



**Township of Southgate  
Addendum Council Meeting Agenda**

**October 2, 2024**

**9:00 AM**

**Holstein Council Chambers**

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**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

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

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

If you wish to speak at Open Forum please register in advance of the meeting by email to [clerks@southgate.ca](mailto: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 Delegation - Foodcycler Municipal Solutions - Food Cycle Science, Maddy From**

**6 - 28**

**Be it resolved that Council receive the Foodcycler Solutions delegation presented by Maddy From as information.**

**7. Adoption of Minutes**

**29 - 43**

**Be it resolved that Council approve the minutes from the September 18, 2024 Council and Closed Session meetings as presented.**

## 8. Reports of Municipal Officers

### 8.1 Finance Department

#### 8.1.1 FIN2024-019 - Insurance Renewal 44 - 46

**Be it resolved that** Council receive staff report FIN2024-019 for information; and  
**That** Council approve funding the overage of \$15,045 with gapping dollars and tax stabilization reserve, if required.

### 8.2 Chief Administrative Officer Dina Lundy

#### 8.2.1 CAO2024-016 Volunteer and Community Member Celebration 47 - 48

**Be it resolved that** staff report CAO2024-016 be received for information; and  
**That** Council approve an annual Volunteer and Community Member Appreciation event; and  
**That** the 2024 event be held at a cost not to exceed \$800 funded from the 2024 administration operating budget.

#### \*8.2.2 CAO2024-017 - Agreement Timelines - Block 58-59 49 - 52

**Be it resolved that** Staff report CAO2024-017 be received for information; and  
**That** Council approves the development timeline extensions in this report; and  
**That** a by-law to approve the amended agreement be considered.

### 8.3 HR Manager Kayla Best

#### 8.3.1 HR2024-006 - Waste Attendant 53 - 54

**Be it resolved that** staff report HR2024-006 be received for information; and  
**That** Council approve the addition of a permanent part-time waste attendant beginning in October 2024 at a cost of approximately \$15,000 annually.

### 8.4 Planning Department

- 8.4.1 PL2024-085 - ZBA C23-24 Dennis and Jackie Groves** 55 - 60
- Be it resolved that** Council receive staff report PL2024-085 for File C23-24 Dennis and Jackie Groves 212475 Southgate Sideroad 21 for information; and  
**That** Council consider approval of By-law 2024-116 to rezone the two parcels involved in the lot line adjustment approved under File B7-24 to recognize a minimum lot area of 3.5 hectares for the applicant's lands and 11.5 hectares for the abutting lot to the south, and to clarify that building regulations in the Agricultural-1 Zone apply to both parcels.
- 8.4.2 By-law 2024-116 - ZBA C23-24 Dennis and Jackie Groves** 61 - 62
- Be it resolved that** by-law number 2024-116 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.
- 8.4.3 PL2024-086 - ZBA C24-24 John MS Martin** 63 - 68
- Be it resolved that** Council receive as information Staff Report 2024-086 for File C24-24 John MS Martin 146024 Southgate Road 14; and  
**That** Council approve By-law 2024-117 to rezone 146024 Southgate Road 14 to permit 750 square metre On-Farm Diversified Use (metal works, office, and power room) with 500 square metres of outdoor storage, eliminating the limitation of four non-resident employees; and  
**That** Site Plan Approval and the Ontario Building Code apply to the proposed expansion.
- 8.4.4 By-law 2024-117- ZBA C24-24 John MS Martin** 69 - 71
- Be it resolved that** by-law number 2024-117 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.

**9. By-laws and Motions**

None.

**10. Notice of Motion**

None.

**11. Consent Items**

**11.1 Regular Business (for information)**

None.

**11.2 Correspondence (for information)**

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated October 2, 2024 (save and except items \_\_\_\_\_) as information.

**11.2.1 SVCA - 2024-07-18 Board Meeting Minutes - received September 20, 2024**

72 - 78

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

None.

**11.4 Closed Session (for information)**

**Be it resolved that** Council receive the items on the Closed Session consent agenda dated October 2, 2024 (save and except items \_\_\_\_\_) as information.

**11.4.1 Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec 239(2)(b)(Subject: Southgate Claims Audit - Attachment #1 - FIN2024-019)**

**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)) and Labour Relations or Employee Negotiations (Sec 239(2)(d))(Subject: Service Delivery Model) 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: Risk Mitigation); and **That** all those required remain in attendance.

##### **14.1 Closed Session Consent (for information)**

**14.2 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: Service Delivery Model)**

**14.3 Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employee (Sec 239(2)(b)) and Labour Relations or Employee Negotiations (Sec 239(2)(d))(Subject: Risk Mitigation)**

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

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**Be it resolved that** by-law number 2024-118 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on October 2, 2024 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

#### **16. Adjournment**

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

## Schedule A – Request to Appear as a Delegation

I wish to appear before Council on:

*(Please print clearly)*

CONTACT NAME: Maddy From	
Additional Speaker:	
ADDRESS: [REDACTED]	
POSTAL CODE: [REDACTED]	TELEPHONE #: [REDACTED]
E-MAIL ADDRESS: [REDACTED]	

### New Delegation

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

Our company, Food Cycle Science, provides municipalities with residential food waste diversion solutions to reduce the amount of organic waste going to landfills.

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

We hope to determine whether Southgate is interested in partnering with Food Cycle Science to implement a pilot project in your community.

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### Additional Delegation Information

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

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

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

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

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

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

 09/04/2024  
Signature Date

\_\_\_\_\_  
Signature Date

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

**Approval**

Council Date: October 2, 2024

Municipal Clerk Initials: 

## **Township of Southgate Delegation Protocol**

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

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





# FOODCYCLER™ MUNICIPAL SOLUTIONS

The Future of Food Waste.



# ABOUT US

## Food Cycle Science

- **Canadian company** based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on **Food Waste Diversion Solutions**
- Products available in North America through **FoodCycler Municipal / Vitamix** and internationally through network of distributors & OEM partners
- **Finalists** in Impact Canada/AAFC's **Food Waste Reduction Challenge**
- **Globe & Mail** Canada's **Top Growing Companies** ('21, '22, and '23)
- **Deloitte Fast 50 CleanTech** award winners ('21, '22, and '23)
- **Approved supplier** with Canoe Procurement Group of Canada



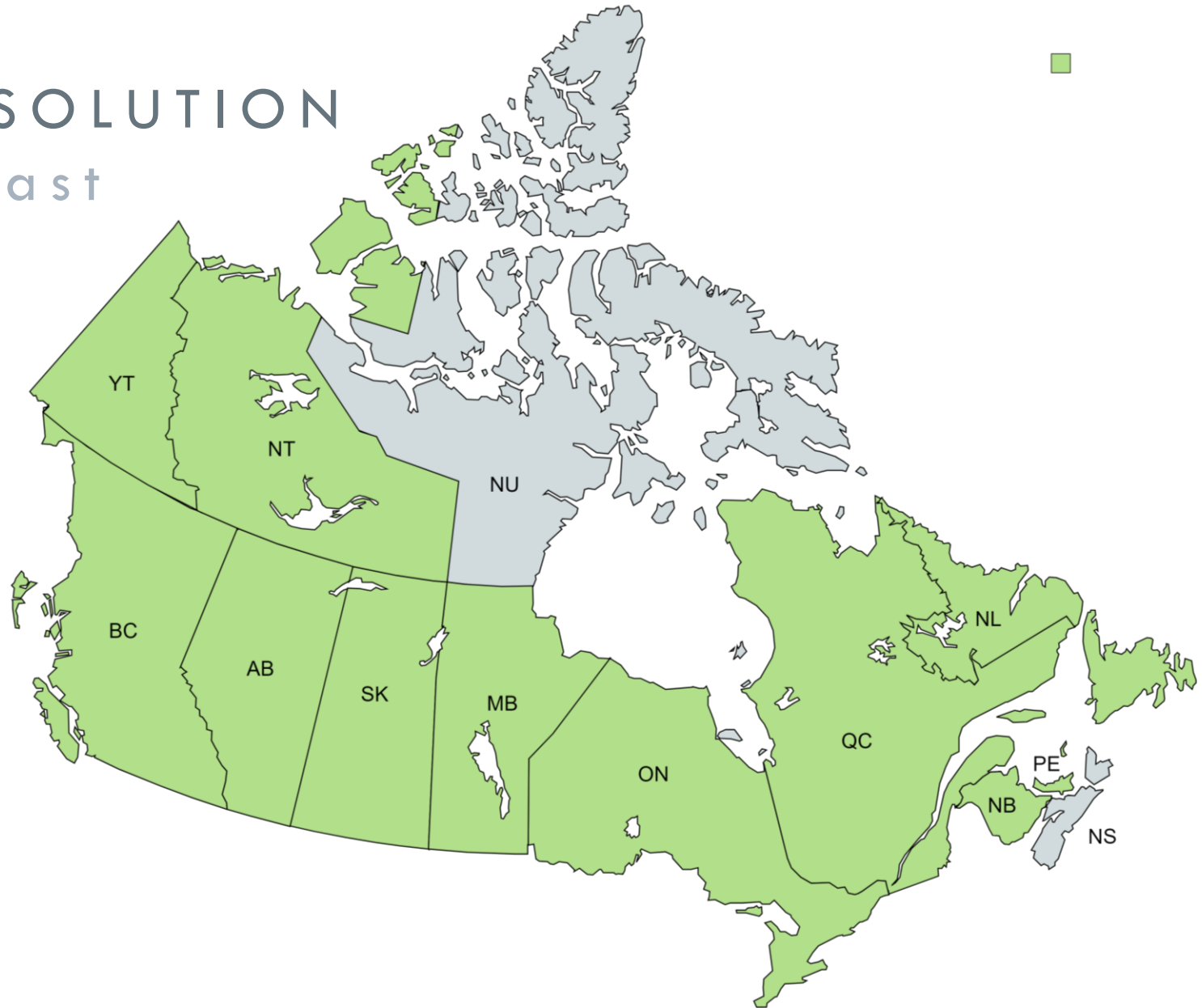
# TRUSTED CANADIAN SOLUTION

Coast to Coast to Coast

**150**  
**Canadian**  
**Municipal**  
**Partnerships**

○ **9 Provinces**

○ **2 Territories**



# THE PROBLEM – FOOD WASTE

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- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



# MUNICIPAL IMPACT

## Waste is a municipal responsibility

### LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

### ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO<sub>2</sub>
- 1 tonne of food waste is equivalent to 1 car on the road for one year



### COMMUNITY

#### Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



#### Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals



# HAVEN'T WE SOLVED THIS ALREADY?



## GREEN BINS

- Major **capital expenditure** to invest in **processing & collection infrastructure**
- **Contamination** is an ongoing challenge
- **GHG emissions** and **safety concerns** from collection vehicles
- **Participation rates** are often lower than desired, particularly in **multi-residential dwellings**
- **Service disruptions** due to labour strikes, vehicle breakdowns, or inclement weather

## BACKYARD COMPOST

- **Space, ability, and know-how** are limiting factors
- Most users **do not compost in winter** or inclement weather
- May **attract pests/animals** or create unpleasant **odours**
- **Participation rates** are relatively low and stagnant
- Can produce **methane** if done incorrectly

## LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance
- **Landfill capacity** is quickly running out

# THE SOLUTION? THE FOODCYCLER



# THE FOODCYCLER PRODUCT FAMILY

## FoodCycler™ Eco 3



3.5 L

VOLUME CAPACITY

5.0 L

19.5 L

UNIT VOLUME

28.9 L

4-8 HOURS

PROCESSING TIME

6-8 HOURS

0.9 kWh

POWER CONSUMPTION  
PER CYCLE

1.3 kWh

1  
REFILLABLE  
FILTER

ODOUR CONTROL

1  
REFILLABLE  
FILTER

1-3

HOUSEHOLD SIZE

3+

## FoodCycler™ Eco 5





# 90% FOOD WASTE REDUCTION

Full bucket of wet,  
smelly food waste

3.5L / 5L



Handful of dry, sterile, odourless  
& nutrient-rich by-product

100 g / 200 g



4-8 HOURS  
(Overnight)

0.8-1.5 kWh  
(Equivalent to a laptop)

\$0.10-\$0.15 per cycle  
(\$2-4 per month)

