



Township of Southgate Council Meeting Agenda

June 21, 2023

1:00 PM

Holstein Council Chambers

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

If you wish to speak at Open Forum please register in advance of the meeting by email to clerks@southgate.ca

4. Confirmation of Agenda

Be it resolved that Council confirm the agenda as presented.

5. Declaration of Pecuniary Interest

6. Delegations & Presentations

6.1 Presentation of Good Roads 32 Years in Service Award to Phil Wilson

7. Adoption of Minutes

5 - 28

Be it resolved that Council approve the minutes from the June 7th, 2023 Council and Closed Session meetings as presented.

8. Reports of Municipal Officers

8.1 Chief Administrative Officer Dina Lundy

8.1.1 CAO2023-008- Olde Town Hall Sale 29 - 31

Be it resolved that Council receive Staff Report CAO2023-008 for information; and
That Council direct staff to re-list the property for sale.

8.2 HR Coordinator Kayla Best

8.2.1 HR2023-010 – Admin Staff Review 32 - 85

Be it resolved that Council receive Staff Report HR2023-010 for information; and
That Council approve updated job descriptions and corresponding pay grid movements.

9. By-laws and Motions

None.

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 June 21, 2023 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

11.1.1 PW2023-027 Department Report 86 - 91

11.2 Correspondence (for information)

Be it resolved that Council receive the items on the Correspondence consent agenda dated June 21, 2023 (save and except items _____) as information.

11.2.1 TOARC 2022 Annual Report 92 - 112

11.2.2 Ministry of Natural Resources and Forestry - Streamlining of Approvals under the Aggregate Act - received June 14, 2023 113 - 114

11.2.3 SMART Board Minutes - Apr 28 2023 115 - 119

11.2.4 Grey County Truck Show 2023 Sponsorship Package 120 - 121

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 June 21, 2023 (save and except items _____) as information.

11.3.1 Town of Newmarket - Resolution in Support of Bill 5 - 122
received June 6, 2023

11.3.2 Municipality of West Grey - Resolution Letter Re 123 - 125
Support for Highway Traffic Act Amendments -
received June 9, 2023

11.3.3 Municipality of West Grey - Letter Re Support for Bell- 126 - 127
Hydro Infrastructure - received June 9, 2023

11.3.4 Town of Bradford West Gwillimbury - Right to Repair - 128 - 130
received June 13, 2023

11.3.5 Bonfield Township - Resolution of Support for Opioid 131
Crisis - received June 15, 2023

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 Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec 239 (2)(b)) (Subject: Staffing Matters); and
That Clerk Lindsey Green, HR Manager Kayla Best and Chief Administrative Officer Dina Lundy remain in attendance as required.

**14.1 Personal Matters About an Identifiable Individual, Including
Municipal or Local Board Employees (Sec 239 (2)(b)) (Subject:
Staffing Matters)**

15. Confirming By-law

132

Be it resolved that by-law number 2023-066 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on June 21, 2023 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].



Township of Southgate

Minutes of Council Meeting

June 7, 2023

9:00 AM

Holstein Council Chambers

Members Present: Mayor Brian Milne
Deputy Mayor Barbara Dobreen
Councillor Jason Rice
Councillor Jim Ferguson
Councillor Martin Shipston
Councillor Joan John
Councillor Monica Singh Soares

Staff Present: Dina Lundy, Chief Administrative Officer
Lindsey Green, Clerk
Jim Ellis, Public Works Manager
Adam Mighton, Treasurer
Bev Fisher, Chief Building Official
Kevin Green, Facilities Manager
Clinton Stredwick, Planner
Kayla Best, HR Manager
Elisha Milne, Legislative Assistant
Holly Malynyk, Legislative Assistant

1. Call to Order

Mayor Milne called the meeting to order at 9:00AM.

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. 2023-224

Moved By Councillor Rice

Seconded By Deputy Mayor Dobreen

Be it resolved that Council confirm the agenda as amended.

Carried

5. Declaration of Pecuniary Interest

Deputy Mayor Dobreen declared a conflict of interest on Closed Meeting item 8.1 - Advice that is subject to solicitor-client privilege (Sec.239(2)(f)) (Subject: Property Sale Agreement Update) due to lands adjacent to her home having a nexus with the subject property and did not participate in the discussion or voting of the item.

Mayor Milne declared a conflict of interest on Closed Meeting item 8.3 - Personal matters about an identifiable individual, including municipal or local board employees (Sec 239 (2)(b)) and Labour Relations or Employee Negotiations (Sec 239 (2)(d)) (Subject: Staffing Matters) due to a family member and did not participate in the discussion or voting of the item.

6. Delegations & Presentations

None.

7. Adoption of Minutes

No. 2023-225

Moved By Councillor Shipston

Seconded By Councillor Ferguson

Be it resolved that Council approve the minutes from the May 3, 2023 Council and Closed Session meetings as presented; and
That Council approve the minutes from the May 10, 2023 Special Council meeting as presented.

Carried

8. Closed Meeting

Deputy Mayor Dobreen declared a conflict of interest on Closed Meeting item 8.1 - Advice that is subject to solicitor-client privilege (Sec.239(2)(f)) (Subject: Property Sale Agreement Update) due to lands adjacent to her home having a nexus with the subject property and did not participate in the discussion or voting of the item.

Mayor Milne declared a conflict of interest on Closed Meeting item 8.3 - Personal matters about an identifiable individual, including municipal or local board employees (Sec 239 (2)(b)) and Labour Relations or Employee Negotiations (Sec 239 (2)(d)) (Subject: Staffing Matters) due to a family member and did not participate in the discussion or voting of the item.

No. 2023-226

Moved By Councillor Singh Soares

Seconded By Councillor Ferguson

Be it resolved that Council proceed into closed session at 9:03 AM in order to address matters relating to Advice that is Subject to Solicitor-Client Privilege (Sec.239(2)(f)) (Subject: Property Sale Agreement Update); and Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec 239 (2)(b)) and Labour Relations or Employee Negotiations (Sec 239 (2)(d)) (Subject: Staffing Matters); and Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec 239 (2)(b)) and Labour Relations or Employee Negotiations (Sec 239 (2)(d)) (Subject: Staffing Matters); and Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec 239 (2)(b)) and Labour Relations or Employee Negotiations (Sec 239 (2)(d)) (Subject: Staffing Matters); and

That Clerk Lindsey Green, HR Manager Kayla Best and Chief Administrative Officer Dina Lundy remain in attendance as required.

Carried

Council recessed at 9:03 AM and returned at 9:09 AM.

Deputy Mayor Dobreen declared an interest on Item 8.1 and left the closed meeting at 9:03 AM.

Deputy Mayor Dobreen returned to the closed meeting at 9:31 AM.

Mayor Milne declared an interest on item 8.3, relinquished the Chair, and left the closed meeting at 9:57 AM.

Deputy Mayor Dobreen assumed the Chair.

Mayor Milne returned to the closed meeting at 10:02 AM and assumed the Chair.

No. 2023-230

Moved By Councillor Ferguson

Seconded By Deputy Mayor Dobreen

Be it resolved that Council come out of Closed Session at 10:42 AM.

Carried

Council recessed at 10:42 AM and returned at 10:48 AM.

9. Reports of Municipal Officers

9.1 Planner Clinton Stredwick

9.1.1 PL2023-026-C4-23 Watra Residents

No. 2023-231

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report PL2023-026 for information; and

That Council consider approval of By-law 2023-050.

That Council consider approval of Deeming By-law 2023-

056.

That Council direct staff register By-law 2023-056 on title of the subject lands being Lots 20 and 21 of Plan 812.

Carried

9.1.2 By-law 2023-050 - ZBA C4-23 Watra Residents Association

No. 2023-232

Moved By Councillor Ferguson

Seconded By Councillor Rice

Be it resolved that by-law number 2023-050 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

9.1.3 By-law 2023-056 - Deeming By-law - Watra

No. 2023-233

Moved By Councillor Ferguson

Seconded By Councillor Shipston

Be it resolved that by-law number 2023-056 being a by-law merging Lots 20 and 21 on Registered Plan 812, by deeming the Lots not to be lots on a registered plan of subdivision in accordance with subsection 50(4) of the Planning Act, R.S.O. 1990, c. P.13, as amended be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

9.1.4 PL2023-027-C5-23 David Gingrich

No. 2023-234

Moved By Councillor Rice

Seconded By Deputy Mayor Dobreen

Be it resolved that Council receive Staff Report PL2023-027 for information; and

That Council consider approval of By-law 2023-051.

Carried

9.1.5 By-law 2023-051 - ZBA C5-23 David Gingrich

No. 2023-235

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that by-law number 2023-051 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

9.1.6 PL2023-028-C25-22 Flato Phase 11 Redline and rezoning

No. 2023-236

Moved By Councillor John

Seconded By Councillor Ferguson

Be it resolved that Council receive Staff Report PL2023-028 for information; and

That Council consider endorsing the Draft plan Redline Revisions; and

That Council direct staff to forward this report and the resolution on to the County of Grey, and

That Council consider approval of Zoning By-law 2023-054.

Carried

9.1.7 By-law 2023-054 - ZBA C25-22 Flato East Phase 11

No. 2023-237

Moved By Councillor Ferguson

Seconded By Councillor John

Be it resolved that by-law number 2023-054 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

Carried

9.1.8 PL2023-029-Draft Provincial Policy Statement

No. 2023-238

Moved By Councillor Ferguson

Seconded By Deputy Mayor Dobreen

Be it resolved that Council receive Staff Report PL2023-029 for information.

Carried

Deputy Mayor Dobreen moved the following motion.

No. 2023-239

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that Council proceed past noon.

Carried

9.2 Chief Building Official Bev Fisher

9.2.1 CBO2023-002

Approval of E-permitting/Tracking and Inspection Software

No. 2023-240

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report CBO2023-002 for information; and

That Council approve the purchase and implementation of Cloudpermit Electronic Permit and Inspection Software for the Building, By-law and Planning Department; at a cost of \$42,000 plus HST be funded from the Building Department Reserve; and

That staff be authorized to purchase of BlueBeam as a companion PDF editor for the Building, By-Law and Planning staff where required at a cost of approximately \$405 plus HST per licence.

Carried

9.3 Facilities Manager Kevin Green

9.3.1 REC2023-004-Recreation Department Update

No. 2023-241

Moved By Councillor Rice

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report REC2023-004 for information.

Carried

9.4 Treasurer Adam Mighton

9.4.1 FIN2023-011 Wellington County Library Board Agreement

No. 2023-242

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report FIN2023-011 Wellington County Library Board Agreement as information; and

That Council consider approving By-Law 2023-053 being a by-law to authorize the signing and execution of a Public Library Services Agreement.

Carried

9.4.2 By-law 2023-053 - Authorizing Agreement - Library Services Agreement with Wellington County PLB

No. 2023-243

Moved By Councillor Singh Soares

Seconded By Councillor Rice

Be it resolved that by-law number 2023-053 being a by-law to authorize the signing and execution of a Public Library Services Agreement with the Wellington County Public Library Board 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.

Carried

9.4.3 FIN2023-012 2023 Tax Rates

No. 2023-244

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report FIN2023-012 2023 Tax Rates as information; and

That Council By-law 2023-055 being a by-law to levy and

collect property taxes for the year 2023, should be considered for approval.

Carried

9.4.4 By-law 2023-055 - Adopt 2023 Tax Rates

No. 2023-245

Moved By Councillor Shipston

Seconded By Deputy Mayor Dobreen

Be it resolved that by-law number 2023-055 Being a by-law to levy and collect property taxes for the year 2023 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

9.5 Clerk Lindsey Green

9.5.1 CL2023-014 - Saugeen Mobility and Regional Transit Membership Update and Recommendation

No. 2023-246

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report CL2023-014 for information; and

That Council direct staff to notify the Saugeen Mobility and Regional Transit Board of Southgate Township's commitment to their service and that Southgate intends on remaining a municipal partner moving forward.

Carried

9.5.2 CL2023-015 - Grey County Paramedic Services Emergency Tiered and Tripartite Response Agreement Amendment/Extension

No. 2023-247

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that Council receive Staff Report CL2023-015 for information; and

That Council consider approval of By-laws 2023-057, 2023-058, and 2023-059 to enter into amending agreements with the Municipality of West Grey, Municipality of Grey Highlands and the County of Grey, as presented for emergency response.

Carried

9.5.3 By-law 2023-057 - Grey Highlands, Grey County, Southgate Tripartite Emergency Response Amending Agreement

No. 2023-248

Moved By Councillor John

Seconded By Councillor Rice

Be it resolved that by-law number 2023-057 being a by-law to authorize a tripartite emergency response amending agreement between the Corporation of the Municipality of Grey Highlands, the Corporation of the County of Grey 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

9.5.4 By-law 2023-058 - West Grey, Grey County, Southgate Tripartite Emergency Response Amending Agreement

No. 2023-249

Moved By Councillor Ferguson
Seconded By Deputy Mayor Dobreen

Be it resolved that by-law number 2023-058 being a by-law to authorize a tripartite emergency response amending agreement between the Corporation of the Municipality of West Grey, the Corporation of the County of Grey 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

**9.5.5 By-law 2023-059 - Grey County, Southgate Tiered
Emergency Response Amending Agreement**

No. 2023-250

Moved By Councillor Ferguson
Seconded By Councillor Rice

Be it resolved that by-law number 2023-059 being a by-law to authorize a tiered emergency response amending agreement between the Corporation of the Corporation of the County of Grey 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

**9.5.6 CL2023-016 – Holstein Agro Expo and Rodeo Event
Support Request**

No. 2023-251

Moved By Deputy Mayor Dobreen
Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report CL2023-016 for information; and

That Council supports the Holstein Agro Expo and Rodeo Annual Event being held on June 30th and July 1st, 2023, at 143336 Southgate Road 14, Holstein, Ontario; and

That Council deem the Holstein Agro Expo and Rodeo as a municipally significant event and supports the Holstein Agro Expo and Rodeo committee in obtaining a Special Occasions Permit through the Alcohol and Gaming Commission of Ontario.

Carried

Council recessed at 12:08PM and returned at 12:14PM.

9.6 Public Works Manager Jim Ellis

9.6.1 PW2023-024 MWA 2023 Spring Workshop and Recommendation

No. 2023-252

Moved By Councillor Ferguson

Seconded By Deputy Mayor Dobreen

Whereas the Honourable Minister of the Environment, Conservation and Parks, Jeff Yurek issued policy direction letters on August 15, 2019, and as amended April 3, 2020, to the Resource Productivity and Recovery Authority requesting that CIF submit recommendations for a wind up plan and to end the CIF as soon as practical prior to December 31, 2025; and

Whereas RPRA approved the CIF Windup Plan on December 22, 2020, for CIF to wind up operations by December 31, 2023;

Therefore, be it resolved that the Council of the Corporation of Southgate request that CIF continue to assist, support and provide guidance to municipalities and First Nations communities with the Blue Box transition and non-eligible sources bridging ICI options for collections; and

That the Minister reconsider extension of the CIF services and agreements, beyond 2023; and

That this resolution be circulated to the Association of Municipalities of Ontario (AMO), Ontario Big City Mayors (OBCM), and all Ontario municipalities for support to pass similar resolutions and be forwarded to the Resource Productivity and Recovery Authority (RPRA) Chief Executive Officer, Frank Denton, Trevor Barton, Municipal Waste Association, the Ministry of the Environment, Conservation and Parks, the Office of the Premier of Ontario, MP Alex Ruff, and MPP Rick Byers.

Carried

9.6.2 PW2023-025 Melancthon Southgate Townline Stop Sign Recommendation

No. 2023-253

Moved By Councillor Ferguson

Seconded By Councillor Singh Soares

Be it resolved that Council receive Staff Report PW2023-025 for information; and

That Council consider approval of By-law 2023-052 to install a stop sign on the Melancthon / Southgate Townline as recommended.

Carried

9.6.3 By-law 2023-052 - Stop Sign Approval - Melancthon-Southgate Townline (east of Melancthon 4th Line SW and Southgate 71 Intersection)

No. 2023-254

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that by-law number 2023-052 being a by-law to provide for the erecting of a stop sign at an intersection 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

9.7 Chief Administrative Officer Dina Lundy

9.7.1 CAO2023-007-Planning and Development services and Recruitment

No. 2023-255

Moved By Councillor John

Seconded By Deputy Mayor Dobreen

Be it resolved that Council receive staff report CAO2023-008 for information; and

That Council direct staff to proceed with an executive search with Legacy Partners for the Manager of Planning and Development, at a cost of \$19,000.

Carried

9.8 HR Manager Kayla Best

9.8.1 HR2023-009 – Payroll & AP Administrator

No. 2023-256

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report HR2023-009 for information; and

That Council approve the updates to the Payroll and Accounts Payable job description; and

That Council approve the update Payroll and Accounts Payable Administrator position to be placed into pay band 11 of the Southgate Employee Pay Grid.

Carried

10. By-laws and Motions

10.1 By-law 2023-060 - Appoint Treasurer - Adam Mighton

No. 2023-257

Moved By Councillor Ferguson

Seconded By Deputy Mayor Dobreen

Be it resolved that by-law number 2023-060 being a by-law to appoint a Treasurer for 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

10.2 By-law 2023-061 - Appoint By-law Enforcement Officer - Ken Nadalin

No. 2023-258

Moved By Councillor Rice

Seconded By Councillor John

Be it resolved that by-law number 2023-061 being a by-law to appoint a Municipal Bylaw Enforcement Officer for the Township of Southgate in accordance with Section 15 of The Police Services Act RSO 1990 Chapter 10 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

11. Notice of Motion

None.

12. Consent Items

12.1 Regular Business (for information)

No. 2023-259

Moved By Deputy Mayor Dobreen
Seconded By Councillor Ferguson

Be it resolved that Council approve the items on the Regular Business consent agenda dated June 7, 2023, and direct staff to proceed with all necessary administrative actions.

Carried

12.1.1 FIRE2023-006-Fire Department First Quarter Report

12.1.2 PW2023-023 Department Report

12.1.3 Librarian CEO Report 2023-05-18

12.1.4 OGRA 2023 Conference Report - Deputy Mayor Dobreen

12.1.5 2023-03-13 Community Fund Management Committee Meeting Minutes

12.1.6 2023-04-26 Committee of Adjustment Minutes

12.1.7 2023-04-26 Public Planning Minutes

12.2 Correspondence (for information)

No. 2023-260

Moved By Councillor Singh Soares
Seconded By Deputy Mayor Dobreen

Be it resolved that Council receive the items on the Correspondence consent agenda dated June 7, 2023 (save and except items 12.2.8 and 12.2.10) as information.

Carried

12.2.1 GRCA Correspondence - April 28, 2023 GM Summary - received April 29, 2023

12.2.2 Durham Hospital Foundation - Request for Funding - received May 2, 2023

12.2.3 Enbridge Gas Correspondence - Locate Charge Update - received May 3, 2023

12.2.4 GRCA Correspondence - Summary of the General Membership Meeting – May 26, 2023

12.2.5 2023 OSAA Call for Nominations - received May 17, 2023

12.2.6 Saugeen Mobility and Regional Transit Annual Letter - received May 18, 2023

12.2.7 FCM Correspondence - Annual Conference Summary - received May 30 2023

12.2.8 Grey Bruce Elder Abuse Prevention Network - Request for Proclamation - received May 30, 2023

Deputy Mayor Dobreen moved the following motion.

No. 2023-261

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Council receives correspondence item 12.2.8 Grey Bruce Elder Abuse Prevention Network as information; and

That Council proclaim June 15th, 2023 as World Elder Abuse Awareness Day by passing the following resolution declaration:

WHEREAS: Older adults in the Township of Southgate deserve to be treated with respect and dignity and valued as contributing members of society, imparting a wealth of experience and wisdom in our communities; and

WHEREAS: The International Network for the Prevention of Elder Abuse proclaimed this day to recognize the significance of elder abuse as a public health and human rights issue; and

WHEREAS: The United Nations General Assembly officially recognized this day by resolution 66/127 in December 2011; and

WHEREAS: The Township of Southgate recognizes the

importance of taking action to invest in creating social change, to prioritize the prevention of elder abuse and raise awareness to foster a better understanding of abuse and neglect of older adults and their rights; and

WHEREAS: Elder abuse has a significant impact on the lives of older adults and families; and is not limited to race, gender, culture, or circumstance, and regardless of whether the abuse is physical, emotional, sexual, financial or neglect; and

WHEREAS: Ageism and social isolation are major causes of elder abuse; and

WHEREAS: Recognizing that it is up to all of us, as citizens, organizations, communities, and governments, to work collectively to prevent violence and abuse of older adults in their homes and communities; and

WHEREAS: Preventing abuse of older adults through improving and maintaining social and health services and systems such as housing, income security, and safety will improve their quality of life and allow them to live independently and contribute to the vibrancy of our municipality; and

WHEREAS: Where there is respect for human rights, equality, and justice there can be no abuse; therefore, all residents of the Township of Southgate are urged to join this global movement to promote the Rights of Older Adults and Stop Abuse and Restore Respect.

