



**Township of Southgate
Council Meeting Agenda**

December 4, 2024

9:00 AM

Holstein Council Chambers

Pages

1. Call to Order

2. Land Acknowledgement

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

3. Open Forum - Register in Advance

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

4. Confirmation of Agenda

Be it resolved that Council confirm the agenda as presented.

5. Declaration of Pecuniary Interest

6. Public Meeting

**6.1 C30-24 - Christian Bauman - Con 3 SWTSR Lot 224 to 225 -
Geographic Township Proton**

6.1.1 Background

The Purpose of the application is to rezone 7918 square metres of the subject lands to permit a 750 square metre dry manufacturing workshop and 500 square metres outdoor storage for a proposed on farm diversified use. A 150 square metre agricultural shed with combined power room is to be constructed along with a livestock barn and new farmhouse.

The Effect of the proposal is to rezone 7918 square metres of the subject lands to permit a 750 square metre dry industrial workshop and related 500 square metre storage as an on farm diversified use secondary to an agricultural use on-site including a new farmhouse and livestock barn.

6.1.2 Application and Notice of Public Meeting 14 - 31

6.1.3 Comments Received from Agencies and the Public 32 - 41

6.1.4 Questions from Council

6.1.5 Applicant or Agent

6.1.6 Members of the Public to Speak

6.1.7 Further Questions from Council

7. Delegations & Presentations

None.

8. Adoption of Minutes 42 - 53

Be it resolved that Council approve the minutes from the November 20, 2024 Council and Closed Session meetings as presented.

9. Reports of Municipal Officers

9.1 Economic Development Officer Brenna Carroll

Be it resolved that Staff Report EDO2024-013 be received for information; and
That Council approve Southgate Eye Care for Community Improvement Plan funding for planning fees and structural improvements to the property located at 20 Main St E, Dundalk in the amount totalling \$10,500 on condition that the applicant receive all applicable Planning and Building Approvals.

9.2 Clerk Lindsey Green

Motion # 1

Be it resolved that Staff Report CL2024-040 be received for information; and

That Council waive Section 30.1 of Procedural By-law 2022-015, and direct staff to amend the Procedural By-law, if required, to allow for the approved option to be implemented.

Motion # 2

Be it resolved that Council direct staff to implement Option 1, as presented, for the 2025 Council Meeting Schedule.

Motion # 3

Be it resolved that Council direct staff to implement Option 2, as presented, for the 2025 Council Meeting Schedule.

Motion # 4

Be it resolved that Council direct staff to implement Option 3, as presented, for the 2025 Council Meeting Schedule.

Motion # 5

Be it resolved that Council direct staff to implement Option 4, as presented, for the 2025 Council Meeting Schedule.

Motion # 6

Be it resolved that Council direct staff to implement Option 5, as presented, for the 2025 Council Meeting Schedule.

9.3 Public Works Manager Jim Ellis

9.3.1 PW2024-041 2024-2025 Winter Operational Plan 94 - 181

Be it resolved that Staff Report PW2024-041 be received for information; and
That Council endorses and approves the 2024-2025 Southgate Winter Operational Plan.

9.4 Chief Administrative Officer Dina Lundy

9.4.1 CAO2024-023 Loan for Unfinanced Capital - Victoria Street Project 182 - 184

Be it resolved that Staff Report CAO2024-023 be received for information; and
That Council direct staff to secure a loan for unfinanced capital from 2024 in the amount of \$4,066,295.00 for Victoria Street Rehabilitation Phase 2; and
That Council approve financing option 1, for a one-year term fixed rate loan at 4.64%, with a 10-year amortization; and
That council consider the adoption of a borrowing by-law to authorize the loan.

9.4.2 By-law 2024-147 - Authorize Bank Loan for Phase 2 Victoria Street Rehab Project 185

Be it resolved that by-law number 2024-147 being a by-law to authorize a bank loan agreement with Canadian Imperial Bank of Commerce 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.

9.5 HR Manager Kayla Best

9.5.1 HR2024-007 - Health and Safety Policy 186 - 189

Be it resolved that Staff Report HR2024-007 be received for information; and
That Council approve the renewal of the Health and Safety Policy #33A for the 2024-2025 period; and
That the Mayor sign the Health and Safety Policy Statement for the 2024-2025 period.

9.5.2 HR2024-008 - COLA and Staff Step Increases

190 - 192

Be it resolved that Staff Report HR2024-008 be received for information; and

That Council approve the COLA increase of 2% to the 2025 Staff Pay Grid effective the first full pay period of 2025; and

That Council approve the COLA increase of 2% to the 2025 Council Pay Grid and Volunteer Firefighter Pay Grid, effective January 1, 2025; and

That Council approve the COLA increase of 2% to all effected agreements and other Township established inflationary conditions, effective January 1, 2025; and

That Council approve a one step pay band increase for eligible employees, effective the first full pay period of 2025.

9.6 Finance Department

9.6.1 FIN2024-020 - IT Infrastructure Upgrades

193 - 194

Be it resolved that Staff Report FIN2024-020 be received for information; and

That Council approve the transfer of \$150,000.00 in the 2024 capital budget from the Replacement of Financial Software project to fund the Upgrading Required IT infrastructure project identified in this report; and

That Council direct staff to use any outstanding balance of these funds to begin an IT infrastructure reserve that can be contributed to annually for major IT infrastructure replacements.

9.7 Planning Department

Be it resolved that Staff Report PL2024-101 regarding proposed Xplore Communications Tower Application (ON8409) File C27-24 for 084231 Southgate Road 8 be received for information; and

That the proponent and Industry Canada be advised that the municipal land use consultation process has been completed according to the Township's Telecommunication Facility Policy; and

That the proponent and Industry Canada be advised the proposed tower does not provide a 55 metre setback from side and front lot lines (Southgate Road 8) recommended by Township Policy.

That the proponent's November 9, 2024, setback exemption request is received; and

That should Industry Canada approve the proposed telecommunications tower that upon receipt of a letter of undertaking from the proponent permitting the Township to install radio communication equipment on the proposed facility if needed, that Council's resolution will be forwarded advising the proponent and Industry Canada that the Township policy requiring public consultation has been completed and that installation shall meet all other policy requirements such as buffering/screening and obtaining an entrance permit and 911 emergency number if needed.

Be it resolved that Staff Report PL2024-102 for the proposed Xplore Communications Tower Application (ON8410) File C28-24 245019 Southgate Road 24 be received for information; and

That the proponent and Industry Canada be advised that the municipal land use consultation process has been completed according to the Township's Telecommunication Facility Policy; and

That the proponent and Industry Canada be advised the proposed tower location does not provide a 55 metre setback from the unopened Sideroad 3 road allowance recommended in Township policy; and

That upon receipt of a letter of undertaking from the proponent permitting the Township to install radio communication equipment on the proposed facility if needed, that Council's resolution will be forwarded advising the proponent and Industry Canada that the Township concurs with the proposed facility subject to obtaining an entrance permit if needed and a replacement 911 emergency number for the subject lands.

9.7.3 PL2024-103 - ZBA C29-24 Xplore Communications Tower (ON8457)

209 - 216

Be it resolved that Staff Report PL2024-103 for the proposed Xplore Communications Tower (ON8457) on lands at 223044 Southgate Road 22 (C29-24) be received for information; and

That the proponent and Industry Canada be advised that the municipal land use consultation process has been completed according to the Township's Telecommunication Facility Policy; and

That the proponent and Industry Canada be advised the proposed tower location does not provide a 55 metre setback from Southgate Road 22 recommended in Township policy; and

That upon receipt of a letter of undertaking from the proponent permitting the Township to install radio communication equipment on the proposed facility if needed, that Council's resolution will be forwarded advising the proponent and Industry Canada that the Township concurs with the proposed facility subject to obtaining an entrance permit and 911 emergency number if needed.

9.7.4 PL2024-104 - Holding Removal 221 Doyle

217 - 221

Be it resolved that Staff report PL2024-104 regarding Application to Remove Holding Provisions in Zoning By-law Amendment 2024-050 Harvir Khakh 221 Doyle Street, is received for information; and

That Council consider the conditions related to the placing of the holding zone in By-law 2024-050 being met, and

That Council approve By-law 2024-145 to remove the holding provision for lands in the Residential Type 3 Exception 559 (R3-559) Zone.

9.7.5 By-law 2024-145 - C34-24 Removal of Hold 221 Doyle Street 222 - 224

Be it resolved that by-law number 2024-145 being a By-law to remove Holding Provisions established in Zoning By-law No. 19-2002, of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

10. By-laws and Motions

10.1 By-law 2024-143 - Appoint Building Inspector - Michael Lansdell 225

Be it resolved that by-law number 2024-143 being a by-law to appoint a Building Inspector for the Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

10.2 By-law 2024-144 - Appoint Municipal By-law Enforcement Officers 226

Be it resolved that by-law number 2024-144 being a by-law to appoint Municipal By-law Enforcement Officers for the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

10.3 By-law 2024-146 - Interim Tax Levy 2025 227 - 229

Be it resolved that by-law number 2024-146 being a by-law to provide for the interim tax levies for the 2025 fiscal year be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

11. Notice of Motion

None.

12. Consent Items

12.1 Regular Business (for information)

Be it resolved that Council approve the items on the Regular Business consent agenda dated December 4, 2024 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

- | | | |
|---------------|--|------------------|
| 12.1.1 | Librarian CEO Report - November 21, 2024 | 230 - 231 |
| 12.1.2 | Librarian CEO Special Report 2025 Library Board Meeting Dates - November 21, 2024 | 232 |
| 12.1.3 | 2024-10-23 Committee of Adjustment Meeting Minutes | 233 - 236 |

12.2 Correspondence (for information)

Be it resolved that Council receive the items on the Correspondence consent agenda dated December 4, 2024 (save and except items _____) as information.

- | | | |
|---------------|---|------------------|
| 12.2.1 | GRCA - November 22, 2024 General Meeting Minutes - received November 22, 2024 | 237 |
| 12.2.2 | SVCA - Draft 2025 Budget Circulation - received November 25, 2024 | 238 - 239 |
| 12.2.3 | SVCA - End of Winter Ice Operations at the Durham Upper Dam - received November 26, 2024 | 240 - 241 |

12.3 Resolutions of Other Municipalities (for information)

Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated December 4, 2024 (save and except items _____) as information.

- | | | |
|---------------|--|------------------|
| 12.3.1 | Township of King - Redistribution of Provincial Land Transfer Tax and GST - received November 18, 2024 | 242 - 243 |
| 12.3.2 | Township of Russell - Redistribution of the Provincial Land Transfer Tax and GST - received November 19, 2024 | 244 - 245 |
| 12.3.3 | Township of Terrace Bay - Ambulance Shortages and Healthcare System Issues - received November 19, 2024 | 246 - 247 |

12.3.4	Township of Terrace Bay - Establishment of an Ontario Rural Road Safety Program - received November 19, 2024	248 - 249
12.3.5	Township of Terrace Bay - Support for Billy Bishop Airport - received November 19, 2024	250 - 251
12.3.6	Township of Terrace Bay - Support for Provincial Updates to the Municipal Elections Act - received November 19, 2024	252 - 253
12.3.7	Township of Ashfield Colborne Wawanosh - Good Roads Association Ontario Rural Road Safety Program - received November 20, 2024	254 - 255
12.3.8	Town of Tecumseh - Municipal Elections Act - received November 20, 2024	256 - 260
12.3.9	Municipality of Val Rita-Harty - Implementation of a Rural Road Safety Program - received November 21, 2024	261
12.3.10	Municipality of Wawa - Redistribution of Land Transfer Tax - received November 21, 2024	262 - 263
12.3.11	Municipality of Wawa - Resume Assessment Cycle - received November 21, 2024	264 - 265
12.3.12	Township of Essa - Fair Share of Provincial and Federal Government Financial Support - received November 21, 2024	266 - 267

12.4 Closed Session (for information)

None.

13. County Report

www.grey.ca/council

14. Members Privilege - Good News & Celebrations

15. Closed Meeting

Be it resolved that Council proceed into closed session at [TIME] in order to address matters relating to Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Municipality or Local Board (Sec 239(2)(e))(Subject: Litigation Update); and

That all those required remain in attendance.

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

15.1 Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Municipality or Local Board (Sec 239(2)(e))(Subject: Litigation Update)

16. Confirming By-law

268

Be it resolved that by-law number 2024-148 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on December 4, 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.

17. Adjournment

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



The corporation of
The Township of Southgate

Application for Planning Amendment
Official Plan and Zoning By-law

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

Instructions:

- Please check all applicable boxes and answer all applicable questions
- All measurements MUST be in metric units. (Imperial Units will not be accepted)
- Additional information may be attached if necessary
- Incomplete applications will be returned
- The Township reserves the right to ask for more information or clarification pertaining to this application at a later time
- Further information is on the last two pages for your reference
- Applications are not accepted without the required fees

For office use only	
File no:	C30-24
Pre-Consult Date:	Oct 11/24
Date received:	Oct 21/24
Date accepted:	
Accepted by:	
Roll # 42 07	090.005 07000
Conservation authority fee required:	YES - SVCA
Other information:	

Pursuant to one or more of the following Sections 22, 34, 36, and/or 39 of the *Planning Act*, as amended, I/we apply for: (check appropriate box)

<input checked="" type="checkbox"/> Pre - Consultation Fee		\$ 500
<input type="checkbox"/> Amendment to the Official Plan	Minor	\$ 4,000.00 application fee plus \$ 4,000.00 contingency fee
	Major	\$ 6,500.00 application fee plus \$ 6,000.00 contingency fee
*contingency fee required for all Official Plan Amendment applications		
<input checked="" type="checkbox"/> Amendment to the Zoning By-law		\$ 2,900.00 application fee
	Major	\$ 4,000.00 application fee plus
	Major	\$ 5,000.00 contingency fee
*contingency fee required only for complex applications		
<input type="checkbox"/> Removal of a Holding Provision		\$1,000.00 application fee or \$ 600.00 application fee (with related site plan agreement)
<input type="checkbox"/> Temporary Use By-Law Amendment		\$ 1,674.00 application fee plus \$ 400.00 agreement fee plus \$ 2,500.00 contingency fee

Other Required Fees:

<input checked="" type="checkbox"/> Public Notice Sign Fee		\$145.00
<input checked="" type="checkbox"/> Conservation Authority Fees	SVCA	\$260.00
	GRCA	Call directly for details

Note on fees:

It is a requirement that any potential applicant pre-consult with the Planning Department prior to submitting any planning application, for the pre consultation meeting, please provide a drawing or a sketch of your proposal, accompanied by a written description.

The application fees were adopted and approved under the Township of Southgate's fees and charges By-law and will only be accepted once the application is deemed complete by the Township of Southgate Planning Department.

All required application fees shall be paid in cash or by cheque made payable to the Township of Southgate at the time of application submission.

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

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

Part A

Owner/Agent/Application information

*To be completed by the applicant

1. Name of registered owner: Christian Bauman

Mailing address: [REDACTED]

Phone# : (H) [REDACTED] (B) _____

Email Address: [REDACTED]

2. Name of applicant: _____

Mailing address: _____

Phone#: _____ Email: _____

Applicant's Relationship to Subject Lands:

- Registered Property Owner
- Holder of Option to Purchase Subject Lands
- Signing Officer of Corporation
- Other [Specify] _____

3. Name of agent (if applicable) _____

Mailing address: Solomon Martin

Phone#: [REDACTED] Email: [REDACTED]

4. Send all correspondence to (choose only one): Applicant Agent

5. Preferred Method of communication: Phone email Postal Mail

6. Name any mortgages, charges or encumbrances, in respect to the subject lands:

Mailing Address: _____

Phone#: _____

Part B

The subject lands

7. Location of subject property (former municipality):

Township of Egremont Township of Proton Village of Dundalk

Road/street and number: 752334 IDA STREET

Tax Roll#: 420709000507000

Lot LOT 224 TO 225

Concession CON 3 SWTSR

Lot _____ of _____ Plan _____

8. The date the subject land was acquired by the current owner: 2013

2013

9. Dimensions of subject property:

frontage 405m m depth 1189m m area 47.92 ha sq m/ha

10. Description of the area affected by this application if only a portion of the entire property this proposal is to rezone a small portion of this parcel from A1 to A1-xxx to permit a small scale 750m2 OFDU on this property for dry manufacturing

11. Abutting and nearby lands uses

(a) Interest in abutting lands - does the owner or applicant of the subject lands own or have a legal interest in any lands abutting the subject lands? Yes No

If yes, describe to what extent _____

(b) Use of abutting and nearby lands - describe the present use on all properties abutting and opposite the subject lands.

North agriculture

East agriculture

South agriculture

West agriculture

(c) Agricultural livestock operations

if an existing livestock operation is located within 450 metres of the subject lands, prepare a sketch showing locations and approximate size of livestock barns (as per Additional Requirements 20. (b) request) and you must fill out Schedule "A".

12. Environmental Constraints

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

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

13. Official Plan

Indicate the current Official Plan Designation:

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

14. Zoning By-law

Present zoning A1 , EP

Requested zoning A1 ,EP , A1-XXX

15. Specific proposed use(s) of subject property that this amendment would authorize: (provide a sketch showing locations and approximate size for each building or structure)

the proposed use will be dry manufacturing in a 750 m2 shop with 500m2 outdoor storage

For Official Plan Amendment Applications Only:

14.

16. Please answer the following about this proposed Official Plan Amendment:

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

Changes Replaces

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

Yes No

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

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

Yes No

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

19. Is the application being submitted in conjunction with a proposed County Official Plan Amendment? Yes No

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

Type of building/structure metal clad shop with peak roof

Setbacks:

front lot line 156.46 m

rear lot line 1030 m +/-

side lot line 139 m

Building/structure:

height 8.56m dimensions / floor area 750m²

20. The date the existing building(s) or structure(s) on the subject land were constructed: century buildings have all been demolished
21. The length of time that the existing uses of the subject land have continued: century
22. If proposed use is residential, indicate proximity of subject lands to community facilities (parks, schools, etc.): _____
23. Specific reason(s) for requesting amendment(s), if not sufficient space, a cover letter should be attached:
this proposal is to rezone a small portion of this farm to permit an OFDU to help support a family farm
24. Has the subject land ever been the subject of a Zoning By-law Amendment?
Yes No Unknown
- If yes, and if known, specify the file number and status of the application:

Servicing for subject land

25. Facilities existing or proposed for subject lands:

type of access	existing	proposed
_____ provincial highway	_____	_____
<input checked="" type="checkbox"/> municipal road, maintained year round	<input checked="" type="checkbox"/>	_____
_____ municipal road, seasonally maintained	_____	_____
_____ other public road	_____	_____
please specify _____		
_____ right of way available	_____	
please specify _____		
_____ water access available	_____	

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

type of water supply	existing	proposed
_____ municipally operated piped water system	_____	
<input checked="" type="checkbox"/> privately owned/operated individual well	<input checked="" type="checkbox"/>	
_____ privately owned/operated communal well	_____	
_____ lake or other water body	_____	
please specify _____		
_____ other means	_____	
please specify _____		

type of storm water management	existing	proposed
_____ storm drainage sewer pipe	_____	
_____ ditch	_____	
_____ swale	_____	
<input checked="" type="checkbox"/> other means		

please specify sheet flow

type of sewage disposal	existing	proposed
_____ municipally operated sanitary sewers	_____	_____
<input checked="" type="checkbox"/> privately owned/operated individual septic	_____	<input checked="" type="checkbox"/>
_____ privately owned/operated communal septic	_____	_____
_____ privy	_____	_____
_____ other means	_____	_____

please specify _____

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

Yes No

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

Yes No

27. Are there any easements, rights-of-way, restrictions, covenants, or other agreements applicable to the subject lands? (if yes, describe what they are and include applicable Site Plan if applicable.)

Yes No

Part C The proposal

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

_____ this ammendment is to change a small portion of this property to A1 with exception to allow
_____ for a small scale dry mfg shop

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

_____ to permit a small scale 750m2 OFDU on this property for dry manufacturing

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

_____ when everything is done and ready

31. Additional Supporting Documents

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

Part D
Statement of compliance

32. Is this application consistent with the policy statements issued under subsection 3(1) of the Planning Act?
Yes No
33. Is the subject land within an area of land designated under any provincial plan or plans?
Yes No

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

Additional requirements

34. Supplementary and support material to accompany application, where applicable
- a) a survey of the property prepared by an Ontario Land Surveyor indicating topographical contours and other natural and artificial features such as existing buildings and their uses, railways, highways, pipelines, ditches, swamps, watercourses, drainage, and wooded areas within or adjacent to the subject land. This survey should clearly indicate the land which is the subject of the amendment.
- OR
- b) a sketch *drawn to scale* showing the following:
 - 1) Boundaries and dimensions of the subject land.
 - 2) Location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
 - 3) Approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the *opinion of the applicant, may affect the application*. Examples include buildings, railways, roads, watercourses, drainage ditch, river or stream banks, wetlands, wooded areas, wells and septic tanks.
 - 4) Current use(s) on land that is adjacent to the subject land.
 - 5) Location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right of way.
 - 6) If access to the subject land is by water only, the location of the parking and docking facilities to be used.
 - 7) Location and nature of any easement affecting the subject land.
 - 8) North Arrow

Other information

35. Is there any other information that you think may be useful to the municipality or other agencies in reviewing the application? If so, explain below or attach on a separate page:


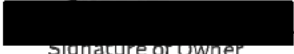
36. Owner's Consent (Freedom of Information):

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

In submitting this development application and supporting documents I (we),

Solomon Martin and _____
Name of Owner(s)


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

	_____	10-23-2024
Signature of Owner		date
	_____	Oct 23, 2024
Signature of Owner		date

37. Owner's Authorization for Agent

I(we), Christian Bauman and _____
Name of Owner(s)


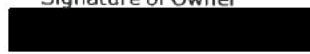
hereby authorize Solomon Martin to act as our agent(s) for the purpose of this application.

	_____	Oct 23, 2024
Signature of Owner		date
_____	_____	_____
Signature of Owner		date

38. Owner's Authorization for Access

I/we, Christian Bauman, and _____
Name of Owner(s)

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

	_____	Oct 23, 2024
Signature of Owner		date
_____	_____	_____
Signature of Owner		date
	_____	10-23-2024
Signature of Witness		date

Solemn declaration

39. Affidavit

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

Note: This Affidavit must be signed in the presence of a Commissioner for Taking Oaths.

I/ (We) Solomon Martin
Name(s)


of the Township of Wellesley in the Region of Waterloo
city/town/municipality county/region

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


Declared before me at the:

Township of Southgate in County of Grey
city/town/municipality county/region

This 24 day of October, 2024


Signature of Commissioner


Signature of Applicant
Solomon Martin
print name


Elisha Milne, a Commissioner, etc.,
Province of Ontario, for The Corporation of
the Township of Southgate, County of Grey.

Signature of Applicant
print name

Schedule "A"

Supplementary Information – Agricultural Lands

Agricultural Property History on the subject parcel

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

Beef

Dairy

Swine

Poultry

Sheep

Cash Crop

Other (describe) _____

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

(i) How long have you owned the farm? 2013

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

Yes – For how long?

2013

No – When did you stop farming? _____

For what reason did you stop farming? _____

(iii) Area of total farm holding: 47.92 ha

(iv) Number of tillable hectares: 33 ha

(v) Do you own any other farm properties? Yes No

If yes, indicate locations: Lot: pts 205 & 206 Concession: CON 3 SWTSR

Former Township: Proton

Total Hectares: 40 ha

(vi) Do you rent any other land for farming purposes? Yes No

If yes, indicate locations: Lot: _____ Concession: _____

Former Township: _____

Total Hectares: _____

(vii) Is there a barn on the subject property? Yes No

Please indicate the condition of the barn: _____

How big is the barn? _____

What is the present use of the barn? _____

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

- (viii) Indicate the manure storage facilities on the subject lands
- Storage already exists
 - No storage required (manure/material is stored for less than 14 days)
 - Liquid
 - inside, underneath slatted floor
 - outside, with permanent, tight fitting cover
 - (treated manure/material) outside, no cover
 - outside, with a permanent floating cover
 - outside, no cover, straight-walled storage
 - outside, roof but with open sides
 - outside, no cover, sloped-sided storage
 - Solid
 - inside, bedded pack
 - outside, covered
 - outside, no cover, $\geq 30\%$ DM
 - outside, no cover, 18-30% DM, with covered liquid runoff storage
 - outside, no cover, 18-30% DM, with uncovered liquid runoff storage

(ix) Are there any barns on other properties within 450 meters (1,476.38 ft) of the subject lands? Yes No

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

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

(xi) Indicate the number of tillable hectares on other property: _____

(xii) Indicate the size of the barn(s): _____

(xiii) Capacity of barn in terms of livestock: _____

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

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

Zoning amendment process

Purpose: a zoning by-law amendment is required to change a zone symbol on a property to permit expanded or different land uses on a specific property. A zoning by-law amendment may also be requested to change a zone provision (setback or similar regulation) or general provision.

Process: Discuss your proposal with the municipal planning department prior to submitting your application. Make your application to the planning department along with the required fee. A planning staff report will be prepared and a public meeting will be set. The applicant will be advised of the time and date of this meeting and invited to make representation at this time in order to explain why the zoning amendment request is being made.

You can expect a decision on your application within 150 days. This time is used to review the application, set up a public meeting, post the required public notice, draft a zoning by-law amendment and ensure that all other required documentation is in order.

At least 20 days prior to the public meeting, notice of the public meeting is either sent to every assessed property within 120 metres (400 feet) of the subject property or a notice is placed in the appropriate local newspaper. The applicant or a representative must attend the public meeting to explain why the zoning amendment is required to members of the Council and the public, as well as answer any questions that may arise.

A site plan and agreement may be required to be negotiated prior to any further proceedings of the rezoning process. Following the public meeting and if Council is satisfied with the application, an amending by-law will be considered by Council. Should the by-law be passed, a notice of passing is prepared and sent to everyone on the first mailing list or published in the newspaper. A 20 day appeal period is required to be included in this notice to allow anyone to appeal the by-law to the Ontario Municipal Board.

Should your application not be approved by Council, you also have the right to appeal to the Local Planning Appeals Tribunal within the same 20 day appeal period. More information is available by contacting the municipal planning department or on the Web at: <http://elto.gov.on.ca/news/local-planning-appeal-tribunal/>

If the application is approved and no appeal is filed, a notice of no appeal is prepared and sent to the applicant at which time the process is now completed. A building permit would not be available for any works associated with the by-law until the appeal period has passed and if no appeals were filed.

Zoning by-law amendment process summary

1. Pre-consultation (required by By-law 66-2012)
2. Submit application
3. Clerk sets a public meeting
Notice sent to neighbours within 120 metres (400 feet) and various agencies, 20 days prior to public meeting.
4. Public meeting
Applicant and/or agent should attend to resolve any potential concerns. Council will consider the proposal and may pass a by-law that meeting.
5. Appeal period
After a Notice of Passing for the by-law amendment is sent to neighbours within 120 metres (400 feet) and agencies, 20 day appeal period begins.
6. Decision final
If not appeal is filed with the Township within the appeal period, the process is complete and the zoning by-law amendment is in full force and effect.

please do not return this page

gravel yard

loading area

concrete pad

garbage bin

tree buffer, min 3m high
max 3m apart

3.04
6.1

117.42 front yard setback

32.61

shop septic

15.24

12.19
12.19

18.288

750m2 shop area

36.57

500m2 outdoor storage

150m2 power room
primary is agriculture

ZONING TABLE

APPLICATION	PERMIT/REQUIRED	PROPOSED
OFDU SITE AREA 2% OF LOT SIZE	2% of 41.15 acres = 8000 m2 rezone area	7918 m2 proposed
BUILDING TOTAL TO A MAX OF 20% OF 2% OFDU	capped at 750 outdoor storage area must be within the 2%	750 m2 shop 500 m2 storage area proposed
PARKING SPACES 3.048 X 6.1 METERS	5 park spaces	5 park spaces
LOT COVERAGE	10 % lot coverage	under 2%
roll *	420103000501000	
Legal Description	CON 3 SUITSR LOT 224 TO 225	

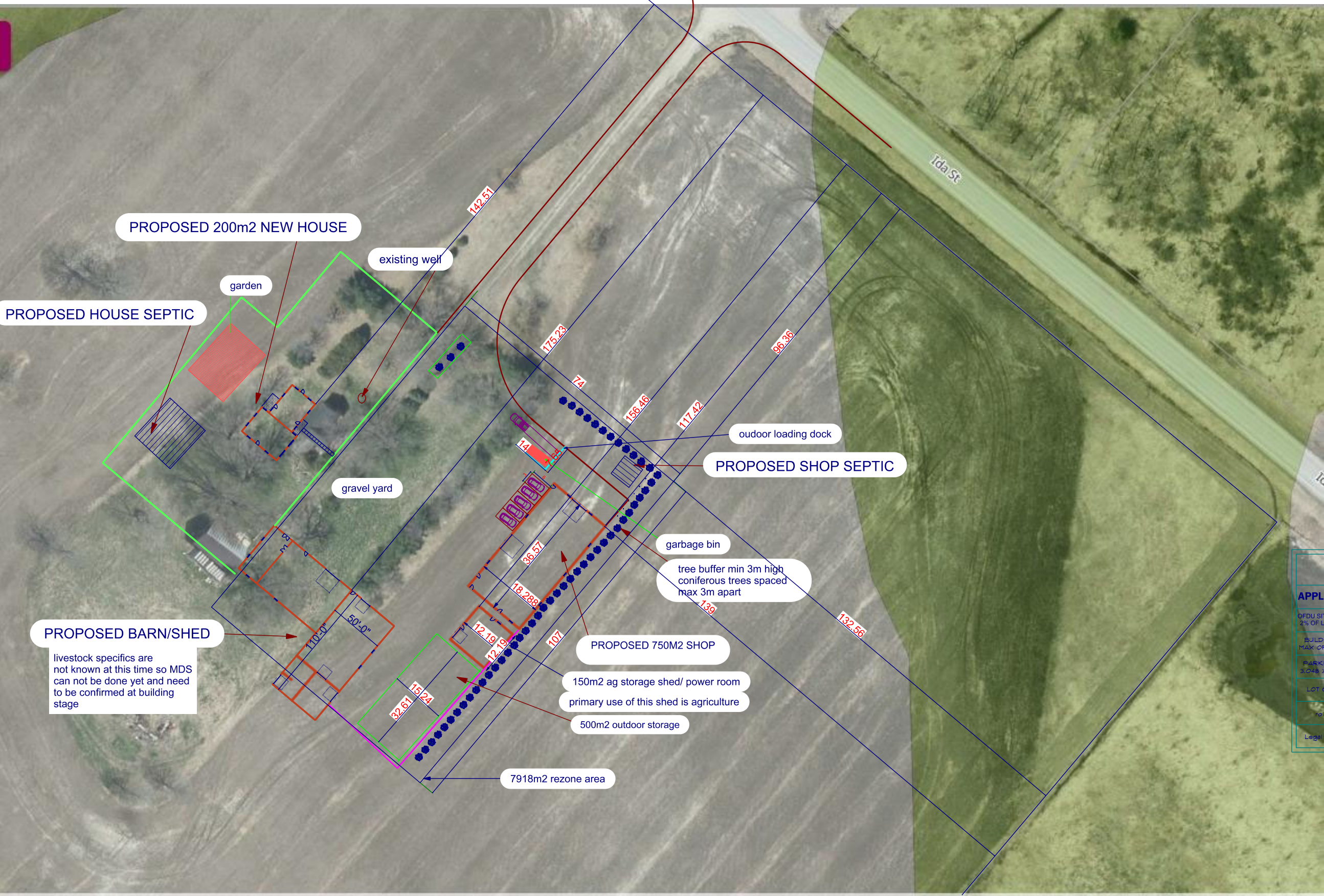
Christian Bauman
752334 IDA STREET

Tuesday, October 22, 2024

Drawing Scale
0.038" = 1'-0"

Drawn by: SMM

MAIN FLOOR



ZONING TABLE		
APPLICATION	PERMIT/REQUIRED	PROPOSED
OFDU SITE AREA 2% OF LOT SIZE	2% of 100 acres 8000 m2 rezone area	7918 m2 proposed
BUILDING TOTAL TO A MAX OF 20% OF 2% OFDU	capped at 150 outdoor storage area must be within the 2%	150 m2 shop 500 m2 storage area proposed
PARKING SPACES 3.048 X 6.1 METERS	5 park spaces	5 park spaces
LOT COVERAGE	10 % lot coverage	under 2%
roll #	420709000507000	
Legal Description	CON 3 8UT6R LOT 224 TO 225	

PROPOSED BARN/SHED
livestock specifics are not known at this time so MDS can not be done yet and need to be confirmed at building stage

PROPOSED 750M2 SHOP
150m2 ag storage shed/ power room
primary use of this shed is agriculture
500m2 outdoor storage

Christian Bauman
752334 IDA STREET

Wednesday, October 23, 2024

Drawing Scale: 0.011" = 1'-0" Drawn by: SMM

siteplan close up



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

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

December 4, 2024, at 9:00 AM

The Purpose of the application is to rezone 7918 square metres of the subject lands to permit a 750 square metre dry manufacturing workshop and 500 square metres outdoor storage for a proposed on farm diversified use. A 150 square metre agricultural shed with combined power room is to be constructed along with a livestock barn and new farmhouse.

The Effect of the proposal is to rezone 7918 square metres of the subject lands to permit a 750 square metre dry industrial workshop and related 500 square metre storage as an on farm diversified use secondary to an agricultural use on-site including a new farmhouse and livestock barn.

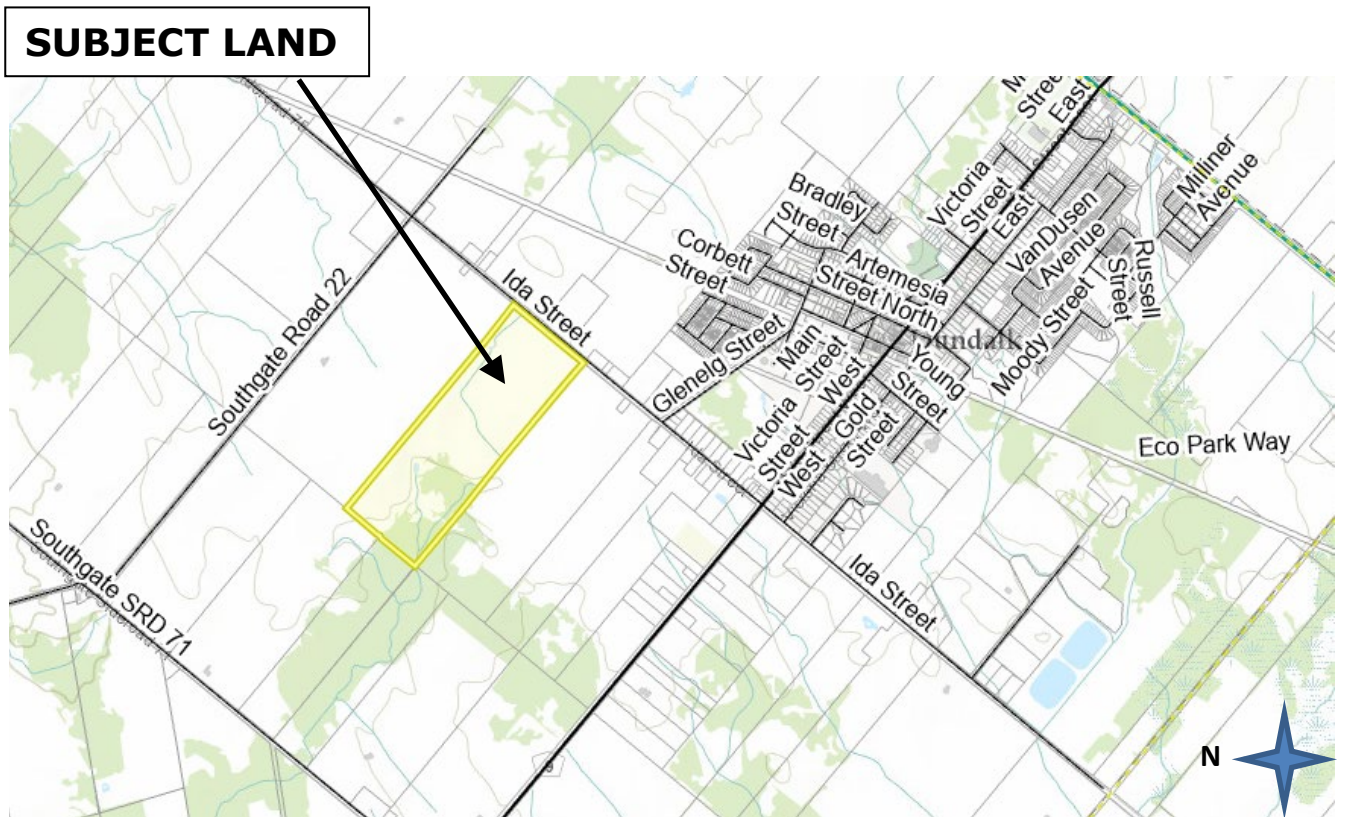
Description of the Subject Land (C30-24)

Registered Owner: Christian Bauman

Legal Description: Con 3 SWTSR Lot 224 to 225, Geographic Township of Proton, Township of Southgate

Civic Address: 752334 Ida Street

Key Map



Please join the electronic public meeting from your computer, tablet, or smartphone <https://zoom.us/j/97681987043?pwd=MzZXNWtUS09razVCSWY2RFQzODRzdz09>
You can also dial in using your phone. Phone: +1 647 374 4685 Meeting ID: 976 8198 7043 Passcode: 727375

NOTE: To speak at the meeting or join electronically, please register in advance by contacting the Clerk, Lindsey Green using the contact information below:

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

The meeting will be livestreamed on the Township YouTube Channel:
<https://www.youtube.com/user/SouthgateTownship>

Any person or public body is entitled to attend the public meeting and make written or oral submissions in support of, or in opposition to, the proposed zoning by-law amendment. Persons wishing to make an oral submission to Council at the public meeting are invited to register with the Township Clerk (see contact information below). Written comments should also be addressed to the Clerk at the address below. **Please note that all submissions and the personal information contained therein will become part of the public record in their entirety and may be posted to Southgate's website.**

Mandatory wording

If you wish to be notified of the decision of Township of Southgate Council on the proposed zoning by-law amendment, you must make a written request to the Clerk of the Township of Southgate, 185667 Grey Rd 9, Dundalk, ON N0C 1B0.

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

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

Notwithstanding the above subsection 34(19) of the Planning Act defines the parties eligible to appeal the decision to the Ontario Land Tribunal.

Additional Information and Comments

Please submit written comments to the Clerk at the address shown below.
Lindsey Green, Clerk, lgreen@southgate.ca, Phone: (519) 923-2110 ext. 230
Township of Southgate 185667 Grey Rd 9, Dundalk, ON N0C 1B0

Additional information is also available for public viewing on Southgate's website at <https://www.southgate.ca/en/municipal-services/planning-applications-public-notices.aspx#C30-24-Christian-Bauman>, at the Township of Southgate Administration Office during normal business hours, or by contacting the Municipal Planner at 519-923-2110 ext. 235. Please quote file: **C30-24**

Dated at the Township of Southgate, this 12th day of November 2024.

November 25th, 2024

Elisha Milne
Township of Southgate
185667 Grey Road 9
Dundalk, ON
N0C 1B0

**RE: Zoning By-law Amendment C30-24
Concession 3 SWTSR, Lot 224 to 225 (752334 Ida Street)
Township of Southgate (Geographic Township of Proton)
Roll: 420709000507000
Owner: Christian Bauman
Applicant: Solomon Martin**

Dear Ms. Milne,

This correspondence is in response to the above noted application. We have had an opportunity to review the application in relation to the Provincial Planning Statement (PPS) and the County of Grey Official Plan (OP). We offer the following comments.

The purpose and effect of the subject application is to rezone 7918 square metres of the subject lands to permit a 750 square metre dry manufacturing workshop and 500 square metres outdoor storage for a proposed on farm diversified use as a secondary use to an agricultural use on-site including a new farmhouse and livestock barn. A 150 square metre agricultural shed with combined power room is to be constructed along with a livestock barn and new farmhouse.

Schedule A of the County OP designates the subject lands as 'Rural'. Section 5.2.1(1) states,

Permitted uses in the Agricultural land use type include:

c) On-farm diversified uses (See Table 7);

In addition, Section 5.2.2(5) of the County OP states,

MDS I will generally not be required for on-farm diversified uses, except where a municipality has required MDS to apply in their municipal official plan or zoning by-law.

The proposed on-farm diversified use is permitted within the Rural designation. It is recommended that the use conform to MDS, if indicated within the municipality's Zoning By-Law.

Section 5.2.2 Table 8 states that the on-farm diversified use 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.

Further, Section 5.2.2(17) of the County OP states,

The gross floor area of the buildings (combined total for all buildings associated with the on-farm diversified uses) shall not exceed 20% of the total area of the on-farm diversified use.

The subject property is approximately 49 hectares in size which would permit a total area of 8,000 square metres to be used for the proposed OFDU, including all parking, loading, buildings, servicing, and outdoor storage. The gross floor area for any structures would be limited to 1,600 square meters. The applicant's proposed use will cover an area of 7,918 square metres and the proposed shop would be 750 square metres, both of which conform with the County OP; therefore, County Planning staff have no concerns.

Section 5.2.2(20) of the County OP states,

Ministry of the Environment, Conservation and Parks (MECP) D-6 Guidelines, or any successor thereto, shall be considered for any new agricultural-related uses or on-farm diversified uses or an industrial nature in the Agricultural, Special Agricultural, or Rural land use types, to guide the separation of industrial uses from nearby dwellings, institutional uses, or other sensitive non-agricultural uses. Uses which are covered as normal farm practices by the Farming and Food Practices Protection Act (FFPPA) shall not be required to meet the D-6 Guidelines, provided they meet all required Provincial noise, air, water, and wastewater standards.

Municipal staff shall review the applicability of the D-6 Guidelines to the proposed development.

Section 8.9.1(4) of the County OP states,

The following hierarchy of water or sanitary servicing options will be used to evaluate any development applications within the County, except where specific exclusions are made through this Plan or where more detailed policies have been developed in

a local official plan or secondary plan. The feasibility of the options will be considered in the following order of priority which will be assessed through a Servicing Options Study in accordance with the Ministry of the Environment, Conservation and Parks (MECP) D-5-3 Series Guidelines, or any subsequent update to these Guidelines:

d) Individual on-site sewage services and individual on-site water services in accordance with the policies contained in Section 8.9.1.

From a general planning perspective, it should be ensured that the subject property can safely provide on-site water and sewage servicing.

Schedule A of the County OP indicates that the subject lands contain 'Hazard Lands'. The proposed development is located outside of the Hazard Lands; therefore, County Planning staff have no concerns.

County Planning Ecology staff have reviewed the subject application and have a comment stating,

The subject property contains and/or is adjacent to 'Other Identified Wetlands', 'Significant Woodlands', 'Significant Wildlife Habitat', potential 'Fish Habitat', a 'Stream' and a 'Pond'. Additionally, the property is considered a Significant Groundwater Recharge Area. County staff have reviewed the proposal and based on the site plan, the proposed development will be within adjacent lands to the identified natural heritage features and within a previously disturbed area. As such, it is County staff's opinion that the potential impact to this feature would be negligible, and the requirement for an EIS can be waived.

County ecology staff have no concerns with the application. If you have any questions or concerns regarding the above, please reach out to ecology@grey.ca.

Should the applicant seek to injure or destruct trees on lands that extend more than 15 metres from the outer edge of which a Building Permit has been issued, staff recommend consulting the County's Forestry Management By-law <http://grey.ca/forests-trails>. An exemption to the by-law includes the injuring or destruction of trees required in order to install and provide utilities to the construction or use of the building, structure or thing in respect of which a Building Permit has been issued.

Provided D-6 Guidelines can be addressed; County Planning staff have no concerns with the subject application.

The County requests notice of any decision rendered with respect to this file.

Page 4
November 25th, 2024

If you wish to discuss this matter further, please contact me.

Yours truly,

A handwritten signature in black ink that reads "Derek McMurdie". The signature is written in a cursive style with a large initial 'D'.

Derek McMurdie
Planner
(548) 877 0857
Derek.McMurdie@grey.ca
www.grey.ca

From: [Municipal Planning](#)
To: [Elisha Milne](#)
Subject: RE: Notice of Public Meeting - Zoning By-law Amendment Application C30-24 Christian Bauman
Date: November 19, 2024 8:04:57 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Thank you for your circulation.

Enbridge Gas does not object to the proposed application(s) however, we reserve the right to amend or remove development conditions. This response does not signify an approval for the site/development.

Please always call before you dig, see web link for additional details:
<https://www.enbridgegas.com/safety/digging-safety-for-contractors>

Please continue to forward all municipal circulations and clearance letter requests electronically to MunicipalPlanning@Enbridge.com.

Regards,

Willie Cornelio CET (he/him)

Sr Analyst, Municipal Planning
Engineering

ENBRIDGE
TEL: 416-495-6411
500 Consumers Rd, North York, ON M2J1P8
enbridge.com
Safety. Integrity. Respect. Inclusion.

From: Elisha Milne <emilne@southgate.ca>
Sent: Tuesday, November 12, 2024 12:37 PM
To: Six Nations of the Grand River <lonnybomberry@sixnations.ca>; Bell Canada ROWCC <rowcentre@bell.ca>; Bluewater District School Board <shelley_crummer@bwdsb.on.ca>; Bluewater District School Board <jayne_bastarache@bwdsb.on.ca>; Brenna Carroll <bcarroll@southgate.ca>; chad.aitken@bgcdsb.org; Dina Lundy <dlundy@southgate.ca>; Municipal Planning <MunicipalPlanning@enbridge.com>; Ontario Lands <ONTLands@enbridge.com>; Fire Chief <firechief@southgate.ca>; Group_PlanningDeptEmails <Group_PlanningDeptEmails@grey.ca>; Haudenosaunee <info@hdi.land>; Historic Saugeen Metis <hsmlrcc@bmts.com>; Hydro One <landuseplanning@hydroone.com>; Jim Ellis <jellis@southgate.ca>; Juanita Meekins <juanita.meekins@saugeenogibwaynation.ca>; Ken Melanson <kmelanson@southgate.ca>; Kevin Green <kgreen@southgate.ca>; Lacy Russell <lrussell@southgate.ca>; Lindsey Green <lgreen@southgate.ca>; Meagan Bruce <M.Bruce@publichealthgreybruce.on.ca>; Metis Nation of Ontario <consultations@metisnation.org>; MMAH <Tyler.Shantz@ontario.ca>; Newdevelopment@rci.rogers.com; Ontario Power Generation <Executivevp.lawanddevelopment@opg.com>; Phil Schram <pschram@southgate.ca>; Saugeen Ojibway Nation <associate.ri@saugeenogibwaynation.ca>; SVCA Planning <southgate@svca.on.ca>;

ONTUGLLandsINQ <ONTUGLLandsINQ@enbridge.com>; Victoria Mance <vmance@southgate.ca>;
WSP on behalf of Bell <circulations@wsp.com>
Subject: [External] Notice of Public Meeting - Zoning By-law Amendment Application C30-24
Christian Bauman

CAUTION! EXTERNAL SENDER
Were you expecting this email? TAKE A CLOSER LOOK. Is the sender legitimate?
DO NOT click links or open attachments unless you are 100% sure that the email is safe.

Good afternoon,

Please find the below link for the application documents including the Notice of Public meeting for Zoning By-law Amendment Application C30-24 Christian Bauman.

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C30-24-Christian-Bauman>

The Public Meeting is scheduled for **December 4, 2024, at 9:00 AM** in the Council Chambers located at 123273 Southgate Road 12, Holstein Ontario N0G 2A0 **and** electronically via Zoom. Please supply all comments on the above notification by **November 27, 2024**, so they may be included in the public agenda.

Comments can be received by:

Email: emilne@southgate.ca
Fax: 519-923-9262 Attn: Elisha Milne
Mail: Elisha Milne, Legislative and Planning Coordinator
185667 Grey County Road 9
Dundalk, ON N0C 1B0

Thank you for your attention to this matter.

Elisha Milne
Legislative & Planning Coordinator
Township of Southgate
185667 Grey County Rd. 9, Dundalk, ON N0C 1B0
519-923-2110 ext. 232 | Fax 519-923-9262
emilne@southgate.ca | www.southgate.ca



SENT ELECTRONICALLY ONLY: emilne@southgate.ca

November 13, 2024

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

ATTENTION: Elisha Milne, Legislative and Planning Coordinator

Dear Ms. Milne,

RE: C30-24 (Christian Bauman)
752334 Ida Street
Roll No.: 420709000507000
Lots 224-225 Concession 3 SWTSR
Geographic Township of Proton
Township of Southgate

Saugeen Valley Conservation Authority (SVCA) staff has reviewed the above-noted proposal as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3 of the Provincial Planning Statement (PPS, 2024) and as a regulatory authority under Ontario Regulation 41/24 (SVCA's Prohibited Activities, Exemptions and Permits Regulation). SVCA staff has also provided comments as per our Memorandum of Agreement (MOA) with the Township of Southgate representing natural hazards. The applications have also been reviewed through our role as a public body under the Planning Act as per our CA Member approved Environmental Planning and Regulations Policies Manual, amended October 16, 2018. Finally, we have screened the applications to determine the applicability of the Saugeen, Grey Sauble, Northern Bruce Peninsula Source Protection Plan, prepared under the Clean Water Act, 2006.

