



**Township of Southgate  
Addendum Council Meeting Agenda**

**March 5, 2025**

**9:00 AM**

**Holstein Council Chambers**

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**Pages**

**1. Call to Order**

**2. Land Acknowledgement**

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

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

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

**4. Confirmation of Agenda**

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

**5. Declaration of Pecuniary Interest**

**6. Delegations & Presentations**

None.

**7. Adoption of Minutes**

**Be it resolved that Council approve the minutes from the February 19, 2025 Special Council meeting as presented; and  
That Council approve the minutes from the February 19, 2025 Council and meeting as presented.**

**6 - 30**

## 8. Closed Meeting

**Be it resolved that** Council proceed into closed session at [TIME] in order to address three matters relating to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Sec239(2)(e))(Subject: Litigation Update), and 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 Update); and  
**That** all those required remain in attendance.

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

- 8.1 **Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Municipality or Local Board (Sec239(2)(e))(Subject: Litigation Update)**
- 8.2 **Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Municipality or Local Board (Sec239(2)(e))(Subject: Litigation Update)**
- 8.3 **Litigation or Potential Litigation, Including Matters Before Administrative Tribunals, Affecting the Municipality or Local Board (Sec239(2)(e))(Subject: Litigation Update)**
- 8.4 **Labour Negotiations or Employee Negotiations (Sec 239)(2)(d)) and Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec239(2)(c))(Subject: HR Matters)**

## 9. Reports of Municipal Officers

### 9.1 Building & By-law Services

#### 9.1.1 BES2025-004 - Enforcement Policies

31 - 33

**Be it resolved that** Staff Report BES2025-005 be received for information; and  
**That** Council direct staff to implement the recommended options contained in this report.

### 9.2 Public Works Department

<b>9.2.1</b>	<b>PW2025-009 Road Management Study RFP Recommendation</b>	<b>34 - 35</b>
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**Be it resolved that** Staff Report PW2025-009 be received for information; and  
**That** Council approve the award of the 2025 Township of Southgate Road Management Study to Triton Engineering Services Limited in the amount of \$27,500 plus HST.

**10. By-laws and Motions**

<b>10.1</b>	<b>By-law 2025-023 - Appoint Deputy Division Registrar and a Deputy Issuer of Marriage Licences</b>	<b>36</b>
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**Be it resolved that** by-law number 2025-023 being a by-law to appoint a Deputy Division Registrar and a Deputy Issuer of Marriage Licences be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**11. Notice of Motion**

None.

**12. Consent Items**

**12.1 Regular Business (for information)**

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated March 5, 2025 (save and except items \_\_\_\_\_) and direct staff to proceed with all necessary administrative actions.

<b>12.1.1</b>	<b>CL2025-007 - 2026 Municipal Election – Electronic Voting Vendor</b>	<b>37 - 38</b>
<b>12.1.2</b>	<b>CL2025-008 - Marriage Licence Modernization Phase 2 - Township of Southgate</b>	<b>39 - 40</b>
<b>12.1.3</b>	<b>FIN2025-007 - Community Funds</b>	<b>41 - 42</b>
<b>12.1.4</b>	<b>FIRE-2025-003 - 2024 Year-End Report</b>	<b>43 - 56</b>
<b>*12.1.5</b>	<b>PL2025-020 - OLT Appeal Withdrawal</b>	<b>57</b>

12.1.6	PW2025-010 Department Update	58 - 61
12.1.7	Librarian CEO Report - 2025-02-20	62 - 64
12.1.8	2025-01-22 Committee of Adjustment Meeting Minutes	65 - 73
12.1.9	2025-01-22 Public Planning Meeting Minutes	74 - 80

**12.2 Correspondence (for information)**

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated March 5, 2025 (save and except items \_\_\_\_\_) as information.

12.2.1	Grey Bruce OPP - 2024 Year End Report - received February 20, 2025	81 - 95
12.2.2	SMART - January 17, 2025 Meeting Minutes - received February 21, 2025	96 - 99
12.2.3	SVCA - January 17, 2025 Meeting Minutes - received February 21, 2025	100 - 110

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

None.

**12.4 Closed Session (for information)**

None.

**13. County Report**

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

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

**15. Confirming By-law**

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**Be it resolved that** by-law number 2025-025 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 March 5, 2025 be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**16. Adjournment**

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



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

February 19, 2025  
9 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 9:03AM)

Staff Present: Jim Ellis, Interim CAO  
Lindsey Green, Clerk  
Taylor McMann, Treasurer  
Kayla Best, HR Manager  
Derek Malynyk, Fire Chief  
Lacy Russell, Librarian CEO  
Ken Melanson, Director, Development & Community Services  
Kevin Green, Recreation Manager  
Phil Schram, Chief Building Official  
Brenna Carroll, Economic Development Officer  
Victoria Mance, Jr Planner  
John Watson, Acting Public Works Manager  
Holly Malynyk, Legislative Coordinator

**1. Call to Order**

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

**2. Confirmation of Agenda**

No. 2025-063

**Moved By** Councillor Ferguson

**Seconded By** Deputy Mayor Dobreen

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

**Carried**

**3. Declaration of Pecuniary Interest**

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

**4. Committee of the Whole**

**4.1 Resolve into Committee of the Whole**

No. 2025-064

**Moved By** Councillor Ferguson

**Seconded By** Councillor John

**Be it resolved that** Council recess the Special Council meeting at 9:00AM and move into the Committee of the Whole meeting to allow for fuller discussion regarding the 2025 Draft Budget and the Recreation Plans.

**Carried**

**4.2 Appointment of Chair**

No. 2025-065

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor John

**Be it resolved that** the Committee appoint Mayor Milne as Chair of the Committee of the Whole meeting on February 19, 2025.

**Carried**

## 5. Reports of Municipal Officers

### 5.1 Treasurer - Taylor McMann

#### 5.1.1 FIN2025-006 - 2025 Budget - Draft 1

No. 2025-066

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** the Committee receive Staff Report FIN2025-006 for information; and

**That** the Committee direct staff to proceed with all necessary administrative actions; and

**That** the Committee recommend that Council direct staff to proceed with all necessary administrative actions.

**Carried**

Mayor Milne relinquished the Chair at 9:52AM.

Deputy Mayor Dobreen assumed the Chair at 9:52AM.

Deputy Mayor Dobreen relinquished the Chair at 9:55AM.

Mayor Milne reassumed the Chair at 9:55AM.

Council recessed at 10:23AM and returned at 10:36AM.

No. 2025-067

**Moved By** Councillor Ferguson

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** the Committee proceed past 12:00PM.

**Carried**

No. 2025-068

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**Be it resolved that** the Committee recommend that Council direct staff to add the Durham Hospital Grant



Request in the amount of \$5000.00 to be funded from the grants, donations and funding budget; and

**That** the Committee recommend that Council waive Policy No. 3 to include the grant to be funded by the grants, donations and funding budget.

**Carried**

No. 2025-069

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** the Committee recommend that Council direct staff to add the Southgate 25th Anniversary Celebration in the amount of \$25,000.00 to the admin budget to be funded equally from the Eco Park Fund and the Southgate Solar Fund.

**Carried**

**Moved By** Councillor John

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** the Committee recommend that Council direct staff to add the new position for the Library to the Library Budget to be funded from general taxation.

Deputy Mayor Dobreen moved the following amendment:

**Amendment:**

No. 2025-070

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor John

**Be it resolved that** the Committee amend the motion to recommend that the Library position be approved as a part-time position.

**Carried**

**Main Motion as Amended:**

No. 2025-071

**Moved By** Councillor John

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** the Committee recommend that Council direct staff to add the new position for the Library as a part-time position at \$36,342.00 to the Library Budget to be funded from general taxation.

**Carried**

No. 2025-072

**Moved By** Councillor Ferguson

**Seconded By** Councillor Singh Soares

**Be it resolved that** the Committee recommend that Council direct staff to add the SGR 24 Micro Surfacing project at \$209,000.00 to the 2025 draft budget.

**Carried**

**5.2 Recreation Manager - Kevin Green**

**5.2.1 REC2025-002 Presentation of Recreation Plan**

No. 2025-073

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**Be it resolved that** the Committee defer REC2025-002 to the next Committee of the Whole meeting on March 5, 2025.

**Carried**

**6. Resolve back to Council**

No. 2025-074

**Moved By** Deputy Mayor Dobreen  
**Seconded By** Councillor Singh Soares

**Be it resolved that** the Committee resolve back to the Special Council meeting at 12:29PM.

**Carried**

**7. Motions Resulting from Committee of the Whole**

**7.1 FIN2025-006 - 2025 Budget - Draft 1**

No. 2025-075

**Moved By** Councillor Shipston  
**Seconded By** Councillor John

**Be it resolved that** Council receive Staff Report FIN2025-006 for information; and

**That** Council direct staff to proceed with all necessary administrative actions.

**Carried**

No. 2025-076

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

**Be it resolved that** Council direct staff to add the Durham Hospital Grant Request in the amount of \$5,000.00 to be funded from the grants, donations and funding budget; and

**That** Council waive Policy No. 3 to include that grant to be funded by the grants, donations and funding budget.

**Carried**

No. 2025-077

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

**Be it resolved that** Council direct staff to add the Southgate 25<sup>th</sup> Anniversary Celebration in the amount of \$25,000.00 to the admin budget to be funded equally from Eco Park Fund and Southgate Solar Fund.

**Carried**

No. 2025-078

**Moved By** Councillor John  
**Seconded By** Councillor Shipston

**Be it resolved that** Council direct staff to add the New Position for the Library, as a part-time position, at \$36,342.00 to the Library Budget to be funded from general taxation.

**Carried**

No. 2025-079

**Moved By** Councillor Ferguson  
**Seconded By** Councillor Singh Soares

**Be it resolved that** Council direct staff to add the SGR 24 Micro Surfacing project at \$209,000.00 to the 2025 draft budget.

**Carried**

**8. Closed Meeting**

None.

**9. Confirming By-law**

No. 2025-080

**Moved By** Councillor Ferguson  
**Seconded By** Councillor John

**Be it resolved that** by-law number 2025-021 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 February 19, 2025 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. Adjournment**

No. 2025-081

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**Be it resolved that** Council adjourn the meeting at 12:32PM.

**Carried**

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Mayor Brian Milne

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Clerk Lindsey Green



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

February 19, 2025  
1:00 PM  
Holstein Council Chambers

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

Members Absent: Councillor Monica Singh Soares

Staff Present: Jim Ellis, Interim CAO  
Lindsey Green, Clerk  
Derek Malynyk, Fire Chief  
Kevin Green, Recreation Manager  
Ken Melanson, Director, Development & Community Services  
Phil Schram, Chief Building Official  
Elisha Milne, Legislative & Planning Coordinator  
Holly Malynyk, Legislative & Records Coordinator  
Brenna Carroll, Economic Development Officer  
Victoria Mance, Junior Planner  
John Watson, Public Works Manager  
Cory Henry, Supervisor, Water & Roads

Others: Bill White, Senior Planning Consultant Triton Engineering

**1. Call to Order**

Mayor Milne called the meeting to order at 1:02PM.

**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**

Matt Rapke, Director of Development from Wilson Developments spoke at Open Forum regarding staff report CL2025-005 - Purchase and Sale Extension Approval - Wilson Development and By-law 2025-006 Purchase and Sale Amending Agreement - 1000163754 Ontario Inc - Wilson Developments - Eco Park.

**4. Confirmation of Agenda**

No. 2025-082

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

**Be it resolved that** Council confirm the agenda as amended to move staff report CL2025-005 Purchase and Sale Extension Approval - Wilson Development and By-law 2025-006 Purchase and Sale Amending Agreement - 1000163754 Ontario Inc - Wilson Developments - Eco Park, to directly follow item 9.1.2.

**Carried**

**5. Declaration of Pecuniary Interest**

Mayor Milne declared a pecuniary interest on item 9.7.3 PW2025-008 - Quotes and Tender Award Recommendation as one of the recommended companies for the 2025 road maintenance tenders is a family member, and did not participate in the discussion or voting on the item.

Councillor Rice declared a pecuniary interest on item 9.7.3 PW2025-008 - Quotes and Tender Award Recommendation as one of the

recommended companies for the 2025 equipment rental quotes is a family member, and did not participate in the discussion or voting on the item.

## **6. Public Meeting**

### **6.1 C32-24 Township Zoning By-law Amendment for Decks and Accessory Structures - Township of Southgate - Entire Township of Southgate**

#### **6.1.1 Background**

Changes to the Zoning By-law proposed generally apply to the following:

- Section 3 changes definition of Accessory Building and Structure and add definitions of Carport, Required Yard and Required Setback.
- Section 5.1 (a) though (h) to clarify when main building setbacks apply versus when accessory buildings may encroach into required setbacks.
- Section 5.18 to implement regulations to establish clear rules for above and below ground swimming pools including safety features.
- Change interior side yard provisions in Residential-1, Residential-2, Residential-3, Residential-5 and Residential-6 zones to increase setback distances for dwellings without a garage or carport attached to the main building.
- Other minor changes pertaining to maximum one Additional Residential permitted in certain areas within a detached building and other provisions for separate accessory structures.

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

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

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**



Senior Planning Consultant Bill White reviewed comments received from the County of Grey, Enbridge Gas, the Grand River Conservation Authority, Historic Saugeen Metis and the Saugeen Valley Conservation Authority. There were no comments received from members of the public.

#### **6.1.4 Questions from Council**

Deputy Mayor Dobreen had questions regarding the swimming pools provision, and if there would be any requirements for existing pools be updated to comply with the proposed amendment, and Senior Planning Consultant Bill White provided a response.

Councillor Shipston questioned the affect of the Building Code on car ports verses garages and being grouped together in a definition and inquired about the provision regarding no front yard accessory buildings within the Rural designations and would relief be provided and Senior Planning Consultant Bill White provided a response.

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

The applicant was in attendance, Senior Planning Consultant Bill White presented the proposal in detail and was available for any questions.

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

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

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

There were no further questions from Members of Council.

#### **6.1.8 Adjournment**

The meeting adjourned at 1:20 PM.

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

#### **7.1 South East Grey Community Health Centre - Program and Activities Update**

No. 2025-083

**Moved By** Councillor Rice  
**Seconded By** Councillor Ferguson

**Be it resolved that** Council receive the delegation from the South East Grey Community Health Centre providing an update on programs and activities for information.

**Carried**

## **7.2 Grey Sauble Conservation Authority - Carl Seider**

No. 2025-084

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

**Be it resolved that** Council receive the delegation from Grey Sauble Conservation Authority for information.

**Carried**

## **8. Adoption of Minutes**

No. 2025-085

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

**Be it resolved that** Council approve the minutes from the February 5, 2025 Council and Closed Session meetings as presented.

**Carried**

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

### **9.1 Chief Administrative Officer**

#### **9.1.1 CA02025-005 Source Water Protection Risk Management Services Agreement**

No. 2025-086

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

**Be it resolved that** Staff Report CAO2025-005 be received for information; and

**That** Council consider approval of By-law No. 2025-017 appointing Grey Sauble Conservation Authority for Risk Management Services and Part IV Enforcement of Source Protection Plans in the Township of Southgate.; and

**That** Council appoint Grey Sauble Conservation Authority Risk Management Officials and Risk Management Inspectors Carl Seider and Karen Gillian pursuant to section 48 of the Clean Water Act, 2006.

**Carried**

### **9.1.2 By-law 2025-017 - Source Water Protection Risk Management Services Agreement**

No. 2025-087

**Moved By** Councillor Ferguson

**Seconded By** Councillor John

**Be it resolved that** by-law number 2025-017 being a bylaw to authorize an agreement between the Grey Sauble Conservation Authority and the Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

## **9.2 Legislative Services**

### **9.2.1 CL2025-005 - Purchase and Sale Extension Approval - Wilson Developments**

No. 2025-088

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Shipston

**Be it resolved that** Staff Report CL2025-005 be received for information; and

**That** Council consider approval of By-law 2025-006 being a by-law to enter into an agreement with 1000163754 Ontario Inc. (Wilson Developments) per their received extension request.

**Carried**

**9.2.2 By-law 2025-006 - Purchase and Sale Amending Agreement -1000163754 Ontario Inc - Wilson Developments - Eco Park**

No. 2025-089

**Moved By** Councillor Rice

**Seconded By** Councillor Shipston

**Be it resolved that** by-law number 2025-006 being a bylaw to enact an amending agreement to amend by-law number 2022-017 to authorize a purchase and sale agreement between 1000163754 Ontario Inc and the Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

**9.3 Emergency Services**

**9.3.1 FIRE-2025-002 - Foodland Agreement**

No. 2025-090

**Moved By** Councillor Ferguson

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** Staff Report FIRE2025-002 be received for information; and

**That** Council consider approval of By-Law 2025-018 to enter into an agreement with L & M Food Market (Ontario).

**Carried**

**9.3.2 By-law 2025-018 - L&M Food Market (Foodland)  
Agreement**

No. 2025-091

**Moved By** Councillor Ferguson

**Seconded By** Councillor Rice

**Be it resolved that** by-law number 2025-018 being a by-law to authorize an agreement between the Dundalk L&M Food Market and the Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

**9.4 Economic Development Department**

**9.4.1 EDO2025-004-Downtown Revitalization Taskforce -  
Member Appointment**

No. 2025-092

**Moved By** Councillor John

**Seconded By** Councillor Ferguson

**Be it resolved that** Staff Report EDO2025-004 be received for information; and

**That;** Council appoint the following individuals to the Downtown Revitalization Taskforce for Dundalk:

1. Samantha Parent.
2. Govind Singh.
3. Neive Power.
4. Stacy Sherson.
5. Marg McCarthy.
6. Erin Goodyear.

7. Talha Wasti.

**Carried**

## **9.5 Recreation Department**

### **9.5.1 REC2025-003 - Capital Projects Financial Reconciliation 2024**

No. 2025-093

**Moved By** Councillor Shipston

**Seconded By** Councillor Ferguson

**Be it resolved that** Staff Report REC2025-003 be received for information; and

**That** Council approve the cost overage for the Pool Accessibility Project \$8,108.26 to be taken from Reserves 01-0000-2504 Recreation-Dundalk.