THEREFORE, I, Brian Milne, Mayor of the Township of Southgate in the Province of Ontario do hereby proclaim June 15, 2023, as World Elder Abuse Awareness Day and encourage all residents of the Township of Southgate to recognize and celebrate seniors and their ongoing contributions to the success and vitality of our municipality.

Carried

12.2.9 Dundalk Pride Parade 2023 Information and Invitation

12.2.10 Municipality of Grey Highlands - Multi-Municipal Long Term Care Working Group - Capacity Expansion - Request for Interest of the Township

Deputy Mayor Dobreen moved the following motion.

No. 2023-262

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that Council receive correspondence consent item 12.2.10 – Municipality of Grey Highlands – Multi-Municipal Long Term Care Working Group – Capacity Expansion Request for Interest as information and take no further action at this time.

Carried

12.3 Resolutions of Other Municipalities (for information)

No. 2023-263

Moved By Councillor Singh Soares

Seconded By Deputy Mayor Dobreen

Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated June 7, 2023 (save and except items 12.3.14) as information.

Carried

12.3.1 Town of Orangeville - Response to Bill 5 - Stopping Harassment and Abuse by Local Leaders Act - received May 1, 2023

12.3.2 Municipality of Port Hope - Support of Bill 5 - received May 3, 2023

- 12.3.3 Township of Carlow - Resolution of Support for Reducing Municipal Insurance Costs - received May 3, 2023**
- 12.3.4 Perth County - Support School Bus Stop Arm Cameras - received May 5, 2023**
- 12.3.5 Municipality of West Grey - Resolution Letter Re Municipalities Retaining Surplus Proceeds from Tax Sales - received May 8, 2023**
- 12.3.6 City of Cambridge Resolution - Highway Traffic Act Changes - received May 9, 2023**
- 12.3.7 Township of Perth South - Use of Long-Term Care Funding to Support Community Care Services - received May 10, 2023**
- 12.3.8 Township of Lincoln - Municipal Heritage Register - received May 10, 2023**
- 12.3.9 Municipality of Tweed - Insurance Costs Council Resolution - received May 12, 2023**
- 12.3.10 Municipality of Tweed - Pole Infrastructure Resolution - received May 12, 2023**
- 12.3.11 The Municipality of Wawa - Support of Bill 5 - received May 18, 2023**
- 12.3.12 Municipality of Casselman - Bill 5 Letter of Support - received May 18, 2023**
- 12.3.13 The Municipality of Wawa - Elections Privacy of Candidates - received May 18, 2023**
- 12.3.14 The Municipality of Wawa - School Bus Stop Arm Cameras - received May 19, 2023**

Deputy Mayor Dobreen moved the following motion.

No. 2023-264

Moved By Deputy Mayor Dobreen

Seconded By Councillor Singh Soares

Be it resolved that Southgate Council receive correspondence item 12.3.14 - The Municipality of Wawa - School Bus Stop Arm Cameras; and

Whereas the "Let's Remember Adam Campaign" calls for the use of Stop Arm Cameras on all school buses as an enforcement tool to detect and fine vehicles/drivers that fail to stop when the school bus is stopped with the stop arm extended;

Now therefore, the Council of the Township of Southgate supports the following/attached resolution as passed by the Council of the Municipality of Wawa; and

That a copy of this full resolution be circulated Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial Opposition Parties, MPP Rick Byers and AMO municipalities.

Carried

12.3.15 Municipality of West Grey - Support for School Bus Stop Arm Cameras - received May 23, 2023

12.3.16 The Township of Johnson - Support of Bill 5 - received May 26, 2023

12.3.17 City of Pickering - Use of Long-Term Care Funding to Support Community Care Services - received May 29, 2023

12.3.18 Lanark County - Paramedic Safety Resolution - received May 30, 2023

12.4 Closed Session (for information)

None.

Councillor Shipston left the meeting at 12:50PM and did not return.

13. County Report

Deputy Mayor Dobreen reviewed the highlights from the most recent County Council meeting. More information can be found [here](#).

14. Members Privilege - Good News & Celebrations

Councillor Singh Soares mentioned all the wonderful events that happened in the Township during the month of May and is looking forward to all the events happening in June. She also noted that the FCM Conference was a success and that the ribbon cutting ceremony is being held June 7th, 2023 at 4:00PM for Blue Mountain Covers in the Eco Park.

CAO Dina Lundy advised Council that Fire Chief Malynyk has issued a total fire ban for all open air burning, including camp fires, agricultural burns or firework at 12:00 PM on June 7th, 2023.

Deputy Mayor Dobreen mentioned that the gym in Dundalk, Skullhouse Strength, is having their grand opening on June 10th, 2023, and the Barry Shainbaum event at the Southgate Library on June 10 at 2:00PM. She also noted that the Dundalk Fire Department Frolic is on Friday June 23rd, 2023, at Memorial Park, the annual Canada Day Fireworks will hopefully be in Holstein this year, and the Holstein Agro Fair and Expo.

Clerk Lindsey Green noted that the annual Pride walk will be held in Dundalk on June 17th, 2023, followed by an evening of celebrations at the Dundalk Legion.

15. Confirming By-law

No. 2023-265

Moved By Councillor Ferguson

Seconded By Councillor Singh Soares

Be it resolved that by-law number 2023-062 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on June 7, 2023 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. 2023-266

Moved By Councillor Rice

Seconded By Deputy Mayor Dobreen

Be it resolved that Council adjourn the meeting at 12:57PM.

Carried

Mayor Brian Milne

Clerk Lindsey Green



Staff Report CAO2023-008

Title of Report: CAO2023-008- Olde Town Hall Sale
Department: Administration
Council Date: June 21, 2023

Recommendation:

Be it resolved that Council receive Staff Report CAO2023- 008 for information;
and

That Council direct staff to re-list the property for sale.

Background:

Following many years of review, research, technical studies, and public input, an RFP seeking proposals to purchase the Olde Town hall was issued in January of 2021. A by-law approving a purchase and sale agreement and long-term lease arrangement between the purchaser and the Township for a cultural space was enacted on May 4, 2022 (by-law 2022-054). As part of this agreement, significant restoration, and upgrades to allow the public access to a safe and functional cultural facility including theatre were needed.

On February 15, 2023, a report was presented to bring council's attention to a step that must take place prior to any sale of municipal land. The following motion was passed at that meeting:

"Be it resolved that Council receive Staff Report CAO2023-001 for information; and

That Council hereby declare the property known as the Dundalk Olde Town Hall, located at 80 Main Street East, Dundalk, legally described as Plan 480 BLK E Part Lot 5 Main North surplus to the needs of the Township; and

That Council waive the requirement in by-law 3-2008 to obtain a market evaluation of the land; and

That staff are directed to provide public notice of the proposed sale of land in accordance with by-law 3-2008."

Staff Comments:

Upon evaluation by the intended purchaser, the estimates to restore the building to its former use was even more than a private enterprise was willing to entertain. Therefore, the purchase and sale agreement has been terminated through mutual release and By-laws approving the sale and subsequent extension will be repealed.

Additionally, cultural use and partnership agreements enacted by by-law were never accepted and executed by all parties, and as such those by-laws will also be

repealed. Flato and the Township entered into a fully executed contribution agreement. However, since the purchase and sale agreement has terminated, this by-law will also be repealed.

The Township has made substantial efforts towards having the building restored to its former use, however, the financial obligations are far too great to make the project viable for the Township, or a private partner. Costs estimated to restore the building by highly experienced professionals in 2019 were upwards of \$4.4 million dollars.

As demolition is not a favourable option for the Township, two options remain for consideration:

Option 1 – Direct staff to re-list the property for sale

Under this option, staff would seek a market evaluation for sale of the building and post an RFP to seek proposals to purchase the building in its current form. The Township values the history of this building and its contents. Therefore, under this option, historical items and artifacts (e.g. as section of theatre seating, and any other significant commemorative pieces) will be retained and removed prior to the sale of the building for display at another facility with a historical write up and additional photos. This option would allow the building to remain a landmark in the community while using artifacts to commemorate its history and directing sale proceeds towards a cultural use for the growing community.

Staff are recommending this option due to the enormous restoration cost and unlikely ability to fund the project with other challenges the community is facing. However, should funding opportunities become available prior to its sale, the Township could consider those options. Staff will continue to seek out opportunities in this regard.

Option 2 – Retain ownership and seek out grant funding opportunities that may allow restoration of the building to some degree.

Under this option, staff would seek out grant funding opportunities as programs become available that may allow restoration of the building to some degree. Over time, the building may be able to be restored to a degree that it would be safe for public use. The challenges with this option are that grant funds are not easily obtained, and often require significant contribution on the part of the municipality. There is no guarantee of funding, and the building will continue to deteriorate in the meantime. The risk is that in the worst-case scenario, while waiting to secure funding however long that may take, the building may be a complete loss if the structural issues are left unaddressed for a lengthy period.

Financial Implications:

The 2023 budget included \$175,000 capital contribution to this project which will no longer be expended. It is recommended to retain these funds and direct towards

additional projects that can be executed in 2023, or placed into reserve to contribute towards a multi-use facility that will include cultural space. Any donations received will be refunded.

The Township is no longer tied to 20-year lease costs, including \$3,000 per month plus yearly inflation, its share of utilities, maintenance, cleaning, and repairs as well as insurance premiums and capital improvements deemed necessary for community use over the term of the lease. However, it also no longer has the anticipated contribution benefit of \$35,000 per year by the Flato Corporation and the building will continue to incur utility expenses and general upkeep to help protect the structural integrity of the building while presented for sale. Utility costs in 2022 were approximately \$14,000.

It is also recommended that proceeds from the sale of the Olde Town Hall correspondingly be directed to a reserve to contribute towards a new cultural space within a multi-use facility.

Communications & Community Action Plan Impact:

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

Goal 4 - Adequate and Efficient Public Facilities

Action 4:

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

Strategic Initiatives 4-B (2019-2023):

The Township will have decided on the future viability or uses of the Olde Town Hall and acted accordingly.

Concluding Comments:

Staff are recommending Option 1, to re-list the property for sale. This will not preclude staff from considering funding opportunities to restore The Olde Town Hall as they become available.

Respectfully Submitted,

CAO Approval: *Original Signed By*
Dina Lundy, CAO



Staff Report HR2023-010

Title of Report: HR2023-010 – Admin Staff Review
Department: Human Resources
Council Date: June 21, 2023

Recommendation:

Be it resolved that Council receive Staff Report HR2023-010 for information; and
That Council approve updated job descriptions and corresponding pay grid movements.

Background:

Responsibilities of administrative staff have changed significantly over the past three years due to the COVID-19 pandemic operations, the rapid growth of the municipality and the natural progression of roles as staff grow into them.

Staff Comments:

Due to the changes it was apparent that a review of administrative job descriptions was necessary. This review compared the documented job descriptions to the responsibilities and tasks staff are required to currently perform.

The following recommendations are to update the job descriptions/positions for individuals in the current roles and if the positions were ever needed to be filled, we would assess the new staff member and their level of capability and the Township's needs and match to the job description that best fits at that time.

Clerks Department:

Customer Service & Support

This position was originally created during COVID under the Clerks department to help be the main point of contact for the office. This headcount was originally counted as the Deputy Clerk but at the time it made more sense to create a customer service role. Over time this position has evolved outside of the administration/customer service side and now that everyone is back in the office and Finance staff have the first point of contact role, this position now focusses on core legislative functions such as Records Management and FOI that would generally fall under Deputy Clerk responsibilities. The new job description is attached as Attachment #1.

Recommendation:

New title: Legislative and Records Coordinator
Pay Rate: Pay Band 11.

Administrative & Legislative Assistant

This position has taken on a significant role in the planning department as volume has increased so significantly. The "Primer on Planning" course is now preferred for this role and they do all of the processing of planning applications through the legislative process and answers intermediate level planning inquiries. For the Clerks portion of this position, the tasks would generally fall under a Deputy Clerk since we do not currently have that position and the position has evolved

significantly outside of the "assistant" realm. The new job description is attached at Attachment #2.

Recommendation:

New title: Legislative & Planning Coordinator

Pay Rate: Pay Band 11.

Finance Department, By-Law and Building

Administrative & Finance Assistant

The Administrative and Finance Assistant position was originally created during COVID as administrative help in the office. Once the office began to open it was found that the person was needed for the finance department due to the increasing water billing, tax billing and general inquiries resulting from all of the new homes in Dundalk, so it was made into Administrative, Finance & By-Law Assistant. After reviewing the needs of the administrative tasks and due to the current vacancy of the position, it has been found that the By-Law portion of this role should be moved back to the Building Department administration as well as the Canine & Kennel administration. This position would also take on some more administrative tasks from Public Works such as entrance permits and 911 requests. An updated job description is included as Attachment #3.

Recommendation:

Remove the By-Law portion of the position and have this position focus on Administrative support for the office including Public Works as well as Finance administration.

This recommendation does not have a financial impact as the position can remain in the current pay band.

Building Administrative Assistants

In 2022 an additional FTE was added to the Building Department as a Building Administrative Assistant so now there are two fulltime Building Administrative. Some of the justification of this role was to get the building files up to date after being moved back and forth between the library. Now that that Building Department is settled back into the office and the filing catch up is almost complete, there is capacity for these roles to take on more. The By-Law department closely interacts with the Building department and therefore it seems natural for the by-law administration to be moved to the Building Administration changing the positions to Building & By-Law Administrative Assistants. The By-Law Enforcement Officer is involved in Canine control and Kennels and therefore the administration of this can also be moved to the By-Law department and alleviate some of the tasks from the Finance Department and make things more efficient having it all in the same department. For greater clarity in the roles, two (2) job descriptions were created "Building & By-Law Administrative Assistant 1" (Attachment #4) and "Building and By-Law Administrative Assistant 2" (Attachment #5). Each will work with each other and backup one another.

Recommendation:

Add By-Law back into the Building Admin job descriptions and change the title of the positions to Building & By-Law Administrative Assistants.

This recommendation will not have impact for 2023 as the Building Admin positions would remain in the same Pay Band and one of the positions was allocated 20% to By-Law (taxation dollars) in the 2023 budget. For future years, we would need to consider how much of the positions should be allocated to By-Law and that could have a financial impact on taxation.

Public Works Administrative Assistant

This position has taken on increased responsibilities with our DWQMS system, waste system and wastewater systems. This position has seen an increase in responsibilities due to a focus on

regulatory requirements in these areas and the staff person in the role being able to use their previous background to take on the new challenges. It has also been noted that this position lacks capacity and requires some tasks to be removed in order to stay on top of the increasing legislative requirements of the water, wastewater and waste systems. With the above mentioned changes to the Administrative & Finance position, some of the administrative tasks related to entrance permits and 911 numbering can be moved from this position to the Administrative and Finance position. In addition to that, with a new Team Leader in waste, they will take on more of the waste tasks and alleviate some of those from the Public Works Administrative Assistant. Lastly, the Health & Safety Secretary role has been reviewed and to keep efficient this role should be assigned to one of the JHSC members so someone that is not on the JHSC does not have to attend the meetings. These changes will allow for increased focus on compliance of our public works systems and alleviate some tasks from the Public Works Manager and/or TAPS & ES Lead Hand and the job description would have the increased responsibilities listed. The updated job description is included as Attachment #6.

Recommendation:

New title: Public Works Administrator

Pay Rate: Pay Band 11.

Financial Implications:

Position	2023 Impact	Future Impact Per Year	Future Taxation Impact Per Year
Legislative & Records Coordinator	\$2,280	\$4,425	\$4,425
Legislative & Planning Coordinator	\$0	\$4,425	\$4,425
Administrative & Finance Assistant	\$0	\$0	\$0
Building & By-Law Assistant	\$0	\$0	\$0*
Public Works Administrator	\$1,567	\$4,614	\$2,076*
TOTALS	\$3,847	\$13,464	\$10,926

*Depending on allocation of user fee

Communications & Community Action Plan Impact:

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

Concluding Comments:

Staff recommend Council approve the updated job descriptions and corresponding pay grid changes.

Respectfully Submitted,

Human Resources: *Original Signed By*

Kayla Best, HR Manager / Assistant to the CAO

CAO Approval: *Original Signed By*

Dina Lundy, CAO

Attachments:

Attachment #1: Legislative & Records Coordinator Job Description

Attachment #2: Legislative & Planning Coordinator Job Description

Attachment #3: Administrative & Finance Assistant Job Description

Attachment #4: Building & By-Law Administrative Assistant 1 Job Description

Attachment #5: Building & By-Law Administrative Assistant 2 Job Description

Attachment #6: Public Works Administration Job Description

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: June 2023	Legislative and Records Management Coordinator
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Legislative and Records Management Coordinator	Supervisor's Job Title: Municipal Clerk
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Clerks
Employment Status: Full Time Salaried Position	Pay Band: 11

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Municipal Clerk, the Legislative and Records Management Coordinator performs all legislative duties in accordance with department objectives. This position coordinates and provides secretarial duties and supports all Committees of Council and Boards and provides administrative support for the Clerks Department. The Legislative and Records Management Coordinator is responsible for designing, developing, implementing, and auditing of records and information systems for the Township, is appointed as Deputy Division Registrar for Vital Statistics and researches and advises on applicable legislation and by-laws. The Legislative and Records Management Coordinator performs all duties assigned under the Legislative and Planning Coordinator role in a backup capacity or due to staff absence.

Key Responsibilities	Tasks	Percent of Time
Reception	<ul style="list-style-type: none"> • Provide primary telephone reception for general incoming calls and provide information or redirect as required. • Provide general front counter customer service in a backup capacity. • First point of contact for Clerks Department related inquires. 	10%
Legislative	<ul style="list-style-type: none"> • Manage and coordinate all Township Boards and Committees, including, but not limited to, agenda and minute preparation and circulation; act as recording secretary and provide procedural advice to members; follow up from meetings; research and gather relevant information; manage agenda management software and calendars for all boards and committees. • Attend Council meetings to manage the chambers audio and visual system and conduct live stream of meetings. • Manage Council and Committee member conference, training, and education bookings. • Assist the Clerk in researching and gathering relevant information to develop reports, by-laws, and recommendations to Council in accordance with department or legislative requirements. • Manage and act at the deputy division registrar for lottery licensing, marriage licensing and any other licenses or permits issued by the Clerks Department; prepare congratulatory certificates on behalf of the Township when requested. • Manage access and privacy for the Township and requests submitted under the Municipal Freedom of Information and Protection of Privacy Act; issue search memos, indexing and numbering of responsive records, and preparing correspondence. • Coordinate accessibility for the township including, employee/council training, compliance reporting and act as the Township rep on the Joint Accessibility Advisory Committee. • Act as a Commissioner of Oaths. • Officiate civil ceremonies as requested by the public. • Assist the Clerk in the conduct of the Municipal Elections; act as a deputy returning officer. • Manage the administration of the Dundalk Maple Grove Cemetery and any other cemetery than the Township may assume in the future. • Process Clerks Department and Cemetery related financial invoices. 	40%

Communications	<ul style="list-style-type: none"> • Act as the administrative liaison within/outside the Clerks Department. • Manage the township website and social media pages, including calendar approvals and electronic signs. • Manage the council chambers audio and visual equipment, including set-up, maintenance, and performance. • Manage newspaper advertisements, township newsletters and any other township communications, as needed. 	15%
Records Management	<ul style="list-style-type: none"> • Design, develop, implement and audit a corporate records and information system for all township departments. • Maintain the records management program, in both paper and electronic formats; make recommendations and updates as required and provide assistance to all departments. • Implement and review policies, procedures, guidelines and best practices related to the management of the Townships records. • Ensure compliance with relevant legislation and regulations related to records management. • Administer the records retention by-laws ensuring that departments adhere to policies and procedures. 	30%
Other	<ul style="list-style-type: none"> • Provide administrative support to other departments as required, including, by not limited to, CAO, Human Resources, Economic Development, Recreation, Fire Department. • Act as the alternate Emergency Information Officer in the event of a municipal declared emergency. • Perform all duties under the Legislative and Planning Coordinator role in a backup capacity or due to staff absence. • Other duties that may be assigned. 	5%

SECTION B: SKILLS

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School	- Municipal Administration Diploma (AMCTO)
<input type="checkbox"/> Vocational School	- Primer on Planning (OACA)
<input type="checkbox"/> Community College	
<input type="checkbox"/> University Degree	
<input type="checkbox"/> Individual Courses	

License or Professional Designation
New Professional Membership through AMCTO

Is it a requirement of your job to keep “up-to-date” by reading or taking courses/seminars?

Yes

Discuss: Attends seminars/courses pertaining to job, or the Boards, as required.

