



**Township of Southgate  
Council Meeting Agenda**

**December 18, 2024**

**1:00 PM**

**Holstein Council Chambers**

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**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

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

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

If you wish to speak at Open Forum please register in advance of the meeting by email to [clerks@southgate.ca](mailto:clerks@southgate.ca)

**4. Confirmation of Agenda**

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

**5. Declaration of Pecuniary Interest**

**6. Public Meeting**

- 6.1 C31-24 - Jeff and Elaine Green - Con 11 PT Lot 27 and RP 17R2923 Part 1, Geographic Township of Proton, Township of Southgate**

### 6.1.1 Background

**The Purpose** of the application is to zone the subject lands to permit:

- Covering an existing 240.8 square metre concrete pad used for manure storage
- A future pit silo with possible cover west of the existing barn.

Both the covered concrete pad and future pit silo would be 4.6 metres minimum from the north lot line. A Minimum Distance Calculation (MDS) requires a minimum 6 metre setback to the nearest lot line. The Agricultural -1 (A1) Zone for the subject lands requires a minimum yard (setback) of 15 metres.

**The Effect** is to zone to permit the existing concrete pad used for manure storage to be covered and to allow a future pit silo with possible cover a minimum 4.6 metres from the north lot line when the A1 zone requires 15 metres setback and the MDS setback required is 6 metres.

### 6.1.2 Application and Notice of Public Meeting 11 - 30

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

### 6.1.3 Comments Received from Agencies and the Public 31 - 39

### 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

## 6.2 Adjournment

## 7. Delegations & Presentations

None.

**8. Adoption of Minutes**

40 - 59

**Be it resolved that** Council approve the minutes from the December 4, 2024 Council and Closed Session meetings as presented; and  
**That** Council approve the minutes from the December 6, 2024 Council and Closed Session meetings are presented.

**9. Closed Meeting**

**Be it resolved that** Council proceed into closed session at [TIME] in order to address matters relating Labour Relations or Employee Negotiations (Sec239(2)(d))(Subject: HR Matters); and  
**That** all those required remain in attendance.

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

**10. By-laws and Motions**

**10.1 By-law 2024-156 - Appoint Interim Chief Administrative Officer** 60

**Be it resolved that** by-law number 2024-156 being a by-law to appoint an Interim Chief Administrative Officer 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 2024-157 - Appoint Deputy Clerk** 61

**Be it resolved that** by-law number 2024-157 being a by-law to appoint a Deputy Clerk 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.

**11. Reports of Municipal Officers**

**11.1 Planning Department**

- 11.1.1 PL2024-105 - Site Plan Amending Agreement SP12-24 John MS Martin 62 - 67**

**Be it resolved that** Council receive Staff Report PL2024-105 Application for Amending Site Plan Agreement SP12-24 John M. S. and Annie Martin, 146024 Southgate Road 14 for information; and **That** Council approve By-law 2024-149 to authorize the Mayor and Clerk to sign a site plan amending agreement with John M. S. Martin and Annie Martin for lands at 146024 Southgate Road 14, Concession 10, Pt Lot 23, Proton.

- 11.1.2 By-law 2024-149 - Site Plan Amending Agreement SP12-24 John M. S. Martin 68 - 74**

**Be it resolved that** by-law number 2024-149 being a by-law to authorize the execution of a Site Plan Control Amending Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

- 11.1.3 PL2024-106 - Site Plan Agreement SP13-24 Trustees of the Old Order Mennonite Conference 75 - 79**

**Be it resolved that** Council receive Staff Report PL2024-106 Application for Site Plan Agreement Approval SP13-24 Trustees of the Old Order Mennonite Conference, 144668 Southgate Road 14 for information; and **That** Council approve By-law 2024-150 to authorize the Mayor and Clerk to sign a site plan agreement with the Trustees of the Old Order Mennonite Conference for lands at 144668 Southgate Road 14, Part of Lot 27, Concession 13, Egremont Parts 3 and 4 on Plan 16R11907 Southgate.

- 11.1.4 By-law 2024-150 - Site Plan Agreement SP13-24 Trustees of the Old Order Mennonite Conference** 80 - 89
- Be it resolved that** by-law number 2024-150 being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.
- 11.1.5 PL2024-107 - Holding Removal C33-24 Trustees of Old Order Mennonite Conference** 90 - 94
- Be it resolved that** Staff report PL2024-107 regarding Application to Remove Holding Provisions in Zoning By-law Amendment 2023-038 Trustees of the Old Order Mennonite Conference, 144668 Southgate Road 14 is received for information; and
- That** Council consider the conditions related to the placing of the holding zone in By-law 2024-038 being met, and
- That** Council consider By-law 2024-151 to remove the holding provision for lands in the Community Facilities (CF) Zone.
- 11.1.6 By-law 2024-151 - C33-24 Removal of Hold Trustees of the Old Order Mennonite Conference** 95 - 97
- Be it resolved that** by-law number 2024-151 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.

**11.1.7 PL2024-108 - ZBA C30-24 Christian Bauman 98 - 105**

**Be it resolved that** Staff Report PL2024-108 for file C30-24 Christian Bauman 752334 Ida Street be received for information; and

**That** Council approve By-law 2024-142 to rezone 752334 Ida Street to permit a 750 square metre On-Farm Diversified Use (workshop), 500 square metre outdoor storage, and 150 square metre agricultural shed with combined power room; and

**That** Site Plan Approval apply to the On-Farm Diversified Use (OFDU).

**11.1.8 By-law 2024-142 - ZBA for file C30-24 Christian Bauman 106 - 108**

**Be it resolved that** by-law number 2024-142 being a by-law to amend Zoning By-law No. 19-2002, entitled the "Township of Southgate Zoning By-law" be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book

**11.1.9 PL2024-109 - Site Plan Agreement SP13-20 Southgate Renewables 109 - 115**

**Be it resolved that** Council receive Staff Report PL2024-109 Application for Site Plan Agreement SP13-20 Southgate Renewables Holding Corp., 150 Eco Parkway for information; and

**That** Council approve By-law 2024-155 to authorize the Mayor and Clerk to sign a site plan agreement with Southgate Renewables Holding Corp for lands at 150 Eco Parkway, Part Lot 237, 238 Concession 2 SWTSR Proton.

**11.1.10 By-law 2024-155 - Site Plan Agreement SP13-20 Southgate Renewables Holdings Corp 116 - 127**

**Be it resolved that** by-law number 2024-155 being a by-law to authorize the execution of a Site Plan Control Agreement be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**11.2 Economic Development Officer Brenna Carroll**

**11.2.1 EDO2024-014-Downtown Revitalization Program 128 - 130**

**Be it resolved that** Staff Report EDO2024-014 be received for information; and  
**That** Council approve the commencement of the Downtown Revitalization Program for the town of Dundalk.

**11.3 Clerk Lindsey Green**

**11.3.1 CL2024-039 - 2026 Municipal Election – Voting Methods 131 - 132**

**Be it resolved that** Staff Report CL2024-039 be received for information; and  
**That** Council authorize internet and telephone voting as the voting method for the 2026 municipal and school board election by enactment of By-law 2024-154.

**11.3.2 By-law 2024-154 - Alternative Voting By-law - 2026 Municipal Election 133**

**Be it resolved that** by-law number 2024-154 being a by-law to authorize the use of internet and telephone voting as an alternative voting method for the 2026 municipal election 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.

**12. By-laws and Motions**

**12.1 By-law 2024-153 - Appointment By-law - Building Inspector - Mark Robbins 134**

**Be it resolved that** by-law number 2024-153 being a by-law to appoint a building inspector 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.

**13. Notice of Motion**

**13.1 Deputy Mayor Dobreen - NOM - Maple Leaves Forever Campaign**

135

**Whereas** many Native Maple trees that were planted in the late 19<sup>th</sup> century in return for government incentive are degrading and disappearing from the landscape of rural Southern Ontario due to them not being replaced with Native Canadian Maples; and

**Whereas** it is important to re-introduce and further restore Native Maples as a visual feature on the rural landscapes in Southern Ontario as they are naturally adapted to the local climate, site conditions and growing with other indigenous species, are relatively resistant to severe weather events, and they have evolved with local insects and disease pathogens; and

**Whereas** Maple Leaves Forever (<https://mapleleavesforever.ca>) encourages municipalities and planting agencies throughout Ontario and Canada to commit to planting Native Maples whenever a Maple is called for in municipal planting projects; and

**Whereas** the Township of Southgate has been choosing Native Maples in their plantings when appropriate to do so; and

**Whereas**, in recognition for our commitment, the Township would be eligible for rebates/discounts when planting Native Maples and placed on the Maple Leaves Forever Honor Roll.

**Now Therefore Be It Resolved** that the Township of Southgate recognizes the importance of the Native Maple tree, Canada's arboreal emblem, and commits to always plant Native Maples whenever a maple is called for in any municipal planting project; and

**That** this resolution be forwarded to Maple Leaves Forever for recognition, Conservation Ontario, and Ontario municipalities.

**14. Consent Items**

**14.1 Regular Business (for information)**

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated December 18, 2024 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions.

**14.1.1 PW2024-042 2023 GRCA Dundalk Lagoon Performance Silver Level Recognition Program** 136 - 203



**14.1.2 PW2024-043 Department Report** 204 - 209

**14.2 Correspondence (for information)**

Be it resolved that Council receive the items on the Correspondence consent agenda dated December 18, 2024 (save and except items \_\_\_\_\_) as information.

**14.2.1 MMAH - Minister Calandra letter on Additional Residential Units - received November 28, 2024** 210 - 211

**14.2.2 Solicitor General - OPP Budget Correspondence - received November 29, 2024** 212 - 213

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

Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated December 18, 2024 (save and except items \_\_\_\_\_) as information.

**14.3.1 Town of Cobourg - Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities- received December 6, 2024** 214 - 215

**14.3.2 Township of Oro-Medonte - Request for Support - Tile Drain Loan Limit - received December 11, 2024** 216

**14.4 Closed Session (for information)**

None.

**15. County Report**

[www.grey.ca/council](http://www.grey.ca/council)

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

**17. Closed Meeting**

**Be it resolved that** Council proceed into closed session at [TIME] in order to address matters relating Labour Relations or Employee Negotiations (Sec239(2)(d)) and Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec239(2)(c))(Subject: HR Matters), and Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec239(2)(c))(Subject: HR Update); and  
**That** all those required remain in attendance.

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

**17.1 Labour Relations or Employee Negotiations (Sec239(2)(d)) and Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec239(2)(c))(Subject: HR Matters)**

**17.2 Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec239(2)(c))(Subject: HR Update)**

**18. Confirming By-law**

217

**Be it resolved that** by-law number 2024-158 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 18, 2024 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**19. 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

<b>For office use only</b>
File no: <u>C31-24</u>
Pre-Consult Date: <u>Oct 21, 2024</u>
Date received: <u>Oct 25, 2024</u>
Date accepted: _____
Accepted by: _____
Roll # 42 07 <u>090-004-05100</u>
Conservation authority fee required: <u>YES - SVCA</u>
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)

<b>Pre- Consultation Fee</b>	<b>\$500.00</b>
<b>Amendment to the Official Plan</b>	Minor \$4,000.00 application fee <i>plus</i>
	\$4,000.00 contingency fee
	Major \$6,500.00 application fee <i>plus</i>
	\$6,000.00 contingency fee
<b>Amendment to the Zoning By-law</b>	<b>\$2,900.00</b> application fee
	Major \$4,000.00 application fee <i>plus</i>
	\$5,000.00 contingency fee
<b>Removal of Holding Provision</b>	\$1,000.00 application fee
	or \$600.00 application fee (with related Site Plan Agreement)
<b>Temporary Use By-Law Amendment</b>	\$1,674.00 application fee <i>plus</i>
	\$400.00 agreement fee <i>plus</i>
	\$2,500.00 contingency fee
<b>Other Required Fees:</b>	
<b>Public Notice Sign Fee</b>	<b>\$145.00</b>
<b>Conservation Authority Fee</b>	<b>\$260.00</b> Saugeen Valley Conservation
	Grand River Conservation – Call directly for details
<b>County of Grey Municipal Review Fee</b>	<b>\$400.00</b>

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\*Contingency fee required for all Official Plan Amendment applications

\*Contingency fee required only for Major Zoning By-law Amendment applications

\$4205.00

**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.

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: Jeff & Elaine Green

Mailing address: [Redacted] (B)

Email Address: [Redacted]

2. Name of applicant: Jeff & Elaine Green

Mailing address: [Redacted] Email: [Redacted]

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: N/A

Phone#: \_\_\_\_\_ Email: \_\_\_\_\_

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:

N/A

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: 192258 Southgate SR 19

Tax Roll#: 420709000405100

Lot 27 pt. Concession 11 [Redacted]

Lot \_\_\_\_\_ of \_\_\_\_\_ Plan \_\_\_\_\_

8. The date the subject land was acquired by the current owner: 2012 (April)

9. Dimensions of subject property:

frontage 291 m depth 426 m area 123,966 sq m/ha

10. Description of the area affected by this application if only a portion of the entire property Rear lot line

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 Agr

East Agr

South Agr

West Agr

(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 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 checked="" type="checkbox"/>                |
| Downtown Commercial <input type="checkbox"/> | Rural <input 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 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

Requested zoning A1 with exception to address reduction in rear lot line setback from 15 m to 3.5 m and request relief of MDS II setback deficiency.

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)

To address reduction in rear lot line setback - To cover existing barnyard + future expansion.

**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.

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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.

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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.

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Type of building/structure Covering existing barnyard.

Setbacks: front lot line 1663' rear lot line 15'

side lot line 439'

Building/structure:

height \_\_\_\_\_ dimensions / floor area \_\_\_\_\_

20. The date the existing building(s) or structure(s) on the subject land were constructed: 2015

21. The length of time that the existing uses of the subject land have continued:  
Forever

22. If proposed use is residential, indicate proximity of subject lands to community facilities (parks, schools, etc.): N/A

23. Specific reason(s) for requesting amendment(s), if not sufficient space, a cover letter should be attached:

To address reduction in rear lot line setback.  
To cover existing barnyard & future expansion

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	_____	_____
_____ 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	_____	_____
_____ 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	_____	_____
_____ other means	_____	<input checked="" type="checkbox"/>



please specify \_\_\_\_\_

type of sewage disposal	existing	proposed
_____ municipally operated sanitary sewers	_____	_____
_____ 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.

To address reduction in rear lot line setback. To cover existing barnyard & future expansion to support current farming operations.

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

As above.

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

Covering existing barnyard ASAP. Future expansion to be determined.

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)

N/A.

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**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.

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**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:

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**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) Jeff & Elaine Green  
Name(s)

of the Township of Southgate in the County of Grey  
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

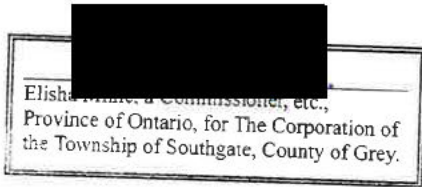
This 25 day of October, 20 24

[Redacted Signature]

Signature of Commissioner

[Redacted Signature]

J. Elaine Green  
print name



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: Cows 20

(i) How long have you owned the farm? 2012

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

Yes - For how long? -36 years.

No - When did you stop farming? \_\_\_\_\_

For what reason did you stop farming? \_\_\_\_\_

(iii) Area of total farm holding: 47 acres

(iv) Number of tillable hectares: 40 acres

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

If yes, indicate locations: Lot: \_\_\_\_\_ Concession: \_\_\_\_\_

Former Township: \_\_\_\_\_

Total Hectares: \_\_\_\_\_

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

If yes, indicate locations: Lot: Pt Lot 35 Concession: 10

Former Township: Proton

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? 56' x 80'

What is the present use of the barn? Cow/Calf

What is the capacity of the barn, in terms of livestock? 20

- (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?

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- (xi) Indicate the number of tillable hectares on other property: \_\_\_\_\_

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- (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)

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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.

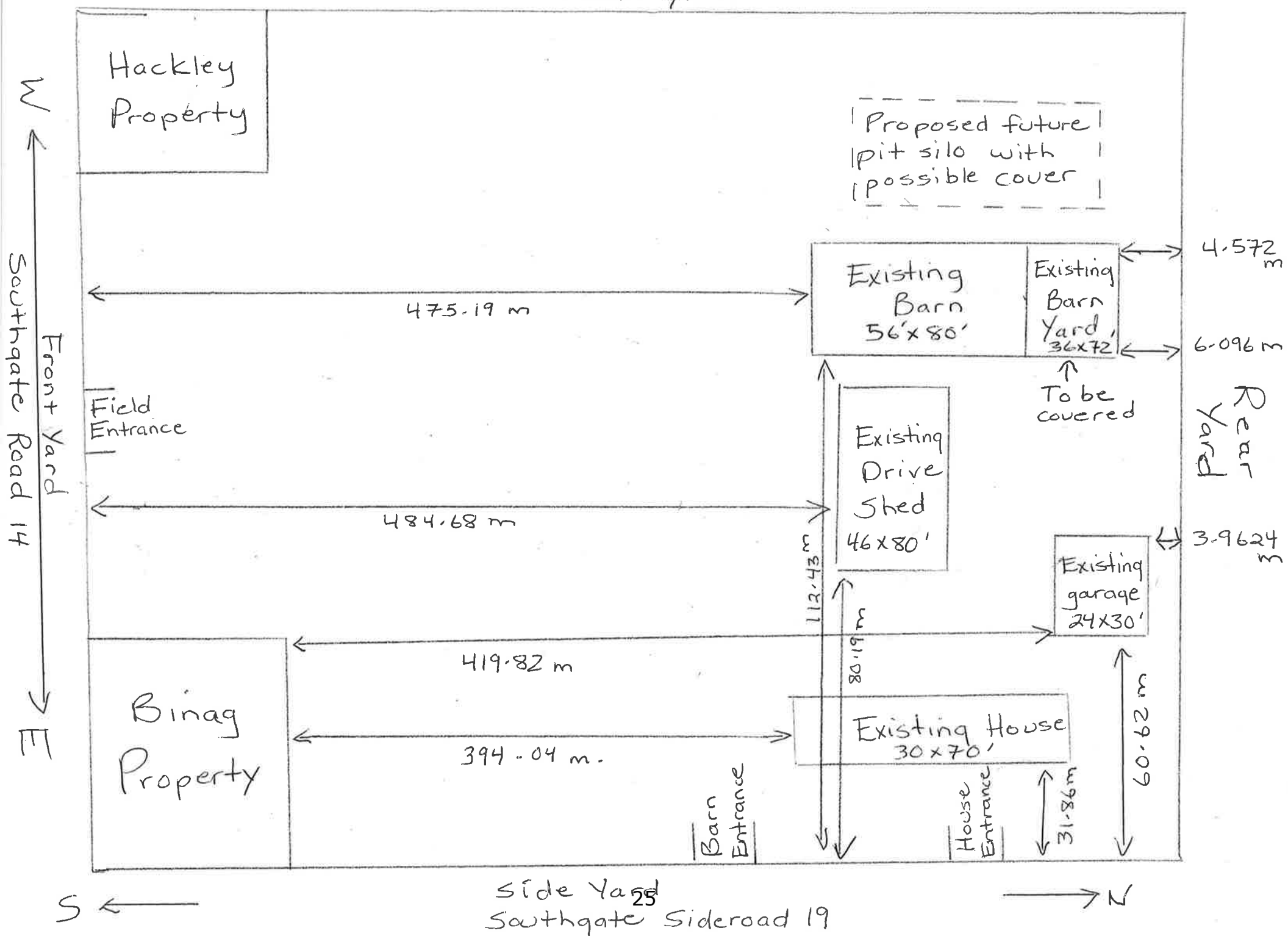
### Zoning by-law amendment process summary

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\*\*\*



Side yard





**Elaine Greene MDS II**

**General information**

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**Application date**

Oct 21, 2024

**Municipal file number**

**Applicant contact information**

Elaine Greene



**Location of subject livestock facilities**

County of Grey

Township of Southgate

PROTON

Concession 11 , Lot 27

Roll number: 420709000405100

**Calculations**

home farm


**Livestock/manure summary**

Manure Form	Type of livestock/manure	Existing maximum	Total after alteration	Estimated livestock barn area
Solid	Beef, Cows, including calves to weaning (all breeds), Confinement	20 (20 NU)	20 (20 NU)	2000 ft <sup>2</sup>
Solid	Beef, Backgrounders (7 - 12.5 months), Confinement	20 (6.7 NU)	20 (6.7 NU)	1000 ft <sup>2</sup>

**Setback summary**

Existing manure storage	V2. Solid, outside, covered			
Existing design capacity	26.7 NU			
Design capacity after alteration	26.7 NU			
Factor A (odour potential)	0.73	Factor B (design capacity)	213.34	
Factor C (orderly expansion)	0.5001	Factor D (manure type)	0.7	
Building base distance 'F' (A x B x C x D) (minimum distance from livestock barn)				No livestock barn construction
Storage base distance 'S' (minimum distance from manure storage)				55 m (180 ft)

**Setback distance summary**

Description	Storage setbacks	
Type A land uses	Minimum 55 m (180 ft)	Actual 194 m (636 ft)
Type B land uses	Minimum 110 m (361 ft)	Actual NA (Not available)
Nearest lot line (side or rear)	Minimum 6 m (18 ft)	Actual 5 m (15 ft) 
Nearest road allowance	Minimum 11 m (36 ft)	Actual 111 m (363 ft)

**Preparer signoff & disclaimer**

Preparer contact information  
 Gary Van Ankum  
 CFS  
 7668 8th Line  
 RR#2

Drayton, ON  
N0G 1P0  
519-638-3457  
garyva@cleanfield.biz

Signature of preparer

---

Gary Van Ankum , Consultant

---

Date (mmm-dd-yyyy)

**Note to the user**

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) has developed this software program for distribution and use with the Minimum Distance Separation (MDS) Formulae as a public service to assist farmers, consultants, and the general public. This version of the software distributed by OMAFRA will be considered to be the official version for purposes of calculating MDS. OMAFRA is not responsible for errors due to inaccurate or incorrect data or information; mistakes in calculation; errors arising out of modification of the software, or errors arising out of incorrect inputting of data. All data and calculations should be verified before acting on them.

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## 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 a **public meeting** on:

**December 18, 2024, at 1:00 PM**

in the Council Chambers located at 123273 Southgate Road 12, Holstein Ontario NOG 2A0 **and** electronically via Zoom to consider the proposed by-law amendment.

Please join the electronic public meeting from your computer, tablet, or smartphone <https://zoom.us/j/96882196304?pwd=cGEya1dyRE9WdS8wczZhOTgxeVixQT09>

You can also dial in using your phone. Phone: +1 647 374 4685 Meeting ID: 968 8219 6304 Passcode: 520682

**NOTE:** To speak at the meeting or join electronically, please register in advance by contacting the CAO/Deputy Clerk, Dina Lundy using the contact information below:

[dlundy@southgate.ca](mailto:dlundy@southgate.ca) or 519-923-2110 ext. 210

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

**The Purpose** of the application is to zone the subject lands to permit:

- Covering an existing 240.8 square metre concrete pad used for manure storage
- A future pit silo with possible cover west of the existing barn.

Both the covered concrete pad and future pit silo would be 4.6 metres minimum from the north lot line. A Minimum Distance Calculation (MDS) requires a minimum 6 metre setback to the nearest lot line. The Agricultural -1 (A1) Zone for the subject lands requires a minimum yard (setback) of 15 metres.

**The Effect** is to zone to permit the existing concrete pad used for manure storage to be covered and to allow a future pit silo with possible cover a minimum 4.6 metres from the north lot line when the A1 zone requires 15 metres setback and the MDS setback required is 6 metres.

### Description of the Subject Land (C31-24)

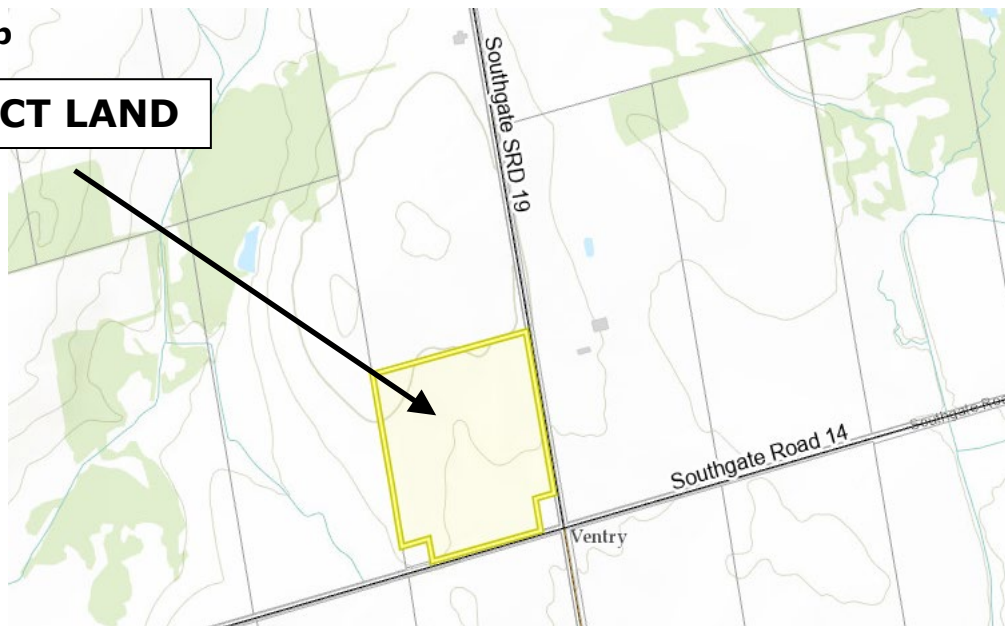
**Registered Owner:** Jeff and Elaine Green

**Legal Description:** Con 11 Pt Lot 27 and RP 17R2923 Part 1, Geographic Township of Proton, Township of Southgate

**Civic Address:** 192258 Southgate Sideroad 19

### Key Map

**SUBJECT LAND**



**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 CAO/Deputy Clerk at the address shown below. Dina Lundy, CAO/Deputy Clerk, [dlundy@southgate.ca](mailto:dlundy@southgate.ca), Phone: (519) 923-2110 ext. 210. 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#C31-24-Jeff-and-Elaine-Green> , 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: **C31-24**

Dated at the Township of Southgate, this 25<sup>th</sup> day of November 2024.

December 9<sup>th</sup>, 2024

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

**RE: Zoning By-law Amendment C31-24  
Concession 11, Part Lot 27, RP 17R2923 Part 1 (192258 Southgate Sideroad  
19)  
Township of Southgate (Geographic Township of Proton)  
Roll: 420709000405100  
Owners/Applicants: Jeff and Elaine Green**

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 zone the subject lands to permit: Covering an existing 240.8 square metre concrete pad used for manure storage
- A future pit silo with possible cover west of the existing barn.

Both the covered concrete pad and future pit silo would be 4.6 metres minimum from the north lot line. A Minimum Distance Calculation (MDS) requires a minimum 6 metre setback to the nearest lot line. The Agricultural -1 (A1) Zone for the subject lands requires a minimum yard (setback) of 15 metres.

Schedule A of the County OP designates the subject lands as 'Agricultural'. Section 5.2.2(5) states,

- l) Municipalities should not reduce MDS through a minor variance, zoning amendment, or official plan amendment, except where sufficient reasoning has been provided, and the intent of the MDS Guidelines has been maintained. MDS shall generally not be modified for the purposes of permitting new non-farm sized*

*lot creation. In reviewing the rationale for a variance, there should be demonstration that the variance would:*

- *not be able to be met through a modification to the development being proposed (e.g. set a building back further than proposed),*
- *make an existing situation better to reduce the potential for conflict*
- *impose undue hardship, such as major farm operation, inefficiencies, or servicing constraints, by not granting the variance, or*
- *be small enough such that there is very limited potential for land use conflict.*

The proposed zoning by-law amendment would reduce MDS from 6m to 4.6m. County Planning staff are of the belief that the reduction of 1.4m would be small enough that there is very limited potential for land use conflict as the surrounding lots already contain farm clusters and are located away from the proposed development. Therefore, County Planning staff have no concerns.

County Planning Ecology staff have reviewed the subject application and have no concerns.

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.

County Planning staff have no concerns with the subject application.

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

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

Yours truly,



Derek McMurdie  
Planner  
(548) 877 0857  
[Derek.McMurdie@grey.ca](mailto:Derek.McMurdie@grey.ca)  
[www.grey.ca](http://www.grey.ca)



**From:** [Municipal Planning](#)  
**To:** [Elisha Milne](#)  
**Subject:** RE: Notice of Public Meeting - Zoning By-law Amendment Application C31-24 Jeff and Elaine Green  
**Date:** December 4, 2024 11:34:11 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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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](mailto: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](http://enbridge.com)  
**Safety. Integrity. Respect. Inclusion.**

---

**From:** Elisha Milne <emilne@southgate.ca>  
**Sent:** Monday, November 25, 2024 2:22 PM  
**To:** Bell Canada ROWCC <rowcentre@bell.ca>; Bluewater District School Board <shelley\_crummer@bwdsb.on.ca>; Bluewater District School Board <jayme\_bastarache@bwdsb.on.ca>; Brenna Carroll <bcarroll@southgate.ca>; chad.aitken@bgcdsb.org; Dina Lundy <dlundy@southgate.ca>; Municipal Planning <MunicipalPlanning@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>;

WSP on behalf of Bell <circulations@wsp.com>

**Cc:** Victoria Mance <vmance@southgate.ca>; Bill White <bwhite@tritoneng.on.ca>

**Subject:** [External] Notice of Public Meeting - Zoning By-law Amendment Application C31-24 Jeff and Elaine Green

**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 C31-24 Jeff and Elaine Green.

<https://www.southgate.ca/en/municipal-services/planning-applications-public-notice.aspx#C31-24-Jeff-and-Elaine-Green>

The Public Meeting is scheduled for **December 18, 2024, at 1:00 PM** 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 **December 11, 2024**, so they may be included in the public agenda.

Comments can be received by:

Email: [emilne@southgate.ca](mailto: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](mailto:emilne@southgate.ca) | [www.southgate.ca](http://www.southgate.ca)



**From:** [Coordinator LRC HSM](#)  
**To:** [Elisha Milne](#)  
**Subject:** Re: Request for Comments - Town of Southgate (Green) - Proposed Zoning By-law Amendment  
**Date:** December 3, 2024 2:54:50 PM  
**Attachments:** [PastedGraphic-5.png](#)

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## Township of Southgate

### **Re: File number C31-24**

The Historic Saugeen Métis (HSM) Lands, Waters and Consultation Department has reviewed the relevant documents and has no objection to the proposed Zoning By-law Amendment regarding the covering of the existing concrete pad. More information would be required for HSM to comment on the proposed "future pit silo with possible cover".

Thank you for the opportunity to review this matter.

Regards,

Neala MacLeod Farley

Coordinator, Lands, Waters & Consultation  
Historic Saugeen Métis  
204 High Street  
Southampton, ON  
[saugeenmetis.com](http://saugeenmetis.com)  
519-483-4000



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**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 26, 2024

File No.: C31-24

Can a safe access be provided? Yes  No

Road Drainage Concern: None

Road Standard: Rural gravel

Road Widening Necessary? Yes  No

Entrance Requirements: N/A

Load Restricted Road: Yes  No

Comments: \_\_\_\_\_

**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

SENT ELECTRONICALLY ONLY: emilne@southgate.ca

December 11, 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: C31-24 (Jeff and Elaine Green)  
192258 Southgate Sideroad 19  
Roll No.: 420709000405100  
Part Lot 27 Concession 11  
Geographic Township of Proton  
Township of Southgate

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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 the subject lands to permit: 1. Covering an existing 240.8 square metre concrete pad used for manure storage. 2. A future pit silo with possible cover west of the existing barn. Both the covered concrete pad and future pit silo would be 4.6 metres minimum from the north lot line. A Minimum Distance Calculation (MDS) requires a minimum 6 metre setback to the nearest lot line. The Agricultural -1 (A1) Zone for the subject lands requires a minimum yard (setback) of 15 metres.

## **Recommendation**

The application is generally acceptable to SVCA staff.

## **Delegated Responsibility and Advisory Comments -Natural Hazards**

Based on SVCA mapping, there are no natural hazard features affecting the property. The property is not designated Hazard Lands in Schedule A of the Grey County OP or Schedule A of the Southgate OP, and is not zoned Environmental Protection (EP) in the Township of Southgate Zoning By-Law.

## **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.

The property does not have any SVCA Approximate Screening Area, therefore review and permit from the SVCA is not required for development on the property.

## **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:

Township of Southgate  
C31-24 (Jeff and Elaine Green)  
December 11, 2024  
Page 3 of 3

- 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)



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

December 4, 2024  
9:00 AM  
Holstein Council Chambers

Members Present: Mayor Brian Milne  
Deputy Mayor Barbara Dobreen  
Councillor Jason Rice  
Councillor Jim Ferguson  
Councillor Martin Shipston  
Councillor Joan John  
Councillor Monica Singh Soares (Arrived at 9:02AM)

Staff Present: Dina Lundy, Chief Administrative Officer  
Lindsey Green, Clerk  
Kayla Best, HR Manager  
Ken Melanson, Senior Manager, Development & Community Services  
John Watson, Public Works Foreman/Fleet Manager  
Phil Schram, Chief Building Official  
Brenna Carroll, Economic Development Officer  
Elisha Milne, Legislative and Planning Coordinator

Others: Bill White, Senior Planning Consultant Triton Engineering

**1. Call to Order**

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

**2. Land Acknowledgement**

As we gather, we recognize and acknowledge the traditional keepers of this land with whom we share today. The Township of Southgate is a



part of the traditional territories of the Anishinaabek, Six Nations of the Grand River, Saugeen Ojibway Nation, Haudenosaunee, and Saugeen Métis. The land that surrounds us is part of who we are as it reflects our histories; may we live in peace and friendship with all its diverse people.

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

No members of the public spoke at open forum.

**4. Confirmation of Agenda**

No. 2024-562

**Moved By** Councillor Ferguson

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** Council confirm the agenda as amended to remove items 9.7.1 PL2024-101 ZBA C27-24 Xplore Communications Tower (ON8409), 9.7.2 PL2024-102 ZBA C28-24 Xplore Communications Tower (ON8410) and 9.7.3 PL2024-103 ZBAC29-24 Xplore Communications Tower (ON8457) at the request of the applicant.

**Carried**

**5. Declaration of Pecuniary Interest**

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

**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**

Clerk Lindsey Green confirmed that proper notice was given in accordance with the Planning Act.

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

Junior Planner Victoria Mance reviewed comments received from the County of Grey, Enbridge Gas, the Saugeen Valley Conservation Authority, Southgate Public Works and the Historic Saugeen Metis. There were no comments received from members of the public.

### **6.1.4 Questions from Council**

Councillor Shipston inquired about the timing of the proposal and questioned the Minimum Distance Separation calculation for the project and Junior Planner Victoria Mance provided clarification.

Deputy Mayor Dobreen questioned the location of the proposal in proximity to future development in the Dundalk area and any restrictions that may be imposed and Junior Planner Victoria Mance provided clarification.

Councillor John asked for clarification regarding the product that will be produced from the dry manufacturing shop and Junior Planner Victoria Mance provided a response.

### **6.1.5 Applicant or Agent**

The applicant or agent were not in attendance.

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

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

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

Councillor Rice inquired about the restrictions to the subject lands and the impacts that any future development may cause and Junior Planner Victoria Mance provided a response.

### **6.2 Adjournment**

The meeting adjourned at 9:10 AM.

### **7. Delegations & Presentations**

None.

### **8. Adoption of Minutes**

No. 2024-563

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

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

**Carried**

### **9. Reports of Municipal Officers**

#### **9.1 Economic Development Officer Brenna Carroll**

##### **9.1.1 EDO2024-013-CIP Application - Southgate Eye Care**

No. 2024-564

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**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.

**Carried**

## **9.2 Clerk Lindsey Green**

### **9.2.1 CL2024-040 - 2025 Council Meeting Schedule Approval**

No. 2024-565

**Moved By** Councillor Rice

**Seconded By** Councillor John

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.

**Carried**

Without a mover and a seconder, the following motion was not considered.

Motion #2

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

No. 2024-566

**Moved By** Councillor Shipston

**Seconded By** Deputy Mayor Dobreen

Motion # 3

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

**Failed**

Without a mover and seconder, the following motion was not considered.

Motion # 4

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

**Moved By** Councillor Ferguson

**Seconded By** Deputy Mayor Dobreen

Motion # 5

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

Councillor Singh Soares moved the following amendment to the main motion.

Without a seconder, the amendment to the main motion failed with no seconder.

**Amendment:**

**Moved By** Councillor Singh Soares

**Be it resolved that** Council amend Option 4 to allow for the second meeting of the month to be held at 5:30PM.

No. 2024-567

**Moved By** Councillor Ferguson

**Seconded By** Deputy Mayor Dobreen

Motion # 5

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

**Carried**

Without a mover and seconder, the following motion was not considered.

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**

No. 2024-568

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**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.

**Carried**

### **9.4 Chief Administrative Officer Dina Lundy**

#### **9.4.1 CAO2024-023 Loan for Unfinanced Capital - Victoria Street Project**

No. 2024-569

**Moved By** Councillor Shipston

**Seconded By** Councillor John

**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.

**Carried**

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

No. 2024-570

**Moved By** Councillor Shipston

**Seconded By** Deputy Mayor Dobreen

**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.

**Carried**

### **9.5 HR Manager Kayla Best**

#### **9.5.1 HR2024-007 - Health and Safety Policy**

No. 2024-571

**Moved By** Councillor Shipston

**Seconded By** Deputy Mayor Dobreen

**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.

**Carried**

### **9.5.2 HR2024-008 - COLA and Staff Step Increases**

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor John

**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.

Councillor Ferguson moved the following motion to refer.

Deputy Mayor Dobreen called for a recorded vote on the referral motion.

No. 2024-572

**Moved By** Councillor Ferguson

**Seconded By** Councillor Singh Soares

**Be it resolved that** Council refer staff report HR2024-008 - COLA and Staff Step Increases until the 2025 budget discussion.

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

Nay (4): Mayor Milne, Deputy Mayor Dobreen, Councillor Shipston, and Councillor John



**Failed (3 to 4)**

Councillor Rice called for a recorded vote on the motion.

No. 2024-573

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor John

**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.

Yay (4): Mayor Milne, Deputy Mayor Dobreen, Councillor Shipston, and Councillor John

Nay (3): Councillor Rice, Councillor Ferguson, and Councillor Singh Soares

**Carried (4 to 3)**

Council recessed at 10:05AM and returned at 10:15AM.

## **9.6 Finance Department**

### **9.6.1 FIN2024-020 - IT Infrastructure Upgrades**

No. 2024-574

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**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.

**Carried**

## **9.7 Planning Department**

### **9.7.1 PL2024-104 - Holding Removal 221 Doyle**

No. 2024-575

**Moved By** Councillor Shipston

**Seconded By** Deputy Mayor Dobreen

**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.

**Carried**

### **9.7.2 By-law 2024-145 - C34-24 Removal of Hold 221 Doyle Street**

No. 2024-576

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

**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.

**Carried**

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

### **10.1 By-law 2024-143 - Appoint Building Inspector - Michael Lansdell**

No. 2024-577

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor John

**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.

**Carried**

### **10.2 By-law 2024-144 - Appoint Municipal By-law Enforcement Officers**

No. 2024-578

**Moved By** Councillor Shipston

**Seconded By** Councillor John

**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.

**Carried**

### **10.3 By-law 2024-146 - Interim Tax Levy 2025**

No. 2024-579

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Shipston

**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.

**Carried**

### **11. Notice of Motion**

None.

### **12. Consent Items**

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

No. 2024-580

**Moved By** Councillor Ferguson

**Seconded By** Councillor Singh Soares

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

**Carried**

**12.1.1 Librarian CEO Report - November 21, 2024**

**12.1.2 Librarian CEO Special Report 2025 Library  
Board Meeting Dates - November 21, 2024**

**12.1.3 2024-10-23 Committee of Adjustment Meeting  
Minutes**

#### **12.2 Correspondence (for information)**

No. 2024-581

**Moved By** Councillor Shipston  
**Seconded By** Councillor Ferguson

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated December 4, 2024 as information.

**Carried**

**12.2.1 GRCA - November 22, 2024 General Meeting Minutes - received November 22, 2024**

**12.2.2 SVCA - Draft 2025 Budget Circulation - received November 25, 2024**

**12.2.3 SVCA - End of Winter Ice Operations at the Durham Upper Dam - received November 26, 2024**

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

No. 2024-582

**Moved By** Deputy Mayor Dobreen  
**Seconded By** Councillor John

**Be it resolved that** Council receive the items on the Resolutions of other Municipalities consent agenda dated December 4, 2024 as information.

**Carried**

**12.3.1 Township of King - Redistribution of Provincial Land Transfer Tax and GST - received November 18, 2024**

**12.3.2 Township of Russell - Redistribution of the Provincial Land Transfer Tax and GST - received November 19, 2024**

**12.3.3 Township of Terrace Bay - Ambulance Shortages and Healthcare System Issues - received November 19, 2024**

- 12.3.4 Township of Terrace Bay - Establishment of an Ontario Rural Road Safety Program - received November 19, 2024**
- 12.3.5 Township of Terrace Bay - Support for Billy Bishop Airport - received November 19, 2024**
- 12.3.6 Township of Terrace Bay - Support for Provincial Updates to the Municipal Elections Act - received November 19, 2024**
- 12.3.7 Township of Ashfield Colborne Wawanosh - Good Roads Association Ontario Rural Road Safety Program - received November 20, 2024**
- 12.3.8 Town of Tecumseh - Municipal Elections Act - received November 20, 2024**
- 12.3.9 Municipality of Val Rita-Harty - Implementation of a Rural Road Safety Program - received November 21, 2024**
- 12.3.10 Municipality of Wawa - Redistribution of Land Transfer Tax - received November 21, 2024**
- 12.3.11 Municipality of Wawa - Resume Assessment Cycle - received November 21, 2024**
- 12.3.12 Township of Essa - Fair Share of Provincial and Federal Government Financial Support - received November 21, 2024**

#### **12.4 Closed Session (for information)**

None.

### **13. County Report**

Deputy Mayor Dobreen provided an update on the most recent County of Grey Council meeting. Highlights from the November 28, 2024 County Council meeting can be viewed [here](#). Deputy Mayor Dobreen noted that the Mayor Matrosovs from the Town of Blue Mountains was acclaimed as the 2025 Grey County Warden at the annual inaugural meeting on December 3, 2024 and extended her thanks to Mayor Milne for being the Warden for the past two terms.

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

Deputy Mayor Dobreen mentioned that the Dundalk Santa Claus Parade is Saturday December 7, 2024 at 6:00PM, and the Holstein Santa Claus Parade is Saturday December 14, 2024 at 1:00PM.

**15. Closed Meeting**

No. 2024-583

**Moved By** Councillor Shipston

**Seconded By** Councillor Rice

**Be it resolved that** Council proceed into closed session at 10:35AM 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.

**Carried**

Council recessed at 10:36AM and returned at 10:39AM.

