



**Township of Southgate
Council Meeting Agenda**

March 19, 2025

1:00 PM

Holstein Council Chambers

Pages

1. Call to Order

2. Land Acknowledgement

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

3. Open Forum - Register in Advance

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

4. Confirmation of Agenda

Be it resolved that Council confirm the agenda as presented.

5. Declaration of Pecuniary Interest

6. Delegations & Presentations

6.1 Community Foundation Grey Bruce - Southgate Community Fund Update - Stuart Reid, Executive Director and Karl Ellis, Chair, Southgate Community Fund Advisory Committee

9 - 28

Be it resolved that Council receive the Community Foundation Grey Bruce - Southgate Community Fund update for information.

6.2 Voice of the River Presentation - Peter Smith, Canadian Centre for Rural Creative and Peter Muir, Grand River Theatre

- [Voice of the River Promotional Video](#)
- [Canadian Centre for Rural Creativity](#)

Be it resolved that Council receive the Voice of the River presentation from Peter Smith and Peter Muir for information.

7. Adoption of Minutes

29 - 47

Be it resolved that Council approve the minutes from the March 5, 2025 Council and Closed Session meetings as presented; and
That Council approve the minutes from the March 5, 2025 Special Council meeting as presented.

8. Reports of Municipal Officers

8.1 Building & By-law Services

8.1.1 BES2025-005 - By-law Enforcement and Canine Control Contract MSS

48 - 51

Be it resolved that Staff Report BES2025-005 be received for information; and
That Council consider approval of by-law 2025-028 to initiate the contract with MSS for after hours By-law Enforcement and Canine Control; and
That Council direct staff to amend the 2025 proposed budget for contract services for by-law enforcement and canine control as outlined in Table 1 of report BES2025-005; and
That Council direct staff to amend the Fees and Charges By-law and Canine By-law to establish cost recovery of kennel inspection costs to be brought back to Council as soon as possible.

- 8.1.2 **By-law 2025-028 - Municipal Support Services By-law Enforcement and Canine Control Agreement** 52 - 61

Be it resolved that by-law number 2025-028 being a by-law to authorize an agreement between Municipal Support Services 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.

8.2 Emergency Services

- 8.2.1 **FIRE-2025-004 - Town of Hanover Fire Protection Agreement** 62 - 64

Be it resolved that Staff Report FIRE2025-004 be received for information; and
That Council consider approval of By-law 2025-029 to authorize the Municipal Fire Protection Agreement with the Town of Hanover.

- 8.2.2 **By-law 2025-029 - Town of Hanover Fire Protection Agreement** 65 - 78

Be it resolved that by-law number 2025-029 being a by-law to authorize an agreement between the Town of Hanover and the Corporation of the Township of Southgate be read a first, second or third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

8.3 Planning Department

- 8.3.1 **PL2025-021 - Site Alteration Permit Application - Martins Farm Services Inc** 79 - 90

Be it resolved that Staff Report PL2025-021 for a Site Alteration Permit by Martins Farm Services Inc. at 311303 Highway 6 be received for information; and
That Council direct staff to issue a site alteration agreement upon execution of a Site Plan Agreement or, if needed, a Site Alteration Permit Agreement confirming the provisions of Schedule "C" of the Site Alteration By-law.

8.4 Human Resources Department

8.4.1 HR2025-002 - Proposed New Organizational Chart 91 - 96

Be it resolved that Staff Report HR2025-002 be received for information; and
That Council approve the proposed Organization Chart for 2025; and
That Council support staff to post appropriate job postings internally only.

8.5 Legislative Services

8.5.1 CL2025-009 - April 2, 2025 Council Meeting Date Change 97 - 98

Be it resolved that Staff Report CL2025-009 be received for information; and
That Council move the April 2, 2025, Council meeting, beginning at 9:00AM, to be scheduled to Thursday, April 3, 2025, beginning at 9:00AM; and
That the 2025 budget meeting timeline be adjusted accordingly.

8.5.2 CL2025-010 - Eco Park Phase 1 Property (2.3 Acres) Future Sale 99 - 100

Be it resolved that Staff Report CL2025-010 be received for information; and
That Council direct the Clerk to advertise the property for sale in accordance with applicable policy and legislation and report back at a future meeting.

9. By-laws and Motions

9.1 By-law 2025-027 - Appoint Designates for Civil Marriage Ceremonies 101

Be it resolved that by-law number 2025-027 being a by-law to authorize the solemnization of civil ceremonies 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.

9.2 By-law 2025-031- Appoint Chief Administrative Officer 102

Be it resolved that by-law number 2025-031 being a by-law to appoint a Chief Administrative Officer 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.

9.3 By-law 2025-035 - Appoint Deputy Treasurers 103

Be it resolved that by-law number 2025-035 being a by-law to appoint Deputy Treasurers for the Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

9.4 By-law 2025-036 - Appoint Acting Treasurer 104

Be it resolved that by-law number 2025-036 being a by-law to appoint an Acting Treasurer for the Corporation of the Township of Southgate be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed with the seal of the Corporation and entered into the by-law book.

10. Notice of Motion

10.1 Deputy Mayor Dobreen - NOM - Fostering a Healthy Democracy Through Local Journalism

105

Whereas a healthy, professional news media is essential for the proper functioning of civil society and a health democracy at the local, regional, federal and international level; and **Whereas** according to a local research project, more than 520 news outlets in nearly 350 communities across Canada have closed or merged from 2008 to October 2024 (compared to the launch of the 260 that continue to participate); and **Whereas** 29 municipalities - home to nearly 11 million people in nine provinces across Canada - have passed motions since 2020 voicing support for journalism in aid of democracy; **Therefore be it resolved that** the Council of the Township of Southgate recognized that a healthy, professional news media is essential to the proper functioning of democracy in the region; and **That** Council urges nearby municipal Councils across Canada to recognize that a robust news media is essential to the proper functioning of democracy in their jurisdictions; and **That** this resolution be forwarded to all municipalities, local M.P's, local M.P.P's, the Federation of Canadian Municipalities and the Association of Municipalities of Ontario.

11. Consent Items

11.1 Regular Business (for information)

Be it resolved that Council approve the items on the Regular Business consent agenda dated March 19, 2025 (save and except items _____) and direct staff to proceed with all necessary administrative actions.

- | | | |
|---------------|---|------------------|
| 11.1.1 | CAO2025-007- BMA Study Analysis | 106 - 114 |
| 11.1.2 | EDO2025-005-South Grey Chamber of Commerce 2024 MOU Report | 115 - 163 |
| 11.1.3 | FIN2025-009 - Members of Council and Appointees to Local Boards and Committees Remuneration and Expenses | 164 - 168 |

11.2 Correspondence (for information)

Be it resolved that Council receive the items on the Correspondence consent agenda dated March 19, 2025 (save and except items _____) as information.

- | | | |
|---------------|--|------------------|
| 11.2.1 | City of Toronto - Request for Expression of Interest (REOI) – Residual Waste - received February 20, 2025 | 169 - 181 |
| 11.2.2 | GRCA - Annual General Membership Summary - received March 3, 2025 | 182 |
| 11.2.3 | GRCA - Annual Report - received March 5, 2025 | 183 - 195 |
| 11.2.4 | County of Grey - 2024 Economic Development, Tourism and Culture Master Plan - received March 5, 2025 | 196 - 235 |

11.3 Resolutions of Other Municipalities (for information)

Be it resolved that Council receive the items on the Resolutions of other Municipalities consent agenda dated March 19, 2025 (save and except items _____) as information.

- | | | |
|---------------|--|------------------|
| 11.3.1 | Port Colburne - Support Town of Fort Erie - Provincial Election Health Care Advocacy - received February 27, 2025 | 236 - 262 |
| 11.3.2 | Municipality of Chatham Kent - Impact of Tariffs - received March 11, 2025 | 263 - 264 |

11.4 Closed Session (for information)

None.

12. County Report

www.grey.ca/council

13. Members Privilege - Good News & Celebrations

14. Closed Meeting

Be it resolved that Council proceed into closed session at [TIME] in order to address matters relating to personal matters about an identifiable individual, including municipal or local board employees(Sec239(2)(b))(Subject: Tax Arrears); and **That** all those required remain in attendance.

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

14.1 Personal Matters About an Identifiable Individual, Including Municipal or Local Board Employees (Sec239(2)(b))(Subject: Tax Arrears)

15. Reports of Municipal Officers

15.1 Finance Department

15.1.1 FIN2025-010 - Tax Collection Policy Update 265 - 266

Be it resolved that Staff Report FIN2025-010 be received for information; and **That** Council consider approval of Policy #4 Tax Collection Policy by Municipal By-Law 2025-032.

15.1.2 By-law 2025-032 - Adopt Policy No. 4 - Tax Collection Policy 267 - 277

Be it resolved that by-law number 2025-032 being a by-law to adopt the "Tax Collection Policy" known as Policy Number 04, 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. Confirming By-law 278

Be it resolved that by-law number 2025-033 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 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.

17. Adjournment

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

Schedule A – Request to Appear as a Delegation

I wish to appear before Council on: *March 19 at 1 pm.*

(Please print clearly)

CONTACT NAME: *STUART REID, ED. COMMUNITY FUND*

Additional Speaker: *KARL ELLIS, CHAIR, SOUTHGATE COMMUNITY FUND ADVISORY COMMITTEE*

POSTAL CODE:

TEL:

E-MAIL ADDRESS:

New Delegation

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

- *celebrate success of Small Neighbour hood Grants in 2024.*
- *announce granting deadlines for 2025.*
- *updates on Southgate Community Fund.*

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

- *awareness of impact of community philanthropy and the Southgate Community Fund.*
- *thanks to Council for supporting Southgate Community Fund.*

Additional Delegation Information

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

52

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

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

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

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

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

 _____
Date Jan. 27 / 25.

Signature Date

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

Approval
March 19, 2025
Council Date: _____

Municipal Clerk Initials: 

Township of Southgate Delegation Protocol

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

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



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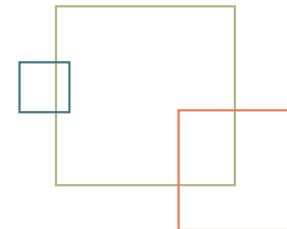
foundation facts

Our Vital Statistics



Community Foundation Grey Bruce:

- › More than **204** funds
- › over **\$23 million** in endowed assets
- › More than **\$860k** in grants over the last year
- › **8** active Community Funds in **Owen Sound, Meaford, Grey Highlands, Saugeen Shores, Saugeen River Country (West Grey), Town of Blue Mountains, Southgate & Kincardine**



Southgate Community Fund

Established in December 2020 with donation of \$30k by the Township and a promise of \$30k/year for 5 years



Fund started granting in 2024 with Small Neighbourhood Grants



Advisory Committee is run by Community Foundation, includes 4 community members



Total fund value at December 31, 2024: over \$103k

Neighbourhood Small Grants (NSGs):

- NSGs are grassroots grantmaking to support people making positive changes in their community.
- NSGs empower community members to bring their neighbours together, create new connections, and make their community a better place to live.
- Community Foundation Grey Bruce (CFGFB) is a registered charity that supports nonprofits in Grey and Bruce counties through grants from endowment funds created locally for local benefit.
- NSGs are offered using the grants available from a Community Fund that benefits a specific municipality or geographic area.
- In 2024 grants were available through the Southgate Community Fund.



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NEIGHBOURHOOD SMALL GRANTS

Cowtown Lunch Bunch

VISION

Seniors benefit from a nutritious meal, peer and intergenerational interaction when the school children next door who come to entertain and to help serve.

NEED

Capacity building was required, as the program grew from 60 persons in 2019 to an average of 150 attendees.

SUCCESS

Students from Egremont Community School next door came to perform Christmas songs. Grade 8 brass band was accompanied by musical numbers from the June production of *The Wizard of Oz*. Students from Grade 7 came to help serve and clean up in the fall months. The seniors and student intergenerational interactions were wonderful.



King Edward School Reunion

VISION

The King Edward School Reunion afternoon meet and greet followed by a presentation, dinner, and social time.

NEED

Grant money required to cover the cost of renting Dundalk Legion Hall and refreshments (cake, coffee, tea, water)

SUCCESS

There were over 100 people attending the reunion all former King Edward School students, along with their family and friends. Many more reconnecting outside the event.

Youth around the community benefitted by obtaining high school volunteer hours through assisting at the event.

50 years passes quickly, I had a great time reconnecting with former friends and classmates. ~ John



Southgate Community Connection

VISION

Free monthly dinners for Southgate residents, to provide social connection. Some participants have indicated this is the only time they "eat out" in a month. Attendance ranges from 55-120, and 15-40 take out meals.

NEED

Feeding 100 people each month but lacking adequate kitchen tools. Food preparers bring tools from home but urgently needed high-quality knives and two additional electric roasters for monthly meal preparation.

SUCCESS

The Southgate Community Connection dinners have a homey and inviting atmosphere. It is an excellent home cooked meal and social, that is particularly appreciated by seniors. The organizers seamlessly cook and feed people, young and old. Non of them look frazzled and each always have a moment to chat. Such a great evening in our ever-growing community. ~ Kim



Dundalk Santa Claus Parade

VISION

A dedicated group of mothers who volunteer their time to ensure that Southgate's community members especially young families and seniors will have a local parade to enjoy and participate in for generations.

NEED

Funding was required to help support accessibility for elderly and those with mobility issues. Ability to purchase hot chocolate, decorating supplies, print marketing and prizes to ensure that there is incentive for community members to continue participating in the event.

SUCCESS

*The smiles that every child has as the float passes is priceless. The adults too get a sense of joy. It gets the community out of their houses and enjoying the fresh air. We had a snow storm this year and we still handed out 340 loot bags!!! We had 25 floats that participated in our parade ~
Luisa*



Dundalk/ Southgate Pride Parade

VISION

The parade was started by a Southgate resident who wanted to support the LGBTQIA+ community. She passed in the year that the parade organized. The parade continues to celebrate LGBTQIA+ Pride and honor her memory and legacy.

NEED

Grant was required to help with purchasing, prizes, children's loot bags, refreshments and activities for the children (balloon animals, face painting, chalk drawing on the patio, bubbles, crafts).

SUCCESS

Our event helped the LGBTQIA+ community know there's a welcome and safe place for them. We attracted about 100 attendees within the day event that ran from 11am to 6pm.

"You helped make the LGBTQIA+ community adults and kids have a safe fun non-judgemental day" ~ Kasia





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Community & Capital Grants

Friends of the Dundalk Library Children's Literacy and Digital Literacy at the Library (Community Grant 2024)

\$3000 was granted toward a project involving Literacy and Digital Literacy. Research shows that combining play and learning helps children in their educational journey. Practicing at home can lead to greater success.

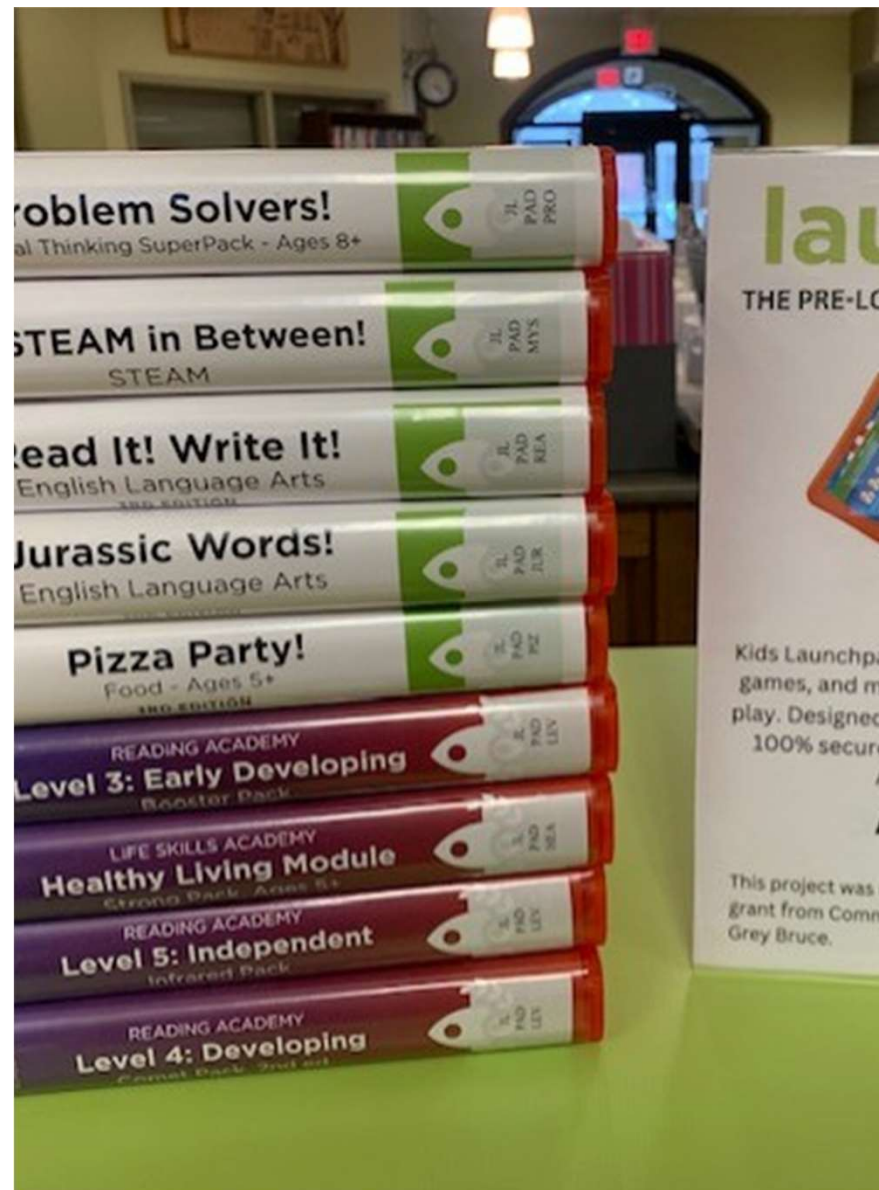
SUCCESS

Literacy Kits were purchased with a variety of items to create engaging learning for different ages, abilities, and interest. Library staff assembled the kits in themes and provided instructions for parents and caregivers to decide the right level and need for their children.

These kits included rhyming games, match-a-sound games, sight word practice tools, phonetic and phonemic awareness, number, shape, and colour recognition, writing practice and pencil grip, as well as emotional intelligence.

12 Launchpad tablets were purchased for home use. All tablets have a reading or math focus for ages 5-9.

Many families could not afford devices for home use or the apps, as these apps can be expensive to purchase individually.



Egremont Optimist Club Bathroom Renovation (Capital Grant 2023 – complete)

\$10,000 grant provided funding for renovation of the facilities bathrooms to have wheelchair accessible stalls with grab bars and barrier-free toilets.

Appropriate wheelchair accessible signs with Braille were installed. Club members completed the paint refresh.

SUCCESS

A local company was chosen to order the appropriate fixtures, sinks, and toilets. All plumbing installations were completed. With the exception of the contractor's materials and services, all other work was done by Optimist Club members.

A senior member from the community commented on the difference the "comfort" toilets make, when using the facilities. She said the taller toilets and handrails make bathroom use feel comfortable and safe.

Club members have all said how good the updated bathrooms look and many appreciate the "fresh," new look.

Dundalk Agricultural Society Recladding Heritage Building (Capital Grant 2024 – in progress)

\$15,000 grant awarded to replace a severely deteriorated, rusty siding and roof (exterior only) on the 60+ year-old building, to ensure its long-term functionality for the Agricultural Society and surrounding community.

Facilitated by Dundalk Agricultural Society grounds committee , the work will be carried out by a local Mennonite group to rescue this heritage building from irrevocable decline.

This building serves as the office for the Dundalk Agricultural Society, functions as a secondary barn for livestock shows and provides storage space/winter storage for the organization.

Community Grants – Spring & Fall



CRA Registered Charities or Non-Profit Organizations with a QD



Spring deadline April 15/Fall deadline September 15



Online application



To support new or expanding project and programs



Applications must support vitality in Grey Bruce through one of the categories identified in Vital Signs



Up to \$5,000

Vital Signs Categories

- Arts and Culture
- Recreation
- The wellbeing of children and youth
- Reduction of poverty
- Education
- The environment
- Health and wellness of the people of Grey & Bruce
- Living Standards and Housing



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YOU



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Township of Southgate
Minutes of Council Meeting

March 5, 2025
9:00 AM
Holstein Council Chambers

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

Staff Present: Lindsey Green, Clerk
Jim Ellis, Interim CAO
Kayla Best, HR Manager
Derek Malynyk, Fire Chief
Ken Melanson, Senior Manager, Development &
Community Services
John Watson, Acting Public Works Manager
Phil Schram, CBO
Holly Malynyk, Legislative and Records Coordinator

1. Call to Order

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

2. Land Acknowledgement

As we gather, we recognize and acknowledge the traditional keepers of this land with whom we share today. The Township of Southgate is a part of the traditional territories of the Anishinaabek, Six Nations of the Grand River, Saugeen Ojibway Nation, Haudenosaunee, and Saugeen Métis. The land that surrounds us is part of who we are as it

reflects our histories; may we live in peace and friendship with all its diverse people.

3. Open Forum - Register in Advance

No members of the public spoke at open forum.

4. Confirmation of Agenda

No. 2025-110

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council confirm the agenda as presented.

Carried

5. Declaration of Pecuniary Interest

Deputy Mayor Dobreen declared a conflict of interest on item 8.2 litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board (Sec239(2)(e)(Subject: Litigation Update) due to lands adjacent to her home having a nexus with the subject matter, and did not participate in the discussion or voting on the item.

6. Delegations & Presentations

None.

7. Adoption of Minutes

No. 2025-111

Moved By Councillor Ferguson

Seconded By Councillor Shipston

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.

Carried

8. Closed Meeting

Deputy Mayor Dobreen declared a conflict of interest on item 8.2 litigation or potential litigation including matters before administrative tribunals, affecting the municipality or local board (Sec239(2)(e)(Subject: Litigation Update) due to lands adjacent to her home having a nexus with the subject matter, and did not participate in the discussion or voting on the item.

No. 2025-112

Moved By Councillor Ferguson

Seconded By Councillor Shipston

Be it resolved that Council proceed into closed session at 9:02AM 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.

Carried

Council recessed at 9:02AM and returned at 9:06AM.

Chief Building Official Phil Schram left the closed session meeting at 9:08AM and did not return.

Deputy Mayor Dobreen left the closed session meeting at 9:08AM and returned at 9:13AM.

Interim CAO Jim Ellis left the closed session meeting at 9:42AM.

Council recessed at 10:28AM and returned at 10:33AM.

Interim CAO Jim Ellis joined the closed session meeting at 10:33AM.

No. 2025-115

Moved By Councillor Ferguson

Seconded By Councillor Shipston

Be it resolved that Council proceed out of Closed Session at 10:45AM.

Carried

Council recessed at 10:45AM and returned at 10:47AM.

9. Reports of Municipal Officers

9.1 Building & By-law Services

9.1.1 BES2025-004 - Enforcement Policies

No. 2025-116

Moved By Councillor Shipston

Seconded By Councillor Ferguson

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.

Carried

9.2 Public Works Department

9.2.1 PW2025-009 Road Management Study RFP Recommendation

No. 2025-117

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

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.

Carried

10. By-laws and Motions

10.1 By-law 2025-023 - Appoint Deputy Division Registrar and a Deputy Issuer of Marriage Licences

No. 2025-118

Moved By Councillor Singh Soares

Seconded By Councillor John

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.

Carried

11. Notice of Motion

None.

12. Consent Items

12.1 Regular Business (for information)

No. 2025-119

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

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

Carried

12.1.1 CL2025-007 - 2026 Municipal Election – Electronic Voting Vendor

12.1.2 CL2025-008 - Marriage Licence Modernization Phase 2 - Township of Southgate

12.1.3 FIN2025-007 - Community Funds

- 12.1.4 FIRE-2025-003 - 2024 Year-End Report**
- 12.1.5 PL2025-020 - OLT Appeal Withdrawal**
- 12.1.6 PW2025-010 Department Update**
- 12.1.7 Librarian CEO Report - 2025-02-20**
- 12.1.8 2025-01-22 Committee of Adjustment Meeting Minutes**
- 12.1.9 2025-01-22 Public Planning Meeting Minutes**

12.2 Correspondence (for information)

No. 2025-120

Moved By Councillor Shipston

Seconded By Councillor John

Be it resolved that Council receive the items on the Correspondence consent agenda dated March 5, 2025 as information.

Carried

12.2.1 Grey Bruce OPP - 2024 Year End Report - received February 20, 2025

12.2.2 SMART - January 17, 2025 Meeting Minutes - received February 21, 2025

12.2.3 SVCA - January 17, 2025 Meeting Minutes - received February 21, 2025

12.3 Resolutions of Other Municipalities (for information)

None.

12.4 Closed Session (for information)

None.

13. County Report

Deputy Mayor Dobreen provided an update to Council on the most recent County of Grey Council meeting. Highlights from the February 27, 2025 County Council meeting can be viewed [here](#).

14. Members Privilege - Good News & Celebrations

Councillor John noted that the events held during February for Black History Month were successful, mentioning that there was a lot of outreach to the community and surrounding areas.

Councillor Singh Soares wished everyone a Happy International Women's Day, taking place on Saturday March 8, 2025.

15. Confirming By-law

No. 2025-121

Moved By Councillor Ferguson

Seconded By Deputy Mayor Dobreen

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.

Carried

16. Adjournment

No. 2025-122

Moved By Councillor Ferguson

Seconded By Councillor John

Be it resolved that Council adjourn the meeting at 11:47AM.

Carried

Mayor Brian Milne

Clerk Lindsey Green



Township of Southgate
Minutes of Special Council Meeting

March 5, 2025
1 PM
Holstein Council Chambers

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

Members Absent: Councillor Monica Singh Soares

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

1. Call to Order

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

2. Confirmation of Agenda

No. 2025-123

Moved By Councillor John

Seconded By Councillor Shipston

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. 2025-124

Moved By Councillor Ferguson

Seconded By Deputy Mayor Dobreen

Be it resolved that Council recess the Special Council meeting at 1:00PM and move into the Committee of the Whole meeting to allow for fuller discussion regarding the 2025 Draft Budget and the Recreation Plans for the Township of Southgate.

Carried

4.2 Appointment of Chair

No. 2025-125

Moved By Councillor Ferguson

Seconded By Councillor John

Be it resolved that the Committee appoint Mayor Milne as Chair of the Committee of the Whole meeting on March 5, 2025.

Carried

5. Reports of Municipal Officers

5.1 Treasurer Taylor McMann

5.1.1 FIN2025-008 - 2025 Budget - Draft 2

No. 2025-126

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that the Committee receive Staff Report FIN2025-008 for information; and

That Committee recommend that Council receive Staff Report FIN2025-008 for information; and

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

Carried

No. 2025-127

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that the Committee recommend that Council direct staff to transfer the Recreation Department's Kubota Tractor Replacement of \$42,000.00 currently funded through taxation to be funded from the Recreation Reserve.

Carried

No. 2025-128

Moved By Councillor Shipston

Seconded By Deputy Mayor Dobreen

Be it resolved that the Committee recommend that Southgate contribute \$50,000 for 5 years to a Mount Forest Pool reserve (50% from each of the community funds), for a total of \$250K with the following conditions:

1. That the contribution be held in a Southgate reserve until construction of the Mount Forest Pool begins; and

2. That Wellington North Council waive any non-resident fees for Southgate residents that use the pool generally or for lessons; and
3. That a letter be sent to Wellington North Council requesting an agreement that the non-resident fees to Southgate be waived in relation to pool use.

Carried

Without a seconder, the following motion was not considered.

Moved By Councillor Ferguson

Be it resolved that the Committee recommend that Council direct staff to contribute \$50,000 in reserves for the Holstein Sand Shed Replacement.

The following motion was withdrawn by the mover and seconder.

Moved By Councillor Shipston

Seconded By Councillor John

Be it resolved that the Committee recommend that Council direct staff to fund the repair of the Holstein Sand Shed replacement in the approximate amount of \$65,000.00 in 2025 and contribute \$100,000.00 to reserves yearly, for the next 6 years, for future replacement of the building.

No. 2025-129

Moved By Councillor Shipston

Seconded By Councillor John

Be it resolved that the Committee recommend that Council direct staff to reflect the Holstein Sand Shed Replacement project to be funded from the Industrial Land Reserve in the next draft of the budget for further discussion.

Carried

No. 2025-130

Moved By Councillor Ferguson

Seconded By Councillor Shipston

Be it resolved that the Committee recommend that Council direct staff to remove the Public Works Department Pick up Truck Replacement from the draft budget and update the draft budget to reflect funding 50% of the Tandem Plow Truck Replacement in 2025 and 50% in 2026.

Carried

No. 2025-131

Moved By Councillor Ferguson

Seconded By Councillor Shipston

Be it resolved that the Committee recommend that Council direct staff to remove the SGR 24 Micro Surfacing project at \$209,000.00 from the draft budget, as previously added in the first-round budget meeting.

Carried

No. 2025-132

Moved By Councillor John

Seconded By Deputy Mayor Dobreen

Be it resolved that the Committee recommend that Council direct staff to remove the Director of Corporate Services and Director of Public Works and Infrastructure positions from the draft budget and direct the HR Manager to prepare a report for the next meeting on impacts and recommendations to the staff organizational chart.

Carried

No. 2025-133

Moved By Deputy Mayor Dobreen

Seconded By Councillor John

Be it resolved that the Committee recommend that Council direct staff to include the Fire Department Compressor at \$50,000.00 and the Waste Department Overhead Garage Door Replacement at \$45,000.00 in the draft budget to be funded equally from the Eco Park and Solar Community Funds.

Carried

No. 2025-134

Moved By Councillor Ferguson

Seconded By Councillor Rice

Be it resolved that the Committee recommend that Council direct staff to remove the new part-time position for the Library from the draft budget, as previously added in the first-round budget meeting.

Carried

5.2 Recreation Manager Kevin Green

5.2.1 REC2025-002 Presentation of Recreation Plan

Deputy Mayor Dobreen moved the following motion.

No. 2025-135

Moved By Deputy Mayor Dobreen

Seconded By Councillor Rice

Be it resolved that the Committee proceed past 4:00PM.

Carried

No. 2025-136

Moved By Councillor Shipston

Seconded By Councillor Ferguson

Be it resolved that the Committee of the Whole receive Staff Report REC2025-002 for information; and

That the Committee of the Whole recommend that Council receive Staff Report REC2025-002 for information.

Carried

6. Resolve back to Council

No. 2025-137

Moved By Councillor Ferguson

Seconded By Councillor Shipston

Be it resolved that the Committee resolve back to the Special Council meeting at 4:28PM.

Carried

7. Motions Resulting from Committee of the Whole

7.1 FIN2025-008 - 2025 Budget - Draft 2

No. 2025-138

Moved By Councillor John

Seconded By Councillor Shipston

Be it resolved that Council receive Staff Report FIN2025-008 for information; and

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

Carried

No. 2025-139

Moved By Deputy Mayor Dobreen

Seconded By Councillor Rice

Be it resolved that Council direct staff to transfer the Recreation Department Kubota Tractor Replacement of \$42,000.00 currently funded through taxation to be funded from the Recreation Reserve.

Carried

No. 2025-140

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that Southgate contribute \$50,000 for 5 years to a Mount Forest Pool reserve (50% from each of the community funds), for a total of \$250K with the following conditions:

1. That the contribution be held in a Southgate reserve until construction of the Mount Forest Pool begins; and
2. That Wellington North Council waive any non-resident fees for Southgate residents that use the pool generally or for lessons; and
3. That a letter be sent to Wellington North Council requesting an agreement that the non-resident fees to Southgate be waived in relation to pool use.

Carried

No. 2025-141

Moved By Councillor Shipston

Seconded By Councillor John

Be it resolved that Council direct staff to reflect the Holstein Sand Shed Replacement project to be funded from the Industrial Land Reserve in the next draft of the budget for further discussion.

Carried

No. 2025-142

Moved By Councillor Ferguson

Seconded By Councillor John

Be it resolved that Council direct staff to remove the Public Works Department Pick up Truck Replacement from the draft budget and update the draft budget to reflect funding 50% of the Tandem Plow Truck Replacement in 2025 and 50% in 2026.

Carried

No. 2025-143

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that Council direct staff to remove the SGR 24 Micro Surfacing project at \$209,000.00 from the draft budget, as previously added in the first-round budget meeting.

Carried

No. 2025-144

Moved By Councillor Shipston

Seconded By Councillor Rice

Be it resolved that Council direct staff to remove the Director of Corporate Services and Director of Public Works and Infrastructure positions from the draft budget and direct the HR Manager to prepare a report for the next meeting on impacts and recommendations to the staff organizational chart.

Carried

No. 2025-145

Moved By Deputy Mayor Dobreen

Seconded By Councillor Shipston

Be it resolved that Council direct staff to include the Fire Department Compressor at \$50,000.00 and the Waste Department Overhead Garage Door Replacement at \$45,000.00

in the draft budget to be funded equally from the Eco Park and Solar Community Funds.

Carried

No. 2025-146

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that Council direct staff to remove the new part-time position for the Library from the draft budget, as previously added in the first-round budget meeting.

Carried

7.2 REC2025-002 Presentation of Recreation Plans

No. 2025-147

Moved By Deputy Mayor Dobreen

Seconded By Councillor Ferguson

Be it resolved that Council receive Staff Report REC2025-002 for information.

Carried

8. Closed Meeting

None.

9. Confirming By-law

No. 2025-148

Moved By Councillor Rice

Seconded By Councillor Shipston

Be it resolved that by-law number 2025-026 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 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.

Carried

10. Adjournment

No. 2025-149

Moved By Councillor Ferguson

Seconded By Councillor John

Be it resolved that Council adjourn the meeting at 4:30PM.

Carried

Mayor Brian Milne

Clerk Lindsey Green



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	BES2025-005
Title:	By-law Enforcement (after hours) and Canine Control Contract – Municipal Support Services (MSS)
Open/Closed Session:	Open Session
Prepared By:	Hannah Coombs By-law Enforcement Officer Phil Schram Chief Building Official
Approved By:	Kenneth Melanson, RPP, MCIP Director, Development & Community Services
Approved By:	Kayla Best Acting Treasurer
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

At the April 16, 2024 Council meeting, [report CBO2024-003 was approved](#) awarding the RFP to Municipal Support Services (MSS). Due to staff turnover, the contract was not prepared. Staff are recommending Council approve the contract.

Recommendation:

Be it resolved that Staff Report BES2025-005 be received for information; and
That Council consider approval of By-law 2025-028 to initiate the contract with MSS for after hours By-law Enforcement and Canine Control; and
That Council direct staff to amend the 2025 proposed budget for contract services for by-law enforcement and canine control as outlined in Table 1 of report BES2025-005; and
That Council direct staff to amend the Fees and Charges By-law and Canine By-law to establish cost recovery of kennel inspection costs to be brought back to Council as soon as possible.

Background:

The attached contract, prepared by MSS with discussion with Township Staff would fulfill the RFP issued in 2024. The proposed contract provides By-law Enforcement April 1st to November 30th for each contract year (after hours) and year-round canine control. The canine control portion of the contract is offset by revenues to the Township made through dog tags and kennel license fees. By-law enforcement is also offset through fines and penalties that may be imposed. Neither By-law Enforcement nor canine control are a cost recovery service for the Township. Table 1

below provides details on the proposed contract costs and estimated revenues for each service (based on 2024 revenues).

Table 1 – Proposed 2025 budget adjustments

Item:	Initial Budget 2025 (estimate):	Actual Budget 2025:	Difference:
Canine Control Contract	\$50,000 Revenues for 2025 estimated to be \$35,000 (dog tags, kennel fees).	\$81,200 (includes mileage and contract services). Revenues for 2025 estimated to be \$35,000 (dog tags, kennel fees).	\$31,200 from initial 2025 budget (\$18,680 will come from reduction of By-law Enforcement contract services).
After Hours By-law Enforcement Services	\$30,000	\$11,320 (assumes 20 hours of after hours calls during service period)	-\$18,680
Remaining Canine Control Budget to be offset			\$12,600
This amount would be offset by increased number of licenses, cost recovery of inspections (if approved by Council). Staff also expect that kennel inspections will result in a reduction of additional costs from parvovirus issues (to some degree). This would <u>avoid</u> a further increase to the property tax rate for 2025.			

Analysis – Canine Control:

Council approved an RFP process for Canine Control in 2024, where MSS was the winning bidder. The RFP award presumed a budget of \$36,000 for canine control, for a partial year of service. Due to staff turnover, the contract was not prepared however staff have enforced the provisions of the RFP. Costs of the contract have increased to reflect a full year of service, but also include cost increases due to transportation and kennel costs due to many dogs being found to have contracted Parvovirus. This issue could not have been anticipated when the original RFP awarding occurred.

The proposed canine control provisions would involve MSS coverage at 35 hours, averaged over 7 days/week. Any un-used hours could then be averaged on days with a higher level of activity. Table 1 provides the detail of the canine contract full year costs, which are estimated at \$72,800 for 2025 (increasing 1.88% each year, for inflation). An additional \$7,000 for mileage to cover patrols coming from the MSS office is included – with a total budget of \$81,200. MSS would be responsible for inspection of all kennels and enforcement of the Canine By-law, including documentation of cases/activities. This would setup MSS to patrol the Township to address canine issues. As noted in Table 1, the Canine Control service is offset by revenues from dog tags and kennel licensing fees. Staff are also proposing that all costs for kennel inspections (hours conducting inspections/follow up inspections and mileage) be also cost recovered to kennel operators. Staff estimate this cost recovery of inspections will offset the remaining \$12,600.

When preparing the 2025 budget – the exact contract numbers were not available. The Canine contract services budget was estimated at \$50,000. An increase is required by \$31,200 to achieve the proposed budget. This would be offset by a reduction to the By-law enforcement contract service budget, as well as a projected increase in dog tag revenue. Staff are also

proposing that Council give direction to update the 2025 fee by-law to include a provision for cost recovery of all kennel inspections to each kennel operator. This would include any hours for the inspection (or follow up inspections) and mileage to get to/from the kennel for any inspection(s).

Analysis – After hours By-law Enforcement:

The second element of the proposed contract is the coverage of By-law Enforcement during after hours. During office hours, the Township’s By-law Enforcement Officer provides full coverage of all By-law enforcement activity. The proposed coverage provides the seamless coverage following the office closure on Friday and through the weekend to Monday morning. Existing policy is that this after-hours coverage is required April 1st to November 30th.

The original option selected when the RFP was awarded included a fee for priority service. This would involve MSS “dropping” any activities to prioritize any complaint for the Township. Through the contract discussions, this priority service was removed as it was not seen as needed given the minimal number of after-hours calls. A retainer of \$1,270.00 per month would still be charged to provide the service, along with an hourly rate for any callout. The contract also includes a standard mileage rate and yearly increase of 1.88% for inflation.

The proposed after-hours enforcement budget is proposed at \$11,320 – which factors in mileage, hourly rate for three potential calls (which was the total number of after hours calls in 2024) and the monthly retainer for months of service. The proposed contract services budget for 2025 was estimated at \$30,000 and can be reduced. This reduction is proposed to offset the increase in the canine costs (despite expected increases in dog tag revenue and proposed cost recovery of inspections).

Analysis – Cost recovery of kennel inspections:

As noted in report [BES2025-002](#), the Township has noted an increase in dogs testing positive for Parvovirus. Due to the re-write of the Canine By-law in 2024, inspection of all kennels in the Township did not occur. Inspection of each kennel is expected in 2025, however given the potential implications of the spread of Parvovirus – each inspection would need to be treated with care to avoid virus spread. This is part of normal considerations for kennel inspections.

Given these inspections can be extensive or require multiple visits, staff are recommending that the Fees and Charges By-law (and Canine By-law if required) be amended to cost recover the expenses related to the inspection back to the Kennel operator. Any operator, to obtain a license to operate has normal expenses that would be “the cost of doing business” – inspections would be a reasonable expense to be charged to the kennel operator. Staff would only bill the number of hours for an inspection (or follow up inspections) and mileage associated with getting to and from the kennel. Any other administrative costs would not be cost recovered, as these would be considered minor. However, if Council feels that all costs incurred for an inspection be recovered – that direction could be given.

Conclusion:

Ensuring the Canine and By-law enforcement activities are provided will provide valued services to residents. Staff recommend Council approve the proposed contract and direct the noted changes to the 2025 Budget for canine control and By-law Enforcement contracted services.

Internal Policy and Legislated Requirements:

Enforcement of the Township’s Canine Control By-law is a requirement of Provincial Legislation. Enforcement of Township By-laws is provided within each Township By-law related to property standards and regulation of activities.

Financial and Resource Implications:

The 2025 Draft Budget would require modifications as outlined in Table 1 above. If Council approves these modifications, there should be no impact to the overall proposed budget as the proposed changes represent a shifting of budgets and cost recovery via inspection recovery to kennel operators.

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

The Corporation of the Township of Southgate

By-law Number 2025-028

**being a by-law to authorize an agreement between
Municipal Support Services and the
Corporation of the Township of Southgate for by-law enforcement and
canine control services**

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

Whereas Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

Whereas Section 9 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into an agreement with Municipal Support Services,

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

1. **That** the agreement between Municipal Support Services and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and the Clerk are hereby authorized and directed to sign the agreement, in substantially the same form as the agreement attached hereto as Schedule "A" on behalf of the Township of Southgate and all other documents as may be necessary to give effect thereto; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

**Read a first, second and third time and finally passed this 19th day of
March, 2025.**

Brian Milne – Mayor

Lindsey Green – Clerk

THIS AGREEMENT made this 19th day of March, 2025.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
(Hereinafter referred to as the "Municipality")

AND

MUNICIPAL SUPPORT SERVICES INC.
(Hereinafter referred to as "The Contractor")

WHEREAS, the Municipal Act, S.O. 2001, requires the Municipality to fulfill Municipal obligations set out by the *Municipal Act, 2001*, and other applicable legislation, including the obligation to enforce its bylaws within the Township of Southgate (the "Township");

WHEREAS, the Municipality deems it desirable to enter into a contract for services with the Contractor for the enforcement of certain Municipal by-laws, namely the by-laws for animal control and for conduct after-hours;

NOW THEREFORE WITNESSETH in consideration of the services rendered by the Contractor to the Municipality the parties agree as follows:

1. TERMS OF THE CONTRACT AND RELATIONSHIP

1.1 The Contractor is hereby engaged to provide uniformed Animal Control and By-law Enforcement Officers required by the Municipality on the terms and conditions as defined by the Municipality. The Contractor shall be responsible to ensure that the relevant by-laws are enforced.

1.2 The engagement of the Contractor pursuant to this Agreement shall commence on the 19th day of March, 2025 at and shall expire on the 30th day of April, 2027 subject to the terms herein.

1.3 It is understood that this Agreement is an Agreement for services and that the Contractor is an independent Contractor and not an employee of the Municipality. Further, the payment detailed in Section 3 below is the sole obligation of the Municipality to the Contractor and the Contractor is not entitled to receive any of the employment benefits received by the employees of the Municipality. The Contractor shall assume full responsibility and liability for payment of any monies received by the Municipality and shall indemnify and hold the Municipality harmless from and against all claims and demands under the *Income Tax Act* of Canada and related legislation passed by the Province of Ontario, for or in respect of withholding tax and any interest or penalties relating thereto, and similarly with respect to the *Occupational Health and Safety Act* or the *Canada Pension Plan Act*, or such other similar legislation thereto, and any cost or expenses incurred in defending such claims or demands.

1.4 Should any overseer, supervisor, officer, employee or sub-contractor employed by the Contractor give any just cause for complaint, the Corporation may notify the

Contractor, in writing, stating the reasons therefore and the Contractor shall take such actions as are deemed necessary to remedy the complaint. The Township reserves the right to request that the Contractor dismiss such persons from the works associated with this Agreement forthwith and he/she shall not again be employed by the Contractor to provide services to the Corporation without the Corporation's written consent. This includes, without limitation, any workers who shall be incompetent, disrespectful, intemperate, dishonest, inebriated or otherwise objectionable or neglectful in the proper performance of their duties or who neglects or refuses to comply with or carry out the directions of the Contractor as it relates to this contract agreement.

2. TERMINATION OF AGREEMENT

2.1 This Agreement may be terminated by the Municipality or the Contractor in one of the following ways:

- a) Upon either party giving the other thirty (30) days written notice of the intention to terminate the agreement; or
- b) In the event of acts of wilful negligence or disobedience by the Contractor resulting in injury or damages to the Municipality, this Agreement may be terminated at the option of the Municipality upon five (5) days written notice.

2.2 If the Contractor neglects or compounds with his creditors to commit any act of insolvency, or shall transfer, assign or sublet, or attempt to transfer, assign or sublet this contract, or any part thereof without the consent of the Township or if at any time the work or any part thereof without the consent of the Township or if at any time the work or any part thereof is, in the judgement of the Township, not executed or not being executed in a sound or workmanlike manner and in all respects in strict conformity with the contract, or if such work or any part thereof is not progressing in such manner as to ensure entire satisfaction, or to comply with any reasonable order the Contractor may receive from the Township, or if the Contractor shall persist in any course in violation of any of the provisions of the contract, after twenty-four (24) hours written notice from the Township to the Contractor, the Township shall have the full right and power, without process or action at law, to take over the whole operation, or any part or parts thereof specified in the said notice.

2.3 Notwithstanding the term prescribed herein, the Contractor may be required to attend in court and/or at a hearing which takes place or continues beyond the end of the term to provide evidence or testimony. Where such attendance is required, the Contractor shall charge the Township at the hourly rate as prescribed herein.

3. PAYMENT AND INVOICING FOR SERVICES RENDERED

3.1 For the provision of after-hours by-law under this agreement, the Contractor shall charge the Township at a rate of \$1,270.00 (one thousand, two hundred and seventy dollars) per month plus HST for priority dispatching for all after-hours by-law enforcement services beginning at 16:00 on Friday until 07:30 on Monday on all weekends and on Holiday weekends which shall include the Holiday before or after the

weekend, between April 1 and November 30 of each contracted year. Holiday shall be understood to be any statutory holiday that is recognized in the Province of Ontario.

1.2 For the provision of Animal Control services under this agreement, the Contractor shall charge the Township at a rate of \$40.00 (forty dollars) per hour plus HST, increasing 1.88% annually, for Officer response within the Township.

1.3 For the provision of By-law services under this agreement, the Contractor shall charge the Township at a rate of \$38.00 (thirty-eight dollars) per hour plus HST, increasing 1.88% annually for Officer response and service within the Township.

1.4 For the provision of all services under this agreement, the Contractor shall charge the Township at a rate of \$45.00 (forty-five dollars) per hour plus HST, increasing 1.88% annually, for Officer response within the Township specifically on days recognized as Statutory Holidays in the province of Ontario.

1.5 For the provision of all services under this agreement, the Contractor shall charge the Township at a rate of \$.60 per kilometre plus HST. Distance is measured from the Contractors Office to all destinations required to fulfill animal control and by-law duties including, but not limited to, out of region facilities.

1.6 The Contractor will invoice the Township every 15 days. the Contractor will provide detailed invoices of services provided, involving calls-for-service to be itemised. Invoices submitted by the Contractor to the Township are due within 15 days of receipt. Invoices paid past due shall accrue interest at the rate of 2.5% per annum, compounded monthly.