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
License/permit issuing Records & Information Management Access & Privacy Open Data/Open Government	

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> Knowledge of general office procedures, including preparing documents and record and information management systems Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability, flexibility and adaptability Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software Demonstrated organizational skills to meet strict and time sensitive deadlines Ability to work with personal information, maintain strict confidentiality and to use tact and discretion when dealing with matters of a highly sensitive nature Ability to work outside regular business hours as required Demonstrated experience in organizing meetings, including preparation of agendas and documentation with attention to detail and accuracy 	Two [2] years of responsible related experience, preferably in a municipal setting or equivalent education

4) Other Key Skills

<ul style="list-style-type: none"> Successful completion [or enrollment] of the AMCTO Municipal Administration

Program is considered an asset.

- Successful completion [or enrollment] of the OACA Primer on Planning Program is considered an asset.
- Demonstrated judgment and ability to critically assess options within the context of applicable legislation to guide decisions.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities CAO Ratepayers Children/Students Seniors Supplier	Daily Daily Daily Occasionally Daily Occasionally Occasionally Occasionally Frequently N/A Frequently Occasionally	Support management staff	In person, via phone or e-mail
External Contacts	Frequency	Purpose	Method
General Public (Not residence) Business representatives Consultants, Engineers, Planners, etc. Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups Other: Specify Below	Frequently Seldom Occasionally Seldom Seldom Seldom Seldom Seldom Occasionally Seldom Occasionally Occasionally		In person, phone or email
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.			

6) Decision Making

Works with detailed, complex, and sensitive materials and must exercise considerable judgment, diplomacy and human relation skills in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution for policies in place.

8) Equipment & Technology Utilized

Computer, fax machine, postage meter, photocopier.

SECTION C: RESPONSIBILITY

1) Program Delivery

Designing, developing, implementing, and auditing of records and information systems for the Township.
Provides research to the Municipal Clerk.

2) Impact and Accountabilities

Responsible to the Municipal Clerk

3) Supervision

Direct Subordinates – Job Titles		Number of Staff
N/A		
Indirect Subordinates – Job Titles		Number of Staff
N/A		
Provides training/instruction to others – Job Titles		Number of Staff
N/A		

4) Material and Information Resources

Maintain accurate information, data and records.
Has access to private customer information.

5) Financial Resources

This position has access to confidential financial information.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting				X	
Standing			X		
Noise Exposure		X			
Adverse Temperature		X			
Pushing/Pulling		X			
Lifting/Carrying		X			
Dust		X			
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

May encounters with irate customers when providing front counter administration.
Otherwise, minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

N/A

5) Mental Environment

Works alone with regular interruptions.
Dealing with unhappy people and deadlines contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Concentration due to paying attention to detail at all times.
Answering inquiries from public requires you to think on your feet.
Face deadlines.

2) Physical Effort

Minimal physical effort required.
Constant sitting.
Keyboarding.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____

Date Completed: _____

Signature

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: June 2023	Legislative and Planning Coordinator
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Legislative and Planning Coordinator	Supervisor's Job Title: Municipal Clerk
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Office	Department/Division: Clerks
Employment Status: Full Time Salaried Position	Pay Band: 11

2) Scope of Position (A maximum of three sentences.)

Under the direction of the Municipal Clerk, the Legislative and Planning Coordinator performs all legislative duties in accordance with department objectives. This position coordinates and provides secretarial duties and supports all Council meetings and provides administrative support for the Clerks Department. The Legislative and Planning Coordinator is responsible for coordinating the Planning Department and supports the Planner and Manager of Planning and Development. This position acts as the Secretary-Treasurer for the Committee of Adjustment and performs all duties assigned under the Legislative and Records Coordinator role in a backup capacity or due to staff absence.

Key Responsibilities	Tasks	Percent of Time
Reception	<ul style="list-style-type: none"> • First point of contact for Planning Department related inquires. • Provide general telephone reception and front counter customer service in a backup capacity. 	5%
Legislative	<ul style="list-style-type: none"> • Manage and coordinate all Council meetings, including, but not limited to, agenda and minute preparation and circulation; follow up from Council meetings including, highlights, action items, prepare and distribute correspondence based on Council decisions; manage agenda management software and calendars for Council meetings. • Liaise with the public and external businesses/agencies to schedule and manage delegations/presentations and open forum submissions to Council. • Manage township by-laws and agreements; open government portal of the Township website including Council expenses, declarations, and closed meeting listing. • Attend Township Committee and Board meetings to manage the chambers audio and visual system and conduct live stream of meetings. • Assist the Clerk in researching and gathering relevant information to develop reports, by-laws, and recommendations to Council in accordance with department or legislative requirements. • Manage the Ontario Wildlife Damage Compensation Program. • Act as a Commissioner of Oaths. • Officiate civil ceremonies as requested by the public. • Assist the Clerk in the conduct of the Municipal Elections; act as a deputy returning officer. • Maintain confidential information, including personal information and resources. 	30%
Planning	<ul style="list-style-type: none"> • Manage the intake of all planning applications, including high level review for completeness and accuracy, administration of each file through its entire process. • Schedule and attend pre-consultation meetings as required; follow up and maintain file tracking as necessary. • Process Planning Department related financial invoices. • Manage and update the townships comprehensive zoning by-law. • Prepare and circulate initial planning notices, follow 	60%

<p>Other</p>	<p>ups and final notices; manage all administrative aspects of each file.</p> <ul style="list-style-type: none"> • Manage and prepare all Public Planning and Committee of Adjustment agendas and minutes and complete all follow up with respect to public planning and Committee of Adjustment meetings as required. • Act as Secretary-Treasurer to the Committee of Adjustment and provide legislative support to the committee, including preparation of minutes and decisions; administering and overseeing the receiving, processing, and circulation of applications, including the processing of appeals; and tracking fulfillment of related conditional and statutory responsibilities of the Planning Act. • Assist the Planner in researching and gathering relevant information to develop reports, by-laws, and recommendations to Council in accordance with department or legislative requirements. • Prepare site plan agreements, development agreements and road widening by-laws for review by the Planner; liaise with township lawyers to register applicable agreements. • Assist the planner in preparation of zoning by-law amendments and official plan amendments for approval by Council. • Manage the Planning Department section of the township website. • Act as the administrative liaison within/outside the Department to assure file continuance. • Support the Manager of Planning and Development, and Planner. • Act as Emergency Information Officer in the event of a municipal declared emergency. • Perform all duties under the Legislative and Records Coordinator role in a backup capacity or due to staff absence. • Other duties that may be assigned. 	<p>5%</p>
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SECTION B: SKILLS

1) Formal Education and External Training

<p>Highest level required</p> <p><input checked="" type="checkbox"/> High School</p> <p><input type="checkbox"/> Vocational School</p> <p><input type="checkbox"/> Community College</p> <p><input type="checkbox"/> University Degree</p> <p><input type="checkbox"/> Individual Courses</p>	<p>Specific Specialty or Degree? (List)</p> <p>- Municipal Administration Diploma (AMCTO)</p> <p>- Primer on Planning (OACA)</p>
<p>License or Professional Designation</p> <p>- New Professional Membership through AMCTO</p>	

Is it a requirement of your job to keep “up-to-date” by reading or taking courses/seminars?

☒ Yes ☐ No

Discuss: Attends seminars/courses pertaining to job, or the Boards, as required.

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
License/permit issuing Records & Information Management Access & Privacy Open Data/Open Government	

3) Work Experience

Experience	Minimum Years Required
<ul style="list-style-type: none"> Knowledge of general office procedures, including preparing documents and record and information management systems Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management, accountability, flexibility and adaptability Excellent analytical skills showing good judgement, sound problem solving and conflict resolution abilities Computer literacy and proficiency utilizing MS Office software applications and adaptability to program specific software Demonstrated organizational skills to meet strict and time sensitive deadlines Ability to work with personal information, maintain strict confidentiality and to use tact and discretion when dealing with matters of a highly sensitive nature Ability to work outside regular business hours as required Demonstrated experience in organizing meetings, including preparation of agendas and documentation with attention to detail and accuracy 	Two [2] years of responsible related experience, preferably in a municipal setting or equivalent education

4) Other Key Skills

<ul style="list-style-type: none"> Successful completion [or enrollment] of the AMCTO Municipal Administration Program is considered an asset. Successful completion [or enrollment] of the OACA Primer on Planning Program is considered an asset.

- Demonstrated judgment and ability to critically assess options within the context of applicable legislation to guide decisions.

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities CAO Ratepayers Children/Students Seniors Supplier	Daily Daily Daily Occasionally Daily Occasionally Occasionally Frequently Daily N/A Frequently Seldom	Support management staff	In person, via phone or e-mail
External Contacts	Frequency	Purpose	Method
General Public (Not residence) Business representatives Consultants, Engineers, Planners, Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups Other: Specify Below	Occasionally Seldom Occasionally Seldom Seldom Seldom Occasionally Occasionally Occasionally Occasionally Seldom Seldom		
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.			

6) Decision Making

Works with detailed, complex and sensitive materials and must exercise considerable judgment, diplomacy and human relation skills in dealing with complex problems relating to day-to-day operations. Makes independent decision on work method and procedures.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution for policies in place.

8) Equipment & Technology Utilized

Computer, cash register, fax machine, postage meter, photocopier.

SECTION C: RESPONSIBILITY**1) Program Delivery**

Provides research to the Municipal Clerk, Manager of Planning and Development and Municipal Planner for reporting.
Supports the delivery of records management program.

2) Impact and Accountabilities

Responsible to the Municipal Clerk, Manager of Planning and Development, Planner

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Maintain accurate information, data and records.
Has access to private customer information.

5) Financial Resources

This position has access to confidential financial information.

SECTION D: WORKING CONDITIONS**1) Physical Environment**

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature			X		
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				

2) Health & Safety Hazards

May encounters with irate customers when providing front counter backup.
Otherwise, minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

Driving to offsite meetings.

5) Mental Environment

Works alone with regular interruptions.
Dealing with unhappy people and deadlines contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Concentration due to paying attention to detail and completing research at all times
Answering inquiries from public requires you to think on your feet.
Facing multiple deadlines.

2) Physical Effort

Minimal physical effort required.
Constant sitting.
Keyboarding.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____

Township of Southgate
JOB DESCRIPTION

Date of Update: June 2023	Administrative & Finance Assistant
-------------------------------------	---

Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Administrative & Finance Assistant	Supervisor's Job Title: Asset Manager/Deputy Treasurer Treasurer
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department / Division: Finance
Employment Status: Permanent Full Time Salaried	Pay Band: 12

2) Scope of Position (A maximum of three sentences.)

First point of contact for front counter/reception duties, answering phones, taking payments and tax collections, and opening/distribution of mail.

Responsible for performing accounts receivable duties in relation to animal licensing, facility scheduling, cash receipts and other accounts receivables.

Key Responsibilities	Tasks	Percent of Time
Administrative Support & Customer Service	<ul style="list-style-type: none"> - First point of contact for front counter/reception duties, answering phones, etc. - Opening/distributing mail. - Provide administrative support for taxation matters (i.e. customer inquiries, sending tax bills/notices, etc). - Providing administrative support to other departments as required on special projects. - Delivery of frontline customer services such as entrance permits, 911 numbering, burn permits and other forms and inquiries. - Tracks inquiries and complaints from ratepayers to ensure they have been resolved by the appropriate staff member. 	35%
Animal Licensing	<ul style="list-style-type: none"> - Administration of dog tags including ordering new tags, issuing tags and invoices, and maintaining data. 	10%
Accounts Receivable	<ul style="list-style-type: none"> - Enter EFT receipts (daily) [except Mortgage companies] - Balance Animal and Facility sub-ledgers (Monthly) - Balance cash deposit to register and prepare for bank deposit. - Record the transfer of eligible uncollected receivables to tax roll. - Responsible for taking payments and tax collections at Front Counter. - Process/record cash receipts from the Library and Recreation. 	25%
Facility Administration	<ul style="list-style-type: none"> - Receive bookings and issue contracts for rentals of municipal facilities - Issue invoices and collect payment for use of municipal facilities 	20%
Other	<ul style="list-style-type: none"> - Represent the Municipality when performing day-to-day duties (i.e. contact with public). - Provide backup support for utility receivables, and other miscellaneous receivables not included in this job description. - Performs all other duties as assigned by Supervisor. 	10%

Section B: Skills

1) Formal Education and External Training

<u>Highest level required</u> <input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input checked="" type="checkbox"/> Individual Courses License or Professional Designation Not required Is it a requirement of your job to keep "up-to-date" by reading or taking courses / seminars? <div style="display: flex; justify-content: space-around;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div> Discuss: May attend courses/seminars on an as-needed basis.	<u>Specific Specialty or Degree? (List)</u> 2 year Community College Diploma in Business Administration or equivalent work experience of 2 years is preferred.
--	---

2) Required on the Job Training

Specific Internal Training Keystone User Group Meetings/Training Courses.	Months to Complete Twice annually
---	---

3) Work Experience

Experience <ul style="list-style-type: none"> Computer experience Accounting experience Cash handling Dealing with the public 	Minimum Years Required 2 years 2 years 2 years 2 years
--	---

4) Other Key Skills:

<ul style="list-style-type: none"> Good organizational skills Good communication and interpersonal skills Good computer and software application skills Good mathematical skills
--

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily		
Co-workers (other dept.)	Daily		
Supervisor (my dept.)	Daily		
Supervisor (other dept.)	Frequently		
Dept. Head (my dept.)	Frequently		
Dept. Head (other dept.)	Occasionally		
CAO	Occasionally		
Council (your own)	Seldom		
External Contacts	Frequency	Purpose	Method
Ratepayers	Frequently		
General Public (Not residents)	Occasionally		
Children/Students	Seldom		
Seniors	Seldom		
Staff in other municipalities	Seldom		
Business representatives	Seldom		
Consultants, Engineers, Planners, etc.	Seldom		
Auditors	Annually		
Suppliers	Seldom		
Solicitors	Seldom		
Funding Organizations	Seldom		
Government Officials	Seldom		
Boards	Seldom		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Software Support Tech.	Seldom		
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising			

6) Decision Making

Must use judgment and tact in dealing with complex problems relating to the day-to-day operations of the Municipality.

Must be empathetic, yet proactive when dealing with the public, employ human relation skills.

7) Problem Solving Responsibilities

Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems. Complex issues are escalated to the appropriate individual(s)

8) Equipment & Technology Utilized

Operating systems, Accounting software, Tax module, Microsoft products.

Section C: Responsibility

1) Program Delivery

Supports the delivery of administration and financial programs as well as provides research to other departments as needed.

2) Impact and Accountabilities

Must maintain confidentiality where residents/ratepayers are concerned.
Must ensure accurate data entry as errors can result in incorrect invoicing to customers.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
None.	
Indirect Subordinates – Job Titles	Number of Staff
None.	
Provides training/instruction to others – Job Titles	Number of Staff
None.	

4) Material and Information Resources

Computers and other standard office equipment.
Confidential customer information.

5) Financial Resources

Not directly responsible for expenditures of money; however, responsible for handling, balancing and accuracy of recorded collections.
Responsible for accurate accounting data entry and reporting.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature	X				
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

Minimal hazards, office environment.
May encounter irate customers when providing customer support.

Health and Safety Responsibilities

Responsible to perform duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

Driving to seminars to occur occasionally.

5) Mental Environment

Busy office environment, open concept.
Constant interruptions, dealing with unhappy people (sometime ratepayers) and deadlines contribute to stress.

Section E: Effort

1) Mental Effort

Strong mental effort required for accuracy.
Deadlines and task management are major components of work effort.
Constant interruptions – public, residents, co-workers, telephone.

2) Physical Effort

Minimal physical effort required.
Excellent keyboarding skills. There will be long periods of data processing required.
Prolonged periods of sitting.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Employee: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: June 2023	Building & By-Law Administrative Assistant 1
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SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Building & By-Law Administrative Assistant 1	Supervisor's Job Title: CBO
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department/Division: Building & By-Law
Employment Status: Full Time Salaried Position	Pay Band: 12

2) Scope of Position (A maximum of three sentences.)

Responsible for the performing administrative duties in the Southgate Municipal office location providing customer service, scheduling of daily inspections, taking payments, front counter customer inquiries, monthly reporting, as well as receiving and processing building permit applications in accordance with the Building Code Act, Ontario Building Code and applicable municipal by-laws, policies and procedures.
Under the direction of the Chief Building Official (CBO) performing building reporting and other duties assigned by the Chief Building Official.

Key Responsibilities	Tasks	Percent of Time
Administrative	<ul style="list-style-type: none"> - Provide administrative and clerical support to the CBO, administrative support to the Building department and By-Law Department - Provides general reception duties including answering phones, greeting customers, accepting payments, providing information related to building and by-law responsibilities or redirecting other inquiries to appropriate staff in a backup relief role. 	10%
Building Department	<ul style="list-style-type: none"> - Knowledge of zoning, planning and other related by-laws as well as legislation as they apply to the municipality. - Basic knowledge of Building Code Act and the Ontario Building Code. - Process all incoming Building permit applications including receiving application, creating file, inputting into system, invoicing and receiving deposit and complete initial screening for being complete prior to CBO review. - Inputting, maintaining, and assessing databases and files related to building permits. - Receive and enter payments for building permits. - Maintain physical and electronic files of the building department. - Draft Zoning Compliance letters for approval by the CBO and Planner. - Assist with tracking and composing letters related to BWOPs. - Work with specific developers as the point of contact for approved subdivision building permits (intake, invoicing, payments, issuance). - Provides monthly building reporting statistics related to permits issued, fees collected, development charges received, new construction value, assessment/taxation growth, inspections completed by type, productivity reporting, files closed, etc. - Complete research on a variety of topics as requested by CBO. 	65%
By-Law	<ul style="list-style-type: none"> - Administrative responsibilities related to tracking, documenting and reporting on By-law Enforcement complaints related to property standards, parking and others with the exception of canine/dogs. - Maintaining files, managing compliance deadlines, scheduling investigation visits, issuing of warning letters, orders to comply and court summons under the direction of the By-law Enforcement Officers in relation to property standards, parking and other with the exception of canine/dogs. - Work with By-Law Enforcement Officer on parking tickets and receivables. 	20%

Key Responsibilities	Tasks	Percent of Time
Other	<ul style="list-style-type: none"> - Other duties as assigned. - Backup for the Building & By-Law Administrative Assistant 2 position. - Represents Southgate when performing day-to-day duties through front counter contact with the public. - Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety and workplace violence policy and procedures as well as industry guidelines. - Basic knowledge of WHMIS, and the Municipal Freedom of Information and Protection of Privacy Act 	5%

SECTION B: SKILLS

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	<ul style="list-style-type: none"> - Diploma - College diploma in Business Administration would be an asset.
<p>License or Professional Designation</p> <p>Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?</p> <ul style="list-style-type: none"> • Building • Zoning <p>Discuss: Attends seminars/courses pertaining to job skills as required.</p>	

2) Required On-The-Job Training

Specific Internal Training <ul style="list-style-type: none">- Municipal software system- OBOA Administration course	Months to Complete Immediately Within 1 year
--	---

3) Work Experience

Experience Computer (Word, Excel, etc.)	Minimum Years Required 2 years of experience or equivalent education
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4) Other Key Skills

Computer skills Good organizational skills Good communication and interpersonal skills Patience Compassion Records Management

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily	Support management staff	In person, via phone or e-mail
Co-workers (other dept.)	Daily		
Supervisor (my dept.)	Daily		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept.)	Daily		
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
CAO	Occasionally		
Ratepayers	Frequently		
Children/Students	N/A		
Seniors	Frequently		
Supplier	Seldom		

External Contacts	Frequency	Purpose	Method
General Public (Not residence)	Occasionally		
Business representatives	Seldom		
Consultants, Engineers, Planners, etc.	Occasionally		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	N/A		
Government Officials	Seldom		
Boards	Seldom		
Council (your own)	Seldom		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Other: Specify Below			

Interpersonal skills:

Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.

6) Decision Making

Works with detailed, complex and sensitive materials and must exercise considerable judgment, diplomacy and human relation skills in dealing with problems relating to day-to-day operations.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution for policies in place.

8) Equipment & Technology Utilized

Computer, fax machine, postage meter, photocopier.

SECTION C: RESPONSIBILITY

1) Program Delivery

Supports the delivery of Administration programs.
Provides research to the CBO for reporting.

2) Impact and Accountabilities

Responsible to the CBO.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Total	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Maintain accurate information, data and records. Has access to private customer information.

5) Financial Resources

This position has access to confidential and financial information.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.					
Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature		X			

Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

May encounters with irate customers when providing front counter backup.
Otherwise, minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

Maybe require periodically for off- site training courses and seminars.

5) Mental Environment

Works alone with regular interruptions.
Dealing with unhappy people and deadlines contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Diffusing situations and coming up with creative solutions to situations on many different levels and areas. Concentration due to paying attention to detail and completing research.
Answering inquiries from public requires you to think on your feet.
Face deadlines.

2) Physical Effort

Minimal physical effort required.