No. 2024-585

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

**Be it resolved that** Council proceed out of Closed Session at 11:01AM.

**Carried**

Council recessed at 11:01AM and returned at 11:03AM.

**16. Confirming By-law**

No. 2024-586

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

**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.

**Carried**

**17. Adjournment**

No. 2024-587

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Rice

**Be it resolved that** Council adjourn the meeting at 11:01AM.

**Carried**

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Mayor Brian Milne

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Clerk Lindsey Green





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

December 6, 2024  
1 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: Lindsey Green, Clerk  
Kayla Best, HR Manager  
Holly Malynyk, Legislative and Records Coordinator

**1. Special Council Meeting Notice**

This Special Council meeting has been called by the Clerk upon receipt of a written request of the majority of Council members for the purposes of a closed session meeting related to a human resources matter.

**2. Call to Order**

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

**3. Confirmation of Agenda**

No. 2024-588

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

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

**Carried**

**4. Declaration of Pecuniary Interest**

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

**5. Closed Meeting**

No. 2024-589

**Moved By** Councillor Rice

**Seconded By** Councillor Ferguson

**Be it resolved that** Council proceed into Closed Session at 1:01PM in order to address matters related to Labour Relations or Employee Negotiations (Sec 239(2)(d))(Subject: HR Matters); and

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

**Carried**

Council recessed at 1:01PM and returned at 1:02PM.

Councillor Singh Soares left the meeting at 2:01PM and returned at 2:04PM.

Councillor Singh Soares left the meeting at 2:30PM and returned at 2:33PM.

Council recessed at 2:30PM and returned at 2:34PM.

Councillor Singh Soares left the meeting at 2:49PM and did not return.

No. 2024-591

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

**Be it resolved that** Council come out of Closed Session at 3:15PM.

**Carried**

Council recessed at 3:15PM and returned at 3:16PM.

**6. Confirming By-law**

No. 2024-592

**Moved By** Councillor Ferguson

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** by-law number 2024-152 being a by-law to confirm the proceedings of the Council of the Corporation of the Township of Southgate at its special meeting held on December 6, 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**

**7. Adjournment**

No. 2024-593

**Moved By** Councillor Rice

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** Council adjourn the meeting at 3:16PM.

**Carried**

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Mayor Brian Milne

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Clerk Lindsey Green

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**  
**BY-LAW NUMBER 2024-156**

being a by-law to appoint an Interim Chief Administrative Officer  
for the Corporation of the Township of Southgate

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

**Whereas**, section 229 of the Municipal Act, 2001, Chapter 25, as amended, provides that a Municipality may appoint a Chief Administrative Officer; and

**Whereas**, the Council of the Corporation of the Township of Southgate considers it desirable and expedient to appoint an Interim Chief Administrative Officer; and

**Whereas**, the position of Interim Chief Administrative Officer of the Corporation of the Township of Southgate shall be responsible to the Municipal Council, subject to the provisions of the Municipal Act, and any other statute,

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

1. **That** \_\_\_\_\_ be and is hereby appointed to the position of Interim Chief Administrative Officer for the Corporation of the Township of Southgate; and
2. **That** \_\_\_\_\_ shall, with respect to the Township of Southgate and the administration of its affairs exercise all the authority, powers and rights and shall perform all the duties and obligations which are set out in the Interim Chief Administrative Officer employment contract and job description; and
3. **That** \_\_\_\_\_ is hereby granted financial signing authority on behalf of the Corporation of the Township of Southgate, as required; and
4. **That** \_\_\_\_\_ is hereby granted signing authority on all documents that a Commissioner, Director, Manager, or other employee is authorized to execute on behalf of the Corporation of the Township of Southgate, as required; and
5. **That** if the provisions of this by-law conflict with any other by-law hereto passed that the provisions of this by-law shall prevail; and
6. **That** by-law 2023-001 is hereby repealed; and
7. **That** this by-law shall take full force and effect as of the date of passing.

**Read a first, second and third time and finally passed this 18<sup>th</sup> day of December, 2024.**

\_\_\_\_\_  
**Brian Milne – Mayor**

\_\_\_\_\_  
**Lindsey Green - Clerk**

**THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE**  
**BY-LAW NUMBER 2024-157**

being a by-law to appoint a Deputy Clerk  
for the Corporation of the Township of Southgate

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

**Whereas**, section 228 (2) of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality may appoint deputy clerks who have all the powers and duties of the clerk under the Municipal Act and any other Act; and

**Whereas**, the Council of the Corporation of the Township of Southgate considers it desirable and expedient to appoint a Deputy Clerk; and

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

1. **That** \_\_\_\_\_ be and is hereby appointed as a Deputy Clerk for the Corporation of the Township of Southgate; and
2. **That** if the provisions of this by-law conflict with any other by-law hereto passed that the provisions of this by-law shall prevail; and
3. **That** by-law 2023-002 is hereby repealed; and
4. **That** this by-law shall take full force and effect as of the date of passing.

**Read a first, second and third time and finally passed this 18<sup>th</sup> day of December 2024.**

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**Brian Milne – Mayor**

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**Lindsey Green - Clerk**



<b>Report To:</b>	Township of Southgate Council
<b>Meeting Date:</b>	2024-12-18
<b>Report Number:</b>	PL2024-105
<b>Title:</b>	Application for Amending Site Plan Agreement SP12-24 John M. S. and Annie Martin, 146024 Southgate Road 14
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Elisha Milne, Legislative & Planning Coordinator
<b>Reviewed By:</b>	Bill White, MCIP, RPP Triton Engineering Senior Planning Consultant
<b>Approved By:</b>	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services

**Executive Summary:**

Council is asked to pass a By-law to sign an amending site plan agreement for a proposed Ontario Diversified Use (OFDU–metal works) according to Rezoning [By-law 2024-117](#) (File C24-24 **Attachment 1 Site Plan**). The new regulations in the Agricultural-1 Exception 350 (A1-350) zone removed restrictions on number of employees and allowed the metal works to expand from 720.9 square metres to 750 square metres with 500 square metres outdoor storage.

On October 21, 2015, the previous Owner (EMS Construction Inc.) and the Township signed the original site plan agreement under By-law 78-2015. The new owners’ site plan was circulated through Township Departments and Grey County. Saugeen Valley Conservation Authority ([SVCA September 20/24](#)) comments during rezoning noted the proposed development is generally acceptable. The Clerk is delegated authority to approve site plans with technical advice from Township staff but signing the amending site plan agreement still requires an authorizing by-law.

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2024-105 Application for Amending Site Plan Agreement SP12-24 John M. S. and Annie Martin, 146024 Southgate Road 14 for information; and

**That** Council approve By-law 2024-149 to authorize the Mayor and Clerk to sign a site plan amending agreement with John M. S. Martin and Annie Martin for lands at 146024 Southgate Road 14, Concession 10, Pt Lot 23, Proton.

**Reasons for Recommendation:**

1. The proposed *has regard to* provincial interest and requirements in the [Ontario Planning Act](#) and is consistent with [Provincial Policy Statement 2024](#).
2. The site plan complies with policies in the Township Official Plan and Grey County Official Plan.
3. Rezoning application C24-24 was approved by Council in Rezoning [By-law 2024-117](#) for to permit the proposed OFDU, and provisions in the amendment and other comments are met in through the amending site plan agreement.

**Proposal:**

In 2024 the current Owners (File C24-24) requested re-zoning to increase the maximum floor area from 720.9 square metres to 750 square metres and remove the provision which limited the maximum number of non-resident employees. Due to the changes to the zoning and the original site plans an amendment to the original Site Plan Agreement is recommended. Plans and drawings for Site Plan Approval were received and circulated to Township Staff and County of Grey (**Attachment 1**). The authority to approve Site Plans is delegated to the Clerk.

**Background/Site Context:**

The subject lands are about 20 hectares in size with frontage onto Southgate Road 14. Originally rezoned in 2015 (File C7-15) to allow for a small-scale dry manufacturing shop as an OFDU. A site plan agreement was executed through By-law 78-2015 passed October 21, 2015,

By-law 2021-111 designates all of Southgate as a Site Plan control area requiring plans and drawings to be submitted for approval. The Official Plan states OFDUs are subject to rezoning and Site Plan approval, including execution of a Site Plan Agreement.

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

The application has regard to Provincial interest in Section 2(h) of the [Ontario Planning Act](#) which promotes orderly development of safe and healthy communities.

**Application Review – Provincial Policy Statement (PPS 2024):**

The proposed development is *consistent with* [Provincial Policy Statement 2024](#) Section 1.1.4.1 promoting healthy and viable rural areas, diversification of the economy and supporting the agricultural land base. [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#) are met.

**Application Review – County of Grey Official Plan (CGOP):**

The site is designated Rural and Hazard Lands in the County Official Plan. The application *complies with* the County Official Plan.

**Application Review – Southgate Township Official Plan (STOP):**

[Township Official Plan](#) designates the applicant's lands Rural and Hazard Lands. The application *complies with* the Township Official Plan.

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

The [Township Zoning By-law](#) was amended through [By-law 2024-117](#) amending the regulations in the Agricultural - 1 Exception 350 (A1-350) Zone already applicable to the subject lands. The proposed site plans meet A1-350 zone requirements. Environmental Protection Zoning on part of the lands is subject to any permit requirements of the Saugeen Valley Conservation Authority.

**Application Circulation and Public Comments:**

The amending site plans were circulated to Township Departments and Grey County. Comments from the Saugeen Valley Conservation Authority received during the rezoning process are addressed. A public meeting is not required.

**Conclusion:**

It is recommended Council approve By-law 2024-149 to authorize the Mayor and Clerk to sign a Site Plan Agreement with John M. S. and Annie Martin.

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

The proposed farm expansion meets Objective 7C of the Township Strategic Plan supporting improved access to housing and streamlined approval procedures.

**Attachment(s):**

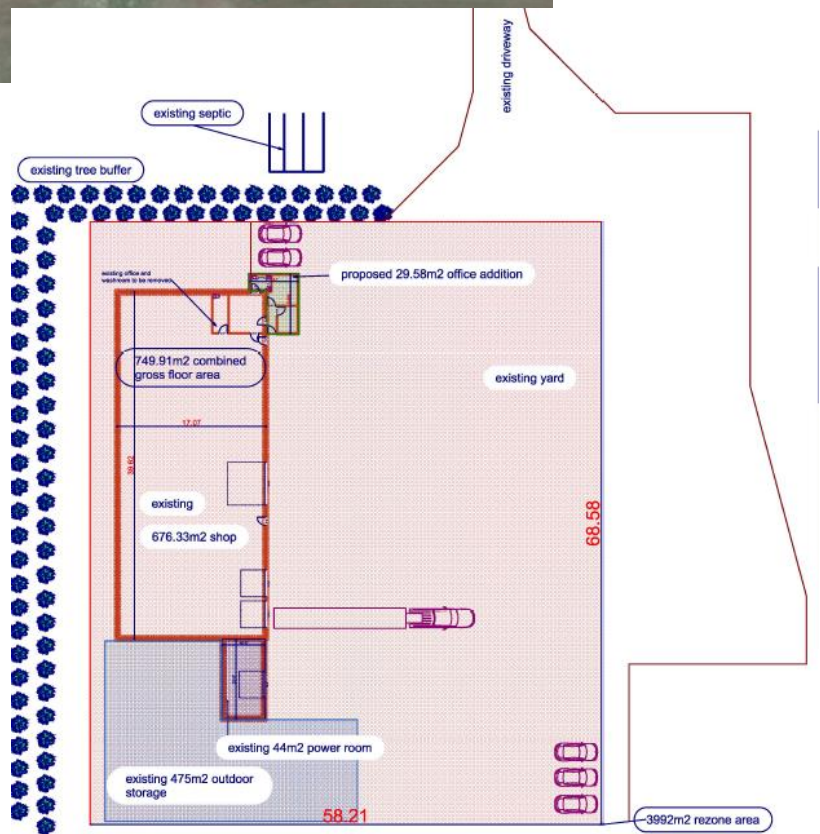
Attachment 1 – Site Plan Drawings

Attachment 2 – Site Plan Drawing – Floor Plan

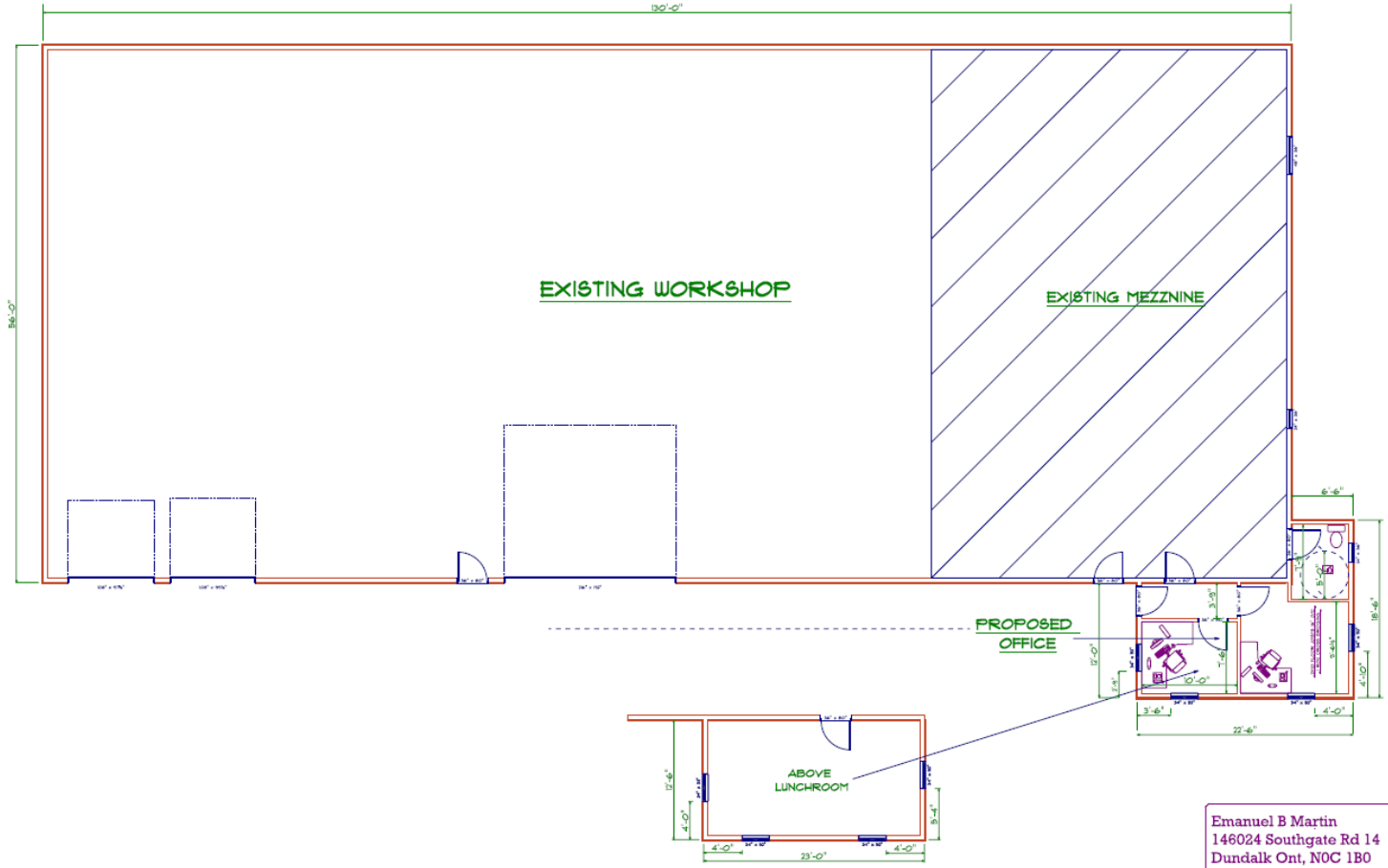
Attachment 3 – Site Plan Drawing - Views



# Attachment 1 – Site Plan Drawings



# Attachment 2 – Site Plan Drawing – Floor Plan



**Attachment 3 – Site Plan Drawing - Views**



Emanuel B Martin  
146024 Southgate Rd 14  
Dundalk Ont, N0C 1B0

The Corporation of the Township of Southgate  
By-law Number 2024-149

**Being a by-law to authorize the execution of a Site Plan Control  
Amending Agreement**

**Whereas** Section 41 of the Planning Act, RSO 1990, Chapter P.13 as amended authorizes municipalities to designate areas of Site Plan Control, and to subsequently enter into agreements with respect to the conditions of development or redevelopment of lands in areas of Site Plan Control; and

**Whereas** all of the lands within the Township are designated as a Site Plan Control Area pursuant to the provisions of Section 41 of the Planning Act and By-law 2007-47; and

**Whereas** the Council of the Township of Southgate deems it expedient to enter into a Site Plan Amending Agreement with the owner,

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

1. **That** an Amending Site Plan Agreement between John M. S. Martin and Annie Martin and the Township of Southgate for the development of all and singular lands lying and being in the Province of Ontario, County of Grey, Township of Southgate known as Part Lot 23, Concession 10 Proton PT 1 RP171000, Southgate. Such agreement being attached hereto as Schedule "A" and which forms a part of this by-law;
2. **That** the Mayor and Clerk are authorized to sign the Site Plan Amending Agreement on behalf of the Council of the Corporation of the Township of Southgate in substantially the form as that set out in Schedule A;
3. **That** the Clerk is authorized and directed to cause notice of the Site Plan Amending Agreement to be registered on the title to the said lands forthwith after it has been signed by all parties; and
4. **That** this By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this 18<sup>th</sup> day of December 2024.

Read a third time and finally passed this 18<sup>th</sup> day of December 2024.

---

Mayor – Brian Milne

---

Clerk- Lindsey Green

**THE CORPORATION OF  
THE TOWNSHIP OF SOUTHGATE  
AMENDING SITE PLAN AGREEMENT**

**THIS AGREEMENT** made in this 18<sup>th</sup> day of December 2024

Between:

Martin, John M.S. and Martin, Annie  
(hereinafter called the "Owner" OF THE FIRST PART)

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE  
(hereinafter called the "Township" OF THE SECOND PART)

**WHEREAS** the Owner represents to be the registered owner of those lands and premises in the Township of Southgate in the County of Grey, more particularly described in Schedule "A";

**AND WHEREAS** the lands described in Schedule "A" are subject to a site plan agreement dated October 21, 2015, between the previous Owner (EMS Construction Inc.) and the Township executed by By-law 78-2015 (the "Site Plan Agreement");

**AND WHEREAS** the Township has enacted a Site Plan Control Area By-law pursuant to the Planning Act RSO 1990, as amended;

**AND WHEREAS** pursuant to the Planning Act RSO 1990, as amended the Township appointed an officer to approve such plans and drawings submitted for site plan approval and said officer may also establish conditions on site plan approval;

**AND WHEREAS** the Owner has applied to the Township for an amendment to the Site Plan Agreement under the provisions of the *Planning Act*, R.S.O., 1990, c.P.13 with respect to additional works to be completed pursuant to the development of the site (hereinafter called the "Works");

**AND WHEREAS** the terms of a Site Plan Agreement may be amended or varied by a written document signed by both parties and registered against the Lands;

**AND WHEREAS** the Owner agree to complete all works, material, matters, and things required to be done, furnished, and performed in the manner hereinafter described in connection with the proposed use of the subject lands, including any special provisions or conditions, if applicable, as outlined in Schedule "C";

**AND WHEREAS** the covenants in this Agreement are binding upon the Owner and when registered on title are binding upon all successors in title;

**NOW THEREFORE WITNESSETH THAT** in consideration of the approval of the plans by the Township officer for the development of the subject and the sum of ONE (\$1.00) DOLLAR of lawful money of Canada receipt whereof of which is hereby acknowledged, the Owner hereby agrees with the Township as follows:

1. That the Original Site Plan Agreement is amended by adding the following to the end of Section II:

Schedule "C": - Special Provisions (if applicable)

2. That Section IV – BUILDING PERMITS be repealed and replaced with the

following:

1. The OWNERS agree to not request the Chief Building Official to issue any further building permits to carry out the development until this Amending Agreement has been registered on title to the lands described in Schedule "A" attached hereto and a registered copy of same has been provided to the Township.
2. It is agreed that if the OWNERS fail to apply for any building permit or permits to implement this Agreement within 12 months from the date upon which such building permit would be available, then the TOWNSHIP, at its option has the right to terminate the said Original Agreement and this Amending Agreement and require that a new application for Site Plan Agreement be submitted for approval and execution.
3. That Section V – PROVISIONS be amended by adding the following at the end of Section 2:
  - a) That the requirements in Schedule "C" apply to the development of subject lands in addition to the plans and drawings in Schedule "B" and the provisions of Section V of the original agreement.
4. The Owner agrees that the completion date in Section VI Part 2 in the original Site Plan Agreement shall be amended to two (2) years from the date of executing this agreement for all works described in Schedule "B" and Schedule "C" to this Amending Site Plan Agreement.
5. That the drawings/documents in Schedule "B" to this Amending Site Plan Agreement shall be the applicable drawings/documents for the site development works which amend as applicable the drawings/document from Schedule "B" of the Original Site Plan Agreement.
6. The Owner acknowledges and agrees to the special terms and conditions specified in Schedule "C" to this amending agreement."
7. All other terms, conditions, and provisions of the original Site Plan Agreement shall remain unchanged and shall continue in full force and effect except as may be amended or replaced by this Amending Agreement and time shall remain of the essence.
8. The Parties agree that within 30 days of its execution this Amending Site Plan Agreement shall be registered on title to the lands described in Schedule "A" as provided for by the Planning Act, R.S.O., 1990, as amended, at the expense of the Owners, and upon registration the Owner shall provide a registered copy of same to the Township.
9. Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following addresses:

Owners: John M.S. & Annie Martin  
146024 Southgate Rd 14  
RR #1  
Dundalk, ON N0C 1B0

Township: Clerk, Township of Southgate  
185667 Grey Rd 9,  
Dundalk, ON N0C 1B0

**IN WITNESS WHEREOF** the parties have executed this Agreement by affixing thereto their corporate seals, as attested by the hand of their proper signing officers duly authorized in that behalf.

**AND IN WITNESS WHEREOF** the natural parties hereto have hereunto set their hands and seals.

SIGNED, SEALED AND  
DELIVERED

**OWNERS**

Martin, John M.S.  
Martin, Annie

Witness:

Per: \_\_\_\_\_  
Name: Martin, John M.S.

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

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

Per: \_\_\_\_\_  
Name: Martin, Annie

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

**CORPORATION OF THE TOWNSHIP OF  
SOUTHGATE**

Per:  
\_\_\_\_\_  
Brian Milne, Mayor

Per:  
\_\_\_\_\_  
Lindsey Green, Clerk

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

We have authority to bind the Corporation

## **Schedule A**

All and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of:

**Concession 10 , Pt Lot 23, Geographic Township of Proton  
Part 1 Plan 17R-1000**

And, also described as:

**146024 Southgate Road 14, in the Township of Southgate, in the  
County of Grey.**



## **Schedule "B"**

### **APPROVED SITE PLANS**

**The approved drawings/documents for shall be the following:**

Drawing #1 Site Plan dated Monday August 12, 2024, Emanuel B. Martin, 146024 Southgate Road 14, Main Floor, drawn by SMM., Concession 10 , Pt Lot 23, and signed by the Township's authorized officer or delegate.

Drawing #2 Main Floor dated Monday August 12, 2024, Emanuel B. Martin, 146024 Southgate Road 14, Main Floor, drawn by SMM., Concession 10 , Pt Lot 23, and signed by the Township's authorized officer or delegate.

Drawing #3 Building Plans and Elevations dated June 4, 2024, drawn by SMM for Emanuel B. Martin, 146024 Southgate Road 14 labelled S1 Structural Notes, S2 Floor Plan, S3 Details and S4 Views.

## **Schedule "C"**

### **SPECIAL PROVISIONS**

1. This agreement applies to works outlined in Schedule "B" and includes the exterior of existing buildings, new structures, drainage, and entrance as may be required and permitted under Section 41 of the Planning Act. The Owner shall obtain and comply with the Township of Southgate entrance permit requirements applicable to the proposed development.
2. The Owner shall be responsible for obtaining all permits and approvals as may be required by the Saugeen Valley Conservation Authority for any proposed use of the lands by the Owner, and in particular comply with provisions as generally outlined in a letter dated September 20, 2024, being comments from the Saugeen Valley Conservation Authority on rezoning Southgate File C24-24.
3. The Owner confirms an F2 occupancy for the proposed use which will include metal working no paint applications shall comply with the requirements of the Chief Building Official and Fire Department as set out in appropriate municipal bylaws and provincial codes.
4. To mitigate possible noise impacts of the facility described by the plans and drawings in Schedule "B", there shall be no exterior operable building openings, including but not limited to, exhaust fans, doors, windows and loading chutes, located on the building, and facing the public road. The Owner agrees that the Chief Building Official or By-law Enforcement Officer may require, if complaints are received, that all doors and windows remain closed during operating hours.
5. Buffering and screening of outside storage areas buffer must be maintained in accordance with plans and drawings in Schedule "B" and the Township's zoning bylaw as amended for the purposes of providing a visual barrier.
6. Outside storage may only be in the areas identified on the approved site plan referenced in Schedule "B".
7. The Owner agrees to comply with the requirements of By-law 2024-117 which amended the provisions of the Agricultural 1 Exception 575 (A1-575) Zone effective October 2, 2024.



<b>Report To:</b>	Township of Southgate Council
<b>Meeting Date:</b>	2024-12-18
<b>Report Number:</b>	PL2024-106
<b>Title:</b>	Application for Site Plan Agreement Approval SP13-24 The Trustees of the Old Order Mennonite Conference, 144668 Southgate Road 14
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Elisha Milne, Legislative & Planning Coordinator
<b>Reviewed By:</b>	Bill White, MCIP, RPP Triton Engineering Senior Planning Consultant
<b>Approved By:</b>	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services

### **Executive Summary:**

Council is asked to pass a By-law authorizing the Mayor and Clerk to enter into a site plan agreement for a proposed Meeting House under the Community Facility (CF) Zone provisions as per [By-law 2023-038](#) (File C24-22). The site plan for was circulated and approved through Township Departments. Grey County also received the site plan having commented on the rezoning. Delegated authority allows the Clerk to sign the approved site plan drawings upon technical advice from Senior Township staff.

The site plan agreement is one of two conditions in [By-law 2023-038](#) to be met before the holding provision is removed for this site. Removal of the holding provision is covered under a separate item (PL2024-107) on the Council agenda. The second condition regarding submission of an Archeological Study acceptable to the Township is also met.

### **Recommendation:**

**Be it resolved that** Council receive Staff Report PL2024-106 Application for Site Plan Agreement Approval SP13-24 Trustees of the Old Order Mennonite Conference, 144668 Southgate Road 14 for information; and

**That** Council approve By-law 2024-150 to authorize the Mayor and Clerk to sign a site plan agreement with the Trustees of the Old Order Mennonite Conference for lands at 144668 Southgate Road 14, Part of Lot 27, Concession 13, Egremont Parts 3 and 4 on Plan 16R11907 Southgate.

### **Reasons for Recommendation:**

The proposed *has regard to* provincial interest and requirements in the [Ontario Planning Act](#). The proposal is consistent with [Provincial Policy Statement 2024](#) and complies with policies in the Township Official Plan and Grey County Official Plan. The approved site plans meet the CF zone requirements applicable to the site through File C24-22 and [By-law 2023-038](#) approved at the April 20<sup>th</sup>, 2023, regular Council meeting. The site plan has been approved by the Township Clerk with advice from the appropriate Township staff.

**Proposal:**

Plans and drawings for Site Plan Approval were received and circulated to Township Staff and County of Grey (See Site Plan - **Attachment 1** and Site Grading **Attachment 2**).

The authority to approve Site Plans is delegated to the Clerk. The Site Plans were “approved” by the Clerk prior to the December 18<sup>th</sup>, 2024, Council meeting.

**Background/Site Context:**

The subject lands are approximately 1.09 hectares in size with frontage onto Southgate Road 14 and include the site of the historic Mount Zion Methodist Cemetery. A proposed Meeting Hall is to be built on the property.

The lands were created by consent application B13-22 with an easement establish through [File B11/23](#). The CF zone was approved through [By-law 2023-038](#). The holding provision on the CF zone is proposed to be removed in a separate report on this agenda. Conditions for removal include signing the site plan agreement and providing an Archeological Study acceptable to the Township. Schedule “C” of the site plan agreement contains provision related to the Archeological Study and Cemetery Boundary Investigation. No historic artifacts or burial sites were identified in the area of the proposed Meeting Hall.

By-law 2021-111 designates all of Southgate as a Site Plan control area requiring plans and drawings to be submitted for approval.

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

The application has regard to Provincial interest in Section 2(h) of the [Ontario Planning Act](#) which promotes orderly development of safe and healthy communities.

**Application Review – Provincial Policy Statement (PPS 2024):**

The proposed development is *consistent with* [Provincial Policy Statement 2024](#) Section 1.1.4.1 promoting healthy and viable rural areas, diversification of the economy and supporting the agricultural land base.

**Application Review – County of Grey Official Plan (CGOP):**

The site is designated Rural, Hazard and Wetlands Lands in the County Official Plan. The application *complies with* the County Official Plan.

**Application Review – Southgate Township Official Plan (STOP):**

[Schedule A Map 1](#) in the [Township Official Plan](#) designates the applicant’s lands Rural, Hazard and Wetlands Lands. The application *complies with* the Township Official Plan.

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

The [Township Zoning By-law](#) was amended through By-law 2023-038 changing the subject lands from Agricultural - 1 Zone to the Community Facility (CF) Zone. The proposed site plan meets CF Zone requirements. Environmental Protection Zoning on part of the lands will be subject to any permitting requirements of the Saugeen Valley Conservation Authority (SVCA).

**Application Circulation and Public Comments:**

The site plan approval application was circulated to Township Departments and the County. Public circulation is not required except for removing the holding provision which was given accordingly.

**Conclusion:**

It is recommended Council approve By-law 2024-150 to authorize the Mayor and Clerk to sign a Site Plan Agreement with the Trustees of the Old Order Mennonite Conference.

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

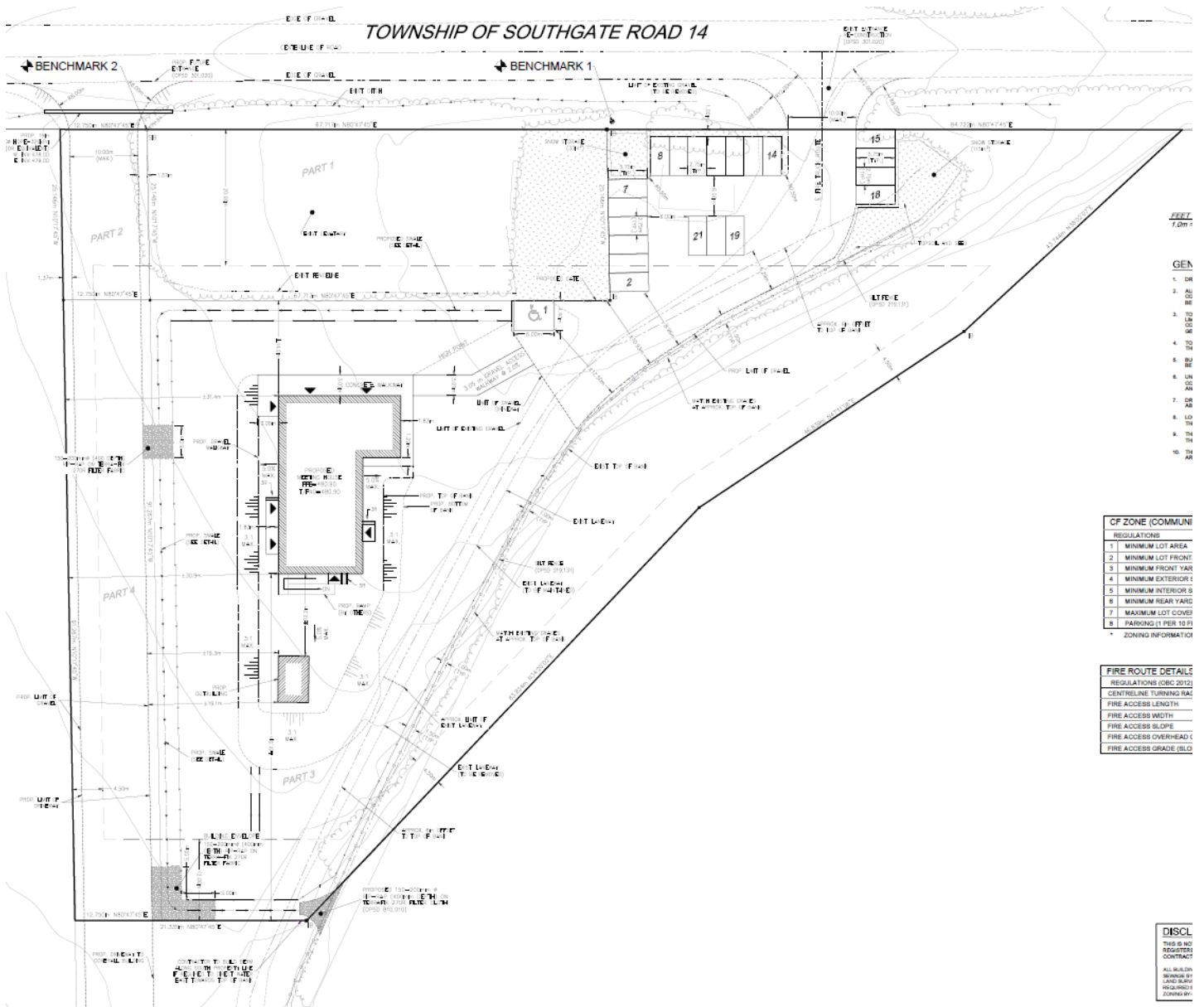
The proposed farm expansion meets Objective 7C of the Township Strategic Plan supporting streamlined approval procedures.

**Attachment(s):**

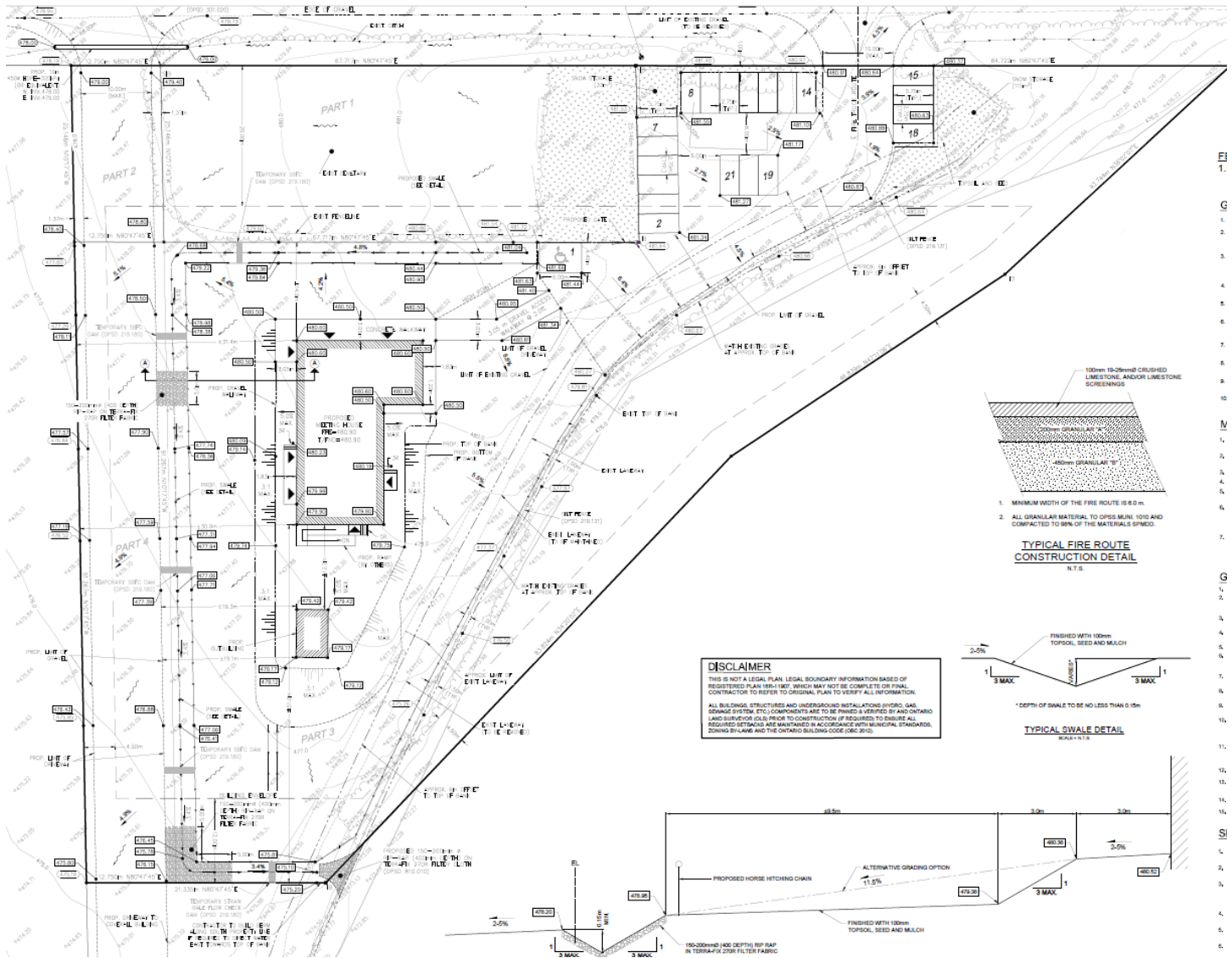
Attachment 1 – Site Plan Drawing

Attachment 2 – Site Grading

# Attachment 1 – Site Plan



# Attachment 2 – Site Grading Plan



The Corporation of the Township of Southgate  
By-law Number 2024-150

**Being a by-law to authorize the execution of a Site Plan Control Agreement**

**Whereas** Section 41 of the Planning Act, RSO 1990, Chapter P.13 as amended authorizes municipalities to designate areas of Site Plan Control, and to subsequently enter into agreements with respect to the conditions of development or redevelopment of lands in areas of Site Plan Control; and

**Whereas** all of the lands within the Township are designated as a Site Plan Control Area pursuant to the provisions of Section 41 of the Planning Act and By-law 2021-111; and

**Whereas** the Council of the Township of Southgate deems it expedient to enter into a Site Plan Agreement with the owner,

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

1. **That** a Site Plan Agreement between The Trustees of the Old Order Mennonite Conference and the Township of Southgate for the development of all and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of PT LT 27 CON 13 EGREMONT AS IN EG1130, PT LT 27 CON 13 EGREMONT, PARTS 3 & 4 ON 16R11907; SUBJECT TO AN EASEMENT OVER PT 4 ON 16R11907 IN FAVOUR OF LT 26 CON 13 EGREMONT; PT LT 27 CON 13 EGREMONT AS IN GS131530 SAVE AND EXCEPT PARTS 3 & 4 ON 16R11907 AS IN GY253076; SUBJECT TO AN EASEMENT OVER PT 2 ON 16R11907 IN FAVOUR OF LT 26 CON 13 EGREMONT; PT LT 27 CON 13 EGREMONT AS IN GS131530 SAVE AND EXCEPT PARTS 3 & 4 ON 16R11907 AS IN GY253075; TOWNSHIP OF SOUTHGATE. Such agreement being attached hereto as Schedule "A" and which forms a part of this by-law;
2. **That** the Mayor and Clerk are authorized to sign the Site Plan Agreement on behalf of the Council of the Corporation of the Township of Southgate in substantially the form as that set out in Schedule A;
3. **That** the Clerk is authorized and directed to cause notice of the Site Plan Agreement to be registered on the title to the said lands forthwith after it has been signed by all parties; and
4. **That** this By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this 18<sup>th</sup> day of December 2024.

Read a third time and finally passed this 18<sup>th</sup> day of December 2024.

---

Mayor – Brian Milne

---

Clerk- Lindsey Green



**THE CORPORATION OF  
THE TOWNSHIP OF SOUTHGATE  
SITE PLAN AGREEMENT**

THIS AGREEMENT made in this 18<sup>th</sup> day of December 2024.

Between: THE TRUSTEES OF THE OLD ORDER MENNONITE CONFERENCE  
(hereinafter called the "Owner" OF THE FIRST PART)

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE  
(hereinafter called the "Township" OF THE SECOND PART)

**WHEREAS** the Owners represent to be the registered owner of those lands and premises in the Township of Southgate in the County of Grey, more particularly described in Schedule "A", and has applied for site plan approval for the said lands;

**AND WHEREAS** the Owners provided site plans and drawings for approval for the development as described in Schedule "B";

**AND WHEREAS** the Township has enacted a Site Plan Control Area By-law pursuant to the Planning Act RSO 1990, as amended;

**AND WHEREAS** pursuant to the Planning Act RSO 1990, as amended the Township appointed an officer to approve such plans and drawings submitted for site plan approval and said office may also establish conditions on site plan approval;

**AND WHEREAS** the authorized Township officer issued site plan approval of the plans and drawings described in Schedule "B" subject to, among other matters, a site plan agreement being executed with the municipality and registered against the lands described in Schedule "B";

**AND WHEREAS** the Owners agree to complete all works, material, matters, and things required to be done, furnished, and performed in the manner hereinafter described in connection with the proposed use of the subject lands, including any special provisions or conditions, if applicable, as outlined in Schedule "C";

**AND WHEREAS** the covenants in this Agreement are binding upon the Owner and when registered on title are binding upon all successors in title;

**NOW THEREFORE WITNESSETH THAT** in consideration of the approval of the plans by the Township officer for the development of the subject and the sum of ONE (\$1.00) DOLLAR of lawful money of Canada receipt whereof of which is hereby acknowledged, the Owner hereby agrees with the Township as follows:

**SECTION I - LANDS TO BE BOUND**

1. The lands bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in in the Township of Southgate, and are more particularly described in Schedule "A".

**SECTION II - COMPONENTS OF THE AGREEMENT**

1. The text and the following Schedules, which are annexed hereto, constitute the components of this Agreement.

Schedule "A" - Legal Description of the Lands being developed.

Schedule "B" – Description of the Site Plan(s) and Drawing(s) approved by the delegated Township Officer bearing the signature of the said Officer on file in municipal office.

Schedule "C" – Special Provisions (if applicable)

### **SECTION III - REGISTRATION OF AGREEMENT**

1. This Agreement shall be registered on title to the lands described in Schedule "A" as provided for by the Planning Act, R.S.O., 1990, as amended, by the Township's solicitor at the expense of the Owners;
2. The Owners agree that all documents required herein shall be submitted in a form suitable to the Township and suitable for registration, as required;
3. The Parties agree that this Agreement must be registered against the Owners lands within thirty (30) days of the execution thereof by both parties, and upon registration on title shall be binding upon the Owner and all successors in title to the Owner.