# FOODILIZER™ : BENEFICIAL USES

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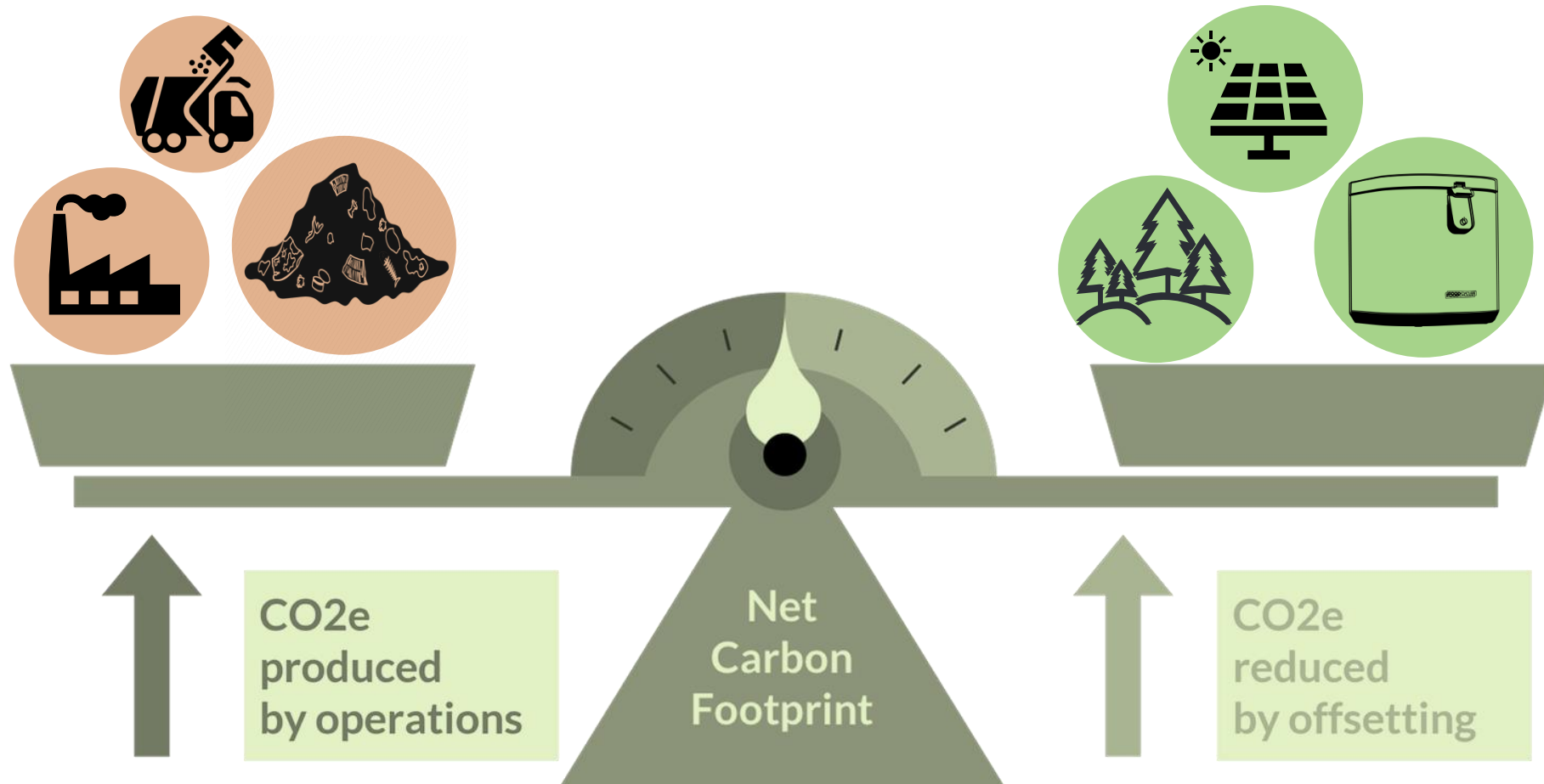
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)

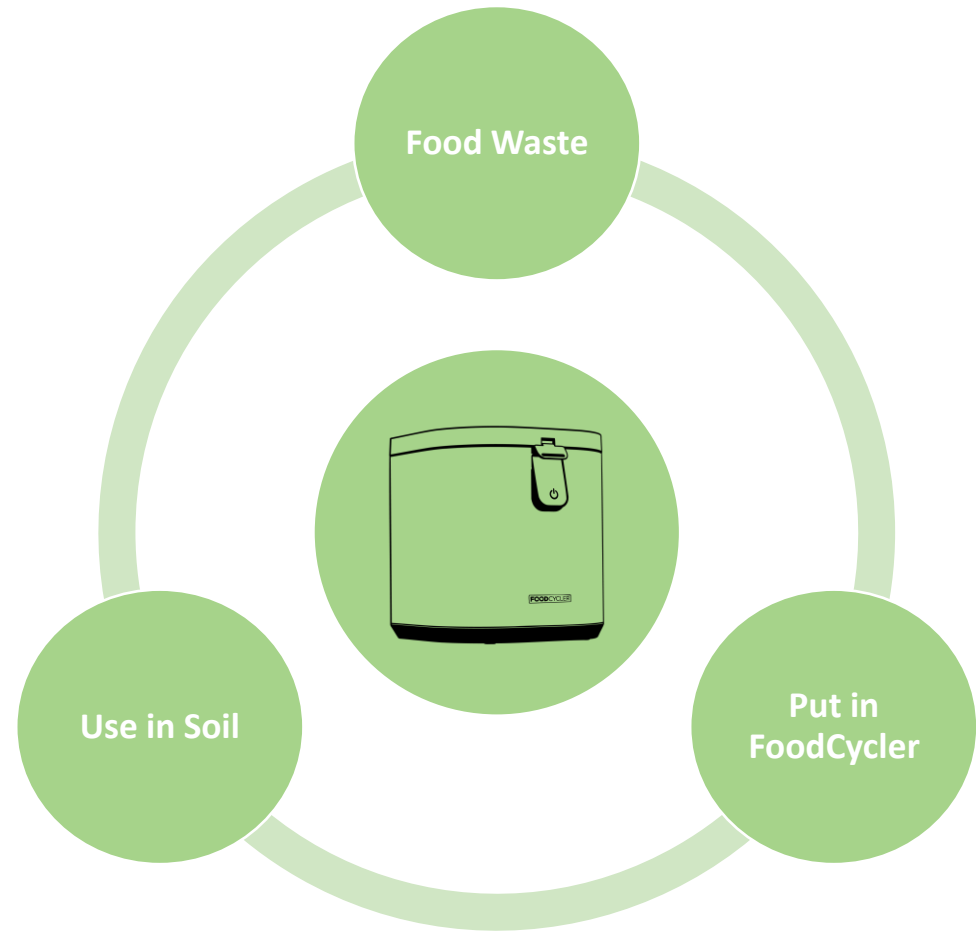
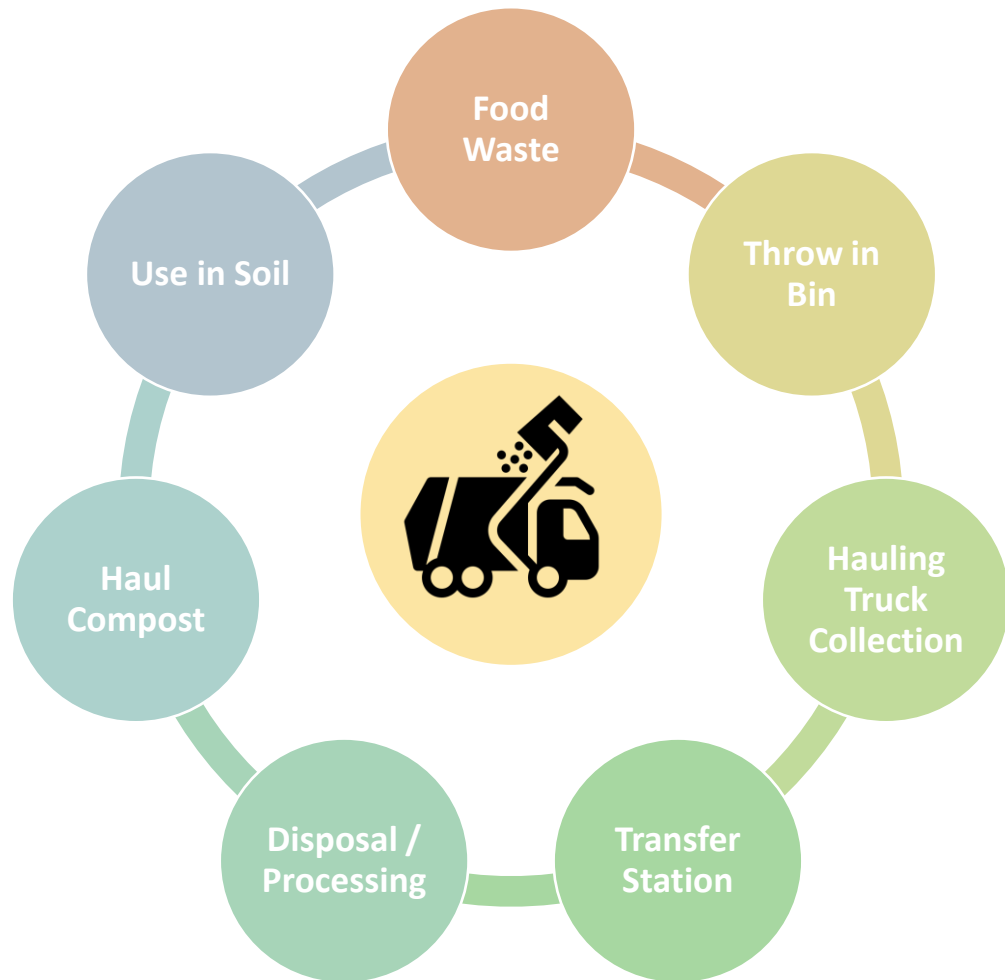


# IMPACT: ENVIRONMENT

## The Path to Net Zero



# IMPACT: ECONOMIC



Traditional Waste Management <sup>20</sup>

FoodCycler

# IMPACT: PRESSURE

## Regulatory + Social

### THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



*"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."*

**Deputy Mayor Lyle Warden, (South Glengarry ON)**

*"We were extremely happy with this program and loved that it made us aware of our daily waste."*

**Pilot participant in South Glengarry**

*"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."*

**Pilot participant in Hornepayne**

*"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."*

**Kylie Hissa, Strategic Initiatives Officer  
(Kenora, ON)**



# THE FOODCYCLER PILOTS

The results are in.

We've heard from:

**10,000+**  
Households

**80+**  
Municipalities



**Participation Rate** **98%**

- 98% of pilot participants will continue using the FoodCycler after the pilot period

**Recommendation Rate** **96%**

- 96% of users would recommend the FoodCycler to friends/family/neighbours

**User Experience Rating** **4.6/5**

- 4.6 out of 5 star rating for the overall user experience of the FoodCycler

**Net New Diversion** **300 kg**

- Each participating household is estimated to divert approximately 300 kg of food waste per year

**Awareness + Prevention** **77%**

- 77% of pilot participants resolved to waste less food as a result of increased awareness

# PILOT PROGRAM

12 Weeks from Start to Finish

## PILOT TIMELINE

### START

Residents purchase FoodCycler at a subsidized rate from Municipal Office (or other designated location)

### 12 WEEKS

Participants use the unit for a period of 12 weeks.

Number of cycles per week are tracked to estimate total diversion achieved.

### END

Participants fill out an exit survey, providing their review of the program and any other feedback.

Survey results used to evaluate program success.

### NEXT STEPS

Tailored program design and implementation.

Grants may be available, with support from Food Cycle Science.

# PILOT PROGRAM PRICING

## Municipal Subsidy Model



**FOODCYCLER™**  
**Eco 3**

\$ 600

-\$ 300

\$ 100

\$ 200

RETAIL PRICE

MUNICIPAL  
DISCOUNT

MUNICIPAL  
SUBSIDY

RESIDENT  
COST

\$ 800

-\$ 400

\$ 100

\$ 300



**FOODCYCLER™**  
**Eco 5**



# FUNDED PILOT PROGRAM OPTIONS

## Pilot Scope Recommendations

Municipality Population	Pilot Scope	Municipal Investment
2,500 – 10,000 Residents	100 Households	\$10,000
10,000 – 20,000 Residents	200 Households	\$20,000
> 20,000 Residents	250+ Households	\$25,000+

- **Plus shipping costs and applicable taxes**



# PARTNERSHIP BENEFITS

## Why pilot with us?

- 🍃 Opportunity to trial a food waste diversion solution at a **cost well below market prices**
- 🍃 Immediate impact of reduced residential waste volumes thus **increasing diversion rates**
- 🍃 **Reduced costs** associated with waste management (collection, transfer, disposal, and landfill operations)
- 🍃 The **reduction of greenhouse gas (GHG)** emissions from transportation and decomposition of food waste in landfills
- 🍃 Extend the **life of your landfill(s)**
- 🍃 Opportunity to support **Canadian innovation** and clean tech
- 🍃 Opportunity to provide **residents** with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🍃 Obtaining **data** that could be used to develop a **future organic waste diversion program**

## Next Steps:

- 🌱 Receive presentation as information.
- 🌱 If interested in partnering, refer to Staff for a recommendation to Council.