Constant sitting.
Keyboarding.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____

TOWNSHIP OF SOUTHGATE

JOB DESCRIPTION

Date of Update: June 2023	Building & By-Law Administrative Assistant 2
-------------------------------------	---

SECTION A: POSITION DESCRIPTION

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Building & By-Law Administrative Assistant 2	Supervisor's Job Title: CBO
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department/Division: Building & By-Law
Employment Status: Full Time Salaried Position	Pay Band: 12

2) Scope of Position (A maximum of three sentences.)

Responsible for the performing administrative duties in the Southgate Municipal office location providing customer service, scheduling of daily inspections, taking payments, front counter customer inquiries, monthly reporting, as well as receiving and processing building permit applications in accordance with the Building Code Act, Ontario Building Code and applicable municipal by-laws, policies and procedures.
Under the direction of the Chief Building Official (CBO) performing building reporting and other duties assigned by the Chief Building Official.

Key Responsibilities	Tasks	Percent of Time
Administrative	<ul style="list-style-type: none"> - Provide administrative and clerical support to the CBO, administrative support to the Building department and By-Law Department - Provides general reception duties including answering phones, greeting customers, accepting payments, providing information related to building and by-law responsibilities or redirecting other inquiries to appropriate staff in a backup relief role. 	10%
Building Department	<ul style="list-style-type: none"> - Knowledge of zoning, planning and other related by-laws as well as legislation as they apply to the municipality. - Basic knowledge of Building Code Act and the Ontario Building Code. - Maintain physical and electronic files of the building department. - Receiving and scheduling of building inspections. - Entering in building inspection reports including final reports and closing out the permit files. - Tracking of deposits and refunds. - Prepares routes of building inspections along with appropriate paperwork for building inspectors. - Prepare approved building permits including invoicing and contacts applicants for pickup. - Receives payments for building permits. - Uploading of conservation authority letters. - Inputting, maintaining, and assessing databases and files related to building permits. - Work with specific developers as the point of contact for approved subdivision building permits (intake, invoicing, payments, issuance). - Complete research on a variety of topics as requested by CBO. 	65%
By-Law	<ul style="list-style-type: none"> - Administrative responsibilities related to tracking, documenting and reporting on By-law Enforcement complaints related to Canine and dog kennels. - Maintaining files, managing compliance deadlines, scheduling investigation visits, issuing of warning letters, orders to comply and court summons under the direction of the By-law Enforcement Officers in relation to canine and dog kennels. - Work with Canine Control Officer and/or By-Law Enforcement Officer on Kennel licenses and receivables. - Responsible for dog tags including removing of reported dog tags that are no longer active, issuing and invoicing for new dog tags, annually ordering and issuing of dog tags. 	20%

Key Responsibilities	Tasks	Percent of Time
Other	<ul style="list-style-type: none"> - Other duties as assigned. - Represents Southgate when performing day-to-day duties through front counter contact with the public. - Backup for the Building & By-Law Administrative Assistant 1 position. - Be responsible to work in compliance with the Occupational Health and Safety Act and Regulations, municipal health and safety and workplace violence policy and procedures as well as industry guidelines. - Basic knowledge of WHMIS, and the Municipal Freedom of Information and Protection of Privacy Act 	5%

SECTION B: SKILLS

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input checked="" type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses	<ul style="list-style-type: none"> - Diploma - College diploma in Business Administration would be an asset.
License or Professional Designation	
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars?	
<ul style="list-style-type: none"> • Building • Zoning 	
Discuss: Attends seminars/courses pertaining to job skills as required.	

2) Required On-The-Job Training

Specific Internal Training <ul style="list-style-type: none">- Municipal software system- OBOA Administration Course	Months to Complete Immediately Within 1 year
--	---

3) Work Experience

Experience Computer (Word, Excel, etc.)	Minimum Years Required 2 years of experience or equivalent education
---	--

4) Other Key Skills

Computer skills Good organizational skills Good communication and interpersonal skills Patience Compassion Records Management

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.)	Daily	Support management staff	In person, via phone or e-mail
Co-workers (other dept.)	Daily		
Supervisor (my dept.)	Daily		
Supervisor (other dept.)	Occasionally		
Depart. Head (my dept.)	Daily		
Depart. Head (other dept.)	Occasionally		
Staff in other municipalities	Occasionally		
CAO	Occasionally		
Ratepayers	Frequently		
Children/Students	N/A		
Seniors	Frequently		
Supplier	Seldom		

External Contacts	Frequency	Purpose	Method
General Public (Not residence)	Occasionally		
Business representatives	Seldom		
Consultants, Engineers, Planners, etc.	Occasionally		
Auditors	Seldom		
Solicitors	Seldom		
Funding Organizations	N/A		
Government Officials	Seldom		
Boards	Seldom		
Council (your own)	Seldom		
Council (other municipalities)	Seldom		
Media	Seldom		
Ratepayers Groups	Seldom		
Other: Specify Below			

Interpersonal skills:

Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs; advising.

6) Decision Making

Works with detailed, complex and sensitive materials and must exercise considerable judgment, diplomacy and human relation skills in dealing with problems relating to day-to-day operations.

7) Problem Solving Responsibilities

Analyze, evaluate and determine a solution for policies in place.

8) Equipment & Technology Utilized

Computer, fax machine, postage meter, photocopier.

SECTION C: RESPONSIBILITY

1) Program Delivery

Supports the delivery of Administration programs.
Provides research to the CBO for reporting.

2) Impact and Accountabilities

Responsible to the CBO.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Total	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Maintain accurate information, data and records. Has access to private customer information.

5) Financial Resources

This position has access to confidential and financial information.

SECTION D: WORKING CONDITIONS

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.					
Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature		X			

Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

May encounters with irate customers when providing front counter backup.
Otherwise, minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

N/A

4) Driving

Maybe require periodically for off- site training courses and seminars.

5) Mental Environment

Works alone with regular interruptions.
Dealing with unhappy people and deadlines contribute to stress.

SECTION E: EFFORT

1) Mental Effort

Diffusing situations and coming up with creative solutions to situations on many different levels and areas. Concentration due to paying attention to detail and completing research.
Answering inquiries from public requires you to think on your feet.
Face deadlines.

2) Physical Effort

Minimal physical effort required.

Constant sitting.
Keyboarding.

SECTION F: ADDITIONAL INFORMATION

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____

Township of Southgate

Job Description

Date of Update: June 2023	Public Works Administration
-------------------------------------	------------------------------------

Section A: Position Description

1) Position Identification

The purpose of this section is to determine your current position within the organization.	
Job Title: Public Works Administration	Supervisor's Job Title: Public Works Manager
Standard hours of work per week: 35 hours per week	Eligibility to Group Insurance: Yes Eligibility to OMERS: Yes
Location of Position: Hopeville Administration Office	Department/Division: Public Works
Employment Status: Full Time Salaried Position	Pay Band: 11

2) Scope of Position (A maximum of three sentences.)

Reporting to the Public Works Manager, the position duties will be to administratively support the departments of Transportation & Public Safety, Waste Resources & Diversion Management, Waterworks and Wastewater operations. This position will be responsible for maintaining records, providing initial customer service, managing department complaints, maintaining monthly & annual reporting, acting as secretary for Public Works committees and provide administrative support to department manager and supervisory staff.

Key Responsibilities	Tasks	Percent of Time
Administrative Duties	<ul style="list-style-type: none"> • Provide administrative support to department manager and supervisory staff & represents the Municipality daily as the first point of public contact • Receive and code Public Works payable invoices for the Public Works Manager's approval. • Management of Public Works files & maintains department supply inventories as assigned. • Tracks inquiries and complaints from ratepayers to ensure they have been resolved by the appropriate staff member. • Scheduling training and accommodations for Public Works Staff. • Purchasing materials and safety clothing for appropriate public works departments. 	25%
Water / Wastewater	<ul style="list-style-type: none"> • Provide administrative support for Water department • Prepare daily, monthly and annual reporting for Water and Wastewater systems and submit to MECP as required. • Maintain DWQMS paperwork through document control and support the DWQMS audit. • Maintain and support Corrective/Preventative Actions and Continual Improvement initiatives. • Provides secretarial services for the Drinking Water Quality Management System Committee (DWQMS) for annual risk assessment and annual DWQMS Management Review. • Provide water reports and data to support MECP Inspector performing annual Water systems Inspection. • Maintain backflow testing spreadsheet, inspection reports and bi-monthly reminder letters to property owners of backflow devices. • Administratively handles and communicates all watermain breaks and water shut offs to residents through letters, website, and social media. • Filing records, lab reports, training records and all regulatory related documentation. • Attending training/webinars/conferences to keep up-to-date with DWQMS and environmental regulations. • Point of contact for all resident inquiries and complaints regarding water and wastewater services. 	20%

Key Responsibilities	Tasks	Percent of Time
Solid Waste	<ul style="list-style-type: none"> • Provide administrative support for the Waste department as required, including preparing monthly, annual and Ministry compliance reporting. • Works with Team Leader WRDM to Research and collect information to create promotion and education materials for school & community programs as well as calendar creation. • May attends schools and local events to outreach and promote Southgate's waste program. • Maintaining and updating Emergency Spill Plan annually. • Assist with the Environmental Emergency (E2) plan including organizing training and providing secretarial duties for annual Environmental Emergency (E2) staff risk assessment meeting. • Reporting to RPRA and various PROs to receive funding for various diversion programs. • Blue Box reporting and record management to Circular Materials to maintain funding. • Bi-Annual Compost testing and lab reporting. • Point of contact for all resident inquiries and complaints regarding waste collection and Transfer Station services. • Attending training/webinars/conferences to keep up-to-date with changing regulations. • Secretarial services for the Public Liaison Committee (PLC). • Filing records, lab reports, training records and all regulatory related documentation. • Administratively handles and communicates all curbside collection delays, holiday delays and closures and unscheduled changes to services to residents through letters, website, and social media. 	25%
TAPS / Roads	<ul style="list-style-type: none"> • Oversees administration of Entrance Permits, Civic Addressing, Road Occupancy and encroachment permits, Moving (Wide-Load) permits, Special Events permits, Parades/Grey County road closure permits, Adopt-a-road program. • Purchasing road signage and maintaining road sign database. • Annual updating of Winter Maintenance Manual on OGRA Winter Web for Council approval. • Secretarial services for TAPS Winter and Spring Wrap-up Training with TAPS staff. • Administratively handles and communicates all road closures to OPP, EMS, Fire, County & website posting. • Scheduling training and accommodations for staff. • Creating Issue Work Orders to Depots for calls received and following up with resolutions. 	20%

Section B: Skills

1) Formal Education and External Training

Highest level required	Specific Specialty or Degree? (List)
<input type="checkbox"/> High School <input type="checkbox"/> Vocational School <input checked="" type="checkbox"/> Community College <input type="checkbox"/> University Degree <input type="checkbox"/> Individual Courses <input type="checkbox"/> License or Professional Designation	2 Year College Diploma in Business Administration or equivalent work experience of 5 years is preferred
Is it a requirement of your job to keep "up-to-date" by reading or taking courses/seminars? <div style="display: flex; justify-content: space-around;"> X Yes <input type="checkbox"/> No </div> Discuss: May attend courses/seminars on an as-needed basis	

2) Required On-The-Job Training

Specific Internal Training	Months to Complete
DWQMS working knowledge Waste Reporting	6 months

3) Work Experience

Experience	Minimum Years Required
Computer experience	2 -3 years
Accounting experience	2 -3 years
Customer relations	2-3 years

4) Other Key Skills:

Good organizational skills Good communication and interpersonal skills.
--

5) Key Relationships (Contacts)

Internal Contacts	Frequency	Purpose	Method
Co-workers (my dept.) Co-workers (other dept.) Supervisor (my dept.) Supervisor (other dept.) Depart. Head (my dept.) Depart. Head (other dept.) Staff in other municipalities Administrator Ratepayers Children/Students Seniors Supplier	Frequently Occasionally Frequently Occasionally Frequently Occasionally Occasionally Occasionally Frequently Occasionally Occasionally Frequently		
External Contacts	Frequency	Purpose	Method
General Public (Not residence) Business representatives Consultants, Engineers, Planners Auditors Solicitors Funding Organizations Government Officials Boards Council (your own) Council (other municipalities) Media Ratepayers Groups Other: Specify Below	Occasionally Occasionally Seldom Occasionally Seldom Frequently Occasionally Seldom Seldom N/A Occasionally N/A	DWQMS Audits PRO's and CMO MOE Representatives	
Interpersonal skills: Extending common courtesy; handling complaints, working cooperatively; responding to basic needs or requests; identifying needs.			

6) Decision Making

- Must use judgment in dealing with the public and day to day problems relating supporting the operations of the Public Works department in consultation with manager & supervisory staff.

7) Problem Solving Responsibilities

- Ability to analyze and evaluate issues and develop corrective action to resolve problems.

8) Equipment & Technology Utilized

Computer – various financial software (Keystone) applications/ Microsoft Word, Excel, Powerpoint, Publisher, Outlook and Explorer programs.

Section C: Responsibility

1) Program Delivery

Supports the delivery of Public Works services administratively.

2) Impact and Accountabilities

Must have working knowledge of Public Works services and the accountability of the department to residents of the Township.

3) Supervision

Direct Subordinates – Job Titles	Number of Staff
N/A	
Indirect Subordinates – Job Titles	Number of Staff
N/A	
Total	
Provides training/instruction to others – Job Titles	Number of Staff
N/A	

4) Material and Information Resources

Confidential personnel matters and customer records.

5) Financial Resources

Responsible for accurate billing of services, receipt of payments and reporting.

Section D: Working Conditions

1) Physical Environment

Rate the amount of each of the following working conditions that you are exposed to on the job from a scale of 1 to 5, where 1 represents no exposure, 3 represents some exposure and 5 represents continuous/regular exposure.

Condition	1	2	3	4	5
Sitting					X
Standing		X			
Noise Exposure		X			
Adverse Temperature	X				
Pushing/Pulling	X				
Lifting/Carrying		X			
Dust	X				
Odors	X				
Other (Specify) Physical Aspects					

2) Health & Safety Hazards

Minimal hazards, office environment.

Health and Safety Responsibilities

Responsible for performing duties in a Health and Safety conscious manner.

3) Travel

Minimal travel required for this position.

4) Driving

Minimal driving required for this position.

5) Mental Environment

Busy office environment, open concept.
Interruptions and deadlines contribute to stress.

Section E: Effort

1) Mental Effort

Strong mental effort required. Excellent keyboarding skills and visual concentration is required.

Deadlines and task management are major components of work effort.

Accuracy requires mental effort.

Constant interruptions - ratepayers, co-workers, telephone.

2) Physical Effort

Minimal physical effort required.

Constant sitting.

Keyboarding.

Section F: Additional Information

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.

Supervisor Comments

I have reviewed this job description with the employee and make the following comments.

Job Position: _____
Signature

Date Completed: _____

Supervisor: _____
Signature

Date Completed: _____

CAO: _____
Signature

Date Completed: _____



Staff Report PW2023-027

Title of Report: PW2023-027 Department Report
Department: Public Works
Branch: None
Council Date: June 21, 2023

Recommendation:

Be it resolved that Council receive Staff Report PW2023-027 for information.

Background:

Public Works Department update.

Staff Comments:

Transportation and Public Safety:

1. Maintenance gravel was completed on June 7th, as the hoppers and loader were still mobilized, the construction gravel for Southgate Sideroad 75 & Southgate Road 26 was applied. Calcium applications are finishing up in the following week. Paving for SDR 75 & Road 26 are tentatively scheduled for mid July.
2. The Dundalk downtown hanging flower baskets were mounted on the streetlight poles on June 7th, with the baskets set out at the base of the poles, someone helped themselves and took a basket.
3. The Rainbow Crosswalk was repainted on June 8th, within a few hours after bicycle skid marks were observed on the crosswalk.
4. Overnight of June 11th a number of Township signs were taken in Holstein, Dromore and along Grey County Road 23. The Public Works Manager reported this incident to the Police. Also reported went missing was Adopt a Road signage just recently installed on Southgate Road 26.
5. Spot spraying for wild chervil in the Township was completed on June 14th.
6. The new 2023 CAT 160 grader arrived on June 14th at the Hopeville depot.

Waste Resources & Diversion Management:

1. The freshly refurbished Haz Bin is back at the Egremont Transfer Station as of June 14th.
2. With the Canada Day long weekend approaching, collection services on Monday July 3rd will be moved a day ahead for all zones that week.
3. The Public Works Manager was asked to present on behalf of the Township at the Climate Forum Thursday June 15 at 7pm virtually, on the topic of Producer Pay Begins Today.

Water & Wastewater:

1. The Flato Edgewood Greens Sewage Pumping Station (SPS) was commissioned and placed into service on June 13th. Staff were trained on operations as this is the first SPS in the sewage collection system.

Financial Implications:

The 2023 Capital and Operational Budgets include costs for these projects.

The CAT 160 grader was purchased at the cost of \$569,958.00 excluding HST, after the trade in allowance of \$35,000.00 for Unit 100, 2004 Volvo G740B, for a net price of \$534,958.00 plus HST. The 2023 Capital Budget was \$580,000.00 for the grader purchase.

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 PW2023-027 for information.

Respectfully Submitted,

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

Treasurer Approval: _____ *Original Signed By*
Adam Mighton, Treasurer

CAO Approval: *Original Signed By*
Dina Lundy, CAO

Attachments:

Rainbow Crosswalk painting before/after



Rainbow Crosswalk painting before/after



Sign Post cut – Dromore



New 2023 CAT Grader



TOARC
**Annual
Report**





2022

Representing The Ontario Stone, Sand & Gravel Association (OSSGA)

Terry Waites | Chairman of the Board
Ryan Essex | Secretary/Treasurer
Bill Marquardt
George Lourenco

Representing a Conservation or Environmental Organization
Lisa Burnside

Representing the Association of Municipalities of Ontario (AMO)
Sandra Easton

Representing the Aggregate Industry at Large (non OSSGA)
Kerry Doughty

Representing the Ministry of Natural Resources and Forestry as an “Ex Officio Member”
Kathy Woeller

2023

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Representing the Aggregate Industry at Large (non OSSGA)
Kerry Doughty

Representing the Ministry of Northern Development, Mines, Natural Resources and Forestry as an “Ex Officio Member”
Renée Bowler

Minister Smith



May 27, 2023

Honourable Graydon Smith
Minister of Natural Resources and Forestry
Suite 6630, 6th Floor, Whitney Block
99 Wellesley Street West
Toronto, Ontario M7A 1W3

On behalf of the Board of Directors, I am pleased to submit the 2022 Annual Report of The Ontario Aggregate Resources Corporation.

This annual report includes audited financial statements for the Aggregate Resources Trust and The Ontario Aggregate Resources Corporation for the fiscal year ended December 31, 2022. Included within the financial statements for the Aggregate Resources Trust is a schedule of rehabilitation costs for projects completed by the Management of Abandoned Aggregate Properties (MAAP) program in 2022.

The report also reviews a number of the rehabilitation projects undertaken by the MAAP program along with research funded by the Abandoned Pits & Quarries Rehabilitation Fund.

Yours truly,

Terry Waites
Chairman of the Board

2022 Chairman's Message

As we look back at 2022, we realized that although some challenges with Covid still continued, there was a huge effort by our staff to return to a more normal cycle of how we conduct the affairs of The Ontario Aggregate Resources Corporation (TOARC). Field visits and in person meetings with legacy site landowners resumed, which allowed the Management of Abandoned Aggregate Properties (MAAP) team to rebuild a backlog of projects, as well as design, tender and manage a full slate of construction projects. TOARC continues to fulfil its mandates including the collection of production data, invoicing, collection of fees, disbursement of funds, auditing of client production reporting, rehabilitation of revoked sites, and research and education of aggregate related issues.

Annual Fees and Royalties of \$39.6 million dollars were collected and disbursed in 2022 based on 2021 production reporting.

The Upper and Lower Tier Municipalities realized a large increase in the fees they received, as their share of the disbursement dollars increased by \$1.7 million to \$28.4 million in 2022. The Crown also realized a gain in their proportion of disbursed fees of \$0.7 million to \$10.1 million in total from both licence and permit fees.

Production reported on Licences increased by 5.7% in 2021 to 167 million tonnes. When including Permits, Forestry Pits, and Private Land Non-Designated sources, the total production rose to 178 million tonnes. This is the most production reported since TOARC was formed in 1997. This compares to 168 million tonnes in total reported in 2020. Production from Permits, Forestry Aggregate Pits, and Non-Designated Private Land sources increased by approximately 1 million tonnes to 10 million tonnes in total.

