring well and a distribution system of approx. 19.8 km. of watermains of varying size, with 1067 service connections (per 2020 Annual Report).

The system is monitored by a new SCADA system installed in 2020, which communicates through RF towers and PLC's in the wells, to record data and monitor operations.

Below are tables listing key components of each well:

<b>Well D3 280 Victoria St. W.</b>	<b>Condition Grade</b>
Drilled ground water well, pumphouse structure, 86.9 m deep, 250 mm. diameter steel well casing to bedrock at 28 m. depth	G
Submersible pump that transfers water from wellhead into the reservoir, rated capacity 777 L/min. at 38.1 m TDH	G
One 100 mm. magnetic flow meter	G
Two vertical turbine high lift pumps to pump water from reservoir to distrib. system through 250 mm. diameter watermain	G
One 100 mm. magnetic flow meter on pump discharge header	G
Two fire flow pumps, rated cap. 5,678 L/min 1 Electric-driven	F
1 Diesel driven	F
One backflow preventer on the fire pump system	G
Secondary containment for chemicals and diesel fuel	G
Piping, valves, controls & equip within the pumphouse	G
1,364 cu. m. pre-stressed concrete Reservoir, circular, ground level, with baffle curtains and two mixers	F
Two UV light reactors for disinfection with one UVT monitor	G
Sodium hypochloride dosing pump, storage tank	G
Residual analyzer and downstream dosing pump	G
Turbidity analyzer on raw water piping	G
Metering pump flow switch with alarming and controls	G
Standby Power : 80kW diesel generator	VG

<b>Well D4 550 Main St. E. (built 2004)</b>	<b>Condition Grade</b>
Drilled ground water well, pumphouse structure, 100.6 m deep, 250 mm. diameter steel well casing to bedrock at 32 m. depth	G
Submersible pump that transfers water from wellhead into the reservoir, rated capacity 1,136.5 L/min. at 32.6 m TDH	G
One 100 mm. magnetic flow meter	G
Two vertical turbine high lift pumps to pump water from reservoir to distrib. system through 250 mm. diameter watermain	G
One 100 mm. magnetic flow meter on pump discharge header	G
179 m. of 250 mm. diameter PVC watermain connecting Well D4 to existing distrib. system	G
One turbidity analyzer	G
Piping, valves, controls & equip within the pumphouse	G
One baffled Reservoir approx. volume 187.7 cu. m.	G

Sodium hypochlorite metering pumps (2) with flow switch, auto switch-over, alarm and shutdown features	G
Sodium hypochlorite tank	G
One free chlorine residual analyzer	G
Standby Power : 100kW diesel generator with 284 L fuel tank	G

<b>Well D5 250 Hagan St. (drilled 2017, installation 2019)</b>	<b>Condition Grade</b>
Drilled ground water well, pumphouse structure, 96 m deep, 250 mm. diameter steel well casing to bedrock at 35.35 m. depth	VG
Submersible pump that transfers water from wellhead into the reservoir, rated capacity 1,363.5 L/min. at 35.2 m TDH	VG
One 100 mm. magnetic flow meter	VG
Two vertical turbine high lift pumps rated at 1,363.5 L/min with variable frequency drives	VG
One 100 mm. magnetic flow meter on pump discharge header	VG
179 m. of 250 mm. diameter PVC watermain connecting Well D5 to existing distribution system	VG
One turbidity analyzer	VG
Piping, valves, controls & equip within the pumphouse	VG
One baffled Reservoir, capacity 536 cu. m.	VG
Sodium hypochlorite dosing pumps (2) with flow switch, auto switch-over, alarm and shutdown features	VG
Sodium hypochlorite tank	VG
One free chlorine residual analyzer downstream	VG
Standby Power : 150kW diesel generator with double walled under base fuel tank for 24-hrs run time	VG

<b>SCADA system (replaced in 2020)</b>	<b>Condition Grade</b>
One level sensor in each Well	VG
One Well-pump operation sensor in each well	VG
One Well-pump flowmeter in each well, on raw water inlet to reservoir	VG
Six pump speed sensors, two at each well, with one on each highlight pump	VG
Three VFD failure monitors, one at each well	VG
Three ultra-sonic level sensors, one at each well	VG

Three float type level sensors, one at each well	VG
Eight Chlorine pump operation monitors, including failure alarms, two at Well D3, three at D4 and three at D5	VG
Three Chlorine and turbidity analyzers, one at each well	VG
Three Chlorine analyzers, located on treated water lines, one at each well	VG
Three treated-water flowmeters, located on treated water lines, one at each well	VG

<b>Fuel Oil Systems, Diesel fuel</b>	<b>Condition Grade</b>
One 550 L above ground double walled storage tank, outside the diesel generator, for pump house D3	VG
One 1,138 L above ground double walled storage tank, outside D3 fire system pump	F
One 680 L above ground double walled storage tank, outside the diesel generator, for pump house D4	G
One 1,137 L above ground double walled storage tank, outside the diesel generator, for pump house D5	VG

<b>Watermains total 19,846 m.</b>	<b>Condition Grade</b>
Main St E installation 2019/20 total 1,481 m. of 150, 200, and 250 mm dia. gasketed PVC main, including tracer wire, from Proton St. easterly to Sinclair St.	VG
Other recent installs: Elm St.	VG
Young St.	VG
Rowe's Lane	VG
Mains across remainder of system, 18,365 m. EXCEPT these Specific sections requiring attention :	F
Victoria St W	P
Proton St S	P
Gold St W	P
Ida St S	P

<b>Water Meters:</b>	<b>Condition Grade</b>
Approx. 1,200 units, both installed + inventory held	G
<b>Hydrants</b>	
Inventory count = 116 across the Town	G

## 2.4-2 Stormwater assets: storm sewers and catch-basins

Managing rain water (stormwater) is important for reducing the risk of flooding, and the risk of damage to other infrastructure assets. The stormwater system includes approx. 17.5 km. of stormwater drainage pipe, and approx. 160 catchbasins on various streets in Dundalk, including recent street additions (Doyle, Elm) and one Stormwater Holding Pond, located just south-east of the Sheffield Street cul-de-sac, with a holding capacity of 1,272 cu. m., covering 0.23 hectares. There is a partially-submerged inlet from the in-street collection system to the Pond.

## 2.4-3 Wastewater system

The Dundalk Sewage Treatment Works (STW), at 752051 Ida Street S. consists of a four cell waste stabilization pond facility, flowing into an aeration cell pond. Components of the system are a Pumping Station, Chemical Feed System, the Stabilization Ponds, a Post Aeration Cell, Blower Building, Tertiary Treatment Filter Building, and Discharge to the Foley Drain connected to the Grand River Watershed. In 2014, upgrades were completed on the pumping station, post-aeration cell, blower building, and the tertiary treatment filter building.

The system underwent inspection in May 2019 by the MECP (Ministry of Environment, Conservation and Parks). A sewage lagoons sludge assessment was conducted by Triton Engineering in 2020.

STW Component	Year	Condition Grade
Pumping station building	1972	G
Wet Well Pump #1	2019	VG
Wet Well Pump #2	2017	G
230 mm forcemain to stabiliz. ponds		G
Controls building, houses pump control equipment	2014	VG
50 kW diesel generator, auto transfer switch	2014	VG
2.2 sq. m. Chemical Metering building	2000	F
24.5 cu. m. capacity chemical storage tank (Alum)		G
Chemical metering pump w/ flow recorder+totalizer		VG
OTHER PUMPS:		

Influent Pump 1	2008	G
Influent Pump 2	2020	VG
Influent Pump 3	2016	G
Backwash Pump 4	2018	VG
Backwash Pump 5	2011	G
Backwash Pump 6	2020	VG
Stabiliz. Pond 1 depth 1.8 m. 6.5 hectares	1984	G
Stabiliz. Pond 2 depth 1.8 m. 6.5 hectares	1984	G
Stabiliz. Pond 3 depth 1.8 m. 4.1 hectares	1972	G
Stabiliz. Pond 4 depth 1.8 m. 4.1 hectares	1972	G
Post Aeration cell depth 2.1 m. 4,546 cu. m.	1984	G
Blower building	2014	G
Steel roof	2019	VG
Two Blowers, air main + diffusers	2014	VG
Tertiary Treatment Filter building	2000	G
Three variable frequency drives	2000	G
5,680L capacity chemical storage tank	2000	G
Flocculation tank with mixer+backwash filter	2000	G
50 cu. m. filter effluent tank	2000	G
50 cu. m. backwash waste tank	2000	G
Oxygen monitoring equipment, air piping, fine bubble air diffusers	2014	VG
Discharge system	2000	G
Sanitary sewer mains/pipes, approx. 17,500 m. or 17.5 km.		Condition Varies
Inventory of manholes		Condition Varies

The Sanitary Sewage Lagoons south of Eco Parkway, which treat the sewage from the community, are designed to treat 1,832 m<sup>3</sup>/day.

#### 2.4-4 Facilities



Southgate owns and operates several facilities to deliver various services to its residents. While facilities are not considered a core asset under *O.Reg588/17* the importance of facilities can not be understated. Facilities are used in almost every facet of Southgate's operations – including the provision of services through core assets.

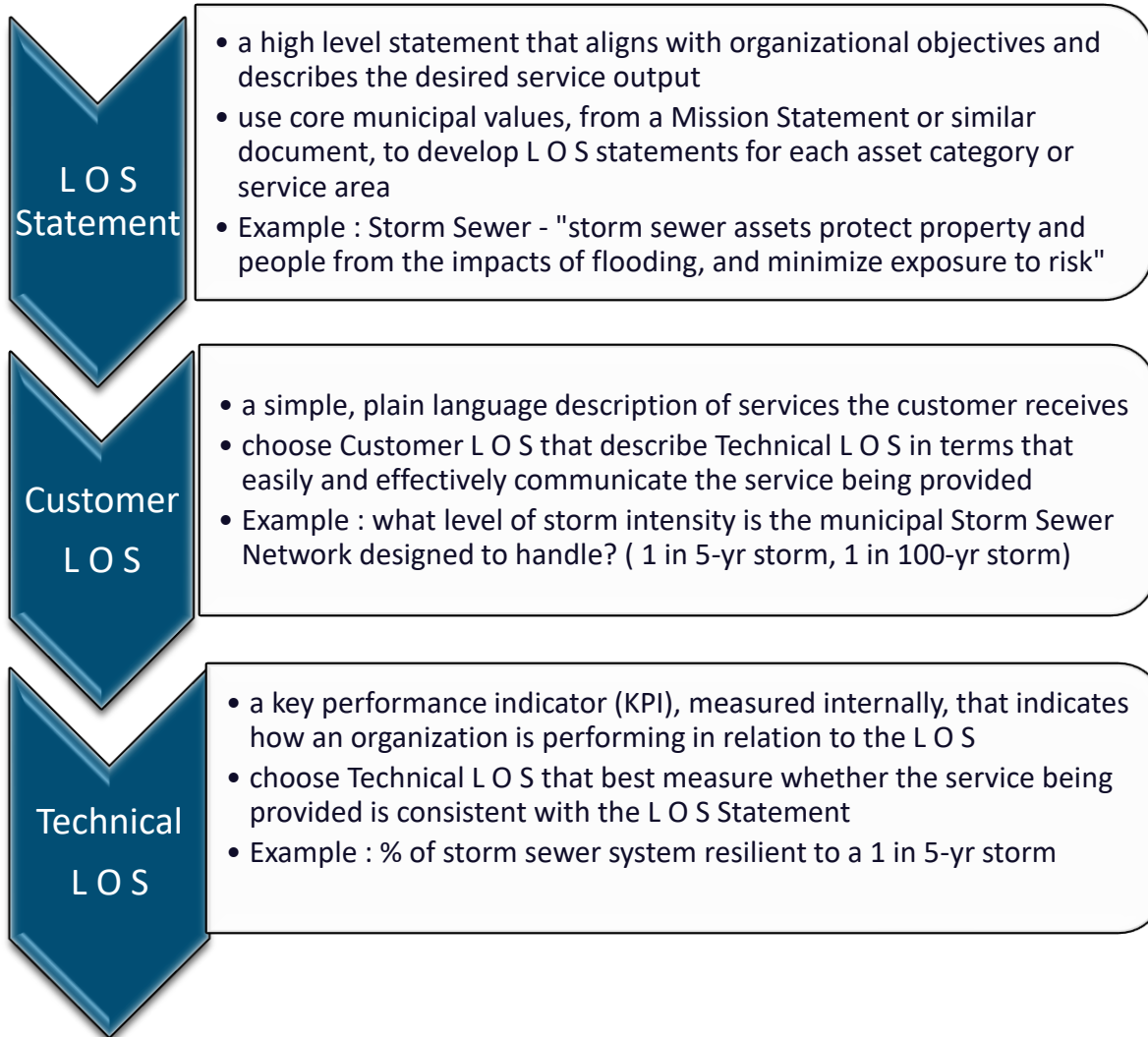
Appendix 9 has a list of all the facilities that have been reviewed as part of the Building Condition Assessments along with their replacement cost.



### 3. LEVELS OF SERVICE

Every AMP needs to balance affordability of municipal services with customer needs and expectations. Levels of Service (LOS) is the standard used for this aspect of Asset Management. LOS are specific parameters that describe the extent and quality of services that the municipality provides to its users.

Here is a basic guide to establishing LOS:



Developing realistic LOS, using meaningful Key Performance Indicators (KPIs), is necessary for managing citizen expectations, identifying areas requiring additional investments, driving organizational performance, and securing the highest value-for-money from public assets. Municipalities face diminishing returns with their LOS and KPI frameworks; in other words, the

more LOS and KPI measures are kept, the less and less incremental value they provide. The objective should be to track only LOS measures that are relevant and insightful to Southgate. The O. Reg. 588/17 prescribes, in tables, a minimum number of LOS measures to be provided, at least initially, set out in section 6 of the regulation.

For core assets, per the diagram above, there are two types of LOS:

1. Customer LOS, sometimes referred to as External Outcomes. A simple, plain language description of what customers expect to receive from Southgate
2. Technical LOS, key performance indicators (KPI's) used to measure performance of assets and performance of services to customers

Reg. 588/17 section 5(2) sub-section (1)(i) sets out the need to include in the AMP some specific basic measures, for core assets, given in Reg. Tables 1 to 5. In future, Southgate should expand upon these basic LOS as more data on performance is collected.

	LOS Statement /Customer LOS	Technical LOS and KPI's
<b>WATER</b>	Provide a safe and reliable supply of drinking water to residents connected to the municipal waterworks system	% of Dundalk properties connected to the water system - 99.0%
		% of Dundalk properties where Fire Flow is available - 100.0%
	Service requests are promptly responded to	Annual number of Boil-water Advisories - 2020 : 0 2019 : 0      2018 : 0
		Number of watermain breaks – 2020 – 2    2019 – 2    2018 – 3
<b>WASTEWATER</b>	Wastewater network is maintained and managed to enable continuous and reliable provision of sewage services	Number of emergency sewer repairs per year - 2020 : 0    2019 : 1    2018 : 0
		Number of sanitary sewer backups per year - 2020 : 0    2019 : 0    2018 : 0
	Service requests are promptly responded to	Number of raw sewage bypass events 2020 : 0    2019 : 0    2018 : 0
<b>STORM WATER SYSTEM</b>	Stormwater network is maintained in good condition to enable continuous and reliable provision of services	% of properties resilient to a 100-year storm - 75%
		% of properties resilient to a 5-year storm - 100%

<b>ROADS</b>	Road network is convenient and available to the whole community.	Average Pavement Condition Index (PCI) value for paved roads : 2019 – 68.63
	There are minimal service disruptions.	
		Average Condition Rating for Surface Treated roads: 2019 - 5.7 2014 – 6.4
	It is safe to use; traffic signs and markings are easy to see and understand.	
	Service requests are promptly responded to.	Average Condition Rating for Paved Asphalt roads : 2019 - 6.1 2014 – 6.6
	Example : potholes filled	
		Average Condition Rating for Gravel roads : 2019 - 5.7 2014 – 5.7
<b>STRUCTURES</b>	All Bridges and Culverts provide safe vehicular and pedestrian passage.	Average bridge condition index (BCI) : 2015/16 OSIM cycle : 67.2 2017/18 OSIM cycle : 67.3 2019/20 OSIM cycle : 67.3
	All Structures are fully compliant with regulatory requirements.	Do all Structures undergo OSIM inspections per MTO regulations? : YES
	Traffic that is supported by Structure Network	Structures with Loading Restrictions: 9 of 118 = 7.6%
	<ul style="list-style-type: none"> <li>• Heavy trucks</li> <li>• Passenger vehicles</li> <li>• Emergency vehicles</li> <li>• Cyclists</li> <li>• Pedestrians</li> </ul>	They are S033, S070, S079, S080, S081, S085, S107, S113, S119

These LOS are basic and are a starting point for Southgate. The next version of the AMP will bring in more LOS for other types of assets, such as Buildings and Vehicles. Many other LOS measures for core assets could be added to this list, however they would require a commitment to gathering the data required. In some cases, historical data is not available because it was not kept. Therefore, some LOS measures will be kept only for 2021 and beyond.

Taking LOS to the next step will require some group discussion of Target values for Technical LOS. One example would be to say that an overall paved road PCI value of 70.0 is the target. Any targets that are beyond the current actual values in Southgate would, of course, require increased financial and human resources to achieve.

Target values appropriate for Southgate cannot be determined by this AMP. Average BCI through the past three OSIM cycles, per the table, has been kept constant, based on the spending level for structures, as previously approved. Council and staff would need to discuss how much more money they are comfortable with spending, and whether the capacity even exists to accommodate the amount of work needed to get to a higher Target LOS. Capacity can be limited by not only budgets, but by available contractors and other service providers, and the amount of time that staff can afford to devote to projects, without impairing their existing, mandatory operational duties.

## Risk

Another aspect of asset management that is directly linked to LOS is Risk. Risk represents the combination of the chance, or likelihood, of an event occurring, and its potential positive or negative consequences to customers/residents. In asset management, the event we are talking about is the failure of an asset to provide services; it could be caused by a weather-related event.

A Risk Matrix with sliding scales of values for Likelihood and Consequence is often used, such as this one:

CONSEQUENCE	Insignificant = 1	Minor Impact = 2	Moderate = 3	Major Impact = 4	Catastrophic = 5
LIKELIHOOD					
Rare = 1	1*1 = 1	2*1 = 2	3	4	5
Unlikely = 2	2*1 = 2	4	6	8	10
Possible = 3	3	6	9	12	15
Likely = 4	4	8	12	16	20
Almost Certain = 5	5	10	15	20	25

An example might be a severe winter storm event in Texas, an event with a likelihood = Unlikely, but Catastrophic consequences, for a value of 10 (2 times 5) in the matrix. Climate change is just one factor that can alter the likelihood of certain weather-related events, as the frequency of occurrence of weather-related events changes. (see Section 6 on Climate Change)

Assets can be assigned a likelihood of failure, and consequence of failure, such as a bridge closure, with consequences based on where the asset is located, available detour options, and traffic volume. A methodology is needed to identify where the most cost-effective risk reductions are, and what amount of risk can be mitigated, as risk cannot be fully eliminated (in other words, we cannot control the weather).

This will lead to a prioritization of asset needs. Prioritization is a necessary concept for Southgate, because the two Strategy sections of this AMP (Asset Strategy, Section 4 and Financial Strategy, Section 5) will make clear that there are not sufficient resources available to address all asset

needs, and so choices must be made, priorities set, and postponements grudgingly accepted, when selecting assets for rehabilitation or replacement. It is unclear whether the assignment of Risk values, to core assets, would result in any significant changes to the timing of core asset projects from how the projects currently appear in the capital plan.

It is recommended that LOS measures, and Risk measures, should be factored-in during Southgate capital budget discussions for 2022 and beyond.

Past practice in Southgate for the selection and timing of capital projects, for the Capital Plan, has been influenced by a combination of:

1. the results received from external consultants in the most recent OSIM inspection report and the Road Needs report (but not simply taking exactly the same timing, or exactly the same sequence, of projects as given by the consultants, at face value)
2. the advice and input of township staff, based on their hands-on knowledge and experience of the state of existing assets, that they use every day

This past practice is very common among municipalities, as the additional work of devoting time and effort into an expansion of detailed LOS measures and Risk evaluation is just beginning to be developed, in 2021, especially in smaller municipalities. It is recommended that Southgate begins going down the road of keeping more specific LOS measures, and documenting how these measures influence the setting of its future budgets.

### Selecting LOS

Asset Management Ontario (AMONT) is an organization providing help and advice on asset management to municipalities of all sizes. AMONT offers the following “tips” for developing LOS in the near term:

- keep LOS simple, focus on asset objectives
- minimize the number of LOS, focus on “Why do we need this LOS?” and “What will this LOS tell us about the asset/service?”
- will the data needed for desired LOS be available?
- avoid using specific design criteria that is too detailed, too numerous, too prescriptive

These tips have been followed for the purposes of LOS in this AMP. It is recommended that, as updated versions of AMPs from other comparable municipalities are adopted and publicly released, later in 2021, Southgate staff research these other Plans to discover LOS measures contained in them, that could be useful for Southgate to begin to measure and maintain, keeping in mind the AMONT Tips listed above.

### Selecting KPIs

Selecting which KPIs to use, and to set targets for, when establishing Technical LOS is not a science, but there are a few important considerations. These are referred to as the SMART system, developed by the Institute of Public Works Engineering Australasia (IPWEA):

- S Specific aspect of service
- M be Measurable
- A be Achievable (have a clear plan for reaching the KPI target)
- R be Relevant to the LOS and to a strategic objective
- T be Timebound, have a clear timeframe for achieving KPI target

#### Proposed Levels of Service (LOS), both Customer LOS and Technical LOS

Part 6 of the Regulation requires future versions of the AMP to include [now required by July 1, 2025] a discussion of Proposed LOS, including:

1. the Proposed LOS measures
2. an explanation why the Proposed LOS are appropriate
3. proposed performance of each asset category, for each of the next ten years
4. a lifecycle management and financial strategy, in each asset category

Although not required for the 2021 AMP, here are some initial considerations about developing Proposed LOS.

Future LOS for Southgate would most likely be built around maintaining the current LOS, at least in the near term. This expectation is based on the economic and practical limitations that a municipality like Southgate must operate within. Maintenance of just the “status quo”, on its own, will be a challenge for Southgate, and will require more resources than those being used in 2021, because:

- Southgate is experiencing substantial growth in population and households now, and growth is expected to continue, so to keep current LOS will demand more from existing core assets, even as they age
- Climate Change, and severe weather events, will have negative impacts on specific core assets, putting them under more stress, and likely shortening their service lives. In other words, assets are likely to need more frequent replacement in future.

Climate change is an area of asset management that is taking on more and more significance. Section 6 of this AMP discusses climate change and its potential impacts on the assets that Southgate has in service.

Southgate must have chosen some Proposed LOS (by June 2025), and started to record and track those chosen. Here are some ideas for specific Technical LOS measures (KPIs) that could be tracked in the future:

#### **ROADS and STRUCTURES**

- Percentage of Capital investment/spending to asset replacement value
- Historical cost depreciation compared to annual expenditures
- Costs per capita (Operations and Capital)
- Maintenance costs per square metre
- Achieved overall BCI (per OSIM inspections) compared to target overall BCI
- Achieved overall roads PCI compared to target overall PCI
- Percentage of road lane-km. rated as Poor and Critical
- Percentage of customer requests getting a response within 24 hours

#### **WATER AND SEWER**

- Cost of borrowing compared to total operating costs
- Percentage of mains where condition is rated Poor or Critical
- Number of wastewater main backups per 100 km. of main
- Number of customer requests received per year
- Percentage of customer requests with a response within 24 hours
- Percentage of network inspected
- Percentage of Replacement Value spent on operations and maintenance

Other non-core asset classes, including buildings, vehicles and machinery, will be added to the next expanded AMP, and these asset classes will have KPIs of their own to add to this list.

But what are the right LOS/KPI's for Southgate? Factors that can influence which LOS and KPI will be selected for tracking in the future include:

#### **1. Strategic Objectives and Corporate Goals**

- Southgate's long-term direction outlined in its adopted corporate Plans
- this direction will influence the types of services to be delivered, the quantity and quality

#### **2. Community Expectations**

- General public will have insights on what they consider to be a "good Condition" for a road, or where they feel new roads are needed based on travel patterns

#### **3. Economic Trends**



- Interest rates (example: a KPI that relates debt service cost to another metric)
- Currency exchange rates
- Fuel and utility prices (example: KPI that measures fuel efficiency, Km per litre)

#### 4. Demographic Changes

- If Skewing younger = more parks and recreation services
- If Skewing older = more well-being centers

#### 5. Environmental Change

- more extreme storm events will require more KPIs related to asset resiliency

### Future Reviews

Reg. 588/17 part 9 requires annual reviews of progress of the Southgate AMP. This requirement has been added, by the Province, to encourage municipalities to treat asset management as an ongoing activity, make it part of annual budget preparations, and not something to be set aside for several years. This often has been the case for many municipalities, where their first AMP was completed in 2013 or 2014, but seldom looked at since.

One mandatory piece of these annual reviews should be an historical tracking of Southgate LOS and KPI measures over time, to identify trends, and any new measures that have been added. The number of LOS and KPI measures kept by Southgate will certainly increase beyond this initial 2021 group.



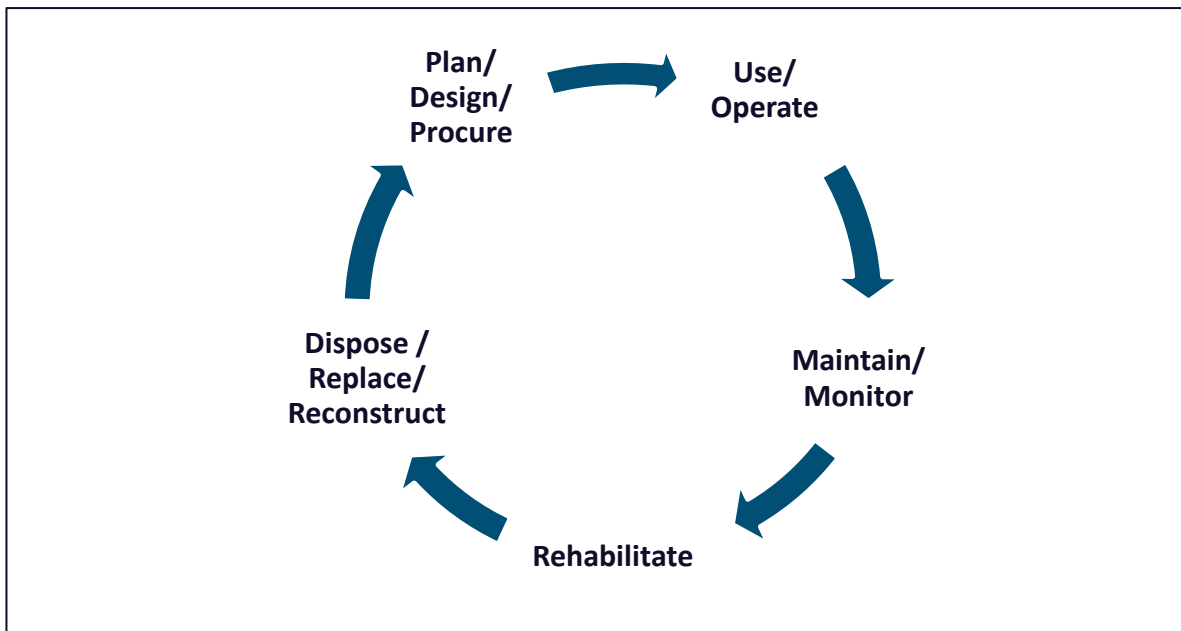
#### **4. ASSET STRATEGY**

The purpose of Southgate’s Asset Management Strategy (AM Strategy) is to evaluate current practices, and to establish future practices that will be sustainable and cost-effective. This AM Strategy considers asset/infrastructure solutions, and non-infrastructure solutions. There should be a focus on continuous improvement of asset management activities, towards the goal of

improved service delivery from township assets.

Non-infrastructure solutions means using tools like external studies, master plans, and public consultations about LOS and asset condition assessment. In Southgate, these studies and plans are included in the budget as “special projects”.

Steps needed in the AM Strategy are (a) data collection (including lifecycle data and risk data), (b) asset condition assessment, and (c) the analysis of the data collected.



*Asset Lifecycle*

#### (A) DATA COLLECTION

This diagram depicts a typical “cradle to grave” lifecycle of an asset. Township staff already follow this process for the assets they regularly work with, but it would be useful for proper asset management practice to, more formally, document best-estimate timetables of the various stages of key assets, including timing expected for rehabilitation and disposal. This is already in place to a certain degree; it has to be in place, to be able to prepare an annual capital budget and ten-year capital plan. However, there is room for expansion of lifecycle record-keeping and for formalizing the processes followed. Introducing risk matrix calculations can be part of this expanded record-keeping. It is recommended that the Asset Co-ordinator (AC) work with front-line staff to develop a more uniform record-keeping process.

Gaps in asset data were encountered often during the preparation of this AMP. Confidence in the asset data presented in Section 2 State of the Infrastructure could be significantly improved through the work of a cross-functional team with the leadership of the AC. It is recommended that such an internal group, initially established by staff in 2021, become more active.

An important life-cycle stage is the maintenance and monitoring of assets, after they have been procured and put into operational use. Proper maintenance is essential to maximize the useful life of an asset, and to minimize risk. Maintenance will avoid the need for earlier-than-anticipated replacement, thereby saving financial resources, and maintenance will ensure the performance of the asset is meeting LOS expectations. Monitoring asset condition with written or electronic log

books is critical, to avoid duplication of maintenance activities and to find defects early on, before they develop into serious issues. Not only does asset performance benefit from this monitoring, there are health and safety benefits for employees who rely upon proper performance of assets.

Maintenance activities should consider factors such as cost-effectiveness (how long will this repair last? and Is just a “clean-up” enough, or should an entire part be replaced?), time delays (how long will the asset under maintenance be kept out of service?), and co-ordination with utilities (gas company, hydro company) and other municipalities (does a temporary detour need to go through part of a neighbouring municipality? If so, for how long?).

## (B) ASSET CONDITION ASSESSMENT

In Section 2 of the AMP, asset condition was used to analyze the State of the Infrastructure. Accurate and comprehensive data on an asset’s CURRENT condition are fundamental to a good AM Strategy. Such information mitigates premature asset replacement and/or failure of assets.

For some entire asset classes, Southgate has followed a more cost-effective, but cursory, approach to condition rating, using metrics like the five stages *Very Good, Good, Fair, Poor and Critical*. This approach enables an overview of the assets, and it does indicate which assets are most in need of attention. A better understanding of asset condition leads to more sound management practices and helps to minimize unnecessary expenditures. When combined with risk management frameworks, asset condition assessment will help to identify potential future asset failures, leading to the scheduling of repairs, preventative maintenance and rehabilitation programs that are financially accountable and transparent.

Gravel roads require frequent maintenance, especially after wet periods, and when accommodating heavier traffic. Deterioration involves wheel rutting and water run-off, and eventual road destruction if unchecked. Gravel roads require a cycle of perpetual maintenance, including general re-grading, reshaping of the crown and cross section, gravel spot and section replacement, dust abatement, ditching and brush removal.

For the entire road network, it is recommended that Southgate firmly maintain a regular schedule of comprehensive Road Needs Studies, at least every five years. There is no requirement for the timing of these studies, and so they could be less frequent. However, it is recommended that Southgate does not allow more than five years to elapse between external studies, because of the growth being experienced, leading to new roads being added to the network, and increased traffic volumes that have an impact on road asset condition. Roads can deteriorate quickly, if Southgate experiences one or two winter seasons that happen to involve unusually high numbers of freeze-thaw cycles, as opposed to a “Normal Winter” that gets cold and stays cold for the full season.

It is recommended that, based on factors such as substantial growth in population and vehicles on township roads, that the next Road Study be budgeted for 2023, four years after the most recent (2019) Study.

Structures fall under the Provincial rules of OSIM, and are thereby inspected every two years. There is a regular system of external inspections in place already in Southgate. This system fulfills the need, and does not need to be amended.

Also as required under legislation, water systems, sanitary sewer systems and the lagoon are reported on regularly, as to the water quality found in testing samples, effluent measurements, and so on. The reporting of test sample results is about the functioning of the systems, such as shut-downs or main breaks, but not focused on the condition of the assets in each system. As a result, the cursory approach to condition rating mentioned above (the five stages) was applied in this AMP. It is recommended that a more detailed, risk-based approach be made to gather more specific information on the condition of these assets.

A common method used for storm and sanitary mains is Closed Circuit Television Video (CCTV). The process involves a small robotic crawler vehicle, with a CCTV camera attached, that is lowered down a maintenance hole, into the main. The camera provides a live video feed to a truck on the road above. Deterioration problems that can be seen include open/displaced joints, presence of roots, infiltration and inflow, cracking, fracturing, collapse and deformation of pipe. CCTV is a costly process and it does take significant time to inspect large volumes of pipes.

It is recommended that Southgate establish a sewer condition assessment program and devote a portion of capital funding to this program.

### **(C) ANALYSIS OF DATA COLLECTED**

How data on assets is used is critical to asset management. An understanding of what the data tells us, and knowledge of what pitfalls to avoid from misinterpretation of data, is critical.

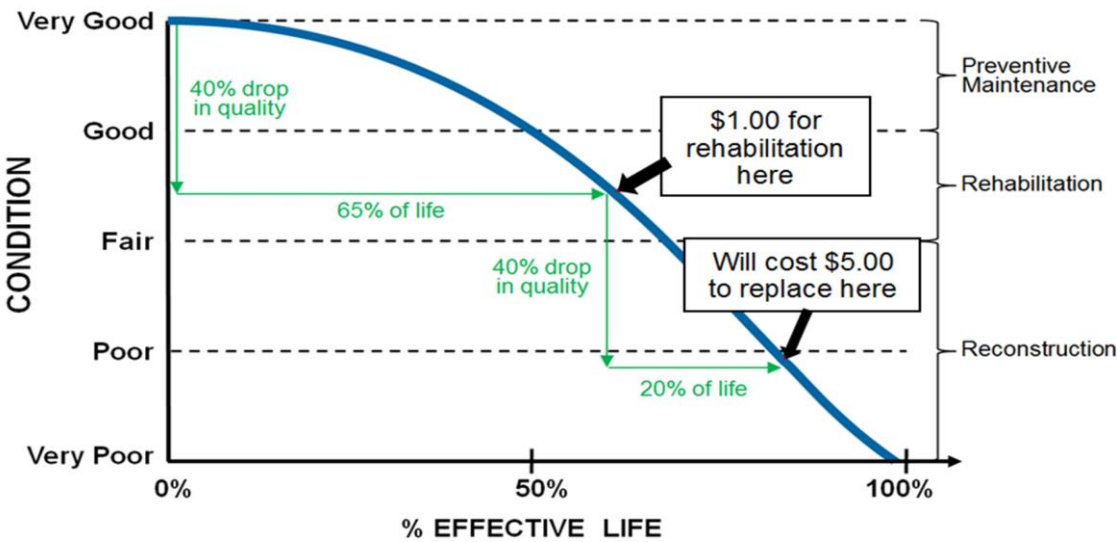
For road assets, PCI data taken alone could lead to a “worst-first” budget approach, where no lifecycle activities are done, other than simply performing reconstruction at the end of a road’s service life. This is the most costly method of managing a road network. Road data collection needs to go beyond only PCI.

Section 4 of the Reg. 588/17 specifies the need for the 2021 AMP to discuss “lifecycle activities” for core assets. Asset useful lives can vary across a wide range of years, depending upon how well the

assets are maintained. The lowest cost type of lifecycle activity is regular maintenance of core assets. Southgate has been doing core asset maintenance, as the main lifecycle activity, and will continue to do so. In addition to regular inspections, minor and major repairs are done every year, within budget limits.

Preventative maintenance activities can only be applied to a road at a relatively early point in its lifecycle. At a certain point, despite the efforts to maintain a road’s condition, its life cycle stage will dictate more substantial rehabilitation. Activities such as routing and crack-sealing, or tar-and-chip on rural roads, have the lowest associated cost (per sq. m.) to obtain one year (or more) of added life.

Here is a commonly used graphic to illustrate lifecycle stages:



This graphic shows that regular preventive maintenance can see an asset through the first 60-65% of its normal life, at which time some major rehabilitation will keep the asset in service for an extended period. Skipping the major rehabilitation step will lead to an earlier than expected need for full asset reconstruction/replacement, typically when the asset is at about only 80-85% of its normal life. The rehabilitation will delay the need for full replacement until the normal end of the asset’s life, or perhaps even a bit beyond that end-point, if the asset has been well maintained, rehabilitated, and not excessively used.

Below is a chart listing road lifecycle activity, making use of PCI (pavement condition) values:

Condition	PCI range	LIFECYCLE ACTIVITY
EXCELLENT	91-100	<ul style="list-style-type: none"> <li>Maintenance only</li> </ul>
GOOD	71-90	<ul style="list-style-type: none"> <li>Crack sealing</li> <li>Emulsions</li> </ul>

FAIR	51-70	<ul style="list-style-type: none"> <li>• Resurface – mill &amp; pave</li> <li>• Resurface – asphalt overlay</li> <li>• Single &amp; double surface treatment (rural roads)</li> </ul>
POOR	31-50	<ul style="list-style-type: none"> <li>• Reconstruct – pulverize &amp; pave</li> <li>• Reconstruct – full surface &amp; base reconstruction</li> </ul>
CRITICAL	0-30	<ul style="list-style-type: none"> <li>• Assets now beyond their useful life</li> <li>• Same activities as Poor above</li> </ul>

A high proportion of gravel roads, as is the case with Southgate, can have a significant impact on the maintenance budget. It is recommended that Southgate study the traffic volumes on its gravel roads closely. Studies have found converting certain roadways to paved roads can be cost beneficial. Considerations for paving should include:

- Functional importance of the road (location, landmarks nearby)
- Traffic volumes AND type of traffic (example near a landfill site or waste drop-off)
- Known safety issues (accident records)
- Frequency of maintenance, recent history of spending

It is recognized that Southgate has been following this recommended practice; for example, in 2020 some gravel portions of Wilder Lake Road were paved.

Also, where it is appropriate, Southgate might decide to return a paved road back to gravel, based on multiple factors mentioned earlier. One recent example of this was the 0.510 km Orchardville Sideroad, at the west boundary near Highway 6 and Road 14.

When it comes to structures, again other factors beyond BCI should be considered. Operations staff perform routine visual inspections of structures. The best approach to minimize lifecycle costs is to perform smaller, low-cost repairs earlier in the lifecycle.

Routine maintenance of structures, like roads, is the lowest cost lifecycle activity for extending the lives of structures, enabling them to continue to meet existing levels of service.

Recurring items that should be completed every year include:

- Cleaning winter sand and salt from bridge decks (sweeping)
- washing of decks, drains, joints, bearing seat areas and girders
- Vegetation removal or trimming
- Routing and sealing cracks, as needed
- Placing rip-rap in washouts on slopes adjacent to bridge wingwalls, with minor erosion concerns

Funding for these tasks is provided in the annual Public Works operating budget. They are in fact performed annually by township staff now.

In the OSIM reports, consultants also recommend additional studies and investigations to evaluate the condition of certain elements beyond a visual inspection. Typical investigations that may be recommended include:

- Deck condition surveys
- Structure evaluations (load capacity)
- Monitoring of deformations, settlements and movements
- Monitoring crack widths

These actions are being done by Public Works staff, to the best of their available human resources. These actions recommended by RJB are for structures currently demonstrating severe material defects or performance deficiencies, which may need an inspector to require more detailed information. In the 2020 OSIM report, page 4, 31 structures had additional investigations recommended.

Sometimes these investigations may not be completed, due to budget constraints. There is provision made in the operations budget, however, for emergency repairs when needed. Structures S114 (2018) and S119 (2020) are examples where emergency repairs were performed.

Taking a step back to a broader look, not at just one asset class, but looking at AM Strategy in general, part of any data analysis should involve considering Future Demands; in particular, this is important for a growing municipality like Southgate. AM strategies must consider future growth, where it will take place, when it will happen (quickly or gradually) and what services are likely to be the most impacted. The Official Plan and other planning documents should be consulted to gather such information. AM Strategy applies to more than just existing asset infrastructure, it also applies to new assets yet to be constructed or acquired.

There are a series of Risks that have the impact of imposing limits on an AM Strategy:

- One risk to AM Strategy, and decision-making, is resiliency to Climate Change. The Province has recognized this, and made it a requirement for AMP's of 2021 and beyond to include separate sections on Climate Change. Please refer to that section in this AMP.
- Affordability versus LOS. The LOS will certainly deteriorate if capital budgets remain "flat". Southgate capital budgets have increased in recent years, but the next section on Financial Strategy will show it is not enough. Like all municipalities of its size, Southgate will have to make a trade-off between capital asset management, LOS, and levels of taxation on its residents.



- Damage claims from accidents caused by substandard condition of assets like roads and structures are another risk to be factored into AM Strategy decisions.
- Adequate staff resources, in terms of manpower and skills training, is another risk factor. As affordability forces capital projects to be delayed in the ten-year plan, beyond the optimal time to do the work, trained staff resources devoted to inspections and regular maintenance become more essential.
- Knowledge retention is related to the staff resources risk. Human resource divisions can provide data on turnover rates and pending retirements. This data can be factored into succession plans, to minimize the loss of corporate knowledge about capital assets.

Reg. 588/17 part 5, section 5, requires an AMP to provide “*A description of assumptions regarding future changes in population or economic activity*” and how these changes will impact asset management for Southgate. Here are population data for Southgate:

	2001 Census	2006 Census	2011 Census	2016 Census	2021 Forecast	2026 Forecast	2031 Forecast
<b>TOTAL SG Population</b>	<b>6,907</b>	<b>7,167</b>	<b>7,190</b>	<b>7,355</b>	<b>8,530</b>	<b>9,810</b>	<b>11,280</b>
<b>% increase</b>		<b>3.76%</b>	<b>0.32%</b>	<b>2.28%</b>	<b>15.98%</b>	<b>15.00%</b>	<b>14.98%</b>
<b>Breakdown</b>							
<b>Male</b>		<b>3,677</b>	<b>3,705</b>	<b>3,815</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>Female</b>		<b>3,490</b>	<b>3,485</b>	<b>3,540</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>0 to 24</b>		<b>2,539</b>	<b>2,365</b>	<b>2,450</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>25 to 49</b>		<b>2,385</b>	<b>2,270</b>	<b>2,045</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>50 to 74</b>		<b>1,870</b>	<b>2,210</b>	<b>2,480</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>75 plus</b>		<b>373</b>	<b>345</b>	<b>380</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>Households</b>		<b>2,564</b>	<b>2,620</b>	<b>2,710</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>Avg. HH Size</b>		<b>2.79</b>	<b>2.74</b>	<b>2.71</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b><i>Increase of 90 households or 3.4% over 5 yrs. 2011 to 2016</i></b>							

*Forecasts taken from the Southgate Recreation Master Plan 2021*

The 2026 and 2031 forecasts above may be a bit on the high side. The most recent Southgate Development Charges Study (2017) provided population forecasts, based on 10-year and 20-year time horizons, namely 9,350 by 2027 and 10,790 by 2037, per page 3-3 of the DC Study. The DC Study forecast for Households was 3,513 by mid-2027 and 4,133 by mid-2037, per page 3-5 of the DC Study.

It should be acknowledged that a Grey County Growth Study is currently underway which will include the upper-tier's population forecasts.

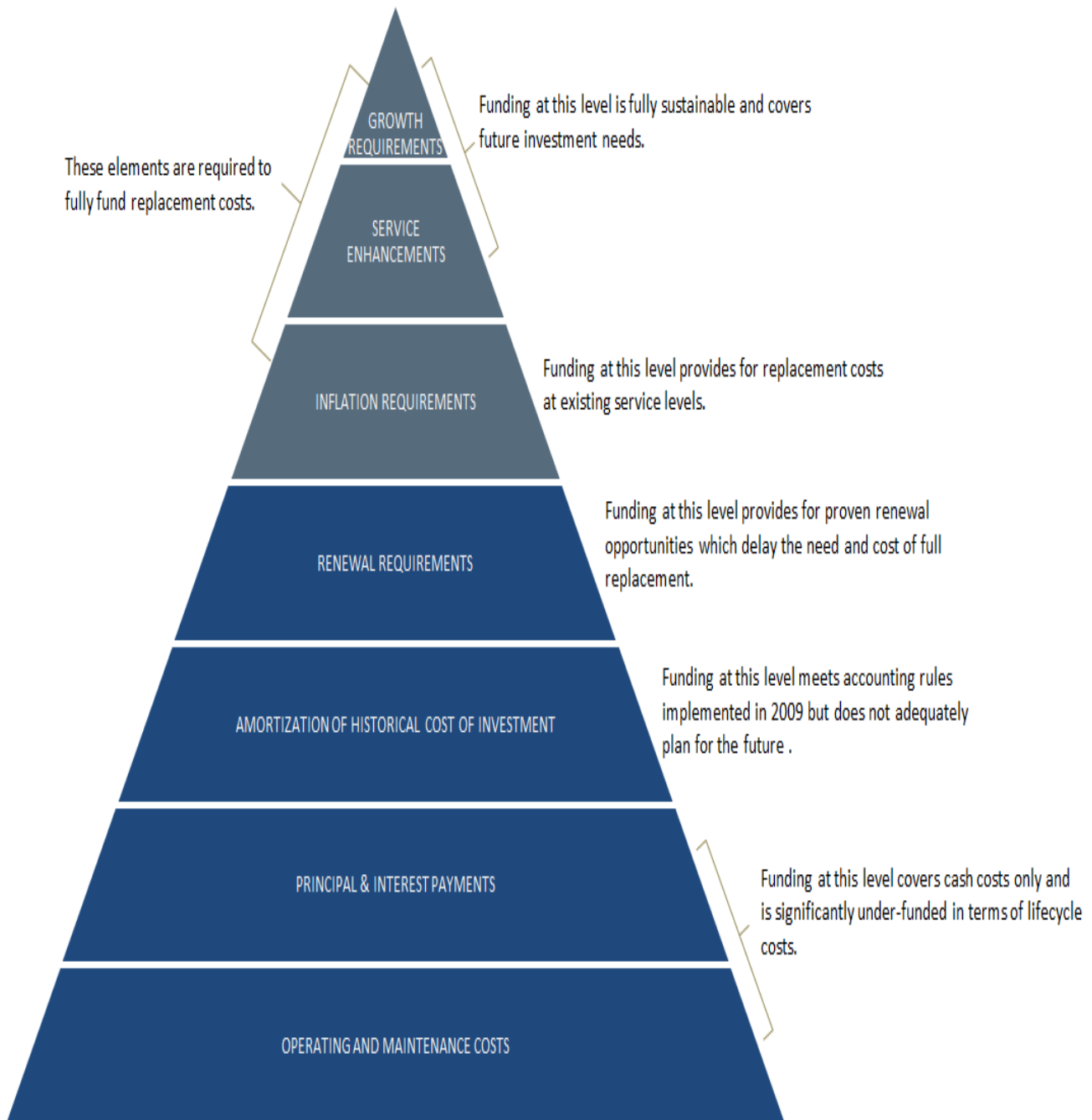
What really counts, from the asset management viewpoint, is the impact of this pace of growth. The impact would be an increased demand for township services and in turn, increased demands on township assets needed to deliver those services, at LOS which are at or above 2021 LOS.

When assets are increased in their number, or existing assets get heavier use, there are impacts on the Operating Budget, and that should be considered as part of the Asset Strategy. For example, if the snowplow fleet is expanded by one unit, the Operating Budget for Winter Control should reflect increases in fuel, oil and repairs.



## 5. FINANCIAL STRATEGY

To make this AMP effective and meaningful, it must be integrated with financial planning and long-term budgeting. Here is a commonly referenced hierarchy of capital asset funding levels, presented in many AMPs, that measures the funding provided for capital needs, by seven levels:



Southgate currently is only slightly above Level Three. However, for many years Southgate was like many other municipalities, including others in Grey County, with its funding below Level Three. It was during those years that large backlogs developed in work to be done, backlogs commonly referred to as the Infrastructure Gap (the I-Gap).

At its current funding level, the I-Gap in Southgate is still growing. Every municipality has an I-Gap today, including the very largest municipalities, with the most human and financial resources at their disposal. The I-Gap is large enough now, in practically every municipality, that realistically it will never be fully resolved.

Stated simply, speaking realistically, there will always be an I-Gap, in every municipality.

What every municipality can do is, to the best of their ability based on resource restraints, firstly prevent their I-Gap from growing any larger, and secondly, do as much as is affordable to reduce their Gap gradually, year-by-year. It should be the AM Strategy of all municipalities to make consistent progress against their I-Gap in every single future year. There should be no “time-outs” taken, progress should be uninterrupted, barring catastrophic events that are unforeseen.

There will be bumps in the road. The economic damage from COVID may set back the progress against the I-Gap in the short term; many municipalities may find it more difficult to increase taxes to reduce their I-Gap while their local economy is suffering. There may also be unanticipated setbacks from weather-related events, that likewise could cause municipal finances to be temporarily re-directed away from the work to be done against the I-Gap. Even in those years, a reasonable compromise would be to make only a minor amount of progress against the I-Gap, less than what had been planned, but at least some improvement is made.

It will always require taxation increases to make any progress on an I-Gap. Taxation is the largest source of infrastructure funding, except when a very large borrowing is done in the year of a large project. Borrowing is appropriate for a major infrastructure project that results in an asset that will last many years, because borrowing spreads out the cost over future years, and over future taxpayers, who benefit from the services that asset will provide. However, borrowing adds to the cost of the asset by adding an interest expense. Borrowing also limits Council’s control over its own budget, since debt servicing costs are a fixed cost that Council cannot cut from the budget.

In addition to raising more money, there are other actions to take, as mentioned earlier, such as better asset data gathering, proper asset maintenance and regular repairs, long term planning, and seeking out grant funding. Senior government levels recognized the I-Gap issue years ago, and so in recent times we have seen many actions they have taken:

- Doubling the amount of Federal Gas Tax provided to municipalities, in specific years.
- Expanding the kinds of projects eligible for Gas Tax funding.
- Expanding the range of services eligible to use Development Charges.
- Increasing the frequency and amounts of competition-based, single project-based grant funding programs available.
- Increasing (albeit gradually) the funding for annual non-competitive, per-capita grant programs, such as OCIF
- Uploading of some services by the Province, the direct opposite of the downloading of both services and capital asset responsibilities (specific roads, social housing, for example) onto municipalities, that happened during the same years when the I-Gap was growing.

Here is a review of how Southgate has recently stepped-up against its I-Gap:

Year	Taxes levied for Capital and Special Projects (e.g. studies)	Deprec. Expense on Audited Fin. Statements ( <i>excludes W&amp;S</i> )
	<i>excludes Water Systems and Sewer Systems which are user-fee funded</i>	
2011	\$ 450,200	\$ 1,334,243
2013	\$ 831,000	\$ 1,357,499
2015	\$ 1,373,777	\$ 1,399,672
2017	\$ 1,447,896	\$ 1,523,272
2019	\$ 1,766,700	\$ 1,647,668
2020	\$ 2,055,854	\$ 1,761,500
2021	\$ 2,236,539	Estim. \$ 2,000,000

Taxes levied annually, for tax-supported capital assets in Southgate, were inadequate until about 2015. Level Three, namely taxation matching the depreciation expense, is a bare minimum to reach, since depreciation is a flawed number that is based on often extremely outdated asset historical-cost values, and therefore Level Three funding will not come close to the cost of replacing an asset at current prices. This situation is particularly bad in low-growth municipalities, where many municipal assets are quite old, and there are not many newer assets because there has been no pressure coming, from municipal growth, to build new assets to service growth.

Southgate had not reached Level Three until 2015. Growth had picked up at about that time. Like most other municipalities, the I-Gap in Southgate was getting larger every year, until about 2015 when taxation-funding levels for capital assets began to approach what was necessary to stop things from continuously getting worse. However, since the I-Gap problem kept getting worse for roughly a twenty year stretch from 1995 to 2015, it will take many years of gradual progress, around enhanced financing, to resolve the problem.

Southgate's 10-year Capital Plan, as shown in its 2021 budget documents, recognizes the I-Gap problem and does strive to keep up with the need for increased attention to capital assets. Tax levy forecasts for Capital (and Special Projects):

Year	Forecasted TAX LEVY for Capital Budget (and Special Projects)	Increase in \$\$	Increase % over prior year	Gross Capital project costs for the year, forecasted
2020	\$ 2,055,854 Adopted	\$299,154	17.03%	
2021	\$ 2,236,539 Adopted	\$180,685	8.79%	\$11,215,797
	<i>Draft amounts from 10-year Capital Plan</i>			
2022	\$ 2,555,635	\$319,096	14.27%	
2023	\$ 2,828,163	\$272,528	10.66%	
2024	\$ 3,146,084	\$317,921	11.24%	
2025	\$ 3,508,870	\$362,786	10.34%	
2026	\$ 3,930,985	\$422,115	12.03%	
2027	\$ 4,410,125	\$479,140	12.19%	
2028	\$ 4,927,548	\$517,423	11.73%	
2029	\$ 5,519,127	\$591,579	12.01%	
2030	\$ 6,198,637	\$679,510	12.31%	
	<i>excludes Water Systems and Sewer (W&amp;S) Systems which are user-fee funded</i>			

Under this plan, taxation for capital projects would increase by 201.5% over 10 years, from 2020 to 2030; in other words, tax support would triple in ten years. This would be a major increase, going by the standards set by Southgate's budgets prior to 2020. On the other hand, for some perspective take note that:

- Sept. 2020 OSIM report from RJB on Structures provides a five-year proposed Capital Plan (Table 8 in the report) costing \$5,605,500 (no inflation adjustment)
- The same RJB report shows a forecasted cost for the next ten years of \$28,322,400 for Structure "rehabilitation and replacement", NOT INCLUDING associated costs for roadside protection work and additional investigations (another \$4.7 million). These costs are not adjusted for inflation (so 2020 costing is used throughout the ten-year period)
- The 2019 Triton Road Needs Study estimated a cost of \$20.11 million over ten years for major rehabilitations and new pavements (again no inflation adjustment)

Taking these numbers, at the lowest options, it works out to roughly \$2 million per year for roads capital and \$1.1 million per year for structures (\$5.6 M/ 5 years) for a total of \$3.1 million per year of gross capital spending recommended by external consultants, just for roads and structures.

The Southgate Tax Levy for 2021 capital projects, per the Table above, is \$2.236 million for all its departments, and all its assets (not just roads and structures), including vehicle fleet, machinery and buildings, but excluding water and sewer (W&S) assets. The net levy for Public Works, for 2021 road and structure projects only, is \$761,830 or about one-third of the full 2021 Levy, on gross project costs of \$2.7095 million. This does not include fleet replacements, equipment, signs or debt servicing, it just includes road and structure projects. [*Funding of the \$2.7095 million of work for*

*2021 comes from Grants \$828K, from Reserves \$294.4K, from borrowing \$825.3K and from Taxation \$761.8K.] The \$2.7 million amount of approved road and structure capital costs for 2021 is getting reasonably close to the \$3.1 million figure from the consultants. Southgate is making some progress against its I-Gap.*

It is unusual to see borrowing as a funding source, especially when every infrastructure project in Public Works, across the entire ten-year Plan, are rehabilitations or replacements of existing assets. There are no new assets appearing in the Plan, just replacements or upgrades of assets already in place, but wearing out. In every year in the ten-year Plan, the projects listed are for an existing structure (as proof, the Structure ID # is given) or an existing section of road. In fact, borrowing appears as a financing source not just in 2021, but also in 2022, 2023 and 2024.

This use of debt for financing asset replacement is a signal of financial stress; in many municipalities, it is their adopted policy to only use debt for the construction of new assets, such as a building, where there is no asset currently. In Southgate, certain projects are placed within the capital plan, in specific years, because the work needs to get done, but there are not enough funds available to pay for them, so the shortfall is made up by borrowing some money every year. Late budget changes were made by Council to reduce the amount being borrowed in 2021, while keeping within Council's limits for the overall taxation increase. The debt service costs, created by this planned borrowing, become an annual expense in later years of the Plan, so that by year 2025 there are four infrastructure debt-servicing amounts (principal plus interest) appearing, under Public Works, taking up 2025 taxation revenue room, and leaving less room for new project costs.

The financial stress situation, shown by the need for borrowing for asset replacements, comes from prior years of under-funding capital assets, years when the I-Gap was expanding. It should also be noted that this stress is also reflected, but less noticeably, in the timing of capital projects throughout the ten-year Plan. You can point to multiple cases where Township staff would want to see specific projects scheduled earlier, but projects reluctantly get delayed to the year when they could be "fitted" within the Plan's annual financial limitations.

Another serious source of stress on asset management is capacity issues. It might be great to expand budget dollars, and to make plans to get more work completed each year. What must not be overlooked is the realistic capacity to accomplish the work. Consideration must be given to the human resources available to design, supervise and complete projects. Capital work projections, and capital budgets, that do not consider capacity limits will result in multiple unfinished projects, unspent funding, and high levels of work-in-progress.

One further point to be made about capacity issues is Covid-19's impact. Covid has put many 2020 projects of other municipalities into deferral, province-wide, (but not Southgate, however), leaving a work backlog to be filled by the same number of potential contractors, or perhaps even fewer contractors, when you consider that perhaps some were put out of business by Covid.

Looking at the final year in the Plan, 2030, the taxes levied are forecasted to be \$4.920 million for the roads and structures segment of Public Works (79% of the forecasted 2030 capital tax-support Levy of \$6.198 million). Within that amount, \$450,000 is for debt payments, leaving \$4.47 million [4.92 – 0.45] for 2030 project costs. This is about double the overall amount of adopted 2021 taxes levied for capital, in all departments combined, of \$2.236 million, and is much improved over the \$0.7618 million levied in 2021 tax support for road and structure projects.

Many other municipalities have adopted an "Infrastructure Levy" as part of their annual budget process. Typically, you will see others have approved 1% or 2% annual municipal tax levy increase commitments, for capital assets. Southgate's overall Tax Levy for 2020 was \$7,584,704 (capital and operations) so the increase in 2021 taxes levied for capital purposes, namely \$180,685 per the table above, was effectively a 2.38% increase over the 2020 levy, so Southgate is making a similar commitment to capital without naming it directly as an "infrastructure Levy". Notice that in the table above, draft tax increases for capital support, planned in 2022 and beyond, are all greater than the 2021 increase.

It is recommended that Southgate stay determined to meet those targets shown in the years 2022 to 2030 in its Capital Plan. Another recommendation is to pursue other revenue sources such as external grants and subsidies, to enable the Township to advance planned capital projects to earlier timeslots, without amending the targets for annual taxation support.

It is also recommended that as debt payments for past projects expire, the "savings" from the debt payments dropping off should be applied to new projects in the capital budget, and not be "returned to the taxpayer" by lowering the taxes levied for capital.

It is often asked "what is the appropriate level of taxes to raise for capital purposes?". There is no standard answer for this question; circumstances are different in every municipality. The size of the I-Gap, resulting from past actions (or lack thereof), is one factor, and municipal growth is another factor.

For example, the County of Grey tax levy for 2021 is 26.75% for capital costs and 73.25% for operations. For comparison, in 2020 Grey County's tax levy was 24.74% for capital costs and 75.26% for operations. Further, in 2015, the Grey County tax levy was 20.77% for capital costs and 79.23%



for operations. For Southgate, its tax levy for capital in 2021 was 28% of the total levy; in 2018 it was 27% of the total levy; in 2013 it was 20.57% of the total levy.

A 25% / 75% target ratio is quite typical in larger municipalities. Grey County has 887 km of County roads and 192 structures. This does not mean 75/25 is the right target for Southgate. The taxation ratio split depends on the kind of services being delivered. Upper-tier municipalities, like the County of Grey, perform many “soft services” such as Child Care, Elder Care and Social Assistance, where the costs are weighted towards personnel and are more operational, as opposed to Public Works where there are a high number of capital assets to maintain. Notice the County levy-share going to capital costs has been increasing; this is what should ideally be happening in municipalities that are actively trying to address their I-Gap. This has also been happening in Southgate.

AMP’s often will illustrate the I-Gap on a line-graph, as part of a Financial Strategy designed to close their I-Gap over time, using increased property taxes and other actions. These graphs will often show the tax increases that would be necessary to get the I-Gap all the way down to zero in the future. Where the I-Gap is large, this analysis can result in calculations that give required annual tax increases, needed to “eliminate” the I-Gap in the specified timeframe, that are not reasonable or realistic, and very unlikely to ever be approved by Council.

This approach is not recommended.

In the case of Southgate, it is more realistic to state honestly that the I-Gap will never be zero; instead, we recommend that the municipal leaders be disciplined in their efforts to raise property taxes, for capital project purposes, at a manageable but steady pace, and consistently accomplish as much capital work each year as the municipality has the capacity to complete. Avoid the “over-promise and under-deliver” scenario. The targets for tax support already in the Southgate Capital Plan are a good start.

The evidence of future advances accomplished by Southgate, against the I-Gap, will be clearly measurable, by using the future PCI and BCI results in external consultants’ reviews of the state of Southgate’s core infrastructure (Roads and Structures), when these reports are completed in future years. Results achieved (or not achieved) will also be reflected through comments and opinions received, from local ratepayers, about the state of township core infrastructure.

#### User-rate Supported Assets (Water and Sewer system)

Water and sewer systems are required by Ontario legislation to be self-sustaining financially. User Rates must be set at levels needed to fund all operational costs, capital costs and debt-servicing

costs. Capital costs can be more than what is needed to finance current-year capital projects, to build capital-project reserves, in anticipation of major capital project costs upcoming.

Even when reserves for water and sewer projects are built in advance of major capital projects, the reserves may not be built up to the full project cost by the time of project construction. This could happen because there was not enough time available to build reserves before a project was started, or some unusual events happened from an operational standpoint, that resulted in higher operating costs, leaving smaller amounts to go into the reserves than what was planned for.

For very large capital projects, it may be necessary to plan long-term borrowing for those projects. Then user rates would be set such that annual debt-servicing costs can be fully carried from the rate revenues collected. This is like securing a mortgage loan on the purchase of a home. Borrowing is appropriate for the purchase (or major rehabilitation) of a long-lived asset, such as a new sewage treatment plant, so long as the debt payments can be carried by rate revenues.

Southgate operates utilities in Dundalk only. The User Rate system ensures that only the residents in Dundalk are paying for the costs and the debt of the utilities, and not the residents in the remainder of the township. Southgate does in fact have several large capital purchases scheduled in the medium-term for both its water and sewage systems (projects of \$1.0 million or more).

Capital project data obtained from the 2021-2030 Plan:

YEAR	SANITARY SEWAGE SYSTEM CAPITAL BUDGET	FORECASTED NEW DEBT	DEBT TERM		WATERWORKS SYSTEM CAPITAL BUDGET
2021	60,000	0			233,000
2022	16,316,200	10,993,185	20 yrs.	SWR	
2022		3,225,000	20 yrs.	WTR	3,337,000
2023	0	0			172,000
2024	0	0			47,000
2025	1,500,000 (but no debt)	0			352,000
2026	0	1,684,000	10 yrs.	WTR	1,736,000
2027	1,000,000 (but no debt)	0			242,000
2028	0	4,250,000	20 yrs.	WTR	4,202,000
2029	0	0			2,000
2030	1,000,000 (but no debt)	0			2,000
		20,152,185			
	SANITARY SEWAGE SYSTEM CAPITAL BUDGET	FORECASTED NEW DEBT			WATERWORKS SYSTEM CAPITAL BUDGET

Southgate borrowed \$3,731,925 in 2019 in respect of Well D5 waterworks capital project. Plans are in place, per this table, to take on a further \$20 million of debt over the next ten years for utilities

projects. Future user rates must take the future debt-servicing costs into consideration. Interest rates for municipal borrowing are very favorable at the current time, and they are expected to remain that way for many years ahead.

Major projects in the Capital Plan, reflected in the table above, are:

- 2022 sewage treatment facility upgrade
- 2022 construct new water tower
- 2025 Ida St. S. & Eco Parkway sewage pumping station
- 2026 Main St. W. watermain (oversizing) [Main St. E. mains were done in 2019/20]
- 2027 Glenelg St. sewer
- 2028 construct new Well D6
- 2030 Ida St. N. & Glenelg St. sewer

The Plan expects to have adequate funds in reserve for the pumping station (2025) and the two sewer projects (2027 and 2030) to fully fund those projects from the sewer system reserve, without issuing any new debt. From the seven projects above, four are expected to require incurring new debt.

Debt-servicing costs can also be funded from Development Charges (DC), so long as the projects were DC eligible (in other words, they were growth-related projects, in full or in part, and they were in the current DC Bylaw). At the time of project construction, it is likely there will not be enough DC funds collected to date, to pay the DC-eligible share of project costs in full. Instead, over subsequent years, as more DC are collected each year, they may be applied annually towards debt-servicing costs.

### Additional Financial Considerations

One further point to make about financing is for information only, as Southgate is a long way from being in the following position. [ This point also appeared in the 2013 Southgate AMP.]

Municipalities with strong levels of financial resources available to them, due to large populations and high property values, may follow the “Sinking Fund Method (SFM)” for financing capital assets. The SFM takes asset management planning to another level. SFM builds large reserve balances for the future replacement of assets. These reserves get started soon after an asset is replaced, contributions are made to the reserves consistently every year, and the outcome is many subsidiary reserves, covering nearly every asset class. These large reserves are invested, to earn investment income that gets added to the reserves, to build the reserves more quickly, and to be put towards the future project costs. The practice of SFM is part of formal Long-Term Financial Plans (LTFP), found more commonly in larger municipalities with “deeper pockets”.

For one example, there could be subsidiary reserves in place for the replacement of the HVAC systems and the parking lots of every single building owned by the municipality. The need to replace any one HVAC system or parking lot could be five to ten years away, but some funds are being raised and placed into reserve now, and in every future year, so that when the asset replacement time arrives, the full funding is in place. These capital reserves are often pooled by asset component. For example, a single “HVAC reserve” and a “parking lot” reserve, are recorded, and used for the next HVAC or parking lot project (but not a separate reserve for every lot).

The problem with this approach comes from those who may object to taxing current residents today, for part of the cost of a project that will not be undertaken for at least five years. This approach results in very large reserve balances and very large cash balances in the municipality, which can create the appearance that the municipality is “over-taxing” its residents today, and simply accumulating large sums of money, even though the municipality can always explain specifically what its plans are, for its reserve funds, if asked to do so. This financial position, of large cash balances and large reserve balances, can be found in the financial statements of many larger municipalities.

Rather than being able to implement SFM, the capital project taxation raised by Southgate in any given year is directly applied to projects to be undertaken in that same year. Funds raised in 2021 are not being set aside for future years (see one exception noted below). This is the result of Southgate having a substantial I-Gap, being in the position of playing “catch-up” with its capital asset work. There are more assets in need of attention now than there is funding available to rehabilitate them. Instead of using SFM, Southgate finds itself having to defer capital projects to one or two years further on, within the capital plan, than it would otherwise prefer, because of limited funding. Capital Reserves are not large.

One exception to this situation in Southgate arises if, in any given year, the projects completed for that year, or the assets bought (like vehicles for example), turn out to cost less than the taxes raised (being under-budget). Annual tax contributions beyond the actual capital costs would be transferred to a “capital replacement reserve fund” for future needs. Unspent funds placed into Capital Reserves also protect against the possibility of the opposite situation happening, in another year (project costs turn out to be greater than the taxes raised, or over-budget). This practice for handling variances from budget helps ensure that Southgate does not need to deviate from its (recommended) commitment to gradually, but consistently, increase its tax support for capital work.

Other strategies for financing capital projects include:

- Actively seeking out and applying for grants and subsidies

- Implementing operating efficiencies, reducing operating costs, to permit directing more funds to capital projects
- Decreasing expected levels of service, to reduce operational costs and make more capital funding available
- Updating the Development Charges Bylaw, to more closely match with the capital plan project list, normally resulting in higher DC rates
- Approaching the development community for funding assistance with respect to growth/expansion related project



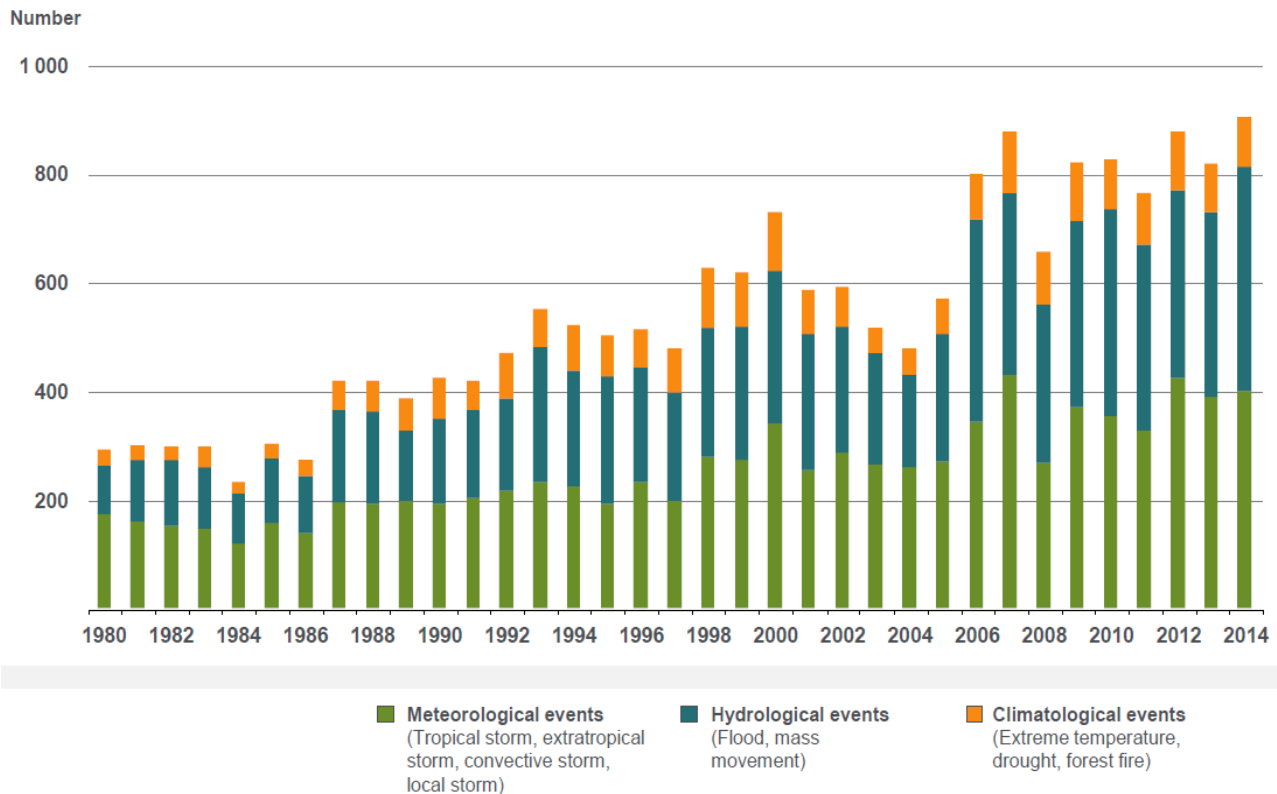
## 6. CLIMATE CHANGE

The impacts of climate change present an increasingly serious challenge to municipal infrastructure. As temperatures and sea levels rise, and extreme weather events occur with greater frequency, it is critical that municipalities attempt to understand the emerging threat of climate change and develop strategies to ensure

that vital services and critical infrastructure continue to operate as expected.

This will require consideration of four key factors of climate change (exposure, vulnerability, resiliency and adaptation, see comments below) at every stage of an asset's lifecycle.

Globally, there has been a serious increase in weather-related loss events, resulting in property damage and/or bodily injury (see chart below). Municipal infrastructure is at particular risk to meteorological, hydrological and climatological events, potentially leading to an increasing rate of asset deterioration, failure and service disruption. Here is a graphic depiction of the global increase in frequency of "climate events" from about 300 in 1980 to 900 in 2014.



© 2015 Münchener Rückversicherungs-Gesellschaft, Geo Risks Research, NatCatSERVICE – As at January 2015

Moving from a global perspective to just Canada, Canada is warming up twice as fast as the rest of the world, and municipalities across the country are facing the biggest impacts (see Exposure section). Historical trends can no longer be used to predict future scenarios, and what used to be infrequent extreme weather occurrences are now common.

## 1. EXPOSURE

Exposure refers to the state of being in a place, or situation, where there is no protection from something harmful or unpleasant. Exposure is a combination of the probable range of a climate stressor and the physical characteristics of a geographic location, for example sea-level concerns for a coastal region.

In 2018, the Intergovernmental Panel on Climate Change (IPCC, an international body responsible for assessing the science related to climate change) reported that the world has already warmed by 1 degree C above pre-industrial levels (1850-1900) due to human activities, and is projected to reach 1.5 degrees C by 2030-2052, at the current rate of warming.

Canada is warming at a faster rate with overland temperatures increasing an average of 1.7 degrees C between 1948 and 2016, and about 2.3 degrees C for northern Canada, with the majority of the warming due to human activities. Ontario's Ministry of the Environment and Climate Change

(MOECC) reports that the average annual temperature in Ontario has increased by 1.4°C over the last 60 years, and models suggest that by 2050 the average annual temperature in Ontario could increase by another 2.5°C to 3.7°C. Along with this, comes the increased likelihood of extreme weather events such as prolonged heatwaves, wind storms, and flooding.

## 1. VULNERABILITY

Vulnerability refers to a weakness in the ability of a person, structure, or natural system to respond to a negative force, such as a hazard. A municipality's vulnerability to a hazard can be addressed, by developing adaptation strategies that strengthen infrastructure, support local eco-systems, and build community awareness and preparedness.

There has been a great deal of work done on the topic of climate change, and this work can be referred to as climate science, for short. There are many resources available to learn more about the subject, from a municipal perspective. FCM (Federation of Canadian Municipalities) is a primary source of material. Part of the climate science work has been the development of complicated climate forecast models, which can be found on the internet. For Canadian modelling, there is

- [climateatlas.ca](http://climateatlas.ca)
- [climatedata.ca](http://climatedata.ca)

These websites contain models based on 30-year timeframes, and on different assumptions of climate adaptation scenarios. The scenarios are based on how much effort will be made to make changes to address climate change. These scenarios are based on RCP levels (Representative Concentration Pathways) for future greenhouse gas (GHG) emissions:

- RCP 2.5, low emissions scenario, presumes much work gets done to limit GHG
- RCP 4.5 and RCP 6.0, moderate emissions scenario, some efforts made
- RCP 8.5, high emissions scenario, no changes made from way things are today

The models then give forecasts, for each scenario, of multiple measures based on different data sets (temperature, precipitation, agriculture data sets). Time periods for measurement are the recent past (1976 to 2005), the near-term (2021 to 2050), and longer term (2051 to 2080). Here is a small sample, taken from [climateatlas.ca](http://climateatlas.ca), for Southgate:

Data Set	Measurement Description	1976 to 2005	2021 to 2050	2051 to 2080	
<b>TEMPERATURE</b>					
	Days where temp goes above 30 C				
	RCP 2.5	4.7 days	15.4 days	24.2 days	
	RCP 8.5	4.7 days	17.0 days	38.6 days	
	Mean temperature for the year				
	RCP 2.5	5.8 C	7.8 C	8.8 C	

	RCP 8.5	5.8 C	8.0 C	10.1 C	
	Nights when temp does not go below 20				
	RCP 2.5	1.4	5.8	10.4	
	RCP 8.5	1.4	7.0	20.1	
	Longest stretch of 30C+ days				
	RCP 2.5	1.3	3.8	5.9	
	RCP 8.5	1.3	4.4	10.5	
PRECIPITATION					
	Wet days, at least some precip.				
	RCP 2.5	178.9	178.8	178.7	
	RCP 8.5	178.9	179.7	178.1	
	Days of heavy precip. At least 10 mm.				
	RCP 2.5	24.4	26.3	27.6	
	RCP 8.5	24.4	27.1	28.2	
AGRICULTURE					
	Frost-free season, in days				
	RCP 2.5	140.9	162.9	172.6	
	RCP 8.5	140.9	167.3	188.7	
	Date of first frost				
	RCP 2.5	Oct 4	Oct 16	Oct 22	
	RCP 8.5	Oct 4	Oct 19	Oct 30	

Three words which best summarize the Climate Projections report are “warmer,” “wetter” and “wilder.” This is just a small sample of climate forecast measures to be found on these sites. When going through the modelling online, there are also line graphs provided on-screen, spanning 1976 to 2080, so the models let you drag across the graph, and stop on any single year to see the values for that specific year.

Remember that “all models are wrong, but some are useful!”

### 3. RESILIENCY

Resiliency is the capacity to recover quickly from difficulties. A resilient municipality has the capacity to survive, and adapt, to chronic stresses and acute shocks, such as population growth (or decline), aging populations, influxes of new immigrants, economic swings, or climate change impacts like severe storms, or flooding. Resiliency is the ability to continue to operate, for example, despite the loss of a single road or bridge. It also refers to the physical restraints on repair or replacement of an asset (how quickly can it be returned to service?).



Municipal resiliency can be improved by reducing short-term and long-term risks resulting from climate change. FCM has created a guide on [Building Sustainable and Resilient Communities with Asset Management](#).

Some municipalities are creating Reserves for Climate Impact Recoveries. A portion of net operating surplus, that would normally just go into a Tax Rate Stabilization Reserve, is earmarked instead for use when the municipality needs to perform recovery actions, following a weather event, that caused damage to its corporate assets.

#### 4. [ADAPTATION](#)

Climate change adaptation refers to [taking actions](#) to help communities and their eco-systems cope with changing climate conditions.

FCM states that about 44% of Canada's GHG emissions, that cause climate change, are under the direct or indirect control of municipalities. Although private sector industry, and residential homes, also contribute to GHG emissions, the substantial impact from municipal assets explains why so many municipalities are devoting time and resources to this subject.

Many municipalities have recently been working on Climate Change Action Plans (CCAP), as endorsed by their Councils (County of Grey), identifying some actions that can be taken locally, and setting targets for future local levels of GHG emissions. Others have completed their CCAP (Burlington, Guelph, Clarington) and their CCAPs are available online, and can be reviewed for ideas useful to Southgate. The GHG targets are set based on local actions they have committed to taking in coming years. Like their AMPs, these CCAPs will be monitored and updated every few years. It is recommended that Southgate staff monitor the CCAPs of other municipalities in the near term, and compile a checklist of specific actions, as listed by those municipalities in their CCAPs, that could also be done locally, and bring forward this checklist to Council for endorsement, and to request funding if needed, for specific actions.

Applying adaptation to Southgate, what steps could Southgate take?

- It is free to join FCM's Partners for Climate Protection (PCP) program. This program allows access to a network of over 350 municipalities currently acting on climate change, along with access to additional support from Regional Climate Advisors.
- Participate with the County of Grey project to complete its CCAP (now underway, an update was provided in Feb. 2021 to local CAO's) and then pursue specific actions recommended by the CCAP
- Research materials currently available from the Municipalities for Climate Innovation (MCIP), including case studies and information on potential funding sources

It is recommended that all these steps be pursued by Southgate.

### GREEN INFRASTRUCTURE

Another growing aspect of climate change work, within asset management, involves Green Infrastructure, also referred to as Natural Assets. Municipalities often have not collected very much data on these assets, and they have not assigned values to them. Natural assets do not fall under the core assets required for this AMP, but should be accounted for, moving forward. Natural assets can serve as mitigation tools against many of the hazards of climate change, such as excessive heat waves and soil erosion. Natural assets can be grouped into three categories:

1. Naturally occurring assets
2. Enhanced natural assets
3. Engineered natural assets

Some examples of each category are:

#### Naturally occurring assets

- Forests, parks and open space, wetlands, fields, lakes, creeks, rivers, soil

#### Enhanced natural assets

- urban street trees, urban parks/parkettes, rain gardens, stormwater ponds, community gardens on municipal land

#### Engineered natural assets

- green roofs, green walls, cisterns, permeable pavement, rain barrels

### IMPACT ON INSURANCE COSTS

Weather-related insurance claims in Canada averaged \$400 million between 1983 and 2008, and they averaged \$1.8 billion between 2009 and 2017. The Insurance Bureau of Canada's (IBC) top 10 highest payout years on record include every year since 2016. In 2020, the IBC reported that severe weather caused \$2.4 billion in insured damage, while global losses from natural disasters hit \$270 billion. In addition to insured losses, there are also uninsured losses incurred by government, business, and individuals. It has been reported that for every \$1 of insured losses, there are \$3 to \$4 of uninsured losses.

Rather than wait for a weather disaster to strike and then respond, a better plan is to reduce the risk before it happens. It has been estimated that the benefits of investing in community adaptation and resilience outweigh the costs by a ratio of 6 to 1.

The insurance cost impact of climate change is already being experienced by municipalities, so many of them are moving forward with concrete actions. Southgate could conduct some research

into the actions that others have made so far, and then implement those that make sense for this municipality.

FCM has been mentioned as a good source of climate information, and another is the Local Governments for Sustainability (ICLEI) group. For example, ICLEI and FCM jointly developed a PCP (Partners for Climate Protection) Milestone Tool that helps municipalities quantify, monitor and manage GHG emissions at the local level. The latest upgrades to the Tool include a Scenario Builder, to help model various emission reduction scenarios, as well as alignment with global protocol and reporting standards. The Tool is a web-based resource, with a user-friendly framework, to work through five milestones. Municipalities can create a new account on the [pcptool.ca](http://pcptool.ca) website and follow the process. This would be a good place for Southgate to get started on its GHG reduction journey.

ICLEI is focused on Adaptation and Resilience. Their flagship program is BARC (Building Adaptive and Resilient Communities), a comprehensive way to respond to the impacts of climate change. ICLEI is currently consulting with Grey County on its CCAP, and with the City of Barrie, the District of Muskoka, and the Township of Huron-Kinloss on similar projects. ICLEI completed a CCAP with the City of Peterborough, available on the internet.

ICLEI offers multiple resources for municipal use such as:

- local government strategies on having the climate conversation
- handbook for local elected officials on climate change
- the PCP Milestone Tool
- guidebook for quantifying GHG reductions at the local level
- discussion guide for local government staff on climate adaptation
- local government case studies
- Dec. 2019 webinar on district energy policies and governance models (90 min.)
- introduction and link to the “Get Ready Game”

## **RECOMMENDATIONS**

In future, Southgate should consider the impact of climate change on the estimated useful life of all its assets, and then build these considerations into future editions of its AMP.

- Adjust lifecycle activity strategies for assets that are particularly exposed or vulnerable to the impacts of climate change (adjust maintenance frequency or intensity)

- Develop policies that outline a commitment to consider the impact of climate change on existing infrastructure and future development (*example*: some municipalities are making commitments to installing electric vehicle charging stations, and then phasing-in electric vehicles for their fleet)
- Include climate change considerations into the design and planning phase of future asset additions (*example*: choice of energy systems going into new or renovated township buildings)
- Integrate impacts of climate change into risk management frameworks (see Risk comments in the LOS chapter; one example could be the impact of extreme heat on municipal staff working outdoors, and the action would be setting internal limits on time spent in hot conditions)
- Develop disaster mitigation plans, in the event of infrastructure failure



## 7. NEXT STEPS

### 7.1 PLAN REVIEW and ADOPTION

The AMP is intended to be a “living document” that is relevant and integral to Southgate’s daily asset management activities. The AMP will need continuous updates and improvements. Maintaining and updating the various tools, plans, policies, and strategies of an AMP is a major part of the ongoing work required to keep an asset management process operational. Implementing improvements to the asset

management process, usually as the result of innovation, technological and process advancements, are necessary to ensure optimal planning over time.

To make that happen, the following process of ongoing AMP activities should be undertaken:

1. Review of draft AMP with Council on May 12, make revisions as needed
2. Council to formally adopt the core assets AMP in 2021 (deadline is July 1, 2022)
3. Expand the AMP data to include other asset classes
4. Research and study other municipal AMPs, as they are released in 2021
5. Summer 2022 bring expanded AMP, in draft, to Council for review
6. Council to formally adopt expanded AMP in mid-2022 (deadline July 1, 2023)
7. Revise and re-issue the AMP every 4 to 5 years, to include changes to work programs, new knowledge gained, new assets acquired, new Levels of Service (LOS) being measured.

## 7.2 FORMALIZE the ASSET MANAGEMENT PROCESS

Many municipalities update the asset management planning process when external pressures necessitate it (such as applying for a capital grant). Further, there is typically no documentation available, to outline the process to follow, when updating the asset management planning process (including the AM plan). As such, updates to the asset management planning process are typically carried out on a reactionary basis.

As part of step 4 above, as research is undertaken, Southgate should develop a more formalized asset management process to follow. The process for Southgate will include

- Standard Asset Register documents, in a database (MDW or other), to be kept up to date throughout the year
- Potentially changing the technology being used for asset management (better software may come along)
- Maintain communication through meetings of the Asset Mgmt. Group to keep all departments informed about what is happening (being on the same page)

## 7.3 ONGOING MONITORING of ASSET DATA

The following actions will become the regular process for asset management in future, after adoption of the 2021 core assets AMP:

1. Report to Council with annual reviews, starting mid-2023, with content including:

- Results from capital projects of the previous calendar year, including variances from budget, schedules, or outputs
  - Updated asset listings, including additions and disposals in the past year
  - Identifying new LOS, and reporting historical results of established LOS
  - Report any measures taken to address climate impacts, including any actions related to County Climate Action Plan commitments
2. Maintain staff knowledge and skill-set development, through ongoing training opportunities from FCM, MFOA, CNAM, AMONT
  3. Include asset management concepts and data into annual township budget process, including asset risk assessments, condition and lifecycle information
  4. Build upon the MDW Asset Register, a comprehensive source of data on township assets, and gather improved asset data, that is accurate and current
  5. Consider benchmarking with comparable municipalities, for example on condition data, or financial support of capital costs

# SOUTHGATE ASSET MANAGEMENT PLAN 2021



## SUMMARY OF RECOMMENDATIONS

- Sect 3 LOS measures, and Risk measures, should be factored-in to annual Southgate capital budget discussions starting with the 2022 budget.
- Sect 3 Southgate begins keeping more specific LOS measures, and document how these measures influence the setting of future budgets.
- Sect 3 Southgate staff research AMP of other municipalities, that are released publicly after July 2021, to discover LOS measures that could be useful for Southgate to measure and maintain.
- Sect 4 the Asset Co-ordinator work with front-line staff to develop a more uniform process for keeping records of asset repair and maintenance.
- Sect 4 the cross-functional Asset Mgmt. Team become more active, with regular meetings and discussions of ways to improve asset data in Southgate.
- Sect 4 Southgate advance the date of the next Roads Needs Study to 2023 (four years after the last one, in 2019).
- Sect 4 a more detailed, risk-based approach be developed to gather more specific data on condition of waterworks, sanitary sewer and storm sewer assets
- Sect 4 Southgate establish a sewer asset condition assessment program and devote a portion of capital funding to this program
- Sect 4 Southgate continue to monitor traffic volumes, and other factors listed, on its gravel roads, to determine if paving would be beneficial
- Sect 5 Southgate stay determined to hold to the draft tax-support for capital projects in its 10-year Capital Plan for the years 2022 to 2030
- Sect 5 continue to pursue external sources of revenue for capital assets, such as grants and subsidies
- Sect 5 as long-term debts are retired, re-direct the funds previously spent on servicing that debt to the capital budget tax-support
- Sect 6 consider ear-marking a portion of any net, year-end Operations Surplus to a Reserve for Climate Impact Recoveries, instead of going into the Tax Rate Stabilization Reserve
- Sect 6 see the series of Recommendations listed on last page of Sect 6



## **TOWNSHIP OF SOUTHGATE ASSET MANAGEMENT PLAN 2021**

### **LIST OF APPENDICES**

- 1. Ontario Regulation 588/17**
- 2. Southgate Asset Management Policy 2019**
- 3. ROADS LISTING, alphabetical with 2019 PCI values**
- 4. ROADS LISTING, alphabetical with Historical Condition Ratings**
- 5. STRUCTURES LISTING, with Historical BCI values, by road location**
- 6. STRUCTURES LISTING, by I.D. number**
- 7. WATERMAIN LISTING (2013)**
- 8. STORM SEWER LISTING (2013)**
- 8.9. BUILDING REPLACEMENT COST ANALYSIS (2022)**



**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

**BY-LAW NUMBER 2022-156**

being a By-law to adopt "Asset Management Plan 2022"

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

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

**Whereas** the Council of The Township of Southgate has deemed it desirable to adopt Asset Management Plan 2022,

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

1. **That** "Asset Management Plan 2022" attached hereto as Schedule A is hereby adopted; and
2. **That** this by-law shall come into force and effect on the date of its passing.
3. **That** By-law 2021-084, and any other contrary to the provisions set out in the by-law are hereby rescinded.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of October, 2022.**

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John Woodbury – Mayor

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Lindsey Green – Clerk

# TOWNSHIP OF SOUTHGATE

## ASSET MANAGEMENT PLAN 2022

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**TOWNSHIP OF SOUTHGATE**

**Authored by: Aakash Desai**





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## **5. FINANCING STRATEGY**

## **6. CLIMATE CHANGE CONSIDERATIONS**

## **7. NEXT STEPS**

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## 1. INTRODUCTION and BACKGROUND

### 1.1 What is ASSET MANAGEMENT?

The Township of Southgate (referred to in this document as Southgate) owns and manages a diverse portfolio of assets, to provide stakeholders (residents, businesses, and visitors) with safe access to important services, such as transportation, recreation, waste management, economic development and much more. These assets include roads and bridges/ culverts, wastewater and storm sewer systems, and drinking water systems, known as Core Assets. Other asset groups include buildings, vehicle fleet, technology and machinery/ equipment. Asset management is the short title for an integrated business approach, within an organization, to strike a balance between managing the lifecycle costs of owning, operating and maintaining assets, managing an acceptable level of risk, and managing the continuous delivery of established levels of service for current and future customers, and doing all of these tasks in a manner designed to be environmentally and financially sustainable.

There are several key words, within this definition, that will be explained in more detail throughout this document. This document is designed, within Provincial format guidelines, to assist Southgate with the pursuit of asset management of its core assets. The Asset Management Plan will be expanded to eventually include all non-core assets. Buildings were added in 2022. A concise definition of Core Assets would be those assets that deliver the services that residents cannot do without. This 2022 AMP for Southgate deals with core assets and buildings.

As a subsidiary of Asset Management, Infrastructure asset management is the combination of management, financial, economic, engineering and other practices applied to physical assets, with the objective of providing the required Level of Service in the most cost-effective manner. It includes the management of the whole life cycle of physical and infrastructure assets:

- Design
- Construction
- Commissioning
- Operating and maintaining
- Repairing and modifying
- Replacing and decommissioning/disposal

### 1.2 What are the benefits of ASSET MANAGEMENT?

Asset management is an integrated process, which means it touches most of the divisions of Southgate’s business activities. This can often lead to some significant overhauls of existing processes, practices and procedures. Organizational change can be valuable, and it can improve outcomes for all Southgate stakeholders. Key benefits of asset management are:

- Data-driven decision making
- Enhanced sustainability of infrastructure assets
- Good governance and increased accountability
- Improved levels of service and quality of life
- Accurate forecasting of infrastructure replacement and enhancement needs
- Municipal compliance with Federal and Provincial regulations

### 1.3 What is an ASSET MANAGEMENT PLAN?

A concise definition of an Asset Management Plan (shortened to AMP) is a strategic planning document, identifying key asset data, and the resources and funding required to meet organizational objectives.

Seven essential elements of an AMP are commonly presented as questions. These questions can be answered through the asset management process:

Seven Essential Elements of an AMP	Answers
What does the municipality own?	Asset Inventory
What is it worth?	Valuation of the Inventory
What is its condition?	Condition ratings, remaining life
What needs to be done?	Levels of Service, lifecycle actions
When do you need to do it?	Risk Assessment, Project Prioritization
How much will it cost?	Revenue Requirements, price forecasts
How will you pay for it?	Long Term Financial Plan

Provincial regulations require the AMP to be updated every five years (or less). The reason for this requirement for future updates is to allow Southgate to re-evaluate the state of its infrastructure assets, as well as to review how its financial strategies are progressing. Unexpected events can cause AMP targets to be missed (Covid), and strategies must be altered in response to events.

AMP content includes basics like an asset inventory, condition assessments, and replacement costs. Other required elements of an AMP, per the Provincial regulation, are:

- Asset Management Strategies (risk assessment, lifecycle, prioritization)
- Levels of Service (performance measurement)
- Climate Change impacts

- Financial strategies

## 1.4 Infrastructure Ownership and O. Reg. 588/17

In Ontario, municipalities own and manage more infrastructure assets than both the Provincial and Federal governments combined. Across Canada, the shares of infrastructure assets are:

- Federal ownership 2%
- Provincial ownership 41%
- Municipal ownership 57%

The Province of Ontario, in 2015, passed the Infrastructure for Jobs and Prosperity Act (IJPA) followed by consultations with municipalities during 2016, to collect feedback on its proposed Regulation. The IJPA update came into force on Jan. 1, 2017 as O. Reg. 588/17, with these selected timelines and requirements for all municipalities in this Province:

<b>PHASE 1 Core Assets</b>	<b>Due by July 1, 2021</b>	<ol style="list-style-type: none"> <li>1. Inventory analysis</li> <li>2. Current levels of service</li> <li>3. Costs and lifecycle activities required to maintain current levels of service</li> <li>4. ONLY IF POP.&gt; 25,000 : Population and Employment forecasts, and costs to service growth in next 10 yrs.</li> </ol>
<b>PHASE 2 ALL Assets</b>	<b>Due by July 1, 2023</b>	Same requirements as Phase 1 above, but applied to ALL infrastructure assets
<b>PHASE 3</b>	<b>Due by July 1, 2024</b>	<ol style="list-style-type: none"> <li>1. Proposed Levels of Service for next 10 years</li> <li>2. Updated Inventory analysis</li> <li>3. Lifecycle Management Strategy</li> <li>4. Financial Strategy</li> <li>5. Addressing Financial Shortfalls</li> <li>6. ONLY IF POP.&gt; 25,000 : how Growth Assumptions impact Lifecycle Mgmt. and Financial Strategy</li> </ol>

A concise definition of Core Assets would be those assets that deliver the services that residents cannot do without. This 2021 AMP for Southgate deals with core assets.

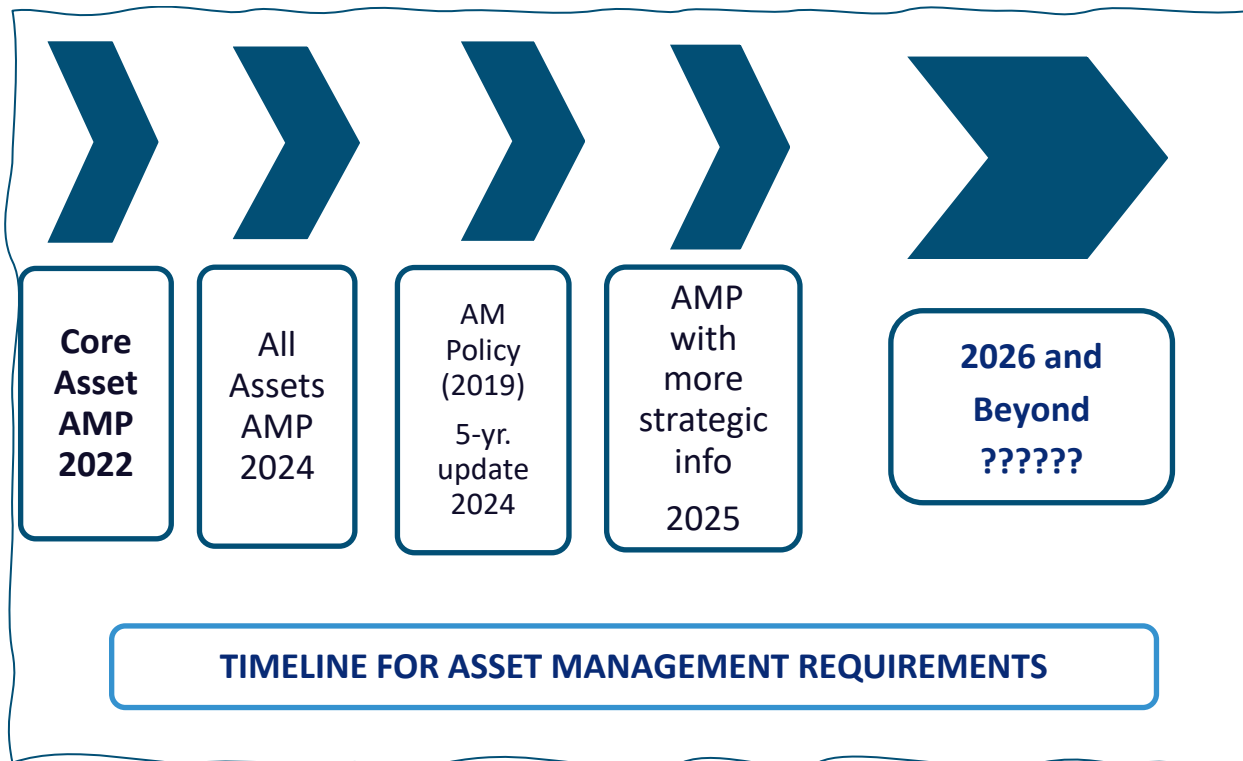
### UPDATE

In March 2021, in response to municipal concerns over the impacts from COVID-19, the Province announced a one-year deferral for the three phases above. New required dates are:

1. Core Assets version of the AMP due by July 1, 2022

2. Expanded AMP covering all assets due by July 1, 2024

3. Proposed Levels of Service due by July 1, 2025



For the 2025 AMP, the additional “strategic information” includes:

- Proposed Levels of Service for next 10 years
- Addressing Shortfalls within the Financial Strategy
- Lifecycle management strategy
- Explain how Growth will impact Lifecycle and Financial Strategies

## 1.5 Integration with Other Plans

With respect to integrating the Township’s budget process with asset management planning, both require a projection of capital and operating costs of a future period. Both the capital budget and the AMP should contain a ten-year forecast window for capital assets. Situations will change, assets will become damaged or worn-out earlier than expected. The annual budget process can respond to these circumstances because it is more frequent (annual) than the AMP process. The annual Southgate budget-setting process can be like an asset management plan update process.

Both asset management and PSAB 3150 (Public Sector Accounting Board) accounting rules require a complete and accurate asset inventory. The significant difference between the two lies in valuation approaches; PSAB 3150 requires historical cost valuation, while asset management



requires future replacement cost valuation. Historical cost values can be misleading when an asset is very old, because the difference between its historical cost and its replacement cost will likely be large.

Further integration into other Township financial/planning documents would assist with the ongoing accuracy of the AMP, as well as the accuracy of integrated financial/planning documents. This AMP has been developed to allow linkages to documents such as:

- Development Charge Background Study;
- Official Plan;
- Water and Wastewater Rate Study;
- Road Needs Study;
- OSIM Structure studies (every structure updated in a two-year cycle); and
- Insurance valuations and records.

References are made throughout this AMP to asset data that was obtained from these sources.

## 1.6 Annual Progress Review

The Regulation (section 9) requires *“every municipal Council shall conduct an annual review of its asset management progress on or before July 1 in each year”* and the review must address:

- The progress in implementing the AMP
- Any factors impeding the ability to implement the AMP
- Strategy to address the factors described above

The review may be done through a status update report to Council. A completely re-done AMP is not necessary for this annual review. The requirements for entirely re-done AMPs are spelled out in the table above (Phases Two and Three). After the Phase Three requirements are met, AMPs must be updated (re-done) at least every five years. See section on Next Steps.





## 2. STATE OF LOCAL INFRASTRUCTURE

In this section, Southgate core assets are itemized, along with information on condition assessments and estimated replacement costs. The annual Southgate audited financial statements are prepared using historical costs. Many assets in the inventory are decades old, so their historical cost bears little resemblance to current values. Historical values can be of little value in terms of asset management practices. Therefore, historical cost data is not referenced in this AMP, except for the first table below, just to show the differences between historical and replacement costs.

Asset data was based on the various sources listed in section 1.5, and not on historical cost financial accounting records. An exception to this is for recently acquired assets. Some of the data sources listed in section 1.5 are dated in 2018 or 2019, and so they are slightly outdated. Assets purchased after those reports were done have been picked up from the accounting records of recent years, for inclusion in this AMP, up to and including 2020 acquisitions.

### 2.1 Consolidated View of Core Assets

In this table, an overview is provided of all the core assets being reviewed in this AMP.

	Quantity measurement	Replacement Value Estimate	Net Book Value, Historical Cost, end of 2019
Roads – all types	517.812 km	\$114,285,190	\$ 22,137,579
Structures – all types	118 structures	\$ 77,182,770	\$ 7,933,259
Waterworks system, mains + other	as listed	\$ 20,000,000	\$ 8,034,616
Storm sewer mains, catch basins	as listed	\$ 6,500,000	\$ 195,964
Wastewater system, mains + other	as listed	\$ 22,500,000	\$ 2,777,447
<b>COMBINED</b>		<b>\$240,467,960</b>	<b>\$ 41,078,865</b>

The following sections will take a closer look at each of these asset groups.

## 2.2 Roads

Roads are the single most significant asset type in the asset inventory. Roads are classified by surface type. At Dec. 31, 2019, the road inventory was:

Length in km. 2013		Length in km. 2019	Replacement Value Estimate
27.149	Paved roads, urban & semi-urban	26.248	14,436,400
127.319	Paved roads, rural areas	137.388	37,921,950
44.084	Surface-treated roads	53.417	9,615,060
304.127	Gravel roads	291.131	52,311,780
9.628	Earth roads	9.628	No plans to replace
512.307		517.812	\$114,285,190

Replacement values used above are: Urban/Semi-Urban Paved Roads \$550,000/km., Rural Paved \$275,000/km., Rural Surface-Treated \$180,000/km., and Rural Gravel \$180,000/km. These are the estimated costs to fully reconstruct each type of road, including its base and surface.

Total km. in the system (now 517.8 km. or 1,035 lane-kms.) will increase slightly, as new roads are assumed by Southgate from new subdivisions. Here is some road data taken from AMP's of comparable (mostly rural) or nearby municipalities, to confirm the reasonableness of the road valuation above.

Comparator	Total km	Paved or ST	Gravel	Replac. Value	
Melancthon	248.5	81.2	167.3	\$ 112,000,000	
Wellington North	424	230	194	\$ 121,798,073	
Minto	286.3	224	62.3	\$ 122,200,000	
West Grey	1,000.9	524	476.9	\$ 284,170,354	
Springwater (Simcoe County)	440	189.2	250.8	\$ 131,070,000	

Roads are classified by the Ministry of Transportation (O. Reg. 612/06) into Road Classes, based on a combination of Average Daily Traffic (ADT) volumes and Speed Limits. There are six classes, Class 1 being the highest volume and speeds over 80 km/hr. and daily traffic volumes 5,000 to 50,000+. An example of Class 1 would be four-lane or six-lane roads, like Dixie Road in Mississauga and Brampton. Southgate roads have low traffic volumes, are mostly two lanes, and are mostly 80 km/hr. in rural areas, with urban streets posted at 40 km/hr.

There are no Southgate roads in MTO Classes 1, 2 or 3. The 517.8 km network of roads in Southgate are analyzed as:

2013 Study		2019 Study	
411.7 km	MTO Class 4	411.4 km	Speeds 40-80km/hr. ADT 500-999
18.2 km	MTO Class 5	16.1 km	Speeds 40-80 km/hr. ADT 200-499
82.4 km	MTO Class 6	90.3 km	Speeds 40-80 km/hr. ADT 0 - 199
512.3 km		517.8 km	

Many Southgate Class 6 roads have an ADT of just 0-49 vehicles, which is the lowest ADT measure there is. The MTO Road Class has relevance for asset management because the lower traffic volumes, and lower speeds, indicate that Southgate roads might reasonably be expected to have longer useful life estimates, because they are subjected to lesser usage. Paved road surfaces are typically assigned lifespans of 15 to 25 years before planned resurfacing is required, whereas Southgate has been using a 50-year paved road lifespan.

#### Road Asset Condition

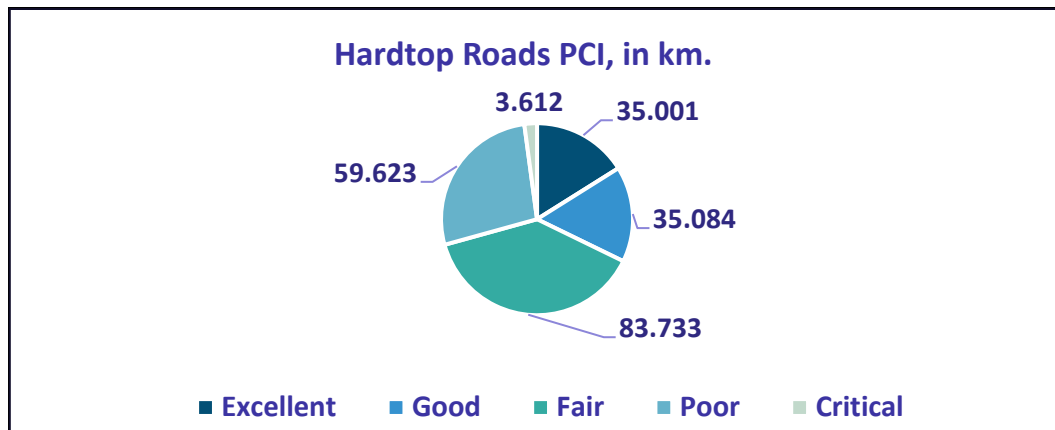
Asset condition is a critical factor in decision-making for capital asset management. The 2019 Triton study provides Pavement Condition Index ratings (PCI) for all paved and surface-treated roads. PCI is the standard measure for “hardtop” roads condition. PCI is a combination of Field Condition Rating (FCR) and Ride Comfort Index (RCI), on a scale from 0 to 100. A road that has just been resurfaced would rate a PCI of 100. Roads with a PCI of less than 50 are considered deficient and in need of rehabilitation.

Triton found, in 2019, nearly one-third of Southgate’s hardtop roads were in need of rehabilitation. Triton noted that because many Southgate roads were hard-surfaced at the time of amalgamation with thin lift asphalt pavement, many of those roads have now reached the end of their service life.

Microsurfacing of paved roads binds the surface and keeps material in Place. It works best when the road base is still adequate, and the road’s paved-surface distresses are mostly cracking, including alligator cracking. Microsurfacing is less costly than resurfacing. However, microsurfacing does not address rutting, or more deep-seated structural road distresses.

The other hardtop road type (after paved roads) is Surface-treated roads, also referred to as Low Class Bituminous (LCB), which are typically rural roads with moderate traffic volumes. The treatment maintains the surface, and provides dust control, but requires re-sealing roughly every seven years, per Triton.

Here is an analysis of PCI values for all hard top roads (both paved and LCB) from the 2019 Triton data, altered slightly for the roads that were paved in 2020 (sections of Road 22 and Wilder Lake Road) and were changed to an Excellent PCI value.



PCI value range	No. of Km.	Segments	
91-100 Excellent	35.001	43	
71-90 Good	35.084	55	
51-70 Fair	83.733	92	
31-50 Poor	59.623	36	
< 30 Critical	3.612	3	← on Rd. 4, Rd. 14
	217.053	229	229 of 428 segments have a PCI

Paved urban + Paved rural + Surface-treated rural = 217.053 km. of hardtop

Note that these are 2019 PCI ratings (with a couple of 2020 updates), and so there could be a small number of roads that have declined from one range to the next range (e.g. from Good to Fair) since 2019. It is noteworthy that there are 35 km. rated excellent, just as many as rated Good. This is an indication of an improvement in the amount of paving work accomplished in recent years. All 43 road segments in the Excellent list were either newly added/built, initially paved (formerly Gravel), or repaved, since 2014.

Gravel roads are appropriate in rural areas, and in low to very low traffic volumes. These roads represent over 50% of Southgate's road network. Triton's report says gravel surfaces are best for roads with poor subgrade conditions, such as topsoil present in the upper portions of the road base, and/or poor drainage conditions. These roads would not support a hard surface, as they would break up prematurely. Southgate maintains a regular gravel road program, along with brushing and ditching for improved drainage. Gravel roads of course do not have a PCI, but they do have an FCR. The Triton 2019 report says the weighted average FCR across the gravel road inventory was 5.7, considered to be good. The report states that *"while gravel roads should be maintained at an average FCR of 7.0, lower traffic-volume gravel roads can have FCR between 5.0 to 7.0 and provide satisfactory performance"*.

## 2.3 Structures (bridges and culverts)

Southgate has a high number of structures, namely 118 structures. In Ontario, structures must undergo inspections every two years. Inspections are performed, on an element-by-element basis on each structure, by external engineers (R. J. Burnside “RJB”). Inspections are made in accordance with the Ministry of Transportation – Ontario Structure Inspection Manual (OSIM). See the section on Structures Asset Condition for details on the findings of the most recent OSIM inspections.

Structures by location:

Southgate Road	# structures	
Road 4	6	
Road 8	7	
Road 10	9	
Road 12	13	
Road 14	13	
Road 22	3	
Road 24	9	
Road 26	12	
Sideroad 7	4	
Sideroad 11	1	
Sideroad 13	3	
Sideroad 15	3	
Sideroad 19	1	
Sideroad 21	3	
Sideroad 41	3	
Sideroad 47	4	
Sideroad 49	9	
Sideroad 55	1	
Sideroad 57	4	
Sideroad 61	2	
Sideroad 71	2	
Sideroad 75 / Ida St.	3	
Eco Pkwy., Feairs Dr., Sligo Rd.	3 (1 each)	
	118	

Structures by most common type (types with under 3 structures are left out):

Cast-in-place concrete rigid frame	62
------------------------------------	----

CSP multi-plate ellipse culvert(s) [might be single or double]	11
Steel I-girder, concrete deck	9
Cast-in-Place concrete box culvert	8
Precast concrete box culvert	6
CSP round culvert(s) [ might be single or double]	4
Precast concrete I-girder	4
CSP Arch culvert(s) [might be single or double]	3
All Other	11

The structures Replacement Value of \$77.18 million, shown in Section 2.1 above, comes from values found in the OSIM studies of 2019 and 2020, except that only the core asset value was used. RJB cost estimates for roadside protection features (like Guiderails and end treatments), engineering design, environmental assessments, and 10% cost contingencies were all excluded. This is because recent experience shows actual structure projects, completed by Southgate in recent years, have consistently come in well under the OSIM Study replacement cost estimate. Therefore, the OSIM core asset values, taken alone, are likely still on the high side for estimated replacement values.

#### Structure Asset Condition

Asset condition is a critical factor in decision-making for capital asset management. Structure asset condition is measured by the Bridge Condition Index, the BCI for short. BCI value ranges are Good = 70 to 100, Fair = 50 to 70, and Poor = <50.

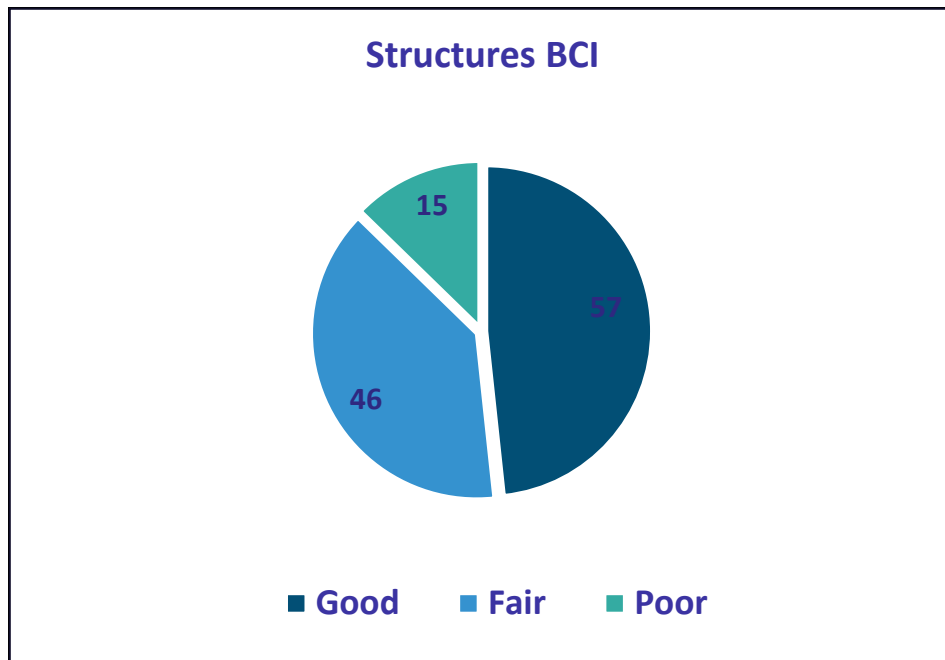
OSIM inspections are done on half of the Southgate structure inventory every year, so that every structure is inspected once in a two-year cycle. This cycle ensures that

- Inspection information is kept very recent (as compared to roads data)
- BCI measurement trends can be analyzed over time by comparing results over several recent cycles

The OSIM study every year includes a “five-year Capital Plan” from RJB, which is helpful to township staff in developing the township’s capital plan in the annual budget. In addition to capital cost plans, the annual operational budget provides funding for routine maintenance of structures. Routine maintenance is important, to extend the service life of structures. Routine bridge sweeping, washing of decks, drains, joints, bearing seat areas and girders will improve service life. Removal or trimming of vegetation, as well as addressing minor erosion concerns regularly, will pre-empt more serious issues.

In September 2020, RJB stated 48.3% of Southgate structures were Good (57 of 118), 39.0% were Fair (46 of 118) and 12.7% were Poor (15 of 118). MTO has established a goal for

municipalities of keeping 85% of structures in “good” condition. At 48.3% Good, Southgate is underperforming when compared to that MTO 85% goal.



However, since the 2015/2016 inspections cycle, Southgate has accomplished enough maintenance and capital work on its structures to keep its overall average BCI, across all 118 structures, holding steady at 67.3 (see Level of Service table). Recently completed capital work was done on structures S043, S118 and S126 (all in 2019), and S031 in 2020.

Here is a table of all 118 BCI values, by specific ranges:

B C I value range	No. of structures		
75 to 100 Good	32		
70.1 to 74.9 Good	25	close to dropping to Fair	
56 to 70 Fair	41		
50 to 55.9 Fair	5	close to dropping to Poor	
20 to 49.9 Poor	15		
< 20 Critical	none		

This breakdown of BCI ranges was designed to show how many structures are nearing the point of BCI value that would drop them down one category. Finally, although BCI is a good measure of the overall condition of a structure, and its relative construction need, other factors beyond BCI are often considered when prioritizing bridge work. Other decision-making factors include:

- Traffic volume and # trucks that regularly use the road the Structure is on
- Load capacity restrictions
- Geometric restrictions (alignment or width is difficult to alter)
- Pedestrian or cycling requirements
- History of accidents or traffic conflicts
- History of flooding or ice problems
- Nearby area population growth and development

## 2.4 Waterworks, Sanitary Sewer and Storm Sewer Systems

There are three remaining core asset groups considered in the AMP: Waterworks system assets, Sanitary Sewer (Wastewater) system assets, and Storm Sewer (Stormwater) assets. These asset groups do not have external measurements like a PCI or a BCI, as roads and structures have. Instead, to measure asset condition in these groups, the AMP has used a five-part General Condition Grading System, per the Table below, and asked township staff who are most familiar with these assets to assign the condition rating they believe to be the most accurate.

Grade	Description of Asset Condition
VG Very Good	Typically new or recently rehabilitated asset. Only normal maintenance required
G Good	Minor deterioration only in some elements; some minor maintenance required
F Fair	Significant Maintenance required to return to Accepted Level of Service. General signs of deterioration.
P Poor	Mostly below standard, many elements nearing the end of their service life. Requires Renewal, or significant upgrade.
VP Very Poor	Asset is not serviceable. Widespread signs of advanced deterioration. Components exhibit signs of imminent failure.

### 2.4-1 Waterworks system

The drinking water system in Dundalk is a ground water source system, consisting of three production wells (D3, D4, D5), three water storage reservoirs, one monitoring well and a distribution system of approx. 19.8 km. of watermains of varying size, with 1067 service connections (per 2020 Annual Report).

The system is monitored by a new SCADA system installed in 2020, which communicates through RF towers and PLC's in the wells, to record data and monitor operations.

Below are tables listing key components of each well:



<b>Well D3 280 Victoria St. W.</b>	<b>Condition Grade</b>
Drilled ground water well, pumphouse structure, 86.9 m deep, 250 mm. diameter steel well casing to bedrock at 28 m. depth	G
Submersible pump that transfers water from wellhead into the reservoir, rated capacity 777 L/min. at 38.1 m TDH	G
One 100 mm. magnetic flow meter	G
Two vertical turbine high lift pumps to pump water from reservoir to distrib. system through 250 mm. diameter watermain	G
One 100 mm. magnetic flow meter on pump discharge header	G
Two fire flow pumps, rated cap. 5,678 L/min 1 Electric-driven	F
1 Diesel driven	F
One backflow preventer on the fire pump system	G
Secondary containment for chemicals and diesel fuel	G
Piping, valves, controls & equip within the pumphouse	G
1,364 cu. m. pre-stressed concrete Reservoir, circular, ground level, with baffle curtains and two mixers	F
Two UV light reactors for disinfection with one UVT monitor	G
Sodium hypochloride dosing pump, storage tank	G
Residual analyzer and downstream dosing pump	G
Turbidity analyzer on raw water piping	G
Metering pump flow switch with alarming and controls	G
Standby Power : 80kW diesel generator	VG

<b>Well D4 550 Main St. E. (built 2004)</b>	<b>Condition Grade</b>
Drilled ground water well, pumphouse structure, 100.6 m deep, 250 mm. diameter steel well casing to bedrock at 32 m. depth	G
Submersible pump that transfers water from wellhead into the reservoir, rated capacity 1,136.5 L/min. at 32.6 m TDH	G
One 100 mm. magnetic flow meter	G
Two vertical turbine high lift pumps to pump water from reservoir to distrib. system through 250 mm. diameter watermain	G
One 100 mm. magnetic flow meter on pump discharge header	G
179 m. of 250 mm. diameter PVC watermain connecting Well D4 to existing distrib. system	G
One turbidity analyzer	G
Piping, valves, controls & equip within the pumphouse	G
One baffled Reservoir approx. volume 187.7 cu. m.	G

Sodium hypochlorite metering pumps (2) with flow switch, auto switch-over, alarm and shutdown features	G
Sodium hypochlorite tank	G
One free chlorine residual analyzer	G
Standby Power : 100kW diesel generator with 284 L fuel tank	G

<b>Well D5 250 Hagan St. (drilled 2017, installation 2019)</b>	<b>Condition Grade</b>
Drilled ground water well, pumphouse structure, 96 m deep, 250 mm. diameter steel well casing to bedrock at 35.35 m. depth	VG
Submersible pump that transfers water from wellhead into the reservoir, rated capacity 1,363.5 L/min. at 35.2 m TDH	VG
One 100 mm. magnetic flow meter	VG
Two vertical turbine high lift pumps rated at 1,363.5 L/min with variable frequency drives	VG
One 100 mm. magnetic flow meter on pump discharge header	VG
179 m. of 250 mm. diameter PVC watermain connecting Well D5 to existing distribution system	VG
One turbidity analyzer	VG
Piping, valves, controls & equip within the pumphouse	VG
One baffled Reservoir, capacity 536 cu. m.	VG
Sodium hypochlorite dosing pumps (2) with flow switch, auto switch-over, alarm and shutdown features	VG
Sodium hypochlorite tank	VG
One free chlorine residual analyzer downstream	VG
Standby Power : 150kW diesel generator with double walled under base fuel tank for 24-hrs run time	VG

<b>SCADA system (replaced in 2020)</b>	<b>Condition Grade</b>
One level sensor in each Well	VG
One Well-pump operation sensor in each well	VG
One Well-pump flowmeter in each well, on raw water inlet to reservoir	VG
Six pump speed sensors, two at each well, with one on each highlight pump	VG
Three VFD failure monitors, one at each well	VG
Three ultra-sonic level sensors, one at each well	VG

Three float type level sensors, one at each well		VG
Eight Chlorine pump operation monitors, including failure alarms, two at Well D3, three at D4 and three at D5		VG
Three Chlorine and turbidity analyzers, one at each well		VG
Three Chlorine analyzers, located on treated water lines, one at each well		VG
Three treated-water flowmeters, located on treated water lines, one at each well		VG

<b>Fuel Oil Systems, Diesel fuel</b>		<b>Condition Grade</b>
One 550 L above ground double walled storage tank, outside the diesel generator, for pump house D3		VG
One 1,138 L above ground double walled storage tank, outside D3 fire system pump		F
One 680 L above ground double walled storage tank, outside the diesel generator, for pump house D4		G
One 1,137 L above ground double walled storage tank, outside the diesel generator, for pump house D5		VG

<b>Watermains total 19,846 m.</b>		<b>Condition Grade</b>
Main St E installation 2019/20 total 1,481 m. of 150, 200, and 250 mm dia. gasketed PVC main, including tracer wire, from Proton St. easterly to Sinclair St.		VG
Other recent installs: Elm St.		VG
Young St.		VG
Rowe's Lane		VG
Mains across remainder of system, 18,365 m. EXCEPT these Specific sections requiring attention :		F
Victoria St W		P
Proton St S		P
Gold St W		P
Ida St S		P

<b>Water Meters:</b>		<b>Condition Grade</b>
Approx. 1,200 units, both installed + inventory held		G
<b>Hydrants</b>		
Inventory count = 116 across the Town		G

## 2.4-2 Stormwater assets: storm sewers and catch-basins

Managing rain water (stormwater) is important for reducing the risk of flooding, and the risk of damage to other infrastructure assets. The stormwater system includes approx. 17.5 km. of stormwater drainage pipe, and approx. 160 catchbasins on various streets in Dundalk, including recent street additions (Doyle, Elm) and one Stormwater Holding Pond, located just south-east of the Sheffield Street cul-de-sac, with a holding capacity of 1,272 cu. m., covering 0.23 hectares. There is a partially-submerged inlet from the in-street collection system to the Pond.

## 2.4-3 Wastewater system

The Dundalk Sewage Treatment Works (STW), at 752051 Ida Street S. consists of a four cell waste stabilization pond facility, flowing into an aeration cell pond. Components of the system are a Pumping Station, Chemical Feed System, the Stabilization Ponds, a Post Aeration Cell, Blower Building, Tertiary Treatment Filter Building, and Discharge to the Foley Drain connected to the Grand River Watershed. In 2014, upgrades were completed on the pumping station, post-aeration cell, blower building, and the tertiary treatment filter building.

The system underwent inspection in May 2019 by the MECP (Ministry of Environment, Conservation and Parks). A sewage lagoons sludge assessment was conducted by Triton Engineering in 2020.

STW Component	Year	Condition Grade
Pumping station building	1972	G
Wet Well Pump #1	2019	VG
Wet Well Pump #2	2017	G
230 mm forcemain to stabiliz. ponds		G
Controls building, houses pump control equipment	2014	VG
50 kW diesel generator, auto transfer switch	2014	VG
2.2 sq. m. Chemical Metering building	2000	F
24.5 cu. m. capacity chemical storage tank (Alum)		G
Chemical metering pump w/ flow recorder+totalizer		VG
OTHER PUMPS:		

Influent Pump 1	2008	G
Influent Pump 2	2020	VG
Influent Pump 3	2016	G
Backwash Pump 4	2018	VG
Backwash Pump 5	2011	G
Backwash Pump 6	2020	VG
Stabiliz. Pond 1 depth 1.8 m. 6.5 hectares	1984	G
Stabiliz. Pond 2 depth 1.8 m. 6.5 hectares	1984	G
Stabiliz. Pond 3 depth 1.8 m. 4.1 hectares	1972	G
Stabiliz. Pond 4 depth 1.8 m. 4.1 hectares	1972	G
Post Aeration cell depth 2.1 m. 4,546 cu. m.	1984	G
Blower building	2014	G
Steel roof	2019	VG
Two Blowers, air main + diffusers	2014	VG
Tertiary Treatment Filter building	2000	G
Three variable frequency drives	2000	G
5,680L capacity chemical storage tank	2000	G
Flocculation tank with mixer+backwash filter	2000	G
50 cu. m. filter effluent tank	2000	G
50 cu. m. backwash waste tank	2000	G
Oxygen monitoring equipment, air piping, fine bubble air diffusers	2014	VG
Discharge system	2000	G
Sanitary sewer mains/pipes, approx. 17,500 m. or 17.5 km.		Condition Varies
Inventory of manholes		Condition Varies

The Sanitary Sewage Lagoons south of Eco Parkway, which treat the sewage from the community, are designed to treat 1,832 m<sup>3</sup>/day.

#### 2.4-4 Facilities

Southgate owns and operates several facilities to deliver various services to its residents. While facilities are not considered a core asset under *O.Reg588/17* the importance of facilities can not be understated. Facilities are used in almost every facet of Southgate's operations – including the provision of services through core assets.

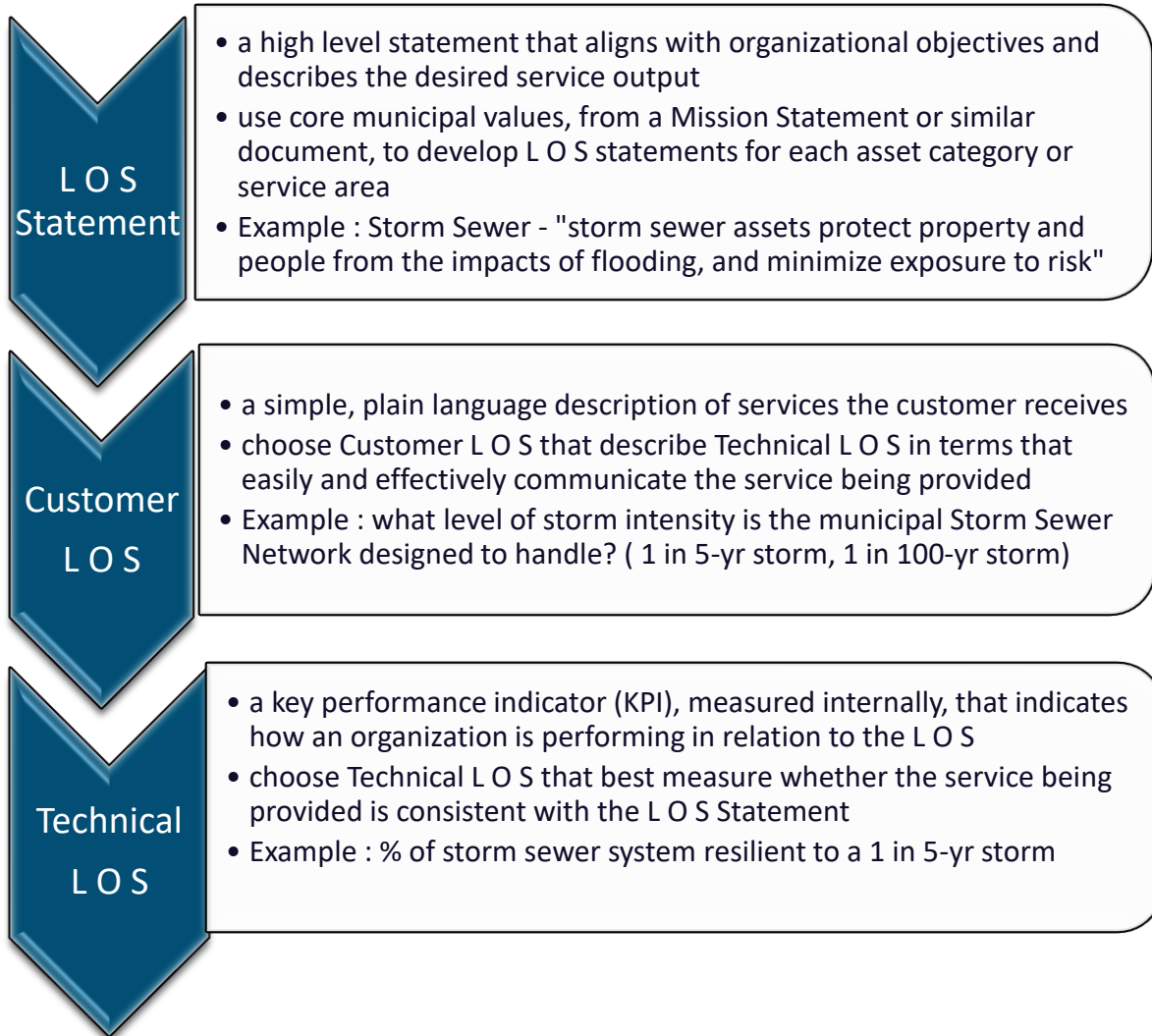
Appendix 9 has a list of all the facilities that have been reviewed as part of the Building Condition Assessments along with their replacement cost.



### 3. LEVELS OF SERVICE

Every AMP needs to balance affordability of municipal services with customer needs and expectations. Levels of Service (LOS) is the standard used for this aspect of Asset Management. LOS are specific parameters that describe the extent and quality of services that the municipality provides to its users.