### **SECTION IV - BUILDING PERMITS**

1. The Owner acknowledges and agrees the Township Chief Building Official, or any other authorized officer, shall not issue any building permits or other approvals to carry out the development until this Agreement has been registered on title to the subject lands;
2. The Owner acknowledges and agrees that if the Owner fails to apply for a building permit(s) to implement this Agreement within twelve (12) months from the date of execution of this agreement the Township, at its sole discretion has the right to terminate the said Agreement and require the Owner to re-apply for approval of the development described herein.

### **SECTION V – PROVISIONS**

#### **1. GENERAL**

The Owner agrees and acknowledges this agreement applies specifically to the development as described in Schedule "B" on the lands described in Schedule "A", and subject to the terms of this agreement and any Special Provisions listed in Schedule "C".

#### **2. PERFORMANCE OF WORK**

The Owner further covenants and agree to develop the subject lands in accordance with the approved plans and drawing and other terms of this agreement, and that no work will be performed on the subject lands except in conformity to all provisions of this Agreement.

#### **3. OWNERS EXPENSE**

The Owner agrees to carry out on the lands all required work, and to construct, install and maintain at its expense all of the services, works and facilities stipulated, described by words and numbers, and shown in and upon the approved plans and drawings described in Schedule "B" to this agreement:

Notwithstanding the generality of the foregoing, the requirements under this agreement include all of the notes and printed text contained in and on the Plans making up the approved plans and drawings in Schedule "B".

#### **3. ON FILE IN TOWNSHIP OFFICE**

Without limiting the generality of the foregoing, all of the specifications and requirements are contained in the approved plans and drawings described in Schedule "B" shall be adhered to and satisfied by the Owner to the satisfaction of Township. The version of drawings applicable to the development shall contain the signature of the staff member appointed to approved site plans, and are on file at Southgate's Municipal Office.

#### **4. COMPLAINTS**

The Owner agrees to respond promptly to any requests from the Township Chief Building Official, By-law Enforcement Officer, or similar representative of the Township to correct any deficiency or concern resulting from a complaint or inspection of the Township.

**5. GRADING AND DRAINAGE**

The Owner agrees that any storm drainage works, or system approved for the subject lands shall be designed, constructed, and maintained to the satisfaction of Township at the sole expense of the Owner, and shall obtain any approvals and abide by conditions from any other agency responsible for authorizing the said work.

**6. ROADWAY ACCESS**

The Owner agrees and acknowledges to install and maintain any and all approved driveway entrances to the subject lands as stipulated by this agreement and shall obtain any approvals and abide by conditions of approval of any driveway access to the satisfaction of the applicable road authority including the Township, County or Province as the case may be.

**7. FIRE SUPPRESSION**

The Owner agrees to install and maintain all necessary servicing and equipment on the subject lands for fire fighting and fire suppression at the sole expense of the Owner to the satisfaction of the Township Fire Department.

**8. SERVICING**

The Owner is responsible for ensuring that all lateral water, sanitary and storm sewer connections to municipal services within a Township, County, or Provincial public right of way are designed installed in accordance with the requirements and standards of the Township, County or Province as the case may be. In the absence of a Township standard the Owner shall ensure that Ontario Specifications and Standards for Public Works (OPS) including OPS Drawings (OPSD) and OPS Specifications (OPSS), or any other relevant standard or code are met.

Where municipal services are not available, the Owner shall be responsible for ensuring private well and sewage disposal system on the subject lands is properly installed and maintained in good working order to accommodate the approved development, and that all requirements of the applicable approving agency are met including obtaining permits.

**9. LANDSCAPED BUFFERING**

The Owner agrees to install and maintain any landscaped buffering or screening where required in the approved plans and drawings in accordance with the requirements of the Township of Southgate Zoning By-law.

**10. OUTSIDE STORAGE**

The Owner agrees that no outside storage shall be permitted on the lands described in Schedule "A", except in accordance with the bylaws of the Township or specifically approved within the plans and drawings provided for in Schedule "B".

**11. PARKING AREA MAINTENANCE AND DUST CONTROL MEASURES**

The Owner agrees to install and maintain hard surface paved or concrete parking, curbing, driveways, sidewalks, and isles with adequate base material and with a surface free of cracks, unevenness and potholes to ensure safe pedestrian and vehicle travel and proper drainage.

Where gravel parking areas and driveways and such are permitted in the approved site plan, the owner shall provide and maintain dust control measures for those areas of the site not asphalted or seeded with grass to mitigate impacts on adjoining lands or environment as required by the Township.

**12. LIGHTING**

All exterior lighting must be provided in accordance with Township standards including but not limited to dark sky compliant and shall be installed directed so as to remain internal to the site and not create glare or otherwise disrupt adjacent lands, buildings, highway or roadway.

**14. MINISTRY OF ENVIRONMENT OR OTHER PROVINCIAL CERTIFICATES** The Owner shall not undertake or cause any work to commence on the subject lands

or on any public highway until any required Certificate of Approval, permit or other authorization required under the Environmental Protection Act or any other applicable Act, including regulations thereto, has been duly issued, and a copy of the approval filed with the Township.

## **PART VI - OTHER**

### **15. POSTPONEMENT AND SUBORDINATION OF ENCUMBRANCES**

The Owner covenants and agrees, at its own expense, to obtain and register such documentation from its mortgagees or those holding encumbrances as may be deemed necessary by the Township to postpone and subordinate their interest in the lands to the interest of the Township to the extent that this Agreement shall take effect and have priority as if it have been executed and registered prior to the execution and registration of any such mortgages or encumbrances.

### **16. TOWNSHIP PROFESSIONAL FEES AND DISBURSEMENTS**

The Owner shall reimburse the Township for all of its engineering, planning and legal expenses (professional fees and disbursements) in connection with the development and implementation of this Agreement.

### **17. WAIVER**

The failure of the Township at any time to require performance by the Owner of any obligation under this Agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by Township of the performance of any obligation hereunder be taken or be held to be a waiver of the performance of the same or any other obligation hereunder at any later time. The Township shall specifically retain its rights at law to enforce this Agreement.

### **18. NO CHALLENGE TO THE AGREEMENT**

The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the parties' right to enter into and force this Agreement. The law of contract applies to this Agreement and the parties are entitled to all remedies arising from it, notwithstanding any provisions in the Planning Act interpreted to the contrary. The parties agree that adequate consideration has flowed from each party to the other and that they are not severable. This provision may be pleaded by either party in any action or proceeding as an estoppel of any denial of such right.

### **19. ENFORCEMENT.**

The Owner acknowledges that the Township has the right to access the subject lands to enforce any provision of this agreement acting reasonably.

In addition to any other remedy the Township may have at law, the Owner acknowledges the Township may also be entitled to enforce this Agreement in accordance with Section 446 of the Municipal Act, 2001 as amended, or any other applicable legislation.

### **20. MEDIATION.**

Without affecting the Township's statutory right under subsection 41(11) of the said Planning Act to, at its complete discretion, invoke the provisions of Section 446 of the Municipal Act, 2001 as amended regarding any applicable requirement herein in which case this paragraph shall be inoperative and inapplicable, in the event that a dispute relating to this Agreement or its implementation arises that cannot be resolved by negotiation between the parties, the parties agree to use the services of a mediator to attempt to resolve their differences and failing agreement on the procedure to be followed, it shall be conducted in accordance with the rules of procedure for the conduct of mediations of the ADR Institute of Ontario Inc. or its successor body.

### **21. REGISTRATION**

The Owner consents to the registration of this Agreement or Notice of this Agreement by the Township on the title to the subject lands.

**22. ENUREMENT CLAUSE**

The covenants, agreements, stipulations, declarations, and provisions contained herein shall run with the lands and shall be binding upon the Owner and its successors and assigns and the benefit thereof shall enure to the Township and its successors and assigns.

**SECTION VII - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY**

1. This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.
2. The Owner further agrees to complete the items detailed on Schedule "B" within three (3) years of the date of registration of this Agreement.
3. Following completion of required works and facilities, the Owner shall maintain to the satisfaction of the Township, all the facilities or works described in Schedule "B" and any special provisions required in Schedule "C".
4. This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of each of the Parties hereto.
5. The Agreement shall come into effect on the date of execution by the Township.
6. The Owner acknowledges that this Agreement is entered into under the provisions of Section 41(7)(c) of the Planning Act, R.S.O., 1990, as amended, or any subsequent section, provision or legislation that may apply.
7. Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following addresses:

Owners: Trustees of the Old Order  
Mennonite Conference  
R.R. #4  
Conn, ON N0C 1N0

Township: Clerk, Township of Southgate  
185667 Grey Rd 9, R.R. 1  
Dundalk, ON N0C 1B0

**IN WITNESS WHEREOF** the corporate parties have executed this Agreement by affixing thereto their corporate seals, as attested by the hand of their proper signing officers duly authorized in that behalf.

SIGNED, SEALED AND  
DELIVERED

**OWNERS TRUSTEES OF THE OLD ORDER  
MENNONITE CONFERENCE**

Per: \_\_\_\_\_

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

Per: \_\_\_\_\_

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

I/We have authority to bind the Corporation.

**CORPORATION OF THE TOWNSHIP OF  
SOUTHGATE**

Per: \_\_\_\_\_  
Brian Milne, Mayor

Per: \_\_\_\_\_  
Lindsey Green, Clerk

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

We have authority to bind the Corporation

**Schedule "A"**  
**Subject Lands**

All and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of:

**PT LT 27 CON 13 EGREMONT AS IN EG1130, PT LT 27 CON 13 EGREMONT, PARTS 3 & 4 ON 16R11907; SUBJECT TO AN EASEMENT OVER PT 4 ON 16R11907 IN FAVOUR OF LT 26 CON 13 EGREMONT; PT LT 27 CON 13 EGREMONT AS IN GS131530 SAVE AND EXCEPT PARTS 3 & 4 ON 16R11907 AS IN GY253076; SUBJECT TO AN EASEMENT OVER PT 2 ON 16R11907 IN FAVOUR OF LT 26 CON 13 EGREMONT; PT LT 27 CON 13 EGREMONT AS IN GS131530 SAVE AND EXCEPT PARTS 3 & 4 ON 16R11907 AS IN GY253075; TOWNSHIP OF SOUTHGATE**

**Schedule "B"**  
**Approved Site Plans**

2403665(Project 223345) Site Plan Drawing No. SP1, Lot of Lot 27 RP 16R-11907, 144668 Southgate Road 14, prepared by GEI Consultants Canada Inc. dated Oct. 12, 2023, last revised 11/01/2024.

2403665(Project 223345) Lot Grading Plan Drawing No. SP 1, Lot of Lot 27 RP 16R-11907, 144668 Southgate Road 14, prepared by GEI Consultants Canada Inc. dated Oct. 12, 2023, last revised 11/01/2024.

Foundation Plan, Floor Plan, Elevations, Building Section & Elevations, Pine Ridge Mennonite Church, 144668 Southgate Road 14, Drawn By O.M. and stamped by G.P. Fejes License Ontario Association of Architects and G. Fejes Licensed Professional Engineer.



**Schedule "C"**  
**SPECIAL PROVISIONS**

1. This agreement applies to works outlined in Schedule "B" and includes the exterior of existing buildings, new structures, drainage, and entrance as may be required and permitted under Section 41 of the Planning Act. The Owner shall obtain and comply with the Township of Southgate entrance permit requirements applicable to the proposed development.
2. The Owner shall be responsible for obtaining all permits and approvals as may be required by the Saugeen Valley Conservation Authority for any proposed use of the lands.
3. The Owner shall abide by the requirements of the following documents on file with the Township:
  - a) Stage 1-2 Archaeological Assessment Stage 3 Preliminary Cemetery Investigation Severance (File B13/22) Mount Zion Methodist Church Cemetery Also Known as Watson's Cemetery or Pine Ridge Cemetery License CM-00817 144642 Southgate Road 14 prepared by TMHC Inc. including any Provincial legislative obligations, permits and other compliance matters required by any Municipal or Provincial Agency before, during and after construction.
  - b) Stage 2 and 3 Cemetery Boundary Investigation Severance (File B13/22) Mount Zion Methodist Church Cemetery Also Known as Watson's Cemetery or Pine Ridge Cemetery License CM-2000983, 144642 Southgate Road 14 prepared by TMHC Inc. including any Provincial legislative obligations, permits and other compliance matters required by any Municipal or Agency before, during and after construction.
4. The Owner agrees to comply with the requirements of By-law 2023-038 which rezoned part of the lands to an Agricultural-1, Environmental Protection, and Wetland to Community Facility, Environmental Protection, and Wetland effective April 20<sup>th</sup>, 2023.



<b>Report To:</b>	Township of Southgate Council
<b>Meeting Date:</b>	2024-12-18
<b>Report Number:</b>	PL2024-107
<b>Title:</b>	Removal of Holding Provision, Trustees of the Old Order Mennonite Conference, 144668 Southgate Road 14
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Bill White MCIP RPP Triton Engineering Senior Planning Consultant
<b>Approved By:</b>	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services

### **Executive Summary:**

An application has been submitted to pass a by-law to remove holding provisions for a proposed Meeting House and cemetery rezoned through [By-law 2023-038](#), having met the following conditions:

1. Execution of site plan agreement.
2. Preparation of an Archeological Study to the satisfaction of the Township.

Removing the holding provision allows building permits to be issued so long as terms in the site plan agreement, zoning by-law regulations and Building Code are met.

### **Recommendation:**

**Be it resolved that** Staff report PL2024-107 regarding Application to Remove Holding Provisions in Zoning By-law Amendment 2023-038 Trustees of the Old Order Mennonite Conference, 144668 Southgate Road 14 is received for information; and

**That** Council consider the conditions related to the placing of the holding zone in By-law 2024-038 being met, and

**That** Council consider By-law 2024-151 to remove the holding provision for lands in the Community Facilities (CF) Zone.

### **Reasons for Recommendation:**

1. The application to remove holding provisions in [By-law 2023-038](#) has regard to provincial interest and requirements in the [Ontario Planning Act](#), and is *consistent with* [Provincial Planning Statement 2024](#).
2. Removal of the holding provision *complies with* policies in the Township Official Plan and Grey County Official Plan.
3. The following conditions in Zoning [By-law 2023-038](#) have been met:
  - a) A Site Plan Agreement has been signed by the Owner and an undertaking provided by the Township Legal Counsel to register the agreement received (see Site Plan Drawings **Attachment 1**).
  - b) The Phase 1 and 2 Archeological Study received is acceptable to the Township. 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:**

Loft Planning has provided advice to the applicant throughout the rezoning and severance process that started over two years ago. The most recent severance [File B11/23](#) created easements for shared access outlined in [Loft Planning's Presentation](#) at the November 22, 2023 Committee of Adjustment meeting. Conditions of the severance are met and deeds creating the subject parcel and easements approved by the Secretary Treasurer.

The applicant asks that Council consider executing the site plan agreement at the December 18, 2024 meeting and after that by-law is passed consider removing the holding provisions outlined in Zoning [By-law 2023-038](#). A Solicitor's Undertaking has been provided to register the site plan agreement immediately upon signature by the Mayor and Clerk.

A Stage 1-2 Archeological Report and Stage 2 and 3 Cemetery Boundary Investigation have been completed and filed with the appropriate Provincial Authorities and First Nations.

**Background/Site Context:**

The subject property has 165 metres frontage on Southgate Road 14, 11206 square metres lot area and is triangular in shape. An easement established through severance [File B11/23](#) provides driveway access west of the proposed Meeting House (see Attachment 1). [By-law 2023-038](#) rezoned the lands Communities Facilities to permit the meeting house. A zoning analysis was completed to confirm the site plan meets requirements in the CF Zone

Archeological Report and Cemetery Boundary Investigation were prepared under the guidance of the Ministry of Citizenship and Multiculturalism and the Bereavement Authority of Ontario and is in keeping with applicable standards and guidelines. Staff has reviewed the studies and note:

1. The Stage 2 Archeological Study did not document archeological resources on-site but recommended the Cemetery Boundary Investigate due to the possibility that remains, or similar cemetery features may encroach beyond the boundaries of the historic Mount Zion Methodist Cemetery.
2. The subsequent Cemetery Boundary Investigation determined that "no artifacts, grave shafts, or cultural features within the eastern and western unforested sections of the cemetery" were found. The Investigation contains a protocol if any remains are unearthed during construction of the project.

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

Provincial interest in Section 2(h) of the [Ontario Planning Act](#) promotes protection of agricultural resources, conservation of significant archeological features, and provision of adequate cultural facilities. The application *has regard to* provincial interests.

**Application Review – Provincial Policy Statement (PPS 2024):**

The application is *consistent with* the [Provincial Planning Statement 2024](#) including Section 2.5.1 (f) encouraging health integrated and viable rural areas by leveraging historic and cultural assets and 2.6.1 (f) permitting cemeteries on rural lands.

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

The site is designated Rural and Hazard in 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 1](#) in [Township Official Plan](#) designates the applicant’s lands Residential and Hazard. The application *complies with* the [Township Official Plan](#).

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

The [Township Zoning By-law](#) was amended through [By-law 2023-038](#) which zones the lands holding Community Facilities (CF).

**Application Circulation and Public Comments:**

Notice of Council's intention to pass a by-law to remove holding provisions no earlier than December 18, 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:**

A site plan agreement has been signed to permit the proposed meeting house on the subject lands, and a solicitor’s undertaking to register the agreement received. This binds legal counsel to registering the site plan agreement as required. The Archeological Study and subsequent Cemetery Boundary Investigation do not identify any artifacts or resources on the subject lands and have a procedure in place should anything be discovered during construction. It is recommended Council approve By-law 2024-151 to remove the holding provision on the Community Facilities (CF) applicable to the site.

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

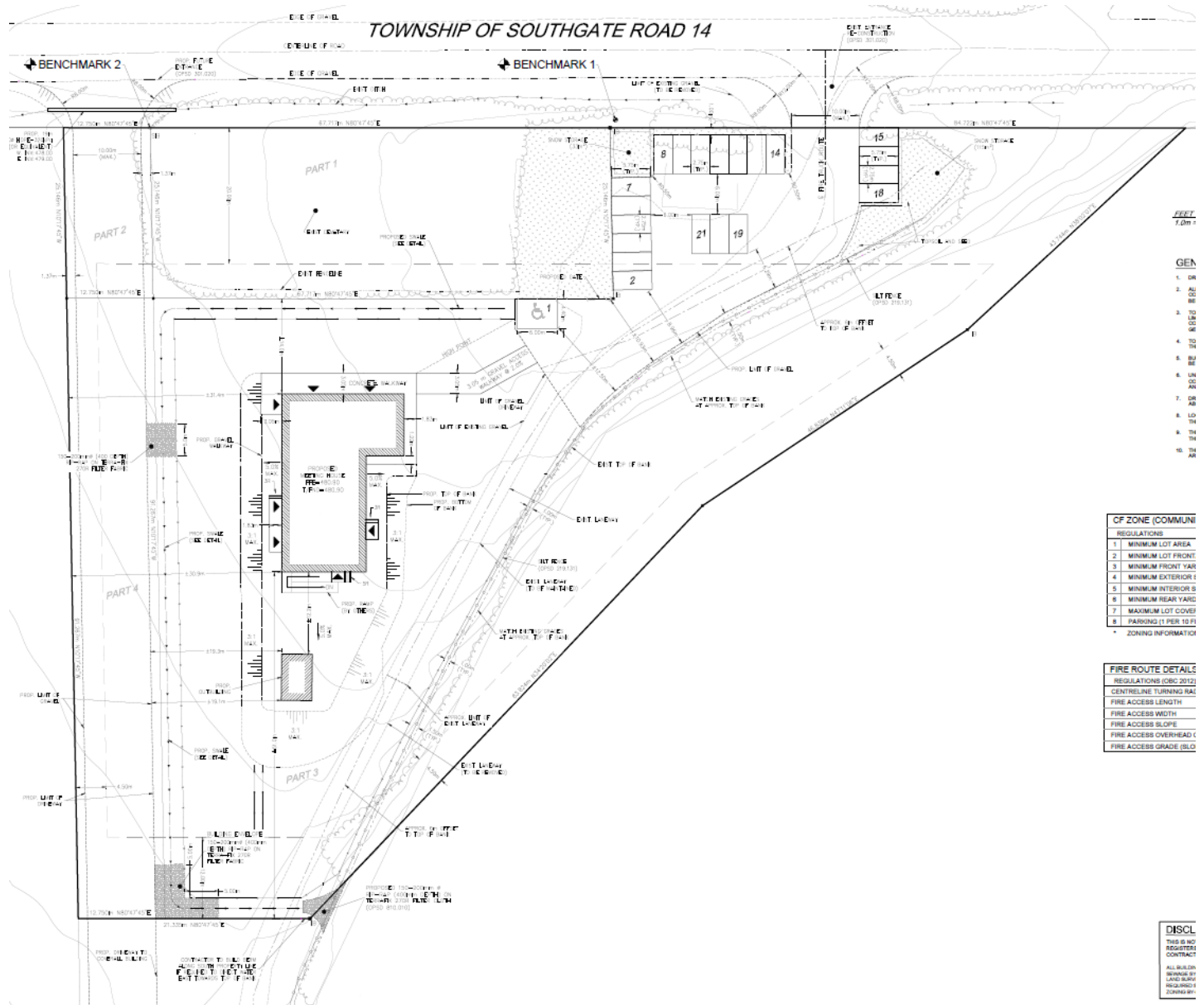
The proposed by-law meets Objectives of the Township Strategic Plan supporting streamlined approval procedures.

**Attachment(s):**

Attachment 1 – Site Plan

Attachment 2 – Conditions to Remove Holding [By-law 2023-038](#)

# Attachment 1 – Site Plan



## **Attachment 2 – Conditions to Remove Holding Provisions in [By-law 2023-038](#)**

### **2. Holding Symbol (CF-H)**

The use of the lands, buildings or structures shall not be permitted until such time as a Holding Symbol (H) is removed.

The Holding Symbol (H) shall not be removed until the following requirements have been met:

- i) That a Site Plan Agreement has been entered into with the Township and registered on title to the land for the development of the site.
- ii) That an Archaeological Study is prepared to the satisfaction of the Township of Southgate.

The Corporation of the Township of Southgate  
By-law Number 2024-151

**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 Community Facility (CF) 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 C. p. 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 Community Facility (CF) 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 18<sup>th</sup> day of December 2024.

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Brian Milne – Mayor

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Lindsey Green – Clerk

### **Explanatory Note**

The by-law to remove the holding provision applies to the Community Facility (CF) Zone established in By-law 2023-038 for the subject lands to permit a Meeting House to be built at 144668 Southgate Road 14. Two conditions to be met before the holding provision can be removed are as follows:

1. Execution of a site plan agreement; and
2. Submission of an Archaeological Study to the satisfaction of the Township.

Having executed a site plan agreement and provided for its registration on title and received an Archeological Study and a Cemetery Boundary Investigation, conditions are met allowing the by-law to remove the holding symbol from the subject lands.







<b>Report To:</b>	Township of Southgate Council
<b>Meeting Date:</b>	2024-12-18
<b>Report Number:</b>	PL2024-108
<b>Title:</b>	Zoning By-law Amendment Application C30-24, Christian Bauman, 752334 Ida Street, Concession 3 SWTSR Lot 224 to 225
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Victoria Mance, Junior Planner
<b>Reviewed By:</b>	Bill White, MCIP, RPP, Triton Engineering Senior Planning Consultant
<b>Approved By:</b>	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services

### **Executive Summary:**

The applicant proposes rezoning to permit a 750 square metre dry manufacturing workshop, 500 square metres outdoor storage, and 150 square metre agricultural shed with combined power room (see **Attachment 1**). The On-Farm Diversified Use (OFDU) would be secondary to the agricultural use of the lands which will include a farmhouse barn and shed. The rezoned area for the OFDU will cover about 7,018 square metres of the lot.

The proposed rezoning regulates the size of the rezoned area, OFDU floor space, the amount of outdoor storage and requires screening from right-of-way. D-6 noise separation requirements will be met. Staff recommend approval of the proposed rezoning. Site plan approval will be required.

### **Recommendation:**

**Be it resolved that** Staff Report PL2024-108 for file C30-24 Christian Bauman 752334 Ida Street be received for information; and

**That** Council approve By-law 2024-142 to rezone 752334 Ida Street to permit a 750 square metre On-Farm Diversified Use (workshop), 500 square metre outdoor storage, and 150 square metre agricultural shed with combined power room; and

**That** Site Plan Approval apply to the On-Farm Diversified Use (OFDU).

### **Reasons for Recommendation:**

This application has regard to provincial interest outlined in Section 2 of the [Ontario Planning Act](#), is *consistent with* [Provincial Policy Statement 2024](#) and [Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#), and *complies with* the County of Grey and [Township Official Plan](#) policies for OFDUs located in Rural areas.

### **Proposal:**

The proposed dry manufacturing workshop (glass cutting and tempering) will be secondary to the agricultural use on-site which will include a new farmhouse, barn and shed. Buildings shown on GIS were removed upon purchase of the property.

The farm cluster will include:

- a 750 square metre dry industrial workshop (glass cutting and tempering).
- 7,918 square metres rezoned area 132.56 metres from the east lot line and 96.36 metres from the front lot line along Ida Street (see **Attachment 2**).
- 500 square metre outdoor storage.
- A new 200 square metre farmhouse west of the proposed OFDU.
- 150 square metre agricultural shed with combined power room.

The proposed rezoning permits small scale dry industrial works as an OFDU with regulations to restrict the size of the rezoned area, gross floor area, outdoor storage, to ensure the shop is secondary to the prime agricultural use on-site. The OFDU and outdoor storage will be screened with a 3-metre-high trees planted 3 metres apart east and north of the proposed shop and storage.

**Background/Site Context:**

The subject lands have +/-405 metres frontage along Ida Street, +/-1,189 metres depth, 49-hectares lot area and is located +/-210 metres from the Primary Settlement Area boundary of Dundalk. The 49-hectare lot contains no existing structures and currently functions as a cash crop farm. There are no existing dwellings on-site, a 200 square metre dwelling is proposed located west of the proposed OFDU rezoned area (see **Attachment 1 & 2**).

The subject lands are flat rolling farmlands (see **Attachment 3**), with a small pond located to the south of the proposed farm cluster towards a marsh and vegetated area. The southeastern corner of the subject lands is heavily vegetated.

Nearby land uses consist of agricultural, some of which have existing OFDUs with heavily wooded natural areas abutting the subject lands. There are farms south and west of the subject lands. Smaller residential lots are located to the east towards Glenelg Street and Main Street East. The subject lands are located +/-1 kilometre of the Main Street East and Ida Street intersection within the Dundalk Urban Area. The Farm Cluster and proposed OFDU will be about 500 metres from the Settlement Boundary and Glenelg Phase 2 subdivision.

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

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

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

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

**Application Review - Provincial Policy Statement (PPS 2024):**

[Provincial Planning Statement 2024](#) applies to the proposed rezoning as follows:

- Section 2.5-1 healthy viable rural areas supported by promoting diversified economic base (e) and by promoting economic activities in prime agricultural areas
- Section 2.6-1 permitting on farm diversified uses and normal farm practices on rural lands
- Definition of On-farm diversified uses to be “secondary to the principal agricultural use of the property and are limited in area.”

[Guidelines on Permitted Uses in Ontario's Prime Agricultural Areas](#) outlined Provincial Policy for OFDU’s is to ensure the farm location is secondary to the principal agricultural use, limited in area, produce “value-added agricultural products” and are compatible with, and not hinder, surrounding agriculture uses (Section 2.3).

[Provincial Minimum Distance Separation \(MDS\) Document](#) provides formulas and guidelines for implementing setbacks between livestock barns and sensitive uses. The nearest residence to the proposed barn is +-344 metres. This will be subject to an MDS calculation at building permit.

[Ontario's D6-guidelines](#) require separations of 20, 70 or 300 metres between industrial uses and sensitive uses depending on the Class and intensity of the industry. A separation of over 300 metres would be provided between the OFDU and nearest home.

The application is *consistent with* the [PPS 2024](#) and Provincial Guidelines.

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

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

- 5.4.1 for the Rural designation permits all types, sizes and intensities of agricultural uses and normal farm practices allowed in the Agricultural designation.
- Table 7 recognizes manufacturing/fabrication as a permitted OFDU which would include small scale metal works proposed in the application.
- 5.2.2 Table 8 Rural designation states an OFDU shall be "the lessor of 2% of the total size of the property, or a maximum combined area of the use of 8,000 square metres".
- 5.2.2 (16) outlines site details to be included in the OFDU calculations.

The subject property is about 49-hectares in area allowing 8,000 square metres to be rezoned for an OFDU. Floor area of OFDU buildings is limited to 20% of the rezoned area. The proposed OFDU is not located in the Hazard designation and *complies with* the County Official Plan.

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

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

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

The Rural designation does not require the OFDU operator have a farm registration number. The Hazard designation permits agricultural, and conservation uses such as protecting woodlots, and natural areas. Section 5.5.2.2 outlines site alteration policies in the Hazard designation. The proposed rezoning *complies with* the [Township Official Plan](#) by meeting requirements for the Rural designation with all buildings outside the Hazard designation.

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

[Schedule 17](#) in the [Township Zoning By-law](#) places the site in an Agricultural 1 Zone (A1) and Environmental Protection (EP) Zone (approximate boundaries in **Attachment 2**). The A1 zone permits agricultural uses subject to regulations in Section 6.2.

To the south an existing farm is zoned Agricultural-2 (A2) which allows A1 uses with restrictions on the number of livestock uses. A lot across Ida Street is zoned Agricultural 1 Exception 375, with lands zoned Rural Industrial Zone (M2) to the east. Lands to the northwest of the subject site were rezoned in part to A1-395 to permit an OFDU.

Section 2.10 of the [Township Zoning By-law](#) states EP zone boundaries identifying potentially hazardous areas on a site may be subject to minor re-interpretation. The Saugeen Valley Conservation Authority identified that the proposed development will be located outside of the Approximate Screening Area and do not require review or a permit.

**Application Circulation and Public Comments:**

The following comments were received:

Comments from:	Comments received:
<a href="#">Grey County (November 25, 2024)</a>	Provided D-6 Guidelines can be addressed, no concerns.
<a href="#">Township Public Works (November 20, 2024)</a>	Safe access can be provided to the site, commercial entrance paved apron and civic address sign required.
<a href="#">Enbridge Gas (November 19, 2024)</a>	No concerns.
<a href="#">Saugeen Valley Conservation Authority (November 13, 2024)</a>	Proposed development will be located outside of Approximate Screening Area, no further review or permit required.
<a href="#">Historic Saugeen Metis (December 3, 2024)</a>	No concerns.
General Public Comments and Township Fire Department	No comments received as of report writing.

At Public Planning Committee Council had questions about the proximity of the subject lands to the Dundalk Settlement Boundary. **Attachment 3** shows the subject lands context with the Settlement Boundary and future subdivisions under construction.

**Conclusion:**

The proposed 7,918 square metre rezoned area for the OFDU complies with Township and County Official Plan policy restriction to 2% of the lot size. The gross floor area of the proposed OFDU meets the maximum 750 square metre allowed in the Township Official Plan, which ensures the small scale dry industrial works remain secondary to the principal agricultural use as encouraged by Provincial Policy and Guidelines for Use of Prime Agricultural Lands.

The rezoning by-law limits the floor area of the proposed OFDU and associated buildings and regulations in the new zone to ensure the zoned area and all proposed buildings are located outside the EP Zone and the SVCA Screening Area. Buffering and screening is proposed through a tree cluster minimum 3 metres in height required in the zoning amendment and further enforced through a future site plan agreement.

For the subject lands specifically, compliance with D-6 noise separation requirements is achieved through a 300 metre plus separation between the OFDU and the nearest residence, which will be supported by provisions in the site plan agreement. An MDS calculation is required for the barn in the farm cluster at the building permit stage will ensure proper separation from nearby homes.

**Attachment 3** shows just under 500 metres from the proposed OFDU and farm cluster to Glenelg Phase 2 subdivision under construction. Staff feels this separation exceeds minimum requirements

for any Class of industrial building under the D6 guidelines. There is a large, wooded area between the subject lands and existing and future urban development.

The barn proposed will be limited in size by homes fronting on Ida Street and will not impact homes in Phase 2 or 3 of the nearest subdivision. Rezoning the entire A1 area on site to A2 to limit agricultural is not required currently so long as the barn structure is sized to comply with MDS separations.

Maintaining the subject lands as a single large parcel preserves an original Township farm lot that could accommodate settlement in the long-term planning horizon most likely beyond 30 years given existing designated lands in Dundalk.

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

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

**Attachment(s):**

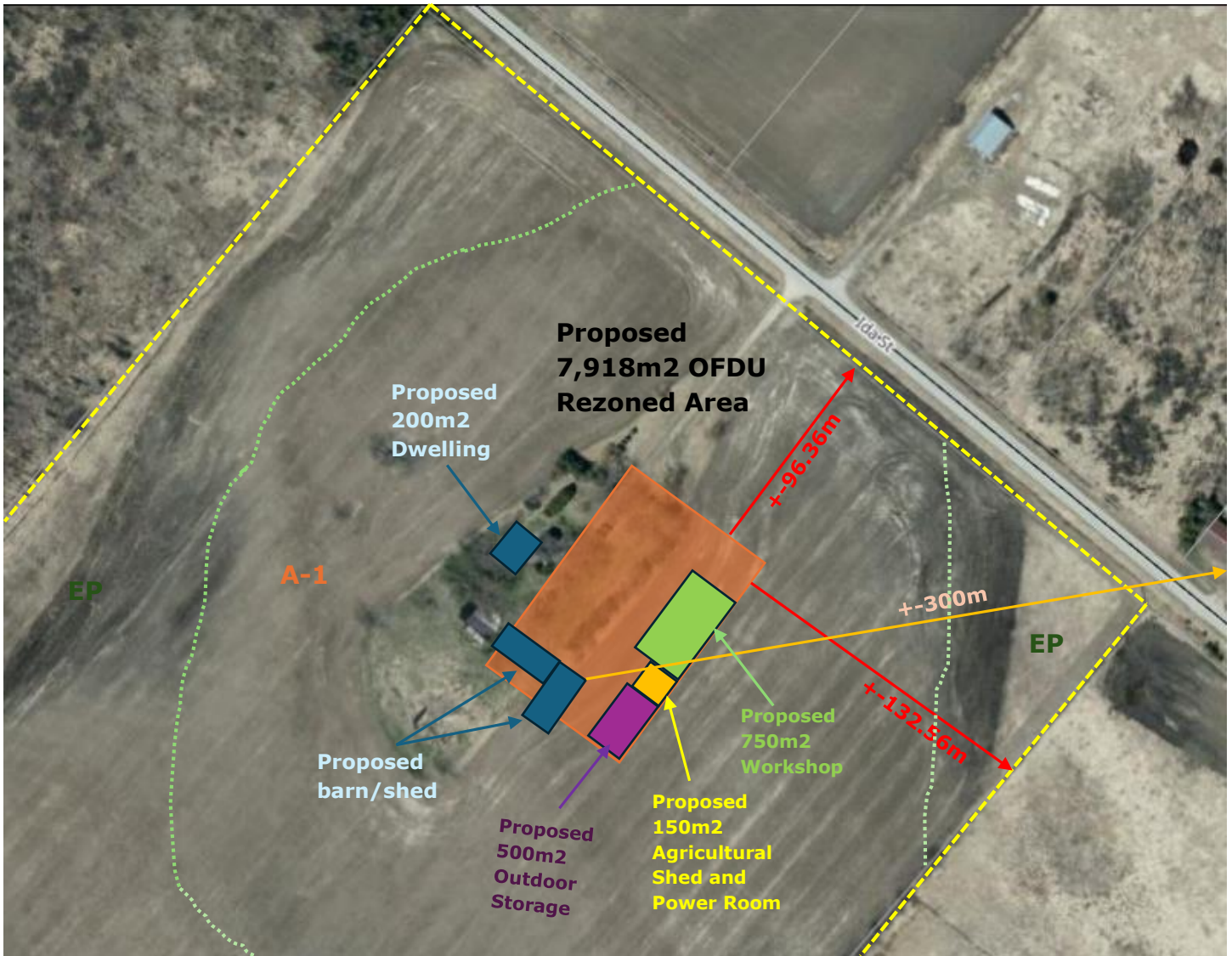
Attachment 1 – Site Plan

Attachment 2 – Aerial Image of Subject Lands

Attachment 3 – Site Location to Dundalk Settlement & 2022 Google Street View



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





**Attachment 3 – Site Location to Dundalk Settlement & 2022 Google Street View**



The Corporation of the Township of Southgate  
By-law Number 2024-142

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

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

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

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

1. That Schedule "17" to Zoning By-law No. 19-2002 is hereby amended by changing the zone symbol on a portion of the lands described as Concession 3 SWTSR Lots 224 and 225, geographic Township of Proton, in the Township of Southgate and shown on Schedule "A", affixed hereto, from Agricultural (A1) to Agricultural Exception (A1-578)
2. By-law No. 19-2002 is hereby amended by adding the following provisions to the end of Section 33 of the Zoning By-law:

**Permitted Uses in an Agricultural -1 Exception 578 (A1-578) Zone:**

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

**Regulations for uses permitted in Section 33.578 (a):**

- (a) Shall be the Regulations set out in Section 6.2 of the Zoning By-law except for the following:
  - i. Maximum Zoned Area for On Farm Diversified Use:  
7,918 square meters
  - ii. Minimum Setback of Zoned Area from Front Lot Line:  
96 metres
  - iii. Minimum Setback of Zoned Area from Interior Lot Line: 132 metres
  - iv. Maximum Floor Area Shop: 750 square meters
  - v. Maximum Outside Storage associated with On Farm Diversified Use:  
500 square metres
  - vi. The On Farm Diversified use and associated outdoor storage shall be screened from view from abutting residences and the public street by fencing or landscaped buffer minimum 2.0 meters in height.

**Regulations for uses permitted in Section 33.578 (b):**

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

3. That Schedule "A" and all other notations thereon are hereby declared to form part of this by-law; and
4. This by-law shall come into force and take effect upon being passed by Council subject to any approval necessary pursuant to the Planning Act R.S.O. 1990, as amended.

**Read** a first, second, and third time and finally passed this 18<sup>th</sup> day of December 2024.

\_\_\_\_\_  
Brian Milne – Mayor

\_\_\_\_\_  
Lindsey Green – Clerk

### **Explanatory Note**

This by-law rezones part of the subject land to permit a proposed 750 square metres dry industrial shop as an On Farm Diversified (OFDU) use with 500 square metres of associated outside storage. The On Farm Diversified Use at 752334 Ida Street will be secondary to an agricultural use on-site which will include a new farmhouse and livestock barn/shed. Regulations limit the size of the zoned area for the OFDU to 7,918 square metres with a 96 metre minimum setback of the zoned area from the front lot line and a 132 metre minimum setback from the interior side lot line. A 2.0 metre minimum landscaped buffer is also required to screen the OFDU from abutting residences and the public street.

The effect of the amendment is to change the zoning symbol on a portion of the property from Agricultural 1 (A1) to an Agricultural-1 Exception 578 (A1-578) Zone to allow an OFDU on the property

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

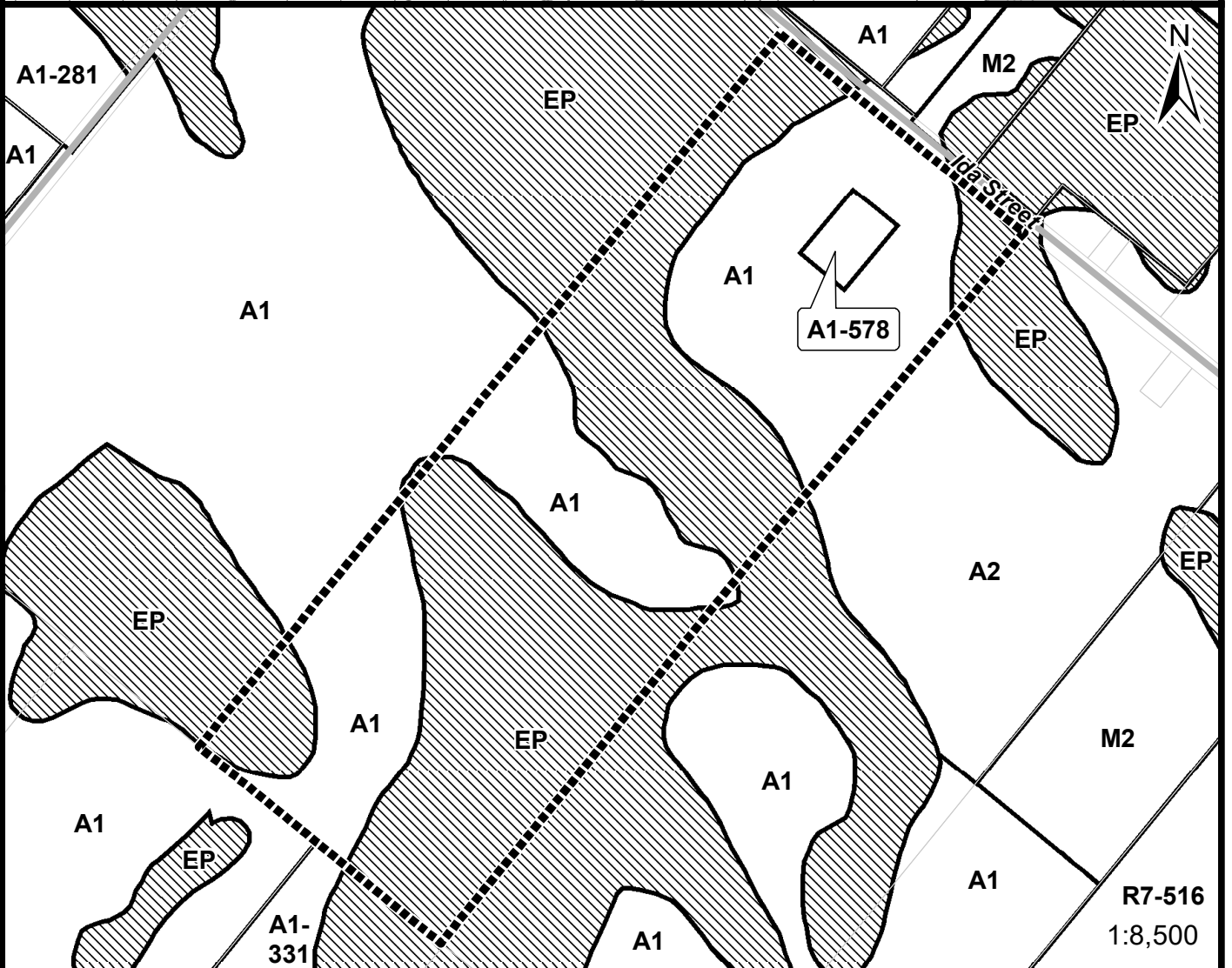
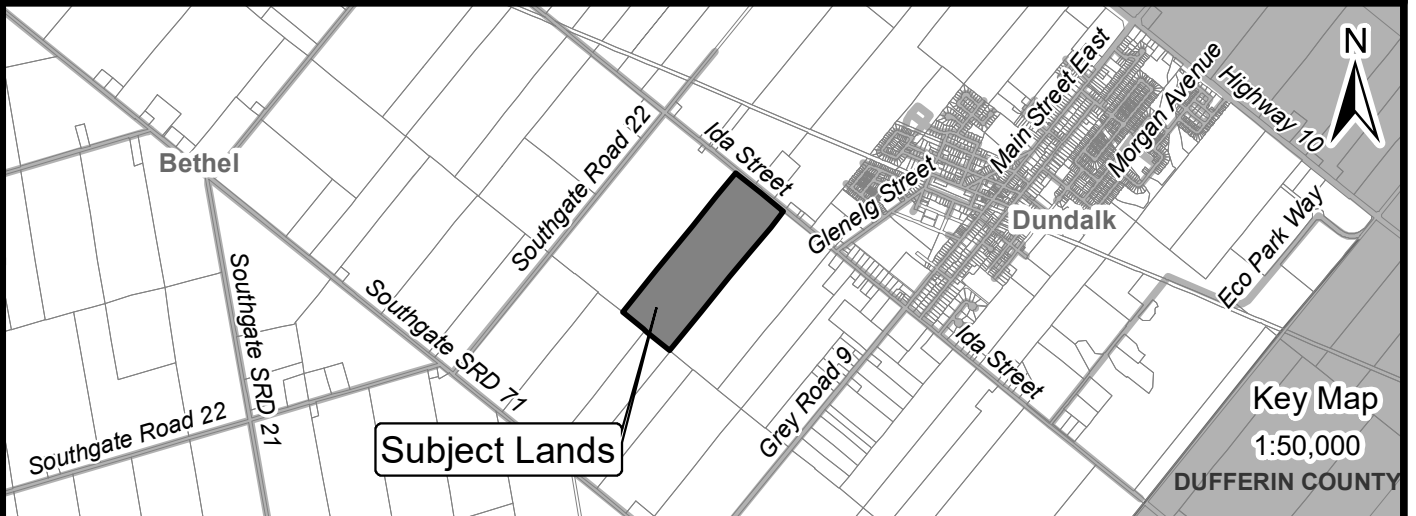
Schedule "A"  
 By-Law No. 2024-142  
 Amending By-Law No. 19-2002  
 Township of Southgate

Date Passed: December 18, 2024


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

Brian Milne, Mayor

Lindsey Green, Clerk

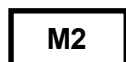



Legend

 Subject Lands

 Agricultural

 Restricted Agricultural

 Rural Industrial

 Environmental Protection



<b>Report To:</b>	Township of Southgate Council
<b>Meeting Date:</b>	2024-12-18
<b>Report Number:</b>	PL2024-109
<b>Title:</b>	Application for Site Plan Agreement SP13-20 Southgate Renewables Holding Corp., 150 Eco Parkway
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Bill White, MCIP, RPP Triton Engineering Senior Planning Consultant
<b>Approved By:</b>	Kenneth Melanson, MCIP, RPP Senior Manager of Development & Community Services

**Executive Summary:**

A By-law is recommended to execute a site plan agreement for a proposed anaerobic digester and accessory uses at 105 Eco Parkway in compliance with Rezoning [By-law 2024-016](#) (File C18-23). **Attachment 1** shows site plans for the proposed use which meet the regulations in the Holding General Industrial 1-553 Zone (M1-553-h).