2022 Fees based on 2021 production were disbursed amongst recipients as follows:

DISBURSEMENT YEAR	2019 (*\$MILLION)	2020 (*\$MILLION)	2021 (\$MILLION)	2022 (\$MILLION)
Local Municipalities	19.4	20.0	21.4	22.8
Counties & Regions	4.8	5.0	5.3	5.63
MAAP Program	1.0	1.0	1.1	
Province (from Licence Fees)	6.7	7.0	7.5	7.9
Province (from Royalties and Permit Fees)	1.8	1.7	1.9	2.2
TOTAL	33.7	34.7	37.2	39.6

(2019 – 2021 Disbursement shown for comparison)

The Management of Abandoned Aggregate Properties (MAAP) program works to rehabilitate the “abandoned pits and quarries” of Ontario. The Ministry of Natural Resources and Forestry (MNR) defines these as “pits and quarries for which a licence or permit was never in force at any time after December 31, 1989” and at MAAP we refer to these as “legacy sites”. In reality, legacy sites are small pits and quarries that were excavated to build the infrastructure throughout Ontario, but never rehabilitated and located throughout every lower and upper tier municipality.

The total count of legacy sites in Ontario has risen by nine to 8,228 files now in our eMAAP database of which 6,401 are now closed. This means that there remain 1,827 open sites that may require some sort of rehabilitation.

The updated listing by category of closed files now stands as follows:

Developed	746
Licensed	353
No Historical extraction	396*
Naturalized (to create new habitat)	2,492
Rehabilitated (by owner)	784
Situated on Crown Land	267
Landowner Not Interested	738
Rehabilitated by MAAP/MNR	625
Total Files Closed	6,401

*Files where no disturbances could be found or where it was determined the site disturbance was not a result of aggregate extraction.

Nineteen (19) projects were tendered by MAAP across Ontario in 2022. They included seven (7) sites in Central Ontario, eight (8) sites in Northern Ontario and four (4) sites in Southwestern Ontario.

Of the nineteen sites, nine were rehabilitated to agricultural and ten sites were naturalized. Some great examples of MAAP's work are included later in this annual report.

Rehabilitation of aggregate sites in Northern Ontario has always been challenging due to the lack of available soils and shorter growing seasons. In last year's Annual Report, it was noted that in 2020 the TOARC Board of Directors agreed to support funding research on “Novel Strategies for Enhancing Biodiversity and Ecosystem Function at Northern Ontario Aggregate Pits”. The research is being done by Collège Boréal and Laurentian University in collaboration with industrial partners Pioneer Construction, Ethier Sand and Gravel and Glencore's Sudbury Integrated Nickel Operations. An article describing field trials at a Sudbury legacy site that took place in summer of 2022 and plans for further trials in spring of 2023 can be found later in this report.

Part of MAAP's mandate is, “to document rehabilitation methods and monitor their success”. In 2021 MAAP, in discussion with the University of Guelph Arboretum, agreed to support a research team from the University to complete a bio-inventory of their “Gravel Pit Rehabilitation Collection” site that was rehabilitated 45 years ago. The former pit, which is located within the Guelph Arboretum boundary, was actively naturalized over three years from 1976-1978.

Since individuals who worked on the rehabilitation project and detailed records of what was originally planted complete with original design plans were available, TOARC recognized the learning opportunity that was presented. In 2021, after reviewing the excellent work completed by the University of Guelph students, the TOARC Board approved further support for a second phase to the study. The researchers are analyzing a second pit that naturalized without intervention over this same period. The site is close to the Gravel Pit Rehabilitation Collection and the team will compare the development of the two sites.

An article on the preliminary findings and comparison between the two sites can be found later in this report.

Knowledge and education for the public about aggregates and where it is derived from, how it is produced or where it is utilized by all Ontario residents, continues to be a focus of TOARC, the Province and the industry. In 2022 OSSGA invited TOARC to partner with them and educators to develop a Grade 9 curriculum to be offered in our schools that educates students about the importance of aggregate resources in our society. Further details are found later in this report.

I am also pleased to confirm that TOARC continues its education funding support at the University of Waterloo School of Planning for “Aggregate Resources Planning, Development and Management.” A more detailed update about expanding this training is detailed later in this report.

Trust funds decreased in the year ending 2022 to \$17,655,287 from \$20,923,355 at the year end 2021. Trust revenue decreased by \$4,015,262 compared to the previous year as losses in the “unrealized changes in fair value portion” reflect lower performance of the 2022 financial markets. Trust's expenses increased by \$124,044 in 2022. This increase was mainly a result of one intern being hired, the return of administration support post Covid, plus increase spends in accommodation/travel and mileage as field operations and audit activity increased after the 2021 Covid lockdowns.

There was one change to the composition of TOARC's Board in 2022. I would like to note a special thank you to Ken Lucyshyn of Walker Industries Holding Limited who joined the TOARC Board in 2008. Ken served as Chairman from 2009 until 2015 and again from 2017 to 2019. Ken retired from the Board in 2022 after 15 years of service! Ken who was one of four OSSGA Directors, was incredibly supportive and passionate about TOARC, its people and the wonderful work that was accomplished over the last 15 years.

I am pleased to welcome George Lourenco of Capital Paving who will be representing the Ontario Stone, Sand and Gravel Association to the TOARC Board of Directors replacing Ken Lucyshyn.

Respectfully submitted,



Terry Waites

Chairman of the Board



MAAP 2022 Project Summary

Summary of MAAP Rehabilitation Costs

Project Number	Landowner / Location	End Use	Area (ha*)	COST \$
20-04c	Horst Pit, Waterloo County	Agriculture	n/a	575
22-01a	Lawrence Pit , Durham County	Agriculture	0.51	27,047
22-01b	Hodgson Pit , Durham County	Naturalization	0.55	12,592
22-01c	Alpe Pit , Durham County	Agriculture	1.08	46,132
22-01d	Ward- Jarvis Pit , Durham County	Agriculture	0.52	7,660
22-02a	Holtrop Pit , Durham County	Agriculture	3.37	42,110
22-02b	Kent Pit , Durham County	Agriculture	0.60	42,800
22-02c	Toth Pit , Durham County	Agriculture	0.41	26,610
22-03	Glencore Pit, District of Sudbury	Naturalization	1.50	37,500
22-04a	Lammie Pit , District of Sudbury	Naturalization	0.58	31,000
22-04b	Tessier Pit , District of Sudbury	Naturalization	0.20	20,000
22-04c	Lefrancois Pit , District of Sudbury	Naturalization	0.50	37,625
22-04d	Champaigne Pit , Nipissing County	Naturalization	0.19	22,950
22-04e	Champaigne Pit , Nipissing County	Naturalization	0.42	29,850
22-04f	Smithard Pit , Nipissing County	Naturalization	0.30	27,750
22-04g	McGuinley Pit, Nipissing County	Naturalization	0.24	31,200
22-05a	Strike- Sapp Pit, Huron County	Naturalization	n/a	29,025
22-05b	McTavish Pit, Perth County	Agriculture	0.74	31,818
22-05c	Hohnstein Pit, Bruce County	Agriculture	0.40	6,244
22-06	Noordam Pit, Perth County	Agriculture	3.37	100,000
			15.48	610,488

*Hectares is working area of the site. Sites previously reported will show “n/a”.

Year	Number of New Sites	Area Rehabilitated (ha)	Total Costs** \$	Cost / (ha) \$	Avg Cost per site \$	Avg Area Rehabilitated (ha)
1992-96*	52	77.99	726,480	9,315	13,971	1.50
1997	15	22.40	497,973	22,231	33,198	1.49
1998	10	18.35	219,199	11,945	21,920	1.84
1999	16	30.35	366,636	12,080	22,915	1.90
2000	18	28.50	411,226	14,429	22,846	1.58
2001	21	25.50	320,337	12,562	15,254	1.21
2002	10	14.25	288,844	20,270	28,884	1.43
2003	19	46.39	342,897	7,392	18,047	2.44
2004	15	27.35	414,986	15,173	27,666	1.82
2005	27	75.45	499,290	6,617	18,492	2.79
2006	28	49.50	506,210	10,226	18,079	1.77
2007	23	39.11	744,671	19,040	32,377	1.70
2008	29	45.10	482,874	10,707	16,651	1.56
2009	20	24.29	327,742	13,492	16,386	1.21
2010	19	19.35	231,122	11,944	12,164	1.02
2011	38	34.40	341,521	9,928	8,987	0.91
2012	30	38.10	444,222	11,659	14,807	1.27
2013	28	44.13	490,554	11,116	17,520	1.58
2014	13	21.79	431,413	19,799	33,186	1.68
2015	23	38.73	402,307	10,387	17,492	1.68
2016	37	42.49	467,769	11,009	12,642	1.15
2017	29	28.02	533,025	19,023	18,380	0.97
2018	21	28.28	593,149	20,974	28,245	1.35
2019	26	19.00	594,271	31,277	22,857	0.73
2020	19	20.20	514,015	25,446	27,053	1.06
2021	21	19.16	758,336	39,579	36,111	0.91
2022	18	15.47	580,889	37,549	32,272	0.81
Total	625	893.65	12,531,940	14,023	20,051	1.43

* 1992-1996 data is based on information provided by MNRF
** Total Costs have been restated (except for MNRF contracts) to include total project spend in subsequent years.

Research in Motion: Alvar Creation

TOARC's, Quarry to Alvar Initiative research project was completed in 2006. In 2022, TOARC put this research in motion at a 6-hectare, limestone quarry located in Eastern Ontario where the licence had been revoked. One of TOARC's mandates is the rehabilitation of sites for which final rehabilitation has not taken place. This site was not extracted to its full extent, as a result the final rehabilitation differed from the original site plans. TOARC is working with the former licensee to rehabilitate the site with the best methods available.

The quarry posed unique rehabilitation requirements due to extremely harsh environmental conditions and characteristics throughout the site, including:

- Piles of shale, eroded sands, rubble, construction debris and garbage.
- Varying steep cliff faces, some with ecological significance and others a major safety concern.
- Primarily, non-native vegetation.
- Large barren areas.
- Sections of ephemeral ponds, some significant.
- Absence of soil throughout most of the quarry floor.



East section of quarry that requires site-safety improvement near the main driveway and relocation of fill material and debris.



West section of the quarry where work has been completed in prior years. This section is where the first round of rehabilitation efforts occurred in 2022.



TOARC utilized an expert in the field of alvar restoration, Dr. Paul Richardson, also a peer-reviewer to the 2006 study. Dr. Richardson determined the quarry could provide a mosaic of pavement, grassland, cliff face, talus, meadow, and wetland ecosystems, collectively referred to as "alvar habitat". The end goal is to create a 'self-sustaining alvar' that will continue to increase in biodiversity and ecosystem functions that work to benefit and provide services to the wider landscape.

In early 2021 a comprehensive ecological bioinventory at the quarry was completed and other surrounding natural Napanee Plain alvars were visited to create a seed mix list. The results determined that the overall area of the quarry had less than 5% alvar plant biomass, in which 40% ground cover and 20% cover of quarry walls would be required to ensure a successful trajectory. This meant a large focus of the rehabilitation would require preparing the ground conditions using on site materials for seed dispersal.

To achieve this ecological goal, the design set three rehabilitation stages and divided the site into sections for rehabilitation. Site-safety goals were also addressed focusing on areas where steep cliffs are adjacent to the driveway.

Step 1: Clearing all debris and waste from the site and relocating usable material.

This has been an ongoing process over recent years. Waste materials onsite that are primary mineral in composition, such as rubble from the extraction process and concrete blocks are being incorporated effectively into slope construction to increase safety. All other materials are being disposed of properly.

Step 2: Preparing ground conditions to resemble target habitats.

The rehabilitation plan will prepare the grounds for the creation of the three main habitats: alvar pavement, talus (cliff) and alvar grassland. In the summer of 2022, Dr. Richardson worked with the former licensee and general laborer's on how best to create the ground conditions for the target species.

Step 3: Apply 'restoration mix' to the designated habitat zones.

Members of the target alvar community tend to be well-adapted to low-nutrient environments. A custom native seed mix was created with equivalent amounts of 'all purpose sand' and composted fertilizer and applied in late summer 2022. Due to the delicate nature of the alvar seeds they must be manually broadcasted in the designated areas.

The site rehabilitation is well underway and will continue into 2023 as the team continues to prepare ground conditions and seed the zones. A site visit in October of 2022 showed promise of seed germination in all three habitat zones.

Completing the planned project successfully will provide an educational demonstration likely to have value in showing ways to improve rehabilitation success at other similarly challenging environments, within and beyond the aggregates industry.

If you are interested in learning more about TOARC's research support on vulnerable habitats, please visit our website:

<https://toarc.com/legacy-pits-quarries-maap/research-funding/research-publications/>.

To find out more about alvar rehabilitation with Dr. Paul Richardson can be reached at dr.paul.j.richardson@gmail.com





Guelph Arboretum: 45 years after Naturalization

The University of Guelph Arboretum was established in 1970 on nearly 400 acres of land that included agriculture, wetlands, old growth forest, as well as a former gravel pit on its eastern boundary. The site is referred as, “The Gravel Pit Rehabilitation Collection” was actively rehabilitated over three years from 1976-1978. After this time, it was largely left to naturalize.

The MAAP program and Guelph Arboretum partnered in 2021 to develop a research program that would assess the effectiveness of the rehabilitation and naturalization at the Gravel Pit Rehabilitation Collection by completing a comprehensive site assessment and bioinventory. The goal was to determine how naturalization rehabilitation progresses over time and if left to its own devices, would it continue to naturalize into favorable conditions.

The first phase of the study, completed in 2022, found that the Gravel Pit Rehabilitation Collection has come a long way from being barren sand and gravel to a variety of thriving species, including some invasives

“It’s amazing how far we’ve come from rocks and sand and gravel that were completely barren, to species that have thrived”

- Justine Richardson, Director, The Arboretum

that have colonized. Of the five most abundant species, two are invasives that have moved into the site, common buckthorn (*Rhamnus cathartica*) and black locust (*Robinia pseudoacacia*). The other three most abundant species are non-natives but were planted under the best practices of the time as they were best suited for the soils and conditions of

the site. These species would not be planted under today’s best practices.

The study found that over time, the leaf litter from the deciduous trees had built up a soil layer, allowing vegetation to grow. However, there is only about 3 inches of soil after 45 years, showing that there is a long way to go into fully rehabilitating this site. The team highlighted that the use of native species is critical to creating sustainable rehabilitation projects and that to reach full ecosystem functions, it is an ongoing and active process, that, if left unmanaged might not meet the intended trajectories.

The research team has now completed the preliminary data collection for the second phase of the study which will compare the findings from the gravel pit rehabilitation to a similar disturbed site, called “Southwoods”, located in the Arboretum Nature reserve. This research builds on baseline archival research, bioinventories, and soil assessments that were conducted in 2021. The goal of the second phase is to conduct follow up studies comparing the results of the differentiated treatment of the two sites after forty years.

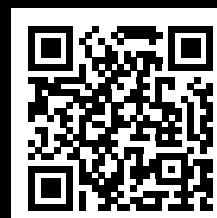
Preliminary results indicate a significantly different ecological community between the two sites, with Southwoods predominantly being represented by more herbaceous and drought tolerant species. Whereas the Gravel Pit Rehabilitation Collection still contains many more established trees and shrubs that survived the original planting from the 1970’s. Far fewer surviving trees and shrubs have been identified in the Southwoods site, likely due to a combination of limited amendments and stewardship following the plantings.

Follow updates for this project on our website at, <https://toarc.com/legacy-pits-quarries-maap/research-funding/research-publications/>.

Take a Tour of the Rehabilitation Collection

One of the highlights of this partnership is that a video documenting the history of the Arboretums’ Gravel Pit rehabilitation efforts and the changes over time in rehabilitation and restoration approaches since the 1970’s has been published. The video follows Sarah Lowe, the Rehabilitation Coordinator from 1976- 1979, at the Arboretum as she discusses the work completed in the rehabilitation collection and its intentions.

View the video here:



**“Nature heals itself,
but does it do it the
way you want it to?”**

- Sarah Lowe

Northern Ontario Aggregates



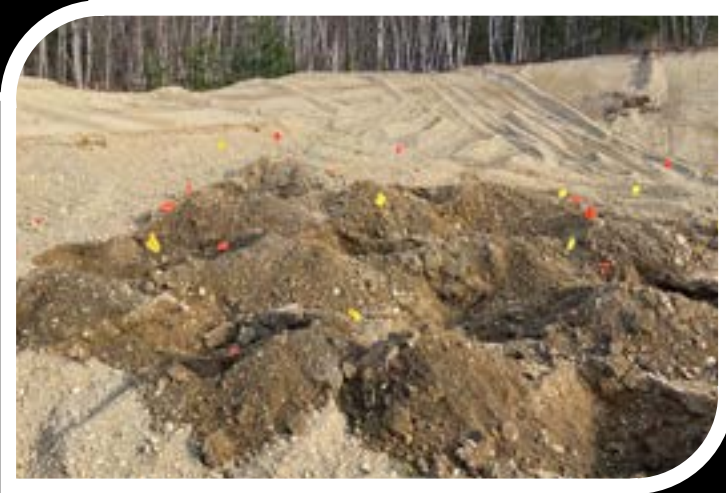
Project site prior to any work being completed.



Trial site after debris and garbage removal.



Slopes stabilization (October 2022)



Pits and mounds trial run (November 2022)

Novel Strategies for Enhancing Biodiversity and Ecosystem Function at Northern Ontario Aggregate Pits

Working with TOARC, and in collaboration with industrial partners Pioneer Construction, Ethier Sand and Gravel, and Glencore’s Sudbury Integrated Nickel Operations, the Collège Boreal and Laurentian University research team surveyed a dozen regional legacy pits and conducted a comprehensive greenhouse trial in 2020 and 2021. Preparations for a field trial have now begun.

This collaboration was established to develop new strategies to improve the rehabilitation of former aggregate sites in northeastern Ontario, as current methods have yielded sub-optimal results in the region. It is suspected northern sites do not respond as positively to hydroseeding treatments as southern Ontario due to a harsher climate, but it is recognized to be primarily due to a lack of available soil organic matter, a defining feature of the region’s soil. In addition to identifying the main limiters to rehabilitation, the project aims to utilize novel soil amendments, planting strategies, and earthwork techniques that will facilitate an increase of biodiversity in disturbed legacy sites by promoting key ecosystem functions.

Initial trial results suggest blended pulp mill sludges improve seedling outcome, soil fertility and water holding capacity, as well as seed germination rate. In contrast, low organic treatments, like the renowned lime and fertilizer mix used to treat Greater Sudbury’s acid damaged soils, produce poor to moderate response in seedlings. Based on these findings the team is preparing field trials for summer 2023.



Research Update

With help from TOARC, the research team identified a legacy pit in the summer of 2022 that required rehabilitation in Sudbury, Ontario. The site is a good depiction of an average legacy aggregate pit in northern Ontario and can be accessed with heavy machinery.

The selected site was identified as a priority due to steep unstable slopes, lack of vegetation and safety concerns due to easy public accessibility. The team selected a study plot area of about 4000 sq. m. and field work was divided in two phases:

1. Site Preparation

Project partners Ethier Sand & Gravel, under the supervision of the research team, prepared the site for the field trial (incl. resloping, improving access and garbage removal).

The research team implemented their plots design, according to their dimensions, relief (pits and mounds vs. flat areas), and verifying species of trees, shrubs and herbaceous plants that will be planted in 2023.

2. Field trials:

Field work will be completed using novel site earthworks (ex. Rough and Loose and Polster approaches) in the spring of 2023. Additionally, biomass boiler ash and lime treated municipal bio-solids (with and without municipal compost) will be incorporated into the pit floor material. The team is awaiting approval for use of blended primary and secondary pulp sludge on the trial site.

Additionally, 2023 will include planting and sowing native trees and shrub species followed by a monitoring phase (incl. plant health, ground and surface water quality, and soil analysis). This phase will continue over two years and end in May 2025.

The findings of the project will aid in legacy site rehabilitation and benefit regional aggregate and waste rock producers, as well as other regions with similar surficial geology and climate. The protocols developed are solutions that improve long-term rehabilitation trajectories and a broad range of ecosystem services.

Follow updates for this project on our website at, <https://toarc.com/legacy-pits-quarries-maap/research-funding/research-publications/>

MAAP Projects

21-02e Van Dijk Pit:

Project Statistics: Area ~ 4,270 m²
Volume of material moved ~ 2,100 m³

The Van Dijk pit had many advantages that lent itself to being successfully rehabilitated. The ~120 m long pit face was shallow, ranging to about 4 m in height. Above the pit face was a back sloping shelf that had topsoil over 30 cm deep. One limiting factor was a red pine reforestation stand that encroached the middle of the pit face. 3D modeling was used to develop a plan that would minimize disturbance of naturalized areas and determined that there was enough material to create a gentle 5:1 final grade and provide a 10 cm (4”) topsoil cover over the sandy subsoils. The entire rehabilitated area was track packed perpendicular to the final slope and hydroseeded with a Northern Ontario Seed Mix at 170 kg/ha. This mix germinated quickly and established evenly across the site.



BEFORE



DURING



AFTER



BEFORE



DURING



AFTER

21-05a Callen Pit:

Project Statistics: Area ~ 41,505 m²
Volume of material moved ~ 28,775 m³

Material management was a challenge at this site due to the large area, consisting of multiple pits surrounding a large main pit ~9 m deep. A model overlay of existing and proposed elevations was analyzed to better calculate the cuts required. The overlay determined a high point on the farm that would provide the bulk of fill and required a long dozer push that took 3 weeks to accomplish.