Here is a basic guide to establishing LOS:



Developing realistic LOS, using meaningful Key Performance Indicators (KPIs), is necessary for managing citizen expectations, identifying areas requiring additional investments, driving organizational performance, and securing the highest value-for-money from public assets. Municipalities face diminishing returns with their LOS and KPI frameworks; in other words, the

more LOS and KPI measures are kept, the less and less incremental value they provide. The objective should be to track only LOS measures that are relevant and insightful to Southgate. The O. Reg. 588/17 prescribes, in tables, a minimum number of LOS measures to be provided, at least initially, set out in section 6 of the regulation.

For core assets, per the diagram above, there are two types of LOS:

1. Customer LOS, sometimes referred to as External Outcomes. A simple, plain language description of what customers expect to receive from Southgate
2. Technical LOS, key performance indicators (KPI's) used to measure performance of assets and performance of services to customers

Reg. 588/17 section 5(2) sub-section (1)(i) sets out the need to include in the AMP some specific basic measures, for core assets, given in Reg. Tables 1 to 5. In future, Southgate should expand upon these basic LOS as more data on performance is collected.

	LOS Statement /Customer LOS	Technical LOS and KPI's
<b>WATER</b>	Provide a safe and reliable supply of drinking water to residents connected to the municipal waterworks system	% of Dundalk properties connected to the water system - 99.0%
		% of Dundalk properties where Fire Flow is available - 100.0%
	Service requests are promptly responded to	Annual number of Boil-water Advisories - 2020 : 0 2019 : 0      2018 : 0
		Number of watermain breaks – 2020 – 2    2019 – 2    2018 – 3
<b>WASTEWATER</b>	Wastewater network is maintained and managed to enable continuous and reliable provision of sewage services	Number of emergency sewer repairs per year - 2020 : 0    2019 : 1    2018 : 0
		Number of sanitary sewer backups per year - 2020 : 0    2019 : 0    2018 : 0
	Service requests are promptly responded to	Number of raw sewage bypass events 2020 : 0    2019 : 0    2018 : 0
<b>STORM WATER SYSTEM</b>	Stormwater network is maintained in good condition to enable continuous and reliable provision of services	% of properties resilient to a 100-year storm - 75%
		% of properties resilient to a 5-year storm - 100%



ROADS	Road network is convenient and available to the whole community.	Average Pavement Condition Index (PCI) value for paved roads : 2019 – 68.63
	There are minimal service disruptions.	
		Average Condition Rating for Surface Treated roads: 2019 - 5.7 2014 – 6.4
	It is safe to use; traffic signs and markings are easy to see and understand.	
	Service requests are promptly responded to.	Average Condition Rating for Paved Asphalt roads : 2019 - 6.1 2014 – 6.6
	Example : potholes filled	
		Average Condition Rating for Gravel roads : 2019 - 5.7 2014 – 5.7
STRUCTURES	All Bridges and Culverts provide safe vehicular and pedestrian passage.	Average bridge condition index (BCI) : 2015/16 OSIM cycle : 67.2 2017/18 OSIM cycle : 67.3 2019/20 OSIM cycle : 67.3
	All Structures are fully compliant with regulatory requirements.	Do all Structures undergo OSIM inspections per MTO regulations? : YES
	Traffic that is supported by Structure Network	Structures with Loading Restrictions: 9 of 118 = 7.6%
	<ul style="list-style-type: none"> <li>• Heavy trucks</li> <li>• Passenger vehicles</li> <li>• Emergency vehicles</li> <li>• Cyclists</li> <li>• Pedestrians</li> </ul>	They are S033, S070, S079, S080, S081, S085, S107, S113, S119

These LOS are basic and are a starting point for Southgate. The next version of the AMP will bring in more LOS for other types of assets, such as Buildings and Vehicles. Many other LOS measures for core assets could be added to this list, however they would require a commitment to gathering the data required. In some cases, historical data is not available because it was not kept. Therefore, some LOS measures will be kept only for 2021 and beyond.

Taking LOS to the next step will require some group discussion of Target values for Technical LOS. One example would be to say that an overall paved road PCI value of 70.0 is the target. Any targets that are beyond the current actual values in Southgate would, of course, require increased financial and human resources to achieve.

Target values appropriate for Southgate cannot be determined by this AMP. Average BCI through the past three OSIM cycles, per the table, has been kept constant, based on the spending level for structures, as previously approved. Council and staff would need to discuss how much more money they are comfortable with spending, and whether the capacity even exists to accommodate the amount of work needed to get to a higher Target LOS. Capacity can be limited by not only budgets, but by available contractors and other service providers, and the amount of time that staff can afford to devote to projects, without impairing their existing, mandatory operational duties.

## Risk

Another aspect of asset management that is directly linked to LOS is Risk. Risk represents the combination of the chance, or likelihood, of an event occurring, and its potential positive or negative consequences to customers/residents. In asset management, the event we are talking about is the failure of an asset to provide services; it could be caused by a weather-related event.

A Risk Matrix with sliding scales of values for Likelihood and Consequence is often used, such as this one:

CONSEQUENCE	Insignificant = 1	Minor Impact = 2	Moderate = 3	Major Impact = 4	Catastrophic = 5
LIKELIHOOD					
Rare = 1	1*1 = 1	2*1 = 2	3	4	5
Unlikely = 2	2*1 = 2	4	6	8	10
Possible = 3	3	6	9	12	15
Likely = 4	4	8	12	16	20
Almost Certain = 5	5	10	15	20	25

An example might be a severe winter storm event in Texas, an event with a likelihood = Unlikely, but Catastrophic consequences, for a value of 10 (2 times 5) in the matrix. Climate change is just one factor that can alter the likelihood of certain weather-related events, as the frequency of occurrence of weather-related events changes. (see Section 6 on Climate Change)

Assets can be assigned a likelihood of failure, and consequence of failure, such as a bridge closure, with consequences based on where the asset is located, available detour options, and traffic volume. A methodology is needed to identify where the most cost-effective risk reductions are, and what amount of risk can be mitigated, as risk cannot be fully eliminated (in other words, we cannot control the weather).

This will lead to a prioritization of asset needs. Prioritization is a necessary concept for Southgate, because the two Strategy sections of this AMP (Asset Strategy, Section 4 and Financial Strategy, Section 5) will make clear that there are not sufficient resources available to address all asset

needs, and so choices must be made, priorities set, and postponements grudgingly accepted, when selecting assets for rehabilitation or replacement. It is unclear whether the assignment of Risk values, to core assets, would result in any significant changes to the timing of core asset projects from how the projects currently appear in the capital plan.

It is recommended that LOS measures, and Risk measures, should be factored-in during Southgate capital budget discussions for 2022 and beyond.

Past practice in Southgate for the selection and timing of capital projects, for the Capital Plan, has been influenced by a combination of:

1. the results received from external consultants in the most recent OSIM inspection report and the Road Needs report (but not simply taking exactly the same timing, or exactly the same sequence, of projects as given by the consultants, at face value)
2. the advice and input of township staff, based on their hands-on knowledge and experience of the state of existing assets, that they use every day

This past practice is very common among municipalities, as the additional work of devoting time and effort into an expansion of detailed LOS measures and Risk evaluation is just beginning to be developed, in 2021, especially in smaller municipalities. It is recommended that Southgate begins going down the road of keeping more specific LOS measures, and documenting how these measures influence the setting of its future budgets.

### Selecting LOS

Asset Management Ontario (AMONT) is an organization providing help and advice on asset management to municipalities of all sizes. AMONT offers the following “tips” for developing LOS in the near term:

- keep LOS simple, focus on asset objectives
- minimize the number of LOS, focus on “Why do we need this LOS?” and “What will this LOS tell us about the asset/service?”
- will the data needed for desired LOS be available?
- avoid using specific design criteria that is too detailed, too numerous, too prescriptive

These tips have been followed for the purposes of LOS in this AMP. It is recommended that, as updated versions of AMPs from other comparable municipalities are adopted and publicly released, later in 2021, Southgate staff research these other Plans to discover LOS measures contained in them, that could be useful for Southgate to begin to measure and maintain, keeping in mind the AMONT Tips listed above.

### Selecting KPIs

Selecting which KPIs to use, and to set targets for, when establishing Technical LOS is not a science, but there are a few important considerations. These are referred to as the SMART system, developed by the Institute of Public Works Engineering Australasia (IPWEA):

- S Specific aspect of service
- M be Measurable
- A be Achievable (have a clear plan for reaching the KPI target)
- R be Relevant to the LOS and to a strategic objective
- T be Timebound, have a clear timeframe for achieving KPI target

#### Proposed Levels of Service (LOS), both Customer LOS and Technical LOS

Part 6 of the Regulation requires future versions of the AMP to include [now required by July 1, 2025] a discussion of Proposed LOS, including:

1. the Proposed LOS measures
2. an explanation why the Proposed LOS are appropriate
3. proposed performance of each asset category, for each of the next ten years
4. a lifecycle management and financial strategy, in each asset category

Although not required for the 2021 AMP, here are some initial considerations about developing Proposed LOS.

Future LOS for Southgate would most likely be built around maintaining the current LOS, at least in the near term. This expectation is based on the economic and practical limitations that a municipality like Southgate must operate within. Maintenance of just the “status quo”, on its own, will be a challenge for Southgate, and will require more resources than those being used in 2021, because:

- Southgate is experiencing substantial growth in population and households now, and growth is expected to continue, so to keep current LOS will demand more from existing core assets, even as they age
- Climate Change, and severe weather events, will have negative impacts on specific core assets, putting them under more stress, and likely shortening their service lives. In other words, assets are likely to need more frequent replacement in future.

Climate change is an area of asset management that is taking on more and more significance. Section 6 of this AMP discusses climate change and its potential impacts on the assets that Southgate has in service.

Southgate must have chosen some Proposed LOS (by June 2025), and started to record and track those chosen. Here are some ideas for specific Technical LOS measures (KPIs) that could be tracked in the future:

#### **ROADS and STRUCTURES**

- Percentage of Capital investment/spending to asset replacement value
- Historical cost depreciation compared to annual expenditures
- Costs per capita (Operations and Capital)
- Maintenance costs per square metre
- Achieved overall BCI (per OSIM inspections) compared to target overall BCI
- Achieved overall roads PCI compared to target overall PCI
- Percentage of road lane-km. rated as Poor and Critical
- Percentage of customer requests getting a response within 24 hours

#### **WATER AND SEWER**

- Cost of borrowing compared to total operating costs
- Percentage of mains where condition is rated Poor or Critical
- Number of wastewater main backups per 100 km. of main
- Number of customer requests received per year
- Percentage of customer requests with a response within 24 hours
- Percentage of network inspected
- Percentage of Replacement Value spent on operations and maintenance

Other non-core asset classes, including buildings, vehicles and machinery, will be added to the next expanded AMP, and these asset classes will have KPIs of their own to add to this list.

But what are the right LOS/KPI's for Southgate? Factors that can influence which LOS and KPI will be selected for tracking in the future include:

#### **1. Strategic Objectives and Corporate Goals**

- Southgate's long-term direction outlined in its adopted corporate Plans
- this direction will influence the types of services to be delivered, the quantity and quality

#### **2. Community Expectations**

- General public will have insights on what they consider to be a "good Condition" for a road, or where they feel new roads are needed based on travel patterns

#### **3. Economic Trends**

- Interest rates (example: a KPI that relates debt service cost to another metric)
- Currency exchange rates
- Fuel and utility prices (example: KPI that measures fuel efficiency, Km per litre)

#### 4. Demographic Changes

- If Skewing younger = more parks and recreation services
- If Skewing older = more well-being centers

#### 5. Environmental Change

- more extreme storm events will require more KPIs related to asset resiliency

### Future Reviews

Reg. 588/17 part 9 requires annual reviews of progress of the Southgate AMP. This requirement has been added, by the Province, to encourage municipalities to treat asset management as an ongoing activity, make it part of annual budget preparations, and not something to be set aside for several years. This often has been the case for many municipalities, where their first AMP was completed in 2013 or 2014, but seldom looked at since.

One mandatory piece of these annual reviews should be an historical tracking of Southgate LOS and KPI measures over time, to identify trends, and any new measures that have been added. The number of LOS and KPI measures kept by Southgate will certainly increase beyond this initial 2021 group.



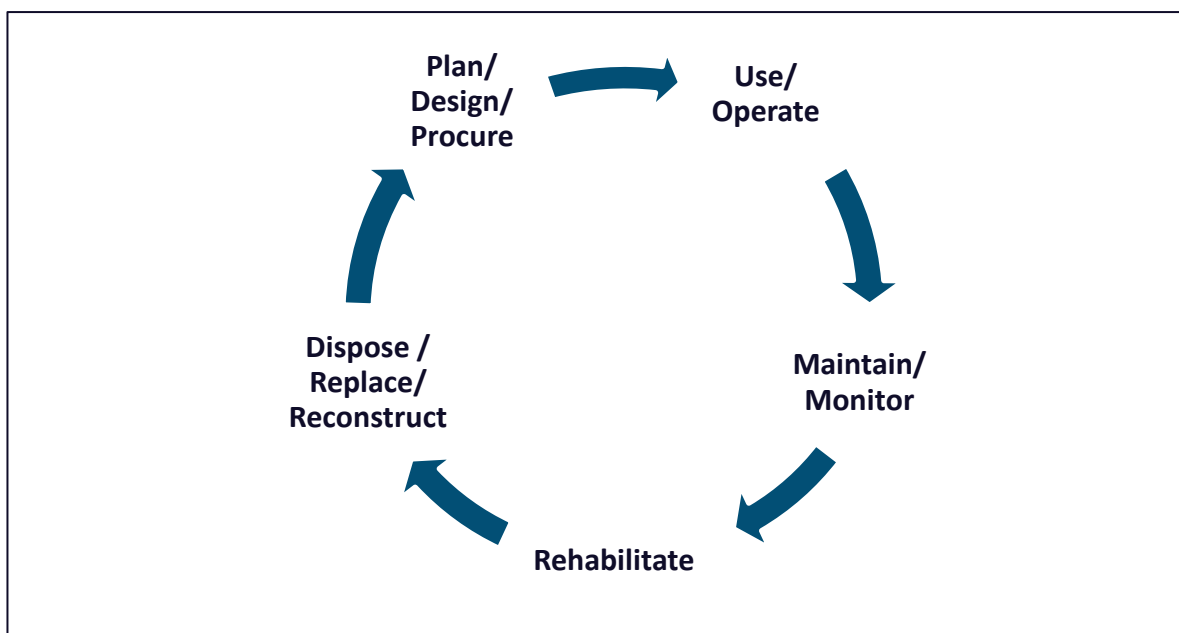
## **4. ASSET STRATEGY**

The purpose of Southgate’s Asset Management Strategy (AM Strategy) is to evaluate current practices, and to establish future practices that will be sustainable and cost-effective. This AM Strategy considers asset/infrastructure solutions, and non-infrastructure solutions. There should be a focus on continuous improvement of asset management activities, towards the goal of

improved service delivery from township assets.

Non-infrastructure solutions means using tools like external studies, master plans, and public consultations about LOS and asset condition assessment. In Southgate, these studies and plans are included in the budget as “special projects”.

Steps needed in the AM Strategy are (a) data collection (including lifecycle data and risk data), (b) asset condition assessment, and (c) the analysis of the data collected.



*Asset Lifecycle*

#### (A) DATA COLLECTION

This diagram depicts a typical “cradle to grave” lifecycle of an asset. Township staff already follow this process for the assets they regularly work with, but it would be useful for proper asset management practice to, more formally, document best-estimate timetables of the various stages of key assets, including timing expected for rehabilitation and disposal. This is already in place to a certain degree; it has to be in place, to be able to prepare an annual capital budget and ten-year capital plan. However, there is room for expansion of lifecycle record-keeping and for formalizing the processes followed. Introducing risk matrix calculations can be part of this expanded record-keeping. It is recommended that the Asset Co-ordinator (AC) work with front-line staff to develop a more uniform record-keeping process.

Gaps in asset data were encountered often during the preparation of this AMP. Confidence in the asset data presented in Section 2 State of the Infrastructure could be significantly improved through the work of a cross-functional team with the leadership of the AC. It is recommended that such an internal group, initially established by staff in 2021, become more active.

An important life-cycle stage is the maintenance and monitoring of assets, after they have been procured and put into operational use. Proper maintenance is essential to maximize the useful life of an asset, and to minimize risk. Maintenance will avoid the need for earlier-than-anticipated replacement, thereby saving financial resources, and maintenance will ensure the performance of the asset is meeting LOS expectations. Monitoring asset condition with written or electronic log



books is critical, to avoid duplication of maintenance activities and to find defects early on, before they develop into serious issues. Not only does asset performance benefit from this monitoring, there are health and safety benefits for employees who rely upon proper performance of assets.

Maintenance activities should consider factors such as cost-effectiveness (how long will this repair last? and Is just a “clean-up” enough, or should an entire part be replaced?), time delays (how long will the asset under maintenance be kept out of service?), and co-ordination with utilities (gas company, hydro company) and other municipalities (does a temporary detour need to go through part of a neighbouring municipality? If so, for how long?).

## **(B) ASSET CONDITION ASSESSMENT**

In Section 2 of the AMP, asset condition was used to analyze the State of the Infrastructure. Accurate and comprehensive data on an asset’s CURRENT condition are fundamental to a good AM Strategy. Such information mitigates premature asset replacement and/or failure of assets.

For some entire asset classes, Southgate has followed a more cost-effective, but cursory, approach to condition rating, using metrics like the five stages *Very Good, Good, Fair, Poor and Critical*. This approach enables an overview of the assets, and it does indicate which assets are most in need of attention. A better understanding of asset condition leads to more sound management practices and helps to minimize unnecessary expenditures. When combined with risk management frameworks, asset condition assessment will help to identify potential future asset failures, leading to the scheduling of repairs, preventative maintenance and rehabilitation programs that are financially accountable and transparent.

Gravel roads require frequent maintenance, especially after wet periods, and when accommodating heavier traffic. Deterioration involves wheel rutting and water run-off, and eventual road destruction if unchecked. Gravel roads require a cycle of perpetual maintenance, including general re-grading, reshaping of the crown and cross section, gravel spot and section replacement, dust abatement, ditching and brush removal.

For the entire road network, it is recommended that Southgate firmly maintain a regular schedule of comprehensive Road Needs Studies, at least every five years. There is no requirement for the timing of these studies, and so they could be less frequent. However, it is recommended that Southgate does not allow more than five years to elapse between external studies, because of the growth being experienced, leading to new roads being added to the network, and increased traffic volumes that have an impact on road asset condition. Roads can deteriorate quickly, if Southgate experiences one or two winter seasons that happen to involve unusually high numbers of freeze-thaw cycles, as opposed to a “Normal Winter” that gets cold and stays cold for the full season.

It is recommended that, based on factors such as substantial growth in population and vehicles on township roads, that the next Road Study be budgeted for 2023, four years after the most recent (2019) Study.

Structures fall under the Provincial rules of OSIM, and are thereby inspected every two years. There is a regular system of external inspections in place already in Southgate. This system fulfills the need, and does not need to be amended.

Also as required under legislation, water systems, sanitary sewer systems and the lagoon are reported on regularly, as to the water quality found in testing samples, effluent measurements, and so on. The reporting of test sample results is about the functioning of the systems, such as shut-downs or main breaks, but not focused on the condition of the assets in each system. As a result, the cursory approach to condition rating mentioned above (the five stages) was applied in this AMP. It is recommended that a more detailed, risk-based approach be made to gather more specific information on the condition of these assets.

A common method used for storm and sanitary mains is Closed Circuit Television Video (CCTV). The process involves a small robotic crawler vehicle, with a CCTV camera attached, that is lowered down a maintenance hole, into the main. The camera provides a live video feed to a truck on the road above. Deterioration problems that can be seen include open/displaced joints, presence of roots, infiltration and inflow, cracking, fracturing, collapse and deformation of pipe. CCTV is a costly process and it does take significant time to inspect large volumes of pipes.

It is recommended that Southgate establish a sewer condition assessment program and devote a portion of capital funding to this program.

### **(C) ANALYSIS OF DATA COLLECTED**

How data on assets is used is critical to asset management. An understanding of what the data tells us, and knowledge of what pitfalls to avoid from misinterpretation of data, is critical.

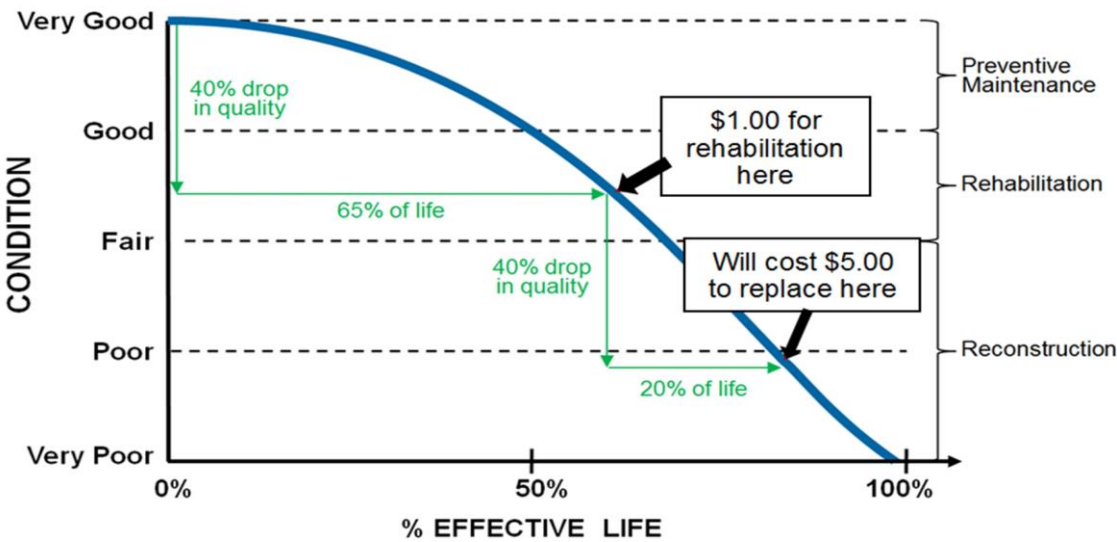
For road assets, PCI data taken alone could lead to a “worst-first” budget approach, where no lifecycle activities are done, other than simply performing reconstruction at the end of a road’s service life. This is the most costly method of managing a road network. Road data collection needs to go beyond only PCI.

Section 4 of the Reg. 588/17 specifies the need for the 2021 AMP to discuss “lifecycle activities” for core assets. Asset useful lives can vary across a wide range of years, depending upon how well the

assets are maintained. The lowest cost type of lifecycle activity is regular maintenance of core assets. Southgate has been doing core asset maintenance, as the main lifecycle activity, and will continue to do so. In addition to regular inspections, minor and major repairs are done every year, within budget limits.

Preventative maintenance activities can only be applied to a road at a relatively early point in its lifecycle. At a certain point, despite the efforts to maintain a road’s condition, its life cycle stage will dictate more substantial rehabilitation. Activities such as routing and crack-sealing, or tar-and-chip on rural roads, have the lowest associated cost (per sq. m.) to obtain one year (or more) of added life.

Here is a commonly used graphic to illustrate lifecycle stages:



This graphic shows that regular preventive maintenance can see an asset through the first 60-65% of its normal life, at which time some major rehabilitation will keep the asset in service for an extended period. Skipping the major rehabilitation step will lead to an earlier than expected need for full asset reconstruction/replacement, typically when the asset is at about only 80-85% of its normal life. The rehabilitation will delay the need for full replacement until the normal end of the asset’s life, or perhaps even a bit beyond that end-point, if the asset has been well maintained, rehabilitated, and not excessively used.

Below is a chart listing road lifecycle activity, making use of PCI (pavement condition) values:

Condition	PCI range	LIFECYCLE ACTIVITY
EXCELLENT	91-100	<ul style="list-style-type: none"> <li>Maintenance only</li> </ul>
GOOD	71-90	<ul style="list-style-type: none"> <li>Crack sealing</li> <li>Emulsions</li> </ul>

<b>FAIR</b>	<b>51-70</b>	<ul style="list-style-type: none"> <li>• Resurface – mill &amp; pave</li> <li>• Resurface – asphalt overlay</li> <li>• Single &amp; double surface treatment (rural roads)</li> </ul>
<b>POOR</b>	<b>31-50</b>	<ul style="list-style-type: none"> <li>• Reconstruct – pulverize &amp; pave</li> <li>• Reconstruct – full surface &amp; base reconstruction</li> </ul>
<b>CRITICAL</b>	<b>0-30</b>	<ul style="list-style-type: none"> <li>• Assets now beyond their useful life</li> <li>• Same activities as Poor above</li> </ul>

A high proportion of gravel roads, as is the case with Southgate, can have a significant impact on the maintenance budget. It is recommended that Southgate study the traffic volumes on its gravel roads closely. Studies have found converting certain roadways to paved roads can be cost beneficial. Considerations for paving should include:

- Functional importance of the road (location, landmarks nearby)
- Traffic volumes AND type of traffic (example near a landfill site or waste drop-off)
- Known safety issues (accident records)
- Frequency of maintenance, recent history of spending

It is recognized that Southgate has been following this recommended practice; for example, in 2020 some gravel portions of Wilder Lake Road were paved.

Also, where it is appropriate, Southgate might decide to return a paved road back to gravel, based on multiple factors mentioned earlier. One recent example of this was the 0.510 km Orchardville Sideroad, at the west boundary near Highway 6 and Road 14.

When it comes to structures, again other factors beyond BCI should be considered. Operations staff perform routine visual inspections of structures. The best approach to minimize lifecycle costs is to perform smaller, low-cost repairs earlier in the lifecycle.

Routine maintenance of structures, like roads, is the lowest cost lifecycle activity for extending the lives of structures, enabling them to continue to meet existing levels of service.

Recurring items that should be completed every year include:

- Cleaning winter sand and salt from bridge decks (sweeping)
- washing of decks, drains, joints, bearing seat areas and girders
- Vegetation removal or trimming
- Routing and sealing cracks, as needed
- Placing rip-rap in washouts on slopes adjacent to bridge wingwalls, with minor erosion concerns

Funding for these tasks is provided in the annual Public Works operating budget. They are in fact performed annually by township staff now.

In the OSIM reports, consultants also recommend additional studies and investigations to evaluate the condition of certain elements beyond a visual inspection. Typical investigations that may be recommended include:

- Deck condition surveys
- Structure evaluations (load capacity)
- Monitoring of deformations, settlements and movements
- Monitoring crack widths

These actions are being done by Public Works staff, to the best of their available human resources. These actions recommended by RJB are for structures currently demonstrating severe material defects or performance deficiencies, which may need an inspector to require more detailed information. In the 2020 OSIM report, page 4, 31 structures had additional investigations recommended.

Sometimes these investigations may not be completed, due to budget constraints. There is provision made in the operations budget, however, for emergency repairs when needed. Structures S114 (2018) and S119 (2020) are examples where emergency repairs were performed.

Taking a step back to a broader look, not at just one asset class, but looking at AM Strategy in general, part of any data analysis should involve considering Future Demands; in particular, this is important for a growing municipality like Southgate. AM strategies must consider future growth, where it will take place, when it will happen (quickly or gradually) and what services are likely to be the most impacted. The Official Plan and other planning documents should be consulted to gather such information. AM Strategy applies to more than just existing asset infrastructure, it also applies to new assets yet to be constructed or acquired.

There are a series of Risks that have the impact of imposing limits on an AM Strategy:

- One risk to AM Strategy, and decision-making, is resiliency to Climate Change. The Province has recognized this, and made it a requirement for AMP's of 2021 and beyond to include separate sections on Climate Change. Please refer to that section in this AMP.
- Affordability versus LOS. The LOS will certainly deteriorate if capital budgets remain "flat". Southgate capital budgets have increased in recent years, but the next section on Financial Strategy will show it is not enough. Like all municipalities of its size, Southgate will have to make a trade-off between capital asset management, LOS, and levels of taxation on its residents.

- Damage claims from accidents caused by substandard condition of assets like roads and structures are another risk to be factored into AM Strategy decisions.
- Adequate staff resources, in terms of manpower and skills training, is another risk factor. As affordability forces capital projects to be delayed in the ten-year plan, beyond the optimal time to do the work, trained staff resources devoted to inspections and regular maintenance become more essential.
- Knowledge retention is related to the staff resources risk. Human resource divisions can provide data on turnover rates and pending retirements. This data can be factored into succession plans, to minimize the loss of corporate knowledge about capital assets.

Reg. 588/17 part 5, section 5, requires an AMP to provide “*A description of assumptions regarding future changes in population or economic activity*” and how these changes will impact asset management for Southgate. Here are population data for Southgate:

	2001 Census	2006 Census	2011 Census	2016 Census	2021 Forecast	2026 Forecast	2031 Forecast
<b>TOTAL SG Population</b>	<b>6,907</b>	<b>7,167</b>	<b>7,190</b>	<b>7,355</b>	<b>8,530</b>	<b>9,810</b>	<b>11,280</b>
<b>% increase</b>		<b>3.76%</b>	<b>0.32%</b>	<b>2.28%</b>	<b>15.98%</b>	<b>15.00%</b>	<b>14.98%</b>
<b>Breakdown</b>							
<b>Male</b>		<b>3,677</b>	<b>3,705</b>	<b>3,815</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>Female</b>		<b>3,490</b>	<b>3,485</b>	<b>3,540</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>0 to 24</b>		<b>2,539</b>	<b>2,365</b>	<b>2,450</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>25 to 49</b>		<b>2,385</b>	<b>2,270</b>	<b>2,045</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>50 to 74</b>		<b>1,870</b>	<b>2,210</b>	<b>2,480</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>75 plus</b>		<b>373</b>	<b>345</b>	<b>380</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>Households</b>		<b>2,564</b>	<b>2,620</b>	<b>2,710</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b>Avg. HH Size</b>		<b>2.79</b>	<b>2.74</b>	<b>2.71</b>	<i>t b d</i>	<i>t b d</i>	<i>t b d</i>
<b><i>Increase of 90 households or 3.4% over 5 yrs. 2011 to 2016</i></b>							

*Forecasts taken from the Southgate Recreation Master Plan 2021*

The 2026 and 2031 forecasts above may be a bit on the high side. The most recent Southgate Development Charges Study (2017) provided population forecasts, based on 10-year and 20-year time horizons, namely 9,350 by 2027 and 10,790 by 2037, per page 3-3 of the DC Study. The DC Study forecast for Households was 3,513 by mid-2027 and 4,133 by mid-2037, per page 3-5 of the DC Study.

It should be acknowledged that a Grey County Growth Study is currently underway which will include the upper-tier's population forecasts.

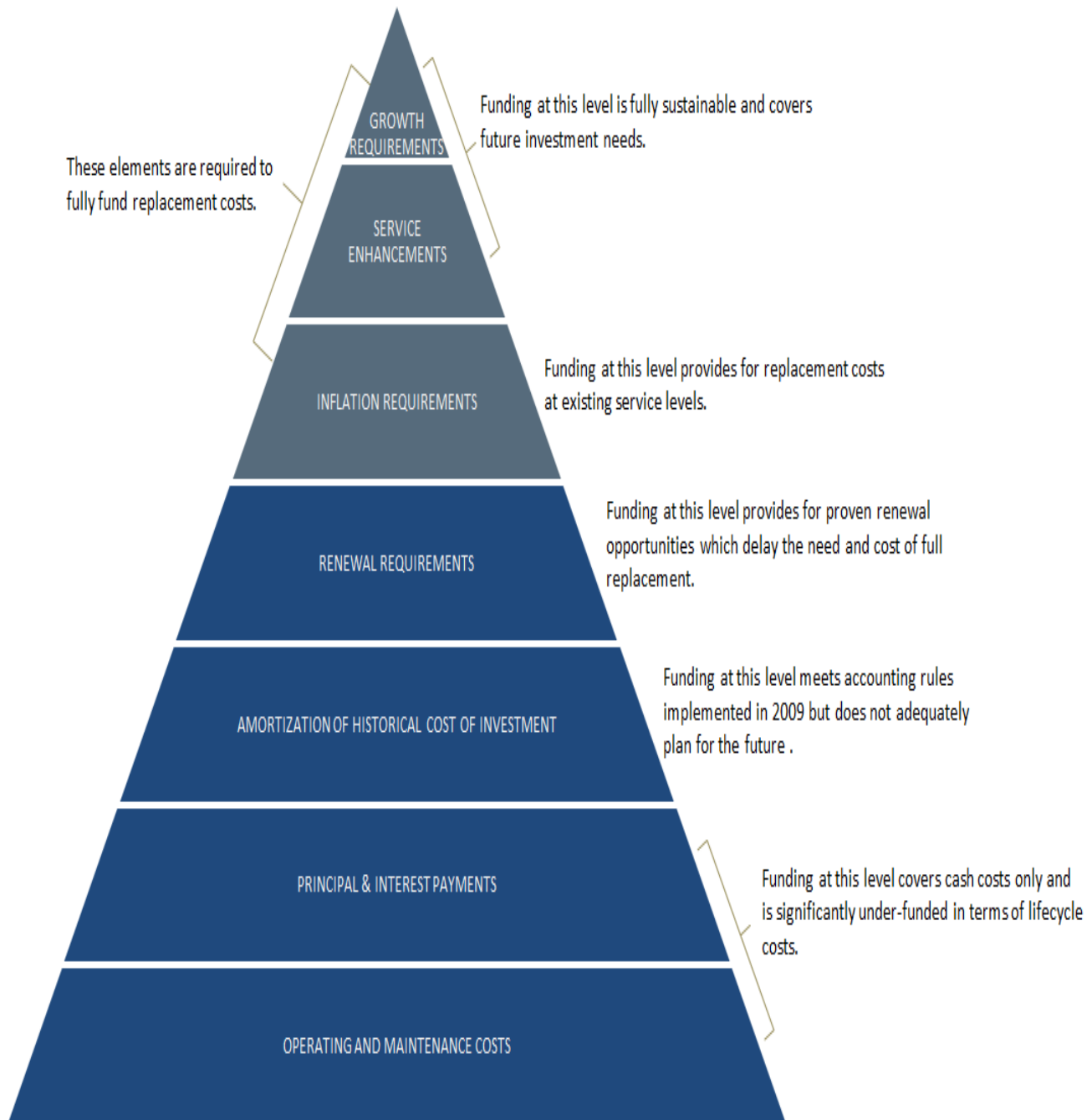
What really counts, from the asset management viewpoint, is the impact of this pace of growth. The impact would be an increased demand for township services and in turn, increased demands on township assets needed to deliver those services, at LOS which are at or above 2021 LOS.

When assets are increased in their number, or existing assets get heavier use, there are impacts on the Operating Budget, and that should be considered as part of the Asset Strategy. For example, if the snowplow fleet is expanded by one unit, the Operating Budget for Winter Control should reflect increases in fuel, oil and repairs.



## 5. FINANCIAL STRATEGY

To make this AMP effective and meaningful, it must be integrated with financial planning and long-term budgeting. Here is a commonly referenced hierarchy of capital asset funding levels, presented in many AMPs, that measures the funding provided for capital needs, by seven levels:





Southgate currently is only slightly above Level Three. However, for many years Southgate was like many other municipalities, including others in Grey County, with its funding below Level Three. It was during those years that large backlogs developed in work to be done, backlogs commonly referred to as the Infrastructure Gap (the I-Gap).

At its current funding level, the I-Gap in Southgate is still growing. Every municipality has an I-Gap today, including the very largest municipalities, with the most human and financial resources at their disposal. The I-Gap is large enough now, in practically every municipality, that realistically it will never be fully resolved.

Stated simply, speaking realistically, there will always be an I-Gap, in every municipality.
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What every municipality can do is, to the best of their ability based on resource restraints, firstly prevent their I-Gap from growing any larger, and secondly, do as much as is affordable to reduce their Gap gradually, year-by-year. It should be the AM Strategy of all municipalities to make consistent progress against their I-Gap in every single future year. There should be no “time-outs” taken, progress should be uninterrupted, barring catastrophic events that are unforeseen.

There will be bumps in the road. The economic damage from COVID may set back the progress against the I-Gap in the short term; many municipalities may find it more difficult to increase taxes to reduce their I-Gap while their local economy is suffering. There may also be unanticipated setbacks from weather-related events, that likewise could cause municipal finances to be temporarily re-directed away from the work to be done against the I-Gap. Even in those years, a reasonable compromise would be to make only a minor amount of progress against the I-Gap, less than what had been planned, but at least some improvement is made.

It will always require taxation increases to make any progress on an I-Gap. Taxation is the largest source of infrastructure funding, except when a very large borrowing is done in the year of a large project. Borrowing is appropriate for a major infrastructure project that results in an asset that will last many years, because borrowing spreads out the cost over future years, and over future taxpayers, who benefit from the services that asset will provide. However, borrowing adds to the cost of the asset by adding an interest expense. Borrowing also limits Council’s control over its own budget, since debt servicing costs are a fixed cost that Council cannot cut from the budget.

In addition to raising more money, there are other actions to take, as mentioned earlier, such as better asset data gathering, proper asset maintenance and regular repairs, long term planning, and seeking out grant funding. Senior government levels recognized the I-Gap issue years ago, and so in recent times we have seen many actions they have taken:

- Doubling the amount of Federal Gas Tax provided to municipalities, in specific years.
- Expanding the kinds of projects eligible for Gas Tax funding.
- Expanding the range of services eligible to use Development Charges.
- Increasing the frequency and amounts of competition-based, single project-based grant funding programs available.
- Increasing (albeit gradually) the funding for annual non-competitive, per-capita grant programs, such as OCIF
- Uploading of some services by the Province, the direct opposite of the downloading of both services and capital asset responsibilities (specific roads, social housing, for example) onto municipalities, that happened during the same years when the I-Gap was growing.

Here is a review of how Southgate has recently stepped-up against its I-Gap:

Year	Taxes levied for Capital and Special Projects (e.g. studies)	Deprec. Expense on Audited Fin. Statements ( <i>excludes W&amp;S</i> )
	<i>excludes Water Systems and Sewer Systems which are user-fee funded</i>	
2011	\$ 450,200	\$ 1,334,243
2013	\$ 831,000	\$ 1,357,499
2015	\$ 1,373,777	\$ 1,399,672
2017	\$ 1,447,896	\$ 1,523,272
2019	\$ 1,766,700	\$ 1,647,668
2020	\$ 2,055,854	\$ 1,761,500
2021	\$ 2,236,539	Estim. \$ 2,000,000

Taxes levied annually, for tax-supported capital assets in Southgate, were inadequate until about 2015. Level Three, namely taxation matching the depreciation expense, is a bare minimum to reach, since depreciation is a flawed number that is based on often extremely outdated asset historical-cost values, and therefore Level Three funding will not come close to the cost of replacing an asset at current prices. This situation is particularly bad in low-growth municipalities, where many municipal assets are quite old, and there are not many newer assets because there has been no pressure coming, from municipal growth, to build new assets to service growth.

Southgate had not reached Level Three until 2015. Growth had picked up at about that time. Like most other municipalities, the I-Gap in Southgate was getting larger every year, until about 2015 when taxation-funding levels for capital assets began to approach what was necessary to stop things from continuously getting worse. However, since the I-Gap problem kept getting worse for roughly a twenty year stretch from 1995 to 2015, it will take many years of gradual progress, around enhanced financing, to resolve the problem.

Southgate's 10-year Capital Plan, as shown in its 2021 budget documents, recognizes the I-Gap problem and does strive to keep up with the need for increased attention to capital assets. Tax levy forecasts for Capital (and Special Projects):

Year	Forecasted TAX LEVY for Capital Budget (and Special Projects)	Increase in \$\$	Increase % over prior year	Gross Capital project costs for the year, forecasted
2020	\$ 2,055,854 Adopted	\$299,154	17.03%	
2021	\$ 2,236,539 Adopted	\$180,685	8.79%	\$11,215,797
	<i>Draft amounts from 10-year Capital Plan</i>			
2022	\$ 2,555,635	\$319,096	14.27%	
2023	\$ 2,828,163	\$272,528	10.66%	
2024	\$ 3,146,084	\$317,921	11.24%	
2025	\$ 3,508,870	\$362,786	10.34%	
2026	\$ 3,930,985	\$422,115	12.03%	
2027	\$ 4,410,125	\$479,140	12.19%	
2028	\$ 4,927,548	\$517,423	11.73%	
2029	\$ 5,519,127	\$591,579	12.01%	
2030	\$ 6,198,637	\$679,510	12.31%	
	<i>excludes Water Systems and Sewer (W&amp;S) Systems which are user-fee funded</i>			

Under this plan, taxation for capital projects would increase by 201.5% over 10 years, from 2020 to 2030; in other words, tax support would triple in ten years. This would be a major increase, going by the standards set by Southgate's budgets prior to 2020. On the other hand, for some perspective take note that:

- Sept. 2020 OSIM report from RJB on Structures provides a five-year proposed Capital Plan (Table 8 in the report) costing \$5,605,500 (no inflation adjustment)
- The same RJB report shows a forecasted cost for the next ten years of \$28,322,400 for Structure "rehabilitation and replacement", NOT INCLUDING associated costs for roadside protection work and additional investigations (another \$4.7 million). These costs are not adjusted for inflation (so 2020 costing is used throughout the ten-year period)
- The 2019 Triton Road Needs Study estimated a cost of \$20.11 million over ten years for major rehabilitations and new pavements (again no inflation adjustment)

Taking these numbers, at the lowest options, it works out to roughly \$2 million per year for roads capital and \$1.1 million per year for structures (\$5.6 M/ 5 years) for a total of \$3.1 million per year of gross capital spending recommended by external consultants, just for roads and structures.

The Southgate Tax Levy for 2021 capital projects, per the Table above, is \$2.236 million for all its departments, and all its assets (not just roads and structures), including vehicle fleet, machinery and buildings, but excluding water and sewer (W&S) assets. The net levy for Public Works, for 2021 road and structure projects only, is \$761,830 or about one-third of the full 2021 Levy, on gross project costs of \$2.7095 million. This does not include fleet replacements, equipment, signs or debt servicing, it just includes road and structure projects. [*Funding of the \$2.7095 million of work for*

*2021 comes from Grants \$828K, from Reserves \$294.4K, from borrowing \$825.3K and from Taxation \$761.8K.] The \$2.7 million amount of approved road and structure capital costs for 2021 is getting reasonably close to the \$3.1 million figure from the consultants. Southgate is making some progress against its I-Gap.*

It is unusual to see borrowing as a funding source, especially when every infrastructure project in Public Works, across the entire ten-year Plan, are rehabilitations or replacements of existing assets. There are no new assets appearing in the Plan, just replacements or upgrades of assets already in place, but wearing out. In every year in the ten-year Plan, the projects listed are for an existing structure (as proof, the Structure ID # is given) or an existing section of road. In fact, borrowing appears as a financing source not just in 2021, but also in 2022, 2023 and 2024.

This use of debt for financing asset replacement is a signal of financial stress; in many municipalities, it is their adopted policy to only use debt for the construction of new assets, such as a building, where there is no asset currently. In Southgate, certain projects are placed within the capital plan, in specific years, because the work needs to get done, but there are not enough funds available to pay for them, so the shortfall is made up by borrowing some money every year. Late budget changes were made by Council to reduce the amount being borrowed in 2021, while keeping within Council's limits for the overall taxation increase. The debt service costs, created by this planned borrowing, become an annual expense in later years of the Plan, so that by year 2025 there are four infrastructure debt-servicing amounts (principal plus interest) appearing, under Public Works, taking up 2025 taxation revenue room, and leaving less room for new project costs.

The financial stress situation, shown by the need for borrowing for asset replacements, comes from prior years of under-funding capital assets, years when the I-Gap was expanding. It should also be noted that this stress is also reflected, but less noticeably, in the timing of capital projects throughout the ten-year Plan. You can point to multiple cases where Township staff would want to see specific projects scheduled earlier, but projects reluctantly get delayed to the year when they could be "fitted" within the Plan's annual financial limitations.

Another serious source of stress on asset management is capacity issues. It might be great to expand budget dollars, and to make plans to get more work completed each year. What must not be overlooked is the realistic capacity to accomplish the work. Consideration must be given to the human resources available to design, supervise and complete projects. Capital work projections, and capital budgets, that do not consider capacity limits will result in multiple unfinished projects, unspent funding, and high levels of work-in-progress.

One further point to be made about capacity issues is Covid-19's impact. Covid has put many 2020 projects of other municipalities into deferral, province-wide, (but not Southgate, however), leaving a work backlog to be filled by the same number of potential contractors, or perhaps even fewer contractors, when you consider that perhaps some were put out of business by Covid.

Looking at the final year in the Plan, 2030, the taxes levied are forecasted to be \$4.920 million for the roads and structures segment of Public Works (79% of the forecasted 2030 capital tax-support Levy of \$6.198 million). Within that amount, \$450,000 is for debt payments, leaving \$4.47 million [4.92 – 0.45] for 2030 project costs. This is about double the overall amount of adopted 2021 taxes levied for capital, in all departments combined, of \$2.236 million, and is much improved over the \$0.7618 million levied in 2021 tax support for road and structure projects.

Many other municipalities have adopted an "Infrastructure Levy" as part of their annual budget process. Typically, you will see others have approved 1% or 2% annual municipal tax levy increase commitments, for capital assets. Southgate's overall Tax Levy for 2020 was \$7,584,704 (capital and operations) so the increase in 2021 taxes levied for capital purposes, namely \$180,685 per the table above, was effectively a 2.38% increase over the 2020 levy, so Southgate is making a similar commitment to capital without naming it directly as an "infrastructure Levy". Notice that in the table above, draft tax increases for capital support, planned in 2022 and beyond, are all greater than the 2021 increase.

It is recommended that Southgate stay determined to meet those targets shown in the years 2022 to 2030 in its Capital Plan. Another recommendation is to pursue other revenue sources such as external grants and subsidies, to enable the Township to advance planned capital projects to earlier timeslots, without amending the targets for annual taxation support.

It is also recommended that as debt payments for past projects expire, the "savings" from the debt payments dropping off should be applied to new projects in the capital budget, and not be "returned to the taxpayer" by lowering the taxes levied for capital.

It is often asked "what is the appropriate level of taxes to raise for capital purposes?". There is no standard answer for this question; circumstances are different in every municipality. The size of the I-Gap, resulting from past actions (or lack thereof), is one factor, and municipal growth is another factor.

For example, the County of Grey tax levy for 2021 is 26.75% for capital costs and 73.25% for operations. For comparison, in 2020 Grey County's tax levy was 24.74% for capital costs and 75.26% for operations. Further, in 2015, the Grey County tax levy was 20.77% for capital costs and 79.23%

for operations. For Southgate, its tax levy for capital in 2021 was 28% of the total levy; in 2018 it was 27% of the total levy; in 2013 it was 20.57% of the total levy.

A 25% / 75% target ratio is quite typical in larger municipalities. Grey County has 887 km of County roads and 192 structures. This does not mean 75/25 is the right target for Southgate. The taxation ratio split depends on the kind of services being delivered. Upper-tier municipalities, like the County of Grey, perform many “soft services” such as Child Care, Elder Care and Social Assistance, where the costs are weighted towards personnel and are more operational, as opposed to Public Works where there are a high number of capital assets to maintain. Notice the County levy-share going to capital costs has been increasing; this is what should ideally be happening in municipalities that are actively trying to address their I-Gap. This has also been happening in Southgate.

AMP’s often will illustrate the I-Gap on a line-graph, as part of a Financial Strategy designed to close their I-Gap over time, using increased property taxes and other actions. These graphs will often show the tax increases that would be necessary to get the I-Gap all the way down to zero in the future. Where the I-Gap is large, this analysis can result in calculations that give required annual tax increases, needed to “eliminate” the I-Gap in the specified timeframe, that are not reasonable or realistic, and very unlikely to ever be approved by Council.

This approach is not recommended.

In the case of Southgate, it is more realistic to state honestly that the I-Gap will never be zero; instead, we recommend that the municipal leaders be disciplined in their efforts to raise property taxes, for capital project purposes, at a manageable but steady pace, and consistently accomplish as much capital work each year as the municipality has the capacity to complete. Avoid the “over-promise and under-deliver” scenario. The targets for tax support already in the Southgate Capital Plan are a good start.

The evidence of future advances accomplished by Southgate, against the I-Gap, will be clearly measurable, by using the future PCI and BCI results in external consultants’ reviews of the state of Southgate’s core infrastructure (Roads and Structures), when these reports are completed in future years. Results achieved (or not achieved) will also be reflected through comments and opinions received, from local ratepayers, about the state of township core infrastructure.

#### User-rate Supported Assets (Water and Sewer system)

Water and sewer systems are required by Ontario legislation to be self-sustaining financially. User Rates must be set at levels needed to fund all operational costs, capital costs and debt-servicing

costs. Capital costs can be more than what is needed to finance current-year capital projects, to build capital-project reserves, in anticipation of major capital project costs upcoming.

Even when reserves for water and sewer projects are built in advance of major capital projects, the reserves may not be built up to the full project cost by the time of project construction. This could happen because there was not enough time available to build reserves before a project was started, or some unusual events happened from an operational standpoint, that resulted in higher operating costs, leaving smaller amounts to go into the reserves than what was planned for.

For very large capital projects, it may be necessary to plan long-term borrowing for those projects. Then user rates would be set such that annual debt-servicing costs can be fully carried from the rate revenues collected. This is like securing a mortgage loan on the purchase of a home. Borrowing is appropriate for the purchase (or major rehabilitation) of a long-lived asset, such as a new sewage treatment plant, so long as the debt payments can be carried by rate revenues.

Southgate operates utilities in Dundalk only. The User Rate system ensures that only the residents in Dundalk are paying for the costs and the debt of the utilities, and not the residents in the remainder of the township. Southgate does in fact have several large capital purchases scheduled in the medium-term for both its water and sewage systems (projects of \$1.0 million or more).

Capital project data obtained from the 2021-2030 Plan:

YEAR	SANITARY SEWAGE SYSTEM CAPITAL BUDGET	FORECASTED NEW DEBT	DEBT TERM		WATERWORKS SYSTEM CAPITAL BUDGET
2021	60,000	0			233,000
2022	16,316,200	10,993,185	20 yrs.	SWR	
2022		3,225,000	20 yrs.	WTR	3,337,000
2023	0	0			172,000
2024	0	0			47,000
2025	1,500,000 (but no debt)	0			352,000
2026	0	1,684,000	10 yrs.	WTR	1,736,000
2027	1,000,000 (but no debt)	0			242,000
2028	0	4,250,000	20 yrs.	WTR	4,202,000
2029	0	0			2,000
2030	1,000,000 (but no debt)	0			2,000
		20,152,185			
	SANITARY SEWAGE SYSTEM CAPITAL BUDGET	FORECASTED NEW DEBT			WATERWORKS SYSTEM CAPITAL BUDGET

Southgate borrowed \$3,731,925 in 2019 in respect of Well D5 waterworks capital project. Plans are in place, per this table, to take on a further \$20 million of debt over the next ten years for utilities



projects. Future user rates must take the future debt-servicing costs into consideration. Interest rates for municipal borrowing are very favorable at the current time, and they are expected to remain that way for many years ahead.

Major projects in the Capital Plan, reflected in the table above, are:

- 2022 sewage treatment facility upgrade
- 2022 construct new water tower
- 2025 Ida St. S. & Eco Parkway sewage pumping station
- 2026 Main St. W. watermain (oversizing) [Main St. E. mains were done in 2019/20]
- 2027 Glenelg St. sewer
- 2028 construct new Well D6
- 2030 Ida St. N. & Glenelg St. sewer

The Plan expects to have adequate funds in reserve for the pumping station (2025) and the two sewer projects (2027 and 2030) to fully fund those projects from the sewer system reserve, without issuing any new debt. From the seven projects above, four are expected to require incurring new debt.

Debt-servicing costs can also be funded from Development Charges (DC), so long as the projects were DC eligible (in other words, they were growth-related projects, in full or in part, and they were in the current DC Bylaw). At the time of project construction, it is likely there will not be enough DC funds collected to date, to pay the DC-eligible share of project costs in full. Instead, over subsequent years, as more DC are collected each year, they may be applied annually towards debt-servicing costs.

### Additional Financial Considerations

One further point to make about financing is for information only, as Southgate is a long way from being in the following position. [ This point also appeared in the 2013 Southgate AMP.]

Municipalities with strong levels of financial resources available to them, due to large populations and high property values, may follow the “Sinking Fund Method (SFM)” for financing capital assets. The SFM takes asset management planning to another level. SFM builds large reserve balances for the future replacement of assets. These reserves get started soon after an asset is replaced, contributions are made to the reserves consistently every year, and the outcome is many subsidiary reserves, covering nearly every asset class. These large reserves are invested, to earn investment income that gets added to the reserves, to build the reserves more quickly, and to be put towards the future project costs. The practice of SFM is part of formal Long-Term Financial Plans (LTFP), found more commonly in larger municipalities with “deeper pockets”.



For one example, there could be subsidiary reserves in place for the replacement of the HVAC systems and the parking lots of every single building owned by the municipality. The need to replace any one HVAC system or parking lot could be five to ten years away, but some funds are being raised and placed into reserve now, and in every future year, so that when the asset replacement time arrives, the full funding is in place. These capital reserves are often pooled by asset component. For example, a single “HVAC reserve” and a “parking lot” reserve, are recorded, and used for the next HVAC or parking lot project (but not a separate reserve for every lot).

The problem with this approach comes from those who may object to taxing current residents today, for part of the cost of a project that will not be undertaken for at least five years. This approach results in very large reserve balances and very large cash balances in the municipality, which can create the appearance that the municipality is “over-taxing” its residents today, and simply accumulating large sums of money, even though the municipality can always explain specifically what its plans are, for its reserve funds, if asked to do so. This financial position, of large cash balances and large reserve balances, can be found in the financial statements of many larger municipalities.

Rather than being able to implement SFM, the capital project taxation raised by Southgate in any given year is directly applied to projects to be undertaken in that same year. Funds raised in 2021 are not being set aside for future years (see one exception noted below). This is the result of Southgate having a substantial I-Gap, being in the position of playing “catch-up” with its capital asset work. There are more assets in need of attention now than there is funding available to rehabilitate them. Instead of using SFM, Southgate finds itself having to defer capital projects to one or two years further on, within the capital plan, than it would otherwise prefer, because of limited funding. Capital Reserves are not large.

One exception to this situation in Southgate arises if, in any given year, the projects completed for that year, or the assets bought (like vehicles for example), turn out to cost less than the taxes raised (being under-budget). Annual tax contributions beyond the actual capital costs would be transferred to a “capital replacement reserve fund” for future needs. Unspent funds placed into Capital Reserves also protect against the possibility of the opposite situation happening, in another year (project costs turn out to be greater than the taxes raised, or over-budget). This practice for handling variances from budget helps ensure that Southgate does not need to deviate from its (recommended) commitment to gradually, but consistently, increase its tax support for capital work.

Other strategies for financing capital projects include:

- Actively seeking out and applying for grants and subsidies

- Implementing operating efficiencies, reducing operating costs, to permit directing more funds to capital projects
- Decreasing expected levels of service, to reduce operational costs and make more capital funding available
- Updating the Development Charges Bylaw, to more closely match with the capital plan project list, normally resulting in higher DC rates
- Approaching the development community for funding assistance with respect to growth/expansion related project



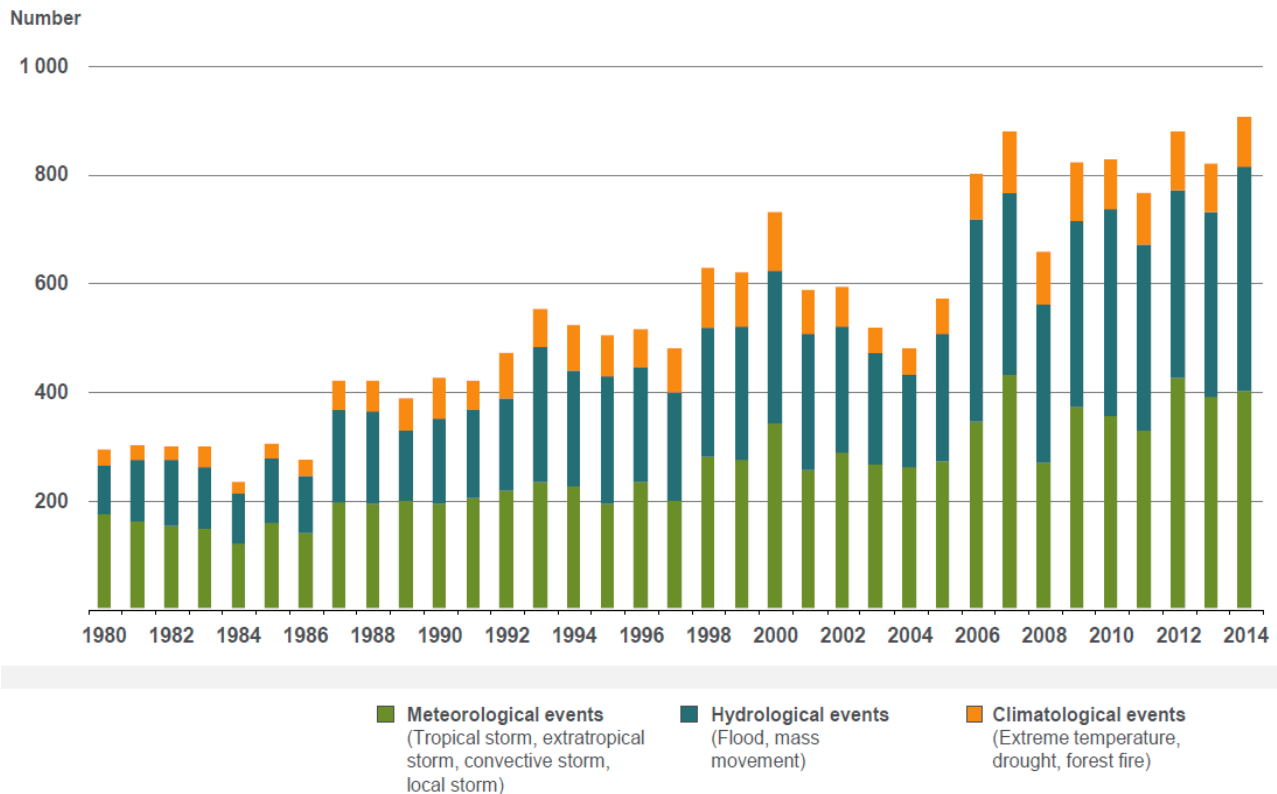
## 6. CLIMATE CHANGE

The impacts of climate change present an increasingly serious challenge to municipal infrastructure. As temperatures and sea levels rise, and extreme weather events occur with greater frequency, it is critical that municipalities attempt to understand the emerging threat of climate change and develop strategies to ensure

that vital services and critical infrastructure continue to operate as expected.

This will require consideration of four key factors of climate change (exposure, vulnerability, resiliency and adaptation, see comments below) at every stage of an asset's lifecycle.

Globally, there has been a serious increase in weather-related loss events, resulting in property damage and/or bodily injury (see chart below). Municipal infrastructure is at particular risk to meteorological, hydrological and climatological events, potentially leading to an increasing rate of asset deterioration, failure and service disruption. Here is a graphic depiction of the global increase in frequency of "climate events" from about 300 in 1980 to 900 in 2014.



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Moving from a global perspective to just Canada, Canada is warming up twice as fast as the rest of the world, and municipalities across the country are facing the biggest impacts (see Exposure section). Historical trends can no longer be used to predict future scenarios, and what used to be infrequent extreme weather occurrences are now common.

## 1. EXPOSURE

Exposure refers to the state of being in a place, or situation, where there is no protection from something harmful or unpleasant. Exposure is a combination of the probable range of a climate stressor and the physical characteristics of a geographic location, for example sea-level concerns for a coastal region.

In 2018, the Intergovernmental Panel on Climate Change (IPCC, an international body responsible for assessing the science related to climate change) reported that the world has already warmed by 1 degree C above pre-industrial levels (1850-1900) due to human activities, and is projected to reach 1.5 degrees C by 2030-2052, at the current rate of warming.

Canada is warming at a faster rate with overland temperatures increasing an average of 1.7 degrees C between 1948 and 2016, and about 2.3 degrees C for northern Canada, with the majority of the warming due to human activities. Ontario’s Ministry of the Environment and Climate Change

(MOECC) reports that the average annual temperature in Ontario has increased by 1.4°C over the last 60 years, and models suggest that by 2050 the average annual temperature in Ontario could increase by another 2.5°C to 3.7°C. Along with this, comes the increased likelihood of extreme weather events such as prolonged heatwaves, wind storms, and flooding.

## 1. VULNERABILITY

Vulnerability refers to a weakness in the ability of a person, structure, or natural system to respond to a negative force, such as a hazard. A municipality's vulnerability to a hazard can be addressed, by developing adaptation strategies that strengthen infrastructure, support local eco-systems, and build community awareness and preparedness.

There has been a great deal of work done on the topic of climate change, and this work can be referred to as climate science, for short. There are many resources available to learn more about the subject, from a municipal perspective. FCM (Federation of Canadian Municipalities) is a primary source of material. Part of the climate science work has been the development of complicated climate forecast models, which can be found on the internet. For Canadian modelling, there is

- [climateatlas.ca](http://climateatlas.ca)
- [climatedata.ca](http://climatedata.ca)

These websites contain models based on 30-year timeframes, and on different assumptions of climate adaptation scenarios. The scenarios are based on how much effort will be made to make changes to address climate change. These scenarios are based on RCP levels (Representative Concentration Pathways) for future greenhouse gas (GHG) emissions:

- RCP 2.5, low emissions scenario, presumes much work gets done to limit GHG
- RCP 4.5 and RCP 6.0, moderate emissions scenario, some efforts made
- RCP 8.5, high emissions scenario, no changes made from way things are today

The models then give forecasts, for each scenario, of multiple measures based on different data sets (temperature, precipitation, agriculture data sets). Time periods for measurement are the recent past (1976 to 2005), the near-term (2021 to 2050), and longer term (2051 to 2080). Here is a small sample, taken from [climateatlas.ca](http://climateatlas.ca), for Southgate:

Data Set	Measurement Description	1976 to 2005	2021 to 2050	2051 to 2080	
<b>TEMPERATURE</b>					
	Days where temp goes above 30 C				
	RCP 2.5	4.7 days	15.4 days	24.2 days	
	RCP 8.5	4.7 days	17.0 days	38.6 days	
	Mean temperature for the year				
	RCP 2.5	5.8 C	7.8 C	8.8 C	

	RCP 8.5	5.8 C	8.0 C	10.1 C	
	Nights when temp does not go below 20				
	RCP 2.5	1.4	5.8	10.4	
	RCP 8.5	1.4	7.0	20.1	
	Longest stretch of 30C+ days				
	RCP 2.5	1.3	3.8	5.9	
	RCP 8.5	1.3	4.4	10.5	
PRECIPITATION					
	Wet days, at least some precip.				
	RCP 2.5	178.9	178.8	178.7	
	RCP 8.5	178.9	179.7	178.1	
	Days of heavy precip. At least 10 mm.				
	RCP 2.5	24.4	26.3	27.6	
	RCP 8.5	24.4	27.1	28.2	
AGRICULTURE					
	Frost-free season, in days				
	RCP 2.5	140.9	162.9	172.6	
	RCP 8.5	140.9	167.3	188.7	
	Date of first frost				
	RCP 2.5	Oct 4	Oct 16	Oct 22	
	RCP 8.5	Oct 4	Oct 19	Oct 30	

Three words which best summarize the Climate Projections report are “warmer,” “wetter” and “wilder.” This is just a small sample of climate forecast measures to be found on these sites. When going through the modelling online, there are also line graphs provided on-screen, spanning 1976 to 2080, so the models let you drag across the graph, and stop on any single year to see the values for that specific year.

Remember that “all models are wrong, but some are useful!”

### 3. RESILIENCY

Resiliency is the capacity to recover quickly from difficulties. A resilient municipality has the capacity to survive, and adapt, to chronic stresses and acute shocks, such as population growth (or decline), aging populations, influxes of new immigrants, economic swings, or climate change impacts like severe storms, or flooding. Resiliency is the ability to continue to operate, for example, despite the loss of a single road or bridge. It also refers to the physical restraints on repair or replacement of an asset (how quickly can it be returned to service?).

Municipal resiliency can be improved by reducing short-term and long-term risks resulting from climate change. FCM has created a guide on Building Sustainable and Resilient Communities with Asset Management.

Some municipalities are creating Reserves for Climate Impact Recoveries. A portion of net operating surplus, that would normally just go into a Tax Rate Stabilization Reserve, is earmarked instead for use when the municipality needs to perform recovery actions, following a weather event, that caused damage to its corporate assets.

#### 4. ADAPTATION

Climate change adaptation refers to taking actions to help communities and their eco-systems cope with changing climate conditions.

FCM states that about 44% of Canada's GHG emissions, that cause climate change, are under the direct or indirect control of municipalities. Although private sector industry, and residential homes, also contribute to GHG emissions, the substantial impact from municipal assets explains why so many municipalities are devoting time and resources to this subject.

Many municipalities have recently been working on Climate Change Action Plans (CCAP), as endorsed by their Councils (County of Grey), identifying some actions that can be taken locally, and setting targets for future local levels of GHG emissions. Others have completed their CCAP (Burlington, Guelph, Clarington) and their CCAPs are available online, and can be reviewed for ideas useful to Southgate. The GHG targets are set based on local actions they have committed to taking in coming years. Like their AMPs, these CCAPs will be monitored and updated every few years. It is recommended that Southgate staff monitor the CCAPs of other municipalities in the near term, and compile a checklist of specific actions, as listed by those municipalities in their CCAPs, that could also be done locally, and bring forward this checklist to Council for endorsement, and to request funding if needed, for specific actions.

Applying adaptation to Southgate, what steps could Southgate take?

- It is free to join FCM's Partners for Climate Protection (PCP) program. This program allows access to a network of over 350 municipalities currently acting on climate change, along with access to additional support from Regional Climate Advisors.
- Participate with the County of Grey project to complete its CCAP (now underway, an update was provided in Feb. 2021 to local CAO's) and then pursue specific actions recommended by the CCAP
- Research materials currently available from the Municipalities for Climate Innovation (MCIP), including case studies and information on potential funding sources

It is recommended that all these steps be pursued by Southgate.

### **GREEN INFRASTRUCTURE**

Another growing aspect of climate change work, within asset management, involves Green Infrastructure, also referred to as Natural Assets. Municipalities often have not collected very much data on these assets, and they have not assigned values to them. Natural assets do not fall under the core assets required for this AMP, but should be accounted for, moving forward. Natural assets can serve as mitigation tools against many of the hazards of climate change, such as excessive heat waves and soil erosion. Natural assets can be grouped into three categories:

1. Naturally occurring assets
2. Enhanced natural assets
3. Engineered natural assets

Some examples of each category are:

#### **Naturally occurring assets**

- Forests, parks and open space, wetlands, fields, lakes, creeks, rivers, soil

#### **Enhanced natural assets**

- urban street trees, urban parks/parkettes, rain gardens, stormwater ponds, community gardens on municipal land

#### **Engineered natural assets**

- green roofs, green walls, cisterns, permeable pavement, rain barrels

### **IMPACT ON INSURANCE COSTS**

Weather-related insurance claims in Canada averaged \$400 million between 1983 and 2008, and they averaged \$1.8 billion between 2009 and 2017. The Insurance Bureau of Canada's (IBC) top 10 highest payout years on record include every year since 2016. In 2020, the IBC reported that severe weather caused \$2.4 billion in insured damage, while global losses from natural disasters hit \$270 billion. In addition to insured losses, there are also uninsured losses incurred by government, business, and individuals. It has been reported that for every \$1 of insured losses, there are \$3 to \$4 of uninsured losses.

Rather than wait for a weather disaster to strike and then respond, a better plan is to reduce the risk before it happens. It has been estimated that the benefits of investing in community adaptation and resilience outweigh the costs by a ratio of 6 to 1.

The insurance cost impact of climate change is already being experienced by municipalities, so many of them are moving forward with concrete actions. Southgate could conduct some research

into the actions that others have made so far, and then implement those that make sense for this municipality.

FCM has been mentioned as a good source of climate information, and another is the Local Governments for Sustainability (ICLEI) group. For example, ICLEI and FCM jointly developed a PCP (Partners for Climate Protection) Milestone Tool that helps municipalities quantify, monitor and manage GHG emissions at the local level. The latest upgrades to the Tool include a Scenario Builder, to help model various emission reduction scenarios, as well as alignment with global protocol and reporting standards. The Tool is a web-based resource, with a user-friendly framework, to work through five milestones. Municipalities can create a new account on the [pcptool.ca](http://pcptool.ca) website and follow the process. This would be a good place for Southgate to get started on its GHG reduction journey.

ICLEI is focused on Adaptation and Resilience. Their flagship program is BARC (Building Adaptive and Resilient Communities), a comprehensive way to respond to the impacts of climate change. ICLEI is currently consulting with Grey County on its CCAP, and with the City of Barrie, the District of Muskoka, and the Township of Huron-Kinloss on similar projects. ICLEI completed a CCAP with the City of Peterborough, available on the internet.

ICLEI offers multiple resources for municipal use such as:

- local government strategies on having the climate conversation
- handbook for local elected officials on climate change
- the PCP Milestone Tool
- guidebook for quantifying GHG reductions at the local level
- discussion guide for local government staff on climate adaptation
- local government case studies
- Dec. 2019 webinar on district energy policies and governance models (90 min.)
- introduction and link to the “Get Ready Game”

## **RECOMMENDATIONS**

In future, Southgate should consider the impact of climate change on the estimated useful life of all its assets, and then build these considerations into future editions of its AMP.

- Adjust lifecycle activity strategies for assets that are particularly exposed or vulnerable to the impacts of climate change (adjust maintenance frequency or intensity)



- Develop policies that outline a commitment to consider the impact of climate change on existing infrastructure and future development (*example*: some municipalities are making commitments to installing electric vehicle charging stations, and then phasing-in electric vehicles for their fleet)
- Include climate change considerations into the design and planning phase of future asset additions (*example*: choice of energy systems going into new or renovated township buildings)
- Integrate impacts of climate change into risk management frameworks (see Risk comments in the LOS chapter; one example could be the impact of extreme heat on municipal staff working outdoors, and the action would be setting internal limits on time spent in hot conditions)
- Develop disaster mitigation plans, in the event of infrastructure failure



## 7. NEXT STEPS

### 7.1 PLAN REVIEW and ADOPTION

The AMP is intended to be a “living document” that is relevant and integral to Southgate’s daily asset management activities. The AMP will need continuous updates and improvements. Maintaining and updating the various tools, plans, policies, and strategies of an AMP is a major part of the ongoing work required to keep an asset management process operational. Implementing improvements to the asset

management process, usually as the result of innovation, technological and process advancements, are necessary to ensure optimal planning over time.

To make that happen, the following process of ongoing AMP activities should be undertaken:

1. Review of draft AMP with Council on May 12, make revisions as needed
2. Council to formally adopt the core assets AMP in 2021 (deadline is July 1, 2022)
3. Expand the AMP data to include other asset classes
4. Research and study other municipal AMPs, as they are released in 2021
5. Summer 2022 bring expanded AMP, in draft, to Council for review
6. Council to formally adopt expanded AMP in mid-2022 (deadline July 1, 2023)
7. Revise and re-issue the AMP every 4 to 5 years, to include changes to work programs, new knowledge gained, new assets acquired, new Levels of Service (LOS) being measured.

## 7.2 FORMALIZE the ASSET MANAGEMENT PROCESS

Many municipalities update the asset management planning process when external pressures necessitate it (such as applying for a capital grant). Further, there is typically no documentation available, to outline the process to follow, when updating the asset management planning process (including the AM plan). As such, updates to the asset management planning process are typically carried out on a reactionary basis.

As part of step 4 above, as research is undertaken, Southgate should develop a more formalized asset management process to follow. The process for Southgate will include

- Standard Asset Register documents, in a database (MDW or other), to be kept up to date throughout the year
- Potentially changing the technology being used for asset management (better software may come along)
- Maintain communication through meetings of the Asset Mgmt. Group to keep all departments informed about what is happening (being on the same page)

## 7.3 ONGOING MONITORING of ASSET DATA

The following actions will become the regular process for asset management in future, after adoption of the 2021 core assets AMP:

1. Report to Council with annual reviews, starting mid-2023, with content including:

- Results from capital projects of the previous calendar year, including variances from budget, schedules, or outputs
  - Updated asset listings, including additions and disposals in the past year
  - Identifying new LOS, and reporting historical results of established LOS
  - Report any measures taken to address climate impacts, including any actions related to County Climate Action Plan commitments
2. Maintain staff knowledge and skill-set development, through ongoing training opportunities from FCM, MFOA, CNAM, AMONT
  3. Include asset management concepts and data into annual township budget process, including asset risk assessments, condition and lifecycle information
  4. Build upon the MDW Asset Register, a comprehensive source of data on township assets, and gather improved asset data, that is accurate and current
  5. Consider benchmarking with comparable municipalities, for example on condition data, or financial support of capital costs

# **SOUTHGATE ASSET MANAGEMENT PLAN 2021**



## **SUMMARY OF RECOMMENDATIONS**

- **Sect 3** LOS measures, and Risk measures, should be factored-in to annual Southgate capital budget discussions starting with the 2022 budget.
- **Sect 3** Southgate begins keeping more specific LOS measures, and document how these measures influence the setting of future budgets.
- **Sect 3** Southgate staff research AMP of other municipalities, that are released publicly after July 2021, to discover LOS measures that could be useful for Southgate to measure and maintain.
- **Sect 4** the Asset Co-ordinator work with front-line staff to develop a more uniform process for keeping records of asset repair and maintenance.
- **Sect 4** the cross-functional Asset Mgmt. Team become more active, with regular meetings and discussions of ways to improve asset data in Southgate.
- **Sect 4** Southgate advance the date of the next Roads Needs Study to 2023 (four years after the last one, in 2019).
- **Sect 4** a more detailed, risk-based approach be developed to gather more specific data on condition of waterworks, sanitary sewer and storm sewer assets
- **Sect 4** Southgate establish a sewer asset condition assessment program and devote a portion of capital funding to this program
- **Sect 4** Southgate continue to monitor traffic volumes, and other factors listed, on its gravel roads, to determine if paving would be beneficial
- **Sect 5** Southgate stay determined to hold to the draft tax-support for capital projects in its 10-year Capital Plan for the years 2022 to 2030
- **Sect 5** continue to pursue external sources of revenue for capital assets, such as grants and subsidies
- **Sect 5** as long-term debts are retired, re-direct the funds previously spent on servicing that debt to the capital budget tax-support
- **Sect 6** consider ear-marking a portion of any net, year-end Operations Surplus to a Reserve for Climate Impact Recoveries, instead of going into the Tax Rate Stabilization Reserve
- **Sect 6** see the series of Recommendations listed on last page of Sect 6



## **TOWNSHIP OF SOUTHGATE ASSET MANAGEMENT PLAN 2021**

### **LIST OF APPENDICES**

- 1. Ontario Regulation 588/17**
- 2. Southgate Asset Management Policy 2019**
- 3. ROADS LISTING, alphabetical with 2019 PCI values**
- 4. ROADS LISTING, alphabetical with Historical Condition Ratings**
- 5. STRUCTURES LISTING, with Historical BCI values, by road location**
- 6. STRUCTURES LISTING, by I.D. number**
- 7. WATERMAIN LISTING (2013)**
- 8. STORM SEWER LISTING (2013)**
- 9. BUILDING REPLACEMENT COST ANALYSIS (2022)**

## ONTARIO REGULATION 588/17

made under the

### INFRASTRUCTURE FOR JOBS AND PROSPERITY ACT, 2015

Made: December 13, 2017

Filed: December 27, 2017

Published on e-Laws: December 27, 2017

Printed in *The Ontario Gazette*: January 13, 2018

## ASSET MANAGEMENT PLANNING FOR MUNICIPAL INFRASTRUCTURE

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### INTERPRETATION AND APPLICATION

#### Definitions

1. (1) In this Regulation,

“asset category” means a category of municipal infrastructure assets that is,

- (a) an aggregate of assets described in each of clauses (a) to (e) of the definition of core municipal infrastructure asset, or
- (b) composed of any other aggregate of municipal infrastructure assets that provide the same type of service; (“catégorie de biens”)

“core municipal infrastructure asset” means any municipal infrastructure asset that is a,

- (a) water asset that relates to the collection, production, treatment, storage, supply or distribution of water,
- (b) wastewater asset that relates to the collection, transmission, treatment or disposal of wastewater, including any wastewater asset that from time to time manages stormwater,
- (c) stormwater management asset that relates to the collection, transmission, treatment, retention, infiltration, control or disposal of stormwater,
- (d) road, or
- (e) bridge or culvert; (“bien d’infrastructure municipale essentiel”)

“ecological functions” has the same meaning as in Ontario Regulation 140/02 (Oak Ridges Moraine Conservation Plan) made under the *Oak Ridges Moraine Conservation Act, 2001*; (“fonctions écologiques”)

“green infrastructure asset” means an infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems, parklands,

stormwater management systems, street trees, urban forests, natural channels, permeable surfaces and green roofs; (“bien d’infrastructure verte”)

“hydrological functions” has the same meaning as in Ontario Regulation 140/02; (“fonctions hydrologiques”)

“joint municipal water board” means a joint board established in accordance with a transfer order made under the *Municipal Water and Sewage Transfer Act, 1997*; (“conseil mixte de gestion municipale des eaux”)

“lifecycle activities” means activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities; (“activités relatives au cycle de vie”)

“municipal infrastructure asset” means an infrastructure asset, including a green infrastructure asset, directly owned by a municipality or included on the consolidated financial statements of a municipality, but does not include an infrastructure asset that is managed by a joint municipal water board; (“bien d’infrastructure municipale”)

“municipality” has the same meaning as in the *Municipal Act, 2001*; (“municipalité”)

“operating costs” means the aggregate of costs, including energy costs, of operating a municipal infrastructure asset over its service life; (“frais d’exploitation”)

“service life” means the total period during which a municipal infrastructure asset is in use or is available to be used; (“durée de vie”)

“significant operating costs” means, where the operating costs with respect to all municipal infrastructure assets within an asset category are in excess of a threshold amount set by the municipality, the total amount of those operating costs. (“frais d’exploitation importants”)

(2) In Tables 1 and 2,

“connection-days” means the number of properties connected to a municipal system that are affected by a service issue, multiplied by the number of days on which those properties are affected by the service issue. (“jours-branchements”)

(3) In Table 4,

“arterial roads” means Class 1 and Class 2 highways as determined under the Table to section 1 of Ontario Regulation 239/02 (Minimum Maintenance Standards for Municipal Highways) made under the *Municipal Act, 2001*; (“artères”)

“collector roads” means Class 3 and Class 4 highways as determined under the Table to section 1 of Ontario Regulation 239/02; (“routes collectrices”)

“lane-kilometre” means a kilometre-long segment of roadway that is a single lane in width; (“kilomètre de voie”)

“local roads” means Class 5 and Class 6 highways as determined under the Table to section 1 of Ontario Regulation 239/02. (“routes locales”)

(4) In Table 5,

“Ontario Structure Inspection Manual” means the Ontario Structure Inspection Manual (OSIM), published by the Ministry of Transportation and dated October 2000 (revised November 2003 and April 2008) and available on a Government of Ontario website; (“manuel d’inspection des structures de l’Ontario”)

“structural culvert” has the meaning set out for “culvert (structural)” in the Ontario Structure Inspection Manual. (“ponceau structurel”)

#### **Application**

2. For the purposes of section 6 of the Act, every municipality is prescribed as a broader public sector entity to which that section applies.

### **STRATEGIC ASSET MANAGEMENT POLICIES**

#### **Strategic asset management policy**

3. (1) Every municipality shall prepare a strategic asset management policy that includes the following:

1. Any of the municipality’s goals, policies or plans that are supported by its asset management plan.
2. The process by which the asset management plan is to be considered in the development of the municipality’s budget or of any long-term financial plans of the municipality that take into account municipal infrastructure assets.
3. The municipality’s approach to continuous improvement and adoption of appropriate practices regarding asset management planning.
4. The principles to be followed by the municipality in its asset management planning, which must include the principles set out in section 3 of the Act.

5. The municipality's commitment to consider, as part of its asset management planning,
  - i. the actions that may be required to address the vulnerabilities that may be caused by climate change to the municipality's infrastructure assets, in respect of such matters as,
    - A. operations, such as increased maintenance schedules,
    - B. levels of service, and
    - C. lifecycle management,
  - ii. the anticipated costs that could arise from the vulnerabilities described in subparagraph i,
  - iii. adaptation opportunities that may be undertaken to manage the vulnerabilities described in subparagraph i,
  - iv. mitigation approaches to climate change, such as greenhouse gas emission reduction goals and targets, and
  - v. disaster planning and contingency funding.
6. A process to ensure that the municipality's asset management planning is aligned with any of the following financial plans:
  - i. Financial plans related to the municipality's water assets including any financial plans prepared under the *Safe Drinking Water Act, 2002*.
  - ii. Financial plans related to the municipality's wastewater assets.
7. A process to ensure that the municipality's asset management planning is aligned with Ontario's land-use planning framework, including any relevant policy statements issued under subsection 3 (1) of the *Planning Act*, any provincial plans as defined in the *Planning Act* and the municipality's official plan.
8. An explanation of the capitalization thresholds used to determine which assets are to be included in the municipality's asset management plan and how the thresholds compare to those in the municipality's tangible capital asset policy, if it has one.
9. The municipality's commitment to coordinate planning for asset management, where municipal infrastructure assets connect or are interrelated with those of its upper-tier municipality, neighbouring municipalities or jointly-owned municipal bodies.
10. The persons responsible for the municipality's asset management planning, including the executive lead.
11. An explanation of the municipal council's involvement in the municipality's asset management planning.
12. The municipality's commitment to provide opportunities for municipal residents and other interested parties to provide input into the municipality's asset management planning.

(2) For the purposes of this section,

"capitalization threshold" is the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it. ("seuil de capitalisation")

#### **Update of asset management policy**

4. Every municipality shall prepare its first strategic asset management policy by July 1, 2019 and shall review and, if necessary, update it at least every five years.

### **ASSET MANAGEMENT PLANS**

#### **Asset management plans, current levels of service**

5. (1) Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023.

(2) A municipality's asset management plan must include the following:

1. For each asset category, the current levels of service being provided, determined in accordance with the following qualitative descriptions and technical metrics and based on data from at most the two calendar years prior to the year in which all information required under this section is included in the asset management plan:
  - i. With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.
  - ii. With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics established by the municipality.
2. The current performance of each asset category, determined in accordance with the performance measures established by the municipality, such as those that would measure energy usage and operating efficiency, and based on data from



at most two calendar years prior to the year in which all information required under this section is included in the asset management plan.

3. For each asset category,
  - i. a summary of the assets in the category,
  - ii. the replacement cost of the assets in the category,
  - iii. the average age of the assets in the category, determined by assessing the average age of the components of the assets,
  - iv. the information available on the condition of the assets in the category, and
  - v. a description of the municipality's approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate.
4. For each asset category, the lifecycle activities that would need to be undertaken to maintain the current levels of service as described in paragraph 1 for each of the 10 years following the year for which the current levels of service under paragraph 1 are determined and the costs of providing those activities based on an assessment of the following:
  - i. The full lifecycle of the assets.
  - ii. The options for which lifecycle activities could potentially be undertaken to maintain the current levels of service.
  - iii. The risks associated with the options referred to in subparagraph ii.
  - iv. The lifecycle activities referred to in subparagraph ii that can be undertaken for the lowest cost to maintain the current levels of service.
5. For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, the following:
  - i. A description of assumptions regarding future changes in population or economic activity.
  - ii. How the assumptions referred to in subparagraph i relate to the information required by paragraph 4.
6. For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census, the following:
  - i. With respect to municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are set out in Schedule 3 or 7 to the 2017 Growth Plan, those forecasts.
  - ii. With respect to lower-tier municipalities in the Greater Golden Horseshoe growth plan area, if the population and employment forecasts for the municipality are not set out in Schedule 7 to the 2017 Growth Plan, the portion of the forecasts allocated to the lower-tier municipality in the official plan of the upper-tier municipality of which it is a part.
  - iii. With respect to upper-tier municipalities or single-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the municipality that are set out in its official plan.
  - iv. With respect to lower-tier municipalities outside of the Greater Golden Horseshoe growth plan area, the population and employment forecasts for the lower-tier municipality that are set out in the official plan of the upper-tier municipality of which it is a part.
  - v. If, with respect to any municipality referred to in subparagraph iii or iv, the population and employment forecasts for the municipality cannot be determined as set out in those subparagraphs, a description of assumptions regarding future changes in population or economic activity.
  - vi. For each of the 10 years following the year for which the current levels of service under paragraph 1 are determined, the estimated capital expenditures and significant operating costs related to the lifecycle activities required to maintain the current levels of service in order to accommodate projected increases in demand caused by growth, including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets.

(3) Every asset management plan must indicate how all background information and reports upon which the information required by paragraph 3 of subsection (2) is based will be made available to the public.

(4) In this section,

“2017 Growth Plan” means the Growth Plan for the Greater Golden Horseshoe, 2017 that was approved under subsection 7

(6) of the *Places to Grow Act, 2005* on May 16, 2017 and came into effect on July 1, 2017; (“Plan de croissance de 2017”)

“Greater Golden Horseshoe growth plan area” means the area designated by section 2 of Ontario Regulation 416/05 (Growth Plan Areas) made under the *Places to Grow Act, 2005*. (“zone de croissance planifiée de la région élargie du Golden Horseshoe”)

**Asset management plans, proposed levels of service**

6. (1) Subject to subsection (2), by July 1, 2024, every asset management plan prepared under section 5 must include the following additional information:

1. For each asset category, the levels of service that the municipality proposes to provide for each of the 10 years following the year in which all information required under section 5 and this section is included in the asset management plan, determined in accordance with the following qualitative descriptions and technical metrics:
  - i. With respect to core municipal infrastructure assets, the qualitative descriptions set out in Column 2 and the technical metrics set out in Column 3 of Table 1, 2, 3, 4 or 5, as the case may be.
  - ii. With respect to all other municipal infrastructure assets, the qualitative descriptions and technical metrics established by the municipality.
2. An explanation of why the proposed levels of service under paragraph 1 are appropriate for the municipality, based on an assessment of the following:
  - i. The options for the proposed levels of service and the risks associated with those options to the long term sustainability of the municipality.
  - ii. How the proposed levels of service differ from the current levels of service set out under paragraph 1 of subsection 5 (2).
  - iii. Whether the proposed levels of service are achievable.
  - iv. The municipality’s ability to afford the proposed levels of service.
3. The proposed performance of each asset category for each year of the 10-year period referred to in paragraph 1, determined in accordance with the performance measures established by the municipality, such as those that would measure energy usage and operating efficiency.
4. A lifecycle management and financial strategy that sets out the following information with respect to the assets in each asset category for the 10-year period referred to in paragraph 1:
  - i. An identification of the lifecycle activities that would need to be undertaken to provide the proposed levels of service described in paragraph 1, based on an assessment of the following:
    - A. The full lifecycle of the assets.
    - B. The options for which lifecycle activities could potentially be undertaken to achieve the proposed levels of service.
    - C. The risks associated with the options referred to in sub-subparagraph B.
    - D. The lifecycle activities referred to in sub-subparagraph B that can be undertaken for the lowest cost to achieve the proposed levels of service.
  - ii. An estimate of the annual costs for each of the 10 years of undertaking the lifecycle activities identified in subparagraph i, separated into capital expenditures and significant operating costs.
  - iii. An identification of the annual funding projected to be available to undertake lifecycle activities and an explanation of the options examined by the municipality to maximize the funding projected to be available.
  - iv. If, based on the funding projected to be available, the municipality identifies a funding shortfall for the lifecycle activities identified in subparagraph i,
    - A. an identification of the lifecycle activities, whether set out in subparagraph i or otherwise, that the municipality will undertake, and
    - B. if applicable, an explanation of how the municipality will manage the risks associated with not undertaking any of the lifecycle activities identified in subparagraph i.
5. For municipalities with a population of less than 25,000, as reported by Statistics Canada in the most recent official census, a discussion of how the assumptions regarding future changes in population and economic activity, set out in subparagraph 5 i of subsection 5 (2), informed the preparation of the lifecycle management and financial strategy referred to in paragraph 4 of this subsection.
6. For municipalities with a population of 25,000 or more, as reported by Statistics Canada in the most recent official census,

- i. the estimated capital expenditures and significant operating costs to achieve the proposed levels of service as described in paragraph 1 in order to accommodate projected increases in demand caused by population and employment growth, as set out in the forecasts or assumptions referred to in paragraph 6 of subsection 5 (2), including estimated capital expenditures and significant operating costs related to new construction or to upgrading of existing municipal infrastructure assets,
- ii. the funding projected to be available, by source, as a result of increased population and economic activity, and
- iii. an overview of the risks associated with implementation of the asset management plan and any actions that would be proposed in response to those risks.

7. An explanation of any other key assumptions underlying the plan that have not previously been explained.

(2) With respect to an asset management plan prepared under section 5 on or before July 1, 2021, if the additional information required under this section is not included before July 1, 2023, the municipality shall, before including the additional information, update the current levels of service set out under paragraph 1 of subsection 5 (2) and the current performance measures set out under paragraph 2 of subsection 5 (2) based on data from the two most recent calendar years.

#### **Update of asset management plans**

7. (1) Every municipality shall review and update its asset management plan at least five years after the year in which the plan is completed under section 6 and at least every five years thereafter.

(2) The updated asset management plan must comply with the requirements set out under paragraphs 1, 2 and 3 and subparagraphs 5 i and 6 i, ii, iii, iv and v of subsection 5 (2), subsection 5 (3) and paragraphs 1 to 7 of subsection 6 (1).

#### **Endorsement and approval required**

8. Every asset management plan prepared under section 5 or 6, or updated under section 7, must be,

- (a) endorsed by the executive lead of the municipality; and
- (b) approved by a resolution passed by the municipal council.

#### **Annual review of asset management planning progress**

9. (1) Every municipal council shall conduct an annual review of its asset management progress on or before July 1 in each year, starting the year after the municipality's asset management plan is completed under section 6.

(2) The annual review must address,

- (a) the municipality's progress in implementing its asset management plan;
- (b) any factors impeding the municipality's ability to implement its asset management plan; and
- (c) a strategy to address the factors described in clause (b).

#### **Public availability**

10. Every municipality shall post its current strategic asset management policy and asset management plan on a website that is available to the public, and shall provide a copy of the policy and plan to any person who requests it.

TABLE 1  
WATER ASSETS

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	1. Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system. 2. Description, which may include maps, of the user groups or areas of the municipality that have fire flow.	1. Percentage of properties connected to the municipal water system. 2. Percentage of properties where fire flow is available.
Reliability	Description of boil water advisories and service interruptions.	1. The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system. 2. The number of connection-days per year due to water main breaks compared to the total number of properties connected to the municipal water system.

TABLE 2  
WASTEWATER ASSETS

Column 1	Column 2	Column 3
----------	----------	----------

Service attribute	Community levels of service (qualitative descriptions)	Technical levels of service (technical metrics)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system.	Percentage of properties connected to the municipal wastewater system.
Reliability	<ol style="list-style-type: none"> <li>1. Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes.</li> <li>2. Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches.</li> <li>3. Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes.</li> <li>4. Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to avoid events described in paragraph 3.</li> <li>5. Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system.</li> </ol>	<ol style="list-style-type: none"> <li>1. The number of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system.</li> <li>2. The number of connection-days per year due to wastewater backups compared to the total number of properties connected to the municipal wastewater system.</li> <li>3. The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system.</li> </ol>

**TABLE 3**  
**STORMWATER MANAGEMENT ASSETS**

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are protected from flooding, including the extent of the protection provided by the municipal stormwater management system.	<ol style="list-style-type: none"> <li>1. Percentage of properties in municipality resilient to a 100-year storm.</li> <li>2. Percentage of the municipal stormwater management system resilient to a 5-year storm.</li> </ol>

**TABLE 4**  
**ROADS**

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity.	Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality.
Quality	Description or images that illustrate the different levels of road class pavement condition.	<ol style="list-style-type: none"> <li>1. For paved roads in the municipality, the average pavement condition index value.</li> <li>2. For unpaved roads in the municipality, the average surface condition (e.g. excellent, good, fair or poor).</li> </ol>

**TABLE 5**  
**BRIDGES AND CULVERTS**

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists).	Percentage of bridges in the municipality with loading or dimensional restrictions.
Quality	<ol style="list-style-type: none"> <li>1. Description or images of the condition of bridges and how this would affect use of the bridges.</li> <li>2. Description or images of the condition of culverts and how this would affect use of the culverts.</li> </ol>	<ol style="list-style-type: none"> <li>1. For bridges in the municipality, the average bridge condition index value.</li> <li>2. For structural culverts in the municipality, the average bridge condition index value.</li> </ol>

## COMMENCEMENT

### Commencement

**11. This Regulation comes into force on the later of January 1, 2018 and the day it is filed.**



## **Township of Southgate – Asset Management Policy**

### **1. Background**

The Corporation of the Township of Southgate is committed to providing services to residents in a fiscally responsible manner that supports its residents, businesses and commerce, in a healthy and vibrant community. With this commitment in mind, assets must be managed in a way that allows the Township to support the community and achieve its goals, plans and policies.

### **2. Purpose**

The purpose of this policy is to establish consistent standards and guidelines for management of the Township's assets applying sound technical, social and economic principles that consider present and future needs of the community, and the service expected from the assets. This means leveraging and managing total lifecycle costs of ownership efficiently, at the least cost with regard to the service levels, to best meet the needs of the community while being cognizant of the risk of failure that is acceptable. The standards and guidelines must adhere to the following areas:

### **3. Definitions**

In this policy the following definitions are used:

- a) **"Asset Management Plan"** means a strategic document that states how a group of assets are to be managed over a period of time. The plan describes the characteristics and condition of infrastructure assets, the levels of service expected from them, planned actions to ensure the assets are providing the expected level of service, risk management assessment and financing strategies to implement the planned actions.
- b) **"Capitalization Thresholds"** means the Township's Asset Management Policy applies to all assets whose role in service delivery requires deliberate management by the Township. The service focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds which are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.
- c) **"Infrastructure"** means municipal tangible capital assets primarily for public use or benefit in the Township of Southgate.



- d) **“Level of Service”** means a description of approaches for core infrastructure assets including community expectations and technical metrics for life cycle methodologies.

#### **4. Scope and Responsibility**

The Public Works Manager together with the other Department Heads will assist in this task through the reporting of the ongoing maintenance work activities and costs to improve the asset lifecycle functioning of all infrastructure, utilization of condition assessment information and service level requirements to update the long and short term asset plan and its requirements.

The Treasurer will assume the lead role and be responsible for the maintenance of the asset plan and reporting on the activity related to the management of Township assets. This information will be reviewed by staff and presented to Council in Committee of the Whole meeting format annually for preparation prior to and consideration during the annual budget deliberations.

#### **5. Statutory Requirements**

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning for municipalities in Ontario. The Township of Southgate will strive to incorporate the following principles whenever possible into the day to day operation of the Township:

- i. **Looking Forward** - The Township shall take a long-term view while considering demographic and economic trends in the Township.
- ii. **Budgeting and Planning** - The Township shall take into account any applicable budgets, capital projections or fiscal plans, released under the Fiscal Transparency and Accountability Act, 2004 and budgets adopted under Part VII of the Municipal Act, 2001.
- iii. **Prioritizing** - The Township shall clearly identify infrastructure priorities to drive investment decisions based on assessment reporting of asset conditions and community requirements from the Township’s strategic direction spelled out in the Community Action Plan.
- iv. **Economic Development** - The Township shall promote economic growth through infrastructure investments, competitiveness, productivity, job creation and training opportunities.

# TOWNSHIP OF SOUTHGATE

## Policy #79 Southgate Asset Management Policy

Approved by Council on: June 5, 2019

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- v. **Transparency** - The Township shall be open and transparent during the decision making process. The Township shall make decisions with respect to infrastructure, based on information that is publicly available or can be made available, subject to the appropriate management of municipal assets, investment and risk. Those decisions, that can be, shall be shared with the public and the information provided to seek public input and share the implications on the infrastructure and investment decisions with the community, the Government and the broader public sector entities.
- vi. **Consistency** - The Township shall ensure the continued delivery of core public services in a fiscally responsible manner where the service requirements continue to be needed.
- vii. **Environmental Conscious** - The Township shall minimize the impact of infrastructure on the environment through implementing best practices and controls in maintenance works, project designs and construction works in advance of any required assessments and studies to maintain ecological and biological diversity. This environmental consciousness strategy for future infrastructure projects will mitigate the effects of climate change and by making use of acceptable recycled materials that provides value of asset investment and will reduce our carbon footprint.
- viii. **Health and Safety** - The Township shall ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets are protected through training, safety meetings and use of best practices.
- ix. **Community Focused** - The Township shall promote community improvement through public engagement to ensure and promote social and economic benefits arising from any infrastructure projects that are intended to improve the well-being of a community as an outcome of the project, such as local job creation, improvement of public spaces within the community, and promoting accessibility for persons with disabilities.
- x. **Innovation** - The Township shall create opportunities to make use of innovative technologies, services and best practices, particularly where doing so to utilize technology, techniques, and practices developed and working in the Ontario environment. In addition, the Township must adhere to the requirements outlined in the Maintenance Standards and the Provincial Policy Statement currently in force, and any other legislation specific to the Township.

# TOWNSHIP OF SOUTHGATE

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- xi. **Existing Plans and Policies** - The Township has developed and adopted a Community Action Plan, an Official Plan, Grey County Growth Management Study, an Emergency Management Plan, an Accessibility Plan, a Community Improvement Plan, Roads Management Study, Bridge Inspection Reports, and an Asset Management Plan. These plans were designed to meet the legislative requirements and work together to achieve the Township's mission of providing innovation and excellence in service delivery. These plans will be reviewed regularly by staff and annual spending requirements in support of the objectives of the plans will be incorporated into the annual budgeting process. The Township's plans rely on the physical assets owned by the Township and the commitment of staff to ensure their strategic use and maintenance through investments. This is accomplished through long term asset maintenance, repair, and replacement planning, and the acquisition of new assets to meet the needs of the Township.

## 6. Guiding Principles

The policy requires the commitment of key stakeholders within the Township's organization being Council and staff, with appropriate public consultation, to ensure the policy contains a clear plan that can be implemented, reviewed and updated.

**Council**, on behalf of the citizens, will be entrusted with the responsibility of overseeing the management of the assets. Council will approve the Asset Management Planning documents and required updates every five years. Council will review management's implementation of the Plan as part of the annual budget process. Council will support efforts to improve the Plan and ensure it includes changes necessitated by updates to other Township strategic documents.

**Staff Management** will oversee the policy implementation and ensure both the Asset Management Plan and the Asset Management Policy are in compliance with Provincial Asset Management regulations. Staff Management will ensure that current year and long range asset requirements are incorporated into the budget presented to Council annually. Staff Management will update the Policy and Plan to reflect changes as needed and present them for Council approval at least every five years. These changes will include those reflected in the updates to the Development Charges Study, Roads Needs Study, Building Structural Assessment Reports, and all other condition assessments commissioned for assets covered by the plan.



# **TOWNSHIP OF SOUTHGATE**

## **Policy #79 Southgate Asset Management Policy**

**Approved by Council on: June 5, 2019**

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### **7. General Policy Strategies**

The asset management plans and progress made on the plans will be considered annually in the development of the Township's capital budgets, operating budgets, and long-term financial plans.

Department Heads will reference the asset management plan for their area in order to look up forecasted spending needs identified in the plan, verify progress made on the plan to identify potential gaps, and prioritize spending needs, across the gap needs identified in the plan and recent developments, for the year to be budgeted for. Finance staff will be involved in the asset management planning process to coordinate the information from the department personnel in the preparation of the budget submission.

Asset management planning will be aligned with the Township's Community Action Plan, Community Improvement Plan and Official Plan. The asset management plans will reflect how the community is projected to change and the related asset impact. The Township will achieve this by consulting with those responsible for managing the services to analyze the future costs and viability of projected changes.

Methods, assumptions, and data used in the selection of projected changes should be documented to support the recommendations in the Asset Management Plan.

Climate change will be considered as part of the Township's risk management approach embedded in local asset management planning methods. This approach will balance the potential cost of vulnerabilities to climate change impact and other risks with the cost of reducing these vulnerabilities. The balance will be struck in the levels of service delivered through operations, maintenance schedules, disaster response plans, contingency funding, and capital investments. The Township will continue to work with the County of Grey in regard to developing climate change mitigation and adaptation best practices and assessments.

The Township recognizes the need for stakeholder input into the planning process of the Southgate Asset Management Plan and financial planning processes. The Township will foster informed community dialogue using the best available information and the use of options such as formal community meetings and online public engagement methods to make the best possible decisions related to the Asset Management Plan and supporting capital investment decisions to manage our municipal assets and infrastructure life cycle performance.

		2019	ALPHABETICAL LIST OF ROAD SEGMENTS			
I.D.	Category	PCI	Description	From	To	
1	Paved	92.30	Alice Street	Victoria St E	Victoria St E	
438	Gravel		Artemesia-Southgate Townline	Southgate Sideroad 15	Boar Farm Rd	
435	Gravel		Artemesia-Southgate Townline	Southgate Sideroad 07	Grey Road 14	
120	Paved	81.57	Artemesia-Southgate Townline	Murial St	Highway 10	
86	Gravel		Artemesia-Southgate Townline	Boar Farm Rd	Southgate Sideroad 73	
119	Paved	92.30	Artemesia-Southgate Townline	Southgate Sideroad 73	Edgar St	
171	Paved	92.30	Artemesia-Southgate Townline	Edgar St	Murial St	
284	Gravel		Artemesia-Southgate Townline	Grey Road 14	Dead End	
535	Gravel		Artemesia Street N	Grey St E	Todd Crescent	
4	Paved	81.57	Artemesia Street N	Owen Sound St	Toronto St	
6	Paved	81.57	Artemesia Street N	Main St E	Owen Sound St	
42	Paved	92.30	Artemesia Street N	Toronto St	Grey St E	
13	Paved	92.30	Artemesia Street S	Victoria St E	Main St E	
610	Paved	100.00	Aunt Mary Boulevard	Southgate Road 6	SG Sideroad 41	
412	Paved	71.91	Bell Circle	Hanbury St	Hanbury St	
59	Paved	52.59	Bradley Street	Grey St E	Dead End	
409	Paved	62.25	Bradley Street	Toronto St	Highpoint St	
46	Paved	92.30	Bradley Street	Highpoint St	Grey St E	
52	Paved	71.91	Braemore Street E	Dead End	McDowell St	
481	Paved	71.91	Braemore Street W	Mill St	Dead End	
68	Paved	64.26	Cedar Lane	Dead End	Wilder Lake Rd	
71	Paved	64.26	Centre Street	Grey Road 109	Dead End	
593	Paved	81.57	Christie Street	Dead End	Grey Road 9	
70	Paved	92.30	Church Street	Wellington Street	Grey Rd 109	
62	Paved	100.00	Doyle Street	Grey Street E	Dead End	
552	Gravel		Dromore Park Road	Dead End	Southgate Road 22	
15	Paved	71.91	Dundalk Street	Toronto Street	Grey Street W	
27	Paved	71.91	Dundalk Street	Holland Street S	Toronto Street	
40	Paved	81.57	Dundalk Street	Main Sreet W	Holland Street S	
622	Gravel		Eco Parkway	Ida Street	Dead End	
21	Gravel		Edgar Street	Elder Street	Artemesia-Southgate TL	
405	Gravel		Elder Sreet Gravel	Edgar Street	Murial Street	
512	Gravel		Elder Sreet Gravel	Dead End	Edgar Street	
542	Paved		Elm Street	Dead End	Victoria Street E	
207	Gravel		Feairs Drive	Grey Road 14	Dead End	
66	Paved	71.91	Glenelg Street	Ida Street	Grey Street W	
29	Paved	52.59	Gold Street	Young Street	Dead End	
35	Paved	81.57	Gold Street	Dead End	Young Street	
98	Gravel		Goodfellow Street	Grey Road 9	Southgate Sideroad 71	
16	Paved	92.30	Grey Street E	Osprey Street N	Bradley Street	
63	Paved	71.91	Grey Street E	Doyle Street	Artemesia Street	
65	Paved	82.65	Grey Street E	Artemesia Street	Osprey Street N	
64	Paved	63.33	Grey Street E	Proton Street	Doyle Street	
533	Paved	71.91	Grey Street W	Dead End	Dundalk Street	
83	Paved	71.91	Grey Street W	Dundalk Street	Proton Street N	
9	Paved	71.91	Hagan Street	Dead End	Young Street	
542	Paved	71.91	Hagan Street E.	Dead End	Victoria Street E	
60	Paved	63.33	Hanbury Street	Ida Street	Morrow Circle	
411	Paved	71.91	Hanbury Street	Morrow Circle	Bell Circle	
619	Paved	100.00	Harris Circle	SG Sideroad 41	Harris Circle	
620	Paved	100.00	Harris Circle	Harris Circle	Harris Circle	
55	Paved	64.26	Highpoint Street	Bradley Street	Pine Court	
51	Paved	71.91	Highpoint Street	Pine Court	Wilson Crescent	
22	Paved	81.57	Highpoint Street	Wilson Crescent	Dead End	

		2019	ALPHABETICAL LIST OF ROAD SEGMENTS			
I.D.	Category	PCI	Description	From	To	
58	Paved	81.57	Highpoint Street	McGregor Court	Wilson Crescent	
49	Paved	92.30	Holland Street N	Proton Street N	Artemesia Street N	
538	Paved	43.69	Holland Street S	Dundalk Street	N 0.4km	
537	Paved	55.22	Holland Street S	S 0.6km	Proton Street N	
564	Gravel		Homestead Road	W 0.2km	Dead End	
563	Earth		Homestead Road - Earth	Southgate Road 26	E 0.06km	
621	Paved	48.33	Ida Street	Municipality Boundary	Eco Parkway	
466	Paved	48.33	Ida Street	Eco Parkway	Hanbury Street	
124	Paved	73.29	Ida Street	Glenelg Street	Southgate Road 22	
467	Paved	55.22	Ida Street	Hanbury Street	Victoria Street W	
468	Paved	55.22	Ida Street	Victoria St W	Main Street W	
125	Paved	81.57	Ida Street	Grey Road 9	Glenelg Street	
541	Paved	63.33	Industrial Road	Victoria Street W	Dead End	
590	Gravel		John Irwin Lane	Dead End	Grey Road 109	
539	Paved	52.59	Keppel Street	Main Street W	Dead End	
455	Gravel		Lake Road	Dead End	Southgate Road 26	
476	laneway		Lane Street	Grey Road 109	Dead End	
574	Earth		London Road	Highway 89	N 0.27km	
577	Paved	100.00	London Road	S 0.67km	Wellington Street E	
576	Gravel		London Road	S 0.27km	N 0.3km	
578	Gravel		London Road	S 0.57km	N 0.1km	
39	Paved	63.33	McAuley Street	Victoria Street W	Main Street W	
53	Paved	71.91	McDowell Street	Main Street E	Braemore Street E	
24	Paved	71.91	McDowell Street	Braemore Street E	Dead End	
503	Paved	97.90	McFarlin Drive	Highway 6	Grey Rd 6	
57	Paved	64.26	McGregor Court	Highpoint St	Dead End	
480	Paved	64.26	Mill Street	Main St E	Braemore Street W	
61	Paved	81.57	Morrow Circle	Dead End	Hanbury St	
406	Gravel		Murial Street Gravel	Elder Street	Artemesia-Southgate TnLn	
473	Paved	63.33	Nixon Street	Dead End	Victoria Street W	
394	Paved	57.63	Old Rail Road	Southgate Sideroad 41	Southgate Road 26	
387	Paved	17.17	Orchardville Sideroad	Highway 6	Southgate Road 14	
			<i>was pulverized and turned back to gravel in 2020</i>			
26	Paved	64.40	Osprey Street N	Main St E	Owen Sound St	
32	Paved	64.26	Osprey Street N	Owen Sound St	Toronto St	
41	Paved	81.57	Osprey Street N	Toronto St	Grey St E	
43	Paved	92.30	Osprey Street S	Victoria St E	Main St E	
7	Paved	81.57	Owen Sound St	Artemesia Street	Osprey Street N	
48	Paved	81.57	Owen Sound St	Osprey Street N	Main St E	
11	Paved	55.22	Owen Sound St	Proton St N	Holland Street N	
588	Gravel		Park Road	Grey Rd 109	Dead End	
69	Gravel		Petrie Street	Grey Rd 109	Dead End	
56	Paved	64.26	Pine Court	Highpoint St	Dead End	
2	Paved	71.91	Proton St N	Main St E	Holland St N	
5	Paved	71.91	Proton St N	Owen Sound St	Toronto St	
17	Paved	71.91	Proton St N	Holland Street S	Owen Sound St	
37	Paved	64.26	Proton St N	Toronto St	Grey St E	
12	Paved	63.33	Proton St S	Victoria St W	Main St W	
28	Paved	63.33	Rowe's Lane	Dead End	Victoria St E	
54	Paved	55.22	Russell Street	Victoria St E	Main St E	
482	Paved	55.22	Russell Street	Dead End	Victoria St E	
604	Paved	99.82	Sheffield St	Russell Street	Sinclair St	
605	Paved	99.82	Sheffield St	Sinclair St	Dead End	

		2019	ALPHABETICAL LIST OF ROAD SEGMENTS			
I.D.	Category	PCI	Description	From	To	
607	Paved	99.82	Sinclair St	Sheffield St	Main St. N.	
596	Paved	64.26	Sligo Road	Dead End	Southgate Sd 41	
594	Paved	48.33	Southgate Rd 04	Sligo Rd	Southgate Sd 41	
595	Paved	42.43	Southgate Rd 04	Southgate Sd 41	Southgate Sd 47	
325	Paved	57.63	Southgate Rd 04	Southgate Sd 47	Southgate Sd 47	
326	Paved	57.63	Southgate Rd 04	Southgate Sd 47	Southgate Sd 49	
175	Gravel		Southgate Rd 04 - Gravel	Southgate Sd 13	Southgate Sd 15	
426	Gravel		Southgate Rd 04 - Gravel	Southgate-Melancthon TnLn	Southgate-Melancthon TnLn	
526	Gravel		Southgate Rd 04 - Gravel	W 7.03 km	Southgate-Melancthon TnLn	
525	Gravel		Southgate Rd 04 - Gravel	Grey Rd 8	E 0.93 km	
136	SurfTrmt	64.26	Southgate Rd 04	Southgate Sd 19	Grey Rd 8	
137	SurfTrmt	57.63	Southgate Rd 04	Southgate Sd 15	Southgate Sd 19	
229	Gravel		Southgate Rd 04 - Gravel	Southgate Sd 55	Southgate Sd 57	
346	Paved	27.32	Southgate Rd 04	Grey Rd 14	Southgate Sd 07	
344	Paved	27.32	Southgate Rd 04	Southgate Sd 07	Southgate Sd 11	
203	Gravel		Southgate Rd 04 - Gravel	Southgate Sd 11	Southgate Sd 13	
445	Gravel		Southgate Rd 04 - Gravel	Southgate Sd 57	Southgate Sd 61	
231	Gravel		Southgate Rd 04 - Gravel	Southgate Sd 49	Southgate Sd 55	
447	Gravel		Southgate Rd 04 - Gravel	Southgate Sd 61	Grey Rd 14	
261	Paved	57.63	Southgate Rd 06	Grey Rd 109	Uncle Tom Circle W	
612	Paved	57.63	Southgate Rd 06	Uncle Tom Circle W	Uncle Tom Circle E	
613	Paved	48.33	Southgate Rd 06	Uncle Tom Circle E	Southgate Sd 41	
110	Gravel		Southgate Rd 08	Grey Rd 8	Southgate-Melancthon TnLn	
114	Gravel		Southgate Rd 08	Southgate Sd 19	Grey Rd 8	
258	Gravel		Southgate Rd 08	Southgate Sd 47	Southgate Sd 49	
528	Gravel		Southgate Rd 08	W 0.42 km	Southgate Sd 19	
236	Gravel		Southgate Rd 08	Southgate Sd 55	Southgate Sd 57	
173	SurfTrmt	42.43	Southgate Rd 08	Southgate Sd 13	Southgate Sd 15	
259	Gravel		Southgate Rd 08 Gravel	Southgate Sd 41	Southgate Sd 47	
349	Paved	42.43	Southgate Rd 08 Gravel	Grey Rd 14	Southgate Sd 13	
527	SurfTrmt	48.33	Southgate Rd 08	Southgate Sd 15	E 1.6 km	
609	Paved	83.33	Southgate Rd 08	Southgate Sd 41	Aunt Mary Boulevard	
267	Gravel		Southgate Rd 08 Gravel	Highway 6	Southgate Sd 33	
237	Gravel		Southgate Rd 08 Gravel	Southgate Rd 08	Southgate Sd 57	
262	Gravel		Southgate Rd 08 Gravel	Grey Rd 109	Southgate Sd 41	
399	Gravel		Southgate Rd 08 Gravel	Southgate Sd 49	Southgate Sd 55	
266	Gravel		Southgate Rd 08 Gravel	Southgate Sd 33	Grey Rd 109	
232	Gravel		Southgate Rd 08 Gravel	Southgate Sd 57	Southgate Sd 61	
206	Gravel		Southgate Rd 08 Gravel	Southgate Sd 61	Southgate Sd 03	
177	SurfTrmt	64.26	Southgate Rd 10	Southgate Sd 13	Southgate Sd 15	
529	Gravel		Southgate Rd 10 Gravel	Grey Rd 14	E 1.6 km	
530	Paved	64.26	Southgate Rd 10	W 0.4km	Southgate Sd 13	
264	Gravel		Southgate Rd 10	Southgate Sd 33	Grey Rd 109	
427	Gravel		Southgate Rd 10	Grey Rd 8	Southgate-Melancthon TnLn	
96	Paved	73.29	Southgate Rd 10	Southgate Sd 21	Grey Rd 8	
221	Gravel		Southgate Rd 10 Gravel	Southgate Sd 61	Southgate Sd 03	
256	Gravel		Southgate Rd 10 Gravel	Southgate Sd 47	Southgate Sd 49	
263	Gravel		Southgate Rd 10 Gravel	Grey Rd 109	Southgate Sd 41	
233	Gravel		Southgate Rd 10 Gravel	Southgate Sd 57	Southgate Sd 61	
105	Paved	57.63	Southgate Rd 10	Southgate Sd 19	Southgate Sd 21	
115	Paved	57.63	Southgate Rd 10	Southgate Sd 15	Southgate Sd 19	
255	Gravel		Southgate Rd 10 Gravel	Southgate Sd 41	Southgate Sd 47	

		2019	ALPHABETICAL LIST OF ROAD SEGMENTS			
I.D.	Category	PCI	Description	From	To	
220	Gravel		Southgate Rd 10 Gravel	Southgate Sd 03	Southgate Sd 07	
269	Gravel		Southgate Rd 10 Gravel - Seasonal	Highway 6	Southgate Sd 33	
238	Gravel		Southgate Rd 10 Gravel	Southgate Sd 49	Southgate Sd 55	
234	Gravel		Southgate Rd 10 Gravel	Southgate Sd 55	Southgate Sd 57	
209	Gravel		Southgate Rd 10 Gravel	Southgate Sd 07	Grey Rd 14	
218	Gravel		Southgate Rd 12 Gravel	Southgate Sd 61	Southgate Sd 03	
428	Gravel		Southgate Rd 12 Gravel	Grey Rd 8	Southgate-Melancthon TnLn	
271	Gravel		Southgate Rd 12 Gravel	Southgate Sd 47	Southgate Sd 49	
251	Gravel		Southgate Rd 12 Gravel	Southgate Sd 49	Southgate Sd 55	
224	Gravel		Southgate Rd 12 Gravel	Southgate Sd 57	Southgate Sd 61	
239	Gravel		Southgate Rd 12 Gravel	Southgate Sd 55	Southgate Sd 57	
148	Paved	37.34	Southgate Rd 12	Southgate Sd 21	Grey Rd 8	
386	Paved	71.91	Southgate Rd 12	Hwy 6	Grey Rd 109	
72	Paved	57.63	Southgate Rd 12	Grey Rd 14	Southgate Sd 13	
377	Paved	55.22	Southgate Rd 12	Grey Rd 109	Southgate Sd 41	
178	Paved	42.43	Southgate Rd 12	Southgate Sd 13	Southgate Sd 15	
253	Gravel		Southgate Rd 12 Gravel	Southgate Sd 41	Southgate Sd 47	
103	Gravel		Southgate Rd 12 Gravel	Southgate Sd 15	Southgate Sd 19	
104	Gravel		Southgate Rd 12 Gravel	Southgate Sd 19	Southgate Sd 21	
219	Gravel		Southgate Rd 12 Gravel	Southgate Sd 03	Southgate Sd 07	
211	Gravel		Southgate Rd 12 Gravel	Southgate Sd 07	Grey Rd 14	
145	Paved	37.34	Southgate Rd 14	Southgate Sd 19	Southgate Sd 21	
360	SurfTrmt	48.33	Southgate Rd 14	Grey Rd 14	Southgate Sd 13	
240	Gravel		Southgate Rd 14 Gravel	Southgate Sd 57	Southgate Sd 61	
216	Paved	37.34	Southgate Rd 14	Southgate Sd 03	Southgate Sd 07	
144	Paved	92.30	Southgate Rd 14	Southgate Sd 15	Southgate Sd 19	
146	SurfTrmt	37.34	Southgate Rd 14	Southgate Sd 21	Grey Rd 08	
213	SurfTrmt	37.34	Southgate Rd 14	Southgate Sd 07	Grey Rd 14	
302	Gravel		Southgate Rd 14 Gravel	Orchardville Sd	Grey Rd 109	
100	Gravel		Southgate Rd 14 Gravel	Grey Rd 8	Dead End	
388	Paved	22.35	Southgate Rd 14	Hwy 6	Orchardville Sd	
217	Gravel		Southgate Rd 14 Gravel	Southgate Sd 61	Southgate Sd 03	
242	Gravel		Southgate Rd 14 Gravel	Southgate Sd 55	Southgate Sd 57	
301	Gravel		Southgate Rd 14 Gravel	Grey Rd 109	Southgate Sd 41	
272	Gravel		Southgate Rd 14 Gravel	Southgate Sd 41	Southgate Sd 47	
448	Gravel		Southgate Rd 14 Gravel	Southgate Sd 47	Southgate Sd 49	
449	Gravel		Southgate Rd 14 Gravel	Southgate Sd 49	Southgate Sd 55	
179	SurfTrmt	48.33	Southgate Rd 14	Southgate Sd 13	Southgate Sd 15	
465	Gravel		Southgate Rd 22 Gravel	Southgate Rd 61	E 0.99km	
166	SurfTrmt	46.48	Southgate Rd 22	Southgate Sd 19	Southgate Sd 21	
246	Gravel		Southgate Rd 22 Gravel	Southgate Sd 57	Southgate Sd 61	
164	Paved	50.20	Southgate Rd 22	Southgate Sd 21	Southgate Sd 71	
76	Paved	48.19	Southgate Rd 22	Southgate Sd 07	Grey Rd 14	
351	SurfTrmt	64.26	Southgate Rd 22	Grey Rd 14	Southgate Sd 13	
352	Paved	55.22	Southgate Rd 22	Southgate Sd 13	Southgate Sd 15	
305	Gravel		Southgate Rd 22 Gravel	Hwy 6	Southgate Sd 39	
298	Gravel		Southgate Rd 22 Gravel	Southgate sd 47	Southgate Sd 49	
181	Paved	60.24	Southgate Rd 22	Southgate Sd 15	Southgate Sd 19	
303	Gravel		Southgate Rd 22 Gravel	Southgate Sd 39	Southgate Sd 41	
431	Gravel		Southgate Rd 22 Gravel	Southgate Sd 41	Southgate Sd 47	
551	Gravel		Southgate Rd 22 Gravel	E 1.5km	Southgate Sd 57	
554	Gravel		Southgate Rd 22 Gravel	W 1.13km	Grey Rd 23	



		2019	ALPHABETICAL LIST OF ROAD SEGMENTS			
I.D.	Category	PCI	Description	From	To	
555	Gravel		Southgate Rd 22 Gravel	Southgate Sd 49	W 0.69km	
556	Gravel		Southgate Rd 22 Gravel	W 0.69km	E 0.02 km	
403	Paved	48.19	Southgate Rd 22	Southgate Sd 03	Southgate Sd 07	
550	Paved	60.24	Southgate Rd 22	Dromore Park Rd	W 0.56km	
602	Paved	60.24	Southgate Rd 22	Grey Rd 23	Dromore Park Rd	
88	Gravel		Southgate Rd 22 Gravel	400 m. SW of Hwy. 10	Hwy. 10	
89	Gravel		Southgate Rd 22 Gravel	Southgate Sd 71	Southgate Sd 75	
90	Gravel		Southgate Rd 22 Gravel	Ida Street	Dead End	
531	Gravel		Southgate Rd 24 Gravel	Southgate Sd 71	E 1.5km	
278	SurfTrmt	85.87	Southgate Rd 24	Southgate Sd 57	Southgate Sd 61	
280	SurfTrmt	85.87	Southgate Rd 24	Grey Rd 23	Southgate Sd 57	
180	Paved	100.00	Southgate Rd 24	Southgate Sd 13	Southgate Sd 19	
165	SurfTrmt	100.00	Southgate Rd 24	Southgate Sd 19	Southgate Sd 71	
160	Paved	37.34	Southgate Rd 24	Southgate Sd 75	Hwy 10	
532	Paved	43.69	Southgate Rd 24	E 1.5km	Southgate Sd 75	
566	Gravel		Southgate Rd 24 Gravel	Southgate Sd 39	Southgate Sd 41	
404	SurfTrmt	55.22	Southgate Rd 24	Southgate Sd 03	Southgate Sd 07	
355	SurfTrmt	48.33	Southgate Rd 24	Southgate Sd 07	Grey Rd 14	
567	Gravel		Southgate Rd 24 Gravel	Hwy 6	E 2.3km	
294	Gravel		Southgate Rd 24 Gravel	Southgate Sd 49	Grey Rd 23	
295	Gravel		Southgate Rd 24 Gravel	Southgate Sd 47	Southgate Sd 49	
311	Gravel		Southgate Rd 24 Gravel	Southgate Sd 41	Southgate Sd 47	
402	SurfTrmt	75.13	Southgate Rd 24	Southgate Sd 61	E 0.89km	
353	Paved	48.33	Southgate Rd 24	Grey Rd 14	Southgate Sd 13	
565	Paved	92.30	Southgate Rd 24	Southgate Sd 39	E 0.39km	
568	Paved	92.30	Southgate Rd 24	W 0.15km	Southgate Sd 39	
456	Paved	73.29	Southgate Rd 26	Southgate Rd 26	Southgate Sd 47	
454	Paved	73.29	Southgate Rd 26	Southgate Rd 26	Lake Road	
161	Paved	100.00	Southgate Rd 26	Southgate Sd 73	Southgate Sd 75	
395	SurfTrmt	66.00	Southgate Sd 26	Southgate Sd 47	Southgate Sd 49	
460	SurfTrmt	57.63	Southgate Rd 26	Watra	Grey Rd 23	
457	SurfTrmt	57.63	Southgate Rd 26	Southgate Sd 49	Watra	
453	Gravel		Southgate Rd 26 Gravel	Grey Rd 23	Southgate Sd 57	
288	Gravel		Southgate Rd 26 Gravel	Southgate Sd 57	Southgate Sd 61	
314	Gravel		Southgate Rd 26 Gravel	Wilder Lake Rd	Southgate Rd 26	
439	Paved	81.57	Southgate Rd 26	Southgate Rd 71	Southgate Rd 73	
451	Gravel		Southgate Rd 26 Gravel	Southgate Rd 61	Southgate Rd 03	
547	SurfTrmt	81.57	Southgate Rd 26	W 0.51km	Southgate Sd 07	
546	Gravel		Southgate Rd 26 Gravel	Southgate Sd 03	E 2.3km	
281	Gravel		Southgate Rd 26 Gravel	Southgate Sd 07	Grey Rd 14	
436	Gravel		Southgate Rd 26 Gravel	Southgate Sd 13	Southgate Sd 15	
282	Gravel		Southgate Rd 26 Gravel	Grey Rd 14	Southgate Sd 13	
121	Paved	55.22	Southgate Rd 26	Southgate Sd 75	Hwy 10	
452	Earth		Southgate Sd 03 Earth	Southgate Rd 26	N 1.1km	
337	Paved	57.63	Southgate Sd 03	Southgate Rd 14	Grey Rd 9	
338	Paved	57.63	Southgate Sd 03	Southgate Rd 12	Southgate Rd 14	
339	Paved	73.29	Southgate Sd 03	Southgate Rd 10	Southgate Rd 12	
469	Paved	57.63	Southgate Sd 03	Grey Rd 14	Southgate Sd 61	
470	Paved	73.29	Southgate Sd 03	Southgate Rd 8	Southgate Rd 10	
204	Earth		Southgate Sd 07 Earth	Hwy 89	Southgate Rd 04	
77	Paved	100.00	Southgate Sd 07	Southgate Rd 24	Southgate Rd 26	

		2019	ALPHABETICAL LIST OF ROAD SEGMENTS			
I.D.	Category	PCI	Description	From	To	
212	Gravel		Southgate Sd 07 Gravel	Grey Rd 9	Southgate Rd 22	
214	Gravel		Southgate Sd 07 Gravel	Southgate Rd 10	Grey Rd 9	
434	Paved	48.33	Southgate Sd 07	Southgate Rd 26	Artemesia-Southgate TnLn	
78	Paved	55.22	Southgate Sd 07	Southgate Rd 22	Southgate Rd 24	
215	Gravel		Southgate Sd 07 Gravel	Southgate Rd 08	Southgate Rd 10	
205	Gravel		Southgate Sd 07 Gravel	Southgate Rd 04	Grey Rd 14	
208	Gravel		Southgate Sd 07 Gravel	Southgate Rd 12	Southgate Rd 14	
345	SurfTrmt	57.63	Southgate Sd 11 Surface	Hwy 89	Southgate Sd 04	
343	SurfTrmt	48.33	Southgate Sd 11 Surface	Southgate Rd 04	Southgate Rd 08	
176	Gravel		Southgate Sd 13 Gravel	Hwy 89	Southgate Rd 04	
198	Gravel		Southgate Sd 13 Gravel	Southgate Rd 10	Grey Rd 9	
199	Gravel		Southgate Sd 13 Gravel	Southgate Rd 12	Southgate Rd 14	
200	Gravel		Southgate Sd 13 Gravel	Southgate Rd 10	Southgate Rd 12	
201	Gravel		Southgate Sd 13 Gravel	Southgate Rd 08	Southgate Rd 10	
202	Gravel		Southgate Sd 13 Gravel	Southgate Rd 04	Southgate Rd 08	
283	Gravel		Southgate Sd 13 Gravel	Southgate Rd 24	Southgate Rd 26	
290	Gravel		Southgate Sd 13 Gravel	Southgate Rd 22	Southgate Rd 24	
140	Paved	64.26	Southgate Sd 15	Hwy 89	Southgate Rd 04	
141	Paved	89.94	Southgate Sd 15	Southgate Rd 12	Southgate Rd 14	
142	Paved	43.69	Southgate Sd 15	Southgate Rd 10	Southgate Rd 12	
517	Paved	100.00	Southgate Sd 15	Southgate Rd 04	N 1.7km	
182	Paved	100.00	Southgate Sd 15	Grey Rd 9	Southgate Rd 22	
143	Paved	100.00	Southgate Sd 15	Southgate Rd 14	Grey Rd 9	
138	Paved	57.63	Southgate Sd 15	Southgate Rd 08	Southgate Rd 10	
518	Paved	66.00	Southgate Sd 15	S 0.34km	Southgate Rd 08	
437	Gravel		Southgate Sd 15 Gravel	Southgate Sd 26	Artemesia-Southgate TnLn	
520	Earth		Southgate Sd 19 Earth	Southgate Rd 24	Dead End	
101	Gravel		Southgate Sd 19 Gravel	Southgate Rd 14	Grey Rd 9	
102	Gravel		Southgate Sd 19 Gravel	Southgate Rd 12	Southgate Rd 14	
108	Gravel		Southgate Sd 19 Gravel	Southgate Rd 04	Southgate Rd 08	
109	Gravel		Southgate Sd 19 Gravel	Hwy 89	Southgate Rd 04	
106	Gravel		Southgate Sd 19 Gravel	Southgate Rd 08	Southgate Rd 10	
116	Gravel		Southgate Sd 19 Gravel	Grey Rd 9	Southgate Rd 22	
117	Gravel		Southgate Sd 19 Gravel	Southgate Rd 22	Southgate Rd 24	
91	Gravel		Southgate Sd 21 Gravel	Southgate Rd 22	Southgate Sd 71	
92	Gravel		Southgate Sd 21 Gravel	Grey Rd 9	Southgate Rd 22	
93	Gravel		Southgate Sd 21 Gravel	Southgate Rd 10	Grey Rd 9	
94	Gravel		Southgate Sd 21 Gravel	Southgate Sd 12	Southgate Sd 14	
95	Gravel		Southgate Sd 21 Gravel	Southgate Rd 10	Southgate Rd 12	
265	Gravel		Southgate Sd 33 Gravel	Southgate Rd 08	Southgate Rd 10	
371	Paved	57.63	Southgate Sd 39	Grey Rd 9	Southgate Rd 22	
318	Gravel		Southgate Sd 39-Gravel	Wilder Lake Road	Southgate-Glenelg TL	
557	SurfTrmt	92.30	Southgate Sd 39	Southgate Rd 22	N 0.56km	
558	Paved	92.30	Southgate Sd 39	N 1.56km	Southgate Sd 24	
559	Paved	92.30	Southgate Sd 39	Southgate Rd 24	N 0.2km	
560	Paved	100.00	Southgate Sd 39 (paved in 2019)	S 0.2km	Wilder Lake Rd	
599	Paved	64.26	Southgate Sd 41	Southgate Rd 04	Southgate Rd 06	
310	Gravel		Southgate Sd 41 Gravel	Southgate Rd 24	Wilder Lake Rd	