The holding provision on the M1-553 zone require a site plan agreement to be signed before the underlying zone is in place. Three buildings proposed include Office/Maintenance closest to Eco Parkway, Organic Receiving in the centre of the site, and Digester Tanks at the back. An application to remove the holding provision is expected in spring 2025.

The Clerk is delegated authority to approve site plans with technical advice from Township staff but signing the amending site plan agreement still requires an authorizing by-law.

**Recommendation:**

**Be it resolved that** Council receive Staff Report PL2024-109 Application for Site Plan Agreement SP13-20 Southgate Renewables Holding Corp., 150 Eco Parkway for information; and **That** Council approve By-law 2024-155 to authorize the Mayor and Clerk to sign a site plan agreement with Southgate Renewables Holding Corp for lands at 150 Eco Parkway, Part Lot 237, 238 Concession 2 SWTSR Proton.

**Reasons for Recommendation:**

1. The proposed *has regard to* provincial interest and requirements in the [Ontario Planning Act](#) and is consistent with [Provincial Policy Statement 2024](#).
2. The site plan complies with policies in the Township Official Plan and Grey County Official Plan.
3. Rezoning application C18-23 was approved by Council in Rezoning [By-law 2024-016](#) to permit the Anerobic digester and accessory uses including an organic waste processing facility to produce renewable natural gas.

**Proposal:**

Plans and drawings for Site Plan Approval were received and circulated to Township Staff, Professional Engineers at Triton, Grand River Conservation Authority, and Grey County. **Attachment 1** is a sample of the plans and drawings received. The package includes complete civil engineering, architectural and electrical drawings, and Servicing and Stormwater, Wetland Analysis and Hydrogeological Investigation. An application to remove the holding provision on the M1-553 is proposed in 2025.

The site plan agreement contains a provisional allocation of 175 cubic metres per day of water and 3 cubic metres per day of sewage. Sanitary sewer flows from the site will be monitored by an electric monitoring device in the sewage manhole on the Township street. Sewage discharge is limited to staff restrooms. Additional water is used in the anaerobic process. Servicing work on Eco Parkway is covered by \$160,000 security. A \$30,000 security is proposed for on-site work.

The authority to approve Site Plans is delegated to the Clerk. The Site Plans will be "approved" by the Clerk prior to the December 18<sup>th</sup>, 2024, Council meeting at which time a By-law will be presented authorizing signing of an amending site plan agreement.

**Background/Site Context:**

The subject lands have +-75 metres frontage on the Eco Park, +-4 hectares lot area and are north of the Township Sewage Lagoons. In 2019 half of the lands were rezoned to permit the proposed use with some exceptions for parking and building height. In 2022 minor variance A7/22 was approved to accommodate new designs for the building. The final Rezoning [By-law 2024-016](#) applied the site and building regulations approved in the earlier rezoning and variance.

The applicant has provided the following documents supporting the proposal:

- Loft Consulting Planning Justification supporting [By-law 2024-016](#).
- Walter Fedy Servicing and Stormwater Management Report.
- Aboud & Associates Wetland Analysis and Conservation Authority compliance.
- Walter Fedy Grading, Servicing, Sediment Control drawings and notes.

These reports have been updated and circulated to appropriate authorities including County Natural Heritage, Grand River Conservation Authority, Triton Engineering Township Public Works, Building, Fire and Planning staff have reviewed the submission.

The project is a state of the art facility designed to convert organic material into natural gas. Design for equipment within the buildings and tanks/silos at the rear of the building has changed since 2019 when first proposed. These tanks or silos at the back of the lot will in some cases have domes or similar equipment may project up to 1.5 metres above the 18.5 metre maximum. Under the definition of height in the zoning by-law "construction" for the "mechanical operation of the building" is exempt from building height. Zoning compliance is ensured at the building permit stage when full submissions are reviewed under the Building Code Act.

The holding provision "h" in the M1-553 applicable to the entire parcel will ensure the site and development agreement are signed. Council will be asked in early 2025 to pass a bylaw to remove the "h" allowing the development to proceed to building permit under.

The provisional water and sewer allocation is provided for in the site plan agreement. A final capacity allocation agreement will come forward in 2025 to approve the allocation. The provision allocation ensures the water and sewer is not available until it is needed for construction within a time period approved by Council. The site plan agreement has monitoring technology for sewage discharge into the Township system.

By-law 2021-111 designates all of Southgate as a Site Plan control area requiring plans and drawings to be submitted for approval.

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

The application has regard to Provincial interest in Section 2(h) of the [Ontario Planning Act](#) which promotes orderly development of safe and healthy communities.

**Application Review – Provincial Policy Statement (PPS 2024):**

The proposed development is *consistent with* [Provincial Policy Statement 2024](#) Section 2.3.1.1 Settlement Areas shall be the focus of growth and development. Section 2.3.1.2 supports efficient use of land and resources and optimal use of planned infrastructure.

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

The site is designated Primary Settlement Area in the County Official Plan. The application *complies with* the County Official Plan.

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

[Township Official Plan](#) designates the subject lands Industrial and Hazard Lands within the Dundalk Settlement Area. The application *complies with* the Township Official Plan.

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

The [Township Zoning By-law](#) was amended through [By-law 2024-016](#) placing the site in a holding M1-553 zoned. Environmental Protection Zoning on part of the lands is subject to any permit requirements of the Saugeen Valley Conservation Authority. An application to remove the holding provision will occur in 2025.

**Application Circulation and Public Comments:**

The site plans were circulated to Township Departments, Grand River Conservation Authority and Grey County. The Conservation Authority has commented throughout the planning process, and final comments on the site will be obtained before the holding provision is removed and building permit issued. A public meeting is not required.

**Conclusion:**

It is recommended Council approve By-law 2024-155 to authorize the Mayor and Clerk to sign a Site Plan Agreement with Southgate Renewables Holding Corp.

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

The proposed farm expansion meets Objective 7C of the Township Strategic Plan supporting streamlined approval procedures.

**Attachment(s):**

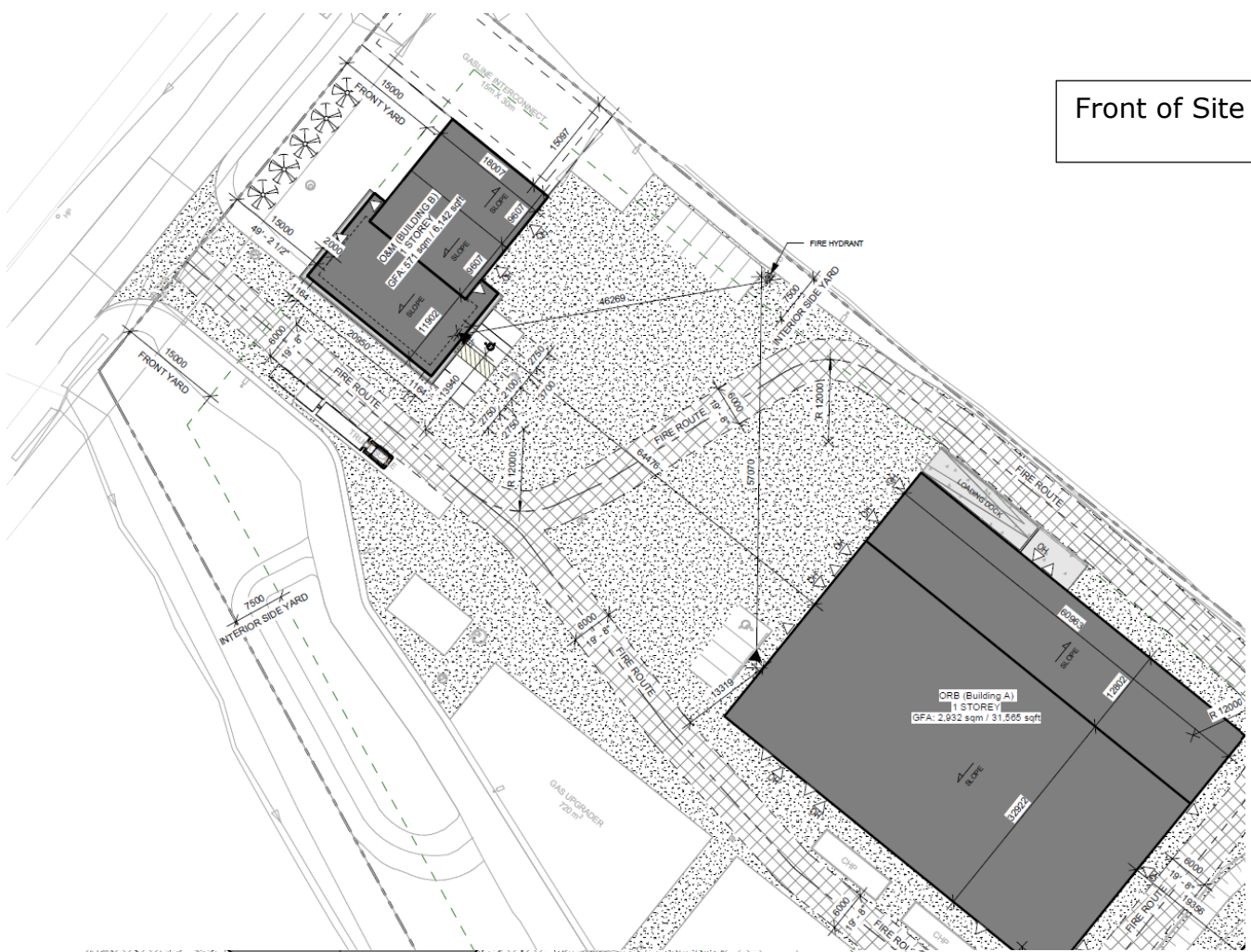
**Attachment 1** – Site Plans and Architectural Drawings

**Attachment 1 – Site Plans and Architectural Drawings**

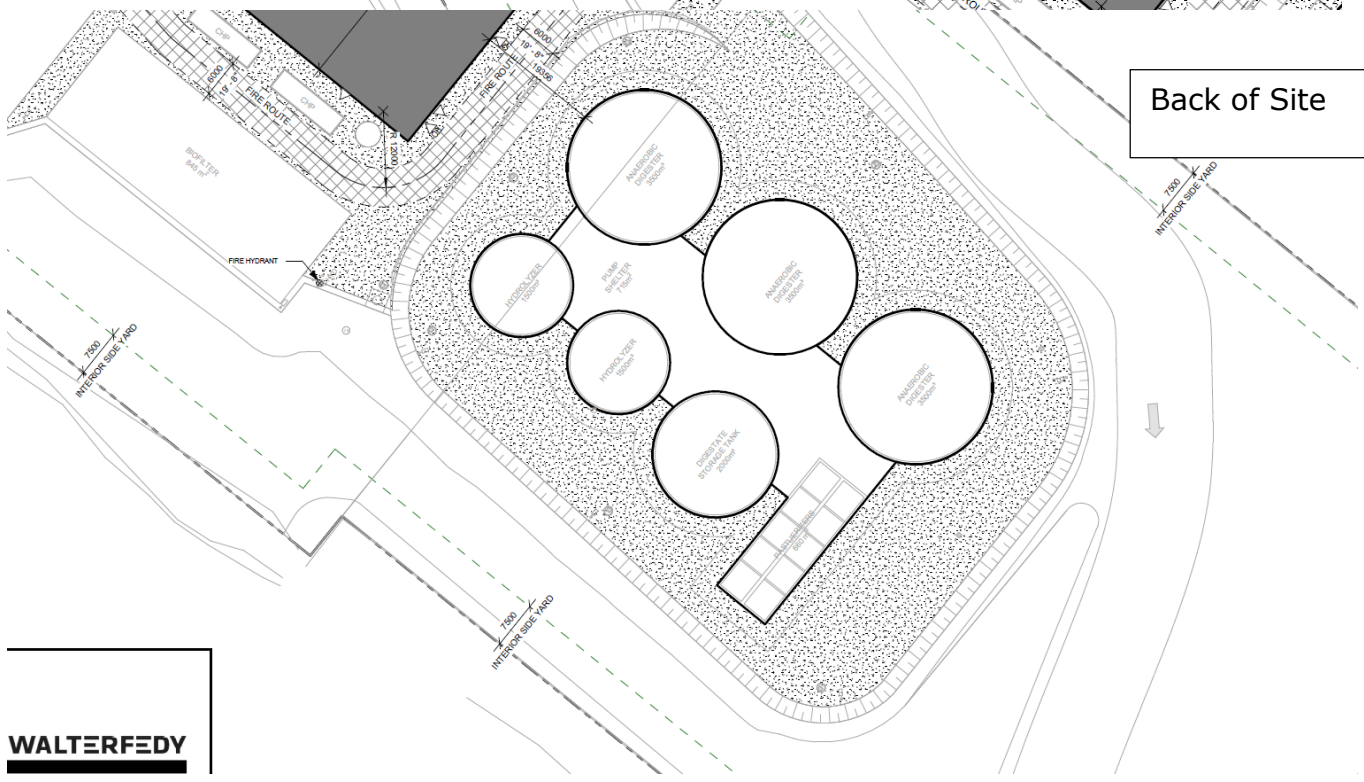




Front of Site



Back of Site





The Corporation of the Township of Southgate  
By-law Number 2024-155

**Being a by-law to authorize the execution of a Site Plan Control Agreement**

**Whereas** Section 41 of the Planning Act, RSO 1990, Chapter P.13 as amended authorizes municipalities to designate areas of Site Plan Control, and to subsequently enter into agreements with respect to the conditions of development or redevelopment of lands in areas of Site Plan Control; and

**Whereas** all of the lands within the Township are designated as a Site Plan Control Area pursuant to the provisions of Section 41 of the Planning Act and By-law 2021-111; and

**Whereas** the Council of the Township of Southgate deems it expedient to enter into a Site Plan Agreement with the owner,

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

1. **That** a Site Plan Agreement between Southgate Renewables Holdings Corp. and the Township of Southgate for the development of all and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of FIRSTLY: PART LOT 237, CONCESSION 2 SOUTHWEST OF TORONTO AND SYDENHAM ROAD PROTON, PARTS 1 & 2 PLAN 16R10956; SUBJECT TO AN EASEMENT IN GROSS OVER PART 1 PLAN 16R10956 AS IN GY70526; SECONDLY: PART LOT 238, CONCESSION 2 SOUTHWEST OF TORONTO AND SYDENHAM ROAD PROTON, PART 1 PLAN 16R11751; TOGETHER WITH AN EASEMENT AS IN R562083; TOWNSHIP OF SOUTHGATE. Such agreement being attached hereto as Schedule "A" and which forms a part of this by-law;
2. **That** the Mayor and Clerk are authorized to sign the Site Plan Agreement on behalf of the Council of the Corporation of the Township of Southgate in substantially the form as that set out in Schedule A;
3. **That** the Clerk is authorized and directed to cause notice of the Site Plan Agreement to be registered on the title to the said lands forthwith after it has been signed by all parties; and
4. **That** this By-law shall come into full force and effect upon the final passing hereof.

Read a first and second time this 18<sup>th</sup> day of December 2024.

Read a third time and finally passed this 18<sup>th</sup> day of December 2024.

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Mayor – Brian Milne

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Clerk- Lindsey Green

**THE CORPORATION OF  
THE TOWNSHIP OF SOUTHGATE  
SITE PLAN AGREEMENT**

**THIS AGREEMENT** made on this 18th day of December 2024.

Between: Southgate Renewables Holdings Corp.  
(hereinafter called the "Owner" OF THE FIRST PART)

- and -

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE  
(hereinafter called the "Township" OF THE SECOND PART)

**WHEREAS** the Owner represents to be the registered owner of those lands and premises in the Township of Southgate in the County of Grey, more particularly described in Schedule "A", and has applied for site plan approval for the said lands;

**AND WHEREAS** the Owner provided site plans and drawings for approval for the development as described in Schedule "B".

**AND WHEREAS** the Township has enacted a Site Plan Control Area By-law pursuant to the Planning Act RSO 1990, as amended.

**AND WHEREAS** pursuant to the Planning Act RSO 1990, as amended the Township appointed an officer to approve such plans and drawings submitted for site plan approval and said office may also establish conditions on site plan approval.

**AND WHEREAS** the authorized Township officer issued site plan approval of the plans and drawings described in Schedule "B" subject to, among other matters, a site plan agreement being executed with the municipality and registered against the lands described in Schedule "B".

**AND WHEREAS** the Owners agree to complete all works, material, matters, and things required to be done, furnished, and performed in the manner hereinafter described in connection with the proposed use of the subject lands, including any special provisions or conditions, if applicable, as outlined in Schedule "C".

**AND WHEREAS** the covenants in this Agreement are binding upon the Owner and when registered on title are binding upon all successors in title.

**NOW THEREFORE WITNESSETH THAT** in consideration of the approval of the plans by the Township officer for the development of the subject and the sum of ONE (\$1.00) DOLLAR of lawful money of Canada receipt whereof of which is hereby acknowledged, the Owner hereby agrees with the Township as follows:

**SECTION I - LANDS TO BE BOUND**

1. The lands bound by the terms and conditions of this Agreement (sometimes referred to as "the subject lands"), are located in in the Township of Southgate, and are more particularly described in Schedule "A".

**SECTION II - COMPONENTS OF THE AGREEMENT**

1. The text and the following Schedules, which are annexed hereto, constitute the components of this Agreement.

Schedule "A" - Legal Description of the Lands being developed.

Schedule "B" – Description of the Site Plan(s) and Drawing(s) approved by the delegated Township Officer bearing the signature of the said Officer on file in municipal office.

Schedule "C" – Special Provisions (if applicable)

### **SECTION III - REGISTRATION OF AGREEMENT**

1. This Agreement shall be registered on title to the lands described in Schedule "A" as provided for by the Planning Act, R.S.O., 1990, as amended, by the Township's solicitor at the expense of the Owners,
2. The Owners agree that all documents required herein shall be submitted in a form suitable to the Township and suitable for registration, as required.
3. The Parties agree that this Agreement must be registered against the Owners lands within thirty (30) days of the execution thereof by both parties, and upon registration on title shall be binding upon all successors in title to the Owner.

### **SECTION IV - BUILDING PERMITS**

1. The Owner acknowledges and agrees the Township Chief Building Official, or any other authorized officer, shall not issue any building permits or other approvals to carry out the development until the following has been completed:
  - a) Security has been provided in the amount described in Schedule C to this agreement in a form acceptable to the Township at its sole discretion.
  - b) This Agreement has been registered on title to the subject lands.
2. The Owner acknowledges and agrees that if the Owner fails to apply for a building permit(s) to implement this Agreement within twelve (12) months from the date of execution of this agreement the Township, at its sole discretion has the right to terminate the said Agreement and require the Owner to re-apply for approval of the development described herein.

### **SECTION V – PROVISIONS**

#### **1. GENERAL**

The Owner agrees and acknowledges this agreement applies specifically to the development as described in Schedule "B" on the lands described in Schedule "A", and subject to the terms of this agreement and any Special Provisions listed in Schedule "C".

#### **2. PERFORMANCE OF WORK**

The Owner further covenants and agree to develop the subject lands in accordance with the approved plans and drawing and other terms of this agreement, and that no work will be performed on the subject lands except in conformity to all provisions of this Agreement.

#### **3. OWNERS EXPENSE**

The Owner agrees to carry out on the lands all required work, and to construct, install and maintain at its expense all the services, works and facilities stipulated, described by words and numbers, and shown in and upon the approved plans and drawings described in Schedule "B" to this agreement and additional provisions as set out in Schedule "C" to this agreement.

Notwithstanding the generality of the foregoing, the requirements under this agreement include all the notes and printed text contained in and on the Plans making up the approved plans and drawings in Schedule "B" and special provisions in Schedule "C".

#### **3. ON FILE IN TOWNSHIP OFFICE**

Without limiting the generality of the foregoing, all the specifications and requirements are contained in the approved plans and drawings described in Schedule "B" shall be adhered to and satisfied by the Owner to the satisfaction of Township. The version of drawings applicable to the development shall contain the signature of the staff member appointed to approved site plans and are on file at Southgate's Municipal Office.

**4. COMPLAINTS**

The Owner agrees to respond promptly to any requests from the Township Chief Building Official, By-law Enforcement Officer, or similar representative of the Township to correct any deficiency or concern resulting from a complaint or inspection of the Township.

**5. GRADING AND DRAINAGE**

The Owner agrees that any storm drainage works, or system approved for the subject lands shall be designed, constructed, and maintained to the satisfaction of Township at the sole expense of the Owner, and shall obtain any approvals and abide by conditions from any other agency responsible for authorizing the said work, including but not limited to the Township, County of Grey, Ministry of Transportation of Ontario or other agency as the case may be.

**6. ROADWAY ACCESS**

The Owner agrees to install and maintain the roadway and driveway(s) outlined by approved plans Schedule "B" to this agreement and any other agreement or provision set out in Schedule "C" and shall obtain any approvals and abide by conditions of approval of any driveway access to the satisfaction of the applicable road authority including the Township, County or Province as the case may be.

**7. FIRE SUPPRESSION**

The Owner agrees to install and maintain all necessary servicing and equipment on the subject lands for fire fighting and fire suppression at the sole expense of the Owner to the satisfaction of the Township Fire Department.

**8. SERVICING**

The Owner is responsible for ensuring that all lateral water, sanitary and storm sewer connections to municipal services within a Township, County, or Provincial public right of way are designed installed in accordance with the requirements and standards set out in the drawings in Schedule "B" to this agreement and the provisions in Schedule "C" to the satisfaction of the Township, County or Province as the case may be. In the absence of a Township standard the Owner shall ensure that Ontario Specifications and Standards for Public Works (OPS) including OPS Drawings (OPSD) and OPS Specifications (OPSS), or any other relevant standard or code are met.

Where municipal services are not available, the Owner shall be responsible for ensuring private well and sewage disposal system on the subject lands is properly installed and maintained in good working order to accommodate the approved development, and that all requirements of the applicable approving agency are met including obtaining permits.

**9. LANDSCAPED BUFFERING**

The Owner agrees to install and maintain any landscaped buffering or screening where required in the approved plans and drawings in accordance with the requirements of the Township of Southgate Zoning By-law.

**10. OUTSIDE STORAGE**

The Owner agrees that no outside storage shall be permitted on the lands described in Schedule "A", except in accordance with the bylaws of the Township or specifically approved within plans and drawings provided for in Schedule "B".

**11. PARKING AREA MAINTENANCE AND DUST CONTROL MEASURES**

The Owner agrees to install and maintain hard surface paved or concrete parking, curbing, driveways, sidewalks, and isles with adequate base material and with a surface free of cracks, unevenness and potholes to ensure safe pedestrian and vehicle travel and proper drainage.

Where gravel parking areas and driveways and such are permitted in the approved site plan, the owner shall provide and maintain dust control measures for those areas of the site not asphalted or seeded with grass to mitigate impacts on adjoining lands or environment as required by the Township.

**12. LIGHTING**

All exterior lighting must be provided in accordance with the plans and specifications in Schedule "B" and Township standards including but not limited to dark sky compliant and shall be installed directed so as to remain internal to the site and not create glare or otherwise disrupt adjacent lands, buildings, highway or roadway.

**14. MINISTRY OF TRANSPORTATION, MINISTRY OF ENVIRONMENT OR OTHER PROVINCIAL CERTIFICATES OR APPROVALS**

The Owner shall not undertake or cause any work to commence on the subject lands or on any public highway until any required road access permit, Certificate of Approval, permit or other authorization required under the Environmental Protection Act or any other applicable Act, including regulations thereto, has been duly issued, and a copy of the approval filed with the Township.

**SECTION VI - OTHER**

**15. POSTPONEMENT AND SUBORDINATION OF ENCUMBRANCES**

The Owner covenants and agrees, at its own expense, to obtain and register such documentation from its mortgagees or those holding encumbrances as may be deemed necessary by the Township to postpone and subordinate their interest in the lands to the interest of the Township to the extent that this Agreement shall take effect and have priority as if it have been executed and registered prior to the execution and registration of any such mortgages or encumbrances; provided that, if requested by the Owner in connection with any mortgage, construction or other project financing, the Township shall issue a compliance certificate, at the Owner's sole cost and expense.

**16. TOWNSHIP PROFESSIONAL FEES AND DISBURSEMENTS**

The Owner shall reimburse the Township for all of its engineering, planning and legal expenses (professional fees and disbursements) in connection with the development and implementation of this Agreement.

**17. WAIVER**

The failure of the Township at any time to require performance by the Owner of any obligation under this Agreement shall in no way affect its right thereafter to enforce such obligation, nor shall the waiver by Township of the performance of any obligation hereunder be taken or be held to be a waiver of the performance of the same or any other obligation hereunder at any later time. The Township shall specifically retain its rights at law to enforce this Agreement.

**18. NO CHALLENGE TO THE AGREEMENT**

The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the parties' right to enter into and force this Agreement. The law of contract applies to this Agreement and the parties are entitled to all remedies arising from it, notwithstanding any provisions in the Planning Act interpreted to the contrary. The parties agree that adequate consideration has flowed from each party to the other and that they are not severable. This provision may be pleaded by either party in any action or proceeding as an estoppel of any denial of such right.

**19. ENFORCEMENT.**

The Owner acknowledges that the Township has the right to access the subject lands to enforce any provision of this agreement acting reasonably.

The Owner agrees that in default of any required work being completed within the prescribed time period, or failure to provide, retain, maintain, repair or use those matters and facilities required by this Agreement, or otherwise abide by the requirements of this Agreement, the Township, its servants, agents, and contractors shall have the right after thirty (30) days of the mailing of a notice to the Owner at the address as detailed in the last revised assessment role, to enter the "subject lands" to complete such works required by this Agreement as the



Township deems necessary at its sole discretion, and all expenses incurred by the Township in doing such work shall become a charge against the "subject lands", and may be recovered by Court Action and with the same priority as municipal taxes.

**20. MEDIATION.**

Without affecting the Township's statutory right under subsection 41(11) of the said Planning Act to, at its complete discretion, invoke the provisions of Section 446 of the Municipal Act, 2001 as amended regarding any applicable requirement herein in which case this paragraph shall be inoperative and inapplicable, in the event that a dispute relating to this Agreement or its implementation arises that cannot be resolved by negotiation between the parties, the parties agree to use the services of a mediator to attempt to resolve their differences and failing agreement on the procedure to be followed, it shall be conducted in accordance with the rules of procedure for the conduct of mediations of the ADR Institute of Ontario Inc. or its successor body.

**21. REGISTRATION**

The Owner consents to the registration of this Agreement or Notice of this Agreement by the Township on the title to the subject lands.

**22. ENUREMENT CLAUSE**

The covenants, agreements, stipulations, declarations, and provisions contained herein shall run with the lands and shall be binding upon the Owner and its successors and assigns and the benefit thereof shall enure to the Township and its successors and assigns.

**SECTION VII - BINDING PARTIES, ALTERATION, AMENDMENT, EFFECT, NOTICE, PENALTY**

1. This Agreement may only be amended or varied by a written document of equal formality herewith duly executed by the parties hereto and registered against the title to the subject lands.
2. The Owner further agrees to reach substantial completion with the items detailed on Schedule "B" within two (2) years of the date of registration of this Agreement.
3. Where the Owner is required by this Agreement to do work and where such work is not done within the prescribed time period, or where the facilities and matters required by this Agreement are not so provided, maintained or used by the Owner in accordance with this Agreement, or where the Owner does not otherwise abide by the requirements of this Agreement, the "security" as set out in Schedule "C" may be drawn on by the Township to the extent necessary to ensure compliance with this agreement, and no security, in whole or in part, shall be returned until such matters have been brought into conformity with this Agreement.
4. In addition to any other remedy the Township may have at law, the Owner acknowledges the Township may also be entitled to enforce this Agreement in accordance with Section 446 of the Municipal Act, 2001 as amended, or any other applicable legislation.
5. Following completion of required works and facilities, the Owner shall maintain to the satisfaction of the Township, all the facilities or works described in Schedule "B" and any special provisions required in Schedule "C".
6. This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of each of the Parties hereto.
7. The Agreement shall come into effect on the date of execution by the Township.
8. The Owner acknowledges that this Agreement is entered into under the provisions of Section 41(7)(c) of the Planning Act, R.S.O., 1990, as amended, or any subsequent section, provision or legislation that may apply.


9. Any notice required to be given pursuant to the terms hereto shall be in writing and mailed or delivered to the other at the following addresses:

Owner:	Township:
Southgate Renewables Holding Corp.	Clerk, Township. of Southgate
40 King Street West Suite 2400	
Scotia Plaza PO Box 215	185667 Grey Rd 9, R.R. 1
Toronto ON M5H 3Y2	Dundalk, ON N0C 1B0

**IN WITNESS WHEREOF** the corporate parties have executed this Agreement by affixing thereto their corporate seals, as attested by the hand of their proper signing officers duly authorized in that behalf.

SIGNED, SEALED AND  
DELIVERED

**OWNER**  
Southgate Renewables Holdings Corp.

Per:  \_\_\_\_\_  
Name: Jason Moretto, President, Secretary &  
Treasurer  
Date: December 9, 2024

I have the Authority to Bind the Corporation

**CORPORATION OF THE TOWNSHIP OF  
SOUTHGATE**

Per: \_\_\_\_\_  
Brian Milne, Mayor

Per: \_\_\_\_\_  
Lindsay Green, Clerk

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

We have authority to bind the Corporation

**Schedule "A"**  
**THE LAND**

All and singular that certain parcel or tract of land and premises situate, lying and being in the Township of Southgate, in the County of Grey and Province of Ontario, and being composed of:

**FIRSTLY: PART LOT 237, CONCESSION 2 SOUTHWEST OF TORONTO AND SYDENHAM ROAD PROTON, PARTS 1 & 2 PLAN 16R10956; SUBJECT TO AN EASEMENT IN GROSS OVER PART 1 PLAN 16R10956 AS IN GY70526; SECONDLY: PART LOT 238, CONCESSION 2 SOUTHWEST OF TORONTO AND SYDENHAM ROAD PROTON, PART 1 PLAN 16R11751; TOGETHER WITH AN EASEMENT AS IN R562083; TOWNSHIP OF SOUTHGATE**

**Being (at the time of this Agreement) all of PIN 37268-1289**

**Schedule "B"**  
**APPROVED SITE PLANS**

The following drawings and plans for lands described in Schedule A are signed by the Township's authorized officer and retained on file of the Township:

<b>Title</b>	<b>Prepared by</b>	<b>Dated</b>	<b>Last Revised</b>
1. Site Plan Sheet A101, Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-09	2023-03-29
2. Floor Plan Level 1 & Mezzanine A201-A, Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-09	2023-03-29
3. Elevations A301-A Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-09	2023-03-29
4. Elevations A302-A Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-09	2023-03-29
5. Sections A401-A Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-09	2023-03-29
6. Floor Plans Level A201-B Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-09	2023-03-29
7. Elevations A301-B Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-09	2023-03-29
8. Building Sections A401-B Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-09	2023-03-29
9. Existing Conditions & Removals Plan C1-1 (1 of 2), Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-10	2024-08-29
10. Existing Conditions & Removals Plan C1-2 (2 of 2), Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-10	2024-08-29
11. Grading Plan C2-1 (1 of 2) Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-10	2024-08-29
12. Grading Plan C2-2 (2 of 2) Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-10	2024-08-29
13. Servicing Plan C3-1 (1 of 2) Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-10	2024-08-29
14. Servicing Plan C3-2 (2 of 2) Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-10	2024-08-29
15. Erosion & Sediment Control Plan C4-1 (1 of 2) Southgate Renewables Recycling Project	Walter Fedy Kitchener	2023-03-10	2024-08-29
16. Erosion & Sediment Control Plan C4-2 (1 of 2) Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-10	2024-08-29
10. Notes C5-1 and Details Plan C5-2 Southgate Renewables Recycling Project	WalterFedy Kitchener	2023-03-10	2024-08-29

11. Floodplain Cut Fill Analysis C6-1 Southgate Renewables Recycling Project	WalterFedy Kitchener	2024-05-17	2024-08-29
12. Electrical Site Plan - North ES01 Southgate Renewables Recycling Project	WalterFedy Kitchener	9/24/20	2023-03-29
13. Electrical Site Plan - South ES02 Southgate Renewables Recycling Project	WalterFedy Kitchener	9/24/20	2023-03-29
14. Lighting Fixture Cutsheets ES03 Southgate Renewables Recycling Project	WalterFedy Kitchener	9/30/20	2023-03-29

**Schedule "C"**  
**SPECIAL PROVISIONS**

1. The Owner agrees that security to this agreement in the amount of \$190,000 generally allocated as follows:
  - a) \$160,000.00 for off-site works to connect to municipal water, sanitary, storm, roadway or similar on Township road allowance or property such security to be returned up completion of the connection by the Owner and acceptance of the work by the Township.
  - b) \$30,000.00 shall be retained by the Township to ensure compliance with the terms of this agreement which applies to works related to the entire subject lands and includes the exterior of existing buildings, new structures, drainage and servicing and entrance as required to be completed by the Owner and accepted by the Township before said site security shall be returned.
- c) The Owner shall be responsible for obtaining all permits and approvals and complying with security and development requirements and standards as may be set forth by the Grand River Conservation Authority GRCA, Ministry of Environment or any other Provincial agency related to the development of the subject lands.
- d) The Owner agrees to abide by the requirements of the following studies to the degree outlined therein to the satisfaction of the Township and other applicable agencies:
  - a) Servicing & Stormwater Management Report, Envest Corp. Southgate Renewables Recycling Project Commercial, prepared by Walter Fedy dated May 17, 2024
  - b) 100 Eco Parkway Additional Lands, Wetland Characterization & GRCA Policy Conformity Memorandum, Prepared for Mark Bell Envest Corp. by About 7 Associates Inc. October 12, 2022
  - c) Hydrogeological Investigation Report 100 Eco Park Way, Client Envest Corp. Southgate Renewables Facility, Prepared by JLP Services Inc. Dated July 8, 2024.
4. Provisional Allocation of Water and Sanitary Sewer  
The Township agrees to a Provisional Allocation of \_\_\_\_ Equivalent Residential Units (175\_\_\_\_ cubic metres per day) water consumption and \_ Equivalent Residential Units (\_3\_ cubic metres per day) volume of discharge into the sanitary sewer collection system subject to the terms and conditions stipulated in the [Southgate Servicing Capacity Allocation & Retention Policy](#) and the [Township Sewer Use Bylaw](#).

The Owner acknowledges that its estimated sanitary sewer discharge volume is significantly lower than the water usage on the basis that the Owner's on-site processes will use wastewater in such a way as to minimize flow into the Township sanitary sewer collection system.

5. Monitoring of Sanitary Sewer  
Prior to issuance of a building permit for the work described in Schedule "B" to this Site Plan Agreement the Owner agrees as follows:
  - a) to execute the Township's Final Capacity Allocation Agreement to define the final terms of the Owner's access to the Township's water and sanitary sewer services; and
  - b) to complete at the Owner's sole cost and expense and to the Township's sole satisfaction the following:
    - i) Install at the lot line within a manhole a remote electronic flow measuring device that allows the parties to monitor daily effluent flow from the Owners operations into the Township's sanitary sewer collection system. The flow measuring device should be able to measure the quantity of discharge into the sanitary sewer collection system.

- ii) Provide to the Township monthly written reports of daily, weekly and monthly flow volumes which may be submitted electronically in a signed pdf or other format to the Township Public Works Manager.
- iii) Immediately advise the Township Public Works Manager of any failure, minor or major, that may occur in the water recycling technology that might result in increased flow above the specified allocation into the Township's sanitary sewer collection system.
- iv) The Owner agrees that the Township may monitor effluent quality discharged into the sanitary sewer collection system to ensure compliance with Township and Provincial regulations is met.

6. Term of Provisional Allocation Water and Sanitary Sewer Allocation

If the Owner has not completed requirements of the Site Plan Agreement and amendments, or does not execute the Township's Final Capacity Allocation Agreement by December 31, 2025, the Township at its sole discretion may advise the Owner in writing that all or part of its Phase 2a water and sanitary sewer Allocation is revoked.

The Township's Final Capacity Allocation Agreement will stipulate that the Owner will pay applicable base rate charges for both water and sewer, water consumption based on the Township's Neptune water meter read, and wastewater consumption based on the meter read on the flow monitoring device installed under Schedule "C" 5 (i), provided the Township is supplied by the Owner a verified reading of wastewater flows from the said monitoring device on the day the Township completes its bi-monthly billing cycle. If a verified reading of wastewater flows is not supplied by the Owner to the Township, the Owner will be responsible for paying the bill according to the Township's normal billing procedure.

7. Failure to Comply

If the Owner fails to comply with any provisions of this Site Plan agreement and specifically regarding the requirements specified in Schedule "C", water and sewer allocation by:

- a) Exceeding the water and sanitary sewer allocation
- b) Not installing an electronic flow device, failing to provide monthly reports, or notifying the Township of any system failures as provided for in Schedule "C" Part 2, or
- c) Any other action deemed by the Township to seriously impact on operation of the entire water supply and sanitary sewer collection/treatment system will result in the Township immediately providing notice in writing and requesting the matters to be resolved within 90 days. Should the matters not be resolved within 90 days, the Township at its sole discretion may take any and all measures to rectify the deficiency including but not limited to restricting access to its water and sanitary sewer collection/treatment systems.

8. The Parties agree that the dates in Section IV 2 and Section VII 2 to this agreement shall be enforced in accordance with the terms of this agreement. In the event the Owner cannot comply with the dates he shall submit a written request stating the reasons such dates cannot be met 30 days prior to the applicable date provided in Section IV 2 and Section VII 2, and the Township agrees to entertain minor extensions to the date of building permit issuance or the date of completion, all parties acting reasonably.



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-12-18
<b>Report Number</b>	EDO2024-014
<b>Title:</b>	Downtown Revitalization Program
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Brenna Carroll, Economic Development Officer
<b>Approved By:</b>	Kenneth Melanson, RPP, MCIP, Senior Manager, Development & Community Services

**Executive Summary:**

Coordinating a Downtown Revitalization (DR) program is slated as an action item 4.C of the 2023-2027 Community Strategic Plan to support Goal 4: Revitalization Downtown Dundalk and enhance its beauty and restore pride-of-place in the downtown. This report recommends that a DR program be initiated by staff in January 2025.

**Recommendation:**

**Be it resolved that** Staff Report EDO2024-014 be received for information; and **That** Council approve the commencement of the Downtown Revitalization Program for the town of Dundalk.

**Background:**

A [Downtown Revitalization \(DR\) program](#) is a project guided by OMAFA principles to facilitate the improvement of rural downtown cores across Ontario through community consultation and evaluation. A DR program was identified as an action item of the Township’s 2023-2027 Community Strategic Plan to support the revitalization of Downtown Dundalk by restoring its pride-of-place. An OMAFA prerequisite for this program is completing a Business Retention and Expansion (BR+E) program to gather a base of data from local businesses.

The Southgate BR+E surveys were compiled and analyzed in 2024, and Township staff are currently implementing the actions items developed in response to the survey analysis. The DR project will expand on the BR+E by examining Dundalk’s downtown business mix, location, customer-base, trade-area, etc. Staff working on the DR project will gather data and community feedback to develop a vision for downtown beautification so that plans for the commercial core can be focused on boosting the overall economic well-being of the Township in accordance with local context and needs.

**Analysis**

The EDO recommends moving forward with the DR program in January of 2025. The goal of this project would be to develop a vision and action plan for the revitalization of downtown Dundalk that can be implemented and monitored over a 2 to 4-year period. The project would be organized in-house with the EDO acting as the project coordinator.



The DR program as outlined by OMAFA is divided into four stages: I) Preparation, II) Collect Data & Analyze, III) Develop Goals & Action Plans, IV) Implement and Monitor. Township staff suggest that Stages I-II can be completed in 2025, with Stage IV being implemented starting in 2026. The Southgate DR program will be launched in the New Year by notifying residents and business owners. Following which, the EDO will release a call for members of a “Downtown Revitalization Taskforce”: a temporary working group that will manage and support the various components of the project. The remaining activities of the program will be carried out as described below and in collaboration with the Downtown Revitalization Taskforce (DRT).