**Carried**

Council recessed at 2:20PM and returned at 2:30PM.

## **9.6 Planning Department**

### **9.6.1 PL2025-013 - Railtrail Crossings - Settlement Area Growth**

No. 2025-094

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**Be it resolved that** Staff Report PL2025-013 be received for information; and

**That** Council direct Township staff to work with County staff to negotiate the transfer of portions of the CP Rail Trail to Township ownership to facilitate the construction of crossings of the rail trail for future roads and recreational uses;

**That** Township staff bring forward any agreement(s) for these transfers for Council approval; and

**That** the Township report and Council resolutions be

forward to Grey County Council for the February 27, 2025 meeting.

**Carried**

#### **9.6.2 PL2025-014 - Glenelg Phase 3 Red Line Support**

No. 2025-095

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

**Be it resolved that** Staff Report PL2025-014 be received for information; and

**That** Council support the proposed red line revision to the Glenelg Phase 3 Plan of Subdivision approval from Grey County; and

**That** Staff be directed to forward this report and resolution to the County of Grey for their records.

**Carried**

#### **9.6.3 PL2025-015 - OLT Formerly LPAT Attendance Policy**

No. 2025-096

**Moved By** Councillor John

**Seconded By** Councillor Shipston

**Be it resolved that** Staff Report PL2025-015 be received for information; and

**That** Council direct staff to update the LPAT Attendance Policy and bring forward options for Council consideration; and

**That** Council confirm staff participate in the OLT process for the appeal of [File A12-24](#).

**Carried**

#### **9.6.4 PL2025-016 - Site Plan Control By-law Amendment (amending agreements)**

No. 2025-097

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

**Be it resolved that** Staff Report PL2025-016 be received for information; and

**That** Council consider approval of By-law 2025-019 being an amendment to the Site Plan Control By-law 2025-011.

**Carried**

**9.6.5 By-law 2025-019 - Amending Site Plan Control By-law 2025-011**

No. 2025-098

**Moved By** Councillor Shipston

**Seconded By** Councillor Ferguson

**Be it resolved that** by-law 2025-019 being a by-law to amend By-law 2025-011, being a by-law to establish a Site Plan Control By-law 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**

**9.6.6 PL2025-017- Proposed Zoning By-law Amendment, On Farm Diversified Uses**

No. 2025-099

**Moved By** Councillor Ferguson

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that Council** receive as information Staff Report 2025-017 for File C4-25 As-Of-Right Zoning On Farm Diversified Uses (OFDU); and

**That** Council direct staff to proceed to an open house, agency circulation and then a statutory public meeting on the proposed draft zoning by-law amendment to permit



certain dry industrial On Farm Diversified Uses (OFDU) permitted as of right (sawmill, welding shop, woodworking, fabrication, value-added processing, packaging and similar), non-industrial OFDUs (retail uses, café/small restaurant, food store and similar) and underlying regulations for such uses as attached to the Staff Report.

**Carried**

**9.6.7 PL2025-018 - Part Lot Control Extension Request - Flato Edgewood Greens**

No. 2025-100

**Moved By** Councillor Shipston

**Seconded By** Councillor Ferguson

**Be it resolved that** Staff report PL2025-018 regarding the Request to Extend Part Lot Control By-law 2023-012, Flato East Edgewood Greens be received for information; and

**That** Council consider approval of By-law 2025-020 to extend part lot control for one year on lands described as Blocks 133 to 144, Plan 16M-91.

**Carried**

Councillor John left the meeting at 3:00PM and did not return.

**9.6.8 By-law 2025-020 Part Lot Control Extension of By-law 2023-012 Flato East, Edgewood Greens Plan 16M-91, Blocks 133 - 144**

No. 2025-101

**Moved By** Councillor Rice

**Seconded By** Councillor Ferguson

**Be it resolved that** by-law 2025-020 being a By-law to Extend the Time Period for Part Lot Control By-law 2023-012 under Section 50(7.4) of the Planning Act R.S.O. 1990, as amended Certain Lands being Blocks 97 to 105

and Blocks 133 to 144 Plan 16M-91 of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

**Carried**

## **9.7 Public Works Department**

### **9.7.1 PW2025-005 Dundalk Drinking Water 2024 Annual Report**

No. 2025-102

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**Be it resolved that** Staff Report PW2025-005 be received for information; and

**That;** and that Council approve the Dundalk Drinking Water 2024 Annual Report.

**Carried**

### **9.7.2 PW2025-006 Dundalk Wastewater 2024 Annual Report**

No. 2025-103

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

**Be it resolved that** Staff Report PW2025-006 be received for information; and

**That;** Council approve the Dundalk Wastewater Treatment Plant 2024 Annual Report.

**Carried**

### **9.7.3 PW2025-008 - Quotes and Tender Award Recommendations**

Mayor Milne declared a pecuniary interest on item 9.7.3 PW2025-008 - Quotes and Tender Award Recommendation as one of the recommended companies for the 2025 road maintenance tenders is a family member, and did not participate in the discussion or voting on the item.

Councillor Rice declared a pecuniary interest on item 9.7.3 PW2025-008 - Quotes and Tender Award Recommendation as one of the recommended companies for the 2025 equipment rental quotes is a family member, and did not participate in the discussion or voting on the item.

Mayor Milne relinquished the Chair.

Deputy Mayor Dobreen assumed the Chair.

No. 2025-104

**Moved By** Councillor Ferguson

**Seconded By** Councillor Shipston

**Be it resolved that** Staff Report PW2025-008 be received for information; and

**That** Council approve the award of the 2025 Dundalk Water/Wastewater Rates Study to Watson & Associates Economists Ltd. in the amount of \$33,816.00 plus HST; and

**That** Council approve the recommendations to award the 2025 equipment rentals quotes as received; and

**That** Council approve the recommendations to award the 2025 road maintenance tenders as received from:

1. Holland Transport the 35% Liquid Dust Suppressant at \$540 per flake tonne and the 20% Liquid Dust suppressant at \$495 per flake tonne plus HST
2. H Bye Construction the Winter Sand Supply, Haul with Pugmill for a total amount of \$158,160 plus HST

3. Donegans Haulage Limited the Crush, Load, Apply and Stockpile for a total amount of \$534,000 plus HST

**Carried**

Deputy Mayor Dobreen relinquished the Chair.

Mayor Milne reassumed the Chair.

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

None.

## **11. Notice of Motion**

None.

## **12. Consent Items**

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

No. 2025-105

**Moved By** Deputy Mayor Dobreen

**Seconded By** Councillor Ferguson

**Be it resolved that** Council approve the items on the Regular Business consent agenda dated February 19, 2025 and direct staff to proceed with all necessary administrative actions.

**Carried**

**12.1.1 PW2025-007-Bridge Inspection Report 2024**

**12.1.2 Deputy Mayor Dobreen - ROMA 2025  
Conference Report**

**12.1.3 Councillor Shipston - ROMA Conference  
Evaluation**

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

No. 2025-106

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

**Be it resolved that** Council receive the items on the Correspondence consent agenda dated February 19, 2025 as information.

**Carried**

**12.2.1 OLT - Notice of Hearing - A12-24**

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

No. 2025-107

**Moved By** Councillor Ferguson  
**Seconded By** Councillor Rice

**Be it resolved that** Council receive the items on the Resolutions of other Municipalities consent agenda dated February 15, 2025 as information.

**Carried**

**12.3.1 Town of Cobourg - Municipal Restructuring Study - received January 31, 2025**

**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 February 13, 2025 County of Grey Council meeting can be viewed [here](#).

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

None.

**15. Closed Meeting**

None.

**16. Confirming By-law**

No. 2025-108

**Moved By** Councillor Shipston

**Seconded By** Deputy Mayor Dobreen

**Be it resolved that** by-law number 2025-022 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 February 19, 2025 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. 2025-109

**Moved By** Councillor Rice

**Seconded By** Councillor Ferguson

**Be it resolved that** Council adjourn the meeting at 3:14PM.

**Carried**

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Mayor Brian Milne

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Clerk Lindsey Green



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2025-03-05
<b>Report Number</b>	BES2025-004
<b>Title:</b>	By-law Enforcement Policies – request for direction
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Hannah Combs By-law Enforcement Officer
<b>Approved By:</b>	Phil Schram Chief Building Official
<b>Approved By:</b>	Kenneth Melanson, RPP, MCIP Director, Development & Community Services
<b>Approved By:</b>	Jim Ellis Interim Chief Administrative Officer

**Executive Summary:**

By-law Enforcement staff are seeking direction on several recent issues that have come up in recent enforcement complaints. Staff are seeking this direction to provide consistency in approach for interactions with residents on these issues. Staff seek support of Council in the suggested direction on issues contained in this report.

**Recommendation:**

**Be it resolved that** Staff Report BES2025-005 be received for information; and  
**That** Council direct staff to implement the recommended options contained in this report.

**Background:**

Several By-law Enforcement process related matters have come up in recent days. Staff believe it prudent to seek Council direction on how best to proceed on these matters.

**Analysis – Cost recovery policy:**

Cost recovery related to enforcement matters in the Courts has been seen to be a matter that can be requested if the Township is successful in prosecution. Recent discussions with our legal counsel have revealed that there is no legal mechanism to make such a request and have advised the Township to seek these costs through cost recovery mechanisms available through the *Municipal Act*, such as through recovery on the tax roll.

Since receiving this advice, Staff have been debating an approach that would allow the Township to proceed with cost recovery as Council has expressed concern over these costs. Staff believe that the best approach would be to prepare a Cost Recovery Policy that would form part of the

public policies list on our website. This policy, if approved by Council, would provide direction to Staff to seek full cost recovery through invoicing and if needed property tax roll, for all legal costs regarding enforcement action (if successful in the courts). It may be necessary, if the Township is not successful, to simply absorb these costs.

By utilizing the existing means of cost recovery via the *Municipal Act*, then it would ensure that costs for successful enforcement would be billed back to a property owner and not paid for by all taxpayers in the Township.

*Staff recommended approach:*

Staff recommend Council direct the preparation of a policy that would direct cost recovery of all costs related to successful enforcement action to a property owner (if they are involved in the enforcement action) and recover via property taxes if necessary. If Council endorses this approach, a policy would be prepared for Council adoption.

**Analysis – Complaint Intake – Barking Dogs/Fireworks:**

Several complaints have been received related to barking dogs and fireworks. With any complaint, it takes time for a staff member to get to the scene and in the case of these issues – by the time an Enforcement Staff member is on site the principal issue is no longer occurring. The dog may have stopped barking, and the fireworks incident concluded – leaving no ability for the officer to collect evidence beyond statements of those on the scene. These situations make it difficult to act on a “your word against the other parties” basis.

*Staff recommended approach:*

Staff recommend that all complaint input points for office hours and after-hours complaints note that for barking dogs and fireworks, the complainants must provide direct evidence (photos, videos, property address, date and time stamped) of the incident occurring for the By-law Officer to review. Given the time it takes for an officer to get on scene, the incident has usually concluded. By requiring complainants to provide this evidence, this would increase the likelihood of potential enforcement action being successful.

The Township is not alone on the challenges for enforcing on this issue and the recommended approach is one being taken by several municipalities to help improve success on these issues.

**Analysis – Repeat complaints:**

Staff have recently received several By-law Enforcement complaints where an individual property owner is regularly lodging the same complaint against a neighbouring property. Upon visiting the site – no evidence is found of the activity at the source of the complaint.

Multiple complaints related to some By-law issues is not uncommon, as an activity may occur then stop and start again. In these instances, where it is clear an unlawful activity is found – Staff address the issue with the subject property owner and proceed with enforcement where needed.

Staff require direction on complaints where the same issue is investigated time and again and no evidence of the issue is found. This presents a significant drain on staff time and resources, particularly in situations where it may be the case that the complaints process is being used in a potential feud between neighbours.



*Staff recommended approach:*

Staff recommend Council direct the preparation of a policy that would give the Chief Building Official discretion, based on past complaint outcomes and a history of complaints from an individual, to deem continued complaints to be vexatious and the individual warned to cease complaints. If complaints continue to be received, the policy will provide Staff direction to begin billing to the complainant all staff costs for each continued vexatious complaint. Failure to pay would result in the costs being placed on the property tax roll of the complainant's property. This will avoid all taxpayers seeing reduced levels of service because enforcement resources are being used for improper complaints. If Council endorses this approach, a policy would be prepared for Council adoption.

**Internal Policy and Legislated Requirements:**

Various Township By-law provide for enforcement of activities in the Township or standards of property care. Direction on these issues will help ensure a fair and equitable process in relation to enforcement of these By-laws.

Municipal Act, R.S.O, 2001 Section 391(1) and Section 441(1)

[Municipal Act, 2001, S.O. 2001, c. 25 | ontario.ca](https://www.ontario.ca/laws/doc/municipal/municipal_act_2001_s_o_2001_c_25)

**Financial and Resource Implications:**

None expected at this time.

**Strategic Priorities:**

Priority: Operational Excellence

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

Action Item: 11 b). Conduct and Implement an Operational and Service Delivery Review to Ensure the Township's Services will Meet the Growing Needs of the Community



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2025-03-05
<b>Report Number</b>	PW2025-009
<b>Title:</b>	Road Management Study RFP Award Recommendation
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Acting Public Works Manager John Watson
<b>Approved By:</b>	Jim Ellis Public Works Manager, Interim Chief Administrative Officer

**Executive Summary:**

Staff have completed the 2025 Township of Southgate Road Management Study RFP.

**Recommendation:**

**Be it resolved that** Staff Report PW2025-009 be received for information; and **That** Council approve the award of the 2025 Township of Southgate Road Management Study to Triton Engineering Services Limited in the amount of \$27,500 plus HST.

**Background:**

The Township of Southgate released a Request for Proposal (RFP) for the Township of Southgate Road Management Study to be completed in accordance with the Ministry of Transportation of Ontario “Inventory Manual for Municipal Roads for Small Lower Tier Municipalities” (1987). The development of a Road Management Study is a key component to allow the Township of Southgate to effectively allocate capital and maintenance funds to manage its road system. It will be integrated with the Township’s Asset Management Plan, providing the basis for developing priorities on a need’s basis, which will be invaluable in future funding applications.

The RFP was opened Thursday February 20, 2025, at 1:00pm. HR Manager and Deputy Treasurer Kayla Best, Acting Public Works Foreman and Fleet Manager Paul Stevenson and Acting Public Works Manager John Watson participated in the opening.

**Analysis**

Staff recommends Triton Engineering Services Limited be awarded the 2025 Township of Southgate Road Management Study for \$27,500 plus HST. Triton Engineering Services Limited were the only bidders for this RFP. Triton Engineering Services Limited have previously competed Township of Southgate Road Management Study in 2019.

**Internal Policy and Legislated Requirements:**

Policy No 3 – Purchasing Policy

**Financial and Resource Implications:**

The 2025 Township of Southgate Road Management Study was included in the proposed 2025 Operating Budget.

**Strategic Priorities:**

Priority: Operational Excellence

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

Action Item: 12 f). Evaluate and Prioritize Roads and Bridges by Using Criteria Such as Age, Condition, Importance of Route, Current Traffic Counts, etc.

**Attachments:**

**The Corporation of the Township of Southgate**  
**By-law Number 2025-023**

being a by-law to appoint a Deputy Division Registrar and a Deputy Issuer of Marriage Licences

**Whereas** Chapter V.4, Section 38(4), R.S.O. 1990 of the Vital Statistics Act provides that a Division Registrar may, with the approval of the Registrar General, appoint one or more Deputy Division Registrars to act for him or her and any such Deputy while so acting has all the powers and duties of the Division Registrar who appointed the Deputy; and

**Whereas** Chapter M.3, Section 11(3) R.S.O. 1990 of the Marriage Act provides that an issuer may, with the approval in writing of the Minister of the Head of Council of the Municipality of which he or she is Clerk, appoint in writing one or more deputies to act for him or her, and any such deputy while so acting has the power of the issuer appointing him; and

**Whereas** the Council of the Township of Southgate deems it expedient to appoint Deputy Division Registrars and Deputy Issuers of Marriage Licences,

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

1. **That** Anne Sheila Nyaga is hereby appointed Deputy Division Registrar upon approval of the Registrar General; and
2. **That** Anne Sheila Nyaga is hereby appointed Deputy Issuer of Marriage Licences, upon approval; and
3. **That** Elisha Milne, Holly Malynyk, Anne Sheila Nyaga and Lindsey Green shall hold office during the pleasure of Council and shall exercise all the authority, powers and rights and shall perform all the duties and obligations which by Statute or By-laws are or may be conferred or imposed upon the Division Registrars and Issuers of Marriage Licences; and
4. **That** this By-law be effective from the date of approval from the Registrar General.

**Read a first, second and third time and finally passed this 5<sup>th</sup> day of March, 2025.**

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**Brian Milne – Mayor**

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**Lindsey Green - Clerk**



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2025-03-05
<b>Report Number</b>	CL2025-007
<b>Title:</b>	2026 Municipal Election – Electronic Voting Vendor
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Lindsey Green Clerk
<b>Approved By:</b>	Jim Ellis Interim Chief Administrative Officer

**Executive Summary:**

This report is being provided to Council as information to inform of the selected vendor who will provide Internet and Telephone Voting Services for the 2026 Municipal Election.

**Recommendation:**

**Be it resolved that** Staff Report CL2025-007 be received for information.

**Background:**

At the December 18, 2024, Council meeting, [Staff Report CL2024-039](#) was presented to Council to recommend that Council authorize internet and telephone voting as the voting method for the 2026 Municipal and School Board elections. The following was approved:

No. 2024-614

**Moved By** Councillor Ferguson

**Seconded By** Mayor Milne

**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.

Yay (6): Mayor Milne, Deputy Mayor Dobreen, Councillor Rice, Councillor Ferguson, Councillor Shipston, and Councillor John 12

Nay (1): Councillor Singh Soares

**Carried (6 to 1)**

Following approval of the method of voting, a Request for Proposals (RFP) was issued, closing on February 11<sup>th</sup> at 2:00 PM. The Township had a total of four complete submissions received in accordance with the RFP.