Topsoil was a challenge as the sandy loam at the site was light and subject to wind erosion. Fortunately, the landowner had been importing and stockpiling topsoil over time. The area stripped for topsoil prior to grading generated approximately 2,768 m³ and the imported organic soils added ~1,630 m³. The projected organic soils coverage was ~0.15m or 6”.

The site has been successfully returned to an agricultural after-use and the landowner is building the soil quality with “no-till” practices.

21-05c Snider Pit:

Project Statistics: Area ~ 12,120 m²
Volume of material moved ~ 5,560 m³

Approximately 2/3 of the Snider Pit had naturalized with hardwood species, so the largest remaining pit faces required no work and blended in well with the surrounding landscape. What was left was a large open pit floor consisting of coarse material and a couple of small, shallow pits. Along the north extent of the floor was a large berm of overburden and topsoil.

The floor was worked with dozers to conceal the larger stones into the shallow pits and set the sub-grade in preparation for spreading the berm material. With excavators and rock trucks, the berm material was evenly distributed across the site for the dozers to spread. An even 0.10m (4") of organic soils top-dressed the site and a hardy Northern Ontario Seed Mix (170 kg/ha) was applied in a Hydraulic Mulch (2,000 kg/ha). A cleated surface and gentle 10:1 slope ensured erosion would be minimal. The seed quickly germinated and grew vigorously into the fall leaving the landowner a lush lawn to plan a future home around.



Aggregates Resources Planning, Development and Management

In 2014, TOARC opened a partnership with the University of Waterloo to support a senior level course in the School of Planning that would provide a foundation for new practitioners with many of the tools to plan, develop and manage aggregate resources. Since its inception, the course has evolved and grown, reflecting changes in Ontario regulations and industry, and continues to be offered at the University.

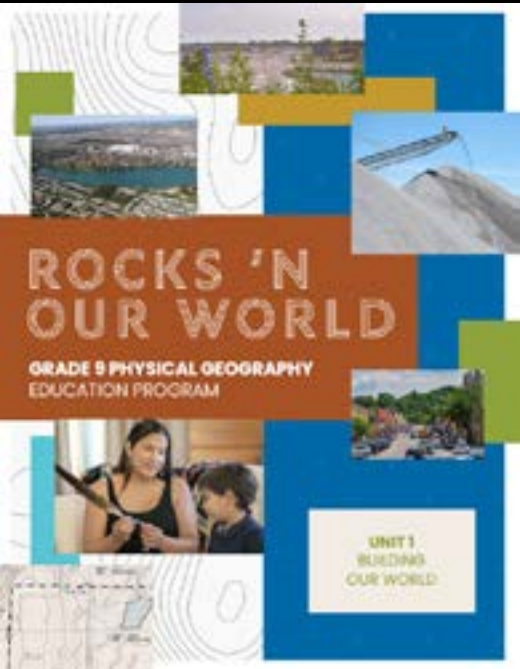
In 2022 the course was modified and offered as a professional short course through the Ontario Professional Planners Institute (OPPI). The course was designed to aid professional planners who are responsible for the development of policies and guidelines including municipal Official Plans, Zoning and bylaws, reviewing development proposals in the vicinity of known aggregate deposits or licenced pits and quarries, participate in consultation related to the Aggregate Resources Act, or are responsible for the Planning Act applications to permit new or expand mineral aggregate operations. This course was incredibly successful and will continue to be offered in 2023 and 2024.



Rocks 'N Our World

TOARC partnered with the Ontario Stone, Sand & Gravel Association (OSSGA) to develop a Grade 9 curriculum program to be delivered in Canadian Geography classes. Rocks 'N Our World has five modules, each with 3 interactive lessons, teacher backgrounds, curriculum notes, student worksheets, and industry career profiles – including an inquiry into our responsibility to Indigenous Peoples today. Designed using Google Slides for maximum compatibility with in-person, digital and hybrid learning methods.

After water — stone, sand, and gravel, called aggregate, is the most used natural resource in Ontario — approximately 164 million tonnes each year. Planning for the life cycle of a pit or quarry is a model for sustainable development of Ontario's natural resources. This program is based on the actual skills and daily work life of those who have careers in the aggregate industry and shows how taking geography can lead students there.





TO THE TRUSTEE OF AGGREGATE RESOURCES TRUST:

OPINION

We have audited the financial statements of Aggregate Resources Trust (the “Trust”), which comprise the statement of financial position as at December 31, 2022, and the statements of revenue and expenses and changes in fund balances, and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Trust as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

BASIS FOR OPINION

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor’s Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Trust in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

OTHER INFORMATION

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor’s report thereon, included in the 2022 Annual Report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

The 2022 Annual Report is expected to be made available to us after the date of the auditor’s report. If, based on the work we will perform on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact to those charged with governance.

RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Trust’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Trust or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Trust’s financial reporting process.

continued on next page..

Independent Auditor's Report

(continued)

AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Trust's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Trust's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Trust to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO CANADA LLP
Chartered Professional Accountants, Licensed Public Accountants
Oakville, Ontario
April 20, 2023

Aggregate Resources Trust

Statement of Financial Position

	December 31 2022 \$	December 31 2021 \$
ASSETS		
CURRENT		
Cash	405,837	421,657
Due from Licensees and Permittees	599,227	398,325
HST recoverable	169,885	86,150
Prepaid expenses	36,019	31,180
TOTAL CURRENT ASSETS	1,210,968	937,312
Investments ^[note 2]	17,320,781	20,844,581
Capital assets, and Intangibles, net ^[note 3]	80,515	124,372
	18,612,264	21,906,265
LIABILITIES AND TRUST FUNDS		
CURRENT		
Accounts payable and accrued liabilities	156,753	175,390
Wayside permit deposits	70,200	70,200
Deferred Aggregate Resources Charges	31,805	33,555
Due to Governments	698,219	703,765
TOTAL LIABILITIES	956,977	982,910
TRUST FUNDS		
Rehabilitation Fund ^[see schedules]	16,013,903	19,116,182
Abandoned Pits and Quarries Rehabilitation Fund ^[see schedules]	1,641,384	1,807,173
TOTAL TRUST FUNDS	17,655,287	20,923,355
	18,612,264	21,906,265

The accompanying notes are an integral part of these financial statements.

On behalf of the Trust by The Ontario Aggregate Resources Corporation as Trustee:

Ryan Sures

Director

Fay Haidt

Director

Aggregate Resources Trust

Statement of Revenue and Expenses and Changes in Fund Balances



Aggregate Resources Trust

Schedules of Statement of Revenue and Expenses and Changes in Fund Balances for the Aggregate Resources Fund, Rehabilitation Fund and Abandoned Pits and Quarries Rehabilitation Fund

For The Year Ended December 31	2022 \$	2021 \$
REVENUE		
Investment income ^[note 2]	1,279,329	1,194,370
Unrealized changes in fair values	(3,014,963)	1,085,258
	(1,735,634)	2,279,628
EXPENSES		
Trust's expenses ^[note 6]	1,610,900	1,486,856
Amortization	78,182	97,761
Investment management fees	149,814	141,919
	1,838,896	1,726,536
EXCESS/(DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE THE FOLLOWING	(3,574,530)	553,092
Aggregate Resources Charges	39,644,074	37,235,522
Allocated to the Governments	(38,509,697)	(36,163,180)
Allocated to the Crown	(1,134,377)	(1,072,342)
Expenditures incurred in meeting the Trust purposes ^[see schedules]	(827,915)	(948,217)
DEFICIENCY OF REVENUE OVER EXPENSES FOR THE YEAR	(4,402,445)	(395,125)
Trust Funds, beginning of year	20,923,355	20,246,138
Funds reinvested by the Crown	1,134,377	1,072,342
TRUST FUNDS, END OF YEAR	17,655,287	20,923,355

The accompanying notes are an integral part of these financial statements.

For The Year Ended December 31, 2022	Aggregate Resources Fund \$	Rehabilitation Fund \$	Abandoned Pits and Quarries Rehabilitation Fund \$	Total \$
REVENUE				
Investment income ^[note 2]	—	897,601	381,728	1,279,329
Unrealized changes in fair value	—	(2,754,603)	(260,360)	(3,014,963)
	—	(1,857,002)	121,368	(1,735,634)
EXPENSES				
Trust's expenses ^[note 6]	—	900,424	710,476	1,610,900
Amortization	—	63,579	14,603	78,182
Investment management fees	—	136,874	12,940	149,814
	—	1,100,877	738,019	1,838,896
DEFICIENCY OF REVENUE OVER EXPENSES BEFORE THE FOLLOWING	—	(2,957,879)	(616,651)	(3,574,530)
Aggregate Resources Charges	39,644,074	—	—	39,644,074
Allocated to the Governments	(38,509,697)	—	—	(38,509,697)
Allocated to the Crown	(1,134,377)	—	—	(1,134,377)
Expenditures incurred in meeting the Trust purposes ^[see schedules]	—	(144,400)	(683,515)	(827,915)
DEFICIENCY OF REVENUE OVER EXPENSES FOR THE YEAR	—	(3,102,279)	(1,300,166)	(4,402,445)
Trust Funds, beginning of year	—	19,116,182	1,807,173	20,923,355
Funds reinvested by the Crown	1,134,377	—	—	1,134,377
Interfund transfer	(1,134,377)	—	1,134,377	—
TRUST FUNDS, END OF YEAR	—	16,013,903	1,641,384	17,655,287

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Schedules of Statement of Revenue and Expenses and Changes in Fund Balances for the Aggregate Resources, Rehabilitation and Abandoned and Pits ad Quarries Fund

For The Year Ended December 31, 2021	Aggregate Resources Fund \$	Rehabilitation Fund \$	Abandoned Pits and Quarries Rehabilitation Fund \$	Total \$
REVENUE				
Investment income ^[note 2]	—	970,623	223,747	1,194,370
Unrealized changes in fair value	—	982,848	102,410	1,085,258
	—	1,953,471	326,157	2,279,628
EXPENSES				
Trust's expenses ^[note 6]	—	852,723	634,133	1,486,856
Amortization	—	80,917	16,844	97,761
Investment management fees	—	128,527	13,392	141,919
	—	1,062,167	664,369	1,726,536
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE THE FOLLOWING	—	891,304	(338,212)	553,092
Aggregate Resources Charges	37,235,522	—	—	37,235,522
Allocated to the Governments	(36,163,180)	—	—	(36,163,180)
Allocated to the Crown	(1,072,342)	—	—	(1,072,342)
Expenditures incurred in meeting the Trust purposes ^[see schedules]	—	(110,746)	(837,471)	(948,217)
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES FOR THE YEAR	—	780,558	(1,175,683)	(395,125)
Trust Funds, beginning of year	—	18,335,624	1,910,514	20,246,138
Funds reinvested by the Crown	1,072,342	—	—	1,072,342
Interfund transfer	(1,072,342)	—	1,072,342	—
TRUST FUNDS, END OF YEAR	—	19,116,182	1,807,173	20,923,355

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Statement of Cash Flows

For The Year Ended December 31	2022 \$	2021 \$
CASH FLOWS FROM OPERATING ACTIVITIES		
Deficiency of revenue over expenses	(4,402,445)	(395,125)
Add (less) items not involving cash		
Amortization	78,181	97,762
Unrealized changes in fair values	3,015,013	(1,085,258)
Realized capital gain on sale of investments	(390,624)	(450,554)
	(1,699,875)	(1,833,175)
Net change in non-cash working capital balances related to operations		
Due from Licensees and Permittees	(200,902)	89,466
HST recoverable	(83,735)	(3,679)
Prepaid expenses	(4,839)	(11,185)
Accounts payable and accrued liabilities	(18,637)	9,566
Wayside permit deposits	—	31,200
Deferred Aggregate Resources Charges	(1,750)	24,099
Due to Governments	(5,546)	(65,744)
CASH USED IN OPERATING ACTIVITIES	(2,015,284)	(1,759,452)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of capital assets and Intangibles	(34,324)	(18,141)
Purchase of investments	(645,420)	(1,310,137)
Proceeds on the sale of investments	1,544,831	1,705,979
CASH PROVIDED BY INVESTING ACTIVITIES	865,087	377,701
CASH FLOWS FROM FINANCING ACTIVITY		
Funds reinvested by the Crown	1,134,377	1,072,342
CASH PROVIDED BY FINANCING ACTIVITIES	1,134,377	1,072,342
NET INCREASE (DECREASE) IN CASH DURING THE YEAR	(15,820)	(309,409)
Cash, beginning of year	421,657	731,066
CASH, END OF YEAR	405,837	421,657

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Schedules of Rehabilitation Costs
for the Rehabilitation Fund

FOR THE YEAR ENDED DECEMBER 31, 2022

Project Number	Project Name	Approved Amount \$	Paid or Payable / (Recovered) \$
21-003	3486702 Canada Inc., Cochrane County	32,539	32,539
22-001	Charles Dietrich Construction Ltd., Frontenac County	32,427	32,427
	Education		
	Grade 9 Curriculum	52,500	52,500
	TOARC study of surrendered sites in Ontario – (eSurrender) *	58,255	4,634
	Student Rehabilitation Design Competition	12,000	6,300
	University of Waterloo - Aggregate Resources Planning Credit Course	10,000	10,000
	Gravel Pit Rehabilitation 40-Years After	6,000	6,000
	Variance to Budget	91,034	—
		294,755	144,400

* approved amount is the annual portion of an approved five-year project starting in 2015 totaling \$729,885

FOR THE YEAR ENDED DECEMBER 31, 2021

Project Number	Project Name	Approved Amount \$	Paid or Payable / (Recovered) \$
21-001	Rob Wall Pit, Renfrew County	77,000	77,000
22-001	Bruce Terry Pit, Frontenac County	13,698	13,698
21-002	Roseval Silica Inc., Sudbury County	4,400	4,400
	Miscellaneous expenses	—	(2,621)
	Education		
	Swinton Legacy Quarry rehabilitation research	—	—
	TOARC study of surrendered sites in Ontario – (eSurrender) *	58,837	5,819
	Student Rehabilitation Design Competition	12,000	10,650
	University of Waterloo - Aggregate Resources Planning Credit Course	1,800	1,800
	Variance to Budget	59,902	—
		227,637	110,746

* approved amount is the annual portion of an approved five-year project starting in 2015 totaling \$729,885

The accompanying notes are an integral part of these financial statements.

Aggregate Resources Trust

Schedule of Rehabilitation Costs for the
Abandoned Pits and Quarries Rehabilitation Fund

FOR THE YEAR ENDED DECEMBER 31, 2022

Project Number	Project Name	Approved Amount \$	Paid or Payable / (Recovered) \$
20-04c	Horst Pit, Waterloo County	—	575
22-01a	Lawrence Pit, Durham County	27,047	27,047
22-01b	Hodgson Pit, Durham County	12,592	12,592
22-01c	Alpe Pit, Durham County	46,132	46,132
22-01d	Ward- Jarvis Pit, Durham County	7,660	7,660
22-02a	Holtrop Pit, Durham County	42,110	42,110
22-02b	Kent Pit, Durham County	42,800	42,800
22-02c	Toth Pit, Durham County	26,610	26,610
22-03	Glencore Pit, District of Sudbury	37,500	37,500
22-04a	Lammie Pit, District of Sudbury	31,000	31,000
22-04b	Tessier Pit, District of Sudbury	20,000	20,000
22-04c	Lefrancois Pit, District of Sudbury	37,625	37,625
22-04d	Champaign Pit, Nippissing County	22,950	22,950
22-04e	Champaign Pit, Nippissing County	29,850	29,850
22-04f	Smithard Pit, Nippissing County	27,750	27,750
22-04g	McGuinley Pit, Nippissing County	31,200	31,200
22-05a	Strike- Sapp Pit, Huron County	28,850	29,025
22-05b	McTavish Pit, Perth County	31,818	31,818
22-05c	Hohnstein Pit, Bruce County	6,244	6,244
22-06	Noordam Pit, Perth County	100,000	100,000
	Miscellaneous expenses	—	1,454
	Drone lease	15,500	14,573
	Research costs		
	Arboretum: Gravel Pit Rehabilitation 40-year later	12,000	12,000
	Constraints on Northern Aggregate Pit Reclamation and Novel Reclamation Strategies for Enhancing Biodiversity and Ecosystem Functioning	90,000	90,000
	NSERC, Shared costs Mitigation Extraction through Afforestation	(45,000)	(45,000)
	Variance to budget	224,762	—
		907,000	683,515

The accompanying notes are an integral part of these financial statements.

FOR THE YEAR ENDED DECEMBER 31, 2021

Project Number	Project Name	Approved Amount \$	Paid or Payable / (Recovered) \$
21-01a	Anderson Pit, Hastings County	28,388	28,388
21-01b	Hart Pit, Hastings County	21,164	21,164
21-01c	Thomas Pit, Peterborough County	80,336	80,336
21-01d	Bowen Pit, Peterborough County	8,443	8,443
21-01e	Lester Pit, Peterborough County	25,941	25,941
21-02a	Price Pit, Hastings County	15,548	15,548
21-02b	Govier Pit, Hastings County	29,410	29,410
21-02c	Pollatschek Pit, Hastings County	41,550	41,550
21-02d	Morton Pit, Hastings County	4,920	4,920
21-02e	Van dijk Pit, Hastings County	19,825	19,825
21-02f	Fyall Pit, Hastings County	17,960	17,960
21-02g	Patton Pit, Hastings County	2,430	2,430
21-03	McTaggart Pit, Hastings County	134,310	134,310
21-04a	McEacheron Pit, Kawartha County	12,060	12,060
21-04b	Bolla Pit, Kawartha County	38,625	38,625
21-05a	Callan Pit, Kawartha County	108,969	108,969
21-05c	Hope Pit, Peterborough County	28,610	28,610
21-05d	Snider Pit, Peterborough County	36,705	36,705
21-06a	Foley Pit, Kawartha County	69,126	69,126
21-06b	Denure Pit, Kawartha County	12,905	12,905
21-06c	Sebert Pit, Peterborough County	21,111	21,111
20-02a	Albrecht Pit, Grey County	744	744
	Drone lease	15,000	14,691
	Research costs		
	Arboretum: Gravel Pit Rehabilitation 40-year later	18,700	18,700
	Constraints on Northern Aggregate Pit Reclamation and Novel Reclamation Strategies for Enhancing Biodiversity and Ecosystem Functioning	90,000	90,000
	NSERC, Shared costs Mitigation Extraction through Afforestation	(45,000)	(45,000)
	Variance to budget	55,920	—
		893,700	837,471

The accompanying notes are an integral part of these financial statements.

1. NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

FORMATION AND NATURE OF TRUST

Aggregate Resources Trust [the “Trust”] was settled by Her Majesty the Queen in Right of the Province of Ontario [the “Crown”] as represented by the Minister of Natural Resources [the “Minister”] for the Province of Ontario pursuant to Section 6.1(1) of the Aggregate Resources Act, R.S.O. 1990, Chap. A.8 as amended [the “Act”]. The Minister entered into a Trust Indenture dated June 27, 1997 [the “Trust Indenture”] with The Ontario Aggregate Resources Corporation [“TOARC”] appointing TOARC as Trustee of the Trust.

The Trust’s goals are: [a] the rehabilitation of land for which a Licence or Permit has been revoked and for which final rehabilitation has not been completed; [b] the rehabilitation of abandoned pits and quarries, including surveys and studies respecting their location and condition; [c] research on aggregate resource management, including rehabilitation; [d] making payments to the Crown and to regional municipalities, counties and local municipalities in accordance with regulations made pursuant to the Act; [e] the management of the Abandoned Pits and Quarries Rehabilitation Fund; and [f] such other purposes as may be provided for by or pursuant to Section 6.1(2)5 of the Act.

In 1999 the Trust’s purposes were expanded by amendment to the Trust Indenture to include:

- (a) “the education and training of persons engaged in or interested in the management of the aggregate resources of Ontario, the operation of pits or quarries, or the rehabilitation of land from which aggregate has been excavated; and
- (b) the gathering, publishing and dissemination of information relating to the management of the aggregate resources of Ontario, the control and regulation of aggregate operations and the rehabilitation of land from which aggregate has been excavated.”

In accordance with the Trust Indenture, TOARC administers the Trust which consists of three funds: the Aggregate Resources Fund, the Rehabilitation Fund and the Abandoned Pits and Quarries Rehabilitation Fund. TOARC is a mere custodian of the assets of the Trust and all expenditures made by TOARC are expenditures of the Trust.