#### Stage I: Preparation (January – March 2025)

- Establish a DRT of 5-8 community members and set-up regular meetings.
- Conduct various downtown self-assessments with the DRT.
- Create a preliminary vision and objectives for the DR project.
- Develop a DR work plan for Stage II.

#### Stage II: Collect Data & Analyze (April – September 2025)

- Complete a building and business inventory of the downtown.
- Organize a business mix and location analysis.
- Conduct a survey of downtown business owners.
- Conduct a customer origin analysis by engaging with downtown shoppers.
- Conduct a survey of residents about downtown visits and shopping habits.
- Facilitate participatory community design sessions.
- Analyze and synthesize data.

#### Stage III: Develop Goals & Action Plans (October – December 2025)

- Prepare results for the Downtown Revitalization Taskforce (DRT).
- Share results with the DRT.
- Establish a market position and set-up goals.
- Develop a DR strategic plan with the DRT.
- Share the results and strategic plan with the public and business community.

#### Stage IV: Implement and Monitor (Starting January 2026)

- Implement the work plan and monitoring process that is determined in Stage III.

### **Internal Policy and Legislated Requirements:**

Staff will ensure that this project is carried out in accordance with all internal policy and legislated requirements.

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

The EDO recommends that the DR program be delivered in-house so that expenses associated with the project coordinator (in this case the EDO), office space, and data entry be covered “in-kind.” This is a cost-effective approach, while also enabling the EDO to connect directly with businesses to maintain clear communication between the Township and the business community.

Additional costs associated with the DR program would be considered during the 2025 budget discussions and covered under the Economic Development budget. These costs will be related to

office supplies, software tools, promotion, community facilitation, training, mileage, and implementation of quick wins.

Where needed, the EDO will utilize the resources and expertise of other Township departments as well as local partners, institutions, and service providers.

**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 c). Participate in the Downtown Revitalization Program that Includes Developing a Vision for Downtown Beautification in Consultation with the Community

**Attachments:**

None.



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-12-04
<b>Report Number</b>	CL2024-039
<b>Title:</b>	2026 Municipal Election – Voting Methods
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Lindsey Green Clerk

**Executive Summary:**

This report is being provided to Council for approval of staff’s recommendation for the use of Internet and Telephone as the voting method of the 2026 Municipal Election.

**Recommendation:**

**Be it resolved that** Staff Report CL2024-039 be received for information; and **That** Council authorize internet and telephone voting as the voting method for the 2026 municipal and school board election by enactment of By-law 2024-154.

**Background:**

Municipal and school board elections must be held every four years and are administered by the Clerk as the Returning Officer, pursuant to the Municipal Elections Act, 1996, S.O. 1996, C.32 (the “MEA”).

The MEA states that a by-law authorizing an alternative voting method must be passed by May 1, 2026. However, it is vital that the Clerk’s Department begin the groundwork for the election in 2025 and therefore require direction from Council on the voting method to be used.

**Analysis**

Internet and Telephone voting was the method used by the Township for 2022 Municipal Election. [Staff Report CL2022-031 – Post Election and Accessibility Report](#) may be reviewed for a summary of the use of internet and telephone voting during the last election. Internet and Telephone voting was first used by the Township for the 2018 Municipal Election.

[Staff Report CL2021-005](#) was provided ahead of the 2022 Municipal Election which presents an in-depth breakdown of voting methods and staff’s recommendation to move forward with the use of internet and telephone voting as the sole voting method. This report may be reviewed for full background information.

Given the superior convenience and accessibility, financial considerations, constraints on staff capacity, and the positive experience of both the 2018 and 2022 Municipal elections, staff recommend that Council authorize the use of internet and telephone voting again for the 2026 municipal election.

Staff have previously provided in person help centres across the township during the voting period where residents may come if they require assistance accessing the voting platform which have historically been successful. Staff plan to continue with the use of help centres during the 2026 municipal election.

Upon approval of By-law 2024-154 to authorize the use of internet and telephone voting staff will release a Request for Proposals for Internet and Telephone voting services.

**Internal Policy and Legislated Requirements:**

[Municipal Act, 2001](#)

[Municipal Elections Act, 1996](#)

**Financial and Resource Implications:**

The total cost of the 2022 Election was \$37,544.00. Historically, each year Council allocates \$10,000.00 to the election reserve in preparation of an election every four years. Going into the 2022 election, the reserve sat at \$32,069.95 meaning we were short \$5,474.05 following the 2022 election. The reserve currently sits at \$24,525.95.

Staff anticipate a similar financial implication for the 2026 election but also keeping in mind the rising costs of goods and services since 2022, staff recommend that Council contribute \$15,000.00 to the Election reserve in 2025 and \$12,500.00 in 2026 to bulk up the reserve. This may be further refined once we have selected our internet and telephone voting provider.

**Strategic Priorities:**

None.

**Attachments:**

None.

**The Corporation of the Township of Southgate**  
**By-law Number 2024-154**

being a By-law to authorize the use of internet and telephone voting as an alternative voting methods for the 2026 municipal elections

**Whereas** Section 42(1)(b) of the Municipal Elections Act, 1996, 5.0, 1996, c.32, Sched., as amended, provides that the Council of a local municipality may pass by-laws to authorizes electors to use an alternative voting method, that does not require electors to attend a voting place in order to vote; and

**Whereas** Section 42(5) of the Municipal Elections Act, 1996, provides that when a by-law authorizing the use of an alternative voting method is in effect, Section 43 (advance votes) applies only if the by-law to specifies; and

**Whereas** the Council of the Township of Southgate deems it appropriate and in the public interest to utilize vote by internet and vote by telephone as the method of conducting municipal elections; and

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

1. **That** alternative voting methods are hereby authorized pursuant to the provisions of the Municipal Elections Act; and
2. **That** electronic vote-counting equipment is hereby authorized pursuant to the provisions of the Municipal Elections Act; and
3. **That** the Clerk shall establish procedures and required forms for the alternative voting methods and electronic vote-counting equipment in accordance with Section 42 (3) of the Municipal Elections Act; and
4. **That** this By-law shall come into full force and effect on the date of its passage.

**Read a first, second and third time and finally passed this 18<sup>th</sup> day of December, 2024.**

---

**Brian Milne – Mayor**

---

**Lindsey Green - Clerk**

**The Corporation of the Township of Southgate**

**By-law Number 2024-153**

**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, Mark Robbins 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 December 16, 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 18<sup>th</sup> day of  
December 2024.**

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Brian Milne, Mayor

---

Lindsey Green, Clerk



185667 Grey County Road 9  
RR 1  
Dundalk, Ontario  
N0C 1B0  
[www.southgate.ca](http://www.southgate.ca)

**Township of Southgate  
Council**

## MEMORANDUM

**SUBMITTED:** December 11, 2024      **FOR MEETING:** December 18, 2024  
**TO:** Council  
**FROM:** Deputy Mayor Barbara Dobreen  
**RE:** Notice of Motion regarding Maple Leaves Forever Campaign

### **Recommendation:**

**Whereas** many Native Maple trees that were planted in the late 19<sup>th</sup> century in return for government incentive are degrading and disappearing from the landscape of rural Southern Ontario due to them not being replaced with Native Canadian Maples; and

**Whereas** it is important to re-introduce and further restore Native Maples as a visual feature on the rural landscapes in Southern Ontario as they are naturally adapted to the local climate, site conditions and growing with other indigenous species, are relatively resistant to severe weather events, and they have evolved with local insects and disease pathogens; and

**Whereas** Maple Leaves Forever (<https://mapleleavesforever.ca>) encourages municipalities and planting agencies throughout Ontario and Canada to commit to planting Native Maples whenever a Maple is called for in municipal planting projects; and

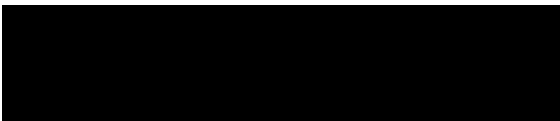
**Whereas** the Township of Southgate has been choosing Native Maples in their plantings when appropriate to do so; and

**Whereas**, in recognition for our commitment, the Township would be eligible for rebates/discounts when planting Native Maples and placed on the Maple Leaves Forever Honor Roll.

**Now Therefore Be It Resolved** that the Township of Southgate recognizes the importance of the Native Maple tree, Canada's arboreal emblem, and commits to always plant Native Maples whenever a maple is called for in any municipal planting project; and

**That** this resolution be forwarded to Maple Leaves Forever for recognition, Conservation Ontario, and Ontario municipalities.

Respectfully submitted,





<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-12-18
<b>Report Number</b>	PW2024-042
<b>Title:</b>	2023 GRCA Dundalk Lagoon Silver Level Recognition Program
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Jim Ellis
<b>Approved By:</b>	Jim Ellis Public Works Manager

**Executive Summary:**

The Grand River Conservation Authority spearheads the Grand River Watershed-Wide Wastewater Optimization Program (GRWWOP), working with municipalities, First Nations and the Ministry of the Environment, Conservation and Parks (MECP). The GRWWOP assists with wastewater treatment optimization to improve water quality in the Grand River watershed.

The Dundalk Lagoon system has been recognized in 2023 with achieving a Silver Level for wastewater treatment performance. (Attachment #1)

**Recommendation:**

**Be it resolved that** Staff Report PW2024-042 be received for information.

**Background:**

The GRWWOP recognition program, has an annual evaluation criterion for assessing wastewater effluent quality and compliance with the associated Environmental Compliance Approvals (ECA).

Part of the program’s focus is reducing Total Phosphorous (TP) and Total Ammonia Nitrogen (TAN) loading of nutrients in wastewater effluent and data collection in the annual Watershed Overview Report. (Attachment #2)

**Analysis:**

The GRWWOP Fall Workshop was held at the GRCA Auditorium in Cambridge on November 14, 2024.

Supervisor of Water and Roads Cory Henry and Public Works Manager Jim Ellis were in attendance. Jim presented a report on the Dundalk Lagoon 2024 Emergency Discharge Event. (Attachment #3)



Cory received the Silver Level Recognition Letter on behalf of Southgate presented by Cameron Irvine, GRCA Supervisor of Water Quality. (Attachment #4)

A big thanks to the Dundalk wastewater operators and their commitment to providing operational excellence.

**Internal Policy and Legislated Requirements:**

The Dundalk Sewage Treatment Works ECA number 5657-9D9LYE is the applicable Prescribed Instrument for the Dundalk Wastewater System.

**Financial and Resource Implications:**

There are no financial implications to this report.

**Strategic Priorities:**

Priority: Operational Excellence

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

Action Item: 12 e). Finalize the Water/Wastewater Servicing Strategy for Planned Urban Growth, Revise as Needed and Incorporate Updates into the Township Capital Plan

**Attachments:**

Attachment 1: PW2024-042 – GRWWOP Recognition for the Dundalk Lagoon 2023 Silver Level Performance Letter

Attachment 2: PW2024-042 – 2023 GRCA Watershed Overview of Wastewater Treatment Plant Performance

Attachment 3: PW2024-042 – Dundalk Lagoon 2024 Emergency Discharge Event

Attachment 4: PW2024-042 – Silver Level Recognition Acceptance Picture



November 14<sup>th</sup>, 2024

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

**Attention:** Jim Ellis, Public Works Manager

**Subject:** Recognition for the Dundalk lagoon for 2023 performance

On behalf of the Grand River Watershed-Wide Wastewater Optimization Program (GRWWOP), I would like to thank you for your efforts to improve the water quality of the Grand River. The GRWWOP aims to improve the water quality in the Grand River watershed and has developed a recognition program for wastewater treatment facilities that meet the criteria outlined in the following table:

Table 1 - 2023 Summary of Recognition Program Criteria and Points Earned for Lagoons

Earned/Available Points	Criteria
Yes	Was the lagoon in compliance with ECA effluent limits for all parameters in 2023?*
20/20	Include enhanced reporting in annual performance report (e.g. per capita flows and loads, water balance, etc.)
20/20	Conduct water balance
5/10	Water balance closes within ±15%
25/25	Monthly average final effluent quality meets voluntary final targets for TP
no target	Monthly average final effluent quality meets voluntary final targets for TAN
<b>70/75 = 93%</b>	<b>Total points</b>

\*Note: If compliance is not achieved in all months, the plant is not eligible for recognition.

A score of 70% to <80% will receive a Bronze level recognition, from 80% to <100% will receive Silver and 100% will receive Gold. Based on the 2023 data submitted to us, the Dundalk lagoon achieved a total score of 93%.

I am pleased to inform you that the Dundalk lagoon has achieved the **Silver** recognition level based on 2023 data. I congratulate you on this achievement and encourage you to continue your efforts to reduce pollutant discharges to the Grand River. A spreadsheet template will be sent to you from the GRCA at the beginning of 2025 to gather required data for the 2024 watershed annual report on wastewater treatment performance and support the GRWWOP recognition program.

Yours truly,

Samantha Lawson  
Chief Administrative Officer  
Grand River Conservation Authority



# 2023 Watershed Overview of Wastewater Treatment Plant Performance

**August 2024**

Report Prepared by Simion Tolnai  
Grand River Conservation Authority



# TABLE OF CONTENTS

Executive Summary .....	v
Plant Flows.....	v
Treatment Performance.....	vi
Data Integrity Checks .....	vii
Grand River Impacts.....	viii
Plant Loading .....	ix
Bypasses and Overflows .....	x
Introduction .....	1
Background .....	3
Data Collection Methodology.....	6
Wastewater Treatment Plant Reporting and Performance .....	7
Data Reporting .....	7
Final Effluent Quality .....	7
Total Phosphorus (TP).....	7
Total Ammonia Nitrogen (TAN).....	7
Voluntary Effluent Quality Performance Targets.....	8
Influence of WWTPs on the Grand River .....	13
TP Loading to Lake Erie from Grand River.....	13
Precipitation .....	14
Recent studies .....	17
Bypasses and Overflows .....	17
Data Integrity Checks .....	19
Wastewater Treatment Plant Loading Summary .....	22
Influent flow .....	22
Raw Influent Loads .....	29
TBOD Loading .....	29
TSS Loading .....	32
TKN Loading.....	32
TP Loading .....	32
Ratios .....	36
Final Comments.....	39
Bibliography .....	40
Appendix 1: Sludge Accountability and Water Balance Summary .....	42

## List of Tables

Table 1: WWTP Effluent flow as a percentage of Grand River total flow .....	viii
Table 2: Summary of 2012 to 2023 watershed WWTP raw influent concentrations.....	ix
Table 3: Summary of 2012 to 2023 watershed WWTP loading metrics .....	ix
Table 4: Voluntary effluent quality performance targets for TP and TAN .....	8
Table 5: Percentage of months plants meeting TP and TAN targets 2023.....	10
Table 6: Wastewater effluent TP loading and flow-weighted concentration to the Grand River .	12
Table 7: Wastewater effluent TAN loading and flow-weighted concentrations to the Grand River .....	12
Table 8: WWTP effluent flow as a percentage of Grand River total flow over 2012-2023 period. ....	15
Table 9: Summary of 2019-2023 Sludge Accountability analyses .....	21
Table 10: Summary of 2019-2023 Water Balance analyses of lagoons.....	22
Table 11: Annual average raw influent cBOD and TBOD concentrations reported by Grand River watershed plants in 2016-2023	29
Table 12: Summary of sludge accountability analysis results .....	43
Table 13: Summary of Water Balance results from plants that report on it .....	44

## List of Figures

Figure 1: Total reported WWTP average daily flow and population from 2012-2023 .....	v
Figure 2: Flow-weighted effluent TP concentrations and total loading .....	vi
Figure 3: Flow-weighted summer and winter effluent TAN concentrations and total loading.....	vii
Figure 4: Map showing locations of WWTPs in the watershed .....	2
Figure 5: Composite Correction Program Performance Pyramid .....	4
Figure 6: Area-Wide Optimization Model.....	5
Figure 7: Number of plants meeting TP and TAN targets in all months of discharge (2012-2023) .....	9
Figure 8: Percentage of months meeting the voluntary targets for all plants combined from 2012-2023.....	11
Figure 9: Annual TP Load to Lake Erie at York .....	14
Figure 10: Total annual precipitation (in mm) at selected locations across the watershed. Typical range is based on 5th and 95th percentile of historical observations over the past 50 years. ....	16
Figure 11: Number of low, moderate and high-risk bypasses from 2013-2023 .....	18

Figure 12: Volume of low, moderate and high-risk bypasses from 2013-2023.....	19
Figure 13: ADF and Nominal Design Flow of watershed WWTPs .....	25
Figure 14: Annual average flow as a percentage of rated plant capacity .....	26
Figure 15: Per capita influent flow .....	27
Figure 16: Ratio of peak day flow to annual average flow .....	28
Figure 17: Per Capita TBOD Load .....	31
Figure 18: Per Capita TSS Load .....	33
Figure 19: Per Capita TKN Load .....	34
Figure 20: Per Capita TP Load.....	35
Figure 21: Ratio of Raw TSS to Raw TBOD .....	37
Figure 22: Ratio of Raw TKN to Raw TBOD.....	38

## Acronyms and Abbreviations

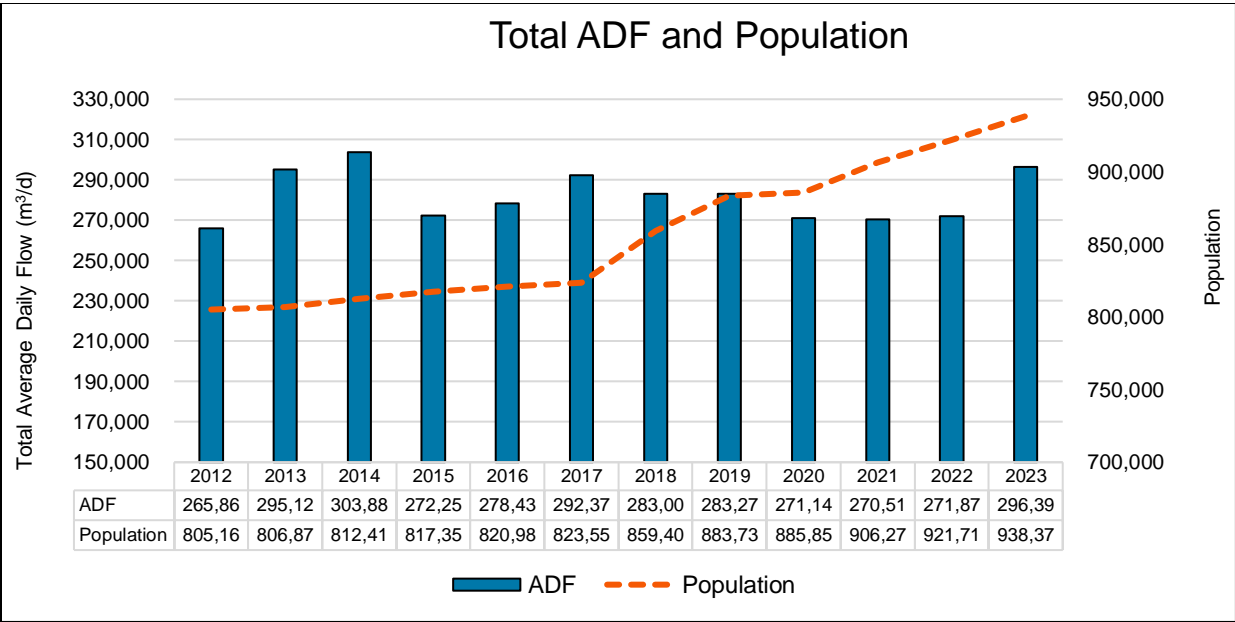
ADF	Average daily flow
c BOD	Carbonaceous 5-day biochemical oxygen demand
CCP	Composite Correction Program
ECA	Environmental Compliance Approval (formerly called Certificate of Approval)
EPA	US Environmental Protection Agency
GRCA	Grand River Conservation Authority
I/I	Inflow/ Infiltration
MECP	Ontario Ministry of the Environment, Conservation and Parks
NDF	Nominal Design Flow (listed in plant's ECA)
OCWA	Ontario Clean Water Agency
PWQO	Provincial Water Quality Objectives
TAN	Total ammonia nitrogen
TBOD	Total 5-day biochemical oxygen demand
TKN	Total Kjeldahl nitrogen
TP	Total phosphorus
TSS	Total suspended solids
UIA	Un-ionized ammonia
WMP	Water Management Plan
WWOP	Watershed-wide Wastewater Optimization Program
WWTP	Wastewater treatment plant

# EXECUTIVE SUMMARY

Since 2010, the Grand River Conservation Authority (GRCA) has been working collaboratively with local partners and the Ministry of the Environment, Conservation and Parks (MECP) to implement a Watershed-wide Wastewater Optimization Program (WWOP). A key program activity is the preparation of an annual report on effluent quality and plant loading for treatment facilities discharging in the Grand River watershed. The first annual report was produced for data collected in 2012. Year-to-year variations are used to evaluate the success of the program and track wastewater treatment plant (WWTP) impacts on the Grand River. Available performance and loading data for 28 of 30 wastewater treatment plants were voluntarily reported in 2023. These results were summarized in terms of treatment performance, data integrity, impacts on the Grand River, plant loading and bypasses and overflows and compared to results from previous years.

## Plant Flows

Figure 1 shows the total average day flow (ADF) for all the reporting plants from 2012 to 2023. Additionally, the reported serviced population for each year is included on the secondary axis in orange. From 2012-2023 the reported population increased by 17% (or 1.5% per year) from about 805,200 people in 2012 to 938,400 in 2023 while the flows increased by 11%. Total plant flow can also be affected by variations in precipitation.



**Figure 1: Total reported WWTP average daily flow and population from 2012 to 2023**

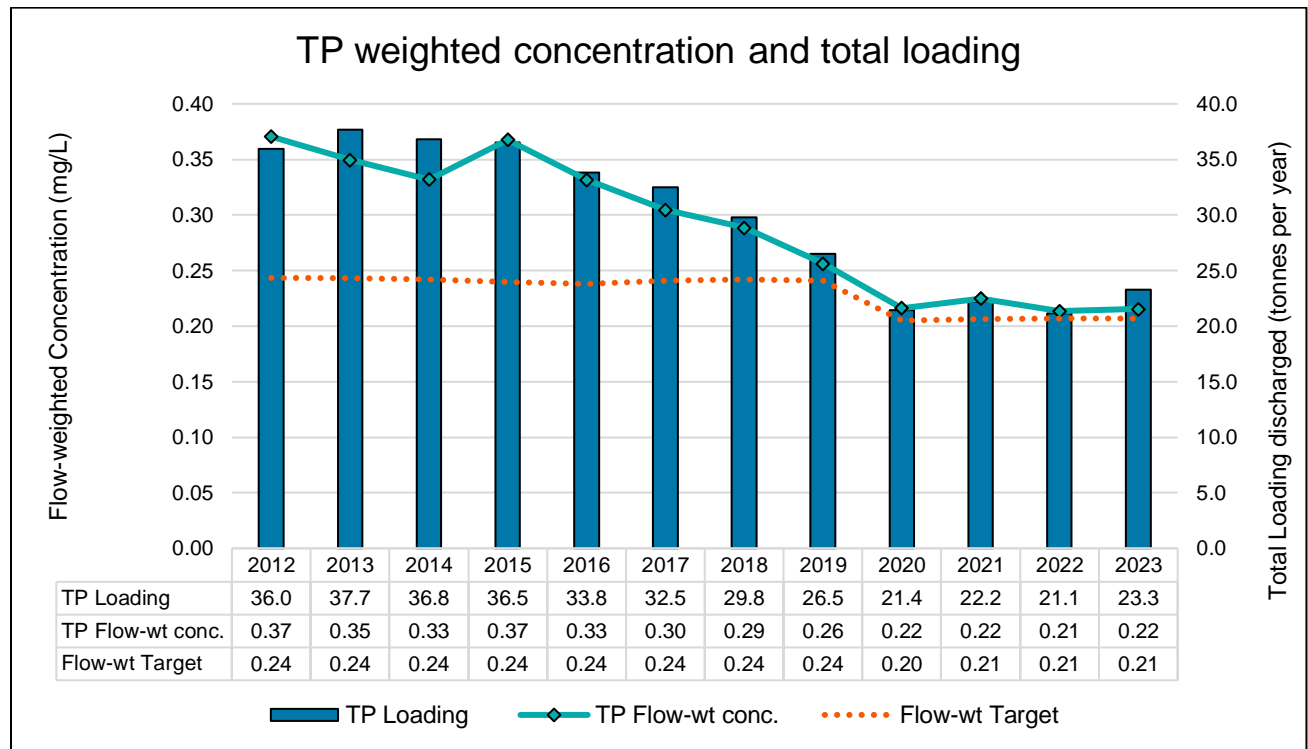


## Treatment Performance

Figure 2 and Figure 3 shows the final effluent total phosphorus (TP) and total ammonia nitrogen (TAN) flow-weighted average concentrations and the total loading from 2012 to 2023. The dashed line in Figure 2 represents the watershed-wide flow-weighted concentration target for TP, which is calculated based on each plant's average daily flow (ADF) multiplied by the corresponding TP target and the sum of these values is divided by the total ADF. This target can change year over year as the annual ADF changes.

With respect to the TP concentrations and loads in Figure 2, the following observations can be made:

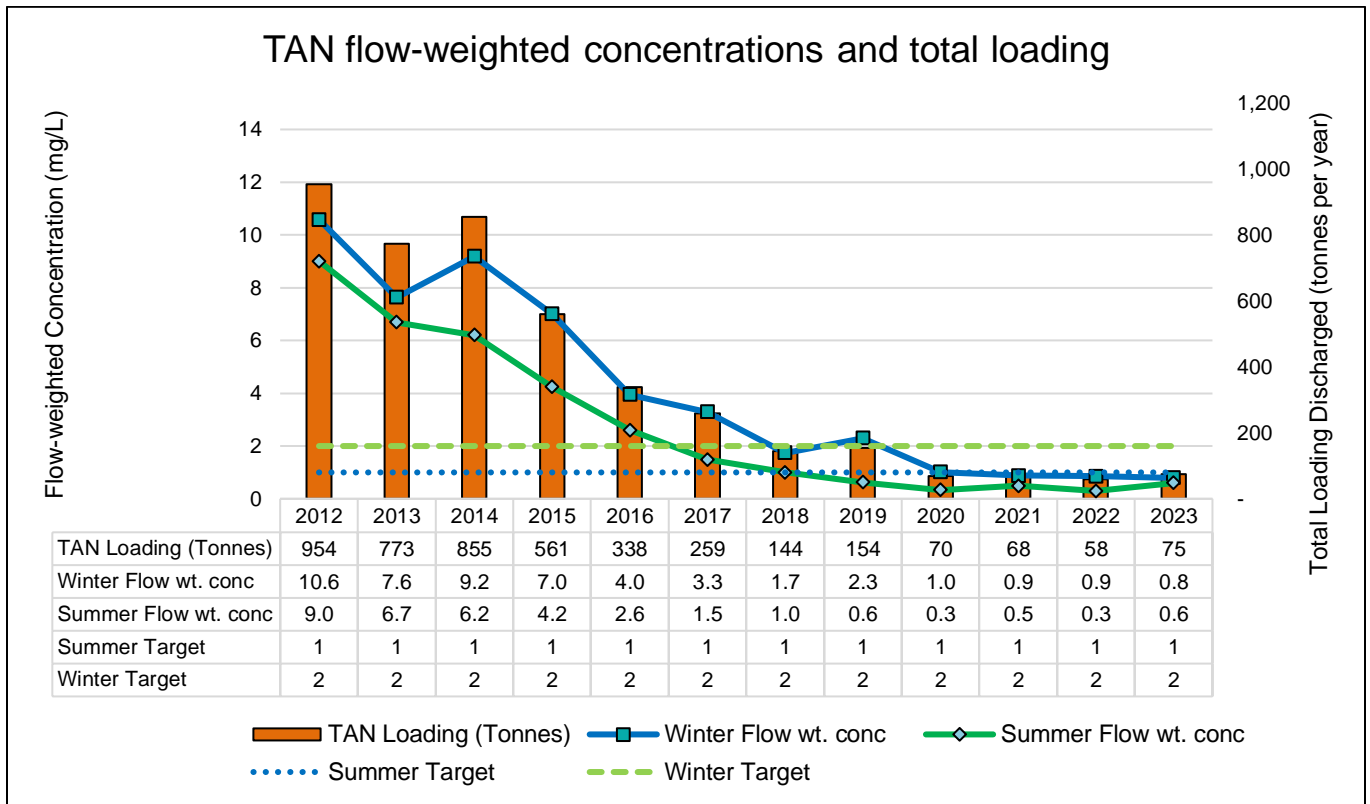
- From 2022 to 2023, the TP flow-weighted concentration increased from 0.21 to 0.22 mg/L and the TP load increased from 21.1 to 23.3 tonnes; and
- From 2012 to 2023, the TP flow-weighted concentration decreased from 0.37 to 0.22 mg/L and the TP load from 36.0 to 23.3 tonnes.



**Figure 2: Flow-weighted effluent TP concentrations and total loading**

With respect to Figure 3 showing the TAN loads and concentrations, the following comments are applicable:

- From 2022 to 2023 the summer TAN flow-weighted concentration increased from 0.3 to 0.6 mg/L and winter TAN flow-weighted concentration decreased from 0.9 to 0.8 mg/L. TAN total loading increased from 58 to 75 tonnes compared to the previous year.
- From 2012 to 2023, the overall total TAN flow-weighted concentration decreased from 9.8 to 0.7 mg/L and the total loading from 954 to 75 tonnes.



**Figure 3: Flow-weighted summer and winter effluent TAN concentrations and total loading**

Overall, both TP and TAN concentrations and loadings decreased steadily from 2012 to 2020 and have plateaued from 2020 to 2023.

### Data Integrity Checks

A sludge accountability analysis compares the annual amount of sludge reported by a mechanical plant to the amount of sludge projected based on plant loadings and removal. Conducting this analysis can help to determine if monitoring is truly representative. In 2023, sludge accountabilities were reported for 22 plants in the watershed. For 13 of the plants, the accountability “closed” within  $\pm 15\%$  .

A water balance analysis compares the annual amount of measured net precipitation on the surface area of a lagoon system to the annual amount of projected net precipitation using lagoon level measurements, total influent, and total effluent flows of a lagoon system. This analysis can help to determine if the flow measurement devices at a lagoon are accurate. In 2023, water balances were reported for three lagoon systems in the watershed. One of these analyses closed within  $\pm 15\%$  .

## Grand River Impacts

Table 1 summarizes the impact of total annual average discharge of effluent from wastewater treatment plants on the total flow in the Grand River.

**Table 1: WWTP Effluent flow as a percentage of Grand River total flow**

Parameter	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
% Annual Average Flow	6.8%	3.1%	2.6%	5.0%	4.7%	3.5%	3.6%	3.7%	4.5%	5.1%	5.5%	5.0%
% August Average Flow	13.9%	5.4%	9.5%	11.5%	9.0%	7.3%	8.7%	10.3%	10.2%	12.6%	14.5%	7.1%

The year-to-year variations in Table 1 are largely a function of precipitation and weather in the watershed in any given year. The percentage of flows in August is also shown, as flows in this month are typically the lowest and treated wastewater makes up a larger portion of river flow. In 2017 and 2019, precipitation was above average. In 2023 following a significantly dry September, the watershed saw slightly higher precipitation levels through the months of October and November, but the observed rainfall levels are still below long-term averages. Over the entire year of 2023, the precipitation levels appear to approach normal long-term averages (Taleban, 2023).

Some improvements in the water quality of the Grand River have been noted due to recent WWTP upgrades and optimization efforts. Upgrades at the Kitchener and Waterloo WWTPs completed in 2019 have allowed the plants to nitrify, resulting in lower concentrations of TAN, UIA and nitrite in the Grand River. The data collected in 2023 illustrate that the Region's largest plants had no statistically significant increase on TP and TAN concentrations, however during summer low-flow conditions the data showed exceedance of TP Provincial Water Quality Objectives (PWQO) downstream of Kitchener and Waterloo treatment plants (LGL Limited, 2024).

## Plant Loading

Table 2 summarizes the 2023 median in comparison to 2012-2022 ranges and typical values for raw influent concentrations for Total 5-day biochemical oxygen demand (TBOD), total suspended solids (TSS), TP and total Kjeldahl nitrogen (TKN). These data are helpful to give a rough idea of typical concentrations for the plants in Grand River watershed as sometimes poor estimates of population play into the per capita loadings. Table 3 summarizes key process loading metrics for 2023 as well as typical values and the range of median reported values from 2012 to 2022. Per capita loadings are influenced by sampling, proportion of industry to residential loading and population values. The results in the tables enable plant owners and operators to compare loadings at their facilities to those at other plants in the watershed, which can be used to determine the impact of industrial discharges and may highlight concerns with unrepresentative sampling of raw influent.

**Table 2: Summary of 2012 to 2023 watershed WWTP raw influent concentrations**

Raw Influent concentrations	Watershed Median 2012-2022 (min - max)	Watershed Median 2023	Range of typical concentrations*
TBOD (mg/L)	183-251	<b>221</b>	120 -380
TSS (mg/L)	204-258	<b>264</b>	120 -370
TP (mg/L)	5-6	<b>5</b>	4-12
TKN (mg/L)	38-47	<b>44</b>	20-45

\* (Eddy, 2003)

**Table 3: Summary of 2012 to 2023 watershed WWTP loading metrics**

Loading Measure	Watershed Median 2012-2022 (min - max)	Watershed Median 2023	Typical Value
Per capita flow (L/person/day)	280-351	<b>296</b>	350-500
ADF as % of Nominal Design	51%-to 66%	<b>61%</b>	Not Applicable
Peak day: Annual average flow	2.25–3.54	<b>3.01</b>	2.5–4.0

Loading Measure	Watershed Median 2012-2022 (min - max)	Watershed Median 2023	Typical Value
Per capita TBOD <sup>1</sup> loading (g/person/day)	63 - 77	<b>68.8</b>	80
Per capita TSS loading (g/person/day)	69 - 93	<b>85.4</b>	90
Per capita TKN loading (g/person/day)	13 - 14	<b>13.3</b>	13
Per Capita TP loading (g/person/day)	1.6 – 2.0	<b>1.7</b>	2.1
Raw TSS:TBOD ratio	1.01 - 1.25	<b>1.06</b>	0.8 - 1.2
Raw TKN:TBOD ratio	0.17 - 0.23	<b>0.20</b>	0.1 - 0.2

Year-to-year variations in per capita flow, the average day flow as a percentage of the design flow and the ratio of the peak day to average day flow from Table 3 are largely due to differences in inflow and infiltration (I/I) related to precipitation.

### Bypasses and Overflows

Bypasses and overflows are terms used to describe events that result in untreated or partially treated sewage reaching natural water bodies (Grand River Municipal Water Managers Working Group, 2009). Bypasses occur when parts of a treatment process are bypassed and partially treated wastewater discharges to the environment via the WWTP effluent outfall. Overflows occur when sewage enters the environment at a location other than the effluent outfall.

Bypasses/ overflows can be classified as low, moderate, or high according to the level of risk to downstream users. Overall, the total number of bypasses is 66 in 2023, a substantial increase from 21 events recorded in the previous year and similar in number to 2013, the year WWOP started monitoring these events. In terms of the volume of bypasses recorded in 2023 compared to the previous year, there is an increase from 27,195 to 88,053 cubic metres. Several low and moderate risk bypasses in 2023 occurred in February and December and were related to weather conditions generating high peak day flows to the WWTP.

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<sup>1</sup> Some previously reported data was based on cBOD and may be less reliable. Research indicates that cBOD measurements of raw wastewater underestimate organic loading by 20 to 40% .

Effluent quality has improved since 2012 as a result of facility upgrades and optimization. These improvements have led to significant reductions in TP and TAN discharged to the Grand River. However, 2023 is the first year in recent years that both TP and TAN loading increased compared to the previous year. Five of the eight largest plants in the watershed did not consistently achieve their TP target in 2023. TP loading increased from 21.1 tonnes in 2022 to 23.3 tonnes in 2023, a 10% increase. TAN loading also increased compared to the previous year, from 58 tonnes in 2022 to 75 tonnes in 2023, an increase of 29% .

## INTRODUCTION

The Grand River watershed has a population close to 1 million that is expected to reach 1.5 million by 2051 (GRCA, 2024). Based on data reported to the Grand River Conservation Authority (GRCA), wastewater from a total population of about 938,300 is treated by municipal and First Nations-owned facilities in the watershed while the remainder of the population is serviced by other means such as private septic systems. Significant population growth will result in more wastewater treatment plant (WWTP) effluent being discharged into the Grand River and its tributaries. There are 30 municipal and First Nations WWTPs that discharge their treated effluent into rivers in the watershed, as shown in Figure 4.

The organizations listed below are responsible for their operation:

- Township of Southgate
- Town of Grand Valley
- Township of Mapleton
- Township of Wellington North
- Township of Centre Wellington
- Region of Waterloo
- City of Guelph
- Oxford County
- County of Brant
- City of Brantford
- Haldimand County
- Six Nations of the Grand River
- Mississaugas of the Credit First Nation

The following report describes the background and objectives of the Grand River Watershed-wide Wastewater Optimization Program (WWOP) and provides a summary of performance data from 2012 to 2023 voluntarily reported by the program participants.

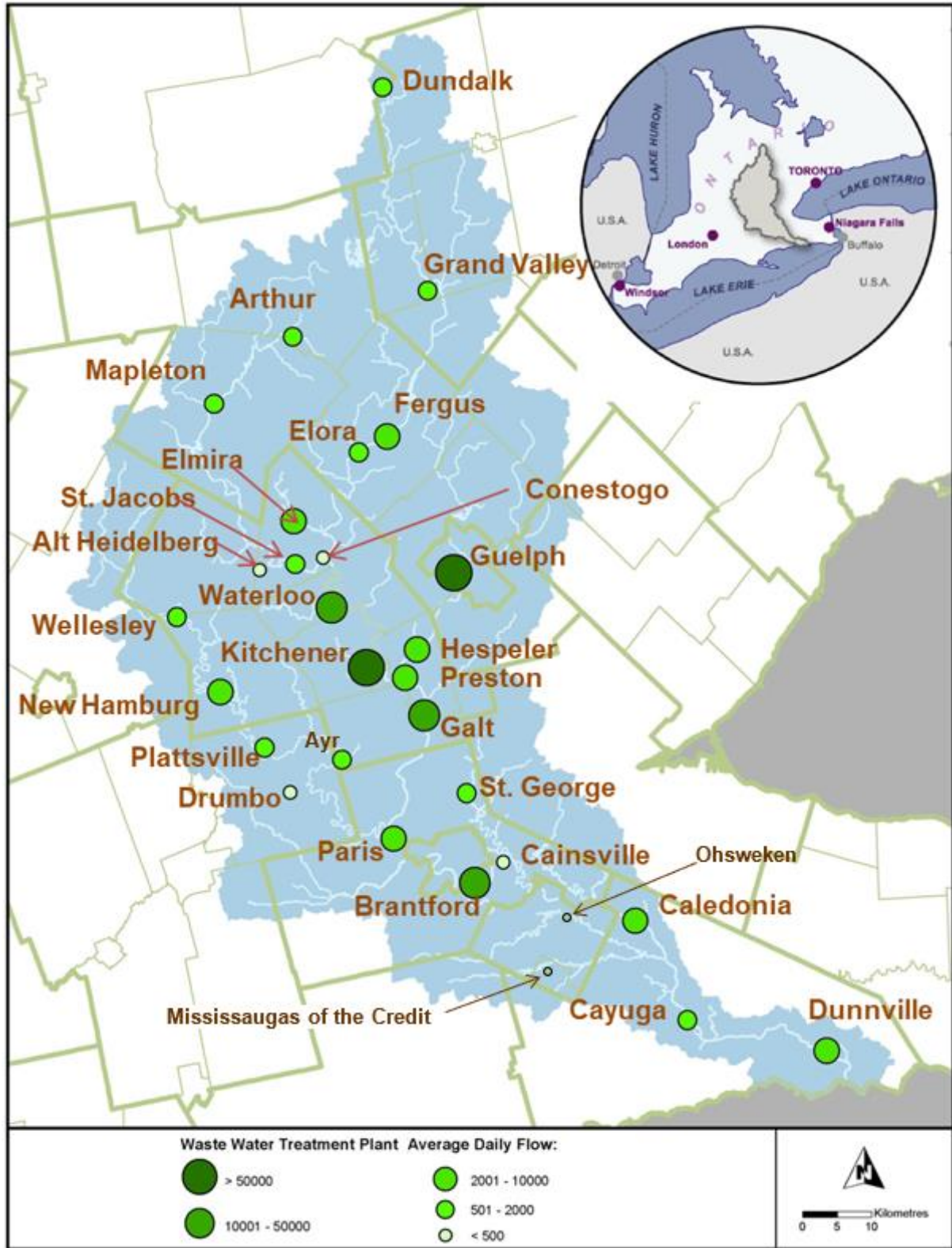


Figure 4: Map showing locations of WWTPs in the watershed



## Background

The Grand River, located in southwestern Ontario, traverses a distance of approximately 310 km from its source near Dundalk to its point of discharge into Lake Erie at Port Maitland. The river and its tributaries serve as drinking water supply for four communities in the watershed in addition to providing other uses including a world-renowned brown trout tail-water fishery, active and passive recreation opportunities and productive agricultural lands (Anderson et al., 2011). Because of its cultural heritage and outstanding recreational opportunities, the Grand River and its major tributaries (Nith, Conestogo, Speed and Eramosa) were designated as a Canadian Heritage River in 1994 (Canadian Heritage Rivers System, 2017). Thirty WWTPs discharge treated effluent to the Grand or its tributaries.