Purpose

The purpose of the application is to rezone 7918 square metres of the subject lands to permit a 750 square metre dry manufacturing workshop and 500 square metres outdoor storage for a proposed on-farm diversified use. A 150 square metre agricultural shed with combined power room is to be constructed along with a livestock barn and new farmhouse.

Recommendation

The application is generally acceptable to SVCA staff.

Delegated Responsibility and Advisory Comments -Natural Hazards

The natural hazard features of concern on the property appear to include unnamed watercourses, wetlands/swamp, and any floodplain associated with the watercourses and wetland/swamp.

The Hazard Lands designation as shown in Schedule A of the Grey County OP and Schedule A of the Southgate OP, and the Environmental Protection (EP) zone as shown in the Township of Southgate Zoning By-Law 19-2002, as amended, generally match SVCA Hazardous Land mapping for the property, which is appropriate to identify the natural hazard features.

Provincial Planning Statement – Section 5.2

Section 5.2 of the PPS, 2024 states in part that development shall generally be directed to areas outside of hazardous lands and hazardous sites. It is the opinion of SVCA staff that the application is consistent with Section 5.2 of the PPS, 2024.

Township of Southgate Official Plan and Grey County Official Plan

Section 5.5.2 of the Southgate OP and Section 7.2.3 of the Grey County OP state in part that buildings and structures are generally not permitted in the Hazard Lands land use type. It is the opinion of SVCA staff that the application is consistent with the natural hazard policies of the Southgate OP and the Grey County OP.

Drinking Water Source Protection

The property appears to SVCA staff to not be located within an area that is subject to the local Drinking Water Source Protection Plan.

SVCA Regulation 41/24

SVCA staff has reviewed the proposal as per our responsibilities as a regulatory authority under Ontario Regulation 41/24 (SVCA's Prohibited Activities, Exemptions and Permits Regulation). This regulation, made under Section 28 of the Conservation Authorities Act, enables SVCA to regulate development in or adjacent to river or stream valleys, Great Lakes and inland lake shorelines, watercourses, hazardous lands and wetlands. Subject to the CA Act, development taking place on or adjacent to these lands may require permission from SVCA to confirm that the control of flooding, erosion, dynamic beaches, or unstable soil or bedrock are not affected. SVCA also regulates the alteration to or interference in any way with a watercourse or wetland.

Areas of the property are within the Approximate Screening Area associated with the SVCA's Prohibited Activities, Exemptions and Permits Regulation (Ontario Regulation 41/24). This Regulation is in accordance with Section 28 of the *Conservation Authorities Act* R.S.O, 1990, Chap. C. 27, and requires that a person obtain the written permission of the SVCA prior to any "development" within a Regulated Area or alteration to a wetland or watercourse.

For this property, the SVCA Approximate Screening Area includes the unnamed watercourses and any wetlands/swamps, and any floodplain associated with the watercourses and wetlands/swamps, and an offset distance from these features.

To determine where the SVCA Approximate Screening Area is located associated with our Regulation on the property, please refer to the SVCA's online mapping program, available via the SVCA's website at <http://eprweb.svca.on.ca>. Should you require assistance, please contact our office directly.

Permission for Development or Alteration

If development or alteration including construction, reconstruction, conversion, grading, filling or excavation, including agricultural tile drainage, is proposed within the SVCA Approximate Screening Area, associated with our Regulation on the property, the SVCA should be contacted, as permission may be required.

The SVCA reminds the landowner that destruction to a wetland/swamp and/or a watercourse is generally not allowed.

Based on the plans submitted with the application, the proposed development will not be located within the SVCA Approximate Screening Area, therefore review and permit from the SVCA will not be required.

Summary

SVCA staff has reviewed this proposal in accordance with our MOA with the Township of Southgate, and as per our mandated responsibilities for natural hazard management, including our regulatory role under the *Conservation Authorities Act*.

Given the above comments, it is the opinion of the SVCA staff that:

- 1) Consistency with Section 5.2, Natural Hazard policies of the PPS has been demonstrated.
- 2) Consistency with Grey County OP and Township of Southgate policies for natural hazards has been demonstrated.

Please inform this office of any decision made by the Township of Southgate with regard to the proposal. Should you have any questions, please contact the undersigned.

Sincerely,

Michael Oberle
Environmental Planning Coordinator
Saugeen Conservation
MO/

cc: Barbara Dobreen, Authority Member, SVCA (via email)
Solomon Martin, agent (via email)

Township of Southgate

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

Jim Ellis,

Public Works Manager / Risk Management Official

jellis@southgate.ca



Phone: 519-923-2110 ext. 250

Toll Free: 1-888-560-6607

Fax: 519-923-9262

Cell: 519-378-3777

Public Works Department

Date: November 20, 2024

File No.: C30-24

Can a safe access be provided? Yes No

Road Drainage Concern: None

Road Standard: Rural asphalt

Road Widening Necessary? Yes No

Entrance Requirements: Commercial entrance paved apron required.

Load Restricted Road: Yes No

Comments:

No Civic Address sign displayed, and is required.

Risk Management Office

Property is located in a Well Head Protection Area:

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

Comments:

Signed: _____



Jim Ellis, Public Works Manager / Risk Management Official



Township of Southgate
Minutes of Council Meeting

November 20, 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
Ken Melanson, Senior Manager, Development & Community Services
Phil Schram, Chief Building Official
Brenna Carroll, Economic Development Officer
Victoria Mance, Junior Planner
Holly Malynyk, Legislative and Records Coordinator

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

Dana Keiffer, Travis Burnside, Jason Tremble and Don Tremble spoke at open forum regarding staff report 8.1.1 PL2024-096 ZBA Wilder Lake Growth and a proposed development in the area.

Tom Arnott spoke at open forum regarding staff report 8.1.1 PL2024-096 ZBA Wilder Lake Growth.

4. Confirmation of Agenda

No. 2024-540

Moved By Councillor Ferguson

Seconded By Councillor Rice

Be it resolved that Council confirm the agenda as amended.

Carried

5. Declaration of Pecuniary Interest

Mayor Milne declared a conflict on item 8.1.1 PL2024-096 ZBA Wilder Lake Growth due to an adjoining property being owned by a family member and did not participate in the discussion or voting of the item.

6. Delegations & Presentations

None.

7. Adoption of Minutes

No. 2024-541

Moved By Councillor Ferguson

Seconded By Councillor Shipston

Be it resolved that Council approve the minutes from the November 6, 2024 Council and Closed Session meetings as presented.

8. Reports of Municipal Officers

8.1 Planning Department

8.1.1 PL2024-096 - ZBA Wilder Lake Growth

Mayor Milne declared a conflict on item 8.1.1 PL2024-096 ZBA Wilder Lake Growth due to an adjoining property being owned by a family member and did not participate in the discussion or voting of the item.

Mayor Milne relinquished the Chair.

Deputy Mayor Dobreen assumed the Chair.

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council receive as information Staff Report 2024-096 regarding Wilder Lake Growth Management; and

That Council advise developers with Planning Act applications in and around Wilder Lake to coordinate their approach as far as a Lake Carrying Capacity Studies and Comprehensive Review analysis around Wilder Lake; and

That when Planning Act applications are received, Council direct staff to proceed to public open house and agency circulation to identify initial opportunities and constraints regarding potential development and a Growth Management Strategy for Wilder Lake recognizing new Provincial Policy, Aggregate designations, Areas of Natural and Scientific Interest and other development interests with a view to coordinating and directing housing proposals.

Councillor Singh Soares moved the following motion.

Councillor Singh Soares requested a recorded vote on the referral.

No. 2024-542

Moved By Councillor Singh Soares
Seconded By Councillor John

Be it resolved that Staff Report PL2024-096 ZBA Wilder Lake Growth be referred back to staff.

Yay (3): Councillor Rice, Councillor John, and Councillor Singh Soares

Nay (3): Deputy Mayor Dobreen, Councillor Ferguson, and Councillor Shipston

Conflict (1): Mayor Milne

Motion Failed (3 to 3)

No. 2024-543

Moved By Councillor Rice
Seconded By Councillor Shipston

Be it resolved that Council receive as information Staff Report 2024-096 regarding Wilder Lake Growth Management; and

That Council advise developers with Planning Act applications in and around Wilder Lake to coordinate their approach as far as a Lake Carrying Capacity Studies and Comprehensive Review analysis around Wilder Lake, if necessary; and

That when Planning Act applications are received, Council direct staff to proceed to public open house and agency circulation to identify initial opportunities and constraints regarding potential development and a Growth Management Strategy for Wilder Lake recognizing new Provincial Policy, Aggregate designations, Areas of Natural and Scientific Interest and other development interests with a view to coordinating and directing housing proposals.

Carried

Deputy Mayor Dobreen relinquished the Chair.

Mayor Milne reassumed the Chair.

Council recessed at 2:08PM and returned at 2:15PM.

8.1.2 PL2024-099 - Part Lot Control Removal Flato East Phase 11

No. 2024-544

Moved By Councillor Shipston

Seconded By Deputy Mayor Dobreen

Be it resolved that Staff report PL2024-099 regarding Application to Part Lot Control Provisions Flato Phase 11, Dundalk Meadows be received for information; and

That Council approve By-law 2024-136 to remove part lot control for lands described as Blocks 97 to 105 and Blocks 115 to 117, Plan 16M-98.

Carried

8.1.3 By-law 2024-136 - Flato East Phase 11 Part Lot Control Removal

No. 2024-545

Moved By Councillor Shipston

Seconded By Councillor Ferguson

Be it resolved that by-law number 2024-136 being a By-law to Exempt from Part Lot Control under Section 50(7.1) of the Planning Act R.S.O. 1990, as amended Certain Lands being Blocks 97 to 105 and Blocks 115 to 117 Plan 16M-98 of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book

Carried

8.2 Public Works Manager Jim Ellis

8.2.1 PW2024-040 Community Safety Zone Main Street West Recommendation

No. 2024-546

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that Staff Report PW2024-040 be received for information; and

That Council support the staff recommendation to declare a Community Safety Zone for Dundalk Main Street West from Proton Street to Ida Street; and

That Council direct staff to forward the resolution request for a Community Safety Zone for Dundalk Main Street West from Proton Street to Ida Street to Grey County Transportation Department for future consideration.

Carried

8.3 Chief Administrative Officer Dina Lundy

8.3.1 CAO2024-022 ROMA 2025 Delegations

No. 2024-547

Moved By Councillor Shipston

Seconded By Councillor Ferguson

Be it resolved that Staff Report CAO2024-022 be received for information; and

That council approve submission of delegation requests as presented.

Carried

8.4 Clerk Lindsey Green

8.4.1 CL2024-038 - 2025 Council Meeting Schedule - Preliminary Report

No. 2024-548

Moved By Councillor Shipston
Seconded By Councillor John

Be it resolved that Staff Report CL2024-038 be received for information; and

That Council provide feedback to staff on the 2025 Council meeting schedule recommendations as presented.

Carried

9. By-laws and Motions

9.1 By-law 2024-135 - Committee of Adjustment Member Appointments 2025

No. 2024-549

Moved By Councillor Shipston
Seconded By Councillor Ferguson

Be it resolved that by-law number 2024-135 being a by-law to Constitute and Appoint Members to the Committee of Adjustment 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

9.2 By-law 2024-137 - Amend Community Improvement Plan (CIP)

No. 2024-550

Moved By Councillor Shipston
Seconded By Deputy Mayor Dobreen

Be it resolved that by-law number 2024-137 being a by-law to adopt an amendment to the Community Improvement Plan (CIP) 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 By-law 2024-130 - Traffic and Parking By-law

No. 2024-551

Moved By Councillor John

Seconded By Councillor Ferguson

Be it resolved that by-law number 2024-130 being a by-law to regulate traffic and parking on highways within the Township of Southgate road system 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. Notice of Motion

None.

11. Consent Items

11.1 Regular Business (for information)

No. 2024-552

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that Council approve the items on the Regular Business consent agenda dated November 20, 2024 and direct staff to proceed with all necessary administrative actions.

11.1.1 2024-08-28 Public Planning Meeting Minutes

11.1.2 2024-09-25 Public Planning Meeting Minutes

11.1.3 2024-10-23 Public Planning Meeting Minutes

11.2 Correspondence (for information)

No. 2024-553

Moved By Councillor Shipston

Seconded By Councillor Ferguson

Be it resolved that Council receive the items on the Correspondence consent agenda dated November 20, 2024 as information.

Carried

11.2.1 GRCA - 2025 Draft Budget and Municipal Apportionment - received October 28, 2024

11.2.2 WOWC - Support for OBCM Solve the Crisis Campaign - received November 4, 2024

11.2.3 Multi-Municipal Energy Working Group - Correspondence - received November 7, 2024

11.3 Resolutions of Other Municipalities (for information)

No. 2024-554

Moved By Councillor Ferguson

Seconded By Councillor John

Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated November 20, 2024 as information.

Carried

11.3.1 Town of Parry Sound - Request Province Implement a Rural Road Safety Program - received November 7, 2024

11.3.2 City of Cambridge - Homelessness, Mental Health, Safety and Addiction Crisis - received November 8, 2024

11.3.3 City of Cambridge - Lithium-Ion Importation and Safe Use - received November 8, 2024

11.3.4 Municipality of North Perth Resolution - Establishment of an Ontario Rural Road Safety Program - received November 8, 2024

11.3.5 Township of Melancthon - Temporary Traffic Calming Measures - County Road 17 - received November 11, 2024

11.4 Closed Session (for information)

None.

12. County Report

Mayor Milne provided an update on the most recent County of Grey Council meeting. Highlights from the November 14, 2024 County Council meeting can be viewed [here](#).

13. Members Privilege - Good News & Celebrations

Mayor Milne extended his congratulations to Brenna Carroll, the Township of Southgate's Economic Development Officer, for the success of the Communities in Bloom program, highlighting that during the Peace Committee's fifth annual Peace Luncheon on November 16, 2024, the Township of Southgate was awarded a certificate of recognition for their achievements in the program.

Councillor Singh Soares reported that the Dundalk Fire Department hosted its annual Christmas Toy Drive on Saturday, November 16, 2024, to collect donations. She also noted that the Dundalk Legion held its annual Remembrance Day Service at the cenotaph.

Deputy Mayor Dobreen mentioned that the Dundalk Santa Claus parade is being held on December 7, 2024 at 7:00PM, noting that there is no cost to enter a float and that participants are encouraged to pre-register. Deputy Mayor Dobreen also mentioned that the Holstein Drama Group held their rendition of Steel Magnolias, noting that it was a great performance.

14. Closed Meeting

No. 2024-555

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council proceed into closed session at 3:30PM in order to address matters relating to a Proposed or Pending Acquisition of Land by the Municipality or Local Board (Sec239(2)(c))(Subject:

Land Sale Update) and Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec239(2)(b))(Subject:HR Matters); and

That all those required remain in attendance.

Carried

Council recessed at 3:31PM and returned at 3:35PM.

Councillor John joined the Closed Session meeting at 3:36PM.

Senior Manager, Development & Community Services Ken Melanson and Chief Building Official Phil Schram left the Closed Session meeting at 4:22PM and did not return.

No. 2024-559

Moved By Councillor Ferguson

Seconded By Councillor Shipston

Be it resolved that Council proceed out of Closed Session at 4:42PM.

Carried

Council recessed at 4:42PM and returned at 4:43PM.

15. Confirming By-law

No. 2024-560

Moved By Deputy Mayor Dobreen

Seconded By Councillor Rice

Be it resolved that by-law number 2024-138 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its regular meeting held on November 20, 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

16. Adjournment

No. 2024-561

Moved By Councillor Rice

Seconded By Deputy Mayor Dobreen

Be it resolved that Council adjourn the meeting at 4:44PM.

Carried

Mayor Brian Milne

Clerk Lindsey Green



Report Presented To:	Township of Southgate Council
Meeting Date:	2024-12-04
Report Number	EDO2024-013
Title:	Community Improvement Plan (CIP) Application – Southgate Eye Care
Open/Closed Session:	Open Session
Prepared By:	Brenna Carroll, Economic Development Officer
Approved By:	Kenneth Melanson, RPP, MCIP, Senior Manager, Development & Community Services
Approved By:	Dina Lundy, Chief Administrative Officer

Executive Summary:

An application has been made by Southgate Eye Care for a grant via the Township Community Improvement Plan (CIP) to help fund modifications to their building. The requested CIP grant of \$10,500 is to support the costs of planning permit fees as well as entrance modifications for barrier-free accessibility and structural improvements to cover the public entryway, preventing the build-up of snow.

Recommendation:

Be it resolved that Staff Report EDO2024-013 be received for information; and **That** Council approve Southgate Eye Care for Community Improvement Plan funding for planning fees and structural improvements to the property located at 20 Main St E, Dundalk in the amount totalling \$10,500 on condition that the applicant receive all applicable Planning and Building Approvals.

Background:

Southgate Economic Development received an application to request funding from the CIP from Southgate Eye Care, which is located at 20 Main St E, Dundalk. The applicant is requesting funding for the replacement of windows and door as well as to build a wheelchair accessible entryway. The total cost of this project is estimated at \$32,000 plus HST, not including the cost of planning and building permit fees.

Analysis

The application was received on Thursday, November 21, 2024, and was circulated to staff for comment on Friday, November 22, 2024.

The Building Department noted that the project as described would be up to the building code. The Planning Department commented that General Commercial Zone (C2) zoning rules apply to Southgate Eye Care’s proposed addition. The two zoning rules that are not met are the minimum 3 metre side yard (both sides) and maximum lot coverage of 40%. Thus, the Planning Department recommends that the business owner apply for minor variances to facilitate the

design. These minor variances would be considered by the Township Committee of Adjustment. A portion of the cost associated with a minor variance application could be covered by the CIP.

While the applicant requested funding to replace the front windows and door through the "4.9 Startup Space and Leaseholder Improvement Grant," the CIP specifies that grants in this category "are eligible to owners of buildings with a minimum of 2 stories." As a result, this one-storey building is ineligible for funding for these specific improvements. The applicant also requested funds to build a wide deck, extend the roof over this addition, and install a ramp that would allow for wheelchair access to the front of the building. This upgrade would not only allow for barrier-free accessibility, but also enhance the streetscape esthetics of the downtown. The applicant also requested support for building permit fees; however, with the estimated cost of the building permit being approximately \$559.01, it would not meet the minimum funding requirements. Thus, the building permit cost is ineligible for funding.

The EDO recommends that Council approve funding to Southgate Eye Care on the condition that the business owner applies for and receives all relevant planning and building permits. If these conditions are met, the applicant would be eligible for \$9,000 for the "4.2 Building and Land Improvement Grant" for the "entrance modifications to provide barrier-free accessibility" and other "structural improvements" to cover the entryway, enhancing safety by preventing the build-up of snow on the wheelchair accessible deck in the winter. In addition, the applicant is eligible for up to \$1,500 (or 50%, whichever is less) under the "4.7 Planning & Building Permit Fee and Development Charges Grant" to support a portion of the cost of the minor variance application and other planning fees.

Internal Policy and Legislated Requirements:

This funding will be dispersed in accordance with Southgate's Community Improvement Plan. The applicant is required to follow all relevant planning and building policies when completing the project outlined in the application.

Financial and Resource Implications:

The requested funding would be utilizing \$10,500 of the CIP funds transferred to Southgate from Grey County Economic Development. If this funding request is approved, the balance of the Grey County Economic Development Funds would be \$30,135. The balance of the Southgate CIP reserve funds would be \$40,000. In total, the CIP reserve balance would be \$70,135.

Strategic Priorities:

Priority: A Thriving Economy

Goal: Goal 4: Revitalize Downtown Dundalk to Enhance its Beauty and Restore Pride-in-Place in the Downtown

Action Item: 4 b). Increase Participation in Southgate's Community Improvement Plan (CIP) Program

Attachments:

Attachment 1: EDO2024-013-Attachment 1 CIP Application and Estimate

Attachment 2: EDO2024-013-Attachment 2 CIP Improvement Drawing

Attachment 3: EDO2024-013-Attachment 3 CIP Site Plan

Attachment 4: EDO2024-013-Attachment 4 CIP Agreement



Township of Southgate
185667 Grey County Road 9
Dundalk, Ontario N0C 1B0
Phone: 519-923-2110
Application Date: Nov 21/24

Community Improvement Plan (CIP) Application Form

The purpose of the CIP program is to facilitate the revitalization and improvement of the Township of Southgate through the provision of fund matching grants to rehabilitate publicly used frontages and streetscapes, redevelopment of brownfield and grey field properties, raise agricultural uses, and increase affordable and attainable housing projects.

Important: *Application must be submitted and approved before work begins on the project. *

Applicant Information: Applicant is: Owner or Authorized agent of owner

Name: Andrea Jones (1000927523 Ontario Corporation)

Contact name (if Business or LLC): [Redacted]

Address: [Redacted] City: [Redacted] Province: ON

Postal Code: L9V 1T8

Daytime Phone #: [Redacted] Email Address: [Redacted]

Owner Information (if different than owner) Same as Owner

Name: _____

Contact name (if Business or LLC): _____

Address: _____ City: _____ Province: _____

Postal Code: _____

Daytime Phone #: _____ Email Address: _____

Property Information:

Address: 20 Main St. E. City: Dundalk Province: ON

Postal Code: N0C 1B0

Assessment Roll #: 42-07-10-001-28405-0000

Zoning Designation: C2

Legal Description of the Property [Lot & Plan Number(s)]:

Plan 480 BIK E Pt Lot 23 Pt Lot 24

Southgate Community Improvement Plan Application Checklist

1. Applicants may select incentive program(s) from one of the 4 columns in the checklist below.
2. When you select the option that best supports your planned work, you may then select any other available incentive programs within the same column that would apply to your project.

Incentive Program	Grant Description	1	2	3	4
Tax Increment Equivalent Grant	The municipal taxation increases on the property-based assessment change caused by new construction or building upgrades can be transitioned by 10% annual increases imposed each year over the 10-year period.				
Buildings & Land Improvement Grant	Maximum \$12,000 or 50% of eligible costs (whichever is less)				
Façade & Building Improvement Grant	Maximum \$5,000 or 50% of eligible costs (whichever is less)				✓
Signage Improvement Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less)				
Property, Landscaping & Parking Area Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).				
Accessibility and Public Health & Safety Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).				✓
Destination Infrastructure Grant	Maximum capital improvement is \$5,000 or 50% of the eligible costs (whichever is less). Maximum signage, wayfinding signage, outdoor art or street beautification is \$2,500 or 50% of the eligible costs (whichever is less). Maximum for conversion of vacant lands to parks or green space is \$2,500 or 50% of the eligible costs (whichever is less).				
Planning Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).				
Building Permit Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).				✓
Development Charges Grant	Equal to 100% of the municipality's portion of the development charges to a maximum of \$10,000.				
Housing Rehabilitation and Conversion Grant	Maximum \$12,000 or 50% of the eligible costs (whichever is less).				
Startup Space Leasehold Improvement Grant	50% of the cost to complete the study to a maximum of \$5,000 per property.				✓
Environment Study Grant	50% of the cost to complete the study to a maximum of \$5,000 per property.				
Brownfield Property Tax Assistance	The municipality may defer or cancel all or a portion of municipal property taxes during the period of site remediation. The municipality may apply to the Minister of Finance on behalf of the property owner to defer or cancel the education portion of the property taxes.				
Surplus Lands & Buildings (Municipal Action)	Township lands and buildings that are deemed to be surplus to the needs of the municipality will be offered through a Request for Proposal (RFP) process.				

Description of Work / Improvements:

Please provide a written description of the proposed work. Attach a concept design/drawing of the proposed improvements and a project site plan (or sketch if required).

Replacement of windows and addition of covered porch + wheel chair ramp as part of changes to the building needed to open an optometry office. See attached for the porch/ramp. The current windows are not functional (glued shut) with rotting wood frames and will need to be replaced prior to changing flooring, installing equipment, etc.

Work Estimates:

Please attach quote(s) from a contractor and/or supplier for the cost of the materials and/or labour required for the proposed improvement.

Contractor/Supplier Name: CM construction Estimated Cost: \$ 32 000.00 + HST
Total Construction Cost: \$ _____ Total Grant Requested: \$ 13 500.00 + 50% of Permit

Property Owner's Authorization (if applicant is not the property owner):

If the applicant is not the owner, the property owner must complete this section. If there is more than one owner a separate authorization from each individual or corporation is required. Attach an additional page or pages in the same format as this authorization if necessary.

I, _____ being the registered owner of the subject property, hereby authorize _____ (print name of applicant) to submit the above application to the Township of Southgate for approval thereof.

Signature Date

Print Name

Applicant Acceptance of Terms & Conditions:

1. A Community Improvement Plan (CIP) application must be submitted and approved before any work begins on your improvement project;
2. The Township of Southgate reviews each application and determines funding/incentives appropriate to individual projects based on the costs allowed through the CIP program;
3. CIP incentive funding is not a maintenance and repair program and any such narrow application requests for funding will not be approved;
4. All applicants will receive a response on the Township's funding decision. If approved by the Township, the communication to the building owner/tenant/agent will outline the basic terms and conditions of approval by Southgate Council. If you undertake work prior to your application being approved, your project may be disqualified;
5. The applicant will have one year from the date of the Township's approval letter to complete the CIP project work unless granted an extension;
6. The Township may grant a lesser amount than requested based on available funding;
7. Approved funds will not be released to the applicant until the project work has been completed and all required inspections of the site work has been completed and approval

received from the Township (Building Official & Fire Prevention Official) and other required agencies (ESA, Gas inspections, etc.);

8. Receipts for materials and/or labour must be provided prior to release of approved funding;
9. The applicant must not be in default of any municipal taxes or any other money payable to the Township of Southgate (fees or penalties). Failure to meet this requirement will result in disqualification from the program; and
10. You hereby agree to the terms and conditions of this CIP incentive program and agree to execute the Township of Southgate CIP project as described.

[Redacted Signature]

Nov 21 / 2024
Date

Signature

Andrea Jones

Print Name

Applicant Declaration:

I, Andrea Jones, of the Melancthon (City/Town) in the Dufferin (County), make oath and say (or solemnly declare) that the information contained in this application is true and that the information contained in the documents that accompany this application in respect of the sections above is true. Sworn (or declared) before me at the Markdale (City/Town), in the Ercy (County), this 21st day of November, in the in the year 2024.

[Redacted Signature]

Nov 21 / 2024
Date

Signature

Andrea Jones

Print Name

Applicant Checklist:

- Quotes for proposed projects (for materials and/or labour)
 - Concept design/drawings of proposed improvements
 - Project site plan (or sketch if required)
 - Booked meeting to review application with Township staff (required prior to submission)
- [email: economicdevelopment@southgate.ca or call: 519-377-5057]

Disclaimer: All information collected in this application becomes public information except for personal contact information and tax-related information.

Quote

706096 County Rd 21
PO Box 97
Mulmur, ON L9V 0W3

cory_49494@hotmail.com

October 26th , 2024

Andrea Jones Atkinson



**CM
CONSTRUCTION**



Window and door replacements / Wheelchair accessible entry 4' x 22'

- Remove existing windows/doors and install new
- Install new entry on 8" sonotubes 3 ply 2x10 pressure treated beam with 2x8 pressure treated joist and 5/4 pressure treated deck boards
- Install roof over entry to keep snow from building up
- Install wheel chair ramp to porch

All materials and labour included in quote

Sub-total windows and doors	\$13,750.00
Sub-total front entry	\$18,250.00
	<u>\$32,000.00</u>
Hst @ 13%	\$4,160.00
<u>Total</u>	<u>\$36,160.00</u>

*Any Questions feel free to contact me.
Thank you for having us quote your business.*

*Cory Matthews
(519) 216-4212*

HST# 79294 0074 RT0001

Payment due on receipt



OPTOMETRY OFFICE

240819

ANDREA JONES ATKINSON
20 MAIN ST. E.
DUNDALK, ON

ALTUS HOME DESIGN

ARTHUR, ONTARIO

NICK@ALTUSHOME.CA

519-820-9233



The undersigned has reviewed and take responsibility for these drawings and meets the requirements to be a designer.



Nicholas Nobel BCIN: 100825
Altus Home Design BCIN: 201645

OPTOMETRY OFFICE

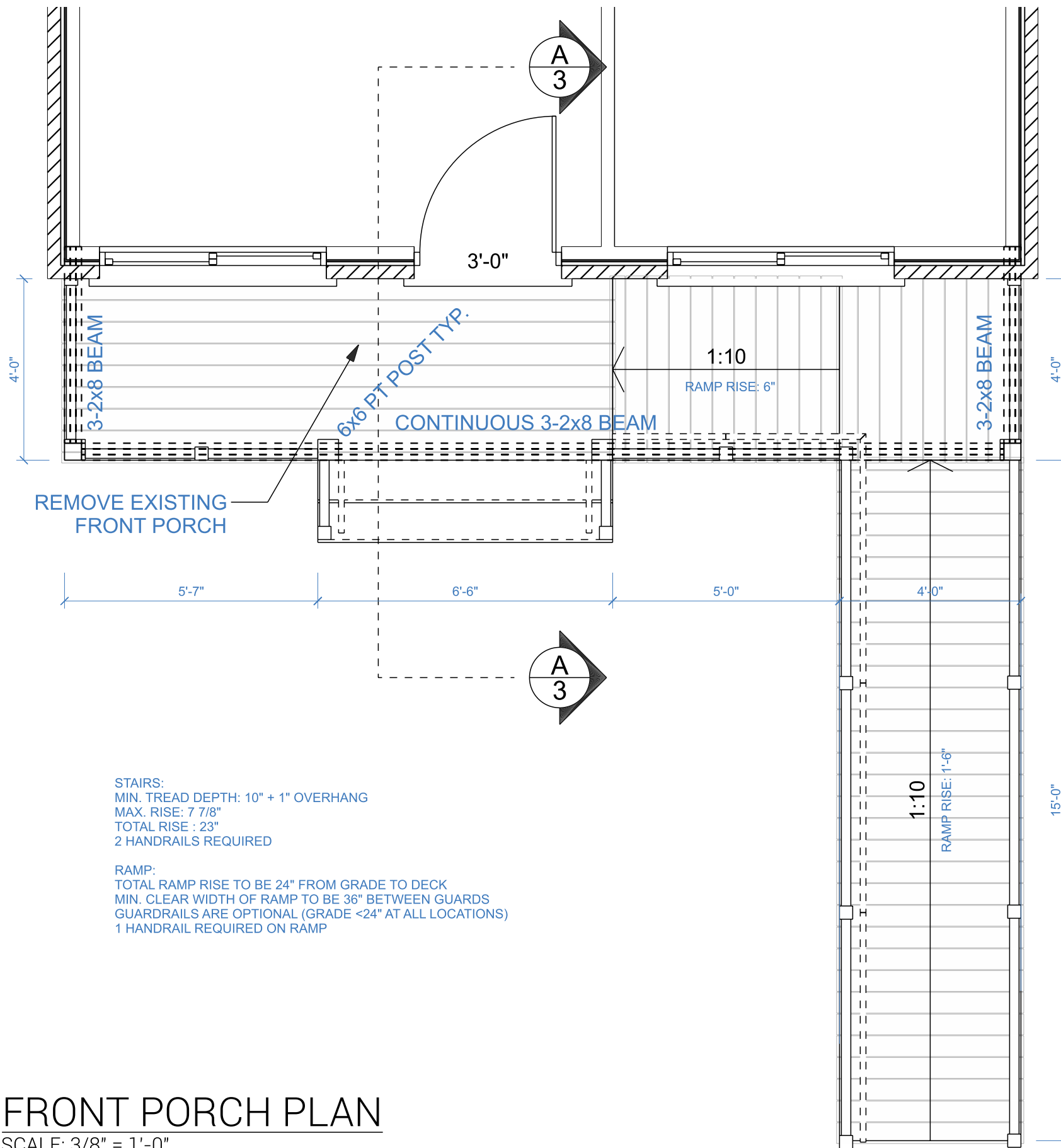
240819

ANDREA JONES ATKINSON
20 MAIN ST. E.
DUNDALK, ON

DRAWN BY:	NN
SCALE:	3/8" = 1'-0"
DATE:	2024-10-28
AREA:	784.2 sq ft.

PORCH PLAN

1 / 4



STAIRS:
MIN. TREAD DEPTH: 10" + 1" OVERHANG
MAX. RISE: 7 7/8"
TOTAL RISE : 23"
2 HANDRAILS REQUIRED

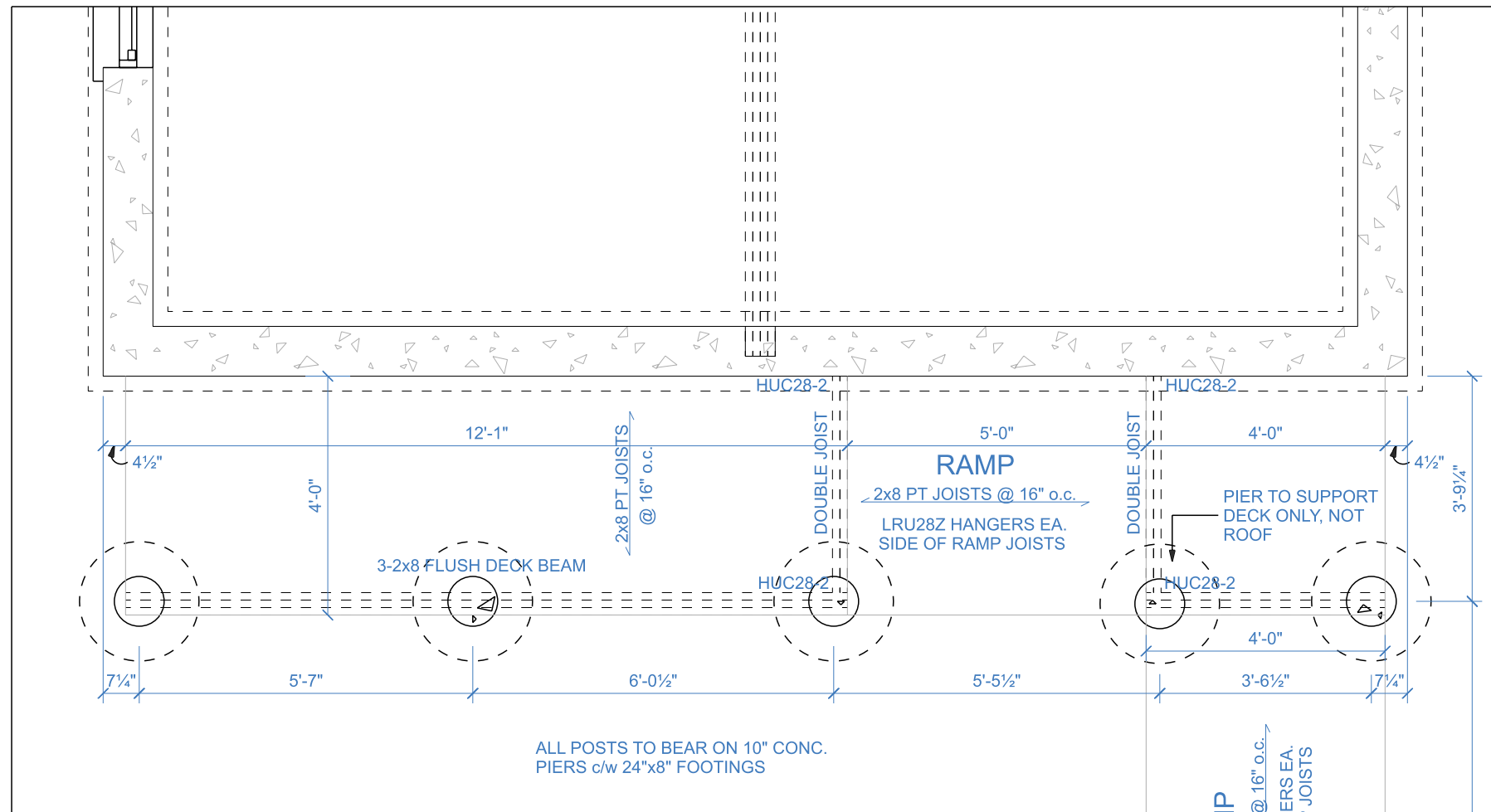
RAMP:
TOTAL RAMP RISE TO BE 24" FROM GRADE TO DECK
MIN. CLEAR WIDTH OF RAMP TO BE 36" BETWEEN GUARDS
GUARDRAILS ARE OPTIONAL (GRADE <24" AT ALL LOCATIONS)
1 HANDRAIL REQUIRED ON RAMP

FRONT PORCH PLAN

SCALE: 3/8" = 1'-0"

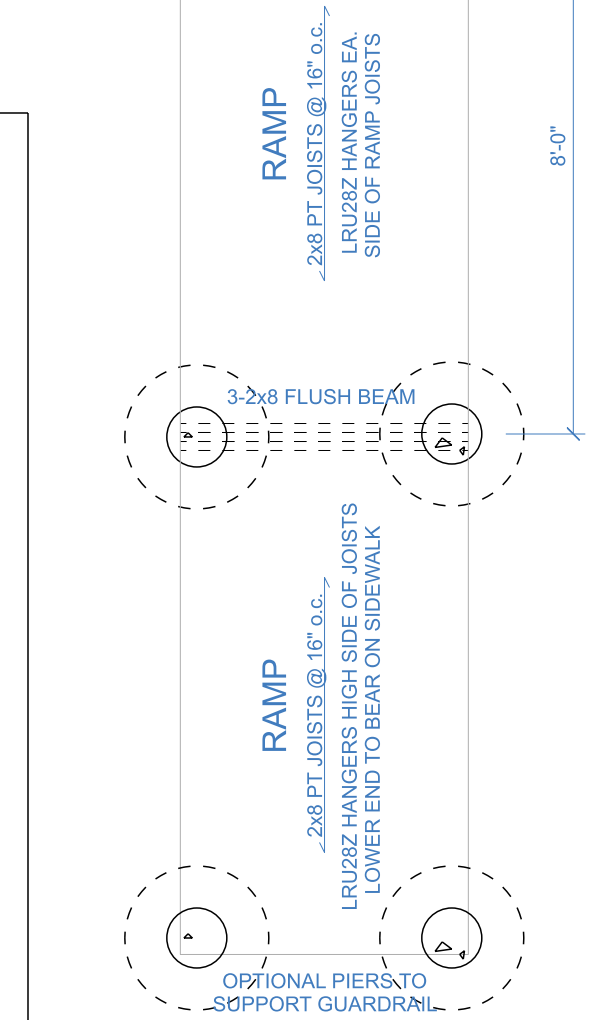
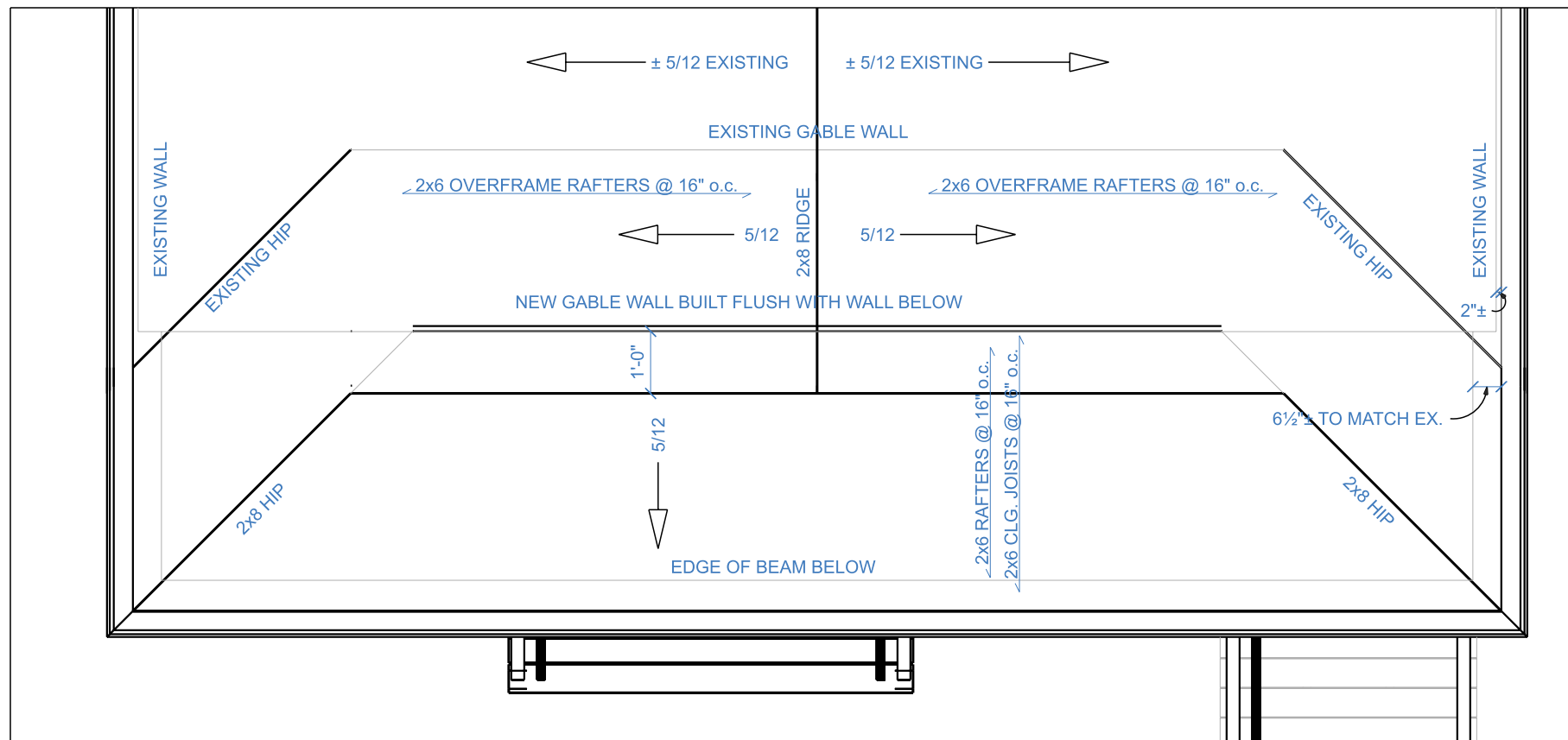
PORCH FOOTINGS

SCALE: 3/8" = 1'-0"



PORCH ROOF PLAN

SCALE: 3/8" = 1'-0"



ARTHUR, ONTARIO
NICK@ALTUSHOME.CA
519-820-9233

The undersigned has reviewed and take responsibility for these drawings and meets the requirements to be a designer.

Nicholas Nobet BCIN: 100825
Altus Home Design BCIN: 201645

OPTOMETRY OFFICE

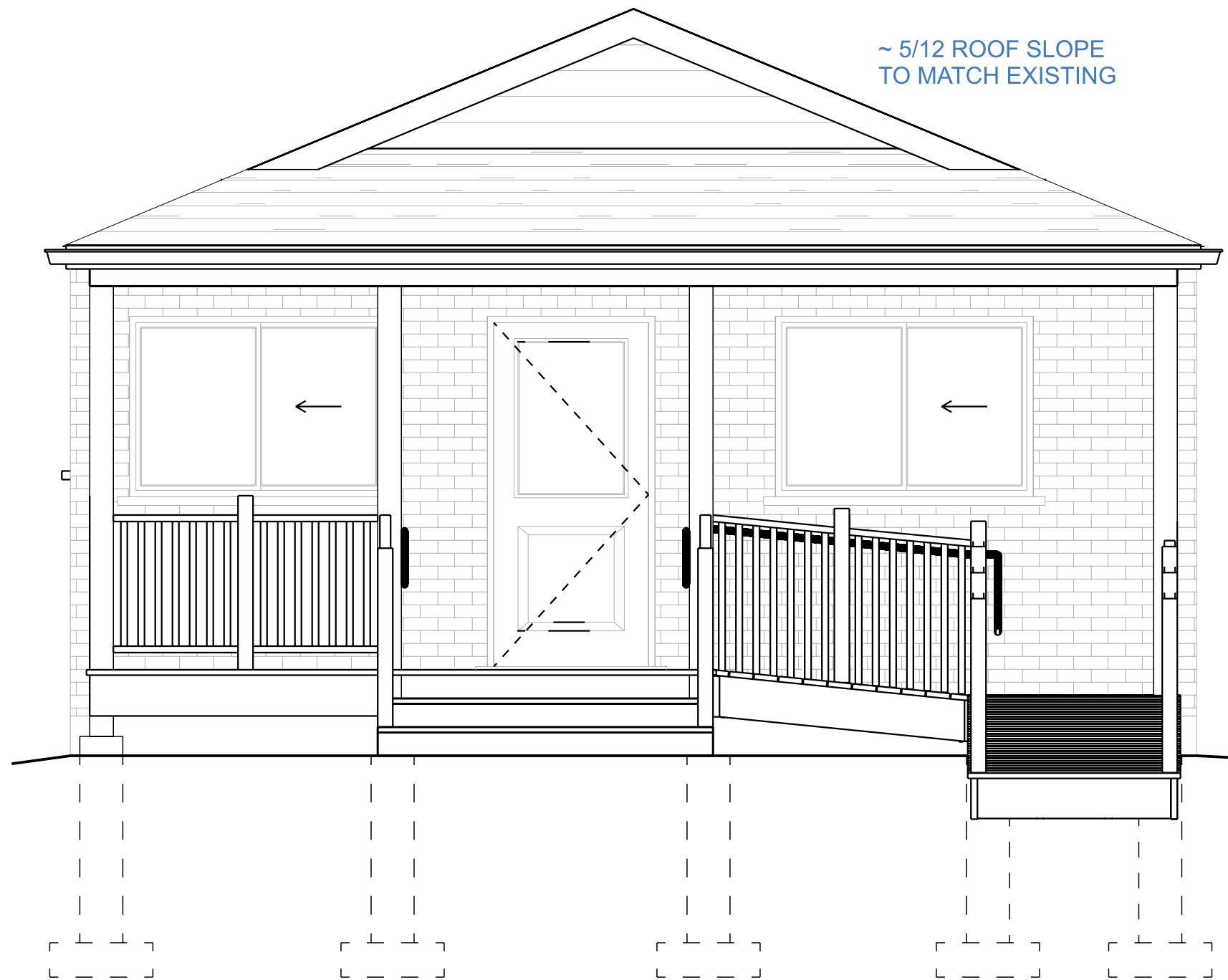
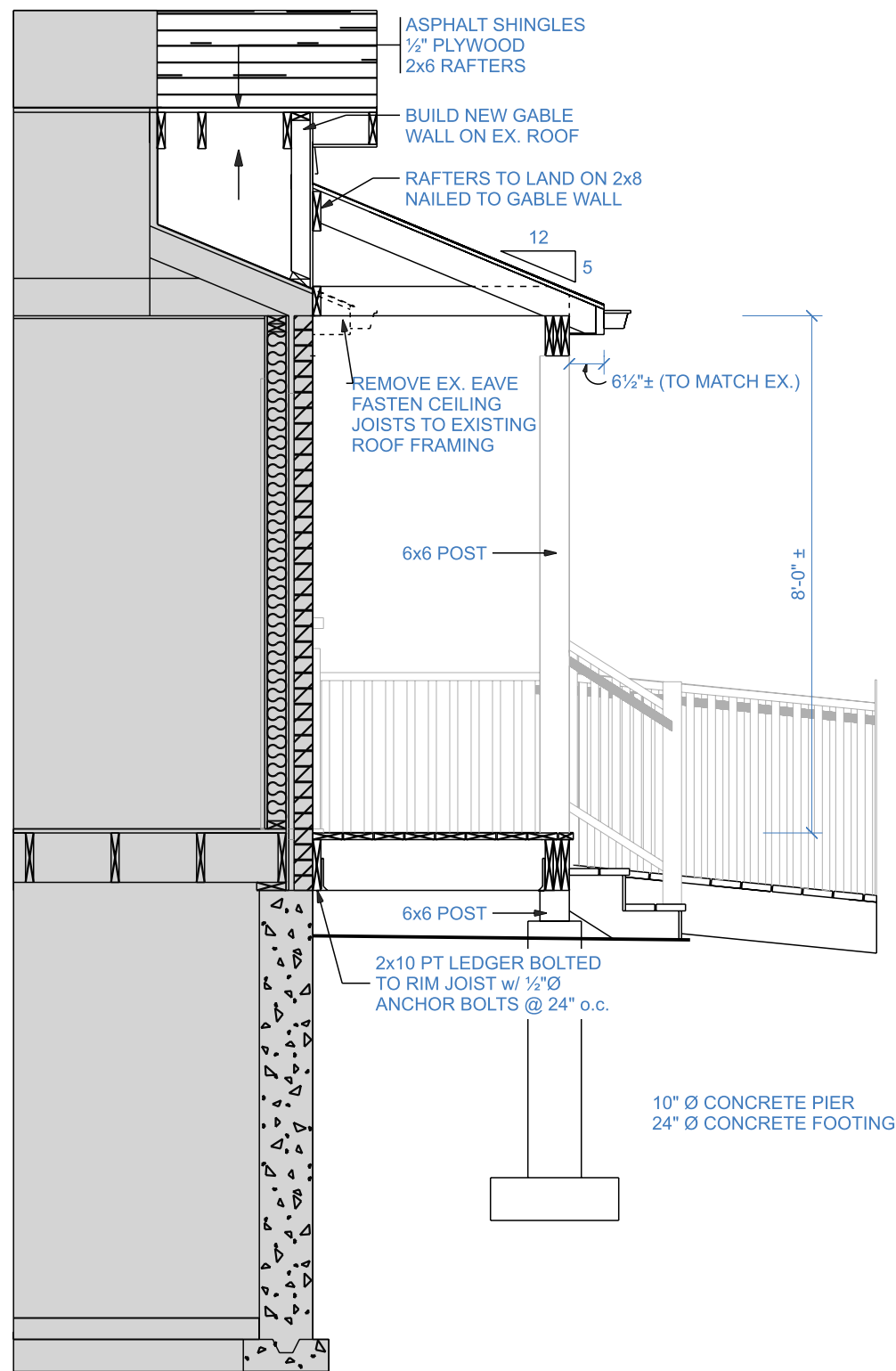
240819

ANDREA JONES ATKINSON
20 MAIN ST. E.
DUNDALK, ON

DRAWN BY: NN
SCALE: 3/8" = 1'-0"
DATE: 2024-10-28
AREA: 784.2 sq ft.