4. SERVICES

4.1 The Contractor agrees to provide uniformed Animal Control & Bylaw Enforcement Officers to enforce certain by-laws of the Corporation to fulfil the requirements of this Agreement.

4.2 For greater certainty, the Contractor will:

- i) enforce provisions of all Animal Control by-laws requiring the issuance of tickets or certificates;
- ii) inspect and enforce compliance for all Kennel Licensing within the Township;
- iii) complete all requisite documents and paperwork required by the Township and Animal Control facility when performing Animal Control Services;
- iv) Enforce After-Hours By-laws as they relate to noise, fireworks, parking enforcement, public nuisance and other bylaws in place within the Township between the hours of 1600 on Friday until 0730 on Monday, between April 1 and November 30 of each contracted year;
- v) provide after-hours by-law enforcement services beginning at 1600 on Friday until 0730 on Monday on all weekends and on Holiday weekends shall include the Holiday before or after the weekend, between April 1 and November 30 of each contracted year;

- vi) provide Municipal Law Enforcement Officers to attend court and provide necessary statements and evidence related to the notices, offences and orders, as required;
- vii) make, and furnish to the Township, such notes, documentation and photos as required for any investigations undertaken in the performance of services under this agreement. It is hereby agreed by the parties hereto that no infraction notice, order or certificate of offence will be given to the Corporation without the requisite officer notice and photos pertaining to the said infraction notice, order or certificate of offence;
- viii) in consideration of the health and safety of its officers, employees and sub-contractors, the Contractor will issue and use any/all necessary Personal Protective Equipment (PPE), in order to carry out their duties. The Township will not be responsible for the use or misuse of any PPE;
- ix) Within 48 hours of collection of a canine, the Contractor shall provide photos of the canine, location of collection; the contact (if applicable) of the canine finder; and the facility in which the canine is held for the required hold period. The Township will not be responsible for, nor will the Contractor collect on behalf of the Township, any uncontained at-large canine or any canine outside of the Township;
- x) provide dispatch or a message reception services which are capable of accepting messages from individuals regarding by-law infractions;
- xi) provide such training to its employees, officers and sub-contractors as is required to ensure that offences and infraction notices issued and actions taken are accurate, complete and will be defensible if challenged in court;
- xii) obtain, retain and pay for, at his own expense, all licenses, permits and qualifications required by law or statute or regulations made thereunder;
- xiii) furnish and maintain all such labour, equipment and supplies as are considered necessary for the due execution of the work set out or referred to herein. All equipment and supplies used by the Contractor for the execution of any part of the work shall be maintained in a satisfactory, safe and efficient working condition;
- xiv) abide by the Township's Smoking and Vaping By-Law and any Township policies regarding smoking and vaping as well as any and all provincial and federal regulations, when performing the services under the this Agreement;
- xv) meet the requirements of Ontario Regulation 429/07 (Accessibility for Ontarians with Disabilities Act) with regard to training. In accordance with Ontario Regulation 429/07 a document describing the training policy, a summary of the contents of the training and details of training dates and attendees must be submitted to the Township upon request;
- xvi) review and abide by the Township's Occupational Health and Safety policies instituted by the Township from time to time;
- xvii) be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the services performed hereunder; and
- xviii) provide reasonable protection to prevent property loss or damage and/or personal injury to persons, including but not limited to the employees of the Contractor and all other persons who may be affected thereby.

4.3 For greater certainty, the Corporation shall:

- i) enact an Appointment By-Law which will authorize the Contractor to enforce the by-laws of the Corporation and. In connection with this, the Contractor agrees to furnish to the Township the names and officer to the Corporation and the Corporation will ensure that the Appointment By-Law is filed with the Provincial Offences Court;
- ii) subject to the Corporation's sole discretion, defend any infraction notices, orders and certificates of offence which are challenged. This includes the cost of solicitors, paralegals, etc. to attend court. The Township reserves the right to cancel, withdraw, settle or otherwise dispose of any infraction notice, order and certificate of offence, whether or not it is challenged;
- iii) provide Township staff's secretarial services as needed, available and as it relates to the requirement to send notices, correspondence, orders, etc. in accordance with Township by-laws;
- iv) provide infraction notices, certificates of offence, and templates for use by the Contractor in the performance of their duties. It is agreed that all items provided will continue to be the property of the Township and must be returned to the Township upon request and upon termination or cancellation of this agreement;
- v) provide a non-dedicated workspace which may be used by the Contractor from time to time, however the Corporation will not be required to provide the Contractor with a key to the building where the workspace is located nor will any telephone or computer be provided. Access to the Corporation's files will be provided only as required and under the supervision of Corporation staff;
- vi) provide an email address which may be used by the Contractor in the performance of services under this contract;
- vii) provide assistance regarding best practices for writing infraction notices, orders, warnings, certificates of offence, interpretation of by-laws, etc; and
- viii) provide training for the Contractor as required with regard to enforcement areas and expectations of the Township in the performance of by-law enforcement services.

4.4 The parties hereby agree that each party will to the best of their ability and as appropriate, inform the other verbally or in writing with regard to any complaints, compliments and comments, as filed or reported. Further each party agrees to provide the required information as it relates to the issuance of infractions, correspondence, warnings, orders, certificates of offence, the scheduling of court hearings, and for other purposes as necessary to carry out the responsibilities set out in this Agreement. The parties further agree to deliver to the court without delay, after processing and aging by the Township as required, all infraction notices and certificates of offence issued and other documentation as required.

4.4 The Contractor will be permitted to affix the Township logo to vehicles provided by the Contractor for the provision of services under this agreement as long as the

Contractor's logo is also prominently displayed on said vehicles. Alternatively, the Contractor may identify the vehicles with the title "Municipal Law Enforcement".

4.5 The Contractor will not incur hours in excess of 35 hours per week for Animal Control, as required herein, without the express permission of the Township. The Township will not be responsible for payment for any hours in excess of 35 hours per week, as required herein which are not previously approved by the Township. The Township reserves the right to request additional hours from the Contractor in order to ensure that deadlines and requirements are met.

5. CONFIDENTIALITY OF INFORMATION

5.1 The Contractor shall not disclose to anyone outside the employ of the Corporation, without prior written permission of the Corporation, any aspect of the Corporation's business, except as required in the course of exercising its duties and responsibilities with the Corporation. Confidential information shall be as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, amended or replaced.

5.2 This Agreement will continue to restrict the Contractor's disclosure of such information after the termination of this Agreement indefinitely, unless such information has been made public through no fault of the Contractor. The parties hereto agree that by executing this contract agreement, the parties, their heirs, successors, assigns, employees and officers are bound to maintain confidentiality as if each individual had executed the agreement.

5.3 After termination of this Agreement, the Contractor shall promptly return, without request from the Municipality, to the Municipality any of the Municipality's information, materials and other property, which may subsequently be in the Contractor's possession.

5.4 All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name that is developed or produced under this agreement, will be the sole property of the Township. The Contractor may not use the intellectual property for any purpose other than that contracted for in this agreement but may use the intellectual property for other purposes with the written consent of the Township and the Contractor will be solely responsible for any and all damages resulting from the unauthorized use of the intellectual property.

6. INSURANCE AND INDEMNITY

6.1 The Contractor shall obtain and maintain insurance coverage as outlined herein and provided by an insurance company or companies licensed to transact business in the Province of Ontario. Evidence of such insurance shall be provided to the Township in the form of a Certificate of Insurance signed by an authorized signatory prior to the execution of this agreement and such shall be provided to the Township at least annually, or on request.

6.2 The Contractor shall have a Commercial General Liability insurance policy of not less than no \$5,000,000 (five million dollars) per occurrence. The policy must insure against third party claims for bodily injury (including death), personal injury and/or property damage as a result of actual or alleged negligence of the Contractor. The policy shall include:

- i) The Township of Southgate as additional insured;
- ii) Cross Liability/Severability of Interests clause; and
- ii) Non-Owned Automobile Liability (SPF 6)
- iii) a minimum thirty (30) day's written notice to the Corporation of cancellation or non-renewal.

6.3 The Liability Insurance Policy and/or endorsements shall be satisfactory to the Township, and it is hereby agreed that no contract will be considered to be executed of in full force and effect until insurance requirements are met by the Contractor.

6.4 The insurance coverage noted above shall be maintained in force throughout the term of the contract agreement. Failure to maintain the required insurance and provide proof of same to the Township will render this Agreement null and void.

6.5 The Contractor agrees to fully indemnify and hold harmless the Corporation from and against all suits, judgments, claims, demands, expenses including reasonable legal fees, actions, causes of action and losses of any kind and for any and all liability which the Corporation may incur, sustain or suffer as a result of, arising out of or in any way related to the matters addressed in this Agreement occasioned wholly or in part by any negligent act or omission whether willful or otherwise by the vendor, their agents, officers, employees or other persons for whom the Contractor is legally responsible, unless such losses are caused solely by the Corporation's own negligence or misconduct.

7. WORKPLACE SAFETY AND INSURANCE BOARD (WSIB) CLEARANCE

7.1 The Contractor shall, when required by WSIB, keep a current clearance certificate dated within sixty (60) days of the date of the work when performed and the invoice when submitted, and a copy of the clearance certificate shall be submitted at the earliest possible date or alternatively, provide a Workplace Safety and Insurance Board Independent Operator number in addition to the liability insurance required above.

8. SUBCONTRACTING

8.1 The Contractor shall not assign or subcontract without prior written consent of the Corporation. No permitted assignment or subcontract shall relieve the Contractor from its obligations arising from this agreement or impose any liability upon the Corporation or any assignee or subcontractor. The Contractor shall at all times be held fully responsible for the acts and omissions of the assignee's or subcontractor's

directors, officers, employees, independent contractors, sub contractors, shareholders, agencies, partners or volunteers.

9. NOTICE

9.1 Any notice or communication shall be deemed to be well and sufficiently given and served if handed to the Contractor or any of his clerks or agents or if posted or sent to the business address herein.

For the Contractor:

Municipal Support Services Inc.
132 Drive in Crescent
Owen Sound ON N4K 5N7
Attn: Andrew James

For the Township:

Township of Southgate
185667 Grey County Road 9
Dundalk, ON, N0C 1B0
Attn: Lindsey Green, Clerk

9.2 The parties hereto will provide to the other, any change in contact information within ten (10) days of said change being effective.

9.3 Any notice shall be considered to have been legally served after being given one party to the other when hand delivered or in the case of notice by postal service, three (3) days after being post marked for mailing.

10. SEVERABILITY

10.1 If any provision or portion of any provision in this Agreement shall be held by Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and shall be deemed to be completed and the remaining provisions or portions shall remain valid and binding.

11. GOVERNING LAW

11.1 This Agreement shall be construed in accordance and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of the Province.

12. BINDING EFFECT

12.1 This Agreement shall be binding upon the parties, their heirs, executors, administrators, successors and assigns.

13. AMENDMENTS

13.1 No provision of this Agreement shall be amended, altered or waived except by a further written agreement between the parties. No waiver of a provision of this

Agreement shall operate as a waiver of any other provision or of the same provision on a future occasion.

IN WITNESS WHEREOF the parties have duly executed this Agreement.

The Corporation of the Township of Southgate

Per: Brian Milne, Mayor

Per: Lindsey Green, Clerk

Date:

I/We have the authority to bind the corporation

Municipal Support Services Inc.

Per: Andrew James, President

Date:

I/We have the authority to bind the corporation



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	FIRE2025-004
Title:	Town of Hanover Fire Protection Agreement
Open/Closed Session:	Open Session
Prepared By:	Derek Malynyk Chief Fire Official, Fire Chief
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

This report is being provided to Council to enter into a fire protection agreement with the Town of Hanover for fire department technical rescue services consisting of rope rescue, swift water, static water and ice water rescue.

Recommendation:

Be it resolved that Staff Report FIRE2025-004 be received for information; and
That Council consider approval of By-Law 2025-029 to authorize the Municipal Fire Protection Agreement with the Town of Hanover.

Background:

On July 1, 2022, Ontario Regulation 343/22: Firefighter Certification came into effect. All fire departments in the province of Ontario must certify their firefighters within two years of being hired to the National Fire Protection Association (NFPA) standard for their core services that the municipality elects to provide through its Establishing and Regulating Bylaw. The compliance date for any Technical Rescue services offered by a Municipality is July 1st 2028. The Ontario Regulation applies to the following Technical Rescues disciplines: rope rescue, structural collapse, confined space, trench rescue, surface water, swift water and ice water.

Before July 1st, 2022, in Ontario, training for these disciplines were left to the local Authority Having Jurisdiction (AHJ). An AHJ was permitted to provide training to their own department and sign off on the firefighters as competent when they met the Job Performance Requirements (JPR) of the NFPA standard for each technical rescue discipline that the fire department was authorized to provide.

Subsequently in 2021 and 2022 NFPA amended and consolidated their standards for technical rescue operations to the following two standards. NFPA 1006 Standard for Technical Rescue Personnel Professional Qualifications and NFPA 1500 Standard for Operations and Training for

Staff Report FIRE2025-004 – Town of Hanover Fire Protection Agreement
 DATE: March 19, 2025

Technical Search and Rescue Incidents and Life Safety Rope and Equipment for Emergency Services.

Analysis

The Dundalk Fire Department currently offers water rescue to the shore-based standard. This consists of firefighters anchoring off to a fixed object by life safety rope on shore and throwing a rope bag from the shoreline to a patient in the water. The patient is then brought into shore by firefighters rotating the rope in a pendulum motion.

Under the new consolidated NFPA standard the current service offered of shore based by the Dundalk Fire Department is no longer an option. Currently NFPA has three levels of service for technical rescue disciplines, and they are as follows: Awareness, Operations and Technician level.

Awareness level is when a fire department will contain/secure the scene, identify the emergency and call for assistance. The training required for this can still be completed in house.

Operations level is when a fire department plans on intervening in some manner. In the case of water rescue approaching the shoreline and throwing a rope bag is considered operations level and would require the department to train to NFPA 1006 Operations level.

Technician level is when a fire department has firefighters, or a watercraft enter the water to perform a rescue and requires the fire department to train and certify to NFPA 1006 Technician level.

If the Dundalk Fire Department were to continue to offer water rescue at the new operations level the department would be required to train and certify to NFPA 1006 operations level for both swift water and surface water. This training would require an additional 40-60 hours of training each year per member. Past call history shows very limited amount of water rescue-based calls with the limited calls being in the central and west end of Southgate Township.

The Hanover Fire Department is currently on track to certify to NFPA 1006 Technician level in rope rescue, surface water, swift water and ice water rescue by July 1st, 2028.

During conversations with the Ontario Fire Marshalls office regarding O. Reg 343/22 Firefighter Certification and Ontario Regulation 378/18 Community Risk Assessments simply opting out of a service in a Municipalities Establish and Regulating is not sufficient anymore. If a municipality has identified in its community risk assessment that there is a risk which would require technical rescue services, the Municipality must have a plan to address it.

By entering into this agreement with the Town of Hanover, The Township of Southgate would have rope rescue, and all water rescue services covered within the township which also could be utilized by West Grey Fire Services and Wellington North Fire Services when they are responding within Southgate.

Internal Policy and Legislated Requirements:

Ontario Fire Protection and Prevention Act, 1197, S.O. 1997, C4 2. (1) *Every municipality shall (b) provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances. (5) A municipality may, under such conditions as may be*

specified in the agreement, enter into an agreement to, (b) receive such fire protection services as may be specified in the agreement from a fire department situated outside the territorial limits of the municipality.

Ontario Regulation. 343/ 22: Firefighter Certification 2. (1) Every municipality, and every fire department in a territory without municipal organization, must ensure that its firefighters perform a fire protection service set out in Column 1 of Table 1 only if, on or after the corresponding day specified in Column 3 of that Table,

(a) the firefighter performing the fire protection service is certified, at a minimum, to the corresponding certification standard set out in Column 2 of that Table; or

(b) this Regulation provides that the certification standard referred to in clause (a) does not apply with respect to the firefighter.

(2) The certification must be,

(a) provided by the Fire Marshal; or

(b) an accreditation from the International Fire Safety Accreditation Congress (IFSAC), or a Pro Board seal, that is recognized by the Fire Marshal as equivalent to the certification provided by the Fire Marshal.

Ontario Regulation 378/18 Community Risk Assessment: 1. Every municipality, and every fire department in a territory without municipal organization, must,

(a) complete and review a community risk assessment as provided by this Regulation; and

(b) use its community risk assessment to inform decisions about the provision of fire protection services.

Financial and Resource Implications:

The Town of Hanover would invoice the Township of Southgate the current MTO rate per apparatus on a fee for use basis.

Attachments:

None.

The Corporation of the Township of Southgate

By-law Number 2025-029

being a by-law to authorize a fire protection agreement between the Town of Hanover and the Corporation of the Township of Southgate

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

Whereas Section 8 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the authority to govern its affairs as it considers appropriate and enables the municipality to respond to municipal issues; and

Whereas Section 9 of the Municipal Act, 2001, Chapter 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas it is deemed necessary and desirable that the Council of the Corporation of the Township of Southgate enact a by-law authorizing the Corporation to enter into a fire protection agreement with the Town of Hanover,

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

1. **That** the agreement between the Town of Hanover and The Corporation of the Township of Southgate, attached hereto at Schedule A is hereby ratified and confirmed; and
2. **That** the Mayor and the Clerk are hereby authorized and directed to sign the agreement, in substantially the same form as the agreement attached hereto as Schedule "A" on behalf of the Township of Southgate and all other documents as may be necessary to give effect thereto; and
3. **That** where the provisions of any other by-law, resolution or action of Council are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.

Read a first, second and third time and finally passed this 19th day of March, 2025.

Brian Milne – Mayor

Lindsey Green – Clerk

MUNICIPAL FIRE PROTECTION AGREEMENT

BETWEEN:

THE CORPORATION OF THE TOWN OF HANOVER

(hereinafter referred to as "Hanover")

and

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

(hereinafter referred to as "Southgate")

WHEREAS By-laws have been duly enacted by the parties pursuant to the provisions of the *Municipal Act, 2001, S.O. 2001, c25*, as amended or replaced to authorize an agreement between the parties;

AND WHEREAS the *Fire Protection and Prevention Act, 1997, S.O. 1997, c4* (the "Act") authorizes a municipality to provide and/or receive fire technical rescue services to or from other municipalities;

AND WHEREAS Hanover operates Fire Technical Rescue Services and has assets suitable to meet municipal responsibilities required by the Act through a fire department situated within the geographical jurisdiction of the Town of Hanover;

AND WHEREAS Southgate wishes to contract with Hanover for the purpose of receiving Fire Technical Rescue Services within specified areas of the Township of Southgate from Hanover;

NOW THEREFORE, in consideration of the mutual covenants and representations contained in this Agreement, the sufficiency of which is acknowledged, Hanover and Southgate agree as follows:

1. DEFINITIONS AND SCHEDULES

1.1. In this Agreement,

- 1.1.1. "Act" means *Fire Protection and Prevention Act, 1997, S.O. 1997, c4*, as amended or replaced from time to time;
- 1.1.2. "Fire Area" means the fire area(s) of the Township of Southgate as described in Schedule A hereto;
- 1.1.3. "Fire Technical Rescue Services" means those fire technical rescue services, and those other services that Hanover agrees to provide to Southgate, as more particularly described in Schedule B hereto;
- 1.1.4. "Hanover Fire Chief" means the Chief of the fire department of Hanover duly appointed by the Council of Hanover and, if provided for pursuant to the appointment, his or her designate;
- 1.1.5. "Hanover Incident Commander" means the individual responsible for overseeing and managing all aspects of Hanover Fire Department's response to the technical rescue incident;
- 1.1.6. "Southgate Fire Chief" means the Chief of the fire department of Southgate duly appointed by the Council of Southgate and, if provided for pursuant to the appointment, his or her designate;

- 1.2. The following schedules are attached hereto and form part of this Agreement:
 - 1.2.1. Schedule A – Fire Area of Southgate
 - 1.2.2. Schedule B – Fire Technical Rescue Services
 - 1.2.3. Schedule C – Bridges, Culverts and Limited Access Roads
 - 1.2.4. Schedule D – Fees
 - 1.2.5. Schedule E – The Crossing of Boundaries
- 1.3 Any capitalized terms not specifically defined herein this Agreement shall be ascribed those definitions and means as is set forth in the Act.

2. TERM

- 2.1. This Agreement shall come into effect March 31, 2025, and shall remain in force for a period of five (5) years, unless terminated earlier in accordance with section 10.1. The parties agree that this Agreement shall be automatically renewed for a further 5-year term, unless, not less than twelve (12) months prior to the annual renewal date, either party gives written notice to the other party, indicating its desire to terminate the Agreement.

3. HANOVER RESPONSIBILITIES

- 3.1. Subject to section 3.3 of this Agreement, and subject to Hanover exercising industry standards of care in providing and/or carrying out its obligations under this Agreement, Hanover agrees to supply those Fire Technical Rescue Services as specifically described in Schedule B to Southgate in the Fire Area specifically described in Schedule A.
- 3.2. Upon receiving a request from the dispatch provider, Hanover Fire Chief will respond to the request for Fire Technical Rescue Services in Southgate with, in the opinion of the Hanover Incident Commander, the appropriate apparatus, equipment and personnel required to accomplish the specific Fire Technical Rescue Services requested are available.
- 3.3. Notwithstanding section 3.2 above, the Hanover Incident Commander may refuse to supply the described response to occurrences if such response personnel, apparatus or equipment are required in Hanover or are otherwise unable to respond for any reason. Similarly, the Hanover Incident Commander, may order the return of such personnel, apparatus or equipment that is responding to or is at the scene in the Fire Area.
- 3.4. The Hanover Fire Chief will report in writing to Southgate no later than the 10th day of each month, all occurrences in the Fire Area that the Hanover Fire Department (hereinafter HFD) has responded to in the previous month and shall complete all required reports for the Office of the Fire Marshal as may be required from time to time.
- 3.5. The Hanover Fire Chief shall liaise with the Southgate Fire Chief on issues relating to Fire Technical Rescue Service in the Fire Area on a regular basis.

4. SOUTHGATE RESPONSIBILITIES

- 4.1. Southgate agrees the Southgate Fire Chief shall be responsible for providing any required information to the Hanover Fire Chief with respect to the Fire Technical Rescue Services required.
- 4.2. Southgate shall identify all streets and roads in the Fire Area by having them clearly marked at all intersections and having all properties properly numbered and signed on the building or at the end of the lane way to the property in accordance with accepted address or 911 requirements.
- 4.3. Southgate agrees to identify all bridges, culverts or limited access roads under

its or any other jurisdictions within the Fire Area, including the identification of weight limits and alternate routes for fire protection apparatus. Any bridges, culverts or roads that are unable to carry the weight of fire protection apparatus will be advised to HFD while HFD is enroute. Any bridges, culverts or roads so identified will either limit or exclude the Fire Technical Rescue Services where the use of these bridges, culverts or roads is required for the transportation of fire protection apparatus.

5. FEES

- 5.1. In consideration of the Fire Technical Rescue Services provided by Hanover to Southgate, Southgate agrees to pay Hanover the fees as more particularly set out in Schedule "D" hereto.

6. LIABILITY AND INDEMNIFICATION

- 6.1. Hanover shall not be liable for any injury to Southgate, or to any officers, employees, agents, residents, occupants or visitors of Southgate or the Fire Area, or for any damage to or loss of property of Southgate, or of any officers, employees, agents, residents, occupants or visitors of Southgate or the Fire Area, caused by or in any way related to the performance of this Agreement, including (without limitation) failing to provide Fire Services on any occasion to Southgate or for any decision made by the Hanover Fire Chief pursuant to section 3.3 of this Agreement.
- 6.2. Southgate shall save harmless and fully indemnify Hanover, its officers, employees and agents from and against all claims, liabilities and demands arising directly or indirectly from such injury, damage or loss as referred to in section 6.1 and such indemnification shall survive the termination of this Agreement.
- 6.3. Sections 6.1 and 6.2 do not apply if the injury, damage or loss was caused by the omission or wrongful or negligent act of an officer or employee of Hanover while acting within the scope of his or her employment.
- 6.4. Southgate shall not be liable for any injury, damage or loss sustained by personnel, apparatus or equipment of Hanover caused by or in any way related to the performance of this Agreement, subject to Clause 6.6.
- 6.5. Hanover agrees to save harmless and fully indemnify Southgate, its officers, employees and agents, from and against all claims, liabilities and demands arising directly or indirectly from such injury, damage or loss as referred to in section 6.3 and 6.4 and such indemnification shall survive the termination of this Agreement, subject to Clause 6.6.

This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by Hanover in accordance with this Agreement and shall survive this Agreement.

- 6.6. Sections 6.4 and 6.5 do not apply if the injury, damage or loss was caused by the omission or wrongful or negligent act of an officer or employee of Southgate while acting within the scope of his or her employment.
- 6.7. The Hanover Fire Department shall be required to carry the following insurance;
 - a) Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide Fire Technical Protection Services pursuant to this agreement in an amount not less than the full replacement cost.

- b) General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Ontario with a limit of not less than \$5,000,000 (Five Million Dollars). The policy shall be endorsed to include Southgate as an additional insured with respect to the Fire Technical Protection Services as liability, contractual liability and personal injury.
 - c) Medical Malpractice coverage with a limit of not less than \$5,000,000 (Five Million Dollars). The coverage can be provided as a stand-alone policy or included in the coverage afforded by the General Liability Policy referenced above.
 - d) Non-owned Automobile coverage with a limit of not less than \$5,000,000 (Five Million Dollars) and shall include contractual non-owned coverage.
 - e) Automobile Liability Policy covering third party property damage and bodily injury liability and all statutory coverages as may be required by Applicable Laws arising out of any licensed vehicle operated in connection with the Agreement with limits not less than \$5,000,000 (Five Million Dollars). The policy shall further provide All Perils Loss or Damage coverage with respect to any vehicles used to provide the services pursuant to this agreement.
- 6.8. The Southgate Fire Department shall be required to carry General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Ontario with a limit of not less than \$5,000,000 (Five Million Dollars). The policy shall be endorsed to include Hanover as an additional insured with respect to the Fire Technical Protection Services as liability, contractual liability and personal injury.
- 6.9. All policies of insurance shall:
- a) Be underwritten by an insurer licensed to conduct business in the Province of Ontario;
 - b) Include a provision for 30-day notice of cancellation except for Automobile which shall provide 15-day notice of cancellation; and
 - c) Certificates of insurance evidencing coverage as outlined above shall be provided to Southgate on request.

7. CONFIDENTIALITY AND PROTECTION OF PRIVACY

- 7.1. The parties acknowledge and agree that, in the performance of this Agreement, each may be required to have access to information that is confidential or proprietary in nature to the other party ("Confidential Information"). Confidential Information will not include any information that:
- 7.1.1. Was in the public domain or was created or disclosed for the purpose of being in the public domain;
 - 7.1.2. Was disclosed to a party by a third party, without breach of any duty of confidentiality;
 - 7.1.3. Was approved in writing for disclosure, without restriction, by the disclosing party;
 - 7.1.4. Is required to be disclosed by operation of law or regulation to which either party is subject, notice of such requirement of disclosure to first

be provided to the party which owns the Confidential Information, wherever possible; or

- 7.1.5. Was developed by either party independently, without a breach of any duty of confidence.
- 7.2. Neither party shall disclose Confidential Information to anyone other than to a designated representative of the party who requires the Confidential Information to perform the Fire Technical Rescue Services described in this Agreement. Wherever possible, prior to releasing any Confidential Information to the other, the disclosing party shall obtain from the designated representative of the other party an undertaking to comply with the obligations under this Agreement pertaining to the protection of Confidential Information. Where required by the disclosing party, the other party shall provide written confirmation, satisfactory to the disclosing party, that such designated representatives have agreed to be bound by the terms of this Section 7.
- 7.3. All Confidential Information disclosed by one party to the other party, or to the other party's designated representatives, shall remain the sole and exclusive property of the disclosing party, regardless of how the Confidential Information is represented, stored, produced or acquired.
- 7.4. Upon completion of the Fire Technical Rescue Services, the termination of this Agreement or at the request of either party, all Confidential Information of the disclosing party shall be promptly returned, or if requested and not prohibited by a legal requirement, destroyed, including all copies, notes and summaries in the receiving party's possession or in the possession of any of its designated persons. The receiving party shall then certify in writing to the disclosing party that all Confidential Information, including all copies or partial copies, have been returned or destroyed.
- 7.5. If agents of the parties will have access to any personal information or personal health information in the possession of the other party, as those terms are defined in the *Freedom of Information and Protection of Privacy Act* and the *Personal Health Information Protection Act*, when performing the Fire Technical Rescue Services described herein, then Hanover or Southgate, as the case may be, agrees to comply with, and have its employees, officers or agents comply with, any Protection of Personal Information and Personal Health Information (as defined within the said legislation) rules, directions and requirements as the other party may impose from time to time, acting reasonably.

8. WORKPLACE HEALTH AND SAFETY AND INSURANCE

- 8.1. Hanover agrees to provide sufficient insurance coverage for providing Fire Services for the Fire Area of Southgate. Hanover, upon request, shall provide Southgate with proof of such insurance coverage.
- 8.2. Hanover shall provide to Southgate, proof of Workplace Safety and Insurance Board (WSIB) coverage for the fire department's firefighters on a yearly basis for the duration of this agreement.
- 8.3. Hanover agrees to provide sufficient insurance coverage for providing Fire Technical Rescue Services for the Fire Area of Southgate. Hanover, upon request, shall provide Southgate with proof of such insurance coverage.
- 8.4. Hanover shall provide Southgate with proof of Workplace Safety and Insurance Board (WSIB) coverage for the fire department's firefighters as requested by Southgate.
- 8.5. Hanover shall provide Southgate with proof of firefighter certification when requested for the Fire Technical Rescue Services Hanover is agreeing to supply.

9. DISPUTE RESOLUTION

- 9.1. If, during the term of this Agreement, a dispute or disagreement arises between the parties that cannot be resolved by the Hanover Fire Chief and the Southgate

Fire Chief, the parties agree to participate in the following dispute resolution procedure:

9.1.1. Upon the written request by either party to the other party, the nature of the dispute or disagreement shall be brought to the attention of each Municipality's Chief Administrative Officer (the "CAO"). The CAOs will meet with a view to amicably resolve any dispute or disagreement with respect to any matter in this Agreement, the interpretation thereof, or the performance by the parties.

9.1.2. If the CAOs fail to resolve the dispute within 30 days following the date of their meeting, they each shall prepare a written report to their respective Council. The Council of Hanover and the Council of Southgate each agree to appoint one or more members to work with one or more members of the other municipality to resolve the dispute or disagreement.

9.1.3. All reasonable requests for information regarding the dispute or disagreement made by one participant of this dispute resolution process to that participant's counterpart in the process, except for any confidential information or information that has no relevance to the dispute or disagreement in question, shall be honored in order that each of the parties may be fully advised of the other's position.

9.1.4. In the event that the designated Council representatives cannot resolve the dispute within 90 days of the first meeting between the parties, or within such other period of time as the parties may have agreed, either party may, with written notice to the other party, submit the dispute or disagreement to arbitration in accordance with the provisions of the Municipal Arbitrations Act, subject to section 9.2 herein.

9.1.5. The party wishing to commence arbitration shall give the other party a written notice describing the dispute or disagreement to be arbitrated. Any arbitration will be carried out by a single arbitrator, who has been chosen jointly by both parties. The costs and expenses of arbitration will be allocated by the arbitrator between the parties, as the arbitrator determines in accordance with applicable law. The arbitration shall take place within the Town of Hanover.

9.2. Except where clearly prevented by a dispute or disagreement that arises under this Agreement, the parties shall continue performing their respective responsibilities under this Agreement while the dispute or disagreement is being resolved in accordance with this Section 9, unless and until such responsibilities are lawfully terminated or expire in accordance with the terms of this Agreement.

10. TERMINATION

10.1. This Agreement may be terminated by either party giving written notice to the other party of not less than twelve months prior to the desired termination date.

11. GENERAL

11.1. Hanover and Southgate agree that this Agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days' notice in writing.

11.2. Any notice, request, demand, or other communication required or permitted to be given under this Agreement shall be in writing and shall be delivered personally, sent by registered or certified mail, postage prepaid, return receipt requested, sent by a recognized overnight courier service, or sent by electronic mail with confirmation of receipt.

If to Hanover: The Corporation of the Town of Hanover, 341 10th Street, Hanover Ontario N4N 1P5 or email firechief@hanover.ca

If to Southgate: The Township of Southgate, 185667 Grey County Road 9, Dundalk Ontario, N0C 1B0 or email firechief@southgate.ca

Notices shall be deemed to have been duly given:

- 11.2.1. On the date of delivery, if delivered personally;
 - 11.2.2. On the date of receipt, if sent by registered or certified mail;
 - 11.2.3. On the next business day, if sent by overnight courier; or
 - 11.2.4. On the date of transmission, if sent by electronic mail and confirmed by the recipient.
- 11.3. Either party may change its address for the purposes of the receipt of any communications pursuant to this Agreement by giving seven (7) days prior written notice of such change to the other party.
- 11.4. In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail by the covenant, provision or term; and shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect while the necessary changes are being addressed.
- 11.5. It is expressly agreed by the parties that Hanover is acting as an independent contractor and this Agreement does not create the relationship of employer/employee as between the respective employees of Hanover and Southgate, or of principal and agent or of partnership or joint venture between Hanover and Southgate, or between the officers, employees or agents of Hanover and Southgate.
- 11.6. Sections 6 and 7, and subsection 11.7 shall survive the termination or expiration of this Agreement.
- 11.7. This Agreement shall be interpreted, performed and enforced in accordance with the laws of the Province of Ontario and of Canada as applicable herein.
- 11.8. This Agreement and the attached Schedules constitute the entire Agreement between the parties. There are no undertakings, representations or promises, expressed or implied, other than those contained in this Agreement.

12. ASSIGNMENT

- 12.1. This agreement shall not be assigned to another party without the consent of all parties.

REST OF PAGE LEFT INTENTIONALLY BLANK

THIS AGREEMENT has been executed by the Corporation of the Town of Hanover and by the Corporation of the Township of Southgate by their duly authorized representatives on the dates noted below:

THE CORPORATION OF THE TOWN OF HANOVER

Mayor

Clerk

I have the authority to bind the corporation

Date:_____

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

Mayor

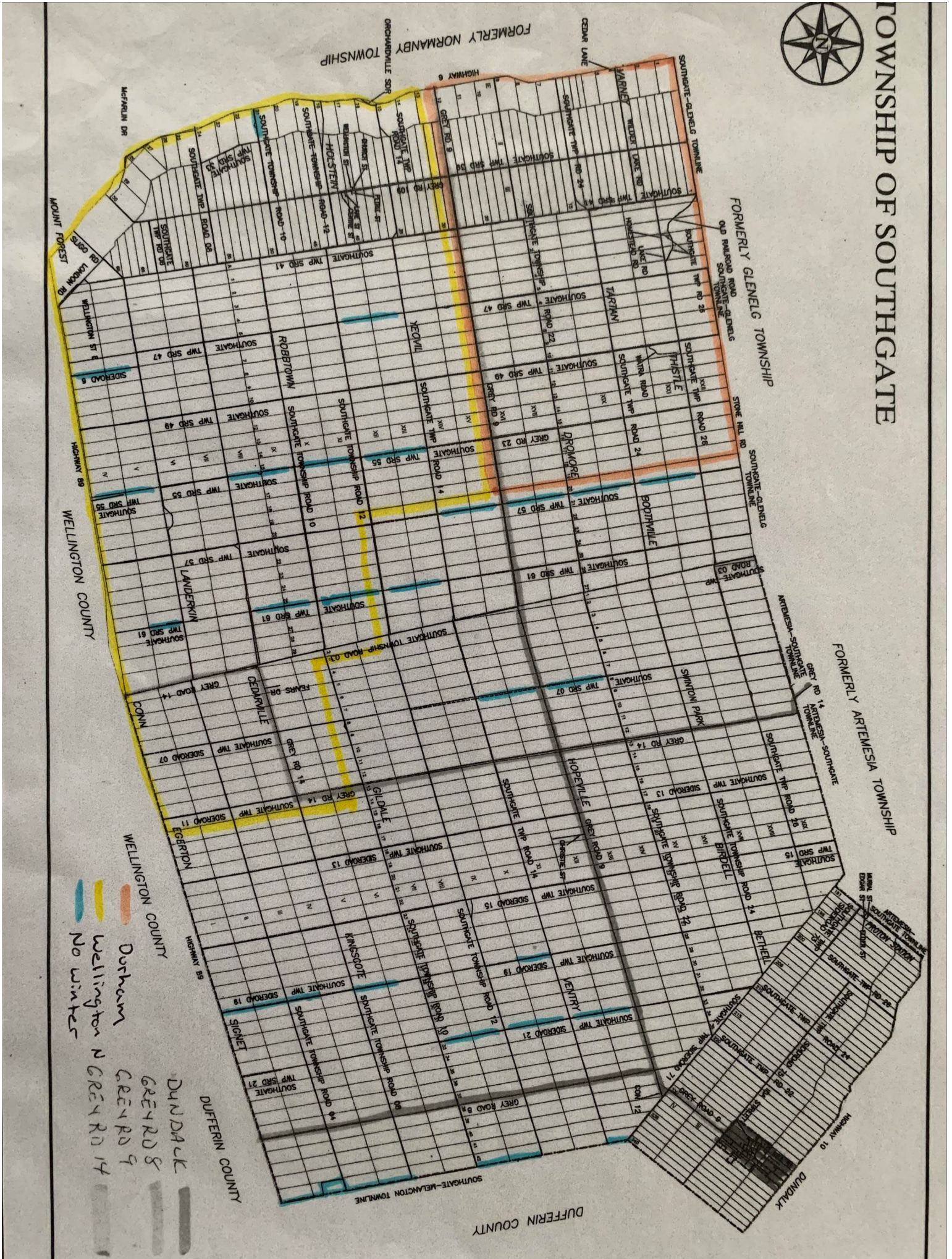
Clerk

I have the authority to bind the corporation

Date:_____

SCHEDULE "A" – FIRE AREA OF SOUTHGATE

This is Schedule "A" to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Township of Southgate. The areas served by the Town of HFD in the Township of Southgate shall be:



SCHEDULE "B" – FIRE TECHNICAL RESCUE SERVICES

This is Schedule "B" to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Township of Southgate.

"Fire Technical Rescue Services" means a range of services designed to protect the lives of the inhabitants of the Fire Area of Southgate (Schedule "A"). These services shall be rendered when called upon by the Township of Southgate.

This includes:

a) Water Rescue

- Shall be provided at the Technician Level in accordance with NFPA 1670, 2021 edition Standard for Operations and Training for Technical Search and Rescue Incidents
- Shall be delivered in 4 methods, described below, dependent on the circumstances of the situation
- Shall include search and rescue on water surface
- Does not include recovery beyond depth of dive with full PPE.

Surface Water

- Shore based methods using ropes and throw lines.
- Boat based go rescues utilizing ropes, floating stokes basket and various other tools.

Swift Water (rivers – water travelling in excess of 1 Knot)

- Shore based methods using ropes and throw lines.
- Boat based go rescues utilizing ropes, floating stokes basket and various other tools.

Ice Water

- Shore based methods using ropes and throw lines.
- Go Rescue operations based on shore or secure ice shelf when able.

b) Rope Rescue

- Service shall be provided at the Technician level in accordance with NFPA 1670, 2021 edition, Standard for Operations and Training for Technical Search and Rescue Incidents.
- Includes the use of ropes, pulleys, and other relevant specialized equipment.

It is hereby agreed by both parties that outside a Mutual Aid response:

1. The Fire Department requesting the assistance of HFD for the Fire Technical Rescue Services or apparatus listed above agrees to pay the Town of Hanover for the service provided.
2. The Fire Department requesting assistance will remain in command of the overall scene, however only HFD personnel shall command Hanover firefighters.
3. The Fire Department requesting assistance will provide directions to the site through HFD by means of radio contact or dispatch relay.
4. HFD will perform the task requested and provide the necessary equipment and personnel to do so.

SCHEDULE "C" – BRIDGES, CULVERTS AND LIMITED ACCESS ROADS

This is Schedule "C" to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Township of Southgate.

Information will be provided upon dispatch to the location by Southgate to assist with approach to the emergency.

SCHEDULE "D" – FEES

This is Schedule "D" to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Township of Southgate.

FEE FOR SERVICE

The fee for service will be the Ontario Ministry of Transportation rate per vehicle, per hour for each full or part hour thereof when called upon for the coverage area shown in "Schedule A" of the Fire Service Agreement. The fee for service will be invoiced by the Hanover and will be payable upon receipt by Southgate.

The hourly rate will be based on time of first page until HFD has acknowledged to the dispatch that HFD is back in service.

SCHEDULE "E" – THE CROSSING OF BOUNDARIES

This is Schedule "E" to a Municipal Fire Protection Agreement between the Corporation of the Town of Hanover and the Corporation of the Township of Southgate.

Crossing Jurisdictional Boundaries on Emergency Response

1. It is agreed that should HFD be called to Southgate, that a crossing of jurisdictional boundaries is both approved and agreed upon for the purpose of completion of the Fire Technical Rescue Services.



Report To:	Township of Southgate Council
Meeting Date:	2025-03-19
Report Number:	PL2025-021
Title:	Site Alteration Permit Application Martins Farm Services Inc, 311303 Highway 6, Concession 1, Div 3 Part Lots 28, 29 former Egremont, Township of Southgate
Open/Closed Session:	Open Session
Reviewed By:	Bill White, MCIP, RPP, Triton Engineering Senior Planning Consultant
Approved By:	Kenneth Melanson, MCIP, RPP Director, Development & Community Services
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

This report details a request for a Site Alteration Permit for the above noted lands. The site contains vacant commercial buildings (former John Deere Dealer) east of Highway 6 north of Mount Forest. In addition to the Site Alteration Permit, the applicant's have submitted a Site Plan proposing a new farm related industrial/commercial use for the property.

The applicant proposes placing fill to restore part of the site to original grade and establish 1% slopes from the edge of gravel to the Conservation Authority regulated area. The following is submitted:

- Fill Plan (Prepared by Long Environmental Engineers and Planners),
- Protocol (Testing and Deposition of Fill On-site),
- Certificate of Insurance (\$5 million),
- Saugeen Valley Conservation Authority (SVCA) Approval.

Filling a site as proposed is regulated under Township [By-law 2017 as amended by By-law 2025-012](#). Council may approve placing fill if the overall use of the site is improved, the intent of the By-law is met, and community interest is served. Work must start within six months, fill must be clean and free of waste, and approvals from agencies like Conservation Authorities or Ministry of Transportation obtained. Staff recommend issuance of the Site Alteration permit subject to conditions of Schedule "C" of the By-law and once a Site Plan Agreement can be executed.

Recommendation:

Be it resolved that Staff Report PL2025-021 for a Site Alteration Permit by Martins Farm Services Inc. at 311303 Highway 6 be received for information; and

That Council direct staff to issue a site alteration agreement upon execution of a Site Plan Agreement or, if needed, a Site Alteration Permit Agreement confirming the provisions of Schedule "C" of the Site Alteration By-law.

Reasons for Recommendation:

The application was reviewed by Township Public Works, Planning and Building Departments, as well as Triton Engineering. The SVCA has issued approval. The applicant has provided the requirements set out in [Township Site Alteration By-law](#).

Subject to either a site plan agreement for the overall development of the site or a separate site alteration agreement being executed if needed, a site alteration permit can be issued subject to the provisions in Schedule "C" to the [Township Site Alteration By-law](#).

Proposal:

The applicants propose placing 110,000 cubic metres of fill on the subject lands according to the Fill Plan (**Attachment 1**):

1. Within a triangular area south of the existing buildings and gravel parking.
2. To establish 1% slopes from the gravel parking lot to the SVCA regulated area.

All truck traffic hauling fill to the site is proposed along Provincial Highways. Gravelled areas receiving fill will display farm equipment. Areas not surfaced for parking will receive 20 cm (8") topsoil and seeded. **Attachment 2** is an overlay of the Site Plan and air photo information supplied by the applicant's Ontario Land Surveyor.

Background/Site Context:

The subject lands have +-415 metres frontage on Highway 6, an average depth of +-825 metres, 34-hectares lot area and are located about 1 kilometre north of Grey Road 109 north Mount Forest. The property contains three buildings (formerly John Deere Sales and Service), farmland, woodlands, wetlands and rolling lands (see **Attachment 2**). Fairbanks Creek passes through the site. Across Highway 6 is McFarlin Drive which contains a number of rural residential lots fronting on the Grey Road 6 by-pass.

Township [By-law 2017 as amended by By-law 2025-012](#) was passed under the Municipal Act to regulate the placement of fill on sites

Application Review – Municipal Act – Provincial Interest:

[Section 142 of the Municipal Act](#) provides local municipalities the authority to pass a by-law:

1. regulated the placing of fill, removal of topsoil, and altering grades,
2. require a permit to be obtained for fill alteration,
3. impose conditions on permit.

Exceptions in the Act limit certain situations where a site alteration by-law does not apply including normal agricultural practices, aggregate licenses, or if site plan or subdivision agreements apply. The [Township Site Alteration By-law](#) recognizes those exemptions.

Application Review – Provincial Policy Statement (PPS 2024):

[Provincial Planning Statement 2024](#) defines "Site alteration" as grading, excavation, and placing fill to change the natural vegetation and form of a site. Section 4.1 prohibits site alteration in wetlands, woodlands, fish or wildlife habitats is prohibited as is site alteration on adjacent natural heritage lands unless there are no negative impacts on ecological function. Cultural heritage and archeological resources shall not be impacted by site alteration. The application is *consistent with* the [PPS 2024](#) and Provincial Guidelines.

Application Review – County of Grey and Township Official Plans:

The County and the Township Official Plans implement requirements in PPS 2024 regarding protecting natural and cultural heritage resources so there is no negative impact resulting from site alteration. This application complies with policy in both Official Plans.

Application Review – Southgate Zoning By-law:

The subject lands are zoned Agricultural-1 (A1), Rural Commercial-4 (C4) and Environmental Protection (EP) in the Township Zoning By-law. The C4 zone permits farm supply outlets, farm equipment sales, agricultural bulk sales, farm produce outlets and accessory uses servicing the agricultural community. **Attachment 1** shows fill being placed mainly in C4 zoned areas.

Application Circulation and Public Comments:

The application was circulated for public comment according to the [Township Site Alteration By-law](#). There has been no public feedback received. The SVCA has approved the site alteration proposal and will inspect the work when completed.

Conclusion:

Township Staff, supported by Triton Engineering, recommend approval of the site alteration permit subject to the provisions in Schedule “C” of the [Township Site Alteration By-law](#) including but not limited to the following:

1. Provisions for site alteration being included in the site plan agreement providing for the re-development of the site in accordance with the C4 zone, or in a separate site alteration agreement if work proceeds before full site development if necessary.
2. The permit is valid for one year but shall expire if work has not started
3. Permits and approvals from other applicable agencies are obtained and in full force and effect such as the Saugeen Valley Conservation Authority, and Ministry of Transportation.
4. Fill monitoring and testing protocols are followed as submitted.
5. Dust control, mud tracking, sedimentation precautions and site restoration requirements are installed, maintained and applied as outlined.
6. Deposits and securities are provided and retained by the Township until clearance by Staff.