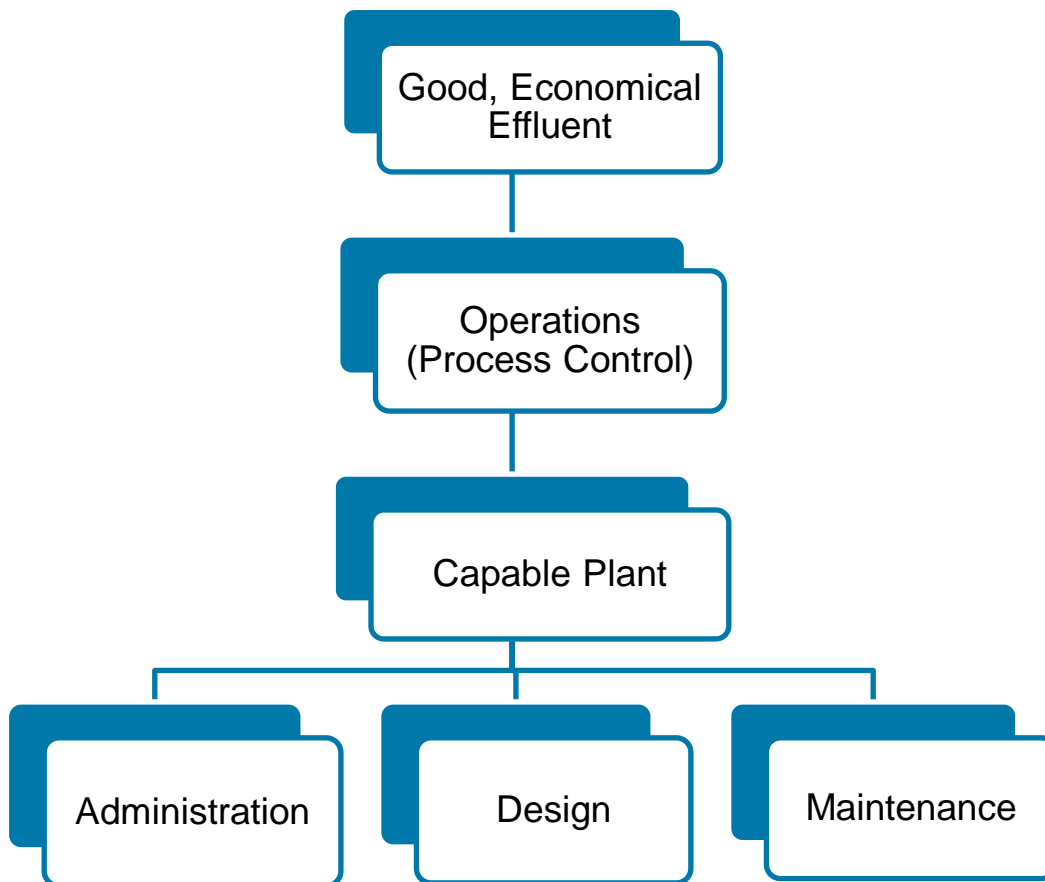
Since 2010, GRCA has been working collaboratively with municipal and First Nations partners and the Ministry of the Environment, Conservation and Parks (MECP) to develop a Watershed-wide Wastewater Optimization Program (WWOP). The WWOP supports maintaining and improving water quality in the Grand River, as identified in the Grand River Water Management Plan (WMP) (Project Team, 2014). The WWOP is a voluntary program focused on skills development, knowledge transfer and capacity building within the watershed. The objectives of the program are to:

- Improve water quality in the Grand River and its tributaries as a direct result of improving wastewater treatment plant performance,
- Improve the water quality of Lake Erie,
- Tap the full potential of existing wastewater infrastructure and promote excellence in infrastructure management,
- Reduce vulnerability to climate change,
- Build and strengthen partnerships for wastewater optimization,
- Enhance partner capability and motivation,
- Leverage and learn from existing area-wide optimization programs in the United States (US), and
- Demonstrate strategies that can serve as a model for other areas of Ontario.

The WWOP promotes optimization across the watershed by encouraging the adoption of the Composite Correction Program (CCP). The US Environmental Protection Agency (EPA) developed the CCP as a structured approach to identify and systematically address performance limitations to achieve a desired effluent quality (EPA, 1989). The CCP was adapted for Ontario and documented in the handbook, “The Ontario Composite Correction Program Manual for Optimization of Sewage Treatment Plants” (PAI & WTC, 1996).

Additionally, the WMP suggests that adopting the CCP will help to reduce the overall loading of total phosphorus (TP) to the Grand River and, ultimately, to Lake Erie.

The CCP is based on the model shown in Figure 5. Good administration, design, and maintenance establish a “capable plant” and, by applying good process control, operators achieve a “good, economical” effluent.



**Figure 5: Composite Correction Program Performance Pyramid**

The CCP is a two-step approach. The first step, a Comprehensive Performance Evaluation, evaluates and identifies performance limiting factors in the areas of administration, design, maintenance and operations of a wastewater treatment plant. If applicable, in Step 2 (Comprehensive Technical Assistance) a facilitator works with plant operators and managers to address and resolve any factors identified in Step 1. The watershed municipalities of Guelph, Haldimand County and Brantford have applied the CCP approach and have demonstrated its benefits, including improved effluent quality and re-rated capacity.

This approach has proven to be successful but is resource intensive when applied on a plant-by-plant basis. To address this challenge, an area-wide approach (as shown in Figure 6) was adopted based on the successful strategy for optimizing drinking water treatment systems in the US. Major components include: Status, Targeted Performance Improvement, and Maintenance. The model utilizes a proactive, continuous improvement approach to improve effluent quality.

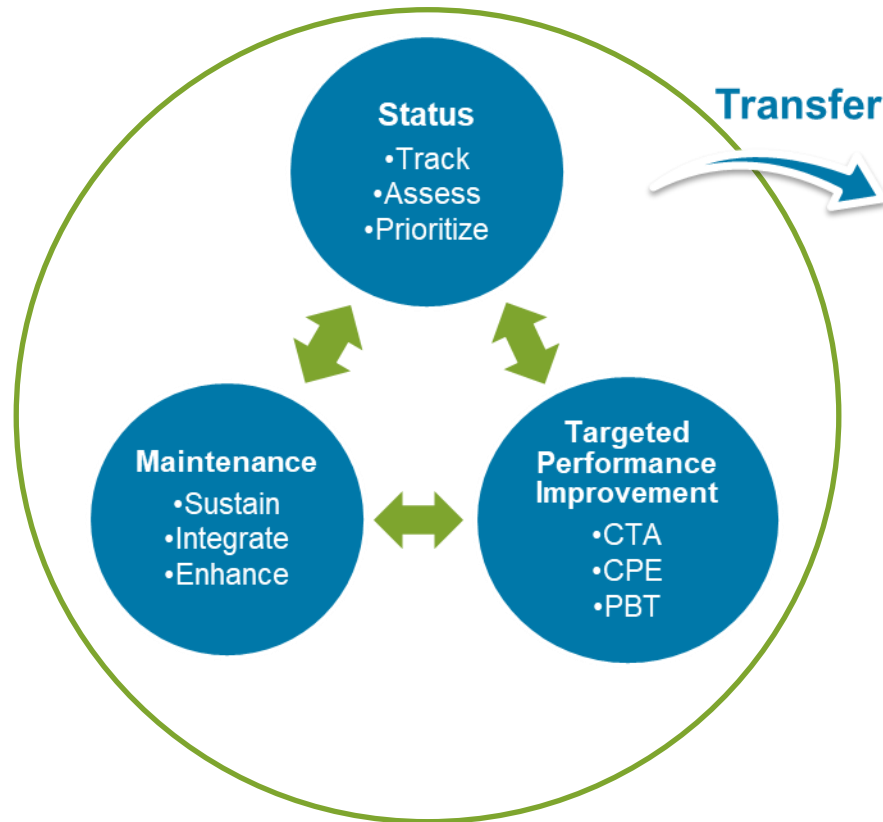


Figure 6: Area-Wide Optimization Model

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Lake Erie Action Plan

Wastewater treatment plant optimization and **area-wide optimization** programs are highlighted as actions in the Canada-Ontario Lake Erie Action Plan as a means to reduce phosphorous loadings. (Canada-Ontario Agreement Partners, 2018)

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A key activity under the Status Component is plant performance monitoring, used to demonstrate the success of the program, track changes over time and identify plants for further optimization work. Targeted Performance Improvement establishes voluntary performance targets and applies tools for achieving them. This component can include performance-based training, technical assistance, and other activities to develop and transfer skills. The purpose of the Maintenance component is to sustain and grow the program. As part of the maintenance component, a recognition program was developed to encourage participation and to acknowledge plants that:

- Participate in the WWOP,
- Apply CCP concepts,
- Meet all of the effluent compliance limits stated in their Environmental Compliance Approval (ECA),
- Adopt and achieve voluntary effluent quality performance targets,
- Participate in enhanced annual reporting (per capita loading, sludge accountability, etc.) and,
- Conduct annual sludge accountability analysis or water balance for lagoon systems.

The recognition awards based on 2023 plant data will be presented in the fall of 2024.

Additionally, the WWOP area-wide model includes a Transfer element to share and encourage other jurisdictions to adopt this approach.

### Data Collection Methodology

Voluntary performance reporting across the watershed was initiated through several workshops that were held in 2010 and 2011 that brought wastewater operators, supervisors and managers together from communities within the watershed. These workshops provided information on optimization using the CCP and training on some of the tools used to evaluate WWTP performance. Workshop participants, with the assistance of peer facilitators, were encouraged to carry out the following performance calculations using their own plant data for 2012:

- Annual Average Daily Flow (ADF) as a percentage of Nominal Design Flow (NDF),
- Per capita influent flow,
- Ratio of peak day flow to ADF,
- Per capita TBOD, total suspended solids (TSS), and total Kjeldahl nitrogen (TKN) loading to the plant, and
- The ratios of TSS to TBOD and TKN to TBOD in the raw influent.

Additional workshops were held throughout 2012-2023 to review these performance metrics. Participants across the watershed were encouraged to calculate these metrics on an annual

basis, report the information back to the GRCA, as well as include them in performance reports to the MECP.

In addition to the metrics listed above, plant staff voluntarily submitted plant performance data including effluent TP and TAN concentrations. An Excel spreadsheet template was provided to plant owners and operators for data submission.

This report summarizes 2023 plant data and compares it to 2012-2022 data.

## **WASTEWATER TREATMENT PLANT REPORTING AND PERFORMANCE**

### **Data Reporting**

For 2023, 28 of the 30 WWTPs voluntarily reported their performance to the GRCA. All of these treatment plants reported their data using an Excel spreadsheet template. In presenting summaries of the data in the following sections, the plants are ranked from largest to smallest in terms of flow treated.

### **Final Effluent Quality**

#### **Total Phosphorus (TP)**

TP is being targeted for improvement in the WWOP since “a high concentration of phosphorus in most rivers and streams in the Grand River watershed has long been recognized as an issue as it is the primary nutrient that promotes nuisance growth of aquatic plants and algae in the rivers” (Project Team, 2014). Over the past decade, zones of low oxygen, as a result of excessive algal growth, have been increasing in Lake Erie causing significant impact on the lake’s environment and Canadian economy (Canada-Ontario Agreement Partners, 2018). In early 2018, the Canada-Ontario Lake Erie Action Plan on achieving phosphorus loading reductions in Lake Erie from Canadian sources was finalized. According to 2003 - 2013 data, “Canadian sources contribute 54 percent of the total phosphorus load to the eastern basin, with the majority of this coming from one tributary - the Grand River” (Canada-Ontario Agreement Partners, 2018). This is another important reason to reduce phosphorous levels in the Grand River and its tributaries.

#### **Total Ammonia Nitrogen (TAN)**

Nitrate and ammonia can have direct toxic effects on aquatic life at high concentrations and TAN acts as an oxygen scavenger that reduces the dissolved oxygen (DO) concentration in water. TAN is being targeted under the WWOP since “high levels of un-ionized ammonia occur in the Grand River watershed in reaches downstream of wastewater treatment plants” (Project

Team, 2014). Un-ionized ammonia is the toxic component of total ammonia nitrogen. As the pH and temperature increase, the amount of un-ionized ammonia increases as well.

### Voluntary Effluent Quality Performance Targets

The Grand River Water Management Plan recommends that “watershed municipalities who own WWTPs adopt voluntary effluent quality performance targets that go beyond the compliance objectives as stated in ECAs” to achieve the goal of improved water quality in the watershed. (Project Team, 2014). The proposed voluntary effluent targets are set out in Table 4. The TP targets were established based on demonstrated performance across the province and within the watershed for various levels of treatment (e.g. separate targets were established for secondary and tertiary treatment). Since nitrification is less effective in colder temperatures, there are different targets for TAN in “summer” (May to October) and “winter” (November to April) periods.

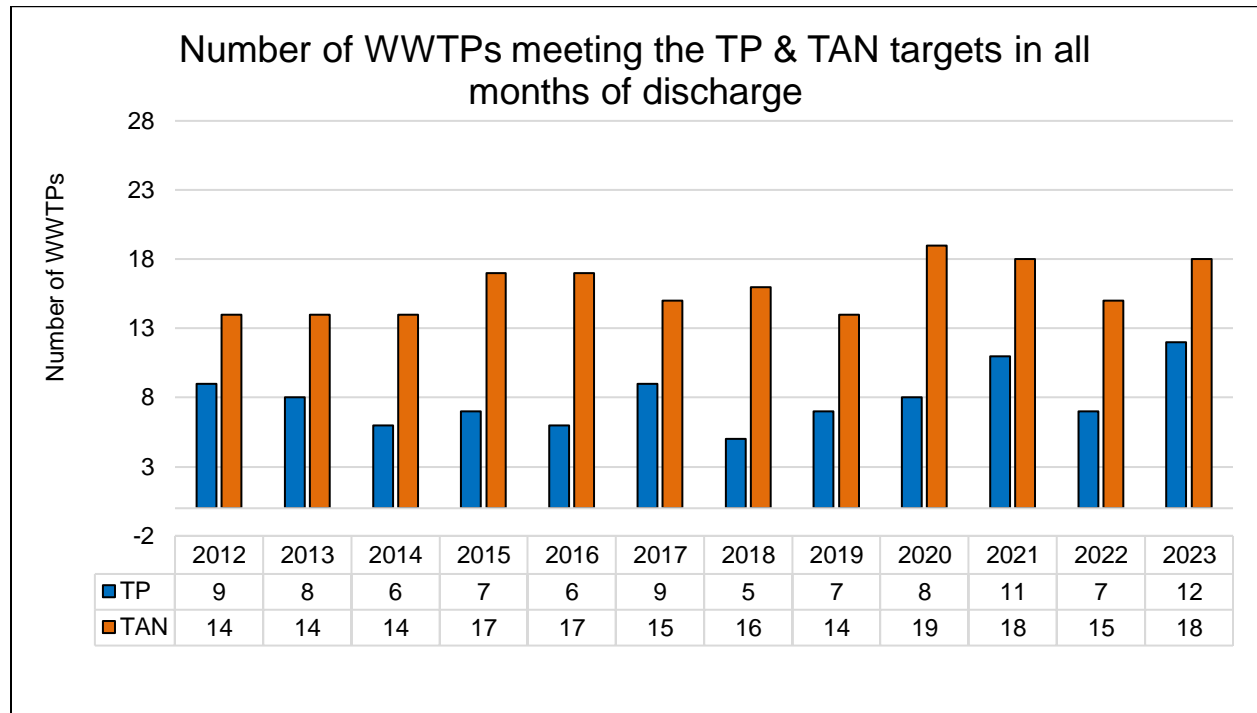
**Table 4: Voluntary effluent quality performance targets for TP and TAN**

Treatment Type	TP Target (monthly average mg/L)	Summer <sup>1</sup> TAN Target (monthly average mg-N/L)	Winter <sup>1</sup> TAN Target (monthly average mg-N/L)
Lagoon	0.30	Meet ECA objectives, if any	Meet ECA objectives, if any
Tertiary Lagoon	0.15	Meet ECA objectives, if any	Meet ECA objectives, if any
Secondary	0.30	1.0	2.0
Tertiary	0.15	1.0	2.0

**Notes:** <sup>1</sup> “summer” is May to October, “winter” is November to April

Figure 7 shows the number of plants meeting the TP and TAN targets in all months of discharge, from 2012 to 2023. In 2023, 28 plants reported their monthly final effluent TP and TAN and of those plants, 12 met the TP target in each month and 18 met the TAN target in each month. Table 5 shows the percentage of months the TP and TAN targets were achieved in 2023 for each plant. The Table 5 cells are color coded with, green cells showing that the targets were achieved in more than 90% of the months of discharge, yellow cells showing that the targets were achieved between 50% to 90% of the months of discharge and the red cells showing that the targets were met in less than 50% of the months of discharge. Blank cells are plants with no TAN target. Achieving the targets can vary from year-to-year, due to changing factors such as staffing, weather conditions, equipment maintenance or operating costs. This shows the need for ongoing engagement of WWOP to support plants.

Figure 8 shows the proportion of months that all plants combined met the TP and TAN targets from 2012 to 2023. A percentage is used because some plants do not discharge year-round. Additionally, there are two plants that do not have a target for TAN. As presented in Figure 8, the TP targets were achieved 62% in 2012 and 76% in 2023 respectively. Overall, the achievement of TAN targets has improved 11% since the start of the program from 75% in 2012 to 83% in 2023. The ultimate goal is to meet the voluntary targets 100% of the time.



**Figure 7: Number of plants meeting TP and TAN targets in all months of discharge (2012-2023)**

Table 6 shows the annual average effluent TP loadings from all WWTPs combined for the years 2012 to 2023, as well as flow-weighted TP concentrations. For a majority of plants, the TP loading was calculated based on the product of each plant’s monthly average flow and its corresponding monthly average effluent TP concentration. For plants that did not report monthly data, the TP loading was based on the annual average flow and TP concentration. The flow-weighted concentrations were calculated by dividing the total combined loading by the total average flow. There was a 10% increase in TP loading in 2023 from 2022, largely as a result of increased loadings from some of the larger WWTPs in the watershed, including Kitchener, Waterloo, and Galt WWTPs. The flow-weighted concentrations in 2023 are also higher than the previous year. From 2012 to 2023 the TP loadings and flow-weighted concentrations have dropped by 35 and 42% , respectively.

**Table 5: Percentage of months plants met TP and TAN targets in 2023.**

WWTP	TP	TAN
Kitchener	33%	100%
Guelph	92%	67%
Waterloo	33%	92%
Brantford	100%	100%
Galt	0%	67%
Preston	92%	100%
Hespeler	33%	67%
Paris	75%	100%
Fergus	25%	100%
Dunnville	100%	50%
Elmira	83%	100%
New Hamburg	75%	100%
Caledonia	100%	100%
Elora	75%	100%
Ayr	100%	100%
Arthur	57%	100%
Grand Valley	100%	100%
Dundalk	100%	No target
St. Jacobs	83%	100%
Wellesley	50%	92%
Cayuga	100%	100%
Mapleton	100%	60%
St. George	83%	100%
Plattsville	100%	100%
Drumbo	42%	0%
Cainsville	100%	No target
Heidelberg	100%	100%
Conestogo	100%	100%

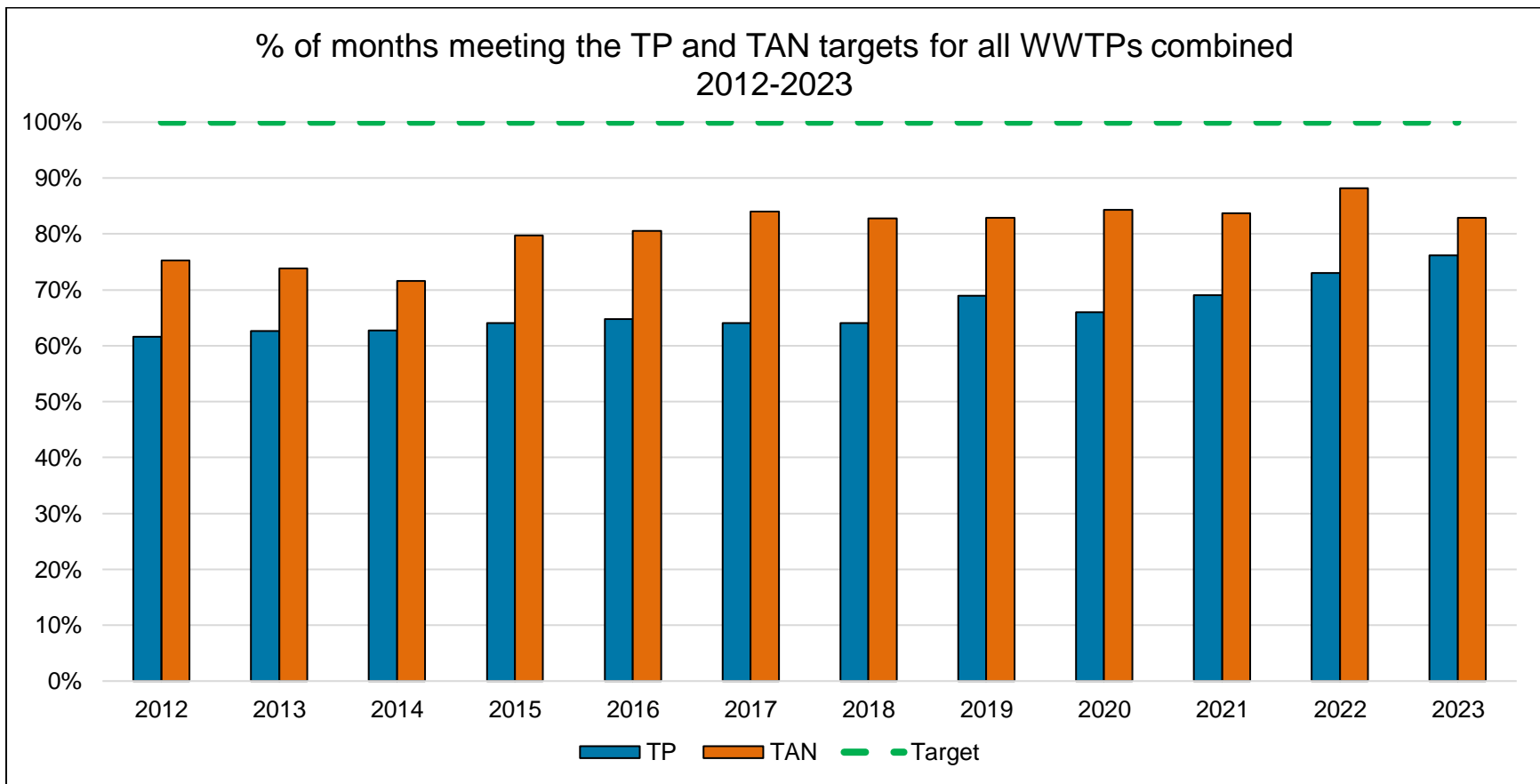
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### "Voluntary Targets

**A study modelling future river water quality conditions suggests that water quality will incrementally improve with the adoption of effluent quality performance targets achieved through enhanced process control techniques as set out in the CCP." (Project Team, 2014)**

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**Figure 8: Percentage of months meeting the voluntary targets for all plants combined from 2012-2023**

**Table 6: Wastewater effluent TP loading and flow-weighted concentration to the Grand River**

Year	Loading (tonne)	Flow-Weighted Concentration (mg/L)
2012	36.0	0.37
2013	37.7	0.35
2014	36.8	0.33
2015	36.5	0.37
2016	33.8	0.33
2017	32.5	0.30
2018	29.8	0.29
2019	26.5	0.26
2020	21.4	0.22
2021	22.2	0.22
2022	21.1	0.21
2023	23.3	0.22

The total annual loading of wastewater effluent TAN discharged to surface water and corresponding flow-weighted concentrations are documented in Table 7, which shows the TAN loadings separated into summer and winter periods. There was a 127% increase in summer TAN loadings from 2022 to 2023, which can be attributed to loading increase from Guelph, Kitchener, Galt, Waterloo, Dundalk, and Dunnville WWTPs. There was a 1% decrease in winter TAN loadings from 2022 to 2023. Since 2012, total TAN annual loading decreased by 92% and flow-weighted concentrations decreased by 93% .

**Table 7: Wastewater effluent TAN loading and flow-weighted concentrations to the Grand River**

Year	TAN summer Loading (tonne)	TAN summer Conc.* (mg/L)	TAN winter Loading (tonne)	TAN winter Conc.* (mg/L)	TAN Annual Loading (tonne)	TAN Annual Conc.* (mg/L)
2012	417	9.0	534	10.6	<b>951</b>	<b>9.8</b>
2013	346	6.7	426	7.6	<b>773</b>	<b>7.2</b>
2014	343	6.2	512	9.2	<b>855</b>	<b>7.7</b>

Year	TAN summer Loading (tonne)	TAN summer Conc.* (mg/L)	TAN winter Loading (tonne)	TAN winter Conc.* (mg/L)	TAN Annual Loading (tonne)	TAN Annual Conc.* (mg/L)
2015	206	4.2	353	7.0	<b>560</b>	<b>5.6</b>
2016	124	2.6	223	4.0	<b>347</b>	<b>3.3</b>
2017	77	1.5	182	3.3	<b>259</b>	<b>2.4</b>
2018	49	1.0	97	1.7	<b>146</b>	<b>1.4</b>
2019	31	0.6	118	2.3	<b>149</b>	<b>1.5</b>
2020	15	0.3	54	1.0	<b>70</b>	<b>0.7</b>
2021	24	0.5	44	0.9	<b>68</b>	<b>0.7</b>
2022	14	0.3	44	0.9	<b>58</b>	<b>0.6</b>
2023	31	0.6	44	0.8	<b>75</b>	<b>0.7</b>

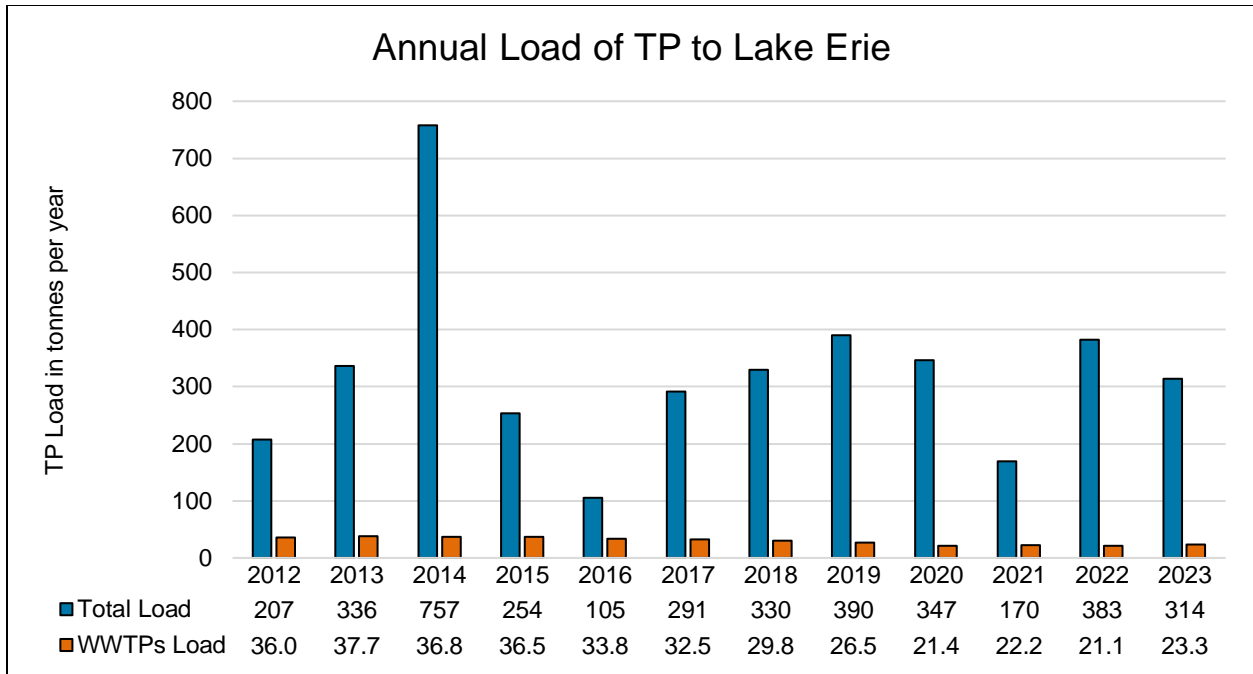
\*all concentrations are flow-weighted average concentrations

## Influence of WWTPs on the Grand River

### TP Loading to Lake Erie from Grand River

Figure 9 shows the estimated TP loading to Lake Erie from the Grand River at York<sup>2</sup> (shown as the blue bar on the left) and the annual TP load from WWTPs (shown as the orange bar on the right) in the Grand River watershed, from 2012 to 2023. The annual load from the Grand River to Lake Erie is highly variable because of high flows and agricultural non-point sources of phosphorus in the spring which are closely linked to climate factors such as precipitation, the timing/ volume of snow melt, etc.

<sup>2</sup> York, in Haldimand County, is the location of GRCA's southern-most flow monitoring station on the Grand River. Annual loadings from the Grand River to Lake Erie are calculated by Environment and Climate Change Canada and made available on-line through the [Environment Canada Data Catalogue](#)



**Figure 9: Annual TP Load to Lake Erie at York**

Over the 12-year period from 2012 to 2023, TP loading from York averaged 324 tonnes per year and ranged between 105 tonnes per year (in 2016) to 757 tonnes per year (in 2014). The TP load from WWTPs in the watershed ranged from 21.1 to 37.7 tonnes per year and averaged 30 tonnes per year or roughly 12% of the TP load to Lake Erie from the Grand River.

### Precipitation

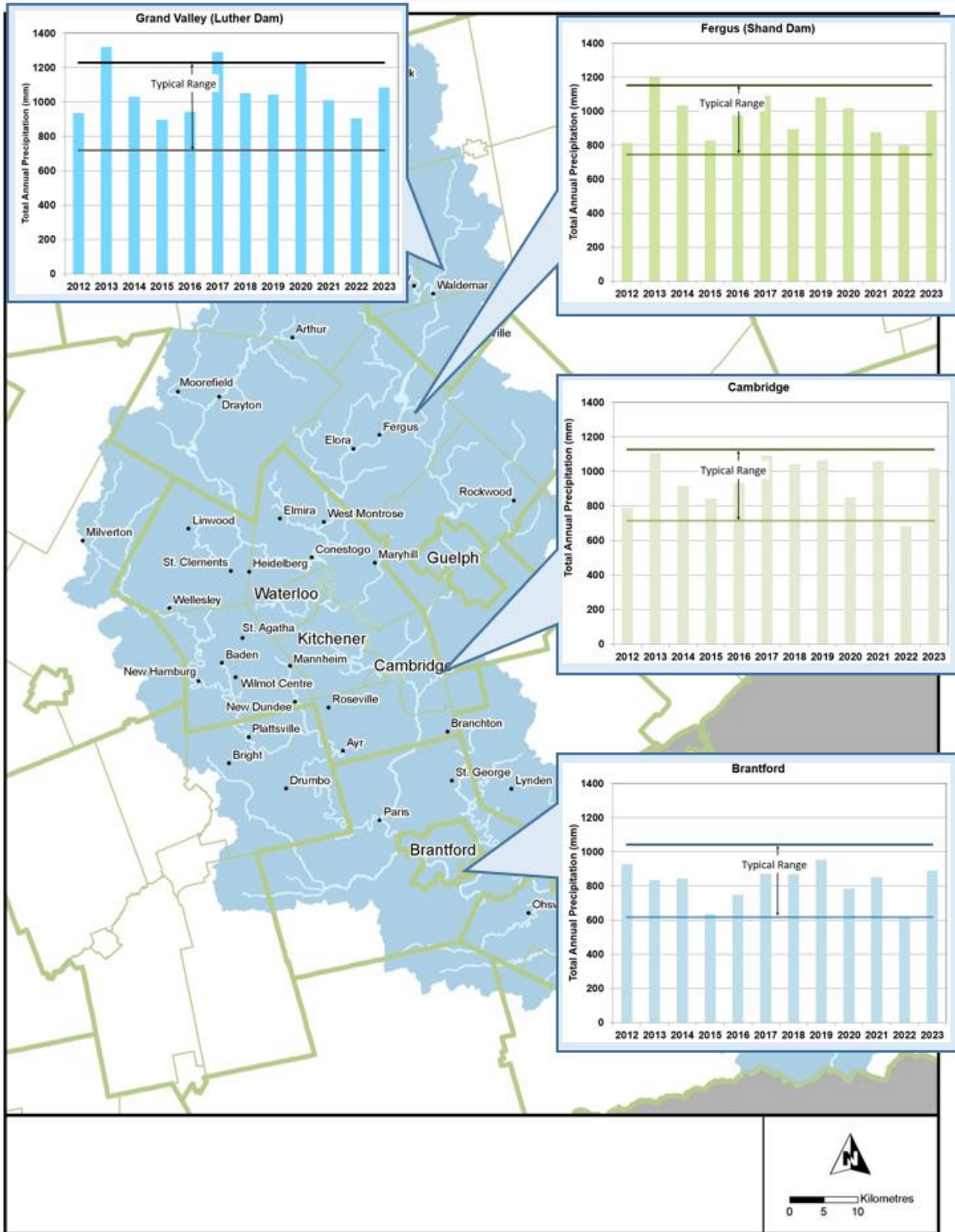
Figure 10 shows total precipitation (i.e. snow and rain) at selected sites in the watershed. Following a significantly dry September in 2023, the watershed received slightly higher precipitation levels through the months of October and November. The driest months of the year were July and September. The watershed received around 70 percent of its long-term average rainfall in the month of November, ranging from around 54 percent in the middle portion of the watershed to around 84 percent in Bellwood area. (Taleban, 2023). Table shows the relative influence of wastewater effluent on the Grand River by comparing the total volume of treated effluent in each of the years from 2012 to 2023 to the annual average river flow at York for the same years. In addition, Table 8 also contains a statement characterizing the precipitation in each year with respect to the long-term average precipitation in the watershed.

**Table 8: WWTP effluent flow as a percentage of Grand River total flow over 2012-2023 period.**

Year	Precipitation Characterization*	% Annual Average Flow	% August Average Flow
2012	Low end of typical	6.8%	13.9%
2013	Higher than typical in some areas	3.1%	5.4%
2014	Long-term average	2.6%	9.5%
2015	Low end of typical	5.0%	11.5%
2016	Long-term average	4.7%	9.0%
2017	Higher than typical	3.5%	7.3%
2018	Long-term average	3.6%	8.7%
2019	Higher than typical	3.6%	10.3%
2020	Long-term average	4.7%	11.7%
2021	Long-term average	5.1%	12.6%
2022	Low end of typical	5.5%	14.5%
2023	High end of typical	5.0%	7.1%
<b>Overall Average</b>		<b>4.4%</b>	<b>10.0%</b>

\* (Shifflett, 2012) (Shifflett, 2013) (Shifflett, 2014) (Shifflett, 2016) (Shifflett, 2017) (Shifflett, 2018) (Shifflett, 2019) (Shifflett, 2020) (Shifflett, 2021) (Shifflet, 2022) (Taleban, 2023)

The volume of treated effluent ranges from 2.6% to 6.8% of the total river flow on an annual average basis. By comparison, based on low-flow conditions observed in the month of August, under summer low-flow, the proportion of treated effluent ranges more widely from 5.4% to 14.5% of the river flow. This shows that the influence of WWTP flow on the river varies from year to year depending on precipitation.



**Figure 10: Total annual precipitation (in mm) at selected locations across the watershed. Typical range is based on 5th and 95th percentile of historical observations over the past 50 years.**

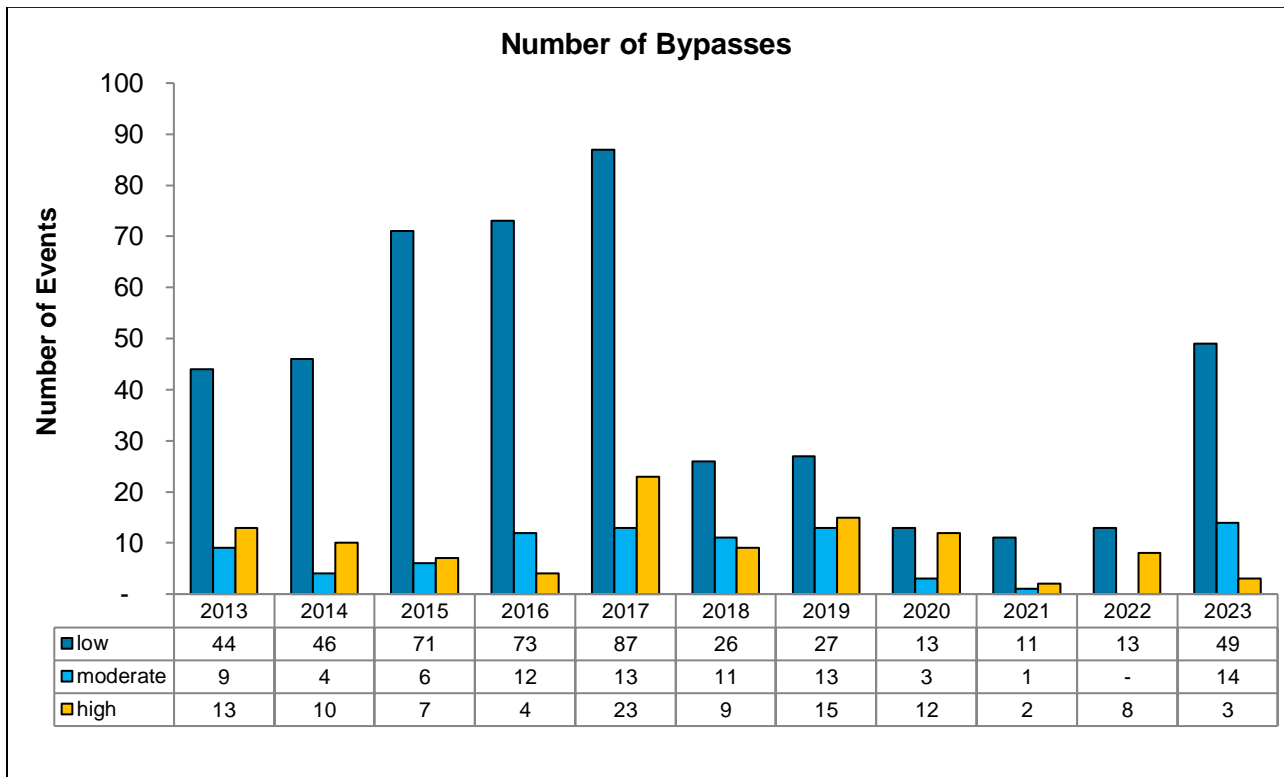
## Recent studies

Since 2007, the Region of Waterloo has carried out a comprehensive surface water quality monitoring program upstream and downstream of its WWTPs. The purpose of the program is to determine what impacts, if any, effluent discharges are having on the Grand River and its tributaries and to document how those impacts may be changing with time. This monitoring program has shown that some Regional WWTPs, especially the larger ones, can have observable impacts on receiver water quality, particularly in the summer and fall seasons when river flows are low. The data collected in 2023 illustrate that the Region's largest plants had no statistically significant increase on TP and TAN concentrations, however during summer low-flow conditions the data showed exceedance of TP Provincial Water Quality Objectives (PWQO) downstream of Kitchener and Waterloo treatment plants (LGL Limited, 2024). Based on the 2024 Surface Water Quality Study developed by the LGL, water quality has improved downstream of Region of Waterloo wastewater treatment plants compared to previous years, although the reported loading for TP and TAN from the major plants increased from 2022 to 2023. Impact on the receiving water concentrations may have been a result of increased river flow and time of the sampling.

## Bypasses and Overflows

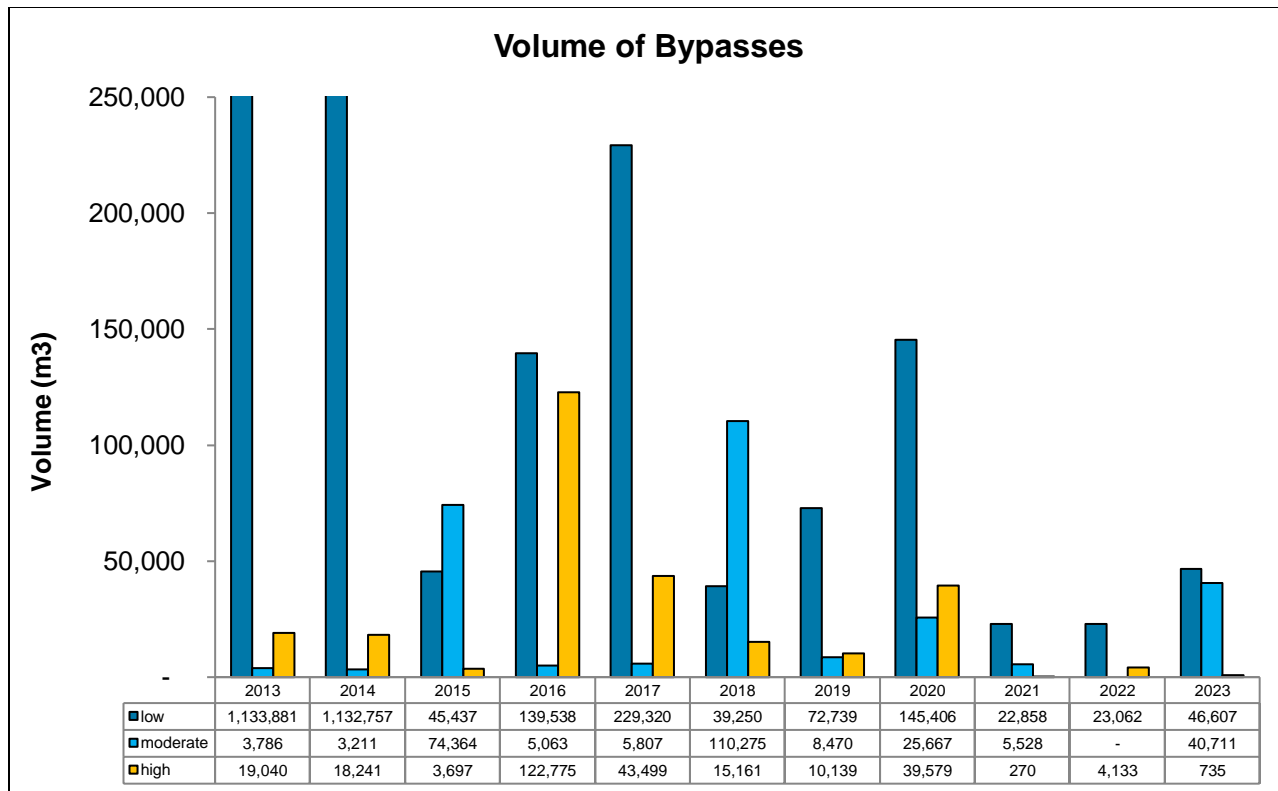
Bypasses are a diversion of sewage around one or more treatment processes. The diverted sewage is combined with treated effluent at the point of discharge. Overflows are discharges to the environment from the WWTP at a location other than the effluent discharge point. Bypasses and overflows can be caused by equipment failure, power outage, weather-related events, etc. and can be classified as low, moderate, or high according to the level of risk to downstream users. In the Grand River watershed, one of the most sensitive downstream uses is the use of river water as a source for drinking water. The risk categories were developed based on the professional judgment of the Grand River Municipal Water Managers Working Group (Grand River Municipal Water Managers Working Group, 2009). For example, a bypass that has received secondary treatment and disinfection is considered low risk, whereas a bypass that has received secondary treatment without disinfection is classed as moderate risk. A high-risk bypass or overflow, for example, occurs when raw sewage is discharged to the environment without disinfection. Figure 11 shows the number of low, moderate and high-risk bypasses from WWTPs in the Grand River watershed from 2013-2023. The number of low-risk bypasses increased from 13 in 2022 to 49 in 2023. There were no moderate risk bypasses recorded in 2022, 14 moderate risk bypasses were recorded in 2023. The number of high-risk bypasses decreased from 8 in 2022 to 3 in 2023. Figure 12 shows the total volume of bypasses in 2023.

Most of the bypasses in 2023 were related to weather conditions generating high peak day flows to the WWTP.