FOOTING & ROOF PLAN

EXISTING PROPOSED ROOF



ARTHUR, ONTARIO
NICK@ALTUSHOME.CA
519-820-9233

The undersigned has reviewed and take responsibility for these drawings and meets the requirements to be a designer.



Nicholas Nobel BCIN: 100825
Altus Home Design BCIN: 201645

OPTOMETRY OFFICE

240819

ANDREA JONES ATKINSON

20 MAIN ST. E.

DUNDALK, ON

DRAWN BY: NN

SCALE: 3/8" = 1'-0"

DATE: 2024-10-28

AREA: 784.2 sq ft.

SECTION & ELEVATION

A
13 **PORCH SECTION**
SCALE: 3/8" = 1'-0"

FRONT ELEVATION
SCALE: 3/8" = 1'-0"

The undersigned has reviewed and take responsibility for these drawings and meets the requirements to be a designer.



Nicholas Nobel BCIN: 100825
Altus Home Design BCIN: 201645

OPTOMETRY OFFICE

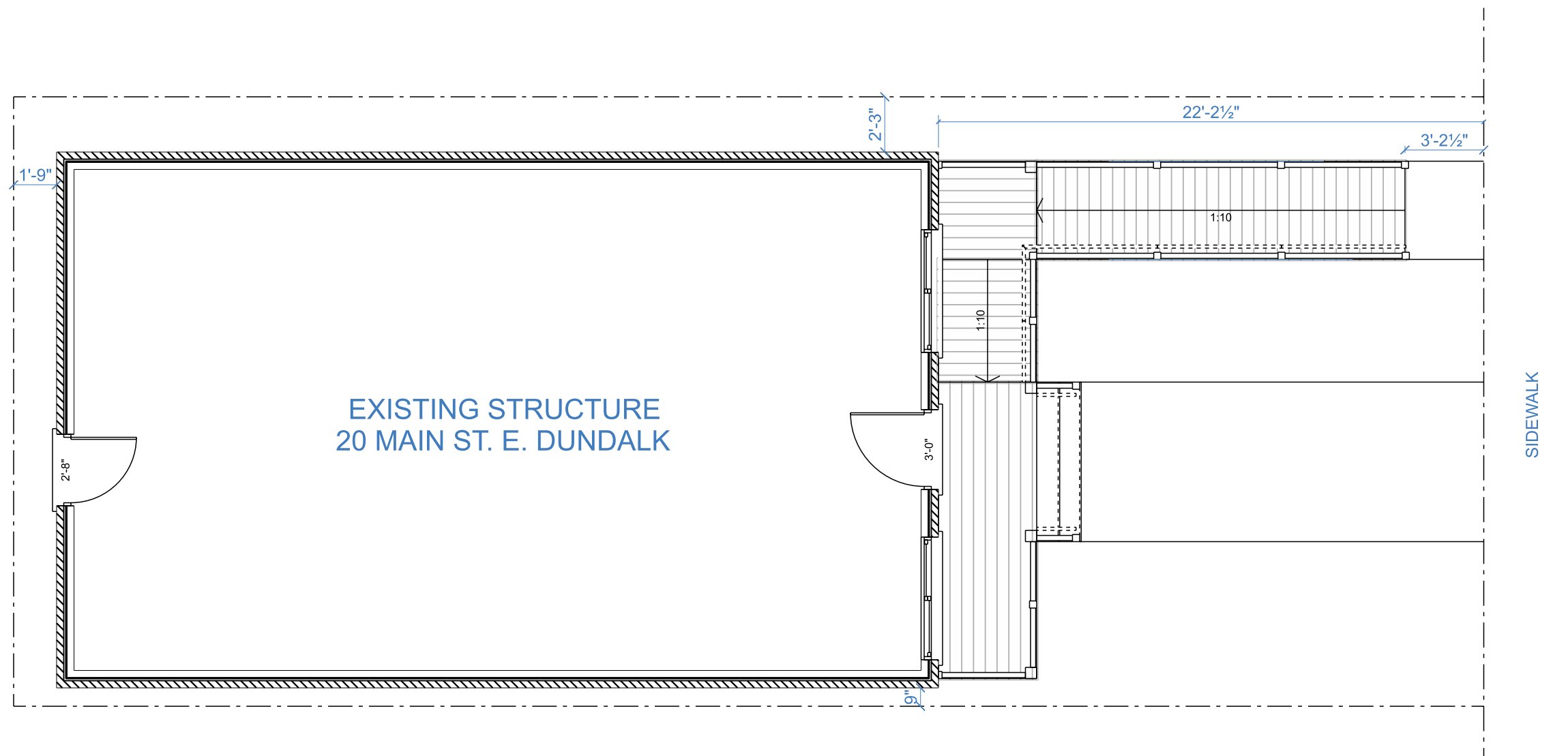
240819

ANDREA JONES ATKINSON

20 MAIN ST. E.

DUNDALK, ON

DRAWN BY:	NN
SCALE:	3/16" = 1'-0"
DATE:	2024-10-28
AREA:	784.2 sq ft.



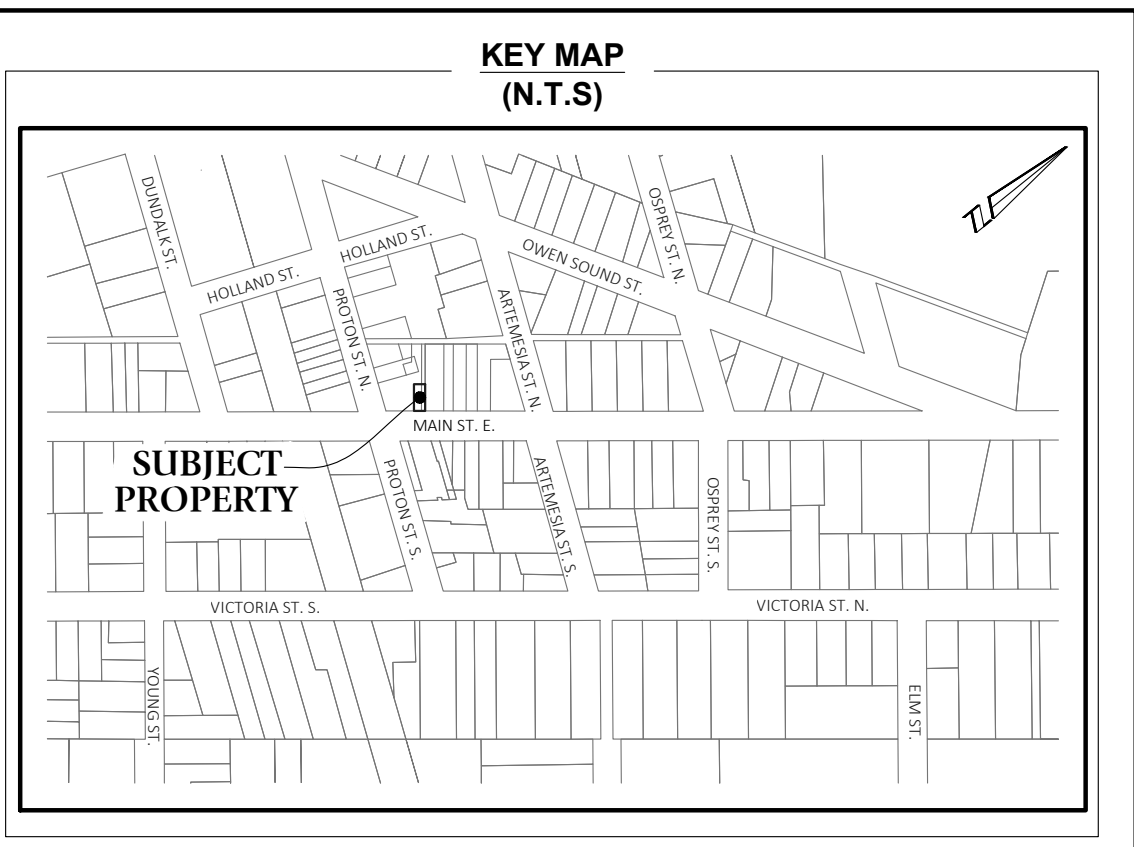
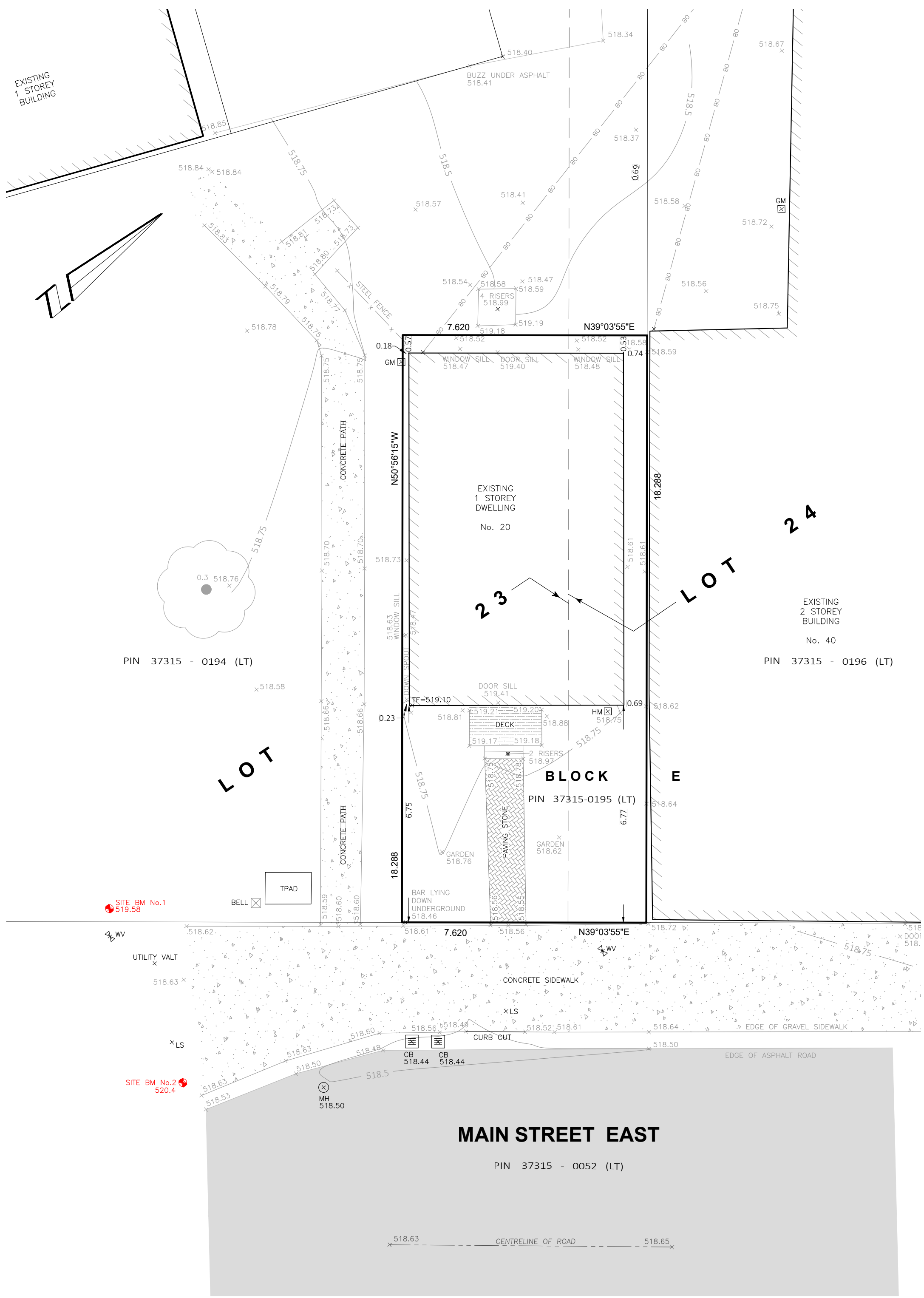
EXISTING STRUCTURE
20 MAIN ST. E. DUNDALK

SITE PLAN

SCALE: 3/16" = 1'-0"

SITE PLAN

4 / 4



LEGEND:

- 337.14 - EXISTING ELEVATIONS
- [Concrete symbol] - CONCRETE
- [Asphalt symbol] - ASPHALT

CALL BEFORE YOU DIG

THE LOCATION OF SERVICES ON THIS DRAWING ARE ONLY APPROXIMATE AND BASED ON SURFACE FEATURES LOCATED AT THE TIME OF THE TOPOGRAPHIC SURVEY. PRIOR TO ANY CONSTRUCTION IT IS THE RESPONSIBILITY OF THE CONTRACTOR/BUILDER TO ENSURE THE EXACT LOCATION OF ALL UTILITIES.

SURVEY INFORMATION:

BENCHMARK REFERENCE:
ELEVATIONS ARE BASED ON GPS OBSERVATIONS FROM PERMANENT REFERENCE STATIONS IN THE NAD83 (CSRS-2010) COORDINATE SYSTEM, WITH HEIGHTS CONVERTED TO ORTHOMETRIC ELEVATIONS ON THE CVGD28 DATUM (1978 ADJUSTMENT) WITH GEOID MODEL HTv2.0, AS SUPPLIED BY NATURAL RESOURCES CANADA.

- SITE BENCHMARK:**
- TBM ON TOP OF FIRE HYDRANT HAVING AN ELEVATION OF 519.58 METRES.
 - CP ON HYDRO POLE ALONG MAIN STREET EAST HAVING AN ELEVATION OF 520.4 METRES.

TOPOGRAPHIC SURVEY:

20 MAIN STREET
PART OF LOT 23 & 24
ALL OF BLOCK E, PLAN 480
GEOGRAPHIC VILLAGE OF DUNDALK
TOWNSHIP OF SOUTHGATE
COUNTY OF GREY

NO.	REVISION	BY	DATE

DRAWING REVISION SCHEDULE

PREPARED FOR: ANDREA JONES

PROJECT No. 33751-24

DRAWING SCALE 1 : 100

- CAUTION:**
- THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED FOR TRANSACTION OR MORTGAGE PURPOSES.
 - IT IS THE BUILDER'S RESPONSIBILITY TO ENSURE THE PROPOSED FOOTING ELEVATION AND PLUMBING ALLOWS GRAVITY CONNECTION TO THE SEWAGE SYSTEM.
 - SOIL BEARING CAPACITY SHOULD BE VERIFIED AT THE TIME OF CONSTRUCTION.
 - THE BUILDER MUST ENSURE A MINIMUM OF 1.22m OF EARTH COVER OVER THE FOOTINGS FOR FROST PROTECTION.
 - THIS SKETCH IS PROTECTED BY COPYRIGHT.



Kitchener/Waterloo Ph: 519-742-8371	Guelph Ph: 519-821-2763	Orangeville Ph: 519-940-4110
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www.vanharten.com info@vanharten.com

DRAWN BY: CE	DESIGNED BY: SG	CHECKED BY: SG
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Nov 1, 2024-9:13:36 AM
G:\DUNDALK (ALSO SEE ORANGEVILLE L)\480\ACAD\TOPO LOT 23 24 BLK E (33751-24) UTM 2010.dwg

**The Corporation of the Township of Southgate
Community Improvement Plan Grant Program**

GRANT ACKNOWLEDGEMENT AND AGREEMENT FORM

This Agreement made this 4 day of Dec., 2024

BETWEEN:

Andrea Jones (Property Owner)
(the "Owner")

And

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
(the "Municipality")

WHEREAS:

The Municipality has instituted a Community Improvement Plan Grant Program (the "CIP Grant Program") to promote the development, redevelopment, or rehabilitation of eligible buildings or properties within the Municipality, in accordance with the Municipality's Community Improvement Plan ("CIP");

Pursuant to the CIP Grant Program, the Municipality intends to make available certain rebates, grants and refunds when funding is available to property owners who satisfy certain requirements under the CIP Grant Program;

The owner has applied for and been approved by the Municipality for participation in the CIP Grant Program.

THE AGREEMENT WITNESSES that for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed among the party hereto as follows:

Part One: Property and Project Information

A. Subject Property		
Building Number, street name <u>20 Main St. E., Dundalk</u>	Unit number	Lot/con.
Municipality <u>Township of Southgate</u>	Postal code <u>N9C 1B8</u>	Plan number/other description <u>C2</u>
Property Assessment roll number <u>42-07-110-001-28400-0000</u>		

B. Registered Property Owner			
Last name Jones	First name Andrea	Corporation or partnership 1000927503 Ontario Corp.	
Street Address [REDACTED]		Unit Number	Lot/con
Municipality [REDACTED]	Postal Code [REDACTED]	Province ON	E-mail
Telephone Number [REDACTED]	Fax ()	Cell number ()	
C. Applicant (if not the registered owner)			
Last name	First name	Corporation or partnership	
Street Address		Unit Number	Lot/con
Municipality	Postal Code	Province	E-mail
Telephone Number ()	Fax ()	Cell number ()	
D. Summary of Approved Community Improvement Project			
File number ED02024-013		Date of application approval Dec. 4, 2024	
Anticipated commencement date of community improvement works		Anticipated completion date of community improvement works	

Details respecting approved community improvement works

Costs of planning permit fees, entrance modifications for barrier-free accessibility and structural improvements to cover public entryway.

Part Two: Estimated Project Costs (provide contractor estimates for each project listed)

A. Project Costs	
Buildings & Land Improvement Project Cost	\$ 9,000 ⁻
Façade & Building Improvement Project Cost	\$
Signage Improvement Project Cost	\$
Property, Landscaping & Parking Area Improvement Project Cost	\$
Accessibility and Public Health & Safety Improvement Project Cost	\$
Destination Infrastructure Project Cost	\$
Planning Project Municipal Fees	\$ 1,500 ⁻
Building Permit Fees for Project Cost	\$
Development Charges Assessed on the Building Expansion	\$
Housing Rehabilitation and Conversion Project Cost	\$
Startup Space Leasehold Improvement Project Cost	\$
Environment Study Project Cost	\$
Brownfield Property Tax Assistance per year	\$
Brownfield Property Tax Assistance Relief requested in months	_____ months

**Part Three: Southgate CIP Grant
Options Checklist**

Financial CIP Grant Programs		Grant	Option #2	Option #3	Option #4
2	Buildings & Land Improvement Grant	Maximum \$12,000 or 50% of the eligible costs (which ever is less).	✓		
3	Façade & Building Improvement Grant	Maximum \$5,000 or 50% of eligible costs (whichever is less)			
4	Signage Improvement Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less)			
5	Property, Landscaping & Parking Area Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).			
6	Accessibility and Public Health & Safety Improvement Grant	Maximum \$3,500 or 50% of eligible costs (whichever is less).			
7	Destination Infrastructure Grant	Maximum capital improvement is \$5,000 or 50% of the eligible costs (whichever is less). Maximum signage, wayfinding signage, outdoor art or street beautification is \$2,500 or 50% of the eligible costs (whichever is less). Maximum for conversion of vacant lands to parks or green space is \$2,500 or 50% of the eligible costs (whichever is less).			
8	Planning Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).	✓		
9	Building Permit Fee Grant	Maximum \$2,500 or 50% of eligible costs (whichever is less).			
10	Development Charges Grant	Equal to 100% of the municipality's portion of the development charges to a maximum of \$10,000.			
11	Housing Rehabilitation and Conversion Grant	Maximum \$12,000 or 50% of the eligible costs (whichever is less).			

12	Startup Space Leasehold Improvement Grant	Maximum \$5,000 or 50% of the eligible costs (whichever is less).			
13	Environment Study Grant	50% of the cost to complete the study to a maximum of \$5,000 per property.			
14	Brownfield Property Tax Assistance	The municipality may defer or cancel all or a portion of municipal property taxes during the period of site remediation. The municipality may apply to the Minister of Finance on behalf of the property owner to defer or cancel the education portion of the property taxes.			
15	Surplus Lands & Buildings (Municipal Action)	Township lands and buildings that are deemed to be surplus to the needs of the municipality will be offered through a Request for Proposal (RFP) process.			

Part Four: General Description

The CIP Grant Program will provide a financial incentive in the form of one-time grant funding for building external redevelopment, accessibility/safety upgrades, space lease hold improvements, signage, destination infrastructure, attainable housing project and property landscaping/parking infrastructure projects.

The original CIP application for the approved project(s) will form part of this document and included under Schedule D of this agreement.

Part Five: Grant Terms and Conditions

The General Terms and Conditions for the above listed CIP Grant Programs are provided as a section within this agreement in the following attached Schedules:

- Schedule A: Building and Land Grants;
- Schedule B: Development Charges Exemption/Deferrals and Planning and Building Permit/Application Fee Exemption; and
- Schedule C: Study and Design Grants and Startup Grants

Part Six: Procedures

The CIP Grant Programs procedures for the above listed funding opportunities provides details on the CIP process to follow on the following:

- Grant Application
- Description of Eligible Works or Submission of Quotations
- Inspection
- Decision by Council

- Expiry of Approval
- Inspection of Completed Work
- Provision of Grant

The Procedures section are provided within this agreement in the following attached Schedules:

- Schedule A: Building and Land Grants;
- Schedule B: Development Charges Exemption/Deferrals and Planning and Building Permit/Application Fee Exemption; and
- Schedule C: Study and Design Grants and Startup Grants

1. Provision of Grant

Following the completion of the work, final building inspection by the Building Department and the CIP Administrator, and the payment of all property tax installments for that year, the approved CIP grant(s) will be provided for approved projects.

Part Seven: Agreement Distribution

Contact Person for the Agreement: Andrea Jones
 Position & Phone #: Owner, [REDACTED]
 Address: (if different than subject property) [REDACTED]
 Town/City & Postal Code: [REDACTED]

Agreement Conditions

1. This Agreement shall be binding upon the successors and assigns of the parties hereto.

IN WITNESS WHEREOF the parties have affixed their hands and seals this
4 day of Dec., 2024.

SIGNED, SEALED AND DELIVERED

**THE CORPORATION OF THE
TOWNSHIP OF SOUTHGATE**

Name: _____
Mayor

Name: _____
Clerk

We have authority to bind the Corporation.

**THE CORPORTATION OF THE
COUNTY OF GREY**

Name: _____
Warden

Name: _____
Clerk

We have authority to bind to Corporation.

1000927503 Ontario Corp.
Southgate Eye Care
LEGAL BUSINESS NAME (Printed in full)

WITNESS

Name: _____
Title: _____

WITNESS

Name: _____
Title: _____

WITNESS

Name: _____
Title: _____

We have authority to bind to Corporation.

Schedule A

Building and Land Grants

General Terms & Conditions

This financial incentive program may be combined with other programs, however, at no time shall the total amount of grants and loan servicing and forgiveness costs provided under this Community Improvement Plan for an eligible property exceed \$50,000 or the eligible costs of rehabilitating the buildings and lands.

The applicant will be required to submit a cost estimate from a licensed contractor or supplier, including a breakdown of costs, and shall be consistent with the cost estimate indicated on the accompanying building permit application, where applicable.

Professional design/architectural drawing(s) and all eligible works must conform to the Municipality's Design Guidelines, where applicable.

Construction of all proposed improvement must be completed within eight (8) months of the date of approval of the grant or loan.

The provision of any Building and Land Improvement Grant will be administered to the limit of available funding in accordance with any administrative rules governing this and other grant and loan programs.

Procedures

Grant Application

The applicant is required to submit a completed application form to the municipality for approval prior to commencing any works that are the subject of the grant application. The application will include a copy of the building permit application including drawings of the proposed works, where applicable. This may require drawings to be prepared by a Professional Engineer or Architect. The application will be reviewed by the CIP Administrator and the CIP Application Evaluation Committee, as appropriate. Staff will prepare a recommendation for Council's consideration and approval.

Description of Eligible Works or Submission of Quotations

The applicant will include a description of the proposed improvements and an estimate of costs. The estimation of costs must be from a qualified licensed contractor and shall be consistent with the cost estimate indicated on the accompanying building permit application.

Inspection

Prior to approving, Municipal staff may need to inspect the building or property to review its condition and the proposed improvements.

Decision of Council

A recommendation to Council as to how much of the proposed work, if any, is eligible for funding will be made by municipal staff. Prior to issuing their recommendation, municipal staff may request further drawings, cost estimates or other information. If the number of qualifying applications exceeds the available grant funding in any given year/intake, the Municipality may provide a lesser grant over all applications, may recommend consideration of an alternative program for which additional funding is available, or recommend deferral until the following year, based upon consultation with the applicant.

Expiry of Approval

If all eligibility criteria and conditions are met and funds are available, Council will approve the grant. A letter from the municipality to the applicant will represent a grant commitment and will be valid for a period of eight (8) months. The municipality may grant discretionary extensions when justified, however, undue delay beyond the eight (8) month timeframe may result in the grant allocation being revoked.

Inspection of Completed Work

Staff from the municipality will conduct an inspection of the completed work.

Provision of Grant

Following the inspection of the work and final building inspection by the Building Department (if applicable), the grant will be provided for approved projects. Poor stewardship will not be rewarded - the Municipality reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly, inconsistent with the approved application, or which require a building permit and inspections have not been completed.

Schedule B

Development Charges Exemption/Deferrals and Planning and Building Permit/Application Fee Exemption

General Terms & Conditions

The Development Charges Exemption/Deferrals and Planning and Building Permit/Application Fee Exemption will be provided as a one-time grant to the registered owner(s) of the property and represents an amount equivalent to the local Municipal Development Charges and County Development Charges, Building Permit, or Planning Application Fees of the Municipality and the County. Development Charge Exemptions and Deferrals are subject to the Development Charges Bylaw(s).

This financial incentive program may be combined with other programs, however, at no time shall the total amount of grants and loan servicing and forgiveness costs provided under this Community Improvement Plan for an eligible property exceed \$50,000 or the eligible costs of rehabilitating the lands and buildings.

The applicant will be required to submit a cost estimate from a licensed contractor or supplier, including a breakdown of costs, and shall be consistent with the cost estimate indicated on the accompanying building permit application, where applicable.

Professional design/architectural drawing(s) and all eligible works must conform to the Municipality's Design Guidelines, where applicable.

Construction of all proposed improvement is to be completed within eight (8) months of the date of approval of the grant.

The provision of any Grant will be administered to the limit of available funding in accordance with any administrative rules governing this and other grant and loan programs.

Procedures

Grant Application

The applicant is required to submit a complete Development Charges Exemption and Planning and Building Permit/Application Fee Exemption application form to the Municipality for approval prior to commencing construction. The application will include a copy of the building permit application including drawings detailing the proposed project to be constructed. This may require drawings to be prepared by a professional engineer or architect.

Description of Eligible Works or Submissions of Quotations

The applicant will include a description of the proposed retrofitting and an estimate of costs. The estimation of costs must be from a qualified licensed contractor and shall be consistent with the cost estimate indicated on the accompanying building permit application, where applicable.

Inspection

Prior to approving a Development Charges Exemption and Building Permit/Planning Application Exemption, municipal staff may need to inspect the building to review its condition and the proposed improvements.

Decision of Council

A recommendation to Council as to how much of the proposed work, if any, is eligible for funding under the Development Charges Exemption and Building Permit/Planning Application Exemption will be made by the Municipality. Prior to issuing their recommendation, the Municipality may request further drawings, cost estimates or other information. Approval of the Grant is made by Council. If the number of qualifying applications exceeds the available grant funding in any given year/intake, the Municipality may provide a lesser grant over all applications; may recommend consideration of an alternative program for which additional funding is available, or recommend deferral until the following year, based upon consultation with the applicant.

Expiry of Approval

If all eligibility criteria and conditions are met and funds are available, Council will approve the grant. A letter from the Municipality to the applicant will represent a grant commitment and will be valid for a period of eight (8) months. The Municipality may grant discretionary extensions when justified, however, undue delay beyond the eight (8) month timeframe may result in the grant allocation being revoked.

Inspection of Completed Work

Staff from the Municipality will conduct an inspection of the completed work.

Provision of Grant

Following the inspection of the work and final building inspection by the Municipality, the grant will be provided for approved projects. Poor stewardship will not be rewarded. The Municipality reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly; inconsistent with the approved application, or which require a building permit and inspections have not been completed.

Schedule C

Study and Design Grants and Startup Grants

General Terms & Conditions

Environmental Study Grants will only be offered on eligible properties where there is potential for rehabilitation and/or redevelopment of the property.

All environmental studies must be completed by a "Qualified Person" with the credentials to complete this type of study work.

All environmental studies prepared may become property of the Municipality and/or the County of Grey, at the discretion of the Municipality and the County.

The grant program may be combined with other grant programs, however, at no time shall the total amount of grants and loan servicing and forgiveness costs provided under this Community Improvement plan for an eligible property exceed \$50,000 or the eligible costs of rehabilitating the lands and buildings.

Procedures

Grant Application

The applicant is required to submit an application form to the Municipality for approval prior to commencing eligible studies. The application must include a detailed study work plan, outlining anticipated timing/delivery; a quotation of a qualified person to carry out the works; and for environmental studies, a copy of the Phase 1 Environmental Site Assessment. The applicant should also note any known plans for redevelopment, noting and planning applications that have been submitted or approved for redevelopment of the land. The application will be reviewed by the Municipality and Staff Committee, as appropriate.

Decision of Council

A recommendation to Council as to how much of the proposed work, if any, is eligible for funding under the Study and Business Grant will be made by Municipal staff. Prior to issuing their recommendation, staff may request further cost estimates or other information. Approval of the Study and Design Grant and Startup Grant is made by Council. If the number of qualifying applications exceeds the available grant funding in any given year/intake, the Municipality may provide a lesser grant over all applications; may recommend consideration of an alternative program for which additional funding is available, or recommend deferral until the following year, based upon consultation with the applicant.

Expiry of Approval

If all eligibility criteria and conditions are met and funds are available, Council will approve the grant. A letter from the municipality to the applicant will represent a grant commitment and will be valid for a period of eight (8) months. The municipality may grant discretionary extensions when justified, however, undue delay beyond the eight (8) month timeframe may result in the grant allocation being revoked.

Provision of Grant

Following the completion of the work and submission of an electronic/digital copy of the study findings prepared by a "Qualified Person" for this plan, the grant will be provided. A copy of the original invoice, indicating that the study consultants have been paid in full, shall be provided in support of payment of the grant. The grant payment will be calculated based on the lesser of the cost estimate provided, and the actual cost of the completion of the study. Poor stewardship will not be rewarded - the Municipality reserves the right to withhold payment of a grant to work/projects that are substandard, completed poorly, or inconsistent with the approved application,

Schedule D
CIP Project Application



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2024-12-04
Report Number	CL2024-040
Title:	2025 Council Meeting Schedule Approval
Open/Closed Session:	Open Session
Prepared By:	Lindsey Green Clerk
Approved By:	Dina Lundy Chief Administrative Officer

Executive Summary:

This report is being presented to Council to finalize the 2025 Council meeting calendar.

Recommendation:

Motion #1

Be it resolved that Staff Report CL2024-040 be received for information; and
That Council waive Section 30.1 of Procedural By-law 2022-015, and direct staff to amend the Procedural By-law, if required, to allow for the approved option to be implemented.

Motion #2:

Be it resolved that Council direct staff to implement Option 1, as presented, for the 2025 Council Meeting Schedule.

Motion #3:

Be it resolved that Council direct staff to implement Option 2, as presented, for the 2025 Council Meeting Schedule.

Motion #4:

Be it resolved that Council direct staff to implement Option 3, as presented, for the 2025 Council Meeting Schedule.

Motion #5:

Be it resolved that Council direct staff to implement Option 4, as presented, for the 2025 Council Meeting Schedule.

Motion #6:

Be it resolved that Council direct staff to implement Option 5, as presented, for the 2025 Council Meeting Schedule.

Staff Report CL2024-040 – 2025 Council Meeting Schedule Approval

DATE: December 4, 2024

Background:

The Council calendar must be finalized prior to January 1st, 2025, in accordance with the Procedural By-law. [Staff Report CL2024-038 – 2025 Council Meeting Schedule](#) – Preliminary Report was presented to Council at the November 20, 2024, Council meeting requesting feedback from members on staff’s recommendation for the 2025 meeting schedule.

Analysis

Staff are asking for direction from Council on which below option to proceed with to finalize the 2025 Council meeting schedule.

Option 1: Meeting every 3 weeks – Wednesdays – Alternating Times – Attachment 1

- Council meeting every three weeks on Wednesdays (including July/August)
- Alternate times between 9am start and 1pm start
- CofA/PPM – hybrid, scheduled once per month around the Council meetings (CofA9am, PPM10:30am)

Option 2: Meeting every 3 weeks – Tuesdays – Same Time - Attachment 2

- Council meeting every three weeks on Tuesdays (including July/August)
- All meetings start at 9am
- PPM Hybrid on same day at 1pm
- CofA – hybrid, scheduled once per month around the Council Meetings at 9:00am

Option 3: Meeting every 3 weeks – Tuesdays – Alternating Times - Attachment 3

- Council meeting every three weeks on Tuesdays (including July/August)
- Alternate times between 9am start and 1pm start
- CofA/PPM - hybrid scheduled once per month around the Council meetings (CofA9am, PPM10:30am)

Option 4: Meetings Bi-weekly (current schedule) – Attachment 4

- Bi-weekly Meetings – 1st and 3rd Wednesday (only 1 meeting in July/August)
- 1st Meeting at 9am
- 2nd Meeting at 1pm
- CofA and PPM Hybrid on fourth Wednesday of month (9am, 1pm - *times could change to shorten time in between meetings as discussed)

Option 5: Meetings Bi-weekly with 1 night meeting per month – Attachment 5

- Bi-weekly Meetings – 1st and 3rd Wednesday (only 1 meeting in July/August)
- 1st Meeting at 9am
- 2nd Meeting at 5:30pm
- CofA and PPM Hybrid on fourth Wednesday of month (9am, 1pm - *times could change to shorten time in between meetings as discussed)

Staff Report CL2024-040 – 2025 Council Meeting Schedule Approval

DATE: December 4, 2024

Financial and Resource Implications:

Staff have provided the below financial implication breakdown based on the above provided options. Please note the following while reviewing:

- Council per diem rates were calculated at the new 2025 per diem rates being \$219.16 (full day) and \$131.50 (half day).
- Committee of Adjustment rates were calculated at the historical and approved rate of \$80.00 per meeting, per member.
- Council/CofA pay was calculated assuming that 7 members attend every meeting.
- Staff overtime pay for night meetings was calculated at the overtime rate for members of staff that would attend every meeting and an average of the overtime rate of other members of staff who do not always attend every meeting was calculated based off 3 of those staff members attending every meeting.

Option 1: Meeting every 3 weeks – Wednesdays – Alternating Times

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meetings Every 3 rd Wednesday Alternating 9am/1pm	\$1,534.12	\$0	17	\$26,080.04
CofA Once per month 9 am	\$560	\$0	11	\$6,160.00
Public Planning Once per month 10:30am	\$920.50	\$0	11	\$10,125.50
			GRAND TOTAL	\$42,365.54

Option 2: Meeting every 3 weeks – Tuesdays – Same Time

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meetings Every 3 weeks, 9am Public Planning, 1pm	\$1,534.12	\$0	17	\$26,080.04
CofA Once per month 9 am	\$560	\$0	11	\$6,160.00
			GRAND TOTAL	\$32,240.04

Option 3: Meeting every 3 weeks – Tuesdays – Alternating Times

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meetings Every 3 rd Tuesday Alternating 9am/1pm	\$1,534.12	\$0	17	\$26,080.04
CofA 4 th Wednesday 9am	\$560	\$0	11	\$6,160.00
Public Planning 4 th Wednesday 10:30am	\$920.50	\$0	11	\$10,125.50
			GRAND TOTAL	\$42,365.54

Option 4: Meetings Bi-weekly (current schedule)

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meeting 1 st Wednesday 9 am	\$1,534.12	\$0	12	\$18,409.44
Council Meeting 3 rd Wednesday 1 pm	\$1,534.12	\$0	9	\$13,807.08
CofA 4 th Wednesday 9 am	\$560	\$0	11	\$6,160.00
Public Planning 4 th Wednesday 1pm	\$920.50	\$0	11	\$10,125.50
			GRAND TOTAL	\$48,502.02

Option 5: Meetings Bi-weekly with 1 night meeting per month

Meeting	Council Cost Per Meeting	Staff Overtime Cost Per Meeting	Number of Meetings	Total
Council Meeting 1 st Wednesday 9 am	\$1,534.12	\$0	12	\$18,409.44
Council Meeting 3 rd Wednesday 5:30 pm	\$1,534.12	\$5,925.15	9	\$67,133.43
CofA 4 th Wednesday 9 am	\$560	\$0	11	\$6,160.00
Public Planning 4 th Wednesday 1pm	\$920.50	\$0	11	\$10,125.50
			GRAND TOTAL	\$101,828.37

Strategic Priorities:

Priority: Operational Excellence

Goal: Goal 13: Advance Strategic Priorities and Improve Community Engagement

Action Item: 13 d). Improve Accountability and Transparency Measures and Efficient/Effective Meeting Practices

Attachments:

Attachment 1: Draft 2025 Council Schedule – Option 1

Attachment 2: Draft 2025 Council Schedule – Option 2

Attachment 3: Draft 2025 Council Schedule – Option 3

Attachment 4: Draft 2025 Council Schedule – Option 4

Attachment 5: Draft 2025 Council Schedule – Option 5



2025 Council & Committee Meeting Schedule - OPTION 1

January							February							March						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
ROMA Conference January 19 - January 21			1 New Years Day	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5 Council 1PM	6	7	8	2	3	4	5	6	7	8
12	13	14	15 Council 9AM	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16 Family Day	18	19	19 CofA and PPM	20	21	22	16	17	18	19 Council 1PM	20	21	22
26	27	28	29 CofA and PPM	30	31		23	24	25	26 Council 9AM	27	28		23	24	25	26 CofA and PPM	27	28	29
April							May							June						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
30	31	1	2	3	4	5	OACA Conference - May 11 - May 24 FCM Conference - May 29 - June 1				1	2	3	1	2	3	4	5	6	7
6	7	8	9 Council 9AM	10	11	12	4	5	6	7	8	9	10	8	9	10	11 Council 1PM	12	13	14
13	14	15	16	17	18 Good Friday	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21 Easter Monday	22	23 CofA and PPM	24	25	26	18 Victoria Day	20	21 Council 9AM	22	23	24	22	23	24	25 CofA and PPM	26	27	28	
27	28	29	30 Council 1PM	OGRA Conference March 30- April 2			25	26	27	28 CofA and PPM	29	30	31	29	30	OAPSB Conference - June 3 - June 5				
July							August							September						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1 Canada Day	2 Council 9AM	3	4	5	AMO Conference - August 17 - August 20				1	2	31-Aug	1	2	3 Council 1PM	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13 Council 9AM	14	15	16	14	15	16	17 CofA and PPM	18	19	20
20	21	22	23 Council 1PM	24	25	26	17	18	19	20	21	22	23	21	22	23	24 Council 9AM	25	26	27
27	28	29	30 CofA and PPM	31			24	25	26	27 CofA and PPM	28	29	30	28	29	30				
October							November							December						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4							1	30-Nov	1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5 Council 9AM	6	7	8	7	8	9	10	11	12	13
12	13	14	15 Council 1PM	16	17	18	9	10	11	12	13	14	15	14	15	16	17 Council 9AM	18	19	20
19	20	21	22	23	24	25	16	17	18	19 CofA and PPM	20	21	22	21	22	23	24	25	26	27
26	27	28	29 CofA and PPM	30	31		23	24	25	26 Council 1PM	27	28	29	28	29	30	31			

Holiday / Office Closed / Emergency Management Training
 Conferences
 Committee of Adjustment (CofA), Public Planning (PPM)

Southgate Public Library Board



2025 Council & Committee Meeting Schedule - OPTION 2

January							February							March																
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa										
ROMA Conference January 19 - January 21			1 New Years Day	2	3	4							1								1									
5	6	7	8	9	10	11	2	3	4 Council 9AM PPM 1PM	5	6	7	8	9	10	11	12	13	14	15	16	17 Council 9AM PPM 1PM	18	19	20	21	22			
12	13	14 Council 9AM PPM 1PM	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8			
19	20	21	22	23	24	25	16 Family Day	17	18	19 CofA 9AM	20	21	22	23	24	25 Council 9AM PPM 1PM	26	27	28	29	30	31	1	2	3	4	5	6	7	8
26	27	28	29 CofA 9am	30	31		23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
April							May							June																
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa										
30	31	1	2	3	4	5	OACA Conference - May 11 - May 24			FCM Conference - May 29 - June 1			1	2	3	1	2	3	4	5	6	7								
6	7	8 Council 9AM PPM 1PM	9	10	11	12	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20 Council 9AM PPM 1PM	21	22	23	24			
13	14	15	16	17	18 Good Friday	19	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
20	21 Easter Monday	22	23 CofA 9AM	24	25	26	18	19 Victoria Day	20 Council 9AM PPM 1PM	21	22	23	24	25	26	27	28 CofA 9am	29	30	31	1	2	3	4	5	6	7			
27	28	29 Council 9AM PPM 1PM	30	OGRA Conference March 30- April 2			25	26	27	28 CofA 9am	29	30	31	29	30	OAPSB Conference - June 3 - June 5														
July							August							September																
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa										
		1 Canada Day	2 Council 9AM PPM 1PM	3	4	5	AMO Conference - August 17 - August 20			1	2				31-Aug	1	2 Council 9AM PPM 1PM	3	4	5	6									
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13										
13	14	15	16	17	18	19	10	11	12 Council 9AM PPM 1PM	13	14	15	16	14	15	16	17 CofA 9AM	18	19	20										
20	21	22 Council 9AM PPM 1PM	23	24	25	26	17	18	19	20	21	22	23	21	22	23 Council 9AM PPM 1PM	24	25	26	27										
27	28	29	30 CofA 9am	31			24	25	26	27 CofA 9am	28	29	30	28	29	30														
October							November							December																
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa										
			1	2	3	4							1	30-Nov	1	2	3	4	5	6										
5	6	7	8	9	10	11	2	3	4 Council 9AM PPM 1PM	5	6	7	8	7	8	9	10	11	12	13										
12	13	14 Council 9AM PPM 1PM	15	16	17	18	9	10	11	12	13	14	15	14	15	16 Council 9AM PPM 1PM	17	18	19	20										
19	20	21	22 CofA 9am	23	24	25	16	17	18	19 CofA 9AM	20	21	22	21	22	23	24	25	26	27										
26	27	28	29	30	31		23	24	25 Council 9AM PPM 1PM	26	27	28	29	28	29	30	31													

Holiday /Office Closed/Emergency Management Training
Conferences
Committee of Adjustment(CofA), Public Planning(PPM)

Southgate Public Library Board



2025 Council & Committee Meeting Schedule - OPTION 3

January							February							March								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
ROMA Conference January 19 - January 21			1 New Years Day	2	3	4							1								1	
5	6	7	8	9	10	11	2	3	4 Council 1PM	5	6	7	8	2	3	4	5	6	7	8		
12	13	14 Council 9AM	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15		
19	20	21	22	23	24	25	16	17 Family Day	18	19 CofA and PPM	20	21	22	16	17 Council 1PM	18	19	20	21	22		
26	27	28	29 CofA and PPM	30	31		23	24	25 Council 9AM	26	27	28		23	24	25	26 CofA and PPM	27	28	29		
April							May							June								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
30	31	1	2	3	4	5	OACA Conference - May 11 - May 24 FCM Conference - May 29 - June 1				1	2	3	1	2	3	4	5	6	7		
6	7	8 Council 9AM	9	10	11	12	4	5	6	7	8	9	10	8	9	10 Council 1PM	11	12	13	14		
13	14	15	16	17	18 Good Friday	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
20	21 Easter Monday	22	23 CofA and PPM	24	25	26	18	19 Victoria Day	20 Council 9AM	21	22	23	24	22	23	24	25 CofA and PPM	26	27	28		
27	28	29 Council 1PM	30	OGRA Conference March 30- April 2				25	26	27	28 CofA and PPM	29	30	31	29	30	OAPSB Conference - June 3 - June 5					
July							August							September								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
		1 Canada Day	2 Council 9AM	3	4	5	AMO Conference - August 17 - August 20							1	2	31-Aug	1	2 Council 1PM	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12 Council 9AM	13	14	15	16	14	15	16	17 CofA and PPM	18	19	20		
20	21	22 Council 1PM	23	24	25	26	17	18	19	20	21	22	23	21	22	23 Council 9AM	24	25	26	27		
27	28	29	30 CofA and PPM	31			24	25	26	27 CofA and PPM	28	29	30	28	29	30						
October							November							December								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
			1	2	3	4							1	30-Nov	1	2	3	4	5	6		
5	6	7	8	9	10	11	2	3	4 Council 9AM	5	6	7	8	7	8	9	10	11	12	13		
12	13	14 Council 1PM	15	16	17	18	9	10	11 🍁	12	13	14	15	14	15	16 Council 9AM	17	18	19	20		
19	20	21	22 CofA and PPM	23	24	25	16	17	18	19 CofA and PPM	20	21	22	21	22	23	24	25	26	27		
26	27	28	29	30	31		23	24	25 Council 1PM	26	27	28	29	28	29	30	31					

Holiday / Office Closed / Emergency Management Training
Conferences
Committee of Adjustment(CofA), Public Planning(PPM)

Southgate Public Library Board



2025 Council & Committee Meeting Schedule - OPTION 4

January							February							March								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
ROMA Conference January 19 - January 21			1 New Years Day	2	3	4							1							1		
5	6	7	8	9	10	11	2	3	4	5 Council 9AM	6	7	8	2	3	4	5 Council 9AM	6	7	8		
12	13	14	15 Council 9AM	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15		
19	20	21	22 CofA and PPM	23	24	25	16	17 Family Day	18	19 Council 1PM	20	21	22	16	17	18	19 Council 1PM	20	21	22		
26	27	28	29	30	31		23	24	25	26 CofA and PPM	27	28		23	24	25	26 CofA and PPM	27	28	29		
April							May							June								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
30	31	1	2 Council 9AM	3	4	5	OACA Conference - May 11 - May 24 FCM Conference - May 29 - June 1					1	2	3	1	2	3	4 Council 9AM	5	6	7	
6	7	8	9	10	11	12	4	5	6	7 Council 9AM	8	9	10	8	9	10	11	12	13	14		
13	14	15	16 Council 1PM	17	18 Good Friday	19	11	12	13	14	15	16	17	11	12	13	18 Council 1PM	19	20	21		
20	21 Easter Monday	22	23 CofA and PPM	24	25	26	18	19 Victoria Day	20	21 Council 1PM	22	23	24	22	23	24	25 CofA and PPM	26	27	28		
27	28	29	30	OGRA Conference March 30- April 2			25	26	27	28 CofA and PPM	29	30	31	29	30	OAPSB Conference - June 3 - June 5						
July							August							September								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
		1 Canada Day	2 Council 9AM	3	4	5	AMO Conference - August 17 - August 20							1	2	31-Aug	1	2	3 Council 9AM	4	5	6
6	7	8	9	10	11	12	3	4	5	6 Council 9AM	7	8	9	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17 Council 1PM	18	19	20		
20	21	22	23 CofA and PPM	24	25	26	17	18	19	20	21	22	23	21	22	23	24 CofA and PPM	25	26	27		
27	28	29	30	31			24	25	26	27 CofA and PPM	28	29	30	28	29	30						
October							November							December								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
			1 Council 9AM	2	3	4							1	30-Nov	1	2	3 Council 9AM	4	5	6		
5	6	7	8	9	10	11	2	3	4	5 Council 9AM	6	7	8	7	8	9	10	11	12	13		
12	13	14	15 Council 1PM	16	17	18	9	10	11	12	13	14	15	14	15	16	17 Council 1PM	18	19	20		
19	20	21	22 CofA and PPM	23	24	25	16	17	18	19 Council 1PM	20	21	22	21	22	23	24	25	26	27		
26	27	28	29	30	31		23	24	25	26 CofA and PPM	27	28	29	28	29	30	31					

 Holiday / Office Closed / Emergency Management Training
 Conferences
 Committee of Adjustment (CofA), Public Planning (PPM)

Southgate Public Library Board



2025 Council & Committee Meeting Schedule - OPTION 5

January							February							March								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
ROMA Conference January 19 - January 21			1 New Years Day	2	3	4							1							1		
5	6	7	8	9	10	11	2	3	4	5 Council 9AM	6	7	8	2	3	4	5 Council 9AM	6	7	8		
12	13	14	15 Council 9AM	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15		
19	20	21	22 CofA and PPM	23	24	25	16	17 Family Day	18	19 Council 5:30PM	20	21	22	16	17	18	19 Council 5:30PM	20	21	22		
26	27	28	29	30	31		23	24	25	26 CofA and PPM	27	28		23	24	25	26 CofA and PPM	27	28	29		
April							May							June								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
30	31	1	2 Council 9AM	3	4	5	OACA Conference - May 11 - May 24 FCM Conference - May 29 - June 1						1	2	3	1	2	3	4 Council 9AM	5	6	7
6	7	8	9	10	11	12	4	5	6	7 Council 9AM	8	9	10	8	9	10	11	12	13	14		
13	14	15	16 Council 5:30PM	17	18 Good Friday	19	11	12	13	14	15	16	17	11	12	13	14 Council 5:30 PM	15	16	17	18	
20	21 Easter Monday	22	23 CofA and PPM	24	25	26	18	19 Victoria Day	20	21 Council 5:30PM	22	23	24	22	23	24	25 CofA and PPM	26	27	28		
27	28	29	30	OGRA Conference March 30- April 2			25	26	27	28 CofA and PPM	29	30	31	29	30	OAPSB Conference - June 3 - June 5						
July							August							September								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
		1 Canada Day	2 Council 9AM	3	4	5	AMO Conference - August 17 - August 20						1	2	31-Aug	1	2	3 Council 9AM	4	5	6	
6	7	8	9	10	11	12	3	4	5	6 Council 9AM	7	8	9	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17 Council 5:30PM	18	19	20		
20	21	22	23 CofA and PPM	24	25	26	17	18	19	20	21	22	23	21	22	23	24 CofA and PPM	25	26	27		
27	28	29	30	31			24	25	26	27 CofA and PPM	28	29	30	28	29	30						
October							November							December								
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa		
			1 Council 9AM	2	3	4							1	30-Nov	1	2	3 Council 9AM	4	5	6		
5	6	7	8	9	10	11	2	3	4	5 Council 9AM	6	7	8	7	8	9	10	11	12	13		
12	13	14	15 Council 5:30PM	16	17	18	9	10	11	12	13	14	15	9	10	11	12 Council 5:30PM	13	14	15		
19	20	21	22 CofA and PPM	23	24	25	16	17	18	19 Council 5:30PM	20	21	22	16	17	18	19	20	21	22		
26	27	28	29	30	31		23	24	25	26 CofA and PPM	27	28	29	23	24	25	26	27	28			

Holiday / Office Closed / Emergency Management Training
Conferences
Committee of Adjustment(CoFA), Public Planning(PPM)

Southgate Public Library Board



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2024-12-04
Report Number	PW2024-041
Title:	2024-2025 Winter Operational Plan
Open/Closed Session:	Open Session
Prepared By:	Jim Ellis
Approved By:	Jim Ellis Public Works Manager
Approved By:	Dina Lundy Chief Administrative Officer

Executive Summary:

The Township of Southgate annually updates the Winter Operational Plan and presents the Plan to Council for endorsement and approval.