		2019	ALPHABETICAL LIST OF ROAD SEGMENTS			
I.D.	Category	PCI	Description	From	To	
315	Gravel		Southgate Sd 41 Gravel	Wilder Lake Road	Southgate-Glenelg TL	
300	Gravel		Southgate Sd 41 Gravel	Southgate Rd 14	Grey Rd 9	
430	Gravel		Southgate Sd 41 Gravel	Southgate Rd 22	Southgate Rd 22	
316	Gravel		Southgate Sd 41 Gravel	Wilder Lake Rd	Wilder Lake Rd	
299	Gravel		Southgate Sd 41 Gravel	Grey Rd 9	Southgate Rd 22	
378	Paved	64.26	Southgate Sd 41	Southgate Rd 10	Southgate Rd 12	
379	Paved	64.26	Southgate Sd 41	Southgate Rd 08	Southgate Rd 10	
380	Paved	64.26	Southgate Sd 41	Southgate Rd 08	Southgate Rd 08	
381	Paved	64.26	Southgate Sd 41	Southgate Rd 06	Southgate Rd 08	
382	Paved	64.26	Southgate Sd 41	Southgate Rd 10	Southgate Rd 10	
384	Paved	64.26	Southgate Sd 41	Southgate Rd 12	Southgate Rd 12	
611	Paved	64.26	Southgate Sd 41	Southgate Rd 08	Aunt Mary Boulevard	
618	Paved	64.26	Southgate Sd 41	Southgate Rd 06	Harris Circle	
487	Gravel		Southgate Sd 41 Gravel	Wellington St E	Southgate Rd 04	
586	Gravel		Southgate Sd 41 Gravel	Southgate Rd 12	N 1.5km	
587	Paved	64.26	Southgate Sd 41	S 0.18km	Southgate Rd 14	
257	Gravel		Southgate Sd 47 Gravel	Southgate Rd 08	Southgate Rd 10	
254	Gravel		Southgate Sd 47 Gravel	Southgate Rd 10	Southgate Rd 12	
273	Gravel		Southgate Sd 47 Gravel	Southgate Rd 14	Grey Rd 9	
260	Gravel		Southgate Sd 47 Gravel	Southgate Rd 04	Southgate Rd 08	
432	Gravel		Southgate Sd 47 Gravel	Southgate Rd 26	Southgate-Glenelg TL	
274	Gravel		Southgate Sd 47 Gravel	Grey Rd 9	Southgate Rd 22	
297	Gravel		Southgate Sd 47 Gravel	Southgate Rd 22	Southgate Rd 24	
252	Gravel		Southgate Sd 47 Gravel	Southgate Rd 12	Southgate Rd 14	
296	Gravel		Southgate Sd 47 Gravel	Southgate Rd 24	Southgate Rd 26	
500	Gravel		Southgate Sd 47 Gravel	Hwy 89	Southgate Rd 04	
496	SurfTrmt	37.34	Southgate Sd 49	Hwy 89	Southgate Rd 04	
331	Paved	81.57	Southgate Sd 49	Southgate Rd 14	Grey Rd 9	
330	Paved	64.26	Southgate Sd 49	Southgate Rd 12	Southgate Rd 14	
329	Paved	64.26	Southgate Sd 49	Southgate Rd 10	Southgate Rd 12	
327	SurfTrmt	81.57	Southgate Sd 49	Southgate Rd 04	Southgate Rd 08	
328	Paved	64.26	Southgate Sd 49	Southgate Rd 08	Southgate Rd 10	
458	Paved	49.21	Southgate Sd 49	Southgate Rd 24	Southgate Rd 26	
459	Paved	49.21	Southgate Sd 49	Watra	Southgate Rd 26	
367	Paved	49.21	Southgate Sd 49	Grey Rd 9	Southgate Rd 22	
368	SurfTrmt	49.21	Southgate Sd 49	Southgate Rd 22	Southgate Rd 24	
433	Gravel		Southgate Sd 49 Gravel	Southgate Rd 26	Southgate-Glenelg TL	
495	Gravel		Southgate Sd 55 Gravel	Hwy 89	Southgate Rd 04	
230	Gravel		Southgate Sd 55 Gravel	Southgate Rd 04	Southgate Rd 08	
235	Gravel		Southgate Sd 55 Gravel	Southgate Rd 08	Southgate Rd 10	
249	Gravel		Southgate Sd 55 Gravel	Southgate Rd 10	Grey Rd 9	
250	Gravel		Southgate Sd 55 Gravel	Southgate Rd 12	Southgate Rd 14	
501	Gravel		Southgate Sd 57 Gravel	Hwy 89	Southgate Rd 04	
279	Gravel		Southgate Sd 57 Gravel	Southgate Rd 24	Southgate Rd 26	
243	Gravel		Southgate Sd 57 Gravel	Southgate Rd 10	Grey Rd 9	
289	Gravel		Southgate Sd 57 Gravel	Southgate Rd 26	Southgate-Glenelg TL	
247	Gravel		Southgate Sd 57 Gravel	Southgate Rd 22	Southgate Rd 24	
248	Gravel		Southgate Sd 57 Gravel	Grey Rd 9	Southgate Rd 22	
225	Gravel		Southgate Sd 57 Gravel	Southgate Rd 12	Southgate Rd 14	
226	Gravel		Southgate Sd 57 Gravel	Southgate Rd 10	Southgate Rd 12	
227	Gravel		Southgate Sd 57 Gravel	Southgate Rd 08	Southgate Rd 10	



		2019	ALPHABETICAL LIST OF ROAD SEGMENTS			
I.D.	Category	PCI	Description	From	To	
228	Gravel		Southgate Sd 57 Gravel	Southgate Rd 04	Southgate Rd 08	
571	Earth		Southgate Sd 61 Earth	Southgate Rd 10	Southgate Rd 12	
245	Gravel		Southgate Sd 61 Gravel	Southgate Rd 22	Southgate Rd 24	
287	Gravel		Southgate Sd 61 Gravel	Southgate Rd 26	Southgate-Glenelg TL	
277	Gravel		Southgate Sd 61 Gravel	Southgate Rd 24	Southgate Rd 26	
241	Gravel		Southgate Sd 61 Gravel	Southgate Rd 14	Grey Rd 9	
572	Gravel		Southgate Sd 61 Gravel	S 0.2km	Southgate Rd 12	
222	Gravel		Southgate Sd 61 Gravel	Southgate Rd 12	Southgate Rd 14	
244	Gravel		Southgate Sd 61 Gravel	Grey Rd 9	Southgate Rd 22	
446	Gravel		Southgate Sd 61 Gravel	Dead End	Southgate Rd 04	
485	Gravel		Southgate Sd 61 Gravel	Southgate Rd 08	Southgate Rd 10	
150	SurfTrmt	37.34	Southgate Sd 71	Dead End	4th Line South West	
99	SurfTrmt	37.34	Southgate Sd 71	Goodfellow Rd	Grey Rd 9	
152	Paved	48.33	Southgate Sd 71	Grey Rd 9	Southgate Rd 22	
440	SurfTrmt	55.77	Southgate Sd 71	Southgate Rd 24	Southgate Rd 26	
472	Paved	55.77	Southgate Sd 71	Southgate Rd 24	Southgate Rd 24	
162	SurfTrmt	60.24	Southgate Sd 71	Southgate Rd 22	Southgate Rd 24	
163	Paved	64.26	Southgate Sd 71	Southgate Rd 22	Southgate Rd 22	
87	Paved	48.33	Southgate Sd 73	Southgate Rd 26	Artemesia-Southgate TnLn	
122	Paved	64.26	Southgate Sd 75	Southgate Rd 24	Southgate Rd 26	
123	Paved	64.26	Southgate Sd 75	Southgate Rd 22	Southgate Rd 24	
570	Earth		Southgate-Glenelg Townline Earth	W 1.8km	Glenelg Sd 49	
291	Earth		Southgate-Glenelg Townline Earth	Dead End	Southgate Sd 57	
443	Gravel		Southgate-Glenelg Townline Gravel	Southgate Sd 41	Dead End	
321	Gravel		Southgate-Glenelg Townline Gravel	Hwy 6	Southgate Sd 39	
393	Gravel		Southgate-Glenelg Townline Gravel	Concession 2	Southgate Sd 41	
392	Gravel		Southgate-Glenelg Townline Gravel	Southgate Sd 39	Concession 2	
548	Earth		Southgate-Glenelg Townline Earth	Southgate Sd 57	E 1.1km	
549	Gravel		Southgate-Glenelg Townline Gravel	W 1.1km	Southgate Sd 61	
569	Gravel		Southgate-Glenelg Townline Gravel	Southgate Sd 47	E 0.22km	
522	Gravel		Southgate-Melancthon Townline	S 1.3km	Southgate Rd 10	
523	Gravel		Southgate-Melancthon Townline	Southgate Rd 08	N 0.46km	
524	Gravel		Southgate-Melancthon Townline	S 0.46km	N 0.87km	
111	Gravel		Southgate-Melancthon Townline	Southgate Rd 04	Southgate Rd 08	
112	Gravel		Southgate-Melancthon Townline	Hwy 89	Southgate Rd 04	
429	Gravel		Southgate-Melancthon Townline	Dead End	Southgate Rd 12	
617	Paved	81.57	Sparrberry Road	Uncle Tom Circle	Uncle Tom Circle	
474	Paved	52.59	Toronto Street	Dead End	Dundalk Street	
3	Paved	92.30	Toronto Street	Proton St N	Artemesia St N	
31	Paved	92.30	Toronto Street	Artemesia St N	Osprey Street N	
407	Paved	92.30	Toronto Street	Osprey Street N	Bradley Street	
614	Paved	81.57	Uncle Tom Circle	Southgate Road 6	Sparrberry Road	
615	Paved	81.57	Uncle Tom Circle	Sparrberry Road	Sparrberry Road	
616	Paved	81.57	Uncle Tom Circle	Sparrberry Road	Southgate Road 6	
545	Paved	73.29	Victoria St E	S 1.1km	Russell Street	
544	Paved	92.30	Victoria St E	Alice Street	E 0.2km	
14	Paved	81.57	Victoria St E	Elm Street	Alice Street	
18	Paved	71.91	Victoria St E	Proton St S	Artemesia St S	
30	Paved	63.33	Victoria St E	Rowe's Lane	Osprey St S	

		2019	ALPHABETICAL LIST OF ROAD SEGMENTS			
I.D.	Category	PCI	Description	From	To	
45	Paved	81.57	Victoria St E	Osprey Street S	Elm St	
38	Paved	92.30	Victoria St W	Ida Street	McAuley	
33	Paved	63.33	Victoria St W	Nixon Street	Young Street	
410	Paved	52.59	Victoria St W	Industrial Rd	Nixon St	
591	Paved	63.33	Victoria St W	McAuley St	Industrial Rd	
36	Paved	63.33	Victoria St W	Young Street	Proton St S	
461	Paved	57.63	Watra Road	Southgate Sd 49	Southgate Sd 26	
462	Paved	92.30	Wellington Street	Dead End	Church Street	
486	Paved	73.29	Wellington Street E	London Road	Southgate Sd 41	
313	Gravel		Wilder Lake Road Gravel	Southgate Sd 41	Southgate Sd 26	
562	Paved	100.00	Wilder Lake Road Gravel	W 1.5km	Southgate Sd 39	
317	Paved	100.00	Wilder Lake Road Gravel	Southgate Sd 39	Southgate Sd 41	
561	Paved	64.26	Wilder Lake Road	Cedar Lane	E 0.96km	
391	Paved	64.26	Wilder Lake Road	Hwy 6	Cedar Lane	
23	Paved	85.87	Wilson Crescent	Highpoint Street	Highpoint Street	
10	Paved	64.26	Young Street	Victoria Street W	Main Street W	
8	Paved	99.82	Young Street	Hagen Street	Gold Street	
25	Paved	99.82	Young Street	Gold Street	Victoria St W	
408	Paved	99.82	Young Street	Dead End	Hagen St	
Road Sections with work scheduled in 2021-2030 Capital Plan						
		Section	scheduled year			
Road 4	344	2022				
Road 4	346	2022				
Sdrd 49	496	2021				
Sdrd 21	93					
Road 12	239					
Road 12	148					
Road 14	213	2022				
Road 14	216	2022				
Road 24	160	2024				
Sdrd 71	99	2022				
Sdrd 71	150	2022				
Road 4	595	2026				
Ida St. S.		2025				
Road 22	76	2022				
Sdrd 71	152	2024				
Road 26	281					
Sdrd 57	243					

HISTORICAL COMPARISON OF ROAD CONDITION RATINGS				SOUTHGATE				
		2019		CONDITION RATING				
I.D.	Category	PCI	Description	2019	2014	2007	comments	Count
1	Paved	92.30	Alice Street reconstructed 2013	8	10	5		1
438	Gravel		Artemesia-Southgate Townline	5				2
435	Gravel		Artemesia-Southgate Townline	5				3
120	Paved	81.57	Artemesia-Southgate Townline	8				4
86	Gravel		Artemesia-Southgate Townline	6	6	6		5
119	Paved	92.30	Artemesia-Southgate Townline	8	8	9	Grey High.	6
171	Paved	92.30	Artemesia-Southgate Townline	8	8	9	Grey High.	7
284	Gravel		Artemesia-Southgate Townline	6				8
535	Gravel		Artemesia Street N (driveway)	10	6	5		9
4	Paved	81.57	Artemesia Street N	7	8	8		10
6	Paved	81.57	Artemesia Street N	7	5	8		11
42	Paved	92.30	Artemesia Street N	8	8	8		12
13	Paved	92.30	Artemesia Street S	8	4	6		13
610	Paved	100.00	Aunt Mary Boulevard	10	10	5		14
412	Paved	71.91	Bell Circle	6	7	7		15
59	Paved	52.59	Bradley Street	4	4	5		16
409	Paved	62.25	Bradley Street	5	7	6		17
46	Paved	92.30	Bradley Street	8	10	6		18
52	Paved	71.91	Braemore Street E	6	6	7		19
481	Paved	71.91	Braemore Street W	6	6	7		20
68	Paved	64.26	Cedar Lane	6	6	7		21
71	Paved	64.26	Centre Street	6	7	8		22
593	Paved	81.57	Christie Street	7	7	9		23
70	Paved	92.30	Church Street	8	8	8		24
62	Paved	100.00	Doyle Street	10	6	4		25
552	Gravel		Dromore Park Road	5	5	5		26
15	Paved	71.91	Dundalk Street	6	7	9		27
27	Paved	71.91	Dundalk Street	6	7	9		28
40	Paved	81.57	Dundalk Street	7	7	9		29
622	Gravel		Eco Parkway	7	7	5		30
21	Gravel		Edgar Street	6	6	4		31
405	Gravel		Elder Sreet Gravel	6	6	4		32
512	Gravel		Elder Sreet Gravel	6	6	4		33
542	Paved		Elm Street	6	7	7		34
207	Gravel		Feairs Drive	5	5	5	laneway	35
66	Paved	71.91	Glenelg Street	6	6	7		36
29	Paved	52.59	Gold Street	4	5	6		37
35	Paved	81.57	Gold Street	7	7	7		38
98	Gravel		Goodfellow Street	7	7	8		39
16	Paved	92.30	Grey Street E	8	10	6		40
63	Paved	71.91	Grey Street E	6	6	6		41
65	Paved	82.65	Grey Street E	7	10	6		42
64	Paved	63.33	Grey Street E	5	5	6		43
533	Paved	71.91	Grey Street W	6	7	6		44
83	Paved	71.91	Grey Street W	6	6	6		45
9	Paved	71.91	Hagan Street	6	7	5		46
60	Paved	63.33	Hanbury Street	5	7	7		47
411	Paved	71.91	Hanbury Street	6	7	7		48
619	Paved	100.00	Harris Circle	10	10	5		49
620	Paved	100.00	Harris Circle	10	10	5		50

HISTORICAL COMPARISON OF ROAD CONDITION RATINGS				SOUTHGATE				
		2019		CONDITION RATING				
I.D.	Category	PCI	Description	2019	2014	2007	comments	Count
55	Paved	64.26	Highpoint Street	6	6	5		51
51	Paved	71.91	Highpoint Street	6	5	7		52
22	Paved	81.57	Highpoint Street	7	8	7		53
58	Paved	81.57	Highpoint Street	7	8	7		54
49	Paved	92.30	Holland Street N	8	8	8		55
538	Paved	43.69	Holland Street S	4	4	6		56
537	Paved	55.22	Holland Street S	5	7	8		57
564	Gravel		Homestead Road	7	5	5	seasonal	58
563	Earth		Homestead Road - Earth	5	5	5	seasonal	59
621	Paved	48.33	Ida Street	5	5	5		60
466	Paved	48.33	Ida Street	5	5	5		61
124	Paved	73.29	Ida Street paved in 2008	7	9	7		62
467	Paved	55.22	Ida Street	5	7	8		63
468	Paved	55.22	Ida Street	5	7	8		64
125	Paved	81.57	Ida Street	7	8	7		65
541	Paved	63.33	Industrial Road	5	5	6		66
590	Gravel		John Irwan Lane	5	5	5		67
539	Paved	52.59	Keppel Street	4	6	5		68
455	Gravel		Lake Road	5	5	6	seasonal	69
476	laneway		Lane Street	5	5	4	laneway	70
574	Earth		London Road					71
577	Paved	100.00	London Road	9	on SW border with Mt. Forest			72
576	Gravel		London Road	6	6	5	Well. North	73
578	Gravel		London Road	5	5	8	Well. North	74
39	Paved	63.33	McAuley Street	5	7	7		75
53	Paved	71.91	McDowell Street	6	6	7		76
24	Paved	71.91	McDowell Street	6	6	7		77
503	Paved	97.90	McFarlin Drive	8	9	5	West Grey	78
57	Paved	64.26	McGregor Court	6	8	8		79
480	Paved	64.26	Mill Street	6	6	7		80
61	Paved	81.57	Morrow Circle	7	7	7		81
406	Gravel		Murial Street Gravel	6	6	4		82
473	Paved	63.33	Nixon Street	5	6	7		83
394	Paved	57.63	Old Rail Road	6	6	6		84
387	Paved	17.17	Orchardville Sideroad	3	5	4		85
			<i>was pulverized and turned back to gravel in 2020</i>					
26	Paved	64.40	Osprey Street N	6	7	7		86
32	Paved	64.26	Osprey Street N	6	6	7		87
41	Paved	81.57	Osprey Street N	7	7	7		88
43	Paved	92.30	Osprey Street S	8	8	6		89
7	Paved	81.57	Owen Sound St paved 2012	7	9	5		90
48	Paved	81.57	Owen Sound St paved 2012	7	9	5		91
11	Paved	55.22	Owen Sound St	5	5	6		92
588	Gravel		Park Road	5	5	5		93
69	Gravel		Petrie Street	6	6	4		94
56	Paved	64.26	Pine Court	6	6	5		95
2	Paved	71.91	Proton St N	6	8	8		96
5	Paved	71.91	Proton St N	6	6	8		97
17	Paved	71.91	Proton St N	6	6	8		98
37	Paved	64.26	Proton St N	6	6	8		99
12	Paved	63.33	Proton St S	5	8	8		100

HISTORICAL COMPARISON OF ROAD CONDITION RATINGS				SOUTHGATE				
		2019		CONDITION RATING				
I.D.	Category	PCI	Description	2019	2014	2007	comments	Count
28	Paved	63.33	Rowe's Lane	5	7	7		101
54	Paved	55.22	Russell Street	5	6	6		102
482	Paved	55.22	Russell Street	5	6	5		103
603	Paved	55.22	Russell Street	5	6	5		104
604	Paved	99.82	Sheffield St	9	10	10		105
605	Paved	99.82	Sheffield St	9	10	10		106
607	Paved	99.82	Sinclair St	9	10	10		107
596	Paved	64.26	Sligo Road	6	6	7		108
594	Paved	48.33	Southgate Rd 04	5	5	8		109
595	Paved	42.43	Southgate Rd 04	5	5	8		110
325	Paved	57.63	Southgate Rd 04	6	8	8		111
326	Paved	57.63	Southgate Rd 04	6	6	8		112
175	Gravel		Southgate Rd 04 - Gravel	6	6	7		113
426	Gravel		Southgate Rd 04 - Gravel	5	5	4	seasonal	114
526	Gravel		Southgate Rd 04 - Gravel	5	5	4	seasonal	115
525	Gravel		Southgate Rd 04 - Gravel	7	7	6		116
136	SurfTrmt	64.26	Southgate Rd 04	6	7	6		117
137	SurfTrmt	57.63	Southgate Rd 04	6	6	7		118
229	Gravel		Southgate Rd 04 - Gravel	5	5	6		119
346	Paved	27.32	Southgate Rd 04	3	6	5		120
344	Paved	27.32	Southgate Rd 04	3	6	6		121
203	Gravel		Southgate Rd 04 - Gravel	6	6	6		122
445	Gravel		Southgate Rd 04 - Gravel	5	5	7		123
231	Gravel		Southgate Rd 04 - Gravel	7	7	7		124
447	Gravel		Southgate Rd 04 - Gravel	7	7	7		125
261	Paved	57.63	Southgate Rd 06	6	7	5		126
612	Paved	57.63	Southgate Rd 06	6	7	5		127
613	Paved	48.33	Southgate Rd 06	5	7	5		128
110	Gravel		Southgate Rd 08	6	6	5		129
114	Gravel		Southgate Rd 08	6	7	8		130
528	Gravel		Southgate Rd 08	6	5	8		131
236	Gravel		Southgate Rd 08	6	6	5		132
173	SurfTrmt	42.43	Southgate Rd 08	5	6	6		133
258	Gravel		Southgate Rd 08	5	5	5		134
259	Gravel		Southgate Rd 08 Gravel	4	4	5		135
349	Paved	42.43	Southgate Rd 08 Gravel	5	6	6		136
527	SurfTrmt	48.33	Southgate Rd 08	5	7	5		137
609	Paved	83.33	Southgate Rd 08	4	4	5		138
266	Gravel		Southgate Rd 08 Gravel	6	6	7		139
267	Gravel		Southgate Rd 08 Gravel	5	5	6		140
237	Gravel		Southgate Rd 08 Gravel	5	5	5		141
262	Gravel		Southgate Rd 08 Gravel	7	7	7		142
399	Gravel		Southgate Rd 08 Gravel	7	7	6		143
232	Gravel		Southgate Rd 08 Gravel	7	7	7		144
206	Gravel		Southgate Rd 08 Gravel	7	7	7		145
177	SurfTrmt	64.26	Southgate Rd 10	6	6	6		146
529	Gravel		Southgate Rd 10 Gravel	6	6	7		147
530	Paved	64.26	Southgate Rd 10	6	6	5		148
264	Gravel		Southgate Rd 10	5	5	4		149
427	Gravel		Southgate Rd 10	7	7	8		150

	HISTORICAL COMPARISON OF ROAD CONDITION RATINGS					SOUTHGATE				
		2019		CONDITION RATING						
I.D.	Category	PCI	Description	2019		2014		2007	comments	Count
96	Paved	73.29	Southgate Rd 10	7		5		6		151
221	Gravel		Southgate Rd 10 Gravel	7		7		5		152
255	Gravel		Southgate Rd 10 Gravel	7		5		7		153
256	Gravel		Southgate Rd 10 Gravel	5		5		6		154
263	Gravel		Southgate Rd 10 Gravel	5		5		5		155
233	Gravel		Southgate Rd 10 Gravel	7		7		6		156
234	Gravel		Southgate Rd 10 Gravel	6		6		7		157
105	Paved	57.63	Southgate Rd 10	6		6		6		158
115	Paved	57.63	Southgate Rd 10	6		6		6		159
220	Gravel		Southgate Rd 10 Gravel	7		7		6		160
269	Gravel		Southgate Rd 10 Gravel	3		5		5	seasonal	161
238	Gravel		Southgate Rd 10 Gravel	6		6		7		162
209	Gravel		Southgate Rd 10 Gravel	7		7		8		163
218	Gravel		Southgate Rd 12 Gravel	5		6		4		164
428	Gravel		Southgate Rd 12 Gravel	5		5		7		165
271	Gravel		Southgate Rd 12 Gravel (2019 const)	8		4		5		166
251	Gravel		Southgate Rd 12 Gravel	3		3		5		167
224	Gravel		Southgate Rd 12 Gravel	5		5		6		168
239	Gravel		Southgate Rd 12 Gravel	6		6		5		169
148	Paved	37.34	Southgate Rd 12	4		4		5		170
386	Paved	71.91	Southgate Rd 12	6		6		7		171
72	Paved	57.63	Southgate Rd 12	6		6		6		172
377	Paved	55.22	Southgate Rd 12	5		6		8		173
178	Paved	42.43	Southgate Rd 12	5		7		6		174
253	Gravel		Southgate Rd 12 Gravel	5		5		7		175
103	Gravel		Southgate Rd 12 Gravel	5		5		6		176
104	Gravel		Southgate Rd 12 Gravel	7		7		6		177
219	Gravel		Southgate Rd 12 Gravel	5		7		8		178
211	Gravel		Southgate Rd 12 Gravel	6		6		8		179
144	Paved	92.30	Southgate Rd 14 paved 2013	8		9		6		180
145	Paved	37.34	Southgate Rd 14	4		5		7		181
146	SurfTrmt	37.34	Southgate Rd 14	4		7		6		182
360	SurfTrmt	48.33	Southgate Rd 14	5		5		6		183
240	Gravel		Southgate Rd 14 Gravel	6		6		6		184
216	Paved	37.34	Southgate Rd 14	4		6		6		185
213	SurfTrmt	37.34	Southgate Rd 14	4		6		6		186
301	Gravel		Southgate Rd 14 Gravel	5		5		7		187
302	Gravel		Southgate Rd 14 Gravel	5		5		6		188
100	Gravel		Southgate Rd 14 Gravel	6		6		7		189
388	Paved	22.35	Southgate Rd 14	3		5		7		190
217	Gravel		Southgate Rd 14 Gravel	6		6		5		191
242	Gravel		Southgate Rd 14 Gravel	6		7		7		192
272	Gravel		Southgate Rd 14 Gravel	7		7		7		193
448	Gravel		Southgate Rd 14 Gravel	6		6		7		194
449	Gravel		Southgate Rd 14 Gravel	5		5		5		195
179	SurfTrmt	48.33	Southgate Rd 14	5		5		7		196
465	Gravel		Southgate Rd 22 Gravel (2020 paved)	7		7		6		197
246	Gravel		Southgate Rd 22 Gravel (2020 paved)	6		6		6		198
164	Paved	50.20	Southgate Rd 22	5		6		6		199
166	SurfTrmt	46.48	Southgate Rd 22	5		7		6		200

	HISTORICAL COMPARISON OF ROAD CONDITION RATINGS					SOUTHGATE				
		2019		CONDITION RATING						
I.D.	Category	PCI	Description	2019		2014		2007	comments	Count
76	Paved	48.19	Southgate Rd 22	4		5		6		201
351	SurfTrmt	64.26	Southgate Rd 22	6		7		6		202
352	Paved	55.22	Southgate Rd 22	5		5		7		203
305	Gravel		Southgate Rd 22 Gravel	7		7		5		204
298	Gravel		Southgate Rd 22 Gravel	5		6		5		205
181	Paved	60.24	Southgate Rd 22	5		6		6		206
303	Gravel		Southgate Rd 22 Gravel	5		5		6		207
431	Gravel		Southgate Rd 22 Gravel	4		4		6		208
551	Gravel		Southgate Rd 22 Gravel	7		7		5		209
554	Gravel		Southgate Rd 22 Gravel	5		5		6		210
555	Gravel		Southgate Rd 22 Gravel	5		5		6		211
556	Gravel		Southgate Rd 22 Gravel	6		6		6		212
403	Paved	48.19	Southgate Rd 22	4		4		7		213
550	Paved	60.24	Southgate Rd 22	6		6		5		214
602	Paved	60.24	Southgate Rd 22	6		6		5		215
88	Gravel		Southgate Rd 22 Gravel	7	constr. by resident near Hwy.10					216
89	Gravel		Southgate Rd 22 Gravel	7		7		5		217
90	Gravel		Southgate Rd 22 Gravel	6		6		8		218
531	Gravel		Southgate Rd 24 Gravel	7		7		5		219
278	SurfTrmt	85.87	Southgate Rd 24 (trmt. done 2012)	7		8		7		220
280	SurfTrmt	85.87	Southgate Rd 24 (trmt. done 2012)	7		8		7		221
180	Paved	100.00	Southgate Rd 24 paved in 2019	10		4		7		222
165	SurfTrmt	100.00	Southgate Rd 24 paved in 2019	10		5		7		223
160	Paved	37.34	Southgate Rd 24	4		5		6		224
532	Paved	43.69	Southgate Rd 24	4		6		5		225
566	Gravel		Southgate Rd 24 Gravel	7		7		5		226
567	Gravel		Southgate Rd 24 Gravel	6		6		7		227
404	SurfTrmt	55.22	Southgate Rd 24	5		6		7		228
355	SurfTrmt	48.33	Southgate Rd 24	5		6		7		229
294	Gravel		Southgate Rd 24 Gravel	7		7		6		230
295	Gravel		Southgate Rd 24 Gravel	6		6		7		231
311	Gravel		Southgate Rd 24 Gravel	6		6		7		232
402	SurfTrmt	75.13	Southgate Rd 24	7		8		7		233
353	Paved	48.33	Southgate Rd 24	5		6		7		234
565	Paved	92.30	Southgate Rd 24	8		7		8		235
568	Paved	92.30	Southgate Rd 24	8		8		8		236
161	Paved	100.00	Southgate Rd 26 (paved 2015)	10		3		7		237
395	SurfTrmt	66.00	Southgate Sd 26	7		7		7		238
460	SurfTrmt	57.63	Southgate Rd 26	6		6		7		239
451	Gravel		Southgate Rd 26 Gravel	5		5		7		240
453	Gravel		Southgate Rd 26 Gravel	4		5		6		241
454	Paved	73.29	Southgate Rd 26	7		5		6		242
456	Paved	73.29	Southgate Rd 26	6		6		5		243
457	SurfTrmt	57.63	Southgate Rd 26	6		6		7		244
288	Gravel		Southgate Rd 26 Gravel	6		6		6		245
314	Gravel		Southgate Rd 26 Gravel	4		6		5		246
439	Paved	81.57	Southgate Rd 26	7		7		8		247
547	SurfTrmt	81.57	Southgate Rd 26	5		6		7		248
546	Gravel		Southgate Rd 26 Gravel	6		6		7		249
281	Gravel		Southgate Rd 26 Gravel	6		6		7		250
436	Gravel		Southgate Rd 26 Gravel	6		6		6		251
282	Gravel		Southgate Rd 26 Gravel	6		6		7		252

HISTORICAL COMPARISON OF ROAD CONDITION RATINGS				SOUTHGATE				
		2019		CONDITION RATING				
I.D.	Category	PCI	Description	2019	2014	2007	comments	Count
121	Paved	55.22	Southgate Rd 26	5	5	7		253
452	Earth		Southgate Sd 03 Earth, unopened	5	5	5		254
337	Paved	57.63	Southgate Sd 03	6	6	8		255
338	Paved	57.63	Southgate Sd 03	6	6	8		256
339	Paved	73.29	Southgate Sd 03	7	7	8		257
469	Paved	57.63	Southgate Sd 03	6	6	8		258
470	Paved	73.29	Southgate Sd 03	7	7	8		259
204	Earth		Southgate Sd 07 Earth	5	5	5	seasonal	260
212	Gravel		Southgate Sd 07 Gravel	5	5	6	seasonal	261
214	Gravel		Southgate Sd 07 Gravel	5	5	4	seasonal	262
215	Gravel		Southgate Sd 07 Gravel	5	5	4	seasonal	263
434	Paved	48.33	Southgate Sd 07	5	5	7		264
77	Paved	100.00	Southgate Sd 07 paved in 2017	10	4	7		265
78	Paved	55.22	Southgate Sd 07	5	6	7		266
205	Gravel		Southgate Sd 07 Gravel	7	7	8		267
208	Gravel		Southgate Sd 07 Gravel	6	6	8		268
345	SurfTrmt	57.63	Southgate Sd 11 Surface	6	6	5		269
343	SurfTrmt	48.33	Southgate Sd 11 Surface	5	5	5		270
176	Gravel		Southgate Sd 13 Gravel	7	7	6		271
198	Gravel		Southgate Sd 13 Gravel	6	6	8		272
199	Gravel		Southgate Sd 13 Gravel	7	7	8		273
200	Gravel		Southgate Sd 13 Gravel	6	6	7		274
201	Gravel		Southgate Sd 13 Gravel	7	7	8		275
202	Gravel		Southgate Sd 13 Gravel	7	7	8		276
283	Gravel		Southgate Sd 13 Gravel	6	6	7		277
290	Gravel		Southgate Sd 13 Gravel	6	6	7		278
140	Paved	64.26	Southgate Sd 15	6	6	5		279
141	Paved	89.94	Southgate Sd 15 paved 2013	7	9	6		280
142	Paved	43.69	Southgate Sd 15	4	5	5		281
517	Paved	100.00	Southgate Sd 15 paved 2016	9	4	5		282
182	Paved	100.00	Southgate Sd 15 paved 2017	10	4	6		283
143	Paved	100.00	Southgate Sd 15 paved 2018	9	4	6		284
138	Paved	57.63	Southgate Sd 15	6	8	8		285
518	Paved	66.00	Southgate Sd 15	7	7	8		286
437	Gravel		Southgate Sd 15 Gravel	6	6	7		287
520	Earth		Southgate Sd 19 Earth	5	5	5		288
101	Gravel		Southgate Sd 19 Gravel	7	7	6		289
102	Gravel		Southgate Sd 19 Gravel	6	6	5		290
108	Gravel		Southgate Sd 19 Gravel	5	5	5	seasonal	291
109	Gravel		Southgate Sd 19 Gravel	5	6	5	seasonal	292
106	Gravel		Southgate Sd 19 Gravel	5	5	5	seasonal	293
116	Gravel		Southgate Sd 19 Gravel	7	7	8		294
117	Gravel		Southgate Sd 19 Gravel	6	6	8		295
91	Gravel		Southgate Sd 21 Gravel	7	7	6		296
92	Gravel		Southgate Sd 21 Gravel	6	6	5		297
93	Gravel		Southgate Sd 21 Gravel	5	6	5	seasonal	298
94	Gravel		Southgate Sd 21 Gravel	5	6	5	seasonal	299
95	Gravel		Southgate Sd 21 Gravel	5	6	5		300



HISTORICAL COMPARISON OF ROAD CONDITION RATINGS				SOUTHGATE				
		2019		CONDITION RATING				
I.D.	Category	PCI	Description	2019	2014	2007	comments	Count
265	Gravel		Southgate Sd 33 Gravel	5	5	6	agric. Road	301
371	Paved	57.63	Southgate Sd 39	6	6	6		302
318	Gravel		Southgate Sd 39-Gravel	5	6	5		303
557	SurfTrmt	92.30	Southgate Sd 39 (2017 micro-surf)	8	8	7		304
558	Paved	92.30	Southgate Sd 39	8	8	5		305
559	Paved	92.30	Southgate Sd 39	8	7	7		306
560	Paved	100.00	Southgate Sd 39 (paved in 2019)	10	4	6		307
599	Paved	64.26	Southgate Sd 41	6	6	8		308
310	Gravel		Southgate Sd 41 Gravel	5	5	4		309
315	Gravel		Southgate Sd 41 Gravel	7	7	5		310
300	Gravel		Southgate Sd 41 Gravel	5	5	5	seasonal	311
430	Gravel		Southgate Sd 41 Gravel	7	7	6		312
316	Gravel		Southgate Sd 41 Gravel	6	6	5		313
299	Gravel		Southgate Sd 41 Gravel	7	5	6		314
378	Paved	64.26	Southgate Sd 41	6	6	8		315
379	Paved	64.26	Southgate Sd 41	6	6	8		316
380	Paved	64.26	Southgate Sd 41	6	6	5		317
381	Paved	64.26	Southgate Sd 41	6	6	5		318
382	Paved	64.26	Southgate Sd 41	6	6	8		319
384	Paved	64.26	Southgate Sd 41	6	6	8		320
611	Paved	64.26	Southgate Sd 41	6	6	5		321
618	Paved	64.26	Southgate Sd 41	6	6	5		322
487	Gravel		Southgate Sd 41 Gravel	5	5	6		323
586	Gravel		Southgate Sd 41 Gravel	6	4	8		324
587	Paved	64.26	Southgate Sd 41	6	6	8		325
257	Gravel		Southgate Sd 47 Gravel	5	5	5		326
254	Gravel		Southgate Sd 47 Gravel	4	4	4		327
273	Gravel		Southgate Sd 47 Gravel	7	7	5		328
260	Gravel		Southgate Sd 47 Gravel	5	6	5	seasonal	329
432	Gravel		Southgate Sd 47 Gravel	5	5	6		330
274	Gravel		Southgate Sd 47 Gravel	6	6	6		331
296	Gravel		Southgate Sd 47 Gravel	5	5	6		332
297	Gravel		Southgate Sd 47 Gravel	5	5	5		333
252	Gravel		Southgate Sd 47 Gravel	5	5	4	seasonal	334
500	Gravel		Southgate Sd 47 Gravel	5	5	5	seasonal	335
496	SurfTrmt	37.34	Southgate Sd 49	4	6	7		336
331	Paved	81.57	Southgate Sd 49	7	7	8		337
330	Paved	64.26	Southgate Sd 49	6	9	8		338
329	Paved	64.26	Southgate Sd 49	6	8	8		339
328	Paved	64.26	Southgate Sd 49	6	8	8		340
327	SurfTrmt	81.57	Southgate Sd 49	7	6	7		341
458	Paved	49.21	Southgate Sd 49	6	6	6		342
459	Paved	49.21	Southgate Sd 49	6	6	6		343
367	Paved	49.21	Southgate Sd 49	6	4	8		344
368	SurfTrmt	49.21	Southgate Sd 49	6	6	8		345
433	Gravel		Southgate Sd 49 Gravel	5	5	5		346
495	Gravel		Southgate Sd 55 Gravel	5	7	3		347
230	Gravel		Southgate Sd 55 Gravel	4	4	6	low volume	348
235	Gravel		Southgate Sd 55 Gravel	5	5	4	seasonal	349
				consultant recommends closure of s.235				
249	Gravel		Southgate Sd 55 Gravel	5	5	5	seasonal	350

	HISTORICAL COMPARISON OF ROAD CONDITION RATINGS				SOUTHGATE					
		2019		CONDITION RATING						
I.D.	Category	PCI	Description	2019		2014		2007	comments	Count
250	Gravel		Southgate Sd 55 Gravel	7		7		6		351
501	Gravel		Southgate Sd 57 Gravel	7		5		7		352
279	Gravel		Southgate Sd 57 Gravel	5		5		5	seasonal	353
243	Gravel		Southgate Sd 57 Gravel	5		5		5		354
289	Gravel		Southgate Sd 57 Gravel	3		3		5	in Cap Plan	355
247	Gravel		Southgate Sd 57 Gravel	5		5		5	seasonal	356
248	Gravel		Southgate Sd 57 Gravel	5		5		5	seasonal	357
225	Gravel		Southgate Sd 57 Gravel	5		5		5	seasonal	358
226	Gravel		Southgate Sd 57 Gravel	5		6		5		359
227	Gravel		Southgate Sd 57 Gravel	4		4		3		360
228	Gravel		Southgate Sd 57 Gravel	7		7		7		361
571	Earth		Southgate Sd 61 Earth	5		5		5	low volume	362
245	Gravel		Southgate Sd 61 Gravel	5		5		5		363
287	Gravel		Southgate Sd 61 Gravel	5		5		6		364
277	Gravel		Southgate Sd 61 Gravel	5		6		5		365
241	Gravel		Southgate Sd 61 Gravel	5		5		5	seasonal	366
572	Gravel		Southgate Sd 61 Gravel	6		6		6		367
222	Gravel		Southgate Sd 61 Gravel	5		5		5	seasonal	368
244	Gravel		Southgate Sd 61 Gravel	5		6		7		369
446	Gravel		Southgate Sd 61 Gravel	6		6		5		370
485	Gravel		Southgate Sd 61 Gravel	6		6		6	seasonal	371
150	SurfTrmt	37.34	Southgate Sd 71	4		4		5		372
99	SurfTrmt	37.34	Southgate Sd 71	4		4		6		373
152	Paved	48.33	Southgate Sd 71	5		6		7		374
440	SurfTrmt	55.77	Southgate Sd 71	5		8		7		375
472	Paved	55.77	Southgate Sd 71	5		7		7		376
162	SurfTrmt	60.24	Southgate Sd 71	5		7		7		377
163	Paved	64.26	Southgate Sd 71	6		6		7		378
87	Paved	48.33	Southgate Sd 73	5		6		8		379
122	Paved	64.26	Southgate Sd 75	6		6		7		380
123	Paved	64.26	Southgate Sd 75	6		6		8		381
570	Earth		Southgate-Glenelg Townline Earth	unopened		5		5		382
291	Earth		Southgate-Glenelg Townline Earth	5		5		5	seasonal	383
443	Gravel		Southgate-Glenelg Townline Gravel	5		5		5		384
321	Gravel		Southgate-Glenelg Townline Gravel	9		10		7	West Grey	385
393	Gravel		Southgate-Glenelg Townline Gravel	6		5		5		386
392	Gravel		Southgate-Glenelg Townline Gravel	9		10		7	West Grey	387
548	Earth		Southgate-Glenelg Townline Earth	5		5		5	seasonal	388
549	Gravel		Southgate-Glenelg Townline Gravel	6		6		5	West Grey	389
569	Gravel		Southgate-Glenelg Townline Gravel	unopened		5		5		390
522	Gravel		Southgate-Melancthon Townline	6		6		5		391
523	Gravel		Southgate-Melancthon Townline	6		6		5	Melancthon	392
524	Gravel		Southgate-Melancthon Townline	6		6		5	Melancthon	393
111	Gravel		Southgate-Melancthon Townline	5		5		4	Melancthon	394
112	Gravel		Southgate-Melancthon Townline	5		5		4		395
429	Gravel		Southgate-Melancthon Townline	6		6		7		396
617	Paved	81.57	Sparrberry Road	7		7		5		397
474	Paved	52.59	Toronto Street	4		6		6		398

HISTORICAL COMPARISON OF ROAD CONDITION RATINGS				SOUTHGATE				
		2019		CONDITION RATING				
I.D.	Category	PCI	Description	2019	2014	2007	comments	Count
3	Paved	92.30	Toronto Street	8	8	8		399
31	Paved	92.30	Toronto Street	8	8	8		400
407	Paved	92.30	Toronto Street	8	8	8		401
614	Paved	81.57	Uncle Tom Circle	7	7	5		402
615	Paved	81.57	Uncle Tom Circle	7	7	5		403
616	Paved	81.57	Uncle Tom Circle	7	7	5		404
545	Paved	73.29	Victoria St E	7	9	6		405
544	Paved	92.30	Victoria St E	8	8	7		406
14	Paved	81.57	Victoria St E	7	8	7		407
18	Paved	71.91	Victoria St E	6	8	8		408
30	Paved	63.33	Victoria St E	5	6	8		409
45	Paved	81.57	Victoria St E	7	8	8		410
38	Paved	92.30	Victoria St W	8	9	6		411
33	Paved	63.33	Victoria St W	5	8	6		412
410	Paved	52.59	Victoria St W	4	8	5		413
591	Paved	63.33	Victoria St W	5	5	5		414
36	Paved	63.33	Victoria St W	5	5	7		415
461	Paved	57.63	Watra Road	6	7	7		416
462	Paved	92.30	Wellington Street	8	8	8		417
486	Paved	73.29	Wellington Street E	7				418
313	Gravel		Wilder Lake Road Gravel	4	4	5		419
562	Paved	100.00	Wilder Lake Road paved 2020	4	4	5		420
317	Paved	100.00	Wilder Lake Road paved 2020	5	5	6		421
561	Paved	64.26	Wilder Lake Road	6	7	6		422
391	Paved	64.26	Wilder Lake Road	6	7	6		423
23	Paved	85.87	Wilson Crescent	8	8	7		424
10	Paved	64.26	Young Street reconstruct. 2012	6	10	5		425
8	Paved	99.82	Young Street	9	6	6		426
25	Paved	99.82	Young Street	9	6	6		427
408	Paved	99.82	Young Street	9	7	8		428
Road Sections with work scheduled in 2021-2030 Capital Plan								
	Section	scheduled year						
Road 4	344	2021						
Road 4	346	2021						
Sdrd 49	496	2021						
Road 14	213	2022						
Road 14	216	2022						
Road 24	160	2024						
Sdrd 71	99	2022						
Sdrd 71	150	2022						
Sdrd 71	152	2024						
Road 4	595	2026						
Ida St. S.	466, 621	2025						
Road 22	76	2022						
Road 26	281							
Sdrd 57	289							
Sdrd 21	93							

SOUTHGATE STRUCTURES BY ROAD LOCATION, with Recent Trends in BCI									
B= Bridge		I.D.	B C I measure, by year of OSIM Inspection					Span	Keystone
C= Culvert		No.	2015	2016	2017	2018	2019	2020	I.D.
C	Sligo Road	S105		n/a		69.90		69.90	BR07076
C	Feairs Drive	S128	56.08		47.70		49.40		BR07140
C	Eco Parkway, east of Ida	S129		74.76		74.80		74.80	BR07145
B	Road 4	S017	71.33		69.90		73.40		BR07039
B	Road 4	S114		61.43		61.30		59.90	BR07129
C	Road 4	S115		73.51		73.50		73.30	BR07128
C	Road 4	S117		67.87		68.30		67.60	BR07127
C	Road 4 (replaced in 2019)	S118		26.34		27.40		98.10	BR07156
C	Road 4	S121	68.05		67.40		67.70		BR07037
B	Road 8	S002	74.19		73.20		72.90		BR07014
C	Road 8	S016	58.97		56.80		56.20		BR07040
C	Road 8	S102		74.38		73.90		74.10	BR07125
B	Road 8	S103		72.33		72.40		72.30	BR07103
C	Road 8	S112		56.49		56.50		56.10	BR07102
B	Road 8	S113		65.68		65.50		64.50	BR07101
C	Road 8	S120		75.00		75.00		74.80	BR07123
B	Road 10	S004	71.71		70.50		68.40		BR07016
C	Road 10	S005	75.00		75.00		75.00		BR07149
B	Road 10	S015	73.66		73.50		73.60		BR07018
C	Road 10	S019	72.24		73.00		73.20		BR07033
B	Road 10 (built in 2016)	S020	45.33		100.00		88.90		BR07034
C	Road 10	S100		70.63		68.40		64.60	BR07121
B	Road 10	S106		73.11		72.30		70.10	BR07130
C	Road 10	S122		74.64		71.70		71.70	BR07139
C	Road 10	S124	69.48		68.90		68.70		BR07017
B	Road 12	S007	70.48		69.90		66.20		BR07009
B	Road 12	S008	74.56		74.00		73.90		BR07022
B	Road 12	S009	57.44		53.70		58.30		BR07021
B	Road 12	S012	74.07		74.00		73.60		BR07020
B	Road 12	S013	74.63		74.20		74.10		BR07005
B	Road 12	S022	63.80		62.30		64.50		BR07031
C	Road 12 (replaced in 2015)	S023	99.64		97.60		95.80		BR07146
C	Road 12	S093		73.58		71.80		72.40	BR07107
C	Road 12	S094		74.38		73.60		71.30	BR07108
C	Road 12	S095		74.89		74.20		71.50	BR07109
C	Road 12 (replaced in 2011)	S096		93.66		91.60		90.10	BR07110
C	Road 12	S097		40.52		34.80		23.70	BR07111
C	Road 12	S098		31.25		34.70		20.60	BR07112
C	Road 14	S025	71.67		71.50		71.30		BR07030
C	Road 14	S026	61.17		66.30		66.40		BR07028
C	Road 14 (replaced in 2015)	S027	100.00		97.40		94.90		BR07027

SOUTHGATE STRUCTURES BY ROAD LOCATION, with Recent Trends in BCI									
B= Bridge		I.D.	B C I measure, by year of OSIM Inspection					Span	Keystone
C= Culvert		No.	2015	2016	2017	2018	2019	2020	I.D.
C	Road 14	S029	50.38		53.50		58.50		3.7 m BR07026
C	Road 14 (replaced in 2020)	S031	35.65		30.30		29.90		3.5 m BR07025
C	Road 14	S032	74.96		59.00		59.10		3.6, 3.6 BR07023
C	Road 14	S034	63.76		51.10		46.90		3.7 m BR07012
B	Road 14	S077		63.72		64.50		60.60	9.1 m BR07113
B	Road 14	S079		57.97		58.70		52.90	9.7 m BR07115
B	Road 14	S080		58.81		61.00		56.00	9.9 m BR07116
B	Road 14	S081		50.38		53.70		48.90	8.9 m BR07117
B	Road 14	S085		51.68		49.90		46.50	10.6 m BR07118
C	Road 14	S125	45.03		41.10		39.10		1.8, 1.8 BR07024
C	Road 22	S069		70.89		71.30		67.20	6.7 m BR07082
C	Road 22	S071		41.22		41.10		43.10	5.5 m BR07075
C	Road 22	S073		45.27		48.40		49.30	5.0 m BR07074
C	Road 24	S037	66.46		62.20		62.10		3.7 m BR07044
C	Road 24 (replaced in 2017)	S038	26.54		100.00		97.50		3.048 m BR07154
C	Road 24	S048	73.08		72.30		73.50		3.65 m BR07055
C	Road 24	S049	72.22		72.20		75.70		4.05 m BR07054
C	Road 24	S054	74.34		74.00		74.00		3.3 m BR07052
C	Road 24	S055	51.06		50.90		51.00		2.2, 2.2 BR07150
C	Road 24	S056	71.60		69.30		66.70		3.7 m BR07151
C	Road 24	S068		72.51		71.20		70.40	8.0 m BR07081
C	Road 24	S127	66.79		66.80		70.50		2.45 m BR07143
C	Road 26	S041	73.93		71.80		68.40		3.65 m BR07046
C	Road 26	S042	75.00		75.00		73.90		4.2 m BR07047
C	Road 26	S051	57.14		49.00		54.10		3.7 m BR07064
B	Road 26 (built 2009)	S052	91.88		84.40		81.20		21.0 m BR07065
B	Road 26 (built 2008)	S053	80.46		78.40		84.80		7.0 m BR07066
C	Road 26	S058	45.62		37.80		42.60		3.6 m BR07067
B	Road 26	S060	74.63		73.80		72.30		18, 18 BR07068
C	Road 26 (rebuilt 2009)	S061		89.03		86.50		84.30	6.0 m BR07071
C	Road 26	S062		74.00		73.90		72.70	6.2 m BR07073
C	Road 26 (rebuilt 2013)	S063		86.02		85.40		85.40	3.6 m BR07072
C	Road 26	S064		67.77		66.30		61.20	8.0 m BR07080
C	Road 26	S065		62.71		62.50		63.30	5.65 m BR07079
B	Sideroad 7	S021	65.97		65.10		71.10		25.9 m BR07036
C	Sideroad 7	S024	70.51		67.60		66.50		5.5 m BR07029
C	Sideroad 7 (replaced 2016)	S057		100.00	98.80	97.60	96.50	95.40	4.26 m BR07062
B	Sideroad 7 (rehabil 2016)	S059	72.58		76.10		75.30		32.9 m BR07063
C	Sideroad 11	S018	74.77		74.60		74.10		6.6 m BR07041
B	Sideroad 13 (replaced in 2014)	S014	100.00		91.40		82.70		20.0 m BR07019
C	Sideroad 13	S028	74.64		74.60		74.60		5.5 m BR07004
B	Sideroad 13 (rebuilt 2007)	S050	98.36		86.00		83.00		6.0 m BR07060

# SOUTHGATE STRUCTURES BY ROAD LOCATION, with Recent Trends in BCI

B= Bridge		I.D.	B C I measure, by year of OSIM Inspection						Span	Keystone
C= Culvert		No.	2015	2016	2017	2018	2019	2020	Length	I.D.
B	Sideroad 15	S010	69.63		68.20		69.40		12.2 m	BR07007
C	Sideroad 15	S011	74.98		74.60		74.50		3.5, 3.5	BR07006
C	Sideroad 15	S030	71.13		71.60		72.00		4.35 m	BR07008
C	Sideroad 19 (rehabil 2015)	S003	99.35		92.40		89.40		2.2 m	BR07141
B	Sideroad 21	S006	67.58		67.60		65.40		4.2 m	BR07010
B	Sideroad 21	S033	41.06		38.60		33.80		6.1 m	BR07011
C	Sideroad 21	S040	73.49		72.20		72.60		3.7 m	BR07050
B	Sideroad 41	S084		57.49		57.50		58.00	8.0 m	BR07136
B	Sideroad 41	S086		74.12		73.80		72.80	15.3 m	BR07134
B	Sideroad 41	S104		71.51		71.30		70.60	9.25 m	BR07132
B	Sideroad 47	S070		74.81		74.80		69.10	7.7 m	BR07085
B	Sideroad 47	S083		69.68		68.40		68.10	13.7 m	BR07086
B	Sideroad 47 (built 1992)	S101		74.82		74.80		74.80	8.1 m	BR07087
B	Sideroad 47	S107		52.83		51.70		51.20	22.4 m	BR07088
C	Sideroad 49	S066		72.09		71.40		67.10	7.95 m	BR07084
C	Sideroad 49	S067		56.73		57.50		60.70	3.7 m	BR07083
B	Sideroad 49	S082		74.87		74.80		74.70	10.0 m	BR07095
C	Sideroad 49	S099		62.49		62.80		61.30	6.1 m	BR07094
C	Sideroad 49	S108		63.13		61.50		58.30	6.1 m	BR07089
B	Sideroad 49	S109		74.91		74.90		74.80	32.0 m	BR07090
C	Sideroad 49	S110		62.89		63.30		54.00	4.9 m	BR07091
C	Sideroad 49	S111		72.23		71.80		66.20	2.75 m	BR07092
C	Sideroad 49	S123		74.58		74.20		74.20	1.5, 1.5	BR07093
B	Sideroad 55	S078		74.98		75.00		74.90	8.0 m	BR07096
C	Sideroad 57	S072		72.73		72.40		69.50	6.1 m	BR07070
C	Sideroad 57	S075		36.67		38.90		39.70	3.1 m	BR07097
C	Sideroad 57	S076		68.48		66.80		38.00	3.3, 3.3	BR07099
C	Sideroad 57	S116		57.00		57.10		56.80	3.65 m	BR07124
C	Sideroad 61	S074		70.59		71.30		69.10	5.0 m	BR07069
B	Sideroad 61	S119		50.19		49.10		48.90	25.0 m	BR07122
C	Sideroad 71	S036	58.61		58.80		61.70		3.7 m	BR07048
C	Sideroad 71	S039	69.45		67.80		67.60		3.0 m	BR07045
C	Sideroad 75	S035	71.19		69.40		68.40		6.15 m	BR07042
C	Sdrd. 75 (replaced in 2019)	S043	56.55		56.10		98.70		2.2, 2.2	BR07144
C	Sdrd. 75 (replaced in 2019)	S126	65.89		62.40		99.10		2.2, 2.2	BR07155

SOUTHGATE STRUCTURES BY ROAD LOCATION, with Recent Trends in BCI									
B= Bridge	I.D.	B C I measure, by year of OSIM Inspection						Span	Keystone
C= Culvert	No.	2015	2016	2017	2018	2019	2020	Length	I.D.
Scheduled for upgrades per the 2021-2030 Capital Plan							(at time of AMP preparation)		
		S121		S071	2026				
2021		S108		S058	2025				
2021		S109		S034	2028				
2022		S033		S075	2028				
2023		S097		S076					
		S098		S085					
2027		S125		S114	2029				
				S119	2030				



## STRUCTURES by I.D. No.    Recent Trends in BCI

Location	I.D. No.	B C I measure, by year of OSIM Inspection						Span Length	Keystone I.D.
		2015	2016	2017	2018	2019	2020		
Road 8	S002	74.19		73.20		72.90		3.63 m	BR07014
Sideroad 19 (rehabil 2015)	S003	99.35		92.40		89.40		2.2 m	BR07141
Road 10	S004	71.71		70.50		68.40		3.7 m	BR07016
Road 10	S005	75.00		75.00		75.00		3.5 m	BR07149
Sideroad 21	S006	67.58		67.60		65.40		4.2 m	BR07010
Road 12	S007	70.48		69.90		66.20		9.2 m	BR07009
Road 12	S008	74.56		74.00		73.90		12.0 m	BR07022
Road 12	S009	57.44		53.70		58.30		12.2 m	BR07021
Sideroad 15	S010	69.63		68.20		69.40		12.2 m	BR07007
Sideroad 15	S011	74.98		74.60		74.50		3.5, 3.5	BR07006
Road 12	S012	74.07		74.00		73.60		13.6 m	BR07020
Road 12	S013	74.63		74.20		74.10		14.1 m	BR07005
Sideroad 13 (replaced in 2014)	S014	100.00		91.40		82.70		20.0 m	BR07019
Road 10	S015	73.66		73.50		73.60		18.4 m	BR07018
Road 8	S016	58.97		56.80		56.20		3.4 m	BR07040
Road 4	S017	71.33		69.90		73.40		9.25 m	BR07039
Sideroad 11	S018	74.77		74.60		74.10		6.6 m	BR07041
Road 10	S019	72.24		73.00		73.20		6.6, 6.0	BR07033
Road 10 (built in 2016)	S020	45.33		100.00		88.90		22.5 m	BR07034
Sideroad 7	S021	65.97		65.10		71.10		25.9 m	BR07036
Road 12	S022	63.80		62.30		64.50		6.0 m	BR07031
Road 12 (replaced in 2015)	S023	99.64		97.60		95.80		4.4 m	BR07146
Sideroad 7	S024	70.51		67.60		66.50		5.5 m	BR07029
Road 14	S025	71.67		71.50		71.30		3.6 m	BR07030
Road 14	S026	61.17		66.30		66.40		3.3 m	BR07028
Road 14 (replaced in 2015)	S027	100.00		97.40		94.90		3.6 m	BR07027
Sideroad 13	S028	74.64		74.60		74.60		5.5 m	BR07004
Road 14	S029	50.38		53.50		58.50		3.7 m	BR07026
Sideroad 15	S030	71.13		71.60		72.00		4.35 m	BR07008
Road 14	S031	35.65		30.30		29.90		3.5 m	BR07025
(replaced in 2020)	S031							new #	BR07149
Road 14	S032	74.96		59.00		59.10		3.6, 3.6	BR07023
Sideroad 21	S033	41.06		38.60		33.80		6.1 m	BR07011
Road 14	S034	63.76		51.10		46.90		3.7 m	BR07012
Sideroad 75	S035	71.19		69.40		68.40		6.15 m	BR07042
Sideroad 71	S036	58.61		58.80		61.70		3.7 m	BR07048
Road 24	S037	66.46		62.20		62.10		3.7 m	BR07044
Road 24 (replaced in 2017)	S038	26.54		100.00		97.50		3.048 m	BR07154
Sideroad 71	S039	69.45		67.80		67.60		3.0 m	BR07045
Sideroad 21	S040	73.49		72.20		72.60		3.7 m	BR07050
Road 26	S041	73.93		71.80		68.40		3.65 m	BR07046
Road 26	S042	75.00		75.00		73.90		4.2 m	BR07047
Sdrd. 75 (rebuilt in 2019)	S043	56.55		56.10		98.70		2.2, 2.2	BR07144





## STRUCTURES by I.D. No. Recent Trends in BCI

Location	I.D. No.	B C I measure, by year of OSIM Inspection						Span Length	Keystone I.D.
		2015	2016	2017	2018	2019	2020		
Road 24	S048	73.08		72.30		73.50		3.65 m	BR07055
Road 24	S049	72.22		72.20		75.70		4.05 m	BR07054
Sideroad 13 (rebuilt 2007)	S050	98.36		86.00		83.00		6.0 m	BR07060
Road 26	S051	57.14		49.00		54.10		3.7 m	BR07064
Road 26 (built 2009)	S052	91.88		84.40		81.20		21.0 m	BR07065
Road 26 (built 2008)	S053	80.46		78.40		84.80		7.0 m	BR07066
Road 24	S054	74.34		74.00		74.00		3.3 m	BR07052
Road 24	S055	51.06		50.90		51.00		2.2, 2.2	BR07150
Road 24	S056	71.60		69.30		66.70		3.7 m	BR07151
Sideroad 7 (replaced 2016)	S057		100.00	98.80	97.60	96.50	95.40	4.26 m	BR07062
Road 26	S058	45.62		37.80		42.60		3.6 m	BR07067
Sideroad 7 (rehabil 2016)	S059	72.58		76.10		75.30		32.9 m	BR07063
Road 26	S060	74.63		73.80		72.30		18, 18	BR07068
Road 26 (rebuilt 2009)	S061		89.03		86.50		84.30	6.0 m	BR07071
Road 26	S062		74.00		73.90		72.70	6.2 m	BR07073
Road 26 (rebuilt 2013)	S063		86.02		85.40		85.40	3.6 m	BR07072
Road 26	S064		67.77		66.30		61.20	8.0 m	BR07080
Road 26	S065		62.71		62.50		63.30	5.65 m	BR07079
Sideroad 49	S066		72.09		71.40		67.10	7.95 m	BR07084
Sideroad 49	S067		56.73		57.50		60.70	3.7 m	BR07083
Road 24	S068		72.51		71.20		70.40	8.0 m	BR07081
Road 22	S069		70.89		71.30		67.20	6.7 m	BR07082
Sideroad 47	S070		74.81		74.80		69.10	7.7 m	BR07085
Road 22	S071		41.22		41.10		43.10	5.5 m	BR07075
Sideroad 57	S072		72.73		72.40		69.50	6.1 m	BR07070
Road 22	S073		45.27		48.40		49.30	5.0 m	BR07074
Sideroad 61	S074		70.59		71.30		69.10	5.0 m	BR07069
Sideroad 57	S075		36.67		38.90		39.70	3.1 m	BR07097
Sideroad 57	S076		68.48		66.80		38.00	3.3, 3.3	BR07099
Road 14	S077		63.72		64.50		60.60	9.1 m	BR07113
Sideroad 55	S078		74.98		75.00		74.90	8.0 m	BR07096
Road 14	S079		57.97		58.70		52.90	9.7 m	BR07115
Road 14	S080		58.81		61.00		56.00	9.9 m	BR07116
Road 14	S081		50.38		53.70		48.90	8.9 m	BR07117
Sideroad 49	S082		74.87		74.80		74.70	10.0 m	BR07095
Sideroad 47	S083		69.68		68.40		68.10	13.7 m	BR07086
Sideroad 41	S084		57.49		57.50		58.00	8.0 m	BR07136
Road 14	S085		51.68		49.90		46.50	10.6 m	BR07118
Sideroad 41	S086		74.12		73.80		72.80	15.3 m	BR07134
Road 12	S093		73.58		71.80		72.40	6.1 m	BR07107



## STRUCTURES by I.D. No. Recent Trends in BCI

Location	I.D. No.	B C I measure, by year of OSIM Inspection						Span	Keystone
		2015	2016	2017	2018	2019	2020	Length	I.D.
Road 12	S094		74.38		73.60		71.30	3.67 m	BR07108
Road 12	S095		74.89		74.20		71.50	3.05 m	BR07109
Road 12 (replaced in 2011)	S096		93.66		91.60		90.10	4.0 m	BR07110
Road 12	S097		40.52		34.80		23.70	3.6 m	BR07111
Road 12	S098		31.25		34.70		20.60	3.6 m	BR07112
Sideroad 49	S099		62.49		62.80		61.30	6.1 m	BR07094
Road 10	S100		70.63		68.40		64.60	4.6 m	BR07121
Sideroad 47 (built 1992)	S101		74.82		74.80		74.80	8.1 m	BR07087
Road 8	S102		74.38		73.90		74.10	3.0 m	BR07125
Road 8	S103		72.33		72.40		72.30	7.95 m	BR07103
Sideroad 41	S104		71.51		71.30		70.60	9.25 m	BR07132
Sligo Road	S105		n/a		69.90		69.90	3.0 m	BR07076
Road 10	S106		73.11		72.30		70.10	4.8 m	BR07130
Sideroad 47	S107		52.83		51.70		51.20	22.4 m	BR07088
Sideroad 49	S108		63.13		61.50		58.30	6.1 m	BR07089
Sideroad 49	S109		74.91		74.90		74.80	32.0 m	BR07090
Sideroad 49	S110		62.89		63.30		54.00	4.9 m	BR07091
Sideroad 49	S111		72.23		71.80		66.20	2.75 m	BR07092
Road 8	S112		56.49		56.50		56.10	4.3 m	BR07102
Road 8	S113		65.68		65.50		64.50	22.3 m	BR07101
Road 4	S114		61.43		61.30		59.90	29.2 m	BR07129
Road 4	S115		73.51		73.50		73.30	4.2 m	BR07128
Sideroad 57	S116		57.00		57.10		56.80	3.65 m	BR07124
Road 4	S117		67.87		68.30		67.60	4.9 m	BR07127
Road 4 (replaced in 2019)	S118		26.34		27.40		98.10	2.35, 2.35	BR07156
Sideroad 61	S119		50.19		49.10		48.90	25.0 m	BR07122
Road 8	S120		75.00		75.00		74.80	6.0 m	BR07123
Road 4	S121	68.05		67.40		67.70		3.9 m	BR07037
Road 10	S122		74.64		71.70		71.70	1.6, 1.6	BR07139
Sideroad 49	S123		74.58		74.20		74.20	1.5, 1.5	BR07093
Road 10	S124	69.48		68.90		68.70		3.05 m	BR07017
Road 14	S125	45.03		41.10		39.10		1.8, 1.8	BR07024
Sdrd. 75 (replaced in 2019)	S126	65.89		62.40		99.10		2.2, 2.2	BR07155
Road 24	S127	66.79		66.80		70.50		2.45 m	BR07143
Feairs Drive	S128	56.08		47.70		49.40		1.7 m	BR07140
Eco Parkway, east of Ida	S129		74.76		74.80		74.80	1.8 m	BR07145
some structures are inspected on odd-numbered years									
remaining structures are inspected on even-numbered years									

## Township of Southgate

REPEATED from 2013 AMP

## WATERMAINS

Asset Number	Label	Description	Acquisition Date	Acquisition Year	Diameter (mm)	Length (m)	Acquisition Cost
						13,499.50	\$ 1,625,631
WA10000	P-31	Water Main - Alice Street	1/1/1960	1960	150	126.00	\$ 5,356
WA10001	P-39	Water Main - Artemesia Street	1/1/1960	1960	100	130.00	\$ 5,526
WA10001A	P-59	Water Main - Artemesia Street	1/1/1960	1960	100	157.50	\$ 6,695
WA10001B	P-60	Water Main - Artemesia Street	1/1/1990	1990	150	98.00	\$ 26,260
WA10001C	P-101	Water Main - Artemesia Street	1/1/1995	1995	150	147.50	\$ 40,066
WA10001D	P-100	Water Main - Artemesia Street	1/1/1995	1995	150	70.00	\$ 19,014
WA10002	P-102	Water Main - Bradley Street	1/1/1960	1960	150	98.50	\$ 4,187
WA10002A	P-71	Water Main - Bradley Street	1/1/1975	1975	150	79.50	\$ 8,655
WA10002B	P-82	Water Main - Bradley Street	1/1/1975	1975	150	103.50	\$ 11,268
WA10003	P-81	Water Main - Doyle Street	1/1/1960	1960	100	178.00	\$ 7,566
WA10004	P-49	Water Main - Dundalk Street	1/1/1960	1960	150	415.00	\$ 17,641
WA10005	P-51	Water Main - Glenelg Street	1/1/1960	1960	100	156.50	\$ 6,652
WA10005A	P-9	Water Main - Glenelg Street	1/1/1989	1989	150	120.00	\$ 31,366
WA10006	P-44	Water Main - Gold Street	1/1/1960	1960	100	98.00	\$ 4,166
WA10006A	P-45	Water Main - Gold Street	1/1/1960	1960	100	206.50	\$ 8,778
WA10007	P-50	Water Main - Grey Street	1/1/1960	1960	150	146.50	\$ 6,227
WA10007A	P-52	Water Main - Grey Street	1/1/1960	1960	150	104.00	\$ 4,421
WA10007B	P-53	Water Main - Grey Street	1/1/1960	1960	150	57.00	\$ 2,423
WA10007C	P-54	Water Main - Grey Street	1/1/1960	1960	150	51.00	\$ 2,168
WA10007D	P-70	Water Main - Grey Street	1/1/1960	1960	150	66.50	\$ 2,827
WA10007E	P-64	Water Main - Grey Street	1/1/1970	1970	100	111.50	\$ 3,727
WA10008	P-135	Water Main - Hagan Street	1/1/1960	1960	150	206.00	\$ 8,757
WA10009	P-83	Water Main - Holland Street	1/1/1960	1960	150	55.50	\$ 2,359
WA10010A	P-11	Water Main - Main Street	1/1/1960	1960	150	243.00	\$ 10,329
WA10010B	P-12	Water Main - Main Street	1/1/1960	1960	150	196.50	\$ 8,353
WA10010C	P-19	Water Main - Main Street	1/1/1960	1960	150	121.50	\$ 5,165
WA10010D	P-18	Water Main - Main Street	1/1/1960	1960	150	109.50	\$ 4,655
WA10010E	P-10	Water Main - Main Street	1/1/1960	1960	150	333.50	\$ 14,176
WA10010F	P-23	Water Main - Main Street	1/1/1960	1960	150	350.00	\$ 14,878
WA10010G	P-21	Water Main - Main Street	1/1/1960	1960	150	147.00	\$ 6,249
WA10010H	P-22	Water Main - Main Street	1/1/1960	1960	150	15.50	\$ 659
WA10010I	P-24	Water Main - Main Street	1/1/1960	1960	150	163.00	\$ 6,929
WA10010J	P-26	Water Main - Main Street	1/1/1960	1960	150	344.50	\$ 14,644
WA10010K	P-20	Water Main - Main Street	1/1/1960	1960	150	196.50	\$ 8,353
WA10010L	P-47	Water Main - Main Street	1/1/1960	1960	150	49.00	\$ 2,083
WA10010M	P-48	Water Main - Main Street	1/1/1960	1960	150	107.50	\$ 4,570
WA10010N	P-117	Water Main - Main Street	1/1/1960	1960	150	112.00	\$ 4,761
WA10010O	P-116	Water Main - Main Street	1/1/1960	1960	150	87.50	\$ 3,719
WA10011	P-99	Water Main - Mill Street	1/1/1960	1960	150	251.50	\$ 6,440
WA10012	P-35	Water Main - Osprey Street	1/1/1960	1960	150	125.50	\$ 5,335
WA10012A	P-66	Water Main - Osprey Street	1/1/1960	1960	150	195.50	\$ 8,310
WA10012B	P-65	Water Main - Osprey Street	1/1/1960	1960	150	211.50	\$ 8,990
WA10012C	P-69	Water Main - Osprey Street	1/1/1960	1960	150	100.50	\$ 4,272
WA10013	P-67	Water Main - Owen Sound Street	1/1/1960	1960	100	66.00	\$ 2,806
WA10013A	P-68	Water Main - Owen Sound Street	1/1/1960	1960	150	145.50	\$ 6,185
WA10013B	P-107	Water Main - Owen Sound Street	1/1/1960	1960	150	74.00	\$ 3,146
WA10013C	P-108	Water Main - Owen Sound Street	1/1/1960	1960	150	56.00	\$ 2,380
WA10014	P-41	Water Main - Proton Street	1/1/1960	1960	100	62.50	\$ 2,657
WA10014A	P-63	Water Main - Proton Street	1/1/1960	1960	150	116.50	\$ 4,952

## Township of Southgate

REPEATED from 2013 AMP

## WATERMAINS

Asset Number	Label	Description	Acquisition Date	Acquisition Year	Diameter (mm)	Length (m)	Acquisition Cost
WA10014B	P-57	Water Main - Proton Street	1/1/1960	1960	150	28.00	\$ 1,190
WA10014C	P-61	Water Main - Proton Street	1/1/1960	1960	150	210.50	\$ 8,948
WA10014D	P-62	Water Main - Proton Street	1/1/1960	1960	150	88.00	\$ 3,741
WA10015	P-37	Water Main - Rowe's Lane	1/1/1960	1960	100	90.00	\$ 3,826
WA10016	P-56	Water Main - Toronto Street	1/1/1960	1960	150	105.00	\$ 3,826
WA10017	P-30	Water Main - Victoria Street	1/1/1960	1960	150	351.50	\$ 14,941
WA10017A	P-34	Water Main - Victoria Street	1/1/1960	1960	150	137.50	\$ 5,845
WA10017B	P-38	Water Main - Victoria Street	1/1/1960	1960	150	15.00	\$ 638
WA10017C	P-40	Water Main - Victoria Street	1/1/1960	1960	150	109.00	\$ 4,633
WA10017D	P-36	Water Main - Victoria Street	1/1/1960	1960	150	75.00	\$ 3,188
WA10017E	P-32	Water Main - Victoria Street	1/1/1960	1960	150	221.00	\$ 9,394
WA10017F	P-86	Water Main - Victoria Street	1/1/1960	1960	150	19.50	\$ 829
WA10017G	P-87	Water Main - Victoria Street	1/1/1960	1960	150	171.50	\$ 7,290
WA10017H	P-104	Water Main - Victoria Street	1/1/1960	1960	150	107.00	\$ 4,548
WA10017I	P-105	Water Main - Victoria Street	1/1/1960	1960	150	86.00	\$ 3,656
WA10017J	P-91	Water Main - Victoria Street	1/1/1960	1960	150	150.00	\$ 6,376
WA10017K	P-125	Water Main - Victoria Street	1/1/1960	1960	150	40.00	\$ 1,700
WA10017L	P-126	Water Main - Victoria Street	1/1/1960	1960	150	55.50	\$ 2,359
WA10017M	P-16	Water Main - Victoria Street	1/1/1960	1960	150	334.00	\$ 5,058
WA10017N	P-125a	Water Main - Victoria Street	1/1/1989	1989			\$ 26,923
WA10017O	P-125b	Water Main - Victoria Street	1/1/1989	1989			\$ 29,275
WA10019A	P-43	Water Main - Young Street	1/1/1960	1960	150	146.50	\$ 6,227
WA10019B	P-134	Water Main - Young Street	1/1/1960	1960	200	72.50	\$ 2,827
WA10020	P-97	Water Main - McDowell Street	1/1/1979	1979	150	53.00	\$ 6,527
WA10020A	P-114	Water Main - McDowell Street	1/1/1979	1979	150	169.00	\$ 20,811
WA10020B	P-113	Water Main - McDowell Street	1/1/1979	1979	150	30.00	\$ 3,694
WA10021	P-74	Water Main - Pine Court	1/1/1975	1975	150	114.00	\$ 12,411
WA10022	P-133	Water Main - Trim Trends Service	1/1/1975	1975	150	8.00	\$ 8,457
WA10023	P-128	Water Main - Well No. 3	1/1/1975	1975	75	36.00	\$ 3,919
WA10023A	P-95	Water Main - Well No. 3	1/1/1975	1975	150	60.00	\$ 6,532
WA10023B	P-94	Water Main - Well No. 3	1/1/1975	1975	150	13.50	\$ 1,470
WA10023C	P-130	Water Main - Well No. 3	1/1/1975	1975	150	126.00	\$ 1,089
WA10023D	P-131	Water Main - Well No. 3	1/1/1975	1975	150	10.00	\$ 1,361
WA10023E	P-132	Water Main - Well No. 3	1/1/1975	1975	150	12.50	\$ 871
WA10023F	P-122	Water Main - Well No. 3	1/1/1975	1975	250	24.50	\$ 2,667
WA10023G	P-120	Water Main - Well No. 3	1/1/1975	1975	250	22.00	\$ 2,737
WA10023H	P-124	Water Main - Well No. 3	1/1/1975	1975	250	14.50	\$ 1,804
WA10023I	P-123	Water Main - Well No. 3	1/1/1975	1975	250	24.00	\$ 2,986
WA10023J	P-110	Water Main - Well No. 3	1/1/1975	1975	250	30.00	\$ 3,733
WA10025	P-98	Water Main - Braemore Street	1/1/1979	1979	150	125.50	\$ 15,455
WA10026	P-33	Water Main - Elm Street	1/1/1979	1979	100	34.00	\$ 4,187
WA10027	P-136	Water Main - Keppel Street	1/1/1979	1979	150	179.50	\$ 22,104
WA10028	P-4	Water Main - Hanbury Street	1/1/1989	1989	150	152.50	\$ 39,862
WA10029	P-5	Water Main - Bell Circle	1/1/1989	1989	150	201.00	\$ 52,539
WA10030	P-73	Water Main - Highpoint Street	1/1/1989	1989	150	81.50	\$ 21,303
WA10030A	P-75	Water Main - Highpoint Street (Stream Crossing)	1/1/1989	1989	150	81.00	\$ 21,172
WA10030B	P-78	Water Main - Highpoint Street	1/1/1989	1989	150	36.50	\$ 9,541
WA10030C	P-79	Water Main - Highpoint Street	1/1/1989	1989	150	82.00	\$ 21,434
WA10031	P-2	Water Main - Ida Street	1/1/1989	1989	150	124.50	\$ 32,543
WA10031A	P-3	Water Main - Ida Street	1/1/1989	1989	150	148.50	\$ 38,816

## Township of Southgate

REPEATED from 2013 AMP

## WATERMAINS

Asset Number	Label	Description	Acquisition Date	Acquisition Year	Diameter (mm)	Length (m)	Acquisition Cost
WA10031B	P-7	Water Main - Ida Street	1/1/1989	1989	150	38.50	\$ 10,063
WA10031C	P-8	Water Main - Ida Street	1/1/1989	1989	150	583.50	\$ 152,519
WA10031D		Water Main - Ida Street South To Eco Parkway	12/31/2008	2008			\$ 272,637
WA10032	P-6	Water Main - Morrow Circle	1/1/1989	1989	150	65.00	\$ 16,990
WA10033	P-29	Water Main - Russell Lane	1/1/1989	1989	150	125.50	\$ 32,804
WA10034	P-76	Water Main - Wilson Crescent	1/1/1989	1989	150	184.50	\$ 48,226
WA10034A	P-77	Water Main - Wilson Cresc	1/1/1989	1989	150	106.00	\$ 27,707
WA10035	P-106	Water Main - Nixon Street	1/1/1995	1995	150	91.00	\$ 24,719
WA10037	P-112	Water Main - Braemore West	1/1/2000	2000	150	104.00	\$ 33,027
WA10038		Water Main - Eco Parkway	12/31/2008	2008			\$ 44,287
WA10038		Water Main - Eco Parkway	12/31/2009	2009			\$ 44,287
	P-27	Water Main - Sinclair Street	1993	1993	150	181.00	
	P-28	Water Main - Sheffield Street	1993	1993	150	450.00	
	P-80	Water Main - McGregor Court	1989	1990			

## TOWNSHIP OF SOUTHGATE

## STORM SEWER LISTING

OID	Asset Description	Asset ID	Asset Material	Diameter	Length	
00042ee4-ceb7-43cd-89d5-42beb7dce8aa	Sewerline (Storm)	CO-17	CON	400	93.3	93.3
02e396d4-c94f-4495-b0cf-1146b1110554	Sewerline (Storm)	CO-99	PVC	250	72.5	72.5
08d40412-5f94-4189-b468-9dcefc951ce5	Sewerline (Storm)	CO-79	ASBECEME	200	75	75
08d59e33-347f-4c05-b24a-5852d464b9ee	Sewerline (Storm)	CO-124	ASBECEME	200	76.2	76.2
09196532-3b9d-418e-ade0-2d069b5230bf	Sewerline (Storm)	CO-39	ASBECEME	200	121	121
0ad0aa86-e0f6-450c-bd7e-abccce3368ab	Sewerline (Storm)	CO-55	ASBECEME	200	121.6	121.6
0b8ce3c2-637f-450c-84bf-691ed0d122f1	Sewerline (Storm)	CO-128	ASBECEME	200	31.7	31.7
0ba2ed98-c184-45c5-a00d-dd81d0bfaf45	Sewerline (Storm)	CO-82	ASBECEME	200	134.7	134.7
0bfd1af6-9df7-4b27-98b3-ff4f8ba4ea32	Sewerline (Storm)	CO-130	PVC	200	82	82
0e40e130-fd87-459c-b280-366377423505	Sewerline (Storm)	CO-111	PVC	250	15.8	15.8
0ebffeff-268d-4fc0-9578-1afd12d615f2	Sewerline (Storm)	CO-23	ASBECEME	250	111.9	111.9
0f30c345-9327-41aa-bcd6-40e3e976120e	Sewerline (Storm)	CO-73	ASBECEME	200	110.3	110.3
0fb03a65-d3a0-4a9c-a537-c41bb3edbfd9	Sewerline (Storm)	CO-63	ASBECEME	200	68.9	68.9
10c5de0c-251f-4b69-a986-6fb534acc85a	Sewerline (Storm)	CO-53	ASBECEME	300	97.5	97.5
10ca4a38-f5ff-4dc0-a623-653aa8a7a01e	Sewerline (Storm)	CO-61	ASBECEME	200	149.4	149.4
1313c2da-0c99-4ced-b258-607d9c25d194	Sewerline (Storm)	CO-92	ASBECEME	200	72.2	72.2
14a9683f-fa81-4570-9434-15f9f9f0a589	Sewerline (Storm)	CO-26	ASBECEME	250	121	121
14d1ebf9-a461-4ba3-a677-22edecf3bcab	Sewerline (Storm)	CO-16	CON	600	110.1	110.1
16281923-d73b-4058-9654-4c881140e44a	Sewerline (Storm)	CO-49	ASBECEME	250	91.7	91.7
17a4beb4-9712-4ad5-b94d-268c107de8b5	Sewerline (Storm)	CO-20	CON	350	93	93
1935c953-266d-4435-851e-491360deccf0	Sewerline (Storm)	CO-103	CON	600	13.3	13.3
1b4087fb-3844-4c21-b0a5-0af1e1a4ca9d	Sewerline (Storm)	CO-25	ASBECEME	200	117	117
1dd03b35-e39f-4045-8c12-74af7057f968	Sewerline (Storm)	CO-64	ASBECEME	250	121.6	2,101.70 121.6
1fe152dc-24ce-4608-84e9-b1b6c32eb897	Sewerline (Storm)	CO-70	ASBECEME	250	82.3	82.3
2117a0e4-b86a-4c33-9bd6-4046b715c49c	Sewerline (Storm)	CO-5	CON	600	99.4	99.4
238ca233-3281-4d2f-a1c2-4ed2a30f72b5	Sewerline (Storm)	CO-34	ASBECEME	250	128	128
2494219b-123c-47cf-9b10-1d35b2ec6b9d	Sewerline (Storm)	CO-51	ASBECEME	250	93.6	93.6
25493edd-b89e-4ce4-8466-96cb842db176	Sewerline (Storm)	CO-119	PVC	200	99.2	99.2
283da965-982d-45a7-bb61-b182a8768dc7	Sewerline (Storm)	CO-42	ASBECEME	200	39.9	39.9
29adf036-ddd0-40bf-b5ed-15a91141757d	Sewerline (Storm)	CO-59	ASBECEME	200	114.9	114.9
2db6d7cb-abf3-4728-be22-3c52358af72a	Sewerline (Storm)	CO-68	ASBECEME	200	100	100
308c137f-474c-40bb-8108-fee033f7e7b2	Sewerline (Storm)	CO-78	ASBECEME	200	107.9	107.9
31872cec-c1d8-40f8-9e4c-82bd63785c89	Sewerline (Storm)	CO-141	ASBECEME	250	12.2	12.2
35c4711a-033c-4934-8b5c-d539d6b721fe	Sewerline (Storm)	CO-7	CON	600	102.7	102.7
366afdfc-114b-4d5e-b795-676ce9ce4a81	Sewerline (Storm)	CO-32	ASBECEME	250	107.3	107.3
3c0552b3-8aaa-4404-9919-1fe3d4cbc9f9	Sewerline (Storm)	CO-40	ASBECEME	300	121	121
3c9570a2-6931-43f6-88bc-3cd242dadeea	Sewerline (Storm)	CO-60	ASBECEME	200	111.6	111.6
3da75954-8a40-4460-a206-5417a37a6ada	Sewerline (Storm)	CO-57	ASBECEME	200	93	93
40ac63ef-cea5-478d-93cc-1d8155311ea3	Sewerline (Storm)	CO-134	PVC	200	88.4	88.4
43426dc0-e802-4da0-ad78-0de395453bcc	Sewerline (Storm)	CO-67	ASBECEME	250	113.4	113.4
458e1bc9-b2bd-4931-a794-7f0e54620e16	Sewerline (Storm)	CO-12	CON	500	128	128
48774c77-15a8-4f2f-897d-8658d2203ace	Sewerline (Storm)	CO-114	PVC	200	47.9	47.9
49afda98-a001-4397-8c73-43645316a361	Sewerline (Storm)	CO-18	CON	400	97.5	97.5
49b0753e-5a99-4a28-a214-b75a0402d071	Sewerline (Storm)	CO-21	ASBECEME	300	122.5	122.5
4aa8a063-3f6c-44cc-8345-5da7d4ec68bc	Sewerline (Storm)	CO-52	ASBECEME	300	100	100
4b1c1287-76fb-4859-b856-403550fa512e	Sewerline (Storm)	CO-41	ASBECEME	200	49.1	2,159.80 49.1
52831b8a-c08c-4102-a84b-edeb43cc14d7	Sewerline (Storm)	CO-126	ASBECEME	200	86	86
5292c9e9-eb61-4725-8c49-ca0e98bc5378	Sewerline (Storm)	CO-104	PVC	250	104.2	104.2

## TOWNSHIP OF SOUTHGATE

## STORM SEWER LISTING

OID	Asset Description	Asset ID	Asset Material	Diameter	Length	
5303cf2d-2b8c-4fe2-9763-246ec63fc891	Sewerline (Storm)	CO-65	ASBECEME	250	116.7	116.7
54527d55-8e8d-4e87-a16a-3b5babd41c96	Sewerline (Storm)	CO-121	PVC	200	57.1	57.1
54da512e-57f7-4ae5-a6d1-223e57115c76	Sewerline (Storm)	CO-35	ASBECEME	200	86.6	86.6
55262000-4515-45e3-8fc9-3662c8e43e95	Sewerline (Storm)	CO-69	ASBECEME	250	79.2	79.2
571fdd8-3241-442f-8b3c-c4fc8c2c0073	Sewerline (Storm)	CO-144	ASBECEME	250	97.5	97.5
58d5a4d5-ceb1-47cd-927d-05ec94f6c624	Sewerline (Storm)	CO-132	PVC	200	128.3	128.3
5adf3cf5-2714-42f7-8c40-057462a66c24	Sewerline (Storm)	CO-131	PVC	200	98.5	98.5
5b67c725-4bc8-4b33-af94-c440b44bf52d	Sewerline (Storm)	CO-80	ASBECEME	200	68.3	68.3
5c54f9dd-49e6-4755-9178-4432db64d20b	Sewerline (Storm)	CO-36	ASBECEME	200	72.5	72.5
5ee0e72-490c-4d9f-acb4-50aeebe35966	Sewerline (Storm)	CO-142	ASBECEME	250	71.6	71.6
60ff6f65-e596-4fc4-8179-776e76a98786	Sewerline (Storm)	CO-1	CON	600	94.8	94.8
61bf20f3-bf04-4408-8182-1cc2b3da6cf5	Sewerline (Storm)	CO-11	CON	500	120.1	120.1
66be6df2-1cce-4b19-8418-532151fbd543	Sewerline (Storm)	CO-47	ASBECEME	200	103.3	103.3
68168432-f8b8-44ef-ab95-d2794fd3d09f	Sewerline (Storm)	CO-93	ASBECEME	200	148.4	148.4
68c923f7-8b9f-42e2-8361-7a33320edd4d	Sewerline (Storm)	CO-143	ASBECEME	250	85	85
69f013d2-9c22-47ee-837b-9d367eb8f5ba	Sewerline (Storm)	CO-108	PVC	250	89.9	89.9
708d00de-f1ea-4a1b-8be6-3e55f92737d1	Sewerline (Storm)	CO-105	PVC	250	82.3	82.3
724e4a73-784b-4237-923f-2e4ed4fc3b8f	Sewerline (Storm)	CO-62	ASBECEME	200	79.2	79.2
7276730a-5aa2-4e13-b1b2-4ef95d254701	Sewerline (Storm)	CO-10	CON	600	79.9	79.9
7366e1d9-0342-4a2b-803c-4d36a8712ac7	Sewerline (Storm)	CO-115	PVC	200	109.7	109.7
74120d03-7d39-4504-bb3d-31bd72361d1e	Sewerline (Storm)	CO-117	PVC	200	53.5	53.5
84688118-9500-4c89-a6b1-9367c3b7da0f	Sewerline (Storm)	CO-6	CON	600	104.5	2,217.10 104.5
886b975a-45d4-4205-8d4d-672ccdb26939	Sewerline (Storm)	CO-123	PVC	200	94.1	94.1
889e528a-a9f7-4221-805d-c391e617385c	Sewerline (Storm)	CO-85	ASBECEME	250	113.4	113.4
89cba74c-faf2-428b-89ca-c89ee7ede9d7	Sewerline (Storm)	CO-145	ASBECEME	250	97.5	97.5
8a268a4d-149c-49bc-9069-9cb26b306c99	Sewerline (Storm)	CO-13	CON	500	65.5	65.5
8cca4b91-50a0-475a-a9ba-27c590aacc9c	Sewerline (Storm)	CO-83	ASBECEME	200	113.4	113.4
8cd04682-0bc4-4bbf-921b-ee514880230f	Sewerline (Storm)	CO-140	PVC	200	89.3	89.3
8d3ff0f1-927a-40d6-a413-96ce0a06b20c	Sewerline (Storm)	CO-106	PVC	250	82.3	82.3
91eb8853-1ed5-45a2-96e7-59dbf31e017f	Sewerline (Storm)	CO-56	ASBECEME	150	127.1	127.1
964d7b5f-fc96-4c9f-a071-c71ee18ad9e3	Sewerline (Storm)	CO-136	PVC	200	118	118
96d37a2c-26c5-45cd-8a51-674dced94303	Sewerline (Storm)	CO-15	CON	500	73.5	73.5
9b2474b8-823d-4a9f-aac5-9c863fe5feac	Sewerline (Storm)	CO-54	ASBECEME	200	120.1	120.1
9b883c41-6381-4146-85d5-11a784bc2755	Sewerline (Storm)	CO-77	ASBECEME	200	116.4	116.4
9f6d7b4e-997b-4861-8887-abfd1a46432e	Sewerline (Storm)	CO-66	ASBECEME	250	95.4	95.4
9fad733b-dbf4-4468-9f23-630df7731f3c	Sewerline (Storm)	CO-109	PVC	250	8.5	8.5
a28f0d1e-9ef6-4680-ab2c-ac36a2bf14c6	Sewerline (Storm)	CO-4	CON	600	104.5	104.5
a4ba5704-3f7e-4527-b3d7-9aee1d296e19	Sewerline (Storm)	CO-38	ASBECEME	200	122.5	122.5
a5c3ecfc-aadd-43dc-a0e0-3e57a4794855	Sewerline (Storm)	CO-45	ASBECEME	250	111.9	111.9
a6b623a2-fc6c-454f-8c00-711ec8e0097d	Sewerline (Storm)	CO-27	ASBECEME	250	111.9	111.9
a7023488-51ed-423b-97dc-5af2015a4f59	Sewerline (Storm)	CO-24	ASBECEME	200	121	121
a8958b9a-6aac-4df4-a2d0-09093ccea9cf	Sewerline (Storm)	CO-127	ASBECEME	200	76.2	76.2
aabce4e0-c670-4a50-848c-94eaaa4277da	Sewerline (Storm)	CO-135	PVC	200	37.8	37.8
ab1c1984-273a-47cf-b39a-ae125bf1ed98	Sewerline (Storm)	CO-84	ASBECEME	200	69.8	69.8
acb33e03-505a-44b5-bf2f-1685c44cc1d9	Sewerline (Storm)	CO-120	PVC	200	48.4	48.4
aed9378b-12bf-470e-a7c5-5945d9eccccf	Sewerline (Storm)	CO-50	ASBECEME	250	75.6	2,194.10 75.6
aedab027-2e38-4901-9bf3-5183ea9a6e75	Sewerline (Storm)	CO-125	ASBECEME	200	25.6	25.6
afa50cd3-e818-4d3e-82c2-da43109dfe7b	Sewerline (Storm)	CO-94	ASBECEME	250	121	121

## TOWNSHIP OF SOUTHGATE

## STORM SEWER LISTING

OID	Asset Description	Asset ID	Asset Material	Diameter	Length	
b00b4488-89f1-4eaa-a6a3-5078c0fc20d2	Sewerline (Storm)	CO-90	ASBECOME	200	167.3	167.3
b274ba1e-7847-4621-b69a-d9b8d597e4a3	Sewerline (Storm)	CO-91	ASBECOME	200	12.8	12.8
b5e35246-c901-4bad-bb8f-d3780aa106b8	Sewerline (Storm)	CO-102	CON	600	95.8	95.8
b7068438-d4c1-4a59-9ca1-3606c09f0bdf	Sewerline (Storm)	CO-100	PVC	250	72.8	72.8
bd225854-4c70-4d02-aab4-00b39dfc91f8	Sewerline (Storm)	CO-133	PVC	200	21	21
be62b309-f14f-4207-98c8-58d3a168aec8	Sewerline (Storm)	CO-113	PVC	200	61	61
c0c73a95-7a7a-46ab-8655-b841fdac2d3b	Sewerline (Storm)	CO-118	PVC	200	61.5	61.5
c32fb111-ae17-4b17-9d98-df75d32685e8	Sewerline (Storm)	CO-101	PVC	250	46.6	46.6
c4266b7b-5341-4262-abdf-c85f64483fc9	Sewerline (Storm)	CO-137	ASBECOME	200	36.3	36.3
c467023c-4b59-46af-b6a7-99dc3b01de1e	Sewerline (Storm)	CO-19	CON	350	107.3	107.3
c4c6dfbf-de1a-406c-8277-c916936c209c	Sewerline (Storm)	CO-107	ASBECOME	200	100.6	100.6
c7db4546-9a19-4676-a56d-721c8306a0b9	Sewerline (Storm)	CO-44	ASBECOME	200	42.7	42.7
c8cbc107-d648-46f2-aaaa-177ce7e16cb9	Sewerline (Storm)	CO-138	ASBECOME	200	86	86
caf476a9-eccf-474a-b8de-aaa23f24afe4	Sewerline (Storm)	CO-28	ASBECOME	250	116.4	116.4
cd88ce42-cc28-4688-be89-06af1a77f2dc	Sewerline (Storm)	CO-71	ASBECOME	200	106.1	106.1
d01fec4a-9186-4b68-879c-f35951a072dd	Sewerline (Storm)	CO-146	ASBECOME	250	118.9	118.9
d0de71e6-8b27-4073-a9e6-b7adc9bfb0cf	Sewerline (Storm)	CO-96	ASBECOME	200	54.9	1,454.60 54.9
d806d7c2-e00d-451c-a541-524bf2e4a1fb	Sewerline (Storm)	CO-110	PVC	250	13.1	13.1
d9692dd9-9d54-49b3-a640-dbc150a7b378	Sewerline (Storm)	CO-81	ASBECOME	200	107.3	107.3
d9c5647c-c678-4504-8005-00ae717e4dcf	Sewerline (Storm)	CO-58	ASBECOME	200	101.5	101.5
db9a69f4-679a-4b88-8b39-2a61e8ce9fff	Sewerline (Storm)	CO-3	CON	600	111.9	111.9
dcae8ac7-d31c-4904-b353-b73b08d5a615	Sewerline (Storm)	CO-74	ASBECOME	200	52.7	52.7
e06e6448-23ae-4b84-8069-d82db9b342f5	Sewerline (Storm)	CO-8	CON	600	92.7	92.7
e0bfd4d4-eeca-4c47-9424-6dfa0a225ec6	Sewerline (Storm)	CO-95	ASBECOME	250	126.2	126.2
e0df44dc-5ca6-40f2-b0d8-8c23a463eb42	Sewerline (Storm)	CO-29	ASBECOME	250	111.9	111.9
e326b8df-01c1-4048-8352-3b63be2c5b8b	Sewerline (Storm)	CO-31	ASBECOME	250	106.7	106.7
e3848433-53b1-4f9b-a8de-6bff0b7f48f7	Sewerline (Storm)	CO-116	PVC	200	14.4	14.4
e4c9eee3-bda8-4c72-b5ec-4a40623f7687	Sewerline (Storm)	CO-72	ASBECOME	200	100.3	100.3
e5f04b17-db6b-49b0-a56f-fba18a09a348	Sewerline (Storm)	CO-129	PVC	200	98.8	98.8
e8c63b7c-5ab5-443b-ba53-b084b76eb77d	Sewerline (Storm)	CO-2	CON	600	110.9	110.9
ebb77b97-7781-4c65-9815-b06e5d2d19dd	Sewerline (Storm)	CO-14	CON	500	75	75
f0e1a708-bf9a-4cb5-a994-62fcc9432c4	Sewerline (Storm)	CO-75	ASBECOME	200	57.6	57.6
f2bca13c-88c6-4d0a-b347-099e24642980	Sewerline (Storm)	CO-30	ASBECOME	250	56.7	56.7
f32b52e1-57bc-4178-8f8e-164e7c9cfb67	Sewerline (Storm)	CO-22	ASBECOME	300	121.6	121.6
f6c7c01d-df6d-45fa-bdaa-4d14a90c1a1e	Sewerline (Storm)	CO-139	PVC	200	80.2	80.2
f7a4d55b-4ee5-4ffb-af7d-1ccc319ee45b	Sewerline (Storm)	CO-48	ASBECOME	250	80.2	80.2
faf697a2-d6a3-40c9-b915-a65513f5f293	Sewerline (Storm)	CO-33	ASBECOME	250	117	117
fb1e293b-515d-4a00-81b7-b4b84f0e9041	Sewerline (Storm)	CO-76	ASBECOME	200	15.8	1,752.50 15.8

<b>11,879.80</b>
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		Building Replacement Costs Analysis							
		Month:	September	Year:	2022				
Facility Name				Dundalk Arena & Community Centre			Original Construction Date		
Facility Address				550 Main St. East, Dundalk			1974		
							Asset Life in Years		
Building Dimensions (feet)		100	x	250					
	2nd Storey	50	x	100					
							75		
Building Area (sq. ft.)				30,000			Calculated Bldg End of Life		
Replacement Cost per Square Foot					\$ 400		2049		
Asset Notes:		>Ice refrigeration system upgraded 10 years ago.			Building Condition Options on Asset Life Remaining (ALR)		Present Building Structural Condition		
> Site of EarlyOn Daycare Centre constructed in 2020									
> Elevator Lift installed in 2020		>Roof upgraded over Auditorium in 2020			Excellent >75% ALR)		Fair		
> Upgrades 2nd floor auditorium for recreation and meeting uses in 2020.					Good (40% to 74% ALR)		Present Building Internal Condition		
Staff Comments or Recommendations:					Fair (15% to 39% ALR)				
> Structural upgrades required to wooden posts.					Poor (>14% ALR)		Good		
							Roof Condition		
Total Replacement Cost					\$ 12,000,000		Good		
Building Components		Descriptions		Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years		
	Calculated Life Remaining Based on Date of Construction and Asset Life							27	
Building Exterior				43%	\$ 5,160,000		18	2040	
Building Interior				25%	\$ 3,000,000		6	2028	
Mechanical				7%	\$ 840,000		5	2027	
Plumbing				5%	\$ 600,000		-	2022	
Roof				10%	\$ 1,200,000		25	2047	
Electrical				10%	\$ 1,200,000		16	2038	
Other Building specific features:		Tables & Chairs			\$ -		-	2022	
Other Building specific features:		Hockey Program Equipment			\$ -		-	2022	
Other Building specific features:		Olympia Ice-Resurfacer			\$ -		3	2022	
	Total			100%	\$ 12,000,000				

Building Replacement Costs Analysis							
Month:		September	Year:		2022		
Facility Name	WAITING ON DETAILS FROM DOMM TO COMPLETE THIS ASSET.		Dundalk Pool & Change House			Original Construction Date	
Facility Address			250 Owen Sound St, Dundalk			1967	
Building Dimensions (feet)	89	x	20			Asset Life in Years	
						70	
Building Area (sq. ft.)			1,780			Calculated Bldg End of Life	
Replacement Cost per Square Foot				\$ 400		2037	
Asset Notes:	> 60 ft of 89 being renovated.		Building Condition Options on Asset Life Remaining (ALR)			Present Building Structural Condition	
			Excellent >75% ALR)			Fair	
			Good (40% to 74% ALR)			Present Building Internal Condition	
			Fair (15% to 39% ALR)				
			Poor (>14% ALR)			Roof Condition	
Total Replacement Cost				\$ 712,000			
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years		
Calculated Life Remaining Based on Date of Construction and Asset Life							15
Building Exterior		43%	\$	-			2022
Building Interior		10%	\$	-			2022
Mechanical		7%	\$	-			2022
Plumbing		20%	\$	-			2022
Roof		10%	\$	-			2022
Electrical		10%	\$	-			2022
Other Building specific features:			\$	-			2022
Other Building specific features:			\$	-			2022
Total		100%	\$	-			

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Frank MacIntyre Building	
Facility Address				250 Owen Sound St, Dundalk	
Building Dimensions (feet)				74	x 30
Building Area (sq. ft.)				2,220	
Replacement Cost per Square Foot				\$ 225	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 499,500	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					60
Building Exterior		43%	\$	-	2022
Building Interior		25%	\$	-	19 2041
Mechanical		7%	\$	-	8 2030
Plumbing		5%	\$	-	25 2047
Roof		10%	\$	-	21 2043
Electrical		10%	\$	-	30 2052
Other Building specific features:	Tables & Chairs		\$	-	2022
Other Building specific features:	Patio Area		\$	-	2022
Total		100%	\$	-	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name		Lions Pavilion		Original Construction Date	
Facility Address		250 Owen Sound St, Dundalk		1977	
Building Dimensions (feet)		40	x	80	Asset Life in Years
					70
Building Area (sq. ft.)				3,200	Calculated Bldg End of Life
Replacement Cost per Square Foot				\$ 180	2047
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR)	Present Building Structural Condition
				Excellent >75% ALR)	Fair
				Good (40% to 74% ALR)	Present Building Internal Condition
Staff Comments or Recommendations:				Fair (15% to 39% ALR)	
				Poor (>14% ALR)	
					Roof Condition
Total Replacement Cost				\$ 576,000	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					25
Building Exterior		43%	\$	247,680	- 2022
Building Interior		25%	\$	144,000	- 2022
Mechanical		7%	\$	40,320	- 2022
Plumbing		5%	\$	28,800	- 2022
Roof		10%	\$	57,600	- 2022
Electrical		10%	\$	57,600	- 2022
Other Building specific features:	Tables & Chairs (shared with Arena)		\$	-	- 2022
Other Building specific features:			\$	-	- 2022
Total		100%	\$	576,000	

Building Replacement Costs Analysis								
		<b>Month:</b>	September	<b>Year:</b>	2022			
Facility Name				Olde Town Hall				<b>Original Construction Date</b>
Facility Address				80 Main St E, Dundalk				1905
								<b>Asset Life in Years</b>
Building Dimensions (feet)		40		x		50		70
								<b>Calculated Bldg End of Life</b>
Building Area (sq. ft.)						6,000		1975
<b>Replacement Cost per Square Foot</b>						<b>\$ 400</b>		
<b>Asset Notes:</b>		> Sold in 2022				<b>Building Condition Options on Asset Life Remaining (ALR)</b>		<b>Present Building Structural Condition</b>
> Township leasing cultural space in 2023						Excellent >75% ALR)		Poor
						Good (40% to 74% ALR)		<b>Present Building Internal Condition</b>
						Fair (15% to 39% ALR)		
<b>Staff Comments or Recommendations:</b>						Poor (>14% ALR)		
								<b>Roof Condition</b>
<b>Total Replacement Cost</b>						<b>\$ 2,400,000</b>		
<b>Building Components</b>		<b>Descriptions</b>		<b>Percent of Building Cost</b>		<b>Amount in Dollars</b>		<b>Useful Asset Life Remaining in Years</b>
	<b>Calculated Life Remaining Based on Date of Construction and Asset Life</b>							0
Building Exterior				43%		\$ 1,032,000		- 2022
Building Interior				25%		\$ 600,000		- 2022
Mechanical				7%		\$ 168,000		- 2022
Plumbing				5%		\$ 120,000		- 2022
Roof				10%		\$ 240,000		- 2022
Electrical				10%		\$ 240,000		- 2022
Other Building specific features:		Tables & Chairs (shared with Arena)				\$ -		- 2022
Other Building specific features:						\$ -		- 2022
<b>Total</b>				<b>100%</b>		<b>\$ 2,400,000</b>		

Building Replacement Costs Analysis							
		<b>Month:</b>	September	<b>Year:</b>	2022		
Facility Name				Public Library & Community Services Building		<b>Original Construction Date</b>	
Facility Address				80 Proton St, Dundalk		2010	
						<b>Asset Life in Years</b>	
Building Dimensions (feet)		106	x	62		70	
						<b>Calculated Bldg End of Life</b>	
Building Area (sq. ft.)				6,572			
<b>Replacement Cost per Square Foot</b>				<b>\$ 225</b>		2080	
<b>Asset Notes:</b>		> HVAC Upgrade		<b>Building Condition Options on Asset Life Remaining (ALR)</b>		<b>Present Building Structural Condition</b>	
				Excellent >75% ALR)		Excellent	
				Good (40% to 74% ALR)		<b>Present Building Internal Condition</b>	
<b>Staff Comments or Recommendations:</b>				Fair (15% to 39% ALR)			
				Poor (>14% ALR)			
						<b>Roof Condition</b>	
<b>Total Replacement Cost</b>				<b>\$ 1,478,700</b>			
<b>Building Components</b>		<b>Descriptions</b>	<b>Percent of Building Cost</b>	<b>Amount in Dollars</b>		<b>Useful Asset Life Remaining in Years</b>	
	<b>Calculated Life Remaining Based on Date of Construction and Asset Life</b>					58	
Building Exterior			43%	\$ 635,841		25	2047
Building Interior			25%	\$ 369,675		25	2047
Roof			10%	\$ 147,870		25	2047
Electrical			10%	\$ 147,870		25	2047
Plumbing			5%	\$ 73,935		25	2047
Mechanical		1 of 2 HVAC Unit replaced 2019	7%	\$ 103,509		25	2047
Other Building specific features:		Ground Heat		\$ -			2022
Other Building specific features:		Grey Water Sewer		\$ -			2022
<b>Total</b>				<b>\$ 1,478,700.00</b>			

Building Replacement Costs Analysis								
		Month:	September	Year:	2022			
Facility Name				Dundalk Fire Hall			Original Construction Date	
Facility Address				85 Dundalk St, Dundalk			2003	
							Asset Life in Years	
Building Dimens	Fire Bays	45	x	109				
		45	x	39				
							70	
Building Area (sq. ft.)				8,415			Calculated Bldg End of Life	
Replacement Cost per Square Foot				\$ 134			2073	
Asset Notes: > Front door replaced in 2022, Fire Hall Furnace replaced 2022				Building Condition Options on Asset Life Remaining (ALR)		Present Building Structural Condition		
> In Garage CO Exhaust system replaced 2022						Good		
> EMS Furnace to be replaced 2023						Present Building Internal Condition		
Staff Comments or Recommendations:								
						Roof Condition		
Total Replacement Cost				\$ 1,130,625.00				
Building Components		Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years		
	Calculated Life Remaining Based on Date of Construction and Asset Life						51	
Building Exterior			43%	\$ 486,169		13	2035	
Building Interior			25%	\$ 282,656		16	2038	
Mechanical			10%	\$ 113,063		6	2028	
Plumbing		Original	10%	\$ 113,063		16	2038	
Roof		Original	5%	\$ 56,531		21	2043	
Electrical			7%	\$ 79,144		21	2043	
Other Building specific features:				\$ -			2022	
Other Building specific features:				\$ -			2022	
		Total		100%	\$ 1,130,625.00			

Building Replacement Costs Analysis								
Month:		September		Year:		2022		
Facility Name				Dundalk Public Works Garage				Original Construction Date
Facility Address				75 Dundalk St N, Dundalk				1995
Building Dimensions (feet)				81	x	42		Asset Life in Years
								70
Building Area (sq. ft.)						3,402		Calculated Bldg End of Life
Replacement Cost per Square Foot						\$ 150.00		2065
Asset Notes:						Building Condition Options on Asset Life Remaining (ALR)		Present Building Structural Condition
						Excellent >75% ALR)		Good
						Good (40% to 74% ALR)		Present Building Internal Condition
Staff Comments or Recommendations:						Fair (15% to 39% ALR)		
						Poor (>14% ALR)		
								Roof Condition
Total Replacement Cost						\$ 510,300.00		
Building Components		Descriptions		Percent of Building Cost		Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life								
								43
Building Exterior				43%		\$ -		25 2047
Building Interior				25%		\$ -		25 2047
Mechanical				10%		\$ -		25 2047
Plumbing				10%		\$ -		25 2047
Roof				5%		\$ -		25 2047
Electrical				7%		\$ -		25 2047
Other Building specific features:						\$ -		
Other Building specific features:						\$ -		
Total				100%		\$ -		



Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Maple Grove Cemetary Mortuary Building	
Facility Address				180199 Grey Rd 9, Dundalk	
Building Dimensions (feet)				20	x 30
Building Area (sq. ft.)				600	
Replacement Cost per Square Foot				\$ 200.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 120,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					2
Building Exterior	Brick siding	70%	\$	84,000.00	- 2022
Building Interior	Original	10%	\$	12,000.00	- 2022
Roof	Metal Roof	20%	\$	24,000.00	- 2022
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total		100%	\$	120,000.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Maple Grove Cemetary Garage Building	
Facility Address				180199 Grey Rd 9, Dundalk	
Building Dimensions (feet)				24	x 30
Building Area (sq. ft.)				720	
Replacement Cost per Square Foot				\$ 50.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 36,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					49
Building Exterior		70%	\$	25,200.00	25 2047
Building Interior		10%	\$	3,600.00	25 2047
Roof		20%	\$	7,200.00	25 2047
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total				\$ 36,000.00	

Building Replacement Costs Analysis						
		Month:	September	Year:	2022	
Facility Name				Hopeville Admin Offices		Original Construction Date
Facility Address				185667 Grey Rd 9, Dundalk		1988
						Asset Life in Years
Building Dimensions (feet)		35		x	68	70
						Calculated Bldg End of Life
Building Area (sq. ft.)					2,380	2058
Replacement Cost per Square Foot					\$ 265.00	
Asset Notes: > North roof replaced in 2019					Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR) Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	Present Building Structural Condition
> South roof replaced in 2013		> LED Light Upgrades 2019				Good
> Security system 2020						Present Building Internal Condition
> Attic insulation 2020						
Staff Comments or Recommendations:						
						Roof Condition
Total Replacement Cost					\$ 630,700.00	
Building Components		Descriptions		Percent of Building Cost	Amount in Dollars	Useful Asset Life Remaining in Years
	Calculated Life Remaining Based on Date of Construction and Asset Life					36
Building Exterior				43%	\$ 271,201.00	32 2054
Building Interior				25%	\$ 157,675.00	- 2022
Roof				10%	\$ 63,070.00	34 2056
Electrical				10%	\$ 63,070.00	22 2044
Plumbing				5%	\$ 31,535.00	- 2022
Mechanical				7%	\$ 44,149.00	- 2022
Other Building specific features:					\$ -	2022
Other Building specific features:					\$ -	2022
		Total		100%	\$ 630,700.00	

Building Replacement Costs Analysis						
		Month:	September	Year:	2022	
Facility Name				Hopeville PW Garage		Original Construction Date
Facility Address				185667 Grey Rd 9, Dundalk		
						1988
Building Dimensions (feet)		177		x	56	Asset Life in Years
						70
Building Area (sq. ft.)					9,912	Calculated Bldg End of Life
						2058
Replacement Cost per Square Foot					\$ 150.00	
Asset Notes: > North roof replaced in 2019					Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR) Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	Present Building Structural Condition
> South roof replaced in 2013		> LED Light Upgrades 2019				Good
> Security system 2020						Present Building Internal Condition
> Attic insulation 2020						
Staff Comments or Recommendations:						
						Roof Condition
Total Replacement Cost					\$ 1,486,800.00	
Building Components		Descriptions		Percent of Building Cost	Amount in Dollars	
		Calculated Life Remaining Based on Date of Construction and Asset Life				Useful Asset Life Remaining in Years
						36
Building Exterior				55%	\$ 817,740.00	32 2054
Building Interior				20%	\$ 297,360.00	- 2022
Roof				10%	\$ 148,680.00	34 2056
Electrical		LED 2019		5%	\$ 74,340.00	22 2044
Plumbing				5%	\$ 74,340.00	- 2022
Mechanical				5%	\$ 74,340.00	- 2022
Other Building specific features:					\$ -	2022
Other Building specific features:					\$ -	2022
		Total		100%	\$ 1,486,800.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Hopeville Sand & Salt Dome	
Facility Address				185667 Grey Rd 9, Dundalk	
Building Dimensions (feet)				70	x 100
Building Area (sq. ft.)				7,000	
Replacement Cost per Square Foot				\$ 150.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 1,050,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior		75%	\$	787,500.00	59 2081
Roof		20%	\$	210,000.00	- 2022
Electrical		5%	\$	52,500.00	29 2051
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total				\$ 1,050,000.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Hopeville Cold Shed	
Facility Address				185667 Grey Rd 9, Dundalk	
Building Dimensions (feet)				70	x 71
Building Area (sq. ft.)				4,970	
Replacement Cost per Square Foot				\$ 150.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 745,500.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					59
Building Exterior		75%	\$	559,125.00	59 2081
Roof		20%	\$	149,100.00	- 2022
Electrical		5%	\$	37,275.00	29 2051
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total				\$ 745,500.00	

Building Replacement Costs Analysis							
Month:		September		Year:		2022	
Facility Name		Hopeville - Proton Community Park Pavilion				Original Construction Date	
Facility Address		185450 Grey Rd 9, Dundalk				1967	
Building Dimensions (feet)		28	x	60	Asset Life in Years		
					70		
Building Area (sq. ft.)		1,680				Calculated Bldg End of Life	
						2037	
Replacement Cost per Square Foot				\$ 150.00			
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR)		Present Building Structural Condition	
				Excellent >75% ALR		Fair	
				Good (40% to 74% ALR)		Present Building Internal Condition	
Staff Comments or Recommendations:				Fair (15% to 39% ALR)			
				Poor (>14% ALR)			
						Roof Condition	
Total Replacement Cost				\$ 252,000.00			
Building Components		Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years	
		Calculated Life Remaining Based on Date of Construction and Asset Life				15	
Building Exterior		Steel Siding - 1985	65%	\$	163,800.00	13	2035
Building Interior			5%	\$	12,600.00	8	2030
Roof		Replaced in 2005 - Shingled	15%	\$	37,800.00	3	2025
Electrical			5%	\$	12,600.00	11	2033
Plumbing			5%	\$	12,600.00	-	2022
Mechanical			5%	\$	12,600.00	-	2022
Other Building specific features:				\$	-		2022
Other Building specific features:				\$	-		2022
Total			100%	\$	252,000.00		

Building Replacement Costs Analysis							
Month:		September		Year:		2022	
Facility Name		Hopeville - Proton Community Park Washrooms				Original Construction Date	
Facility Address		185450 Grey Rd 9, Dundalk				1967	
Building Dimensions (feet)		15	x	24	Asset Life in Years		
					70		
Building Area (sq. ft.)		360				Calculated Bldg End of Life	
						2037	
Replacement Cost per Square Foot				\$ 150.00			
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR)		Present Building Structural Condition	
				Excellent >75% ALR		Fair	
				Good (40% to 74% ALR)		Present Building Internal Condition	
Staff Comments or Recommendations:				Fair (15% to 39% ALR)			
				Poor (>14% ALR)			
						Roof Condition	
Total Replacement Cost				\$ 54,000.00			
Building Components		Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years	
		Calculated Life Remaining Based on Date of Construction and Asset Life				15	
Building Exterior			65%	\$ 35,100.00		13	2035
Building Interior			5%	\$ 2,700.00		8	2030
Roof			15%	\$ 8,100.00		3	2025
Electrical			5%	\$ 2,700.00		11	2033
Plumbing			5%	\$ 2,700.00		-	2022
Mechanical			5%	\$ 2,700.00		-	2022
Other Building specific features:				\$ -			2022
Other Building specific features:				\$ -			2022
Total			100%	\$ 54,000.00			



Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name			Swinton Park Hall		Original Construction Date
Facility Address			245308 Southgate Rd 24, Dundalk		1915
Building Dimensions (feet)			40	x	30
Addition			38	x	14
					70
Building Area (sq. ft.)			1,713		Calculated Bldg End of Life
Replacement Cost per Square Foot			\$ 225.00		1985
Asset Notes:			Building Condition Options on Asset Life Remaining (ALR)		Present Building Structural Condition
			Excellent >75% ALR)		Poor
			Good (40% to 74% ALR)		Present Building Internal Condition
Staff Comments or Recommendations:			Fair (15% to 39% ALR)		
			Poor (>14% ALR)		Roof Condition
Total Replacement Cost			\$ 385,425.00		
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					0
Building Exterior		43%	\$	-	2022
Building Interior		25%	\$	-	2022
Roof		15%	\$	-	2022
Electrical		5%	\$	-	2022
Plumbing		5%	\$	-	2022
Mechanical		7%	\$	-	21 2043
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total		100%	\$	-	

Building Replacement Costs Analysis									
		Month:	September	Year:	2022				
Facility Name				Holstein Council Chambers			Original Construction Date		
Facility Address				123273 Soutgate Rd 12, Dundalk			1990		
							Asset Life in Years		
Building Dimensions (feet)		42		x	22				
		32			27				
							70		
Building Area (sq. ft.)					1,768		Calculated Bldg End of Life		
Replacement Cost per Square Foot					\$ 225.00		2060		
Asset Notes:	> Shingled roof 2013				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR) Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)		Present Building Structural Condition		
						Good		Present Building Internal Condition	
Staff Comments or Recommendations:									
							Roof Condition		
Total Replacement Cost					\$ 397,702.58				
Building Components		Descriptions		Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years		
	Calculated Life Remaining Based on Date of Construction and Asset Life							38	
Building Exterior				43%	\$ 171,012.11		-	2022	
Building Interior		Renovated in 2022		25%	\$ 99,425.64		25	2047	
Roof				10%	\$ 39,770.26		1	2023	
Electrical				10%	\$ 39,770.26		-	2022	
Plumbing				5%	\$ 19,885.13		-	2022	
Mechanical				7%	\$ 27,839.18		-	2022	
Other Building specific features:					\$ -			2022	
Other Building specific features:					\$ -			2022	
		Total		100%	\$ 397,702.58				

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Holstein PW Garage	
Facility Address				123273 Southgate Rd 12, Dundalk	
Building Dimensions (feet)				50	x 120
Building Area (sq. ft.)				6,000	
Replacement Cost per Square Foot				\$ 150.00	
<b>Asset Notes:</b> > Steel roof replaced 2013 > Needs insulation and exterior cladding upgraded				<b>Building Condition Options on Asset Life Remaining (ALR)</b> Excellent >75% ALR) Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 900,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					21
Building Exterior		55%	\$	495,000.00	- 2022
Building Interior		10%	\$	90,000.00	- 2022
Roof		20%	\$	180,000.00	31 2053
Electrical		5%	\$	45,000.00	- 2022
Plumbing		5%	\$	45,000.00	- 2022
Heating/Cooling		5%	\$	45,000.00	- 2022
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total		100%	\$	900,000.00	

Building Replacement Costs Analysis								

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Holstein Public Works Shed	
Facility Address				123273 Southgate Rd 12, Dundalk	
Building Dimensions (feet)				36	x 64
Building Area (sq. ft.)				2,304	
Replacement Cost per Square Foot				\$ 50.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 115,200.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior		75%	\$	86,400.00	25 2047
Roof		20%	\$	23,040.00	25 2047
Electrical		5%	\$	5,760.00	25 2047
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total			\$	115,200.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name			Holstein Park Assembly Hall		Original Construction Date
Facility Address			392057 Grey Rd 109, Dundalk		1967
Building Dimensions (feet)			x		Asset Life in Years
					70
Building Area (sq. ft.)				3,480	Calculated Bldg End of Life
Replacement Cost per Square Foot				\$ 150.00	2037
Asset Notes:			Building Condition Options on Asset Life Remaining (ALR)		Present Building Structural Condition
			Excellent >75% ALR)		Fair
			Good (40% to 74% ALR)		Present Building Internal Condition
Staff Comments or Recommendations:			Fair (15% to 39% ALR)		
			Poor (>14% ALR)		Roof Condition
Total Replacement Cost				\$ 522,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					15
Building Exterior		43%	\$	-	- 2022
Building Interior		25%	\$	-	10 2032
Roof		10%	\$	-	33 2055
Electrical		10%	\$	-	11 2033
Plumbing		5%	\$	-	- 2022
Mechanical		7%	\$	-	- 2022
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total		100%	\$	-	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Rental Farm Property House	
Facility Address				225579 Southgate Rd 22, Dundalk	
Building Dimensions (feet)				30	x 56
Building Area (sq. ft.)				1,680	
Replacement Cost per Square Foot				\$ 375.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR) Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 630,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior		43%	\$	270,900.00	- 2022
Building Interior		25%	\$	157,500.00	- 2022
Roof		10%	\$	63,000.00	- 2022
Electrical		10%	\$	63,000.00	- 2022
Plumbing		5%	\$	31,500.00	- 2022
Heating/Cooling		7%	\$	44,100.00	- 2022
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total		100%	\$	630,000.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Road 22 Farm Barn & Shed	
Facility Address				225579 Southgate Rd 22, Dundalk	
Building Dimensions (feet)				60	x 78
Building Area (sq. ft.)				4,680	
Replacement Cost per Square Foot				\$ 50.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 234,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior		75%	\$	175,500.00	- 2022
Roof		20%	\$	46,800.00	- 2022
Electrical		5%	\$	11,700.00	- 2022
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total			\$ 234,000.00		



Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Road 22 Farm Barn & Shed	
Facility Address				225579 Southgate Rd 22, Dundalk	
Building Dimensions (feet)				32	x 45
Building Area (sq. ft.)				1,440	
Replacement Cost per Square Foot				\$ 50.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 72,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior		75%	\$	54,000.00	- 2022
Roof		20%	\$	14,400.00	- 2022
Electrical		5%	\$	3,600.00	- 2022
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total				\$ 72,000.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Waste Site Property Werner House	
Facility Address				413020 Southgate SdRd 41, Dundalk	
Building Dimensions (feet)				30	x 65
Building Area (sq. ft.)				1,950	
Replacement Cost per Square Foot				\$ 375.00	
Asset Notes: >Demolition of residential building required				Building Condition Options on Asset Life Remaining (ALR)	
				Excellent >75% ALR)	
				Good (40% to 74% ALR)	
				Fair (15% to 39% ALR)	
				Poor (>14% ALR)	
Staff Comments or Recommendations:				Roof Condition	
Total Replacement Cost				\$ 731,250.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior		43%	\$	314,437.50	- 2022
Building Interior		25%	\$	182,812.50	- 2022
Roof		10%	\$	73,125.00	- 2022
Electrical		10%	\$	73,125.00	- 2022
Plumbing		5%	\$	36,562.50	- 2022
Heating/Cooling		7%	\$	51,187.50	- 2022
Other Building specific features:			\$	-	- 2022
Other Building specific features:			\$	-	- 2022
Total			\$ 731,250.00		

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Hunt Club Sheds	
Facility Address				413013 Southgate SdRd 41, Dundalk	
Building Dimensions (feet)				15	x 27
Building Area (sq. ft.)				405	
Replacement Cost per Square Foot				\$ 50.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR) Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 20,250.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior		75%	\$	15,187.50	- 2022
Roof		20%	\$	4,050.00	- 2022
Electrical		5%	\$	1,012.50	- 2022
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total				\$ 20,250.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Sewage Filter Building	
Facility Address				752051 Ida St, Dundalk	
Building Dimensions (feet)				30	x 76
Building Area (sq. ft.)				2,280	
Replacement Cost per Square Foot				\$ 225.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 513,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					32
Building Exterior		60%	\$	307,800.00	25 2047
Building Interior		10%	\$	51,300.00	25 2047
Roof		10%	\$	51,300.00	25 2047
Electrical	LED 2019	10%	\$	51,300.00	25 2047
Plumbing		5%	\$	25,650.00	25 2047
Heating/Cooling		5%	\$	25,650.00	25 2047
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total		100%	\$	513,000.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Aeration Blower Room	
Facility Address				752051 Ida St, Dundalk	
Building Dimensions (feet)				22	x 21
Building Area (sq. ft.)				462	
Replacement Cost per Square Foot				\$ 50.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 23,100.00	
Building Components		Descriptions		Percent of Building Cost	Amount in Dollars
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior				70%	\$ 16,170.00
Roof				20%	\$ 4,620.00
Electrical				10%	\$ 2,310.00
Other Building specific features:					\$ -
Other Building specific features:					\$ -
Total				\$ 23,100.00	

Original Construction Date	
2000	
Asset Life in Years	
70	
Calculated Bldg End of Life	
2070	
Present Building Structural Condition	
Good	
Present Building Internal Condition	
Roof Condition	
Useful Asset Life Remaining in Years	
48	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name		Influent Station		Original Construction Date	
Facility Address		752051 Ida St, Dundalk		2000	
Building Dimensions (feet)		8	x	9	Asset Life in Years
					70
Building Area (sq. ft.)				72	Calculated Bldg End of Life
Replacement Cost per Square Foot				\$ 225.00	2070
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR)	Present Building Structural Condition
				Excellent >75% ALR)	Good
				Good (40% to 74% ALR)	Present Building Internal Condition
Staff Comments or Recommendations:				Fair (15% to 39% ALR)	
				Poor (>14% ALR)	
					Roof Condition
Total Replacement Cost				\$ 16,200.00	
Building Components		Descriptions	Percent of Building Cost	Amount in Dollars	Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					48
Building Exterior			70%	\$ 11,340.00	25 2047
Roof			20%	\$ 3,240.00	25 2047
Electrical			10%	\$ 1,620.00	25 2047
Other Building specific features:				\$ -	2022
Other Building specific features:				\$ -	2022
Total				\$ 16,200.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Wet Well Control Building	
Facility Address				752051 Ida St, Dundalk	
Building Dimensions (feet)				7	x 16
Building Area (sq. ft.)				112	
Replacement Cost per Square Foot				\$ 150.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 16,800.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior		70%	\$	11,760.00	25 2047
Roof		20%	\$	3,360.00	25 2047
Electrical		10%	\$	1,680.00	25 2047
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total			\$	16,800.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Well D3	
Facility Address				271 Victoria St W, Dundalk	
Building Dimensions (feet)				24	x 34
Building Area (sq. ft.)				804	
Replacement Cost per Square Foot				\$ 400.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR) Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 321,600.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					26
Building Exterior		43%	\$	138,288.00	25 2047
Building Interior		10%	\$	32,160.00	25 2047
Roof		10%	\$	32,160.00	25 2047
Electrical		25%	\$	80,400.00	25 2047
Plumbing		9%	\$	28,944.00	25 2047
Mechanical		3%	\$	9,648.00	25 2047
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total			\$	321,600.00	



Building Replacement Costs Analysis							
Month:		September		Year:		2022	
Facility Name				Well D4		Original Construction Date	
Facility Address				550 Main St. East, Dundalk		2000	
Building Dimensions (feet)				23		Asset Life in Years	
				32			
Building Area (sq. ft.)				1,328		Calculated Bldg End of Life	
Replacement Cost per Square Foot				\$ 400.00		2070	
Asset Notes: >Includes contact chamber/reservoir				Building Condition Options on Asset Life Remaining (ALR)		Present Building Structural Condition	
				Excellent >75% ALR)		Good	
				Good (40% to 74% ALR)		Present Building Internal Condition	
Staff Comments or Recommendations:				Fair (15% to 39% ALR)			
				Poor (>14% ALR)		Roof Condition	
Total Replacement Cost				\$ 531,000.00			
Building Components		Descriptions		Percent of Building Cost		Amount in Dollars	
				Useful Asset Life Remaining in Years			
				Calculated Life Remaining Based on Date of Construction and Asset Life		48	
Building Exterior				43%		\$ 228,330.00	
Building Interior				10%		\$ 53,100.00	
Roof				10%		\$ 53,100.00	
Electrical				25%		\$ 132,750.00	
Plumbing				9%		\$ 47,790.00	
Heating/Cooling				3%		\$ 15,930.00	
Other Building specific features:						\$ -	
Other Building specific features:						\$ -	
Total				100%		\$ 531,000.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Well D5	
Facility Address					
Building Dimensions (feet)				32	x 79
Building Area (sq. ft.)				2,528	
Replacement Cost per Square Foot				\$ 400.00	
Asset Notes: >Includes contact chamber/reservoir				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR) Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:					
Total Replacement Cost				\$ 1,011,200.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					67
Building Exterior		43%	\$	434,816.00	25 2047
Building Interior		10%	\$	101,120.00	25 2047
Roof		10%	\$	101,120.00	25 2047
Electrical		25%	\$	252,800.00	25 2047
Plumbing		9%	\$	91,008.00	25 2047
Heating/Cooling		3%	\$	30,336.00	25 2047
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total			\$ 1,011,200.00		

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Egremont Office/Scalehouse	
Facility Address				2019	
Building Dimensions (feet)				25	x 33
				70	
Building Area (sq. ft.)				825	
Replacement Cost per Square Foot				\$ 225.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:				Present Building Structural Condition Excellent Present Building Internal Condition Roof Condition	
Total Replacement Cost				\$ 185,625.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					67
Building Exterior		55%	\$	102,093.75	25 2047
Building Interior		10%	\$	18,562.50	25 2047
Roof		20%	\$	37,125.00	25 2047
Electrical		5%	\$	9,281.25	25 2047
Plumbing		5%	\$	9,281.25	25 2047
Heating/Cooling		5%	\$	9,281.25	25 2047
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total			\$	185,625.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Egremont WRDM Garage	
Facility Address				2019	
Building Dimensions (feet)				60	x 56
				70	
Building Area (sq. ft.)				3,360	
Replacement Cost per Square Foot				\$ 150.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:				Present Building Structural Condition Excellent Present Building Internal Condition Roof Condition	
Total Replacement Cost				\$ 504,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					67
Building Exterior		55%	\$	277,200.00	25 2047
Building Interior		10%	\$	50,400.00	25 2047
Roof		20%	\$	100,800.00	25 2047
Electrical		5%	\$	25,200.00	25 2047
Plumbing		5%	\$	25,200.00	25 2047
Mechanical		5%	\$	25,200.00	25 2047
Other Building specific features:			\$	-	2022
Other Building specific features:			\$	-	2022
Total			\$	504,000.00	

Building Replacement Costs Analysis					
Month:		September		Year: 2022	
Facility Name				Egremont WRDM Recycling Bldg	
Facility Address				2019	
Building Dimensions (feet)				40 x 40	
Building Area (sq. ft.)				1,600	
Replacement Cost per Square Foot				\$ 100.00	
Asset Notes:				Building Condition Options on Asset Life Remaining (ALR) Excellent >75% ALR Good (40% to 74% ALR) Fair (15% to 39% ALR) Poor (>14% ALR)	
Staff Comments or Recommendations:				Present Building Structural Condition: Excellent Present Building Internal Condition: Roof Condition:	
Total Replacement Cost				\$ 160,000.00	
Building Components	Descriptions	Percent of Building Cost	Amount in Dollars		Useful Asset Life Remaining in Years
Calculated Life Remaining Based on Date of Construction and Asset Life					
Building Exterior		55%	\$ 88,000.00		25 2047
Building Interior		10%	\$ 16,000.00		25 2047
Roof		20%	\$ 32,000.00		25 2047
Electrical		5%	\$ 8,000.00		25 2047
Plumbing		5%	\$ 8,000.00		25 2047
Mechanical		5%	\$ 8,000.00		25 2047
Other Building specific features:			\$ -		2022
Other Building specific features:			\$ -		2022
Total			\$ 160,000.00		



## **Staff Report FIN2022-025**

**Title of Report:** FIN2022-025 2023 Budget  
**Department:** Finance  
**Council Date:** October 5, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2022-025 2023 Budget as information; and

**That** the proposed 2023 Budget timeline be approved as presented.

### **Background:**

Municipal Act, 2001 s. 290(1) requires a municipality shall:

“prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, including,

- (a) amounts sufficient to pay all debts of the municipality falling due within the year”.