## Analysis

Staff evaluated the received submissions based on the following criteria (as outlined in the RFP):

- Proponent Overview, Qualifications & Project Team
- Project Approach, Implementation Plan & Support
- Technology, Functionality and Security
- Value Added
- Pricing

[Simply Voting](#) is the vendor who ranked highest through staff's evaluation of the proposals received and has been chosen as the Township of Southgate's internet and telephone voting vendor for the 2026 Municipal and School Board elections.

Simply Voting has been providing internet and telephone voting services for municipal and school board elections since 2014. Many of our neighbouring municipalities have utilized Simply Voting in the most recent 2022 municipal election including, Municipality of West Grey, City of Owen Sound, Municipality of Arran-Elderslie, Municipality of Brockton and the Municipality of Kincardine.

Staff have had positive conversations with the staff in some of these municipalities that worked directly with Simply Voting's team about their experiences and are looking forward to working with Simply Voting for the 2026 Municipal and School Board Elections.

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

Section 42(1)(b) of the Municipal Elections Act, provides that the Council of a local municipality may pass by-laws to authorize electors to use an alternative voting method, that does not require electors to attend a voting place in order to vote.

At the December 18, 2024 Council meeting, Council approved [By-law 2024-154](#) to authorize internet and telephone voting as the voting method for the 2026 Municipal and School Board elections.

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

With the 2025 reserve contribution of \$15,000.00, the election reserve will sit at \$39,525.95. The total cost of the 2022 Election was \$37,544.00. Simply Voting's proposal totalled \$24,090.60 (subject to change depending on postage rates at the time of the election).

Staff anticipate that the total cost of the 2026 election will be similar or less than the 2022 Election following the addition of materials, advertising, training, etc. and foresee at this time, we will be under budget.

### **Strategic Priorities:**

None.

### **Attachments:**

None.



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2025-03-05
<b>Report Number</b>	CL2025-008
<b>Title:</b>	Marriage License Modernization Phase 2 – Township of Southgate
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Holly Malynyk Legislative and Records Management Coordinator
<b>Approved By:</b>	Lindsey Green Clerk
<b>Approved By:</b>	Jim Ellis Interim Chief Administrative Officer

**Executive Summary:**

This report is being presented to Council for information regarding the Township’s participation in the Marriage License Modernization (MLM) Phase 2.

**Recommendation:**

**Be it resolved that** Staff Report CL2025-008 be received for information.

**Background:**

In November of 2022, municipalities across Ontario were invited, via a survey, to express their interest in voluntarily participating in the launch of MLM-Phase 2. There was a large interest from municipalities across the province, so the Ministry utilized criteria to refine and select the first wave of participating municipalities.

**Analysis**

In October of 2024, staff attended an information session hosted by the Ministry of Public and Business Service Delivery regarding the Marriage Licence Modernization (MLM) Phase 2 and expressed the Township’s interest in participating in the program. In November of 2024, the Township of Southgate was selected to participate in the Marriage Licence Modernization (MLM) Phase-2. Staff have been working with the Ministry of Public and Business Service Delivery, with a “go-live” date selected of Monday February 24, 2025. The Township of Southgate is one approximately 65 municipalities participating in the program.

The traditional system for issuing marriage licenses was largely paper-based, requiring applicants to visit the Township Administration Office at least twice—once to submit documents

and again to pick up the license. The new platform streamlines this process, offering municipalities a single, flexible electronic solution that would otherwise have required separate systems to manage these tasks. It allows for digital review of applications and supporting documents, enabling corrections before the license is issued. This reduces the time spent in person and lowers the error rate in marriage licenses. Additionally, the platform standardizes processes across municipalities, provides clear guidance on accepted ID and supporting documents, and enhances the user experience by enabling citizens to complete applications online. Recognizing that some residents may not have internet access, staff will still accept and process paper applications.

Applicants can apply through the Service Ontario website, by visiting <https://www.ontario.ca/page/getting-married>. The Township of Southgate will be advertising the new platform on the Township of Southgate's website and social media platforms.

**Financial and Resource Implications:**

There is no cost for municipalities to participate in the program, and as such, there is no additional financial cost associated.

**Strategic Priorities:**

Priority: Operational Excellence

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

**Attachments:**

None.





<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2025-03-05
<b>Report Number</b>	FIN2025-007
<b>Title:</b>	Community Funds
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Kayla Best HR Manager & Acting Treasurer
<b>Approved By:</b>	Kayla Best HR Manager & Acting Treasurer
<b>Approved By:</b>	Jim Ellis Interim Chief Administrative Officer

**Executive Summary:**

This report provides information regarding two Community Funds that are active within the Township of Southgate; the Community Enhancement – Dundalk fund and the Southgate Community Vibrancy Fund (Solar).

**Recommendation:**

**Be it resolved that** Staff Report FIN2025-007 be received for information.

**Background:**

Community Enhancement – Dundalk Fund

The agreement with Lystek International was enacted in 2011, which stated that the company would pay the Township of Southgate royalties on a quarterly basis, based on per tonne. The amount received by the Township varies due to this condition.

Southgate Community Vibrancy Fund (Solar Fund)

This fund was established in 2014 between the Township and Southgate Solar LP. The agreement states that Southgate Solar will make payments to the Township in the amount of \$75,000 annually. These funds will be put into a reserve fund that the Township administers and “the funds are intended to ensure a net financial benefit to the Municipality”. The categories of expenditure in the agreement are as follows:

- Energy Sustainability (ie municipal renewable energy systems, vehicle fleet upgrades, building energy-efficiency upgrades)

- Recreational facilities
- Community and protective services (ie police, fire EMS, healthcare)
- Roads and urban infrastructure
- Education and job training
- Community relations and social events for local residents
- Property tax relief for residents and businesses in the community

**Analysis**

Community Enhancement – Dundalk Fund

Current Balance: \$245,071.06

Current draft budget expenditures for 2025:

- Grants & Donations: \$12,500 (includes Durham Hospital Foundation)
- Community Foundation Grey Bruce: \$15,000
- Southgate 25 Year Anniversary: \$12,500

Current draft budget revenue for 2025: \$49,000 (estimation due to royalties being based on materials processed).

Southgate Community Vibrancy Fund (Solar Fund)

Current Balance: \$307,531.58

Current draft budget expenditures:

- Grants & Donations: \$12,500 (includes Durham Hospital Foundation)
- Community Foundation Grey Bruce: \$15,000
- Southgate 25 Year Anniversary: \$12,500

Current draft budget revenue for 2025: \$75,000 (as per agreement).

**Internal Policy and Legislated Requirements:**

Policy #3 – Grants & Donations Policy

**Financial and Resource Implications:**

There are no financial implications as a result of this report.

**Strategic Priorities:**

Priority: Happy, Healthy Communities

**Attachments:**

List Attachments:

None



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2025-03-05
<b>Report Number</b>	FIRE2025-003
<b>Title:</b>	2024 Year-End Report
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Derek Malynyk Chief Fire Official, Fire Chief
<b>Approved By:</b>	Jim Ellis Interim Chief Administrative Officer

**Executive Summary:**

Attached is the Dundalk Fire Departments 2024-year end report. This report acts as a summary and highlights activities related to the three lines of defence provided by the fire department which consists of public education, fire prevention and emergency responses.

**Recommendation:**

**Be it resolved that** Staff Report FIRE2025-003 be received for information.

**Background:**

The Dundalk Fire Department annual report is committed to communicate to Council a summary of events and achievements for the Fire Department over the previous year.

**Analysis**

Staff have displayed the last five years of emergency response data within the report. This data shows the steady increase of call volume each year and displays the calls based off municipality by type of incident. Over the last five years the department has been equipping itself to be more self sufficient and rely less on utilizing mutual aid. This has been achieved by upstaffing its volunteer firefighters, changing its fleet to reflect the rural community we protect vs having an urban department fleet and entering into automatic aid agreements for tankers with neighbouring departments. The department has been successful in this goal with the following data to support it.

In 2024 the department was dispatched to co-occurring incidents a total of six times. Most of these incidents were just two emergency calls at one except for October 18<sup>th</sup>. On October 18<sup>th</sup> the department was successful at operating at four different emergency calls all at once.

The Dundalk Fire Department provided resources through mutual aid to neighbouring departments a total of eleven times, and only called on mutual aid three times. One of the three

Staff Report FIRE2025-003 2024 Year-End Report  
March 5, 2025

times was because one of our automatic aid agreements could not be used as the department's resources were already dispatched via mutual aid to a separate event. The department had three events where a neighbouring tanker was dispatched through automatic aid agreement and only once where the departments tanker was dispatched as per an automatic aid agreement. It should be noted that the number for automatic aid resources received in 2025 will increase with Shelburne aerial truck being included now into automatic aid. The Dundalk Fire Department also sent resources via fire protection agreement to assist Mount Forest within Southgate a total of six times.

In 2025 the department will be looking at its agreements with Wellington North and West Grey Fire Services to see how we can get increase in the level of service provided to the residents with quicker dispatch times by using automatic aid agreements vs mutual aid activations.

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

As per By-law 2019-053 being a by-law to establish and regulate a Fire Department in the Township of Southgate under ***Fire Chief Responsibility and Authority*** 14.q. *preparing and presenting annual and periodic reports to Council as deemed necessary by the Fire Chief, and any other specific reports as directed by Council.*

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

There are no financial or resource implications as a result of this report.

### **Attachments:**

List Attachments:

Attachment 1: FIRE2025-003 – 2024 Year-End Report



## **Dundalk Fire Department**

2024 Year End Report

(January 1<sup>st</sup>, 2024 – December 31<sup>st</sup>, 2024)

**Fire Chief Derek Malynyk**

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## Staff

Fire Chief	Derek Malynyk
Fire Prevention Officer/Captain	Richard Amyotte
Administration	Stephanie Johnson
Training Officer/Captain	Justin McLeod
Captains	Michael Thompson
	Cheryl Inkster
Lieutenants	Kyle Tipple
	Bradyn Thompson
Firefighters	Keith Fisher
	Amanda Coutts
	Kelsey Trudgeon
	Celine Wilson
	Madison Byers
	Steve Zezelic
	Kate Stepanov
	Zach Hull
	James Johnstone
	Matthew Brewer
	William Conley
	Brian Bernardo
	Adrian Simpson
	Zack Perry
	Justin Pate
	Trevor Hald
	Garret Childs
	Alexandria Reisenweber
	Steve Zezelic
	James Johnstone
	Justin Trudgeon
	Jahmari Bennett
	Gabriel Lewis
Brett Breedon	
Cody Mcgrady	
Robert O'Brien	

## Training

### Recruitment

At the beginning of 2024 the Dundalk Fire Department had seven new recruits start the recruitment program. This program is a blended inhouse training program. Recruits were expected to read a textbook at home, reviewing videos and completing chapter tests using our Vector Solutions learning software. The recruits would attend the fire hall every Monday night from January to April for three hours to complete hands on practical skills training and review any questions from the online chapters. Recruits also attended three Saturday a month for an eight-hour training session. The focus of the full day was to complete required practical skills sign offs for firefighter level I and level II.

In April, recruits completed written and practical testing, supervised by the Academic Standards and Evaluation Department of the Ontario Fire Marshals Office to become fully certified for Level I and Level II firefighting activity.

In May the recruits completed live fire training in Markdale using the Ontario Fire Colleges Mobile Live Fire Training Unit. The recruits were able to demonstrate live firefighting evolutions while being in a controlled environment. This was their second exposure to live fire training as during the recruit training staff had burn cells built for firefighters to be able to experience limited fire conditions prior to testing their testing date.





## Regular Training

In 2024 firefighters completed eighty-one hours of regular training. All members who have been certified to NFPA 1002 Pump Operations completed an additional 12 hours of hands-on pump training to stay refreshed. Regular training sessions are three hours long conducted on Tuesday nights with each member attending twice a month utilizing a rotating platoon system. Each quarter there is an additional theory practice and pump operations training for those certified. On top of the regular training each platoon was scheduled to complete truck checks once per quarter. Truck checks are a time to for firefighters to become familiar with the equipment on each truck and its location. It allows the department to ensure all equipment is in the ready state to respond to any emergency that may arise. If staff attended each assigned truck check, then the firefighter would account for an additional 12 hours of training bringing the total training time for the year up to ninety-three – one hundred and five hours depending on certification.

## Additional Training

In 2024 firefighters completed additional training above the required regular training nights. Staff continued to run our approved in-house Hazardous Materials Awareness and Operations training program, that was accredited by Academic Standards and Assessment branch of the Ontario Fire Marshals Office. I am happy to announce that we are in compliance with mandatory certification for Hazmat. When we started the hazmat training program in 2023 the department only had three certified members. Today the department has twenty-seven members certified to hazmat operations level.

In July the Dundalk Fire Department completed two additional training programs. The first being a learning contract for NFPA 1002 Pump Operations. A total of thirteen members completed the training. By hosting a learning contract the department supplied its own accredited instructors to teach the Ontario Fire Colleges program at our own department. The course consisted of forty hours of online pre class material followed by five days of in class practical skills which was completed over two weekends. By utilizing a learning contract, it allowed for the department to keep all apparatus in service and cut down costs. NFPA 1002 is a mandatory certification requirement by July 1<sup>st</sup>, 2026, for any firefighter who operates a pumper apparatus at a fire scene. The department was able to increase its compliment of certified operators from six members to nineteen members. This ensures there will always be a certified pump operator at scenes.

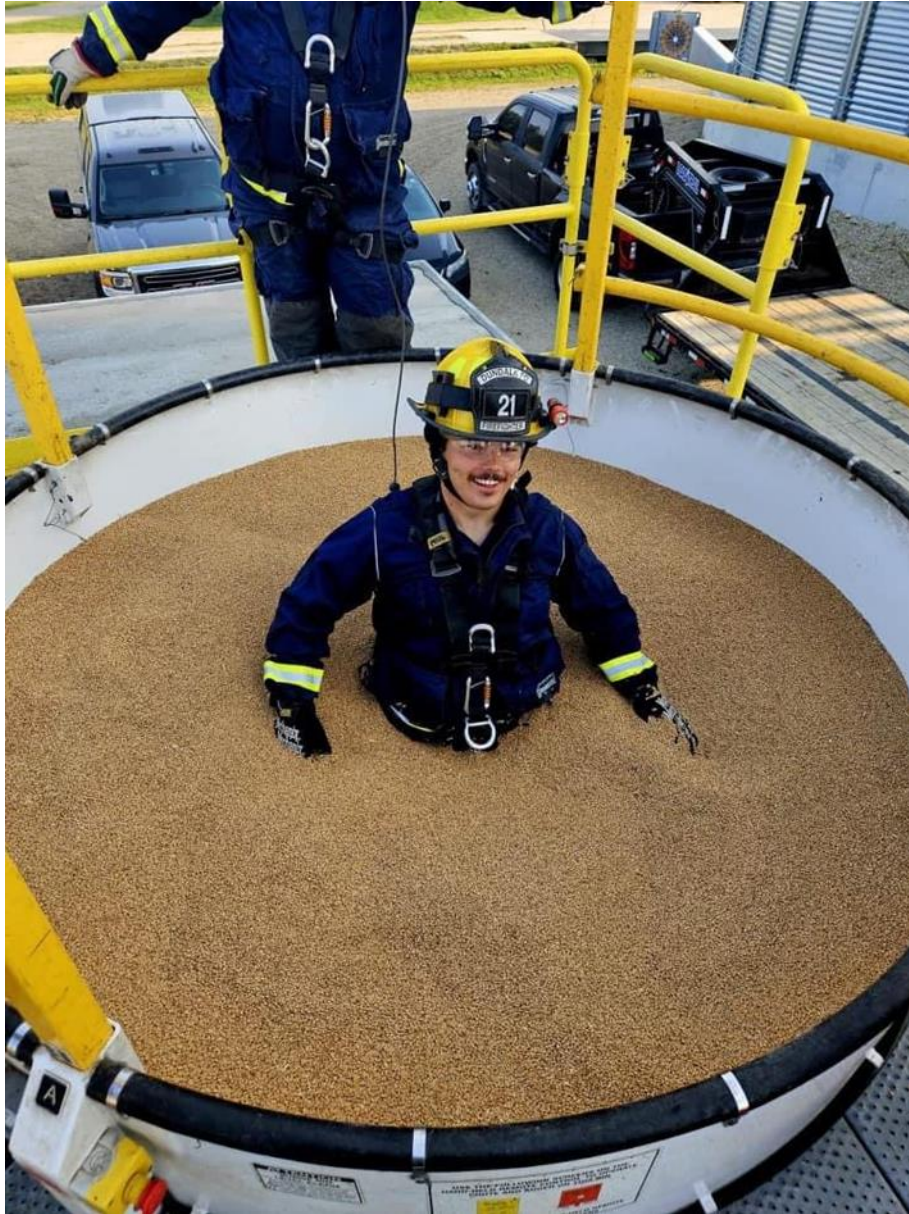
The second training completed was “be grain safe” training through the Canadian Agricultural Safety Association. The training consisted of eight hours of online theory followed by a day of practical training. This training provided members with knowledge regarding safety around grain incidents from different hazard identification to how to stabilize and rescue someone submerged in grain. The department opened this training up to our neighbours to promote collaboration between departments and had Grey Highlands Emergency Services, Meaford Fire Department and Grand Valley and District Fire Department participate in the training. The training was made possible through sponsors such as Pallister Farms for providing the training location, grain and a generous donation to cover the cost of the coffer damn. The department would also like to thank Corteva who covered the cost of the training for the departments.

Lastly the Dundalk Fire Department was approved as a Red Cross Training Partner. The application process took several months and the Township has some restrictions on required costs that it must charge if offering a course to the public. By becoming a Red Cross Training Partner, the Department is

able to teach all Southgate employees First Aid and CPR for a percentage of the cost it would cost us through a third-party company.