Recommendation:

Be it resolved that Staff Report PW2024-041 be received for information; and
That Council endorses and approves the 2024-2025 Southgate Winter Operational Plan.

Background:

The Public Works Department has implemented the Good Roads Winter Operations Planning Document templates since 2015. The Public Works Department is required as per the Municipal Act 2001, Ontario Regulation 239/02 to provide Minimum Maintenance Standards (MMS) and Level of Service requirements for winter operations.

Analysis

The 2024/2025 Southgate Winter Operational Plan (attachment #1) is the document that the Public Works Department is recommending be endorsed and approved by Council, as it includes all the information required, reflecting current regulations and levels of service. The MMS also allows for municipalities to declare Significant Weather Events (SWE), which means an approaching or occurring weather hazard issued by Environment Canada under the Public Weather Alerting Program. The SWE can be declared by the Chief Administrative Officer, Public Works Manager, or the Public Works Foreman. The declaration will be posted on the Township website, community signs, social media, Facebook and My 511. A declaration to end the event must also be communicated to the public and gives the Township more flexibility in handling these events in expanded timeframes and liability defence. Included in the updates are new equipment and staffing changes.

Section 6 Monitoring & Updating indicates that the 2023/2024 winter season compared to 2021/2022 season had 41.21% centimetres less snow accumulation, 39.02% days less of measurable snowfall amounts, 54.55% less days of freezing rain, 37.5% less days that required salt application and 29.28% less of winter event hours in some of the benchmark areas.

With the addition of 1 extra tandem plow truck to the fleet stationed in Hopeville, the plow routes have been adjusted to service roads in a quicker time response and roll out.

The patrol route has also been adjusted and deployed from both Dundalk and Holstein depots at 2:00 am.

Internal Policy and Legislated Requirements:

The Municipal Act, 2001, Ontario Regulation 239/02 Minimum Maintenance Standards for Municipal Highways is the governing legislation for Minimum Maintenance Standards and Level of Service requirements.

The Highway Traffic Act, Ontario Regulation 555/06 Hours of Service governs the time in a day for operating commercial vehicles and driving requirements.

Financial and Resource Implications:

The Township of Southgate pays fees annually to Good Roads which includes discounts on training and this free service provided template for the Winter Operations Planning Document.

Strategic Priorities:

Priority: Operational Excellence

Goal: Goal 12: Ensure Diligent Maintenance and Long-Term Sustainability of Township Assets and Infrastructure

Attachments:

Attachment 1: PW2024-041 - 2024/2025 Winter Operations Planning Document for Township of Southgate



**Winter Operations Planning Document for
Township of Southgate**

(Winter Season 2024-2025)

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A. Purpose

This winter operations plan sets out a policy and procedural framework for ensuring that the “The Township of Southgate” continuously improves on the safe and sustainable delivery of winter maintenance services and the effective and efficient use of road salt in their winter maintenance operations. This plan supersedes all previous plans for the “The Township of Southgate”.

The plan is meant to be dynamic, to allow the municipality to evaluate and phase-in any changes, new approaches and technologies in winter maintenance activities in a fiscally sound manner. At the same time, any modifications to municipal winter maintenance activities must ensure that roadway safety is not compromised.

This Winter Operations Plan for the “The Township of Southgate” was endorsed by “The Township of Southgate Council” on the ____ day of _____2024.

B. Definitions

Anti-icing means the application of liquid de-icers directly to the road surface in advance of a winter event.

Continuous Winter Event Response is a response to a winter event with full deployment of manpower and equipment that plow/salt/sand the entire system.

De-icing means the application of solids, liquids, pre-treated material to the road surface after the on-set of the winter event.

Highway means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

Paved Road means a road with an asphalt surface, concrete surface, composite pavement, or portland cement.

Pre-treat means the application of liquids (sodium chloride, calcium chloride, etc.) to dry salt or sand prior to being loaded for storage or applied to the road surface.

Pre-wetting means the application of liquids (sodium chloride, calcium chloride, etc.) at the spinner of the truck just prior to application to the road surface.

Roads Foreman & Fleet Manager is the person who is on duty at the time directing the snow/ice removal operations of the Township of Southgate. These individuals include: Public Works Manager, and/or any other individual

who may be assigned the responsibility of the Public Works Manager

Route of Representative Roads is another term used for patrol routes.

Salt Route is a collection of road segments, which during a winter storm will receive applications of salt to prevent the formation of a bond between snow and pavement, or if such a bond has already formed, to break that bond. Typically such routes have some sort of bare pavement level of service. Under certain circumstances (e.g. extremely cold pavement temperatures such that road salt would not be effective at bond breaking or prevention) sand may be applied to such routes to provide a temporary increase in grip.

Sand Route is a collection of road segments which during a winter storm will receive applications of sand to provide a temporary increase in grip. Typically such routes include gravel and other unpaved roads, where the use of salt or other freeze-depressant materials might impact road stability. The level of service on such routes would not have bare pavement as a service goal.

Spot Winter Event Response is a response to a winter event with only a partial deployment of manpower and equipment or with full deployment to only part of the system.

Surface Treated Road is road with bituminous surface treatment comprised of one or two applications of asphalt emulsion and stone chips over a gravel road.

Unpaved Road is a graded road with a gravel, stone or other loose traveling surface.

Winter Event is a weather condition affecting roads such as snowfall, windblown snow, freezing rain, frost or ice to which a winter event response is required.

Winter Event Response is a series of winter control activities performed in response to a winter event.

Winter Event Response Hours are the total number of person-hours per year (plowing, salting/sanding, winging back, etc.) to respond to winter events.

1. OBJECTIVE OF WINTER OPERATIONS MANAGEMENT

“The Township of Southgate” is committed to providing safe and sustainable winter maintenance operations while continuing to improve those operations to provide safety and mobility for the traveling public. As an integral part of this effort “the Township of Southgate” will strive to optimize the use of all winter maintenance materials as they pursue the goal of a safe and sustainable transportation system.

“The Township of Southgate” Public Works staff will strive, insofar as reasonably practicable, to provide safe winter road conditions for vehicular and pedestrian traffic as set out in the level of service policies and within the resources established by the Council of “the Township of Southgate”.

2. POLICY STATEMENT

The Township of Southgate will conduct safe and sustainable snowfighting to ensure, insofar as reasonably practicable, the safety and mobility of users of the municipal road network, in keeping with applicable state legislation.

The Township of Southgate will provide efficient and cost effective winter maintenance to ensure, insofar as reasonably practicable, the safety of users of the municipal road network in keeping with applicable provincial legislation and accepted standards while striving to minimize adverse impacts to the environment. These commitments will be met by:

- Adhering to the procedures contained within the Winter Operations Plan;
- Reviewing and upgrading the Winter Operations Plan on an annual basis to incorporate new technologies and new developments;
- Committing to ongoing winter maintenance staff training and education; and
- Monitoring on an annual basis, the present conditions of the winter maintenance program, as well as the effectiveness of the Winter Operations Plan.

3. QUICK OVERVIEW OF THE TOWNSHIP OF SOUTHGATE

- Type of Organization: Municipal
- Structural Level: Township
- Estimated Population (2021 Consensus): 8676
- Total Area: 644350000.0 Square metres
- Street Address:
185667 Grey Road # 9
Dundalk, Ontario N0C 1B0
Canada
- Telephone: 519-923-2110
- Website: www.southgate.ca
- Roads Foreman & Fleet Manager: John Watson, 519-373-7844,
- Police:
 - Ontario Provincial Police - Grey County
 - Primary Phone: 1-800-310-1122

4. WINTER MAINTENANCE PROGRAM

4.1. The System Maintained

The major activities related to winter maintenance are:

- Snow plowing
- Salt /sand application
- Snow removal
- Snow storage
- Sidewalk plowing and de-icing
- Snow fencing

The Township of Southgate is responsible for winter maintenance on:

Road Category	Surface and Area Type	Individual Length (Lane kilometres)	Total Length (Lane kilometres)
Class 6	Unpaved and Rural	136.2	136.2
Class 5	Paved and Urban	24.0	37.0
	Surface Treated and Rural	13.0	
Class 4	Paved and Rural	278.4	808.9
	Surface Treated and Rural	89.4	
	Unpaved and Rural	441.1	

4.2. Level of Service

The Township of Southgate provides the following level of service during the winter maintenance season, as set out in 4.3, in response to a winter event.

The minimum standard for clearing snow accumulation is:

4.2.1. Snow Accumulation and Ice Formation Policy

SNOW ACCUMULATION:

1. The standard for addressing snow accumulation is:
 - a. after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
 - b. after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - i. to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - ii. on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4.
2. If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.
3. For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under subsection (1)(b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:
 - a. Patrolling highways.
 - b. Performing highway maintenance activities.
 - c. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4.
4. The depth of snow accumulation on a roadway and lane width may be determined by,
 - a. performing an actual measurement;
 - b. monitoring the weather; or
 - c. performing a visual estimate. O. Reg. 47/13, s. 4.
5. For the purposes of this section, addressing snow accumulation on a roadway includes, but is not limited to,
 - a. plowing the roadway;
 - b. salting the roadway;
 - i. the application of other chemical or organic agents to the roadway;
 - c. applying abrasive materials to the roadway; or
 - d. any combination of the methods described in clauses (a), (b), (b.1) and (c). O. Reg. 47/13, s. 4.
6. This section does not apply to that portion of the roadway designated for parking. O. Reg. 47/13, s. 4.

7. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any snow accumulation present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

ICE FORMATION:

1. The standard for attempting the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:
 - o a. Monitor the weather in accordance with section 3.1.
 - o b. Patrol in accordance with section 3.
 - o c. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway to attempt to prevent ice formation within the time set out in the Table to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 47/13, s. 5.
2. If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the earlier of,
 - o a. the time that the municipality becomes aware of the fact that the roadway is icy; or
 - o b. the applicable time set out in the Table to this section for treating the roadway to prevent ice formation expires. O. Reg. 47/13, s. 5.
3. The standard for treating icy roadways after the municipality becomes aware of the fact that a roadway is icy is to treat the icy roadway within the time set out in the Table to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in the Table for treating the icy roadway expires. O. Reg. 47/13, s. 5.
4. For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 47/13, s. 5.
5. If at any time a municipality declares a weather emergency, then all roadways within the municipality are deemed to be in a state of repair in respect of any ice present, until the applicable time under the Table to this section expires following the end of the declared weather emergency.

TABLE SNOW ACCUMULATION

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

TABLE
ICE FORMATION PREVENTION AND ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

The snow accumulation and ice-formation policies are attached herein as a separate document, in Appendix 3-1

4.2.2. Private Sidewalk Responsibility

The Township of Southgate is responsible for some public sidewalk clearing and is not responsible for private sidewalk clearing, infrastructure not assumed by Township.

4.2.3. Plowing Private Property

Private properties are the responsibility of respective owners.

4.3. Winter Season Maintenance

For Operational purposes, the Township of Southgate assumes the winter season commences on 2024-Nov-15 and is completed by 2025-Apr-15 , while acknowledging that winter events may occur outside of this timeframe.

4.4. Winter Preparations

In the months prior to the start of the winter maintenance season, as identified in 4.3, the Township of Southgate undertakes the following tasks to prepare for the upcoming winter season.

4.4.1. Prior to Winter Season

Prior to the winter season, if required, prepare and call tenders for the supply of materials (e.g. salt, sand, liquid, etc.), replacement parts (for plows, solid and liquid application equipment), value added meteorological services (VAMS) and contract equipment (e.g. plow trucks, spreader trucks, combination units, etc.).

Sometime prior to the winter season the Township of Southgate will:

- Conduct a mandatory training session for staff and contract operators where all policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions will be discussed. Any issues resulting from the meeting with regard to the policies, procedures, schedules, reporting procedures for callout, route maps, equipment training and safety precautions shall be resolved either at the meeting or prior to the winter season.
- Train winter patrollers (or staff whose duties also include patrolling) on the route of representative roads to be patrolled, their duties during a winter event, record keeping requirements, callout procedures and the de-icing chemicals to be applied for the forecast weather conditions.
- Inspect equipment to ensure proper working order. Schedule and complete any and all equipment repairs.
- Arrange for the delivery of materials (salt, sand and liquid solution) and begin filling storage facilities. If liquid solution is mixed on site, begin mixing and filling storage tanks.
- Confirm that all guiderail, catchbasin, hazard and fire hydrant markers, steep hill, sharp curve ahead warning signs, bridges ices sign, if any, are in place. Any missing markers should be replaced prior to the winter session.

4.4.2. One Month Prior to the Winter Season

One month prior to the winter season the Township of Southgate will:

- Assign equipment to staff.
- Calibrate material application equipment.
- Allow operators (staff and contract) time to familiarize themselves with any new equipment, material application rates, material application equipment and their route (driving the route and noting obstacles along the route).
- Assign staff to monitor and record weather forecasts on a daily basis. Upon the forecast of an approaching winter event, schedule a patrol of a route of representative roads. If a winter event is forecast prior to the start of the next scheduled shift a night and/or weekend patrol(s) of a route of representative roads should be scheduled. If a night or weekend patrol is scheduled the patroller should monitor and record the weather forecast and road conditions. The patrol person should be authorized to initiate a winter event response if conditions warrant a response.
- Have 50 % of the fleet ready to respond to a winter event.
- Have sufficient staff available to operate the fleet if conditions warrant a winter event response.

4.4.3. Two Weeks Prior to the Winter Season

Two weeks prior to the winter season the Township of Southgate will:

- Have 75 % of the fleet ready to respond to a winter event.
- Have staff available to operate the required complement of the fleet if conditions warrant a winter event response

4.4.4. At the Start of the Winter Season

At the start of the winter season:

- Implement the winter shift schedule.
- Begin patrolling representative roads in all roads/areas that the organization is responsible for
- Respond to winter events as per the winter operations plan.

4.5. Winter Patrol

During the winter maintenance season, 4.3, *Township of Southgate* carries out a winter patrol on a route of representative roads once daily, 7 days a week. Between winter events a patrol of representative roads will occur during daylight hours. The purpose of the patrol is to monitor and record weather and road conditions and mobilize winter maintenance operators and equipment should a winter event be observed and a winter event response is required. On the approach of a winter event or during a winter event the route of representative roads may be modified, insofar as reasonably practicable, depending on the type and severity of winter event or the direction from which the storm approaches. The patrol person will be familiar with local conditions in their patrol area, and

prepare a condition log of road and weather conditions as well as any actions taken during the shift. The winter patrol schedule parallels the designated winter season.

4.6. Operations

4.6.1. Staffing and Hours of Work

The Township of Southgate has a full time employee assigned to each vehicle used for winter operations. Each vehicle is assigned a route for sanding/salting and/or plowing.

The Township of Southgate adheres to the hours of service as dictated by Highway Traffic Safety Act, Reg. 555/06 (Ontario, Canada).

Staffing for Winter Maintenance				
Employee	Job Title	Reports to Facility	Assigned Route(s)	Assigned Equipment
Adam Nicholls	Operator/Labourer	Dundalk Depot	Unit 215, Unit 117, Unit 121, Unit 125, Unit 222	Unit 117 - 2018 Kubota Tractor, Unit 125 - 2022 Trackless, Unit 215 - 2016 International S/A , Unit 222 - 2021 S/A International
Brian Ferguson	Operator / Labourer	Holstein Depot	Unit 127	Unit 113 - 2014 Trackless, Unit 127 - 2023 Cat 160-15
Cory Henry	Lead Hand	Dundalk Depot	Unit 215, Unit 121, Unit 208, Unit 125, Unit 222	Unit 117 - 2018 Kubota Tractor, Unit 121 2020 Trackless , Unit 125 - 2022 Trackless, Unit 215 - 2016 International S/A , Unit 222 - 2021 S/A International, Unit 324-2023 Ford F-250
Dale Mason	Operator	Hopeville Depot	Unit 122	Unit 122 - 2020 John Deere Grader 870G
Dan Byham	Operator / Labourer/Patroller	Holstein Depot, Dundalk Depot	RORR 0 Unit 316, Unit 121, Unit 113, Unit 125, RORR 0 Unit 312	Unit 121 2020 Trackless , Unit 125 - 2022 Trackless, Unit 312 - 2016 Ford 150, Unit 316 - 2020 Chev 1500
Gage Mainprize	Operator / Labourer	Dundalk Depot	Unit 125 and Unit 121	Unit 121 2020 Trackless , Unit 125 - 2022 Trackless
Grant Longaphie	Operator / Labourer	Hopeville Depot	Unit 221	Unit 221 - 2023 International HV613
Grayson Hannivan	Operator / Labourer	Dundalk Depot	Unit 215, Unit 117, Unit 121, Unit 208, Unit 125, Unit 222	Unit 117 - 2018 Kubota Tractor, Unit 121 2020 Trackless , Unit 125 - 2022 Trackless, Unit 215 - 2016 International S/A , Unit 222 - 2021 S/A International, Unit 324-2023 Ford F-250
Jeff Henry	Operator / Labourer	Dundalk Depot	Unit 125 and Unit 121, Unit 215, Unit 222	Unit 125 - 2022 Trackless, Unit 215 - 2016 International S/A , Unit 222 - 2021 S/A International
Jim Ellis	Public Works	Hopeville		

UNIT EIMS	Manager	Depot		
Joe Longaphie	Operator / Labourer	Holstein Depot	Unit 214	Unit 113 - 2014 Trackless, Unit 214 - 2014 International Tandem
John Watson	Roads Foreman & Fleet Manager	Hopeville Depot	RORR 0 Unit 318	Unit 318 - 2021 Chev 1500
Kyle Tipple	Operator / Labourer	Hopeville Depot	Unit 101	Unit 101 - 2010 John Deere Grader 870G
Lorne Fick	Operator / Labourer	Dundalk Depot	Unit 215, Unit 117, Unit 121, Unit 208, Unit 125, Unit 222	Unit 117 - 2018 Kubota Tractor, Unit 121 2020 Trackless , Unit 125 - 2022 Trackless, Unit 215 - 2016 International S/A , Unit 222 - 2021 S/A International, Unit 324-2023 Ford F-250
Mark Calder	Operator / Labourer	Holstein Depot	Unit 105	Unit 105 - 2008 John Deere 870D, Unit 113 - 2014 Trackless
Michael Sherson	Operator / Labourer	Hopeville Depot	Unit 212	
Owen Rahn	Operator / Labourer/Patroller	Holstein Depot	Unit 113, RORR 0 Unit 312	Unit 312 - 2016 Ford 150
Paul Stevenson	Lead Hand	Holstein Depot	Unit 105, RORR 0 Unit 312	
Robert Sherson	Operator / Labourer/Patroller	Dundalk Depot	RORR 0 Unit 316, Unit 125 and Unit 121	Unit 121 2020 Trackless , Unit 125 - 2022 Trackless, Unit 316 - 2020 Chev 1500
Scott Spencer	Operator / Labourer	Holstein Depot	Unit 214	Unit 214 - 2014 International Tandem
Steve Cooke	Operator/Labourer	Hopeville Depot	Unit 220	Unit 220 Western Star Tandem
Todd Marshall	Operator / Labourer	Holstein Depot	Unit 224	Unit 113 - 2014 Trackless, Unit 205 - 2007 International Tandem, Unit 224 - 2024 International HV613 Tandem
Wayne Burns	Operator / Labourer	Holstein Depot	Unit 116	Unit 113 - 2014 Trackless, Unit 116 - 2016 John Deere Grader 870G
Wayne Vorstadt	Operator / Labourer	Hopeville Depot	Unit 216	Unit 216 - 2017 International 7600 Tandem

Some of the key responsibilities associated with the management and overseeing of winter operations for this winter season are as below:

- John Watson will receive issues and concerns of the citizens regarding snow and ice control efforts.
- John Watson will be responsible for making operational decisions.
- John Watson will be authority to which the field staff will communicate the field conditions to.
- John Watson will be responsible for shift scheduling.
- John Watson will (when physically possible) be responsible for providing appropriate signage and or barricades in case a road has to be closed due to severe winter storm.
- Jim Ellis will ensure media releases are sent to local news and radio stations advising of road closures.
- Paul Stevenson will be second in command to the Roads Foreman & Fleet Manager.

4.6.2. Winter Material Used Annually

Primary Solid Material	Brand Name or Supplier	Expected Quantity this Season vs. Actual Quantity Last Season	Comes Pre-Mixed with	In-House Mix Added
Pretreated Salt	Sifto Salt	0.3 Tonnes(Can) vs. 0.3 Tonnes(Can)	Salt (NaCl) 5.5%	

4.6.3. Application Rates

	Min. and Max. Ranges (Tonnes/lane-kilometre)		
	0.0 to -5.0 CELSIUS	-5.0 to -10.0 CELSIUS	-10.0 to -18.0 CELSIUS
Frost	0.01 - 0.02	0.02 - 0.02	0.01 - 0.01
Light Snow	0.01 - 0.02	0.02 - 0.02	0.01 - 0.01
Heavy Snow	0.01 - 0.02	0.02 - 0.02	0.01 - 0.01
Freezing Rain	0.01 - 0.02	0.02 - 0.02	0.01 - 0.01

4.6.4. Equipment - Winter Maintenance Fleet

The Township of Southgate provides winter maintenance services on 25 routes with the equipment listed in Appendix 3.

VEHICLE NAME OR NUMBER	VEHICLE TYPE	ASSOCIATED ROUTES	ASSOCIATED EMPLOYEES	LOCATION /YARD
Unit 101 - 2010 John Deere Grader 870G	Grader	Unit 101	Kyle Tipple	Hopeville Depot
Unit 105 - 2008 John Deere 870D	Grader	Unit 105	Mark Calder, Paul Stevenson	Holstein Depot
Unit 113 - 2014 Trackless	Other	Unit 113	Brian Ferguson, Joe Longaphie, Mark Calder, Paul Stevenson, Todd Marshall, Wayne Burns	Holstein Depot
Unit 116 - 2016 John Deere Grader 870G	Grader	Unit 116	Wayne Burns	Holstein Depot
Unit 117 - 2018 Kubota Tractor	Other	Unit 117	Adam Nicholls, Cory Henry, Grayson Hannivan, Lorne Fick	Dundalk Depot
Unit 121 2020 Trackless	Other	Unit 121	Cory Henry, Dan Byham, Gage Mainprize, Grayson Hannivan, Lorne Fick, Robert Sherson	Dundalk Depot
Unit 122 - 2020 John Deere Grader 870G	Grader	Unit 122	Dale Mason	Hopeville Depot
Unit 125 - 2022 Trackless	Other	Unit 125	Adam Nicholls, Cory Henry, Dan Byham, Gage Mainprize, Grayson Hannivan, Jeff Henry, Lorne Fick, Robert Sherson	Dundalk Depot
Unit 127 - 2023 Cat 160-15	Grader	Unit 127	Brian Ferguson	Holstein Depot
Unit 205 - 2007 International Tandem	Tandem Axle	Unit 220	Todd Marshall	Hopeville Depot
Unit 208 - 2008 Ford F550	Single Axle	Unit 208	Paul Stevenson	Holstein Depot

Unit 212 - 2013 International 7600 Tandem	Tandem Axle	Unit 212	Michael Sherson	Hopeville Depot
Unit 214 - 2014 International Tandem	Tandem Axle	Unit 214	Joe Longaphie, Scott Spencer	Holstein Depot
Unit 215 - 2016 International S/A	Single Axle	Unit 215	Adam Nicholls, Cory Henry, Grayson Hannivan, Jeff Henry, Lorne Fick	Dundalk Depot
Unit 216 - 2017 International 7600 Tandem	Tandem Axle	Unit 216	Wayne Vorstadt	Hopeville Depot
Unit 220 Western Star Tandem	Tandem Axle	Unit 220	Steve Cooke	Hopeville Depot
Unit 221 - 2023 International HV613	Tandem Axle	Unit 221	Grant Longaphie	Hopeville Depot
Unit 222 - 2021 S/A International	Single Axle	Unit 222	Adam Nicholls, Cory Henry, Grayson Hannivan, Jeff Henry, Lorne Fick	Dundalk Depot
Unit 224 - 2024 International HV613 Tandem	Tandem Axle	Unit 224	Todd Marshall	Holstein Depot
Unit 312 - 2016 Ford 150	Other	RORR 0 Unit 312	Dan Byham, Owen Rahn	Holstein Depot
Unit 315 - 2018 Ford F150	Other	RORR 0 Unit 318		Hopeville Depot
Unit 316 - 2020 Chev 1500	Other	RORR 0 Unit 316	Dan Byham, Robert Sherson	Dundalk Depot
Unit 318 - 2021 Chev 1500	Other	RORR 0 Unit 318	John Watson	Hopeville Depot
Unit 319 - 2021 Chev 1500	Other	RORR 0 Unit 318	Paul Stevenson	Holstein Depot

Unit 324-2023 Ford F-250	Other	Unit 208	Cory Henry, Grayson Hannivan, Lorne Fick	Dundalk Depot
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4.6.4.1. Mechanics

The Township of Southgate does not have mechanics available to fix equipment issues.

4.6.5. Winter Maintenance Facilities

The Township of Southgate provides winter maintenance services from the winter maintenance facilities listed below.

4.6.5.1. Holstein Depot

Facility Type:
Patrol Yard

Facility Address:
Holstein Depot, 123273 Southgate Road 12, Holstein, Ontario N0G 2A0,
Canada

Facility Phone:
519-334-3581

Number of Front-end Loaders:
1

Year Built:
1972

Design and Logistics:

- All materials are handled in a designated area characterized by an impermeable surface
- Equipment is in place to prevent overloading of trucks
- System is in place for collection and/or treatment of wastewater from cleaning of trucks
- Control and diversion of external waters (not impacted by salt) is in place
- Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- Risk management and emergency measures plans are in place

Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
 - Sand / Salt mixture – 3500.0 Tonnes(Can)
- There is no storage space available outside of this facility.

Equipment Storage Details:
CAT 930K Loader

Equipment Washing Details:
This yard is located in the town of Holstein

Miscellaneous Material Details:
Sand dome

Site Drainage Details:

- There isn't any drainage and collection system for runoff of salt-contaminated waters at this facility
- The chloride concentration in the runoff is not monitored
- This site discharges to:
- Additional Site Storage Details

4.6.5.2. Dundalk Depot

Facility Type:
Patrol Yard

Facility Address:
75 Dundalk Street, Dundalk, Ontario N0C 1B0, Canada

Facility Phone:
519-923-5054

Year Built:
1995

Design and Logistics:

- All materials are handled in a designated area characterized by an impermeable surface
- Equipment is in place to prevent overloading of trucks
- System is in place for collection and/or treatment of wastewater from cleaning of trucks
- Control and diversion of external waters (not impacted by salt) is in place
- Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- Risk management and emergency measures plans are in place

Material Storage Details:

- There is no storage space available inside of this facility.
- There is no storage space available outside of this facility.

Equipment Storage Details:

Unit 125 - 2022 Trackless, Unit 117 - 2018 Kubota Tractor, Unit 208 - 2008 Ford F550, Unit 215 - 2016 International, Unit 121 - 2020 Trackless Unit 222 - 2022 International Single-Axle Unit 324 - 2023 Ford F-250

Equipment Washing Details:

Yard located in the town of Dundalk

Miscellaneous Material Details:

Dundalk uses sand and salt from the Grey County dome.

Site Drainage Details:

- There is drainage and collection systems for runoff of salt-contaminated waters at this facility
- The chloride concentration in the runoff is not monitored
- This site discharges to:
- Additional Site Storage Details

4.6.5.3. Hopeville Depot

Facility Type:

Patrol Yard

Facility Address:

185667 Grey Rd 9 RR#1, Dundalk, Ontario N0C 1B0, Canada

Facility Phone:

519-923-2110

Number of Front-end Loaders:

1

Year Built:

1973

Design and Logistics:

- All materials are handled in a designated area characterized by an impermeable surface
- Equipment is in place to prevent overloading of trucks
- System is in place for collection and/or treatment of wastewater from cleaning of trucks
- Control and diversion of external waters (not impacted by salt) is in place
- Ongoing clean-up of the site surfaces and spilled material is swept up quickly
- Risk management and emergency measures plans are in place

Material Storage Details:

- There is storage space available inside of this facility. It presently stores:
 - Sand / salt – 4500.0 Tonnes(Can)
- There is no storage space available outside of this facility.

Equipment Storage Details:

All equipment is indoors

Equipment Washing Details:

This location is also the Administration office

Miscellaneous Material Details:

Sand shed

Site Drainage Details:

- There isn't any drainage and collection system for runoff of salt-contaminated waters at this facility
- The chloride concentration in the runoff is not monitored
- This site discharges to:
- Additional Site Storage Details

4.6.6. Parking Lots

The Township of Southgate provides winter maintenance services to the listed parking lots below.

4.6.6.1. Frank McIntyre

Facility Address: Frank McIntyre, 250 Owen Sound Street, Dundalk, Ontario N0C 1B0, Canada

Number of Parking Spots: 20

Responsibility to maintain: Township of Southgate

The lot is used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Regular maintenance provided.

4.6.6.2. Medical Center

Facility Address: 53 Main St W, Dundalk, Ontario N0C 1B0, Canada

Number of Parking Spots: 10

Responsibility to maintain: Township of Southgate

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Parking Lot receives regular maintenance.

4.6.6.3. Dundalk Arena and Community Center

Facility Address: 550 Main Street East, Dundalk, Ontario N0C 1B0, Canada

Number of Parking Spots: 100

Responsibility to maintain: Township of Southgate

The lot is used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Parking lot receiving regular maintenance.

4.6.6.4. Library

Facility Address: 80 Proton St N, Dundalk, Ontario N0C 1B0, Canada

Number of Parking Spots: 10

Responsibility to maintain: Township of Southgate

The lot is used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Parking lot receives regular maintenance.

4.6.6.5. Proton Street North

Facility Address: Proton Street North, Dundalk, Ontario N0C 1B0, Canada

Number of Parking Spots: 20

Responsibility to maintain: Township of Southgate

The lot is not used for storage or disposal of snow.

The drainage from this lot is controlled.

Service Policy:

Parking lot receives regular maintenance.

4.6.6.6. Artemesia Parking Lot

Facility Address: Artemesia Street North of Main, Dundalk, Ontario N0C 1B0, Canada

Number of Parking Spots: 4

Responsibility to maintain: Township of Southgate

The lot is not used for storage or disposal of snow.

The drainage from this lot is not controlled.

Service Policy:

Parking lot receives regular maintenance.

4.6.7. Snow Removal and Disposal

Currently, municipal staff removes and hauls snow to the sites listed in the table below when the accumulation of piled snow impedes traffic on the road and/or sight lines at intersections.

The decision to initiate the hauling operation will be dependent upon the depth and accumulation of snow. Snow will only be removed from intersections where a public street intersects with another public street. This operation will typically be conducted after other higher priority post-storm activities have been completed.

Under normal circumstances, hauling of the snow will be conducted during normal working hours. Snow removal from the rights-of-way into private property driveways will be the responsibility of the adjacent private property owner*.

4.6.7.1. Dundalk

Site Address: 752051 Ida Street, Dundalk, Ontario N0C 1B0, Canada

Surrounding Land Use and Surface Material:

- North of site: Commercial – Unpaved
- South of site: Residential – Unpaved
- East of site: n/a – Unpaved
- West of site: n/a – Unpaved

Drainage:

- Controlled runoff: No
- Retention pond: No
- Additional details: The Run-off is managed on site.

Site Design:

- Design capacity: 1000000 Litres
- Snow disposed-off entirely on a low permeability surface: 0 %
- Meltwater directed to a retention pond before its discharge: 0 %
- Meltwater collected and discharged into a municipal sewer system: 0 %
- Meltwater collected and discharged into a watercourse: 0 %

Additional Details:

Snow is brought to the Township of Southgate lagoon property.

The Township of Southgate does not use snow melters.

4.6.8. Plow Routes

Appendix 2 contains maps of the salt/sand routes, anti-icing routes and plow routes.

4.6.9. Salt Vulnerable Areas

Certain locations within the area of responsibility of the Township of Southgate

have been identified as being potentially vulnerable to the over-application of road salt. These areas are shown on the route maps in the appendices. Accordingly, salt storage, snow disposal and material application in these areas will be strictly monitored and in some cases may be restricted in a variety of ways.

4.6.9.1. Dundalk Wells

Facility Address:

Area Footprint: 230000.0 Square Metres

Additional Details: Well D3 is located at 280 Victoria Street West (industry Road) in Dundalk Well D4 is located at 550 Main Street East in Dundalk Well D5 is located at 250 Hagan East Street in Dundalk

Mitigation Measures: The Township of Southgate uses 4% salt in a sand/salt mix.

Associated Vulnerabilities: Drinking water (surface or groundwater)

4.6.10. Weather Monitoring

In order to determine an effective winter event response and allocate the appropriate resources the Township of Southgate supplements their general observations with weather information from various sources which includes:

- 6 Infrared Thermometers
- Observations from municipal staff, communication with staff of adjacent municipalities;
- Customized weather forecasts which are updated 4 times/day from a Value Added Meteorological Service The Winter Web App Team at Ontario Good Roads Association
- OGRA Weather Tracking Service

4.6.11. Communications

Maintaining reliable internal communications is a critical component of winter operations. The Township of Southgate uses the following:

- All winter maintenance vehicles are equipped with two way communications (radios, cell phone, etc.).
- Township of Southgate provides a call centre which:
 - Is open during the winter season identified in section 4.3 in this document and is staffed 24 hours a day.
 - Is available 7 days a week.

All citizen issues concerning snow and ice control efforts will be routed to Roads Foreman & Fleet Manager . The Roads Foreman & Fleet Manager will determine

appropriate follow-up responses to citizen inquiries.

The municipality provides external communication with the general public via:

- Information posted on the municipality's web site (www.southgate.ca)
- www.facebook.com

4.6.12. Boundary Street Jurisdiction and Responsibility

The table below outlines the responsibilities of each agency has to the roads bordering with the Township of Southgate. The agencies listed in the table have first response maintenance responsibility to these roads. If the Township of Southgate has its snow routes open and serious problems remain on the boundary streets, The Township of Southgate snow plows may assist based upon the judgement of Roads Foreman & Fleet Manager on duty.

TABLE

Organization, and Contact	Responsibility Details	Telephone Number
The Municipality of Grey Highlands, Chris Cornfield	Roads emergency number	519-986-4069
The Municipality of West Grey, Geoff Aitken	Director of Infrastructure & Public Works	519-369-2200
The Township of Melancthon, Craig Micks	Public Works Superintendent	519-925-5525
The Township of Wellington North, Dale Clark	Roads Foreman	519-848-2790

4.6.13. Callout Procedures

Operational decisions will be made by the Roads Foreman / Fleet Manager or his designate with the aid of available forecasting, Level of Service policy, patrolling etc. However, it should be emphasized that decisions will be subjective and external input, whether in this plan or elsewhere, merely acts as an aid in determining if a call out of staff and equipment by the Roads Foreman / Fleet Manager to respond to a winter event is warranted.

It is vital therefore that the Roads Foreman / Fleet Manager records the prevalent conditions and relevant information when he makes a decision.

The patrol person shall inform the Roads Foreman / Fleet Manager of changing of road and weather conditions observed in the field. When a winter event response is required the patroller will contact Public Works staff by phone. The patroller will

contact staff as per the shift schedule and the direction given by the Roads Foreman / Fleet Manager. In the absence of the patroller 1 the patrol 2 person shall be his/her designate and initiate a call out in response to a winter event.

4.6.14. Road Closure and Procedures

In the event a road must be closed due to a severe winter storm, Ontario Provincial Police - Grey County will request signs be placed to close the road. Appropriate signage and barricades will be available at the patrol yard. Upon receiving a request from Ontario Provincial Police - Grey County to close a road to traffic,

4.6.15. Declaration of Emergency Parking Ban

No Parking on streets from November 15 to April 15 from 12am to 7am.

Cars parked on the streets during a snow removal effort may be ticketed and/or towed away. A snow emergency parking ban may be declared by Roads Foreman & Fleet Manager , or their designee. The Ontario Provincial Police - Grey County and media will be notified when the parking ban is initiated.

4.6.16. Operating Instructions and Safety Rules

All individuals (whether local staff or contracted) shall abide by operating instructions and safety rules as stated in Appendix 6.

4.7. Decommissioning Winter Operations

After the winter season identified in 4.3 expires, the Township of Southgate undertakes the following tasks to decommission winter operations:

4.7.1. Two Weeks After the Winter Season Ends

Two weeks after the winter season ends:

- Cease regularly scheduled winter night patrols.
- Continue monitoring and recording weather forecasts.
- Assign night patrol shift if forecast indicates an overnight winter event is probable.
- Decommission 50 % of the fleet.

4.7.2. One Month After the Winter Season Ends

One month after the winter season ends:

- Cease all winter highway maintenance operations
- Decommission the remainder of the equipment providing weather forecasts warrant the decommissioning.

4.8. Training

The Township of Southgate provides winter operations training for all staff involved in the delivery of winter services.

Individuals in the following positions within and outside of the organization have been trained:

- Within Organization:
 - Manager(s)
 - Supervisor(s)
 - Operator(s)
 - Mechanic(s)
 - Patroller(s)
- Contracted Staff:
 - Manager(s)
 - Supervisor(s)
 - Operator(s)
 - Mechanic(s)
 - Patroller(s)

It is compulsory for the organization's in-house staff to be trained for winter services. All trained staff will verify that the training was received by either signing the "Record of Training" included in Appendix 7-1 or 7-2, or another verification document.

Current winter operations training(s) for in-house staff:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- Identification of vulnerable areas
- Yard and Equipment maintenance

4.9. Record Keeping

Full and accurate completion of the documents listed below, according to the applicable procedures, ensures that the municipality is protected from liability by providing solid documentation that procedures have been followed.

Staff is responsible for keeping the following records:

For Equipment Operators:

- CDL Time Card
- CVOR Time Card
- Materials used (sand, salt, liquids)
- Route Plowed and strategy used (plow only, salt/sand only, anti-ice, combination plowing/sanding/salting)

For Patrollers:

- Winter Patrol Record
- Call Out Diary
- Weather and/or RWIS Information Received

For Operations Supervisors:

- Operations Diary
- Incident/Collision Reports
- Total materials used
- Equipment Calibration Records

- Retains records of salt application rates of your fleets
- Has Automatic Vehicle Location (AVL) system installed on fleet

The date will be recorded as YYYY-MMM-DD. It will be written in a numerical format (2024-Nov-08). The time shall be documented using the 24 hour clock format.

Always retain the original copy of documents regardless of their appearance. Writing must be legible for others to read and written in ink. Stains or dirt on the documents is not an issue. If a document requires correction then a line is to be placed through the incorrect information without making it illegible and continue writing on the original document. Initial corrections or change in the colour of ink in a case where you change writing pens.

5. PLAN IMPROVEMENTS

The current winter maintenance policies, practices and procedures form the baseline or benchmark upon which improvements can be made to improve winter operations and/or the use and management of road salt.

Based upon the need to maintain continual service throughout the season, and the previous experience obtaining critical supplies and equipment at the height of the season, over the next ten years the Township of Southgate plans to undertake a

number of improvements that will be monitored and updated annually.

- Equipment
 - 2024-2025 Season: Using Pre-treated salt with sand, New tandem in Holstein Unit 224, New tandem on order for Hopeville Unit 225, Added route out of Hopeville for 2024/25 season
- Facilities
 - 2024-2025 Season: Storage shed renovation, heated shop for added units
 - 2025-2026 Season: New sand shed/dome in Holstein

6. MONITORING AND UPDATING

Safe and sustainable winter operations includes, as one of its fundamental tenets, the monitoring and updating of winter operations plans, policies, practices and procedures (the “four Ps”) of the Township of Southgate in an ongoing manner. To that end, the following continuous improvement cycle is used to refine the “four Ps” annually.



At the end of the winter season, as identified in 4.3, a meeting to review winter operations will be held each year with all winter operations staff to itemize all issues that arose during the winter season and discuss how these issues may be resolved. Prior to the start of the next winter season and with sufficient lead time to implement any changes, the Township of Southgate shall train staff on the changes to equipment and/or winter maintenance policies, practices, and procedures.

The winter season of (2023/24) will be the benchmark year. Year over year achievement using the performance measures listed below will be measured against said benchmark year. Performance measures will be used to determine whether or not the objectives of the Winter Operations Plan and/or winter maintenance policies, practices, and procedures have been met.

Monitoring the severity of the winter season:

- % change (+/-) in the total annual Centimetres of snow accumulation from the benchmark year
 - Last Season: 956.0
 - This Season: 562.0
 - **% Change: -41.21**
- % change (+/-) in the total number of days with measurable snowfall from the benchmark year
 - Last Season: 41
 - This Season: 25
 - **% Change: -39.02**
- % change (+/-) in the total number of days with freezing rain from the benchmark year
 - Last Season: 11
 - This Season: 5
 - **% Change: -54.55**
- % change (+/-) in the total number of continuous winter event responses from the benchmark year
 - Last Season: 45
 - This Season: 10
 - **% Change: -77.78**
- % change (+/-) in the total number of spot winter event response from the benchmark year
 - Last Season: 36
 - This Season: 30
 - **% Change: -16.67**
- % change (+/-) in the total number of winter event hours from the benchmark year
 - Last Season: 2845.0
 - This Season: 2012.0
 - **% Change: -29.28**
- % change (+/-) in the total number of days that required salt operation from the benchmark year
 - Last Season: 32
 - This Season: 20
 - **% Change: -37.50**

Monitoring the Salt Used:

- % change (+/-) in the total tons of salt purchased annually from the benchmark year
 - Last Season: 400.0
 - This Season: 400.0
 - **% Change: +0.00**
- % of applications where discharge rates exceeded
 - Last Season: 0
 - This Season: 0
 - **% Change: +NaN**
- % change (+/-) in the total tons of salt applied annually per lane km per winter event
 - Last Season: 400.0
 - This Season: 400.0
 - **% Change: +0.00**

Ensuring customer satisfaction:

- % change (+/-) in the total number of winter event responses that met or exceed the level of service policy from the benchmark year
 - Last Season: 95
 - This Season: 40
 - **% Change: -57.89**
- % change (+/-) in the total number of complaints received regarding winter operations from the benchmark year
 - Last Season: 11
 - This Season: 9
 - **% Change: -18.18**

7. ADDITIONAL DETAILS

7.8 No Winter Maintenance Roads 2024-2025

7.9 Dundalk Winter Activity Report

The Dundalk Public Works Team will complete this form for reporting Winter Activity.