**THANK YOU!**  
ANY QUESTIONS?

**Maddy From**

Municipal Solutions Business Development Representative

Email: [maddyf@foodcyclr.com](mailto:maddyf@foodcyclr.com)

Phone: (613) 390-1036

**The Municipal Solutions Team**

[municipal@foodcyclr.com](mailto:municipal@foodcyclr.com)





**Township of Southgate**  
**Minutes of Council Meeting**

September 18, 2024  
1:00 PM  
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  
Kayla Best, HR Manager  
Derek Malynyk, Fire Chief  
Ken Melanson, Senior Manager, Development &  
Community Services  
Elisha Milne, Legislative and Planning Coordinator  
Holly Malynyk, Legislative and Records Coordinator  
Victoria Mance, Junior Planner  
Strategic Initiatives Officer Graham Taylor

Others: Bill White, Senior Planning Consultant Triton Engineering

**1. Call to Order**

Mayor Milne called the meeting to order at 1:00PM.

**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. 2024-432

**Moved By** Councillor Rice

**Seconded By** Councillor John

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

**Carried**

**5. Declaration of Pecuniary Interest**

Councillor Singh Soares declared a conflict of interest on item 7.1 Delegation - Life Directions Employment - Paul Wagannar and Cristin O'Sullivan - Light It Up! For NDEAM, due to being an employee of the organization and did not participate in the discussion or voting on the item.

**6. Public Meeting**

**6.1 Ida Street Subdivision - Flato Ida Dundalk Inc. - Part Lot 229 and Part Lot 230, Concession 3 SWTSR, R547329; 16R8057; 17R2073 and 16R9094, Geographic Township Proton, Township of Southgate, County of Grey**

**6.1.1 Background**

The proposed plan of subdivision consists of 321 residential units, including 266 single detached units, 52 townhouses, and 3 'future residential' units. New municipal roads will be constructed to service the proposed lots, including new road access from Ida Street, as well as two new public road entrances from County Road 9.

Full municipal water and sewer services are proposed for this development. Two park blocks have been incorporated into the current design, including a ~0.8 hectare block that will have walking trail connections to Ida Street; and an additional 1.2 hectare block that will be contiguous with 5 hectares of 'Township Lands' identified in Block 286. A 10-hectare area of 'Open Space' lands will be reserved on the south-western portion of the site, which is anticipated to remain designated as 'Hazard Lands.' Finally, two stormwater management blocks have been identified on the northern and southern portions of the site.

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

Click [here](#) for the link to the application documents on the County website.

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

County of Grey Senior Planner Becky Hillyer reviewed comments from Bell, Enbridge Gas, Hydro One, Grey County Transportation, Southgate Public Works Department, Grand River Conservation Authority and the Bluewater District School Board and the Bruce Grey Catholic District School Board. There was one comment received from Dundalk resident, Linda Lambrechts.

### **6.1.4 Questions from Council**

Councillor Shipston inquired about the concept plan for the proposal and the types of housing options being included and Kory Chisholm from MHBC provided clarification.

Councillor Singh Soares mentioned concerns about the school capacity that the Bluewater District School Board and the Bruce Grey Catholic School Board noted in their comments and Kory Chisholm from MHBC and Senior Manager of Development Ken Melanson and County of Grey Senior Planner Becky Hillyer provided a response. Councillor Singh Soares also noted concerns surrounding traffic impact and safety with the increase of traffic.

Councillor John presented concerns about affordable housing and Kory Chisholm from MHBC advised that he would take it back to the developer.

Councillor Rice echoed concerns regarding the school capacity and noted concerns about the pace of growth in the area and other developments remaining unfinished. Councillor Rice also voiced that an adequate barrier around the existing Maple Grove Cemetery should be constructed and Kory Chisholm from MHBC responded.

Deputy Mayor Dobreen echoed about the requirement for fencing surrounding the Maple Grove Cemetery lands and requested clarification on the size of the lots being proposed and driveway length as it relates to an increase in vehicles which creates parking issues as well as presented concerns regarding affordable housing options and no rental apartment units and questioned where the three future residential lots would be and Kory Chisholm from MHBC provided clarification.

#### **6.1.5 Applicant or Agent**

County of Grey Senior Planner Becky Hillyer presented the proposal and was available for any questions.

The agent, Kory Chisholm from MHBC Planning was in attendance, presented the proposal and was available for any questions.

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

There were no members of the public in attendance to speak in support of the application.

Chris Lang, Minister of the Dundalk Wesleyan Church, was in attendance and voiced his comments, concerns and presented questions surrounding the proposal.

Don Hume, a resident of Ida Street, was in attendance and voiced his comments, concerns and presented questions surrounding the proposal.



Don Dillman, a resident of Ida Street, was in attendance and voiced his comments, concerns and presented questions surrounding the proposal.

Sarah West, a resident of Dundalk, was in attendance and voiced her comments, concerns and presented questions surrounding the proposal.

Sean Dennis, a resident of Dundalk, was in attendance and voiced his comments, concerns and presented questions surrounding the proposal.

### **6.1.7 Further Questions from Council**

Councillor Shipston commented on the storm water management pond and the water retention on the proposed development site and Adrian Mysliwicz from Crozier provided a response. Councillor Shipston further questioned the traffic study and the proposed intersection upgrades and County of Grey Senior Planner Becky Hillyer provided a response.

Councillor Singh Soares echoed the concerns regarding the storm water management pond and questioned the review process for the three future residential development sites and Kory Chisholm from MHBC provided clarification.

Councillor Ferguson presented comments surrounding the development of rental apartments and Kory Chisholm of MHBC advised he would take notes back to the developer.

Councillor Rice questioned the financial implications surrounding the proposed roundabout at the County Road 9 and Ida Street intersection and the effects, if any, on the Wesleyan Church site and Mayor Milne and Southgate Public Works Manager Jim Ellis provided a response.

Deputy Mayor Dobreen commented again on the requirement of fencing around the Maple Grove Cemetery, and added that there should also be consideration of a fence being constructed for the existing residential properties and questioned the landfill impacts with an

increased volume of residents and the ability to expand the Dundalk Transfer Station. She also questioned the traffic study and the road updates that will be required and Southgate Public Works Manager Jim Ellis provided clarification surrounding the road upgrades and Transfer Station concerns.

## **6.2 Adjournment**

The public planning meeting adjourned at 2:34PM.

Council recessed at 2:34PM and returned at 2:42PM.

## **7. Delegations & Presentations**

### **7.1 Delegation - Life Directions Employment, Paul Wagannar - Light It Up! For NDEAM**

Councillor Singh Soares declared a conflict of interest on item 7.1 Delegation - Life Directions Employment - Paul Wagannar - Light It Up! For NDEAM, due to being an employee of the organization and did not participate in the discussion or voting on the item.

No. 2024-433

**Moved By** Councillor Ferguson

**Seconded By** Councillor Rice

**Be it resolved that** Council receive the Life Directions Employment delegation regarding the request for support to Light It Up! for NDEAM as information.

**Carried**

## **8. Adoption of Minutes**

No. 2024-434

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor John

**Be it resolved that** Council approve the minutes from the September 4, 2024 Council and Closed Session meetings as presented.

Carried

## 9. Reports of Municipal Officers

### 9.1 Strategic Initiatives Officer Graham Taylor

#### 9.1.1 SIO2024-06 Draft Communications and Community Engagement Strategy

No. 2024-435

**Moved By** Councillor Shipston

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** Staff report SIO2024-06 be received for information; and

**That** Council adopt the draft Communications and Community Engagement Strategy.

Carried

### 9.2 Clerk Lindsey Green

#### 9.2.1 CL2024-034 - Community Foundation Grey Bruce - Southgate Community Fund Management Committee Update

No. 2024-436

**Moved By** Councillor Singh Soares

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive Staff Report CL2024-034 for information; and

**That** Council approve the minutes from the September 9, 2024 Township of Southgate Community Fund Management Committee; and

**That** Council disband the Southgate Community Fund Management Committee effective September 18, 2024; and

**That** Council endorse the Community Foundation Grey Bruce Southgate Community Fund Management Terms of Reference Policy; and

**That** Council appoint Deputy Mayor Dobreen to sit as a member of the Community Foundation Grey Bruce Southgate Community Fund Management Committee; and **That** the appointed Committee member be compensated in accordance with the Township of Southgate Policy # 21 Council Member Compensation, Expenses and Meeting Claims, Guidance and Approval Policy.

**Carried**

**9.2.2 CL2024-035 - Holstein Pit Expansion – Land Acquisition Approval**

No. 2024-437

**Moved By** Councillor Ferguson

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** Staff report CL2024-035 be received for information; and

**That** Council consider approval of By-law 2024-114 being a by-law to enter into a purchase and sale agreement with Anson and Catherine Lewis to purchase lands to be used for the expansion of the Holstein Pit.

**Carried**

**9.2.3 By-law 2024-114 - Purchase and Sale Agreement - Holstein Pit Expansion**

No. 2024-438

**Moved By** Councillor Ferguson

**Seconded By** Councillor John

**Be it resolved that** by-law number 2024-114 being a by-law to authorize a purchase and sale agreement between Anson and Catherine Lewis 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**

### **9.3 HR Manager Kayla Best**

#### **9.3.1 HR2024-005 - Child Protection Policy**

No. 2024-439

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor John

**Be it resolved that** Staff report HR2024-005 be received for information; and

**That** Council consider approval of By-law 2024-115 to approve Policy #97 – Child Protection Policy.

**Carried**

#### **9.3.2 By-law 2024-115 - Adopt Policy No. 97 - Child Protection Policy**

No. 2024-440

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2024-115 being a by-law to adopt the "Child Protection Policy" known as Policy Number 97 be read a first, second and third time, finally passed, signed by the Mayor and Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

### **9.4 Public Works Manager Jim Ellis**

#### **9.4.1 PW2024-035 Holstein Sand Dome Options**

**Moved By** Councillor Shipston

**Seconded By** Councillor Ferguson

**Be it resolved that** Council receive staff report PW2024-035 for information; and

**That** Council direct staff on the preferred option, and  
**That** Council consider the preferred option in the 2025  
Capital Budget process.

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

**Amendment:**

No. 2024-441

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**Be it resolved that** Council amend the second clause to  
state: **That** Council direct staff to proceed with Option 5,  
as discussed.

**Carried**

No. 2024-442

**Moved By** Councillor Shipston

**Seconded By** Councillor Ferguson

**Be it resolved that** Council receive staff report PW2024-  
035 for information; and

**That** Council direct staff to proceed with Option 5, as  
discussed; and

**That** Council consider the preferred option in the 2024  
Capital Budget process.

**Carried**

## **9.5 Planning Department**

### **9.5.1 PL2024-081 - Site Plan Agreement SP5-24 Mel-Mar Industries Inc**

No. 2024-443

**Moved By** Councillor Ferguson

**Seconded By** Councillor Rice

**Be it resolved that** Council receive Staff Report PL2024-081 Application for Site Plan Approval SP5-24 Mel-Mar Industries Inc. for information; and

**That** Council approve By-law 2024-112 to authorize the Mayor and Clerk to sign a site plan agreement with Mel-Mar Industries Inc. for lands at 126282 Southgate Road 12, Concession 8, Lot 28 to 29 former Township of Proton.

**Carried**

### **9.5.2 By-law 2024-112 - Site Plan Agreement SP5-24 Mel-Mar Industries Inc**

No. 2024-444

**Moved By** Councillor John

**Seconded By** Councillor Ferguson

**Be it resolved that** by-law number 2024-112 being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

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

None.

## **11. Notice of Motion**

None.

## **12. Consent Items**

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

No. 2024-445

**Moved By** Councillor John

**Seconded By** Councillor Ferguson

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated September 18, 2024 and direct staff to proceed with all necessary administrative actions.

**Carried**

**12.1.1 FIRE2024-007 Community Risk Assessment**

**12.1.2 2024-07-08 Community Fund Management  
Committee Minutes**

**12.2 Correspondence (for information)**

No. 2024-446

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated September 18, 2024 as information.

**Carried**

**12.2.1 SVCA - General Manager and Secretary-  
Treasurer Announcement - received September 6,  
2024**

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

No. 2024-447

**Moved By** Councillor John

**Seconded By** Councillor Shipston

**Be it resolved that** Council receive the items on the Resolutions of other Municipalities consent agenda dated September 18, 2024 as information.