## Public Education and Community Involvement

The department was busy again in 2024 with public education and community involvement. Several events were attended or hosted by the Dundalk Fire Department.

The “adopt a classroom program” continued for the second year. Each month the fire prevention officer attends Highpoint school in Dundalk to present fire safety messages to all grade three students. In addition, the OPP was invited to participate for one month to provide messaging regarding cyber bullying and strangers safety. This program was well received by the students, teachers and parents which allowed the department to continue this program for the second year and to make it a permanent

program moving forward. Each year the same material is taught and follows the following schedule of topics for the school year.

September	Cyber bullying in partnership with Grey County OPP
October	Smoke alarms
November	Home escape planning
December	No fire prevention due to holidays
January	Reporting emergencies
February	Emergency planning
March	Home and cooking safety
April	Open flame fire safety
May	May was skipped due to EQAO Provincial testing
June	Tour of the fire hall

Outside the adopt a classroom program which was completed by our fire prevention officer the following public education was also completed for 2024.

#### March

- The department hosted its annual march break programming. This programming had 30 individuals attend over two days

#### April

- Staff attended Holsteins Maple Fest also for two days providing public education on lithium-ion battery safety.

#### May

- Staff completed our annual emergency preparedness week campaigning by handing out educational material and local locations through-out the Township of Southgate. Egremont Community School attended the Saugeen Valley Children’s Safety Village. Any time a school from Southgate attends the Safety Village staff from the Dundalk Fire Department also attends to help provide the Safety Villages program to the group. By having our own staff there it ensures the same message is being delivered to all Southgate Children but also allows the Children to see a familiar face.

#### September

- The department attended the annual Dundalk Fall Fair for two days providing public education to all attendees. September marked the second Provincial “Check your smoke alarm day”. This day was established last year as an annual event to try and provide awareness around the importance of smoke alarms in residential homes. Each year fire deaths in the Province of Ontario total over 100 people. In most cases there were no working smoke alarms within these homes providing for early detection. Staff went to Holstein, locations in Dundalk and Corbetton this year. A total of one hundred and forty one houses doors were knocked on with seventy three answered. Only twenty three people

allowed staff to inspect their home which resulted in only fifteen out of twenty three homes having working smoke alarms.

October

- The fire department promoted free fire extinguisher training for local businesses within Dundalk. Staff were successful in getting one business interested and trained approximately ten employees on the use of fire extinguishers. The department continues to offer this service to any business within Southgate. If any are interested they are encouraged to reach out the Southgate’s Fire Prevention Officer.

November

- The department hosted its annual Firefighters Toy Drive. Locations were set up at the Dundalk Foodland and the Esso gas station. The department would like to thank the community for its generous donations. All toy and monetary donations raised are for the Dundalk Christmas Cheer Campaign. All nonperishable food donations are collected for the Dundalk and area food bank.

## Fire Prevention and Enforcement

Inspections in 2024.

Status	Count	Southgate	Melancthon
Assigned	0	0	0
In Progress	1	1	0
Follow Up	5	5	0
Legal Action	0	0	0
Rescinded	1	1	0
Closed	52	49	3
<b>Total Inspections</b>	<b>77</b>	<b>55</b>	<b>3</b>

Majority of the inspections in 2024 in Southgate were for on farm diversified use businesses. A total of seventy-seven address were inspected. Some of these inspections require multiple site visits to bring into compliance or through different staged of a new build. The goal is to get all these businesses initially inspected and then placed on a three-year inspection rotation.

## Emergency Calls

Over the last five years, the Dundalk Fire Department’s call volume has been steadily increasing.

It is anticipated that call volume should slow down around April with Dufferin EMS rolling out their new response protocol which should reduce some of the departments medical responses into Melancthon.

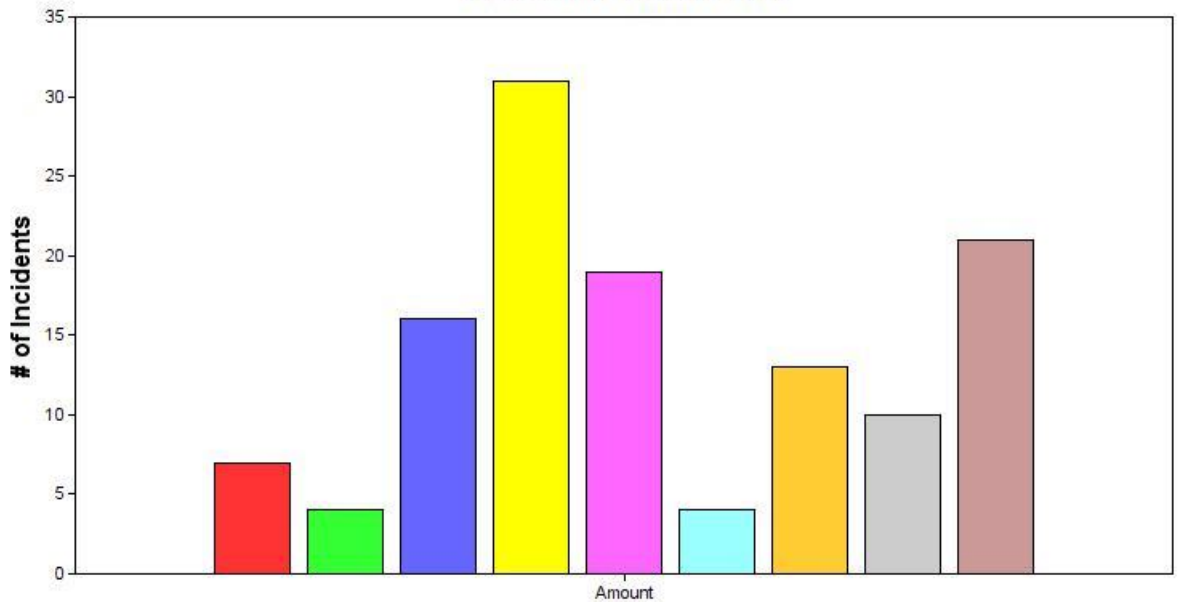
Emergency Calls	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
2024	54	44	47	56	201
2023	51	64	43	37	195
2022	34	54	61	40	189
2021	30	47	33	37	147
2020	38	33	31	34	136

### Totals by Geographic Location

Responses by Municipality	Southgate	Melancthon	Grey Highlands	Other
2024	125	49	23	4
2023	125	53	12	5
2022	123	50	13	3
2021	102	26	18	1
2020	85	28	21	2

### Southgate

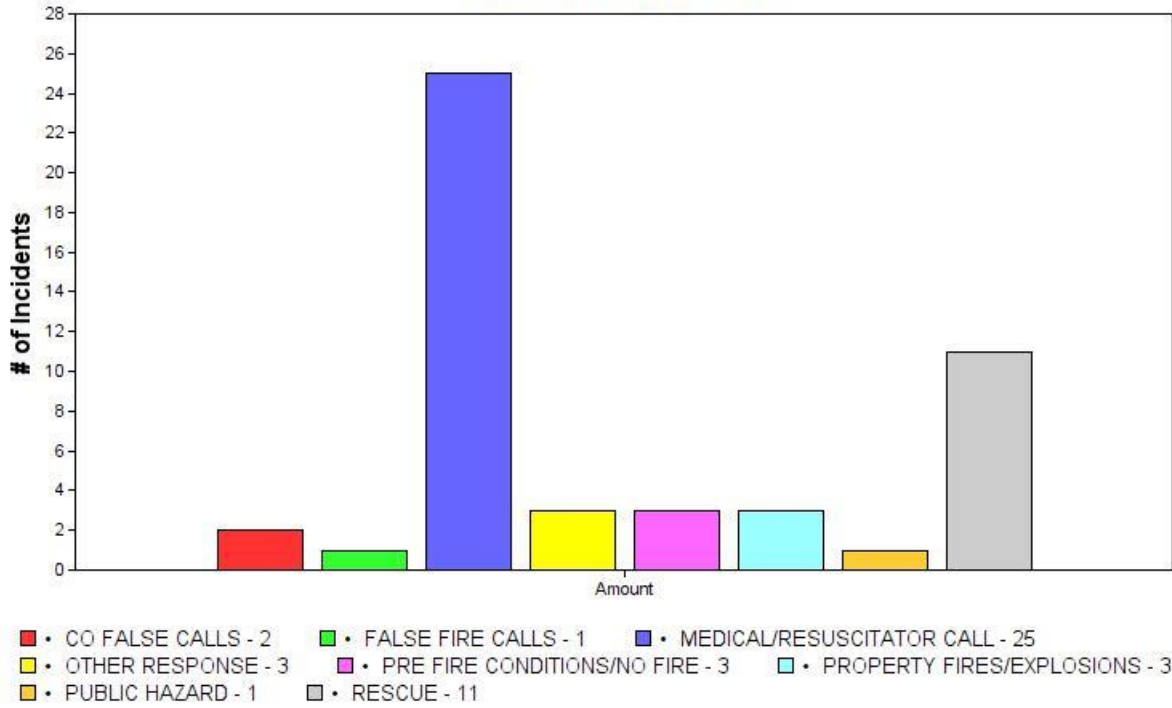
**Totals by Type Southgate**  
From Jan 1 24 to Dec 31 24



- BURNING (CONTROLLED) - 7
- CO FALSE CALLS - 4
- FALSE FIRE CALLS - 16
- MEDICAL/RESUSCITATOR CALL - 31
- OTHER RESPONSE - 19
- PRE FIRE CONDITIONS/NO FIRE - 4
- PROPERTY FIRES/EXPLOSIONS - 13
- PUBLIC HAZARD - 10
- RESCUE - 21

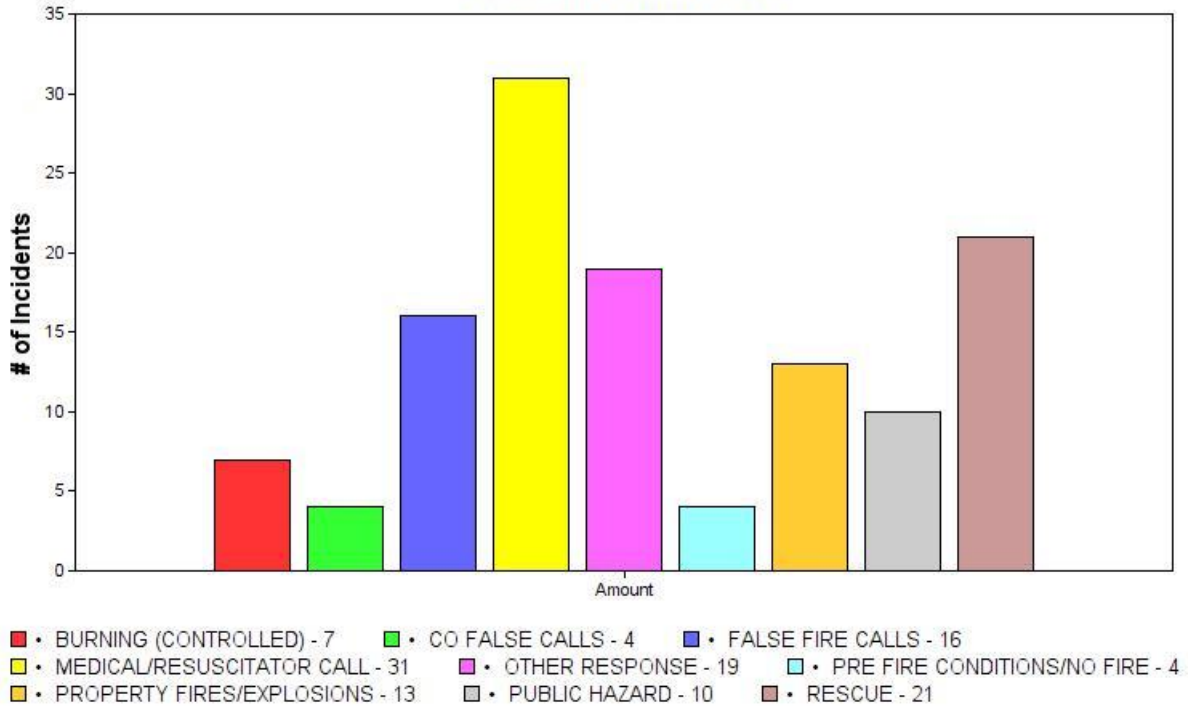
Melancthon

**Totals by Type Melancthon**  
From Jan 1 24 to Dec 31 24



Grey Highlands

**Totals by Type Grey Highlands**  
From Jan 1 24 to Dec 31 24



## Achievements

In this past year the Dundalk Fire Department has had many Achievements.

Our biggest achievement was becoming a training partner for the Red Cross. This creates flexibility for the department to schedule recertifications for its own members but also for Southgate Staff and a percentage of the cost using a third party trainer.

Staff undertook completing the Community Risk Assessment in house which took a large amount of staff time. By completing the Community Risk Assessment in house, it gave staff a better understanding of the community but also saved tax dollars by not having to hire a third-party company to complete. Staff have already started implementing changes to its operation based off the data collected from the risk assessment.

The Dundalk Fire Department took delivery of a new tanker apparatus in December. The apparatus was approved by Council in 2023 for purchase and was awarded to Fort Garry Fire Trucks. This truck replaced the 2004 Rescue unit. The Departments fleet is now updated, and all fire apparatus carry water which is important especially in a rural community. By having three apparatus that have the ability to shuttle water it allows the township to rely less on mutual aid and to be self sufficient. This also allows us to participate in mutual aid more without leaving our community exposed.

Lastly, staff applied for a Provincial fire prevention grant for cancer prevention equipment. Staff are excited to announce the department was successful in receiving \$8,230.45 from the grant which is going towards a new drying cabinet for bunker gear. This new cabinet dries three sets of bunker gear in approximately four hours where the departments current home-made system takes about twelve hours to complete three sets of gear. This will get our department back in service quicker after fires but also encourage members to frequently wash their gear as there will be less down time.

## Message from the Chief

I would like to thank all the Dundalk firefighters and their families for all their hard work, dedication, and perseverance through 2024. Our members spend a great deal of time away from their families to protect our community, and the neighbouring communities.

I would like to thank Southgate Council for the opportunity to lead this amazing team of individuals for yet another year. This is truly a close-knit group that can overcome any challenge that may arise, and continues to look at ways to grow and better service our community.

Finally, I would also like to thank the Township of Melancthon and the Municipality of Grey Highlands for trusting our department with protecting portions of your community. This is a task that we do wholehearted to provide the best level of service possible to these residents.





<b>Report To:</b>	Township of Southgate Council
<b>Meeting Date:</b>	2025-03-05
<b>Report Number:</b>	PL2025-020
<b>Title:</b>	Withdrawal of Ontario Land Tribunal (OLT) Appeal – A12-24 – Con 18, Lot 26 to 27, Geographic Township of Proton
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Kenneth Melanson, RPP, MCIP Director, Development & Community Services
<b>Approved By:</b>	Jim Ellis Interim Chief Administrative Officer

**Executive Summary:**

This report is to provide an update to Council on the above noted OLT appeal. This matter was originally scheduled for a hearing on March 7, 2025.

**Recommendation:**

**Be it resolved that** Staff Report PL2025-020 be received for information.

**Discussion – Withdrawal of appeal:**

Council received report [PL2025-002](#) at the January 15, 2025 Council meeting advising of an appeal of application A12-24 by the Haudenosaunee Development Institute (HDI). Staff engaged legal counsel to prepare for this appeal, which included reaching out to HDI to clarify their appeal and some procedural matters. No response was received until the end of February, when legal counsel arranged a meeting for March 3, 2025. Leading up to this meeting, Counsel and Staff received official notification that the appeal was being withdrawn. With this notification, the hearing has now been cancelled and the minor variance (with applicable conditions) comes into effect.

**Conclusion:**

With the withdrawal of the OLT appeal, the minor variance appeal is now concluded. The minor variance and conditions now come into force.

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

Priority: Operational Excellence

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

Action Item: 10 c). Encourage a Culture of Excellence Throughout the Township Through Education and Continuous Improvement Initiatives



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2025-03-05
<b>Report Number</b>	PW2025-010
<b>Title:</b>	Public Works Department Update
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Acting Public Works Manager John Watson
<b>Approved By:</b>	Jim Ellis Interim Chief Administrative Officer

**Executive Summary:**

Public Works Department Update

**Recommendation:**

**Be it resolved that** Staff Report PW2025-010 be received for information

**Background:**

Public Works Department Update

**Analysis**

**Transportation and Public Safety**

1. Pursuant to Section 16.9 of O. Reg 239/02, Township staff declared a significant weather event on Thursday February 13, 2025 at 5:00 pm due to current and forecasted conditions with an incoming weather system. Staff declared the significant weather event ended on Friday February 14, 2025 at 1:00 pm.
2. Pursuant to Section 16.9 of O. Reg 239/02, Township staff declared a significant weather event on Saturday February 15, 2025 at 4:30 pm due to current and forecasted conditions with an incoming weather system. Staff declared the significant weather event ended on Wednesday February 19, 2025 at 12:30 pm.
3. Moorefield Excavating started snow blowing, loading and hauling snow away from residential streets in Dundalk. The operation was undertaken to widen streets to make them safe again, as well as open catch basins for run off. At the time this report was written, the cost of this operation so far is approximately \$30,000 plus HST, with another estimated \$20,000-\$25,000 plus HST to complete. This is not a typical activity that the Township of Southgate undertakes however, given the amount of snow that has accumulated this winter, it was necessary to keep our streets and residents safe.

4. Half load restrictions, 5 tonne per axle will be posted and in effect March 1, 2025, as per By-law No. 2021-007. Load restrictions are put in place to protect our roads while the spring thaw is happening, and roads become soft from the frost coming out.

**Internal Policy and Legislated Requirements:**

Section 16.9 of O. Reg 239/02 Minimum Maintenance Standards

Section 122 (7) of the Highway Traffic Act, R.S.O. 1990, chapter H.8

[by-law-2021-007-load-restriction-by-law.pdf](#)

**Financial and Resource Implications:**

The cost of snowbank removal from residential streets in Dundalk will be covered by the proposed Roads Winter Activity Operating Budget, and winter operations reserves.