**Figure 11: Number of low, moderate, and high-risk bypasses from 2013-2023**





**Figure 12: Volume of low, moderate, and high-risk bypasses from 2013-2023**

### Data Integrity Checks

Several data integrity checks were used to determine if the monitoring conducted at the WWTP is truly representative of plant performance. A sludge accountability analysis for mechanical activated sludge plants compares the amount of sludge reported to the amount of sludge projected based on plant loadings and removals, on an annual basis. The reported sludge includes sludge intentionally wasted by the operator to control the biological process and unintentional wasting (i.e., solids lost from the plant in effluent TSS). Projected sludge can include an estimate of primary sludge, biological sludge generated by the conversion of organics to biomass, and chemical sludge (i.e., solids produced as a result of coagulant addition). The formula to calculate sludge accountability is as follows:

$$\frac{\text{projected sludge} - \text{reported sludge}}{\text{projected sludge}} * 100\%$$

If the result is within a range of  $\pm 15\%$  the sludge accountability is considered to “close” (EPA, 1989). If the value is outside of this range, then the monitoring may not be truly representative of plant loading or performance. In the case of sludge accountability that does

not close, further investigation is warranted to review sample frequency, sampling techniques, analytical methods, flow measurement accuracy, etc.

Common sources of sludge accountability analysis discrepancy include:

- Non-representative sampling (poor sampling techniques or analytical procedures, inadequate sampling frequency, a sampling location which is not representative, etc.),
- Lack of flow measurement on some process streams or inaccurate flow measurement, and
- Neglecting to consider all inputs and outputs (e.g., no measurements on return streams such as filter backwash or digester decant, etc.).

Table 9 shows the results for 22 plants in the watershed that conducted sludge accountability in 2023. For 2023, Kitchener, Guelph, Waterloo, Brantford, Galt, Preston, Hespeler, Elmira, Ayr, Wellesley, Cayuga, Drumbo, and Conestogo WWTPs have a sludge accountability analysis that closed within  $\pm 15\%$ . Sludge accountability results for all plants, including reported and projected sludge values can be found in Appendix 1: Sludge Accountability and Water Balance Summary. The order of the WWTPs presented in the Table 10 is based on the 2023 average daily flow (ADF).

**Table 9: Summary of 2019 to 2023 Sludge Accountability Analyses**

WWTP	2019	2020	2021	2022	2023
Kitchener	-8.3%	-14.2%	8.3%	-3.1%	-1.0%
Guelph	-6.9%	-13.9%	-6.3%	9.6%	10.0%
Waterloo	18.9%	7.5%	14.9%	-3.6%	-10.7%
Brantford	-8.3%	6.3%	-3.8%	13.5%	6.8%
Galt	-3.1%	14.8%	25.7%	4.7%	-14.5%
Preston	8.2%	-10.7%	7.8%	-7.3%	5.8%
Hespeler	-1.9%	-24.4%	1.7%	9.9%	-2.5%
Paris	-36.2%	-10.3%	-23.1%	13.5%	-77.5%
Fergus	Not Reported	Not Reported	-21.6%	Not Reported	32.3%
Dunnville	-16.7%	15.7%	0.6%	-32.2%	-36.8%
Elmira	-8.0%	-27.7%	-19.1%	-35.3%	4.6%
New Hamburg	-167.6%	-100.0%	-47.6%	-17.0%	17.3%
Caledonia	31.1%	7.6%	21.6%	10.5%	18.5%
Elora	Not Reported	Not Reported	-43.1%	Not Reported	27.7%
Ayr	-7.7%	-3.4%	-9.9%	19.6%	14.1%
Arthur	Not Reported	Not Reported	Not Reported	-27.3%	Not Reported
Grand Valley	Not Reported	Not Reported	Not Reported	-4.0%	Not Reported
St. Jacobs	1.2%	-5.4%	26.3%	12.2%	-20.7%
Wellesley	9.1%	15.4%	15.9%	12.2%	8.7%
Cayuga	-31.5%	-32.2%	-32.2%	-42.1%	-9.0%
St. George	-410.9%	Not Reported	-36.0%	-48.3%	-79.4%
Drumbo	7.3%	-11.0%	-4.3%	11.6%	11.8%
Alt Heidelberg	-125.0%	-119.3%	-51.5%	-83.0%	-82.0%
Conestogo	19.9%	53.2%	11.0%	14.7%	-6.6%

Under the Grand River WWOP, a water balance analysis was developed for lagoon systems as a performance check since sludge accountability cannot be performed. A water balance analysis compares the difference between the measured net precipitation and the projected net precipitation and is reported as a percentage of influent flow. The measured net precipitation is based on the net precipitation and the lagoon surface area. Projected net precipitation is determined using lagoon level measurements, total influent sewage and effluent volume on an annual basis. The formula to calculate a water balance is as follows:

$$\frac{\text{reported net precipitation} - \text{projected net precipitation}}{\text{influent flow}} * 100\%$$

If the result is within a range of ±minus 15% , the water balance is considered to “close” (EPA, 1989). If the value is outside of this range, then the flow measuring devices or lagoon level measurements may not be accurate. Further investigation is warranted to review all flow measuring devices and confirm their accuracy.

Table 10 shows the results for the lagoons that conducted a water balance analysis for 2019 - 2023. A detailed summary of water balance results is located in Appendix 1: Sludge Accountability and Water Balance Summary. Sources of discrepancy in the calculation may include the following: inaccurate flow measurement, inaccurate surface area information, uncertainties in precipitation and/or evaporation data and error in lagoon storage measurements.

**Table 10: Summary of 2019-2023 Water Balance analyses of lagoons**

Lagoon	2019	2020	2021	2022	2023
Dundalk	13.8%	10.4%	6.4%	15.6%	17.0%
Drayton	Not Reported				
Plattsville	2.6%	-6.5%	13.8%	11.2%	0.0%
Cainsville	77.0%	66.9%	25.9%	85.2%	83.2%

## WASTEWATER TREATMENT PLANT LOADING SUMMARY

### Influent flow

Figure 13 shows a summary of the average daily flow (ADF) to each plant for 2019 to 2023 compared to the Nominal Design Flow (NDF) of the plant as stated in the plant’s ECA (shown in

grey). Figure 13 shows three vertical scales since the nominal design of the WWTPs in the watershed vary by orders of magnitude and range from 130 m<sup>3</sup>/d to 122,745 m<sup>3</sup>/d. Figure 14 shows the ADF as a percentage of the NDF. In 2023, Cainsville lagoon experienced an ADF that was higher than the NDF. Since 2012 four plants experienced ADFs higher than their NDF: Arthur (2012 to 2014 and 2017), Drumbo (2013 and 2014), Cainsville (2014 and 2023), and Wellesley (2019). The NDF for the Drumbo plant was re-rated in 2015 from 273 to 300 m<sup>3</sup>/d. The NDF for the Arthur plant was re-rated in 2020 from 1,465 to 1,860 m<sup>3</sup>/d.

Another way to look at influent flow is to normalize it based on the serviced population and express it as per capita flow. Per capita wastewater flows vary from location-to-location, but typical values used in the CCP are from 350 to 500 L/person/d (EPA, 1989). Figure 15 shows per capita flows for WWTPs in the watershed between 2019 and 2023. From this figure, plants in the Grand River watershed were generally at or below the low end of the typical range. The watershed median for 2023 was 296 L/person/day, a 6% increase from the 2022 median of 280 L/person/day and 5% decrease from the 2012 median of 310 L/person/day.

Plants experience higher than typical per capita flows for various reasons. For example, the Cainsville WWTP services primarily industrial users and therefore has a higher per capita flow than a typical domestic sewage system. As such Cainsville WWTP is not displayed in the per capita and ratio figures. Other WWTPs, such as Arthur, St. Jacobs, and Dundalk, may be subject to high inflow/ infiltration (I/I).

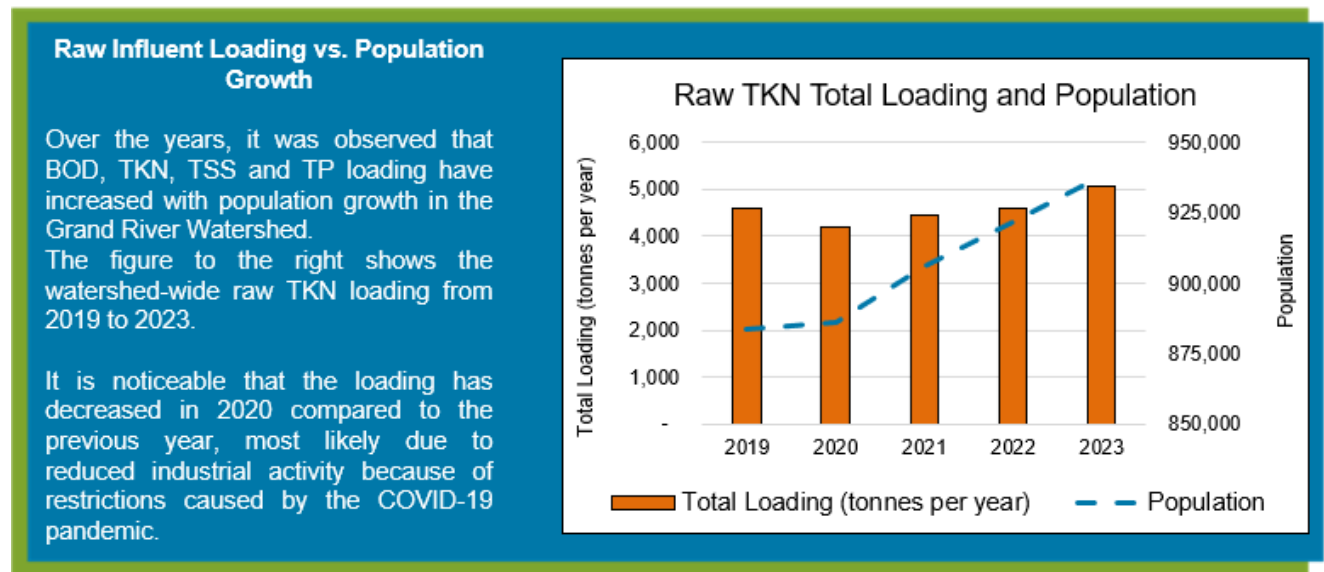


Figure 16 shows the ratio of peak day flow to ADF, which is another indicator of significant I/I. The ratio of peak day flow to ADF varies from year-to-year depending on climate factors such as heavy rainfall or snowmelt events. The median ratio for plants across the watershed was 3.0 in 2023. Most plants were within the typical range of 2.5-4.0 or less. Several plants are known to experience higher I/I (such as the Dundalk, Mapleton, or Caledonia WWTP) and this is reflected in Figure 16.

Year-to-year variability in per capita flow is largely due to differences in inflow and infiltration related to precipitation. On a watershed -basis the highest per capita flows were 351 L/d per person in 2013 which was a “wet” year. The smallest per capita flows were 280 L/d per person in 2022.

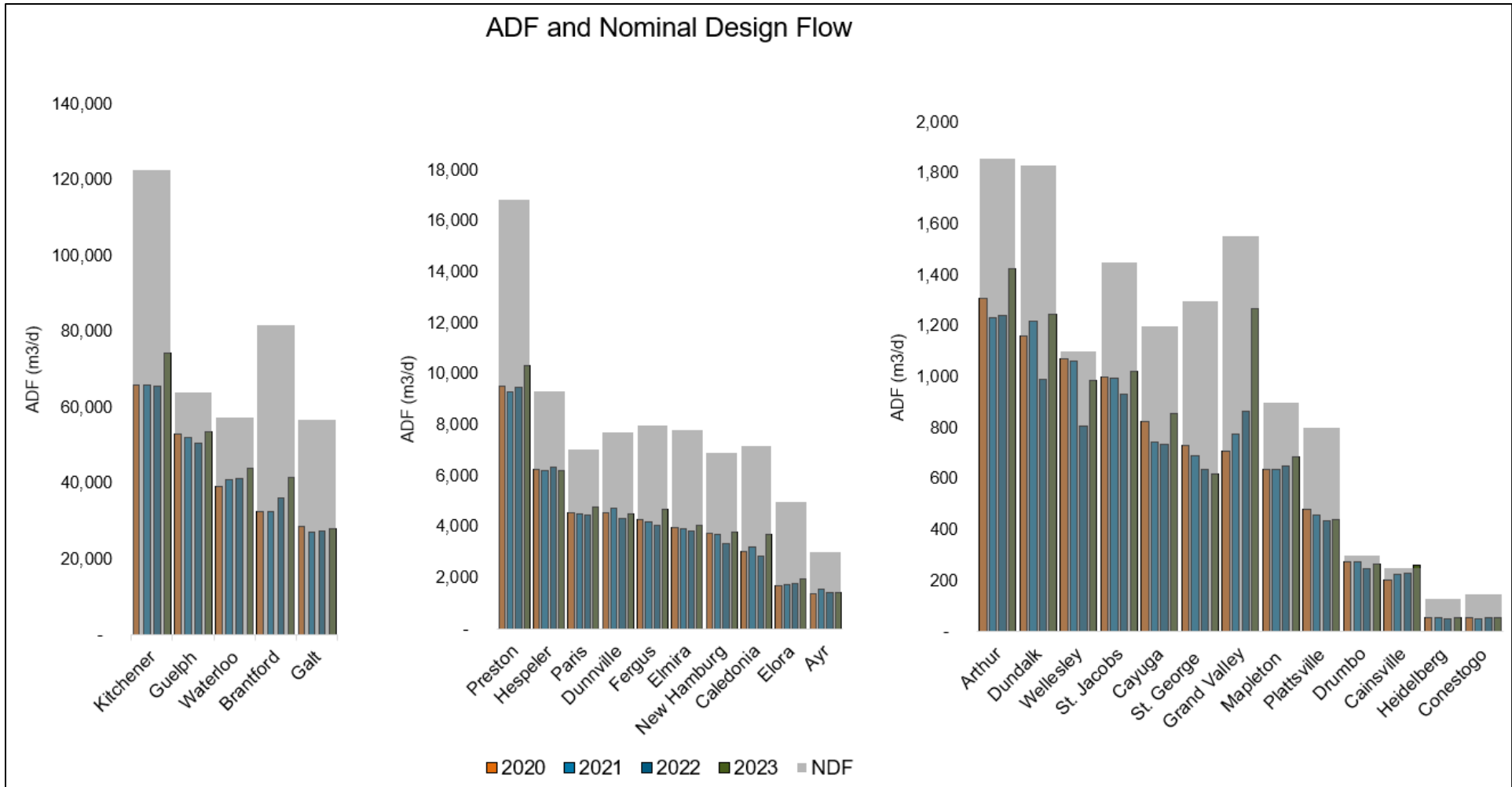
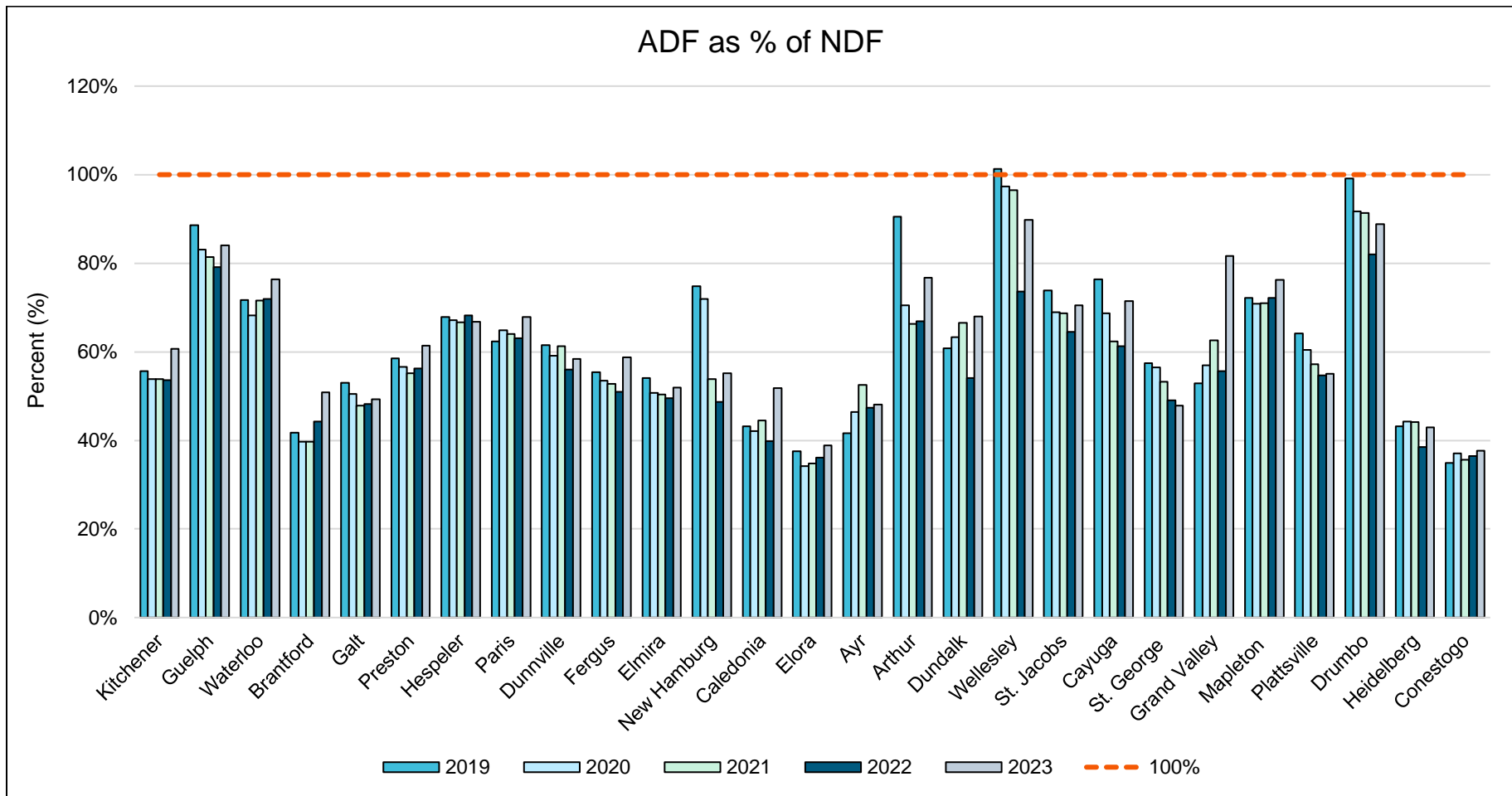


Figure 13: ADF and Nominal Design Flow of watershed WWTPs



**Figure 14: Annual average flow as a percentage of rated plant capacity**



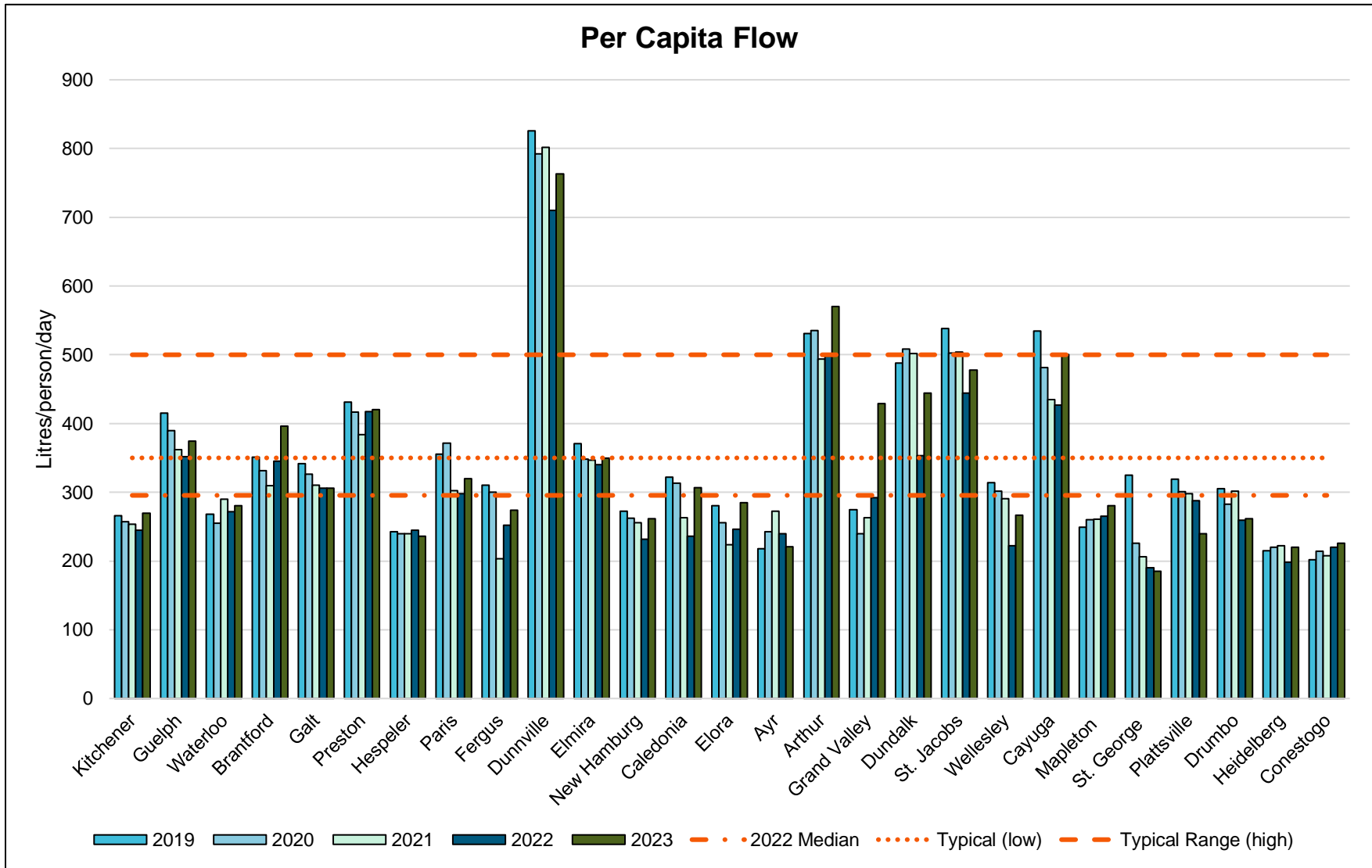
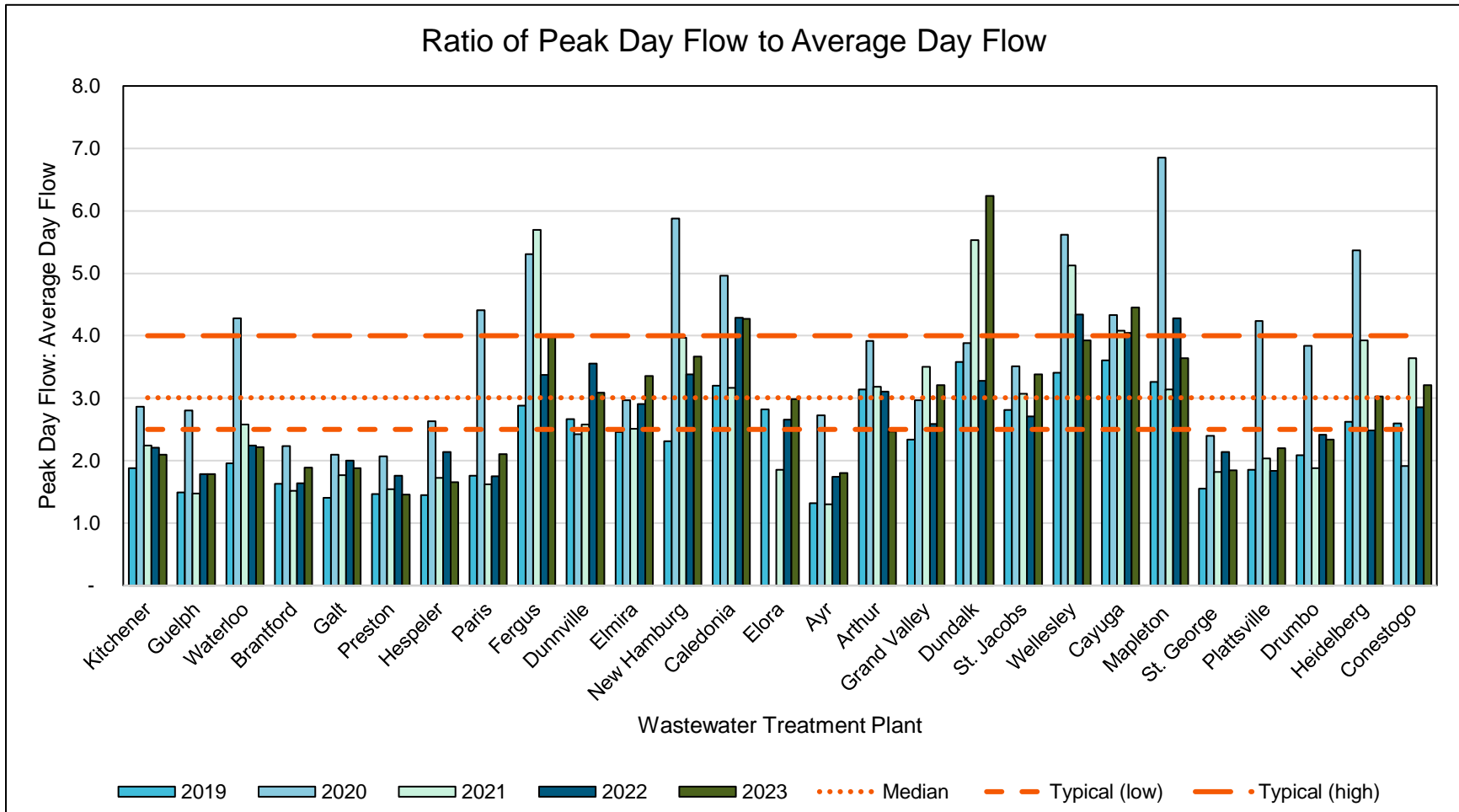


Figure 15: Per capita influent flow



**Figure 16: Ratio of peak day flow to annual average flow**

### Raw Influent Loads

Characterization of raw wastewater is important to ensure effective wastewater treatment, assist with future planning, and identify any issues or changes occurring in the collection system. The loading of raw influent TBOD, TSS and TKN can be calculated by multiplying raw influent concentrations by flow. These loads can be expressed on a per capita basis and compared to values typical of domestic sewage.

### TBOD Loading

In 2023, all 28 plants that reported data measured raw influent TBOD. Table 11 summarizes the results of both cBOD and TBOD as reported by plants in the Grand River watershed between 2016 and 2023:

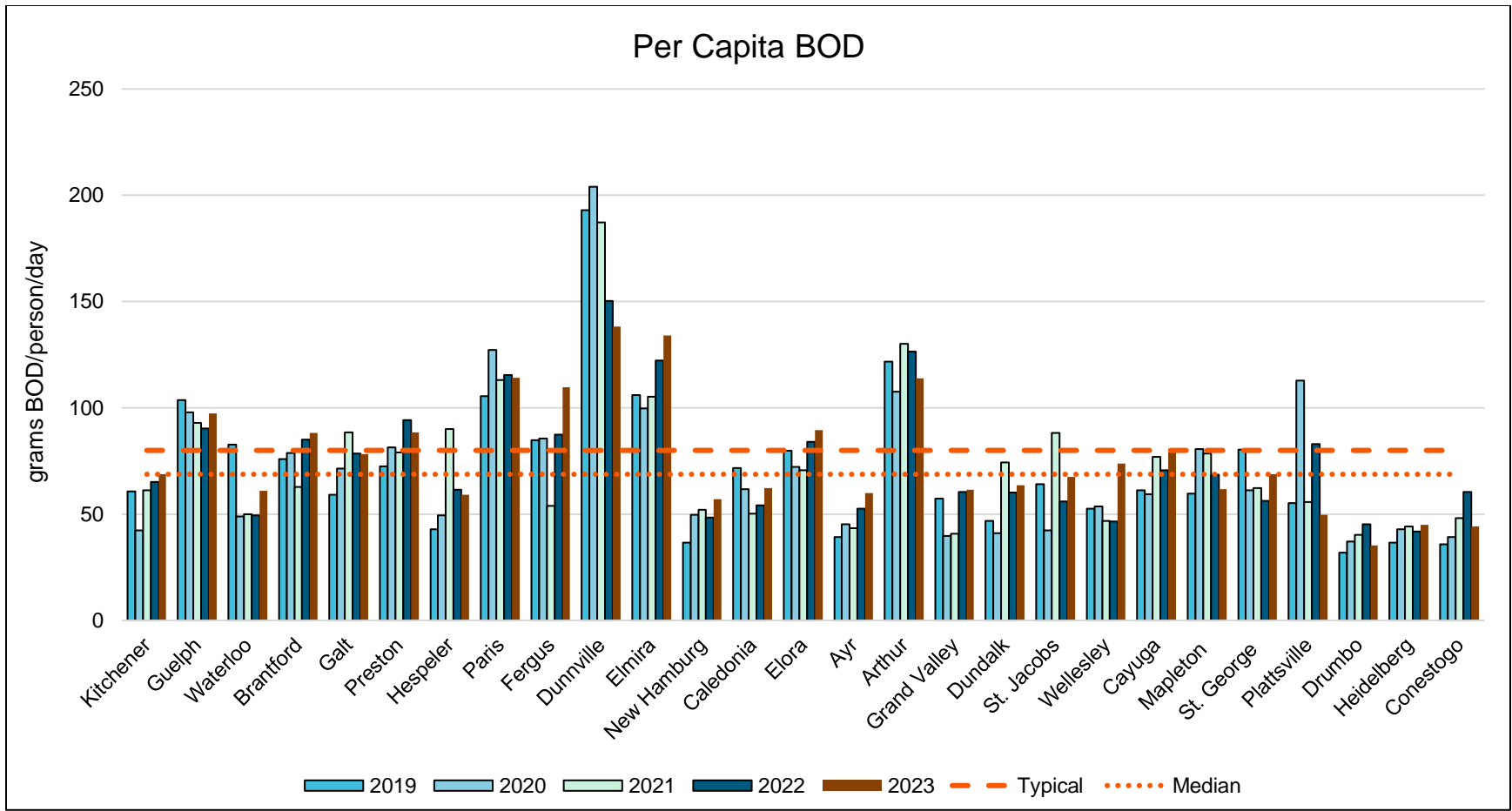
**Table 11: Annual average raw influent cBOD and TBOD concentrations reported by Grand River watershed plants in 2016-2023.**

Year	No. of plants reporting cBOD	No. of plants reporting TBOD	No. of plants reporting Both cBOD & TBOD	Median (mg/L) cBOD	Median (mg/L) TBOD	Range (mg/L) cBOD	Range (mg/L) TBOD
2016	18	21	11	195	208	127-389	142-411
2017	18	26	16	177	194	98-411	108-421
2018	18	26	16	182	197	94-296	112-304
2019	18	24	16	177	211	92-269	107-311
2020	17	23	14	192	203	81-322	88-396
2021	21	28	18	199	208	89-360	134-378
2022	19	28	19	214	251	113-366	134-393
2023	19	28	19	219	221	93-364	139-417

Albertson (1995) has documented that the cBOD test underestimates the strength of raw wastewater by 20-40% (Albertson, 1995). In 2023, 19 of 28 reporting plants in the watershed measured both cBOD and TBOD. The average TBOD:cBOD ratio among these plants is 1.12. A factor of 1.2 was used for estimation in previous years.

Figure 17 shows estimated per capita TBOD loads for plants in the Grand River watershed. A typical value for domestic wastewater is 80 g/person/d (EPA, 1989). The reported 2023 median is 68.8 g/person/d, slightly higher than the 2022 median of 66.9 g/person/d.

Per capita TBOD loads that are much higher or much lower than the typical value should be further investigated to see if there is a reasonable explanation for the discrepancy. In some cases, industrial contributions may result in elevated per capita TBOD loads. However, atypical TBOD loads may also be related to inadequate sampling frequency, non-representative sampling, errors in flow metering or population estimates, etc.



**Figure 17: Per Capita TBOD Load**

### **TSS Loading**

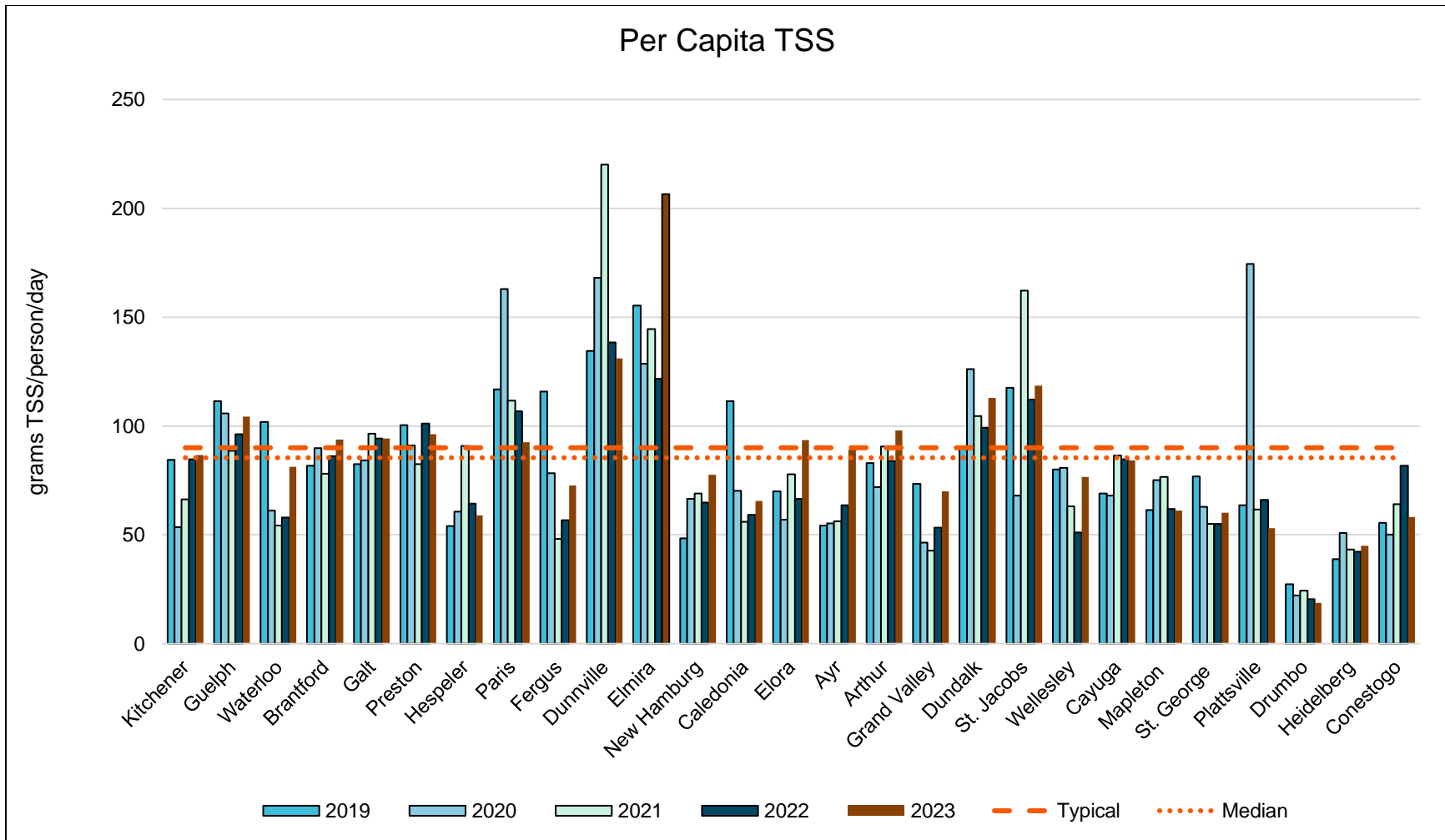
TSS loads in raw influent for 2019 to 2023 are summarized in Figure 18. The 2023 watershed median was 85 g/person/d, which is less than the typical value of 90 g/person/d (EPA, 1989). This value was 74 g/person/d in 2020, when the industrial activity was minimal as a result of restrictions caused by the COVID-19 pandemic. Where the loads are significantly less than typical, it brings into question the adequacy of raw influent sampling to accurately characterize the influent. Higher than expected loads may be attributed to industrial inputs and/or internal recycle streams.

### **TKN Loading**

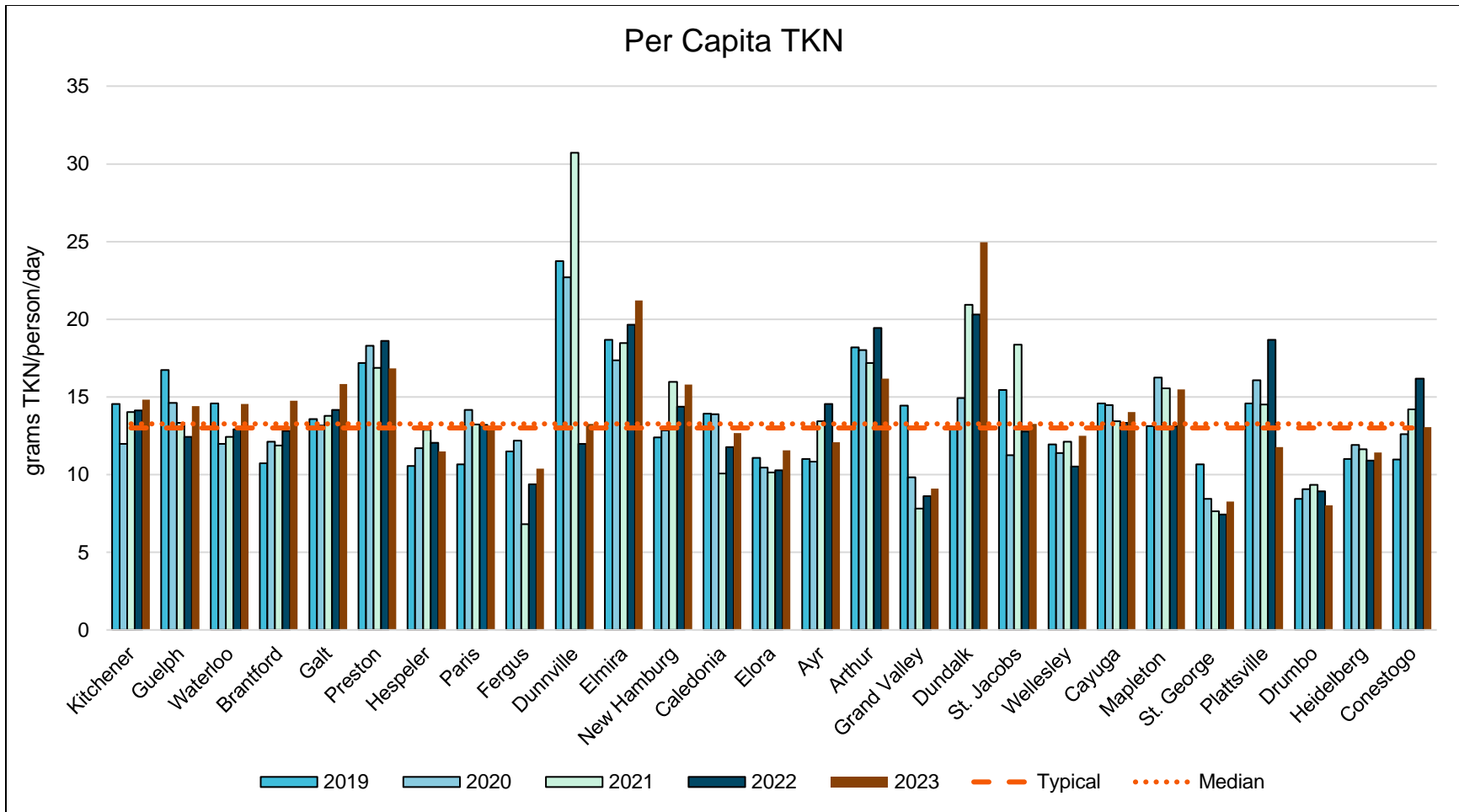
Figure 19 shows per capita TKN loads to plants in the watershed. The watershed median was 13.3 g/person/d for 2023 which is slightly higher than the typical value of 13 g/person/d (WEAO, 2010). Several plants (such as Dundalk, Elmira, Galt, and Preston) reported TKN loads that are higher than expected and in most cases the per capita TSS and/or estimated TBOD loads were also high. A small number of plants had TKN, TSS and TBOD loads that were less than typical. Further investigation, such as characterization of raw influent and recycle streams and review of population estimates, may be helpful when per capita loadings are outside the typical range.

### **TP Loading**

Figure 20 shows the TP loads in the raw influent for 2019 to 2023. The watershed median for 2023 was 1.7 g/person/d. This is less than the typical value of 2.1 g/person/d.