**Carried**



**12.3.1 Township of Brudenell, Lyndoch and Raglan - Immediate Action Needed To Support Ontario's Forest Sector - received September 9, 2024**

**12.3.2 Township of Brudenell, Lyndoch and Raglan - Regulations for the Importation and Safe Use of Lithium-ion Batteries - received September 9, 2024**

**12.3.3 Township of Brudenell, Lyndoch and Raglan - Sustainable Funding for OPP Small Rural Municipalities - received September 9, 2024**

**12.4 Closed Session (for information)**

None.

**13. County Report**

Deputy Mayor Dobreen provided an update on the most recent Grey County Council meeting. Highlights from the September 12, 2024 Grey County Council meeting can be viewed [here](#).

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

Councillor John mentioned that on Saturday September 14, 2024 the Grey Highlands Secondary School along with community partners held a student information session with services and programs that are available to students and parents. The public event was a great success, with over 500 guests passing through.

Councillor Singh Soares noted that the SMART committee staff appreciation event was a great success and wanted to extend her congratulations to Bill, the recipient of the donated prize from the Township of Southgate.

**15. Closed Meeting**

Deputy Mayor Dobreen moved the following motion.

No. 2024-448

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**Be it resolved that** Council proceed past 4:00PM.

**Carried**

No. 2024-449

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

**Be it resolved that** Council proceed into closed session at 3:50PM in order to address matters relating to 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: Service Delivery Model), and Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec 239(2)(b))(Subject: CAO Review); and

**That** all those require remain in attendance.

**Carried**

Council recessed at 3:50PM and returned at 3:56PM.

Clerk Lindsey Green, HR Manager Kayla Best and Senior Manager, Development and Community Services Ken Melanson left the Closed Session meeting at 4:35PM and did not return.

No. 2024-450

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** Council proceed out of Closed Session at 6:01PM.

**Carried**

Council recessed at 6:02PM and returned at 6:04PM.

**16. Confirming By-law**

No. 2024-451

**Moved By** Councillor Rice

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** by-law number 2024-113 being a by-law to confirm the proceedings of the Council of the Corporation of the

Township of Southgate at its regular meeting held on September 18, 2024 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**

**17. Adjournment**

No. 2024-452

**Moved By** Councillor Ferguson

**Seconded By** Councillor John

**Be it resolved that** Council adjourn the meeting at 6:04PM.

**Carried**

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Mayor Brian Milne

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Clerk Lindsey Green



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-10-02
<b>Report Number</b>	FIN2024-019
<b>Title:</b>	Insurance Renewal
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Kayla Best HR Manager & Deputy Treasurer
<b>Approved By:</b>	Kayla Best HR Manager & Deputy Treasurer
<b>Approved By:</b>	Dina Lundy Chief Administrative Officer

**Executive Summary:**

The Township has renewed its insurance for October 1, 2024 to September 30, 2025. The amount of the renewal was increased by 9.9% compared to last term. The renewal amount was underestimated in the 2024 budget and requires further funding.

**Recommendation:**

**Be it resolved that** Staff report FIN2024-019 be received for information; and **That** Council approve funding the overage of \$15,045 with gapping dollars and the tax stabilization reserve, if required.

**Background:**

The Township of Southgate has insurance policies with Intact Public Entities Inc., in partnership with CMR Insurance. The insurance term runs from October 1<sup>st</sup> to September 30<sup>th</sup> each year.

**Analysis**

Intact Public Entities Inc. and CMR Insurance have provided the Township with the renewal report for the period of October 1, 2024, to September 30, 2025.

Staff reviewed the information provided and worked with CMR Insurance on changes/updates as required. The following table has been prepared to analyze the increase in premiums:

	<u>2023-2024</u>	<u>2024-2025</u>	<b>Increase</b>	
			<b>\$</b>	<b>%</b>
<b>Casualty</b>				
General Liability	\$ 100,928	\$ 106,984	\$ 6,056	6.0%
Errors and Omissions Liability	\$ 9,641	\$ 10,219	\$ 578	6.0%
Non-Owned Automobile Liability	\$ 190	\$ 190	\$ -	0.0%
Environmental Liability	\$ 9,741	\$ 10,325	\$ 584	6.0%
Crime	\$ 1,722	\$ 1,722	\$ -	0.0%
Board Members Accident	\$ 1,660	\$ 1,660	\$ -	0.0%
Volunteers' Accident	\$ 163	\$ 163	\$ -	0.0%
Conflict of Interest	\$ 455	\$ 455	\$ -	0.0%
Legal Expense	\$ 992	\$ 1,027	\$ 35	3.5%
<b>Property</b>				
Property	\$ 78,004	\$ 101,280	\$ 23,276	29.8%
Equipment Breakdown	\$ 3,190	\$ 3,350	\$ 160	5.0%
<b>Automobile</b>				
Owned Automobile	\$ 97,837	\$ 97,837	\$ -	0.0%
<b>Excess</b>				
Follow Form - 1st layer	\$ 2,753	\$ 2,919	\$ 166	6.0%
Follow Form - 2nd layer	\$ 3,974	\$ 4,212	\$ 238	6.0%
<b>Aviation</b>				
Aircraft Liability	\$ 2,300	\$ 2,300	\$ -	0.0%
<b>Total Annual Premium</b>	<b>\$ 313,550</b>	<b>\$ 344,643</b>	<b>\$ 31,093</b>	<b>9.9%</b>
(Excluding Taxes Payable)				

The overall increase in insurance compared to last term is 9.9% with the largest increase being in Property. This is primarily due to increased property value as well as claims experience.

Also note that the Township's deductible has increased from \$10,000 to \$15,000 for General Liability & Errors and Omissions as well as our Property policy. This is due to claim experience.

**Internal Policy and Legislated Requirements:**

The Township is required to carry insurance in these areas.

**Financial and Resource Implications:**

The 2024 budget contained a total of \$311,933 for insurance; with \$4,100 budgeted under the Building department and \$6,710 by the water/wastewater departments. The total insurance cost for 2024 after applicable HST is \$326,978; this results in a shortfall of \$15,045. Staff recommend trying funding this shortfall with gapping dollars in the operational budget and if needed, with the tax stabilization reserve fund.

**Strategic Priorities:**

Priority: Operational Excellence

Goal: Goal 10: Position Soutgate as a Leading Small, Rural Municipal Employer

Action Item: 11 c). Continue to Collaborate Across Township Departments to Streamline By-laws, Policies, and Programs to Ensure Services are in Line with Legislative Requirements and Industry Standards

**Attachments:**

Attachment #1 - Southgate Claims Audit - Confidential (included under Closed Consent agenda)



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-10-02
<b>Report Number</b>	CAO2024-016
<b>Title:</b>	Volunteer and Community Member Recognition
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Dina Lundy Chief Administrative Officer
<b>Approved By:</b>	Dina Lundy Chief Administrative Officer

**Executive Summary:**

This report is presented to establish a yearly appreciation event for individuals that dedicate their time, expertise, and/or resources to the community.

**Recommendation:**

**Be it resolved that** Staff report CAO2024-016 be received for information; and **That** Council approve an annual Volunteer and Community Member Appreciation event; and **That** the 2024 event be held at a cost not to exceed \$800 funded from the 2024 administration operating budget.

**Background:**

The township has not hosted a dedicated celebration for individuals that serve the community on various committees and through volunteering. The Township’s Community Strategic Plan identified an opportunity to highlight the hard work of these individuals through developing an annual appreciation event. Similar events are held at neighbouring and other municipalities across the province.

**Analysis**

The purpose for the proposed annual event is to emphasize the vital role that dedicated individuals play in our community. Their selfless service not only enhances the well-being of those around them but also inspires others to contribute, fostering a spirit of unity and cooperation.

Recognizing these individuals is essential. It not only honours their hard work but also encourages a culture of giving back. When we celebrate their achievements, we remind everyone that every effort counts, no matter how small. The township would be making this an

annual event to continue to uplift and appreciate those who dedicate their time and energy to making our community a better place.

While the full details of the event have not been determined, staff are open to ideas that will assist in making this event truly memorable. Currently, staff are suggesting that the celebration include greetings from the mayor, a light lunch, and potential award ceremony.

**Financial and Resource Implications:**

The administration budget includes an "Admin – Other" account with a budget totalling \$10,000 for 2024. Typically, this line item is used for miscellaneous items, but also includes the budget for the staff Christmas party. The cost for this volunteer celebration will be absorbed within the current budget for 2024 and will be budgeted accordingly each year.

**Strategic Priorities:**

Priority: Happy, Healthy Communities

Goal: Goal 9: Foster Positive Relationships Between Newcomers to the Community and Existing Residents

Action Item: 9 b). Collaborate with Community Groups to Champion and Host an Annual Welcome Mixer and Volunteer Celebration Event to Help Foster Community Relationships

**Attachments: None**





<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-10-02
<b>Report Number</b>	CAO2024-017
<b>Title:</b>	Agreement Timelines Re: Block 58-59
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Dina Lundy
<b>Approved By:</b>	Dina Lundy Chief Administrative Officer

**Executive Summary:**

This report seeks direction to amend the purchase and sale agreement for block 58-59, due to delays and studies required for the developer to undertake.

**Recommendation:**

**Be it resolved that** Staff report CAO2024-017 be received for information; and  
**That** Council approves the development timeline extensions in this report; and  
**That** a by-law to approve the amended agreement be considered.

**Background:**

On May 15, 2024 Council adopted by-law 2024-014 authorizing the township enter into a purchase and sale agreement with 2821921 Ontario Inc. for block 58-59 on plan 852 in Dundalk, with a closing date of December 26, 2024.

The development agreement includes a minimum of 6 affordable rental housing units for a period of at least 10 years, and penalties if these units are not occupied as affordable housing within 6 months of satisfying the provisions of the development agreement, subject to requests for extension.

**Analysis**

The agreement of purchase and sale (APS) includes timelines relating to the due diligence period, as well as development timelines as follows:

Due Diligence Timelines:

- Satisfactory Soil Testing Report: 120 days from date of APS, requesting 550 days
- Verification of Municipal Services Capacity: 180 days from date of APS, requesting 360 days
- Rezoning and Site Plan Approval: 180 days from date of APS, requesting 550 days

### Development Timelines:

Commence Construction: 24 months from date of property transfer (approximately December 26, 2026), requesting a date on or about November 1, 2025.

Substantial Completion: 48 months from date of property transfer (approximately December 26, 2028), requesting a date on or about November 1, 2025.

The request to extend the due diligence period for soil testing, rezoning and site plan approval, and verification of municipal servicing capacity means that the closing date would be extended to on or about November 1, 2025, and the transfer would not take place until approximately this date.

The developer details the reasons for the request in the attached letter. The main reason is due to delays in the GRCA's review and recommendations. As a result of these recommendations, the developer is required to complete an environmental impact study (EIS), which is expected to take 9-10 months to complete in order to obtain the multi-seasonal data required by the GRCA. Township planning staff have confirmed the length of this type of study is typical. This study must be completed prior to the developer making application for site plan approval, which makes adherence to the current timelines impossible.

### **Financial and Resource Implications:**

The developer has paid the required 10% performance deposit of \$7,500 to allow the extension request to come forward for council consideration. The deposit will be returned without interest, if the newly adopted timelines are adhered to. If they are not, the township retains these funds as liquidated damages as detailed in Schedule B 1b). Revenue from the sale of the township land of \$71,000 would be accounted for in the 2025 budget.

### **Strategic Priorities:**

Priority: Happy, Healthy Communities

Goal: Goal 7: Improve Access to Housing

Action Items:

7 a). Determine and Implement a Process to Initiate Affordable Housing Agreements on Township Properties with Developers

7 b). Work with Developers and Landowners to Increase Rental Housing Opportunities in the Township

### **Attachments:**

Attachment 1: Request for Extension Letter – 282921 Ontario Inc.

**From: Anil Bhasin**

Director of 2821921 Ontario Inc.

[REDACTED]  
[REDACTED]

September 20, 2025

**To: The Corporation of the Township of Southgate**

Lindsey Green & Dina Lundy;

Via Their Solicitors - Kraemer LLP; Attn: Patrick J. Kraemer

904-50 Queen St. N.

Kitchener, ON N2H 6P4

**Request for Extension on Development Deadlines for Property at  
Block 58-59 PL 852 Dundalk; Southgate**

Dear Lindsey & Dina,

I hope this letter finds you well. I am writing to formally request an extension of the deadlines related to the development conditions outlined in the Purchase and Sale Agreement (By-law 2024-057) for the property located at Block 58-59 PL 852, which our company, 2821921 Ontario Inc., is currently working on.