8. DISTRIBUTION OF THIS PLAN

This Plan shall be distributed to the following:

- Public Works Supervisors
- Public Works Manager
- Public Works Foreman / Fleet Manager
- Operations Staff
- Township Plow Trucks or Graders
- Township of Southgate Council

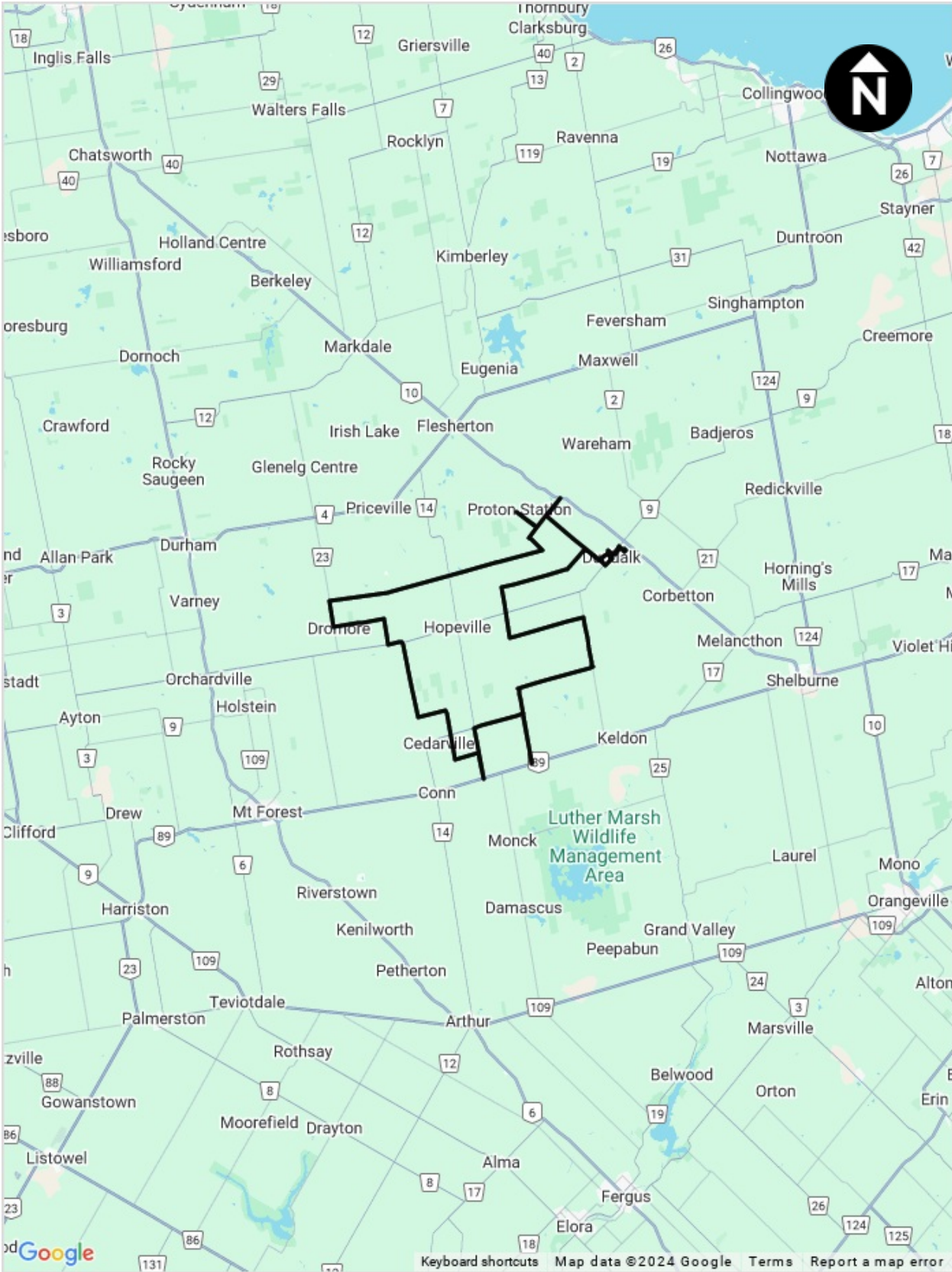
9. DISCLAIMER

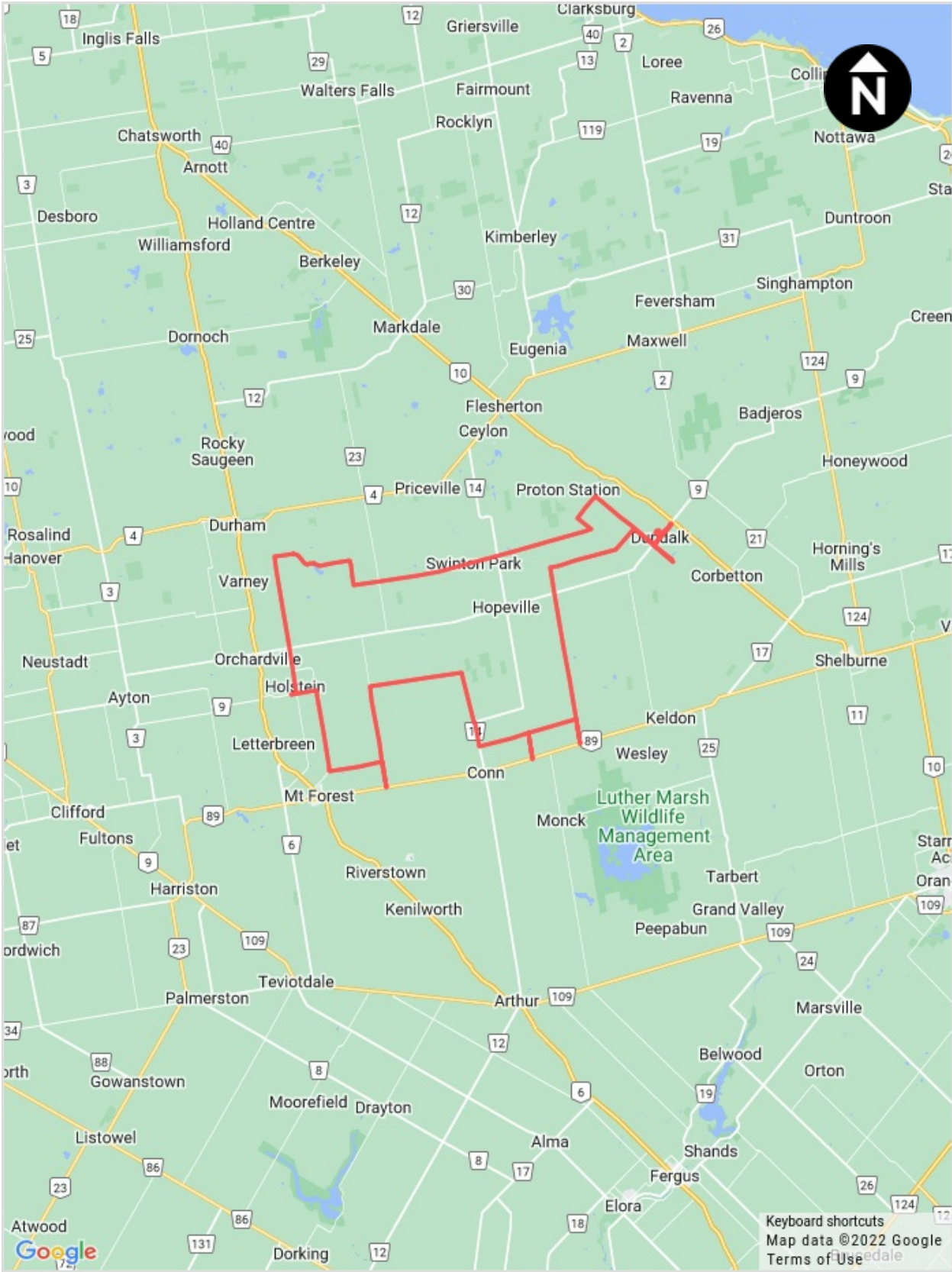
This Manual may be affected by at least one or more of the following events which could delay or alter snow and ice control by the Township of Southgate:

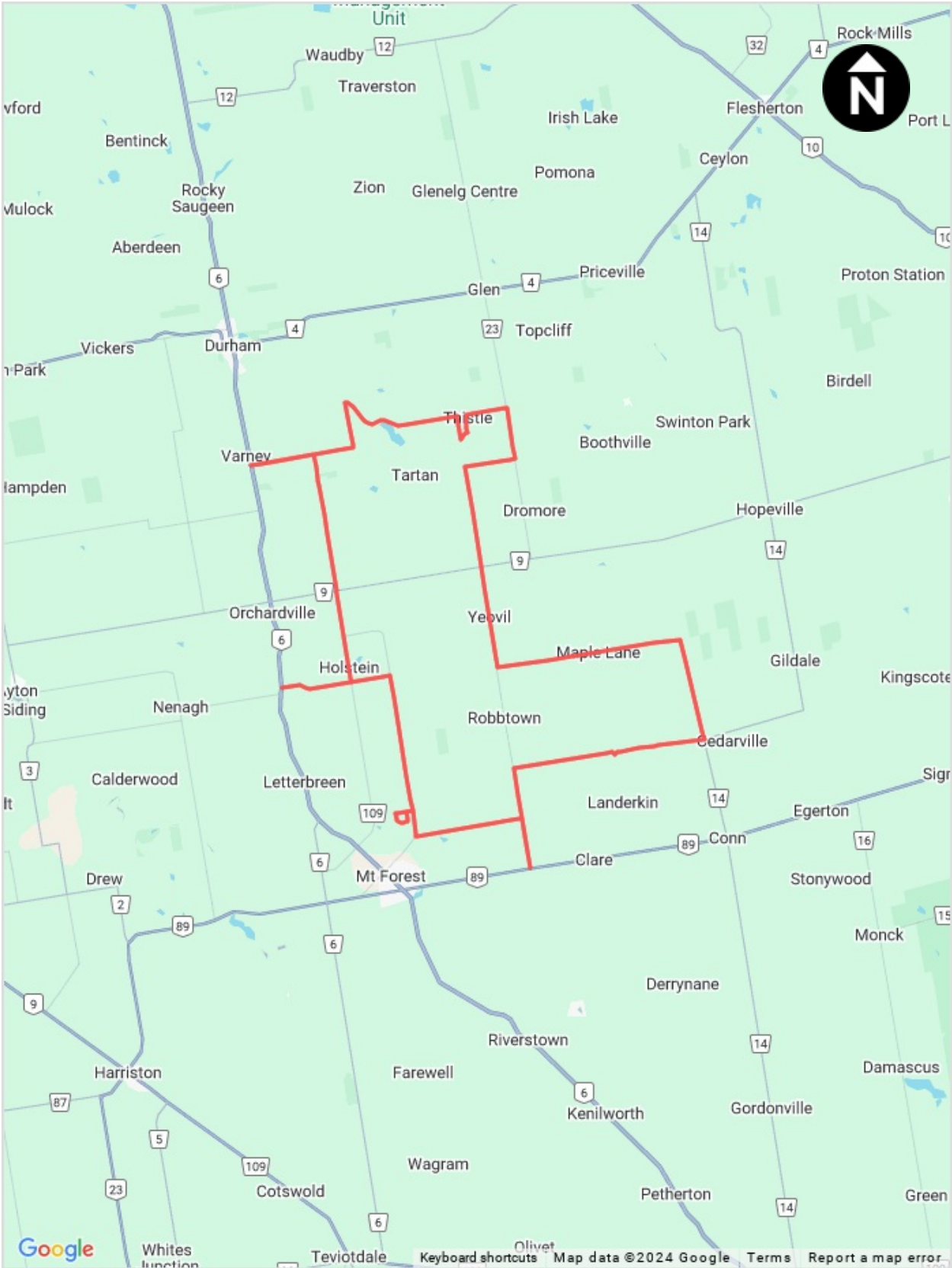
1. Equipment breakdown
2. Vehicles disabled in deep snow.
3. Weather so severe as to cause work to be stopped for the safety of all personnel.
4. Unforeseen conditions and emergencies.
5. Significant medical related emergencies.

Appendix 1

Patrol Routes
(a.k.a. Routes of Representative Roads)