On December 15, 2021, Council received Staff Report CL2021-038 2022 Council Meeting Calendar Approval and approved the 2022 Council meeting calendar as presented. The 2022 calendar reflected 2023 Budget discussions would occur on November 23, November 30, and December 14, 2022.

### **Staff Comments:**

The County has scheduled Council-elect training on November 30, and December 1, 2022, which conflicts with Southgate’s budget meeting scheduled for November 30. Staff is recommending the schedule be updated to move that meeting to November 29, 2022.

If current Council wishes to have the opportunity to review the draft 2023 Capital budget, staff is suggesting a meeting on November 2, 2022 also be added.

Staff has prepared the following proposed timeline for the 2023 Budget process:

Wednesday, October 5, 2022	9am	Regular Council	Set Budget timeline
Wednesday, November 2, 2022	9am	Council/ Committee of the Whole	Present 2023 Multi-year Capital and 2023 Special Project Multi-year Forecasts to Current Council (if needed)
Wednesday, November 23, 2022	9am	Council/ Committee of the Whole	Present 2023 Multi-year Capital and 2023 Special Project Multi-year Forecasts to New Council

Tuesday, November 29, 2022	9am	Council/ Committee of the Whole	Discuss 2023 Capital and 2023 Special Project Budgets
Wednesday, December 14, 2022	9am	Council/ Committee of the Whole	Present 2023 Operating Budget
Wednesday, January 11, 2023	9am	Council/ Committee of the Whole	Discuss/Recommend 2023 Operating Budget
Tuesday, January 24, 2023	7pm	Public Information Meeting	Staff to present consolidated 2023 Budget and receive public comments
Wednesday February 1, 2023	9am	Regular Council	Approval of consolidated 2023 Budget

Use of online public engagement tools are also anticipated in addition to the Public Information Meetings. The public also has the opportunity to speak directly to Council during open-forum at each council meeting.

The approved 2023 Budget timeline will be posted on the website.

### **Financial Implications:**

The Township of Southgate is required to approve a budget annually. The proposed timeline would allow for approval of the 2023 Budget on February 1, 2023.

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

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

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

### **Concluding Comments:**

The 2023 Budget timeline anticipates that the consolidated 2023 Budget would be approved on February 1, 2023. Staff requests Council approve the proposed 2023 Budget timeline with or without a meeting on November 2, 2023.

Respectfully Submitted,

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

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



**Township of Southgate  
Administration Office**

185667 Grey Road 9  
Dundalk, ON N0C 1B0



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

**Staff Report FIN2022-026**

**Title of Report:** FIN2022-026 Development Charges

**Department:** Finance

**Council Date:** October 5, 2022

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2022-026 Development Charges as information; and

**That** Council consider for approval By-law 2022-154, being a by-law with respect to Development Charges.

**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.

On January 19, 2022, Council received Staff Report FIN2022-005 and approved the release of a Development Charge Study Request for Proposal (RFP).

On March 2, 2022, Council received Staff Report FIN2022-009 and awarded the Development Charge Study tender to Watson & Associates Economists Ltd. (Watson & Associates) for \$29,840 plus HST.

On March 30, 2022, Council received staff's Development Charges presentation, which summarized the purpose and process of the 2022 Development Charge update, for information.

On July 26, 2022, Council received a presentation from Watson & Associates on the Development Charges Background Study, Staff Report FIN2022-019, and directed the release of the Development Charge Study for public comment.

**Staff Comments:**

The Development Charges Background Study was posted on the township's website and advertising placed in the local papers.

On September 28, 2022, the Development Charges Statutory Public Meeting was held. One written comment was received from a resident that objected to the approval of the new Development Charges due to how existing assets have been accounted for and the cost estimates used to determine future asset needs, and there were no verbal comments.

Staff recommends Council approve By-law 2022-154, being a by-law with respect to Development Charges, repealing By-law 2017-138 and establishing new rates (see Attachment 1) that would come into effect on October 6, 2022. A copy of the current DC rates is included in this report for comparison purposes as Attachment #2. As the Development Charges are required to be determine on a service level, some services are seeing increases, and others are seeing decreases. A comparison of the change in the residential (single-detached) rates is provided as Attachment 3.

### **Financial Implications:**

The purpose of Development Charges is to ensure that development costs are born by the developer. Although Development Charge recover the majority of project costs, the portion that benefits existing taxpayers will be recovered through tax rates in future years.

### **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:**

Watson & Associates has completed the Development Charges Background Study, and it has been presented to the public for comment. One resident submitted a written objection. Staff recommends Council approve By-law 2022-154, being a by-law with respect to Development Charges, effective October 6, 2022.

Respectfully Submitted,

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

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

**Attachment:**

- 1 2022 Proposed DC Charges
- 2 2022 Current DC Charges
- 3 Residential (Single-detached) Rate Comparison



## Schedule "A"

### To By-law 2022-\_\_\_\_

### Schedule of Development Charges

Service/Class of Service	RESIDENTIAL				NON-RESIDENTIAL		
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)	Wind Turbines	Solar Farm (per 500 kW)
<b>Municipal Wide Services/Class of Service:</b>							
Services Related to a Highway	3,082	1,925	1,969	1,313	1.14	3,082	3,082
Fire Protection Services	1,075	671	687	458	0.40	1,075	1,075
Parks and Recreation Services	2,733	1,707	1,746	1,165	0.24	-	-
Library Services	849	530	542	362	0.08	-	-
Waste Diversion Services	172	107	110	73	0.06	-	-
Growth Studies	116	72	74	49	0.04	116	116
<b>Total Municipal Wide Services/Class of Services</b>	<b>8,027</b>	<b>5,012</b>	<b>5,128</b>	<b>3,420</b>	<b>1.96</b>	<b>4,273</b>	<b>4,273</b>
<b>Urban Services</b>							
Stormwater	13	8	8	6	0.01	-	-
Wastewater Services	3,061	1,912	1,956	1,304	1.21	-	-
Water Services	5,586	3,489	3,569	2,380	2.83	-	-
<b>Total Urban Services</b>	<b>8,660</b>	<b>5,409</b>	<b>5,533</b>	<b>3,690</b>	<b>4.05</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL RURAL AREA</b>	<b>8,027</b>	<b>5,012</b>	<b>5,128</b>	<b>3,420</b>	<b>1.96</b>	<b>4,273</b>	<b>4,273</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>16,687</b>	<b>10,421</b>	<b>10,661</b>	<b>7,110</b>	<b>6.01</b>	<b>4,273</b>	<b>4,273</b>

**Township of Southgate**  
**Schedule "B"**  
**To By-law 2017-138, Indexed to January 1, 2022**  
**Schedule of Development Charges**

Service	RESIDENTIAL				NON-RESIDENTIAL		
	Single and Semi Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	Wind Turbines	Solar Farm (per 500 kW)	ICI (per sq ft of Gross Floor Area)
<b>Municipal-wide Services</b>							
Services Related to a Highway	\$ 2,989	\$ 1,918	\$ 1,234	\$ 2,085	\$ 2,989	\$ 2,989	\$ 2.032
Fire Protection Services	\$ 332	\$ 214	\$ 138	\$ 234	\$ 332	\$ 332	\$ 0.221
Parks and Recreation Services	\$ 2,538	\$ 1,628	\$ 1,048	\$ 1,770	\$ -	\$ -	\$ 0.494
Library Services	\$ 252	\$ 162	\$ 105	\$ 175	\$ -	\$ -	\$ 0.051
Administration	\$ 352	\$ 227	\$ 147	\$ 245	\$ 352	\$ 352	\$ 0.248
Waste Diversion	\$ 50	\$ 32	\$ 23	\$ 34	\$ -	\$ -	\$ 0.039
<b>Total Municipal-wide Services</b>	\$ 6,513	\$ 4,181	\$ 2,695	\$ 4,543	\$ 3,673	\$ 3,673	\$ 3.085
<b>Urban Services</b>							
Stormwater Drainage and Control Services	\$ 490	\$ 315	\$ 204	\$ 343	\$ -	\$ -	\$ 0.221
Wastewater Services	\$ 10,585	\$ 6,787	\$ 4,363	\$ 7,385	\$ -	\$ -	\$ 6.212
Water Services	\$ 6,589	\$ 4,227	\$ 2,716	\$ 4,597	\$ -	\$ -	\$ 3.867
<b>Total Urban Services</b>	\$ 17,664	\$ 11,329	\$ 7,283	\$ 12,325	\$ -	\$ -	\$ 10.300
<b>GRAND TOTAL RURAL AREA</b>	<b>\$ 6,513</b>	<b>\$ 4,181</b>	<b>\$ 2,695</b>	<b>\$ 4,543</b>	<b>\$ 3,673</b>	<b>\$ 3,673</b>	<b>\$ 3.085</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>\$ 24,177</b>	<b>\$ 15,510</b>	<b>\$ 9,978</b>	<b>\$ 16,868</b>	<b>\$ 3,673</b>	<b>\$ 3,673</b>	<b>\$ 13.385</b>

# Calculated Schedule of D.C.s

## Residential (Single Detached) Comparison

Service/Class of Service	Current	Calculated	Change (\$)	Change (%)
<b>Municipal Wide Services/Classes:</b>				
Services Related to a Highway	2,989	3,082	93	3%
Fire Protection Services	332	1,075	743	224%
Parks and Recreation Services	2,538	2,733	195	8%
Library Services	252	849	597	237%
Waste Diversion Services	50	172	122	244%
Growth Studies	352	116	(236)	-67%
<b>Total Municipal Wide Services/Classes</b>	<b>6,513</b>	<b>8,027</b>	<b>1,514</b>	<b>23%</b>
<b>Area Specific Services:</b>			-	
Stormwater	490	13	(477)	-97%
Wastewater Services	10,585	3,061	(7,524)	-71%
Water Services	6,589	5,586	(1,003)	-15%
<b>Total Area Specific Services</b>	<b>17,664</b>	<b>8,660</b>	<b>(9,004)</b>	<b>-51%</b>
<b>Grand Total - Urban Area</b>	<b>24,177</b>	<b>16,687</b>	<b>(7,490)</b>	<b>-31%</b>

## Non-Residential (per sq.ft.) Comparison

Service/Class of Service	Current	Calculated	Change (\$)	Change (%)
<b>Municipal Wide Services/Classes:</b>				
Services Related to a Highway	2.03	1.14	(0.89)	-44%
Fire Protection Services	0.22	0.40	0.18	81%
Parks and Recreation Services	0.49	0.24	(0.25)	-51%
Library Services	0.05	0.08	0.03	57%
Waste Diversion Services	0.04	0.06	0.02	50%
Growth Studies	0.25	0.04	(0.21)	-84%
<b>Total Municipal Wide Services/Classes</b>	<b>3.09</b>	<b>1.96</b>	<b>(1.13)</b>	<b>-37%</b>
<b>Area Specific Services:</b>			-	
Stormwater	0.22	0.01	(0.21)	-95%
Wastewater Services	6.21	1.21	(5.00)	-81%
Water Services	3.87	2.83	(1.04)	-27%
<b>Total Area Specific Services</b>	<b>10.30</b>	<b>4.05</b>	<b>(6.25)</b>	<b>-61%</b>
<b>Grand Total - Urban Area</b>	<b>13.39</b>	<b>6.01</b>	<b>(7.38)</b>	<b>-55%</b>



**The Corporation of the Township of Southgate**  
**By-Law No. 2022-154**  
**Being a By-law With Respect to Development Charges**

**WHEREAS** the Township of Southgate will experience growth through development and re-development;

**AND WHEREAS** development and re-development requires the provision of physical and social services by the Township of Southgate;

**AND WHEREAS** Council desires to ensure that the capital cost of meeting growth-related demands for or burden on municipal services does not place an excessive financial burden on the Township of Southgate or its existing taxpayers, while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services;

**AND WHEREAS** the Development Charges Act, 1997 (the “Act”) provides that the Council of a Township may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services;

**AND WHEREAS** a development charge background study has been completed in accordance with the Act;

**AND WHEREAS** the Council of The Corporation of the Township of Southgate has given notice of and held a public meeting on the 28<sup>th</sup> day of September 2022 in accordance with the Act and the regulations thereto;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE Township OF Southgate ENACTS AS FOLLOWS:**

**1. Interpretation**

1.1 In this By-law the following items shall have the corresponding meanings:

“accessory” means when used to describe a use, building or structure, that the use, building or structure is naturally or normally incidental, subordinate and

exclusively devoted to a main use, building or structure located on the same lot therewith;

“Act” means the Development Charges Act, 1997, as amended, or any successor thereof;

“agriculture uses” means a bona fide farm operation including use of land, buildings or structures for the purposes of beekeeping, dairying, fallow, field crops, fruit farming, horticulture, market gardening, pasturage, raising of livestock or any other farming use;

“apartment unit” means any residential unit within a building containing more than four dwelling units where the units are connected by an interior corridor. Notwithstanding the foregoing, Stacked Townhouse units are included within apartment units for the purposes of calculating the development charge;

“bedroom” means a habitable room which can be used as sleeping quarters, but does not include a bathroom, living room, dining room or kitchen;

“board of education” has the same meaning as set out in the Education Act, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

“bona fide farm uses” means the proposed development that will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation. Notwithstanding the foregoing, bona-fide farm uses do not include retail sales activities and/or on-farm industrial uses where rezoning or a zoning amendment is required under the Township’s current zoning by-law, including but not limited to restaurants; banquet facilities; hospitality and accommodation facilities; gift shops; services related to grooming, boarding or breeding of household pets; and marijuana and alcohol processing or production facilities;

“building” means a structure having a roof supported by columns or walls or directly on the foundation and used for the shelter and accommodation of persons, animals or goods and without limiting the foregoing, includes buildings as defined in the Building Code Act;



“Building Code Act” means the Building Code Act, S.O. 1992, as amended, or any successor thereof;

“capital cost” means costs incurred or proposed to be incurred by the Township or a local board thereof directly or by others on behalf of and as authorized by the Township or local board,

- (a) to acquire land or an interest in land, including a leasehold interest,
- (b) to improve land,
- (c) to acquire, lease, construct or improve buildings and structures,
- (d) to acquire, construct or improve facilities including,
  - (i) rolling stock with an estimated useful life of seven years or more,
  - (ii) furniture and equipment other than computer equipment,
  - (iii) material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof;
- (e) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study required for the provision of services designated in this By-law within or outside the Township, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related; and
- (f) for interest on money borrowed to pay for costs described in clauses (a) to (d) above;

“commercial” means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses, and self-storage development;

“Council” means the Municipal Council of the Corporation of the Township of Southgate;

“development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a

building or structure that increases the size of, usability thereof, or change of use thereof, and includes redevelopment;

“development charge” means a charge imposed with respect to this By-law;

“dwelling unit” means a room or rooms located within a building or structure which are occupied or designed or intended to be occupied by one or more persons as a single housekeeping unit and for which a separate private entrance (from outdoors or a common hallway), bathroom and kitchen facilities are provided; but does not mean or include tent, trailer, or a room or a suite of rooms in a boarding house, hotel, motel, motor home or tourist home;

“duplex” means a building that is divided horizontally into two separate dwelling units, each of which has an independent entrance;

“existing residential building/dwelling” means unit” means a residential building/dwelling, containing at least one dwelling unit, that existed on a parcel of land as of the October 5, 2022 and which was not exempt from the payment of development charges pursuant to Section 2(3)(b) of the Act or the first residential building/dwelling, containing at least one dwelling unit, constructed on a vacant parcel of land after the date of by-law passage, and for which development charges were paid;

“farm building” means that part of a bona fide farming operation encompassing barns, silos and other ancillary development to an agricultural use, but excludes residential uses;

“garden suite” means a building containing one (1) dwelling unit where the garden suite is detached from and ancillary to an existing single detached dwelling or semi-detached dwelling on the lands and such building is designed to be portable;

“gross floor area” means:

- (a) in the case of a residential building or structure, the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from any other dwelling unit or other portion of a building; and

- (b) in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:
  - (i) a room or enclosed area within the building or structure above or below that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
  - (ii) loading facilities above or below grade; and
  - (iii) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;

“industrial” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities and the supplying of personal services or as otherwise defined in the zoning by-law. Wind turbines and solar farms are included as industrial developments;

“institutional” means development of a building or structure intended for use:

- (a) as a long-term care home within the meaning of Subsection 2 (1) of the Long-Term Care Homes Act, 2007;
- (b) as a retirement home within the meaning of Subsection 2(1) of the Retirement Homes Act, 2010.
- (c) By any institution of the following post-secondary institutions for the objects of the institution:
  - (i) a university in Ontario that receives direct, regular and ongoing operation funding from the Government of Ontario;
  - (ii) a college or university federated or affiliated with a university described in subclause (i); or
  - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous Institute Act, 2017;

- (d) as a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
- (e) as a hospice to provide end of life care;

“local board” means a school board, municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of a Township or of two or more municipalities or parts thereof;

“local services” means those services, facilities or things which are under the jurisdiction of the Township of Southgate and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 41, 51 or 53 of the Planning Act, R.S.O. 1990, Chap. P.13, as amended, or any successor thereof;

“mobile home” means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer or trailer otherwise designed;

“multiple dwellings” means all dwellings other than single detached, semi-detached and apartment unit dwellings;

“non-profit housing development” means development of a building or structure intended for use as residential premises by:

- (a) a corporation to which the Not-for-Profit Corporations Act, 2010 applies, that is in good standing under that Act and whose primary object is to provide housing;
- (b) a corporation without share capital to which the Canada Not-for-profit Corporation Act applies, that is in good standing under that Act and whose primary objective is to provide housing; or
- (c) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act;

“non-residential use” means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use;

“Official Plan” means the Official Plan adopted by the Township, as amended and approved;

“owner” means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;

“place of worship” means that part of a building or structure that is exempt from taxation as a place of worship under the Assessment Act, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

“rate” means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

“regulation” means any regulation made pursuant to the Act;

“rental housing” means development of a building or structure with four or more dwelling units all of which are intended for use as rented residential premises;

“residential dwelling” means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more dwelling units but not including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers, or boarding, lodging or rooming houses;

“residential use” means the use of a building or structure or portion thereof for one or more dwelling units; this also includes a dwelling unit on land that is used for an agricultural use;

“row dwelling” means a building containing three or more attached dwelling units in a single row, each of which dwelling units has an independent entrance from the outside and is vertically separated from any abutting dwelling unit;

“semi-detached dwelling” means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but

not other parts, attached or another dwelling unit where the residential units are not connected by an interior corridor;

“service” means a service designed in Schedule “A” to this By-law, and “services” shall have a corresponding meaning;

“servicing agreement” means an agreement between a landowner and the Township relative to the provision of municipal services to specified land within the Township;

“single detached dwelling unit” means a residential building consisting of one dwelling unit and not attached to another structure;

“solar farm” means any solar energy system comprised of one or more solar energy conversion panels and associated control or conversion electronics that converts sunlight into electricity, with a combined nameplate generating capacity greater than or equal to 500 kilowatts. A solar farm may be connected to the electricity grid to provide electricity off-site for sale to an electrical utility or other intermediary;

“stacked townhouses” means a building containing at least 3 dwelling units with each dwelling unit separated horizontally and/or vertically from another dwelling unit by a common wall and each dwelling unit having a separate entrance to grade

“structure” means anything constructed or erected, either permanent or temporary, the use of which requires location on the ground or attachment to something having location on the ground;

“Township” means the Corporation of the Township of Southgate and the area within the geographic limits of the Township of Southgate;

“wind turbine” means a part of a system that converts energy into electricity, and consists of a wind turbine, a tower and associated control or conversion electronics. A wind turbine and energy system may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediaries; and

“Zoning By-Law” means the Zoning By-Law of the Township of Southgate, or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.

## **2. Designation of Services and Classes of Service**

2.1 The categories of services and classes of service 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) Growth-Related Studies
- (f) Waste Diversion Services;
- (g) Storm Drainage and Control Services;
- (h) Wastewater Services; and
- (i) Water Services.

## **3. Application of By-law Rules**

3.1 Development charges shall be payable in the amounts set out in this By-law where:

- (a) the lands are located in the area described in Section 3.2; and
- (b) the development of the lands requires any of the approvals set out in subsection 3.4(a).

### **Area to Which By-law Applies**

3.2 Subject to Section 3.3, this By-law applies to all lands in the Township of Southgate whether or not the land or use thereof is exempt from taxation under s.13 of the Assessment Act.

3.3 Notwithstanding clause 3.2 above, this By-law shall not apply to lands that are owned by and used for the purposes of:

- (a) the Township or a local board thereof; or

- (b) the County of Grey or any local board thereof; or
- (c) a board of education as defined in Section 1(1) of the Education Act.

### Approvals for Development

- 3.4 (a) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires:
- (iv) the passing of a zoning by-law or of an amendment to a zoning by-law under Section 34 of the Planning Act;
  - (v) the approval of a minor variance under Section 45 of the Planning Act;
  - (vi) a conveyance of land to which a by-law passed under subsection 50(7) of the Planning Act applies;
  - (vii) the approval of a plan of subdivision under Section 51 of the Planning Act;
  - (viii) a consent under Section 53 of the Planning Act;
  - (ix) the approval of a description under Section 50 of the Condominium Act, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
  - (x) the issuing of a permit under the Building Code Act in relation to a building or structure.
- (b) No more than one development charge for each service or class of service designated in Section 2.1 shall be imposed upon any lands, buildings or structures to which this By-law applies, even though two or more of the actions described in subsection 3.4(a) are required before the lands, buildings or structures can be developed.
- (c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.



### Exemptions for Intensification of Existing Housing

- 3.5 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to:
- (a) an enlargement to an existing dwelling unit;
  - (b) the creation of a maximum of two additional dwelling units in an existing single detached dwelling or structure ancillary to such dwelling. The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the existing residential building/dwelling; or
  - (c) the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or within a structure ancillary to such residential building
  - (d) the creation of one additional dwelling unit in any other existing residential building/dwelling or within a structure ancillary to such residential building/dwelling. The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the existing residential building/dwelling; or
  - (e) the creation of a second dwelling unit in prescribed classes of proposed new residential buildings, including structures ancillary to dwellings, subject to the following restrictions

Item	Name of Class of Proposed New Residential Buildings	Description of Class of Proposed New Residential Buildings	Restrictions
1	Proposed new detached dwellings	Proposed new residential buildings that would not be attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	The proposed new detached dwelling must only contain two dwelling units.  The proposed new detached dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.
2	Proposed new semi-detached dwellings or row dwellings	Proposed new residential buildings that would have one or two vertical walls, but no other parts, attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units.	The proposed new semi-detached dwelling or row dwelling must only contain two dwelling units.  The proposed new semi-detached dwelling or row dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located.
3	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling	Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling and that are permitted to contain a single dwelling unit.	The proposed new detached dwelling, semi-detached dwelling or row dwelling, to which the proposed new residential building would be ancillary, must only contain one dwelling unit.  The gross floor area of the dwelling unit in the proposed new residential building must be equal to or less than the gross floor area of the detached dwelling, semi-detached dwelling or row dwelling to which the proposed new residential building is ancillary.

### 3.6 Exemption for Industrial Development:

- (a) Notwithstanding any other provision of this By-law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial building where the gross floor area is enlarged by 50 percent or less.
- (b) If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable, multiplied by the fraction determined as follows:

- (i) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
  - (ii) divide the amount determined under subsection 3.8(a)(i) by the amount of the enlargement.
- (c) For the purpose of Section 3.6 herein, the gross floor area of an “existing industrial building” means the gross floor area that existing at the time of by-law passage. For industrial buildings constructed after by-law passage, the gross floor area of an “existing industrial building” is the gross floor area lawfully constructed at the time of building permit issuance
- (d) The exemption in this section shall not apply where the enlarged area is attached to the existing industrial building by means only of a tunnel, bridge, canopy, corridor, or other passage-way, or through a shared below-grade connection such as a service tunnel, foundation, footing, or a parking facility.

Other Exemptions:

3.7 Notwithstanding the provision of this By-law, development charges shall not be imposed with respect to:

- (a) Non-residential farm building for a bona fide farm use, with a valid Farm Business Registration Number and assessed as Farmland Realty Tax Class;
- (b) Places of worship, cemetery or burial ground exempt from taxation under the Assessment Act;
- (c) Hospitals under the Public Hospitals Act; and
- (d) The first 2,500 square feet of non-residential gross floor area for a new building within the Urban Area.
- (e) Temporary buildings or structures

- (i) Prior to the issuance of a building permit for a temporary building or structure, the Township may require an owner to enter into an agreement, including the provision of security for the owner's obligation under the agreement, pursuant to section 27 of the Act providing for all or part of the development charge that would be required by Subsection 3.8, 3.9, or 3.10 if the terms of the agreement are not met and the building is not removed by the agreed upon date. The terms of such agreement shall then prevail over the provisions of this By-law.
- (f) Non-Profit Housing meeting the requirements of a program for such purposes as administered by any agency of the Federal or Provincial government, Grey County, or the Township.
  - (i) Prior to the issuance of a building permit for a non-profit housing, the Township may require an owner to enter into an agreement, including the provision of security for the owner's obligation under the agreement, pursuant to section 27 of the Act providing for all or part of the development charge that would be required by Subsection 3.8, 3.9, or 3.10 if the terms of the agreement are not met. The terms of such agreement shall then prevail over the provisions of this By-law.

### Amount of Charges

#### Residential

- 3.8 The development charges set out in Schedule A shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed-use building or structure, on the residential uses in the mixed-use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use.

### Non-Residential

- 3.9 The development charges described in Schedule A to this By-law shall be imposed on non-residential uses of lands, buildings or structures and, in the case of a mixed-use building or structure, on the non-residential uses in the mixed-use building or structure, and calculated with respect to each of the services according to the total floor area of the non-residential use.

### Wind Turbines and Solar Farms

- 3.10 Notwithstanding s.3.8 and s.3.9, the development charges described in Schedule A to this by-law shall be imposed per wind turbine and per 500 kW of nameplate generating capacity for solar farms, and calculated at the single-detached and semi-detached dwelling rate, with respect to services related to a highway, fire protection services, and administration services.

### Reduction of Development Charges for Redevelopment

- 3.11 Despite any other provisions of this By-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 60 months (5 years) prior to the date of payment of development charges in regard to such redevelopment was or is to be demolished in whole or in part, or converted from one principal use to another principal use on the same land in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:
- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.8 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
  - (b) in the case of a non-residential building or structure or, in the case of a mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable

development charges under Section 3.9, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

#### Time of Payment of Development Charges

- 3.12 Development charges shall be calculated and payable in money or by provision of service as may be agreed upon, or by credit granted under the Act, on the date that the building permit is issued in relation to a building or structure on land to which the development charge applies.
- 3.13 Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full.
- 3.14 This shall not be deemed to limit the authority of the Council to enter into an agreement for payment of the development charges before or after the date of building permit issuance subject to Section 27 of the Development Charges Act, 1997.
- 3.15 Notwithstanding Subsection 3.12, development charges for rental housing and institutional developments are due and payable in 6 installments commencing with the first installment payable on the date of occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- 3.16 Notwithstanding Subsection 3.13, development charges for non-profit housing developments are due and payable in 21 installments commencing with the first installment payable on the date of first occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- 3.17 Where the development of land results from the approval of a Site Plan or Zoning By-law Amendment made on or after January 1, 2020, and the approval of the application occurred within 2 years of building permit issuance, the development

charges under Subsections 3.12, 3.15, or 3.16 shall be calculated based on the rates set out in Schedule A on the date the planning application was made, including interest. Where both planning applications apply Development Charges under Subsections 3.12, 3.15, or 3.16 shall be calculated on the rates, including interest, set out in Schedule A on the date of the later planning application.

- 3.18 Interest for the purposes Subsections 3.15 and 3.16, will be calculated based on the Bank of Canada Prime Lending Rate, plus 2%, as at January 1, or July 1 prior to the date of building permit issuance
- 3.19 Interest for the purposes Subsection 3.17, will be calculated based on the Bank of Canada Prime Lending Rate, plus 2%, as at January 1, or July 1 prior to the date of planning application.

#### 4. **Payment of Services**

- 4.1 Despite the payment required under Sections 3.8, 3.9 and 3.10, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this By-law.

#### 5. **Indexing**

- 5.1 Development charges imposed pursuant to this By-law shall be adjusted annually on January 1, without amendment to this By-law, in accordance with the third quarter of the prescribed index in the Act.

#### 6. **Front-end Financing**

- 6.1 The Township may enter into front-end agreements with owners in accordance with the provisions of the Act.

#### 7. **Accountability**

- 7.1 All monies paid pursuant to this By-law shall be maintained separately from all other revenues or receipts of the Township. The Treasurer of the Township shall establish separate reserve funds, pursuant to the categories of services/classes of service designated in Section 2.1.

- 7.2 The Treasurer of the Township shall provide to the Council an annual financial statement related to this By-law and the development charge reserve funds established under Section 7.1 of this By-law. This annual statement shall be provided on a date directed by Council.
- 7.3 The Township shall pay interest on a refund under subsections 18(3), 18(5) and 25(2) or Section 36 of the Act at a rate equal to the Bank of Canada rate on the date this By-law comes into force, updated on the first business day of every January, April, July and October thereafter.

## **8. Schedules**

- 8.1 The following schedules shall form part of this By-law:

Schedule A – Schedule of Development Charges.

## **9. Conflicts**

- 9.1 Where the Township and an owner or former owner have entered into an agreement with respect to land within the area to which this By-law applies, and a conflict exists between the provisions of this By-law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.
- 9.2 Notwithstanding Section 9.1, where a development which is the subject of an agreement to which Section 9.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4(a), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this By-law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

## **10. Severability**

- 10.1 If, for any reason, any provision of this By-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this By-law shall continue in full force and effect until repealed, re-enacted, amended or modified.



**11. Date By-law In Force**

11.1 This By-law shall come into effect at 12:01 AM on October 6, 2022.

**12. Date By-law Expires**

12.1 This By-law will expire at 12:01 AM on October 6, 2027, unless it is repealed by Council at an earlier date.

**13. Existing By-law Repealed**

13.1 By-law No. 2017-138 is hereby repealed upon the enforcement of this By-law.

PASSED THIS 5th day of October 2022.

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John Woodbury – Mayor

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Lindsey Green - Clerk

**Schedule “A”  
To By-law 2022-154  
Schedule of Development Charges**

Service/Class of Service	RESIDENTIAL				NON-RESIDENTIAL		
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	(per sq.ft. of Gross Floor Area)	Wind Turbines	Solar Farm (per 500 kW)
<b>Municipal Wide Services/Class of Service:</b>							
Services Related to a Highway	3,082	1,925	1,969	1,313	1.14	3,082	3,082
Fire Protection Services	1,075	671	687	458	0.40	1,075	1,075
Parks and Recreation Services	2,733	1,707	1,746	1,165	0.24	-	-
Library Services	849	530	542	362	0.08	-	-
Waste Diversion Services	172	107	110	73	0.06	-	-
Growth Studies	116	72	74	49	0.04	116	116
<b>Total Municipal Wide Services/Class of Services</b>	<b>8,027</b>	<b>5,012</b>	<b>5,128</b>	<b>3,420</b>	<b>1.96</b>	<b>4,273</b>	<b>4,273</b>
<b>Urban Services</b>							
Stormwater	13	8	8	6	0.01	-	-
Wastewater Services	3,061	1,912	1,956	1,304	1.21	-	-
Water Services	5,586	3,489	3,569	2,380	2.83	-	-
<b>Total Urban Services</b>	<b>8,660</b>	<b>5,409</b>	<b>5,533</b>	<b>3,690</b>	<b>4.05</b>	<b>-</b>	<b>-</b>
<b>GRAND TOTAL RURAL AREA</b>	<b>8,027</b>	<b>5,012</b>	<b>5,128</b>	<b>3,420</b>	<b>1.96</b>	<b>4,273</b>	<b>4,273</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>16,687</b>	<b>10,421</b>	<b>10,661</b>	<b>7,110</b>	<b>6.01</b>	<b>4,273</b>	<b>4,273</b>

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0



**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CL2022-029**

**Title of Report:** CL2022-029 – 2022 Council Calendar Amendments

**Department:** Clerks

**Branch:** Legislative and Council Services

**Council Date:** October 5, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report CL2022-029 for information; and

**That** Council approve the amendments to the 2022 Council Calendar as presented.

### **Background:**

In accordance with the Procedural By-law, every year Council approves a Council/Committee Meeting Calendar that sets the date and time for every Council and Committee meeting for the upcoming year. Council approved the 2022 Council/Committee calendar at the December 15, 2021, Council meeting.

### **Staff Comments:**

The current approved 2022 Council Calendar is included as attachment #1 for information.

Staff are recommending approval of the following amendments to the Council Calendar:

1. Remove the current scheduled COW/Budget Meeting on November 30<sup>th</sup> due to a conflict with scheduled County of Grey Council-elect training.
2. Add the two County of Grey Council-elect training days being November 30<sup>th</sup> and December 1<sup>st</sup> for information purposes (9am-4pm events).
3. Add a COW/Budget Meeting on November 2<sup>nd</sup> at 9:00 AM for current Council to review the 2023 Capital and Special Projects Budget.
4. Add a COW/Budget Meeting on November 29<sup>th</sup> at 9:00 AM.

If approved, staff will make the necessary updates to the website and outlook calendars, as well as the PDF version (same as attached) and circulate as usual.

### **Financial Implications:**

Additional Council/COW meetings will incur additional meetings per diem claims from members of Council.

**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 CL2022-029 for information and that Council approve the amendments to the 2022 Council Calendar as presented.

Respectfully Submitted,

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

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

**Attachment #1** - 2022 Council Calendar – Current Approved Version



## 2022 Council & Committee Meeting Schedule

January							February							March							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
ROMA - January 23rd - 25th						1	30	31	1	2 Council 9AM	3	4	5			1	2 Council 9AM	3	4	5	
2	3 New Year's Lieu	4	5	6	7	8	6	7	8	9	10 SAC 2PM	11	12	6	7	8	9	10	11	12	
9	10	11	12	13	14	15	13	14	15	16 Council 6PM	17 REC 2PM LIB 6PM	18	19	13	14	15 PSB 9AM	16 Council 6PM	17 LIB 6PM	18	19	
16	17	18 PSB 9AM	19 Council 6PM	20 LIB 6PM	21	22	20	21	22 AAHC 7PM	23 CofA 9AM PP 1PM	24	25	26	20	21	22 AAHC 7PM	23 CofA 9AM PP 1PM	24	25	26	
23	24	25 AAHC 7PM	26 CofA 9AM PP 1PM	27	28	29	27	28	OGRA - February 27th - March 2nd					27	28	29	30	31			
April							May							June							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
					1	2	1	2	3	4 Council 9AM	5	6	7	FCM - June 2nd - 5th OACA - June 5th - 8th		1 Council 9AM	2	3	4		
3	4	5	6 Council 9AM	7 SAC 2PM	8	9	8	9	10 PLC 7PM	11	12	13	14	5	6	7	8	9 SAC 2PM	10	11	
10	11	12	13	14	15 Good Friday	16	15	16	17 PSB 9AM	18 Council 6PM	19 REC 2PM LIB 6PM	20	21	12	13	14	15 Council 6PM	16	17	18	
17	18 Easter Monday	19	20 Council 6PM	21 LIB 6PM	22	23	22	23 Vic Day	24 AAHC 7PM	25 CofA 9AM PP 1PM	26	27	28	19	20	21	22 CofA 9AM PP 1PM	23 LIB 6PM	24	25	
24	25	26 AAHC 7PM	27 CofA 9AM PP 1PM	28	29	30	29	30	31	OSUM - May 4th - 6th				26	27	28 AAHC 7PM	29	30			
July							August							September							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
					1 Canada Day	2	31	1 Civic Hol	2	3 Council 9AM	4	5	6					1	2	3	
3	4	5	6 Council 9AM	7	8	9	7	8	9	10	11 SAC 2PM	12	13	4	5 Labour Day	6	7 Council 9AM	8	9	10	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15 REC 2PM LIB 6PM	16	17	
17	18	19 PSB 9AM	20	21 LIB 6PM	22	23	21	22	23 AAHC 7PM	24 CofA 9AM PP 1PM	25	26	27	18	19	20 PSB 9AM	21 Council 6PM	22	23	24	
24	25	26 AAHC 7PM	27 CofA 9AM PP 1PM	28	29	30	28	29	30	31	AMO - Aug 14th - 17th			25	26	27 AAHC 7PM	28 CofA 9AM PP 1PM	29	30		
October							November							December							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
2022 Municipal Election Online & Telephone Voting Period						1	30	31	1	2	3	4	5						1	2	3
2	3	4	5 Council 9AM	6	7	8	6	7	8	9	10	11	12	4	5	6	7 Council 9AM	8	9	10	
9	10 Thanks giving	11	12	13 SAC 2PM	14 Advance Voting Opens	15	13	14	15	16 Council Training 9AM	17 Council Traning 9AM LIB 6PM	18	19	11	12	13	14 2023 Budget CoW 9AM	15	16	17	
16	17	18	19	20 LIB 6PM	21	22	20	21 Inagural Meeting	22	23 2023 Budget CoW 9AM	24	25	26	18	19	20	21 Council 6PM	22	23	24	
23	24 Voting Day	25	26	27	28	29	27	28	29	30 2023 Budget CoW 9AM				25	26 Boxing Day	27 X-mas Lieu	28	29	30	31	
Holiday /Office Closed							Police Services Board (PSB)							Ruth Hargrave Memorial Library Board (LIB)							
Conferences							Recreation Advisory Committee(REC)							Public Liason Committee(PLC)							
Committee of Adjustment (CofA). Public Planning (PP)							Seniors Advisory Committee(SAC)							Affordable/Attainable Housing Committee(AAHC)							

Holiday /Office Closed  
Conferences  
Committee of Adjustment(CofA), Public Planning(PP)

Police Services Board(PSB)  
Recreation Advisory Committee(REC)  
Seniors Advisory Committee(SAC)

Ruth Hargrave Memorial Library Board(LIB)  
Public Liason Committee(PLC)  
Affordable/Attainable Housing Committee(AAHC)

**Township of Southgate**  
**Administration Office**  
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Dundalk, ON N0C 1B0



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## **Staff Report PW2022-048**

**Title of Report:** PW2022-048 Public Works Recommendation to Pulverize Road Sections Back to Gravel  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** October 5, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2022-048 for information; and  
**That** Council approve the Public Works recommendation to pulverize Road Sections 121, 344, 346, 343 & 345 back to gravel.

### **Background:**

Due to deteriorating pavement conditions and frequent pothole filling maintenance, staff are recommending pulverizing some road sections back to gravel before the winter freeze/thaw season for 2022/2023.

The road sections are 121 – Southgate Road 26 from Highway 10 to Southgate Sideroad 75, sections 344 & 346 - Southgate Road 04 from Grey County Road 14 to Southgate Sideroad 11 and sections 343 & 345 - Southgate Sideroad 11 from Highway 89 to Southgate Road 08.

### **Staff Comments:**

With a tough winter/spring weather conditions in 2022, these road sections have had continual pavement patching applications and numerous public complaints of pothole road conditions.

Staff recommends that pulverizing these road sections back to gravel will help alleviate the continual maintenance challenges with freeze/thaw temperatures popping out the pavement patching with more manageable grading operations for the season.

Staff will include in the 2023 Capital Budget process the paving of Road Section 121 in 2023 and Road Sections 343 & 345 in the 2024 budget unless more funds are available during budget deliberations. Road Sections 344 & 346 would remain in gravel.

### **Financial Implications:**

Operational savings of labour-intensive operations and wasted materials due to fluctuating weather patterns will help offset the pulverizing costs. Pulverizing quotes received for Southgate Road 26 is \$4,034.24, Southgate Road 04 is \$8,658.56 and Southgate Sideroad 11 is \$8,864.96, plus HST. Total pulverizing is \$21,557.76 plus HST.

The Operational Budgets for 2022 for labour, benefits and materials for pavement patching are \$115,884.00 with an actual at \$163,749.00, over budget \$47,865.00.

The gravel/calcium budget is \$208,592.00, with an actual of 193,262.00, under budget \$15,330.00.

The gravel/grading budget is \$52,725.00, with an actual of \$18,121.00, under budget \$34,604.

The gravel/calcium/grading budgets combined surplus is \$49,934.00 covering the current pavement patching overage.

The tree trimming budget is \$101,381.00, with an actual of \$29,226.00. With Unit 114 excavator fire, out of commission, this budget will be under including rental of some equipment for this fall brushing operations and will offset the pulverizing requirement costs and other operations.

### **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 PW2022-048 for information, and that Council approve the Public Works recommendation to pulverize Road Sections 121,344, 346, 343 & 345 back to gravel.

Respectfully Submitted,

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

Jim Ellis, Public Works Manager

**Treasurer Approval:** *Original Signed By*

William Gott, CPA, CA Treasurer

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

Dave Milliner, CAO

**Attachments:**



## **Staff Report PW2022-049**

**Title of Report:** PW2022-049 Turnkey AVL Telematics System Tender  
**Award Recommendation**  
**Department:** Public Works  
**Branch:** Transportation & Public Safety  
**Council Date:** October 5, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PW2022-049 for information; and  
**That** Council award the Automatic Vehicle Locating /Telematics System Tender to Trackmatics Inc. for hardware and installation costs in the amount of \$47,975.00 and monthly operational data and maintenance costs of \$1,201.00 plus HST.

### **Background:**

At the August 3, 2022 Council Meeting, Council approved the release of tender for Turnkey Automatic Vehicle Locating (AVL) /Telematics System Request For Tender (RFT) with the following resolution:

### **9.5.1 PW2022-041 Public Works Release of Quote and Tender**

**Moved By** Councillor Rice

**Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report PW2022- 041 for information; and  
**That** Council approve the release of the Public Works RFQ for Hydrovac Excavation / Flusher Truck and CCTV Camera Investigation Services, and the RFT for AVL / Telematics System.

**Carried** No. 2022-505

### **Staff Comments:**

An addendum was issued to extend the closing submission deadline from September 6, 2022 to September 13, 2022 as requested by a supplier. The RFT closed on September 13, at 2:00pm and was opened by virtual meeting by Treasurer Liam Gott, Public Works Admin Assistant Lisa Wilson, Public Works Foreman/Fleet Manager John Watson, and Public Works Manager Jim Ellis.

The Township received 2 tender submissions for evaluation. Upon review and evaluation of the submissions the Trackmatics tender package was a complete package of documents requested in the RFT. The Cypress Solutions package did not include as per the RFT, WSIB Certificate, proof of insurance, Health & Safety Policy and AODA policy. With that said we continued to evaluate the proposals.



Trackmatics is an Ontario based company and offers onsite training and provide additional webinar training when requested. Cypress Solutions is based in British Columbia, with all training by Cypress is “purely virtual”.

Trackmatics database is Cloud stored within Canada for historical recovery and their customer support is based in Ontario. The Cypress also has Cloud stored data that is in Canada and the United States, and mentioned later in the RFT as being in Quebec, whereas the RFT specified “all data hosted and served in Canada.” Cypress indicates the hardware installations and maintenance is by a third-party contractor.

Trackmatics complies with the Minimum Maintenance Standard capturing Real Time information every 15 seconds. Trackmatics provides date/time, operator/vehicle id, vehicle location, speed & idle rates, total travel/distance time, electronic sand/salt spreader rates, on/off, blast rate, on/off, capabilities for pre-wetting applications, plow/wing up/down. Trackmatics components and features include Road Operations and Data Analysis (ROADA) supporting in-house sign and sign reflectivity reporting, waste collection routes and a public facing portal (Track My Plow). Some of the municipalities equipped by Trackmatics include Guelph, County of Perth and member municipalities, Belleville, and Bradford to name a few.

Cypress Solutions can do Real Time every 15 seconds, but then will be reflected in the cellular data usage that is at an added cost. Cypress provides reports for login activity, trip & idle, time onsite, winter operations for snowplows, blowers, spreaders and sanders, engine hours & odometer. The Cypress submission indicates they provides GPS monitoring for Hydro One, and the Ontario Provincial Police. Winter operations for Calgary and the Iowa Department of Transportation for references in their submission.

Both suppliers offer a 3-year warranty on hardware components. The RFT included 29 units with 9 plow trucks at the time of release. Staff have concerns with the help/support service with Cypress Solutions in BC, time difference of 3 hours from 9am to 5pm PST, and after hours call availability.

Staff recommend the Trackmatics proposal as a proven Ontario based supplier with installations of similar applications, with local service, better support, more proven product, better data retrieval for AVL/GPS telematics and their submission was complete. The evaluation process used demonstrates the increased confidence in the Trackmatic solution and support service available/provided locally.

### **Financial Implications:**

The 2022 Capital Budget has the AVL telematics system included at \$100,000.00 funded from the Modernization Reserve. Trackmatics Inc. submission for hardware and installation costs is \$47,975 plus HST. Annual operational data and maintenance costs will be \$14,412.00 (\$1,201.00 plus HST x 12 months)

The installation costs to convert any incompatible hardware required will be based on the rates provided in the RFT or unit changes to the fleet description, plus or minus. The install rates for plow trucks are \$2,283.00 per unit. Graders are \$1,300.00 / unit, other fleet units are \$1,010.00 /unit. The Dash Cam options are \$3,500.00 / install and monthly camera image fees of \$200.00/ month.

The monthly Trackmatics data and operational maintenance fee is quoted at \$1,201.00 per month, based on fleet activity units.

Moving forward with plow truck tenders, the tender will have specifications to supply and install Certified Cirrus controllers. Any plow truck controllers that could be upgraded at this time to the Cirrus models range from \$7,979.14 to \$8,816.30 with main differences of the operator screen view sizing. Typically any trucks 6 years or older are not recommended for upgrade. The Southgate fleet new plow trucks on order are being equipped at Viking with Cirrus controllers.

### **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 PW2022-049 for information, and that Council award the Automatic Vehicle Locating /Telematics System Tender to Trackmatics Inc. for hardware and installation costs in the amount of \$47,975.00 and monthly operational data and maintenance costs of \$1,201.00 plus HST.

Respectfully Submitted,

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

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

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

#### **Attachments:**

- Attachment #1 - Southgate Turnkey AVL/Telematics System RFT Criteria Evaluation Scoring

## Southgate Turnkey AVL/Telematics System RFT Criteria Evaluation Scoring

### Selection Criteria:

1. **Pricing:** The formula for evaluating pricing will consist of hourly price submissions, meeting budget requirements and value for dollar investment. This sum will represent 40% of the weight factor criteria, with the lowest bid being the base factor, and for every \$1,000.00 / hour above the base, will deduct 1point from the 40 points allotted.
2. **Qualifications and experience of company:** the previous experience of proposed staff for this project, the stability and reputation of the firm, will consist of 15% of weight factor.
3. **Equipment resources available, capability & reliability:** The assessment of past services experience will include evaluation of the Contractor's success with previous experience of this nature to meet Southgate needs and compliance consists of 20% of the criteria.
4. **References – service delivery & scheduling:** Meeting the Request for Quote criteria are valued at 15%, and will be scored according to information submitted, and reliability.
5. **Approach to Cost Control:** Will be awarded to the respondent who, in the sole judgment of the Township, provides the best overall value and will be worth 10% of the selection criteria.

Supplier	Pricing = 40%	Qualifications = 15%	Equipment =20%	References= 15%	Cost Control=10%	Total 100%
Cypress Solutions	40% = \$19,689.75	5%	5%	5%	5%	60%
Trackmatics Inc.	12% = \$47,975.00	15%	20%	15%	10%	72%

Trackmatics monthly fees based on 29 units is \$1,201.00.  
Cypress monthly fees based on 29 units is \$818.75.

## **Township of Southgate**

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## **Staff Report CAO2022-063**

**Title of Report:** Flato East Phase 11 Pre-Servicing Final Agreement Report

**Department:** Administration

**Council Date:** October 5, 2022

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2022-063 as information; and

**That** Council approve the Flato Dundalk Meadows Inc. project known as Flato East Phase 11 for a Pre-Servicing Final Agreement and the security requirements for this work for their residential development project; and

**That** Council consider approving the Flato Dundalk Meadows Inc. project known as Flato East Phase 11 Pre-servicing Agreement by Municipal By-law 2022-124 at the October 5, 2022 meeting.

### **Background:**

The developer presently has Draft Plan Subdivision approval for the Flato Dundalk Meadows Inc. project known as Flato East Phase 11 residential development. They also have a Site Alteration Agreement that was approved by the Township of Southgate on June 1, 2022 by municipal By-law 2022-080.

This agreement has been created as a template document we used for past development pre-servicing projects, that has been reviewed by our lawyer, our engineers and approved by Southgate Council for several past projects.

What pre-servicing agreement will allow is the installation by the developer of on-site and off-site infrastructure such as water, sewers, stormwater drains, curbs & gutter, and roadway construction with base course asphalt, while the Subdivision Agreement is going through the approval process. During the pre-servicing phase of the project, without a subdivision agreement in place, the Township has minimal liability as the lot fabric has not been approved or registered with title, therefore Southgate would have no responsibility to finish the lot servicing. The responsibility the Township would have with a pre-servicing agreement would be to make the development site safe by filling in holes and leveling the soil on the property, if there was a failure to complete the project.

The Pre-Servicing Agreement will allow the developer to start the work based on approved servicing drawings and posted securities. By the developer undertaking the work prior to Subdivision Agreement approval, they take on more risk and the municipality has considerably less. Therefore, the required posted securities in

favour of the municipality, by the developer, is less because the Township has not committed to an approved Subdivision Agreement. When the Subdivision Agreement is approved, the required securities will be reviewed and posted at the required levels based on the amount of servicing work that has been completed and accepted. The developer securities presently required for a Pre-Servicing Agreement is 5% for on-site and 100% for off-site works. In a Subdivision Agreement, the developer securities required is 100% for on-site and 100% for off-site works because the lots have been created and likely presold. The major cost of servicing of a residential development is the installation of infrastructure during the pre-servicing agreement phase. When it comes to Subdivision Agreement approval, the amount of securities required is considerably less as it only covers sidewalks, street lighting, street signage, lot grading, sodding, fencing, tree planting, final asphalt placement, etc., if all the pre-servicing work has been completed.

At the September 7<sup>th</sup>, 2022 Council staff report CAO2022-055 titled "Flato East Phase 11 Draft Pre-Servicing Agreement Report" was presented and the following resolution was approved at the Council meeting:

**Moved By** Councillor Rice; **Seconded By** Deputy Mayor Milne;

**Be it resolved that** Council receive staff report CAO2022- 055 as information; and

**That** Council approve the Flato Dundalk Meadows Inc. project known as Flato East Phase 11 for a Draft Preservicing Agreement with the appropriate Schedules 10 reflecting the necessary approved Engineered drawing, report information and approved securities for the project; and

**That** Council consider approving the Flato Dundalk Meadows Inc. project known as Flato East Phase 11 Pre-servicing Agreement by Municipal By-law 2022-124 at the September 21, 2022 meeting.

Carried No. 2022-584

#### **Staff Comments:**

The Pre-Servicing Agreement is ready for Council approval. It was originally planned for the September 21, 2022 meeting for by-law approval, but was delayed to finish engineering information and the required time for review by Triton. The Flato East Phase Pre-Servicing agreement is included in this agenda with the by-law for Council approval.

The Township approval process of this Pre-servicing agreement is the following steps:

1. Triton Engineering review (Attachment #1) of the drawings, report documents listed in the "Schedule B" of the agreement;
2. The Triton review of the securities necessary to support the Flato East Phase 11 project work onsite work for infrastructure servicing upgrades and costs that will be included in the final version of the Pre-servicing Agreement;

3. The final step is for Council approval of the Flato East Phase 11 Pre-servicing Agreement by municipal By-law 2022-124 for approval at the October 5, 2022 meeting.

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

There is no financial impact as a result of this report as the developer will be paying for engineering and legal costs related to the creation of this agreement.

The developer will maintain or increase the posted securities through an Irrevocable Letter of Credit (LC) to cover the estimated servicing costs determined by Southgate's engineers as being \$832,254.06 (10% for Pre-Servicing on-site works).

This Phase 11 project has no off-site work and will not require a service finance agreement.

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

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

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

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

**Strategic Initiatives 3-A (2019-2023):** By means of appropriate policies, incentives and development partners, the Township will facilitate 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 approve the Flato East Phase 11 Pre-Servicing Agreement included with the By-law.
3. That Council consider approval of Flato Dundalk Meadows Inc. project known as Flato East Phase 11 for a Pre-servicing Agreement by Municipal By-law 2022-124 at the October 5, 2022 Council meeting.

Respectfully Submitted,

**CAO approval:** Original Signed By

Dave Milliner – CAO

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

519-923-2110 x210

### **Attachments**

- Attachment #1 – Triton review letter for Flato East Phase 11 Pre-Servicing Design and Securities Review

**The Corporation of the Township of Southgate**

**By-law Number 2022-124**

**being a by-law to authorize an agreement between Flato Dundalk Meadows Inc. and The Corporation of 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** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with Flato Dundalk Meadows Inc.,

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

1. **That** the agreement between Flato Dundalk Meadows Inc. and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Clerk are hereby authorized and directed to sign the Agreement, in substantially the same form as the agreement attached hereto as Schedule "A", on behalf of the Corporation of the Township of Southgate and all other documents as may be necessary to give effect thereto; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of October, 2022.**

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John Woodbury – Mayor

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Lindsey Green – Clerk

## SUBDIVISION PRE-SERVICING AGREEMENT

This Agreement made this 5th day of October, 2022

### B E T W E E N:

**Flato Dundalk Meadows Inc.**  
(hereinafter called the "Developer")

OF THE FIRST PART

- and -

**The Corporation of the Township of Southgate**  
(hereinafter called the "Township")

OF THE SECOND PART

**WHEREAS** the Developer is the owner of the lands in the Township of Southgate, in the County of Grey, described in Schedule "A" hereto (the "Lands");

**AND WHEREAS** the Developer proposes to subdivide the lands and is proceeding with a plan of subdivision (the "Subdivision"), engineering drawings and a Subdivision Agreement;

**AND WHEREAS** the Developer warrants that it has received draft plan approval from The Corporation of the County of Grey for the approval of a residential plan of subdivision (the "Plan");

**AND WHEREAS** the Developer intends to immediately commence with the installation of Stage I and II services as outlined in Article 34 d) herein including underground services and/or storm drainage work and/or road works as further described in the plans, drawings and reports listed in Schedule "B" (the "Works") prior to the execution and the registration of the Subdivision Agreement, and final approval and the registration of the Plan;

**AND WHEREAS** the Parties hereto have entered into this Subdivision Pre-Servicing Agreement (the "Agreement") for the purpose of defining the terms and conditions upon which the construction, installation and provision of the Works will be carried out;

**AND WHEREAS** the Developer has obtained written approval of various agencies, including the Grand River Conservation Authority, Grey County Planning Department, Ministry of Environment,, Conservation and Parks with respect to the ECA permit, the Township, the Ministry of Transportation and other agencies as applicable to the satisfaction of the Township in so far as these agencies and their comments and requirements relate to the construction, installation or provision of the Works;

**AND WHEREAS** the parties to this Agreement declare that the recitals herein are true.



**NOW THEREFORE**, this Agreement witnesseth that in consideration of the covenants herein contained, and other good and valuable consideration, the Parties hereto covenant and agree as follows:

#### **PRE-SERVICING AT DEVELOPER'S RISK**

1. The Developer acknowledges and agrees that the installation, construction or provision of the Works to the Lands or external to the Lands is at its sole and complete risk. The Developer acknowledges and agrees that, should the Plan for this development for any reason be refused final approval and the Plan is not registered, any pre-servicing authorized under this Agreement shall cease and the Developer agrees to accept full responsibility and obligation, financial and otherwise, for all servicing provided and Works that have been constructed or installed. Should the Plan be refused final approval, the Developer agrees to remove any or all Works or portions of Works on the unregistered phase(s) if so requested by the Township, acting reasonably, including restoration of the Lands as a result of construction, all to the satisfaction of the Township, if requested by the Township to do so. At all times, the Developer covenants and agrees to comply with all federal, provincial and municipal laws, rules, by-laws and regulations in constructing, installing or otherwise providing the Works.

#### **MODIFICATIONS MAY BE REQUIRED TO ENGINEERING DRAWINGS AND PLANS**

2. The Developer acknowledges and agrees that the engineering design drawings and plans as submitted have not been finally accepted by the Township. In order to obtain final approval of the engineering design drawings and plans, modification, alteration, relocation, and reconstruction of all or part of the Works is required, the Developer agrees that it may be required to make modifications and alterations and to relocate and reconstruct some or all or any portions of the Works at its sole cost and expense and at the direction of the Township.

#### **WRITTEN ACCEPTANCE OF PRE-SERVICING BY TOWNSHIP REQUIRED**

3. The Developer acknowledges and agrees that the Works for which pre-servicing may proceed must be approved in writing by the Township, and that only those Works that have been approved in writing may be constructed in accordance with the provisions of this Agreement and all other requirements of the Township and its engineers.

#### **TOWNSHIP MAY REQUIRE PRE-SERVICING TO STOP**

4. The Developer acknowledges and agrees that if the Works, as set out in the engineering design drawings, are not being carried out in an acceptable manner or the development of the Plan is not proceeding expeditiously to the satisfaction of the Township in its discretion, the Township, acting reasonably, will have the right to require the Developer to cease any or all construction activities, by written notice to the Developer in accordance with Article 24 of this Agreement.

Furthermore, the Developer acknowledges and agrees that the Township is entitled to withdraw its permission granted herein for the installation and construction of the Works if it is determined, in the sole and absolute discretion of the Township, that such withdrawal is in the best interests of the Township. Upon notification of such withdrawal of permission, the Developer covenants and agrees to immediately cease any further construction, installation or other work in respect of the Works. The Developer acknowledges that it shall have no claim against the Township if it exercises its right to withdraw the permission granted under this Agreement and its specifically waives and disclaims its rights to make any claim in connection therewith.

## **ESTIMATED COSTS**

5. The Developer acknowledges and agrees that the total estimated costs of the Works to be constructed pursuant to this Agreement are to be provided by the Developer, for review/acceptance by the Township in advance of this agreement's execution. The total estimated costs are set out in Schedule "C". The Developer acknowledges and agrees that Schedule "C" is only a preliminary estimate and that additional work may be required prior to the acceptance of the Works by the Township. The Developer further acknowledges that the amounts set out in Schedule "C" are estimates only and that the actual cost may be adjusted from time to time at the sole discretion of the Township, including on the basis of, but not limited to, reasonable tender prices.

The estimated costs on Schedule "C" may be provided and posted on a phase by phase basis.

## **PROFESSIONAL ENGINEER**

6. The Developer covenants and agrees to retain a consulting Professional Engineer (the "Engineer"), skilled and experienced in municipal work, to design, supervise, layout, inspect and maintain the Works and remedy any defects, and to be responsible to the Township for the design, supervision, layout, inspection, maintenance and remedies until the time of final acceptance of the Works. Prior to the commencement of any work, the Developer must advise the Township of its choice of Professional Engineer, and the Township shall have the right to refuse the Developer's choice of Professional Engineer, at the sole discretion of the Township.

## **COSTS OF CHECKING PLANS AND SPECIFICATIONS**

7. The Developer agrees to pay the Township and/or its agent the ongoing reasonable costs for legal, planning and engineering costs for the review of plans and specifications, and for the reasonable construction observation of the Works on behalf of the Township.

## **AT DEVELOPER'S COST**

8. Every provision of this Agreement by which the Developer is obligated in any way is deemed to include the words "at the expense of the Developer and to the Township's satisfaction", unless specifically stated otherwise.

## **TOWNSHIP TO HAVE UNRESTRICTED ACCESS TO LANDS**

9. The Developer agrees to permit unrestricted access to the Lands to the Township and its agents and to the various authorities involved with approval of the Plan and construction of the Works including for the purpose of observation of the construction activities and the Works.

## **REGULAR MUNICIPAL CONSTRUCTION OBSERVATIONS**

10. The Township will make regular site visits as deemed necessary to review that construction methods conform to acceptable engineering practice and in accordance with the accepted drawings and specifications. If, in the opinion of the Township, acceptable supervision is not being provided or construction is not satisfactory, the Township will have the authority to order that construction operations immediately cease by providing written notice to the contractor in charge of the construction or to the Developer's Engineer.

## **SILTATION AND EROSION CONTROL**

11. The Developer agrees to complete the Works as required by the applicable agencies where they relate to pre-servicing and construction activities and to provide and maintain all siltation and erosion control facilities during and after construction to the satisfaction of the Township and the applicable Conservation Authority(ies), acting reasonably. The Developer covenants and agrees to implement the erosion, sedimentation and dust control plan in accordance with the approved Site Alteration Agreement, or otherwise in compliance with the direction of the Township, in order to effectively reduce soil erosion, minimize the transport of silt, minimize standing water, control dust and to minimize and manage mud tracking onto adjacent roads.

## **DEVELOPER'S SOLELY RESPONSIBLE FOR DESIGN, PLANS AND SPECIFICATIONS**

12. Notwithstanding any acceptance of the engineering design given by the Township, neither the Township nor the Consulting Engineer retained by the Township shall in any way be responsible for the design drawings, plans or specifications and the Developer shall bear sole responsibility for the soundness of the engineering design and for ensuring that the Works required to be constructed will function as intended and will be compliant with the final approved services and Municipal Servicing Standards, as approved by council and provided to the Developer prior to execution of this Agreement.

## **NO CONNECTION TO MUNICIPAL SERVICES**

13. The Developer expressly covenants and agrees not to connect any Works to any municipal or public services on any Township or public right-of-way except in accordance with a fully executed subdivision or model home agreement. However, the Developer may install servicing up to the property line of the homes within the Subdivision. The Township will allow physical connections to existing sewers and watermains with certain requirements in order to have one construction activity to facilitate the required video inspection, testing and commissioning of the services.

## **NO WORK ON LANDS BY DEVELOPER WITHOUT APPROVAL**

14. The Developer acknowledges and agrees that no work shall be carried out on lands not owned by it without the prior written consent of the owner of such lands and that such consent shall be forthwith filed with the Township.

## **OTHER APPROVALS**

15. The Developer agrees that it shall forthwith obtain any and all other governmental approvals necessary for the Subdivision and that it shall submit to the Township all the normal and usual plans and documents that may be required by the Township and to enter into a Subdivision Agreement.

The Developer expressly acknowledges and agrees that it will not obtain any advantageous planning or other consideration or treatment, including final approval of a draft plan of subdivision for the Lands, by virtue of it having entered into this Agreement.

## **OFF-SITE NUISANCE**

16. The Developer covenants and agrees to take any and all necessary steps, to the satisfaction of the Township, to ensure that off-site nuisance/damage is mitigated including erosion, sediment, flooding, ponding, dust, and weeds. Notwithstanding the foregoing, reasonable and ordinary construction nuisance, as determined by the Township, shall be permitted.

## **INSURANCE**

17.
  - (a) The Developer agrees to file with the Township, prior to commencement of the Works provided for in this Agreement, a public liability insurance policy in an amount of no less than five million dollars (\$5,000,000.00) (subject to the Township's right to set higher limits if it considers necessary) naming the Township for insurance against all damages or claims for damages. The form, content and type of insurance policy are to be subject to approval by the Township. The Developer shall keep the aforesaid insurance policy in effect until the guaranteed maintenance period has expired and the Works have been assumed by the Township.
  - (b) The premiums for the insurance policy shall initially be paid for a period of one (1) year. Upon execution of this Agreement and prior to commencement of each policy year the Developer shall provide a copy of the policy to the Township indicating full payment.
  - (c) The issuance of the policy of insurance shall not be construed as relieving the Developer from responsibility for other or larger claims, if any, for which it may be held responsible.

## TREE REMOVAL

18. The Developer shall remove only those trees required for the installation of Works comprising underground services, as determined in the field by the Engineer and as previously approved by the Township in writing.

## SECURITY

19. (a) In order to guarantee the due performance of its covenants in this Agreement, the Developer shall, prior to execution of this Agreement, provide the Township with a Letter of Credit ("Letter of Credit") or cash security in the amount of \$920,354.07 less the amount of security posted under the Site Alteration Agreement. Notwithstanding the foregoing, the minimum security amount required under this Agreement shall be 10% of the total estimated cost of the internal works for the Subdivision plus 100% of the total cost of the entire external works associated with the Subdivision.
- (b) This irrevocable letter of credit will be maintained on a go forward basis to provide assurance for security for this agreement and future phases of the Developer's residential development projects. As new phases come forward for development and as projects within each phase of the developments are completed the amount of securities required will increase and decrease from time to time. If the aggregate amount of the total securities required to satisfy the Township's assurance of the Developer's due performance in this and other agreements increases above \$1,000,000.00 the Developer will provide the required security in the amount of \$100,000.00 increments to satisfy the Township. In order to maintain the appropriate amount of securities every 6 months, the Developer's engineering consultant will provide a Securities Reconciliation Report with a recommendation to the Township based on the work completed by the Developer and the Township approved projects added for construction. The Township's engineering consultant will review this report and provide a recommendation to the Township.
- (c) The Developer acknowledges and agrees that no reduction in the amount of the securities filed by the Developer with the Township in accordance with the terms of this Agreement shall be permitted until such time as the Developer has entered into a Subdivision Agreement with the Township for the Lands. Thereafter, any changes in the Letter of Credit posted by the Developer shall be completed in accordance with the terms of the said Subdivision Agreement and may be maintained, supplemented, or reduced for the future development phases or agreements. Nothing in this paragraph, however, is intended to prohibit the Township from drawing on the said securities in accordance with this Agreement.
- (d) The Letter of Credit or cash security shall comprise of an irrevocable letter of credit from a Canadian Chartered Bank issued in accordance with terms satisfactory to the Township's Treasurer in the form set out in Schedule "D" and shall provide that if in the sole opinion of the Township, there is a default under the terms of this Agreement the Letter of Credit or cash security may thereupon be drawn or cashed in whole or in part.

## **DEPOSIT**

20. (a) Prior to execution of this Agreement, the Developer shall deposit with the Township a cash deposit of \$10,000.00, for engineering and legal fees for the review of drawings and observation of the performance of the Works and the Township's legal costs attributable to this Agreement and other legal advice related to the development contemplated by this Agreement. The Developer agrees to reimburse the Township for all engineering and legal costs incurred.
- (b) The Developer agrees that any accounts relating to engineering and legal work that are not covered by the deposit must be paid within thirty (30) days of submission by the Township and, if not paid within thirty (30) days, the Township shall, at its discretion, be entitled to draw on the aforementioned Letter of Credit or cash security for payment of any outstanding accounts plus an administration fee of \$100.00 per outstanding account together with interest at the rate of the prime rate of the Township's Bank from the date the invoice was first issued. If the Township draws on the securities to pay any outstanding accounts, the Developer is considered to be in default of this Agreement in which case, the Township, at its sole discretion, may issue a stop work order and the Developer agrees that no work may proceed until such time as the securities are increased to its original amount.

## **LIMITED CONSTRUCTION ACCESS**

21. The Developer covenants and agrees to:
- (a) limit construction access to such roads as the Township may determine from time to time;
- (b) maintain all access roads in good repair at all times and meet all the requirements of the Township's Public Works Department if public roadways are involved; and
- (c) provide dust and mud tracking control in order to prevent any dust/mud problem to traffic or home occupants.

## **SIGNAGE**

22. The Developer agrees to construct, at its expense, signs at each access point to the Lands stating that the property is "PRIVATE PROPERTY" and "NO ACCESS IS PERMITTED AT ANY TIME". The signs shall be at least 1.2 metres by 1.2 metres and the lettering and colouring shall be to the Township's satisfaction. The signs shall not be removed until the Subdivision Agreement has been executed at which time signs as required by the Subdivision Agreement must be posted in their place. The Developer acknowledges that all roads and services on the Lands are private roads/services and the Township is under no obligation to assume or maintain them.

## **TOWNSHIP NOT OBLIGATED TO COMPLETE ANY OUTSTANDING WORKS**

23. The Developer agrees that should it fail to complete any of the Works contemplated by this Agreement, the Township is under no obligation whatsoever to complete all or any portion of the Works but the Township has the right to complete or stabilize or disconnect the Works if it chooses to. Notwithstanding the foregoing, the Developer agrees that the Township shall, at its sole discretion, have the right to enter onto the Lands to take whatever action it deems necessary to safeguard the health and welfare of the residents of the Township including, but without limiting the generality of the foregoing, to filling in holes, blocking off access, posting signs, stabilizing and leveling terrain, at the Developer's expense. The Developer further agrees to indemnify the Township, its agents or servants, from any and all claims that may arise as a result of any actions taken by the Township pursuant to this clause.

If the Works proposed to be installed or constructed pursuant to this Agreement are not commenced or a subdivision agreement relating to the Lands has not been executed between the developer and the Township within 2 years from the date of execution of this Agreement, the Township may, at its option and on (30) days written notice to the Developer in accordance with Section 24, declare this Agreement to be null and void and of no further effect.

## **NOTICE**

24. Where this Agreement requires notice to be delivered by one party to the other, such notice shall be in writing and delivered either personally or by facsimile/e-mail transmission by one party to the other party at their addresses and facsimile numbers noted below. Such notice shall be deemed to have been given, if by personal delivery, on the date of delivery, and if by facsimile transmission or e-mail, on date of delivery of electronic confirmation of receipt obtained:

- (a) To the Township:

The Corporation of the Township of Southgate  
Attn: Dave Milliner – CAO  
185667 Grey Road #9  
Dundalk, Ontario NOC 1BO

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

Fax #: 519-923-9262

- (b) To the Developer:

Flato Dundalk Meadows Inc.  
Attn: Shakir Rehmatullah, President  
3621 Highway #7 East, Suite 503

Markham, ON L3R 0G6

Email address:  
[shakir@flatogroup.com](mailto:shakir@flatogroup.com)

Fax #: 905-479-9165

or such other address as the Developer has provided to the Township Clerk in writing and any notice faxed or delivered shall be deemed good and sufficient notice under the terms of this Agreement.

#### **INDEMNITY**

25. (a) The Developer agrees to indemnify and save harmless the Township, its agents or servants against all actions, causes of action of any kind including causes of action of negligence, suits, claims and demands whatsoever in tort, contract or otherwise which may arise either directly or indirectly by reason of the Developer undertaking pre-servicing pursuant to this Agreement.
- (b) It is specifically understood and agreed that inspections of any aspect of construction, review by the Township, or any damage or interference resulting from winter road maintenance or any other works or actions undertaken by the Township, its agents or servants (which are hereinafter specifically agreed to be acting as agents of the Developer with respect to such work) shall impose no liability upon the Township to the Developer and the Developer specifically agrees that it will make no such claim.

#### **SEVERABILITY**

26. If any of the provisions of this Agreement are found by a court of competent jurisdiction to be unenforceable it shall not affect the enforceability of each and every other clause contained herein.

#### **TRANSFER OF OWNERSHIP**

27. In the event of any transfer of any beneficial ownership of interest in the Lands or in the event of any change in the ownership of the principals of the Developer, then, at the sole discretion of the Township, this Agreement may be terminated upon written notice by the Township being provided in accordance with Clause 24.

#### **NOT BINDING ON SUCCESSORS AND ASSIGNS**

28. This Agreement shall be binding on the Parties hereto but unless this Agreement is registered in accordance with the requirements of the Township pursuant to Clause 30 of this Agreement, it shall not enure to the benefit of their successors and assigns.



## **SCHEDULES**

29. The following schedules attached hereto form an integral part of this Agreement:
- (a) Schedule "A" – Legal Description of the Lands;
  - (b) Schedule "B" – Drawings and Supporting Documentation;
  - (c) Schedule "C" – Estimated Construction Costs and Securities Calculation; and
  - (d) Schedule "D" – Form of Letter of Credit

## **REGISTRATION OF AGREEMENT**

30. The Developer covenants and agrees that this Agreement and any schedules attached hereto may be registered upon title to the Lands and that such registration shall be at the instance of the Township and at the Township's sole and absolute discretion. The Developer further covenants and agrees to pay all costs associated with the preparation and registration of this Agreement, as well as all other costs incurred by the Township as a result of the registration of any other documents or instruments pertaining to this Agreement, including but not limited to, any amendment thereto.

## **NO FETTERING OF DISCRETION**

31. Notwithstanding any other provision of this Agreement, the Developer expressly acknowledges and agrees that none of the provisions of this Agreement (including a provision stating the parties' intention) is intended to operate, nor shall have the effect of operating, in any way to fetter the discretion of the Township and its Council in the exercise of any of its discretionary power, duties or authorities, including without limitation, the authority to approve, approve with conditions or deny draft plan approval of the Plan filed by the Developer. The Developer expressly acknowledges and agrees that it will not obtain any advantageous planning or other consideration or treatment, including approval of a draft plan of subdivision for the Lands, by virtue of it having entered into this Agreement.

## **NO BUILDING PERMITS UNTIL REGISTRATION OF PLAN**

32. The parties agree that the provisions of this Agreement constitute "other applicable law" pursuant to the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, and that the Developer expressly agrees to not apply for any building permits until final approval of the Plan has been obtained and a Subdivision Agreement is registered on title to the Lands or through the provisions of a model home agreement and that this provision may be pleaded by the Township in any action or proceeding as an estoppel of any denial of such right.

## **STARTING CONSTRUCTION**

33. Prior to starting construction of the Works the Developer shall:

- a) Notify the Township at least ten (10) days before the commencement of construction and provide the Township with all information and material required by the Township;
- b) Deposit with the Township the securities as required by Article 19 of this Agreement;
- c) Erect silt fences or other siltation and erosion control measures to the satisfaction of the Township. The silt fences and erosion control measures shall be erected prior to initiating any grading or construction on the site, and shall remain in place and in good repair during all phases of grading and construction;
- d) Prepare and submit an approximate timeline of progress and completion which shall set out how the construction of the services and utilities will be scheduled to be completed within the one (1) year.
- e) Obtain all consents, approvals, and permits required by law and provide written evidence of same to the Township.

### **CONSTRUCTION OF SERVICES**

34 Conditions for construction of services as follows:

(a) Service to be provided

The Developer, at the Developer's sole cost, shall be permitted to construct and install Stage I and II municipal services outlined in Article 34 (d).

(b) As-recorded drawings

The Developer shall cause its engineers to deliver to the Township three complete sets, and to the Township's Municipal Planner one complete set, of as-recorded drawings and an electronic file of such drawings upon completion (following approval of the preliminary certification of the services by the Township) showing each of the said services as constructed.

(c) Installation, supervision and inspection

All services required to be constructed or installed by the Developer hereunder shall be constructed or installed under the full-time supervision of the Developer's engineers and to the satisfaction of the Township, who, acting reasonably, may:

- (i) conduct such test of materials, methods and workmanship as they may determine including the use of close circuit television cameras for inspection of underground services prior to either preliminary or final acceptance of any of the required services; and,

- (ii) require that any and all work shall cease until any breach of plans or specifications or its requirements (of which such engineers shall be the sole judge) has been remedied (other than the work required to be done to remedy such breach) and if such engineers deem it necessary to engage technical supervision the expense of such technical consultants, if engaged, shall be a debt due to the Township by the Developer recoverable on demand.

(d) Stages of construction for services

The Developer acknowledges that the Township will only grant preliminary acceptance, on the basis of four distinct stages of construction and where the subdivision development is phased, within the whole of each phase as approved by the Township. The stages are as follows:

- (i) Stage I services for purposes of this Agreement consist of all underground works including
  - a) all storm and sanitary sewers;
  - b) watermain;
  - c) conduits or pipes for electrical services;
  - d) all other utilities such as gas, telephone and cable TV under roadways and including all water, storm and sanitary sewer service connections to the limit of the street allowance for each proposed building lot; and
  - e) storm water management facilities including fencing.
- (ii) Stage II services include all works up to and including
  - a) curbs;
  - b) gutters;
  - c) base asphalt;
  - d) placement of all required street signs and traffic control signs;
  - e) erection of a sign at least twelve (12) feet by eight (8) feet to be approved by the Township Engineer at each entrance to the subdivision from a public road, which shall depict the plan of subdivision and shall indicate the locations of all sidewalks, restricted parking zones, mailboxes, and fencing including the type of fencing;
  - f) erection of a sign at least three (3) feet by three (3) feet to be approved by the Township Engineer at each point of entry to the subdivision stating that the services including the streets have not been assumed by the Township, and that anyone using the services or streets does so at their own risk; and
  - g) completion of parkland with grading, topsoil, approved vegetation including sod and/or seed, and required fencing;
  - h) fencing.
- (iii) Stage III services involve the completion of the electrical distribution system, including street lighting, which shall be completed within six weeks of the date upon which Preliminary Acceptance is granted for Stage II works.

(iv) Stage IV services include

- a) surface course of asphalt;
- b) sidewalks;
- c) street lighting;
- d) boulevards;
- e) all other services required by this Agreement.

**35.** Preliminary Acceptance will not be granted until the Subdivision Agreement has been executed and all of the requirements for Preliminary Acceptance pursuant to the Subdivision Agreement have been complied with. Construction of services beyond Stage I and II will not be permitted until the Subdivision Agreement has been executed.

**IN WITNESS WHEREOF** the Parties hereto have hereunto affixed their corporate seals under the hands of their officers properly authorized in that behalf. Authorized by By-law # 2021-XXX

**SIGNED, SEALED & DELIVERED**

**DEVELOPER**

Flato Dundalk Meadows Inc.

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
Shakir Rehmatullah, President

I have authority to bind the Corporation

**The Corporation of the Township of Southgate**

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
**Mayor John Woodbury**

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
**Clerk Lindsay Green**

**We have authority to bind the Corporation**

**SCHEDULE "A"**

**LEGAL DESCRIPTION OF THE LANDS**

Phase 11 of the Edgewood Greens Development

PART OF LOTS 233 AND 234  
CONCESSION 1  
VILLAGE OF DUNDALK  
TOWNSHIP OF SOUTHGATE  
COUNTY OF GREY

## SCHEDULE “B”

### DRAWINGS & REPORTS

SUBDIVISION: Flato East, Phase 11 (194 units + Commercial Block)

#### List of Drawings (sample listing only)

Developer: **Flato Dundalk Meadows Inc.**

#### **Internal Drawings**

Drawing #	Rev#	Date	Drawing Title	Firm Prepared By
100	2	May 27, 2021	Cover Page & Drawing List	CF Crozier
100A		August 17, 2017	Dundalk Meadows North Draft Plan	MHBC
100B		August 17, 2017	Dundalk Meadows East Draft Plan	MHBC
100D		January 19, 2021	Phasing Plan	MHBC
C101	2	June 24, 2022	General Site Servicing Plan	CF Crozier
C102A	2	June 24, 2022	Site Grading Plan (North East Part)	CF Crozier
C102B	2	June 24, 2022	Site Grading Plan (South East Part)	CF Crozier
C103A	2	June 24, 2022	Plan & Profile Morgan Ave. From STA. 0+140 to STA. 0+460	CF Crozier
C103B	2	June 24, 2022	Plan & Profile Morgan Ave. from STA. 0+460 to 0+520	CF Crozier
C103C	2	June 24, 2022	Plan & Profile Colgan Cr. from Morgan Ave. to STA. 0+220	CF Crozier
C103D	2	June 24, 2022	Plan & Profile Colgan Cr. from STA. 0+220 to STA. 0+380	CF Crozier
C103E	2	June 24, 2022	Plan & Profile Colgan Cr from STA. 0+380 to Symington St	CF Crozier
C103F	2	June 24, 2022	Plan & Profile Milliner Ave. from Morgan Ave. to STA. 0+180	CF Crozier
C103G	2	June 24, 2022	Plan & Profile Milliner Ave. From STA. 0+180 to HWY 10	CF Crozier
C103H	2	June 24, 2022	Plan and Profile Symington St. From Morgan Ave. to Milliner Ave	CF Crozier
C103I	2	June 24, 2022	Plan & Profile McAlister St. From Morgan Ave. to Milliner Ave.	CF Crozier
C103J	2	June 24, 2022	Plan & Profile WM to HWY 10	CF Crozier
C106A	2	June 24, 2022	SWM Pond Plan	CF Crozier
C106B	2	June 24, 2022	SWM Pond Section A— A	CF Crozier
C106C	2	June 24, 2022	SWM Pond Sections B— B, C—C	CF Crozier

C106D	2	June 24, 2022	SWM Pond Details	CF Crozier
C109	2	June 24, 2022	Sanitary Drainage Plan	CF Crozier
C110	2	June 24, 2022	Storm Drainage Plan	CF Crozier
C111	2	June 24, 2022	Construction Notes Typical Sections & Details	CF Crozier
C113A	2	June 24, 2022	Ontario Provincial Standard Drawings	CF Crozier
C113B	2	June 24, 2022	Ontario Provincial Standard Drawings	CF Crozier
C113C	2	June 24, 2022	Ontario Provincial Standard Drawings	CF Crozier
C113D	2	June 24, 2022	Municipal Standard Drawings	CF Crozier
C113E	2	June 24, 2022	Canada Post Community Superbox Details	CF Crozier
C114	2	June 24, 2022	Foley Drain Crossing Morgan Avenue General Arrangement Plan	CF Crozier
T100	1	June 24, 2022	Pavement Marking & Signage Plan	CF Crozier
S1			Culvert Footing Design	CF Crozier

### **List of Reports**

- Servicing and Stormwater Management Implementation Report (Edgewood Greens – Phase 11 Flato Dundalk Meadows Inc.) (CF Crozier, July 2022)
- Traffic Impact Addendum (Flato East and North) (Crozier, June 2016)
- Traffic Impact Study Update (Edgewood Greens) (Crozier, January 2020)
- Consolidated Report including hydrogeological studies, geotechnical investigations, and Phase One and Phase Two Environmental Site Assessment for Flato East and Flato North (Soil Engineers Ltd., July 18, 2017)
- Environmental Impact Study – Draft Plan of Subdivision – Flato East (Riverstone Environmental, December 2015)
- Environmental Impact Study – Draft Plan of Subdivision – Flato East (Riverstone Environmental, December 2015)
- Review of Proposed Basement Floor Slab Clearances Above Groundwater Table (Soil Engineers Ltd., July 2022)
- Planning Justification Report – Zoning By-law Amendment & Draft Plan of Subdivision – Flato East (MHBC Planning, December, 2015)

**SCHEDULE "C"**

**ESTIMATED CONSTRUCTION COSTS**

*See the following pages for Consulting Engineer's cost estimates.*





Project No.: 1060-5771

Date: 2022.09.22

Completed by: DE/SOJ

Checked by: CK

## EDGEWOOD GREENS - PHASE 11

### OPINION OF PROBABLE COSTS - CIVIL SERVICING

## Notes:

- 1) This Opinion of Probable Costs is based on the 2nd Submission Detailed Design Engineering Drawings (Crozier, 2022)
- 2) Estimated costs are subject to change based on the detailed design and Township/GRCA comments throughout the approval process.
- 3) Estimates are subject to change based on refined geotechnical and hydrogeological findings/recommendations.
- 4) Gas and Communications costs are not included.
- 5) Costs associated with in-situ soil compaction improvement techniques (Geotechnical) have been excluded from this estimate.
- 6) It has been assumed that native material can be used for backfilling of trenches. If this material is not acceptable, it may be necessary to import material, i.e. clean, granular material, Type 3 or Granular C.
- 7) Schedule D (Internal Storm Sewers) based on reduced storm sewer sizing. Servicing does not account for future lands beyond settlement boundary.
- 8) Estimate does not include any costs for trees, irrigation or streetscaping (fine grading, topsoil and sod) for Internal works.
- 9) Unit Prices based on 2022 tender prices for a similar residential development located in Grey County. Prices increased by 5% based on CPI.

ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
<b>SCHEDULE A - SANITARY SEWERS</b>					
A1	Supply & Install PVC SDR-35 Sanitary Sewer				
a)	200mm dia.	1463	m	\$ 200.00	\$ 292,600.00
A2	Supply & Install Sanitary Maintenance Holes c/w Frame & Grate				
a)	1200mm dia. (OPSD 701.010)	21	ea.	\$ 6,500.00	\$ 136,500.00
A3	Supply & Install 125mm dia. PVC SDR-28 Sanitary Service	194	ea.	\$ 1,700.00	\$ 329,800.00
A4	Locate & Connect to Existing 200mm dia. Sanitary Sewer c/w Removals	1	ea.	\$ 3,000.00	\$ 3,000.00
A5	Supply & Install Sanitary Sewer Plug (Cap for Future Connection)	2	ea.	\$ 500.00	\$ 1,000.00
A6	Field Testing of Sanitary Sewers				
a)	Flush & CCTV Sanitary Sewers	1463	m	\$ 15.00	\$ 21,945.00
b)	CCTV Sanitary Services	194	ea.	\$ 200.00	\$ 38,800.00
				<b>Subtotal</b>	<b>\$ 823,645.00</b>



Project No.: 1060-5771

Date: 2022.09.22

Completed by: DE/SOJ

Checked by: CK

## EDGEWOOD GREENS - PHASE 11

### OPINION OF PROBABLE COSTS - CIVIL SERVICING

## Notes:

- 1) This Opinion of Probable Costs is based on the 2nd Submission Detailed Design Engineering Drawings (Crozier, 2022)
- 2) Estimated costs are subject to change based on the detailed design and Township/GRCA comments throughout the approval process.
- 3) Estimates are subject to change based on refined geotechnical and hydrogeological findings/recommendations.
- 4) Gas and Communications costs are not included.
- 5) Costs associated with in-situ soil compaction improvement techniques (Geotechnical) have been excluded from this estimate.
- 6) It has been assumed that native material can be used for backfilling of trenches. If this material is not acceptable, it may be necessary to import material, i.e. clean, granular material, Type 3 or Granular C.
- 7) Schedule D (Internal Storm Sewers) based on reduced storm sewer sizing. Servicing does not account for future lands beyond settlement boundary.
- 8) Estimate does not include any costs for trees, irrigation or streetscaping (fine grading, topsoil and sod) for Internal works.
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ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
<b>SCHEDULE B - WATERMAIN</b>					
B1	Supply & Install PVC DR 18 Watermain c/w All Associated Appurtenances				
a)	150mm dia.	979	m	\$ 190.00	\$ 186,010.00
b)	200mm dia.	495	m	\$ 250.00	\$ 123,750.00
c)	250mm dia.	110	m	\$ 300.00	\$ 33,000.00
B2	Supply & Install Gate Valves				
a)	150mm dia.	12	ea.	\$ 3,000.00	\$ 36,000.00
b)	200mm dia.	7	ea.	\$ 3,500.00	\$ 24,500.00
c)	250mm dia.	1	ea.	\$ 4,000.00	\$ 4,000.00
B3	Supply & Install Fire Hydrant c/w Valve & Lead	12	ea.	\$ 9,500.00	\$ 114,000.00
B4	Supply & Install 25mm dia. Type 'K' Copper Water Service	194	ea.	\$ 1,250.00	\$ 242,500.00
B5	Supply & Install 450mm dia. Steel Casing (By Open Cut)	14.6	m	\$ 1,200.00	\$ 17,520.00
B6	Supply & Install Rigid Pipe Insulation	18	m <sup>2</sup>	\$ 80.00	\$ 1,440.00
B7	Locate & Connect to Existing Watermain c/w Removals				
a)	Remove Existing 250mm dia. Cap and Connect Proposed 250mm dia. PVC DR 18	1	ea.	\$ 2,000.00	\$ 2,000.00
b)	Remove Existing 200mm dia. Cap and Connect Proposed 200mm dia. PVC DR 18	1	ea.	\$ 2,000.00	\$ 2,000.00
B8	Supply & Install Watermain Cap c/w Blowoff				
a)	150mm dia. Cap	2	ea.	\$ 1,100.00	\$ 2,200.00
b)	250mm dia. Cap	1	ea.	\$ 1,100.00	\$ 1,100.00
B9	Temporary Watermain Connection & Commissioning	1	L.S.	\$ 10,900.00	\$ 10,900.00
				<b>Subtotal</b>	<b>\$ 800,920.00</b>



Project No.: 1060-5771

Date: 2022.09.22

Completed by: DE/SOJ

Checked by: CK

## EDGEWOOD GREENS - PHASE 11

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ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
	<b>SCHEDULE C - STORM SEWERS</b>				
C1	Supply & Install Storm Sewers				
a)	300mm dia. PVC SDR-35	337	m	\$ 155.00	\$ 52,235.00
b)	375mm dia. PVC SDR-35	323	m	\$ 175.00	\$ 56,525.00
c)	450mm dia. PVC SDR-35	173	m	\$ 275.00	\$ 47,575.00
d)	525mm dia. Concrete CL-65-D	74	m	\$ 300.00	\$ 22,200.00
e)	600mm dia. Concrete CL-65-D	20	m	\$ 325.00	\$ 6,500.00
f)	675mm dia. Concrete CL-65-D	356	m	\$ 390.00	\$ 138,840.00
g)	825mm dia. Concrete CL-65-D	112	m	\$ 600.00	\$ 67,200.00
h)	1200mm dia. Concrete CL-65-D	60	m	\$ 1,000.00	\$ 60,000.00
i)	250mm dia. PVC SDR-35 Catch Basin Lead	33	m	\$ 175.00	\$ 5,775.00
j)	300mm dia. PVC SDR-35 Catch Basin Lead	151	m	\$ 200.00	\$ 30,200.00
k)	375mm dia. PVC SDR-35 Catch Basin Lead	33	m	\$ 250.00	\$ 8,250.00
l)	300mm dia. Concrete CL-65-D Rear Lot Catch Basin Lead	907	m	\$ 225.00	\$ 204,075.00
C2	Supply & Install Storm Maintenance Holes c/w Frame & Grate				
a)	1200mm dia. Storm Maintenance Hole (OPSD 701.010)	2	ea.	\$ 5,000.00	\$ 10,000.00
b)	1200mm dia. Catch Basin Maintenance Hole (OPSD 701.010)	24	ea.	\$ 5,200.00	\$ 124,800.00
c)	1500mm dia. Storm Maintenance Hole (OPSD 701.011)	3	ea.	\$ 7,000.00	\$ 21,000.00
d)	1500mm dia. Catch Basin Maintenance Hole (OPSD 701.011)	8	ea.	\$ 7,250.00	\$ 58,000.00
e)	1500mm dia. Double Catch Basin Maintenance Hole (OPSD 701.011)	10	ea.	\$ 7,500.00	\$ 75,000.00
h)	2400mm dia. Storm Maintenance Hole (OPSD 701.013)	2	ea.	\$ 17,500.00	\$ 35,000.00
i)	2400mm dia. Double Catch Basin Maintenance Hole (OPSD 701.013)	1	ea.	\$ 18,000.00	\$ 18,000.00
j)	1200mm dia. Rear Lot Catch Basin Maintenance Hole (OPSD 701.010)	11	ea.	\$ 4,750.00	\$ 52,250.00



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ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
	<b>SCHEDULE D - STORM SEWERS CONTINUED...</b>				
C3	Supply & Install Storm Sewer Structures c/w Frame & Grate				
a)	600mm x 600mm Catch Basin (OPSD 705.010)	4	ea.	\$ 2,500.00	\$ 10,000.00
b)	600mm x 1450mm Twin Inlet Catch Basin (OPSD 705.020)	10	ea.	\$ 3,500.00	\$ 35,000.00
c)	600mm x 600mm Rear Lot Catch Basin	24	ea.	\$ 2,500.00	\$ 60,000.00
C4	Supply & Install Bridge Plate CSP Culvert				
a)	7000x2200mm Armtec Bridge Plate CSP Culvert	53	m	\$ 8,500.00	\$ 450,500.00
b)	Watercourse Control (Cofferdams, Diversion Pumping, Electrofishing, etc.)	1	LS	\$ 15,000.00	\$ 15,000.00
c)	Cast-in-Place Concrete Footings (Incl. Dewatering, Rebar, Formwork, etc.)	265	m <sup>3</sup>	\$ 350.00	\$ 92,750.00
d)	Culvert Substrate	411	m <sup>2</sup>	\$ 75.00	\$ 30,825.00
e)	Rip-Rap (600mm Thick, 300mm dia.) c/w 270R Filter Cloth	80	m <sup>2</sup>	\$ 60.00	\$ 4,800.00
C5	Supply & Install Storm Services				
a)	100mm dia. SDR-28	194	ea.	\$ 1,350.00	\$ 261,900.00
C6	Field Testing of Storm Sewers				
a)	Flush & CCTV Storm Sewers	1455	m	\$ 15.00	\$ 21,825.00
b)	CCTV Storm Services	194	ea.	\$ 190.00	\$ 36,860.00
				<b>Subtotal</b>	<b>\$ 2,112,885.00</b>



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ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
<b>SCHEDULE D - SWM FACILITY</b>					
D1	Removal of Temporary Hicken bottom & 300mm dia. PVC Pipe	1	LS	\$ 3,000.00	\$ 3,000.00
D2	Removal of Spillways in Temporary Berms	1	LS	\$ 6,500.00	\$ 6,500.00
D3	Preparation & Fine Grading	8000	m <sup>2</sup>	\$ 5.00	\$ 40,000.00
D4	Supply & Install Terrafox Bentofix SRNLW Geosynthetic Clay Liner	3900	m <sup>3</sup>	\$ 40.00	\$ 156,000.00
D5	Supply & Install Inlet Storm Sewer				
a)	3000mm dia. Storm Precast Concrete Maintenance Hole (OPSD 701.014) c/w 1200mm dia. Precast Concrete Storm Sewer Outlet Safety Grating	1	ea.	\$ 45,000.00	\$ 45,000.00
b)	1200mm dia. Concrete CL-65-D	9	m	\$ 7,000.00	\$ 63,000.00
c)	Concrete Precast Headwall (OPSD 804.040) c/w Grate (804.050) & 1.2m High Chain Link Fence (OPSD 972.130)	1		\$ 40,000.00	\$ 40,000.00
d)	450mm dia, 600mm Deep Rip-Rap c/w Terrafox 270R Geotextile	20	m <sup>2</sup>	\$ 225.00	\$ 4,500.00
D6	Supply & Install Outlet Control Structure (Foley Drain)				
a)	1200mm x 1200mm Precast Concrete Utility Chamber Structure c/w Safety Steps as per OPSD 405.010 and 50mm X 500mm x 6mm Angle Framed Cut-Out.	1	ea.	\$ 20,000.00	\$ 20,000.00
b)	Concrete Precast Headwall (OPSD 804.030) c/w Grate (OPSD 804.050)	1	ea.	\$ 15,000.00	\$ 15,000.00
c)	525mm dia. Reverse Slope Storm Sewer (CL-65D)	12.4	m	\$ 575.00	\$ 7,130.00
d)	450mm dia. Outlet Storm Sewer (CL-65D)	8.6	m	\$ 450.00	\$ 3,870.00
e)	300mm dia., 600mm Deep Rip Rap c/w Terrafox 270R Geotextile	55	m <sup>2</sup>	\$ 165.00	\$ 9,075.00
f)	1.0m Thick Trench Plug (OPSD 802.095)	2	ea.	\$ 500.00	\$ 1,000.00
D7	Forebay Berm				
a)	150mm dia, 300mm Deep Rip-Rap	115	m <sup>2</sup>	\$ 140.00	\$ 16,100.00
D8	Supply & Install Barrier Gates (per Township of Southgate STD L3)	1	ea.	\$ 7,000.00	\$ 7,000.00



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ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
	<b>SCHEDULE D - SWM FACILITY CONTINUED...</b>				
D9	Supply & Install Emergency Spillway				
a)	Terrafox Flexicrete 80mm thickness c/w Filter cloth (270R or Approved Equal)	275	m <sup>2</sup>	\$ 4.00	\$ 1,100.00
b)	200mm dia. Compacted Granular 'A'	275	m <sup>2</sup>	\$ 25.00	\$ 6,875.00
D10	1.8m High Chain Link Fence (OPSD 972.130) Along SWM Facility Frontage	180	m	\$ 85.00	\$ 15,300.00
D11	Supply, Place & Compact Road Materials				
a)	Preparation & Fine Grading	2100	m <sup>2</sup>	\$ 2.50	\$ 5,250.00
b)	20mm dia., 100mm Crusher Run	1500	m <sup>2</sup>	\$ 7.50	\$ 11,250.00
c)	50mm dia., 300mm Crusher Run	1500	m <sup>2</sup>	\$ 18.00	\$ 27,000.00
				<b>Subtotal</b>	<b>\$ 503,950.00</b>



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ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
<b>SCHEDULE E - ROADWORKS</b>					
E1	Preparation & Fine Grading of Subgrade for Roadway	12704	m <sup>2</sup> (p)	\$ 2.00	\$ 25,408.00
E2	Partial Depth Asphalt Removal for Lap Joint (40mm)	4	m <sup>2</sup>	\$ 125.00	\$ 500.00
a)	50mm HL 4 Asphalt	12704	m <sup>2</sup> (p)	\$ 16.00	\$ 203,264.00
b)	150mm Granular A	12704	m <sup>2</sup> (p)	\$ 10.00	\$ 127,040.00
c)	450mm Granular B Type I	12704	m <sup>2</sup> (p)	\$ 16.00	\$ 203,264.00
E3	Supply & Place Curb & Gutters				
a)	Barrier Curb with Standard Gutter (OPSD 600.040)	2895	m	\$ 60.00	\$ 173,700.00
b)	90 deg. Gutter Outlet (OPSD 604.010)	1	ea.	\$ 500.00	\$ 500.00
E4	Supply & Install 100mm dia. Subdrain	2895	m	\$ 25.00	\$ 72,375.00
E5	Supply & Install 1.5m Concrete Sidewalk (OPSD 310.010)	2213	m <sup>2</sup>	\$ 80.00	\$ 177,040.00
E6	Supply & Install Tactile Warning Plates (OPSD 310.039)	40	ea.	\$ 195.00	\$ 7,800.00
E7	Supply & Install Street Signage				
a)	Stop Sign	23	ea.	\$ 390.00	\$ 8,970.00
b)	Road Not Assumed Sign	2	ea.	\$ 390.00	\$ 780.00
c)	Permanent Street Name Sign	16	ea.	\$ 450.00	\$ 7,200.00
E8	Supply, Place & Compact 4m Asphalt Path (50mm HL3, 150mm Granular 'A')	151	m <sup>2</sup> (p)	\$ 60.00	\$ 9,060.00
E9	Supply & Install Pedestrian Gate	1	LS	\$ 3,000.00	\$ 3,000.00
E10	Supply & Install 1.2m Black Vinyl Chain Link Fence (OPSD 972.130)	1222	m	\$ 100.00	\$ 122,200.00



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ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
	<b>SCHEDULE E - ROADWORKS CONTINUED...</b>				
E11	Surface Works				
a)	Raise Maintenance Holes & Valves to Finished Grade	1	L.S.	\$ 37,000.00	\$ 37,000.00
b)	Remove Asphalt Curb Adjacent to Catch Basin & Install Barrier Curb with Standard Gutter (OPSD 600.040)	114	m	\$ 200.00	\$ 22,800.00
c)	40mm HL3 Surface Asphalt	12704	m <sup>2</sup> (p)	\$ 15.00	\$ 190,560.00
d)	Tack Coat (OPSS 308)	12704	m <sup>2</sup> (p)	\$ 1.10	\$ 13,974.40
e)	Sweep & Clean Roadways	1	LS	\$ 3,250.00	\$ 3,250.00
f)	Flush & CCTV Sanitary prior to Surface Asphalt	1463	m	\$ 10.00	\$ 14,630.00
g)	CCTV Sanitary Services prior to Surface Asphalt	194	ea.	\$ 225.00	\$ 43,650.00
h)	Flush & CCTV Storm prior to Surface Asphalt	1455	m	\$ 20.00	\$ 29,100.00
i)	CCTV Storm Services prior to Surface Asphalt	194	ea.	\$ 215.00	\$ 41,710.00
E12	Flush & CCTV of Sewers Prior to Assumption				
a)	Sanitary Mainlines	1463	m	\$ 10.00	\$ 14,630.00
b)	Sanitary Lateral Services	194	m	\$ 225.00	\$ 43,650.00
c)	Storm Mainlines	1455	m	\$ 20.00	\$ 29,100.00
d)	Storm Lateral Services	194	m	\$ 225.00	\$ 43,650.00
E13	Supply & Install Steel Beam Guide Rail and End Treatments				
a)	Type M20 Steel Beam Guide Rail (OPSD 912.185)	195	m	\$ 250.00	\$ 48,750.00
b)	Sofstop Energy Attenuator (OPSD 922.165)	2	ea.	\$ 10,000.00	\$ 20,000.00
c)	Type M20 Leaving End Treatment (OPSD 912.255)	2	ea.	\$ 5,500.00	\$ 11,000.00
				<b>Subtotal</b>	<b>\$ 1,749,555.40</b>





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ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
<b>SCHEDULE F - ELECTRICAL, STREETLIGHTING &amp; UTILITY INSTALLATION</b>					
F1	Internal Electrical Distribution & Streetlighting c/w cabling and power supply	49	ea..	\$ 6,000.00	\$ 294,000.00
				<b>Subtotal</b>	<b>\$ 294,000.00</b>
<b>SCHEDULE G - LANDSCAPING</b>					
G1	Landscaping Allowance per Unit	194	ea.	\$ 2,500.00	\$ 485,000.00
G2	SWM Facility Landscape Plans	1	LS	\$ 150,000.00	\$ 150,000.00
				<b>Subtotal</b>	<b>\$ 635,000.00</b>



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ITEM	DESCRIPTION	CONTRACT QUANTITY	UNIT	ESTIMATED UNIT PRICE	TOTAL
<b>SUMMARY OF CONTRACT PRICES</b>					
	SCHEDULE A - SANITARY SEWERS			\$	823,645.00
	SCHEDULE B - WATERMAIN			\$	800,920.00
	SCHEDULE C - STORM SEWERS			\$	2,112,885.00
	SCHEDULE D - SWM FACILITY			\$	503,950.00
	SCHEDULE E - ROADWORKS			\$	1,749,555.40
	SCHEDULE F - ELECTRICAL, STREETLIGHTING & UTILITY INSTALLATION			\$	294,000.00
	SCHEDULE G - LANDSCAPING			\$	635,000.00
	<b>Subtotal Schedules A - G</b>			<b>\$</b>	<b>6,919,955.40</b>
	Contingency (15%)			\$	1,037,993.31
	HST (13%)			\$	899,594.20
	Engineering (5%)			\$	345,997.77
	<b>Total Estimated Costs</b>			<b>\$</b>	<b>9,203,540.68</b>
	<b>Securities Required (10%)</b>			<b>\$</b>	<b>920,354.07</b>

**SCHEDULE "D"**

**FORM OF LETTER OF CREDIT**

*Sample* - Letter of Credit to be provided as security to the Township for the completion of all site works as approved in the \_\_\_\_\_ Pre-Servicing Agreement.

**NAME OF BANK  
BRANCH OR DEPARTMENT  
ADDRESS**

**DATE**

**LETTER OF CREDIT NO. \_\_\_\_\_**

**TO: The Corporation of the Township of Southgate**

We hereby authorize you to draw on Bank Name and Address, for the account of our customer, up to an aggregate amount of \_\_\_\_\_00/100 Dollars ( ) available on demand as follows:

Pursuant to the request of our Customer, we Bank Name hereby establish and give to you an irrevocable Standby Letter of Credit ( the "credit") in your favour in the total amount of \_\_\_\_\_00/100 Dollars (\_\_\_\_) which may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you, which demand we shall honour without inquiring whether you have a right as between yourself and our Customer to make such demand and without recognizing any claim of our customer.

Provided, however, that you are to deliver to us at such time as written demand for payment is made upon us a certificate purported to be signed by an authorized officer of the Township of \_\_\_\_\_, agreeing and/or confirming that monies drawn pursuant to this Credit No. \_\_\_\_\_ will be retained and used by you to meet any obligations in connection with the Agreement.

The amount of this Credit shall be reduced from time to time as advised by notice in writing given to this branch from time to time by you.

This credit will continue to the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and will expire at the Branch address at the close of banking business on that date.

It is condition of this Credit that it shall be deemed to be automatically extended for one year from the present or any future expiration date hereof, unless 30 days before any such date we notify you in writing by Registered Mail that we elect not to consider this Credit renewed for any such additional period. Upon receipt by you of such notice, you may draw by means of your demand accompanied by your written certification, that the amount will be retained and used by you to meet obligations incurred or to be incurred in connection with the Agreement. Partial drawings are permitted.

Bank

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
SIGNED

**[This wording cannot be altered and must be printed on official bank letterhead with original signatures.]**  
6745696.1

## **Township of Southgate**

### **Administration Office**

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

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

## **Staff Report CAO2022-070**

**Title of Report:** Mid West (Huron Bay) Coop-Southgate Development Plan and Land Lease Agreement

**Department:** Administration

**Council Date:** October 5, 2022

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2022-070 as information; and

**That** Council approve the Mid West Cooperative Inc.-Southgate Land Lease Agreement dated October 5<sup>th</sup>, 2022 as presented; and

**That** Council consider approval of the of the Mid West Cooperative Inc. Land Lease Agreement by municipal By-law 2022-140 at the October 5, 2022 Council meeting.

### **Background:**

An agreement with the Huron Bay Coop and the Township of Southgate has been in place for many years, for the lease of the lands where the mill building is located on the north east corner of Dundalk and Holland Streets. The lands on the west side of the rail trail from Holland to Grey Street, that also fronts onto Dundalk Street has been under municipal ownership for a long time, to our knowledge.

Staff reviewed and updated the agreement in 2017 with current information and changed the lease payment to the current annual rate. The lease rate is annually increased by a rate of 2% as spelled out in Article 2.02 of the agreement.

At the April 19, 2017 meeting Council approved the following motion was approved:

### **Moved by Councillor Woodbury, Seconded by Councillor Frew;**

**Be it resolved that** Council receive staff report CAO2017-040 as information; and

**That** Council provide direction and feedback to staff for changes to this agreement; and

**That** Council consider approval of the agreement by municipal By-law at a future Council meeting, once approved by Huron Bay Coop. **Carried.** No. 2017-248

### **The Present Day Issues**

Huron Bay Cooperative has amalgamated with North Wellington Cooperative to create a new business entity call Mid West Cooperative Inc., with their head office still located in Teeswater, Ontario. As part of these business changes, they want to reinvest and re-establish their business commitments in the Dundalk location by:

1. Refreshing the land lease agreement with Southgate to reflect their new business name Mid West Cooperative Inc.;
2. Demolish the old Feed Mill building on the property and reconstruct a new structure on the property within the leased lands that does not encroach onto the rail trail lands;
3. Seek approval through a Site Planning process with Southgate and Grey County to locate the new Mid West Cooperative building for agriculture feed and crop related products; and
4. To purchase from Grey the Coop's Fertilizer Plant lands located on Proton Street north of the Library and south of the new Dundalk SEGCHC proposed parking lot.

#### **The Agreement:**

No changes are recommended to the agreement for Council approval other than the name change and the new dates to restart the 10 year agreement term. A copy of the new Mid West Coop Land Lease Agreement is included with the By-law 2022-140 for Council consideration.

#### **Old Feed Mill Building Demolition:**

This will remove the existing structure from the property and eliminate encroachments on the Grey County Rail Trail property. Mid West Coop will request a building demolition permit from Southgate.

#### **Site Plan Agreement and Construction of New Building**

Mid West Cooperative are working with Southgate staff to develop a site plan for the lease land property envelop to locate their new building and to eliminate the present Grey Rail Trail building encroachment of the existing structures. A survey document shows the 9.785 meters (32.1 feet) encroachment of the Feed Mill Building. The leased land is 30.471 meters (99.8 feet) wide with Holland Street frontage and 53.569 meters (175.8 feet) deep along Dundalk Street. They plan to erect a new building 50 feet wide by 150 feet deep on the property, while retaining the existing weigh scales. The new building would set on the east side of the leased land, with the front of the building being 15 feet from the Holland Street property line. On the north side of the new building structure would allow 90 feet of space traffic flow and storage area between the Township's Dundalk Works Garage and the new facility. A copy of a preliminary site plan drawing for their new building on the property is included in this staff report as Attachment #1.

#### **Fertilizer Plant Property Purchase of Lands from Grey County**

This discussion started to purchase the Fertilizer Plant lands from the County of Grey prior to the COVID Pandemic and was lost as a priority during the last 3 years. Mid West Coop have now raised this again as an issue that they would like to see addressed during our present discussions with the County Planning staff. A site

meeting is scheduled for Mid West Coop, County and Southgate staff to get the sale of the land process started now for consideration early in the new term of the Grey Council.

At the September 21<sup>st</sup>, 2022 Council meeting staff report CAO2022-067 was presented titled "Mid West Coop-Southgate Development and Draft Land lease Agreement" with the following resolution being approved:

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

**Be it resolved that** Council receive staff report CAO2022- 067 as information; and **That** Council approve the Mid West Cooperative Inc. (formally Huron Bay Coop) concept of their development plans; and

**That** Council approve the Mid West Cooperative Inc.- Southgate Draft Land Lease Agreement as presented; and That Council consider approval of the of the Mid West Cooperative Inc. Land Lease Agreement by municipal Bylaw 2022-140 at the October 5, 2022 Council meeting.

Carried No. 2022-623

### **Staff Comments:**

A change to the draft agreement that was requested in the agreement by Council at the September 21<sup>st</sup>, 2022 meeting was that the inflation indexing for the lease be increased by the cost-of-living allowance rate (COLA) used by the Township set every October for the previous 12 months, rather than using 2%.

Mid West Coop has been provided the agreement with the COLA changes that are reflected in Sections 2.02, 2.04 and eliminates the need for the Schedule A document. The sections now reads as follows with changes underlined:

#### **Rental Payment - Article 2.02**

The Tenant shall pay to the Landlord, its successors and assigns, without any deduction, set off, or abatement whatsoever, yearly and every year or portion thereof during the term, the sum of one thousand two hundred and sixty-five dollars (\$1,265) of lawful money of Canada, payable in yearly installments of one thousand eighteen dollars [\$1,265] each in advance on the first day of each lease year during the term of the Lease, the first payment to be made on the first day of March, 2023 at this lease rate. Starting on the first day of March , 2027 the lease rate will be indexed annually by the October Cost of Living Index (COLA) and applied the first day of March thereafter until the expiration of this agreement and as reference in this agreement in Article 2.04. If the term hereof commences on a day other than the first or ends on a day other than the last day of a month, rental for the fraction of the month at the commencement or at the end of the term shall be adjusted pro rata. In addition, The Tenant shall pay to the Landlord, its

successors and assigns, any applicable Goods and Services Tax (being the tax imposed pursuant to the *Excise Tax Act* (Canada) and similar taxes or levies.

#### **Continuation - Article 2.04**

Provided that the Tenant shall not be in default of any of the terms, covenants and conditions herein contained at the expiration of the term of this Lease, the Lease shall continue in force from year to year as a yearly Lease upon the same terms, covenants and conditions as are contained in this Lease.

Provided further that should this Lease continue in force as a yearly Lease as herein provided, then the rent payable for the first year of such yearly Lease will be determined by increasing the annual rent stipulated in Article 2.02 by increasing annually by the October Cost of Living Index (COLA) and rounded off thereafter to the nearest dollar and rent payable for each lease thereafter will be determined by increasing the rent payable for the immediate preceding lease year by increasing annually by the October Cost of Living Index (COLA) and rounded off thereafter to the nearest dollar. If in any lease year during the period that this Lease is a yearly Lease, the Landlord determines that the fair market rental value of the leased premises is greater than the rent so calculated for that lease year, then the rent payable for that lease year shall be such fair market rental value.

Staff recommends approval of the agreement for Mid West Coop to consider at their next Board of Directors meeting.

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

There is no financial impact to the municipality as a result of this report related to expenses. This agreement will generate \$1,265.00 in revenue from 2023 to 2026 for leasing of the land and increase by COLA rate increase per year starting in 2027 until 2032 when the agreement will be up for renewal March 1<sup>st</sup> of 2033.

Mid West Cooperative also pays taxation on this property annually.

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

This report has been written and presented to Council to communicate accurate information to the public. Trusted, Timely, Transparent, Decision Making.

#### **Goal 2 - Revitalizing Downtown Dundalk**

**Action 2:** The residents and businesses of Southgate envision our largest town once again becoming a source of community pride and a hotbed of community activity, with a much-improved appearance and a broader range of business opportunity.

#### **Concluding Comments:**

1. That Council receive this staff report as information.

2. That Council approve the Mid West Cooperative Inc. Agreement by Municipal By-law 2022-140.

Respectfully Submitted,

**Planning approval:** Original Signed By

Clinton Stredwick – Planner [cstredwick@southgate.ca](mailto:cstredwick@southgate.ca)  
923-2110 x235

**CAO approval:** Original Signed By

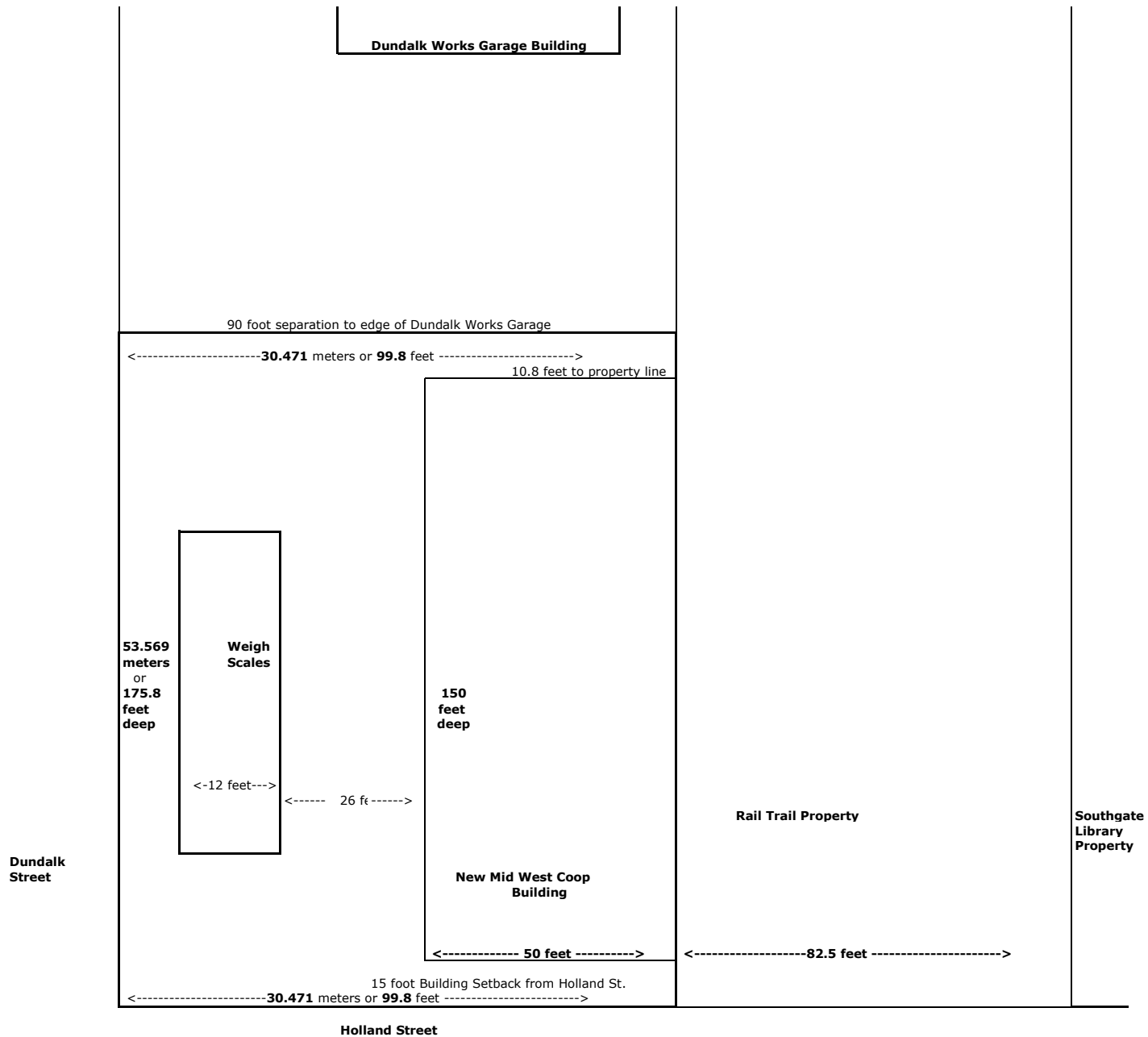
Dave Milliner – CAO [dmilliner@southgate.ca](mailto:dmilliner@southgate.ca) 923-2110 x210

**Attachments:**

- Attachment #1 - Mid West Coop Holland-Dundalk Street location Draft Development Site Plan



**Mid West Cooperative Preliminary Site Plan**



**The Corporation of the Township of Southgate**

**By-law Number 2022-140**

**being a by-law to authorize an agreement between Mid West Cooperative Inc. and The Corporation of 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** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with Mid West Cooperative Inc.,

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

1. **That** the agreement between Mid West Cooperative Inc. and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Clerk are hereby authorized and directed to sign the Agreement, in substantially the same form as the agreement attached hereto as Schedule "A", on behalf of the Corporation of the Township of Southgate and all other documents as may be necessary to give effect thereto; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of October, 2022.**

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John Woodbury – Mayor

---

Lindsey Green – Clerk

THIS LEASE:

Made this 5<sup>th</sup> day of October, 2022.

BETWEEN:

The Corporation of the Township of Southgate  
(hereinafter called the "Landlord")

OF THE FIRST PART  
AND;

Mid West Cooperative Inc.  
15 Hillcrest Street East  
P. O. Box 39  
Teeswater, ON N0G 2S0  
(hereinafter called the "Tenant")

OF THE SECOND PART

Land

Article 1.01

In consideration of the rents, covenants and agreements hereinafter reserved and contained on the part of the tenant, to be paid, observed and performed, the Landlord, being registered or entitled to become registered as owner of that parcel of land and premises of the Landlord located in the former Village of Dundalk, Township of Southgate, County of Grey, in the Province of Ontario; excepting there out all mines and minerals and known as Part 1 RP16R5418 Plan 480 approximately 2.29 acres and containing a total of Six Thousand, Three Hundred and Sixty Four (6,364) square feet, more or less.

(Hereinafter called "the leased premises") as shown outlined in red on a plan attached hereto as Schedule "A" and forming part hereof, Leases to the Tenant the leased premises, subject to the following terms, covenants and conditions.

Saving and Reserving to the Landlord the right to construct and operate a track or tracks of railway over any part of the leased premises not actually covered by any building or structure hereinafter mentioned, and of access to enter for such purposes the whole of the leased premises without liability on the part of the Landlord to pay for compensation or damages respecting any damage resulting from the exercise of these rights.

Adjustment of  
Description

Article 1.02

If any time during the term of the lease, the leased premises are surveyed and the area of the leased premises is found to be smaller or greater than described herein, the Landlord shall have the right, if it so desires, to adjust the area and description of the leased premises and the rental hereinafter reserved shall be accordingly adjusted.

Term	<p><b>Article 2.01</b></p> <p>To Have and to Hold the leased premises for and during the term of ten (10) years less a day commencing the first day of March, 2023 and from thenceforth next ensuing and to be fully complete and ended on the Twenty Eighth day of February, 2033 (herein called the "term")</p>
Rental Payment	<p><b>Article 2.02</b></p> <p>The Tenant shall pay to the Landlord, its successors and assigns, without any deduction, set off, or abatement whatsoever, yearly and every year or portion thereof during the term, the sum of one thousand two hundred and sixty-five dollars (\$1,265) of lawful money of Canada, payable in yearly installments of one thousand eighteen dollars [\$1,265] each in advance on the first day of each lease year during the term of the Lease, the first payment to be made on the first day of March, 2023 at this lease rate. Starting on the first day of March , 2027 the lease rate will be indexed annually by the October Cost of Living Index (COLA) and applied the first day of March thereafter until the expiration of this agreement and as reference in this agreement in Article 2.04. If the term hereof commences on a day other than the first or ends on a day other than the last day of a month, rental for the fraction of the month at the commencement or at the end of the term shall be adjusted pro rata. In addition, The Tenant shall pay to the Landlord, its successors and assigns, any applicable Goods and Services Tax (being the tax imposed pursuant to the <i>Excise Tax Act</i> (Canada) and similar taxes or levies.</p>
Interest	<p><b>Article 2.03</b></p> <p>If the Tenant fails to pay when due and payable any rent, additional rent or other sum required to be paid by the Tenant to the Landlord pursuant to this Lease, the unpaid amounts shall bear interest from the due date thereof to the date of payment at the rate of fifteen per cent (15%) per annum (one and one-quarter per cent (1¼%) per month) payable monthly (or if such rate of interest shall become unlawful, at the maximum rate permitted by law).</p>
Continuation	<p><b>Article 2.04</b></p> <p>Provided that the Tenant shall not be in default of any of the terms, covenants and conditions herein contained at the expiration of the term of this Lease, the Lease shall continue in force from year to year as a yearly Lease upon the same terms, covenants and conditions as are contained in this Lease.</p> <p>Provided further that should this Lease continue in force as a yearly Lease as herein provided, then the rent payable for the first year of such yearly Lease will be determined by increasing the annual rent stipulated in Article 2.02 by increasing annually by the October Cost of Living Index (COLA) and rounded off thereafter to the nearest dollar and rent payable for each lease thereafter will be determined by increasing the rent payable for the immediate preceding lease year by increasing annually by the October Cost of Living Index (COLA) and rounded off thereafter to the nearest dollar. If in any lease year during the period that this Lease is a yearly Lease, the Landlord</p>

determines that the fair market rental value of the leased premises is greater than the rent so calculated for that lease year, then the rent payable for that lease year shall be such fair market rental value.

Termination	<p><b>Article 2.05</b></p> <p>Notwithstanding any other provision of this Lease, this Lease may be terminated at any time, by either party giving ninety (90) days written notice of termination to the other party without liability to such other party for damages or compensation by reason of such termination.</p>
Use	<p><b>Article 3</b></p> <p>The leased premises shall be used and occupied by the Tenant, in a lawful manner, solely for the operation of a feed mill and weigh scales thereon, and that except as herein permitted no goods or an explosive, dangerous or inflammable nature or character shall be stored in or upon the leased premises, without the written consent of the Landlord, nor shall the leased premises be used in any way which the Landlord considers objectionable.</p>
Assignment	<p><b>Article 4</b></p> <p>The Tenant shall not assign this Lease in whole or in part, nor sublet all or any part of the leased premises, nor mortgage, or encumber this Lease or the leased premises or any part thereof, nor suffer or permit the occupation of all or any part thereof by others without the written consent of the Landlord.</p>
Taxes	<p><b>Article 5</b></p> <p>The Tenant shall pay the real property taxes attributable to the leased premises when due, and the Tenant shall pay when due all other taxes, rates, duties, local improvements and assessments and other charges that may be levied, rated, charged or assessed against all improvements, equipment and facilities of the Tenant on or in the leased premises, and every tax and license fee in respect of any and every business carried on thereon or therein or in respect of the use or occupancy thereof by the Tenant (and any and every subtenant or licensee), whether the taxes, rates, duties, local improvements, assessments and license fees are charged by a municipal, parliamentary, school or other body during the term, and will indemnify and keep indemnified the Landlord from and against payment for all loss, costs, charges and expenses occasioned by, or arising from any and all such taxes, rates, duties, local improvements, assessments, license fees, and any and all taxes which may be in future be levied in lieu of such taxes, and any such loss, costs, charges and expenses suffered by the Landlord may be collected by the Landlord as rent with all rights of distress and otherwise as reserved to the Landlord in respect of rent in arrears.</p>
Tenant Not To Construct with Landlord's Consent	<p><b>Article 6.01</b></p> <p>The Tenant shall not construct, erect or place, or cause to be constructed, out erected or placed on the leased premises, including but not limited to, any building, structure, and any other work of a physical character (hereinafter referred to as "improvements"), without the written consent of the Landlord and if required by the Landlord, the Tenant shall submit to the Landlord all</p>

plans and specifications for the improvements. Any making of such improvements without the prior written consent of the Landlord shall constitute a breach of this covenant, in which event, the Landlord may, in its sole discretion, immediately terminate this Lease, and the Landlord shall not be liable to the Tenant for any damages or compensation by reason of such termination.

Roadways

Article 6.02

It is understood and agreed that portions of the leased premises may consist of roadways or rights-of-way used by third parties for the purpose of gaining access to adjoining land, and the Tenant agrees that such roadways or rights-of-way may be used for such purpose, jointly with the Tenant. The Landlord hereby confers the right and authority and imposes the obligation upon the Tenant to ensure that such usage by the Tenant is reasonable at all times, and that the Tenant shall not use such roadways or rights-of-way for storage or parking but that same shall be kept clear at all times for vehicular traffic. The Landlord shall not be responsible for the removal of snow from such roadways or right-of-ways.

Easements

Article 6.03

It is further understood that all or a portion of the leased premises may be subject to the existence of or may later become subject to the existence of easements for power, telephone or telegraph lines or easements for drains, sewers, pipes and subsurface structures or any other type of easement and the Tenant agrees to allow any and all personnel to enter upon the leased premises for the purpose of repairing and maintaining such power, telephone or telegraph lines, drains, sewers, pipes and subsurface structures or for the purpose of doing those things which may arise from the grant of any easement which burdens the leased lands.

Tenant to  
Repair

Article 7.01

The Tenant shall during the term sufficiently repair and maintain and keep the leased premises and the improvements erected or to be erected thereon in good and substantial repair at its own cost and expense, and in the event of the destruction thereof by fire or otherwise, shall immediately rebuild the same, and shall whenever required by the Landlord, have all buildings painted to the satisfaction of the Landlord. The Tenant shall be responsible for any damage to the leased premises or any buildings or improvements on the leased premises that may occur during the term of this Lease or during any renewal thereof.