Link to Township of Southgate Strategic Plan:

Priority: A Thriving Economy

Goal: Goal 1: Support the Growth and Development of Existing Businesses in Southgate

Action Item: 1 e). Enable Agriculture Business to Develop or Enhance Value-Added Opportunities on their Farms (e.g, Agritourism Activities, Buildings to Support Farm Activities)

Attachment(s):

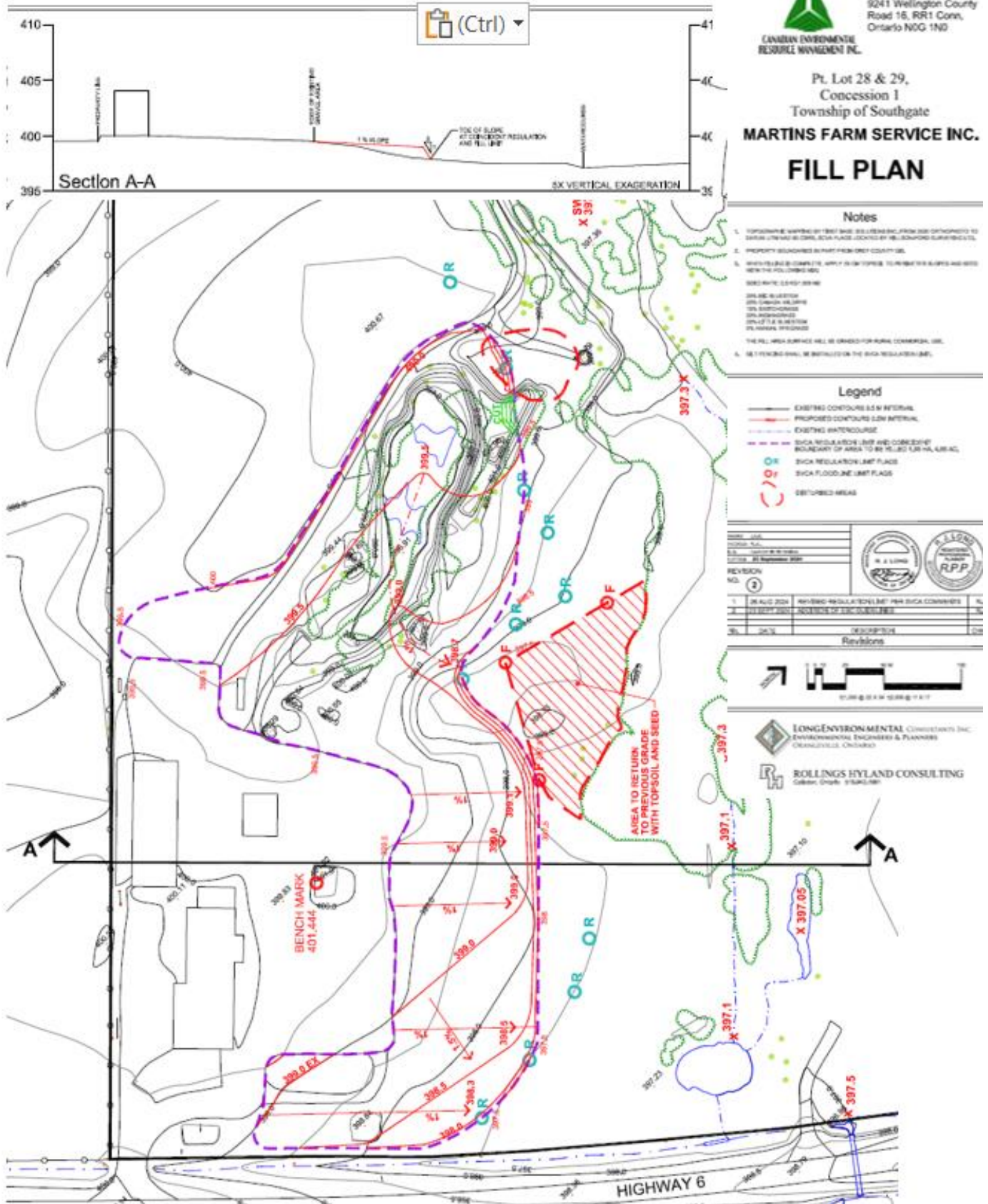
Attachment 1 – Fill Plan

Attachment 2 – OLS Fill Plan Air

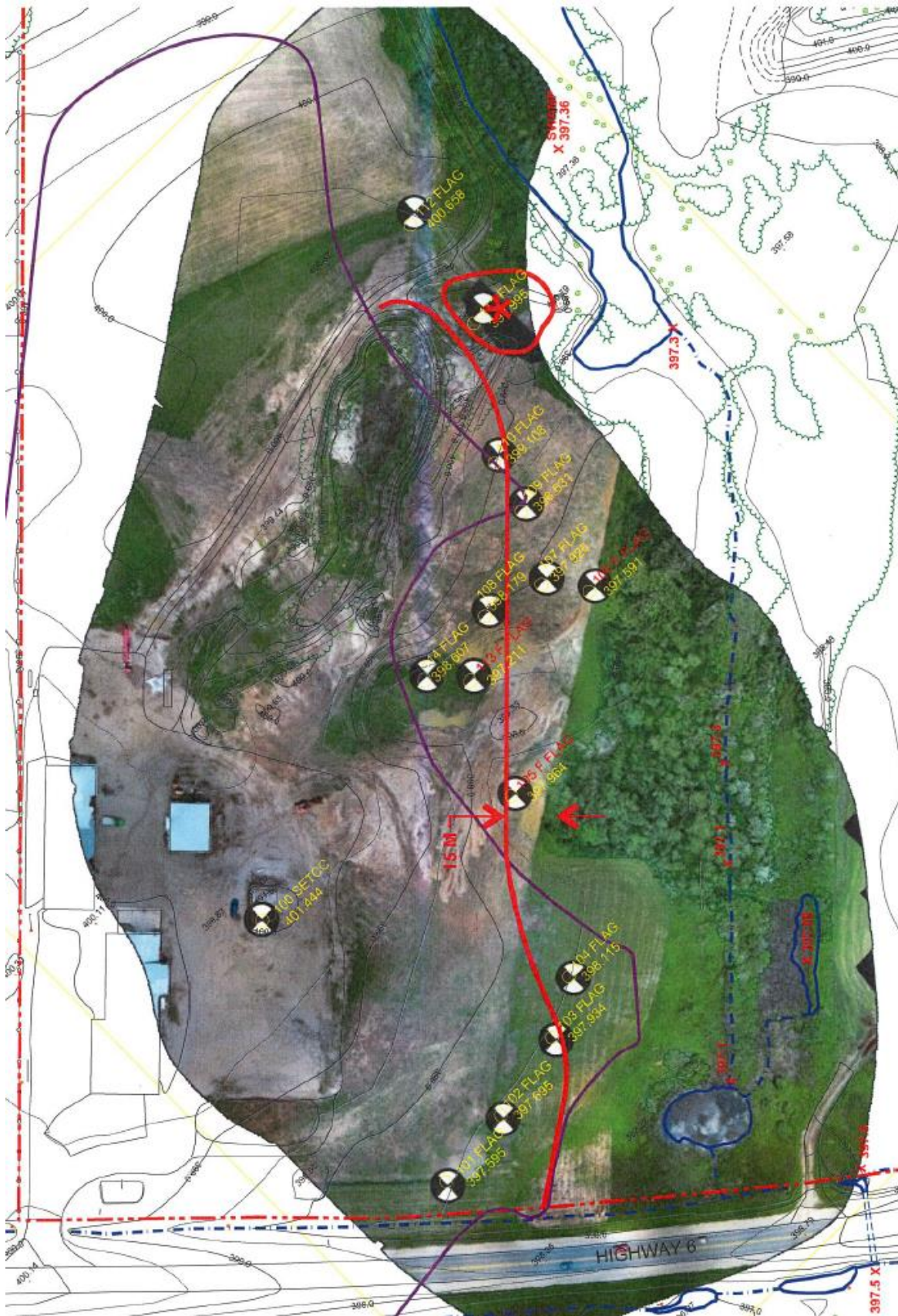
Attachment 3 – Aerial Image of Subject Lands & 2024 Google Street View of Subject Lands

Attachment 4 – Site Alteration Permit

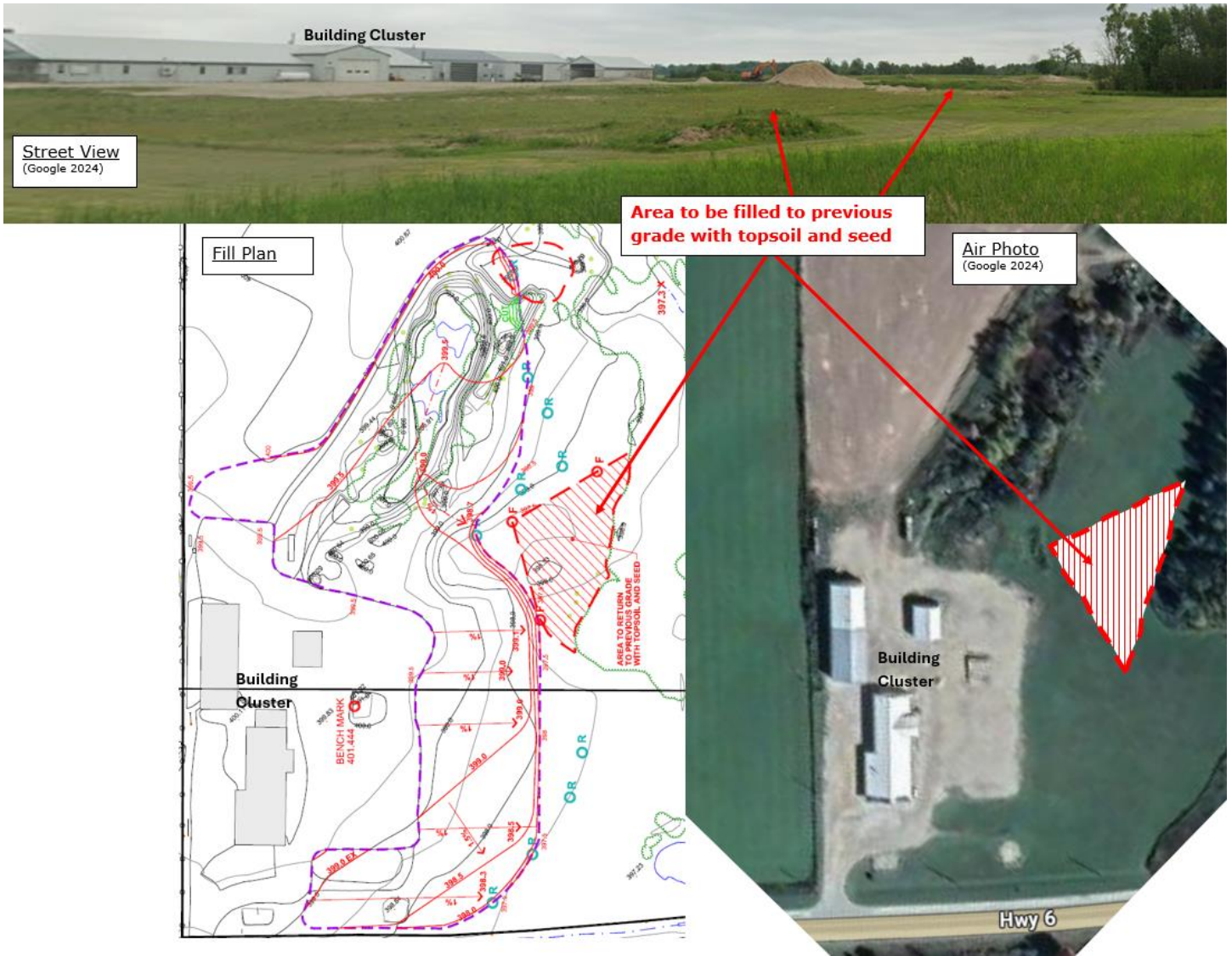
Attachment 1 – Proposed Fill Plan



Attachment 2 - OLS Fill Plan Overlay



Attachment 3 - 2024 Google Street View of Subject Lands



Attachment 4 – Sample Site Alteration Permit

**Site Alteration Permit
Pursuant to By-law 2017-049**

Permit Details	
Permit Number:	SAP2025-001
Civic Address of site:	311303 Highway 6
Legal description of site:	Concession 1, Div 3 Part Lots 28, 29 former Egremont, Township of Southgate
Applicant name:	Martins Farm Service
Applicant phone number:	
Date application submitted:	February 26, 2025 (notice of complete application issued)

This permit hereby authorizes the Approval Holder, to place fill, remove topsoil or alter the subject site, located within the Township of Southgate, subject to the conditions provided in Schedule A, attached to this permit and the approved plans submitted with this Approval.

This permit is not a Building Permit or Zoning Approval. The applicant is required to follow all other applicable Township, County, Provincial or Federal regulations and laws. The applicant must also follow all applicable regulations for the appropriate Conservation Authority.

No work authorized by this permit may commence until all conditions have been cleared to the satisfaction of the Township of Southgate.

This permit must be posted in a conspicuous location on site or produced when requested.

Date of Council approval:	March 19, 2025
Date of Permit expiry:	March 19, 2026
Date of expiry if no work commenced:	September 19, 2025

Jim Ellis
Interim Chief Administrative Officer

Lindsay Green
Municipal Clerk

Schedule A to Permit SAP2025-001

Conditions of Approval

1.
 - a) An approval shall remain valid for a period of one (1) year from the date of issuance, but shall expire six (6) months after the date of issuance, if work under the Approval has not yet commenced.
 - b) An approval extension of six (6) months may be requested by the Owner sixty (60) days prior to the expiration of the approval period, in writing for applications which are about to expire, provided the proposed work has not been revised and the Applicant is not in contravention of the requirements of this By-law.
 - c) An approval which is no longer valid or has expired may, at the sole discretion of the Township, be renewed for a six (6) month period from the date of invalidity or expiry provided that the proposed work has not been revised, and that the Applicant is not in contravention of the requirements of this By-law.
 - d) A request under Subsection (c) shall be made in writing to the Township accompanied by payment of the applicable Approval fee in accordance with the other terms in Section 5.2 of this By-law.
2. All Approvals shall contain the following conditions:
 - a) The issuance of an Approval does not relieve the Owner of Land, Applicant, or Approval Holder from any responsibility to obtain all other approvals that may be required from any level of government or authority having jurisdiction or any agencies thereof, or the requirement to comply with jurisdiction by-laws, legislations or regulations.
 - b) A Site Alteration Approval is not transferable to another property.
 - c) The work shall be done at the request of, or with the consent of, the Owner of the lands where the proposed Site Alteration is to be performed.
 - d) Owner may not commence any site works on the subject site (i.e. within the regulated area) of the Conservation Authority, until a permit has been issued by the appropriate authority, if required. The Township requires proof of consultation with the Conservation Authority prior to Township approval and Permitted Site Works proceeding.
 - e) The Owner cannot commence work until an entrance permit is acquired from the applicable road authority.

- f) All Fill to be Dumped or placed shall be clean and free of waste, asphalt, trash, rubbish, glass, liquid or toxic chemicals, hazardous waste, or contaminants within the meaning of the Environmental Protection Act.
- g) The sediment ponds, if applicable, shall be surrounded with construction/security fencing to restrict access, and must be reflected on the Site Plan drawing.
- h) Any off-site site nuisances (i.e. dust, weeds, standing water) shall be minimized and mitigated as necessary by the Owner and reflected in the operations plan.
- i) No ponding or alteration of existing surface water flow resulting directly or indirectly from the Site Alteration shall be caused on adjacent Lands.
- j) Where required, the finished Grade surface shall be protected from Erosion by sod, turf, seeding for grass, greenery, asphalt, concrete, or other means either singly or in combination, within two months of completion of the Site Alteration work, or as specified by the Township.
- k) All trenches in which piping is laid as part of the Drainage system shall be inspected by the Township prior to backfilling the excavation.
- l) Erosion and sediment control measures shall be provided around all disturbed areas in a manner satisfactory to the Township prior to the commencement of the Site Alteration, and shall be maintained in good working order until the Site is stabilized.
- m) All Fill shall be properly compacted using acceptable Engineering practices, unless it is being stockpiled temporarily on the Site for future use.
- n) The Approval Holder and Owner shall ensure that natural Drainage or any natural or human-made Watercourse or water body is not altered in such a manner that will negatively affect other properties adjacent or the environment.
- o) If archaeological resources are discovered or identified during the Site Alteration, even after the issuance of an Approval, the Owner of the Land, Applicant or Approval Holder shall immediately cease all activity on the property and contact the Township and other appropriate authorities.
- p) If required by the Township based on an Engineer's recommendation, the Owner will be required to drill a test well close to the boundary between any adjacent Lands and the Owner's adjoining lands, as a result it is recommended to keep the stockpile or fill areas at least 40 m from the

boundary of an adjoining property.

- q) No Site Alteration operations shall be performed:
- i. On any Saturday or Sunday, or Statutory Holiday;
 - ii. Using Highways to access or egress from the Site except those Highways designated Haul Routes;
 - iii. Before 7:00 a.m. or after 6:00 p.m. during any weekday Monday through Friday using Highways to access or egress from the Site;
 - iv. In contravention of the Township's *Noise By-law*;
 - v. That exceeds one hundred (100) truckloads of Fill per day arriving at, or leaving the Site using Highways to access or egress from the Site;
 - vi. Prior to submitting to the Township a schedule of the anticipated starting and completion dates for each Site Alteration activity including schedule for the use of the designated Haul Routes; and
 - vii. Prior to submitting to the Township a submission detailing Site Erosion control measures and dust control measures that will be implemented and maintained during and following construction operations, as required.
- r) A Site Alteration performed pursuant to an Approval shall not detrimentally affect the quality and quantity of water in adjacent properties.
- s) The Owner and Occupant of the Land and Any Approval Holder ensures that all vehicles to and from the Site follow the designated Haul Routes to and from the Site.

3. Every Approval Holder shall:

- a) Provide proof satisfactory to the Township that the Site has been adequately reinstated and stabilized in accordance with this By-law and the plan accompanying the Approval;
- b) Give notice to the Township to carry out a final inspection to confirm that all relevant terms of this By-law have been complied with;
- c) Following the completion of the Works, and before the release of any deposit or portion thereof, provide a statement of a professional Engineer and/or Ontario Land Surveyor retained by the Approval Holder certifying that:
 - i. The grading has been completed in accordance with the plans submitted;
 - ii. The finished project does not detrimentally affect Drainage on adjacent properties;
 - iii. The finished project does not detrimentally affect the quality and quantity of water in wells on adjacent properties; and

- iv. Site stabilization of the altered areas on the property have appropriate protection from future erosion.
 - d) Prior to commencement of works under an Approval, certify that the Fill introduced to the Site contains no contaminants within the meaning of the *Environmental Protection Act*, R.S.O. 1990, c.E. 19, as amended;
 - e) Keep all Highways free of debris originating from the Site Alteration;
 - f) The use of tracking pads (i.e. mud mats) during soil receiving or removal operations will be required to prevent tracking of soils onto the public roadway when trucks exit the site. The contractor and/or the Owner will be responsible to inspect daily and remove any mud and/or debris as required from the roadway; and
 - g) During performance of a Site Alteration, perform the following minimum inspections and procedures:
 - i. At least once per day, scrape all Highways that have been fouled;
 - ii. At least four (4) times per day inspect the adjacent roadway and entrance are free of soil debris; and
 - iii. At least once each week on Friday night and Saturday morning, clean all Highways that have been fouled.
4. Soil Testing, Site/Soil Management, and Reporting Protocol is to address the following:
- a) Report to the Township test results of soils, prior to the material being received by the Owner at the frequency recommended by the Owner's environmental consultant and not less than once per week and/or one test per four hundred (400) tonnes of material received;
 - b) Report to the Township that the actual test results of the soils being received by the Owner will be provided to the Township and in addition to the Owner giving a report that states that the material is in accordance to Provincial standards, and that the materials is suitable for the intended use and pose no risk to the existing natural environment and local ground water. This report is to be submitted to the Township for comment prior to the material being placed on the Lands;
 - c) Inspection and management protocols of the operation to ensure that only tested material is being received; and
 - d) Incorporate a reference to the MOE (Ministry of Environment) documents dated January, 2014 titled "Management of Excess Soil – A Guide for Best Management Practices" and dated April 15, 2011, titled "Soil, Ground Water and Sediment Standards for Use Under Part XV.1 of the Environmental

Revocation of Application Approval

1. Where the ownership of the Land for which a Variance or Exception has been granted is transferred while the Variance or Exception remains in effect, the Approval Holder, prior to the completion of the transfer, shall provide written notice of both the pending transfer and the Site Alteration status to both the Township and the new Owner, and the new Owner shall within thirty (30) days of the completion of the transfer either:
 - a. Provide the Township with a letter and written plan describing the remaining scope of the site work to comply with all the conditions under which the existing Approval was issued; or,
 - b. Apply for and obtain a new Approval in accordance with the provisions of this By-law.
2. In the event that neither the letter and written plan prescribed by Clause 1.a of this section, nor a complete application for a new approval under Clause 1.b of this section is received by the Township within the said period, the existing Approval may be revoked by the Township, and the Approval Holder shall thereupon cease and desist forthwith all operations being conducted under the authority of the revoked Approval, save and except for the proper clean-up of the Site Alteration works already undertaken.
3. Where it is determined that the Approval Holder has provided misleading or false information on the application, or has contravened the provisions of this By-law or the requirements or conditions of the Approval, the Township may revoke said Approval and the Approval Holder shall thereafter cease and desist all operations being conducted under the authority of the revoked Approval, save and except proper clean-up of the Site Alteration works already undertaken.



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	HR2025-002
Title:	Proposed New Organizational Chart
Open/Closed Session:	Open Session
Prepared By:	Kayla Best Human Resources Manager
Approved By:	Kayla Best Human Resources Manager
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

Staff have evaluated the Township’s current operational position and have provided recommendations on changes to the organizational structure and positions.

Recommendation:

Be it resolved that Staff Report HR2025-002 be received for information; and
That Council approve the proposed Organization Chart for 2025; and
That Council support staff to post appropriate job postings internally only.

Background:

In 2023 and 2024, the Township of Southgate used a third-party consultant to complete an Organizational Review. This review was to assess the Township’s operational framework, identify areas for improvement and recommend strategic changes to position our Township for sustainable growth and success. The consultant’s report and recommendations were thorough and based on feedback from various stakeholders as well as comparisons to other municipalities that are similar to Southgate or seen as comparisons of where Southgate is headed, taking our growth into consideration. The results and recommendations were summarized in report [CAO2024-004](#). The recommendations included some organizational chart changes that would be significant adjustments to how our Township is currently structured, with the main change being the implementation of Director level positions (referred to as Senior Managers in the report) and having less direct reports to the CAO. The implementation plan from the consultants was a phased-in approach in order to distribute the financial impacts over multiple years as well as give staff and Council time to adjust and evaluate as we work our way through this new proposed structure.

Analysis

Staff have assessed our current position and assessed various options for our organizational structure, taking these factors into consideration:

- Support current operations and staff;
- Growth impacts on our operations;
- Financial impact;
- Succession planning;
- Recruitment challenges.

Staff have prepared a new proposed organizational chart included as Attachment #1. Staff would like to highlight that the Township is currently in a rapidly changing environment, and therefore staff and Council need to make decisions based on the best information we have available at the time, however it is crucial to re-evaluate and adapt as needed.

Staff are recommending postponing the implementation of the two (2) Director positions that were slated for the next phase of the organizational review implementation plan. Staff are recommending a different structure for the near future and feel it is more appropriate to delay the implementation of these positions and revisit the Director positions in the future.

A summary of the changes is below:

Proposed changes to Finance & Clerks Department:

- Removal of Director of Corporate Services/CFO
- Addition of Asset Coordinator / Financial Analyst (20 weeks in 2025)
- The following changes are already included in the 2025 draft budget:
 - o Legislative Coordinator to Deputy Clerk
 - o Administrative Customer Service (Contract)

The recruitment of the Director of Corporate Services/CFO position since December 2024 has been challenging to find a candidate with appropriate experience and skills. The Municipal Finance Officers' Association of Ontario job board posting is overwhelmed with finance recruitment opportunities at all levels, demonstrating the challenges Ontario municipalities are facing.

Staff also have implemented plans forward with outsourcing the Southgate Asset Management Plan compliance for 2025, relieving staff resources at this time, as well as the 2025 Budget is nearing completion.

With the removal of the Director position, the finance department will still require additional staff to support the current operations of the department. Some of the challenges the department is currently facing is in relation to tax arrears, increase in property transfers (sales), supplemental information that is required to be processed and general increase in customer service and inquiries. The impact of removing the Director position is adding an Asset Coordinator & Financial Analyst in 2025. The Administrative Customer Service position may be required on a permanent basis to support the Finance and Clerks departments, but this decision does not need

to be made for 2025 since the current contract was approved for 2 years and ends October 2026.

Proposed Changes to Development & Community Services Department:

- Move Recreation to report directly to the CAO (no longer under the Director of Development & Community Services). This change will allow the Director position to focus on the development services of the Township, which continue to be busy and are anticipated to get busier.
- Rename the position of Director of Development & Community Services to Director of Development Services. This position will continue to oversee Planning, Economic Development and Building/By-Law.
- These changes have no financial impact.

Proposed changes to Public Works:

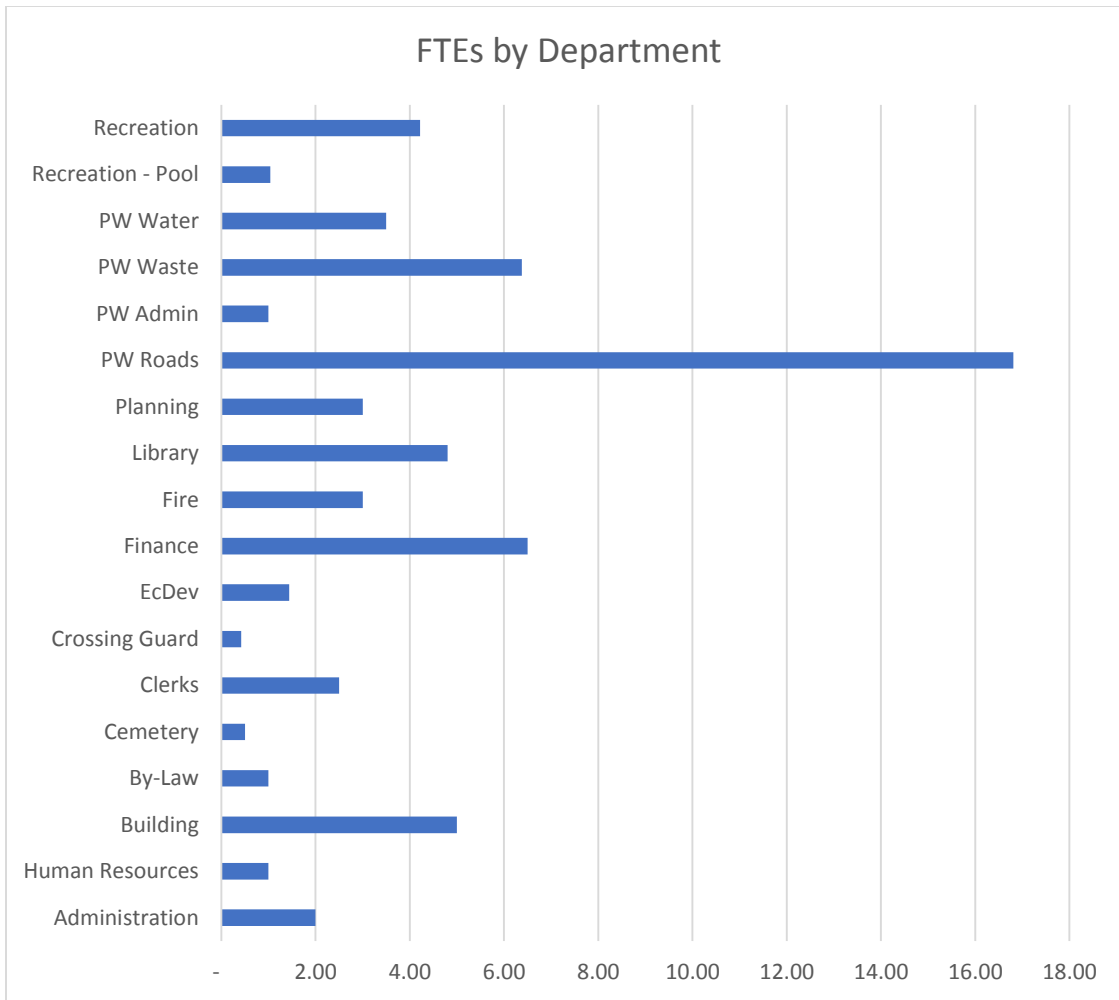
- Removal of Director of Public Works and Infrastructure
- Split the Public Works Manager position into two separate positions; "Manager – Roads & Waste Resources and Diversion Management" and "Manager - Water Operations".
- Dundalk may require an additional seasonal operator for snow removal duties in the winter.
- Public Works Foreman & Fleet Manager position to be combined with one of the Public Works Lead Hand positions.
- The following changes are already included in the 2025 draft budget:
 - o One Seasonal Operator/Labourer to Full-Time hours (Hopeville)
 - o Increase one Seasonal Patrol
 - o Waste Resources and Diversion Management Team Leader to Lead Hand
 - o Increased hours of Cemetery Caretaker (24 hours per week to 30 hours per week and benefits).

This proposed structure supports the succession planning for the Public Works department and ensures smooth transitions of responsibilities.

Current Staffing Complement:

The current staffing complement converted into FTEs is 64.10. The total includes all departments including Library but not volunteer firefighters. This calculation takes part-time, students and seasonal employees' total hours and converts them into a full-time equivalent. It is noteworthy that this number cannot be directly compared to other municipalities as there are multiple factors that need to be considered including the operations and services provided, the size of the municipality and the population.

The below is a further breakdown of the total FTE numbers by department:



The above numbers and chart include 1 CAO, 1 Director, 7 Managers and 1 Librarian CEO.

The proposed new organizational chart totals an equivalent to 66.70 FTEs; including 1 CAO, 1 Director, 8 Managers and 1 Librarian CEO. The additions are 1 new full-time position (Asset Coordinator & Financial Analyst), 2 new seasonal positions (Roads) and 2 positions increasing hours (roads and cemetery).

Internal Job Postings

In order to promote and support succession planning, staff recommend posting the Public Works positions internally only and ask that Council support this as per our Policy #8 Hiring Policy.

Internal Policy and Legislated Requirements:

Policy #8: Hiring Policy

Financial and Resource Implications:

The total overall savings on the draft 2025 budget with the proposed recommendations is \$263,800 for 2025, with \$61,000 of that being user-fee based funding (water/wastewater). The taxation impact is equivalent to (1.05%).

Strategic Priorities:

Priority: Operational Excellence

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

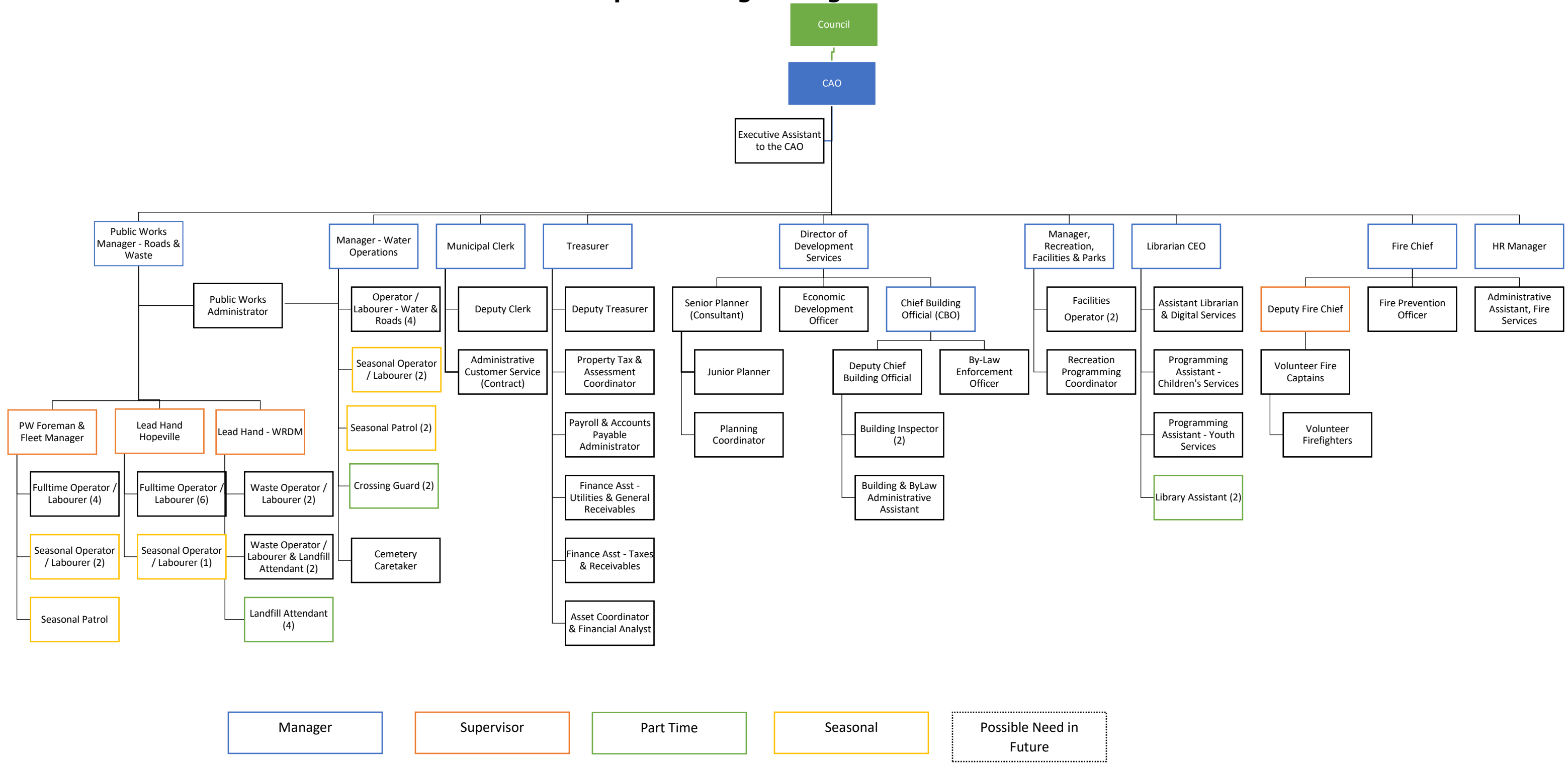
Action Item: 10 b). Conduct and Implement an Organization Review to Assess Existing Structure and Current Practices Against Leading Municipal Trends and Practices to Improve Efficiency and Effectiveness Throughout the Organization

Attachments:

List Attachments:

Attachment 1: HR2025-002 – Proposed Organizational Chart

Township of Southgate Organizational Chart





Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	CL2025-009
Title:	April 2, 2025, Council Meeting Date Change
Open/Closed Session:	Open Session
Prepared By:	Lindsey Green Clerk
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

This report is being provided to Council for a decision on moving the date of the April 2, 2025, Council meeting, as there are known conflicts with the Ontario Good Roads Conference and maintaining quorum may be an issue as well as staff conflicts.

Recommendation:

Be it resolved that Staff Report CL2025-009 be received for information; and
That Council move the April 2, 2025, Council meeting, beginning at 9:00AM, to be scheduled to Thursday, April 3, 2025, beginning at 9:00AM; and
That the 2025 budget meeting timeline be adjusted accordingly.

Background:

Council approved the 2025 Council calendar at the December 4, 2024, Council meeting.

Analysis

The Ontario Good Roads Conference begins on Sunday, March 30th and runs until Wednesday, April 2nd. We currently have members of Council and staff registered to attend the conference. Due to the timing of our April 2nd meeting, staff recommend moving the meeting to the following day, Thursday April 3rd, beginning at the same time (9:00 AM).

The April 2nd meeting is currently identified as the meeting where the 2025 budget will be approved, and staff feel it is important for all members of Council and staff be available to attend this meeting. Rather than missing the Council meeting or missing some of the conference in order to attend the meeting, we felt it was easier to change the Council meeting date.

If approved, Clerks Department staff will make the necessary calendar adjustments for Council members and staff and advise of the date change publicly through our usual media channels.

Internal Policy and Legislated Requirements:

Per the Township’s [Procedural By-law](#), every year Council must approve the schedule for the upcoming year’s Council meetings.

Financial and Resource Implications:

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

Strategic Priorities:

None.

Attachments:

None.



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	CL2025-010
Title:	Eco Park Phase 1 Property (2.3 Acres) Future Sale
Open/Closed Session:	Open Session
Approved By:	Lindsey Green Clerk
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

This report is being provided as an update regarding lands in the Eco Park phase 1, recently reacquired by the Township of Southgate and direction on future sale of the property.

Recommendation:

Be it resolved that Staff Report CL2025-010 be received for information; and **That** Council direct the Clerk to advertise the property for sale in accordance with applicable policy and legislation and report back at a future meeting.

Background:

Recently, the Township reacquired lands in Phase 1 of the Eco Park that were previously sold in 2018. The property is outlined on the below image in blue:



Analysis

The lands are legally described as Part Lot 237, Concession 2, SWTSR, Proton, Parts 1, 2, 3, 4 & 5, 16R11255; subject to an easement in gross over Parts 1, 2, & 3, 15R11255 as in GY70526, Township of Southgate. The property is 2.3 acres, located at the current end of Eco Park Way, off the turning circle.

This property was previously declared surplus to the needs of the Township. Staff would re-advertise the parcel for sale and move through our normal process for sale of land in the Township.

The successful purchaser would be required to enter into an agreement of purchase and sale and development covenants with the Township of Southgate.

Internal Policy and Legislated Requirements:

The lands will be sold in accordance with our Sale and Other Disposition of Land By-law, the Municipal Act and any other applicable legislation.

Financial and Resource Implications:

Sale of the lands would generate revenue for the Township. There will be minimal legal and advertising costs to prepare the lands for sale. The future legal costs involved with transferring the property will be at the expense of the purchaser.

Strategic Priorities:

Priority: A Thriving Economy

Goal: Goal 3: Attract New Businesses to Southgate

Action Item: 3 c). Provide Industrial/Commerical Parcels for Development, Focused on Bringing Jobs to the Community

Attachments:

None.

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NUMBER 2025-027

**being a by-law to authorize the Solemnization of Civil Ceremonies
for the Township of Southgate by Designates of the Clerk**

Whereas, Ontario Regulation 285/04 provides for the authorization of the Clerk to solemnize marriages pursuant to the provisions of the Marriage Act, R.S.O. 1990, Chapter M. 3; and

Whereas, Council enacted By-law 2017-032 on March 15, 2017, to authorize that the Municipal Clerk or Deputy Clerk provide civil marriage solemnization services for the Township of Southgate, and

Whereas, Council deems it expedient to authorize the solemnization of civil ceremonies for the Township of Southgate by further designates of the Municipal Clerk,

Therefore be it resolved that the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** the Municipal Clerk hereby delegates additional authority to solemnize marriages to the following persons:
 - a. Kayla Best
 - b. Anne Sheila Nyaga
2. **That** this by-law comes into full force and effect upon the passage thereof.

Read a first, second and third time, and finally passed this 19th day of March, 2025.

Biran Milne – Mayor

Lindsey Green - Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NUMBER 2025-031

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

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

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

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

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

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

1. **That** Jim Ellis be and is hereby appointed to the position of Chief Administrative Officer for the Corporation of the Township of Southgate; and
2. **That** Jim Ellis shall, with respect to the Township of Southgate and the administration of its affairs exercise all the authority, powers and rights and shall perform all the duties and obligations which are set out in the Chief Administrative Officer employment contract and job description; and
3. **That** Jim Ellis is hereby granted financial signing authority on behalf of the Corporation of the Township of Southgate, as required; and
4. **That** Jim Ellis is hereby granted signing authority on all documents that a Commissioner, Director, Manager, or other employee is authorized to execute on behalf of the Corporation of the Township of Southgate, as required; and
5. **That** by-law number 2024-156 hereby be repealed; and
6. **That** if the provisions of this by-law conflict with any other by-law hereto passed that the provisions of this by-law shall prevail; and
7. **That** this by-law shall take full force and effect as of the date of passing.

Read a first, second and third time and finally passed this 19th day of March 2025.

Brian Milne – Mayor

Lindsey Green - Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
BY-LAW NUMBER 2025-035

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

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

Whereas, the Municipal Act, 2001, Chapter 25, as amended, section 286 (1), provides that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality: and

Whereas, the Municipal Act, 2001, Chapter 25, as amended, section 286 (2), provides that a municipality may appoint deputy treasurers who have all the powers and duties of the treasurer under the Municipal Act and any other Act; and

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

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

1. **That** the following are hereby appointed as a Deputy Treasurer for the Corporation of the Township of Southgate:
 - Lindsey Green;
 - Renee Knowles; and
2. **That** By-law 2024-096 be repealed; and
3. **That** if the provisions of this by-law conflict with any other by-law hereto passed that the provisions of this by-law shall prevail; and
4. **That** this by-law shall take full force and effect as of the date of passing.

Read a first, second and third time and finally passed this 19th day of March 2025.

Brian Milne – Mayor

Lindsey Green - Clerk

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE
BY-LAW NUMBER 2025-036

being a by-law to appoint an Acting Treasurer
for the Corporation of the Township of Southgate

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

Whereas the Municipal Act, 2001, Chapter 25, as amended, section 286 (1), provides that a municipality shall appoint a treasurer who is responsible for handling all of the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality; and

Whereas the Council of the Corporation of the Township of Southgate considers it desirable and expedient to appoint an Acting Treasurer; and

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

1. **That** Kayla Best be and is hereby appointed as Acting Treasurer for the Corporation of the Township of Southgate; and
2. **That** if the provisions of this by-law conflict with any other by-law hereto passed that the provisions of this by-law shall prevail; and
3. **That** this by-law shall take full force and effect as of the date of passing.

Read a first, second and third time and finally passed this 19th day of March, 2025.

Brian Milne – Mayor

Lindsey Green - Clerk



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RR 1
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**Township of Southgate
Council**

NOTICE OF MOTION

SUBMITTED: March 7, 2025 **FOR MEETING:** March 19, 2025
TO: Council
FROM: Deputy Mayor Barbara Dobreen
RE: **Fostering a healthy democracy through support for local journalism**

Recommendation:

WHEREAS, a healthy, professional news media is essential for the proper functioning of civil society and a healthy democracy at the local, regional, federal and international level; and

WHEREAS, according to a local research project, more than 520 news outlets in nearly 350 communities across Canada have closed or merged from 2008 to October 2024 (compared to the launch of 260 that continue to operate); and

WHEREAS, 29 municipalities — home to nearly 11 million people in nine provinces across Canada — have passed motions since 2020 voicing support for journalism in aid of democracy.

THEREFORE, BE IT RESOLVED that the Council of the Township of Southgate recognizes that a healthy, professional news media is essential to the proper functioning of democracy in the region; and

THAT Council urges nearby municipal councils and across Canada to recognize that a robust news media is essential to the proper functioning of democracy in their jurisdictions; and

THAT this resolution be forwarded to all municipalities, local M.P.s and M.P.P.s, the Federation of Canadian Municipalities and the Association of Municipalities of Ontario.

Comments:

"Without democracy, there will be no independent press. And without an independent press, there can be no democracy." *Martin Baron, former executive editor, Washington Post Collision of Power*

A well-informed community is essential for a healthy democracy. Independent media work to ensure the public stays informed, hold officials accountable, and help protect fair elections. Strong, community-focused reporting cuts through misinformation and gives people the knowledge they need to make informed decisions. Without it, crucial stories about government policies, school boards, and infrastructure (among other issues that impact our lives daily) could go unheard. *The Owen Sound Current, March 5, 2025*

Respectfully submitted,





Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	CAO2025-007
Title:	BMA Municipal Study 2024
Open/Closed Session:	Open Session
Prepared By:	Kenneth Melanson, RPP, MCIP Director, Planning & Community Development
Approved By:	Kayla Best Acting Treasurer
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

The BMA Management Consulting Inc. 2024 Municipal Study report is a comprehensive report on Ontario municipalities that provides analysis of financial data and socio-economic indicators and environmental factors. This report provides a summary of key findings in the report, which reviewed the Township of Southgate and all County of Grey members.

Recommendation:

Be it resolved that Staff Report CAO2025-007 be received for information.

Background:

The BMA Municipal Study 2024 collects data from current property value assessments, taxes – levy, development charges, water & sewer rates, user fees, economic development and Financial Information Reports (FIRs). The report provides an analysis of several municipalities and provides a comparison of all County of Grey members.

It is noted that BMA 2024 Municipal Study Report has some areas where Southgate has no evaluations related to 2023 FIR’s data, once FIR’s are completed, the BMA Municipal Study 2024 will be uploaded with the Southgate data.

All data provided in this report is from the BMA 2024 study, unless otherwise noted with footnotes.

Analysis:

Table 1 – Demographic, income and area data	
Southgate population 2021 (census)	8,716
Southgate population 2024 (estimate)	9,963 (note: includes census undercount est.)
Population growth rate (2016 to 2021)	18.5% (second highest in Grey County)
Estimated 2024 average household income	\$111,315 (third highest in Grey County)

Land Area & Density	643km ² & 15 ppl/km ² (low ranking – BMA)	
2021 Age demographics (for Southgate and Provincial Average)		
Age bracket:	Southgate:	Provincial Average:
0-19	15%	27%
20-44	22%	30%
45-64	30%	25%
65+	33%	18%

Municipality:	2024 unweighted Assessment (per capita)	2024 weighted Assessment (per capita)	Unweighted ranking	Weighted ranking
Southgate	\$163,703	\$117,793	Mid	Low
Bruce/Grey Avg.	\$194,211	\$176,911		
Median	\$173,334	\$161,053		

Property Assessment is the basis upon which municipalities raise taxes. A strong assessment base is critical to a municipality’s ability to generate revenues. Assessment per capita statistics have been compared to provide an indication of the “richness” of the assessment base in each municipality. Unweighted assessment provides the actual current value assessment of properties. Weighted assessment reflects the basis upon which property taxes are levied after applying the tax ratios to the various property classes to the unweighted assessment.

Municipality:	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	Ranking
Southgate	10.9%	2.4%	2.6%	4.5%	3.9%	High
Study Average	5.9%	1.5%	1.7%	0.1%	1.9%	
Study median	5.9%	1.3%	1.5%	1.5%	1.7%	

The table reflects the change in unweighted assessment from 2019-2024. The changes in assessment trends are related to new growth as well as changes in market value of existing properties. The changes include the impact of reassessment as well as growth. A table assessing municipalities from low to high was provided in the study – Southgate ranks in the high category (the highest of Grey County municipalities).