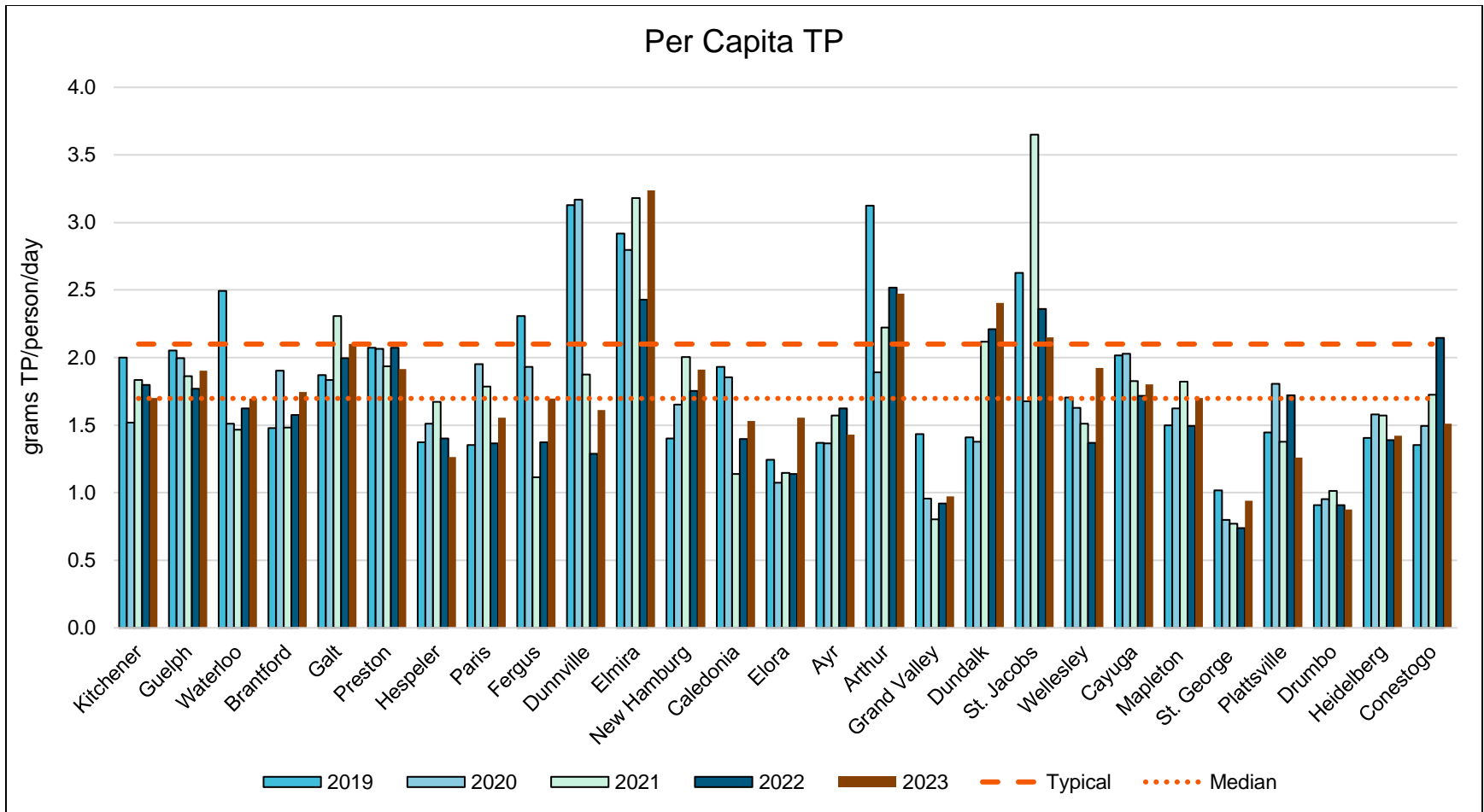


**Figure 18: Per Capita TSS Load**



**Figure 19: Per Capita TKN Load**



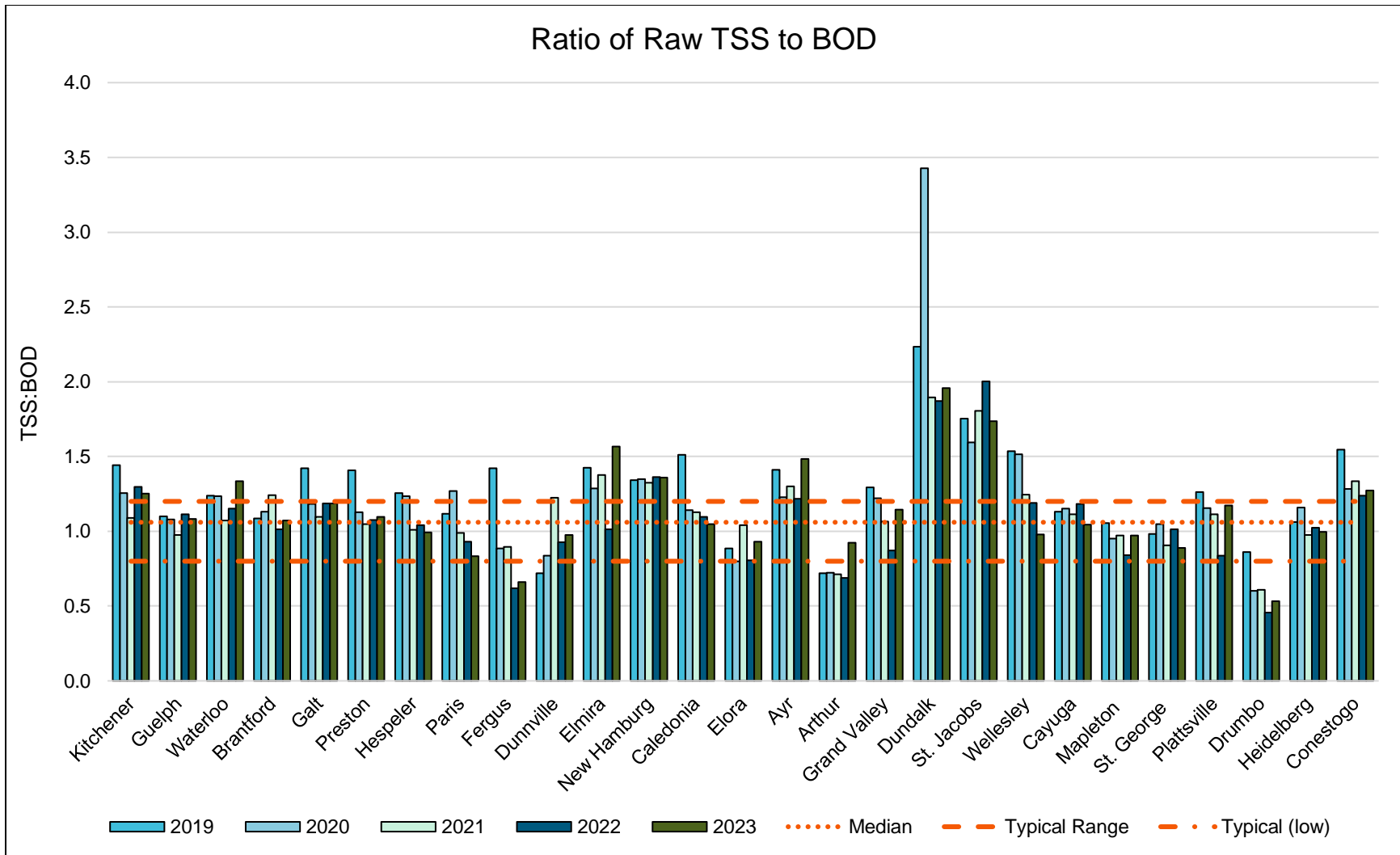


**Figure 20: Per Capita TP Load**

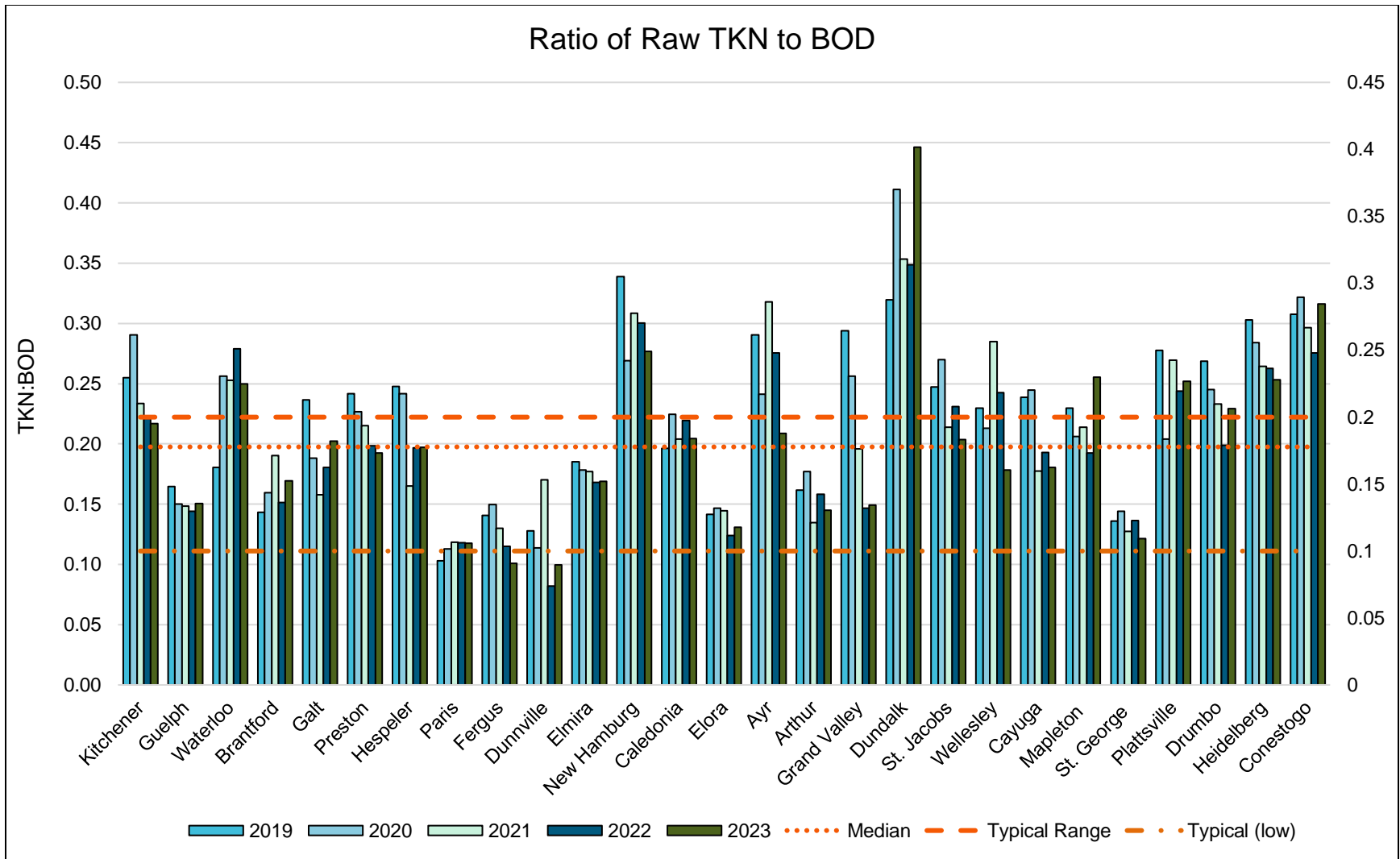
## **Ratios**

Calculating raw influent ratios for TSS:TBOD and TKN:TBOD can be used to provide insight on what is entering the plant from the collection system as well as any potential sampling problems. Figure 21 shows the ratio of raw influent TSS to TBOD concentrations. For a typical domestic sewage system, this value ranges between 0.8 and 1.2. The median for watershed plants in 2023 was 1.06, similar to 2022, which is mid-typical range, slightly less compared to previous years.

Figure 22 shows a graph for the ratio of raw TKN to TBOD, with a range of 0.1 to 0.2 considered typical. The 2023 watershed median was 0.2, which is at the higher end of the typical range but similar to previous years. Higher ratios could be attributed to recycle streams, an industrial influence in the collection system, or the fact that most plants are now reporting TBOD, which may have been overestimated in previous years.



**Figure 21: Ratio of Raw TSS to Raw TBOD**



**Figure 22: Ratio of Raw TKN to Raw TBOD**

## FINAL COMMENTS

The information presented in this report documents that effluent quality has improved since 2012 as a result of facility upgrades and optimization. These improvements have led to significant reductions in TP and TAN discharged to the Grand River.

However, 2023 is the first year in recent years that both TP and TAN loading increased compared to the previous year. Five of the eight largest plants in the watershed did not consistently achieve their TP target in 2023. TP loading increased from 21.1 tonnes in 2022 to 23.3 tonnes in 2023, a 10% increase. TAN loading also increased compared to the previous year, from 58 tonnes in 2022 to 75 tonnes in 2023, an increase of 29% .

As part of the ongoing watershed-wide wastewater optimization program, the GRCA will continue to encourage and support municipalities to report on these performance and loading metrics on an annual basis. Tracking these metrics over time will document the effectiveness of the program and help to identify candidates that may benefit from further optimization activities.

The authors thank Ministry of Environment, Conservation and Parks (MECP) for financial contribution, and WWOP participants for their efforts at voluntary reporting and encourage them to consider adopting and reporting against the Water Management Plan voluntary effluent quality performance targets for TP and TAN. By embracing an optimization approach to reduce these nutrients in wastewater effluent, municipalities can help to ensure a healthy and sustainable watershed that supports prosperous and growing communities into the future.

Further information on the Grand River Watershed-wide Optimization Program can be obtained from the Grand River wastewater optimization [web page](#), or by contacting [Simion Tolnai](#), the Optimization Extension Specialist at 519-621-2761 Extension 2295 or [Cameron Irvine](#) at 519-621-2761 Extension 2234.

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## **APPENDIX 1: SLUDGE ACCOUNTABILITY AND WATER BALANCE SUMMARY**



**Table 12: Summary of sludge accountability analysis results**

Year	2019			2020			2021			2022			2023		
WWTP	Projected	Reported	Analysis	Projected	Reported	Analysis	Analysis	Reported	Analysis	Projected	Reported	Analysis	Projected	Reported	Analysis
Kitchener	23,076	24,992	-8.3%	12,111	13,837	-14.2%	15,524	14,234	8.3%	17,057	17,591	-3.1%	23,303	23,527	-1.0%
Brantford	9,034	9,781	-8.3%	10,135	9,499	6.3%	8,553	8,877	-3.8%	10,105	8,737	13.5%	9,944	9,266	6.8%
Guelph	10,465	11,191	-6.9%	13,602	15,492	-13.9%	12,736	13,534	-6.3%	14,029	12,689	9.6%	14,161	12,744	10.0%
Galt	8,500	8,763	-3.1%	9,071	7,727	14.8%	10,030	7,455	25.7%	7,632	7,274	4.7%	7,935	9,084	-14.5%
Waterloo	17,412	14,123	18.9%	9,662	8,937	7.5%	8,630	7,343	14.9%	10,419	10,798	-3.6%	17,107	18,940	-10.7%
Preston	2,669	2,449	8.2%	2,624	2,905	-10.7%	2,363	2,178	7.8%	2,880	3,091	-7.3%	2,977	2,805	5.8%
Hespeler	1,210	1,233	-1.9%	1,343	1,671	-24.4%	2,239	2,201	1.7%	1,633	1,471	9.9%	1,568	1,608	-2.5%
Fergus	1,924	1,469	23.6%	1,056	819	22.5%	1,251	1,521	-21.6%	Not reported			1075	728	32.3%
Elmira	1,856	2,005	-8.0%	1,559	1,990	-27.7%	1,712	2,039	-19.1%	1600	2164	-35.3%	2320	2214	4.6%
Dunnville	845	985	-16.7%	869	732	15.7%	793	788	0.6%	643	851	-32.2%	591	809	-36.8%
Caledonia	1,242	856	31.1%	974	900	7.6%	944	740	21.6%	1000	895	10.5%	1,113	907	18.5%
Paris	816	1,112	-36.2%	932	1,028	-10.3%	1,060	1,305	-23.1%	1142	987	13.5%	1048	1860	-77.5%
New Hamburg	575	1,540	-167.6%	717	1,435	-100.0%	734	1,083	-47.6%	698	816	-17.0%	735	608	17.3%
Elora	1,559	970	37.8%	1,215	715	41.2%	566	810	-43.1%	Note reported			536	387	27.7%
Ayr	247	266	-7.7%	271	280	-3.4%	268	294	-9.9%	306	246	19.6%	349	300	14.1%
Arthur	Not reported			Not reported			Not reported			209	266	-27.3%	Not reported		
St. Jacobs	170	167	1.2%	146	154	-5.4%	203	149	26.3%	155	136	12.2%	133	161	-20.7%
St. George	66	335	-410.9%	Not reported			190	258	-36.0%	139	206	-48.3%	205	367	-79.4%
Grand Valley	Not reported			Not reported			Not reported			101	105	-4.0%	Not reported		
Wellesley	171	156	9.1%	152	128	15.4%	139	117	15.9%	166	146	12.2%	238	217	8.7%
Cayuga	93	123	-31.5%	95	126	-32.2%	95	126	-32.2%	102	145	-42.1%	119	130	-9.0%
Drumbo	80	74	7.3%	91	101	-11.0%	91	95	-4.3%	98	87	11.6%	83	73	11.8%
Conestogo	14	11	19.9%	15	7	53.2%	16	14	11.0%	18	15	14.7%	15	16	-6.6%
Heidelberg	8	19	-125.0%	9	21	-119.3%	10	15	-51.5%	9	17	-83.0%	10	18	-82.0%

**Table 13: Summary of Water Balance results from plants that report on it**

<b>Year</b>	<b>Plant</b>	<b>Dundalk</b>	<b>Mapleton</b>	<b>Plattsville</b>	<b>Cainsville</b>
<b>2016</b>	Reported	28,101	48,910	Not Reported	Not Reported
	Projected	-17,969	-9,672		
	Influent Flow	380,883	215,158		
	<b>Water Balance (%)</b>	<b>-12.1%</b>	<b>-27.2%</b>		
<b>2017</b>	Reported	60,260	Not Reported	17,107	Not Reported
	Projected	7,475		27,493	
	Influent Flow	404,642		196,483	
	<b>Water Balance (%)</b>	<b>-13.0%</b>		<b>5%</b>	
<b>2018</b>	Reported	38,875	47,700	8,237.24	Not Reported
	Projected	-16,532	9,835	15,497	
	Influent Flow	380,477	233,250	172,542	
	<b>Water Balance (%)</b>	<b>14.6%</b>	<b>16.2%</b>	<b>-4.2%</b>	
<b>2019</b>	Reported	23,292	Not Reported	20,381	1,968.2
	Projected	-33,731		15,522	-62,908
	Influent Flow	413,461		187,078	84,205
	<b>Water Balance (%)</b>	<b>13.8%</b>		<b>2.6%</b>	<b>77%</b>
<b>2020</b>	Reported	31,952	Not Reported	19,995	-6,547
	Projected	-8,490		31,550	-62,908
	Influent Flow	388,091		176,723	84,205
	<b>Water Balance (%)</b>	<b>10.4%</b>		<b>-6.5%</b>	<b>67%</b>
<b>2021</b>	Reported	34,984	Not Reported	7,102	1,725.7
	Projected	7,451		-19,290	-19,290
	Influent Flow	431,240		81,139.6	81,139.6
	<b>Water Balance (%)</b>	<b>6.4%</b>		<b>26%</b>	<b>26%</b>
<b>2022</b>	Reported	3,772	Not Reported	-15,208	-4,343
	Projected	-52,415		-32,987	-76,494
	Influent Flow	360,770		159,301	84,642
	<b>Water Balance (%)</b>	<b>15.6%</b>		<b>11.2%</b>	<b>85.2%</b>
<b>2023</b>	Reported	22,240	Not Reported	13,386	3,948
	Projected	-50,974		13,327	-75,325
	Influent Flow	431,398		160,848	95,278
	<b>Water Balance (%)</b>	<b>17.0%</b>		<b>0.0%</b>	<b>83.2%</b>

# DUNDALK LAGOON: 2024 EMERGENCY DISCHARGE EVENT

**Jim Ellis**, CRS S, Dipl. M.M.  
Public Works Manager



# DUNDALK LAGOON - BACKGROUND



- The **Dundalk WWTP** is a **continuous discharge lagoon system**:
  - Four facultative treatment cells,
  - One post aeration cell, and
  - Tertiary media filter
- **Alum** addition (**dual point**):
  - raw influent
  - prior to tertiary filtration.
- **Nominal design: 1,832 m<sup>3</sup>/d**
- Services a **population** of approximately **2,803 people**
- **Effluent** discharges to **Foley Drain** (tributary of the **Grand River**)

# EMERGENCY DISCHARGE EVENT - INITIATION



- EDE was initiated on April 12, 2024, prompted by alarmingly **high-water levels** across all Lagoon Cells, coupled with an inability to discharge due to **effluent not meeting** prescribed **limits** stipulated in the **ECA** for:
  - **Un-ionized ammonia (UIA)**, Objective: 0.05 mg/L, Limit: 0.1 mg/L (single sample result)
  - **Total suspended solids (TSS)** Objective: 5 mg/L, Limit 10 mg/L
- Observations on April 18, at 11:30 AM, revealed an **overflow of raw sewage** from the Cell 1 inlet structure.
- To **reduce/eliminate** this **overflow** and mitigate the risks of berm breaching or structural compromise on the lagoons, **discharge from Cell 4 commenced on April 19.**
- By April 23, the **spill** had **stopped**, with an estimated spill volume of 1,294m<sup>3</sup>

# EMERGENCY DISCHARGE EVENT - (CONTINUED)



Cell #2 Northwest corner

- **Persistently high-water levels** justified the **continued discharge** from Cell 4 until April 26, resulting in an estimated total volume of 23,949m<sup>3</sup>, **bypassing Cell 5 and the filtration system**.
- In the beginning of May, consultations with OCWA, GRCA, and WaterIQ Technologies yielded the idea of deploying an **ultrasonic device** in Cell 4 to mitigate algae growth, thereby modulating pH, implemented on May 3.
- Concurrently, a subsequent **application of alum** in Cells 3 and 4 demonstrated promising results, with effluent parameters showing a favorable trend towards compliance.

# EMERGENCY DISCHARGE EVENT - ENDING



Effluent discharge to Foley drain

- Upon ending the EDE, **normal operations resumed** at the Dundalk WWTF, with effluent parameters consistently meeting the ECA requirements.
- The **EDE concluded** on May 29, due to concerns regarding reduced effluent receiver flows and higher ambient temperatures
- Duration of EDE: 41 days
- A total volume of 144,456m<sup>3</sup> was discharged, inclusive of the 23,949m<sup>3</sup> from Cell 4

# EMERGENCY DISCHARGE EVENT – LESSONS LEARNED



Dundalk lagoon aerial photo (Apr. 30, 2024 (Triton Engineering))

- The Township and Triton Engineering have developed **a mitigation plan** including **enhanced monitoring** and **reporting** to the MECP, to ensure that:
  - Water levels do not reach dangerous elevations, and
  - There is sufficient time for action (i.e., chemical dosing).



# DUNDALK LAGOON – PROPOSED UPGRADES

- Installation of a **new influent sewage pumping** to manage increased flows effectively. Additionally, enhancements such as the incorporation of **additional aeration and a floating cover in the final cell** of the lagoons will aid in algae removal, thus improving overall treatment efficiency.
- A major component of this project is the construction of a 22m x 5.5m concrete tank utilizing advanced **Moving Bed Biofilm Reactor** technology, which will optimize ammonia reduction.
- Upgrading the tertiary media filter to a state-of-the-art **disk filter** system will ensure effective removal of Total Suspended Solids.
- Finally, implementing a new **Ultraviolet (UV) disinfection** system will play a critical role in reducing E.coli levels, thereby enhancing the quality of treated wastewater.
- This expansion is expected to **increase the treatment capacity** of the facility by over **65%**, from 1,832m<sup>3</sup>/day to 3,025m<sup>3</sup>/day.

THANK YOU!







<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-12-18
<b>Report Number</b>	PW2024-043
<b>Title:</b>	Public Works Department Report
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Jim Ellis
<b>Approved By:</b>	Jim Ellis Public Works Manager

**Executive Summary:**

Public Works Department update.

**Recommendation:**

**Be it resolved that** Staff Report PW2024-043 be received for information.

**Background:**

Public Works Department update.

**Analysis:**

**Transportation and Public Safety:**

1. Staff conducted the Winter Operations training with operators on November 21, 2024.
2. The traffic signalization lights at Highway 10 and Milliner Avenue were activated on December 2, 2024.

**Waste Resources and Diversion Management:**

1. With the ongoing Canada Post mail strike, the 2025 WRDM cart collection calendars and waste information flyers are being made available at the Holstein General Store, Misty Meadows, Dundalk Foodland, Hopeville Municipal Office, Southgate Public Library, Dundalk Arena, Dundalk & Egremont Transfer Stations. (Attachment # 1&2)
2. Staff conducted the Environmental Emergency Plan (E2 Plan) annual review and training exercise on November 22, 2024.

**Water & Wastewater:**

1. Dundalk water operations staff conducted the team Risk Assessment Outcomes on November 25, 2024 for the Dundalk Drinking Water System, as per the Drinking Water Quality Management Standard (DWQMS).
2. The Management Review for the Dundalk Drinking Water System DWQMS was conducted on December 11, 2024.

### **Internal Policy and Legislated Requirements:**

Ontario Regulation 239/02 Minimum Maintenance Standards is the regulation clarifying the scope of statutory defence available to municipalities for standards of repair & maintenance of highways, including winter maintenance.

The Egremont Landfill Site Environmental Compliance Approval number A261602 is the applicable Prescribed Instrument in place for the E2 Plan.

The Safe Drinking Water Act, 2002, S.O. 2002, c.32 is the regulation governing the DWQMS.

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

The 2024 Operating Budgets includes these operations for funding.

### **Strategic Priorities:**

Priority: Operational Excellence

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

Action Item: Choose an item.

### **Attachments:**

Attachment #1 – 2025 Cart Collection Schedule

Attachment # 2 – 2025 Waste Information



# 2025 Cart Collection Schedule

All carts **must** be at the curb by **7 a.m.**

Carts should be placed 1 metre apart at the grass line or at the end of your laneway.

The **COMPOST CART** is collected every week.

The **RECYCLE CART** and **GARBAGE CART** are collected on alternating weeks.

## ZONES



To confirm your regular collection day, see reverse for collection zones.

### JANUARY

	S	M	T	W	T	F	S
CR				1	2	3	4
CG	5	6	7	8	9	10	11
CR	12	13	14	15	16	17	18
CG	19	20	21	22	23	24	25
CR	26	27	28	29	30	31	

### FEBRUARY

	S	M	T	W	T	F	S
							1
CG	2	3	4	5	6	7	8
CR	9	10	11	12	13	14	15
CG	16	17	18	19	20	21	22
CR	23	24	25	26	27	28	

### MARCH

	S	M	T	W	T	F	S
							1
CG	2	3	4	5	6	7	8
CR	9	10	11	12	13	14	15
CG	16	17	18	19	20	21	22
CR	23	24	25	26	27	28	29
CG	30	31					

### APRIL

	S	M	T	W	T	F	S
CG			1	2	3	4	5
CR	6	7	8	9	10	11	12
CG	13	14	15	16	17	18	19
CR	20	21	22	23	24	25	26
CG	27	28	29	30			

### MAY

	S	M	T	W	T	F	S
CG					1	2	3
CR	4	5	6	7	8	9	10
CG	11	12	13	14	15	16	17
CR	18	19	20	21	22	23	24
CG	25	26	27	28	29	30	31

### JUNE

	S	M	T	W	T	F	S
CR	1	2	3	4	5	6	7
CG	8	9	10	11	12	13	14
CR	15	16	17	18	19	20	21
CG	22	23	24	25	26	27	28
CR	29	30					

### JULY

	S	M	T	W	T	F	S
CR			1	2	3	4	5
CG	6	7	8	9	10	11	12
CR	13	14	15	16	17	18	19
CG	20	21	22	23	24	25	26
CR	27	28	29	30	31		

### AUGUST

	S	M	T	W	T	F	S
						1	2
CG	3	4	5	6	7	8	9
CR	10	11	12	13	14	15	16
CG	17	18	19	20	21	22	23
CR	24	25	26	27	28	29	30
CG	31						

### SEPTEMBER

	S	M	T	W	T	F	S
CG		1	2	3	4	5	6
CR	7	8	9	10	11	12	13
CG	14	15	16	17	18	19	20
CR	21	22	23	24	25	26	27
CG	28	29	30				

### OCTOBER

	S	M	T	W	T	F	S
CG				1	2	3	4
CR	5	6	7	8	9	10	11
CG	12	13	14	15	16	17	18
CR	19	20	21	22	23	24	25
CG	26	27	28	29	30	31	

### NOVEMBER

	S	M	T	W	T	F	S
							1
CR	2	3	4	5	6	7	8
CG	9	10	11	12	13	14	15
CR	16	17	18	19	20	21	22
CG	23	24	25	26	27	28	29
CR	30						

### DECEMBER

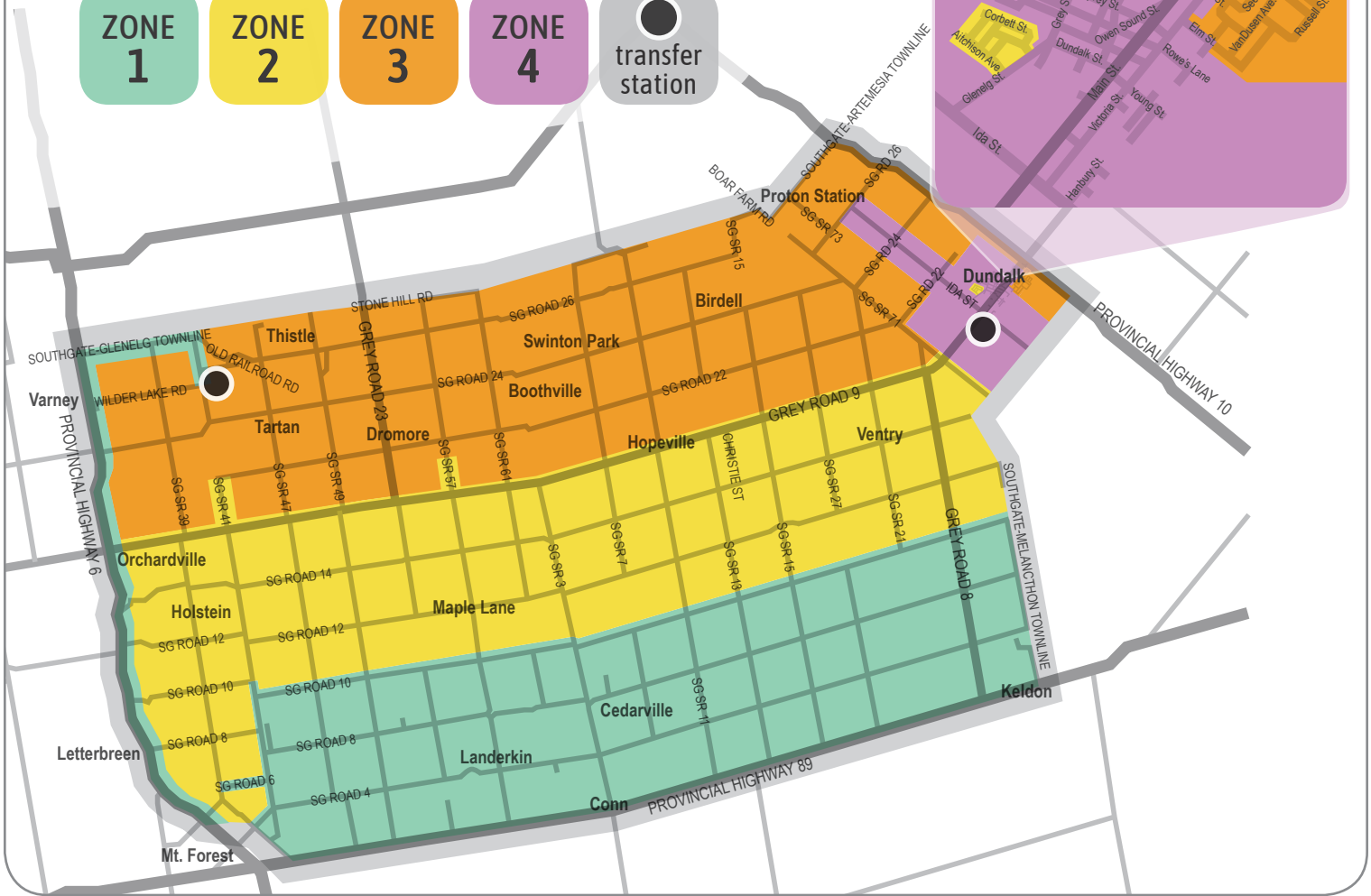
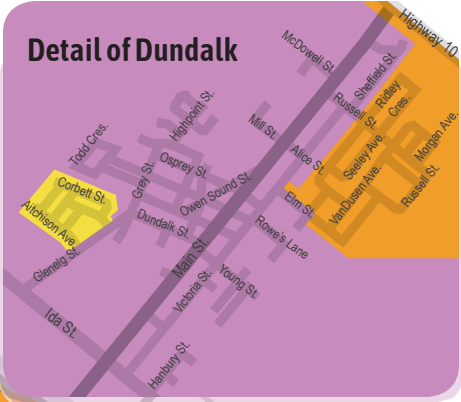
	S	M	T	W	T	F	S
CR		1	2	3	4	5	6
CG	7	8	9	10	11	12	13
CR	14	15	16	17	18	19	20
CG	21	22	23	24	25	26	27
CR	28	29	30	31			

Not sure where it goes? Go to [www.SortSouthgate.ca](http://www.SortSouthgate.ca) to find out!

# Collection Zones

See reverse for schedule and holiday interruptions.

ZONE  
1
ZONE  
2
ZONE  
3
ZONE  
4
●  
transfer  
station



●
**Egremont Transfer Station**  
 413018 Southgate Sdrd 41, Egremont  
 Wednesday 10am - 3pm  
 Saturday 9am - 1pm  
**haz bin** May Jun Jul | Nov Dec Jan

●
**Dundalk Transfer Station**  
 752178 Ida St. South, Dundalk  
 Tuesday 10am - 3pm  
 Thursday\* 10am - 3pm (\*April & May only)  
 Saturday 9am - 1pm  
**haz bin** Feb Mar Apr | Aug Sept Oct

## example schedule

	S	M	T	W	T	F	S
CG	1	2	3	4	5	6	7
CR	8	9	10	11	12	13	14
CG	15	16	17	18	19	20	21
CR	22	23	24	25	26	27	28
CG	29	30	31				



The **COMPOST CART** is collected every week. The **GARBAGE CART** and **RECYCLE CART** are collected on alternating weeks. Video cameras are mounted on trucks to verify contents and cart placement during pickups.

In the event of a holiday Monday, collections are shifted forward a day for that week. Holidays that occur during the week (e.g. Christmas, Boxing Day, New Years, Canada Day, Remembrance Day) may require a different schedule. Check [www.southgate.ca](http://www.southgate.ca) or Facebook for announcements.





# Southgate's Diversion Information



## ● transfer stations

All Southgate residents have access to either transfer station during the hours of operation listed below.

### Dundalk Transfer Station

752178 Ida St. South, Dundalk

Tuesday 10am - 3pm

Thursday\* 10am - 3pm (\*April & May only)

Saturday 9am - 1pm

### Egremont Transfer Station

413013 Southgate Sdrd 41, Egremont

Wednesday 10am - 3pm

Saturday 9am - 1pm

## accepted bulky items

Brush (clean wood)\*

Clothing

Dirty wood\*

Drywall\*

Electronics

Freon & non-freon appliances\*

Furniture & mattresses\*

Gently used items

Hazardous waste\*\*

Household garbage

Large metal items

Recyclables

Scrap steel

Shingles\*

Tires (max. 10 per day)

\* A small fee will apply to cover processing costs. Please refer to the fees and charges by-law for costs. All other items are free for Southgate residents.

\*\*For more information about hazardous waste, see the HazBin program below.



**Household Hazardous waste** can be brought to the HazBin, which alternates between the two Transfer Stations.

### Dundalk Transfer Station

Feb Mar Apr | Aug Sept Oct

### Egremont Transfer Station

May Jun Jul | Nov Dec Jan

## accepted hazardous materials

Antifreeze

Automotive batteries

Fire extinguishers

Fluorescent lights & CFL bulbs

Lawn fertilizers & pesticides

Mercury-containing measuring devices

Oil filters & containers (< 25L per visit)

Paints & coatings

PH balancing chemicals for pools

Pressurized containers (e.g. propane, oxygen and helium tanks)

Single-use and rechargeable batteries

Solvents (e.g. paint thinners, strippers, lacquer, contact cement, degreasers)

*Pharmaceuticals and sharps should be returned where they were purchased. Industrial grade hazardous waste is not accepted.*

**For more information on what is accepted, please visit [www.sortsouthgate.ca](http://www.sortsouthgate.ca)**

**For more detailed information on waste programs, including fees & charges, visit [www.SortSouthgate.ca](http://www.SortSouthgate.ca)**



# Southgate's Sorting Guide



All carts **must** be at the curb by **7 a.m.** Do not overfill or place materials beside the carts. Broken cart? Go to Transfer Station for replacement parts.

## GREEN CART

**all food waste**

peels, cores, crusts, leftovers, etc.

meat & bones

eggs & eggshells

tea bags, coffee filters & grinds

**all yard waste**

sod, peat moss, mulch

leaves, weeds, grass, small branches

pet waste (paper bags or loose)

**other household compostable items**

popcorn & flour bags

tissues, paper towels

paper plates & egg cartons

fur, hair, dryer lint & dust bunnies

wooden toothpicks, popsicle sticks & shavings

food covered cardboard

shredded paper

## BLUE CART

newspapers, flyers, magazines, books (hard covers removed)

office paper, wrapping, tissue paper, paper bags, gift bags

paper containers

tubs & lids

flattened cardboard, boxboard, tissue boxes, paper towel rolls

steel & metal cans

milk /juice cartons & boxes

plastic jars, bottles & containers

aluminum cans, foil & trays

glass jars & bottles (with lids)

## GREY CART

plastic bags & film

diapers & feminine hygiene products

broken dishes

coffee pods

cigarette butts & packaging

cotton swabs & floss

wooden boxes

paper cups

snack bags & wrappers

Styrofoam™

incandescent bulbs

baler twine, string & rope

drink pouches

disposable mop sheets

toothpaste tube

bale wrap & feed sacs

No plastic liners, packaging or products.

No Styrofoam™ or #6 plastic. Containers must be empty and clean.

This list is not exhaustive.



**NO plastic bags in the Green Cart**



**NO plastic bags in the Blue Cart**



**NO hazardous waste in the Grey Cart**

Line the bin with paper bags, newspaper or "certified compostable liners".

Place recyclables loose in the Blue Cart to ensure they're ready for recycling.

See HazBin program on reverse for hazardous waste.

Some images provided by Dufferin County.

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2024-5434

November 28, 2024

Dear Head of Council:

Through the *More Homes Built Faster Act, 2022*, changes were made to the *Planning Act* to accelerate implementation of the province's additional residential unit (ARU) framework. These changes allowed "as-of-right" (without the need to apply for a rezoning) the use of up to 3 units per lot in many existing residential areas (i.e., up to 3 units allowed in the primary building, or up to 2 units allowed in the primary building and 1 unit allowed in an ancillary building such as a garage).

To support implementation of ARUs, the *Cutting Red Tape to Build More Homes Act, 2024*, made further changes to the *Planning Act* to provide me, as the Minister of Municipal Affairs and Housing, with broader regulation-making authority to remove municipal zoning by-law barriers that may be limiting the development of ARUs.

Following consultation on the Environmental Registry of Ontario, our government has taken further action to tackle the housing supply crisis and reach our goal of building more homes by amending [Ontario Regulation 299/19 – Additional Residential Units](#) to remove certain municipal zoning by-law barriers. These changes took effect upon filing.

These changes will help to facilitate the creation of ARUs, such as basement suites and garden suites, by eliminating barriers including maximum lot coverage, angular planes, floor space index (FSI), minimum separation distances and minimum lot sizes on parcels of urban residential land subject to the ARU framework in the *Planning Act*. More information on these changes can be found through [Environmental Registry of Ontario posting 019-9210](#).

It is my expectation that municipalities will respect these regulatory changes and the intent behind them. I will not hesitate to use my available powers to ensure these changes to the *Planning Act* are allowed to support our goal of building more homes.

We will continue working with our municipal partners to achieve our goal of building the homes that Ontarians need.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul Calandra", with a stylized flourish at the end.

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c. Martha Greenberg, Deputy Minister

Jessica Lippert, Chief of Staff to Minister Calandra

Chief Administrative Officer  
Office of The Clerk

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
Toronto ON M7A 1Y6  
Tel: 416 326-5000  
Toll Free: 1 866 517-0571  
Minister.SOLGEN@ontario.ca

**Solliciteur général**

Bureau du solliciteur général

25, rue Grosvenor, 18<sup>e</sup> étage  
Toronto ON M7A 1Y6  
Tél. : 416 326-5000  
Sans frais : 1 866 517-0571  
Minister.SOLGEN@ontario.ca



November 29, 2024

His Worship Brian Milne  
Mayor  
Township of Southgate  
[bmilne@southgate.ca](mailto:bmilne@southgate.ca)

Dear Mayor Milne:

Our government is proud to have a strong working relationship with both our municipal partners and the police services that keep our communities safe. The collective agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) earlier this year reflects this strong relationship and will support our brave women and men in uniform across Ontario.

At the same time, we understand the impact these changes are having on the budgets of municipalities that are served by the OPP, including your own, which is why we are stepping up with additional provincial support. With that in mind, I am pleased to share with you the following proposed billing changes:

- A 3.75 per cent reduction of the total 2023 reconciled costs to all communities to approximate the full (100 per cent) impact of the Ontario Provincial Police Association (OPPA) salary increases, excluding the 1 per cent increase that was built into the 2023 estimates; and
- A 44 per cent reduction on overtime 2023 reconciled costs to all communities;
- A 10 per cent reduction of 2025 invoice amounts to all communities to approximate the full (100 per cent) impact of the OPPA salary increases excluding the 1 per cent increase that was already built into the 2023 estimate.

These changes would provide over \$77 million in relief to OPP-policed municipalities.

The total billing statement that was initially provided to you for 2025, inclusive of the increases resulting from the new collective agreement, was \$1,605,218.16. Today's proposed billing changes will provide an estimated \$226,961.55 in financial relief for your municipality, bringing the new total for OPP services being billed to your municipality in 2025 to \$1,378,256.61.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

If you have any questions, please contact Ryan Whealy, Deputy Director of Issues and Legislative Affairs, at [Ryan.Whealy@ontario.ca](mailto:Ryan.Whealy@ontario.ca).

Thank you for your continued collaboration, valuable relationship, input and dedication to ensuring the safety and well-being of your community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Kerzner", with a long, sweeping underline.

Michael Kerzner  
Solicitor General



# The Corporation of the Town of Cobourg

## Resolution

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Justin Trudeau, Prime Minister of Canada  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Town of Cobourg  
55 King Street West,  
Cobourg, ON, K9A 2M2  
[clerk@cobourg.ca](mailto:clerk@cobourg.ca)

### Delivered via email

[Justin.Trudeau@parl.gc.ca](mailto:Justin.Trudeau@parl.gc.ca)

December 6, 2024

### RE: Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding

Please be advised that the Town of Cobourg Council, at its meeting held on November 20, 2024, passed 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 the Town of Cobourg Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and



# The Corporation of the Town of Cobourg

## Resolution

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FURTHER THAT the Town of Cobourg Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

FURTHER 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

FURTHER 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

FURTHER 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.

Sincerely,

Kristina Lepik  
Deputy Clerk/Manager, Legislative Services

cc. Honourable, Doug Ford Premier of Ontario;  
Honourable Peter Bethlenfalvy, Minister of Finance;  
Honourable Paul Calandra, Minister of Municipal Affairs and Housing;  
Honourable Philip Lawrence, Northumberland – Peterborough South MP;  
Honourable David Piccini, Minister of Labour, Immigration, Training and Skills  
Development and Northumberland – Peterborough South MPP; and  
All Ontario Municipalities



Via email: [Rob.Flack@pc.ola.org](mailto:Rob.Flack@pc.ola.org)

November 29, 2024

To: Hon. Rob Flack, Ministry of Agriculture, Food & Rural Affairs

**Re: Request for Support – Increase Tile Drain Loan Limit**

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Please be advised at its meeting held on November 13, 2024, Council of the Township of Oro-Medonte passed the following resolution supporting the Township of Adelaide Metcalfe's request that the Province consider increasing the maximum annual Tile Drain Loan Limit:

*Be it resolved that the staff recommendations with respect to the items listed under "Consent Agenda Correspondence" be adopted as printed:*

*d) Correspondence dated October 22, 2024, from the Township of Clearview and Correspondence dated March 22, 2024 from the Township of Adelaide Metcalfe re: Request for Support - Increase Tile Drain Loan Limit.*

*Staff Recommendation: Receive, Support, Advise Under the Mayor's Signature.*

Yours sincerely,

Randy Greenlaw

Mayor  
/vc

Cc:  
Association of Municipalities of Ontario (AMO)  
Rural Ontario Municipal Association (ROMA)  
All Ontario Municipalities



**The Corporation of the Township of Southgate**  
**By-law Number 2024-158**  
**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 18, 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 18, 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 18, 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 18<sup>th</sup> day of December 2024.**

\_\_\_\_\_  
Brian Milne - Mayor

\_\_\_\_\_  
Lindsey Green - Clerk