Surrender of  
Premises

Article 7.02

The Tenant shall, prior to the expiration or sooner determination of the term, unless otherwise required by the provisions of Article 7.02 (b), demolish and remove from the leased premises all buildings (including foundations), improvements and fixtures as well as any chattels located thereon and fill and compact all excavations thereon with gravel or clean fill and at the expiration or sooner determination of the term, peaceably surrender and yield up to the Landlord, the leased premises in a neat, clean and level condition free and clear of all contamination, waste material, debris and

rubbish all to the reasonable satisfaction of the Landlord and the Tenant shall make good any and all damages caused by such demolition, removal, filling and compacting.

- (a) Notwithstanding the provision of Article 7.02 (a), the Landlord shall have the right by notice in writing given to the Tenant at any time prior to the expiry date or earlier termination of this Lease, to require the Tenant to leave on the leased premises any buildings, (including foundations), improvements and fixtures located thereon and to otherwise require the Tenant to peaceably surrender and yield up to the Landlord the leased premises in a neat and clean condition, free and clear of all contamination, waste material, debris and rubbish, and upon such expiry date or earlier termination of this Lease the said buildings (including foundations), improvement and fixtures, all of which the Tenant shall surrender in good repair and condition and in a sound structural state, shall become the absolute property of the Landlord.
- (b) If the Tenant fails to demolish and remove pursuant to Article 7.02 (a) or fails to peaceably surrender and yield up the leased premises in a neat, clean and level condition, as required pursuant to Article 7.02 (a) or in a neat and clean condition, as required pursuant to Article 7.02 (b), then the Landlord, in its sole discretion, may carry out such work and the Tenant shall pay to the Landlord all costs and expenses incurred in so doing, and the Landlord shall be entitled to recover from the Tenant the costs thereof together with a fee for supervision of carrying out such work in an amount equal to ten percent (10%) of the costs of so doing. The Tenant's obligations to observe or perform this covenant shall survive the expiration or other termination of this lease.

#### Compliance with Article 8

Statutes and Regulations     The Tenant shall, in the construction, location and operation of any buildings or other improvements erected or to be erected on the leased premises, and in the use of the leased premises observe and fully comply with any and all applicable federal, provincial or municipal statutes, regulations, orders or by-laws, now or hereafter in force.

#### Landlord may Article 9

Perform  
Covenants     If the Tenant fails to perform any of the covenants, or obligations of the Tenant under this Lease, the Landlord in addition to its rights under this Lease may from time to time at its discretion perform or cause to be performed any of the covenant, or obligations, and for that purpose may do such things as may be requisite, including, without limitation, enter upon the leased premises on not less than five (5) days' prior notice to the Tenant or without notice in the case of an emergency and do such things upon or in respect of the leased premises as the Landlord may consider requisite or necessary. All expenses incurred and expenditures made by or on behalf of the Landlord under this Article plus ten per cent (10%) for overhead will be paid by the Tenant upon presentation of a bill therefore, as additional rent. The Landlord will have no liability to the Tenant for loss or damages resulting from such action by the Landlord.

Right to Re-enter	<p><b>Article 10.01</b></p> <p>If the Tenant fails to pay rent when due or fails to perform any other of the terms, conditions or covenants of this Lease to be observed or performed by the Tenant, or if re-entry is permitted under any other terms of this Lease, then the Landlord in addition to any other right or remedy it may have, will have the right of immediate re-entry and may remove all persons and property from the leased premises and the property may be removed and stored in a public warehouse or elsewhere at the cost of, and for the account of the Tenant, all without service of notice or resort to legal process and without being deemed guilty of trespass, or becoming liable for loss or damage occasioned thereby.</p>
Bankruptcy of Tenant	<p><b>Article 10.02</b></p> <p>If the term or any of the goods and chattels or improvements of the Tenant on the leased premises at any time during the term are seized or taken in execution or attachment by a creditor of the Tenant, or if the Tenant or a guarantor or indemnifier of this Lease, makes an assignment for the benefit of creditors or a bulk sale from the leased premises or becomes bankrupt or insolvent or takes the benefit of a Statute now or hereafter in force for bankrupt or insolvent debtors, or if an order is made for the winding-up of the Tenant, or if the Tenant abandons or vacates or attempts to abandon or vacate the leased premises or sells or disposes of goods or chattels, or the improvements, if any, of the Tenant or removes them or any of them from the leased premises so that there would not in the event of abandonment, vacating, sale or disposal, be sufficient assets on the leased premises subject to distress to satisfy all rentals due or accruing due hereunder, then and in every such case, in addition to the remedies herein provided, the then current month's rent and the next ensuing three (3) months' rent (i.e., three-twelfths (3/12) of the next preceding year's rental) immediately will become due and payable and the Landlord may re-enter and take possession of the leased premises as though the Tenant or the servants of the Tenant or any other occupant of the leased premises were holding over after the expiration of the term and the Lease, at the option of the Landlord will forthwith become forfeited and determined. In every one of the cases above mentioned the accelerated rent will be recoverable by the Landlord in the same manner as the rents hereby reserved and as if the rents were in arrears and the option will be deemed to have been exercised if the Landlord or its agents give notice to that effect to the Tenant.</p>
Right to Relet	<p><b>Article 10.03</b></p> <p>Should the Landlord re-enter, as herein provided, it may either terminate this Lease or it may from time to time without terminating the Tenant's obligations under this Lease, make alterations and repairs considered by the Landlord necessary to facilitate a reletting, and relet the leased premises or any part thereof for such term or terms (which may be for a term extending beyond the term) and at such rental or rentals and upon such other terms and conditions as the Landlord in its reasonable discretion may deem advisable; upon each reletting all rentals received by the Landlord from the reletting will be applied first to the payment of any indebtedness other than</p>



rent due hereunder from the Tenant to the Landlord; second, to the payment of any costs and expenses of the reletting including brokerage fees and solicitor fees and of costs of the alterations and repairs; third, to the payment of rent due and unpaid hereunder; and the residue, if any, will be held by the Landlord and applied in payment of future rent as it becomes due and payable hereunder. If the rent received from the reletting is less than the rent to be paid hereunder by the Tenant, the Tenant will pay the deficiency to the Landlord. The deficiency will be calculated and paid annually. No re-entry by the Landlord will be construed as an election on its part to terminate this Lease unless a written notice of that intention be given to the Tenant. Despite a reletting without termination the Landlord may at any time thereafter elect to terminate this Lease for the previous breach. Should the Landlord at any time terminate this Lease for any breach, in addition to any other remedies it may have, it may recover from the Tenant all damages it may incur by reason of the breach, including the cost of recovering the leased premises, reasonable legal fees, and the worth at the time of termination of the excess, if any, of the amount of rent and charges equivalent to rent reserved in this Lease for the remainder of the term over the then reasonable rental value of the leased premises for the remainder of the term, all of which amounts will be immediately due and payable from the Tenant to the Landlord.

Legal Expenses Article 10.04

If the Landlord brings an action to recover possession of the leased premises or to recover rent or other money due under this Lease, or to enforce any covenant or condition of this Lease, and the action is successful, or if because of the breach of any other covenant on the part of the Tenant to be kept or performed, a breach is established, the Tenant will pay to the Landlord all expenses incurred therefor, including the Landlord's reasonable fees incurred in any such action and in any successful appeals from a judicial decision made in such action. The Tenant will further pay all reasonable and legal fees incurred in any appeals from municipal assessments relating to the leased premises.

Waiver of  
Distress

Article 10.05

In case of removal by the Tenant of the goods and chattels of the Tenant from the leased premises, the Landlord may follow them for one (1) year. The Tenant covenants with the Landlord in consideration of the premises and of leasing and letting by the Landlord to the Tenant of the leased premises for the term, and it is upon that express understanding that this Lease is entered into that notwithstanding anything contained in any Statute in force limiting or abrogating the right of distress or any successor statute, none of the goods and chattels of the Tenant during the term on the leased premises is exempt from levy by distress for rent in arrears by the Tenant and that upon a claim being made for exemption by the Tenant or on distress being made by the Landlord, this covenant and agreement may be pleaded as an estoppel against the Tenant in an action brought to test the right to levy upon any goods named as exempted in such Statute or amendment or amendments thereto, the Tenant waiving, as it does every benefit that could have accrued to the Tenant under or by virtue of any such statute or any amendment or amendments thereto but for this covenant.

Right of Entry **Article 11**

The Landlord, its agents or servants, may at all times enter upon the leased premises, or enter any building or improvement situate thereon for the purpose of viewing the state or repair, conditions and use of the leased premises, or to perform any work or repair thereon, or to show the leased premises to prospective purchasers, mortgagees, or tenants or to exercise any of the rights or obligations of the Landlord under this Lease.

Subordination **Article 12**

and  
Attornment by  
Tenant to  
Mortgagee

This lease is subordinate to all mortgages (including any deed of trust and mortgage securing bonds and all indentures supplemental thereto) which now affect the leased premises and to all renewals, modifications, consolidations, replacements and extensions thereof. Subject to the proviso contained in this sentence the Tenant agrees to subordinate this Lease to all mortgages (including any deed of trust and mortgage securing bonds and all indentures supplemental thereto) and to all renewals, modifications, consolidations, replacements and extensions thereof which may hereafter affect the leased premises and to execute promptly a document in confirmation of the subordination if requested by the Landlord, and hereby constitutes the Landlord, the agent or attorney of the Tenant for the purpose of executing the document and of making application at any time and from time to time to register postponements of this Lease in favour of any such mortgage, provided that the mortgagee (or trustee) agrees in writing that if the mortgagee (or trustee) becomes a mortgagee in possession or takes action to realize the security of the mortgage the Tenant may attorn to the mortgagee (or trustee) as a tenant upon all the terms of this Lease and continue in occupation of the leased premises unless and until this Lease is terminated by passage of time or by action taken because of a default of the Tenant.

Construction and **Article 13**

Builder's Lien

The Tenant shall not suffer or permit any construction or builder's lien or similar lien to be filed or registered against the leased premises. If such lien shall at any time be filed or registered the Tenant shall procure its discharge within twenty (20) days after the lien has come to the notice of the Tenant, provided however, that if the Tenant desires to contest in good faith the amount or validity of the lien and shall have so notified the Landlord, and if the Tenant shall have deposited with the Landlord or paid into the Court to the credit of any lien action the amount of the lien claimed plus a reasonable amount for costs, then the Tenant may defer payment of such lien claim for a period of time sufficient to enable the Tenant to contest the claim with due diligence, provided always that neither the leased premises nor the Tenant's leasehold interest therein shall thereby become liable to forfeiture or sale. The Landlord may, in its sole discretion, discharge any lien filed or registered at any time against the leased premises, and any amount paid by the Landlord in so doing together with all reasonable costs and expenses of the Landlord including its legal fees shall be paid to the Landlord by the Tenant on demand.

Indemnification Article 14.01

of Landlord The Tenant shall indemnify and save harmless the Landlord from and against any and all claims, liens, demand, awards, judgments, actions and proceedings by whomsoever made, brought, filed or prosecuted in respect of the leased premises and in respect of loss or damage to or destruction of property or personal injuries, including death, and from and against any and all loss of, damage to or destruction of property and expenses and costs suffered or incurred by the Landlord by reason of the act, omission, negligence or misconduct of the Tenant or any assignee or subtenant or its and their servants, agents, invitees and licensees or any of them while in the course of exercising any right, licence or privilege or doing anything which is required or permitted by reason of this Lease.

Loss and Article 14.02

Damage The Landlord shall not be liable for death or injury or damage to property of the Tenant or of others located on the leased premises, nor for the loss of or damage to any property of the Tenant or of others by theft or otherwise from any cause whatsoever except by the negligence of the Landlord.

Insurance Article 15

The Tenant covenants that it shall take out and keep in full force and effect throughout the term of this Lease and any renewals thereof comprehensive general liability insurance in respect to the leased premises and the operations of the Tenant thereon against claims for personal injury, death or property damage or loss, indemnifying and protecting the Landlord and the Tenant, their respective employees, servants, agents, invitees or licensees, to the inclusive limited of not less than five million (\$5, 000,000) dollars or such other amount as the Landlord may from time to time determine, such insurance shall specifically state by its wording or by endorsement that;

- i) the Landlord is included as a named insured under the policy as its interest may appear and supply the Landlord with a certificate stating such on an annual basis;
- ii) any persons, firms or corporations designated by the Landlord are included as additional named insureds under the policy as their interests may appear;
- iii) the policy contains, as appropriate and if available, a waiver of rights of subrogation against the Landlord and Tenant or a cross-liability clause which shall have the effect of insuring each person, firm or corporation named in the policy as an insured in the same manner and to the same extent as if a separate policy had been issued to each;
- iv) the policy extends to cover the contractual obligations assumed by the Tenant under the terms of this Lease;
- v) the insurers have received a copy of this Lease and are fully aware of the contractual obligations of the Tenant;
- vi) such policy shall not be terminated, cancelled or materially altered unless written notice of such termination, cancellation or material is given by the insurers to the Landlord at least thirty (30) clear days before the effective date thereof.

The Tenant covenants that it shall take out and keep in full force and effect such other types of insurance in such reasonable terms as determined by the Landlord and its insurance advisors from time to time. All policies of insurance stipulated in this Article will be with insurers acceptable to the Landlord and in a form satisfactory to the Landlord, and the Tenant will see that there is delivered to the Landlord a copy of all policies or certificates of insurance within sixty (60) days of the commencement of the term of the Lease or of the date that the Tenant takes possession of the leased premises, whichever is earlier. The Tenant agrees that if the Tenant fails to take out or keep in force any policy of insurance when so required by the Landlord, the Landlord has the right to do so and to pay the premium, and in that event the Tenant will repay to the Landlord the amount so paid as premium plus ten per cent (10%) for overhead as additional rent and it will be due and payable on the first day of the month next following the payment by the Landlord. Any insurance coverage taken out by the Tenant hereunder will, in no manner, restrict or limit the liabilities assumed by the Tenant under this Lease.

Quiet  
Enjoyment

#### Article 16

The Landlord covenants with the Tenant for quiet enjoyment.

Expropriation

#### Article 17

If at any time during the term of this Lease or during any renewal term the whole or any part of the leased premises shall be taken by any lawful power or authority by the right of expropriation, the Landlord may, at its option, give notice to the Tenant terminating this Lease in its entirety or, only insofar as it affects the part of the leased premises taken by the lawful power or authority by right of expropriation, on the date when the Tenant or Landlord is required to yield up possession thereof to the expropriating authority. Upon such termination, or upon termination by operation of law, as the case may be, the Tenant shall immediately surrender the leased premises or the part of the leased premises taken by the expropriating authority, as the case may be, and all its interest therein, and the rent shall abate and be apportioned to the date of termination and the Tenant shall forthwith pay to the Landlord the apportioned rent and all other amounts which may be due to the Landlord up to the date of termination. The Tenant shall have no claim upon the Landlord for the value of its property or the unexpired term of this Lease, or for any loss of business income or for any loss of any kind whatsoever sustained as a result of the expropriation, but the parties shall each be entitled to separately advance their claims for compensation for the loss of their respective interests in the leased premises taken and the parties shall each be entitled to receive and retain such compensation as may be awarded to each respectively.

Non-Registration  
of Lease

#### Article 18

The Tenant covenants and agrees with the Landlord that it will not register or cause to be registered or permit to be registered this Lease or any notice thereof at any time in any Registry Office or Land Titles Office and in the event that this Lease is at any time so registered, the Tenant will upon the request of the Landlord forthwith withdraw, discharge and release or cause to

be forthwith withdrawn, discharged and released such registration at its own expense.

Net Lease	<p><b>Article 19</b></p> <p>It is agreed by the Landlord and the Tenant that the rentals reserved to the Landlord under this Lease shall be net to the Landlord and shall be clear of all taxes, rates, duties, assessment, costs, charges, utilities charges and insurance premiums arising from or relating to the leased premises and that the Tenant will pay all of the foregoing, together with all expenses of every nature and kind whatsoever relating to the leased premises and the Lessee covenants with the Lessor accordingly.</p>
Time	<p><b>Article 20</b></p> <p>Time shall be of the essence of this Lease.</p>
Applicable Law	<p><b>Article 21</b></p> <p>This Lease shall be construed pursuant to the laws of the Province in which the leased premises are situated.</p>
Successors and Assigns	<p><b>Article 22</b></p> <p>This Lease extends to and binds the respective heirs, executors, administrators, and successors of the parties hereto as the case may be. The necessary grammatical changes required to make the provisions of this Lease apply in the plural sense where there is more than one tenant, and to corporations, associations, partnerships or individuals, males or females, in all cases will be assumed as though in each case fully expressed.</p>
Waiver	<p><b>Article 23</b></p> <p>The waiver by the Landlord of a breach of a term, covenant or condition herein contained will not be deemed to be a waiver of the term, covenant or condition of a subsequent breach of the same or another term, covenant or condition herein contained. The subsequent acceptance of rent by the Landlord will not be deemed to be a waiver of a preceding breach by the Tenant of a term, covenant or condition of this Lease, other than the failure of the Tenant to pay the particular rent accepted, regardless of the Landlord's knowledge of the preceding breach at the time of acceptance of the rent. No covenant, term or condition of this Lease will be deemed to have been waived by the Landlord unless the waiver is in writing signed by the Landlord.</p>
Headings	<p><b>Article 24</b></p> <p>The captions and headings are inserted only as a matter of convenience and for reference only.</p>
No Option	<p><b>Article 25</b></p> <p>Submission of this Lease for examination does not constitute a reservation of or option for the leased premises and the Lease becomes effective as a Lease only upon execution and delivery thereof by the Landlord and the Tenant.</p>

Notice

Article 26

Any notice required to be given by either party under this Lease and all rent, additional rent and or other sum payable hereunder by the Tenant to the Landlord shall be sufficiently given if mailed by registered letter, prepaid or delivered to the parties at their respective addresses as follows:

a) The Landlord:

The Corporation of the Township of Southgate,  
185667 Grey Rd 9, R.R. # 1  
Dundalk, ON N0C 1B0

b) The Tenant:

Mid West Cooperative Inc.,  
15 Hillcrest Street East,  
P. O. Box 39  
Teeswater, ON N0G 2S0

Such notice shall be deemed to have been given to and received by the addressee in the case of mailing, five (5) business days following the mailing thereof, and in the case of delivery, the day on which notice was delivered.

Planning  
Legislation

Article 27

The Tenant acknowledges that this Lease may be subject to the provisions of planning legislation of the Province in which the leased premises are situate and the Parties agree, at the Tenant's sole cost and expense to take such action as may be necessary to comply with the provisions of any planning legislation, as amended, in force in the Province in which the leased premises are situate.

Representation  
By Landlord or  
Warranty

Article 28

The Tenant hereby accepts the Landlord's title to the leased premises and the rights herein granted and agrees that nothing in this Lease expressed or implied shall operate or have effect as any warranty, guarantee, or covenant of title.

Entire  
Agreement

Article 29

The leased premises are taken by the Tenant without any representation or warranty of any kind other than those contained in this Lease on the part of the Landlord or its agent. This Lease contains all of the terms, covenants, conditions and agreements between the parties hereto and any addition to or alteration of or changes in this Lease to be binding must be made in writing and signed by both parties.

Short Forms

Article 30

This Lease is made pursuant to the short forms of leases legislation of the Province of Ontario.

The Tenant hereby accepts this Lease of the leased premises to be held by it as Tenant subject to the terms, covenants and conditions above set forth.

IN WITNESS WHEREOF the parties hereto have executed these presents as of the day and year first above written.

LANDLORD:

The Corporation of the  
Township of Southgate

---

Mayor John Woodbury

---

Clerk Lindsey Green

TENANT:

Huron Bay Co-operative Inc.

---

General Manager – Kelly Boyle

---

Controller – Rob Gordon

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2022-071**

**Title of Report:** South Grey Housing Corporation Municipal Working Group  
Update Report

**Department:** Administration

**Council Date:** October 5, 2022

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2022-071 as information; and

**That** Council in its new term consider appointment of 2 members to the South Grey Housing Corporation Working Group to discuss the Terms of Reference document and to establish the framework and strategy to create a South Grey Housing Corporation.

### **Background:**

At the Council meeting held on August 18<sup>th</sup>, 2022 staff report CAO2022-049 presented Southgate Affordable Attainable Housing Advisory Committee proposal to develop a South Grey Housing Development Corporation and the presentation made to area municipalities. As a result, the following resolution was approved by Council:

**Moved By** Councillor Frew; **Seconded By** Councillor Dobreen;

**Be it resolved that** Council receive staff report CAO2022-049 as information; and

**That** Council approve staff to develop a draft South Grey Housing Corporation Working Group Terms of Reference document and a framework for the 4 municipal partners of Grey Highlands, Hanover, Southgate and West Grey to meet and explore the opportunity to create a Housing Corporation by developing a short-term plan and longer term strategy for the region.

Carried No. 2022-550

At the Council meeting held on September 7<sup>th</sup>, 2022 staff report CAO2022-058 titled "South Grey Housing Corporation Municipal Working Group Draft Terms of Reference Report" was presented and the following resolution was approved:

**Moved By** Councillor Shipston; **Seconded By** Councillor Rice;

**Be it resolved that** Council receive staff report CAO2022-058 as information; and

**That** Council approve the draft South Grey Housing Corporation Working Group Terms of Reference document and provide feedback to staff.

Carried No. 2022-588



The purpose of that report was to seek Southgate Council approval of a draft South Grey Housing Corporation Municipal Working Group Terms of Reference document as the document for initial discussions with the 4 municipal partners of Grey Highlands, Hanover, Southgate and West Grey.

### **Staff Comments:**

Staff did not receive any feedback for further changes to the South Grey Housing Corporation Municipal Working Group Terms of Reference document, so we proceeded to share it with Grey Highlands, Hanover and West Grey CAOs on September 13<sup>th</sup>, 2022. The feedback received is that in the new term of Council we would proceed with each appointing 2 members of Council to work with staff to get the working group started with the CAO's support.

The plan would be to meet with representatives from each member Council and their CAOs to:

1. Agree to a final South Grey Housing Corporation Terms of Reference document; and
2. Explore the opportunity and process to create South Grey Housing Corporation; and
3. Create both a short-term plan and longer term strategy for the region in relation to setting up a South Grey Housing Corporation in 2023 that defines the Municipal and Corporation roles and responsibilities.

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

There is no financial impact as a result of this report in the 2022 budget other than staff time. Consideration in the 2023 budget cycle discussions will need to consider about \$40,000.00 investment to the South Grey Development Corporation.

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

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

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

#### **Action 3:**

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

#### **Strategic Initiatives 3-A (2019-2023):**

By means of appropriate policies, incentives and development partners, the Township will facilitate 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 in the new term starting November 21<sup>st</sup>, 2022 consider appointing 2 members of Council to the South Grey Housing Corporation Working Group to:
- Discuss and finalize the Terms of Reference document; and
  - Establish the framework to create a South Grey Housing Corporation; and
  - Work with Grey Highlands, Hanover and West Grey Council representatives and staff to explore the opportunity to create Housing Corporation by developing a short term plan and longer term strategy for the region.

Respectfully Submitted,

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

## **Township of Southgate**

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## **Staff Report CAO2022-072**

**Title of Report:** Southgate CAO Update Report

**Department:** Administration

**Council Date:** October 5, 2022

### **Council Recommendation:**

**Be it resolved that** Council receive Staff Report CAO2022-072 as information; and

**That** Council provide direction to staff on the issue of 2023 budgeting for increased police services and agreement enhancements for Southgate.

### **Background:**

The CAO is providing this report as a general update and on issues that we believe need to be considered in the 2023 budget and in the next term of Council.

### **Staff Comments:**

#### **Police Service Enhancements**

Over the last year we have had discussion with the OPP regarding service enhancements in the Township of Southgate. Staff are seeking direction if we should request a price for this increased level of service in the 2023 police operating budget.

#### **Vacancy Taxation for Non-Agriculture Property**

Recently the Township of Southgate and the County of Grey eliminated the vacancy tax rebate for commercial and industrial properties to remove support for vacant buildings. The Township has also created a Community Improvement Plan (CIP) to support investments in commercial spaces. This has had minimal effect of building upgrades and works being completed. Some buildings now have had plywood installed to cover the windows and another group of buildings have seen no progress to restate them as future business location in downtown Dundalk. Considerations should be explored to implement increased taxation for vacant commercial-industrial buildings and/or by-laws to increase building standards related to public safety and impacts on neighbouring businesses. This would support business growth, a more attractive business section related to building exteriors to attract commerce and local events, create new local jobs, increased housing on upper levels in some cases and building rental rates in line with local affordability. This is a discussion for the next term of Council to support commercial, industrial and attainable housing in our community.

## **2022 Healthy Community Conference Report**

On September 28, 2022 the CAO attended the 2022 Healthy Community Conference at the Bayshore Community Centre in Owen Sound. The title of this years conference was "Fostering Sustainable Communities in Grey-Bruce". Much of the conference focused on rural mental health and the disruption cause by the COVID-19 pandemic.

The first speaker was Dr. Leith Deacon, Associate Professor, Rural Studies Program for the School of Environmental Design & Rural Development at the University of Guelph. He talked about the unprecedented challenges we have seen related to business closures, employment disruption, loss of revenue and the inability to maintain service delivery on rural communities. All these issues have contributed to a major increase in mental health problem in our rural areas because of isolation that has cause lower reporting of health issues and physical activity causing increased obesity, smoking, alcohol consumption and drug use. Dr. Deacon reported on the survey of 38 questions he developed and coordinated in Bruce, Dufferin, Elgin, Grey, Huron, Middlesex, Perth and Wellington as rural communities to assess mental health and the challenges

His recommendation is to solve rural mental health issues we need to collect local data, have an education campaign on what does mental health mean to remove the stigma, provide targeted supports for females under the age of 40, increase social service funding/support and recruiting health care providers in the field of mental health.

The other speakers were Nicole Norris and Irea Pozgaj-Jones from Georgian College from the Centre for Changemaking and Social Innovation. Georgian is now recognized as Canadian designated changemaker college by AshokaU. They spoke on Rural Innovation and their recent research project in Grey County and the tools they have developed to create community engagement to empower change.

The CAO attended a breakout session lead by SEGCHC on community governance and how it is essential for establishing sustainable local healthcare solution in our communities. Good session on recruiting experts and subject matter specialists needed on Board of Directors of community organizations.

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

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

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

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

### **Concluding Comments**

1. That Council receive staff report CAO2021-070 as information.
2. That Council provide direction on policing services and our 2023 budget.

Respectfully Submitted, **CAO approval:** Original Signed By

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

## **Township of Southgate**

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## **Staff Report CAO2022-073**

**Title of Report:** Greenlid Development Project - Servicing Allocation for Water & Wastewater Capacity

**Department:** Administration

**Council Date:** October 5, 2022

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2022-074 as information; and

**That** Council approve the servicing allocation to 2137569 Ontario Inc. (Greenlid) of **1** (one) equivalent residential unit of servicing capacity for Water and Wastewater for their industrial development project; and

**That** Council consider approving the allocation of 6 equivalent residential unit of Water and 1 equivalent residential unit of Wastewater to servicing capacity for 2137569 Ontario Inc. (Greenlid) industrial development project by Municipal By-law 2022-147 at the October 5, 2022 meeting; and

**That** Council authorize the Mayor and the Clerk to sign the 2137569 Ontario Inc. (Greenlid) Industrial Development Project Final Servicing Capacity Allocation Agreement.

### **Background:**

The Township of Southgate allocates servicing capacity for water and wastewater to development in the Village of Dundalk for these area rated services.

The present Dundalk Water and Sewage Treatment Reserve Capacity from the 2022 Reserve Firm Capacity Report has 1,999 equivalent residential units (ERU) of available allocation for water and 182 ERU of wastewater capacity remains available allocations. A copy of the Triton Report dated March 28, 2022, reporting on the 2022 Dundalk Servicing Capacity is included with a previous staff report in this Council agenda. At the present time Southgate has allocated 182 ERU of reserve capacity and has no other unreserved capacity available at the present time. However, as part of the 2022 servicing capacity report Triton and staff set aside to 24 ERU as committed water and wastewater reserve servicing capacity for commercial/industrial development in 2022.

### **Staff Comments:**

The Greenlid industrial development project is now at the stage where the Township needs to consider the allocation servicing capacity of 6 (six) ERU of water and 1 (one) of wastewater being constructed for this project. Staff recommend approval of this allocation based on Triton's assessment and calculations based on

the Greenlid request for water and wastewater servicing capacity. Their use is extremely because their internal water use is recycled and servicing use is only for some processing, employee washrooms and lunchroom. Triton assesses 5.4 ERU of water use (rounded up to 6 ERU) and 1ERU for wastewater. Staff recommends that Council approve this service capacity allocation for the Greenlid Industrial Development Project by Municipal By-law and authorize the Final Servicing Capacity Allocation Agreement for signing by the Mayor and Clerk.

Triton has provided an email report (Attachment #1) on their support for this servicing allocation. The Township will now have 18 ERU of water and 23 ERU of wastewater capacity to allocate to other commercial, industrial or institutional developments.

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

There is no financial impact to the municipality as a result of this report that will impact the normal municipal operating costs. We are presently working at expanding our wastewater treatment capacity that will require capital investments and the use of Development Charges we are collecting for this purpose.

The allocation of 6 (six) ERU of water and 1 (one) ERU of wastewater capacity will be consumed with the construction of this industrial development and will start to generate taxation dollars, plus water and sewer user revenues for the Township.

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

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

### **Goal 1 - Attracting New and Supporting Existing Businesses and Farms**

**Action 1:** The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background development, and development will be underway

### **Concluding Comments:**

1. That Council receive this staff report as information.
2. That Council approve the allocation of 1 ERU of reserve servicing capacity of water and wastewater to the Greenlid Industrial development project. A copy of the Greenlid Servicing Capacity Allocation Agreement is included with the By-law.
3. That Council approve the Greenlid Industrial Development Project for Water and Wastewater Final Servicing Capacity Allocation Agreement by Township By-law 2022-147 at the October 5, 2022 meeting.

Respectfully Submitted,

**CAO approval.:** Original Signed By      **Public Works Mgr:** Original Signed By

Dave Milliner – CAO

Jim Ellis – PW Mgr.

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

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

519-923-2110 x223

519-923-2110 x224

Attachments:

- Attachment #1 – Triton email approving the Greenlid Servicing Allocation



**From:** Dustin Lyttle <dlyttle@tritoneng.on.ca>  
**Sent:** Thursday, September 29, 2022 12:09 PM  
**To:** Dave Milliner <dmilliner@southgate.ca>  
**Subject:** RE: Reserve Capacity Allocations

Hi Dave,

Greenlid is going to require 1 ERU for sanitary and 5.4 ERUs for water allocation.

The SEG Medical Centre is going to require 1 ERU for both sanitary and water allocation.

Thanks,  
Dustin Lyttle

**The Corporation of the Township of Southgate**

**By-law Number 2022-147**

**being a by-law to authorize an agreement between 2137569 Ontario Inc.  
and The Corporation of 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** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with 2137569 Ontario Inc.,

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

1. **That** the agreement between 2137569 Ontario Inc. and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Clerk are hereby authorized and directed to sign the Agreement, in substantially the same form as the agreement attached hereto as Schedule "A", on behalf of the Corporation of the Township of Southgate and all other documents as may be necessary to give effect thereto; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of  
October, 2022.**

---

John Woodbury – Mayor

---

Lindsey Green – Clerk

## FINAL CAPACITY ALLOCATION AGREEMENT

Made in Duplicate this 5<sup>th</sup> day of October, 2022.

BETWEEN:

**2137569 Ontario Inc.**

**c/o Greenlid**

**485387 30 Sideroad,**

**Shelburne, Ontario, L9V 3N5**

(hereinafter referred to as the "Developer")

**Operations Location:**

Greenlid

101 Eco Park Way

Dundalk, ON N0C 1B0

AND

**THE CORPORATION OF THE**

**TOWNSHIP OF SOUTHGATE**

**185667 Grey Road #9 – RR#1**

**Dundalk, ON N0C 1B0**

(hereinafter referred to as the "Township")

---

**WHEREAS** the Township of Southgate ("**Township**") has available or plans for increasing Water and Wastewater servicing capacity to supply existing and future development in the Village of Dundalk "Dundalk"; and

**AND WHEREAS**, a new development is proposed in Dundalk and as such the development has requested in writing to the Township water and wastewater servicing capacity allocated subject to availability.

**NOW THEREFORE** the Parties Here to agree:

1. That the Township of Southgate will allocate 6 (six) Equivalent Residential Units (ERU) of Water and 1 (one) ERU of Wastewater Reserve Servicing Capacity for this project.
2. That the Developer accepts this allocation of water and wastewater Residential Units of Reserve Servicing Capacity based on the conditions set out in this agreement.
3. That the Final Capacity Allocation Agreement shall be for a period of 3 (three) years following the municipal by-law approval date of this agreement.
4. That the Final Capacity Allocation Agreement may be extended for an additional 1 (one) year term(s) based on evidence of site development progress.

5. That the Developer accepts that at its sole discretion the Township may not agree to extend a Final Capacity Allocation Agreement in whole or in part, if in the opinion of Township and its Engineers that site development progress has not progressed sufficiently to reflect 50 (fifty) percent occupancy or use of the allocated servicing capacity.
6. That the Developer acknowledges that any payments to be made or works with respect to the projects allocation of Final Capacity by the Developer required by the Township must be completed to maintain this agreement in force and affect. The payments and/or works required are listed in the attached Schedule A documents that forms as part of the agreement document or provides reference to a Front Ending or Service Finance Agreement that has been previous approved by the Developer and Township Council by municipal by-law.
7. This Agreement shall be binding on the parties hereto and their heirs, executors, administrators or assigns.

**IN WITNESS WHEREOF** the Parties hereto have affixed their respective hands and seals.

**SIGNED, SEALED AND DELIVERED  
IN THE PRESENCES OF:**

**2137569 Ontario Inc.  
c/o Greenlid**

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

\_\_\_\_\_  
Name: Alexandra Gott  
Title: Executive VP

\_\_\_\_\_  
Witness

*I have authority to bind the Corporation.*

**The Corporation of the Township  
of Southgate**

\_\_\_\_\_  
Southgate Mayor John Woodbury

\_\_\_\_\_  
Southgate Clerk Lindsey Green  
*We have authority to bind the Corporation.*

## **Schedule A**

### **Greenlid Industrial Development Servicing Capacity Allocation**

#### **Capacity Requested:**

<b>Construction Type</b>	<b>Water Requested ERU</b>	<b>Wastewater Requested ERU</b>
Industrial	6	1

**Schedule B**

**Greenlid Industrial Development**

**Listing of Payments and Works for the Development  
Project - Final Servicing Capacity Allocation Conditions**

1. Development Charges paid prior to occupancy
2. Building Permit Occupancy Approval

## **Township of Southgate**

### **Administration Office**

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

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2022-074**

**Title of Report:** South-East Grey Community Health Centre Project -  
Servicing Allocation for Water & Wastewater Capacity

**Department:** Administration

**Council Date:** October 5, 2022

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2022-074 as information; and

**That** Council approve the servicing allocation to South-East Grey Community Health Centre of 1 (one) equivalent residential unit of servicing capacity for Water and Wasterwater for their industrial development project; and

**That** Council consider approving the allocation of 1 equivalent residential unit of servicing capacity for Water and Wasterwater to South-East Grey Community Health Centre institutional development project by Municipal By-law 2022-148 at the October 5<sup>th</sup>, 2022 meeting; and

**That** Council authorize the Mayor and the Clerk to sign the South-East Grey Community Health Centre institutional development project for their Final Servicing Capacity Allocation Agreement.

### **Background:**

The Township of Southgate allocates servicing capacity for water and wastewater to development in the Village of Dundalk for these area rated services.

The present Dundalk Water and Sewage Treatment Reserve Capacity from the 2022 Reserve Firm Capacity Report has 1,999 equivalent residential units (ERU) of available allocation for water and 182 ERU of wastewater capacity remains as available allocations. A copy of the Triton Report dated March 28, 2022, reporting on the 2022 Dundalk Servicing Capacity is included with a previous staff report in this Council agenda. At the present time Southgate has allocated 182 ERU of reserve capacity and has no other unreserved capacity available. However, as part of the 2022 servicing capacity report, Triton and staff set aside 24 ERU as committed water and wastewater reserve servicing capacity for commercial/industrial development in 2022.

### **Staff Comments:**

The Calhoun industrial development project is now at the stage where the Township needs to consider the allocation servicing capacity for the 1 ERU being constructed for this project. Staff recommend approval of this allocation based on Triton's assessment and calculations based on the South-East Grey Community Health

Centre request for water and wastewater servicing capacity. Their use is extremely low because their internal water use is only for washrooms, exam rooms and lunchroom. Staff recommends that Council approve this service capacity allocation for the South-East Grey Community Health Centre institutional development project by Municipal By-law and authorize the Final Servicing Capacity Allocation Agreement for signing by the Mayor and Clerk. Triton has provided a letter report (Attachment #1) on their support for this servicing allocation. The Township will now have 17 ERU of water and 22 ERU of wastewater capacity to allocate to other commercial, industrial or institutional developments.

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

There is no financial impact to the municipality as a result of this report that will impact the normal municipal operating costs. We are presently working at expanding our wastewater treatment capacity that will require capital investments and the use of Development Charges we are collecting for this purpose. The allocation of 1 ERU of capacity will be consumed with the construction of this institutional development to support the community.

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

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

### **Goal 1 - Attracting New and Supporting Existing Businesses and Farms**

**Action 1:** The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background development, and development will be underway

### **Concluding Comments:**

1. That Council receive this staff report as information.
2. That Council approve the allocation of 1 ERU of reserve servicing capacity of water and wastewater to the Calhoun Industrial development project. A copy of the South-East Grey Community Health Centre Servicing Capacity Allocation Agreement is included with the By-law.
3. That Council approve the South-East Grey Community Health Centre Institutional Development Project for Water and Wastewater Final Servicing Capacity Allocation Agreement by Township By-law 2022-148 at the October 5, 2022 meeting.

Respectfully Submitted,

**CAO approval.: Original Signed By**

Dave Milliner – CAO

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

519-923-2110 x223

**Public Works Mgr: Original Signed By**

Jim Ellis – PW Mgr.

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

519-923-2110 x224

- Attachment #1 – Triton email approving the SEGCHC Allocation



**From:** Dustin Lyttle <dlyttle@tritoneng.on.ca>  
**Sent:** Thursday, September 29, 2022 12:09 PM  
**To:** Dave Milliner <dmilliner@southgate.ca>  
**Subject:** RE: Reserve Capacity Allocations

Hi Dave,

Greenlid is going to require 1 ERU for sanitary and 5.4 ERUs for water allocation.

The SEG Medical Centre is going to require 1 ERU for both sanitary and water allocation.

Thanks,  
Dustin Lyttle

**The Corporation of the Township of Southgate**

**By-law Number 2022-148**

**being a by-law to authorize an agreement between South-East Grey Community Health Centre and The Corporation of 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** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with South-East Grey Community Health Centre,

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

1. **That** the agreement between South-East Grey Community Health Centre and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Clerk are hereby authorized and directed to sign the Agreement, in substantially the same form as the agreement attached hereto as Schedule "A", on behalf of the Corporation of the Township of Southgate and all other documents as may be necessary to give effect thereto; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of October, 2022.**

---

John Woodbury – Mayor

---

Lindsey Green – Clerk

## FINAL CAPACITY ALLOCATION AGREEMENT

Made in Duplicate this 5<sup>th</sup> day of October, 2022.

BETWEEN:

**South-East Grey Community Health  
Centre  
55 Victoria Ave.,  
Markdale, ON N0C 1H0**  
(hereinafter referred to as the "Developer")

AND

**THE CORPORATION OF THE  
TOWNSHIP OF SOUTHGATE  
185667 Grey Road #9 – RR#1  
Dundalk, ON N0C 1B0**  
(hereinafter referred to as the "Township")

---

**WHEREAS** the Township of Southgate ("**Township**") has available or plans for increasing Water and Wastewater servicing capacity to supply existing and future development in the Village of Dundalk "Dundalk"; and

**AND WHEREAS**, a new development is proposed in Dundalk and as such the development has requested in writing to the Township water and wastewater servicing capacity allocated subject to availability.

**NOW THEREFORE** the Parties Here to agree:

1. That the Township of Southgate will allocate 1 (one) Equivalent Residential Units of Water and Wastewater Reserve Servicing Capacity for this project.
2. That the Developer accepts this allocation of water and wastewater Residential Units of Reserve Servicing Capacity based on the conditions set out in this agreement.
3. That the Final Capacity Allocation Agreement shall be for a period of 3 (three) years following the municipal by-law approval date of this agreement.
4. That the Final Capacity Allocation Agreement may be extended for an additional 1 (one) year term(s) based on evidence of site development progress.
5. That the Developer accepts that at its sole discretion the Township may not agree to extend a Final Capacity Allocation Agreement in in whole or in part, if in the opinion of Township and its Engineers that site development progress has not progressed sufficiently to reflect 50 (fifty) percent occupancy or use of the allocated servicing capacity.

6. That the Developer acknowledges that any payments to be made or works with respect to the projects allocation of Final Capacity by the Developer required by the Township must be completed to maintain this agreement in force and affect. The payments and/or works required are listed in the attached Schedule A documents that forms as part of the agreement document or provides reference to a Front Ending or Service Finance Agreement that has been previous approved by the Developer and Township Council by municipal by-law.
7. This Agreement shall be binding on the parties hereto and their heirs, executors, administrators or assigns.

**IN WITNESS WHEREOF** the Parties hereto have affixed their respective hands and seals.

**SIGNED, SEALED AND DELIVERED  
IN THE PRESENCES OF:**

**South-East Grey Community  
Health Centre**

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

\_\_\_\_\_  
Name: Alex Hector  
Title: Executive Director

*I have authority to bind the Corporation.*

**The Corporation of the Township  
of Southgate**

\_\_\_\_\_  
Southgate Mayor John Woodbury

\_\_\_\_\_  
Southgate Clerk Lindsey Green

*We have authority to bind the Corporation.*

## **Schedule A**

### **SEGCHC Development Servicing Capacity Allocation**

#### **Capacity Requested:**

<b>Construction Type</b>	<b>Requested ERU</b>
Institutional	1

**Schedule B**

**SEGCHC Development**

**Listing of Payments and Works for the Development  
Project - Final Servicing Capacity Allocation Conditions**

None

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2022-074**

**Title of Report:** Lions, SEGCHC, SEGSS & Southgate Partnership  
Agreement for New Medical Centre and the Old Lions  
Medical Clinic Future Use Report

**Department:** Administration

**Council Date:** October 5, 2022

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2022-074 as information; and

**That** Council approve the Lions, SEGCHC, SEGSS & Southgate Partnership Agreement as presented; and

**That** Council consider approving the Lions, SEGCHC, SEGSS & Southgate Final Partnership Agreement by Municipal By-law 2022-144 at the October 5<sup>th</sup>, 2022 meeting.

### **Background:**

The Affordable Attainable Housing Committee has created a lot of discussions about residential options in Southgate. One of the options and discussions has been the conversion of the Lions Medical Clinic Building to affordable housing project when SEGCHC vacates the building.

Staff have been working with the Dundalk Lions Club, South-East Grey Support Services (SEGSS) and South East Grey Community Health Center (SEGCHC) on a Memorandum of Understanding to deal with the needs of each of the parties. This issues being the following:

- Lions Club – A place (home) for their meetings in the New Medical Center, access to community facilities to hold events and some storage area in Dundalk. Also important to them is a future use of the old Lions Medical Clinic building and recognition of their efforts that originally constructed the building.
- SEGSS – They have interest in assuming the old Lions Medical Clinic building to upgrade the structure to a 7 unit residential rental affordable housing facility. One of the conditions for SEGSS to invest in the project and required to receive a loan through the Canadian Housing & Mortgage Corporation is they must have land ownership or control property where the building is located for a minimum of 60 years .
- SEGCHC – The use of lands to locate and operate future Medical Center in Dundalk.

- Southgate – Maintaining ownership of lands, ensuring good community user benefits from the future use of the lands by the partners and increasing access to future downtown parking areas.

At the September 21<sup>st</sup>, 2022 Council meeting staff report CAO2022-069 was presented titled “Lions Medical Centre-SEGSSSEGCHC-Southgate Partnership Agreement” with the following resolution approved:

**Moved By** Councillor Dobreen; **Seconded By** Councillor Shipston;

**Be it resolved that** Council receive staff report CAO2022-069 as information; and **That** Council approve the Lions, SEGCHC, SEGSS & Southgate Draft Partnership Agreement as presented; and

**That** Council consider approving the Lions, SEGCHC, SEGSS & Southgate Final Partnership Agreement by Municipal By-law 2022-144 at the October 5<sup>th</sup>, 2022 meeting.

Carried No. 2022-625

#### **Staff Comments:**

Staff have now created a draft Partnership Agreement for the parties to agree on which reflects the Memorandum document. Once SEGCHC, SEGSS and Southgate have agreed to the terms of the Partnership Agreement, Southgate will send it to the Dundalk Lions Club for their approval.

Staff recommend approval of the Lions, SEGCHC, SEGSS & Southgate Partnership Agreement by Municipal By-law 2022-144 at the October 5<sup>th</sup>, 2022

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

There is no financial impact as a result of this report at this time.

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

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

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

##### **Action 3:**

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

##### **Strategic Initiatives 3-A (2019-2023):**

By means of appropriate policies, incentives and development partners, the Township will facilitate 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 approve the Lions, SEGCHC, SEGSS & Southgate Partnership Agreement as presented in the by-law.
3. That Council consider approving the Lions, SEGCHC, SEGSS & Southgate Partnership Agreement by Municipal By-law 2022-144 at the October 5<sup>th</sup>, 2022 meeting.

Respectfully Submitted,

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

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

### **By-law Number 2022-144**

#### **being a by-law to authorize a partnership agreement between South-East Grey Community Health Centre, South-East Grey Support Services, The Dundalk and District Lion's Club and The Corporation of 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** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with South-East Grey Community Health Centre, South-East Grey Support Services and The Dundalk and District Lion's Club,

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

1. **That** the agreement between South-East Grey Community Health Centre, South-East Grey Support Services, The Dundalk and District Lion's Club and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Clerk are hereby authorized and directed to sign the Agreement, in substantially the same form as the agreement attached hereto as Schedule "A", on behalf of the Corporation of the Township of Southgate and all other documents as may be necessary to give effect thereto; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of October, 2022.**

---

John Woodbury – Mayor

---

Lindsey Green – Clerk

# Partnership Agreement

Between

**South-East Grey Community Health Centre**

(hereinafter referred to as the "CHC")

and

**South-East Grey Support Services**

(hereinafter referred to as the "Agency")

and

**The Dundalk and District Lion's Club**

(hereinafter referred to as the "Lion's" or "Lions")

and

**The Corporation of the Township of Southgate**

(hereinafter referred to as the "Township")

WHEREAS the CHC is interested in establishing an integrated primary care hub in Dundalk that will improve access to care for clients and patients of Southgate currently receiving care from the CHC at the Lions Club Clinic;

AND WHEREAS the Lions have provided a medical facility to the people in the Village of Dundalk, Southgate and the surrounding community for the last 45 years;

AND WHEREAS the Township provided free land for the Lions to erect a clinic in 1975;

AND WHEREAS the CHC has been successful in receiving planning money from the Ministry of Health for a new medical clinic in Dundalk;

AND WHEREAS the Agency is interested in obtaining the Lions building for client residential use;

AND WHEREAS the Lions are interested in obtaining dedicated space in the new Clinic;

NOW THEREFORE, in consideration of the mutual covenants and agreements, and subject to the conditions and limitations, set forth herein, and for the mutual reliance of the parties hereto, the parties hereby agree that no commitment or guarantee, or warranty is implied with or binding to any and all of the following undertakings:

**1. Dundalk Lions Club:**

- The facility erected on land provided by the Township and currently rented to the CHC and other tenants shall transfer to the control of the Agency;
- The Lions facility shall be vacated by all tenants within ninety (90) days of the new CHC medical clinic beginning operations;
- The Lions Club will provide a written notice of eviction to each of the Tenants of the Lions Club Clinic 120 days prior to the required evacuation date; and
- The Lions will turn over the Lions Building to the Agency in exchange of their financial commitment to the new CHC medical facility.

## **2. The Township of Southgate:**

- The Township has provided land to the CHC for the erection of a new multi-disciplinary medical clinic in Dundalk;
- The land used by the Lions to erect an original Lions Medical clinic (specifically describe as Plan 480, Lot G, H in the Township of Southgate (Village of Dundalk), municipally known as 53 Main Street West, assessment roll number 42 07 110 001 39400, hereinafter, called "the lands") are owned by the Corporation of the Township of Southgate which has entered into this agreement to provide municipal capital facilities, pursuant to subsection 110 (1) of the Act;
- The Lions will have access to all Southgate owned facilities for their use for meetings and community events they organize and book the facility when available;
- The Lions Medical Clinic building as a physical structure on the Lands shall become the property and the responsibility of the Agency within 90 days of the new medical (CHC Clinic) opening;
- The Lands excluding the physical building structure shall remain the property and the responsibility of the Township;
- The Township shall provide the land to Agency as a property lease at no cost for a period of not less than sixty (60) years for the purpose of converting original Lions Medical Clinic facility in Dundalk to an Affordable Housing project as a building conversion and upgrade project as a condition the Agency must have in place to qualify for Canada Mortgage and Housing Corporation funding and loans;
- The Township will continue to maintain the parking lot and provide winter maintenance snow removal and sanding; and
- The Township shall not be obligated to any future use of the Lions Medical Clinic facility by any party other than the Agency for land lease purposes only.

## **3. South East Grey Community Health Centre**

- The CHC shall work through the Ministry of Health Capital Planning process to obtain funding approval to design and construct an integrated medical facility on land owned by the Township of Southgate;
- The CHC shall give notice to the Lions Club of their intention to vacate at least 120 days in advance of moving into their new facility;
- The CHC will endeavor to build the new facility large enough with approved funding that will enable it to lease space to the current Lions Club tenants without comprising the CHC's ability to perform its regular operations;
- In recognition of the contribution the Lions Club have made to the Southgate area, the CHC will provide the Lions Club access to a meeting space and kitchen area at mutually agreed upon times that are scheduled at least one month in advance for the purposes of conducting their meetings and provide a naming convention consistent with the CHC's naming rights policy;
- Said access shall be granted in perpetuity as long as Lions Club exist as a community entity;

- The CHC shall include in the design of the new Clinic, dedicated space that shall meet the storage needs of the Lions Club while conforming to the overall design and build requirements required by the CHC; and
- The cost to design and construct the dedicated space shall not exceed \$100,000 and 200 ft<sup>2</sup>.

#### **4. South East Grey Support Services**

- The Agency shall assume control of the Lions Medical Clinic;
- Said control shall be considered full ownership of the building only by the Agency;
- In recognition of the donation made by the Lions, the Agency shall pay for the building of a dedicated space in the new facility required by the Lions;
- The Agency shall work with the Lions and provide a naming of the renovated facility that recognizes the Club's historical commitment to the origin and future use of the building; and;
- Said cost to be \$100,000 for the dedicated space in the new facility as a donation by the Agency and paid to the CHC.
- The conditions of the transfer of the building will be that the Agency will convert the future use of the building as an Affordable Housing rental space in Dundalk to support local accommodation needs and an agreed to naming of the building as a new housing facility that recognizes the Lions Club for their original commitments to develop and construct the original Lions Medical Centre.

IN WITNESS WHEREOF the South East Grey Community Health Centre and the Dundalk and District Lion's Club, The Township of Southgate and South East Grey Support Services have hereto affixed their corporate seals attested by the hands of their duly authorized officers in that behalf.

**This page is intentionally left blank with the signatory page to follow:**

## **SOUTH-EAST GREY COMMUNITY HEALTH CENTRE**

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
Alex Hector, Executive Director

*I have the authority to bind the Corporation*

## **DUNDALK AND DISTRICT LIONS CLUB**

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
Rob Sturrock, President

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
Blain Clarke, Treasurer

*We have the authority to bind the Lions Club.*

## **THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
John Woodbury, Office of the Mayor

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
Lindsey Green, Township Clerk

*We have the authority to bind the Corporation.*

## **SOUTH-EAST GREY SUPPORT SERVICES**

Date: \_\_\_\_\_ Per: \_\_\_\_\_  
Maurice Voisin, Executive Director

*I have the authority to bind the Corporation*

## **Township of Southgate**

### **Administration Office**

185667 Grey Road 9, RR 1

Dundalk, ON N0C 1B0

**Phone:** 519-923-2110

**Toll Free:** 1-888-560-6607

**Fax:** 519-923-9262

**Web:** [www.southgate.ca](http://www.southgate.ca)

## **Staff Report CAO2022-076**

**Title of Report:** White Rose Park Phase III Service Finance Agreement  
for the Residential Development Off Site Project Works  
Report

**Department:** Administration

**Council Date:** October 5, 2022

### **Council Recommendation:**

**Be it resolved that** Council receive staff report CAO2022-076 as information; and

**That** Council approve the White Rose Park Phase III Service Finance Agreement for this residential development project off-site requirements as presented; and

**That** Council consider approving the White Rose Park Phase III Service Finance Agreement by Municipal By-law 2022-149 at the October 5, 2022 Council meeting.

### **Background:**

White Rose Park Phase III presently has a Draft Plan Subdivision approval by the County of Grey, Site Alteration Agreement and Pre-Servicing Agreements approved by Southgate for their residential development project. They have been allocated 30 equivalent residential units (ERU) of servicing for water and wastewater capacity that will allow them to build 10 single family dwellings (SFD) and 25 townhomes in their project. Once wastewater capacity becomes available in 2023 the developer can then apply for the remaining allocation of 47 ERU (20 SFD and 33 townhomes) they require to fully build out their project in the coming years.

The next step for this subdivision is a Service Finance Agreement (SFA) because there are off-site servicing requirements on Bradley and Highpoint Streets to support this development. The developer is responsible to connect their development to existing services. Developers are also required to increase the level of service of existing roads to support the increased servicing demands that the subdivision would require. This is also an opportunity for the Township to install service that did not exist prior to development and will service pre-existing residential properties. If Development Charges have been collected in the past for a project the SFA can allocate specific DC fees collected to support the developer costs of off-site servicing.

### **Staff Comments:**

Triton has developed a Service Finance Agreement for this project and determined the off-site project work and costs that are required for the White Rose Park Phase III residential development.

The Service Finance Agreement (SFA) creation assesses the present conditions and future levels of service required to establish the new residential development. It is the developer responsibility to upgrade the required off-site or outside of the development boundary services to support the new development. The services that we have considered in a SFA is roads, sidewalks, drainage, water and wastewater in accordance with the Municipal Servicing Standards. What is also considered in a SFA is future capital projects are established in the municipal capital budget, the Development Charges (DC) By-law and/or the opportunity to expand service to the existing properties. In case of this development there are no identified project in the short or long-term capital budget or in the DC By-law that would support municipal investment in this area.

The off-site construction required has been identified as upgrade work and assessed cost estimates as the following projects:

- White Rose project - Road and Drainage work on Bradley Street from project entrance to Grey Street (Cost estimate \$447,978.00)
- White Rose project – Road half upgrade with curb and sidewalk on east side of Bradley Street from Grey to Highpoint (Cost estimate \$212,614.00)
- Southgate project - Road half upgrade to pave west side of Bradley Street from Grey to Highpoint (Cost estimate \$58,830.00)
- White Rose project – Road half upgrade with curb and sidewalk on north side of Highpoint from Bradley to the Highpoint sidewalk east of Pine Court (Cost estimate \$194,227.00)
- Southgate project – Sanitary service repair on Bradley Street that will be charged to Enbridge Gas (Cost estimate \$7,500.00)

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

The financial impact as a result of this report is the developer will be paying for engineering and construction costs up front. The developer will also have to maintain the posted securities for the project through an Irrevocable Letter of Credit (LC) to cover the estimated servicing costs determined by Southgate's engineers. The external works cost estimate is \$921,199.00 requiring 100% security posted by the White Rose Developer to ensure the work is completed.

The Township portion of the project costs is \$66,330.00 for paving half a lane of roadway and to repair a damaged sanitary service that will be covered by Enbridge Gas (\$7,500.00). The Developer is assessed \$854,869.00 that is reported in more detail in the Attachment #1 document included in this report.

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

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



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

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

**Strategic Initiatives 3-A (2019-2023):** By means of appropriate policies, incentives and development partners, the Township will facilitate 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 approve the White Rose Park Phase III Service Finance Agreement as presented.
3. That Council consider approval of the White Rose Park Phase III Service Finance Agreement by Municipal By-law 2022-149 at the October 5<sup>th</sup>, 2022 Council meeting.

Respectfully Submitted,

#### **CAO approval: Original Signed By**

Dave Milliner – CAO      [dmilliner@southgate.ca](mailto:dmilliner@southgate.ca)    519-923-2110 x210

- Attachment #1 – Triton Service Finance Agreement Project Cost Allocation Report

WHITE ROAD PARK SUBDIVISION ; PHASE 3  
EXTERNAL WORKS COST SHARING

No. of Units
86

Project Description	Estimated Cost	% Developer Cost	% Township Cost	Developer Cost	Township Cost
Road & Drainage: Bradley - WR3 to Grey	\$447,978	100%	0%	\$447,978	\$0
½ Road Recon c/w Curb & Sidewalk: Bradley- Grey to Highpoint	\$212,614	100%	0%	\$212,614	\$0
½ Road Asphalt Replacement: Bradley- Grey to Highpoint	\$58,830	0%	100%	\$0	\$58,830
½ Road Recon: Highpoint; Bradley– Ext Sidewalk	\$194,277	100%	0%	\$194,277	\$0
Sanitary Service Repair: Bradley	\$7,500	0%	100%	\$0	\$7,500
<b>TOTAL</b>	<b>\$921,199</b>			<b>\$854,869</b>	<b>\$66,330</b>

Note:

**The Corporation of the Township of Southgate**

**By-law Number 2022-149**

**being a by-law to authorize an agreement between 2570970 Ontario Inc.  
and The Corporation of 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** it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with 2570970 Ontario Inc.,

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

1. **That** the agreement between 2570970 Ontario Inc. and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and Clerk are hereby authorized and directed to sign the Agreement, in substantially the same form as the agreement attached hereto as Schedule "A", on behalf of the Corporation of the Township of Southgate and all other documents as may be necessary to give effect thereto; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of  
October, 2022.**

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John Woodbury – Mayor

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Lindsey Green – Clerk



## SERVICE FINANCING AGREEMENT

**THIS AGREEMENT** made the 5<sup>th</sup> day of October, 2022.

**BETWEEN:**

**2570970 ONTARIO INC.**  
**(White Rose Estates Park)**  
(hereinafter called the “Developer”)

PARTY OF THE FIRST PART

-and-

**THE CORPORATION OF THE TOWNSHIP  
OF SOUTHGATE**  
(hereinafter called the “Township”)

PARTY OF THE SECOND PART

**WHEREAS:**

- A. The Developer is the owner of certain lands described in Schedule “A” hereto for which a draft plan of subdivision has been approved;
- B. The development of the Developer’s subdivision requires, *inter alia*, (i) the construction, installation and provision of certain Required External Services, identified in Schedule “B” attached hereto, and (ii) the payment of development charges in accordance with applicable law.
- C. The conditions of draft approval, File No. 42T-2018-08, require that *inter alia* the Developer and Township enter into this Service Financing Agreement to provide for all of the financing required for the construction of the works, facilities and services described on Schedule “B”.

**NOW THEREFORE**, in consideration of the matters agreed to herein and in consideration of One Dollar (\$1.00) paid by each party to the other, the receipt and sufficiency of which is hereby acknowledged, the Developer and the Township agree as follows:

### **1. Definitions**

In this Agreement:

“Agreement” means this Agreement and all Schedules thereto and any documents incorporated herein by reference.

“Benefiting Area” means those lands that will derive a benefit from the construction, installation and/or provision of the Required External Services defined herein;

“Benefiting Owner” means any owner of land within the Benefiting Area, other than the Owner of those lands as described in Schedule “A” of this Agreement.

“Development Charge By-law” or “DC By-law” means the Township’s Development Charge By-law 36-2015 passed under the authority of the *Development Charges Act, 1997*, as amended.

“Development Charge” means a charge for development as defined in the Development Charge By-law, as amended or its successor by-law.

“Lands” means the lands described in Schedule “A” attached hereto.

“Parties” means the Developer and the Township, and “Party” means one of the parties.

“Required External Services” means the services and facilities described on Schedule “B” attached and in part consist of local services outside the development which are required for the development.

“Township’s Costs” means the Township’s reasonable costs in preparing this Agreement, including without limitation, the costs of consultants and legal counsel relating thereto.

“Township’s Engineers” means the consulting engineering firm retained by the Township.

## **2. Application of Agreement**

The Parties agree that this Agreement shall apply to the development of the entire Lands.

## **3. Required External Services**

The Parties agree that the Required External Services identified in Schedule “B” hereto are required to service the Lands.

## **4. Developer’s Obligation for Required External Services**

### **4.1 Costs of Services**

The Developer agrees to:

- a) construct and install the Required External Services in accordance with Schedule “B”; and
- b) be solely responsible for the financing of the Required External Services in the manner set out herein and subject to the Developer’s entitlement to repayments and/or credits.
- c) It being expressly understood that the Required External Services are to be designed, inspected and constructed at the Developer’s sole cost. The cost of the Required External Services to be funded by the Developer shall include, without limitation, the construction costs, all related taxes, all related engineering services, and the Township’s expenses.

### **4.2 Design and Approvals**

The Developer agrees:

- a) to be responsible for the design of all the Required External Services as approved by the Township’s Engineers, with the Township’s Engineers to act reasonably in all instances;
- b) to obtain the approval of all other necessary authorities to the design of the Required External Services;
- c) that the Required External Services shall be installed and constructed strictly in accordance with the designs as approved by the Township’s Engineer and all other necessary authorities in accordance with the terms of this Agreement;
- d) that all of the Required External Services shall be designed and their installation supervised by consulting engineers satisfactory to the Township’s Engineers, acting reasonably;

- e) that the Developer's agreements or contracts with their consulting engineers shall include design, general supervision and resident supervision and shall provide that the Township's Engineers or their representative may personally review the installation of the Required External Services and shall have the power to stop the work in the event that in his or her reasonable opinion the work is being performed in a manner that may result in a completed installation that would not be satisfactory to the Township.
- f) that all design drawings shall be approved by the Township, acting reasonably, before the construction of the Required External Services; and
- g) that all design drawings shall carry the seal of the professional engineer who is responsible for the designs and shall be signed by him or her.

#### **4.3 Construction of Required External Services**

The Developer agrees:

- a) that the Required External Services shall be constructed in accordance with the approved design drawings;
- b) to file copies of all contracts and change orders with the Township's Engineers and shall provide work schedules for his or her approval before any work commences and that all work shall be carried out in accordance with the submitted contracts, work orders and approved work schedules; and
- c) that the Township's Engineers may conduct, at the expense of the Developer, any tests that he or she in his or her reasonable opinion considers necessary to satisfy him or herself as to the proper installation of the Required External Services.

#### **4.4 Indemnity**

The Developer shall indemnify and save harmless the Township and its servants, agents and employees from all actions, causes of actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of the design, installation, construction, operation or existence of any of the Required External Services required under this Agreement, save and except for any actions, causes of actions, suits, claims or demands that arise in whole or in part by reason of the negligence or willful acts or omissions of the Township, its servants, agents or employees or those for whom any of them are responsible at law.

#### **4.5 Failure to Comply**

In the event that the Developer fails to install the Required External Services as and when required by the Township's Engineers or having commenced to install the Required External Services, fails or neglects to proceed with reasonable speed or, in the event that the Required External Services are not being installed according to the specifications and requirements of the Township and of this Agreement, in addition to any other remedy the Township may have, upon the Township's Engineers giving at least five (5) business days' written notice by prepaid registered mail to the Developer and following the expiry of such five (5) business day period the Developer failing to take any action to remedy the matters set out in such notice, the Township may, but is not obligated to, without further notice, draw upon the Letter of Credit referred to in Section 6.2 for the estimated cost of the works and enter upon the Lands and proceed to supply all materials and to do all necessary works in connection with the installation of the Required External Services, including the repair or reconstruction of faulty work and the replacement of materials not in accordance with the Specifications, and to charge the cost thereof, including engineering services, to the Developer. In the event that the Letter of Credit is not sufficient to cover such costs, the Developer shall pay the deficit upon demand by the Township and the deficit shall be a charge upon the Lands until paid save for any lands which shall now or hereafter be deeded or dedicated to the Township or any other public authority. Such entry by the Township shall be as agent for the Developer and shall not be deemed, for any purposes whatsoever, as an acceptance or assumption of the Required External Services by the Township. If the delay is caused by a strike, lockout,

labour disturbance, Act of God or similar occurrence, the Developer shall be deemed not to be in default under this Section until a reasonable time after such occurrence. In the event that a claim is made against the Township under the Construction Lien Act in respect of work that is done or to be done by the Developer pursuant to this Agreement, in addition to any other remedy the Township may have, upon the Township's Engineers giving 48 hours written notice by prepaid registered mail to the Developer, the Township may, without further notice, draw upon the Letter of Credit referred to in Section 6.2 for the amount of the claim plus security for costs as provided for in s.44 of the Construction Lien Act, as may be amended.

#### **4.6 Emergency Repairs**

At any time prior to the assumption of the Required External Services by the Township, if any of the Required External Services provided by the Developer do not function properly and, in the reasonable opinion of the Township's Engineers, repairs are necessary immediately to prevent damage or hardship to any persons or any property, the Township may, but is not obligated to, make whatever repairs may be deemed necessary and the Developer shall pay to the Township, immediately upon receipt of a written demand, all expenses including engineering fees, based upon the cost of the work, incurred in making the said repairs. Such repairs shall not be deemed an acceptance of the Required External Services by the Township or an assumption by the Township of any liability in connection therewith and shall not release the Developer from any of its obligations under this Agreement.

#### **4.7 Applicable Laws**

The Developer agrees:

- a) to comply with all statutes, laws, by-laws, regulations, ordinances, orders and requirements of governmental or other public authorities having jurisdiction at any time and from time to time in force ("Applicable Laws") in constructing and installing the Required External Services and, without limiting the foregoing, to comply with, and cause to be complied with, the provisions of the Occupational Health and Safety Act, the Environmental Protection Act and the Ontario Water Resources Act and any regulations, policies and guidelines relating thereto, including all obligations of the constructor and employer under the Occupational Health and Safety Act and regulations as applicable, and any obligation to obtain any approval or permit required under the Environmental Protection Act or the Ontario Water Resources Act or any regulations, policies and guideline relating thereto; and
- b) to do, cause to be done or refrain from doing any act or thing as directed by the Township or the Township's Engineers if at any time the Township or the Township's Engineers considers that any situation or condition is unsafe, damaging to the environment or contrary to the provisions of any Applicable Laws and that if, within five (5) business days of receipt of such direction from the Township's Engineers, the Developer fails to comply with such direction or commence to comply with such direction in the event that such direction is incapable of being complied with within the five (5) business day period, the Township may take action to remedy the situation at the expense of the Developer and in this regard the Township shall also be entitled to draw upon the Letter of Credit referred to in Section 6.2, provided that if any delay in the Developer's compliance is caused by a strike, lockout, labour disturbance, Act of God or similar occurrence, the Developer shall be deemed not to be in default under this Section until a reasonable time after such occurrence.

#### **4.8 General Liability Insurance Policy**

The Developer agrees:

- a) to take out and keep in force comprehensive general liability insurance against claims for personal injury, death or property damage resulting from any accident or occurrence relating to the Required External Services;

- b) to deliver with this Agreement (if not previously delivered) a certified copy of the policy of liability insurance or a certificate of insurance setting out the essential terms and conditions of insurance, the form and content of which shall be satisfactory to the Township's Engineers or his or her designate, all acting reasonably, naming the Township and its agents as an additional insured; and
- c) that such policy shall be kept in full force and effect until all of the Required External Services have been assumed by the Township and shall comply with the following provisions:
  - i. the minimum limit shall be \$5,000,000, all inclusive, for property damage and personal liability;
  - ii. it shall not contain a clause for exclusion for blasting;
  - iii. the premium must be paid initially for a period of one year and the policy shall be renewed for further one-year periods until all Required External Services are installed and assumed by the Township;
  - iv. if the policy contains a deductible clause, the Developer agrees to deposit a certified cheque or a Letter of Credit with the Township in the deductible amount, as a deposit, together with a letter from the Developer authorizing the Township to appoint an independent adjuster and to investigate claims less than the deductible amount and authorizing the Township to pay such claims determined to be valid by the adjuster out of the said deposit. The Developer is responsible for all adjustment service costs and shall maintain the deposits in the amount of the deductible;
  - v. the policy shall provide for cross-liability and severability of interest *protecting the Township against claims by the Developer as if they were separately insured and providing that the Township shall be insured notwithstanding any breach of any condition in the policy by any other insured; and*
  - vi. *the policy shall provide that the insurer shall not cancel or refuse to renew it without first giving the Township at least sixty (60) days prior written notice.*

#### **4.9 No Relief**

The issuance of such policy of insurance shall not be construed as relieving the Developer from responsibility for other or larger claims, if any, for which the Developer is or may be liable under this Agreement or at law.

#### **4.10 Notice of Cancellation**

If the Township receives notice from the insurer that it has cancelled or refused to renew the insurance, or that it intends to do so, or if the Township otherwise determines that the insurance has lapsed or is about to lapse without renewal or replacement, the Township may, at the sole cost and expense of the Developer, obtain insurance in accordance with this section. In such circumstances, the Township shall be entitled to obtain new insurance or add the necessary insurance coverage to the Township's blanket insurance. The Developer shall forthwith, upon receipt of written notice therefore from the Township, reimburse the Township for the cost of such insurance payable as noted above. In addition, the Township shall, at its sole discretion and option, be entitled to draw upon the Letter of Credit referred to in Section 6.1 to cover the costs of the insurance.

### **5. Agreement to Reimburse Developer for Services**

The Parties acknowledge that there is an agreement for the Township to reimburse the Developer for certain aspects of the Required External Services in accordance with the Required External Services and Cost Sharing table set out in Schedule B, attached hereto. Reimbursement will be made when the Required External Services have been completed to the satisfaction of the Township, in its sole discretion.

The Developer agrees to provide the Township with proof of the actual cost of the Required External Services as soon as it is available. The Township will review the actual costs and if the Township is satisfied with the actual costs, the costs in the Required External Services and Cost Sharing will be adjusted accordingly.



## **6. Securities**

### **6.1 Type and amount of security**

The Developer shall deposit with the Township cash, or an irrevocable standby letter of credit from a Canadian chartered bank acceptable to the Township and in a form approved by the Township based upon Form 2 attached to this Agreement [the “security”] to secure and guarantee to the Township due performance of the Developer’s obligations under this Agreement and the security shall be in an amount equal to either:

- One hundred (100%) of the cost of Required External Services based on the Total Estimated Cost of such services as outlined in Column 1 on Schedule “B” including all applicable taxes, engineering fees, Township costs and contingency allowances. This amount is applicable if none of the Required External Services have been constructed and accepted/approved by the Township.; or
- If a portion of the Required External Services have been constructed and accepted/approved by the Township, the security amount will be equal to one hundred and fifteen (115%) percent of the cost of work remaining to be completed plus ten (10%) percent of the completed work costs, as estimated by the Developer’s Engineers and verified by the Township Engineer, for all of the Required External Services based on the Total Estimated Cost of such services as outlined in Column 1 on Schedule “B” including all applicable taxes, engineering fees, Township costs and contingency allowances;

as the case may be.

In the event that a letter of credit is provided then the Township shall be named as beneficiary/secured party therein.

### **6.2 Reduction of security**

The security shall remain in place until the Required External Services have been completed to the satisfaction of the Township in its sole opinion.

### **6.3 Authority to draw upon security**

The Developer specifically authorizes the Treasurer of the Township to draw upon the security provided pursuant this Agreement and to use such monies to pay for any costs or expenses incurred by the Township including without limitation costs or expenses arising from damages or deficiencies caused by the Developer or the Developer’s contractors or agents, successors or assigns, in connection with or relating to the development governed by this Agreement and/or to satisfy any financial obligation or other obligation of the Developer to the Township pursuant to the terms of this Agreement when due.

### **6.5 Stop Work Order**

If the Township makes a demand for additional security or Letter of Credit pursuant to the provision of this Agreement, or if the Township has drawn upon the security or Letter of Credit pursuant to his Agreement, and the Developer has failed to deposit such additional security or Letter of Credit with the Township within fourteen (14) days or to replenish such security or Letter of Credit within (14) days, the Developer shall be deemed to be in breach of this agreement and the Township may issue a stop work order.

## **7. Amendments to DC By-law and Adjustments to Repayments or Credits**

Not Applicable.

## **8. Recovery of Costs**

Not Applicable.

## **9. Registration on Title**

The Developer acknowledges that the covenants herein contained shall be considered covenants that run with the Lands and hereby consents to the registration of this Agreement on title to any part of the Lands of which the Developer is the owner at the time of execution of this Agreement. The Developer agrees to provide a complete and accurate legal description of the Lands to the Township and to execute all further documents as may be necessary to register this Agreement against the Lands.

## **10. Effective Date of this Agreement**

This Agreement shall become effective on the date of the execution of this Agreement by the Township and the Developer (the "Effective Date").

## **11. Estoppel**

The Developer shall be and are hereby estopped from asserting in any proceeding at any time and in any forum that the Township does not or did not have lawful authority to enter into this Agreement, or that any of the terms of this Agreement are not within the jurisdiction or capacity of the Township to enter into. The Developer acknowledges that it has voluntarily entered into this Agreement.

## **12. Time of Essence**

Time shall be of the essence in this Agreement.

## **13. Amendments Only in Writing**

No modification, variation, amendment or termination by mutual consent of this Agreement, and no waiver of the performance of any of the responsibilities of the Parties shall be effective unless such action is taken in writing by instrument or document executed by the Parties, excepting that the foregoing shall not apply where an express provision of this Agreement permits such modification, variation, amendment or termination pursuant to any other means, and in such instance the said provision shall apply. All representations and understandings of the Parties with respect to the Lands and the subject matter of this Agreement are contained in this Agreement, and there are no other representations or understandings between the Parties. This Agreement supersedes any and all prior agreements and understandings between the Parties with respect to the subject matter of this Agreement.

## **14. Notices**

- (i) Except as otherwise specified herein, any notice hereunder shall be given in writing, by delivery in person, or by registered mail (return receipt requested) or by facsimile transmission, properly addressed to the Party to whom such notice is given, with postage or charges, if any, prepaid. A notice shall be deemed to have been given only when received by the Party to whom such notice is directed.
- (ii) Any notice, invoice or other writing required or permitted to be given pursuant to this Agreement (including notice of a change of address) shall be deemed to have been given if delivered personally to the party or to an officer of the applicable corporation or, if delivered by registered mail, on the third (3<sup>rd</sup>) day after mailing. The address for service of each of the parties is as follows:

Developer: White Rose Park  
2570970 ONTARIO INC.  
7941 Jane Street  
Concord, Ontario  
L4K 2M7

Attn: Vittorio De Palma, Director

Township: 185667 Grey Road 9  
R.R. #1  
Dundalk, Ontario N0C 1B0  
Attention: Dave Milliner, Chief Administrative Officer

## **15. Schedules**

Attached hereto and forming part of this Agreement are the following Schedules:

- "A" Description of the Lands
- "B" Required External Services (to be funded by Developer)
- "C" Details for Letter of Credit

## **16. Successors and Assigns**

This Agreement shall ensure to the benefit of and shall be binding upon the Parties and their respective successors and assigns, subject only to any limitations explicit in this Agreement.

## **17. Developer's Acceptance of Agreement**

The Developer shall not call into question, directly or indirectly, in any proceedings whatsoever in law or in equity or before any administrative tribunal the right of the Township to enter into this Agreement and to enforce each and every term of this Agreement and this Agreement may be pleaded as estoppel against the Developer in any such proceedings.

## **18. Further Assurances**

The Parties shall from time to time and at all times do such further acts and things, and execute all such further documents and instruments, as may be reasonably required to carry out and implement the true intent and meaning of this Agreement.

**REMAINDER OF PAGE INTENTIONALLY LEFT IN BLANK**

**IN WITNESS WHEREOF** the parties hereto have affixed their corporate seal under the hand of their proper officers or set their hand and seal.

**2570970 ONTARIO INC.**

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
Vittorio De Palma Director

I have authority to bind the Corporation

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor John Woodbury

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
Clerk Lindsey Green

We have authority to bind the Corporation

**SCHEDULE “A”**

**LEGAL DESCRIPTION**

*PART OF LOT 227, CONCESSION 2 SWTSR  
PART 1 17R2183 AND AS IN R480846  
(VILLAGE OF DUNDALK)  
NOW IN THE TOWNSHIP OF SOUTHGATE  
(GEOGRAPHIC TOWNSHIP OF PROTON)  
COUNTY OF GREY*

**SCHEDULE “B”**  
**REQUIRED EXTERNAL SERVICES AND COST SHARING TABLE**  
**COST BREAKDOWN BELOW**

WHITE ROAD PARK SUBDIVISION ; PHASE 3  
EXTERNAL WORKS COST SHARING

No. of Units
86

Project Description	Estimated Cost	% Developer Cost	% Township Cost	Developer Cost	Township Cost
Road & Drainage: Bradley - WR3 to Grey	\$447,978	100%	0%	\$447,978	\$0
½ Road Recon c/w Curb & Sidewalk: Bradley- Grey to Highpoint	\$212,614	100%	0%	\$212,614	\$0
½ Road Asphalt Replacement: Bradley- Grey to Highpoint	\$58,830	0%	100%	\$0	\$58,830
½ Road Recon: Highpoint; Bradley– Ext Sidewalk	\$194,277	100%	0%	\$194,277	\$0
Sanitary Service Repair: Bradley	\$7,500	0%	100%	\$0	\$7,500
<b>TOTAL</b>	<b>\$921,199</b>			<b>\$854,869</b>	<b>\$66,330</b>

Note:

SCHEDULE “C”

**NOTE:** Township policy requires that the Letter of Credit be issued by any one of the following financial institutions:

APPROVED FORM FOR LETTER OF CREDIT

Your Name & Address	Date of Issue: Irrevocable Standby Letter of Credit
	Reference No:
APPLICANT BENEFICIARY:	THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
	c/o 185667 Grey Road 9 R.R. #1 DUNDALK, Ontario N0C 1B0
	AMOUNT: MAXIMUM in Canadian Dollars:

We hereby authorize you to draw on (Financial Institution & Address) for Account of (Applicant), up to an aggregate amount of (amount) (CAD) of lawful money of Canada available by Draft(s) on demand.

Pursuant to the request of our customer, (applicant), we, (Financial Institution) hereby establish and give to you an irrevocable standby letter of credit (the “credit”) in your favour in the total amount of (amount) Canadian dollars pursuant to the agreement between the Township of Southgate and (applicant) dated (date) with respect to *the total cost of all development works and engineering costs* **[wording to be amended as necessary to identify purpose of the Letter of Credit i.e. as an assurance that required works will be completed]**

This credit may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you which demand we shall honour without enquiring whether you have a right as between yourself and our said customer to make such demand and without recognizing any claim of our said customer.

The amount of this credit shall be reduced from time to time as advised by notice in writing given to us from time to time by you.

This credit will continue up to the (date), subject to the following condition:

It is a condition of this credit that it shall be deemed to be automatically extended without amendment for one year from the present or any future expiry date hereof, unless at least 30 days prior to such expiry date, we notify you in writing by registered mail, that we elect not to consider this credit to be renewable for an additional period. Upon receipt by you of such notice, you may draw hereunder by means of your signed written demand for payment.

Partial Drawings are permitted.

Drafts must be shown and negotiated not later than the (date) or automatically extended date.





## **Staff Report HR2022-049**

**Title of Report:** **Electronic Monitoring Policy**  
**Department:** **Human Resources**  
**Council Date:** **October 5, 2022**

### **Recommendation:**

**Be it resolved that** Council receive Staff Report HR2022-049 for information; and  
**That** Council approve the final Policy #93 Electronic Monitoring Policy as presented; and  
**That** Council consider approval of Policy #93 Electronic Monitoring Policy by Municipal By-Law 2022-152 at the October 5, 2022 Council Meeting.

### **Background:**

On April 11, 2022, Bill 88 – the Working for Workers Act, 2022 was given Royal Assent. Within this Bill it contains a Digital Platform Workers' Rights Act, 2022 which made amendments to the Employment Standards Act, 2000 (ESA).

The amendment to ESA now requires all employers that employ 25 or more workers to have a written policy in place on how the employer electronically monitors employees. The Policy must include:

- If the employer is electronically monitoring employees and if so,
  - A description of how and in what circumstances the employer may electronically monitor employees, and
  - The purpose for which information is obtained through the electronic monitoring and how it is used.
- The date the policy was prepared, and date changes were made; and
- Any other information as may be prescribed by law in the future.

The Policy is to be in place by October 11, 2022 and copies provided to employees by November 10, 2022. Employers must also provide a written copy of the policy to all new employees within 30 days of their start date.

Important to note is that this policy does not affect or limit an employer's ability to engage in electronic monitoring of employees and does not provide any new rights to employees or employers.

At the September 21, 2022 Council Meeting, the following resolution was carried:

**Moved By** Councillor Frew **Seconded By** Councillor Dobreen

**Be it resolved that** Council receive Staff Report HR2022-047 as information; and  
**That** Council approve the draft Policy #93 Electronic Monitoring Policy as presented; and  
**That** Council consider approval of the Policy #93 Electronic Monitoring Policy by Municipal By-Law at the October 5, 2022 Council Meeting.

Carried No.2022-613

**Staff Comments:**

Since the September 21, 2022 Council meeting, staff sent out the draft policy to other staff to review and have received no further feedback.

Staff have added section 6f to include Virtual Meeting recordings as follows:

**Virtual Meeting Recordings**

- Any virtual meeting held by the Township of Southgate may be recorded and the meeting software program will notify all meeting participants if the meeting is being recorded.
- Public meetings are recorded and posted electronically on the Township's website, YouTube or other online platforms in order to provide transparency to the public.
- Meetings that are not public may still be recorded for future review and minute taking purposes and may be accessed by Township administrative staff.

Staff also re-arranged section 6 to be alphabetical.

A copy of the final policy is included with the By-Law included with the agenda for this meeting.

**Financial Implications:**

There is no financial impact 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:**

1. That Council receive this report as information.
2. That Council receive the final Policy #93 Electronic Monitoring Policy.
3. That Council consider approval of Policy #93 Electronic Monitoring policy by Municipal By-Law at the October 5, 2022 Council meeting.

Respectfully Submitted,

**Human Resources:** *Original Signed By*

Kayla Best, HR Coordinator/ Assistant to the CAO

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

**Attachments:**

None.

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

**BY-LAW NUMBER 2022-152**

being a By-law to adopt a "Electronic Monitoring Policy"  
known as Policy Number 93

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

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

**Whereas** the Council of The Township of Southgate has deemed it desirable to adopt a policy with respect to Electronic Monitoring,

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

1. **That** the "Electronic Monitoring Policy" known as Policy No. 93, attached hereto as Schedule A is hereby adopted; and
2. **That** this by-law shall come into force and effect on the date of its passing.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of October, 2022.**

---

John Woodbury – Mayor

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Lindsey Green – Clerk



## **Electronic Monitoring Policy**

### **1. Purpose**

The Township of Southgate is committed to informing employees about the presence of any and all electronic monitoring software or equipment either in the workplace or contained on any of the Township's devices. The Township values transparency and is committed to adhering to applicable legislation and regulations in relation to electronic monitoring in the workplace.

### **2. Policy Scope**

This Policy applies to all Township employees including full-time, part-time, seasonal, volunteer, members of Council and contract employees whether working remotely or in the workplace they report to.

### **3. Applicable Legislation**

This policy is written in accordance with Bill 88, Working for Workers Act, 2022 and the Employment Standards Act, 2000, as amended.

### **4. Definitions**

- a. "Electronic Monitoring" under this Policy means using technologic, electronic or digital means to track, observe or monitor someone's actions.
- b. "Employment Standards Act" means the Employment Standards Act, 2000, as amended, including any regulations made under the Act, and otherwise referred to as the "ESA".
- c. "Township" means the Township of Southgate.

### **5. Roles and Responsibilities**

#### **a. Department Heads & Supervisors**

- Ensure the privacy of employees is respected while maintaining appropriate use of Township issued devices.
- Inform Human Resources of any changes to equipment, devices or protocols which may impact this policy.
- Ensure staff are aware and understand the policy.
- Discuss any concerns related to this policy.

#### **b. Employees**

- Read, understand and acknowledge the policy.
- Discuss any concerns related to this policy with their supervisor or human resources.
- Use Township owned devices and/or equipment in compliance with this policies and all other applicable policies.

#### **c. Human Resources**

- Provide a copy of this policy to each employee within 30 days of Council approval, including all amendments.
- Provide a copy of this policy to all new employees within 30 days of their start date.



- Support problem solving where challenges are experienced in relation to this policy.
- Update the policy if made aware of any changes required due to change in equipment, devices or protocols.

## **6. Electronic Monitoring**

The Township has the following electronic monitoring systems in place in the workplace:

### **a. Cell Phone Usage**

- The Township is provided a breakdown of all cell phone usage on Township phones.
- This information is used to review appropriate usage of Township owned cellphones and determine best usage plans through the provider.

### **b. Fire Department Location Tracking**

- The Dundalk Fire Department uses applications to track firefighter location using location services enabled on each user's phone when a fire call comes in and the user agrees to have their location tracked at that time.
- This location tracking is used to determine if firefighters are able to respond to emergency calls and is available to all Dundalk Fire Department members.

### **c. Fire Department Audio Recordings**

- All fire department apparatus includes a radio system which is audio recorded at all times.
- Recordings are available to dispatch as well as the Fire Chief.
- Recordings are used for investigations, safety and training purposes.

### **d. Vehicle & Equipment Monitoring**

- GPS devices and monitoring is used in Township owned vehicles and equipment to track location of vehicles.
- Vehicle computer monitoring is installed in most Township owned vehicles, including fire department apparatus and is recorded but not accessed unless there is a vehicle collision. The information would be accessed by the police for investigative purposes.
- The information that is collected includes vehicle location, time, plow up/down, level of salt and/or sand applied to the road surfaces.
- These records may be accessed in the event of an emergency, complaint or for legal liability court proceedings.

### **e. Video cameras and Recording Equipment**

- Video surveillance technology is used on Township property to deter theft, vandalism and ensure employee safety.
- Video surveillance is used on Waste equipment to assist with investigations of complaints.
- Video surveillance is used on all fire department apparatus to be used for investigations, safety and training purposes.



- These video recordings are used by management to investigate specific occurrences or complaints.
- Should any misconduct be found on video surveillance footage, it may be disclosed to approved third parties if requested.
- Bathrooms, changing rooms and other private spaces do not have video surveillance and video surveillance equipment will be clearly visible and marked with noticed.

**f. Virtual Meeting Recordings**

- Any virtual meeting held by the Township of Southgate may be recorded and the meeting software program will notify all meeting participants if the meeting is being recorded.
- Public meetings are recorded and posted electronically on the Township's website, YouTube or other online platforms in order to provide transparency to the public.
- Meetings that are not public may still be recorded for future review and minute taking purposes and may be accessed by Township administrative staff.

**7. Retention**

All data obtained by the Township as part of electronic monitoring will be retained digitally in accordance with the Township's Retention By-Law and the Municipal Freedom of Information and Protection of Privacy Act.

**8. Policy Review Cycle**

This policy will be reviewed at minimum every three (3) years and updated if required.

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



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

## **Staff Report PL2022-075**

**Title of Report:** PL2022-075-C17-22  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** October 5, 2022

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2022-075 for information; and  
**That** Council Consider approval of Bylaw- 2022-151.

**Property Location: 152149 Southgate Sideroad 15**



**Subject Lands:**

The subject lands are described as Con 10, Lot 23, Geographic Township of Proton and are approximately 24.44ha (60.4 acres). The lands have frontage on Southgate Side Road 15 and Southgate Road 14.

**The Purpose** of the proposed zoning bylaw amendment application is to rezone the subject lands from Aggregate Extraction (M4) to Agriculture (A1) and from Environmental Protection (EP) to Agricultural Exception (A1-X) to allow for the construction of a residence and garage/shop. The shop will be located in the front yard require some relief from the exterior side yard setback provisions. The setback will be reduced to 10m.



**The Effect** of the proposed zoning by-law amendment would be to change the zone symbol on the subject land from Extractive Industrial (M4) to Agriculture (A1) and from Environmental Protection (EP) to Agricultural Exception (A1-X). Any Environmental Protection Zone Boundary may be adjusted based on Conservation Authority comments and will be reflected in the bylaw.

## **Background**

A Public meeting was held virtually on September 28, 2022. Supporting documents and comments posted on the website are available at:

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C17-22-Clark-Construction-Management-Inc>

The comments received include:

The Public Works Department indicate that they have no concerns.

The County of Grey staff indicated that it is recommended that MDS be applied to the proposed dwelling. Provided positive comments are received by the Conservation Authority, the County has no further concerns.

The SVCA indicate that the application is generally acceptable to staff.

There were no comments received by members of the public.

### **Staff Comments**

The conservation Authority has provided positive comments. The pit has been rehabilitated and is now suitable for limited development.

## **Financial Considerations:**

There may be a reduction in taxes as a result of the lands being rezoned from Aggregate extraction to Agriculture.

## **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 provincial Policy encourages the rehabilitation of aggregate resource areas once the aggregate has been removed. In this case the pit has been rehabilitated and the license has been surrendered on the property. An Aggregate is considered to be an interim land use and with the rehabilitation it has returned to its underlying designation of rural lands. The proposed residential use and private workshop is a permitted use and is consistent with the provincial Policy Statement.



### County of Grey Official Plan

The County of Grey Official Plan designates the lands as Mineral Resource Extraction. The surrender of the license on the lands will return the designation to the rural designation. This will be implemented as part of OPA 11 to the County of Grey Official Plan once it has been approved by the County of Grey. Any Approval of an amending bylaw would be pending the approved of OPA 11.

### Township Official Plan

The Township of Southgate Official Plan also designates the subject lands as Mineral Aggregate Extractive with an underlying designation of Rural and Hazard Lands. With the surrender of the license the changes to remove the Mineral Aggregate designation and return the lands to rural have been included in the new Official Plan adopted by the Township which is now awaiting approval by the County of Grey. Any approval of the by-law would be subject to the Township Official Plan being approved with the removal of the Aggregate designation.

The proposed use of a residential dwelling and Personal shop is a permitted use within the rural designation of the Township's new Official Plan. The proposal will be consistent with the policies of the new Official Plan.

### Zoning By-law

The current zoning on the subject lands is Extractive industrial (M4), Environmental Protection (EP) and a small portion as Agriculture (A1). The proposed zoning would remove the M4 zoning and return the lands to A1 Agriculture and refine the Environmental Protection (EP) zone boundary. There will also be a small exception area A1-532 to permit the construction of an accessory structure that is 10m from the exterior side lot line and that is located in the front yard. Both of these exceptions are necessary given the limited space to work with as a result of the ponds and Hazard lands on the property. It is staff's opinion that these changes are justified for the orderly redevelopment and use of the property.

### 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 (once OPA 11 is approved) and the Township of Southgate Official Plan (once the new plan is approved). 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

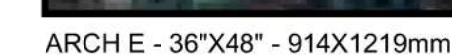
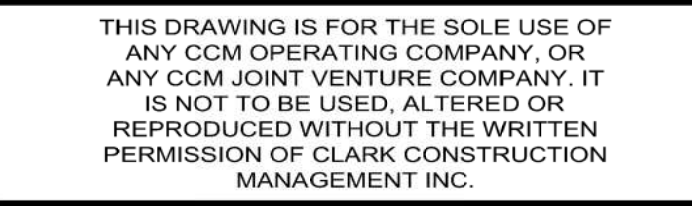


**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:**

1. Site Plan





0	2022-07-22	GF	FOR REVIEW
REV	DATE	BY	DESCRIPTION
SCALE:	1:1200		
DATE:	2021-10-13		
DESIGN BY:	GF		
DRAWN BY:	GF		
CHECKED BY:	MC		

MIKE CLARK

Potential New Property  
149 Southgate Sideroad 15

## SITE PLAN

### BRAND AND HOUSE LOCATION

A01



The Corporation of the Township of Southgate  
By-law Number 2022-151

**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.

**Whereas** pursuant to the provisions of Section 24(2) of the Planning Act, R.S.O. 1990, as amended, if a council has adopted an amendment to an official plan (OPA 11) the council of any municipality to which the plan applies may, before the amendment to the official plan comes into effect, pass a by-law that does not conform with the official plan but will conform if the amendment comes into effect.

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

1. **That** Schedule "33" to Zoning By-law No. 19-2002 is hereby amended by changing the zone area on a portion of the lands described as CON 10 Pt LOT 23, geographic Township of Proton, in the Township of Southgate and shown on Schedule "A", affixed hereto, from:

**Extractive Industrial (M4) and Environmental Protection to  
Agriculture (A1) and Agricultural Exception (A1-532)**

2. **That** Section 33 to By-law No. 19-2002 is hereby amended by adding the following new section 33.532:

**"33-532  
Con 10,  
Lot 23  
(Proton)**

**A1-532**

Notwithstanding the provisions of Sections 6.0 or any other provisions to the contrary, the land zoned A1-532 shall be subject to the following regulations:

- a) The proposed accessory building (garage/shop) is permitted in the front yard.  
b) The maximum exterior side yard is 10 meters.

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 5<sup>th</sup> day of October.

---

John Woodbury – Mayor

---

Lindsey Green – Clerk

### **Explanatory Note**

This by-law applies only to those lands described as CON 10 Pt lot 23 geographic Township of Proton, in the Township of Southgate. The zoning Amendment is to rezone the M4 zone to A1 and add the exception zone area A1-532 to allow for the construction of a residence and garage/shop. The shop will be located in the front yard and require relief from the exterior side yard setback provisions. The setback will be reduced to 10 m.

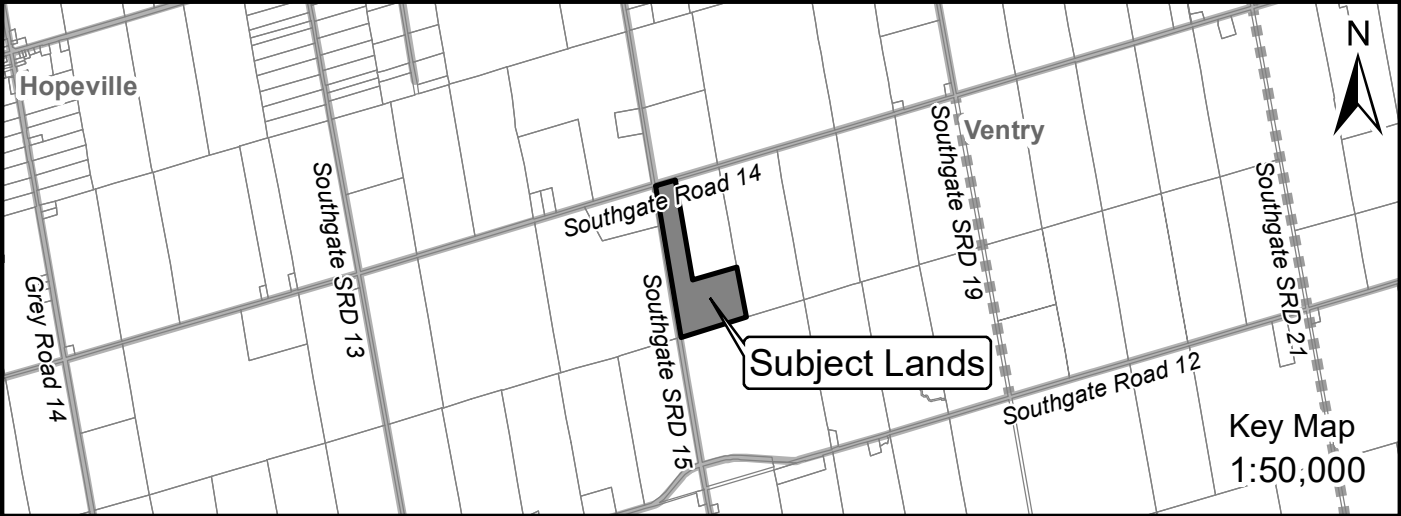
**The Effect** of the proposed zoning by-law amendment would be to change the zone symbol on a portion of the property from Extractive Industrial (M4) and Environmental Protection (EP) to Agriculture (A1) and from Environmental Protection (EP) to Agricultural Exception A1-532)

The Township of Southgate Official Plan designates the subject lands Mineral Aggregate Extraction, Rural, and Hazard lands. The portion of the lands designated Mineral Aggregate Extraction will be redesignated by County Official Plan Amendment 11 in the County plan and approval of the New Southgate Official Plan by the County of Grey.

Schedule "A"  
By-Law No. 2022-151  
Amending By-Law No. 19-2002  
Township of Southgate  
Geographic Township of Proton

Date Passed: October 5, 2022

Signed: \_\_\_\_\_  
John Woodbury, Mayor  
Lindsey Green, Clerk





## **Staff Report PL2022-076**

**Title of Report:** PL2022-076-SP20-22-Dundalk Medical Centre  
**Department:** Planning Services  
**Council Date:** October 5, 2022

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2022-076 for information; and  
**That Council** consider approval of By-law 2022-150 authorizing the entering into a Site Plan Agreement.

**Property Location:**



**Background:** This Site Plan Agreement implements Zoning Bylaw amendment 2022-006 which was passed earlier in the year zoning a portion of the property C2-500 which permits the Building to be constructed with reduced setbacks and specifically permits the medical centre use.

**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 uses of this type and it includes the following:

1. Providing landscaping and to blend it in with the Surrounding Area and trail. Trail modifications will be required to insure pedestrian safety when crossing the chair.
2. Ensuring that all lighting is dark sky compliant.
3. Applying dust control measures at the Townships discretion.
4. Prohibiting outdoor storage.
5. Requiring buildings parking grading and drainage to be constructed in accordance with the approved plans.

A key map of the area has been provided for your review. The above provisions will ensure that surrounding land uses are minimally impacted by the proposed development. It is, therefore, the recommendation of Township staff to approve the Site Plan and authorize the mayor and clerk to sign the attached Site Plan Agreement

**Financial Implications:** None

**Concluding Comments:** Based on the above it is recommended that the Council receive this staff report and consider approval of by-law 2022-150 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 2022-150

**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 South East Grey Community Health Centre and the Township of Southgate for the development of the lands described as Con 2 WTSR, Pt Lots 229 and 230, RP16R9712 Pt 2 (3.96 acres) and Con 2 WTSR Pt Lots 229 and 230 Plan 480 Pt Station Grounds RP16R9721 Pt 1 (2.2 acres), 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 5<sup>th</sup> day of October, 2022.

Read a third time and finally passed this 5<sup>th</sup> day of October, 2022.

---

Mayor – John Woodbury

---

Clerk- Lindsey Green

THE CORPORATION OF  
THE TOWNSHIP OF SOUTHGATE

**SITE PLAN AGREEMENT**

THIS AGREEMENT made in triplicate this 5<sup>th</sup> day of October, 2022

Between: South East Grey Community Health Centre

(hereinafter called the "LEASEE" OF THE FIRST PART)

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

(hereinafter called the "TOWNSHIP" OF THE SECOND PART)

WHEREAS the LEASEE represents that they wish to develop the lands and premises in the Township of Southgate in the County of Grey, being more particularly described in s Schedule "A"

AND WHEREAS the LEASEE has applied to the TOWNSHIP to permit development on the TOWNSHIP'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 LEASEE has 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 LEASEE 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 Village of Dundalk, 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 TOWNSHIP'S;
2. The LEASEE agrees 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 subject lands identified in Schedule A within thirty (30) days of the execution thereof by both parties.

#### **SECTION IV - BUILDING PERMITS**

1. The LEASEE agrees 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 LEASEE fails 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 LEASEE** further covenants and agrees to develop the subject lands in accordance with the Site Plan drawings 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 LEASEE** agrees to carry out on the lands, 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 Plans are 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 LEASEE 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 LEASEE 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 LEASEE.

7. **ENTRANCE.** The entrance to the property is from Dundalk Street and Proton Street North. A Commercial Entrance permit is required.

8. **FIRE SUPPRESSION.** The LEASEE 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 LEASEE's expense.

9. **SERVICING.** The LEASEE is responsible for ensuring that all municipal service (water, Waste Water and storm sewers) are connected to accommodate the use, its employees and the Public.

10. **LANDSCAPING.** The LEASEE agrees to install landscaping in accordance with screening the SITE PLANS including those lands identified as the rail trail and the crossing of the trail to ensure appropriate safety.

11. **OUTSIDE STORAGE.** Outside storage of goods and material is not permitted on the site

12. **DUST CONTROL MEASURES.** The LEASEE 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 LEASEE 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 LEASEE 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 has been executed and registered prior to the execution and registration of any such mortgages or encumbrances.

16. **SOUTHGATE'S PROFESSIONAL FEES AND DISBURSEMENTS.** The LEASEE 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 LEASEE 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 LEASEE 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 LEASEE 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 LEASEE 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 LEASEE 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 LEASEE 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 LEASEE 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 LEASEE:                      South East Grey Community Health Centre  
   55 Victoria Avenue  
   Markdale, ON  
   N0C 1H0

To the TOWNSHIP: Clerk  
Township of Southgate  
185667 Grey Rd 9, R.R. 1,  
Dundalk, ON  
N0C 1B0

**IN WITNESS WHEREOF** the corporate parties have executed this Agreement by affixing thereto their corporate seals, as attested by the hand of their proper signing officers duly authorized in that behalf.

**AND IN WITNESS WHEREOF** the natural parties hereto have hereunto set their hands and seals. Signing authorized by By-law 2022-150

SIGNED, SEALED AND DELIVERED	) South East Grey Community Health Centre
	)
	)
	)
	)
in the presence of:	)
	)
	)
	) Per:_____
_____	) Name:
Witness	) Date:_____
	)
	)
	)
	)
	)
	)
	)
	) We have the authority to bind the corporation
_____	)
Witness	)
	)
	) <b>THE CORPORATION OF THE</b>
	) <b>TOWNSHIP OF SOUTHGATE</b>
	)
	)
	) Per:_____
	) John Woodbury, Mayor
	)
	)
	) Per:_____
	) Lindsey Green, Clerk
	)
	)
	) Date:_____
	)
	) We have authority to bind the corporation
	)
	)

Schedule "A"

**THE LAND**

All and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of:

**Concession 2 SWTSR Pt Lot 229 and 230 and RP16R9712  
Pt 2 and Concession 2 SWTSR Pt Lots 229 and 230 Plan  
480 RP 16R9721 Pt 1, Geographic Village of Dundalk,  
Township of Southgate.**

Schedule "B"

**SITE PLANS**

Drawing #1. Dated October 5, 2022 and signed by the Planner

Drawing #2. Dated October 5, 2022 and signed by the Planner

Drawing #3. Dated October 5, 2022 and signed by the Planner

Drawing #4. Dated October 5, 2022 and signed by the Planner

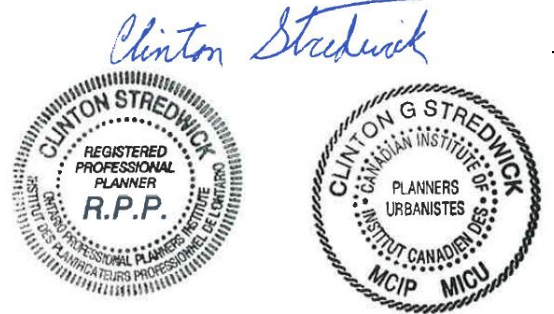
Drawing #5. Dated October 5, 2022 and signed by the Planner

Drawing #6. Dated October 5, 2022 and signed by the Planner

Drawing #7. Dated October 5, 2022 and signed by the Planner

Drawing #8. Dated October 5, 2022 and signed by the Planner





Drawing #1 Dated  
October 5, 2022

GREY STREET N  
PIN 37267-0248  
BY REGISTERED PLAN 480

PROTON STREET NORTH

DUNDALK STREET

EXISTING TREES  
WITHIN SIGHT LINES  
TO BE REMOVED

UNOBSTRUCTED  
SIGHT LINE

ARMOUR  
STONE  
RETAINING  
WALL

UNOBSTRUCTED  
SIGHT LINE  
SIB DISTURBED  
0.33 SW  
N.T.S.

FUTURE GO  
STATION  
LOCATION

TRAILER  
PARKING LOT

STORM WATER MANAGEMENT  
UNDER PARKING LOT

8m x 12m  
BARN

BUGGY  
PARKING

BUGGY TURN  
AROUND

INDUSTRIAL BUILDING

PART 2,  
16R-9721  
PIN 37315-0136

DARK SKY PATH LIGHTING  
@ 25m O.C. AND 2m  
CLEAR FROM PATH

EXISTING GRAVEL TRAIL

MODIFIED TRAIL  
WITH CURVES FOR  
TRAFFIC CALMING

GARDEN PLOTS

LOT 229  
CONCESSION 2

WASTE BINS

GARBAGE  
ENCLOSURE

NEW HEALTH CENTRE

STORM WATER MANAGEMENT  
UNDER PARKING LOT

STAFF  
PARKING

FIRE FIGHTER  
ACCESS

CONC. SIDEWALK

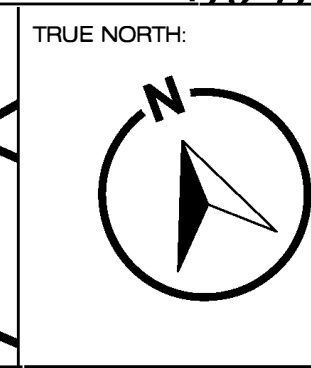
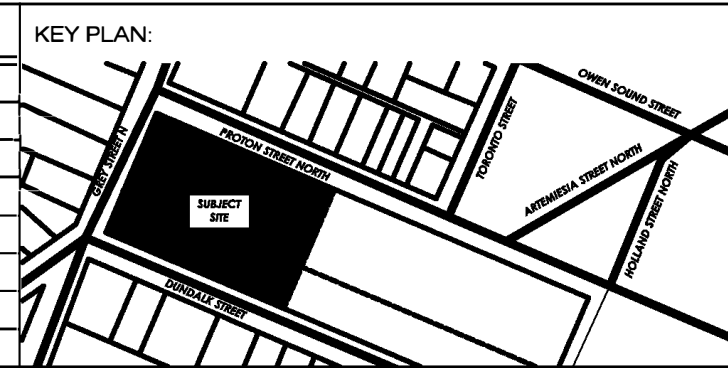
20 MIN.  
DROP OFF/  
PICK-UP

SIB 1523  
0.10 SOUTH

DRAWING NOTES:

1. This drawing is the exclusive property of Lloyd Hunt, Architect and the reproduction of any part without prior written consent of this office is strictly prohibited.
2. The contractor shall verify all dimensions, levels, and datum on site and report any discrepancies or omissions to this office prior to construction.
3. This drawing is to be read and understood in conjunction with all other plans and documents applicable to this project.
4. Do not scale the drawings.

NO.	ISSUE / REVISION	DATE
1	PRELIMINARY SITE PLAN "SCHEME A"	20.04.20
2	PRELIMINARY SITE PLAN "SCHEME B"	20.04.27
3	UPDATED WITH LEGAL INFORMATION	20.05.01
4	SITE PLAN REVISIONS	20.06.18
5	SITE PLAN REVISIONS	20.06.22
6	SITE PLAN REVISIONS	21.05.17
7	SITE PLAN REVISIONS - BUILDING FOOTPRINT REVISED	22.07.27
8	SITE PLAN REVISIONS - PLANNING COMMENTS	22.09.20



PARKING SUMMARY	
PARKING DESIGNATION	NUMBER OF PARKING SPACES
PUBLIC PARKING LOT	43 SPACES
TRAILER PARKING LOT	6 SPACES
BUGGY PARKING LOT	5 SPACES
STAFF PARKING LOT	26 SPACES
ROAD SIDE PARKING	7 SPACES
BARRIER FREE PARKING	4 SPACES
TOTAL: 91 SPACES	



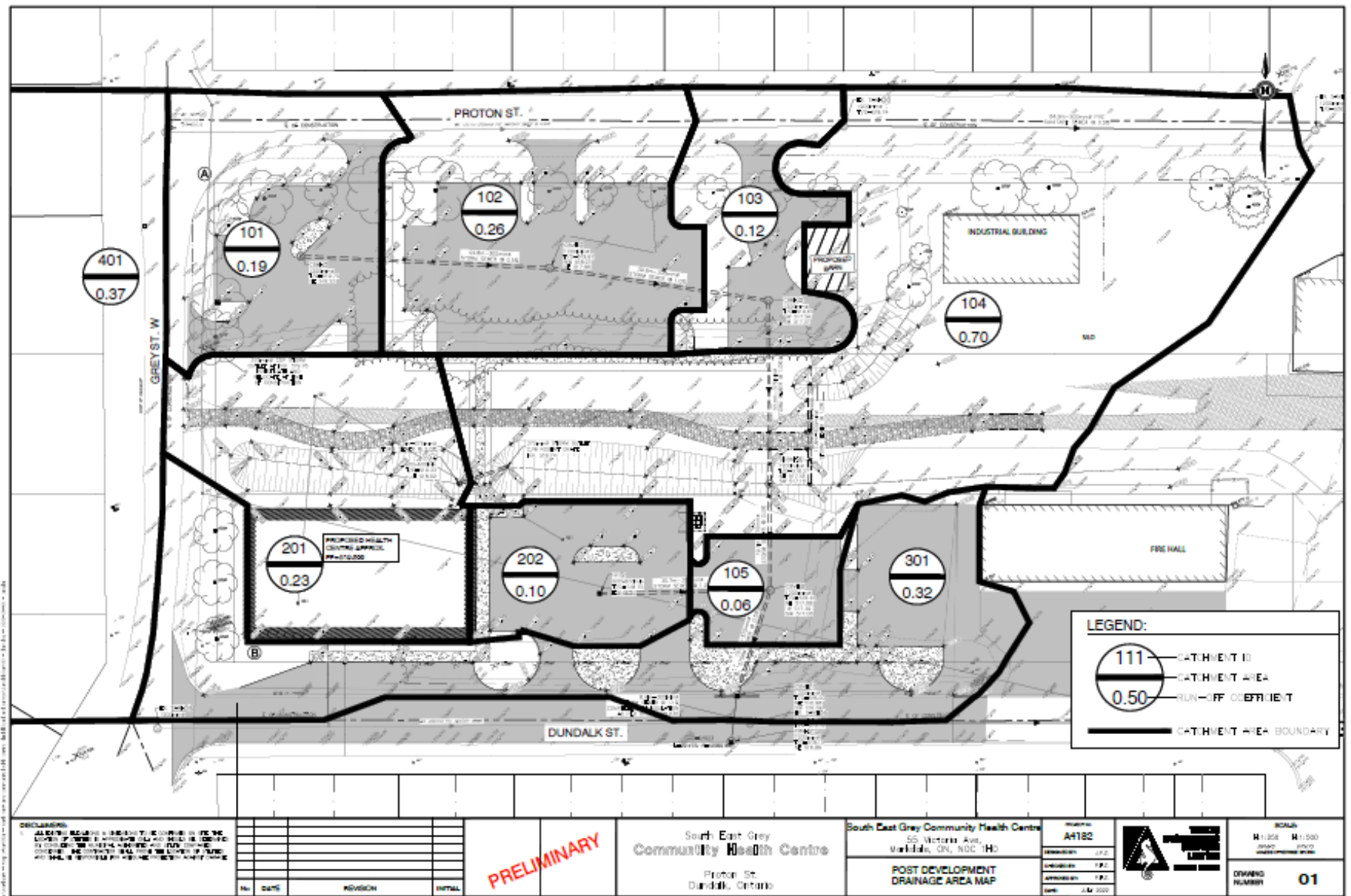
LLOYD HUNT  
ARCHITECT  
21 station street  
GLEN HURON ontario L0M 1L0  
705 466 3111

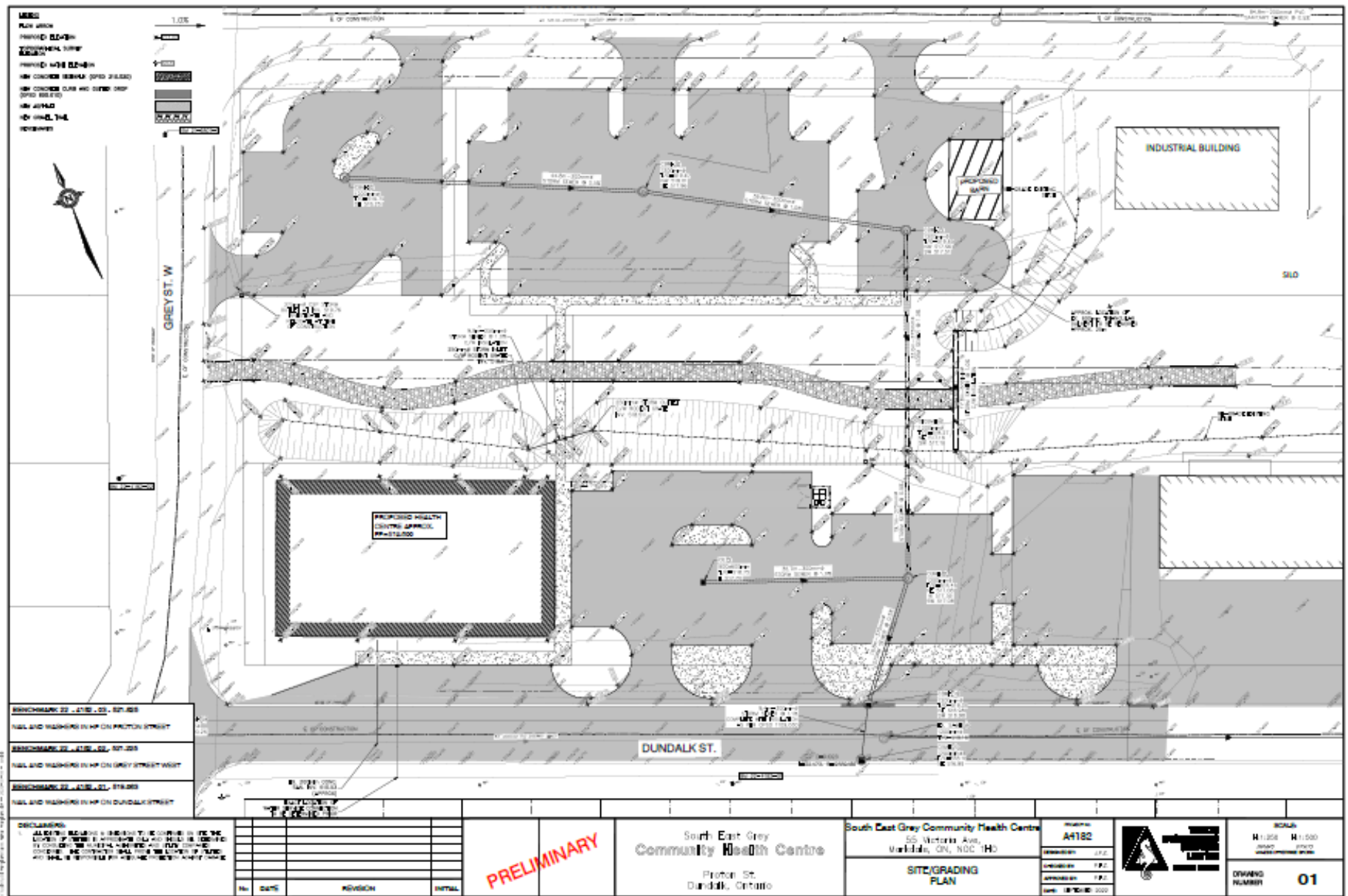
Client:  
**DUNDALK  
COMMUNITY HEALTH  
CENTRE**  
PROTON STREET  
DUNDALK, Ontario

Drawing Title		
SITE PLAN		
Drawn By E.B.	Checked By L.H.	Drawing No. SP-01
Scale 1:200	Project No. 20.587	





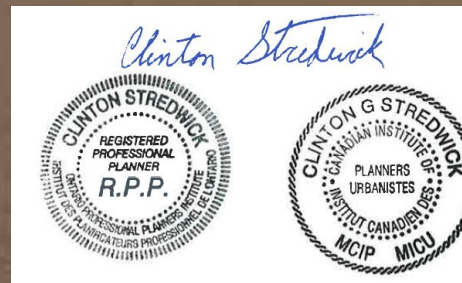




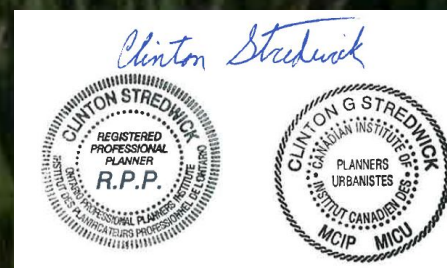




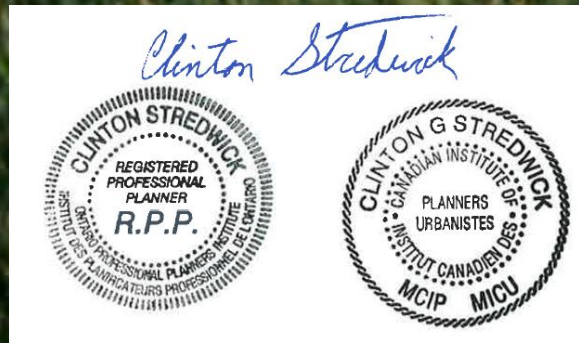
















## **Staff Report PL2022-077**

**Title of Report:** PL2022-077 Site Plan Approval Appointment  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** October 5, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PL2022-077 for information; and  
**That** Council consider approval of a by-law appointing the Township's Municipal Planner or their designate to approve site plans in accordance with the Site Plan process noted below and discussed.

### **Background**

Back in April the Province asked for Comments on Bill 109 which the Township provided as outlined in Planning report PL2022-020 and attached to this report as attachment #1. The Province has now approved that legislation without making any of the requested changes.

As a result of the legislation, the Township may now have to return fees on applications received after January 1<sup>st</sup> 2023, if a decision is not made on the application within a set period of time.

The Township is now required under section 41(4) of the Planning Act to appoint a municipal officer, employee or other designate to approve Site Plans. Specifically, the Planning Act now states:

*"(4.0.1) A council that passes a by-law under subsection (2) shall appoint an officer, employee or agent of the municipality as an authorized person for the purposes of subsection (4). 2022, c. 12, Sched. 5, s. 7 (3)."*

Subsection 4 of section 41 of the Planning Act is the section on approval of plans or drawings.

The use of the word shall in the legislation makes the appointment a requirement for the Township and not discretionary.

To address this requirement staff have come up with a process to provide Council with some comfort in delegating Site Plan Approval to staff as well as provide some important steps to help reduce the likelihood of having to return fees for failure to make a decision on an application.

## **Process**

Attachment #2 to this report outlines a process for review and approval of Site Plan Applications that will provide some oversight by Council and also encourage Site Plans to be processed in a timely manner to avoid returning fees.

Important steps include:

- requiring the presubmission letter to accompany the application and required drawings.
- 60 day approval timeline starts when application is deemed complete
- When the application is circulated it is circulated to all of Council.
- Council has the option of requesting a report on the application. Depending on Council's desire the request can be made via email by any Councillor, or, by a minimum of 3 councillors, or a majority of Council(4).
- For regular site plan Council would not be involved in the process unless they chose to be.

The above changes to the process will help reduce the risk of an application not being dealt with in a timely fashion and still maintain Council involvement should they desire it on any application.

## **Financial Implications**

The financial application of this new legislation are significant. The average time to approve a site Plan application in the Township now is approximately 3-4 months, but can be as quick as 21 days from the date of receiving a complete application and when the Township engineers are involved directly with the preparation of the plans.

One reason for the delay is often that the site plan is submitted at the same time as the zoning application and site waiting for the zoning amendment to be approved first. From now on, the Township will no longer be able to process Site plan and zoning application at the same time. Instead going forward, we will not accept site plan applications prior to a zoning amendment being completed. This is to avoid triggering the 60 approval requirement timeline in which the Township would be obliged to return the application fees. Another reason for delay is waiting for a Council meeting to approve site plans. Sometimes that wait can be three weeks which can make all the difference for meeting the new 60 day approval requirement.

Township staff will continue to monitor application levels however it is not just Site plans that now have timelines on approvals. These also include zoning amendments and Official Plan Amendments after which application fees must be returned.

Budget discussions for the coming year should consider raising fees to compensate for lost revenue as a result of failing to approve applications within a specific timeline.

Also during budget discussions, the hiring of a junior planner should be considered to provide capacity and responsiveness to meet higher volumes, shorter approval time lines and staff leave time for applications.

A more detailed report addressing financial implications for the above will be prepared for budget discussion in the coming weeks.

**Recommendations** There are no financial implications of appointing an employee to approve site plans other than it will reduce wait times for approvals and avoid the penalty for failing to meet approval time frames. Therefore, it is recommended that Council appoint The Township's Municipal Planner to approve site plan applications as required by the Planning Act.

Respectfully Submitted,

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



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

**Attachments:**

1. PL2022-020
2. Draft Site Plan Approval Flow Chart



## **Staff Report PL2022-020**

**Title of Report:** PL2022-020-Bill 109 The More Homes for Everyone Act  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** April 20, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PL2022-020 for information; and

**That** Council direct staff to comment on the proposed legislation on the EBR before April 29<sup>th</sup> based on the comments contained in this report and the feedback from Council.

### **Background:**

In February the Housing Affordability task force released a report that provides 55 recommendations on how to fix housing affordability. This report is available in appendix 1 of this report.

On March 30<sup>th</sup> the Province tabled and gave first reading to Bill 109: The More Homes for Everyone Act. The Bill has been posted on [Ontario's Regulatory Registry](https://www.ontario.ca/regulation) and is open for comment on April 29<sup>th</sup> 2022.

The bill proposes to amend the Planning Act, The City of Toronto Act, the Development Charges Act, and the new Homes construction licensing Act and the Ontario New home warranties Plan Act. If passed as is this bill will have significant changes to land use planning in Ontario.

### **Staff Comments:**

The below analysis focuses on the proposed changes to the Planning Act.

#### **1. Refund of Planning Application Fees**

Some or all of the application fees are to be refunded if a rezoning application, combined OPA and Zoning application or Site Plan application is received and no decision is made on that application within the statutory timeline. The timing is shown below.

	No refund	50% Refund	75% refund	100% Refund

ZBA	Decision made within 90 days	Decision made within 91 and 149 days	Decision made within 150 and 209 days	Decision made 210 days or later
OPA/ZBA	Decision made within 120 days	Decision made within 121 and 179 days	Decision made within 180 and 239 days	Decision made 240 days or later
SP	Decision made within 60 days	Decisions made within 61 and 89 days	Decision made within 90 and 119 days	Decision made 120 days or later

Application fees are a significant source of revenue to the Township of Southgate to cover costs associated with development. The potential loss of that revenue is of great concern and may require a number of changes to how the Township operates and handles applications to prevent the loss to the Township. These changes might include:

- increasing the applications fees to cover the cost of when applications are approved late or to cover the cost of additional staff.
- Requiring stricter application requirements before an application is deemed complete. Currently a significant amount of time is wasted going back and forth with the applicant to get their application complete but the clock is ticking because we have taken their money.
- Refusing some applications that a municipality is unsure of and heading to the Ontario Land Tribunal to avoid refunding fees.
- Another impact will be to require municipalities to have more frequent Council meetings and Committee of Adjustment Meetings to ensure that the approval timelines can be met which is an additional cost.
- For smaller municipalities with small planning departments, there may need to be some staff redundancy built in, in the event of staff illness or vacation. There are no exceptions for getting covid, life emergencies or vacations. A sudden influx of applications is not uncommon at certain times of the year which in the past have necessitated spreading them out over several council meetings. This will no longer be an option. If we receive 8 applications all eight applications must be dealt with within the time frames above.

If this legislation goes ahead as tabled based on the above it is clear that there will be impacts to the Township both financial and otherwise.

## 2. Increased Powers for the Minister

The Minister is authorized to suspend the time period for filing a non decision appeal of an official plan or official plan amendment where the Minister is the approval authority. The suspension of the timeline does not preclude the Minister from making a decision. Currently, a non-decision appeal can be filed within 120 days after the Official Plan or Official plan amendment is received by the Minister.

If the Minister is the approval authority with respect to an Official Plan it may refer all or part of that Official Plan to the Ontario Land Tribunal. The referral can be for a recommendation or a decision on whether the Official Plan, or part of it, should be approved, approved with modification, or refused.

A proposed new process for the municipality to request the Minister to make a zoning order, which the province labels the Community Infrastructure and Housing Accelerator. Draft guidelines on its proposed use have also been released for comment and the guidelines need to be in effect for the tool to be available. The Minister's existing zoning order powers remain unchanged, and so the Minister can continue to make Minister zoning orders without a request from the municipality.

The Minister is proposed to have new power to make regulations regarding: the type of securities that can be used to secure municipal requirements as part of the approval process. Reporting requirements for municipalities and planning boards related to planning matters, including what must be included in those reports, who the reports are to be provided to, the frequency of the reports and the format in which the reports are to be provided. This may become a tool for the Minister to monitor municipal planning approval processes.

The new guideline for Ministers zoning orders would be a welcome addition given the Township's recent brush with such an order. One of the concerning things above is legislating reporting requirements for planning matters. This is a heavy handed way for the province to monitor what municipalities are doing and the approvals that have been given. While this may seem simple enough it may require the reporting to modernize somewhat and use a digital tracking system for applications. This could be combined with a building permit tracking system to eventually go paperless. The County of Grey has already implemented a paperless system. Of course this new system would come with a cost.

### 3. Expansion of Appeal Rights to the Minister's Decision on Official Plan Amendments

A new appeal right with respect to an Official Plan Amendment where the Minister is the approval authority. An appeal of the Minister's decision to the

Ontario Land Tribunal can be made provided the Official Plan Amendment is not: an amendment that has been referred by the Minister to the Ontario Land Tribunal for a recommendation; and a revision that is adopted in accordance with section 26 of the Plan Act.

This is a new appeal right for municipalities when they disagree with a minister's decision in relation to an Official Plan Amendment. Typically, this would impact upper tier levels of government such as the County.

#### 4. Amendments to Site Plan Control

Municipalities are required to delegate authority to approve site plan applications to an officer, employee, or agent of the municipality. This must happen by July 1<sup>st</sup> 2022. Currently the Township Council approves all site plans.

It is proposed to have a new complete application process for site plan applications. This process would be similar to zoning applications. The timeline now for Site Plan Approvals has been extended from 30 days to 60 days from the time the application is deemed complete. Currently most municipalities in Ontario are unable to meet the 30 day time line to approve site plans.

This will speed up site plan approvals however, it will still be difficult to meet the timeline for more complex applications.

#### 5. Amendments to Subdivision Control

The Minister may prescribe matters that are not permitted to be imposed as conditions to subdivision approval. What these matters are have not yet been disclosed.

This could have consequences on what goes in the draft approval to protect the municipality. We may no longer be able to require certain provisions be placed in the subdivision approval. The regulation around this should be watched closely.

An approval authority may deem a subdivision application that lapsed within the past five years to not have lapsed provided that such subdivision application had not previously been deemed to not have lapsed.

The provision will take the pressure off those developers who have accidentally let their approval lapse. Now provided they meet the conditions noted above.

6. New Rules regarding the Community Benefit Charge By-law and Parkland Contribution.

If a municipality has a community benefit charge by-law in effect, it will be required to review that by-law to determine whether there is any need for revision. If the municipality does not pass a resolution declaring whether a revision to the by-law is needed, within 5 years of the by-law first being passed, and periodically each five year period thereafter, the community benefit charge by-law expires. Currently the Township of Southgate does not have a community benefit by-law.

**Concluding Comments:**

The Township of Southgate as well as other smaller Rural municipalities will be impacted by this legislation and will need to adapt to avoid serious financial repercussions. For this reason, staff recommend providing comments to the Province before April 29 to the EBR.