Unfortunately, due to delays in receiving necessary reports and responses from the Grand River Conservation Authority (GRCA), we will be unable to meet the deadlines as originally agreed upon. We received feedback from the GRCA regarding the courses of action that could be taken regarding the drainage ditch on the north side of the property, only after two months of waiting, leaving insufficient time to comply with the remaining steps by the given deadline.

Additionally, with the new information from the GRCA, we can only now engage a firm to conduct an Environmental Impact Study (EIS). The EIS is expected to take 9-10 months in order for a multi-seasonal study to be formed – only after which we can then apply for Site Plan Approval (SPA).

We respectfully request an extension to complete the necessary requirements and ensure full compliance with the agreement. Our suggested new deadlines would be as follows:

- Rezoning and Site Plan Approval - 550 days from the date of APS
- Municipal Services Capacity - 360 days from the APS
- Satisfactory Soil Testing Report - 550 days from the APS
- Completion Date: On or before March 14, 2026

We assure you that we are committed to meeting the township's expectations as efficiently as possible. We kindly request your approval of this extension. Should any further information or documentation be required to support this request, please do not hesitate to reach out.

Thank you for your understanding and consideration. We look forward to your favourable response.

Sincerely,

A black rectangular redaction box covers the signature area. The box is slightly irregular, with a small white mark on the left side, possibly indicating a staple or a fold in the paper.

**Anil Bhasin**

Director, 2821921 Ontario Inc.



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-10-02
<b>Report Number</b>	HR2024-006
<b>Title:</b>	Waste Attendant
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Kayla Best Human Resources Manager
<b>Reviewed By:</b>	Jim Ellis Public Works Manager
<b>Approved By:</b>	Kayla Best Human Resources Manager
<b>Approved By:</b>	Dina Lundy Chief Administrative Officer

**Executive Summary:**

Due to operational and health and safety needs, staff are requesting to add a part-time waste attendant to waste department’s staff compliment.

**Recommendation:**

**Be it resolved that** Staff report HR2024-006 be received for information; and **That** Council approve the addition of a permanent part-time waste attendant beginning in October 2024 at a cost of approximately \$15,000 annually.

**Background:**

The Township of Southgate operates transfer stations in Dundalk and Egremont. Currently there are two waste attendants that work out of the Dundalk waste site, one waste attendant that works out of the Egremont site and one attendant that moves with the HazBin, rotating between the two sites.

**Analysis**

As part of our ongoing commitment to operational excellence and customer service, staff have conducted an analysis of our current waste staffing. The Egremont waste site currently has one staff member and during peak operational times it is challenging for one person to serve multiple customers with various questions and services.

There is also a challenge due to both waste sites operating on Saturdays which does not allow for coverage if the one waste attendant from Egremont is not able to attend work (sick,

vacation, etc.) as well as coverage for the attendant that runs the HazBin. In these cases, we either need to cover with the team leader (at the overtime rate) or pull from the Dundalk site which then leaves that site short staffed.

Lastly, staff recently adopted a new health and safety policy regarding working alone. While completing risk assessments, it was identified that there are hazards associated with only one waste attendant being present during operations at the Egremont waste site.

Taking the above into consideration, staff are recommending adding a part-time waste attendant that will be primarily located out of the Egremont waste site. This staff person would also provide coverage for the Dundalk site when needed on Tuesdays.

Staff have considered alternatives, however have found this to be the solution that provides the best customer service and operational efficiency.

**Internal Policy and Legislated Requirements:**

Policy #33A – Health and Safety Policy

Occupational Health and Safety Act (OHSA)

**Financial and Resource Implications:**

For the remainder of 2024, the approximate cost for this position is \$3,564.42, which can be absorbed within the current approved 2024 budget. Annually, the addition of one part-time waste attendant would add \$15,000 to the waste operational budget; this includes wages and all benefits.

**Strategic Priorities:**

Priority: Operational Excellence

Goal: Goal 11: Provide Excellent Customer Service to Southgate Ratepayers and Community Members

Action Item: 11 e). Continue to Provide High-Quality Waste and Recycling Services and Upgrade Waste Services to Ensure Southgate Can Meet the Needs of the Growing Community

**Attachments:**

None.



<b>Report To:</b>	Township of Southgate Council
<b>Meeting Date:</b>	2024-10-02
<b>Report Number:</b>	PL2024-085
<b>Title:</b>	Zoning By-law Amendment Application C23-24, Dennis and Jackie Groves, 212475 Southgate Sideroad 21, Concession 13, Part Lot 33
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Victoria Mance, Junior Planner
<b>Reviewed By:</b>	Bill White, MCIP, RPP, Triton Engineering Senior Planning Consultant
<b>Approved By:</b>	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services
<b>Approved By:</b>	Dina Lundy, Chief Administrative Officer

**Executive Summary:**

The applicant requests a rezoning to implement conditions of severance file B7-24 approved by Committee of Adjustment September 25, 2024. The lot line adjustment transfers approximately 4-hectares of land to the abutting landowner to the south while the applicants retain an approximately 3.7-hectare lot containing a home and accessory buildings. Consent policies in the County and Township Official Plans permit technical severances with some limitations.

The [Planning Justification Report for the Applicants](#) notes the two parcels involved in the lot line adjustment were rezoned Agricultural 1-99 (A1-99) years ago recognizing the smaller lot frontage and area. The rezoning will address the new lot areas for both parcels and will clarify that building regulations in the original Agricultural-1 zone apply.

Staff recommend approval of the proposed rezoning to fulfill the conditions of the File B7-24 and clarify building regulations applicable to both lots.

**Recommendation:**

**Be it resolved that** Council receive staff report PL2024-085 for File C23-24 Dennis and Jackie Groves 212475 Southgate Sideroad 21 for information; and

**That** Council consider approval of By-law 2024-116 to rezone the two parcels involved in the lot line adjustment approved under File B7-24 to recognize a minimum lot area of 3.5 hectares for the applicant’s lands and 11.5 hectares for the abutting lot to the south, and to clarify that building regulations in the Agricultural-1 Zone apply to both parcels.

**Reasons for Recommendation:**

The proposed rezoning *has regard to* provincial interest outlined in Section 2 of the [Ontario Planning Act](#), *is consistent with* [Provincial Policy Statement 2020](#) and *complies with* the County of Grey and [Township Official Plan](#) policies. Applying the rezoning to the applicant’s reduced lot area and the abutting lot to the south increasing in area through File B7-24 represents good planning practice in the Agricultural designation applicable to the lands.

### **Proposal:**

The applicants propose to rezone the subject lands and abutting parcel to the south to implement conditions of severance File B7-24 approved by Committee of Adjustment September 25, 2024. After the lot line adjustment, the applicants retain approximately 3.78-hectares lot while the abutting lot to the south will increase to approximately 11.5 hectares lot area with 195 metres frontage. The applicant's submitted a [Planning Justification Report](#) supporting the lot line adjustment and rezoning.

The site plan in Attachment 1 from the [Planning Justification Report](#) shows existing entrances, buildings, and the abutting property to the south benefitting from the lot line adjustment. Changing the previous Agricultural-1 Exception 99 zoning on the site to a site-specific zone is requested to recognize the lot area of the applicant's property decreasing to about 3.7 hectares and the abutting parcel to the south increasing in area to about 11.7 hectares after the conveyance under B7-24. The rezoning will address the new lot areas for both parcels zoned A1-99, Environmental Protection and Agricultural -1 where applicable. Any other zone provisions impacted by the lot line adjustment would be addressed.

### **Background/Site Context:**

The applicant's property is located north of Grey Road 9, with 195 metres frontage on to Southgate Sideroad 21, about 409 metres of depth and approximately 7.9-hectares of lot area. The applicant's lands contain an existing residence, pond and accessory buildings. The abutting lot to the south is vacant and currently has about the same frontage and area as the applicant's lands. On the abutting lands a proposed farm cluster with a 150 square metre home industry was approved by the Committee of Adjustment under [File A6-24](#).

The applicant's lands and abutting parcel to the south are flat to gently rolling topography. Both parcels are much smaller than existing agricultural land uses nearby (see Attachment 2 Aerial Photo of Subject Lands). Both lots were rezoned A1-99 allowing minimum lot area of 7.5 hectares and minimum lot frontage 195 metres.

### **Application Review – Planning Act – Provincial Interest:**

Provincial interest in the [Ontario Planning Act](#) as set out in Section 2 includes the following:

- Section 2(a) protection of ecological systems, natural areas, features and functions,
- Section 2(b) protection of agricultural resources, and
- Section 2(h) orderly development of safe and healthy communities.

The application *has regard to* the [Act](#).

### **Application Review – Provincial Policy Statement (PPS 2020):**

Until October 20, 2024 the parts of [Provincial Policy Statement 2020](#) that apply to rezoning are:

- Section 1.1.4.1(f) promote diversification of economic base in rural areas.
- Section 1.1.4.1 (i) provide opportunities for economic activity in prime agricultural areas.
- Section 2.3.1 prime agricultural lands should be protected for long-term use.
- Section 2.3.3.2 all "types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected".
- Section 2.1 protects Natural Heritage areas like significant wetlands.

After that date [Provincial Planning Statement 2024](#) applies to future re-development subject to any new transition rules. The rezoning is consistent with Provincial Policy.



**Application Review – County of Grey Official Plan:**

The applicant’s lands and abutting lot are designated Agriculture and Hazard in [Schedule A Map 2](#) of the [Grey County Official Plan](#). The Agricultural designation (Section 5.2) permits all types, sizes and intensities of agricultural uses and normal farm practices. Section 5.2.3 consent policies permit lot line adjustments for legal or technical reasons. Section 7.2 directs development away from Hazard lands impacted by flooding and other natural hazards. The application complies with the County Official Plan.

**Application Review – Southgate Township Official Plan:**

In [Schedule A](#) of the [Township Official Plan](#) the applicant’s lands and abutting parcel are designated Agricultural and Hazard. The Agricultural designation permits all types, sizes and intensities of agricultural uses and residential dwellings on existing lots of record under Section 5.4.1.2 #6.

The Hazard designation permits agricultural, and conservation uses such as protecting woodlots, and natural areas. Section 5.5.2.2 outlines site alteration policies in the Hazard designation. Rezoning the applicant’s lands or the abutting parcel will not impact the Hazard designation. The application complies with the intent of the [Township Official Plan](#).

**Application Review – Southgate Zoning By-law:**

Schedule 34 of the [Original Zoning By-law Maps](#) in the [Township Zoning By-law](#) zones the lands Agricultural 1 Exception 99 (A1-99) and Environmental Protection (EP). The very back part of the two lots remained in the Agricultural 1 (A1) Zone. The location of the EP zone boundary is shown on the Aerial Photo in Attachment 2. The A1-99 zone permits a minimum lot area of 7.5 hectares and a minimum lot frontage of 195 metres.

The proposed rezoning would address the lot area of the applicant’s parcel and abutting lot after the conveyance under File B7-24. The original A1-99 zone did not include proper references to the building regulations in the original Agricultural-1 Zone that applied to both parcels. The location of the home and accessory buildings on the applicant’s reduced lot will comply with the A-1 building regulations including interior side yard (15 metres), rear yard (15 metres) and lot coverage (7%). The new site-specific zone for both the applicant’s and abutting lot will apply the A-1 building regulations to both lots.

**Application Circulation and Public Comments:**

The following comments were received:

Comments from:	Comments received:
<a href="#">Bell Canada (September 3, 2024)</a>	No concerns
<a href="#">Enbridge Gas (September 17, 2024)</a>	No objections reserving the right to amend or remove conditions.
<a href="#">Township Public Works (September 5, 2024)</a>	3-metre road widening required on Southgate Sideroad 21.
<a href="#">Grey County (September 12, 2024)</a>	No concerns provided positive comments are received from the Conservation Authority.
<a href="#">Saugeen Valley Conservation Authority (September 22, 2024)</a>	A large area of the property is within the Approximate Screening Area and requires the applicant obtain written permission of

	the SVCA prior to any “development” within a Regulated Area or alteration to a wetland or watercourse.
Township Fire Department, Historic Saugeen Metis, Public Comments	No comments received as of report writing.

**Conclusion:**

The proposed site specific rezoning recommended by staff accomplishes the following:

- Recognizes a 3.5 hectare lot area for the applicant’s lands and a 11 hectare minimum lot area for the abutting lot to the south to implement conditions of File B7-24.
- Clarifies the lot area of the abutting lot to the south is also partly in an A1 Zone.
- apply the site and building regulations in the Agricultural-1 to both parcels.