Top 10 Municipalities with Highest Proportion of Unweighted Assessment per Type of Assessment

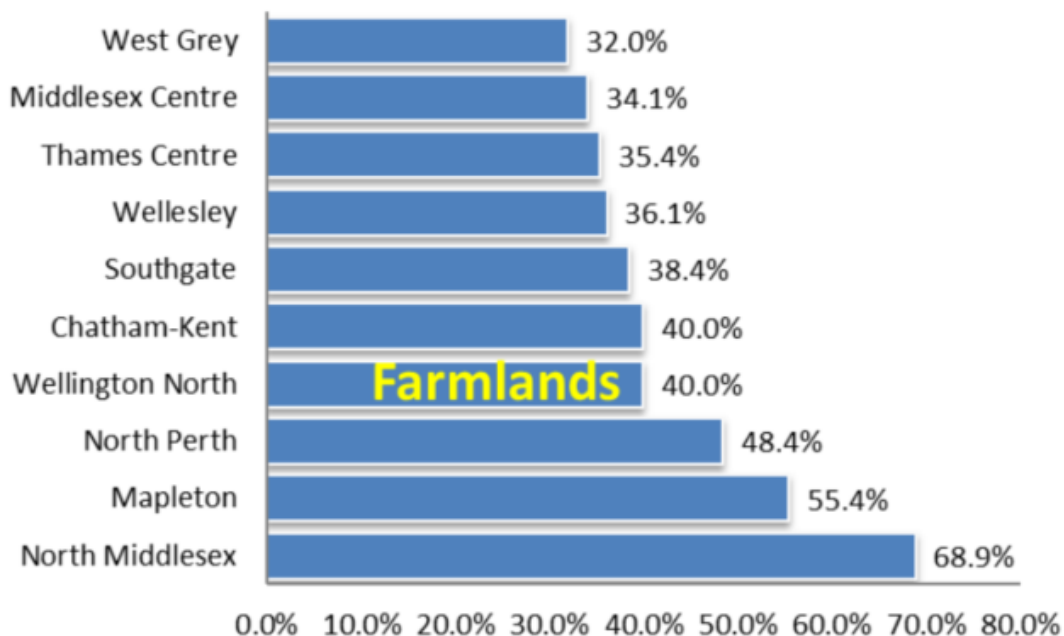


Table 4 – 2024 Unweighted Assessment Composition data

Municipality:	Residential	Multi-res	Commercial	Industrial	Pipelines	Farmlands	Forest
Southgate	56.9%	0.2%	1.4%	2.4%	0.1%	38.4%	0.6%
Average	77.0%	2.3%	9.3%	1.9%	0.9%	8.4%	0.2%
Median	78.8%	1.1%	8.3%	1.5%	0.3%	2.1%	0.1%

Table 5 – 2024 Weighted Assessment Composition data

Municipality:	Residential	Multi-res	Commercial	Industrial	Pipelines	Farmlands	Forest
Southgate	79.1%	0.3%	2.5%	6.1%	0.1%	11.6%	0.2%
Average	75.2%	3.2%	13.8%	4.1%	1.0%	2.5%	0.1%
Median	76.2%	1.7%	12.6%	3.0%	0.4%	0.5%	0.0%

Tax ratios typically shift the burden from residential to non-residential properties. Approximately 76.5% of municipalities surveyed, have a decrease in tax burden on the Residential class as a result of tax ratios for non-residential classes greater than 1.0. The implementation of tax ratios to the assessment base for municipalities with a larger proportion of farmland and managed forest results in an increase in the residential burden.

Table 6 – Building Construction Activity data

Municipality:	% Residential	% non-residential	Per capita
Southgate	65%	35%	\$5,956
Average	59%	41%	\$4,295
Median	63%	37%	\$3,808

Building Construction Activity Trend (in 000's)

Municipality:	2021	2022	2023	2024 ¹	3-year avg/per capita (2021-2023)
Southgate	\$86,779	\$129,250	\$59,344	\$48,103	\$9,720
Bruce/Grey Average	\$98,915	\$78,917	\$83,120	Data not available – Southgate data noted.	\$7,199
Bruce/Grey Median	\$82,146	\$65,082	\$54,179		\$5,627

Southgate vs. other Grey County members: 2021 – fourth; 2022 – second; 2023 – fifth; 2024 – not available.

2024 Building Permit Fees

Municipality:	Residential per \$1,000 value	Est permit for \$297,000 value dwelling (197m ²)	Commercial per \$1,000 construction value	Industrial per \$1,000 construction value
Southgate	\$7.53	\$1,258	\$12/\$1,000	\$12/\$1,000
Average		\$2,638		
Median		\$2,653		

Note: Permit fee can be calculated per \$1,000 value or per area (m²). Average and Median values not available due to differing methods of each municipality.

Table 7 – Municipal Levy data (2024)

Municipality:	Net Levy/capita	Study rank	Net levy per \$100,000 unweighted assessment	Study rank	Net levy per \$100,000 weighted assessment	Study rank
Southgate	\$1,628	Low	\$995	Mid	\$1,382	High
Average	\$1,865		\$1,254		\$1,204	
Median	\$1,839		\$1,139		\$1,166	

In order to better understand the relative tax position for a municipality, another measure that has been included in the study is a comparison of net municipal levies on a per capita basis. This measure indicates the total net municipal levy needed to provide services to the Municipality. This analysis does not indicate value for money or the effectiveness in meeting community objectives.

Changes in per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures may indicate that the cost of providing services is outstripping the community's ability to pay, especially if spending is increasing faster than the resident's collective personal income. Examining levy per capita shows changes in levies relative to changes in population size. As population increases, it might be expected that revenues and the need for services would increase proportionally, and therefore, that the level of per capita revenues would remain at least constant in real terms. However, this is not always the case as the cost of providing services is not directly related to population. If per capita revenues are decreasing, the municipality may be unable to maintain existing service levels unless it finds new revenue sources or ways to reduce costs.

¹ Data from report [CBO2025-001 Attachment 1 \(Feb 5, 2025 agenda\)](#).

There is a strong relationship between the assessment per capita and net levy per \$100,000 of assessment in that, for the most part, municipalities with high assessment basis have a low net levy per \$100,000 of assessment.

Table 8 – Development Charges data (2024)							
<i>Total Development Charges (2024)</i>							
Muni:	Single Detached Dwellings (per unit)	Multi Dwellings (3+ bed per unit)	Multi Dwellings (1&2 bed per unit)	Apartment Units (>2 per unit)	Apartment Units (<2 per unit)	Commercial per sq. ft.	Industrial Per sq. ft.
Southgate	\$27,279	\$17,688	\$17,688	\$16,808	\$13,090	\$8.08	\$8.08
Average	\$59,116	\$46,178	\$44,843	\$37,103	\$26,828	\$28.20	\$17.42
Median	\$43,360	\$30,866	\$30,866	\$27,626	\$20,279	\$17.15	\$12.44
Study max	\$192,518 (Vaughn)	\$160,652 (Vaughn)	\$160,652 (Vaughn)	\$124,881 (Vaughn)	\$88,204 (Vaughn)	\$100.82 (Markham)	\$76.32 (Toronto)
Grey/Bruce Average	\$25,843	\$19,145	\$19,145	\$15,674	\$14,657	\$9.91	\$7.44
Grey/Bruce Median	\$24,985	\$16,985	\$16,985	\$14,731	\$13,490	\$8.56	\$3.99
Grey Max (Blue Mtns)	\$77,900	\$67,889	\$67,889	\$51,477	\$51,477	\$36.90	\$36.90
<i>Southgate Township Development Charges (2024)</i>							
Southgate	\$17,490	\$10,929	\$10,929	\$11,179	\$7,461	\$6.29	\$6.29
Average	\$32,573	\$24,684	\$23,914	\$19,917	\$14,196	\$13.05	\$10.81
Median	\$28,280	\$20,294	\$19,613	\$16,319	\$12,109	\$10.67	\$8.50
Maximum	\$137,846 (Toronto)	\$113,938 (Toronto)	\$81,888 (Innisfil)	\$80,690 (Toronto)	\$52,676 (Toronto)	\$74.85 (Toronto)	\$74.85 (Toronto)
<i>Upper Tier Development Charges (2024)</i>							
Grey County	\$9,789	\$6,759	\$6,759	\$5,629	\$5,629	\$1.79	\$1.79
Average	\$38,017	\$29,942	\$29,022	\$23,184	\$15,930	\$23.61	\$10.53
Median	\$29,858	\$21,335	\$21,335	\$20,297	\$12,374	\$20.75	\$7.73
Maximum	\$89,868 (York)	\$74,749 (York)	\$74,749 (York)	\$57,995 (York)	\$37,713 (York)	\$71.20 (York)	\$28.65 (York)

Total DC's include Municipal, Upper Tier and Education charges as of December 1, 2024.

The recovery of costs by Ontario municipalities for capital infrastructure required to support new growth is governed by the Development Charges Act (1997) and supporting regulations. To determine a development charge, a municipality must first do a background study. The background study provides a detailed overview of a municipality's anticipated growth, both residential and non-residential; the services needed to meet the demands of growth; and a detailed account of the capital costs for each infrastructure project needed to support growth.

The Township is currently in the process of a DC By-law review. This review is currently at the preliminary stages – confirming projects costs and list of projects for growth. An associated public engagement process will be undertaken for Council to consider adopting the Township's updated DC By-law. This is estimated for Q3 to Q4 of 2025 and would be subject of an appeal period.

Table 9 – Property Tax data (2024)								
<i>Total Property Tax Rates</i>								
Municipality	Res.	Multi-res	Comm Residual	Comm Office	Comm Parking	Comm Shopping	Industrial Residual	Ind. Large
Southgate	1.5360%	1.8411%	2.6736%	2.6736%	2.6736%	2.6736%	3.4122%	3.4122%
Blue Mountains	0.9568%	1.1341%	1.9224%	1.9224%	1.9224%	1.9224%	2.3517%	2.3517%
Chatsworth	1.3661%	1.6337%	2.4533%	2.4533%	2.4533%	2.4533%	3.1012%	3.1012%
Georgian Bluffs	1.2367%	1.4757%	2.2854%	2.2854%	2.2854%	2.2854%	2.8642%	2.8642%
Grey Highlands	1.2940%	1.5457%	2.3598%	2.3598%	2.3598%	2.3598%	2.9692%	2.9692%
Hanover	1.6029%	1.9227%	2.7603%	2.7603%	2.7603%	2.7603%	3.5347%	3.5347%
Meaford	1.4852%	1.7791%	2.6077%	2.6077%	2.6077%	2.6077%	3.3193%	3.3193%
Owen Sound	1.9102%	2.5058%	3.8943%	3.8943%	3.8943%	3.8943%	4.0974%	4.0974%
West Grey	1.3760%	2.1938%	2.8142%	2.8255%	2.7357%	2.8455%	3.4416%	3.7086%
Median	1.3489%	2.1677%	2.6611%	2.6611%	2.6025%	2.6611%	3.2610%	3.2824%
<i>Education Rates</i>								
Southgate (same for all G/B)	0.1530%	0.1530%	0.8800%	0.8800%	0.8800%	0.8800%	0.8800%	0.8800%
<i>Upper and Lower Tier Tax Rates</i>								
Southgate	1.3830%	1.6881%	1.7936%	1.7936%	1.7936%	1.7936%	2.5322%	2.5322%
Blue Mountains	0.8038%	0.9811%	1.0424%	1.0424%	1.0424%	1.0424%	1.4717%	1.4717%
Chatsworth	1.2131%	1.4807%	1.5733%	1.5733%	1.5733%	1.5733%	2.2212%	2.2212%
Georgian Bluffs	1.0837%	1.3227%	1.4054%	1.4054%	1.4054%	1.4054%	1.9842%	1.9842%
Grey Highlands	1.1410%	1.3927%	1.4798%	1.4798%	1.4798%	1.4798%	2.0892%	2.0892%
Hanover	1.4499%	1.7697%	1.8803%	1.8803%	1.8803%	1.8803%	2.6547%	2.6547%
Meaford	1.3322%	1.6261%	1.7277%	1.7277%	1.7277%	1.7277%	2.4393%	2.4393%
Owen Sound	1.7572%	2.3528%	3.0101%	3.0101%	3.0101%	3.0101%	3.2174%	3.2174%
West Grey	1.2253%	1.4955%	1.5890%	1.5890%	1.5890%	1.5890%	2.2434%	2.2434%
Average	1.2230%	2.0408%	1.9445%	1.9557%	1.8753%	1.9763%	2.5653%	2.8323%
Median	1.1959%	2.0147%	1.7811%	1.7811%	1.7225%	1.7811%	2.3839%	2.4024%
<i>Residential Comparison – Detached Bungalow</i>								
Municipality:			2024 Property Taxes:			Ranking:		
Southgate			\$3,193			Low		
Blue Mountains			\$2,755			Low		
Chatsworth			\$3,630			Mid		
Georgian Bluffs			\$1,986			Low		
Grey Highlands			\$2,571			Low		
Hanover			\$3,368			Low		
Meaford			\$2,948			Low		
Owen Sound			\$4,435			High		
West Grey			\$2,726			Low		
Category:			Study:			Grey/Bruce:		
Average			\$3,971			\$3,157		
Median			\$3,890			\$3,160		
<i>Residential Comparison – 2 storey home</i>								

Municipality:	2024 Property Taxes:	Ranking:		
Southgate	\$4,777	Low		
Blue Mountains	\$4,058	Low		
Chatsworth	\$5,038	Mid		
Georgian Bluffs	\$3,742	Low		
Grey Highlands	\$3,343	Low		
Hanover	\$5,722	High		
Meaford	\$5,332	High		
Owen Sound	\$6,547	High		
West Grey	\$4,047	Low		
Category:	Study:	Grey/Bruce:		
Average	\$5,246	\$4,876		
Median	\$5,389	\$4,957		
<i>Residential Comparison – Walk-up Apartment</i>				
Southgate	\$808	Low		
Blue Mountains	\$560	Low		
Chatsworth	\$805	Low		
Georgian Bluffs	\$713	Low		
Grey Highlands	N/A			
Hanover	\$1,167	Low		
Meaford	\$1,135	Low		
Owen Sound	\$1,584	Mid		
West Grey	\$778	Low		
Category:	Study:	Grey/Bruce:		
Average	\$1,568	\$896		
Median	\$1,568	\$805		
<i>Industrial Comparisons – Standard Industrial (per square foot)</i>				
Municipality:	2024 Municipal Taxes	2024 Education Taxes	2024 Property Taxes	Ranking
Southgate	\$0.54	\$0.19	\$0.73	Low
Blue Mountains	\$0.43	\$0.29	\$0.72	Low
Chatsworth	N/A			
Georgian Bluffs	\$1.22	\$0.54	\$1.76	Mid
Grey Highlands	\$0.42	\$0.19	\$0.60	Low
Hanover	\$0.71	\$0.23	\$0.94	Low
Meaford	\$0.32	\$0.12	\$0.44	Low
Owen Sound	\$0.83	\$0.23	\$1.06	Low
West Grey	\$0.88	\$0.35	\$1.22	Low
Study Average	\$1.22	\$0.48	\$1.69	
Study Median	\$1.18	\$0.41	\$1.67	
Average (G/B)			\$0.90	
Median (G/B)			\$0.84	
<i>Industrial Comparisons – Industrial Vacant Land (taxes per acre)</i>				
Municipality:	2024 Municipal Taxes	2024 Education Taxes	2024 Property Taxes	Ranking
Southgate	\$1,369	\$476	\$1,844	Mid
Blue Mountains	N/A			
Chatsworth	\$3,155	\$1,250	\$4,405	Mid
Georgian Bluffs	\$137	\$61	\$198	Low
Grey Highlands	\$377	\$159	\$536	Low

Hanover	\$624	\$207	\$830	Low
Meaford	\$1019	\$368	\$1,386	Low
Owen Sound	\$711	\$194	\$905	Low
West Grey	\$547	\$215	\$762	Low
Study Average	\$3,492	\$1,560	\$5,021	
Study Median	\$2,016	\$694	\$2,837	
Average (G/B)			\$1,263	
Median (G/B)			\$830	

The data shows Southgate is not the highest in terms of tax rates for residential related to residential classes or industrial compared to other Grey County municipalities. It is important to recognize that each municipality has different mixes of development types and taxation priorities. Some municipalities with greater levels of commercial/industrial development, are likely reducing residential rates by increasing rates on commercial/industrial.

As more industrial/commercial development occurs in the Township, the burden of taxation could shift from residential to other non-residential types. However, these developments will need to come on stream to enable this shift. As noted in Table 4, given the sizable amount of agriculture in the Township – this taxation shift can only occur as more industrial development comes on stream.

Table 10 – Water & Sewer Costs				
<i>2024 Water & Wastewater Rates Cost of Service</i>				
Municipality:	Residential 200 m3	Commercial 10,000 m3	Industrial 30,000 m3	Industrial 100,000 m3
Southgate	\$1,444	\$42,151	\$127,922	\$411,937
Blue Mountains	\$1,248	\$50,459	\$152,911	\$499,438
Chatsworth			N/A	
Georgian Bluffs			N/A	
Grey Highlands	\$1,947	\$30,022	\$75,641	\$212,068
Hanover	\$1,062	\$30,988	\$87,125	\$282,008
Meaford	\$2,463	\$69,829	\$206,829	\$686,329
Owen Sound	\$1,583	\$46,048	\$134,419	\$438,429
West Grey	\$1,553	\$17,629	\$41,277	\$143,213
Bruce/Grey	\$1,634	\$41,391	\$119,984	\$386,791
Average				

The BMA Study also includes municipal data for water/sewer costs based on a normal residential meter size of 5/8 -3/4” and ICI with some typically having larger size servicing, with equated consumption analysis. The following table summarizes the costs in the municipality for water and sewer on typical annual consumption against the overall survey average

Table 11 – Taxes, Water & Wastewater Costs as a Percentage of Income		
2024 Affordability Indicators	Property Taxes as a % of Household Income	Taxes + Water/Wastewater as a % Household Income
Southgate	3.8%	5.1%
Grey Highlands	3.4%	5.0%
Hanover	3.8%	5.0%
Meaford	4.3%	6.6%
Owen Sound	5.1%	7.0%

West Grey	3.5%	5.0%
Blue Mountains	2.9%	3.6%
Bruce/Grey Average	3.6%	4.9%

Table 11 details comparisons made earlier in the report of relative property tax burdens and water/wastewater costs on comparable properties. This section of the report provides a comparison of the allocation of gross income to fund municipal services on a typical household in each municipality.

The approach used to calculate taxes as a percentage of income was to compare the average income in a municipality from the 2024 Manifold Data Mining report against the tax burden on a typical home in the municipality using weighted median dwelling values and applying the 2024 residential tax rates for each municipality.

A comparison was also made with the inclusion of water and wastewater costs on a typical Residential property. This assumed an average annual residential water consumption of 200 m³.

Internal Policy and Legislated Requirements:

The comprehensive BMA Municipal Study 2024 can be accessed on the Southgate Website at the following link:

<https://www.southgate.ca/media/0x2apzsy/2024-bma-municipal-study.pdf>

Financial and Resource Implications:

None at this time – data provided gives analysis of Southgate’s position relative to other Municipalities in Ontario.

Strategic Priorities:

Priority: Operational Excellence

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

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



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	EDO2025-005
Title:	South Grey Chamber of Commerce 2024 MOU Report
Open/Closed Session:	Open Session
Prepared By:	Brenna Carroll Economic Development Officer
Approved By:	Kenneth Melanson, RPP, MCIP Director, Development & Community Services
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

This report is being provided to Council as information as the Township and the South Gey Chamber of Commerce (SGCC) have a joint Memorandum of Understanding (MOU). The attached document provides a summary of the SGCC’s activities in 2024 and its engagement with Southgate residents and business owners.

Recommendation:

Be it resolved that Staff Report EDO2025-005 be received for information.

Background:

The SGCC is a regional Chamber of Commerce with approximately 200 members located in the municipalities of Grey Highlands and West Grey as well as the Townships of Southgate and Chatsworth. The Township of Southgate became a municipal member of the SGCC under a joint MOU in the calendar year of 2023.

At the September 4, 2024, Council meeting, [Staff Report EDO2024-009](#) was presented to Council regarding the renewal of a modified [MOU](#) between the Township and the SGCC. Both the report and the accompanying MOU by-law were approved as follows:

No. 2024-408

Moved By Councillor Shipston

Seconded By Councillor John

Be it resolved that Council receive Staff Report EDO2024-009 for information; and

That Council approve the renewal of the Memorandum of Understanding (MOU) with the South Grey Chamber of Commerce (SGCC) from January 1, 2024 to December 31, 2026.

No. 2024-409

Moved By Councillor Ferguson

Seconded By Deputy Mayor Dobreen

Be it resolved that by-law number 2024-108 being a by-law to authorize a memorandum of understanding between the South Grey Chamber of Commerce 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.

The attached documents were provided SGCC to make account of their activities and responsibilities as per the MOU for the 2024 calendar year.

Analysis

As per the MOU, the SGCC is required to report on its previous year activities to Southgate Council annually on February 28. The attached documents were received by Township staff on February 26 and 27 respectively, demonstrating the SGCC's fulfilment of this responsibility.

The SGCC also provided three important reporting metrics added to the renewed MOU so that the Township could measure Southgate businesses' impact on and engagement with SGCC activities. See details on page 4 of the attached 2024 year-end report (Attachment 1).

Internal Policy and Legislated Requirements:

This report and attached documents align with [By-law Number 2024-108 – South Grey Chamber of Commerce Memorandum of Understanding \(MOU\)](#).

Financial and Resource Implications:

In keeping with the MOU, the Township of Southgate contributes \$10,000 to the SGCC annually. This contribution is matched by the three other municipalities within the SGCC's catchment area. These funds are drawn from the annual economic development budget.

Strategic Priorities:

Priority: A Thriving Economy

Goal: Goal 1: Support the Growth and Development of Existing Businesses in Southgate

Action Item: 1 c). Ensure the Distribution of Technology and Services to Local Businesses by Referring Them to the Correct Supports

Attachments:

2025-005-Attachment 1 South Grey Chamber of Commerce 2024 Year-end Report

2025-005-Attachment 2 Home and Garden Show 2024 Report

2025-005-Attachment 3 Snap and Shop South Grey 2024 Report

2025-005-Attachment 4 Business Awards Event 2024 Report



2024 YEAR-END REPORT

FOR THE TOWNSHIP OF SOUTHGATE



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Introduction

Staff and Board volunteers worked to produce deliverables for the Township of Southgate, agreed to as per a Memorandum of Understanding (MOU).

Year 2 of amalgamation saw improved membership benefits and programming, changes to our office location (From Markdale to Flesherton), and new marketing and branding.

We expanded our newsletter reach to include the wider community, not only Chamber members and moved from a bi-weekly to a weekly publication. It receives, on average, a 50-60% open rate, which, in the world of newsletters, is huge. The newsletter is the best way to connect with members and the wider community, and we have realized improved member relations as a result.

In 2024 (September), in consultation with new Township Staff, the South Grey Chamber of Commerce entered into a revised MoU Agreement that focused on Southgate-specific reporting metrics and adjustments around specific events.

Per MOU Criteria:

The South Grey Chamber of Commerce has 3 Southgate members in organizational/event planning and governance positions.

The SGCC has 15 Business Chamber Members in the Southgate Area.

Participation of Southgate businesses in events is recorded with each overview of the event in the following report

Overview of Mission and 2024 Goals

A recognized voice of business committed to enhancing economic prosperity in the South Grey area is the mission of the South Grey Chamber of Commerce.

In 2024, the Chamber took further steps to improve membership recruitment and retention, improve the professional branding of the organization, relocate our office, update and expand recognition of who we are, and build out our existing systems to enhance communication with our members and the South Grey community.

Our team made a dedicated effort to take a more prominent place at the Ontario Chamber of Commerce (OCC) table once again. Through our participation with the OCC, we have a strong voice in advocacy efforts for South Grey businesses at the provincial level.

We continued to build and improve our website, notably revamping the site map of “Explore South Grey.” This is our primary launching pad for tourism-related activities and deliverables under the MOU. We continue receiving positive feedback on the directory platform introduced to members last year. We have seen increased participation and more familiarity with the new software.

We expanded our strategic partnerships and introduced new opportunities and networking events. 2024 saw the hosting of the second amalgamated **Regional Business Awards, Home and Garden Show**, and community advocacy by hosting and running “**Breakfast/Coffee with the Mayor**” events.

MOU Initiatives and Outcomes

In 2024, the Chamber's MOU initiatives included:

- Business and Community Events
- Tourism Support & Services
- Strategic Business Development



1. BUSINESS & COMMUNITY EVENTS

The Chamber hosted the following regional business and community events as part of the MOU:

- **Annual Home & Garden Show**
- **Southgate Coffee with the Mayor**
- **South Grey Business Awards & Recognition event**
- **The Snap and Shop-** A social media contest that was open to all of South Grey and saw participation from Southgate.
- **Three Networking Events** for the South Grey Region - Including one in Dundalk
- **Hopeville Kite Festival**

Regional Annual Home and Garden Show

On the weekend of April 27th and 28th, the South Grey Chamber of Commerce hosted the **Regional Home and Garden Show** in Flesherton, utilizing the Arena Complex. The weekend was a success, with 47 exhibitors and an estimated 1800 individuals attending the 2-day event.

The Chamber sought to achieve these goals:

- Operate the show at a break-even financial level (or better)
- Offer a variety of exhibitors (to attract a variety of attendees), setting the foundation to draw more attendees, attract big-name speakers
- Attract over 1,800 attendees [2023: 2000 goal; 1800-2000 actual] (to make the show worthwhile for the exhibitors), setting the foundation to draw more exhibitors and an equally varied group of speakers

- These goals were met or exceeded, with further tourism-related objectives met, with many of the attendees being from out of town. (Upon entry, we collected demographic information through a door prize ballot system.)

The SGCC presented a speaker series on stage for the weekend, which covered a variety of topics related to home and garden.

The show supported community partnerships:

- Regional food banks benefited from free exhibitor space at the front door for the collection of donations (advertised ahead of the show).
- The Grey Highlands Fire Dept attended the show with a large truck and fire safety information.
- OPP attended the show
- We provided a range of non-profit organizations with free space.

SOUTHGATE BUSINESSES/ ORGANIZATIONS PARTICIPATING AS VENDORS: 4

AS VOLUNTEERS: 1

VISITED AS GUESTS: Out of a sample size of 511 visitors over the 2 days (those that choose to enter the door prize draw) **8.6% identified being from the Township of Southgate.** Total Attendance was measured at approx. 1800 visitors.

Southgate Coffee with the Mayor

The Southgate Coffee with the Mayor event is a collaboration between Chamber and Township Staff. The event was hosted Nov. 5, 2024 and included a new format from 2023, with a presentation from Senior Manager of Development & Community Services, Ken Melanson, about upcoming growth in Dundalk and how it impacts businesses.

SOUTHGATE BUSINESSES IN ATTENDANCE: 24

South Grey Business Awards & Recognition Event

The 2023 Business Awards Gala occurred in Walters Falls, as Chatsworth was Hosting.

We served a total of 80 plates at Walters Falls Inn & Spa. Our keynote speaker was Monica Singh Soares of Life Directions Employment Supports, who spoke on the 'Light it Up for ODEN' campaign.

Awards were presented to business winners, decided on by a new public voting system online. Winners from each municipality took home awards in various categories, including:

- Business of the Year
- New Business of the Year
- Tourism Business of the Year
- Agri-Business of the Year
- Non-Profit Excellence
- Diversity, Equity and Inclusion
- Volunteer of the Year (1 per municipality represented)

The SGCC held a silent auction to offset costs and featured products and services across the region.

The awards were a successful event, and we are proud to recognize local business excellence. The full Business Awards & Recognition Gala report is available by contacting the Chamber Office at 519-986-4612 or events.southgreychamber@gmail.com.

Southgate Businesses Involved

SOUTHGATE AWARD NOMINEES: 6

SOUTHGATE VOLUNTEERS: 1

South Grey Snap and Shop

The Snap and Shop was an optional online campaign where businesses could take advantage of our marketing investment in a shop local campaign and encourage customers to share images of them making a purchase or using a service. The customer would tag the business and the Chamber in this social media post and get entered into a weekly draw for prizes donated by participating businesses. The Chamber bought Ad-buys and paid for promotion.

The event had the following primary objectives:

- Communicate the message that South Grey is "Open for Business"
- Promote Shopping Local
- Inspire Community Participation

Networking Events- Building Local Supply Chains

The Chamber of Commerce and its Membership Committee, made up of businesses from around the region, created and co-hosted 3 networking events in South Grey. These events are designed to promote member-to-member (also open to the public) networking. Local businesses learn and make connections that strengthen the local economy when they meet.

- **Networking Event Hosted by Pure Music Garlic, Boars Rock Farm, Hillary Breadner Graphics and Markdale Flowers.** This event included a garlic farm tour and information about the hosts plus great networking with approx 28 businesses in attendance. (Rocklyn).

- **Networking Event Hosted by Life Directions Employment Supports, South East Grey Support Services, and Markdale Foodland.** This event included information about the non-profit hosts, the MentorAbility Program and Mentor Awards. Approximately 24 businesses attended (Flesherton).
- **Networking Event Hosted by Edgewood Suites-** Included a Senior Advisory Speakers Panel, titled “Unlocking the Power of the 55+ Demographic for your Business” Approx 23 businesses attended (Dundalk).

Hopeville Kite Festival

Event Committee:

Darrol Belin (Southgate Member- Old Blacksmith's Studio)

Jane Bakewell (Southgate Member- Old Blacksmith's Studio)

Monica Singh Soares (Southgate Member- Rise Up and Soar)

Karen Cox- Chamber President

Barbara Dobreen- Southgate Deputy Mayor

Dave Meslin- Event Coordinator/ Co-Chair

Margot Byers- Secretary

Event Summary

The 2024 Kite Festival was organized by the South Grey Chamber of Commerce, Township of Southgate volunteers, and Dave Meslin as part of the 2024-2025 Memorandum of Understanding between the SGCC and Township.

The event occurred over the two days of August 24th and 25th, 2024. The very well-attended event included professional kite fliers, food vendors, craft and business vendors, and children's activities. The 2024 festival was also considered successful in promoting tourism efforts in Southgate.

In 2024, the Chamber of Commerce secured a grant through RT07, which included funding and support for an online marketing campaign for the event.

Through successful marketing strategies, the 2024 Kite Festival exceeded attendance expectations. Volunteers used counters to measure **2,900** people through the gates over the 2 days.

Using the collection of draw ballots, we deduced a summary of attendees at the festival.

- 33% of attendees travelled at least 1 hour to attend the show
- Approx. 29% self identified as 50+ years of age *

* The SGCC also compiled data for the festival from door prize ballots to gauge a snapshot of those who attended. Not all attendees filled out a ballot. The % was applied to the total number of counted visitors and should be considered estimates.

Event Goals

- Operate event with profit to support 2025 Festival improvements
- Promote Southgate tourism
- Grow the event from last year

Southgate Members Involved in Planning/ Management: 3 + Deputy Mayor

Southgate Businesses Participating: 7

Southgate Resident Attendance: 464

Event Highlights

The Kite Festival included professional Kite fliers from across Ontario, Quebec, and several from the United States

On Saturday, the winds were higher, enabling the kites to fly better. As a result, we had higher visitor numbers that day. Sunday had very low winds, and there were fewer visitors that day.

Food vendors and business members created a market square feel, with food from various backgrounds and cultures.

Vendors Who Attended:

EdgeWood Suites (Southgate Member)

K-W Flags (Shelburne)

Yogi's Leather Shop (Southgate)

Country Road Freeze Dried Foods

PJ Knickerbockers (Grey Highlands Member)

Food Vendors Who Attended:

Spanky's Food Truck (Southgate Member)

Nella's Caribbean Grocery store (Southgate Business)

Finiti Seafood Depot (Shelburne)



2. TOURISM SERVICES

The Chamber provided the following tourism services, as per the MOU:

- Distributing tourism business brochures throughout the Municipality and promoting the South Grey area through other media means.
- Further investment in a tourism-focused app/web presence to support visitation to South Grey

Distributing Tourism Business Brochures Throughout the Municipality

The Chamber office in Flesherton offers a variety of tourism brochures from Grey Highlands, West Grey, Southgate, Chatsworth, Grey County, and Bruce County; it is open for tourism information throughout the week.

The relocation to Flesherton was a cost-saving effort, but also dramatically improved the office's appearance.

The new location in the heart of the town has meant that walk-in traffic is up significantly, with an average of 30 visits per month in the first 2 months after opening. Almost all the public members who walked in sought tourism-related information about the area.

Chamber staff/ strategic partners provided tourism-related information at every event we hosted, highlighting tourism-related businesses, maps and experiences/walking tours.

2024 saw the delayed creation of the Tourism Committee, composed of member businesses. In 2025, we will see the work of this committee get started, with the first

meeting to establish a chair. The committee's efforts will focus on tourism infrastructure, with the first main focus on updating the website and launching a brand new app to promote tourism in the area.

Investigating a Tourism-Focused App to Support Visitation to Southgate

The Chamber has laid the foundation and started to build a tourism-related app for South Grey. Work continues, with several useful upgrades built into the website's site map. A comprehensive business directory will enable a smooth transition over to the app interface. The app will be launched publicly and heavily promoted in the Spring/Summer of 2025.

A Year in Review and a Look Ahead

The Chamber is excited about our accomplishments in 2024 and looks forward to improving our efforts to benefit the business community in 2025.

On top of everything noted in this report, the South Grey Chamber participated in the Ontario Chamber of Commerce Advocacy Day at Queen's Park for the second consecutive year.

This event puts representatives of Ontario Chambers in a room with provincial decision-makers. We look forward to doing this again in 2025.

2024 also saw increased participation in the Ontario Economic Report, to be published in 2025. Our members were encouraged to participate in a survey for the report. Their answers will populate the regional section for South Grey in the report. The report informs policy decisions at the provincial level and is available to Municipal Partners.

The SGCC also made concerted efforts to expand our services into the new regions that joined after amalgamation. The focus was on business communities that will grow with the former West Grey/ Grey Highlands Chamber. A strong focus and additional work will be carried out in these communities throughout 2025. We expect meet-and-greets and network-style events to start again in March or April.

South Grey Home & Garden Show 2024 Report

Prepared by:

South Grey Chamber of Commerce



Event: 2024 South Grey Home and Garden Show

Date: Saturday, April 27th to Sunday, August 28th, 2024

Times: 10am to 4pm Saturday and 10am to 3pm on Sunday

Location: Flesherton Arena Complex, Flesherton ON

Event Summary

The 2024 South Grey Home & Garden Show was organized and operated by the South Grey Chamber of Commerce with the support and assistance of the Municipality of Grey Highlands, and in conjunction with the Municipality of West Grey and the Townships of Southgate and Chatsworth. As part of the Memorandum of Understanding between the organizations. The event took place April 27 to 28, 2024 in the Flesherton Arena and parking lot. The event hosted local vendors, residents and visitors.

1. Event Goals

- (1) Operate the show at a break-even financial level (or better)
- (2) Offer a variety of exhibitors (to attract a variety of attendees), setting the foundation to draw more attendees, attract big-name speakers, and justify higher booth prices in 2024
- (3) Attract over **1,800 attendees [2022: 1,000 goal; 1,400-1,800 actual]** (to make the show worthwhile for the exhibitors), setting the foundation to draw more exhibitors and an equally varied group of speakers and charging a higher booth price in 2024 if desired

2. Event Elements

As with any Trade Show that brings the exhibitors sales or leads, and the attendees the desire to tell others and to attend the next year, the South Grey Home & Garden Show had numerous elements.

The Show included the following:

- Beside the Arena we had a Tiny Home Model and Chief Burger Food Truck.
- The Fire Station brought a truck to the parking lot and interacted with the public on Saturday
- The welcome table in the Arena offered Show guides, Chamber of Commerce business directories, various local magazines, and an adjoining one had the ballots for draw prizes and the prizes themselves, as well as a goodwill donation plant pot.
- Draw prize ballots were free, and enabled us to capture age, town residence, and media success details. Winners were drawn hourly at the Show, with witnesses.
- Draw prizes were donated by Chamber members and other exhibitors
- Four food banks – Markdale, Flesherton, Durham, and Dundalk – took turns staffing a table just beyond the welcome table, to raise awareness and collect monetary and food donations. They all saw a strong benefit and were grateful for the opportunity. Print media had asked attendees for food bank support in lieu of an entry fee.
- When entering the Arena, attendees saw the Municipality's booth on the left, and the roughly **\$4,500 Grand Prize** display/Chamber booth on the right.
 - The Grand Prize elements were donated by Chamber members, as follows:
 - Transform Tree and Shrub Care - **\$500 gift certificate to Transform Tree and Shrub**
 - Century 21 In Studio Realty - **Fire Pit (\$600 value)**
 - Cold Turkey Trailer Rentals - **500\$ gift certificate to Cold Turkey Trailer Rentals**
 - Devonleigh Homes - **\$1000**
 - Sea and Ski Realty - **\$500**
 - Rural Net - **\$510**
 - Fawcett Funeral Homes - **\$500**
 -
- A bustling Arena floor had 48 exhibitors lining the “boards” and short rows within.
- At the far end of the Arena was the Speakers' Stage, with risers, podium, white backdrop conveniently hiding table and chair supply, microphone, projector, and audience chairs. Presenters were scheduled on Saturday and Sunday, with one speaking both days.

Presenters and their topics included:

- Anne Bartlett, Riverwood Gardens: **“Dare to be Different- New, Uncommon & Unique Plants”**
- Ben Caesar, Fiddlehead Nurseries: **“Food Forest Abundance”**
- Robert Reid, Grey Bruce Design Studio: **“Why Hire a Professional Designer”**
- Jennifer Schwarz, Mill Pond Home Decor: **“From Drab to Fab- Revitalizing Old Furniture”**
- Paul Zammit, Niagara College: **“Creative Containers”**
- Mathew Hunking, Hunking Honey: **“The Buzz About Beekeeping”**

Outdoors, kids could enjoy the fire and police vehicles, while inside the Arena, activities included the following:

- o Markdale & District Horticultural Society’s flower planting area
 - o United Way of Bruce Grey- Decorate a wall hanging
 - o Balloons, stickers, stuffed animals, and games to play, offered by individual booths
-
- Grey County Master Gardeners offered **“troubleshooting your plants”** assistance.
 - The OPP and West Grey Police were invited and participated on Saturday.

3. Outreach to Vendors

We reached out via email and telephone to roughly 300 businesses to obtain our Show exhibitors. As this was our third year hosting the Show, we were able to share the previous year's success and attendee demographics.

- We attracted **48 exhibitors** to the Arena. We limited exhibitors to 2 per category, with plans to increase that number to 3 if overall exhibitor count reached 60 booths.
- Booth prices varied according to booth size, South Grey Chamber membership status, and if electricity was requested.
- Exhibitors were required to sign an application, then sign a contract and provide payment insurance covering the Chamber and the Municipality for \$2 million liability.
- Many exhibitors ran draws or giveaways at their booth, with high uptake.
- Some booths were provided complimentary to the Chamber's 4 Municipal partners (with 3 taking part) and to suppliers of marketing services and Show elements.

4. Marketing for Attendees

The Chamber advertised the Show across the region using diverse media to reach a broad number of possible attendees in different ways, and was a key element in showing the exhibitors the support we were providing to draw a reasonable volume of potentially interested and active attendees.

Some booths were provided complimentary to the municipalities and to suppliers of marketing services and Show events.

Marketing included the following:

- placing 30-second radio ads on Mix 106.5 ("the Number One radio station in the Owen Sound Central Market, in the key marketing demographics of Adults 18-49, Adults 25-54 and Females 25-54") and Country 93 (playing "Today's Best Country" the number one listened-to station in Grey and Bruce Counties"), and 10-second Coming Events announcements on 560 CFOS ("the region's heritage AM station playing the oldies you want along with award-winning local news, weather, sports and talk shows")

	Most Popular With Ages	Female/Male Ratio	Highest Levels of School Achieved	Most Likely Household Income
Mix 106.5	45-64 56%	70/30	College/Trade 36% University 24% Post Grad 5%	\$50,000-\$74,999 24%
Country 93	65+ 30%	58/42	College/Trade 38% University 8% Post Grad 5%	\$50,000-\$74,999 24%
560 CFOS	65+ 74%	54/46	College/Trade 27% University 17% Post Grad 6%	\$50,000-\$74,999 18%

- recording a radio interview for playing in rotation on the “Community Calendar” and “Community Connection” feature, which ran 3 times per day on Mix 106.5 and Country 93
- creating and boosting Facebook and Instagram ads for Show elements, speakers, exhibitors, and dates and times, and cycling them as the Show date got closer
- building and promoting a Show website – SouthGreyHomeAndGardenShow.com – which provided information on show details, kids’ events, speakers, prizes, and searchable exhibitors
- encouraging an article the week before the Show in *The Advance* and *Dundalk Herald*, which are distributed throughout Grey Highlands and Dundalk in stores and by subscription, which extends down to Mount Forest
- working with *The Advance* to write, design, and produce an 8-page colour insert into the paper the week before the Show, with an additional 700 copies produced for handout at the Show entrance
- posting the Show in Grey County Events and on Events pages of local radio stations and event sites
- producing and mailing a full-colour, double-sided postcard with QR codes across Grey Highlands, Southgate, West Grey, and Chatsworth, with one side providing Show details and the other providing Chamber details and a link to the Chamber’s online business directory

5.Attendees Analytics

An estimated **1,700-1,800 individuals** attended the 2-day event. We drew demographics from the door prize ballots collected.

Attendees were encouraged to complete an entry for draw prizes:

- Saturday was busier than Sunday
- Anecdotally, the exhibitors were thrilled with the attendance
- Attendee ages: **65.2% 51+ [2023: 69.9]**
- Attendee locales: Flesherton and Markdale **43.6% [2023: 50.1%]**
- Strongest marketing tools:
 - Word of Mouth: **23.1% [2023: 30.1%]**
 - Postcards: **22.4% [2023: 27.7%]**
 - Facebook: **18.5% [2023: 26.3%]**
 - Newspaper: **18.3% [2023: 35.7%]**
 - Radio: **8.7%**
 - Website: **5.7%**
 - Instagram: **2.5%**
 - Other (Sign/Drive by): **<1%**

Some interesting observations gleaned from our ballots:

Not every ballot was filled out in its entirety, and some people indicated multiple marketing outlets (suggesting the multi-media approach was at least somewhat beneficial).

Newspaper readers were largely in the 66+ category.

Instagram viewers were in the over-51 category.

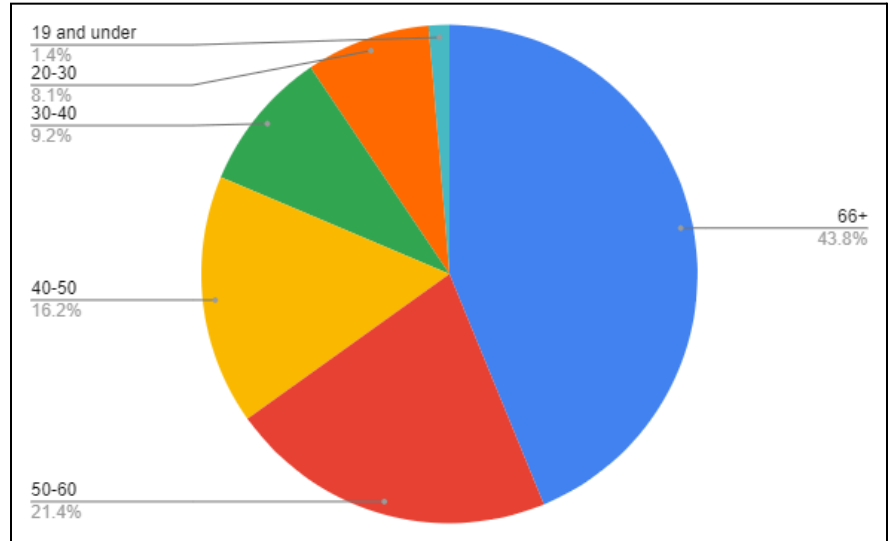
Some people indicated on the ballot that they were just out for a drive and saw signboards on the street so they popped in.

Radio listeners were generally 41+.

Facebook touched every age demographic consistently.