Prior to the creation of the Trust, the Trust’s goals were pursued by the Minister and, separately, the Ontario Stone, Sand & Gravel Association [the “OSSGA”] formerly The Aggregate Producers’ Association of Ontario [the “APAO”]. Upon the creation of the Trust, rehabilitation security deposits held by the Crown, as represented by the Minister, were to be transferred to the Trust. In addition, the Crown directed the OSSGA to transfer, on behalf of the Crown, the Abandoned Pits and Quarries Rehabilitation Fund to the Trust. By December 31, 1999, the Minister and the OSSGA had transferred \$59,793,446 and \$933,485, respectively, to the Trust.

Pursuant to the Trust Indenture, TOARC “shall pay and discharge expenses properly incurred by it in carrying out and fulfilling the Trust purposes and the administration of the Trust [Section 7.02].

The Aggregate Resources Fund is for the collection of the annual licence and permit fees, royalties, and wayside permit fees [aggregate resources charges] collected on behalf of the Minister. The annual licence/permit fees, permit royalty fee, wayside permit issuance and mining leases fee are due in the year following production as follows:

Charge	2021 Production	2020 Production
Class A Licence (private Land) or Aggregate Permits authorized to remove more than 20,000 tonnes annually	20.8 cents/tonne or \$724, whichever is greater	20.6 cents/tonne or \$718, whichever is greater
Class B Licence (private Land) or Aggregate Permits authorized to remove 20,000 tonnes or less annually	20.8 cents/tonne or \$361, whichever is greater	20.6 cents/tonne or \$358, whichever is greater
Wayside Permit (issuance fee)	20.8 cents/tonne or \$724, whichever is greater	20.6 cents/tonne or \$718, whichever is greater
Minimum Royalty	52.6 cents/tonne	52.2 cents/tonne

For production prior to 2017 all aggregate resources charges were collected and disbursed based on the legislation in effect at the time.

DISTRIBUTION:

Fees collected from licences, wayside permits and aggregate permits will be distributed approximately as follows:

- 3% to the Aggregate Resources Trust for rehabilitation and research
- 61% to the local municipality in which the site is located
- 15% to the upper tier municipality in which the site is located
- 21% to the Crown (minimum)

Royalties are paid to the Crown for use of Crown owned aggregate.

1. NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - (CONTINUED)

The funds reinvested by the Crown to the Trust from the Aggregate Resources Fund will be transferred within the Trust and used for the Rehabilitation Fund and the Abandoned Pits and Quarries Rehabilitation Fund. In addition, the Trust collects the royalty payments and annual fees related to aggregate permits and also disburses the funds to the Crown within six months of receipt.

The Rehabilitation Fund represents the rehabilitation security deposits held by the Crown, contributed by Licensees/ Permittees, transferred to the Trust. The Trust has refunded approximately \$48.6 million as per the Crown's directions. The balance of funds will be used to ensure the rehabilitation of land where licenses and/or permits have been revoked and final rehabilitation has not been completed.

The Abandoned Pits and Quarries Rehabilitation Fund is for the rehabilitation of abandoned sites and related research. Abandoned sites are pits and quarries for which a licence or permit was never in force at any time after December 31, 1989.

The Trust's expenses [or Trustee's expenses] are the amounts paid pursuant to Article 7.02 of the Trust Indenture.

Pursuant to Section 4.01 of the Trust Indenture, the Trust's assets and the income and gains derived therefrom are property belonging to the Province of Ontario within the meaning of Section 125 of the Constitution Act, 1867 and, by reason of Section 7.01 of the Trust Indenture, the amounts paid by the Trustee pursuant to Article 7 are paid to or for the benefit of the Crown.

BASIS OF ACCOUNTING

The financial statements of the Trust have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

USE OF ESTIMATES

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from management's best estimates as additional information becomes available in the future. The financial statements have, in management's opinion, been properly prepared using careful judgment within reasonable limits of materiality and within the framework of the accounting policies of the Trust.

AGGREGATE RESOURCES CHARGES

Aggregate resources charges collected on behalf of the Minister are recorded upon receipt of a tonnage report from Licensees and Permittees. Aggregate resources charges are based on the tonnage produced in the preceding period by the Licensees and Permittees as reported by the Licensees

and Permittees. Based on the reported tonnage, if the calculated aggregate resources charges are zero or less than the minimum annual fee, minimum annual fee is charged and recognized.

Deferred Aggregate Resources Charges represents prepayments and overpayments of fees charged to Licensees and Permittees.

CAPITAL ASSETS AND INTANGIBLES

Capital assets and intangibles are recorded at cost less accumulated amortization. Amortization is recorded to write off the cost of capital assets and intangibles over their estimated useful lives on a straight-line basis as follows:

Computer equipment	3 to 5 years
Computer software	3 to 5 years
Furniture and fixtures	5 years
Vehicles-Car	3 years
Vehicles-Truck	5 years

FINANCIAL INSTRUMENTS

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities and pooled funds traded in an active market are reported at fair value, with realized gains and losses and unrealized changes in fair values of investments recorded in the Statement of Revenue and Expenses and Changes in Fund Balances under investment income and unrealized changes in fair value respectively. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are included in the Statement of Revenue and Expenses and Changes in Fund Balances under investment income for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

REVENUE RECOGNITION

Investment income is recognized in the period in which it is earned.

FOREIGN CURRENCY TRANSLATION

Foreign currency accounts are translated into Canadian dollars as follows:

Foreign currency assets and liabilities are translated into Canadian dollars by the use of the exchange rate prevailing at the year-end date for monetary items and at exchange rates prevailing at the transaction date for non-monetary items. The resulting foreign exchange gains and losses are included in investment income in the current period.

2. INVESTMENTS

Investments consist of the following:

	2022		2021	
	Fair Value \$	COST \$	Fair Value \$	COST \$
Pooled Funds	17,320,781	15,726,612	20,844,581	16,235,399

Investment income is broken down as follows:

	2022 \$	2021 \$
Interest income	554,742	324,205
Dividends	333,963	399,674
Realized capital gains	390,624	470,491
	1,279,329	1,194,370

Investment income of the Rehabilitation Fund includes interest earned on Aggregate Resources Charges collected on behalf of the Minister of \$297,365 [2021 - \$119,079].

The Trust manages market risk by diversifying investments in accordance with the Trust's Statement of Investment Policies and Guidelines ("SIP&G"). Investments are based on asset mix and risk management policies that are designed to enable to the Trust to meet or exceed its long term objectives with an acceptable level of risk, consistent with the SIP&G as approved by the Board of Directors. The Board of Directors has reviewed and amended in September 2022 for the Trust which sets out investments objectives, guidelines and benchmarks used in investing the Trust's assets, permitted categories of investments, asset mix diversification and rate of return expectations. The Trust's expected annual target rate of return is 5.25% plus CPI over a 4-year rolling period. The SIP&G target asset mix is comprised of four categories of assets. A set of benchmarks has been identified to measure against each category's annual rate of investment return. The Trust's investments were allocated within the allowable asset categories ranges, as of the date of the financial statements.



3. CAPITAL ASSETS AND INTANGIBLES

Capital assets consist of the following:

	2022			2021		
	Cost \$	Accumulated Amortization \$	Net Book Value \$	Cost \$	Accumulated Amortization \$	Net Book Value \$
Computer equipment	215,354	180,964	34,390	177,417	175,207	2,210
Furniture and fixtures	107,256	102,557	4,699	107,256	98,329	8,927
Vehicles	61,088	54,230	6,858	60,088	46,419	13,669
Leasehold Improvement	38,670	31,581	7,089	38,670	23,847	14,823
	422,368	369,332	53,036	383,431	343,802	39,629
INTANGIBLES						
Computer software	483,522	456,043	27,479	488,133	403,390	84,743
	905,890	825,375	80,515	871,564	747,192	124,372

4. COMMITMENTS

The Trust has entered into a number of Research Funding Agreements. The future annual payments, in total and over the next year, is as follows:

	\$
2023	135,000

5. LEASE COMMITMENTS

The future minimum annual lease payments (excluding HST) are as follows:

	\$
2023	80,870

6. TRUST'S EXPENSES

For The Year Ended December 31, 2022	Rehabilitation Fund \$	Abandoned Pits and Quarries Rehabilitation Fund \$	Total \$
EXPENSES			
Salaries and employee benefits	628,392	536,183	1,164,575
Board expenses	295	40	335
Professional fees	66,529	13,026	79,555
Data processing	63,338	21,527	84,865
Travel	24,632	68,962	93,594
Communication	32,672	28,391	61,063
Office	16,622	8,374	24,996
Office lease, taxes and maintenance	63,344	31,673	95,017
Insurance	4,600	2,300	6,900
TRUST'S EXPENSES	900,424	710,476	1,610,900

For The Year Ended December 31, 2021	Rehabilitation Fund \$	Abandoned Pits and Quarries Rehabilitation Fund \$	Total \$
EXPENSES			
Salaries and employee benefits	590,079	490,898	1,080,977
Professional fees	85,121	12,655	97,776
Data processing	43,711	20,536	64,247
Travel	26,965	49,678	76,643
Communication	20,656	18,945	39,601
Office	18,193	7,422	25,615
Office lease, taxes and maintenance	63,694	31,847	95,541
Insurance	4,304	2,152	6,456
TRUST'S EXPENSES	852,723	634,133	1,486,856

7. FINANCIAL INSTRUMENT RISKS

CREDIT RISK

Credit risk is the risk that the counterparty to a financial instrument will fail to discharge an obligation that is entered into with the Trust. The risk of default on transactions in listed securities is unlikely, as the trade will fail if either party to the transaction does not meet its obligation. The Trust also has credit risk to the extent that licensees and permittees receivables are not collectible. The Trust manages this risk by closely monitoring the outstanding balances for payment.

CURRENCY RISK

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Trust is exposed to currency risk arising from the possibility that changes in foreign exchange rates will affect the value of its foreign currency investments. This risk has not changed from the prior year.

INTEREST RATE RISK

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Trust is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the value of fixed income denominated investments (Note 2). This risk has not changed from the prior year.

LIQUIDITY RISK

Liquidity risk is the risk that the Trust encounters difficulty in meeting its obligations associated with its financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the Trust will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from the Trust’s accounts payable and accrued liabilities and due to Governments.

MARKET RISK

Interest rate risk arises from the possibility that changes in interest rates will affect the fair value of financial instruments. It arises when the Trust invests in interest-sensitive investments such as bonds and other fixed income investments.

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign currencies.

The Trust invests in the units of pooled funds, which in turn invest in a diversified portfolio of assets. While the underlying investments of the pooled funds are susceptible to both currency and interest rate risk, the risk to the Trust is indirect in nature. Given the Trust is not directly holding any investments denominated in foreign currency or any interest-sensitive securities, the Trust has no direct exposure to currency or interest rate risk.

Other price risk is the risk that the value of financial instruments will fluctuate as a result of changes in market prices, other than those arising from interest rate risk or currency risk, whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in a market.



TO THE SHAREHOLDER OF THE ONTARIO AGGREGATE RESOURCES CORPORATION:

OPINION

We have audited the financial statements of The Ontario Aggregate Resources Corporation (the “Corporation”), which comprise the balance sheet as at December 31, 2022, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2022 in accordance with Canadian accounting standards for private enterprises.

BASIS FOR OPINION

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

OTHER INFORMATION

Management is responsible for the other information. The other information comprises the information, other than the financial statements and our auditor’s report thereon, included in the 2022 Annual Report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

The 2022 Annual Report is expected to be made available to us after the date of the auditor’s report. If, based on the work we will perform on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact to those charged with governance.



RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation’s ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation’s financial reporting process.

AUDITOR’S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation’s internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management’s use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation’s ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor’s report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor’s report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.


We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

BDO CANADA LLP
Chartered Professional Accountants, Licensed Public Accountants
Oakville, Ontario
April 20, 2023

December 31	2022 \$	2021 \$
ASSET		
Cash	1	1
SHAREHOLDER’S EQUITY		
Share capital		
Authorized and issued, 1 common share	1	1
Retained earnings	—	—
Total shareholder’s equity	1	1

The accompanying note is an integral part of these financial statements

On behalf of the Board:


Director


Director

The Ontario Aggregates Resources Corporation Notes to Financial Statements

For the year ended December 31, 2022

1. NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

FORMATION AND NATURE OF CORPORATION

The Ontario Aggregate Resources Corporation [the “Corporation”] was incorporated on February 20, 1997. The Corporation’s sole shareholder is the Ontario Stone, Sand & Gravel Association [the “OSSGA”] (formerly The Aggregate Producers’ Association of Ontario [the “APAO”]), a not-for-profit organization. The Corporation’s sole purpose is to act as Trustee of the Aggregate Resources Trust [the “Trust”]. On June 27, 1997, the Corporation and Her Majesty the Queen in Right of the Province of Ontario [the “Crown”], as represented by the Minister of Natural Resources [the “Minister”], entered into a Trust Indenture, appointing the Corporation as Trustee of the Trust.

In accordance with the Indenture Agreement, the Corporation manages the administrative expenses as Trustee of the Trust which consists of three funds: the Aggregate Resources Fund, the Rehabilitation Fund and the Abandoned Pits and Quarries Rehabilitation Fund.

The Trust’s assets managed by the Corporation, amounting to approximately \$17.3 million, are not included in the accompanying balance sheet. The beneficial owner of the Trust’s assets is the Crown.

The financial statements do not include an income statement or statement of cash flows as there is no activity recorded in the Corporation as all fees or costs are absorbed by the related Trust.

BASIS OF ACCOUNTING

The financial statements of the Corporation have been prepared in accordance with Canadian accounting standards for private enterprises.

Audits and Revoked Status

Production Reporting – Audit Program

TOARC, on behalf of the Trust, initiated an audit program in 2000 to monitor the completeness and accuracy of production reports submitted by licensees and permittees. The program is designed to educate licence and permit holders with respect to their obligations for record keeping under the Aggregate Resources Act in addition to assuring that aggregate production is being reported properly.

Since the inception of the program, TOARC has audited 1334 clients covering 3,598 licences and permits resulting in an additional \$1,759,647 of net aggregate resource fees collected.

Revoked Licences and Permits

Under Subsection (v) (i) of the Trust Indenture, TOARC has the responsibility for “the rehabilitation of land for which a Licence or Permit has been revoked and for which final rehabilitation has not been completed”. Since inception of the Trust, 118 licences and 277 permits have been revoked. In the case of licences, 111 have been rehabilitated or the files have been closed for other reasons. In the case of permits, 275 have been rehabilitated or closed for other reasons. To date the Trust has expended \$1,279,112 in net direct costs for rehabilitation of revoked sites.

Professional Assistance

BANKING INSTITUTION
Scotiabank®

INVESTMENT ADVISORS
CBW Financial Group

AUDITORS
BDO Canada LLP

INVESTMENT MANAGERS
Burgundy Asset Management Ltd.
Mawer Investment Management Ltd.

LEGAL COUNSEL
Blakes, Cassels & Graydon LLP

SHAREHOLDER
Ontario Stone, Sand & Gravel Association





1001 Champlain Ave Suite 103,
Burlington, Ontario L7L 5Z4

TOARC.COM



RE: Streamlining of Approvals under the *Aggregate Resources Act* and Supporting Policy

Greetings,

Ontario's aggregate industry plays a key role in our government's vision to Build Ontario, supporting vital development and jobs across the province. The Ministry of Natural Resources (the ministry) is proposing changes to [Ontario Regulation 244/97](#) under the *Aggregate Resources Act* to expand the list of changes that can be made to existing pit or quarry site plans without ministry approval, called self-filing changes (subject to conditions and eligibility), as well as seeking feedback on a new policy that provides direction for making changes to licences, permits and site plans that do require ministry approval.

The ministry is proposing to expand the list of small or routine site plan changes to an existing pit or quarry that can be self-filed, provided they satisfy detailed eligibility requirements and specified conditions. If approved, five additional site plan changes will be added to the list of self-filed amendments in the regulation. These are:

- Enabling recyclable aggregate material to be imported (concrete, asphalt, bricks, glass, or ceramics) to aggregate sites
- Adding or relocating entrances or exits to aggregate sites when the operator can provide proof of the relevant road authority approval for the change
- Adding, removing or changing portable processing equipment at aggregate sites (e.g., for crushing or screening aggregate material)
- Adding, removing or changing portable concrete or asphalt plants where required for public authority projects
- Adding, removing or changing above-ground fuel storage at aggregate sites

In addition, the ministry is proposing a new policy to clarify requirements including notification requirements when amendments are proposed to existing licenses, permits, or site plans that require ministry approval. The ministry is also outlining criteria or considerations to determine whether these changes are significant or not.

Amendment requests can include changes to site plans, conditions of a licence or permit, or any other information normally included on licences, permits, or wayside permits (e.g., name of operator, address, etc.). Amendment requests can vary in type and complexity ranging from small or administrative changes to significant changes to operations and rehabilitation. Significant changes may require consultation and notification.

We invite you to review the changes and offer comments.

Ministry of Natural Resources and Forestry

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses Naturelles et des Forêts

Direction des politiques de planification et d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



A complete summary of the proposed regulatory and policy changes can be found on the Environmental Registry at the following address: www.ero.ontario.ca. Then search for notice: 019-6767.

There are several ways you can comment on this proposal, including:

1. Directly through the Environmental Registry posting (click on the "Submit a comment" button)
2. By email to aggregates@ontario.ca, or
3. By mail to:
Resources Development Section
Ministry of Natural Resources and Forestry
300 Water Street, 2nd Floor South
Peterborough, ON K9J 3C7

If you have any questions, you can contact Jamie Prentice at aggregates@ontario.ca.

Sincerely,

Jennifer Keyes,
Director, Resources Planning and Development Policy Branch

SAUGEEN MOBILITY

and REGIONAL TRANSIT

GENERAL BOARD MEETING MINUTES

Friday, April 28, 2023, 1:30 p.m.

Boardroom, 603 Bruce Rd 19, Walkerton, ON

Board Members Present: Ed McGugan, Councillor, Huron-Kinloss, President
Doug Townsend, Councillor, West Grey, Vice-President
Warren Dickert, Deputy Mayor, Hanover, Past President
Cheryl Grace, Councillor, Saugeen Shores
Kym Hutcheon, Councillor, Brockton
Doug Kennedy, Councillor, Kincardine
Scott Mackey, Mayor, Chatsworth
Jennifer Christie-Shaw, Deputy Mayor, Arran-Elderslie
Monica Singh-Soares, Councillor, Southgate (via video)

Board Members Absent: None

Others Present: Stephan Labelle, SMART Manager
Catherine McKay, Recording Secretary

1. Call to Order

The meeting was called to order at 1:35 p.m.

2. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest

None declared.

3. Approval of the Agenda

Motion #2023-023

Moved by Scott Mackey; Seconded by Kym Hutcheon

That the agenda for March 24, 2023 be accepted as circulated.

Carried

4. Delegations

There were no delegations.

5. Minutes of Previous Meeting – March 24, 2023

Motion #2023-024

Moved by Warren Dickert; Seconded by Doug Townsend

That the minutes of the March 24, 2023 General Board Meeting be accepted as circulated.

Carried

6. Business Arising from the Minutes

A. Van Sale

Motion #2023-025

Moved by Warren Dickert; Seconded by Jennifer Christie-Shaw

That the four “hippo” vehicles be disposed of.

Carried

B. HCSS Collaboration

The Manager contacted Home and Community Support Services and subsequently sent information so that HCSS can estimate the service it might require from SMART. SMART is awaiting HCSS’s response.

C. Masks Policy

Motion #2023-026

Moved by Cheryl Grace; Seconded by Doug Kennedy
That the Masks policy be approved as presented.

Carried

7. New Business

A. LOS, HR, Executive Committees

The Board discussed the need for the committees it had in the past, i.e. Level of Service, Human Resources and Executive which were dissolved as of January 2023 when a new Board was formed. An Executive Committee would be beneficial to, for example, conduct the Manager's performance review, and would likely meet three times a year. The need for the Committee would be assessed annually and the Board could create additional committees if required.

Motion #2023-027

Moved by Warren Dickert; Seconded by Scott Mackey

That the Board create an Executive Committee comprised of the Board President, Vice-President and the immediate Past President and an additional member to be appointed on a rotating basis.

Carried

B. Minutes and Operational Report Documents

The Board discussed which meeting documents should be sent to Municipal Clerks. Anyone with questions about a SMART agenda item can contact their municipal representative on the Board, and so it was deemed not necessary to make meeting documents publicly available.

Motion #2023-028

Moved by Cheryl Grace; Seconded by Jennifer Christie-Shaw

That only minutes of Board meetings be sent to the Clerks of the partner municipalities.

Carried

C. Degree of Detail in Minutes

There will be one set of minutes for Board meetings to reflect the main points of discussion.

Discussion turned to whether the Municipal Act applies to SMART as a non-profit corporation with charitable status. SMART currently provides public notice of meetings through its web site, and no public concerns have arisen. Complying with the Municipal Act may impose additional obligations such as having an Integrity Commissioner and it was agreed that the issue should be examined at the Strategic Planning Committee, possibly with resources available from the municipal clerks. It was suggested that a municipal clerk be invited to a meeting of the Strategic Planning Committee to discuss the matter, since SMART does not have the expertise to determine if the Municipal Act applies. The President agreed to contact Loucks & Loucks, the law firm which provided a legal opinion on the application of the Municipal Act to obtain clarity on the matter.