Staff proposes to repeal the provisions of the original A1-99 zone and replace it with clear regulations applicable to both lots impacted by File B7-24. The amendment does not impact on the EP Zone Boundary in any way.

The proposed rezoning *has regard to* provincial interest in Section 2 of the [Ontario Planning Act](#), is *consistent with* [Provincial Policy Statement 2020](#) and *complies with* County of Grey and [Township Official Plan](#) policies.

**Link to Township of Southgate Strategic Plan:**


The proposed farm expansion meets Goal 1 Objective 1.E of the Township [Community Strategic Plan](#) supporting growth and development of existing business and enabling agricultural business to expand.

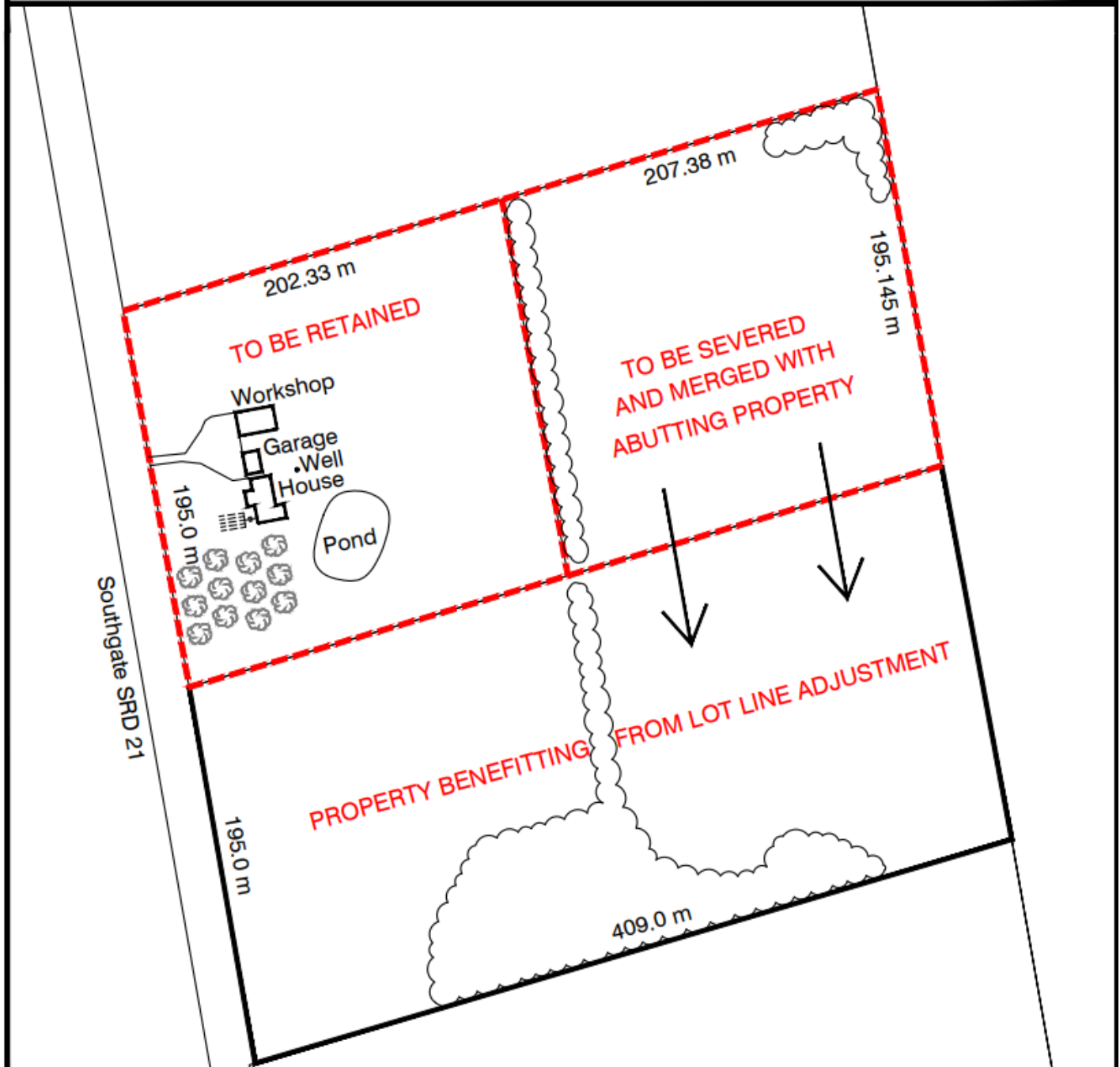
**Attachment(s):**

- Attachment 1 – Applicant’s Site Plan
- Attachment 2 – Aerial Photo of Subject Lands

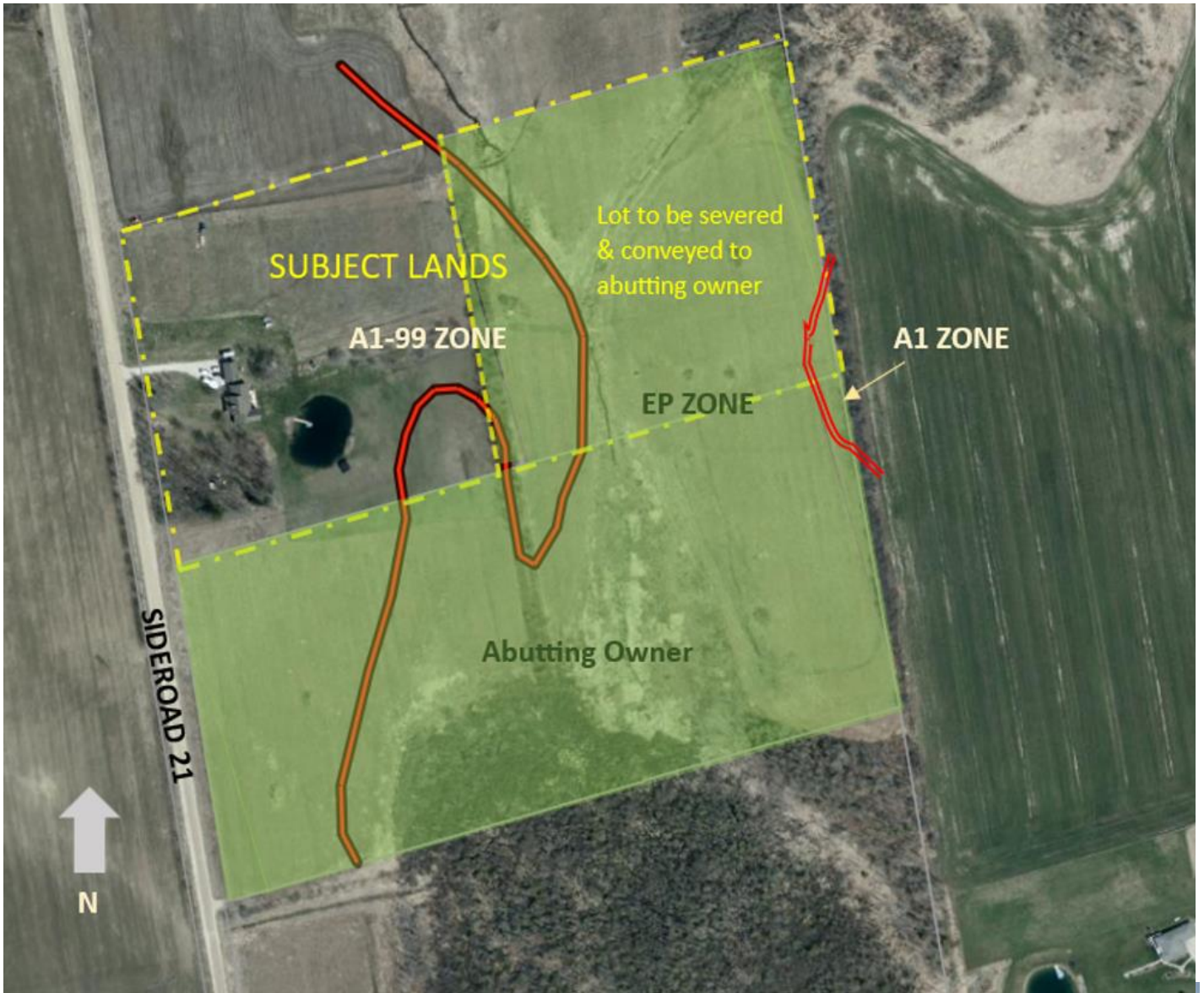
**Attachment 1 – Applicant’s Site Plan**

**Figure 1: Proposed Lot Line Adjustment**

 Subject Property



**Attachment 2 – Aerial Photo of Subject Lands & Abutting Parcel**





The Corporation of the Township of Southgate  
By-law Number 2024-116

**Being a By-law to amend Zoning By-law No. 19-2002, of the Township of Southgate**

**Whereas** the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

**Whereas** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities.

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

1. That By-law No. 19-2002 is hereby amended by repealing the provisions of Section 33.99 of the Zoning By-law and replacing them with the following:

“Lands within the Agricultural 1 Exception 99 (A1-99) Zone, being Part of Lot 33 Concession 13 (in the former Township of Proton) and shown on Schedule “34” to the Zoning Bylaw shall be subject to the following:

**(a) Permitted Uses in an Agricultural 1-99 Zone**

Shall be the same as the uses permitted in Section 6.1 of the Zoning By-law for an A-1 Zone except for the use in Section 6.1 (h) A Wayside pit or Quarry which shall not be permitted.

**(b) Regulations for uses permitted in Section 33.99 (a):**

Shall be the Regulations set out in Section 6.2 of the Zoning Bylaw for such uses permitted A-1 Zone except for the following:

- i. Minimum Lot Area for the smallest of two parcels located in the A1-99 and EP Zone: 3.5 hectares
  - ii. Minimum Lot Area for the largest of two parcels located in the A1-99, EP and A1 Zone: 11 hectares
  - iii. Minimum Lot Frontage both parcels located in the A1-99 zone: 195 metres
  - iv. The Maximum Lot Coverage, Minimum Front Yard, Minimum Side Yard, Minimum Rear Yard and the regulations in Sections 6.3 through 6.11 and Sections 6.13 shall apply to uses permitted in Section 33.99(a) of this By-law.”
2. This by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

**Read** a first, second, and third time and finally passed this 2<sup>nd</sup> day of October 2024.

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Brian Milne – Mayor

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Lindsey Green – Clerk

### **Explanatory Note**

This by-law applies to two properties located north of Grey Road 9. Both lots have 195 metres frontage on to Southgate Sideroad 21. The rezoning implements conditions of consent File B7-24 which would convey about 4 hectares of lands from the applicant's parcel to the 7.9 hectare property to the south creating a lot with 11.9 hectares lot area. The applicant retains a 3.78 hectare parcel after the lot line adjustment. The rezoning also replaces the wording in the Agricultural 1 Exception 99 (A1-99) Zone to clarify permitted uses and applicable building regulations. These regulations also apply to a small part at the back of the lots zoned Agricultural-1

The effect of the amendment is to rewrite the provisions of the A1-99 zone to establish minimum lot areas applicable after the lot line adjustment in B7-24, and to clarify permitted uses and building regulations in the A1-99 Zone. The proposed rezoning would not change the Environmental Protection (EP) Zone applicable to either property.

The Township of Southgate Official Plan designates the subject lands Agricultural and Hazard lands.



<b>Report To:</b>	Township of Southgate Council
<b>Meeting Date:</b>	2024-10-02
<b>Report Number:</b>	PL2024-086
<b>Title:</b>	Zoning By-law Amendment Application C24-24, John MS Martin, 146024 Southgate Road 14, Concession 10, Part Lot 23
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Victoria Mance, Junior Planner
<b>Reviewed By:</b>	Bill White, MCIP, RPP, Triton Engineering Senior Planning Consultant
<b>Approved By:</b>	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services
<b>Approved By:</b>	Dina Lundy, Chief Administrative Officer

**Executive Summary:**

The applicant requests rezoning to permit the following:

- Increase the maximum floor area of the office associated with the existing On Farm Diversified Use (OFDU) from 720.9 square metres to 750 square metres.
- Remove the provision in the current zoning limiting the maximum number of non-resident employees to 4 persons.

The OFDU includes a metal shop, office and power room with 475 square metres of storage associated with an existing farmhouse and barn on Southgate Road 14. The expansion does not increase the area zoned for the OFDU, change the existing tree buffer or overall site design. Staff recommend repealing the previous zone provisions to allow the small expansion, remove the restriction of 4 non-resident employees and clarify wording so that Agricultural-1 regulations apply.