Respectfully Submitted,

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



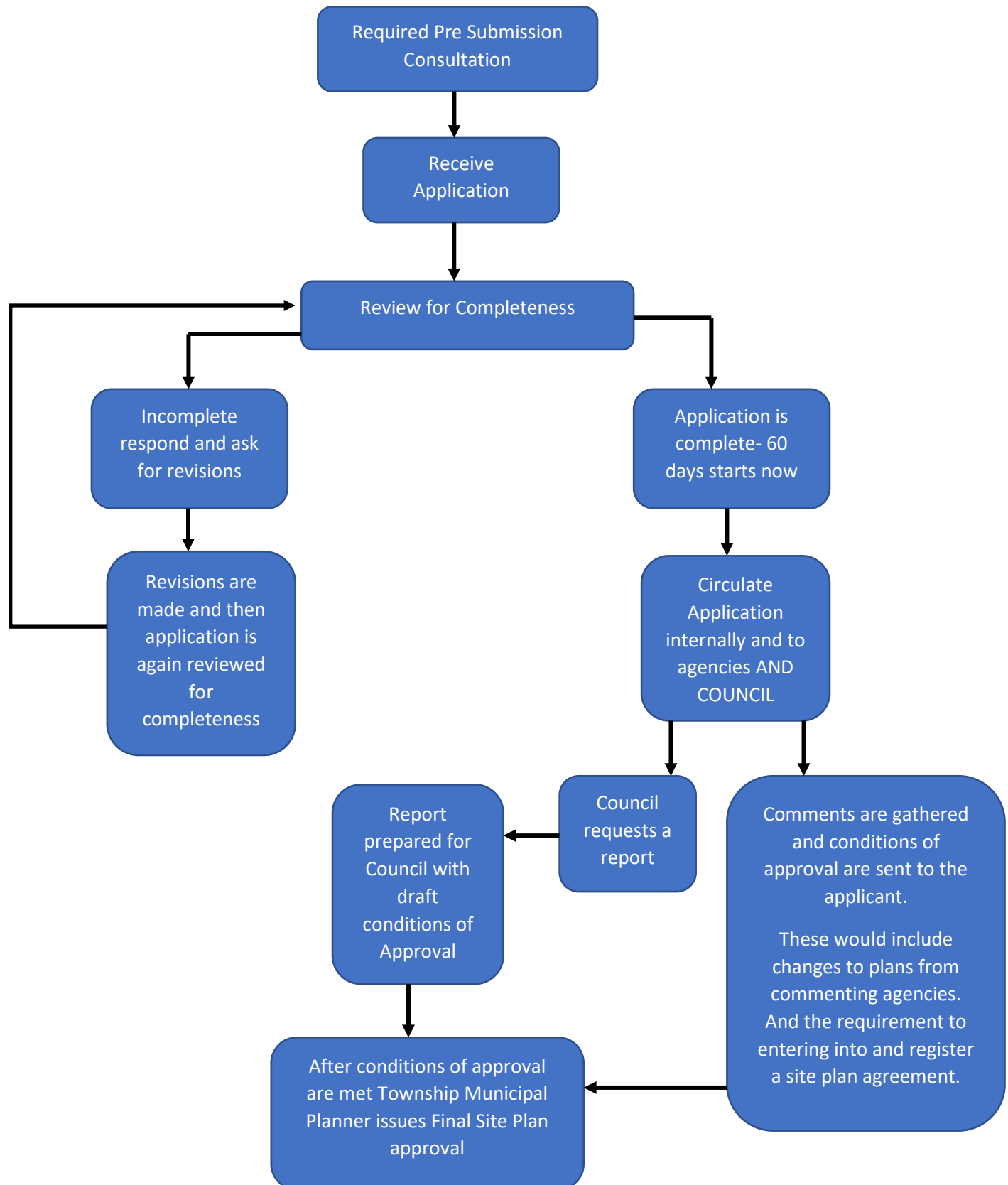
**CAO Approval:** *Original Signed By*  
Dave Milliner, CAO

**Attachments:**

1. MMAH Housing Affordability Task Force.



## PROPOSED SITE PLAN APPROVAL PROCESS



**The Corporation of the Township of Southgate**

**By-law Number 2022-153**

**being a by-law to appoint an employee of the municipality  
as an authorized person for the purposes of Section 41 (4) of the  
Planning Act, 1990**

**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** pursuant to Section 41 (2) of the Planning Act, 1990, the Council of the local municipality passes by-laws to designate the whole or any part of such area as a site plan control area in accordance with the official plan; and

**Whereas** Bill 109, More Homes for Everyone Act, 2022, received royal assent on April 14, 2022, which introduced several amendments to the Planning Act, 1990, including, several amendments under section 41, and specifically, a new subsection (4.0.1) to provide for the appointment of an authorized person for the purposes of subsection (4); and

**Whereas** pursuant to Section 41 (4.0.1) of the Planning Act, 1990, a council that passes a by-law under subsection (2) shall appoint an officer, employee or agent of the municipality as an authorized person for the purposes of subsection (4); and

**Whereas** it is deemed necessary that the Council of the Corporation of the Township of Southgate enact a by-law appointing an employee of the municipality as an authorized person for the purposes of Section 41 (4) of the Planning Act, 1990,

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

1. **That** Clinton Stredwick, is appointed as the authorized person for the purposes of Section 41 (4) of the Planning Act, 1990; and
2. **That** this by-law come into force and take effect on the date of its passing thereof.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of October, 2022.**

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John Woodbury – Mayor

---

Lindsey Green - Clerk

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



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

## **Staff Report PL2022-078**

**Title of Report:** PL2022-078-Southgate Official Plan Update  
**Department:** Clerks  
**Branch:** Planning Services  
**Council Date:** October 5, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PL2022-078 for information; and  
**That** Council confirms their acceptance of the proposed County Modifications to the adopted Township of Southgate Official plan.

### **Background**

The Township of Southgate has adopted a new Official Plan in May of this year and it has been forwarded on to the County of Grey. The County has completed its review and has proposed some modifications to the adopted Official Plan.

### **Comments**

The County of Grey hopes to bring a staff report to the October 27<sup>th</sup> meeting of County Council for approval of the Township OP. Before they do this, the County is requesting confirmation that the modifications by the County of Grey are acceptable to the Township.

A draft Table of Modifications and a Redline version of the adopted official Plan has been attached to this report for Council's review and consideration. Township Staff and the Planning Consultant, Ron Davidson have reviewed the modifications with the County and are okay with the proposed changes.

### **Concluding Comments:**

If there are no changes requested by the Township staff, we would ask that they confirm their acceptance of the proposed County modifications by resolution.

Respectfully Submitted,

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



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

**Attachments:**

1. Draft Southgate OP Modifications Table
2. Adopted Southgate OP with Draft County mod Redline
3. SGOP Sched A Map 1
4. SGOP Sched A Maps 2-9
5. SGOP Sched B Aggregate
6. SGOP Sched E Wild Fire

Modification #	Section or Schedule #	Proposed Modification	Rationale
1	1.4	The final sentence in paragraph 1 of this section is expanded by adding the word <b>“Plan”</b> following the word ‘Official’ prior to the period.	Typographic.
2	1.5	The third sentence of this section is amended by adding the text <b>“, interim use permissions such as in the case of Mineral Aggregate Extraction areas,”</b> between ‘constraints’ and ‘and other...’.	<p>This wording is inserted to reflect the fact that the PPS permits Mineral Aggregate Extraction only as an interim use of lands.</p> <p>These mapped, licensed extraction areas have been moved to ‘Schedule B’ of the Southgate OP, with underlying Ag/Rural/Etc. land use designations to remain on ‘Schedule A’.</p>
3	1.8	The words “to year 2042” are deleted and replaced with <b>“over the planning horizon”</b> .	<p>OPA11 extends the County Official Plan planning horizon to 2046, covering a time period concurrent with the recent update to Growth Management forecasts.</p> <p>The intention here is that the Southgate Plan would mirror the 25 year planning horizon of the County Official Plan. Specific date references have been removed.</p>
4	3.2 (1)	An additional sentence is added to the end of this clause, reading <b>“Expansion of these designated settlement areas will not be permitted without an approved Comprehensive Review as per the definition provided in this Official Plan.”</b>	Clarifying wording.
5	3.3 (3)	This clause is deleted.	Remove duplication.
6	3.4.4	All references within this section noting ‘Secondary dwelling unit’ are amended to read <b>“Additional Residential Unit”</b> , along with necessary minor grammatical changes to preserve the same meaning.	This change updates terminology used to describe to be consistent with the County Official Plan. Similar amendments are made throughout the plan.
7	3.4.4 (6)	A new clause (6) is added to this Section, as follows: <b><i>“Where Additional Residential Units are contemplated on lots having less than 0.4ha in area and serviced by private individual septic systems, the successful completion of a nitrate study demonstrating that the lot can be serviced in accordance with the Ministry of the Environment, Conservation and Parks (MECP) D-5 Series Guidelines, or any successor thereto, may be required prior to approval.”</i></b>	<p>County OPA11 includes similar updated wording to reflect the potential application of a D-5 Nitrate Study where ARUs are proposed on very small lots.</p> <p>While many lots will easily accommodate an ARU, on those smaller, privately-serviced parcels, particularly those in densely developed areas or located in proximity to environmental features, there may be a need to consider potential off-site or cumulative impacts of the associated private servicing as part of a feasibility evaluation.</p>

Modification #	Section or Schedule #	Proposed Modification	Rationale
8	3.7.1.2 (2)	The following text is added after the final sentence of this Section, as follows: <b>“Where an application would permit development on privately owned individual or communal septic systems, and more than 4500 liters of effluent would be produced per day as a result of the development being completed, a servicing options report and hydrogeological report will be required, as prescribed.”</b>	Clarifying wording. A Servicing Options Report and Hydrogeological Report are prescribed by O. Reg. 545/06 as necessary components of an application to permit development on individual or communal septic system, producing more than 4500L of effluent daily.
9	3.7.1.2 (4)	The following text is added after the final sentence of this Section, as follows: <b>“New lot creation less than 0.4 hectares in size on individual private services, or on partial services using private individual septic systems, shall only be considered with the successful completion of a nitrate study demonstrating that the lot can be serviced in accordance with the Ministry of the Environment, Conservation and Parks (MECP) D-5 Series Guidelines, or any successor thereto.”</b>	County OPA11 includes similar wording for lot creation (or development of an ARU) on small lots, being less than 0.4ha in area. This is similar to Modification #7, above.
10	3.8 (5)	The word ‘time’ within the last sentence is deleted and replaced with the word <b>“term”</b> .	Typographical.
11	3.8 (6)	The words ‘curvy linear’ are deleted and replaced with <b>“curvilinear”</b> .	Typographical.
12	3.9 (3)(f)	The text ‘and.’ between ‘new lot’ and ‘Site Plan’ is deleted and replaced with the text <b>“, where feasible.”</b>	This clause indicates that new residential developments “shall” provide at least one tree on every new lot. This modification adds the words ‘where feasible’ in order to provide Staff and Council minor flexibility to address those situations where the inclusion of a tree on a proposed lot may not be technically appropriate.
13	3.14.2 (1)	The reference to Schedule A is deleted, and replaced with reference to Schedule <b>“B”</b> instead.	Mineral Resource Extraction areas with active licenses will now be shown on Schedule B of the Official Plan as an interim use. Underlying land use designations will appear on Schedule A.
14	3.14.2 (2)	The reference to Schedule A is deleted, and replaced with reference to Schedule <b>“B”</b> instead.	As above.
15	3.15	The third paragraph of this section is amended by deleting the text ‘Pans’ and replaced with <b>“Plans”</b> .	Typographical.

Modification #	Section or Schedule #	Proposed Modification	Rationale
16	4.1 (2)	The word “development” between ‘to’ and ‘Source’ is deleted and replaced with the word <b>“develop”</b> .	Typographical.
17	4.2 (3)(a)	The words “Cleared Sites” are deleted and replaced with <b>“Previously Identified Sites”</b> .	<p>This change reflects updated wording within the County Official Plan. A related change has been made to the legend for Schedule E of the adopted Southgate Plan, updating the labels within the legend.</p> <p>Previously Identified Sites (formerly ‘Cleared Sites’) are abandoned landfill sites that have either been determined to have no risk, were proven to not exist, or there was a lack of information to locate a site. No further study is required for development proposed either within or adjacent to these locations.</p>
18	5.2.1.1 (1)	The reference to ‘A secondary dwelling’ in the final sentence of this clause is deleted and replaced with the text <b>“An additional residential unit”</b> .	As per Modification # 6, above.
19	5.2.1.2 (2)	The reference to ‘secondary suites’ is deleted and replaced with the text <b>“additional residential units”</b> .	As per Modification #6, above.
20	5.2.1.2 (5)	<p>The first sentence is amended by deleting the text ‘20’ and replacing it with <b>“25”</b>.</p> <p>The final sentence ‘A secondary unit is not to be included in this calculation’ is deleted and replaced, as follows:  <b>“Additional residential units are not to be included in this calculation.”</b></p> <p>The following new text is added following the above-amended sentence:  <b>“Notwithstanding the foregoing:</b>  <b>a) Densities of less than 25 units per net hectare may be permitted in municipally-identified low density residential areas, provided:</b>  <b>a. municipally-identified medium and high-density areas within the settlement area provide for densities that exceed the minimum; and,</b></p>	<p>OPA 11 to the Grey County Official Plan increases minimum settlement area densities from 20units/net hectare to 25unit/net hectare. A lesser density may be considered on a site-by-site basis, where high/med/low density areas have been identified in local planning documents. A lesser density may also be considered on a site by site basis, subject to certain criteria/justification around site constraints and lifecycle costs/sustainability for the infrastructure.</p> <p>The adopted Southgate official plan includes new wording which describes low, medium and high-density development, identifying certain criteria for medium and high-density development, where proposed.</p> <p>This proposed modification updates the minimum density requirement to conform to the County Official Plan and is intended to provide the Municipality additional discretion to approve site development at a</p>

Modification #	Section or Schedule #	Proposed Modification	Rationale
		<p><b>b. such lesser density on a site-specific basis will not undermine the objective to achieve an overall minimum residential density of 25 units/net hectare for new development, within the settlement area.</b></p> <p><b>b) Approval of development at a density of less than 25 units per net hectare may also be considered where at least two of the following three criteria are met:</b></p> <p><b>a. The development includes a range of residential unit types including single-detached, semi-detached townhouses and/or rental apartments;</b></p> <p><b>b. It is demonstrated that it is not feasible to meet the minimum lot density based on natural features, existing abnormal lot configuration (e.g. limited road frontage), or lack of suitable infrastructure; or,</b></p> <p><b>c. It is demonstrated that the infrastructure is financially sustainable throughout its life-cycle, including replacement costs. This demonstration should include an analysis of the current costs of the infrastructures, as well as projected maintenance and replacement costs, versus the tax dollars the development will generate.</b></p> <p><b>Coordination with municipal or county asset management plans is recommended here.”</b></p>	density of less than the standard 25 unit/net hectare, in certain situations, where the overall objectives of the plan are maintained.
21	5.2.1.2 (11)	The Section Title and all references to ‘secondary dwelling’ or ‘secondary dwellings’ are amended to read <b>“additional residential unit”</b> or <b>“additional residential units”</b> , alongside related minor grammatical changes where required to maintain the original meaning.	As per Modification #6, above.
22	5.2.2.2 (12)	The following text is inserted at the end of the clause, following the words ‘parking problems’: <b>“,such as negative functional impacts on local parking supply, traffic flows, snow storage capacity or winter maintenance activities.”</b>	Clarifying wording.
23	5.2.4.2 (7)	The following text is inserted between the words ‘due to’ and ‘odour’:	Clarifying wording, expanding upon the listed potential impacts of marijuana/cannabis production facilities as have informed the



Modification #	Section or Schedule #	Proposed Modification	Rationale
		<p><b>“the potential for”</b></p> <p>The following text is inserted between the words ‘odour’ and ‘emissions’:  <b>“, pollen, and light”</b></p>	Township’s prohibition on siting of such facilities within the (urban) Industrial Designation.
24	5.4.1.2 (4)(a)	<p>Clause (a) is deleted and replaced, as follows:</p> <p>a) On lots designated Agricultural comprising <b>10</b> hectares of land or more:</p> <p>i. The on-farm diversified use shall not occupy any more land than the lesser of 2% of the lot area or a maximum of <b>10,000</b> square metres (<b>1ha</b>). This shall include buildings, laneways, parking, outdoor storage, servicing, exhibition areas, and/or amenity areas occupied by the on-farm diversified uses. Shared laneways / servicing, farm buildings, or landscaped areas also used by the farm shall not be included in the calculation of total use size.</p> <p>ii. The building(s) situated within this portion of the property shall not occupy more than 20% of the land devoted to the on-farm diversified use, up to a maximum <b>combined building footprint</b> of 750 square metres, <b>however in order to promote the reuse of existing buildings, or structures, when calculating the maximum permitted size for an on-farm diversified use, existing buildings or structures being used as part of the on-farm diversified use shall be discounted by a 50% factor (i.e. a 200m<sup>2</sup> existing building being reused as an on-farm diversified use shall only count as 100m<sup>2</sup> buildings).</b>”</p>	<p>Table 8 of the Grey County OP is to be replaced via OPA11 to reflect On-farm Diversified (OFD) permissions on lots of 10ha or greater in the Agricultural, Special Agricultural Designations. This was formerly limited to only those Ag/Special Ag lots that were greater than 20ha in area.</p> <p>Further, OFD permissions are extended to smaller lots in the Rural Designation (previously limited to lots greater than 10ha).</p> <p>Sizing of OFD uses is also amended within OPA11, and is permitted up to 2% of the lot area, to a maximum of 10,000m<sup>2</sup> (previously 8,000m<sup>2</sup>). Buildings would be capped at 20% of this area.</p> <p>Policies providing for discounting of existing buildings and structures in these footprint calculations are also incorporated via OPA 11.</p> <p>This modification incorporates these updated policy provisions within the GCOP, while maintaining Southgate’s current maximum building footprint of 750m<sup>2</sup> for OFD use.</p>
25	5.4.1.2 (4)(b)	<p>The reference to ‘20 hectares’ in the first sentence, is replaced with <b>“10 hectares”</b>.</p> <p>The word <b>“all”</b> is added between the words ‘on’ and ‘lots designated’.</p> <p>The words ‘and comprising less than 20 hectares’ are deleted from the final sentence.</p>	As in Modification #24, above.

Modification #	Section or Schedule #	Proposed Modification	Rationale
26	5.4.1.2 (8)	The word 'secondary' is deleted in each of the first two sentences, and is replaced with the words " <b>additional residential</b> " in both occurrences.	As in Modification #6, above.
27	5.4.1.2 (10)	<p>The following text is added at the start of this clause:  <b>"With consideration to land use compatibility and the potential for cumulative impacts, including those relating to the use of individual on-site water and sewage services,"</b></p> <p>The final two sentences are deleted and replaced, as follows:  <b>"Severances will not be permitted to sever an additional residential unit. The severance of a farmhouse together with an additional residential unit may be considered where the severance qualifies under the surplus farmhouse consent policy.</b></p>	<p>Clarifying wording around those reasons why <i>two</i> residential units has been established as the maximum for farm properties (not including/restricting housing for temporary farm labour). The GCOP permits up to three residential units on farm properties, excluding temporary farm help accommodations.</p> <p>Updated references as in Modification #6, above.</p>
28	5.4.1.2 (17)	<p>This clause is deleted and replaced, as follows:</p> <p><b>"MDS I is not required for agricultural or agricultural-related uses."</b></p>	Clarifying wording/remove duplication. This clause originally duplicated the subsequent clause #18, in part.
29	5.4.1.2 (24)	<p>This clause is deleted and replaced, as follows:</p> <p><b>"On lands shown as Aggregate Resource Area (ARA) on Schedule B, new non-farm sized lot creation (i.e. lots having less than 20ha in area) is prohibited. Within the ARA, new non-agricultural uses that require a Zoning By-law Amendment on existing lots of record, may only be permitted if:</b></p> <p><b>a) The extraction of the aggregate resource is not feasible due to the quality of quantity of material or the existence of incompatible development patterns. The quality and quantity of the material will be determined by having a qualified individual dig test pits within the area proposed for the non-agricultural development as well as the adjacent lands within 300m of the aggregate resource area; or that:</b></p> <p><b>b) The proposed land use or development serves a greater long-term interest of the general public than the aggregate extraction; and,</b></p>	<p>This section previously prohibited new non-agricultural uses by ZBLA on lots less than 20ha. Grey County's policies (S. 5.6.2(7)) allow for such ZBLA to occur within the ARA in certain circumstances.</p> <p>This Modification would implement the permissions within the County Plan, allowing for consideration of such Zoning Amendment where it is demonstrated that extraction is not feasible, or where the proposed use serves a greater public interest than extraction.</p>

Modification #	Section or Schedule #	Proposed Modification	Rationale
		c) Issues of public health, public safety and environmental impact are addressed.”	
30	5.4.1.2 (25)	The text “ <b>where otherwise allowed by the policies of this Plan</b> ” is added between the text ‘20 hectares’) and ‘shall only be’.	<p>In the Agricultural Designation of the County Official Plan, non-farm sized lot creation is prohibited, and new non-agricultural uses would generally require an Official Plan Amendment, where considered.</p> <p>This related section of the adopted Township Plan would permit new non-agricultural uses that require a Zoning By-law Amendment, or new non-farm sized lot creation within 300m of a Mineral Resource Extraction area, subject to certain justifications. These MAR related policies have been included within Section 5.4.1 of the Southgate Plan which otherwise pertains to Agricultural lands. All development policies in the Agricultural section of the Plan are noted to also apply to Rural lands, to prevent duplication of policy text.</p> <p>This Modification has been included to make it clear that this specific provision (to allow ZBLA or new non-farm sized lot creation within 300m of a MAR site) only applies where the other permissions of the Official Plan would facilitate such lot creation, or new non-agricultural use.</p>
31	5.4.1.3 (3)(e)	This clause is deleted and replaced, as follows: <b>“Notwithstanding 5.4.1.2 (24) to the contrary, a surplus farmhouse severance may be permitted on lands shown as Aggregate Resource Area on Schedule B.</b>	This modification clarifies that despite the prohibition on non-farm lot creation included at 5.4.1.2 (24), creation of a lot specifically for a surplus farmhouse severance can be considered within the Aggregate Resources Area. Presumably the existing farmhouse represents an existing constraint to extraction.
32	5.4.1.3 (4)	The word ‘is’ between ‘hectares’ and ‘size’ is deleted and replaced with “ <b>in</b> ”.	Typographical.
33	5.4.2.2 (2)	The second sentence is amended by replacing the text ‘20’ with “ <b>10</b> ”.	Related to Modification #24, above.

Modification #	Section or Schedule #	Proposed Modification	Rationale
		<p>The third sentence is amended by deleting the text ‘in all instances’.</p> <p>The third sentence is further amended by deleting the text ‘8,000’ and replacing it with <b>“10,000”</b>.</p> <p>The following text is added to the end of this clause:  <b>“On lots less than 10ha in the Rural designation, home rural occupations may be permitted which exceed the size limitations noted above, only where permitted within the municipal zoning by-law, or where adequate justification has been provided in support of a zoning amendment.”</b></p>	<p>Via OPA 11 the permissions for On-Farm Diversified (OFD) uses have been extended to Rural parcels of all sizes. Further, new policy text is included to allow for consideration of home rural occupations exceeding the 2% lot area and building footprint limitations, via municipal Zoning Amendment.</p> <p>This Modification has been included to bring the adopted Southgate Plan into conformity with the related County policies, providing the local Council with discretion to consider such uses on smaller rural parcels within the Zoning by-law, or by amendment.</p>
34	5.4.2.2 (3)	<p>The second sentence is deleted in its entirety. The following is inserted following the first sentence:  <b>“Plans of Subdivision and Condominium are not permitted in the Rural designation except where required for the creation of ‘agri-miniums’ or to facilitate residential development associated with resource based recreational uses. Lot creation in excess of the permissions stated 5.4.2.4 (2), shall require an amended to this Plan.”</b></p>	<p>Clarifying wording.            Certain uses identified within the Rural permitted uses of the Southgate Official Plan may best proceed by way of Plan of Subdivision or Condominium, which were previously prohibited by the Township’s policies. This Modification specifies that these tools can be used for certain types of development within the Rural area, subject to the usual lot density limitations of the designation.</p>
35	5.4.2.4 (4)	The words <b>“or larger”</b> are added at the end of this clause.	Clarifying wording.
36	5.4.2.4 (7)	<p>This clause is deleted and replaced as follows:  <b>“The creation of a non-farm lot, having an area of less than 20 hectares in size, shall not be permitted on lands shown as Aggregate Resource Area on Schedule B, except where such lot creation relates to the severance of a surplus farm dwelling in accordance with Section 5.4.1.3 (3) of this Plan.”</b></p>	Similar to Modification #31, above.
37	5.4.3.2 (2)	The reference to ‘Schedule A’ in the final sentence is deleted and replaced with <b>“Schedule B”</b> .	As noted within Modification # 13 & 14, above, Mineral Aggregate Extraction areas are now shown on Schedule B of the Southgate OP, reflecting the ‘interim’ status of extraction.
38	5.5.2.2(3)	The text “habitable” is deleted and replaced with <b>“habitable”</b> .	Typographical.
39	6.4	The end parenthesis ‘)’ following the word ‘Interest’ in the title, is deleted.	Typographical.

Modification #	Section or Schedule #	Proposed Modification	Rationale
40	6.13 (1)	The acronym “ <b>(SVCA)</b> ” is inserted following the text ‘Saugeen Valley Conservation Authority’. The acronym “ <b>(GSCA)</b> ” is inserted following the text ‘Grey Sauble Conservation Authority’.	Clarifying wording.
41	6.13 (2)	This clause is deleted and replaced, as follows: “ <b>Written permission may be required from the applicable Conservation Authority where development or site grading is proposed within an area where Development, Interference with Wetlands and Alterations to Shorelines and Watercourses is Regulated pursuant to Ontario Regulation 150/06 (GRCA) or Ontario Regulation 169/06 (SVCA).</b> ”	The adopted Southgate Plan included references to generic Ontario Regulation 97/04. This Modification updates these references to the Conservation Authority-specific Ontario Regulations pertaining to Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.
42	7.1 (3)	The word ‘the’ between ‘in which’ and ‘case’ is hereby deleted.	Typographical.
43	7.2.1.1 (5)	The words ‘curvy linear’ are deleted and replaced with “ <b>curvilinear</b> ”	Typographical.
44	7.6 (2)	The words ‘and no extension shall be permitted’ are deleted from the end of this clause and are replaced, as follows: “ <b>with further extensions for periods not exceeding three (3) years available at Council’s discretion</b> ”	This Modification is intended to reflect the permissions under the Planning Act for extension of temporary use by-laws for Garden Suites, in three-year intervals following an initial period of up to 20 years. Extension of any such temporary use permission remains at the discretion of Council.
45	7.8 (1)	The words ‘the problem’ in sentence 1 are deleted and replaced with “ <b>, prevent or mitigate potential negative outcomes or harms.</b> ”  The final sentence is amended by adding the text “ <b>or concern</b> ” between ‘problem’ and ‘and requires study’.	Clarifying wording.
46	7.9 (1)	This clause is amended by adding the following text as a final sentence: “ <b>As authorized per Section 41 (3.4) of the Ontario Planning Act, as may be amended from time to time, the Township may further require that such application be supported through submission of additional information or materials as it deems necessary to inform decision-making and may refuse to accept or further consider the application until such</b>	Recent amendments to the Planning Act allow for municipalities to establish complete application requirements relating to site plan control. It is County Staff’s understanding, however, that general/generic ‘complete application’ requirements within an Official Plan may not be extended to Site Plan Control applications unless the Plan explicitly references Section 41 (3.4) of the Act.  This Modification is intended to specify that ‘complete application’ requirements are intended to apply to Site Plan Control applications.

Modification #	Section or Schedule #	Proposed Modification	Rationale
		information is provided. Such materials include but are not limited to those identified at Section 7.13 of this Plan.”	This may be of specific importance in relation to other Planning Act changes that apply fee-refunds/penalties where processing of an application does not meet those timelines stated in the Act. Where complete application requirements are in place, the timeline for such application processing does not begin until all necessary information has been provided by the applicant.
47	7.9 (3)	The word ‘settlement’ in the first sentence is deleted.	Clarifying. Site Plan Control may be applied outside of settlement areas, where the lands have ben designated as a Site Plan Control Area.
48	7.12 (1)	The words ‘within the 20 year’ in sentence 1 are deleted and replaced with “ <b>across the</b> ”.  The text ‘to the year 2047’ in the final sentence are deleted and replaced with “ <b>over the horizon</b> ”.	As noted in Modification #3, above, the intention here is that the Southgate Plan would mirror the 25 year planning horizon of the County Official Plan. Specific date references have been removed.
49	8 Definition of “Abandoned Landfill Sites”	The wording ‘cleared sites’ is deleted and replaced with “ <b>Previously Identified Sites</b> ”.	Clarifying wording, to be consistent with wording/labels within the County Official Plan.
50	8 Definition of “Residential Intensification”	Sub-clause 5 is amended by deleting the words ‘secondary suites’ and replacing them with “ <b>additional residential units</b> ”.	As in Modification #6, above.
51	Schedule A, Maps 1-9	Schedule A, Maps 1-9 are hereby deleted and replaced.	Schedule A maps have been edited to remove all mapped occurrences, and legend labels referencing Mineral Aggregate Extraction Areas. These have been relocated to Schedule B, as described at Modification # 13, 14 & 37, above.
52	Schedule B	Schedule B, is hereby deleted and replaced.	Schedule B has been edited to reflect licensed Mineral Aggregate Extraction Areas. These edits further reflect the removal of MAR sites as is pursued via OPA11 for sites where extraction/licenses have ended or lapsed.
53	Schedule E	Schedule E is hereby deleted and replaced.	Schedule E is edited by replacing the label ‘cleared sites’ within the ledgend, with ‘Previously Identified Sites’. This is in-keeping with Modification #17, above.

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# Township of Southgate Official Plan



Adopted by Township of Southgate Council: May 4, 2022  
Approved by County of Grey Council: \_\_\_\_\_



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Land Use Planning Consultant Inc.

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### Schedule B: Aggregate

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### Schedule F: Transportation

## **SECTION 1: INTRODUCTION**

### **1.1 TITLE**

This document is known as the “Township of Southgate Official Plan” and is referenced throughout as simply “The Official Plan”.

### **1.2 SCOPE**

The Official Plan applies to the entire Township of Southgate, which encompasses the former Village of Dundalk, Township of Egremont and Township of Proton.

### **1.3 BACKGROUND**

This document represents the second Official Plan for the Township since the amalgamated municipality came into existence on January 1, 2000. The first Township of Southgate Official Plan was approved on August 10, 2006.

### **1.4 PURPOSE OF THE OFFICIAL PLAN**

This Official Plan is the principal policy document used in shaping the Township’s physical, social and economic environment. It is a legal document that is intended to provide clear direction to Township Council, Township staff, the County of Grey, public agencies and the general public regarding the management of growth and development within the municipality over the long term. The planning horizon of this Official Plan is intended to align with the planning horizon of the County of Grey Official [Plan](#).

The Official Plan provides a general vision and a series of core values that are to be reflected in decisions regarding planning matters. The vision and core values are intended to be carried out in this Official Plan through the establishment of more detailed policies that ultimately are intended to ensure that proper land use planning is achieved in the Township.

All decisions regarding planning matters in the Township of Southgate shall conform to this Official Plan.



## 1.5 USING THE OFFICIAL PLAN

This Official Plan comprises maps (schedules) and text.

All lands within the Township have been placed within a land use designation on Schedule A to this Official Plan. Some properties, or portions thereof, are also shown on Schedules B to F, which identify constraints, interim use permissions such as in the case of Mineral Aggregate Extraction areas, and other specific issues related to the land.

The text of this Official Plan provides detailed policies that are intended to direct development in the most appropriate manner.

No specific policy shall be considered in isolation. This document must be read in its entirety in order to properly understand the full intent of the Official Plan and for proper interpretation to be provided.

The numerical figures contained in this Official Plan shall be considered approximate only. An amendment to the Plan shall not be necessary for any reasonable variance from the figures presented provided the intent of the Official Plan is maintained.

## 1.6 RELATIONSHIP WITH THE GREY COUNTY OFFICIAL PLAN

Section 27.1 of the Planning Act requires a lower-tier Official Plan to conform to the upper-tier Official Plan. In this regard, the Township Official Plan must conform to the County of Grey Official Plan, which came into effect on June 7, 2019.

In some instances, this Official Plan is more restrictive than the Grey County Official Plan, as specifically intended by Township Council. That notwithstanding, the Township Official Plan is still deemed to conform to the upper-tier Official Plan.

## 1.7 MATTERS OF PROVINCIAL INTEREST

The Planning Act requires all decisions regarding land use planning issues to have regard for those matters of Provincial interest listed in Section 2 of the Planning Act. As well, all such decisions shall also be consistent with policy statements issued by the Ontario Government, including the Provincial Policy Statement as

per Section 3 of the Planning Act. In this regard, the Official Plan has been worded to reflect these matters of importance to the Province.

## 1.8 MONITORING THE OFFICIAL PLAN

This Official Plan is intended to guide growth and development ~~to year 2042~~over the planning horizon; however, changes will be required from time to time to reflect new Provincial or County planning policy and/or new direction from Township Council. At the very least, this Official Plan shall be revised within ten years of it coming into effect and every five years after that, as per Section 26 of the Planning Act.

## **SECTION 2: OUR VISION AND VALUES**

### **2.1 VISION**

The future of the Township is captured in the following statement:

In the Township of Southgate, our future is built on a commitment to respect our rural heritage, our sense of responsibility for the land and our community, while enhancing our opportunities for growth.

The vision of the Township is:

To be a vibrant progressive community that is a desirable place to live, work and invest. To achieve this objective, Southgate will support a mix of residential development to enhance its existing quality of life and rural charm. Southgate will also strive for diversity within the agricultural, commercial, industrial, recreation and tourism sectors to enhance growth opportunities.

### **2.2 VALUES**

The Township of Southgate has established the following core values:

We value:

- a home for the next generation;
- our agricultural community;
- our natural environment such as our rivers, woodlands and wetlands;
- our cultural history;
- our neighbours - working in partnership with them to strengthen our community;
- a balance between quality of life and future development that promotes sustainable economic growth while protecting our natural environment;

- our rural character;
- our sense of community;
- community safety and good will;
- our strategic location; and,
- our responsive local decision making.

## SECTION 3: GENERAL POLICIES

### 3.1 GROWTH PROJECTIONS

Commented [LB1]: OPA11

- 1) The population of the Township has increased by more than 1,000 permanent residents between 2016 and 2020, and the forecast is for a continuation of this unprecedented growth over the next several years. The County of Grey Growth Management Strategy (2021) estimates that over 4,000 new permanent residents will be added to the population base by the year 2046.
- 2) This projected increase in population will result in approximately 2,040 new households during that same time period, which would give Southgate Township the second highest percentage share of new housing starts within Grey County, behind The Town of the Blue Mountains.
- 3) The Growth Management Strategy also predicts that 1,000 new jobs will be established in Southgate between 2021 and 2046.

### 3.2 SETTLEMENT AREAS

- 1) It is the intent of the Official Plan to generally direct development to the designated settlement areas of the Township, which are Dundalk, Holstein, Varney, Dromore, Swinton Park, Cedarville, Hopeville and Wilder Lake. The boundaries of these settlement areas are identified in the series of Schedule A maps of this Official Plan. Expansion of these designated settlement areas will not be permitted without an approved Comprehensive Review as per the definition provided in this Official Plan.
- 2) Notwithstanding the Official Plan's intent to direct new development to the designated settlement areas of Southgate, the scale of new development occurring within all settlement areas, except Dundalk, will be limited given the absence of municipal water and sanitary sewer services.
- 3) Dundalk, on the other hand, offers full municipal services and has been experiencing significant growth over the last few years, and this is expected to continue as explained in Section 3.1. The demand for new homes will occur predominantly within this particular urban centre.

4) Of the 1,000 new jobs to be created within the Township in the next 25 years, the Growth Management Study anticipates that a good balance of jobs will be established in the employment land sector (e.g., manufacturing, wholesale, transport, construction, etc.) and within the populated-related sector (retail, accommodation, food, education, health care, local government, work-at-home jobs, etc.). A large percentage of these new jobs are expected to be created within Dundalk.

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5) The Township supports the anticipated residential and employment population growth within Dundalk but also encourages new institutional and recreational opportunities in order to create a more complete community.

### 3.3 THE COUNTRYSIDE

- 1) The areas of the Township located outside of the designated settlement areas will remain an important component of Southgate. Agriculture will continue to be a vital element of the Township's economic base and a dominant feature of this rural landscape.
- 2) This Official Plan will protect the countryside from incompatible development and lot fragmentation while allowing for limited residential development and well-defined agricultural commercial and industrial opportunities, as controlled through the Agricultural and Rural policies of this Official Plan. The lands shall provide a balance between quality of life and future sustainable development.

~~3) Limited development of a residential and/or recreational nature will also be considered adjacent to Wilder Lake, within the Inland Lakes designation.~~

### 3.4 HOUSING

- 1) The Township will ensure that a variety of housing types is provided to satisfy the present and future social, health, safety, and well-being requirements of residents.
- 2) Particular attention needs to be given to housing for people with special needs, including assisted housing for low-income households, seniors housing and housing for persons with disabilities, etc.

### **3.4.1 Supply**

- 1) The Township will ensure that residential growth can be accommodated for a minimum of fifteen years through residential intensification, redevelopment and new residential development within the designated settlement areas of the Township.
- 2) Given the servicing limitations within the settlement areas, however, most of the residential growth in the Township will occur within Dundalk. Lower density development within the unserviced settlement areas may be considered where the site conditions are suitable for communal or individual wells and septic systems and where permitted by this Official Plan. Medium and high density housing shall generally only be considered in Dundalk.
- 3) The Township will also ensure that at least a three year supply of residential land is available through lands already zoned to facilitate residential intensification and redevelopment or in Draft Approved Plans of Subdivision or registered plans.

### **3.4.2 Intensification**

- 1) Residential intensification shall be achieved by: developing vacant or underutilized lots within existing developed areas; allowing for a secondary dwelling unit (i.e., apartment) within new dwellings; converting or expanding existing residential buildings to create new residential dwellings; converting or expanding existing industrial, commercial and institutional buildings for residential use; and, redeveloping brownfield sites.
- 2) It is recognized that intensification may require relief from one or more provisions of the Township's Zoning By-law. Such relief shall be granted where Council is satisfied that proper land use planning is occurring.

### **3.4.3 Affordability**

- 1) "Affordable Housing" is defined as follows:

- a) In the case of home ownership, is the least expensive of the following:
  - i) Housing where the purchase price is at least 10 percent below the average purchase price of a resale unit in Grey County or,
  - ii) Annual housing expenses do not exceed 30% of gross household income for low and moderate incomes (i.e., before tax household income).
- b) In the case of rental housing, is the least expensive of the following:
  - i) At or below the average market rent in Grey County or,
  - ii) Rent prices do not exceed 30% of gross household income for low and moderate incomes.
- 2) The Township strongly encourages affordable ownership and rental housing, and in this regard has set a target for 30% of all new dwellings to fall within this price range.
- 3) The bulk of the affordable rental units will likely be provided in the form of secondary suites, as explained below.
- 4) Semi-detached dwellings, townhouses, low-rise apartment buildings and secondary suites generally provide the best opportunities for affordable housing.
- 5) In order to encourage affordable housing, the Township may consider a request for a grant in lieu of residential development charges, planning fees and building permit fees in return for a commitment by the developer to meet specified affordability targets.
- 6) The Township will actively support the County's efforts to establish an affordable housing committee and their efforts to increase the amount of affordable housing within the Township and throughout Grey County.
- 7) This Official Plan also encourages the creation of new dwellings that do not fall within the "affordable housing" category to still be financially attainable for low and medium income households whenever possible.



- 8) The Township may also give consideration to a variety of zoning standards and subdivision design standards, where appropriate, including smaller lot areas and frontages, reduced yard requirements and increased lot coverage, in order to facilitate affordable and attainable housing. In some instances, it may also be appropriate to reduce the onsite parking requirements of the Zoning By-law as a means of facilitating more affordable and attainable housing.
- 9) During the next update of the Township's Zoning By-law, and also at other appropriate times, the Township will give consideration to rezoning specific properties or general areas of Dundalk to allow for increased densities and facilitate affordable or attainable housing, including rental units.
- 10) The Township's Zoning By-law should include a minimum floor area requirement that allows for small, affordable dwellings in all zones where residential dwellings are permitted. The Zoning By-law could simply defer to the Ontario Building Code for minimum floor area requirements.

#### **3.4.4 Secondary Dwelling Units Additional Residential Units**

- 1) An additional residential -secondary dwelling unit is defined as either a second unit within a principal dwelling (i.e., apartment) or a dwelling unit situated within a separate building that is ancillary to the principal dwelling on the site.
- 2) Secondary dwelling Additional residential units provide an excellent opportunity for affordable rental housing and/or for the provision of housing for a family member in need of some level of supervision.
- 3) Within the designated urban areas, an additional residential -secondary dwelling unit will be permitted within a detached dwelling. An additional residential unit -secondary dwelling within a semi-detached dwelling or townhouse may be considered where the land owner can appropriately address matters related to parking congestion, snow storage space and visual impact on the streetscape.
- 4) An additional residential unit -secondary dwelling within an ancillary building will also be permitted on larger lots outside of the settlement areas, subject to restrictions on unit size, location on the property, sharing of driveways, etc.

- 5) The provisions for ~~the secondary dwelling units~~ Additional Residential Units will be provided in the Comprehensive Zoning By-law.
- 6) Where Additional Residential Units are contemplated on lots having less than 0.4ha in area and serviced by private individual septic systems, the successful completion of a nitrate study demonstrating that the lot can be serviced in accordance with the Ministry of the Environment, Conservation and Parks (MECP) D-5 Series Guidelines, or any successor thereto, may be required prior to approval.

#### **3.4.5 Short-Term Accommodation**

- 1) The Township recognizes that short-term accommodations, including bed and breakfast establishments, farm vacation homes and houses that are rented for a few days, can attract tourism to the area on a year-round basis, which can be beneficial to the economy. It is recognized that some short-term accommodation facilities, however, can be a nuisance for some neighbours. Council shall study this matter and adopt a Short-Term Accommodation By-law.

#### **3.5 EMPLOYMENT OPPORTUNITIES**

- 1) The intent of this Official Plan is to encourage new industrial activities and similar compatible uses to locate within the Township's Eco-park (business park) in Dundalk.
- 2) The business park will be expanded to accommodate the anticipated demand for employment lands resulting from the projected population growth of the Township.
- 3) This Official Plan also provides opportunities for the new population-related economic growth which includes retail stores, groceries stores, schools, accommodation, local government, work-at-home jobs, etc. Most of the new businesses of this nature are expected to occur within Dundalk where the vast majority of the anticipated population increase will occur.

- 4) The Official Plan also recognizes that the current trend involving smaller scale industry establishing on farm parcels throughout the Township's countryside will continue. This Official Plan will give consideration to allowing such uses subject to the policies contained in the Agricultural and Rural policies of this Official Plan.

### **3.6 TOURISM AND RECREATION**

- 1) This Official Plan encourages passive and active recreation opportunities within the Township that would enhance the healthy lifestyle of the community and promote the tourism industry on a year-round basis. Such opportunities should represent sustainable tourism development that preserves and enhances natural features and remains compatible with the surrounding environment.
- 2) The Township supports the established and new cultural activities and special events in appropriate locations that will benefit the community and attract tourists.
- 3) The Township promotes tourism opportunities within the settlement areas of Southgate by encouraging enhancements to the existing building facades that reflect the heritage of the community, promoting bed and breakfast establishments, and supporting other endeavours that add to the cultural charm of these settlement areas.

### **3.7 SERVICES**

#### **3.7.1 Water Supply and Sanitary Sewage Disposal**

##### **3.7.1.1 Dundalk**

- 1) New development within Dundalk shall be serviced with municipal water and sanitary sewers.
- 2) In certain cases, connecting new development to municipal water and sanitary sewers will require extensions and/or improvements to the existing piped systems. In these situations, the extensions and/or improvements will be financed by the developer for works that are not subject to Development Charges.

- 3) The Township shall not approve severance applications nor support a Plan of Subdivision or Condominium proposal unless adequate uncommitted reserve water and sewage treatment capacity is available or planned to accommodate the proposed development. Water and sewage treatment capacity shall be allocated at the Draft Approval stage for Plans of Subdivision and Condominiums. The availability of uncommitted reserve capacity shall be based on the Ministry of the Environment, Conservation and Parks policies and guidelines.
- 4) Dundalk's wastewater treatment facility is shown on Schedule E of this Official Plan. In order to ensure compatibility between the wastewater treatment facility and nearby sensitive land uses, development on lands within the general vicinity of this facility shall be in compliance with the recommended buffer separation guidelines of the Ministry of the Environment, Conservation and Parks D-2 Guideline or its successor document.
- 5) The municipal drinking water systems for Dundalk and neighbouring Mount Forest are to be protected in accordance with the Source Water Protection policies of Section 3.1 of this Official Plan and the associated mapping of these sensitive areas shown on Schedule E of this Official Plan.

#### **3.7.1.2 Unserviced Areas**

- 1) Other than in Dundalk, municipal water and sanitary sewers are not available, nor is it feasible or realistic for the Township to provide such serving within these other settlement areas. As such, development outside of Dundalk will generally be limited in nature and of a lesser scale.
- 2) When considering development outside of Dundalk, the feasibility of providing private communal water services and/or private communal septic services shall be given top consideration through a Servicing Options Report prepared by a qualified expert. Where both communal services, or just one communal service, are feasible, the Township will require the developer to enter into a responsibility agreement to ensure on-going maintenance of these systems is provided in order to avoid impacts to human health and the environment.

For the purposes of interpreting this Official Plan, "feasible" is to be defined on a case-by-case basis by the Township, in consultation with the County,

and will be based on an evaluation of:

- a) The scale and nature of both the specific development proposal and the anticipated development;
- b) Physical or environmental constraints to provide services for the proposed development;
- c) Potential increasing (i.e., cumulative) impacts to ground and surface water resources;
- d) A comparison of costs and benefits of communal servicing vs. partial communal servicing vs. private servicing options, including the costs associated with planning, construction, start-up, operation, maintenance, financing and replacement of the system or its component.

Depending on the scale of the development, the requirement for a Servicing Options Report may be waived by the Township. Where an application would permit development on privately owned individual or communal septic systems, and more than 4500 liters of effluent would be produced per day as a result of the development being completed, a servicing options report and hydrogeological report will be required, as prescribed.

- 3) Where providing private communal water services and/or private communal septic services is determined not to be feasible, individual on-site sewage services and individual on-site water services may be considered where the site conditions are appropriate for such a servicing arrangement over the long term.
- 4) Depending on the scale and/or nature of the development proposal, the Township may require the land owner to retain a qualified expert to address the suitability of the site for a private septic system(s) and/or the adequacy of a potable water supply in terms of quantity and quality in accordance with Provincial standards. New lot creation less than 0.4 hectares in size on individual private services, or on partial services using private individual septic systems, shall only be considered with the successful completion of a nitrate study demonstrating that the lot can be serviced in accordance with the Ministry of the Environment, Conservation and Parks (MECP) D-5 Series Guidelines, or any successor thereto.

### **3.7.2 Stormwater Management**

- 1) Stormwater management is required to ensure that stormwater runoff from precipitation is controlled in order that development does not increase peak flows to any greater extent than pre-development runoff onto adjacent properties or into watercourses that impact on downstream flooding. The intent is to control erosion and sedimentation and to assist in protecting and enhance water quality and aquatic habitat.
- 2) Where required by the Township and/or the relevant Conservation Authority, a development proposal shall be supported by a Stormwater Management Report prepared by a qualified expert to determine the effect of increase runoff due to development of the site and to identify stormwater management measures as necessary to control any increases in flow. The developer shall install the stormwater management measures identified in the study as part of the development of the site to the satisfaction of the Township and the Conservation Authority.

### **3.8 TRANSPORTATION**

- 1) A series of Provincial highways, County roads and Township roads make up the road system in the Township of Southgate. The classification of all public roads within the Township are identified on Appendix F.
- 2) The policies of this Official Plan are intended to enable vehicles and pedestrians to move safely and efficiency throughout the Township.
- 3) New development proposing access onto Provincial highways and County roads will be generally discouraged in order to facilitate the controlled use of these roads as major transportation corridors.
- 4) The Township's Comprehensive Zoning By-law shall provide appropriate building and structure setbacks from Provincial and County roads in order to maintain the efficiency and safety of these large traffic volume roadways.
- 5) New Township road allowances, which typically are created through the Plan of Subdivision process and constructed at the expense of the developer, should have a minimum width of 20 metres. This notwithstanding, in some special circumstances where a development could

not reasonably proceed without a reduced road allowance width and such reduction would cause no concerns from an operations perspective over the long ~~time-term~~, the Township might consider allowing for a slightly reduced road allowance width.

- 6) The road pattern within a new subdivision shall be in the best interest of the subdivision, the adjoining subdivisions and the Township in general. Wherever possible, new subdivisions should be designed using a grid road pattern while avoiding curvilinear-linear streets and cul-de-sacs. Such street design will benefit the vehicular and pedestrian traffic flow within the subdivision and adjacent areas, and will also benefit the Township.
- 7) Private roads owned by a condominium corporation may be constructed to a lesser standard than a Township road provided the roads are designed and constructed to the satisfaction of the Township. Consideration must be given to the accommodation of emergency service vehicles and the safe operation of vehicles.
- 8) Where development is proposed along an existing Township road allowance having less than 20 metres, the provision for a road widening may be a condition of approval. In all instances, the amount required for widening purposes should be acquired from the landowners on both sides of the road, except where geological, topographic, utility lines, environmental and hazardous features or other conditions or obstructions dictate otherwise.
- 9) Development on existing lots with frontage on private roads and roads which lack winter maintenance is discouraged unless a development agreement is registered on title which provides for the following:
  - a) the construction, maintenance and snow removal of the road to acceptable Township standards is the responsibility of the owner; and,
  - b) the owner acknowledges and agrees that the Municipality is not liable for any injuries, losses or damages as a consequence of the Township issuing a building permit.
- 10) The appropriate right-of-way widths for Provincial highways and County roads will be determined by the Ministry of Transportation and Grey County Transportation Services Department respectively. In some instances, the Ministry or County may require land dedication for road widening purposes.

11) Two County potential road extensions may occur in Southgate in the future, as shown on Schedule F, and described as follows:

- a) Grey Road 14, along Southgate Sideroad 11; and,
- b) Dundalk “Eco-Park” by-pass.

The Township supports these extensions.

12) The appropriate road authority should be contacted prior to the submission of any Building Permit application, Planning Act application or similar proposal to the Township or County. All such development proposals, once submitted, will be circulated to that road authority.

13) All stormwater management systems which outlet to road allowances will require approval from the appropriate road authority.

14) A Traffic Impact Study may be required to examine the impact of traffic generated by a new use at its access and at nearby intersections, and to determine necessary road improvements. The need for a Traffic Impact Study shall be determined in consultation with one or more of the road authorities having jurisdiction in the area.

15) More detailed policies regarding Provincial highways and County roads are provided in the Grey County Official Plan.

### **3.9 CLIMATE CHANGE**

- 1) Climate change is a major concern throughout the world and requires serious, immediate attention from the global community. The Township of Southgate is dedicated to doing its part by taking appropriate actions to adapt to and mitigate the effects of a changing climate. This will include making greater efforts to protect and enhance the resiliency of our natural, built, and social environments.
- 2) The risks associated with natural hazards may change as a result of climate change, and this should be considered as the Township plans for the future.
- 3) The following can assist with mitigating and adapting to the impacts of



climate change:

- a) Preserve and expand Southgate's natural areas in accordance with this Official Plan to create healthy, vibrant, sustainable communities to live, work and play.
- b) Ensure the protection of waterways and shorelines including lakes, rivers, and streams, and to reduce the impact of flooding on local infrastructure.
- c) Promote opportunities to reduce the dependency on motor vehicles wherever feasible and support opportunities for walking, cycling and other forms of active transportation.
- d) Promote sustainable design and construction standards and the use of renewable energy systems as a means of improving air quality and minimizing contributions to climate change through reduced resource consumption and air pollutant generation.
- e) Support opportunities to maintain existing tree canopies, wetlands and woodland cover in parks, open space areas and on other lands, including privately owned properties in accordance with the policies of this Official Plan, as a means of improving air quality and minimizing contributions to climate change through shading, sheltering, screening, and increasing carbon sinks.
- f) Take advantage of development opportunities to plant more trees. Subdivision Agreements for new residential development shall require at least one tree to be planted on every new lot, where and feasible. Site Plan Agreements shall include provisions for tree planting wherever possible.
- g) Encourage Low Impact Development (LID) to control stormwater where it is generated.
- h) For Township operations, endeavor to improve air quality and minimize contributions to climate change through pollution control, energy conservation, development and utilization of renewable energy systems, waste reduction, and the promotion of energy efficient facilities in the planning, design, and construction of public works.

- i) Support housing intensification and the efficient use of infrastructure.
- j) Support the utilization of green technologies and construction methods whenever possible and feasible for new construction.
- k) Support the reduction of building demolition waste through the adaptive reuse of older and existing building stock.
- l) Support opportunities to recycle and reuse materials, and reduce waste.
- m) Support retrofitting of built heritage structures for energy efficiency while maintaining their cultural integrity.
- n) Encourage generating electricity from renewable energy sources.
- o) Collaborate with agricultural organizations and the agricultural community to prioritize the needs of farmers and provide support by developing resources and tools, leveraging funding for on-site projects and new technologies as well as recognizing the importance of a vibrant, sustainable and healthy farming community now and into the future.
- p) Collaborate with other levels of government, other municipalities, institutions, community groups, and local industries to develop programs to reduce air pollutants and greenhouse gas emissions.
- q) Support education and awareness of air quality and climate change issues, associated health impacts, and linkages to transportation and land use.

### 3.10 DARK SKY

- 1) The Township values its dark sky and supports sensitive outdoor lighting practices that do not emit undesirable or unsafe light rays into the dark sky.
- 2) In order to ensure responsible lighting mitigation and conservation of the dark sky environment, the Township will enact a By-law under Section 129 of the Municipal Act. The By-law, to be known as “the Dark Sky By-law”,

will require sensitive outdoor lighting on private and public lands which is oriented downward, is low wattage and energy efficient, and minimizes glare.

### **3.11 REDEVELOPMENT OF BROWNFIELD SITES**

- 1) Brownfield sites are undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.
- 2) The Township encourages the redevelopment of brownfield sites in order to eliminate or reduce soil and/or groundwater contamination, contribute to community revitalization, support economic development, increase sense of community pride and quality of life, and increase property tax revenue.
- 3) Brownfield redevelopment proposals shall be subject to the Record of Site Condition process which determines the nature and extent of contamination and the remedial measures required to clean up the site.

### **3.12 COMMUNITY IMPROVEMENT AREAS**

- 1) The Planning Act provides the opportunity for the Township to provide access to various cost-sharing programs, tax incentive programs and grants through the approval of a Community Improvement Plan.
- 2) A Community Improvement Plan has been adopted for the entire Township and has identified the entire Township as a Community Improvement Plan Area. This Plan provides for the following:
  - a) Tax Increment Equivalent Grant to encourage desirable and attractive infill development and redevelopment in Southgate.
  - b) Building and Land Improvement Grant to encourage the rehabilitation, repair and/or improvement of buildings and lands for commercial, office or mixed use.
  - c) Facade, Building and Signage Improvement Grant to encourage the

rehabilitation, repair and/or improvement of buildings and façades on the part of property owners and tenants, along with the improvement of signage, and the installation of pedestrian-scaled, attractive signage.

- d) Property, Landscaping and Parking Area Improvement Grant to encourage property owners and tenants to improve their property, including landscaping, parking areas, pedestrian connections, sidewalk cafes/patios and other improvements.
  - e) Accessibility, Public Health and Safety Improvement Grant to promote improvements to properties, including access ramps, entryway widening, alterations and additions to accommodate public health directives such as social distancing, as well as installation, levelling or repairs to pathways, patios and stairs.
  - f) Destination Infrastructure Grant to encourage local stakeholders, organizations and municipalities to upgrade and invest in destination infrastructure.
  - g) Planning and Building Permit Fee and Development Charges to encourage sensitive, attractive and desirable infill development and redevelopment by reducing the costs involved with making improvements to private property.
  - h) Housing Rehabilitation and Conversion Grant to encourage the rehabilitation of a previous residential unit, or the conversion of upper floor commercial/residential/mixed-use building space into affordable residential units. The grant is also designed to assist with financing of building improvements that would have previously been cost prohibitive.
- 3) The Community Improvement Plan may be amended to include incentives pertaining to other matters such as affordable housing, energy efficiency, green buildings and other measures to combat climate change, etc.

### **3.13 COMMERCIAL WATER TAKING FOR WATER BOTTLING**

- 1) New commercial water taking operations involving the sale of water for human consumption (e.g., water bottling or bulk sales) where more than 50,000 litres of water per day is taken from a non-municipal water service is

not permitted anywhere within the Township unless an amendment to this Official Plan is obtained. An amendment to the Township's Comprehensive Zoning By-law is also necessary. This policy does not apply to those operations utilizing water that is supplementary to a commercial or industrial operation (e.g., golf courses, agricultural uses, etc.)

- 2) The above-required amendments must be accompanied by a Hydrogeological Study, which is also required for the Permit To Take Water in accordance with Provincial standards. Other studies may include a Planning Report, Traffic Impact Study, and any other study requested by the Township.

### **3.14 AGGREGATE RESOURCES**

#### **3.14.1 Protecting Identified Aggregate Resources**

- 1) In 2004, Grey County completed an Aggregate Resources Inventory Master Plan to identify areas of the County having high quality sand and gravel deposits with limited constraints. Such areas within the Township are shown as Aggregate Resource Area on Schedule B of this Official Plan.
- 2) These sand and gravel deposits are to be protected from incompatible land uses such that they may be available for extraction. The mineral resources are a fixed location, non-renewable resource, and their effective management is essential.
- 3) In order to protect these deposits for possible future extraction, the creation of a lot under 20 hectares in size will not be permitted in the Aggregate Resource Area. Lot creation for infrastructure or public use purposes may be exempted from this requirement provided all reasonable measures are taken to mitigate any impacts on the aggregate resource.
- 4) A site-specific amendment to this Official Plan to remove land from the Aggregate Resource Area mapping on Schedule B will generally not be permitted except where a pit or quarry on these lands has been rehabilitated and the site is no longer licensed.
- 5) In 2009, the Province also released the Aggregate Resources Inventory Paper which provided mapping for bedrock and shale resources that exist

within eight metres of the earth's surface. None of these resources that have been mapped apply to lands with the Township of Southgate.

### **3.14.2 Pits and Quarries**

- 1) Existing, licensed pits and quarries are designated Mineral Resource Extraction Area on Schedule ~~A-B~~ to this Official Plan.
- 2) A new pit or quarry, or the expansion of an existing operation, will require an amendment to this Official Plan as well as an amendment to the Township's Comprehensive Zoning By-law. The Official Plan Amendment will designate the licensed area as Mineral Resource Extraction Area. This policy notwithstanding, a new or expanding pit may not require an amendment to this Official Plan where the proposed area to be licensed is situated entirely within an Aggregate Resource Area on Schedule B. In situations where an Official Plan Amendment is not required, those lands will be identified on Schedule ~~A-B~~ as Mineral Resource Extraction Area at the time of the next Official Plan update.
- 3) A new or amended license shall also be required from the Ministry of Northern Development, Mines, Natural Resources and Forestry under the Aggregate Resources Act.
- 4) The policies for reviewing new or expanding pits and quarries are contained in Section 5.4.3 of this Official Plan.
- 5) Notwithstanding the policies above, wayside pits and quarries, portable asphalt plants and portable concrete plants, when used on public authority contracts, shall be permitted without amendments to this Official Plan or the Township's Comprehensive Zoning By-law, except within any of the designated settlement areas or within a Provincially Significant Wetlands on Schedule A or on lands identified as Core Area on Schedule D.

### **3.15 OIL AND GAS RESOURCES**

Some plugged and unplugged petroleum wells exist in the Township, as illustrated on Schedule E of this Official Plan. The unplugged abandoned petroleum wells were drilled before regulations were in place in Ontario.

Subsurface oil and gas resources are regulated by the Province and/or its

delegate under the Oil, Gas and Salt Resources Act and by the Ontario Energy Board under the Ontario Energy Board Act. The Oil, Gas and Salt Resources Act deals with licensing, exploration, drilling, production and the storage of oil, gas and other hydrocarbons.

The Township and the County do not have the statutory authority to regulate oil and gas resources; however, the Official Plans can provide policy direction for land uses adjacent to known petroleum wells. In this regard, the following policies shall apply:

- 1) Planning decisions shall take into consideration the locations of petroleum wells identified on Schedule E. Petroleum well locations on Schedule E may not be accurate. It is recommended that proponents refer to the Ontario Oil, Gas, and Salt Resources Library for the most up to date information and specific feature details including estimated accuracy of well locations.
- 2) The Township and County will consult with the Province where new development is proposed adjacent to or in areas of known oil or (natural) gas pools.
- 3) Buildings should not be permitted within 75 metres of an unplugged petroleum well to provide access for maintenance and general safety unless it can be demonstrated that development can safely occur.
- 4) If possible, buildings should not be constructed directly on top of any known unplugged or plugged petroleum wells.
- 5) As a condition of approving new development through lot creation, the Township will require that unplugged petroleum wells that are known or discovered on the lands during development will be properly plugged, capped, or otherwise made safe in accordance with Provincial requirements. Building locations should be examined for the presence of possible petroleum well sites using established standards and procedures.
- 6) New petroleum wells and associated works are generally prohibited from causing any surface or ecological disturbance to the natural heritage system.
- 7) Fracking shall not be considered a permitted use in any land use type.





## SECTION 4: ENVIRONMENTAL

### 4.1 SOURCE WATER PROTECTION

- 1) The Province of Ontario has established the Drinking Water Source Protection program under the Clean Water Act. The purpose of this Act is to protect existing and future sources of municipal drinking water.
- 2) Under this program, Source Protection Committees were established to develop ~~ment~~ Source Protection Plans for their respective regions. The Source Protection Plans are intended to protect:
  - a) Municipal Wellhead Protection Areas (WHPA);
  - b) Intake Protection Zone (IPZ);
  - c) Highly Vulnerable Aquifers (HVA); and,
  - d) Significant Groundwater Recharge Areas (SGRA).
- 3) Two Source Protection Plans apply to lands within the Township of Southgate, as illustrated on Schedule E:
  - a) The Grand River Ground Water Source Protection Plan applies to the Dundalk municipal water system.
  - b) The Saugeen, Grey Sauble, Northern Bruce Peninsula Source Water Protection Plan applies to the Mount Forest water system.
- 4) The Dundalk municipal water system involves three municipal wells. The Source Water Protection Plan for this area involves Wellhead Protection Area A, Wellhead Protection Area B, Wellhead Protection C, and Wellhead Protection Area D, as illustrated on Schedule E.
- 5) The wells associated with the Mount Forest water system are situated within Mount Forest. Certain lands within the Township of Southgate located in close proximity to these wells are within Wellhead Protection Area D, as illustrated on Schedule E.

- 6) During preconsultation discussions with Township staff regarding development proposals, the proponent will be advised to speak with the Risk Management Official if the subject property falls within one or more of the Wellhead Protection Areas. The Risk Management Official will be responsible for determining when a land use or activity is a significant drinking water threat. A written notice of approval from this official will be required prior to the approval of any Planning Act application involving lands within a Wellhead Protection Area.
- 7) Legally existing uses within the Source Water Protection Areas that may be incompatible with the provisions of the Source Water Protection Plan may be permitted to expand subject to the policies of the Source Water Protection Plan and the approval of the Risk Management Official.
- 8) Notwithstanding the uses permitted by underlying land use types of this Official Plan, uses and activities that have been identified by the Source Water Protection Plan as being prohibited within the Wellhead Protection Area will not be permitted. The prohibited uses and activities will only be considered if the applicant can demonstrate to the satisfaction of the Township that the proposed use or activity is in conformity with the policies of the Source Water Protection Plan.
- 9) New water taking, other than that by the Township for use by the Township, will not be permitted for any new or expanding uses within the urban boundary of Dundalk.

## **4.2 LANDFILL SITES**

- 1) All operating (existing) Township landfill sites and known abandoned landfill sites are identified on Schedule E.
- 2) No development or site alteration will be permitted within 500 metres of an operating landfill site as shown on Appendix A unless a D-4 study document has been prepared and submitted for review in accordance with the Ministry of the Environment, Conservation and Parks D-4 Guidelines or its successor document. The study will need to identify that the lands to be developed are secure from potential methane gas and/or leachate migration from the landfill site or what remedial measures or conditions are required prior to any development approval being granted.

3) Abandoned landfill sites have been classified into three categories based on the Historic Landfill Site Review completed on behalf of Grey County. The categories and policies associated with the abandoned landfill sites are as follows:

- a) ~~Cleared Sites~~Previously Identified Sites: These abandoned landfill sites have either been determined to have no risk, were proven to not exist, or there was a lack of information to locate a site. Although the locations of these sites are still shown on Schedule E, no further study is required for development proposed either within or adjacent to these locations.
  - b) D-4 Recommended to Clear Site: Any proposed development or site alteration within 500 metres of these abandoned landfill sites will require the completion of a D-4 study in accordance with the Ministry of the Environment, Conservation and Parks D-4 Guidelines or its successor document. The study will need to identify that the lands to be developed are secure from potential methane gas and/or leachate migration from the landfill site or what remedial measures or conditions are required prior to any development approval being granted. Notwithstanding the above referenced buffer, if an approved Landfill Closure Plan exists, the requirements of that plan prevail.
  - c) Previously Evaluated Sites: These abandoned landfill sites have had a previous D-4 study completed. These existing D-4 Studies will be utilized to assess the potential impacts to a proposed development. In most cases, the D-4 study has identified a reduced area around the site that requires further study if development is proposed within the identified area. A further D-4 study may be required to assess the potential impacts of the abandoned landfill site to the proposed development.
- 4) Where development is proposed for approval on a non-operating waste disposal site, no use will be made of land or of land covered by water which has been used for the disposal of waste within a period of 25 years from the year in which such land ceased to be used unless the approval from the Ministry of the Environment, Conservation and Parks for the proposed use has been given. The applicant must submit an application and obtain approval from the Ministry, pursuant to Section 46 of the Environmental Protection Act, before any other use of such lands can take place.

- 5) Where development is proposed for approval on a non-operating waste disposal site after 25 years from the year in which such land ceased to be used, a D-4 study will not be required.
- 6) Appropriate setback provisions will be established in the Township's Zoning By-law.

## SECTION 5: LAND USE DESIGNATIONS

### 5.1 INTRODUCTION

Land use designations have been applied to all lands within the Township of Southgate, as illustrated on Schedule A of this Official Plan.

These designations provide the basis for future development within the Township and guidance to Council in the consideration of development proposals.

Except as specifically provided in this Official Plan, any changes to Schedule A or the associated policies shall require an amendment to this Official Plan.

The land use designations and associated policies are provided in this Section of the Official Plan as follows:

#### **Dundalk**

Neighbourhood Area  
Downtown Commercial  
Arterial Commercial  
Industrial  
Public Space  
Future Development

#### **Other Settlement Areas and Wilder Lake**

Village Community  
Inland Lakes

#### **Countryside**

Agricultural  
Rural  
Mineral Resource Extraction Area

#### **Natural Environment and Open Space**

Provincially Significant Wetlands  
Hazard Lands  
Major Open Space

## 5.2 DUNDALK

The land use designations for lands within Dundalk are provided on Schedule A Map 2 of this Official Plan.

### 5.2.1 Neighbourhood Area Designation

#### 5.2.1.1 Permitted Uses

- 1) Permitted uses in the Neighbourhood Area designation shall be predominantly residential dwelling units. The types of dwelling units permitted shall be: low density housing such as detached dwellings, semi-detached dwellings and duplexes; medium density housing such as triplexes, quadraplexes and townhouses; and, high density housing such as apartments. An ~~additional residential unit~~ ~~secondary dwelling~~ (apartment) within a principal dwelling shall also be permitted.
- 2) Uses of land which are complementary to and compatible with the above-noted residential uses shall also be permitted. Such uses include: nursing homes, senior citizen/retirement homes; nursery schools, daycare facilities, funeral homes, group homes, auxiliary group homes and crisis care group homes; schools, child care and child care centres; places of worship; home occupations; bed and breakfast establishments; parks, playgrounds and open space uses; and neighbourhood convenience commercial uses.

#### 5.2.1.2 Development Policies

- 1) New residential development shall occur by intensification, infilling and development of vacant greenfield areas.
- 2) Residential development through intensification is strongly encouraged in order to increase the amount of residential accommodation and to utilize land and municipal infrastructure in an efficient manner. Residential intensification may occur through, among other means: the development of vacant or underutilized lots within previously developed areas; infilling; the conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, ~~secondary suites~~ ~~additional residential units~~ and rooming houses; and, redevelopment, including the redevelopment of brownfield sites.

- 3) It is recognized that intensification may require relief from one or more provisions of the Township's Zoning By-law. Such relief shall be granted where Council is satisfied that proper land use planning is occurring.
- 4) Residential intensification shall take into consideration the character of the neighbourhood.
- 5) The residential portion of all subdivisions, condominiums or multi-unit/multi-lot developments shall provide a density of no less than ~~20~~ 25 dwelling units per net hectare. ~~Additional Residential Units-secondary dwelling is are~~ not to be included in this calculation. Notwithstanding the foregoing:
- a) Ddensities of less than 25 units per net hectare may be permitted in municipally-identified low density residential areas, provided:
    - a. municipally-identified medium and high-density areas within the settlement area provide for densities that exceed the minimum; and,
    - b. such lesser density on a site-specific basis will not undermine the objective to achieve an overall minimum residential density of 25 units/net hectare for new development, within the settlement area.
  - b) Approval of development at a density of less than 25 units per net hectare may also be considered where at least two of the following three criteria are met:
    - a. The development includes a range of residential unit types including single-detached, semi-detached townhouses and/or rental apartments;
    - b. It is demonstrated that it is not feasible to meet the minimum lot density based on natural features, existing abnormal lot configuration (e.g. limited road frontage), or lack of suitable infrastructure; or,
    - a-c. It is demonstrated that the infrastructure is financially sustainable throughout it's life-cycle, including replacement costs. This demonstration should include an analysis of the current costs of the infrastructures, as well as projected maintenance and replacement costs, versus the tax dollars the development will generate. Coordination with municipal or county asset management plans is recommended here.
- 6) The Township shall encourage a mixture of ownership and rental units for new residential development.

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- 7) The Township shall strive to improve access to housing for people with special needs, which is housing including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of special needs housing may include, but are not limited to, housing for persons with disabilities such as physical, sensory or mental health disabilities, and housing for older persons.
- 8) The Township shall encourage new residential housing, both rental and ownership, to be affordable.
- 9) Low Density Residential
  - a) The Township considers detached dwellings, semi-detached dwellings, duplex dwellings and converted dwellings with no more than two units to constitute low density residential development.
- 10) Medium and High Density Residential
  - a) The Township considers triplexes, fourplexes, townhouses, three-storey apartments, converted dwellings of three or more units, and similar multi-unit forms of housing as medium density residential development.
  - b) The Township considers multi-unit development exceeding 50 units per net hectare as high-density residential development.
  - c) The various types of medium-density and high-density housing shall be regulated in terms of specific use, density, yard requirements, etc. by establishing one or more medium-density zones and a high-density zone in the Comprehensive Zoning By-law.
  - d) Medium-density residential housing will likely be required in most new multi-lot or multi-unit developments in order to achieve the minimum density requirement of this Official Plan. High-density residential housing shall also be encouraged, in appropriate locations.
  - e) The following shall be taken into consideration when reviewing the



appropriateness of a new medium or high-density development:

- i) The proposed use shall generally be compatible with existing uses in close proximity of the subject lands. The word “compatible” does not necessarily mean the same as or similar to existing nearby built form. Being compatible shall mean that the proposed use can co-exist with the existing nearby built form without causing undue adverse impacts with regard to dwarfing of buildings, shadowing, existing views, increased noise, traffic, etc.
  - ii) Adequate buffering, landscaping and building setbacks shall be provided to protect the privacy of the adjacent residential properties.
  - iii) The roads in the area shall have the ability to handle the expected traffic increase. Medium and high-density housing will generally be encouraged to locate in areas near arterial or collector roads in order to minimize traffic congestion and facilitate access to commercial areas.
  - iv) Municipal water and sanitary sewer capacity shall be available to service the proposed development.
  - v) Adequate off-street parking shall be provided to serve the proposed development.
  - vi) The design of the medium and high-density development shall take into consideration the height, bulk and siting of buildings shall achieve harmonious design and integrate with the surrounding area.
  - vii) Appropriate open space, landscaping and buffering shall be provided on site to maximize the privacy and enjoyment of the residents residing on the property and to minimize any potential impact on adjacent lower density uses.
- f) During the next update of the Township's Zoning By-law, and also at other appropriate times, the Township will give consideration to pre-zoning specific properties or general areas of Dundalk to allow for

increased densities and facilitate affordable or attainable housing, including rental units.

- g) Medium and high-density residential development in the form of apartments shall also be considered within the Downtown Commercial designation either as a part of mixed-use building or as a stand along apartment building.
- h) All medium and high-density development may be subject to a Site Plan Control Agreement.

#### 11) ~~Secondary Dwellings~~Additional Residential Units

- a) The Township's Zoning By-law will permit ~~an additional residential unit~~secondary dwelling, in the form of an apartment unit, within a detached dwelling in the residential zones where a detached dwelling is permitted. ~~An additional residential unit~~secondary dwelling within a semi-detached dwelling or townhouse may also be considered where the land owner can satisfy the concerns of the Township with regard to parking congestion, snow storage space and visual impact on the streetscape.
- b) The details pertaining to the ~~secondary dwelling~~additional residential unit, including parking requirements and consideration of snow storage, will be provided in the Zoning By-law.

#### 12) Home Occupations

- a) The Township's Zoning By-law shall provide provisions regulating the type, size and scale of home occupations.
- b) No outdoor storage in conjunction with the home occupation will be permitted.
- c) A home occupation may be subject to a Site Plan Control Agreement.

#### 13) Neighbourhood Convenience Commercial Uses

- a) Neighbourhood convenience commercial uses providing for the sale of goods and services to meet the daily living needs of residents in the adjacent residential area may be permitted by amendment to the Township's Zoning By-law. Permitted uses shall be limited to small-scale convenience commercial uses such as a variety store.
- b) Neighbourhood convenience commercial development proposals will be evaluated on the basis of site size, vehicular access suitability, the adequacy of off-street parking, site design, visual aesthetics, landscaping, lighting, signage, and the proximity to other commercial facilities and location.
- c) Neighbourhood convenience commercial uses generally shall be located on corner lots where possible and serve a reasonable area within walking distance.
- d) The proposed use shall be compatible with the surrounding lands, with regard to scale and visual impact.
- e) No outside storage of goods and materials shall be permitted and no commercial building shall exceed more than 200 square metres;
- f) Neighbourhood convenience commercial uses shall be subject to a Site Plan Control Agreement.

#### 14) Daycare Facilities and Institutional Uses

- a) Daycare facilities and institutional uses serving the local residential area may be permitted by amendment to the Township's Zoning By-law, excepting however that daycare facilities involving five or fewer children shall be permitted as of right in specified zones. Permitted uses shall be limited to private nursing homes, funeral homes, senior citizen/retirement homes, group homes and public uses such as schools, nursery schools and daycare facilities, places of worship, as well as parks and playgrounds which serve and complement a residential neighbourhood.
- b) The use shall not cause traffic hazards of an unacceptable level of congestion on surrounding streets.

- c) The use shall be compatible with the surrounding lands with regard to scale and visual impact.
- d) The use shall be located on a site that has adequate land area to incorporate required parking, pick-up and drop-off areas, open space, landscaping and buffering.
- e) The use shall be subject to a Site Plan Control Agreement.

## **5.2.2 Downtown Commercial Designation**

### **5.2.2.1 Permitted Uses**

- 1) Permitted uses in the Downtown Commercial designation are: retail stores; restaurants; business and professional offices; financial institutions; government offices; medical offices and clinics; personal service shops (excluding body rub parlours); hotels; inns; bed and breakfast establishments; places of entertainment; fitness centres; private and commercial schools; child care centres; places of worship and other institutional uses; and funeral homes.
- 2) All forms of housing will also be permitted, with encouragement given to medium or high-density developments.

### **5.2.2.2 Development Policies**

- 1) Allowing for a variety of appropriate land uses within the Downtown Commercial designation will assist the Township in promoting a multi-faceted core area and, overall, create a more complete settlement area.
- 2) The rejuvenation and improvement of the downtown core area of Dundalk is a primary objective of this Official Plan.
- 3) New development in the commercial core shall maintain and/or enhance the existing character of the downtown, and maintain its historical built form and architecture.
- 4) The reconditioning of existing buildings within the downtown to accommodate commercial ventures will be strongly encouraged.

- 5) The preservation of the cultural and historic features that exist in the downtown core will be encouraged by promoting commercial ventures to locate within existing buildings.
- 6) The infilling of vacant properties and the intensification of existing built properties will be encouraged to achieve a continuous building effect along the main street and enhance the downtown's character.
- 7) The Township will support opportunities that involve improvements to building facades, signage, lighting, sidewalks, trees and other landscaping, parking pedestrian circulation, active transportation and traffic flow.
- 8) The establishment of a positive pedestrian-oriented streetscape shall be encouraged.
- 9) Special events and festivals that attract larger volumes of people to the downtown shall be promoted throughout the year.
- 10) Outside storage of supplies or waste materials will be discouraged unless appropriately screened.
- 11) Opportunities to provide additional parking within the downtown should be explored.
- 12) A reduction in parking standards for a specific developments or redevelopment shall only be considered where the Township is satisfied that the parking required in the Zoning By-law is excessive in this particular instance and that appropriate adequate parking can still be provided onsite or nearby without causing parking problems such as negative functional impacts on local parking supply, traffic flows, snow storage capacity and winter maintenance activities. ~~problems.~~
- 13) Development within the downtown may be subject to a Site Plan Control Agreement.

### 5.2.3 Arterial Commercial Designation

The Arterial Commercial designation is intended to accommodate those commercial activities which have larger land and building requirements than

uses in the downtown commercial core area, and/or primarily serve the travelling public.

#### **5.2.3.1 Permitted Uses**

Permitted uses in the Arterial Commercial designation should complement, not compete with, uses in the downtown commercial core area. Permitted uses shall include, but shall not be limited to: hotels/motels; private recreational facilities; business and professional offices; motor vehicle and recreational vehicle sales and service establishment; building supply outlets; nurseries and garden centres; motor vehicle gasoline outlets; farm implement sales and service; laundromat; nursery and greenhouses; farmers' markets; restaurants; taverns; convenience stores; and, uses accessory to a permitted commercial use.

#### **5.2.3.2 Development Policies**

- 1) Arterial Commercial uses should be located on arterial roads and should not be permitted to infiltrate unnecessarily into adjoining residential areas. Such uses shall be encouraged to locate in groups at major intersections.
- 2) Adequate parking and loading facilities shall be provided.
- 3) New uses shall provide a desirable appearance. New or redeveloping uses shall incorporate landscaping plans to enhance the site and to buffer adjoining uses. Outdoor storage areas shall be screened through the use of fencing or landscaping and shall not be visible from the road or surrounding properties.
- 4) Where a proposed use abuts or is in close proximity to a residential use, fencing, landscaping, berming or a combination of these buffers shall be required in order to ensure adequate screening.
- 5) New entrances to Provincial Highway 10 and Grey Road 9 shall be approved by the appropriate road authority.
- 6) Development shall be subject to a Site Plan Control Agreement.

## **5.2.4 Industrial Designation**

### **5.2.4.1 Permitted Uses**

- 1) Permitted uses within the Industrial designation are: manufacturing, processing, assembly, repair, storage or wholesaling of goods and material; garages; material suppliers which directly and primarily serve the industries in the designation; public utilities; works yards; lumber supply outlets; business and professional offices; and, recreational facilities/complexes requiring large areas.

### **5.2.4.2 Development Policies**

- 1) It is the intention of this Official Plan to direct industrial uses to the “Eco-Park”, which is the Township-owned business park in Dundalk, and encourage full-time employment opportunities for municipal residents. A stronger employment base will assist in making Dundalk a more complete community.
- 2) Industrial uses shall be encouraged to be located in a designated industrial area within new industrial structures or within existing industrial buildings.
- 3) The expansion, enlargement and renovation of existing industrial buildings shall be encouraged.
- 4) Industrial uses and associated retail commercial uses will not be permitted unless the proposed flow rates (including industrial fire flow) are compatible with the capacities of the water and sewage systems, as approved by the Township.
- 5) Any sanitary sewer discharges from Industrial uses shall meet the requirements of the Township of Southgate.
- 6) No industrial use shall be permitted which creates an adverse impact, as determined by studies acceptable to the Township and other approval authorities, on adjacent land uses as a result of the emission of contaminants into or onto the air, water or land. Adjacent uses shall be adequately protected from industrial emissions, noise and vibration in accordance with, and subject to the regulations of the Ministry of the

Environment, Conservation and Parks, and the Township.

- 7) The Township considers marijuana/cannabis production facilities to be an inappropriate land use within the Industrial designation due to the potential for odour, pollen, and light emissions. Such a use may be considered in the Agricultural or Rural designation in accordance with the policies provided in this Official Plan.
- 8) Adequate off-street parking and loading facilities shall be provided.
- 9) Separation distances shall be provided between incompatible land uses in accordance with the D-6 guidelines of the Ministry of the Environment, Conservation and Parks.
- 10) Adequate buffering and setbacks shall be provided between industrial areas and/or uses and any adjacent residential area or roadways. Such buffering may include the provision of landscaping, screening, berm or fence, or the planting of trees.
- 11) Adequate buffering of outside storage of materials and products shall be provided in order to limit visual impact.
- 12) Development shall be subject to a Site Plan Control Agreement.

## **5.2.5 Public Space Designation**

### **5.2.5.1 Permitted Uses**

- 1) Permitted uses within the Public Space designation shall include, but not be limited to: conservation; public space; passive and active recreational uses; public or private parks; playgrounds; sport fields; picnic facilities; fairgrounds; and, clubs of a recreational nature.

### **5.2.5.2 Development Policies**

- 1) Council shall ensure that an adequate quantity and variety of public space areas are provided to meet the needs of residents.
- 2) The acquisition of land for municipally- owned public space and recreational purposes will occur through, among other means, land dedication through



the lot creation process or the purchase of lands using funds collected through the lot creation process. When considering acquiring a specific parcel of land, the Township must be satisfied that the lands benefit the community from the perspective of certain criteria including location of the lands, frontage along a public street, physical features and accessibility.

## **5.2.6 Future Development Designation**

The Future Development designation applies to certain undeveloped areas within the Dundalk settlement area where the future use of these lands has not been determined.

The Future Development designation shall continue to apply to these lands until such time as the need for additional land within the proposed new designation has been demonstrated and where municipal services can be made available to service the development. At that time, an Official Plan Amendment to change the land use designation may be considered. In the meantime, development shall be prohibited in order to not jeopardize the orderly development of these lands in the future.

### **5.2.6.1 Permitted Uses**

Lands within the Future Development designation shall be used only for agriculture, forestry and conservation, provided no new buildings or structures are erected. Existing use may continue.

### **5.2.6.2 Development Policies**

- 1) The creation of new lots within the Future Development designation shall be prohibited unless extenuating circumstances suggest otherwise and such lot creation does not jeopardize the proper development of the subject property and surrounding neighbourhood.
- 2) The Township's Zoning By-law shall include provisions to ensure that development does not occur on these lands.

## **5.3 OTHER SETTLEMENT AREAS AND WILDER LAKE**

### **5.3.1 Village Community Designation**

The Village Community designation applies to the settlement areas of Holstein, Dromore, Varney, Swinton Park, Conn, Cedarville and Hopeville. Individual Schedule A maps have been prepared for each community.

These areas are intended to accommodate limited residential growth as well as new community facilities and employment uses. The nature and scale of uses shall be limited due to the absence of sanitary sewage and municipal water services.

#### **5.3.1.1 Permitted Uses**

- 1) Permitted uses in the Village Community designation are: residential uses; bed and breakfast establishments; home/rural occupations; commercial uses; dry industrial uses; public uses; recreational uses; and institutional uses intended to support the surrounding agricultural community.

#### **5.3.1.2 Development Policies**

- 1) New commercial or dry industrial uses shall only be permitted if it can be shown that the proposed use can be accommodated by individual on-site private services with no adverse environmental effects.
- 2) Lot creation within the Village Community designation shall only be permitted where it can be demonstrated that a severance would not jeopardize the overall development potential of the subject property and, where applicable, the adjacent lands. Consideration should be given to a possible land assembly when evaluating such development potential.

#### **5.3.2 Inland Lakes Designation**

The Inland Lakes designation applies to lands situated around the perimeter of Wilder Lake, as identified on Schedule A Map 3.

#### **5.3.2.1 Permitted Uses**

Permitted uses within the Inland Lakes designation are: low-density residential dwellings; bed and breakfast establishment; home occupations; marina and related uses; resource-based recreation uses; convenience commercial uses; and, public uses.

### **5.3.2.2 Development Policies**

- 1) New development within the Inland Lakes designation will generally be limited to infilling by way of consent application.
- 2) Notwithstanding the above, new residential development in the form of a Plan of Subdivision or Plan of Condominium may be considered where it can be demonstrated through the appropriate studies that the development site can be appropriately serviced and not negatively impact Wilder Lake or other aspects of the natural environment.
- 3) All new development will be considered on a site-specific basis, and the proposal must have regard for the environmental features in the area.
- 4) The proponent of a development shall pre-consult with the Township, Saugeen Valley Conservation Authority and, where applicable, the County to determine the submission requirements for a development application. Such requirements will include an assessment of the impact on the lake where more than two new lots are proposed or where other types of development are proposed and such a study is requested by the Township, Conservation Authority or County.
- 5) The expansion of the Inland Lakes designation will not be permitted without an approved Comprehensive Review as per the definition provided in this Official Plan. In addition to the Comprehensive Review and other reports deemed necessary by the Township, County and Conservation Authority during preconsultation, a Lake Carrying Capacity Study shall also be required.

## **5.4 THE COUNTRYSIDE**

Grey County and the Ministry of Agriculture, Food and Rural Affairs developed a land evaluation system across the County for determining the highest priority agricultural lands. This system has resulted in lands within the countryside areas of the Township being placed in either the Agricultural or Rural land use designations on Schedule A Map 1 of this Official Plan.

The Agricultural designation applies not only to lands having a soil rating of Class 1, 2 or 3 on the Canada Land Inventory mapping but also includes lands with a lower soil rating that form part of larger blocks of good agricultural land under active production, generally in blocks of 160 hectares or larger.

The remainder of the lands in the countryside have been identified as Rural on Schedule A Map 1 except where the Hazard Lands, Provincially Significant Wetlands, Mineral Resource Extraction Area and Major Open Space designations have been applied. Despite having a lower agricultural capability in some instances, Rural lands can often be used for agricultural purposes and can help protect agricultural operations on adjacent lands.

#### **5.4.1 Agricultural Designation**

##### **5.4.1.1 Permitted Use**

- 1) Permitted uses in the Agricultural designation are: all types, sizes and intensities of agricultural uses, and normal farm practices, including accessory uses, as per Table 1; agricultural-related uses as per Table 1; on-farm diversified uses as per Table 1; marihuana/cannabis production in accordance with any Federal laws as per subsection 5.4.1.2 (2); forestry; conservation uses; institutional uses on existing lots servicing those segments of the population whose primary means of transportation is via horse and buggy and active transportation, wayside pits and quarries; and, portable asphalt or concrete plants used for a specific public use contract.
- 2) Table 1 provides examples of agricultural, agricultural-related uses, or on-farm diversified uses. These lists are not considered exclusive. The Township will rely on the Province's Permitted Uses in Prime Agricultural Areas Guideline or any successor document for guidance when considering uses not stated on Table 1.

##### **5.4.1.2 Development Policies**

- 1) The Township's Zoning By-law will generally permit, as-of-right, those agricultural uses and agricultural-related uses listed in Table 1 within the zone(s) that are applied to the countryside, except a marijuana/cannabis production facility.

- 2) Agricultural uses are not limited in size by this Official Plan.
- 3) Agricultural-related uses are not limited in size by this Official Plan; however, the Township's Zoning By-law may contain provisions that restrict the amount of land dedicated to the agricultural-related use and the size of the building(s). Agricultural-related uses shall conform to the Ministry of the Environment, Conservation and Parks D-6 Guidelines.
- 4) On-farm diversified uses shall be limited in size, and shall be subject to the following policies:

a) ~~a)~~ On lots designated Agricultural comprising ~~20-10~~ hectares of land or more:

i. ~~i.~~ ~~The~~ the on-farm diversified use shall not occupy any more land than the lesser of 2% of the lot area or a maximum of ~~8,000~~10,000 square metres (1ha). ~~–This shall include buildings, laneways, parking, outdoor storage, servicing, exhibition areas, and/or amenity areas occupied by the on-farm diversified uses. Shared laneways / servicing, farm buildings, or landscaped areas also used by the farm shall not be included in the calculation of total use size.~~

~~i.ii.~~ ii. The building(s) situated within this portion of the property shall not occupy more than 20% of the land devoted to the on-farm diversified use, ~~–up to a up to a~~ maximum combined building footprint of 750 square metres, ~~however –in order to promote the reuse of existing buildings, or structures, when calculating the maximum permitted size for an on-farm diversified use, existing buildings or structures being used as part of the on-farm diversified use shall be discounted by a 50% factor (i.e. a 200m<sup>2</sup> existing building being reused as an on-farm diversified use shall only count as 100m<sup>2</sup> buildings).~~

**Table 1: Examples of Permitted Use**

Agricultural Use	Agricultural-related Use	On-farm diversified Use
<ul style="list-style-type: none"> <li>growing of all types of crops</li> <li>raising of all types of livestock</li> <li>livestock barns / livestock facilities / manure storage</li> <li>pastureland</li> <li>feedlot</li> <li>residential uses associated with farming such as houses</li> <li>on existing lots of record, farm help accommodation and second units</li> <li>fish farm or aquaculture</li> <li>mushroom farm</li> <li>Christmas trees farms / nurseries</li> <li>greenhouses</li> <li>grain dryers and feed</li> <li>storage for own farm's use</li> <li>feed storage i.e., bunkers / silos</li> <li>washing, sorting, grading (of farm's own commodities only)</li> <li>machine shed (for own farm's use)</li> <li>cold storage (for own farm's use)</li> <li>indoor/outdoor riding arenas/tracks</li> <li>minimum amount of processing to make a produce saleable (e.g., evaporating maple sap, or extracting honey)</li> <li>marijuana/cannabis production facility in accordance with any federal laws</li> </ul>	<ul style="list-style-type: none"> <li>apple storage and distribution centre (for multiple farms use)</li> <li>farm gate sales or farmers market primarily selling locally grown produce/goods</li> <li>agricultural research centre</li> <li>winery, cidery, meadery using mostly local fruit or honey</li> <li>flour mill for local grain</li> <li>grain dryer / storage for multiple local farmers</li> <li>farm equipment repair shop</li> <li>livestock assembly yard, or stockyard for local farmers</li> <li>auction for local produce or local livestock</li> <li>farm input supplier e.g., seeds, feed, fertilizer, etc.</li> <li>abattoir selling and processing local meat</li> <li>food processing plant for local produce (e.g., cider-making, pitting,</li> <li>canning, quick-freezing, packing)</li> </ul>	<ul style="list-style-type: none"> <li>home rural occupations (e.g., professional office, bookkeeper, land surveyor, art studio, hairdresser, massage therapist, daycare, classes or workshops)</li> <li>home industries (e.g., sawmill, welding or woodworking shop, manufacturing / fabrication, storage of boats or trailers, biomass pelletizer)</li> <li>veterinary clinic</li> <li>kennel</li> <li>café/small restaurant, cooking classes, food store (e.g., cheese, ice cream)</li> <li>agri-tourism and recreational uses (e.g., farm vacation suite, bed and breakfasts,</li> <li>hay rides, petting zoo, farm-themed playground, horse trail rides, corn maze, seasonal events, horse/pony events, wine tasting)</li> <li>distillery or brewery partially using some local farm inputs</li> <li>value-added uses (e.g., processor, packager, cheese factory, bakery)</li> <li>retail uses (e.g., farm market, antique business, tack shop)</li> <li>food banks, second harvest, or gleaning operations</li> </ul>

- b) On lots designated Agricultural and comprising less than ~~20-10~~ hectares of land, an on-farm diversified shall not be permitted with the exception that bed and breakfast establishments, home industries and home occupations that are permitted as-of-right as per the Township's Zoning By-law shall be allowed. Because an on-farm diversified use shall be permitted as-of-right on all lots designated Rural ~~and comprising less than 20 hectares~~, as per Section 5.4.2.2 2) of this Official Plan, the Township's Zoning By-law will include a provision requiring a review of the Official Plan to determine if the lands are designated Agricultural or Rural.
- c) The on-farm diversified use shall conform to the Ministry of the Environment, Conservation and Parks D-6 Guidelines.
- d) The on-farm diversified use shall be subject to a Site Plan Agreement.
- e) The Township's Zoning By-law will generally permit, as-of-right, those on-farm diversified uses listed in Table 1 within the zone(s) that are applied to the countryside provided the use also complies with the following:
  - i) No portion of the on-farm diversified use, except for a driveway, shall be situated within 20 metres of a lot line.
  - ii) The closest portion of the on-farm diversified use shall be situated within 30 metres of the building cluster on the subject property.
  - iii) No portion of the on-farm diversified use, except for the driveway, shall be situated within 150 metres of a sensitive receptor on a neighbouring property (e.g., dwelling, school, church).
- 5) Marijuana/cannabis production facility is only permitted through a Zoning By-law Amendment. While the actual growing of marijuana/cannabis is considered an agricultural use, other uses associated with production (e.g., laboratories, processing, shipping, etc.) are not considered to be an agricultural use, and therefore the use shall be limited in size and scale by the policies of this Official Plan. When evaluating a Zoning By-law Amendment for a marijuana/cannabis production facility, consideration shall be given to such matters as odour, noise, lighting, traffic, adjacent land use,

etc. Such a facility shall not be considered within 150 metres of a designated settlement area, neighbouring residence or similar sensitive land use. Through pre-consultation discussions, the applicant will be advised by the Township of the supporting information that will be required to accompany the Zoning By-law Amendment. A Site Plan Control Agreement will be required.

- 6) Residential dwellings are generally permitted on existing lots of record, unless otherwise restricted by an amendment to the Township's Zoning By-law in the case of a surplus farmhouse severance.
- 7) A permanent second house on a farm property for full-time farm labour purposes is also permitted, where adequate reasoning is provided (i.e., where the size and nature of the operation requires additional employment), and where it cannot be achieved through seasonal temporary means. Seasonal housing units in the form of trailers, or bunkhouses are permitted for seasonal farm labour. Additional seasonal or permanent housing for farm labour purposes shall generally be located in the farm cluster.
- 8) Secondary-Additional residential units are permitted in the main house or in a permanent, non-agricultural accessory structure, provided the appropriate servicing is available. Secondary-Additional residential units in accessory structures are required to be in the farm cluster. The Township's Zoning By-law will provide standards pertaining to clustering, floor area, etc.
- 9) Non-permanent dwellings, in the form of a mobile home or other portable structure, shall only be permitted by way of a Temporary Use Zoning By-law Amendment except where it is occupied by farm help. These "garden suites" are intended to provide accommodation to a specified person or persons for a temporary period of time, up to 20 years, or longer if the Temporary Use is extended as per Section 39 of the Planning Act. The Township may require an agreement with the land owner in order to ensure that the garden suite is removed.
- 10) With consideration to land use compatibility and the potential for cumulative impacts, including those relating to the use of individual on-site water and sewage services, in no instance shall the total number of permanent residential units on a farm property exceed two; however, housing for temporary farm labour shall not be considered within this unit total. Severances will not be permitted to sever an additional residential unit.



~~secondary dwelling~~. The severance of a farmhouse together with an additional residential unit ~~secondary dwelling~~ may be considered where the severance qualifies under the surplus farmhouse consent policy.

- 11) Non-agricultural uses are not permitted in the Agricultural designation. Non-agricultural uses are commercial, industrial, open space, institutional, recreational and similar uses that do not constitute agriculture-related uses or on-farm diversified uses. Notwithstanding this restriction, an institutional use required by the horse and buggy communities including schools, churches, and cemeteries may be permitted in the Agricultural designation by way of an amendment to the Zoning By-law. Other non-agricultural use may be considered by way of an amendment to this Official Plan provided all of the following are demonstrated:
  - a) There is an identified need within the planning horizon for additional land to be designated to accommodate the proposed use;
  - b) Alternative locations have been evaluated and it has been determined:
    - i) There are no reasonable alternative locations which avoid prime agricultural areas; and,
    - ii) There are no reasonable alternative locations in prime agricultural areas with lower priority agricultural lands.
  - c) The proposed use complies with the MDS formulae;
- 12) Impacts from any new or expanding non-agricultural uses on surrounding agricultural operations and lands are to be mitigated to the extent feasible. The preparation of an Agricultural Impact Assessment may be required to assess these impacts and identify mitigation measures.
- 13) The MDS Document shall be incorporated in the Township's Zoning By-law.
- 14) New land uses outside of the designated settlement areas, including the creation of lots, and new or expanding livestock facilities shall comply with the MDS formulae. MDS I does not apply to new uses within the designated settlement areas.
- 15) MDS I shall not apply to lot additions.

- 16) MDS I shall be applied to a surplus farm dwelling severance when the dwelling is presently located on the same lot as a livestock facility only if the livestock facility is not to be included in the severed lands. MDS I does not apply to neighbouring livestock facilities that are located on lots that are currently separate from the existing dwelling to be severed.
- 17) MDS I is not required for agricultural ~~uses, or~~ agricultural-related uses, ~~and on-farm diversified uses.~~
- 18) MDS I will generally not be required for on-farm diversified uses.
- 19) For lots created before March 1, 2017, MDS I shall be applied to new houses unless it would otherwise render the lot undevelopable. If there is no building area available which meets MDS I setbacks, then the house or non-agricultural use shall be constructed as far from the neighbouring livestock barn or manure storage facility as possible. On lots created after March 1, 2017, a new house shall meet the full MDS I requirement. This policy shall be reflected in the Township's Zoning By-law.
- 20) A cemetery will be considered a Type B land use when performing MDS calculations. However, cemeteries may be treated as a Type A land use when the cemetery is closed or receives low levels of visitation or where no place of worship is present. Cemeteries meeting the definition of a Type A land use will be identified as such in the Township's Zoning By-law.
- 21) Institutional uses, including schools, churches, and cemeteries, required by the horse and buggy community, shall be considered a Type A land use for the purposes of calculating MDS.
- 22) MDS is applied to anaerobic digesters, except where otherwise exempted by the Province's MDS Document.
- 23) A small reduction to the MDS requirement may be considered through a Minor Variance application only where sufficient reasoning has been provided, and the intent of the MDS Guidelines has been maintained. MDS shall generally not be modified for the purposes of permitting new non-farm sized lot creation.
- 24) ~~On lands shown as Aggregate Resource Area shown on Schedule B, new~~

non-agricultural uses that require a Zoning By-law Amendment on existing lots of record, or new non-farm sized lot creation (i.e., a lot under 20 hectares), shall not be permitted. On lands shown as Aggregate Resource Area (ARA) on Schedule B, new non-farm sized lot creation (i.e. lots having less than 20ha in area) is prohibited. Within the ARA, new non-agricultural uses that require a Zoning By-law Amendment on existing lots of record, may only be permitted if:

- a) The extraction of the aggregate resource is not feasible due to the quality of quantity of material or the existence of incompatible development patterns. The quality and quantity of the material will be determined by having a qualified individual dig test pits within the area proposed for the non-agricultural development as well as the adjacent lands within 300m of the aggregate resource area; or that:
- b) The proposed land use or development serves a greater long-term interest of the general public than the aggregate extraction; and,
- c) Issues of public health, public safety and environmental impact are addressed.

- 25) In areas located within 300 metres of a Mineral Resource Extraction shown on Schedule B, new non-agricultural uses that require a Zoning By-law Amendment on existing lots of record, or new non-farm sized lot creation (i.e. a lot under 20 hectares) where otherwise allowed by the policies of this Plan, shall only be permitted where it has been demonstrated that the proposed land use or development would not significantly prevent or hinder future aggregate extraction, or which would be incompatible for reasons of public health, public safety, or environmental impact.

#### **5.4.1.3 Consent Policies**

- 1) Lot creation in the Agricultural designation is generally discouraged.
- 2) The creation of a farm parcel may be considered provided both the severed and retained parcels are 40 hectares in size or greater.
- 3) New residential lots are not permitted in the Agricultural designation except however that consideration may be given to the creation of a small lot containing a residence that is deemed surplus to a farm operation as a result of farm consolidation, provided that:

- a) The owner of the lands to be severed is a bona fide farmer, or as a condition of the consent application the lands will be sold to a bona fide farmer. For the purposes of this policy, the bona fide farmer must have a farm business registration number and may include a limited company, sole proprietorship, incorporated company, numbered company, partnership, and other similar ownership forms.
  - b) The lot proposed for the surplus farmhouse (and accessory buildings if applicable) will be limited in area and shall only be of sufficient size to accommodate the surplus farmhouse to the farming operation, accessory buildings (where including accessory buildings does not make the lot excessively large), a well, and a sewage treatment system, while ensuring that as little land as possible is removed from the agricultural lands.
  - c) Unless added onto an abutting farm parcel that already contains a dwelling, the remnant farm parcel shall be rezoned to prohibit the future construction of a new residential dwelling of any type.
  - d) The severance of a surplus farmhouse shall comply with the MDS formulae only in situations where the livestock facility and the surplus farmhouse are currently situated on the same property but would end up situated on separate properties as a result of the severance.
  - e) Notwithstanding 5.4.1.2 (24) to the contrary, Aa surplus farmhouse severance ~~will be not be~~ may be permitted on lands shown as Aggregate Resource Area on Schedule B.
  - f) The existing farmhouse is habitable at the time of application.
- 4) Lot line adjustments in the Agricultural land use type may only be permitted for legal or technical reasons unless both the retained parcel and the lot benefitting from the lot line adjustment are 40 hectares ~~ins~~ size or greater.
  - 5) New lots for infrastructure, public uses (i.e., owned by a public authority), conservation purposes (acquired by an approved conservation organization) and properties designated under the Ontario Heritage Act are exempt from the 40 hectare minimum lot area requirements, and are permitted in the following circumstances only:

- a) The new lot is only as large as is necessary for the purposes required;
  - b) Except for severances for conservation purposes by an approved conservation organization, the applicant shall demonstrate that the objectives for which the new lot is proposed cannot be achieved by easement, right-of-way, or other form of consent;
  - c) In cases where both the Agricultural and Rural designations apply to a property, the lot shall not be created within the Agricultural designated area if the severance can occur on the Rural lands and conforms to the Rural consent policies.
  - d) Severances for conservation purposes by an approved conservation organization in the Agricultural designation need to satisfy the policies of this Plan and shall not result in the creation of a new building lot.
- 6) Where a non-farm sized consent is being proposed on a lot where both the Agricultural and Rural designations apply, the consent shall occur on the Rural portion of the property in compliance with the Rural consent policies of this Official Plan. The entirety of the Agricultural designation lands shall remain intact.
- 7) All lot creation shall conform to consent policies contained in Section 7.2.

## **5.4.2 Rural Designation**

### **5.4.2.1 Permitted Uses**

Permitted uses in the Rural designation are: all of the uses permitted in the 'Agricultural' designation as per Section 5.4.1.1; non-farm residential uses; resource-based recreational uses; small-scale transport terminals, buildings and yards associated with trades, including contractors yards, plumbing, electrical, heating/cooling shops, etc.; residential farm cooperatives; agri-miniums; institutional uses including cemeteries, churches, or schools; and, recreational or tourist-based rural clusters.

### **5.4.2.2 Development Policies**

- 1) All of the Agricultural Development Policies contained in Section 5.4.1.2 shall also apply to development within the Rural designation.

- 2) Notwithstanding Section 5.4.1.2, on-farm diversified use may be permitted in the Rural designation regardless of the lot size. Such uses are not allowed in the Agricultural designation on lots of less than ~~20~~10 hectares in size, and therefore the Township's Zoning By-law will include a provision requiring a review of the Official Plan to determine if the lands are designated Agricultural or Rural. ~~In all instances, on~~On-farm diversified uses in the Rural designation shall not occupy any more land than the lesser of 2% of the lot area or a maximum of ~~8,000~~10,000 square metres, and the building(s) situated within this portion of the property shall not occupy more than 20% of the land devoted to the on-farm diversified use up to a maximum of 750 square metres. ~~These restrictions on area and building size apply only to on-farm diversified uses.~~ On lots less than 10ha in the Rural designation, home rural occupations may be permitted which exceed the size limitations noted above, only where permitted within the municipal zoning by-law, or where adequate justification has been provided in support of a zoning amendment.
- 3) The limited non-farm residential uses permitted in the Rural designation shall be in conformity with the consent policies and all other relevant policies of this Official Plan. ~~Plans of Subdivisions and Condominiums are not permitted in the Rural designation except where required for the creation of 'agri-miniums' or to facilitate residential development associated with resource based recreational uses. Lot creation in excess of the permissions stated 5.4.2.4 (2), shall require an amended to this Plan.~~
- 4) Innovative forms of development including, residential farm cooperatives, agri-miniums, recreation or tourist-based rural clusters (e.g., cottages, yurts, or a similar form of development under common ownership) on large lots, which meet the Ontario Building Code and servicing requirements, may be considered for approval through a Zoning By-law Amendment subject to the following criteria:
- a) A minimum of 60% of the original land holding will remain available for the active primary agricultural or recreational use;
  - b) The development will comply with the MDS formulae;
  - c) The character of development must be low density and compatible with the surrounding land uses;

- d) Public road access and internal private roads, provide suitable access for users and emergency services,
  - e) Water, septic, and stormwater management facilities can be provided in compliance with applicable regulations.
- 5) Resource-based recreational uses should include a combination of the following characteristics:
- a) A mix of land uses that support a diversity of uses and opportunities such as residential and commercial activities;
  - b) A built form that integrates and/or establishes lifestyle and/or cultural elements for the public within the development; and when practical, contributing to existing trails, cultural landscapes, cultural events, or outdoor activity within the County;
  - c) A built environment that provides meaningful visual and physical access to nature throughout the site;
  - d) Where viable, integrating low-impact development techniques for the land use planning, urban design, and engineering approaches to manage stormwater, through site arrangement and design, green infrastructure, and on-site natural features; and,
  - e) Onsite public educational/interpretive information about the location's unique natural resource.

#### **5.4.2.3 Existing Checkerboard Lots**

- 1) Situated within the Township are areas of land where a large number of very small, vacant lots exist in clusters. These lots, known as “checkerboard lots”, were created by reference plan prior to subdivision control coming into effect in 1969. Many of these parcels are not suited for development due to: insufficient area for private services; absence of frontage along an open, public road; and, incompatibility with adjacent agricultural operations and existing gravel pits. In addition to these physical constraints, the possibility of lot reconfiguration is complicated by the varied lot parcel ownerships.

- 2) The owners of these lots are encouraged to work together to conduct a land assembly that would result in properties of a more appropriate size as required to accommodate an approved sanitary sewage disposal system and a private well, and to provide frontage for these parcels along open, public roads. This lot reconfiguration could facilitate the construction of detached dwellings on these parcels. An Official Plan Amendment will be required. Other issues including compatibility with adjacent land uses shall be addressed during the Official Plan Amendment review.

#### 5.4.2.4 Consent Policies

- 1) Lot creation within the Rural designated areas of the Township is based on the original Township lot fabric, as determined by the original crown survey.
- 2) A maximum of one lot may be severed from an original 40 hectare Township lot provided no lands have ever been removed from the original lot. This provides for a density of two lots per original 40 hectare lot when including the retained parcel. In situations where the original Township lot comprised 80 hectares, a second severance may be considered. Where the existing lot density has already been met, a lot addition may still be considered where the overall lot density is not further increased.
- 3) Any lot created within the Rural designation shall comprise at least 0.8 hectares of land.
- 4) New farm lots should be approximately 20 hectares in size or larger.
- 5) Lots created for non-farm uses permitted in the Rural designation should generally be no greater than 4.0 hectares unless it can be demonstrated to the satisfaction of the Township that a larger lot is necessary. Including cropped land within the new non-farm lot is strongly discouraged and should be avoided unless no other alternatives are available on the property. In order to avoid narrow linear parcels of land, the frontage-to-depth ratio for non-farm sized lots shall be approximately 1:3. The clustering of non-farm lots is encouraged.
- 6) Lot creation shall only be considered where compliance with the MDS formulae can be demonstrated. In the case of a severance involving an existing farmhouse, only livestock facilities situated on the farm parcel from which the ~~farmhouse~~ is being severed shall be used in determining MDS



formulae compliance.

- 7) The creation of a non-farm lot, having an area of less than 20 hectares in size, shall not be permitted on lands shown as Aggregate Resource Area on Schedule B, except where such lot creation relates to the severance of a surplus farm dwelling in accordance with Section 5.4.1.3 (3) of this Plan. ~~unless it can be demonstrated that the extraction of the resource is not feasible.~~
- 8) The creation of a non-farm lot shall not be permitted within 500 metres of the boundaries of Dundalk.
- 9) All lot creation shall conform to the policies of Section 5.5 and 7.2.

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#### 5.4.3 Mineral Resource Extraction Area Designation

##### 5.4.3.1 Permitted Uses

Permitted uses in the Mineral Resource Extraction Area are those uses listed in the license and accessory uses, such as; extracting, crushing, screening, blending, washing, transporting, beneficiating, processing, stockpiling, office/parking, recycling of mineral aggregate resources and derived products such as asphalt and concrete or the production of secondary related products together with, agriculture, forestry, wildlife and fisheries management.

##### 5.4.3.2 Development Policies

- 1) New or expanding operations may occur on lands shown as Aggregate Resource Area on Schedule B; however, it is recognized that other lands not identified as Aggregate Resource Area could also contain a supply of good quality sand and gravel worthy of extraction, and therefore a new or expanding aggregate operation may be considered outside of the Aggregate Resource Area.
- 2) A new pit or quarry, or the expansion of an existing operation, will require an amendment to this Official Plan as well as an amendment to the Township's Comprehensive Zoning By-law. The Official Plan Amendment will designate the licensed area as Mineral Resource Extraction Area. This policy notwithstanding, a new or expanding pit may not require an amendment to this Official Plan where the proposed area to be licensed is situated entirely

within an Aggregate Resource Area on Schedule B. In situations where an Official Plan Amendment is not required, those lands will be identified on Schedule A-B as Mineral Resource Extraction Area at the time of the next Official Plan update.

- 3) Applications to amend the Township's Official Plan, where necessary, and applications to amend the Township's Zoning By-law proposing a new or expanding pit or quarry shall be accompanied by:
  - a) Copies of all documentation provided to the Ministry of Northern Development, Mines, Natural Resources and Forestry as required for licensing, pursuant to the Aggregate Resources Act;
  - b) A Planning Report prepared by a Registered Professional Planner, addressing the requirements of the Planning Act, Provincial Policy Statement, Grey County Official Plan and the Township's Official Plan;
  - c) A Noise Impact Study where required under the Aggregate Resources Act or by the Township;
  - d) A Traffic Impact Study and/or road assessment, unless otherwise waived at the discretion of the Township, County or Provincial road authorities;
  - e) A Hydrogeological Study, with the level of detail being determined by whether or not extraction will be occurring below the established water table as per the Aggregate Resources Act;
  - f) An Environmental Impact Study, which is also described as a Level 2 Natural Environment Technical Report under the Aggregate Resources Act;
  - g) An Archaeological Assessment;
  - h) An Agricultural Impact Assessment, if the proposed new or expanding extraction operation is within the Agricultural designation on Schedule A, that evaluates the potential impacts on agriculture, including agricultural operations, agricultural uses, and prime agricultural areas. The Assessment shall recommend ways to avoid or, if avoidance is not possible, minimize and mitigate adverse impacts, and also provide

rehabilitation measures in accordance with subsection 14) of this section.

- i) The requirements of this section do not prejudice the Township from requiring additional studies/reports in support of a pit or quarry application, where the Official Plan policies require such additional information.
- 4) The proponent shall consult with the Township, County and any other agency required by the County prior to submitting the applications in order to determine the scope of the studies that are required.
- 5) Where two separate pit or quarry operations are being proposed in close proximity to one another and within a similar timeframe, cumulative impacts need to be addressed. Background and technical reports will be reviewed simultaneously. If a pit or quarry operation is being proposed in an area where there are already existing pit and quarry operations within close proximity, cumulative impacts such as traffic and noise may be considered in the technical reports. These requirements will be outlined further at the time of pre-submission consultation. In the case of adjacent pit or quarry operations owned by different property owners, the Township will, wherever practical, encourage the removal of all economically viable material between the pits or quarries. This may include eliminating the property line setbacks between the operations. Such operations are encouraged to utilize continuous and harmonious rehabilitation.
- 6) Where pit or quarry operations are separated by a Township or County road, the feasibility of allowing the producers to temporarily re-route and then replace the road at a lower elevation will be considered to enable operators to remove viable material between the operations. An agreement will be needed to address timing, re-construction, and compensation for the materials under the road.
- 7) New pits or quarries are not permitted within Core Areas identified on Schedule D except by way of an amendment to this Official Plan. New pits or quarries may be permitted within the Linkage constraint identified on Schedule D provided the rehabilitation plan restores this feature. Expansions to existing pits or quarries can be considered in Core Areas or Linkages, subject to meeting all applicable policies of this Plan.

- 8) A new or expanding pit or quarry may be considered within a Significant Woodland identified on Schedule C where it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions. If this can be demonstrated, the clearing of the woodland should be minimized and the woodland area cleared for extraction shall be progressively rehabilitated back to a woodland use. Permitted pit or quarry operations shall be carried out in a manner that is environmentally sensitive to the remaining portions of the Significant Woodland and in keeping with the recommendations of the Environmental Impact Study.
- 9) Independent peer reviews of these above-mentioned studies, at the expense of the proponent, may be required at the discretion of Township staff in situations where staff or agency technical review is insufficient to determine the adequacy of the conclusions of these reports.
- 10) Access to pit or quarry operations shall be from a public road that is of a construction and standard to service the traffic associated with the use. Haul routes shall be identified to minimize the impact of truck traffic on the area residents and to ensure that roads involved in the haulage route are capable of accommodating the truck traffic.
- 11) The applicant may be required to enter into a development agreement with the Township and/or the County to deal with the haulage route and possible financial arrangements for improvements to the roads.
- 12) When the material within a pit or quarry operation has been depleted and the pit or quarry has been rehabilitated as per the Site Plans, and the pit license has been surrendered, a Zoning By-law Amendment will be required. An Official Plan Amendment, however, will not be required. The Mineral Resource Extraction Area designation will be removed when the Township updates the Official Plan.
- 13) Progressive rehabilitation is required unless it is deemed not feasible by the Township. Limiting the amount of land that can be disturbed at any given time is strongly encouraged as it promotes land use compatibility, recognizes the interim nature of the operation, mitigates negative impacts to the extent possible, and accommodates subsequent land uses.
- 14) Where an application to amend the Official Plan involves lands designated Agricultural on Schedule A, the lands shall be rehabilitated back to a

condition in which substantially the same areas and same average soil capability for agriculture are restored. Complete rehabilitation to this condition will not be required if:

- a) a substantial quantity of the aggregate is below the water table warranting extraction or the extraction is at a depth which would make restoration of pre-extraction agricultural capability unfeasible;
- b) other alternatives have been considered and found unsuitable by the applicant. The consideration of other alternatives shall include resources in areas of Canada Land Inventory Class 4 to 7 lands, resources on lands identified as designated growth areas, and resources on prime agricultural lands where rehabilitation is feasible; and,
- c) agricultural rehabilitation in remaining areas will be maximized.

The Agricultural Impact Assessment required by Section 5.4.3.2 3) g) shall address this policy.

Where it is not feasible to return the lands to agriculture, priority should be given to assessing the feasibility of rehabilitation to a use that provides social and environmental benefits, and that is compatible with surrounding land use types. The use should result in environmental improvement or net environmental gain. Features such as woodlands, wetlands, fish and wildlife habitat areas, integrated water systems, or passive recreational opportunities may be appropriate.

## **5.5 NATURAL ENVIRONMENT AND OPEN SPACE**

### **5.5.1 Provincially Significant Wetlands Designation**

The Provincially Significant Wetlands designation mapping shown on Schedule A of this Official Plan has been provided by the Ministry of Northern Development, Mines, Natural Resources and Forestry.

#### **5.5.1.1 Permitted Uses**

- 1) No development or site alteration is permitted within the Provincially Significant Wetlands designation except where such activity is associated

with forestry and uses connected with the conservation of water, soil, wildlife, and other natural resources and will not negatively impact the integrity of the wetland, but shall not include buildings. With regard to forestry, selective cutting practices are acceptable whereas clearcutting is not permitted. In all instances, the Conservation Authority must be consulted prior to tree/vegetation removal to ensure conformity with the Conservation Authority's regulation. Clearcutting in wetlands is considered an interference with a wetland, which is prohibited in the 'Development Interference with Wetlands, and Alterations to Shorelines and Watercourse Regulation'.

#### **5.5.1.2 Development Policies**

- 1) No development or site alteration may occur within the adjacent lands of the Provincially Significant Wetlands designation unless it has been demonstrated through an Environmental Impact Study that there will be no negative impact on the natural feature or its ecological functions.
- 2) Development or site alteration within the adjacent lands of the Provincially Significant Wetlands designation will require a permit from the appropriate Conservation Authority.
- 3) Changes to the Provincially Significant Wetlands designation boundaries requires the approval of the Ministry of Northern Development, Mines, Natural Resources and Forestry or its delegated authority.

#### **5.5.2 Hazard Lands Designation**

It is the goal of this Plan to protect the public health and safety of area residents by reducing the potential for public cost or risk to residents by directing development away from areas of natural or human-made hazards where there is an unacceptable risk to public health or safety or property damage.

Floodplains within the Township are managed according to the One-Zone Concept for floodplain management, whereby the entire flooding hazard limit is treated as floodway.

The Grand River Conservation Authority and the Saugeen Valley Conservation Authority have provided hazard land mapping to the Township which applies to

floodplains, steep or erosion prone slopes, organic or unstable soils, and poorly drained areas. These lands are designated Hazard Lands on Schedule A.

New development shall generally be directed away from Hazard Lands. The policies of this section of the Official Plan are intended to complement and be read in conjunction with the Natural Hazards Technical Guidelines of the Ministry of Northern Development, Mines, Natural Resources and Forestry, and the regulations and policies of the Conservation Authorities.

Natural hazard lands within the Township are coincidental with Conservation Authority regulated areas. New development within and adjacent to natural heritage areas shall be reviewed and approved by the appropriate Conservation Authority in accordance with their 'Development, Interference with Wetlands and Alterations to Shorelines and Watercourses' regulation. Conservation Authority areas of interest can be viewed online on Grey County's interactive mapping website.

#### **5.5.2.1 Permitted Uses**

- 1) Permitted uses in the Hazard Lands designation are: forestry and uses connected with the conservation of water, soil, wildlife and other natural resources; agriculture; passive public parks; public utilities; and, resource-based recreational uses. The aforementioned uses will only be permitted where site conditions are suitable and where the relevant hazard impacts have been reviewed and found to be acceptable to the Township in consultation with the Conservation Authority.
- 2) Buildings and structures are generally not permitted; however, non-habitable buildings connected with public parks, such as picnic shelters, may be allowed. Minor extensions or enlargements of other types of existing buildings and structures may be permitted provided the appropriate conservation authority supports such extensions or enlargement. A Planning Act application (e.g., Zoning By-law Amendment, Permission To Enlarge A Legal Non-Conforming Use or Minor Variance) may also be required.

#### **5.5.2.2 Development Policies**

- 1) Placing, removing, or re-grading fill material of any kind, whether originating on the site or elsewhere, is not permitted without written approval of the appropriate Conservation Authority in the 'Hazard Lands' designation.

- 2) Certain public or private works which, by their nature, must locate within Hazard Lands designation, shall be permitted to do so, subject to section 5.4.2.2 4) below. These works include flood and erosion control, drainage, water works, those directly required for the management or maintenance of the natural environment, and other necessary works of approved design.
- 3) Replacement of existing buildings or structures may be permitted if the hazard risk does not increase from the original condition, meaning the original footprint and area of ~~habitable~~habitable space does not increase from pre-existing conditions.
- 4) Development and site alterations noted in sections 5.4.2.2 1) and 5.4.2.2 3) above will only be considered if all of the following can be satisfied:
  - a) The hazards can be safely addressed and new hazards are not created or existing ones aggravated, and where the effects and risk to public safety are minor and could be mitigated in accordance with provincial standards for floodproofing, protection works, and access.
  - b) No adverse environmental impacts will result. The Township, in consultation with the relevant Conservation Authority, may require an Environmental Impact Study, Floodplain Assessment, or other technical studies to be prepared.
  - ~~c) e)~~ Vehicles and people have a way of safely entering and exiting at all times;
  - d) The development does not include;
    - i) Institutional uses including hospitals, nursing homes, pre-school, school nurseries, child care facilities and schools, where there is a threat to the safe evacuation of the sick, the elderly, persons with disabilities or the young during an emergency as a result of flooding, failure of flood proofing measures or protection works, or erosion; or
    - ii) Emergency services such as that provided by fire, police, and ambulance stations and electrical substations, which would be impaired during an emergency as a result of flooding, the failure of flood proofing measures and/or protection works, and/or erosion; or



- iii) Involve hazardous substances, and their disposal, manufacture, treatment or storage of.
  - e) The advice or approval where required of the appropriate Conservation Authority shall be obtained. The Township and the Conservation Authority will consider the mitigation of effects on vegetation, wildlife and fishery resources, and the natural features of the site.
  - f) There is no feasible location for the development outside of the Hazard Lands designation and the development is located where it is least susceptible to damage.
- 5) Precise delineation of the Hazard Lands designation boundaries will be shown in the Township's Zoning By-law. An amendment to the Official Plan will not be required to permit redefining of a Hazard Lands designation boundary where the Township, in consultation with the Conservation Authority, agrees with such an adjustment. In a similar manner, minor changes to the hazard mapping in the Township's Zoning By-law may also not require a Zoning By-law Amendment, and provisions in this regard shall be provided in the Township's Zoning By-law.

### **5.5.3 Major Open Space Designation**

The Major Open Space designation applies to lands owned by the Township, County or the Conservation Authorities, as well as some lands that are held in private ownership.

#### **5.5.3.1 Permitted Uses**

Permitted uses within the Major Open Space designation are: passive and active recreation uses including parking areas; conservation uses and forestry uses in accordance with good management practices, and accessory uses; golf courses; and campgrounds.

#### **5.5.3.2 Policies**

- 1) The acquisition of public land by the Township will generally occur through the dedication of land by developers during the Plan of Subdivision process or by the Township using the cash-in-lieu of parkland dedication payment

received during the lot creation process to acquire such lands.

- 2) Other government agencies (e.g., Conservation Authority, Grey County, etc.) may also acquire lands for open space purposes.

#### **5.5.4 Natural Environment and Settlement Areas**

The Township recognizes the environmental, physical, and social values of protecting natural features within our settlement areas and also recognizes the planned function of growth in our settlement areas. As a result, natural features within settlement areas will not be considered prohibitive to development except where otherwise prohibited by legislation or through prohibitions in the Provincial Policy Statement. Site specific matters will be considered when dealing with planning applications in settlement areas which also overlap with a natural feature or its adjacent lands. These site specific matters may include, but are not limited to:

- Scoping an EIS
- Waiving the need for an EIS or
- Considering removal of a portion of some or all of the natural feature.

The above noted-matters will be considered where adequate justification or mitigation measures have been applied. Justification should address the balance between environmental protection, and the promotion of growth in settlement areas.

#### **5.6 SPECIAL DESIGNATIONS**

Certain properties have been identified on Schedule A as having a special policy attached to their respective land use designations. The following applies to those properties:

- 5.6.1 Those lands having the special policy number 5.6.1 on Schedule A (Map 1) and described as Part Lot 29, Concession 4, Geographic Township of Egremont, Township of Southgate shall be used in accordance with the Rural policies excepting however that an agricultural-related use shall be permitted provided the floor area does not exceed 915 square metres.

- 5.6.2 Lands having the special policy number 5.6.2 on Schedule A (Map 1) and described as Lot 13, Concession 5, Geographic Township of Egremont, Township of Southgate shall be used in accordance with the Agricultural policies excepting however that an agricultural-related use shall be permitted provided the floor area does not exceed 1155 square metres and the outdoor storage area does not exceed 500 square metres.
- 5.6.3 Lands having the special policy number 5.6.3 on Schedule A (Map 2) and described as Part Lot 234, Concession 1 SWTSR, Geographic Township of Proton, Township of Southgate shall be used in accordance with the Neighbourhood Area policies excepting however that the maximum floor area policy of Section 5.2.1.2 shall not apply for a commercial use or unit, and the size and scale will be regulated by the implementing zoning by-law. It is acknowledged that a broader range of commercial uses than those identified in Section 5.2.1.1.2 may be permitted as a result of the strategic location of these lands.
- 5.6.4 Lands having the special policy number 5.6.4 on Schedule A (Map 1) and described as Part Lot 16, Concession 4, Geographic Township of Egremont, Township of Southgate shall be used in accordance with the Agricultural policies excepting however that a custom grain drying operation shall be permitted under the agricultural-related use policies provided the operation does not exceed 2.0 hectares of land. A consent to sever 2.0-hectare parcel of land containing the agricultural-use from the balance of the farm shall also be permitted.
- 5.6.5 Lands having the special policy number 5.6.5 on Schedule A (Map 1) and described as Part Lot A, Concession 5, Geographic Township of Egremont, Township of Southgate shall be used in accordance with the Agricultural policies excepting however that a retail store involving primarily agricultural tools and equipment shall be permitted provided the floor area does not exceed 750 square metres.
- 5.6.6 Lands having the special policy number 5.6.6 on Schedule A (Map 1) and described as Lots 235, 236 and 237, Concession 1, SWTSR, Geographic Township of Proton, Township of Southgate shall be only be used for agricultural purposes and uses legally existing on January 1, 2022, and in no instance shall new buildings be erected or existing buildings be expanded. The intent of this policy is to prohibit new land uses or buildings that might otherwise interfere with the future expansion of Dundalk onto

these lands. The Township's Zoning By-law shall reflect this policy.

5.6.7 Lands having the special policy number 5.6.7 on Schedule A (Map 1) and described as Part Lot 30, Concession 1, Geographic Township of Egremont, Township of Southgate shall only be used for the following: fuel distribution; agricultural bulk sales establishment; warehousing; transport terminal; dry manufacturing plant including assembly, repair and storage; equipment sales and rental; farm machinery sales and service; agricultural produce or livestock terminal; feed mill or grain elevator; sawmill; horticultural nurseries; automobile sales and services; recreational vehicle sales and services; or similar other use that would satisfy the following criteria:

- a) The use requires accessible sites to serve their market area.
- b) The use serves demands from highway traffic.
- c) The use requires a large parking or outdoor storage area or requires a large volume single purpose building.
- d) The location of the proposed use in a general industrial block or general retail block in an urban centre is not feasible due to its storage area or building volume requirements.

In all instances, the use must conform to the dry industrial definition of this Official Plan and will be subject to a Site Plan Agreement.

5.6.8 Lands having the special policy number 5.6.8 on Schedule A (Map 1) and described as Lot 225, Part of Lots 223, 224, 226, and 227, Concession 1, and Part of Lots 225-226, Concession 2 (Southwest of the Toronto and Sydenham RD), Township of Southgate shall be used in accordance with the Neighbourhood Area designation policies and Hazard Land designation policies as shown.

It is acknowledged that there is a wide range of uses permitted on those land having the special policy number 5.6.87. The intent for these lands is to be comprehensively planned in an orderly manner through the Draft Plan of Subdivision process and the general direction provided within the policies below.

All uses listed in the General Commercial (C2) zone of the Township's Zoning By-law (By-law No. 19-2002) as well as medical clinics, veterinary clinics, shopping centres, and take-out eating establishments are permitted in the Neighbourhood Area designation and shall be developed in accordance with policies 5.2.1.2.13, paragraphs b) through f). Notwithstanding the maximum building size of 5.2.1.2.13 e), no commercial unit shall exceed more than 200 square metres and no site shall contain more than 5 commercial units. A bus depot, public garage, motor vehicle uses and hotel are restricted to the geographic area along Highway 10 as identified within this policy.

Within the Neighbourhood Area designation, all uses listed in the General Commercial (C2) zone of the Township's Zoning By-law (By-law No. 19-2002) in addition to the following uses are permitted on sites which have frontage on Highway 10 or have access through an adjoining property which has frontage onto Highway 10: medical clinics, veterinary clinics, drive-through facilities, take-out eating establishments, fitness clubs, gas bars, garden and nursery sales and supply establishments, shopping centres, supermarkets, open storage and open display areas. The development policies of Section 5.2.3.2 of this Plan shall apply to any commercial use subject to this policy. These policies do not restrict the use of permitted residential uses or a mix of permitted uses on a site or in a building.

Within the Neighbourhood Area designation, all uses listed in the Community Facility (CF) zone of the Township's Zoning By-law (By-law No. 19-2002). The development policies of Section 5.2.1.2.14 b) to e) shall apply to any community facility use.

5.6.9 Lands having the special policy number 5.6.9 on Schedule A (Map 1) and described as Part Lot 229 and 230, Concession 3 (Southwest of the Toronto and Sydenham RD), Township of Southgate shall be used in accordance with the Neighbourhood Area designation policies and Hazard Land designation policies.

Within the Neighbourhood Area designation, all uses listed in the Community Facility (CF) zone of the Township's Zoning By-law (By-law No. 19-2002). The development policies of Section 5.2.1.2.14 b) to e) shall apply to any community facility use

5.6.10 Lands having the special policy number 5.6.10 on Schedule A (Map 1) and described as Part Lot 238-240, Concession 1; and Part of Lot 238, Concession 2 (Southwest of the Toronto and Sydenham RD), Township of Southgate shall be used in accordance with the Hazard Land designation policies, Neighbourhood Area designation policies, Industrial designation policies, and Arterial Commercial designation development policies of 5.2.3.2.

Within the Arterial Commercial designation, all uses listed in the General Commercial (C2) zone of the Township's Zoning By-law (By-law No. 19-2002) shall be permitted in addition to medical clinics, veterinary clinics, drive-through facilities, fitness clubs, gas bars, shopping centres, supermarkets, open storage areas and open display areas.