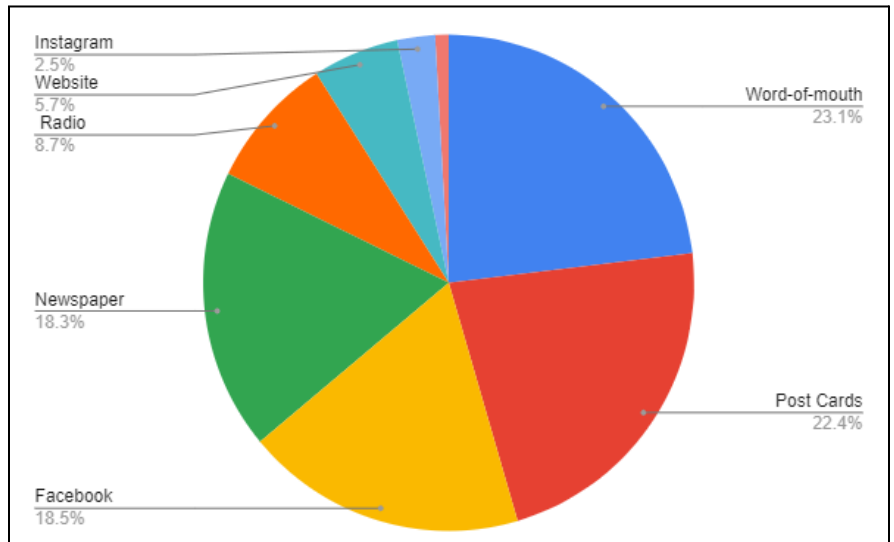
Age Demographics 2024

AGE DEMOGRAPHICS
162 66+ (44%)
79 50-60 (21%)
60 40-50 (16%)
34 30-40 (9.2%)
30 20-30 (8.1%)
5 19 and under (1.4%)



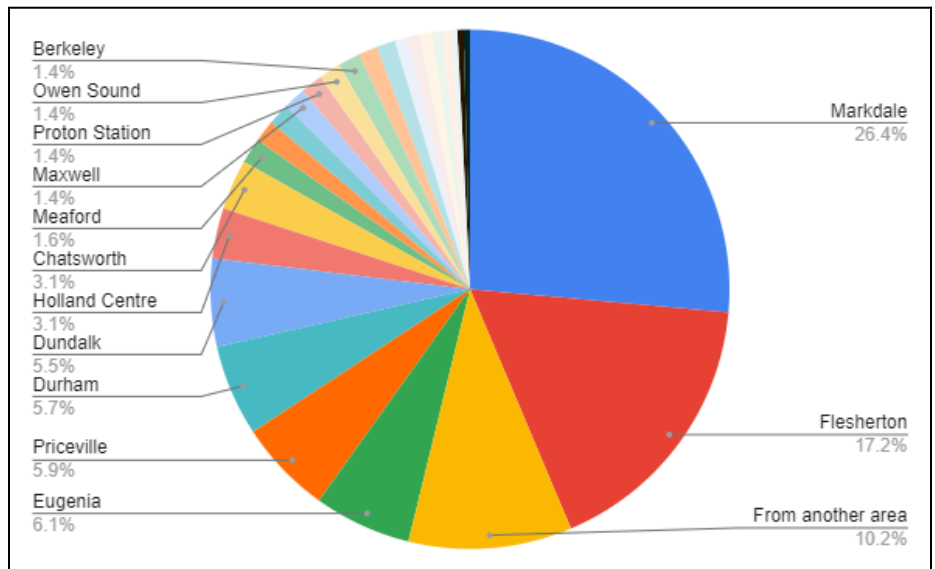
Marketing Channels (How they heard about the show)

Marketing Channels
130 Word-of-mouth (23%)
126 Post Cards (22%)
104 Facebook (18%)
103 Newspaper (18 %)
49 Radio (8.7%)
32 Website (5.7%)
14 Instagram (2.5%)
5 Other (Posted signs, drove by)



Geographics (Where people came from)

CITY/TOWN
135 Markdale (26%)
88 Flesherton (17%)
52 from another area (10%)
31 Eugenia (6%)
30 Priceville
29 Durham (5.8%)
28 Dundalk (5.6%)
16 Holland Centre (3.1%)
16 Chatsworth (3.1%)
8 Meaford (1.6%)
7 Feversham (1.4%)
7 Hanover (1.4%)
7 Maxwell (1.4%)
7 Proton Station (1.4%)
7 Owen Sound (1.4%)
7 Berkeley (1.4%)
6 Singhampton (1.2%)
6 Kimberely (1.2%)
4 Thornbury (0.8%)
4 Holstein (0.8%)
4 Southgate (0.8)



3 Collingwood (0.6%)
3 Shelburne (0.6%)
2 Clarksburg (0.4%)
2 Rocklyn (0.4%)
2 Mount Forest (0.4%)

6. Notes for a Successful 2025 Year

- Seek additional day-of volunteers (front door, draw ballot table, Chamber table, AV, setup, teardown, parking lot setup; event coordinator is show manager)
- Identify a practical and cost-effective parking solution; perhaps the field next to the arena?
- Obtain more municipal barricades, ~8
- Reduce the number of outdoor exhibitors, as they take up valuable parking space
- Ask Kate from Grey Heron is a teacher, she may be willing to do a kids' workshop
- Profile and advertise the speakers strongly, including to member organizations that will offer support
- Electrical cord junction box placement can create booth placement issues; this must continually be considered in booth layout stage
- Ensure electrical outlets and cords in Arena and Kinplex are tested well in advance
- Stage setup was agreeable to presenters and audience
- Try to arrange food bank shifts of Saturday 10-11:30, 11:30-1, 1-3, and Sunday 10-12:30, 12:30-3 among our region's 5 food banks
- Ensure radio station can bring Cruiser and make live reports
- Send exhibitors more communication; e.g., home show best practices, media and marketing toolkits, hashtags
- Find out what stopped some exhibitors from being able to process payments via the Arena's unsecure internet; and either warn exhibitors and find a solution
- Ensure a diverse speaker series

- Do not have speakers at the first or last hour each day
- Look into purchasing or renting a portable PA system to announce speakers and door prize draws
- Send newspaper rate card out with the fall pitch for deposits
- Confirming the speaker series, and collecting photos, bios, presentation topics, and AV requirements, no later than December of the prior year
- Set a hard cutoff date of end-of-March to requests for electricity and booth sizes/locations, thereby ensuring accurate ordering of municipal resources, drapery setup; that leaves April to focus on advertising
- Confirm West Grey Police and Markdale OPP and clarify if they want inside and/or outside and how many booths; ask for presence Sunday
- Include printing show posters in budget
- Speak with grocery and drug store to place flyers in orders
- Begin planning for 2025 Show immediately, with exhibitor outreach and request for deposits in fall 2024

Snap and Shop South Grey 2024 Report

Prepared by:
South Grey Chamber of Commerce



A promotional banner for the "SNAP & SHOP SOUTH GREY" event. The banner has a white background with a sunburst pattern of grey rays. At the top, it says "LOCAL SNAP & SHOP SOUTH GREY" in blue and red, with "JULY 29 - SEPTEMBER 8, 2024" below it. A small South Grey Chamber of Commerce logo is in the top right. Below the dates, it says "PARTICIPATING BUSINESSES" in yellow with a green checkmark icon. At the bottom, there are ten logos for participating businesses: Sydenham Sewing & Alterations, PJ Knicker Bockers, Kickin' Back Alpaca Range, Local Colour, Grey Bruce Design Shop, Pebbles Family Buffet, Top of the Rock, Home Mill Pond Decor, Garage 13, Neustadt Springs Brewery, and Fleckton & District Farmers Market.

Event: Snap and Shop South Grey

Date: July 29th, 2024 - September 8th, 2024

Location: South Grey Communities

Hosted By: South Grey Chamber of Commerce

Campaign Summary

The 2024 Snap & Shop South Grey was a summer marketing campaign designed to encourage residents and visitors to explore and support local businesses in South Grey. Participants were invited to visit participating shops and snap a photo of their experience to share on social media tagging both the business and the South Grey Chamber of Commerce. Each post gave them an entry into weekly prize draws, with more posts equating to more chances to win. Prize packages were donated by local participating chamber businesses.

The initiative not only increased foot traffic and online visibility for local businesses and the Chamber but also created an engaging and fun way for the community to showcase their support. The campaign wrapped up with a grand prize draw in the first week of September.

Campaign Goals

- Promote local chamber participating businesses
- Promote shopping local in South Grey communities
- Increase foot traffic for participating businesses
- Increase social media traffic and awareness for participating businesses
- Increase social media traffic and awareness for the South Grey Chamber of Commerce

Campaign Elements

South Grey Snap and Shop Elements:

- Businesses confirmed participation and donated a prize \$50 or more (Product or service)
- Individuals entered weekly prize draws by shopping at local participating chamber businesses and sharing a photo to Facebook or Instagram tagging both the business they shopped at and the South Grey Chamber of Commerce.
- Draws were done weekly with individuals who entered by sharing a photo.
- Winners were contacted on the social media platform they shared their post on.

Example of Participating Posts:



Participating Chamber Businesses

- Sydenham Sewing & Alterations
- PJ Knickerbockers
- Kickin' Back Alpaca Ranch
- Local Colour
- Grey Bruce Design Shop
- Pebbles Family Buffet
- Top O' The Rock
- Mill Pond Home Decor
- Garage 13
- Neustadt Springs Brewery
- Flesherton and District Farmers Market

Promotion of Campaign

- The Snap & Shop was promoted with Facebook and Instagram posts from the Chamber and participating chamber businesses. The chamber encouraged participating

businesses to promote that they are participating in the Snap & Shop online and in person.

- Media kits were distributed to participating businesses ahead of time with their logo and the Snap & Shop branding.
- Posts were shared to local community groups on Facebook to promote the campaign.
- Ad dollars were put behind social media posts to better promote the campaign.
- Window posters and email blasts also informed individuals about the Snap and Shop.

Web Traffic and Social Media Analytics

Web Traffic:

- A special 'Snap & Shop South Grey' page was created on the **South Grey Chamber of Commerce website**. This page provided information about how the campaign worked, list of local chamber participating businesses, rules and prize draw information.
- This page had a total of **215 unique visitors** between July 28th, 2024 and September 8th, 2024.

Social Media:

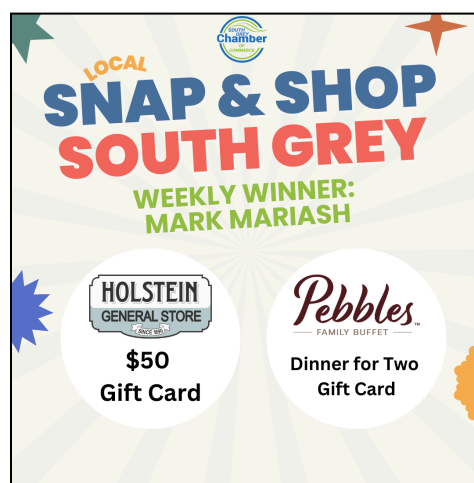
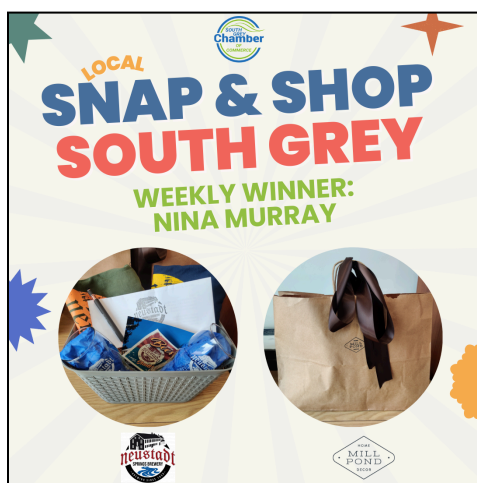
- Posts were shared by the South Grey Chamber of Commerce as well as shared to local community groups.
- There were Meta Ads between Facebook and Instagram.
- Posts ranged from **450-2758** on Facebook and Instagram.

Participation Insights

Winners and Prizes:

- In total there were **5 different winners** across the 6 weeks the campaign ran for. In week 5 there were no participating individuals.
- Winners won two donated items from participating businesses. Winners were residents or visitors of South Grey and were contacted on the social platform they posted on.
- Prizes were donated by participating chamber businesses. Prizes needed to be a product or service over \$50 in value from their business.
- **2024 Prizes Included:**
 - Gift Cards
 - Samples of product and service
 - Gift bundle of products

Examples of prize packages:



Notes for a Successful 2025 Snap & Shop

Considerations for 2025 campaign include:

- Longer preparation for businesses to accept the invitation to participate in the Snap and Shop.
- Receiving all prize donations before the campaign started to better promote what you could win from participating businesses.
- More ad \$ spend to better promote the campaign.
- Promote prizes more on social media by sharing what they are and how they can be won. This was done during the 2024 event but limited due to many prizes coming in during the event duration.
- Provide better printed posters to promote the campaign (Bigger and better quality)
 - Deliver more posters to businesses and put them in community areas around South Grey.
- Have the campaign presented and talked about during a Chamber After Five Mixer Event to get participating confirmation in person of participation. This will also demonstrate more chamber events and keep members active in the community.
- Provide a better campaign promotion form for participating businesses on how to best leverage the campaign to work for them. Examples are:
 - Media kit posting instructions and captions for businesses
 - Where to hang posters and checkout decals for businesses
 - How to talk about the campaign to customers in person and online
 - The most successful businesses verbally promoted the campaign
 - The most successful businesses constantly posted about the campaign

2024 South Grey Business Awards Event Report

Prepared by:

South Grey Chamber of Commerce



Event: 2024 South Grey Business Awards Gala

Date: Thursday, October 17th 2024

Times: 5:30pm - 9:30pm

Location: Walters Falls Inn, Walters Falls Ontario

Event Committee

Committee Chair: Margot Byers,

Committee: Monica Singh Soares. Kimberley Lewis and Darlene Lamberti

Chamber President: Karen Cox

Chamber Staff: Reuben McCallum & Nick Smith

Event Summary

The 2024 Business Awards Gala took place at Walters Falls Inn. A total of **77** plates were served by caterers at the Inn. Tickets were priced at a cost of **\$75.00+HST** for Chamber members and **\$85.00+HTS** for Non Chamber Members. Tables had eight seats in total.

Event Goals

- Operate the event with profit.
- Honour South Grey businesses for their accomplishments.
- Honour South Grey volunteers of the year for their accomplishments .
- Promote our main event sponsor and award sponsors throughout the night.
- Promote the South Grey Chamber to local businesses.
- Demonstrate community leadership and foster chamber and non chamber collaboration in celebration.

Event Elements

Photography: Jackson Sisters Photography - Southgate

Caterer: Walters Falls Inn
Bartender and Place settings were provided by Walters Falls Inn

Beverages: Wine and Cash Bar

Décor: Markdale Flowers

Awards: Hilary Breadner Graphics and Design

Award and Event Sponsorships

Business Name:	Sponsored Item:
Saugeen Economic Development Corporation	Main Event Sponsor
Roberts Farm Equipment	Agri Business Award
Grey County Business Enterprise Centre	New Business of the Year Award
South Grey Chamber of Commerce	Non-Profit Award
Life Directions Employment Supports	Equity, Diversity and Inclusion Award
Grey County Tourism	Tourism Excellence Award
Markdale Foodland	Business of the Year Award
Grey Highlands	Grey Highlands Volunteer of the Year
Southgate	Southgate Volunteer of the Year
Chatsworth	Chatsworth Volunteer of the Year
West Grey	West Grey Volunteer of the Year

2024 Award Winners

Award Name:	Business Winner:
Agri Business Award	Sideroad Farm
New Business of the Year Award	Grey Bruce Design Shop/Studio
Non-Profit Award	Centre Grey General Hospital Auxiliary
Equity, Diversity and Inclusion Award	Markdale Flowers
Tourism Excellence Award	Flesherton Farmers Market
Business of the Year Award	Neustadt Springs Brewery
Grey Highlands Volunteer of the Year	Crystal Tyler
Southgate Volunteer of the Year	MacKenzie Campbell
Chatsworth Volunteer of the Year	Chris Evans
West Grey Volunteer of the Year	Elaine Chalmers

How the Nomination and Voting Process was Built:

Nominations Process:

- Nomination page was built on the Chamber Website
 - Nomination submissions was done online
 - Nominations were open from July 23rd 2024 to August 19th 2024
 - Nominations were then checked by board members to see if they met the criteria
 - All accepted nominations were added to an updated voting page

Voting Process:

- Voting page was separated by category and used 'Survey Sparrow' to track votes.
 - Survey Sparrow was embedded into the page and stopped people from voting twice with the same information.
 - Voting was open from September 9th to September 30th 2024.
- Voting totals were then transferred to a google sheets document
- Voting total were double checked and removed duplicate votes from the same individual/business

Marketing for Award Nominations and Voting

Marketing for Nominations:

- Social Media posts on Chamber platforms
- Social Media post in local community groups
- Chamber Chatter Newspaper
- Print Window Poster
- Chamber newsletter

Marketing for Voting:

- Social Media posts on Chamber platforms
- Social Media post in local community groups
- Chamber Chatter Newspaper
- Print Window Poster
- Chamber newsletter

Marketing for the Business Awards Event

- Social Media posts on Chamber platforms
- Social Media post in local community groups
- Chamber Chatter Newspaper
- Print Window Poster
- Chamber newsletter

Example of Social Media Post - Ticket Sales Promotion:

The image is a composite of two parts. On the left is a promotional graphic for the 'Business Excellence Awards Gala'. The text reads 'Business Excellence Awards Gala' in large gold letters, followed by 'Tickets on sale NOW!' and 'October 17th, 2024'. It features the South Grey Chamber of Commerce logo and a gold ticket graphic that says 'TICKET ADMIT ONE'. At the bottom, it says 'Presented by: Saugeen Economic Development Corporation A Community Futures Development Corporation'. On the right is a screenshot of a social media post from 'southgreychamber'. The post text says: 'Thank you to everyone who voted in this year's Business Awards! Although voting is now closed, ticket sales are open for the 2024 South Grey Business Awards Ceremony. Join us for an evening of celebration and recognition of our outstanding local businesses and volunteers at the beautiful Waters Falls Inn on October 17th. Get your tickets now at: www.southgreychamberofcommerce.ca/tickets-2024'. The post includes a link, a 'Boost post' button, and shows it was liked by 'discoversouthgate and 5 others' on October 1.

Example of Social Media Post - Awards List:

The image is a composite of two parts. On the left is a promotional graphic for the '2024 South Grey Chamber of Commerce Business Awards'. The text reads '2024 South Grey Chamber of Commerce Business Awards' and 'West Grey Volunteer of the Year'. It features the Saugeen Economic Development Corporation logo and the 'West Grey' logo. At the bottom, it says 'Municipality of West Grey'. On the right is a screenshot of a social media post from 'southgreychamber'. The post text says: 'Tonight, we celebrate the incredible volunteers from the four municipalities we represent: Grey Highlands, Southgate, West Grey, and Chatsworth! These dedicated individuals give their time and energy to make our communities are stronger and more vibrant. We look forward to recognize these volunteers tonight at our Business Awards Gala.' The post includes a 'Boost post' button and shows it was liked by 'gbd519 and 6 others' 4 days ago.

Web Track and Social Media Analytics:

Website Visits and Engagement:

- The Awards Voting page had a total of **1,498 views** during the time it was public
 - In total there were **807 unique votes** for businesses.
- The most popular voting page was New Business of the year.
- The least popular was the diversity and inclusion award.

Speakers and Presentation:

Speakers:

- The awards presentation had several speakers. Karen Cox opened the event with opening remarks.
- Reuben was the main host during the evening stepping in for Margo.
- Rise up and Soar did a presentation and video on - 'Light it Up'
- Sponsors presented awards to winners and got to speak about the winner with provided cue cards from Nick

Slide Decks and Presentation:

- Two slide decks were prepared. The first deck promoted the chamber, sponsors and listed nominations and info about the event and was looping during the dinner and the networking time.
- The second deck had the main presentation with nominations, winners and was played during the awards presentation.

Speaker Cue Cards:

- This year speaker cue cards were prepared ahead of time . These cards were short and summarized the achievements from the winning business or volunteer. These were given to speakers ahead of the event so they could practice or modify the card. Details provided on nomination forms helped give information used for the cue cards.

Notes for a Successful 2025 Year

Considerations for 2025 include:

Tickets and Seating

- Begin sales for tickets two months prior to event with a firm close date two weeks prior to dinner as to connect with caterer in ample time
- Confirm two months prior to event regarding MOU and expectations of contributing municipalities and townships as past confusion regarding how many previously agreed upon tickets were available for the contributing municipal teams
- Ensure municipalities confirm spousal/partner attendance at minimum two weeks prior to event
- Provide complimentary tickets to volunteer of the year nominees and winners
- Phone businesses, volunteers and sponsors to confirm ticket sales and attendance. Worked very well in 2024.

Sponsorship

- Open sponsorship packages in new year for all categories (event and awards)
- Begin advertising by early spring the need of sponsoring businesses
- Include at least one ticket complimentary per sponsor with additional tickets available

Awards

- Begin nomination process early spring in order to obtain multiple nominees
- Provide further categories for recognition at Awards night such as
 - Years of service (5, 10, 15, 20 etc)
 - Individual accomplishments (expanding staff, new space, etc)
- List of previous winners through the years on a handout.

General

- Confirm two weeks prior with award sponsors who will be presenting and provide that attending individual information that a speech will be provided prior to their designated award
- Provide speakers a schedule of the evening prior to event
- All contact run through staff of Chamber to maintain connection and collaborations with outside agency
- Silent Auction items announced prior to closure of ticket sales for advertising and promotional material



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	FIN2025-009
Title:	Members of Council and Appointees to Local Boards and Committees Remuneration and Expenses
Open/Closed Session:	Open Session
Prepared By:	Holly Malynyk, Legislative & Records Coordinator Kayla Best, HR Manager & Acting Treasurer
Approved By:	Kayla Best, HR Manager & Acting Treasurer
Approved By:	Jim Ellis, Interim Chief Administrative Officer

Executive Summary:

This report is presented to Council to provide an itemized statement on remuneration and expenses in the previous year for each member of Council in respect to their services as a member of Council or any other board, including local boards.

Recommendation:

Be it resolved that Staff Report FIN2025-009 be received for information.

Background:

Municipal Act, 2001 section 284 (1) states that:

“the treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to:

- a) each member of Council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council”

Analysis

Members of Council:

Remuneration costs incurred on behalf of Members of Council include the following rates in addition to legislated payroll taxes (EHT and CPP):

Job Title	Stipend - Jan to Nov	Stipend - December	Half Day	Full Day	Hourly Rate
Mayor	\$ 1,844.55	\$ 1,881.44			
Deputy Mayor	\$ 1,455.55	\$ 1,484.66	\$ 128.92	\$ 214.86	\$ 37.60
Council Member	\$ 1,325.64	\$ 1,352.15			

Council members also get reimbursed mileage at the quarterly adjusted per km rate (HST included) as follows:

	Q1	Q2	Q3	Q4
Mileage Rate	\$0.500	\$0.500	\$0.700*	\$0.700*

*Mileage for Q3 and Q4 is \$0.700/km for the first 5,000kms and \$0.64/km for any additional kilometres over 5,000.

Technology includes the monthly cost of a cell phone and email.

This report does not reflect the remuneration and expenses incurred by other organizations to which Members of Council have been appointed (i.e County of Grey, Saugeen Valley Conservation Authority).

Committees and Local Boards:

Remuneration costs incurred on behalf of Local Boards and Committees consist of a per diem for meeting attended as follows and the associated legislated payroll taxes (CPP and EHT):

	Meeting Per Diem
Committee of Adjustment	\$80.00
Property Standards Committee	\$35.00
Community Fund Management Committee	\$35.00
Police Service Board	\$35.00
Ruth Hargrave Memorial Library Board	\$35.00

Members also get reimbursed mileage at the quarterly adjusted per km rate (2024 rates as noted above).

Other Expenses includes registration to conferences, meetings and training paid the Township, payment of lodging, meal allowances and parking at conferences.

Staff Report FIN2025-009 – Members of Council and Appointees to Local Boards and Committees
Remuneration and Expenses
DATE: March 19, 2025

Internal Policy and Legislated Requirements:

Section 284(1) of the Municipal Act, 2001

Policy #2 – Conference, Education & Training Policy

Policy #21 – Council Member Compensation, Expenses & Meeting Claims Guidance

Financial and Resource Implications:

2024 Remuneration and Expenses for Members of Council for the year ended December 31, 2024 was \$228,565.29 and details are included in Attachment 1.

2024 Remuneration and Expenses for Council Appointees to Local Boards and Committees for the year ended December 31, 2024 was \$2,568.02 and details are included in Attachment 2.

Strategic Priorities:

Priority: Operational Excellence

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

Attachments:

List Attachments:

Attachment 1: FIN2025-009 – Remuneration & Expenses for Members of Council for Year Ending December 31, 2024

Attachment 2: FIN2025-009 – Remuneration & Expenses for Appointees to Local Boards and Committees for the Year Ending December 31, 2024

FIN2025-009 Attachment 1
CORPORATION OF THE TOWNSHIP OF SOUTHGATE
Statement of Remuneration and Expenses as Required by Sec. 284(1) of the Municipal Act
January 01, 2024 to December 31, 2024

COUNCIL

Council Member	Base Salary Pay - Stipend	Meeting Pay - Per Diems (Committee / Council)	Hourly	Benefits	Mileage	IT Allowance & Phone	Training	Committee of Adjustment		Conferences					Total Remuneration & Expenses	
								# of Meetings	Total \$	# of 1/2 Days	# of Full Days	Per Diems	Registration Cost & Hotel	Meals & Parking		Total \$
Mayor Milne	\$ 22,171.49	\$ 7,090.44	\$ 1,541.60	\$ 2,348.10	\$ 750.30	\$ 64.80	\$ -	7	\$ 560.00		0	\$ -	\$ -	\$ -	\$ -	\$ 34,526.73
Deputy Mayor Dobreen	\$ 17,495.71	\$ 7,778.06	\$ 169.20	\$ 1,979.46	\$ 1,044.72	\$ 64.80	\$ -	10	\$ 800.00	1	1	\$ 343.78	\$ 965.77	\$ 25.33	\$ 1,334.88	\$ 30,666.83
Councillor Ferguson	\$ 15,934.19	\$ 5,930.16	\$ -	\$ 1,812.36	\$ 339.20	\$ 754.29	\$ -	5	\$ 400.00	0	7	\$ 1,504.02	\$ 4,927.86	\$ 248.43	\$ 6,680.31	\$ 31,850.51
Councillor John	\$ 15,934.19	\$ 9,067.20	\$ 112.80	\$ 2,040.16	\$ 1,287.00	\$ 808.04	\$ -	8	\$ 640.00	1	5	\$ 1,203.22	\$ 2,832.62	\$ -	\$ 4,035.84	\$ 33,925.23
Councillor Rice	\$ 15,934.19	\$ 6,230.96	\$ -	\$ 1,707.44	\$ 642.40	\$ 816.08	\$ -	4	\$ 320.00	0	0	\$ -	\$ -	\$ -	\$ -	\$ 25,651.07
Councillor Shipston	\$ 15,934.19	\$ 8,895.30	\$ 75.20	\$ 2,014.59	\$ 883.93	\$ 745.60	\$ -	8	\$ 640.00	2	2	\$ 687.56	\$ 2,610.45	\$ 60.00	\$ 3,358.01	\$ 32,546.82
Councillor Singh Soares	\$ 15,934.19	\$ 9,798.14	\$ 451.20	\$ 2,196.20	\$ 1,546.40	\$ 738.10	\$ -	9	\$ 720.00	0	10	\$ 2,148.60	\$ 5,230.51	\$ 634.76	\$ 8,013.87	\$ 39,398.10
Total	\$ 119,338.15	\$ 54,790.26	\$ 2,350.00	\$ 14,098.31	\$ 6,493.95	\$ 3,991.71	\$ -		\$ 4,080.00			\$ 5,887.18	\$ 16,567.21	\$ 968.52	\$ 23,422.91	\$ 228,565.29

Notes:

1. Half Day Meetings are paid at \$128.92
2. Full Day Meetings are paid at \$214.86
3. Committee of Adjustment Meetings are paid at \$80.00
4. Benefits include CPP, EHT and Employee Assistance Programs

FIN2025-009 Attachment 2
CORPORATION OF THE TOWNSHIP OF SOUTHGATE
Statement of Remuneration and Expenses as Required by Sec. 284(1) of the Municipal Act
January 01, 2024 to December 31, 2024

BOARDS & COMMITTEES

Committee Member	Committee/Board	Remuneration	Mileage	Other Expenses	Total
Allan Dobrean	Police Service Board and Property Standards Appeal Committee	\$ 140.00	\$ 24.78	\$ -	\$ 164.78
Heather Renton	Community Fund Committee	\$ 175.00	\$ 24.00	\$ -	\$ 199.00
Carolyn Dyer *did not wish to be paid*	Community Fund Committee	\$ 175.00	\$ -	\$ -	\$ 175.00
Robert Troch	Property Standards Appeal Committee	\$ 35.00	\$ 50.96		\$ 85.96
Karen Cheeseman	Property Standards Appeal Committee	\$ 35.00	\$ 23.80		\$ 58.80
Doug Roberts	Property Standards Appeal Committee	\$ 35.00			\$ 35.00
Daniel Redmond	Property Standards Appeal Committee	\$ 35.00	\$ 8.68		\$ 43.68
Karl Ellis	Community Fund Committee	\$ 70.00	\$ -	\$ -	\$ 70.00
Muriel Scott	Library Board	\$ 525.00	\$ -	\$ -	\$ 525.00
Leigh Gorman	Library Board	\$ 350.00	\$ 144.90	\$ -	\$ 494.90
Pamela Burgess	Library Board	\$ 315.00	\$ 5.60	\$ -	\$ 320.60
Deedra Lewars(Watson)	Library Board	\$ 175.00	\$ 4.70	\$ -	\$ 179.70
Janice Kaikkonen	Library Board	\$ 175.00	\$ 75.60	\$ -	\$ 250.60
TOTAL		\$ 2,240.00	\$ 363.02	\$ -	\$ 2,568.02

From: [Jim Ellis](#)
To: [Holly Malynyk](#)
Subject: FW: City of Toronto - Request for Expression of Interest (REOI) – Residual Waste
Date: March 4, 2025 9:26:21 AM
Attachments:

Jim Ellis, CRS S, Dipl. M.M.
Interim Chief Administrative Officer
jellis@southgate.ca
Township of Southgate
185667 Grey Road 9
RR #1
Dundalk, ON N0C 1B0
1-888-560-6607 x 250
Fax 519-923-9262

From: Atif Durrani <Atif.Durrani@toronto.ca>
Sent: February 20, 2025 12:16 PM
To: Atif Durrani <Atif.Durrani@toronto.ca>
Subject: City of Toronto - Request for Expression of Interest (REOI) – Residual Waste

Good Afternoon,

As you may already know, with the projected constraints on remaining and future available landfill options throughout Ontario, many municipalities are facing unprecedented challenges to secure long-term residual waste (i.e. garbage) disposal options.

The City of Toronto is committed to continuing to promote and encourage waste reduction and diversion in order to reduce the amount of waste requiring disposal. However, even if significant increased waste reduction and diversion targets can be achieved, such as the targets set by the Province under the *Resource Recovery and Circular Economy Act, 2016* and its related regulations and policies, there will be considerable amounts of residual waste that still must be managed.

Toronto City Council has approved a [Residual Waste Management Work Plan](#) which outlines strategic and long-term planning activities to manage residual waste, including the engagement of municipalities in Ontario to identify interest in partnering with the City to manage residual waste.

To help advance this work, I am pleased to share for your consideration a Request for Expression of Interest (REOI) to identify if your municipality is interested in engaging in a preliminary discussion as it relates to one or more of the following:

- Accepting municipally managed residual waste (i.e. garbage) from the City of Toronto;
- Selling an existing active landfill to the City of Toronto;
- Becoming a host for the City of Toronto to build a new landfill;
- Partnering with the City of Toronto to build a new landfill or expand an existing landfill.

At this stage the City of Toronto is only gathering information on potential interest from municipalities. If there is interest from your municipality, the attached document “REOI - Appendices B & C” includes a brief questionnaire for municipalities to complete and **return to the City of Toronto by June 30, 2025**. The City of Toronto will provide additional specifications and requirements as part of future discussions with those interested.

You can find additional information on the City of Toronto’s Residual Waste Management Work Plan at the following website: [Residual Waste Management](#) and in the Council report: [Long-Term Residual Waste Management Options for the City of Toronto](#).

Please contact me if you have additional questions on the REOI process or on the City of Toronto’s Residual Waste Management Work Plan.

Thank you,

Atif Durrani

Project Director (Acting) – Residual Waste, Business Transformation
Policy, Planning and Outreach
Solid Waste Management Services
[City of Toronto](#)
(437) 882-4627
atif.durrani@toronto.ca



February 20, 2025

NOTICE TO POTENTIAL RESPONDENTS

REQUEST FOR EXPRESSION OF INTEREST #2025-01

**To Seek Interest from Municipalities in Ontario to Provide Residual Waste Services
for the City of Toronto**

Please review the attached document and submit your response via email by the closing deadline of **12:00 noon (Local Toronto Time) on June 30, 2025.**

Deadline for Questions (must be in writing and sent by email to the City's Contact)	June 16, 2025 at 12:00pm noon local time
City Contact: Atif Durrani, Project Director Solid Waste Management Services Division	

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REOI #2025-01

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1.0 TERMINOLOGY

1.1 References to Labeled Provisions

Each reference in this Request for Expression of Interest to a numbered or lettered “section”, “subsection”, “paragraph”, “subparagraph”, “clause” or “subclause” shall, unless otherwise expressly indicated, be taken as a reference to the correspondingly labelled provision of this Request for Expression of Interest.

1.2 Definitions

Throughout this Request for Expression of Interest, unless inconsistent with the subject matter or context,

“City” means the City of Toronto.

“City Contact” means the City employee(s) designated as City Contact on the Notice to Potential Respondents for all matters related to the REOI call process.

“Council” means City Council.

“Green Lane” means the City of Toronto owned Green Lane Landfill in the Township of Southwold

“Respondent” means a legal entity, being a person, partnership or firm that submits a Response in response to the REOI.

“Response” means a submission by a Respondent in response to the REOI.

“REOI” means this Request for Expression of Interest (REOI) package in its entirety, inclusive of all Appendices and any bulletins or Addenda that may be issued by the City.

“Residual Waste” means waste or garbage that requires management after diversion efforts have been exhausted.

“SWMS” means the City of Toronto’s Solid Waste Management Services Division.

2.0 PURPOSE

The City of Toronto is releasing this REOI to identify interest of municipalities in Ontario:

- To accept residual waste (i.e. garbage) from the City of Toronto;
- To sell an existing active landfill to the City of Toronto;
- To become a host for the City of Toronto to build a new landfill;
- To partner with the City of Toronto to build a new landfill or expand an existing landfill.

Residual waste (i.e. garbage) that the City of Toronto manages is primarily from residential customers (including single family, multi-residential and residential units above commercial), with some commercial residual waste as well.

This REOI process is governed by the terms and conditions in Appendix ‘A’. Participation in the REOI process in no way precludes any Respondent from participating in any potential future procurement processes, nor is it a prequalification process. It is not the City’s intent to pre-qualify any Respondents as part of this REOI process.

2.1 Background

The City of Toronto (City) is the capital of the Province of Ontario and Canada's largest city with a population of 2,794,356 (2021 census). The City is bordered by the Regions' of Peel, York and Durham. Geographically, the City spans an area of 630 square kilometers, approximately 21 kilometers from north to south and 43 kilometers from east to west. The City is bordered by Lake Ontario to the south, Etobicoke Creek and Highway 427 to the west, Steeles Avenue to the north and the Rouge River/Scarborough-Pickering Townline to the east. Figure 1 provides an overview of the geographic boundaries of the City of Toronto and neighbouring municipalities.

Figure 1. City of Toronto Geographic Boundaries and Neighbouring Municipalities



The City operates a sophisticated integrated waste management system that includes solid waste collection and processing, diversion programs, and waste disposal. The City also has a number of programs and initiatives focused on waste reduction and transitioning to a circular economy with the goal of keeping resources in use for longer and to reduce the amount of waste requiring disposal.

The City manages more than 700,000 tonnes of residential waste each year. In 2023, a total of 381,707 tonnes of residential waste was diverted from landfill through several programs, including Green Bin organics. The 2023 combined residential diversion rate for single family homes and multi-residential buildings was 53.6 per cent. Additional details on the City's diversion rates can be found on the City's SWMS' website: [Solid Waste Reports & Diversion Rates – City of Toronto](#).

The City diverted approximately 131,000 tonnes of organic material through its Green Bin organics program in 2023. The organic material is processed at state-of-the-art organics processing facilities that use innovative pre-processing and anaerobic digestion technology to breakdown organic material to produce high quality compost and biogas, which is upgraded into renewable natural gas. As part of the [Food and Organic Waste Policy Statement](#) issued by the province on April 30, 2018, larger municipalities must meet waste reduction and resource recovery targets and provide collection of food and organic waste. The City of Toronto is on track for meeting its targets and requirements of the Policy Statement.

Even with the ongoing waste reduction and diversion actions taken by the City to date, operational planning for the City's long term waste disposal needs is required. The urgency to secure and/or establish long-term disposal capacity is increasing as the City's only operational landfill, Green Lane Landfill (Green Lane), has limited remaining lifespan.

Green Lane, which is located approximately 200 kilometers from the City of Toronto in the Township of Southwold is the City's primary residual waste disposal site. It has been in operation since 1978 and has been owned by the City since 2007. On average, the City disposes approximately 450,000 tonnes of residual waste per year at Green Lane. At this rate, its remaining capacity will be used up by approximately 2035. Further, based on a recent Long Term Residual Waste Disposal Study conducted by the City, it was estimated that within the 25-year planning horizon, the City would be required to manage approximately 500,000 to 525,000 tonnes of residual waste per year, taking into consideration Toronto's population growth and the City's waste diversion programs.

Green Lane is a state-of-the-art facility that provides safe, effective and environmentally responsible disposal of Toronto's residual waste. In 2017, it won a Solid Waste Association of North America (SWANA) Bronze Excellence Award in the Landfill Management category. The City operates Green Lane in compliance with the current Environmental Compliance Approval issued by the Ministry of the Environment, Conservation and Parks (MECP). In order to remain compliant with the Environmental Compliance Approval for the site, Green Lane undertakes several actions, which include preparing and submitting an Annual Progress Report to the MECP.

Several residual waste disposal options to manage the City's waste beyond the current capacity of Green Lane were identified in 2023 as part of a [City Council Report](#). Some of the options identified included the partnering with another municipality to build and/or operate a landfill or accept the City's residual waste.

Partnering with the City of Toronto could provide several benefits to an interested municipality, including potential for:

- Community benefits agreement, including shared revenues from tipping fees;
- Economic generation for the local community;
- Job creation from the operation of the facility;
- Improvements in local infrastructure;
- Secured landfill capacity for the local community;
- Support in providing waste management services;
- Shared innovation to advance environmental management or financial viability of landfills;
 - E.g. Landfill gas collection and upgrade to produce Renewable Natural Gas for fuel or heating uses;
- Support in meeting any future federal or provincial landfill emission reduction targets and reporting requirements for methane requirements.

Purchasing, and/or developing a new landfill, would require the City to adhere to applicable requirements under Ontario's *Environmental Assessment Act*, such as the environment screening process and an environmental assessment. These requirements under the *Environmental Assessment Act* along with the time to design, build and commission a landfill site can take up to a decade or more to complete. Given this timeframe, technical and operational planning must begin as soon as possible.

It should be noted that the City's situation is not unique and there is limited existing landfill capacity across the province, both private and municipally owned. As outlined in Waste to Resources Ontario's 2021 report "[State of Waste in Ontario: Landfill Report](#)", landfill capacity in Ontario is

expected to reach capacity by the year 2034. Ontario's remaining landfill capacity is even more vulnerable as approximately 30 per cent of Ontario's waste (mostly industrial, commercial and institutional) is exported to Michigan, New York State, and to a lesser extent, Ohio. Unforeseen border closures or increases in waste disposal fees in the United States could result in additional volumes of waste requiring disposal within the province, putting the landfill capacity under even more pressure. The report projects that if Ontario waste were to no longer be exported to the United States, the province's landfill capacity would be depleted even sooner (by 2032).

Adding to this challenge, the Government of Ontario's recent amendments to the *Environmental Assessment Act* changed the regulatory landscape for landfill approvals in Ontario. The amendments to the *Environmental Assessment Act* require proponents wishing to build a new landfill in Ontario to obtain support from both the host municipality and municipalities that have residential land within 3.5 kilometers of the proposed landfill site. This requirement effectively gives each local and adjacent municipality "veto" power over the development of the landfill.

As the City, along with other Ontario municipalities share the same challenges in securing long-term residual waste management capacity, it is anticipated that the waste landscape in Ontario will become more scarce, competitive, and costly as landfill capacity diminishes.

2.2 Specifications and General Requirements

While the City intends to provide additional specifications and requirements as part of future discussions with interested municipalities, at this stage the City is only gathering information on potential interest from municipalities with respect to this REOI in terms of accepting residual waste (i.e. garbage) from the City of Toronto; selling an existing public landfill with or without a plan to expand to meet future needs; becoming a host for the City of Toronto to build a new landfill or partnering with the City to build a new landfill or expand an existing landfill.

Discussions with those Respondents who express interest, may include potential considerations related to:

- Willingness of host and neighbouring communities to support a new landfill development;
- Relationships between neighbouring communities and operators of an existing landfill considering to accept Toronto's residual waste and/or expand its operations;
- Haulage distance and transportation networks from the City of Toronto;
- In-progress plans for a new landfill or expansion of an existing landfill;
- Technical feasibility of potential landfill site to manage residual waste, including:
 - Condition of existing landfill;
 - Condition of site for new landfill;
 - Existing remaining landfill capacity, if applicable.

These considerations could be part of future discussion meetings as described in Section 3.4, should a Respondent express interest.

2.3 Requirements

1. The Respondent may submit a Response Submission Form (Appendix B), including name, title, signature of authorized signing officer, as well as email and phone number for potential future meeting(s) or for more information related to the Respondent's submission.
2. Additionally, the Respondent may further submit a completed Questionnaire Form (Appendix C) attached to this REOI.

3. REOI PROCESS

The REOI process consists of the following steps:

1. Issuance of the REOI document and questionnaire
2. Acceptance of Responses
3. Review of Responses
4. Potential Meeting/Discussion

3.1 Issuance of the REOI document

The City is sending the REOI document along with an introductory letter via email to Chief Administrative Officers or City/Town/Town Managers of municipalities in Ontario, as well as notifying relevant municipal associations and organizations of the City's REOI document. Relevant municipal associations and organizations are those whose members are comprised of only Ontario municipalities.

3.2 Acceptance of Responses

REOI submissions from Respondents will be accepted until the Response Deadline date and time of the REOI.

3.3 Review of Responses and Invitation to Participate in a Meeting/Discussion

City staff will review the Responses received from interested Respondents. At the conclusion of the review, an invitation to participate in an individual meeting/discussion may be sent to the selected Respondents via email.

3.4 Meeting/Discussion

The City may contact the Respondents to schedule individual meetings.

The meetings will serve as a mechanism for further discussion of the information provided by the Respondent.

Where there is interest, a meeting could include discussion related to:

- Location where a prospective landfill could be hosted;
- Approved capacity of the existing landfill and how much residual waste could potentially be accepted;
- Status of environmental compliance approvals related to the landfill;
- Condition of the existing landfill;
- Relationships with neighbouring communities and First Nations communities.

3.5 Schedule of Events

Milestone:	Date:
REOI Issue Date	February 20, 2025
Deadline for Questions	June 16, 2025 (12:00 PM Noon)
REOI Response Deadline Date	June 30, 2025 (12:00 PM Noon)
Invitation to discussion meeting (if required)	TBD

This schedule is subject to change and appropriate written notice of any changes will be provided where feasible.

3.6 Clarifications

As part of the REOI process, the City may follow up with the Respondents for further information with respect to the content of any Response in order to clarify the understanding of the Respondent's response.

The City may contact the Respondents at a later date to revisit the topics discussed at the discussion meeting.

3.7 Review of Submissions

Upon conclusion of the review process, the City will make decisions on any future steps it may take and may incorporate the information received from the REOI process into its decision-making process.

By submitting a Response to this REOI, all Respondents consent to the City incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any subsequent procurement process, whether or not they involve the Respondent who initially submitted the ideas, concepts, approaches, or strategies, without any obligation, liability, or consideration on the part of the City.

Responses shall be the property of the City and the City is subject to certain freedom of information legislation, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), with respect to information under the City's custody and control. Responses may be subject to public release pursuant to this legislation.

Respondents should be aware that Council and individual Councilors have the right to view the responses provided that their requests have been made in accordance with the City's policy.

4.0 RESPONSE SUBMISSION GUIDELINES

4.1 Submission of Responses

1. General

1. Responses must be submitted through email to Atif Durrani, Project Director, Residual Waste Management at atif.durrani@toronto.ca. An email acknowledging receipt of submitted response will be issued by Atif Durrani.
2. It is the Respondent's sole responsibility to ensure its Response is received by the Submission Deadline in accordance with the requirements of this REOI. The receipt of Responses can be delayed due to a number of factors including "internet traffic", file transfer size and transmission speed. The Respondent should allow sufficient time to download, complete and upload, as applicable, the submission forms comprising its Response and any attachments.
3. Submitting a response to this REOI will not itself:

- i) commit the Respondent to provide any residual waste services to the City; and
- ii) create a commitment by the City to procure residual waste services from the Respondent.

2. Response Submission Form

1. Each Respondent shall download, complete, and submit Appendix B – Response Submission Form and Appendix C - Questionnaire Form included in this REOI, which must be signed by an authorized official of the Respondent.

APPENDIX A

REOI PROCESS TERMS AND CONDITIONS

1. City Contacts and Questions

All contacts and questions concerning this REOI should be directed in writing to the City employee(s) designated as “City Contacts” in the Notice to Potential Respondents.

No City representative, whether an official, agent or employee, other than those identified “City Contacts” are authorized to speak for the City with respect to this REOI.

2. Addenda

1. The REOI may only be amended by Addendum in accordance with this Section (Addenda). Prior to the Submission Deadline, the City may at any time or times modify the REOI in whole or in part through the issuance of an Addenda, if deemed necessary by the City. Each Addendum shall form an integral part of this REOI.
2. All Addenda will be sent directly by email to Chief Administrative Officers and City/Town Managers of municipalities in Ontario, as well as those municipal associations and organizations that were notified of the City’s REOI document. The City is not responsible for any failure of such notice system or for notices not received by municipal officials.
3. Respondents must check their municipal email inboxes of any shared Addendum. Respondents shall be wholly responsible for checking and reviewing any shared Addenda and ensuring the completeness of the REOI (as amended) and their Responses (as impacted by such Addenda). The City is not responsible for any incomplete or incorrect Responses resulting from the issuance of an Addendum or a Respondent’s failure to update its Response in response to an Addendum.
4. The City will make reasonable efforts to issue the final Addendum (if any) in a sufficient time prior to the Submission Deadline to allow Respondents to submit their Responses. If any Addendum requires substantial amendments to the REOI, the City may, in its sole and absolute discretion, extend the Submission Deadline.
5. Other than documents issued as part of the REOI (including Addenda), the City shall not be responsible for any explanations, instructions or interpretations even if provided by its actual or purported employees, designees or agents at an Information Meeting. No oral or written explanations, instructions or interpretations shall modify any of the requirements or provisions of the REOI unless in the form of an Addendum.
6. Any reference in this REOI to any document comprising this REOI includes any amendments to such document made in accordance with this Section (Addenda).

3. Omissions, Discrepancies and Interpretations

A Respondent who finds omissions, discrepancies, ambiguities or conflicts in any of the REOI documentation or who is in doubt as to the meaning of any part of the REOI should notify the City in writing within three days before the Response Deadline. If the City considers that a correction, explanation, or interpretation is necessary or desirable, the City will issue an Addendum as described in the article above titled **Addenda**.

4. Incurred Costs

The City will not be liable for, nor reimburse, any potential Respondent or Respondent, as the case may be, for costs incurred in the preparation, submission, or presentation of any Response, for discussion meeting(s) or any other activity that may be requested as part of the review process.

5. Prohibition against Gratuities

No Respondent and no employee, agent or representative of the Respondent, may offer or give any gratuity in the form of entertainment, participation in social events, gifts or otherwise to any officer, director, agent, appointee or employee of the City in connection with or arising from this REOI, in any other manner whatsoever.

6. Intellectual Property Rights

Each Respondent warrants that the information contained in its Response does not infringe any intellectual property right of any third party and agrees to indemnify and save harmless the City, its staff and its consultants, if any, against all claims, actions, suits and proceedings, including all costs incurred by the City brought by any person in respect of the infringement or alleged infringement of any patent, copyright, trademark, or other intellectual property right in connection with their Response.

7. Confidentiality and MFIPPA

The Respondent(s) shall not at any time before, during or after the completion of the REOI related discussion meeting(s) divulge to any third parties confidential City information, which they obtain during the course of discussions.

All requirements and information obtained by a Respondent in connection with the REOI are the property of the City of Toronto, and must be treated as confidential and not used for any purpose other than for replying to this REOI.

All documentation which a Respondent delivers to the City of Toronto or its designated agent(s) for the purposes of this REOI becomes the property of the City of Toronto and is subject to the terms of freedom of information legislation, including the Municipal Freedom of Information and Protection of Privacy Act. Therefore, all information and documents provided to the City as part of this REOI may be subject to release in accordance with MFIPPA, notwithstanding a Respondent's request to keep the information or documents confidential. A Respondent agrees and acknowledges that where the City is obligated by freedom of information legislation to disclose or release information or documents provided to it by a Respondent, the City is not liable to the Respondent for any loss, injury or damages suffered by the Respondent as a result of said disclosure or release.

If a Respondent believes any part of its submission reveals any trade secret of the Respondent, any intellectual property right of the Respondent, scientific, technical, commercial, financial or labour relations information, or any other similar secret right of information belonging to the Respondent, and if the Respondent wishes the City of Toronto to attempt to preserve the confidentiality of the trade secret, intellectual property rights or information, then these matters must be clearly identified and designated as confidential.

Requests for access to the submitted REOIs will be subject to a formal review pursuant to the Municipal Freedom of Information and Protection of Privacy Act, and representation may be sought prior to disclosure.



Grand River Conservation Authority

Summary of the General Membership Annual General Meeting – February 28, 2025

To GRCA/GRCF Boards and Grand River watershed municipalities - Please share as appropriate.