D. Plans of Service

Discussion of this item is related to the work of the Strategic Planning Committee and it was thus deferred to item 10. A. Committee Reports, Strategic Planning Committee.

E. Ontario Transportation Expo

The Manager provided a verbal report on this event as follows:

"This year's Ontario Transportation Exposition sought to maximize face to face discussions between attendees as this was the first year of this event in-person."

The expo was held on April 17 to 19 and was organized by the Ontario Public Transit Association. The event was aimed at bringing together paratransit service providers, disability advocates, policymakers, and other stakeholders to discuss issues related to transit and paratransit (including rural paratransit) services, and to identify best practices in providing safe and efficient transportation for people. The conference started with an opening address by Transportation Minister Mulroney, who welcomed the attendees and highlighted the importance of transit services in enabling people to move away from less efficient modes of transportation such as cars.

Subjects of discussion during the conferences were diverse and I tried to attend the ones that would have the most impact for SMART. For example, I attended the Crisis Communication session, which had excellent tips and advice on how to deal with emergencies from a communications perspective. I can provide details separately from this meeting as there are sensitive issues.

A representative from the Ministry of Transportation confirmed that Gas Tax amounts for fiscal year 23-24 will be announced after the Fall of 2023, which may mean sometime in 2024.

I also got a few tidbits of info such as the fact that sometime later in the year, we should get information about the Permanent Transit Fund, the successor to ICIP. The Permanent Transit Fund is supposed to take effect in 2026, and could include an inflationary escalator, which would be good news for all.

I met with Susan Mills, the Transit coordinator for Huron Shores. Her service is for everybody, not just paratransit. Fares are \$2 and \$4, including trips to London. They have two accessible buses.

In summary, it was very worthwhile conference to attend. “

Discussion noted the possibility of having to replace gas tax funds if electrification becomes more widespread, but this subject was not discussed at the expo event. Electric vehicles are expensive to repair and the federal government only provides funds to buy them, rather than maintain them. Some transit services have returned to their pre-pandemic ridership levels.

8. Correspondence

There was no correspondence.

9. Reports and Recommendations

A. Report on March 2023 Operations

The Manager noted the 27% increase in rides and a 9% increase in fees over March 2023. The client database is updated every day, and when information is received that a client has passed away, the person is removed and if a period of time has passed with no contact, clients are removed. SMART has 2,300 registered users with at least 90% of the information being accurate. Efforts to update the list, such as sending out requests for up-to-dates would be costly, although clients who have not used the service in five years could be asked to re-register. Funding requests often rely on ridership, so it is in SMART's interests to ensure that its client list is accurate. It needs to know the number of clients when it is hiring and for any service changes. Some of the complexities of obtaining data for level of service decisions arise from the vast amount of data and the fact that a person can book to go five different places which counts as 5 rides and if they have an attendant, the number of rides increases. The Manager will report on the number of clients to the Strategic Planning Committee.

Motion #2023-029

Moved by Warren Dickert; seconded by Cheryl Grace

That the Manager report to the Board at its next meeting on the number of registered clients by municipality versus the number of users.

Withdrawn

Motion #2023-030

Moved by Jennifer Christie-Shaw; seconded by Doug Kennedy

That the Board approve Report SL2023-0428 March 2023 Operational Report as presented.

Carried

B. Report on Delegation to Kincardine Council's Accessibility Advisory Committee

The President thanked Doug Kennedy for his support and said that the meeting was very positive.

Doug Kennedy said the SMART representatives did an excellent job and Kincardine is very interested in expanding the service it receives.

The Strategic Planning Committee will discuss how to respond to Kincardine's request for additional service which should be available if a municipality is willing to pay for it. There are very few accessible taxi services since under the Accessibility for Ontarians with Disabilities Act, a company cannot charge a disabled person more than a non-disabled person for a service. The level of service requested by Kincardine would require at least two additional drivers and vehicles which would be a challenge unless volunteers are used. The "deadhead" issue is complex in terms of time and costs when vehicles with no passengers go out or return from a call. A service in Kincardine might be efficient if drivers and vehicles were located in Kincardine to avoid "deadheads" and the associated costs. Analysis is required to identify alternatives and there may be other ways for Kincardine to get the requested service, including issuing a Request for Proposal. If Kincardine is requesting an additional level of service, it, rather than SMART, should perhaps be responsible for gathering the data to determine the demand for the service. One option might be to provide service in Kincardine on certain days of the week to satisfy the request for on demand service while managing the cost. The Manager noted that the busiest days of the week are Wednesday, followed by Thursday, Tuesday, Monday, Friday and Saturday. Ultimately, if "on demand" service is realistic, it should be presented to all municipalities as an available option.

Motion #2023-031

Moved by Scott Mackey; seconded by Kym Hutcheon

That the Board receive for information Report SL2023-0428 Smart Delegation to Kincardine Accessibility Advisory Committee.

Carried

10. Committee Reports

A. Strategic Planning Committee

i. SMART Tag Line Update and Logo

A draft logo was reviewed and it was decided to use the statement "empowering mobility".

Monica Singh-Soares will generate more ideas for the Strategic Planning Committee to consider and the President thanked her for her work on the logo and tag line.

ii. Social Media Policy

The President noted that the issue relates specifically to platforms such as YouTube, Facebook, Twitter, TikTok and whether using them would be helpful. One of the issues is that people can comment on these platforms which can leave an organization open to criticism and attacks, although they can be useful for marketing. The Manager indicated that maintaining a Facebook page for SMART would be manageable. Jen Christie-Shaw agreed to share Arran-Elderslie's social media policy, adding that using Facebook alone would be manageable, and social media is the way to communicate these days at no cost. Having a code of conduct would lay out what can and cannot be done on it. One of the tasks in using social media is to ensure that questions are responded to promptly, although an automatic response will let people know that their message was received and will be responded to in due course. Also, the ability to comment can be limited or turned off. Videos can be a useful educational and marketing tool, but thought should be given to whether they are being used to grow a business and parameters should be in

place to decide how much growth and over what period of time. SMART's rates have not increased and it is a reasonably priced service, the alternatives are very costly, and what the municipalities are required to contribute should be mitigated through fees. Rates geared to income would not be feasible since it would be necessary to obtain and verify client incomes. Developing a social media policy is premature, and when the time comes, the Strategic Planning Committee will review the social media policies of Saugeen Shores and Arran-Elderslie.

The President reviewed his report on Menu of Services previously distributed via email which noted that the levels of service will depend on the data analysis and since municipal and SMART's budgets are annual, the ability to make changes is limited. Individual municipalities could contract for the level of service they want and agreements should contain a commitment clause. A county wide service would increase efficiency, and serve more people with a broader range of options. However, increased rides result in increased costs which could be a budget problem, but if more municipalities join, Counties might have an incentive to join.

The Strategic Planning Committee will continue working on the logo, data analysis re levels of service, and social media. Decisions on levels of service and costing will be made by the Board.

There was discussion as to whether SMART's eligibility criteria should be extended to seniors who can no longer drive and it was agreed that the eligibility criteria should be reviewed at some point.

11. Closed Session

Motion #2023-032

Moved by Scott Mackey; seconded by Doug Townsend

That the Board of Directors of SMART move into Closed Session at 4:15 p.m. to consider personal matters about identifiable individuals.

Carried

The Board of Directors of SMART reconvened in open session at 4:20 p.m. and the President confirmed that the Board had gone in closed session and discussed personal matters about identifiable individuals and that no other matters were discussed. There was no direction provided coming out of in camera.

The Manager confirmed that Grey Highlands was invited to the meeting, but had not yet identified its representative. The Manager will advise SMART's lawyer about membership changes, and discussion ensued about which, if any, municipalities had given notice of their intention to leave the partnership at the end of 2023. The Manager is to follow up to clarify the positions of Chatsworth and Southgate.

12. Adjournment & Upcoming Meeting Dates

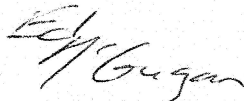
The next meeting of the Board will take place on Friday, May 26, 2023 at 1:30 p.m. in the Boardroom at SMART or at the call of the Chair.

Motion

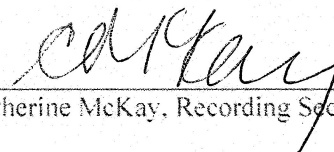
Moved by Cheryl Grace; Seconded by Warren Dickert

That the Board of Directors of SMART adjourn at 4:26 p.m.

Carried



Ed McGugan, President



Catherine McKay, Recording Secretary

These minutes are considered to be in draft form until signed by the President and the Recording Secretary.



DUNDALK FAIRGROUNDS

574-594 Main St E, Dundalk, ON N0C 1B0

August 11th 2023

SPONSOR & DRIVER BBQ | REGISTRATION

August 12th 2023

TRUCK SHOW | VENDORS | LIVE BANDS | BEER TENT

Sponsorship – helps offset costs of the show, plaques/awards, driver/sponsor bbq and any profit will be donated to our local charities etc.

\$250.00 company name/logo added to all social media advertising.

\$500.00 we will add logo to social media and room for tent/trucks for display. Link to company website on our Facebook page. Bring your own banner and we will display it around the show. Up to 4 trucks free, additional trucks \$25 each, help sponsor the Friday night sponsor/driver bbq.

\$700.00 will we add logo to social media, tent/trucks, company website will be added to our Facebook page, mentions throughout the show, bring your own banner, up to 5 trucks, additional trucks \$25 each, name on a plaque to be awarded to best in class, help sponsor the driver/sponsor Friday night bbq.

All donations – proceeds to be given to our local food bank and other local programs.

EVENT:

Friday night Sponsor/Driver BBQ.

Saturday Vendor, Judging for best in show, Family fun activities.

Saturday Night Beer Tent and live band.

Coffee Truck provided Saturday morning and Sunday morning.

Sunday Morning Driver's must pull out before noon.

Contact info: Whitney Baker 519-940-1681 and Mike Dekleva 647-983-5841

Email:greycountytrucktraining@outlook.com

**Town of Newmarket Council Extract
Council - Electronic**

Title: Resolution in Support of Bill 5 Stopping Harassment and Abuse by Local Leaders Act, 2022
Date: Monday, June 5, 2023

Moved by: Councillor Kwapis
Seconded by: Councillor Bisanz

Whereas Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 was introduced in the Ontario Legislature through a Private Member's Bill on August 10, 2022; and,

And Whereas the Town of Newmarket and Council are committed to demonstrating good governance and greater accountability to its Code of Conduct and workplace policies.

Therefore be it resolved,

1. That the Council of the Town of Newmarket endorses Bill 5—Stopping Harassment and Abuse by Local Leaders Act, 2022 which would require the Code of Conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities to direct the Integrity Commissioner to apply to the court to vacate a member's seat if the Commissioner's Inquiry determines that the member has contravened this requirement; and,
2. And that the Council of the Town of Newmarket expresses its support for Bill 5 by directing the Clerk to send this resolution to the Premier of Ontario; the Ontario Minister of Municipal Affairs and Housing; the Association of Municipalities of Ontario (AMO); the local Members of Parliament (MP's); the local Members of Provincial Parliament (MPP's); Ontario Small Urban Municipalities (OSUM) and all Ontario Municipalities.

Carried



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4, RR 2 Durham, ON N0G 1R0
519 369 2200

June 9, 2023

RE: Highway Traffic Act Amendments

To whom it may concern,

Please be advised that at its meeting held on June 6, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-230606-007 as follows:

"THAT in consideration of correspondence received from the City of Cambridge respecting Highway Traffic Act Amendments, council supports the resolution and directs staff to forward a copy of the resolution to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPP Rick Byers, the Association of Municipalities of Ontario, and all Ontario municipalities."

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jamie Eckenswiler".

Jamie Eckenswiler, AMP (he/him)
Director of Legislative Services/Clerk
Municipality of West Grey

Attachment: City of Cambridge – Highway Traffic Act Amendments Resolution

Cc. Caroline Mulroney, Ontario Minister of Transportation
Steve Clarke, Ontario Minister of Municipal Affairs and Housing
Rick Byers, MPP Grey-Bruce -Owen Sound
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca

May 10, 2023

Re: Highway Traffic Act Amendments

Dear Ms. Mulroney,

At the Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS speeding on our roads is a major concern in our community,

AND WHEREAS speeding can occur in all areas of our community,

AND WHEREAS barriers and delays to enforcement pose a danger to our community,

AND WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design,

AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT, the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton
City Clerk

Cc: (via email)
Steve Clark, Ontario Minister of Municipal Affairs and Housing
Local Area MPPs
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4, RR 2 Durham, ON N0G 1R0
519 369 2200

June 9, 2023

RE: Bell-Hydro Infrastructure

To whom it may concern,

Please be advised that at its meeting held on June 6, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-230606-008 as follows:

"THAT in consideration of correspondence received from the Municipality of Tweed respecting a resolution on Bell-Hydro Infrastructure, council supports the resolution and directs staff to forward a copy of the resolution to the Premier of Ontario, the Association of Municipalities of Ontario, MPP Rick Byers, and all Ontario municipalities."

Council further supports that other providers in addition to Bell Canada and Hydro one work together to provide access for poles to better service the infrastructure needs of Ontarians.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Jamie Eckenswiller, AMP (he/him)
Director of Legislative Services/Clerk
Municipality of West Grey

Attachment: Municipality of Tweed – Proposed Resolution Re: Bell-Hydro Infrastructure

Cc. Honourable Doug Ford, Premier of Ontario
Association of Municipalities of Ontario (AMO)
Rick Byers, MPP Grey-Bruce -Owen Sound
All Ontario Municipalities

Municipality of Tweed Council Meeting
Council Meeting



Resolution No.

328.

Title:

Proposed Resolution Re: Bell-Hydro Infrastructure

Date:

Tuesday, May 9, 2023

Moved by

J. Palmateer

Seconded by

J. DeMarsh

WHEREAS poles are essential for deployment of telecommunication and hydro networks across the Province of Ontario;

AND WHEREAS the coordination of pole infrastructure between stakeholders is necessary to limit duplication of servicing infrastructure;

AND WHEREAS the Canadian Radio-Television and Telecommunications Commission recently set expedited timelines for large telephone companies to provide competitors with access to poles to roll out networks more efficiently leading to more competition across Canada;

AND WHEREAS provincial and territorial government are being encouraged to coordinate with service providers and other stakeholders to facilitate sound network deployment;

NOW THEREFORE BE IT RESOLVED that the Municipality of Tweed calls on the Province of Ontario to facilitate, coordinate, and regulate pole deployment measures across the Province of Ontario to prevent unnecessary duplication of pole infrastructure;

AND FURTHER, that the Province of Ontario encourage Bell Canada and Hydro One to work together to provide access for poles to better service the infrastructure needs of Ontarians;

AND FURTHER, that this motion be circulated to the Premier of Ontario, the Association of Municipalities of Ontario (AMO), MPP Ric Bresee, all Ontario Municipalities for support, Bell Canada, Hydro One.

Carried

Office of the Mayor

9 June 2023

VIA EMAIL

Hon. François-Philippe Champagne PC MP
Minister of Innovation, Science and Economic Development
Via email: ministerofisi-ministredeisi@ised-isde.gc.ca

Hon. Marie-Claude Bibeau PC MP
Minister of Agriculture
Via email: Marie-Claude.Bibeau@parl.gc.ca

Dear Ministers:

On behalf of the Council of the Town of Bradford West Gwillimbury, we are writing to you pursuant to the enclosed motion to endorse the right-to-repair movement and to call on your government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken.

Right to Repair is a simple environmental and consumer protection measure: it ensures consumers are able to reasonably access repairs to electronic and other devices at a fair price, rather than creating a monopoly through technology companies only being able to repair their own products. This measure will also help reduce waste by combatting planned obsolescence, where companies make products that are only intended to last for a period of some years, and are not really repairable.

Further, farmers and growers are intimately familiar with the particular nuances of this issue when it comes to increasingly high-tech agricultural equipment. As the “soup and salad bowl of Canada”, Bradford West Gwillimbury is home to many farmers and growers, so we know firsthand how important an issue these consultations will be.

Our Council has shown in recent years that we are at the forefront of advocating for important environmental protections, including the Freshwater Action Fund, and we are grateful to our new Green Initiatives Committee for recommending this current piece of advocacy to protect the environment and consumers.

A copy of the motion is enclosed. We would be happy to meet with you or your representatives to discuss this further.

Sincerely yours,



James Leduc
Mayor

CC: John Barlow, MP Foothills
 Rick Perkins, MP South Shore—St. Margarets
 Alistair MacGregor, MP Cowichan—Malahat—Langford
 Rachel Blaney, MP North Island—Powell River
 Scot Davidson, MP York—Simcoe
 Federation of Canadian Municipalities
 Association of Municipalities of Ontario
 Ontario's Municipal Councils
 Ontario's Conservation Authorities

At its Regular meeting of Council held on Tuesday, June 6, 2023, the Town of Bradford West Gwillimbury Council approved the following resolution:

Resolution: 2023-199

Moved: Councillor Verkaik

Seconded: Councillor Harper

Whereas the “right-to-repair” movement seeks to ensure consumers of electronic products, including mobile phones and computers, as well as agricultural equipment, are able to make routine fixes to damaged products without having to rely on the manufacturer and to affordably make such repairs; and

Whereas this movement and efforts against “planned obsolescence” seeks to ensure affordability for consumers and to protect our environment by reducing electronic waste; and

Whereas the agricultural sector has unique needs related to specialized electronic farm equipment and the ability to make repairs in a timely and affordable manner, especially during the growing season; and

Further to a commitment in the 2023 federal budget that “the government will work to implement a right to repair, with the aim of introducing a targeted framework for home appliances and electronics in 2024. The government will launch consultations this summer, including on the right to repair and the interoperability of farming equipment, and work closely with provinces and territories to advance the implementation of a right to repair” (p. 38); and

Be it therefore resolved that the committee recommend Council endorse the right-to-repair movement through a letter from the Mayor and Green Initiatives Committee Chair to call on the federal government to expedite the promised consultations to enshrine this principle in consumer-protection law, with specific consultations and measures related to supporting the agricultural sector undertaken; and

That a copy of this resolution and letter be shared with the Minister of Innovation, Science and Economic Development; the Minister of Agriculture and their critics; and the Member of Parliament for York—Simcoe; and to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and Ontario’s Municipal Councils, with a request for their endorsement of same.

Result: CARRIED.



BONFIELD TOWNSHIP OFFICE OF THE DEPUTY CLERK

365 HIGHWAY 531

BONFIELD ON P0H 1E0

Telephone: 705-776-2641 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Email: deputyclerk@bonfieldtownship.com

RESOLUTION OF COUNCIL

June 13th, 2023

No. 14

Moved by Councillor Featherstone

Seconded by Councillor Clark

THAT the Council of the Township of Bonfield supports the Town of Fort Frances in response to the opioid crisis and in advocating the province for additional resources to combat the opioid crisis; AND THAT a copy of this resolution be forwarded to all Municipalities in Ontario, local MPs and MPPs and the Association of Municipalities of Ontario (AMO).

Carried Narry Paquette

DIVISION VOTE

FOR

Donna Clark

Jason Corbett

Steve Featherstone

Dan MacInnis

Narry Paquette

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 14 of the Township of Bonfield's Regular Council Meeting of June 13th, 2023, and which Resolution is in full force and effect.

Andrée Gagné

Deputy Clerk-Treasurer

The Corporation of the Township of Southgate
By-law Number 2023-066
being a by-law to confirm the proceedings of the
Council of the Corporation of the Township of Southgate
at its regular meeting held on June 21, 2023

Whereas, Section 5(1) of the Municipal Act 2001, S.O. 2001, c.25, as amended, grants powers of a Municipal Corporation to be exercised by its Council; and

Whereas, Section 5(3) of the Municipal Act 2001, S.O. 2001, c.25, as amended provides municipal power, including a municipality's capacity, rights, powers, and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas, it is deemed expedient that the proceedings of the Council Meeting held on [DATE] are confirmed and adopted by By-law;

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

1. That the actions of the Council of the Corporation of the Township of Southgate at its Council Meeting held on June 21, 2023, in respect to each motion and resolution passed, reports received, and direction given by the Council at the said meeting, are hereby adopted and confirmed.
2. That the Mayor and the proper officials of the Corporation of the Township of Southgate are hereby authorized and directed to do all things necessary to give effect to the said action of the Council of the Corporation of the Township of Southgate.
3. That the Mayor (or Deputy Mayor) and the Clerk (or Deputy Clerk) are authorized and directed to execute all documents necessary in that behalf and are authorized and directed to affix the Seal of the Corporation of the Township of Southgate to all such documents.
4. That this by-law shall come into force and take effect upon being passed by Council.

Read a first, second and third time and finally passed this 21st day of June 2023.

Brian Milne - Mayor

Lindsey Green – Clerk