With the Neighbourhood Area designation, Industrial Area designation and Arterial Commercial designation, all uses listed in the Community Facility zone (CF) of the Township's Zoning By-law (No. 19-2002) are permitted. The development policies of 5.2.1.2.14 b) to e) shall apply to any community facility use.

## SECTION 6: NATURAL FEATURES AND CONSTRAINTS

### 6.1 INTRODUCTION

#### 6.1.1 Intent

It is the intent of this Official Plan to maintain and enhance the Township's long-term prosperity, environmental health, and social wellbeing by protecting natural heritage resources for their economic, environmental and social benefits. This can be achieved through the following:

- 1) Protecting significant natural heritage features, core areas and linkages including their associated ecological functions and features.
- 2) Ensuring that development and/or site alteration on lands adjacent to significant natural heritage features, core areas and linkages does not result in a negative impact on the natural features, core areas and linkages or their ecological functions.
- 3) Protecting hydrogeological and ecological functions as per the policies of this Official Plan by ensuring there is water of a sufficient quantity and quality to sustain natural heritage features and areas.

#### 6.1.2 Mapped Features

The Hazard Lands and Provincially Significant Wetlands have been mapped and appear as land use designations on Schedule A. The policies for both designations are provided in Section 5.5 of this Official Plan.

The other natural features and areas that have been mapped in this Official Plan are found in the Schedules C to E, as follows:

#### **Schedule C:**

- Significant Woodlands
- Significant Valleylands
- Significant Earth ANSI (Area of Natural and Scientific Interest)
- Significant Earth and Life ANSI (Area of Natural and Scientific Interest)
- Other Wetlands

#### **Schedule D:**

- Core Area
- Linkage

#### **Schedule E:**

- Karst Areas
- Hazardous Forest Types of Wetland Fires

### **6.1.3 Unmapped Features**

Features that have not been mapped but require the same degree of consideration are:

- Significant Wildlife Habitat
- Habitat of Threatened and Endangered Species
- Fish Habitat.

The location of these features is typically identified through an Environmental Impact Study.

### **6.1.4 Setbacks**

The policies of this Official Plan are intended to protect the natural features within the Township. To achieve this, consideration must not only be given to the identified features but to the adjacent lands as well. Adjacent lands are the lands situated in proximity of the feature as follows:

**Table 2: Adjacent Lands**

<b>Feature</b>	<b>Proximity to Feature</b>
Habitat of Threatened / Endangered species	120 m
Provincially Significant Wetlands	120 m
Significant Woodlands	120 m
Significant Valleylands	120 m
Significant Area of Natural and Scientific Interest - Earth Science	50 m
Significant Area of Natural and Scientific Interest - Life Science	120 m



Significant Area of Natural and Scientific Interest - Earth & Life Science	120 m
Other Wetlands	30 m
Fish Habitat	120 m
Significant Wildlife habitat	120 m
Core areas	120 m
Linkages	0 m

## 6.2 SIGNIFICANT WOODLANDS

- 1) The Significant Woodlands mapping shown on Schedule C was developed by the County of Grey with assistance from the Ministry of Northern Development, Mines, Natural Resources and Forestry. The identification was primarily a desktop exercise and the County acknowledges that inaccuracies or omissions in the mapping may be present. As a result, site visits by qualified individuals may be required at the application stage to scope any potential studies. The Significant Woodlands mapping was refined in 2017 by using data collected as part of the County's Natural Heritage Systems Study, data from the Province, and through aerial photography analysis. Once the refinement occurred, it was then assessed through the original criteria used when creating the original woodlands layer and adjusted accordingly. This has improved the accuracy of the data; however, errors and omissions could still exist.
- 2) In order to be considered significant, a woodland shall be either greater than or equal to 40 hectares in size outside of settlement areas, or greater than or equal to four hectares in size within settlement area boundaries. If a woodland fails to meet the size criteria outside a settlement area, a woodland can also be significant if it meets any two of the following three criteria:
  - Another Significant Woodland exists within 30 metres;
  - The woodland overlaps with the boundaries of a Provincially Significant Wetland, Core Area, Significant Valleylands, or a Significant Areas of Natural and Scientific Interest; or
  - The interior habitat of the woodland is greater than eight hectares in size and has a 100 metre interior buffer on all sides.

- 3) No development or site alteration may occur within Significant Woodlands or their adjacent lands unless it has been demonstrated through an Environmental Impact Study that there will be no negative impacts on the natural features or their ecological functions.
- 4) Projects undertaken by the Township or a Conservation Authority may be exempt from the Environmental Impact Study requirement provided said project is a public works or conservation project.
- 5) Where it can be proven that a woodland identified as significant has ceased to exist due to natural causes, or ceased to exhibit characteristics of significance, an Environmental Impact Study may not be required.
- 6) Tree cutting and forestry will be permitted in accordance with the County's Forest Management By-law.
- 7) Fragmentation of Significant Woodlands is generally discouraged.
- 8) Significant Woodlands are not meant to include orchards, nurseries, or Christmas tree plantations. Where it can be demonstrated that the mapping inadvertently mapped an orchard, nursery, or holiday tree plantation, an Environmental Impact Study will not be required for new development or site alteration.
- 9) Not all mapped Significant Woodlands are naturally occurring. In some cases, plantations have begun to transform into more naturalized woodlots, or fallow fields have overgrown to include early woodland features. Where these circumstances have occurred, an Environmental Impact Study may not be required for new development or site alteration, subject to the advice of a qualified professional, Ministry of Northern Development, Mines, Natural Resources and Forestry, Conservation Authority staff, or Township and County staff. Where a significant amount of time has passed, and such plantation woodlands may now hold further natural value, an Environmental Impact Study may still be required.

### **6.3 SIGNIFICANT VALLEYLANDS**

- 1) The Significant Valleylands mapping shown on Schedule C was developed in conjunction with the Conservation Authorities using 200 metre wide corridors. Detailed delineations of the Significant Valleylands boundaries should be

evaluated on a site-specific basis through an Environmental Impact Study using the following criteria:

- The valley must have a minimum width of 100 metres wide and a length of at least two kilometres;
  - The valley banks must be at least three metres in height (extrapolated from five metre contours at 1:10,000 or better information where available);
  - Where valley slope is 3:1 on one side with no slope on the opposite side of the watercourse, the opposite valley limit is delineated using either 100 metre from centre line of the watercourse or the limit of the floodplain to create a continuous valley feature;
  - Where 3:1 valley slopes occur on both sides of the river, but they are not continuous, the floodplain limit (or contour information and professional judgment) is used to delineate a continuous valley feature.
- 2) No development or site alteration shall occur within Significant Valleylands or their adjacent lands unless it has been demonstrated through an Environmental Impact Study that there will be no negative impacts on the natural features or their ecological functions.

#### **6.4 AREA OF NATURAL AND SCIENTIFIC INTEREST**

- 1) The Areas of Natural and Scientific Interest (ANSIs) mapping shown on Schedule C was provided by the Province and includes Earth ANSIs, Life ANSIs, and Earth & Life ANSIs. These features are more accurately shown on mapping available from the Province.
- 2) No development or site alteration may occur within Areas of Natural and Scientific Interest or their adjacent lands unless it has been demonstrated through an Environmental Impact Study that there will be no negative impacts on the natural features or their ecological functions.

#### **6.5 SIGNIFICANT WILDLIFE HABITAT**

- 1) Complete mapping for Significant Wildlife Habitat for the Township does not exist and therefore this feature has not been provided on any of the

schedules included in this Official Plan. Significant Wildlife Habitat mapping is usually provided on a site-by-site basis through an Environmental Impact Study that has been conducted for a property that is subject to a development proposal.

- 2) Development and site alteration is not permitted within Significant Wildlife Habitat and their adjacent lands unless it has been demonstrated through an acceptable Environmental Impact Study that there will be no negative impacts on the natural features or their ecological functions.

## **6.6 THREATENED AND ENDANGERED SPECIES**

- 1) Complete mapping for Threatened and Endangered Species Habitat for the Township does not exist and therefore this feature has not been provided on any of the schedules included in this Official Plan. Threatened and Endangered Species Habitat mapping is usually provided on a site-by-site basis through an Environmental Impact Study that has been conducted for a property that is subject to a development proposal. Additional information regarding Threatened and Endangered Species Habitat may be found through the Ontario Government's Natural Heritage Information Centre.
- 2) No development or site alteration will be permitted within the Threatened and Endangered Species Habitat except in accordance with Provincial and Federal requirements. No development or site alteration will be permitted within the adjacent lands to these areas unless it has been demonstrated through an Environmental Impact Study that there will be no negative impacts on the natural features or their ecological functions.

## **6.7 FISH HABITAT**

- 1) Fish Habitat mapping has not been specifically provided in this Official Plan, although most water courses are shown on Schedule C. Fish Habitat, as defined in Canada's Fisheries Act, means spawning grounds and any other areas including nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes.
- 2) Development and site alteration are not permitted in Fish Habitat except in accordance with relevant provincial and federal requirements.

- 3) No development will be permitted within 30 metres of the banks of a stream, river, or lake unless an Environmental Impact Study concludes setbacks may be reduced and/or where it has been determined by the appropriate Conservation Authority that these setbacks may be reduced. Landowners are encouraged to forest the areas within 30 metres of any stream to maintain and improve fish habitat, ecological function of the stream, and to increase natural connections.

## **6.8 OTHER WETLANDS**

- 1) Wetland features that have not been evaluated by the Ministry of Northern Development, Mines, Natural Resources and Forestry are shown as Other Wetlands on Schedule C.
- 2) No development or site alterations are permitted within Other Wetlands or their adjacent lands unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions or as permitted by legislation, regulation or other applicable policy.

## **6.9 CORE AREA AND LINKAGE**

- 1) The Core Areas and Linkages shown on Schedule D were identified in the County's Natural Heritage System Study.
- 2) Core Areas are the Township's largest pockets of significant natural features and represent the best areas for interior species habitat and natural function in the County. Core Areas largely overlap portions of other significant natural features including Provincially Significant Wetlands, Areas of Natural and Scientific Interest, Other Wetlands, Significant Woodlands, Significant Valleylands, Habitat of Endangered and Threatened species, Hazard lands, and Fish Habitat.
- 3) Linkages are designed to provide movement corridors for both plants and animals between Core Areas, and provide and protect biodiversity and the long-term viability of ecological systems. A corridor width of 200 metres was used to identify Linkages. Linkages are not necessarily located in pristine natural environment, but partially occur through agricultural fields. This Official Plan does not prohibit agricultural uses and operations in these areas. The fields may provide appropriate habitat for species and/or offer opportunities for stewardship.

- 4) Development proposed within Core Areas, their 120 metre adjacent lands, or Linkages will be required to undertake an Environmental Impact Study, unless otherwise exempted.
- 5) Permitted uses in Core Areas and Linkages are shown on Table 3.
- 6) New or significantly expanded uses, beyond those listed in Table 3, in Core Areas or Linkages will require the completion of an Environmental Impact Study unless otherwise exempted by this Official Plan.
- 7) The uses listed above may be prohibited by other sections of this Official Plan where Core Areas or Linkages overlap other features such as Hazard Lands, Provincially Significant Wetlands, or Habitat of Endangered and Threatened species.
- 8) The creation of farm lots (i.e., severed and retained lots 20 hectares or larger) may be considered in Core Areas or Linkage, in addition to the creation of conservation lots, and lots created for infrastructure purposes where it can be demonstrated that there is no alternative outside of Core Areas or Linkages. The severance of a surplus farmhouse may also be permitted within Core Areas or Linkages provided no new residential dwellings are permitted on the remnant parcel.
- 9) Where possible, transportation, utility, and service corridors should avoid Natural Heritage Systems, especially Core Areas. Transportation, utility, and service corridors include sewage, water and stormwater management systems, electricity transmission and distribution systems (e.g., hydro corridors), communications / telecommunications, transportation corridors, trails, oil and gas pipelines and associated facilities. Such corridors may be subject to the Municipal Class Environmental Assessment process. Where not avoidable, crossing of Core Areas and Linkages should be minimized, consider the shortest route across the Core Area or Linkage, and include context sensitive design, such as a narrow footprint, eco-passages, and other best management practices.
- 10) Compatible recreation means recreational uses that will not negatively impact the natural features or function of the Core Areas or Linkages and would not be in contradiction of the prohibitions listed above.

**Table 3: Permitted Uses in Core Areas and Linkages**

Permitted Use	Permitted in Core Areas?	Permitted in Core Areas Adjacent lands?	Permitted in Linkages?	EIS Required?
Agricultural uses including new buildings and structures	Yes	Yes	Yes	No
Agricultural-related uses requiring new buildings or structures	No	Yes	Yes	Maybe
Home rural occupations within existing buildings	Yes	Yes	Yes	No
On-farm diversified uses requiring new buildings or structures	No	Yes	Yes	Maybe
Conservation and flood control projects	Yes	Yes	Yes	No
Forest, fish, and wildlife management	Yes	Yes	Yes	No
Transportation, utility, and service corridors	Yes	Yes	Yes	Maybe
Compatible recreation	Yes	Yes	Yes	Maybe
Good forestry management as defined in the County's Forest Management By-law	Yes	Yes	Yes	No
Existing uses, buildings and structures, or minor expansions thereto	Yes	Yes	Yes	No
Reuse of existing building and structures, provided the reuse will not have any additional environmental impacts	Yes	Yes	Yes	No
Existing mineral aggregate extraction operations	Yes	Yes	Yes	No
Expanded mineral aggregate extraction operations	Yes	Yes	Yes	Yes
New mineral aggregate extraction operations	No	Yes	Yes	Yes

New residential dwellings or accessory uses on existing lots of record	Yes	Yes	Yes	No
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## 6.10 KARST TOPOGRAPHY

- 1) Areas of potential karst topography have been mapped in the County Official Plan; however, no such areas exist within the Township and therefore this constraint does not appear on any of the schedules of this Official Plan.
- 2) In the event that the Township, County or other government agency has good reasons to believe that a property subject to a development application contains karst features, the proponent will be required to provide an assessment.
- 3) In some instances, the assessment may simply be accomplished by onsite test holes, however in some circumstances there may be a need further assessment/confirmation. Depending on the site and the scale of the development, an Environmental Impact Study, Hydrogeological or Karst Study, completed by a qualified individual, may be required.
- 4) In determining if the constraint feature is present, the proponent shall dig at least two test holes in the location of the proposed main building, one test hole in the location of the proposed sewage system, and one test hole in the proposed location of each accessory structure. The test holes shall be inspected by a qualified municipal official, the Conservation Authority, or a qualified third-party consultant. A brief report of the findings shall be prepared and submitted to the Township.
- 5) If the test holes reveal shallow overburden less than one metre in depth above fractured bedrock, or if broader landform features indicative of karst are observed on the landscape, a study by a qualified individual shall be prepared to assess impacts and mitigation measures relating to the proposed development. Considerations addressed by this study should include: surface water drainage; groundwater quality; bedrock erosion; and, any anticipated hazard associated with unstable bedrock conditions potentially arising as a result of karst features. The study shall be prepared to the satisfaction of the Township.



## **6.11 HAZARDOUS FOREST TYPES OF WILDLAND FIRES**

- 1) Mapping has been provided by the Province and appears on Schedule E for:
  - Hazardous Forest Types for Wetlands Fires - High
  - Hazardous Forest Types for Wetlands Fires – Extreme
- 2) Forest conditions that are associated with these constraints include vegetation that has sustained storm or insect damage or is diseased, trees that are close to one another within conifer forests, and an abundance of ground fuel accumulation (e.g., large amount of woody debris, branches and or needle litter on the ground).
- 3) Development should generally be directed to areas outside of these areas, as they are unsafe for development due to the high risk for wildlife fire behavior.
- 4) Development may, however, be permitted where the risk is mitigated in accordance with the Wildland Fire Assessment and Mitigation Standards; and, this would be addressed as part of Environmental Impact Study or another type of study conducted by a forester. Wildland Fire Assessment and Mitigation Standards are defined as the combination of risk assessment tools and environmentally appropriate mitigation measures, identified by the Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry. These measures and standards are to be incorporated into the design, construction and/or modification of buildings, structures, properties, and/or communities to reduce the risk to public safety, infrastructure, and property.

## **6.12 ENVIRONMENTAL IMPACT STUDIES**

- 1) An Environmental Impact Study is required when a development application is being considered and the subject property or adjacent lands are occupied in part any of the features or constraints described in Section 6 of this Official Plan.
- 2) In some circumstances, the Township may waive the requirement for an Environmental Impact Study after consulting with the relevant Conservation Authority, the County where applicable, and possibly other

government agencies. Whether or not an Environmental Impact Study is required will generally be determined by the Township during preconsultation discussions; however, such a study may be requested, where deemed reasonable, at any time during the approvals process.

- 3) An Environmental Impact Study will be prepared by a qualified professional and will provide an analysis of the impacts of the proposal on the natural features and ecological functions of the site, and will provide recommended measures to mitigate these impacts if appropriate/feasible.
- 4) In some situations, the Township may agree, after consultation with the relevant Conservation Authority, to a scoped Environmental Impact Study where a smaller scale of development is proposed or a lower risk of impact is obvious. A scoped Environment Impact Study is a simpler process that may focus on a specific feature(s) and possibly involve field investigations during a single season as opposed to spring, summer and fall fieldwork.
- 5) In all instances, the qualified professional shall discuss the terms of reference for the Environmental Impact Study with the Township, County where applicable, and the relevant Conservation Authority, prior to undertaking the study.
- 6) The terms of reference will ensure that the Environmental Impact Study provides the following:
  - a) A description of the natural environment, including both physical form and ecological function;
  - b) A description of how diversity and connectivity are maintained or enhanced;
  - c) A summary of the development proposal, including a detailed site plan;
  - d) A description of the general impacts of the development on the physical features of the site;
  - e) The prediction of potential direct, indirect and cumulative effects of development compared with overall environmental goals;
  - f) The identification and evaluation of options to avoid impacts;

- g) The identification and evaluation of options for mitigation or rehabilitation, including setbacks; and,
- h) The preparation of an implementation and monitoring program.

### 6.13 CONSERVATION AUTHORITY REGULATED AREAS

- 1) Certain areas within the Township fall within the Regulated Area of either the Saugeen Valley Conservation Authority (SVCA) or the Grand River Conservation Authority (GRCA). This mapping is not provided in this Official Plan but can be viewed by contacting the Conservation Authorities or by viewing the appropriate layer of Grey County's online Geographical Information System (GIS).
- 2) Written permission may be required from the applicable Conservation Authority where development or site grading is proposed within an area where Development, Interference with Wetlands and Alterations to Shorelines and Watercourses is Regulated – a Regulated Area pursuant to Ontario Regulation 97/04150/06 (GRCA) or Ontario Regulation 169/06 (SVCA). ~~(Development, Interference with Wetlands and Alterations to Shorelines and Watercourses).~~

## **SECTION 7: IMPLEMENTATION**

### **7.1 COMPREHENSIVE ZONING BY-LAW**

- 1) The Comprehensive Zoning By-law (or Zoning By-law) for the Township of Southgate is one of the most effective means of implementing this Official Plan.
- 2) Following the adoption of this Official Plan, a new or updated Zoning By-law will be prepared and adopted by Council to ensure that:
  - The zones identified on the schedule to the Zoning By-law permit the types of development intended by this Official Plan;
  - The zoning provisions include development standards that are appropriate for the various types of development permitted by this Official Plan; and,
  - The Zoning By-law contains other zoning regulations that assist in implementing this Official Plan.
- 3) When existing land uses are in conflict with this Official Plan, the lands may be zoned in accordance with the land use designation of this Official Plan, in which ~~the~~ case the use would be considered non-conforming from a zoning perspective.
- 4) Amendments to the Zoning By-law may be approved by Council where the proposal conforms with this Official Plan, is consistent with the Provincial Policy Statement, and upholds sound land use planning principles.

### **7.2 LAND DIVISION**

#### **7.2.1 Plans of Subdivision and Severances**

- 1) All land division shall occur via Plan of Subdivision or, where deemed appropriate by the Township, through the severance (consent) process.
- 2) The division of land may be permitted where:

- a) The proposed land division complies with the policies pertaining to the subject property's land use designation and all other relevant policies of this Official Plan. Consideration of an Official Plan Amendment may be given as required to facilitate the lot creation, where such an Amendment represents appropriate land use planning.
  - b) The proposed land division complies with the applicable provisions of the Comprehensive Zoning By-law. Consideration of a Zoning By-law Amendment or Minor Variance may be given as required to facilitate the lot creation, where such an Amendment or Minor Variance represents appropriate land use planning.
  - c) The proposed land division results in lots having frontage on a public road that is, or will be, opened and maintained year-round and is of a standard of construction acceptable to the Township, County or Province, where applicable.
  - d) Safe and suitable vehicular access is available which meets Municipal, County or Provincial transportation objectives, standards and policies for safety and access. Access may also be restricted and/or prohibited along the Provincial Highway or County Roads if required to ensure safe traffic movement.
  - e) It has been established that the site's size, configuration and soil/drainage conditions are suitable for all parcels involved to permit the proper location of a building, driveway and other associated features.
  - f) The division of land represents orderly and efficient use of land, and its approval would not hinder future development of the retained lands.
- 3) The Township, in conjunction with the County of Grey, shall determine through pre-submission discussions with the developer whether a land division proposal shall proceed via Plan of Subdivision or through the severance process.

#### **7.2.1.1 Plans of Subdivision**

- 1) With the exception of lot creation along an already constructed public road and generally involving fewer than five lots, all development shall occur via Plan of Subdivision.

- 2) The County of Grey has been delegated approval authority for Plans of Subdivision within the Township. The County shall approve only those Plans of Subdivision that comply with the policies of this Official Plan and the County of Grey Official Plan.
- 3) The Township shall conduct the Public Meeting pertaining to the Plan of Subdivision on behalf of the County, and shall provide meaningful input into the County's decision.
- 4) The Plan of Subdivision approvals process essentially involves two stages:
  - Draft Approval; and
  - Final Approval / Registration

Draft Approval shall not be granted until the Township is satisfied that the proposed development can be supplied with adequate services such as water, sewage disposal, storm drainage facilities, schools and fire protection.

- 5) Plans of Subdivision should be designed, wherever possible, to provide a grid road pattern and avoid curvilinear-linear streets and cul-de-sacs. Such street design will benefit the vehicular and pedestrian traffic flow within the subdivision and adjacent areas, and will benefit the Township in providing maintenance to these streets.
- 6) In certain circumstances, it may be appropriate to grant Final Approval in phases. In other instances, it may be appropriate to grant Final Approval to the entire Plan of Subdivision but allow for the actual construction of the roads, servicing, etc. in phases. In either case, the phasing arrangements shall be stipulated in the Subdivision Agreement to the satisfaction of the Township.
- 7) At the Draft Approval stage, the County will impose conditions of Final Approval which shall include the requirement for the developer to enter into a Subdivision Agreement with the Township. The Agreement is a legal and binding document which ensures that the design and servicing of the subdivision meet municipal standards. Subdivision Agreements typically address such issues as road construction, sewer and water servicing, parkland dedication, lot grading and drainage, phasing, etc. The Agreement

shall insure that the costs associated with the subdivision are borne by the developer and that the development does not adversely affect the finances of the Township.

- 8) The Township will require the developer of a Plan of Subdivision to convey land for park purposes, or alternatively the Township may choose to accept a cash-in-lieu of parkland payment. Before accepting land, the Township shall be satisfied that the dedicated parcel is of an appropriate and desirable shape, size and location for a park. Lands designated Hazard Lands or having other physical constraints shall not constitute parkland dedication, although the Township may decide to also acquire such nondevelopable lands at no cost to the Township. The developer is advised to discuss parkland requirements with Township staff during the preconsultation discussions.

#### **7.2.1.2 Severances**

- 1) Where the Township, in conjunction with the County, has established that a Plan of Subdivision is not necessary for the proper and orderly development of a parcel of land, a severance (or “consent”) application may be considered by the Township.
- 2) Consent applications may also be considered for lot line adjustments, the creation of easements or for other purposes described in Section 50(3) of the Planning Act.
- 3) The Township has been delegated approval authority for Consent applications within the Township.
- 4) The Township will impose conditions of Consent approval, which may include the requirement for the developer to enter into a Subdivision Agreement with the Township. The Agreement may be required to address such specific issues as sewer and municipal water extensions, lot grading and drainage, road access, road widening, and/or road reconstruction. The Agreement shall insure that the costs associated with the severance are borne by the developer and that the development does not adversely affect the finances of the Town.
- 5) The Township may require the proponent to convey land for park purposes, or alternatively the Township may choose to accept a cash-in-lieu of parkland

payment.

### **7.2.2 Part-Lot Control**

- 1) As an alternative to creating lots via Plan of Subdivision or through the Consent process, Section 50(5) of the Planning Act (R.S.O. 1990) gives the Township the authority to pass a by-law exempting land situated in a registered plan of subdivision from part-lot control to allow for the registration of a reference plan, which would have the effect of dividing the land into a larger number of parcels or to change existing lot lines.
- 2) Requests for part-lot control exemption shall be completed and submitted in accordance with the consent application requirements of the Township. A by-law exempting land from part-lot control does not take effect until it has been approved by the County of Grey.
- 3) A proposal involving part-lot control exemption must conform to this Official Plan and the Comprehensive Zoning By-law. Consideration of an Official Plan Amendment, Zoning By-law Amendment or Minor Variance may be given as required to facilitate the lot creation, where such an Amendment or Minor Variance represents appropriate land use planning.

### **7.2.3 Deeming By-laws**

- 1) In certain circumstances, it may be deemed desirable by the Township to merge two or more lots within a registered Plan of Subdivision. For the most part, such registered Plans of Subdivisions are older plans that apply to lands that are not reasonably capable of being connected to municipal services and/or do not front along an opened and maintained municipal street.
- 2) In other situations, there may be requests to deem lots within a Registered Plan of Subdivision in order to create larger lots for the purposes of building larger homes. In these circumstances, the deeming by-law may conflict with other policies in the Official Plan with regard to intensification, efficient utilization of services, affording housing, etc. In such cases, the deeming by-law should not be adopted. Council should evaluate a request for a deeming by-law in the same manner as they would treat a consent application by evaluating the proposal within the context of the Provincial Policy Statement, the County of Grey Official Plan, this Official Plan and other sound land use planning principles.



### **7.3 MINOR VARIANCES**

- 1) In certain instances, a proposal to erect a new building or structure, or to expand an existing building or structure, may not meet one or more of the provisions of the Comprehensive Zoning By-Law. In such cases, a Minor Variance application may be submitted to the Township.
- 2) The Committee of Adjustment may consider granting the Minor Variance if the applicant can demonstrate to the satisfaction of the Committee that it is not reasonably possible to accommodate the proposed development on the subject property in compliance with the provisions of the Zoning By-law without creating undue hardship. The applicant must also demonstrate to the satisfaction of the Committee that the Minor Variance is in keeping with all four of the following tests listed in Section 45(1) of the Planning Act:
  - i. The Minor Variance maintains the intent and purpose of this Official Plan.
  - ii. The Minor Variance maintains the intent and purpose of the Comprehensive Zoning By-law.
  - iii. The Minor Variance is minor in nature.
  - iv. The Minor Variance is desirable and appropriate for the use of the subject lands.
- 3) A Minor Variance shall not be used to introduce a new use to a property or permit a use that previously occurred on that lot. Such development proposals should only be considered through a Zoning By-law Amendment and, if necessary, through an Official Plan Amendment as well.

### **7.4 LEGAL NON-CONFORMING USES**

- 1) Legal non-conforming land uses are those uses which do not conform to the Zoning By-law, but which legally existed prior to the passage of the Zoning By-Law.
- 2) As a general rule, legal non-conforming uses should cease to exist in the long run, and alterations, expansions and changes in use which did not meet the requirements of the Zoning By-law should be discouraged. In special

circumstances, however, it may be desirable to permit the extension or enlargement of a legal conforming use in order to avoid unnecessary hardship. In other circumstances, it may be desirable to allow for a change of use of the land, building or structure if the intended use is more compatible with the uses permitted by the Zoning By-law than the legal non-conforming use, or if the intended use was previously permitted on the subject lands by the Zoning By-law. In such situations, the Committee of Adjustment may consider granting permission for an expansion or change of use, as per Section 45(2) of the Planning Act.

- 3) In considering an application of expansion or change of use pertaining to legal non-conforming uses, the Committee of Adjustment shall take into consideration the following:
  - The proposed expansion or change in use shall not make the non-conforming nature of the property worse.
  - The proposed expansion or change of use shall be in an appropriate proportion to the size of the existing use.
  - The proposed expansion or change of use shall have minimal impact on the surrounding built environment in terms of projected levels of noise, vibration, fumes, smoke, dust, odours, lighting and traffic generation.
  - The proposed expansion or change of use shall include the protection of surrounding uses through the provision of landscaping, buffering or screening, appropriate setbacks for buildings and structures, or other measures which improve compatibility with the surrounding area.
  - The traffic and parking conditions shall not be adversely affected by the proposed expansion or change of use.
- 4) The Committee may place conditions on the approval for the expansion or change in use of legal non-conforming uses. These conditions may include the requirement for the applicant to enter into a Site Plan Control Agreement.

## **7.5 LEGAL NON-COMPLYING USES**

- 1) Legal non-complying land uses are those which are permitted in the zone in which they are located, but the buildings on the property do not comply with

one or more of the provisions of the zone.

- 2) The Comprehensive Zoning By-law shall permit the expansion, alteration or addition to a non-complying use provided such expansion, alteration or addition does not further reduce the compliance of the use, building or structure with any provisions of the Zoning By-law and addresses the Hazard Lands policies of this Official Plan where applicable.
- 3) Any expansion, alteration or addition to a non-complying use that further reduces the compliance of the use, building or structure or does not meet any other relevant provision of the Zoning By-law would be subject to the Minor Variance process.

## 7.6 TEMPORARY USE BY-LAWS

- 1) Council may pass a Temporary Use By-law in accordance with Section 39 of the Planning Act to permit a temporary use of land for a purpose that is otherwise prohibited on that site by the Zoning By-Law.
- 2) A Temporary Use By-law shall only be granted for a period of time not exceeding three (3) years. A one-time extension for another three-year period (maximum) may be permitted by Council. This notwithstanding, a Temporary Use By-law allowing for a garden suite may be granted for a period of time not exceeding twenty years, with further extensions for periods not exceeding three (3) years available at Council's discretion. and no extension shall be permitted.
- 3) In consideration of Temporary Use By-laws, Council shall have regard for, among matters, the following:
  - Conformity of the proposed use with the policies of this Official Plan.
  - Compatibility with neighbouring land uses.
  - The adequacy of municipal services.
  - Traffic impacts, access and parking requirements.

## 7.7 HOLDING PROVISIONS

- 1) Council may place a Holding (H) symbol on the zoning of certain lands in order to prohibit development until specific conditions of the Township have been satisfied, in accordance with Section 36 of the Planning Act.
- 2) When lands are placed under the Holding symbol, the use of the lands and buildings shall be limited to those that existed prior to the Holding symbol being placed on the property. In some circumstances, the Township may allow additions or alterations to existing uses.
- 3) Council shall pass a By-Law removing the Holding symbol from the zoning of the property once the conditions have been satisfied.
- 4) Conditions to be imposed by the Township may include such matters as, but not limited to: the installation of municipal services; road construction; the ratification of a Site Plan Control Agreement; the completion of technical studies; and, Final Approval of a Plan of Subdivision.

## 7.8 INTERIM CONTROL BY-LAWS

- 1) In limited extraordinary circumstances, the Township may put a hold on development permitted under the Comprehensive Zoning By-law in order to undertake a thorough review of its policies and take the necessary action to address ~~prevent or mitigate potential negative outcomes or harms-the-problem~~. This can be achieved by passing an Interim Control By-law under Section 38 of the Planning Act. Such a by-law should only be adopted where the development of lands poses serious problem or concerns and requires study.
- 2) An Interim Control By-law may put a hold on development for a maximum of one year, with a one-year extension, if required. After placing lands under Interim Control, the Township shall undertake a study of the issues associated with the lands and bring forward the necessary corrective action.

## 7.9 SITE PLAN CONTROL

- 1) The Township may require development proposals to include a site plan which identifies such things as building size and location, parking, buffering and landscaping, parking, drainage, etc. As authorized per Section 41 (3.4)

of the Ontario Planning Act, as may be amended from time to time, the Township may further require that such application be supported through submission of additional information or materials as it deems necessary to inform decision-making and may refuse to accept or further consider the application until such information is provided. Such materials include but are not limited to those identified at Section 7.13 of this Plan.

- 2) The Township may also require a developer to enter into a Site Plan Control Agreement to ensure that work is carried out in accordance with the site plan, pursuant to Section 41 of the Planning Act.
- 3) All lands within the Township shall be designated as a Site Plan Control Area, meaning that the Township may require a Site Plan Control Agreement for any development or redevelopment of any property within these ~~settlement~~ areas. That notwithstanding, the Township shall use its discretion to determine which development proposals shall be subject to a Site Plan Control Agreement.
- 4) All planning, engineering and legal costs of the Township associated with the drafting, review and registration of the Agreement shall be borne by the applicant.
- 5) Upon its execution, the Agreement shall be registered on title to the lands and shall be binding on all future land owners.

#### **7.10 PROPERTY MAINTENANCE AND OCCUPANCY STANDARDS BY-LAW**

- 1) The Township shall maintain a Property Maintenance and Occupancy By-law, affecting all lands within the Township.
- 2) The Property Maintenance and Occupancy By-law prescribes minimum standards for the maintenance of land and buildings, and the occupancy of buildings within the community. The By-law regulates such matters as structural maintenance of buildings, cleanliness of buildings, service of buildings with regard to plumbing, heating, and electrical, property maintenance with regard to weeds, debris and garbage, pest control, unlicensed vehicles, trailers, etc.
- 3) The Township's appointed Property Standards Officer is responsible for administering and enforcing the Property Maintenance and Occupancy By-

Law.

- 4) A Property Standards Committee has been appointed for the purpose of hearing appeals against an order by the Property Standards Officer.

#### **7.11 SIGN BY-LAW**

- 1) Council should maintain the Sign By-law passed under Section 10 of the Municipal Act (R.S.O. 2001) for the purposes of regulating the placement of signs within the Township.
- 2) The Sign By-law addresses such matters as appropriate location and dimension of signs, and appropriate time limits for portable sign, and may be adjusted on a case-by-case basis by the Township's Committee of Adjustment.
- 3) The placement of signs along the County Roads and Provincial Highways within the Township is also subject to the sign regulations of the County of Grey and the Ministry of Transportation respectively.

#### **7.12 OFFICIAL PLAN AMENDMENTS**

- 1) This Official Plan is intended to serve as the basis for managing growth in the Township ~~within the 20~~~~across the year~~ planning horizon. A considerable amount of time and effort has gone into the preparation of this Official Plan to ensure that a sufficient amount of land is designated to accommodate residential, commercial, industrial, institutional and recreational development ~~to the year 2047~~~~over the horizon~~ and to ensure that the policies are appropriate to achieve the desired goals and objective of this Official Plan.
- 2) Circumstances may arise, however, where a development does not conform to this Official Plan. In order for such a development to be allowed, the land owner must submit an application to amend this Official Plan. The application shall be accompanied by a Planning Report which addresses the following questions:
  - If the amendment is proposing a change in land use designation, is there a demonstrated need in the Township for additional lands to be brought

into the new land use designation? This policy does not apply to Official Plan Amendments involving new or expanding pits and quarries.

- If the amendment is proposing a change in land use designation, will a sufficient amount of land remain in the current land use designation within the Township as required to accommodate development within the planning horizon of the Township's Official Plan? This policy does not apply to Official Plan Amendments involving new or expanding pits and quarries.
  - Is there appropriate justification of the amendment that justifies good land use planning and such justification may include demonstrating the need for the proposed development?
  - Is it desirable and appropriate to change the Official Plan to accommodate the proposed use?
  - What impacts will the proposed development have on the surrounding land uses, municipal servicing, traffic movements, built heritage and natural environment? How can these impacts be eliminated or minimized?
  - Does the proposed amendment maintain the general intent of this of this Official Plan?
  - Does the proposed amendment conform with the County of Grey Official Plan?
  - Is the proposed amendment consistent with the Provincial Policy Statement?
- 3) An application to amend this Official Plan may also require other technical studies to be conducted prior to the application being filed.
- 4) An application to amend this Official Plan for the purposes of changing industrial lands within an employment area to another land use designation shall be subject to the Comprehensive Review requirements of the Provincial Policy Statement.

### 7.13 TECHNICAL STUDIES AND PEER REVIEWS

- ~~1) 4)~~ In some instances, certain technical studies may be required by Ontario Government legislation as part of a development application review. In other instances, the Township, County or other public agency may, at its discretion, require certain technical studies to be submitted. The Township may take into consideration the concerns of other persons or groups when making this determination.
- 2) Such technical studies may include, but are not limited to: Planning Justification Report, Archaeological Assessment, Agricultural Impact Study, Noise Assessment, Geotechnical Study, Floodplain Analysis, Traffic Impact Study, Road Assessment, Site Servicing Report, Visual Impact Study, Shadow Study, Landscaping Plan, Stormwater Management Report, Environmental Impact Study, Environmental Site Assessment, Ministry of the Environment, Conservation and Parks D-4 Study or D-6 Study, and Environmental Assessment.
- 3) The technical studies shall be prepared by qualified professionals and the costs associated with undertaking the studies shall be borne by the developer.
- 4) Prior to submitting a development application, the applicant shall consult with the appropriate Township staff and, where applicable, other public agencies to discuss the submission requirements including technical reports. The Township or other public agency may also, at its discretion, request reports after the application is in process.
- 5) The Township may authorize a qualified professional to peer review such studies and all costs associated with this review shall be the responsibility of the proponent.

### 7.14 PRE-SUBMISSION CONSULTATION AND DEEMING APPLICATIONS COMPLETE

- 1) Prior to the submission of any Planning Act application being filed with the Township, a meeting involving Township staff, the applicant, the County where applicable, and any agencies deemed appropriate by the Township shall be required.



- 2) It shall be the responsibility of the applicant to contact the Township to arrange such a meeting. Should an application be filed with the Township without meeting first, Municipal staff may return the application.
- 3) This meeting may be waived at the discretion of the Township staff.
- 4) Once the Township is satisfied that the application submission has met the Township's submission requirements, Township staff will provide notification that the application has been deemed completed in accordance with the requirements of the Planning Act.

#### **7.15 CONSULTATION WITH INDIGENOUS PEOPLE**

- 1) This Official Plan encourages collaboration among the Indigenous People and the Township to work towards a shared vision of land policies and current practices.
- 2) The Township recognizes the importance and the requirement of the Indigenous communities to be consulted on new development proposals within the Township, and also recognizes that there are many common areas of interest related to new development that include, but are necessary limited to: impacts upon fish and wildlife habitat; proper identification of archaeological resources; identification and protection of burial grounds; and, the impacts of new development on source water.
- 3) The Saugeen Ojibway Nation, Six Nations of the Grand River, Métis Nation of Ontario and Historic Saugeen Métis will be circulated on Planning Act applications.

#### **7.16 OFFICIAL PLAN REVIEW**

- 1) This Official Plan shall be reviewed within ten years of its approval, and then at least once every five years in accordance with Section 26 of the Planning Act.
- 2) Changes to this Official Plan shall be required if the review determines that:
  - The schedules and/or the text of this Official Plan are no longer effective in their intent to meet the goals and objectives of this Official

Plan.

- This Official Plan no longer conforms with the County of Grey Official Plan, as amended.
- This Official Plan is no longer consistent with the Provincial Policy Statement or any matters of Provincial interest listed in Section 2 of the Planning Act.

## SECTION 8: DEFINITIONS

For clarification of certain terms used throughout this Plan, reference is to be made to the following:

ABANDONED LANDFILL SITES are areas that may have at one point in time operated as a landfill where waste was discarded. The County reviewed these potential sites as part of the Historic Landfill Study and have now classified the sites into ~~Cleared Sites~~Previously Identified Sites, D-4 Recommended to Clear Site, or Previously Evaluated Sites. The definitions for these categories can be found in Section 4.2

ACTIVE TRANSPORTATION includes everything from walking, cycling, movement with mobility aids, skiing, snowshoeing, skating, skateboarding, longboarding, roller blading or any other way to travel that is self-powered.

ADJACENT LANDS means those lands, contiguous to a specific natural heritage or protected heritage property, where it is likely that development or site alteration would have a negative impact on the feature or area. The adjacent lands widths are listed in Table 2 are approximate values to be used in this Official Plan unless different values are established by a technical study prepared by a qualified professional knowledgeable on natural resources.

ADVERSE EFFECTS as defined in the Environmental Protection Act, means one or more of:

- 1) Impairment of the quality of the natural environment for any use that can be made of it;
- 2) Injury or damage to property or plant or animal life;

- 3) Harm or material discomfort to any person;
- 4) An adverse effect on the health of any person;
- 5) Impairment of the safety of any person;
- 6) Rendering any property or plant or animal life unfit for human use;
- 7) Loss of enjoyment of normal use of property; and
- 8) Interference with normal conduct of business.

ADOPTION means the date of adoption of this Official Plan by the Township Council.

AFFORDABLE HOME OWNERSHIP means the least expensive of the following:

- 1) Housing where the purchase price is at least 10 percent below the average purchase price of a resale unit in Grey County or,
- 2) Annual housing expenses do not exceed 30% of gross household income (i.e., before tax household income).

AFFORDABLE RENTAL HOUSING means a unit where rent is the least expense of the following:

- 1) At or below the average market rent in Grey County or,
- 2) Rent prices do not exceed 30% of gross household income.

AGGREGATE RESOURCE AREA(s) Aggregate resource area delineate areas of sand and gravel deposits, as identified through the Aggregate Resource Inventory Master Plan and shown on Schedule B of this Plan.

AGRICULTURAL CONDITION means:

- 1) In regard to specialty crop areas, a condition in which substantially the same areas and same average soil capability for agriculture are restored, the same range and productivity of specialty crops common in the area can be achieved, and, where applicable, the microclimate on which the

site and surrounding area may be dependent for specialty crop production will be maintained or restored; and

- 2) In regard to prime agricultural land outside of specialty crop areas, a condition in which substantially the same areas and same average soil capability for agriculture are restored.

**AGRICULTURAL USES** 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. Examples of agricultural uses are listed in Table 1 of this Plan.

**AGRICULTURAL IMPACT ASSESSMENT** means a study that evaluates the potential impacts of non- agricultural uses on agriculture, including agricultural operations, agricultural uses, and prime agricultural areas and recommends ways to avoid or if not possible, minimize and mitigate adverse impacts.

**AGRICULTURAL-RELATED USES** means those farm-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. Examples of agricultural-related uses are listed in Table 1 of this Plan.

**AGRI-MINIUMS** are a form of collective ownership that can be established under the Condominium Act whereby a farm could be divided into plots where each farmer owns a plot of land with some parts under collective ownership including shared buildings, livestock barns, storage sheds which the group of farmers divides up the costs and maintenance of the shared buildings/areas.

**AGRI-TOURISM USES** means those farm-related tourism uses, including limited accommodation such as a bed and breakfast, that promote the enjoyment, education or activities related to the farm operation; such uses may also include farm vacation suites, hay rides, petting zoos, farm-themed playgrounds, horse trail rides, corn mazes, seasonal events, equine events, or wine tasting.

**AIRPORT-RELATED USES** include airport-related commercial and industrial (e.g., aircraft sales and service manufacturing, maintenance, shipping and storage), research establishments, commercial flight schools including associated temporary accommodation, business offices, and small-scale accessory uses.

**ANAEROBIC DIGESTER:** A permanent structure designed for the decomposition of organic matter by bacteria in an oxygen-limiting environment. For the purposes of this MDS Document, anaerobic digesters include, but are not limited to, associated components, which may produce nuisance odours such as: digestion vessels, storages for anaerobic digestion materials, storages for anaerobic digestion output (digestate), loading and unloading areas, gas flares and solid/liquid material separators. Anaerobic digesters also include the anaerobic digester vessels and components that do not currently operate, but have operated in the past and continue to be structurally sound and reasonably capable of operating.

**ARCHAEOLOGICAL RESOURCES** includes artifacts, archaeological sites, and marine archaeological sites. The identification and evaluation of such resources are based upon archaeological fieldwork undertaken in accordance with the Ontario Heritage Act.

**AREAS OF ARCHAEOLOGICAL POTENTIAL** means areas with the likelihood to contain archaeological resources. Methods to identify archaeological potential are established by the Province, but municipal approaches which achieve the same objectives may also be used. Archaeological potential is confirmed through archaeological fieldwork undertaken in accordance with the Ontario Heritage Act.

**AREAS OF NATURAL AND SCIENTIFIC INTEREST (ANSI)** means areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study, or education.

**BENEFICIATING** is any process that improves (benefits) the value of aggregate by removing unwanted materials/minerals from the aggregate which results in a higher-grade product (concentrate) and a waste stream (tailings).

**BROWNFIELD SITES** means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former

industrial or commercial properties that may be underutilized, derelict or vacant.

**BUILDING CODE** refers to the Ontario Building Code.

**BUILT HERITAGE RESOURCES** means a building, structure, monument, installation of any manufactured remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Aboriginal community. Built heritage resources are generally located on property that has been designated under Parts IV or V of the Ontario Heritage Act, or included on local, Provincial and/or Federal registers.

**COMPATIBLE** means the development or redevelopment of uses which may not necessarily be the same as or similar to the existing development, but can coexist with the surrounding area with limited impacts.

**COMPATIBLE RECREATION** means recreational uses that will not negatively impact the natural features or function of the Core Areas or Linkages and would not be in contradiction of the prohibitions listed on Table 3 of this Official Plan.

**COMPREHENSIVE REHABILITATION** means rehabilitation of land from which mineral aggregate resources have been extracted that is coordinated and complementary, to the extent possible, with the rehabilitation of other sites in an area where there is a high concentration of mineral aggregate operations.

**COMPREHENSIVE REVIEW** for the purposes of settlement area boundary expansion or employment area re-designation, means an Official Plan review which is initiated by the Township of County, or an Official Plan Amendment which is initiated or adopted by the Township of Council, which:

- 1) Is based on a review of population and growth projections and which reflect projections and allocations by the County and considers alternative directions for growth, and also determines how best to accommodate this growth while protecting Provincial interests;
- 2) Utilizes opportunities to accommodate projected growth through intensification and redevelopment; and considers physical constraints to accommodating the proposed development within existing settlement area boundaries;

- 3) Is integrated with planning for infrastructure and public service facilities; and considers financial viability over the life cycle of these assets, which may be demonstrated through asset management planning;
- 4) Confirms sufficient water quality, quantity, and assimilative capacity of receiving water are available to accommodate the proposed development;
- 5) Confirms that sewage and water services can be provided;
- 6) Confirms that the lands to be developed do not comprise Special Agricultural lands designated on Schedule A of this Plan; and
- 7) Considers cross-jurisdictional issues.

In undertaking a comprehensive review, the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary or development proposal.

**CONNECTING LINK** is a section of a County road or Provincial highway that goes through a built-up area or settlement area which serves a local purpose for local traffic but also serves a County or Provincial purpose as a connection to the County or Provincial road systems. For a connecting link, the interest of the County and the Province will be to protect the continuity and connectivity of the County and Provincial road systems.

**CONSERVATION AUTHORITY** refers to the Saugeen Valley Conservation Authority and/or the Grand River Conservation Authority.

**CONSERVED** means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained under the Ontario Heritage Act. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or Heritage Impact Assessment. Mitigative measures and/or alternative development approaches can be included in these plans and assessments.

**CORE AREAS** identified in the County's Natural Heritage System Study that are shown on Schedule D of this Official Plan. The intent of the Core Area is to protect the very large natural areas in the Township while recognizing continued

private use and encouraging landowners to continue to protect and manage these lands in an environmentally sustainable manner.

COUNTY refers to the Corporation of the County of Grey unless otherwise specified. The County is a municipality for the purposes of Provincial legislation.

COUNTY ARTERIAL ROADS are the major roads of the County that support large volumes of traffic typically over the longest distances. County Arterial roads typically connect to Provincial Highways and form an integral part of the overall road network.

COUNTY COLLECTOR ROADS connect communities and distribute traffic between the Provincial Highways and County Arterial roads and the County local roads and municipal Local roads.

COUNTY LOCAL ROADS are roads that are serving more local traffic and typically distribute traffic from County Arterial and County Collector roads to individual properties. County local roads can also serve a collector road function by distributing traffic between County Collector roads and other County/Township roads.

COUNTRYSIDE is used colloquially to refer to those areas outside of settlement areas, so as not to confuse the reader by using the more common parlance of “rural” which could otherwise be confused with the Rural land use designation.

CULTURAL HERITAGE LANDSCAPE means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Aboriginal community. The area may involve features such as structures, spaces, archaeological sites, or natural elements that are valued together for their interrelationship, meaning, or association. Examples may include, but are not limited to, heritage conservation districts designated under the Ontario Heritage Act; villages, parks, gardens, battlefields, main streets and neighbourhoods, cemeteries, trailways, viewsheds, natural areas, and industrial complexes of heritage significance; and areas recognized by Federal or international designation authorities (e.g., a National Historic Site or District designation, or a UNESCO World Heritage Site).

D-4 STUDY is a study required to determine the potential for negative impacts in compliance with the Guideline D-4 of the Ministry of Environment, Conservation and Parks, including, but not limited to, ground and surface water (hydrogeology and hydrology), noise, odour, and dust, methane gas migration,



traffic impact, land use compatibility, and other studies considered appropriate.

D-6 STUDY is a study required to determine the appropriate separation of industrial uses from nearby dwellings, institutional uses, or other sensitive non-agricultural uses in compliance with Guideline D-6 of the Ministry of Environment, Conservation and Parks.

DEVELOPMENT means the creation of a new lot, a change in land use, or the construction of buildings and structures, requiring approval under the Planning Act, but does not include:

- 1) activities that create or maintain infrastructure authorized under an environmental assessment process; or
- 2) works subject to the Drainage Act.

DRY INDUSTRIAL is a use which could exist without the necessity of a municipal water and municipal sewage system to accommodate it and is one where only waste water discharges are from employee washrooms and/or waste water used for cooling or pressure testing of equipment, washing of accessory vehicles and similar ancillary uses.

DWELLING means any permanent building that is used, or intended to be used, continuously or seasonally, as a domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities. For the purposes of interpreting this Plan, the terms “house” or “housing unit” shall also be used synonymously with the term “dwelling”.

ECOLOGICAL FUNCTION means the natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes. These may include biological, physical, and socio- economic interactions.

EMPLOYMENT AREAS means those areas designated in the Township for clusters of business and economic activities including, but not limited to, manufacturing, warehousing, offices, and associated retail and ancillary facilities.

ENVIRONMENTAL IMPACT STUDY (EIS) is a study to identify and assess the potential impacts of specific development proposal on known or potential

sensitive areas. The purpose of the EIS is to assess whether or not the development as proposed can integrate into the natural environment and if not, whether or how it can be modified or, where necessary, mitigated to better fit to the natural environment. A more in-depth description of an Environmental Impact Study is provided in Section 6.12 of this Official Plan.

**ENDANGERED SPECIES** means a species that is listed or categorized as an “Endangered species” on the Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry’s official Species At Risk list, as updated and amended from time to time.

**FARM BUSINESS PLAN** is a written record of objectives for the proposed farm business and how to obtain them. It describes, at a minimum, a product or service, customers, competition, management and financial arrangements. A farm business plan typically includes a: business strategy, marketing plan, production plan, human resources plan, financial plan, and considers social responsibility.

**FARM SIZED** means, in the Agricultural designation, a parcel of land that is at least 40 hectares in size, and in the Rural designation, a parcel of land that is at least 20 hectares in size. By default, existing lots which are less than the above sizes will be considered non-farm sized lots.

**FISH HABITAT** as defined in the Fisheries Act, means spawning grounds and nursery, rearing, food supply, and migration areas on which fish depend directly or indirectly in order to carry out their life processes.

**FLOODPLAIN** for river stream, and small inland lake systems, means the area, usually low lands adjoining a watercourse, which has been or may be subject to flooding hazards.

**FLOODWAY** for river stream, and small inland lake systems, means the portion of the floodplain where development and site alteration would cause a danger to public health and safety or property damage. In Southgate where only the one zone concept is utilized, the floodway is the entire contiguous floodplain.

**FLOODING HAZARD** means the inundation of areas adjacent to a shoreline or a river or stream system and not ordinarily covered by water. Along river, stream, and small inland lake systems, the flooding hazard limit is the greater of:

- 1) The flood resulting from the rainfall actually experienced during a major storm such as the Hurricane Hazel storm (1954) or the Timmins storm (1961), transposed over a specific watershed and combined with the local conditions, where evidence suggests that the storm event could have potentially occurred over watersheds in the general area;
- 2) The one-hundred-year flood;
- 3) A flood which is greater than 1) or 2) above which was actually experienced in a particular watershed or portion thereof as a result of ice jams and which has been approved as the standard for that specific area by the Minister of Natural Resources;
- 4) Except where the use of the one-hundred-year flood or the actually experienced event has been approved by the Minister of Natural Resources and Forestry as the standard for a specific watershed (where the past history of flooding supports the lowering of the standard).

**FLOODPROOFING STANDARD** means the combination of measures incorporated into the basic design and/or construction of buildings, structures, or properties to reduce or eliminate flooding hazards along river, stream and small inland lake systems.

**FUNCTIONAL CLASSIFICATION** means classifying roads based on the function that the road is providing for moving people and goods. Policies and standards are then designed based on the function that the road is serving.

**GREENFIELDS** are lands within designated settlement areas, which are designated for growth over the planning horizon, but which have not yet been fully developed.

**GREYFIELDS** are previously developed properties that are not contaminated.

**GROUNDWATER FEATURE** refers to water-related features in the earth's subsurface, including recharge/discharge areas, water tables, aquifers, and unsaturated zones that can be defined by surface and subsurface hydrogeologic investigations.

**SIGNIFICANT GROUNDWATER RECHARGE AREA** is an area where the rain or

snow seeps down into an aquifer. An aquifer is an area of soil or rock under the ground that has many cracks and spaces and has the ability to store water. Water that seeps into an aquifer is called recharge. Much of the natural recharge of an aquifer comes from rain and melting snow. Recharge areas often have loose or permeable soil, such as sand or gravel, which allows the water to seep easily into the ground. Areas with shallow fractured bedrock are also often recharge areas. A recharge area is considered significant when it helps maintain the water level in an aquifer that supplies a community with drinking water. These areas are identified in source protection plans.

**HABITAT OF ENDANGERED SPECIES AND THREATENED SPECIES**  
means:

- 1) With respect to a species listed on the Species at Risk on Ontario List as an endangered or threatened species for which a regulation made under clause 55(1) of the Endangered Species Act, is in force, the area prescribed by that regulation as the habitat of the species; or
- 2) With respect to any other species listed on the Species at Risk in Ontario List as an endangered or threatened species, an area on which the species depends, directly or indirectly, to carry on its life processes, including life processes such as reproduction, rearing, hibernation, migration or feeding, as approved by the Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry; and
- 3) Places in the areas described in clause 1) or 2), whichever is applicable, that are used by members of the species as dens, nests, hibernacula or other residences.

**HAZARD LANDS** means property or lands that could be unsafe for development due to naturally occurring processes. Along river, stream and small inland lake systems, this means the land covered by water, to the furthest landward limit of the flooding hazard or erosion hazard limits.

**HAZARDOUS SITES** means property or lands that could be unsafe for development and site alteration due to naturally occurring hazards. These may include unstable soils, steep slopes, or unstable bedrock (karst topography).

**HERITAGE ATTRIBUTES** means the principal features or elements that

contribute to a protected heritage property's cultural heritage value or interest, and may include the property's built or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (including significant views or vistas to or from a protected heritage property).

HIGH QUALITY means primary and secondary sand and gravel resources and bedrock resources as defined in the Aggregate Resource Inventory Master Papers.

HIGHLY VULNERABLE AQUIFER (HVA) is an aquifer used as a water supply and is particularly susceptible to contamination due to the proximity to the surface or to the type of materials found in proximity to the aquifer. These areas are identified in a source protection plan. For example, an area where fractured rock surrounds ground water is considered more vulnerable than an area surrounded by clay as the fractured rock provides transport pathways for containments to reach groundwater sources. The HVA has fractured rock, sand and gravel above, which could provide a pathway for contaminants to reach the aquifer.

HOME OCCUPATION refers to those uses located within part of a residence, operated by the resident or residents and is secondary to the principal permitted use of the property. A more detailed description of a home occupation is provided in the Township's Zoning By-law.

HOME INDUSTRY refers to those uses located within an accessory building to a residence, operated by the resident or residents and is secondary to the principal permitted use of the property. A more detailed description of a home industry is provided in the Township's Zoning By-law.

HYDROLOGIC FUNCTION means the functions of the hydrological cycle that include the occurrence, circulation, distribution, and chemical and physical properties of water on the surface of the land, in the soil and underlying rocks, and in the atmosphere, and water's interaction with the environment including its relation to living things.

INDIVIDUAL ON-SITE SEWAGE SERVICES means individual, autonomous sewage disposal systems within the meaning of s.8.1.2, ON. Reg. 350/06, under the Building Code Act that are owned, operated, and managed by the owner of the property upon which the system is located.

**INDIVIDUAL ON-SITE WATER SERVICES** means individual, autonomous water supply systems that are owned, operated, and managed by the owner of the property upon which the system is located.

**INFRASTRUCTURE** means physical structures (facilities and corridors) that form the foundation for development. Infrastructure includes: sewage and water systems, septage treatment systems, stormwater management systems, waste management systems, electricity generation facilities and transmission and distribution systems, utilities, electricity transmission and distribution systems (e.g., hydro corridors), communications/telecommunications, public airports, transit and transportation corridors and facilities, trails, oil and gas pipelines and associated facilities.

**INTENSIFICATION** means the development of a property, site or area at a higher density than currently exists through:

- 1) Redevelopment, including the reuse of brownfield sites;
- 2) The development of vacant and/or underutilized lots within previously developed areas;
- 3) Infill development; and
- 4) The expansion or conversion of existing buildings.

**KARST AREA** is applied to those lands which possess or are expected to possess shallow overburden with karst topography. Shallow overburden applies to those lands displaying less than one metre of natural soil over bedrock while karst topography is a geologic feature found in limestone formations which may be fissures, caves, sinkholes and springs. The combination of the two features has the potential of being extremely sensitive, thus requiring further in-depth study through an environmental impact study prior to any development being permitted.

**LAKE CARRYING CAPACITY STUDY** refers to a study comprised of various components which would predict the effects of lakeshore development on the water quality, fisheries and wildlife for a particular lake. The purpose of any study would be to determine the current state of the lake and to establish an upset limit for future development to ensure that the integrity of the lake environment is maintained.

**LEGAL OR TECHNICAL REASONS** means severances for purposes such as

easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.

LINKAGES are designed to provide movement corridors for both plants and animals between Core Areas, and provide and protect biodiversity and the long-term viability of ecological systems.

LIVESTOCK means beef cattle, birds, dairy cattle, deer and elk, fur-bearing animals, game animals, goats, horses, poultry, ratites, sheep, swine and other animals as identified in the Provincial Minimum distance separation formulae.

LIVESTOCK BARNS means one or more permanent buildings located on a lot which are intended for housing livestock, and are structurally sound and reasonably capable of housing livestock.

LIVESTOCK FACILITIES means all livestock barns and manure storages on a lot, as well as all unoccupied livestock barns and unused manure storages on a lot.

LOW IMPACT DEVELOPMENT (LID) is an innovative stormwater management approach that emphasizes conservation and use of on-site natural features to protect water quality and to manage stormwater runoff.

MAIN STREET is the principal street and often the main thoroughfare through a city, town or village. Main streets often contain retail shops, banks, and other businesses.

MANURE STORAGE means a permanent storage which is structurally sound and reasonably capable of storing manure and which typically contains liquid manure (<18% dry matter) or solid manure (≥18% dry matter), and may exist in a variety of:

- Locations (under, within, nearby, or remote from barn);
- Materials (concrete, earthen, steel, wood);
- Coverings (open top, roof, tarp, or other materials);
- Configurations (rectangle, circular); and,
- Elevations (above, below or partially above-grade).

MINERAL AGGREGATE OPERATION means

- 1) Lands under license or permit, other than for wayside pits and quarries,

issued in accordance with the Aggregate Resources Act, or successors thereto;

- 2) For lands not designated under the Aggregate Resources Act, established pits and quarries that are not in contravention of municipal zoning by-laws and including adjacent land under agreement with or owned by the operator, to permit continuation of the operation; and
- 3) Associated facilities used in extraction, transport, beneficiation, processing or recycling of mineral aggregate resources and derived products such as asphalt and concrete, or the production of secondary related products.

**MINERAL AGGREGATE RESOURCES** means gravel, sand, clay, earth, shale, stone, limestone, dolostone, sandstone, marble, granite, rock or other material prescribed under the Aggregate Resources Act suitable for construction, industrial, manufacturing, and maintenance purposes but does not include metallic ores, asbestos, graphite, kyanite, mica, nepheline syenite, salt, talc, wollastonite, mine tailings or other material prescribed under the Mining Act.

**MINIMUM DISTANCE SEPARATION FORMULAE** means formulae and guidelines developed by the Province, as amended from time to time, to separate uses so as to reduce incompatibility concerns about odour from livestock facilities.

**MUNICIPAL SEWAGE SERVICES** means a sewage works within the meaning of Section 1 of the Ontario Water Resources Act that is owned or operated by a municipality.

**MUNICIPAL WATER SERVICES** means a municipal drinking-water system within the meaning of Section 2 of the Safe Drinking Water Act.

**NATURAL HERITAGE FEATURES AND AREAS** means features and areas, including significant wetlands, other identified wetlands, fish habitat, significant woodlands, significant valleylands, significant habitat of endangered species or threatened species, significant wildlife habitat, and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of an area.

**NATURAL HERITAGE SYSTEM** means a system made up of natural heritage features, Core Areas, and Linkages, joined by natural corridors which are



necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species and ecosystems. These systems can include lands that have been restored and areas with the potential to be restored to a natural state.

**NEGATIVE IMPACTS** means that it shall be demonstrated that there is no loss of a natural feature or ecological function for which an area is identified. The manner in which this will be achieved will be through the undertaking of an Environmental impact study. Negative impacts are defined to mean:

- 1) In regard to water and water resources, means degradation to the quality and quantity of water, sensitive surface water features and sensitive groundwater features, and their related hydrologic functions, due to single, multiple or successive development or site alteration activities; or
- 2) In regard to fish habitat, any permanent alteration to, or destruction of fish habitat, except where, in conjunction with the appropriate authorities, it has been authorized under the Fisheries Act.
- 3) In regard to other natural heritage features and areas, degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified due to single, multiple, or successive development or site alteration activities.

**NET HECTARE** as it applies to residential density means the total number of residential units per hectare of land excluding roads, school sites, parks, places of worship sites, commercial sites, stormwater management ponds, and lands designated Hazard Lands, or otherwise undevelopable for environmental protection reasons.

**NON-AGRICULTURAL USES** means buildings designed or intended for a purpose other than an agricultural use; as well as land, vacant or otherwise not yet fully developed, which is zoned or designated such that the principal or long-term use is not intended to be an agricultural use, including, but not limited to: commercial, future urban development, industrial, institutional, open space uses, recreational uses, settlement area, urban reserve, etc. However, this does not include agriculture-related uses, on- farm diversified uses and accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

**NON-FARM SIZED** means, in the Agricultural designation, a parcel of land that is less than 40 hectares in size, and in the Rural designation, a parcel of land that is at less 20 hectares in size. By default, existing lots which are above these sizes will be considered farm lots. Agricultural uses and agricultural-related uses are still permitted on non-farm sized lots, unless otherwise prohibited by the Township's Zoning By-law.

**NORMAL FARM PRACTICES** means a practice, as defined in the Farming and Food Production Protection Act, that is conducted in a manner consistent with proper and acceptable customs and standards as established and followed by similar agricultural operations under similar circumstances; or makes use of innovative technology in a manner consistent with proper advanced farm management practices. Normal farm practices shall be consistent with the Nutrient Management Act, 2002 and regulations made under that Act.

**NUTRIENT UNIT** means the amount of nutrients that give a fertilizer replacement value of the lower of 43 kg of nitrogen or 55 kg of phosphate as nutrient (as defined in Ontario Regulation 267/03 made under the Nutrient Management Act, 2002).

**ON-FARM DIVERSIFIED USES** means uses that are secondary to the principal agricultural use of the property as described in Section 5.4.2 of this Official Plan.

**OPEN SPACE USES** means environmental areas and parks that have limited public visitation and usually do not require buildings or alter the natural topography, such as conservation areas and parks typically without buildings and infrastructure.

**PARTIAL SERVICES** means

- 1) Municipal sewage services or private communal sewage services and individual on-site water services; or
- 2) Municipal water services or private communal water services and individual on- site sewage services.

**PORTABLE ASPHALT PLANT** means a facility

- 1) With equipment designed to heat and dry aggregate and to mix aggregate with bituminous asphalt to produce asphalt paving material, and includes

stockpiling and storage of bulk materials used in the process; and

- 2) Which is not of permanent construction, but which is to be dismantled at the completion of the construction project.

**PORTABLE CONCRETE PLANT** means a building or structure

- 1) With equipment designed to mix cementing materials, aggregate, water and admixtures to produce concrete, and includes stockpiling and storage of bulk materials used in the process; and
- 2) Which is not of permanent construction, but which is designed to be dismantled at the completion of the construction project.

**PRIME AGRICULTURAL AREA** means areas within the Agricultural designation. This includes: areas of prime agricultural lands and associated Canada Land Inventory Class 4 - 7 lands; and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture.

**PRIME AGRICULTURAL LAND** means specialty crop areas and/or Canada Land Inventory Class 1, 2, and 3 lands, as amended from time to time, in this order of priority for protection.

**PRIVATE COMMUNAL SEWAGE SERVICES** means a sewage works within the meaning of Section 1 of the Ontario Water Resources Act that serves six or more lots or private residences and is not owned by a municipality.

**PRIVATE COMMUNAL WATER SERVICES** means a non-municipal drinking-water system within the meaning of Section 2 of the Safe Drinking Water Act, 2002 that serves six or more lots or private residences.

**PROTECTED HERITAGE PROPERTY** means property designated under Parts IV, V or VI of the Ontario Heritage Act; property subject to a heritage conservation easement under Parts II or IV of the Ontario Heritage Act; property identified by the Province and prescribed public bodies as provincial heritage property under the Standards and Guidelines for Conservation of Provincial Heritage Properties; property protected under federal legislation, and UNESCO World Heritage Sites.

**PROVINCE** refers to the Province of Ontario and its Ministries.

QUALITY AND QUANTITY OF WATER is measured by indicators such as minimum base flow, depth to water table, aquifer pressure, oxygen levels, suspended solids, temperature, bacteria, nutrients and hazardous contaminants, and hydrologic regime.

RECREATION means leisure time activity undertaken in built or natural settings for purposes of physical activity, health benefits, sport participation and skill development, personal enjoyment, positive social interaction, and the achievement of human potential.

REDEVELOPMENT means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites.

RESERVE SEWAGE SYSTEM CAPACITY means design or planned capacity in a centralized waste water treatment facility which is not yet committed to existing or approved development. For the purposes of policy 1.6.4.1(e), reserve capacity for private communal sewage services and individual on-site sewage services is considered sufficient if the hauled sewage from the development can be treated or disposed of at sites approved under the Environmental Protection Act or the Ontario Water Resources Act, but not by land-applying untreated, hauled sewage.

RESERVE WATER SYSTEM CAPACITY means design or planned capacity in a centralized water treatment facility which is not yet committed to existing or approved development.

RESIDENTIAL INTENSIFICATION means intensification of a property, site or area which results in a net increase in residential units or accommodation and includes:

- 1) Redevelopment, including the redevelopment of brownfield sites;
- 2) The development of vacant or underutilized lots within previously developed areas;
- 3) Infill development;
- 4) The conversion or expansion of existing industrial, commercial and institutional buildings for residential use; and

- 5) The conversion or expansion of existing residential buildings to create new residential units or accommodation, including accessory apartments, ~~secondary suites~~additional residential units and rooming houses.

RESOURCE-BASED RECREATIONAL USES must mean those recreational uses where the prime reason for location by their very nature, require certain natural attributes for their location including the availability of large lots or land areas. Uses permitted may include passive and active recreational facilities and associated commercial and residential uses. Such uses can include water based recreation, campgrounds, lodges/resorts and skiing/snowboarding facilities.

RISK MANAGEMENT OFFICIAL (RMO) and RISK MANAGEMENT INSPECTOR (RMI) are appointed by the Township and responsible for implementing local source protection plan policies. An individual can only become an RMO or RMI upon successful completion of a mandatory training course approved by the Ministry of the Environment, Conservation and Parks.

SENSITIVE in regard to surface water features and groundwater features, means areas that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and additions of pollutants.

SENSITIVE LAND USES means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility.

SETTLEMENT AREAS means those areas designated in this Official Plan as Primary Settlement Area, Secondary Settlement Area and Inland Lakes.

SEWAGE AND WATER SERVICES includes municipal sewage services and municipal water services, private communal sewage services and private communal water services, individual on-site sewage services and individual on-site water services, and partial services.

SITE ALTERATION means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.

SOURCE PROTECTION PLAN is a plan prepared under the Clean Water Act

which identifies threats to our municipal drinking water supplies and identifies ways to help prevent these threats from contaminating our water. All municipal decisions, including those made under the Planning Act and the Condominium Act, must conform to the significant drinking water threat policies found in the applicable Source Protection Plans for the Township which are the Saugeen-Grey Sauble- Northern Bruce Peninsula Source Protection Plan and the Grand River Source protection plan.

**SPECIAL NEEDS HOUSING** means any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living.

**SURFACE WATER FEATURE** refers to water-related features on the earth's surface, including headwaters, rivers, stream channels, inland lakes, seepage areas, recharge/discharge areas, springs, wetlands, and associated riparian lands that can be defined by their soil moisture, soil type, vegetation or topographic characteristics.

**SURPLUS FARMHOUSE** means an existing farm house which meets the criteria provided in the Agricultural policies and is rendered surplus as a result of farm consolidation (the acquisition of additional farm parcels to be operated as one farm operation).

**TOWNSHIP** means the Municipality of the Township of Southgate.

**THREATENED SPECIES** means a species that is listed or categorized as a "Threatened species" on the Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry's official species at risk list, as updated and amended from time to time.

**UTILITIES** means physical structures (facilities and corridors) that form the foundation for development. Utilities include, but are not limited to, alternative energy systems, conventional energy systems, electric power generation and transmission (e.g. hydro corridors), communications/telecommunications, sewage and water systems, septage treatment systems, and oil/gas pipelines.

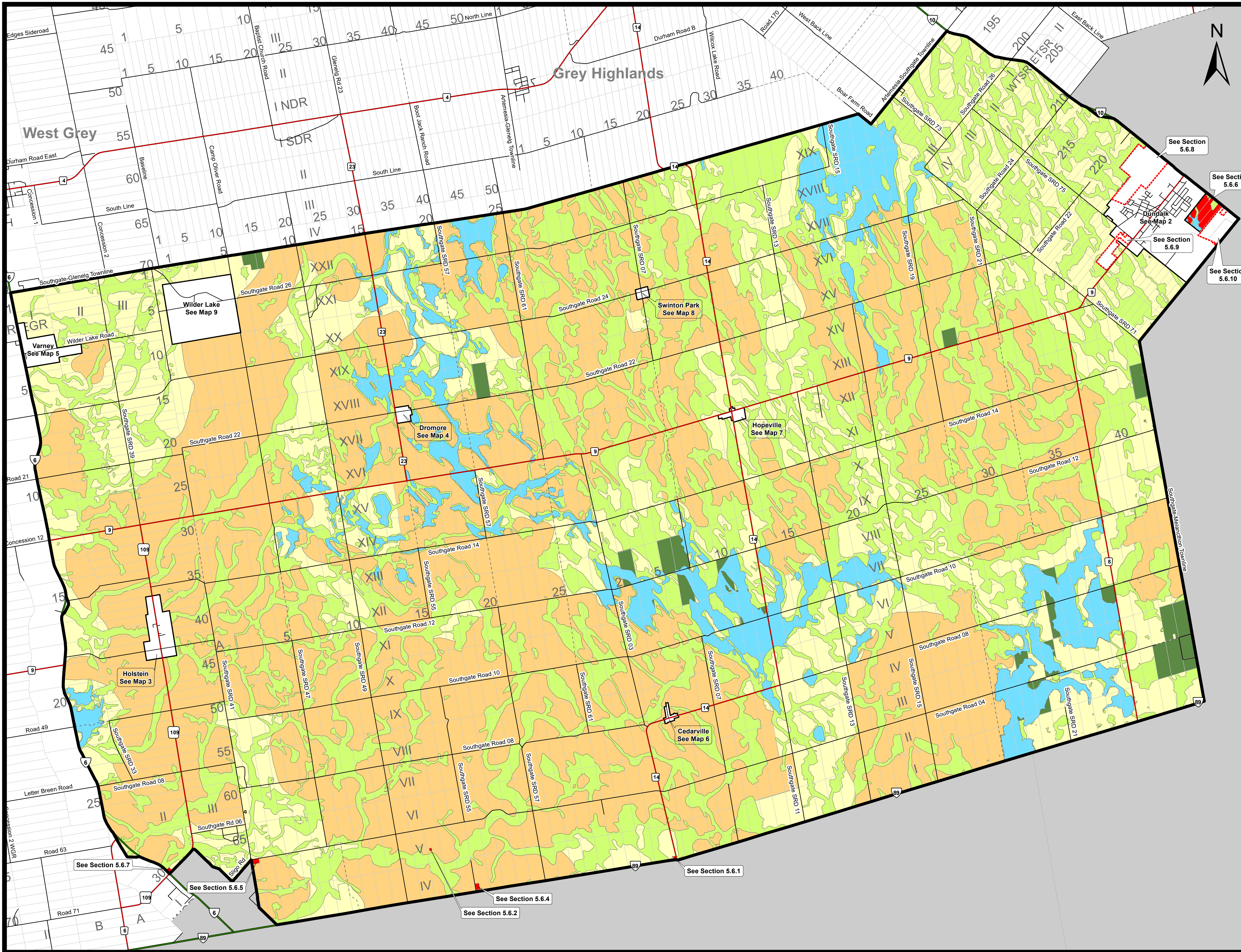
**UNDERUTILIZED LOT** is a parcel of land which is currently or was previously developed, but has the ability to permit a higher intensity of land uses.

**VULNERABLE** means surface and groundwater that can be easily changed or impacted by activities or events, either by virtue of their vicinity to such activities or events or by permissive pathways between such activities and the surface and/or groundwater.

**WASTE MANAGEMENT SYSTEM** means sites and facilities to accommodate solid waste from one or more municipalities and includes landfill sites, recycling facilities, transfer stations, processing sites and hazardous waste depots.

**WAYSIDE PIT OR QUARRY** is a temporary pit or quarry opened and used by a public road authority solely for the purpose of a particular project or contract of road construction and not located on the road right-of-way, and may include a Portable asphalt plant accessory to a Wayside pit or quarry.





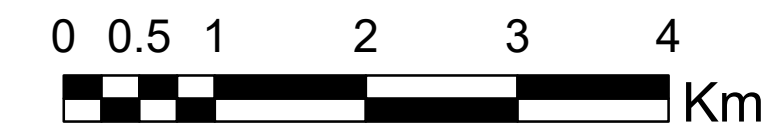
TOWNSHIP OF SOUTHGATE  
OFFICIAL PLAN

Schedule 'A'  
MAP 1  
Land Use

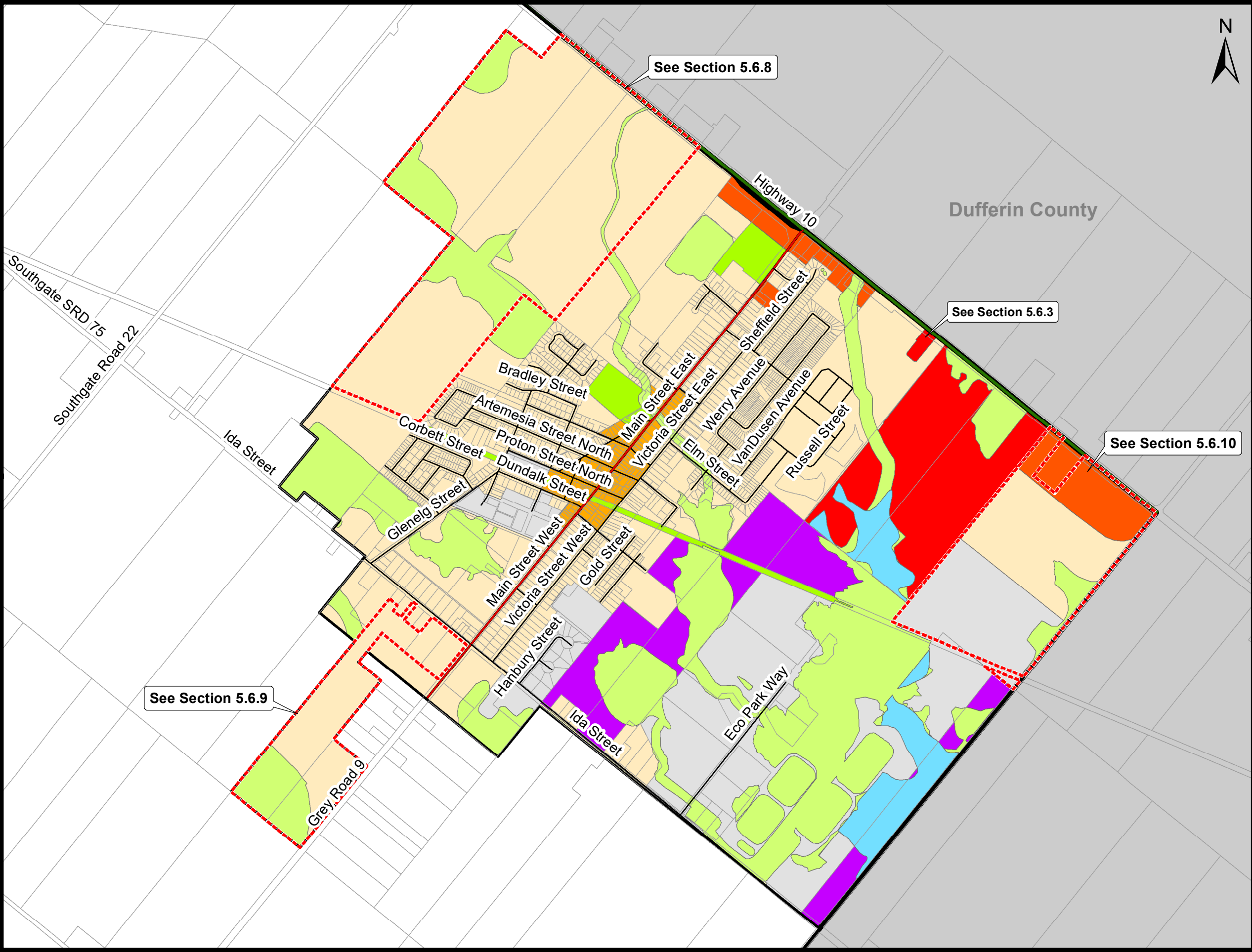
LAND USE DESIGNATION

- Neighbourhood Area
- Downtown Commercial
- Arterial Commercial
- Industrial
- Public Space
- Future Development
- Agricultural
- Rural
- Village Community
- Inland Lakes
- Hazard Land
- Provincially Significant Wetland
- Major Open Space
- Special Policy Area
- Special Policy Area

Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_







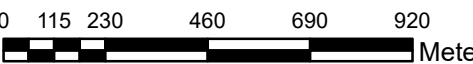
**TOWNSHIP OF SOUTHGATE  
OFFICIAL PLAN**

**Schedule 'A'  
MAP 2  
Dundalk  
Land Use**

**Legend**

- Neighbourhood Area
- Downtown Commercial
- Arterial Commercial
- Industrial
- Public Space
- Agricultural
- Future Development
- Rural
- Village Community
- Inland Lakes
- Hazard Land
- Provincially Significant Wetland
- Major Open Space
- Special Policy Area
- Special Policy Area

Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_



















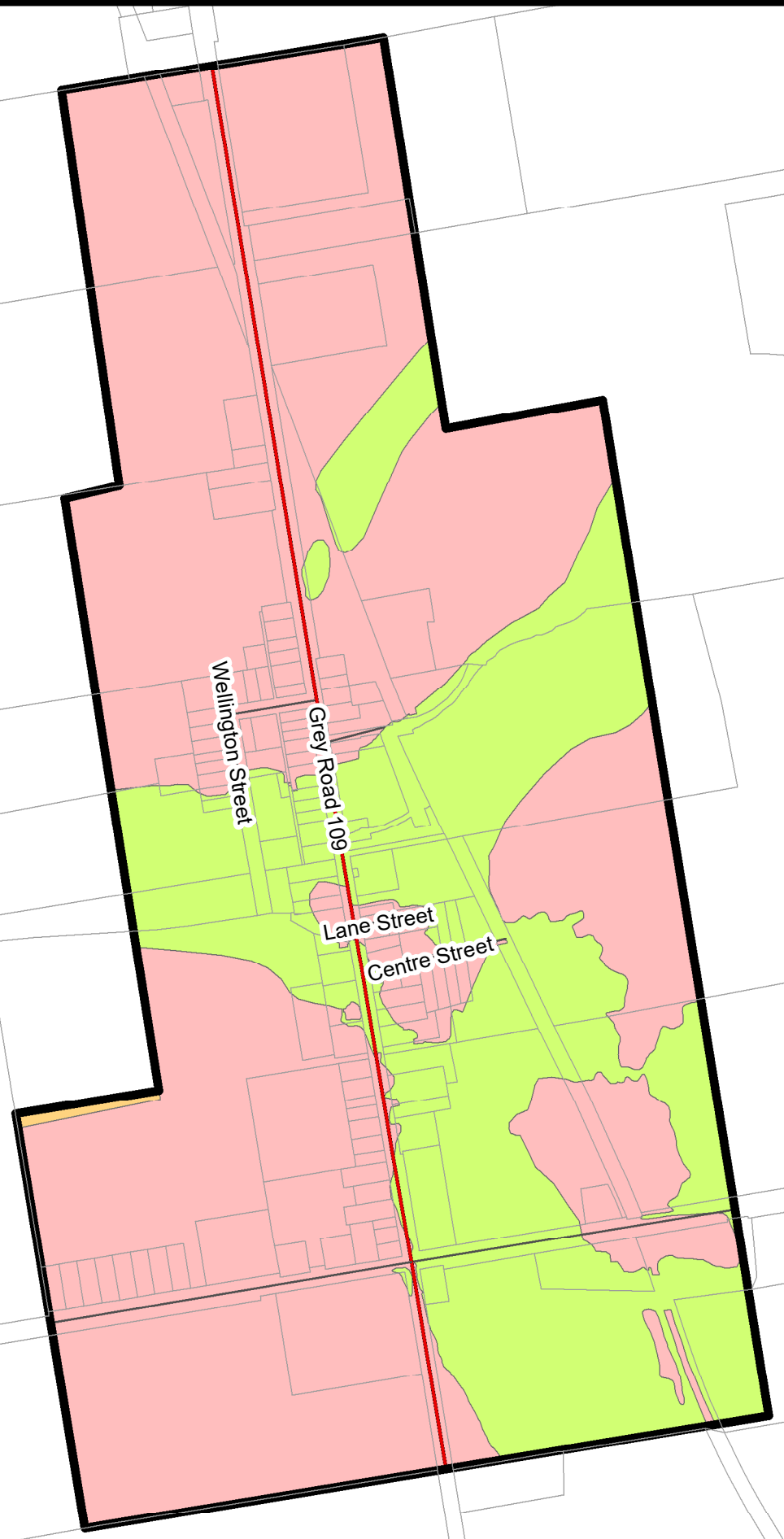
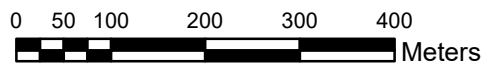
**TOWNSHIP OF SOUTHGATE  
OFFICIAL PLAN**

**Schedule 'A'  
MAP 3  
Holstein  
Land Use**

**Legend**

-  Neighbourhood Area
-  Downtown Commercial
-  Arterial Commercial
-  Industrial
-  Public Space
-  Agricultural
-  Future Development
-  Rural
-  Village Community
-  Inland Lakes
-  Hazard Land
-  Provincially Significant Wetland
-  Major Open Space
-  Special Policy Area

*Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_*

















Southgate Road 12



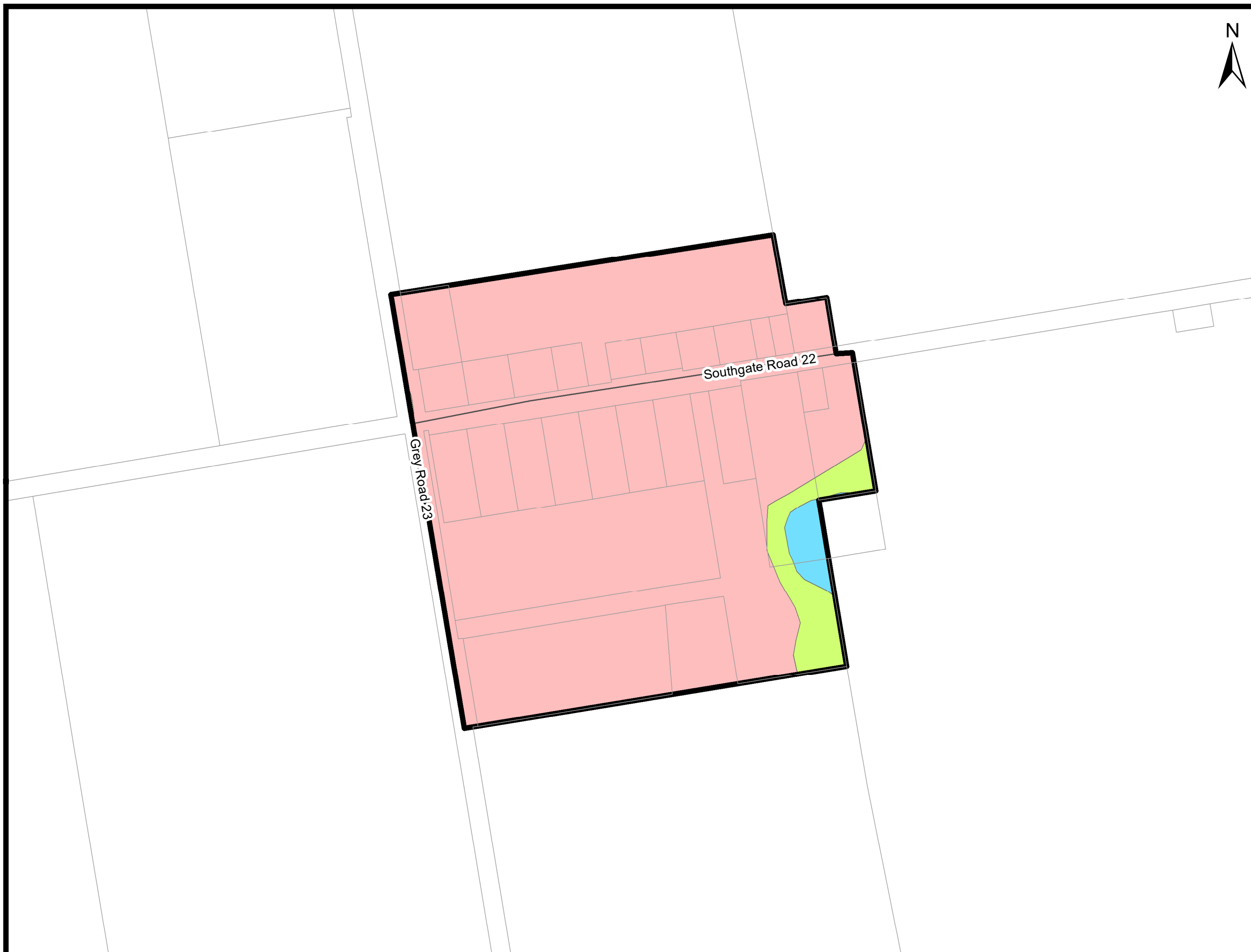
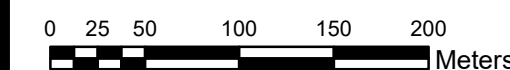
# TOWNSHIP OF SOUTHGATE OFFICIAL PLAN

## Schedule 'A' MAP 4 Dromore Land Use

### Legend

-  Neighbourhood Area
-  Downtown Commercial
-  Arterial Commercial
-  Industrial
-  Public Space
-  Agricultural
-  Future Development
-  Rural
-  Village Community
-  Inland Lakes
-  Hazard Land
-  Provincially Significant Wetland
-  Major Open Space
-  Special Policy Area

*Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_*



















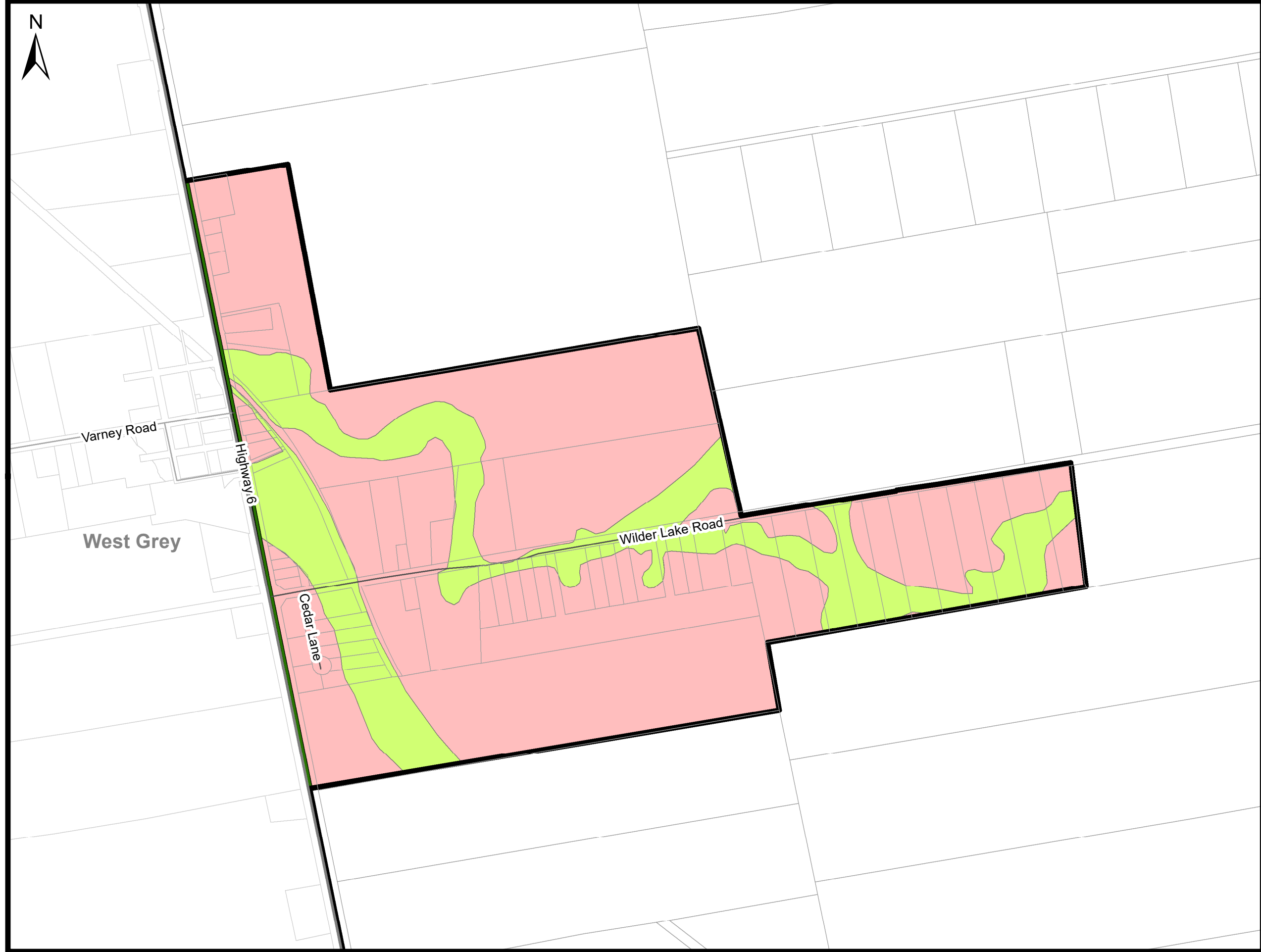
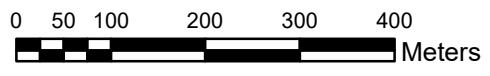
**TOWNSHIP OF SOUTHGATE  
OFFICIAL PLAN**

**Schedule 'A'  
MAP 5  
Varney  
Land Use**

**Legend**

-  Neighbourhood Area
-  Downtown Commercial
-  Arterial Commercial
-  Industrial
-  Public Space
-  Agricultural
-  Future Development
-  Rural
-  Village Community
-  Inland Lakes
-  Hazard Land
-  Provincially Significant Wetland
-  Major Open Space
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*Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_*



















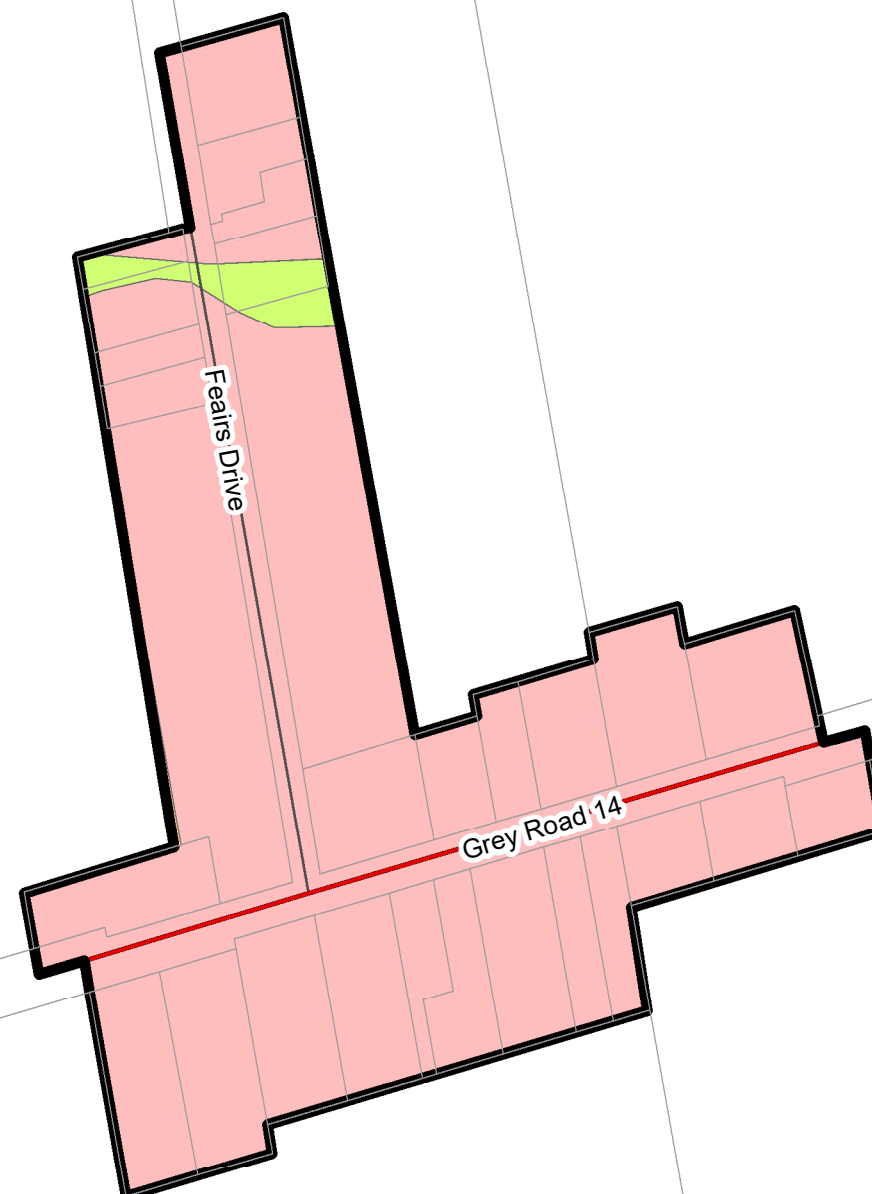
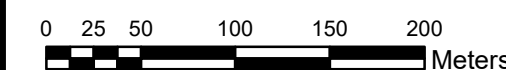
# TOWNSHIP OF SOUTHGATE OFFICIAL PLAN

## Schedule 'A' MAP 6 Cedarville Land Use

### Legend

-  Neighbourhood Area
-  Downtown Commercial
-  Arterial Commercial
-  Industrial
-  Public Space
-  Agricultural
-  Future Development
-  Rural
-  Village Community
-  Inland Lakes
-  Hazard Land
-  Provincially Significant Wetland
-  Major Open Space
-  Special Policy Area

Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_



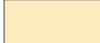




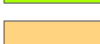


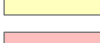









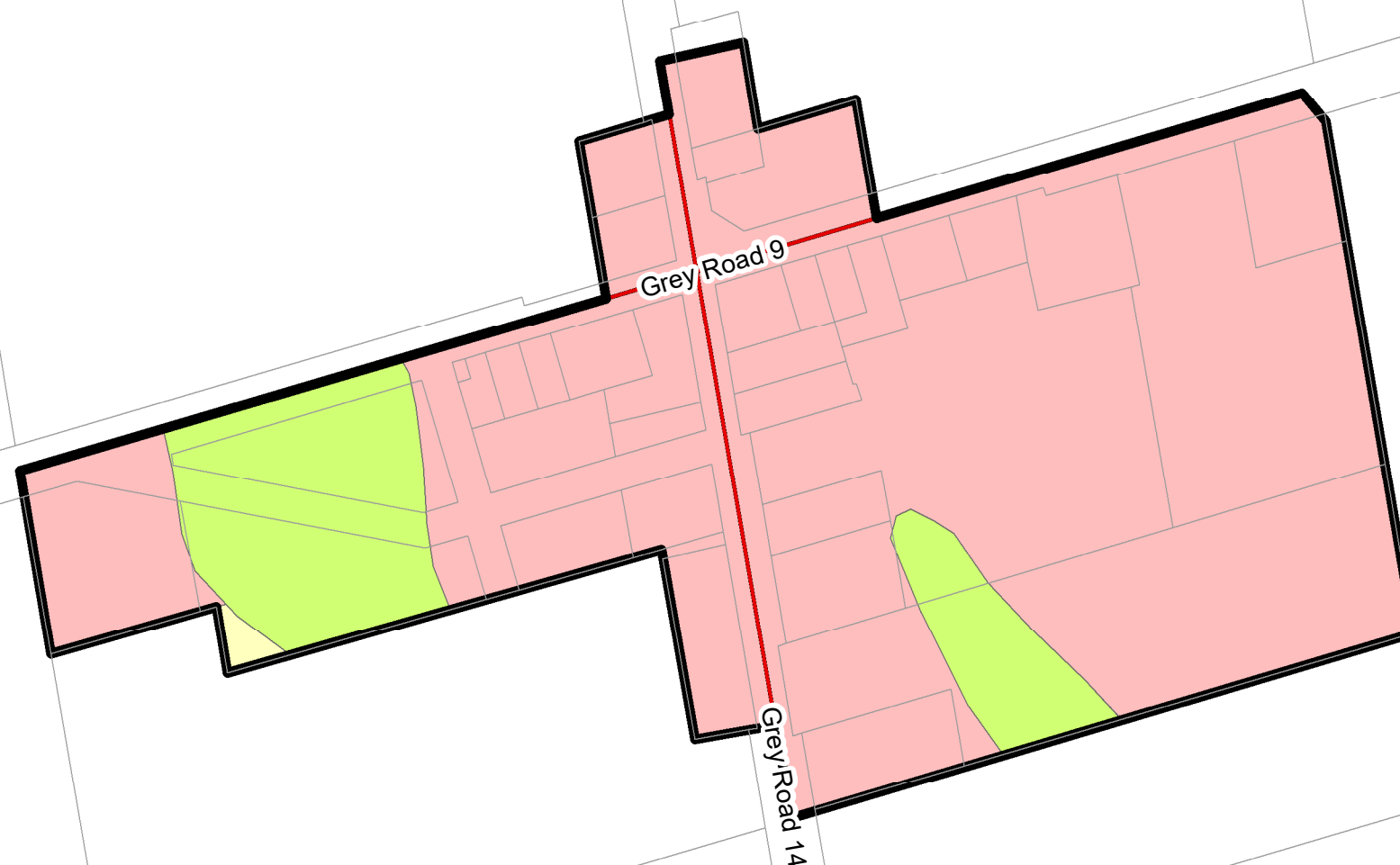
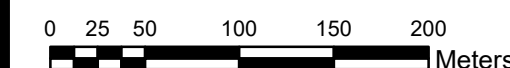
# TOWNSHIP OF SOUTHGATE OFFICIAL PLAN

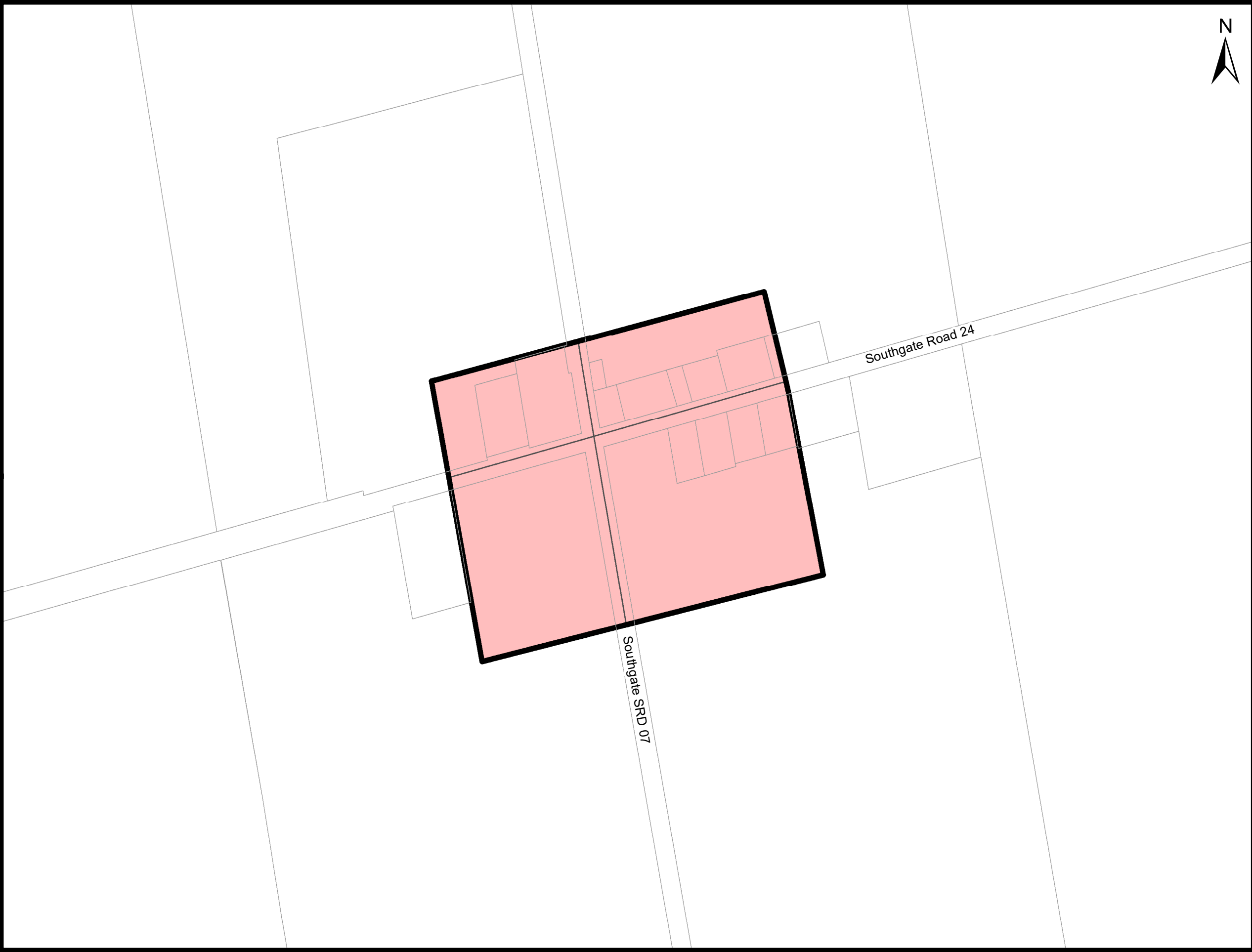
## Schedule 'A' MAP 7 Hopeville Land Use

### Legend

-  Neighbourhood Area
-  Downtown Commercial
-  Arterial Commercial
-  Industrial
-  Public Space
-  Agricultural
-  Future Development
-  Rural
-  Village Community
-  Inland Lakes
-  Hazard Land
-  Provincially Significant Wetland
-  Major Open Space
-  Special Policy Area

Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_



















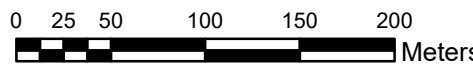
**TOWNSHIP OF SOUTHGATE  
OFFICIAL PLAN**

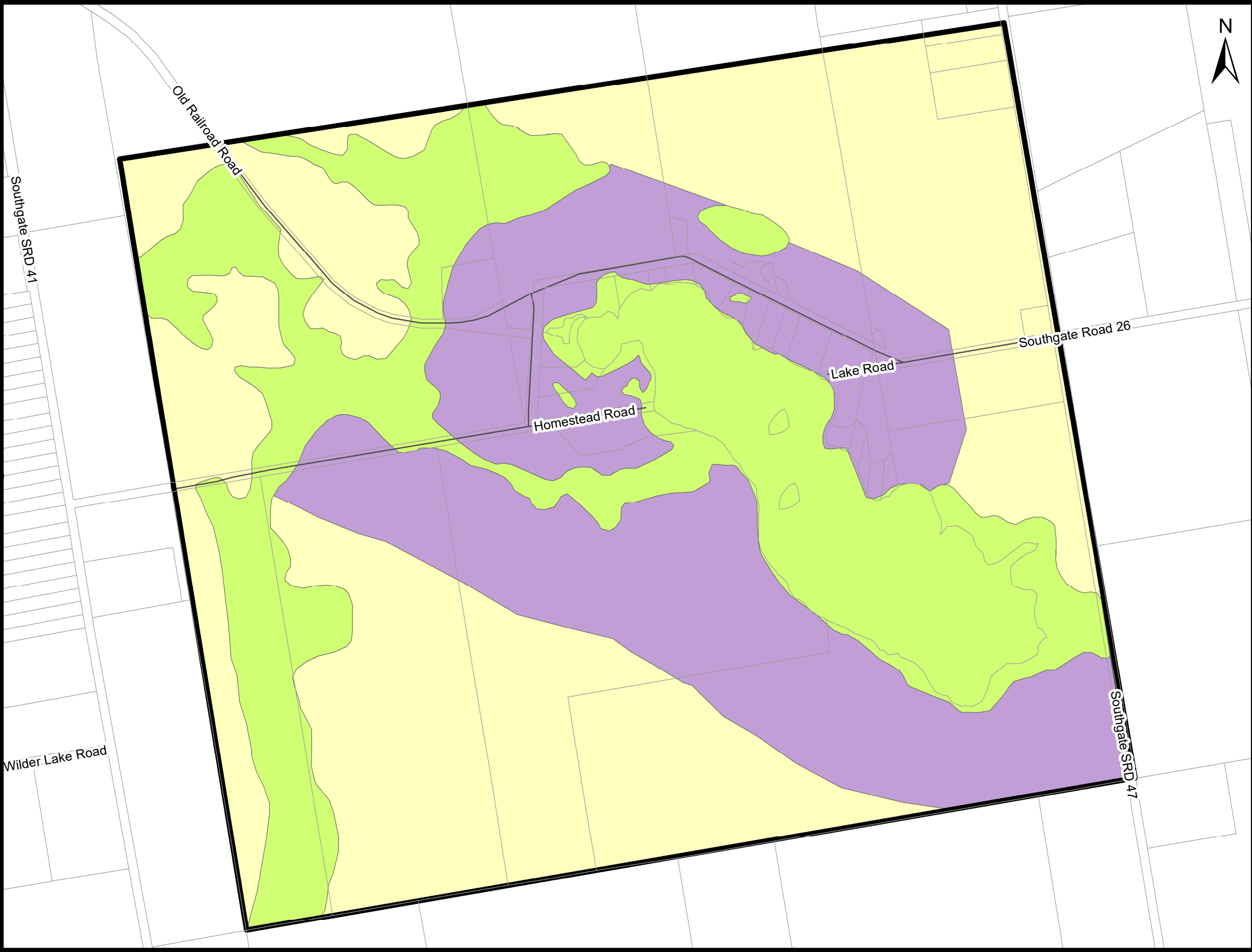
**Schedule 'A'  
MAP 8  
Swinton Park  
Land Use**

**Legend**

-  Neighbourhood Area
-  Downtown Commercial
-  Arterial Commercial
-  Industrial
-  Public Space
-  Agricultural
-  Future Development
-  Rural
-  Village Community
-  Inland Lakes
-  Hazard Land
-  Provincially Significant Wetland
-  Major Open Space
-  Special Policy Area

*Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_*





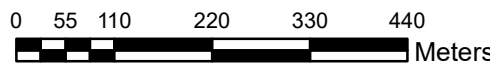
**TOWNSHIP OF SOUTHGATE  
OFFICIAL PLAN**

**Schedule 'A'  
MAP 9  
Wilder Lake  
Land Use**

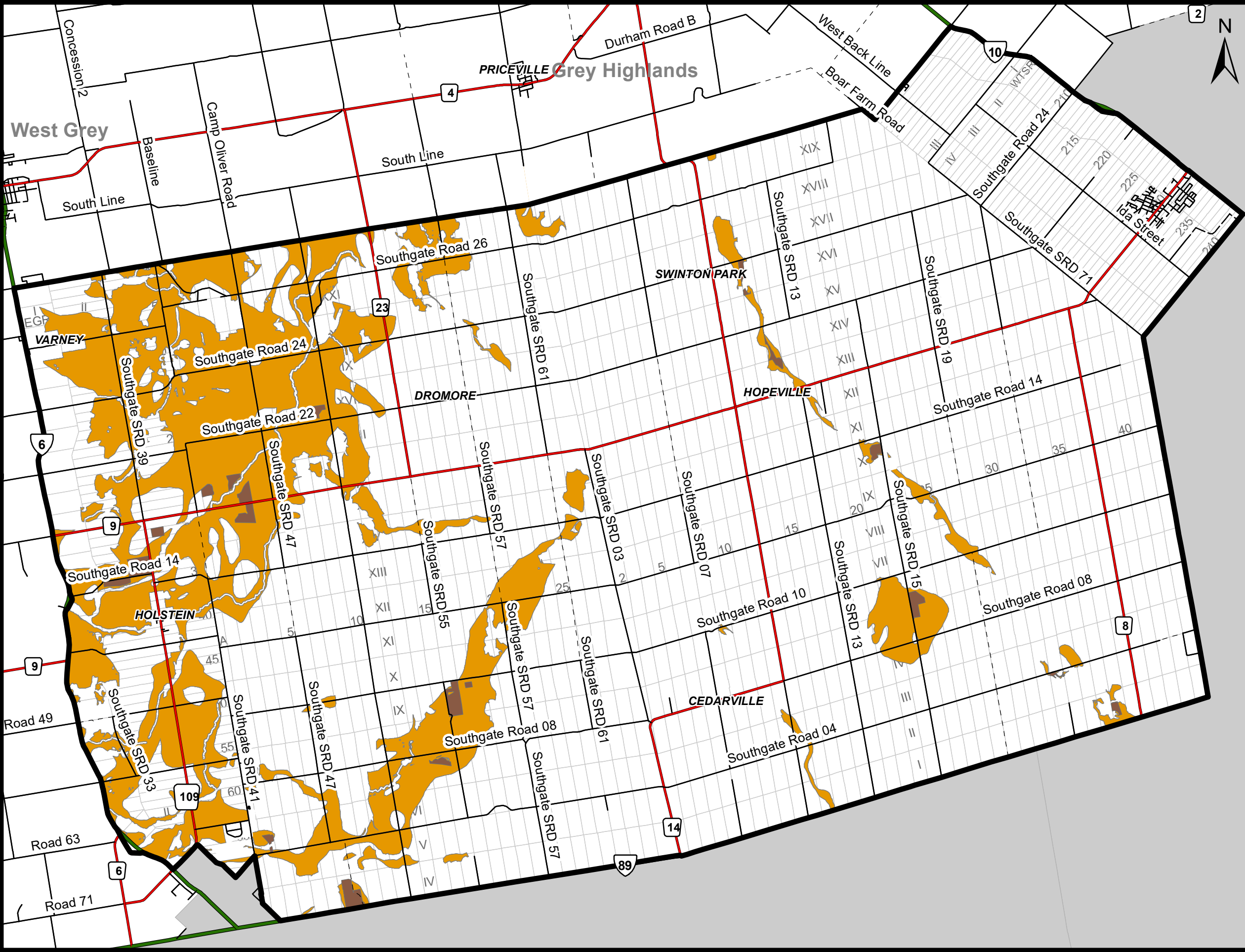
**Legend**

- Neighbourhood Area
- Downtown Commercial
- Arterial Commercial
- Industrial
- Public Space
- Agricultural
- Future Development
- Rural
- Village Community
- Inland Lakes
- Hazard Land
- Provincially Significant Wetland
- Major Open Space
- Special Policy Area

Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_







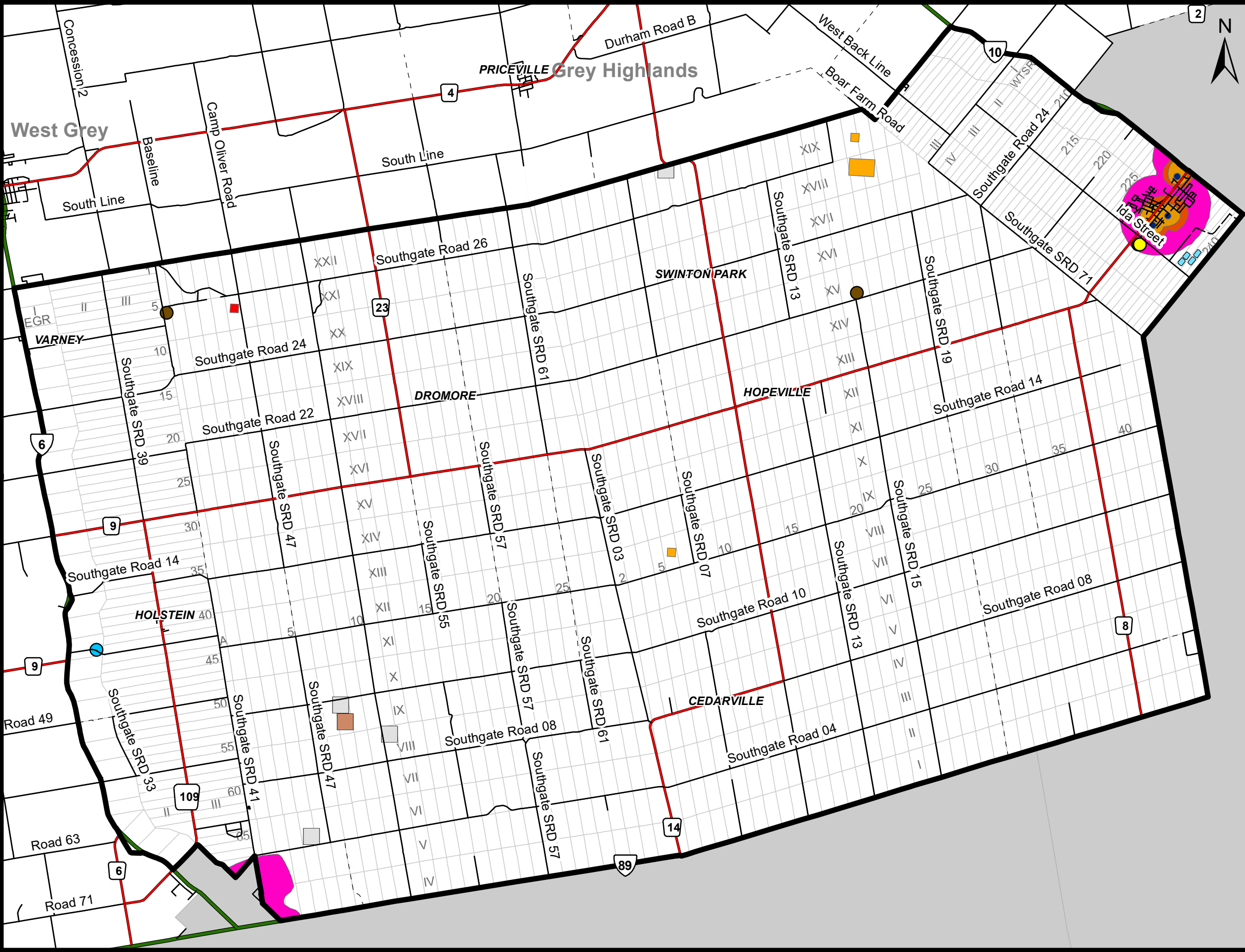
**TOWNSHIP OF SOUTHGATE  
OFFICIAL PLAN**

**Schedule 'B'  
Aggregate**

- Legend**
-  Mineral Resource Extraction
  -  Aggregate Resource Area

Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_

0 0.75 1.5 3 4.5 6 Km



TOWNSHIP OF SOUTHGATE  
OFFICIAL PLAN

Schedule 'E'

Subsurface Features  
and Wildlife Fires

Legend

Wildland Fires

- Hazardous Forest Type: Extreme
- Hazardous Forest Type: High

Landfill

- Abandoned: D-4 Recommended to clear site
- Abandoned: Previously Identified Site
- Operating Landfill

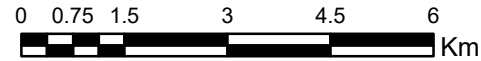
Petroleum Well

- Unplugged Well
- Plugged Well
- Wastewater Treatment Facility

Wellhead Protection Area

- Zone A
- Zone B
- Zone C
- Zone D

Adopted by Township Council on May 4, 2022  
Approved by the County of Grey on \_\_\_\_\_



**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**

**BY-LAW NUMBER 2022-145**

being a By-law to adopt a "Council Member Compensation,  
Expenses & Meeting Claims Guidance and Approval Policy"  
known as Policy Number 21

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

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

**Whereas** the Council of The Township of Southgate has deemed it desirable to adopt a policy with respect to Council Member Compensation, Expenses & Meeting Claims,

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

1. **That** the "Council Member Compensation, Expenses & Meeting Claims Guidance and Approval Policy" known as Policy No. 21, attached hereto as Schedule A is hereby adopted; and
2. **That** By-law number 2022-114 is hereby repealed; and
3. **That** this by-law shall come into force and effect on the date of its passing.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of October, 2022.**

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John Woodbury – Mayor

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Lindsey Green – Clerk





## **Council Member Compensation, Expenses and Meeting Claims, Guidance and Approval Policy**

### **1. Purpose**

The objective of this policy is to provide clear direction, expectations and guidelines to Council and Southgate staff regarding the remuneration process for members of Council.

The Township of Southgate is committed to providing clear expectations and guidance for existing and potential members of Council with respect to compensation of members of Council, as well as the support and services provided to them as members of Council as they carry out the duties of their elected position. This policy document is meant to set clear expectations to avoid conflicts between members of Council and administrative staff.

### **2. Policy**

This policy will come into effect with approval by resolution by the Council of the Township of Southgate. Staff and members of Council will follow this administrative policy for Council remuneration.

### **3. Definitions**

#### **3.1. Meetings**

3.1.1. **Council:** Defined as regular, special or emergency meeting of Council where all members of Council are invited to attend and quorum is required for decisions to be made to advance the business of the Township including budget meetings.

3.1.2. **Committee of the Whole (CoW):** Defined as a Committee meeting where all members of Council are invited to attend and quorum is required for decisions to be made to advance the business of the Township.

3.1.3. **Committee/Board:** Defined as a meeting where one or more members of Council are appointed to represent Council and as outlined in the Terms of Reference for that Committee/Board.

#### **3.2. Events**

3.2.1. **Community Events:** Includes social and community events, etc. where Council is invited as a whole (Parades, Bazaars, Frolics, Fall Fairs, etc.).

3.2.2. **Special Events:** Includes social and community events, open houses, receptions, etc. where the Mayor and/or their designates and/or member of Council is invited to attend.

#### **3.3. Other**

3.3.1. **Other Business:** Defined as attendance by one or more members of Council to attend to matters relating to municipal governance (tender openings, meeting with staff, etc.).

#### **3.4. Per Diem**

3.4.1. **Per Diem:** Defined as a fixed payment to members of Council for their Meetings, Conferences and specified events. A Per Diem starts/ends when a

## TOWNSHIP OF SOUTHGATE

### Policy # 21

### Council Member Compensation, Expenses, Meeting Claims Guidance and Approval Policy

Council Approval: October 5, 2022



Meeting starts/ends. Travel time is not included if mileage is paid.

**3.5. Stipend:** Defined as annual amount paid to members of Council on a monthly basis to cover time spent carrying out duties of their office.

**3.6. Township:** Defined as the Township of Southgate.

## 4. Remuneration

### 4.1. Provisions for Support:

4.1.1. The **Mayor** is provided with the following:

- A municipality owned laptop or tablet connected to the internet provided by the County of Grey or the Township of Southgate.
- A Cellular smart phone device provided by the County of Grey or the Township of Southgate.
- An email account with a Township of Southgate email address.

4.1.2. The **Deputy Mayor** is provided with the following:

- A municipality owned laptop or tablet connected to the internet provided by the County of Grey or the Township of Southgate.
- A cellular smart phone device provided by the County of Grey or the Township of Southgate.
- An email account with a Township of Southgate email address.
- .

4.1.3. **Councillor** are provided with the following:

- A municipality owned laptop or tablet connected to the internet provided by the Township of Southgate.
- A cellular smart phone device provided by the Township of Southgate.
- An email account with a Township of Southgate email address.

All members of Council are subject to the Township of Southgate's Information Technology Systems policies and best practices related to cyber security when using municipal computers, technologies and telecommunications equipment or facilities.

### 4.2. Council Member Stipends

4.2.1. Each member of Council receives a stipend as part of their compensation. The amount is determined annually and paid monthly. The Council member stipend is intended to cover the time they spend carrying out the duties of their office to:

- Attend public community events within the Township of Southgate;
- Attend municipal public information meetings intended for the public to receive information;
- Participation at municipal events where Council member attendance is optional;
- Time dealing with constituent concerns, inquiries and issues;
- Council and Committee meeting reading of agenda materials and preparation time;

## TOWNSHIP OF SOUTHGATE

### Policy # 21

### Council Member Compensation, Expenses, Meeting Claims Guidance and Approval Policy

Council Approval: October 5, 2022



- Complete research on Council issues including meeting with staff as part of the research; and
- Other general duties associated with the role of Council member outside of meetings.

4.2.2. Stipend amounts are set in the Council Pay Grid and updated each year with the Council approved COLA (Cost of Living Allowance) amount.

#### **4.3. Per Diem Meeting Rates**

4.3.1. Half Day per diem rate applies to meetings/attendance less than 4 (four) hours in length, with the exception of Council Meetings or Committee of Whole meetings. Travel time is not included if mileage is being paid.

4.3.2. Full Day per diem rate applies to meetings/attendance four or more hours in length and for Council Meetings and Committee of the Whole meetings regardless of duration.

4.3.3. When two or more Meetings occur on the same date and they are not separated in time by more than two (2) hours then the full day Per Diem rate shall be paid.

4.3.4. Per Diem rates apply to the following:

- Council Meetings as defined above.
- Attendance at a Committee or Board meeting as defined above.
- Attendance at information meetings hosted by the County or neighbouring municipal partners, provincial public consultation meetings and community organizations where it is evident that the meeting is intended for information sharing, education and providing communications of benefit to the Township.
- Attendance at external meetings representing the Township on external Boards and Committees where the Council member has been appointed by by-law or resolution and has not been compensated by that organization. If travel is outside of Grey County and exceeds one (1) hour in duration, it is included to determine whether the per diem is a half day or full day rate. Mileage will be paid for these occurrences.
- Attendance at approved conferences, training, seminars and personal development events.

#### **4.4. Hourly Rate of Pay**

4.4.1. The hourly rate of pay shall apply to the following:

- Attendance of a Member to meetings that are scheduled by or requested by staff.
- Attendance of a Member on a staff committee (example Job Evaluation Committee, hiring committee, etc.).

#### **4.5. Events**

4.5.1. Community Events

4.5.1.1. Members of Council will be compensated for mileage to and from the event, while time is compensated as part of the annual stipend.

## **TOWNSHIP OF SOUTHGATE**

### **Policy # 21**

#### **Council Member Compensation, Expenses, Meeting Claims Guidance and Approval Policy**

**Council Approval: October 5, 2022**

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#### **4.5.2. Special Events**

4.5.2.1. When the Township is requested to attend public or community events where there is a direct invitation to the Mayor or a designate to attend and bring greetings representing the Township of Southgate, one member should attend representing the Township.

4.5.2.2. Members of Council will be compensated at the Hourly Rate for their attendance, not including travel time, plus mileage.

#### **4.5.3. Other**

4.5.3.1. Where members attend private family events or decide to attend events or meetings inside or outside the Township on their decision, travel expenses will not be compensated.

#### **4.6. Conferences, Seminars & Training**

4.6.1. Members of Council will follow Policy #2: "Conference, Education & Training Policy for Council, Staff & Volunteer Firefighters" for approval and reimbursement.

4.6.2. Members of Council will receive Per Diem amounts as defined above for their attendance.

4.6.3. Per Diem rates will only apply to the days attending the conference and not travel days.

#### **4.7. Remuneration Amounts**

4.7.1. Remuneration amounts including stipends, per diems and hourly rates will be in accordance with the Council Pay Grid.

4.7.2. The Council Pay Grid will be updated each year with the Council approved COLA (Cost of Living Allowance) amount.

#### **4.8. Benefits**

**4.9.** Members of Council shall be provided employer paid benefits that are required by legislation such as Employer Health Tax.

**4.10.** The Township will include members of Council in their Employee and Family Assistance Program (EFAP) when it is used for staff.

**4.11.** The Township will follow OMERS guidelines in regards to the qualification of Council Members as NFT (Non-full Time) or OTCFT (Other than Continuous Full Time) classifications.

### **5. Claiming Expenses & Reporting**

#### **5.1. Council Member Expense Claim Reports**

- Council members shall only list the eligible meeting compensation and/or expenses being claimed for financial reimbursement on the Council Member Expense Statement.
- Council member expense claim reports are due no later than the 5<sup>th</sup> day of the following

## TOWNSHIP OF SOUTHGATE

### Policy # 21

### Council Member Compensation, Expenses, Meeting Claims Guidance and Approval Policy

Council Approval: October 5, 2022

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month for administrative processing.

- The Clerk's department will be reviewing the statements for accuracy and compliance, and not approving Council compensation statements. If necessary, errors will be drawn to the Council members attention for policy compliance correction, and/or forwarded to the CAO for a review opinion, and/or for approval by the Mayor or to a Council meeting for discussion and policy resolution.
- These expenses and meeting compensation claims will be paid out on the second payroll run of the following month.

#### **5.2. Disclosure of Compensation Expenses:**

- Prior to March 31<sup>st</sup> of each calendar year, the Treasurer must provide to Council a statement of all remuneration and expenses paid to each member of Council and members of appointed boards and committees for approval on a public Council agenda. The report is a statutory report required by the Municipal Act, 2001, S.O.2001, c. 25 as amended (the "Act") and as a public record.
- Any By-law of the Corporation, compensation of members of council, and expenses supporting documentation (subject to MIFIPPA), is a public record.
- The Township of Southgate's Clerk will on a monthly basis post the Council expense claims on the Township's website under the title of "Open Government" section.
- The Council member's monthly expense claim forms will also be retained on the Township's website for the entire term of Council.

#### **6. Review of this Policy**

- This policy may be reviewed at the discretion of Council.
- It is recommended it be reviewed at least once in a Council term and at least 180 days prior to the municipal election.

#### **7. Policy Updates**

Administrative updates or changes of any kind to this policy by the staff shall be approved by Council resolution and be placed into force and effect immediately.