Action Items

The Board approved the resolutions in the following reports as presented in the agenda:

- GM-02-25-20 - Financial Summary
- GM-02-25-10 - Afforestation Services for Spring 2025
- GM-02-25-12 - Refuse Waste Collection and Recycling Request for Proposals - Agreement Extension
- GM-02-25-11 - Supply and Delivery of Gasoline and Diesel Fuel - Tender Award
- GM-02-25-13 - Septic Pumping and Disposal - Request for Proposal Award
- GM-02-25-14 - Supply and Delivery of Campfire Wood - Request for Quotations
- Report and Recommendations of the Audit Committee
- Approval of 2024 Financial Statements and Report of the Auditor
- Budget 2025 and Presentation of Budget Estimates for the Current Year
- Appointment of Auditors for the year ending December 31, 2025
- Provision for Borrowing (Pending Receipt of Municipal Apportionment)

Information Items

The Board received the following reports as information:

- GM-02-25-17 - Report of the Chair
- GM-02-25-15 - Conservation Services Update
- GM-02-25-16 - Cash and Investment Status
- GM-02-25-20 - Current Watershed Conditions

Delegations

There were no delegations.

Correspondence

The Board received the following correspondence:

- HFH Inc. re: Concerns regarding delays in GRCA and broader permitting processes (Correspondence and GRCA response)
- Waterloo Federation of Agriculture re: Public appointments

Source Protection Authority Correspondence & Action Items

The General Membership of the GRCA also acts as the Source Protection Authority Board.

- SPA-02-25-01 - Submission of the amended Grand River Source Protection Plan and Assessment Report
- SPA-02-25-02 - Source Protection Committee Member Appointments

Committee Appointments

The Board appointed members and officers to the following committees:

- Audit Committee
- Conservation Ontario Council Representatives

For full information, please refer to the [February 28 Agenda Packages in our online calendar](#).

You are receiving this email as a GRCA board member, GRCF board member, or a Grand River watershed member municipality. If you do not wish to receive this monthly summary, please respond to this email with the word 'unsubscribe'.



March 3, 2025

Jim Ellis, Acting Chief Administrative Officer
Township of Southgate

by email: jellis@southgate.ca

Greetings:

The Grand River Conservation Authority's (GRCA) vision is of a healthy watershed where we live, work, play and prosper in balance with the natural environment. To help achieve that vision, the GRCA delivers watershed services to twenty-two participating municipalities under Memorandums of Understanding. These non-mandatory programs are in addition to those mandated under the Conservation Authorities Act.

The GRCA is pleased to provide the appended annual report on watershed services provided in 2024. The watershed services consist of watershed sciences and collaborative planning, water quality monitoring and reporting, wastewater treatment optimization, conservation services, and subwatershed services.

A meeting to conduct an annual review of the Memorandum of Agreement and program accomplishments is available upon request to Eowyn Spencer, Supervisor of Administrative Services (espencer@grandriver.ca, Tel: (519) 621-2763 ext. 2200).

Regards,

A handwritten signature in black ink that reads "S. Lawson".

Samantha Lawson
Chief Administrative Officer



Watershed Services – 2024 Annual Report

March 1, 2025

Introduction

The Grand River Conservation Authority’s (GRCA) vision is of a healthy watershed where we live, work, play and prosper in balance with the natural environment. To help achieve that vision, the GRCA delivers watershed services to twenty-two participating municipalities under a Memorandum of Understanding and funding agreement. These non-mandatory programs are in addition to those mandated under the Conservation Authorities Act (CAA).

The watershed services consist of watershed sciences and collaborative planning, water quality monitoring and reporting, wastewater treatment optimization, conservation services, and subwatershed services.

Watershed Issues

The health of the Grand River and its communities continues to be influenced by stressors that shape watershed conditions and responses. These include population growth, urban area expansions, intensive agricultural production, and climate change.

In 2024, watershed programs supported GRCA and municipal responses to these watershed stressors and addressed related issues, such as elevated phosphorous and nitrogen in the watershed’s rivers and aquifers. A key concern raised by watershed municipalities is the potential impact of elevated nitrates on drinking water systems and wastewater treatment.

The GRCA’s watershed programs are guided by a [Watershed-based Resource Management Strategy](#) that was approved by the Authority in June 2024.

2024 Highlights

The GRCA’s watershed services build understanding of watershed conditions; help landowners, municipalities, and others to take action to improve watershed health; and foster collaborative problem solving across geographic and jurisdictional boundaries.

Understanding watershed conditions

- Operated nine automated water quality stations on the Grand and Speed rivers and provided real-time information about water temperature, pH level, dissolved oxygen, turbidity and conductivity on the GRCA’s [website](#).

- Installed a second sensor to continuously monitor nitrate levels at the Bridgeport water quality station on the Grand River. A similar sensor was installed at the Brant water quality station in 2023.
- Delivered subwatershed monitoring in 6 streams to support planning and implementation of urban area expansions and stormwater management, and documented stream flow and fish communities in 7 municipal drains. Supported municipalities in identifying subwatershed studies and environmental information needed to guide future growth and provided technical support for on-going subwatershed studies.
- Assessed potential point and non-point sources of nitrates in the Grand River and reported on conditions to the GRCA Board of Directors, the Lake Erie Region Source Protection Committee, university researchers, and the Grand River Water Managers Working Group.

Improving water quality and watershed health

- Delivered \$932,000 in grants to landowners who implemented 270 projects to improve water quality and watershed health. Of that total, \$650,000 in grants were provided by the counties of Wellington, Brant, Haldimand, Dufferin, and Oxford, the Region of Waterloo, and the City of Hamilton. An additional \$282,000 in grants were secured from provincial and federal funding programs. These projects, worth more than \$3.5 million, help reduce nutrient, sediment, and chemical losses to the environment while maintaining or enhancing agricultural production. Many projects provide additional environmental, economic, and social benefits by improving landscape resilience to extreme weather events, sequestering carbon, reducing greenhouse gas emissions, increasing recreational opportunities, and fostering biodiversity.
- Planted over 140,000 trees through GRCA's private land tree planting program and community tree planting events.
- Developed a [video](#) to promote grants to upgrade or decommission private wells to protect drinking water sources.
- Engaged 28 municipalities in improving the quality of treated wastewater effluent discharged to the Grand River and its tributaries. Technical workshops and site visits were held at six wastewater treatment plants and 25 plant operators were engaged in technical support and training.
- Assessed wastewater treatment plant performance for the previous year and shared the [Annual Report](#) findings at a workshop attended by more than 50 participants from 15 municipalities, contract operators, and provincial agencies. At the workshop, 14 wastewater treatment plants were recognized for producing excellent quality effluent that exceeded environmental standards.

Collaborative problem solving

- Hosted three meetings of the Grand River Water Managers Working Group. The Working Group is a network of municipal, First Nations, provincial, and federal water managers that align water supply, wastewater, stormwater, and water quality objectives and actions to achieve common watershed goals. A key topic of discussion was the potential impacts of elevated nitrates in groundwater and surface water on the quality of drinking water sources and future wastewater treatment standards.

- Provided technical input to almost twenty municipal assimilative capacity studies, wastewater master plans, water supply master plans, subwatershed and secondary plans, and climate strategies.
- Contributed to implementation of the federal-provincial Lake Erie Action Plan. The inter-agency [Grand River Water Management Plan](#), Watershed-wide Wastewater Optimization Program, and private land stewardship programs are recognized as [key actions](#) to improve the health of the Grand River and Lake Erie.

Financial summary

The GRCA’s non-mandatory watershed services programs are funded through municipal agreements and other grants. The table below summarizes 2024 program expenses, off-setting funding, and the net cost to participating municipalities. Off-setting funds are received from provincial and federal grants, municipal funding for local or regional projects, and municipal Rural Water Quality Program capital grants for cost-share projects. Costs related to watershed sciences and collaborative planning are included in the other programs.

	Total Expenses (\$)	Funding: Municipal Apportionment (\$)	Funding: Other (\$)	Net Surplus/ (Deficit) (\$)	
Programs	<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(b)+(c) less (a)</i>	
Subwatershed Services	263,253	235,000	84,495	56,242	Note 2
Conservation Services	1,313,710	539,000	821,204	46,494	Note 3
Water Quality Programs	435,243	243,000	126,275	(65,968)	Note 4
Total	2,012,206	1,017,000	1,031,974	36,768	Note 1

Note 1: Net Surplus (unspent municipal apportionment) transferred to Category 2 Stabilization Reserve.

Note 2: Wages (vacancy) \$36K under, Admin (travel) \$10K under, other expense \$10K under.

Note 3: Savings due to ability to use Special Project funding to fund program wages and admin costs instead of Category 2 municipal apportionment.

Note 4: WQ monitoring (\$12K), instrumentation supplies (\$23K) and equipment costs (\$30K) not budgeted.

For more information

Additional information on program deliverables is provided in the attached appendix and at www.grandriver.ca. The Grand River Conservation Authority’s Board of Directors received updates on water quality conditions (GM-06-24-52), the Watershed-wide Wastewater Optimization Program (GM-12-24-122), landowner stewardship (GM-03-24-23) and land use planning in the Region of Waterloo (GM-06-24-54). These reports are available on the GRCA’s website.

Appendix: Category 2 Programs and Services Deliverables and Metrics – 2024 Summary

Watershed Sciences and Collaborative Planning

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
<p>Undertake watershed, regional, and landscape scale science and reporting:</p> <ul style="list-style-type: none"> • Inter-disciplinary analysis and reporting on watershed health (surface water, groundwater, forests, wetlands) • Collaborative work on the hydrologic functions of natural features • Other watershed-scale science (e.g., fisheries) 	<p>Analysis and reporting on watershed conditions</p>	<p>Periodic reporting via Watershed Report Cards (e.g., 2023), Water Management Plan (e.g., State of Water Resources, 2020), technical reports, and reports to Authority board</p>	<ul style="list-style-type: none"> • Watershed report cards have 5-year cycle. A report card was last produced in 2023 and is available on the GRCA's website. • Staff participated in technical subcommittee meetings for the groundwater quality component of the next watershed report card cycle. • A watershed characterization and summary of Category 2 programs were incorporated into development of the Watershed-based Resource Management Strategy (per section 6(2) of the Cat 2 MOU). The Strategy was approved by Board June 2024. • Report GM-06-24-52 to the GRCA Board of Directors regarding water quality in the Grand River watershed, with a focus on elevated nitrate levels in groundwater and surface water.
	<p>Engagement of municipal, provincial, federal, non-governmental, academic and other stakeholders</p>	<p>As below for Water Managers Working Group and via other committees and meetings</p>	<ul style="list-style-type: none"> • See below for a summary of Water Managers Working Group meetings. • GRCA staff participated in meetings of provincial-federal initiatives under the Great Lakes Water Quality Agreement: <ul style="list-style-type: none"> ○ Lake Erie Action Plan Implementation Team ○ Nuisance Algae Working Group ○ Lake Erie Partnership Working Group (Lake Erie Lake wide Management Plan) • GRCA contributed to reporting on implementation of the Lake Erie Action Plan and Lake wide Management Plan, as the Grand River Water Management Plan, water quality program, Watershed-wide Wastewater Optimization Program, and Conservation Services are all listed as actions to improve the health of Lake Erie.
<p>Facilitating cross-municipal and inter-agency water resource management:</p> <ul style="list-style-type: none"> • Support cross-disciplinary integration and inform municipal watershed planning and water, wastewater, and stormwater master planning • Liaise with First Nations, municipal, and provincial and federal agencies 	<p>Advance implementation of the collaborative, voluntary Grand River Watershed Water Management Plan. The Plan's objectives are to:</p> <ul style="list-style-type: none"> • Ensure sustainable water supplies for communities, economies and ecosystems • Improve water quality to improve river health and reduce the river's impact on Lake Erie • Reduce flood damage potential • Build resilience to deal with climate change 	<p>Implementation tracking/reporting (scope TBD)</p>	<ul style="list-style-type: none"> • Report GM-12-24-122 to the GRCA Board of Directors provided an update on implementation of the Watershed-wide Wastewater Optimization Program, a key action under the Grand River Water Management Plan (Integrated Action Plan action D2). • Report GM-03-24-23 to the GRCA Board of Directors was received regarding renewal of landowner stewardship grant funding agreements, a key action under the Grand River Water Management Plan (Integrated Action Plan action D7).

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
	Update the Water Management Plan (WMP) and Integrated Action Plan as needed	Scope/timing TBD	<ul style="list-style-type: none"> • GRCA undertook internal discussion and development of a project charter for scoped update of the Water Management Plan to be initiated in 2025. Next step is external consultation. • GRCA submitted an external funding proposal for scoped update to the water quality section of the Grand River Water Management Plan (pending)
	Chair the Water Managers Working Group (WMWG) with representation from watershed municipalities, First Nations, and provincial and federal agencies	Terms of Reference 2-4 meetings/workshops per year	<ul style="list-style-type: none"> • WMWG TOR in place for 2023-2026 and will be renewed with scoped update of WMP • Two WMWG meetings held and one scoped meeting with targeted invitations: <ul style="list-style-type: none"> ○ May 16 WMWG – Objectives were updates and discussion on new GRCA water management deliverables and the City of Kitchener’s stormwater initiatives. 25 attendees participated from 13 partners – 9 municipalities, 1 First Nation, 2 provincial agencies, and the GRCA. ○ Sept 5 – Co-hosted with Brantford, objective to update on nitrates conditions characterization in the Grand River watershed and information sharing among academics and municipalities wholly or partially reliant on surface water for water supply. 21 participants from 8 organizations, including 2 municipalities, 1 First Nation, 2 provincial agencies, and researchers from two universities. ○ Dec 10 WMWG – Objective was to explore the water supply and wastewater implications of elevated nitrates in the groundwater and surface waters of the Grand River watershed. 34 attendees participated from 16 organizations, including 10 municipalities, 1 First Nation, 2 provincial agencies, and the GRCA.
	Provide input to municipal watershed planning – local, regional, and watershed conditions and issues identification	Upon request	<ul style="list-style-type: none"> • Participated in and/or provided input to: <ul style="list-style-type: none"> ○ Waterloo Region Water Supply Strategy Update ○ Waterloo Region Climate Adaptation Working Group ○ Grey County Climate Adaptation Plan ○ Brant County Climate Action Plan ○ City of Guelph Clythe Creek Subwatershed Update Study

Water Quality Programs

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
<p>Deliver the Watershed-wide Wastewater Optimization Program (WWOP) to support municipal wastewater management and improve and protect water quality and watershed health</p> <ul style="list-style-type: none"> Support optimization of wastewater treatment plant (WWTP) operations through: knowledge sharing workshops, hands-on training, technical advice, and a recognition program Provide technical support for municipal assimilative capacity studies and master plans for water and wastewater services Engage the provincial and federal governments to develop programs to reduce nutrient loads in rivers and streams, and ultimately Lake Erie 	Collect data from municipalities, analyze, and produce an annual report on WWTP performance across the watershed.	<p># of municipalities participating in annual reporting</p> <p>Annual report posted online</p>	<ul style="list-style-type: none"> 28 municipalities participated in the WWOP in 2024. Annual Report on watershed-wide wastewater treatment plant performance (2023): 2023-wwtp-summary-report.pdf
	Host annual workshop for information sharing and networking among municipal wastewater practitioners	<p># of participants</p> <p>Workshop summary</p>	<ul style="list-style-type: none"> On November 14, 2024, GRCA hosted the Annual Workshop for the WWOP. GRCA welcomed 51 attendees (highest recorded attendance), from 15 organizations and municipalities to the GRCA head office. Report GM-12-24-122 to the GRCA's Board of Directors provided an update on the WWOP.
	Provide technical support and training workshops for operators, supervisors and managers to implement optimization techniques at individual WWTPs	<p># of training, technical support events</p> <p># of participants</p>	<ul style="list-style-type: none"> 1 half-day Sludge Accountability Workshop was provided to the Wellington North operators at the Arthur WWTP. The training workshop was provided by GRCA and consultant CPO2 Inc. The objectives were to train operators on understanding the principles of sludge accountability (SA), how to calculate SA and the benefits of performing SA from an optimization perspective. 5 site visits were conducted at WWTPs that had a good track record of meeting GRCA voluntary targets for total phosphorous (TP). The objectives of the site visits were to survey and document best practices and to conduct dosing calculations. Site visits were conducted at Kitchener, Preston, Caledonia, Cayuga, and Brantford. The results and lessons learned from these TP surveys and site visits will be shared with all watershed municipalities in 2025, once completed. 25 staff from municipalities and operating authorities (i.e., Veolia, Ontario Clean Water Agency) participated in the technical support and training offered in 2024.
	Deliver annual recognition program to acknowledge WWTPs that participate in WWOP activities and produce a very high-quality effluent	Awards presented	<ul style="list-style-type: none"> 14 total awards presented in 2024 (highest total number of awards) <ul style="list-style-type: none"> 5 Bronze (Guelph, Kitchener, New Hamburg, St. George, St. Jacobs) 6 Silver (Cainsville, Caledonia, Dundalk, Elmira, Heidelberg, Preston) 3 Gold (Ayr, Brantford, Conestogo)

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
	<p>Support municipal assimilative capacity studies and master plans for water and wastewater</p> <ul style="list-style-type: none"> Upon request, facilitate initial scoping, act as liaison with MECP, provide technical/methodological advice, provide stream data, provide watershed context, participation in steering committees (but not provide comments on EAs unless related to drinking water source protection) 	<p>Studies are carried out by each municipality, as needed and GRCA staff participate at the request of the municipality</p>	<ul style="list-style-type: none"> Participated in assimilative capacity study pre-consultation meetings with the Ministry of the Environment, Conservation and Parks (MECP), HESL, CIMA+, and Mapleton as a technical resource. Participated in meetings on the Caledonia WWTP Schedule C Municipal Class EA with MECP, HESL, and Haldimand County as a technical resource. Provided technical support to the City of Brantford regarding outfall alternatives at the Brantford WWTP. Correspondence provided on Wellesley Water & Wastewater Master Plan Class EA. Preliminary discussion held with the Region of Waterloo regarding their upcoming Wastewater Treatment Master Plan.
<p>Surface water quality monitoring, modelling, analysis and reporting</p> <ul style="list-style-type: none"> Operate and maintain continuous water quality stations Maintain a water quality database Develop and maintain a water quality model Report on water quality and river health 	<p>Operate and maintain 9 continuous water quality monitoring stations</p>	<p>Continued operation of 9 stations</p>	<ul style="list-style-type: none"> Operated 9 continuous monitoring stations, collecting real-time water quality information for the following parameters: conductivity, temperature, dissolved oxygen, pH, and turbidity. GRCA installed a second continuous nitrate sensor, which was installed at the Bridgeport water quality monitoring station. There are now 2 operational nitrate sensors, one at Bridgeport and one at Brant water quality station. Water quality stations visited bi-weekly for cleaning and calibration Data made publicly available on the GRCA website and historic data available for download. Grab samples were collected from the Brant and Bridgeport water quality stations and analyzed for nitrates at an accredited laboratory for the purpose of validating GRCA continuous sensor data.
	<p>Maintain a water quality database for continuous water quality data and grab sample data from GRCA, municipal and provincial water quality sampling programs within the watershed</p>	<p>Continued maintenance of the database</p>	<ul style="list-style-type: none"> Database maintained in WISKI data management platform Provincial Water Quality Monitoring Network (PWQMN) database maintained by MECP and backed up on GRCA server (GRCA data only) Historic PWQMN data were used to update scoped water quality metrics that were presented in the Grand River Water Management Plan. Nitrate characterization was updated at select sites along the Grand River and major tributaries, up to 2023, using PWQMN data.
	<p>Develop and maintain the Grand River Simulation Model (GRSM) for use in municipal assimilative capacity studies or for broader watershed planning purposes</p>	<p>GRSM is available for any municipal studies, upon request and GRCA staff will provide support for model application in assimilative capacity studies</p>	<ul style="list-style-type: none"> GRCA initiated discussion with a provincial agency to fund a feasibility study to update the GRSM.

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
	Analyze and report on surface water quality	Reports on water quality are produced cyclically or as needed (e.g., reports to Board, watershed report cards, technical updates to Water Management Plan)	<ul style="list-style-type: none"> Report GM-06-24-52 to the GRCA Board of Directors regarding water quality in the Grand River watershed, with a focus on elevated nitrate levels in groundwater and surface water. A presentation of the updated nitrate characterization was presented to the Region of Waterloo, City of Brantford and invited local academics at a virtual meeting on September 5, 2024. A presentation of the updated nitrate characterization was presented to the Grand River Water Managers Working Group at the quarterly meeting on December 10, 2024.
Groundwater analysis and reporting	Analyze and report on groundwater quality	Reports on water quality are produced cyclically or as needed (e.g., reports to Board, watershed report cards, technical updates to Water Management Plan)	A presentation on nitrate in groundwater was presented to the Grand River Water Managers Working Group on December 10, 2024.

Conservation Services

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
Deliver municipal and partnership cost-share programs to support private land stewardship action to improve and protect water quality and watershed health	Provide information and resources to landowners related to stewardship action including agricultural best practices, private water well maintenance, tree planting and naturalization projects.	Number of program participants, number of landowner inquiries	<ul style="list-style-type: none"> 256 landowners participated in GRCA delivered stewardship programs in 2024. Conservation Services staff responded to an additional 100+ inquiries from landowners.
	Engage watershed residents in stewardship action through promotion of cost share opportunities	Number of residents engaged through program promotion	<ul style="list-style-type: none"> Private land stewardship action and GRCA cost share programs were promoted through GRCA's Landowner Grants and Resources webpages, social media, one on one extension visits (260), and displays, presentations and participation in local agricultural industry and community events (2600 participants). Total watershed resident engagement: 28,000 (estimated).
	Conduct site visits to assist landowners with planning stewardship projects and submitting applications to GRCA delivered cost share programs	Number of site visits	<ul style="list-style-type: none"> 260 site visits were conducted to support proposed, new and existing private land stewardship projects.
	Administer and deliver municipally funded rural water quality programs (RWQP) as requested by watershed municipalities	Projects completed (number, type)	<ul style="list-style-type: none"> Municipal grant funding delivered on behalf of 7 municipalities: Waterloo Region, Wellington, Brant, Haldimand, Dufferin, Oxford and well decommissioning program on behalf of the City of Hamilton. 180 projects were completed with \$650,000 in municipal grants provided. The total investment in these projects is \$3 million.
		Project investment by funding source	<ul style="list-style-type: none"> See above.
		Total grant, kg Phosphorus retained	<ul style="list-style-type: none"> An estimated 2,760 kg of phosphorus was retained on the landscape as a result of these projects. Projects completed prior to 2024 continue to retain phosphorus on the land. An estimated 135,000 kg of phosphorus is retained each year resulting from previously implemented RWQP projects.

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
	Seek additional partner funding to enhance cost share programs GRCA offers to watershed landowners (ie. offering funds in municipalities without a RWQP or enhancing cost share funding opportunities in areas where municipal RWQPs exist).	Projects completed (number, type) project investment by funding source, total grant, kg Phosphorus retained.	<ul style="list-style-type: none"> Additional funding was secured by the GRCA to support private land stewardship. Sources include: Environment and Climate Change Canada Nature Smart Climate Solutions fund in partnerships with Conservation Ontario, Fisheries and Oceans Canada Habitat Stewardship Program for Aquatic Species at Risk, Forests Ontario 50 Million Tree Program, and Tree Canada. \$282,000 in grant from these GRCA-delivered initiatives supported 119 projects, including tree planting, erosion control, livestock fencing and cover crop incentives.
Facilitate private land, municipal and community partner tree planting	Conduct field surveys and site assessments to develop tree planting plans for rural landowners and community groups (for projects that meet minimum property and project size requirements)	Number of landowners engaged, number of planting plans developed, number of projects completed, number of trees planted, planting area, km of windbreak, km of riparian buffer	<ul style="list-style-type: none"> 168 residents requested assistance from GRCA Forestry Specialists in planning tree planting projects. 90 planting plans were developed; 81 of these private land projects were planted by GRCA contractors. 111,700 trees were planted (planting area 76 ha, 27 km windbreak and 6.5 km riparian buffer). Planting plans were also created for 13 community/municipal partner tree planting events.
	Provide technical assistance to tree planting clients to ensure successful completion of projects.	Number of landowners, projects and trees planted by landowners (plant your own projects) with Forestry Specialist support	<ul style="list-style-type: none"> See above
	Support rural landowners to develop suitable applications to cost share programs	Summary of project investment by funding source	<ul style="list-style-type: none"> \$410,000 in grant provided to 81 landowners to cost-share tree and planting costs for 111,700 trees on 76 ha. \$215,000 was provided from municipal Rural Water Quality Programs and \$195,000 leveraged by GRCA from other sources (Forests Ontario, Tree Canada, Fisheries and Oceans Canada Habitat Stewardship Program for Aquatic Species at Risk). The total cost of these projects was \$590,000.
	Secure tree stock and manage contracted planting services for landowners	Number of trees, projects, grant and investment in projects planted through GRCA planting program	<ul style="list-style-type: none"> Just over 140,000 trees were secured by GRCA for 243 watershed landowners. This includes 81 landowners who had planting plans developed by GRCA forestry specialists and trees planted by GRCA contractors, 13 community planting events and 149 plant your own tree orders from eligible watershed residents, many of which received technical support from Forestry Specialists.
	Serve as technical resource to landowners and community tree planting organizations	Number of community partner organizations supported; hours contributed	<ul style="list-style-type: none"> Trees for Mapleton, Trees for Woolwich, Lets Tree Wilmot, Brant Tree Coalition, Perth County Stewardship Program, Sustainable Waterloo Region, Community Living Haldimand. Estimated hours contributed = 315.
	Support community partner and municipality hosted outreach (tree planting) events as capacity permits	Number of community partners, number of residents engaged/event participants, number of events, number of trees planted, total area planted, volunteer hours contributed	<ul style="list-style-type: none"> 13 community planting events, 6,600 trees planted by 745 participant who contributed 1,500 hours, partners included Brant Tree Coalition, County of Brant, City of Brantford, Ducks Unlimited Canada, TD, Community Living Haldimand, Trees for Mapleton, Trees for Woolwich.
Coordinate education and outreach activities to promote actions to improve water quality and watershed health	Engage watershed residents through development and delivery of outreach events (tours, workshops, webinars) and participation in partner, community, and municipal events and meetings; as capacity and opportunities exist	Number of partners, events, event participants.	<ul style="list-style-type: none"> Private land stewardship action and GRCA stewardship programs were promoted by Conservation Services staff at 32 events in 2024. These events were hosted or offered in partnership with 26 local organizations (municipalities, community groups, agricultural industry associations). An estimated 2,600 participants attended these events.

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
	Develop promotional materials (print, website, social media) to promote stewardship action and recruit participants to GRCA Conservation Services Programs.		<ul style="list-style-type: none"> Maintained GRCA website, contributed to GRCA social media content, developed “Is your well, well?” video promoting private well stewardship, posted to YouTube.

Subwatershed Services

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
Deliver a subwatershed planning program and provide technical support for municipal stream monitoring and (sub)watershed planning*	Identify and recommend (sub)watershed or other regional-scale technical study priorities	Provide a table of recommendations annually	<ul style="list-style-type: none"> Region of Waterloo – Prioritized completion of on-going studies. Continued monitoring programs underway since 2005. Identification of new studies was put on hold pending Provincial review of proposed settlement area boundary expansions. Prioritized studies underway or recently initiated by the City of Guelph and the City of Brantford.
	Upon request and in watershed priority sequences, provide technical advice on terms of reference, scoping, methods for (sub)watershed studies.	Identify studies where support has been provided within the watershed annually	<ul style="list-style-type: none"> North Brantford and Tutela Heights Subwatershed Study (City of Brantford) <ul style="list-style-type: none"> Coordinated technical review and provided GRCA requirements for floodplain mapping and public consultation. Clythe Creek Subwatershed Study (City of Guelph) <ul style="list-style-type: none"> Coordinated technical review and provided GRCA advice for Regulatory Floodplain Mapping Terms of Reference. Provided recommendations for the draft Table of Contents for the Phase 1 study. Provided comment on the Draft Framework for Processing and evaluating Urban Boundary Expansion Applications (City of Hamilton). <ul style="list-style-type: none"> Comments included technical advice for scoping and recommended methods for a Phase 1 Subwatershed Study, which is proposed to be a minimum requirement for applications. Provided technical advice and recommendations on Phase 1 Subwatershed Study general Terms of Reference. Guelph Innovation District Block 3 Terms of Reference (City of Guelph) <ul style="list-style-type: none"> Provided technical advice based on recommendations in the Torrance Creek Subwatershed Study Management Strategy (1998). Draft Technical Memo: Subwatershed Goals, Objectives, Targets, and Draft Land Uses (City of Kitchener). <ul style="list-style-type: none"> Reviewed and provided technical advice on scoping the Subwatershed Study for the development of the Dundee Secondary Plan. Breslau Secondary Plan (Township of Woolwich) <ul style="list-style-type: none"> Attended virtual meeting, provide information on work completed to date in the East Side Subwatersheds and recommendations moving forward. Erbsville North MESP (City of Waterloo) <ul style="list-style-type: none"> Provided technical advice on the Terms of Reference for this study.

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
	Seek additional partner funding to undertake subwatershed/regional studies	Identify the number of applications, specifics, success and financial information annually	<ul style="list-style-type: none"> Secured federal funding (\$10,000) from Fisheries and Oceans Canada (DFO) to classify previously unclassified municipal drains in the County of Brant using DFO's municipal drain classification system. This data could inform future characterization of a subwatershed and input to the development of monitoring plans for consolidated linear infrastructure approvals. Successfully sampled 7 municipal drains and 9 independent drain segments. Sampling included specific parameters for flow characteristics and fish community sampling.
	Review and provide input to watershed, regional and local scale subwatershed studies. <ul style="list-style-type: none"> Participate on steering committees, working groups Scope of technical review in compliance with O. Reg 596/22 - Prescribed Acts 	Number of requests and reviews undertaken	<ul style="list-style-type: none"> Clythe Creek Subwatershed Study: Technical Advisory Group (City of Guelph) <ul style="list-style-type: none"> Participated in Workshop #3 and #4, focusing on calibration of the hydrologic model (Workshop #3) and modeling future land use scenarios (Workshop #4). North Brantford and Tutela Heights Subwatershed Study (City of Brantford) <ul style="list-style-type: none"> Coordinated technical review and provided GRCA comments on hydrologic and hydraulic models. Participated in working group with City and consultant regarding hydrologic modelling. Randall/Breslau Drain Engineered Floodplain mapping (Region of Waterloo) <ul style="list-style-type: none"> Coordinated technical review and provided GRCA comments on engineered floodplain mapping for Randall and Breslau Drains, which was approved by GRCA General Membership on June 28, 2024. Participated on the Mohawk Lake Steering Committee (City of Brantford).
	Provide technical support and advice on municipal stream monitoring.	Number of plans reviewed and location within watershed	<ul style="list-style-type: none"> Mill Creek Subwatershed Study Implementation (City of Cambridge, Township of Puslinch): <ul style="list-style-type: none"> Technical support provided for the Mill Creek Ranger program, University of Guelph Department of Integrative Biology, and Friends of Mill Creek. Results for STREAM benthic macroinvertebrate sampling collected in 2023 provided in 2024. Provided technical support and advice for the City of Kitchener for the proposed city-wide weather station implementation. Completed water quality sampling on Blair Creek (City of Kitchener) on behalf of the MECP for a chemical compound known to be toxic to salmonids. Provided technical support and advice to the City of Brantford on scoping the monitoring of a prairie fen.
	Serve as digital custodian for previously completed subwatershed studies (listed on GRCA website) Respond to requests for digital copies of previously completed subwatershed studies from consultants and the public.	Upon request	<ul style="list-style-type: none"> GRCA website updated to include recently completed studies available to the public. Responded to 97 requests from municipalities/consultants/public for digital copies of previously completed studies.

Programs and Services Description	Deliverables	Metrics	2024 Watershed-wide Summary
<p>*Undertake subwatershed monitoring for watershed and regional scale subwatershed studies where services are cost-shared between the municipalities and the GRCA under separate agreements. May undertake monitoring for local scale subwatershed studies where 100% funding provided by municipal under separate agreement.</p>			<ul style="list-style-type: none"> • Blair Creek (City of Kitchener): <ul style="list-style-type: none"> ○ Administered annual monitoring program completed by GRCA staff and consultants. ○ Consolidated data and provide annual monitoring report. • East Side Lands Subwatersheds (cost-shared with Region of Waterloo, monitoring sites within City of Cambridge, City of Kitchener, and Township of Woolwich): <ul style="list-style-type: none"> ○ Administered monitoring program completed by GRCA staff ○ Consolidated data and provide annual monitoring report. • Completed Randall/Breslau State of the Watershed update (Region of Waterloo) – to be submitted in 2025. • Jones Creek Monitoring – finalized and sent water quality data to the City of Brantford. <ul style="list-style-type: none"> ○ Completed monitoring in 2024 ○ QA/QC and consolidate data

2024 ANNUAL REPORT

**Year 1 - Economic Development,
Tourism & Culture Master Plan**



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“As the EDTC team, we will foster a systems approach and work in concert with our colleagues and partners to share resources, build capacity and bring value. We will focus on internal and external communications and be the best leaders, ambassadors, and champions we can possibly be”

– EDTC Master Plan.



EXECUTIVE SUMMARY

Collectively, the EDTC team works to create an enabling environment for people and businesses to invest. We also work to create a sense of pride and belonging in our communities, where our people can enjoy their lived experience.

Year one of EDTC Master Plan implementation focused on performing foundational work, providing the base tools and frameworks, necessary to enable our collective efforts and strategic maturing over the life of the Plan.

In 2024, staff focused on building capacity internally within our teams, and for our member municipalities and community partners across the region. For Economic Development and Tourism, this meant pulling ourselves out of the weeds and focusing on a high-level regional role. For Grey Roots, this meant shifting our focus to place a higher priority on supporting community partners through programs and events.

As per the Master Plan, a conscious effort is made to look inward at Grey County. We focus, specifically and strategically, on who we are and what we have to offer. The people, the pride and the resources available here, in Grey County. External influence—regional, provincial, national and global—is always considered, but only as it applies to what is happening and what could happen locally.

Don't lament what you don't have.
Take inventory of what you do".

– Dan Mathieson
Former Mayor, City of Stratford

As highlighted in the department's first annual report, staff found success in this approach. In this first, foundational year, staff across the department did the work to unpack the situation on the ground, using and developing data to inform decision making. They built further relationships with the business community, industry representatives and community groups. They focused on partnerships and programs to seed mutual success.

Now, through the first year of implementation, the dedication and expertise of the EDTC team, gives great confidence, that together, we are moving forward in a meaningful and impactful way, to care for our people and place – past, present, and future.

Savanna Myers
Director, Economic Development,
Tourism & Culture

“Be bold. Make a long-term vision and understand that some decisions you make today will have some incredible unintended consequences for the better as you go along your journey. Communicate well. Build a big tent. Get lots of partners in there. Nobody’s in a silo”.

– Dan Mathieson



REGIONAL OVERVIEW

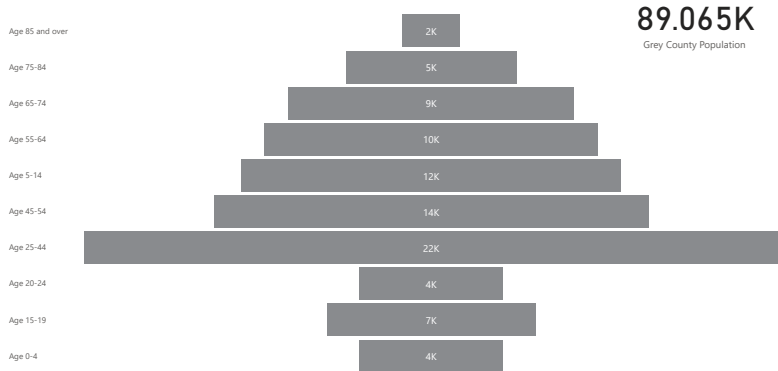
Data analysis drove foundational work in 2024. This included procuring and developing shared tools and resources to enable real time understanding of regional demographics and sectors. Grey County has seen record growth, which began ahead of the pandemic, and continued through to today. This has been felt and noted across the County, particularly across our younger generations. That said, when we look at the population pyramid, it becomes exceptionally clear that it is not enough to maintain our population, let alone grow.

It is no surprise that our County has an aging population, but the extent to which it is aging out, is now being understood more broadly, beyond staff. When we compare this to the demographic pyramid in 2021, we see a stark difference. At that time, the boomers were our key workforce, today, the last cohort is preparing to retire.

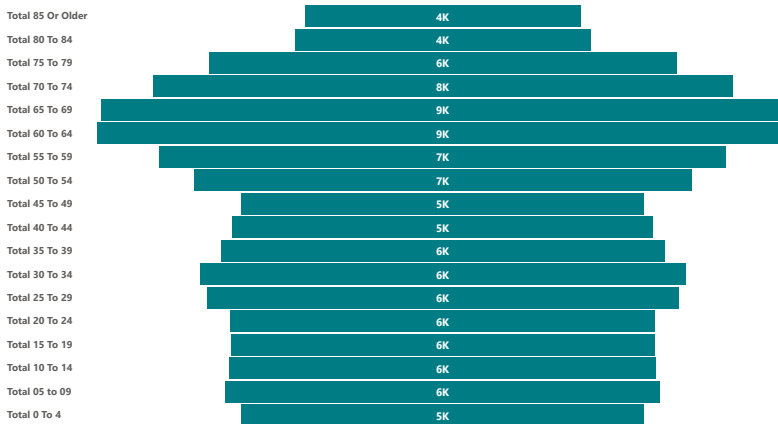
The EDTC Master Plan identifies a path forward, and it is now clearer than ever, the urgency of action required. By 2030, in the next term of Council, we will begin to feel the shock.

By working as a region, alongside our partners, we can make a positive impact, and build communities for the future.

2021 Grey County Population by Age



2024 Grey County Population by Age



CORE SECTORS



AGRICULTURE

\$240.5M

EXPORTS

2,246

JOBS

1,869

BUSINESSES



MANUFACTURING

\$1.8B

EXPORTS

2,739

JOBS

544

BUSINESSES



TOURISM

\$1.19B

ANNUAL SPEND

8,337

JOBS

908

BUSINESSES

109,825	3M	21M	13K
POPULATION	UNIQUE VISITORS	TOTAL DAY VISITS	BUSINESS

LARGEST EMPLOYERS



GREY COUNTY'S LARGEST ATTRACTION AND TOURISM EMPLOYER





10-YEAR VISION

PER THE EDTC MASTER PLAN, 10 YEARS FROM NOW...

ECONOMIC DEVELOPMENT AND TOURISM

Grey County in connection with our Member Municipalities will be active as Team Grey, where we collaborate through trust and seed mutual success. We will speak with one voice and achieve goals effectively, in a timely manner and with fewer resources. Grey County will share a cohesive vision that is carried out through effective and true collaboration to benefit us all.

Grey County and its partners will have access to shared tools and resources at their fingertips and have moved from investment readiness to attraction.

Grey County will further diversify, moving clean energy, healthcare and culture industries from emerging to core sectors, joining alongside agriculture, manufacturing and tourism as our robust and foundational economy.

Grey County and its partners will continue to flex their innovative and entrepreneurial muscle through Sydenham Campus, to feed thriving regional networks.

Our world-class four-season destination is being built through well planned investment, enriching the lives and experience of all visitors and residents alike.

GREY ROOTS

Grey Roots sits in the foreground of culture and connection in the region, leading by example and assisting others to build capacity.

Diverse relationships and partnerships are established and incorporated into the heart of operations of Grey Roots.

Experiential learning is achieved through workshops, interactive displays and different methods of programming using arts, technology, and skills.

Grey Roots is a top-of-mind destination for tourists and residents to learn, experience, connect and reflect.

Grey Roots has more control over site use and can generate more revenue through diverse offerings, driving increased attendance.



ECONOMIC DEVELOPMENT & TOURISM

**BUILDING COMMUNITIES
FOR THE FUTURE**



1. LEADERSHIP AND COLLABORATION

PRIORITY 1

GOAL: BUILD COHESION Grey County takes a regional approach to economic development, tourism and culture working on behalf of all nine of our member municipalities. Everything we do happens in our municipalities for our people. Our top priority is therefore building Team Grey, where we focus on collaboration, not competition, to build trust and seed success. Collectively, we carry a stronger voice and better the likelihood of achieving goals more effectively, in a timely manner and with fewer resources required. A cohesive vision, followed by effective and true collaboration will benefit us all.

ACTION	2	2	2	2	2
	4	5	6	7	8
1.1 Host an Annual Economic Development Leadership Forum to build regional perspective, cohesion and pride among CAOs, senior leadership and elected officials.					
1.2 Conduct regular environmental scans to assess trends and pursue strategic advocacy opportunities as Grey County, with the support of municipalities and partners.					
1.3 Develop municipal partnership and boundary adjustment case studies to unleash mutually beneficial development and resource sharing opportunities; coordinate research; and site tours of best practice examples.					
1.4 Develop and sign a 'Team Grey' Memorandum of Understanding with member municipalities to clearly define roles, responsibilities, resources, and expectations.					

ECONOMIC DEVELOPMENT LEADERSHIP FORUM (1.1)

*Together, we are stronger.
We need to think and act as a region,
Team Grey.*

On November 21, 2024 Grey County hosted its Inaugural Economic Development Leadership Forum. The event welcomed elected officials and senior staff from all nine Member Municipalities and the County. The theme, Building Communities for the Future was thread throughout the day, as delegates were inspired by keynote Dan Mathieson, Stefano Sanguini (Invest Ontario), Luigi Presta (Think Compass), Dave Shorey (Georgian College) and James Sconjack (Bruce Power). Economic Development staff also shared regional demographics and employment lands, drawing an eye to regional economic development potential.





A DEMOGRAPHIC CHALLENGE,
IS AN ECONOMIC CHALLENGE.

35% OF THE POPULATION IS **60 YEARS +**

59 POTENTIAL SITES
1+ ACRE EXIST IN GREY **7** ARE INVESTMENT READY

It's the actions and decisions we make now that will have defining impacts on our region for years to come. Economic development takes time and we need to be thinking ahead and making investments now to benefit our future.

STRATEGIC ADVOCACY (1.2)

In 2024, staff advocacy efforts focused on the Ministry of Rural Affairs' Rural Economic Development Strategy, Ministry of Economic Development, Job Creation and Trade's Provincial Program Review of Small Business Enterprise Centres and Immigration, Refugees and Citizenship Canada's Three Year Immigration Targets Level Plan impacts on post-secondary education and rural workforce development.

“Do not shirk away from the long-term investments because they are really the ones that set the next generation up for success”. - Dan Mathieson

2. INVESTMENT READY

PRIORITY 2

GOAL: BUILD CAPACITY Grey County is uniquely situated to help build capacity with and among our partners. We are the great connectors. Taking a systems approach, we can follow the trends and lead in the development of resources. This is an important role understanding that our partners are running at full capacity, yet all investment, activity and experience happens on the ground, in our municipalities.

ACTION	2	2	2	2	2
	4	5	6	7	8
2.1 Collate, research and prepare data reports to develop a data sharing program to serve member municipalities, partners, and businesses.					
2.2 Engage in systems mapping to identify the most relevant municipal, provincial, federal and industry programs that strategically align with our core and emerging sectors.					
2.3 Build shared tools and templates at the county level to support municipal and partner efforts, as collectively identified, from policy frameworks, such as the CIP Program, to digital marketing assets.					
2.4 Explore options to create municipally owned employment lands , including three large-scale industrial parks strategically positioned across the Region.					
2.5 Identify and resource significant regional economic development projects that will generate generational wealth, to positively impact Grey and its member municipalities.					
2.6 Strengthen welcoming communities' infrastructure to meaningfully integrate and retain residents.					

SPOTLIGHT

The SPOTLIGHT platform by Environics Analytics was purchased through EDCO on behalf of our municipalities. Within a two percent variance, this platform can forecast demographics and provide real time spending data, to assist staff and partners in market analysis, trends analysis and forecasting.





DATA SHARING PROGRAM (2.1)

COMMUNITY PROFILE

In partnership with the County's GIS team, staff developed a digital dashboard to centralize key demographic information for Grey County and its member municipalities, featuring real-time updates, interactive visualizations, and seamless website integration.

LIGHTCAST

The license available through OMAFA is utilized by staff to monitor business counts, and regional market data, including municipal runs.

TOOLS & TEMPLATES (2.4)

DIGITAL ASSET LIBRARY

This tool was developed as an internal municipal tool. It hosts photos and video made accessible to our member municipalities, including drone video, point of view and professional photography. These assets can be used for advertising and marketing, including attraction efforts geared towards physicians, students and newcomers.

SECTOR PROFILES

Grey County's leading sectors: Agriculture, Tourism and Manufacturing. The purpose is to communicate regional facts and figures that build a better understanding of our foundational economy, and support municipalities, partners and businesses in accessing data to better plan for the future.

INDUSTRIAL LAND TOOL

In partnership with the County's GIS team, staff developed an internal Industrial Land Tool to identify vacant lands based on MPAC definitions and zoning.

The digital tool is intended for internal staff to use to collectively verify, examine and disperse information with the goal of understanding the true availability of industrial lands and furthermore, determine which parcels are investment ready or have the potential to become investment ready.

SIGNIFICANT REGIONAL ECONOMIC DEVELOPMENT PROJECTS (2.5)

Grey County is continuing its work with Think Compass in 2024 on four major economic development projects, either in play or proposed, across the region.

Staff also sit at several regional tables and working groups. Those specific to significant regional economic development projects include: Clean Energy Frontier, Southwestern Ontario Isotope Coalition, TC Energy Working Group.

3 - BUSINESS RETENTION & EXPANSION

PRIORITY 3

GOAL: BUILD PRIDE Caring for the businesses who call Grey County home is first and foremost. Here, we listen, learn, and take action in support of business. Through programs and partnerships, we set an enabling environment for our businesses to invest, create jobs and build strong, inclusive communities. With understanding, we tackle broad issues with partners and employers to build capacity and take steps toward solving workforce, housing, childcare and transportation challenges. We also celebrate and champion our partners, businesses, and people, to build community pride.

ACTION	2	2	2	2	2
	4	5	6	7	8
3.1 Develop, celebrate, and promote a Made in Grey Program, inclusive of regular networking and education events, workshops and mixers, marketing communication campaigns and exhibits.					
3.2 Host regional sector roundtables, tours and BR+E programs with member municipalities and community partners to understand current trends, challenges and opportunities.					
3.3 Focus investment efforts on core and emerging sectors in Agriculture, Tourism, Manufacturing, Healthcare, Clean Energy, and Culture Industries.					
3.4 Collaborate with and support Georgian College's growth as a change engine in the region through program development, capital investment and capacity building.					

MADE IN GREY PROGRAM (3.1)

Partnering with the internationally renowned Chef & Artist, Roger Mooking, Grey County proudly introduces its first Culinary Ambassador.

This campaign marks the beginning of a multi-year effort to leverage Grey County's strengths in agriculture and tourism. The objective is to attract visitors and new residents by showcasing the region's beauty and sustainable lifestyle, while also fostering community pride and excitement among locals. Through engaging storytelling and digital content, the campaign aims to position Grey County as a premier destination for food tourism and a vibrant place to live.