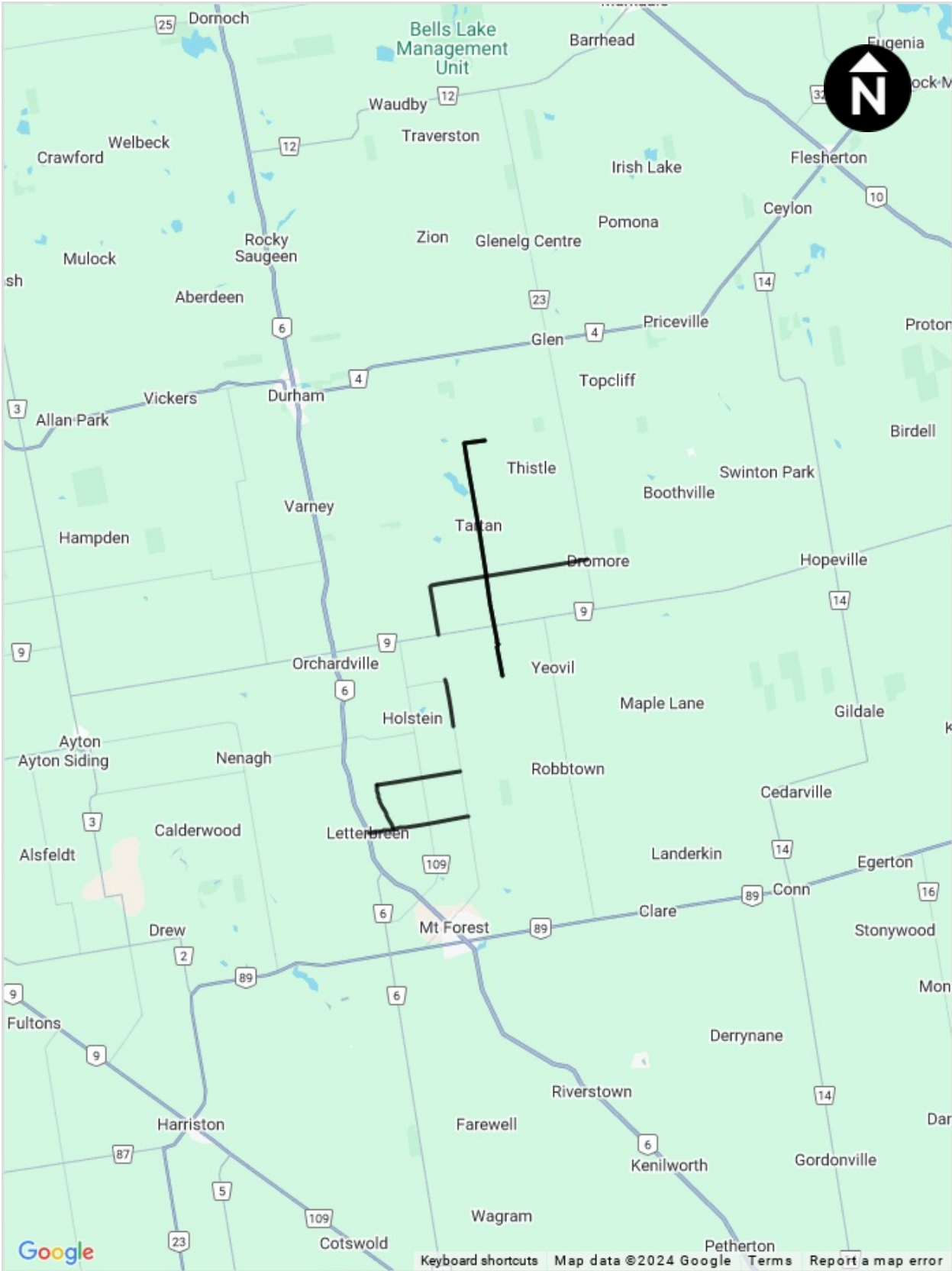


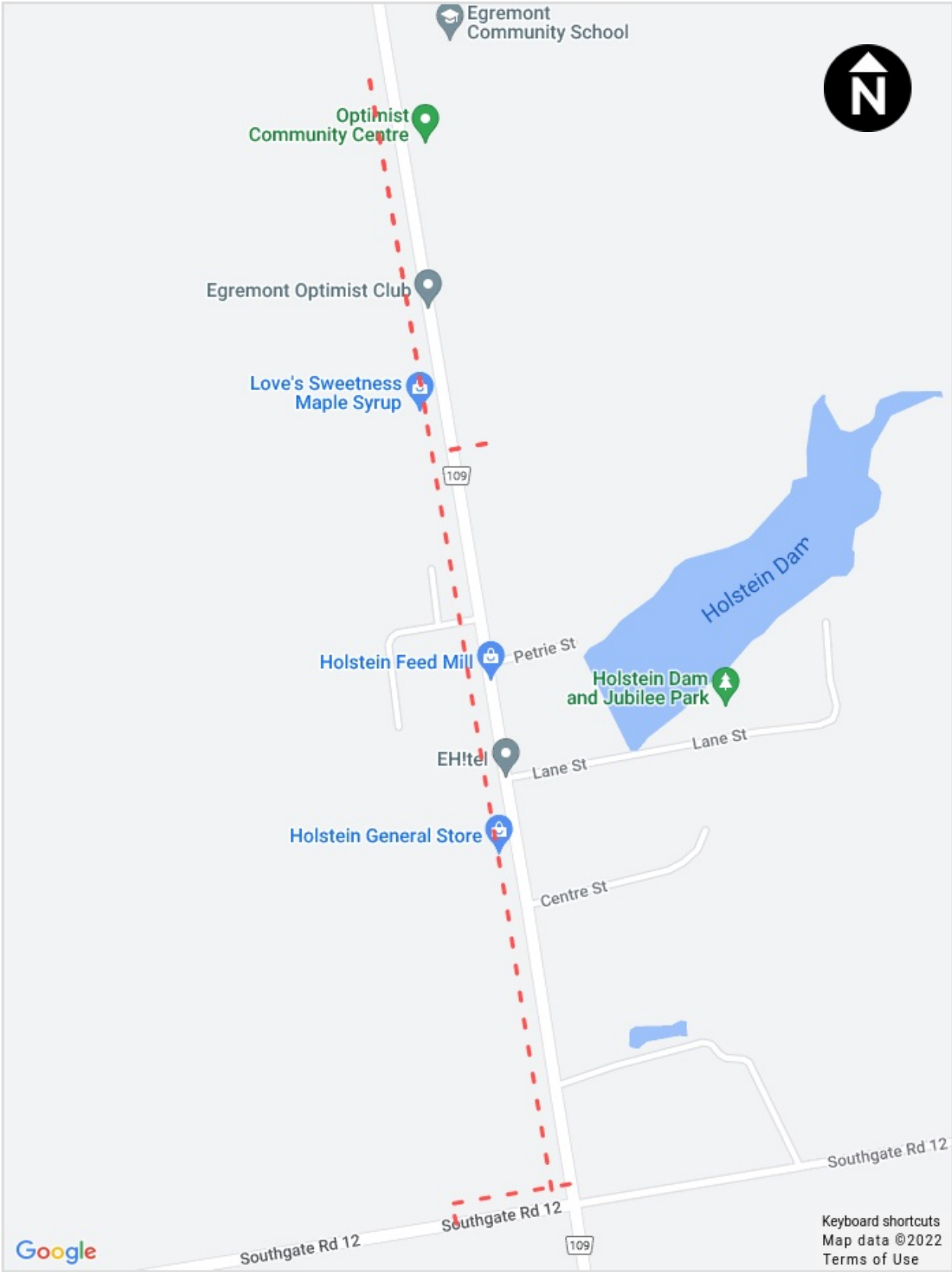


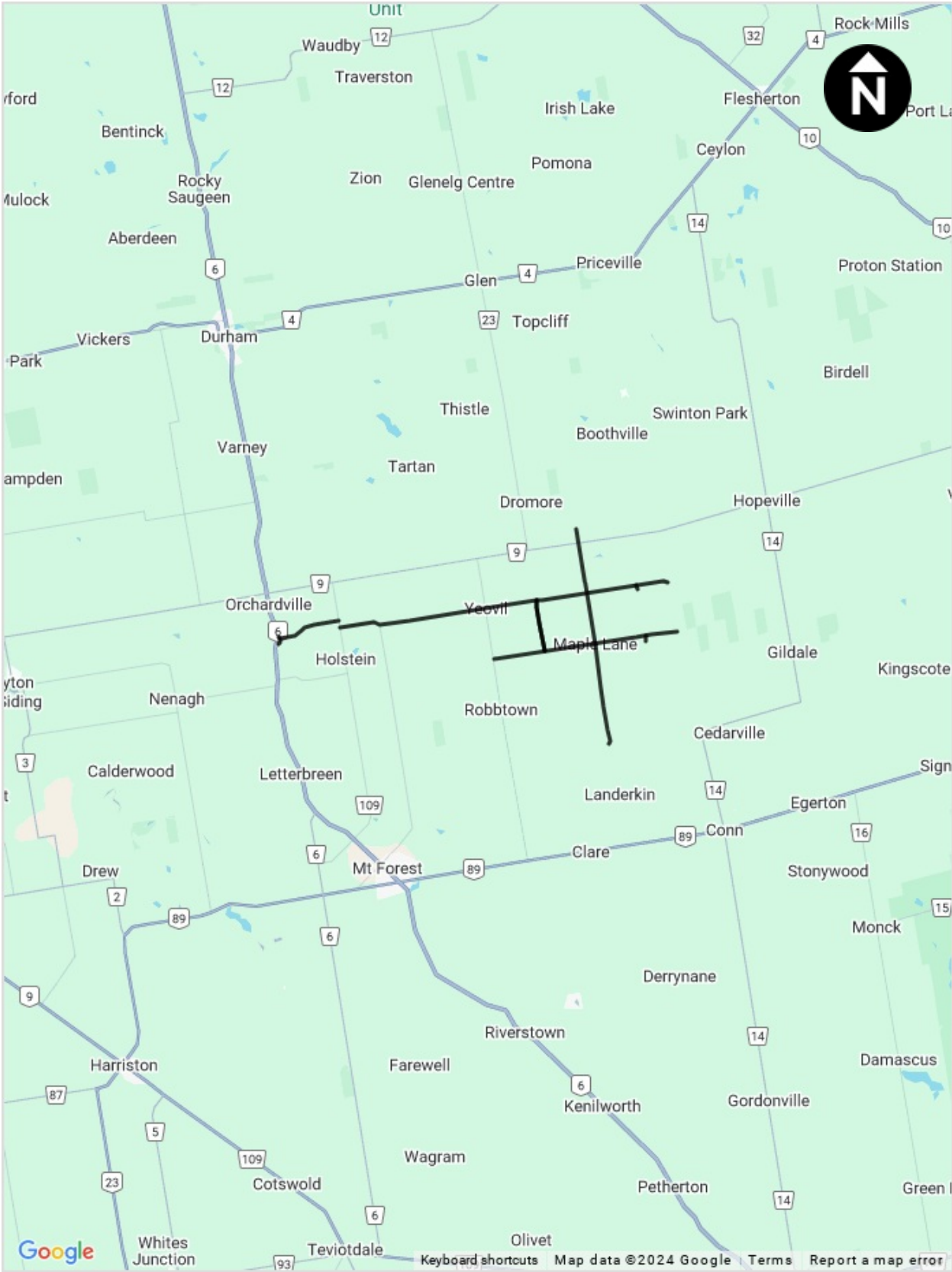
Appendix 2

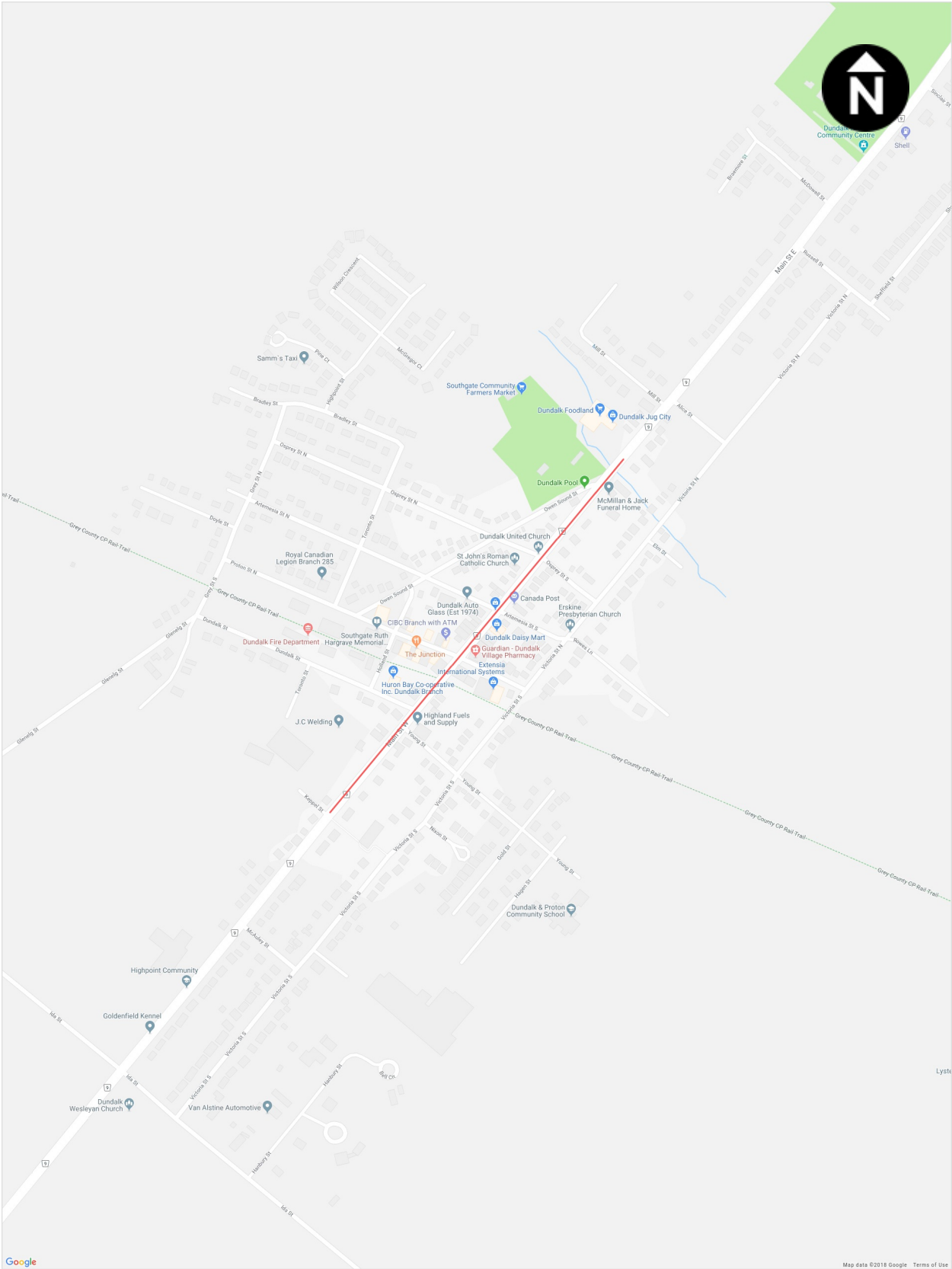
Road and Sidewalk Routes





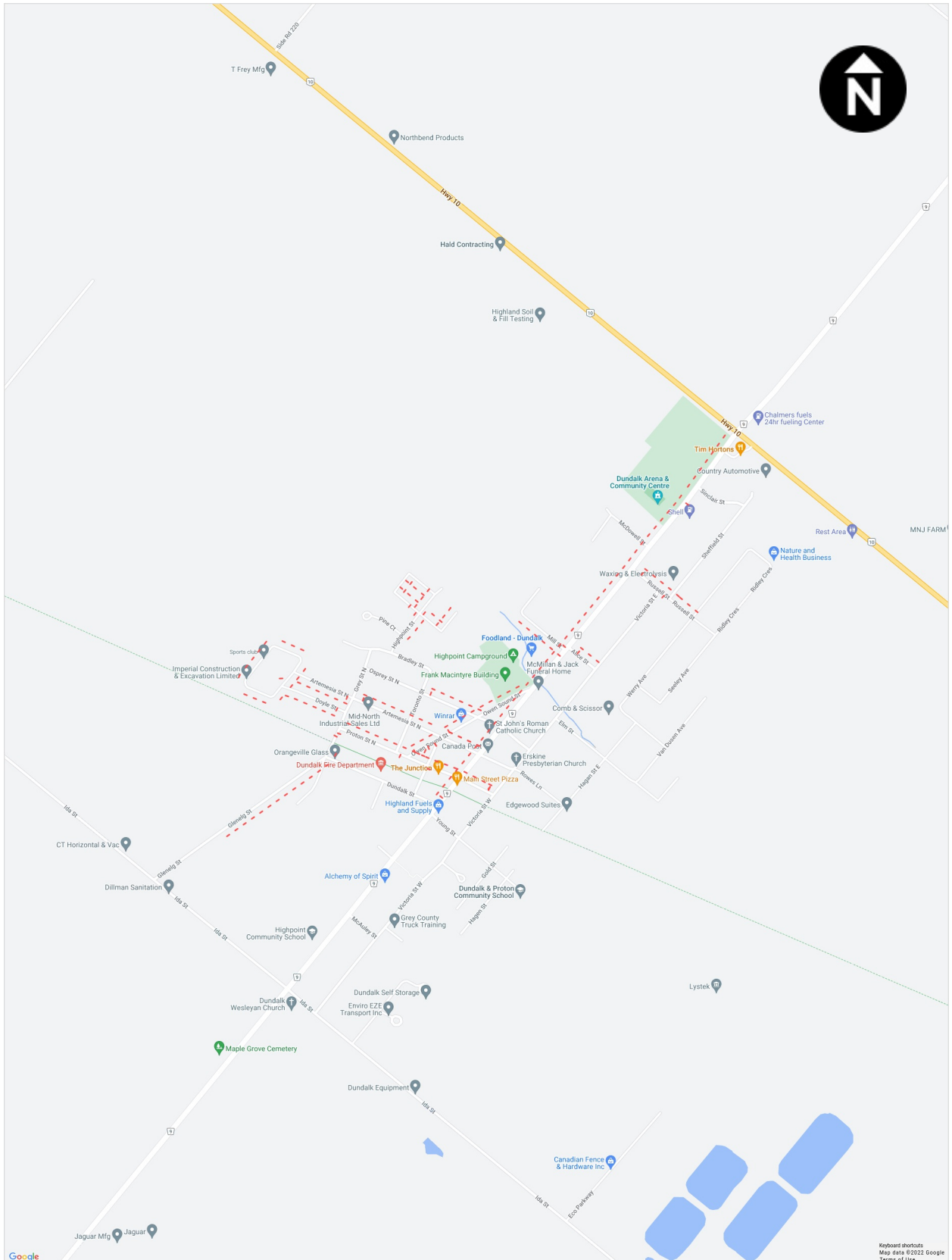


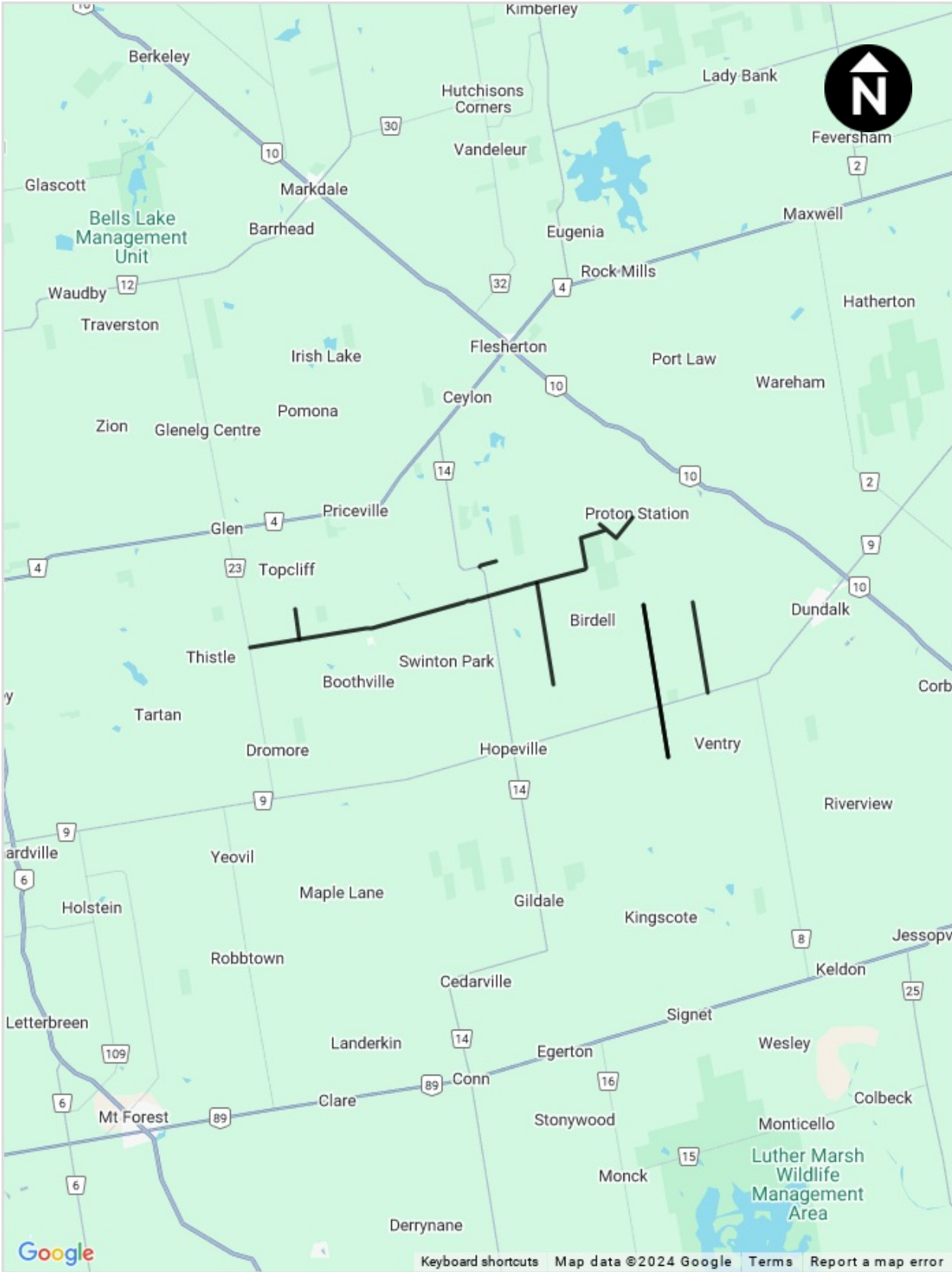


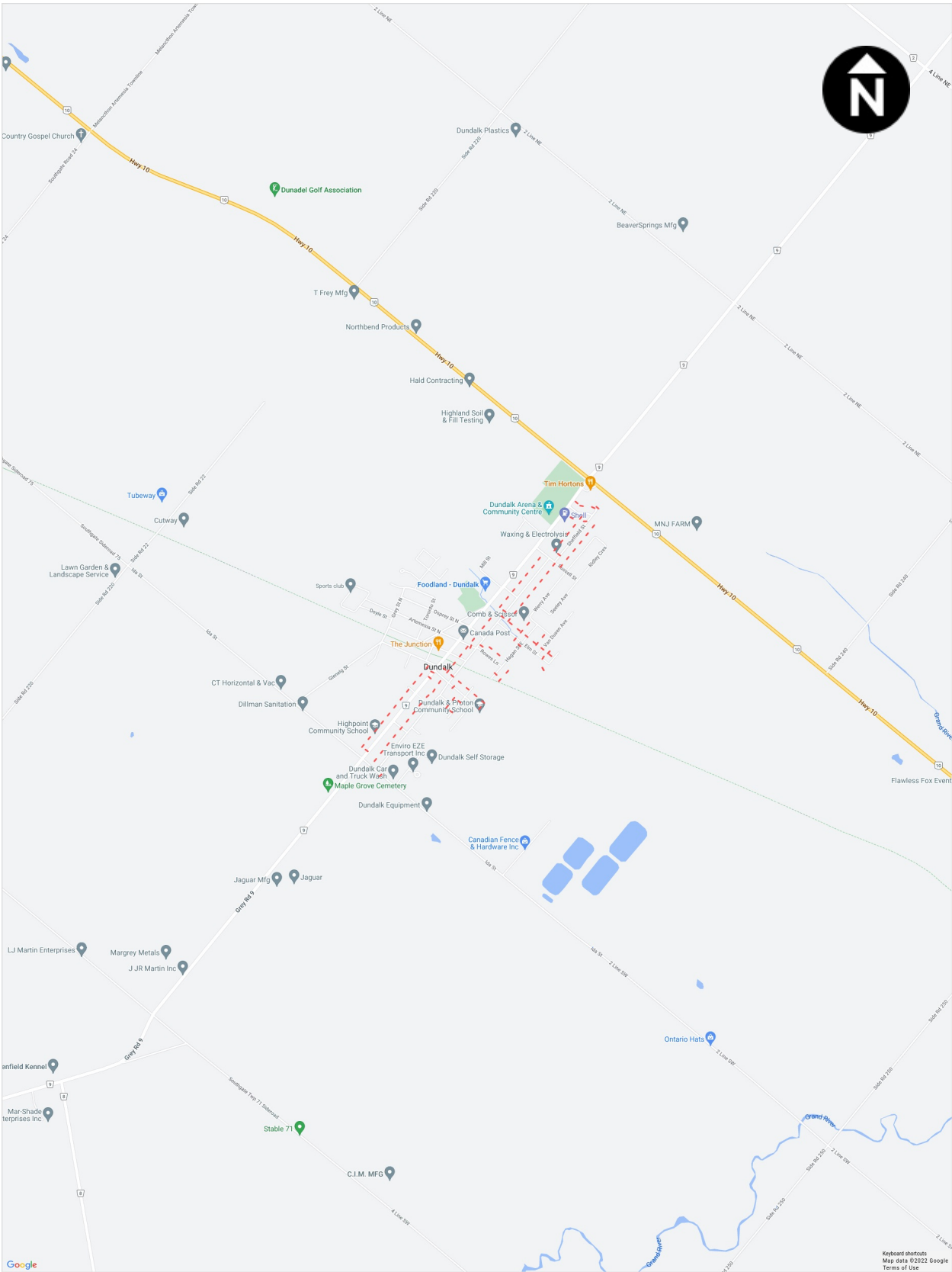


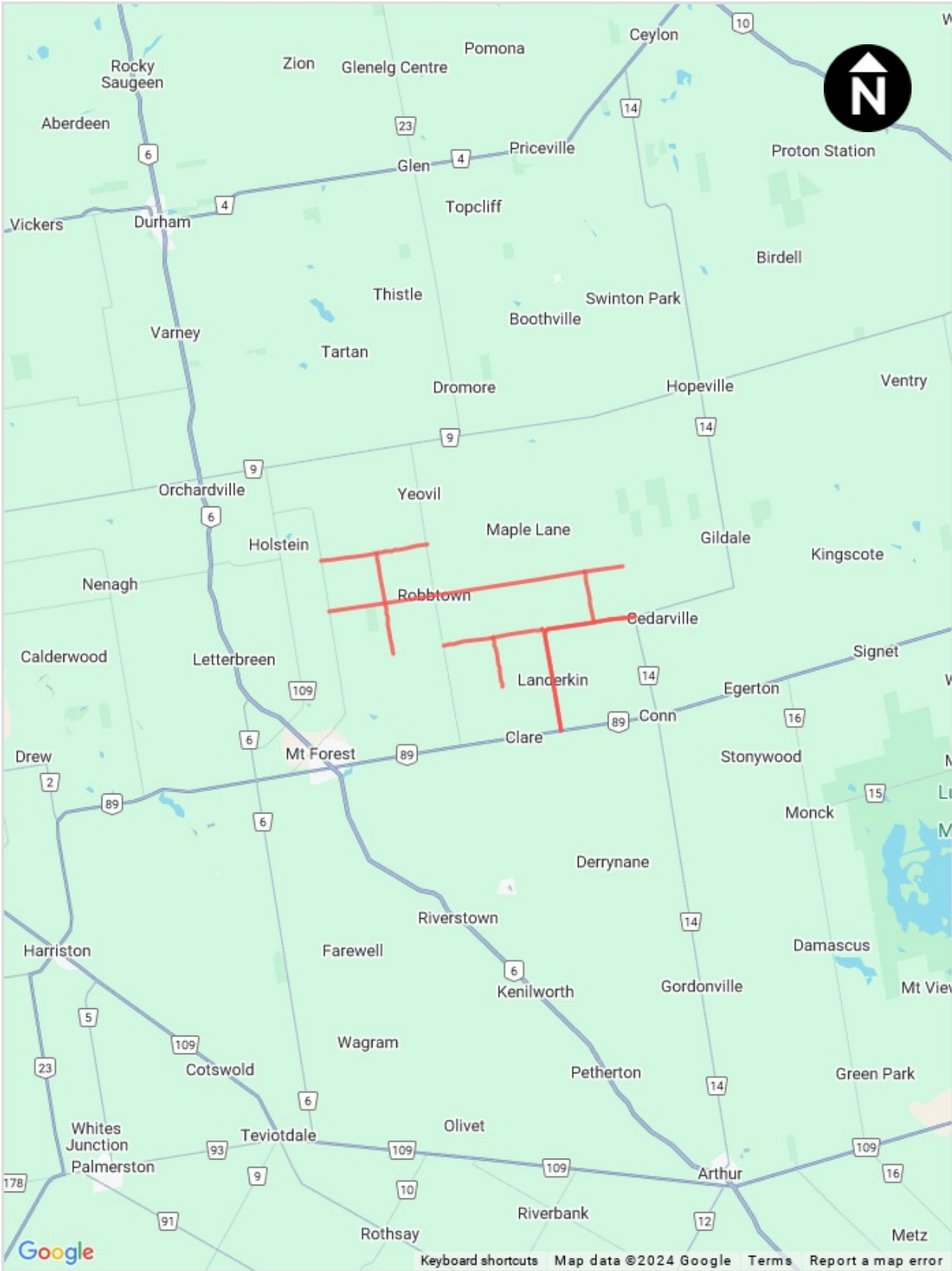
Unit 121
Sidewalk Route

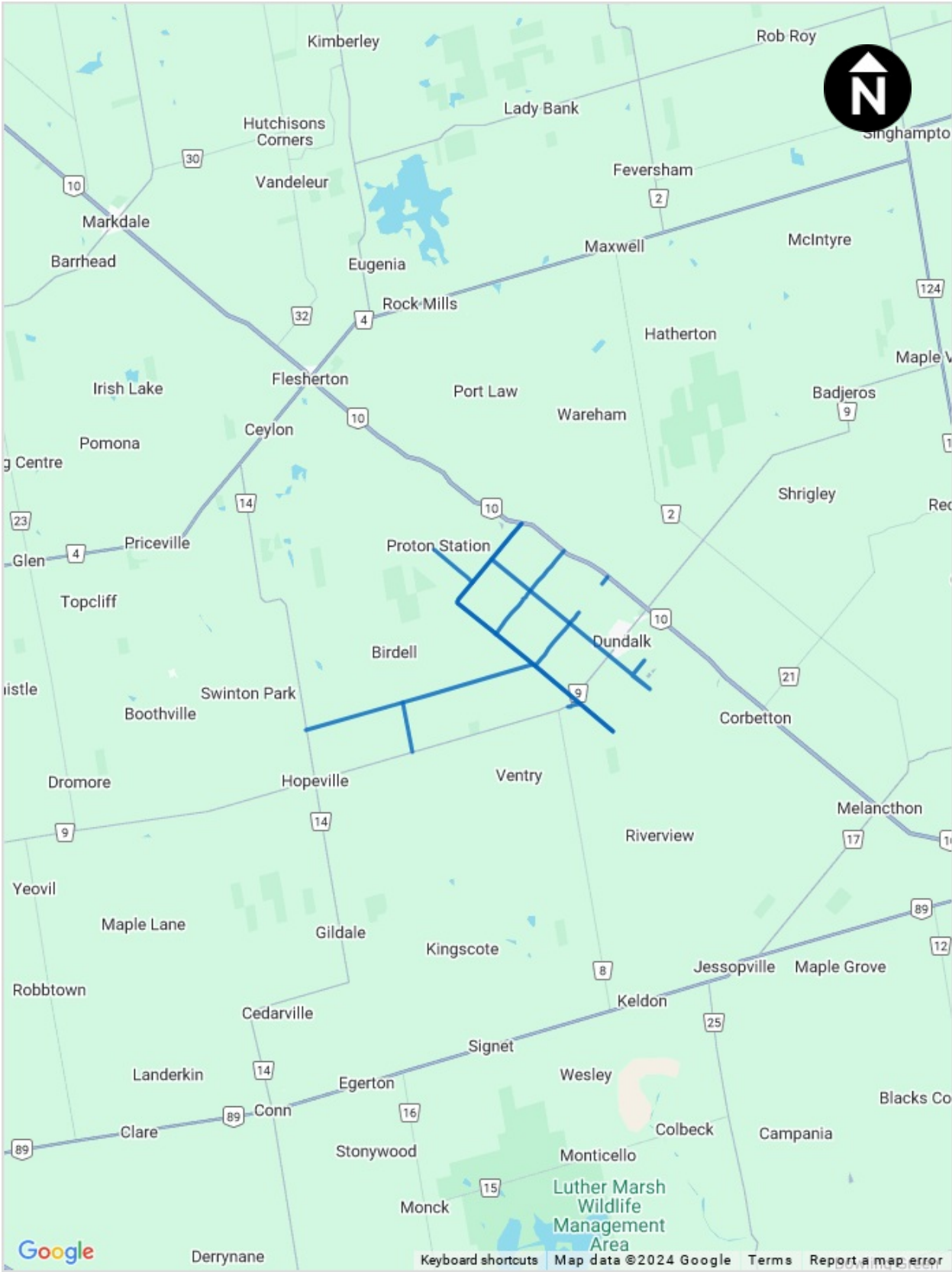
Total Length: 6.33 Lane Kilometres

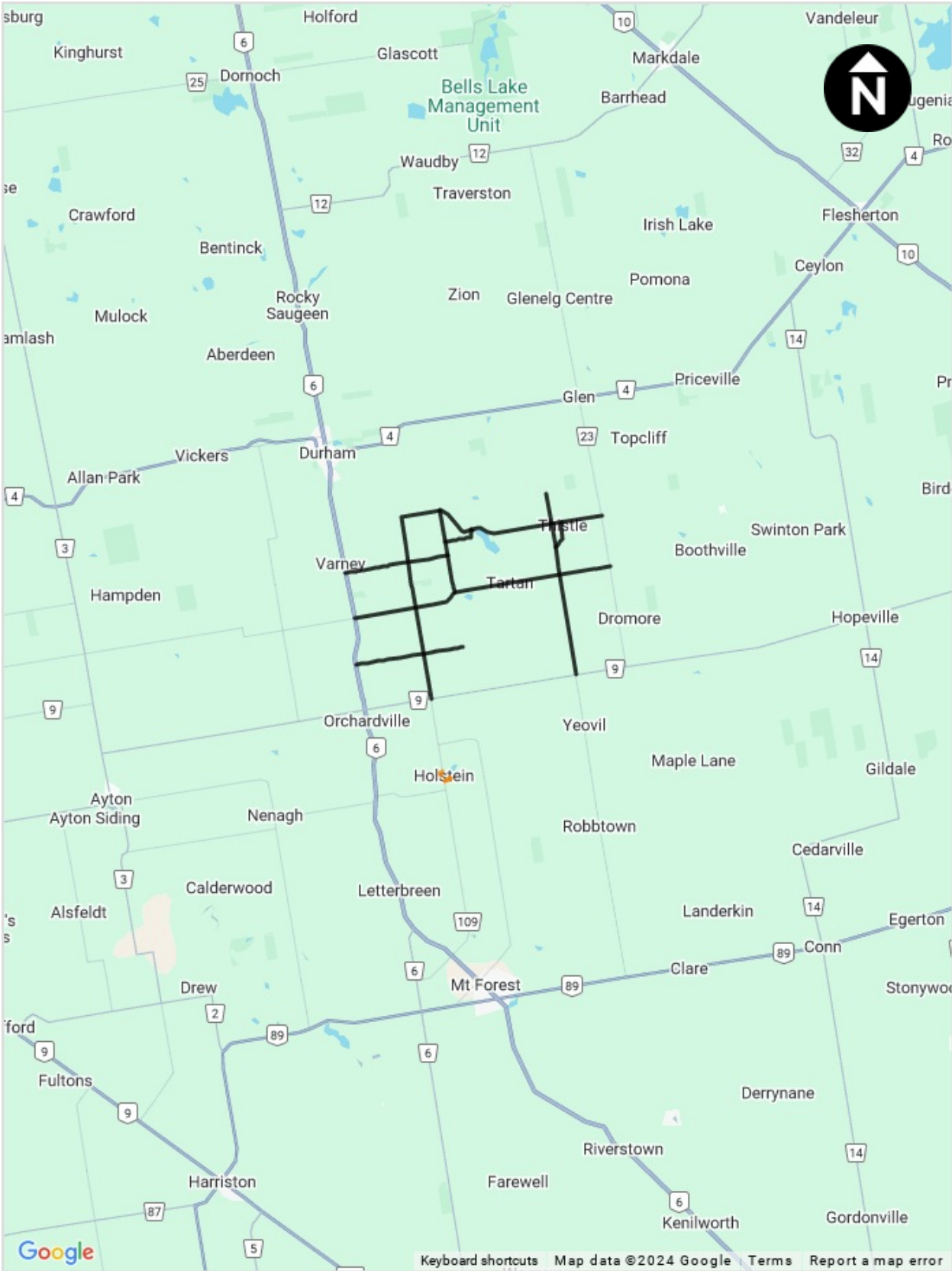






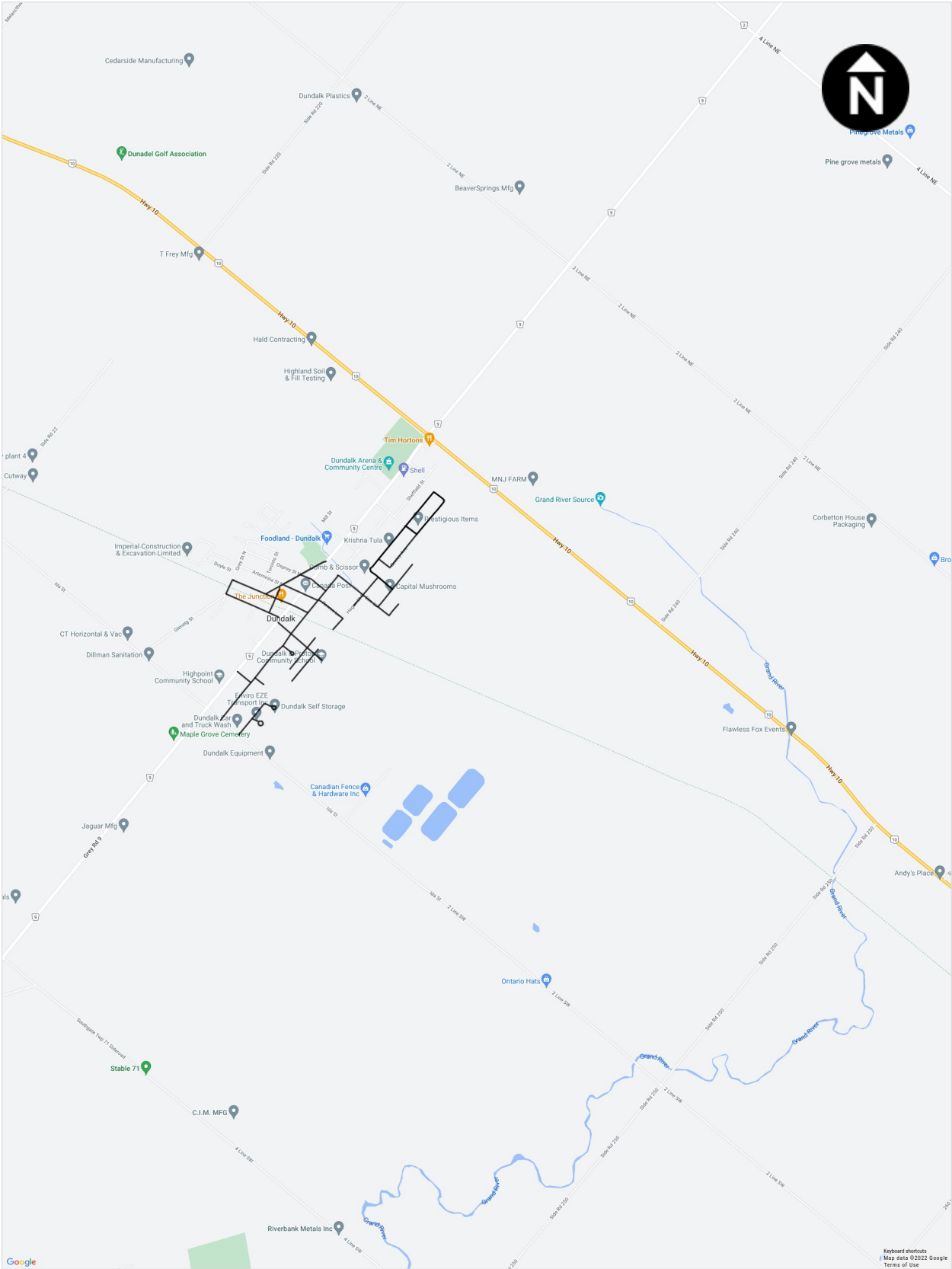


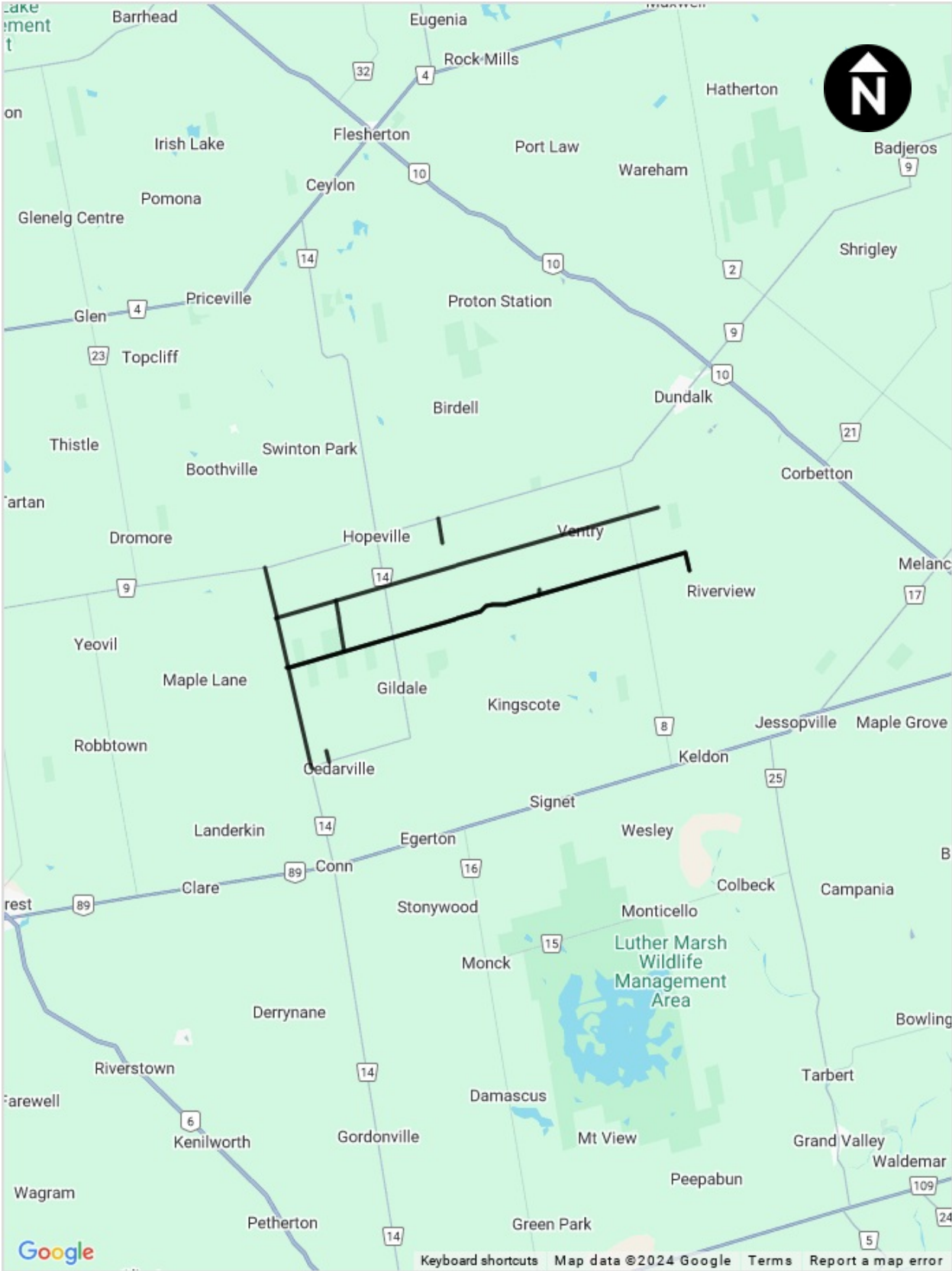


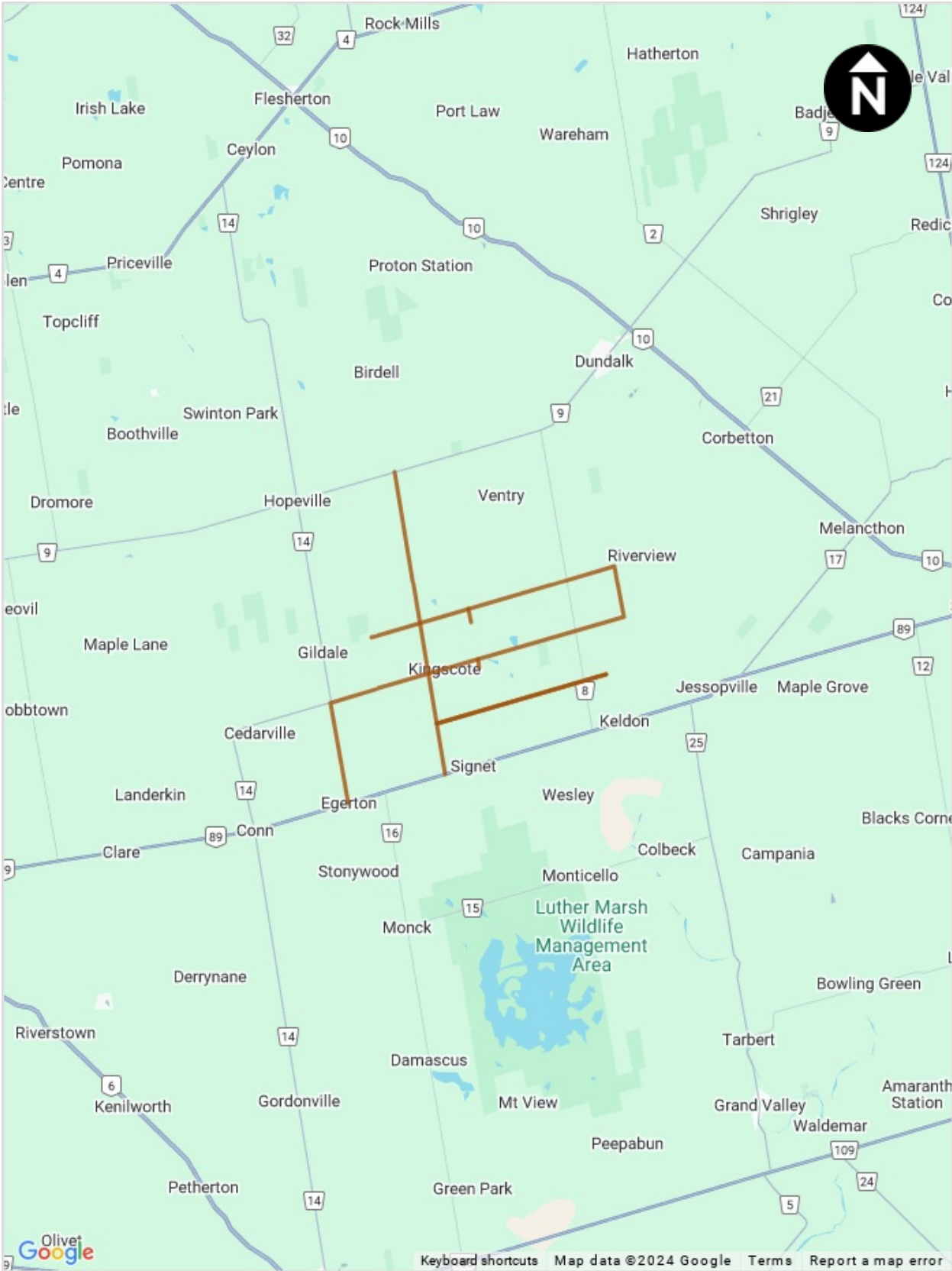


Unit 215
Roadway Route

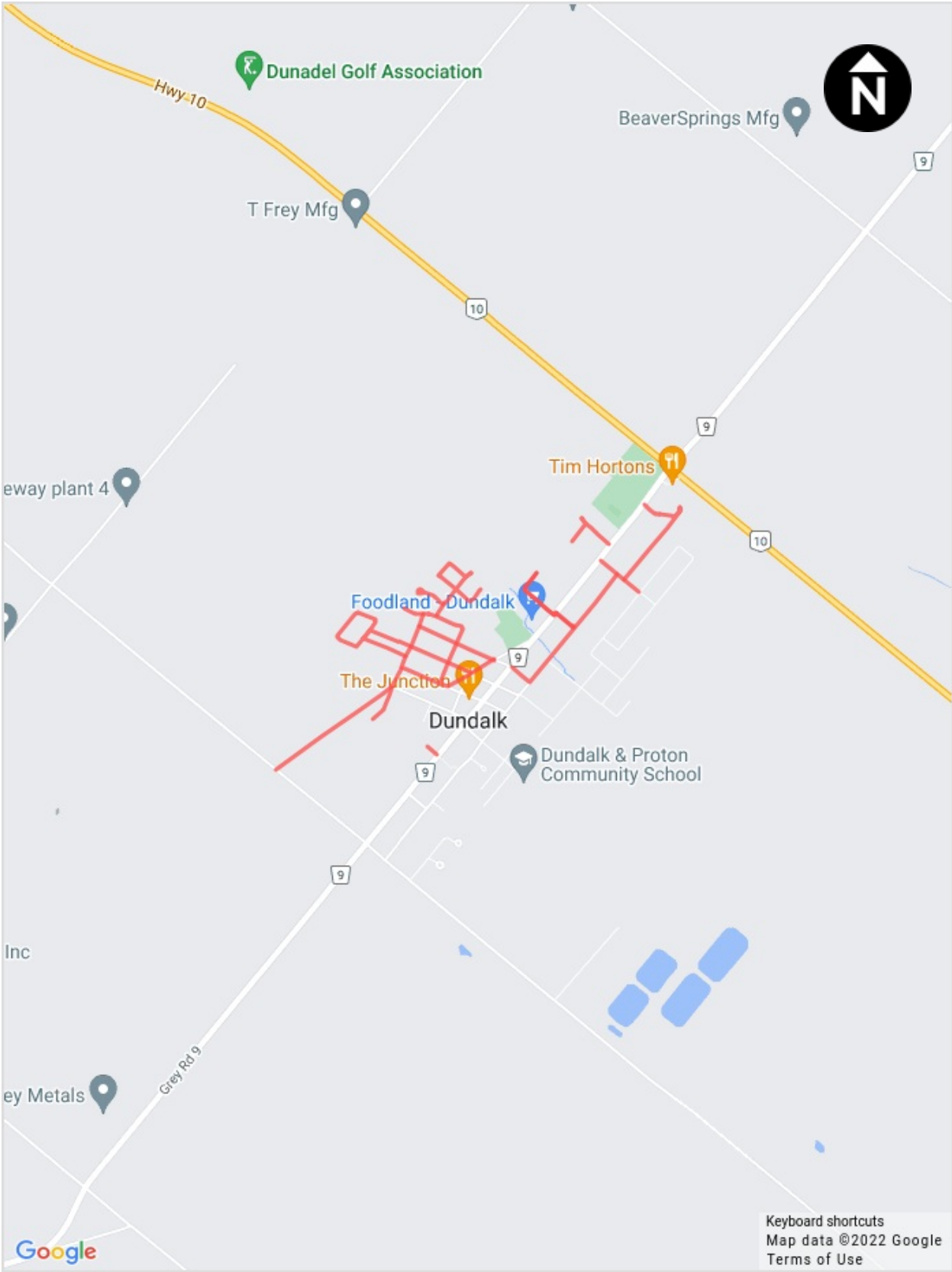
Total Length: 17.9 Lane Kilometres

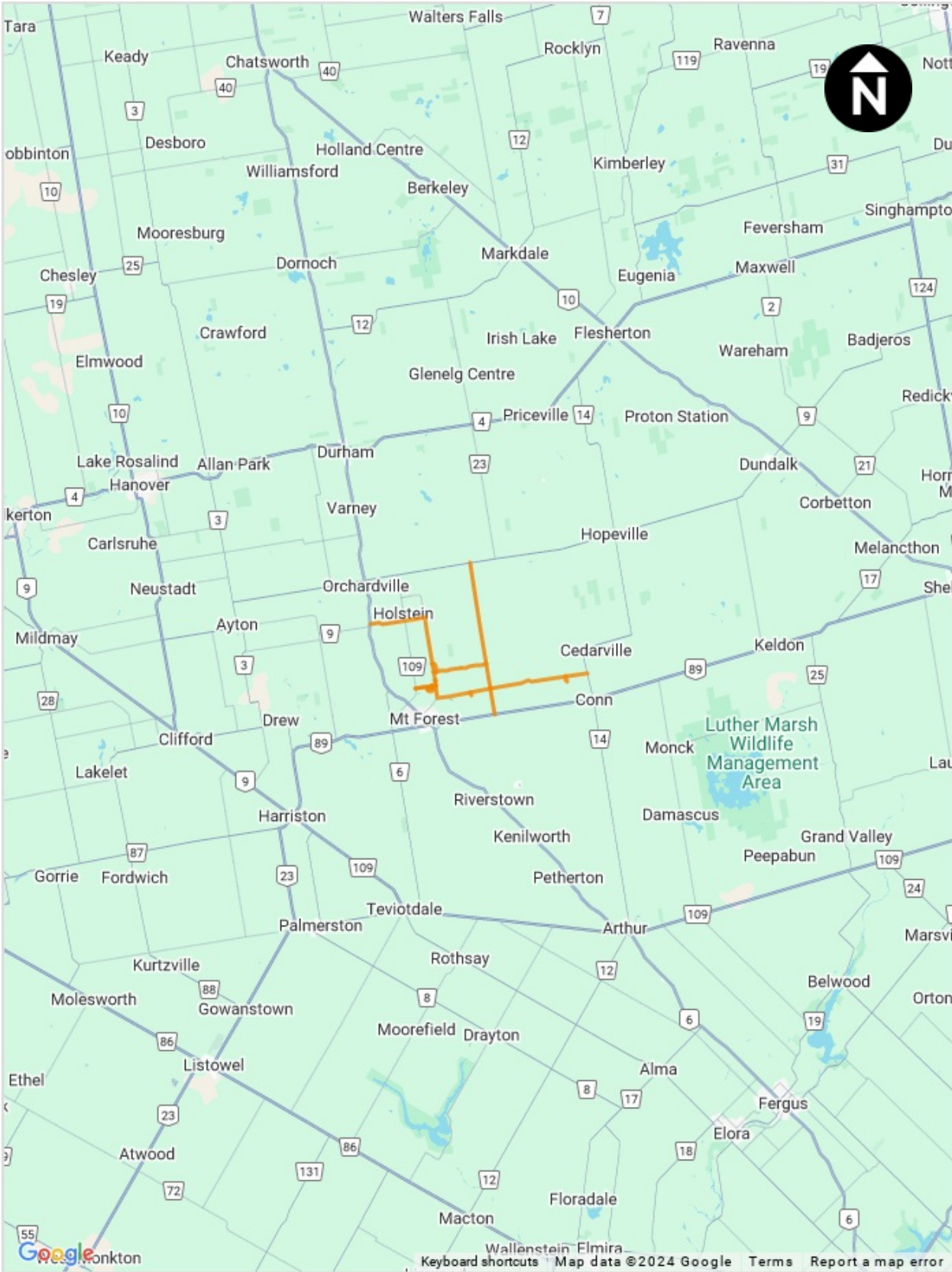












Appendix 3

Equipment List

Equipment	Type	Owned By	Electronic Controller Installed	Calibration Date	Pre-Wet Capability	Anti-Icing Capacity	Infrared Thermometer installed
Unit 101 - 2010 John Deere Grader 870G	Grader	Township of Southgate	N	N/A	N	N	N
Unit 105 - 2008 John Deere 870D	Grader	Township of Southgate	N	N/A	N	N	N
Unit 113 - 2014 Trackless	Other	Township of Southgate	N	N/A	N	N	N
Unit 116 - 2016 John Deere Grader 870G	Grader	Township of Southgate	N	N/A	N	N	N
Unit 117 - 2018 Kubota Tractor	Other	Township of Southgate	N	N/A	N	N	N
Unit 121 2020 Trackless	Other	Township of Southgate	N	N/A	N	N	N
Unit 122 - 2020 John Deere Grader 870G	Grader	Township of Southgate	N	N/A	N	N	N
Unit 125 - 2022 Trackless	Other	Township of Southgate	N	N/A	N	N	N
Unit 127 - 2023 Cat 160-15	Grader	Township of Southgate	N	N/A	N	N	N
Unit 205 - 2007 International Tandem	Tandem Axle	Township of Southgate	N	N/A	N	N	N
Unit 208 - 2008 Ford F550	Single Axle	Township of Southgate	N	N/A	N	N	N
Unit 212 - 2013 International 7600 Tandem	Tandem Axle	Township of Southgate	Y	2020-Oct-28	N	N	N
Unit 214 - 2014 International Tandem	Tandem Axle	Township of Southgate	Y	2016-Oct-28	N	N	N
Unit 215 - 2016 International S/A	Single Axle	Township of Southgate	N	N/A	N	N	N
Unit 216 - 2017 International 7600 Tandem	Tandem Axle	Township of Southgate	Y	2024-Nov-13	N	N	N
Unit 220 Western Star Tandem	Tandem Axle	Township of Southgate	Y	2024-Nov-13	N	N	N
Unit 221 - 2023	Tandem	Township		2024 Nov			

International HV 613	Tandem Axle	Township of Southgate	Y	2024-NOV-13	N	N	N
Unit 222 - 2021 S/A International	Single Axle	Township of Southgate	Y	2024-Nov-13	N	N	N
Unit 224 - 2024 International HV 613 Tandem	Tandem Axle	Township of Southgate	Y	2024-Nov-13	N	N	N
Unit 312 - 2016 Ford 150	Other	Township of Southgate	N	N/A	N	N	Y
Unit 315 - 2018 Ford F150	Other	Township of Southgate	N	N/A	N	N	Y
Unit 316 - 2020 Chev 1500	Other	Township of Southgate	N	N/A	N	N	Y
Unit 318 - 2021 Chev 1500	Other	Township of Southgate	N	N/A	N	N	Y
Unit 319 - 2021 Chev 1500	Other	Township of Southgate	N	N/A	N	N	Y
Unit 324-2023 Ford F-250	Other	Township of Southgate	N	N/A	N	N	N

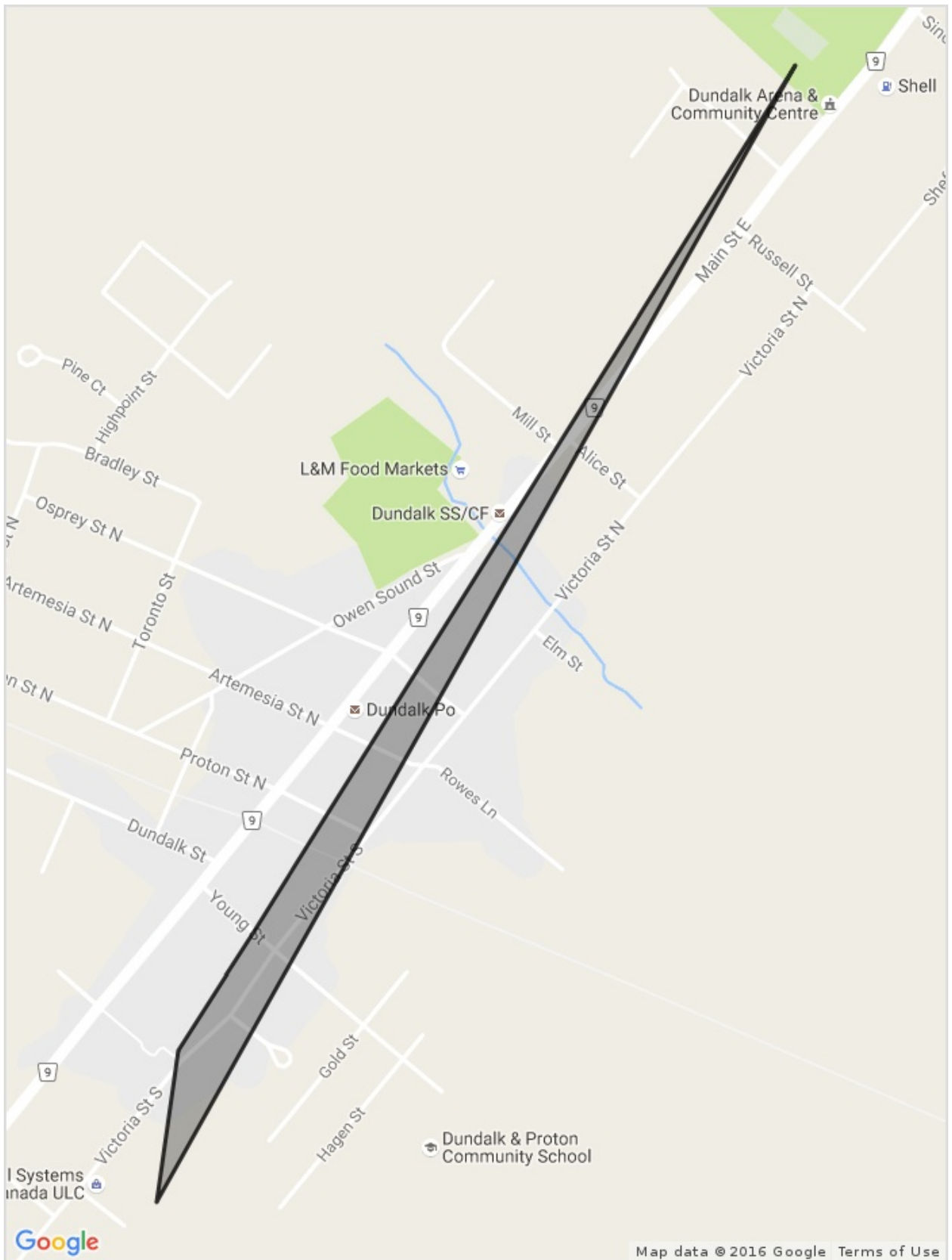
Equipment	Pre-Wet Capability	Anti-Icing Capacity	Other Features	Comments
Unit 101 - 2010 John Deere Grader 870G	N	N		
Unit 105 - 2008 John Deere 870D	N	N		
Unit 113 - 2014 Trackless	N	N	- Has a spreader	
Unit 116 - 2016 John Deere Grader 870G	N	N		
Unit 117 - 2018 Kubota Tractor	N	N		This tractor completes snow cleaning in parking lots
Unit 121 2020 Trackless	N	N	- Has a spreader	
Unit 122 - 2020 John Deere Grader 870G	N	N		
Unit 125 - 2022 Trackless	N	N	- Has a spreader	
Unit 127 - 2023 Cat 160-15	N	N		
Unit 205 - 2007 International Tandem	N	N	- Has a spreader	
Unit 208 - 2008 Ford F550	N	N	- Has a spreader	
Unit 212 - 2013 International 7600 Tandem	N	N	- Has a spreader	
Unit 214 - 2014 International Tandem	N	N	- Has a spreader	
Unit 215 - 2016 International S/A	N	N	- Has a spreader	
Unit 216 - 2017 International 7600 Tandem	N	N	- solid salt application ready,- Has a spreader	
Unit 220 Western Star Tandem	N	N	- Has a spreader	
Unit 221 - 2023 I				

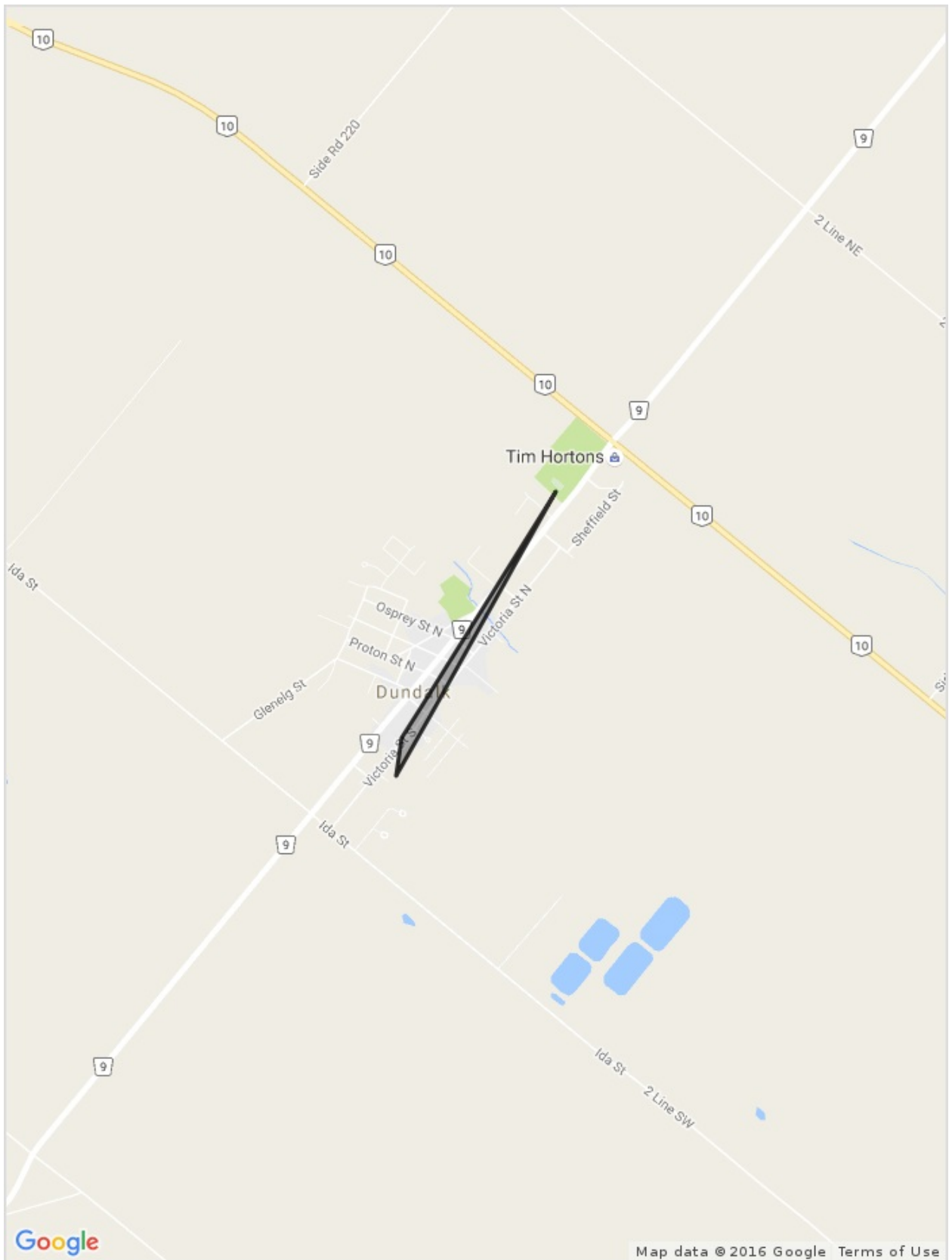
International HV6 13	N	N	- Has a spreader	
Unit 222 - 2021 S/A International	N	N	- solid salt application ready,- Has a spreader	
Unit 224 - 2024 International HV6 13 Tandem	N	N	- Has a spreader	
Unit 312 - 2016 Ford 150	N	N		
Unit 315 - 2018 Ford F150	N	N	- Has mounted mobile RWIS	Foreman Truck 315 patrols all roads within the Municipality
Unit 316 - 2020 Chevy 1500	N	N		
Unit 318 - 2021 Chevy 1500	N	N		
Unit 319 - 2021 Chevy 1500	N	N		
Unit 324-2023 Ford F-250	N	N	- solid salt application ready,- Has a spreader,- Has mounted mobile RWIS	

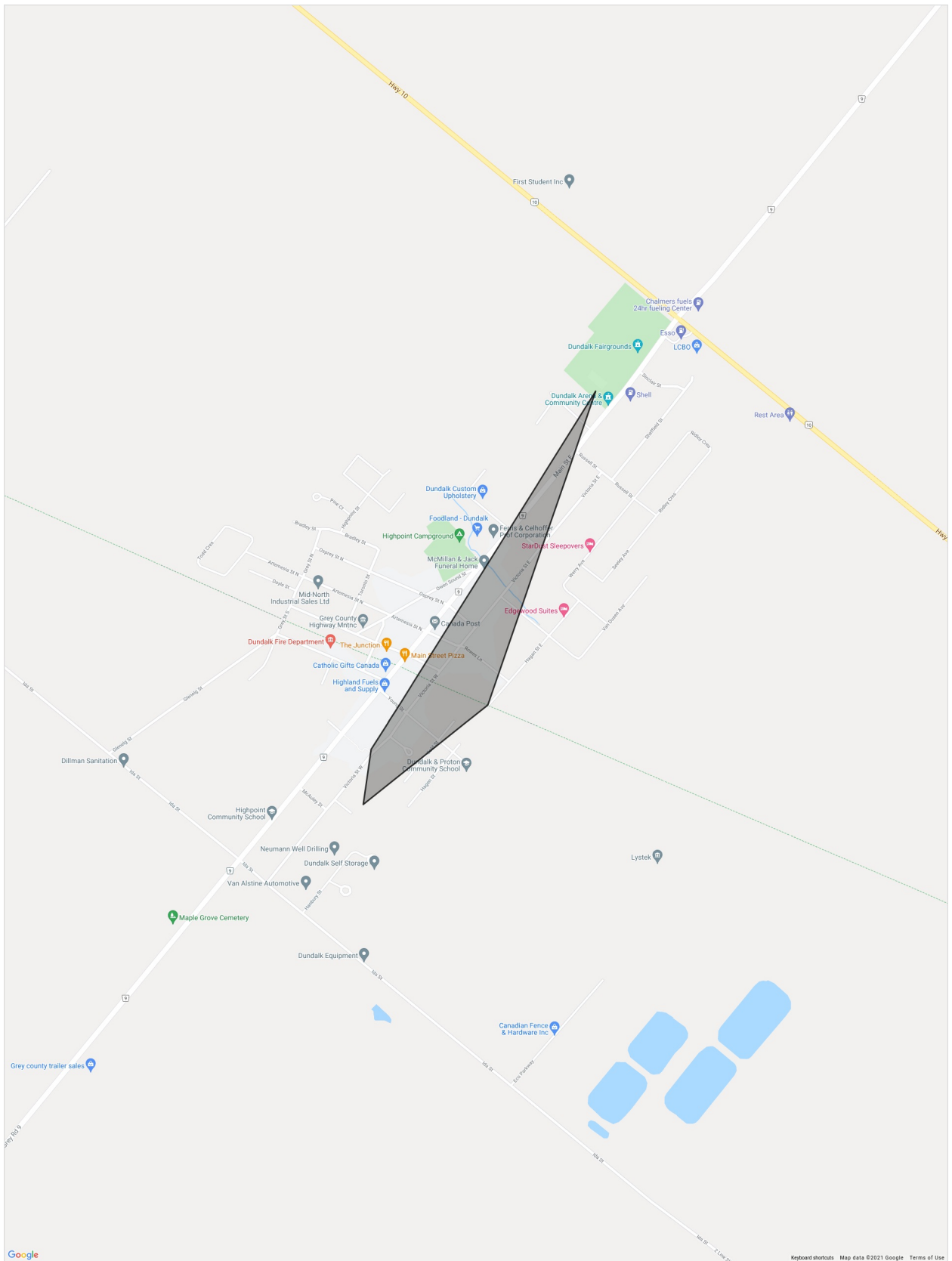
Legend Y = Yes N = No

Appendix 4-1

Vulnerable Area
(Dundalk Wells)







â€¦,â€¦,â€¦,

Appendix 5-1

Media Release
Road Closed



The Township of Southgate

Date _____

Time _____

Media Release

Due to a severe winter storm *Ontario Provincial Police - Grey County* advise that the following roads in the Township of Southgate are impassable due to (reason, e.g. “drifting and blowing snow”) and have been closed to traffic.

Street Name	From	To

Ontario Provincial Police - Grey County advise that these roads will remain closed until the storm subsides and driving conditions improve.

Appendix 5-2

Media Release Severe Weather



The Township of Southgate

Date _____

Time _____

Media Release

Due to a severe winter storm *Ontario Provincial Police - Grey County* advise that many roads in the Township of Southgate are impassable due to drifting and blowing snow. *Ontario Provincial Police - Grey County* advise that you do not drive until the storm subsides and driving conditions improve.

(Sometimes it is physically impossible to place signs and barricades to close a road, in this instance use this release when the roads have NOT been physically been closed by the placement of signs and barricades or an officer is present to redirect traffic)

Appendix 6

Operating Instructions and Safety Rules

The Township of Southgate
OPERATING INSTRUCTIONS AND SAFETY RULES

1. WORK HOURS

For major storm events, one 12 hour shifts will be established at the discretion of the Public Works Foreman / Fleet Manager

2. SAFETY PROCEDURES

Safety is paramount during any snow storm. The following safety rules will be observed by all equipment operators.

A. Check your snow removal equipment prior to leaving the yard and also the following:

- 1) All work lights and emergency lights
- 2) Two-way radio
- 3) Snow plow and frame for damage
- 4) Sander
- 5) Rear view mirrors
- 6) Flags and reflectors
- 7) Windshield wipers
- 8) Heater and defroster
- 9) All necessary mapping for snow and ice removal
- 10) Vehicle Inspection Items
- 11) Liquid dispensing apparatus

B. Report any non-working equipment to a Fleet Manager immediately.

C. Use reasonable caution in operation of snow removal equipment.

D. Drive cautiously.

E. Utilize caution when operating in cramped quarters with parked cars on a street.

F. Know your route and any fixed objects covered by snow.

G. Obey all traffic laws.

H. Do not follow traffic too closely.

- I. Slow down prior to turning—your plow will tend to push you where it wants to go.
- J. Equipment involved in snow and ice control operations is emergency equipment, but you as the operator, must obey all traffic laws and provide right-of-way to other vehicles.
- K. Do not attempt to tow private automobiles—offer assistance by way of radio contact to the Public Works Foreman.
- L. Utilize caution when operating deicing equipment. Watch for overhead obstructions.
- M. Lower box when necessary.

3. ACCIDENTS

Report all moving vehicle accidents immediately to your Supervisor. Depending on the severity of the accident and availability due to storm related issues, the Ontario Provincial Police (OPP) will typically be called to evaluate the accident. Prior to leaving duty on the shift, a Motor Vehicle Accident Report from the OPP should be received. Your Supervisor will attempt to interview the driver at the end of the shift or within 24 hours after return to normal duties.

4. CARE AND USE OF EQUIPMENT

The snow plow operator is responsible for routine maintenance of the vehicle. Report any maintenance needed to the The Fleet Manager. Check vehicle before and after use for any maintenance needed or damage to equipment. Fill out Operations Daily Inspection Check Sheet. The vehicle should be refuelled at the end of each operator's shift.

5. RADIO COMMUNICATIONS

Operators are to take duty instructions from the Public Works Foreman. The Police may report road conditions or other issues to the Public Work's Foreman. It will be the role of the Public Works Foreman to direct all winter maintenance related operations.

6. DAILY REPORTS

Upon completion of the shift, operators will be required to fill out a Daily Report sheet. This sheet will document location, date, mileage, and material usage.

7. SIGNIFICANT WEATHER EVENT

The Township of Southgate may at times declare a significant weather event. A significant weather event means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within the Township.

A weather hazard means the weather hazards determined by Environment Canada

as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program.

The Township of Southgate may declare a significant weather event relating to snow accumulation on roadways and bicycle lanes; ice formation on roadways and icy roadways; and snow accumulation, ice formation and icy sidewalks.

The standard for treating significant weather events declarations is to:

- Monitor the weather as set out in the Winter Plan and, if deemed practical, deploy resources to address the event starting from the time that the Township deems appropriate to do so.
- Following the end of a weather hazard in respect of which a significant weather event ends, the Township shall declare the end of the significant weather event and address the conditions as in the Winter Plan.
- Declaration of a significant weather event beginning and ending shall be communicated by posting on the Township website, social media, Facebook and municipal511.

8. NO WINTER MAINTENANCE ROADS 2024-2025

9. DUNDALK WINTER ACTIVITY REPORT

Appendix 7-1

Record of Training



The Township of Southgate

Record of Training

This statement certifies that the below named individual has successfully completed the in-house Winter Operations Training program as required by The Township of Southgate Winter Operations Plan.

The Winter Operations Training program is comprised of the following modules:

- Equipment Circle Check
- Equipment Calibration
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – application rates, storage and handling
- Identification of road salt vulnerable areas and the procedures to follow in those areas
- Yard and Equipment maintenance

Employee Name _____ (Please print name)

Employee Signature _____ Date _____

Trainer Signature _____ Date _____

Supervisor Signature _____ Date _____

Appendix 7-2

Record of Training – Night Patroller



The Township of Southgate

Record of Patroller Training

This certifies that _____ (employee name) has successfully completed the in-house Winter Operations –Patroller Training as required by the Township of Southgate Winter Operations Plan.

The Winter Operations –Patroller Training workshop includes the following modules:

- Weather monitoring and forecasting results including: Road Weather Information System, Value Added Meteorological Service, eutectic temperature, pavement temperature, dew point
- Winter Shift Schedules
- Record Keeping
- Health and Safety
- Level of Service – policies, practices and procedures
- Identification of Plow Routes – including variations for year to year and issues identified along the route
- De-icing chemicals – usage, application rates, storage and handling
- Identification of road salt vulnerable and/or susceptible areas and the procedures to follow in those areas
- Call-out procedures
- Emergency contacts
- Yard and Equipment maintenance

Employee Name _____ (Please print name)

Date of Training _____

Location of Training _____

Trainer Signature _____

Supervisor Signature _____

Appendix 8-1

(No Winter Maintenance Roads 2024-2025)

Southgate No Winter Maintenance Roads	
Road Name	Notes
Southgate Rd 04	Grey Rd 8 - East 0.93
Southgate Rd 10	Hwy 6 - Sdrd 33
Southgate Sdrd 07	SG RD 14 - Grey Rd 9
Southgate Sdrd 07	Grey Rd 9 - SG RD 22
Southgate Rd 19	SG RD 12 - SG RD 14
Southgate Rd 19	Hwy 89 - SG RD 10
Southgate Rd 21	SG RD 10 - Grey Rd 9
Southgate Sdrd 41	SG RD 14 - Grey Rd 9
Southgate Sdrd 41	SG RD 04 - Wellington St
Southgate Sdrd 47	SG RD 12 - SG RD 14
Southgate Sdrd 47	SG RD 04 - Hwy 89
Southgate Sdrd 55	SG RD 14 - Grey Rd 9
Southgate Sdrd 57	Grey Rd 9 - SG RD 26
Southgate Sdrd 61	SG RD 10 - Grey Rd 9
Southgate-Glenelg Townline	SG Sdrd 47 east 1.1 km
Southgate Sdrd 47	SG RD 04 - SG RD 08
Southgate Sdrd 55	SG RD 08 - SG RD 10
Southgate Sdrd 55	Hwy 89 - north 200 m
Southgate Sdrd 21	Hwy 89 - north
Southgate-Glenelg Townline	SG Sdrd 61- west 1 km
Southgate Sdrd 19	SG RD 24 - north
Southgate Sdrd 71	SG RD 26 - north
Lake Road	SG RD 26 - west 83 m
Homestead Road	SG RD 26 - east 135 m
Southgate Sdrd 07	Hwy 89 - north
Southgate-Melanthon Townline	SG RD 08 - Hwy 89
Southgate Rd 22	500m E of SG Sdrd 75 - 450m W of Hwy 10

Appendix 8-2

(Dundalk Winter Activity Report)

The Dundalk Public Works Team will complete this form for reporting Winter Activity.

DAILY WINTER ACTIVITY REPORT

Date: _____ Location: Dundalk

Morning Temperature: _____ Snowfall: _____

Freezing Rain: Yes or No

Present Road Conditions: _____ Time: _____

Present Sidewalk Conditions: _____ Time: _____

Activity	Plow Unit #	Start Time	Finish Time	Signs OK	Quantity of Sand Used	Quantity of Salt Used	Operators Signature Completing Task
Snow Plowed All Streets	215						
Sand/Salt Mixture All Streets							
Sand/Salt Mixture Corners Only							
Sand Salt Parking lots							
Route A - Blown / Plowed							
Rotute A - Salted							
Route B - Blown / Plowed							
Route B - Salted							
All Sidewalks Sanded/Salted							
Additional sections to route A:							
Additional section to route B:							
Works Garage / Fire Hall Snow Blown							
Proton St Parking Lot Snow Blown							
Credit Union Parking Lot Snow Blown							
Artemesia St. Parking Lot Snow Blown							
Holland St Parking Lot Plowed/Blown							
Proton St Back Alley Snow Blown							
Medical Centre Parking Lot Snow Blown							
Library Parking Lot Snow Blown							
MacIntyre Building Parking Lot Snow Blown							

Activity	Plow Unit #	Start Time	Finish Time	Signs OK	Quantity of Sand Used	Quantity of Salt Used	Operators Signature Completing Task
Townhall Steps Shovelled & Salted							
New Library Sanded/Salted							
Transfer Station Blown/ Sanded							
Arena Parking Lot Plowed & Snow Blown							
Hog Barn Parking Lot Plowed & Snow Blown							
Arena Parking Lot Sanded/Salted							
Hog Barn Parking Lot Entrance Sanded/Salted							

Details of Sign Problems :

- 1 _____ Location: _____
- 2 _____ Location: _____
- 3 _____ Location: _____
- 4 _____ Location: _____
- 5 _____ Location: _____

Resolution of above Sign Problems :

- 1 _____ Repaired by: _____
- 2 _____ Repaired by: _____
- 3 _____ Repaired by: _____
- 4 _____ Repaired by: _____
- 5 _____ Repaired by: _____

Other Activities Completed :

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Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2024-12-04
Report Number	CAO2024-023
Title:	Loan for Unfinanced Capital – Victoria Street Project – Phase 2
Open/Closed Session:	Open Session
Prepared By:	Insert Name of Staff Member Who Prepared the Report
Approved By:	Dina Lundy Chief Administrative Officer

Executive Summary:

This report is presented to provide background information and financing options for unfinanced capital from 2023 and 2024 for the Victoria Street Rehabilitation project. The loan requested is for the 2024 unfinanced amount, until requirements are met to apply to Infrastructure Ontario. At that time, the bank loan will be paid in full and a debenture issued by Infrastructure Ontario (IO) for the full amount outstanding for unfinanced capital from both 2023 and 2024 for the Victoria Street Rehabilitation project.

Recommendation:

Be it resolved that Staff Report CAO2024-023 be received for information; and
That Council direct staff to secure a loan for unfinanced capital from 2024 in the amount of \$4,066,295.00 for Victoria Street Rehabilitation Phase 2; and
That Council approve financing option 1, for a one-year term fixed rate loan at 4.64%, with a 10-year amortization; and
That council consider the adoption of a borrowing by-law to authorize the loan.

Background:

The 2023 Roads budget includes debt financing for the project for \$5,213,968.00, estimated interest rate at 5% for 10 years. The 2024 Roads budget includes debt financing for \$4,066,295.00. The project debt for 2023 and 2024 has not been financed to date, which is affecting the township’s cash flow position.

Analysis

Requirements for obtaining a loan from Infrastructure Ontario (IO), include latest year financial statements posted, and the yearly approval of the Asset Management Plan. The township has not completed these for the 2023 fiscal year.

Staff obtained approval from CIBC for a loan in the amount of \$4,066,295.00 and are recommending Option 1 below.

10 Year Amortization, Fixed Term Loan Options

*rates as of November 20th, 2024, subject to change

Option	Amort. (Yrs)	Term (yrs)	Rate	Payment (Monthly)	Payment (Annual Total)	Total Payable to CIBC	Total Interest over Life of Loan
1	10	1	4.64%	\$ 42,417	\$ 509,009	\$ 5,090,087.01	\$ 1,023,792.01
2	10	2	4.57%	\$ 42,280	\$ 507,357	\$ 5,073,573.40	\$ 1,007,278.40
3	10	3	4.59%	\$ 42,319	\$ 507,829	\$ 5,078,288.27	\$ 1,011,993.27
4	10	4	4.65%	\$ 42,437	\$ 509,245	\$ 5,092,448.74	\$ 1,026,153.74
5	10	5	4.76%	\$ 42,654	\$ 511,847	\$ 5,118,471.23	\$ 1,052,176.23

Infrastructure Ontario (IO) can provide direct to debenture funding for completed projects five years after the last expense was incurred for the project. The project is currently in its last stages of completion, therefore can still be funded through IO within the next 5 years. The application process can take 2 months once we receive our FIRs and have an updated AMP in place. Currently, an IO loan is slightly lower than the bank interest rate, with the 10 year amortization rate at 3.97%.

Amortization (Yrs)	Rate	Payment (Monthly)	Payment (Annual Total)	Total Payable to IO	Total Interest over Life of Loan
10	3.97	\$41,111.31	\$493,335.70	\$4,933,357.02	\$867,062.02

Staff will bring forward the refinancing options once the criteria for securing a loan through IO are met, and the term of the loan is nearing. Additionally, staff will finance the 2023 unfinanced capital through IO as soon as the criteria has been met.

Internal Policy and Legislated Requirements:

The Municipal Act, 2001 sets out provisions for long term borrowing under [Part XIII – Debt and Investment](#).

Financial and Resource Implications:

Option 1 as recommended, is a one-year term at a total cost of \$509,009.00. The borrowing cost over the term is \$102, 379.20. Once approved by by-law, the total cost will be added to the 2025 budget.

Annual Repayment Limit:

The 2024 Annual Repayment Limit (ARL) estimated annual repayment ceiling is \$2,872,509.70. The above loan brings our annual repayments to \$690,063.76. After taking this into consideration, this would leave \$2,182,445.94 annually available for other debt funded projects.

Strategic Priorities:

Priority: Operational Excellence

Goal: Goal 12: Ensure Diligent Maintenance and Long-Term Sustainability of Township Assets and Infrastructure

Action Item: 12 b) Continue to Foster Partnerships and Explore Opportunities to Access Funding for Municipal Infrastructure Projects Throughout Southgate

The Corporation of the Township of Southgate

By-law Number 2024-147

**being a by-law to authorize a bank loan agreement with
Canadian Imperial Bank of Commerce**

Whereas the Municipal Act 2001, S.O. 2001, Chapter 25, Section 401 authorizes a municipality to incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter into prescribed financial agreements for or in relation to the debt; and

Whereas Ontario Regulation 276/02, as amended, permits a municipality to enter into a bank loan agreement for the purpose of long term borrowing; and

Whereas The Council of the Corporation of the Township of Southgate requires a bank loan for municipal purposes to finance Phase 2 of the Victoria Street Rehabilitation Project; and

Whereas The Council of the Corporation of the Township of Southgate has accepted a bank loan as offered by the Canadian Imperial Bank of Commerce; and

Whereas the amount of the loan is within the debt and financial obligations limit of The Corporation of the Township of Southgate as established by legislation,

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

1. **That** the Treasurer is hereby authorized to execute a bank loan agreement with Canadian Imperial Bank of Commerce to be used to finance Phase 2 of the Victoria Street Rehabilitation project; and
2. **That** the amount to be borrowed shall be \$4,066,295.00; and
3. **That** the interest rate shall be the CIBC rate in effect upon the date the loan is finalized, currently 4.64% per annum; and
4. **That** the loan agreement shall be for 1 year, and the amortization period shall be for 10 years, repayable in regular installments each month as set out in the loan agreement; and
5. **That** this by-law shall come into force and take effect on the final passing thereof.

Read a first, second and third time, and finally passed this 4th day of December, 2024.

Brian Milne – Mayor

Lindsey Green - Clerk



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2024-12-04
Report Number	HR2024-007
Title:	Health and Safety Policy
Open/Closed Session:	Open Session
Prepared By:	Kayla Best
Approved By:	Kayla Best Human Resources Manager
Approved By:	Derek Malynyk Fire Chief
Approved By:	Dina Lundy Chief Administrative Officer

Executive Summary:

Under the provisions of the Occupational Health and Safety Act (OHSA), the employer shall prepare and review a written occupational health and safety policy annually. Staff are bringing Policy #33A Health and Safety Policy to Council for review and approval. No changes have been made since the previous approval.