#### **Reference Policies**

- Policy #2 – Conference, Education and Training for Council and Staff
- Policy #22 – Vehicle Safety and Use Policy
- Policy #37 - Expense Claims Policy



**TOWNSHIP OF SOUTHGATE**

**Policy # 21**

**Council Member Compensation, Expenses,  
Meeting Claims Guidance and Approval  
Policy**

**Council Approval: October 5, 2022**



Schedule A



**Southgate Council Pay Grid**

As of November 15, 2022

<b>Job Title</b>	<b>Stipend</b>	<b>Half Day</b>	<b>Full Day</b>	<b>Hourly Rate</b>
Mayor	\$ 20,603.35	\$ 120.00	\$ 200.00	\$ 35.00
Deputy Mayor	\$ 16,258.32			
Council Member	\$ 14,807.25			

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**  
**BY-LAW NUMBER 2022-146**

**being a by-law to appoint an additional member to the Grey County  
Compliance Audit Committee for the 2022 to 2026 Term of Council**

**Whereas** section 88.37(1) of the Municipal Elections Act, 1996 requires a council or local board to establish a compliance audit committee before October 1 of an election year for the purposes of this Act; and

**Whereas** the Act states that the committee shall be composed of not fewer than three and not more than seven members and shall not include:

- a) Employees or officers of the municipality or local board
- b) Members of the council or local board
- c) Any persons who are candidates in the election for which the committee is established; or
- d) Any persons who are registered third parties in the municipality in the election for which the committee is established;

**Whereas** the Councils of the lower tier municipalities in the County of Grey have previously agreed to establish a joint Grey County Compliance Audit Committee; and

**Whereas** the term of the Grey County Compliance Audit Committee is the same as the term of office of the council or local board that takes office following the next regular election, being 2022 to 2026, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed, and

**Whereas** at the September 7, 2022 regular meeting of Council, the Corporation of the Township of Southgate appointed the following to the Grey County Compliance Audio Committee for the 2022-2026 Term of Council:

- Bryan G. Allendorf
- John Leslie Hollins
- David Nusko
- Dan Sullivan; and

**Whereas** the Corporation of the Township of Southgate is desirous of appointing an additional member to the Grey County Compliance Audit Committee for the 2022-2026 Term of Council,

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

2. **That** in addition to those stated above, the Corporation of the Township of Southgate appoint **Miranda Lahtinen** as a member of the Grey County Compliance Audit Committee for the 2022 to 2026 Term of Council; and
3. **That** this by-law shall come into force and take effect upon the enactment thereof.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of  
October, 2022.**

---

**John Woodbury – Mayor**

---

**Lindsey Green - Clerk**

**Township of Southgate  
Administration Office**

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



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

**Staff Report FIRE2022-017**

**Title of Report:** FIRE2022-017- Grey County Radio System Update

**Department:** Fire

**Council Date:** October 5, 2022

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIRE2022-017 for information.

**Background:**

On September 12, 2019, Grey County CAO, brought Report CAOR-CW-12-19 to County Council outlining a request from the Grey County Fire Chiefs Association for the County to assist with finding a solution to the fire paging and radio communication system. The primary objectives of the new system were to:

- Increase the footprint of area in Grey County where firefighters would receive pages to their pagers.
- Provide better communications by providing a paging only frequency which is separate from operational channels and has the ability for every department in Grey County to communicate to each other regardless of their location around the County.
- Provide a cost effective and efficient system by using a group buying power approach. With the County ordering all the radios the cost was significantly lower to all municipalities and with the RFP covering the maintenance of the radio system itself to be monitored 24/7.

On June 17<sup>th</sup>, 2020 Southgate Council agenda under correspondence 10.2.3 County of Grey Fire Communications Project – received June 1, 2020 was a memo from Kim Wingrove, Grey County CAO to all municipal CAOs that Telequip Systems Ltd. of Barrie, Ontario was awarded RFP CAO-01-20 for the delivery of an enhanced fire communications system. The memo also stated that Grey County required confirmation from each participating municipality that they were committed to moving forward with the project.

During 2022 budgets deliberations the annual cost of the Southgate's portion of the new radio system was included into the Township's budget.

**Staff Comments:**

On September 20<sup>th</sup> and September 21<sup>st</sup>, 2022, Telequip Systems LTD and Hartman Communications were on site at the Dundalk Fire Hall to transition the Fire Department to the new system. 23 portable, 6 mobile and 1 base radio were supplied by Grey County. The Dundalk Fire Department purchased an additional 2 headsets for the radio which is not captured by the RFP costs from the supplier.

Dundalk Fire Department is the fourth department in Grey County to be put onto the new system.

**Financial Implications:**

All costs were accounted for in the 2022 operational budget and will continue to be accounted for in future budgets.

**Communications & Community Action Plan Impact:**

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

**Concluding Comments:**

1. Staff recommends that Council receive Staff Report FIRE2022-017 for information.

Respectfully Submitted,

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

Derek Malynyk, Fire Chief Official

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

Dave Milliner, CAO

**Township of Southgate  
Administration Office**

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**Staff Report FIRE2022-018**

**Title of Report:** FIRE2022-018- Fire Department Quarter Three Update

**Department:** Fire

**Council Date:** October 5, 2022

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIRE2022-018 for information.

**Background:**

Fire Department update.

**Staff Comments:**

Please find the fire department quarter three report as *attachment 1*. Staff would like to thank the fire department members for their ongoing hard work and dedication.

**Financial Implications:**

All costs were accounted for in the 2022 operational budget. 1949 Dodge truck restoration has been paid for by donations.

**Communications & Community Action Plan Impact:**

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

**Concluding Comments:**

1. Staff recommends that Council receive Staff Report FIRE2022-018 for information.

Respectfully Submitted,

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

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

**Attachment #1 Third Quarter Report**



## **Dundalk Fire Department**

Third Quarter Report

(July 1<sup>st</sup>, 2022 – September 30<sup>th</sup>, 2022)

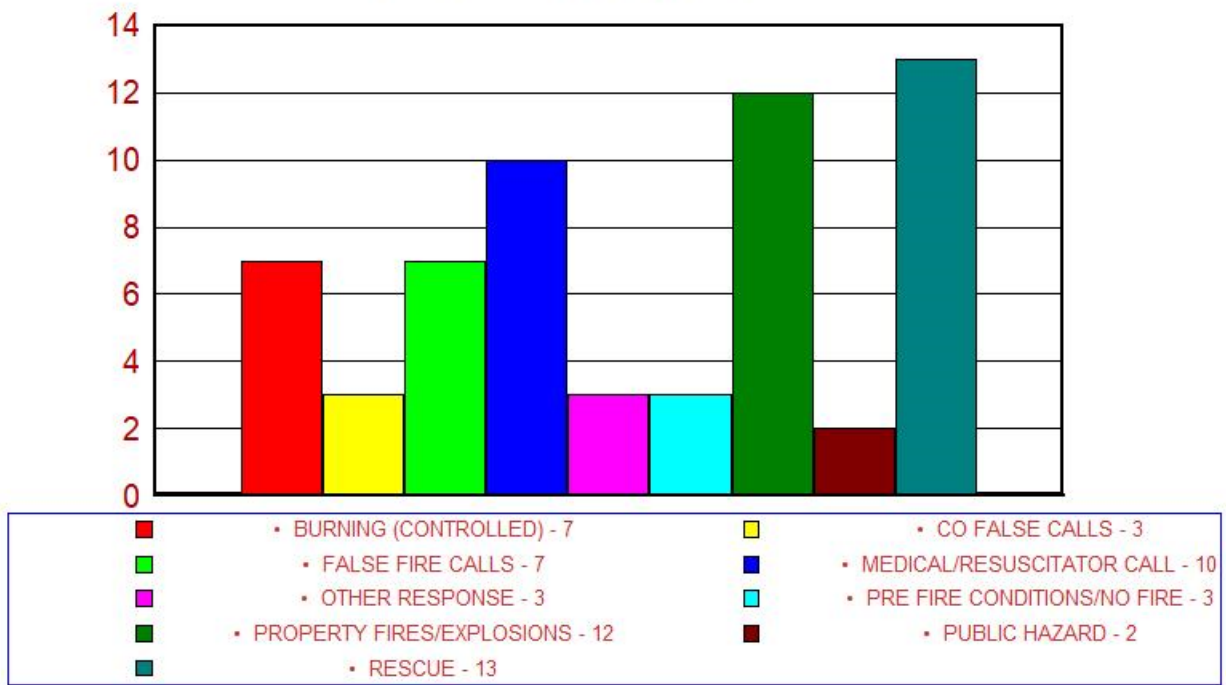
**Fire Chief Derek Malynyk**

## Calls for Service

In the third quarter of 2022 the Dundalk Fire Department responded to a total of 60 incidents.

Emergency Calls	July	August	September	Total
2022	23	22	15	60
2021	8	15	10	33

### Emergency Responses From Jul 1 22 to Sep 30 22



## Calls per Municipality

Municipality	Southgate	Melancthon	Grey Highlands	Other
Responses	44	11	5	0

## Fire Prevention/Public Education

Inspections in the third quarter.

Status	Count
Assigned	0
In Progress	2
Follow up	2
Legal Action	0
Rescinded	0
Closed	7
Total Inspections	11

### CAP UPDATE

As per the 2019-2023 Southgate Cap report *“2-D the Township will have taken aggressive action to enforce compliance by downtown buildings with property standards Building Code, and Fire Code Regulations.”* As of September 30<sup>th</sup>, 2022, a total of 16 Downtown properties have been inspected. Six of which require a follow up once the work has been completed to bring them up to code. At present time 44% of the downtown core buildings have been inspected by the Fire Department.

### PUBLIC EDUCATION & OTHER EVENTS

July

- Attended the JunCtian Community Initiatives Canada Day Connection
- Attended Dundalk Pharmacy & Homecare’s grand opening
- Conducted a Door-to-Door smoke alarm campaign in the Flato Subdivision

August

- Participated in the Southgate’s Youth Action Committee’s international youth day event
- Held a community bonfire safety event and movie under the stars at the Dundalk Fair Grounds
- Attended The Friends of The Dundalk Library BBQ & BOOK sale.

September

- Firefighters were at the Dundalk Fall Fair with a public education booth and kids’ obstacle course
- Firefighters were on scene for the Dundalk Fall Fair Demolition Derby
- Members attended the Seniors Health Fair with a fire extinguisher prop



## **Training**

At the beginning of the second quarter practices increased from 2 hours of training to 3 hours of training. The following topics were trained on.

### **July**

- Accountability, Vehicle stabilization
- Enbridge gas attended the fire hall to provide a presentation about natural gas leaks

### **August**

- Highrise firefighting. Firefighters attended the Flato apartment building to pre plan and practice using the standpipe system and sprinkler system.
- Book 7 traffic control for unplanned events was provided by AORS

### **September**

- Ground ladders
- Chimney fires and ventilation

Members of the department participated in external training opportunities utilizing the Regional RTCs in the second quarter.

- One Firefighter attended NFPA 1021 Officer 2 at the Grey County RTC
- One Firefighter is currently completed NFPA 1041 Instructor 2 through the Grey County RTC
- Fire Prevention Officer attended Fire Code Part 9 Online
- One Firefighter completed mental health first aid standard through the Canadian Mental Health Association

## **Dundalk Firefighters Association**

### **Dodge 49 Fire Truck Update**

As a follow up to the quarter two report the restoration of the truck is progressing. The chrome has been completed. Wrecks to Rods believes the project is 85% completed and is still on track to be completed before winter.

Attached are pictures of the truck from within a week of this report.





## **Township of Southgate**

### **Administration Office**

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## **Staff Report FIRE2022-019**

**Title of Report:** FIRE2022-019- The Fire Zone Radio Show

**Department:** Fire

**Council Date:** October 5, 2022

### **Recommendation:**

**Be it resolved that** Council receive Staff Report FIRE2022-019 for information.

### **Background:**

The leading causes of fires in Ontario are cooking, smoking and electrical malfunctions. Statistics from the Ontario Fire Marshal Office indicated there were 115 preventable fire deaths in 2020. Prior to 2020, the average number of fire deaths was 87.

As of September 28, 2022, there were 80 fatal fire events, leading to 96 fatalities. The fatalities are unacceptable and, in most cases, avoidable.

The Fire Department and Township have a legal obligation to provide fire prevention and public education. This is traditionally done through smoke alarm programs and teaching the public about fire safety education. Conversely, the public has an obligation to learn.

### **Staff Comments:**

The Dundalk Fire Department has entered a public/private partnership with local radio station 88.7, The River, located in Mount Forest.

Beginning November 2022, and each month following, the Dundalk Fire Department will host its own fire safety show called, "The Fire Zone." The 30-minute segments will focus on a myriad of fire safety topics such as the fire code, fire prevention, fire safety education and PTSD, to name a few.

Each month, the host of "The Fire Zone," Dundalk Fire Departments Deputy Fire Chief Guilbault, will feature a special guest. When unavailable Dundalk Fire Prevention Officer RJ Amyotte will fill in as host. The first guest will be Fire Chief Malynyk and will air November 2<sup>nd</sup> and 3<sup>rd</sup>. Representatives from the Office of the Fire Marshall, local Fire Chiefs and Fire Prevention Officers, will also be participating.

"The Fire Zone" will air the first Wednesday morning of each month at 10am and a repeat broadcast on Thursday evening at 7pm. It will be a segment of the current program "Town Hall" which is currently airing on The River.

The Dundalk Fire Department is the only fire department currently in Ontario hosting our own radio show and staff are very proud of this partnership. The Dundalk Fire Department Fire Prevention and Public Education committee has developed monthly fire safety themes which will be discussed on the show and incorporated into public service announcements (PSA'S). These PSA's have been written by staff and will be delivered on the radio by current fire department members children. Staff believe this is a unique way in which to deliver fire safety messages to our community members.

**Financial Implications:**

There is an approximate \$400.00 financial implication which will be absorbed by the 2022 budget. Future costs will be incorporated into the 2023 operational budget.

**Communications & Community Action Plan Impact:**

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

**Concluding Comments:**

1. Staff recommends that Council receive Staff Report FIRE2022-019 for information.

Respectfully Submitted,

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

Derek Malynyk, Fire Chief Official

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

Dave Milliner, CAO



## Staff Report FIN2022-024

**Title of Report:** FIN2022-024 2022 Insurance Renewal

**Department:** Finance

**Council Date:** October 5, 2022

**Recommendation:**

**Be it resolved that** Council receive Staff Report FIN2022-024 2022 Insurance Renewal as information.

### Background:

The municipality has insurance policies for Casualty, Property, Automobile, and Excess with Intact Public Entities Inc., in partnership with NFP Canada Corp.

### Staff Comments:

On September 14, 2022, Intact Public Entities Inc. and NFP Canada Corp provided the renewal report for the period October 1, 2022 to September 30, 2023.

Staff prepared the following table to analyze the increase in premiums:

				Increase	
		2022-2023	2021-2022	\$	%
Casualty					
General Liability		\$ 86,024	\$ 63,836	\$ 22,188	35%
Errors and Omissions Liability		\$ 8,034	\$ 6,181	\$ 1,853	30%
Non-owned Automobile Liability		\$ 181	\$ 176	\$ 5	3%
Environmental Liability		\$ 8,776	\$ 6,751	\$ 2,025	30%
Crime		\$ 1,640	\$ 1,591	\$ 49	3%
Board Members Accident		\$ 1,578	\$ 1,532	\$ 46	3%
Volunteers' Accident		\$ 155	\$ 150	\$ 5	3%
Conflict of Interest		\$ 433	\$ 420	\$ 13	3%
Legal Expense		\$ 945	\$ 918	\$ 27	3%
Aviation		\$ 2,700	\$ 2,700	\$ -	0%
Property					
Property		\$ 59,765	\$ 48,279	\$ 11,486	24%
Equipment Breakdown		\$ 2,900	\$ 2,843	\$ 57	2%
Automobile					
Owned Automobile		\$ 72,359	\$ 46,619	\$ 25,740	55%
Excess					
Follow Form - 1st layer		\$ 2,407	\$ 2,160	\$ 247	11%
Follow Form - 2nd layer		\$ 3,785	\$ 3,505	\$ 280	8%
Total Annual Premium		\$ 251,682	\$ 187,661	\$ 64,021	34%
8% Retail Sales Tax		\$ 20,135	\$ 15,013	\$ 5,122	34%
Total Cost		\$ 271,817	\$ 202,674	\$ 69,143	34%



On September 14, 2022, staff met with representatives of the providers to review the renewal report and discuss the increases, resulting in an overall increase of 34%. The increase in the general liability premium of 35%, property 24%, and owned automobile is mostly due to the cost of recent claims and the continuing increase in replacement cost of municipal vehicles.

Intact Public Entities Inc. and NFP Canada Corp have been asked to make a presentation to Council at the October 5, 2022 meeting to answer any questions Council may have.

Staff also notes that only two large providers remain willing to provide municipal insurance coverage, Intact Public Entities Inc and Marsh Canada Limited, as several insurance providers have stopped serving the municipal market due to the uncertain volatility in the level of claims.

**Financial Implications:**

The 2022 Budget contained \$212,242 for insurance policy premiums. Based on the current renewal, the projected cost for 2022 is \$219,960 ( $\$202,674 \times 9/12 + \$271,817 \times 3/12$ ), which is overbudget by \$7,718.

Staff estimates that the 2023 Budget should contain \$285,408, taking into consideration the impact of this 34% increase and assuming a further increase of 20% for the 2023/2024 premium year, for a 2023 budget impact of \$65,448.

**Communications & Community Action Plan Impact:**

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

Mission Statement Pillars

- Trusted Government
- Economic Prosperity.

Themes:

- Municipal Services
- Public Communications

Core Values:

- Integrity
- Stewardship

**Concluding Comments:**

The annual insurance costs for the period October 1, 2022 to September 30, 2023 is \$271,817, an increase of 34%. The 2022 Budget anticipated an increase of 25%, so the projected shortfall is \$7,718. Staff estimates that the 2023 Budget should contain \$285,408, taking into consideration the impact of this 34% increase and assuming a further increase of 20% for the 2023/2024 premium year, for a 2023 budget impact of \$65,448.

Respectfully Submitted,

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

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

**Attachment:**        None



<b>Monthly Statistics Report</b>			
	<b>Jun 2022</b>	<b>Jul 2022</b>	<b>Aug 2022</b>
<b>New Patrons</b>	17	44	20
<b>Tech Questions</b>	17	10	13
<b>Circulation</b>	1,024	1,475	1,846
<b>Phone Calls</b>	85	50	58
<b>Reference/Reader's Advisory</b>	8	6	4
<b>Programs</b>	20	16	21
<b>Program Participation</b>	263	187	457
<b>Facebook Reaches</b>	3,690	1,830	5,242
<b>Instagram Reaches</b>	3,364	1,631	4,055
<b>Instagram Engagements</b>	187	84	152
<b>E-material Circulation</b>	353	336	365
<b>E-resource usage</b>	17	6	21
<b>ILL Circulation – Received</b>	22	10	12
<b>ILL Circulation – Requests</b>	24	29	23
<b>Computer Usage</b>	119	142	154
<b>Wi-Fi</b>	33	21	30
<b>Library Visits</b>	805	723	833

### CEO Update:

Marion Bosch has started as the new Library Assistant – Part time. Welcome to the team Marion!

The Library had a busy summer with programming and summer reading challenges. Many new faces are coming into the library, which is reflected in the number of new library cards issued. We love meeting new community members.

Teen volunteers had their own fundraiser to raise funds for the Teen Advisory Group. They created Market Totes personalized by each teen. They are so creative!

### Accomplishments:

- Hired Library Assistant - Part time
- Fall Program Planning
- Fall Book orders
- Summer Reading Challenges
- Meeting with GPLIP re. Welcoming Week

### 60 Day Plan:

- Training Library Assistant – Part time
- Wellness Kits
- Winter Book Orders
- 2023 Budget
- New Board applications and advertising
- Public Library Operation Grant
- E-Resources for 2023

### Summer Reading Highlights:

The 2022 Summer Reading challenges for kids and youth were all successful compared to last year. In 2021, we had 46 children, and 13 teens participate in the summer reading programs. This summer we had 77 kids participate in the TD Summer reading challenge and 31 teens participated in the Reading Bingo Challenge.

The Amazing Reads Canada Challenge was brought back this summer for the Adults. Fifteen people participated and 9 completed the challenge. Congratulations on the lucky winners! Thank you to the Friends of the Library for donating the prizes for all the summer reading challenges.

### Programs and Events:

- Teen Drop in
- Teen Market Crafts
- Teen DIY Summer Hair Accessory
- Teen Picnic at the Park
- Weekly Kids Crafts
- Kids Tech Time at the Farmers Market
- Adult Colour Changing Tumbler Market Craft
- Drop in Cricut Projects

### Upcoming Programming:

- Baby & Toddler Story time – Thursdays
- Kids Craft times Ages 4-7 – Sept. 14
- Kids Craft times Ages 8-10 – Sept. 28
- Kids PD Day Movie – Sept. 23
- Tweens Craft Time Ages 10-12 – Sept. 21
- Teens Learn To play Pool – Sept. 15
- Teens Movie Night – Sept. 29
- Teens Paint Night – Oct. 13
- Adult Book Club – Sept. 28
- Local History Talks – Sept. 27 & Oct. 11
- Cricut 1-on-1 Fall Mug – Sept. 27-Oct. 1
- Adult Fall Wreath – Oct. 5
- Book-to-Movie Club – Oct. 14

### Other Highlights:

On Friday, August 26 the Friends of the Library hosted a BBQ and Books event. They did an amazing job in raising funds and bringing the community together in support of the library. They had kid's activities, a BBQ and a book sale by donation. Thank you to the Southgate Fire Department for participating and helping with the event and to the Friends for a successful evening. Thank you to the anonymous donor for covering the cost of food.



## **Staff Report PW2022-047**

**Title of Report:** PW2022-047 Department Report  
**Department:** Public Works  
**Branch:** None  
**Council Date:** October 5, 2022

**Recommendation:**

**Be it resolved that** Council receive Staff Report PW2022-047 for information.

**Background:**

Public Works Department update.

**Staff Comments:**

**Transportation and Public Safety:**

1. Staff were notified of lumber left on the side of Southgate Road 22 between Southgate Sideroads 19 & 21 the morning of September 20, 2022. Operators were dispatched to remove the materials off the road. (Attachment #1)
2. A resident bagged litter that was strewn around and left on Southgate Sideroad 21, between Grey County Road 9 and Southgate Road 14. Personal identification documents were retrieved and delivered to the Township. The Public Works Manager contacted the OPP, and the officer was to contact the individual about the incident.
3. Staff are preparing areas for hot mix paving patches in the Township with the contractor mobilizing operations for the work.

**Water & Wastewater:**

1. The Drinking Water Quality Management System (DWQMS) external audit was conducted on September 1 & 2 2022. There was 1 minor Corrective Action and 4 Opportunities for Improvement issued. The final report will be provided in a staff report once finalized.
2. A Ministry of Environment, Conservation and Parks (MECP) Drinking Water Focused Inspection was conducted on September 19, 2022 for the Dundalk Drinking Water System.

**Waste Resources and Diversion Management:**

1. Three new landfill monitoring wells were installed on the recently acquired lands to the east of the landfill, monitoring for offsite indicators on September 13, 2022. A GM BluePlan engineer was onsite for the works.
2. Public Works Manager Jim Ellis was invited to present at the Hanover-Walkerton Waste Management Committee meeting on September 13, 2022 on the Southgate Organics Program.
3. Public Works Administrative Assistant Lisa Wilson set up a Southgate booth at the Dundalk Fall Fair and the Seniors Health Fair focusing on the Township's Waste Resources and Diversion Management programs, Lisa mentioned they were both well attended with lots of discussion on our programs.

**Financial Implications:**

These items are included in the Operating and Capital Budgets, the landfill monitoring well installations were budgeted for \$12,000.00

**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:**

1. Staff recommends that Council receive Staff Report PW2022-047 for information.
2. Staff request the public report any observations of roadside disposing of waste materials. Do not engage with the individual(s) during these acts, but record information and report to the Township details about the vehicle and license plate number for police investigation.

Respectfully Submitted,

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

Jim Ellis, Public Works Manager

**Treasurer Approval:** **Original Signed By**

William Gott, CPA, CA Treasurer

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

Dave Milliner, CAO

**Attachments:**

Attachment # 1 – Lumber on Road 22







September 16, 2022

To: Municipalities of the Saugeen Watershed

Dear Municipal Council,

I am pleased to enclose the 2023 Draft Budget for Saugeen Conservation. The package includes all materials that were circulated during our recent draft budget review meeting. Materials included are budget summary pages, departmental line by line budgets, and a projected statement of reserves for the next two fiscal year ends. Power point presentations by department were also made to our directors and therefore these are attached for your information.

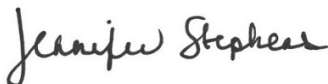
This Draft Budget provides for a municipal levy increase over the 2022 levy of \$167,412 with an assessment increase of 1.93%.

Priorities addressed in the 2023 budget include additional staff development opportunities, increased communications and education for our stakeholders and partners, hazard tree removal at our campgrounds, investment in our capital water and erosion control infrastructure, and as well as compliance with *Conservation Authority Act* amendments.

The next scheduled Authority meeting where the 2023 budget will be considered is October 20, 2022.

Saugeen Valley Conservation Authority looks forward to continuing to work with its municipal stakeholders to protect and enhance the Saugeen Valley watershed. We welcome the opportunity to present our 2023 draft budget to municipal councils at your request.

Sincerely,



Jennifer Stephens  
General Manager/Secretary-Treasurer  
Saugeen Conservation  
Encl.



# Sageen Valley Conservation Authority 2023 Draft Budget

Presented: September 15, 2022

**Saugeen Valley Conservation Authority**

**Budget Summary**

**2023**

			Sources of funding						
	2022 Approved budget	2023 Proposed budget	Provincial Funding	Donations/ Other funding	Special Levy	General Levy	Self Generated	Reserves	Surplus/Deficit
<b>General Levy Programs</b>	3,435,625	3,948,300	81,400	8,000	108,624	2,071,216	1,327,900	351,160	
<b>Non-General Levy Programs</b>	997,350	2,058,780	255,000	70,000	345,000		1,089,300	385,000	85,520 <sup>1</sup>
<b>TOTAL</b>	<b>4,432,975</b>	<b>6,007,080</b>	<b>336,400</b>	<b>78,000</b>	<b>453,624</b>	<b>2,071,216</b>	<b>2,417,200</b>	<b>736,160</b>	<b>85,520</b>

Note:

1. Non-General Levy surplus to be put into appropriate reserve for future capital reinvestment into those programs.



**Saugeen Valley Conservation Authority**  
**General levy programs**  
**2023**

			Sources of funding					
Program	2022 Approved budget	2023 Proposed budget	Provincial Funding	Donations/ Other funding	Special Levy	General Levy	Self Generated	Reserves
<b>Corporate Services</b>								
Administration	612,300	708,500				458,500	190,000	60,000
GIS & IT	162,875	179,600				169,600		10,000
Community Relations	116,300	132,100				132,100		
Education	105,550	100,850		7,000		53,650	40,200	
<b>Environmental Planning &amp; Regulations</b>	1,060,800	1,184,300				441,300	703,000	40,000
<b>Water Resources</b>								
Flood Forecasting & Warning	217,000	275,800	81,400			167,905	700	25,795
Water Resources Management	168,150	256,750			108,624	71,656		76,470
Water Quality	109,650	149,050				124,155		24,895
<b>Forestry, Lands &amp; Stewardship</b>								
Non-Revenue Parks & Land Management	408,500	463,900		1,000		372,900	20,000	70,000
Forestry & Stewardship	474,500	497,450				79,450	374,000	44,000
<b>Total</b>	<b>3,435,625</b>	<b>3,948,300</b>	<b>81,400</b>	<b>8,000</b>	<b>108,624</b>	<b>2,071,216</b>	<b>1,327,900</b>	<b>351,160</b>

**Saugeen Valley Conservation Authority**  
**Non-General levy programs**  
**2023**

			Sources of funding					
Program	2022 Approved budget	2023 Proposed budget	Provincial Funding	Donations/ Other funding	Special Levy	Self Generated	Reserves	Reserve Contributions
<b>Forestry, Lands &amp; Stewardship</b>								
Agricultural Lands	10,400	8,300				17,700		9,400
Motor Pool	167,500	181,000				150,000	40,000	9,000
Bruce Dale CA	101,250	217,180				132,600	120,000	35,420
Durham CA	304,300	382,300				348,500	35,000	1,200
Saugeen Bluffs CA	393,900	600,000				440,500	190,000	30,500
<b>Water Resources</b>								
Capital Water Projects	20,000	670,000	255,000	70,000	345,000			
<b>Total</b>	<b>997,350</b>	<b>2,058,780</b>	<b>255,000</b>	<b>70,000</b>	<b>345,000</b>	<b>1,089,300</b>	<b>385,000</b>	<b>85,520</b>

Saugeen Valley Conservation Authority														
2023 General Levy														
		2022												
		Current Value	2022 CVA	CVA Based									Approximate	
	% in	Assessment (CVA)	(Modified) in	Apportionment	% Change In	% Change In	2022 Actual	Change due to	0% levy	2023 Proposed	\$ Change In	% Change In	1% of Municipal	Municipal
Municipality	CA	(Modified)	Watershed	Percentage	Apportionment	Assessment	General Levy	Assessment	change	General Levy	General Levy	General Levy	Tax Levy	levy impact
Arran-Elderslie	48	788,171,864	378,322,495	2.5083	-0.29%	1.63%	\$ 46,980	\$ 767	\$ 47,747	\$ 51,937	\$4,190	8.92%	55,000	0.076%
Brockton	100	1,302,341,980	1,302,341,980	8.6347	0.23%	2.16%	\$ 160,901	\$ 3,479	\$ 164,380	\$ 178,827	\$14,447	8.98%	96,000	0.150%
Chatsworth	49	921,751,380	451,658,176	2.9946	-0.11%	1.82%	\$ 55,983	\$ 1,021	\$ 57,004	\$ 62,008	\$5,004	8.94%	59,000	0.085%
Grey Highlands	31	2,111,456,259	654,551,440	4.3398	-0.74%	1.17%	\$ 81,655	\$ 957	\$ 82,612	\$ 89,868	\$7,256	8.89%	118,000	0.061%
Hanover	100	986,818,896	986,818,896	6.5427	-0.59%	1.33%	\$ 122,920	\$ 1,634	\$ 124,554	\$ 135,498	\$10,944	8.90%	73,500	0.149%
Howick	8	508,020,385	40,641,631	0.2695	-2.58%	-0.71%	\$ 5,160	-\$ 37	\$ 5,123	\$ 5,565	\$442	8.56%	37,000	0.012%
Huron-Kinloss	57	1,466,294,421	835,787,820	5.5414	-0.67%	1.25%	\$ 104,187	\$ 1,303	\$ 105,490	\$ 114,758	\$9,268	8.90%	90,000	0.103%
Kincardine	100	2,638,084,781	2,638,084,781	17.4908	-0.53%	1.39%	\$ 328,424	\$ 4,561	\$ 332,985	\$ 362,257	\$29,272	8.91%	193,000	0.152%
Minto Town	36	1,138,571,018	409,885,567	2.7176	1.59%	3.55%	\$ 49,958	\$ 1,772	\$ 51,730	\$ 56,271	\$4,541	9.09%	56,000	0.081%
Morris-Turnberry	5	576,923,967	28,846,198	0.1913	-0.13%	1.80%	\$ 3,669	\$ 66	\$ 3,735	\$ 4,184	\$449	12.25%	41,000	0.011%
Saugeen Shores	100	3,173,146,937	3,173,146,937	21.0384	0.44%	2.38%	\$ 391,214	\$ 9,308	\$ 400,522	\$ 435,734	\$35,212	9.00%	180,000	0.196%
South Bruce	99	737,783,088	730,405,257	4.8427	1.04%	2.99%	\$ 89,508	\$ 2,681	\$ 92,189	\$ 100,286	\$8,098	9.05%	51,000	0.159%
Southgate	94	1,095,001,488	1,029,301,399	6.8244	0.49%	2.43%	\$ 126,839	\$ 3,078	\$ 129,917	\$ 141,332	\$11,415	9.00%	130,000	0.088%
Wellington North	33	1,801,568,972	594,517,761	3.9417	-0.52%	1.40%	\$ 73,997	\$ 1,039	\$ 75,036	\$ 81,626	\$6,590	8.91%	52,000	0.127%
West Grey	100	1,828,355,239	1,828,355,239	12.1222	0.02%	1.95%	\$ 226,370	\$ 4,409	\$ 230,779	\$ 251,064	\$20,285	8.96%	110,000	0.184%
			15,082,665,578	100.00		1.93%	\$ 1,867,766	\$ 36,038	\$ 1,903,804	\$ 2,071,216	\$167,412	8.96%		

## Community Relations

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	25,210	60,500	62,000	72,500	10,500
Staff Benefits	433	3,300	5,400	5,200	- 200
Staff Benefits - Merchs & Omers	4,992	12,550	13,200	15,500	2,300
Staff Travel	187	250	6,000	3,000	- 3,000
Staff Development	-	450	600	2,000	1,400
Staff Uniforms	530	530	500	300	- 200
Office Expense	1,148	2,200	2,000	2,000	-
Telephone	317	700	700	700	-
Marketing	269	7,000	4,000	10,000	6,000
Subscriptions	931	2,500	500	3,000	2,500
Printing	-	-	1,500	-	- 1,500
Program Supplies	2,259	2,500	1,500	1,500	-
Administration Overhead	2,341	4,400	4,400	4,400	-
Staff Recognition	-	1,000	1,000	2,000	1,000
Web Page	-	7,000	6,000	10,000	4,000
Publication	1,725	1,725	7,000	-	- 7,000
<b>Revenues</b>					
General Levy	58,150	116,300	116,300	132,100	15,800

<b>Total Expenses</b>	<b>40,342</b>	<b>106,605</b>	<b>116,300</b>	<b>132,100</b>
<b>Total Revenues</b>	<b>58,150</b>	<b>116,300</b>	<b>116,300</b>	<b>132,100</b>
<b>Net</b>	<b>17,808</b>	<b>9,695</b>	<b>-</b>	<b>-</b>

## Education

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	16,357	43,500	43,500	38,500	- 5,000
Staff Benefits	2,693	5,380	5,400	4,600	- 800
Staff Benefits - Merchs & Omers	7,514	14,550	14,800	13,400	- 1,400
Staff Travel	1,291	2,500	1,700	2,000	300
Staff Development	-	250	300	300	-
Staff Uniforms	-	250	250	250	-
Office Expense	282	500	700	500	- 200
Telephone	305	800	800	600	- 200
Printing	-	50	150	50	- 100
Program Supplies	315	1,000	1,700	1,500	- 200
Administration Overhead	2,341	4,400	4,400	3,800	- 600
Equipment Rental	-	-	200	-	- 200
Floodwaters & You	-	-	4,500	4,000	- 500
Deer Program	13,007	18,000	18,000	19,000	1,000
Wren Program	1,686	4,200	3,750	4,250	500
Summer Program	-	4,600	2,300	4,800	2,500
March Break Program	-	-	600	600	-
Earth Week Program	2,550	2,550	2,500	2,700	200
<b>Revenues</b>					
General Levy	33,275	66,550	66,550	53,650	- 12,900
Donations	-	7,000	7,000	7,000	-
Deer Program (Bruce Power)	27,676	27,676	21,400	24,600	3,200
Wren Program (Education)	3,923	5,500	4,500	6,000	1,500
Summer Programs	-	5,835	3,100	6,300	3,200
Earth Week Program	3,000	3,000	3,000	3,000	-
Miscellaneous	275	275	-	300	300

<b>Total Expenses</b>	<b>48,341</b>	<b>102,530</b>	<b>105,550</b>	<b>100,850</b>
<b>Total Revenues</b>	<b>68,149</b>	<b>115,836</b>	<b>105,550</b>	<b>100,850</b>
<b>Net</b>	<b>19,807</b>	<b>13,306</b>	<b>-</b>	<b>(0)</b>

## GIS & IT

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	35,935	78,075	78,000	84,200	6,200
Staff Benefits	2,770	5,450	5,500	5,400	- 100
Staff Benefits - Merchs & Omers	8,712	16,700	16,800	17,300	500
Staff Travel	104	1,000	1,000	1,000	-
Staff Development	-	1,000	1,000	1,000	-
Staff Uniforms	309	300	300	300	-
Office Expense	136	250	250	300	50
Telephone	331	625	625	700	75
It Hardware & Software Licensing	45,667	50,000	26,000	34,000	8,000
Administration Overhead	2,341	4,400	4,400	4,400	-
Consultant Fees	19,538	28,000	28,000	30,000	2,000
Reserve Payment (Ortho)	500	1,000	1,000	1,000	-
<b>Revenues</b>		-			
General Levy	76,437	152,875	152,875	169,600	16,725
Reserves	30,090	30,090	10,000	10,000	-
Miscellaneous	61	100	-	-	-

<b>Total Expenses</b>	<b>116,342</b>	<b>186,800</b>	<b>162,875</b>	<b>179,600</b>	
<b>Total Revenues</b>	<b>106,588</b>	<b>183,065</b>	<b>162,875</b>	<b>179,600</b>	
<b>Net</b>	<b>(9,754)</b>	<b>(3,735)</b>	<b>-</b>	<b>-</b>	

## Administration

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	161,366	353,100	352,000	376,000	24,000
Staff Benefits	12,000	23,800	21,000	23,400	2,400
Staff Benefits - Merchs & Omers	41,767	76,600	77,000	80,000	3,000
Staff Travel	1,839	6,500	10,000	10,000	-
Staff Development	143	2,000	2,000	6,000	4,000
Staff Uniforms	1,968	2,000	500	600	100
Office Expense	7,113	12,000	8,000	12,000	4,000
Telephone	7,301	14,600	11,500	15,000	3,500
Utilities	8,542	18,000	18,000	18,000	-
Marketing	246	500	500	500	-
Insurance	19,410	38,000	26,000	38,000	12,000
Health & Safety	7,499	20,000	20,000	20,000	-
Legal Fees	-	5,000	1,000	5,000	4,000
Audit Fees	-	11,500	11,500	11,500	-
Bank Sc & Interest	805	1,200	1,000	1,200	200
Building Maintenance	31,075	52,000	58,000	95,000	37,000
Office Equipment Purchases	-	-	1,000	2,000	1,000
Property Taxes	3,872	8,000	8,000	8,000	-
Board Of Director Per Diem	8,839	18,000	20,000	18,000	- 2,000
Board Of Director Expenses	337	2,000	6,000	5,000	- 1,000
Conservation Ontario	27,481	30,000	30,000	30,000	-
Donations & Gifts	1,299	1,500	1,000	3,000	2,000
Consultant Fees	3,791	4,000	2,000	4,000	2,000
Resource Centre Expenses	2,682	4,000	4,000	4,000	-
Administration Overhead	- 40,966	- 77,700	- 77,700	- 77,700	-
<b>Revenues</b>					
General Levy	263,150	526,300	526,300	458,500	- 67,800
Reserves	-	29,000	31,000	60,000	29,000
Bank Interest	3,822	80,000	50,000	130,000	80,000
Miscellaneous	236	5,000	5,000	60,000	55,000

<b>Total Expenses</b>	<b>308,406</b>	<b>626,600</b>	<b>612,300</b>	<b>708,500</b>	
<b>Total Revenues</b>	<b>267,208</b>	<b>640,300</b>	<b>612,300</b>	<b>708,500</b>	
<b>Net</b>	<b>(41,198)</b>	<b>13,700</b>	<b>-</b>	<b>-</b>	

## Environmental Planning & Regulations

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	322,595	703,600	705,000	800,000	95,000
Staff Benefits	22,197	43,000	43,000	51,000	8,000
Staff Benefits - Merchs & Omers	77,287	154,200	152,000	170,000	18,000
Staff Travel	11,416	23,000	25,000	25,000	-
Staff Development	1,273	2,600	5,000	10,000	5,000
Staff Uniforms	3,562	4,000	4,000	4,000	-
Office Expense	9,322	10,000	12,500	12,500	-
Telephone	3,303	7,000	7,800	7,800	-
Marketing	227	2,000	4,000	17,000	13,000
Legal Fees	-	5,000	20,000	10,000	- 10,000
Planning Supplies	998	1,000	1,500	1,500	-
Administration Overhead	22,239	44,500	40,000	44,500	4,500
Consultant Fees	500	50,000	40,000	30,000	- 10,000
Reserve Payment (Ortho)	500	1,000	1,000	1,000	-
<b>Revenues</b>					
General Levy	171,400	342,800	342,800	441,300	98,500
Reserves	-	55,000	60,000	40,000	- 20,000
Plan Services	46,521	108,100	150,000	170,000	20,000
Legal Inquiries	9,032	18,100	27,000	27,000	-
Regulations Applications	135,426	291,000	310,000	330,000	20,000
Maps	-	-	1,000	1,000	-
Stormwater Management	6,125	30,000	45,000	45,000	-
Specific Property Inquiry Fee	58,078	116,200	125,000	130,000	5,000
<b>Total Expenses</b>	<b>475,418</b>	<b>1,050,900</b>	<b>1,060,800</b>	<b>1,184,300</b>	
<b>Total Revenues</b>	<b>426,582</b>	<b>961,200</b>	<b>1,060,800</b>	<b>1,184,300</b>	
<b>Net</b>	<b>(48,836)</b>	<b>(89,700)</b>	<b>-</b>	<b>-</b>	



## Forestry & Stewardship

	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
<b>Expenses</b>					
Salaries - Regular	63,495	151,500	157,000	175,000	18,000
Staff Benefits	5,447	12,650	16,500	14,000	- 2,500
Staff Benefits - Merchs & Omers	14,714	33,000	34,000	37,450	3,450
Staff Travel	9,206	29,000	29,000	29,000	-
Staff Development	1,010	15,000	15,000	15,000	-
Staff Uniforms	700	2,000	2,000	2,000	-
Office Expense	556	5,000	5,000	5,000	-
Telephone	600	2,500	2,500	2,500	-
Marketing	980	2,000	2,000	2,000	-
Forestry Supplies	416	7,000	7,000	7,000	-
Equipment Purchase	142	7,000	7,000	7,000	-
Forestry Works	-	5,000	5,000	5,000	-
Property Taxes	20,869	35,000	35,000	35,000	-
Signs	-	1,000	1,000	5,000	4,000
Administration Overhead	3,511	9,000	9,000	9,000	-
Equipment Rental	1,407	3,500	3,500	3,500	-
Stewardship Services	-	15,000	15,000	15,000	-
Reserve Payment (Ortho)	500	1,000	1,000	1,000	-
Forestry Displays	-	1,000	1,000	1,000	-
Nursery Stock Purchases	59,643	100,000	100,000	100,000	-
Landscape Stock Purchase	-	6,000	6,000	6,000	-
Arbour Day Purchases	-	20,000	20,000	20,000	-
Spraying Expense	265	1,000	1,000	1,000	-
<b>Revenues</b>					
General Levy	14,250	28,500	28,500	79,450	50,950
Donations	201	200	-	-	-
Reserves	29,000	73,000	73,000	44,000	- 29,000
Forest Products	-	180,000	180,000	180,000	-
Tree Planting	-	30,000	30,000	30,000	-
Nursery Stock	30,728	100,000	100,000	100,000	-

## Forestry & Stewardship

	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Mftip	6,761	12,000	12,000	12,000	-
Marking & Pruning	2,740	3,000	2,000	3,000	1,000
Landscape Stock	161	13,000	13,000	13,000	-
Spraying	1,160	10,000	10,000	10,000	-
Arbour Day Sales	13,698	23,000	23,000	23,000	-
Miscellaneous	1,677	3,000	3,000	3,000	-

<b>Total Expenses</b>	<b>183,463</b>	<b>464,150</b>	<b>474,500</b>	<b>497,450</b>
<b>Total Revenues</b>	<b>100,377</b>	<b>475,700</b>	<b>474,500</b>	<b>497,450</b>
<b>Net</b>	<b>(83,086)</b>	<b>11,550</b>	<b>-</b>	<b>-</b>

## Non-Revenue Parks & Land Management

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	55,141	180,500	174,000	217,000	43,000
Staff Benefits	5,867	11,400	11,000	12,000	1,000
Staff Benefits - Merchs & Omers	13,399	38,500	34,400	45,300	10,900
Staff Travel	5,652	15,000	15,000	15,000	-
Staff Development	819	2,000	2,000	2,000	-
Staff Uniforms	3,066	4,500	1,500	1,500	-
Office Expense	2,614	4,000	1,000	1,000	-
Telephone	1,795	4,500	4,500	4,500	-
Utilities	7,801	18,000	18,000	18,000	-
Advertising	91	1,000	1,000	1,000	-
Insurance	9,620	14,000	14,000	14,000	-
Park Repairs & Maintenance	13,166	85,000	85,000	75,000	- 10,000
Hazard Trees	13,059	25,000	15,000	20,000	5,000
Park Supplies	3,713	6,000	6,000	6,000	-
Water Sampling Costs	407	1,500	1,500	1,500	-
Property Taxes	4,002	9,000	9,000	9,000	-
Park Signage	305	1,500	1,500	5,000	3,500
Administration Overhead	1,170	2,100	2,100	2,100	-
Equipment Rental	3,578	7,000	7,000	7,000	-
Durham Day Use Water	342	1,500	1,500	1,500	-
Shop Supplies	800	2,500	2,500	2,500	-
Small Tools	183	1,000	1,000	3,000	2,000
<b>Revenues</b>					
General Levy	164,250	328,500	328,500	372,900	44,400
Reserves	-	-	60,000	70,000	10,000
Rental Revenue	2,874	12,000	12,000	12,000	
Donations	984	1,000	-	1,000	1,000
Admission Non Revenue Parks	2,906	7,000	7,000	7,000	-
Summer Career Grant	-	14,520	-	-	-
Miscellaneous	611	61,000	1,000	1,000	-

<b>Total Expenses</b>	<b>146,592</b>	<b>435,500</b>	<b>408,500</b>	<b>463,900</b>	
<b>Total Revenues</b>	<b>171,626</b>	<b>424,020</b>	<b>408,500</b>	<b>463,900</b>	
<b>Net</b>	<b>25,034</b>	<b>(11,480)</b>	<b>-</b>	<b>-</b>	

## Motor Pool

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	18,475	25,000	17,000	20,000	3,000
Staff Benefits - Merchs & Omers	4,154	5,400	3,500	4,500	1,000
Equipment Purchase	-	23,000	23,000	7,500	- 15,500
Vehicle Fuel	20,491	42,500	35,000	40,000	5,000
Equipment Fuel	2,577	5,500	5,500	5,500	-
Vehicle Repairs & Maintenance	6,462	12,500	12,500	12,500	-
Equipment Repairs & Maintenanc	6,275	10,000	10,000	10,000	-
Office Equipment Rep & Maint	3,580	8,000	8,000	8,000	-
Licences & Insurance	6,396	13,000	13,000	13,000	-
Vehicle Purchase	-	55,000	40,000	60,000	20,000
<b>Revenues</b>					
Reserves	-	55,000	40,000	40,000	-
Vehicle Rental	39,251	90,000	135,000	120,000	- 15,000
Equipment Rental	6,270	15,000	20,000	18,000	- 2,000
Office Equipment Rental	5,881	12,000	12,000	12,000	-
Sale Of Motor Pool Assets	-	-	-	-	-
Miscellaneous	-	-	-	-	-

<b>Total Expenses</b>	<b>68,411</b>	<b>199,900</b>	<b>167,500</b>	<b>181,000</b>
<b>Total Revenues</b>	<b>51,402</b>	<b>172,000</b>	<b>207,000</b>	<b>190,000</b>
<b>Net</b>	<b>(17,009)</b>	<b>(27,900)</b>	<b>39,500</b>	<b>9,000</b>

**Brucedale CA**

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	4,929	9,000	9,000	9,600	600
Salaries - Contract	5,400	16,800	16,800	17,430	630
Salaries - Seasonal	825	3,500	3,000	3,500	500
Staff Benefits - Merchs & Omers	2,073	3,000	2,800	3,500	700
Staff Travel	502	1,200	1,200	1,200	-
Staff Uniforms	332	350	250	250	-
Office Expense	1,815	5,000	5,000	5,000	-
Telephone	724	2,600	2,600	2,600	-
Utilities	3,979	13,000	13,000	13,000	-
Marketing	22	300	300	300	-
Insurance	1,487	2,000	2,000	2,000	-
Printing	-	250	250	250	-
Park Repairs & Maintenance	3,831	15,000	10,000	20,000	10,000
Hazard Trees	-	20,000	20,000	120,000	100,000
Park Supplies	1,815	2,000	2,000	2,000	-
Water Sampling Costs	193	500	500	500	-
Equipment Purchase	-	3,000	1,500	1,500	-
Property Taxes	1,441	3,000	3,000	3,000	-
Wood Purchases	528	1,000	1,000	1,000	-
Ice Purchases	119	500	500	500	-
Park Signage	85	1,500	1,500	5,000	3,500
Fuel Expense	117	300	300	300	-
Equipment Rental	54	250	250	250	-
Equipment Maintenance	-	500	500	500	-
Reserve Repayment	-	4,000	4,000	4,000	-
<b>Revenues</b>					
Reserves	-	-	-	120,000	120,000
Seasonal Camping	92,810	97,200	97,200	105,000	7,800
Daily Camping	10,600	15,000	3,000	15,000	12,000
Trailer Storage	-	8,000	8,000	9,000	1,000
Wood Sales	210	1,200	1,200	1,500	300
Reservation Fee	757	1,200	300	1,300	1,000
Entry & Vehicle Fees	-	300	300	300	-
Store Revenue	25	500	500	500	-
Miscellaneous	175	200	-	-	-

<b>Total Expenses</b>	<b>30,273</b>	<b>108,550</b>	<b>101,250</b>	<b>217,180</b>	
<b>Total Revenues</b>	<b>104,576</b>	<b>123,600</b>	<b>110,500</b>	<b>252,600</b>	
<b>Net</b>	<b>74,303</b>	<b>15,050</b>	<b>9,250</b>	<b>35,420</b>	

## Durham CA

	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
<b>Expenses</b>					
Salaries - Regular	26,047	68,000	68,000	76,500	8,500
Salaries - Contract	15,873	53,000	30,000	36,100	6,100
Salaries - Seasonal	9,812	36,000	45,000	50,000	5,000
Staff Benefits	2,757	5,500	5,500	8,300	2,800
Staff Benefits - Mercs & Omers	11,312	26,000	26,000	29,800	3,800
Staff Travel	261	1,500	1,500	1,500	-
Staff Development	-	2,000	2,000	2,000	-
Staff Uniforms	2,202	2,500	900	1,500	600
Office Expense	6,995	10,000	10,000	10,000	-
Telephone	1,859	6,000	6,000	6,000	-
Utilities	12,790	35,000	33,000	35,000	2,000
Marketing	79	750	500	1,000	500
Insurance	4,781	7,000	7,000	7,000	-
Printing	-	1,000	1,000	1,000	-
Park Repairs & Maintenance	15,870	38,000	23,000	27,000	4,000
Hazard Trees	-	10,000	-	10,000	10,000
Park Supplies	2,686	5,000	5,000	5,000	-
Water Sampling Costs	268	600	600	600	-
Equipment Purchase	-	1,500	1,500	25,000	23,500
Property Taxes	1,812	4,000	3,800	4,000	200
Wood Purchases	9,229	13,000	7,000	13,000	6,000
Store Purchases	2,952	4,000	3,000	4,000	1,000
Park Signage	305	5,000	5,000	5,000	-
Fuel Expense	4,109	8,000	4,000	8,000	4,000
Equipment Rental	-	500	500	500	-
Equipment Maintenance	1,709	2,500	2,500	2,500	-
Vehicle Maintenance	-	7,000	7,000	7,000	-
Reserve Repayment	-	5,000	5,000	5,000	-
<b>Revenues</b>					
Reserves	-	15,000	-	35,000	35,000

## Durham CA

	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Rentals	956	2,000	2,000	2,000	-
Donations	75	75	-	-	-
Seasonal Camping	187,608	196,000	196,000	218,000	22,000
Daily Camping	39,856	70,000	62,000	75,000	13,000
Group Camping	3,228	5,000	3,000	5,000	2,000
Trailer Storage	- 186	14,200	14,200	16,000	1,800
Wood Sales	2,704	8,500	8,500	8,500	-
Reservation Fee	4,415	9,000	7,000	9,700	2,700
Entry & Vehicle Fees	1,421	3,500	3,500	3,800	300
Store Revenues	1,640	5,500	5,500	5,500	-
Summer Career Grant	-	24,300	-	-	-
Card Reader Deposits	675	1,000	5,000	-	- 5,000
Miscellaneous	1,670	5,000	5,000	5,000	-

<b>Total Expenses</b>	<b>133,706</b>	<b>358,350</b>	<b>304,300</b>	<b>382,300</b>
<b>Total Revenues</b>	<b>244,063</b>	<b>359,075</b>	<b>311,700</b>	<b>383,500</b>
<b>Net</b>	<b>110,357</b>	<b>725</b>	<b>7,400</b>	<b>1,200</b>

## Sageen Bluffs CA

	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
<b>Expenses</b>					
Salaries - Regular	24,620	66,500	68,500	71,000	2,500
Salaries - Contract	9,898	32,000	29,000	38,000	9,000
Salaries - Seasonal	20,400	58,000	57,500	60,000	2,500
Staff Benefits - Merchs & Omers	9,628	20,000	20,000	22,500	2,500
Staff Travel	228	1,500	1,500	1,500	-
Staff Development	805	1,500	1,500	2,000	500
Staff Uniforms	1,967	2,000	1,000	1,500	500
Office Expense	7,183	10,000	10,000	10,000	-
Telephone	2,615	8,000	14,000	8,000	- 6,000
Utilities	16,252	40,000	38,000	40,000	2,000
Marketing	519	750	500	1,000	500
Insurance	5,543	10,000	7,400	11,000	3,600
Printing	-	1,000	1,000	1,000	-
Park Repairs & Maintenance	24,386	78,000	78,000	78,000	-
Hazard Trees	-	20,000	20,000	190,000	170,000
Park Supplies	4,316	6,000	5,000	6,000	1,000
Water Sampling Costs	440	1,400	1,500	1,500	-
Equipment Purchase	-	3,000	3,000	3,000	-
Property Taxes	2,002	4,500	4,500	4,500	-
Wood Purchases	8,828	12,000	7,000	12,000	5,000
Store Purchases	7,113	11,000	1,500	8,000	6,500
Horse Campground	-	5,000	-	-	-
Park Signage	290	5,000	5,000	10,000	5,000
Fuel Expense	3,698	7,000	6,000	7,000	1,000
Equipment Rental	24	1,000	1,000	1,000	-
Equipment Maintenance	2,576	3,000	2,500	2,500	-
Vehicle Maintenance	80	5,000	5,000	5,000	-
Reserve Repayment	-	4,000	4,000	4,000	-
<b>Revenues</b>					
Reserves	-	14,955	25,000	190,000	165,000
Rentals	902	1,500	1,400	1,500	100
Seasonal Camping	181,080	185,000	158,500	199,800	41,300



## Sageen Bluffs CA

	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Horse Camping	12,360	21,000	21,000	22,000	1,000
Trailer/Bunkie Use	5,600	10,000	10,000	10,000	-
Daily Camping	76,938	124,200	124,200	125,000	800
Group Camping	157	5,000	5,000	5,000	-
Trailer Storage	-	14,000	10,800	15,500	4,700
Wood Sales	3,851	14,000	7,500	14,000	6,500
Reservation Fee	10,279	20,000	22,000	24,000	2,000
Entry & Vehicle Fees	1,064	2,000	2,000	2,200	200
Laundromat	77	500	500	500	-
Store Revenues	3,877	14,000	2,000	15,000	13,000
Summer Career Grant	-	14,520	-	-	-
Card Reader Deposits	3,500	5,000	-	-	-
Miscellaneous	2,226	41,000	6,000	6,000	-

<b>Total Expenses</b>	<b>153,411</b>	<b>417,150</b>	<b>393,900</b>	<b>600,000</b>
<b>Total Revenues</b>	<b>301,909</b>	<b>486,675</b>	<b>395,900</b>	<b>630,500</b>
<b>Net</b>	<b>148,498</b>	<b>69,525</b>	<b>2,000</b>	<b>30,500</b>

## Water Quality

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	30,567	61,000	58,000	83,700	25,700
Staff Benefits	2,632	5,360	5,300	5,400	100
Staff Benefits - Merchs & Omers	6,886	13,000	12,500	17,900	5,400
Staff Travel	1,421	4,500	6,500	7,500	1,000
Staff Development	-	500	1,200	1,200	-
Staff Uniforms	413	415	300	300	-
Office Expense	506	600	300	500	200
Telephone	306	615	650	650	-
Program Supplies	1,540	1,750	1,200	1,200	-
Administration Overhead	2,341	4,700	4,400	4,400	-
Software Licensing/Hosting	-	2,500	2,500	-	- 2,500
Groundwater	943	1,800	1,800	1,800	-
Surface Water	10,867	17,000	14,000	18,000	4,000
Benthic Monitoring	459	5,650	1,000	6,500	5,500
<b>Revenues</b>					
General Levy	54,825	109,650	109,650	124,155	14,505
Reserves	-		-	24,895	24,895

<b>Total Expenses</b>	<b>58,881</b>	<b>119,390</b>	<b>109,650</b>	<b>149,050</b>
<b>Total Revenues</b>	<b>54,825</b>	<b>109,650</b>	<b>109,650</b>	<b>149,050</b>
<b>Net</b>	<b>(4,056)</b>	<b>(9,740)</b>	<b>-</b>	<b>(0)</b>

## Flood Forecasting & Warning

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	40,361	98,200	123,000	152,700	29,700
Staff Benefits	2,962	6,850	9,000	9,900	900
Staff Benefits - Merchs & Omers	9,629	21,600	26,700	32,300	5,600
Staff Travel	4,601	9,200	9,500	12,000	2,500
Staff Development	589	1,000	1,000	3,500	2,500
Staff Uniforms	674	675	300	600	300
Office Expense	78	300	300	500	200
Telephone	8,031	16,200	16,500	16,500	-
Utilities	2,283	4,600	4,800	4,800	-
Marketing	38	150	-	400	400
Insurance	556	1,200	1,000	1,200	200
Program Supplies	79	500	500	1,000	500
Equipment Purchase & Maintenance	-	11,000	11,000	25,000	14,000
Administration Overhead	2,341	4,400	4,400	4,400	-
Software Licensing/Hosting	3,500	8,000	8,000	10,000	2,000
Reserve Payment (Ortho & Software)	500	1,000	1,000	1,000	-
<b>Revenues</b>					
General Levy	67,025	134,050	134,050	167,905	33,855
Mnrf Grant	40,700	81,400	81,400	81,400	-
Reserves	433	900	850	25,795	24,945
Streamgauge Maintenance	101	400	400	400	-
Miscellaneous	-	300	300	300	-

**Total Expenses** **76,223** **184,875** **217,000** **275,800**

**Total Revenues** **108,260** **217,050** **217,000** **275,800**

**Net** **32,037** **32,175** **-** **(0)**

## Water Resources Management

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Salaries	10,425	28,825	35,000	58,400	23,400
Staff Benefits	1,837	4,200	2,300	9,150	6,850
Staff Benefits - Mercs & Omers	2,732	21,000	7,000	12,300	5,300
Staff Travel	3,101	7,500	8,000	10,000	2,000
Staff Development	-	500	1,000	2,000	1,000
Staff Uniforms	237	250	500	600	100
Office Expense	960	1,000	1,000	1,000	-
Telephone	116	700	1,000	1,400	400
Marketing	35	150	-	400	400
Insurance	524	1,100	750	1,200	450
Program Supplies	-	-	-	500	500
Signage	-	-	-	3,000	3,000
Administration Overhead	2,341	4,400	4,400	4,400	-
Consultant Fees	-	35,000	-	25,000	25,000
Durham Ice Management	10,732	14,000	10,000	15,000	5,000
Durham Lower Dam	3,438	6,500	6,500	6,500	-
Durham Middle Dam	7,745	15,000	12,000	15,000	3,000
Durham Upper Dam	4,638	12,000	15,000	18,000	3,000
Inverhuron Flood Control	960	2,500	4,000	10,000	6,000
Kincardine Projects	124	500	4,000	2,500	- 1,500
Neustadt Flood Control	449	4,000	6,000	7,500	1,500
Paisley Dyke	14,066	28,000	28,000	32,000	4,000
Pinkerton Dyke	138	300	800	500	- 300
Southampton Erosion Control	-	2,200	2,500	5,000	2,500
Walkerton Dykes	5,900	10,000	18,000	15,000	- 3,000
Mount Forest Dam Maintenance	-	400	400	400	-
<b>Revenues</b>					
General Levy	31,121	61,624	62,241	71,656	9,415
Special Levy	46,680	94,236	93,361	108,624	15,263
Reserves	7,230	41,365	12,548	76,470	63,922
Miscellaneous	2,800	2,800	-	-	-

<b>Total Expenses</b>	<b>70,498</b>	<b>200,025</b>	<b>168,150</b>	<b>256,750</b>
<b>Total Revenues</b>	<b>87,831</b>	<b>200,025</b>	<b>168,150</b>	<b>256,750</b>
<b>Net</b>	<b>17,333</b>	<b>-</b>	<b>-</b>	<b>0</b>

## Capital - Water

Expenses	Balance June 2022	YE Projection	Budget 2022	Budget 2023	Difference
Lake Huron Centre Coastal Conservation	-	10,000	10,000	10,000	-
Meux Creek	626	1,000	-	400,000	400,000
Durham Dam Safety	-	10,000	10,000	-	- 10,000
Paisley Dyke	-	56,000	-	-	-
Walkerton Dyke Repairs	-	-	-	20,000	20,000
Durham Lower Dam Safety	-	-	-	40,000	40,000
Port Elgin Erosion Control	-	-	-	5,000	5,000
Neustadt Study & Dud Assessment	-	-	-	50,000	50,000
Neustadt Weir	-	-	-	15,000	15,000
Flood Hazard Information Mapping	-	-	-	130,000	130,000
<b>Revenues</b>					
Special Levy	-	39,000	10,000	345,000	335,000
MNRF Grant - Special Projects	7,000	28,000	-	255,000	255,000
Other Funding	-	10,000	10,000	70,000	60,000

<b>Total Expenses</b>	<b>626</b>	<b>77,000</b>	<b>20,000</b>	<b>670,000</b>
<b>Total Revenues</b>	<b>7,000</b>	<b>77,000</b>	<b>20,000</b>	<b>670,000</b>
<b>Net</b>	<b>6,374</b>	<b>-</b>	<b>-</b>	<b>-</b>



Sageen Valley Conservation  
Authority  
2023 Draft Reserve  
Schedule

Presented: September 15, 2022

**Saugeen Valley Conservation Authority  
Statement of Reserves  
For 2023 Budget Deliberations**

<b>Reserve</b>	<b>Balance June 30, 2022</b>	<b>Projected Balance Dec 31, 2022</b>	<b>Proposed Budget 2023</b>	<b>Projected Balance Dec 31, 2023</b>
Agricultural Lands	41,368	51,168	(15,600)	35,568
Computer Upgrades	40,832	40,832	(10,000)	30,832
Environmental Planning	58,118	37,118	(30,000)	7,118
Forest Management	252,646	264,196	-	264,196
House Repairs	42,108	42,108	-	42,108
Kincardine Maintenance	135,960	137,065	(19,875)	117,190
Land Management	111,161	111,161	(70,000)	41,161
Legal Fees	51,174	41,174	(10,000)	31,174
LTD/OMERS/Benefits	21,548	21,548	-	21,548
Office Building & Equipment	40,293	25,293	(25,000)	293
Ortho Imagery/FW Software	22,142	24,142	4,000	28,142
Property Acquisition	168,010	168,010	-	168,010
Resource Centre	4,884	4,884	-	4,884
Retiree Benefits	28,954	27,304	(3,300)	24,004
Saugeen Parks	722,678	768,023	(252,880)	515,143
Insurance Deductible	27,645	27,645	-	27,645
Short Term Disability	31,741	31,741	-	31,741
Stewardship	84,591	40,591	(40,000)	591
Vehicle Replacement	52,965	50,965	(18,000)	32,965
Water Management	130,361	430,361	(78,985)	351,376
Wetland Acquisition	58,322	58,322	-	58,322
Working Capital	1,146,767	960,615	(64,000)	896,615
	<b>3,274,266</b>	<b>3,364,264</b>	<b>(633,640)</b>	<b>2,730,624</b>





# 2023 Budget

September 15, 2022

# Contents

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Revenue Parks, Campgrounds, Motor  
Pool
- 05** **Water Resources**  
Water Quality, Flood Forecasting and  
Warning, Water Quality Maintenance  
and Capital Work

# 01

# Introduction

# Budget 2023

## Guiding Document: *Inventory of Programs and Services*

### Required deliverables by December 31, 2024, include:

- Strategy for CA owned or controlled lands
- Development and maintenance of a land inventory
- Develop and implement a core watershed-based resource management strategy
- Develop an Ice Management Plan
- Develop a Water and Erosion Infrastructure Asset Management Plan
- Develop a Water and Erosion Infrastructure Operational Plan

02

# Corporate Services



# Corporate Services 2022 Activities and Staff



- Six full-time staff
- Successfully filled staff vacancy in Community Relations & hired candidate to replace one retiring staff member in Finance
- In person education programming resumed post Covid-19 restrictions
- Successful migration to new computer server and completed transition to fibre internet
- Initiated new processes for accounts receivable
- Continuing to implement website improvements and new document templates in compliance with AODA
- Improved social media presence to increase public awareness
- Strategic plan development ongoing
- Continued rebranding exercise



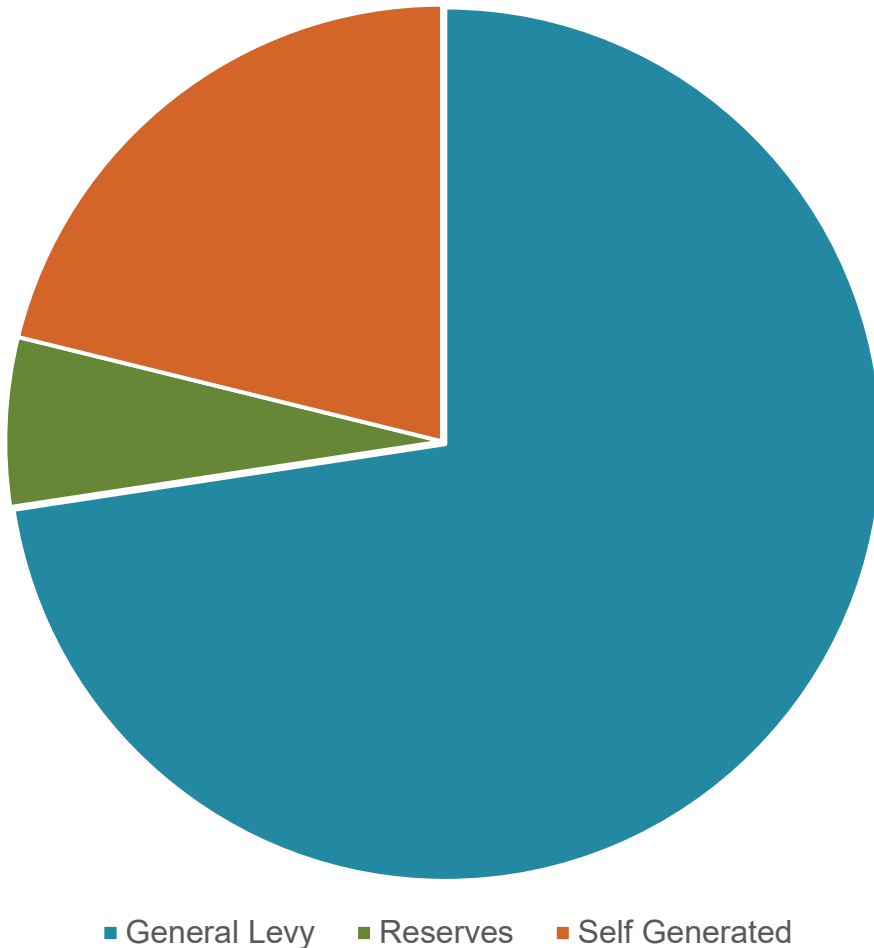
# Corporate Services 2023 Activities and Staff



- Expand use of accessible documents internally and externally
- Support other departments with improved financial reporting, communications, marketing and education, as well as GIS & IT support
- GIS & IT department will assist with implementation of the Content Management System
- Establish agreements with member municipalities in accordance with CA Act changes
- Policy development including fee policy, electronic monitoring policy, and health and safety policies



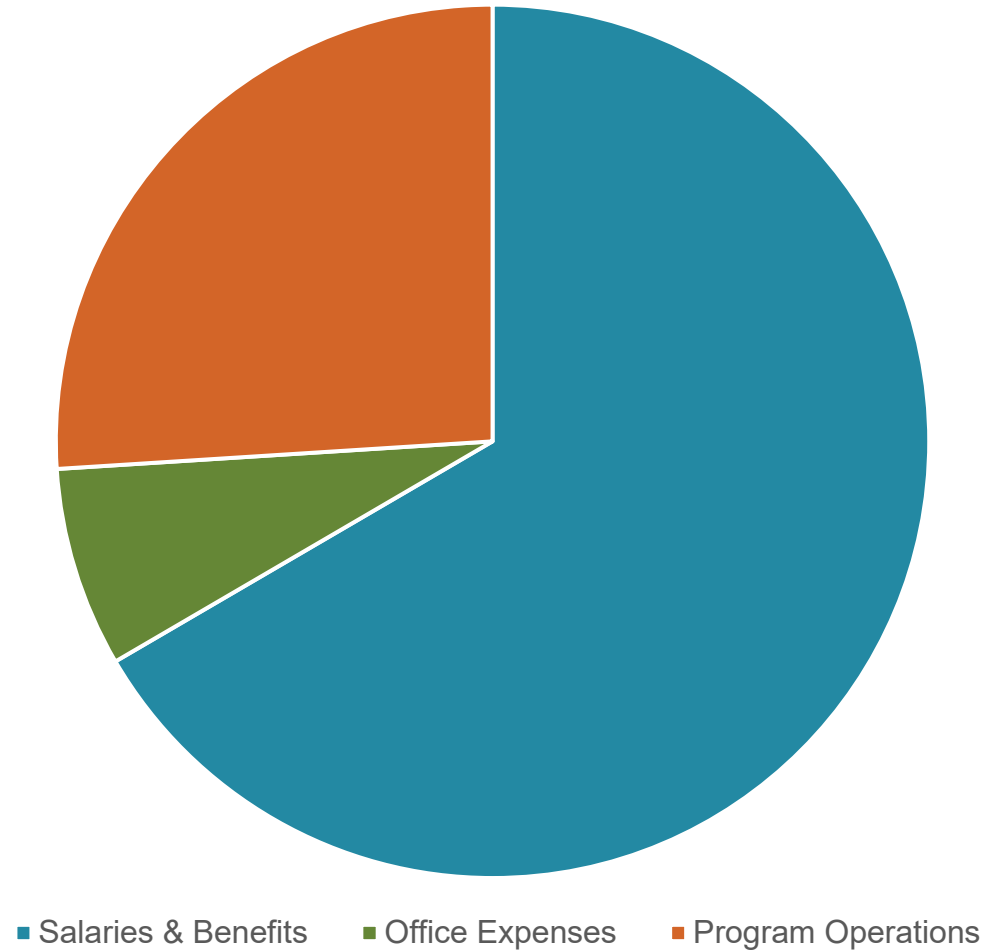
# 2023 Revenues



Most programs in Corporate Services are funded through General Levy.

In 2023 we expect an increase in self generated revenues due to increased project management fees and improved investment income.

# 2023 Expenses



Expenses for 2023 are comparable to prior years, however, do include increased investment in technology and marketing across Corporate Services.

03

# Environmental Planning and Regulations

# Planning and Regulations 2022 Activities and Staff



- Eleven full-time staff; nine permanent, one 12-month contract, one parental leave contract
- Additional Environmental Planning Coordinator to meet demand (contract)
- Staff retention has become a challenge
- Relocation of EPR space within the Formosa Administration Office
- 2021's unprecedented, record high number of permit and planning applications continued into 2022
- Updates to Environmental Planning and Regulations Policies Manual
- Continued User Fee review to confirm that the fees for services rendered are appropriate
- Continued work on Violations Strategy
- Continued establishment of updated Planning Service Agreements
- Working to improve EPR correspondence to become AODA compliant and support wider comprehension and understanding of SVCA interests

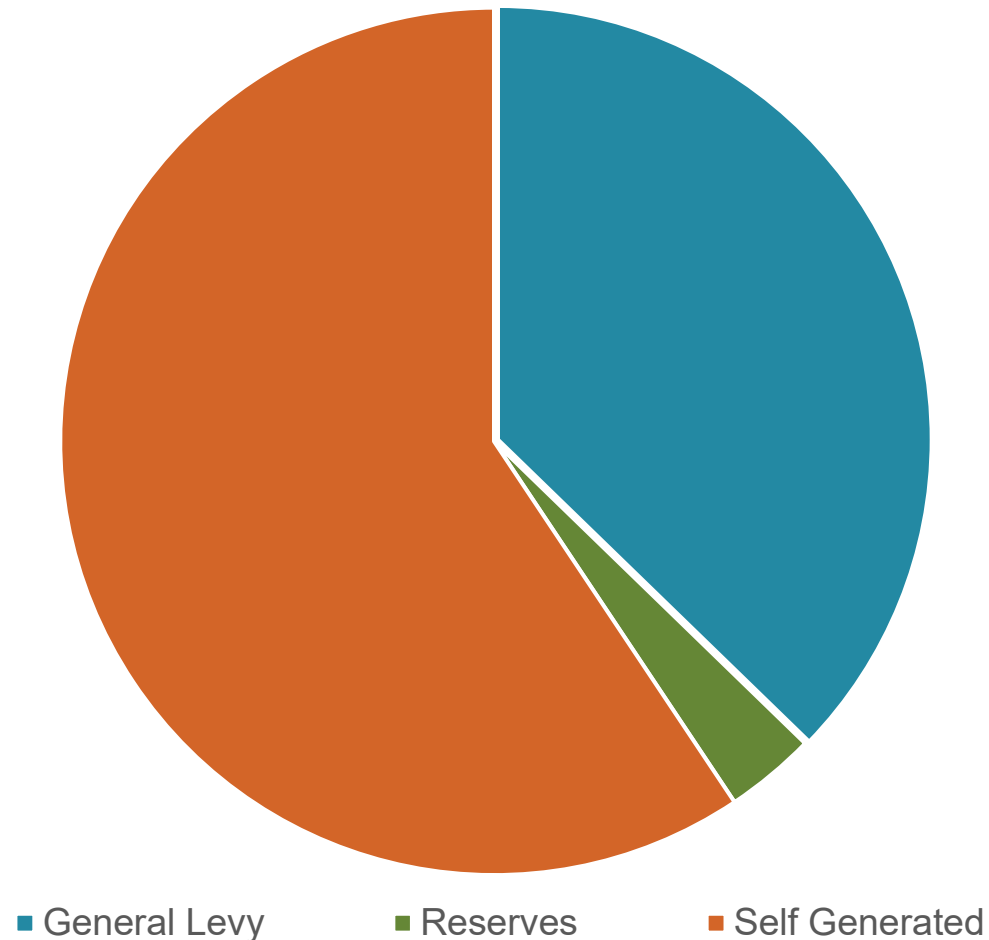
# Planning and Regulations 2023 Activities and Staff



- Maintain eleven full-time staff
- Expand use of expert resources within SVCA review
- Support professional development and training of EPR staff to improve employee retention
- Implement findings of User Fee Review
- Design and populate Content Management System
- Complete updates to Environmental Planning and Regulations Policies Manual
- Begin assessment of risks associated with natural hazards, including impact of climate change

Environmental Planning and Regulations priorities for 2023 are departmental organization and professional development to ensure timely and appropriate guidance for clients.

# 2023 Revenue

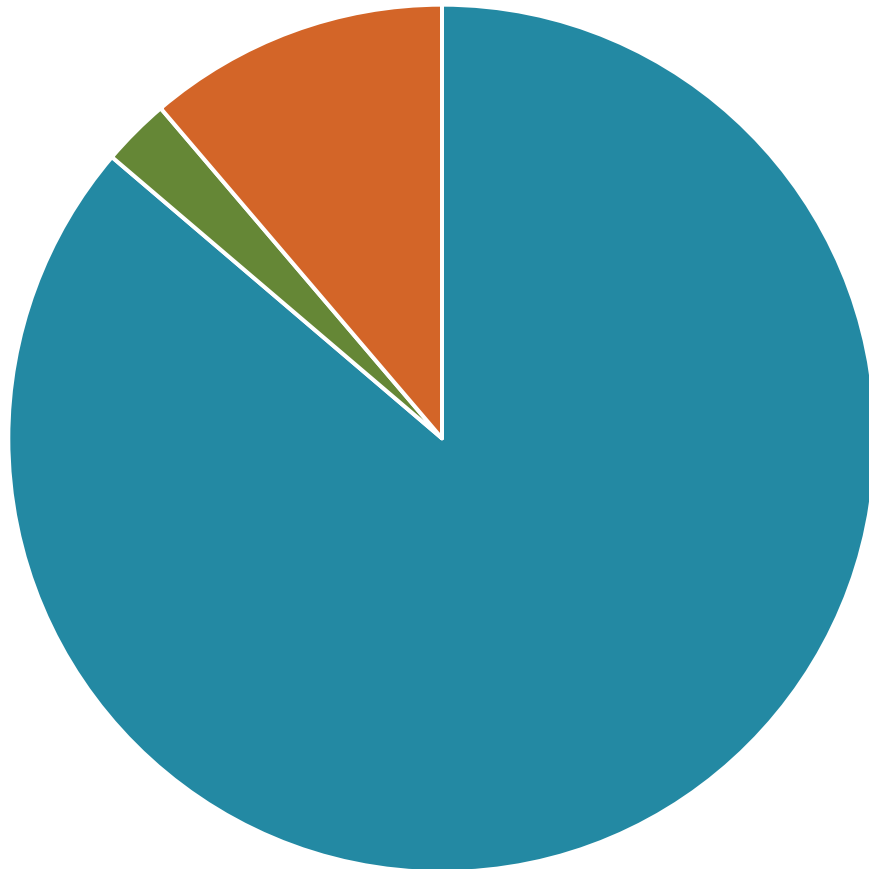


Revenues in the Environmental Planning and Regulations department are expected to be consistent with 2022 figures.

The trend in previous years of record high number of permit and planning applications are projected for 2023.



# 2023 Expenses



■ Salaries & Benefits ■ Consultant Fees ■ Office Expenses

Expenses include eleven full-time staff and additional resources for staff training and development.

A new marketing and education component has been developed to further enhance the knowledge of our watershed municipal staff, professionals who engage with SVCA, and the public with whom we wish to continue building positive relationships.



04

# Forestry and Lands

# Forestry and Stewardship 2022 Activities and Staff



- Three full-time staff
- Tree planting for private landowners
- Managed Forest Tax Incentive Program Plan Preparation
- Increased demand for private land tree marking and tendering
- Significant increase in large scale landscape stock planting projects in spring and fall
- Management activities and maintenance of CA managed forests

# Forestry and Stewardship 2023 Activities and Staff



- Tree and shrub planting for private landowners
- Managed Forest Tax Incentive Program Plan Preparation
- Private land tree marking and tendering
- Management activities and maintenance of CA managed forests



# Non-Revenue Parks 2022 Activities and Staff



- Two full-time staff
- Hosted Brad Sprague Fishing Derby
- Continued property and infrastructure maintenance
- Planning for future infrastructure improvements
- Replacement of bridges at Stoney Island

# Non-Revenue Parks 2023 Activities and Staff



- Continued updates to aged infrastructure
- Continued maintenance
- Improved signage, parking, facilities
- Enforcement of *Conservation Authorities Act* regarding the use of CA properties
- Progress on CA Act deliverables



# Campgrounds 2022 Activities and Staff



- One full-time staff
- Continued improvements to infrastructure
- Installation of controlled entry Saugeen Bluffs
- Increased enforcement of campground rules to ensure camper satisfaction

# Campgrounds 2023 Activities and Staff



- Removal of dead and dying ash and other hazard trees, as was forecasted in 2015
- Replacement of one mower
- Continued maintenance of infrastructure
- Improved signage



# Motor Pool

## 2022 Activities and Staff



- Continued maintenance of fleet and equipment
- Ordered and received one of two cars to add to fleet

# Motor Pool

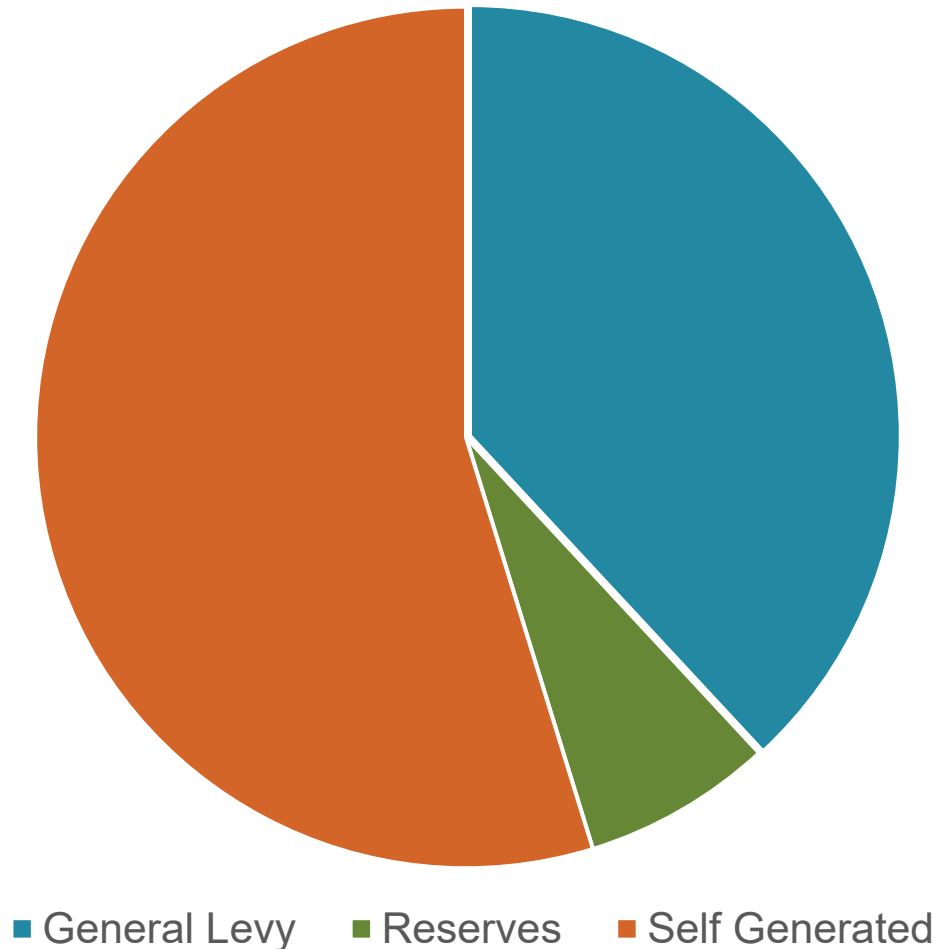
## 2023 Activities and Staff



- Replace decrepit truck with new 4 x 4 truck
- Continue to maintain aging fleet and plan to secure replacements
- Purchase replacement trimmers

# 2023 Revenues

## Forestry, Stewardship, Lands and Motorpool

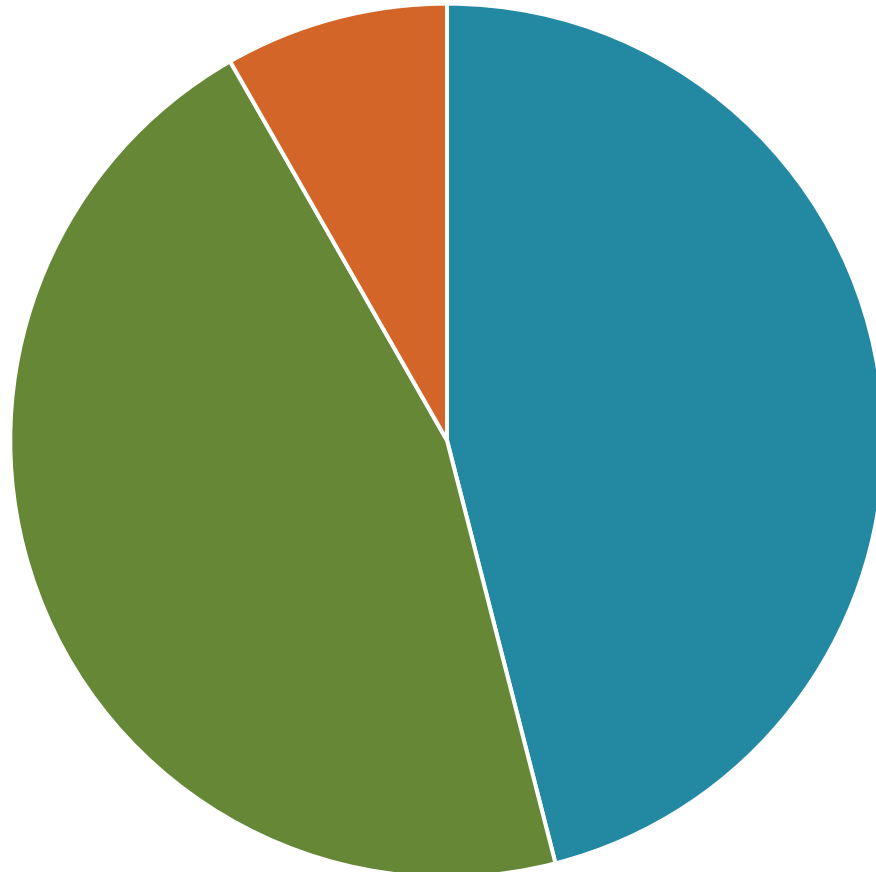


Revenues in these departments are similar to prior years.

Reserve revenues in 2023 will be for the completion of various capital projects.

# 2023 Expenses

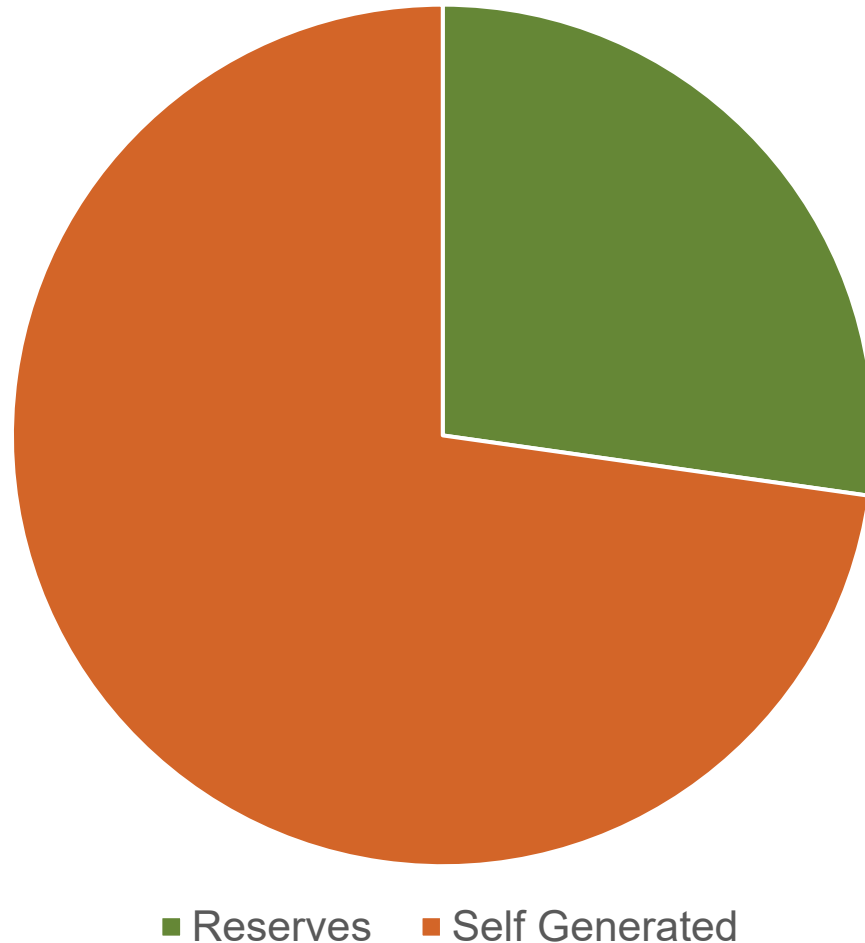
## Forestry, Stewardship, Lands and Motorpool



Expenses are mostly consistent with prior years. Several capital projects have been completed during 2022.

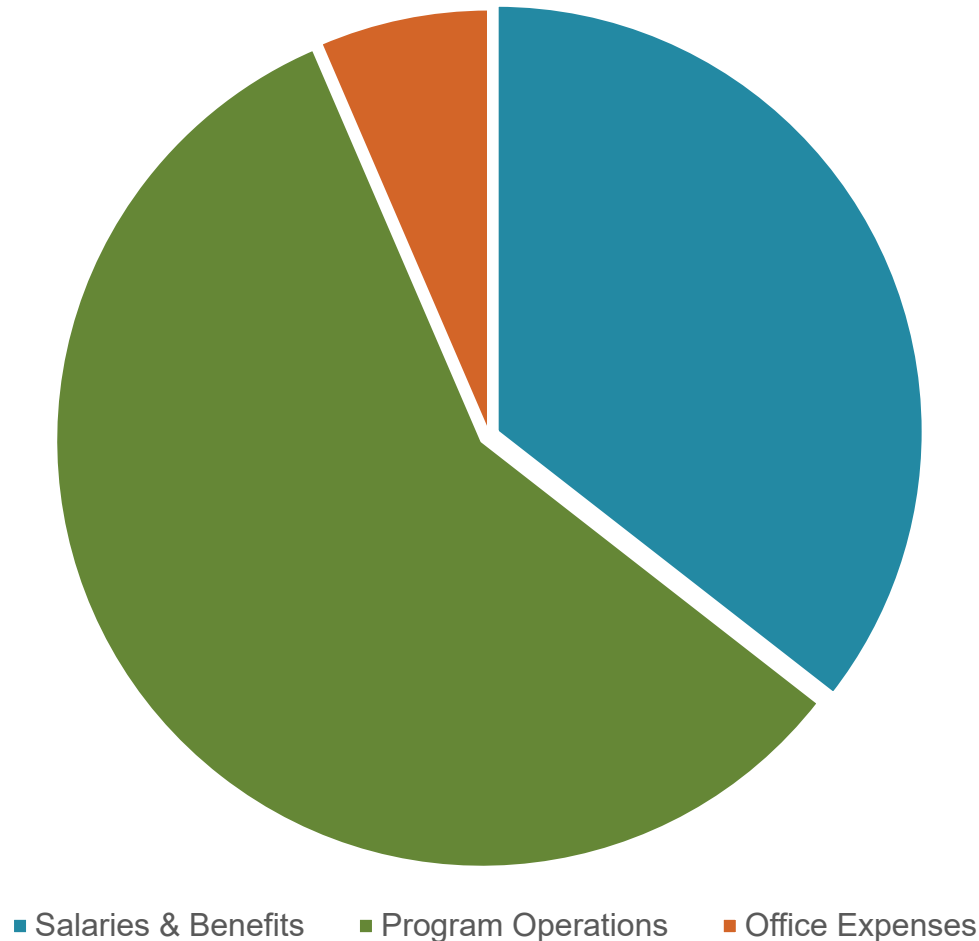
The 2023 motor pool expenses include the replacement of a truck with those funds being drawn from the motor pool reserve.

# 2023 Revenues Campgrounds



Revenues will increase during 2023 as a result of the implementation of a new fee schedule. We have also been experiencing an increased interest in our campgrounds due to ongoing improvements to infrastructure and camper satisfaction.

# 2023 Expenses Campgrounds



Expenses in our campgrounds for 2023 are similar to prior years, with the exception of hazard tree removal.

These expenses will be offset by reserve usage. All three campgrounds are projected to have a surpluses at the conclusion of 2022 & 2023 to assist in replenishing these reserves.

05

# Water Resources



# Water Quality 2022 Activities and Staff



- One full-time staff member
- Preparation of the 2023 Watershed Report Card
- Participation in the Provincial Water Quality Monitoring Network, the Provincial Groundwater Monitoring Network, and the Ontario Benthos Biomonitoring Network
- Participate in Healthy Lake Huron partnership (Ripley station)
- Continue annual water temperature monitoring upstream and downstream of dam removal sites through partnership with local engineering firm

# Water Quality 2023 Activities and Staff



- One full-time staff member
- Issuance of the 2023 Watershed Report Card
- Participation in the Provincial Water Quality Monitoring Network, the Provincial Groundwater Monitoring Network, and the Ontario Benthos Biomonitoring Network
- Participate in Healthy Lake Huron partnership (Ripley station)
- Continue annual water temperature monitoring upstream and downstream of dam removal sites through partnership with local engineering firm
- Assist with the preparation of the SVCA annual report



# Flood Forecasting and Warning 2022/23 Activities and Staff



## 2022

- One full-time staff member
- Monthly maintenance of stream gauges and annual calibration of precipitation gauges
- Issuance of flood messages and participation in flood monitoring, low water response, and snow survey programs
- Daily monitoring of weather forecasts, stream response, precipitation, etc.
- Completion of stream gauge inventory

## 2023

- One full-time staff member
- Monthly maintenance of stream gauges and annual calibration of precipitation gauges
- Issuance of flood messages and participation in flood monitoring, low water response, and snow survey programs
- Daily monitoring of weather forecasts, stream response, precipitation, etc.
- On-site review of flood prone areas to assess potential risk under various rainfall events
- Finalize working capital plan for hydrometric network
- Purchase and install new stream gauge equipment for Aberdeen and Greenock stations
- Review and assess need for updating rating curves for SVCA owned stations

# Water Maintenance and Capital Work 2022 Activities and Staff



- One full-time staff member and one student (under Canada Summer Jobs program)
- Ongoing development of a data management system
- Issuance of RFP and completion of 2022 annual inspections of SVCA flood and erosion control projects (inspections in September with reports due in December)
- Draft dam safety review plans for Durham Upper and Lower Dams
- Ongoing maintenance and operation of flood and erosion control projects
- Coordination with engineers on the following construction projects: Meux Creek Gabion Improvements; and Paisley Dyke Improvements
- Initiated discussions with the Municipality of West Grey regarding feasibility assessment for Neustadt Creek and an EA for Durham Upper Dam
- Participated in information sessions for the CA Act Ice Management Plan
- Initiated discussions with SVCA staff to improve on-site health and safety
- Submission of funding applications under the Federal Hazard and Identification Mapping Program (FHIMP)
- Developed a standard Utility Agreement to support Planning & Regulation files that are in close proximity to SVCA flood and erosion control projects



# Water Maintenance and Capital Work 2023 Activities and Staff



- Two full-time staff members (one staff member salary taken from WR reserves)
- Continued development of a data management system
- Review of structure reports from RFP and develop working capital plans for all SVCA projects
- Issuance, award, and completion of a second inspection RFP for remaining SVCA projects
- Submission of funding applications for 5 projects under the Water and Erosion Infrastructure Program (WEI)
- Follow-up and/or coordination of projects receiving funding under WEI and FHIMP
- Ongoing maintenance and operation of flood and erosion control projects
- Ongoing discussions with SVCA staff to improve on-site health and safety
- Review of SVCA easements and land ownership associated with infrastructure
- Start preparation of CA Act deliverables under Water Resources

# Water Maintenance and Capital Work 2023 Proposed Maintenance



- Additional safety signage and replacement of vandalized signs
- Durham Ice Management Channel – annual cleanout of the gravel bar
- Durham Upper Dam – removal of gravel bar and re-alignment of rip rap downstream of dam
- Inverhuron – CCTV camera work of closed pipe sections
- Southampton Erosion Control – finish tree removal on the slope



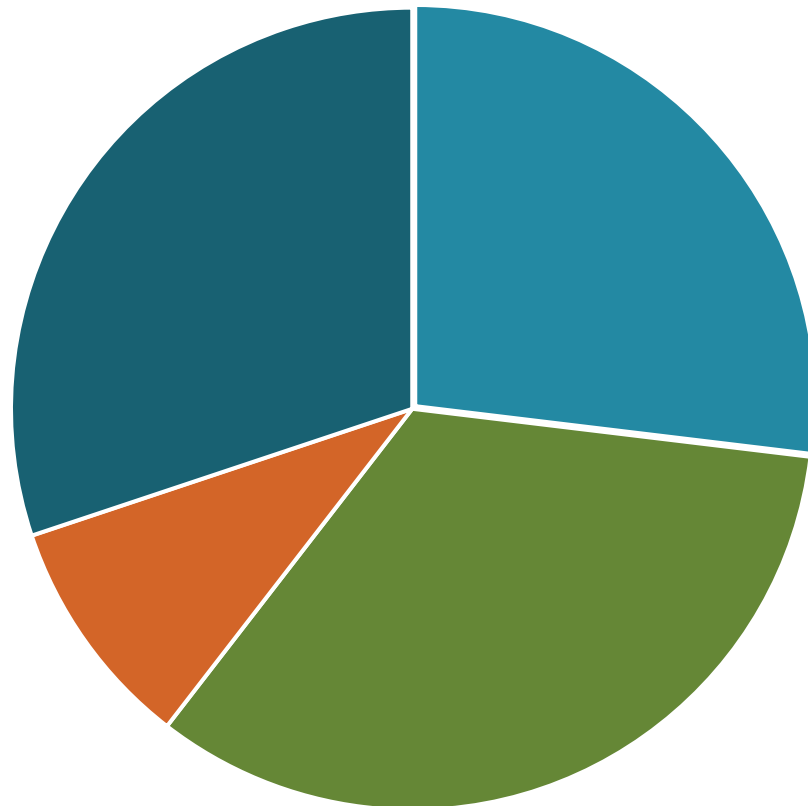
# Water Maintenance and Capital Work 2023 Proposed Capital Work



- Meux Creek Gabion Wall Improvements – was not constructed in 2022 (WECI application)
- Paisley Dyke Improvements – ongoing construction project from 2022 (WECI application)
- Walkerton Dyke Repairs – tree removals, concrete repairs on floodwalls, Silver Creek (WECI application)
- Durham Lower Dam – fencing improvements for public safety (WECI application)
- Port Elgin Erosion Control – proposed removal of infrastructure (previously approved in 2010 by SVCA Board)
- Neustadt Feasibility Study and Durham Upper Dam EA – West Grey Council support (WECI application for Dam EA)
- Neustadt Weir – engineering assessment and/or emergency works for failed structure



# 2023 Revenues



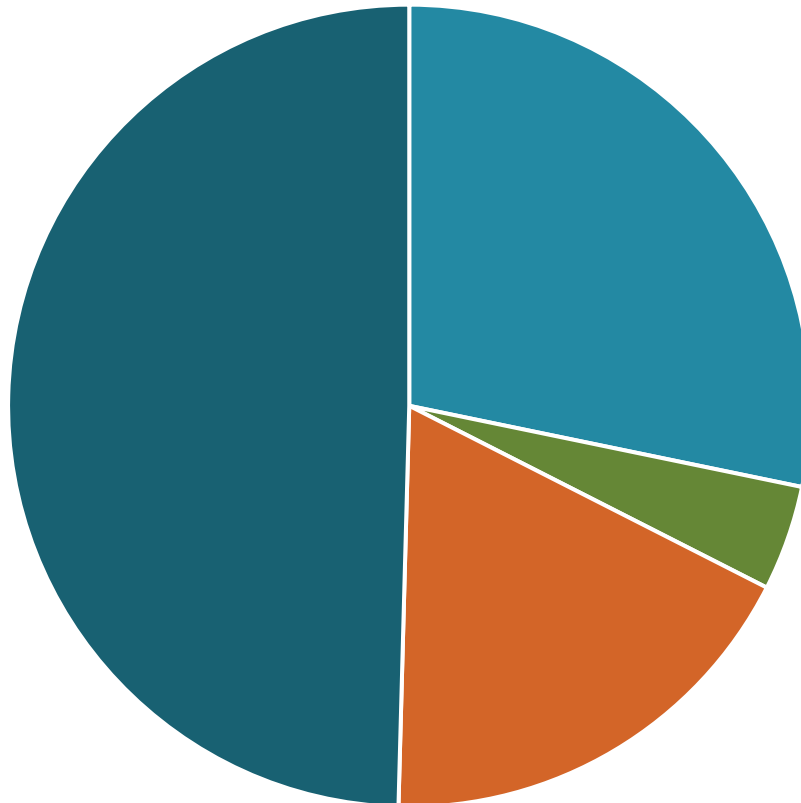
■ General Levy ■ Special Levy  
■ Reserves ■ Other Sources

Revenue sources rely heavily on independent grant applications and Water & Erosion Control Infrastructure (WECI) grants from the Province.

Staff continue to pursue all avenues and are successfully completing grant applications on-time and with fulsome information in hopes of seeing continued positive results.

Continued engagement and support from the applicable Municipalities is essential to natural hazard protection efforts.

# 2023 Expenses



■ Salaries & Benefits ■ Office Expenses  
■ Program Operations ■ Capital Projects

The majority of expenses are a result of pending capital projects.

Water Management structures and Flood Forecasting and Warning departments have increased expenses due to necessary repair and maintenance efforts.

# SAUGEEN VALLEY CONSERVATION AUTHORITY

CONSERVATION THROUGH COOPERATION

## MINUTES

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<b>Meeting:</b>	Authority Meeting
<b>Date:</b>	Thursday, July 21, 2022, 1:00 p.m.
<b>Location:</b>	Electronic
<b>Chair:</b>	Barbara Dobreen
<b>Members present:</b>	Paul Allen, Mark Davis, Barbara Dobreen, Dan Gieruszak, Cheryl Grace, Tom Hutchinson, Don Murray, Dave Myette, Mike Niesen, Sue Paterson, Diana Rae, Christine Robinson, Bill Stewart
<b>Members absent:</b>	Maureen Couture, Steve McCabe
<b>Others present:</b>	Jennifer Stephens, General Manager / Secretary-Treasurer Donna Lacey, Manager, Forestry and Lands Elise MacLeod, Manager, Water Resources Erik Downing, Manager, Environmental Planning and Regulations Laura Molson, Manager, Corporate Services Ashley Richards, Communications Coordinator Karleigh Porter, Finance Clerk Janice Hagan, Executive Assistant / Recording Secretary

Chair Maureen Couture was not in attendance; therefore, Vice-Chair Barbara Dobreen assumed the role of Chair. She called the meeting to order at 1:00 p.m.

### **1. Land Acknowledgement:**

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 is grateful to have the opportunity to meet in this territory.

### **2. Adoption of agenda**

Directors requested that item 10d, Heritage River Status be moved to follow Item 5, Delegation, Designation of Saugeen Rivers as Heritage Rivers.

**Motion #G22-60**

Moved by Diana Rae

Seconded by Tom Hutchinson

THAT the agenda be adopted as amended.

**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 – May 19, 2022**

**Motion #G22-61**

Moved by Cheryl Grace

Seconded by Sue Paterson

THAT the minutes of the Authority meeting held on May 19, 2022, be approved as circulated.

**CARRIED**

**5. Delegation – Designation of Saugeen rivers as Heritage Rivers**

Jack Serre informed the Board that he wishes to pursue a Heritage River designation for the five Saugeen Rivers. He is requesting that SVCA provide a letter of support for this initiative. Heritage River status could mean increased collaboration between local interest groups with the common interest in maintaining the natural, economical, recreational, and cultural values of the rivers.

**6. Heritage River status**

Elise MacLeod discussed the Heritage River status and gave a brief overview of the benefits of having the designation, including the strengthening of community relations. The goal of receiving the status is to recognize the natural, cultural, recreational, and economic heritage of a river system. She explained that the first step in the nomination process is to have support from the community. The Directors requested further information on the guidelines, benefits, and possible impacts to the citizens, community groups, and municipalities. After discussion, the following motion carried:

**Motion #G22-62**

Moved by Mark Davis

Seconded by Don Murray

THAT the letter of support for the Heritage River Status for the Saugeen Rivers be deferred, and further

THAT staff prepare a further report outlining the pros and cons of the Heritage River Status.

**CARRIED**

**7. New Staff Introductions**

The following new staff were introduced:

- Karleigh Porter, Finance Clerk
- Ashley Richards, Communications Coordinator

- Elise MacLeod, Manager, Water Resources

## **8. Matters Arising from the Minutes**

### **a. Furnace quotation**

Donna Lacey summarized the submitted report and noted that the replacement of the two furnaces and air conditioning units are necessary as they are in disrepair, and staff working conditions are not acceptable.

#### **Motion #G22-63**

Moved by Christine Robinson

Seconded by Diana Rae

THAT staff be authorized to proceed with the purchase of two new furnaces and air conditioning units in an amount not to exceed \$24,000.

**CARRIED**

## **9. General Manager's Update**

Jennifer Stephens provided a review of the General Manager's report including the submission of the 1<sup>st</sup> progress report to the Province on the implementation of discussions relative to the Inventory of Programs and Services. She also clarified the scope of the ongoing social media campaign that is intended to draw attention to the partnership between SVCA and NWMO in conducting surface water and hydrology monitoring activities. This social media campaign seeks to inform the public of the value of the partnership, such as having improved monitoring information to augment our knowledge of the Saugeen watershed. There was no discussion.

## **10. Consent Agenda**

#### **Motion #G22-64**

Moved by Tom Hutchinson

Seconded by Paul Allen

THAT the reports, Minutes, and information contained in the Consent Agenda, [Items 9a-i], along with their respective recommended motions be accepted as presented.

**CARRIED**

## **11. New Business**

### **a. Client Service and Streamlining Initiative**

Erik Downing reviewed the Client Service and Streamlining initiative report, which outlines a program created by Conservation Ontario to improve and streamline processes in Environmental Planning and Regulations. The report recommended that SVCA participate. He explained the required components of the program and updated the Members on SVCA's progress. There was no discussion.

#### **Motion #G22-65**

Moved by Christine Robinson

Seconded by Cheryl Grace

THAT Saugeen Valley Conservation Authority endorse a commitment to participate in the Client Service and Streamlining Initiative beginning October 1, 2022.

**CARRIED**

**b. Provincial Offences Officer Class designation**

Erik Downing reported that certain Environmental Planning and Regulations, and Forestry and Lands staff have completed the necessary requirements for a Provincial Offences Officer designation. He indicated that it is required that the Board must permit specific staff, not just positions, to execute this role. It was noted that the Forestry and Lands staff would be engaging in an enforcement campaign to ticket those park visitors not adhering to Section 29 of the *Conservation Authorities Act*. Prior to initiating the campaign, a Press Release was issued, and a social media campaign has been ongoing to educate the public before enforcement commences.

**Motion #G22-66**

Moved by Dave Myette

Seconded by Dan Gieruszk

THAT SVCA Manager, Environmental Planning and Regulations (Erik Downing), Regulations Coordinator (Matthew Armstrong) and Regulations Officers (Darren Kenny, Madeline McFadden, Alyssa Gowing) be designated as Provincial Offences Officers for the purpose of enforcing Section 28 of the *Conservation Authorities Act*.

AND FURTHER THAT SVCA Manager, Forestry and Lands (Donna Lacey), Forestry Technician (Aaron Swayze), Field Operations Coordinator (Richard Rowbotham), Field Operations Assistant (Anthony Quipp), Park Superintendents (Elijah Wilson, T. Lee Watson), and Assistant Park Superintendents (R. Jim Leask, Peyton Koebel), be designated as Provincial Offences Officers for the purpose of enforcing Section 29 of the *Conservation Authorities Act*.

**CARRIED**

**c. Inspection of Flood and Erosion Control Projects RFP Award**

Elise MacLeod stated that staff recommend D.M. Wills Associates Limited be awarded the contract to inspect SVCA Flood and Erosion Control structures.

**Motion #G22-67**

Moved by Tom Hutchinson

Seconded by Bill Stewart

THAT D.M. Wills Associates Limited be engaged to complete the 2022 inspection of all SVCA Flood and Erosion Control projects at a cost of \$33,820.00 plus HST;

AND FURTHER THAT these funds be drawn from the Working Capital Reserve.

**CARRIED**

**d. Campground fees**

Donna Lacey explained the recommended fee increases associated with the SVCA campgrounds. There was no discussion.

**Motion #G22-68**

Moved by Cheryl Grace



Seconded by Diana Rae

THAT camping and associated rates be increased as proposed for the 2023 camping season.

**CARRIED**

**e. Strategic Plan Update**

Jennifer Stephens gave an update on the status of the Strategic Plan development. She noted that the response to the municipal engagement survey has been disappointing in that only 5 Directors and 2 senior level municipal staff have participated. Over 100 members of the public participated in the community engagement survey and the majority of permanent staff participated in the internal staff survey. The deadline for some surveys will be extended to allow for more time to provide feedback. Survey links will be recirculated. The Directors noted that the survey appeared to be extensive, and some municipal staff have been amalgamating their response.

**f. Vaccination Policy**

Dr. Ian Arra, Medical Officer of Health for Grey Bruce no longer recommends that all workplaces have vaccination policies.

**Motion #G22-69**

Moved by Don Murray

Seconded by Bill Stewart

THAT the Saugeen Valley Conservation Authority revoke the Vaccination Policy as proposed.

**CARRIED**

**g. Land Acknowledgement**

Ashley Richards presented the report and recommended changes to the Land Acknowledgement. The Directors discussed the complicated pronunciations and requested that a guide be included with the words be written out phonetically with the Land Acknowledgement.

**Motion #G22-70**

Moved by Christine Robinson

Seconded by Dave Myette

THAT the Saugeen Valley Conservation Authority use the updated land acknowledgement statement as proposed.

**CARRIED**

**h. Fundraising strategy**

Ashley Richards discussed the proposed Fundraising strategy and told the Members that staff are focused on a sustainable fundraising strategy that is not reactive, but one with a planned approach. There was no discussion.

**Motion #G22-71**

Moved by Diana Rae

Seconded by Paul Allen

THAT the Saugeen Valley Conservation Authority approve the Fundraising Strategy as proposed.

**CARRIED**

## 12. Closed Session

### Motion #G22-72

Moved by Cheryl Grace

Seconded by Sue Paterson

THAT the Authority move to Closed Session, In Camera, to discuss a proposed or pending acquisition of land by the Authority; and further

THAT Jennifer Stephens, Donna Lacey, Laura Molson, and Janice Hagan remain in the meeting.

**CARRIED**

Chair Dobreen reported that quorum was lost during the Closed Session and declared the meeting adjourned at 4:23 p.m.

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Barbara Dobreen  
Chair

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Janice Hagan  
Recording Secretary



## Grand River Conservation Authority

Summary of the General Membership *General Meeting* – September 23, 2022

*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-09-22-71 - Progress Report #2 - Ontario Regulation 687/21
- GM-09-22-75 - Exception Request Letter to MNRF for Chair and Vice Chair Term Limits
- GM-09-22-73 - Financial Summary
- GM-02-22-72 - Human Resources Policy Update - 1.4 Acceptable Use of Information and Information Technology Resources
- GM-08-22-C07 - Financial Consideration - Staffing and Labour Matters (closed agenda)

### Information Items

*The Board received the following reports as information:*

- Minutes of the Ad-hoc CA Act Committee Meeting - September 12, 2022
- Minutes of the Ad-hoc Board Composition Committee Meeting - September 16, 2022
- GM-09-22-76 - Cash and Investment Status
- GM-09-22-74 - Current Watershed Conditions

### Source Protection Authority

*The General Membership of the GRCA also acts as the Source Protection Authority Board. No meeting of the Source Protection Authority was held.*

*For full information, please refer to the [September 23 Agenda Package](#). Complete agenda packages and minutes of past meetings can be viewed on our [online calendar](#). The draft minutes of this meeting will be posted on our online calendar within 30 days of the meeting date, in accordance with the Conservation Authorities Act.*

*You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.*

# Grand River Conservation Authority

**Report number:** GM-09-22-71

**Date:** September 23, 2022

**To:** Members of the Grand River Conservation Authority

**Subject:** Progress Report #2- Ontario Regulation 687/21

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## **Recommendation:**

THAT Progress Report #2 be approved, circulated to all participating Grand River watershed municipalities, posted on the Grand River Conservation Authority website, and submitted to the Ministry of Natural Resources and Forestry in accordance with Ontario Regulation 687/21.

## **Summary:**

Not applicable.

## **Report:**

As a requirement under *Ontario Regulation 687/21*, the Grand River Conservation Authority (GRCA) developed and approved a Transition Plan (December 17, 2021) and Inventory of Programs and Services (February 28, 2022). The Inventory of Programs and Services is based on the three categories identified in the Regulation. These categories include (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

As required under Ontario Regulation 687/21 and identified in GRCA's Transition Plan, the GRCA is providing its Progress Report. Under the Regulation the Progress Reports must include the following;

- Any comments or other feedback submitted by a municipality regarding the inventory
- A summary of any changes that the Authority has made to the inventory to address comments or other feedback- including a copy of the changed inventory and a description of changes
- An update on the progress of negotiations on agreements with participating municipalities
- Any difficulties that the Authority is experiencing that might affect the ability of the Authority to complete the transition plan milestones

## **Progress Report Details**

### 1) Municipal Comments/Feedback:

- Senior staff have met with any requesting participating municipalities' staff and/or councils to provide information on the new regulations, associated requirements and any process updates. At this time, staff have not received any formal comments or concerns from the participating municipalities regarding the Inventory of Programs and Services (dated Feb. 28, 2022).

### 2) Summary of Changes to Inventory of Programs and Services:

- There have been no changes to the Inventory of Programs and Services during the period for Progress Report #2.

- 3) Update on Progress of Negotiations with Participating Municipalities on Category 2 Programs and Services:
- At this time, the GRCA is on track with the schedule identified in the GRCA's Transition Plan.
  - GRCA will be hosting virtual webinars in October to watershed municipalities on Category 2 programs and services and proposed next steps for negotiations.
  - GRCA staff are also working on developing a draft template for the Memorandum of Understanding for Category 2 Programs and Services.
  - GRCA staff will continue to work with neighbouring Conservation Authorities (where possible) to help streamline the process of negotiations with shared participating municipalities on Category 2 Programs and Services.
- 4) Difficulties Reaching Transition Plan Milestones:
- At this time, there have not been any difficulties identified in meeting transition plan milestones.

Once the Progress Report is approved, it will be circulated to all watershed municipalities and the Ministry of Natural Resources and Forestry. The Progress Report will also be posted on GRCA's website for public access.

**Financial Implications:**

Not applicable.

**Other Department Considerations:**

Not applicable.

**Submitted by:**

Samantha Lawson  
Chief Administrative Officer

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2022-4150

September 26, 2022

Dear Head of Council:

Our government recognizes the importance of streamlining development approvals in land use planning in supporting the development of 1.5 million new homes by 2031. Our government will continue working with you to identify opportunities and innovative solutions that would help us effectively address the housing crisis.

I am writing you today about [public consultation](#) in the land use planning process. The *Planning Act* requires public meetings to be held prior to making certain planning decisions for the purpose of giving the public an opportunity to make representations in respect of the matter under consideration.

For example, your municipal council can consider how to meet the *Planning Act*'s requirements using a variety of methods such as physical meetings, electronic or virtual channels – separately or in combination - to engage and solicit feedback from the public on land use planning matters. This may include a mixture of technologies and approaches to meet local public needs (for example, physical meetings, webinars, video conferencing, moderated teleconference). There is no requirement in the *Planning Act* to have multiple types of meetings (e.g., both a physical meeting and a virtual meeting).

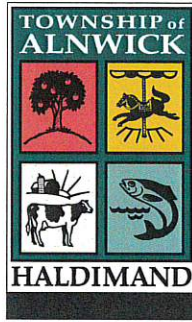
Thank you for the work that you do to engage and provide the public with an opportunity to make representations on planning matters in a manner that works best in your local community.

Sincerely,

A blue ink signature of Steve Clark, written in a cursive style.

Steve Clark  
Minister





September 23, 2022

Association of Municipalities of Ontario (AMO)  
200 University Avenue, Suite 801  
Toronto, ON M5H 3C6  
[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

**Re: Support of Resolution – OMAFRA Ontario Wildlife Damage Compensation Program Administrative Fee**

At the Township of Alnwick/Haldimand's Regular Council Meeting held on September 15, 2022, Council received the resolution sent by Tay Valley Township regarding a request to the Ministry of Agriculture, Food and Rural Affairs to review the administrative fee provided to municipalities for the administration of the Ontario Wildlife Damage Compensation Program. Council of the Township of Alnwick/ Haldimand supported and passed the following resolution:

**R-336-2022**

Moved by Deputy Mayor Sherry Gibson, seconded by Councillor Jim Hogg;

*"Be it resolved that the correspondence from Tay Valley Township dated August 31, 2022, RE: Support of Resolution - OMAFRA Ontario Wildlife Damage Compensation Program Administrative Fee, be received; and*

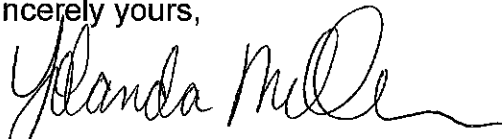
*Further that Council of the Township of Alnwick/Haldimand supports the resolution from Tay Valley Township to request the Ministry of Agriculture, Food and Rural Affairs to review the administrative fee provided to the Municipalities for the administration of the Ontario Wildlife Damage Compensation Program; and*

*Further that this resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.*

**CARRIED**

A copy of the above noted resolution from Tay Valley Township is attached for your reference.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Yolanda Melburn', with a long horizontal flourish extending to the right.

Yolanda Melburn, Deputy Clerk  
Township of Alnwick/Haldimand  
905-349-2822 ext. 32  
[ymelburn@ahtwp.ca](mailto:ymelburn@ahtwp.ca)

cc: Ontario Ministry of Agriculture, Food and Rural Affairs ([minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca))  
All Ontario Municipalities, MPP David Piccini ([david.piccinico@pc.ola.org](mailto:david.piccinico@pc.ola.org))

September 26, 2022

SENT VIA E-MAIL TO:

The Honourable Doug Ford  
Premier of the Province of Ontario  
[doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

Dear Premier Ford:

Re: Draven Alert

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On behalf of the Council of the Corporation of Norfolk County, please be advised that Council passed the following resolution at the September 20, 2022 Council meeting:

**Resolution No. 2**

**Moved By:** Councillor Rabbitts

**Seconded By:** Councillor Vandendriessche

THAT the Information Memo regarding the Draven Alert be received as information;

AND THAT Council approve forwarding the following resolution to the Premier, the Solicitor General, the Commissioner of Ontario Provincial Police, the local MPP and the Association of Municipalities of Ontario:

AND THAT the Council of the Corporation of Norfolk County directs staff to circulate a letter to the Minister of the Solicitor General, the Commissioner of the Ontario Provincial Police and the Premier 's Office, to request necessary changes be made to the Amber Alert system and / or the creation of a new alert called the Draven Alert, which will protect vulnerable persons who have not been abducted but are at high risk of danger, injury or death and alert the public that they are missing;

AND FURTHER THAT this motion be sent to all municipalities across Ontario and the Association of the Municipalities of Ontario (AMO) for endorsement.

**Carried.**

Should you have any questions regarding this matter or should you require additional information, please contact the Office of the County Clerk at 519-426-5870 x. 1261, or email: [Clerks@norfolkcounty.ca](mailto:Clerks@norfolkcounty.ca).

Sincerely,

Teresa Olsen  
County Clerk  
Norfolk County

CC:

- Honourable Michael Kerzner, Solicitor General  
[Michael.Kerzner@pc.ola.org](mailto:Michael.Kerzner@pc.ola.org)
- Thomas Carrique, Commissioner, Ontario Provincial Police  
[Thomas.Carrique@opp.ca](mailto:Thomas.Carrique@opp.ca)
- Bobbi Ann Brady, M.P.P., Haldimand-Norfolk  
[BABrady-CO@ola.org](mailto:BABrady-CO@ola.org)
- All Ontario municipalities
- Association of Ontario Municipalities  
[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

September 26, 2022

Ministry of the Solicitor General  
Hon. Michael Kerzner  
25 Grosvenor Street  
Toronto, ON M7A 1Y6

Sent via email: Michael.kerzner@ontario.ca

Hon. Minister Kerzner:

Re: Grey Highlands Municipal Resolution 2022-571 re: Increased Speeding Fines

Please be advised that the following resolution was passed at the September 7, 2022 meeting of the Council of the Municipality of Grey Highlands.

**2022-571**

**Dane Nielsen, Danielle Valiquette**

**Whereas speeding has become a growing concern on our residential streets; and**

**Whereas the culture of driver's is that 20 km/h over the speed limit is considered normal; and**

**Whereas the fines for street racing have increased significantly and we have seen a reduction in number of charges laid; and**

**Whereas the fines for other speed infractions have remained unchanged; now Therefore be it resolved that the municipality of Grey Highlands lobby the Ministry of the Solicitor General to increase the fines for all levels of speeding; and**

**That this motion be sent to AMO, ROMA, and all municipalities of Ontario to garner support.**

**CARRIED.**

If you require anything further, please contact this office.

Sincerely,



Raylene Martell  
Director of Legislative Services/Municipal Clerk  
Municipality of Grey Highlands

Cc: Association of Municipalities of Ontario  
Rural Ontario Municipalities  
All Ontario Municipalities



September 26, 2022

Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, ON N1G 2Y1

Re: **Support for the Municipality of Tweed's Resolution #22-18-22 regarding Ontario wildlife Damage Compensation Program Administrative Fee's**

At the Corporation of the Municipality of Powassan's regular meeting of Council on September 20, 2022, resolution #2022-300 was considered and adopted, as follows:

*"That the correspondence regarding Ontario Wildlife Damage Compensation Program, be received,*

*AND*

*WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;*

*AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing Livestock Investigators and staff to work on wildlife damage claims;*

*AND WHEREAS the costs associated with wildlife damage claims exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;*

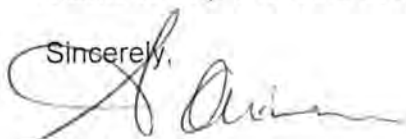
*NEW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Powassan request the Ministry of Agriculture, Food and Rural Affairs review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Compensation Program;*

*AND FURTHER THAT this resolution be circulated to the Association of Municipalities of Ontario and all Ontario Municipalities for their consideration and support".*

**CARRIED**

Copies of the letters that were sent, bringing this to Council's attention, are included. We support the Municipality of Tweed's request that the Ministry consider increasing the administration fee on wildlife claims to help offset the costs associated with Livestock Investigation.

Sincerely,



Allison Quinn  
Deputy Clerk

Cc: Association of Municipalities of Ontario (AMO) and Ontario Municipalities



September 23, 2022

Association of Municipalities of Ontario (AMO)  
200 University Avenue, Suite 801  
Toronto, ON M5H 3C6  
[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

**Re: Support of Resolution – OMAFRA Ontario Wildlife Damage Compensation Program Administrative Fee**

At the Township of Alnwick/Haldimand's Regular Council Meeting held on September 15, 2022, Council received the resolution sent by Tay Valley Township regarding a request to the Ministry of Agriculture, Food and Rural Affairs to review the administrative fee provided to municipalities for the administration of the Ontario Wildlife Damage Compensation Program. Council of the Township of Alnwick/ Haldimand supported and passed the following resolution:

**R-336-2022**

Moved by Deputy Mayor Sherry Gibson, seconded by Councillor Jim Hogg;

*"Be it resolved that the correspondence from Tay Valley Township dated August 31, 2022, RE: Support of Resolution - OMAFRA Ontario Wildlife Damage Compensation Program Administrative Fee, be received; and*

*Further that Council of the Township of Alnwick/Haldimand supports the resolution from Tay Valley Township to request the Ministry of Agriculture, Food and Rural Affairs to review the administrative fee provided to the Municipalities for the administration of the Ontario Wildlife Damage Compensation Program; and*

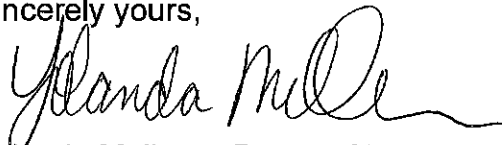
*Further that this resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.*

**CARRIED**



A copy of the above noted resolution from Tay Valley Township is attached for your reference.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Yolanda Melburn', with a long horizontal flourish extending to the right.

Yolanda Melburn, Deputy Clerk  
Township of Alnwick/Haldimand  
905-349-2822 ext. 32  
[ymelburn@ahtwp.ca](mailto:ymelburn@ahtwp.ca)

cc: Ontario Ministry of Agriculture, Food and Rural Affairs ([minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca))  
All Ontario Municipalities, MPP David Piccini ([david.piccinico@pc.ola.org](mailto:david.piccinico@pc.ola.org))



**TOWNSHIP OF**  
**ASHFIELD-COLBORNE-WAWANOSH**

82133 Council Line, R.R. #5  
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: [clerk@acwtownship.ca](mailto:clerk@acwtownship.ca)

September 2, 2022

Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, ON N1G 2Y1

Re: Ontario Wildlife Damage Compensation Program

Dear Minister,

Please be advised that at the August 23<sup>rd</sup> meeting, the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh considered and adopted the following resolution.

Moved by Roger Watt  
Seconded by Jennifer Miltenburg

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing Livestock Investigators and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh request the Ministry of Agriculture, Food and Rural Affairs review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Compensation Program;

AND FURTHER THAT this resolution be circulated to the Association of Municipalities of Ontario and all Ontario Municipalities for their consideration and support.

Carried

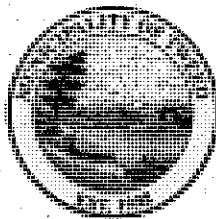
I also enclose the letter and resolution that brought the issue to Council's agenda. If you require any clarification or further information, please do not hesitate to contact me.

Sincerely,

Florence Witherspoon  
Municipal Clerk

The Corporation of the  
**MUNICIPALITY OF TWEED**

255 Metcalf St., Postal Bag 729  
Tweed, ON K0K 3J0  
Tel.: (613) 478-2535  
Fax: (613) 478-6457



Email: [info@tweed.ca](mailto:info@tweed.ca)  
Website: [www.tweed.ca](http://www.tweed.ca)  
[facebook.com/tweedontario](https://facebook.com/tweedontario)

July 4, 2022

Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, ON N1G 4Y2

Dear Minister:

Re: Ontario Wildlife Damage Compensation Program

We are writing to you today on behalf of our municipality regarding the administration fees related to wildlife damage claims. This program is necessary to protect our farm producers from the devastating losses incurred when they lose livestock to predators.

At the June 28, 2022 Regular Council Meeting the attached Resolution was passed by Council.

Our Council's concern is the administration fee paid to municipalities to administer the program on the Ministry's behalf which was recently increased from \$30.00 per claim to \$50.00 per claim.

We have recently contracted for a new Livestock Investigator resulting in the following costs directly related to wildlife claims:

Hourly Rate: \$25.00/hour  
Mileage Rate: .50/km

On the most recent invoice for this service there were three wildlife claims with costs as follows:

1. April 28, 2022 – 3 hours + mileage = \$95.00
2. May 5, 2022 – 2.5 hours + mileage = \$75.00
3. May 8, 2022 – 3.5 hours + mileage = \$120.00

There is also time spent by municipal staff in preparing the wildlife claims for submission and monitoring the claims for payment to the livestock owner.

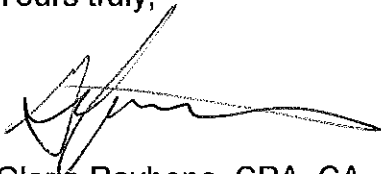
This results in a loss on each wildlife claim for our taxpayers to bear to be able to provide this necessary service to our farm producers.

Ministry of Agriculture, Food and Rural Affairs  
Page 2  
July 4, 2022

We respectfully request that the Ministry consider increasing the administration fee on wildlife claims to help offset the increasing costs associated with Livestock Investigation.

We look forward to hearing from you about this matter at your earliest convenience.

Yours truly,

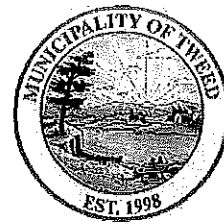
A handwritten signature in black ink, appearing to read 'Gloria Raybone', with a long horizontal flourish extending to the right.

Gloria Raybone, CPA, CA  
CAO/Treasurer

Encl.

cc. Association of Municipalities of Ontario  
Ontario Municipalities

Municipality of Tweed Council Meeting  
Council Meeting



Resolution No.

442.

Title:

Ministry of Agriculture, Food and Rural Affairs

Date:

Tuesday, June 28, 2022

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Moved by

Brian Treanor

Seconded by

Jacob Palmateer

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Tweed request the Ministry of Agriculture, Food and Rural Affairs to review the administration fee provided to

Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;

AND FURTHER, that this Resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.

Carried

Mayor



August 31, 2022

Association of Municipalities of Ontario (AMO)  
200 University Ave., Suite 801  
Toronto, ON M5H 3C6  
Sent via email: [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

**RE: RESOLUTION – OMAFRA Ontario Wildlife Damage Compensation Program Administrative Fee**

The Council of the Corporation of Tay Valley Township at it's Council meeting on August 23<sup>rd</sup>, 2022 adopted the following resolution:

**RESOLUTION #C-2022-08-42**

**"WHEREAS**, the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

**AND WHEREAS**, Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

**AND WHEREAS**, the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality from OMAFRA;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of Tay Valley Township request the Ministry of Agriculture, Food and Rural Affairs to review the administrative fee provided to Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;

**AND FURTHER THAT**, this resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support."

**ADOPTED**

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

Sincerely,



Janie Laidlaw, Deputy Clerk

cc: All Municipalities of Ontario



**The Corporation of the Township of Southgate**  
**By-law Number 2022-155**  
**being a by-law to confirm the proceedings of the**  
**Council of the Corporation of the Township of Southgate**  
**at its regular meeting held on October 5, 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 October 5, 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 5<sup>th</sup> day of October, 2022.**

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John Woodbury - Mayor

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Lindsey Green – Clerk