**Strategic Priorities:**

Priority: Operational Excellence

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

Action Item: Choose an item.

**Attachments:**

List Attachments:

Attachment 1: Before Snow Bank Removal – Van Dusen

Attachment 2: After Snow Bank Removal – Van Dusen











<b>Monthly Statistics Report</b>		
	<b>January 2024</b>	<b>January 2025</b>
<b>New Patrons</b>	21	20
<b>Library Visits</b>	1,217	1,105
<b>Circulation</b>	1,596	1,737
<b>Phone Calls</b>	85	71
<b>Reference/Reader's Advisory</b>	25	6
<b>Programs</b>	32	36
<b>Program Participation</b>	328	364
<b>Social Media Reaches</b>	11,768	9,273
<b>Social Media Total Likes</b>	426	343
<b>E-material Circulation</b>	660	629
<b>E-resource Usage</b>	16	9
<b>ILL Circulation – Received</b>	24	5
<b>ILL Circulation – Requests</b>	42	0
<b>Computer/iPad Usage</b>	174	204
<b>Wi-Fi</b>	84	60
<b>Tech Help</b>	17	25

Note that OLS has switched to the new system for Interlibrary Loans, and our numbers reflect this transition time.

**January Highlights:**

This month, the library significantly enhanced our resources and collections. We successfully added new Launchpad tablets to our collection for loaning out to families. Playaway Launchpad tablets are innovative, pre-loaded devices designed specifically for library circulation. These tablets come equipped with a variety of educational apps, videos, and games catering to different age groups and subjects. They are user-friendly and secure, requiring no Wi-Fi or download time, making them perfect for on-the-go learning and entertainment. Each Launchpad tablet features a high-definition touchscreen, durable construction, and a protective bumper, ensuring they can withstand frequent use. We are grateful to the Community Foundation Grey Bruce and the Friends of the Dundalk Library for their generous support, which has made this project possible.



Furthermore, the Friends of the Dundalk Library also donated two additional Yoto players to our collection. These children's audiobook players have been extremely popular, prompting us to add more to meet the demand. We are delighted that families are enjoying these devices, which bring a new dimension of books into their homes.

Additionally, we introduced a new e-resource to our library's offerings. The staff decided to transition from LinkedIn Learning to Universal Class, which provides a broader range of subjects. Through our website, patrons can now access over 600 courses across 35 subject areas, many of which offer Continuing Education Units (CEUs) accredited by the International Accreditors for Continuing Education and Training (IACET). Patrons have unlimited access to these courses and can complete them at their own pace, on any device. Real instructors grade assignments and provide feedback, helping learners gain a deeper understanding and mastery of the subject matter. Alternatively, patrons can choose to take courses without the grading option. The diverse range of subjects caters to both professionals seeking to upskill and lifelong learners exploring new topics for enjoyment. Subject areas include Arts and Music, Cooking, Computers and Technology, Exercise and Fitness, Entrepreneurship,



Health and Medicine, Home and Garden Care, Homeschooling, Job Assistance, Law and Legal Studies, Parenting and Family, Pet and Animal Care, and many more.

### Staff Professional Development:

At the end of every January, the Ontario Library Association hosts the OLA Superconference. This year, two staff members attended: Librarian CEO Lacy Russell and Assistant Librarian & Digital Services Greg Haug. The theme for this year's conference was "Building Bridges." Staff attended various sessions on topics such as outreach programming, connecting rural libraries with the 2SLGBTQIA+ communities, the power of data analysis to boost engagement and retention, neurodiversity, project management, discovery spaces for children, and IT infrastructure. The Expo at the conference was particularly valuable, providing opportunities to meet with various vendors, publishers, authors, and for networking.

### January Programs and Events:

January was a particularly snowy month, presenting some challenges due to the inclement weather. Despite this, we successfully held most of our scheduled programs. However, a few events had to be canceled or postponed to ensure the safety and convenience of our patrons and staff.

#### Kids:

- The Toddler Playdough Palooza event, held on Thursday mornings throughout January, brought parents and toddlers together for social time, sparked the imagination of children and helped to development their fine motor skills.
- The LEGO Club event on January 8th provided children aged 5-12 with a creative and collaborative environment to build and explore with LEGO bricks after school.
- The Kids Winter Reading Challenge in January motivated children aged 4-12 to record their reading time for a chance to win a fun pizza, pop, and ice cream party. Bookmarks to track their progress were available at the front desk, adding excitement and encouraging a love for reading during the winter season. A total of 33 children participated, making the challenge a successful and engaging event.
- The Drop-in STEAM program, held twice in January, allowed children aged 8-12 to explore and have fun with tech gadgets like Ozobots and Makey Makey.
- The PD Day Movie event was well-received, featuring a screening of *Yogi Bear* accompanied by complimentary snacks for the kids.

#### Teens:

- The Video Games and Snacks program provided an enjoyable experience for participants, who played Switch games while enjoying a variety of snacks. It offered a fun activity for teens to do during their winter break.
- The Kinder Egg Hot Cocoa Bombs program allowed teens to get creative and have fun making their own hot cocoa bombs using Kinder Eggs
- The Teen Book Club met to discuss their favorite books and share their insights.
- Teens enjoyed creating small winter signs using the take-home craft kits provided by the library.
- The ongoing Break in Bags program invites teens to solve clues to unlock a treat, with bags available upon request at the front desk.

Southgate Public Library



**Adults:**

- The Adult Crafternoon session the participants crafted beautiful shadowboxes featuring layered cardstock images.
- The Edgewood Suites book club discussed *Heart Berries* by Terese Marie Mailhot
- January was the first month for the Cozy Winter Kits program provided to adults with monthly kits filled with books, puzzles, activities, and treats. Participants could fill out a form online or in the library, and the kits were available on the first Tuesday of each month until March.
- The Digital De-Clutter program on January 14th provided participants with valuable tips on backing up and organizing their files to free up storage space on their iPhones and Samsung devices.
- The Decorated Book Bags craft on January 15th allowed participants to use their creativity by decorating their own canvas book bags with fabric paint.
- Participants at the adult paint night skillfully created beautiful winter cardinal-themed artworks.
- The library's tech help has been experiencing high demand, with numerous patrons seeking assistance with their devices and digital resources. Staff members are diligently addressing each inquiry as promptly as possible.







**Township of Southgate**  
**Minutes of Committee of Adjustment**

January 22, 2025  
9:00 AM  
Holstein Council Chambers

Members Present: Member Brian Milne  
Member Barbara Dobreen  
Member Jason Rice  
Member Martin Shipston  
Member Joan John

Members Absent: Member Jim Ferguson  
Member Monica Singh Soares

Staff Present: Lindsey Green, Clerk  
Elisha Milne, Secretary-Treasurer  
Holly Malynyk, Legislative & Records Coordinator  
Victoria Mance, Junior Planner  
Kenneth Melanson, Senior Manager, Development &  
Community Services  
Jim Ellis, Interim CAO  
Phil Schram, Chief Building Official

Others Present: Bill White, Senior Planning Consultant Triton Engineering  
Kory Chisholm, MHBC Planning Consultants  
Ed Bourdeau, VG Architects

**1. Call to Order**

Secretary Treasurer Elisha Milne called the meeting to order at 9:00AM.

## 2. Elections

**Moved By** Member Milne

**Seconded By** Member Rice

**Be it resolved that** the Committee appoint Member Dobreen to be the Chair of the Committee of Adjustment for the 2025 term.

Member Dobreen declined the appointment of Chair.

**Failed**

**Moved By** Member Dobreen

**Seconded By** Member John

**Be it resolved that** the Committee appoint Member Shipston to be the Chair of the Committee of Adjustment for the 2025 term.

**Carried**

**Moved By** Member Dobreen

**Seconded By** Member Milne

**Be it resolved that** the Committee appoint Member John to be the Vice Chair of the Committee of Adjustment for the 2025 term.

**Carried**

## 3. Confirmation of Agenda

**Moved By** Member Milne

**Seconded By** Member Dobreen

**Be it resolved that** the Committee 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. Adoption of Minutes**

**Moved By** Member Rice

**Seconded By** Member Milne

**Be it resolved that** the Committee approve the minutes from the November 27, 2024, Committee of Adjustment meeting as presented.

**Carried**

**6. Presentations**

**6.1 Kory Chisholm - MHBC Presentation on Consent Application B8-24 and Minor Variance Applications A13-24 and A14-24 regarding the Future BWDSB School Site**

**Moved By** Member John

**Seconded By** Member Milne

**Be it resolved that** the Committee of Adjustment receive the MHBC Presentation on Consent Application B8-24 and Minor Variance Applications A13-24 and A14-24 regarding the BWDSB Future School Site as information.

**Carried**

**7. Hearing**

**7.1 B8-24 - Dundalk Village Two Inc., Con 1 SWTSR Lot 225, CON 2 SWTSR Pt Lots 225 & 226 RP 16R7565 Part 1, Geographic Township of Proton, Township of Southgate**

**7.1.1 Application and Notice of Public Hearing**

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

**7.1.2 Comments Received from Agencies and the Public**

Senior Planning Consultant Bill White reviewed comments received from Enbridge Gas, the Historic Saugeen Metis, the Saugeen Valley Conservation Authority, the Grand River Conservation Authority and the County of Grey.

There were no comments received from members of the public.

### **7.1.3 Applicant or Agent**

The Agent, Kory Chisholm from MHBC Planning Consultants, was in attendance and available for any questions.

### **7.1.4 Committee Member Questions**

Chair Shipston questioned if the parkland dedication would be impacted due to the severance.

Member Milne inquired about the allotted spaces for twelve portables and Ed Bourdeau from VG Architects provided clarification.

Member Dobreen inquired if additional parking has been considered with the potential addition of the portables to the site, as well inquired about an elevator and accessibility to the third floor of the school and Ed Bourdeau from VG Architects provided a response. Member Dobreen also questioned the temporary Storm Water Management Pond location and fencing for same and had questions regarding the fire suppression measures due to Southgate not having an aerial fire truck and Kory Chisholm from MHBC and Ed Bourdeau from VG Architects provided clarification.

Member John questioned if the portables would be intended for immediate or future use and Ed Bourdeau from VG Architects provided a response.

Chair Shipston inquired about the height restrictions regarding HVAC systems and any Zoning By-law exemptions and questioned the size and location of the proposed bus loop area due to current issues at existing schools and Ed Bourdeau from VG Architects and Senior Manager of Development and Community Services Ken Melanson provided a response.

### **7.1.5 Comments and Planning Report**

Senior Planning Consultant Bill White reviewed the planning report and presented the intent of the proposal to the Committee Members.

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

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

### **7.1.7 Further Questions from the Committee**

Member Milne inquired if the temporary construction road could be implemented in from Highway 10 through the adjacent lands instead of being routed through established residential areas and Kory Chisholm from MHBC Planning Consultants provided a response.

### **7.1.8 Approval or Refusal**

**Moved By** Member Dobreen

**Seconded By** Member Milne

**Be it resolved that the Committee of Adjustment:**

1. Receive for information Staff Report PL2025-006 for File B8-24 Dundalk Phase 2 Inc., Concessions 1 & 2 SWTSR Part Lots 225, 226 (Glenelg Phase 3); and
2. Approve consent File B8-24 subject to the following conditions:
  1. **That** minor variance A13-24 on Section 5.4(b) is in full force and effect so that the temporary access permitted is for construction purposes only.
  2. **That** an agreement be executed to provide that the temporary access be built and maintained to a standard satisfactory to the Township, that all Township vehicles and other public authorities be permitted access on the temporary road and public roads within the subdivision will be constructed by the owner to the Township's

satisfaction before occupancy of the school is permitted.

3. **That** an agreement provides for water and sanitary facilities during construction including fire protection satisfactory to the Township Fire Department.
4. **That** the proposed school site conveyance does not reduce any parkland dedication requirements that may apply to the entire Glenelg Phase 3 subdivision.
5. **That** a reference plan of survey be provided including a description and/or terms for the temporary access to the severed lot to the satisfaction of Township Public Works.
6. **That** standard conditions apply as recommended by other agencies and Township Departments including that all requirements of the Township, financial or otherwise, be addressed to the satisfaction of the Township Staff prior to issuance of a certificate of consent.
7. **That** all outstanding taxes, fees, and charges are paid, if any.

**Carried**

**7.2 A13-24 - Dundalk Village Two Inc. (Road Access) and A14-24 - Dundalk Village Two Inc. (Height), Con 1 SWTSR Lot 225, CON 2 SWTSR Pt Lots 225 & 226 RP 16R7565 Part 1, Geographic Township of Proton, Township of Southgate**

**7.2.1 Application and Notice of Public Hearing**

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

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

Senior Planning Consultant reviewed comments received on both application A13-24 and A14-24 from Enbridge Gas, the Historic Saugeen Metis, the Saugeen Valley Conservation Authority, and the Grand River Conservation Authority. There were no comments received for members of the public

### **7.2.3 Applicant or Agent**

The Agent, Kory Chisholm from MHBC Planning Consultants, was in attendance and available for any questions.

### **7.2.4 Committee Member Questions**

Member Rice questioned the temporary roadways and roadway standards, and what happens if the school is projected to open, and the roads are not yet assumed by the Township and Senior Planning Consultant Bill White provided a response.

### **7.2.5 Comments and Planning Report**

Senior Planning Consultant Bill White reviewed the planning report relating to Minor Variance Application A13-24 and A14-24 and presented the intent of both proposals to the Committee Members.

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

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

### **7.2.7 Further Questions from the Committee**

There were no further questions from Members of the Committee.

## 7.2.8 Approval or Refusal

**Moved By** Member Milne

**Seconded By** Member Rice

### **Motion #1:**

**Be it resolved that** the Committee of Adjustment receive for information Staff Report PL2025-005 for files A13-24 and A14-24 Dundalk Phase 2 Inc., Concessions 1 & 2 SWTSR Part Lots 225, 226 (Glenelg Phase 3); and

**That** the Committee approve minor variance application A13-24 on Section 5.4(b) of the Zoning By-law regarding lot frontage on a public street, subject to the following condition:

**1. That** the temporary access be for construction purposes only and that the access be built and maintained to a standard satisfactory to the Township and that all Township vehicles and other public authorities be permitted access on the temporary road.

**Carried**

**Moved By** Member Dobreen

**Seconded By** Member John

### **Motion #2:**

**Be it resolved that** the Committee of Adjustment approve minor variance application A14-24 on Section 5.3 of the Zoning By-law regarding maximum building height of 11 metres maximum subject to the following conditions:

**1. That** site plan approval be obtained for the proposed school before a building permit issued and the 1.6 metres additional building height only apply to part of the building proposed to be 3 stories, and building elevations be included in the site plan agreement to verify the areas where maximum building height of 11 metres is to be exceeded.



**Carried**

**8. Adjournment**

**Moved By** Member Dobreen

**Seconded By** Member John

**Be it resolved that** the Committee adjourn the meeting at 10:07 AM.

**Carried**

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Chair Martin Shipston

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Secretary-Treasurer Elisha Milne



**Township of Southgate**  
**Minutes of Public Planning Meeting**

January 22, 2025  
10:30 AM  
Holstein Council Chambers

Members Present: Mayor Brian Milne  
Deputy Mayor Barbara Dobreen  
Councillor Jason Rice  
Councillor Martin Shipston  
Councillor Joan John

Members Absent: Councillor Jim Ferguson  
Councillor Monica Singh Soares

Staff Present: Lindsey Green, Clerk  
Elisha Milne, Legislative & Planning Coordinator  
Holly Malynyk, Legislative & Records Coordinator  
Victoria Mance, Junior Planner  
Kenneth Melanson, Senior Manager, Development &  
Community Services  
John Watson, Public Works Manager  
Phil Schram, CBO

Others Present: Bill White, Senior Planning Consultant Triton Engineering

**1. Call to Order**

Mayor Milne called the meeting to order at 10:30 AM.

**2. Public Meeting**

**2.1 C35-24 - David Bauman (DAB Agri Inc.), Con 4 SWTSR Lot  
207 Pt Lots 208 and 209, Geographic Township of Proton,  
Township of Southgate**

### **2.1.1 Background**

**The Purpose** of the application is to expand an on farm diversified use (manufacture and installation farm ventilation systems) rezoned in 2013 from 600 square metres combined floor area with no outdoor storage to a maximum 750 square metres floor area with 500 square metres of outdoor storage. A zoning restriction allowing only two non-resident employees is also proposed to be removed.

**The Effect** would be to amend the existing zoning to allow a 750 square metre on farm diversified use with 500 square metres outdoor storage and remove the restriction on employees who do not reside on the property.

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

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

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

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

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

### **2.1.4 Questions from Council**

There were no questions from Members of Council.

### **2.1.5 Applicant or Agent**

The applicant or agent was not in attendance.

### **2.1.6 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.

### **2.1.7 Further Questions from Council**

Deputy Mayor Dobreen questioned Agricultural Related Diversified Uses versus On Farm Diversified Uses and Junior Planner Victoria Mance provided clarification.

## **2.2 C36-24 - Manassa S Martin, Con 4 SWTSR Lot 231 to 233, Geographic Township of Proton, Township of Southgate**

### **2.2.1 Background**

**The Purpose** of the rezoning application is as follows:

- rezone up to 4,000 square metres of the subject lands to permit up to 750 square metres of floor area for an on farm diversified use (small scale dry manufacturing) with power room
- maximum 500 square metres outdoor storage, and
- address a proposed lot area of 20 hectares under consent application File B2/24 when current zoning requires 40 hectares minimum lot area.

**The Effect** is to rezone 4,000 square metres of the subject lands for a 750 square metre maximum on farm diversified use including power room with 500 square metres of outdoor storage. A new farm cluster would be established on a 20 hectare lot to be created under File B2/24 including house, shed, barn and new entrance.