Recommendation:

Be it resolved that Staff Report HR2024-007 be received for information; and
That Council approve the renewal of the Health and Safety Policy #33A for the 2024-2025 period; and
That the Mayor sign the Health and Safety Policy Statement for the 2024-2025 period.

Background:

The Occupational Health and Safety Act (OHSA), Section 25(2), states the employer shall:
(j) prepare and review at least annually a written occupational health and safety policy and develop and maintain a program to implement that policy.

Analysis

Staff have reviewed the policy and the statement and do not feel any updates are necessary since it captures the intention of the municipality in regards to health and safety accurately.

The specific Health and Safety procedures of the Township are held in our Health and Safety Manual which is created in collaboration with the Health and Safety committee. Updates are

regularly made to this manual to ensure the Township remains up to date with standards and legislation.

Internal Policy and Legislated Requirements:

This report aligns with the Occupational Health and Safety Act.

Financial and Resource Implications:

There are no financial impacts resulting from this report.

Strategic Priorities:

Priority: Operational Excellence

Goal: Goal 10: Position Southgate 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:

List Attachments:

Attachment 1: HR2024-007 – 33A Occupational Health and Safety Policy 2024

TOWNSHIP OF SOUTHGATE

Policy # 33A

Health & Safety Policy

Approved by Council on: December 4, 2024



1. Purpose

The purpose of this policy is to establish a Health and Safety Policy Statement that will articulate the Township of Southgate's commitment to a healthy and safe work environment.

2. Scope

This policy applies to all Township of Southgate (Southgate) employees, members of Council, volunteers, members of the public and contractors.

3. Definitions

- a. **"Employer"** – for the purpose of this Policy is the Township of Southgate.
- b. **"The Act"** – Occupational Health and Safety Act as amended.

4. Policy

- a. The Township shall develop and maintain a Health and Safety Policy and Policy Statement and have the statement signed annually by the Mayor (Schedule A).
- b. The Health and Safety Policy Statement shall be posted in a conspicuous place at all Township workplaces.
- c. In addition to the Health and Safety Policy, the Township shall have a Health and Safety Manual that outlines specific Health and Safety programs and procedures.

5. Related Policies and Legislation

- a. Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- b. Township of Southgate Policy #33B: Violence & Harassment Policy



Township of Southgate

Policy # 33A

Occupational Health & Safety Policy

Schedule A

Southgate Health & Safety Annual Policy Statement

The Township of Southgate is committed to providing protection of all employees from injury or occupational disease. The Township of Southgate will make every effort to provide a safe, healthy work environment. All management, supervisors and workers must be dedicated to the continuing objective of eliminating hazards that may result in personal injury and illness.

It is the responsibility of the Township to provide safe equipment, safe working conditions, safety training and create a culture of health and safety. All employees are expected to help us create a positive safety culture and help minimize hazards and risks within our workplace. Safe work practices and procedures will be clearly outlined in the Township's Health and Safety Manual for all employees to follow.

Employees are expected to be familiar with the Occupational Health and Safety Act and to abide by all safety regulations and policies and to work safely at all times so as not to endanger themselves or other workers. It is also the responsibility of every employee to report all unsafe or unhealthy conditions and to ensure that safe and healthy work conditions are maintained.

The objective of our Occupational Health & Safety Policy is to provide and maintain a safe and healthy workplace and to eliminate hazards that result in injuries or illness in the workplace.

Mayor

Date



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2024-12-04
Report Number	HR2024-008
Title:	COLA and Staff Step Increases
Open/Closed Session:	Open Session
Prepared By:	Kayla Best Human Resources Manager
Approved By:	Kayla Best Human Resources Manager
Approved By:	Dina Lundy Chief Administrative Officer

Executive Summary:

The Statistics Canada Ontario Consumer Price Index (CPI) was released for October and shows a 1.996% increase year over year. Staff are presenting the proposed COLA at 2% for 2025. This increase is applied to wage grids and affected agreements.

In addition to COLA, staff are recommending approval of a one-step increase to eligible staff for 2025.

Recommendation:

- Be it resolved that** Staff Report HR2024-008 be received for information; and
- That** Council approve the COLA increase of 2% to the 2025 Staff Pay Grid effective the first full pay period of 2025; and
- That** council approve the COLA increase of 2% to the 2025 Council Pay Grid and Volunteer Firefighter Pay Grid, effective January 1, 2025; and
- That** Council approve the COLA increase of 2% to all affected agreements and other Township established inflationary conditions, effective January 1, 2025; and
- That** Council approve a one step pay band increase for eligible employees, effective the first full pay period of 2025.

Background:

Under provisions of Pay Administration Policy #16, employees who meet or exceed job requirements may advance one step within their pay band. All step movements (merit increases) will be presented to Council for approval each year.

Also under Pay Administration Policy #16, " Each year on January 1, the entire pay band grid may move up by a percentage using an established formula using the Statistics Canada Ontario Consumer Price Index (CPI) for October".

Analysis

As we continue to assess the current economic conditions, it continues to be essential to address our compensation strategies in a manner that aligns with both the rising cost of living and our commitment to recognizing employee contributions based on merit. Continuing with these practices will support the Township's attraction and retention initiatives as identified as part of the Community Strategic Plan.

The Statistics Canada Ontario Consumer Price Index (CPI) for October was 1.996%. Staff have rounded this number to the nearest decimal to equal 2%. The total cost impact to all wages, including staff, council and volunteer is \$129,425.00 annually (\$21,451.85 user fees and \$107,973.15 taxation).

Through the performance appraisal process, 42 employees are eligible to receive a one-step increase within their pay band. Employees that are not eligible for a step increase include those that are at job rate, not on the pay grid, seasonal employees and employees currently on probation. The total 2025 budget impact for step increases effective the beginning of 2025 is \$87,425.41 (\$18,992.86 user fees and \$68,432.55 taxation).

Staff have identified several operational challenges with the transition of the payroll system in late 2023, due to the system being unable to process two rates in the same period without significant intervention and manual calculations from staff. Staff recommend changing the effective date to be as of the first full pay period of 2025 (January 4, 2025) and will look to update the policy with this wording for the future.

Below is the history of the October CPI and approved COLA for the past 5 years:

Year	October CPI	Approved COLA
2025	2.00%	
2024	3.29%	3.30%
2023	3.28%	3.30%
2022	6.50%	4.00%
2021	4.90%	3.00%
2020	0.70%	0.70%

Internal Policy and Legislated Requirements:

This report aligns with the Township's Pay Administration Policy #16.

Financial and Resource Implications:

A summary of the total 2025 budget impact is as follows

Increase Type	Total with User Fee Wages	Total without User Fee Wages
COLA (2%)	\$129,425.00	\$107,973.15
Step Increase (~2%)	\$87,425.41	\$68,432.55
TOTAL	\$216,850.41	\$176,405.70

Strategic Priorities:

Priority: Operational Excellence

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

Action Item: 10 a). Develop a Human Resources Plan for the Township to Formalize Staff Attraction and Retention Initiatives

Attachments:

List Attachments:

None



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2024-12-04
Report Number	FIN2024-020
Title:	IT Infrastructure Upgrades
Open/Closed Session:	Open Session
Prepared By:	Kayla Best HR Manager & Deputy Treasurer
Approved By:	Kayla Best HR Manager & Deputy Treasurer
Approved By:	Dina Lundy Chief Administrative Officer

Executive Summary:

It has been identified that some of the Township’s technical infrastructure is aging and becoming a risk. Staff recommend using the unused funds of the Replacement of Financial Software project that was approved in the 2024 budget towards the required IT equipment.

Recommendation:

Be it resolved that Staff Report FIN2024-020 be received for information; and
That Council approve the transfer of \$150,000.00 in the 2024 capital budget from the Replacement of Financial Software project to fund the Upgrading Required IT infrastructure project identified in this report; and
That Council direct staff to use any outstanding balance of these funds to begin an IT infrastructure reserve that can be contributed to annually for major IT infrastructure replacements.

Background:

Staff met with the Township’s third-party IT provider to review the status of all IT infrastructure within the Township. It was identified that upgrades and replacements are required due to the age of the devices and the expiration of warranties.

Analysis

In today’s rapidly evolving technological environment, it is crucial to maintain up to date IT infrastructure. Aging systems and infrastructure present risks to the Township including extended periods of downtime, cyber security issues and decrease in efficiencies due to lower processing speeds. The recently introduced Bill 194 - Strengthening Cyber Security and Building

Trust in the Public Sector Act, 2024, stresses the importance of cyber security in the public sector.

As the Township grows, our technology must grow alongside it to support the needs of the organization. When assessing the replacement equipment, staff will work closely with the IT third-party to ensure what is purchased will grow with the Township and continue to support our needs. Upgrading and replacing this equipment will mitigate risks and ensure our systems are under warranty, secure and working effectively.

The township has aging IT infrastructure that is causing disruptions and is at risk of failing, including the township's most critical infrastructure, being our server. The replacement cost for this is approximately \$60,000 including installation. There are also several laptops that are using unsupported operating systems and could fail. Additionally, the township phone system is in need of overhaul as we continue to experience disruptions.

The full breakdown of the project with estimated costs through the township's IT provider is as follows:

Server	\$60,000
Routers/Firewalls	\$18,000
VOIP Phone System	\$12,000
Laptops and Monitors etc.	\$25,000
Wifi Splitting	<u>\$5,000</u>
	\$120,000

Staff evaluated the current 2024 approved budget and identified that \$150,000 was budgeted and approved for the Replacement of Financial Software. The replacement project did not take place in 2024 and after evaluating closely, staff recommend pushing this initiative out 2-3 years while the finance team works through all processes and data cleanup. Staff recommend using this approved budgeted amount to replace and upgrade aged IT infrastructure. Staff also recommend starting a reserve fund for IT infrastructure and would transfer any remaining funds from the \$150,000 into that reserve once the project is complete.

Internal Policy and Legislated Requirements:

None.

Financial and Resource Implications:

The financial implications of this report are transferring the approved use of \$150,000 for the Replacement of Financial Software to using the funds to replace and upgrade aging IT Infrastructure; both expenses would be considered capital expenditures. The remaining funds will be transferred to a new IT Infrastructure reserve.

Strategic Priorities:

Priority: Operational Excellence

Goal: Goal 12: Ensure Diligent Maintenance and Long-Term Sustainability of Township Assets and Infrastructure



Report To:	Township of Southgate Council
Meeting Date:	2024-12-04
Report Number:	PL2024-101
Title:	Xplore Communications Tower Application (ON8409) File C27-24, Carolyn and Cleason Martin, 084231 Southgate Road 8, Concession 8, PT LOT 16
Open/Closed Session:	Open Session
Prepared By:	Victoria Mance, Junior Planner
Reviewed By:	Bill White, MCIP, RPP, Triton Engineering Senior Planning Consultant
Approved By:	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services
Approved By:	Dina Lundy, Chief Administrative Officer

Executive Summary:

A new 45 metre high freestanding communications tower is on-site to replace existing equipment on the farm silo. The proposed location described in the [FBO Connect Justification Report](#) was chosen to “maintain line of sight connections” with other facilities accommodate new and future technology. The proponent’s assessment confirms there are no existing facilities within 500 metres of the proposed site.

The proposal does not meet Southgate’s [Tower & Antenna Policy & Guidance Document](#) site location criteria recommending a 55 metre setback from all property lines. [Township Public Works](#) does not support the location because +/-20 to 30 metre setback is too close to Southgate Road 8. One [letter of opposition](#) was received at the public meeting. Council may advise that the setback does not meet Township policy, but Industry Canada is the approval authority.

Recommendation:

Be it resolved that Staff Report PL2024-101 regarding proposed Xplore Communications Tower Application (ON8409) File C27-24 for 084231 Southgate Road 8 be received for information; and **That** the proponent and Industry Canada be advised that the municipal land use consultation process has been completed according to the Township’s Telecommunication Facility Policy; and **That** the proponent and Industry Canada be advised the proposed tower does not provide a 55 metre setback from side and front lot lines (Southgate Road 8) recommended by Township Policy. **That** the proponent’s November 9, 2024, setback exemption request is received; and **That** should Industry Canada approve the proposed telecommunications tower that upon receipt of a letter of undertaking from the proponent permitting the Township to install radio communication equipment on the proposed facility if needed, that Council’s resolution will be forwarded advising the proponent and Industry Canada that the Township policy requiring public consultation has been completed and that installation shall meet all other policy requirements such as buffering/screening and obtaining an entrance permit and 911 emergency number if needed.

Reasons for Recommendation:

That the proponent and Industry Canada be advised that Council does not support the proposed telecommunications tower location for the following reasons:

- The facility does not meet the required setback of one times the tower height plus 10 metres (55 metres) in the [Southgate Communication Tower & Antenna Policy & Guidance Document](#); and
- Township Public Works advises the setback to Southgate Road 8 is under 55 metres and is not sufficient.

Proposal:

This proposed freestanding tower will provide Xplore Inc. customers with improved internet coverage and data services. The tower will be 45 metres high and occupy approximately nine (9) square metres in area. The tower will include an anti-climb mechanism and is located approximately 150 metres from the closest residence. Transmitting antenna equipment is mounted to the upper portion of the structure to maintain line of site with other communication facilities. According to the [FBO Connect Justification Report](#), the design provides for future technology and co-location of other facilities. Xplore's equipment on the existing silo can no longer accommodate additional technologies and will be decommissioned upon the completion of the proposed tower.

Background/Site Context:

The subject lands are an active farm with +-320 metres on Southgate Road 08, +-998 metres depth, 39-hectares of area and are located at the northeast corner of Southgate Road 08 and Southgate Sideroad 55. There is one farm property southwest of the subject lands. Photos along Southgate Road 8 from the proponent's submission are shown in **Attachment 1**. The farm cluster includes a single-detached dwelling, barn, multiple silos, and accessory structures on-site (see **Attachment 2**).

Application Review - Planning Act – Provincial Interest:

Section 2 of the [Planning Act RSO 1990 c.P. 13](#) supports the adequate provision and efficient use of communication, transportation, and other systems.

Application Review - Provincial Policy Statement (PPS 2024):

Section 3.1 (1) of [Provincial Planning Statement 2024](#) states that infrastructure, such as telecommunications, shall be provided in an efficient manner to accommodate projected need. [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#) stating that renewable energy projects are exempt from municipal approvals have been changed by the Provincial Government. Federal telecommunications towers are also exempt from local approvals

Application Review - County of Grey Official Plan:

Schedule A Map 2 in the Grey County Official Plan designates the applicant's lands Agricultural and Hazard Lands. Section 8.9.4(1) states,

The County supports the provision of high quality telecommunication services through the entire County including broadband/fibre and cellular services both within settlement areas and rural areas.

Section 8.9.4(5) states Telecommunication towers are exempt from municipal zoning by-laws and Section 41 of the Planning Act. A minimum 250 metre setback from all residential zones and dwellings is recommended wherever possible, unless necessary to provide adequate service to

such areas. County Planning Staff recommend the proposed tower be relocated 250 metres from the nearest dwelling not owned by the property owner, if possible.

Application Review - Southgate Township Official Plan:

The site is designated Agriculture and Hazard Lands in [Schedule A Map 1](#) in the [Township Official Plan](#). The Official Plan recognizes the importance of utilities, like telecommunication facilities, and permits them in all designations. Section 6.9(9) requires utilities avoid Natural Heritage Systems, especially Core Areas. This site is not located within any identified Natural Heritage Systems or Core Areas in [Schedule D](#) of the Official Plan.

Application Review - Southgate Zoning By-law:

In the [Township Zoning By-law](#) , telecommunication antennae are exempt from height restrictions in Section 5.3, and are permitted in all zones by Section 5.19 (c)

Application Circulation and Public Comments:

The following comments were received:

Comments from:	Comments received:
Grey County (November 14, 2024)	County Planning Staff recommend that the proposed tower be relocated 250 metres from the nearest dwelling not owned by the property owner, if possible.
Saugeen Valley Conservation Authority (October 10, 2024)	Proposed tower not located within SVCA Approximate Screen Area, no concerns.
Township Public Works Department (October 31, 2024)	This application indicates the proposed tower to be erected in close proximity to Southgate Road 08 Right of Way and does not meet Section 3 of Bylaw 2021-123 policy and is not supported by Public Works as proposed.
General Public Comments - James Bell (November 14, 2024)	Expressed concern for the setbacks of the proposed tower from the road allowance and the applicant’s dwelling on the subject lands. Is not in support of the application and believes it should be relocated.
Bell Canada, Enbridge Gas, Township Fire Department, and Historic Saugeen Metis	No comments received as of report writing.

Conclusion:

1. Telecommunication tower proposals are subject to [Southgate Communication Tower & Antenna Policy & Guidance Document](#)
2. The policy provides a consistent process to follow when reviewing telecommunication facility proposals as Industry Canada is the approval authority for these installations.
3. The submission followed the policy including a consultation meeting with Staff, documentation for review, and a public meeting held November 27.
4. Documentation submitted included an [Information Package](#) and a [Planning Justification Report](#).
5. The proponent was advised of the 55 metre setback recommended by Township Policy and the Public Works comments, resulted in a written exemption request in Attachment 3. Alternative locations were considered but did not work on-site due to proximity to the septic field, future development, and active agricultural areas.

6. The proposal otherwise complies with the Township policy, in the follow ways:
- Distances from residential, schools and active parks appear to be maximized.
 - No natural features or environmentally sensitive features are likely impacted.
 - No cultural heritage features were identified nearby.
 - Public views and vistas are not obscured, and tower is compatible with adjacent uses.
 - The tower location is 150m from the closest residential property; and
 - Co-location with other suppliers can be provided under Township Policy.

Council can advise the proponent and Industry Canada the location does not meet Township policy. Industry Canada may approve the proposed location at its discretion.

Link to Township of Southgate Strategic Plan:

The proposal has links to the Township [Community Strategic Plan](#) as follows:

- 1.C Ensure the distribution of technology and services to local businesses by referring them to correct supports
- 11.D Modernize administration of services through optimization of technology to meet or exceed industry best practices.

Attachment(s):

Attachment 1 – Before and After Photo from Southgate Road 8

Attachment 2 – Air Photo

Attachment 3 – Proponents Exemption Request

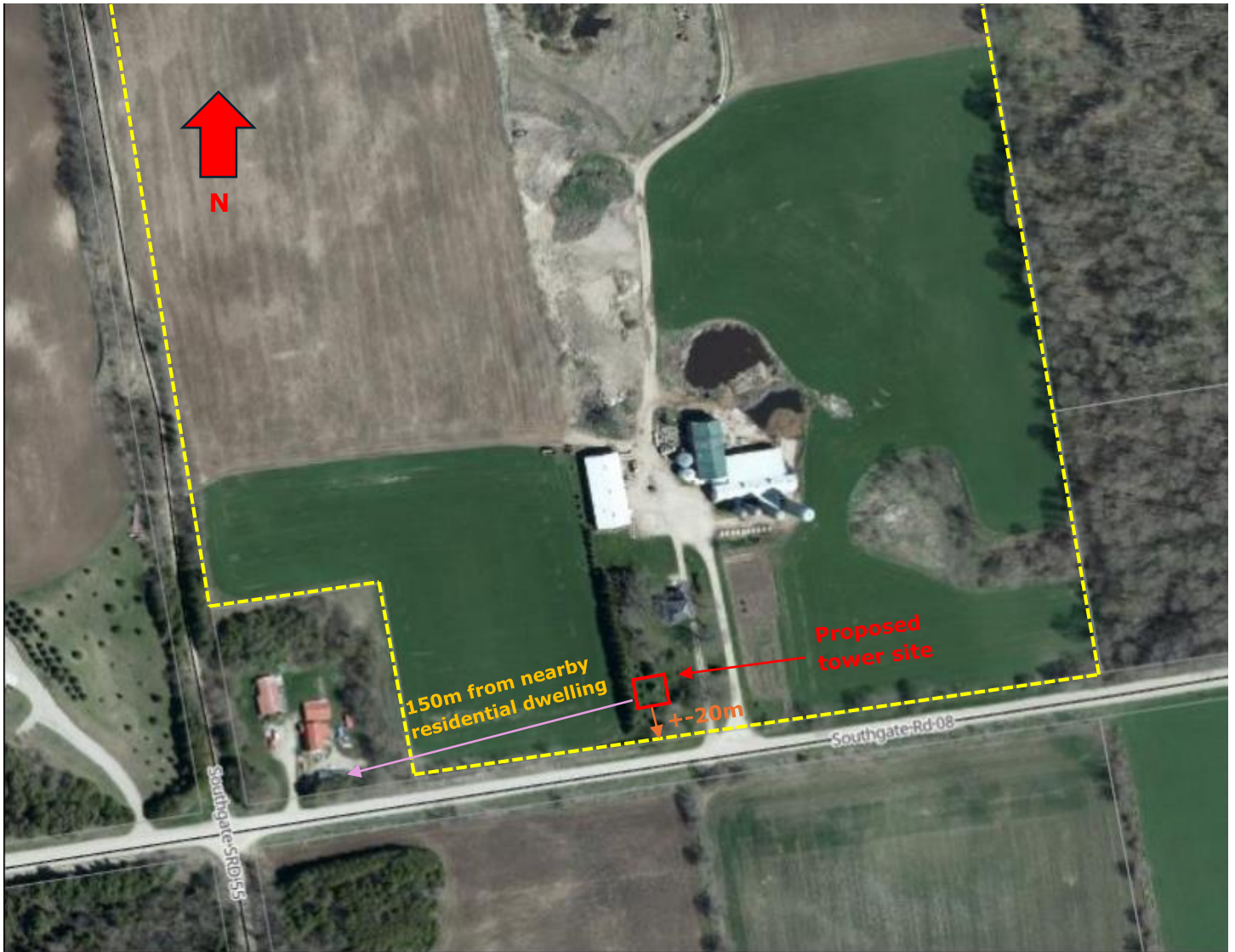
Attachment 1 – Site Photo from Southgate Road 8 - Before



After



Attachment 2 – Air Photo



Attachment 3 – Proponents Exemption Request November 8, 2024

Hi Victoria,
Thanks for the comments.

We noted in the justification report as to why we could not move further into the property.
“Although the Township’s Policy’s recommends a setback from property lines, it was not possible at this location. In working with the landowner, a few locations near their buildings were ruled out (septic field & future development) and we did not want to interfere with active agricultural areas”.

As noted in the policy, it is a recommendation and in this case it was not possible.

If public works is only in disagreement because of the policy, then we would ask that the exemption be made as there is no structural or engineering requirement that a tower needs to be set back from a property line. In urban areas, we build the towers adjacent to property lines as setbacks would rule out many potential locations.

Thank you,
Sarah

Sarah Duncan
Government Relations



Report To:	Township of Southgate Council
Meeting Date:	2024-12-04
Report Number:	PL2024-102
Title:	Xplore Communications Tower (ON8410) File C28-24, Marlin and Marilyn Weber, 245019 Southgate Road 24, Concession 17, Lot 1
Open/Closed Session:	Open Session
Prepared By:	Victoria Mance, Junior Planner
Reviewed By:	Bill White, MCIP, RPP, Triton Engineering Senior Planning Consultant
Approved By:	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services
Approved By:	Dina Lundy, Chief Administrative Officer

Executive Summary:

A new 45 metres high freestanding communications base station facility is proposed on-site covering a 3 metre by 3 metre section of the lot. The [FB Connect Planning Justification Report](#) states the location will transmit and receive signals over trees, building and topography and maintain "line of site connections" within their network. The design allows co-location and can accommodate "future" technologies.

Assessed against the Township's [Tower & Antenna Policy & Guidance Document](#) the tower is +- 220 metres from Southgate Road 24, but just 24 metres from the west lot line, part of the unopened Sideroad 3 road allowance. [Southgate Public Works](#) advises a replacement 911 sign is needed but does not oppose the location. The suggested setback in the Township Policy is 55 metres (tower height plus 10 metres). The [Detailed Site Plan](#) shows the tower east of a tree cluster and moving it easterly 30 metres puts it on usable farmland. The unopened road allowance adds 20 metres setback to the nearest private lot line. Council's can note the west setback does not meet Township standards in its resolution to Industry Canada.

Recommendation:

Be it resolved that Staff Report PL2024-102 for the proposed Xplore Communications Tower Application (ON8410) File C28-24 245019 Southgate Road 24 be received for information; and **That** the proponent and Industry Canada be advised that the municipal land use consultation process has been completed according to the Township's Telecommunication Facility Policy; and **That** the proponent and Industry Canada be advised the proposed tower location does not provide a 55 metre setback from the unopened Sideroad 3 road allowance recommended in Township policy; and **That** upon receipt of a letter of undertaking from the proponent permitting the Township to install radio communication equipment on the proposed facility if needed, that Council's resolution will be forwarded advising the proponent and Industry Canada that the Township concurs with the proposed facility subject to obtaining an entrance permit if needed and a replacement 911 emergency number for the subject lands.

Reasons for Recommendation:

1. The proposed telecommunications tower meets suggested design criteria in Township's [Tower & Antenna Policy & Guidance Document](#) except for west setback recommended at 55 metres.
2. The tower site avoids usable farmland, is screened by large trees west of the proposed location and the unopened road allowance adds 20 metres setback from the abutting private lands.
3. Improved telecommunication is a Provincial, County and local municipal policy direction advanced by this proposal.

Proposal:

This proposed freestanding tower will provide Xplore Inc. customers with improved internet coverage and data services. The tower will be 45 metres in height, occupy roughly nine (9) square metres of the lot, includes anti-climb equipment and is located about 250 metres from the closest residence on the property to the west. According to the [FB Connect Planning Justification Report](#), the proposed tower replaces existing technology on a silo, but staff cannot identify a silo on-site. [Site Information](#) provided by the proponent shows more detail on the tower location including photos of the tree cover in the vicinity.

Background/Site Context:

The subject lands have +-340 metres on Southgate Road 24, +-1.0-kilometre depth, 36-hectares lot area, and is located approximately 900 metres east of Southgate Road 61 and (see **Attachment 1** pictures of driveway to Southgate Road 24). The property is actively farmed with driveway access on the unopened Sideroad 3 road allowance from Southgate Road 24 to the farmhouse and accessory structures on the property. A 2020 aerial photo shows the farm cluster and unopened Sideroad 3 road allowance (see **Attachment 2**) along with the tower location.

Application Review: Planning Act – Provincial Interest:

Section 2 of the Planning Act supports the adequate provision and efficient use of communication, transportation, and other systems.

Application Review: Provincial Policy Statement (PPS 2024):

Section 3.1 (1) of [Provincial Planning Statement 2024](#) states that infrastructure, such as telecommunications, shall be provided in an efficient manner to accommodate projected need. [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#) state that renewable energy projects are exempt from municipal approvals have been changed by the Provincial legislation. Federal telecommunications towers are also exempt from local approvals.

Application Review: County of Grey Official Plan:

Schedule A Map 2 in the Grey County Official Plan designates the applicant's lands Agricultural and Hazard Lands. Section 8.9.4(1) states,

The County supports the provision of high quality telecommunication services through the entire County including broadband/fibre and cellular services both within settlement areas and rural areas.

Section 8.9.4(5) states Telecommunication towers are exempt from municipal zoning by-laws and Section 41 of the Planning Act. A minimum 250 metre setback from all residential zones and dwellings is recommended wherever possible, unless necessary to provide adequate service to such areas. County Planning Staff recommend the proposed tower be relocated 250 metres from the nearest dwelling not owned by the property owner, if possible.

Application Review: Southgate Township Official Plan:

The site is designated Agriculture and Hazard Lands [Schedule A Map 1](#) in the [Township Official Plan](#). The Official Plan recognizes the importance of utilities, like telecommunication facilities, and permits them in all designations. Section 6.9(9) requires utilities avoid Natural Heritage Systems, especially Core Areas. This site is not located within any identified Natural Heritage Systems or Core Areas [in Schedule D](#) of the Official Plan.

Application Review: Southgate Zoning By-law:

In the [Township Zoning By-law](#) , telecommunication antennae are exempt from height restrictions in Section 5.3, and are permitted in all zones by Section 5.19 (c).

Application Circulation and Public Comments:

The following comments were received:

Comments from:	Comments received:
Grey County (November 22, 2024)	No concerns.
Saugeen Valley Conservation Authority (October 9, 2024)	Proposed tower not located within SVCA Approximate Screening Area, no concerns.
Township Public Works Department (October 31, 2024)	9/11 Civic Address sign is missing, requires 9/11 sign.
General Public Comments, Bell Canada, Enbridge Gas, Township Fire Department, and Historic Saugeen Metis	No comments received as of report writing.

Conclusion:

1. Telecommunication tower proposals are subject to [Southgate Communication Tower & Antenna Policy & Guidance Document](#) which provides a consistent process to review facility proposals and make recommendations to Industry Canada, the approval authority for these installations.
2. The submission followed the policy including a consultation meeting with Staff, documentation for review, and a public meeting held November 27. Documentation submitted included the [FB Connect Planning Justification Report](#), and [Site Information](#).
3. Alternative locations were considered to meet the 55-metre suggested setback from all lot lines. The +- 24 metre setback can work given the unopened road allowance and tree cover to the west and usable farmland is protected. The recommendation to Council advises Industry Canada the setback does not meet Township policy.
4. The proposal otherwise complies with the Township policy, in the follow ways:
 - Distances from residential, schools and active parks appear to be maximized.
 - No natural features or environmentally sensitive features are likely impacted.
 - No cultural heritage features were identified nearby.
 - Public views and vistas are not obscured, and tower is compatible with adjacent uses.
 - The tower location is 150m from the closest residential property; and
 - Co-location with other suppliers can be provided under Township Policy.

Link to Township of Southgate Strategic Plan:

The proposal has links to the Township [Community Strategic Plan](#) as follows:

- 1.C Ensure the distribution of technology and services to local businesses by referring them to correct supports

11.D Modernize administration of services through optimization of technology to meet or exceed industry best practices.

Attachment(s):

Attachment 1 – Site Photo

Attachment 2 – Air Photo

Attachment 3 – 500 Metre Buffer from the Proposed Tower Site

Attachment 1 – Site Photo



Attachment 2- Air Photo



Attachment 3 – 500 Metre Buffer from the Proposed Tower Site





Report To:	Township of Southgate Council
Meeting Date:	2024-12-04
Report Number:	PL2024-103
Title:	Zoning By-law Amendment Application C29-24, Xplore Communications Tower (ON8457), Orval and Danielle Martin, 223044 Southgate Road 22, Concession 1 DIV LOT 10; Concession 2 PT LOT 22
Open/Closed Session:	Open Session
Prepared By:	Victoria Mance, Junior Planner
Reviewed By:	Bill White, MCIP, RPP, Triton Engineering Senior Planning Consultant
Approved By:	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services
Approved By:	Dina Lundy, Chief Administrative Officer

Executive Summary:

A new freestanding communications base station is proposed 45 metres in height occupying nine (9) square metres of the site. According to the [FB Connects Xplore Inc. Justification Report](#), the proposed location was chosen due to local client demand, radio frequency engineering principles, local topography and land use opportunities in relation to the geography of the site. Existing equipment on the silo will be decommissioned when the new tower is built.

Assessed against the Township's [Tower & Antenna Policy & Guidance Document](#) the tower is +/-20 metres from Southgate Road 22 and nearly 300 metres from the west lot line along Highway 6. The suggested setback in the Township Policy is 55 metres (tower height plus 10 metres). The [Proponent Site Plan](#) shows the tower west of the driveway to the farm on usable farmland. Further discussion with [Township Public Works](#) determined that Staff does not support the proposed setback. Council should note in its resolution to Industry Canada the setback from Southgate Road 22 does not meet Township standards.

Recommendation:

Be it resolved that Staff Report PL2024-103 for the proposed Xplore Communications Tower (ON8457) on lands at 223044 Southgate Road 22 (C29-24) be received for information; and **That** the proponent and Industry Canada be advised that the municipal land use consultation process has been completed according to the Township's Telecommunication Facility Policy; and **That** the proponent and Industry Canada be advised the proposed tower location does not provide a 55 metre setback from Southgate Road 22 recommended in Township policy; and **That** upon receipt of a letter of undertaking from the proponent permitting the Township to install radio communication equipment on the proposed facility if needed, that Council's resolution will be forwarded advising the proponent and Industry Canada that the Township concurs with the proposed facility subject to obtaining an entrance permit and 911 emergency number if needed.

Reasons for Recommendation:

- The proposed telecommunications tower meets suggested design criteria in Township's [Tower & Antenna Policy & Guidance Document](#) but does not meet a recommended 55 metre setback from Southgate Road 22.
- [Township Public Works](#) opposes the location upon further discussion with Planning Staff, a +-300 metre setback is provided from Highway 6, minimal usable farmland and maximum separation from the farm cluster achieved.
- Improved telecommunication is a Provincial, County and local municipal policy direction advanced by this proposal.
- Planning and Public Works Staff discussed the requirement for a minimum 55 metre setback from the road allowance, and the proponent's exemption request stating alternate locations do not work on-site.
- Since Industry Canada has jurisdiction to approve the location regardless of the recommended setback in Township Policy, staff recommends Council identify the deficient setback from the travelled road in the resolution.

Proposal:

This proposed freestanding tower will improve internet and data service for Xplore Inc. customers. The tower will be 45 metres in height, occupy approximately nine (9) square metres of the lot, include anti-climb technology and is located roughly 250 metres from the closest residence to the west. the [FB Connects Xplore Inc. Justification Report](#) and [Tower Info. Package](#) note transmitting equipment is mounted to the upper portion of the structure which can accommodate future technology services unlike equipment on the existing silo which will be decommissioned upon the completion of the proposed new tower.

Background/Site Context:

The subject lands have +-193 metres frontage on Southgate Road 22, +-1.76 kilometres depth along Highway 6, 40-hectares lot area, and is an active farm a single-detached dwelling, cattle barn, feed silo, and structures accessory to the agricultural use of the site. The tower proposed is approximately 300 metres east of Highway 6 and 20 metres from Southgate Road 22 (see **Attachments 1 and 2**).

Application Review - Planning Act – Provincial Interest:

Section 2 [of the Planning Act RSO 1990 c.P. 13](#) supports the adequate provision and efficient use of communication, transportation, and other systems.

Application Review - Provincial Policy Statement (PPS 2024):

Section 3.1 (1) of [Provincial Planning Statement 2024](#) states that infrastructure, such as telecommunications, shall be provided in an efficient manner to accommodate projected need. [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#) state that renewable energy projects are exempt from municipal approvals have been changed by the Provincial legislation. Federal telecommunications towers are also exempt from local approvals.

Application Review: County of Grey Official Plan:

[Schedule A Map 2](#) in the [Grey County Official Plan](#) designates the applicant's lands Agricultural, and Hazard Lands. Section 8.9.4(1) states:

The County supports the provision of high quality telecommunication services through the entire County including broadband/fibre and cellular services both within settlement areas and rural areas.

Section 8.9.4(5) states Telecommunication towers are exempt from municipal zoning by-laws and Section 41 of the Planning Act. A minimum 250 metre setback from all residential zones and dwellings is recommended wherever possible, unless necessary to provide adequate service to such areas. County Planning Staff recommend the proposed tower be relocated 250 metres from the nearest dwelling not owned by the property owner, if possible.

Application Review: Southgate Township Official Plan:

The site is designated Agriculture, Rural, and Hazard Lands in Hazard Lands [Schedule A Map 1](#) in the [Township Official Plan](#). The Official Plan recognizes the importance of utilities, like telecommunication facilities, and permits them in all designations. Section 6.9(9) requires utilities avoid Natural Heritage Systems, especially Core Areas. This site is not located within any identified Natural Heritage Systems or Core Areas in [Schedule D](#) of the Official Plan.

Application Review: Southgate Zoning By-law:

In the [Township Zoning By-law](#) , telecommunication antennae are exempt from height restrictions in Section 5.3, and are permitted in all zones by Section 5.19 (c).

Application Circulation and Public Comments:

The following comments were received:

Comments from:	Comments received:
Grey County (November 14, 2024)	County Planning Staff recommend that the proposed tower be relocated 250 metres from the nearest dwelling not owned by the property owner, if possible.
Saugeen Valley Conservation Authority (October 9, 2024)	Proposed tower not located within SVCA Approximate Screening Area, no concerns.
Township Public Works Department (October 31, 2024)	No concerns indicated in comments received, further discussion with Planning Staff determined that Public Works does not support the recommended tower and suggest the tower be moved to meet Township policy setbacks.
General Public Comments, Bell Canada, Enbridge Gas, Township Fire Department, and Historic Saugeen Metis	No comments received at time of report writing.

Conclusion:

- a) Telecommunication tower proposals are subject to [Southgate Communication Tower & Antenna Policy & Guidance Document](#) which provides a consistent process to review facility proposals and make recommendations to Industry Canada, the approval authority for these installations.
- b) The submission was processed according to policy including a consultation meeting with Staff, documentation for review, and a public meeting held November 27. Documentation submitted included the [FB Connects Xplore Inc. Justification Report](#), [Proponent Site Plan](#) and [Tower Info. Package](#).
- c) Alternative locations would place the tower closer to Highway 6 or the farm cluster on-site. [Township Public Works](#) did not oppose the +-20 metre setback from Southgate Road 22 but following further discussion with Planning Staff determined that they recommend the proposed

tower be moved to meet the setback in Township policy. The proponent was advised of the 55-metre setback recommended by Township Policy and the Public Works comments, resulted in a written exemption request in **Attachment 4**. Alternative locations were considered but did not work on-site. The location minimizes impact on usable farmland but locating close to the private driveway. The recommendation to Council should advise Industry Canada the setback does not meet Township policy.

d) The proposal otherwise complies with the Township policy, in the follow ways:

- Distances from residential, schools and active parks appear to be maximized.
- No natural features or environmentally sensitive features are likely impacted.
- No cultural heritage features were identified nearby.
- Public views and vistas are not obscured, and tower is compatible with adjacent uses.
- The tower location is 150m from the closest residential property; and
- Co-location with other suppliers can be provided under Township Policy.

Link to Township of Southgate Strategic Plan:

The proposal has links to the Township [Community Strategic Plan](#) as follows:

1.C Ensure the distribution of technology and services to local businesses by referring them to correct supports

11.D Modernize administration of services through optimization of technology to meet or exceed industry best practices.

Attachment(s):

Attachment 1 – Proponent Site Photo

Attachment 2 – Air Photo

Attachment 3 – 500 Metre Buffer from the Proposed Tower Site

Attachment 4 – Proponent’s Exemption Request

Attachment 1 – Proponent Site Photo driveway to Southgate Road 22



Attachment 2 – Air Photo



Attachment 3 – 500 Metre Buffer from the Proposed Tower Site



Attachment 4 – Proponent’s Exemption Request

Hi Victoria,

Although the Township’s Policy’s recommends a setback from property lines, it was not possible at this location. In working with the landowner, a few locations near their buildings were ruled out (cattle field/slope & east side is an operating business). In order to have minimal interference with active agricultural areas, we have pushed the site into the northeast corner of the field.

Hope this helps,

Regards,

Sarah

Sarah Duncan

Government Relations



Report To:	Township of Southgate Council
Meeting Date:	2024-12-04
Report Number:	PL2024-104
Title:	Removal of Holding Provision, 221 Doyle Street, Harvir Khakh, 8 unit back to back Rental Townhomes
Open/Closed Session:	Open Session
Prepared By:	Bill White MCIP RPP Triton Engineering Senior Planning Consultant
Approved By:	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services
Approved By:	Dina Lundy, Chief Administrative Officer

Executive Summary:

The applicant requests Council pass a by-law to remove the holding provision that applies to the Residential Zone Type 3 Exception 559 (R3-559) Zone established in [By-law 2024-050](#) having met the following conditions:

1. Execution of agreements ([Servicing By-law 2024-131](#) and [Final Capacity Allocation By-law 2024-132](#)) with the Township to connect water and sewer to Doyle and Artemesia Streets.
2. Consolidating the subject lands into one parcel.

Removing the holding provision allows building permits to be issued so long as underlying terms in the servicing agreement, zoning bylaw regulations and Building Code are met.

Recommendation:

Be it resolved that Staff report PL2024-104 regarding Application to Remove Holding Provisions in Zoning By-law Amendment 2024-050 Harvir Khakh 221 Doyle Street, is received for information; and

That Council consider the conditions related to the placing of the holding zone in By-law 2024-050 being met, and

That Council approve By-law 2024-145 to remove the holding provision for lands in the Residential Type 3 Exception 559 (R3-559) Zone.

Reasons for Recommendation:

The application *has regard to* provincial interest and requirements in the [Ontario Planning Act](#). The proposal is consistent with [Provincial Planning Statement 2024](#) and complies with policies in the Township Official Plan and Grey County Official Plan.

A Servicing Agreement and Final Capacity Allocation Agreement was signed for the site November 6, 2024 (see drawing **Attachment 1**) Conditions in the original rezoning by-law (see **Attachment 2**) have been met so Council is authorized to pass the by-law to remove holding provisions.

Proposal:

October 30, 2024, the applicant's consultant submitted a request to remove holding provisions just before the November 6 meeting when Council signed the Servicing Agreement and Final

Capacity Allocation Agreement. These agreements cover the Owner's installation and payment for water, sewer and storm connections plus any road restoration for the proposed 8 unit back-to-back rental townhouse on-site. One water and one sewer connection per block of four rental townhomes will be provided to Doyle Street and Artemesia Street approved in [By-law 2024-050](#).

Background/Site Context:

The subject lands have 0.29 acres lot area with frontage on both Doyle Street and Artemesia Street. [By-law 2024-050](#) rezoned the site to allow a maximum of eight back-to-back rental townhouses or eight rental townhouses with amenity space (see link to [Southgate Planning Review](#) May 15, 2024). The owner proposes to build 8 back-to-back rental townhouses.

Public Works advised by Triton Engineering approved drawings to provide one water and sewer connection to the block of four units fronting on Artemesia Street and one water and sewer connection to the block of four units fronting on Doyle Street(see drawing **Attachment 1**). The cash security required under the proposed servicing agreement was received and final allocation agreement signed. Removal of the holding will allow a building permit application to be filed.

Application Review: Planning Act – Provincial Interest:

Provincial interest in Section 2(h) of the [Ontario Planning Act](#) promotes orderly development of safe and healthy communities.

Application Review: Provincial Policy Statement (PPS 2024):

The application is *consistent with* the [Provincial Planning Statement 2024](#) including Section 2.2.1 encouraging appropriate range and mix of housing options, Section 2.3.1 supporting land use patterns in settlement areas that efficiently use land, resources and infrastructure.

Application Review: County of Grey Official Plan:

The site is designated Primary Settlement Area the County Official Plan which promotes a variety of residential development densities. The application *complies with* the County Official Plan

Application Review: Southgate Township Official Plan:

[Schedule A Map 2](#) in [Township Official Plan](#) designates the applicant's lands Neighbourhood Area which allows predominantly residential dwellings at a mix of densities. Section 7.7 allows for the use of Holding Provisions. The application *complies with* the [Township Official Plan](#).

Application Review - Southgate Zoning By-law:

The [Township Zoning By-law](#) was amended through [By-law 2024-050](#) which zones the lands holding Residential Type 3 Exception 559 (R3-559).

Application Circulation and Public Comments:

Notice of Council's intention to pass a by-law to remove holding provisions no earlier than December 4, 2024, was given as required by the [Ontario Planning Act](#). A public meeting is not required and the decision on passing a by-law cannot be appealed except by the applicant. Due to the postal strike notice was posted on the Township website as permitted by Section 8(2.1) of [Ontario Regulation 545/06](#). As a courtesy a notice was also placed on a sign on-site.

Conclusion:

The subject lands have been consolidated into a single parcel, and servicing and final capacity allocation agreements signed. There are no other conditions in the original rezoning by-law to be

met (see **Attachment 2**). It is recommended Council approve By-law 2024-145 to remove the holding provision on the Residential Type 3 Exception 559 (R3-559) Zone applicable to the site.

Link to Township of Southgate Strategic Plan:

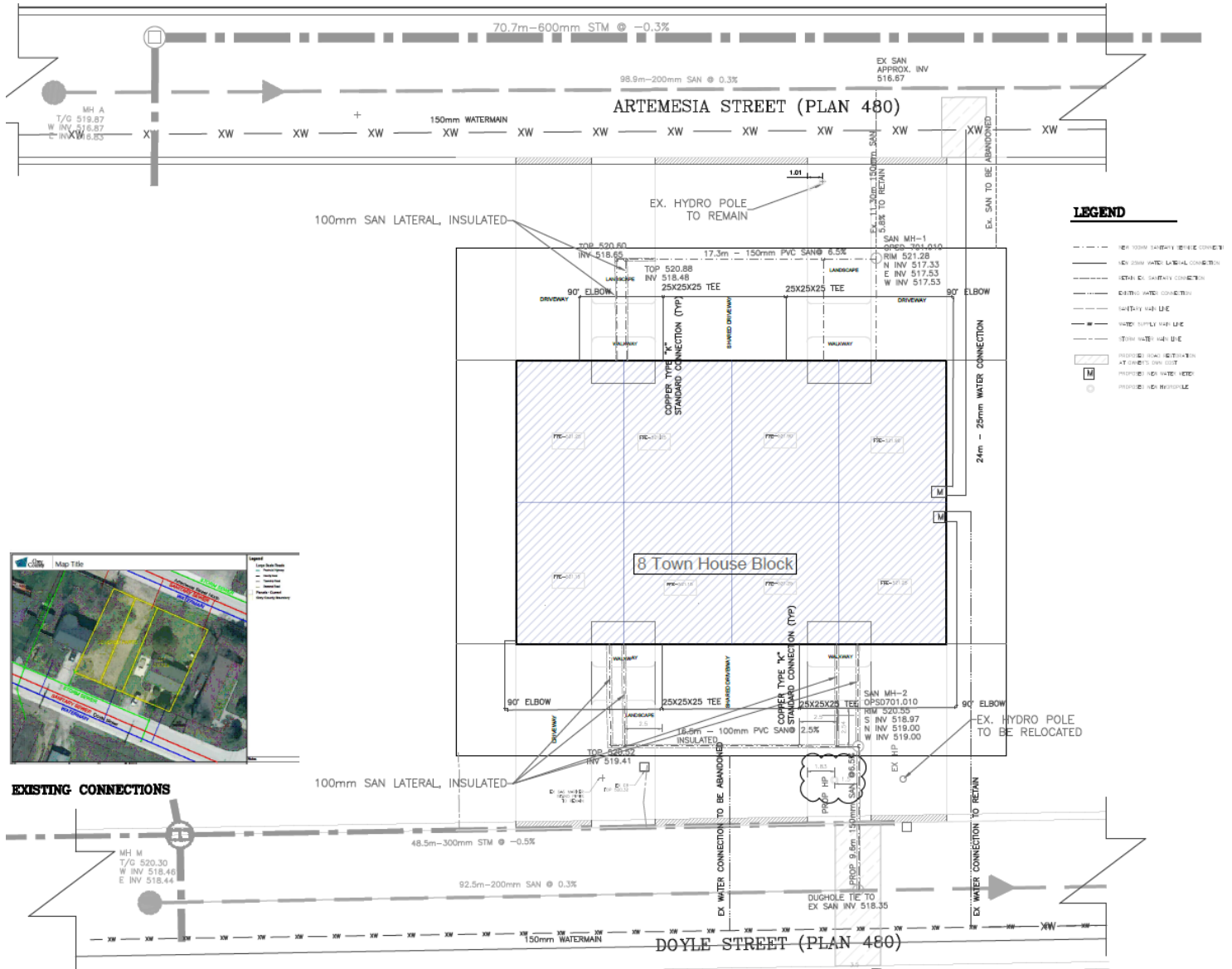
The proposed by-law meets Objective 7C of the Township Strategic Plan supporting improved access to housing and streamlined approval procedures.

Attachment(s):

Attachment 1 – Applicants Servicing Drawing

Attachment 2 – Conditions to Remove Holding By-law 2024-050

Attachment 1 – Applicant’s Servicing Plan



Requirements for removing the holding symbol on a Holding Residential Type 3 Exception-559 (R3-559) shall be as follows:

- (a) Execution of an agreement with the Township to provide water, sanitary sewer, storm water drainage and roadway access to the lands subject to the lands zoned Residential Type 3 Exception 559 Zone (R3-559).
- (b) Consolidation of the lands zoned Residential Type 3 Exception 559 Zone (R3-559) into one parcel.

The Corporation of the Township of Southgate
By-law Number 2024-145

Being a By-law to remove Holding Provisions established in Zoning By-law No. 19-2002, of the Township of Southgate

Whereas Council of the Corporation of the Township of Southgate passed By-law 2024-050 rezoning the subject lands subject to a holding Residential Type 3 Zone Exception 559 (R3-559) Zone such rezoning including conditions to be met before removing the holding symbol.

Whereas notice has been given pursuant to the requirements of the Planning Act RSO Cp. 13.

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

1. That the Holding Symbol "(H)" symbol is hereby removed on the shaded areas shown on Schedule A attached hereto for the Residential Type 3 Zone - Exception 559 (R3-559) Zone
2. That Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
3. The provisions of this by-law shall come into force and take effect upon final passage thereof.

Read a first, second, and third time and finally passed this 4th day of December 2024.