**Recommendation:**

**Be it resolved that Council** receive as information Staff Report 2024-086 for File C24-24 John MS Martin 146024 Southgate Road 14; and

**That** Council approve By-law 2024-117 to rezone 146024 Southgate Road 14 to permit 750 square metre On-Farm Diversified Use (metal works, office, and power room) with 500 square metres of outdoor storage, eliminating the limitation of four non-resident employees; and

**That** Site Plan Approval and the Ontario Building Code apply to the proposed expansion.

**Reasons for Recommendation:**

The application *has regard to* provincial interest outlined in Section 2 of the [Ontario Planning Act](#), is *consistent with* [Provincial Policy Statement 2020](#) and [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#), and *complies with* the County of Grey and [Township Official Plan](#) policies for OFDUs located in Rural areas.

**Proposal:**

The applicants propose a 29.58 square metre addition to the office that serves the small-scale metal works approved as an OFDU under By-law 57-2015. The existing shop, office and power

room have 720.33 square metres floor area. Rezoning is proposed to increase maximum floor area of the OFDU from 720.9 square metres to 750 square metres and eliminate a requirement of a maximum four non-resident employees on-site. There is 475 square metres of outdoor storage associated with the OFDU which is shown in the Site Plan (Attachment 1). The maximum zoned area for the OFDU, existing tree buffer or the associated farmhouse and barn would not change.

**Background/Site Context:**

The subject lands have +-305 metres frontage on Southgate Road 14, +-670 metres depth, about 20.4 hectares lot area and contain an existing farm residence, barn and OFDU (approved in 2015) with 720.33 square metre metal works and power room plus 475 square metres outdoor storage. The eastern front of the subject lands is a wooded area, while a drainage course crosses the southwest corner of the site. The lands are otherwise flat to very gently rolling topography.

Between the subject lands and Southgate Sideroad 15 is a roughly 135 metre wide strip of land containing water filled excavations and vegetation covered aggregate piles. West of the Sideroad is an operable pit, known as Esker Lee Pit. Near the intersection of Road 14 and Sideroad 15 are several comparable farm lots some of which contain OFDUs. To the south and east most of farm parcels are 40 hectares.

Aside from site specific rezonings for OFDUs most farm properties are zoned Agricultural-1 and Environmental Protection. The abutting lands have an A1 and A1-532 exception zone, while the operable pit is zoned Extractive Industrial-4 (M4). A site plan agreement was signed between the Township and the owner and registered on title for the lands in 2015 under File SP5-15, approved by Council on [October 21<sup>st</sup>, 2015](#).

**Application Review: Planning Act – Provincial Interest:**

Provincial interest in the [Ontario Planning Act](#) as set out in Section 2 includes the following:

- Section 2(a) protection of ecological systems, natural areas, features and functions
- Section 2(b) protection of agricultural resources, and
- Section 2(h) orderly development of safe and healthy communities.

The application *has regard to* the [Act](#).

**Application Review: Provincial Policy Statement (PPS 2020):**

Until October 20, 2024 the parts of [Provincial Policy Statement 2020](#) that apply to rezoning are:

- Section 1.1.4.1 (f) promote diversification of economic base in rural areas
- 1.1.4.1 i) provide opportunities for economic activities in prime agricultural areas
- Section 1.1.5.2 d) permitting on farm diversified uses in rural areas
- Definition of On-farm diversified uses are to be “secondary to the principal agricultural use of the property and limited in area.”

After that date [Provincial Planning Statement 2024](#) applies subject to any new transition rules.

Section 2.3 of [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#) details policy practice to ensure OFDU’s are secondary to a main agricultural use, limited in area, produce “value-added agricultural products” and are compatible with, and not hinder, surrounding agriculture uses. [Provincial Minimum Distance Separation \(MDS\) Document](#) provides guidelines for setbacks between livestock barns and sensitive uses not applicable in this case. The application is *consistent with* the [PPS](#) and meets the [Provincial Guideline](#).



**Application Review: County of Grey Official Plan:**

The site is designated Rural and Hazard in Schedule A Map 2 of the Grey County Official Plan, and the following sections were considered:

- 5.4.1 for the Rural designation permits all types, sizes and intensities of agricultural uses and normal farm practices allowed in the Agricultural designation.
- Table 7 recognizes manufacturing/fabrication as a permitted OFDU which would include small scale metal works.
- 5.2.2 Table 8 states an OFDU shall be “the lessor of 2% of the total size of the property, or a maximum combined area of the use of 8,000 square metres”.
- 5.2.2 (17) limits gross floor area of OFDUs to 20% of the total zoned area.

The proposed OFDU is located outside the Hazard designation. Schedule B Map 2 identifies the far southwest corner of site as Aggregate Resource Area well away from the proposed expansion of the existing. The proposed OFDU *complies with* the County Official Plan.

**Application Review: Southgate Township Official Plan:**

[Schedule A](#) in [Township Official Plan](#) designates the applicant’s lands Rural and Hazard. The following provisions apply to OFDU’s in Subsection 5.4.2.2 (2) of the Rural designation:

- OFDU’s must be “secondary” to the principal agricultural use.
- Table 1 includes manufacturing/fabrication as permitted use.
- Maximum zoned area 2% of the lot size to a maximum 8,000 square meters.
- Building floor space maximum 750 square meters or 20% of the zoned area.
- Uses such as home industries, sawmill, welding, manufacturing/fabrication.
- Compliance with D-6 Guidelines for noise, and subject to Site Plan Approval.

The Rural designation does not require the OFDU operator have a farm registration number. The Hazard designation permits agricultural, and conservation uses such as protecting woodlots, and natural areas. Section 5.5.2.2 outlines site alteration policies in the Hazard designation. [Schedule B](#) in the Township Official Plan identifies Aggregate Resource Areas on the very southwest part of the subject lands.

The proposed rezoning *complies with* the [Township Official Plan](#) by meeting requirements for the Rural designation with all development outside the Hazard and Aggregate Resource designations.

**Application Review: Southgate Zoning By-law:**

The Township [Zoning Bylaw 19-2002, as amended](#) in [Schedule 33](#) places the site in the Agricultural 1 (A1), A-1 Exception 350 (A1-350), and Environmental Protection (EP). The A1-350 Zone was established in By-law 57-2015 to permit an OFDU secondary to the main agricultural use with:

- a maximum combined floor area of structures of 720.9 square metres.
- maximum 500 square metres outdoor storage allowed behind the shop screened from view.
- maximum four employees that do not reside on the property.

**Application Circulation and Public Comments:**

The following comments were received:

Comments from:	Comments received:
<a href="#">Bell Canada (September 3, 2024)</a> <a href="#">Saugeen Valley Conservation Authority (SVCA) (September 20, 2024)</a>	No concerns

<a href="#">Enbridge Gas (September 17, 2024)</a>	No objections but note that they reserve the right to amend or remove development conditions.
<a href="#">Township Public Works Department (September 5, 2024)</a>	Existing commercial entrance, no concerns.
<a href="#">Grey County (September 10, 2024)</a>	Provided D-6 Guidelines can be addressed, County Staff have no concerns.
Township Fire Department, Historic Saugeen Metis, Public Comments	No comments received as of report writing.

**Conclusion:**

The proposed 29.58 square metre office addition to increase the OFDU floor space to 750 square metres maximum will occur within the existing 3,992 square metre rezoned area set by By-law 57-2015. Existing treed screening will be maintained, and outdoor storage located will remain behind the existing shop. The small increase in floor area of the OFDU and removing the limit of four non-resident employees will not impact on the principal agricultural use of the land.

The proposed addition will require a permit under the Ontario Building Code which allows the Building Department to assess adequacy of washrooms and septic system. The existing site plan agreement ensures compliance with D6 noise separation requirements, and a minor amendment will be required to insert the new site plan showing the expansion if rezoning is approved.

**Link to Township of Southgate Strategic Plan:**

The proposed farm expansion meets Goal 1 Objective 1.E of the [Southgate Community Strategic Plan](#) supporting growth and development of existing business and enabling agricultural business to expand.

**Attachment(s):**

Attachment 1 – Site Plan

Attachment 2 – Aerial Image of Subject Lands





**Attachment 2 – Aerial Image of Subject Lands**



**2023 Street View**



The Corporation of the Township of Southgate  
By-law Number 2024-117

**Being a By-law to amend Zoning By-law No. 19-2002, of the Township of Southgate**

**Whereas** the Council of the Corporation of the Township of Southgate deems it necessary to pass a by-law to amend Zoning By-law No. 19-2002; and

**Whereas** pursuant to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended, by-laws may be amended by Councils of municipalities.

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

1. That By-law No. 19-2002 is hereby amended by repealing the provisions of Section 33.350 of the Zoning By-law and replacing them with the following:

**Permitted Uses in an Agricultural -1 Exception 350 (A1-350) Zone:**

- (a) An On Farm Diversified Use (OFDU) being a Workshop and Power Room with a maximum floor area of 750 square meters and a maximum 500 square meters of outside storage secondary to an Agricultural Use permitted in Section 6.1(a) of the Zoning Bylaw.
- (b) Uses permitted in an Agricultural-1 (A-1) Zone listed in Section 6.1 of the Zoning Bylaw.

**Regulations for uses permitted in Section 33.350 (a):**

- (a) Shall be the Regulations set out in Section 6.2 of the Zoning Bylaw except for the following:
  - i. Maximum Zoned Area for On Farm Diversified Use:  
3,992 square meters
  - ii. Maximum Floor Area Shop, Office and Power Room:  
750 square meters
  - iii. Maximum Outdoor Storage Space: 500 square meters to be located to the rear of the shop building.
  - iv. The On Farm Diversified use and associated outside storage shall be screened from view by way of fencing or landscaped buffer minimum 2.0 meters in height.

**Regulations for uses permitted in Section 33.350 (b):**

- (b) Shall be the Regulations set out in Section 6.2 of the Zoning Bylaw.

2. This by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

**Read** a first, second, and third time and finally passed this 2<sup>nd</sup> day of October 2024.

\_\_\_\_\_  
Brian Milne – Mayor

\_\_\_\_\_  
Lindsey Green – Clerk

### **Explanatory Note**

This by-law applies to an existing parcel containing a welding shop, power room and associated outside storage along with the farmhouse and barn at 146024 Southgate Road 14. The On Farm Diversified Use (OFDU) was approved in By-law 57-2015 with a floor area restriction of 720.9 square metres, 500 square metres of outdoor storage and maximum four non-resident employees. The rezoning would increase the maximum floor area of the OFDU to 750 square metres and remove the restriction on non-resident employees. Certain provisions of the current Agricultural 1 Exception 350 (A1-350) Zone are re-written for clarity.

The effect of the amendment is to rewrite the A1-350 to allow a 29.58 square metre addition to the OFDU within the existing zoned area and remove restrictions on number of employees who reside on the premises. Existing trees providing screening would remain in place and outside storage would continue to be located behind the existing shop.

The Township of Southgate Official Plan designates the subject lands Rural and Hazard lands.

# Schedule "A"

By-Law No. 2024-117

Amending By-Law No. 19-2002

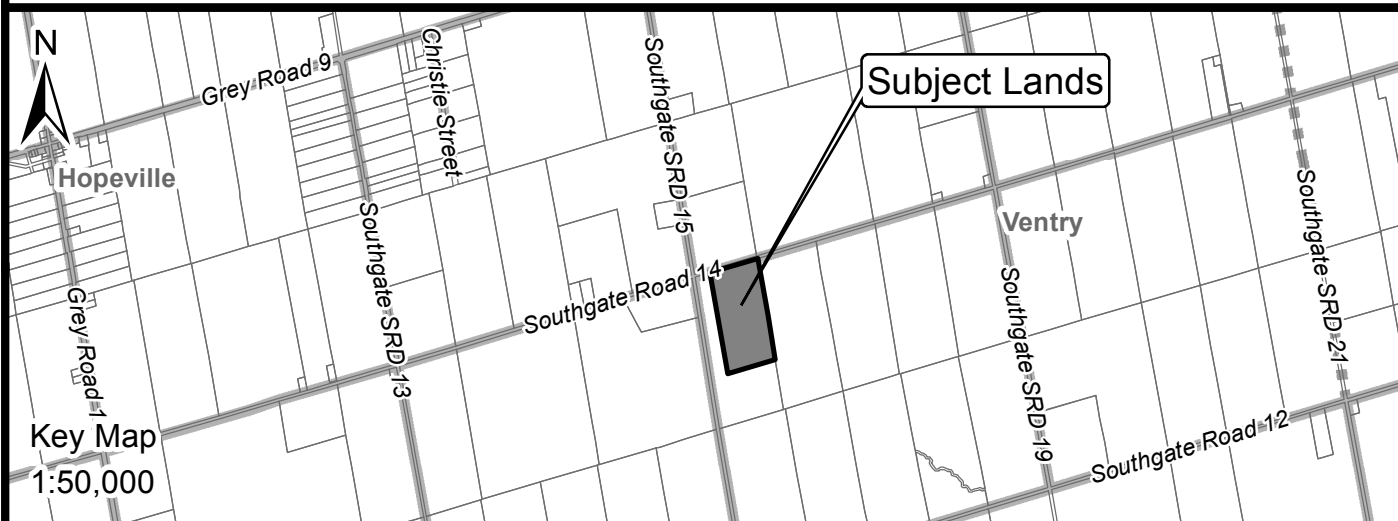
Township of Southgate  
(Formerly in Proton Township)

Date Passed: October 2, 2024

Signed: \_\_\_\_\_

Brian Milne, Mayor

Lindsey Green, Clerk



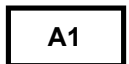
## Legend



Lands subject to amendment



Environmental Protection



Agricultural



Extractive Industrial



## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

Date: Thursday July 18, 2024, 1:00 p.m.