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

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

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

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

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

#### **2.2.4 Questions from Council**

Councillor Shipston asked for clarification on the County of Grey Comments noting that they request that the D6 guidelines be addressed and who is responsible for making sure that it is met, and Junior Planner Victoria Mance provided a response.

Deputy Mayor Dobrein inquired about the severance application and the rezoning application on a 20-hectare parcel of land and Junior Planner Victoria Mance provided clarification.

#### **2.2.5 Applicant or Agent**

The applicant or agent was not in attendance.

#### **2.2.6 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.

#### **2.2.7 Further Questions from Council**

There were no further questions from Members of Council.

### **2.3 C37-24 - Mark and Irene Frey, Con 9, Pt Gore Lot A, Geographic Township of Egremont, Township of Southgate**

Clerk Lindsey Green confirmed that a request from the Agent for this file had been received to have this application pulled from the agenda. The statement provided by the Agent was read by Clerk Green as follows:

"Mr. Frey is very uncomfortable in moving forward with his application at this time because he doesn't like the animosity with the neighbours, some of which is based on incorrect information that is being spread around. At this time, he is pausing the application, maybe just for now...or maybe forever. He's going to consider his options."

## **2.4 C38-24 - Ammon Bauman, Con 22 S Pt lot 24 RP17R1215 Part 2, Geographic Township of Egremont, Township of Southgate**

### **2.4.1 Background**

**The Purpose** of the application is to rezone about 4,760 square metres of the subject lands to permit an on farm diversified use with 750 square metres of floor area including office and power room and up to 500 square metres of outside storage. The zoned area will be located about 69 metres from the Wetland boundary.

**The Effect** is to zone 4,760 square metres of the subject lands away from the Wetland boundary to allow a 750 square metre on farm diversified use including power room and office plus 500 square metres outside storage. A proposed horse barn and shed will be constructed within the existing farm cluster (farmhouse and shed).

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

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

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

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

Junior Planner Victoria Mance reviewed comments received from the County of Grey, Enbridge Gas, Southgate Public Works Comments, the Saugeen Valley Conservation Authority, and the Historic Saugeen Metis. There was one comment received from a member of the public, Tina Lindsay.

### **2.4.4 Questions from Council**

There were no questions from members of Council.

#### **2.4.5 Applicant or Agent**

The agent Eli Sherk was in attendance and available for any questions.

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

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

Tina Lindsay was in attendance, presented their concerns and opposition to the application.

Ester Kurt was in attendance and had Tina Lindsay present their concerns and opposition to the application.

Jeff Kurt was in attendance, presented their concerns and opposition to the application.

Pat Turner was in attendance, presented their concerns and opposition to the application.

Bonnie McCormack was in attendance, presented their concerns and opposition to the application.

Denise Turner was in attendance and presented their questions and concerns to the application.

Bruce Hann was in attendance and presented their questions and concerns to the application.

#### **2.4.7 Further Questions from Council**

Councillor Shipston inquired if the power source option could be wind or solar to assist with the mitigation of the noise concerns and the purpose of the buffer tree line and the Senior Manager of Development and Community Services provided a response. Councillor Shipston also questioned about the concerns surrounding the condition of the road and it being a load restricted road.

Deputy Mayor Dobrean inquired about an aerial view of the property and the acreage of the subject lands and any mitigation requirements surrounding sensitive areas on the

subject lands and the Senior Manager of Development and Community Services provided a response.

**3. Adjournment**

The meeting adjourned at 11:38 AM.

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Mayor Brian Milne

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Clerk Lindsey Green





**Grey-Bruce O.P.P.**  
Year End Report  
**2024**

**Detachment Commander:**  
Acting Inspector Marla Barfoot

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## A MESSAGE FROM THE DETACHMENT COMMANDER

**Grey-Bruce OPP Detachment  
Commander**

Acting Inspector Marla Barfoot

2024 has come and gone, and with it we saw the introduction of the Community Safety & Policing Act. This has brought about big changes that we have been anticipating and working towards. One of the biggest changes was the introduction of the “One Detachment Board”. The board members have been named, and a lot of work has been going on behind the scenes to get us ready for our first meeting. I’m looking forward to getting all our municipalities, community and provincial appointees together, to start working together.

We saw more success in 2024, using the Major Event Tool (MET) to help us with our staffing needs during our busier summer months, which brings in our annual influx of tourists. With this tool, we welcome officers from across the province, to come to Grey Bruce to work. It’s a great chance to showcase our amazing area!

We welcomed fifteen (15) new recruits in 2024. We are excited to have these new officers in our communities, beginning their careers. We also had two (2) Experienced Police Officers join our detachment, coming to us from other police services. These members bring extensive and varied policing experience with them to enhance and compliment our detachment and communities.

We had two (2) summer students working with our Community Services Officer in the Youth in Policing Initiative (YIPI Program) this past summer. These students attended community events and engaged with youth and the community at large. It was a great opportunity for them to see first hand what community policing is all about. The program was a huge success, and we will be bringing it back for the summer of 2025.

Our officers and detectives continue to do great work keeping our communities safe. Our Crime Unit and CSCU have continued to be engaged in larger investigations, with many successful outcomes that you will see in this report.

Our Marine Program had another great summer on the waterways, continuing to increase their hours and enforcement, with the goal of keeping everyone safe on the water.

And I also would like to acknowledge our amazing Auxiliary Unit, who continue to dedicate their time to their communities. We are lucky to have such an engaged unit that works alongside our officers and help at our community events!

## CRIME

### CRIME UNIT

Supervisor: Detective Sergeant Byron Schwass

The Grey Bruce Major Crime Unit (7 Detectives) led, assisted, or supervised 386 Benchmark Occurrences in 2024. This includes 105 sudden deaths, and 79 sexual assaults. Various other incidents such as cyber frauds, child luring, criminal harassments, robberies and other duties as assigned.

A new provincial program in 2024 saw the creation of two (2) new local positions in the Detachment Abuse Issues Investigator's (DAII) program. These DAII detective's roles are the daily review of all intimate partner violence cases, or domestic related investigations. They provide quality control, and assistance on these difficult cases.

This makes a total of nine (9) detectives under the supervision of the local Detective Sergeant and serving the communities of the Grey Bruce detachment area.

A suspicious death in Meaford remains under investigation led by the Criminal Investigation Branch (CIB).

One (1) Detective has been assigned full time to Project Opal. Opal is the multi-jurisdictional armed robbery Project involving the targeted robbery of Credit Unions. Charges have been laid against numerous individuals and the case remains before the courts. *This was a far-reaching Project with huge community impact.*

The Emerson Sprung homicide was before the courts in 2024, and the accused Matthew McQuarrie plead guilty to 2<sup>nd</sup> Degree Murder after three (3) weeks of trial. This was a large, complicated case that took up a large amount of policing resources to bring it through to a successful conclusion.

The Christina YADRAM homicide proceeded through court in 2024, and is currently at trial at the time of writing (February 2025).

The Grey Bruce Major Crime Unit also supports frontline uniform members on a wide variety of cases, in most cases through the drafting and submission of Judicial Authorizations (Search Warrants, and Production Orders).

All members are experienced in working within our local First Nations communities and are skilled at navigating complex situations when encountered.

## COMMUNITY STREET CRIME UNIT | CSCU

Supervisor: Detective Sergeant Jamie Blair

The Community Street Crime Unit (CSCU) has been actively engaged within our communities enforcing drug and property crimes in an ongoing effort to reduce crime and opioid related overdose deaths. The OPP CSCU program strengthens our commitment to ensuring public safety and delivering proactive and innovative policing. The Grey Bruce CSCU is comprised of 1 Detective Sergeant and 5 Detective Constables.

Here are the unit's statistics for 2024:

- 239 Occurrences investigated
- 111 Warrants Executed
- 133 Persons Charged
- 52 Warrant Services
- 947 Charges Laid

Here are some notable investigations from 2024:

In December 2023, the Canada Border Services Agency (CBSA) seized two packages that were shipped from the Netherlands and destined the postal outlet in Hepworth. Upon inspection CBSA found that 6 kilograms of Ketamine was concealed with in the objects in the packages. As a result of this seizure the Grey Bruce CSCU was contacted by the RCMP to investigate the importation of controlled substances into our area. The Organized Crime Enforcement Bureau (OCEB) was consulted, and an investigative team was assembled. During the initial stages of the investigation, it was determined that the names on the packages were fictitious, and the mailing location was non-existent. Utilizing a number of investigative techniques, a male suspect was identified and later arrested for 2 counts of importing Ketamine and possession of ketamine for the purpose of trafficking. The estimated street value of the seized Controlled Substances is \$243,040.00 and the accused was found to have over \$14,000.00 in cash on his person. Following this CSCU investigators had CBSA and Canada Post flag the accused and the address for any further packages. CSCU members completed an audit of packages processed by CBSA and identified 12 more packages with fictitious names that were currently in transit within Canada that needed to be located and seized. These 12 packages were located and on February 26, 2024, members of Grey/Bruce CSCU took possession of these 12 packages from CBSA. One of the packages was found to contain 5 porcelain Santa Clause figurines. Concealed inside each Santa Claus figurine was a clear zip lock baggie containing between 700 - 900 grams of Ketamine, for a total weight of 4339 grams or over 4 kilograms of Ketamine. The estimated street value of the seized Controlled Substances is \$173,560. The remaining 11 packages were found to contain 130 cartons of illegal contraband Chinese tobacco. This investigation resulted in over 10 kilograms of Ketamine (10,415 grams) with a total estimated street value of \$416,600.

In September 2023, Grey/Bruce CSCU commenced an investigation into cocaine trafficking in the Owen Sound and Grey Bruce area. A variety of investigative techniques were utilized in the progression of this investigation, which identified the accused as being a prominent cocaine dealer in the community. CSCU obtained a search warrant and on March 27, 2024, members of the West Region Tactics & Rescue Unit (TRU) and the Emergency Response Team (ERT) executed a Section 11 Controlled Drugs & Substances Act search warrant. Upon entry TRU apprehended two persons. Officers from Grey/Bruce CSCU with the assistance of the Huron/Perth CSCU, Wellington CSCU as well as members of the Grey Bruce OPP conducted a search of the residence. While conducting the search located and seized:

- 2.4 kilograms cocaine
- 1 kilogram ketamine
- 50 grams crack cocaine

The combined estimated street value of the seized Controlled Substances is \$306,487.

Police also seized offence related property that consisted of:

- \$31,355 Canadian currency
- Digital scales
- Packaging material
- Numerous firearms
- Cell phones
- A stolen Can Am ATV
- Debt lists

Investigators laid 32 criminal code and CDSA related charges on the two occupants.

On September 11, 2024, members West Region Tactics & Rescue Unit (TRU) executed a Section 487 Search Warrant in relation to weapons investigation. During the execution of this search warrant the suspect was taken into custody by TRU. During the execution of the search warrant members of TRU discovered a clandestine laboratory and advised investigators of the situation. Experts in this field were consulted, and it was determined that the accused had a sophisticated scientific laboratory setup in his residence along with bulk chemicals and compressed cylinders. Based on the evidence observed it was suspected that he was involved in the production of synthetic drugs. Grey/Bruce CSCU obtained a Section 11 CDSA search warrant for the suspect address. On September 12, 2024, the Clandestine Laboratory Investigative Response Team (CLIRT) assisted by USAR CBRNE Response Team (UCRT) and members of CSCU attended the laboratory and executed the CDSA search warrant. Members processed the scene with the assistance of chemists from Health Canada and discovered chemicals and apparatus consistent with MDMA production. Furthermore, investigators located one kilogram of a finished crystalline which tested as MDMA. As a result of the investigation the Clan Lab Site Safety Supervisors contacted a waste hauler to attend and remove the hazardous materials. The apparatus located inside including the roto-evaporator and the batch stir mixing paddle reactor were seized as evidence. Once the Site Safety Supervisor deemed the location safe members of Grey/Bruce CSCU, the Major Crime Unit and members of South Bruce OPP began their search of the residence in relation to the Weapons investigation as well as the Production of CDSA offences. During the search CSCU seized a number of items which provided further evidence of the offences of production of MDMA and possession for the purpose of trafficking MDMA. Furthermore, a handgun and ammunition were located and seized in the residence. Police seized 3,4-Methylenedioxymethamphetamine (MDMA) processed into a rock form, in powder, in capsules and in liquid form. The combined estimated street value of the seized Controlled Substances is \$25,000. It should be noted that this clandestine lab was located on the second floor of a building above a children's toy store at the busiest intersection in the town. Health Canada chemists had advised that the majority of the chemicals seized from this location where extremely flammable and posed a serious risk to those residing in this area.

In November 2023, while conducting a stolen vehicle investigation, CSCU investigators noted that the involved suspects were linked to cloned vehicles recovered in Biker Enforcement Unit (BEU) Project. CSCU looked into these suspects locally and obtained the transaction history of vehicles they had registered over a 3-year period. This history provided evidence of 140 vehicles that had been stolen and cloned. As a result of this Grey/Bruce CSCU executed 4 search warrants locally in the Grey/Bruce area with the recovery of 10 vehicles and 3 persons being charged. During this investigation, CSCU investigators identified a loophole utilized by organized crime groups for the purpose of cloning and re-VINing stolen vehicles. CSCU members identified trends and patterns that could be utilized by law enforcement to identify and recover these stolen vehicles. The information on these cloned vehicles was disseminated to all police services around the province which has resulted in 20 of these vehicles being recovered throughout the province. A vehicle was also recovered by the RCMP Surrey Guns and Gangs unit which led to a significant drug and currency seizure. This innovative investigation has resulted in 32 high end vehicles being recovered with a value of approximately 2 million dollars. CSCU has been able to identify 300 suspicious vehicles previously unknown to police most of which are now captured on CPIC for further investigation. This is an ongoing investigation and Grey/Bruce CSCU will continue to collaborate with the Provincial Auto Theft Team (PATT), the Ministry of Transportation (MOT), Equite and CarFax to identify, locate and recover these cloned vehicles.

## COMMUNITY RESPONSE

### Provincial Liaison Team | PLT

Provincial Constable Robert Hann

#### **Provincial Liaison Team Program Mandate:**

To establish and maintain open and transparent lines of communication with all stakeholders who may be affected, directly or indirectly, by major events or critical incidents. The Provincial Liaison Team (PLT) members work to build relationships of trust, mutual understanding and respect between police and constituents.

PLT has been engaging with all the stakeholders regarding a proposed housing development site located at the old Talisman Ski Resort next to the town of Kimberly in Grey Highlands. PLT will continue to engage with the stakeholders over the coming months while the project continues through the approval process.

PLT has been engaging with the stakeholders regarding a large hydroelectric project proposed for the Municipality of Meaford. The project would supply electricity for approximately a million homes. PLT will continue to engage with all the involved stakeholders as this project moves through the approval process.

PLT continues to try and build a positive relationship with members of the Saugeen First Nation community. PLT organized a youth police day event this past year that was very well received by community members. PLT also participated in a human trafficking presentation that was attended by approximately 150 community members from Saugeen First nation.

PLT continues to try and build a positive relationship with members of the Neyasshiinigiing First Nation and Neyaashiinigiing Police Service. PLT assisted Neyaashiinigiing Police Service with a Human Trafficking presentation at the Neyaashiinigiing Community Centre. PLT also assisted with a open house event being held in the community for any members that needed assistance dealing with some tragic events that had taken place in the community in the span of a couple of days.

PLT assisted with several protest that took place in the Grey Bruce County areas over the past year. The protest included environmental and social issues such as freedom related convoys and LGBTQIA2S related protest.

PLT also have assisted with several protest outside of the Grey Bruce area over the past year, and other members of the PLT have assisted Grey Bruce when needed as well.

## MEDIA

Provincial Constable Krista Linthorne

### Year in Review

In 2024, the Grey Bruce Media Relations Unit issued 340 media releases and shared 753 social media posts, highlighting significant events in Grey Bruce. Our social media platforms (Facebook, Instagram, and X) serve to deliver crucial, timely information on incidents like collisions, public safety concerns, and missing persons. These outlets enable the OPP to connect with a broader audience and keep the public informed about our efforts to maintain safety on the roads and in the community. The Media Relations Officer conducted 13 interviews for radio or television.

### **Community Engagement**

The Community Engagement Officer attends schools and community groups for presentations on cyber safety, frauds and personal safety. In 2024 the Community Engagement Officer attended 177 community events including school visits, community mobilization events, recruiting events, training presentations and more.

### **OPP vs South Bruce Peninsula Fire Department hockey game**

On December 13, 2024, The Grey Bruce Ontario Provincial Police (OPP) took on the South Bruce Peninsula Fire Department (SBPFD) in a friendly game of ice hockey for charity. Both teams gave it their all after a tough two periods, but the Grey Bruce OPP beat the SBPFD with a score of 6-5 victory. The event was about more than just hockey, as it also supported two important local causes. A total of \$322.00 was raised for the South Bruce Peninsula Toy Drive, alongside numerous toys and non-perishable food donations for the Wiarton Salvation Army Food Bank.

### **Youth in Policing Initiative (YIPI)**

The Community Engagement Officer for the Grey Bruce OPP introduced the Youth in Policing Initiative (YIPI) to the Grey Bruce area, marking the first time the program has been implemented in the West Region. This initiative is a collaboration between the OPP and the Ministry of Children, Community and Social Services (MCCSS) aimed at supporting "at-risk" youth through mentorship with police officers. The Grey Bruce OPP employed two YIPI students during the summer, who participated in community events and engaged with local youth.

### **Recruiting**

The Grey Bruce OPP are continuing local recruitment efforts to encourage area residents to apply to the force. They participated in two volunteer fairs, one civilian recruitment event and held two uniform recruitment events. Additionally, the OPP hosted a local shuttle run to give individuals the opportunity to see if they can reach level 7.

## CRIME STOPPERS

Provincial Constable Brad Tichbourne

Crime Stoppers of Grey Bruce Inc. – In 2024 over 703 tips were received by the Crime Stoppers of Grey-Bruce with 282 for the Grey-Bruce OPP.