[gath-er]

7 VIDEOS **14** LOCATIONS



NETWORKING & EDUCATION EVENTS

REGIONAL GREY COUNTY JOB FAIR

94 EMPLOYERS
725 JOB SEEKERS

POST JOB FAIR EVENTS:

18 EMPLOYERS REPORTED:
71 INTERVIEWS. **52** HIRED.

M.S. CHI-CHEEMAUN CRUISE
AND CONNECT

350 PROFESSIONALS

YOUNG PROFESSIONALS
NETWORK (YPN) MIXER

75 YOUNG PROFESSIONALS

TEENY TINY SUMMIT SERIES

Partnership between OMAFRA, Grey County and Southgate, funded by ROMA. The theme was Community Wealth and Well-Being and was the first of the three in-person sessions held throughout Ontario.

REGIONAL SECTOR ROUNDTABLES, TOURS AND BR+E PROGRAMS (3.2)

4

SECTOR SUMMITS:
SMALL BUSINESS,
TOURISM,
AGRICULTURE AND
MANUFACTURING.

54

RETENTION
VISITS

18

REGIONAL
EVENTS
ATTENDED

13

REGIONAL
COMMITTEES

4. ENTREPRENEURSHIP & INNOVATION

PRIORITY 4

GOAL: BUILD NETWORKS Honing our entrepreneurial spirit is the cornerstone of this priority. It's about building networks, services, and partnerships to meet the evolving needs of our clients. As we've learned, innovation is the only competitive advantage, everything else can be duplicated or replicated, so it's about doing things differently and creating that Made in Grey solution.

ACTION		2	2	2	2	2
		4	5	6	7	8
4.1	Position the Business Enterprise Centre and Catapult Grey Bruce as the region's leader to support entrepreneurs to start, expand and scale their business; strengthen the regional entrepreneurial ecosystem.					
4.2	Facilitate a regional training and innovation network through Sydenham Campus to coordinate resources, support local hubs and create a custom and direct pipeline to employment.					
4.3	Facilitate connections to encourage information sharing and multisolving on common problems facing Grey County (internal), member municipalities and partners (external).					

BUSINESS ENTERPRISE CENTRE (4.1)

A new plus-one transfer payment agreement for the Business Enterprise Centre was executed for 2024-2026, including an additional \$50,000 in funding towards grants and programming funds as announced through the Ontario 2024 budget. Summer Company and Starter Company programs were oversubscribed, and all grants were filled.

New trends in clientele demographics and food businesses reemerged this year. Additionally, the Centre saw an increase in consults, though the trend is surrounding individuals trying to supplement income instead of jumping full time into self-employment. Many of these individuals are on ODSP or OW.

Staff continue to meet with the Province, participating in the Provincial SBEC Program review, advocating in support of the SBEC network, recognizing the critical role it plays in community economic development.

BEC HOSTED WORKSHOPS

25 GENERAL WORKSHOPS

596 PEOPLE REGISTERED

1 SMALL BUSINESS CELEBRATION EVENT

119 REGISTERED

1 BUSINESS BOOTCAMP

8 REGISTERED



BUSINESS ENTERPRISE CENTRE

SUMMER COMPANY

5 SUMMER COMPANY
IN-SCHOOL
PRESENTATIONS

4 SUMMER COMPANY
TRAINING SESSIONS

8 PARTICIPANTS

7 GRANTS

2024
RETURN ON INVESTMENT:

3.7:1

\$60,000 invested through
Provincial grant funding leveraged

\$222,000 invested
privately into the local businesses.

STARTER COMPANY

5 STARTER COMPANY
PLUS
TRAINING SESSIONS

33 PARTICIPANTS

15 GRANTS

JANUARY 1 TO DECEMBER 31, 2024 STATISTICS

42

BUSINESSES STARTED

39

BUSINESSES SUSTAINED

14

BUSINESSES EXPANDED

495

INQUIRIES

179

CONSULTATIONS

7

BUSINESSES
PURCHASED

54

JOBS CREATED



SYDENHAM CAMPUS

The partners and tenants of the Sydenham Campus form a collection of trainers and businesses that support workers, entrepreneurs, and local organizations by providing access to education and training, business services, labs, and technology. The Campus provides employees and businesses with the skills and advantages they need to succeed in a rapidly changing world.

**315
RENTALS
IN 2024**

Short-term rentals continue to increase, as long-term lease space remains at capacity. All Campus users, including short-term rentals fit the following categories: training, education, research and innovation, entrepreneurs, business/employee support services and government services.

**BRINGING THREE
YEAR TOTAL TO
MORE THAN 1,000.**

Tenant Changes in 2024:

DEPARTED: YMCA Employment Services, Catapult Grey Bruce, A.I. Vali Inc., Eat Local Grey Bruce

JOINED: Georgian College Early Childhood Education, Educational Assistant, Child Development Practitioner, Henry Bernick Entrepreneurship Centre, STEMVOX

EXPANDED: Reading Rescue, STEMVOX

GRAND OPENING

On Thursday, May 30, Grey County proudly celebrated the official grand opening of the Sydenham Campus in Owen Sound.

A pivotal component of this milestone is the unveiling of the eagerly anticipated 8,000-sq.-ft. makerspace, a dynamic addition equipped with eight dedicated fabrication zones catering to woodwork, metalwork, clean lab environments, digital technology, and marketing. The membership-driven makerspace supports two key functions for entrepreneurship and industry through prototyping and training.

More than \$1 million was invested by the Government of Canada through the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) to support Catapult Grey Bruce and the makerspace.

The Ontario Ministry of Agriculture, Food and Rural Affairs invested more than \$100,000 in the facility and equipment.

ONTARIO YOUTH APPRENTICESHIP SKILLS COMPETITION, MARCH 1

50+ COMPETITORS who participated in the welding, electrical installations, hairstyling, culinary and carpentry groups. The awards ceremony and electrical installations competitions were held at Sydenham.

NUCLEAR INDUSTRY JOB FAIR, MARCH 27

15 NUCLEAR SUPPLIERS
187 JOB SEEKERS



SYDENHAM CAMPUS GRAND OPENING & COMMUNITY OPEN HOUSE, MAY 30

100 DELEGATES
150 COMMUNITY MEMBERS

SYDENHAM FALL FAIR, SEPTEMBER 19

800+ STUDENTS
from East Ridge Community School

MARKERS MARKET AND COMMUNITY OPEN HOUSE, NOVEMBER 23

468 VISITORS 25 VENDORS

CRICKET PITCH PILOT

Students from Georgian were able to play three games of cricket in the rear yard of the Campus.

 **Georgian**

700

APPRENTICES (UP FROM 100 IN 2017)

2,100 MARINERS trained

22% INCREASE

in enrollment

39% INCREASE

in domestic enrollment

HENRY BERNICK ENTREPRENEURSHIP CENTRE (4.2)

With the strategic vision and support of Grey County, entrepreneurs in the region have new services to support them through the various stages of their entrepreneurial journeys – from training and networking to funding and mentorship – via Georgian College’s Henry Bernick Entrepreneurship Centre (HBEC).

HBEC first launched at Georgian’s Barrie Campus more than a decade ago, and, following its successful programming in Simcoe County, opened a second location out of a dedicated space at Sydenham Campus. This collaboration builds on the strong foundation of Catapult Grey Bruce and highlights a shared commitment to nurturing the region’s entrepreneurial ecosystem and bringing vital business development resources to the region.



Amanda Mejia, Business Development Manager for Georgian College’s Henry Bernick Entrepreneurship Centre (HBEC)

GREY BRUCE MAKERS (4.2)

In the past six months, Grey Bruce Makers has made incredible strides in growth and community impact. Their membership has climbed to 58 active members, reflecting a growing interest in the makerspace. They have hosted an impressive 62 courses, with 195 participants benefiting from hands-on learning and skill development. Beyond programming, they continued to solidify their role as a vital community resource, offering valuable skills training and fostering connections that empower individuals and strengthen the region. These achievements are a testament to the dedication of the team of volunteers and the enthusiasm of the members and participants.



MEMBERSHIP OVERVIEW

**1 CORPORATE
MEMBER**

4 ENTREPRENEURS

50 HOBBYISTS

3 STUDENTS

NOTABLE! GBM has launched a student membership to make the space more available to youth 16-23, and turned the wall of the main hallway into a gallery space for members and local artists to showcase and sell their work.

GREY BRUCE LOCAL IMMIGRATION PARTNERSHIP

67 COMMUNITY PARTNERS, INCLUDING ALL 17 MEMBER MUNICIPALITIES IN GREY AND BRUCE COUNTIES.



2024 HIGHLIGHTS

CONVERSATIONS FOR A MORE INCLUSIVE AND WELCOMING COMMUNITY: Equity Diversity and Inclusion Trainer Project has trained over 340 individuals from more than 50 organizations. This included individuals from service providers, municipalities, non-profits, and community groups.

#IMMIGRANTSWORK PROJECT: Grey-Bruce is one of five communities in Canada participating in the program to help community partners collaborate with local employers in designing solutions to identify, recruit, hire, and retain local immigrant talent.

FIRST IMMIGRANT SURVEY: This survey was launched to understand the varied experiences of diverse groups and extract research findings that will inform how service providers, multi-tier government, businesses and the community at large can foster a more welcoming and inclusive space for immigrants and newcomer. Through

the sharing of this report, GBLIP intends to support organizations who have a direct impact on these findings to grow their capacity to develop policies and programs.

DIVERSITY AND BELONGING CONFERENCE: This Conference marks a significant first step towards engaging a diverse range of participants to maximize its impact, with aim to promote a more inclusive, collaborative, and culturally sensitive approach to their services. This will lead to better outcomes and greater trust within the community. Additionally, it will encourage dialogue, shared learning, and joint efforts to address the diverse needs of the community.

6 PARTNERS. 150 ATTENDEES.



SMART21 INTELLIGENT COMMUNITY

For the second consecutive year and third time since 2017, Grey County was named one of the world's Smart21 communities of the year by the Intelligent Community Forum (ICF). The annual competition recognizes communities that embrace technology to realize economic, social, and cultural growth.

EDTC MASTER PLAN WINS EDCO AWARD

Grey County was recognized with an Award of Excellence for its Economic Development, Tourism and Culture (EDTC) Master Plan by the Economic Developer's Council of Ontario. EDCO Awards identify unique ideas that lead economic development best practices of the future. The EDTC Master Plan, known as 'The Grey't Reset', was recognized in the Excellence for Planning and Strategic Development – Urban category.

5. DESTINATION DEVELOPMENT

PRIORITY 5

GOAL: BUILD PLACE Grey County covers a significant geographic area with a diverse natural landscape; from Georgian Bay waterfront to the Niagara Escarpment to farmland, forests, and water ways, as well as urban centres, villages, and hamlets. We are a leader in tourism, attracting nearly three million visitors each year, and playing an important role in wealth creation for the region. Tourism and culture go hand in hand, and both play a crucial role in community development and retention. It is here where the lived experience of everyday life is created and enjoyed.

ACTION	2 4	2 5	2 6	2 7	2 8
5.1 Work with the Outdoor Management Group (OMG), municipal partners and Destination Marketing Organizations (DMOs) to develop destination protocols, including consistent facilities, wayfinding, messaging to improve the visitor experience and balance carrying capacity.					
5.2 Facilitate strategic investment in tourism infrastructure, particularly accommodations and demand generators to build-out a four-season destination.					
5.3 Lead regional destination marketing, including new product development and out of market promotions.					
5.4 Communicate, promote and celebrate our diverse communities, so visitors and new residents can see themselves here.					

DESTINATION PROTOCOLS (5.1)

OUTDOOR MANAGEMENT GROUP

County Planning and Economic Development, Tourism staff facilitate an Outdoor Management Group (OMG) inclusive of landowners, trail user groups, tourism organizations, conservation authorities, municipal and provincial representatives to share information and coordinate management protocols/actions since no single authority owns, manages and markets these spaces.

Continuing to strengthen our role in regional destination marketing, staff adjusted development tactics in 2024, and once again began flexing to reaching out of market.

SHARE THE ROAD

Supported by the Agriculture Advisory Committee, the seasonally focused multi-media campaign continued into year two, with billboards, radio and digital mediums.

CYCLING ROUTES

Share the Road and Route signs were installed on northern county roads in 2024. The project will be completed in 2025 with sign installation on southern county roads. Signs were delivered to participating municipalities at the end of 2024 for installation on local roads.



REGIONAL DESTINATION MARKETING (5.3)

Continuing to strengthen our role in regional destination marketing, staff adjusted development tactics in 2024, and once again began flexing to reaching out of market.

OUT OF MARKET TRADESHOWS

Staff attended Toronto Auto Show in partnership with Cobble Beach and the Outdoor Adventure Show alongside regional neighbours and partners. More than 4,000 brochures were distributed.

ANNUAL GREY BRUCE BROCHURE SWAP

Hosted in partnership with Bruce County on May 7 at Saugeen First Nation with Cultural Demonstration and Pow Wow Regalia Fashion Show. More than 130 representatives participated in the event.

DIGITAL MARKETING

- 14 Feature Website Blogs
- 3 Weekly Instagram Features
- 2,000 Recipients of weekly events newsletters
- 3 Collaborations: Cobble Beach, Apple Pie Trail, and the Ontario Culinary Alliance

CAMPAIGNS:

Maple – Spring Marketing Campaign

March 1 to April 15, featuring six local events, eight maple producers and seven additional businesses that sell/produce or feature local maple syrup.

ACCOUNTS REACHED: 530,000

(up from 340,000 in 2023).

Boundless Living – Fall Social Media Campaign (Instagram)

The fall campaign strategically targeted couples, highlighting regional destinations. These included: Owen Sound Salmon Tour, Meaford Scarecrow and Apple Harvest, Fall Colours/Hiking/Wine, Scandinave Spa, Holiday Magic at Blue, Neustadt Springs Brewery, Gateway Casino and Match Pub, Cobble Beach, Station 87 and Back 40 Glamping.

ACCOUNTS REACHED: 641,332

PLAYS: 806,471

MIXED MEDIA

Grey Bruce Kids, Boomers Summer Edition and Sydenham Sportsmen Salmon Spectacular Magazine. The largest mixed media effort came with participation in Global Heroes, Ontario August Edition. The target was specific to the GTA and Ontario, with a total reach (print & digital) of just under 1.6 million.

VISIT GREY STATISTICS

Staff strategically supported a website content driven summer, with less emphasis on social media given the noise and dilution.

WEBSITE 276,529 USERS

(up 28% from 2023)

FACEBOOK 474,833 REACH

(down 39% from 2023)

INSTAGRAM 238,115 REACH

(down 6% from 2023)

REGIONAL BROCHURES

In coordination with member municipalities, staff developed a brand-new product for the market: Community Trails brochure, alongside an update to the Regional Map and Cycling Map. In place of Made in Grey Magazine, the Gather digest was developed to support the broader regional campaign. Distribution is scheduled for 2025.







GREY ROOTS MUSEUM & ARCHIVES

HISTORY LIVES HERE.



Grey
County

Colour It Your Way



GREY ROOTS MUSEUM & ARCHIVES

2024 marks the 20th Anniversary of Grey Roots Museum & Archives—Twenty years of presenting world class exhibitions, events and programming to visitors and residents of Grey County. Two decades of developing Moreston Heritage Village into a beloved living history site, of providing exceptional service to any and all, from simple tourism inquiries to generation spanning research projects. Over the last twenty years, we've been honoured to work alongside a multitude of exceptional volunteers, community organizations, cultural institutions and municipalities - following our vision to help build better communities.

The milestone year was celebrated through a variety of events and experiences including a PA Day kick-off event featuring family activities and complimentary ice cream; The Roots of Grey Roots lecture by historian and author, Richard Thomas who presented a look back on the origin and early years of Grey Roots Museum & Archives; 20th Anniversary Fundraising Gala - a grand soirée celebrating twenty years; and seven special admission by donation days throughout the year - our way of saying thank you to our visitors for all their support.



I contacted GRMA to inquire about historical photographs of Owen Sound related to businesses owned by my family to use in my Greek Community video project. Staff informed me of their process to accommodate my request and I was impressed with the efficiency and the information they provided, so much so that I asked to volunteer in 'The Archives'. Thank you for preserving our past.

- Lili Anne Holding

Visiting the Bruce Peninsula? Don't miss Grey Roots Museum! Our visit to Grey Roots was an incredibly enjoyable experience. The grounds are well-kept, the buildings and displays laid out well. But most of all, we were impressed by the enthusiastic, knowledgeable volunteers we met inside these buildings! Fabulous! Although we know the area well and have visited several pioneer villages/museums, we learned a lot about the Indigenous residents and settlers, and their struggles to live on the Bruce Peninsula. We also learned about the impact of various technological advancements. So glad we went!

- Trip Advisor Review – July 2024

1. LEADERSHIP AND COLLABORATION

PRIORITY 1

Positioning Grey Roots in the foreground of culture and connection in the region, reflective of community and visitor interests, is the cornerstone of this priority. We will work to be recognized as a community cultural hub that sparks curiosity and a love of human and natural history and local culture.

ACTION	2	2	2	2	2
	4	5	6	7	8
1.1 Foster a hub and spoke model to lead by example and nurture and support regional museums, community organizations and aspiring individuals to build capacity.					
1.2 Establish relationships with the business and arts communities to enable public-private partnerships that support enhanced delivery of service.					
1.3 Lead as cultural development officers to cultivate and connect culture industries and talent across the region; promote the diverse offerings in Grey.					
1.4 Be expert stewards in the collection, storage and display of human, natural and living history stories and collections.					

COLLECTION AND EXHIBITS (1.4)

Grey Roots accepted an estimated 155 items across 49 accessions. In 2024, Council approved a deaccession as staff work to bring the collection in line with our mandate.

10 IN-HOUSE EXHIBITS

- YEAR OF THE DRAGON – LUNAR NEW YEAR 2024
- BLACK HISTORY MONTH DISPLAY
- ERSKINE BROWN: CARVING MEMORIES
- ARTEFACT FOCUS – GREY ROOTS 20TH ANNIVERSARY
- CARRYING CULTURE: NEWCOMER KEEPSAKES FROM HOME
- CRUISING THE COUNTY: THE HISTORY OF THE CAR IN GREY
- MEAFORD 150TH
- GREY COUNTY GALLERY – CONNECTION
- GREY COUNTY GALLERY – PERMANENCE
- 20 YEARS IN 20 OBJECTS

CARRYING CULTURE:

NEWCOMER KEEPSAKES FROM HOME

was developed in collaboration with Grey Bruce Settlement & Language Services and the YMCA of Owen Sound Grey Bruce. This exhibit focused on what newcomers to the area brought with them from their home countries and their stories of relocation and hopes for the future in Grey

County. We had 14 participants loan over 40 items that were shown from May to October.

MEAFORD 150TH

was developed and cross-promoted in collaboration with the Meaford Museum which mounted their own original version at Meaford Hall for the summer months. Curatorial Information 2024



GREY COUNTY GALLERY

There are now 278 of our own artefacts on exhibit in the Grey County Gallery.

Alongside loans from the Ministry of Natural Resources, the Community Waterfront Heritage Centre and a local Quilting Masters group.

The exhibit includes: 25 archival pieces, 110 historic and modern images and maps, 7 newly created Grey County maps showing various features and 5 infographics.

JUST FOR INTEREST!
WHEN WE COMPLETE HOPE IN
2025, THE GREY COUNTY
GALLERY WILL TOTAL EXACTLY
300
ARTEFACTS
ON EXHIBIT.

ARCHIVES

2024 COMMUNITY AND HERITAGE ORGANIZATION SUPPORT EXAMPLES:

- *Northern Terminus: The African Canadian History Journal*
- 'Road Warriors' Negro Creek Road event at Williamsford. Presentation on Grey Roots' archival resources relevant to Negro Creek including research support and maps of Negro Creek and Negro Lakes
- Owen Sound Emancipation Festival
- Supporting the Georgian Bay Folk Society's '50 Years of Summerfolk Over 50 Weeks' social media campaign.
- 175 Markdale Jubilee – Holidays in the Highlands
- S.S. #11 Bentinck School Reunion
- South Grey WWI Home Front performance
- 4th Canadian Training Division, Meaford, 1995 Freedom of the City ceremony
- Grey Bruce Local Immigration Partnership – historical immigrant groups research projects
- Nahneebahweequay/Catharine Sutton research or image queries: Moccasin Identifier project and related video creation project by Bawaadan Collective, Pier 21, Parks Canada, Changing the Narrative Project, Western University Indigenous Studies, Rural Voice



In addition to ongoing municipal inquiries, research assistance in 2024 included complex and professional research or image queries: ex. fiction and non-fiction books, textbooks, newspaper, magazine and journal articles, websites and other online portals, film creators; environmental, architectural and heritage reviews and assessment reports; student projects and teaching at all levels through postsecondary, committed genealogists and local history pursuits. We've noticed out of area and out of province research is returning post-pandemic.

At 4,497.93 square kilometers (1,736.66 square miles) Grey County is the 4th largest county in Ontario. Both Collections and Archives have a geographic collecting scope which is the entire County, with an objective to represent the County as a whole, including each of its nine municipalities, past and present. We collect materials that speak both to the area's human and natural history on the topics of **community life, government, communication, local organizations, families, business, industry, military, transportation, cultural groups, Indigenous peoples, settlement and immigration**, and beyond.

BEHIND-THE-SCENES:

Grey Roots' permanent collections are securely stored in a temperature, humidity, and light-controlled environment where they are protected from handling, fire, mold, pests, pollution, and environmental disasters. The goal of these preventative conservation measures is to care for and prolong the lives of the materials for as long as possible. Following receipt of a donation (or municipal transfer) and signed Deed of Gift, processing must be completed before the material is fully available for use.

FACILITIES SPECIAL PROJECTS

VILLAGE

- General Store - extend deck, wrap porch posts, eavestrough
- Sewing Shop Sign Install
- School House Water Heater & Circulation Pump Replacement
- Replace Bandstand Roof
- Farm House Repairs - Front porch stairs and railings, window replacement
- Install wooden floor in wood shop
- Caboose - Painting and finishing exterior
- Install internet sensor on barn, trench for wires to SH.
- Barn Quilt installed on Big Red Shed
- Repair shingles blacksmith shop.
- Remove chimney log woodworking shop

MAIN BUILDING PROJECTS

- Grey County Gallery Demolition
- Flat Roof Replacement (Section 2 of 3)
- Refurbish Package Rooftop Units



2. INCLUSIVE STORYTELLING

PRIORITY 2:

Connecting with our diverse community including Indigenous, Black, Immigrant and Newcomer groups is the critical first step in engaging new audiences and presenting a more complete history. Building strong and meaningful relationships may evolve into partnerships over time, producing a more inclusive and diverse representation of Grey County.

ACTION	2 4	2 5	2 6	2 7	2 8
2.1 Continue to work with the Indigenous Advisory Circle for guidance and feedback to increase the representation of Indigenous history and culture in programs, exhibits, events, and capital projects.					
2.2 Invite authentic and diverse voices to influence, collaborate and lead programs, exhibits, events, and capital projects.					
2.3 Enhance community cultural programming and use of the site by community partners.					
2.4 Nurture continued dialogue with communities; encourage discussions; ask for advice and sincerely consider feedback.					

INDIGENOUS ADVISORY CIRCLE

The Indigenous Advisory Circle met twice in 2024 - April 2 and October 16. Two individual meetings were also held with Elders Shirley John and Miptoon (Anthony Chegano). The focus of these meetings was the development of content for the Grey County Gallery as we discussed the best way to share the stories of the impact of residential schools on local First Nations, the displacement of the Anishinaabe village at Nawash (Owen Sound), disputes around fishing rights, and the Anishinaabe cultural significance of the land and waters in Grey. Advisory Circle members were invited to write sections of the exhibit text to create space for authentic representation of local First Nations. The group also advised staff on the refresh of the medicine garden at the front of the Grey Roots main building, and IAC member, Robyn Jones was invited in January 2024 to share a best practices presentation on land acknowledgements with Grey County Council.

Each summer, Grey Roots staff participate in interpretive hikes at Cape Croker Park, through the Anishinaabe Cultural Experiences program. These

hikes have been valuable learning opportunities for our team. The knowledge and stories shared by Anishinaabe guides deepen our understanding of the rich, long-standing First Nations history in this area.

GREY COUNTY COMMUNITY CULTURAL INITIATIVES FUND

\$5,000 in support was provided to the Negro Creek Descendants and Community Friends Group. As appropriate land is confirmed, the group will focus on the development and fundraising for a monument to recognize the historic Black settler communities on Negro Creek Road and recognize the historic Black settler communities on Negro Creek Road. The initiative will culminate in an unveiling celebration planned for 2025. These funds are being held by the Township of Chatsworth who are assisting in the financial management of the project.



BLUEWATER DISTRICT SCHOOL BOARD PARTNERSHIPS

Grey Roots collaborated with John Diefenbaker Senior School to host and promote 'Bringing History to Life', a 10th grade history project on local WWI soldiers.

SPECIALIST HIGH SKILLS MAJOR – AGRICULTURE PROGRAM

Bluewater District School Board entered into a pilot agreement in 2024 to move its SHSM Program In Agriculture to Grey Roots. The program combines theoretical and practical teachings through classroom learning and onsite in the barn, greenhouse and maple syrup production facility, to allow students to explore various career paths in food production, raising livestock, crop management and horticulture.

HIGHLIGHT! Grey Roots' displays on Black History are drawing interest from outside the area. The two visits by the Toronto-based Afrika Outbound youth group in 2024 were preceded by their first visit in the fall of 2023, and they promise to return. Each visit is co-hosted with a volunteer from the local Black descendants community. We also arranged for a volunteer to co-host the two tours from the Unifor BIWOC Committee, based in Kitchener.



3. INTERACTIVE EXPERIENCES

PRIORITY 3

This priority focuses on further embedding interactive experiences throughout Grey Roots. This engagement model appeals to a variety of learners and can create more diverse access, both on and off-site, led by Grey Roots staff or others, to encourage memorable and connected experiences.

ACTION	2	2	2	2	2
	4	5	6	7	8
3.1 Continue to develop new interactive experiences throughout Grey Roots for diverse visitors of all ages and abilities—physically across the site and digitally.					
3.2 Develop expert partnerships with individuals and community groups to lead and implement interactive, diverse programming.					
3.3 Introduce more young family and youth focused products and experiences to better serve and grow the priority target segments.					
3.4 Develop a roadshow and travelling exhibit series to embed products and experiences offsite, across the region.					

29
WORKSHOPS

32
SCHOOLS
43
PROGRAMS
1,530
STUDENTS

41
KIDS
PROGRAMS

WORKSHOPS

PIEROGI, PASTA, PICKLES, PEACHES, SALSA, PIZZA, CREATIVE BAKING

The introduction of workshops was a strategic focus in 2024. Participants joined from across Grey, Bruce, Simcoe and Huron, and as far as Florida. Ages ranged from children and youth to adults and seniors. Children participated with parents, aunts, grandparents, and we saw many groups book together as families, friends and working colleagues who coordinated schedules. Two Syrian participants were booked in by residents who were helping the girls learn English and traditions.

EDUCATION PROGRAMS

Students travel from across Grey and Bruce to attend Grey Roots Education Programs. 2024 curated programs included: Animated Village Exploration, Designed by Nature, Settler Savvy, Cooking by the Calendar, Doing the Chores, and Keeping with Tradition.

- Toddlers Take the Museum (with EarlyON) PA Day Activities
- March Break
- Christmas Break



KIDSCAMP

In 2024, KidsCamp supported 63 different families, and attracted 32 returning campers.

Nine spots were earmarked for BWDSB special programming, After School & Summer Partnership Program led by Deborah Richardson, Behaviour Expertise Professional with BWDSB. These are students with exceptionalities who may not always be able to attend traditional camp spaces.

Two spots were donated to Big Brothers Big Sisters of Grey Bruce and Western Simcoe.

Four Specialized Programs:

- Cooking Quest
- Nature's Rhythm
- S.T.E.A.M. Fusion
- Our Community In Motion

7 WEEKS **85** KIDS

31
RENTALS

29
EVENTS

5,439
ATTENDEES

8
EVENT SPONSORS,
TOTALING
\$14,000

SPECIAL EVENTS

- Lunar New Year**
- Family Day**
- Black History Event**
- Bluewater Railday**
- Our Roots Are Showing
- Concert Series (4)
- Members Preview
- Specialist High Skills Major Open House**
- Spring Into Moreston
- Multicultural Day**
- 20th Anniversary Celebration
- Delton Becker Day**
- Emancipation Speaker's Corner**
- Emancipation Gospel Sunday**
- Antique & Classic Car Show**
- Welcoming Week**
- Harvest Fest
- Spring and Fall Lecture Series (7)
- Halloween Fright Night**
- 20th Anniversary Gala
- Moreston by Candlelight (2)

** Bold are community partnered events, hosted at Grey Roots*

COMMUNITY EVENT PARTICIPATION

- Owen Sound Pride Parade
- Cars and Coffee Car Show
- Concourse d'Elegance Car Show
- Owen Sound Santa Claus Parade
- Owen Sound Volunteer Fair



4. DESTINATION DEVELOPMENT

PRIORITY 4

Recognizing Grey Roots as a key tourism asset in Grey County, as both destination and hub of information and access underpins this priority. It's about inspiring return visits and positioning Grey Roots as top-of-mind among our community and visitors by sharing key tourism information and offering unique experiences.

ACTION	2	2	2	2	2
	4	5	6	7	8
4.1 Establish Grey Roots as Grey County's foremost tourism information hub.					
4.2 Utilize the substantial outdoor property to create year-round roadside and outdoor attraction experiences.					
4.3 Investigate opportunities to curate an itinerary of experiences between Grey Roots and other attractions, helping to attract overnight visitor stays					
4.4 Explore the possibility of creating a connecting trail link between Grey Roots and Inglis Falls, in conjunction with the Bruce Trail to provide day long or multi day experiences.					



TRAVELLING EXHIBIT

Inspiring Nature, Inspired Techno ran at Grey Roots from May to September. The family-friendly exhibit explored the intersection between nature and transportation technologies. Hands-on, interactive components and eye-catching displays showcased numerous technologies inspired by the natural world.

TOURISM INFORMATION HUB

Hub development began with a greater tourism presence in 2024. Grey County's two Tourism Summer Students spent more time at Grey Roots, setting up a visitor booth, sharing information and answering questions for guests looking to explore the region. In addition to having more readily available tourism information, a new regional map wall was installed as the first permanent installation of the transformation.



5. INNOVATIVE PRACTICES

PRIORITY 5

Through this priority, we look internally at our operations to consider how we do business, and how we can continue to do things differently. It's also about making sure all our people can access the products and services we so proudly offer.

ACTION	2	2	2	2	2
	4	5	6	7	8
5.1 Prioritize programming over new construction to increase visitation and revenue, fully utilizing the assets already at Grey Roots.					
5.2 Work with the Niagara Escarpment Commission (NEC) to amend property permissions and enable further use of the property, including Moreston Heritage Village.					
5.3 Perform an annual operations review to understand trends, refine the business model, explore new revenue generation tools and plan for sustainable growth.					
5.4 Explore methods of improved access and inclusion across product and service offerings.					
5.5 Enhance strategic target marketing to residents and visitors, encouraging greater participation in product and service offerings, and boosting customer relationship longevity.					
5.6 In conjunction with economic development and tourism, develop a Made in Grey program that celebrates our present – people, place and business - bringing to life our motto, 'History Lives Here'.					

LEAN PROJECT

Staff engaged Lean Advisors to assist in planning Village operations for 2025. The project consulted staff, volunteers and the public to recommend an operating model that better aligns with current experience and future trends.

MUSEUM ASSISTANT

Bianca Nam was hired in November 2024 in a purposeful adjustment to continue the course of prioritizing programming, enabling coordinated delivery every Saturday at the museum. One student position was realigned to assist with program delivery and support education programs and special programming across PA Days, March Break and Christmas Break.



FRIENDS OF MORESTON

The Friends of Moreston is a volunteer-driven, not-for-profit organization dedicated to supporting Moreston Heritage Village at Grey Roots Museum. This group plays a vital role in preserving, maintaining, and promoting the village, which is constantly evolving. The Friends undertake a variety of projects, such as gardening, construction, cleaning, painting, and fundraising. They organize seasonal workdays in the spring and fall to help keep the village in excellent condition year-round. Additionally, the group holds quarterly meetings, during which Grey Roots staff provide updates on museum plans and activities, seeking feedback and recommendations from the Friends to guide future initiatives.

VOLUNTEER COORDINATION

Volunteers at Grey Roots are essential to everything we do. Whether presenting Grey County's history to the public, supporting the museum's artifact and archival collections, restoring antique vehicles, assisting with exhibit changeovers, or contributing to educational programs, our volunteers play a vital role.

In 2024, we have made it a priority to keep our volunteers informed about museum plans and to maintain strong connections throughout the year. This includes sharing updates on performance measures, discussing future plans, and gathering valuable feedback and input from our dedicated and experienced volunteers.

86 ACTIVE VOLUNTEERS

4,327 VOLUNTEER HOURS

DIGITAL STATISTICS

WEBSITE

204,316 views

85,871 sessions

67,470 users

Most visited pages

- Homepage
- Hours/Directions/Admissions
- Events
- Exhibits
- Archives

FACEBOOK

628,006 views

418,516 reach

26,906 interactions

INSTAGRAM

67,064 views

26,161 reach

4,239 interactions

GRANTS, CAPITAL SPONSORSHIPS & DONATIONS

\$ 203,978.00

Federal Funding:

Canada Cultural Spaces

\$63,500

Provincial Funding:

Community Museum
Operating Grant

\$15,716.98

Donations:

Pay by Donations days, donations in memory of loved one

Capital Sponsorship:

Thomas Wheildon - \$50,000 for Theatre Upgrades \$10,000 per year over 5 years.

Wheildon Investments Inc - \$8,000 in year four of \$40,000 Arnott General Store.

Fairmount Security - \$3,500 in year four of \$20,000 Children's Gallery.

2024 TOTALS

280
MEMBERS

21,259
ATTENDEES

\$166,904
REVENUE

(30% PROGRAMS, 19% GENERAL ADMISSION, 16% SPECIAL EVENTS, 16% MUSEUM STORE, 12% MEMBERSHIPS, 7% RENTALS AND TOURS)







Grey County

Colour It Your Way



Grey.ca

 /CountyofGrey  @GreyCounty

Subscribe to our newsletter. Visit www.Grey.ca/subscribe



PORT COLBORNE

Legislative Services

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 · www.portcolborne.ca

T 905.228.8031 F 905.834.5746

E charlotte.madden@portcolborne.ca

February 27, 2025

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

The Honourable Sylvia Jones
Minister of Health
5th Floor, 777 Bay Street
Toronto, ON M7A 2J3
Sylvia.Jones@pc.ola.org

Dear Honourable Doug Ford and Honourable Sylvia Jones:

Re: City of Port Colborne Support the Town of Fort Erie Re: Provincial Election Health Care Advocacy

Please be advised that, at its meeting of February 25, 2025 the Council of The Corporation of the City of Port Colborne supported the resolution from the Town of Fort Erie regarding Provincial Election Health Care Advocacy.

Please find the correspondence attached for your consideration.

Sincerely,

Charlotte Madden
City Clerk

ec: Niagara Region MPP's

- Wayne Gates
- Jennie Stevens
- Jeff Burch
- Sam Oosterhoff

Candidates Seeking an Election in Niagara:

info@niagaratinting.com; dumelie.gary@gmail.com;
shafolikapur@ontarioliberal.ca; wayne.gates@ontariondp.ca; contact@ruth-ann.ca;
greenteam@gpo.ca

Rural Ontario Municipal Association
All Ontario Municipalities



Legal and Legislative Services

February 12, 2025

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

The Honourable Sylvia Jones,
Minister of Health
5th floor, 777 Bay Street
Toronto, ON M7A 2J3
Sylvia.Jones@pc.ola.org

Honourable and Dear Sir and Madam:

Re: Provincial Election Health Care Advocacy

The Municipal Council of the Town of Fort Erie at its Special Council meeting of February 11, 2025 passed the following resolution:

Whereas the Town of Fort Erie submitted a letter to the Minister of Health dated August 7, 2024, advocating for the continuation of the Douglas Memorial Urgent Care Centre as a primary care safety net in the community, which has not received a response, and

Whereas the Province of Ontario has appointed Dr. Philpott as the Chair of the New Primary Care Action Team to develop a strategy to address the shortage of primary care physicians with a mandate to attach all Ontarians to primary care in the next five years (2030), and

Whereas the Town of Fort Erie has a population of 36,000 residents, with over 8,000 who are unattached to a primary care physician, demonstrating a need for a primary care safety net locally, and

Whereas the Douglas Memorial Urgent Care Centre provides a first point of contact with our health care system for Niagara residents without a primary care physician, which will continue beyond the opening of the South Niagara Hospital in 2028, and

Whereas the Council for the Town of Fort Erie passed a resolution on October 21, 2024 requesting a continuation of funding for Douglas Memorial operations, without reduction of any funding to Niagara Health for construction and operation of the new South Niagara Hospital, and that the Premier support that resolution, and

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Mailing Address:

The Corporation of the Town of Fort Erie

1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 4:30 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

Now, therefore, be it resolved,

That: The Town of Fort Erie Mayor and Council requests a response from the Premier of Ontario and the Minister of Health regarding submissions by the Town of Fort Erie, including letter dated August 7, 2024, the Town of Fort Erie Rural Ontario Municipalities Association presentation to the Ministry of Health, Parliamentary Assistant, Anthony Leardi, the resolution passed by the Town Council on October 21, 2024, and the Niagara Health resolution that the Town of Fort Erie presented to the Niagara Health Board on January 28, 2025, and

That: The Town of Fort Erie Mayor and Council requests that the Province of Ontario put a moratorium on the closure of urgent care centres and the implicit removal of primary care health services from the Town of Fort Erie and all small and rural communities in Ontario until Dr. Philpott's mandate is complete to ensure that all Ontarians are attached to a primary care physician, and;

That: This resolution and the information it references be forwarded to Niagara's local MPPs and all candidates seeking election in Niagara and circulated to the Rural Ontario Municipal Association and all Ontario municipalities.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Kind regards,



Ashlea Carter,
Acting Manager, Legislative Services/Town Clerk
acarter@forterie.ca

AC:dlk

c.c: Niagara Region MPP's wgates-co@ndp.on.ca ; JStevens-CO@ndp.on.ca ; JBurch-QP@ndp.on.ca ;
sam.oosterhoff@pc.ola.org
Candidates Seeking an Election in Niagara info@niagaratinting.com; dumelie.gary@gmail.com;
shafolikapur@ontarioliberal.ca; wayne.gates@ontariondp.ca; contact@ruth-ann.ca; greenteam@gpo.ca
Rural Ontario Municipal Association roma@roma.on.ca
All Ontario Municipalities

Attachments:

The Honourable Sylvia Jones, Minister of Health Letter – August 7, 2024
The Honourable Doug Ford, Premier and The Honourable Sylvia Jones, Minister of Health Letter – October 22, 2024
Rural Ontario Municipalities Association presentation to the Ministry of Health, Parliamentary Assistant, Anthony Leardi –
January 21, 2024
NH Board Resolution – January 28, 2024



Office of the Mayor
WAYNE H. REDEKOP

August 7, 2024

The Honourable Sylvia Jones,
Minister of Health
5th floor, 777 Bay Street
Toronto, ON M7A 2J3
Sylvia.Jones@pc.ola.org

Honourable and Dear Madam:

Re: Urgent Care Centre, Fort Erie

I appreciate the challenges that you and your Ministry face as you endeavour to ensure that every resident of Ontario has timely, effective and meaningful access to primary health care. I also appreciate the interest that you have taken in the specific issues that challenge us in Fort Erie as we attempt to establish a model that will address the need of our residents to access primary care.

The Town of Fort Erie Council recently passed a resolution calling on you and Niagara Health for a commitment to continue the operation of the Urgent Care Centre at Douglas Memorial, in Fort Erie, following the opening of the South Niagara Hospital as our primary care safety net until a viable and sustainable alternative is in place in the community. I attach a copy of that resolution. This resolution has also been supported by the City of Niagara Falls, the City of Port Colborne and the Niagara Region.

The Town administration has been working with local family physicians, other health care providers, Bridges (the local Community Health Centre), the Indigenous community, Niagara Health, the Niagara Ontario Health Team and Ontario Health West to identify the specific service needs of our residents, the resources that we can rely on to meet our residents' needs and establish the model that will ensure that the primary health care, diagnostic and associated services are in place for the long term. As the community continues to grow, the Town is taking necessary steps to ensure that all residents will be rostered with a family physician, including continued support for a local Physician Recruitment Incentive program. As you can imagine, this is a significant investment and a moving target that is elusive for municipalities across Ontario. Fort Erie estimates that over 7,000 residents are unattached to a primary care physician and all of our 34,000 residents rely on the Urgent Care for primary care health issues. Hence the absolute importance of the Urgent Care Centre at Douglas Memorial continue its operation as our primary care safety net.

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Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6
Office Hours 8:30 a.m. to 4:30 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022 Web-site: www.forterie.ca

In July 2023, Niagara Health reduced the hours of operation of the UCC in Fort Erie (and Port Colborne) from 24 hours to essentially 10 hours (10 a.m. to 8 p.m.). This has jeopardized the access to primary care not only of unrostered patients, but for all residents of our community after available family physician working hours. The implications seem predictable: greater pressure on the Emergency Departments in Niagara Falls and Welland, lower acuity health issues using Emergency and EMS as a first point of contact, greater demand on Emergency Medical Services and offload delay pressures, delayed medical attention by those with transportation or other logistical challenges which make it difficult to seek medical service at a distance. All of these have financial impacts that erode the ability of the hospital system to provide the services required by residents. I believe that it is unlikely that the new South Niagara hospital will eliminate these concerns.

Insofar as Niagara Health is responsible for the operation of our UCC at Douglas Memorial, we understand the need to maintain a fruitful working relationship with it. Accordingly, NH has participated in our Community Health Care Services Committee and in meetings with other health care providers as we search for the model for primary care that will meet our community's needs. Regretfully, NH has recently decided that it will no longer participate in the committee or any meetings in which the Town of Fort Erie is represented for reasons best known to it. Furthermore, it removed the invitation to Fort Erie's Chief Administrative Officer and Health Services Coordinator to attend a recent meeting (Aug 2nd) with Ministry representatives, Ontario Health West, Niagara Health, the Niagara OHT and other health service partners, without an explanation to the attendees. This was very embarrassing and concerning to us and brings into question NH's ability to gain public trust and confidence as our publicly funded hospital, but more significantly, it raises community concern about its ability to understand the dynamic between operation of the UCC and our quest to find a long-term primary care solution for our residents.

We look forward to your consideration to commit to the continuation of the Urgent Care Centre beyond 2028, as our primary care safety net or until a viable and sustainable alternative is in place.

Yours very truly,



Wayne H. Redekop
Mayor

WHR:dlk
Attach
c.c C. McQueen, Chief Administrative Officer

**Town of Fort Erie - Resolutions
Regular Council**

Agenda Number: 16.2.
Resolution No. 14
Title: Councillor McDermott
Date: Monday, May 27, 2024

Moved by: Councillor McDermott
Seconded by: Councillor Christensen

Whereas Niagara Health has received approval from the Provincial Government to build a new South Niagara Hospital in Niagara Falls that will provide a range of emergency and acute care services, and

Whereas the shortage of primary care physicians in Fort Erie results in over 7,000 residents being unattached (unrostered) to a family physician, and

Whereas the Fort Erie Urgent Care Centre at Niagara Health's Douglas Memorial site provides a primary care "safety net" for the community and serves as a first point of health care contact for both attached and unattached residents who cannot receive time-sensitive primary health care, and

Whereas the Provincial Government is attempting to reduce EMS offload delays and eliminate hallway medicine arising from low acuity patients who would be better served by primary care physicians or an Urgent Care Centre providing access to the primary care "safety net", and

Whereas the viability of the health care and hospital systems in Niagara are dependent on all residents having time-sensitive access to primary health care;

Now therefore be it resolved,

That: The Town of Fort Erie advocate to the Minister of Health and Niagara Health for a commitment to continue the operation of Urgent Care Centre at Douglas Memorial in Fort Erie following the opening of the South Niagara Hospital as the primary care safety net until a viable and sustainable alternative is in place in the community, and further

That: This resolution be sent to the Niagara Region and Niagara's local area municipalities for their support and endorsement.

Carried



Legal and Legislative Services

October 22, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

The Honourable Sylvia Jones,
Minister of Health
5th floor, 777 Bay Street
Toronto, ON M7A 2J3
Sylvia.Jones@pc.ola.org

Honourable and Dear Sir and Madam:

Re: Request Provincial Funding Remain Available to Support Fort Erie’s Primary Care Initiative

The Municipal Council of the Town of Fort Erie at its Council meeting of October 21, 2024 unanimously passed the following resolution:

Whereas the Douglas Memorial Hospital was built primarily with funds left by the estate of William Douglas on his death in 1929; and

Whereas the Douglas Memorial Hospital (“the Hospital”) opened for operation in 1931; and

Whereas the Hospital operated in the black during all of its years of operation (1931- 1998) as a full-service hospital under the management and guidance of its own Board of Trustees; and

Whereas the Health Services Restructuring Commission (“HSRC”) recommended in 1998 that Douglas Memorial continue operation as a hospital within the new Niagara Health System (“NHS”), with acute and chronic care beds, emergency and ambulatory services and a range of diagnostics; and

Whereas despite the creation of a standing committee of the NHS Board for Fort Erie, pursuant to recommendation of the HSRC, to assure local input into Board decision making and that no decision to eliminate any inpatient or emergency services would be made unless approved by such standing committee, the NHS embarked on a systematic reduction or elimination of various services at the Hospital until the adoption by the NHS of its “Hospital Improvement Plan” (“HIP”) in 2008; and

Whereas pursuant to the HIP the NHS eliminated emergency and all other health care services at the Hospital in 2009, with the exception of a 24-hour Urgent Care Centre (“UCC”), chronic care beds, palliative care beds and some diagnostics, without the approval of the Hospital standing committee; and

../2

Mailing Address:

The Corporation of the Town of Fort Erie

1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 4:30 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

Whereas in July 2023 Niagara Health (“NH”), as it is now designated, reduced the hours of operation of the Hospital UCC to 12 hours, although the public only has access to the UCC from 10 a.m. to 8 p.m. daily; and

Whereas NH has recently adopted a 3 hospital model for the future of hospital services in Niagara that intends to completely close the Hospital, resulting in no urgent, chronic or palliative or diagnostic services in Fort Erie once the new South Niagara Hospital is opened in or about 2028; and

Whereas the most recent population data available indicates that Fort Erie’s current population is 36,200, far greater than projected during deliberations with respect to Niagara Region’s new Official Plan, adopted in July 2022; and

Whereas the Niagara Region’s population is growing at a rate far greater than anticipated by the Province or NH, particularly when projections were being made for the hospital needs of South Niagara when planning for the new South Niagara Hospital; and

Whereas there are over 7,000 Fort Erie residents unattached to a primary care physician, necessitating a primary care “safety net”, such as a UCC or alternative to avoid first point of health care contact at local emergency departments; and

Whereas the UCC at Douglas Memorial forms that primary health care “safety net” in the absence of sufficient primary care physicians or service providers in Fort Erie; and
Whereas the removal of UCC services, chronic care beds, palliative care beds and diagnostics from the Hospital will result in an unreasonable and unnecessary hardship for current and future residents of Fort Erie and will foreclose the use of the Hospital as a safety valve for NH patients anywhere in Niagara in the event the new South Niagara Hospital is unable to meet the demands that the increasing population of Niagara will place on it; and
Whereas a prudent approach to managing the hospital and health care needs of Niagara, particularly South Niagara and Fort Erie, would recognize the value of retaining a fully-operational UCC, with diagnostics and clinics, as well as chronic care and palliative care beds at the Hospital; and

Whereas there is no indication that NH has any intention of changing course on its 3 hospital model for Niagara despite requests by the Town of Fort Erie to continue the services available at the Hospital; and

Whereas the residents of Fort Erie need and deserve equitable primary health care services, including 24-hour Urgent Care and associated services;

Now therefore be it resolved,

1. **That** the Council for the Town of Fort Erie requests that the Minister of Health commit to funding all necessary services at the new South Niagara hospital without the removal or reallocation of operational funding from the Douglas Memorial for the UCC and other current health services, and further

.../3

2. **That** the Council for the Town of Fort Erie requests that the Minister of Health direct any and all funding from the Province of Ontario for the operation of the UCC (primary care), chronic care beds and palliative care beds, and all diagnostic and associated services at Douglas Memorial remain in Fort Erie for use by Niagara Health as part of a revised hospital model for Niagara or an alternative model operated by a qualified designated health care services entity working in collaboration with the Town of Fort Erie should NH close Douglas Memorial as a hospital site, either before or following the completion and opening of the new South Niagara Hospital, and further
3. **That:** the Mayor and Town of Fort Erie staff enter into discussions with the Minister of Health and Niagara Health and such other health care providers as deemed appropriate to ensure the continued operation of primary care and other current services at Douglas Memorial, with or without the involvement of NH, and further
4. **That:** the Premier of Ontario, the Honourable Doug Ford, be requested to support this initiative, and further
5. **That:** a copy of this Resolution be provided to the Premier of Ontario, the Honourable Doug Ford; the Ontario Minister of Health, Sylvia Jones; the Prime Minister of Canada, the Honourable Justin Trudeau; the federal Minister of Health, Mark Holland; the four MPPs and MPs who represent Niagara; the Niagara Region and the other 11 local area municipalities in Niagara for support.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact me.