Brian Milne – Mayor

Lindsey Green – Clerk

Explanatory Note

The by-law to remove the holding provision applies to the Residential Type 3 Exception 559 (R3-559) Zone established in By-law 2024-050 for the subject lands, which contains two conditions to be met before the holding provision can be removed. The first condition required agreement regarding servicing the subject lands (including Final Capacity Allocation Agreement), both of which were approved by Council and executed by the parties under By-laws 2024-131 and By-law 2024-132. The second condition required the subject lands to be consolidated into a single parcel. These conditions are met allowing the by-law to remove the holding symbol to be passed to establish the R3-559 Zone for the subject lands.

Schedule "A"

By-Law No. 2024-145

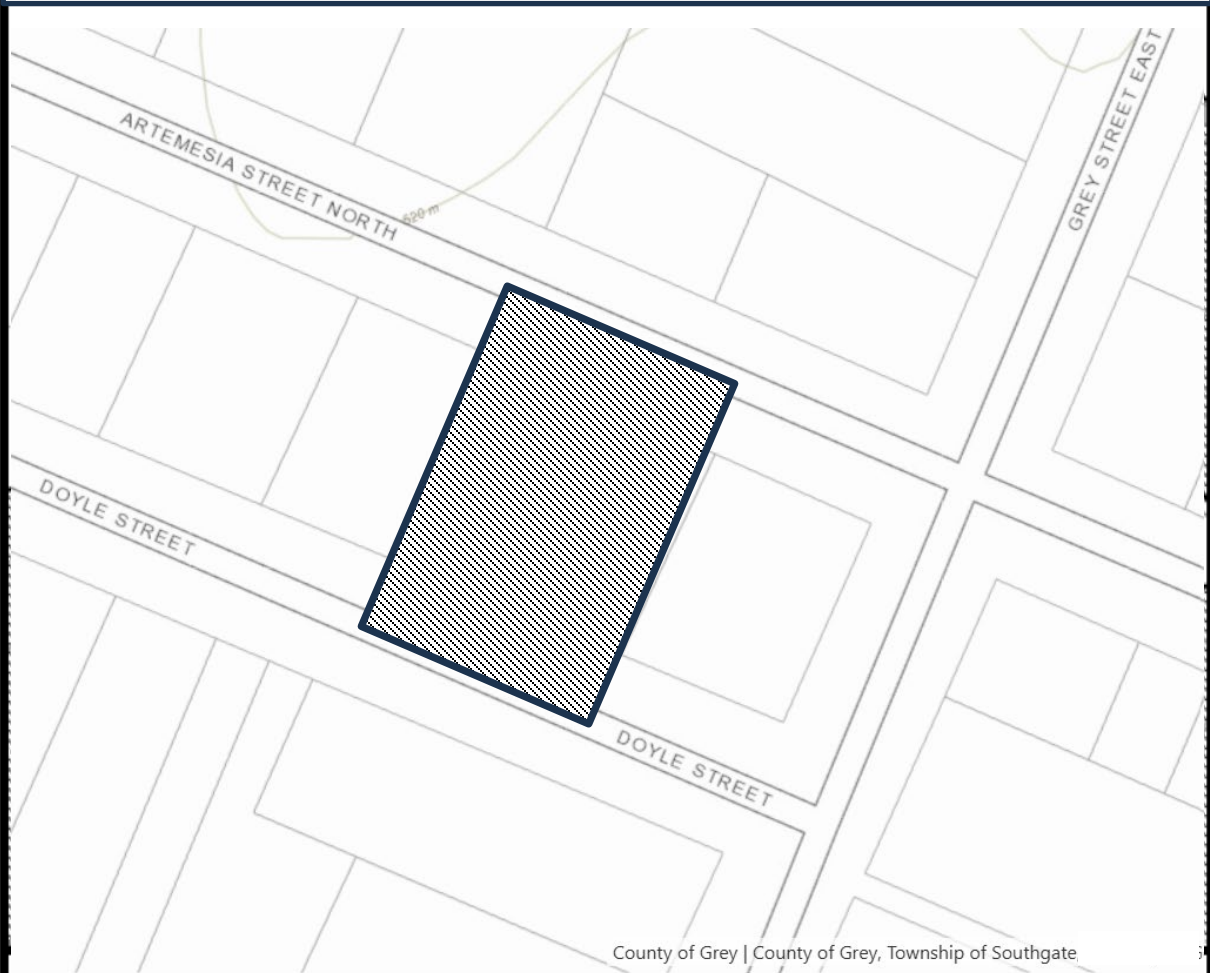
To Remove Holding Symbol from By-law 2024-145
Township of Southgate

Date Passed: December 4, 2024

Signed: _____

Brian Milne, Mayor

Lindsey Green, Clerk



Lands Where Holding Provisions to be Removed From
the Residential Type 3 Exception 559 (R3-559) Zone

The Corporation of the Township of Southgate

By-law Number 2024-143

**being a by-law to appoint a Building Inspector under the Building Code Act
for the Corporation of the Township of Southgate**

Whereas, Section 3(2) of the *Building Code Act* S.O. 1992, C23, as amended, the Council shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of this Act;

Whereas, it is deemed necessary to appoint a Building Inspector for the purpose of carrying out or enforcing regulations in accordance with the Building Code Act within the Corporation of the Township of Southgate;

Now Therefore be it enacted by the Council of the Corporation of the Township of Southgate as follows:

1. That pursuant to the Building Code Act, Michael Lansdell is hereby appointed as a Building Inspector under the Building Code Act for the Corporation of the Township of Southgate for the purpose of carrying out or enforcing regulations in accordance with the Building Code Act.
2. That this appointment shall come into force and take effect on November 25, 2024 and shall remain in effect until such appointments are rescinded or successors are appointed.

**Read a first, second and third time and finally passed this 4th day of
December 2024.**

Brian Milne, Mayor

Lindsey Green, Clerk

The Corporation of the Township of Southgate
By-law Number 2024-144

being a by-law to appoint a Municipal Bylaw Enforcement Officers for the Township of Southgate in accordance with Section 55 of The Community Safety and Policing Act, 2019

Whereas Section 55 of the Community Safety and Policing Act, 2019, S.O 2019, c.1 Sched. 1 authorizes Council of any municipality to appoints Municipal Law Enforcement Officers who shall be peace officers for the purposes of enforcing by-laws of the municipality; and

Whereas Section 227 of the Municipal Act, 2001, S.O. 2001, c. 25, authorizes Councils to pass by-laws for appointing such officers and employees as may be necessary for the purposes of the Corporation, for carrying into effect the provisions of any by-law of the Council; and

Whereas the Council of The Corporation of the Township of Southgate deems it necessary to appoint Municipal Enforcement Officers for the Township of Southgate for the purpose of enforcing municipal bylaws,

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

1. **That** the following individuals be appointed as a Municipal By-law Enforcement Officer for the Township of Southgate
 - a. Andrew James
 - b. Nicole Long
 - c. Tylor Thompson-Bradley
 - d. Shelby Thompson
 - e. Randi Ricketts
 - f. Logan Ward
 - g. Jenna Inglis
 - h. Cheryl Roberts; and
2. **That** by-law 2024-039 hereby be repealed; and
3. **That** this by-law shall come into force and effect on the date of passage hereof.

Read a first, second and third time and finally passed this 4th day of December, 2024.

Brian Milne – Mayor

Lindsey Green - Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NUMBER 2024-146

being a by-law to provide for interim tax levies for the 2025 fiscal year

Whereas, the Municipal Act, 2001, Chapter 25, as amended, (the "Act"), Section 5 (3), states that a 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, Section 8 (1) of the Act provides that a municipality has the broad authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

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

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

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

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

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

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

"Minister" shall mean the Minister of Finance;

"MPAC" shall mean the Municipal Property Assessment Corporation:

1. The amounts levied shall be as follows:

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

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

(b) 50%, as per Section 317 (3) if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2024.

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

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

(d) 50%, as per Section 317 (3) if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2024.

2. For the purposes of calculating the total amount of taxes for the year 2025 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2024 because assessment was added to the collector's roll during 2025, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. All taxes levied under this by-law shall be payable to the Collector in accordance with the provisions of this by-law.
4. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out below. The penalty shall be one and one quarter percent (1¼%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues.
5. The interim tax levy imposed by this by-law shall be paid in two installments due on the following dates:
 - One-half (1/2) thereof on the 28th day of March, 2025;
 - One-half (1/2) thereof on the 27th day of June, 2025;
6. The Collector may mail or cause to be mailed to the address of the residence or place of business of each person, taxes under this by-law, a notice specifying the amount of taxes payable.
7. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered in the Collector's roll under Section 340 of the Act.
8. The subsequent levy for the year 2025 to be made under the Act shall be reduced by the amount to be raised by the levy imposed by this by-law.
9. The provisions of Section 317 of the Act, apply to this by-law with necessary modifications.
10. The Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under paragraph 4 of this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.
11. Nothing in this by-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
12. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
13. This by-law shall come into force and take effect on the day of the final passing thereof.

**Read a first, second and third time finally passed and finally passed
this 4th day of December, 2024.**

Brian Milne – Mayor

Lindsey Green – Clerk

Monthly Statistics Report		
	October 2023	October 2024
New Patrons	128	78
Library Visits	1,669	2,252
Circulation	1,429	1,904
Phone Calls	87	106
Reference/Reader’s Advisory	13	11
Programs	43	65
Program Participation	726	1,244
Social Media Reaches	13,199	9,753
Social Media Total Likes	672	379
E-material Circulation	521	453
E-resource Usage	93	20
ILL Circulation – Received	23	38
ILL Circulation – Requests	26	52
Computer/iPad Usage	158	242
Wi-Fi	101	88
Tech Help	26	41

October Highlights:

October was a busy month with the arrival of fall and the spooky season. Throughout the month, we hosted several Halloween-themed activities, including scavenger hunts, contests for kids and teens, spooky story times, and craft programs. On October 25, during the school PD Day, staff organized a fun-filled day of Halloween festivities with activity stations set up throughout the library. Families could decorate trick-or-treat bags, complete a scavenger hunt, participate in Halloween-themed STEM activities, make spooky bookmarks, enjoy toddler sensory bins, colour sheets, and play games such as tic-tac-toe. We also had a green screen where kids could choose a spooky background and take pictures in their costumes.



As part of the spooky month activities, the library participated in the Downtown Trick or Treat event, where we welcomed 350 visitors. A big thank you to the organizers for a fantastic event.



October was also Canadian Library Month, with Ontario Library Week running from October 20 to 26. This year, we hosted a book art contest where participants transformed old books into art, showcasing the community's creativity. Kids enjoyed activity sheets designed for Library Week.



Staff also engaged in training and professional development. Librarian CEO Lacy Russell attended the OLS Virtual Conference, a one-day event themed "Stronger Library. Stronger Communities." Additionally, two staff members completed First Aid Training, and two others attended Mental Health First Aid training conducted by the Canadian Mental Health Association.

Programs and Events:

Kids:

- Each week, our story time for babies and toddlers delights little ones with enchanting tales, fostering a love for reading.
- At our library's LEGO club, children build, create, and share their imaginative constructions, fostering creativity and collaboration.
- During our Halloween decorating contest, kids transformed tissue boxes into spooky and creative masterpieces, showcasing their artistic talents and festive spirit. The winner received a treat bag.
- Kids thrilled us with their spine-chilling two-sentence scary stories, competing for a chance to win a Halloween treat bag filled with spooky goodies.
- To celebrate Halloween, our younger patrons enjoyed a spooky story time, huddling around the flickering (fake) campfire to listen to eerie and sometimes funny stories.
- Class visits to the public library have been going exceptionally well, with a full schedule and enthusiastic participation from students.



Teens:

- The afterschool book club for grades 6-8 was a lively gathering where students eagerly discussed their favorite books and discovered new stories together.
- Youth who checked out a young adult book with a dot sticker were entered into a weekly draw for a pair of spooky socks filled with treats, making the program a fun and engaging success.
- Students in grades 6-8 enjoyed dropping in after school for a fun movie screening of *The Addams Family* and delicious snacks.
- Youth aged 11-18 had a blast at the green screen Halloween program, choosing scary backgrounds and learning how to insert their images into them.
- Partakers in teams of 2-3 had a great time solving clues to uncover who had been haunting the library, earning treat bags for their detective work after scheduling their time at the front desk.
- Some youth had a creative and fun time at the DIY spooky terrarium program, crafting their own spooky graveyard scenes.
- Youth in grades 8-12 joined us for a gripping evening of scary movie and snacks, enjoying a screening of *The Watchers*.



Adults:

- The October Crafternoon participants made a DIY pumpkin candle holder.
- The Edgewood Suites book club discussed *The Pull of the Stars* by Emma Donoghue for the month of October.
- Participants in the photography club continue to enjoy learning new photography tips each session and showcasing their work.
- Participants joined the Adult Learning Centre for free weekly training sessions, learning how to use their devices, emails, apps, and more. We extend our thanks to the Adult Learning Centre for their invaluable support and expertise.
- Participants enjoyed learning American Sign Language as a group through Transparent Language, enhancing their communication skills together.
- Adults had a fantastic time at the craft night, creating beautiful drip-dyed scarves and enjoying a creative evening together.
- Adults enjoyed a delightful paint night, creating a vibrant fall pumpkin-themed artwork and sharing a cozy, creative evening together.
- Participants enjoyed a Diwali celebration with a presentation and craft hosted by YMCA Settlement Services. We extend our heartfelt thanks to the YMCA for their wonderful support and collaboration.



Title of Report: Library Board Meeting Dates for 2025

Background:

According to the Public Libraries Act, library boards are required to hold a minimum of seven regular meetings a year. Traditionally, the Southgate Public Library board has conducted ten meetings annually, held on the third Thursday of each month from 6:00 pm to 8:00 pm. It is proposed that the Board follow last year's schedule, excluding July and August.

Staff comments:

The following are the proposed meeting dates for the remainder of 2025:

- January 16
- February 20
- March 20
- April 17
- May 15
- June 19
- September 18
- October 16
- November 20
- December 18

Recommendations:

Be it resolved that the Board approve the 2025 Board meeting dates as presented.

Respectfully Submitted,

Lacy Russell
Librarian CEO



Township of Southgate
Minutes of Committee of Adjustment

October 23, 2024
9:00 AM
Electronic Participation

Members Present: Member Brian Milne
Member Barbara Dobreen
Member Jason Rice
Member Jim Ferguson
Member Monica Singh Soares
Member Joan John

Members Absent: Member Martin Shipston

Staff Present: Lindsey Green, Clerk
Elisha Milne, Secretary-Treasurer
Kenneth Melanson, Senior Manager, Development &
Community Services
Victoria Mance, Junior Planner

Others Present: Bill White, Senior Planning Consultant Triton Engineering
Genevieve Scott, Cuesta Planning

1. Call to Order

Chair Dobreen called the meeting to order at 9:01 AM.

2. Confirmation of Agenda

Moved By Member Milne

Seconded By Member John

Be it resolved that the Committee confirm the agenda as presented.

Carried

3. Declaration of Pecuniary Interest

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

4. Adoption of Minutes

Moved By Member Rice

Seconded By Member John

Be it resolved that the Committee approve the minutes from the September 25, 2024 Committee of Adjustment meeting as presented.

Carried

5. Hearing

5.1 A9-24 - Jamie and John Allen, Plan 815 Lot 4 SUB of CON 1 EGR Lot 4, Geographic Township of Egremont, Township of Southgate

5.1.1 Application and Notice of Public Hearing

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

5.1.2 Comments Received from Agencies and the Public

Senior Planning Consultant Bill White reviewed comments received from Southgate Public Works, Saugeen Valley Conservation Authority, Ministry of Transportation, and the County of Grey. There was one comment received from a member of the public, Kelly Burton.

5.1.3 Applicant or Agent

The agent, Genevieve Scott from Cuesta Planning was in attendance, spoke to the proposal and was available for any questions.

5.1.4 Committee Member Questions

Member John thanked the Planners for the clarification on the proposal.

Member Singh Soares presented concerns regarding the road maintenance, snow removal and safety and Senior Planner Consultant Bill White provided a response.

5.1.5 Comments and Planning Report

Senior Planning Consultant Bill White reviewed the planning report and presented the intent of the proposal to the Committee Members.

5.1.6 Members of the Public to Speak

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

5.1.7 Further Questions from the Committee

There were no questions from Members of the Committee.

5.1.8 Approval or Refusal

Member Rice left the meeting at 9:33 AM and did not return.

Moved By Member Ferguson

Seconded By Member John

Be it resolved that Committee of Adjustment:

Receive as information Staff Report PL2024-093 and supplementary report regarding minor variance A9-24 by Jamie and John Allen for Cedar Lane, Plan 815 Lot 4; and **That** the Committee deny the variance on the front yard projection; and

That the Committee approve the front yard reduction from 7.5m to 2.1m and the north side yard reduction from 3m to 1.8m only subject to the following conditions:

1. That no porch projection be permitted into any part of the front yard established by the 2.1 metre setback from the front property line established by arc of the Cedar Lane road allowance

2. That the attached garage for the home is setback a minimum 0.5 metres from the front building face of the proposed home established by the 2.1 metre front yard

and that a minimum south side yard of 3.0 metres be maintained with room for one parking space beside the proposed home

3. That a permit from the Saugeen Valley Conservation Authority be obtained if needed.

Carried

6. Adjournment

Moved By Member Singh Soares

Seconded By Member Ferguson

Be it resolved that the Committee adjourn the meeting at 9:46 AM.

Carried

Chair Barbara Dobrean

Secretary-Treasurer Elisha Milne



Grand River Conservation Authority

Summary of the General Membership Meeting – November 22, 2024

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

Action Items

The Board passed the recommendations in the following reports as presented in the agenda:

- GM-11-24-110 - By-law Update - Change to Vice-Chair
- GM-11-24-111 - Fee Policy and Fee Schedule Amendments
- GM-11-24-101 - Reserves 2024
- GM-11-24-106 - Financial Summary
- GM-11-24-104 - Shand Dam Stoplog Storage Building - Tender Award

Information Items

The Board received the following reports as information:

- GM-11-24-101 - Cash and Investment Status
- GM-11-24-109 - Per Diems and Honorariums 2025
- GM-11-24-102 - Complimentary GRCA Membership Passes
- GM-11-24-105 - Water Control Structures Major Maintenance Forecast 2025-2029
- GM-11-24-103 - Dam/River Safety in the Grand River Watershed
- GM-11-24-108 - Current Watershed Conditions

Correspondence

The Board received the following correspondence:

- Benjamin Doolittle UE, Mohawk Nation of Grand River regarding the establishment of Mohawk Environmental Protection and Sustainability Initiative
- Susan Watson and Phil Pothen regarding a Freedom of Information request related to Niska Lands

Delegations

There were no registered delegations.

Source Protection Authority

The General Membership of the GRCA also acts as the Source Protection Authority Board. There was no meeting held this month.

For full information, please refer to the [November 22 Agenda Package](#). Complete agenda packages for the General Membership and Source Water Protection Authority, and minutes of past meetings can be viewed on our [online calendar](#). The minutes of this meeting will be posted on our online calendar following approval at the next meeting of the General Membership.

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.

November 25, 2024

Dear Municipal Council Members,

Enclosed is the 2025 Draft Budget for Saugeen Valley Conservation Authority (SVCA). The draft aligns with SVCA's programs and services inventory, and the requirements of the Conservation Authorities Act. It highlights key priorities such as natural hazard management, investing in capital assets, and ensuring compliance with legislative mandates.

This draft proposes an overall municipal levy increase of \$463,864 from the 2024 allocation. Please refer to page 2, to view the cost apportionment calculation for your specific municipality.

The adjustments in this budget primarily reflect SVCA Board-approved directives regarding the salary review and pay policy to align the Authority with current industry practices. In addition, significant reductions were undertaken in operational costs across the Administration, Environmental Planning & Regulations, Flood Forecasting & Warning, and Water Resources Management sectors. Capital expenditures within the Motor Pool budget have also been reduced to minimize the impact on the municipal levy for this year.

The development fee freeze imposed by the province in 2022 is expected to continue into 2025. However, should any changes to this freeze occur, SVCA may revisit the 2025 budget to ensure alignment with updated legislation. Additionally, a cost-of-living adjustment (COLA) may be applied to maintain operational sustainability.

At the next meeting of the SVCA Board of Directors, they will discuss final approval of the 2025 draft budget. While this draft budget is intended for circulation amongst watershed councils, it's important to clarify that, through the Conservation Authorities Act, there's no need for a by-law or motion.

SVCA remains committed to working collaboratively with its municipal partners to protect and enhance our shared watershed. We welcome the opportunity to present the draft budget to your respective councils upon request.

Sincerely,



Erik Downing, General Manager/Secretary-Treasurer
Saugeen Valley Conservation Authority

Encl: 2025 Draft SVCA Budget

Cc: Authority Members, SVCA (via e-mail)

2025 Saugeen Valley Conservation Authority Budget

Category of Program or Service – Summary	Levy	Self Generated	Reserves	Cost Apportioning	Special Levy	Other
Category 1: Mandatory Programs and Services	\$2,785,664	\$1,153,576	\$290,205	\$0	\$250,502	\$253,950
Category 2: Non-mandated program or service delivered to municipality through an agreement	\$0	\$0	\$0	\$0	\$0	\$0
Category 3: Programs and services are cost-apportioned with municipalities	\$0	\$1,298,200	\$449,200	\$111,113	\$0	\$0
TOTAL	\$2,785,664	\$2,451,776	\$739,405	\$111,113	\$250,502	\$253,950
TOTAL 2025 BUDGET	\$6,592,410					

2025 Budget by Municipality

Municipality	2024 Levy	2025 Levy	Levy \$ Change	Assessment % Change	Levy % Change	2025 Cost Apportioning
Municipality of Arran-Elderslie	\$57,817	\$69,251	\$11,434	2.07%	17.71%	\$2,762
Municipality of Brockton	\$199,326	\$239,920	\$40,594	2.57%	17.80%	\$9,570
Township of Chatsworth	\$68,978	\$81,860	\$12,882	1.13%	17.55%	\$3,265
Municipality of Grey Highlands	\$100,110	\$119,901	\$19,791	2.06%	17.71%	\$4,783
Town of Hanover	\$150,613	\$179,831	\$29,218	1.75%	17.65%	\$7,173
Township of Howick	\$6,216	\$7,356	\$1,140	0.84%	17.49%	\$293
Township of Huron-Kinloss	\$128,710	\$154,952	\$26,242	2.59%	17.80%	\$6,181
Municipality of Kincardine	\$404,192	\$480,746	\$76,554	1.35%	17.59%	\$19,176
Town of Minto	\$63,151	\$77,038	\$13,887	3.95%	18.04%	\$3,073
Municipality of Morris-Turnberry	\$4,425	\$5,201	\$776	0.16%	17.37%	\$207
Town of Saugeen Shores	\$490,290	\$594,050	\$103,760	3.25%	17.91%	\$23,695
Municipality of South Bruce	\$113,252	\$134,147	\$20,895	0.94%	17.51%	\$5,351
Township of Southgate	\$165,185	\$202,843	\$37,658	4.64%	18.16%	\$8,091
Township of Wellington North	\$91,182	\$109,253	\$18,071	2.10%	17.72%	\$4,358
Municipality of West Grey	\$278,353	\$329,317	\$50,964	2.36%	15.94%	\$13,136
TOTAL	\$2,321,800	\$2,785,664	\$463,864	2.12%	17.60%	\$111,114

FOR IMMEDIATE RELEASE – November 26th, 2024

Saugeen Valley Conservation Authority Board Approves Cessation of Winter Operations at Durham Upper Dam to Prevent Structural Failure and Ensure Public Safety

ALL SAUGEEN WATERSHED MUNICIPALITIES – Municipality of Arran-Elderslie, Municipality of Brockton, Township of Chatsworth, Municipality of Grey Highlands, Town of Hanover, Township of Howick, Municipality of Morris-Turnberry, Municipality of South Bruce, Township of Huron-Kinloss, Municipality of Kincardine, Town of Minto, Township of Wellington-North, Town of Saugeen Shores, Township of Southgate, Municipality of West Grey.

The Saugeen Valley Conservation Authority (SVCA) Board of Directors has approved the end of winter ice operations at the Durham Upper Dam, following repeated engineering assessments highlighting resulting risks to the structure. This decision will be re-evaluated annually.

Since 1977, the Durham Upper Dam has been operated seasonally, with stoplogs and flashboards removed each fall and reinstalled after spring melt. In 2006, West Grey Council voted to adopt management of ice through leaving stoplogs and flashboards in during winter operations at the Durham Upper Dam. Over time, these winter operations contributed to structural deterioration. Engineering assessments in 2021, 2022, and 2024 identified severe concrete damage, stress on the metal walkway, and erosion, confirming that continuing winter operations poses a risk of structural failure.

Operating the Durham Upper Dam in winter for ice management has always been outside the original design and intent of the structure. Years of this practice have caused extensive damage, placing the dam at risk of failure. The decision to stop winter ice operations is not one the Board made lightly. However, it is a necessary step to protect public safety and prevent the dam from failing.

“The decision to cease winter ice operations at the Durham Upper Dam is grounded in the need to prevent its failure; the risks of continuing winter operations far outweigh any perceived benefits.”

- Erik Downing, General Manager/Secretary-Treasurer, SVCA

The SVCA Board has directed staff to prioritize the safety of operators, residents, and the community by adhering to engineering recommendations and ensuring compliance with the historical operating plan.

Saugeen Valley Conservation Authority remains committed to working closely with the Municipality of West Grey and the community to ensure transparent communication and address public concerns throughout this process.



Photo credit: Saugeen Valley Conservation Authority.

For more information, please contact:

Ashley Richards

Communications Coordinator, Saugeen Valley Conservation Authority

Email: a.richards@svca.on.ca

Cell: 519-369-4295



King Township
2585 King Road
King City, Ontario
Canada L7B 1A1

Phone: 905.833.5321
Fax: 905.833.2300
Website: www.king.ca
Email: clerks@king.ca

November 18, 2024

The Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

justin.trudeau@parl.gc.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

premier@ontario.ca

Dear Prime Minister and Premier,

RE: TOWNSHIP OF KING RESOLUTION – REQUESTING THE REDISTRIBUTION OF PROVINCIAL LAND TRANSFER TAX AND GST TO MUNICIPALITIES FOR SUSTAINABLE INFRASTRUCTURE FUNDING

At its Council meeting of November 12, 2024, Council of the Township of King received and supported the following Resolution:

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

Now Therefore Be It Resolved That;

1. The Township of King Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. The Township of King Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. That copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

Carried Unanimously.

Yours sincerely,



Denny Timm
Township Clerk

- cc. Hon. Peter Bethlenfalvy, Ontario Minister of Finance Peter.Bethlenfalvy@pc.ola.org
Hon. Paul Calandra, Ontario Minister of Municipal Affairs and Housing
Paul.Calandra@pc.ola.org
Anna Roberts, MP, King-Vaughan anna.roberts@parl.gc.ca
Scot Davidson, MP, York-Simcoe Scot.Davidson@parl.gc.ca
Stephen Lecce, MPP, King-Vaughan Stephen.lecce@pc.ola.org
Hon Caroline Mulroney, MPP, York-Simcoe caroline.mulroneyca@pc.ola.org
444 Municipalities of Ontario
The Federation of Canadian Municipalities (FCM) info@fcm.ca
Association of Municipalities of Ontario amo@amo.on.ca
Mayor Steve Pellegrini, King spellegrini@king.ca
Councillor David Boyd, King dboyd@king.ca



TOWNSHIP OF
RUSSELL

CERTIFIED RESOLUTION

Date: October 28, 2024

Item(s) no.: 10 a

Subject: Motion to request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

Moved by: Marc Lalonde

Seconded by: Lisa Deacon

WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. **NOW THEREFORE BE IT HEREBY RESOLVED THAT** the Corporation of the Township of Russell Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. **BE IT FURTHER RESOLVED THAT** the Corporation of the Township of Russell Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

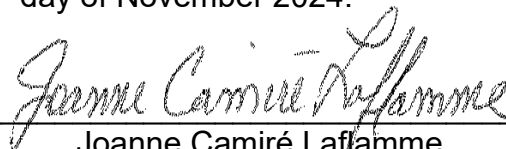
3. **BE IT FURTHER RESOLVED THAT** this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

4. **BE IT FURTHER RESOLVED THAT** copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

5. **BE IT FURTHER RESOLVED THAT** copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy

MOTION APPROVED

I, Joanne Camiré Laflamme, Clerk of the Corporation of the Township of Russell, hereby certify that the foregoing is a true copy of the resolution adopted by the Council of the Corporation of the Township of Russell on the 12th day of November 2024.



Joanne Camiré Laflamme
Clerk



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 Fax: (807) 825-9576

November 19, 2024

Minister of Health Sylvia Jones
sylvia.jones@ontario.ca

Dear Minister Jones,

At the Township of Terrace Bay Regular Council Meeting held on Monday September 16, 2024, the following resolution was put forth by Councillor Chris Dube and was passed.

Re: Ambulance Shortages and Healthcare System Issues

Resolution 266-2024

Moved by: Councillor Johnson

Seconded by: Councillor Dube

WHEREAS, the Council of the Corporation of the Township of Terrace Bay is gravely concerned about the ongoing shortages and staffing challenges facing Superior North EMS (SNEMS);

WHEREAS, the provincial funding for ambulance services, currently at 50%, along with the city's 50% contribution, has been falling short, leading to financial strain on municipalities and regional partners, including the City of Thunder Bay;

WHEREAS, the rolling shortages of paramedics and EMS personnel in the region present a significant risk to public safety and healthcare services in northern communities, which are disproportionately affected by the province-wide shortage of paramedics;

WHEREAS, recruitment and retention issues, including insufficient wages and benefits, lack of mental health supports, frequent exposure to traumatic experiences, and inadequate recovery time between work periods, are causing high turnover rates and burnout among EMS workers;

THEREFORE, BE IT RESOLVED THAT, the Honorable Sylvia Jones, Minister of Health, be requested to take immediate action to address the funding shortfalls and structural challenges in the delivery of EMS services in northern communities, including:

1. Increasing provincial funding to support EMS services and reduce the financial burden on municipalities;
2. Implementing incentives such as "learn and stay" grants to encourage paramedics to live and work in northern Ontario;
3. Enhancing support systems for EMS workers, including improved wages, benefits, and mental health resources.



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 Fax: (807) 825-9576

AND THAT, this resolution be forwarded to Minister Sylvia Jones, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

Sincerely,

J. Hall
Chief Administrative Officer/Clerk

CC:
AMO
All Ontario Municipalities



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
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November 19, 2024

Premier Doug Ford
premier@ontario.ca

Dear Mr. Ford,

At the Township of Terrace Bay Regular Council Meeting held on Monday November 17, 2024 the following resolution of support was passed.

Re: Good Roads Association, Establishment of an Ontario Rural Road Safety Program

Resolution: 306-2024

Moved By: Councillor Johnson

Seconded By: Councillor Adduono

BE IT RESOLVED THAT Council receive the correspondence from the Good Roads Association regarding the establishment of an Ontario Rural Road Safety Program, for information;

AND THAT Council endorse and support the motion as circulated by the Good Roads Association, being:

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS preventing crashes helps to alleviate the burden on Ontario's already strained rural health care system;

AND WHEREAS roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Township of Terrace Bay requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads;



The Corporation of the Township of Terrace Bay

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AND FURTHER THAT a copy of this resolution be forwarded to Hon. Doug Ford, Premier, Hon. Prabmeet Singh Sarkaria, Minister of Transportation, Hon. Kinga Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Food and Agribusiness, Hon. Lisa M. Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, Hon. Lise Vaugeois, MPP, and Good Roads;

AND FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

Sincerely,

J. Hall
Chief Administrative Officer/Clerk

CC:

Minister of Transportation – Anita Anand anita.anand@parl.gc.ca
Minister of Infrastructure – Kinga Surma kinga.surma@pc.ola.org
Minister of Agriculture, Food and Agribusiness – Rob Flack rob.flack@pc.ola.org
Minister of Rural Affairs – Lisa M. Thompson lisa.thompsonco@pc.ola.org
Associate Minister of Emergency Preparedness and Response – Trevor Jones
trevor.jones3@ontario.ca
Minister of Health – Sylvia Jones sylvia.jones@pc.ola.org
MPP Lise Vaugeois lvaugois-gp@ndp.on.ca
Good Roads, Scott R. Butler, scott@goodroads.ca
Ontario Municipalities



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 Fax: (807) 825-9576

November 19, 2024

Honorable Anita Anand,
President of the Treasury Board and Minister of Transportation
House of Commons
Ottawa, ON K1A 0A6
Via Email: Anita.anand@parl.gc.ca

Her Worship Mayor Olivia Chow
Office of the Mayor
City Hall, 2nd Floor
100 Queen St. W.
Toronto, ON M5H 2N2
Via Email: mayor_chow@toronto.ca

Dear Minister Anand and Mayor Chow,

At the Township of Terrace Bay Regular Council Meeting held on Monday October 21, 2024 the following resolution of support was passed.

Re: NOMA Letter re Billy Bishop Airport Support

Resolution 293-2024

Moved By: Councillor St. Louis

Seconded By: Councillor Adduono

WHEREAS Billy Bishop Airport serves more than 2 million passengers per year, making it the 9th-busiest airport in Canada, 5th-busiest serving the US market, 3rd busiest airport in Ontario, and making it a critical component of the national and regional air transportation system; and

WHEREAS the airport provides daily connections to the North with service to Thunder Bay, Sault Ste. Marie, Timmins and Sudbury, and enables access to many other neighbouring communities;

and WHEREAS Billy Bishop Airport is a critical access point for Northern communities for economic opportunities, tourism, social connectivity and critical medical care located in downtown Toronto;

WHEREAS the airport operates under a Tripartite Agreement among the City of Toronto, Transport Canada and PortsToronto, and that agreement is set to expire in 2033; and

WHEREAS the airport is seeking to secure its long-term future through a process to modernize and extend the Tripartite Agreement to drive sustainable growth and enhanced access and connections for passengers and the communities it connects to;

NOW THEREFORE BE IT RESOLVED THAT the Northwestern Ontario Municipal Association is seeking urgent action from the City of Toronto, PortsToronto and Transport Canada to commence a process and conclude it by the end of 2025 to modernize the current Tripartite Agreement and secure the future of Billy Bishop Airport.



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 Fax: (807) 825-9576

AND FURTHER BE IT RESOLVED THAT a copy of this motion be sent to Hon. Anita Anand - President of the Treasury Board and Minister of Transport, Mayor Olivia Chow – Toronto City, Hon. Soraya Martinez Ferrada - Minister of Tourism, Government of Canada, Hon. François-Philippe Champagne - Minister of Innovation, Science and Industry - Government of Canada, Hon. Arun Thangaraj - Deputy Minister of Transport Canada - Government of Canada, John D. Elvidge - City of Toronto – Clerk, Paul Johnson - City of Toronto - City Manager, Jag Sharma - City of Toronto - Deputy City Manager, RJ Steenstra - President and CEO - Ports Toronto, Sandra Papatello – Chair of Board of Directors - Ports Toronto, Neil Pakey - President and CEO - Nieuport Aviation, Hon. Prabmeet Sarkaria - Minister of Transportation - Government of Ontario, Hon. Vic Fedeli - Minister of Economic Development, Job Creation and Trade - Government of Ontario, MP Patty Hajdu (Thunder Bay - Superior North), MP Marcus Powlowski – Thunder Bay-Rainy River, MP Eric Melillo – Kenora, MPP Greg Rickford, (Kenora – Rainy River), MPP Kevin Holland, (Thunder Bay - Atikokan), MPP Lise Vaugeois, (Thunder Bay - Superior North), and all NOMA member municipalities - CAOs and Clerks.

Sincerely,

J. Hall
Chief Administrative Officer/Clerk

CC:

Minister of Tourism – Soraya Martinez Ferrada Soraya.martinezferrada@parl.gc.ca
Minister of Innovation, Science and Industry – Francois-Philippe Champagne francois-philippe.champagne@parl.gc.ca
Deputy Minister of Transport Canada – Arun Thangaraj arun.thangaraj@tc.gc.ca
City of Toronto Clerk -John D. Elvidge jelvidge@toronto.ca
City of Toronto Manager – Paul Johnson paul.r.johnson@toronto.ca
City of Toronto Deputy Manager – Jag Sharma
Ports Toronto President and CEO – RJ Steenstra and Ports Toronto Board of Directors Chair – Sandra Papatello chair@portstoronto.com
Nieuport Aviation President and CEO – Neil Pakey neil@nieuport.com
Minister of Transportation – Prabmeet Sarkaria prabmeet.sakaria@pc.ola.org
Minister of Economic Development, Job Creation and Trade – Vic Fedeli vic.fedelico@pc.ola.org
MP Patty Hajdu patty.hajdu@parl.gc.ca
MP Marcus Powlowski marcus.powlowski@parl.gc.ca
MP Eric Melillo eric.melillo@parl.gc.ca
MPP Greg Rickford greg.rickford@pc.ola.org
MPP Kevin Holland kevin.holland@pc.ola.org
MPP Lise Vaugeois lvaugois-qp@ndp.on.ca
All Ontario Municipalities



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 Fax: (807) 825-9576

November 19, 2024

Premier Doug Ford
premier@ontario.ca

Dear Mr. Ford,

At the Township of Terrace Bay Regular Council Meeting held on Monday October 21, 2024 the following resolution of support was passed:

Re: Town of Halton Hills Resolution No. 2024-0168-Provincial Updates to the Municipal Elections Act

Resolution: 293-2024

Moved By: Councillor Adduono

Seconded By: Councillor St. Louis

WHEREAS elections rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections;

AND WHEREAS legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process;

AND WHEREAS the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities;

AND WHEREAS the Municipal Elections Act 1996 (MEA) will be 30 years old by the next municipal and school board elections in 2026;

AND WHEREAS the MEA sets out the rules for local elections, the Assessment Act 1990 and the Education Act, 1990 also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario;

AND WHEREAS the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce;

AND WHEREAS while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure the Act is responsive to today's needs and tomorrow's challenges;

AND WHEREAS to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape with impacts elections administration including privacy, the threats of



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 Fax: (807) 825-9576

foreign interference, increased spread of mis-disinformation and the increased use of technologies like artificial intelligence and use of digital identities;

AND WHEREAS the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration;

AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendation for amendments ahead of the 2030 elections;

THEREFORE BE IT RESOLVED THAT Council for the Township of Terrace Bay calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections;

AND FURTHER THAT this resolution be forwarded to all municipalities in Ontario for support that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing, the Minister of Education, the Minister of Public Business Service Delivery, Ministry of Finance, the Premier of Ontario, Thunder Bay MPP's, AMO and AMCTO.

Sincerely,

J. Hall
Chief Administrative Officer/Clerk

CC:

Minister of Municipal Affairs and Housing paul.calandra@pc.ola.org

Minister of Education – Jill Dunlop jill.dunlopco@pc.ola.org

Minister of Public Business Service Delivery – Todd McCarthy todd.mccarthy@pc.ola.org

Minister of Finance - Peter Bethlenfalvy peter.bethlenfalvyco@pc.ola.org

Thunder Bay MPP's

AMO

AMCTO

All Ontario Municipalities



TOWNSHIP OF
ASHFIELD-COLBORNE-WAWANOSH

82133 Council Line, R.R. #5
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: clerk@acwtownship.ca

November 19, 2024

via email: premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
823 Albion Road
Etobicoke, ON M9V 1A3

Dear Honourable Doug Ford:

At its meeting held on November 19, 2024, the Council of the Township of Ashfield-Colborne-Wawanosh adopted the following resolution with respect to Good Roads – Ontario Rural Road Safety Program:

Moved by Jennifer Miltenburg
Seconded by Wayne Forester

BE IT RESOLVED THAT Council receive the correspondence from the Good Roads Association regarding the establishment of an Ontario Rural Road Safety Program, for information;

AND THAT Council endorse and support the motion as circulated by the Good Roads Association, being:

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS preventing crashes reduces the burden on Ontario's already strained rural strained health care system; AND WHEREAS roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Township of Ashfield-Colborne-Wawanosh requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads;

AND FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads;

AND FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

Your favourable consideration of this respectfully requested.

Sincerely,



Kelly Thomson
Deputy Clerk | Communications Co-ordinator

CC:

Minister of Transportation – Anita Anand anita.anand@parl.gc.ca
Minister of Infrastructure – Kinga Surma kinga.surma@pc.ola.org
Minister of Agriculture, Food and Agribusiness – Rob Flack rob.flack@pc.ola.org
Minister of Rural Affairs – Lisa M. Thompson lisa.thompsonco@pc.ola.org
Associate Minister of Emergency Preparedness and Response – Trevor Jones
trevor.jones3@ontario.ca
Minister of Health – Sylvia Jones sylvia.jones@pc.ola.org
MPP Lise Vaugeois lvaugois-qp@ndp.on.ca
Good Roads, Scott R. Butler, scott@goodroads.ca
Ontario Municipalities



November 14, 2024

Township of North Glengarry
3720 County Road 34
Alexandria, ON K0C 1A0

Via Email: cao@northglengarry.ca

Dear Ms. Huskinson:

Re: Resolution – Recommendations for Updates to the Municipal Elections Act

The Council of the Town of Tecumseh, at its regular meeting held November 12, 2024, gave consideration to correspondence from the Township of North Glengarry dated October 28, 2024. The Township of North Glengarry was requesting support of the Town of Tecumseh regarding their resolution on Recommendations for Updates to the Municipal Elections Act, a copy of which is enclosed.

At their meeting, Tecumseh Council passed the following resolution:

“Motion: RCM – 262/24

Moved by: Deputy Mayor Joe Bachetti
Seconded by: Councillor Rick Tonial

That the Town of Tecumseh support the resolution from North Glengarry dated October 28, 2024 with the following:

Whereas election rules need to be clear, supporting candidates and voters in their electoral participation and election in running elections;

And Whereas the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities;

And Whereas the Municipal Elections Act, 1996 (MEA) will be 30 years old by the next municipal and school board elections in 2026;

And Whereas the MEA sets out the rules for local elections, the Assessment Act, 1990 and the Education Act, 1990 also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario;

And Whereas with rules across three pieces of legislation, and the MEA containing a patchwork of clauses, there are interpretation challenges, inconsistencies, and gaps to fill;

And Whereas the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce;

And Whereas while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure the Act is responsive to today's needs and tomorrow's challenges;

And Whereas to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign interference, increased spread of mis/disinformation and the increased use of technologies like artificial intelligence and use of digital identities;

And Whereas the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration;

And Whereas AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections;

Now therefore be it resolved that the Council of the Town of Tecumseh calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections.

And further that that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing; the Minister of Education; the Minister of Public and Business Service Delivery; Minister of Finance; the Premier of Ontario; MPP - Windsor-Tecumseh, Andrew Dowie; AMCTO; the Association of Municipalities of Ontario (AMO); and all Ontario Municipalities, to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign"

Please consider this letter as confirmation of the Town of Tecumseh's action on the above matter.

Yours very truly,



Robert Auger, LL.B.
Director Legislative Services & Clerk

RA/kb

Attachments

1. Township of North Glengarry Resolution Recommendations for Updates to the Municipal Elections Act

cc: Mr. Doug Ford, Premier of Ontario (premier@ontario.ca)
Mr., Minister of Education (jill.dunlopco@pc.ola.org)
Ms. Chrystia Freeland, Minister of Finance (Chrystia.freeland@parl.gc.ca)
Mr. Paul Calandra, Minister of Municipal Affairs and Housing (paul.calandra@pc.ola.org)
Mr. Todd McCarthy, Minister of Public and Business Service Delivery
(todd.mccarthy@pc.ola.org)
Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)
(amcto@amcto.com)
Association of Municipalities of Ontario (AMO) – (amo@amo.on.ca)
Mr. Andrew Dowie, MPP – Windsor-Tecumseh (Andrew.dowie@pc.ola.org)

**CORPORATION OF THE
TOWNSHIP OF NORTH GLENGARRY**

Council Meeting

Resolution # 3

Date: October 28, 2024

MOVED BY: Jamie MacDonald

SECONDED BY: Carma Williams

WHEREAS elections rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections;

AND WHEREAS legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process;

AND WHEREAS the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities;

AND WHEREAS the Municipal Elections Act, 1996 (MEA) will be 30 years old by the next municipal and school board elections in 2026;

AND WHEREAS the MEA sets out the rules for local elections, the Assessment Act, 1990 and the Education Act, 1990 also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario;

AND WHEREAS with rules across three pieces of legislation, and the MEA containing a patchwork of clauses, there are interpretation challenges, inconsistencies, and gaps to fill;

AND WHEREAS the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce;

AND WHEREAS while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure the Act is responsive to today's needs and tomorrow's challenges;

AND WHEREAS to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign interference, increased spread of mis/disinformation and the increased use of technologies like artificial intelligence and use of digital identities;

AND WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration;

AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of North Glengarry calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections.

AND FURTHER THAT that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing; the Minister of Education; the Minister of Public and Business Service Delivery; Minister of Finance; the Premier of Ontario; the Local Member of Provincial Parliament; AMCTO; the Association of Municipalities of Ontario (AMO); and all Ontario Municipalities.”

CARRIED

DEFEATED

DEFERRED



MAYOR / DEPUTY MAYOR

- Deputy Mayor:** Carma Williams
- Councillor:** Jacques Massie
- Councillor:** Brian Caddell
- Councillor:** Jeff Manley
- Councillor:** Michael Madden
- Councillor:** Gary Martin
- Mayor:** Jamie MacDonald

	YEA	NEA
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____



MUNICIPALITÉ DE / MUNICIPALITY OF VAL RITA-HARTY
2 de l'Église Avenue Box 100 , Val Rita , Ontario , P0L 2G0

RESOLUTION

Agenda Item # 7.7 Pour soutenir la province, mettre en œuvre un programme de sécurité routière en milieu rural afin de réduire le nombre d'accidents mortels et de blessés./ To Support Province, implement a rural road safety program to reduce fatalities and injuries.

MOVED BY : Angèle Beauvais

Resolution # 24-124

SECONDED BY : Alain Tremblay

November 19, 2024

Que le conseil appuie la résolution visant à soutenir la Province dans la mise en œuvre d'un programme de sécurité routière en milieu rural afin de réduire les décès et les blessures.

ADOPTÉE

That council endorse the resolution to support Province, implement a rural road safety program to reduce fatalities and injuries.

CARRIED

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums and preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Township of Val Rita-Harty requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead, allowing Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. Kinga Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, Hon. Sylvia Jones, Minister of Health, the Ontario Good Roads Association; and the Federation of Northern Ontario Municipalities (FONOM); and

FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

Municipalité de / Municipality of Val Rita-Harty





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 19, 2024

Resolution # RC24268	Meeting Order: 6
Moved by: 	Seconded by: 

WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

NOW THEREFORE BE IT RESOLVED THAT Council of the Corporation of the Municipality of Wawa formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

BE IT FURTHER RESOLVED THAT Council of the Corporation of the Municipality of Wawa calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

BE IT FURTHER RESOLVED THAT this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

BE IT FURTHER RESOLVED THAT copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

FINALLY, BE IT RESOLVED THAT copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 19, 2024

Resolution # RC24269	Meeting Order: 7
Moved by: 	Seconded by: 

WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province and;

WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners and;

WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario's municipalities continuing to calculate property taxes using 2016 property values and;

WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent and;

WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike and;

WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality and;

WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment and;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation and;

p. 2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

FURTHER MORE THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality and;

FINALLY RESOLVED THAT a copy of this resolution be forwarded to the Premier Doug Ford, the Association of Municipality in Ontario, the Rural Ontario Municipalities Association, the Federation of Northern Ontario Municipalities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.

RESOLUTION RESULT		RECORDED VOTE	
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield	
<input type="checkbox"/>	TABLED	Cathy Cannon	
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon	
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann	
<input type="checkbox"/>	WITHDRAWN	Joseph Opato	

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL



November 21, 2024

**Re: Township of Essa Motion No. CR172-2024
Fair Share of Provincial and Federal Government Financial Support**

Please be advised that at its meeting of November 20, 2024, Council of the Township of Essa passed the following:

Resolution No: CR172-2024 Moved by: Sander Seconded by: Kiezebrink

WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Essa formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and further,

THAT Council of the Township of Essa calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

THAT this redistribution of the Land Transfer Tax and GST be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

THAT copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

THAT copies of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

---Carried---

Your consideration and support to Ontario municipalities is appreciated.

Sincerely,



Lisa Lehr, CMO
Township of Essa

cc: Right Honourable Justin Trudeau, Prime Minister
Hon. Doug Ford, Premier
Hon. Peter Bethlenfalvy, Minister of Finance
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Brian Saunderson, MPP Simcoe-Grey
Terry Dowdall, MP Simcoe-Grey
All Ontario Municipalities
AMO

The Corporation of the Township of Southgate
By-law Number 2024-148
being a by-law to confirm the proceedings of the
Council of the Corporation of the Township of Southgate
at its regular meeting held on December 4, 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 December 4, 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 December 4, 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 4th day of December 2024.

Brian Milne - Mayor

Lindsey Green - Clerk