## AUXILIARY

Auxiliary S/Sgt Tom Buckley  
Provincial Constable Shaun Hierlihy

### GREY-BRUCE AUXILIARY HOURS BY MONTH

2023	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
HOURS	250	204	340	412	240	202	368	386	361	250	522	230
2024	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
HOURS	311	287	258	329	291	312	360	786	647	420	504	276

## TRAFFIC MANAGEMENT UNIT | TMU

Provincial Constable Chad Thompson

The Grey Bruce OPP Traffic Management Unit (TMU) had a successful and impactful year in 2024, with a strong focus on highway safety, enforcement, and public education.

Throughout the year, our dedicated two-person unit made significant strides in promoting road safety, issuing 830 traffic charges and 533 warnings. We are committed to raising awareness of road safety laws and fostering responsible driving behavior within the community. This proactive approach underscores our goal to ensure safer roads for all. Additionally, the unit laid 36 criminal charges for various offenses and 41 stunt driving charges across Grey and Bruce counties.

A major highlight of 2024 was our collaboration with the Ministry of Transportation (MTO) and local municipal police partners. TMU was able to organize the 3-day OPP Commercial Motor Vehicle Course to be held at the Wiarton OPP Detachment. The course had 12 seats offered to OPP road officers and 6 seats were filled by Owen Sound, Saugeen Shores, Hanover, and West Grey Police Service members. Together, we organized and executed successful Commercial Motor Vehicle Blitzes throughout the region. These initiatives focused on enforcing safety regulations and ensuring the compliance of commercial vehicles operating on our roads. As a result, more than 50% of the vehicles inspected were taken out of service due to safety-related defects. Furthermore, in partnership with MTO Officers, we removed over 120 unsafe passenger vehicles from the road that were found to have fraudulent vehicle safety certificates.

In addition to our work on the roads, TMU also contributed significantly to marine safety. We dedicated over 200 hours to marine patrols on Georgian Bay, Lake Huron, and the inland lakes within Grey and Bruce counties, ensuring safe practices on the water as part of the Grey Bruce Marine program.

Looking ahead to 2025, TMU remains fully committed to safeguarding lives through ongoing education, enforcement, and collaboration. As the unit transitions from a two-person team to a single-officer unit in June, we will continue to strive for safer roads, trails, and waterways across the region.

## MARINE PROGRAM

Sgt Derek Zehr

The Grey/Bruce OPP marine unit is comprised of frontline members working full time general law enforcement duties. They have received extensive training in the operation of OPP marine assets and as such are utilized to operate them on the waterways within our detachment area on a part-time schedule/as needed basis. There are currently 9 active members with the training/skills required to be utilized by the marine unit.

In 2023 the Grey/Bruce OPP decided not to continue joint patrols with the bordering OPP Detachments, instead focusing on the members within the detachment here to patrol the waters within our area. This was done to maximize the available time on water and expand the local knowledge of our own operators for their deployment in adverse/night operations if need be. We continued with this decision for 2024.

We utilized 3 different vessels throughout the season:

- 17' Harborcraft aluminum boat – primarily for inland waterways
- 21' Boston Whaler fiberglass boat – primarily for the Great Lakes and large inland lakes
  - Both of the above vessels, when not in use, were kept on trailers at detachment. This is done to allow greater flexibility for us to deploy them for patrols/calls within all of the detachment area.
- 23' Seaswirl fiberglass boat – primarily for Georgian Bay and moored at the Georgian Shores Marina in Owen Sound.

In addition to these vessels the Grey/Bruce OPP also partnered with the local MNR for joint patrols.

The marine unit responds to calls for service and patrols of targeted problem areas. That said a large portion of their time spent on the water is officer generated proactive patrols. The following table is a reflection of the positive impact the changes to the marine unit has had over the past two seasons:

<b>Grey/Bruce OPP Marine Unit Statistics</b>			
<b>Year</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Marine RMS Occ.</b>	65	103	<b>182</b>
<b>Vessel Checks</b>	171	997	<b>2576</b>
<b>Charges Issued</b>	1	17	<b>67</b>
<b>Warnings Issued</b>	0	148	<b>396</b>
<b>ASD Tests</b>	0	4	<b>8</b>
<b>Water related deaths</b>	4	0	<b>3</b>

### **Water Related Deaths – Total: 3**

- **April** – Elderly male fishing in Meaford off harbour wall.
- **June** – Female diving near Tobermory.
- **August** – two (2) males swimming at Sauble Beach, both in distress and bystander only able to get one of them to shore.

## STATISTICS SUMMARY – YEAR END

### CRIME STATISTICS

#### CALLS FOR SERVICE

ANNUAL TOTALS					
CALLS FOR SERVICE	2024	2023	2022	2021	2020
Grey Bruce	32,495	32,211	29,600	26,071	23,833

#### VIOLENT CRIME

ANNUAL TOTALS					
VIOLENT CRIME	2024	2023	2022	2021	2020
Grey Bruce	771	687	654	639	650

#### PROPERTY CRIME

ANNUAL TOTALS					
PROPERTY CRIME	2024	2023	2022	2021	2020
Grey Bruce	1,448	1,536	1,565	1,380	1,473

#### DRUG CRIME

ANNUAL TOTALS					
DRUGS	2024	2023	2022	2021	2020
Grey Bruce	73	62	68	125	94

GREY-BRUCE TRAFFIC STATISTICS

CRIMINAL TRAFFIC OFFENCES

ANNUAL TOTALS					
Criminal Traffic	2024	2023	2022	2021	2020
Grey Bruce	251	253	251	252	274
Prov Hwys	46	50	47	58	53

MOTOR VEHICLE COLLISIONS

ANNUAL TOTALS					
MVCs	2024	2023	2022	2021	2020
Grey Bruce	1,407	1,398	1,554	1,402	1,403
Prov Hwy	311	282	196	242	366

TRAFFIC STATS

6L_Grey Bruce	Year to Date						Trend 2019--2024	5 Year Average	% Difference Current vs Previous 5 Year Average
	2024	2023	2022	2021	2020	2019			
Fatal Roadway Collisions	9	4	15	11	3	7		8	13%
Non-Fatal Injury Roadway Collisions	137	147	122	146	122	159		139	-2%
Total Roadway Collisions	1,110	1,146	1,199	1,047	971	1,169		1,106	0%
Traffic Stops	5,825	6,312	5,418	4,565	4,964	7,772		5,806	0%
Big 4 Charges	2,413	2,416	1,990	1,599	2,026	2,935		2,193	10%
Traffic-Related Charges (including Big 4)	4,833	4,948	3,549	2,818	3,423	4,926		3,933	23%
Total Charges (including Non-Traffic)	7,495	7,129	5,502	4,732	5,278	6,861		5,900	27%

## STATISTICS SUMMARY – Q4

### CRIME STATISTICS

#### CALLS FOR SERVICE

<b>Q4</b>					
<b>CALLS FOR SERVICE</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Grey Bruce	7,228	6,8116	7,659	6,177	5,463

#### VIOLENT CRIME

<b>Q4</b>					
<b>VIOLENT CRIME</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Grey Bruce	234	145	155	129	156

#### PROPERTY CRIME

<b>Q4</b>					
<b>PROPERTY CRIME</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Grey Bruce	352	317	378	342	368

#### DRUG CRIME

<b>Q4</b>					
<b>DRUGS</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Grey Bruce	32	19	10	28	24

## GREY-BRUCE TRAFFIC STATISTICS

### CRIMINAL TRAFFIC OFFENCES

Q4					
Criminal Traffic	2024	2023	2022	2021	2020
Grey Bruce	48	60	62	52	54
Prov Hwys	16	12	10	10	5

### MOTOR VEHICLE COLLISIONS

Q4					
MVCs	2024	2023	2022	2021	2020
Grey Bruce	429	418	435	471	434
Prov Hwy	105	86	60	70	118

All statistics, graphs and maps are based upon preliminary information supplied by reporting parties and may not have been verified. Preliminary crime classifications may be changed at a later date based upon additional investigation and the possibility of mechanical or human error. There is no warranty, representation or guarantee as to the content, sequence, accuracy, timeliness, or completeness of any of the data provided herein. The data provided is unreliable for comparison purposes over time, or for any other reason. The Ontario Provincial Police explicitly disclaim any representation or warranty, including, without limitation, any merchantability or fitness for a particular purpose.

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## CONTACT INFORMATION

### In an emergency DIAL 911

You can also call  
**1 888 310 1122**  
1 888 310 1133 (TTY)  
Anywhere in Ontario, 24-hour toll free

### Non-emergency calls

Please call  
**1 888 310 1122**  
1 888 310 1133 (TTY)  
Anywhere in Ontario, 24-hour toll free

## GREY-BRUCE OPP DETACHMENTS

### CHATSWORTH OPP DETACHMENT

317057 Highway-6-10

Chatsworth, ON N0H 1G0  
ADMINISTRATION: 519-794-7827  
FAX: 519-794-3966

### WIARTON OPP DETACHMENT

50 Berford Street – Highway 6  
Wiarnton, ON NOH 2T0  
ADMINISTRATION: 519-534-1323  
FAX: 519-534-1334

## GREY-BRUCE OPP SATELITE DETACHMENTS

### MEAFORD OPP DETACHMENT

390 Sykes Street North  
Meaford, ON N4L 1J4

### MARKDALE OPP DETACHMENT

23 Greenview Lane  
Markdale, ON NOH 1H0



@ontarioprovincialpolice  
@OPPWest



@OPP  
@OPP\_WR



@ontarioprovincialpolice  
@ontarioprovincialpolicewest



@ontarioprovincialpolice

## OPP GENERAL HEADQUARTERS

Ontario Provincial Police  
General Headquarters  
Lincoln M. Alexander Building  
777 Memorial Avenue  
Orillia, ON  
L3V 7V3



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# **SAUGEEN MOBILITY**

## **and REGIONAL TRANSIT**

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### **GENERAL BOARD MEETING MINUTES**

Friday, January 17, 2025, 10:00 a.m.

Boardroom, 603 Bruce Rd 19, Walkerton, ON & via Zoom

**Board Members Present:** Kym Hutcheon, Deputy Mayor, Brockton, Chair  
Ed McGugan, Councillor, Huron-Kinloss, past Chair  
Warren Dickert, Deputy Mayor, Hanover, past Chair  
John Divinski, Councillor, Saugeen Shores (via Zoom)  
Scott Mackey, Mayor, Chatsworth  
Mike Hinchberger, Councillor, Kincardine  
Joel Loughead, Councillor, Grey Highlands  
Geoffrey Shea, Councillor West Grey (via Zoom)  
Jennifer Shaw, Deputy Mayor, Arran-Elderslie (via Zoom)

**Others Present:** Stephan Labelle, SMART Manager

**Absent members:** Doug Townsend, Councillor, West Grey, Vice Chair  
Monica Singh-Soares, Councillor, Southgate

#### **1. Elections**

The Manager began the meeting by overseeing the election process for the positions of Chair and Vice-Chair of the Board. Mike Hinchberger, seconded by Joel Loughead, nominated Ed McGugan for the role of Chair. However, Ed, having served as Chair for the past two years, expressed that it would be beneficial for someone else to assume the position. Ed McGugan, seconded by Scott Mackey, then nominated Kym Hutcheon for Chair. Kym accepted the nomination. With no further nominations, Mike Hinchberger, seconded by Ed McGugan, moved to close the nominations for Chair. **Carried.** Kym Hutcheon was unanimously elected as Chair of the Saugeen Mobility Board of Directors. Scott Mackey, seconded by Ed McGugan, moved to delay the election of a Vice-Chair until the next Board meeting. **Carried.**

#### **2. Call to Order**

The Chair called the meeting to order at 10:10 a.m.

#### **3. Disclosure of Pecuniary Interest and Declaration of Conflict of Interest**

None declared.

#### **4. Approval of the Agenda**

**Motion** Moved by Mike Hinchberger; Seconded by Joel Loughead  
That the agenda be accepted as presented.  
**Carried**

#### **5. Minutes of Previous Meeting – December 11, 2024**

**Motion** Moved by Ed McGugan; Seconded by Mike Hinchberger  
That the minutes from December 11, 2024 be accepted as circulated.  
**Carried**

#### **6. Delegation – none**

#### **7. Business Arising from the Minutes**



**A. Recording Secretary**

John Divinski asked about the hiring process. The Manager answered that for the last recording secretary (who had to back out at the last moment), position advertising was done through municipal websites and interviews.

**Motion** Moved by John Divinski; Seconded by Jennifer Shaw

That the Manager coordinate with the municipalities to hire a recording secretary.

**Carried**

**8. Correspondence – email from Chatsworth on funding and partnership dated December 19, 2024  
– letter from Loucks & Loucks dated December 13, 2024**

**9. New Business**

**A. ROMA Conference**

Ed McGugan mentioned that the SMART delegation would occur at 08:35 on January 20, 2025. It was confirmed that Ed McGugan, Warren Dickert, Monica Singh-Soares, Scott Mackey, Mike Hinchberger and Joel Loughead (to be confirmed) would meet with Parliamentary Assistant Ric Bresee. Ed continued by explaining the aim of the SMART presentation. The Chair asked that the participants exchange phone numbers for coordination purposes.

**B. Comparison of two legal firms**

Discussion on both Loucks & Loucks and Air & Berlis focused on costs and the difference between specialties that both firms have.

**Motion:** Moved by Warren Dickert; Seconded by Mike Hinchberger

That Loucks & Loucks continue work on By-laws and SMART Partnership and that after this, legal work be considered for Air & Berlis depending on the subject.

**C. Municipal fixed contributions scenario**

The Manager presented the results of calculations from a reduction of 25% in municipal contributions. He said that the price per kilometer for clients would vary from \$1.03/km to \$1.76/km depending on the municipality. Directors can now take these numbers to their respective Council for consideration. Ed McGugan also provided a background on the levels of service, ranging from the “cost recovery” of Chatsworth (whereby the price per kilometer is \$1.09) to a higher level of service with Kincardine (with a higher price per kilometer).

**Motion:** Moved by Mike Hinchberger; Seconded by Ed McGugan.

That the report on municipal fixed contributions scenario be received for information and that the Manager review the price per kilometer every three months.

**Carried**

**10. Reports and Recommendations**

**A. Report on November 2024 operations**

The Manager discussed the report. Warren Dickert asked about a discrepant number and the Manager confirmed that there were 1857 rides in December, not the 2405 that was written down in the report.

**Motion** Moved by Cheryl Grace; Seconded by Doug Townsend

That the Report on December 2024 Operations be accepted as amended.

**Carried**

**11. Closed session**

The Board went into a closed session at 11:15.

The Board reconvened into open session at 11:25.

The Board asked the Manager to obtain Cost of Living increases from the municipalities for the next meeting.

**12. Adjournment & Upcoming Meeting Dates**

**Upcoming Meeting Dates**

Friday, March 21, 2025, 10:00 a.m.

**Motion** Moved by Mike Hinchberger; Seconded by Warren Dickert  
That the Board of Directors of SMART adjourn at 11:43 a.m.

**Carried**



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Kym Hutcheon, Chair



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Stephan Labelle, Recording Secretary





## Saugeen Valley Conservation Authority

### Minutes – Board of Directors Meeting

- Date: Friday January 17, 2025, 1:00 PM
- Location: 1078 Bruce Rd 12, Formosa, ON
- Chair: Tom Hutchinson
- Members present: Paul Allen, Larry Allison, Barbara Dobreen, Kevin Eccles, Bud Halpin (virtual), Greg McLean, Mike Niesen, Sue Paterson, Moiken Penner, Jennifer Prenger, Peter Whitten
- Members absent: Steve McCabe, Dave Myette, Bill Stewart
- Staff present: Matt Armstrong, Adam Chalmers, Erik Downing, Janice Hagan, Darren Kenny, Donna Lacey, Mike Oberle, Katie Thomas, Brandi Walter
- Others present: Special guests and members of the public.

Due to technical difficulties, the meeting was called to order at 1:15 PM

#### **1. Land Acknowledgement – read by Chair Barbara Dobreen**

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

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

The agenda was amended to include presentation Flood Response update and debrief (Item 9.2).

#### **Motion #G25-01**

Moved by Paul Allen

Seconded by Sue Paterson

THAT the agenda for the Saugeen Valley Conservation Authority meeting, January 17, 2025, be adopted as amended.

**Carried**

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

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

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

##### **4.1 Authority meeting – November 30, 2024**

##### **Motion #G25-02**

Moved by Tom Hutchinson

Seconded by Larry Allison

THAT the minutes of the Saugeen Valley Conservation Authority meeting, November 21, 2024, be adopted as circulated.

**Carried**

#### **5. Introduction of guests**

Greetings were brought to SVCA from the following dignitaries and special guests:

Ben Lobb, M.P Huron-Bruce Riding

Lisa M. Thompson, M.P.P, Huron/Bruce Riding (in absentia, via correspondence)

Kim Wingrove, CAO, Grey County

Kenneth Craig, Mayor, Municipality of Kincardine

Dave Turton, Mayor, Township of Minto

Luke Charbonneau, Mayor, Township of Saugeen Shores

Mark Goetz, Mayor, Municipality of South Bruce

Angela Coleman, General Manager, Conservation Ontario

Robert Uhrig, Chair, Grey Sauble Conservation Authority

Ed McGugan, Chair, Maitland Valley Conservation Authority, Municipality of Huron-Kinloss

Tim Lanthier, CAO, Grey Sauble Conservation Authority

Phil Beard, General Manager, Maitland Valley Conservation Authority

Chris Cosset, President, Bruce County Federation of Agriculture

Monica Morrison, Bruce County Planning

Chad Richards Nuclear Innovation Institute

Carl Seider, Lead, Drinking Water Source Protection

##### **5.1 Presentation: Director and Staff Recognition**

The following Staff were presented service awards:

- 15-Year Service Award: Rene Kleinecke, GIS Coordinator
- 10-Year Service Award: Janice Hagan, Legislative Services Coordinator, Mike Oberle, Environmental Planning Technician
- 5-Year Service Award: Jim Leask, Park Superintendent, Bluffs Campground, Brandi Walter, Environmental Planning Coordinator, Lee Watson, Park Superintendent, Durham Campground

The following Authority Members were presented service awards:

- 10-Year Service Award: Barbara Dobreen, Steve McCabe, Sue Paterson

#### **6. Chair's Address**

The following address was given by Chair Dobreen:

As we gather today for Saugeen Conservation's Annual General Meeting, I can't help but reflect on a year defined by perseverance, progress, and adaptation. Despite significant transitions across our organization, Saugeen Conservation has continued to deliver important programs and services to our communities.