Location: Formosa Administrative Office

Chair: Barbara Dobreen

Members present: Paul Allen, Kevin Eccles, Bud Halpin, Tom Hutchinson (remote), Greg McLean, Steve McCabe (remote), Dave Myette, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Bill Stewart, Peter Whitten

Members absent: Larry Allison

Staff present: Matt Armstrong, Jody Duncan, Alex Duszczyszyn, Erik Downing, Darcy Frook, Janice Hagan, Kyle Hope, Donna Lacey, Rick Southcote

Chair Dobreen called the meeting to order at 1:00 p.m.

#### **1. Land Acknowledgement – read by Member Paul Allen**

*We begin our meeting today by respectfully acknowledging the Anishinaabeg Nation, the Haudensaunee, the Neutral, and the Petun peoples as the traditional keepers of this land. We are committed to moving forward in the spirit of reconciliation with First Nations, Métis, and Inuit peoples.*

#### **2. Adoption of Agenda**

##### **Motion #G24-76**

Moved by Peter Whitten

Seconded by Sue Paterson

THAT the agenda for the Saugeen Valley Conservation Authority meeting, July 18, 2024, be adopted as circulated.

**Carried**

#### **3. Declaration of Pecuniary Interest**

There were no declarations of pecuniary interest relative to any item on the agenda.

#### **4. Adoption of Minutes**

##### **4.1 Authority meeting – May 16, 2024**

##### **Motion #G24-77**

Moved by Greg McLean

Seconded by Kevin Eccles



THAT the minutes of the Saugeen Valley Conservation Authority meeting, May 16, 2024, be adopted as presented.

**Carried**

**4.2 Section 28 Hearing – May 16, 2024**

**Motion #G24-78**

Moved by Moiken Penner

Seconded by Mike Niesen

THAT the minutes of the Section 28 Hearing, May 16, 2024, be adopted as presented.

**Carried**

**5. Staff Introductions**

The following staff were introduced to the Board of Directors:

Alex Duszczyzyn, Forestry Technician

Darcy Frook, Resources Information Technician

Kyle Hope, Capital Water Infrastructure Coordinator

Rick Southcote, Environmental Technician

**6. Matters Arising from the Minutes – none at this time**

**7. New Business**

**Corporate Services**

**7.1 GM-2024-05: General Manager’s Report and Operational Plan**

There was no discussion.

**7.2 GM-2024-08: Program Report**

There was no discussion.

**7.3 Correspondence**

There was no submitted correspondence.

**7.4 Approved Committee Minutes**

7.4.1 Executive Committee – June 6, 2024

7.4.2 Agricultural Advisory Committee – March 8, 2024

There was no discussion.

**7.5 COR-2024-13: Bylaw Amendments**

There was no discussion.

**Motion #G24-79**

Moved by Paul Allen

Seconded by Bud Halpin

THAT the Board of Directors of the Saugeen Valley Conservation Authority approves the recommended Administrative Bylaw amendments as presented in this report.

**Carried**

**7.6 COR-2024-14: Grey County Prosecution Agreement**

In 2023, SVCA initiated a pilot project with Grey County Legal Services but has not yet utilized their services. Given the positive feedback from Grey Sauble Conservation regarding the support they received, SVCA staff recommend signing the new agreement with Grey County Legal Services.

**Motion #G24-80**

Moved by Tom Hutchinson

Seconded by Steve McCabe

THAT SVCA signs Grey County Legal Services agreement, following the 2023 pilot project, to acquire legal services assistance from Grey County on Section 28 and Section 29 Conservation Authority's (CA) Act items.

**Carried**

**Environmental Planning and Regulations**

**7.7 EPR-2024-18: Permits Issued for Endorsement**

There was no discussion.

**Motion #G24-81**

Moved by Greg McLean

Seconded by Kevin Eccles

THAT Development, Interference with Wetlands and Alterations to Shorelines and Watercourse applications and Prohibited Activities, Exemptions and Permits applications #24-068, 24-078 to 24-129, and 24-131 to 24-151, as approved by staff, be endorsed.

**Carried**

**7.8 EPR-2024-19: Southampton Two Zone Floodplain**

Report EPR-2024-19 was submitted to the Authority for their information.

**Forestry and Lands**

**7.9 Verbal Update: Varney Pond**

Staff have received response from the Department of Fisheries and Oceans (DFO), stating "DFO is requesting that Saugeen Valley Conservation Authority consider an alternative plan for the future swim pond operation, due to potential impacts to fish and fish habitat."

Staff have received a verbal response from the Ministry of Natural Resources and are awaiting a written response.

Staff have received a written response from the Ministry of Environment stating "the ministry does not issue any type of instrument to release pond water in the way you described. To protect downstream receivers, the water needs to be released in a slow, controlled manner. The park opened as usual this spring except for filling of the pond.

The Directors discussed the verbal report and directed staff to continue exploring options.

**7.10 LAN-2024-05: Approval for Consultation – Conservation Areas Strategy**

Staff presented the draft Conservation Areas Strategy and sought approval for public consultation. According to the *Conservation Authorities Act*, the final Strategy must be completed by December 31, 2024.

**Motion #G24-82**

Moved by Bud Halpin

Seconded by Paul Allen

THAT the Board of Directors approve the Conservation Areas Strategy draft to support the next step of public consultation, as required by Section 21.1 (1) of the *Conservation Authorities Act* and Ontario Regulation 686/21 (9) (10).

**Carried**

**7.11 LAN-2024-06: 2025 Campground Fees**

**Motion #G24-83**

Moved by Mike Niesen

Seconded by Bud Halpin

THAT camping and associated rates be increased as proposed for the 2025 camping season.

**Carried**

Bill Stewart joined the meeting at 1:42 p.m.

**Water Resources**

**7.12 WR-2024-05: Flood Forecasting and Warning – Hydrometric Network Update**

There was no discussion.

**Motion #G24-84**

Moved by Dave Myette

Seconded by Greg McLean

THAT the Board of Directors endorse the proposed plan for improvements to SVCA's hydrometric network; and further

THAT the Board of Directors support decommissioning the Teeswater River at Bruce Road 20 (Greenock) stream gauge station

**Carried**

**7.13 WR-2024-06: Information sharing with Municipal Partners**

Staff recommend that the Board support full transparency with applicable municipal partners through the sharing of all available documents and reports, related to water and erosion control infrastructure that is designated as special benefitting.

**Motion #G24-85**

Moved by Jennifer Prenger

Seconded by Bill Stewart

THAT the Board of Directors support transparency with the applicable municipal partners through the sharing of all available documents, drawings, and reports, both historic and current, related to water and erosion control infrastructure that is deemed special benefitting.

**Carried**

#### **7.14 WR-2024-07: Walkerton Hydro Dam – Next Steps**

The Walkerton Hydro dam is in poor condition according to the 2022 D.M. Wills Assessment. Engineering recommendations include complete removal and restoration of the creek channel. After discussion the following resolution carried:

##### **Motion #G24-86**

Moved by Greg McLean

Seconded by Moiken Penner

THAT the SVCA Board of Directors support staff in pursuit of removal of the Walkerton Hydro Dam; and further

THAT the SVCA Board of Directors endorses initiation of the Walkerton Hydro Dam Environmental Assessment, Phase 1 in 2024, pending a successful WECl application.

**Carried**

#### **7.15 WR-2024-08: Watershed Resource Based Management Strategy**

Conservation authorities are required under the *Conservation Authorities Act* Regulation, to develop a watershed-based resource management strategy, following guidelines outlined in subsections 12(4) to 12(9). A draft of the strategy has been prepared for public consultation.

##### **Motion #G24-87**

Moved by Jennifer Prenger

Seconded by Sue Paterson

THAT the Board of Directors approve the Watershed Based Resource Management Strategy draft to support the next step of public consultation, as required by Section 21.1 of the *Conservation Authorities Act* and Ontario Regulation 686/21 (Appendix A).

**Carried**

#### **7.16 WR-2024-09: Ice Management Plan**

An Ice Management Plan was presented to the Board to fulfill a mandated deliverable of the *Conservation Authorities Act*. The plan addresses the fundamentals of river ice processes, outlines current issues, and proposes preventive measures to mitigate risks.

##### **Motion #G24-88**

Moved by Tom Hutchinson

Seconded by Bill Stewart

THAT the Board of Directors endorses the Ice Management Plan, as required by Section 21.1 of the *Conservation Authorities Act* and Ontario Regulation 686/21 (Appendix A).

**Carried**

#### **7.17 WR-2024-10: Durham Upper Dam (DUD) – A Historical Summary**

The Board had an in-depth discussion about staff's recommendations concerning the DUD, focusing on the current safety concerns stemming from its structural condition and ongoing deterioration. A safety inspection by D.M. Wills revealed both structural, operational, and public safety issues.

##### **Motion #G24-89**

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the Board of Directors directs staff to address all operator and public safety recommendations, as detailed in the June 7, 2024, D.M. Wills letter, titled *Durham Upper Dam, Operator and Public Safety Review*; and further

THAT the Board of Directors support fulsome public consultation as it relates to past and current history of ice operations at the Durham Upper Dam.

**Amendment: #G24-90**

Moved by Jennifer Prenger

Seconded by Kevin Eccles

That Motion G24-89 be amended to remove “past and current history of” in the second clause.

**Carried**

**Amendment: (2<sup>nd</sup>) #G24-91**

Moved by Bill Stewart

Seconded by Steve McCabe

That Motion G24-89 be amended to include “public consultation through the EA process” in the second clause.

**Carried**

**Amendment (3<sup>rd</sup>) #G24-92**

Moved by Paul Allen

Seconded by Dave Myette

Add “THAT the decision regarding winter operation be deferred to a future meeting.”

**Carried**

**Motion #G24-89 (amended)**

Moved by Bill Stewart

Seconded by Steve McCabe

THAT the Board of Directors directs staff to address all operator and public safety recommendations, as detailed in the June 7, 2024, D.M. Wills letter, titled *Durham Upper Dam, Operator and Public Safety Review*; and further

THAT the Board of Directors support fulsome public consultation through an EA process as it relates to operations at, and future of the Durham Upper Dam, and

THAT the decision regarding winter operation be deferred to a future meeting.

**Carried**

**8. Closed Session – to discuss a litigation matter and personal matters about identifiable individuals**

**Motion #G24-93**

Moved by Moiken Penner

Seconded by Bud Halpin

THAT the Authority move to Closed Session, In Camera to discuss a litigation matter and personal matters about identifiable individuals; and further

THAT, Erik Downing, Matt Armstrong, Madeline McFadden, and Janice Hagan remain in the meeting as required.

**Carried**

**Motion #G24-96**

Moved by Gregory McLean

Seconded by Kevin Eccles

THAT the Authority adjourn from closed session and rise and report.

**Carried**

Chair Dobreen declared that only those topics for which the Authority went into Closed Session were discussed.

**9. Adjournment**

There being no further business, the meeting adjourned at 4:24 p.m. on the motion of Peter Whitten and Kevin Eccles.

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Barbara Dobreen  
Chair

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Janice Hagan  
Recording Secretary

**The Corporation of the Township of Southgate**  
**By-law Number 2024-118**  
**being a by-law to confirm the proceedings of the**  
**Council of the Corporation of the Township of Southgate**  
**at its regular meeting held on October 2, 2024**

**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 October 2, 2024 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 October 2, 2024 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 2<sup>nd</sup> day of October 2024.**

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Brian Milne - Mayor

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Lindsey Green - Clerk