Sincerely,



Peter Todd,
Manager, Legislative Services / Town Clerk

ptodd@forterie.ca

PT:dlk

cc: The Honourable Justin Trudeau, Premier of Ontario Justin.trudeau@parl.gc.ca
The Honourable Mark Holland, Federal Minister of Health mark.holland@parl.gc.ca
Lynn Guerriero, President and CEO, Niagara Health, Lynn.Guerriero@niagarahealth.on.ca
Niagara Region MPP's wgates-co@ndp.on.ca; JStevens-CO@ndp.on.ca; JBurch-QP@ndp.on.ca;
sam.oosterhoff@pc.ola.org
Niagara Region MP's Vance.Badawey@parl.gc.ca; tony.baldinelli@parl.gc.ca; Chris.Bittle@parl.gc.ca;
dean.allison@parl.gc.ca
Niagara Region
Local Area Municipalities

2025 ROMA PRESENTATION
TOWN OF FORT ERIE



**Presentation to:
Anthony Leardi, Parliamentary Assistant
to the Minister of Health
January 21, 2025**



Overview

- A leader in community Health Care
- Investing in our community
- Community profile
- Our Issue
- Our Challenges
- Current Impacts on access
- How the Province can help
- Progress with Niagara Health
- Indigenous Health Services



A Leader in Community Health Care

Community Collaboration

- Creation of a Community Health Care Services Committee with representation from Regional Public Health, Niagara Health System, Primary Care Physicians, Fort Erie Native Friendship Centre (initially established in 2003, first of its kind in Ontario)
- Conversion of former fire hall into medical clinic (underway)

Physician Recruitment

- Promoted establishment of family group practice in clinics
- Secured 4 new physicians in past 5 years – 2 new physicians in 2022/23
- 1 new physician recruitment pending
- Recent policy changes allowing streamlining and credentialing for certified physicians is removing barriers to repatriate or relocate practices to Canada.
- Attended UK/Ireland repatriation recruitment with Niagara Region



Physician Retention

- Facilitating a local family physicians network (Community of Practice)
- For over 20 years have provided physician retention incentives to address planned retirements



Education

- Partnership funding – Rural Medicine Week, Student Assistance Programs, Clerkships

Programs

- Nurse Practitioner, Mental Health, Memory Clinic
- Mobile clinics – Cancer Screening, Dental Services, REACH Mobile Bus



■ Investing in our Community

- Community Health and Wellness has been a Council priority since 1999/2000 and took on critical importance in 2008 when Douglas Memorial Hospital was converted to an Urgent Care Centre.
- Council's 2023 – 2026 Corporate Strategic Plan was unanimously supported with an enhanced focus to secure and enhance essential health care services in Fort Erie when new South Niagara Hospital opens (2028).
- Since 2012, the Town has invested over **\$2.7 million** in health- related services, as well as contributions to the Community Health & Wellness Reserve (**since 2019 - \$885,000**).
- Council committed **\$3 million** to the South Niagara Hospital and **\$150,000** toward Hospice Niagara's 10 bed hospice residence to be built in Fort Erie.



■ A Growing, Diverse Community



- Fort Erie has a population of approximately 36,000 persons. It has the perfect mix of rural and urban settings – a lot of green space but within close proximity to international airports and larger city centres.
 - Approximately 5% of our population identifies as Indigenous (First Nations, Metis, Inuit).
 - Over 156 new businesses have opened since the start of the pandemic (March 2020)
 - Strategically situated on the Canada/USA border, from a trade standpoint, Fort Erie is important as one of North America’s busiest gateways. Presently about 14% of all Canada-US trade crosses at Fort Erie with access to a U.S. population of over 44 million within a daily trucking distance, including 9 marine ports of entry/exit.
- From an immigration standpoint, Fort Erie plays an important role in welcoming newcomers, working with many service providers and the Fort Erie Multicultural Centre in providing settlement programs and services.
- Thousands of visitors are attracted to the beautiful sandy beaches in Fort Erie. Our Bay Beach Master Plan improvements make the experience at our most popular beaches even better and accessible. More than 86,000 annual visitors come to the beach and tens of thousands of others come for the boating, fishing, bird-watching and cycling opportunities.
- Fort Erie continues to be identified as a strategic location for investment by Invest Ontario and Niagara Economic Development.



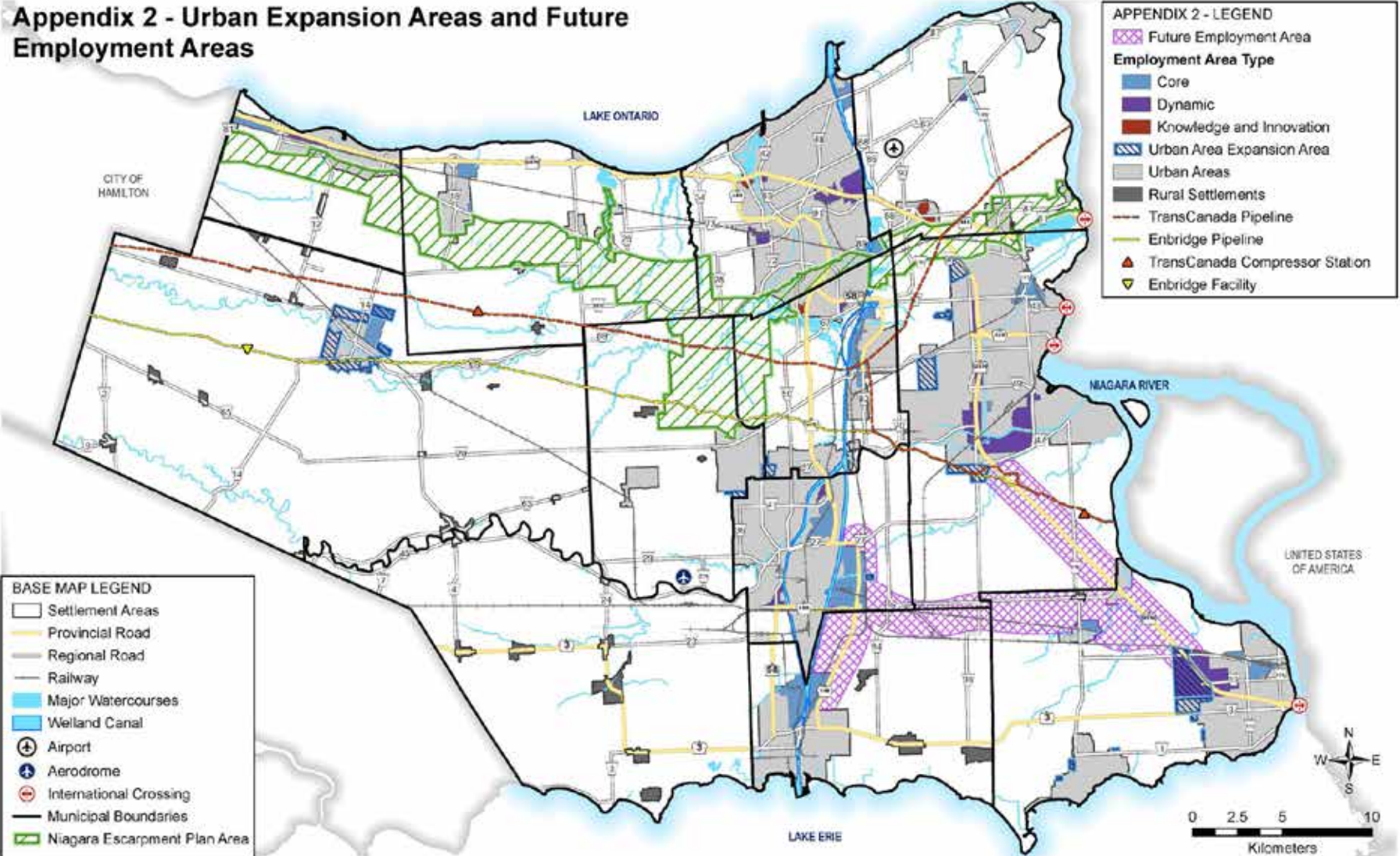
Our Issue:

- Currently, 8,000 Fort Erie residents are not rostered to a family physician in Fort Erie or not receiving care at all. *
- First point of care for unattached and many attached residents is Fort Erie Urgent Care Centre; however, service hours were reduced from 24 hour care to 10 hour care (10 a.m. to 8 p.m.), effective July 5, 2023.
- Fort Erie Urgent Care has served the community as appropriate first point of contact for lower acuity health issues (for both attached and unattached residents - 36,000) and it is considered a primary health care “**safety net**”.
- Niagara Health plans to close the Fort Erie Urgent Care in 2028, with the opening of the new South Niagara Hospital. Without a first point of contact “safety net” for low acuity health conditions, residents will go to the emergency department or call EMS.
- Primary Care was identified as a priority by the province, leading to the appointment of Dr.Philpott to address this issue.

*Ministry of Health Statistics, 2024



Appendix 2 - Urban Expansion Areas and Future Employment Areas



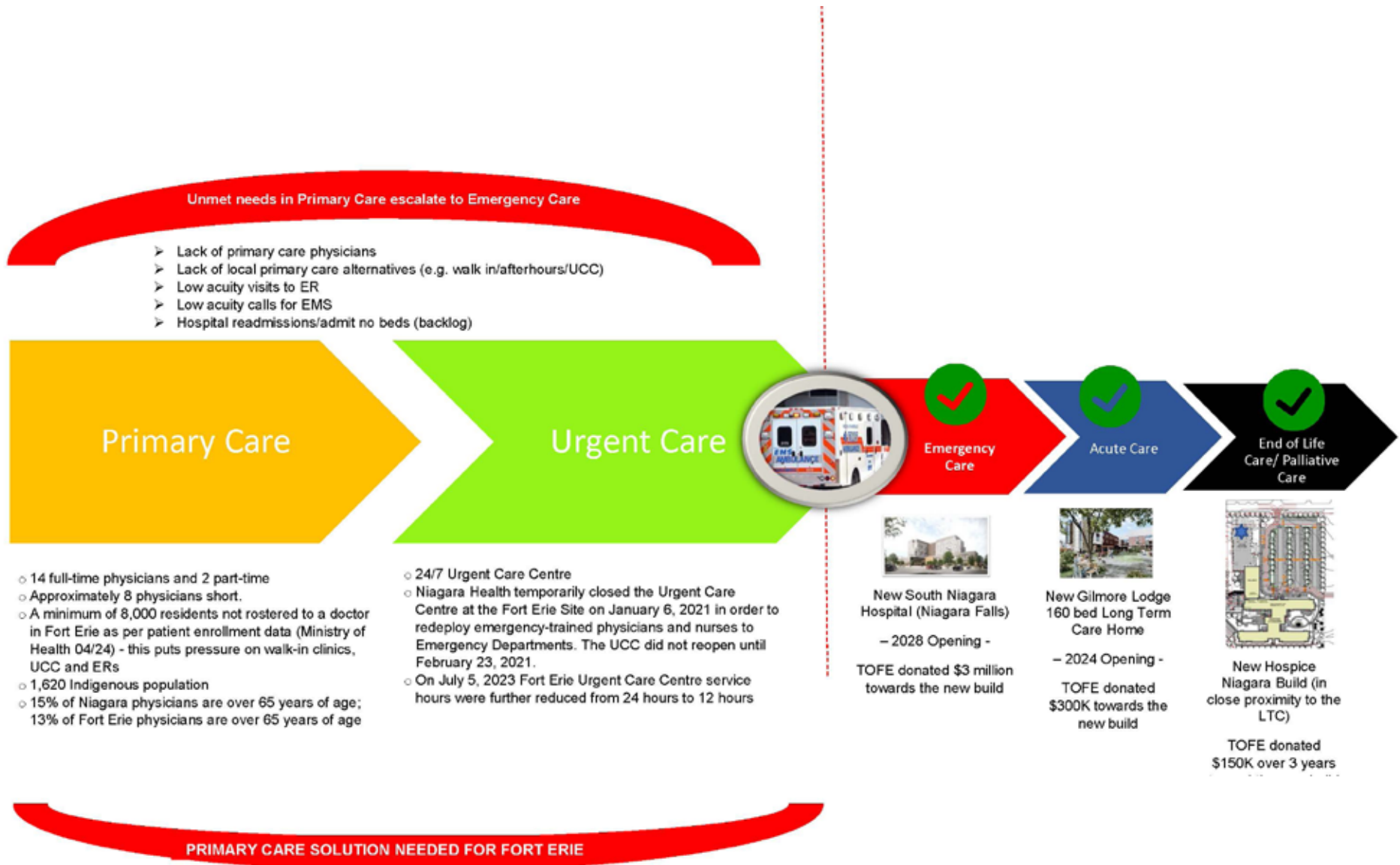
© 2021 Niagara Region and its suppliers. Projection: UTM Zone 18N CSRS, NAD83. This map was compiled from various data sources. The Niagara Region makes no representation or warranty, either expressed or implied, as to the accuracy, completeness, reliability, accuracy or otherwise of the information shown on this map.

■ Our Challenge:

- **Douglas Memorial Urgent Care Centre (UCC) needs to be available 24/7 post 2028 (when South Niagara Hospital opens) OR until an alternate plan to secure primary care services is in place for our growing community.**
- Town is working with local health service partners, Niagara Ontario Health Team, local family physicians and Community Health Centre (CHC) to collaborate on an EOI Interdisciplinary Care Team (ICT) submission as an interim measure to address primary care physician shortages. Fort Erie UCC remains as a critical primary care “safety net” to avoid emergency room crowding.
- Fort Erie is prepared to support Niagara Health as a credible and sustainable health care provider to oversee a local health service solution after 2028. Such a solution breaks down health care silos, facilitates continuity of care, and reduces pressures on hospitals (e.g. ED overcrowding; EMC offload delays) by addressing primary care access in the community.



Current Impacts on Access



■ Statement by the Minister

- The release of the “Your Health: a Plan for Connected and Convenient Care” includes a statement by the Minister of Health, as follows:



“Our goal is to make health care more convenient for Ontarians by connecting you to care closer to home ... we will continue to prioritize making it easier for you and your family to connect to the care you need... we are focused on connecting you to the care you need, when and where you need it.”

With the recent appointment of Dr. Philpott, the Minister also added

“There’s no one I trust more than Dr. Philpott with her considerable experience to keep moving us forward and get us across the finish line of connecting everyone in the province to more convenient primary health care within the next five years. Doing so will have enormous benefits for people’s health and wellbeing, as well as the province’s health care system by reducing pressures on emergency departments.”

■ Progress with Niagara Health:

- Niagara Health publicly stated that they are not in the primary care business.
- They confirmed plans to cease operations of the Fort Erie Urgent Care Centre upon the opening of the South Niagara Hospital.
- They plan to allocate primary care spending dollars from Fort Erie Urgent Care Centre to operations at South Niagara Hospital.
- Niagara Health has excluded town staff from local health services discussions and has withdrawn their participation on the Fort Erie Health Services Committee.



■ How the Province can help:

- Request that Niagara Health restore and continue Urgent Care hours/operations in order to provide continued services to our residents and with consideration to meet the primary and incidental health care needs for the growth that our community continues to experience.
- Provide Niagara Health with the required operational funding for the new South Niagara Hospital so that current primary care funding for the UCC remains in our community to address primary care needs.
- Work with Town, Niagara Health, the Indigenous community and local physicians to develop a funded Fort Erie Health Services Model that will provide essential, sustainable and reliable first point of contact primary care health services to all residents (attached and unattached) beyond 2028.



■ How the Province can help:

- Continue to review/update the new practice agreement for family physicians to remove barriers that would discourage a collaborative primary care facility model (e.g. distance between members/clinics, funding caps) and increase incentives or create attractive conditions for family physicians to work after hours at UCCs.
- Address health care as “one envelope” of funding vs. fractured health funding envelopes (primary care, hospitals, EMS, public health, home and community care, etc.)
- Continue to advocate for additional seats on health and medical professional training programs - opportunities for post-secondary training in Fort Erie (FEIA/ Sheridan/Niagara College).



Indigenous Health Services

Challenges:

- Indigenous community and clients already experience access to care issues. The potential closure of the Douglas Memorial Hospital and access to urgent care present more barriers to access.
- Mainstream and conventional models of health services offered through Niagara Health System (NHS) and the Ministry of Health (MOH) do not meet specific needs of Indigenous community and clients.
- Lack of physicians especially those familiar with holistic medicines.
- Lack of addiction services/harm reduction services that align to Indigenous healing journey.
- Child care pressures.
- Housing pressures.
- Transportation accessing programs out of Town is a barrier for many.



Indigenous Health Services

Success with Indigenous-led Services:

- Wellbriety -12 week program based on Medicine Wheel Teachings that connects addiction and recovery services offered at the Fort Erie Native Friendship Centre facilitation in circles that begin the healing journey using a holistic approach with a mental health component (Niagara Health System does not provide support for this model). While main stream addiction services is well-intentioned, it can be more dangerous for Indigenous people to participate in these programs and lead to additional health crises.
- Under the Rainbow Childcare Centre is open to all Fort Erie residents and currently has a large wait list due to its popular programming.
- Fort Erie Native Friendship Centre has undertaken training their own ECE workers to compliment the Childcare Centre and Head Start program.
- Fort Erie Native Friendship Centre is represented on the Town's Community Health Care Services Committee and other municipal committees, and brings thoughts and ideas that help plan for the future of the community and Indigenous Health Services.



What the Province can do to help

- Support the Town's request to continue operation of the Urgent Care Centre (UCC) beyond 2028 as a local primary care access for the Indigenous community as part of Fort Erie's primary health care "safety net". The Town's request has also been supported by the Niagara Region, City of Niagara Falls, and City of Port Colborne.
- Encourage the inclusion of the Ministry of Health and Niagara Health System in facilitating health services specific to Indigenous Health.
- Encourage the acceptance of addiction services/harm reduction with more of an Indigenous lens that will assist with the healing journey.
- Consider support for the expansion of child care services at Under the Rainbow, provided through the Fort Erie Native Friendship Centre.



Thank you for providing us with this opportunity to share with you the commitment that the Town continues to make in addressing community health care needs and discuss with you the importance of all Fort Erie residents having equitable access to comprehensive, community-based, innovative health care.

Mayor Wayne H. Redekop
Councillor Joan Christensen
Councillor George McDermott
Chris McQueen, Chief Administrative Officer





Proposed Resolution for the Niagara Health Board of Directors

Whereas, the Town of Fort Erie has clearly stated its position that the community requires a primary health care “safety net”, currently provided at the Douglas Memorial Urgent Care Centre, that should responsibly continue operation in Fort Erie until a viable alternative is in place.

Now, therefore, be it resolved that,

That the Niagara Health Board of Directors instruct Niagara Health representatives to re-engage with the Town of Fort Erie Health Services Committee to assist with local health and community service discussions; and

That Niagara Health commit to include the Town of Fort Erie Mayor, Chief Administrative Officer, Community Health Services Coordinator and/or Director of Community Services in all discussions regarding local health services that impact the Town of Fort Erie; and

That the Niagara Health Board of Directors advocate to the Minister of Health to commit to the operational funding for all necessary services at the new South Niagara hospital without the removal or reallocation of operational funding from Douglas Memorial Urgent Care Centre (primary care services) to allow the continuation of the UCC and other current health services beyond 2028 or until a sustainable alternative is established; and

That the Niagara Health Board of Directors advocate to the Ministry of Health to direct all existing provincial funding for the operation of the Douglas Memorial UCC (primary care), chronic care beds and palliative care beds, and all diagnostic and associated services to remain in Fort Erie for use by Niagara Health as part of a revised hospital model for Niagara or an alternative model operated by a qualified designated health care services entity working in collaboration with the Town of Fort Erie should Niagara Health close Douglas Memorial as a hospital site, either before or following the completion and opening of the new South Niagara Hospital; and

That the Niagara Health Board notify the Town of Fort Erie of its decisions with respect to the above resolutions.

March 7, 2025

The Right Honourable Justin Trudeau
Prime Minister of Canada
Via email: pm@pm.gc.ca

The Honourable Doug Ford
Premier of Ontario
Via Email: premier@ontario.ca

Re: Impacts of Tariffs

Please be advised the Council of the Municipality of Chatham-Kent, at its special meeting held on March 6, 2025, supported the following resolution regarding the above noted matter:

Whereas Canada is facing an unfair trade war based on tariffs from the Trump administration;

And Whereas tariffs have the prospect of negatively impacting our citizens, businesses, and community organizations;

And Whereas Chatham-Kent Council is ready and prepared to stand up for our businesses and citizens, and to support Team Canada in this fight;

And Whereas the approaches taken to respond to tariffs need to consider all potential impacts of the decision, including unintended consequences;

And Whereas Council strenuously objects to the ongoing attempts to undermine Canadian sovereignty by the Trump Administration;

And Whereas Council encourages the Federal government to continue work toward negotiations on ending this Trade War;

Therefore, Chatham-Kent Municipal Council directs administration to continue its work to address the impacts of this trade war, to immediately work on the following list of actions, and to work on any other matters that could be relevant to address the impact of these unfair tariffs:

1. Administration continue its work on addressing tariff impacts, including the review of:
 - a. Approaches taken by other municipalities to ensure Chatham-Kent is adopting best practices;
 - b. Supply chains for major purchases and products that may be impacted by tariffs;

- c. Legal options for adjusting contracts and procurement processes to reduce Chatham-Kent exposure to tariffs;
 - d. Employment and support services for citizens whose jobs may be impacted by tariffs;
 - e. Opportunities to advance major projects to assist in economic stimulus;
2. Economic Development continue to:
- a. Connect with local businesses to understand impacts that tariffs are having;
 - b. Enhance existing Buy Local campaigns to help support local businesses and provide citizens with information about their purchasing decisions;
 - c. Be prepared to assist businesses with accessing senior government programs that may become available.
3. Administration be directed to support upper levels of government's "Team Canada" approach, including participating in municipal association work, and preparing advocacy to senior levels of government to address any barriers Chatham-Kent faces, and to advance the needs of our local companies;
4. Administration continue to update the www.Chatham-Kent.ca/TariffSupport webpage to keep citizens updated on the impacts of tariffs and relief programs that become available;
5. Administration report to the Mayor and Council regarding any opportunities for political collaboration between Chatham-Kent and other municipalities, municipal associations and cross-border initiatives;
6. Administration return to Council for any necessary funding requests and with updates on progress on each of the items in this motion.
7. Administration be directed to send a letter to the Federal and Provincial Governments to consider all means to decrease costs to Canadians.
8. Administration be directed to share this resolution with local MP's, MPP's, AMO, FCM, ROMA, OBCM, Border Mayor Alliance and all Ontario Municipalities.

Sincerely,

Judy Smith

Digitally signed by Judy
Smith
Date: 2025.03.07 15:41:36
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Judy Smith, CMO

Director Municipal Governance/Clerk



Report Presented To:	Township of Southgate Council Meeting
Meeting Date:	2025-03-19
Report Number	FIN2025-010
Title:	Tax Collection Policy Update
Open/Closed Session:	Open Session
Prepared By:	Kayla Best Acting Treasurer
Approved By:	Kayla Best Acting Treasurer
Approved By:	Jim Ellis Interim Chief Administrative Officer

Executive Summary:

This policy provides procedures, guidance and basis of decision making for the fair and equitable billing and collection of realty tax, tax penalty and interest and the amounts added to the tax roll. This policy establishes the responsibilities, internal controls, authorizations, and procedures ensuring the timely, accurate and efficient preparation and collection of property taxes.

Recommendation:

Be it resolved that Staff Report FIN2025-010 be received for information; and
That Council consider approval of Policy #4 Tax Collection Policy by Municipal By-Law 2025-032.

Background:

The Township of Southgate has a responsibility to administer property taxes. The [Tax Collection Policy #4](#) was approved by Council on November 2, 2011. This policy covers all aspects of billing and collection of property taxes and overdue property taxes, up to and including the initiation of Municipal Tax Sale proceedings. All procedures related to a Municipal Tax Sale are carried out in accordance with the authority from Section 286 of the Municipal Act, 2001 which states that the Treasurer is responsible for invoicing, collection and reconciliation of all amounts payable to the Municipality

Analysis

Staff have reviewed the Tax Collection Policy and made updates to provide greater detail and clarity on current procedures as well as to align with current legislation.

Internal Policy and Legislated Requirements:

- a. The Assessment Act
- b. The Municipal Act
- c. The Municipal Tax Sales Act

Financial and Resource Implications:

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

Strategic Priorities:

Priority: Operational Excellence

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

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

Attachments:

List Attachments:

None.

THE CORPORATION OF THE TOWNSHIP OF SOUTHGATE

BY-LAW NUMBER 2025-032

being a By-law to adopt the "Tax Collection Policy"
known as Policy Number 04

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

Whereas the Municipal Act, S.O. 2001, Chapter 25, as amended, Section 9, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

Whereas the Council of The Township of Southgate has deemed it desirable to adopt a Tax Collection policy;

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

1. **That** the "Tax Collection Policy" known as Policy No. 04, attached hereto as Schedule A is hereby adopted; and
2. **That** this by-law shall come into force and effect on the date of its passing.

Read a first, second and third time and finally passed this 19th day of March, 2025.

Brian Milne – Mayor

Lindsey Green – Clerk



Tax Collection Policy

1. Purpose

The Township of Southgate collects taxes on behalf of the Municipality, the County of Grey and the school boards, and is responsible to ensure all overdue Property Taxes are collected in a timely and systematic manner.

The purpose of this policy is to provide procedures, guidance and basis of decision making for the fair and equitable billing and collection of realty tax, tax penalty and interest, and amounts added to the tax roll. This policy establishes the responsibilities, internal controls, authorizations, and procedures ensuring the timely, accurate and efficient preparation and collection of property taxes.

2. Policy Scope

This policy covers all aspects of billing and collection of overdue Property Taxes, up to and including the initiation of Municipal Tax Sale proceedings. All procedures related to a Municipal Tax Sale are carried out in accordance with the authority from Section 286 of the Municipal Act, 2001 which states that the Treasurer is responsible for invoicing, collection and reconciliation of all amounts payable to the Municipality.

3. Applicable Legislation

- a. The Assessment Act
- b. The Municipal Act
- c. The Municipal Tax Sales Act
- d. The Township of Southgate By-Laws

4. Definitions

- a. **Assessment** – the assessment for real property made under the Assessment Act according to the last returned assessment roll.
- b. **Cancellation Price** - an amount owing equal to all Tax Arrears, together with all current taxes owing, penalties and interest and costs incurred by the Municipality after the registration of a Tax Arrears Certificate under section 373 of the Act.
- c. **Change Events** – assessment changes resulting from:
 - Minutes of settlement resulting from Request for Reconsideration and Assessment Review Board Appeal Decisions;
 - Section 357/358/359 Application Decisions;
 - Charity Rebates; Assessor’s reports;
 - Post Roll Amended Notices (PRANs);
 - Advisory Notices of Adjustment (ANAs); Severance/Consolidation Apportionments; and
 - Other assessment of change documents issued by the Municipal Property Assessment Corporation (MPAC).



- d. **Collection Costs** - all costs incurred by the Municipality to obtain information for collection purposes and/or collect Tax Arrears including, but not limited to, title search fees, corporate search fees, registered or certified mail, administrative charges, tax registration initialization fee, legal costs and tax sale costs.
- e. **Extension Agreement** - a contract between the Municipality and the registered owner, spouse of the owner, a mortgagee or a tenant in occupation to extend the period of time in which the Cancellation Price is to be paid. The contract is entered into after the registration of a Tax Arrears Certificate and before the expiry of the one-year period following the registration date.
- f. **Omitted Assessment** - an assessed property which has not been recorded on the assessment roll. When an omitted assessment is added to the assessment roll, property taxes can be collected for the current year and, if applicable, for any part or all of the previous two years.
- g. **Penalties and Interest** - amounts applied by the Municipality to unpaid Property Tax accounts, in accordance with section 345 of the Act and applicable Municipality by-laws.
- h. **Municipal Tax Sale** - the sale of land for Tax Arrears according to proceedings prescribed by the Act and Ontario Regulation 181/03.
- i. **MPAC** - Municipal Property Assessment Corporation Property
- j. **Municipality** - means the Township of Southgate
- k. **Property Taxes** - the total amount of taxes for municipal and school purposes levied on a property and includes other amounts added to the tax roll as may be permitted by applicable Provincial legislation, including but not limited to outstanding fines under the Provincial Offences Act; charges pursuant to the Property Standards By-law 2019-111 with authority provided by the Building Code Act, water utility arrears and other outstanding fees and charges owed by the property owners in accordance with the Act.
- l. **Supplemental Taxes** - means extra, and the supplemental tax bill is in addition to the current tax bill already issued in change events - it does not replace a tax bill that has already been issued and received.
- m. **Tax Arrears** - any portion of Property Taxes that remain unpaid after the date on which they are due.
- n. **Tax Arrears Certificate** - a document that is registered on title, indicating the described property will be sold by public sale if all Property Taxes are not paid to the municipality within one year of the registration of the certificate.



- o. **Tax Collector** – the staff member currently responsible for billing and collection of property taxes, including but not limited to the Treasurer and Deputy Treasurer.
- p. **Tax Payer** – is a person whose name is shown on the tax roll as a property owner.

5. Tax Collection Policies and Procedures

a. Tax Billing

- The Tax Collector is charged with the responsibility of collecting the taxes. The Collector shall prepare two tax notices annually, an interim notice and a final notice for taxpayers in the Municipality.
- Each notice shall meet all requirements of Section 343 of the Municipal Act and state two installment due dates to facilitate a quarterly payment system.
- The Municipal Act, Section 343(1) requires tax notices be post marked and mailed or electronically delivered to each ratepayer no later than twenty-one days prior to the first installment due date for interim, final and supplementary notice.
- Any tax bill, arrears notice, or other related correspondence sent by ordinary mail, is considered delivered to and received by the addressee unless the notice is returned by the Post Office.
- It is the taxpayer's responsibility to notify the Municipality in writing of any mailing address changes. Section 343(6) of the Municipal Act, 2001 identifies that property tax bills shall be sent to the taxpayer's last known residence or place of business or to the premises where the taxes are payable, unless the taxpayer directs otherwise. This direction continues until it is revoked in writing.
- Where a mortgage company is required to pay taxes on behalf of the ratepayer, the Tax Collector may forward tax notices directly to the mortgage company upon receiving a request from the company.
- Failure to receive a tax bill will still result in penalty and interest charges being applied if the bill is not paid by the due date.
- A levying by-law passed by Council is required in advance of either an interim or final tax billing.
- Interim and final tax bills will be due and payable in two installments each year and the specific due dates will be identified in both the interim and final by-laws passed by the Municipality. The Interim tax bills will have due dates in March and June and the Final tax bills will have due dates in August and October.

b. Tax Bill Format

- The tax billing issued will meet all requirements of the provincially legislated standard tax bill.
- Arrears are included solely in the first installment due date amount.
- Installment due dates will be indicated on the payment stubs.
- Billing messages may be used to relay information to ratepayers.

c. Tax Billing Cycle

Taxes will be billed on the basis of four installments per year as established by Township by-laws. The installments and due dates are as follows:



- Interim Levy: The interim tax levy shall be levied upon all taxable assessments according to the last revised assessment roll and shall be produced based on 50% of the annualized taxes of the property for the previous calendar year, in accordance with Section 317 of the Municipal Act following the guidelines 21 days prior to due date, with installment dates in March and June.
- Final Levy: The final tax levy shall be based on the current year tax rates as set out in the final levying by-law passed by Council and applied to the phased-in assessment value for the current year according to the last revised assessment roll, provided to the Municipality by MPAC, and sent following the guidelines in the Municipal Act (21 days prior to due date), with installment dates in August & October.

d. Supplemental and Omitted Assessments

- Supplementary tax notices will be billed at various times throughout the year as assessment information is received from MPAC (Municipal Property Assessment Corporation).
- Due dates will be set at the discretion of the Tax Collector with an effort to have them coincide with the regular tax installment due dates.
- There are two sections of the Assessment Act that allow for taxation of rateable property not included in the annual revised assessment roll:
 - Omissions - Section 33 of the Assessment Act allows for the taxation of real property that has been omitted from the roll. The provision allows for taxation in the current year, plus a maximum of the two preceding years.
 - Additions - Section 34 of the Assessment Act allows for the taxation of assessment that has increased in value or has been added after the return of the last revised roll. These taxes apply to the current year only.

e. Assessment Change Events

- Tax credit notices are produced as soon as practicable after receipt of documentation from the Municipal Property Assessment Corporation (MPAC).
- Applicable credits will be applied to the tax roll and a covering letter mailed to the Taxpayer with a credit notice to indicate that the credit will remain on the tax roll account to carry forward to future taxation, unless written request is submitted by the property owner to have the credit balance refunded to them.

f. Maintenance of Records

- Ownership, address, assessment and other changes will be made regularly to keep tax records up-to-date to ensure that the Municipality bills accurately and to enable correct reporting.
- It is the owner's responsibility to provide this information to the Municipality on a timely basis.
- Ownership changes will only be completed using the following documentation:
 - Deed from a customer or lawyer;
 - Lawyers letter indicating a change in ownership;
 - Municipal Sales Listing received from the Municipal Property Assessment Corporation (MPAC);
 - Death Certificate;
 - Marriage Certificate.



6. Severances & Consolidation of Properties

- From time property owners will apply for severances of their properties under the authority of the Planning Act. If granted by the Committee of Adjustment the assessment values must also be split between all the parcels of land. As part of their legislated services MPAC provides the divided assessment information.
- Under the authority of the Municipal Act, section 356 the Treasurer may divide the assessment roll into the parcels being severed and direct the property taxes accordingly.
- Upon receipt of the divided assessment from MPAC the Municipality will monitor the report to ensure that MPAC picks up the split for the following year's returned assessment roll.
- As severed portions of land are often sold, the Municipality will not recalculate the property taxes for a part year. It is understood that the seller's and buyer's lawyers would address who owes what as part of the property sale process.
- Consolidations are processed by MPAC at the written request of the property owner. Property owners should contact MPAC directly.

7. Payments

a. Methods of Payment

- Taxes are payable at the Municipal Office.
- Payment of taxes must be received in the Municipality's administration office, on or before the due date. Payments not received on time are subject to Penalties and Interest.
- The following are the modes of payments available for the property owner's use:
 - Telephone or Internet Banking – using the fifteen-digits from roll number as the account number (please note: property owners must allow at least 2-3 business days in order for the payment to reach the Township of Southgate's financial institution)
 - Visa or Mastercard through the Municipality's third-party payment provider. This can be accessed online through our website Southgate.ca and has an additional service charge from the provider.
 - Preauthorized Payment Plans (PAPs) (installment based or monthly – 1st or 25th of each month). Requests can be made through the website or by requesting the form.
 - Post dated cheque(s) made payable to the Township of Southgate
 - In person – at the counter by cash, cheque, debit or money order
 - Payments by a mortgage holder
 - Other alternatives as approved by the Treasury Department
- Receipts will be provided for all cash payments and upon request by the registered owner for all other methods of payment.

b. Applications of Payments

In accordance with the Municipal Act, 2001 Section 347 payments shall be applied as follows:

- First to all Penalty and Interest Charges



- Then to the taxes starting with the oldest taxes up to the current taxes
 - Then to other charges that have been added to the roll (if any)
- c. **Mortgage Company Payments**
- A mortgage listing of roll numbers, taxes due and owing and the due dates, in standard format will be provided to each mortgage company who has provided the Municipality with notification that they hold an interest in a particular property.
 - Property Tax bills and notices are mailed to the address of the property as shown on the tax roll unless the taxpayer advises the Municipality, in writing, of an alternate mailing address. Use of the alternate mailing address continues until it is revoked in writing or ownership of the property changes.
- d. **Pre-Authorized Payment Plan (PAP)**
- To assist property owners who prefer to equalize their annual tax payments the following preauthorized payment plans are offered:
 - i. Monthly
 - Provides for a withdrawal from the property owner's bank account to the Municipality's bank account, on the last business day of each month an amount sufficient enough to ensure that all taxes billed are paid within the current year.
 - Property owners are eligible if their account is paid up to their chosen date of enrollment.
 - If balances remain on the applicable tax account during the current year while on a PAP, penalty and interest does not apply.
 - If a property owner's payment fails to clear the bank two (2) consecutive times, the Municipality reserves the right to terminate the plan and penalty and interest will apply from that point forward.
 - The dollar amount to be withdrawn from the participants account shall be recalculated twice a year:
 - Once in January, calculating a monthly amount based on the previous current year's taxes averaged over twelve payments, to take effect on January 31st of the year. For example in January 2024 take the total taxes for 2023 and divide them by 12. This would give the monthly withdrawal amount commencing on January 31st, 2024; and
 - After the calculation of the final bill. In both cases the property owner shall receive a notification as to the dollar amount change. This calculation would be the current year's taxes, less what has been paid, adding any outstanding amounts and divided by the remaining months (or withdrawals) in the year.
 - ii. Installment
 - Provides for a withdrawal from the property owner's bank account to the Municipality's bank account, on the due date an amount sufficient enough to ensure that all taxes due and payable on the said date are paid in full.
 - Property owners are eligible if their account is paid up to their chosen enrolment date.



- If a property owner's payment fails to clear the bank, two (2) consecutive times, the applicant relinquishes their right to participate in the program. Penalty and interest will be applied to all amounts past due.
 - To participate in any of the Preauthorized Payment Plans applicants must submit an application in writing on the Municipality's prescribed form and submit it a minimum of twenty (20) calendar days prior to the payment withdrawal date.
 - Participants in the program wishing to make changes to their application (for example banking information), or cancel their participation in the program must do so in writing a minimum of twenty (20) calendar days prior to the payment withdrawal date.
 - Note that pre-authorized payment plans are an alternative payment plan of the tax bills that are issued with posted due dates, offered as a courtesy. Failure to keep the arrangement in good standing will result in the cancellation of this courtesy.
- e. **Returned Payments**
Payments not clearing the payer's bank will result in the payment being removed from the applicable tax account and an administrative fee, as indicated in the Municipality's User Fee Bylaw, being added to the applicable account.
- f. **Refunds of Overpayments or Adjustments**
- It is the policy of the Treasury Department to issue refunds for overpayments or credit balances resulting from a tax adjustment, where there is a request from the ratepayer.
 - In the case of what appears to be a duplicate payment, refunds will only be issued upon request and are subject to the Administration Fee for issuing a refund, as outlined in the Township's Fees and Charges By-Law. The refund may take up to two weeks after receiving the request.

8. Late Payments and Arrears

a. Late Payment, Interest and Penalty Charges

- Interest is added to previous year's arrears and Penalty is added to over-due current taxes on the first day of each month.
- All Tax Arrears are subject to penalties and interest. In accordance with the Municipal Act, section 345 and the Municipality's bylaws, penalty and interest shall be charged at the rate of 1.25% per month on any tax arrears that remain outstanding on the first calendar day of each month. The penalty run is generated in the first three (3) business days of the month, so as to allow for processing of all payments received.
- Interest and Penalty is adjusted only in when the following situations arise:
 1. Taxes are adjusted under Sections 354, 357 or 358 of the Municipal Act, 2001;
 2. The post mark on mailed payments being clearly from the previous month;
 3. Taxes are adjusted following an Assessment Review Board decision;
 4. Taxes are adjusted in accordance with a decision of the Court(s);



5. Approved by the Treasurer or designate as gross or manifest clerical errors.
6. In extraordinary circumstances, there may remain a balance owing on a taxpayer's account after a payment is received. When the remaining amount is small enough that it is not cost effective to incur the costs of collection, it may be expedient to write-off the amount. Upon request, the Treasurer shall have the authority to approve such write-offs for outstanding amounts of up to \$50.00 once per tax account during the lifetime of the ownership.

b. Arrears Notices

- Notice of Property Tax Arrears will be mailed to taxpayers in default of payment a minimum of two times a year. Additional notices may be sent at the discretion of the Treasurer. Additionally, both interim and final tax bills will show past due balances in the summary section of the Tax Bill.
- The Municipality may search the title to the property to determine interested parties to property (i.e. mortgagees) and contact them to advise the tax arrears status of the property. The cost of the search will be added to the tax roll account.

9. Tax Registration

a. Tax Registration Process

- Arrears of two years may be subject to the Tax Registration process commencing on the first day of the following year. Each year, the Municipality will review its property tax aged ledger summary for individual property tax accounts that are at 2 years or more in arrears. If acceptable payment arrangements are not negotiated, then the Municipality may select properties that meet legislated criteria to be subject to the municipal tax sale process.
- A letter informing property owners of potential tax registration will be sent in advance of initiating the procedures. The letter will indicate a deadline, not less than twenty-one days after the date of the letter by which payment or arrangements suitable to the Tax Collector are made.
- Once tax registration procedures commence, the property owner or interested party has one year from the date of registration in which to redeem the property by paying the 'Cancellation Price' which includes all taxes, penalty and interest outstanding, including all associated legal and administration fees and costs.
- If a Tax Arrears Certificate has been registered against a property under the Municipal Tax Sales Act, no partial payments can be accepted by the Municipality as per section (347(3)) of the Municipal Act "No part payment shall be accepted on account of taxes in respect of which a tax arrears certificate is registered under this Act except under an extension agreement entered into under section 378."



- All correspondence regarding the account will be directed to the Township's Tax Collector.
- The Municipality's solicitor or a contracted tax registration firm may be used to process the required statutory notices/declarations.
- Fees will be added to the account as established by Municipal by-law from time to time, throughout the tax registration process to cover all costs associated with registration of the property.

b. Extension Agreement

- A taxpayer in Tax Registration may request an Extension Agreement, which will extend the period of time in which the balance outstanding is to be paid. The Tax Collector may enter into an agreement with the Owner before the property is registered. After the property is registered, the Treasurer must approve the request within one year of the date that the property was registered for Tax Sale.
- Extension agreements are subject to terms and conditions set out in the agreement and are established on a property by property basis using the following guidelines:
 1. Maximum term of the agreement is 12 months from entering into the Extension Agreement to clear all outstanding balances, unless in extenuating circumstances an alternate agreement may be reviewed and approved by the Treasurer; and
 2. Monthly payment(s) required over term of extension agreement. In the event of default, a registered letter will notify the taxpayer as such, and the agreement is thereby terminated, putting the property in the same position in Tax Registration and Sale proceedings as it was prior to entering into the Extension Agreement.
- The Municipal Treasurer, or their designate, is delegated the authority to authorize the execution of tax arrears extension agreements pursuant to Section 378 of the Municipal Act, 2001.

10. Tax Sale

a. Land Sale Process

- The Municipal Act provides that the property may be sold by sealed tender, or public auction. The Municipality's preference is by sealed tender.
- In the event that it becomes necessary to sell a property on which a tax arrears certificate has been filed, the procedure to be followed will be that is described in the Municipal Act, 2001.
- Properties that meet one of the following criteria may be advertised for Tax Sale:
 1. Tax arrears are not paid in full within one year of the date of registration; or
 2. Taxpayer has defaulted on an Extension Agreement.



- Tenders are opened in an open forum, recorded as received, and then reviewed to ensure completeness of the tenders submitted.

b. Successful Bidder

- The highest tenderer or two highest tenderers, if more than one is received, is retained.
- The minimum acceptable bid is the cancellation price.
- Notice is sent to the highest bidder requesting payment of the balance of the amount tendered, applicable land transfer tax, and accumulated taxes to date. All tax sale costs are added to the individual property tax account balance.
- Payment must be received from the highest bidder within 14 days from the date of the notices of highest bidder being mailed by the Treasurer.
- Upon receipt, the Treasurer shall issue a receipt and declare the highest bidder to be the successful purchaser.
- If no payment is received within 14 calendar days of the mailing of the notice, the deposit is forfeited to the Municipality. A notice is then sent to the second highest bidder and the process repeats.

c. Vesting

- Where there is no successful purchaser, all risks of taking possession of the property may be identified, including any Crown Liens or environmental issues, after which time a notice of vesting may be issued and the property is registered in the name of the Municipality and the Tax Sale proceedings are cancelled.
- Council has two years to decide whether to vest a property. The Municipal Act allows for inspection of the property including an environmental assessment.
- Council may alternatively choose to re-advertise the property for another tender within 2 years.

d. Write-Offs and Write-Downs

- If Council decides to vest the property, the tax arrears will be written off completely and the property may be declared surplus and advertised for sale.
- Following an unsuccessful tax sale, if Council decides not to vest, they may choose to write off part of the taxes with the purpose of re-advertising the property for tax sale in an attempt to better the odds of a successful tax sale.

11. Discretion

To ensure that all taxpayers are treated fairly and equitably, the Treasurer, or designate, has the authority to exercise discretion in the application of this policy where unusual or extraordinary circumstances are apparent, provided such discretion is in accordance with all applicable legislation, ensuring fairness to all taxpayers, and that the overall best interests of the Municipality are met.

The Corporation of the Township of Southgate
By-law Number 2025-033
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 19, 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 19, 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 19, 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 19th day of March, 2025.

Brian Milne - Mayor

Lindsey Green - Clerk