Our Environmental Planning and Regulations Department has demonstrated outstanding resilience this year. Permits and planning comments were processed in a timely fashion despite personnel changes. In partnership with municipalities, we completed new floodplain mapping for Saugeen Shores, West Grey, and Huron-Kinloss, laying the groundwork for improved community planning and safety. The department navigated major changes to provincial legislation, including the Conservation Authorities Act, Regulation 41/24, and the Provincial Planning Statement. Draft revisions to the Environmental Planning and Regulations Policies Manual were completed, with public consultation ensuring our processes remain transparent and accountable.

Innovation was a hallmark of this department, with CA Core—a new content management system—developed to efficiently manage digital Planning and Regulation files, ready for implementation in early this year. Accessibility improvements continued, including the development of clearer, AODA-compliant communications. The 293 permits and 367 Planning Act comments reflect the department’s ability to thrive through change.

The Forestry and Lands Department has had a remarkable year, planting over 40,000 trees and selling an additional 22,000, reinforcing our commitment to local environmental improvement and sustainability. Four staff achieved chainsaw certification, which enhances safety and expertise in forest management.

This year also saw the successful opening of exciting new recreational opportunities. Durham Conservation Area hosted a grand opening for its disc golf course and welcomed visitors to winter camping. Saugeen Bluffs held its first annual River Run Canoe and Kayak Races, receiving glowing feedback from participants, while a new orienteering course has been established, adding to its offerings. Additionally, Stoney Island ash tree removal was completed, and Mildmay Carrick and Allan Park reopened, welcoming residents and visitors back to cherished green spaces.

Despite challenges, all campgrounds enjoyed successful seasons, supported by a highly dedicated team. Staff worked tirelessly, particularly in response to a lightning strike at the office, where they rallied to assess and secure the building, and shared the required round-the-clock shifts to maintain operations. We are thrilled to be meeting here at Formosa today with the office fully opened for operations.

The department’s hard work and tenacity were further recognized through successful grant applications that will enable continued enhancements to our lands and services.

The Water Resources Department. Before I speak to the 2024 accomplishments, I would be remiss not to thank Jody Duncan and the Water Resources Team for tirelessly working through the ongoing frazil ice situation in West Grey. It has required countless hours and a coordinated effort with the West Grey staff and contractors to manage this challenge. A Flood Outlook is still in place for West Grey as these cold temperatures continue. We appreciate your continuous effort in mitigating impacts to public safety and keeping information flowing.

Now back to our annual review. The Water Resources team were successful in securing funding through the Water and Erosion Control Infrastructure (WECI) Program for critical projects in 2024, including Paisley Dyke Improvements, tree remediation at the Hanover Dam and Walkerton Flood Control Works, and public safety signage across key sites. Maintenance activities, such as vegetation removal, safety signage installations, and minor repairs, continued to safeguard infrastructure.

The department played an essential role in flood forecasting and monitoring, issuing timely flood messages, performing stream gauge maintenance, and calibrating precipitation gauges.

Notable accomplishments included defining flood damage centres to improve forecasting and updating stream gauge rating curves. Significant investments were made in replacing equipment at the Chesley, Aberdeen, and Ripley stream gauge stations, while the inoperational Greenock station was decommissioned. Saugeen Conservation also released a comprehensive Water Quality Report analyzing data from 2002-2023.

In Corporate Services, we prioritized growth and strategy. Staff pursued professional development in public sector leadership, payroll processing, and accessibility. GIS and IT played a crucial role in supporting the CA Core system's development. Our commitment to improving organizational culture led to a Workplace Culture Review, and a new Pay Policy was implemented, ensuring fairness and alignment with our organizational goals.

A new property guide for the Authority was published, while a document retention strategy was finalized to modernize our operations. Significant GIS updates to our mapping have improved accuracy and accessibility, strengthening our internal systems.

Finally, we welcomed a new General Manager as well as departmental managers for Water Resources, Environmental Planning and Regulations, and Corporate Services, positioning us for strong leadership in the years ahead.

Through every challenge and adjustment, SVCA's staff has remained steadfast in their commitment to their work. Significant changes in personnel and external circumstances could have undermined our efforts, but instead, they highlighted the strength of this organization.

As we look back on this year of transitions, we also look forward with optimism. SVCA has proven its resilience, creativity, and ability to deliver critical programs and services for the communities we serve.

Thank you to our dedicated staff, our Board, and all those in our communities who are committed to ensuring the sustainability of our watershed well into the future.

It has been an honor to serve as Saugeen Conservation's Chair these past two years. I am proud of the progress we have made together and the groundwork we have laid for 2025 and beyond.

We are stronger together; and together we will continue to manage our natural resources to ensure resilient communities in the face of environmental change.

## **7. General Manager/Secretary Treasurer Address**

The following address was given by GM/S-T Erik Downing:

Good afternoon MPs, MPPs, Mayors, Councillors, representatives of many partners and organizations, staff, press, and public attendees,

First off, thank you for being here today. As we look back on the past year, I'd like to start by saying how proud I am to be part of Saugeen Conservation. In 2024 I started as General Manager/Secretary-Treasurer at the SVCA after many years in Environmental Planning and Regulations at the SVCA, and it's been both a challenge and a privilege to work with such a resilient and dedicated team. I can't overstate how much has been accomplished under some pretty unusual circumstances.

The watershed doesn't take a day off, and neither did our staff. We faced record turnover across almost every department this year, with changes at all levels, including new managers and frontline team members. Despite this, the work didn't just get done—it got done well. Permits were issued, trees were planted, flood messages went out on time, and visitors continued to enjoy our conservation areas. Above and beyond a typical year as well the completion of the NWMO Environmental Baseline Monitoring Program at the SVCA brought the SVCA exceptional resources, knowledge, and Data that will assist the work of the SVCA in the for a long time. Conservation Authorities Act 2024 deliverables were also all completed on time. None of that happens without a team that digs in and gets the job done, no matter what challenges come their way.

The lightning strike at our office could have thrown us completely off course, but it didn't. Staff pivoted to working remotely, which isn't always easy or ideal, but the public wouldn't have known the difference. Services continued, deadlines were met, and quality never slipped. That's a testament to the professionalism and dedication of everyone here.

We all know it's been a year of change—new faces, new systems, new challenges—but the core of what we do hasn't changed. Our mission remains to protect and enhance the watershed, and this team has proven they can do that under just about any conditions. I think that says a lot about the people working here and the culture of this organization.

Looking ahead, 2025 marks an extraordinary milestone for Saugeen Conservation: our 75th Anniversary. This July, we will celebrate 75 years of dedication to conservation in the Saugeen Valley watershed. As part of this celebration, we are excited to launch the "Explore SVCA Program," designed to engage our community and raise awareness about the vital conservation efforts happening across the watershed. This program aims to encourage even greater participation and visitation to our conservation areas, highlighting the natural beauty and significance of these lands.

The 75th Anniversary event which will occur in July, will not only honor our history but also spotlight our ongoing projects and future endeavors in water management, land conservation, and environmental planning. It will be a chance for all of us to come together, connect with key stakeholders, and showcase the exceptional work SVCA continues to deliver. I warmly encourage all of you to attend and celebrate this momentous occasion with us.

As I look to the year ahead, I'm excited for what's coming. We've got strong leadership in place across departments, and I have no doubt we'll keep finding ways to improve, innovate, and deliver for the watershed and the people who depend on it.

It's an honor to be part of this team, and I'm looking forward to what we'll achieve together in 2025. Thank you, and let's keep at it.

## **8. Election of Officers**

### **8.1 Appointment of Chair Pro Tem**

#### **Motion #G25-03**

Moved by Kevin Eccles

Seconded by Jennifer Prenger

THAT Ed McGugan be appointed as Chair Pro Tem for the purposes of conducting the election of officers for 2025.



**Carried**

Chair Pro Tem McGugan declared all offices vacant and called for a motion to appoint two scrutineers, in the event of an election count.

**8.2 Appointment of Scrutineers**

**Motion #G25-04**

Moved by Paul Allen

Seconded by Barbara Dobreen

THAT Phil Beard and Carl Seider be appointed as scrutineers for the purposes of conducting the election of officers for 2025.

**Carried**

**8.3 Election of Chair**

Chair Pro tem McGugan called for nominations for the position of Chair for 2025. Paul Allen nominated Tom Hutchinson. No further nominations were received.

**Motion #G25-05**

Moved by Barbara Dobreen

Seconded by Greg McLean

THAT the nominations for the position of Chair of the Saugeen Valley Conservation Authority for 2025 be closed.

**Carried**

Tom Hutchinson accepted his nomination and was acclaimed Chair for 2025.

**8.4 Election of Vice Chair**

Chair McGugan called for nominations for the position of Vice Chair for 2025. Tom Hutchinson nominated Paul Allen. No further nominations were received.

**Motion #G25-06**

Moved by Sue Paterson

Seconded by Moiken Penner

THAT the nominations for the position of Chair of the Saugeen Valley Conservation Authority for 2025 be closed.

**Carried**

Paul Allen accepted his nomination and was acclaimed as Vice Chair for 2025.

**8.5 Election of 2<sup>nd</sup> Vice Chair**

Chair McGugan called for nominations for the position of 2<sup>nd</sup> Vice Chair for 2025. Jennifer Prenger nominated Greg McLean. There were no further nominations.

**Motion #G25-07**

Moved by Tom Hutchinson

Seconded by Larry Allison

THAT the nominations for the position of 2<sup>nd</sup> Vice Chair of the Saugeen Valley Conservation Authority for 2025 be closed.

**Carried**

Greg McLean accepted his nomination and was acclaimed as 2<sup>nd</sup> Vice Chair for 2025.

### **8.6 Election of Member-at-Large**

As Chair Barbara Dobreen will continue as an accredited Member of the Authority, she will assume the role of Past Chair, eliminating the requirement for an election for the Member-at-large position.

## **9. New Business**

### **9.1 Formosa Administration Office (verbal report)**

Erik Downing, GM/S-T, provided an update to the Board regarding the status of the SVCA administration building following the lightning strike on October 7, 2024. The shattered windows and front door have been replaced, and the panel and internal lighting have been repaired. Inspections, including structural and environmental assessments, have been completed, confirming no evidence of asbestos. Soffit repairs are ongoing. Staff have returned to working in the office.

### **9.2 Presentation: January 6 – 17 Flood Response update and debrief**

Katie Thomas, Manager of Water Resources, delivered a presentation on the flooding event in Durham, Ontario, from January 5 to 11, 2025. The event led to significant frazil ice accumulation, necessitating continuous monitoring at various sites. Katie informed the Board that the SVCA Flood Event Operation Centre effectively managed the emergency flooding situation and noted the success of the close working relationship with municipal staff for an efficient response. Member Eccles proposed an advocacy partnership between SVCA and the Municipality of West Grey to secure provincial funding for dam repairs, aiming to prevent future emergency events.

### **9.3 GM-2025-01: SVCA Workplan**

The GM/S-T presented the SVCA Workplan for 2025 and highlighted that some of the items that have been completed. There was no discussion.

### **9.4 GM-2025-02 Programs report**

There was no discussion on the Programs report.

### **9.5 Correspondence**

- Correspondence from the Municipality of West Grey regarding the decision to discontinue winter operations at the Durham upper dam was noted. The Members discussed collaborating with West Grey staff on provincial negotiations and on drafting a joint letter to the Minister to elevate the concerns with Emergency Measures Ontario.

### **Motion #G25-08**

Moved by Barbara Dobreen

Seconded by Greg McLean

*THAT a letter be sent, in collaboration with the Municipality of West Grey, to the Minister of*

*Environment, Conservation, and Parks, and the Minister of Natural Resources, requesting an urgent meeting, as well as the allocation of necessary provincial resources, to address the frazil ice emergency in Durham.*

**Carried**

- Correspondence from the Ministry of Natural Resources regarding the extension of an EPR fee freeze from January 1, 2025, to December 31, 2025, was noted and filed.
- Correspondence from the Municipality of South Bruce indicating that appointed municipal representative has been directed to vote against the SVCA budget was noted and filed.

**9.6 COR-2025-01: 2025 Budget update**

**Motion #G25-09**

Moved by Paul Allen

Seconded by Barbara Dobreen

THAT the apportionment amount of \$2,785,664 for Category 1 operating expenses and capital costs be approved in accordance with Ontario Regulation 401/22, Section 27(4) of the Conservation Authorities Act.

THAT the Saugeen Valley Conservation Authority adopt the 2025 Budget in the amount of \$6,592,410 as approved in principle, November 21, 2024; and further

THAT the General Manager/Secretary-Treasurer is hereby authorized to notify the member municipalities of the cost apportioning amounts owing; and further

THAT cost apportioning payments shall be due from member municipalities in two equal instalments on March 31 and June 30, 2025, and that late payments shall be subject to the Authority’s standard late payment charge of 1.50% per month thereafter.

A recorded, weighted vote was taken for the 2025 budget with the following results:

<b>Municipality</b>	<b>Director</b>	<b>Vote</b>
Arran-Elderslie	Moiken Penner	In favour
Brockton	Greg McLean	In favour
Chatsworth	Peter Whitten	In favour
Grey-Highlands	Paul Allen	In favour
Hanover	Sue Paterson	In favour
Howick	Mike Niesen	Not In favour
Huron-Kinloss	Larry Allison	Not In favour
Kincardine	Jennifer Prenger	In favour
Kincardine	Bill Stewart	Absent
Minto	Steve McCabe	Absent
Morris-Turnberry	Mike Niesen	Not In favour
Saugeen Shores	Bud Halpin	In favour
Saugeen Shores	Dave Myette	Absent
South Bruce	Mike Niesen	Not In favour
Southgate	Barbara Dobreen	In favour
Wellington North	Steve McCabe	Absent
West Grey	Kevin Eccles	Not In favour
West Grey	Tom Hutchinson	Not In favour

The result of the vote was 69.4% of the weighted average of those present in favour. Therefore, **Motion #G25-09 was carried.**

**Carried**

### **9.7 COR-2025-02 -Bylaw Amendments**

Amendments to the SVCA Bylaw incorporate updated terminology from Ontario Regulation 402/22 of the *Conservation Authorities Act*. These changes are crucial for aligning the bylaws with the revised legislative framework and ensuring compliance with the new regulatory requirements. (Changes to the Bylaws require a 2/3 majority vote.)

#### **Motion #G25-10**

Moved by Mike Niesen

Seconded by Barbara Dobreen

THAT the Board of Directors of the Saugeen Valley Conservation Authority approve the recommended Administrative Bylaw amendments as presented in the report on January 17, 2025.

**Carried**

### **9.8 COR-2025-03: SVCA Committee Appointments**

#### **Motion #G25-11**

Moved by Barbara Dobreen

Seconded by Jennifer Prenger

THAT Report #COR-2025-03 - SVCA Committee Appointments be deferred to the next scheduled Authority meeting.

**Carried**

### **9.9 COR-2025-04: Statutory Administrative Approvals**

#### **Motion #G25-12**

Moved by Barbara Dobreen

Seconded by Larry Allison

THAT the Saugeen Valley Conservation Authority Board of Directors re-affirm for 2025 the Health and Safety Policy; and further,

THAT the Saugeen Valley Conservation Authority Board of Directors Re-Affirm for 2025 the Workplace Violence, Harassment, and Sexual Harassment Policy.

**Carried**

### **9.10 Appointment of Auditor**

#### **Motion #G25-13**

Moved by Sue Paterson

Seconded by Greg McLean

THAT Baker Tilly SGB LLP be confirmed as the auditor to the Authority for the year 2025.

**Carried**

### 9.11 Appointment of Solicitor

#### Motion #G25-14

Moved by Kevin Eccles

Seconded by Mike Niesen

THAT Beard Winter LLP, Loucks and Loucks LLP, and Mathews, Dinsdale & Clark LLP be appointed solicitors to the Authority for the year 2025 for general operations, with the option to engage the services of other local solicitors, as necessary.

### 9.12 EPR-2024-24: Request for endorsement: Permits issued – Matt Armstrong

(Deferred from Authority meeting, November 21, 2024)

#### Motion #G25-15

Moved by Bud Halpin

Seconded by Barbara Dobreen

THAT SVCA permit applications 24-010, 24-075, 24-237 to 24-255, and 24-257 to 24-262 as approved by staff, be endorsed.

**Carried**

### 9.13 EPR-2024-23: Violation Strategy Update

(Deferred from Authority meeting, November 21, 2024)

There was no discussion.

**11. Closed Session** – to discuss a litigation matter and personal matters about identifiable individuals (Deferred from Authority meeting, November 21, 2024), and to discuss information explicitly supplied in confidence to the Authority by Canada (Federal Government).

#### Motion #G25-16

Moved by Paul Allen

Seconded by Larry Allison

THAT the Authority move to Closed Session, In Camera to discuss a litigation matter, and information supplied in confidence by the Canadian Federal Government; and further

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

**Carried**

#### Motion #G25-21

Moved by Barbara Dobreen

Seconded by Moiken Penner

THAT Staff proceed as directed in the Closed Session.

**Carried**

### 10. Adjournment

With no further business to discuss, the meeting was adjourned at 4:50 PM, following a motion by Peter Whitten and Mike Niesen.

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Tom Hutchinson  
Chair

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Janice Hagan  
Recording Secretary

**The Corporation of the Township of Southgate**  
**By-law Number 2025-025**  
**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 March 5, 2025**

**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 March 5, 2025 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 March 5, 2025 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 5<sup>th</sup> day of March 2025.**

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Brian Milne - Mayor

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Lindsey Green - Clerk